

Hanford Elementary School District

REGULAR BOARD MEETING AGENDA

Wednesday, May 14, 2025

HESD District Office Board Room
714 N. White Street, Hanford, CA

OPEN SESSION

5:30 p.m.

- Call to Order
- Members Present
- Pledge to the Flag

CLOSED SESSION

- **Student Discipline** (*Education Code Section 48918... requires closed sessions in order to prevent the disclosure of confidential student record information*)
 - Administrative Panel Recommendations**
Case #25-10 Wilson
- **Personnel** (*Pursuant to Government Code Sections 54957, 54957.6, and/or Education Code provisions, Trustees will adjourn to Closed Session to discuss the items listed below. The items to be discussed shall be announced in accordance with Government Code Section 54954.5.*)
 - Conference with Labor Negotiators (GC 54957.6)
 - Agency Representatives: J. Gabler & J. Martinez
 - Employee Organization: HETA; CSEA
 - Public Employee Discipline/Dismissal/Release (GC 54957)
 - Resolution No. 32-25: Release of Probationary Classified Employee #36512

OPEN SESSION

5:50 p.m.

Take action on closed session items

1. PRESENTATIONS, REPORTS AND COMMUNICATIONS

(In order to ensure that members of the public are provided an opportunity to address the Board on agenda items or non-agenda items that are within the Board's jurisdiction, agenda items may be addressed either at the public comments portion of the agenda, or at the time the matter is taken up by the Board. A person wishing to be heard by the Board shall first be recognized by the President and identify themselves. Individual speakers are allowed three minutes to address the Board. The Board shall limit total time for public input on each item to 20 minutes.)

- a) Public comments
- b) Board and staff comments
- c) Review dates to remember

2. CONSENT ITEMS

(Items listed are considered routine and may be adopted in one motion. If discussion is required, a particular item may be removed upon request by any Board member and made a part of the regular business.)

- a) Accept warrant listings dated April 16, 2025; April 22, 2025; April 23, 2025; April 25, 2025 and May 2, 2025.
- b) Approve minutes of the Regular Board Meeting held on April 23, 2025.
- c) Approve interdistrict transfers as recommended.

- *Materials related to an item on this agenda submitted to the Board after distribution of the agenda packet are available for public inspection at the Superintendent's Office located at 714 N. White Street, Hanford, CA during regular business hours.*
- *Any individual who requires disability-related accommodations or modifications, including auxiliary aides and services, in order to participate in the Board meeting should contact the Superintendent's Office at least 48 hours prior to the meeting.*

d) Approve donation:

- 5 bicycles from Kings County Deputy Sheriff's Office to Martin Luther King Jr. Elementary.
- \$1,000.00 from Washington Parent Teacher Club to cover cost of Yearbooks.

3. INFORMATION ITEMS

- a) Receive for information a review of the 2024-2025 District/Board Goals (*Gabler*)
- b) Receive for information the District's Initial Proposal to California School Employees Association (CSEA) for 2025-2026 amendments to the 2023-2026 Collective Bargaining Agreement between Hanford Elementary School District (HESD) and CSEA (reopened articles) (*Martinez*)
- c) Receive for information CSEA's Initial Proposal for 2025-2026 amendments to the 2023-2026 Collective Bargaining Agreement between HESD and CSEA (reopened articles) (*Martinez*)
- d) Receive for information the revised Board Policy and Administrative Regulation 6159 – Individualized Education Program (*Cruz-Sanchez*)
- e) Receive for information the revised Board Policy and Administrative Regulation 6159.2 – Nonpublic, Nonsectarian School and Agency Services for Special Education (*Cruz-Sanchez*)
- f) Receive for information the revised Board Policy, Administrative Regulation and Exhibit 1312.2 – Complaints Concerning Instructional Materials (*Rubalcava*)
- g) Receive for information the revised Board Policy 6142.93 – Science Instruction (*Rubalcava*)
- h) Receive for information the revised Board Policy 6142.94 – History-Social Science Instruction (*Rubalcava*)
- i) Receive for information the revised Board Policy 6170.1 – Transitional Kindergarten (*Rubalcava*)
- j) Receive for information the revised Board Policy and Administrative Regulation 6174 – Education for English Learners (*Rubalcava*)

4. BOARD POLICIES AND ADMINISTRATION

- a) Consider adoption of Resolution #31-25: Regarding Absent Board Member Compensation – L. Hernandez (*Gabler*)
- b) Consider approval of Consultant Contract with Kings Cultural Center, Sophia Medina (*Rubalcava*)
- c) Consider approval of Memorandum of Understanding with Tulare County Office of Education/Migrant Program Region VIII "Model B district" (*Baldwin*)
- d) Consider approval of Board Resolution #30-25: Approving the move to School Employees Trust-Tulare County JPA (SET-TC) effective October 1, 2025 (*Martinez*)
- e) Consider approval of the 2024-2025 Prop 28 Annual Report (*Heugly*)
- f) Consider approval of the 2024-2025 Prop 28 School Plans (Arts & Music) (*Heugly*)
- g) Consider approval of Bus Driver Instructional Services provided by Richard Rose Jr. (*Pierotte*)
- h) Consider approval of Sourcewell Contract #101520-FMP- Factory Motor Parts/Factory OEM Parts (*Pierotte*)
- i) Consider approval of Change Order 2, COR 4 - Monroe New TK & Kinder Project (*Pierotte*)
- j) Consider approval of Amendment of Ground Lease for Telecommunications Towers (*Goldsmith*)
- k) Consider declaring Items Surplus (*Endo*)
- l) Consider approval of revised Board Policy and Administrative Regulation 3311 – Bids (*Endo*)

- m) Consider approval of revised Board Policy and Administrative Regulation 3311.1 – Uniform Public Construction Cost Accounting Procedures (*Endo*)
- n) Consider approval of revised Board Policy and new Administrative Regulation – 6142.8 Comprehensive Health Education (*Strickland*)

5. PERSONNEL (Martinez)

a) Employment

Certificated

- Summer Barrios, Teacher, Probationary, effective 8/7/25
- Carl Carrizales, Physical Education Teacher, Probationary, effective 8/7/25
- Victor Castrejon, Teacher, Probationary, effective 8/7/25
- Samantha Coons, Teacher, Probationary, effective 8/7/25
- Bruna Correia, Teacher, Probationary, effective 8/7/25
- Adrianna Luna, Teacher, Probationary, effective 8/7/25

Classified

- Dakota Corona, Yard Supervisor – 1.5 hrs., Washington, effective 4/22/25
- Gina Jundt, Special Education Aide – 5.0 hrs., Roosevelt, effective 4/22/25

Classified Temps/Subs

- Linda Danley, Coach, effective 4/22/25
- Jacqueline Martinez, Substitute Bilingual Clerk Typist II, Translator: Oral Interpreter and Translator: Written Translator, effective 4/22/25
- Jaydy Valencia-Perez, Substitute Bilingual Clerk Typist II, Translator: Oral Interpreter and Translator: Written Translator, effective 4/10/25

Admin Transfer

- Galen Dominguez, from Custodian II – 8.0 hrs., Monroe/King, to Custodian II – 8.0 hrs., Monroe, effective 4/22/25

Short Term Classified

- Linda Danley, Short-Term Coach – 1.0 hr., Simas, effective 4/22/25-5/29/25
- Melissa Tolano, Short-Term Yard Supervisor – 2.0 hrs., Monroe, effective 4/22/25-6/6/25

More Hours/Days

- Priscilla Ruvalcaba, from Yard Supervisor – 2.75 hrs., Simas, to Yard Supervisor – 3.5 hrs., Simas effective 3/24/25
- Yolanda Solorio Lopez, from Yard Supervisor – 2.75 hrs., Lincoln, to Yard Supervisor – 3.25 hrs., Lincoln, effective 4/22/25

Temporary Out of Class Assignment

- Mayra Rodriguez Delgado, from Food Service Worker I – 3.0 hrs., Hamilton, to Food Service Utility Worker – 3.5 hrs., Food Services, effective 4/23/25-6/6/25

b) Certificated Short Term Employment – SUMMER PROGRAMS

Special Education Extended School Year:

King Elementary School

June 12, 2025, June 13, 2025, 4 hours/day for Preparation

June 16, 2025 – July 11, 2025, 5 hours/day for Instruction

(no school June 19, 2025 & July 4, 2025)

- Virginia Tamez, SDC Teacher
- Tianna Sandoval, SDC Teacher
- Shelby McWells, SDC Teacher
- Sara Alexander, SDC Teacher

Nursing Services for Summer Programs:

King Elementary School

June 10, 2025 – July 18, 2025, 8 hours/day for Assignment

(no school June 19, 2025 & July 4, 2025)

- Leann Williamson, June 10-13, June 30-July 4 (no school July 4, 2025), July 14-18
- Cara Cummings, June 23-27 (no school June 19, 2025), July 7-11
- Kelsey Campbell, June 10-June 20 (no school June 19, 2025)

Specialists for Summer Programs:

King Elementary School

June 16, 2025 – July 18, 2025, 8 hours/day for Assignment

(no school June 19, 2025 & July 4, 2025)

- Laura Long, Psychologist, June 16-July 18 (no school June 19, 2025 and July 4, 2025)
- Phoua Xiong, Counselor, June 16-July 18 (no school June 19, 2025 and July 4, 2025)
- Carmen Alvarez Vargas, Social Worker, June 16-June 27 (no school June 19, 2025), July 14-18
- Angelica Garcia, Social Worker, June 30-July 11 (no school July 4, 2025)

Administrators for Summer Programs:

Junior High (West Hills College, Lemoore)

- Cristy Goins, June 13, 2025-June 26, 2025, 9 hours/day (no school June 19, 2025)

King Elementary School

- Cynthia Pursell, June 16-July 4, 7.5 hours/day (no school July 4, 2025)
- Javier Espindola, July 7-18, 7.5 hours/day
- Sang Xiong, June 16-July 18, 7.5 hours/day (no school June 19, 2025 & July 4, 2025)

Elementary Summer Program:

King Elementary School

June 13, 2025 – 4.50 hours/day for Preparation

June 16, 2025 – July 18, 2025, 4.50 hours/day for Instruction

(no school June 19, 2025 & July 4, 2025)

Teachers are assigned in one or more of the date ranges above:

- | | | |
|------------------------|---------------------|---------------------------|
| • Aguilar, Juana | • Hawkins, Angel | • Romero, Mariah |
| • Arnold, Carson | • Lastiri, Emily | • Rosales, Maria |
| • Baldwin, Scott | • Lewis, Cynthia | • Schultze, Caitlyn |
| • Castaneda, Catherine | • Loewen, Shannon | • Silva, Virginia |
| • Coz, Kathryn | • Martin, Zachary | • Smart, Tommy |
| • Cruse, Katelyn | • Mayfield, Kelley | • Stowe, Cindy |
| • Cunha, Melissa | • McWells, Shelby | • Sippel, Kathryn |
| • de leon, Gabriel | • Medina, Christina | • Strickland, Kylie |
| • Doyel, Jacquelyn | • Moran, Madison | • Tafolla, Mario |
| • Flores, Rose | • Moreno, Anna | • Thompson, Emily |
| • Foster, Crystal | • Munro, Megan | • Thompson-Pedro, Sherrie |
| • Gomez, Vanessa | • Nabayan, Melissa | • Vasquez, Oswaldo |
| • Gonzalez, Eric | • Ortega, Janell | • Vasquez, Roberta |
| • Gonzalez, Eva | • Ortiz, Neyda | • Vega, Isabel |
| • Graham, Joann | • Porras, John | • Vidana, Ashlyn |
| • Griffin, Cori | • Porras, Maria | • Williams, Frederick |
| • Grillias, Nicholas | • Ramirez, Alicia | • Yrigollen, Griselda |
| • Haney, Jewelie | • Richmond, Jaimie | • Zaragoza, Mario |

Summer Program Teachers:

Junior High (West Hills College, Lemoore)

June 13, 2025, up to 2 hours for Preparation

June 16-20, 2025 (no school June 19, 2025), 8 hours/day for Instruction

June 23-26, 2025, 8 hours/day for Instruction

- Juarez, Damien, Teacher
- Raymond, Paul, Teacher
- Wittus, Jennifer, Teacher

c) Promotions

Certificated Management

- Miranda Mendoza-Robinson, from Learning Director – 8.0 hrs., Roosevelt, to Principal – 8.0 hrs., Roosevelt, effective 7/28/25

Classified

- Steven Rivera-Perez, from Food Service Utility Worker – 3.5 hrs., Food Services, to Custodian II – 8.0 hrs., Monroe/King, effective 4/22/25

d) Resignations

Certificated Management

- Ramiro Flores, Principal, Roosevelt, effective 6/13/25

Certificated

- Jasmine MacDonald, Teacher, Lincoln, effective 6/6/25
- Jody Melton Patton, Teacher, Wilson, effective 6/6/25

Classified

- Marissa Gonzales, Educational Tutor, K-8 – 4.5 hrs., Simas, effective 5/2/25
- Diana Romero, Special Circumstance Aide – 5.75 hrs., Simas, effective 6/6/25
- Hannie Sewell, Custodian II – 8.0 hrs., Hamilton, effective 5/20/25
- Maddison Tomey, READY Program Tutor – 4.5 hrs., Hamilton, effective 5/5/25

e) Consider approval of an Agreement between California State University, Sacramento and Hanford Elementary School District

- Authorize and enter into a Memorandum of Understanding between Hanford Elementary School District and California State University, Sacramento for the placement of student teachers and interns for a period of five (5) years.

f) Volunteers

<u>Name</u>	<u>School</u>
Nelly Cayeros	Hamilton
Vanessa Banuelos	Jefferson
Lisa Martins	Jefferson
Michelle Weber	Jefferson
Omar Naranjo	King
Alyssa Yrigollen	Lincoln
Heidi Cochran	Monroe
Veronica Estrella	Richmond
Mia Cooper (HESD EE)	Washington

6. FINANCIAL (Endo)

- Consider approval of Kings County Treasurer's Quarterly Compliance Report
- Consider approval of Certification of Signatures
- Consider approval of the extension of the Culinary Consultant Proposal from Brigaid LLC

ADJOURN MEETING

HANFORD ELEMENTARY SCHOOL DISTRICT
AGENDA REQUEST FORM

TO: Joy Gabler
FROM: Jay Strickland
DATE: April 30, 2025

For: ☒ Board Meeting
☐ Superintendent's Cabinet
☐ Information
☒ Action

Date you wish to have your item considered: May 14, 2025

ITEM: Administrative Panel Recommendations

PURPOSE:
Case# 25-10 Wilson

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Jaime Martinez

DATE: May 6, 2025

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☐ Information
☒ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **May 14, 2025**

ITEM: Consider adoption of Resolution No. 32-25 , Release of Probationary Classified Employee #63512.

PURPOSE: To authorize release of a Probationary Classified Employee in accordance with Education Code section 45113 effective May 16, 2025.

FISCAL IMPACT: None.

RECOMMENDATION: Adopt Resolution No. 32-25.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 05/02/2025

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 05/14/2025

ITEM:

Consider approval of warrants.

PURPOSE:

The administration is requesting the approval of the warrants as listed on the registers dated: 04/16/25, 04/22/25, 04/23/25, 04/25/25 and 05/02/25.

FISCAL IMPACT:

See attached.

RECOMMENDATIONS:

Approve the warrants.

**Warrant Register For Warrants
Dated 04/16/2025**

Warrant Number	Vendor Number	Vendor Name	Amount
12774514	6431	AMAZON.COM – Materials/Supplies	\$3,032.92
Total Amount of All Warrants:			\$3,032.92

Warrant Register For Warrants Dated 04/22/2025

Warrant Number	Vendor Number	Vendor Name	Amount
12774635	2	A-Z BUS SALES INC – Materials/Supplies	\$2,314.90
12774636	6306	KAREN ALVARADO – Reimburse-Mileage	\$80.29
12774637	6253	AT&T – Telephone Communications	\$3,150.77
12774638	91	AUTOMATED OFFICE SYSTEMS – Equipment	\$13,396.78
12774639	8587	ARIEL BARRIOS – Reimburse-Mileage	\$59.92
12774640	7839	LAWRENCE EDWARD BAYS III – Materials/Supplies	\$925.00
12774641	6112	JENNIFER BAYS – Advance-Travel/Conference, Mileage	\$613.10
12774642	5796	BOWLERO VISALIA – Lincoln Field Trip	\$975.85
12774643	7208	BRITNEY CAETANA – Advance-Travel/Conference	\$191.00
12774644	236	STATE OF CALIFORNIA – Other Services	\$2,271.00
12774645	1667	CDW GOVERNMENT INC. – Materials/Supplies	\$2,182.91
12774646	303	CHAFFEE ZOO – Study Trips	\$2,710.50
12774647	8479	CHARTER UP LLC – Other Services	\$8,118.56
12774648	7567	DEVIN CHAVARRIA – Materials/Supplies	\$113.92
12774649	3200	CROWN AWARDS – Materials/Supplies	\$1,193.99
12774650	3973	DANIELLE DARPLI – Reimburse-Mileage	\$47.18
12774651	405	DASSEL'S PETROLEUM INC. – Materials/Supplies	\$7,060.17
12774652	8281	DAWN ELECTRIC INC. – Services/Repair	\$375.00
12774653	4815	DIGITECH INTEGRATIONS INC – Other Services	\$1,008.00
12774654	1393	GAS COMPANY – Utilities	\$6,810.91
12774655	7858	ERIC GONZALEZ – Advance/Travel/Conference	\$294.00
12774656	701	HOFMAN'S NURSERY – Materials/Supplies	\$283.04
12774657	2188	THE HOME DEPOT PRO – Warehouse Inventory	\$226.98
12774658	5052	IMAGINE U CHILDRENS MUSEUM – Simas Study Trip	\$600.00
12774659	4846	KINGS AREA RURAL TRANSIT – Other Services	\$80.00
12774660	796	KINGS COUNTY OFFICE OF ED – Other Services	\$99.05
12774661	7260	LOWE'S PRO SERVICES – Materials/Supplies	\$2,862.35
12774662	6413	LYNZI LOWE – Reimburse-Mileage	\$46.90
12774663	8090	ADRIANNA LUNA – Advance-Travel/Conference	\$191.00
12774664	4704	KELLEY MAYFIELD – Reimburse-Mileage	\$10.08
12774665	5738	MIDNIGHT CRANE SERVICE INC – Services/Repair	\$350.00
12774666	1021	NASCO – Materials/Supplies	\$197.91
12774667	2909	MARCELA NICOLE NASH – Reimburse-Mileage	\$73.78
12774668	5793	NORTH STAR PHOTOGRAPHY – Materials/Supplies, Services/Repair	\$4,894.89
12774669	8589	OFF THE VINE – Materials/Supplies	\$400.00
12774670	3689	PIONEER VALLEY ED. PRESS– Materials/Supplies, Books	\$23,519.48
12774671	6035	PROJECT SURVIVAL CAT HAVEN – Lincoln Study Trip	\$522.00
12774672	5620	ANGELA PROTZMAN – Reimburse-Mileage	\$106.12
12774673	6768	REPTILE RON ANIMAL PRESENTATIONS – Other Services	\$300.00
12774674	8122	RODRIGUEZ SISTERS' LLC – Materials/Supplies	\$100.00
12774675	6328	SAM ACADEMY – Washington Study Trip	\$2,812.50
12774676	6328	SAM ACADEMY – Monroe Study Trip	\$2,812.50
12774677	6574	MARIBEL SANTIAGO – Reimburse-Mileage	\$10.08
12774678	6533	SCHOOL LIFE – Materials/Supplies	\$159.74
12774679	1327	SCHOOL SPECIALTY LLC – Materials/Supplies	\$2,085.63
12774680	1367	SISC III – Health/Welfare Benefits	\$727,556.75
12774681	1374	SMART & FINAL STORES (HFD DO) – Materials/Supplies	\$459.41
12774682	1392	SOUTHERN CALIFORNIA EDISON CO. – Utilities	\$8,404.64

Warrant Register For Warrants

Dated 04/22/2025

Warrant Number	Vendor Number	Vendor Name	Amount
12774683	2031	SOUTHWEST SCH & OFFICE SUPPLY – Warehouse Inventory	\$737.08
12774684	5622	JOANNA STONE – Reimburse-Mileage	\$105.35
12774685	5798	SWEETWATER – Materials/Supplies	\$303.53
12774686	1503	TULARE-KINGS MUSIC ED. ASSOC. – Band Entry Fees	\$420.00
12774687	1504	TURF STAR INC. – Materials/Supplies	\$380.19
12774688	8546	URBANISTS COLLECTIVE – Other Services	\$3,000.00
12774689	1554	SONIA VELO – Reimburse-Mileage	\$95.27
12774690	7247	FREDERICK WILLIAMS – Advance-Travel/Conference	\$294.00
12774691	8156	ZONAR SYSTEMS INC – Other Services	\$389.53
Total Amount of All Warrants:			\$838,783.53

Credit Card Register For Payments
Dated 04/22/2025

Document Number	Vendor Number	Vendor Name	Amount
14041391	2463	JONES SCHOOL SUPPLY CO. INC. – Materials/Supplies	\$1,970.55
14041392	831	LAKESHORE LEARNING MATERIALS – Materials/Supplies	\$2,103.99
14041393	854	LIBRARY STORE INC. – Materials/Supplies	\$1,104.85
14041394	1071	ORIENTAL TRADING CO. INC. – Materials/Supplies	\$835.89
14041395	1121	PERMA-BOUND – Books	\$34.75
14041396	1345	SHIFFLER EQUIPMENT SALES INC. – Materials/Supplies	\$1,242.34
14041397	2405	WPS – Materials/Supplies	\$95.26

Total Amount of All Credit Card Payments:**\$7,387.63**

Warrant Register For Warrants
Dated 04/23/2025

Warrant Number	Vendor Number	Vendor Name	Amount
12774870	3258	BANK OF AMERICA – Materials/Supplies, Travel/Conference, Other Services	\$16,912.30
12774871	6035	PROJECT SURVIVAL CAT HAVEN – Lincoln Study Trip	\$300.00
Total Amount of All Warrants:			\$17,212.30

Warrant Register For Warrants

Dated 04/25/2025

Warrant Number	Vendor Number	Vendor Name	Amount
12774949	7879	CARMEN ALVAREZ-VARGAS – Advance-Travel/Conference	\$118.00
12774950	6431	AMAZON.COM – Materials/Supplies	\$16,325.80
12774951	4285	AMERICAN BUSINESS MACHINES – Materials/Supplies	\$250.68
12774952	73	APPLE INC. – Materials/Supplies	\$21,089.40
12774953	6253	AT&T – Telephone Communications	\$123.50
12774954	7942	BARNES & NOBLE – CLASSWORK – Books	\$653.27
12774955	8587	ARIEL BARRIOS – Reimburse-Mileage	\$47.32
12774956	8566	BECKER'S SCHOOL SUPPLIES – Materials/Supplies	\$1,217.61
12774957	7399	BIMBO BAKERIES USA – Food Services-Food	\$825.66
12774958	7283	CA DEPT OF TAX & FEE ADMINISTRATION – Materials/Supplies	\$12.00
12774959	8479	CHARTER UP LLC – Other Services	\$5,894.01
12774960	7891	CINTAS CORPORATION NO. 2 – Materials/Supplies	\$39.31
12774961	5735	DISNEYLAND RESORT HOTELS – Travel/Conference	\$1,137.24
12774962	5489	ECS IMAGING INC. – Other Services	\$13,986.00
12774963	497	EMPLOYMENT DEVELOPMENT DEPT. – Unemployment Insurance	\$7,576.05
12774964	8063	FIDELITY SECURITY LIFE INSURANCE CO. – Health/Welfare Benefits	\$11,401.77
12774965	7730	FIGUEROA CONCRETE PARTNERS – Services/Repair	\$9,340.00
12774966	3479	FRESNO RACK AND SHELVING CO. INC. – Services/Repair	\$5,838.98
12774967	7803	ANGELICA GARCIA – Advance-Travel/Conference, Mileage	\$556.20
12774968	1393	GAS COMPANY – Utilities	\$901.40
12774969	591	GOLD STAR FOODS – Food Services-Food	\$20,948.00
12774970	5946	THE HARTFORD – Health/Welfare Benefits	\$1,477.14
12774971	669	HAWTHORNE EDUCATIONAL SERVICES – Materials/Supplies	\$120.79
12774972	687	HIGH NOON BOOKS – Books	\$169.74
12774973	8601	THE ICE BOX SHAVED ICE – Materials/Supplies	\$300.00
12774974	8220	IMAGE 2000 FRESNO – Services/Repair	\$21.00
12774975	8257	IMPERIAL BAG & PAPER CO LLC – Food Services-Materials/Supplies	\$7,040.71
12774976	7881	INNOVED – Other Services	\$26,950.00
12774977	3015	INSECT LORE – Materials/Supplies	\$162.65
12774978	3962	KINGS COUNTY GLASS – Materials/Supplies, Services/Repair	\$273.34
12774979	796	KINGS COUNTY OFFICE OF ED – Other Services	\$1,200.00
12774980	7521	LITERACY RESOURCES LLC – Books	\$2,225.04
12774981	7732	METLIFE SMALL MARKET – Health/Welfare Benefits	\$4,633.62
12774982	8422	MUSIC THEATRE INTERNATIONAL – Materials/Supplies, Other Services	\$624.87
12774983	5793	NORTH STAR PHOTOGRAPHY – Materials/Supplies	\$200.26
12774984	1058	ODP BUSINESS SOLUTIONS LLC – Materials/Supplies	\$411.37
12774985	1117	PERFECTION LEARNING CORP. – Materials/Supplies	\$4,531.35
12774986	3689	PIONEER VALLEY ED. PRESS – Books	\$6,894.86
12774987	1168	PRODUCERS DAIRY PRODUCTS – Food Services-Food	\$5,935.13
12774988	7580	PRUDENTIAL OVERALL SUPPLY – Food Services-Other Services	\$244.30
12774989	6768	REPTILE RON ANIMAL PRESENTATIONS – Other Services	\$300.00
12774990	7346	RMA GEOSCIENCE INC. – Woodrow Admin Project	\$937.50
12774991	1253	ROBINSON'S INTERIORS INC. – Services/Repair	\$250.00
12774992	8122	RODRIGUEZ SISTERS' LLC – Materials/Supplies	\$240.00
12774993	1303	SAVE MART SUPERMARKETS – Food Services-Food	\$134.97
12774994	6138	SCANTASTIK INC – Materials/Supplies	\$855.00
12774995	1308	SCELZI ENTERPRISES – Food Services-Services/Repair	\$5,368.34
12774996	1327	SCHOOL SPECIALTY LLC – Warehouse Inventory	\$408.32

**Warrant Register For Warrants
Dated 04/25/2025**

Warrant Number	Vendor Number	Vendor Name	Amount
12774997	1801	SMART & FINAL STORES (HFD KIT) – Food Services-Food	\$42.77
12774998	1392	SOUTHERN CALIFORNIA EDISON CO. – Utilities	\$20,169.00
12774999	1403	STANISLAUS FOUNDATION – DENTAL – Health/Welfare Benefits	\$20,043.74
12775000	4764	STEPS TO LITERACY L.L.C. – Books	\$1,661.76
12775001	5798	SWEETWATER – Materials/Supplies	\$1,715.05
12775002	1444	SYSCO FOODSERVICES OF MODESTO – Food Services-Food	\$19,056.47
12775003	1508	U.S. POSTAL SERVICE (CMRS-POP) – Postage	\$5,000.00
12775004	8546	URBANISTS COLLECTIVE – Other Services	\$3,000.00

Total Amount of All Warrants:**\$260,881.29**

Credit Card Register For Payments
Dated 04/25/2025

Document Number	Vendor Number	Vendor Name	Amount
14041417	7171	CONN DOORS – Services/Repair	\$13,482.98
14041418	2103	EDGEWOOD PRESS – Materials/Supplies	\$977.62
14041419	7836	FOLLETT CONTENT SOLUTIONS LLC – Books	\$874.97
14041420	2463	JONES SCHOOL SUPPLY CO. INC. – Materials/Supplies	\$3,936.00
14041421	827	LA TAPATIA TORTILLERIA INC. – Food Services-Food	\$731.40
14041422	831	LAKESHORE LEARNING MATERIALS – Materials/Supplies	\$756.67
14041423	7679	LEARNING WITHOUT TEARS – Books	\$1,205.63
14041424	1121	PERMA-BOUND – Books	\$937.46

Total Amount of All Credit Card Payments:**\$22,902.73**

Warrant Register For Warrants

Dated 05/02/2025

Warrant Number	Vendor Number	Vendor Name	Amount
12775742	2	A-Z BUS SALES INC – Materials/Supplies	\$307.20
12775743	8558	ACADEMY FOR EDUCATIONAL EXCELLENCE – Other Services	\$475.00
12775744	6431	AMAZON.COM – Materials/Supplies	\$5,342.52
12775745	2352	AMS.NET – Equipment	\$4,049.73
12775746	6253	AT&T – Telephone Communications	\$63.81
12775747	3947	ATKINSON ANDELSON LOYA RUUD & ROMO – Other Services	\$5,477.07
12775748	91	AUTOMATED OFFICE SYSTEMS – Services/Repair	\$7,654.89
12775749	8370	IRWIN AVILA – Reissue Reimburse-Other Services	\$39.00
12775750	7988	BALLOONS BY MITZI – Materials/Supplies	\$750.00
12775751	149	BLICK ART MATERIALS – Materials/Supplies	\$574.61
12775752	8600	ROSSANA CASTRO – Other Services	\$200.00
12775753	2986	JOSEFINA L. CAVANAUGH – Reimburse-Materials/Supplies	\$49.35
12775754	303	CHAFFEE ZOO – Study Trips	\$2,484.00
12775755	7099	CHARGEPOINT INC. – Services/Repair	\$1,694.58
12775756	8479	CHARTER UP LLC – Other Services	\$10,397.53
12775757	324	CHILDS & COMPANY INC. – Materials/Supplies	\$589.45
12775758	6999	KATHRYN COZ – Reimburse-Mileage	\$222.00
12775759	2900	DORIAN CRONK – Reimburse-Materials/Supplies	\$50.00
12775760	8369	GLADYS CRUZ – Reissue Reimburse-Materials/Supplies	\$129.51
12775761	8281	DAWN ELECTRIC INC. – Services/Repair	\$24,400.00
12775762	5319	DISCOVERY EDUCATION – Other Services	\$1,695.00
12775763	4346	EAI EDUCATION – Books	\$734.14
12775764	4892	EDUCATIONAL INNOVATIONS INC – Materials/Supplies	\$85.45
12775765	7685	ELEVATE GLOBAL IT – Materials/Supplies	\$4,719.34
12775766	8590	FIRE SAFETY EDUCATION – Materials/Supplies	\$581.04
12775767	7776	DAVID FLORENDO – Reissue Reimburse-Materials/Supplies	\$88.99
12775768	6090	MALISSA FROLEY – Reissue Reimburse-Materials/Supplies	\$162.68
12775769	1393	GAS COMPANY – Utilities	\$3,276.90
12775770	8350	LEANN GENT – Reissue Payroll	\$132.51
12775771	6273	OLIVIA GONSALVES – Reissue Reimburse-Materials/Supplies	\$200.00
12775772	8285	GRAY STEP SOFTWARE INC. – Other Services	\$700.00
12775773	7673	STEPHEN L. HAHN INSPECTIONS – Monroe TK/K, WW Admin Projects	\$6,975.00
12775774	5216	HANFORD ELEMENTARY SCHOOL DISTRICT – Insurance	\$59.00
12775775	632	CITY OF HANFORD – Utilities	\$30,092.16
12775776	8246	MANDI HANSEN – Reimburse-Materials/Supplies	\$67.33
12775777	3653	HEINEMANN PUBLISHING – Books	\$363.31
12775778	5882	LINDSAY HOWELL – Reissue Reimburse-Materials/Supplies	\$176.68
12775779	8485	ICOOK AFTER SCHOOL – Other Services	\$2,760.00
12775780	5052	IMAGINE U CHILDRENS MUSEUM – Other Services	\$250.00
12775781	4597	IVS COMPUTER TECHNOLOGY – Materials/Supplies	\$214,952.98
12775782	8237	THE KARATE SCHOOL – Other Services	\$2,700.00
12775783	3494	KINGS COUNTY BOWL – Field Trips	\$1,240.00
12775784	806	KINGS COUNTY TROPHY – Materials/Supplies	\$211.09
12775785	8363	JASON LYNN – Reissue Reimburse-Other Services	\$25.00
12775786	8583	MAPLEWOODSHOP LLC – Other Services	\$2,722.50
12775787	942	KAREN MCCONNELL – Refund Payroll	\$148.50
12775788	5518	AUDREE MERCADO – Reissue Reimburse-Materials/Supplies	\$54.10
12775789	7203	PARADIGM HEALTHCARE SERVICES LLC. – Other Services	\$2,700.00

Warrant Register For Warrants

Dated 05/02/2025

Warrant Number	Vendor Number	Vendor Name	Amount
12775790	5934	PEARSON - CLINICAL ASSESSMENT – Other Services	\$300.00
12775791	3689	PIONEER VALLEY ED. PRESS – Books, Materials/Supplies	\$3,064.16
12775792	7288	RANCHO NOTSO GRANDE – Simas Field Trip	\$770.00
12775793	1253	ROBINSON'S INTERIORS INC. – Services/Repair	\$125.00
12775794	7648	VERONICA SANCHEZ – Refund Payroll	\$759.84
12775795	1303	SAVE MART SUPERMARKETS – Food Services-Food	\$474.37
12775796	4748	TARYN SCHRECKENGOST – Reissue Reimburse-Materials/Supplies	\$164.69
12775797	5170	SCORE SPORTS – Materials/Supplies	\$827.04
12775798	1374	SMART & FINAL STORES (HFD DO) – Materials/Supplies	\$757.56
12775799	1801	SMART & FINAL STORES (HFD KIT) – Food Services-Food	\$422.00
12775800	1392	SOUTHERN CALIFORNIA EDISON CO. – Utilities	\$3,417.47
12775801	2031	SOUTHWEST SCH & OFFICE SUPPLY – Warehouse Inventory	\$9,885.87
12775802	1403	STANISLAUS FOUNDATION – DENTAL – Health/Welfare Benefits	\$12,611.75
12775803	8405	STUDENTTREASURES PUBLISHING – Materials/Supplies	\$415.20
12775804	8088	SUGAR MUTT COTTON CANDY – Other Services	\$144.00
12775805	1435	SUPERIOR DAIRY – Materials/Supplies	\$225.00
12775806	8509	MELANIE TATCO – Other Services	\$900.00
12775807	8591	TNT ENTERTAINMENT LLC – Other Services	\$850.00
12775808	2176	TOLEDO PHYSICAL EDUCATION – Materials/Supplies	\$1,695.59
12775809	4114	TULARE COUNTY OFFICE OF EDUCATION – Other Services	\$16,428.00
12775810	8127	UPPER EDGE TECHNOLOGIES INC – Materials/Supplies	\$2,698.50
12775811	1558	VERIZON WIRELESS – Telephone Communications	\$1,487.05
12775812	1575	WALMART COMMUNITY RFCSLLC – Materials/Supplies	\$8,266.42
Total Amount of All Warrants:			\$409,513.46

Credit Card Register For Payments
Dated 05/02/2025

Document Number	Vendor Number	Vendor Name	Amount
14041463	3599	4IMPRINT INC – Materials/Supplies	\$2,317.83
14041464	5008	DECKER INC – Materials/Supplies	\$602.94
14041465	1111	J W PEPPER & SON INC – Books	\$243.55
14041466	5280	J&E RESTAURANT SUPPLY INC – Equipment	\$88,518.19
14041467	2463	JONES SCHOOL SUPPLY CO. INC. – Materials/Supplies	\$2,454.98
14041468	831	LAKESHORE LEARNING MATERIALS – Materials/Supplies	\$9,126.36
14041469	1071	ORIENTAL TRADING CO. INC. – Materials/Supplies	\$734.28
14041470	1121	PERMA-BOUND – Books	\$3,468.98
14041471	2524	ROCHESTER 100 INC. – Materials/Supplies	\$2,425.87
14041472	3849	SCHOLASTIC BOOK CLUBS – Books	\$962.91
Total Amount of All Credit Card Payments:			\$110,855.89

Hanford Elementary School District
Minutes of the Regular Board Meeting
April 23, 2025

Minutes of the Regular Board Meeting of the Hanford Elementary School District Board of Trustees on April 23, 2025, at the District Office Board Room, 714 N. White Street, Hanford, CA.

Call to Order President Garcia called the meeting to order at 5:30 p.m. Trustees Revious and Strickland were present. Trustee Garner and Hernandez were absent.

HESD Managers Present Joy C. Gabler, Superintendent, and the following administrators were present: Kristina Baldwin, Kelly Bekedam, David Endo, Ramiro Flores, Amy Fochetti, David Goldsmith, Robert Heugly, Jennifer Levinson, Jaime Martinez, Daniel Pierotte, Jill Rubalcava, Cruz Sanchez-Leal, and Jay Strickland.

Closed Session Trustees adjourned to closed session at 5:30 p.m. for the purpose of discussing:

- Personnel: Conference with Labor Negotiators (GC 54957)

Open Session Trustees returned to open session at 6:10 p.m.

Personnel No action was taken by the Board.

PRESENTATION, REPORTS AND COMMUNICATIONS

Public Comments No public comments were received.

Board and Staff Comments Joy Gabler, Superintendent, officially welcomed Daniel Pierotte as well as the Board.

Dates to Remember President Garcia reviewed dates to remember: Girls' Diamond Classic – May 5th; Boys' Diamond – May 7th; YAL Jr High Softball Championships – May 14th; Regular Board Meeting – May 14th.

CONSENT ITEMS

Trustee Strickland made a motion to take consent items "a" through "c" together. Trustee Revious seconded; motion carried 3-0:

Garcia – Yes
 Garner – Absent
 Hernandez – Absent
 Revious – Yes
 Strickland – Yes

Trustee Strickland then made a motion to approve consent items "a" through "c". Trustee Revious seconded; motion carried 3-0:

Garcia – Yes
 Garner – Absent

Hernandez – Absent

Revious – Yes

Strickland – Yes

The items approved are as follows:

- a) Warrant listings dated April 2, 2025; April 4, 2025; April 9, 2025; April 11, 2025
- b) Minutes of the Regular Board Meeting held on April 9, 2025.
- c) Donation:
 - \$3663.80 from Jefferson Parent Teacher Club for Jefferson Academy.
 - 48 dictionaries from Rotary Club of Hanford for Jefferson Academy.
 - \$750.00 from the Tech Interactive for Washington Elementary.

INFORMATION ITEMS

PAC

- a) Robert Heugly, Director of Program Development, Assessment and Accountability, presented for information a report from the District Parent Advisory Committee for the meeting held on March 18, 2025. The Superintendent responded that the idea of holding a cultural event and incorporating a cultural aspect into an academic event will be shared with the School Site Leadership Teams. She supports providing yard supervisors with guidance and support in connecting with students, will share the transportation suggestion of reviewing current bus stop locations for feasibility of changes, and concurs with the 2024–2027 LCAP Expected Outcomes for Suspension and Chronic Absenteeism Rates.

DELAC

- b) Robert Heugly, Director of Program Development, Assessment and Accountability, presented for information a report from the District English Learner Advisory Committee for the meeting held on March 20, 2025. The Superintendent supported the following DELAC recommendations: continuing Parent Academies and parenting classes (with possible expansion to include support for parents of students beginning state testing), continued tutoring for EL students, support for student incentive programs, ongoing suspension data analysis, and continue to provide teachers/administrators with professional development that helps increase student engagement.

Financial Report 7/1/24- 3/31/25

- c) David Endo, Chief Business Official, presented for information the monthly financial reports for the period of 07/01/2024-03/31/2025. Everything is going according to plan.

BP/AR 3311

- d) David Endo, Chief Business Official, presented for information the revised Board Policy and Administrative Regulation 3311 – Bids.

BP/AR 3311.1

- e) David Endo, Chief Business Official, presented for information the revised Board Policy and Administrative Regulation 3311.1 – Uniform Public Construction Cost Accounting Procedures.

BP/AR 6142.8

- f) Jay Strickland, Assistant Superintendent for Student Services, presented for information the revised Board Policy and new Administrative Regulation 6142.8 – Comprehensive Health Education.

BOARD POLICIES AND ADMINISTRATION

- Change Order #15** a) Trustee Revious made a motion to approve change order #15 – Woodrow Wilson’s new Administration Building. Trustee Strickland seconded; motion carried 3-0:
Garcia – Yes
Garner – Absent
Hernandez – Absent
Revious – Yes
Strickland – Yes
- Change Order #7** b) Trustee Revious made a motion to approve change order #7 – Monroe Elementary’s new TK Classroom. Trustee Strickland seconded; motion carried 3-0:
Garcia – Yes
Garner – Absent
Hernandez – Absent
Revious – Yes
Strickland – Yes
- HETA’s Proposal** c) Trustee Revious made a motion to approve the Hanford Elementary Teachers Association’s (HETA’s) initial proposal for a successor agreement between HESD and HETA beginning with the 2025-2026 school year. Trustee Strickland seconded; motion carried 3-0:
Garcia – Yes
Garner – Absent
Hernandez – Absent
Revious – Yes
Strickland – Yes
- District’s Proposal** d) Trustee Revious made a motion to approve HESD’s initial proposal for a successor agreement with HETA beginning with the 2025-2026 school year. Trustee Strickland seconded; motion carried 3-0:
Garcia – Yes
Garner – Absent
Hernandez – Absent
Revious – Yes
Strickland – Yes
- BP 5116.2** e) Trustee Garcia made a motion to approve the revised Board Policy 5116.2 – Involuntary Student Transfers. Trustee Strickland seconded; motion carried 3-0:
Garcia – Yes
Garner – Absent
Hernandez – Absent
Revious – Yes
Strickland – Yes

PERSONNEL

Trustee Strickland made a motion to take Personnel items "a" through "c" together. Trustee Revious seconded; the motion carried 3-0:

Garcia – Yes
Garner – Absent
Hernandez – Absent
Revious – Yes
Strickland – Yes

Trustee Strickland then made a motion to approve Personnel items "a" through "c". Trustee Revious seconded; the motion carried 3-0:

Garcia – Yes
Garner – Absent
Hernandez – Absent
Revious – Yes
Strickland – Yes

Item "a" – Employment

The following items were approved:

Certificated

- Kelsey Lopez, Art Teacher, Probationary, effective 8/7/25
- Benjamin Wickenden, Art Teacher, Probationary, effective 8/7/25
- Lisa Polder, Special Education Teacher, Probationary, effective 8/7/25
- Olivia Gebhart, Special Education Teacher, Probationary (Intern), effective 8/7/25

Classified

- Alissandra Cortez, READY Program Tutor – 4.5 hrs., Simas, effective 4/7/25
- Brian Najar-Carrillo, READY Program Tutor – 4.5 hrs., King, effective 4/7/25

Classified Temps/Subs

- Brianna McIntyre, Substitute Yard Supervisor, effective 4/1/25
- Melisa Rodriguez Medel, Substitute Paraprofessional (TK/K), Translator: Oral Interpreter and Translator: Written Translator, effective 4/1/25
- Melissa Tolano, Substitute Yard Supervisor, effective 3/31/25

Short Term Contracts

- Wylee Barajas, Short-Term Yard Supervisor – 2.25 hrs., Hamilton, effective 4/7/25-5/2/25
- Debra Cawley, Short-Term Nurse – 8.0 hrs., Roosevelt/Washington, effective 4/7/25-6/7/25
- Ava Holmes, Short-Term Yard Supervisor – 2.0 hrs., Monroe, effective 4/22/25-6/6/25
- Patricia Soper, Short-Term Nurse – 8.0 hrs., Roosevelt/Washington, effective 4/7/25-6/7/25

Item "b" – Resignations

Classified

- Olivia Gebhart, Special Education Aide – 5.0 hrs., Washington, effective 6/6/25
 - Ariana Trujillo, Educational Tutor, K-8 – 4.5 hrs., King, effective 5/23/25
- REVISED

- Milagros Valdenegro, READY Program Tutor – 4.5 hrs., Jefferson, effective 6/6/25
- Daisy Wallace, Licensed Vocational Nurse (Bilingual) – 8.0 hrs., Monroe, effective 7/18/25

Retirements

- Janine Parsons, Library/Media Technician – 8.0 hrs., Washington, effective 6/13/25
- Lisa Puente, Yard Supervisor – 2.5 hrs., King, effective 3/28/25

Release of At-Will Employee – Lack of available work due to PERS rules and regulations

- Leslie Arakelian, Substitute Clerk Typist I and Student Specialist, effective 1/11/24
- Oscar Barron Jr., Substitute Licensed Vocational Nurse and Yard Supervisor, effective 2/20/24
- James Landolt, Substitute Yard Supervisor, effective 10/4/24
- Raymond Mueller, Substitute Personnel Specialist, Warehouse/Reprographics and Mail Technician and Administrative Secretary I, effective 8/11/23
- Lorene Silva, Substitute Account Technician IV, effective 9/18/24
- Susanne Springer, Substitute Clerk Typist I/II and Yard Supervisor, effective 9/6/24
- Sandra Virden, Substitute Yard Supervisor, effective 10/4/24
- Gina Wibeto, Substitute Food Service Worker I, Food Service Worker II and Food Service Utility Worker, effective 9/30/24

***Item "c" –
Volunteers***

<u>Name</u>	<u>School</u>
Randi Silkwood	Hamilton
Maria Canchola-Delgado	Jefferson
Yadira Martinez Patino	Jefferson
Mireya Gomez	King
Lisa Puente	King
Elizabeth Botello	Lincoln
Hannah Felix	Lincoln
Estavan Mendez	Lincoln
Lorreta Oquita	Lincoln
Diana Vargas	Lincoln
Mayra Avila	Roosevelt
Alexis Flores	Roosevelt
Elizabeth Perez Tiscareno	Roosevelt
Tara Borba	Simas
Linda Danley	Simas
Priscilla Sosa	Washington

FINANCIAL

**Resolution
#24-25**

- a) Trustee Revious made a motion to adopt Resolution #29-25: Authorizing Filing of Application(s) for State Allocation Board Administered Programs. Trustee Strickland seconded; the motion carried 3-0:
- Garcia – Yes
 - Garner – Absent
 - Hernandez – Absent

Revious – Yes
Strickland – Yes

Adjournment There being no further business, President Garcia adjourned the meeting at 6:20 p.m.

Respectfully submitted,

Joy C. Gabler,
Secretary to the Board of Trustees

Approved:

Robert 'Bobby' Garcia, President

Lupe Hernandez, Clerk

No	A/D	Sch Req'd	Home Sch	Date
O-200	A	Laton	Simas	5/05/2025
O-201	A	Laton	Simas	5/05/2025

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Kelly Bekedam

DATE: April 23, 2025

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: May 14, 2025

ITEM: Consider approval of donations for 5 bicycles from the Kings County Deputy Sheriff's Office.

PURPOSE: To be used as state testing attendance incentives for Martin Luther King Jr. Elementary School.

FISCAL IMPACT: None.

RECOMMENDATIONS: Approve donation.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Lindsay Hastings

DATE: 5/5/25

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 5/14/25

ITEM: Consider approval of donations to HESD from: Washington PTC. Total of \$1000.00.

PURPOSE: 24-25 Yearbooks

FISCAL IMPACT: 0100-1100-0-1110-1000-575030-028-0000

RECOMMENDATIONS: Approve Donation

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: 05/02/25

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 05/14/25

ITEM: Review the 2024-2025 District/Board Goals

PURPOSE: Provide an update on progress made toward the District/Board Goals.

FISCAL IMPACT:

RECOMMENDATIONS:

Hanford Elementary School District
PERSONNEL DEPARTMENT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jaime Martinez

DATE: May 5, 2025

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☒ Information
☐ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **May 14, 2025**

ITEM: Receive the District's Initial Proposal to California School Employees Association (CSEA) for 2025-2026 amendments to the 2023-2026 Collective Bargaining Agreement between Hanford Elementary School District (HESD) and CSEA (reopened articles).

PURPOSE: To initiate the negotiation process for 2025-2026 amendments to the Collective Bargaining Agreement between HESD and CSEA. The current 3-year Agreement allows for re-negotiating Article 22 Health and Welfare Benefits and/or Article 23 Pay and Allowances, and two additional Articles each.

The Rodda Act requires "sunshining" of initial proposal before negotiations commence.

FISCAL IMPACT: Unknown; proposal is subject to negotiation.

RECOMMENDATION: Receive proposal for information only.

**HANFORD ELEMENTARY SCHOOL DISTRICT'S
INITIAL PROPOSAL
CSEA CONTRACT REOPENERS 2025-2026
Effective July 1, 2025**

Article 17 Transfer and Reassignment

Discuss and modify language related to transfer requests.

Article 18: Classification, Reclassification, and Abolition of Positions

Discuss and modify reclassification language and process.

Article 22 Health Benefits

Discuss the current District contribution toward Employee Health and Welfare Benefits in combination with salary schedule adjustments. Revise language to reflect change in JPA from SISC to SET TC.

Article 23 Salary

Discuss classified salary schedule adjustments in combination with Employee Health and Welfare benefit contributions.

Hanford Elementary School District
HUMAN RESOURCES DEPARTMENT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jaime Martinez

DATE: May 5, 2025

FOR: (X) Board Meeting
 () Superintendent's Cabinet

(X) Information
 () Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **May 14, 2025**

ITEM: Receive California School Employees Association's (CSEA's) Initial Proposal for 2025-2026 amendments to the 2023-2026 Collective Bargaining Agreement between Hanford Elementary School District (HESD) and CSEA (reopened articles).

PURPOSE: To initiate the negotiation process for 2025-2026 amendments to the Collective Bargaining Agreement between HESD and CSEA. The current 3-year Agreement allows for re-negotiating Article 22 Health and Welfare Benefits and/or Article 23 Pay and Allowances and two additional articles each.

The Rodda Act requires "sunshining" of initial proposal before negotiations commence.

FISCAL IMPACT: Unknown; proposal is subject to negotiation.

RECOMMENDATION: Receive proposal for information only.

**California School Employees Association and its Hanford
Elementary Chapter #344
To the Hanford Elementary School District
For its 2025-2026 Reopener Initial Proposal**

**The California School Employees Association and its Hanford Elementary Chapter #344
submit the following Initial Proposal for the 2025-2026 Reopener Negotiations:**

Article 12 Hours and Overtime -

Modify and Improve Language

Article 16 Leaves –

Modify and Improve Language

Article 22 Health and Welfare Benefits –

Modify and Improve Language to include Increasing the Cap

Article 23 Pay and Allowances –

CSEA Requests to Modify and Improve Wages and Longevity

ALL OTHER ARTICLES WILL BE LEFT AS STATUS QUO

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Dr. Cruz Sanchez

DATE: 5/2/2025

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 5/14/2025

ITEM: BP/AR 6159: Individualized Education Program

PURPOSE: Policy reviewed in conjunction with the accompanying administrative regulation and updated for technical revisions, including changing the term "students with disabilities" to "students with exceptional needs".

Regulation updated to reflect NEW LAW (AB 438, 2024) which requires a student's individualized education program (IEP), if determined appropriate by a student's IEP team, to include measurable postsecondary goals and transition services beginning when the student starts high school or not later than the first IEP to be in effect when the student is 16 years of age or younger, as appropriate, and updated annually thereafter, and NEW LAW (AB 1938, 2024) which requires IEP teams, when determining the least restrictive environment for a deaf, hard of hearing, or deaf-blind student to consider the language needs of the student and to consider placements and services available to the student, as specified. Additionally, policy updated to recognize that assistive devices and services may include artificial intelligence services, and to reflect NEW GUIDANCE from the U.S. Department of Education which provides information to support children with disabilities who need assistive technology devices and services for meaningful access and engagement in education.

FISCAL IMPACT: None**RECOMMENDATIONS:** Receive updates

Board Policy Manual
Hanford Elementary School District

Policy 6159: Individualized Education Program

Status: ADOPTED

Original Adopted Date: 04/21/2004 | **Last Revised Date:** 06/23/2021 | **Last Reviewed Date:** 06/23/2021

The Board of Trustees desires to provide full educational opportunities to all students with ~~disabilities~~ exceptional needs. Students with ~~disabilities~~ exceptional needs shall receive a free appropriate public education (FAPE) and, to the maximum extent possible, shall be educated in the least restrictive environment with nondisabled students.

For each student with ~~disabilities~~ exceptional needs, an individualized education program (IEP) shall be developed which identifies the special education instruction and related services to be provided to the student. -The Superintendent or designee shall develop administrative regulations regarding the membership of the IEP team, the team's responsibility to develop and regularly review the IEP, the contents of the IEP, and the development, review, and revision processes.

The district shall make FAPE available to individuals with disabilities ages 3-21 who reside in the district, including:

-(Education Code 56040; 20 USC 1412; 34 CFR 300.17, 300.101, 300.104)

1. Students who have been suspended or expelled from school
2. Students who are placed by the district in a nonpublic, nonsectarian school
3. Individuals age 18-21 years who are incarcerated in an adult correctional facility and were identified as being an individual with disabilities or had an IEP in their prior educational placement

Board Policy Manual
Hanford Elementary School District

Regulation 6159: Individualized Education Program

Status: ADOPTED

Original Adopted Date: 05/16/2001 | **Last Revised Date:** 06/23/2021 | **Last Reviewed Date:** 06/23/2021

At the beginning of each school year, the district shall have an individualized education program (IEP) in effect for each student with ~~a disability~~ an exceptional need within district jurisdiction. The IEP shall be a written statement ~~designed~~ that is developed, reviewed, and revised by the IEP team to meet the unique educational needs of a student with ~~a disability~~ an exceptional need. (Education Code 56344, 56345; 34 CFR 300.320, 300.323)

Members of the IEP Team

Unless excused by written agreement in accordance with Education Code 56341, the IEP team for any student with ~~a disability~~ an exceptional need shall include the following members: (Education Code 56341, 56341.5; 20 USC 1414, 1414.2; 34 CFR 300.321)

1. One or both of the student's parents/guardians and/or a representative selected by them

To the extent permitted by federal law, a foster parent shall have the same rights relative to a foster child's IEP as a parent/guardian. (Education Code 56055)

2. If the student is or may be participating in the ~~regular~~ general education program, at least one of the student's ~~regular~~ general education teachers designated by the Superintendent or designee to represent the student's general education teachers

The ~~regular~~ general education teacher shall, to the extent appropriate, participate in the development, review, and revision of the student's IEP, including assisting in the determination of appropriate positive behavioral interventions, supports, and other strategies for the student, and supplementary aids and services, program modifications, and supports for school personnel that will be provided for the student, consistent with 34 CFR 300.320. (Education Code 56341; 20 USC 1414(d)(3)(C); 34 CFR 300.324)

3. At least one of the student's special education teachers or, where appropriate, special education providers
4. A representative of the district who is:
 - a. Qualified to provide or supervise the provision of specially designed instruction to meet the unique needs of students with ~~disabilities~~ exceptional needs
 - b. Knowledgeable about the general education curriculum
 - c. Knowledgeable about the availability of district resources
5. An individual who can interpret the instructional implications of assessment results

This individual may already be a member of the team as described in Items #2-4 above or in Item #6 below.

6. At the discretion of the parent/guardian or the Superintendent or designee, other individuals who have knowledge or special expertise regarding the student, including related services personnel, as appropriate-

The determination of whether the individual has knowledge or special expertise regarding the student shall be made by the party who invites the individual to be a member of the IEP team.

7. Whenever appropriate, the student ~~with a disability~~

In the development, review, or revision of ~~his/her~~the IEP, the student shall be allowed to provide confidential input to any representative of ~~his/her~~the IEP team. (Education Code 56341.5)

8. When the student is suspected of having a specific learning disability, at least one individual who is qualified to conduct individual diagnostic examinations of the student such as a school psychologist, speech language pathologist, or remedial reading teacher

In accordance with 34 CFR 300.310, at least one team member other than the student's ~~regular~~general education teacher shall observe the student's academic performance and behavior in the areas of difficulty in ~~his/her~~the student's learning environment, including in the ~~regular~~general education classroom setting. If the child is younger than five years or not enrolled in school, a team member shall observe the child in an environment appropriate for a child of that age.

In the following circumstances, the Superintendent or designee shall invite other specified individuals to an IEP team meeting:

1. When the student has been placed in a group home by the juvenile court, a representative of the group home shall be invited to attend ~~the~~ IEP team ~~meetings~~meeting. (Education Code 56341.2)
2. Whenever the IEP team is meeting to consider the student's postsecondary goals and the transition services needed to assist -the student in reaching the goals-, the following individuals shall be invited to attend: (34 CFR 300.321)
~~300.321~~)

- a. The student, regardless of ~~his/her~~the student's age

If the student does not attend the IEP team meeting, the Superintendent or designee shall take other steps to ensure that the student's preferences and interests are considered.

- b. To the extent appropriate, and with the consent of the parent/guardian or adult student, a representative of any other agency that is likely to be responsible for providing or paying for the transition services

3. If the student was previously served under the Early Education for Individuals with Exceptional Needs

(Education Code 56425-56432) or the California Early Intervention Services Act (Government Code 95000-95004), and upon request of the student's parent/guardian, the Superintendent or designee shall invite the Infant and Toddlers with Disabilities Coordinator or other representative of the early education or early intervention system to the initial IEP team meeting to assist with the smooth transition of services. (Education Code 56341; 20 USC 1414(d)(1)(D); ~~34 CFR 300.321~~)

A member of the IEP team shall not be required to attend an IEP team meeting, in whole or in part, if the parent/guardian and the district agree, in writing, that the attendance of the member is not necessary because the member's area of the curriculum or related services is not being modified or discussed at the meeting. Even if the meeting involves a discussion of the IEP team member's area of the curriculum or related service, the member may be excused from the meeting if the parent/guardian, in writing, and the district consent to the excusal after conferring with the member and the member submits to the

parent/guardian and team written input into the development of the IEP prior to the meeting. (Education Code ~~56043~~, 56341; 20 USC 1414(d)(1)(C); 34 CFR 300.321)

Contents of the IEP

The IEP shall include, but not be limited to, all of the following: (Education Code ~~56043~~, 56345, 56345.1; 20 USC 1414; 34 CFR 300.320)

1. A statement of the present levels of the student's academic achievement and functional performance, including:
 - a. The manner in which the exceptional need affects the student's ~~disability affects his/her~~ involvement and progress in the general education curriculum (i.e., the same curriculum as for ~~nondisabled students~~ a student without exceptional needs)
 - b. For a preschool ~~child~~ student, as appropriate, the manner in which the ~~disability~~ exceptional need affects ~~his/her~~ the student's participation in appropriate activities
 - c. For a student with a ~~disability~~ an exceptional need who takes alternate assessments aligned to alternate achievement standards, a description of benchmarks or short-term objectives
2. A statement of measurable annual goals, including academic and functional goals, designed to:
 - a. Meet the student's needs that result from ~~his/her disability~~ an exceptional need in order to enable the student to be involved in and make progress in the general education curriculum
 - b. Meet each of the student's other educational needs that result from ~~his/her disability~~ the exceptional need
3. A description of the manner in which the student's progress toward meeting the annual goals described in Item #2 above will be measured and when the district will provide periodic reports on the progress the student is making toward meeting the annual goals, such as through the use of quarterly or other periodic reports, concurrent with the issuance of report cards
4. A statement of the special education instruction and related services and supplementary aids and services, based on peer-reviewed research to the extent practicable, to be provided to the student or on behalf of the student, and a statement of the program modifications or supports for school personnel that will be provided to enable the student to:
 - a. Advance appropriately toward attaining the annual goals
 - b. Be involved and make progress in the general education curriculum in accordance with Item #1 above and to participate in extracurricular and other nonacademic activities
 - c. Be educated and participate with other students with ~~disabilities~~ exceptional needs and ~~nondisabled students~~ without exceptional needs in the activities described in the IEP
5. An explanation of the extent, if any, to which the student will not participate with ~~nondisabled students~~ without exceptional needs in the regular class and in extracurricular and other nonacademic activities described in the IEP

6. A statement of any appropriate individual accommodations necessary to measure the academic achievement and functional performance of the student on state and districtwide assessments

If the IEP team determines that the student shall take an alternate assessment instead of a particular regular state or districtwide assessment, the student's IEP ~~also shall~~ also include a statement of the reason that ~~he/she~~ the student cannot participate in the regular assessment and the reason that the particular alternate assessment selected is appropriate ~~for him/her~~.

7. The projected date for the beginning of the services and modifications described in Item #4 above and the anticipated frequency, location, and duration of those services and modifications

8. ~~Beginning~~ If determined appropriate by the IEP team, when the student starts high school or not later than the first IEP to be in effect when the student is 16 years of age, or younger ~~if determined appropriate by the IEP team~~, and updated annually thereafter, the following:

- a. Appropriate measurable postsecondary goals based upon age-appropriate transition assessments related to training, education, employment, and where appropriate, independent living skills
- b. The transition services, including courses of study, needed to assist the student in reaching those goals

9. A description of the means by which the IEP will be provided under emergency conditions, as described in Education Code 46392, in which instruction and/or services cannot be provided to the student either at the school or in person for more than 10 school days-

~~9.~~ The description shall take into account public health orders and shall include special ~~education~~ education and related services, supplementary aids and services, transition services, and extended school year services.

10. Beginning at least one year before the student reaches age 18, a statement that the student has been informed of ~~his/her~~ the rights, if any, that will transfer to ~~him/her~~ the student upon reaching age 18, pursuant to Education Code 56041.5
11. For a student in grades 7-12, any alternative means and modes necessary for the student to complete the district's prescribed course of study and to meet or exceed proficiency standards required for graduation
12. For a student whose native language is not English, linguistically appropriate goals, objectives, programs, and services
13. Extended school year services when the IEP team determines, on an individual basis, that the services are necessary for the provision of a free appropriate public education (FAPE)
14. If the student is to be transferred from a special class or nonpublic, nonsectarian school into a ~~regular~~ general education program in a public school for any part of the school day, provision for transition into the general education program including descriptions of activities intended to:
 - ~~a.~~ Integrate the student into the ~~regular~~ general education program, including ~~indications of the nature of each~~
 - a. activity and the time spent on the activity each day or week

- b. Support the transition of the student from the special education program into the ~~regular~~general education program

15. For a student with low incidence disabilities, specialized services, materials, and equipment consistent with the guidelines pursuant to Education Code 56136

To assist a student who is blind, has low vision, or is visually impaired to achieve the student's maximum potential, the IEP team may consider instruction in the expanded core curriculum, including compensatory skills such as Braille, concept development, or other skills needed to access the core curriculum; orientation and mobility; social interaction skills; career technical education; assistive technology, including optical devices; independent living skills; recreation and leisure; self-determination; and sensory efficiency. -When appropriate, such services may be offered before or after school. (Education Code 56353)

Development of the IEP

Within 30 days of a determination that a student needs special education and related services, the Superintendent or designee shall ensure that a meeting to develop an initial IEP is conducted. (Education Code 56043; 34 CFR 300.323)

Any IEP required as a result of an assessment of a student shall be developed within 60 days from the date of receipt of the parent/guardian's written consent for assessment, unless the parent/guardian agrees, in writing, to an extension. Days between the student's regular school sessions, terms, or vacation of more than five school days shall not be counted. In the case of school vacations, the 60-day time limit shall recommence on the date that the student's school days reconvene. (Education Code ~~56043~~56043, 56344)

However, when the IEP is required as a result of an assessment of a student for whom a referral has been made 30 days or less prior to the end of the preceding regular school year, the IEP shall be developed within 30 days after the commencement of the subsequent regular school year. (Education Code 56344)

In developing the IEP, the IEP team shall consider all of the following: (Education Code 56040.6, 56341.1, 56345; 20 USC 1414~~(c)~~(i); 34 CFR 300.324)

1. The strengths of the student
2. The concerns of the parents/guardians for enhancing the education of their child
3. The results of the initial or most recent assessment of the student
4. The academic, developmental, and functional needs of the student
5. In the case of a student whose behavior impedes ~~his/her~~the student's learning or that of others, the use of positive behavioral interventions and supports and other strategies to address that behavior
6. In the case of a student with limited English proficiency, the language needs of the student as such needs relate to the student's IEP
7. In the case of a student who is blind or visually impaired, the need to provide for instruction in Braille and instruction in the use of Braille

However, such instruction need not be included in the IEP if the IEP team determines that instruction in Braille or the use of Braille is not appropriate for the student. This determination shall be based

upon an assessment of the student's reading and writing skills, his/her needs, and appropriate reading and writing media, including an assessment of future needs for instruction in Braille or the use of Braille.

8. The communication needs of the student and, in the case of a student who is deaf ~~or~~, hard of hearing, or deafblind, the student's language and communication needs, opportunities for direct communications with peers and professional personnel in the student's language and communication mode, academic level, and full range of needs, including opportunities for direct instruction in the student's language and communication mode

The team shall also consider ~~the~~ placements, related services, and program options that provide the student with an equal opportunity for communication access, as described in Education Code 56345.

9. Whether the student requires assistive technology devices and services, including artificial intelligence devices and services

If, in considering the special factors in Items #1-9 above, the IEP team determines that the student needs a particular device or service, including an intervention, accommodation, or other program modification, in order to receive FAPE, the team shall include a statement to that effect in the student's IEP. (Education Code 56341.1)

Provision of Special Education and Related Services

The district shall ensure that, as soon as possible following development of the IEP, special education ~~services~~ and related services are made available to the student in accordance with ~~his/her~~ the IEP. (Education Code 56344; 34 CFR 300.323)

The Superintendent or designee shall ensure that the student's IEP is accessible to each ~~regular~~ general education teacher, special education teacher, related service provider, and any other service provider who is responsible for its implementation. The Superintendent or designee also shall ensure that such teachers and providers are informed of their specific responsibilities related to implementing the IEP and the specific accommodations, modifications, and supports that must be provided to the student in accordance with the IEP. (34 CFR 300.323)

If an orientation and mobility evaluation is determined to be needed for a student who is blind, has low vision, or is visually impaired, the evaluation shall be conducted by a person who is appropriately certified as an orientation and mobility specialist and shall occur in familiar and unfamiliar environments, in varying lighting conditions, and in the home, school, and community, as appropriate. -The Superintendent or designee may require annual written parent/guardian consent to provide orientation and mobility services when such services are provided before or after school and when they are provided away ~~for~~ from the school site. (Education Code 56354; 5 CCR 3051.3)

If a student's IEP requires the provision of assistive technology devices or services, including artificial intelligence services, the district shall provide such devices or services and shall, on a case-by-case basis, provide for the use of school-purchased devices or services in the student's home or other settings if the IEP team determines that the student needs access to those devices or services in order to receive FAPE. If a student who requires the use of an assistive technology device or services transfers to another local educational agency, the district shall provide the student with continued access to ~~the~~ that device or services or a comparable device or service for two months from the date the student ceased to be enrolled in the district or until alternative arrangements can be made to provide access to the device, whichever occurs first. (Education Code 56040.3; 34 CFR 300.105)

Review and Revision of the IEP

The Superintendent or designee shall ensure that the IEP team reviews the IEP periodically, but at least annually, in order to: ~~(Education Code 56043, 56341.1, 56380; 20 USC 1414(d)(4); 34 CFR 300.324)~~

1. Determine whether the annual goals for the student are being achieved
2. Revise the IEP, as appropriate, to address:
 - a. Any lack of expected progress toward the annual goals and in the general education curriculum, where appropriate
 - b. The results of any reassessment conducted pursuant to Education Code 56381
 - c. Information about the student provided to or by the parents/guardians regarding review of evaluation data pursuant to 34 CFR 300.305(a)(2) and Education Code 56381(b)
 - d. The student's anticipated needs
 - e. Any other relevant matter
3. Consider the special factors listed in Items #5-9 above, under "Development of the IEP," when reviewing the IEP of any student with ~~a disability~~ an exceptional need to whom one of those factors may apply

The IEP team shall also meet at any other time upon request by the student's parent/guardian or teacher to review or revise the IEP. ~~(Education Code 56343)~~

When a parent/guardian requests an IEP team meeting to review the IEP, the team shall meet within 30 days of receiving the parent/guardian's written request, not counting days between the student's regular school sessions or terms or days of school vacation in excess of five school days. If a parent/guardian makes an oral request, the district shall notify the parent/guardian of the need for a written request and the procedure for filing such a request. (Education Code 56043, 56343.5)

~~(Education Code 56043, 56343.5)~~

A regular education or special education teacher may request a review of the classroom assignment of a student with ~~a disability~~ an exceptional need by submitting a written request to the Superintendent or designee. The Superintendent or designee shall consider the request within 20 days of receiving it, not counting days when school is not in session or, for year-round schools, days when the school is off track. If the review indicates a need for change in the student's placement, instruction, and/or related services, the Superintendent or designee shall convene an IEP team meeting, which shall be held within 30 days of the Superintendent or designee's review, not counting days when school is not in session or days when school is off track, unless the student's parent/guardian consents in writing to an extension of time.

If a participating agency other than the district fails to provide the transition services described in the student's IEP, the team shall reconvene to identify alternative strategies to meet the transition service objectives set out for the student in the IEP. ~~(Education Code 56345.1; 20 USC 1414(d); 34 CFR 300.324)~~

If a student with ~~a disability~~ an exceptional need residing in a licensed children's institution or foster family home has been placed by the district in a nonpublic, nonsectarian school, the Superintendent or designee shall conduct an annual evaluation as part of the IEP process of whether the placement is the least restrictive environment that is appropriate to meet the student's needs. ~~(Education Code 56157)~~

To the extent possible, the Superintendent or designee shall encourage the consolidation of reassessment meetings and other IEP team meetings for a student. (20 USC 1414; 34 CFR 300.324)

When a change is necessary to a student's IEP after the annual IEP team meeting for the school year has been held, the parent/guardian and the Superintendent or designee may agree not to convene an IEP team meeting for the purpose of making the change and instead may develop a written document to amend or modify the student's current IEP. The IEP team shall be informed of any such changes. Upon request, the Superintendent or designee shall provide the parent/guardian with a revised copy of the IEP with the incorporated amendments. (Education Code 56380.1; 20 USC 1414; 34 CFR 300.324)

Audio Recording of IEP Team Meetings

Parents/guardians and the Superintendent or designee shall have the right to audio record the proceedings of IEP team meetings, provided members of the IEP team are notified of this intent at least 24 hours before the meeting. If the Superintendent or designee gives notice of intent to audio record a meeting and the parent/guardian objects or refuses to attend because the meeting would be audio recorded, the meeting shall not be audio recorded.

Parents/guardians also have the right to: (Education Code 56341.1)

1. Inspect and review the audio recordings
2. Request that an audio recording be amended if they believe it contains information that is inaccurate, misleading, or in violation of the student's privacy rights or other rights
3. Challenge, in a hearing, information that the parents/guardians believe is inaccurate, misleading, or in violation of the student's privacy rights or other rights

Parent/Guardian Participation and Other Rights

The Superintendent or designee shall take steps to ensure that one or both of the parents/guardians of the student with a disability an exceptional need are present at each IEP team meeting or are afforded the opportunity to participate. These steps shall include notifying the parents/guardians of the meeting early enough to ensure that they will have the opportunity to attend and scheduling the meeting at a mutually agreed upon time and place. (Education Code 56341.5; 34 CFR 300.322)

The Superintendent or designee shall send parents/guardians notices of IEP team meetings that: (Education Code 56341.5; 34 CFR 300.322)

1. Indicate the purpose, time, and location of the meeting
2. Indicate who will be in attendance at the meeting
3. Inform them of:
 - a. Their right to bring to the meeting other individuals who have knowledge or special expertise about the student, pursuant to Education Code 56341(b)(6)
 - b. The provision of Education Code 56341(d) relating to the participation of the Infant and Toddlers with

Disabilities Coordinator at the initial IEP team meeting, if the student was previously served under Early Education for Individuals with Exceptional Needs (Education Code 56425-56432) or the California Early Intervention Services Act (Government Code 95000-95004)

~~In addition~~ Additionally, when the IEP team meeting is to consider the development, review, or revision of the IEP of a student with a disability an exceptional need who is 16 years of age or older, or younger than

16 if deemed appropriate by the IEP team, the Superintendent or designee's notice to the student's parents/guardians shall include the following: (Education Code 56341.5)

1. An indication that a purpose of the meeting will be the consideration of postsecondary goals and transition services for the student pursuant to Education Code 56345.1, 20 USC 1414, and 34 CFR 300.320}
2. An indication that the student is invited to the IEP team meeting

At each IEP team meeting convened by the district, the district administrator or specialist on the team shall inform the parent/guardian and student of the federal and state procedural safeguards included in the notice of parental rights provided pursuant to Education Code 56321. (Education Code 56500.1)

The parent/guardian shall have the right and opportunity to examine all of ~~his/her child's~~ the student's school records upon request, before any IEP meeting, and in connection with any hearing or resolution session on matters affecting ~~his/her child~~ the student, including, but not limited to, initial formal assessment, procedural safeguards, and due process. Upon receipt of an oral or written request, the Superintendent or designee shall provide complete copies of the records within five business days. (Education Code 56043, 56504)

The parent/guardian shall have the right to present information to the IEP team in person or through a representative and the right to participate in meetings that relate to eligibility for special education and related services, recommendations, and program planning. (Education Code 56341.1)

If neither parent/guardian can attend the meeting, the Superintendent or designee shall use other methods to ensure parent/guardian participation, including video conferences or individual or conference telephone calls. (Education Code 56341.5; 20 USC 1414; 34 CFR 300.322)

An IEP team meeting may be conducted without a parent/guardian in attendance if the Superintendent or designee is unable to convince the parent/guardian ~~that he/she should~~ to attend. In such a case, the Superintendent or designee shall maintain a record of the attempts to arrange a mutually agreed upon time and place for the meeting, including: (Education Code 56341.5; 34 CFR 300.322)

1. Detailed records of telephone calls made or attempted and the results of those calls
2. Copies of correspondence sent to the parent/guardian and any responses received
3. Detailed records of visits made to the parent/guardian's home or place of employment and the results of those visits

The Superintendent or designee shall take any action necessary to ensure that the parents/guardians understand the proceedings of the meeting, including arranging for an interpreter for parents/guardians with deafness or whose native language is not English. (Education Code 56341.5; 34 CFR 300.322)

The Superintendent or designee shall give the parents/guardians of a student with ~~a disability~~ an exceptional need a copy of ~~his/her child's~~ the IEP at no cost. (Education Code 56341.5; 34 CFR 300.322)

Parent/Guardian Consent for Provision of Special Education and Services

Before providing special education and related services to any student pursuant to 20 USC 1414, the Superintendent or designee shall seek to obtain informed consent of the student's parent/guardian ~~pursuant to 20 USC 1414(a)(1). The district shall not provide services by utilizing the due process hearing procedures pursuant to 20 USC 1415(f) if the parent/guardian refuses to consent to the initiation of services. If the parent/guardian does not consent to all of the components of the IEP, then those components to which the parent/guardian has consented shall be implemented so as not to delay providing instruction and services to the student.~~ (Education Code 56346)

If the parent/guardian fails to respond or refuses to consent to the initiation of services, the district shall not use the due process hearing procedures pursuant to 20 USC 1415 to obtain agreement or a ruling that the services may be provided to the student. -In such ~~circumstance~~circumstances, the district shall not be required to convene an IEP team or develop an IEP for the student. (Education Code 56346)

If the parent/guardian consents in writing to the receipt of special education and related services for the student but does not consent to all of the components of the IEP, then those components to which the parent/guardian has consented shall be implemented so as not to delay providing instruction and services to the student. If the Superintendent or designee determines that a part of a proposed IEP to which the parent/guardian does not consent is necessary in order to provide the student with FAPE, a due process hearing shall be initiated in accordance with 20 USC 1415. While the due process hearing is pending, the student shall remain in the current placement unless the parent/guardian and the Superintendent or designee agree otherwise. (Education Code 56346)

If at any time subsequent to the initial provision of services, the student's parent/guardian, in writing, revokes consent for the continued provision of special education services, the Superintendent or designee shall provide prior written notice within a reasonable time before ceasing to provide services to the student. The Superintendent or designee shall not request a due process hearing or pursue mediation in order to require an agreement or ruling that services be provided to the student. (Education Code 56346; 34 CFR 300.300, 300.503)

Prior to the discontinuation of services, the Superintendent or designee may offer to meet with the parents/guardians to discuss concerns for the student's education. -However, this meeting shall be voluntary on the part of the parent/guardian and shall not delay the implementation of the parent/guardian's request for discontinuation of services.

When the district ceases to provide special education services in response to the parent/guardian's revocation of consent, the student shall be classified as a general education student.

Transfer Students

To facilitate the transition of a student with ~~a disability~~an exceptional need who is transferring into the district, the

Superintendent or designee shall take reasonable steps to promptly obtain the student's records, including ~~his/her~~the IEP and the supporting documents related to the provision of special education services. (Education Code 56325; 34 CFR 300.323)

If the student transfers into the district from another school district within the same ~~SELPA~~Special Education Local Plan Area (SELPA) during the school year, the district shall continue to provide services comparable to those described in the student's existing IEP, unless ~~his/her~~the student's parent/guardian and the district agree to develop, adopt, and implement a new IEP that is consistent with state and federal law. (Education Code 56325; 34 CFR 300.323)

If the student transfers into the district from a school district outside of the district's SELPA during the school year, the district shall provide the student with FAPE, including services comparable to those described in the previous district's IEP. ~~Within 30 days, the Superintendent or designee shall, in consultation with the student's parents/guardians,~~parent/guardian, for a period not to exceed 30 days. By the end of that period, the district shall either adopt the previous district's IEP or shall develop, adopt, and implement a new IEP that is consistent with state and federal law. (Education Code 56325; 34 CFR 300.323)

If the student transfers into the district from an out-of-state district during the school year, the district shall provide the student with FAPE, including services comparable to the out-of-state district's IEP, in

consultation with the parent/guardian, until such time as the Superintendent or designee conducts an assessment, if it determines that such an assessment is necessary, and develops, adopts, and implements a new IEP, if appropriate. (Education Code 56325; 34 CFR 300.323)

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Dr. Cruz Sanchez

DATE: 5/2/2025

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: 5/14/2025

ITEM: BP/AR 6159.2 Nonpublic, Nonsectarian School and Agency Services for Special Education

PURPOSE: Policy updated to provide that for any foster youth served by a nonpublic school or agency (NPS/A), the NPS/A will serve as the school of origin of the foster youth and that the foster youth will be allowed to continue in the school. Additionally, policy updated to include that within 14 days of becoming aware of any change to the certification status of an NPS/A, the district is required to notify parents/guardians of district students who attend the NPS/A of the change in certification status and include in that notice, a copy of procedural safeguards. In addition, policy updated to change the term "students with disabilities" to "students with exceptional needs".

Regulation updated to reflect the requirement that an eligible student with exceptional needs who entered the ninth grade in the 2022-23 school year or later be exempted from all coursework and other requirements adopted by the Governing Board that are in addition to the statewide course requirements for high school graduation, and award such student a high school diploma, and to reflect NEW LAW (SB 153, 2024) which authorizes districts, until July 1, 2031, to extend such an exemption and award a high school diploma to an eligible student with exceptional needs who was enrolled in grade 10 or higher in the 2022-23 school year.

FISCAL IMPACT: None

RECOMMENDATIONS: Receive updates

Board Policy Manual
Hanford Elementary School District

Policy 6159.2: Nonpublic, Nonsectarian School And Agency Services For Special Education

Status:
ADOPTED

Original Adopted Date: 05/16/2001 | Last Revised Date: 10/11/2023 | Last Reviewed Date: 10/11/2023

The Board of Trustees recognizes its responsibility to provide a free appropriate public education to students with ~~disabilities~~ exceptional needs in accordance with law. When the district is unable to provide direct special education and/or related services to students with ~~disabilities~~ exceptional needs, the Board may enter into a contract with a nonpublic, nonsectarian school or agency (NPS/A) to meet student needs consistent with the comprehensive local plan of the Special Education Local Plan Area.

Prior to entering into a contract to place any student in an NPS/A, the Superintendent or designee shall verify that the school or agency is certified to provide special education and related services to individuals with ~~disabilities~~ exceptional needs and complies with staff training requirements in accordance with Education Code 56366 and 56366.1. ~~In addition,~~

Additionally, the Superintendent or designee, such as the district's liaison for foster youth, shall verify that for any student served by an NPS/A who is a foster youth, the NPS/A agrees to serve as the school of origin of the foster youth and allow the foster youth to continue the foster youth's education in the NPS/A in accordance with Education Code 56366.1.

The Superintendent or designee shall monitor, on an ongoing basis, the certification of any NPS/A with which the district has a contract to ensure that the certification has not expired.

Within 14 days of becoming aware of any change to the certification status of an NPS/A, including, but not limited to, receiving notification of a determination to suspend or revoke the certification of the NPS/A pursuant to Education Code 56366.4, the district shall notify, through email or regular mail, the parents/guardians of any district student who attends the NPS/A of the change in certification status, which includes a copy of procedural safeguards.

The district shall maintain a record of such notice and make the notice available for inspection upon request by the California Department of Education. (Education Code 56366.45)

No district student with a ~~disability~~ exceptional needs shall be referred to, or placed in, an NPS/A unless the student's individualized education program (IEP) team has determined that the placement is appropriate for the student. ~~(Education Code 56342.1)~~

All Master Contracts will be created between the Kings County SELPA and the Nonpublic School. The district shall pay into the Kings County SELPA NPS fund to cover the costs associated with the tuition or fees, as applicable, for students with ~~disabilities~~ exceptional needs who are enrolled in programs or receiving services provided by the NPS/A pursuant to the contract. ~~(Education Code 56365)~~

(Education Code 56365)

In accordance with law, any student with ~~disabilities~~ exceptional needs placed in an NPS/A shall have all the rights and protections to which students with ~~disabilities~~ exceptional needs are generally entitled, including, but not limited to, procedural safeguards, due process rights, and periodic review of the student's IEP.

During the period when any student with ~~disabilities~~ exceptional needs is placed in an NPS/A, the student's IEP team shall retain responsibility for monitoring the student's progress towards meeting the goals identified in the IEP.

| The Superintendent or designee shall ensure that any contract with an NPS/A contains a requirement for the NPS/A to comply with district policy, procedures, and practices related to student rights, health, and safety, including the use of seclusion and restraint. All NPS/A staff that serve district students shall be made aware of, and trained in such policies, procedures, and practices.

| The Superintendent or designee shall notify the Board prior to approving an out-of-state placement for any district student.

| The Superintendent or designee may apply to the Superintendent of Public Instruction to waive any of the requirements of Education Code 56365, 56366, and 56366.6. (Education Code 56366.2)

Regulation 6159.2: Nonpublic, Nonsectarian School And Agency Services For Special Education

Status: ADOPTED

Original Adopted Date: 05/16/2001 | Last Revised Date: 06/23/2021 | Last Reviewed Date: 06/23/2021

Master Contract

Every master contract ~~with~~ between the district and a nonpublic, nonsectarian school or agency (NPS/A) shall specify the general administrative and financial ~~agreement~~ agreements for providing special education and designated instruction and services. -The master contract shall be for ~~the~~ a term not to exceed one year and shall be renegotiated prior to June 30. -Provisions of the contract shall include, but not be limited to: (Education Code 56366-5; 5 CCR 3062)

1. Student-teacher ratios
2. Transportation specified in ~~the~~ a student's ~~individual~~ individualized education program (IEP)

The contract shall not include special education transportation provided through the use of services or equipment owned, leased, or contracted by the district for students enrolled in the NPS/A unless provided directly or subcontracted by that NPS/A.
3. Procedures for recordkeeping and documentation
4. The maintenance of school records by the district to ensure that appropriate -high school graduation credit is received by any participating student
5. An individual services agreement ~~off~~ for each student, which will be negotiated for the length of time for which
NPS/A special education and designated instruction and services are specified in the student's IEP
6. A description of the process to be utilized by the district to oversee and evaluate placements in the NPS/A, including a method for evaluating whether each student is making appropriate educational progress
7. Procedures and responsibilities for attendance and unexcused absences
8. General provisions related to modifications and amendments to the contract, waivers, disputes, contractor's status, conflicts of interest, termination, inspection and audits, compliance with applicable state and federal laws and regulations, and indemnification and ~~insurance~~ insurance requirements
9. Payment ~~schedules~~ schedules, including, but not limited to, payment amounts, payment demand, right to withhold, and audit exceptions

The contract may allow for partial or full-time attendance at the NPS/A. (Education Code 56366)

With mutual agreement of the district and NPS/A, changes may be made to the administrative and financial agreements in the master contract at any time, provided the change does not alter a student's ~~education~~ educational instruction, services, or placement as outlined in the student's individual services agreement. (Education Code 56366)

The master contract or individual ~~service agreements~~ services agreement may be terminated for cause if either party gives 20 days' notice.- However, the availability of a public education program initiated during the period of the contract shall not give cause for termination unless the parent/guardian agrees to transfer the student to the program. (Education Code 56366)

Placement and Services

For any student to be placed in ~~a~~ an NPS/A, the Superintendent or designee shall ~~be developed~~ develop an individual services agreement based on the student's IEP.- Each individual services agreement shall specify the length of time authorized in the student's IEP for the NPS/A services, not to exceed one year. -Changes in a student's educational instruction, services, or placement shall be made only on the basis of revisions to the student's IEP. (Education Code 56366)

At least once each year, the district shall: (Education Code 56366)

1. Evaluate the educational progress of each student placed in an NPS/A, including a review of state assessment results
2. During the annual meeting held to review the student's IEP pursuant to Education Code 56343, consider whether the student's needs continue to be best met at the NPS/A and whether changes to the student's IEP are necessary, including whether the student may be transitioned to a public school setting

Prior to the annual review of a student's IEP, the Superintendent or designee shall notify any high school district to which the student may transfer of the student's enrollment in ~~a~~ an NPS/A. (5 CCR 3069)

When a special education student meets the district requirements for completion of the prescribed course of study as designated in the student's IEP, the district shall award the student a diploma of graduation. (5 CCR 3070)

However, a student with exceptional needs who entered the ninth grade in the 2022-23 school year or later shall be exempted from all coursework and other requirements adopted by the Governing Board that are in addition to the statewide course requirements for high school graduation, if the student's IEP meets the criteria specified in law and Board Policy 6146.4 - Differential Graduation and Competency Standards for Students with Disabilities. (Education Code 51225.31)

Additionally, the Superintendent or designee may, until July 1, 2031, exempt a student with exceptional needs who was enrolled in grade 10 or higher in the 2022-23 school year from all coursework and other requirements adopted by the Board that are in addition to the statewide course requirements for high school graduation if the student meets the eligibility criteria specified in Education Code 51225.32.

Out-of-State Placements

Before contracting with ~~a~~ an NPS/A- outside California, the Superintendent or designee shall document the district's efforts to use public schools and/or to find an appropriate program offered by ~~a~~ an NPS/A -within California.
(Education Code 56365)

Within 15 days of any decision for an out-of-state placement, the student's IEP team shall submit to the Superintendent of Public Instruction a report with information about the services provided by the out-of-state program, the costs of the special education and related services provided, and the district's efforts to locate an appropriate public school or NPS/A within California. (Education Code 56365)

If the district decides to place a student with ~~an~~ an NPS/A- outside the state, the district shall indicate the anticipated date of the student's return to a placement within California and shall document efforts during the previous year to return the student to California. (Education Code 56365)

On-Site Visits

The Superintendent or designee shall conduct an on-site visit to an NPS/A before the placement of a student at the ~~school or agency~~ NPS/A, if the district does not have any other students currently enrolled at the NPS/A. (Education Code ~~65366~~ 56366.1)

At least once per year, the Superintendent or designee shall conduct an on-site monitoring visit to each NPS/A at which the district has a student attending and with which it maintains a master contract. -The monitoring visit shall include, but is not limited to: (Education Code 56366.1)

1. A review of services provided to the student through the individual services agreement
2. A review of progress the student is making toward the goals set forth in the student's IEP
3. A review of progress the student is making toward the goals set forth in the ~~students'~~ student's behavioral intervention plan, if applicable
4. An observation of the student during instruction
5. A walkthrough of the facility

The district shall report the findings resulting from the monitoring visit to ~~CDE~~ the California Department of Education within 60 calendar days of the on-site visit. (Education Code 56366.1)

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jill Rubalcava

DATE: May 5, 2025

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: May 14, 2025

ITEM: AR, BP, and Exhibit 1312.2 Complaints Concerning Instructional Materials:

PURPOSE: Regulation, policy, and exhibit updated to reflect NEW LAW (SB 153, 2024) which prohibits the Governing Board from adopting or approving the use of any textbook, instructional material, supplemental instructional material, or curriculum for classroom instruction if the use would subject a student to unlawful discrimination in accordance with specified state law.

FISCAL IMPACT: none**RECOMMENDATIONS:** Information item

Regulation 1312.2: Complaints Concerning Instructional Materials

Status: ADOPTED

Original Adopted Date: 05/16/2001 | **Last Revised Date:** 02/07/2007 | **Last Reviewed Date:** 02/07/2007

Step 1: Informal Complaint

If a staff member, district resident, or parent/guardian of a student enrolled in a district school has a complaint regarding the content or use of any specific instructional material, ~~he/she~~**such individual** shall informally discuss the material in question with the principal.

(Education Code 35160)

Step 2: Formal Complaint

If the complainant is not satisfied with the principal's initial response, ~~he/she~~**the complainant** shall present a written complaint to the principal. Complaints regarding printed material shall name the author, title, and publisher and shall identify the objection by page and item numbers. In the case of nonprinted material, written information specifying the precise nature of the objection **and location of such material** shall be given. ~~Complainants~~**In order for the district to reply appropriately, complainants** shall sign all complaints and provide identifying information ~~so that the district is able to make a proper reply.~~ Anonymous complaints will not be accepted.

Upon receiving a complaint, the principal shall ~~acknowledge~~**provide the complainant with a written acknowledgement of** its receipt and ~~answer~~**respond to** any **procedural** questions ~~regarding procedure; the complainant may have.~~ The principal ~~then~~ shall **then** notify the Superintendent or designee ~~and, the teacher(s) involved of the complaint.~~

), and other staff as appropriate.

During the investigation of the complaint, the challenged material may remain in use until a final decision has been reached. ~~However, upon request of the parent/guardian who has filed the complaint, his/her child may be excused from using challenged materials until a resolution has been reached. The teacher shall assign the student an alternate material of equal merit.~~

Step 3: Superintendent Determination

Review Committee

The Superintendent or designee shall determine whether **to convene** a review committee ~~should be convened~~ to review the complaint.

If the Superintendent or designee determines that a review committee is ~~not~~ necessary, ~~he/she shall issue a decision regarding the complaint.~~

Step 4: Review Committee

~~If the Superintendent or designee determines that a review committee is necessary, he/she~~ shall appoint a committee composed of administrators and staff members selected from relevant instructional and administrative areas. The Superintendent or designee may also appoint **parents/guardians, students, and** community members, **as appropriate**, to serve on the committee.

The ~~Superintendent or designee may provide training to the~~ review committee ~~shall to ensure that the review committee is informed regarding its responsibilities, the criteria specified into follow when reviewing instructional materials, and applicable laws, Board policy and shall determine the extent to which the challenged material supports the curriculum, the educational appropriateness of the material, and its suitability for the age level of the student.~~

(ies), and administrative regulation(s).

Within 30 days of being convened, the review committee shall summarize its findings in a written report. The Superintendent or designee shall notify the complainant **in writing** of the committee's decision within 15 days of receiving the committee's report.

Step 4: Superintendent Determination

If the Superintendent or designee determines that a review committee is not necessary, the Superintendent or designee shall, in a timely manner, issue a decision regarding the complaint.

Step 5: Appeal to the Board of Trustees

If the complainant remains unsatisfied, ~~he/she~~ **the complainant** may appeal the Superintendent's or ~~the~~ review committee's decision to the Board. The Board's decision shall be final.

Policy 1312.2: Complaints Concerning Instructional Materials

Status: ADOPTED

Original Adopted Date: 10/19/1998 | **Last Revised Date:** 02/07/2007 | **Last Reviewed Date:** 02/07/2007

The Board of Trustees uses a comprehensive process to adopt district instructional materials that is based on selection criteria established by law and Board policy and includes opportunities for the involvement of **district staff**, parents/guardians, and community members, **and, as appropriate, students**. Complaints concerning the content or use of instructional materials, including textbooks, supplementary instructional materials, library materials, or other instructional materials and equipment, shall be properly and fairly considered using established complaint procedures.

Parents/guardians are encouraged to discuss any concerns regarding instructional materials with their **child's** teacher and/or the school principal. If the situation remains unresolved, a complaint may be filed using the process specified in the **accompanying** administrative regulation:

and exhibit.

The district shall accept complaints concerning instructional materials only from staff, district residents, or the parents/guardians of **children** enrolled in a district school.

(Education Code 35160)

However, a complaint related to the use or prohibited use of any existing textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library that alleges unlawful discrimination based on a violation of Education Code 243 or 244 shall be filed, investigated, and resolved in accordance with Board Policy 1312.3 - Uniform Complaint Procedures.

When deliberating upon challenged materials, the Superintendent ~~and/, or review~~ **any designee or committee established by the Superintendent to review the materials**, shall consider the **degree to which the materials align with the criteria for instructional materials as specified in law, Board policy, and administrative regulation. In addition, such deliberations may consider the educational philosophy and vision of the district; the educational suitability of the materials including the manner in which the materials support the curriculum and appropriateness for the student's age; the professional opinions of teachers of the subject and of other competent authorities; and/or experts; reviews of the materials by reputable bodies; the teacher's-stated objectives in using the materials; community standards; and; the allegations in the complaint, including the extent to which the objections of the complainant.**

Complainants are encouraged to accept based on the dislike of ideas contained in the materials; and the impact that keeping or removing the materials would have on student well-being.

The Superintendent, or any designee or committee established by the Superintendent to review the materials, shall not prohibit the continued use of an appropriately adopted textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library on the basis that it contains inclusive and/or diverse perspectives, as specified in Education Code 243.

Additionally, the Superintendent, or any designee or committee established by the Superintendent to the review materials, shall not authorize the continued use of an adopted textbook, instructional material, supplemental instructional material, or curriculum for classroom instruction if the use would subject a student to unlawful discrimination pursuant to Education Code 220.

If the complainant finds the Superintendent's or review committee's decision ~~unsatisfactory, he/she~~ the complainant may appeal the decision to the Board.

~~The district's decision shall be based on educational suitability of the materials and the criteria established in Board policy and administrative regulation.~~

~~When any~~

Any challenged instructional material that is reviewed by the district, it shall not be subject to further reconsideration for 12 months, unless ~~the Superintendent determines that reconsideration is warranted.~~

required by law.

Complaints related to the sufficiency of textbooks or instructional materials shall be resolved pursuant to the district's as specified in Administrative Regulation 1312.4 - Williams uniform complaint procedure at AR 1312.4. Uniform Complaint Procedures.

Exhibit 1312.2-E(1): Complaints Concerning Instructional Materials

Status:

Original Adopted Date: Pending

**REQUEST FOR RECONSIDERATION OF EXISTING
INSTRUCTIONAL MATERIALS**

This form is **only** for use **only** by district employees, district residents, or parents/guardians of **children students** enrolled in a district school to challenge the content or use of **any existing textbook**, instructional material. ~~For complaints regarding sufficiency of, supplemental instructional materials, please use the Williams Uniform Complaint Procedure complaint form.~~ **material, or other curriculum for classroom instruction, or any book or other resource in a school library.**

Date: _____

Name of person filing complaint ~~Anonymous complaints will not be accepted.~~ **(Required):** _____

Group represented (if any): _____

Phone: _____

E-mail address, ~~if any~~: _____

Address: _____

Instructional Material Being Challenged:

Title: _____

Author: _____

Publisher: _____

Date of Edition: _____

Name of school/classroom **instructional** material was used: _____

1. Please ~~specifically state the nature of your concern or objection and identify your objection by page, website, webpage and/or link, recording or digital~~ sequence, video frame, or words, as appropriate. ~~You may use additional pages if necessary.~~

-

~~2. Did you read/view the entire selection?~~

~~-~~

~~3. For what age group would you recommend this material?~~

~~-~~

~~4. If not, what percentage did you read/view, or what parts?~~

~~-~~

~~5. What do you feel might be the result if a student reads/views this material?~~

~~-~~

~~6. What would you like the school to do about this material?~~

~~☐ Do not assign it to my child~~

~~☐ Withdraw it from all students~~

~~☐ Reconsider it~~

2.

Was the instructional material of concern read/heard/viewed in isolation or was the entire selection read/heard/viewed? If the entire selection was not read/heard/viewed, what is your estimate regarding the percentage of the amount read/heard/viewed?

3. What is your concern regarding the consequence if a student reads/hears/views the instructional material? In your assessment, is the instructional material appropriate for the age of the students being taught?

4. What would you like the school to do about the instructional material?

Signature of complainant

For District Use:

Request received by: _____

Date: _____

Title: _____

Action taken: _____

Date: _____

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jill Rubalcava

DATE: May 5, 2025

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: May 14, 2025

ITEM: Board Policy 6142.93 Science Instruction

PURPOSE: Policy updated to expand the philosophical statement to specify the Governing Board's belief that science instruction include the place of humans in ecological systems, the causes and effects of climate change and the methods to mitigate and adapt to climate change, and experiments and other activities that foster critical thinking. Additionally, policy updated to clarify that the Board is required to adopt academic standards for science which meet or exceed the California Next Generation Science Standards and describe the knowledge and skills students are expected to possess at each grade level, with an instructional focus on understanding the process of science, the fundamental ideas within each discipline of science, and underlying themes that are common to all sciences

FISCAL IMPACT: none**RECOMMENDATIONS:** Information item

Policy 6142.93: Science Instruction

Status: ADOPTED

Original Adopted Date: 05/16/2001 | **Last Revised Date:** 03/27/2019 | **Last Reviewed Date:** 03/27/2019

The Board of Trustees believes that science education should focus on giving students an understanding of the biological and physical aspects of science, **including the place of humans in ecological systems, the causes and effects of climate change and the methods to mitigate and adapt to climate change**, key scientific concepts, and methods of scientific inquiry and investigation **through experiments and other activities that foster critical thinking**. Students should become familiar with the natural world and the interrelationship of science, mathematics, technology, and engineering. As part of science instruction, students should learn how to apply scientific knowledge and reasoning.

Philosophical and religious theories that are based, at least in part, on faith and are not subject to scientific test and refutation shall not be discussed during science instruction.

The ~~district's~~**Board shall adopt** academic standards for science ~~instruction shall that~~ meet or exceed the California Next Generation Science Standards (CA-NGSS~~;~~) **and describe the knowledge and skills students are expected to possess at each grade level, with an instructional focus on understanding the process of science, the fundamental ideas within each discipline of science, and underlying themes that are common to all sciences**. The Superintendent or designee shall ensure that curriculum used in district schools are aligned with these standards and the state curriculum framework.

~~As required by Education Code 52060 Hanford Elementary School District's local control and accountability plan includes goals related to, among other things, student achievement (including student enrollment in a broad course of study) and the implementation of SBE-adopted academic content and performance standards.~~

The Superintendent or designee shall ensure that students have access to and are enrolled in a broad course of study including science courses.

The Superintendent or designee shall provide certificated staff with opportunities to participate in professional development activities designed to enhance their knowledge of district-adopted academic standards, instructional strategies for teaching science, and changes in scientific theories.

The Superintendent or designee shall develop and implement appropriate safety measures for science laboratory classes **in accordance with Administrative Regulation 5142 - Safety**, including, but not limited to, staff and student safety training, use of eye safety devices, hearing protection, first aid procedures, regular equipment maintenance, safe use of heat sources, safe use and disposal of hazardous chemicals, proper ventilation, prevention of exposure to bloodborne pathogens from sharp instruments, fire prevention and control, an emergency response plan, and evacuation

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procedures. Parents/guardians shall be informed of the types of science laboratory activities that will be conducted and encouraged to sign consent forms for their child's participation.

~~Pursuant to Education Code 60640, the California Assessment of Student Performance and Progress includes administration of science assessments at grades 5, 8, and 10. The California Standards Tests are to be used for this purpose until a science assessment that is aligned with the CA-NGSS is adopted. Students with disabilities who are unable to participate in the science assessments, even with allowable testing variations and resources, must be administered either the California Modified Assessment or California Alternate Performance Assessment in accordance with their individualized education program. See AR 6162.51 - State Academic Achievement Tests.~~

The Superintendent or designee shall regularly report to the Board regarding the implementation and effectiveness of the science curriculum at each grade level. At a minimum, each report shall address the extent to which the program is aligned with the CA-NGSS, any applicable student assessment results, and feedback from students, parents/guardians, and staff regarding the program.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jill Rubalcava

DATE: May 5, 2025

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: May 14, 2025

ITEM: Board Policy 6142.94 - History-Social Science Instruction

PURPOSE: Policy updated to expand the philosophical statement to specify the Governing Board's belief that history social science instruction include a foundation for the appreciation of different ethnicities, the wise use of natural resources, and the responsible management of personal finance.

FISCAL IMPACT: none**RECOMMENDATIONS:** information

Policy 6142.94: History-Social Science Instruction

Status: ADOPTED

Original Adopted Date: 09/27/2017 | Last Reviewed Date: 09/27/2017

The Board of Trustees believes that the study of history and other social sciences is essential to prepare students to engage in responsible citizenship, comprehend complex global interrelationships, and understand the vital connections among the past, present, and future., **as well as to establish a foundation for the appreciation of different ethnicities, the wise use of natural resources, and the responsible management of personal finance.** The district's history-social science education program shall include, at appropriate grade levels, instruction in American and world history, geography, economics, political science, anthropology, psychology, and sociology.

The Board shall adopt academic standards for history-social science which meet or exceed state content standards and describe the knowledge and skills students are expected to possess at each grade level.

The Superintendent or designee shall develop and submit to the Board for approval a comprehensive, sequential curriculum aligned with the district standards and consistent with the state's curriculum framework for history-social science. The curriculum shall be designed to develop students' core knowledge in history and social science and their skills in chronological and spatial thinking, research, and historical interpretation. History-social science instruction shall also include an explicit focus on developing students' literacy in reading, writing, speaking, listening, and other language skills.

The Board shall adopt standards-aligned instructional materials for history-social science in accordance with applicable law, Board policy, and administrative regulation. ~~In addition~~**Additionally,** teachers are encouraged to supplement the curriculum, **in accordance with Board Policy 6161.11 - Supplementary Instructional Materials,** by using biographies, original documents, diaries, letters, legends, speeches, other narrative artifacts, and literature from and about the period being studied.

Personal testimony from persons who can provide first-hand accounts of significant historical events is encouraged and may be provided through oral histories, videos, or other multimedia formats. If oral history is used for instruction related to the role of Americans in World War II or the Vietnam War, such testimony shall exemplify the personal sacrifice and courage of the wide range of ordinary citizens who were called upon to participate in the war, provide views and comments concerning reasons for participating in the war, and provide commentary on the aftermath of the war in Eastern Europe and the former Soviet Union. ~~(Education Code 51221.3, 51221.4)~~

(Education Code 51221.3, 51221.4)

The Superintendent or designee shall provide a standards-based professional development program designed to increase teachers' knowledge of adopted instructional materials and instructional strategies for teaching history-social science.

The Superintendent or designee shall regularly evaluate and report to the Board regarding the implementation and effectiveness of the history-social science curriculum at each grade level, including, but not limited to, the extent to which the program is aligned with state standards, any applicable student assessment results, and feedback from students, parents/guardians, and staff regarding the program.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jill Rubalcava

DATE: May 5, 2025

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: May 14, 2025

ITEM: Policy 6170.1: Transitional Kindergarten

PURPOSE: Policy updated to reflect NEW LAW (AB 2268, 2024) which exempts students in transitional kindergarten (TK) from the requirement to be assessed in English listening and speaking for purposes of initial identification as an English learner, and NEW LAW (SB 153, 2024) which requires districts that commingle TK students and California State Preschool Program children in the same classroom to complete an observation using the Classroom Assessment Scoring System (CLASS) tool and CLASS environment tool.

FISCAL IMPACT: none**RECOMMENDATIONS:** information item

Policy Manual
Hanford Elementary School District

Policy 6170.1: Transitional Kindergarten

Status:
ADOPTED

Original Adopted Date: 10/01/2015 | **Last Revised Date:** 9/25/2024 | **Last Reviewed Date:** 9/25/2024

The Governing Board desires to offer a high-quality transitional kindergarten (TK) program for eligible children who do not yet meet the minimum age criterion for kindergarten. The TK program shall assist students in developing the academic, social, and emotional skills needed to succeed in kindergarten and beyond.

The district's TK program shall be the first year of a two-year kindergarten program.— (Education Code 48000)

The Board encourages ongoing collaboration among district preschool staff, other preschool providers, elementary teachers, administrators, and parents/guardians in the development, implementation, and evaluation of the district's TK program.

Eligibility

The district's TK program shall admit children as follows:— (Education Code 48000)–)

~~1. For the 2023-24 school year, children whose fifth birthday is between September 2 and April 2~~

~~2.1.~~ For the 2024-25 school year, children whose fifth birthday is between September 2 and June 2

~~3.2.~~ For the 2025-26 school year, and in each school year thereafter, children who turn four by September 1

A child's eligibility for TK enrollment shall not impact family eligibility for a preschool or child care program, including, but not limited to, a Head Start program, a child care center serving children through an alternative payment program, a general child care and development program, a California State Preschool Program (CSPP), a migrant child care and development program, child care and development services for children with special needs, or a program serving children through a CalWORKs Stage 1, Stage 2, or Stage 3 program. (Education Code 48000)

Parents/guardians of eligible children shall be notified of the availability of the TK program and of the age, residency, immunization, and any other enrollment requirements. Enrollment in the TK program shall be voluntary.

Curriculum and Instruction

The district's TK program shall be based on a modified kindergarten curriculum that is age and developmentally appropriate.— (Education Code 48000)

The program shall be aligned with the preschool learning foundations and preschool curriculum frameworks developed by the California Department of Education (CDE). It shall be designed to facilitate students' development in essential knowledge and skills related to language and literacy, mathematics, physical development, health, visual and performing arts, science, history-social science, English language development, and social-emotional development.

Students in TK are not required to be assessed in English listening and speaking for purposes of initial identification as an English learner. However the district shall conduct the Home Language Survey during enrollment to identify whether the primary or native language of a student is other than English.

The Board shall establish the length of the school day in the district's TK program, which shall be at least three hours but no more than four hours long, including recess but excluding noon intermission, except for TK students enrolled in expanded learning opportunity programs provided by the district pursuant to Education Code 46120. If the district has adopted an extended-day kindergarten, the length of the school day for the TK program may be different than the length of the school day for the kindergarten program either at the same or different school sites. The Superintendent or designee shall annually report to CDE as to whether the district's TK programs are offered full--day, part--day, or both.— (Education Code 8973, 37202, 46111, 46115, 46117, 48003)

TK students enrolled in the district will have access to full-day learning programs through the district's expanded learning offerings and/or collaborative partnerships with relevant community groups which may include Head Start programs, and other community-based early learning and care programs.

TK students may be placed in the same classrooms as kindergarten students when necessary, provided that the instructional program is differentiated to meet student needs.

TK students may be commingled in the same classroom with four-year-old students from a

CSPP program as long as the commingled program meets all of the requirements of each program as well as the following requirements: (Education Code 8207, 48000)

- 1. The classroom does not include students enrolled in TK for a second year or students enrolled in a regular kindergarten**
- 2. An observation using the Classroom Assessment Scoring System (CLASS) tool and CLASS Environmental tool are completed for the classroom**
- 3. All children enrolled for 10 or more hours per week are evaluated using the Desired Results Developmental Profile, as specified in 5 CCR 18272**
- 4. The classroom is taught by a teacher that holds a credential issued by the Commission on Teacher Credentialing (CTC) in accordance with Education Code 44065 and 44256**
- 5. The classroom is in compliance with the adult-child ratio specified in Education Code 8241**
- 6. Contractors of the district report the services, revenues, and expenditures for children in the preschool program in accordance with 5 CCR 18068 except for contractors of the TK program**

The district shall maintain an average TK class enrollment of not more than 24 students for each school site, not including students who are continuously enrolled in and meet the minimum day requirement for independent study for more than 14 school days in a school year.— (Education Code 48000)

Staffing

The Superintendent or designee shall ensure that teachers assigned to teach in TK classes possess a teaching credential or permit from CTC that authorizes such instruction.

A credentialed teacher who is first assigned to a TK class after July 1, 2015, shall, by August 1, 2025, have at least 24 units in early childhood education and/or child development, comparable professional experience in a preschool setting, and/or a child development teacher permit or an early childhood specialist credential issued by CTC.— (Education Code 48000)

The Superintendent or designee may provide professional development as needed to ensure that TK teachers are knowledgeable about the standards and effective instructional methods for teaching young children, including, but not limited to, developing competencies in serving inclusive classrooms and dual language learners.

The district shall maintain an average of at least one adult for every 12 students for TK classrooms and, contingent upon an appropriation of funding, maintain an average of at least one adult for every 10 students commencing with the 2025-26 school year.— (Education Code

48000)

Continuation to Kindergarten

Students who complete the TK program shall be eligible to continue in kindergarten the following school year. Parents/guardians of such students shall not be required to submit a signed Kindergarten Continuance Form for kindergarten attendance.

A student shall not attend more than two years in kindergarten or a combination of TK and kindergarten.— (Education Code 46300)

Assessment

The Superintendent or designee may develop or identify appropriate formal and/or informal assessments of TK students' development and progress. The Superintendent or designee shall monitor and regularly report to the Board regarding program implementation, the progress of students in meeting related academic standards, and student preparedness for future education.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jill Rubalcava

DATE: May 5, 2025

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☒ Information
☐ Action

Date you wish to have your item considered: May 14, 2025

ITEM: Administrative Regulation and Board Policy 6174 – Education for English Learners

PURPOSE: Regulation updated to reflect NEW LAW (SB 114, 2023) which includes long-term English learners as a numerically significant subgroup, NEW LAW (SB 141, 2023) which defines "long-term English learner" as a student who has not attained English language proficiency within seven years of initial classification as an English learner, and to clarify the differing definitions of "long-term English learner" for the distinct purposes for which they apply. Additionally, regulation updated to reflect NEW LAW (AB 2268, 2024) which exempts students in transitional kindergarten from the requirement to be assessed in English listening and speaking for purposes of initial identification as an English learner. In addition the section "Reclassification/Redesignation was deleted and moved to the accompanying Board policy, as the content is more appropriately placed in policy.

Policy updated to reference NEW LAW (AB 2074, 2024) which requires the California Department of Education to develop a statewide implementation plan for the, "El Roadmap Policy". Additionally, policy updated to reflect NEW LAW (714, 2023) which clarifies that the term "newcomer student" has the same meaning as "immigrant children and youth" as defined in law, NEW LAW (SB 114, 2023) which includes long-term English learners as a numerically significant subgroup, NEW LAW (SB 141, 2023) which defines "long-term English learner" as a student who has not attained English language proficiency within seven years of initial classification as an English learner, and NEW LAW (AB 2268, 2024) which exempts students in transitional kindergarten from the requirement to be assessed in English listening and speaking for purposes of initial identification as an English learner. In addition, policy updated to remove material related to instruction collaboration agreements which is more appropriately placed in other

policy, include material from the accompanying administrative regulation “Reclassification/Redesignation” section as the content is more appropriately placed in policy, and clarify the differing definitions of “long-term English learner” for the distinct purposes for which they apply

FISCAL IMPACT: none

RECOMMENDATIONS: information item

Regulation 6174: Education For English Learners

Status: ADOPTED

Original Adopted Date: 5/19/1999 | **Last Revised Date:** 10/11/2023 | **Last Reviewed Date:** 10/11/2023

Definitions

English learner means a student who is age 3-21 years, who is enrolled or is preparing to enroll in an elementary or secondary school, and whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the student the ability to meet state academic standards, the ability to successfully achieve in classrooms where the language of instruction is English, or the opportunity to participate fully in society. An English learner may include a student who was not born in the United States or whose native language is a language other than English; a student who is Native American or Alaska Native, or a native resident of the outlying areas, who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or a student who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant. (Education Code 306; 20 USC 7801)

Designated English language development means instruction provided during a time set aside in the regular school day for focused instruction on the state-adopted English language development standards to assist English learners to develop critical English language skills necessary for academic content learning in English. (5 CCR 11300)

Integrated English language development means instruction in which the state-adopted English language development standards are used in tandem with the state-adopted academic content standards. Integrated English language development includes specially designed academic instruction in English. (5 CCR 11300)

Long-term English learner means:

- 1. For the purpose of setting the local control and accountability plan (LCAP) priorities, a student who has not attained English language proficiency within seven years of initial classification as an English learner (Education Code 52052)**
- 2. For the purpose of English language proficiency assessment, an English learner in grades 6-12 who has been enrolled in school in the United States for six years or more and who either: (Education Code 313.1)**

- a. **Has remained at the same English language proficiency level for two or more consecutive years, or has regressed to a lower proficiency level; or**
- b. **Is a student in grades 6-9 who has scored far below basic or below basic on the prior year's English language arts standards-based achievement test, or a score determined by the Superintendent of Public Instruction on any successor test**

Native speaker of English means a student who has learned and used English at home from early childhood and English has been the primary means of concept formation and communication. (Education Code 306)

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Identification and Assessments

Upon enrollment in the district, each student's primary language shall be determined through the use of a home language survey. (Education Code 52164.1; 5 CCR 11307, 11518.5)

Any student **in kindergarten or grades 1-12, not including transitional kindergarten**, who is identified as having a primary language other than English, as determined by the home language survey, and who has not previously been identified as an English learner by a California public school or for whom there is no record of results from an administration of an English language proficiency test, shall be initially assessed for English proficiency using the English Language Proficiency Assessments for California (ELPAC). Prior to administering the ELPAC, the Superintendent or designee shall notify the student's parent/guardian in writing that the student will be administered the initial ELPAC. (Education Code 313, 52164.1; 5 CCR 11518.5)

Administration of the ELPAC, including the use of variations and accommodations in test administration when authorized, shall be conducted in accordance with test publisher instructions and 5 CCR 11518.5-11518.37.

Based on the initial assessment, the student shall be classified either as **initially fluent in Initial Fluent** English ~~proficient~~ **Proficient** or as an English learner. The Superintendent or designee shall notify the student's parent/guardian, in writing, of the results of the ELPAC initial assessment within 30 calendar days after the student's date of initial enrollment, or, if administered prior to the student's initial date of enrollment, up to 60 calendar days prior to such enrollment, but not before July 1 of the school year of the student's initial enrollment. The notice shall indicate whether the student met the ELPAC initial assessment criterion for proficiency and include the district's contact information for use if the parent/guardian has questions or concerns regarding the student's classification. (5 CCR 11518.5)

Each year after a student is identified as an English learner and until the student is redesignated as English proficient, the summative assessment of the ELPAC shall be administered to the student

during a four-month period after January 1 as determined by the California Department of Education. (Education Code 313)

The Superintendent or designee shall notify parents/guardians of their child's results on the summative assessment of the ELPAC within 30 calendar days following receipt of the results from the test contractor or, if the results are received from the test contractor after the last day of instruction for the school year, within 15 working days of the start of the next school year. (Education Code 52164.1; 5 CCR 11518.15)

The parent/guardian of a student participating in, or identified for participation in, a language instruction program supported by federal Title I or Title III funds shall receive notification of the assessment of the student's English proficiency. Such notice shall be provided no later than 30 calendar days after the beginning of the school year or, if the student is identified for program participation during the school year, within two weeks of the student's placement in the program. The notice shall include all of the following: (Education Code 313.2, 440; 20 USC 6312)

1. The reason for the identification of the student as an English learner and the need for placement in a language acquisition program;
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2. The level of English proficiency, how the level was assessed, and the status of the student's academic achievement;
3. A description of the language acquisition program in which the student is, or will be, participating, including a description of all of the following:
 - 4.—
 - a. The methods of instruction used in the program and in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction;
 - 5.—
 - b. The manner in which the program will meet the educational strengths and needs of the student;
 - 6.—
 - c. The manner in which the program will help the student develop English proficiency and meet age-appropriate academic standards for grade promotion and graduation;
 - 7.—

- d. The specific exit requirements for the program, the expected rate of transition from the program into classes not tailored for English learners, and the expected rate of graduation from secondary school if applicable.

~~8.~~

- e. When the student has been identified for special education, the manner in which the program meets the requirements of the student's ~~IEP~~ **individualized education program**

~~9.4.~~ As applicable, the identification of a student as a long-term English learner or at risk of becoming a long-term English learner, as defined in Education Code 313.1, and the manner in which the program for English language development instruction will meet the educational strengths and needs of such students and help such students develop English proficiency and meet age-appropriate academic standards.

~~10.5.~~ Information about the parent/guardian's right to have the student immediately removed from a program upon the parent/guardian's request.

~~11.6.~~ Information regarding a parent/guardian's option to decline to enroll the student in the program or to choose another program or method of instruction, if available.

~~12.7.~~ Information designed to assist a parent/guardian in selecting among available programs, if more than one program or method is offered.

Language Acquisition Programs

Whenever parents/guardians of enrolled students, and those enrolled for attendance in the next school year, request that the district establish a specific language acquisition program in accordance with Education Code 310, such requests shall be addressed through the following process: (5 CCR 11311)

1. The school shall make a written record of each request, including any request submitted verbally, that includes the date of the request, the names of the parent/guardian and student making the request, a general description of the request, and the student's grade level on the date of the request.

As needed, the school shall assist the parent/guardian in clarifying the request.

All requests shall be maintained for at least three years from the date of the request ~~in accordance with~~ **Board Policy 3580 - District Records**.

2. The school shall monitor requests on a regular basis and notify the Superintendent or designee when the parents/guardians of at least 30 students enrolled in the school, or at least 20 students in the same grade level, request the same or a substantially similar type of language acquisition program.

If the requests are for a multilingual program model, the district shall consider requests from parents/guardians of students enrolled in the school who are native English speakers in

determining whether this threshold is reached.

3. If the number of parents/guardians described in Item #2 is attained, the Superintendent or designee shall:

~~4.—~~

- a. Within 10 days of reaching the threshold, notify the parents/guardians of students attending the school, the school's teachers, administrators, and the district's English ~~learner parent advisory committee~~ **Learner Parent Advisory Committee** and parent advisory committee, in writing, of the requests for a language acquisition program

~~5.—~~

- b. Identify costs and resources necessary to implement any new language acquisition program, including, but not limited to, certificated teachers with the appropriate authorizations, necessary instructional materials, pertinent professional development for the proposed program, and opportunities for parent/guardian and community engagement to support the proposed program goals

~~6.—~~

- c. Within 60 calendar days of reaching the threshold number of parents/guardians described in Item #2 above, determine whether it is possible to implement the requested language acquisition program and provide written notice of the determination to parents/guardians of students attending the school, the school's teachers, and administrators

~~7.—~~

- ~~d.—~~ If a determination is made to implement the language acquisition program, create and publish a reasonable timeline of actions necessary to implement the program. If a determination is made that it is not possible to implement the program, provide a written explanation of the reason(s) the program cannot be ~~provide~~

provided. The district shall notify parents/guardians at the beginning of each school year or upon the student's enrollment regarding the process to request a language acquisition program, including a dual-language immersion program, for their child. The notice shall also include the following: (5 CCR 11309, 11310)

1. A description of the programs provided, including structured English immersion
2. Identification of any language to be taught in addition to English when the program includes instruction in a language other than English
3. The manner in which the program is designed using evidence-based research and includes both designated and integrated English language development:
4. The manner in which the district has allocated sufficient resources to effectively implement the program, including, but not limited to, certificated teachers with the appropriate authorizations, necessary instructional materials, pertinent professional development, and opportunities for parent/guardian and community engagement to support the program

goals:

5. The manner in which the program will, within a reasonable period of time, lead to language proficiency and achievement of the state-adopted content standards in English and, when the program includes instruction in another language, in that other language.
6. The process to request establishment of a language acquisition program not offered at the school
7. For any dual-language immersion program offered, the specific languages to be taught.

The notice also may include the program goals, methodology used, and evidence of the proposed program's effectiveness.

The district shall provide additional and appropriate educational services to English learners for the purposes of overcoming language barriers and academic deficits in other areas of the core curriculum. (5 CCR 11302)

Reclassification/Redesignation

~~English learners shall be reclassified as fluent English proficient when they are able to comprehend, speak, read, and write English well enough to receive instruction in an English language mainstream classroom and make academic progress at a level substantially equivalent to that of students of the same age or grade whose primary language is English and who are in the regular course of study. (Education Code 52164.6)~~

~~The criteria for determining whether an English learner shall be reclassified as fluent English proficient shall include, but not be limited to: (Education Code 313, 52164.6; 5 CCR 11303)~~

- ~~1. Assessment of English language proficiency using an objective assessment instrument, including, but not limited to, the ELPAC.~~
- ~~2. Evaluation by the student's classroom teacher and any other certificated staff with direct responsibility for teaching or placement decisions related to the student, including, but not limited to, a review of the student's curriculum mastery and academic performance.~~
- ~~3. Parent/guardian involvement, including:~~
- ~~4. —~~
 - ~~a. Notice to parents/guardians of language reclassification and placement, including a description of the reclassification process and the parent/guardian's opportunity to participate.~~
- ~~5. —~~
 - ~~b. Encouragement of parent/guardian participation in the district's reclassification procedure, including seeking parent/guardian opinion and consultation during the reclassification process~~
- ~~6. —~~
 - ~~c. Provision of an interpreter for the parent/guardian, when necessary~~
- ~~7. Comparison of student performance on an objective assessment of basic skills in English against an empirically established range of performance in basic skills, based on the performance of English proficient students of the same age, which demonstrates whether the student is sufficiently proficient in English to participate effectively in a curriculum designed for students of the same age whose native language is English.~~

~~The student's language proficiency assessments, the participants in the reclassification process, and any decisions regarding reclassification shall be retained in the student's permanent record. (5 CCR 11305)~~

~~The Superintendent or designee shall monitor the progress of reclassified students to ensure their correct classification and placement. (5 CCR 11304)~~

~~The Superintendent or designee shall monitor students for at least four years following their reclassification to ensure the students have not prematurely exited, any academic deficit incurred through participation in the English learner program has been remedied, and the students are meaningfully participating in the standard instructional program compared to students who had never participated in an English learner program. (5 CCR 11304; 20 USC 6841)~~

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~~Advisory Committees~~

~~(5 CCR 11302)~~

~~Advisory Committees~~

A school-level English Learner Advisory Committee (ELAC) shall be established when there are more than 20 English learners at the school. Parents/guardians of English learners, elected by parents/guardians of English learners at the school, shall constitute committee membership in at least the same percentage as English learners represent of the total number of students in the school. The school may designate for this purpose an existing school-level advisory committee provided that it meets these criteria for committee membership. (Education Code 52176; 5 CCR 11308)

The ELAC shall be responsible for assisting in the development of a schoolwide needs assessment, recommending ways to make parents/guardians aware of the importance of regular school attendance, and advising the principal and school staff in the development of a detailed master plan for English learners for the individual school and submitting the plan to the **Governing** Board for consideration for inclusion in the district master plan. (Education Code 52176)

When the district has more than 50 English learners, the Superintendent or designee shall establish a District English

Learner Advisory Committee (DELAC), the majority of whose membership shall be composed of parents/guardians of English learners who are not employed by the district. Alternatively, the district may use a subcommittee of an existing districtwide advisory committee on which parents/guardians of English learners have membership in at least the same percentage as English learners represent of the total number of students in the district. (Education Code 52176)

The DELAC shall advise the Board on at least the following tasks: (5 CCR 11308)

1. Developing a district master plan, **including policy(ies)**, for education programs and services for English learners, taking into consideration the school site plans for English learners.
2. Conducting a districtwide needs assessment on a school-by-school basis.

3. Establishing a district program, goals, and objectives for programs and services for English learners.
4. Developing a plan to ensure compliance with applicable teacher or instructional aide requirements.
5. Administering the annual language census.
6. Reviewing and commenting on the district's reclassification procedures.
7. Reviewing and commenting on the required written parental notifications

In order to assist the advisory committee in carrying out its responsibilities, the Superintendent or designee shall ensure that DELAC and ELAC committee members receive appropriate training and materials. This training shall be planned in full consultation with the members. (5 CCR 11308)

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Local Control and Accountability Plan (LCAP) Advisory Committee

When there are at least 15 percent English learners in the district, with at least 50 students who are English learners, a district-level English ~~learner-parent advisory committee~~ **Learner Parent Advisory Committee** shall be established to review and comment on the district's ~~local control and accountability plan (LCAP)~~. Such advisory committee shall provide input regarding the district's existing language acquisition programs and language programs, and, where possible, the establishment of other such programs, in accordance with ~~BP~~ **Board Policy** 0460 - Local Control and Accountability Plan. The committee shall be composed of a majority of parents/guardians of English learners. If the DELAC acts as the ELAC pursuant to Education Code 52063 and 52062, the DELAC shall also review and comment on the development or annual update of the LCAP. (Education Code 52062, 52063; 5 CCR 11301, 15495)

The DELAC may also serve as the LCAP ~~English learner advisory committee~~ **ELAC, as specified in Board Policy 0460 - Local Control and Accountability Plan**

Policy 6174: Education For English Learners

Status: ADOPTED

Original Adopted Date: 5/19/1999| Last Revised Date: 10/11/2023| Last Reviewed Date: 10/11/2023

The Governing Board intends to provide English learners with challenging curriculum and instruction that maximize the attainment of high levels of proficiency in English, advance multilingual capabilities, and facilitate student achievement in the district's regular course of study.

English learners shall be provided differentiated English language development instruction which is targeted to their English proficiency level. Such instruction shall be based on sound instructional theory, be aligned with state content standards, emphasize inquiry-based learning and critical thinking skills, and be integrated across all subject areas.

No middle or high school student who is an English learner shall be denied enrollment in any of the following:
(Education Code 60811.8)

- ~~1.~~ Courses in the core curriculum areas of reading/language arts, mathematics, science, and history/social science, courses required to meet state and local high school graduation requirements, or courses required for middle school grade promotion;

1.

However, ~~an English learner who has been enrolled in a~~ **middle or high** school ~~in the United States for less than 12 months or student who is enrolled~~ **a newcomer student or an immigrant child or youth, as defined in 20 USC 7011, or is a student participating** in a program designed to ~~develop the basic English skills~~ **meet the academic and transitional needs of newly arrived immigrant newcomer students and that has as its primary objective the development of English language proficiency,** may be denied ~~participation~~ **enrollment** in any ~~such course, of the courses stated above~~ if the course of study provided to the student is designed to remedy academic deficits incurred during participation and **is** reasonably calculated to enable the student to attain parity of participation in the standard instructional program within a reasonable length of time after the student enters the school system.

2. A full course load of courses specified in Item #1 above;
3. Other courses that meet the "A-G" course requirements for college admission or are advanced courses such as honors or Advanced Placement courses, on the sole basis of the student's classification as an English learner;

The district shall identify in its local control and accountability plan (LCAP) goals and specific actions and services to enhance student engagement, academic achievement, and other outcomes for English learners ~~and long-term English learners, in accordance with Board Policy and Administrative Regulation 0460 - Local Control and Accountability Plan.~~

The Superintendent or designee shall encourage parent/guardian and community involvement in the development and evaluation of programs for English learners. The Superintendent or designee may also provide an English development literacy training program for parents/guardians and community members so that they may better support students' English language development.

Staff Qualifications and Training

The Superintendent or designee shall ensure that all staff employed to teach English learners possess the appropriate authorization from the Commission on Teacher Credentialing.

The district shall provide effective professional development to teachers (including teachers in classroom settings that are not the settings of language instruction educational programs), administrators, and other school or community-based organization personnel to improve the instruction and assessment of English learners and enhance staff's ability to understand and use curricula, assessment, and instructional strategies for English learners.

Such professional development shall be of sufficient intensity and duration to produce a positive and lasting impact on teachers' performance in the classroom. (20 USC 6825)

Staff development shall also address the sociocultural needs of English learners and provide opportunities for teachers to engage in supportive, collaborative learning communities.

Identification and Assessment

The Superintendent or designee shall maintain procedures for the early identification ~~of English learners~~ and ~~an~~ assessment of ~~their~~ the proficiency **of English learners at all grade levels, except transitional kindergarten**, using the English Language Proficiency Assessments for California (ELPAC). To oversee test administration, the Superintendent or designee shall annually designate a district ELPAC coordinator and a site coordinator for each test site in accordance with 5 CCR 11518.40-11518.45.

Once identified as an English learner, a student shall be annually assessed for language proficiency until the student is reclassified based on criteria specified in the accompanying administrative regulation.

In addition, English learners' academic achievement in English language arts, mathematics, science,

and any additional subject required by law shall be assessed using the California Assessment of Student Performance and Progress. As necessary, the test shall be administered with testing variations in accordance with 5 CCR 853. English learners who are in their first 12 months of attending a school in the United States shall be exempted from taking the English language arts assessment to the extent allowed by federal law. (Education Code 60603, 60640; 5 CCR 853) ⁸⁴

Formative assessments may be utilized to analyze student performance and appropriately adapt teaching methodologies and instructions.

Language Acquisition Programs

The district shall offer research-based language acquisition programs that are designed to ensure English acquisition as rapidly and as effectively as possible and that provide instruction to students on the state-adopted academic content standards, including the English language development standards. (Education Code 306; 5 CCR 11300)

At a minimum, the district shall offer a structured English immersion program which includes designated and integrated English language development. In the structured English immersion program, nearly all of the classroom instruction shall be provided in English, but with the curriculum and presentation designed for students who are learning English. (Education Code 305-306; 5 CCR 11309)

For the purpose of determining the amount of instruction to be conducted in English in the structured English immersion program, "nearly all" means that all classroom instruction shall be conducted in English except for clarification, explanation, and support as needed.

In addition, language acquisition programs offered by the district may include, but are not limited to, the following: (Education Code 305-306)

1. A dual-language immersion program that provides integrated language learning and academic instruction for native speakers of English and native speakers of another language, with the goals of high academic achievement, first and second language proficiency, and cross-cultural understanding.
2. A transitional or developmental program for English learners that provides literacy and academic instruction in English and a student's native language and that enables an English learner to achieve English proficiency and academic mastery of subject matter content and higher order thinking skills, including critical thinking, in order to meet state academic content standards.

The district's language acquisition programs for grades K-3 shall comply with class size requirements specified in Education Code 42238.02. (Education Code 310)

In establishing the district's language acquisition programs, the Superintendent or designee shall consult with parents/guardians and the community during the LCAP development process. The

Superintendent or designee shall also consult with administrators, teachers, and other personnel with appropriate authorizations and experience in establishing a language acquisition program. (Education Code 305)

At the beginning of each school year or upon a student's enrollment, parents/guardians shall be provided information on the types of language acquisition programs available to students enrolled in the district, including, but not limited to, a description of each program, the process to be followed in making a program selection, identification of any language to be taught in addition to English when the program includes instruction in another language, and the process to request establishment of a language acquisition program. (Education Code 310; 5 CCR 11310)

Whenever a student is identified as an English learner based on the results of the ELPAC, the student's parents/guardians may choose a language acquisition program that best suits their child. To the extent possible, any language acquisition program requested by the parents/guardians of 30 or more students at the school or by the parents/guardians of 20 or more students at any grade level shall be offered by the school. (Education Code 310; 5 CCR 11311)

~~Until July 1, 2029, the Superintendent or designee may, with Board approval, and as specified in BP 5117 Interdistrict Attendance, enter into an instruction collaboration agreement (ICA) with another school district, county office of education, or charter school to offer the same or similar courses and coursework to students who have been impacted by teacher shortages, disruptions, or cancellations, or teacher shortages to dual language immersion programs. (Education Code 48345)~~

Reclassification/Redesignation

When an English learner ~~is~~**has acquired a reasonable level of English proficiency, as** determined based on state and district reclassification criteria ~~to have acquired a reasonable level of English proficiency~~ pursuant to Education Code ~~313 and~~ 52164.6, or upon ~~the~~ request ~~by~~**of** the ~~student's~~ parent/guardian **of an English learner**, the student shall be transferred from a language acquisition program into an English language mainstream classroom.

Program Evaluation

English learners shall be reclassified as fluent English proficient when they are able to comprehend, speak, read, and write English well enough to receive instruction in an English language mainstream classroom and make academic progress at a level substantially equivalent to that of students of the same age or grade whose primary language is English and who are in the regular course of study. (Education Code 52164.6)

The criteria for determining whether an English learner shall be reclassified as fluent English proficient shall include, but not be limited to: (Education Code 313, 52164.6; 5 CCR 11303)

- 1. Assessment of English language proficiency using an objective assessment instrument, including, but not limited to, the ELPAC**
- 2. Evaluation by the student's classroom teacher and any other certificated staff with direct responsibility for teaching or placement decisions related to the student, including, but not**

limited to, a review of the student's curriculum mastery and academic performance

3. Parent/guardian involvement, including:

- a. Notice to parents/guardians of language reclassification and placement, including a description of the reclassification process and the parent/guardian's opportunity to participate
 - b. Encouragement of parent/guardian participation in the district's reclassification procedure, including seeking parent/guardian opinion and consultation during the reclassification process
 - c. Provision of an interpreter for the parent/guardian, when necessary
4. Comparison of student performance on an objective assessment of basic skills in English against an empirically established range of performance in basic skills, based on the performance of English proficient students of the same age, which demonstrates whether the student is sufficiently proficient in English to participate effectively in a curriculum designed for students of the same age whose native language is English

The student's language proficiency assessments, the participants in the reclassification process, and any decisions regarding reclassification shall be retained in the student's permanent record. (5 CCR 11305)

The Superintendent or designee shall monitor the progress of reclassified students to ensure their correct classification and placement. (5 CCR 11304)

The Superintendent or designee shall monitor students for at least four years following their reclassification to ensure the students have not prematurely exited, any academic deficit incurred through participation in the English learner program has been remedied, and the students are meaningfully participating in the standard instructional program compared to students who had never participated in an English learner program. (5 CCR 11304; 20 USC 6841)

Program Evaluation

To evaluate the effectiveness of the district's educational program for English learners, the Superintendent or designee shall report to the Board, at least annually, regarding:

1. Progress of English learners towards proficiency in English.
2. The number and percentage of English learners reclassified as fluent English proficient.
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3. The number and percentage of English learners who are or are at risk of being classified as long-term English learners **as defined** in ~~accordance with~~ Education Code ~~311313.1~~ **311313.1**

4. The achievement of English learners on standards-based tests in core curricular areas.
5. For any language acquisition program that includes instruction in a language other than English, student achievement in the non-English language in accordance with 5 CCR 11309.
6. Progress toward any other goals ~~for English learners~~ identified in the district's LCAP: **for English learners and long-term English learners as defined in Education Code 52052**
7. A comparison of current data with data from at least the previous year in regard to Items #1-6 above.
8. A comparison of data between the different language acquisition programs offered by the district.

The Superintendent or designee shall also provide the Board with regular reports from any district or schoolwide English learner advisory committees.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Board of Trustees

FROM: Joy C. Gabler

DATE: May 5, 2025

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: May 14, 2025

ITEM: Consider adopting Resolution #31-25: Regarding Absent Board Member Compensation.

PURPOSE: Education Code section 35120(c) provides that a board member may be paid for any meeting when absent if the board by resolution duly adopted and included in its minutes finds that at the time of the meeting: 1) he or she is performing services outside the meeting for the school district or districts, (2) he or she was ill or on jury duty, (3) or the absence was due to a hardship deemed acceptable by the board. Trustee Lupe Hernandez was unable to attend the April 23, 2025 meeting due to illness.

FISCAL IMPACT: Not to exceed \$306.92.

RECOMMENDATIONS: Adopt Resolution #31-25.

**HANFORD ELEMENTARY SCHOOL DISTRICT
RESOLUTION # 31-25**

**Board of Trustees
Hanford Elementary School District**

**RESOLUTION REGARDING ABSENT BOARD MEMBER COMPENSATION
(Education Code § 35120(c))**

WHEREAS, Education Code section 35120(c) provides that a board member may be paid for any meeting when absent if the board by resolution duly adopted and included in its minutes finds that at the time of the meeting: 1) he or she is performing services outside the meeting for the school district or districts, (2) he or she was ill or on jury duty, (3) or the absence was due to a hardship deemed acceptable by the board.

NOW, THEREFORE BE IT RESOLVED that the Hanford Elementary School District Board of Trustees determines as follows:

1. Board Member Lupe Hernandez was absent from the Hanford Elementary School District's regular board meeting held April 23, 2025 due to:
 - ☐ performing services outside the meeting for the school district
 - ☒ illness
 - ☐ jury duty
 - ☐ hardship deemed acceptable by the Board
2. Said Board Members shall be paid for the meeting.

PASSED AND ADOPTED THIS 14th day of May, 2025 at a regular meeting, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Robert Garcia, President

Jeff Garner, Vice-President

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jill Rubalcava

DATE: 4/14/25

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 5/14/25

ITEM: Consultant Contract- Kings Cultural Center, Sophia Medina

PURPOSE: To provide Folklorico dance instruction to students in the Hanford Elementary School District Summer Program from June 16th to July 18th, 2025 in grades Tk through 5th.

FISCAL IMPACT: \$14,000.00**RECOMMENDATIONS:** Approve

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Kristina Baldwin

DATE: April 24, 2025

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: May 14, 2025

ITEM: Request approval of Memorandum of Understanding to continue to work with Tulare County Office of Education/Migrant Program Region VIII "Model B district."

PURPOSE: Approval of this Memorandum of Understanding would allow Tulare County Office of Education Program Region VIII to directly receive Migrant funds. As the Lead Agency, TCOE would coordinate and collaborate with our district to provide supplemental educational services for Migrant families and students residing in our district.

FISCAL IMPACT: HESD will bill Tulare County Office of Education/Migrant Program Region VIII for any applicable costs (facilities/custodial, transportation, food services, nursing services).

RECOMMENDATIONS: Approve



MEMORANDUM OF UNDERSTANDING

FOR SERVICES TO
MIGRANT STUDENTS, MIGRANT EDUCATION REGION VIII

The School District(s) in Migrant Region VIII that selected Model B, hereinafter referred to as “Model B District”, and the TULARE COUNTY SUPERINTENDENT OF SCHOOLS Migrant Education Program, Region VIII, hereinafter referred to as the “Migrant Education Program”, hereby concur that this Agreement shall be in effect as soon as both parties ratify it. This Agreement is for the period of July 1, 2025 to June 30, 2026, and shall be effective July 1, 2025.

PURPOSE:

To unify and coordinate **supplemental educational services** and resources for migratory families and their children residing within the boundaries of participating district(s).

The services to be rendered and the terms and conditions of this Agreement are as follows:

The Migrant Education Program, Region VIII, as Lead Agency, will:

1. Implement all required mandated Migrant components in collaboration with the District contact person or designee assigned to work with the Region.

Mandated components of the Migrant Program:

- Provide Measureable Educational Instruction to Students.
 - Provide a Migrant Education School Readiness Program (MESRP).
 - Facilitation of Parent Advisory Councils.
 - Provide Opportunities for Parent Involvement.
 - Conduct Identification and Recruitment of migratory families.
 - Identify and serve Out-of-School Youth.
 - Provide summer school services.
 - Establish a Memorandum of Understanding (MOU) with Region VIII to delineate District and Regional responsibilities.
 - Region VIII will hire highly qualified teachers/paraprofessionals OR contract an outside Agency to provide measureable educational instruction to students.
 - The District is not required to complete a DSA or a program evaluation.
 - The District School Plan will be discussed by the Area Administrator with the District contact or appointed designee.
2. Migrant funds will be utilized to direct measureable instructional services for migratory students. Direct services are defined as:
 - Services provided directly to the student.



MEMORANDUM OF UNDERSTANDING

FOR SERVICES TO MIGRANT STUDENTS, MIGRANT EDUCATION REGION VIII

- Services that address the question: “How does the service directly impact student achievement in Mathematics and English Language Arts?”
 - Services that are measurable and include data that determines student academic progress.
3. Migrant funds are intended to support the administering and monitoring of the Migrant Education Program.
 4. Certificated teachers/paraprofessionals provide instructional services to Migrant students.
 5. Migrant Education School Readiness Program (MESRP) staff must hold a Teaching Credential or a Permit Title (Teacher / Master Teacher) in the Child Development Permit Matrix.
 6. Services are provided before school, after school, or Saturdays and during Summer School (CDE, DSA, Migrant Program is supplemental to the supplementary core programs).
 7. Instructional services shall be relevant and rigorous.
 8. Provide direct supplemental services to migratory students in the District, after a Needs Assessment has been conducted and collaboration occurs with the District.
 9. Assist and provide documentation during Migrant Regional FPM reviews.
 10. In coordination with the District, ensure that at least one parent representative from the district consortium attends a minimum of six Regional Parent Advisory Council (RPAC) trainings at the county level. (The RPAC meets six times per year).

The District, as Participant in the Migrant Education Program Model B, will:

1. Agree to participate in Model B for one fiscal year and shall notify the Migrant Education Program, Region VIII, by the end of November, if the District intends to change from Model B to Model A.
2. Agree that Region VIII will provide and/or coordinate all Migrant services.
3. Provide written approval for the Migrant Education Program, Region VIII, to access student-specific academic, benchmark—data for the purposes of research and for developing interventions using data analysis to identify the academic gaps and needs of migratory students.
4. Provide migratory students with equal access to educational opportunities and resources that are available to any other district students.
5. Approve use of facilities for Migrant Education activities within the District; based on district operational cost and services requested for Regular Year and Summer.
6. Support the Region with the Migrant Education Program rules, regulations, and restrictions as described in the official Migrant Education Program Assurances.
7. If a student injury occurs in the Migrant Education Program, the District’s policies and procedures will be followed. The Tulare County Superintendent of Schools’ liability coverage would be primary for liability purposes as to Claims for Damages filed against the Tulare County Superintendent of Schools. Tulare County Superintendent of Schools will not provide any Student Accident Converge.



MEMORANDUM OF UNDERSTANDING

FOR SERVICES TO
MIGRANT STUDENTS, MIGRANT EDUCATION REGION VIII

8. Provide access to attendance data for the purposes of identifying migratory children enrolling and departing from the District (i.e. district gains/loss reports). Data will be provided by an identified district employee or through a Migrant Education Program Student Recruiter's "read only" student database access.
9. Assist in providing office space for migrant staff (Area Administrators and/or Student Recruiters).

Agreed upon by:

District Superintendent: _____
Printed Name

Signature

District: _____

Date: _____

Agreed upon by:

LEA: Tulare County Office of Education

County Superintendent of Schools: _____
Tim A. Hire

Date: _____

Migrant Education Director, Administrator: _____
Anabel González

Date: _____

Tulare County
Office of Education

Tim A. Hire, County Superintendent of Schools

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jaime Martinez

DATE: May 5, 2025

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

☐ Information
☒ Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **May 14, 2025**

ITEM: Consider approval of Board Resolution #30-25, approving the move to School Employees Trust – Tulare County JPA (SET-TC) effective October 1, 2025.

PURPOSE: To authorize School Employees Trust – Tulare County (SET -TC) to serve as the JPA for Health and Welfare benefits for the Hanford Elementary School District, including medical, prescription, dental, vision, and life insurance coverage.

FISCAL IMPACT: Subject to negotiations.

RECOMMENDATION: Approve.

**Resolution of the
Board of the Hanford Elementary School District
to Approve Amendment of the
School Employees Trust- Tulare County
Joint Exercise of Powers Agreement and Bylaws**

WHEREAS, a joint powers entity has been established and designated as the School Employees Trust- Tulare County; and

WHEREAS, Hanford Elementary School District is an individual California school public agency/district or county office of education that wishes to join the Authority; and

WHEREAS, the Board, approves the request to move said district to the SET-TC JPA effective October 1, 2025.

NOW, THEREFORE, BE IT RESOLVED that the proposed request to join the School Employees Trust- Tulare County JPA is hereby approved.

PASSED AND ADOPTED by the following vote of the members of the Board of Hanford Elementary School District this 14th day of May 2025, by the following vote:

AYES:

NOES:

ABSENT:

STATE OF CALIFORNIA
COUNTY OF KINGS

I, _____, Secretary of Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution adopted by the Governing Board at a regularly called and conducted meeting held on said date.

Secretary of Governing Board

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Robert Heugly

DATE: May 2, 2025

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☐ Information
☒ Action

Date you wish to have your item considered: May 14, 2025

ITEM: Consider for approval of the 2024-2025 Prop 28 Annual Report.

PURPOSE: California *Education Code (EC)* Section 8820(g)(4)—Local Educational Agencies (LEAs) must have this annual report board approved, submitted to the California Department of Education (CDE), and posted to the LEA's website. The report includes the number of full-time equivalent teachers, classified personnel, and teaching aides; the number of pupils served; and the number of school sites providing arts education programs with AMS funds. This annual report must be board-approved, submitted to the CDE through the [Arts and Music in Schools Portal](#), and posted to the LEA's website.

Website: The Prop 28 Annual Report 2024-2025 can be viewed on the district's website:
<https://www.hanfordesd.org/departments/categorical-programs/local-control-accountability-plan>

Fiscal Impact: Approximately \$925,886 received from CDE

RECOMMENDATION: Approve the Prop 28 Annual Report for 2024-2025

Proposition 28: Arts and Music in Schools Funding

Annual Report

Fiscal Year 2024-25

Name: Hanford Elementary

CDS Code: 1663917-0000000

Allocation Year: 2024-25, 2023-24

1. Narrative description of the Prop 28 arts education program(s) funded. (2500 character limit).

Prop 28 funds are utilized to expand the art and music program at each school site within Hanford Elementary School District. Art: For both 2023-2024 and 2024-2025 school years, there were an additional 1,548 minutes of art instruction throughout the district each year when compared to 2022-2023. With the expansion of the art and music programs, all students in HESD received art instruction. At the junior high schools, 221 students chose to take an art class in 2024-2025. Music: For 2023-2024, there were an additional 2,685 minutes of music instruction compared to the previous year. For 2024-2025, there were an additional 2,495 minutes of music instruction compared to 2022-2023. Every 4th-grade student in HESD receives 30 minutes per week of music/recorders instruction. At the junior high schools, 258 students chose to take a music class in 2024-2025. Each school sites prop 29 plan can be found at: <https://www.hanfordesd.org/departments/categorical-programs/school-plans-for-student-achievement-school-plans>

2. Number of full-time equivalent teachers (certificated). 3.0

3. Number of full-time equivalent personnel (classified). 0.0

4. Number of full-time equivalent teaching aides. 0.0

5. Number of students served. 5,463

6. Number of school sites providing arts education. 11

Date of Approval by Governing Board/Body 5/14/2025 12:00:00 AM

Annual Report Data URL

<https://www.hanfordesd.org/departments/categorical-programs/local-control-accountability-plan>

Submission Date 5/2/2025 1:46:26 PM

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Robert Heugly

DATE: May 2, 2025

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☐ Information
☒ Action

Date you wish to have your item considered: May 14, 2025

ITEM: Consider for approval of the 2024-2025 Prop 28 School Plans (Arts & Music).

PURPOSE: On November 8, 2022, California voters approved Proposition 28: The Arts and Music in Schools Funding Guarantee and Accountability Act. The measure requires the state to establish a new, ongoing program supporting arts instruction in schools beginning in 2023–24. The amount of funding available each fiscal year for the Arts and Music in Schools (AMS) program will be one percent of the K–12 portion of the Proposition 98 funding guarantee provided in the prior fiscal year, excluding funding appropriated for the AMS program. Each school will have the autonomy to decide which arts education programs they wish to offer.

Each school is required to submit an annual board-approved report to be posted on the school district's websites that details the type of arts education programs funded by the program; the number of full-time equivalent teachers, classified personnel, and teaching aides; the number of pupils served; and the number of school sites providing arts education programs with such funds.

Website: The 2024-2025 Prop 28 School Plans can be viewed on the district's website:

www.hanfordesd.org/departments/categorical-programs/school-plans-for-student-achievement-school-plans

Fiscal Impact:

Prop 28 Budget by School Site					
		Total Allocated for School Sites	Total Salary Budget	Total Non-Salary Budget	Not Budgeted Yet
21	Jefferson	71,360	37,736	-	33,624
22	King	112,108	44,859	-	67,249
23	Lincoln	66,297	30,644	-	35,653
24	Monroe	102,893	59,546	-	43,347
25	Richmond	72,426	27,769	-	44,657
26	Roosevelt	81,257	22,533	-	58,724
27	Simas	77,381	49,652	-	27,729
28	Washington	82,269	44,428	-	37,841
29	Hamilton	75,597	34,187	-	41,410
30	Kennedy	89,454	47,820	-	41,634
31	Wilson	92,566	45,417	-	47,149
38	CDS	2,278	-	-	2,278
	Total	925,886	444,591		481,295

RECOMMENDATION: Approve the 2024-2025 Prop 28 School Plans

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Daniel Pierotte

DATE: 05/02/2025

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 05/14/2025

ITEM:

Consider approving Bus Driver Instructional Services
 Provided by Richard Rose Jr.

PURPOSE: In accordance with California Public Contract Code section 20111, subdivision (d), the District seeks to engage a professional service provider directly, without the need for public bidding. The District is utilizing this exemption to ensure that bus drivers employed by the District remain current in all required training and maintain appropriate licensing, recognizing the specialized knowledge, training, and skill necessary for these professional services for the remainder of the 2024-25 fiscal year.

FISCAL IMPACT:

\$80 an hour with an estimated duration of 15 hours (Total: \$1,200)

RECOMMENDATIONS:

Approve to utilize Richard Rose Jr. for Bus Driver Instructional Services

May 1, 2025

To: Hanford Elementary School District
714 N. White St.
Hanford, CA 93230
Re: Renewal classroom training estimate

I will supply all aspect of instruction as requested by your school district to train School Bus Drivers for renewal class This instruction will include; classroom instruction, in-service and documentation as needed.

My fees are \$80.00 an hour for all disciplines of services rendered.

I am estimating the renewal class will take 15 hours of instruction.

Thank you for the opportunity to supply you with this estimate to do this training for the district.

Sincerely,
Richard Rose Jr

2545 Spruce Ct.
Hanford, CA 93230
559.816.3547
rlrosejr@gmail.com

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Daniel Pierotte

DATE: April 30, 2025

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: May 14, 2025

ITEM: Sourcewell Contract #101520-FMP- Factory Motor Parts/ Factory OEM parts

PURPOSE: Public Contract Code § 20118 allows California K-12 public schools to use Sourcewell contracts to procure goods and services for district fleet maintenance and other needs, offering:

- Efficiency: Speeds up procurement by bypassing competitive bidding.
- Cost Savings: Secures better pricing and terms.
- Quality Assurance: Ensures high-quality goods and services.
- Flexibility: Allows various procurement methods.

This code streamlines processes, reduces costs, and ensures quality for school districts.

FISCAL IMPACT: Pricing for contract #101520-FMP is at dealer cost for Sourcewell participating agencies.

RECOMMENDATIONS: Approve to utilize Sourcewell Contract #101520-FMP through Maturity Date: 12/14/2025

Factory Motor Parts #101520-FMP

Pricing for contract #101520-FMP is at dealer cost for Sourcewell participating agencies.



CONTRACT EXTENSION

Contract Number: 101520-FMP

Sourcewell	and	Factory Motor Parts
202 12th Street Northeast		1380 Corporate Center Curv
P.O. Box 219		
Staples, MN 56479		Eagan, Minnesota 55121-1200
(Sourcewell)		(Vendor)

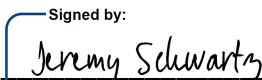
have entered into Contract Number: 101520-FMP
for the procurement of: OEM Automotive Parts and Supplies

The Contract has an expiration date of 2024-12-14 , but the parties may extend the Contract by mutual consent.

Sourcewell and Vendor acknowledge that extending the Contract benefits the Vendor, Sourcewell and Sourcewell’s Members. Vendor and Sourcewell agree to extend the Contract listed above for an additional period, with a new Contract expiration date of 2025-12-14 . All other terms and conditions of the Contract remain in full force and effect.

Sourcewell

Signed by:


C0FD2A139D06489

Authorized Signature

Jeremy Schwartz

Name


Chief Operating and Procurement Officer

Title

11/13/2024 | 4:33 PM CST

Date

DocuSigned by:


821ECDFE791E4F6...

Authorized Signature

Dana Carney

Name

Fleet Sales and Operations Manager

Title

11/13/2024 | 4:42 PM CST

Date

REGULAR MEETING & RETREAT MINUTES OF THE SOURCEWELL BOARD OF DIRECTORS

Tuesday, May 19, 2020

Sourcewell

202 12th St. NE, Staples, MN 56479

ITV via Microsoft Teams

Chair Wilson called the retreat to order at 4:00 p.m. with the following members present: Greg Zylka, Linda Arts, Chris Kircher, Scott Veronen, Ryan Thomas, Sharon Thiel, Sara Nagel, and Mike Wilson via ITV. Also present were Janette Bower, City of Wadena, Simoine Bolin, Mid-State Education District, and Paul Brownlow, Verndale School District, Ex-Officios; Chad Coquette, Susan Nanik, Marcus Miller, Jamie Loken, Paul Drange, Mike Carlson, Jeremy Schwartz, Travis Bautz, Chris Robinson, Tom Perttula, Kelli Draper, Kassidy Rice, Michael Brandt, Ryan Donovan, Rebecca Grunig, Sarah Speer, Dean Greising, Jon Andres, Cara Bengtson, Jill Beaupre, Beverly Hoemberg, Josh Meech, Danielle Wadsworth, Sourcewell Staff; Bill Harvey, Andrea Cuene, Julie Frame, Jonathan Daniel, Julie Page, Anita Toth, Richard Limpert, Corey Tramm, Tony Skaug, and Susan Mussell, Sourcewell Technology Ex-Officios and staff.

Dr. Coquette and Mr. Wilson gave a welcome.

Mr. Carlson presented FY 20/21 Annual Budget Projections and Preview.

Ms. Nanik presented FY 20/21 FTE Projections.

Dr. Coquette and Mr. Bautz presented the Sourcewell Strategy Story.

Chair Wilson called the Sourcewell Regular Board meeting to order at 6:44pm with the following members present: Greg Zylka, Linda Arts, Chris Kircher, Scott Veronen, Ryan Thomas, Sharon Thiel, Sara Nagel, and Mike Wilson via ITV. Also present were Janette Bower, City of Wadena, Simoine Bolin, Mid-State Education District, and Paul Brownlow, Verndale School District, Ex-Officios; Chad Coquette, Susan Nanik, Marcus Miller, Jamie Loken, Paul Drange, Mike Carlson, Jeremy Schwartz, Travis Bautz, Kelli Draper, Kassidy Rice, Michael Brandt, Sarah Speer, Dean Greising, Cara Bengtson, Jill Beaupre, Beverly Hoemberg, Josh Meech, Danielle Wadsworth, Sourcewell Staff; Richard Limpert, Tony Skaug, guests.

Mr. Zylka moved, seconded by Ms. Nagel to accept the agenda as presented. Roll call vote taken. Motion passed unanimously.

Ms. Thiel moved, seconded by Mr. Veronen to accept the minutes of the Regular Board Meeting held on April 21, 2020. Roll call vote taken. Motion passed unanimously.

Mr. Carlson presented the monthly Financial Reports.

Mr. Veronen moved, seconded by Mr. Zylka to approve the Check Register, Wire Transfer activity, and Wire Transfer-Employee Expense reimbursements as detailed in the batch reports dated May 14th, 2020. Roll call vote taken. Motion passed unanimously.

Mr. Thomas moved, seconded by Mr. Kircher to accept the Consent Agenda as follows:

- Updated Membership Agreements Members added April 1-30, 2020
- Resolution to approve permission to solicit the following categories:
 - Automotive Original Equipment Manufacturer (OEM) Parts with Related Supplies and Services
 - Inventory Management Solutions
- Resolution to approve permission to re-solicit the following category:
 - Forklifts, Lift Trucks, and Related Material Handling Equipment and Services
- Los Angeles County Sanitation District No. 2 and Sourcewell Joint Powers Agreement
- Stevens County Interlocal Cooperative Agreement for Family Child Care Licensing Services

- Douglas County Interlocal Cooperative Agreement for Adult Foster Care Licensing Services
- Ottertail County Interlocal Cooperative Agreement for Adult Foster Care Licensing Services

Roll call vote taken. Motion passed unanimously.

Mr. Schwartz presented new and renewed contracts awarded in April as noted in Appendix A.

Ms. Nagel moved, seconded by Ms. Arts to approve the Resolution to Approve Ratification of Cooperative Contracting Awards. Roll call vote taken. Resolution passed unanimously.

Mr. Zylka moved, seconded by Mr. Thomas to approve Sourcewell Procurement Policy. Roll call vote taken. Motion passed unanimously.

Mr. Zylka moved, seconded by Ms. Nagel to approve the Executive Director's Personnel Recommendations. Roll call vote taken. Motion passed unanimously.

Ms. Thiel moved, seconded by Mr. Kircher to approve personnel recommendations as presented. Roll call vote taken. Motion passed unanimously.

Dr. Coauette gave a business update on Covid-19, State/National Associations and Partnerships, and asked for Board Retreat feedback.

Mr. Thomas moved, seconded by Ms. Thiel to adjourn the meeting at 7:30 p.m. Roll call vote taken. Motion passed unanimously.

APPENDIX A

**SOURCEWELL PROCUREMENT DEPARTMENT
BOARD ITEMS -May 2020**
CONSENT AGENDA ITEMS
Requesting Board permission to Solicit the following categories:
Automotive Original Equipment Manufacturer (OEM) Parts with Related Supplies and Services

Inventory Management Solutions

Requesting Board permission to Re-Solicit the following categories:

Forklifts, Lift Trucks, and Related Material Handling Equipment and Services

NEW CONTRACTS

Staples Contract & Commercial, LLC	012320-SCC	"Office Supply Catalog Solutions"
ARI Phoenix, Inc.	013020-ARP	"Vehicle Lifts, with Garage and Fleet Maintenance Equipment"
Genuine Parts Company dba NAPA Auto Parts	013020-GPC	"Vehicle Lifts, with Garage and Fleet Maintenance Equipment"
LIFTNOW Automotive Equipment Corp.	013020-LFT	"Vehicle Lifts, with Garage and Fleet Maintenance Equipment"
Mohawk Resources, Ltd.	013020-MRL	"Vehicle Lifts, with Garage and Fleet Maintenance Equipment"
Snap-on Industrial, A Division of IDSC Holdings, LLC	013020-SNP	"Vehicle Lifts, with Garage and Fleet Maintenance Equipment"
Stertil-Koni USA, Inc.	013020-SKI	"Vehicle Lifts, with Garage and Fleet Maintenance Equipment"
Draeger, Inc.	032620-DRG	"Firefighting Personal Protective Equipment, Apparel, and Accessories, with Related Cleaning and Maintenance Equipment"
Fire-Dex, LLC	032620-FDX	"Firefighting Personal Protective Equipment, Apparel, and Accessories, with Related Cleaning and Maintenance Equipment"
Innotex Corporation	032620-INO	"Firefighting Personal Protective Equipment, Apparel, and Accessories, with Related Cleaning and Maintenance Equipment"
L.N. Curtis & Sons	032620-LNC	"Firefighting Personal Protective Equipment, Apparel, and Accessories, with Related Cleaning and Maintenance Equipment"
LION First Responder, Inc.	032620-LIO	"Firefighting Personal Protective Equipment, Apparel, and Accessories, with Related Cleaning and Maintenance Equipment"
Motion Industries (Canada), Inc.	032620-MII	"Firefighting Personal Protective Equipment, Apparel, and Accessories, with Related Cleaning and Maintenance Equipment"
Municipal Emergency Services, Inc.	032620-MES	"Firefighting Personal Protective Equipment, Apparel, and Accessories, with Related Cleaning and Maintenance Equipment"
Safeware, Inc.	032620-SAF	"Firefighting Personal Protective Equipment, Apparel, and Accessories, with Related Cleaning and Maintenance Equipment"
W.W. Grainger, Inc.	032620-WWG	"Firefighting Personal Protective Equipment, Apparel, and Accessories, with Related Cleaning and Maintenance Equipment"
C.E.T. Fire Pumps MFG, Ltd.	040220-CET	"Firefighting Equipment and Rescue Tools with Related Supplies and Accessories"
Husqvarna Professional Products, Inc.	040220-HSQ	"Firefighting Equipment and Rescue Tools with Related Supplies and Accessories"
Kipper Tool Company	040220-KPP	"Firefighting Equipment and Rescue Tools with Related Supplies and Accessories"
L.N. Curtis & Sons	040220-LNC	"Firefighting Equipment and Rescue Tools with Related Supplies and Accessories"
Municipal Emergency Services, Inc.	040220-MES	"Firefighting Equipment and Rescue Tools with Related Supplies and Accessories"
W.W. Grainger, Inc.	040220-WWG	"Firefighting Equipment and Rescue Tools with Related Supplies and Accessories"
Whelen Engineering Company, Inc.	040220-WHL	"Firefighting Equipment and Rescue Tools with Related Supplies and Accessories"

5th YEAR RENEWALS (CONTRACT EXTENSIONS)		
NEW ezIQC CONTRACTS		
IFB GA-040820 Area A Northern Georgia		
Brown & Root Industrial Services, LLC	GA-A01-040820-KBR	
Greene and Burdette Property Management LLC	GA-A02-040820-GBP	
HITT Contracting	GA-A03-040820-HCI	
Striker Contracting, LLC	GA-A04-040820-SCL	
Crown Retail Services, Inc	GA-A05-040820-CRS	
Albion Scaccia Enterprises, LLC	GA-A06-040820-ALB	
Paryani Real Estate LLC	GA-A07-040820-PAR	
HCR Construction, Inc.	GA-A08-040820-HCR	
Lichty Commercial Construction, Inc.	GA-A09-040820-LIY	
Place Services, Inc.	GA-A10-040820-PLA	
IFB GA-040820 Area B East Central Georgia		
Odyssey International dba Odyssey Global, Inc.	GA-B01-040820-ODI	
Greene and Burdette Property Management, LLC	GA-B02-040820-GBP	
Crown Retail Services, Inc.	GA-B03-040820-CRS	
HITT Contracting	GA-B04-040820-HCI	
Albion Scaccia Enterprises, LLC	GA-B05-040820-ALB	
Centennial Contractors Enterprises	GA-B06-040820-CCE	
Darsey Construction, LLC	GA-B07-040820-DAR	
Place Services, Inc.	GA-B08-040820-PLA	
Red Cloud Services, LLC	GA-B09-040820-RCS	
Ujamaa Construction	GA-B10-040820-UJA	
IFB GA-040820 Area C Southwest Georgia		
Darsey Construction, LLC	GA-C01-040820-DAR	
Greene and Burdette Property Management, LLC	GA-C02-040820-GBP	
Albion Scaccia Enterprises, LLC	GA-C03-040820-ALB	
HITT Contracting	GA-C04-040820-HCI	
Place Services, Inc.	GA-C05-040820-PLA	
Centennial Contractors Enterprises	GA-C06-040820-CCE	
Engineering Design Technologies, Inc.	GA-C07-040820-EDT	
Ujamaa Construction	GA-C08-040820-UJA	
Red Cloud Services, LLC	GA-C09-040820-RCS	
Jewel of the South, Inc.	GA-C10-040820-JOS	
IFB GA-040820 Area D Southeast Georgia		
Odyssey International dba Odyssey Global, Inc.	GA-D01-040820-ODI	
Darsey Construction, LLC	GA-D02-040820-DAR	
Greene and Burdette Property Management, LLC	GA-D03-040820-GBP	
Lynn Construction Contracting, Inc.	GA-D04-040820-LYN	
Albion Scaccia Enterprises, LLC	GA-D05-040820-ALB	
HITT Contracting	GA-D06-040820-HCI	
Place Services, Inc.	GA-D07-040820-PLA	
Centennial Contractors Enterprises	GA-D08-040820-CCE	
Engineering Design Technologies, Inc.	GA-D09-040820-EDT	
Ujamaa Construction	GA-D10-040820-UJA	
IFB GA-040820 Statewide Area Georgia		
F.H. Paschen	GA-ST01-040820-FHP	
Prime Contractors, Inc.	GA-ST02-040820-PCI	
JOC Construction, LLC	GA-ST03-040820-LRI	
Bayne Development Group, LLC	GA-ST04-040820-BDG	
Huper Optik USA, LLP	GA-ST05-040820-HOP	
Ward Humphrey, Inc.	GA-ST06-040820-WHI	
Johnson-Laux Construction	GA-ST07-040820-JLC	
Osprey Management	GA-ST08-040820-OML	
Astra Construction Services, LLC	GA-ST09-040820-ACS	
Rubio and Son Interiors, Inc.	GA-ST10-040820-RSI	
ezIQC ANNUAL RENEWALS		
Shiff Construction & Development, Inc.	FL-SEA-GC02-041019-SCD	
Lanzo Construction Co., Florida	FL-NEA-P01-041019-LCC	
Advanced Roofing, Inc.	FL-SEA-R01-041019-ADR	
FHP Tectonics Corp.	FL-SEA-GC08-041019-FTC	
LEE Construction Group, Inc.	FL-SEA-GC07-041019-LCI	

Team Contracting, Inc.	FL-SEA-GC04-041019-TCI	
Harbour Construction, Inc.	FL-SEA-GC01-041019-HBC	
Astra Construction Services, LLC	FL-NWA-GC02-041019-ACS	
Southern Underground Industries, Inc.	FL-NWA-UG2-041019-SUI	
EnviroWaste Services Group, Inc.	FL-NWA-UG1-041019-EWS	
Lanzo Construction Co., Florida	FL-NWA-P01-041019-LCC	
OmniCon Corp	FL-NWA-GC04-041019-OMN	
Johnson-Laux Construction, LLC	FL-NWA-GC03-041019-JLC	
LEE Construction Group, Inc.	FL-NWA-GC01-041019-LCI	
Southern Underground Industries, Inc.	FL-NEA-UG2-041019-SUI	
EnviroWaste Services Group, Inc.	FL-NEA-UG1-041019-EWS	
Astra Construction Services, LLC	FL-NEA-GC06-041019-ACS	
Johnson-Laux Construction, LLC	FL-NEA-GC04-041019-JLC	
Epic Construction Inc	FL-NEA-GC03-041019-ECI	
FHP Tectonics Corp.	FL-NEA-GC02-041019-FTC	
Metro Express, Inc.	FL-SEA-UG2-041019-MEI	
EnviroWaste Services Group, Inc.	FL-SEA-UG1-041019-EWS	
Lanzo Construction Co., Florida	FL-SEA-P02-041019-LCC	
Metro Express, Inc.	FL-SEA-P01-041019-MEI	
d2 Construction Inc	FL-SEA-GC03-041019-DTC	
Epic Construction Inc	FL-WCA-GC03-041019-ECI	
Advanced Roofing, Inc.	FL-WCA-R01-041019-ADR	
Caladesi Construction Co.	FL-WCA-P01-041019-CAL	
LEE Construction Group, Inc.	FL-NEA-GC01-041019-LCI	
Caladesi Construction Co.	FL-WCA-GC06-041019-CAL	
Charles Perry Partners, Inc.	FL-WCA-GC05-041019-CPP	
BDI Construction Company	FL-WCA-GC01-041019-BDI	
Advanced Roofing, Inc.	FL-NEA-R01-041019-ADR	
Charles Perry Partners, Inc.	FL-NEA-GC05-041019-CPP	
Danz Contracting, LLC	FL-SEA-GC06-041019-DCL	
BDI Construction Company	FL-SEA-GC05-041019-BDI	
Advanced Roofing, Inc.	FL-NWA-R01-041019-ADR	
David Mancini & Sons, Inc.	FL-NEA-GC07-041019-DMS	
Southern Underground Industries, Inc.	FL-WCA-UG2-041019-SUI	
Lanzo Construction Co., Florida	FL-WCA-P02-041019-LCC	
Astra Construction Services, LLC	FL-WCA-GC07-041019-ACS	
Johnson-Laux Construction, LLC	FL-WCA-GC04-041019-JLC	
EnviroWaste Services Group, Inc.	FL-WCA-UG1-041019-EWS	
Shiff Construction & Development, Inc.	FL-WCA-GC08-041019-SCD	
LEE Construction Group, Inc.	FL-WCA-GC02-041019-LCI	
The Jamar Company	MN03IR-042517-JMR	
JJD Companies LLC	MN01UC5-042517-JJD	
Kaski, Inc.	MN01IR-042517-KAS	
S & S Electric Co	MD-WMA-E02-042419-SSE	
Salone, LLC	MD-WMA-GC04-042419-SAL	
I.B. Abel, Inc.	MD-WMA-E01-042419-IBA	
Carl Belt, Inc.	MD-WMA-GC03-042419-CBI	
The Matthews Group	MD-WMA-GC02-042419-TMG	
Salone, LLC	MD-WMA-R01-042419-SAL	
Hite Roofing	MD-WMA-R02-042419-HAS	
Salone, LLC	MD-WMA-P01-042419-SAL	
FHP Tectonics Corp.	MD-WMA-GC01-042419-FTC	
Allied Building Service Company of Detroit, Inc.	MI-GRP-E-A-050118-ABS	
Marshall Contracting Services	MI-LAN-GC-B-050118-MCS	
Bloom Roofing Systems, Inc.	MI-GRP-R-A-050118-BRS	
Allied Building Service Company of Detroit, Inc.	MI-GRP-GC-C-050118-ABS	
F.H. Paschen, S.N. Nielsen & Associates, LLC	MI-LAN-GC-A-050118-FHP	
Marshall Contracting Services	MI-DET-C-A-050118-MCS	
Bloom Roofing Systems, Inc.	MI-LAN-R-A-050118-BRS	
Marshall Contracting Services	MI-DET-DEM-A-050118-MCS	
Marshall Contracting Services	MI-DET-WSUI-A-050118-MCS	
Allied Building Service Company of Detroit, Inc.	MI-LAN-HVAC-A-050118-ABS	
Marshall Contracting Services	MI-DET-GC-A-050118-MCS	
Allied Building Service Company of Detroit, Inc.	MI-DET-E-A-050118-ABS	
Allied Building Service Company of Detroit, Inc.	MI-DET-GC-C-050118-ABS	

Allied Building Service Company of Detroit, Inc.	MI-DET-HVAC-A-050118-ABS	
Allied Building Service Company of Detroit, Inc.	MI-LAN-GC-C-050118-ABS	
F.H. Paschen, S.N. Nielsen & Associates, LLC	MI-GRP-GC-B-050118-FHP	
PEL Construction LLC	MI-GRP-GC-A-050118-PGC	
Allied Building Service Company of Detroit, Inc.	MI-LAN-E-A-050118-ABS	
Marshall Contracting Services	MI-LAN-WSUI-A-050118-MCS	
Allied Building Service Company of Detroit, Inc.	MI-GRP-HVAC-A-050118-ABS	
F.H. Paschen, S.N. Nielsen & Associates, LLC	MI-DET-GC-B-050118-FHP	
Marshall Contracting Services	MI-LAN-C-A-050118-MCS	
Bloom Roofing Systems, Inc.	MI-DET-R-A-050118-BRS	
Jordy & Company	CO-GC02-050219-JOR	
Happel & Associates, Inc.	CO-GC01-050219-HAI	
Wesfield Construction Co. Inc.	NH-GMVR-GC-A-061218-WCC	

**SOURCEWELL
STATE OF MINNESOTA**



Member Nagel moved the adoption of the following Resolution:

RESOLUTION TO RATIFY COOPERATIVE CONTRACTING AWARDS

Resolution No. 2021-03

WHEREAS, the Sourcewell Board of Directors previously authorized the solicitations for the cooperative categories listed on Appendix A, which is attached and incorporated; and

WHEREAS, Sourcewell issued the cooperative contracting solicitations for the authorized categories; and

WHEREAS, through the Sourcewell Procurement Policy, the Board designated the Chief Procurement Officer to administer Sourcewell's cooperative purchasing and contracting program and to award all competitively solicited contracts, without limitation; and

WHEREAS, the Chief Procurement Officer made the awards listed based on the results of the competitive solicitation process; and

WHEREAS, the Board acknowledges that the awards made by the Chief Procurement Officer are valid and binding; however, based upon some members' legal requirements the Chief Procurement Official is required to seek subsequent Board ratification of all cooperative purchasing awards.

NOW THEREFORE BE IT RESOLVED by the Board of Directors ratifies the cooperative contracting awards made by the Chief Procurement Officer listed on Appendix A.

The motion for the adoption of the foregoing resolution was duly seconded by Member Arts and the following voted in favor: (list names here)

Wilson, Zylka, Veronen, Nagel, Thomas, Thiel, Arts, Kircher

and the following voted against: (list names here or "NONE")

none

whereupon said resolution was declared duly passed and adopted.

ATTEST:

Sarah Nagel
Clerk to the Board of Directors

APPENDIX A

SOURCEWELL PROCUREMENT DEPARTMENT
BOARD ITEMS - January 2021
CONSENT AGENDA ITEMS
Requesting Board permission to Solicit the following categories:

STEM Curriculum Solutions and Equipment with Related Accessories and Services
 Job-Order or Indefinite Quantity Construction Contracting Program Management Services

Requesting Board permission to Re-Solicit the following categories:

Electric Vehicle Supply Equipment and Related Services
 State of Maryland - Indefinite Quantity Construction Contract
 State of New Hampshire - Indefinite Quantity Construction Contract

NEW CONTRACTS

Supplier Name	Contract Number	Solicitation Title
Elliott Auto Supply Co., Inc. dba Factory Motor Parts	101520-FMP	"OEM Automotive Parts and Supplies"
Ford Motor Company	101520-FMC	"OEM Automotive Parts and Supplies"
General Motors	101520-GNL	"OEM Automotive Parts and Supplies"
Navistar, Inc. dba Fleet Charge	101520-NVS	"OEM Automotive Parts and Supplies"
MANCON, LLC	110520-MAN	"Fleet and Facility Related Vendor Managed Inventory and Logistics Management Solutions"
Genuine Parts Company dba NAPA Integrated Business Solutions	110520-GPC	"Fleet and Facility Related Vendor Managed Inventory and Logistics Management Solutions"
American Ramp Company, Inc.	112420-ARC	"Skatepark, Bike Park, and Pump Track Solutions with Related Equipment, Accessories, and Services"
Artisan Skateparks	112420-ART	"Skatepark, Bike Park, and Pump Track Solutions with Related Equipment, Accessories, and Services"
California Skateparks	112420-CAS	"Skatepark, Bike Park, and Pump Track Solutions with Related Equipment, Accessories, and Services"
Spohn Ranch, Inc.	112420-SRI	"Skatepark, Bike Park, and Pump Track Solutions with Related Equipment, Accessories, and Services"
All-American Arena Products	120320-ALL	"Ice Rink and Arena Equipment with Related Supplies and Services"
American Arena, LLC	120320-AMR	"Ice Rink and Arena Equipment with Related Supplies and Services"
Athletica Sport Systems, Inc.	120320-ATH	"Ice Rink and Arena Equipment with Related Supplies and Services"
CIMCO Refrigeration	120320-CIM	"Ice Rink and Arena Equipment with Related Supplies and Services"
Zamboni Company USA, Inc.	120320-FZC	"Ice Rink and Arena Equipment with Related Supplies and Services"

CONTRACT EXTENSIONS

Supplier Name	Contract Number	Solicitation Title

NEW eziQC CONTRACTS

Company Name	Contract Number	State - Region - Type of Work
Cooper Building Services, LLC	VA-W-GC01-120920-CPR	Commonwealth of Virginia - Western Virginia Area - General Construction
F.H. Paschen	VA-W-GC02-120920-FHP	Commonwealth of Virginia - Western Virginia Area - General Construction
Johnson-Laugh Construction	VA-W-GC03-120920-JLC	Commonwealth of Virginia - Western Virginia Area - General Construction
S-Works Construction Corporation	VA-W-GC04-120920-SWC	Commonwealth of Virginia - Western Virginia Area - General Construction
Centennial Contractors Enterprises	VA-W-GC05-120920-CCE	Commonwealth of Virginia - Western Virginia Area - General Construction
HITT Contracting	VA-W-GC06-120920-HCI	Commonwealth of Virginia - Western Virginia Area - General Construction
Johnson-Laugh Construction	VA-WC-GC01-120920-JLC	Commonwealth of Virginia - West Central Virginia Area - General Construction
Cooper Building Services, LLC	VA-WC-GC02-120920-CPR	Commonwealth of Virginia - West Central Virginia Area - General Construction
F.H. Paschen	VA-WC-GC03-120920-FHP	Commonwealth of Virginia - West Central Virginia Area - General Construction
The Matthews Group, Inc.	VA-WC-GC04-120920-TMG	Commonwealth of Virginia - West Central Virginia Area - General Construction
S-Works Construction Corporation	VA-WC-GC05-120920-SWC	Commonwealth of Virginia - West Central Virginia Area - General Construction
Harrisonburg Construction Co.	VA-WC-GC06-120920-HAR	Commonwealth of Virginia - West Central Virginia Area - General Construction
Paige Industrial Services, Inc.	VA-N-GC01-120920-PAI	Commonwealth of Virginia - Northern Virginia Area - General Construction
The Matthews Group, Inc.	VA-N-GC02-120920-TMG	Commonwealth of Virginia - Northern Virginia Area - General Construction
Vigil Contracting, Inc.	VA-N-GC03-120920-VGL	Commonwealth of Virginia - Northern Virginia Area - General Construction
Centennial Contractors Enterprises	VA-N-GC04-120920-CCE	Commonwealth of Virginia - Northern Virginia Area - General Construction
S-Works Construction Corporation	VA-N-GC05-120920-SWC	Commonwealth of Virginia - Northern Virginia Area - General Construction

APPENDIX A Continued

Johnson-Laux Construction	VA-N-GC06-120920-JLC	Commonwealth of Virginia - Northern Virginia Area - General Construction
Vigil Contracting, Inc.	VA-N-MH01-120920-VGL	Commonwealth of Virginia - Northern Virginia Area - Mechanical HVAC
Adrian L. Merton Inc.	VA-N-MH02-120920-ALM	Commonwealth of Virginia - Northern Virginia Area - Mechanical HVAC
Centennial Contractors Enterprises	VA-EC-GC01-120920-CCE	Commonwealth of Virginia - East Central Virginia Area - General Construction
The Matthews Group, Inc.	VA-EC-GC02-120920-TMG	Commonwealth of Virginia - East Central Virginia Area - General Construction
S-Works Construction Corporation	VA-EC-GC03-120920-SWC	Commonwealth of Virginia - East Central Virginia Area - General Construction
Cooper Building Services, LLC	VA-EC-GC04-120920-CPR	Commonwealth of Virginia - East Central Virginia Area - General Construction
F.H. Paschen	VA-EC-GC05-120920-FHP	Commonwealth of Virginia - East Central Virginia Area - General Construction
HITT Contracting	VA-EC-GC06-120920-HCI	Commonwealth of Virginia - East Central Virginia Area - General Construction
Paige Industrial Services, Inc.	VA-EC-MH01-120920-PAI	Commonwealth of Virginia - East Central Virginia Area - Mechanical HVAC
Cooper Building Services, LLC	VA-E-GC01-120920-CPR	Commonwealth of Virginia - Eastern Virginia Area - General Construction
F.H. Paschen	VA-E-GC02-120920-FHP	Commonwealth of Virginia - Eastern Virginia Area - General Construction
Centennial Contractors Enterprises	VA-E-GC03-120920-CCE	Commonwealth of Virginia - Eastern Virginia Area - General Construction
The Matthews Group, Inc.	VA-E-GC04-120920-TMG	Commonwealth of Virginia - Eastern Virginia Area - General Construction
S-Works Construction Corporation	VA-E-GC05-120920-SWC	Commonwealth of Virginia - Eastern Virginia Area - General Construction
HITT Contracting	VA-E-GC06-120920-HCI	Commonwealth of Virginia - Eastern Virginia Area - General Construction
Paige Industrial Services, Inc.	VA-E-MH01-120920-PAI	Commonwealth of Virginia - Eastern Virginia Area - Mechanical HVAC
eziQC RENEWALS		
Company Name	Contract Number	
Advanced Roofing, Inc.	FL-SWA-R01-121918-ADR	
Advanced Roofing, Inc.	FL-ECA-R01-121918-ADR	
LEE Construction Group, Inc.	FL-ECA-GC02-121918-LCI	
LEE Construction Group, Inc.	FL-SWA-GC02-121918-LCI	
McKenzie Contracting, LLC	FL-ECA-UG1-121918-MCL	
Johnson-Laux Construction, LLC	FL-SWA-GC03-121918-JLC	
McKenzie Contracting, LLC	FL-SWA-UG1-121918-MCL	
Johnson-Laux Construction, LLC	FL-ECA-GC03-121918-JLC	
Astra Construction Services, LLC	FL-ECA-GC04-121918-ACS	
Shiff Construction & Development, Inc.	FL-SWA-GC01-121918-SCD	
Shiff Construction & Development, Inc.	FL-ECA-GC01-121918-SCD	

4770 S. 5600 W.
WEST VALLEY CITY, UTAH 84118
FED.TAX I.D.# 87-0217663
801-204-6910

Deseret News



114
The Salt Lake Tribune

PROOF OF PUBLICATION CUSTOMER'S COPY

CUSTOMER NAME AND ADDRESS		ACCOUNT NUMBER
SOURCEWELL, Accounting Dept PO BOX 219		9001496962
STAPLES MN 56479		DATE 9/1/2020
ACCOUNT NAME SOURCEWELL,		
TELEPHONE	ORDER # / INVOICE NUMBER	
2188945483	0001297621 / 101297621-08272020	
PUBLICATION SCHEDULE		
START 08/27/2020 END 08/27/2020		
CUSTOMER REFERENCE NUMBER		
Sourcewell RFP for Advertisement (OEM Auto Parts)		
CAPTION		
REQUEST FOR PROPOSALS Sourcewell, a State of Minnesota local government agency		
SIZE		
34 LINES	1 COLUMN(S)	
TIMES	TOTAL COST	
3	78.78	

REQUEST FOR PROPOSALS

Sourcewell, a State of Minnesota local government agency and service cooperative, is requesting proposals for OEM Automotive Parts and Supplies to result in a contracting solution for use by its Participating Entities. Sourcewell Participating Entities include thousands of governmental, higher education, K-12 education, nonprofit, tribal government, and other public agencies located in the United States and Canada. A full copy of the Request for Proposals can be found on the Sourcewell Procurement Portal (<https://portal.sourcewell-mn.gov>). Only proposals submitted through the Sourcewell Procurement Portal will be considered. Proposals are due no later than October 15, 2020, at 4:30 p.m. Central Time, and late proposals will not be considered.
1297621 UPAXLP

AFFIDAVIT OF PUBLICATION

AS NEWSPAPER AGENCY COMPANY, LLC dba UTAH MEDIA GROUP LEGAL BOOKER, I CERTIFY THAT THE ATTACHED ADVERTISEMENT OF **REQUEST FOR PROPOSALS Sourcewell, a State of Minnesota local government agency and service cooperative, is requesting proposals for OEM Automotive Parts and Supplies** FOR **SOURCEWELL**, WAS PUBLISHED BY THE NEWSPAPER AGENCY COMPANY, LLC dba UTAH MEDIA GROUP, AGENT FOR DESERET NEWS AND THE SALT LAKE TRIBUNE, DAILY NEWSPAPERS PRINTED IN THE ENGLISH LANGUAGE WITH GENERAL CIRCULATION IN UTAH, AND PUBLISHED IN SALT LAKE CITY, SALT LAKE COUNTY IN THE STATE OF UTAH. NOTICE IS ALSO POSTED ON UTAHLEGALS.COM ON THE SAME DAY AS THE FIRST NEWSPAPER PUBLICATION DATE AND REMAINS ON UTAHLEGALS.COM INDEFINITELY. COMPLIES WITH UTAH DIGITAL SIGNATURE ACT UTAH CODE 46-2-101; 46-3-104.

PUBLISHED ON Start 08/27/2020 End 08/27/2020

DATE 9/1/2020

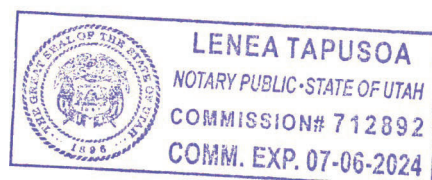
SIGNATURE

STATE OF UTAH)

COUNTY OF SALT LAKE)

SUBSCRIBED AND SWORN TO BEFORE ME ON THIS 1ST DAY OF SEPTEMBER IN THE YEAR 2020

BY LORAIN GUDMUNDSON.



NOTARY PUBLIC SIGNATURE



AFFIDAVIT OF PUBLICATION

Account #	Ad Number	Identification
327043	0004736176	REQUEST FOR PROPOSALS Sourcewell, a State of Minnesota local gc

Attention: Carol Jackson

SOURCEWELL
PO BOX 219
STAPLES, MN 56479

REQUEST FOR PROPOSALS

Sourcewell, a State of Minnesota local government agency and service cooperative, is requesting proposals for OEM Automotive Parts and Supplies to result in a contracting solution for use by its Participating Entities. Sourcewell Participating Entities include thousands of governmental, higher education, K-12 education, nonprofit, tribal government, and other public agencies located in the United States and Canada. A full copy of the Request for Proposals can be found on the Sourcewell Procurement Portal (<https://portal.sourcewell-mn.gov>). Only proposals submitted through the Sourcewell Procurement Portal will be considered. Proposals are due no later than October 15, 2020, at 4:30 p.m. Central Time, and late proposals will not be considered. 4736176

State of South Carolina

County of Richland

I, Michelle Long, makes oath that the advertisement, was published in The State, a newspaper published in the City of Columbia, State and County aforesaid, in the issue(s) of

1 Insertion(s)

Published On:

August 27, 2020

A handwritten signature in black ink, appearing to read "MBlouy", written over a horizontal line.

Michelle Long
Inside Classified Accounts
Representative

Subscribed and sworn to before me on this 4th day of September in the year of 2020

A handwritten signature in black ink, appearing to read "Amy L. Robbins", written over a horizontal line.

Amy L. Robbins
Notary Public for South Carolina
My Commission Expires:
November 27, 2022

"Errors- the liability of the publisher on account of errors in or omissions from any advertisement will in no way exceed the amount of the charge for the space occupied by the item in error, and then only for the first incorrect insertion."



Bid RFP #101520 - OEM Automotive Parts and Supplies

[\[Switch to Vendor View\]](#)

Bid Type	RFP	
Bid Number	101520	
Title	OEM Automotive Parts and Supplies	
Start Date	Aug 27, 2020 7:18:10 AM CDT	
End Date	Oct 15, 2020 4:30:00 PM CDT	
Agency	Sourcewell	
Bid Contact	Chris Robinson (218) 895-4168 rfp@sourcewell-mn.gov 202 12th Street NE P.O. Box 219 Staples, MN 56479-0219	
		Access Reports View reports on who has been notified of the bid or accessed it. [Notification report] [Access report]
		Questions 0 Questions 0 Unanswered [View/Ask Questions]
		Edit Bid [Create Addendum]

Description

Sourcewell, a State of Minnesota local government agency and service cooperative, is requesting proposals for OEM Automotive Parts and Supplies to result in a contracting solution for use by its Participating Entities. Sourcewell Participating Entities include thousands of governmental, higher education, K-12 education, nonprofit, tribal government, and other public agencies located in the United States and Canada. A full copy of the Request for Proposals can be found on the Sourcewell Procurement Portal [<https://proportal.sourcewell-mn.gov>]. Only proposals submitted through the Sourcewell Procurement Portal will be considered. Proposals are due no later than October 15, 2020, at 4:30 p.m. Central Time, and late proposals will not be considered.

Pre-Bid Conference

Date **Sep 16, 2020 10:00:00 AM CDT**
Location **Online Webinar**
Notes **Login information will be emailed two business days prior to the event.**

Documents

No Documents for this bid

CARS

FCA gains, Ford and GM decline in survey

Eric D. Lawrence

Detroit Free Press
USA TODAY NETWORK

COVID-19 and the global downturn have hit car sales hard, but the pandemic isn't the only thing on the minds of new-car buyers.

Consumers are less satisfied in general with their rides, but among the Detroit Three, Fiat Chrysler Automobiles can tout some good news in the latest survey of customer satisfaction.

The American Customer Satisfaction Index shows that FCA, maker of Ram trucks and Jeep SUVs, actually improved its score compared with a year ago. That can't be said for either General Motors or Ford.

The survey is based on interviews with 10,414 customers, "chosen at random and contacted via email between July 1, 2019, and June 14, 2020," so the period covered also includes the initial months of the coronavirus pandemic.

"Looking at domestic automakers, customer satisfaction results are mixed as both Ford and GM show steep declines while Fiat Chrysler nets a gain. Ford falls furthest this year, tumbling

5% to 76 (on a 0-100 scale), the lowest score among the Detroit Three," according to the 2020 American Customer Satisfaction Index report being released Tuesday.

That result marks a turnaround for FCA, which had in recent years registered the lowest score of the three companies in the annual survey. FCA also saw a marked improvement from last year.

"A year ago, Fiat Chrysler was the biggest loser in satisfaction, but for 2020, the carmaker rebounds 3% to tie with GM at 77," the report said. "The improvement brings Fiat Chrysler ... in line with both GM and Ford for the first time in five years. While the company benefits from high and stable satisfaction for its Ram nameplate, both Dodge and the self-named Chrysler brand post positive driver satisfaction upswings this year."

Those improvements for Dodge and Chrysler should note that the two brands bring up the bottom of the list, but the Ram brand, which competes in the profitable pickup segment, is solidly in the top six, which includes Lexus, Audi, Cadillac, Mercedes-Benz and Toyota.

But among mass market brands, not counting luxury nameplates, Ram and Toyota are tops.

John McNichol of Glen Mills, Pennsylvania, is sold on Fiat Chrysler's products, although he attributes much of that to the relationship he has with his dealer, David Kelleher, president of David Dodge Chrysler Jeep Ram.

McNichol, president and CEO of the Pennsylvania Convention Center in Philadelphia, said he met Kelleher years ago at a fundraiser, and that Kelleher and his dealership have done everything right, including at one point talking him out of a more expensive Jeep Wrangler and into a Ram pickup that Kelleher said he knew would be more to his liking.

"I've got nothing but good things to say," McNichol said.

Although he used to be "agnostic" on car brands, McNichol, who has sent just about everyone he knows to his friend's dealership, has a mini fleet of FCA vehicles in his family now – a Dodge Durango, a Chrysler 300 and both sons drive Jeep Cherokees.

And then there's the 2019 Ram 1500 Limited.

"It is just a smoking hot truck," McNichol said. "I love it."

The Ram 1500 runs so much better than his one-time favorite vehicle, a GMC Yukon Denali, McNichol said. That Ram drives like a "great, upper-end SUV."

That's quite a testimonial from a current FCA customer.

For Ford, and to a lesser degree GM, the news from the survey was troubling.

"A sharp decline for luxury plate Lincoln combined with a smaller drop for the Ford brand pushes the company to a five-year low," the report said. "GM plunges nearly as far, down 4% to 77, beating Ford by a point. While GMC trucks hold steady for customer satisfaction, the company's Buick and Chevrolet nameplates both retreat to record-low satisfaction levels."

The declines, however, are not unique to GM and Ford, with 17 brands posting declines year over year. European carmakers hold a lead over Asian and U.S. companies.

"For both domestic and international carmakers, customer satisfaction is now at its lowest level in five years," the report said.

Toyota's quick RAV4 plug-in hybrid is riding high

Mark Phelan

Detroit Free Press
USA TODAY NETWORK

Toyota dips a cautious toe into the electric vehicle pool – again – with the capable 2021 RAV4 Prime plug-in hybrid that just went on sale. Jump in. The electrons are fine.

As such brands as Audi, Cadillac, GMC, Ford and Volkswagen dive into the market for 100% electric vehicles, Toyota instead continues to refine and improve the hybrid technology that powered its massive sales surge in the early 2000s. The other giants see hybrids largely as a rest stop on the highway toward a future of 100% electric vehicles – a nice place to stretch your legs, with hybrids now receding in the rearview. Toyota is enjoying a picnic there, confident it'll catch up later.

For those of you who don't follow EV technology like it's the only sport on TV, the world's automakers have largely split into two camps as they work to reduce petroleum consumption and greenhouse gases:

- Some, led by Toyota, continue to invest heavily in developing new hybrids, vehicles that have both a gasoline engine and electric motors and batteries. Plug-in hybrids, such as the RAV4 Prime, get a bigger battery you can charge from an outlet to drive farther on electricity before you start burning gasoline. (Toyota has one vehicle powered by a hydrogen fuel cell, but it's an asterisk in a conversation about currently available technologies.)

- Other automakers have moved on to electric vehicles powered solely by batteries. Battery electric vehicles – BEVs – don't have a gasoline engine. They run purely on electricity, from a charging station or regular household

Available safety features

- Collision alert
- Pedestrian alert
- Front and rear parking assist with automatic braking
- Lane departure alert and assist
- Blind spot and cross traffic alert
- Automatic high beams
- Adaptive cruise control
- Blind spot and cross traffic alert



2021 Toyota RAV4 Prime XSE Premium
MARK PHELAN/USA TODAY NETWORK

than the gasoline model, though Toyota doesn't provide a specific figure saying that it's hard to figure out because of the complex interaction between gasoline engines and electric motors.

The RAV4 is Toyota's best-selling vehicle in the U.S. by a wide margin, and the country's top-selling non-pickup, so the Prime is kind of a big deal. Acceleration is strong, either in battery-only EV mode or using hybrid power when the engine and motors work together.

The steering is responsive and the brakes feel natural and are easy to modulate as they perform the complex ballet of combining conventional brakes and the electricity-producing regenerative braking that keeps the battery able to boost power and fuel economy after the all-electric range is exhausted.

The batteries and motors add about 810 pounds to the weight of a well-equipped model such as the XSE Premium I tested. Luggage space behind the rear seat decreases about 4 cubic feet to make room for the batteries but remains useful at 33.4 cubic feet with the large sun roof.

In addition to its 42-mile EV range, the RAV4 Prime gets an EPA rating of 54 mpg in combined city/highway driving using the gasoline engine. A complicated measure that aims to compare car-

bon emissions in all-EV mode to a traditional internal combustion engine checks in at a pretty good 133 MPGe.

A full charge will take 2.5 hours at 240v with the optional 6.6kW fast charger. A 3.3kW charger is standard.

The RAV4 Prime is comfortable and roomy, despite sacrificing a few cubic feet of cargo space to add batteries. Head and leg room are good.

The interior in my test vehicle was trimmed in soft black materials with red accent stitching. The controls were easy to use, traditional buttons and dials and a 9-inch touch screen.

Electric vehicles are required to emit a sound to alert pedestrians.

Toyota settled on a whale-song-in-distress note for the RAV4 Prime.

Maybe it'll grow on you.

How much?

Prices for the RAV4 Prime start at \$38,100 for an SE model. All Primes come with a 2.5L engine and a hybrid system that uses an electric rear axle to deliver all-wheel drive. A continuously variable transmission is standard.

The upper trim level is XSE. It starts at \$41,425. I tested a loaded RAV4 Prime XSE with the weather and audio premium package. It stickered at \$47,185.

There's not a lot of competition for a compact plug-in hybrid, or PHEV, SUVs. The Ford Escape plug-in going on sale shortly is probably the most direct. Prices aren't available yet, but the EPA rated the Escape plug-in at 38 miles of battery range, 42 mpg city/highway on gasoline power and 100 MPGe.

The Mitsubishi Outlander PHEV scored 22 miles on battery power, 25 mpg combined and 74 MPGe. Prices start at \$36,395. All prices exclude destination charges.

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<div>NOTICES</div> <div>PUBLIC NOTICE</div> <div>Sourcewell, a State of Minnesota local government agency and service cooperative, is requesting proposals for OEM Automotive Parts and Supplies to result in a contracting solution for use by its Participating Entities.</div> <div>Sourcewell Participating Entities include thousands of governmental, higher education, K-12 education, nonprofit, tribal government, and other public agencies located in the United States and Canada.</div> <div>A full copy of the Request for Proposals can be found on the Sourcewell Procurement Portal https://proportal.sourcewell-mn.gov.</div> <div>Only proposals submitted through the Sourcewell Procurement Portal will be considered.</div> <div>Proposals are due no later than October 15, 2020, at 4:30pm Central Time, and late proposals will not be considered.</div>		<div>MARKETPLACE</div> <div>AUCTIONS</div> <div>AN AUCTION FOR THE ASSETS OF LUMIGROW, INC. will take place Friday, September 4, 2020 at 1 PM PDT by a secured creditor.</div> <div>Lumigrow creates lighting solutions for optimum crop yields. The sale includes the following: lighting bars, lighting fixtures and their respective components, patents for the design, the SmartPar platform and related intellectual property for lighting device management and various office equipment. For a complete list contact as directed below.</div> <div>Contact: Molly Froschauer at mfroschauer@sherwoodpartners.com or by telephone at (310) 295-2130 by September 2 to qualify as bidder.</div> <div>Please note: the secured creditor may credit bid at the auction. The auction may be cancelled, postponed, or continued at any time.</div>		<div>JEWELRY</div> <div>BuyMyGold.com</div> <div>Top Prices Paid • 30 Year Business Jewelry • Diamonds Coins • Watches • Old Gold Honest – Safe – Fast - FREE Shipping Kit Next Day Payment</div> <div>BuyMyWatch.com</div> <div>All Rolex Watches Wanted! Submariner • Sea Dweller Daytona • Explorer TOP PRICES PAID 800-311-1000</div>		<div>HEALTH/FITNESS</div> <div>TALCUM POWDER SETTLEMENT</div> <div>If you or a loved one has been diagnosed with ovarian cancer after using talcum based products you may be entitled to significant compensation</div> <div>800-208-3526</div>					
<div>BUSINESS</div> <div>FINANCIAL</div> <div>Are you getting hit with high interest rates because of a low credit score? Improve it today!</div> <div>• FREE Consultation • FREE Credit Evaluation</div> <div>800-852-4931</div> <div>IMPROVE YOUR CREDIT SCORE</div>		<div>BUSINESS</div> <div>FINANCIAL</div> <div>ELIMINATE your overwhelming debt</div> <div>We can help if your total debt is \$10,000 or more!</div> <div>☑ CREDIT CARD DEBT ☑ MEDICAL DEBT ☑ PERSONAL LOANS</div> <div>800-825-1306</div> <div>Avoid bankruptcy today and start over completely debt-free. THE CALL IS FREE.</div>		<div>BOOKS / PUBLICATIONS</div> <div>SECONDARY BREAK An NBA Dad's Story written by: Marvin Williams Sr.</div> <div>This book is about a young man and his love for basketball. It will show you how ANYTHING IS POSSIBLE when you continue to follow your passion.</div> <div>Available for purchase at BarnesAndNoble.com and Amazon.com</div> <div>SUCCESSFUL ADVERTISEMENTS start with USA TODAY Marketplace Call: 1-800-397-0070</div>		<div>FOR THE HOME</div> <div>Welcome to My New Ebay store at: WWW.EBAY.COM/STR/YESPLEASE369</div> <div>Massage Oil Candles are Now Available for Sale Containing 100% Natural Oils Products for Self Care Everyday</div> <div>To advertise, call: 1-800-397-0070</div>		<div>HEALTH/FITNESS</div> <div>Kidney Deficiency Patient We can help you</div> <div>Visit: www.amazon.com Search: B08FT9LW9H *Creatinine Reduction *Dialysis Reduction</div> <div>Visit us online at: usatoday.com</div>		<div>ATTENTION</div> <div>If you've had Hernia Surgery and have experienced any COMPLICATIONS you may be entitled to SIGNIFICANT CASH COMPENSATION.</div> <div>CALL THE HERNIA MESH HELPLINE NOW AT 800-478-7176</div>	

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Sourcewell, a State of Minnesota local government agency and service cooperative, is requesting proposals for **OEM Automotive Parts and Supplies** to result in a contracting solution for use by its Participating Entities.

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<https://portal.sourcewell-mn.gov>

Only proposals submitted through the Sourcewell Procurement Portal will be considered.

Proposals are due no later than October 15, 2020, at 4:30pm Central Time, and late proposals will not be considered.

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Bid Details	
Bid Classification:	Goods
Bid Type:	RFP - General
Bid Number:	RFP 101520
Bid Name:	OEM Automotive Parts and Supplies
Bid Status:	Open
Bid Closing Date:	Thu Oct 15, 2020 4:30:00 PM (CDT)
Question Deadline:	Thu Oct 8, 2020 4:30:00 PM (CDT)
Time-frame for delivery or the duration of the contract:	Four years, with possible extension as stated in the bid documents
Negotiation Type:	Refer to project document
Condition for Participation:	Refer to project document
Electronic Auctions:	Not Applicable
Language for Bid Submissions:	English unless specified in the bid document
Submission Type:	Online Submissions Only
Submission Address:	Online Submissions Only
Public Opening:	No
Description:	Sourcewell, a State of Minnesota local government agency and service cooperative, is requesting proposals for OEM Automotive Parts and Supplies to result in a contracting solution for use by its Participating Entities. Sourcewell Participating Entities include thousands of governmental, higher education, K-12 education, nonprofit, tribal government, and other public agencies located in the United States and Canada. A full copy of the Request for Proposals can be found on the Sourcewell Procurement Portal [https://proportal.sourcewell-mn.gov]. Only proposals submitted through the Sourcewell Procurement Portal will be considered. Proposals are due no later than October 15, 2020, at 4:30 p.m. Central Time, and late proposals will not be considered.
Bid Document Access:	Bid Opportunity notices and awards and a free preview of the bid documents is available on this site free of charge without registration. There is no cost to obtain an unsecured version of the document and /or to participate in this solicitation.
Categories:	Show Categories [+]

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Meeting Locations

The following are the meeting times and locations for the opportunity:

Meeting Location	Description	Date / Time ~	Mandatory Me...	Meeting Document
Online Pre-Proposal Conference	Login instructions will be provided to registered plan takers by email two business days prior to the web conference.	Wednesday September 16, 2020 10:00 AM to 11:00 AM (CDT)	No	

Documents		
File Name	Pages	
RFP_101520_OEM_Auto_Parts Tuesday August 25, 2020 09:25 AM	12	Download
RFP_101520_OEM_Auto_Parts_Contract_Template Tuesday August 25, 2020 09:38 AM	17	Download

Addenda

No Addenda Available ...

Notice

Basic Information

Estimated Contract Value (CAD) \$80,000,000.00 (Not shown to suppliers)
Reference Number 0000182230
Issuing Organization Sourcewell
Owner Organization
Solicitation Type RFP - Request for Proposal (Formal)
Solicitation Number 101520
Title OEM Automotive Parts and Supplies
Source ID PP.CO.USA.868485.C88455

Details

Location All of Canada, All of Canada
Purchase Type Term: 2020/12/31 01:00:00 AM EST - 2024/12/30 01:00:00 AM EST
Description Sourcewell, a State of Minnesota local government agency and service cooperative, is requesting proposals for OEM Automotive Parts and Supplies to result in a contracting solution for use by its Participating Entities. Sourcewell Participating Entities include thousands of governmental, higher education, K-12 education, nonprofit, tribal government, and other public agencies located in the United States and Canada. A full copy of the Request for Proposals can be found on the Sourcewell Procurement Portal [<https://proportal.sourcewell-mn.gov>]. Only proposals submitted through the Sourcewell Procurement Portal will be considered. Proposals are due no later than October 15, 2020, at 4:30 p.m. Central Time, and late proposals will not be considered.

Dates

Publication 2020/08/27 08:08:23 AM EDT
Question Acceptance Deadline 2020/10/08 05:30:00 PM EDT
Questions are submitted online No
Bid Intent Not Available
Closing Date 2020/10/15 05:30:00 PM EDT

Prebid Conference 2020/09/16 11:00:00 AM EDT

Contact Information

Procurement Department
 218-894-1930
rfp@sourcewell-mn.gov

Pre-Bidding Events

Event Type Prebid Conference
Attendance Recommended
Event date 2020/09/16 11:00:00 AM EDT
Location Online Webinar
Event Note Login instructions will be emailed two business days prior to the event.

Bid Submission Process

Bid Submission Type Electronic Bid Submission
Pricing In attached document
Pricing In attached document
Bid Documents List

Item Name	Description	Mandatory
Bid Documents	Documents defining the proposal	Yes

Categories

Selected Categories

GSIN Categories (310)	
G	Goods Goods
N23	Ground Effect Vehicles, Motor Vehicles, Trailers, And Cycles Ground Effect Vehicles, Motor Vehicles, Trailers, And Cycles
N23	Ground Effect Vehicles Ground Effect Vehicles
N2300	GROUND EFFECT VEHICLES, MOTOR VEHICLES, TRAILERS, AND CYCLES Ground effect vehicles, motor vehicles, trailers, and cycles
N2305	GROUND EFFECT VEHICLES Ground Effect Vehicles
N2305A	GROUND EFFECT VEHICLES, N.E.S. GROUND EFFECT VEHICLES, N.E.S.
N2310	PASSENGER MOTOR VEHICLES Passanger Motor Vehicles NOTE: This class includes only complete passenger motor vehicles, and chassis therefor. Includes Cars, Motor, Highway; Buses; Chassis, Passenger Motor Vehicle; Hearses; Ambulances.
N2310001	AMBULANCES AMBULANCES
N2310002	PASSENGER MOTOR VEHICLES - IMPORTED PASSENGER MOTOR VEHICLES - IMPORTED
N2310003	PASSENGER MOTOR VEHICLES - DOMESTIC PASSENGER MOTOR VEHICLES - DOMESTIC
N2310004	AUTOMOBILES, ARMOUR PROTECTED AUTOMOBILES, ARMOUR PROTECTED
N2310005	PASSENGER MOTOR VEHICLES - EXPORTED PASSENGER MOTOR VEHICLES - EXPORTED
N2310006	PASSENGER MOTOR VEHICLES - DEALERS PASSENGER MOTOR VEHICLES - DEALERS
N2310A00	PASSENGER CARS, FULL-SIZE SEDAN, POLICE DUTY, UNMARKED PASSENGER CARS, FULL-SIZE SEDAN, POLICE DUTY, UNMARKED
N2310B00	PASSENGER CARS, FULL-SIZE SEDAN, POLICE DUTY, MARKED PASSENGER CARS, FULL-SIZE SEDAN, POLICE DUTY, MARKED
N2310C00	SEDAN, STANDARD SIZE SEDAN, STANDARD SIZE
N2310D00	SEDAN, MID-SIZE SEDAN, MID-SIZE
N2310D30	SMALL INTERMEDIATE SEDANS SMALL INTERMEDIATE SEDANS
N2310D50	SEDAN, COMPACT SIZE SEDAN, COMPACT SIZE
N2310D51	SEDAN, COMPACT, 4 X 4 SEDAN, COMPACT, 4 X 4
N2310D75	SEDAN, SUB-COMPACT SIZE, OVER 95 INCH WHEEL BASE SEDAN, SUB-COMPACT SIZE, OVER 95 INCH WHEEL BASE
N2310D95	SEDAN, SUB-COMPACT SIZE, UNDER 95 INCH WHEEL BASE SEDAN, SUB-COMPACT SIZE, UNDER 95 INCH WHEEL BASE
N2310E00	STATION WAGON, STANDARD SIZE, POLICE DUTY STATION WAGON, STANDARD SIZE, POLICE DUTY
N2310G00	STATION WAGON, STANDARD SIZE STATION WAGON, STANDARD SIZE

GSIN Categories (310)		
N2310H00	STATION WAGON, INTERMEDIATE STATION WAGON, INTERMEDIATE	
N2310H50	STATION WAGON, COMPACT SIZE STATION WAGON, COMPACT SIZE	
N2310H95	STATION WAGON, SUB-COMPACT SIZE, UNDER 95 INCH WHEEL BASE STATION WAGON, SUB-COMPACT SIZE, UNDER 95 INCH WHEEL BASE	
N2310J00	SEDAN, STANDARD SIZE, PURSUIT DUTY, UNMARKED SEDAN, STANDARD SIZE, PURSUIT DUTY, UNMARKED	
N2310K00	SEDAN, STANDARD SIZE, PURSUIT DUTY, MARKED SEDAN, STANDARD SIZE, PURSUIT DUTY, MARKED	
N2310LA0	AIRPORT APRON PASSENGER TRANSFER VEHICLE AIRPORT APRON PASSENGER TRANSFER VEHICLE	
N2310M	PASSENGER MOTOR VEHICLES - SPECIAL VEHICLES - BUSES - MOTOR HOMES PASSENGER MOTOR VEHICLES - SPECIAL VEHICLES - BUSES - MOTOR HOMES	
N2310MA	BUSES BUSES	
N2310MAA	BUSES, HIGHWAY TYPE BUSES, HIGHWAY TYPE	
N2310MAB	BUSES, SCHOOL - SPECIAL TYPE, 5 TO 24 PASSENGERS BUSES, SCHOOL - SPECIAL TYPE, 5 TO 24 PASSENGERS	
N2310MAC	BUSES SCHOOL, CONVENTIONAL TYPE, 25 PASSENGER AND UP BUSES SCHOOL, CONVENTIONAL TYPE, 25 PASSENGER AND UP	
N2310MBB	MOTOR HOMES, SPECIALLY EQUIPPED MOTOR HOMES, SPECIALLY EQUIPPED	
N2320	TRUCKS AND TRUCK TRACTORS, WHEELED Trucks and Truck Tractors, Wheeled NOTE: This class includes only complete wheel mounted trucks and truck tractors, and chassis therefor. The combined chassis and body of a special purpose truck, such as a machine shop, mobile laundry, or dental laboratory, is classified in this class. Includes Panel, Delivery and Pick up Trucks, Tactical and Administrative Military Cargo Carrying Vehicles, including Wheel Mounted Amphibian Vehicles; Truck Tractor and Trailer Combinations; Armored Cars.	
N2320001	TRUCKS, COMMERCIAL, LIGHT DUTY (10,000 LBS GVW OR UNDER) TRUCKS, COMMERCIAL, LIGHT DUTY (10,000 LBS GVW OR UNDER)	
N2320002	CAMPER TYPE VEHICLES CAMPER TYPE VEHICLES	
N2320003	TRUCK, LIGHT, UTILITY-LINE MAINTENANCE TRUCK, LIGHT, UTILITY-LINE MAINTENANCE	
N2320004	TRUCKS COMMERCIAL, LIGHT DUTY - EXPORTED TRUCKS COMMERCIAL, LIGHT DUTY - EXPORTED	
N2320005	TRUCKS, ARMOUR PROTECTED TRUCKS, ARMOUR PROTECTED	
N2320B	TRUCK, UTILITY, 4 X 4, MILITARY CONFIGURATION TRUCK, UTILITY, 4 X 4, MILITARY CONFIGURATION	
N2320D	TRUCK AND TRUCK TRACTOR WHEELED, DIESEL, OVER 10,000 GVWR (EXCEPT MILITARY CONFIGURATION) TRUCK AND TRUCK TRACTOR WHEELED, DIESEL, OVER 10,000 GVWR (EXCEPT MILITARY CONFIGURATION)	
N2320DAA	TRUCK, (DUMP, STAKE, VAN) DIESEL POWERED, TO 27,499 LBS GVWR TRUCK, (DUMP, STAKE, VAN) DIESEL POWERED, TO 27,499 LBS GVWR	
N2320DAB	TRUCKS (DUMP, STAKE, VAN) DIESEL-POWERED, 27,500 LBS GVWR AND UP TRUCKS (DUMP, STAKE, VAN) DIESEL-POWERED, 27,500 LBS GVWR AND UP	
N2320ddb	TRUCK, FUEL SERVICE, DIESEL, 27,500 GVWR AND UP TRUCK, FUEL SERVICE, DIESEL, 27,500 GVWR AND UP	
N2320DFB	TRUCK, LIQUID WASTE DISPOSAL, DIESEL, 27,500 GVWR AND UP TRUCK, LIQUID WASTE DISPOSAL, DIESEL, 27,500 GVWR AND UP	
N2320DGB	TRUCK, MAINTENANCE, DIESEL, 27,500 GVWR AND UP TRUCK, MAINTENANCE, DIESEL, 27,500 GVWR AND UP	

GSIN Categories (310)		
N2320DJA	TRUCK, REFUSE COLLECTION, DIESEL, TO 27,499 GVWR TRUCK, REFUSE COLLECTION, DIESEL, TO 27,499 GVWR	
N2320DJB	TRUCK, REFUSE COLLECTION, DIESEL, 27,500 GVWR AND UP TRUCK, REFUSE COLLECTION, DIESEL, 27,500 GVWR AND UP	
N2320DLA	TRUCK, TANKER, DIESEL, TO 27,499 GVWR TRUCK, TANKER, DIESEL, TO 27,499 GVWR	
N2320DMA	TRUCK, TRACTOR, DIESEL, TO 27,499 GVWR TRUCK, TRACTOR, DIESEL, TO 27,499 GVWR	
N2320DMB	TRUCK, TRACTOR, DIESEL, 27,500 GVWR AND UP TRUCK, TRACTOR, DIESEL, 27,500 GVWR AND UP	
N2320DRA	TRUCK, SANDER (HOPPER BODY) DIESEL, TO 27,499 GVWR TRUCK, SANDER (HOPPER BODY) DIESEL, TO 27,499 GVWR	
N2320DRB	TRUCK, SANDER (HOPPER BODY) DIESEL, 27,500 GVWR AND UP TRUCK, SANDER (HOPPER BODY) DIESEL, 27,500 GVWR AND UP	
N2320DX	TRUCK, TRACTOR, YARD, TRAILER SPOTTER OFF HIGHWAY, DIESEL TRUCK, TRACTOR, YARD, TRAILER SPOTTER OFF HIGHWAY, DIESEL	POWERED POWERED
N2320G	TRUCK AND TRUCK TRACTOR WHEELED, GASOLINE POWERED, OVER 10,000 GVWR (EXCEPT MILITARY CONFIGURATION) TRUCK AND TRUCK TRACTOR WHEELED, GASOLINE POWERED, OVER 10,000 GVWR (EXCEPT MILITARY CONFIGURATION)	
N2320GA	TRUCK, (DUMP, STAKE, VAN) GASOLINE POWERED TRUCK, (DUMP, STAKE, VAN) GASOLINE POWERED	
N2320GG	TRUCK, MAINTENANCE, GASOLINE POWERED TRUCK, MAINTENANCE, GASOLINE POWERED	
N2320GH	TRUCK, REFRIGERATION, GASOLINE POWERED TRUCK, REFRIGERATION, GASOLINE POWERED	
N2320GM	TRUCK, TRACTOR, GASOLINE POWERED TRUCK, TRACTOR, GASOLINE POWERED	
N2320GP	VEHICLES, ALL TERRAIN, ATV, WHEELED (EXCEPT MILITARY CONFIGURATION) VEHICLES, ALL TERRAIN, ATV, WHEELED (EXCEPT MILITARY CONFIGURATION)	
N2320GPM	VEHICLES, ALL TERRAIN, WHEELED (6X6) MILITARY CONFIGURATION, DIESEL POWERED VEHICLES, ALL TERRAIN, WHEELED (6X6) MILITARY CONFIGURATION, DIESEL POWERED	
N2320GQ	TRUCK, WRECKER, GASOLINE POWERED TRUCK, WRECKER, GASOLINE POWERED	
N2320GR	TRUCK, EQUIPPED WITH HYDRAULIC CRANE TRUCK, EQUIPPED WITH HYDRAULIC CRANE	
N2320GS	TRUCK, SANDER (HOPPER BODY) GASOLINE POWERED TRUCK, SANDER (HOPPER BODY) GASOLINE POWERED	
N2320GT	TRUCK, AIRCRAFT SERVICING, CATERING TRUCK, AIRCRAFT SERVICING, CATERING	
N2320GU	TRUCK, EQUIPPED WITH AERIAL BUCKET TRUCK, EQUIPPED WITH AERIAL BUCKET	
N2320GV	TRUCK, EQUIPPED WITH AIRCRAFT BOARDING STAIRS TRUCK, EQUIPPED WITH AIRCRAFT BOARDING STAIRS	
N2320GY	TRUCK, SPECIAL PURPOSE CUSTOMIZED BODY TRUCK, SPECIAL PURPOSE CUSTOMIZED BODY	
N2320L00	TRUCK, LIGHT, PERSONNEL CARRIER 6,000 LB GVWR TRUCK, LIGHT, PERSONNEL CARRIER 6,000 LB GVWR	
N2320L01	TRUCK, LIGHT, PERSONNEL CARRIER, 6,000 LB GVWR, 4 X 4 TRUCK, LIGHT, PERSONNEL CARRIER, 6,000 LB GVWR, 4 X 4	
N2320L03	TRUCK, LIGHT, PERSONNEL CARRIER, 4 X 4, UNDER 6000 LBS GVWR TRUCK, LIGHT, PERSONNEL CARRIER, 4 X 4, UNDER 6000 LBS GVWR	
N2320L20	TRUCK, LIGHT, PERSONNEL CARRIER, 8000 LB GVWR TRUCK, LIGHT, PERSONNEL CARRIER, 8000 LB GVWR	

GSIN Categories (310)

N2320L21	TRUCK, LIGHT, PERSONNEL CARRIER, 4 X 4, 8000 LB GVWR TRUCK, LIGHT, PERSONNEL CARRIER, 4 X 4, 8000 LB GVWR
N2320L51	TRUCK, LIGHT, UTILITY, 4 X 4 TRUCK, LIGHT, UTILITY, 4 X 4
N2320L61	TRUCK, LIGHT, UTILITY, 4 X 4, 100 LB PAY LOAD TRUCK, LIGHT, UTILITY, 4 X 4, 100 LB PAY LOAD
N2320L71	TRUCK, LIGHT, UTILITY, 4 X 4, LONG TRUCK, LIGHT, UTILITY, 4 X 4, LONG
N2320M00	TRUCK, LIGHT, PERSONNEL CARRIER, 7,500 LB GVWR TRUCK, LIGHT, PERSONNEL CARRIER, 7,500 LB GVWR
N2320M30	TRUCK, LIGHT, PERSONNEL CARRIER, 8 PASSENGERS TRUCK, LIGHT, PERSONNEL CARRIER, 8 PASSENGERS
N2320M50	TRUCK, LIGHT, PERSONNEL CARRIER, 7700 LB TO 8200 LB GVWR TRUCK, LIGHT, PERSONNEL CARRIER, 7700 LB TO 8200 LB GVWR
N2320M60	TRUCK, LIGHT, PASSENGER VAN, GARAGEABLE, GMV SPEC M60 TRUCK, LIGHT, PASSENGER VAN, GARAGEABLE, GMV SPEC M60
N2320N00	TRUCK, LIGHT, PICK-UP, 5,300 LB GVWR TRUCK, LIGHT, PICK-UP, 5,300 LB GVWR
N2320N01	TRUCK, LIGHT, PICK-UP, COMPACT, 4 X 4 TRUCK, LIGHT, PICK-UP, COMPACT, 4 X 4
N2320N20	TRUCK, LIGHT, PICK-UP, COMPACT, LONG TRUCK, LIGHT, PICK-UP, COMPACT, LONG
N2320N21	TRUCK, LIGHT, PICK-UP, COMPACT, LONG, 4 X 4 TRUCK, LIGHT, PICK-UP, COMPACT, LONG, 4 X 4
N2320N40	TRUCK, LIGHT, PICK-UP TRUCK, LIGHT, PICK-UP
N2320N41	TRUCK, LIGHT, PICK-UP TRUCK, LIGHT, PICK-UP
N2320N60	TRUCK, LIGHT, PICK-UP, MIN. 6000 LB GVWR TRUCK, LIGHT, PICK-UP, MIN. 6000 LB GVWR
N2320N61	TRUCK, LIGHT, PICK-UP, MIN. 6000 LB GVWR, 4 X 4 TRUCK, LIGHT, PICK-UP, MIN. 6000 LB GVWR, 4 X 4
N2320N70	TRUCK, LIGHT, PICK-UP, MINIMUM 995KG, CVWR, VW TRUCK, LIGHT, PICK-UP, MINIMUM 995KG, CVWR, VW
N2320N80	TRUCK, LIGHT, PICK-UP, MIN. 8000 LB GVWR TRUCK, LIGHT, PICK-UP, MIN. 8000 LB GVWR
N2320N81	TRUCK, LIGHT, PICK-UP, MIN. 8000 LB GVWR, 4 X 4 TRUCK, LIGHT, PICK-UP, MIN. 8000 LB GVWR, 4 X 4
N2320Q00	TRUCK, LIGHT, PICK-UP, EXTENDED CAB, 5500 LB GVWR TRUCK, LIGHT, PICK-UP, EXTENDED CAB, 5500 LB GVWR
N2320Q01	TRUCK, LIGHT, PICK-UP, EXTENDED CAB, 5500 LB GVWR, 4 X 4 TRUCK, LIGHT, PICK-UP, EXTENDED CAB, 5500 LB GVWR, 4 X 4
N2320Q20	TRUCK, LIGHT, PICK-UP, EXTENDED CAB, 7900 LB GVWR TRUCK, LIGHT, PICK-UP, EXTENDED CAB, 7900 LB GVWR
N2320Q21	TRUCK, LIGHT, PICK-UP, EXTENDED CAB, 7900 LB GVWR, 4 X 4 TRUCK, LIGHT, PICK-UP, EXTENDED CAB, 7900 LB GVWR, 4 X 4
N2320Q80	TRUCK, LIGHT, CREW CAB, 8100 LB GVWR, LONG TRUCK, LIGHT, CREW CAB, 8100 LB GVWR, LONG
N2320Q81	TRUCK, LIGHT, CREW CAB, 8100 LB GVWR, LONG, 4 X 4 TRUCK, LIGHT, CREW CAB, 8100 LB GVWR, LONG, 4 X 4
N2320S50	TRUCK, LIGHT, FORWARD CONTROL (STEP VAN) CARGO CARRYING TRUCK, LIGHT, FORWARD CONTROL (STEP VAN) CARGO CARRYING
N2320S70	TRUCK, LIGHT, VAN-CUTAWAY, 7400-8700 LB GVWR TRUCK, LIGHT, VAN-CUTAWAY, 7400-8700 LB GVWR

GSIN Categories (310)	
N2320T00	TRUCK, LIGHT, CARGO VAN, GARAGEABLE, GMV SPEC T00 TRUCK, LIGHT, CARGO VAN, GARAGEABLE, GMV SPEC T00
N2320T20	TRUCK, LIGHT, VAN, 4500 LB GVWR TRUCK, LIGHT, VAN, 4500 LB GVWR
N2320T40	TRUCK, LIGHT, VAN, 5500 LB GVWR TRUCK, LIGHT, VAN, 5500 LB GVWR
N2320T60	TRUCK, LIGHT, VAN, 6000 LB GVWR TRUCK, LIGHT, VAN, 6000 LB GVWR
N2320T80	TRUCK, LIGHT, VAN, 7500 LB GVWR TRUCK, LIGHT, VAN, 7500 LB GVWR
N2320W00	MEDIUM TRUCK CAB-OVER-ENGINE MEDIUM TRUCK CAB-OVER-ENGINE
N2330	TRAILERS Trailers NOTE: This class includes only complete trailers, and chassis therefor. The combined chassis and body of a special purpose trailer, such as a machine shop, mobile laundry, or dental laboratory, is classified in this class.
N2330A	TRAILERS, (MILITARY PATTERN ONLY) TRAILERS, (MILITARY PATTERN ONLY)
N2330B	TRAILER, CARGO VAN TRAILER, CARGO VAN
N2330C	TRAILER, FUEL SERVICE TRAILER, FUEL SERVICE
N2330D	TRAILER, HOUSE TRAILER, HOUSE
N2330E	TRAILER, LIGHT, 5TH WHEEL TRAILER, LIGHT, 5TH WHEEL
N2330F	TRAILER, LOW BED TRAILER, LOW BED
N2330H	TRAILER, POLE TRAILER, POLE
N2330K	TRAILER, SNOWMOBILE TRAILER, SNOWMOBILE
N2330L	TRAILER, STAKE TRAILER, STAKE
N2330M	TRAILER, TANK TRAILER, TANK
N2330N	TRAILER, TENT TRAILER, TENT
N2330P	TRAILER, TILT DECK TRAILER, TILT DECK
N2330Q	TRAILER, UTILITY TRAILER, UTILITY
N2330R	TRAILER, WRECKING TRAILER, WRECKING
N2330S	TRAILER, AUTO TRAILER, AUTO
N2330T	TRAILER, CABLE REEL TRAILER, CABLE REEL
N2330U	TRAILER, TRAVEL TRAILER, TRAVEL
N2330V	TRAILER, SPECIALLY EQUIPPED TRAILER, SPECIALLY EQUIPPED
N2330W	TRAILER, DUMP TRAILER, DUMP

GSIN Categories (310)		
N2330X	TRAILER, HORSE TRAILER, HORSE	
N2330Y	TRAILER, LIVE STOCK TRAILER, LIVE STOCK	
N2330Z	Trailer, Boat Trailer, Boat	
N2340	MOTORCYCLES, MOTOR SCOOTERS AND BICYCLES MOTORCYCLES, MOTOR SCOOTERS AND BICYCLES	
N2340001	MOTORCYCLES AND MOTOR SCOOTERS MOTORCYCLES AND MOTOR SCOOTERS	
N2340002	BICYCLES AND TRICYCLES (MANUFACTURERS) BICYCLES AND TRICYCLES (MANUFACTURERS)	
N2345A	HIOUTNBVIUJGDLKJBOIUJTLKHBUIT HIOUTNBVIUJGDLKJBOIUJTLKHBUIT	DFHSHFKHFKFGKJHJGLSL DFHSHFKHFKFGKJHJGLSL
N2350	COMBAT, ASSAULT, AND TACTICAL VEHICLES, TRACKED COMBAT, ASSAULT, AND TACTICAL VEHICLES, TRACKED	
N2350A	TANKS AND TRACKED SELF-PROPELLED WEAPONS AND VEHICLES W/WO CAPABILITIES TANKS AND TRACKED SELF-PROPELLED WEAPONS AND VEHICLES W/WO CAPABILITIES	AMPHIBIAN AMPHIBIAN
N2350E	TRACKED VEHICLES (SNOWMOBILE) TRACKED VEHICLES (SNOWMOBILE)	
N2350EA	SNOWMOBILE SNOWMOBILE	
N2350EB	SNOWMOBILE SLEIGH AND ATTACHMENTS SNOWMOBILE SLEIGH AND ATTACHMENTS	
N2350EC	SNOWMOBILE, SPARE PARTS SNOWMOBILE, SPARE PARTS	
N2355	COMBAT, ASSAULT AND TACTICAL VEHICLES, WHEELED COMBAT, ASSAULT AND TACTICAL VEHICLES, WHEELED	
N29	Engine Accessories Engine Accessories	
N29	Engine Accessories Engine Accessories	
N2900	ENGINE ACCESSORIES Engine accessories	
N2910	ENGINE FUEL SYSTEM COMPONENTS, NON-AIRCRAFT Engine Fuel System Components, Nonaircraft Includes Carburetors; Fuel Pumps; Engine Fuel Filters; Fuel Tanks;	
N2910001	CARBURETOR AND CARBURETTER REPAIR KITS CARBURETOR AND CARBURETTER REPAIR KITS	
N2910002	ENGINE FUEL SYSTEM COMPONENTS, NON-AIRCRAFT AND NON-MARINE (STANDARD COMMERCIAL) ENGINE FUEL SYSTEM COMPONENTS, NON-AIRCRAFT AND NON-MARINE (STANDARD COMMERCIAL)	(STANDARD COMMERCIAL) (STANDARD COMMERCIAL)
N2910003	PROPANE CONVERSION COMPONENTS, ENGINE FUEL SYSTEMS, NON-AIRCRAFT AND NON-MARINE, SINGLE FUEL USE PROPANE CONVERSION COMPONENTS, ENGINE FUEL SYSTEMS, NON-AIRCRAFT AND NON-MARINE, SINGLE FUEL USE	
N2910004	PROPANE CONVERSION COMPONENTS, ENGINE FUEL SYSTEMS, NON-MARINE, DUAL FUEL USE PROPANE CONVERSION COMPONENTS, ENGINE FUEL SYSTEMS, NON-MARINE, DUAL FUEL USE	NON-AIRCRAFT AND NON-AIRCRAFT AND
N2910005	PROPANE CONVERSION COMPONENTS, ENGINE FUEL SYSTEMS, NON-MARINE, PRESSURE VESSELS PROPANE CONVERSION COMPONENTS, ENGINE FUEL SYSTEMS, NON-MARINE, PRESSURE VESSELS	NON-AIRCRAFT AND NON-AIRCRAFT AND



COMMENT AND REVIEW
to the
REQUEST FOR PROPOSAL (RFP) 101520
Entitled

OEM Automotive Parts and Supplies

The following advertisement was placed August 27, 2020 in Utah's *The Salt Lake Tribune*, in *USA Today*, in South Carolina's *The State*, and on the Sourcewell website www.sourcewell-mn.gov, Sourcewell Procurement Portal <https://proportal.sourcewell-mn.gov>, Biddingo, Merx, The New York State Contract Reporter www.nyscr.ny.gov, PublicPurchase.com, and August 28, 2020 in Oregon's *Daily Journal of Commerce*:

Sourcewell, a State of Minnesota local government agency and service cooperative, is requesting proposals for OEM Automotive Parts and Supplies to result in a contracting solution for use by its Participating Entities. Sourcewell Participating Entities include thousands of governmental, higher education, K-12 education, nonprofit, tribal government, and other public agencies located in the United States and Canada. A full copy of the Request for Proposals can be found on the Sourcewell Procurement Portal [<https://proportal.sourcewell-mn.gov>]. Only proposals submitted through the Sourcewell Procurement Portal will be considered. Proposals are due no later than October 15, 2020, at 4:30 p.m. Central Time, and late proposals will not be considered.

The solicitation process was conducted through the Sourcewell Procurement Portal. The following parties expressed interest in the solicitation by registering for this opportunity within the portal:

Auto Remote Direct	Napa Auto Parts
Battery Systems, Inc.	Navistar, Inc.
Chaparral Dodge, Inc.	Nemco Resources, Ltd.
Clarke Power Services, Inc.	New York Bus Sales, LLC
D&W Diesel, Inc.	Paccar Parts (PACCAR, Inc.)
Distributor Operations, Inc.	Prime Vendor, Inc.
Dunlop Western Star Truck Centres, Ltd.	RFX ANALYST, INC.
ELLIOTT AUTO SUPPLY CO., INC.	Rush Truck Centers of California, Inc.
Equipment Works Inc, LLC	SnoDepot
Ford Customer Service Division (Ford Motor Company)	Stonebrooke Equipment, Inc.
FRED BEANS PARTS, INC.	Uap, Inc.
General Motors ACDelco	Valor Holdings, LLC
Hbar Holdings, LLC	Wheeler Bros., Inc.

Holman Ford Lincoln Turnersville	Whelen Engineering Company, Inc.
Industrial Power, LLC	Wholesale Truck & Trailer Parts
MI Petro Construction & Supply, Inc.	

All Proposals remained sealed within the Sourcewell Procurement Portal until the scheduled due date and time. Proposals were electronically opened, and the list of all Proposers was made publicly available on the Sourcewell Procurement Portal, on October 15, 2020, at 4:32:05 pm CT. Proposals were received from the following:

Elliott Auto Supply Co., Inc.
Ford Motor Company
Fred Beans Parts, Inc.
General Motors ACDelco
Navistar, Inc.
Nemco Resources, Ltd.

Proposals were reviewed by the Proposal Evaluation Committee:

James Voelker, CPCM, CFCM, Procurement Lead Analyst
Brandon Town, CPSM, CPSD Procurement Analyst
Carol Jackson, Procurement Analyst
Michael Muñoz, CPPB, Procurement Analyst

The findings of the Proposal Evaluation Committee are summarized as follows:

The Proposal Evaluation Committee applied the Sourcewell RFP evaluation criteria and determined that all proposal responses met the scope and mandatory submittal requirements. The response of Ford Customer Service Division was found to contain uploaded pricing files that were inaccessible due to password protection. Sourcewell issued a request for clarification to Ford Customer Service Division, pursuant to RFP Section VI.B., seeking the necessary passwords. Ford Customer Service Division provided the requested clarification by identifying the passwords required to view the affected pricing documents. The Proposal Evaluation Committee thereafter evaluated all of the responses.

Elliott Auto Supply Co is a large-scale distributor of ACDelco and Motorcraft OEM automotive parts. Their sales network consists of over 160 locations throughout the United States and includes online ordering capabilities. Elliott Auto Supply Co also offers Sourcewell Participating Entities access to numerous standard and customizable reports to assist in tracking their fleet requirements. Elliott Auto Supply Co offers competitive prices with no ground freight or delivery charges.

Ford Motor Company manufactures Motorcraft OEM automotive parts for Ford, Lincoln, and Mercury vehicles. They are ready to serve Sourcewell Participating Entities across the United States through their robust network of participating dealerships and parts distribution centers. Ford Motor Company maintains virtual parts warehouses with over 50 million OEM parts to assist dealers in quickly and efficiently sourcing in-demand parts. Ford Motor Company offers considerable discounts with the opportunity to earn rebates.

General Motors ACDelco offers OEM automotive parts for all General Motors produced light and medium duty vehicles. They are prepared to serve Sourcewell Participating Entities throughout the United States with over 2100 dealers participating in the GM Mega Fleet Program. General Motors ACDelco offers complimentary service

Sourcewell

training as part of the GM Partner Perks Program. General Motors ACDelco provides strong pricing discounts to Sourcewell Participating Entities.

Navistar, Inc provides medium and heavy-duty OEM automotive parts for their International Truck and IC Bus brands. Navistar will serve Sourcewell Participating Entities with over 1000 participating locations and dealers across the United States and Canada. Online parts information and ordering ability is available through their free OnCommand Parts Information tool. Navistar offers competitive discounts on their parts solutions.

For these reasons, the Sourcewell Proposal Evaluation Committee recommends award of Sourcewell Contract #101520 to:

Elliott Auto Supply Co., Inc.	101520-FMP
Ford Motor Company	101520-FMC
General Motors ACDelco	101520-GNL
Navistar, Inc.	101520-NVS

The preceding recommendations were approved on December 2, 2020.

DocuSigned by:

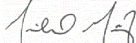
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James Voelker, CPCM, CFCM, Procurement Lead Analyst

DocuSigned by:

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Brandon Town, CPSM, CPSD Procurement Analyst

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Carol Jackson, Procurement Analyst

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Michael Muñoz, CPPB, Procurement Analyst

Sourcewell

STATEMENT OF COMPLIANCE

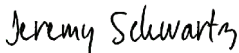
As Chief Procurement Officer for Sourcewell, I have reviewed the recommendation of the Evaluation Committee and the accompanying support materials documenting the process followed for **RFP #101520** for **OEM Automotive Parts and Supplies**.

The committee accepted, deemed responsive, evaluated, and recommended proposals for award. Under authority granted to the Chief Procurement Officer in Sourcewell's bylaws, the recommendations set forth above are approved.

I hereby certify:

1. Sourcewell is a government agency, created and authorized by Minnesota law to provide cooperative procurement contracts.
2. The procurement process and resulting contracts have been awarded in compliance with the laws of the State of Minnesota (Minnesota Statutes Chapter 471 and Minnesota Statutes Section 123A.21), and in conformity to Sourcewell's Procurement Policy.

DocuSigned by:


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Jeremy Schwartz, CSSBB, CPPO
Chief Procurement Officer

GSIN Categories (310)		
N2910006	INJECTORS, FUEL, DIESEL ENGINE INJECTORS, FUEL, DIESEL ENGINE	
N2910007	CONVERSION SYSTEMS, NATURAL GAS, VEHICLE CONVERSION SYSTEMS, NATURAL GAS, VEHICLE	
N2910A	FILTER ASSEMBLIES, ENGINE (MARINE) FILTER ASSEMBLIES, ENGINE (MARINE)	
N2910B	TANK, FUEL, VEHICULAR (MARINE) TANK, FUEL, VEHICULAR (MARINE)	
N2910D	ENGINE FUEL SYSTEM COMPONENTS, NON-AIRCRAFT, ARMoured FIGHTING VEHICLE, S.M.P. ENGINE FUEL SYSTEM COMPONENTS, NON-AIRCRAFT, ARMoured FIGHTING VEHICLE, S.M.P.	
N2910DA	ENGINE FUEL SYSTEM COMPONENTS, NON-AIRCRAFT, N.E.S., ARMoured FIGHTING VEHICLE, S.M.P. ENGINE FUEL SYSTEM COMPONENTS, NON-AIRCRAFT, N.E.S., ARMoured FIGHTING VEHICLE, S.M.P.	
N2910DB	INJECTOR, FUEL, ARMoured FIGHTING VEHICLE, S.M.P. INJECTOR, FUEL, ARMoured FIGHTING VEHICLE, S.M.P.	
N2910DE	TANK, FUEL, ARMoured FIGHTING VEHICLE, S.M.P. TANK, FUEL, ARMoured FIGHTING VEHICLE, S.M.P.	
N2915	ENGINE FUEL SYSTEM COMPONENTS, AIRCRAFT AND MISSILE PRIME MOVERS ENGINE FUEL SYSTEM COMPONENTS, AIRCRAFT AND MISSILE PRIME MOVERS	
N2915A	ENGINE FUEL SYSTEM COMPONENTS, AIRCRAFT, N.E.S. ENGINE FUEL SYSTEM COMPONENTS, AIRCRAFT, N.E.S.	
N2915C	FILTER, FUEL, AIRCRAFT FILTER, FUEL, AIRCRAFT	
N2915D	PUMP, FUEL, ENGINE, AIRCRAFT PUMP, FUEL, ENGINE, AIRCRAFT	
N2920	ENGINE ELECTRICAL SYSTEM COMPONENTS, NON-AIRCRAFT Engine Electrical System Components, Nonaircraft Includes Generators, Magnetos; Spark Plugs; Ignition Coils; Ignition Harness Assemblies; Starting Motors for Engines.	
N2920001	ENGINE ELECTRICAL SYSTEM COMPONENTS, NON-AIRCRAFT AND (STANDARD COMMERCIAL) ENGINE ELECTRICAL SYSTEM COMPONENTS, NON-AIRCRAFT AND (STANDARD COMMERCIAL)	NON-MARINE NON-MARINE
N2920A	ENGINE ELECTRICAL SYSTEM COMPONENTS ENGINE ELECTRICAL SYSTEM COMPONENTS	
N2920AA	CABLE ASSEMBLY, ELECTRICAL, FOR TRACKED AND WHEELED VEHICLES CABLE ASSEMBLY, ELECTRICAL, FOR TRACKED AND WHEELED VEHICLES	
N2920AAA	CABLE ASSEMBLY, ELECTRICAL, FOR TRACKED AND WHEELED VEHICLES, EXCEPT MARINE, GROUND EFFECT AND ARMoured FIGHTING VEHICLES CABLE ASSEMBLY, ELECTRICAL, FOR TRACKED AND WHEELED VEHICLES, EXCEPT MARINE, GROUND EFFECT AND ARMoured FIGHTING VEHICLES	
N2920AAC	ENGINE ELECTRICAL SYSTEM COMPONENTS (MARINE) N.E.S. ENGINE ELECTRICAL SYSTEM COMPONENTS (MARINE) N.E.S.	
N2925	ENGINE ELECTRICAL SYSTEM COMPONENTS, AIRCRAFT PRIME MOVING ENGINE ELECTRICAL SYSTEM COMPONENTS, AIRCRAFT PRIME MOVING	
N2925A	ENGINE ELECTRICAL SYSTEM COMPONENTS, AIRCRAFT, N.E.S. ENGINE ELECTRICAL SYSTEM COMPONENTS, AIRCRAFT, N.E.S.	
N2925C	INVERTER RELAYS, AIRCRAFT INVERTER RELAYS, AIRCRAFT	
N2925F	RELAYS, AIRCRAFT RELAYS, AIRCRAFT	
N2925J	STARTERS, ENGINE, AIRCRAFT, ELECTRICAL STARTERS, ENGINE, AIRCRAFT, ELECTRICAL	
N2930	ENGINE COOLANT SYSTEM COMPONENTS, NON-AIRCRAFT Engine Cooling System Components, Nonaircraft Includes Cooling Fans; Radiators; Water Pumps; Water Hose Assemblies; Engine Coolant Filters.	

GSIN Categories (310)		
N2930001	ENGINE COOLING SYSTEM COMPONENTS, NON-AIRCRAFT AND NON-MARINE (STANDARD COMMERCIAL) ENGINE COOLING SYSTEM COMPONENTS, NON-AIRCRAFT AND NON-MARINE (STANDARD COMMERCIAL)	
N2930AB	ENGINE COOLING SYSTEM COMPONENTS (MARINE) ENGINE COOLING SYSTEM COMPONENTS (MARINE)	
N2935	ENGINE SYSTEM COOLING COMPONENTS, AIRCRAFT PRIME MOVING ENGINE SYSTEM COOLING COMPONENTS, AIRCRAFT PRIME MOVING	
N2935A	ENGINE COOLING SYSTEM COMPONENTS, AIRCRAFT, N.E.S. ENGINE COOLING SYSTEM COMPONENTS, AIRCRAFT, N.E.S.	
N2940	ENGINE AIR AND OIL FILTERS, STRAINERS AND CLEANERS, NON- Engine Air and Oil Filters, Strainers, and Cleaners, Nonaircraft	AIRCRAFT
N2940001	ENGINE, AIR AND OIL FILTERS, STRAINERS AND CLEANERS, NON-MARINE (STANDARD COMMERCIAL) ENGINE, AIR AND OIL FILTERS, STRAINERS AND CLEANERS, NON-MARINE (STANDARD COMMERCIAL)	AIRCRAFT AND NON-AIRCRAFT AND NON-
N2940A	ENGINE AIR AND OIL FILTERS, STRAINERS, AND CLEANERS, ARMoured FIGHTING VEHICLE, S.M.P. ENGINE AIR AND OIL FILTERS, STRAINERS, AND CLEANERS, FIGHTING VEHICLE, S.M.P.	NON-AIRCRAFT, NON-AIRCRAFT, ARMoured
N2940B	ENGINE AIR AND OIL FILTERS, STRAINERS AND CLEANERS (MARINE) ENGINE AIR AND OIL FILTERS, STRAINERS AND CLEANERS (MARINE)	
N2945	ENGINE AIR AND OIL FILTERS, CLEANERS, AIRCRAFT PRIME MOVING ENGINE AIR AND OIL FILTERS, CLEANERS, AIRCRAFT PRIME MOVING	
N2945AAA	AIR CLEANERS AIR CLEANERS	
N2945AAE	AIR CLEANER ELEMENTS,INTAKE AIR CLEANER ELEMENTS,INTAKE	
N2945AAH	AIR FILTERS AIR FILTERS	
N2945ACC	CARTRIDGES,AIR FILTER CARTRIDGES,AIR FILTER	
N2945AFA	FILTERS,AIR,VACUUM FILTERS,AIR,VACUUM	
N2945AFB	FILTERS,FLUID,PRESSURE FILTERS,FLUID,PRESSURE	
N2945AFD	FILTERS,CARBURETOR,AIR FILTERS,CARBURETOR,AIR	
N2945AFE	FILTERS,OIL FILTERS,OIL	
N2945AFG	FILTER BAGS,OIL FILTER BAGS,OIL	
N2945AFN	FILTER ELEMENTS,INTAKE AIR CLEANER FILTER ELEMENTS,INTAKE AIR CLEANER	
N2945APA	PARTS KITS,FLUID PRESSURE FILTER PARTS KITS,FLUID PRESSURE FILTER	
N2945ASB	STRAINERS,SEDIMENT STRAINERS,SEDIMENT	
N2945ASH	STRAINER ELEMENTS,SEDIMENT STRAINER ELEMENTS,SEDIMENT	
N2945AVA	VACUUM FILTERS,AIR,CARBURETOR VACUUM FILTERS,AIR,CARBURETOR	
N2945BAA	AIR CLEANERS AIR CLEANERS	
N2945BAB	AIR CLEANERS,INTAKE AIR CLEANERS,INTAKE	

GSIN Categories (310)		
N2945BAC	AIR CLEANER BAFFLES AIR CLEANER BAFFLES	
N2945BAD	AIR CLEANER BOWLS AIR CLEANER BOWLS	
N2945BAE	AIR CLEANER ELEMENTS,INTAKE AIR CLEANER ELEMENTS,INTAKE	
N2945BAF	AIR CLEANER FILTER ELEMENTS,INTAKE AIR CLEANER FILTER ELEMENTS,INTAKE	
N2945BAH	AIR FILTERS AIR FILTERS	
N2945BBA	BAILS,SEDIMENT BOWL BAILS,SEDIMENT BOWL	
N2945BBC	BODI BODI	
N2945BBE	BOWLS,AIR CLEANERS,FLUID FILTER BOWLS,AIR CLEANERS,FLUID FILTER	
N2945BBG	BODIES SEDIMENT BODIES SEDIMENT	
N2945BBJ	BRACKETS,INTAKE AIR CLEANER BRACKETS,INTAKE AIR CLEANER	
N2945BCA	CARBURETOR,AIR CLEANERS CARBURETOR,AIR CLEANERS	
N2945BCC	CARTRIDGES,AIR FILTER CARTRIDGES,AIR FILTER	
N2945BCE	COVERS,FLUID FILTER COVERS,FLUID FILTER	
N2945BEA	ELEMENTS,LUBRICATING OIL FILTER ELEMENTS,LUBRICATING OIL FILTER	
N2945BEB	ELEMENTS,OIL FILTER ELEMENTS,OIL FILTER	
N2945BEC	ELEMENTS,SEDIMENT STRAINER ELEMENTS,SEDIMENT STRAINER	
N2945BFA	FILTERS,AIR VACUUM FILTERS,AIR VACUUM	
N2945BFB	FILTERS,FLUID,PRESSURE FILTERS,FLUID,PRESSURE	
N2945BFC	FILTERS,LUBRICATING OIL FILTERS,LUBRICATING OIL	
N2945BFD	FILTERS,CARBURETOR,AIR FILTERS,CARBURETOR,AIR	
N2945BFE	FILTERS,OIL FILTERS,OIL	
N2945BFG	FILTER BAGS,OIL FILTER BAGS,OIL	
N2945BFJ	FILTER BODIES,FLUID FILTER BODIES,FLUID	
N2945BFL	FILTER ELEMENTS,FLUID,PRESSURE FILTER ELEMENTS,FLUID,PRESSURE	
N2945BFM	FILTER ELEMENTS,INTAKE AIR CLEANER FILTER ELEMENTS,INTAKE AIR CLEANER	
N2945BHA	HEADS,FLUID FILTER HEADS,FLUID FILTER	
N2945BHD	HOSE,PREFORMED,ENGINE AIR CLEANER HOSE,PREFORMED,ENGINE AIR CLEANER	

GSIN Categories (310)	
N2945BPA	PARTS KITS,FLUID PRESSURE FILTER PARTS KITS,FLUID PRESSURE FILTER
N2945BPB	PARTS KITS,SEDIMENT BOWL PARTS KITS,SEDIMENT BOWL
N2945BPD	PRESSURE FILTERS,FLUID PRESSURE FILTERS,FLUID
N2945BSA	STRAINERS,OIL STRAINERS,OIL
N2945BSB	STRAINERS,SEDIMENT STRAINERS,SEDIMENT
N2945BSD	STRAINER ASSEMBLIES,OIL STRAINER ASSEMBLIES,OIL
N2945BSF	STRAINER BODIES,SEDIMENT STRAINER BODIES,SEDIMENT
N2945BSH	STRAINER ELEMENTS,SEDIMENT STRAINER ELEMENTS,SEDIMENT
N2945BSJ	STRAINER HEADS,SEDIMENT STRAINER HEADS,SEDIMENT
N2945BVA	VACUUM FILTERS,AIR,CARBURETOR VACUUM FILTERS,AIR,CARBURETOR
N2945CAA	AIR CLEANERS AIR CLEANERS
N2945CAB	AIR CLEANERS,INTAKE AIR CLEANERS,INTAKE
N2945CAC	AIR CLEANER BAFFLES AIR CLEANER BAFFLES
N2945CAD	AIR CLEANER BOWLS AIR CLEANER BOWLS
N2945CAE	AIR CLEANER ELEMENTS,INTAKE AIR CLEANER ELEMENTS,INTAKE
N2945CAF	AIR CLEANER FILTER ELEMENTS,INTAKE AIR CLEANER FILTER ELEMENTS,INTAKE
N2945CAH	AIR FILTERS AIR FILTERS
N2945CBA	BAILS,SEDIMENT BOWL BAILS,SEDIMENT BOWL
N2945CBC	BODI BODI
N2945CBE	BOWLS,AIR CLEANERS,FLUID FILTER BOWLS,AIR CLEANERS,FLUID FILTER
N2945CBF	BODIES,SEDIMENT BODIES,SEDIMENT
N2945CBJ	BRACKETS,INTAKE AIR CLEANER BRACKETS,INTAKE AIR CLEANER
N2945CCA	CARBURETOR AIR CLEANERS CARBURETOR AIR CLEANERS
N2945CCC	CARTRIDGES,AIR FILTER CARTRIDGES,AIR FILTER
N2945CCE	COVERS,FLUID FILTER COVERS,FLUID FILTER
N2945CEA	ELEMENTS,LUBRICATING OIL FILTER ELEMENTS,LUBRICATING OIL FILTER
N2945CEB	ELEMENTS,OIL FILTER ELEMENTS,OIL FILTER

GSIN Categories (310)		
N2945CEC	ELEMENTS,SEDIMENT STRAINER ELEMENTS,SEDIMENT STRAINER	
N2945CFA	FILTERS,AIR,VACUUM FILTERS,AIR,VACUUM	
N2945CFB	FILTERS,FLUID,PRESSURE FILTERS,FLUID,PRESSURE	
N2945CFC	FILTERS,LUBRICATING OIL FILTERS,LUBRICATING OIL	
N2945CFD	FILTERS,CARBURETOR,AIR FILTERS,CARBURETOR,AIR	
N2945CFG	FILTER BAGS,OIL FILTER BAGS,OIL	
N2945CFM	FILTER ELEMENTS,FLUID,PRESSURE FILTER ELEMENTS,FLUID,PRESSURE	
N2945CFN	FILTER ELEMENTS,INTAKE AIR CLEANER FILTER ELEMENTS,INTAKE AIR CLEANER	
N2945CFO	FILTER ELEMENTS,LUBRICATING OIL FILTER ELEMENTS,LUBRICATING OIL	
N2945CHA	HEADS,FLUID FILTER HEADS,FLUID FILTER	
N2945CHB	HEADS,SEDIMENT STRAINER HEADS,SEDIMENT STRAINER	
N2945CHD	HOSE,PREFORMED,ENGINE AIR CLEANER HOSE,PREFORMED,ENGINE AIR CLEANER	
N2945CPA	PARTS KITS,FLUID PRESSURE FILTER PARTS KITS,FLUID PRESSURE FILTER	
N2945CPB	PARTS KITS,SEDIMENT BOWL PARTS KITS,SEDIMENT BOWL	
N2945CPD	PRESSURE FILTERS,FLUID PRESSURE FILTERS,FLUID	
N2945CSA	STRAINEERS,OIL STRAINEERS,OIL	
N2945CSB	STRAINERS,SEDIMENT STRAINERS,SEDIMENT	
N2945CSD	STRAINER ASSEMBLIES,OIL STRAINER ASSEMBLIES,OIL	
N2945CSF	STRAINER BODIES,SEDIMENT STRAINER BODIES,SEDIMENT	
N2945CSH	STRAINER ELEMENTS,SEDIMENT STRAINER ELEMENTS,SEDIMENT	
N2945CSJ	STRAINER HEADS,SEDIMENT STRAINER HEADS,SEDIMENT	
N2945CVA	VACUUM FILTERS,AIR,CARBURETOR VACUUM FILTERS,AIR,CARBURETOR	
N2945DAA	AIR CLEANERS AIR CLEANERS	
N2945DAB	AIR CLEANERS,INTAKE AIR CLEANERS,INTAKE	
N2945DAC	AIR CLEANER BAFFLES AIR CLEANER BAFFLES	
N2945DAD	AIR CLEANER BOWLS AIR CLEANER BOWLS	
N2945DAE	AIR CLEANER ELEMENTS,INTAKE AIR CLEANER ELEMENTS,INTAKE	

GSIN Categories (310)	
N2945DAF	AIR CLEANER FILTER ELEMENTS,INTAKE AIR CLEANER FILTER ELEMENTS,INTAKE
N2945DAH	AIR FILTERS AIR FILTERS
N2945DBA	BAILS,SEDIMENT BOWL BAILS,SEDIMENT BOWL
N2945DBC	BODI BODI
N2945DBE	BOWLS,AIR CLEANERS,FLUID FILTER BOWLS,AIR CLEANERS,FLUID FILTER
N2945DBF	BODIES SEDIMENT BODIES SEDIMENT
N2945DBJ	BRACKETS,INTAKE AIR CLEANER BRACKETS,INTAKE AIR CLEANER
N2945DCA	CARBURETOR AIR CLEANERS CARBURETOR AIR CLEANERS
N2945DCC	CARTRIDGES,AIR FILTER CARTRIDGES,AIR FILTER
N2945DCE	COVERS,FLUID FILTER COVERS,FLUID FILTER
N2945DEA	ELEMENTS,LUBRICATING OIL FILTER ELEMENTS,LUBRICATING OIL FILTER
N2945DEB	ELEMENTS,OIL FILTER ELEMENTS,OIL FILTER
N2945DEC	ELEMENTS,SEDIMENT STRAINER ELEMENTS,SEDIMENT STRAINER
N2945SFE	FILTERS,OIL FILTERS,OIL
N2950	TURBOSUPERCHARGER AND COMPONENTS TURBOSUPERCHARGER AND COMPONENTS
N2950A	TURBOSUPERCHARGERS AND TURBO-BLOWERS, (MARINE) TURBOSUPERCHARGERS AND TURBO-BLOWERS, (MARINE)
N2990	ENGINE ACCESSORIES, MISCELLANEOUS, NON-AIRCRAFT Miscellaneous Engine Accessories, Nonaircraft Includes Engine Dynafocal Suspension Mounts; Engine Driven Superchargers (not integrated with engine); Starter Cranks; Engine starter Ropes; Exhaust Mufflers; Hand Inertia Starters; Air Duct Heaters; Engine Governors; Intake Mufflers; Combustion Type Starters.
N2990001	ENGINE ACCESSORIES, MISCELLANEOUS, NON-AIRCRAFT AND NON-MARINE (STANDARD COMMERCIAL) ENGINE ACCESSORIES, MISCELLANEOUS, NON-AIRCRAFT AND NON-MARINE (STANDARD COMMERCIAL)
N2990A	ENGINE ACCESSORIES, MISCELLANEOUS ENGINE ACCESSORIES, MISCELLANEOUS
N2990AB	ENGINE ACCESSORIES, MISCELLANEOUS, MARINE ENGINE ACCESSORIES, MISCELLANEOUS, MARINE
N2990B	MUFFLERS, EXHAUST MUFFLERS, EXHAUST
N2990C	HEATERS, ENGINE, GASOLINE OR DIESEL OPERATED HEATERS, ENGINE, GASOLINE OR DIESEL OPERATED
N2990CB	HEATERS, ENGINE, GASOLINE OR DIESEL OPERATED, MARINE HEATERS, ENGINE, GASOLINE OR DIESEL OPERATED, MARINE
N2990D	EXHAUST PIPES AND TAIL PIPES EXHAUST PIPES AND TAIL PIPES

GSIN Categories (310)		
N2990DA	EXHAUST PIPES AND TAIL PIPES, EXCEPT MARINE, GROUND EFFECT AND ARMoured FIGHTING VEHICLES EXHAUST PIPES AND TAIL PIPES, EXCEPT MARINE, GROUND EFFECT AND ARMoured FIGHTING VEHICLES	
N2990DB	INLET AND EXHAUST PIPES, MARINE INLET AND EXHAUST PIPES, MARINE	
N2990DC	INLET AND EXHAUST PIPES, MARINE, INSULATION BLANKETS, CUSTOM MADE INLET AND EXHAUST PIPES, MARINE, INSULATION BLANKETS, CUSTOM MADE	
N2990FA	MISCELLANEOUS ENGINE ACCESSORIES, NON-AIRCRAFT, N.E.S., VEHICLE, S.M.P. MISCELLANEOUS ENGINE ACCESSORIES, NON-AIRCRAFT, N.E.S., VEHICLE, S.M.P.	ARMoured FIGHTING ARMoured FIGHTING
N2995	MISCELLANEOUS ENGINE ACCESSORIES, AIRCRAFT Miscellaneous Engine Accessories, Aircraft Includes Engine Dynafocal Suspension Mounts; Engine Cowling Mounts; Engine Mounted Control Assemblies; Pneumatic Starters; Control Assemblies; Push-Pull; Specially designed Jet Engine Oil, Air, Anti-icing and Hydraulic Regulators, Valves, and Pumps; Combusion Type Starters; Miscellaneous Accessories for Prime Mover type Guided Missile.	
N2995A	MISCELLANEOUS ENGINE ACCESSORIES, AIRCRAFT, N.E.S. MISCELLANEOUS ENGINE ACCESSORIES, AIRCRAFT, N.E.S.	
N2995C	CYLINDERS, HYDRAULIC ACCUMULATORS, AIRCRAFT ENGINE CYLINDERS, HYDRAULIC ACCUMULATORS, AIRCRAFT ENGINE	
N2995D	HYDRAULIC CONTROL ASSEMBLIES, AIRCRAFT ENGINE HYDRAULIC CONTROL ASSEMBLIES, AIRCRAFT ENGINE	
MERX Category (1)		
G	Goods Goods	
G22	Miscellaneous Goods Miscellaneous Goods	
UNSPSC Category (1)		
78000000	Transportation and Storage and Mail Services	
78180000	Transportation repair or maintenance services	
78180100	Vehicle maintenance and repair services	

OPEN

OEM Automotive Parts and Supplies

Sourcewell, a State of Minnesota local government agency and service cooperative, is requesting proposals for OEM Automotive Parts and Supplies to result in a contracting solution for use by its Participating Entities. Sourcewell Participating Entities include thousands of governmental, higher education, K-12 education, nonprofit, tribal government, and other public agencies located in the United States and Canada. A full copy of the Request for Proposals can be found on the Sourcewell Procurement Portal [<https://portal.sourcewell-mn.gov>]. Only proposals submitted through the Sourcewell Procurement Portal will be considered. Proposals are due no later than October 15, 2020, at 4:30 p.m. Central Time, and late proposals will not be considered.

Important Dates

Pre-Proposal Conference:
September 16, 2020 at 10:00 am CDT

Proposals Due:
October 15, 2020 at 4:30 pm CDT

To obtain a copy of the complete RFP, ask questions related to the RFP, or submit a proposal, please use the link below.

[Sourcewell Procurement Portal](#) 

Solicitation Setting

- ☒ Invite Bidders
- ☐ No
- ☒ Evaluate Response online
- ☐ No
- ☒ Internal Approval
- ☐ No
- ☒ Enable Collaboration with other Users
- ☐ No

Solicitation Details

Mandatory Information

Solicitation Type	RFP	Solicitation Number	101520
Solicitation Name	OEM Automotive Parts and Supplies	Procurement Type	Goods , Services
Country & Province/State	Canada / Ontario	Published By	Sourcewell
Accept Questions	Not Applicable		

Internal Information (For Internal Use Only)

Procurement Title/Project Name	101520 OEM Automotive Parts
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Advertisement

Basic Settings


Solicitation Type	Open to all suppliers	Estimated Contract Amount	\$80,000,000.00
Publish Date	08/27/2020	Closing Date & Time	10/15/2020 16:30:00 CT
Publish Option		Value Range for this Solicitation	10,000,001 over

Selected Categories

Automotive/ Industrial	
Tools/ Supplies/ Parts	Automotive/aircraft parts/tools/lifts, etc., machine shop tools, anti-freeze, parts, car wash drive through system, pick-up caps, hoists etc



Solicitation Overview



Formerly NJPA

OEM Automotive Parts and Supplies

101520

Closing Date: 10/15/2020 04:30:00 PM CT

Detail:

Sourcewell, a State of Minnesota local government agency and service cooperative, is requesting proposals for OEM Automotive Parts and Supplies to result in a contracting solution for use by its Participating Entities. Sourcewell Participating Entities include thousands of governmental, higher education, K-12 education, nonprofit, tribal government, and other public agencies located in the United States and Canada. A full copy of the Request for Proposals can be found on the Sourcewell Procurement Portal [<https://proportal.sourcewell-mn.gov>]. Only proposals submitted through the Sourcewell Procurement Portal will be considered. Proposals are due no later than October 15, 2020, at 4:30 p.m. Central Time, and late proposals will not be considered.

Additional Recipients

Once the posting is approved, an e-mail will be sent to the following recipient(s).

Email Address

carol.jackson@sourcewell-mn.gov

AFFIDAVIT OF PUBLICATION

DJC



11 NE Martin Luther King Jr. Blvd. Suite 201 / Portland, OR 97232-3579
(503) 226-1311

STATE OF OREGON, COUNTY OF MULTNOMAH--ss.

I, **Nick Bjork**, being first duly sworn, depose and say that I am a **Publisher** of the **Daily Journal of Commerce**, a newspaper of general circulation in the counties of CLACKAMAS, MULTNOMAH, and WASHINGTON as defined by ORS 193.010 and 193.020; published at Portland in the aforesaid County and State; that I know from my personal knowledge that the Goods and Services notice described as

Case Number: NOT PROVIDED

OEM Automotive Parts and Supplies

Sourcewell; Bid Location Staples, MN, Todd County; Due 10/15/2020 at 04:30 PM

a printed copy of which is hereto annexed, was published in the entire issue of said newspaper for 1 time(s) in the following issues:

8/28/2020

State of Oregon
County of Multnomah

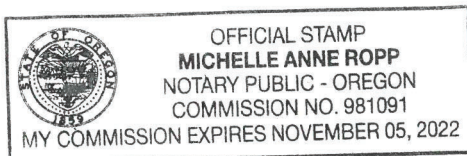
SIGNED OR ATTESTED BEFORE ME
ON THE **28th** DAY OF **August**, 2020

Nick Bjork

Nick Bjork

Michelle Anne Ropp

Notary Public-State of Oregon



**SOURCEWELL
OEM AUTOMOTIVE PARTS AND
SUPPLIES**

**Proposals Due 4:30 pm,
October 15, 2020**

REQUEST FOR PROPOSALS

Sourcewell, a State of Minnesota local government agency and service cooperative, is requesting proposals for OEM Automotive Parts and Supplies to result in a contracting solution for use by its Participating Entities. Sourcewell Participating Entities include thousands of governmental, higher education, K-12 education, nonprofit, tribal government, and other public agencies located in the United States and Canada. A full copy of the Request for Proposals can be found on the Sourcewell Procurement Portal [<https://proportal.sourcewell-mn.gov>]. Only proposals submitted through the Sourcewell Procurement Portal will be

considered. Proposals are due no later than October 15, 2020, at 4:30 p.m. Central Time, and late proposals will not be considered.

Published Aug. 28, 2020. 11913174

Carol Jackson
Sourcewell
202 12th St NE
Staples, MN 56479-2438

Order No.: 11913174
Client Reference No:



The New York State Contract Reporter

*NYS' official source of contracting opportunities
Bringing business and government together*

141

This document printed
Wednesday, 08/26/2020

Contracting Opportunity

* * * This ad has not been published. It has been reviewed and pending publication. * * *

Title: OEM Automotive Parts and Supplies

Agency: Sourcewell

Division: Procurement Department

Contract Number: 101520

Contract Term: 4 years, with potential 1 year extension

Date of Issue: 08/27/2020

Due Date/Time: 10/15/2020 4:30 PM
Central Time

County(ies): All NYS counties

Classification: Vehicles & Equipment - *Commodities*

Opportunity Type: General

Entered By: Chris Robinson

Description: Sourcewell, a State of Minnesota local government agency and service cooperative, is requesting proposals for OEM Automotive Parts and Supplies to result in a contracting solution for use by its Participating Entities. Sourcewell Participating Entities include thousands of governmental, higher education, K-12 education, nonprofit, tribal government, and other public agencies located in the United States and Canada. A full copy of the Request for Proposals can be found on the Sourcewell Procurement Portal [<https://proportal.sourcewell-mn.gov>]. Only proposals submitted through the Sourcewell Procurement Portal will be considered. Proposals are due no later than October 15, 2020, at 4:30 p.m. Central Time, and late proposals will not be considered.

Service-Disabled Veteran-Owned Set Aside: No

Contact Information

Primary contact: Sourcewell
Procurement Department
James Voelker
Procurement Lead Analyst
202 12th Street NE
P.O. Box 219
Staples, MN 56479
United States
Ph: 218-895-4191
james.voelker@sourcewell-mn.gov

Submit to contact: Sourcewell
Procurement Department
James Voelker
Procurement Lead Analyst
202 12th Street NE
P.O. Box 219
Staples, MN 56479
United States
Ph: 218-895-4191
james.voelker@sourcewell-mn.gov

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**Solicitation Number: RFP #101520****CONTRACT**

This Contract is between Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and Elliott Auto Supply Co., Inc., dba Factory Motor Parts, 1380 Corporate Center Curve, Eagan, MN 55121 (Vendor).

Sourcewell is a State of Minnesota local government agency and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that offers cooperative procurement solutions to government entities. Participation is open to federal, state/province, and municipal governmental entities, higher education, K-12 education, nonprofit, tribal government, and other public entities located in the United States and Canada.

Vendor desires to contract with Sourcewell to provide equipment, products, or services to Sourcewell and the entities that access Sourcewell's cooperative purchasing contracts (Participating Entities).

1. TERM OF CONTRACT

- A. **EFFECTIVE DATE.** This Contract is effective upon the date of the final signature below.
- B. **EXPIRATION DATE AND EXTENSION.** This Contract expires December 14, 2024, unless it is cancelled sooner pursuant to Article 24. This Contract may be extended up to one additional one-year period upon request of Sourcewell and with written agreement by Vendor.
- C. **SURVIVAL OF TERMS.** Articles 11 through 16 survive the expiration or cancellation of this Contract.

2. EQUIPMENT, PRODUCTS, OR SERVICES

- A. **EQUIPMENT, PRODUCTS, OR SERVICES.** Vendor will provide the Equipment, Products, or Services as stated in its Proposal submitted under the Solicitation Number listed above. Vendor's Equipment, Products, or Services Proposal (Proposal) is attached and incorporated into this Contract.

All Equipment and Products provided under this Contract must be new/current model. Vendor may offer close-out or refurbished Equipment or Products if they are clearly indicated in

Vendor's product and pricing list. Unless agreed to by the Participating Entities in advance, Equipment or Products must be delivered as operational to the Participating Entity's site.

This Contract offers an indefinite quantity of sales, and while substantial volume is anticipated, sales and sales volume are not guaranteed.

B. **WARRANTY.** Vendor warrants that all Equipment, Products, and Services furnished are free from liens and encumbrances, and are free from defects in design, materials, and workmanship. In addition, Vendor warrants the Equipment, Products, and Services are suitable for and will perform in accordance with the ordinary use for which they are intended. Vendor's dealers and distributors must agree to assist the Participating Entity in reaching a resolution in any dispute over warranty terms with the manufacturer. Any manufacturer's warranty that is effective past the expiration of the Vendor's warranty will be passed on to the Participating Entity.

C. **DEALERS, DISTRIBUTORS, AND/OR RESELLERS.** Upon Contract execution, Vendor will make available to Sourcewell a means to validate or authenticate Vendor's authorized dealers, distributors, and/or resellers relative to the Equipment, Products, and Services related to this Contract. This list may be updated from time-to-time and is incorporated into this Contract by reference. It is the Vendor's responsibility to ensure Sourcewell receives the most current version of this list.

3. PRICING

All Equipment, Products, or Services under this Contract will be priced as stated in Vendor's Proposal.

When providing pricing quotes to Participating Entities, all pricing quoted must reflect a Participating Entity's total cost of acquisition. This means that the quoted cost is for delivered Equipment, Products, and Services that are operational for their intended purpose, and includes all costs to the Participating Entity's requested delivery location.

Regardless of the payment method chosen by the Participating Entity, the total cost associated with any purchase option of the Equipment, Products, or Services must always be disclosed in the pricing quote to the applicable Participating Entity at the time of purchase.

A. **SHIPPING AND SHIPPING COSTS.** All delivered Equipment and Products must be properly packaged. Damaged Equipment and Products may be rejected. If the damage is not readily apparent at the time of delivery, Vendor must permit the Equipment and Products to be returned within a reasonable time at no cost to Sourcewell or its Participating Entities. Participating Entities reserve the right to inspect the Equipment and Products at a reasonable time after delivery where circumstances or conditions prevent effective inspection of the Equipment and Products at the time of delivery.

Vendor must arrange for and pay for the return shipment on Equipment and Products that arrive in a defective or inoperable condition.

Sourcwell may declare the Vendor in breach of this Contract if the Vendor intentionally delivers substandard or inferior Equipment or Products. In the event of the delivery of nonconforming Equipment and Products, the Participating Entity will notify the Vendor as soon as possible and the Vendor will replace nonconforming Equipment and Products with conforming Equipment and Products that are acceptable to the Participating Entity.

B. SALES TAX. Each Participating Entity is responsible for supplying the Vendor with valid tax-exemption certification(s). When ordering, a Participating Entity must indicate if it is a tax-exempt entity.

C. HOT LIST PRICING. At any time during this Contract, Vendor may offer a specific selection of Equipment, Products, or Services at discounts greater than those listed in the Contract. When Vendor determines it will offer Hot List Pricing, it must be submitted electronically to Sourcwell in a line-item format. Equipment, Products, or Services may be added or removed from the Hot List at any time through a Sourcwell Price and Product Change Form as defined in Article 4 below.

Hot List program and pricing may also be used to discount and liquidate close-out and discontinued Equipment and Products as long as those close-out and discontinued items are clearly identified as such. Current ordering process and administrative fees apply. Hot List Pricing must be published and made available to all Participating Entities.

4. PRODUCT AND PRICING CHANGE REQUESTS

Vendor may request Equipment, Product, or Service changes, additions, or deletions at any time. All requests must be made in writing by submitting a signed Sourcwell Price and Product Change Request Form to the assigned Sourcwell Contract Administrator. This form is available from the assigned Sourcwell Contract Administrator. At a minimum, the request must:

- Identify the applicable Sourcwell contract number;
- Clearly specify the requested change;
- Provide sufficient detail to justify the requested change;
- Individually list all Equipment, Products, or Services affected by the requested change, along with the requested change (e.g., addition, deletion, price change); and
- Include a complete restatement of pricing documentation in Microsoft Excel with the effective date of the modified pricing, or product addition or deletion. The new pricing restatement must include all Equipment, Products, and Services offered, even for those items where pricing remains unchanged.

A fully executed Sourcewell Price and Product Request Form will become an amendment to this Contract and be incorporated by reference.

5. PARTICIPATION, CONTRACT ACCESS, AND PARTICIPATING ENTITY REQUIREMENTS

A. PARTICIPATION. Sourcewell's cooperative contracts are available and open to public and nonprofit entities across the United States and Canada; such as federal, state/province, municipal, K-12 and higher education, tribal government, and other public entities.

The benefits of this Contract should be available to all Participating Entities that can legally access the Equipment, Products, or Services under this Contract. A Participating Entity's authority to access this Contract is determined through its cooperative purchasing, interlocal, or joint powers laws. Any entity accessing benefits of this Contract will be considered a Service Member of Sourcewell during such time of access. Vendor understands that a Participating Entity's use of this Contract is at the Participating Entity's sole convenience and Participating Entities reserve the right to obtain like Equipment, Products, or Services from any other source.

Vendor is responsible for familiarizing its sales and service forces with Sourcewell contract use eligibility requirements and documentation and will encourage potential participating entities to join Sourcewell. Sourcewell reserves the right to add and remove Participating Entities to its roster during the term of this Contract.

B. PUBLIC FACILITIES. Vendor's employees may be required to perform work at government-owned facilities, including schools. Vendor's employees and agents must conduct themselves in a professional manner while on the premises, and in accordance with Participating Entity policies and procedures, and all applicable laws.

6. PARTICIPATING ENTITY USE AND PURCHASING

A. ORDERS AND PAYMENT. To access the contracted Equipment, Products, or Services under this Contract, a Participating Entity must clearly indicate to Vendor that it intends to access this Contract; however, order flow and procedure will be developed jointly between Sourcewell and Vendor. Typically, a Participating Entity will issue an order directly to Vendor. If a Participating Entity issues a purchase order, it may use its own forms, but the purchase order should clearly note the applicable Sourcewell contract number. All Participating Entity orders under this Contract must be issued prior to expiration of this Contract; however, Vendor performance, Participating Entity payment, and any applicable warranty periods or other Vendor or Participating Entity obligations may extend beyond the term of this Contract.

Vendor's acceptable forms of payment are included in Attachment A. Participating Entities will be solely responsible for payment and Sourcewell will have no liability for any unpaid invoice of any Participating Entity.

B. **ADDITIONAL TERMS AND CONDITIONS/PARTICIPATING ADDENDUM.** Additional terms and conditions to a purchase order may be negotiated between a Participating Entity and Vendor, such as job or industry-specific requirements, legal requirements (e.g., affirmative action or immigration status requirements), or specific local policy requirements. Some Participating Entities may require the use of a Participating Addendum; the terms of which will be worked out directly between the Participating Entity and the Vendor. Any negotiated additional terms and conditions must never be less favorable to the Participating Entity than what is contained in this Contract.

C. **PERFORMANCE BOND.** If requested by a Participating Entity, Vendor will provide a performance bond that meets the requirements set forth in the Participating Entity's order.

D. **SPECIALIZED SERVICE REQUIREMENTS.** In the event that the Participating Entity requires service or specialized performance requirements (such as e-commerce specifications, specialized delivery requirements, or other specifications and requirements) not addressed in this Contract, the Participating Entity and the Vendor may enter into a separate, standalone agreement, apart from this Contract. Sourcwell, including its agents and employees, will not be made a party to a claim for breach of such agreement.

E. **TERMINATION OF ORDERS.** Participating Entities may terminate an order, in whole or in part, immediately upon notice to Vendor in the event of any of the following events:

1. The Participating Entity fails to receive funding or appropriation from its governing body at levels sufficient to pay for the goods to be purchased;
2. Federal, state, or provincial laws or regulations prohibit the purchase or change the Participating Entity's requirements; or
3. Vendor commits any material breach of this Contract or the additional terms agreed to between the Vendor and a Participating Entity.

F. **GOVERNING LAW AND VENUE.** The governing law and venue for any action related to a Participating Entity's order will be determined by the Participating Entity making the purchase.

7. CUSTOMER SERVICE

A. **PRIMARY ACCOUNT REPRESENTATIVE.** Vendor will assign an Account Representative to Sourcwell for this Contract and must provide prompt notice to Sourcwell if that person is changed. The Account Representative will be responsible for:

- Maintenance and management of this Contract;
- Timely response to all Sourcwell and Participating Entity inquiries; and
- Business reviews to Sourcwell and Participating Entities, if applicable.

B. BUSINESS REVIEWS. Vendor must perform a minimum of one business review with Sourcewell per contract year. The business review will cover sales to Participating Entities, pricing and contract terms, administrative fees, supply issues, customer issues, and any other necessary information.

8. REPORT ON CONTRACT SALES ACTIVITY AND ADMINISTRATIVE FEE PAYMENT

A. CONTRACT SALES ACTIVITY REPORT. Each calendar quarter, Vendor must provide a contract sales activity report (Report) to the Sourcewell Contract Administrator assigned to this Contract. A Report must be provided regardless of the number or amount of sales during that quarter (i.e., if there are no sales, Vendor must submit a report indicating no sales were made).

The Report must contain the following fields:

- Customer Name (e.g., City of Staples Highway Department);
- Customer Physical Street Address;
- Customer City;
- Customer State/Province;
- Customer Zip Code;
- Customer Contact Name;
- Customer Contact Email Address;
- Customer Contact Telephone Number;
- Sourcewell Assigned Entity/Participating Entity Number;
- Item Purchased Description;
- Item Purchased Price;
- Sourcewell Administrative Fee Applied; and
- Date Purchase was invoiced/sale was recognized as revenue by Vendor.

B. ADMINISTRATIVE FEE. In consideration for the support and services provided by Sourcewell, the Vendor will pay an administrative fee to Sourcewell on all Equipment, Products, and Services provided to Participating Entities. The Administrative Fee must be included in, and not added to, the pricing. Vendor may not charge Participating Entities more than the contracted price to offset the Administrative Fee.

The Vendor will submit a check payable to Sourcewell for one percent (1%) multiplied by the total sales of all Equipment, Products, and Services purchased by Participating Entities under this Contract during each calendar quarter. Payments should note the Sourcewell-assigned contract number in the memo and must be mailed to the address above "Attn: Accounts Receivable." Payments must be received no later than 45 calendar days after the end of each calendar quarter.

Vendor agrees to cooperate with Sourcewell in auditing transactions under this Contract to ensure that the administrative fee is paid on all items purchased under this Contract.

In the event the Vendor is delinquent in any undisputed administrative fees, Sourcewell reserves the right to cancel this Contract and reject any proposal submitted by the Vendor in any subsequent solicitation. In the event this Contract is cancelled by either party prior to the Contract's expiration date, the administrative fee payment will be due no more than 30 days from the cancellation date.

9. AUTHORIZED REPRESENTATIVE

Sourcewell's Authorized Representative is its Chief Procurement Officer.

Vendor's Authorized Representative is the person named in the Vendor's Proposal. If Vendor's Authorized Representative changes at any time during this Contract, Vendor must promptly notify Sourcewell in writing.

10. ASSIGNMENT, AMENDMENTS, WAIVER, AND CONTRACT COMPLETE

A. **ASSIGNMENT.** Neither the Vendor nor Sourcewell may assign or transfer any rights or obligations under this Contract without the prior consent of the parties and a fully executed assignment agreement. Such consent will not be unreasonably withheld.

B. **AMENDMENTS.** Any amendment to this Contract must be in writing and will not be effective until it has been fully executed by the parties.

C. **WAIVER.** If either party fails to enforce any provision of this Contract, that failure does not waive the provision or the right to enforce it.

D. **CONTRACT COMPLETE.** This Contract contains all negotiations and agreements between Sourcewell and Vendor. No other understanding regarding this Contract, whether written or oral, may be used to bind either party.

E. **RELATIONSHIP OF THE PARTIES.** The relationship of the parties is one of independent contractors, each free to exercise judgment and discretion with regard to the conduct of their respective businesses. This Contract does not create a partnership, joint venture, or any other relationship such as master-servant, or principal-agent.

11. LIABILITY

Vendor must indemnify, save, and hold Sourcewell and its Participating Entities, including their agents and employees, harmless from any claims or causes of action, including attorneys' fees, arising out of the performance of this Contract by the Vendor or its agents or employees; this indemnification includes injury or death to person(s) or property alleged to have been caused

by some defect in the Equipment, Products, or Services under this Contract to the extent the Equipment, Product, or Service has been used according to its specifications.

12. AUDITS

Sourcwell reserves the right to review the books, records, documents, and accounting procedures and practices of the Vendor relevant to this Contract for a minimum of 6 years from the end of this Contract. This clause extends to Participating Entities as it relates to business conducted by that Participating Entity under this Contract.

13. GOVERNMENT DATA PRACTICES

Vendor and Sourcwell must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by or provided to Sourcwell under this Contract and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Vendor under this Contract.

If the Vendor receives a request to release the data referred to in this article, the Vendor must immediately notify Sourcwell and Sourcwell will assist with how the Vendor should respond to the request.

14. INDEMNIFICATION

As applicable, Vendor agrees to indemnify and hold harmless Sourcwell and its Participating Entities against any and all suits, claims, judgments, and costs instituted or recovered against Sourcwell or Participating Entities by any person on account of the use of any Equipment or Products by Sourcwell or its Participating Entities supplied by Vendor in violation of applicable patent or copyright laws.

15. INTELLECTUAL PROPERTY, PUBLICITY, MARKETING, AND ENDORSEMENT

A. INTELLECTUAL PROPERTY

1. *Grant of License.* During the term of this Contract:
 - a. Sourcwell grants to Vendor a royalty-free, worldwide, non-exclusive right and license to use the Trademark(s) provided to Vendor by Sourcwell in advertising and promotional materials for the purpose of marketing Sourcwell's relationship with Vendor.
 - b. Vendor grants to Sourcwell a royalty-free, worldwide, non-exclusive right and license to use Vendor's Trademarks in advertising and promotional materials for the purpose of marketing Vendor's relationship with Sourcwell.
2. *Limited Right of Sublicense.* The right and license granted herein includes a limited right of each party to grant sublicenses to its and their respective distributors, marketing representatives, and agents (collectively "Permitted Sublicensees") in advertising and

promotional materials for the purpose of marketing the Parties' relationship to Participating Entities. Any sublicense granted will be subject to the terms and conditions of this Article. Each party will be responsible for any breach of this Article by any of their respective sublicensees.

3. Use; Quality Control.

- a. Sourcewell must not alter Vendor's Trademarks from the form provided by Vendor and must comply with Vendor's removal requests as to specific uses of its trademarks or logos.
- b. Vendor must not alter Sourcewell's Trademarks from the form provided by Sourcewell and must comply with Sourcewell's removal requests as to specific uses of its trademarks or logos.
- c. Each party agrees to use, and to cause its Permitted Sublicensees to use, the other party's Trademarks only in good faith and in a dignified manner consistent with such party's use of the Trademarks. Upon written notice to the breaching party, the breaching party has 30 days of the date of the written notice to cure the breach or the license will be terminated.

4. Termination. Upon the termination of this Contract for any reason, each party, including Permitted Sublicensees, will have 30 days to remove all Trademarks from signage, websites, and the like bearing the other party's name or logo (excepting Sourcewell's pre-printed catalog of vendors which may be used until the next printing). Vendor must return all marketing and promotional materials, including signage, provided by Sourcewell, or dispose of it according to Sourcewell's written directions.

B. **PUBLICITY.** Any publicity regarding the subject matter of this Contract must not be released without prior written approval from the Authorized Representatives. Publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Vendor individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Contract.

C. **MARKETING.** Any direct advertising, marketing, or offers with Participating Entities must be approved by Sourcewell. Materials should be sent to the Sourcewell Contract Administrator assigned to this Contract.

D. **ENDORSEMENT.** The Vendor must not claim that Sourcewell endorses its Equipment, Products, or Services.

16. GOVERNING LAW, JURISDICTION, AND VENUE

Minnesota law governs this Contract. Venue for all legal proceedings out of this Contract, or its breach, must be in the appropriate state court in Todd County or federal court in Fergus Falls, Minnesota.

17. FORCE MAJEURE

Neither party to this Contract will be held responsible for delay or default caused by acts of God or other conditions that are beyond that party's reasonable control. A party defaulting under this provision must provide the other party prompt written notice of the default.

18. SEVERABILITY

If any provision of this Contract is found to be illegal, unenforceable, or void then both Sourcewell and Vendor will be relieved of all obligations arising under such provisions. If the remainder of this Contract is capable of performance, it will not be affected by such declaration or finding and must be fully performed.

19. PERFORMANCE, DEFAULT, AND REMEDIES

A. **PERFORMANCE.** During the term of this Contract, the parties will monitor performance and address unresolved contract issues as follows:

1. *Notification.* The parties must promptly notify each other of any known dispute and work in good faith to resolve such dispute within a reasonable period of time. If necessary, Sourcewell and the Vendor will jointly develop a short briefing document that describes the issue(s), relevant impact, and positions of both parties.
2. *Escalation.* If parties are unable to resolve the issue in a timely manner, as specified above, either Sourcewell or Vendor may escalate the resolution of the issue to a higher level of management. The Vendor will have 30 calendar days to cure an outstanding issue.
3. *Performance while Dispute is Pending.* Notwithstanding the existence of a dispute, the Vendor must continue without delay to carry out all of its responsibilities under the Contract that are not affected by the dispute. If the Vendor fails to continue without delay to perform its responsibilities under the Contract, in the accomplishment of all undisputed work, any additional costs incurred by Sourcewell and/or its Participating Entities as a result of such failure to proceed will be borne by the Vendor.

B. **DEFAULT AND REMEDIES.** Either of the following constitutes cause to declare this Contract, or any Participating Entity order under this Contract, in default:

1. Nonperformance of contractual requirements, or
2. A material breach of any term or condition of this Contract.

Written notice of default and a reasonable opportunity to cure must be issued by the party claiming default. Time allowed for cure will not diminish or eliminate any liability for liquidated or other damages. If the default remains after the opportunity for cure, the non-defaulting party may:

- Exercise any remedy provided by law or equity, or
- Terminate the Contract or any portion thereof, including any orders issued against the Contract.

20. INSURANCE

A. REQUIREMENTS. At its own expense, Vendor must maintain insurance policy(ies) in effect at all times during the performance of this Contract with insurance company(ies) licensed or authorized to do business in the State of Minnesota having an "AM BEST" rating of A- or better, with coverage and limits of insurance not less than the following:

1. *Workers' Compensation and Employer's Liability.*

Workers' Compensation: As required by any applicable law or regulation.

Employer's Liability Insurance: must be provided in amounts not less than listed below:

Minimum limits:

\$500,000 each accident for bodily injury by accident

\$500,000 policy limit for bodily injury by disease

\$500,000 each employee for bodily injury by disease

2. *Commercial General Liability Insurance.* Vendor will maintain insurance covering its operations, with coverage on an occurrence basis, and must be subject to terms no less broad than the Insurance Services Office ("ISO") Commercial General Liability Form CG0001 (2001 or newer edition), or equivalent. At a minimum, coverage must include liability arising from premises, operations, bodily injury and property damage, independent contractors, products-completed operations including construction defect, contractual liability, blanket contractual liability, and personal injury and advertising injury. All required limits, terms and conditions of coverage must be maintained during the term of this Contract.

Minimum Limits:

\$1,000,000 each occurrence Bodily Injury and Property Damage

\$1,000,000 Personal and Advertising Injury

\$2,000,000 aggregate for Products-Completed operations

\$2,000,000 general aggregate

3. *Commercial Automobile Liability Insurance.* During the term of this Contract, Vendor will maintain insurance covering all owned, hired, and non-owned automobiles in limits of liability not less than indicated below. The coverage must be subject to terms no less broad than ISO Business Auto Coverage Form CA 0001 (2010 edition or newer), or equivalent.

Minimum Limits:

\$1,000,000 each accident, combined single limit

4. *Umbrella Insurance.* During the term of this Contract, Vendor will maintain umbrella coverage over Workers' Compensation, Commercial General Liability, and Commercial Automobile.

Minimum Limits:
\$2,000,000

5. *Network Security and Privacy Liability Insurance.* During the term of this Contract, Vendor will maintain coverage for network security and privacy liability. The coverage may be endorsed on another form of liability coverage or written on a standalone policy. The insurance must cover claims which may arise from failure of Vendor's security resulting in, but not limited to, computer attacks, unauthorized access, disclosure of not public data – including but not limited to, confidential or private information, transmission of a computer virus, or denial of service.

Minimum limits:
\$2,000,000 per occurrence
\$2,000,000 annual aggregate

Failure of Vendor to maintain the required insurance will constitute a material breach entitling Sourcewell to immediately terminate this Contract for default.

B. CERTIFICATES OF INSURANCE. Prior to commencing under this Contract, Vendor must furnish to Sourcewell a certificate of insurance, as evidence of the insurance required under this Contract. Prior to expiration of the policy(ies), renewal certificates must be mailed to Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 or sent to the Sourcewell Contract Administrator assigned to this Contract. The certificates must be signed by a person authorized by the insurer(s) to bind coverage on their behalf.

Failure to request certificates of insurance by Sourcewell, or failure of Vendor to provide certificates of insurance, in no way limits or relieves Vendor of its duties and responsibilities in this Contract.

C. ADDITIONAL INSURED ENDORSEMENT AND PRIMARY AND NON-CONTRIBUTORY INSURANCE CLAUSE. Vendor agrees to list Sourcewell and its Participating Entities, including their officers, agents, and employees, as an additional insured under the Vendor's commercial general liability insurance policy with respect to liability arising out of activities, "operations," or "work" performed by or on behalf of Vendor, and products and completed operations of Vendor. The policy provision(s) or endorsement(s) must further provide that coverage is primary and not excess over or contributory with any other valid, applicable, and collectible insurance or self-insurance in force for the additional insureds.

D. WAIVER OF SUBROGATION. Vendor waives and must require (by endorsement or otherwise) all its insurers to waive subrogation rights against Sourcewell and other additional insureds for losses paid under the insurance policies required by this Contract or other

insurance applicable to the Vendor or its subcontractors. The waiver must apply to all deductibles and/or self-insured retentions applicable to the required or any other insurance maintained by the Vendor or its subcontractors. Where permitted by law, Vendor must require similar written express waivers of subrogation and insurance clauses from each of its subcontractors.

E. UMBRELLA/EXCESS LIABILITY/SELF-INSURED RETENTION. The limits required by this Contract can be met by either providing a primary policy or in combination with umbrella/excess liability policy(ies), or self-insured retention.

21. COMPLIANCE

A. LAWS AND REGULATIONS. All Equipment, Products, or Services provided under this Contract must comply fully with applicable federal laws and regulations, and with the laws in the states and provinces in which the Equipment, Products, or Services are sold.

B. LICENSES. Vendor must maintain a valid and current status on all required federal, state/provincial, and local licenses, bonds, and permits required for the operation of the business that the Vendor conducts with Sourcwell and Participating Entities.

22. BANKRUPTCY, DEBARMENT, OR SUSPENSION CERTIFICATION

Vendor certifies and warrants that it is not in bankruptcy or that it has previously disclosed in writing certain information to Sourcwell related to bankruptcy actions. If at any time during this Contract Vendor declares bankruptcy, Vendor must immediately notify Sourcwell in writing.

Vendor certifies and warrants that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Vendor certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this Contract. Vendor further warrants that it will provide immediate written notice to Sourcwell if this certification changes at any time.

23. PROVISIONS FOR NON-UNITED STATES FEDERAL ENTITY PROCUREMENTS UNDER UNITED STATES FEDERAL AWARDS OR OTHER AWARDS

Participating Entities that use United States federal grant or FEMA funds to purchase goods or services from this Contract may be subject to additional requirements including the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 C.F.R. § 200. Participating Entities may also require additional requirements based on specific funding specifications. Within this Article, all

references to “federal” should be interpreted to mean the United States federal government. The following list only applies when a Participating Entity accesses Vendor’s Equipment, Products, or Services with United States federal funds.

A. **EQUAL EMPLOYMENT OPPORTUNITY.** Except as otherwise provided under 41 C.F.R. § 60, all contracts that meet the definition of “federally assisted construction contract” in 41 C.F.R. § 60-1.3 must include the equal opportunity clause provided under 41 C.F.R. §60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 C.F.R. §, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 C.F.R. § 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.” The equal opportunity clause is incorporated herein by reference.

B. **DAVIS-BACON ACT, AS AMENDED (40 U.S.C. § 3141-3148).** When required by federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. § 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 C.F.R. § 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-federal entity must report all suspected or reported violations to the federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations (29 C.F.R. § 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-federal entity must report all suspected or reported violations to the federal awarding agency. Vendor must be in compliance with all applicable Davis-Bacon Act provisions.

C. **CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. § 3701-3708).** Where applicable, all contracts awarded by the non-federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations (29 C.F.R. § 5). Under 40 U.S.C. § 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of

not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. § 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence. This provision is hereby incorporated by reference into this Contract. Vendor certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Vendor must comply with applicable requirements as referenced above.

D. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT. If the federal award meets the definition of “funding agreement” under 37 C.F.R. § 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 C.F.R. § 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency. Vendor certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Vendor must comply with applicable requirements as referenced above.

E. CLEAN AIR ACT (42 U.S.C. § 7401-7671Q.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. § 1251-1387). Contracts and subgrants of amounts in excess of \$150,000 require the non-federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. § 7401- 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). Vendor certifies that during the term of this Contract will comply with applicable requirements as referenced above.

F. DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12689). A contract award (see 2 C.F.R. § 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 C.F.R. §180 that implement Executive Orders 12549 (3 C.F.R. § 1986 Comp., p. 189) and 12689 (3 C.F.R. § 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Vendor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

G. BYRD ANTI-LOBBYING AMENDMENT, AS AMENDED (31 U.S.C. § 1352). Vendors must file any required certifications. Vendors must not have used federal appropriated funds to pay any

person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Vendors must disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the non-federal award. Vendors must file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352).

H. RECORD RETENTION REQUIREMENTS. To the extent applicable, Vendor must comply with the record retention requirements detailed in 2 C.F.R. § 200.333. The Vendor further certifies that it will retain all records as required by 2 C.F.R. § 200.333 for a period of 3 years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

I. ENERGY POLICY AND CONSERVATION ACT COMPLIANCE. To the extent applicable, Vendor must comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

J. BUY AMERICAN PROVISIONS COMPLIANCE. To the extent applicable, Vendor must comply with all applicable provisions of the Buy American Act. Purchases made in accordance with the Buy American Act must follow the applicable procurement rules calling for free and open competition.

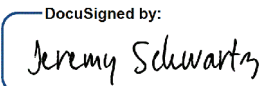
K. ACCESS TO RECORDS (2 C.F.R. § 200.336). Vendor agrees that duly authorized representatives of a federal agency must have access to any books, documents, papers and records of Vendor that are directly pertinent to Vendor's discharge of its obligations under this Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to Vendor's personnel for the purpose of interview and discussion relating to such documents.

L. PROCUREMENT OF RECOVERED MATERIALS (2 C.F.R. § 200.322). A non-federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. § 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

24. CANCELLATION

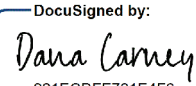
Sourcewell or Vendor may cancel this Contract at any time, with or without cause, upon 60 days' written notice to the other party. However, Sourcewell may cancel this Contract immediately upon discovery of a material defect in any certification made in Vendor's Proposal. Cancellation of this Contract does not relieve either party of financial, product, or service obligations incurred or accrued prior to cancellation.

Sourcewell

DocuSigned by:

By: _____
C0FD2A139D06489...
Jeremy Schwartz
Title: Director of Operations &
Procurement/CPO

Date: 12/10/2020 | 3:19 PM CST

Elliott Auto Supply Co., Inc.,
dba Factory Motor Parts

DocuSigned by:

By: _____
921ECDFE791E4F6...
Dana Carney
Title: Fleet Sales and Operations Manager

Date: 12/11/2020 | 11:28 AM CST

Approved:

DocuSigned by:

By: _____
7E42B8F817A64CC...
Chad Coauette
Title: Executive Director/CEO

Date: 12/11/2020 | 11:28 AM CST

RFP 101520 - OEM Automotive Parts and Supplies

Vendor Details

Company Name: ELLIOTT AUTO SUPPLY CO INC

Does your company conduct business under any other name? If yes, please state: FACTORY MOTOR PARTS

Address: 2782 EAGANDALE BLVD

EAGAN, MN 55121

Contact: DANA CARNEY

Email: d.carney@fmpco.com

Phone: 720-251-1776

HST#: 41-0639421

Submission Details

Created On: Wednesday September 16, 2020 10:52:40

Submitted On: Monday October 12, 2020 16:53:52

Submitted By: DANA CARNEY

Email: d.carney@fmpco.com

Transaction #: 2f6eea0e-eb87-4d2e-aefb-e44c4e18301e

Submitter's IP Address: 98.160.178.3

Specifications

Table 1: Proposer Identity & Authorized Representatives

General Instructions (applies to all Tables) Sourcewell prefers a brief but thorough response to each question. Please do not merely attach additional documents to your response without also providing a substantive response. Do not leave answers blank; mark "NA" if the question does not apply to you (preferably with an explanation).

Line Item	Question	Response *	
1	Proposer Legal Name (and applicable d/b/a, if any):	ELLIOTT AUTO SUPPLY CO INC dba FACTORY MOTOR PARTS	*
2	Proposer Address:	1380 CORPORATE CENTER CURVE EAGAN MN 55121	*
3	Proposer website address:	WWW.FACTORYMOTORPARTS.COM	*
4	Proposer's Authorized Representative (name, title, address, email address & phone) (The representative must have authority to sign the "Proposer's Assurance of Compliance" on behalf of the Proposer and, in the event of award, will be expected to execute the resulting contract):	DANA CARNEY, FLEET SALES AND OPERATIONS MANAGER d.carney@fmpco.com 720 251 1776 1380 CORPORATE CENTER CURVE EAGAN MN 55121	*
5	Proposer's primary contact for this proposal (name, title, address, email address & phone):	DANA CARNEY, FLEET SALES AND OPERATIONS MANAGER d.carney@fmpco.com 720 251 1776 1380 CORPORATE CENTER CURVE EAGAN MN 55121	*
6	Proposer's other contacts for this proposal, if any (name, title, address, email address & phone):	BRIAN SWAN, DIRECTOR OF FLEET b.swan@fmpco.com 651-405-7676 1380 CORPORATE CENTER CURVE EAGAN MN 55121	

Table 2: Company Information and Financial Strength

Line Item	Question	Response *	
7	Provide a brief history of your company, including your company's core values, business philosophy, and industry longevity related to the requested equipment, products or services.	<p>Factory Motor Parts (FMP) is widely recognized as a leader in the automotive industry of providing original equipment brand name parts to a vast array of channel partner customers throughout The United States. From our start in 1945, Factory Motor Parts was established with the sole vision of fulfilling our customers' needs with superior quality products, outstanding customer service and support as well as continuous training for both customers and our employees so that they may consistently exceed customer expectations. All 1,800 members of the Factory Motor Parts team are driven to fulfill these commitments to our customers every day and we look forward to servicing our customers' needs as their supply chain partner long into the future.</p> <p>A company the size and scope of Factory Motor Parts with over 160 distribution and customer service center locations throughout The United States is not often found to be a privately held corporation. We find however that due to the nature of our business being service to the customer, it is important that we not only respond to customer needs effectively, but also are agile enough to respond appropriately and efficiently as these needs evolve over time. Additionally, through examining how our customers buy, comparison to other customers and industry trends, we are often first to provide best practice concepts and continuous improvement processes to our customers that contribute to long term fleet maintenance savings.</p> <p>Factory Motor Parts provides tailored parts solutions to many of the largest government and commercial fleets in North America. By providing fleet access to "Best Practices", FMP and our staff of Trained Fleet Specialist can help ensure peak efficiency.</p>	*
8	What are your company's expectations in the event of an award?	In an event of award, the field work will begin. Factory Motor Parts understands that an award opens the doors for our field representatives to make calls on entities, listen to their needs, and create solutions.	*

9	Demonstrate your financial strength and stability with meaningful data. This could include such items as financial statements, SEC filings, credit and bond ratings, letters of credit, and detailed reference letters. Upload supporting documents (as applicable) in the document upload section of your response.	Due to Factory Motor Parts being a family-owned private corporation please contact our CFO Rick Lonson at 651-405-4100 for the financial information.	162 *
10	What is your US market share for the solutions that you are proposing?	Factory Motor Parts is the largest AcDelco and Motorcraft distributor in the US.	*
11	What is your Canadian market share for the solutions that you are proposing?	Factory Motor Parts currently does not have any locations or business in Canada	*
12	Has your business ever petitioned for bankruptcy protection? If so, explain in detail.	No	*
13	How is your organization best described: is it a manufacturer, a distributor/dealer/reseller, or a service provider? Answer whichever question (either a) or b) just below) best applies to your organization. a) If your company is best described as a distributor/dealer/reseller (or similar entity), provide your written authorization to act as a distributor/dealer/reseller for the manufacturer of the products proposed in this RFP. If applicable, is your dealer network independent or company owned? b) If your company is best described as a manufacturer or service provider, describe your relationship with your sales and service force and with your dealer network in delivering the products and services proposed in this RFP. Are these individuals your employees, or the employees of a third party?	Factory Motor Parts, a privately held corporation, is a wholesale distributor of OEM AcDelco and Motorcraft, plus Top Quality Aftermarket Repair Parts. Please see attached letters from AcDelco and Motorcraft.	*
14	If applicable, provide a detailed explanation outlining the licenses and certifications that are both required to be held, and actually held, by your organization (including third parties and subcontractors that you use) in pursuit of the business contemplated by this RFP.	Factory Motor Parts is registered in the states in which FMP locations exist and have all the proper sales permits and licenses. Factory Motor Parts will not utilize subcontractors on this contract.	*
15	Provide all "Suspension or Debarment" information that has applied to your organization during the past ten years.	Factory Motor Parts has never been suspended or debarred.	*

Table 3: Industry Recognition & Marketplace Success

Line Item	Question	Response *	
16	Describe any relevant industry awards or recognition that your company has received in the past five years	Factory Motor Parts has been honored by both AcDelco and Motorcraft for the growth and success of their business partnership.	*
17	What percentage of your sales are to the governmental sector in the past three years	Factory Motor Parts distributes parts to new car dealers, independent repair shops, government and commercial fleets, and jobbers. Government sales average 51% of the total fleet sales.	*
18	What percentage of your sales are to the education sector in the past three years	Educational sales average 12% of the total fleet sales.	*
19	List any state, provincial, or cooperative purchasing contracts that you hold. What is the annual sales volume for each of these contracts over the past three years?	Factory Motor Parts currently has an automotive parts contract with Naspo. The total annual sales for the last 3 years is slightly over \$10 million.	*
20	List any GSA contracts or Standing Offers and Supply Arrangements (SOSA) that you hold. What is the annual sales volume for each of these contracts over the past three years?	NA	*

Table 4: References/Testimonials

Line Item 21. Supply reference information from three customers who are eligible to be Sourcewell participating entities.

Entity Name *	Contact Name *	Phone Number *	
STATE OF MN	LUANN OLSON	651-207-2447	*
STATE OF NV	HEATHER MOON	775-684-0179	*
STATE OF UT	TIFFANY RYDALCH	801-957-7129	*

Table 5: Top Five Government or Education Customers

Line Item 22. Provide a list of your top five government, education, or non-profit customers (entity name is optional), including entity type, the state or province the entity is located in, scope of the project(s), size of transaction(s), and dollar volumes from the past three years.

Entity Name	Entity Type *	State / Province *	Scope of Work *	Size of Transactions *	Dollar Volume Past Three Years *	
NA	Government	Kansas - KS	SUPPLY AUTOMOTIVE REPAIR PARTS AND MANAGE PARTS ROOM	VARIES	\$3.3M	*
NA	Government	Colorado - CO	SUPPLY AUTOMOTIVE REPAIR PARTS AND MANAGE PARTS ROOM	VARIES	\$1.9M	*
NA	Government	Colorado - CO	SUPPLY AUTOMOTIVE REPAIR PARTS AND MANAGE PARTS ROOM	VARIES	\$1.2M	*
NA	Government	Arizona - AZ	SUPPLY AUTOMOTIVE REPAIR PARTS AND DELIVER TO MULTIPLE LOCATIONS	VARIES	\$14.4M	*
NA	Government	California - CA	SUPPLY AUTOMOTIVE REPAIR PARTS AND DELIVER TO MULTIPLE LOCATIONS	VARIES	\$2.2M	*

Table 6: Ability to Sell and Deliver Service

Describe your company's capability to meet the needs of Sourcewell participating entities across the US and Canada, as applicable. Your response should address in detail at least the following areas: locations of your network of sales and service providers, the number of workers (full-time equivalents) involved in each sector, whether these workers are your direct employees (or employees of a third party), and any overlap between the sales and service functions.

Line Item	Question	Response *	
23	Sales force.	Factory Motor Parts has a team of dedicated experienced fleet account managers throughout our geographical area. This team is dedicated and trained to work with government entities in creating customized solutions.	*
24	Dealer network or other distribution methods.	Factory Motor Parts operates on a hub and spoke model. The spokes are serviced and replenished daily by their assigned hubs. Factory Motor Parts has over 160 locations. Please see attached list of locations.	*
25	Service force.	Factory Motor Parts has dedicated experienced fleet customer service representatives in each of our servicing locations. Factory Motor Parts trains and promotes all customer service representatives be ASE certified.	*
26	Describe in detail the process and procedure of your customer service program, if applicable. Include your response-time capabilities and commitments, as well as any incentives that help your providers meet your stated service goals or promises.	Factory Motor Parts will accept the following order methods: online catalog, fax, email, over the counter, and in person calls with our dedicated customer service team. Each of the Factory Motor Parts customer service teams are lead by an onsite Customer Service Manager. The Customer Service Manager manages the response-time, on hold time, and sales goals of each customer service representative. This information can be provided to any entity that requests.	*
27	Identify your ability and willingness to provide your products and services to Sourcewell participating entities in the United States.	Factory Motor Parts will be able to service all of the US entities either by means of our delivery service or UPS ground depending on the geographical area excluding Hawaii.	*
28	Identify your ability and willingness to provide your products and services to Sourcewell participating entities in Canada.	Factory Motor Parts currently does not service Canada	*
29	Identify any geographic areas of the United States or Canada that you will NOT be fully serving through the proposed contract.	Factory Motor Parts currently does not service Hawaii or Canada.	*
30	Identify any Sourcewell participating entity sectors (i.e., government, education, not-for-profit) that you will NOT be fully serving through the proposed contract. Explain in detail. For example, does your company have only a regional presence, or do other cooperative purchasing contracts limit your ability to promote another contract?	Factory Motor Parts will be able to service all of the US entities either by means of our delivery service or UPS ground depending on the geographical area excluding Hawaii.	*
31	Define any specific contract requirements or restrictions that would apply to our participating entities in Hawaii and Alaska and in US Territories.	Factory Motor Parts currently has a hub location in Anchorage that can service the Alaska entities. Factory Motor Parts can't service Hawaii at this time.	*

Table 7: Marketing Plan

Line Item	Question	Response *	
32	Describe your marketing strategy for promoting this contract opportunity. Upload representative samples of your marketing materials (if applicable) in the document upload section of your response.	As a successful vendor, Factory Motor Parts will market the contract with the following plan... Sales Account Manager & Customer Service Manager Training of the Contract and Policies Contract information to be added as a banner in our online catalog and ordering system Contract information will be added onto our fleet specialized flyers-see attached Emails will be sent to State buyers with the contract information and follow up meetings	*
33	Describe your use of technology and digital data (e.g., social media, metadata usage) to enhance marketing effectiveness.	Factory Motor Parts will market the contract on our online catalog and ordering system and Facebook page.	*
34	In your view, what is Sourcewell's role in promoting contracts arising out of this RFP? How will you integrate a Sourcewell-awarded contract into your sales process?	Factory Motor Parts will conduct training in each of our regions to promote the Sourcewell Contract. Factory Motor Parts would invite Sourcewell personnel to attend the training program if Sourcewell would like to attend.	*
35	Are your products or services available through an e-procurement ordering process? If so, describe your e-procurement system and how governmental and educational customers have used it.	Factory Motor Parts provides a published commercially online catalog: www.factorymotorparts.com which is owned and maintained by FMP on a regular basis. The Factory Motor Parts website provides a wealth of resources including online ordering, parts availability at all FMP locations, Application cataloging by Vehicle Year, Make, Model and vehicle options including engine size or vehicle package, Cataloging by VIN, Resources including buyers guide that enables customers to view the applications that use a particular part, product interchange from competitive industry part numbers, and order history. Each government entity will have an assigned login and password for security.	*

Table 8: Value-Added Attributes

Line Item	Question	Response *	
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36	Describe any product, equipment, maintenance, or operator training programs that you offer to Sourcewell participating entities. Include details, such as whether training is standard or optional, who provides training, and any costs that apply.	<p>Training classes range in duration, length and the way the training is provided to the 166 technician, classes can be less than an hour or up to an entire day of training. Our training partners provide a "Blended Learning" approach to training, which combines a variety of proven training delivery methods to ensure the maximum learning benefit for the service professional. In addition to traditional instructor-led business and technical training courses & seminars, a wide selection of web-based courses are also available. Web-based courses offer the latest available business & technical updates right at your fingertips. This blended learning approach offers on line courses 24/7 which allow participants to complete the courses at their own pace and on their own schedule. In addition, they also precisely dovetail into the hands-on course offerings that are the "Gold Standard" of industry training. Because the web-based courses teach the course fundamentals, the instructor-led seminars and courses are shorter thus minimizing time away from the work environment. With the introduction of Virtual Classroom Training (VCT) courses in 2010, AcDelco offers the benefit of live instructor expertise coupled with the convenience of internet accessibility.</p> <p>We have outlined below the number of delivery methods training can be performed for technicians.</p> <ul style="list-style-type: none"> • Tech-Assist (TAS) courses are very brief web-based technical courses which require no prerequisites. They are accessed through the AcDelco Learning Management System (LMS). These courses are offered at no charge. • Self-study training (SST) courses are typically less than an hour of web-based technical training available 24/7. Self-study training courses are accessed through the AcDelco Learning Management at no charge to the County. • Web-based training (WBT) courses are typically less than an hour of technical training available 24/7. They are accessed through the AcDelco Learning Management System at no charge • Simulation (SIM) courses are web-based interactive technical training available 24/7. They are accessed through the AcDelco Learning Management System at no charge • Virtual Classroom Training (VCT) courses are 1-2 hour courses presented by an AcDelco instructor. Training is presented live over the internet utilizing animations, graphics, and videos related to the content. Registration for these courses can be accessed through the AcDelco Learning Management System at no charge. • Seminars (SEM) are typically presented by an AcDelco professional during the evening. Seminars usually last 3 to 4 hours and are interactive and fast paced. Registration for these seminars can be accessed through the AcDelco Learning Management Systems. • Instructor-Led Training (ILT) courses are full-day courses presented by an AcDelco instructor. Training is presented utilizing vehicles and hands-on exercises. Registration for these courses can be accessed through the AcDelco Learning Management System. These instructor led courses are available at no charge. 	*
37	Describe any technological advances that your proposed products or services offer.	Factory Motor Parts has developed an advanced fleet inventory management system to eliminate stock outs and ensure the right parts are on hand when needed by the fleet. Utilizing a unique fleet needs assessment system, vehicle survey data, VIN data and vehicle information provided by the fleet management we create a customized inventory for each customer location tailored to the vehicles assigned to that specific location. This system tells both Factory Motor Parts and fleet management, how many vehicles take a particular part. Access to this important information helps us to help our customers make the right inventory stocking and inventory management decisions so that the right part are on hand at the locations and the right parts are always on hand at the Factory Motor Parts servicing warehouses	*
38	Describe any "green" initiatives that relate to your company or to your products or services, and include a list of the certifying agency for each.	na	*
39	Identify any third-party issued eco-labels, ratings or certifications that your company has received for the equipment or products included in your Proposal related to energy efficiency or conservation, life-cycle design (cradle-to-cradle), or other green/sustainability factors.	na	*
40	Describe any Women or Minority Business Entity (WMBE), Small Business Entity (SBE), or veteran owned business certifications that your company or hub partners have obtained. Upload documentation of certification (as applicable) in the document upload section of your response.	na	*

41	What unique attributes does your company, your products, or your services offer to Sourcewell participating entities? What makes your proposed solutions unique in your industry as it applies to Sourcewell participating entities?	Inventories within Factory Motor Parts 2.5 Million square feet of distribution center space are in excess of \$310 Million with over 295,000 product part numbers. In large part, Factory Motor Parts inventories consist of the Original Equipment brands originally established by Ford and General Motors of Motorcraft and AC Delco. The availability and use of these OEM brands, provides our government fleet customer with the assurance that the part being replaced on the police car, ambulance, fire truck or other type of vehicle meets or exceeds the specifications and criteria established by the vehicle manufacturer. Access to these products from Factory Motor Parts provides for significant cost savings as compared to procuring these items from a new car dealer.	167 *
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Table 9: Warranty

Describe in detail your manufacturer warranty program, including conditions and requirements to qualify, claims procedure, and overall structure. You may upload representative samples of your warranty materials (if applicable) in the document upload section of your response in addition to responding to the questions below.

Line Item	Question	Response *	
42	Do your warranties cover all products, parts, and labor?	All manufactures' products carried by Factory Motor Parts carry a standard warranty to be free of defects in materials or workmanship and as well guarantee accepted trade standards of quality, fitness for the intended uses and conformance to the promises or specifications. As well, all products shall be warranted from one year from the date that the product has been installed by the entity on the intended vehicle or piece of equipment as has been requested by the entity. Many manufacturer products carry a longer warranty period or additional features including lifetime warranty and free replacement on certain products as well as roadside assistance in the event of a product failure and labor reimbursement.	*
43	Do your warranties impose usage restrictions or other limitations that adversely affect coverage?	NO	*
44	Do your warranties cover the expense of technicians' travel time and mileage to perform warranty repairs?	NO	*
45	Are there any geographic regions of the United States or Canada (as applicable) for which you cannot provide a certified technician to perform warranty repairs? How will Sourcewell participating entities in these regions be provided service for warranty repair?	NO	*
46	Will you cover warranty service for items made by other manufacturers that are part of your proposal, or are these warranties issues typically passed on to the original equipment manufacturer?	All manufactures' products carried by Factory Motor Parts carry a standard warranty to be free of defects in materials or workmanship and as well guarantee accepted trade standards of quality, fitness for the intended uses and conformance to the promises or specifications. As well, all products shall be warranted from one year from the date that the product has been installed by the entity on the intended vehicle or piece of equipment as has been requested by the entity. Many manufacturer products carry a longer warranty period or additional features including lifetime warranty and free replacement on certain products as well as roadside assistance in the event of a product failure and labor reimbursement.	*
47	What are your proposed exchange and return programs and policies?	Factory Motor Parts will issue credits on items ordered or shipped in error, returns within 30 days of delivery, and all defective or freight damaged product. The purchasing entity will not have to work directly with the manufacturer. The purchasing entity will always have the choice of an exchange or credit.	*
48	Describe any service contract options for the items included in your proposal.	NA	*

Table 10: Payment Terms and Financing Options

Line Item	Question	Response *	
49	What are your payment terms (e.g., net 10, net 30)?	NET 30	*
50	Do you provide leasing or financing options, especially those options that schools and governmental entities may need to use in order to make certain acquisitions?	YES	*
51	Briefly describe your proposed order process. Include enough detail to support your ability to report quarterly sales to Sourcewell as described in the Contract template. For example, indicate whether your dealer network is included in your response and whether each dealer (or some other entity) will process the Sourcewell participating entities' purchase orders.	Factory Motor Parts shall accept orders from any of the State agencies, local governmental agencies, and all other participating entities. Orders can be placed online, phone, email or fax to the servicing location. Factory Motor Parts will tag each entity that participates in the Sourcewell cooperative contract to inform the vip status of the account. Reports will be automated using the tagged accts and quarterly reports will be sent before the 30 of the following month at the end of each quarter	*
52	Do you accept the P-card procurement and payment process? If so, is there any additional cost to Sourcewell participating entities for using this process?	Yes, with no additional cost	*

Table 11: Pricing and Delivery

Provide detailed pricing information in the questions that follow below. Keep in mind that reasonable price and product adjustments can be made during the term of an awarded Contract as described in the RFP, the template Contract, and the Sourcewell Price and Product Change Request Form.

Line Item	Question	Response *	
53	Describe your pricing model (e.g., line-item discounts or product-category discounts). Provide detailed pricing data (including standard or list pricing and the Sourcewell discounted price) on all of the items that you want Sourcewell to consider as part of your RFP response. If applicable, provide a SKU for each item in your proposal. Upload your pricing materials (if applicable) in the document upload section of your response.	Factory Motor Parts proposes the best pricing model to Sourcewell and all entities both Motorcraft and AcDelco parts at Dealer Cost Pricing. Excluding batteries and parity parts,	*
54	Quantify the pricing discount represented by the pricing proposal in this response. For example, if the pricing in your response represents a percentage discount from MSRP or list, state the percentage or percentage range.	Factory Motor Parts is proposing the pricing to be at dealer cost. Please see the attachment.	*
55	Describe any quantity or volume discounts or rebate programs that you offer.	Factory Motor Parts prefers to offer the best pricing on all types of orders instead of a volume discount or rebate program.	*
56	Propose a method of facilitating "sourced" products or related services, which may be referred to as "open market" items or "nonstandard options". For example, you may supply such items "at cost" or "at cost plus a percentage," or you may supply a quote for each such request.	Factory Motor Parts will not be sourcing products due to the contract being OEM products.	*
57	Identify any element of the total cost of acquisition that is NOT included in the pricing submitted with your response. This includes all additional charges associated with a purchase that are not directly identified as freight or shipping charges. For example, list costs for items like pre-delivery inspection, installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Proposer.	No additional costs are proposed.	*
58	If freight, delivery, or shipping is an additional cost to the Sourcewell participating entity, describe in detail the complete freight, shipping, and delivery program.	Factory Motor Parts proposes no ground freight or delivery charge.	*
59	Specifically describe freight, shipping, and delivery terms or programs available for Alaska, Hawaii, Canada, or any offshore delivery.	Factory Motor Parts can ship in Alaska from the Anchorage facility. Currently, Factory Motor Parts does not ship to Hawaii or Canada.	*
60	Describe any unique distribution and/or delivery methods or options offered in your proposal.	Factory Motor Parts operates a hub and spoke distribution system in which the spokes inventory has daily fulfillment from large hub facilities ensuring parts are available.	*

Table 12: Pricing Offered

Line Item	The Pricing Offered in this Proposal is: *	Comments
61	b. the same as the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments.	

Table 13: Audit and Administrative Fee

Line Item	Question	Response *
62	Specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed Contract with Sourcewell. This process includes ensuring that Sourcewell participating entities obtain the proper pricing, that the Vendor reports all sales under the Contract each quarter, and that the Vendor remits the proper administrative fee to Sourcewell.	Factory Motor Parts will create a specialized pricing profile that can not be changed unless the Factory Motor Parts contract manager approves. This ensures that the pricing to the entities is correct and all entities are priced the same. Factory Motor Parts tags each account that utilizes the Sourcewell cooperative contract for the quarterly reporting for all sales under the contract. Factory Motor Parts will remit the administrative fee that is due to Sourcewell.
63	Identify a proposed administrative fee that you will pay to Sourcewell for facilitating, managing, and promoting the Sourcewell Contract in the event that you are awarded a Contract. This fee is typically calculated as a percentage of Vendor's sales under the Contract or as a per-unit fee; it is not a line-item addition to the Member's cost of goods. (See the RFP and template Contract for additional details.)	Factory Motor Parts proposes a 1/2% administrative fee to Sourcewell for administering the contract

Table 14A: Depth and Breadth of Offered Equipment Products and Services

Line Item	Question	Response *
64	Provide a detailed description of the equipment, products, and services that you are offering in your proposal.	Factory Motor Parts, the largest AcDelco and Motorcraft distributor, is proposing both the AcDelco and Motorcraft OEM parts as requested.
65	Within this RFP category there may be subcategories of solutions. List subcategory titles that best describe your products and services.	na

Table 14B: Depth and Breadth of Offered Equipment Products and Services

Indicate below if the listed types or classes of equipment, products, and services are offered within your proposal. Provide additional comments in the text box provided, as necessary.

Line Item	Category or Type	Yes/No *	Comments
66	Air Conditioning	<input checked="" type="radio"/> Yes <input type="radio"/> No	ACDELCO & MOTORCRAFT *
67	Alternators, Starters, Batteries, Electrical and Ignition	<input checked="" type="radio"/> Yes <input type="radio"/> No	ACDELCO & MOTORCRAFT *
68	Bearings - Ball and Roller	<input checked="" type="radio"/> Yes <input type="radio"/> No	ACDELCO & MOTORCRAFT *
69	Belts, Hoses, Gaskets and Seals	<input checked="" type="radio"/> Yes <input type="radio"/> No	ACDELCO & MOTORCRAFT *
70	Brakes	<input checked="" type="radio"/> Yes <input type="radio"/> No	ACDELCO & MOTORCRAFT *
71	Emission and Exhaust	<input checked="" type="radio"/> Yes <input type="radio"/> No	
72	Engine and Drive Train	<input checked="" type="radio"/> Yes <input type="radio"/> No	
73	Filters – Oil, Gas, Air and Transmission	<input checked="" type="radio"/> Yes <input type="radio"/> No	
74	Heating and Cooling (Engine)	<input checked="" type="radio"/> Yes <input type="radio"/> No	
75	Lamps, Lighting and Mirrors	<input checked="" type="radio"/> Yes <input type="radio"/> No	
76	Oils and Lubricants – Regular and Synthetic	<input checked="" type="radio"/> Yes <input type="radio"/> No	
77	Pumps – Fuel and Water	<input checked="" type="radio"/> Yes <input type="radio"/> No	
78	Suspension, Shocks, Struts and Steering	<input checked="" type="radio"/> Yes <input type="radio"/> No	
79	Wipers/Washers	<input checked="" type="radio"/> Yes <input type="radio"/> No	

Table 15: Industry Specific Questions

Line Item	Question	Response *
80	If you are awarded a contract, provide a few examples of internal metrics that will be tracked to measure whether you are having success with the contract.	A few examples of internal metrics.. #1 Customer Satisfaction # Increase growth of new entities # Sales Volume *

81	Describe any electronic service programming subscriptions and service information available directly from the OEM along with any associated costs.	<p>Training classes range in duration, length and the way the training is provided. For the technician, classes can be less than an hour or up to an entire day of training. Our training partners provide a "Blended Learning" approach to training, which combines a variety of proven training delivery methods to ensure the maximum learning benefit for the service professional. In addition to traditional instructor-led business and technical training courses & seminars, a wide selection of web-based courses are also available. Web-based courses offer the latest available business & technical updates right at your fingertips. This blended learning approach offers on line courses 24/7 which allow participants to complete the courses at their own pace and on their own schedule. In addition, they also precisely dovetail into the hands-on course offerings that are the "Gold Standard" of industry training. Because the web-based courses teach the course fundamentals, the instructor-led seminars and courses are shorter thus minimizing time away from the work environment. With the introduction of Virtual Classroom Training (VCT) courses in 2010, AcDelco offers the benefit of live instructor expertise coupled with the convenience of internet accessibility.</p> <p>We have outlined below the number of delivery methods training can be performed.</p> <ul style="list-style-type: none"> • Tech-Assist (TAS) courses are very brief web-based technical courses which require no prerequisites. They are accessed through the AcDelco Learning Management System (LMS). These courses are offered at no charge. • Self-study training (SST) courses are typically less than an hour of web-based technical training available 24/7. Self-study training courses are accessed through the AcDelco Learning Management at no charge • Web-based training (WBT) courses are typically less than an hour of technical training available 24/7. They are accessed through the AcDelco Learning Management System at no charge • Simulation (SIM) courses are web-based interactive technical training available 24/7. They are accessed through the AcDelco Learning Management System at no charge. • Virtual Classroom Training (VCT) courses are 1-2 hour courses presented by an AcDelco instructor. Training is presented live over the internet utilizing animations, graphics, and videos related to the content. Registration for these courses can be accessed through the AcDelco Learning Management System at no charge. • Seminars (SEM) are typically presented by an AcDelco professional during the evening. Seminars usually last 3 to 4 hours and are interactive and fast paced. Registration for these seminars can be accessed through the AcDelco Learning Management Systems. • Instructor-Led Training (ILT) courses are full-day courses presented by an AcDelco instructor. Training is presented utilizing vehicles and hands-on exercises. Registration for these courses can be accessed through the AcDelco Learning Management System. These instructor led courses are available at no charge.
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82	Describe your ability to provide customized reports of historical purchases and participating entities accounts payable management.	<p>Factory Motor Parts is well equipped to handle all reporting requirements. The 172 Factory Motor Parts systems are developed and designed on an open UNIX platform giving our computer systems IT staff readily available access to all purchase and usage information of our customers.</p> <p>As Factory Motor Parts owns the source code to our systems, we employ a number of computer programmers within our organization that can program the needed report or information that has been requested by any customer if the request is something that is not a standard report. Any piece of information or combination of information contained on a customer invoice can be tracked and included on a customer report and can be disseminated. Purchase order, Invoice number, date, product line, product category, part number, quantity, price, extended price, total, among other information. This information for example can then be assembled by Factory Motor Parts for the customer in many different forms. A sample of some of the reports regularly provided to fleet customers include:</p> <ul style="list-style-type: none"> • Report on usage of an individual item. • Report indicating the purchases of individual customer locations by month. • Report that lists all part numbers purchased in descending usage order with price and price extension. • Report that lists parts in descending usage order by product line brand and category. • Report that shows dollar value of purchases for each brand including returns, ytd, mtd, and comparison to last year. • Report that prints a suggested minimum and maximum stock level for all part numbers based on the last two years purchase history. • Report by product line brand that compares this year's purchases to last year's purchases in descending unit volume including part number, quantity purchased, selling price, and extension. • Report of all items returned for warranty including running totals. • Report that shows all outstanding cores. It includes number of cores still eligible for return, value of core, invoice numbers of open core returns and totals in units and dollars. • Report that shows all open purchase orders. • Report that lists all open accounts payable.
83	Describe any online parts catalog and ordering capabilities that can be provided or are included. If so, identify any additional costs associated with this service.	Factory Motor Parts provides a published commercially online catalog: www.factorymotorparts.com which is maintained by FMP on a regular basis. The Factory Motor Parts website provides a wealth of resources including online ordering, parts availability at all FMP locations, Application cataloging by Vehicle Year, Make, Model and vehicle options including engine size or vehicle package, Cataloging by VIN, Resources including buyers guide that enables customers to view the applications that use a particular part, product interchange from competitive industry part numbers, and order history.
84	Identify the vehicle makes for which your offered parts are considered OEM.	FORD, CHEVROLET, AND GM
85	Identify the vehicle engine types for which your products are manufactured (e.g., gasoline, diesel, CNG, propane, hybrid, electric, etc.)	GASOLINE, CNG, HYBRID, AND DIESEL

Table 16: Exceptions to Terms, Conditions, or Specifications Form

Line Item 85. NOTICE: To identify any exception, or to request any modification, to the Sourcwell template Contract terms, conditions, or specifications, a Proposer must submit the exception or requested modification on the **Exceptions to Terms, Conditions, or Specifications Form** immediately below. The contract section, the specific text addressed by the exception or requested modification, and the proposed modification must be identified in detail. Proposer's exceptions and proposed modifications are subject to review and approval of Sourcwell and will not automatically be included in the contract.

Contract Section	Term, Condition, or Specification	Exception or Proposed Modification

Documents

Ensure your submission document(s) conforms to the following:

1. Documents in PDF format are preferred. Documents in Word, Excel, or compatible formats may also be provided.
 2. Documents should NOT have a security password, as Sourcewell may not be able to open the file. It is your sole responsibility to ensure that the uploaded document(s) are not either defective, corrupted or blank and that the documents can be opened and viewed by Sourcewell.
 3. Sourcewell may reject any response where any document(s) cannot be opened and viewed by Sourcewell.
 4. If you need to upload more than one (1) document for a single item, you should combine the documents into one zipped file. If the zipped file contains more than one (1) document, ensure each document is named, in relation to the submission format item responding to. For example, if responding to the Marketing Plan category save the document as "Marketing Plan."
- Financial Strength and Stability (optional)
 - [Marketing Plan/Samples](#) - documents.pdf - Monday October 12, 2020 16:51:33
 - WMBE/MBE/SBE or Related Certificates (optional)
 - Warranty Information (optional)
 - [Pricing](#) - Delco and Motorcraft sourcewell.xlsx - Monday October 12, 2020 16:51:44
 - Additional Document (optional)

Proposer's Affidavit**PROPOSER AFFIDAVIT AND ASSURANCE OF COMPLIANCE**

I certify that I am the authorized representative of the Proposer submitting the foregoing Proposal with the legal authority to bind the Proposer to this Affidavit and Assurance of Compliance:

1. The Proposer is submitting this Proposal under its full and complete legal name, and the Proposer legally exists in good standing in the jurisdiction of its residence.
2. The Proposer warrants that the information provided in this Proposal is true, correct, and reliable for purposes of evaluation for contract award.
3. The Proposer, including any person assisting with the creation of this Proposal, has arrived at this Proposal independently and the Proposal has been created without colluding with any other person, company, or parties that have or will submit a proposal under this solicitation; and the Proposal has in all respects been created fairly without any fraud or dishonesty. The Proposer has not directly or indirectly entered into any agreement or arrangement with any person or business in an effort to influence any part of this solicitation or operations of a resulting contract; and the Proposer has not taken any action in restraint of free trade or competitiveness in connection with this solicitation. Additionally, if Proposer has worked with a consultant on the Proposal, the consultant (an individual or a company) has not assisted any other entity that has submitted or will submit a proposal for this solicitation.
4. To the best of its knowledge and belief, and except as otherwise disclosed in the Proposal, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest. An organizational conflict of interest exists when a vendor has an unfair competitive advantage or the vendor's objectivity in performing the contract is, or might be, impaired.
5. The contents of the Proposal have not been communicated by the Proposer or its employees or agents to any person not an employee or legally authorized agent of the Proposer and will not be communicated to any such persons prior to Due Date of this solicitation.
6. If awarded a contract, the Proposer will provide to Sourcwell Participating Entities the equipment, products, and services in accordance with the terms, conditions, and scope of a resulting contract.
7. The Proposer possesses, or will possess before delivering any equipment, products, or services, all applicable licenses or certifications necessary to deliver such equipment, products, or services under any resulting contract.
8. The Proposer agrees to deliver equipment, products, and services through valid contracts, purchase orders, or means that are acceptable to Sourcwell Members. Unless otherwise agreed to, the Proposer must provide only new and first-quality products and related services to Sourcwell Members under an awarded Contract.
9. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.
10. The Proposer understands that Sourcwell will reject RFP proposals that are marked "confidential" (or "nonpublic," etc.), either substantially or in their entirety. Under Minnesota Statutes Section 13.591, subdivision 4, all proposals are considered nonpublic data until the evaluation is complete and a Contract is awarded. At that point, proposals become public data. Minnesota Statutes Section 13.37 permits only certain narrowly defined data to be considered a "trade secret," and thus nonpublic data under Minnesota's Data Practices Act.
11. Proposer its employees, agents, and subcontractors are not:
 - a. Included on the "Specially Designated Nationals and Blocked Persons" list maintained by the Office of Foreign Assets Control of the United States Department of the Treasury found at: <https://www.treasury.gov/ofac/downloads/sdnlist.pdf>;
 - b. Included on the government-wide exclusions lists in the United States System for Award Management found at: <https://www.sam.gov/portal/3>; or
 - c. Presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated

by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or ~~an~~¹⁷⁵ Participating Entity. Vendor certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this solicitation.

☒ By checking this box I acknowledge that I am bound by the terms of the Proposer's Affidavit, have the legal authority to submit this Proposal on behalf of the Proposer, and that this electronic acknowledgment has the same legal effect, validity, and enforceability as if I had hand signed the Proposal. This signature will not be denied such legal effect, validity, or enforceability solely because an electronic signature or electronic record was used in its formation. - Dana Carney, Fleet Sales and Operations Manager, Elliott Auto Supply Co Inc dba Factory Motor Parts

The Proposer declares that there is an actual or potential Conflict of Interest relating to the preparation of its submission, and/or the Proposer foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the bid.

☒ Yes ☐ No

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document.

Check the box in the column "**I have reviewed this addendum**" below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
Addendum 3_OEM Automotive Parts_RFP_101520 Fri October 9 2020 12:17 PM	<input checked="" type="checkbox"/>	2
Addendum 2_OEM Automotive Parts_RFP_101520 Thu September 17 2020 04:16 PM	<input checked="" type="checkbox"/>	1
Addendum 1_OEM Automotive Parts_RFP_101520 Thu September 3 2020 01:48 PM	<input checked="" type="checkbox"/>	1



Proposal Evaluation
OEM Automotive Parts and Supplies RFP #101520

Possible Points		Elliot Auto Supply	Ford Motor Company	Fred Beans Parts	General Motors	Navistar Inc	Nemco Resources
Conformance to RFP Requirements	50	40	37	41	39	41	36
Pricing	400	326	300	274	321	321	271
Financial Viability and Marketplace Success	75	63	68	59	62	66	54
Ability to Sell and Deliver Service	100	83	87	67	82	89	62
Marketing Plan	50	38	42	37	38	41	31
Value Added Attributes	75	60	65	58	51	65	43
Warranty	50	38	42	41	43	39	41
Depth and Breadth of Offered Equipment, Products, or Services	200	172	165	181	170	162	114
Total Points	1,000	820	806	758	806	824	652
Rank Order		2	3.5	5	3.5	1	6

DocuSigned by:
James Voelker
15F6CCFFA61E4A0...
James Voelker, CPCM, CFCM, Procurement Lead Analyst

DocuSigned by:
Brandon Town
7BCA93CD6377421...
Brandon Town, CPSM, CPSD, Procurement Analyst

DocuSigned by:
Carol Jackson
6EE63AEDED5F46E...
Carol Jackson, Procurement Analyst

DocuSigned by:
Michael Muñoz
0B0204E40D3E445...
Michael Muñoz, CPPB, Procurement Analyst



Proposal Opening Record

Date of opening: October 15, 2020

Sourcewell posted Request for Proposal #101520, for the procurement of OEM Automotive Parts and Supplies, on the Sourcewell Procurement Portal [proportal.sourcewell-mn.gov] on Thursday, August 27, 2020, and the solicitation remained in an open status within the portal until October 15, 2020, at 4:30 pm CT. The RFP required that all proposals be submitted through the Sourcewell Procurement Portal no later than 4:30 pm CT on October 15, 2020, the date and time specified in the Solicitation Schedule.

The undersigned certify that all responses received on Request for Proposal #101520 were submitted through the Sourcewell Procurement Portal, and that each Proposer's response material was digitally sealed upon submission and remained inaccessible until the due date and time specified in the Solicitation Schedule.

Responses were received from the following:

Elliott Auto Supply Co., Inc. – received 10/12/20 at 4:53:52 PM
Ford Customer Service Division – received 10/14/20 at 2:48:05 PM
Fred Beans Parts, Inc. – received 10/15/20 at 2:41:30 PM
General Motors ACDelco – received 10/15/20 at 10:23:20 AM
Navistar, Inc. – received 10/15/20 at 12:31:28 PM
Nemco Resources, Ltd. – received 10/15/20 at 11:51:56 AM

The Proposals were opened electronically, and a list of all Proposers was made publicly available in the Sourcewell Procurement Portal, on October 15, 2020, at 4:32:05 PM CT. All responsive proposals were then submitted for review by the Sourcewell Evaluation Committee.

DocuSigned by:

James Voelker

15F6CCFFA61E4A0...

James Voelker, CPCM, CFCM, Procurement Lead Analyst

DocuSigned by:

Carol Jackson

6EE63AEDED5F46E...

Carol Jackson, Procurement Analyst



RFP #101520
REQUEST FOR PROPOSALS
for
OEM Automotive Parts and Supplies

Proposal Due Date: October 15, 2020, 4:30 p.m., Central Time

Sourcewell, a State of Minnesota local government agency and service cooperative, is requesting proposals for OEM Automotive Parts and Supplies to result in a contracting solution for use by its Participating Entities. Sourcewell Participating Entities include thousands of governmental, higher education, K-12 education, nonprofit, tribal government, and other public agencies located in the United States and Canada. A full copy of the Request for Proposals can be found on the Sourcewell Procurement Portal [<https://proportal.sourcewell-mn.gov>]. Only proposals submitted through the Sourcewell Procurement Portal will be considered. Proposals are due no later than October 15, 2020, at 4:30 p.m. Central Time, and late proposals will not be considered.

Solicitation Schedule

Public Notice of RFP Published:	August 27, 2020
Pre-proposal Conference:	September 16, 2020, 10:00 a.m., Central Time
Question Submission Deadline:	October 8, 2020, 4:30 p.m., Central Time
Proposal Due Date:	October 15, 2020, 4:30 p.m., Central Time Late responses will not be considered.
Opening:	October 15, 2020, 6:30 p.m., Central Time **

** SEE RFP SUB-SECTION V. G. "OPENING"

I. ABOUT SOURCEWELL PARTICIPATING ENTITIES

A. SOURCEWELL

Sourcewell is a State of Minnesota local government agency and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that facilitates a competitive public solicitation and contract award process for the benefit of its 50,000+ participating entities across the United States and Canada. Sourcewell's solicitation process complies with State of Minnesota law and policies, conforms to Canadian trade agreements, and results in cooperative contracting solutions from which Sourcewell's Participating Entities procure equipment, products, and services.

Cooperative contracting provides participating entities and vendors increased administrative efficiencies and the power of combined purchasing volume that result in overall cost savings. At times, Sourcewell also partners with other purchasing cooperatives to combine the purchasing volume of their membership into a single solicitation and contract expanding the reach of contracted vendors' potential pool of end users.

Sourcewell uses a website-based platform, the Sourcewell Procurement Portal, through which all proposals to this RFP must be submitted.

B. USE OF RESULTING CONTRACTS

In the United States, Sourcewell's contracts are available for use by:

- Federal and state government entities;
- Cities, towns, and counties/parishes;
- Education service cooperatives;
- K-12 and higher education entities;
- Tribal government entities;
- Some nonprofit entities; and
- Other public entities.

In Canada, Sourcewell's contracts are available for use by:

- Provincial and territorial government departments, ministries, agencies, boards, councils, committees, commissions, and similar agencies;
- Regional, local, district, and other forms of municipal government, municipal organizations, school boards, and publicly-funded academic, health, and social service entities referred to as MASH sector (this should be construed to include but not be limited to the Cities of Calgary, Edmonton, Toronto, Calgary, Ottawa, and Winnipeg), as well as any corporation or entity owned or controlled by one or more of the preceding entities;

- Crown corporations, government enterprises, and other entities that are owned or controlled by these entities through ownership interest;
- Members of the Rural Municipalities of Alberta (RMA) and their represented Associations, Saskatchewan Association of Rural Municipalities (SARM), Saskatchewan Urban Municipalities Association (SUMA), Association of Manitoba Municipalities (AMM), Local Authority Services (LAS), Municipalities Newfoundland and Labrador (MNL), Nova Scotia Federation of Municipalities (NSFM), and Federation of Prince Edward Island Municipalities (FPEIM).

For a listing of current United States and Canadian Participating Entities visit Sourcewell's website (note: there is a tab for each country's listing): <https://www.sourcewell-mn.gov/sourcewell-for-vendors/agency-locator>.

Access to contracted equipment, products, or services by Participating Entities is typically through a purchase order issued directly to the applicable vendor. A Participating Entity may request additional terms or conditions related to a purchase. Use of Sourcewell contracts is voluntary and Participating Entities retain the right to obtain similar equipment, products, or services from other sources.

To meet Participating Entities' needs, public notice of this RFP has been broadly published, including notification in the United States to each state-level procurement department for possible re-posting.

Proof of publication will be available at the conclusion of the solicitation process.

II. EQUIPMENT, PRODUCTS, AND SERVICES

A. SOLUTIONS-BASED SOLICITATION

This RFP and contract award process is a solutions-based solicitation; meaning that Sourcewell is seeking equipment, products, or services that meet the general requirements of the scope of this RFP and that are commonly desired or are required by law or industry standards.

B. REQUESTED EQUIPMENT, PRODUCTS, OR SERVICES

It is expected that Proposers will offer a wide array of equipment, products, or services at lower prices and with better value than what they would ordinarily offer to a single government entity, a school district, or a regional cooperative.

1. Sourcewell is seeking proposals for OEM Automotive Parts and Supplies, including, but not to be limited to:

- a. Original equipment manufacturer (OEM) repair, replacement, maintenance parts, supplies, and services for gasoline, diesel, compressed natural gas (CNG), propane,

electric and hybrid automobiles, sport utility vehicles (SUV), light trucks, and motorcycles.

2. The primary focus of this solicitation is on OEM Automotive Parts and Supplies. This solicitation should NOT be construed to include:

- a. Aftermarket Automotive Parts and Supplies;
- b. Vehicle Repair and Maintenance Services only solutions
- c. Vehicle Installation Services

3. This solicitation does not include those equipment, products, or services covered under categories included in contracts currently maintained by Sourcewell:

- a. RFP #102517 Tires and Related Equipment, Supplies, and Services
- b. RFP #013020 Vehicle Lifts, with Garage and Fleet Maintenance Equipment

Proposers may include related equipment, accessories, and services to the extent that these solutions are complementary to the equipment, products, or service(s) being proposed.

Generally, the solutions for Participating Entities are turn-key solutions, providing a combination of equipment, products and services, delivery, and installation to a properly operating status. However, equipment or products only solutions may be appropriate for situations where Participating Entities possess the ability, either in-house or through local third-party contractors, to properly install and bring to operation the equipment or products being proposed.

Sourcewell prefers vendors that provide a sole source of responsibility for the products and services provided under a resulting contract. If Proposer requires the use of dealers, resellers, or subcontractors to provide the products or services, the Proposal should address how the products or services will be provided to Participating Entities and describe the network of dealers, resellers, and/or subcontractors that will be available to serve Participating Entities under a resulting contract.

Sourcewell desires the broadest possible selection of equipment, products, and services being proposed over the largest possible geographic area and to the largest possible cross-section of Sourcewell current and future Participating Entities.

C. REQUIREMENTS

It is expected that Proposers have knowledge of all applicable industry standards, laws, and regulations and possess an ability to market and distribute the equipment, products, or services to Participating Entities.

1. Safety Requirements. All items proposed must comply with current applicable safety or regulatory standards or codes.
2. Deviation from Industry Standard. Deviations from industry standards must be identified with an explanation of how the equipment, products, and services will provide equivalent function, coverage, performance, and/or related services.
3. New Equipment and Products. Proposed equipment and products must be for new, current model; however, Proposer may offer certain close-out equipment or products if it is specifically noted in the Pricing proposal.
4. Delivered and operational. Unless clearly noted in the Proposal, equipment and products must be delivered to the Participating Entity as operational.
5. Warranty. All equipment, products, supplies, and services must be covered by a warranty that is the industry standard or better.

D. ANTICIPATED CONTRACT TERM

Sourcewell anticipates that the term of any resulting contract(s) will be four (4) years. Up to two one-year extensions may be offered based on the best interests of Sourcewell and its Participating Entities.

E. ESTIMATED CONTRACT VALUE AND USAGE

Based on past volume of similar contracts, the estimated annual value of all transactions from contracts resulting from this RFP are anticipated to be USD \$20 Million; therefore, proposers are expected to propose volume pricing. Sourcewell anticipates considerable activity under the contract(s) awarded from this RFP; however, sales and sales volume from any resulting contract are not guaranteed.

F. MARKETING PLAN

Proposer's sales force will be the primary source of communication with Participating Entities. The Proposer's Marketing Plan should demonstrate Proposer's ability to deploy a sales force or dealer network to Participating Entities, as well as Proposer's sales and service capabilities. It is expected that Proposer will promote and market any contract award.

G. ADDITIONAL CONSIDERATIONS

1. Contracts will be awarded to Proposers able to best meet the need of Participating Entities. Proposers should submit their complete line of equipment, products, or services that are applicable to the scope of this RFP.
2. Proposers should include all relevant information in its proposal, since Sourcewell cannot consider information that is not included in the Proposal. Sourcewell reserves the right to verify Proposer's information and may request clarification from a Proposer, including samples of the proposed equipment or products.

3. Depending upon the responses received in a given category, Sourcewell may need to organize responses into subcategories in order to provide the broadest coverage of the requested equipment, products, or services to Participating Entities. Awards may be based on a subcategory.
4. A Proposer's documented negative past performance with Sourcewell or its Participating Entities occurring under a previously awarded Sourcewell contract may be considered in the evaluation of a proposal.

III. PRICING

A. REQUIREMENTS

All proposed pricing must be:

1. Either Line-Item Pricing or Percentage Discount from Catalog Pricing, or a combination of these:
 - a. **Line-item Pricing** is pricing based on each individual product or services. Each line must indicate the Vendor's published "List Price," as well as the "Contract Price."
 - b. **Percentage Discount from Catalog or Category** is based on a percentage discount from a catalog or list price, defined as a published Manufacturer's Suggested Retail Price (MSRP) for the products or services. Individualized percentage discounts can be applied to any number of defined product groupings. Proposers will be responsible for providing and maintaining current published MSRP with Sourcewell, and this pricing must be included in its proposal and provided throughout the term of any Contract resulting from this RFP.
2. The Proposer's ceiling price (Ceiling price means that the proposed pricing will be considered as the highest price for which equipment, products, or services may be billed to a Participating Entity). However, it is permissible for vendors to sell at a price that is lower than the contracted price;
3. Stated in U.S. and Canadian dollars (as applicable); and
4. Clearly understood, complete, and fully describe the total cost of acquisition (e.g., the cost of the proposed equipment, products, and services delivered and operational for its intended purpose in the Participating Entity's location).

Proposers should clearly identify any costs that are NOT included in the proposed product or service pricing. This may include items such as installation, set up, mandatory training, or initial inspection. Include identification of any parties that impose such costs and their relationship to the Proposer. Additionally, Proposers should clearly describe any unique distribution and/or delivery methods or options offered in the Proposal.

B. ADMINISTRATIVE FEES

Proposers are expected to pay to Sourcewell an administrative fee in exchange for Sourcewell facilitating the resulting contracts. The administrative fee is normally calculated as a percentage

of the total sales to Participating Entities for all contracted equipment, products, or services made during a calendar quarter, and is typically one percent (1%) to two percent (2%). In some categories, a flat fee may be an acceptable alternative.

IV. CONTRACT

Proposers awarded a contract will be required to execute a contract with Sourcewell (see attached template). Only those modifications the Proposer indicates in its proposal will be available for discussion. Much of the language in the Contract reflects Minnesota legal requirements and cannot be altered. Numerous and/or onerous exceptions that contradict Minnesota law may result in the Proposal being disqualified from further review and evaluation.

To request a modification to the Contract terms, conditions, or specifications, a Proposer must complete and submit the Exceptions to Terms, Conditions, or Specifications table, with all requested modifications, through the Sourcewell Procurement Portal at the time of submitting the Proposer's Proposal. Exceptions must:

1. Clearly identify the affected article and section, and
2. Clearly note what language is requested to be modified.

Unclear requests will be automatically denied.

Only those exceptions that have been accepted by Sourcewell will be included in the contract document provided to the awarded vendor for signature.

If a Proposer receives a contract award resulting from this solicitation it will have up to 30 days to sign and return the contract. After that time, at Sourcewell's sole discretion, the contract award may be revoked.

V. RFP PROCESS

A. PRE-PROPOSAL CONFERENCE

Sourcewell will hold an optional, non-mandatory pre-proposal conference via webcast on the date and time noted on page one of this RFP and on the Sourcewell Procurement Portal. The purpose of this conference is to allow potential Proposers to ask questions regarding this RFP and Sourcewell's competitive contracting process. Information about the webcast will be sent to all entities that have registered for this solicitation opportunity through their Sourcewell Procurement Portal Vendor Account. Pre-proposal conference attendance is optional.

B. QUESTIONS REGARDING THIS RFP AND ORAL COMMUNICATION

Questions regarding this RFP must be submitted through the Sourcewell Procurement Portal. The deadline for submission of questions is found in the Solicitation Schedule and on the Sourcewell Procurement Portal. Answers to questions will be issued through an addendum to

this RFP. Repetitive questions will be summarized into a single answer and identifying information will be removed from the submitted questions.

All questions, whether specific to a Proposer or generally related to the RFP, must be submitted using this process. Do not contact individual Sourcewell staff to ask questions or request information as this may disqualify the Proposer from responding to this RFP. Sourcewell will not respond to questions submitted after the deadline.

C. ADDENDA

Sourcewell may modify this RFP at any time prior to the proposal due date by issuing an addendum. Addenda issued by Sourcewell become a part of the RFP and will be delivered to potential Proposers through the Sourcewell Procurement Portal. Sourcewell accepts no liability in connection with the delivery of any addenda.

Before a proposal will be accepted through the Sourcewell Procurement Portal, all addenda, if any, must be acknowledged by the Proposer by checking the box for each addendum. It is the responsibility of the Proposer to check for any addenda that may have been issued up to the solicitation due date and time.

If an addendum is issued after a Proposer submitted its proposal, the Sourcewell Procurement Portal will WITHDRAW the submission and change the Proposer's proposal status to INCOMPLETE. The Proposer can view this status change in the "MY BIDS" section of the Sourcewell Procurement Portal Vendor Account. The Proposer is solely responsible to check the "MY BIDS" section of the Sourcewell Procurement Portal Vendor Account periodically after submitting its Proposal (and up to the Proposal due date). If the Proposer's Proposal status has changed to INCOMPLETE, the Proposer is solely responsible to:

- i) make any required adjustments to its proposal;
- ii) acknowledge the addenda; and
- iii) ensure the re-submitted proposal is received through the Sourcewell Procurement Portal no later than the Proposal Due Date and time shown in the Solicitation Schedule above.

D. PROPOSAL SUBMISSION

Proposer's complete proposal must be submitted through the Sourcewell Procurement Portal no later than the date and time specified in the Solicitation Schedule. Any other form of proposal submission, whether electronic, paper, or otherwise, will not be considered by Sourcewell. **Late proposals will not be considered.** It is the Proposer's sole responsibility to ensure that the proposal is received on time.

It is recommended that Proposers allow sufficient time to upload the proposal and to resolve any issues that may arise. The time and date that a Proposal is received by Sourcewell is solely determined by the Sourcewell Procurement Portal web clock.

In the event of problems with the Sourcewell Procurement Portal, follow the instructions for technical support posted in the portal. It may take up to twenty-four (24) hours to respond to certain issues.

Upon successful submission of a proposal, the Portal will automatically generate a confirmation email to the Proposer. If the Proposer does not receive a confirmation email, contact Sourcewell's support provider at support@bidsandtenders.ca.

To ensure receipt of the latest information and updates via email regarding this solicitation, or if the Proposer has obtained this solicitation document from a third party, the onus is on the Proposer to create a Sourcewell Procurement Portal Vendor Account and register for this solicitation opportunity.

Within the Procurement Portal, all proposals must be digitally acknowledged by an authorized representative of the Proposer attesting that the information contained in the proposal is true and accurate. By submitting a proposal, Proposer warrants that the information provided is true, correct, and reliable for purposes of evaluation for potential contract award. The submission of inaccurate, misleading, or false information is grounds for disqualification from a contract award and may subject the Proposer to remedies available by law.

E. GENERAL PROPOSAL REQUIREMENTS

Proposals must be:

- In substantial compliance with the requirements of this RFP or it will be considered nonresponsive and be rejected.
- Complete. A proposal will be rejected if it is conditional or incomplete.
- Submitted in English.
- Valid and irrevocable for 90 days following the Proposal Due Date.

Any and all costs incurred in responding to this RFP will be borne by the Proposer.

F. PROPOSAL WITHDRAWAL

Prior to the proposal deadline, a Proposer may withdraw its proposal.

G. OPENING

The Opening of Proposals will be conducted electronically through the Sourcewell Procurement Portal. A list of all Proposers will be made publicly available in the Sourcewell Procurement Portal after the Proposal Due Date, but no later than the Opening time listed in the Solicitation Schedule.

To view the list of Proposers, verify that the Sourcewell Procurement Portal opportunities list search is set to “All” or “Closed.” The solicitation status will automatically change to “Closed” after the Proposal Due Date and Time.

VI. EVALUATION AND AWARD

A. EVALUATION

It is the intent of Sourcewell to award one or more contracts to responsive and responsible Proposer(s) offering the best overall quality, selection of equipment, products, and services, and price that meet the commonly requested specifications of Sourcewell and its Participating Entities. The award(s) will be limited to the number of Proposers that Sourcewell determines is necessary to meet the needs of Participating Entities. Factors to be considered in determining the number of contracts to be awarded in any category may include the following:

- The number of and geographic location of:
 - Proposers necessary to offer a comprehensive selection of equipment, products, or services for Participating Entities’ use.
 - A Proposer’s sales and service network to assure availability of product supply and coverage to meet Participating Entities’ anticipated needs.
- Total evaluation scores.
- The attributes of Proposers, and their equipment, products, or services, to assist Participating Entities achieve environmental and social requirements, preferences, and goals. Information submitted as part of a proposal should be as specific as possible when responding to the RFP. Do not assume Sourcewell’s knowledge about a specific vendor or product.

B. AWARD(S)

Award(s) will be made to the Proposer(s) whose proposal conforms to all conditions and requirements of the RFP, and consistent with the award criteria defined in this RFP.

Sourcewell may request written clarification of a proposal at any time during the evaluation process.

Proposal evaluation will be based on the following scoring criteria and the Sourcewell Evaluator Scoring Guide (available in the Sourcewell Procurement Portal):

Conformance to RFP Requirements	50
Financial Viability and Marketplace Success	75
Ability to Sell and Deliver Service	100
Marketing Plan	50
Value Added Attributes	75
Warranty	50
Depth and Breadth of Offered Equipment, Products, or Services	200

Pricing
TOTAL POINTS

400

1000

C. PROTESTS OF AWARDS

Any protest made under this RFP by a Proposer must be in writing, addressed to Sourcewell's Executive Director, and delivered to the Sourcewell office located at 202 12th Street NE, P.O. Box 219, Staples, MN 56479. The protest must be received no later than 10 calendar days' following Sourcewell's notice of contract award(s) or non-award and must be time stamped by Sourcewell no later than 4:30 p.m., Central Time.

A protest must include the following items:

- The name, address, and telephone number of the protester;
- The original signature of the protester or its representative;
- Identification of the solicitation by RFP number;
- A precise statement of the relevant facts;
- Identification of the issues to be resolved;
- Identification of the legal or factual basis;
- Any additional supporting documentation; and
- Protest bond in the amount of \$20,000, except where prohibited by law or treaty.

Protests that do not address these elements will not be reviewed.

D. RIGHTS RESERVED

This RFP does not commit Sourcewell to award any contract and a proposal may be rejected if it is nonresponsive, conditional, incomplete, conflicting, or misleading. Proposals that contain false statements or do not support an attribute or condition stated by the Proposer may be rejected.

Sourcewell reserves the right to:

- Modify or cancel this RFP at any time;
- Reject any and all proposals received;
- Reject proposals that do not comply with the provisions of this RFP;
- Select, for contracts or for discussion, a proposal other than that with the lowest cost;
- Independently verify any information provided in a Proposal;
- Disqualify any Proposer that does not meet the requirements of this RFP, is debarred or suspended by the United States or Canada, State of Minnesota, Participating Entity's state or province; has an officer, or other key personnel, who have been charged with a serious crime; or is bankrupt, insolvent, or where bankruptcy or insolvency are a reasonable prospect;
- Waive or modify any informalities, irregularities, or inconsistencies in the proposals received;

- Clarify any part of a proposal and discuss any aspect of the proposal with any Proposer; and negotiate with more than one Proposer;
- Award a contract if only one responsive proposal is received if it is in the best interest of Participating Entities; and
- Award a contract to one or more Proposers if it is in the best interest of Participating Entities.

E. DISPOSITION OF PROPOSALS

All materials submitted in response to this RFP will become property of Sourcewell and will become public record in accordance with Minnesota Statutes Section 13.591, after negotiations are complete. Sourcewell considers that negotiations are complete upon execution of a resulting contract. It is the Proposer's responsibility to clearly identify any data submitted that it considers to be protected. Proposer must also include a justification for the classification citing the applicable Minnesota law.

Sourcewell will not consider the prices submitted by the Proposer to be confidential, proprietary, or trade secret materials. Financial information, including financial statements, provided by a Proposer is not considered trade secret under the statutory definition.

The Proposer understands that Sourcewell will reject proposals that are marked confidential or nonpublic, either substantially or in their entirety.



9/3/2020

Addendum No. 1

Solicitation Number: RFP 101520

Solicitation Name: OEM Automotive Parts and Supplies

Consider the following Questions and Answers to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

Is this RFP customer located in Southern New Jersey?

Answer 1:

Sourcewell is a State of Minnesota local government agency and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that facilitates a competitive public solicitation and contract award process for the benefit of its 50,000+ participating entities across the United States and Canada.

Question 2:

Does this RFP include medium and heavy-duty truck OEM parts?

Answer 2:

It is left to the discretion of each potential proposer to determine whether their equipment, products, and services fall within Sourcewell's requested equipment, products, and services as described in RFP Section II. B (Requested Equipment, Products and Services).

End of Addendum

Acknowledgement of this Addendum to RFP 101520 posted to the Sourcewell Procurement Portal on 9/3/2020, is required at the time of proposal submittal.



9/17/2020

Addendum No. 2

Solicitation Number: RFP 101520

Solicitation Name: OEM Automotive Parts and Supplies

Consider the following Question and Answer to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

Would this bid include electric vehicle charging stations, related equipment, installation and service. Does EV fall under OEM automotive parts and supplies?

Answer 1:

Refer to RFP Section II. B., "Proposers may include related equipment, accessories, and services to the extent that these solutions are complementary to the equipment, products, or service(s) being proposed." A proposal of related equipment, accessories, and services, that is not complementary to an offering of OEM repair, replacement, maintenance parts, supplies, and services, of the types described in RFP Section II. B. 1. a., will be deemed non-responsive.

End of Addendum

Acknowledgement of this Addendum to RFP 101520 posted to the Sourcewell Procurement Portal on 9/17/2020, is required at the time of proposal submittal.



10/9/2020

Addendum No. 3

Solicitation Number: RFP 101520

Solicitation Name: OEM Automotive Parts and Supplies

Consider the following Questions and Answers to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

Question 1:

RFP Section III. A. 1. only describes Line-item Pricing or Percentage Discount from Catalog or Category, or a combination of these methods, as pricing models. Can other types of pricing models be submitted?

Answer 1:

As stated in RFP Section III. A. 1., Line-item Pricing, Percentage Discount from Catalog or Category, or a combination of these pricing models, are acceptable as part of a proposed solution. It is left to the discretion of each proposer to describe in the proposal how the proposed pricing method satisfies the requirement.

Question 2:

What is the meaning of Line Item 15 - "Provide all "Suspension or Debarment" information that has applied to your organization during the past ten years"? How does it apply to proposers for this solicitation?

Answer 2:

Questionnaire Table 2, Line Item 15, elicits information from the proposer related to all instances of suspension or debarment of the proposer in the past ten years. The contents of the proposal will be evaluated based on the criteria stated in the RFP.

In addition, refer to RFP Section VI. D. – Rights Reserved. Sourcewell reserves the right to, "[d]isqualify any Proposer that ...is debarred or suspended by the United States or Canada, State of Minnesota, Participating Entity's state or province...." During Step 3 of the Portal submission process, each proposer will affirm that they are not currently suspended or debarred when completing the Proposer's Affidavit and Assurance of

Compliance.

End of Addendum

Acknowledgement of this Addendum to RFP 101520 posted to the Sourcewell Procurement Portal on 10/9/2020, is required at the time of proposal submittal.

LINE	LINE DESCRIPTION	CAT	CAT DESCRIPTION	DISCOUNT
1FV	FVP PRODUCT LINES	35	FVP BELTS	62%
1FV	FVP PRODUCT LINES	51	FVP P. STEERING KITS	62%
2FV	FVP PRODUCT LINES 2	40	FVP MOTOR MOUNTS	62%
2FV	FVP PRODUCT LINES 2	51	FVP FEDERAL CATS	62%
2FV	FVP PRODUCT LINES 2	52	FVP CALIFORNIA CATS	62%
3FV	FVP PRODUCT LINES 3	50	TIMING CHAINS & COMP	62%
ACP	AC PRODUCTS	41	AC SPARK PLUGS	DEALER COST
ACP	AC PRODUCTS	42	AC FILTERS	DEALER COST
ACP	AC PRODUCTS	43	AC FUEL PUMPS	DEALER COST
ACP	AC PRODUCTS	47	FUEL FILTERS	DEALER COST
ACP	AC PRODUCTS	48	AIR FILTERS	DEALER COST
ACP	AC PRODUCTS	50	TRANSMISSION FILTERS	DEALER COST
AIS	AISIN	1	AISIN PRODUCTS	50%
AKE	AKEBONO	1	PRO-ACT BRAKE PADS	60%
ALN	AUTOLINE PRODUCTS	4	FUEL INJECTORS	62%
ANC	ANCO WIPER PRODUCTS	10	WIPER BLADES	65%
ANR	ANCHOR INDUSTRIES	1	ENG/TRANS MOUNTS	62%
APX	APEX GASKETS	1	GASKETS/SEALS	40%
ATP	AUTO TRANSMISS PARTS			40%
AUL	AUTEL TIRE PRESSURE	1	SENSORS & VALVES	60%
BDX	BENDIX LT DUTY	1	BRAKE PARTS	50%
BLA	BLASTER CORPORATION	1	CHEMICALS	40%
BLK	BLACK JACK TIRE REP			50%
CAS	CONTINENTAL	1	VDO TPMS	62%
CEN	CENTRIC PARTS	10	BRAKE PARTS	68%
CHA	CHAMPION	1	SPARK PLUGS	50%
CHO	CHOCK BLOCKS (CONV)			50%
COL	COLE-HERSEE	1	ELECTRICAL ITEMS	50%
CRC	CRC-SILOO PRODUCTS	1	CHEMICALS	48%
CRD	CARDONE IND	10	REMAN PRODUCTS	50%
CTR	CARTER	1	FUEL PUMPS	50%
CTR	CARTER	2	WATER PUMPS	50%
DEL	DELCO PRODUCTS	1	DELCO IGNITION	DEALER COST
DEL	DELCO PRODUCTS	10	DELCO CHEMICALS	DEALER COST
DEL	DELCO PRODUCTS	11	AFTER MKT WINDOW REG	DEALER COST
DEL	DELCO PRODUCTS	13	DELCO STATS & CAPS	DEALER COST
DEL	DELCO PRODUCTS	14	GOLD/PROF BRAKE	DEALER COST
DEL	DELCO PRODUCTS	15	DELCO AIR CONDITION	DEALER COST
DEL	DELCO PRODUCTS	16	DELCO WIRE & CABLE	DEALER COST
DEL	DELCO PRODUCTS	17	ORIG EQUIP BRAKE	DEALER COST
DEL	DELCO PRODUCTS	18	DELCO SMALL MOTORS	DEALER COST
DEL	DELCO PRODUCTS	19	EXHAUST & TANKS	DEALER COST
DEL	DELCO PRODUCTS	2	DELCO BEARINGS	DEALER COST
DEL	DELCO PRODUCTS	20	HINGES AND HARDWARE	DEALER COST
DEL	DELCO PRODUCTS	21	EMISSION CONTROL	DEALER COST
DEL	DELCO PRODUCTS	23	BODY	DEALER COST
DEL	DELCO PRODUCTS	24	OIL	DEALER COST
DEL	DELCO PRODUCTS	25	NEW WATER PUMPS	DEALER COST
DEL	DELCO PRODUCTS	26	AFTER MKT WATER PUMP	DEALER COST
DEL	DELCO PRODUCTS	27	DELCO ELECTRONICS	DEALER COST
DEL	DELCO PRODUCTS	30	LOCK ASM	DEALER COST
DEL	DELCO PRODUCTS	31	DELCO STARTERS,ALTS.	DEALER COST
DEL	DELCO PRODUCTS	33	AFTER MKT START/ALTS	DEALER COST
DEL	DELCO PRODUCTS	35	BELTS & HOSES	DEALER COST
DEL	DELCO PRODUCTS	36	DELCO OE STEERING	DEALER COST
DFL	DFLCO PRODUCTS	37	DFLCO TRANSMISSION	DFALFR COST
DEL	DELCO PRODUCTS	4	DELCO RADIATORS	DEALER COST

LINE	LINE DESCRIPTION	CAT	CAT DESCRIPTION	DISCOUNT
DEL	DELCO PRODUCTS	44	SILVER/ADV BRAKE	DEALER COST
DEL	DELCO PRODUCTS	45	GOLD/PROF CHASSIS	DEALER COST
DEL	DELCO PRODUCTS	46	SILVER/ADV CHASSIS	DEALER COST
DEL	DELCO PRODUCTS	5	DELCO SHOCK ABSORBER	DEALER COST
DEL	DELCO PRODUCTS	51	DELCO VALVE LIFTERS	DEALER COST
DEL	DELCO PRODUCTS	55	DELCO LIGHT BULBS	DEALER COST
DEL	DELCO PRODUCTS	56	LAMPS	DEALER COST
DEL	DELCO PRODUCTS	7	DELCO BATTERIES	DEALER COST
DEL	DELCO PRODUCTS	8	DELCO WIPER PRODUCTS	DEALER COST
DEL	DELCO PRODUCTS	9	AFTER MKT SUSPENSION	DEALER COST
DEN	DENSO PRODUCTS	1	SPARK PLUGS	62%
DEN	DENSO PRODUCTS	2	OXYGEN SENSORS	62%
DEN	DENSO PRODUCTS	4	A/C COMPONENTS	62%
DLP	DELPHI	12	ABS SENSORS	50%
DLP	DELPHI	13	SPARTA FUEL (DELPHI)	50%
DLP	DELPHI	15	MAF	50%
DLP	DELPHI	2	ELECTRICAL	50%
DLP	DELPHI	5	FUEL PUMPS	50%
DLP	DELPHI	9	FUEL INJECTION	50%
DOR	DORMAN	1	4WD COMPANENTS	62%
DOR	DORMAN	10	CLIMATE CONTROL	62%
DOR	DORMAN	11	COOLERS	62%
DOR	DORMAN	12	DIPSTICKS & TUBES	62%
DOR	DORMAN	13	DOOR HINGE REPAIR	62%
DOR	DORMAN	14	DOOR LOCK ACTUATORS	62%
DOR	DORMAN	16	EMISSION CONTROL COM	62%
DOR	DORMAN	17	EVAPORATIVE EMISSION	62%
DOR	DORMAN	18	EXHAUST COMPONENTS	62%
DOR	DORMAN	19	EXHAUST MANIFOLDS	62%
DOR	DORMAN	2	DORMAN MISC	62%
DOR	DORMAN	20	FLUID RESERVOIRS	62%
DOR	DORMAN	21	FUEL & AIR COMPONENT	62%
DOR	DORMAN	22	HANDLES-DOOR WND	62%
DOR	DORMAN	23	HARD TO FIND HRD PAR	62%
DOR	DORMAN	24	HARMONIC BALANCERS	62%
DOR	DORMAN	25	HEATER HOSE ASSEMBLI	62%
DOR	DORMAN	26	HTF-EXTERIOR	62%
DOR	DORMAN	27	HTF-INTERIOR	62%
DOR	DORMAN	28	HTF-MAINTENANCE	62%
DOR	DORMAN	29	HTF-UNDERHOOD	62%
DOR	DORMAN	3	ABS SENSORS	62%
DOR	DORMAN	30	HTF-ELECTRONICS	62%
DOR	DORMAN	31	HTF-UNDERCAR	62%
DOR	DORMAN	33	IDLER PULLEYS	62%
DOR	DORMAN	34	IGNITION SWITCHES	62%
DOR	DORMAN	35	IMPACT SENSORS	62%
DOR	DORMAN	36	INSTRUMENT CLUSTERS	62%
DOR	DORMAN	37	INTAKE MANIFOLF GSKT	62%
DOR	DORMAN	38	KNUCKLES	62%
DOR	DORMAN	39	MAGNETIC CAM & CRANK	62%
DOR	DORMAN	4	ACTIVE SUSPENSION CO	62%
DOR	DORMAN	40	OIL COOLER LINES	62%
DOR	DORMAN	41	OIL DRAIN PLUGS/GSKT	62%
DOR	DORMAN	42	OIL FILTER CAPS	62%
DOR	DORMAN	43	QUICK CONNECTORS	62%
DOR	DORMAN	44	RADIATOR FAN ASSFMBL	62%
DOR	DORMAN	45	RELEASE CABLES	62%

LINE	LINE DESCRIPTION	CAT	CAT DESCRIPTION	DISCOUNT
DOR	DORMAN	45	RELEASE CABLES	62%
DOR	DORMAN	46	SHACKLES	62%
DOR	DORMAN	47	STEERING COLUMN & SH	62%
DOR	DORMAN	48	SWITCHES	62%
DOR	DORMAN	49	THREADED FASTENERS	62%
DOR	DORMAN	5	AIR DOOR ACTUATORS	62%
DOR	DORMAN	50	TRANSMISSION LINES	62%
DOR	DORMAN	51	TURBOCHARGERS	62%
DOR	DORMAN	52	VALVE COVERS	62%
DOR	DORMAN	53	VVTs & CAM PHASERS	62%
DOR	DORMAN	54	WATER OUTLETS	62%
DOR	DORMAN	55	WHEEL HARDWARE	62%
DOR	DORMAN	56	WHEEL HUBS	62%
DOR	DORMAN	57	WINDOW LIFT MOTORS	62%
DOR	DORMAN	58	WINDOW REGULATORS	62%
DOR	DORMAN	59	BRAKES	62%
DOR	DORMAN	6	BLOWER MTR RESISTORS	62%
DOR	DORMAN	66	CARB CONVERTERS	62%
DOR	DORMAN	67	FED/EPA CONVERTERS	62%
DOR	DORMAN	7	BODY FASTENERS	62%
DOR	DORMAN	8	BODY MOUNTS	62%
DOR	DORMAN	9	CHASSIS	62%
DRI	OIL DRI PRODUCTS			50%
ECO	ECCO LIGHTING			40%
EVR	IND. ALK. BATT	1	BATTERIES	50%
FCS	FCS	1	SHOCKS/STRUTS	65%
FEL	FEL PRO		GASKETS/SEALS	65%
FRD	FEDERAL MOGUL	2	NATIONAL BEARINGS	50%
FRD	FEDERAL MOGUL	30	SEAL/POWER-ENGINE PA	50%
FRD	FEDERAL MOGUL	31	OIL SEALS/O-RINGS	50%
FRD	FEDERAL MOGUL	33	SEAL/POWER-ENGINE KI	50%
FRD	FEDERAL MOGUL	50	ENGINE BEARINGS	50%
FRD	FEDERAL MOGUL	60	SEAL/POWER-PSTN RING	50%
FUS	LITTLEFUSE-FUSES			50%
FVP	FVP	10	OIL FILTER	71%
FVP	FVP	11	AIR FILTERS	71%
FVP	FVP	12	CABIN AIR FILTERS	71%
FVP	FVP	13	FUEL FILTERS	71%
FVP	FVP	14	TRANSMISSION FILTERS	71%
FVP	FVP	18	FVP TRIANGLE KITS	50%
FVP	FVP	19	CABLE TIES	62%
FVP	FVP	20	FVP CHOCK BLOCKS	62%
FVP	FVP	22	GLOVES	62%
FVP	FVP	23	FVP Chemicals	62%
FVP	FVP	24	FVP OIL	62%
FVP	FVP	25	FVP ANTIFREEZE	52%
FVP	FVP	26	DIESEL EXHAUST FLUID	62%
FVP	FVP	31	RADIATORS	62%
FVP	FVP	32	CONDENSERS	62%
FVP	FVP	33	HEATER CORES	62%
FVP	FVP	36	NEW WATER PUMPS	65%
FVP	FVP	37	FVP FAN CLUTCHES	62%
FVP	FVP	48	FVP ABRASIVES	65%
FVP	FVP	50	FVP Hub Bearing Assb	67%
FVP	FVP	51	FVP Hub Bearings	67%
FVP	FVP	52	FVP ALTERNATORS	64%
FVP	FVP	53	FVP STARTERS	64%

LINE	LINE DESCRIPTION	CAT	CAT DESCRIPTION	DISCOUNT
FVP	FVP	55	FVP IGNITION COILS	62%
FVP	FVP	6	PLATINUM BATTERIES-6	64%
FVP	FVP	7	VOLT-EDGE-7	64%
FVP	FVP	70	FVP Brake Rotors	68%
FVP	FVP	71	FVP Brake Drums	68%
FVP	FVP	74	FVP PremiumBrakePads	68%
FVP	FVP	76	FVP MASTER CYLINDERS	68%
FVP	FVP	77	FVP Brake Calipers	60%

LINE	LINE DESCRIPTION	CAT	CAT DESCRIPTION	DISCOUNT
FVP	FVP	78	FVP Brake Hardware	60%
FVP	FVP	79	U-JOINTS	62%
FVP	FVP	81	FVP Chassis Parts	65%
FVP	FVP	82	Coated Rotor	68%
FVP	FVP	89	NEW AXLES	62%
GAB	Gabriel	1	SHOCKS/STRUTS	50%
GMB	GMB WATER PUMPS	9	TIMING KITS WITH WP	50%
GOO	GOODYEAR PRODUCTS	1	RUBBER PRODUCTS	53%
GPD	GLOBAL PARTS DISTR	1	HVAC PRODUCTS	62%
GRO	GROTE INDUSTRIES		GROTE INDUSTRIES	50%
IDL	IDEAL HOSE CLAMPS		IDEAL HOSE CLAMPS	50%
KBC	KIMBERLY CLARK		KIMBERLY CLARK	50%
KYB	KYB AMERICA	1	SHOCKS/STRUTS	65%
LOP	LUCAS OIL		LUCAS OIL	30%
LUK	LUK CLUTCHES	1	LUK CLUTCHES	31%
MMM	3M PRODUCTS		3M PRODUCTS	55%
MON	MONROE AUTO EQUIP	1	SHOCKS/STRUTS	60%
MOO	MOOG	10	SUSPENSION	65%
MOT	MOTORAD	1	THERMOSTATS	70%
MOT	MOTORAD	10	THERMOSTAT HOUSINGS	70%
MOT	MOTORAD	15	ULTRASTATS	70%
MOT	MOTORAD	2	RADIATOR CAPS	70%
MOT	MOTORAD	3	FUEL CAPS	70%
MOT	MOTORAD	4	OIL CAPS	70%
MOT	MOTORAD	5	TESTERS/ADAPTERS	70%
MOT	MOTORAD	6	GASKETS/SEALS	70%
MOT	MOTORAD	8	HEAVY DUTY	70%
MTC	MOTORCRAFT	1	STARTERS/ALTERNATORS	DEALER COST
MTC	MOTORCRAFT	10	AIR CONDITIONING	DEALER COST
MTC	MOTORCRAFT	11	BATTERIES	DEALER COST
MTC	MOTORCRAFT	13	EMISSION PARTS	DEALER COST
MTC	MOTORCRAFT	14	IGNITION PARTS	DEALER COST
MTC	MOTORCRAFT	15	FILTERS/PCV VALVES	DEALER COST
MTC	MOTORCRAFT	16	MOTORCRAFT REMANS	DEALER COST
MTC	MOTORCRAFT	17	SHOCKS & STRUTS	DEALER COST
MTC	MOTORCRAFT	18	SPARK PLUGS	DEALER COST
MTC	MOTORCRAFT	19	THERMOSTATS & CAPS	DEALER COST
MTC	MOTORCRAFT	2	POWER STEERING	DEALER COST
MTC	MOTORCRAFT	20	BELTS & HOSES	DEALER COST
MTC	MOTORCRAFT	21	WIRE & CABLE	DEALER COST
MTC	MOTORCRAFT	22	WATER PUMPS	DEALER COST
MTC	MOTORCRAFT	23	FRONT WHEEL DRIVE	DEALER COST
MTC	MOTORCRAFT	24	WIPER BLADES	DEALER COST
MTC	MOTORCRAFT	29	Brake Pads/Shoes	DEALER COST
MTC	MOTORCRAFT	31	CHASSIS	DEALER COST
MTC	MOTORCRAFT	40	FUEL PUMPS	DEALER COST
MTC	MOTORCRAFT	41	HUBS	DEALER COST
MTC	MOTORCRAFT	42	BEARINGS	DEALER COST
MTC	MOTORCRAFT	44	RADIATORS	DEALER COST
NGK	NGK	1	SPARKPLUGS	62%
PER	PERMATEX		PERMATEX	50%
PLC	PHILLIPS CABLE	1	PLC	50%
PRY	PENRAY PRODUCTS		PENRAY PRODUCTS	50%
PST	POWERSTOP	10	BRAKE PRODUCTS	60%
SAC	SACHS NORTH AMERICA	1	CLUTCH KITS	50%
SPL	SPLASH WIPER BLADES			77%
STA	STANDARD IGNITION			40%

LINE	LINE DESCRIPTION	CAT	CAT DESCRIPTION	DISCOUNT
SUP	SUPER CLEAN	1	SUPER CLEAN	50%
TRC	TRICO WIPER PRODUCTS	1	WIPER BLADES	77%
TRK	TRUCK LITE			50%
TRR	TRACER PRODUCTS			50%
VOE	VISION OE	2	POWER STEERING	50%
WAG	WAGNER LIGHTING			62%
WES	WESTAR MOTOR MOUNTS			62%
WGR	WAGNER BRAKE	1	BRAKE PARTS	68%

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Danny Pierotte

DATE: April 30, 2025

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: May 14, 2025

ITEM: Change Order (2) COR 4 - Monroe New TK & Kinder Project

PURPOSE: Underground Work Related to Utility Pole Removal. This came as a result of pole removal. AT&T had to be brought in and a path had to be installed below grade.

FISCAL IMPACT: \$11,069.00 - Per (Section 01 2100) Underground allowance included in Base Bid.

RECOMMENDATIONS: Approve Change Order (2)


MANGINI
MANGINI ASSOCIATES INC.
 4320 West Mineral King Avenue
 Visalia, California 93291
 (559) 627-0530

www.mangini.us

CHANGE ORDER**NO. 02**

TO: Oral E. Micham Inc.
 P. O. Box 745
 Woodlake, CA 93286

DATE: March 11, 2025
 CHANGE ORDER NO.: Two
 PROJECT NO.: 23134

PROJECT: New TK Classrooms at Monroe Elementary School
 Hanford Elementary School District

THE CONTRACT IS CHANGED AS FOLLOWS:

See attached Exhibit "A" for Description of Work.

TOTAL ADDS: \$11,069.00

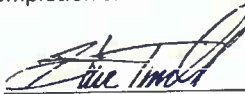
TOTAL THIS CHANGE ORDER: \$11,069.00

Attachments: None


The Contractor agrees that this resolution constitutes a final accord and satisfaction of the Contractor's rights with respect to this change order.

The original Contract Sum was.....	\$5,481,000.01
Net change by previous Change Orders	\$24,821.00
The Contract Sum prior to this Change Order was.....	\$5,505,821.01
⊗ The Contract Sum will be changed by this Change Order	\$11,069.00
The new Contract Sum including this Change Order will be	\$5,516,890.01


The Contract Time will be ~~(increased)~~ ~~(decreased)~~ **(unchanged) ZERO DAYS** (0) days
 The Date of Completion as of the date of this Change Order therefore is Nov. 1, 2025

Contractor: 
 Steve Tindle, Vice President
 Oral E. Micham Inc.

Date: 3/11/25

Architect: 
 J. Ryan Morrelli, Architect
 Mangini Associates, Inc.

Date: 3.12.2025

Owner: 
 Joy Gabler, Superintendent
 Hanford Elementary School District

Date: 3/28/25

CHANGE ORDER NO. 2
NEW TK CLASSROOMS AT MONROE ES

EXHIBIT "A"

Description of Work

Item No. 1: **BL # :** Per Addendum 2, underground work related to utility pole removal.

ADD \$11,069.00

Reason: Owner Request.

TOTAL ADDS..... \$11,069.00
TOTAL DEDUCTS..... \$0.00
TOTAL THIS CHANGE ORDER **\$11,069.00**

NEW TK/K CLASSROOMS AT MONROE ELEMENTARY SCHOOL
Hanford Elementary School District

23134
9/20/2024
2022 CBC

CASH ALLOWANCES:

- .1 A cash allowance of **\$44,160.00 for moisture control treatment**, as described in Section 01 2100 - Cash Allowances, is included in the Base Bid.
- .2 A cash allowance of **\$15,000.00 for repair of existing sprinkler irrigation system and landscaping**, as described in Section 01 2100 - Cash Allowances, is included in the Base Bid.
- .3 A cash allowance of **\$30,000.00 for the removal of existing utility pole and undergrounding related utility lines**, as described in Section 01 2100 - Cash Allowances, is included in the Base Bid.

CALIFORNIA STATEWIDE CRUDE OIL PRICE INDEX:

Compensation for price index fluctuations for copper conductors sized #2 and larger shall be adjusted based on Exhibit "A" attached to Specification Section 32 1210. The Contractor shall provide the following information to establish the baseline costs for asphalt oil:

- .1 Project asphalt oil tonnage: _____
- .2 California Statewide Crude Oil Price Index in effect on date of bid: _____

CONDITIONS

Bid Form:

- .1 Bidder agrees that he/she has checked carefully all words and figures inserted in the Bid Form and that he/she is solely responsible for errors or omissions therein.
- .2 Forms submitted with incomplete bid amounts or signature are subject to non-acceptance by Owner. Amounts shall be stated in writing and figures.
- .3 Owner reserves the right to reject any or all Bids, waive any informality in any Bid, determine in his own discretion the responsibility of any Bidder, and determine which Bid is most advantageous to Owner.

Bid Form Attachments: Bid Form shall be accompanied the following, using forms included in the Project Manual:

- .1 Bid Form
- .2 Bidder's Bond
- .3 Subcontractor List / DIR Information
- .4 Non-Collusion Affidavit
- .5 Contractor's Certificate Regarding Workers Compensation
- .6 Fingerprinting Notice and Acknowledgment
- .7 Sufficient Funds Declaration
- .8 Acknowledgment regarding Drug Free Workplace
- .9 Acknowledgment regarding Alcoholic Beverage and Tobacco-Free Campus Policy
- .10 Acknowledgment regarding No Contracting with Sanctioned Entities
- .11 CARB Compliance Declaration
- .12 Roof Project Certification
- .13 Prime Bidder Good Faith Effort Worksheet and Prime Bidder Certification of Disabled Veteran Business Enterprise Participation.

Time for Completion: Bidder agrees to complete all Work within **365 calendar days**, commencing with the date established in the written notice from Owner to proceed, and ending with the date of Substantial Completion.

Substitutions: Bidder agrees he/she has reviewed the substitution requirements of Sections 00 2110 and 01 2500 and shall comply with such requirements.

Execution of Agreement: Bidder agrees that if its bid or bids are accepted by Owner, Bidder will execute the Agreement Form provided and furnish the required Bonds and Insurance Certificates within 7 calendar days after date of written Notice of Award by Owner. The undersigned further agrees that in case of default in executing these documents within the time fixed, the proceeds of the check or bond, accompanying this bid, shall become the property of the Owner.

Withdrawal of Bid: Bidder agrees that his/her Bid may not be withdrawn for a period of **60 calendar days** after Bid Opening date.

00 4110 - 2

BID FORM

Lyles, Charlotte

From: Mulligan, Gerry
Sent: Thursday, March 27, 2025 1:41 PM
To: Lyles, Charlotte; Endo, David; Baker, Kyla
Subject: Fw: Please review

☑ This has been confirmed by Julie,

From: Mulligan, Gerry
Sent: Thursday, March 27, 2025 1:33 PM
To: Julie Revels <Julie@mangini.us>
Subject: Please review

Hi Julie,

Thank you for helping me understand the change order question I had earlier today.

To make sure I have this correct, before I start a fictitious rumor, can you review this please?

As discussed earlier: We have a cash allowance of \$30,000 for the removal of a power pole and undergrounding. The price to perform the work is \$11,000. At this point, we do not need to create a PO since it is covered in the cash allowance. If nothing else changes we'll receive a reimbursement for the balance, \$19,000 at the end of the project. Do I have this correct?



MANGINI ASSOCIATES INC.
4320 West Mineral King Avenue
Visalia, California 93291
(559) 627-0530

www.mangini.us

CHANGE ORDER

CO 2

TO: Hanford Elementary School District
Charlotte Lyles
714 N. White Street
Hanford, CA 93230

DATE: 3/12/2025
Change Order NO: CO 2
PROJECT NO: 23134
VIA: Email

PROJECT: New TK Classrooms at Monroe Elementary School
Hanford Elementary School District
DSA # 02-122190

Description of contents

QTY	TITLE	NUMBER	DATE	SCALE	SIZE
1	CO 2.pdf		3/12/2025		

Remarks: For your review and approval. Please return a signed copy for distribution.

Danielle Ward,
MANGINI ASSOCIATES INC.



February 21, 2025

Mangini Associates Inc.
4320 W. Mineral King Ave.
Visalia, CA 93292

RE: New TK/K Classrooms at Monroe Elementary School
COR #04

Dear Mike,

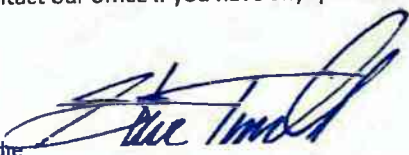
The following cost is per Addendum #2 and/or line G70 of the Schedule of Values. Please see the attached cost for UG work related to utility pole removal.

Kaweah Eleetric		\$ 10,335.00
Subtotal		\$ 10,335.00
O&P	5.00%	\$ 516.75
Subtotal		\$ 10,851.75
B. Risk, Liability, & Bond	2.00%	\$ 217.04
Subtotal		\$ 11,068.79

Total COR #04	\$ 11,069.00
Total Requested Days	0

Please contact our office if you have any questions

Sincerely,


Steve Tindie
Vice President
Oral E. Micham, Inc.

We have reviewed the proposed cost and do not take any exceptions.

Michael Morales 02.24.2025
Mike Morales, CA - MAI





Kaweah Electric, LLC
 501 Crawford Avenue
 Porterville, Ca. 93257
 PH (559) 786-8079
 email: tim@kaweaelectric.com

DATE: 02.14.25
 CONTRACTOR: O E Micham Construction, Inc.
 JOB: Monroe Elem TK
 DESCRIPTION: Trenching in new 2" ATT Site conduit to
 school N17 Concrete Christy Box per
 drawing provide on ES1.2 from OEM
 REQUESTED BY: Jerry Riggins

CHANGE ORDER PROPOSAL
CF2/ES1.2

		<u>Material-Equipment Costs</u>			
DIRECT MATERIAL COST			\$	648.71	
SUBTOTAL MATERIAL		Sales tax	9% \$	58.38	\$ 707.09
		<u>Labor Costs</u>			
ELECTRICIAN	20 HRS @	\$ 77.15	HR.	\$	1,543.00
ELECTRICIAN LABORER	HRS @	\$ -	HR.	\$	-
SUPERINTENDENT	HRS @		HR.	\$	-
P/R TAXES, INSURANCE, BENEFITS	42% OF E-G			\$	648.06
SUBTOTAL				\$	2,191.06
TRAVEL TIME	1 TRIPS	\$ 50.00	TRIP	\$	50.00
SUBTOTAL LABOR					\$ 2,241.06
		<u>Other Costs</u>			
Backhoe	1	\$ 6,000.00		\$	6,000.00
				\$	-
SUBTOTAL OTHER DIRECT COST					\$ 6,000.00
SUBTOTAL PRIME COSTS					\$ 8,948.15
Performance Bond	0.0%			\$	-
TOTAL PRIME COSTS					\$ 8,948.15
OVERHEAD	10%			\$	894.82
SUBTOTAL				\$	9,842.97
PROFIT	5%			\$	492.15
TOTAL COST					\$ 10,335

ESTIMATOR: TRW

APPROVED: _____ DATE: _____

C:\Users\Tim\Dropbox\Projects 2024\24007 - Monroe Elem TK 10.11.24\Changefile\CF-02 ATT trench 02.05.25\KE CF-02 ATT School Conduit Run 02.14.25.xls]CF-23

Kaweah Electric, LLC
501 Crawford Avenue
Porterville, Ca. 93257
PH (559) 786-8079
email: tim@kaweaelectric.com

DATE: 02.14.25
CONTRACTOR: O E Micham Construction, Inc.
JOB: 0 Monroe Elem TK
DESCRIPTION: Trenching in new 2" ATT Site conduit to school N17 Concrete Christy Box per drawing provide on ES1.2 from OEM
REQUESTED BY: Jerry Riggins

CHANGE ORDER PROPOSAL
CF2/ES1.2

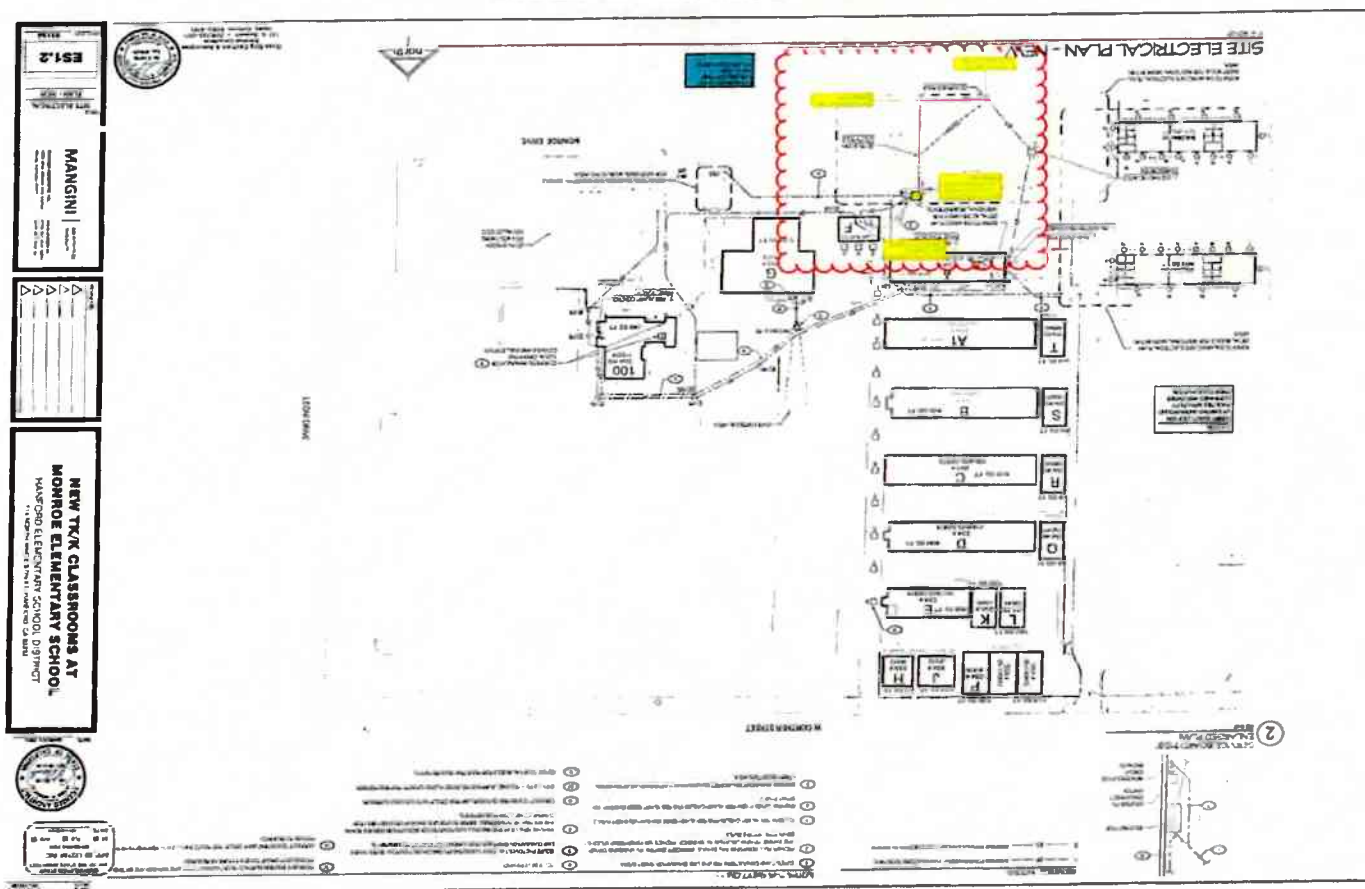
pg 2 of 2

Break down of materials:		UOM	Quantity	Rate	Total
1	N30 Christy Box	Ea	1	80.00 \$	80.00
2	N30 Christy Box Extension	Ea	1	66.00 \$	66.00
3	N30 Concrete Lid "Phone"	Ea	1	71.00 \$	71.00
4	3/4" Crushed Rock	Ea	1	25.00 \$	25.00
5	Concrete grout	Ea	2	20.00 \$	40.00
6	2" Sch 5 Sch 40 PVC Conduit	Ft	170	1.65 \$	280.50
7	2" PVC 90	Ea	4	4.89 \$	19.56
8	2" PVC Couplings	Ea	10	0.80 \$	8.00
9	PVC Clear Glue	Ea	1	20.00 \$	20.00
10	Mule Pull Line - ATT	Ea	1	25.00 \$	25.00
11	2" PVC Bell ends	Ea	3	4.55 \$	13.65
12				- \$	-
13				- \$	-
14				- \$	-
15				- \$	-
16				- \$	-
17				- \$	-
18				- \$	-
19				- \$	-
20				- \$	-
21				- \$	-
Total				\$	648.71

Total

Break down of total hours:

	Men	Hrs	Total
Electrician	2	10	20
Labor			0
Labor			0
Total Hours:			20





MANGINI

MANGINI ASSOCIATES INC.
4320 West Mineral King Avenue
Visalia, California 93291
(559) 627-0530

www.mangini.us

CHANGE ORDER REQUEST

COR 4

TO: Oral E. Micham Inc.
Danielle Ward
P. O. Box 745
Woodlake, CA 93286

DATE: 3/6/2025
COR NO: 4
BULLETIN NO:
PROJECT NO: 23134
VIA: Email

PROJECT: New TK Classrooms at Monroe Elementary School
Hanford Elementary School District
DSA # 02-122190

Description: Add #2 - Underground Work Related to Utility Pole Removal

Attachments:

1 Monroe - COR#4 - Add# 2 - UG Work Related to Pole Removal - Executed_2025-03-06.pdf

Response:

The Owner has approved your proposed costs associated with Change Order Request #4 in the amount of \$11,069.00 with 0 day(s) change in Contract Time.

This change will be documented in the next change order.

Remarks:

The Owner has approved the proposed costs associated with Change Order Request #4 in the amount of \$11,069.00 with 0 day(s) change in Contract Time.

Note: Additional days are not approved at this time. We will discuss claims for extended overhead costs as the project nears completion. Claims will be reviewed in accordance with Articles 7, 8 and 15 of the General Conditions.

This change will be formally documented in the next change order.

Should you have any questions, please call.

Sincerely,

Mike Morales, Construction Administrator
MANGINI ASSOCIATES INC.

Cc:

Jerry Riggins (Oral E. Micham Inc.)
Rich Marsh (Oral E. Micham Inc.)
drose@hanfordesd.org ()
Stephen Hahn (Stephen Hahn)
gmulligan@hanfordesd.org ()
flourenco@hanfordesd.org ()




MANGINI ASSOCIATES INC.
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ansilva@hanfordesd.org ()
jgabler@hanfordesd.org ()

HANFORD ELEMENTARY SCHOOL DISTRICT**AGENDA REQUEST FORM**

TO: Joy Gabler
FROM: David Goldsmith 
DATE: May 5, 2025

For: ☒ Board Meeting
☐ Superintendent's Cabinet

For: ☐ Information
☒ Action

Date you wish to have your item considered: May 14, 2025

ITEM: Amendment of Ground Lease for Telecommunications Towers

PURPOSE: Kings County Office of Education and Hanford Elementary School District entered into a lease agreement in December 2002 for the installation of the wireless communications towers on HESD grounds. This agreement currently requires an amendment to increase the size of the leasehold property located at Woodrow Wilson Jr High from 20' x 20' to 25' x 20' to accommodate additional required communications equipment that does not fit into the current space. The additional area will be located outside and away of the student space, and will be secured with wrought iron fencing.

FISCAL IMPACT: None.

RECOMMENDATION: Approve.

**THIRD AMENDMENT TO GROUND LEASE FOR INSTALLATION OF
TELECOMMUNICATIONS TOWER AND INDEMNIFICATION AGREEMENT**

This agreement is intended to amend, but only to the extent provided herein below, the "GROUND LEASE FOR INSTALLATION OF TELECOMMUNICATIONS TOWER AND INDEMNIFICATION AGREEMENT" (the "Agreement") executed by the HANFORD ELEMENTARY SCHOOL DISTRICT (the "Lessor") and the KINGS COUNTY OFFICE OF EDUCATION (the "Lessee") on or about December 13, 2023.

This Amendment only modifies the Agreement to the extent provided herein below. In all other respects, the Agreement shall remain in full force and effect.

Both Lessor and Lessee agree as follows:

Exhibit A-9 of the Agreement is hereby deleted in its entirety and replaced with Exhibit A-9-1 attached hereto and incorporated herein by this reference.

Executed at Hanford, Kings County, California.

HANFORD ELEMENTARY SCHOOL
DISTRICT ("LESSOR")

KINGS COUNTY OFFICE OF
EDUCATION ("LESSEE")

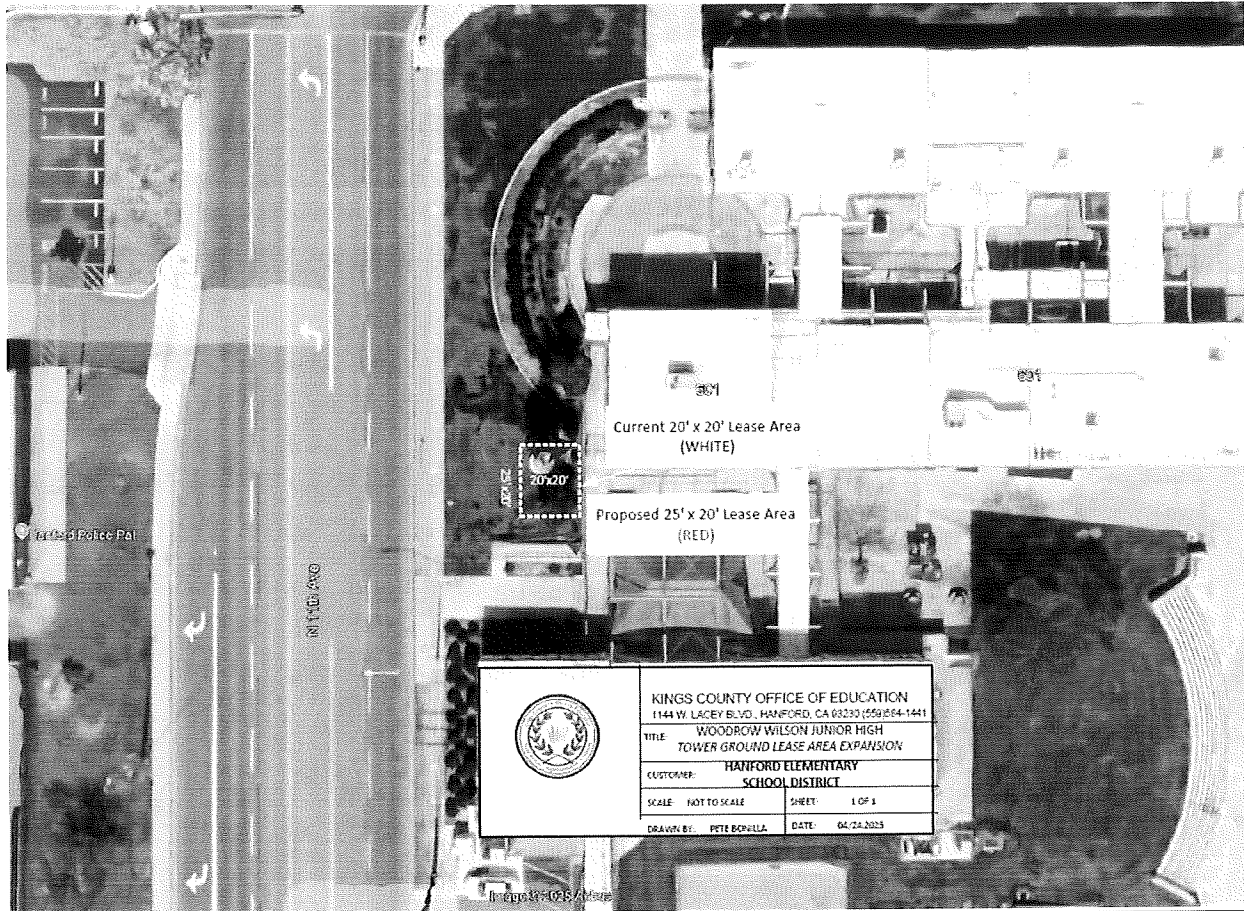
Joy Gabler
District Superintendent
Hanford Elementary School District

Todd Barlow
Kings County Superintendent
Of Schools

Dated: _____

Dated: _____

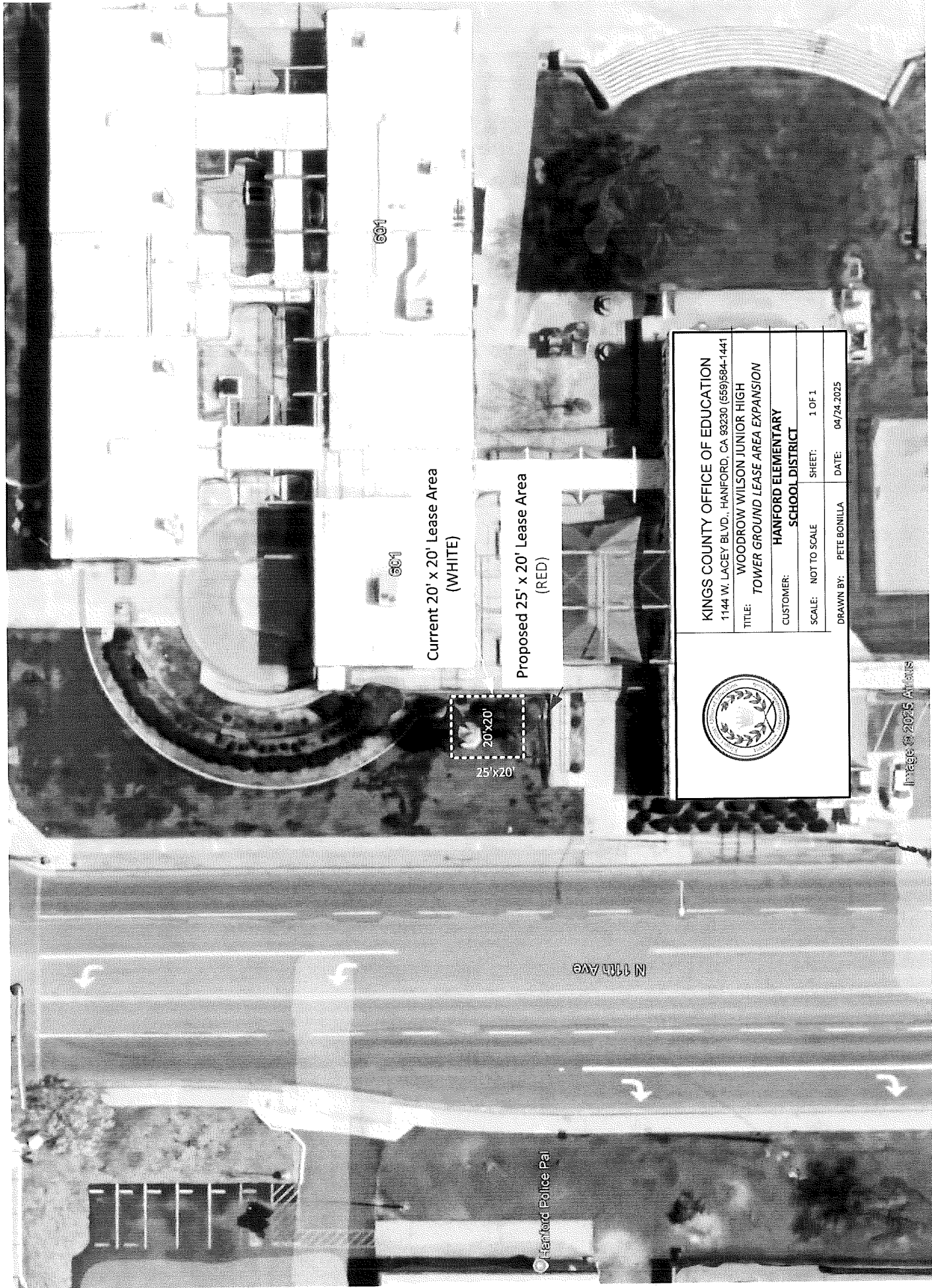
EXHIBIT A-9-1




Hanford Elementary School District – Woodrow Wilson Jr. High

A 20.00' by 25.00' parcel of land located on the Northwest Quarter of the Hanford Elementary School District, Woodrow Wilson Jr. High School, located at 601 W. Florinda Street, City of Hanford, County of Kings, State of California, more particularly described as:

Commencing at the **True Point of Beginning** of said 20.00' by 25.00' parcel (SW corner), thence being 36° 20' 3.80" North Latitude and 119° 39' 17.59" West Longitude, thence a distance due West of 20.00' of said parcel, thence a distance due North of 25.00' of said parcel, thence a distance due East a distance of 20.00' of said parcel, thence a distance due South a distance of 25.00' to the True Point of Beginning.



	KINGS COUNTY OFFICE OF EDUCATION 1144 W. LACEY BLVD., HANFORD, CA 93230 (559)884-1441		
	TITLE: WOODROW WILSON JUNIOR HIGH TOWER GROUND LEASE AREA EXPANSION		
	CUSTOMER: HANFORD ELEMENTARY SCHOOL DISTRICT	SCALE: NOT TO SCALE	SHEET: 1 OF 1
	DRAWN BY: PETE BONILLA	DATE: 04/24/2025	



#1 – Kings County Office of Education will Increase Current Lease Area with School District from 20' x 20' to 25' x 20'

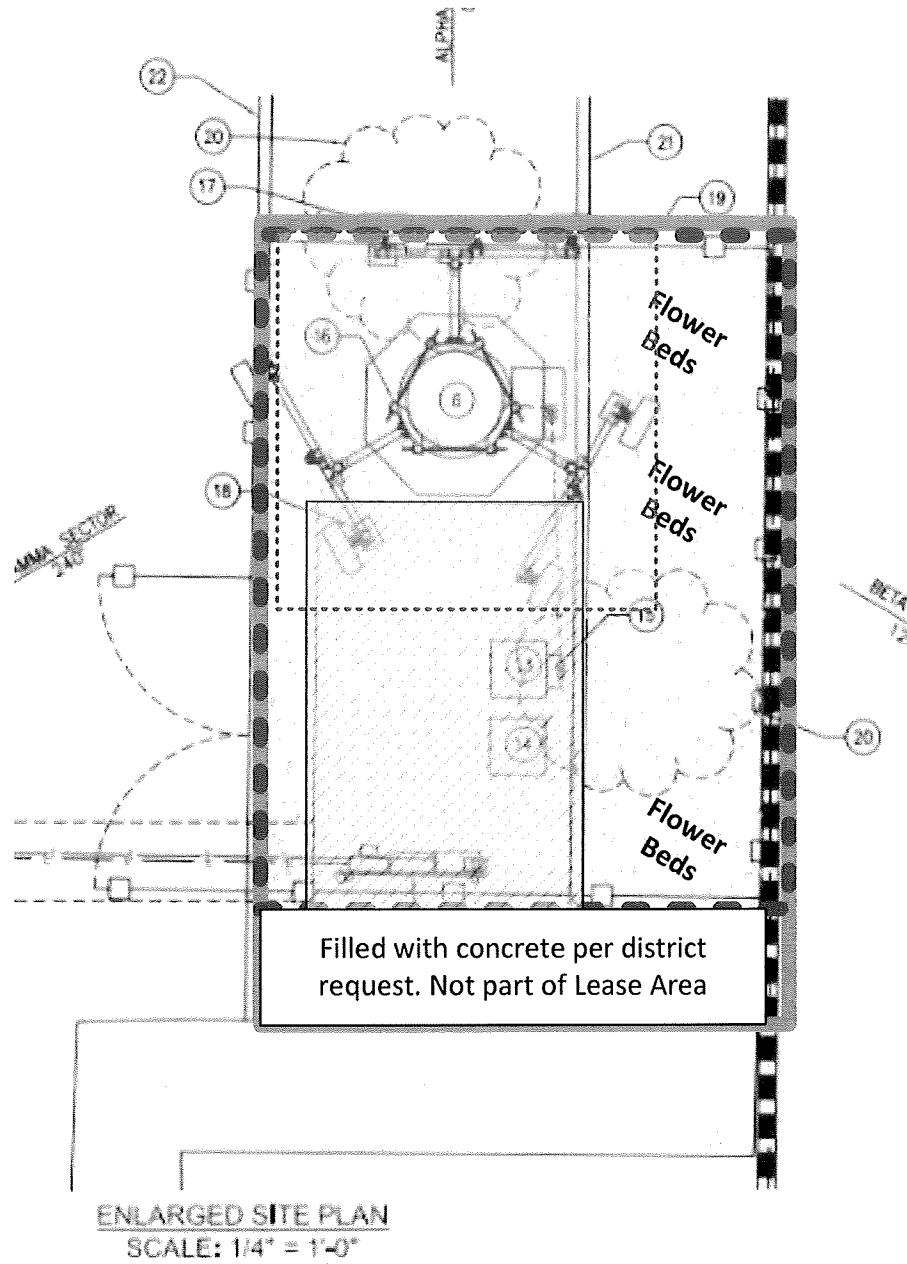
#2 – Remove 2 existing trees

#3 - Add Wrought Iron Fencing to encompass entire lease area (See page 2)

#4 – Existing flower bed between lease area and school to be filled with concrete.



EXTEND CONCRETE TO RAMP AND BEHIND THE NEW
PAD (North to South) COVERING THE EXISTING FLOWER
BED AREA TO THE EAST OF THE NEW PAD.



- ☐ * Fill marked flower beds with concrete
- ☐ * Compound concrete area 20' x 30'
- ☐ * Proposed KCOE Lease Area 20' x 25'
- ☐ * Proposed T-Mobile Lease Area 10' x 15'

Original Lease Area 20x20



KINGS COUNTY OFFICE OF EDUCATION 1144 W. LACEY BLVD., HANFORD, CA 93230 (559)584-1441	
TITLE: WOODROW WILSON JUNIOR HIGH TOWER GROUND LEASE AREA EXPANSION	
CUSTOMER: HANFORD ELEMENTARY SCHOOL DISTRICT	
SCALE: NOT TO SCALE	SHEET: 1 OF 1
DRAWN BY: PETE BONILLA	DATE: 04/24.2025

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 05/02/2025

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 05/14/2025

ITEM:

Consider declaring item(s) surplus.

PURPOSE:

The following item(s) is in need to be declared surplus:

13915684 2020 Nissan Leaf VIN#1N4AZ1BP9LC310831

FISCAL IMPACT:

There will be an undetermined increase in local revenue,

RECOMMENDATIONS:

Declare item(s) surplus.

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 05/02/2025

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 05/14/2025

ITEM:

Consider adoption of the following Board Policy and Administrative Regulation:
 BP/AR 3311 – Bids

PURPOSE:

Policy updated to clarify that bidding procedures are required to be established in accordance with, and meet the requirements for, bidding procedures specified in law. Additionally, policy updated to incorporate material from the accompanying administrative regulation related to awarding contracts, protests by bidders,

Regulation updated to clarify that the definition of maintenance includes landscape maintenance and minor repainting. Additionally, regulation updated to reflect requirement that prequalification is required for projects that utilize state general funds. In addition, regulation updated to delete material related to awarding contracts, protests by bidders, and instances when bids are not required, as the majority of such content is related to Governing Board actions and therefore more appropriately placed, and thus incorporated, into the accompanying Board policy.

FISCAL IMPACT:

None.

RECOMMENDATIONS:

Adopt the revised Board Policy and Administrative Regulation:
 BP/AR 3311 – Bids

Policy 3311: Bids**Status:** ADOPTED

Original Adopted Date: 05/16/2001 | **Last Revised Date:** ~~05/24/2017~~03/01/2025 | **Last Reviewed Date:** ~~05/24/2017~~03/01/2025

The Governing Board is committed to promoting public accountability and ensuring prudent use of public funds. When leasing, purchasing, or contracting for equipment, materials, supplies, or services for the district, including when contracting for public projects involving district facilities, the Board shall explore lawful opportunities to obtain the greatest possible value for its expenditure of public funds. When required by law, or if the Board determines that it is in the best interest of the district, such contracts shall be made using competitive bidding.

No work, project, service, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading legal requirements for competitive bidding. (Public Contract Code 20116)

The Superintendent or designee shall establish comprehensive bidding procedures for the district in accordance with ~~law~~Government Code 54202, and that meet the requirements for bidding procedures specified in law. The procedures shall include a process for advertising bids, instructions and timelines for submitting and opening bids, and other relevant requirements.

For award of contracts which, by law or Board policy, require prequalification, the procedures shall identify a uniform system for rating bidders on the basis of a completed questionnaire and financial statements.

When calling for bids, the Superintendent or designee shall ensure that the bid specifications clearly describe in appropriate detail the quality, delivery, ~~and~~ service required, and include all information of which the district knows, or has in its possession, that is relevant to the work to be performed or that may impact the cost of performing the work.

~~Except as authorized by law, contracts~~Award of Contract

Contracts shall be let to the lowest responsible bidder who shall give such security as the Board requires, or else all bids shall be rejected. (Public Contract Code 20111)

However, the Board may let contracts to other than only the lowest responsible bidder in the following circumstances:

1. When the contract is for the procurement and/or maintenance of electronic data processing systems and supporting software, in which case the Board may contract with any one of the three lowest responsible bidders (Public Contract Code 20118.1)
2. When the contract is for any transportation service which involves an expenditure of more than \$10,000 and which will be made with any person or corporation other than a common carrier, municipally owned transit system, or a parent/guardian of a student who is to be transported, in which case the Board may contract with other than the lowest bidder (Education Code 39802)
3. When the contract is one for which the Board has established goals and requirements relating to participation of disabled veteran or small business enterprises in accordance with Public Contract Code 2000-2002, in which case the Board may contract with the lowest responsible bidder who submits a responsive bid and complies or makes a good faith effort to comply with the goals and requirements (Public Contract Code 20002002)

4. When procuring a lease-leaseback contract, in which case the Board shall award the contract based on objective criteria for determining the best combination of price and qualifications in accordance with Education Code 17400 and 17406
5. When procuring a design-build contract for a public works project in excess of \$1,000,000 in accordance with Education Code 17250.20, in which case the Board may award the contract to either the low bid or the best value to the district, taking into consideration, at a minimum, price, technical design and construction expertise, and life-cycle costs (Education Code 17250.20, 17250.25)
6. When procuring an alternative design-build contract for a public works project in excess of \$5,000,000 in accordance with Education Code 17250.62, in which case the Board may award the contract to either the low bid or the best value, taking into consideration, at a minimum, design cost, general conditions, overhead, and profit as a component of the project price; technical design and construction expertise; and life-cycle costs (Education Code 17250.61, 17250.62)

Protests by Bidders

If the bidder believes that the award is not in compliance with law, Board policy, administrative regulation, or the bid specification, the bidder may protest the award. A protest must be filed in writing with the Superintendent or designee within five working days after receipt of notification of the contract award and shall include all documents supporting or justifying the protest. A bidder's failure to file the protested documents in a timely manner shall constitute a waiver of the right to protest the award of the contract.

The Superintendent or designee shall review the documents submitted with the bidder's claims and render a decision in writing within 30 working days. The Superintendent or designee may also convene a meeting with the bidder in order to attempt to resolve the problem.

The bidder may appeal the Superintendent or designee's decision to the Board. The Superintendent or designee shall provide notice to the bidder of the date and time for Board consideration of the protest at least three business days before the Board meeting. The Board's decision shall be final.

Bids Not Required

When the Board has determined that it is in the best interest of the district, the district may piggyback onto the contract of another public agency or corporation to lease or purchase any personal property ~~to the extent authorized by law,~~ including the lease of data-processing equipment or the purchase of materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the manner that the other public corporation or agency is authorized to make the leases or purchases from a vendor. (Public Contract Code 20118)

Alternatively, if the public corporation or agency has an existing contract with a vendor for the lease or purchase of personal property, the district may authorize the lease or purchase of personal property directly from the vendor and make payments under the same terms that are available to the public corporation or agency under the contract.
(Public Contract Code 20118)

Without advertising for bids, the Board may enter into an energy service contract and any related facility ground lease, when it determines that the terms of the contract and lease are in the best interest of the district and meet the cost effectiveness requirements specified in Government Code 4217.12. The Board's determination shall be made at a regularly scheduled public hearing of which notice is given to the public at least two weeks in advance and shall be based on a cost and saving comparison finding specified in Government Code 4217.12. (Government Code 4217.12)

In an emergency when any repairs, alterations, work, or improvement to any school facility is necessary to permit the continuance of existing school classes or to avoid danger to life or property, the Board may, by unanimous vote and with the approval of the County Superintendent of Schools, contract for labor and materials or supplies without advertising for or inviting bids or may authorize the use of day labor or force account for the emergency purpose. (Public Contract Code 1102, 20113)

Regulation 3311: Bids

Status: ADOPTED

Original Adopted Date: 10/02/2002 | Last Revised Date: ~~11/08/2023~~03/01/2025 | Last Reviewed

Date: ~~11/08/2023~~03/01/2025

Advertised/Competitive Bids

The district shall advertise for any of the following: (Public Contract Code 20111)

1. A public project contract that involves an expenditure of \$15,000 or more, including a contract for construction, reconstruction, erection, alteration, renovation, improvement, painting, repainting, demolition, or repair work involving a district owned, leased, or operated facility
2. A contract that exceeds the amount specified in law, as annually adjusted by the Superintendent of Public Instruction, for any of the following:
 - a. The purchase of equipment, materials, or supplies to be furnished, sold, or leased to the district
 - b. Services, not including construction services or special services and advice in accounting, financial, legal, or administrative matters
 - c. Repairs that are not a public project, including maintenance

Maintenance means routine, recurring, and usual work for preserving, protecting, and keeping a district facility operating in a safe, efficient, and continually usable condition for the intended purpose for which it was designed, improved, constructed, altered, or repaired. Maintenance includes, but is not limited to, carpentry, electrical, plumbing, glazing, and other craft work designed to preserve the facility, as well as repairs, cleaning, and other operations on machinery and other permanently attached equipment.

Maintenance also includes landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler systems. Maintenance does not include painting, repainting, or decorating, other than ~~touchup, or among other types of work, minor repainting;~~ janitorial or custodial services; and protection provided by security forces. (Public Contract Code 20115, 22002)

Instructions and Procedures for Advertised Bids

The Superintendent or designee shall call for bids by placing a notice at least once a week for two weeks in a local newspaper of general circulation published in the district, or if no such newspaper exists, then in some newspaper of general circulation that is circulated in the county. ~~The~~Additionally, the Superintendent or designee ~~also~~ may post the notice on the district's website or through an electronic portal. The notice shall state the work to be done or materials or supplies to be furnished and the time and place and website where bids will be opened. (Public Contract Code 20112)

The notice shall contain the time, date, and location of any mandatory prebid conference, site visit, or meeting and details regarding when and where project documents, including the final plan and specifications, are available. Any such mandatory visit or meeting shall occur not less than five calendar days after the publication of the initial notice.

(Public Contract Code 6610)

For lease-leaseback, design-build, and alternative design-build projects, the notice shall additionally specify that the project is subject to skilled and trained workforce requirements. (Education Code 17250.25, 17250.62, 17407.5; Public Contract Code 2600, 6610)

Bid instructions and specifications shall include the following requirements and information:

1. All bidders shall certify in writing the minimum, if not exact, percentage of post-consumer materials in products, materials, goods, or supplies offered or sold- (Public Contract Code 22152)
2. All bids for construction work shall be presented under sealed cover- (Public Contract Code 20111)
 The district may accept a bid that has been submitted electronically or on paper. (Public Contract Code ~~2-~~20111, 20112)
 The bid shall be accompanied by a form of bidder's security, including either cash, a cashier's check payable to the district, a certified check made payable to the district, or a bidder's bond executed by an admitted surety insurer and made payable to the district. The security of unsuccessful bidders shall be returned in a reasonable period of time, but in no event later than 60 days after the bid is awarded. (Public Contract Code 20111, 20112)
- ~~3-~~ When a standardized proposal form is provided by the district, bids not presented on the standard form shall
3- be disregarded- (Public Contract Code 20111.5)
4. Bids shall not be accepted after the advertised bid opening time, regardless of whether the bids are actually opened at that time- (Public Contract Code 20112)
5. When two or more identical lowest or highest bids are received, the Governing Board may determine by lot which bid shall be accepted- (Public Contract Code 20117)
6. If the district requires that the bid ~~include~~includes prices for items that may be added to or deducted from the scope of work in the contract, the bid solicitation shall specify which one of the following methods will be used to determine the lowest bid- (Public Contract Code 20103.8)
~~6-~~ In the absence of such a specification, only the method provided in Item #6a below shall be used. (Public ~~Contract Code 20103.8)~~
Contract Code 20103.8)
 - a. The lowest bid shall be the lowest total of the bid prices on the base contract without consideration of the prices on the additive or deductive items-
 - b. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that were specifically identified in the bid solicitation as being used for the purpose of determining the lowest bid price-
 - c. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that, when taken in order from a specifically identified list of those items in the solicitation, and added to or subtracted from the base contract, are less than or equal to a funding amount publicly disclosed by the district before the first bid is opened- (Public Contract Code 20103.8)
 The lowest bid shall be determined in a manner that prevents any information that would identify any of the bidders or proposed subcontractors or suppliers from being revealed to the district before the ranking of all bidders from lowest to highest has been determined. (Public Contract Code 20103.8)
7. In determining the lowest bid, the district shall consider only responsive bids that conform to bid specifications and are submitted by responsible bidders who have demonstrated trustworthiness, quality, fitness, capacity, and experience to satisfactorily perform the public works contract-

- a. When a bid is determined to be nonresponsive, the Superintendent or designee shall notify the bidder and give the bidder an opportunity to respond to the determination.
 - b. When the lowest bidder is determined to be nonresponsive, the Superintendent or designee shall notify the bidder of the right to present evidence of the bidder's responsibility at a hearing before the Board.
8. After being opened, all submitted bids become public records pursuant to Government Code 7920.530 and shall be made available for public review pursuant to law, Board policy, and administrative regulation.

Prequalification Procedure

When required by law or the Board, the Superintendent or designee shall establish a uniform system for rating bidders on the basis of completed questionnaires and financial statements in order to determine the size of contracts on which each bidder is qualified to bid. For this purpose, the Superintendent or designee shall furnish prospective bidders a standardized prequalification questionnaire and financial record which, when completed, shall indicate a bidder's statement of financial ability and experience in performing public works. The bidder's information shall be verified under oath in the manner in which civil law pleadings are verified. The questionnaires and financial statements shall not be public records and shall not be open to public inspection. (Code of Civil Procedure 446; Public Contract Code 20111.5, 20111.6)

When any public project involves an expenditure of \$1,000,000 or more and is funded or reimbursed wholly or partly by state general funds, the School Facilities Program funds, or other future state school bond, the district shall prequalify prospective bidders either quarterly or annually. The prequalification shall be valid for one year and the following requirements shall apply: (Public Contract Code 20111.6)

1. Prospective bidders, including, but not limited to, prime, general engineering, and general building contractors and electrical, mechanical, and plumbing subcontractors, as defined in Public Contract Code 4113 or Business and Professions Code 7056 or 7057, as applicable, shall submit a standardized questionnaire and financial statement 10 or more business days, as determined by the district, before the date fixed for the public opening of sealed bids.
2. Prospective bidders shall be prequalified by the district five or more business days, as determined by the district, before the date fixed for the public opening of sealed bids.

If the project includes electrical, mechanical, or plumbing components that will be performed by electrical, mechanical, or plumbing contractors, the Superintendent or designee shall make available to all bidders a list of prequalified general contractors and electrical, mechanical, and plumbing subcontractors five or more business days, as determined by the district, before the date fixed for the public opening of sealed bids. (Public Contract Code 20111.6)

For all other contracts requiring competitive bidding, the district may establish a procedure for prequalifying bidders on a quarterly basis and may authorize that prequalification be considered valid for up to one calendar year following the date of the initial prequalification. Prospective bidders for such contracts shall submit the questionnaire and financial statement at least five days before the date fixed for public opening of sealed bids and shall be prequalified by the district at least one day before the fixed bid-opening date. (Public Contract Code 20111.5) **Award of Contract**

~~The district shall award each contract to the lowest responsible bidder, except in the following circumstances:~~

- ~~1. When the contract is for the procurement and/or maintenance of electronic data processing systems and supporting software, in which case the Board may contract with any one of the three lowest responsible bidders (Public Contract Code 20118.1)~~

- ~~2. When the contract is for any transportation service which involves an expenditure of more than \$10,000 and which will be made with any person or corporation other than a common carrier, municipally owned transit system, or a parent/guardian of a student who is to be transported, in which case the Board may contract with other than the lowest bidder (Education Code 39802)~~
- ~~3. When the contract is one for which the Board has established goals and requirements relating to participation of disabled veteran or small business enterprises in accordance with Public Contract Code 2000-2002, in which case the Board may contract with the lowest responsible bidder who submits a responsive bid and complies or makes a good faith effort to comply with the goals and requirements (Public Contract Code 20002002)~~
- ~~4. When procuring a lease-leaseback contract, in which case the Board shall award the contract based on objective criteria for determining the best combination of price and qualifications in accordance with Education Code 17400 and 17406~~
- ~~5. When procuring a design-build contract for a public works project in excess of \$1,000,000 in accordance with Education Code 17250.20, in which case the Board may award the contract to either the low bid or the best value to the district, taking into consideration, at a minimum, price, technical design and construction expertise, and life cycle costs (Education Code 17250.20, 17250.25)~~
- ~~6. When procuring an alternative design-build contract for a public works project in excess of \$5,000,000 in accordance with Education Code 17250.62, in which case the Board may award the contract to either the low bid or the best value, taking into consideration, at a minimum design cost, general conditions, overhead, and profit as a component of the project price; technical design and construction expertise; and life cycle costs (Education Code 17250.61, 17250.62)~~

Protests by Bidders

~~If the bidder believes that the award is not in compliance with law, Board policy, or the bid specification, the bidder may protest the award. A protest must be filed in writing with the Superintendent or designee within five working days after receipt of notification of the contract award and shall include all documents supporting or justifying the protest. A bidder's failure to file the protested documents in a timely manner shall constitute a waiver of the right to protest the award of the contract.~~

~~The Superintendent or designee shall review the documents submitted with the bidder's claims and render a decision in writing within 30 working days. The Superintendent or designee may also convene a meeting with the bidder in order to attempt to resolve the problem.~~

~~The bidder may appeal the Superintendent or designee's decision to the Board. The Superintendent or designee shall provide notice to the bidder of the date and time for Board consideration of the protest at least three business days before the Board meeting. The Board's decision shall be final.~~

Limitation on Use of Sole Sourcing

In any contract for the construction, alteration, or repair of school facilities, the Superintendent or designee shall ensure that the bid specification: (Public Contract Code ~~3002~~, 3400)

1. Does not directly or indirectly limit bidding to any one specific concern
2. Does not call for a designated material, product, thing, or service by a specific brand or trade name, unless the specification is followed by the words "or equal," so that bidders may furnish any equal material, product, thing, or service

In any such case, the bid specification shall provide a time period, before and/or after the award of the contract, for the contractor to submit data substantiating the request for substituting the

designated material, product, thing, or service. If no such time period is specified, the contractor may submit the data within 35 days after the award of the contract. 229

When the bid is for a roof project, a material, product, thing, or service is considered "equal" to that designated if it is equal in quality, durability, design, and appearance; will perform the intended function equally well; and conforms substantially to the detailed requirements in the bid specification. (Public Contract Code 3002)

However, the Superintendent or designee may designate a specific material, product, thing, or service by brand or trade name, also known as sole sourcing, if the Board has made a finding, described in the invitation for bids or request for proposals (RFP), that a particular material, product, thing, or service is designated for any of the following purposes: (Public Contract Code 3400)

1. To conduct a field test or experiment to determine its suitability for future use
2. To match others in use on a particular public improvement that has been completed or is in the course of completion
3. To obtain a necessary item that is only available from one source
4. To respond to the Board's declaration of an emergency, ~~also~~ long as the declaration has been approved by fourfifths of the Board when issuing the invitation for bid or RFP

Bids Not Required

~~Without advertising for bids and upon a determination that it is in the best interest of the district, the Board may "piggyback" by authorizing another public corporation or agency, by contract, lease, requisition, or purchase order, to lease data processing equipment or to purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the manner that the other public corporation or agency is authorized to make the leases or purchases from a vendor. Alternatively, if the public corporation or agency has an existing contract with a vendor for the lease or purchase of personal property, the district may authorize the lease or purchase of personal property directly from the vendor and make payments under the same terms that are available to the public corporation or agency under the contract. (Public Contract Code 20118)~~

~~Without advertising for bids, the Board may enter into an energy service contract and any related facility ground lease, when it determines that the terms of the contract and lease are in the best interest of the district and meet the cost effectiveness requirements specified in Government Code 4217.12. The Board's determination shall be made at a regularly scheduled public hearing of which notice is given to the public at least two weeks in advance and shall be based on a cost and saving comparison finding specified in Government Code 4217.12. (Government Code 4217.12)~~

~~Supplementary~~ ~~taking estimates or advertising for bids, supplementary~~ textbooks, library books, educational films, audiovisual materials, test materials, workbooks, instructional computer software packages, or periodicals may be purchased in any amount ~~without taking estimates or advertising for bids.~~ (Public Contract Code 20118.3)

Perishable foodstuffs and seasonal commodities needed in the operations of cafeterias may be purchased through bid or on the open market. (Education Code 38083)

Bids shall not be required for day labor under circumstances specified in Public Contract Code 20114. Day labor shall include the use of maintenance personnel employed on a permanent or temporary basis. (Public Contract Code 20114)

~~In an emergency when any repairs, alterations, work, or improvement to any school facility is necessary to permit the continuance of existing school classes or to avoid danger to life or property, the Board may, by~~

~~unanimous vote and with the approval of the County Superintendent of Schools, contract for labor and materials or supplies without advertising for or inviting bids or may authorize the use of day labor or force account for the emergency purpose.
(Public Contract Code 1102, 20113)~~

The district may purchase any surplus property from the federal government or any of its agencies in any quantity needed for the operation of its schools without taking estimates or advertising for bids.
(Education Code 17602)

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 05/02/2025

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 05/14/2025

ITEM:

Consider adoption of the following Board Policy and Administrative Regulation:
 BP/AR 3311.1 – Uniform Public Construction Cost Accounting Procedures

PURPOSE:

Policy updated to add language related to authorization for the Governing Board when, after the first invitation of bids pursuant to informal or formal bidding procedures under the Uniform Public Construction Cost Accounting Act all bids are rejected, declare that a project can be performed more economically by employees of the district.

Regulation updated to reflect **NEW LAW (AB 2192, 2024)** which (1) includes "installations" involving publicly owned, leased, or operated facility in the definition of "public project," and (2) adjusted the threshold amounts for utilizing Uniform Public Construction Cost Accounting Act procedures. Regulation also updated to clarify and expand material related to informal procedures for awarding contracts for public projects of \$220,000 or less.

FISCAL IMPACT:

None.

RECOMMENDATIONS:

Adopt the revised Board Policy and Administrative Regulation:
 BP/AR 3311.1 – Uniform Public Construction Cost Accounting Procedures

Policy 3311.1: Uniform Public Construction Cost Accounting Procedures

Status: ADOPTED

Original Adopted Date: 05/24/2017 | Last Revised Date: ~~05/26/2021~~03/01/2025 | Last Reviewed

Date: ~~05/26/2021~~03/01/2025

In awarding contracts for public works projects involving district facilities, the Governing Board ~~of Trustees~~ desires to obtain the best value to the district and ensure the qualifications of contractors to complete the project in a satisfactory manner. The Board has, by resolution, adopted the procedures set forth in the Uniform Public Construction Cost Accounting Act (UPCCAA) pursuant to Public Contract Code 22030-22045, including the informal bidding procedures when allowed by law.

The Board delegates to the Superintendent or designee the responsibilities to award any contract eligible for informal bidding procedures and to develop plans, specifications, and working details for all public projects requiring formal bidding procedures.

No work, project, service, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading legal requirements for competitive bidding. (Public Contract Code 22033)

If after the first invitation of bids pursuant to informal or formal bidding procedures under UPCCAA all bids are rejected, the Board may, by passage of a resolution by four-fifths vote, declare the project can be performed more economically by the employees of the district. (Public Contract Code 22038)

Projects awarded through ~~the~~ UPCCAA shall be subject to the cost accounting procedures established by the California Uniform Construction Cost Accounting Commission. (Public Contract Code 22030)

Emergency Actions

When formal bids are required by law, but an emergency necessitates immediate repair or replacements, the Board

may, upon a four-fifths vote of the Board, proceed to replace or repair a facility without adopting plans, specifications, strain sheets, or working details, or giving notice for bids to let contracts. The work may be done by day labor under the direction of the Board and/or contractor. The emergency action shall subsequently be reviewed by the Board in accordance with Public Contract Code 22050 and shall be terminated at the earliest possible date that conditions warrant, so that the remainder of the emergency action may be completed by giving notice for bids to let contracts. (Public Contract Code 1102, 22035, 22050)

Regulation 3311.1: Uniform Public Construction Cost Accounting Procedures

Status: ADOPTED

Original Adopted Date: 05/24/2017 | Last Revised Date: ~~05/26/2021~~03/01/2025 | Last Reviewed

Date: ~~05/26/2021~~03/01/2025

Public project, in regard to the Uniform Public Construction Cost Accounting Act (UPCCAA), means any of the following: (Public Contract Code 22002)

1. Construction, reconstruction, erection, installation, alteration, renovation, improvement, demolition, and repair work involving any district-owned, leased, or operated facility
2. Painting or repainting of any district-owned, leased, or operated facility

Procedures for awarding contracts for public works projects shall be determined on the basis of the amount of the project, as follows:

1. Public projects of \$~~6075~~,000 or less may be performed by district employees by force account, negotiated contract, or purchase order. (Public Contract Code 22032)
2. Contracts for public projects of \$~~200220~~,000 or less may be awarded through the following informal procedures:
(Public Contract Code 22032, 22034, 22038)
 - a. The Superintendent or designee shall prepare a notice inviting informal bids, which describes the project in general terms, explains how to obtain further information about the project, and states the time and place for the submission of bids.
 - ~~a.~~ This notice shall be disseminated by mail, fax, or email to either or both of the following:
 - i. All contractors on a list of qualified contractors maintained by the district for the category of work being bid, unless the product or service is proprietary, at least 10 calendar days before bids are due
 - ii. All construction trade journals identified pursuant to Public Contract Code 22036
 - b. The district shall review the informal bids that were submitted and award the contract, ~~except that~~ as follows:
 - i. The contract shall be awarded to the lowest responsible bidder
If two or more bids are the same and the lowest, the district may accept the one it chooses.
 - ~~ii.~~ If all bids received through the informal process are in excess of \$~~200220~~,000, the contract may be awarded to the lowest responsible bidder, provided that the Governing Board of Trustees adopts a resolution with a four-fifths vote to award the contract at \$~~212,500~~235,000 or less and the Board determines the district's cost estimate is reasonable.
 - iii. At its discretion, the district may reject all bids presented and declare that the project can be more economically performed by district employees, provided that the district notifies an apparent low bidder, in writing, of the district's intention to reject the bid
Such notice shall be mailed at least two business days prior to the hearing at which the district intends to reject the bid.

~~ii-iv.~~ If no bids are received through the informal bid procedure, the project may be²³⁴ performed by district employees by force account or negotiated contract.

3. Public projects of more than \$~~200220~~,000 shall, except as otherwise provided by law, be subject to formal bidding procedures, as follows: (Public Contract Code 22032, 22037, 22038)

a. ~~Notice~~The Superintendent or designee shall prepare a notice inviting formal bids ~~shall state, which states~~ the time and place for receiving and opening sealed bids and distinctly describe the project. The notice shall be disseminated in both of the following ways:

i. Through publication in a newspaper of general circulation in the district's jurisdiction or, if there is no such newspaper, then by posting the notice in at least three places designated by the district as places for posting its notices.

~~i-~~ Such notice shall be published at least 14 calendar days before the date that bids will be opened.

ii. By mail and electronically, if available, by either fax or email, to all construction trade journals identified pursuant to Public Contract Code 22036.

~~ii-~~ Such notice shall be sent at least 15 calendar days before the date that bids will be opened.

In addition to the notice required above, the district may give such other notice as it deems proper.

b. The district shall review the formal bids that were submitted and award the contract as follows:

i. The contract shall be awarded to the lowest responsible bidder.

~~i-~~ If two or more bids are the same and the lowest, the district may accept the one it chooses.

~~ii. At its discretion, the district may reject all bids presented and declare that the project can be more economically performed by district employees, provided that the district notifies an apparent low bidder, in writing, of the district's intention to reject the bid. Such notice shall be mailed at least two business days prior to the hearing at which the district intends to reject the bid.~~

ii. At its discretion, the district may reject all bids presented and declare that the project can be more economically performed by district employees, provided that the district notifies an apparent low bidder, in writing, of the district's intention to reject the bid. Such notice shall be mailed at least two business days prior to the hearing at which the district intends to reject the bid.

iii. If no bids are received through the formal bid procedure, the project may be performed by district employees by force account or negotiated contract ~~employees by force account or negotiated contract.~~

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy Gabler

FROM: Jason Strickland

DATE: 5/2/2025

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 5/14/2025

ITEM: BP/AR 6142.8 Comprehensive Health Education

PURPOSE: Policy updated to reflect NEW U.S. SURGEON GENERAL GUIDANCE related to (1) the importance of social connection in individual and societal health and well-being, and (2) the impact of social media on children and adolescents. Policy also updated to include the requirement that if districts offer health education courses to middle or high school students the course must include mental health instruction.

Addition of AR not present in current HESD policy listing

FISCAL IMPACT: None

RECOMMENDATIONS: Approve changes

Board Policy Manual
Hanford Elementary School District

Policy 6142.8: Comprehensive Health Education

Status: ADOPTED

Original Adopted Date: 05/16/2001 | **Last Revised Date:** 05/26/2021 | **Last Reviewed Date:** 05/26/2021

The Board of Trustees believes that health education should foster the knowledge, skills, and attitudes that students need in order to lead healthy lives and avoid high-risk behaviors, and that creating a safe, supportive, inclusive, and nonjudgmental environment is crucial in promoting healthy development for all students. -The district's health education program shall be part of a coordinated school health system which recognizes that mental health and social connection are critical to student's overall health, well-being, and academic success, supports the physical, mental, and social well-being of students, reflects the importance of digital and media literacy, and is linked to district and community services and resources.

Goals for the district's health education program shall be designed to promote student wellness and shall include, but not be limited to, goals for nutrition promotion and education, physical activity, and other school-based activities that promote student well-being.

Any health education course offered to middle or high school students shall include instruction in mental health that meets the requirements of Education Code 51925-51926, and as specified in Administrative Regulation 6143 Courses of Study.

The district shall provide a planned, sequential, research-based, and developmentally appropriate health education curriculum for students in grades K-12 which is aligned with the state's content standards and curriculum framework and integrated with other content areas of the district's curriculum. The Superintendent or designee shall determine the grade levels and subject areas in which health-related topics will be addressed, in accordance with law, Board policy, and administrative regulation.

As appropriate, the Superintendent or designee shall involve school administrators, teachers, school nurses, health professionals representing various fields of health care, parents/guardians, community-based organizations, and other community members in the development, implementation, and evaluation of the district's health education program. Health and safety professionals may be invited to provide related instruction in the classroom, school assemblies, and other instructional settings.

The Superintendent or designee shall provide professional development as needed to ensure that health education teachers are knowledgeable about academic content standards, the state curriculum framework, and effective instructional methodologies.

The Superintendent or designee shall provide periodic reports to the Board regarding the implementation and effectiveness of the district's health education program, which may include, but not be limited to, a description of the district's program and the extent to which it is aligned with the state's content standards and curriculum framework, the amount of time allotted for health instruction at each grade level, student achievement of district standards for health education, and the manner in which the district's health education program supports the physical, mental, and social well-being of students.

Regulation 6142.8: Comprehensive Health Education

Status: DRAFT

Original Adopted Date: Pending

Content of Instruction

The district's health education program shall include instruction at the appropriate grade levels in the following content areas:

1. Alcohol, tobacco, and other drugs
2. Human growth, development, and sexual health
3. Injury prevention and safety

Instruction related to injury prevention and safety may include, but is not limited to, first aid, protective equipment such as helmets, violence prevention, topics related to bullying and harassment, emergency procedures, and Internet safety, and as required by law.

4. Mental, emotional, and social health

Health education courses offered to middle and/or high school students shall include mental health instruction that meets the requirements of Education Code 51925-51927, as specified in Administrative Regulation 6143 - Courses of Study.

5. Nutrition and physical activity
6. Personal and community health

Instruction in personal and community health may include, but is not limited to, oral health, personal hygiene, sun safety, vision and hearing protection, transmission of germs and communicable diseases, symptoms of common health problems and chronic diseases, and the effect of behavior on the environment, and as required by law.

Within each of the above content areas, instruction shall be designed to assist students in developing:

1. An understanding of essential concepts related to enhancing health
2. The ability to analyze internal and external influences that affect health
3. The ability to access and analyze health information, products, and services
4. The ability to use interpersonal communication skills, decision-making skills, and goal-setting skills to enhance health
5. The ability to practice behaviors that reduce risk and promote health
6. The ability to promote and support personal, family, and community health

Students Excused from Health Instruction

Upon written request from a parent/guardian, a student shall be excused from any part of health instruction that conflicts with the student's religious training and beliefs, including personal moral convictions. (Education Code 51240)

The district shall excuse a student from instruction in comprehensive sexual health education and HIV prevention education if the student's parent/guardian requests in writing that the student be excused. However, pursuant to Education Code 51932, such parental request shall not excuse a student from instruction, materials, presentations,

or programming that discuss gender, gender identity, gender expression, sexual orientation, discrimination, harassment, bullying, intimidation, relationships, or family and do not discuss human reproductive organs and their functions. (Education Code 51938)

In addition, the district shall excuse a student from instruction in sexual abuse and/or sexual assault awareness and prevention if the student's parent/guardian requests in writing that the student be excused. (Education Code 51900.6)

The district shall not administer any exam, survey, or questionnaire which contains questions about the student's or the student's family's personal beliefs or practices in sex, family life, morality, or religion unless the student's parent/guardian has given written permission. (Education Code 51513)

However, the district may administer anonymous, voluntary, and confidential tests, questionnaires, and surveys containing age-appropriate questions about students' attitudes concerning or practices relating to sex, as long as parents/guardians are notified of the right to request in writing that the student be excused from participation. A student shall be excused from participating in any such research or evaluation tools if the student's parent/guardian requests in writing to excuse the student from participation. (Education Code 51938)

Involvement of Health Professionals

Health care professionals, health care service plans, health care providers, and other entities participating in a voluntary initiative with the district are prohibited from communicating about a product or service in a way that is intended to encourage persons to purchase or use the product or service. However, the following activities may be allowed: (Education Code 51890)

1. Health care or health education information provided in a brochure or pamphlet that contains the logo or name of a health care service plan or health care organization, if provided in coordination with the voluntary initiative
 2. Outreach, application assistance, and enrollment activities relating to federal, state, or county-sponsored health care insurance programs if the activities are conducted in compliance with the statutory, regulatory, and programmatic guidelines applicable to those programs
-

HANFORD ELEMENTARY SCHOOL DISTRICT
Human Resources Department
AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: Jaime Martinez

DATE: May 5, 2025

RE: (X) Board Meeting
 () Superintendent's Cabinet
 () Information
 (X) Action

DATE YOU WISH TO HAVE YOUR ITEM CONSIDERED: **May 14, 2025**

ITEM: Consider approval of personnel transactions and related matters.

PURPOSE:

a. Employment

Certificated

- Summer Barrios, Teacher, Probationary, effective 8/7/25
- Carl Carrizales, Physical Education Teacher, Probationary, effective 8/7/25
- Victor Castrejon, Teacher, Probationary, effective 8/7/25
- Samantha Coons, Teacher, Probationary, effective 8/7/25
- Bruna Correia, Teacher, Probationary, effective 8/7/25
- Adrianna Luna, Teacher, Probationary, effective 8/7/25

Classified

- Dakota Corona, Yard Supervisor – 1.5 hrs., Washington, effective 4/22/25
- Gina Jundt, Special Education Aide – 5.0 hrs., Roosevelt, effective 4/22/25

Classified Temps/Subs

- Linda Danley, Coach, effective 4/22/25
- Jacqueline Martinez, Substitute Bilingual Clerk Typist II, Translator: Oral Interpreter and Translator: Written Translator, effective 4/22/25
- Jaydy Valencia-Perez, Substitute Bilingual Clerk Typist II, Translator: Oral Interpreter and Translator: Written Translator, effective 4/10/25

Admin Transfer

- Galen Dominguez, from Custodian II – 8.0 hrs., Monroe/King, to Custodian II – 8.0 hrs., Monroe, effective 4/22/25

Short Term Classified

- Linda Danley, Short-Term Coach – 1.0 hr., Simas, effective 4/22/25-5/29/25
- Melissa Tolano, Short-Term Yard Supervisor – 2.0 hrs., Monroe, effective 4/22/25-6/6/25

More Hours/Days

- Priscilla Ruvalcaba, from Yard Supervisor – 2.75 hrs., Simas, to Yard Supervisor – 3.5 hrs., Simas effective 3/24/25
- Yolanda Solorio Lopez, from Yard Supervisor – 2.75 hrs., Lincoln, to Yard Supervisor – 3.25 hrs., Lincoln, effective 4/22/25

Temporary Out of Class Assignment

- Mayra Rodriguez Delgado, from Food Service Worker I – 3.0 hrs., Hamilton, to Food Service Utility Worker – 3.5 hrs., Food Services, effective 4/23/25-6/6/25

b. Certificated Short Term Employment – SUMMER PROGRAMSSpecial Education Extended School Year:King Elementary School

June 12, 2025, June 13, 2025, 4 hours/day for Preparation

June 16, 2025 – July 11, 2025, 5 hours/day for Instruction

(no school June 19, 2025 & July 4, 2025)

- Virginia Tamez, SDC Teacher
- Shelby McWells, SDC Teacher
- Tianna Sandoval, SDC Teacher
- Sara Alexander, SDC Teacher

Nursing Services for Summer Programs:King Elementary School

June 10, 2025 – July 18, 2025, 8 hours/day for Assignment

(no school June 19, 2024 & July 4, 2024)

- Leann Williamson, June 10-13, June 30-July 4 (no school July 4th), July 14-18
- Cara Cummings, June 23-27 (no school June 19th), July 7-11
- Kelsey Campbell, June 10– June 20 (no school June 19th)

Specialists for Summer Programs:King Elementary School

June 16, 2025 – July 18, 2025, 8 hours/day for Assignment

(no school June 19, 2025 & July 4, 2025)

- Laura Long, Psychologist, June 16 – July 18 (no school June 19th and July 4th)
- Phoua Xiong, Counselor, June 16-July 18 (no school June 19th and July 4th)
- Carmen Alvarez Vargas, Social Worker, June 16-June 27 (no school June 19th), July 14-18
- Angelica Garcia, Social Worker, June 30-July 11 (no school July 4th)

Administrators for Summer Programs:Junior High (West Hills College, Lemoore)

- Cristy Goins, June 13, 2025 – June 26, 2025, 9 hours/day (no school June 19, 2025)

King Elementary School

- Cynthia Pursell, June 16- July 4, 7.5 hours/day (no school July 4th)

- Javier Espindola, July 7-18, 7.5 hours/day
- Sang Xiong, June 16 – July 18, 7.5 hours/day (no school June 19, 2025 & July 4, 2025)

Elementary Summer Program:

King Elementary School

June 13, 2025 – 4.50 hours/day for Preparation

June 16, 2025 – July 18, 2025, 4.50 hours/day for Instruction
(no school June 19, 2025 & July 4, 2025)

Teachers are assigned in one or more of the date ranges above:

- | | | |
|------------------------|---------------------|---------------------------|
| • Aguilar, Juana | • Hawkins, Angel | • Romero, Mariah |
| • Arnold, Carson | • Lastiri, Emily | • Rosales, Maria |
| • Baldwin, Scott | • Lewis, Cynthia | • Schultze, Caitlyn |
| • Castaneda, Catherine | • Loewen, Shannon | • Silva, Virginia |
| • Coz, Kathryn | • Martin, Zachary | • Smart, Tommy |
| • Cruse, Katelyn | • Mayfield, Kelley | • Stowe, Cindy |
| • Cunha, Melissa | • McWells, Shelby | • Sippel, Kathryn |
| • de leon, Gabriel | • Medina, Christina | • Strickland, Kylie |
| • Doyel, Jacquelyn | • Moran, Madison | • Tafolla, Mario |
| • Flores, Rose | • Moreno, Anna | • Thompson, Emily |
| • Foster, Crystal | • Munro, Megan | • Thompson-Pedro, Sherrie |
| • Gomez, Vanessa | • Nabayan, Melissa | • Vasquez, Oswaldo |
| • Gonzalez, Eric | • Ortega, Janell | • Vasquez, Roberta |
| • Gonzalez, Eva | • Ortiz, Neyda | • Vega, Isabel |
| • Graham, Joann | • Porras, John | • Vidana, Ashlyn |
| • Griffin, Cori | • Porras, Maria | • Williams, Frederick |
| • Grillias, Nicholas | • Ramirez, Alicia | • Yrigollen, Griselda |
| • Haney, Jewelie | • Richmond, Jaimie | • Zaragoza, Mario |

Summer Program Teachers:

Junior High (West Hills College, Lemoore)

June 13, 2025, up to 2 hours for Preparation

June 16-20, 2025 (no school June 19th), 8 hours/day for Instruction

June 23-26, 2025, 8 hours/day for Instruction

- Juarez, Damien, Teacher
- Raymond, Paul, Teacher
- Wittus, Jennifer, Teacher

c. Promotions

Certificated Management

- Miranda Mendoza-Robinson, from Learning Director – 8.0 hrs., Roosevelt, to Principal – 8.0 hrs., Roosevelt, effective 7/28/25

Classified

- Steven Rivera-Perez, from Food Service Utility Worker – 3.5 hrs., Food Services, to Custodian II – 8.0 hrs., Monroe/King, effective 4/22/25

d. ResignationsCertificated Management

- Ramiro Flores, Principal, Roosevelt, effective 6/13/25

Certificated

- Jasmine MacDonald, Teacher, Lincoln, effective 6/6/25
- Jody Melton Patton, Teacher, Wilson, effective 6/6/25

Classified

- Marissa Gonzales, Educational Tutor, K-8 – 4.5 hrs., Simas, effective 5/2/25
- Diana Romero, Special Circumstance Aide – 5.75 hrs., Simas, effective 6/6/25
- Hannie Sewell, Custodian II – 8.0 hrs., Hamilton, effective 5/20/25
- Maddison Tomey, READY Program Tutor – 4.5 hrs., Hamilton, effective 5/5/25

e. Consider approval of an Agreement between California State University, Sacramento and Hanford Elementary School District

- Authorize and enter into a Memorandum of Understanding between Hanford Elementary School District and California State University, Sacramento for the placement of student teachers and interns for a period of five (5) years.

f. Volunteers

Name	School
Nelly Cayeros	Hamilton
Vanessa Banuelos	Jefferson
Lisa Martins	Jefferson
Michelle Weber	Jefferson
Omar Naranjo	King
Alyssa Yrigollen	Lincoln
Heidi Cochran	Monroe
Veronica Estrella	Richmond
Mia Cooper (HESD EE)	Washington

RECOMMENDATION: Approve.

**MEMORANDUM OF UNDERSTANDING
BETWEEN
CALIFORNIA STATE UNIVERSITY, SACRAMENTO
AND
HANFORD ELEMENTARY SCHOOL DISTRICT**

This Memorandum of Understanding (MOU) is entered into between the Trustees of the California State University, which is the State of California acting in a higher education capacity, through its duly appointed and acting officer on behalf of California State University, Sacramento, hereinafter called Sacramento State, for the benefit of its College of Continuing Education, hereinafter called CCE and Hanford Elementary School District hereinafter called District.

WITNESSETH:

WHEREAS, Sacramento State is entering into this MOU with the District for the purpose of providing Sacramento State student placement under CCE's Pupil Personnel Services Credential (PPSC) program under a Pupil Personnel Services Credential holder in the District.

NOW, THEREFORE, it is mutually agreed between the parties hereto as follows:

I. Term and Termination

The term of this MOU shall commence on the date of final execution and shall continue for a period of five (5) years. This MOU may be terminated at any time by the written agreement of both parties or upon 90 days' advance written notice by one party to the other.

II. Primary Function of District School Social Worker

A District School Social Worker is responsible for assessing home, school, personal, and community factors that may affect a student's learning, school adjustment, and general wellbeing. The School Social Worker also interprets the role of a school social worker to students, staff, parents and the public. S/he consults with teachers, administrators and other faculty/staff and parents regarding effective strategies for dealing with problems related to social, emotional, and academic needs. The school social worker identifies and provides interventions for students and families that will assist in creating positive learning environments for students. In addition, School Social Workers help to develop resiliency strategies, programs and services that build self-esteem, nurture positive development, and help to bond students to the school community.

III. School Social Worker Areas of Responsibility

1. Assesses those factors that may be interfering with the student's ability to achieve optimal benefit from the educational experience, and develop service plans to address those barriers.
2. Identifies students in need of support services aimed at correcting problems that may be adversely affecting attendance, enrollment, achievement, and behavior.

California State University, Sacramento
Agreement# MY241112

3. Participates regularly in the Student Success Team (SST) process, to problem solve and collaboratively develop action plans that provide support in the school, home, and community.
4. Participates in the development of individualized education plans that support academic and social success.
5. Identifies and provides intervention strategies for children and their families including counseling, group work, case management, and crisis intervention.
6. Implements strategies to improve student attendance; participates in school-wide reform efforts.
7. Participates with school staff in altering situations adversely affecting the personal, social, emotional, and academic development of students.
8. Performs effective crisis response and management services for students, families and school personnel as the need arises. Serves as a member of the site and district crisis response teams.
9. Coordinates social services resources within and outside the school system for use by students, their families, and school personnel.
10. Promotes understanding of factors that affect cultural and diverse populations.
11. Shares social work knowledge and skills with parents, students, and staffs regarding stages of growth and development, youth development theory and principles, human behavior, mental health issues, and the management of behavior.
12. Serves as a liaison between the school, the home, and the community in building and maintaining positive relationships.
13. Participates, as appropriate, in the development of training programs for staff and families related to the mental health needs of students. Also serves as a Field Instructor for graduate students, when appropriate.
14. Participates in program planning and implementation, including needs assessment and evaluation components.
15. Maintains a high level of professional development by attending conferences and workshops.
16. When requested, serves on various committees, projects and task forces at the school, and district level to address a wide range of issues relevant to the school and community.

IV. Responsibilities of the District

The District shall provide the following:

1. A qualified Field Instructor (See below "Field Instructor") whose responsibility is the teaching of the student. The Field Instructor must have a Social Work degree (MSW/PPSC) from an accredited university.
2. A sufficient number and variety of assignments to support the progression of student learning. Activities include shadowing, investigating community resources, watching relevant films, etc.
3. A thorough orientation at the beginning of the internship, to include:
 - a. A review of the school's mission, policies and procedures, various programs or departments, and any collaboration partnerships in the community; and
 - b. A review of risk management policies and procedures (e.g., office and community safety, harassment, transporting of clients, medical precautions, suicide prevention policies, etc.
 - c. A review of the client population, the associated community, and its resources.
4. Adequate workspace and access to telephones, computers, records, databases, etc. to fulfill the requirements of the District and Sacramento State.
5. Opportunities for the Field Instructor to observe the student.
6. Adequate insurance coverage for students, particularly for students who are expected to use personal vehicles for District purposes (CCE discourages the use of personal vehicles to conduct District business, unless the District fully insures the student).
7. Access to staff, committee, and seminar meetings when appropriate.
8. Use of selected school records (appropriately disguised to ensure confidentiality).
9. Use of school consultation resources when appropriate.

V. District Field Instructor and Task Supervisor Responsibilities

The Field Instructor shall:

1. Have a Pupil Personnel Services (PPS) credential in School Social Work, or a Master's in Social Work (MSW) degree with another PPS credential, and a minimum of two years' post MSW experience. For instances where the Field Instructor does not have a PPS/MSW credential, Sacramento State's PPSC program will ensure that the School Social Worker performance expectations are reinforced and incorporated into the field experience.
2. Have completed one hour of weekly supervision consultation, can be individual or group.

3. Complete the student's Learning Agreement, and the "Student Evaluation."
4. Provide ongoing assessment and feedback to students regarding the Learning Agreement Competencies and complete an evaluation and letter for the student at the end of their school experience.
5. Identify individualized learning opportunities, clients, projects, and tasks within and outside the school setting in line with the needs and curriculum and goals of the student.
6. Have knowledge of community and its resources.
7. Task Supervisors: Is a regular District staff member who is responsible for the day-to-day assignments of the student and the observation and assessment of the skills portion of student learning. It is expected that the Task Supervisor will model skills and observe the student in his/her daily assignments, meet with the Faculty Liaison as appropriate, and provide relevant feedback.

VI. General Provisions

a. Indemnification

District shall defend, indemnify, and hold Sacramento State, its officers, employees, and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this MOU but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of District, its officers, employees or agents.

b. Insurance

It is understood and agreed that both the District and the California State University are self-insured public agencies of the State of California and both maintain self-insurance programs to fund their General Liability, Professional Liability, Motor Vehicle Liability and Worker's Compensation.

c. Applicable Law

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

d. Nondiscrimination

During the performance of this MOU, the Parties shall not deny the benefits of the MOU to any person or discriminate against any employee, applicant for employment, or recipient of services on the basis of the actual or perceived race, ancestry, marital status, color, religious creed, political belief, national origin, ethnic group identification, sex, gender, gender identity,

gender expression, sexual orientation, age (over 40), genetic information, military and veteran status, medical condition (including HIV and AIDS), physical or mental disability, and denial of family care leave. The Parties shall ensure that the evaluation and treatment of their employees, applicants for employment, and recipients of services are free from such discrimination and harassment.

e. Amendments

This MOU may be amended at any time by mutual agreement of the parties without additional consideration, provided that before any amendment shall take effect, it shall be reduced to writing and signed by both parties.

f. Assignment

Neither party shall voluntarily or by operation of law, assign or otherwise transfer this MOU without the other party's prior written consent. Any purported assignment in violation of this paragraph shall be void.

g. Captions

Captions and headings in this MOU are solely for the convenience of the parties, are not a part of this MOU, and shall not be used to interpret or determine the validity of this MOU or any of its provisions.

h. Counterparts

This MOU may be executed in any number of counterparts, each of which shall be deemed an original, but all such counterparts together shall constitute one and the same instrument. The exchange of copies of this MOU by electronic mail in "portable document format" (".PDF") form or by other similar electronic means shall constitute effective execution and delivery of this MOU and shall have the same effect as copies executed and delivered with original signatures. Any signatures reproduced electronically, by facsimile or .pdf shall be treated as an original signature.

i. Independent Status

It is understood and agreed that the parties are independent contractors and that no relationship of employer-employee exists between the parties hereto.

j. Force Majeure

The parties shall not be considered in default should failure to perform be the result of any circumstances beyond their reasonable control, not occasioned by fault or negligence or due to compliance with any sovereign decrees, orders, acts, instructions or priority requests of any federal, state, or municipal governments or any department or agency thereof, civil or military, acts of God, fires, floods, strikes, lockouts, embargoes, acts or threats of terrorism, or wars. Upon the happening of any circumstances or causes aforesaid, non-performing party shall notify the other party without delay.

California State University, Sacramento
Agreement# MY241112

k. Notices

Any notice required or permitted hereunder shall be deemed given when personally delivered to the recipient thereof or when mailed by registered or certified mail, return receipt requested, or by electronic mail which may include .pdf documents, at the addresses set forth below, however acceptance of any proposed changes shall occur in accordance with Section VI. General Provisions, e., of this Agreement:

UNIVERSITY:

California State University, Sacramento
Attn: Procurement and Contract Services
6000 J Street, MS 6008
Sacramento, CA 95819
Contractservices@csus.edu

DISTRICT:

Hanford Elementary School District
714 N. White Street
Hanford, CA 93230

l. Entire Agreement

This MOU sets forth the entire agreement between the parties and fully supersedes any and all prior agreements or understandings, written or oral, between the parties pertaining to the subject matter hereof.

Execution

VII.

Attest to content only:

Department: College of Continuing Education__

By: Jessika Morrison

Date: 05/01/2025

Name: Jessika Morrison

Title: Extended Education Specialist II

IN WITNESS WHEREOF, by signing below, each of the following represent that they have authority to execute this MOU and to bind the party on whose behalf their signature is made.

California State University, Sacramento

Hanford Elementary School District

Kasandra Smith
Contract Specialist II
Procurement and Contract Services

Signature

Printed Name

Title

Date

Date

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 05/02/2025

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 05/14/2025

ITEM:

Consider approval of the Kings County Treasurer's Quarterly Compliance Report.

PURPOSE:

Enclosed is the Kings County Investment Pool compliance report for the quarter ending 03/31/2025. The interest rate for the quarter was 3.6258%.

FISCAL IMPACT:

None.

RECOMMENDATIONS:

Approve the Kings County Treasurer's Quarterly Compliance Report.



COUNTY OF KINGS
DEPARTMENT OF FINANCE

Erik Ureña, CPA – Director of Finance
1400 W. LACEY BLVD • HANFORD, CA 93230

ACCOUNTING DIVISION
(559) 852-2455 • FAX: (559) 587-9935

TAX COLLECTOR • TREASURER DIVISION
TAX: (559) 852-2479 • TREASURER (559) 852-2477
FAX: (559) 582-1236

DATE: April 23, 2025

TO: Treasury Depositors
Board of Supervisors
County Treasury Oversight Committee

FROM: Erik Ureña, CPA, Director of Finance 

SUBJECT: Quarterly Portfolio Compliance Report

Enclosed is the Kings County Treasurer's - Quarterly Compliance Report for the period January 1 – March 31, 2025. The interest rate for the quarter for funds held by the Treasury was 3.6258%.

If you have any questions on the report or the portfolio, please feel free to call Tammy Phelps, Assistant Director of Finance - Treasury, at 852-2462.

Encl. 1

Kings County Treasurer's Statement of Interest Earnings

For the Period January 1, 2025 - March 31, 2025	
POOLED INVESTMENT ACCOUNT:	
Gross Interest Earnings (on Accrual Basis)	\$8,332,014
Less: Administrative Expenses	(130,709)
Gains/Losses	0
Banking Expenses	(23,384)
Prior Qtr/yr int adjustments	
Net Interest Earnings Apportioned	\$8,177,921
Portfolio Return of Investment:	
Average Pooled Funds Invested	\$913,315,716
Gross Yield on Investments	3.6998%
Net Yield on Investments	3.6314%
Treasury Return on Investment:	
Average Pooled Funds In Treasury	\$914,725,496
Gross Yield Pooled Treas Funds	3.6941%
Net Yield on Pooled Treasury Funds	3.6258%
DIRECT INVESTMENT ACCOUNT:	
Average Direct Funds Invested	\$0
TOTAL AVERAGE FUNDS INVESTED:	\$913,315,716

YIELD TRENDS Gross Yield History*		
Quarter	Pool	LAIF
Mar-25	3.6998%	4.4772%
Dec-24	3.2407%	4.6224%
Sep-24	3.3716%	4.7129%
Jun-24	3.0055%	4.5454%
Mar-24	2.9005%	4.3000%
Dec-23	2.5577%	3.9904%
Sep-23	2.3832%	3.5914%
Jun-23	2.2199%	3.1522%
Mar-23	1.8470%	2.7353%
Dec-22	1.3220%	2.0735%
Sep-22	1.0753%	1.3503%
Jun-22	0.8680%	0.7510%
Mar-22	0.7687%	0.3196%
Dec-21	0.7776%	0.2284%
Sep-21	0.7267%	0.2416%
Jun-21	0.7322%	0.3275%
Mar-21	0.8324%	0.4432%
Dec-20	1.0132%	0.6292%

*The yield history represents gross portfolio yields; costs have not been deducted.

Kings County Treasurer's Liquidity Projections for the Period April 1, 2025 - March 31, 2026 (In Thousands)

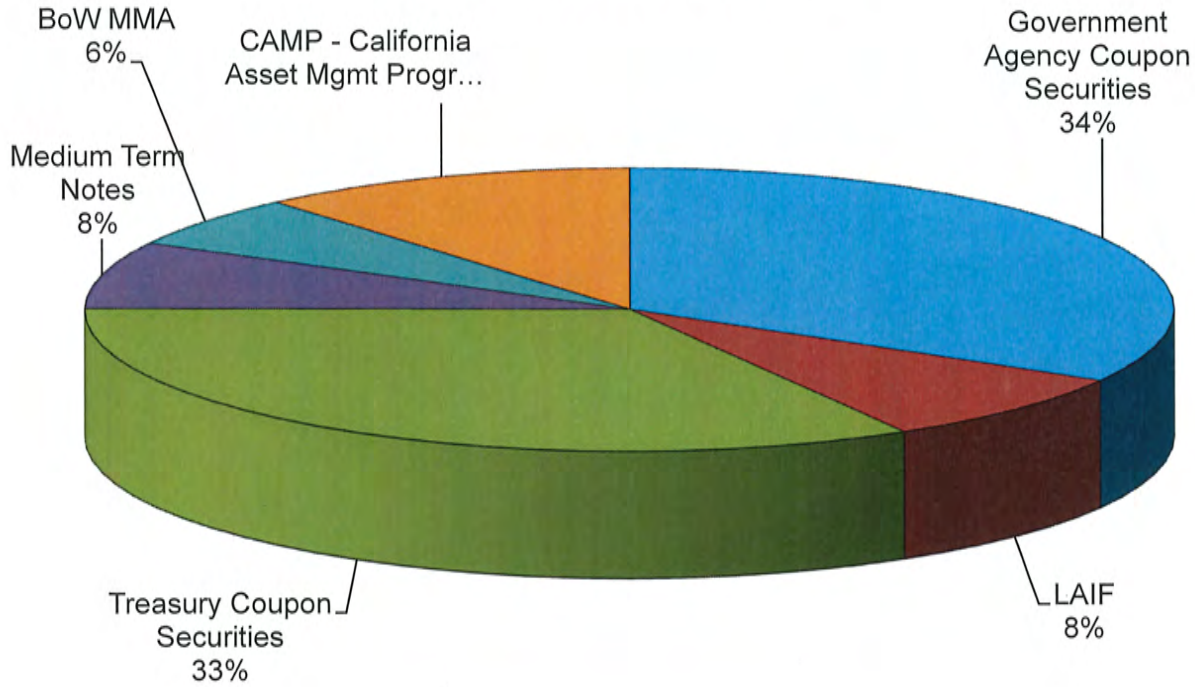
(in thousands)

A		B		C	D		E	F	G
ACTUAL MONTH/ YEAR	TREASURER'S RECEIPTS	TREASURER'S DISBURSEMENTS	TREASURER'S SURPLUS or	INVESTMENTS				ESTIMATE	
	ACTUAL	ACTUAL	(DEFICIT) (A-B)	MONTH YEAR	PORTFOLIO MATURITIES	LAIF	TOTAL (D+E)	SURPLUS (F+C)	
Jul-24	67,820	120,241	(52,421)	Jul-25	16,000	75,000	91,000	38,579	
Aug-24	89,659	102,386	(12,727)	Aug-25	15,000	38,579	53,579	40,852	
Sep-24	148,047	93,047	55,000	Sep-25	27,000	40,852	67,852	122,852	
Oct-24	92,354	97,572	(5,218)	Oct-25	21,000	75,000	96,000	90,782	
Nov-24	97,848	100,594	(2,746)	Nov-25	12,000	75,000	87,000	84,254	
Dec-24	167,259	92,882	74,377	Dec-25	15,000	75,000	90,000	164,377	
Jan-25	120,548	136,468	(15,920)	Jan-26	15,000	75,000	90,000	74,080	
Feb-25	77,946	91,991	(14,045)	Feb-26	13,000	74,080	87,080	73,035	
Mar-25	102,780	97,863	4,917	Mar-26	17,000	73,035	90,035	94,952	
Apr-24	138,143	96,942	41,201	Apr-25	10,000	75,000	85,000	126,201	
May-24	92,927	115,460	(22,533)	May-25	13,000	75,000	88,000	65,467	
Jun-24	114,168	91,684	22,484	Jun-25	15,000	65,467	80,467	102,951	
TOTALS	1,309,499	1,237,130	72,369		189,000				

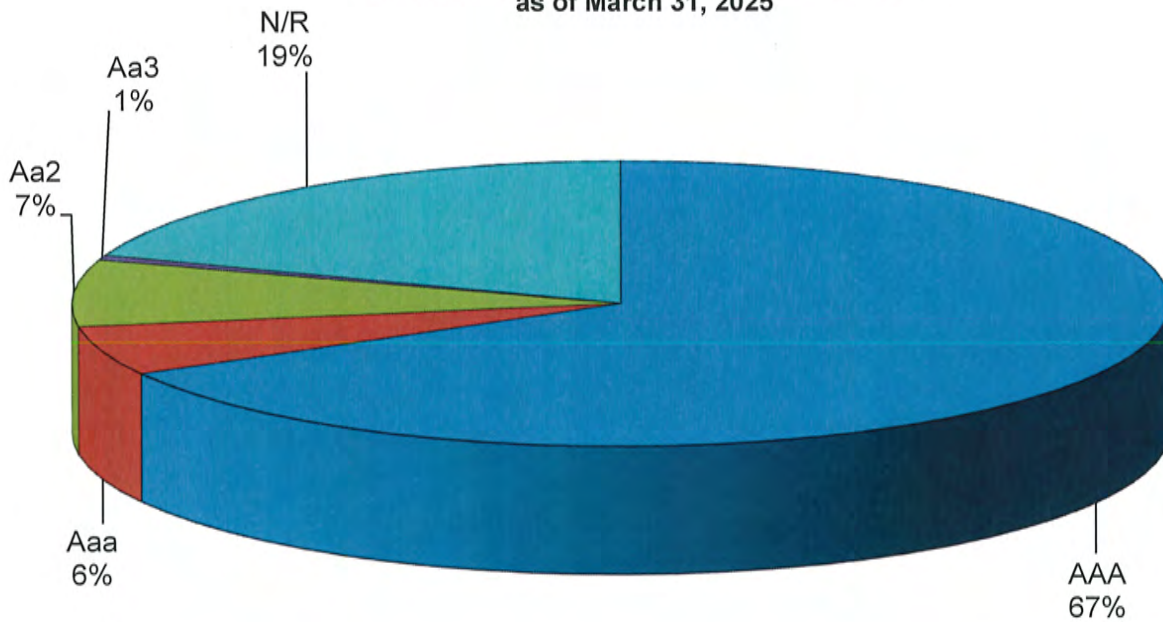
Sufficient liquidity exists to meet the mandated six months cash flow expenditure requirements. The historical receipts have been adjusted for expected non-re-occurring participant activity.

KINGS COUNTY POOLED INVESTMENTS
PORTFOLIO STATISTICS

Book Value by Investment Type
as of March 31, 2025



Market Value Quality Allocation
as of March 31, 2025





**Kings County Investment Pool
Portfolio Management
Portfolio Summary
March 31, 2025**


Kings County
1400 W. Lacey Blvd.
Kings County Govt. Center
Hanford, CA
(559)582-3211

Investments	Par Value	Market Value	Book Value	% of Portfolio	Days to Maturity	YTM 365 Equiv.	YTM 360 Equiv.
Government Agency Coupon Securities	308,000,000.00	305,905,370.00	308,019,530.85	33.49	712	3.065	3.023
LAIF - Local Agency Investment Pool	75,000,000.00	75,000,000.00	75,000,000.00	8.15	1	4.480	4.419
Treasury Coupon Securities	315,000,000.00	308,393,200.00	307,741,260.92	33.46	972	3.723	3.672
Medium Term Notes	73,000,000.00	70,899,350.00	70,722,377.07	7.69	769	3.893	3.840
BofW MMA Deposit Account	54,591,683.16	54,591,683.16	54,591,683.16	5.94	1	3.780	3.728
CAMP - California Asset Mgmt Progr	103,698,944.12	103,698,944.12	103,698,944.12	11.27	1	4.480	4.419
Investments	929,290,627.28	918,488,547.28	919,773,796.12	100.00%	623	3.666	3.616
Cash and Accrued Interest							
Accrued Interest at Purchase *		0.00	0.00				
Ending Accrued Interest		5,596,087.69	5,596,087.69				
Subtotal		5,596,087.69	5,596,087.69				
Total Cash and Investments	929,290,627.28	924,084,634.97	925,369,883.81		623	3.666	3.616

Total Earnings	March 31 Month Ending	Fiscal Year To Date	
Current Year	2,793,805.25	22,547,892.84	* 258,114.05 Accrued at Purchase is Included in Book Value.

Average Daily Balance	903,653,663.68	813,407,763.76
Effective Rate of Return	3.64%	3.69%

The Pooled Portfolio was in compliance during the quarter ending March 31, 2025, with California Government Code Sections 53601 et.seq. and 53635, and the Director of Finance's Statement of Investment Policy dated January 1, 2025. Market prices are provided by U.S. Bank and are as of the last business day of the month. Ratings listed in the Portfolio Reports are issued by Moody's Rating Agency. If you have any questions about the Pooled Investment Fund, please call Tammy Phelps, Assistant Director of Finance - Treasury & Tax, at (559) 852-2462.


Erik Ureña, CPA, Director of Finance

4/23/25

Reporting period 03/01/2025-03/31/2025

Run Date: 04/02/2025 - 15:01

Portfolio POOL
RC
PM (PRF_PM1) 7.3.11
Report Ver. 7.3.11

Kings County Investment Pool
Portfolio Management
Portfolio Details - Investments
March 31, 2025

Page 1

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	YTM 360	Days to Maturity	Maturity Date
Government Agency Coupon Securities												
3130AVPC0	220011	Federal Home Loan Banks		04/13/2023	5,000,000.00	4,999,050.00	5,000,000.00	4.080	AAA	4.024	16	04/17/2025
3133ENWH9	210052	Federal Farm Credit Bank		05/09/2022	5,000,000.00	4,992,300.00	4,998,191.67	2.900	AAA	2.935	38	05/09/2025
3130AVP97	220012	Federal Home Loan Banks		04/13/2023	5,000,000.00	4,997,350.00	5,000,000.00	4.050	AAA	3.996	45	05/16/2025
3136G4Y64	200006	Federal Nat'l Mortgage Assoc.		08/27/2020	3,000,000.00	2,982,420.00	3,000,000.00	0.550	AAA	0.542	56	05/27/2025
3130AVP89	220013	Federal Home Loan Banks		04/13/2023	5,000,000.00	4,995,550.00	5,000,000.00	4.020	AAA	3.967	66	06/06/2025
3130AVP71	220014	Federal Home Loan Banks		04/13/2023	5,000,000.00	4,995,100.00	5,000,000.00	4.010	AAA	3.957	73	06/13/2025
3130AXVA3	230010	Federal Home Loan Banks		11/20/2023	5,000,000.00	5,006,800.00	5,000,000.00	4.900	AAA	4.837	101	07/11/2025
3134GWUU8	200018	Federal Home Loan Mort. Co.		10/16/2020	3,000,000.00	2,966,400.00	3,000,000.00	0.500	AAA	0.493	106	07/16/2025
3133EPRS6	230011	Federal Farm Credit Bank		11/20/2023	5,000,000.00	5,008,450.00	4,998,829.11	4.875	AAA	4.853	118	07/28/2025
3133EMFC1	200026	Federal Farm Credit Bank		10/29/2020	3,000,000.00	2,963,010.00	3,000,000.00	0.530	AAA	0.523	119	07/29/2025
3133EL3P7	200004	Federal Farm Credit Bank		08/24/2020	3,000,000.00	2,958,930.00	3,000,000.00	0.530	AAA	0.523	133	08/12/2025
3136G4Q48	200001	Federal Nat'l Mortgage Assoc.		08/19/2020	3,000,000.00	2,957,280.00	2,999,700.00	0.600	AAA	0.612	140	08/19/2025
3136G4N74	200002	Federal Nat'l Mortgage Assoc.		08/21/2020	3,000,000.00	2,957,400.00	3,000,000.00	0.560	AAA	0.552	142	08/21/2025
3136G4X57	200003	Federal Nat'l Mortgage Assoc.		08/25/2020	3,000,000.00	2,955,630.00	3,000,000.00	0.625	AAA	0.616	146	08/25/2025
3136G4Z63	200007	Federal Nat'l Mortgage Assoc.		08/27/2020	3,000,000.00	2,955,270.00	3,000,000.00	0.600	AAA	0.592	148	08/27/2025
3134GWA22	200010	Federal Home Loan Mort. Co.		09/02/2020	3,000,000.00	2,953,110.00	3,000,000.00	0.550	AAA	0.542	154	09/02/2025
3134GWA55	200008	Federal Home Loan Mort. Co.		09/09/2020	3,000,000.00	2,950,800.00	3,000,000.00	0.650	AAA	0.641	161	09/09/2025
3134GWB70	200009	Federal Home Loan Mort. Co.		09/15/2020	3,000,000.00	2,950,380.00	3,000,000.00	0.625	AAA	0.616	167	09/15/2025
3134GWL38	200013	Federal Home Loan Mort. Co.		09/15/2020	3,000,000.00	2,949,480.00	3,000,000.00	0.540	AAA	0.533	167	09/15/2025
3134GWJ98	200011	Federal Home Loan Mort. Co.		09/16/2020	3,000,000.00	2,948,700.00	3,000,000.00	0.520	AAA	0.513	168	09/16/2025
3134GWU61	200017	Federal Home Loan Mort. Co.		09/22/2020	3,000,000.00	2,947,440.00	3,000,000.00	0.520	AAA	0.513	174	09/22/2025
3130AK3Z7	200012	Federal Home Loan Banks		09/29/2020	3,000,000.00	2,945,100.00	3,000,000.00	0.570	AAA	0.562	181	09/29/2025
3136G43L5	200015	Federal Nat'l Mortgage Assoc.		09/30/2020	3,000,000.00	2,945,160.00	3,000,000.00	0.550	AAA	0.542	182	09/30/2025
3136G44F7	200016	Federal Nat'l Mortgage Assoc.		09/30/2020	3,000,000.00	2,945,370.00	3,000,000.00	0.550	AAA	0.542	182	09/30/2025
3134GWX43	200019	Federal Home Loan Mort. Co.		10/02/2020	3,000,000.00	2,944,740.00	3,000,000.00	0.550	AAA	0.542	184	10/02/2025
3134GWY26	200021	Federal Home Loan Mort. Co.		10/08/2020	3,000,000.00	2,942,940.00	3,000,000.00	0.570	AAA	0.562	190	10/08/2025
3133EMCP5	200022	Federal Farm Credit Bank		10/14/2020	3,000,000.00	2,940,270.00	2,999,400.00	0.520	AAA	0.533	196	10/14/2025
3134GWXX9	200020	Federal Home Loan Mort. Co.		10/15/2020	3,000,000.00	2,940,420.00	3,000,000.00	0.550	AAA	0.542	197	10/15/2025
3136G44U4	200024	Federal Nat'l Mortgage Assoc.		10/20/2020	3,000,000.00	2,938,230.00	3,000,000.00	0.500	AAA	0.493	202	10/20/2025
3136G45C3	200025	Federal Nat'l Mortgage Assoc.		10/27/2020	3,000,000.00	2,938,200.00	3,000,000.00	0.540	AAA	0.533	209	10/27/2025
3134GWY23	200023	Federal Home Loan Mort. Co.		10/28/2020	3,000,000.00	2,937,240.00	3,000,000.00	0.530	AAA	0.523	210	10/28/2025
3133EMFS6	200028	Federal Farm Credit Bank		11/03/2020	3,000,000.00	2,934,240.00	3,000,000.00	0.460	AAA	0.454	216	11/03/2025
3135G06G3	200043	Federal Nat'l Mortgage Assoc.		02/23/2021	3,000,000.00	2,931,930.00	2,998,514.52	0.500	AAA	0.543	220	11/07/2025
3134GW6S0	200027	Federal Home Loan Mort. Co.		11/10/2020	3,000,000.00	2,935,140.00	3,000,000.00	0.610	AAA	0.602	223	11/10/2025
3135GA2X8	200029	Federal Nat'l Mortgage Assoc.		11/18/2020	3,000,000.00	2,931,630.00	3,000,000.00	0.550	AAA	0.542	231	11/18/2025
3130AWKM1	230017	Federal Home Loan Banks		12/08/2023	5,000,000.00	5,020,600.00	5,006,364.64	4.750	AAA	4.552	255	12/12/2025
3130AXVC9	230012	Federal Home Loan Banks		11/20/2023	5,000,000.00	5,020,050.00	5,000,000.00	4.740	AAA	4.678	283	01/09/2026
3130AXVB1	230013	Federal Home Loan Banks		11/20/2023	5,000,000.00	5,021,500.00	5,000,000.00	4.730	AAA	4.668	297	01/23/2026

Portfolio POOL
RC
PM (PRF_PM2) 7.3.11

Run Date: 04/02/2025 - 15:01

Report Ver. 7.3.11

Kings County Investment Pool
Portfolio Management
Portfolio Details - Investments
March 31, 2025

Page 2

CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	YTM 360	Days to Maturity	Maturity Date
Government Agency Coupon Securities												
3130ALB94	200041	Federal Home Loan Banks		02/26/2021	3,000,000.00	2,907,300.00	3,000,000.00	0.630	AAA	0.621	331	02/26/2026
3133EMSU7	200047	Federal Farm Credit Bank		03/09/2021	3,000,000.00	2,907,930.00	3,000,000.00	0.800	AAA	0.789	342	03/09/2026
3130ALDN1	200042	Federal Home Loan Banks		03/16/2021	3,000,000.00	2,904,930.00	3,000,000.00	0.800	AAA	0.789	349	03/16/2026
3130ALGB4	200044	Federal Home Loan Banks		03/17/2021	3,000,000.00	2,904,690.00	3,000,000.00	0.800	AAA	0.789	350	03/17/2026
3133EMUK6	200049	Federal Farm Credit Bank		03/25/2021	3,000,000.00	2,911,470.00	3,000,000.00	1.050	AAA	1.036	358	03/25/2026
3130ALS47	200048	Federal Home Loan Banks		04/07/2021	3,000,000.00	2,906,520.00	3,000,000.00	1.020	AAA	1.006	371	04/07/2026
3130ALTE4	200052	Federal Home Loan Banks		04/21/2021	3,000,000.00	2,902,290.00	3,000,000.00	1.000	AAA	0.986	385	04/21/2026
3130ALXV1	200055	Federal Home Loan Banks		04/22/2021	3,000,000.00	2,905,080.00	3,000,000.00	1.100	AAA	1.085	386	04/22/2026
3130AWLZ1	230014	Federal Home Loan Banks		11/20/2023	5,000,000.00	5,040,600.00	5,003,426.25	4.750	AAA	4.636	437	06/12/2026
3130ANN48	210008	Federal Home Loan Banks		09/09/2021	5,000,000.00	4,785,750.00	5,000,000.00	1.000	AAA	0.986	526	09/09/2026
3130AXU63	230015	Federal Home Loan Banks		11/20/2023	5,000,000.00	5,049,050.00	4,996,293.04	4.625	AAA	4.601	595	11/17/2026
3133EPG82	230019	Federal Farm Credit Bank		12/08/2023	5,000,000.00	5,023,500.00	5,011,360.45	5.060	AAA	4.828	609	12/01/2026
3133EPW76	230027	Federal Farm Credit Bank		01/19/2024	5,000,000.00	4,990,400.00	4,974,200.00	3.875	AAA	4.095	658	01/19/2027
3133EPX91	230031	Federal Farm Credit Bank		01/25/2024	5,000,000.00	5,012,200.00	4,995,833.33	4.125	AAA	4.113	664	01/25/2027
3133EPB38	230020	Federal Farm Credit Bank		12/08/2023	5,000,000.00	5,026,700.00	5,017,253.22	5.230	AAA	4.970	960	11/17/2027
3133EPN92	230024	Federal Farm Credit Bank		12/22/2023	5,000,000.00	5,008,050.00	5,000,000.00	4.860	AAA	4.793	995	12/22/2027
3134H1EK5	230005	Federal Home Loan Mort. Co.		10/11/2023	5,000,000.00	5,001,300.00	5,000,000.00	5.450	AAA	5.377	1,197	07/11/2028
3130AYMV5	230033	Federal Home Loan Banks		01/24/2024	5,000,000.00	5,014,550.00	5,000,000.00	4.450	AAA	4.389	1,210	07/24/2028
3130AWTR1	230001	Federal Home Loan Banks		09/22/2023	5,000,000.00	5,074,200.00	4,952,908.73	4.375	AAA	4.613	1,256	09/08/2028
3133EPWK7	230002	Federal Farm Credit Bank		09/22/2023	5,000,000.00	5,081,150.00	4,976,830.00	4.500	AAA	4.586	1,270	09/22/2028
3130AXS58	230021	Federal Home Loan Banks		12/08/2023	5,000,000.00	5,007,500.00	5,014,244.60	5.150	AAA	4.953	1,322	11/13/2028
3130AXQK7	230025	Federal Home Loan Banks		01/18/2024	5,000,000.00	5,137,750.00	5,122,727.27	4.750	AAA	4.009	1,347	12/08/2028
3130AY2L9	230022	Federal Home Loan Banks		12/12/2023	5,000,000.00	4,995,500.00	5,000,000.00	5.050	AAA	4.981	1,351	12/12/2028
3130AY3Z7	230023	Federal Home Loan Banks		12/18/2023	5,000,000.00	5,012,200.00	5,000,000.00	4.750	AAA	4.685	1,357	12/18/2028
3130AYLD6	230028	Federal Home Loan Banks		01/19/2024	5,000,000.00	5,001,950.00	5,000,000.00	4.250	AAA	4.192	1,367	12/28/2028
3130AYJ31	230029	Federal Home Loan Banks		01/19/2024	5,000,000.00	4,994,000.00	4,993,112.35	4.375	AAA	4.353	1,387	01/17/2029
3133EPW84	230026	Federal Farm Credit Bank		01/18/2024	5,000,000.00	4,974,800.00	4,967,800.00	3.875	AAA	3.999	1,388	01/18/2029
3130AYNX0	230034	Federal Home Loan Banks		02/02/2024	5,000,000.00	5,008,850.00	5,000,000.00	4.625	AAA	4.562	1,403	02/02/2029
3130B2XY6	240016	Federal Home Loan Banks		10/02/2024	5,000,000.00	4,943,050.00	5,000,000.00	3.900	AAA	3.848	1,553	07/02/2029
3130B2P58	240013	Federal Home Loan Banks		09/26/2024	5,000,000.00	4,932,100.00	5,000,000.00	3.875	AAA	3.822	1,623	09/10/2029
3130B2V77	240014	Federal Home Loan Banks		09/26/2024	5,000,000.00	4,946,850.00	5,000,000.00	3.750	AAA	3.699	1,625	09/12/2029
3130B2XB6	240015	Federal Home Loan Banks		09/27/2024	5,000,000.00	4,933,250.00	5,000,000.00	4.000	AAA	3.945	1,630	09/17/2029
3130B3NF6	240017	Federal Home Loan Banks		11/08/2024	5,000,000.00	4,999,650.00	5,000,000.00	4.500	AAA	4.438	1,680	11/06/2029
3134HAYV9	240018	Federal Home Loan Mort. Co.		11/12/2024	10,000,000.00	10,026,000.00	10,000,000.00	4.670	AAA	4.606	1,681	11/07/2029
3134HAYW7	240019	Federal Home Loan Mort. Co.		11/13/2024	10,000,000.00	10,041,200.00	10,000,000.00	4.550	AAA	4.488	1,687	11/13/2029
3133ETAW7	240036	Federal Farm Credit Bank		03/28/2025	5,000,000.00	4,989,450.00	4,992,541.67	4.650	AAA	4.625	1,820	03/26/2030
Subtotal and Average			310,475,418.32		308,000,000.00	305,905,370.00	308,019,530.85			3.023	712	

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CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	YTM 360	Days to Maturity	Maturity Date
LAIF - Local Agency Investment Pool												
SYS990001	990001	Local Agency Investment Fund		07/01/2024	75,000,000.00	75,000,000.00	75,000,000.00	4.480	N/R	4.419	1	
Subtotal and Average			75,000,000.00		75,000,000.00	75,000,000.00	75,000,000.00			4.419	1	
Treasury Coupon Securities												
91282ZL7	210015	United States Treasury		08/26/2021	5,000,000.00	4,984,300.00	4,994,840.73	0.375	AAA	0.578	29	04/30/2025
91282ZW3	210012	United States Treasury		08/24/2021	5,000,000.00	4,950,150.00	4,991,400.97	0.250	AAA	0.593	90	06/30/2025
91282CGA3	240033	United States Treasury		01/17/2025	5,000,000.00	4,996,250.00	5,010,319.37	4.000	AAA	4.116	258	12/15/2025
91282CBC4	210044	United States Treasury		01/31/2022	5,000,000.00	4,863,250.00	4,943,766.39	0.375	AAA	0.000	274	12/31/2025
91282CGE5	230037	United States Treasury		05/21/2024	5,000,000.00	4,991,700.00	4,950,428.14	3.875	AAA	4.851	289	01/15/2026
91282CBT7	210045	United States Treasury		01/31/2022	5,000,000.00	4,839,950.00	4,960,228.21	0.750	AAA	1.554	364	03/31/2026
91282CBW0	210016	United States Treasury		08/26/2021	5,000,000.00	4,827,050.00	4,999,001.02	0.750	AAA	0.754	394	04/30/2026
91282R36	210017	United States Treasury		08/26/2021	5,000,000.00	4,868,950.00	5,062,882.69	1.625	AAA	0.757	409	05/15/2026
91282CHH7	230038	United States Treasury		05/21/2024	5,000,000.00	5,007,600.00	4,953,020.49	4.125	AAA	4.724	440	06/15/2026
91282CCJ8	210018	United States Treasury		08/26/2021	5,000,000.00	4,811,150.00	5,006,028.30	0.875	AAA	0.782	455	06/30/2026
91282CHM6	230039	United States Treasury		05/21/2024	5,000,000.00	5,031,450.00	4,981,252.99	4.500	AAA	4.699	470	07/15/2026
91282CCP4	210046	United States Treasury		01/31/2022	5,000,000.00	4,784,000.00	4,929,339.22	0.625	AAA	1.586	486	07/31/2026
91282CCW9	210047	United States Treasury		01/31/2022	5,000,000.00	4,780,450.00	4,938,214.94	0.750	AAA	1.585	517	08/31/2026
91282CCZ2	210048	United States Treasury		01/31/2022	5,000,000.00	4,777,950.00	4,946,955.74	0.875	AAA	1.590	547	09/30/2026
91282CJC6	230040	United States Treasury		05/21/2024	5,000,000.00	5,049,600.00	4,992,196.41	4.625	AAA	4.642	562	10/15/2026
91282CJP7	240020	United States Treasury		11/14/2024	5,000,000.00	5,035,150.00	5,010,304.60	4.375	AAA	4.206	623	12/15/2026
91282CME8	240028	United States Treasury		01/15/2025	5,000,000.00	5,025,800.00	4,997,672.44	4.250	AAA	4.309	639	12/31/2026
91282CJT9	230041	United States Treasury		05/21/2024	5,000,000.00	5,005,300.00	4,938,201.43	4.000	AAA	4.599	654	01/15/2027
91282CKE0	230042	United States Treasury		05/21/2024	5,000,000.00	5,031,450.00	4,964,494.16	4.250	AAA	4.567	713	03/15/2027
91282CEF4	230043	United States Treasury		05/21/2024	5,000,000.00	4,867,200.00	4,803,886.79	2.500	AAA	4.551	729	03/31/2027
91282CKJ9	230044	United States Treasury		05/21/2024	5,000,000.00	5,057,600.00	4,986,543.91	4.500	AAA	4.552	744	04/15/2027
91282CEN7	230045	United States Treasury		05/21/2024	5,000,000.00	4,885,750.00	4,783,966.19	2.750	AAA	4.557	759	04/30/2027
91282CET4	240029	United States Treasury		01/15/2025	5,000,000.00	4,867,800.00	4,818,149.04	2.625	AAA	4.343	790	05/31/2027
91282CKV2	240021	United States Treasury		11/14/2024	5,000,000.00	5,076,750.00	5,044,389.58	4.625	AAA	4.187	805	06/15/2027
91282CEW7	240034	United States Treasury		01/17/2025	5,000,000.00	4,932,800.00	4,893,959.35	3.250	AAA	4.177	820	06/30/2027
91282CKZ3	240022	United States Treasury		11/14/2024	5,000,000.00	5,051,750.00	5,013,166.43	4.375	AAA	4.202	835	07/15/2027
91282CFH9	230046	United States Treasury		05/21/2024	5,000,000.00	4,911,350.00	4,832,371.29	3.125	AAA	4.519	882	08/31/2027
91282CLL3	240030	United States Treasury		01/15/2025	5,000,000.00	4,940,650.00	4,876,341.70	3.375	AAA	4.372	897	09/15/2027
91282CFM8	230047	United States Treasury		05/23/2024	5,000,000.00	5,029,100.00	4,949,342.47	4.125	AAA	4.502	912	09/30/2027
91282CLQ2	240023	United States Treasury		11/14/2024	5,000,000.00	4,997,450.00	4,963,234.04	3.875	AAA	4.204	927	10/15/2027
9128283F5	230048	United States Treasury		05/23/2024	5,000,000.00	4,796,500.00	4,682,985.22	2.250	AAA	4.499	958	11/15/2027
91282CFZ9	230049	United States Treasury		05/23/2024	5,000,000.00	4,997,850.00	4,907,368.57	3.875	AAA	4.488	973	11/30/2027
91282CMB4	240031	United States Treasury		01/15/2025	5,000,000.00	5,014,650.00	4,956,095.47	4.000	AAA	4.388	988	12/15/2027
91282CBB6	240024	United States Treasury		11/14/2024	5,000,000.00	4,577,550.00	4,492,486.80	0.625	AAA	4.218	1,004	12/31/2027

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CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	YTM 360	Days to Maturity	Maturity Date
Treasury Coupon Securities												
91282CGH8	230050	United States Treasury		05/23/2024	5,000,000.00	4,947,650.00	4,858,479.58	3.500	AAA	4.473	1,035	01/31/2028
9128283W8	230051	United States Treasury		05/23/2024	5,000,000.00	4,846,900.00	4,756,476.98	2.750	AAA	4.471	1,050	02/15/2028
91282CGP0	230052	United States Treasury		05/23/2024	5,000,000.00	5,014,650.00	4,927,246.73	4.000	AAA	4.469	1,064	02/29/2028
91282CMS7	240037	United States Treasury		03/28/2025	5,000,000.00	4,999,200.00	4,991,219.43	3.875	AAA	3.309	1,079	03/15/2028
91282CGT2	230053	United States Treasury		05/23/2024	5,000,000.00	4,963,650.00	4,878,069.52	3.625	AAA	4.456	1,095	03/31/2028
9128284N7	230054	United States Treasury		05/23/2024	5,000,000.00	4,850,200.00	4,741,144.94	2.875	AAA	4.447	1,140	05/15/2028
91282CHE4	230055	United States Treasury		05/23/2024	5,000,000.00	4,959,000.00	4,861,007.17	3.625	AAA	4.441	1,156	05/31/2028
91282CHK0	230056	United States Treasury		05/23/2024	5,000,000.00	5,016,800.00	4,920,799.80	4.000	AAA	4.439	1,186	06/30/2028
91282CCR0	240025	United States Treasury		11/14/2024	5,000,000.00	4,550,600.00	4,474,297.74	1.000	AAA	4.224	1,217	07/31/2028
9128284V9	230057	United States Treasury		05/23/2024	5,000,000.00	4,838,650.00	4,746,065.81	2.875	AAA	4.423	1,232	08/15/2028
91282CHX2	230058	United States Treasury		05/23/2024	5,000,000.00	5,073,250.00	4,980,781.55	4.375	AAA	4.434	1,248	08/31/2028
91282CJF9	240026	United States Treasury		11/14/2024	5,000,000.00	5,159,200.00	5,113,723.68	4.875	AAA	4.237	1,309	10/31/2028
9128285M8	240027	United States Treasury		11/14/2024	5,000,000.00	4,867,950.00	4,788,816.43	3.125	AAA	4.227	1,324	11/15/2028
91282CDL2	240001	United States Treasury		09/24/2024	5,000,000.00	4,591,800.00	4,632,665.89	1.500	AAA	3.442	1,339	11/30/2028
91282CDW8	240002	United States Treasury		09/24/2024	5,000,000.00	4,617,800.00	4,678,396.23	1.750	AAA	3.450	1,401	01/31/2029
9128286B1	240003	United States Treasury		09/24/2024	5,000,000.00	4,769,550.00	4,838,923.05	2.625	AAA	3.453	1,416	02/15/2029
91282CEB3	240004	United States Treasury		09/24/2024	5,000,000.00	4,632,400.00	4,700,892.31	1.875	AAA	3.453	1,429	02/28/2029
91282CEM9	240005	United States Treasury		09/24/2024	5,000,000.00	4,803,700.00	4,871,642.35	2.875	AAA	3.449	1,490	04/30/2029
9128286T2	240006	United States Treasury		09/24/2024	5,000,000.00	4,707,400.00	4,768,843.85	2.375	AAA	3.449	1,505	05/15/2029
91282CES6	240007	United States Treasury		09/24/2024	5,000,000.00	4,775,600.00	4,845,368.24	2.750	AAA	3.453	1,521	05/31/2029
91282CKX8	240032	United States Treasury		01/15/2025	5,000,000.00	5,060,950.00	4,940,055.25	4.250	AAA	4.531	1,551	06/30/2029
91282CFC0	240008	United States Treasury		09/24/2024	5,000,000.00	4,741,400.00	4,817,465.42	2.625	AAA	3.466	1,582	07/31/2029
91282YB0	240009	United States Treasury		09/24/2024	5,000,000.00	4,545,300.00	4,621,476.94	1.625	AAA	3.422	1,597	08/15/2029
91282CFJ5	240010	United States Treasury		09/24/2024	5,000,000.00	4,836,900.00	4,920,836.66	3.125	AAA	3.462	1,613	08/31/2029
91282CLR0	240035	United States Treasury		01/17/2025	5,000,000.00	5,036,700.00	4,986,628.11	4.125	AAA	4.334	1,674	10/31/2029
91282CGB1	240038	United States Treasury		03/28/2025	5,000,000.00	4,984,000.00	5,000,470.48	3.875	AAA	4.033	1,735	12/31/2029
91282CMG3	240039	United States Treasury		03/28/2025	5,000,000.00	5,064,050.00	5,067,638.56	4.250	AAA	4.033	1,766	01/31/2030
912828Z94	240040	United States Treasury		03/28/2025	5,000,000.00	4,460,350.00	4,440,135.11	1.500	AAA	4.026	1,781	02/15/2030
91282CGQ8	240041	United States Treasury		03/28/2025	5,000,000.00	5,011,350.00	4,996,858.02	4.000	AAA	4.027	1,794	02/28/2030
Subtotal and Average			286,313,520.48		315,000,000.00	308,393,200.00	307,741,260.92			3.672	972	
Medium Term Notes												
037833EB2	200038	Apple Inc		02/08/2021	3,000,000.00	2,910,750.00	3,000,000.00	0.700	Aaa	0.690	313	02/08/2026
037833EB2	200046	Apple Inc		03/01/2021	2,000,000.00	1,940,500.00	1,995,822.62	0.700	Aaa	0.902	313	02/08/2026
037833BY5	230036	Apple Inc		02/09/2024	5,000,000.00	4,957,000.00	4,940,580.38	3.250	Aaa	4.445	328	02/23/2026
037833BZ2	230018	Apple Inc		12/08/2023	3,000,000.00	2,932,950.00	2,912,001.46	2.450	Aaa	4.485	490	08/04/2026
037833DN7	210049	Apple Inc		04/05/2022	5,000,000.00	4,856,650.00	4,950,178.57	2.050	Aaa	2.722	528	09/11/2026
931142ER0	210043	Wal-Mart Stores		01/31/2022	5,000,000.00	4,788,200.00	4,947,085.83	1.050	Aa2	1.764	534	09/17/2026

Portfolio POOL

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Run Date: 04/02/2025 - 15:01

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CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	Moody's	YTM 360	Days to Maturity	Maturity Date
Medium Term Notes												
002824BF6	230016	Abbott Laboratories		11/20/2023	5,000,000.00	4,971,700.00	4,902,304.59	3.750	Aa3	4.745	608	11/30/2026
594918BY9	230006	Microsoft Corp		10/02/2023	5,000,000.00	4,935,700.00	4,848,614.62	3.300	Aaa	4.892	676	02/06/2027
037833CJ7	240011	Apple Inc		09/26/2024	5,000,000.00	4,934,600.00	4,975,141.85	3.350	Aaa	3.561	679	02/09/2027
037833CR9	240012	Apple Inc		09/26/2024	5,000,000.00	4,912,750.00	4,951,380.95	3.200	Aaa	3.561	770	05/11/2027
478160CP7	230007	JOHNSON & JOHNSON		10/02/2023	5,000,000.00	4,647,900.00	4,550,447.13	0.950	Aaa	4.882	883	09/01/2027
037833EC0	230035	Apple Inc		02/09/2024	5,000,000.00	4,610,950.00	4,578,582.35	1.200	Aaa	4.231	1,043	02/08/2028
931142FB4	230008	Wal-Mart Stores		10/02/2023	5,000,000.00	4,978,700.00	4,828,090.63	3.900	Aa2	4.941	1,110	04/15/2028
037833ET3	230030	Apple Inc		01/22/2024	5,000,000.00	4,998,100.00	4,974,238.37	4.000	Aaa	4.104	1,135	05/10/2028
931142EE9	230009	Wal-Mart Stores		10/02/2023	5,000,000.00	4,948,050.00	4,818,875.00	3.700	Aa2	4.803	1,182	06/26/2028
037833EH9	230032	Apple Inc		01/23/2024	5,000,000.00	4,574,850.00	4,549,032.72	1.400	Aaa	4.203	1,222	08/05/2028
Subtotal and Average			70,702,115.74		73,000,000.00	70,899,350.00	70,722,377.07			3.840	769	
BofW MMA Deposit Account												
SYS999993	999993	Bank of the West		07/01/2019	54,591,683.16	54,591,683.16	54,591,683.16	3.780	Aa2	3.728	1	
Subtotal and Average			57,843,084.21		54,591,683.16	54,591,683.16	54,591,683.16			3.728	1	
CAMP - California Asset Mgmt Progr												
999995	999995	California Asset Mgmt Program		01/27/2023	103,698,944.12	103,698,944.12	103,698,944.12	4.480		4.419	1	
Subtotal and Average			103,319,524.94		103,698,944.12	103,698,944.12	103,698,944.12			4.419	1	
Total and Average			903,653,663.68		929,290,627.28	918,488,547.28	919,773,796.12			3.616	623	

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 05/02/2025

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 05/14/2025

ITEM:

Consider the certification of signatures.

PURPOSE:

The certification of signatures authorizes the listed individuals to sign on the District's behalf.

FISCAL IMPACT:

None.

RECOMMENDATIONS:

Certify the signatures for the Hanford Elementary School District.

HANFORD ELEMENTARY SCHOOL DISTRICT CERTIFICATION OF SIGNATURES

As Clerk/Secretary to the governing board of the above named school district, I certify that the signatures shown below in Column 1 are the verified signatures of the members of the governing board. I certify that the signatures as shown in Column 2 are the verified signatures of the person or persons authorized to sign Notices of Employment, Contracts, and Orders drawn on the funds of the school district. These certifications are made in accordance with the provisions of Education Code Sections 42632, 42633 and 44843. If persons authorized to sign orders as shown in Column 2 are unable to do so, the law requires the signatures of the majority of the governing board.

These approved signatures are valid for the period of: May 14, 2025 to the annual reorganization meeting in December 2025 in accordance with governing board approval dated May 14, 2025.

Signature: _____

Clerk/Secretary of the Board

Column 1

Signatures of Members of Governing Board:

Signature _____

Type Name Robert "Bobby" Garcia
President of the Board of Trustees

Signature _____

Type Name Jeff Garner
Vice President of the Board of Trustees

Signature _____

Type Name Lupe Hernandez
Clerk of the Board of Trustees

Signature _____

Type Name Tim Revious
Member of the Board of Trustees

Signature _____

Type Name Greg Strickland
Member of the Board of Trustees

Column 2

Signatures of Personnel authorized to sign Warrants, Orders for Payment, Notices of Employment and Contracts:

Signature _____

Type Name Joy Gabler
Title Superintendent

Signature _____

Type Name David Endo
Title Chief Business Official

Signature _____

Type Name Jaime Martinez
Title Asst. Supt., Human Resources

Signature _____

Type Name Jill Rubalcava
Title Asst. Supt., Curriculum, Instruction & Professional Development

*Signature _____

Type Name Anneliese Roa
Title Program Manager, Food Services

**Signature _____

Type Name David Goldsmith
Title Chief Technology Officer

***Signature _____

Type Name Daniel Pierotte
Title Director of Facilities and Operation

Number of Signatures Required (*Ed Code Sections 42632; 42633; 44843*)

On Orders of Payment	1
On Notice of Employment	1
On Contracts	1

* The signature of the Program Manager, Food Services is restricted to the following areas: Food Service checks and all reports applicable to the daily Food Service operation including, but not limited to, the Commodity Processing Agreements.

** The signature of the Chief Technology Officer is restricted to the following areas: Technology related agreements.

***The signature of the Director of Facilities is restricted to the following areas: Construction change orders and Department of State Architect (DSA) forms

HANFORD ELEMENTARY SCHOOL DISTRICT

AGENDA REQUEST FORM

TO: Joy C. Gabler

FROM: David Endo

DATE: 05/05/2025

FOR: ☒ Board Meeting
☐ Superintendent's Cabinet

FOR: ☐ Information
☒ Action

Date you wish to have your item considered: 05/14/2025

ITEM:

Consider approval of the extension of the Culinary Consultant proposal from Brigaid LLC

PURPOSE:

In an effort, to provide the highest quality meals to our students daily, utilizing local, seasonal fresh fruits and vegetables to create menus that reflect the diversity of the residents of the City of Hanford, the District advertised and hired Brigaid LLC as a Culinary Consultant to support the transformational changes occurring in the Nutrition Services Department. The proposal included 2 one year extensions which the District would like to exercise both years.

FISCAL IMPACT:

There cost of the extension is \$179,500 and \$182,500 for the 2025/26 and 2026/27 fiscal years.

RECOMMENDATIONS:

Approve the extension of the Culinary Consultant proposal from Brigaid LLC.



Project Proposal

Brigaid as a Hanford Elementary School District food service partner for change

PROJECT GOAL: Through the Program Assessment and Program Strategy & Operations Optimization we hope to work in partnership with Hanford Elementary School District food service to establish and support the building of a strong foundation for the future. The Program Assessment will allow us to establish a deep understanding of the program's current status, strengths, and areas for improvement. This will also serve as the starting point for the Program Strategy & Operations Optimization work, which will be led by an on-the-ground, full-time Program Chef who will bring our expertise right to your program.

PROGRAM ASSESSMENT

To gain a detailed understanding of the current Hanford Elementary School District food service program, we will conduct a comprehensive in-person Program Assessment. This will give our team all the information they will need to be an effective part of Hanford Elementary School District reaching the district's identified goals for the future. The Program Assessment will include an operational evaluation and a comprehensive equipment inventory of each kitchen site as well as meetings with the Hanford Elementary School District leadership team and other district stakeholders. Although dependent on a variety of factors, we estimate that the in-person portion of the Program Assessment will take place over the course of three to four day-long research visits. This Program Assessment will be the starting point of our work with your organization and will allow us, together, to develop goals to work toward.

Through our research visits we will:

- Meet with food service leadership and key district stakeholders to:
 - Establish core goals of the project, breakdown the timeline of our work together, and confirm our collective approach
 - Review the existing program, giving our team a deep understanding of current participation, limitations and challenges, and highlights
- Assess each Hanford Elementary School District kitchen site and their respective teams in order to:
 - Understand their capabilities from an infrastructural stand point
 - Audit key protocols (HACCP, cleanliness standards, etc.)
 - Inventory equipment while assessing working condition
 - Evaluate kitchen configuration, as it relates to operational efficiency

Key questions we'll ask ourselves (and you) throughout this process:

- What is currently holding the Hanford Elementary School District food service program back from reaching the identified goals?
- Are the goals of the Hanford Elementary School District food service program being supported by the existing labor model? By the kitchen site infrastructure? By the way kitchen staff are trained?
- Are Hanford Elementary School District current menu offerings in accordance with the program's capabilities? If not, how can this gap be closed?
- What opportunities for Hanford Elementary School District food service have yet to be unlocked?

With you as our guide, we will do our best to gain as many insights as we can about your current program. If there are additional stakeholders you'd like us to meet with, interviews you'd like us to conduct with students or any other research you'd like us to do, we will be enthusiastic to do so. This is the chance to gather all the information possible, before collectively setting meaningful goals for the Hanford Elementary School District food service program.

Deliverables: To conclude this work, we will present you with a Program Assessment Report, District Data Spreadsheet, and Top Priorities Document. Together, these documents will present a detailed overview of your program's current operations, analysis and key takeaways gathered during our research visits, and strategic recommendations outlining a potential future for the program.

PROGRAM STRATEGY & OPERATIONS OPTIMIZATION

Working with our findings from the Program Assessment, we will partner with you to set a strategic plan which will help to outline the future of Hanford Elementary School District food service while incorporating all of your goals. To execute this strategic plan we will provide you with:

- A Program Chef who will spearhead the project and will be a long-term fixture in your program. Dedicated to working solely with your organization, this full-time, on-the-ground Program Chef will collaborate closely with both food service leadership and kitchen teams allowing them to become deeply integrated within your organization. Focused on making as much impact as possible and recognizing that some of your identified goals will take time to achieve, your Program Chef will be placed with you for a minimum of three years.
- Robust HQ support which will bring our nation-wide experience right to your program. You and your Program Chef will determine how best to work toward the goals of Hanford Elementary School District food service on the ground. Our HQ team will take the lead on projects that can happen remotely. Historically this has included: recipe audits and rewrites, labor model structuring and hiring process updates, etc. Wherever your program needs support, our HQ team will be there to bridge the gaps.
- Essential materials to support the roll out of operational changes. With customized kitchen signage, standardized operational protocols and procedures and training documents, together we will be able to ensure your program has all the materials necessary to achieve your goals.

We will focus on the following instrumental areas:

- Developing Hanford Elementary School District menus and revising recipes in effort to increase student satisfaction and participation, with the ability to draw from our ever-growing database of NSLP-compliant recipes
- Detailing and executing a staff training plan which sets Hanford Elementary School District kitchen teams up for success
- Providing guidance on a procurement strategy that supports the overall improvement of food quality while adhering to the budget
- Advising on equipment and smallwares purchasing
- Working with Hanford Elementary School District food service leadership to craft an effective labor model structure and staff retention plan
- Supporting the writing of job descriptions and hiring processes, both for kitchen staff and central office/administrative positions
- Producing integral program operating documents (SOPs, kitchen signage, etc.)
- Establishing innovative community outreach strategies and programs
- Collaborating with Hanford Elementary School District food service leadership and staff on ongoing strategic planning, ranging from small adjustments to foundational transitions

The above areas of focus will establish a strong foundation for our partnership and will set your program on a path toward reaching the goals of Hanford Elementary School District food service. We look forward to working together to actualize the goals that the Program Assessment report illuminates, as well as those that come up throughout our partnership.

COST

There will be a one-time fee for the Program Assessment of \$15,400. There will be an annual fee for the Program Strategy & Operations Optimization of \$175,000 for the first year of our work together. The cost of year two is \$179,500. The cost of year three is \$182,500. These prices are determined by the size, location, and complexity of your program.