



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item 10.1a

Meeting Date: September 17, 2020

Subject: Approval/Ratification of Grants, Entitlements, and Other Income Agreements
Approval/Ratification of Other Agreements
Approval of Bid Awards
Approval of Declared Surplus Materials and Equipment
Change Notices
Notices of Completion

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: _____)
- Conference/Action
- Action
- Public Hearing

Division: Business Services

Recommendation: Recommend approval of items submitted.

Background/Rationale:

Financial Considerations: See attached.

LCAP Goal(s): College, Career and Life Ready Graduates; Family and Community Empowerment; Operational Excellence

Documents Attached:

1. Grants, Entitlements, and Other Income Agreements
2. Expenditure and Other Agreements

<p>Estimated Time of Presentation: N/A Submitted by: Rose Ramos, Chief Business Officer Jessica Sulli, Contract Specialist Approved by: Jorge A. Aguilar, Superintendent</p>

GRANTS, ENTITLEMENTS AND OTHER INCOME AGREEMENTS – REVENUE

<u>Contractor</u>	<u>New Grant</u>	<u>Amount</u>
<u>ADULT EDUCATION</u>		
Sacramento Employment & Training Agency (SETA) A20-00105	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, received grant in 2019/20	\$70,400
<p>10/1/20 – 9/30/21: Refugee Support Services (RSS) funds will continue to provide refugees direct services that result in economic self-sufficiency and reduced dependency on public assistance. Services will be provided to 22 students at the Charles A. Jones Career and Education Center and will include vocational English language instruction, Adult Basic Education (ABE), high school completion/equivalency, career exploration, labor market research, career pathways development, work based learning, vocational training, support services, and job placement and retention services. Special focus will be placed on targeting outreach to refugee and Special Immigrant Visa (SIV) holder populations.</p>		

EXPENDITURE AND OTHER AGREEMENTS

Restricted Funds

<u>Contractor</u>	<u>Description</u>	<u>Amount</u>
<u>ADULT EDUCATION</u>		
California Firefighter Joint Apprenticeship Committee (Cal-JAC) SA21-00111	7/1/20 – 6/30/21: Provide all instructional and training services for apprentice firefighters at the Charles A. Jones Career & Education Center according to Cal-JAC standards for Related and Supplemental Instruction (RSI). Funding for RSI is provided by the California Department of Education at a rate of \$6.44 per hour of instruction for the 71,964 hours scheduled in the 2020/21 school year. The district retains 10% of revenue generated by attendance in the program and the balance is paid to Cal-JAC under this agreement for the services provided. District has partnered with Cal-JAC since the 1990s to provide apprenticeship training.	\$417,102 Adult Education Funds
New Contract:		
<input type="checkbox"/> Yes		
<input checked="" type="checkbox"/> No		

FACILITIES SUPPORT SERVICES

Staples R21-01090	Furniture including tables, chairs, workstations, and file cabinets for the offices, lobby, breakroom, training room and conference room at the new Central Kitchen facility.	\$279,758 Measure R Funds
Utilizing Sourcewell Cooperative Purchasing Agreement #121919-SCC	Purchasing Services finds it is in the best interest of the District to purchase furniture utilizing the Sourcewell Cooperative Purchasing Agreement #121919-SCC between Staples and Sourcewell, formerly NJPA (National Joint Powers Authority). Cooperative purchasing agreements, as authorized by Public Contract Code §20118, allow other government agencies, such as school districts, to piggyback on awards while still satisfying the legally required competition for contracts. Contracts awarded by Sourcewell are based on quality, proven performance, and pricing. As a government entity, the District is able to piggyback on this agreement and purchase directly from Staples under the same terms, conditions and pricing.	
New Contract:		
<input checked="" type="checkbox"/> Yes		
<input type="checkbox"/> No		

WOODBINE ELEMENTARY

Sacramento County Office of Education SA21-00086	7/1/20 – 6/30/21: Provide site-based support for teaching English Language Arts (ELA) and Systematic Instruction in Phonological Awareness, Phonics, and Sight Words (SIPPS). Support to include: back to school planning support; principal support days; data driven collaboration/planning; and additional teacher collaboration, planning and coaching in the ELA/ELD topic of choice by grade level.	\$108,000 SIG Funds
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New Contract:
 Yes
 No

Unrestricted Funds

<u>Contractor</u>	<u>Description</u>	<u>Amount</u>
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BUSINESS SERVICES

Sacramento County Office of Education SA21-00109	7/1/20 – 6/30/21: Fiscal advisor services to improve the district's financial practices per Education Code section 42127.3 and 42127.6.	\$200,000 General Fund
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New Contract:
 Yes
 No



Sacramento
Employment and
Training
Agency

August 18, 2020

GOVERNING BOARD

LARRY CARR
Councilmember
City of Sacramento

PATRICK KENNEDY
Board of Supervisors
County of Sacramento

DON NOTTOLI
Board of Supervisors
County of Sacramento

SOPHIA SCHERMAN
Public Representative

JAY SCHENIRER
Councilmember
City of Sacramento

KATHY KOSSICK
Executive Director

925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

Main Office
(916) 263-3800

Head Start
(916) 263-3804

Website: <http://www.seta.net>

Dr. Susan Lytle Gilmore, Ph.D., Director, Adult Education
Sacramento City U.S.D. Skills & Business Education Center
5451 Lemon Hill Avenue
Sacramento, CA 95824

CFDA# 93.566

Dear Dr. Gilmore:

Congratulations! Pursuant to action by the SETA Governing Board on August 6, 2020, Sacramento City U.S.D Skills & Business Education Center has been awarded \$70,400 in Refugee Support Services (RSS) funds for an English Language Learner (ELL) Workforce Navigator to serve 22 participants.

The term of Agreement #074430RS-20 will be October 1, 2020 through September 30, 2021.

Please be advised that this award is contingent upon final notice of funding from the California Department of Social Services— Refugee Programs Bureau (CDSS-RPB), which SETA has not yet received.

In order to proceed with the contract process, the following documents, provided to you electronically, must be completed and submitted to SETA:

- Budget and Cost Allocation Plan in the amount of \$70,400**
(Please include 5% in supportive services)
- Program Planning Summary (PPS) – 22 participants**
- Program Self-Evaluation and Monitoring Form**

Time is of the essence, therefore, please submit the completed documents to me at Corey.Lagbao@seta.net no later than **September 15, 2020.**

“Preparing People for Success: in School, in Work, in Life”

Please be advised that the following funding stipulations will be included as Special Conditions within the agreement:

1. VESL/ES, ES Stand-Alone, VESL/OJT, and ELL Workforce Navigator service providers must ensure open-entry and prompt placement into VESL classes for all clients that are assessed to be in need of English language training.

2. Providers with case management and job development staff budgeted for less than 12 months, or budgeted for part-time employment, must ensure program services are available Monday through Friday, at least eight (8) hours a day from October 1, 2020 through September 30, 2021.

If you have questions or need assistance in completing these forms, please contact me via email, or at (916) 263-3838.

Sincerely,

A handwritten signature in black ink that reads "Corey Lagbao". The signature is written in a cursive, slightly slanted style.

Corey Lagbao
Workforce Development Analyst III

cc: Eileen Prince-Ramos

AGREEMENT FOR APPRENTICESHIP TRAINING PROGRAM
Between
SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
And
CALIFORNIA FIREFIGHTER JOINT APPRENTICESHIP COMMITTEE

This agreement entered into this 1st day of July 2020, by and between the Sacramento City Unified School District, hereinafter referred to as "District", and the California Fire Fighter Joint Apprenticeship Committee, hereinafter referred to as "CAL-JAC".

WHEREAS, the CAL-JAC has established Apprenticeship Training Standards which identify the professional levels of competence required of apprentices; and,

WHEREAS, those Apprenticeship Standards specify the training, education, experience, performance objectives, and minimum requirements for professional competence of an apprentice; and,

WHEREAS, the District has approval from the California Community Colleges Chancellor's Office (CCCCO) to conduct related and supplemental instruction training programs; and,

WHEREAS, the CAL-JAC and the District will provide related and supplemental instruction for apprentice Fire Fighters, Fire Fighter II's, Fire Apparatus Engineers, Firefighter EMTs, Fire Fighter Divers, Emergency Medical Technicians, Paramedics, Engineers, Fire Officers, Fire Equipment Specialists, Fire Inspectors, Fire Marshals, Fire Prevention Officers, Hazardous Materials Technicians, Fire Department Training Officers, Wildland Fire Fighter Specialists, Arson and Bomb Investigators, Fire Fighter Paramedics, Fire Suppression Technicians and Heavy Fire Equipment Operators; with participating departments under agreements as determined by the CAL-JAC.

NOW THEREFORE, the parties agree:

ARTICLE I – TERM OF AGREEMENT

The term of this agreement shall be July 1, 2020 through June 30, 2021.

ARTICLE II – RESPONSIBILITY OF DISTRICT

1. The District agrees to participate in a training program for eligible apprentices in the CAL-JAC.
2. The District shall contract with the CAL-JAC for all instructional and training services provided in accordance with the CAL-JAC standards. The District shall retain 10% of the base rate as income from the apprenticeship revenues generated by the attendance of apprentices for a minimum of 71,964 hours of academy and related and supplemental instruction in each fiscal year during the term of this Agreement. The District shall pay to the CAL-JAC 90% of the base rate generated by apprentice attendance at an RSI rate of \$6.44 per hour of instruction. All classroom hours shall be scheduled in accordance with the California Education Code Section 8152. The District obligation hereunder is payable from funds appropriated for the purpose of this Agreement and is contingent upon the establishment of an appropriation as specified in the California Education Code, Sections 8150 and 8152 for each fiscal year this Agreement is in effect or other supplemental appropriations derived from hours of apprenticeship education. The District has no obligation for any services, which may have been provided by the CAL-JAC hereunder if such funds are not appropriated and allocated for use by the District for the purposes of this program. The District shall notify the CAL-JAC of any such non-allocation at the earliest possible date.
3. The District shall disburse funds that have been received from the State and owed to the CAL-JAC within 30 days of receiving a CAL-JAC invoice based upon reported attendance.

4. The District shall claim as income, funds received, generated by, or attributed to the Apprenticeship Program such as, but not limited to, funds derived from apprenticeship education revenues pursuant to the California Education Code, Sections 8150 and 8152 of Article 8, Chapter 1, Part 6, Title I or other appropriations based on hours of apprenticeship education.

ARTICLE III – RESPONSIBILITY OF CAL-JAC

1. The CAL-JAC shall provide or arrange for all instructors, classroom space, required training equipment, and supplies for the prescribed instruction in the CAL-JAC. The CAL-JAC will provide sufficient instructional staff possessing the proper credential as established by the District, or as specified in the California Education Code, Section 8153.5, Article 8, Chapter 1, Part 6, Title I.
2. The CAL-JAC shall be responsible for payment of all salary and other employment costs for the instructors directly to and on behalf of all the persons employed for such purposes. The CAL-JAC shall also indemnify and hold the District harmless against any and all claims, which are made for salary or employment/benefits of such instructors for the period covered by the terms of this agreement.
3. The CAL-JAC shall maintain and submit to the District, records of individual apprentices' attendance and achievements within guidelines established by the District.

ARTICLE IV – MISCELLANEOUS

1. All written notices, reports and other written communications under this agreement shall be deemed effective upon their deposit in the United States mail, postage prepaid, and addressed as follows:

Sacramento City Unified School District
Attn: Susan Lytle-Gilmore, Director
5451 Lemon Hill Avenue
Sacramento, CA 95824

California Firefighter Joint Apprenticeship Committee
Attn: Yvonne de la Peña, Executive Director
1780 Creekside Oaks Drive
Sacramento, CA 95833


2. Either party may terminate this agreement at the end of any fiscal year by giving written notice to the other party at least thirty (30) days prior to the effective termination date.
3. The District and the CAL-JAC shall, to the extent permitted by law, indemnify and hold each other harmless against any liability whatsoever arising from any act or acts of their employees participating or functioning in the apprenticeship program herein provided.
4. The CAL-JAC reaffirms its commitment to provide equal employment opportunity and an equitable and representative distribution of women and minorities in the California fire services while maintaining existing standards. It is and will continue to be the policy of the CAL-JAC not to discriminate against any applicant on the basis of race, color, national origin, marital status, sex, or other non-job related reason. Each member of the CAL-JAC, its staff, and the Sub-JACs will extend good faith efforts in accomplishing the goals of the Training Program and the departments' affirmative action plan.

IN WITNESS WHEREOF, the parties hereto have executed this agreement the day and year first above written.

Sacramento City Unified School District

California Firefighter
Joint Apprenticeship Committee

Chief Business Officer


Yvonne de la Peña
Executive Director

Date: _____

Date: 8/20/2020



1164 National Drive
 Sacramento
 CA 95834
 Phone: 916-296-6233

QUOTATION

SOLD TO:

Anthony Lea
 Sacramento City USD
 6879 14th Ave.

Sacramento CA 95820
 916-317-9480

SHIP TO:

Anthony Lea
 Sacramento City USD
 6879 14th Ave.

Sacramento CA 95820
 916-317-9480

Project: Central Kitchen

FQO / QUOTE #	DATE	CUSTOMER PO NO	CUSTOMER NO	SALESPERSON
	8/31/2020		Anthony Lea	Mike Swanson
Line # Qty	Part Number	Part Description	Sell \$	Ext Sell \$

Central Kitchen

1	1	Budget Quote Central Kitchen per the attached specifications.	\$244,681.00	\$244,681.00
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Tag For: Central Kitchen

Tag Subtotal: \$244,681.00

Z- Labor

2	1	Complete Set in Place installation of the above with removal and disposal of packaging.	\$12,564.10	\$12,564.10
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Tag For: Z- Labor

Tag Subtotal: \$12,564.10

Total Sell: \$257,245.10

Special Instructions

Return Policy: Furniture is sourced specifically for the customer and is non-returnable. Damaged or Defective items will be repaired or replaced in keeping with the manufacturer warranties in place at time of order.

This quote is valid for 30 days unless otherwise noted. Applicable Sales Tax will be added at time of invoicing.

Additional Instructions

The above pricing is based on Sourcewell Contract # 121919-SCC Dated May 1,2020 per the attached.

Add Sales Tax at 8.75% \$22,508.95
Grand Total \$279,754.05

FQO / QUOTE #	DATE	CUSTOMER PO NO	CUSTOMER NO	SALESPERSON
	8/31/2020		Anthony Lea	Mike Swanson
<u>Line # Qty</u>	<u>Part Number</u>	<u>Part Description</u>	<u>Sell \$</u>	<u>Ext Sell \$</u>

By signing this quote, the customer authorizes the procurement of the products and services contained herein.
This sale is subject to the Staples Workplace Studio Terms and Conditions attached.

ACCEPTED BY	TITLE	DATE	PO NUMBER
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Total Sell:	\$257,245.10
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FQO / QUOTE #	DATE	CUSTOMER PO NO	CUSTOMER NO	SALESPERSON	
	8/31/2020		Anthony Lea	Mike Swanson	
Line #	Qty	Part Number	Part Description	Sell \$	Ext Sell \$

FURNITURE TERMS AND CONDITIONS

These Terms and Conditions ("T&Cs") apply to all furniture products and services sold by Staples Contract & Commercial LLC ("Staples"). Throughout these T&Cs, your organization will be referred to as "Buyer" or as a "Party". These T&Cs, together with the quote with which these T&Cs are provided/incorporated, form a binding agreement between Staples and Buyer.

1) PRICES OF PRODUCTS AND SERVICES. Buyer may purchase and Staples shall provide the furniture products ("Products") and related services ("Services") at the prices set forth in Staples' written quote. All written quotes for the Products shall be governed by the terms and conditions of these T&Cs and any Exhibit if attached hereto. The purchase price of the Products does not include freight, handling, installation, insurance, sales or other taxes. Staples' prices are subject to change pursuant to the provisions contained herein and as quoted by Staples to Buyer for each project quoted. Freight, handling and installation charges are invoiced separately. Staples reserves the right to reasonably adjust a Product's price if extraordinary market events require immediate adjustment (e.g., shortages, trade disputes, natural disasters, etc.) and to adjust pricing with the impact of tariffs, customs, or duties imposed on Products. Staples will work with Buyer to identify alternative Products to mitigate customs impact where possible.

2) TERM. Either party shall have the right to terminate the provision of Products and Services pursuant to these T&Cs, for any reason, upon thirty (30) calendar days' prior written notice to the other party. All Products and Services quoted as of the effective date of termination shall be invoiced to Buyer upon termination. In the event of a termination by either party or upon cancellation or expiration of the Agreement, Buyer agrees to promptly pay all amounts owed to Staples. Following termination, Staples reserves the right to withhold shipment of Products until all past due invoices owed to Staples by Buyer are paid.

3) DESIGN. Designs, plans, drawings, specifications, and samples (and the contents thereof) provided in connection with the Products are the property of Staples, and may not be used, reproduced or distributed in whole or in part without Staples' written consent.

4) SHIPPING. Staples shall not be responsible for delays or defaults caused by others or by circumstances beyond its control. Unless Buyer has specified shipping instructions in writing herein or by a subsequent written notice, shipment and delivery will be made by the designated carrier and in the manner deemed best by Staples, including partial shipments.

5) RISK OF LOSS AND DAMAGE. Title and risk of loss or damage to the Product shall pass to Buyer when it is delivered to Buyer or Buyer's agent, whichever first occurs. Staples shall not be liable for any shipping damage, delay, default, loss or expense occurring during or attributable to transportation by any third party carrier.

6) DELIVERY AND INSTALLATION. If delivery and installation are part of this sale, the following provisions shall apply:

A. Installation Site Condition - Buyer will ensure the site is clean and free of debris prior to installation. If Staples must remove or assist in removing existing furniture or equipment at the job site, Buyer shall pay Staples for this Service, as separately invoiced.

B. Installation Site Services - Electricity, heat, and elevator service will be furnished at Buyer's expense. Buyer shall provide adequate facilities for docking, moving and handling of Products.

C. Special Packaging or Handling - If special packaging or handling not contained in these T&Cs is required, Buyer shall pay an extra charge as invoiced separately.

D. Delivery/Installation - Delivery and installation will be during normal business hours (8:00 AM to 5:00 PM local time Monday through Friday, except for Staples designated holidays). Buyer shall pay additional labor costs resulting from overtime work performed at Buyer's request. Staples shall designate the personnel to install the Products sold herein. Buyer shall be responsible for obtaining proper permits for the installation. If regulations in force at the time of installation require the use of tradesmen at the site other than Staples designated personnel, Buyer shall pay for any additional costs incurred. If the Products must be moved due to progress of other trades, or other reason, the Buyer agrees to pay the extra cost of moving.

E. Storage Space - Unless the Products arrive at the site earlier than the date requested, the Buyer shall provide safe and adequate storage space at the Buyer's expense. If the space provided is inadequate or inconveniently located (such as on another floor) or requires excessive sorting or other additional expense, the Buyer shall pay the associated cost or expense.

7) INSTALLATION DELAYS. If construction delays or other causes not within Buyer's or Staples' control force postponement of an installation as scheduled, Staples or the Buyer shall store the Products until installation can be resumed, and the Products shall be considered accepted by the Buyer for purposes of invoicing and payment. Buyer shall pay all transfer and storage charges incurred.

8) COMPLETION OF INSTALLATION. Within a reasonable time after installation, authorized representatives of Staples and Buyer shall inspect the Product for conformity with the order and for defects and/or damages, and shall note all such mutually agreed upon items on an installation "Service Report". Upon completion of the inspection, the representatives of Staples and Buyer shall sign the Service Report, which shall constitute acceptance of Products installed, except as noted in the Service Report.

9) CHANGE ORDER/CANCELLATION. Any order changes must be submitted in writing. Staples will use commercially reasonable efforts to accommodate Buyer's written change order request. All changes/cancellation requests shall be evaluated at the time of request by Staples and are subject to revised lead times and/or additional charges as applicable.

10) RETURNS POLICY. Custom or made to order Products, or Products sourced specifically for Buyer are not eligible for return. Upon approval by Staples, stocked inventory Product may be returned subject to a restocking fee exclusive of freight and delivery. Returned Product must be in new and unused condition and returned in its original carton within 14 days of receipt.

11) PAYMENT. Buyer may be required to pay a deposit of 50% of the total purchase price of the Product ordered. Payment terms are net 30 days from the date of shipment and net 10 days on a consolidated billing method (e.g. weekly, monthly). For partial shipments, payment shall be due only for Products received. The remaining balance for any partial shipment shall be due within terms following installation of the Product. Staples may invoice Buyer at any time following shipment of the Product. Buyer shall pay the net amount shown on the face of the invoice. Credit cards shall not be

FQO / QUOTE #	DATE	CUSTOMER PO NO	CUSTOMER NO	SALESPERSON
	8/31/2020		Anthony Lea	Mike Swanson

<u>Line #</u>	<u>Qty</u>	<u>Part Number</u>	<u>Part Description</u>	<u>Sell \$</u>	<u>Ext Sell \$</u>
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accepted unless otherwise agreed by Staples. Staples reserves the right to charge interest on any past due amount at the rate of 1.5% per month, or the maximum rate legally permitted, whichever is less. Staples shall be entitled to recover its costs of collection, including reasonable attorneys' fees.

12) TAXES. Staples may collect, and Buyer shall pay, any taxes, which Staples may be required to pay or collect by law in connection with this sale. Any such taxes will be added to the price at time of invoicing and the Buyer shall pay the same unless the Buyer shall furnish written proof thereof of exemption to Staples prior to the estimated shipping date. The appropriate tax rate will be based on where the Product is received.

13) LIMITED WARRANTY. Staples will pass through all manufacturers' warranties for the Products sold to Buyer in lieu of any other express or implied warranties by Staples. STAPLES EXPRESSLY DISCLAIMS ALL REPRESENTATIONS AND WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION, NON-INFRINGEMENT, MERCHANTABILITY, FITNESS FOR A PARTICULAR USE OR PURPOSE, OR ANY OTHER STATUTORY OR COMMON LAW WARRANTY.

14) LIMITATION OF LIABILITY. Neither party shall be liable to the other for any special, indirect, incidental, consequential, or punitive damages of any kind even if advised of the possibility thereof. In no event shall Staples' liability (whether in contract, tort or otherwise) for damages arising out of the sale, delivery, installation, use or performance of the Product exceed the purchase price of the Product from which the claim arises.

15) CONFIDENTIALITY. The parties will not disclose any confidential information furnished by the other party, except as required by law. For purposes hereof, confidential information includes, but is not limited to, each party's customer lists, prices, purchasing patterns, and financial information provided by either party, whether or not marked as confidential. In the event a party believes it is required by subpoena or other legal process to disclose confidential information received from the other party, it will give prompt written notice to such other party prior to making any disclosures. If this section is breached, the parties agree that monetary damages may not be sufficient to remedy such breach and that the non-breaching party may suffer irreparable damages, and therefore, the parties agree that the non-breaching party will be entitled to equitable and injunctive relief.

16) Press Releases and Advertisements. Unless expressly required by applicable law, neither party shall, without the prior written consent of the other, issue press releases, marketing literature, public statements, or in any way engage in any other form of public disclosure relating to these T&Cs.

17) SECURITY INTEREST. Staples reserves and Buyer grants to Staples a purchase money security interest in the Product and in the proceeds thereof to secure any payment due hereunder including subsequent invoices. Upon Staples request, Buyer shall execute financing statements and other documents reasonably requested by Staples to protect Staples' security interest. Buyer shall maintain the Product in good condition; keep the Product free from liens and encumbrances; and shall not use or permit use of the Product in a manner likely to damage it, nor remove or permit the removal of the Product from the installation location, nor permit the disassembly of the Product and shall permit inspection by Staples' representative at reasonable times. Buyer shall procure and maintain fire, extended coverage, vandalism and malicious mischief insurance to the full insurable value of the Products, with loss payable to Staples as its interest may appear.

18) INDEMNIFICATION. Each party ("Indemnifying Party") shall defend, hold harmless and indemnify the other, its officers, directors, employees, and agents ("Indemnified Party") from and against all third-party claims, damages, or causes of action arising out of or related to the Indemnifying Party's grossly negligent acts or omissions or material breach of any representation, warranty, covenant or obligation under these T&Cs. The Indemnified Party will (a) notify the Indemnifying Party promptly in writing of such action, (b) give the Indemnifying Party sole control of the defense and settlement of such action and (c) provide the Indemnifying Party all reasonable information and assistance requested.

19) FORCE MAJEURE. Neither party shall be liable for delays or impairment of performance resulting in whole or in part from acts of God, labor disruptions, shortages, inability to procure product, supplies or raw materials, severe weather conditions, acts of subcontractors, interruption of utility services, acts of governments, or any other circumstances or causes beyond the control of either party in the conduct of its business.

20) ASSIGNMENT. Neither party may assign the benefits of these T&Cs without the prior written consent of the other, provided however that Staples may assign these T&Cs to any affiliate, subsidiary or controlled entity. Any party who is assigned these T&Cs is bound to all of the terms and conditions contained herein.

21) INSURANCE. Staples shall at its expense maintain: (i) commercial general liability insurance with limits of at least \$1,000,000 combined single limit per occurrence; (ii) if deliveries are to be made by Staples to any Buyer facility, automobile bodily injury and property damage liability insurance covering owned, non-owned and hired automobiles, the limits of which shall not be less than \$1,000,000 combined single limit per occurrence; (iii) employer's liability insurance, the limits of which shall not be less than \$1,000,000; (iv) workers' compensation insurance as prescribed by applicable law; and (v) umbrella/excess coverage in the amount of \$4,000,000 per occurrence. With respect to the coverage described in (i), (ii), and (v) above, Staples shall (a) name Buyer as an additional insured for loss or damage arising out of Staples' products or services under these T&Cs; (b) name Buyer's landlord or property manager as an additional insured when deliveries or services are to be made or performed by Staples at any Buyer facility; (c) waive insurer's subrogation rights against Buyer and Buyer's landlord or property manager, except to the extent loss or damage is caused solely by Buyer or Buyer landlord or property manager; (d) provide primary, non-contributory coverage to additional insureds to the extent loss or damage results from products or services under these T&Cs; and (e) be insured with insurance companies of recognized standing rated A VIII or better by A.M. Best. Buyer and Buyer's landlord or property manager shall receive prior written notice of cancellation in accordance with the policy provisions.










22) Governing Law. The provisions of these T&Cs shall be construed in accordance with the laws of the State of New York excluding its conflicts of law provisions.













23) TERMS AND CONDITIONS OF AGREEMENT. These terms and conditions, in addition to any quote, contain the entire agreement between the parties with respect to the subject matter hereof. All modifications must be in writing, signed by authorized agents of both parties. These T&Cs shall control over any terms and conditions presented in either party's order forms or other documents which conflict with these T&Cs. If there are any additional terms and conditions contained in Buyer's ordering documents that add to or conflict with these terms and conditions, except for product description, pricing, quantity, and delivery instructions, such terms and conditions are expressly objected to and shall not be binding on Staples.














Central Kitchen Furniture

Item	✓	Preview	Mfg	Cat	Part Number	Part Description	Alias 1	Qty	Sell	Ext Sell
1	✓		ALM	ALR	FLK103 OB SB C CRAYON GRAY STD	Folk Side Chair with Plastic Seat and Back Off-Black Powder Coat Solid Beech Legs Solid Beech Legs, Clear Crayon Gray Plastic Glides	BREAKROOM 107	10	\$ 273.24	\$ 2,732.40
2	✓		ARD	ARD	8721-247242-SW ASH 162 ASH 162 STD 95 -- FR03 *****	8721-247242-SW Delen Side Bar Table, 24"W x 72"L x 42"H, Planked Style, Soli... Wood Finish: 162 White Oak on Ash Leg Species: Ash Wood Finish: 162 White Oak on Ash Accent Finish: Standard Metal Finish: #95 Satin Black No Power Port OPT: Foot Rest Options Complete	BREAKROOM 107	4	\$ 2,709.29	\$ 10,837.16
3	✓		NOF	NL1	N49BUNM 1 10501 BK STD	GRIN, BAR STOOL, METAL SLED, NO STITCH NO PIPING GRADE 1 STARDUST LYNX BLACK STANDARD GLIDE	BREAKROOM 107	12	\$ 369.46	\$ 4,433.52
4					5490-6000 Fabric Sling Frame	BROWN JORDAN Oscar Lounge Chair TBD TBD TBD	BREAKROOM 107	2	\$ 897.50	\$ 1,795.00
5	✓		ALM	ALR	HLT2 WH	Host Table, 13.5" w x 13.5" d x 23.6" h White as Snow	BREAKROOM 107	2	\$ 226.15	\$ 452.30
6	✓		ENC	ENC	52121 G1 GEN1 (DILLON) TOR ***** STD 06 ****	52121 Melina Guest Chair, 4-Leg Metal Base GRD: Upholstery Grade 1 Regular Grade 1 PATTERN: Dillon TONE: Single-Tone Base Finish: Standard Metal Finish: #06 Charcoal Grey Options Complete	BREAKROOM 107	4	\$ 733.13	\$ 2,932.52
7	✓		ALS	AGR	NA48R .FSC \$(P1) .P7A \$(L1CORE) ~ ~	Park 48" Round Meeting Table FSC Mixed Wood P1 Paint Opts Textured Flint L1 Core Lam Opts Undecided LAMINATE Option Undecided EDGE Option	BREAKROOM 107	1	\$ 717.91	\$ 717.91
8	✓		FRI	FRS	FAR-SYS-CH-04-STEEL	Jest Table Chair, Steel, BOX of 2	BREAKROOM 107	4	\$ 511.88	\$ 2,047.52
9	✓		ALS	ATA	AMPTLF24RND FSC \$(L1CORE) ~ ~	Structure 24" Diameter Round Top Lam SqrEdge FSC Mix Credit L1 Core Lam Opts Undecided LAMINATE Option Undecided EDGE Option	BREAKROOM 107	2	\$ 88.09	\$ 176.18
10	✓		ALS	ATA	AMPTPR18M \$(P1) .P7A	Structure Round Ped Base Med. Occasional Height P1 Paint Grade Textured Flint	BREAKROOM 107	2	\$ 182.38	\$ 364.76
sub						BREAKROOM 107 Subtotal	BREAKROOM 107			\$ 26,489.27
11	✓		NOF	NL2	25N2424ENL X X FR462 405	EPIC, 24DX24W, END TABLE, LAMINATE NO SURFACE GROMMET NO SIDE GROMMET FOOT/RAIL, CINDER DESIGNER WHITE	LOBBY 101	1	\$ 641.03	\$ 641.03















Item	✓	Preview	Mfg	Cat	Part Number	Part Description	Alias 1	Qty	Sell	Ext Sell
12	✓				MS-SF1326A-STWP-SD527-02 Fabric	INDUSTRY WEST - Format Lounge Chair - Wood Frame Grey	LOBBY 101	1	\$ 888.75	\$ 888.75
13	✓				FA-1006-SF1-BLACK/H1414 Fabric	INDUSTRY WEST - Ingrid Chair - Black Frame with Wood Arm Caps & Legs TBD	LOBBY 101	1	\$ 351.56	\$ 351.56
14	✓				CH37-NA/F3-CONFIG Fabric	INDUSTRY WEST - Amigo Chair - Black Frame with Wood Arms Caps TBD	LOBBY 101	1	\$ 820.31	\$ 820.31
15	✓					INDUSTRY WEST - FREIGHT	LOBBY 101	1	\$ 413.75	\$ 413.75
16	✓		ARD	ARD	1710-30 OAK 14 STD 95 *****	1710-30 Brink Wood Seat, 30" High Shell Finish Species: White Oak Wood Finish: 14 Natural White Oak Frame Finish: Standard Metal Finish: #95 Satin Black Options Complete	LOBBY 101	1	\$ 437.13	\$ 437.13
sub						LOBBY 101 Subtotal	LOBBY 101			\$ 3,552.53
17	✓		NOF	NL1	N49GUNM 1 10501 BK STD	GRIN,GUEST,METAL SLED,NO STITCH NO PIPING GRADE 1 STARDUST LYNX BLACK STANDARD GLIDE	BREAKROOM 124	3	\$ 333.49	\$ 1,000.47
18	✓		NOF	NL1	N49CUNM 1 10501 BK STD	GRIN,COUNTER STOOL,METAL SLED,NO STITCH NO PIPING GRADE 1 STARDUST LYNX BLACK STANDARD GLIDE	BREAKROOM 124	3	\$ 357.48	\$ 1,072.44
19	✓				5490-6000 Fabric Sling Frame	BROWN JORDAN Oscar Lounge Chair TBD TBD TBD	BREAKROOM 124	2	\$ 448.75	\$ 897.50
20	✓		ALM	ALR	HLT2 WH	Host Table, 13.5"w x 13.5"d x 23.6"h White as Snow	BREAKROOM 124	2	\$ 226.15	\$ 452.30
21	✓		ENC	ENC	52121 G1 GEN1 (DILLON) TOR ***** STD 06 ****	52121 Melina Guest Chair, 4-Leg Metal Base GRD: Upholstery Grade 1 Regular Grade 1 PATTERN: Dillon TONE: Single-Tone Base Finish: Standard Metal Finish: #06 Charcoal Grey Options Complete	BREAKROOM 124	8	\$ 733.13	\$ 5,865.04
22	✓		ALS	AGR	NA48R .FSC \$(P1) .P7A \$(L1CORE) ~ ~	Park 48" Round Meeting Table FSC Mixed Wood P1 Paint Opt Textured Flint L1 Core Lam Opt Undecided LAMINATE Option Undecided EDGE Option	BREAKROOM 124	2	\$ 454.79	\$ 909.58
23	✓		FRI	FRS	FAR-SYS-CH-04-STEEL	Jest Table Chair, Steel, BOX of 2	BREAKROOM 124	10	\$ 511.88	\$ 5,118.80
24	✓		ALS	ATA	AMPTLF24RND .FSC \$(L1CORE) ~ ~	Structure 24" Diameter Round Top Lam SqrEdge FSC Mix Credit L1 Core Lam Opt Undecided LAMINATE Option Undecided EDGE Option	BREAKROOM 124	5	\$ 88.09	\$ 440.45
25	✓		ALS	ATA	AMPTPR18M \$(P1) P7A	Structure Round Ped Base Med. Occasional Height P1 Paint Grade Textured Flint	BREAKROOM 124	5	\$ 182.38	\$ 911.90

Item	✓	Preview	Mfg	Cat	Part Number	Part Description	Alias 1	Qty	Sell	Ext Sell
sub						BREAKROOM 124 Subtotal	BREAKROOM 124			\$ 16,668.48
26	✓		JSI	J19	NAV48120-30TTLB	Native Rectangular Table with Open Loop Base- 48d x 120w x 29 3/8h Veneer Eased Edge Double Cut Veneer Fossil Coordinating Laminate Top Matte Black 2 Cut Outs (2) Minis - 13" cut out for Mini Oasis or S... Need to request special 144W	CONFERENCE	1	\$ 3,518.00	\$ 3,518.00
27	✓		JSI	J19	NAB0301-24LBWM	Native Wire Manager - Open Loop Base- 1/2"d x 3/4"w x 23 3/4"h Matte Black	CONFERENCE	1	\$ 113.50	\$ 113.50
28	✓		JSI	J19	EC37	Native Oasis Mini Power Unit- 9d x 14 3/8w x 4 3/4h Matte Black	CONFERENCE	1	\$ 606.50	\$ 606.50
29						KNOLL SAARINEN Executive Arm Chair Metal Legs Fabric Black Chrome or Gold TBD	CONFERENCE	12	\$ 1,039.38	\$ 12,472.56
sub						Subtotal				\$ 16,710.56
30	✓		HON	HTL	HHAB3S3L	Height Base Adjustable - electric 3 Stage, 3 Leg Black	OFFICE 133 SHARED	2	\$ 853.20	\$ 1,706.40
31	✓		HON	HTL	HHAWV724824RP	72" x 48" x 24" Corner Cove Worksurface Right Grd L1 Standard Laminates Designer White 15051 Designer White Designer White 15051	OFFICE 133 SHARED	1	\$ 373.50	\$ 373.50
32	✓		HON	HTL	HHAWV724824LP	72" x 48" x 24" Corner Cove Worksurface Left Grd L1 Standard Laminates Designer White 15051 Designer White Designer White 15051	OFFICE 133 SHARED	1	\$ 373.50	\$ 373.50
33	✓		HON	HCG	HNLRC2496	96W x 24D Rectangle Worksurface Smooth, Flat Designer White Color: Platinum Grd L1 Standard Laminates Designer White 15051	OFFICE 133 SHARED	1	\$ 239.40	\$ 239.40
34	✓		HON	HCG	HLSLZ5SC72	60"W External Stiffener Color: Black	OFFICE 133 SHARED	1	\$ 49.50	\$ 49.50
35	✓		HON	HSF	HPSEAT24ND	Contain 15x24 Pedestal Cushion Gr 1 Uph Undecided FABRIC Option	OFFICE 133 SHARED	4	\$ 87.30	\$ 349.20
36	✓		HON	HSF	HSPM211524BFLA	Contain 21X15X24 B/F Mob Ped Lam Frt Arch Pull P1 Paint Opts Designer White Omt Core to Order Key Alike Grd L1 Standard Laminates Undecided LAMINATE Option	OFFICE 133 SHARED	1	\$ 330.75	\$ 330.75
37	✓		HON	HSF	HSPM271524FFLA	Contain 27X15X24 F/F Mob Ped Lam Frt Arch Pull P1 Paint Opts Designer White Omt Core to Order Key Alike Grd L1 Standard Laminates Undecided LAMINATE Option	OFFICE 133 SHARED	2	\$ 425.70	\$ 851.40












Item	✓	Preview	Mfg	Cat	Part Number	Part Description	Alias 1	Qty	Sell	Ext Sell
38	✓		HON	HSF	HSPSBX281524BBFLA \$(P1) .PJW X \$(L1STD) ~	Contain B/B/F SuppPed 28Hx24D RecessKP Lam-A-Pull P1 Paint Opts Designer White Omt Core to Order Key Alike Grd L1 Standard Laminates Undecided LAMINATE Option	OFFICE 133 SHARED	1	\$ 414.90	\$ 414.90
39	✓		HON	HSF	HSPSBX281524FFFLA \$(P1) .PJW X \$(L1STD) ~	Contain F/F SuppPed 28Hx24D RecessKP Lam-A-Pull P1 Paint Opts Designer White Omt Core to Order Key Alike Grd L1 Standard Laminates Undecided LAMINATE Option	OFFICE 133 SHARED	1	\$ 414.90	\$ 414.90
40	✓		HON	HND	HF23C .X107E	Lock Core Replacement Kit Brushed Chrome KEY NUMBER: 107E	OFFICE 133 SHARED	2	\$ 18.90	\$ 37.80
41	✓		HON	HND	HF23C .X108E	Lock Core Replacement Kit Brushed Chrome KEY NUMBER: 108E	OFFICE 133 SHARED	2	\$ 18.90	\$ 37.80
42	✓		HON	HND	HF23C .X109E	Lock Core Replacement Kit Brushed Chrome KEY NUMBER: 109E	OFFICE 133 SHARED	2	\$ 18.90	\$ 37.80
43	✓		HON	HND	HF23C .X109E	Lock Core Replacement Kit Brushed Chrome KEY NUMBER: 109E	OFFICE 133 SHARED	1	\$ 18.90	\$ 18.90
44	✓		HON	HCG	HNL241865WLR .C \$(L1STD) LDW1 \$(L1STD) P	18x24x64-3/4 Wardrobe/Storage Cab lam dr Rt Canopy/Satin Grd L1 Standard Laminates Designer White 15051 Grd L1 Standard Laminates LAM: Black	OFFICE 133 SHARED	1	\$ 715.50	\$ 715.50
45	✓		HON	HVO	HLSLR3066 \$(L1STD) LDW1 DW X	Voi 30"D x 66" W Rectangle Worksurface Grd L1 Standard Laminates Designer White 15051 Designer White 15051 No Grommets	OFFICE 133 SHARED	1	\$ 194.40	\$ 194.40
46	✓		HON	HVO	HLSLZ5SC54 .P	42"W External Stiffener Color: Black	OFFICE 133 SHARED	1	\$ 41.85	\$ 41.85
47	✓		HON	HVO	HLSL30410 \$(P1) P	Voi 30D x 41H O-Leg Support for Worksurfaces P1 Paint Opts Black	OFFICE 133 SHARED	1	\$ 213.30	\$ 213.30
48	✓		HON	HCG	HNL1530BK3 G P \$(L1STD) P \$(L1STD) P	30x14-1/4x42 Bookcase 3-shelf Smooth, Flat Black Grd L1 Standard Laminates LAM: Black Grd L1 Standard Laminates LAM: Black	OFFICE 133 SHARED	1	\$ 288.00	\$ 288.00
sub						OFFICE 133 SHARED Subtotal	OFFICE 133 SHARED			\$ 6,688.80
49	✓		HON	HCG	HNLRC3072 G DW T1 \$(L1STD) .LDW1	72W x 30D Rectangle Worksurface Smooth, Flat Designer White Color: Platinum Grd L1 Standard Laminates Designer White 15051	OFFICES 116 THRU 120	5	\$ 202.16	\$ 1,010.80

Item	✓	Preview	Mfg	Cat	Part Number	Part Description	Alias 1	Qty	Sell	Ext Sell
50	✓		HON	HCG	HNLRC2442 . .G DW T1 \$(L1STD) LDW1	42W x 24D Rectangle Worksurface Smooth, Flat Designer White Color: Platinum Grd L1 Standard Laminates Designer White 15051	OFFICES 116 THRU 120	5	\$ 120.64	\$ 603.20
51	✓		HON	HCL	HHN831124 . .S	Flat Bracket 24D Color: Charcoal	OFFICES 116 THRU 120	5	\$ 30.16	\$ 150.80
52	✓		HON	HTL	HHAB3S2L . P71	Height Adjustable Base - electric 3 Stage, 2 Leg Black	OFFICES 116 THRU 120	5	\$ 527.80	\$ 2,639.00
53	✓		HON	HCG	HLAMSHB30 . \$(L1STD) P	5-1/8Wx26Dx26-1/4H Shroud for HAB w/ 30D Top Grd L1 Standard Laminates LAM: Black	OFFICES 116 THRU 120	10	\$ 399.63	\$ 3,996.30
54	✓		HON	HCG	HNLMP7210 . \$(L1STD) P	72W x 10H Modesty / Back Panel Grd L1 Standard Laminates LAM: Black	OFFICES 116 THRU 120	5	\$ 134.31	\$ 671.55
55	✓		ALS	AWS	9120R8424 . G0 \$(L1CORE) LDW1 DW .722W X200D	Spcl Size 72-1/8-84Wx18-1/8-24D Flat Eg No grom L1 Core Lam Opts LAM: Designer White 15051 Edg: Designer White 72 2/8" W 20" Depth	OPEN OFFICE 115	2	\$ 471.73	\$ 943.46
56	✓		HON	HCL	HLSL2028B . \$(L1STD) LDW1 \$(L1STD) P T1	20"D x 28" Box/Box/File Pedestal Support Grd L1 Standard Laminates Designer White 15051 Grd L1 Standard Laminates LAM: Black 1595-60 Clr: Platinum	OFFICES 116 THRU 120	5	\$ 324.69	\$ 1,623.45
57	✓		HON	HCL	HLSL2028F . \$(L1STD) LDW1 \$(L1STD) P T1	20"D x 28" File/File Pedestal Support Grd L1 Standard Laminates Designer White 15051 Grd L1 Standard Laminates LAM: Black 1595-60 Clr: Platinum	OFFICES 116 THRU 120	5	\$ 324.69	\$ 1,623.45
58	✓		HON	HVO	HLSL2036L2 . \$(L1STD) LDW1 \$(L1STD) P T1	Voi 2 drawer lateral: 20x36x29.5 Grd L1 Standard Laminates Designer White 15051 Grd L1 Standard Laminates LAM: Black 1595-60 Clr: Platinum Requested special w no top	OFFICES 116 THRU 120	5	\$ 542.88	\$ 2,714.40
59	✓		HON	HND	HF23C . X102E	Lock Core Replacement Kit Brushed Chrome KEY NUMBER: 102E	OFFICES 116 THRU 120	3	\$ 18.90	\$ 56.70
60	✓		HON	HND	HF23C . X103E	Lock Core Replacement Kit Brushed Chrome KEY NUMBER: 103E	OFFICES 116 THRU 120	3	\$ 18.90	\$ 56.70
61	✓		HON	HND	HF23C . X104E	Lock Core Replacement Kit Brushed Chrome KEY NUMBER: 104E	OFFICES 116 THRU 120	3	\$ 18.90	\$ 56.70
62	✓		HON	HND	HF23C . X105E	Lock Core Replacement Kit Brushed Chrome KEY NUMBER: 105E	OFFICES 116 THRU 120	3	\$ 18.90	\$ 56.70












Item	✓	Preview	Mfg	Cat	Part Number	Part Description	Alias 1	Qty	Sell	Ext Sell
63	✓		HON	HND	HF23C	Lock Core Replacement Kit Brushed Chrome	OFFICES 116 THRU 120	3	\$ 18.90	\$ 56.70
					.X106E	KEY NUMBER: 106E				
64	✓		ENC	ENC	6280	6280 Clipse Love Seat	OFFICES 116 THRU 120	1	\$ 1,388.13	\$ 1,388.13
					GA ARA (TEST) TOR ***** STD 95 --- --- *****	GRD: Upholstery Grade A Architex Grade A PATTERN: Test TONE: Single-Tone Base Finish: Standard Metal Finish: #95 Satin Black No Tablet Option No Power Port Options Complete				
65	✓		ALS	ATA	AMPTLF30RND	Structure 30" Diameter Round Top Lam SqrEdge	OFFICES 116 THRU 120	1	\$ 105.70	\$ 105.70
					.X \$(L1CORE) LDW1 DW	Standard Wood L1 Core Lam Opts LAM: Designer White 15051 Edg: Designer White				
66	✓		ALS	ATA	AMPTPS18M	Structure Square Ped Base Med. Occasional Height	OFFICES 116 THRU 120	1	\$ 204.56	\$ 204.56
					\$(P1) .P6P	P1 Paint Grade Black Mica Texture				
sub						OFFICES 116 - 118-119-120 Subtotal	OFFICES 116 - 118-11...			\$ 17,958.30
67	✓		ALS	ALF	AUHL15U	Hinge-Dr Bin USB Console 20H x 10W x 15D LH	WORKSTATIONS 102_6 PACK	6	\$ 233.60	\$ 1,401.60
					.S PR6 \$(P1) P71 \$(P1) P.JW PL CGR .STD .STRM	Square Silver P1 Paint Opts CLR: Black P1 Paint Opts CLR: Designer White Poly Liner Cool Grey Standard Random key Storm				
68	✓		ALS	ALF	ALKF23C	Core Remove Lock Kit	WORKSTATIONS 102_6 PACK	6	\$ 7.48	\$ 44.88
					.X101E	Key Number 101E				
69	✓		HON	HCL	HEC42PT	T Connector 42.5H	WORKSTATIONS 102_6 PACK	2	\$ 43.83	\$ 87.66
					\$(P1) .P.JW	P1 Paint Opts Designer White				
70	✓		HON	HCL	HEC42PX	X Connector 42.5H	WORKSTATIONS 102_6 PACK	2	\$ 43.83	\$ 87.66
					\$(P1) .P.JW	P1 Paint Opts Designer White				
71	✓		HON	HCL	HSCKTPS	Straight Connector Kit	WORKSTATIONS 102_6 PACK	9	\$ 6.78	\$ 61.02
					.X	No Option				
72	✓		HON	HCL	HEFEC42P	Panel Finished End Covers 42.5H	WORKSTATIONS 102_6 PACK	8	\$ 18.53	\$ 148.24
					\$(P1) .P.JW	P1 Paint Opts Designer White				
73	✓		HON	HCL	HEFG1542	Frameless Glass 15H x 42W	WORKSTATIONS 102_6 PACK	6	\$ 194.16	\$ 1,164.96
					\$(P1) ~ Q	P1 Paint Opts Undecided PAINT Option Glass: Clear				










Item	✓	Preview	Mfg	Cat	Part Number	Part Description	Alias 1	Qty	Sell	Ext Sell
74	✓		HON	HCL	HEFG1572 \$(P1) .PJW Q	Frameless Glass 15H x 72W P1 Paint Opts Designer White Glass: Clear	WORKSTATIONS 102_6 PACK	6	\$ 301.39	\$ 1,808.34
75	✓		HON	HCL	HETP4220FP \$(A) .CU 22 \$(P1) .PJW	Tackable Panel w/o TC 42.5H x 20W Gr A Fabric FABRIC: Centurion COLOR: Frost P1 Paint Opts Designer White	WORKSTATIONS 102_6 PACK	2	\$ 103.31	\$ 206.62
76	✓		HON	HCL	HETP4236FP \$(A) .CU 22 \$(P1) .PJW	Tackable Panel w/o TC 42.5H x 36W Gr A Fabric FABRIC: Centurion COLOR: Frost P1 Paint Opts Designer White	WORKSTATIONS 102_6 PACK	6	\$ 120.06	\$ 720.36
77	✓		HON	HCL	HETP4242FP \$(A) .CU 22 \$(P1) .PJW	Tackable Panel w/o TC 42.5H x 42W Gr A Fabric FABRIC: Centurion COLOR: Frost P1 Paint Opts Designer White	WORKSTATIONS 102_6 PACK	6	\$ 130.75	\$ 784.50
78	✓		HON	HCL	HH871242	Electrical Power Harness 42W 3-1 & 2-2 Systems	WORKSTATIONS 102_6 PACK	3	\$ 76.24	\$ 228.72
79	✓		HON	HCL	HH871042	Electrical Pass-Thru w/o Power Block42"3-1&2-2	WORKSTATIONS 102_6 PACK	3	\$ 43.83	\$ 131.49
80	✓		HON	HCL	HH871136	Electrical Pass-Thru Cable 36W 3-1 & 2-2 Systems	WORKSTATIONS 102_6 PACK	1	\$ 45.60	\$ 45.60
81	✓		HON	HCL	HH871503	Duplex Receptacle Circuit 3 3-1 System Only	WORKSTATIONS 102_6 PACK	6	\$ 15.33	\$ 91.98
82	✓		HON	HCL	HH871504 DW	Duplex Receptacle Circuit 4 3-1 & 2-2 Systems Designer white	WORKSTATIONS 102_6 PACK	6	\$ 15.33	\$ 91.98
83	✓		HON	HCL	HH879072	Base In-Feed Cable Base 3-1 & 2-2 Systems	WORKSTATIONS 102_6 PACK	1	\$ 80.88	\$ 80.88
84	✓		HON	HTL	HHAB3S2L P8L	Height Adjustable Base - electric 3 Stage, 2 Leg Nickel	WORKSTATIONS 102_6 PACK	6	\$ 527.80	\$ 3,166.80
85	✓		HON	HTL	HHAW3072P \$(L1STD) .LDW1 DW T1	72W x 30D Rectangle Worksurface Grd L1 Standard Laminates Designer White 15051 Designer White Grommet: Platinum	WORKSTATIONS 102_6 PACK	6	\$ 290.29	\$ 1,741.74
86	✓		HON	HVO	HLSL2036CH2 \$(1) ~	Cred Cushion: 20x36x1 Grd 1 Uph Undecided FABRIC Option	WORKSTATIONS 102_6 PACK	6	\$ 140.36	\$ 842.16
87	✓		HON	HVO	HLSL2036LD1 \$(L1STD) .LDW1 \$(L1STD) .LDW1 .T1	Voi Low credenza (1 file drw open top)20x36x21.5 Grd L1 Standard Laminates Designer White 15051 Grd L1 Standard Laminates Designer White 15051 Clr: Platinum	WORKSTATIONS 102_6 PACK	6	\$ 353.40	\$ 2,120.40

Item	✓	Preview	Mfg	Cat	Part Number	Part Description	Alias 1	Qty	Sell	Ext Sell
88	✓		HON	HND	HF23C	Lock Core Replacement Kit Brushed Chrome	WORKSTATIONS 102_6 PACK	7	\$ 18.90	\$ 132.30
					.X102E	KEY NUMBER: 102E				
89	✓		ALS	AWS	9120R8424	Spcl Size 72-1/8-84Wx18-1/8-24D Flat Edge	WORKSTATIONS 102_6 PACK	2	\$ 356.61	\$ 713.22
					.G0 \$(L1CORE) .LDW1 .DW .721W X240D	No grom L1 Core Lam Opts LAM: Designer White 15051 Edg: Designer White 72 1/8" W 24" Depth				
90	✓		HON	HSF	H882	Brigade 800 Series Lateral File 2 Drawer 36W	WORKSTATIONS 102_6 PACK	4	\$ 396.90	\$ 1,587.60
					.L \$(P1) .P	Standard Random Key Lock P1 Paint Opts Black				
sub						OPEN OFFICE 102 8 WORKSTATIONS..	OPEN OFFICE 102 8 ...			\$ 17,490.71
91			HON	HCG	HNLRC3072	72W x 30D Rectangle Worksurface	OPEN OFFICE 115	2	\$ 202.16	\$ 404.32
					.G DW .T1 \$(L1STD) .LDW1	Smooth, Flat Designer White Color: Platinum Grd L1 Standard Laminates Designer White 15051				
92	✓		HON	HCG	HNLRC2442	42W x 24D Rectangle Worksurface	OPEN OFFICE 115	2	\$ 120.64	\$ 241.28
					.G DW .T1 \$(L1STD) .LDW1	Smooth, Flat Designer White Color: Platinum Grd L1 Standard Laminates Designer White 15051				
93	✓		HON	HCL	HHN831124	Flat Bracket 24D	OPEN OFFICE 115	2	\$ 30.16	\$ 60.32
					.S	Color: Charcoal				
94	✓		HON	HTL	HHAB3S2L	Height Adjustable Base - electric 3 Stage, 2 Leg	OPEN OFFICE 115	2	\$ 527.80	\$ 1,055.60
					.P71	Black				
95	✓		HON	HCG	HLAMSHB30	5-1/8Wx26Dx26-1/4H Shroud for HAB w/ 30D Top	OPEN OFFICE 115	4	\$ 399.63	\$ 1,598.52
					\$(L1STD) .P	Grd L1 Standard Laminates LAM: Black				
96	✓		HON	HCG	HNLMP7210	72W x 10H Modesty / Back Panel	OPEN OFFICE 115	1	\$ 134.31	\$ 134.31
					\$(L1STD) .P	Grd L1 Standard Laminates LAM: Black				
97	✓		ALS	AWS	9120R8424	Spcl Size 72-1/8-84Wx18-1/8-24D Flat Edge	OPEN OFFICE 115	2	\$ 356.61	\$ 713.22
					.G0 \$(L1CORE) .LDW1 .DW .722W X200D	No grom L1 Core Lam Opts LAM: Designer White 15051 Edg: Designer White 72 2/8" W 20" Depth				
98	✓		HON	HCL	HLSL2028B	20"D x 28" Box/Box/File Pedestal Support	OPEN OFFICE 115	2	\$ 310.05	\$ 620.10
					\$(L1STD) .LDW1 \$(L1STD) .P .T1	Grd L1 Standard Laminates Designer White 15051 Grd L1 Standard Laminates LAM: Black 1595-60 Clr: Platinum				

Item	Preview	Mfg	Cat	Part Number	Part Description	Alias 1	Qty	Sell	Ext Sell
99		HON	HCL	HL2028F \$(L1STD) .LDW1 \$(L1STD) .P .T1	20"D x 28" File/File Pedestal Support Grd L1 Standard Laminates Designer White 15051 Grd L1 Standard Laminates LAM: Black 1595-60 Clr: Platinum	OPEN OFFICE 115	2	\$ 310.05	\$ 620.10
100		HON	HVO	HL2036L2 \$(L1STD) .LDW1 \$(L1STD) .P .T1	Voi 2 drawer lateral: 20x36x29.5 Grd L1 Standard Laminates Designer White 15051 Grd L1 Standard Laminates LAM: Black 1595-60 Clr: Platinum Requested special w no top	OFFICES 116 THRU 120	2	\$ 518.40	\$ 1,036.80
101		HON	HND	HF23C .X102E	9120R9624 KEY NUMBER: 102E	OPEN OFFICE 115	3	\$ 18.90	\$ 56.70
102		HON	HND	HF23C .X103E	Lock Core Replacement Kit Brushed Chrome KEY NUMBER: 103E	OPEN OFFICE 115	3	\$ 18.90	\$ 56.70
103		HON	HTL	HTLC4272HCTP .N \$(L1STD) .LK11 \$(L1STD) .LK11 \$(L1STD) .LK11 .KI	Presd 42Wx72L Cafe HT non-pwrd Colib Tbl w/prtl mod No Grommets Grd L1 Standard Laminates LAM: Kingswood Walnut Grd L1 Standard Laminates LAM: Kingswood Walnut Grd L1 Standard Laminates LAM: Kingswood Walnut Kingswood Walnut	OPEN OFFICE 115	1	\$ 729.96	\$ 729.96
104		NOF	NL1	N49BUNM .1 10501 BK STD	GRIN,BAR STOOL,METAL SLED,NO STITCH NO PIPING GRADE 1 STARDUST LYNX BLACK STANDARD GLIDE	OPEN OFFICE 115	4	\$ 369.46	\$ 1,477.84
sub					OPEN OFFICE 115 Subtotal	OPEN OFFICE 115			\$ 8,805.77
105		ALS	ALF	AUHL15U .S PR6 \$(P1) .P71 \$(P1) P.JW PL CGR .STD .STRM	Hinge-Dr Bin USB Console 20H x 10W x 15D LH Square Silver P1 Paint Opts CLR: Black P1 Paint Opts CLR: Designer White Poly Liner Cool Grey Standard Random key Storm	OPEN OFFICE 122_10 PACK	10	\$ 233.60	\$ 2,336.00
106		ALS	ALF	ALKF23C ...	Core Remove Lock Kit Skipped Option	OPEN OFFICE 122_10 PACK	10	\$ 7.13	\$ 71.30
107		HON	HCL	HEC42PT \$(CORE) .P.JW	T Connector 42.5H PAINT: Select Core Paint PAINT: Designer White	OPEN OFFICE 122_10 PACK	2	\$ 43.83	\$ 87.66
108		HON	HCL	HEC42PX \$(CORE) .P.JW	X Connector 42.5H PAINT: Select Core Paint PAINT: Designer White	OPEN OFFICE 122_10 PACK	4	\$ 43.83	\$ 175.32
109		HON	HCL	HEFEC42P \$(CORE) .P.JW	Panel Finished End Covers 42.5H PAINT: Select Core Paint PAINT: Designer White	OPEN OFFICE 122_10 PACK	12	\$ 18.53	\$ 222.36

Item	✓	Preview	Mfg	Cat	Part Number	Part Description	Alias 1	Qty	Sell	Ext Sell
110	✓		HON	HCL	H5CKTSPS	Straight Connector Kit	OPEN OFFICE 122_10 PACK	13	\$ 6.78	\$ 88.14
					X	No Option				
111	✓		HON	HCL	HEFG1542	Frameless Glass 15H x 42W	OPEN OFFICE 122_10 PACK	10	\$ 194.16	\$ 1,941.60
					\$(P1) P.JW Q	P1 Paint Opts Designer White Glass: Clear				
112	✓		HON	HCL	HEFG1572	Frameless Glass 15H x 72W	OPEN OFFICE 122_10 PACK	8	\$ 301.39	\$ 2,411.12
					\$(P1) P.JW Q	P1 Paint Opts Designer White Glass: Clear				
113	✓		HON	HCL	HETP4220FP	Tackable Panel w/o TC 42.5H x 20W	OPEN OFFICE 122_10 PACK	4	\$ 103.31	\$ 413.24
					\$(A) .CU 22 \$(P1) P.JW	Gr A Fabric FABRIC: Centurion COLOR: Frost P1 Paint Opts Designer White				
114	✓		HON	HCL	HETP4236FP	Tackable Panel w/o TC 42.5H x 36W	OPEN OFFICE 122_10 PACK	16	\$ 120.06	\$ 1,920.96
					\$(A) .CU 22 \$(P1) P.JW	Gr A Fabric FABRIC: Centurion COLOR: Frost P1 Paint Opts Designer White				
115	✓		HON	HCL	HETP4242FP	Tackable Panel w/o TC 42.5H x 42W	OPEN OFFICE 122_10 PACK	10	\$ 130.75	\$ 1,307.50
					\$(A) .CU 22 \$(P1) P.JW	Gr A Fabric FABRIC: Centurion COLOR: Frost P1 Paint Opts Designer White				
116	✓		HON	HCL	HH871242	Electrical Power Harness 42W 3-1 & 2-2 Systems	OPEN OFFICE 122_10 PACK	5	\$ 76.24	\$ 381.20
117	✓		HON	HCL	HH871042	Electrical Pass-Thru w/o Power Block 42*3-1&2-2		5	\$ 43.83	\$ 219.15
118	✓		HON	HCL	HH871136	Electrical Pass-Thru Cable 36W 3-1 & 2-2 Systems	OPEN OFFICE 122_10 PACK	1	\$ 45.60	\$ 45.60
119	✓		HON	HCL	HH871501	Duplex Receptacle Circuit 1 3-1 & 2-2 Systems	OPEN OFFICE 122_10 PACK	5	\$ 15.33	\$ 76.65
					DW	Designer white				
120	✓		HON	HCL	HH871502	Duplex Receptacle Circuit 2 3-1 & 2-2 Systems	OPEN OFFICE 122_10 PACK	5	\$ 15.33	\$ 76.65
					DW	Designer white				
121	✓		HON	HCL	HH871503	Duplex Receptacle Circuit 3 3-1 System Only	OPEN OFFICE 122_10 PACK	5	\$ 15.33	\$ 76.65
					DW	Designer white				
122	✓		HON	HCL	HH871504	Duplex Receptacle Circuit 4 3-1 & 2-2 Systems	OPEN OFFICE 122_10 PACK	5	\$ 15.33	\$ 76.65
					DW	Designer white				
123	✓		HON	HCL	HH879072	Base In-Feed Cable Base 3-1 & 2-2 Systems	OPEN OFFICE 122_10 PACK	1	\$ 80.88	\$ 80.88
124	✓		HON	HTL	HHAB3S2L	Height Adjustable Base - electric 3 Stage, 2 Leg	OPEN OFFICE 122_10 PACK	10	\$ 527.80	\$ 5,278.00
					P8L	Nickel				

Item	✓	Preview	Mfg	Cat	Part Number	Part Description	Alias 1	Qty	Sell	Ext Sell
125	✓		HON	HTL	HAW3072P \$(L1STD) .LDW1 .DW .T1	72W x 30D Rectangle Worksurface Grd L1 Standard Laminates Designer White 15051 Designer White Grommet: Platinum	OPEN OFFICE 122_10 PACK	10	\$ 290.29	\$ 2,902.90
126	✓		HON	HVO	HLSL2036CH2 \$(1) ~	Cred Cushion: 20x36x1 Grd 1 Uph Undecided FABRIC Option	OPEN OFFICE 122_10 PACK	10	\$ 140.36	\$ 1,403.60
127	✓		HON	HVO	HLSL2036LD1 \$(L1STD) .LDW1 \$(L1STD) .LDW1 .T1	Voi Low credenza (1 file drw open top)20x36x21.5 Grd L1 Standard Laminates Designer White 15051 Grd L1 Standard Laminates Designer White 15051 Clr: Platinum	OPEN OFFICE 122_10 PACK	10	\$ 353.40	\$ 3,534.00
128	✓		HON	HND	HF23C X102E	Lock Core Replacement Kit Brushed Chrome KEY NUMBER: 102E	OPEN OFFICE 122_10 PACK	10	\$ 18.90	\$ 189.00
sub						OPEN OFFICE 122 12 WORKSTATION...	OPEN OFFICE 122 12 ...			\$ 25,316.13
129	✓		SAF	SAF	5241 BL	18 x 48" Wire Shelving Starter Unit Black	TECH STORAGE 114	2	\$ 126.90	\$ 253.80
130	✓		SAF	SAF	5276 BL	18 x 36" Wire Shelving Starter Unit Black	TECH STORAGE 114	2	\$ 113.85	\$ 227.70
131	✓		HON	HSF	H9183N .L \$(CORE) ~	Flagship 36W 3-Drw "N" Pull Lateral 36W 39-1/8H 18D Standard Random Key Lock PAINT: Select Core Paint Undecided PAINT Option	TECH STORAGE 114	2	\$ 623.70	\$ 1,247.40
132	✓		HON	HSF	H919472 \$(L1STD) ~	72Wx18D Square Edge Laminate Top For Lateral File Grd L1 Standard Laminates Undecided LAMINATE Option	TECH STORAGE 114	1	\$ 353.70	\$ 353.70
133	✓		HON	HSF	HSC1872 .L \$(CORE) ~	Storage Cabinet 18D x 36W x 72H Standard Random Key Lock PAINT: Select Core Paint Undecided PAINT Option	TECH STORAGE 114	2	\$ 426.15	\$ 852.30
sub						TECH STORAGE 114 Subtotal	TECH STORAGE 114			\$ 2,934.90
134	✓		HON	HSN	HMN2 F .H .IM ~ \$(1) ~ PLAT	Motivate Nest/Stack Chair-Flex Bck-Uph Seat Arm: Fixed Arm Hard Black Mesh Undecided SHELL Option Gr 1 UPH Undecided FABRIC Option FRAME: Platinum Metallic	TRAINING 105	28	\$ 302.08	\$ 8,458.24
135	✓		HON	HTL	HMVR-2460G-NS .G \$(L1STD) .LDW1 .DW .C \$(CORE) PLAT	Motivate Table Rect 24Dx60W 2mm Edge Nesting Base 3" Round Grommet Grd L1 Standard Laminates Designer White Designer White Caster Paint Grade: Core Paint Platinum Textured	TRAINING 105	14	\$ 578.23	\$ 8,095.22

Item	Preview	Mfg	Cat	Part Number	Part Description	Alias 1	Qty	Sell	Ext Sell
136		OFS	OCC	83-9030DSD ~VEN B4Z DST DST ADJS MSL LCK2	Rowen, Door Storage/Open Storage/Door Storage Credenza 89.5x20x30 Veneer Quartered Desert Desert Adjustable Shelf Luster Grey Requires 2 Lock Cores, Locking (availabl...	TRAINING 105	2	\$ 2,590.00	\$ 5,180.00
sub					TRAINING 105 Subtotal	TRAINING 105			\$ 21,733.46
137		OTG	OTG	402W Frame Mesh Back Arm Pads Fabric Seat	I-DESK Oroblanco HIGH Back Task Chair 23-25Dx27.75Wx39-43H White Grey Grey Grade 1 Charcoal	Task Chairs	27	\$ 334.88	\$ 9,041.76
138		ENC	ENC	52121 GA MOA (ORIGIN^) TOR **** STD 95 ****	52121 Melina Guest Chair, 4-Leg Metal Base GRD: Upholstery Grade A Momentum Grade A PATTERN: Origin^ TONE: Single-Tone Base Finish: Standard Metal Finish: #95 Satin Black Options Complete	Guest Chairs	14	\$ 702.50	\$ 9,835.00
139		HUM	HUM	X2B CM S D S B D S B 12 NA	M/Flex for M2.1 Monitor Arm, Dual Bracket for 2 Monitors Two-Piece Clamp Mount with Base Silver with Gray Trim Dynamic Link Slider for Single Monitor Standard 100mm x 100mm, black Dynamic Link Slider for Single Monitor Standard 100mm x 100mm, black 12" high Post North America	Monitor Arms	23	\$ 317.48	\$ 7,302.04
140		HUM	HUM	X2B BT S D S B D S B 12 NA	M/Flex for M2.1 Monitor Arm, Dual Bracket for 2 Monitors Bolt-Through Mount with Base Silver with Gray Trim Dynamic Link Slider for Single Monitor Standard 100mm x 100mm, black Dynamic Link Slider for Single Monitor Standard 100mm x 100mm, black 12" high Post North America	Monitor Arms	2	\$ 319.00	\$ 638.00
141		HUM	HUM	X2D CM S 1 S G 12 NA	M/Flex for M2.1 Monitor Arm, One Single Monitor Bracket Two-Piece Clamp Mount with Base Silver with Gray Trim 12" Straight Link Slider for Single Monitor Standard 100mm x 100mm, gray 12" high Post North America	Monitor Arms	1	\$ 177.86	\$ 177.86
142		HUM	HUM	M C 21 S NA	M/Connect 1 with Clamp Mount - not available with M2.1, M8.1, M10 or stand ... Clamp Mount M2.1 Silver with Gray Trim North America	Monitor Arms	26	\$ 149.18	\$ 3,878.68
143		HUM	HUM	NTMGG	Neat Tech, Pinstripe Graphite Basket / Gray trim	Wire Management	23	\$ 58.53	\$ 1,346.19
sub					Subtotal				\$ 32,219.53
144		x		SCFAC-CAL Frame Seat & Back	FORMS & SURFACES Factor Chairs No Arms Clay Clay	OUTDOOR	4	\$ 562.50	\$ 2,250.00

Item	✓	Preview	Mfg	Cat	Part Number	Part Description	Alias 1	Qty	Sell	Ext Sell
145				x	SCFAC-CAL	FORMS & SURFACES Factor Chairs No Arms Aluminum Ink Blue	OUTDOOR	8	\$ 562.50	\$ 4,500.00
146				x	SCFAC-CAL-A	FORMS & SURFACES Factor Chairs with Arms Aluminum Deep Ocean	OUTDOOR	4	\$ 593.75	\$ 2,375.00
147				x	SCFAC-CAC	FORMS & SURFACES Factor Chairs No Arms Black Camura Wood	OUTDOOR	8	\$ 687.50	\$ 5,500.00
148				x	SCFAC-CAC-A	FORMS & SURFACES Factor Chairs with Arms Black Camura Wood	OUTDOOR	8	\$ 718.75	\$ 5,750.00
149				8	STFAC-C4242C	FORMS & SURFACES Factor 42x42 Tables, Camura Slat Top Color TBD	OUTDOOR	8	\$ 1,937.50	\$ 15,500.00
150				x	SCVYA-W	FORMS & SURFACES Vaya Lounge Chairs, Camura Slats TBD	OUTDOOR	2	\$ 1,993.75	\$ 3,987.50
151				x	STVYA-2526W	FORMS & SURFACES Vaya Tables 25x26x14.6 Side Table, Camura Slats TBD	OUTDOOR	1	\$ 1,071.25	\$ 1,071.25
152						FORMS & SURFACES - FREIGHT	OUTDOOR	1	\$ 5,457.78	\$ 5,457.78
sub						OUTDOOR PATIO Subtotal	OUTDOOR PATIO			\$ 46,391.53
153			SAF	SAF	1925	Muv Height-Adjustable Desk 28"W Medium Oak	COMPUTER CARTS	3	\$ 245.70	\$ 737.10
154			SAF	SAF	1958	Roam Touchdown Workstation Dark Gray	COMPUTER CARTS	3	\$ 212.85	\$ 638.55
155			SAF	SAF	3000	Twixt Sitting Height Fabric Color	COMPUTER CARTS	3	\$ 115.20	\$ 345.60
sub						COMPUTER CARTS Subtotal	COMPUTER CARTS			\$ 1,721.25
156						Complete Set in place installation of the above with removal and disposal of ...		1	\$ 12,564.00	\$ 12,564.10
157								1	\$ 0.00	\$ 0.00
Grand Total										\$ 257,245.00

MEMORANDUM OF UNDERSTANDING

Agreement #21020
2020-2021

This Memorandum of Understanding (MOU) is between the **Sacramento County Office of Education**, hereinafter referred to as "**SCOE**," and **Sacramento City Unified School District** for Woodbine Elementary School, hereinafter referred to as "**District**."

The purpose of this MOU is to detail the roles and responsibilities of **SCOE** and the **District** in regard to delivering instructional support services to staff. Once signed by both parties, this MOU is in effect, and may be terminated by either entity in writing, but not less than seven business days prior to the first day of service.

No audio or visual recording of the services provided under this agreement may be made by any means without the advance written authorization of SCOE.

A. Term: The term of this MOU shall be from August 17, 2020-May 30, 2021.

B. SCOE agrees to:

1. Provide a primary contact person and service provider(s) for all work under this MOU.

MOU Contact:

Becky Sullivan

(916) 228-2220

bsullivan@scoe.net

Services provided by:

Melissa Hilleby

(916) 228-2553

mhilleby@scoe.net

2. Provide the following service:
3. SCOE will provide support for English Language Arts and SIPPS. See Exhibit A, for schedule and details, which is attached hereto and incorporated by reference.
Location of the service
Woodbine Elementary School
2500 52th Avenue
Sacramento, CA 95822
4. SCOE will make every effort to accommodate changes in dates as needed, however rescheduling is not guaranteed as dates are dependent on availability.
5. Provide an evaluation of services.
6. Provide training materials. Any and all training material are the exclusive property of SCOE. **District** and its agents must obtain written permission from SCOE before it disseminates, markets, or otherwise uses the training materials.
7. Invoice **District** within 30 days of execution of this MOU:
Sacramento City Unified School District
5735 47th Avenue
Sacramento, CA 95824

C. District agrees to:

1. Provide a primary contact person for all work under this MOU.
Chase Tafoya
(916) 395-4910
Chase-Tafoya@scusd.edu
2. Ensure the site principal/district representative is present during services.
3. Participate in an evaluation of services.
4. Provide facility for training.
5. Provide SCOE with a copy of attendance sign-in sheet upon request.
6. Provide the audio-visual equipment and table supplies.
7. Provide requested materials for participants (e.g., Teacher's Edition).

D. Fiscal: District agrees to pay SCOE \$84,000 within 60 days of invoicing.

E. General Provisions

1. **Indemnity.** Each party agrees to defend, indemnify, and hold harmless each of the other parties (including a party's directors, agents, officers and employees), from any claim, action, or proceeding arising from any actual or alleged act or omissions of the indemnifying party, its director, agents, officers, or employees arising from the indemnifying party's duties and obligations described in this agreement or imposed by law.
 - a. It is the intention of the parties that this section imposes on each party responsibility to the others for the acts and omissions of their respective elected and appointed officials, employees, representatives, agents, subcontractors and volunteers, and that the provisions of comparative fault shall apply. This provision shall survive the termination of this agreement for any claim related to this agreement.
2. **Independent Agents.** This MOU is by and between independent agents and does not create the relationship of agent, servant, employee, partnership, joint venture and/or association between the independent agents.
3. **Nondiscrimination.** Any service provided by the parties pursuant to this Agreement shall be without discrimination based on the actual or perceived race, religious creed, color, national origin, nationality, immigration status, ethnicity, ethnic group identification, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, gender, gender identity, gender expression, sex, or sexual orientation, in accordance with all applicable Federal and State laws and regulations.
4. **Insurance.** All parties shall maintain in full force Commercial Liability Insurance with limits of no less than \$1,000,000 per occurrence. Such requirement may be satisfied by coverage through a joint powers authority. Evidence of insurance coverage shall be furnished upon request by a party to this agreement.

MEMORANDUM OF UNDERSTANDING, Agreement #21020

- 5. Entire Agreement.** This MOU constitutes the entire agreement and understanding of the parties. All prior understandings, terms or conditions are deemed merged into this MOU. Any changes to this MOU must be agreed to in writing by all parties.

The undersigned represent that they are authorized representatives of the parties and hereby execute this MOU. This MOU may be executed in counterparts each of which shall be deemed an original, but all of which together shall constitute one and the same document. Photographic copies of the signed counterparts may be used in lieu of the originals for any purpose.

Sacramento County Office of Education
Brent Malicote
Assistant Superintendent, Educational Services

Sacramento City Unified School District
Rose Ramos
Chief Business Officer



Signature

7.27.2020

Date

Signature

Date



Director Approval

7/27/20

Date

**Exhibit A
Sacramento City Unified School District
for Woodbine Elementary School**

Note: Dates, times, and content is tentative and may be adjusted to better meet the needs of the client.

Date	Support Description	Attend		Notes
		T	A	
	Back to School Planning Support			
8/17/20	PBIS Training	16	2	
8/18/20	Whole Staff Data Analysis, PDSA Activities-AM Kinder Grade Level Collaboration-PM	16	2	
8/19/20	4th/5th Grade Level Collaboration-AM 6th Grade Level Collaboration-PM	6	2	
8/20/20	2nd/3rd Grade Level Collaboration-AM SPED (K-3) Collaboration-PM	6	2	
8/24/20	1st Grade Level Collaboration-AM SPED (4-6) Collaboration-PM	3	2	
8/25/20	Distance Learning/Google Classroom and On- line Strategies Collaboration	16	2	
8/27/20	SIPPS Support/New Teacher Support	?	2	
	Principal Support Days			
Sept. TBD	Walk Thru Observations with Admin.	10	2	
Oct. TBD	Walk Thru Observations with Admin.	10	2	
Nov. TBD	Walk Thru Observations with Admin.	10	2	
Dec. TBD	Walk Thru Observations with Admin.	10	2	
Jan. TBD	Walk Thru Observations with Admin.	10	2	
Feb. TBD	Walk Thru Observations with Admin.	10	2	
Mar. TBD	Walk Thru Observations with Admin.	10	2	
April TBD	Walk Thru Observations with Admin.	10	2	
May TBD	Walk Thru Observations with Admin.	10	2	
	Round 1 Data Driven Collaboration/Planning			
TBD	Kinder Planning	2	2	Two subs. will be needed for teachers to be

MEMORANDUM OF UNDERSTANDING, Agreement #21020

				released for a full day.
TBD	1 st Grade Planning	2	2	Two subs. will be needed for teachers to be released for a full day.
TBD	Kinder/1 st Grade Coaching	4	2	One roving sub will be needed to debrief with teachers.
TBD	2 nd Grade Planning	2	2	Two subs. will be needed for teachers to be released for a full day.
TBD	3 rd Grade Planning	2	2	Two subs. will be needed for teachers to be released for a full day.
TBD	2 nd /3 rd Grade Coaching	4	2	One roving sub will be needed to debrief with teachers.
TBD	4 th Grade Planning	2	2	Two subs. will be needed for teachers to be released for a full day.
TBD	5 th Grade Planning	2	2	Two subs. will be needed for teachers to be released for a full day.
TBD	4 th /5 th Grade Coaching	4	2	One roving sub will be needed to debrief with teachers.
TBD	6 th Grade Planning	2	2	Two subs. will be needed for teachers to be released for a full day.
TBD	K-3 SPED Planning	1	2	One sub. will be needed for

MEMORANDUM OF UNDERSTANDING, Agreement #21020

				teacher to be released for a full day.
TBD	4-6 SPED Planning	1	2	One sub. will be needed for teacher to be released for a full day.
TBD	6th Grade, K-3 SPED, 4-6 SPED Coaching	4	2	One roving sub will be needed to debrief with teachers.
	Round 2 Data Driven Collaboration/Planning			
TBD	Kinder Planning	2	2	Two subs. will be needed for teachers to be released for a full day.
TBD	1st Grade Planning	2	2	Two subs. will be needed for teachers to be released for a full day.
TBD	Kinder/1st Grade Coaching	4	2	One roving sub will be needed to debrief with teachers.
TBD	2nd Grade Planning	2	2	Two subs. will be needed for teachers to be released for a full day.
TBD	3rd Grade Planning	2	2	Two subs. will be needed for teachers to be released for a full day.
TBD	2nd/3rd Grade Coaching	4	2	One roving sub will be needed to debrief with teachers.
TBD	4th Grade Planning	2	2	Two subs. will be needed for teachers to be released for a full day.

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TBD	5th Grade Planning	2	2	Two subs. will be needed for teachers to be released for a full day.
TBD	4th/5th Grade Coaching	4	2	One roving sub will be needed to debrief with teachers.
TBD	6th Grade Planning	2	2	Two subs. will be needed for teachers to be released for a full day.
TBD	K-3 SPED Planning	1	2	One sub. will be needed for teacher to be released for a full day.
TBD	4-6 SPED Planning	1	2	One sub. will be needed for teacher to be released for a full day.
TBD	6th Grade, K-3 SPED, 4-6 SPED Coaching	4	2	One roving sub will be needed to debrief with teachers.
Round 3 Data Driven Collaboration/Planning				
TBD	Kinder Planning	2	2	Two subs. will be needed for teachers to be released for a full day.
TBD	1st Grade Planning	2	2	Two subs. will be needed for teachers to be released for a full day.
TBD	Kinder/1st Grade Coaching	4	2	One roving sub will be needed to debrief with teachers.
TBD	2nd Grade Planning	2	2	Two subs. will be needed for teachers to be

MEMORANDUM OF UNDERSTANDING, Agreement #21020

				released for a full day.
TBD	3 rd Grade Planning	2	2	Two subs. will be needed for teachers to be released for a full day.
TBD	2 nd /3 rd Grade Coaching	4	2	One roving sub will be needed to debrief with teachers.
TBD	4 th Grade Planning	2	2	Two subs. will be needed for teachers to be released for a full day.
TBD	5 th Grade Planning	2	2	Two subs. will be needed for teachers to be released for a full day.
TBD	4 th /5 th Grade Coaching	4	2	One roving sub will be needed to debrief with teachers.
TBD	6 th Grade Planning	2	2	Two subs. will be needed for teachers to be released for a full day.
TBD	K-3 SPED Planning	1	2	One sub. will be needed for teacher to be released for a full day.
TBD	4-6 SPED Planning	1	2	One sub. will be needed for teacher to be released for a full day.
TBD	6 th Grade, K-3 SPED, 4-6 SPED Coaching	4	2	One roving sub will be needed to debrief with teachers.

MEMORANDUM OF UNDERSTANDING

Agreement #21021
2020-2021

This Memorandum of Understanding (MOU) is between the **Sacramento County Office of Education**, hereinafter referred to as "**SCOE**," and **Sacramento City Unified School District** for Woodbine Elementary School, hereinafter referred to as "**District**."

The purpose of this MOU is to detail the roles and responsibilities of **SCOE** and the **District** in regard to delivering instructional support services to staff. Once signed by both parties, this MOU is in effect, and may be terminated by either entity in writing, but not less than seven business days prior to the first day of service.

No audio or visual recording of the services provided under this agreement may be made by any means without the advance written authorization of **SCOE**.

A. Term: The term of this MOU shall be from July 1, 2020-June 30, 2021.

B. SCOE agrees to:

1. Provide a primary contact person and service provider(s) for all work under this MOU.

MOU Contact:

Becky Sullivan

(916) 228-2220

bsullivan@scoe.net

Services provided by:

Melissa Hilleby

(916) 228-2553

mhilleby@scoe.net

2. Provide the following service:
3. **SCOE** will provide support for English Language Arts and SIPPS. See Exhibit A, for schedule and details, which is attached hereto and incorporated by reference.
Location of the service
Woodbine Elementary School
2500 52th Avenue
Sacramento, CA 95822
4. **SCOE** will make every effort to accommodate changes in dates as needed, however rescheduling is not guaranteed as dates are dependent on availability.
5. Provide an evaluation of services.
6. Provide training materials. Any and all training material are the exclusive property of **SCOE**. **District** and its agents must obtain written permission from **SCOE** before it disseminates, markets, or otherwise uses the training materials.
7. Invoice **District** within 30 days of execution of this MOU:
Sacramento City Unified School District
5735 47th Avenue
Sacramento, CA 95824

C. District agrees to:

1. Provide a primary contact person for all work under this MOU.
Chase Tafoya
(916) 395-4910
Chase-Tafoya@scusd.edu
2. Ensure the site principal/district representative is present during services.
3. Participate in an evaluation of services.
4. Provide facility for training.
5. Provide SCOE with a copy of attendance sign-in sheet upon request.
6. Provide the audio-visual equipment and table supplies.
7. Provide requested materials for participants (e.g., Teacher's Edition).

D. Fiscal: District agrees to pay SCOE \$24,000 within 60 days of invoicing.

E. General Provisions

1. **Indemnity.** Each party agrees to defend, indemnify, and hold harmless each of the other parties (including a party's directors, agents, officers and employees), from any claim, action, or proceeding arising from any actual or alleged act or omissions of the indemnifying party, its director, agents, officers, or employees arising from the indemnifying party's duties and obligations described in this agreement or imposed by law.
 - a. It is the intention of the parties that this section imposes on each party responsibility to the others for the acts and omissions of their respective elected and appointed officials, employees, representatives, agents, subcontractors and volunteers, and that the provisions of comparative fault shall apply. This provision shall survive the termination of this agreement for any claim related to this agreement.
2. **Independent Agents.** This MOU is by and between independent agents and does not create the relationship of agent, servant, employee, partnership, joint venture and/or association between the independent agents.
3. **Nondiscrimination.** Any service provided by the parties pursuant to this Agreement shall be without discrimination based on the actual or perceived race, religious creed, color, national origin, nationality, immigration status, ethnicity, ethnic group identification, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, gender, gender identity, gender expression, sex, or sexual orientation, in accordance with all applicable Federal and State laws and regulations.
4. **Insurance.** All parties shall maintain in full force Commercial Liability Insurance with limits of no less than \$1,000,000 per occurrence. Such requirement may be satisfied by coverage through a joint powers authority. Evidence of insurance coverage shall be furnished upon request by a party to this agreement.


MEMORANDUM OF UNDERSTANDING, Agreement #21021

5. Entire Agreement. This MOU constitutes the entire agreement and understanding of the parties. All prior understandings, terms or conditions are deemed merged into this MOU. Any changes to this MOU must be agreed to in writing by all parties.

The undersigned represent that they are authorized representatives of the parties and hereby execute this MOU. This MOU may be executed in counterparts each of which shall be deemed an original, but all of which together shall constitute one and the same document. Photographic copies of the signed counterparts may be used in lieu of the originals for any purpose.

Sacramento County Office of Education
Brent Malicote
Assistant Superintendent, Educational Services

Sacramento City Unified School District
Rose Ramos
Chief Business Officer




Signature

7.27.2020

Date

Signature

Date



Director Approval

7/27/20

Date

**Exhibit A
Sacramento City Unified School District
for Woodbine Elementary School**

Note: Dates, times, and content is tentative and may be adjusted to better meet the needs of the client.

Date	Support Description	Attend		Notes
		T	A	
	Teacher Choice Collaboration and Coaching Round 1			
TBD	Collaboration, planning and coaching in the ELA/ELD of grade levels' choice	2-4	2	Grade levels will decide on a topic in the area of ELA/ELD to collaborate and plan. All teachers who participate will need a sub to be released for planning.
TBD	Collaboration, planning and coaching in the ELA/ELD of grade levels' choice	2-4	2	Grade levels will decide on a topic in the area of ELA/ELD to collaborate and plan. All teachers who participate will need a sub to be released for planning.
TBD	Collaboration, planning and coaching in the ELA/ELD of grade levels' choice	2-4	2	Grade levels will decide on a topic in the area of ELA/ELD to collaborate and plan. All teachers who participate will need a sub to be released for planning.
TBD	Collaboration, planning and coaching in the ELA/ELD of grade levels' choice	2-4	2	Grade levels will decide on a topic in the

MEMORANDUM OF UNDERSTANDING, Agreement #21021

				area of ELA/ELD to collaborate and plan. All teachers who participate will need a sub to be released for planning.
TBD	Collaboration, planning and coaching in the ELA/ELD of grade levels' choice	2-4	2	Grade levels will decide on a topic in the area of ELA/ELD to collaborate and plan. All teachers who participate will need a sub to be released for planning.
	Teacher Choice Collaboration and Coaching Round 2			
TBD	Collaboration, planning and coaching in the ELA/ELD of grade levels' choice	2-4	2	Grade levels will decide on a topic in the area of ELA/ELD to collaborate and plan. All teachers who participate will need a sub to be released for planning.
TBD	Collaboration, planning and coaching in the ELA/ELD of grade levels' choice	2-4	2	Grade levels will decide on a topic in the area of ELA/ELD to collaborate and plan. All teachers who participate will need a sub to be released for planning.
TBD	Collaboration, planning and coaching in the ELA/ELD of grade levels' choice	2-4	2	Grade levels will decide on a topic in the

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				area of ELA/ELD to collaborate and plan. All teachers who participate will need a sub to be released for planning.
TBD	Collaboration, planning and coaching in the ELA/ELD of grade levels' choice	2-4	2	Grade levels will decide on a topic in the area of ELA/ELD to collaborate and plan. All teachers who participate will need a sub to be released for planning.
TBD	Collaboration, planning and coaching in the ELA/ELD of grade levels' choice	2-4	2	Grade levels will decide on a topic in the area of ELA/ELD to collaborate and plan. All teachers who participate will need a sub to be released for planning.
	Teacher Choice Collaboration and Coaching Round 3			
TBD	Collaboration, planning and coaching in the ELA/ELD of grade levels' choice	2-4	2	Grade levels will decide on a topic in the area of ELA/ELD to collaborate and plan. All teachers who participate will need a sub to be released for planning.
TBD	Collaboration, planning and coaching in the ELA/ELD of grade levels' choice	2-4	2	Grade levels will decide on a topic in the

MEMORANDUM OF UNDERSTANDING, Agreement #21021

				area of ELA/ELD to collaborate and plan. All teachers who participate will need a sub to be released for planning.
TBD	Collaboration, planning and coaching in the ELA/ELD of grade levels' choice	2-4	2	Grade levels will decide on a topic in the area of ELA/ELD to collaborate and plan. All teachers who participate will need a sub to be released for planning.
TBD	Collaboration, planning and coaching in the ELA/ELD of grade levels' choice	2-4	2	Grade levels will decide on a topic in the area of ELA/ELD to collaborate and plan. All teachers who participate will need a sub to be released for planning.
TBD	Collaboration, planning and coaching in the ELA/ELD of grade levels' choice	2-4	2	Grade levels will decide on a topic in the area of ELA/ELD to collaborate and plan. All teachers who participate will need a sub to be released for planning.

Sacramento Office of Education

County

MAILING: P.O. Box 269003, Sacramento, CA 95826-9003
PHYSICAL LOCATION: 10474 Mather Boulevard, Mather, CA
(916) 228-2500 • www.scoe.net

David W. Gordon
Superintendent

January 10, 2019

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John Quinto, Chief Business Officer
Sacramento City Unified School District
5735 47th Avenue
Sacramento, CA 95824

SUBJECT: Invoice for Fiscal Advisor Services

Dear Mr. Quinto:

Per Education Code sections 42127.3 and 42127.6, the Sacramento County Office of Education is required to provide services to improve the district's financial practices and the school district is required to pay 75% of the actual expenses incurred. Monthly billings for these services will be provided to your office by the Sacramento County Office of Education.

Enclosed are two copies of the first invoice requiring payment for November and December 2018 services. Please direct any questions to Von Canale, Financial Services Manager, at vcanale@scoe.net of 916-228-2302.

Sincerely,



Von Canale, Financial Services Manager
Sacramento County Office of Education

vc/ds

Enclosures

