

<b>Board Office Use: Legislative File Info.</b>	
File ID Number	19 - <b>2523</b>
Introduction Date	12-12-2019
Enactment Number	19-1792
Enactment Date	12/11/19 lf



**OAKLAND UNIFIED  
SCHOOL DISTRICT**  
Community Schools, Thriving Students

## Memo

**To** Board of Education

**From** Kyla Johnson-Trammell, Superintendent  
Timothy White, Deputy Chief, Facilities Planning and Management

**Board Meeting Date** December 11, 2019

**Subject** Agreement for Professional Services for the Glenview New Construction Project to City of Oakland

**Action Requested** Approval by the Board of Education of Award of Contract for Professional Services to City of Oakland, California, for the latter to provide the continuance of daily bus services and crossing guards services for the **Glenview New Construction Project** in the amount of **\$46,000.00**, as the selected consultant and authorizing the President and Secretary of the Board to sign the Agreement for same with said consultant with work scheduled to commence on **December 1, 2019**, and scheduled to last **December 31, 2020** pursuant to the contract.

**Discussion** Vendor to provide daily bus service and crossing guard's service for the site.

**LBP (Local Business Participation Percentage)** 00.00%

**Recommendation** Approval by the Board of Education of Award of Contract for Professional Services to City of Oakland, California, for the latter to provide the continuance of daily bus services and crossing guards services for the **Glenview New Construction Project** in the amount of **\$46,000.00**, as the selected consultant and authorizing the President and Secretary of the Board to sign the Agreement for same with said consultant with work scheduled to commence on **December 1, 2019**, and scheduled to last **December 31, 2020** pursuant to the contract.

**Fiscal Impact** Fund 21, Measure J

**Attachments**

- Agreement
- Consultant Fee Schedule
- Insurance Certificate



**CONTRACT JUSTIFICATION FORM**  
**This Form Shall Be Submitted to the Board Office With Every**  
**Agenda Contract.**

**Legislative File ID No.** \_\_\_\_\_

**Department:** Facilities Planning and Management

**Vendor Name:** City of Oakland

**Project Name:** Glenview New Construction

**Project No.:** 13134

**Contract Term** Intended Start: 9/1/2018

Intended End: 12/29/2019

Amended End: 12/31/2020

**Annual (if annual contract) or Total (if multi-year agreement) Cost:** \$0.00

**Approved by:** Tadashi Nakadegawa

**Is Vendor a local Oakland Business or have they meet the requirements of the**

**Local Business Policy?**  Yes (No if Unchecked)

**How was this contractor or vendor selected?**

City of Oakland Police department trains and operates all crossing guards

**Summarize the services this contractor or vendor will be providing.**

This is a no cost time extension contract.

This is an extension of the former agreement regarding the crossing guards supporting the Glenview Construction project. See attached File 16-2142 Professional Services Agreement between City of Oakland and OUSD; Oakland City Council Resolution 86317. OUSD provides daily bus services to Glenview Elementary School Students from nearby Edna Brewer Middle School to the school's temporary location at Santa Fe Elementary School campus. OUSD wishes to ensure pedestrian safety walking to and from the bus stop locations. The City of Oakland will provide four crossing guards to be stationed at specific locations, to be determined by OPD. OUSD may cancel crossing guard service according to the process detailed in Section 7 of this Agreement. The crossing guard services will span the duration of the Glenview reconstruction project, scheduled to end 12/27/2019 as specified by District Facilities Department Management. OUSD shall reimburse the City of Oakland in the manner detailed in Sections 6 and 7 of this Agreement

**Was this contract competitively bid?**  Yes (No if Unchecked)

If No, please answer the following:

1) How did you determine the price is competitive?

City of Oakland Police department trains and operates all crossing guards

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**OAKLAND UNIFIED SCHOOL DISTRICT**  
Community Schools, Thriving Students

## PROFESSIONAL SERVICES CONTRACT 2019-20

This Agreement is entered into between the City of Oakland (CITY OF OAKLAND) and Oakland Unified School District (OUSD). OUSD is authorized by Government Code Section 53060 to contract for the furnishing of special services and advice in financial, economic, accounting, engineering, legal, and administrative matters with persons or entities specially trained, experienced, and competent to perform such services. The parties agree as follows:

- Services:** CITY OF OAKLAND shall provide the ("Services" or "Work") as described in **Exhibit "A,"** attached hereto and incorporated herein by reference.
- Terms:** CITY OF OAKLAND shall commence work on December 1, 2019. The work shall be completed no later than May 30, 2020.
- Compensation:** OUSD agrees to pay CITY OF OAKLAND for services provided pursuant to this Agreement. The compensation under this Contract shall not exceed forty six thousand Dollars (\$46,000).
- Equipment and Materials:** CITY OF OAKLAND shall provide all equipment, materials, and supplies necessary for the performance of this Agreement.

**5. Qualifications / Performance of Services:**

**Qualifications:** CITY OF OAKLAND warrants it and its employees are specially trained, experienced, competent and fully licensed, if required, to provide the Services required by this Agreement in conformity with the laws and regulations of the State of California, the United States of America, and all local laws, ordinances and/or regulations, as they may apply.

**Standard of Care:** CITY OF OAKLAND warrants that it and its employees has the qualifications and ability to perform the Services in a professional manner, without the advice, control, or supervision of OUSD.

- Invoicing:** Invoices furnished by CITY OF OAKLAND under this Agreement must be in a form acceptable to OUSD. All amounts paid by OUSD shall be subject to audit by OUSD. Invoices shall include, but not be limited to: contractor name, contractor address, invoice date, invoice number, date service was rendered, and total payment requested.

- Notices:** All notices and invoices provided for under this Agreement shall be in writing and either personally delivered during normal business hours or sent by U.S. Mail (certified, return receipt requested) with postage prepaid to the other party at the address set forth below.

If City personnel have reported to the assigned location and have worked less than four hours, OUSD agrees to pay each City personnel a minimum of four hours. Exception: This does not apply to those cancellations made more than 24 hours prior to the scheduled assignment. OUSD agrees that if cancellation is made within 24 hours prior to the scheduled assignment and the assigned City personnel cannot be notified of such cancellation, a minimum of four hours will be charged for each City employee. OUSD agrees that if cancellation is made within 24 hours prior to the scheduled assignment and the City personnel is notified of such cancellation, OUSD will be charged a short notice fee of \$50.00 per assigned City personnel. All cancellation notices to OPD shall be made to:

**OUSD Representative:**

Name: Kimberly Raney, Director

Site /Dept.: Transportation

Address: 1000 Broadway, Suite 440, Oakland, CA 94607

Phone: (510) 879-2740

Email: Kimberly.raney@ousd.org

**CITY OF OAKLAND:**

Name: Anne E. Kirkpatrick

Title: Chief, Oakland Police Department

Address: 455 7th Street, Oakland, CA 94607

Phone: (510) 238-3365

Email: akirkpatrick@oaklandca.gov

Notice shall be effective when received if personally served or, if mailed, three days after mailing. Either party must give written notice of a change of address.

8. **Status of Contractor:** This is not an employment contract. CITY OF OAKLAND, in the performance of this Agreement, shall be and act as an independent contractor. CITY OF OAKLAND understands and agrees that it and all of its employees shall not be considered officers, employees, agents, partner, or joint venture of OUSD, and are not entitled to benefits of any kind or nature normally provided employees of OUSD and/or to which OUSD's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. CITY OF OAKLAND shall assume full responsibility for payment of all Federal, State, and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to its employees. In the performance of the work herein contemplated, CITY OF OAKLAND is an independent contractor or business entity, with the sole authority for controlling and directing the performance of the details of the work, OUSD being interested only in the results obtained.

The CITY OF OAKLAND personnel assigned to work under this Agreement will remain employees of the CITY OF OAKLAND. City personnel will operate under the rules, regulations and written directives of the Oakland Police Department. City personnel will report through their chain of command and operate within those parameters. The CITY OF OAKLAND has sole authority and responsibility to conduct investigations into accusations of wrongdoing or misconduct by City personnel, in accordance with the City's policies and procedures, and to take appropriate disciplinary action against its employees.

9. **Insurance:**

1. Unless specifically waived by OUSD, the following insurance is required:

- i. If CITY OF OAKLAND employs any person to perform work in connection with this Agreement, CITY OF OAKLAND shall procure and maintain at all times during the performance of such work, Workers' Compensation Insurance in conformance with the laws of the State of California and Federal laws when applicable. Employers' Liability Insurance shall not be less than One Million Dollars (\$1,000,000) per accident or disease.

Check one of the boxes below:

- CITY OF OAKLAND is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and will comply with such provisions before commencing the performance of the Work of this Contract.

- CITY OF OAKLAND does not employ anyone in the manner subject to the workers' compensation laws of California.

- ii. CITY OF OAKLAND shall maintain Commercial General Liability Insurance, including automobile coverage with limits of One Million Dollars (\$1,000,000) per occurrence for bodily injury and property damage. The coverage shall be primary as to OUSD and shall name OUSD as an additional insured. Evidence of insurance must be attached. Endorsement of OUSD as an additional insured shall not affect OUSD's rights to any claim, demand, suit or judgment made, brought or recovered against CITY OF OAKLAND. The policy shall protect CITY OF OAKLAND and OUSD in the same manner as though each were separately issued. Nothing in said policy shall operate to increase the insurer's liability as set forth in the policy beyond the amount or amounts shown or to which the insurer would have been liable if only one interest were named as an insured.

- iii. If CITY OF OAKLAND is offering OUSD professional advice under this Contract, CITY OF OAKLAND shall maintain Errors and Omissions insurance or Professional Liability insurance with coverage limits of One Million Dollars (\$1,000,000) per claim.

10. **Assignment:** If the CITY OF OAKLAND assigns its obligations under this Agreement, it must provide 60 days written notice to OUSD, and provide the name of the agency or company of the assignee.

11. **Non-Discrimination:** It is the policy of OUSD that in connection with all work performed under Contracts there be no discrimination because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age; therefore, CITY OF OAKLAND agrees to comply with applicable Federal and California laws including, but not limited to, the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and OUSD policy. In addition, CITY OF OAKLAND agrees to require like compliance by all its subcontractors(s). CITY OF OAKLAND shall not engage in unlawful discrimination in employment on the basis of actual or perceived; race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex or sexual orientation.

12. **Drug-Free / Smoke Free Policy:** No drugs, alcohol, and/or smoking are allowed at any time in any buildings and/or grounds on OUSD property. No students, staff, visitors, contractors, or subcontractors are to use controlled substances, alcohol or tobacco on these sites.
13. **Indemnification:** CITY OF OAKLAND agrees to hold harmless, indemnify, and defend OUSD and its officers, agents, and employees from any and all claims or losses accruing or resulting from injury, damage, or death of any person, firm, or corporation in connection with the performance of this Agreement. CITY OF OAKLAND also agrees to hold harmless, indemnify, and defend OUSD and its elective board, officers, agents, and employees from any and all claims or losses incurred by any supplier, contractor, or subcontractor furnishing work, services, or materials to CITY OF OAKLAND in connection with the performance of this Agreement. This provision survives termination of this Agreement.

OUSD agrees to hold harmless, indemnify, and defend CITY OF OAKLAND and its officers, agents, and employees from any and all claims or losses accruing or resulting from injury, damage, or death of any person, firm, or corporation in connection with the performance of this Agreement. OUSD also agrees to hold harmless, indemnify, and defend CITY OF OAKLAND and its elective board, officers, agents, and employees from any and all claims or losses incurred by any supplier, contractor, or subcontractor furnishing work, services, or materials to OUSD in connection with the performance of this Agreement. This provision survives termination of this Agreement.

14. **Waiver:** No delay or omission by either party in exercising any right under this Agreement shall operate as a waiver of that or any other right or prevent a similar subsequent act from constituting a violation of the Agreement.
15. **Termination:** Either party may at any time terminate this Agreement upon 60 days prior written notice to the other party to the agreement. The terminating party shall compensate the other party for services satisfactorily provided through the date of termination. In addition, either party may terminate this Agreement for cause should the other party fail to perform any part of this Agreement.
16. **Conduct of Contractor:** By signing this Agreement, CITY OF OAKLAND certifies compliance with the following:
  1. **Fingerprinting of Employees and Agents.** The fingerprinting and criminal background investigation requirements of Education Code section 45125.1 apply to CITY OF OAKLAND's services under this Agreement and CITY OF OAKLAND certifies its compliance with these provisions as follows: "CITY OF OAKLAND certifies that CITY OF OAKLAND has complied with the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 with respect to all CITY OF OAKLAND's employees, subcontractors, agents, and subcontractors' employees or agents ("Employees") regardless of whether those Employees are paid or unpaid, concurrently employed by OUSD, or acting as independent contractors of CITY OF OAKLAND, who may have contact with OUSD pupils in the course of providing services pursuant to the Agreement, and the California Department of Justice has determined that none of those Employees has been convicted of a felony, as that term is defined in Education Code section 45122.1. CITY OF OAKLAND further certifies that it has received and reviewed fingerprint results for each of its Employees and it has requested and reviewed subsequent arrest records for all Employees who may come into contract with OUSD pupils in providing services to the District under this Agreement."

In the event that OUSD, in its sole discretion, at any time during the term of this contract, desires the removal of any CITY OF OAKLAND related persons, employee, representative or agent from an OUSD school site and, or property, CITY OF OAKLAND shall immediately, upon receiving notice from OUSD of such desire, cause the removal of such person or persons.

17. **No Rights in Third Parties:** This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.
18. **Limitation of OUSD Liability:** Other than as provided in this Agreement, OUSD's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall OUSD be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of, or in connection with, this Agreement for the services performed in connection with this Agreement.
19. **Confidentiality:** CITY OF OAKLAND and all its agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. CITY OF OAKLAND understands that student records are confidential and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement. CITY OF OAKLAND will be permitted access to student data only where permissible under state and federal law and only after executing OUSD's Confidentiality Agreement Regarding Student Data.



- 20. **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion:** CITY OF OAKLAND certifies to the best of his/her/its knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency according to Federal Acquisition Regulation Subpart 9.4, and by signing this contract, certifies that this vendor does not appear on the Excluded Parties List (<https://www.sam.gov/>).
- 21. **Litigation:** This Agreement shall be performed in Oakland, California and is governed by the laws of the State of California. The Alameda County Superior Court shall have jurisdiction over any state court litigation initiated to enforce or interpret this Agreement.
- 22. **Incorporation of Recitals and Exhibits:** The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.
- 23. **Integration/Entire Agreement of Parties:** This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.
- 24. **Counterparts:** This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.
- 25. **Signature Authority:** Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been given the proper authority and empowered to enter into this Agreement.
- 26. **Contract Contingent on Governing Board Approval:** OUSD shall not be bound by the terms of this Agreement until it has been formally approved by OUSD's Governing Board, and no payment shall be owed or made to CITY OF OAKLAND absent formal approval. This Agreement shall be deemed to be approved when it has been signed by the Board of Education, and/or the Superintendent as its designee.
- 27. **W-9 Form:** If CITY OF OAKLAND is doing business with OUSD for the first time, complete and return with the signed Contract the W-9 form.

OAKLAND UNIFIED SCHOOL DISTRICT

*Aimee Eng*

12/12/19

President, Board of Education

*J. J. [Signature]*

12/12/19

Secretary, Board of Education

CITY OF OAKLAND

*[Signature]* 11/19/2019  
Anne E. Kirkpatrick, Chief, CITY OF OAKLAND

*[Signature]* 11/19/19  
Sabrina Handreth, City Administrator, CITY OF OAKLAND

OAKLAND UNIFIED SCHOOL DISTRICT  
Office of the General Counsel  
APPROVED FOR FORM & SUBSTANCE

By: *[Signature]* 11/15/19  
Joshua R. Daniels, General Counsel

## EXHIBIT "A" SCOPE OF WORK

[IF A CITY OF OAKLAND PROVIDES AN ACCEPTABLE DESCRIPTION OF SERVICES AS PART OF A PROPOSAL, THAT DESCRIPTION OF SERVICES MAY BE ATTACHED WITHOUT ANY TERMS, CONDITIONS, LIMITATIONS, ETC., FROM THAT PROPOSAL.]

1. **Description of Services to be Provided:** Provide a description of the service(s) the CITY OF OAKLAND will provide. Be specific about what service(s) OUSD is purchasing and what *this* CITY OF OAKLAND will do.

This contract is a new extension of the former agreement regarding the crossing guards supporting the Glenview Construction project. See attached File 16-1471 Professional Services Agreement between the City of Oakland and OUSD, File 16-2142 Professional Services Agreement between City of Oakland and OUSD, Oakland City Council Resolution 86317. OUSD provides daily bus services to Glenview Elementary School Students from nearby Edna Brewer Middle School to the school's temporary location at Santa Fe Elementary School campus. OUSD wishes to ensure pedestrian safety walking to and from the bus stop locations. The City of Oakland will provide four crossing guards to be stationed at specific locations, to be determined by OPD. OUSD may cancel crossing guard service according to the process detailed in Section 7 of this Agreement. The crossing guard services will span the duration of the Glenview reconstruction project and move for teachers and school site back to the newly renovated school, scheduled for the May 30, 2020 as specified by District Facilities Department Management. OUSD shall reimburse the City of Oakland in the manner detailed in Sections 6 and 7 of this Agreement. The cost of services totals \$46,000, which includes staffing costs and crossing guard uniform costs and signage. The project is funded by Measure J, as it directly related to the temporary housing costs for the Glenview project.





2006 JAN 26 PM 5:19

Oakland City Attorney's Office

## OAKLAND CITY COUNCIL

Resolution No. 79714 C.M.S.

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**RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR, ON BEHALF OF THE CITY OF OAKLAND, TO ACCEPT AND APPROPRIATE RESTRICTED GRANTS WITH A MARKET OR MONETARY VALUE OF FIFTY THOUSAND DOLLARS (\$50,000.00) OR LESS, WITHOUT PRIOR CITY COUNCIL ACTION**

**WHEREAS,** Oakland Charter – Article VIII, Section 806, *Receipts and Expenditures*, specifies that all monies received by the City shall be deposited in the City Treasury, and no monies shall be disbursed from the treasury without the approval of the City Administrator or of another officer duly authorized by him/her; and no expenditure of City funds shall be made except for the purposes and in the manner specified by an appropriation of the Council, or made without proper accounting documentation and sufficient funds in the City Treasury and in proper accounts; and

**WHEREAS,** the City Council wishes to improve the City's efficiency in accepting, appropriating and utilizing grants in order to encourage the solicitation and offering of grants to the City and to facilitate their timely use by the City for the public's benefit; and

**WHEREAS,** to improve the City's efficiency in accepting, appropriating and utilizing grants, the City Council wishes to delegate authority to the City Administrator, within set dollar limits, to accept and appropriate monies derived from restricted grants to the City of Oakland; and

**WHEREAS,** the City Administrator will comply with all Oakland Charter requirements for fiscal administration and expenditure of such funds and otherwise apply proper and sufficient procedures and controls necessary to monitor and ensure fiscal and performance accountabilities; now, therefore, be it

**RESOLVED:** That the City Administrator, on behalf of the City Council, is hereby authorized to accept and appropriate, without prior City Council action, monies derived from any restricted grant with a market or monetary value of fifty thousand dollars (\$50,000.00) or less, provided that: 1) the grant is for programs and projects approved by the City Council in the biennial or mid-cycle operating or Capital Improvement Program (CIP) budget, or by City Council legislation during the fiscal year, 2) the grant does not create unbudgeted costs for the City, and 3) the grant does not require specific approval by the legislative body; and, be it

**FURTHER RESOLVED:** That all funds accepted hereunder shall be deposited into the City Treasury; and, be it

**FURTHER RESOLVED:** That expenditures of grant funds shall be in accordance with the requirements of the City of Oakland purchasing requirements codified in Oakland Municipal Code Title 2, Chapter 2.04; and, be it

**FURTHER RESOLVED:** That the City Administrator shall present a report annually to the City Council listing the grants accepted and appropriated on behalf of the City Council during the prior year.

356528


IN COUNCIL, OAKLAND, CALIFORNIA,

PASSED BY THE FOLLOWING VOTE:

AYES - BROOKS, BRUNNER, CHANG, KERNIGHAN, [REDACTED] QUAN,  
REID AND PRESIDENT DE LA FUENTE - 7

NOES - 0  
ABSENT - NADEL - 1  
ABSTENTION - 0

ATTEST:

  
LATONDA SIMMONS  
City Clerk and Clerk of the Council of  
the City of Oakland, California



Department of Facilities Planning and Management

ROUTING FORM

**Project Information**

<b>Project Name</b>	Glenview New Construction	<b>Site</b>	210
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**Basic Directions**

Services cannot be provided until the contract is fully approved and a Purchase Order has been issued.

<b>Attachment Checklist</b>	<input type="checkbox"/> Proof of general liability insurance, including certificates and endorsements, if contract is over \$15,000
	<input type="checkbox"/> Workers compensation insurance certification, unless vendor is a sole provider

**Contractor Information**

<b>Contractor Name</b>	City of Oakland	<b>Agency's Contact</b>	Anne Kirkpatrick
<b>OUSD Vendor ID #</b>		<b>Vendor Title:</b>	
<b>Address</b>	455 7th Street, Oakland CA 94607	<b>Telephone</b>	5102393365
		<b>Policy Expires:</b>	
<b>Contractor History</b>	Previously been an OUSD contractor?	<input type="checkbox"/> Yes	Worked as an OUSD employee? <input type="checkbox"/> Yes
<b>OUSD Project #</b>	13134		

**Term**

<b>Date Work Will Begin</b>	12/1/2019	<b>Date Work Will End By</b> (not more than 5 years from start date)	
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**Compensation**

<b>Total Contract Amount</b>	\$46,000.00	<b>Total Contract Not To Exceed</b>	
<b>Pay Rate Per Hour (if Hourly)</b>		<b>If Amendment, Changed Amount</b>	\$46,000.00
<b>Other Expenses</b>		<b>Requisition Number</b>	

**Budget Information**

If you are planning to multi-fund a contract using LEP funds, please contact the State and Federal Office before completing requisition.

Resource #	Funding Source	Org Key	Object	Amount
9650		210-9650-0-9570-8500-5880-119-9180-9905-9999-99999	5880	\$46,000.00

**Approval and Routing (in order of approval steps)**

Services cannot be provided before the contract is fully approved and a Purchase Order is issued. Signing this document affirms that to your knowledge services were not provided before a PO was issued.

	<b>Division Head</b>	<b>Phone</b>	510-535-7038	<b>Fax</b>	510-535-7082
1.	<b>Director, Department of Facilities Planning and Management</b>	<b>Signature</b>		<b>Date Approved</b>	11/22/19
2.	<b>General Counsel, Department of Facilities Planning and Management</b>	<b>Signature</b>		<b>Date Approved</b>	
3.	<b>Deputy Chief, Department of Facilities Planning and Management</b>	<b>Signature</b>		<b>Date Approved</b>	11/22/19
4.	<b>Senior Business Officer, Board of Education</b>	<b>Signature</b>		<b>Date Approved</b>	
5.	<b>President, Board of Education</b>	<b>Signature</b>		<b>Date Approved</b>	