

<b>Board Office Use: Legislative File Info.</b>	
File ID Number	16-0648
Introduction Date	4/13/16
Enactment Number	16-0494
Enactment Date	4-13-16



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

# Memo

**To** Board of Education

**From** Antwan Wilson, Superintendent and Secretary, Board of Education  
By: Vernon Hal, Senior Business Officer *VEH*  
Roland Broach, Executive Director of Buildings, Custodial & Grounds  
Facilities Planning and Management *[Signature]*

**Board Meeting Date** ~~March 23~~, 2016 *APRIL 13*

**Subject** Contract for Repairs, Maintenance and Small Construction (CUPCCAA) - Rook Electric - Division of Facilities Planning and Management Contract.

**Action Requested** Approval by the Board of Education of a Contract for Repairs, Maintenance and Small Construction (CUPCCAA) with Rook Electric for Maintenance on behalf of the District at the Division of Facilities, Planning and Management Project, in an amount not-to exceed \$135,000.00. The term of this Agreement shall commence on March 23, 2016 and shall conclude no later than March 23, 2017.

**Background** Contractor shall maintain and service the Surveillance CCTV Systems, hereinafter called the Equipment, at the Owner's facilities and keep the Equipment in good working order. Contractor shall provide all labor and materials, and perform all work necessary for the completion of the Maintenance Services as described. Work includes but is not limited to troubleshooting and repair of surveillance system defects, remote assistance and configuration updates, onsite maintenance, cleaning and refocusing the cameras, and other work as requested by Owner.

Contractor shall respond to Owner's request for service within 24 hours and provide a cost estimate to the Owner in a reasonable amount of time.

**Discussion** We have a need for a maintenance contract for our camera systems. This vendor has proposed to provide us with the services required to keep our camera system on-line and repaired.

**LBP** (Local Business Participation Percentage) 0.00% (Sole Source)

**Procurement Method** CUPCCAA construction contract below \$175,000.00 informal bidding processed followed.

**Recommendation** Approval by the Board of Education of a Contract for Repairs, Maintenance and Small Construction (CUPCCAA) with Rook Electric for Maintenance on behalf of the District at the Division of Facilities, Planning and Management Project, in an amount not-to exceed \$135,000.00. The term of this Agreement shall

commence on March 23, 2016 and shall conclude no later than March 23, 2017.

**Fiscal Impact**

Measure J

**Attachments**

- Contract for Repair, Maintenance or Small Construction (CUPCCAA) including scope of work
- Certificate of Insurance
- Contractor Proposal



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

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

Department: Facilities Planning & Management

Vendor Name: Rook Electric

Project Name: Camera Maintenance Project No.: 15132

Contract Term: Start Date: 3/23/16 ~~February 1, 2016~~ End Date: 3/23/17 ~~February 1, 2017~~

Annual (if annual contract) or Total (if multi-year agreement) Cost: \$ 135,000.00

Approved by: Tadashi Nakadegawa

Is Vendor a local Oakland Business or have they meet the requirements of the Local Business Policy? Yes  No

**Why was this Vendor selected?**

We have a need for a maintenance contract for our camera systems. This vendor has proposed to provide us with the services required to keep our camera systems on-line and repaired.

**Summarize the services this Vendor will be providing.**

This vendor will provide us with a maintenance contract for a year to repair and monitor our existing camera system.

Was this contract competitively bid? Yes  No

If No, answer the following:

1) How did you determine the price is competitive?

We received 2 competitive bids

2) Please check the competitive bid exception relied upon:

- Educational Materials**
- Special Services** contracts for financial, economic, accounting, legal or administrative services
- CUPCCAA exception** (Uniform Public Construction Cost Accounting Act)
- Professional Service Agreements** of less than \$86,000 (increases a small amount on January 1 of each year)
- Construction related Professional Services** such as Architects, DSA Inspectors, Environmental Consultants and Construction Managers (require a "fair, competitive selection process)
- Energy** conservation and alternative energy supply (e.g., solar, energy conservation, co-generation and alternate energy supply sources)
- Emergency** contracts
- Technology** contracts
  - electronic data-processing systems, supporting software and/or services (including copiers/printers) over the \$86,000 bid limit, must be competitively advertised, but any one of the three lowest responsible bidders may be selected
  - contracts for computers, software, telecommunications equipment, microwave equipment, and other related electronic equipment and apparatus, including E-Rate solicitations, may be procured through an RFP process instead of a competitive, lowest price bid process
  - Western States Contracting Alliance Contracts (WSCA)
  - California Multiple Award Schedule Contracts (CMAS) [contracts are often used for the purchase of information technology and software]
- "Piggyback" Contracts** with other governmental entities
- Perishable Food**
- Sole Source**
- Change Order for Material and Supplies** if the cost agreed upon in writing does not exceed ten percent of the original contract price
- Other, please provide specific exception**

**CONTRACT FOR REPAIRS, MAINTENANCE OR SMALL CONSTRUCTION PROJECTS**

For

- REPAIRS, MAINTENANCE OR CONSTRUCTION SERVICES AWARDED PURSUANT TO THE "INFORMAL BIDDING" PROCEDURES OF THE PUBLIC CONTRACT CODE § 22000, ET SEQ. (THE UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT ("CUPCCAA"))**
- or
- REPAIRS, MAINTENANCE OR CONSTRUCTION SERVICES UNDER \$45,000 AWARDED PURSUANT TO CUPCCAA**

**CONTRACT NUMBER: 15132**

**THIS CONTRACT** is made and entered into this **28th day of January, 2016** ("Contract"), by and between **Rook Electric** ("Contractor") and Oakland Unified School District ("District"). Contractor and District may be referred to herein individually as a "Party" or collectively as the "Parties."

1. The Contractor shall furnish to the District for a total price of One hundred thirty-five thousand dollars and no cents (**\$135,000.00**) ("**Contract Price**"), the following repairs, maintenance or construction services ("Services" or "Work"):

**Contractor shall maintain and service the Surveillance CCTV Systems, hereinafter called the Equipment, at the Owner's facilities and keep the Equipment in good working order. Contractor shall provide all labor and materials, and perform all work necessary for the completion of the Maintenance Services as described. Work includes but is not limited to troubleshooting and repair of surveillance system defects, remote assistance and configuration updates, onsite maintenance, cleaning and refocusing the cameras, and other work as requested by Owner.**

**Contractor shall respond to Owner's request for service within 24 hours and provide a cost estimate to the Owner in a reasonable amount of time.**

2. Contractor shall perform the Work at **Division of Facilities Planning and Management**, ("Premises" or "Site"). The Project is the scope of Work performed at the Site.
3. Work shall be completed within **Three hundred sixty-five days (365)** consecutive calendar days ("Contract Time") from the date specified in the District's Notice to Proceed. Contractor agrees that if the Work is not completed within the Contract Time and/or pursuant to the completion schedule, construction schedule, or project milestones developed pursuant to provisions of the Contract, it is understood, acknowledged, and agreed that the District will suffer damage which is not capable of being calculated. Pursuant to Government Code section 53069.85, Contractor shall pay to the District, as fixed and liquidated damages for these incalculable damages, the sum of **NA** per day for each and every calendar day of delay beyond the Contract Time or beyond any completion schedule, construction schedule, or Project milestones established pursuant to the Contract.
4. Contractor shall not commence the Work under this Contract until Contractor has submitted and District has approved the performance bond, payment (labor and

material) bond(s), the certificate(s) and affidavit(s), and the endorsement(s) of insurance required under the Terms and Conditions and the District has issued a Notice to Proceed.

5. Payment for the Work shall be made in accordance with the Terms and Conditions attached hereto.
6. Inspection and acceptance of the Work shall be performed by Richard Rogers of the Division of Facilities Planning and Management Department of the District.
7. This Contract incorporates by this reference the Terms and Conditions attached hereto. The Contractor, by executing this Contract, agrees to comply with the Terms and Conditions.
8. The Contract Documents include only the following documents, as indicated:

<input type="checkbox"/> Instructions to Bidders	<input checked="" type="checkbox"/> Asbestos & Other Hazardous Materials Certification
<input type="checkbox"/> Bid Form and Proposal	<input checked="" type="checkbox"/> Lead-Product(s) Certification
<input type="checkbox"/> Bid Bond	<input checked="" type="checkbox"/> Insurance Certificates and Endorsements
<input type="checkbox"/> Designated Subcontractors List	<input checked="" type="checkbox"/> Debarment Certification
<input checked="" type="checkbox"/> Notice to Proceed	<input type="checkbox"/> Performance Bond
<input checked="" type="checkbox"/> Terms and Conditions to Contract	<input type="checkbox"/> Payment Bond
<input checked="" type="checkbox"/> Non-collusion Affidavit	<input checked="" type="checkbox"/> Exhibit "A" ("Scope of Work")
<input checked="" type="checkbox"/> Prevailing Wage Certification	<input checked="" type="checkbox"/> Plans
<input checked="" type="checkbox"/> Workers' Compensation Certification	<input checked="" type="checkbox"/> Work Specifications
<input checked="" type="checkbox"/> Criminal Background Investigation Certification	
<input checked="" type="checkbox"/> Drug-Free Workplace Certification	


9. The architect for the Project is **NA** ("Architect") and the project manager on the Project is **Richard Rogers** ("Project Manager").
10. Contractor shall guarantee all labor and material used in the performance of this Contract for a period of one year from the date of the District's written approval of the Work.
11. By signing this Agreement, Contractor certifies, under penalty of perjury, that all the information provided in the Contract Documents is true, complete, and correct.

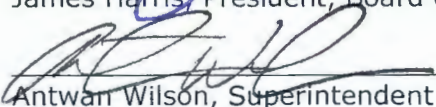
**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion:** The District certifies to the best of its knowledge and belief, that it and its officials: Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered 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/portal/public/SAM>

*Susie Butler-Berkley 2-17-2016*  
**Susie Butler-Berkley**  
Contract Analyst

ACCEPTED AND AGREED on the date indicated below:

**OAKLAND UNIFIED SCHOOL DISTRICT**

  
James Harris, President, Board of Education 4-13-16  
Date

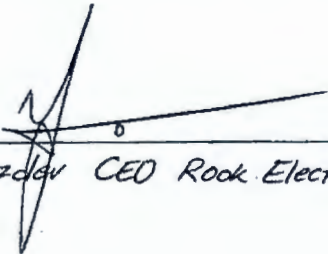
  
Antwan Wilson, Superintendent & Secretary, Board of Education 4-13-16  
Date

  
Roland Broach, Executive Director, Buildings, Custodial & Grounds,  
Facilities Planning and Management 3-24-16  
Date

**APPROVED AS TO FORM:**

  
OUSD Facilities Legal Counsel 3-9-16  
Date

**CONTRACTOR**

  
Leonard Gvozden CEO Rook Electric 2/17/16

File ID Number: 16-0648  
Introduction Date: 4-13-16  
Enactment Number: 16-0494  
Enactment Date: 4-13-16  
By:

**Information regarding Contractor:**

Contractor: ROOK ELECTRIC  
License No.: 999777  
Address: PO Box 5323  
Pittsburg CA 94565  
Telephone: 925 222 9229  
Facsimile: N/A  
E-Mail: leo@rookelectric.com

Type of Business Entity:  
 Individual  
 Sole Proprietorship  
 Partnership  
 Limited Partnership  
 Corporation, State: CA  
 Limited Liability Company  
 Other: \_\_\_\_\_

\_\_\_\_\_  
Employer Identification and/or Social Security Number

**NOTE: Title 26, Code of Federal Regulations, sections 6041 and 6209 require non-corporate recipients of \$600.00 or more to furnish their taxpayer identification number to the payer. The regulations also provide that a penalty may be imposed for failure to furnish the taxpayer identification number. In order to comply with these regulations, the District requires your federal tax identification number or Social Security number, whichever is applicable.**



**PREVAILING WAGE CERTIFICATION**

I hereby certify that I will conform to the State of California Public Works Contract requirements regarding prevailing wages, benefits, on-site audits with 48-hours notice, payroll records, and apprentice and trainee employment requirements, for all Work on the above Project.

Date: \_\_\_\_\_ 2/17/16 \_\_\_\_\_  
Proper Name of Contractor: \_\_\_\_\_ Rook Electric \_\_\_\_\_  
Signature: \_\_\_\_\_ [Signature] \_\_\_\_\_  
Print Name: \_\_\_\_\_ Leonid Guozdev \_\_\_\_\_  
Title: \_\_\_\_\_ CEO \_\_\_\_\_

**WORKERS' COMPENSATION CERTIFICATION**

Labor Code section 3700 in relevant part provides:

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

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

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

Date: \_\_\_\_\_ 2/17/16 \_\_\_\_\_  
Proper Name of Contractor: \_\_\_\_\_ Rook Electric \_\_\_\_\_  
Signature: \_\_\_\_\_ [Signature] \_\_\_\_\_  
Print Name: \_\_\_\_\_ Leonid Guozdev \_\_\_\_\_  
Title: \_\_\_\_\_ CEO \_\_\_\_\_

(In accordance with Article 5 - commencing at section 1860, chapter 1, part 7, division 2 of the Labor Code, the above certificate must be signed and filed with the awarding body prior to performing any Work under this Contract.)

**CRIMINAL BACKGROUND INVESTIGATION CERTIFICATION**

The undersigned does hereby certify to the governing board of the District as follows:

That I am a representative of the Contractor currently under contract ("Contract") with the District; that I am familiar with the facts herein certified, and am authorized and qualified to execute this certificate on behalf of Contractor. Contractor has taken at least one of the following actions with respect to the construction Project that is the subject of the Contract (check all that apply):

Contractor has complied with the fingerprinting requirements of Education Code section 45125.1 with respect to all Contractor's employees and all of its subcontractors' employees who may have contact with District pupils in the course of providing services pursuant to the Contract, 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. A complete and accurate list of Contractor's employees and of all of its subcontractors' employees who may come in contact with District pupils during the course and scope of the Contract is attached hereto; and/or

Pursuant to Education Code section 45125.2, Contractor has installed or will install, prior to commencement of Work, a physical barrier at the Work Site, that will limit contact between Contractor's employees and District pupils at all times; and/or

Pursuant to Education Code section 45125.2, Contractor certifies that all employees will be under the continual supervision of, and monitored by, an employee of the Contractor who the California Department of Justice has ascertained has not been convicted of a violent or serious felony. The name and title of the employee who will be supervising Contractor's employees and its subcontractors' employees is

Name: Leonid Gvozdev

Title: CEO

The Work on the Contract is at an unoccupied school site and no employee and/or subcontractor or supplier of any tier of Contract shall come in contact with the District pupils.

**Megan's Law (Sex Offenders)**. I have verified and will continue to verify that the employees of Contractor that will be on the Project site and the employees of the Subcontractor(s) that will be on the Project site are **not** listed on California's "Megan's Law" Website (<http://www.meganslaw.ca.gov/>).

Contractor's responsibility for background clearance extends to all of its employees, Subcontractors, and employees of Subcontractors coming into contact with District pupils regardless of whether they are designated as employees or acting as independent contractors of the Contractor.

Date: 2/17/16

Proper Name of Contractor: Rook Electric  
Signature: \_\_\_\_\_  
Print Name: Leonid Gvozdev  
Title: CEO

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION**

I am aware of and hereby certify that neither Rook Electric [Type name of Contractor] nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. I further agree that I will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts and subcontracts.

Where the Contractor or any lower participant is unable to certify to this statement, it shall attach an explanation hereto.

IN WITNESS WHEREOF, this instrument has been duly executed by the Principal of the above named Contractor on the 17<sup>th</sup> day of February 2016 for the purposes of submission of this Agreement.

By: \_\_\_\_\_  
Signature  
Leonid Gvozdev  
Typed or Printed Name  
CEO  
Title

### DRUG-FREE WORKPLACE CERTIFICATION

PROJECT/CONTRACT NO.: 15132 between Oakland Unified School District (the "District" or the "Owner") and Rook Electric (the "Contractor" or the "Bidder") (the "Contract" or the "Project").

This Drug-Free Workplace Certification form is required from the successful Bidder pursuant to Government Code sections 8350 et seq., the Drug-Free Workplace Act of 1990. The Drug-Free Workplace Act of 1990 requires that every person or organization awarded a contract or grant for the procurement of any property or service from any state agency must certify that it will provide a drug-free workplace by doing certain specified acts. In addition, the Act provides that each contract or grant awarded by a state agency may be subject to suspension of payments or termination of the contract or grant, and the contractor or grantee may be subject to debarment from future contracting, if the contracting agency determines that specified acts have occurred.

The District is not a "state agency" as defined in the applicable section(s) of the Government Code, but the District is a local agency and public school district under California law and requires all contractors on District projects to comply with the provisions and requirements of Government Code sections 8350 et seq., the Drug-Free Workplace Act of 1990.

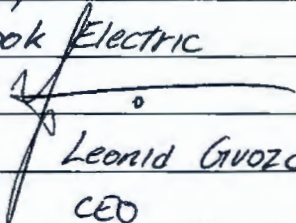
Contractor shall certify that it will provide a drug-free workplace by doing all of the following:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the person's or organization's workplace and specifying actions which will be taken against employees for violations of the prohibition;
2. Establishing a drug-free awareness program to inform employees about all of the following:
  - a. The dangers of drug abuse in the workplace.
  - b. The person's or organization's policy of maintaining a drug-free workplace.
  - c. The availability of drug counseling, rehabilitation, and employee-assistance programs.
  - d. The penalties that may be imposed upon employees for drug abuse violations.
3. Requiring that each employee engaged in the performance of the contract or grant be given a copy of the statement required above, and that, as a condition of employment on the contract or grant, the employee agrees to abide by the terms of the statement.

I, the undersigned, agree to fulfill the terms and requirements of Government Code section 8355 listed above and will publish a statement notifying employees concerning (a) the prohibition of controlled substance at the workplace, (b) establishing a drug-free awareness program, and (c) requiring that each employee engaged in the performance of the contract be given a copy of the statement required by section 8355(a), and requiring that the employee agree to abide by the terms of that statement.

I also understand that if the District determines that I have either (a) made a false certification herein, or (b) violated this certification by failing to carry out the requirements of section 8355, that the Contract awarded herein is subject to termination, suspension of payments, or both. I further understand that, should I violate the terms of the Drug-Free Workplace Act of 1990, I may be subject to debarment in accordance with the requirements of section 8350 et seq.

I acknowledge that I am aware of the provisions of Government Code sections 8350 et seq. and hereby certify that I will adhere to the requirements of the Drug-Free Workplace Act of 1990.

Date: 2/17/16  
Proper Name of Contractor: Rook Electric  
Signature:   
Print Name: Leonid Gvozdev  
Title: CEO

END OF DOCUMENT

**ASBESTOS & OTHER HAZARDOUS MATERIALS CERTIFICATION**

Contractor hereby certifies that no Asbestos, or Asbestos-Containing Materials, polychlorinated biphenyl (PCB), or any material listed by the federal or state Environmental Protection Agency or federal or state health agencies as a hazardous material, or any other material defined as being hazardous under federal or state laws, rules, or regulations "New Material Hazardous", shall be furnished, installed, or incorporated in any way into the Project or in any tools, devices, clothing, or equipment used to affect any portion of Contractor's work on the Project for District.

Contractor further certifies that it has instructed its employees with respect to the above-mentioned standards, hazards, risks, and liabilities.

Asbestos and/or asbestos-containing material shall be defined as all items containing but not limited to chrysotile, crocidolite, amosite, anthophyllite, tremolite, and actinolite. Any or all material containing greater than one-tenth of one percent (.1%) asbestos shall be defined as asbestos-containing material.

Any disputes involving the question of whether or not material is New Hazardous Material shall be settled by electron microscopy or other appropriate and recognized testing procedure, at the District's determination. The costs of any such tests shall be paid by Contractor if the material is found to be New Hazardous Material.

All Work or materials found to be New Hazardous Material or Work or material installed with "New Hazardous Material" containing equipment will be immediately rejected and this Work will be removed at Contractor's expense at no additional cost to the District.

Contractor has read and understood the document Hazardous Materials Procedures & Requirements, and shall comply with all the provisions outlined therein.

Date: \_\_\_\_\_ 2/17/16 \_\_\_\_\_  
Proper Name of Contractor: \_\_\_\_\_ Rook Electric \_\_\_\_\_  
Signature: \_\_\_\_\_ [Signature] \_\_\_\_\_  
Print Name: \_\_\_\_\_ Leonid Guozdev \_\_\_\_\_  
Title: \_\_\_\_\_ CEO \_\_\_\_\_

### **LEAD-PRODUCT(S) CERTIFICATION**

California Occupational Safety and Health Administration (CalOSHA), Environmental Protection Agency (EPA), California Department of Health Services (DHS), California Department of Education (CDE), and the Consumer Product Safety Commission (CPSC) regulate lead-containing paint and lead products.

Because the Contractor and its employees will be providing services for the District, and because the Contractor's work may disturb lead-containing building materials, **CONTRACTOR IS HEREBY NOTIFIED** of the potential presence of lead-containing materials located within certain buildings utilized by the District. All school buildings built prior to 1993 are presumed to contain some lead-based paint until sampling proves otherwise.

The CDE mandates that school districts utilize DHS lead-certified personnel when a lead-based hazard is identified. Examples of lead-certified personnel include: project designers, inspectors, and abatement workers. Furthermore, since it is assumed by the district that all painted surfaces (interior as well as exterior) within the District contain some level of lead, it is imperative that the Contractor, its workers and subcontractors fully and adequately comply with all applicable laws, rules and regulations governing lead-based materials **(Including Title 8, California Code of Regulations, Section 1532.1)**. Any and all Work which may result in the disturbance of lead-containing building materials must be coordinated through the District.

The California Education Code also prohibits the use or import of lead-containing paint, lead plumbing and solders, or other potential sources of lead contamination in the construction of any new school facility or in the modernization or renovation of any existing school facility. The Contractor shall provide the District with any sample results prior to beginning Work, during the Work, and after the completion of the Work. The District may request to examine, prior to the commencement of the Work, the lead training records of each employee of the Contractor.

If failure to comply with these laws, rules, and regulations results in a site or worker contamination, the Contractor will be held solely responsible for all costs involved in any required corrective actions, and shall defend, indemnify and hold harmless the District, pursuant to the indemnification provisions of the Contract, for all damages and other claims arising therefrom. If lead disturbance is anticipated in the Work, only persons with appropriate accreditation, registrations, licenses and training shall conduct this Work.

It shall be the responsibility of the Contractor to properly dispose of any and all waste products, including but not limited to, paint chips, any collected residue, or any other visual material that may occur from the prepping of any painted surface. It will be the responsibility of the Contractor to provide the proper disposal of any hazardous waste by a certified hazardous waste hauler. This company shall be registered with the Department of Transportation (DOT) and shall be able to issue a current manifest number upon transporting any hazardous material from any school site within the District.

THE UNDERSIGNED HEREBY ACKNOWLEDGES, UNDER PENALTY OF PERJURY, THAT HE OR SHE HAS RECEIVED NOTIFICATION OF POTENTIAL LEAD-BASED MATERIALS ON THE OWNER'S PROPERTY, AS WELL AS THE EXISTENCE OF APPLICABLE LAWS, RULES AND REGULATIONS GOVERNING WORK WITH, AND DISPOSAL OF, SUCH MATERIALS WITH WHICH IT MUST COMPLY. THE UNDERSIGNED ALSO WARRANTS THAT HE OR SHE HAS THE AUTHORITY TO SIGN ON BEHALF OF AND BIND THE CONTRACTOR.

Date: 2/17/16  
Proper Name of Contractor: Rook Electric  
Signature: [Signature]  
Print Name: Leonid Gvozdev  
Title: CEO



## EXHIBIT A

Rook Electric  
P.O. Box 5323  
Pittsburg, CA 94565

T: 925-222-9229  
E: leo@rookelectric.com  
Lic: 999777 (C-10)

### SURVEILLANCE SYSTEM MAINTENANCE AGREEMENT

This Maintenance Agreement is made effective as of \_\_\_\_\_, \_\_\_\_\_ by and between Rook Electric (CSLB Lic. 999777), hereinafter called the Contractor, and Oakland Unified School District, hereinafter called the Owner.

**DESCRIPTION OF SERVICES.** Contractor shall maintain and service the Surveillance CCTV Systems, hereinafter called the Equipment, at the Owner's facilities and keep the Equipment in good working order. Contractor shall provide unscheduled remedial maintenance ("on-call service") as and when needed.

**SCOPE OF WORK.** Contractor shall provide all labor and materials, and perform all work necessary for the completion of the Maintenance Services as described above. Work includes, but is not limited to troubleshooting and repair of surveillance system defects, remote assistance and configuration updates, onsite maintenance, cleaning and refocusing the cameras, and other work as requested by the Owner.

Contractor shall respond to Owner's request for service within 24 hours and provide a cost estimate to the Owner in a reasonable amount of time. Contractor shall commence the work to be performed under this Agreement and substantially complete the work in good faith.

Please refer to Exhibit A "Scope of Work Clarifications" for additional information.

**TRAINED EMPLOYEES.** Trained personnel directly employed and supervised by the Contractor will perform all services required by the terms of this Agreement. The Contractor agrees that each of its employees will be properly qualified and will use reasonable care in the performance of his or her duties. Contractor may hire, screen and train qualified employees for the performance of services under this agreement at its discretion.

Please refer to Exhibit B "Trained Personnel" for a current list of qualified personnel.  
Please refer to Exhibit C "CCTV Portfolio" for a list of past CCTV jobs as a reference.

**WORKING HOURS.** The services required of the Contractor under this Agreement shall be performed during the regular working hours of its regular working days consisting of Monday to Friday, 8AM-8PM. Any work performed outside of these working hours will be billed at the "overtime" rate specified in the Fee Schedule.

#### **CONTRACT PRICE.**

(a) The Owner shall pay the Contractor at the rates specified in the Exhibit A: "Fee Schedule" attached for the regular services to be performed under this Agreement.

(b) The amount specified in (a) above shall be adjusted annually to reflect any changes in the Contractor's cost of labor, equipment and materials supplied by the Contractor under this Agreement. The Fee Schedule rates in this Agreement shall be increased or decreased on each anniversary of the commencement date of service under this Agreement with the percentage of increase or decrease in the hourly cost and the costs of the parts, equipment, and materials.

(c) Amounts due to the Contractor will be billed to the Owner at the completion of each service request and will be due and payable within 30 days thereafter.

(d) The total payment for the duration of this agreement shall not exceed \$135,000.00.

Please refer to Exhibit D "Fee Schedule" for rates and fees.

**TERM OF CONTRACT.** The term of this Agreement shall commence on \_\_\_\_\_, \_\_\_\_\_ and shall continue in full force and effect for the period of 12 months unless terminated under the conditions of this Agreement. Either party by giving 30 days written notice to the other party, may terminate this Agreement at the end of the 12 month period.

**PERMITS.** Contractor shall apply for and obtain such permits as may be required by the local municipal government, the cost thereof shall be included as part of Payment to the Contractor under this Agreement.

**INSURANCE.** Contractor shall maintain general liability and workers compensation insurance.

**ACCESS.** The Owner will allow free access to work areas for workers and vehicles and will allow areas for the storage of materials and debris. The Owner will provide network access, passwords and other information necessary for servicing the surveillance system. Driveways will be kept clear for the movement of vehicles during work hours.

**CONFIDENTIALITY.** Contractor will not at any time or in any manner, either directly or indirectly, use for the personal benefit of the Contractor, or divulge, disclose, or communicate in any manner any Confidential Information. Contractor will protect such information and treat it as strictly confidential. This provision shall continue to be effective after the termination of this Agreement.

**INDEMNIFICATION.** The Owner agrees to indemnify and hold the Contractor harmless from all claims, losses, expenses, fees including attorney fees, costs and judgments that may be asserted against the Contractor that result from the acts or omissions of the Contractor and/or the Contractor's employees, agents, or representatives. It is understood and agreed: that the Contractor is not an insurer of any property or the personal safety of any persons; that the Contractor makes no guaranty or warranty that the equipment or services supplied will avert or prevent occurrences or the consequences therefrom which the Equipment or service is designed to detect or avert.

**WARRANTY.** The Contractor shall warrant the work it has performed for a period of 1 year. If within 1 year of the commencement of warranties, any of the Contractor's products are found to be defective in its workmanship or materials, Contractor shall correct the work at its sole expense promptly after receipt of notice from the Owner to do so.

**COMPLETION OF SERVICES.** Upon the completion of the Maintenance Services by the Contractor, Contractor shall see to it that the Owner's property is restored to the condition they were in prior to the entry by the Contractor, and the Contractor shall see to it that all portions used by the Contractor during the term of this Agreement shall be broom clean and free of debris.

**REMEDIES.** In addition to any and all other rights a party may have available according to law, if a party defaults by failing to substantially perform any provision, term or condition of this Agreement (including without limitation the failure to make a monetary payment when due), the other party may terminate the Agreement by providing written notice to the defaulting party. This notice shall describe with sufficient detail the nature of the default. The party receiving such notice shall have 30 days from the effective date of such notice to cure the default(s). Unless waived by a party providing notice, the failure to cure the default(s) within such time period shall result in the automatic termination of this Agreement.

**FORCE MAJEURE.** If performance of this Agreement or any obligation under this Agreement is prevented, restricted, or interfered with by causes beyond either party's reasonable control ("Force Majeure"), and if the party unable to carry out its obligations gives the other party prompt written notice of such event, then the obligations of the party invoking this provision shall be suspended to the extent necessary by such event. The term Force Majeure shall include, without limitation, acts of God, fire, vandalism, storm or other similar occurrence, orders or acts of military or civil authority, or by national emergencies, insurrections, riots, or wars,

or strikes, lock-outs, work stoppages. The excused party shall use reasonable efforts under the circumstances to avoid or remove such causes of non-performance and shall proceed to perform with reasonable dispatch whenever such causes are removed or ceased. An act or omission shall be deemed within the reasonable control of a party if committed, omitted, or caused by such party, or its employees, officers, agents or affiliates.

**ENTIRE AGREEMENT.** This Agreement contains the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or written concerning the subject matter of this Agreement. This Agreement supersedes any prior written or oral agreements between the parties.

**SEVERABILITY.** If any provision of this Agreement will be held to be invalid or unenforceable for any reason, the remaining provisions will continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision will be deemed to be written, construed, and enforced as so limited.

**AMENDMENT.** This Agreement may be modified or amended in writing, if the writing is signed by the party obligated under the amendment.

**GOVERNING LAW.** This Agreement shall be construed in accordance with the laws of the State of California.

**WAIVER OF CONTRACTUAL RIGHT.** The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

**SIGNATORIES.**

The Contractor  
Rook Electric  
PO Box 5323  
Pittsburg, CA 94565

The Owner  
Oakland Unified School District  
955 High Street  
Oakland, CA 94601

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Rook Electric  
PO Box 5323  
Pittsburg, CA 94565

T: 925-222-9229  
E: info@rookelectric.com  
Lic.: 999777 C-10

## **EXHIBIT A**

### **SCOPE OF WORK CLARIFICATIONS**

#### **OUSD Service Request**

The Oakland Unified School District responsible party will initiate the service by contacting the Contractor and making a service request. Service requests can be made by phone or email. The Contractor will respond to each service request within 24 hours in order to provide a cost estimate for the work (if requested) and to schedule the work. When the OUSD responsible party agrees to the cost estimate and a schedule, then the Contractor will commence the work.

#### **Remote Assistance**

The OUSD responsible party can request a service that can be completed remotely without the Contractor being physically present on site. The Contractor shall verify the identity of the responsible party before disclosing any secure information or changing the configuration of the surveillance system.

1. **Phone Assistance:** The Contractor will talk with the responsible party or other OUSD users over the phone explaining steps needed to be taken in order to connect to a CCTV system, initiate live viewing, playing back recorded video, and downloading the video. The Contractor can assist the users in explaining how to operate the CCTV system, how to log in and gather information about the user's computer in order to assist the troubleshooting process.
2. **Configuration Changes:** The Contractor can add, modify and delete users, change network and connection settings, change recording schedules, change system time, update the system firmware and perform other configuration functions.
3. **Screen Sharing:** In order to aid the users in connecting to and operating the CCTV systems, the users can agree to share their computer screen view with the Contractor using programs such as TeamViewer and LogMeIn.
4. **Network Management:** The Contractor can remotely log into the OUSD network using Virtual Private Networks and manage the networking equipment such as switches and routers in order to troubleshoot and repair network connectivity issues. The Contractor can update IP addresses, gateway servers, DNS servers, ports, and firewalls. IP cameras and Network Video Recorders will depend on the OUSD networks in order to operate and are susceptible to changes on those networks.



Connect Collaborate Create

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## Service Description and Support Proposal

*Transform Your Business*



PREPARED FOR:

### **Oakland Unified School District**

955 High Street

Oakland, CA 94606



OAKLAND UNIFIED  
SCHOOL DISTRICT

Local Office  
1000 Broadway  
Oakland, CA 94612

**Cisco Video Surveillance System Service and Support Contract**

**Version 1.0**

**Date 10/15/2015**

**[www.nexusis.com](http://www.nexusis.com) | 800-536-2400 | [info@nexusis.com](mailto:info@nexusis.com)**

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## COMPANY PROFILE

### Nexus Company Profile

Nexus IS, Inc. ("Nexus") is a professional services company providing engineering and support expertise to meet the requirements for advanced communication solutions. Our expertise in **Collaboration, Enterprise Networks, Business Video, Data Center Technologies, Virtualization/Cloud, Consulting Services, and Managed Services**; along with our strong manufacturer partnerships allows us to design, implement, and manage solutions from data transport to complex Contact Center, Data Center, Cloud Solutions and Security.

Nexus, headquartered in Valencia, California has offices throughout California, Arizona, Washington, Oregon, Texas, Florida and Georgia.

Nexus has over 600 employees and more than 3,500 clients where we provide solutions from basic maintenance services and infrastructure design to complex security, call center application implementations and distributed architectures in campus environments.

Throughout our 30-year history, we have remained committed to providing customized, state-of-the-art technology solutions to our customers. To achieve this, our forward-looking management team has maintained a strong engineering focus, and an emphasis on excellence in implementing and maintaining complex technology solutions. We deliver outstanding results by approaching each project with the "end-result in-mind."

Achieving the highest levels of partnership with a wide-variety of strategic, top manufacturers in the technology eco-system, Nexus is one of only a handful of companies worldwide to provide a unique solution-set that encompasses customized, application integration solutions which directly impact the organizations we serve. Our Professional Services and Project Management teams understand that "technology-for-technology's sake," does not benefit our customers. Nexus takes the necessary time to completely understand the business requirements for every implementation. Seamless application performance is our key goal for customer satisfaction.

**Why Choose Nexus for your next technology project?** The answer comes directly from our existing customers who choose us over, and over again: *"Nexus has the right people, processes and technologies to assure a successful project design, deployment and on-*

#### Nexus Profile

- » Cisco Gold Certified Partner
- » Cisco Master Specialization in U.C.
- » Cisco Master Specialization in Security
- » Cisco Master Service Provider
- » Cisco Master Cloud Builder Specialization
- » Over 30 years of voice/data experience
- » \$450M Revenue Stream (2013)
- » Profitable operations – every year
- » Over 166% productivity increase (revenue per employee)
- » \$100 mil line of credit through GE Commercial Distribution Finance
- » Over 600 Employees
- » Dedicated GovEd Practice
- » Sixth largest E-Rate P2 Service Provider in the nation in 2013 (by award)

*going support.”* From our Sales and Engineering teams, to our Professional and Managed Services organizations, **Nexus simply delivers.**

Nexus, Inc. specializes in delivering innovative convergence solutions that provide businesses with a distinct competitive advantage. We understand the challenges posed by today's rapidly evolving technologies and leverage our extensive engineering team to help our clients meet these challenges. We work hard to understand the unique needs of each of our clients, and develop a personalized technology strategy to help them succeed.

## OVERVIEW

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### Proposal Overview

This Service Description and Support Proposal is designed to acquaint you with the features and entitlements of the Video Surveillance System maintenance contract proposed by Nexus.

This document is intended to define the roles and responsibilities of Nexus and the procedures to be followed by the Client to ensure optimum delivery of Nexus services. It is not intended to be a complete description of the services provided by Nexus or the contractual terms of the agreement between the two companies. Services and procedures which do not require active participation from the Client are not described herein.

## SERVICE DEFINITIONS & SUPPORT PROPOSAL

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### Proposed Service Contract Introduction

Client (Oakland Unified School District) and Nexus IS, Inc (Nexus) entered into a Support and Service contract for the Cisco Video Surveillance System start date of 6/1/2014 and end date of 6/1/2015. This proposal addresses the immediate need to continue maintenance services for the district's existing Cisco video surveillance system in order to provide optimal functionality and support for one (1) year. Start and end date are to be determined at time of contract proposal acceptance.

Under this service proposal the following services are to be provided by Nexus:

- Non-specific work objectives limited only to the pre-paid time allotted
- Level 1, 2 & 3 Remote Troubleshooting, Diagnosis and Resolution services
- Remote support for Troubleshooting, Diagnosis, and Resolution virtually anywhere there is an internet connection.
- Escalation for Level 3 & 4 support services
- Onsite dispatch.
- Parts Replacement subject to underlying OEM/manufacture warranty, service agreement, or other Nexus provided hardware maintenance agreement.



The Nexus Care service and support for the OUSD Cisco Video Surveillance system maintenance contract is designed to provide technical assistance for trouble remediation, escalation and resolution when the Client’s in-house staff needs assistance for Service Incident management.

This service is intended as a day-to-day administration and maintenance contract service. Remote engineering time, possible remote connection establishment time (i.e. ad-hoc VPN), discovery and diagnosis time, dispatch/transit time, and any requested wrap up or root cause analysis reporting time are considered billable under this contract.

### Cost

This proposed contract is being delivered at \$131,280.00 cost to OUSD. Any requests for services beyond the scope of equipment maintenance and management of the physical security video system (servers and cameras) will be charged to the district. At the end of 1 year this may be renewed at the then current price.

### Nexus TAC Contact Information

Action	Nexus Client Care Contact
Voice Line	800-266-2003
E-mail	<a href="mailto:service@nexusis.com">service@nexusis.com</a>

**Note** – For all Major Events or problems of an urgent nature, please place a VOICE CALL to the NTAC or dedicated Service Manager.

### Hours of Operation

Nexus provides technical assistance to our clients on a 24 hour a day, 7 day a week basis. However, Minor Events, as defined below, are only supported during normal business hours.

After-hour calls are handled on a call-back basis in order to direct Major Event service requests to the appropriate technical resource.

### Technology Areas of Expertise

Nexus Managed Services has the following areas of expertise:

Manufacturer	Device/Appliance/Server/App
Cisco	<ul style="list-style-type: none"> <li>• Blade Switches</li> <li>• Collaboration</li> <li>• Contact Center</li> <li>• Data Center Switches</li> <li>• Interfaces and Modules</li> <li>• Meraki</li> </ul>

	<ul style="list-style-type: none"> <li>• Networking Software (IOS &amp; NX-OS)</li> <li>• Physical Security</li> <li>• Routers</li> <li>• Security</li> <li>• Service Exchange</li> <li>• Storage Networking</li> <li>• Servers - Unified Computing</li> <li>• Switches</li> <li>• Video</li> <li>• Voice and Unified Communications</li> <li>• WebEx</li> <li>• Wireless</li> </ul>
EMC	<ul style="list-style-type: none"> <li>• Isilon</li> <li>• Symmetrix VMAX</li> <li>• VNX</li> <li>• VNXe</li> <li>• Avamar</li> <li>• Clariion</li> <li>• Data Domain</li> <li>• Networker</li> </ul>
Microsoft	<ul style="list-style-type: none"> <li>• Operating Systems</li> <li>• SQL Server</li> <li>• Exchange Server</li> <li>• Active Directory</li> <li>• Domain Controllers</li> </ul>
Linux	<ul style="list-style-type: none"> <li>• Red Hat</li> <li>• Suse</li> <li>• Ubuntu</li> <li>• CentOS</li> <li>• other</li> </ul>
VMware	<ul style="list-style-type: none"> <li>• vSphere ESX and ESXi</li> </ul>

## Required Information when Reporting an Issue

When calling the NTAC or reporting a problem, the Client employee must be able to provide the following information to the NTAC Analyst:

Employee name (additional information may be required if not listed as a Client point of contact in the ticketing system)

Callback information including phone numbers and call times

On-Site contact

Server and/or device name, and serial number (if known)

Location of the Service Incident

Description of the Service Incident

Any error messages or numbers reported by the system

## Sample Maintenance Plan Workflow

Item	Responsible Party	Action	Next Step
Generate Support Ticket (calling NOC)	Nexus NOC	Collect as much data/information as to the related issue, contact name/number/location/site address (etc).	Route to Physical Security Post Sales team for review/assignment.
Post Sales Validation	Nexus PhySec post sales	Post Sales coordinator (responsible party) will review the ticket and validate with the customer.	Assign resource with estimated time-frame for resolution.  Resolve issue or refer to Subcontractor or installation entity.
Ticket Assigned	Either Nexus Internal resource or qualified subcontractor	Remediate issue defined, communicate any additional issues discovered.	Report to Nexus for customer ticket closure or further service requirements.
Subcontractor Services	Installation Entity or other support provider	JOINT SERVICE – SMART-HANDS ON-SITE CALL with Subcontractor and Nexus Support Engineer Nexus to provide background data – documentation including as-builds, other drawings, system configuration. Nexus remains engaged to coordinate subcontractor services for site remediation	Coordinate with customer for acceptance and system testing, validating complete repair.
Resolution	Nexus NOC	Invoice to customer and process, coordinate billing from subcontractor.	Close ticket, contact sales to have them follow up on

Prepared for: Customer Name

Proprietary and Confidential

			customer service and QC.
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## Sample On-Site Remediation Process – System Inspection and Testing

Nexus Engineer to interview stake-holders to determine if they or others have experienced any problems with the system.

1. Carry out a visual inspection of all major components (including cabling and connections where accessible) for signs of deterioration or damage and rectify as necessary.
2. Know before you go – are cameras accessible with a standard 12' ladder?

### On Site Inspection Overview

1. Inspection of all major components including cables & connectors (for deterioration or damage)
2. Check all Cameras – including housings, supporting brackets, mounts, termination, focus, picture quality, PTZ (if applicable), IR (if applicable), firmware revisions/updates, clean lens/housing/body.
3. Servers – check for disk space, performance logs, Software Revisions/updates, thermal and environmental
4. Recordings – playback and capture, perform forensic search
5. Events – check SMS, SMTP, MMS alerts.
6. Locking hardware – check for access functionality, inspect readers, motion detectors, requests to exit hardware, crash bars
7. Power Supply Units – inspect all PSUs for faults, environmental conditions
8. UPS – check all stand-by and backup power supply units (if applicable)
9. Network – check POE ports (as required)

### Component Maintenance - Cameras

1. Cameras are well connected and are configured for maximum and optimal coverage. Angles are appropriate for your site and lens zooming is in accordance with the camera specifications.
2. Examine supporting brackets and towers for signs of corrosion and damage.
3. Check physical condition of cameras and housings for signs of deterioration due to rain, dust and dirt. Clean as required.
4. Check that field of view is correct.
5. Check that all camera bracket fittings and clamping bolts are tight.
6. Check that lenses are correctly focused.
7. Check operation of auto-iris lenses as appropriate.
8. Clean housing windows as necessary.
9. Check that washer bottles are full, refilling if necessary.

10. Check condition of pan / tilt unit, adjusting position of end stops and presets where applicable.
11. Check operation of infrared units.
12. Check for firmware updates

## Viewing Workstations or Video Wall

1. Check operation of controls and adjust for best picture.
2. Check for software updates for viewing client (both browser based and SaSD client)
3. Conduct forensic search
4. Create a clip
5. Create a screen capture

## Controls

1. Wiring is well shielded and protected. Visual inspection of all major components (including cabling and connections) for signs of deterioration or damage and rectify as necessary.
2. Check physical condition and cable connections.
3. Check operation of switchers and multiplex controllers including external alarm interfaces when fitted.
4. Check time / date settings and adjust if necessary.

## VSM Server & CPAM Server

1. Checks for system errors, video loss, network connection failure, and other system alerts
2. Check available disk space or other storage components
3. Check alerts and events logs
4. Test motion detection
5. Test alerts and notification functionality
6. Check time / date settings and adjust accordingly
7. Check for SW updates
8. Test integration with CCTV & Access Control system
9. Update user database from AD or LDAP as necessary
10. Check badge printer functionality

Rook Electric  
PO Box 5323  
Pittsburg, CA 94565

T: 925-222-9229  
E: info@rookelectric.com  
Lic.: 999777 C-10

### **On-site Maintenance**

Some services can only be performed on site. The Contractor shall schedule an appointment with a responsible party and notify all personnel in order to gain access to the facilities and cause a minimum of disruption to the facilities' operation.

1. **Camera Maintenance:** The Contractor shall clean the cameras and adjust the camera's focus and field of view. Camera focusing may require two people to perform with one person viewing the video feed on the monitor and directing a second person to adjust the focus on the camera.
2. **Troubleshooting:** The Contractor shall test the camera power wires for operating voltage and replace the power supply if required. The Contractor shall test the camera video wires for continuity and replace any connectors or baluns that are preventing video transmission. The Contractor shall test the camera to ensure that it turns on and outputs a clean video signal. The Contractor shall identify and label the camera wires and ensure they are plugged into the correct ports on the networking equipment. The Contractor shall log into the networking equipment and ensure proper network configuration.
3. **Replacements:** If a camera, power supply, balun or network device is tested and found to be not operable, then the Contractor shall notify the OUSD responsible party and replace such device.

### **Invoicing and Payment**

Invoices shall be submitted at the completion of each service. If a service takes more than one month to complete, then a progress bill shall be submitted for the percentage of work completed at the end of each month.

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Pittsburg, CA 94565

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### EXHIBIT B: TRAINED PERSONNEL

Technician	Experience / Education
Leonid Gvozdev Owner/CEO	<p><u>Work History:</u> Rook Electric (Owner/CEO) 2015-Present Protection Now (Installer, Service Technician) 2013-Present Security Engineers, Inc. (Project Engineer) 2008-2013</p> <p><u>Education:</u> C-10 Electrical Contractor RMO 999777 C-10 A+ Certified Computer Repair Technician COMP001020216506 Cisco Certified Network Associate Training</p>
Robert Larsen Service Technician	<p><u>Work History:</u> Security Engineers Inc. 2009-2013 Life Safety and Security Inc. 2005-2009 Electronic Technology Corporation 2003-2005 Allied Security Alarms 2001-2003 California Fire and Security 1996-2001 Service Technician</p> <p><u>Education:</u> NICET Level I Certification NOTIFIER Factory Training Alarm Company Employee LAN Technician Certification</p> <p><u>Projects:</u> DMV 2003-2005 for ETC Urban Promise Academy 3031 E 18<sup>th</sup> St., Oakland, CA 94601</p>

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### EXHIBIT C: CCTV PORTFOLIO

Project	Description	Valuation
Air Quality Management District Richmond, CA	Installed a new IP CCTV system per the customer's specifications.	\$12,000.00
SFA James Baldwin Academy 2275 Arlington Drive San Leandro, CA 94578	Upgraded the existing CCTV system with new IP cameras and NVR recorder. Coordinated with the school's IT department for IP addressing and network integration. Work performed under Protection Now.	\$7,000.00
Barcelon Associates 2020 Grant Street Concord, CA 94520	Designed and installed a 13 (upgraded to 16) camera IP CCTV system for The Heritage and Tower Plaza buildings. Work performed under Protection Now.	\$20,000.00
MPFC 1900 Adeline Street Oakland, CA	Designed and installed a 17 camera IP CCTV system for an apartment complex under construction. Work performed under Protection Now.	\$22,000.00
JH Fitzmaurice, Inc. 2857 Hannah Street Oakland, CA 94611	Designed and installed a CCTV system for a small construction yard. The system is designed with 16TB of harddisk capacity capable of archiving video for more than 1 year. Work performed under Security Engineers Inc.	\$10,000.00
Seneca Family of Agencies	Installed and serviced CCTV systems in multiple education campuses.	Varied
Barcelon Associates	Installed and serviced CCTV systems in multiple assisted living facilities.	Varied
Madison Park Financial Corp	Installed and serviced CCTV systems in multiple apartment complexes.	Varied



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**EXHIBIT D  
 FEE SCHEDULE**

Description	Value
Straight Time Hourly Labor Rate for onsite maintenance <ul style="list-style-type: none"> <li>• Balun replacement</li> <li>• Power transformer replacement</li> <li>• Camera replacement</li> <li>• On-site training</li> <li>• Connection troubleshooting</li> <li>• Cleaning cameras</li> </ul>	\$110.00 /hr
Overtime Hourly Labor Rate for onsite maintenance	\$165.00 /hr
Straight Time Hourly Crew Rate for 2 onsite technicians <ul style="list-style-type: none"> <li>• Install new wire and cameras</li> <li>• Focus and adjust cameras</li> <li>• Cleaning cameras</li> </ul>	\$130.00 /hr
Overtime Hourly Crew Rate for 2 onsite technicians	\$195.00 /hr
Minimum charge for onsite maintenance	2 hours
Straight Time Hourly Labor Rate for remote assistance and troubleshooting <ul style="list-style-type: none"> <li>• Adding and removing users</li> <li>• Changing DVR/NVR configuration</li> <li>• Troubleshooting network issues</li> <li>• Repairing remote access and connection problems</li> </ul>	\$90.00 /hr
Overtime Hourly Labor Rate for remote assistance and troubleshooting	\$135.00 /hr
Minimum charge for remote assistance and troubleshooting	1 hour
Travel Charge	\$0
Material Markup	10%
Markup on permits and fees	0%
Minimum time increment for charging another hour	15 min

State of California  
APPLICATION FOR PUBLIC WORKS CONTRACTOR REGISTRATION AFFIDAVIT  
DEPARTMENT OF INDUSTRIAL RELATIONS

PWCR NUMBER: 1000017875

**CONTRACTOR INFORMATION**

Contractor Name: ROOK ELECTRIC

Trade Name(s): ROOK ELECTRIC

License Type Number(s): CSLB — 999777

Contractor Mailing Address:

PO BOX 5323

PITTSBURG CA 94565

COUNTY: CONTRA COSTA

Contractor Physical Address:

131 ALBERTS AVE

BAY POINT CA 94565

COUNTY: CONTRA COSTA

Email Address: LEO@ROOKELECTRIC.COM

REGISTRATION  
INFORMATION  
Type: Renewal  
Fiscal Year: 2016

**WORKERS' COMPENSATION**

**PROFESSIONAL EMPLOYER ORGANIZATION (PEO)**

Do you lease employees through Professional Employer Organization?  Yes  No

**EXEMPT FROM WORKERS' COMPENSATION INSURANCE**

Exempt Insurance: OWNER / OPERATOR

**CERTIFICATION**

- Yes  No I certify that I do not have any delinquent liability to an employee or the state for any assessment of back wages or related damages, interest, fines, or penalties pursuant to any final judgment, order, or determination by a court or any federal, state, or local administrative agency, including a confirmed arbitration award.
- Yes  No I certify that the contractor is not currently debarred under Section 1777.1 or under any other federal or state law providing for the debarment of contractors from public works.
- Yes  No Section 1725.5 requires all contractors, as defined by California Labor Code section 1722.1, to be registered prior to bidding on public works projects on or after March 1, 2015, or for all public works projects awarded on or after April 1, 2015. Have you bid on a public works project after March 1, 2015, or were you awarded a public works project after April 1, 2015, without first being registered with the Department of Industrial Relations?
- Yes  No I certify, where applicable, the contractor is licensed in accordance with Chapter 9 (commencing with Section 7000) of the Business and Professions Code CSLB.

I, LEONID I GVOZDEV the undersigned, am CEO, ROOK ELECTRIC with the authority to act for and on behalf of the above named contractor. I certify under penalty of perjury that all of the above information provided is true and correct. I further acknowledge that any untruthful information provided in this application could result in the certification being canceled.

I certify this on: 11/11/2015

PWCR NUMBER: 100017875

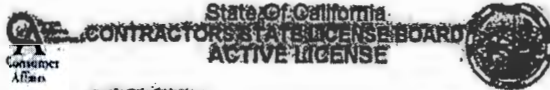
**LEGAL ENTITY INFORMATION**

**LEGAL ENTITY TYPE: CORPORATION**

Corporation Number: C3629112 Treasurer: LEONID GVOZDEV  
President: LEONID GVOZDEV Secretary: LEONID GVOZDEV  
Vice President: \_\_\_\_\_ CFO: LEONID GVOZDEV

Agent of Service  
LEONID GVOZDEV  
131 ALBERTS AVE  
BAY POINT CA 94565

*[Faint, illegible stamp or handwritten text]*



License No. **999777**      Entity **CORP**

Holder For Use **ROOK ELECTRIC**

Classification **C10**

Expiration Date **01/31/2017**

[www.cslb.ca.gov](http://www.cslb.ca.gov)





# CERTIFICATE OF LIABILITY INSURANCE

ROOKE-1

OP ID: JM

DATE (MM/DD/YYYY)  
02/29/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Bone, Robertson & McBride, Inc P O Box 997 Concord, CA 94522 John Hillman		<b>CONTACT NAME:</b> John Hillman <b>PHONE (A/C, No, Ext):</b> 925-674-1000 <b>FAX (A/C, No):</b> 925-674-0188 <b>E-MAIL ADDRESS:</b>	
		INSURER(S) AFFORDING COVERAGE	
		NAIC #	
		INSURER A : Colony Ins Co	
		INSURER B : State Compensation Ins Fund	
		INSURER C :	
		INSURER D :	
		INSURER E :	
		INSURER F :	
<b>INSURED</b> Rook Electric PO Box 5323 Pittsburg, CA 94565			

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

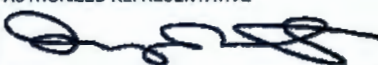
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			101 GL 0042373-00	12/21/2015	12/21/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			9149203-2015	12/22/2015	12/22/2016	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder is included as additional insured as respects General liability. Please see attached "disclosure" page.

**CERTIFICATE HOLDER****CANCELLATION**

OAKLAN1  Oakland Unified School Distric 955 High Street Oakland, CA 94601	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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## INFORMATION REGARDING THIS CERTIFICATE OF INSURANCE

We have been instructed by the "First Named Insured" to issue a Certificate of Insurance only for those policy numbers listed on the reverse side of this form. **This Certificate is issued "as a matter of information only" and does not supersede any Insurance Company cancellations, exclusions or limitations and is not a contract between you and any Named Insureds or Bone, Robertson & McBride, Inc. (The Certificate Holder is warned that it is not entitled to rely on the Certificate itself for insurance coverage).** Please note that if listed below and unless it is indicated to the contrary on the reverse side of this form, all the following items apply to your interest (if any);

1. Certificate does not state you are an additional insured on the General Liability policy (if any).\*
2. Certificate does not state you are an additional insured on the Auto Policy (if any).\*
3. Certificate does not state you are an additional insured on the Property Portion of the policy (if any).\*
4. Certificate does not state you are an additional insured on the Excess/Umbrella Liability policy (if any).\*
5. Certificate does not state you are a loss payee on any of the mentioned policies (if any).\*
6. Certificate does not state there is a waiver of Subrogation on the Workers' Compensation, General Liability, Auto, Property or Inland Marine Policy(s), or any policy, in your favor (if any).\*
7. Certificate does not state there is any primary insurance coverage and/or a separate per project aggregate amount in your favor, (if any).\*
8. Cancellation for non-payment of monies due to keep any policy(s) in force shall be 10 days.
9. As respects the Workers Compensation policy (if any), the insured has a continuous option to include or exclude certain individuals for coverage.
10. Bone, Robertson & McBride, Inc., has issued this Certificate "as a matter of information only" and does not state, warrant or guarantee that any terms and conditions of the policy(s) listed on the reverse side of this form, conform to the Contract requirements between you and the named insured(s). Further, Bone, Robertson & McBride, Inc., disclaims any contractual relationship with you, including this "as a matter of information only" Certificate. You are not entitled to rely on the Certificate itself for Insurance Coverage.

**The Insurance Limits shown on the reverse side are only Policy Limits that were in force at the inception of such policy(s) and may have been reduced by claims and occurrences and expenses. Any such reductions have not been stated on the reverse side of this form.**

**\*IMPORTANT! If such status were to be stated on the reverse side of this form; for such potential coverage to be valid, one of the conditions requires that prior to the "Occurrence" a written Contract between the Parties must have been in effect requiring such status and for the specific task(s) to be performed and is not contrary to public policy.**

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

### SCHEDULE

Name of Additional Insured Person(s) or Organization(s) (Additional Insured):	Location(s) of Covered Operations:
AS DESIGNATED IN WRITTEN CONTRACT WITH THE NAMED INSURED	AS DESIGNATED IN WRITTEN CONTRACT WITH THE NAMED INSURED

A. **SECTION II – WHO IS AN INSURED** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule for whom you are performing operations when you and such person or organization have agreed in writing in a contract or agreement that such person or organization be added as an additional insured on your policy. Such person or organization is an additional insured only with respect to liability for “bodily injury”, “property damage” or “personal and advertising injury” caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

A person's or organization's status as an additional insured under this endorsement ends when your operations for that additional insured are completed.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to:

#### **Additional Insured Contractual Liability**

“Bodily injury” or “property damage” for which the additional insured(s) are obligated to pay damages by reason of the assumption of liability in a contract or agreement.

#### **Finished Operations at Work**

“Bodily injury” or “property damage” occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of “your work” out of which the injury or damage arises has been put to its intended use by any person or organization.

#### **Negligence of Additional Insured**

“Bodily injury” or “property damage” arising directly or indirectly out of the negligence of the additional insured(s).

ALL OTHER TERMS AND CONDITIONS OF THE POLICY REMAIN UNCHANGED.

California Automobile Insurance Company  
P.O. Box 10730  
Santa Ana, CA 92711-0730  
Customer Service: (800) 503-3724



**BUSINESS AUTO POLICY**  
**ADDITIONAL INSURED New Declarations**  
Effective Date: 02/29/2016

<b>NAMED INSURED:</b> ROOK ELECTRIC INC 131 Alberts Ave Bay Point, CA 94565-3103	<b>AGENT:</b> Auto Ins Specialists-CA PO BOX 6507 ARTESIA, CA 90702 (800) 493-7879
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<b>SCHEDULE</b>	
<b>Insurance Company:</b>	California Automobile Insurance Company
<b>Policy Number:</b>	BA040000026180
<b>Policy Period:</b>	From: 02/29/2016 to 02/28/2017 at 12:01 AM Standard Time at your mailing address
<b>Additional Insured:</b>	OAKLAND UNIFIED SCHOOL DISTRICT AND ITS DIRECTORS
<b>Address:</b>	955 High St , Oakland CA 94601
<b>Endorsements Attached:</b>	CA 20 48 02 99 - Designated Insured

<b>AUTOMOBILE LIABILITY PROVIDED</b>	
<b>Covered Autos:</b>	Symbol 1 - Any "Auto"
<b>Limits of Insurance:</b>	\$1,000,000 CSL





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/29/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Auto Insurance Specialists 17785 Center Court Drive Suite 500 Cerritos CA 90703	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): <b>866-570-7335</b>	FAX (A/C, No): <b>800-498-3293</b>
	E-MAIL ADDRESS: <b>commercial@aisinsurance.com</b>	
<b>INSURED</b> Rook Electric 131 Alberts Ave Bay Point CA 94565-3103	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A :</b> California Automobile Insurance Company	<b>NAIC #</b> 38342
	<b>INSURER B :</b>	
	<b>INSURER C :</b>	
	<b>INSURER D :</b>	
	<b>INSURER E :</b>	

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			BA040000026180	02/29/2016	02/28/2017	COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b> BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Oakland Unified School District and Its Directors, Officers, Employees, Agents and Representatives, 955 High Street., Oakland, CA 94601-4404

**CERTIFICATE HOLDER**

Oakland Unified School District  
 955 High Street  
 Oakland, CA 94601

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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## CONTRACT FOR REPAIR, MAINTENANCE OR SMALL CONSTRUCTION (CUPCCAA) ROUTING FORM

Project Information			
Project Name	Division of Facilities Planning and Management	Site	918
Basic Directions			
Services cannot be provided until the contract is fully approved and a Purchase Order has been issued.			
Attachment Checklist	<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					
Contractor Name	Rook Electric	Agency's Contact	Leo Gvozdev		
OUSD Vendor ID #	VOGHTA	Title	Project Manager		
Street Address	P.O. Box 5323	City	Pittsburg	State	CA Zip 94665
Telephone	925-222-9229	Policy Expires	2-28-2017		
Contractor History	Previously been an OUSD contractor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Worked as an OUSD employee? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
OUSD Project #	15132				

Term			
Date Work Will Begin	3-23-2016	Date Work Will End By (not more than 5 years from start date)	3-23-2017

Compensation			
Total Contract Amount	\$	Total Contract Not To Exceed	\$135,000.00
Pay Rate Per Hour (if Hourly)	\$	If Amendment, Changed Amount	\$
Other Expenses		Requisition Number	

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 Code	Amount
0000	Fund 01	9989160801	5675	\$135,000.00

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.				
	Division Head	Phone	510-535-7038	Fax 510-535-7082
1.	Director, Facilities Planning and Management	Signature	Date Approved	3/4/16
2.	General Counsel, Department of Facilities Planning and Management	Signature	Date Approved	3-4-16
3.	Executive Director, Buildings, Custodial & Grounds, Facilities Planning and Management	Signature	Date Approved	3-4-16
4.	Senior Business Officer	Signature	Date Approved	
5.	President, Board of Education	Signature	Date Approved	