

Board Office Use: Legislative File Info.	
File ID Number	19- 1049
Introduction Date	6-5-2019
Enactment Number	19-0880
Enactment Date	6/5/19 lf



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

# Memo

**To** Board of Education

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

**Board Meeting Date** June 5, 2019

**Subject** Independent Consultant Agreement for Professional Services Less Than \$92,600  
- Valley Relocation & Storage - Facilities Planning & Management Project

**Action Requested** Approval by the Board of Education of an Independent Consultant Agreement for Professional Services Less Than \$92,600 between the District and Valley Relocation & Storage, Concord, CA, for the latter to provide moving services, assemble 10 cubes, load 12 cubes from OUSD Warehouse, and remove facilities files by Project Manager's area, remove files from OUSD Warehouse and relocated to Bond Street, in conjunction with the Facilities Planning and Management Project, more specifically delineated in the Scope of Services in Exhibit "A", incorporated herein by reference as though fully set forth, commencing June 6, 2019 and concluding no later than June 30, 2019, in an amount not to exceed \$71,100.00.

**Discussion** Vender to provide moving, packing boxes, delivery and transport services of facilities files from OUSD Warehouse to Bond Street.

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

**Recommendation** Approval by the Board of Education of an Independent Consultant Agreement for Professional Services Less Than \$92,600 between the District and Valley Relocation & Storage, Concord, CA, for the latter to provide moving services, assemble 10 cubes, load 12 cubes from OUSD Warehouse, and remove facilities files by Project Manager's area, remove files from OUSD Warehouse and relocated to Bond Street, in conjunction with the Facilities Planning and Management Project, more specifically delineated in the Scope of Services in Exhibit "A", incorporated herein by reference as though fully set forth, commencing June 6, 2019 and concluding no later than June 30, 2019, in an amount not to exceed \$71,100.00.

**Fiscal Impact** Fund 40

**Attachments**

- Independent Consultant Agreement including scope of work
- Consultant Proposal
- Certificate of Insurance



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

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

**Department:** Facilities Planning and Management \_\_\_\_\_

**Vendor Name:** Valley Relocation & Storage \_\_\_\_\_

**Project Name:** Facilities Planning and Management \_\_\_\_\_ **Project No.:** 00918 \_\_\_\_\_

**Contract Term:** Intended Start: 6/6/2019 \_\_\_\_\_ Intended End: 6/30/2019 \_\_\_\_\_

**Annual (if annual contract) or Total (if multi-year agreement) Cost:** \$17,100.00 \_\_\_\_\_

**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 Vendor selected?**

Advertised Request for Qualification and Proposal for Moving Companies awarded to entity following OUSD complete solicitation process.

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

Valley Relocation would provide moving services for Facilities Dept. - Project Managers Area. Removal of facilities files for OUSD warehouse relocated to Bond St.

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

If No, please answer the following:

1) How did you determine the price is competitive?

Competitive prices was determine when RQP was provided . LBU was waived due to limited availability of local certified firms under NAICS Code 484210

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 \$90,200 (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 alternative 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**

3) ☐ **Not Applicable - no exception - Project was competitively bid**

**INDEPENDENT CONSULTANT AGREEMENT FOR PROFESSIONAL SERVICES**  
**Less than \$92,600**

This Independent Consultant Agreement for Professional Services ("Agreement") is made and entered into as of the **2nd day of May 2019**, by and between the **Oakland Unified School District** ("District") and **Valley Relocation & Storage** ("Consultant"), (together, "Parties").

**WHEREAS**, the District is authorized to contract with and employ any persons for the furnishing of special and professional services and advice if those persons are specially trained and experienced and competent to perform the services required;

**WHEREAS**, the District is in need of such services and advice and the Consultant warrants that it is specially trained, licensed and experienced and competent to perform the services required by the District;

**WHEREAS**, the Consultant agrees to perform the services described in this Agreement in accordance with the standards of its profession, to District's satisfaction, and in accordance with this Agreement.

**NOW, THEREFORE**, the Parties agree as follows:

1. **Services.** Consultant shall furnish to the District the following services, as more fully described in **Exhibit "A,"** attached hereto and incorporated herein by this reference ("Services"):

Scope of work to include vendor will provide moving services, assemble 10 cubes, load 12 cubes from OUSD Warehouse, and remove facilities files by Project Manager's area, remove files from OUSD Warehouse and relocated to Bond Street.

**Term.** Consultant shall commence providing Services under this Agreement on **June 6, 2019**, and will diligently perform as required and complete performance by **June 30, 2019**, unless this Agreement is terminated and/or otherwise cancelled prior to that time. This Agreement may be extended upon mutual approval of both parties in writing on an annual basis to the extent permissible under applicable law.

2. **Submittal of Documents.** The Consultant shall not commence the Services under this Contract until the Consultant has submitted and the District has approved the certificate(s) and affidavit(s), and the endorsement(s) of insurance required as indicated below:

<input checked="" type="checkbox"/> Signed Agreement	<input checked="" type="checkbox"/> W-9 Form
<input checked="" type="checkbox"/> Insurance Certificates & Endorsements	<input checked="" type="checkbox"/> Workers' Compensation Certificate
<input checked="" type="checkbox"/> Debarment Certification	Other: _____
<input checked="" type="checkbox"/> Fingerprinting/Criminal Background Investigation Certification	

3. **Compensation.** District agrees to pay Consultant for Services satisfactorily rendered pursuant to this Agreement, a fixed fee of **SEVENTEEN THOUSAND, ONE HUNDRED NO/100 Dollars (\$17,100.00)**, paid monthly in proportion to Services performed.

3.1. District shall pay Consultant for all undisputed amounts in installment payments within thirty (30) days after the Consultant submits an invoice to the District for Services actually completed and after the District's written approval of the Services, or the portion of the Services for which payment is to be made (such approval not to be unreasonably withheld or delayed).

3.2. Any disputed invoiced amount which cannot be resolved in good faith between the Parties within fifteen (15) business days shall be resolved in accordance with Section 25 below.

4. **Expenses.** Expenses will not be charged for Consultant's performance of these Services.

5. **Materials.** Consultant shall furnish, at its own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this Agreement.
6. **Local, Small Local and Small Local Resident Business Enterprise (L/SL/SLRBE) Program:** Consultant shall comply with the requirements of District's L/SL/SLRBE Program, as applicable, which may require a fifty percent (50%) mandatory minimum local participation requirement in the performance of this Agreement. A copy of the District's Local Business Participation Policy can be obtained on the District's website, at [www.ousd.k12.ca.us](http://www.ousd.k12.ca.us), under District Services, Facilities Planning & Management Department, Bids and Requests for Proposals.
7. **Independent Contractor.** Consultant, in the performance of this Agreement, shall be and act as an independent contractor. Consultant understands and agrees that it and all of its employees shall not be considered officers, employees, agents, partner, or joint venture of the District, and are not entitled to benefits of any kind or nature normally provided employees of the District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Consultant 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 Consultant's employees. In the performance of the Services herein contemplated, Consultant shall have the sole authority for controlling and directing the performance of the details of the work, District being interested only in the results obtained.
8. **Performance of Services / Standard of Care.**
  - 8.1. **Standard of Care.** Consultant represents that Consultant has the qualifications and ability to perform the Services in a professional manner, without the advice, control or supervision of District. Consultant's Services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of its profession for services to California school districts. Consultant's Services will be performed with due care and in accordance with applicable law, code, rule, regulation, and/or ordinance.
    - 8.1.1. Consultant hereby represents that it possesses the necessary professional capabilities, qualifications, licenses, skilled personnel, experience, expertise, and financial resources, and it has available and will provide the necessary equipment, materials, tools, and facilities to perform the Services in an efficient, professional, and timely manner in accordance with the terms and conditions of the Agreement.
    - 8.1.2. Consultant shall be responsible for the professional quality, technical accuracy, completeness, and coordination of the Services, and Consultant understands that the District relies upon such professional quality, accuracy, completeness, and coordination by Consultant in performing the Services.
    - 8.1.3. Consultant shall ensure that any individual performing work under the Agreement requiring a California license shall possess the appropriate license required by the State of California. All personnel shall have sufficient skill and experience to perform the work assigned to them.
    - 8.1.4. Consultant shall carefully study and compare all documents, findings, and other instructions and shall at once report to District, in writing, any error, inconsistency, or omission that Consultant or its employees may discover. Consultant shall use professional efforts in identifying any errors, inconsistencies, or omissions.
    - 8.1.5. Any representations, recommendations, opinions or conclusions relating to the Services provided by Consultant must be made in writing by duly authorized representatives of Consultant.

- 8.2. **Meetings.** Consultant and District agree to participate in regular meetings to discuss strategies, timetables, implementations of services, and any other issues deemed relevant to the operation of Consultant's performance of Services.
- 8.3. **District Approval.** The work completed herein must meet the approval of the District and shall be subject to the District's general right of inspection and supervision to secure the satisfactory completion thereof.
9. **Originality of Services.** Except as to standard generic details, Consultant agrees that all technologies, formulae, procedures, processes, methods, writings, ideas, dialogue, compositions, recordings, teleplays and video productions prepared for, written for, or submitted to the District and/or used in connection with this Agreement, shall be wholly original to Consultant and shall not be copied in whole or in part from any other source, except that submitted to Consultant by District as a basis for such services.
10. **Copyright/Trademark/Patent.** Consultant understands and agrees that all matters produced under this Agreement shall become the property of District and cannot be used without District's express written permission. District shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the District (specifically excluding any underlying pre-existing intellectual property). District may, with Consultant's prior written consent, use Consultant's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.
11. **Termination.**
- 11.1. **For Convenience by District.** District may, at any time, with or without reason, terminate this Agreement and compensate Consultant only for services satisfactorily rendered to the date of termination. Written notice by District shall be sufficient to stop further performance of services by Consultant. Notice shall be deemed given when received by the Consultant or no later than three (3) calendar days after the day of mailing, whichever is sooner.
- 11.2. **For Convenience by Consultant.** Consultant may, upon sixty (60) days notice, with or without reason, terminate this Agreement. Upon this termination, District shall only be obligated to compensate Consultant for services satisfactorily rendered to the date of termination. Written notice by Consultant shall be sufficient to stop further performance of services to District. Consultant acknowledges that this sixty (60) day notice period is acceptable so that the District can attempt to procure the Services from another source.
- 11.3. **With Cause by District.** District may terminate this Agreement upon giving of written notice of intention to terminate for cause. Cause shall include:
- 11.3.1. material violation of this Agreement by the Consultant; or
- 11.3.2. any act by Consultant exposing the District to liability to others for personal injury or property damage; or
- 11.3.3. Consultant is adjudged a bankrupt, Consultant makes a general assignment for the benefit of creditors or a receiver is appointed on account of Consultant's insolvency.

Written notice by District shall contain the reasons for such intention to terminate and, unless within three (3) calendar days after that notice the condition or violation shall cease or satisfactory arrangements for the correction thereof be made, this Agreement shall upon the expiration of the three (3) calendar days cease and terminate. In the event of this termination, the District may secure the required Services from another Consultant. If the expense, fees, and/or costs to the District exceeds the cost of providing the Services pursuant to this Agreement, the Consultant shall immediately pay the excess expense,

fees, and/or costs to the District upon the receipt of the District's notice of these expense, fees, and/or costs. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to District.

- 11.4. Upon termination, Consultant shall provide the District with all documents produced maintained or collected by Consultant pursuant to this Agreement, whether or not such documents are final or draft documents.

**12. Indemnification.** To the furthest extent permitted by California law, Consultant shall indemnify, and hold harmless the District, its Governing Board, agents, representatives, officers, consultants, employees, trustees, and volunteers ("the Indemnified Parties") from any and all claims, arising out of, pertaining to or relating to the negligence, recklessness, errors or omissions, or willful misconduct of Consultant. Consultant shall, to the fullest extent permitted by California law, defend the Indemnified Parties at Consultant's own expense, including attorneys' fees and costs, from any and all claims arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of Consultant. The District shall have the right to accept or reject any legal representation that Consultant proposes to defend the indemnified parties.

**13. Insurance.**

- 13.1. Consultant shall procure and maintain at all times it performs any portion of the Services the following insurance with minimum limits equal to the amount indicated below.

13.1.1. **Commercial General Liability and Automobile Liability Insurance.** Commercial General Liability Insurance and Any Auto Automobile Liability Insurance that insure against all claims of bodily injury, property damage, personal injury, death, advertising injury, and medical payments arising from Consultant's performance of any portion of the Services. (Form CG 0001 and CA 0001)

13.1.2. **Workers' Compensation and Employers' Liability Insurance.** Workers' Compensation Insurance and Employers' Liability Insurance for all of its employees performing any portion of the Services. In accordance with provisions of section 3700 of the California Labor Code, the Consultant shall be required to secure workers' compensation coverage for its employees. If any class of employee or employees engaged in performing any portion of the Services under this Agreement are not protected under the Workers' Compensation Statute, adequate insurance coverage for the protection of any employee(s) not otherwise protected must be obtained before any of those employee(s) commence performing any portion of the Services.

13.1.3. **Professional Liability (Errors and Omissions).** Professional Liability (Errors and Omissions) Insurance as appropriate to the Consultant's profession.

Type of Coverage	Minimum Requirement
<b>Commercial General Liability Insurance</b> , including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments	
Each Occurrence	\$ 1,000,000
General Aggregate	\$ 2,000,000
<b>Automobile Liability Insurance - Any Auto</b>	
Each Occurrence	\$ 1,000,000
General Aggregate	\$ 2,000,000
<b>Professional Liability</b>	\$ 1,000,000
<b>Workers Compensation</b>	Statutory Limits
<b>Employer's Liability</b>	\$ 1,000,000

- 13.2. **Proof of Carriage of Insurance.** Consultant shall not commence performing any portion of the Services until all required insurance has been obtained and certificates indicating the required coverage's have been delivered in duplicate to the District and approved by the District. Certificates and insurance policies shall include the following:
- 13.2.1. A clause stating: "This policy shall not be canceled or reduced in required limits of liability or amounts of insurance until notice has been mailed to the District, stating date of cancellation or reduction. Date of cancellation or reduction shall not be less than thirty (30) days after date of mailing notice."
  - 13.2.2. Language stating in particular those insured, extent of insurance, location and operation to which insurance applies, expiration date, to whom cancellation and reduction notice will be sent, and length of notice period.
  - 13.2.3. An endorsement stating that the District and its Governing Board, agents, representatives, employees, trustees, officers, consultants, and volunteers are named additional insureds under all policies except Workers' Compensation Insurance, Professional Liability, and Employers' Liability Insurance. An endorsement shall also state that Consultant's insurance policies shall be primary to any insurance or self-insurance maintained by District. An endorsement shall also state that there shall be a waiver of any subrogation.
  - 13.2.4. All policies except the Professional Liability, Workers' Compensation, and Employers' Liability Insurance shall be written on an occurrence form.
- 13.3. **Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the District.
14. **Assignment.** The obligations of the Consultant pursuant to this Agreement shall not be assigned by the Consultant.
15. **Compliance with Laws.** Consultant shall observe and comply with all applicable rules and regulations of the governing board of the District and all applicable federal, state, and local laws, ordinances and regulations. Consultant shall give all notices required by any law, ordinance, rule and regulation bearing on conduct of the Services as indicated or specified. If Consultant observes that any of the Services required by this Agreement are at variance with any such laws, ordinance, rules or regulations, Consultant shall notify the District, in writing, and, at the sole option of the District, any necessary changes to the scope of the Services shall be made and this Agreement shall be appropriately amended in writing, or this Agreement shall be terminated effective upon Consultant's receipt of a written termination notice from the District. If Consultant knowingly performs any work that is in violation of any laws, ordinances, rules or regulations, without first notifying the District of the violation, Consultant shall bear all costs arising therefrom.
16. **Certificates/Permits/Licenses/Registration.** Consultant and all Consultant's employees or agents shall secure and maintain in force such certificates, permits, licenses and registration as are required by law in connection with the furnishing of Services pursuant to this agreement.
17. **Safety and Security.** Consultant is responsible for maintaining safety in the performance of this Agreement. Consultant shall be responsible to ascertain from the District the rules and regulations pertaining to safety, security, and driving on school grounds, particularly when children are present.
18. **Employment with Public Agency.** Consultant, if an employee of another public agency, agrees that Consultant will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to this Agreement.
19. **Anti-Discrimination.** It is the policy of the District that in connection with all work performed under contracts there be no discrimination against any employee engaged in the work because



of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status and therefore the Consultant 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 District policy. In addition, the Consultant agrees to require like compliance by all its subcontractor(s).

20. **Fingerprinting of Employees.** The Fingerprinting/Criminal Background Investigation Certification must be completed and attached to this Agreement prior to Consultant's performing of any portion of the Services. Although District has determined that fingerprinting is not applicable to this Agreement, Consultant expressly acknowledges that the following conditions shall apply to any work performed by Consultant and/or Consultant's employees on a school site:

- 20.1. All site visits shall be arranged through the District;
- 20.2. Consultant and Consultant's employees shall inform District of their proposed activities and location at the school site, allowing District time to arrange site visits without a disruption to the educational process;
- 20.3. Consultant and/or Consultant's employees shall check in with the school office each day immediately upon arriving at the school site;
- 20.4. Once at such location, Consultant and Consultant's employees shall not change locations without contacting the District;
- 20.5. Consultant and Consultant's employees shall not use student restroom facilities; and
- 20.6. If Consultant and Consultant's employees find themselves alone with a student, Consultant and Consultant's employees shall immediately contact the school office and request that a member of the school staff be assigned to the work location.

21. **Audit.** Consultant shall establish and maintain books, records, and systems of account, in accordance with generally accepted accounting principles, reflecting all business operations of Consultant transacted under this Agreement. Consultant shall retain these books, records, and systems of account during the Term of this Agreement and for three (3) years thereafter. Consultant shall permit the District, its agent, other representatives, or an independent auditor to audit, examine, and make excerpts, copies, and transcripts from all books and records, and to make audit(s) of all billing statements, invoices, records, and other data related to the Services covered by this Agreement. Audit(s) may be performed at any time, provided that the District shall give reasonable prior notice to Consultant and shall conduct audit(s) during Consultant's normal business hours, unless Consultant otherwise consents.

22. **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.

23. **District's Evaluation of Consultant and Consultant's Employees and/or Subcontractors.** The District may evaluate the Consultant in any manner which is permissible under the law. The District's evaluation may include, without limitation:

- 23.1. Requesting that District employee(s) evaluate the Consultant and the Consultant's employees and subcontractors and each of their performance.
- 23.2. Announced and unannounced observance of Consultant, Consultant's employee(s), and/or subcontractor(s).

24. **Limitation of District Liability.** Other than as provided in this Agreement, District'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

District 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.

25. **Disputes:** In the event of a dispute between the parties as to performance of the Services, the interpretation of this Agreement, or payment or nonpayment for work performed or not performed, the parties shall attempt to resolve the dispute in good faith. Pending resolution of the dispute, Consultant agrees it will neither rescind the Agreement nor stop the performance of the Services, but will allow determination by the court of the State of California, in the county in which the District's administration office is located, having competent jurisdiction of the dispute. Disputes may be determined by mediation if mutually agreeable, otherwise by litigation. Notice of the demand for mediation of a dispute shall be filed in writing with the other party to the Agreement. The demand for mediation shall be made within a reasonable time after written notice of the dispute has been provided to the other party, but in no case longer than ninety (90) days after initial written notice. If a claim, or any portion thereof, remains in dispute upon satisfaction of all applicable dispute resolution requirements, the Consultant shall comply with all claims presentation requirements as provided in Chapter 1 (commencing with section 900) and Chapter 2 (commencing with section 910) of Part 3 of Division 3.6 of Title 1 of Government Code as a condition precedent to the Consultant's right to bring a civil action against the District. For purposes of those provisions, the running of the time within which a claim must be presented to the District shall be tolled from the time the Consultant submits its written claim until the time the claim is denied, including any time utilized by any applicable meet and confer process.
26. **Confidentiality.** The Consultant and all Consultant's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement.
27. **Notice.** Any notice required or permitted to be given under this Agreement shall be deemed to have been given, served, and received if given in writing and either personally delivered or deposited in the United States mail, registered or certified mail, postage prepaid, return receipt required, or sent by overnight delivery service, or facsimile transmission, addressed as follows:

Oakland Unified School District  
955 High Street  
Oakland, CA 94601  
Tel: 510-535-7038; Fax: 510-535-7082  
ATTN: Tadashi Nakadegawa

Valley Relocation & Storage  
5000 Marsh Drive  
Concord, CA 94520  
Tel: 925-682-3740  
ATTN: Joe Rodgers

Any notice personally given or sent by facsimile transmission shall be effective upon receipt. Any notice sent by overnight delivery service shall be effective the business day next following delivery thereof to the overnight delivery service. Any notice given by mail shall be effective three (3) days after deposit in the United States mail.

28. **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.
29. **California Law.** This Agreement shall be governed by and the rights, duties and obligations of the Parties shall be determined and enforced in accordance with the laws of the State of California. The Parties further agree that any action or proceeding brought to enforce the terms and conditions of this Agreement shall be maintained in the county in which the District's administration offices are located.

30. **Waiver.** The waiver by either party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.
31. **Severability.** If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.
32. **Incorporation of Recitals and Exhibit.** The Recitals and exhibit attached hereto are hereby incorporated herein by reference.
33. **Provisions Required By Law Deemed Inserted.** Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and this Agreement shall be read and enforced as though it were included therein.
34. **Authority to Bind Parties.** Neither party in the performance of any and all duties under this Agreement, except as otherwise provided in this Agreement, has any authority to bind the other to any agreements or undertakings.
35. **Attorney's Fees/Costs.** Should litigation be necessary to enforce any terms or provisions of this Agreement, then each party shall bear its own litigation and collection expenses, witness fees, court costs and attorney's fees.
36. **Captions and Interpretations.** Paragraph headings in this Agreement are used solely for convenience, and shall be wholly disregarded in the construction of this Agreement. No provision of this Agreement shall be interpreted for or against a party because that party or its legal representative drafted such provision, and this Agreement shall be construed as if jointly prepared by the Parties.
37. **Calculation of Time.** For the purposes of this Agreement, "days" refers to calendar days unless otherwise specified.
38. **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 properly authority and empowered to enter into this Agreement.
39. **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.

**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>

  
\_\_\_\_\_  
**Tadashi Nakadegawa**  
Director of Facilities Planning & Management

**[SIGNATURES ON NEXT PAGE]**

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date indicated below:

**OAKLAND UNIFIED SCHOOL DISTRICT**

Aimee Eng 6/6/19  
Aimee Eng, President, Board of Education Date  
Kyla Johnson-Trammell 6/6/19  
Kyla Johnson-Trammell, Superintendent & Secretary, Board of Education Date  
Timothy White  
Timothy White, Deputy Chief, Facilities Planning and Management Date

**APPROVED AS TO FORM:**

(as to form only) 5/14/19  
OUSD Facilities Legal Counsel Date

**CONSULTANT**

Agnesides WICS manager 5/3/19  
Date

**Information regarding Consultant:**

Consultant: Valley Relocation  
License No.: 88087844  
Address: 5000 N. 1st St.  
Concord, Ca 94520  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Type of Business Entity:  
☐ Individual  
☐ Sole Proprietorship  
☐ Partnership  
☒ Limited Partnership  
☒ Corporation, State: CA  
☐ Limited Liability Company  
☐ Other: \_\_\_\_\_

94 2985770  
Employer Identification and/or  
Social Security Number  
**NOTE: United States Code, title 26, sections 6041 and 6109 require non-corporate recipients of \$600 or more to furnish their taxpayer identification number to the payer. The United States Code also provides that a penalty may be imposed for failure to furnish the taxpayer identification number. In order to comply with these rules, the District requires your federal tax identification number or Social Security number, whichever is applicable.**

### 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:

Proper Name of Consultant:

Signature:

Print Name:

Title:

May 2<sup>nd</sup>, 2009  
Valley Relocation and Storage of Northern Calif.  
Finc.  
Sharon Figueredo  
OICS Manager

(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.)

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

The undersigned is aware of and hereby certify that neither **Valley Relocation & Storage** ("Consultant") 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. Further, the undersigned agrees to include this clause without modification in all lower tier transactions, solicitations, proposals, contracts and subcontracts.

Where the Consultant 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 Consultant on the 8 day of May 2019 for the purposes of submission of this Agreement.

By:

Signature

Typed or Printed Name

Title



## **FINGERPRINTING/CRIMINAL BACKGROUND INVESTIGATION CERTIFICATION**

One of the three boxes below **must** be checked, with the corresponding certification provided, and this form attached to the Independent Consultant Agreement for Professional Services ("Agreement"):

- ☐ Consultant's employees will have only limited contact, if any, with District pupils and the District will take appropriate steps to protect the safety of any pupils that may come in contact with Consultant's employees so that the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 shall not apply to Consultant for the services under this Agreement. As an authorized District official, I am familiar with the facts herein certified, and am authorized to execute this certificate on behalf of the District. (Education Code § 45125.1 (c))

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

District Representative's Name and Title: \_\_\_\_\_

District Representative's Signature: \_\_\_\_\_

- ☐ The fingerprinting and criminal background investigation requirements of Education Code section 45125.1 apply to Consultant's services under this Agreement and Consultant certifies its compliance with these provisions as follows: *"Consultant certifies that the Consultant has complied with the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 with respect to all Consultant's employees, subcontractors, agents, and subcontractors' employees or agents ("Employees") regardless of whether those Employees are paid or unpaid, concurrently employed by the District, or acting as independent contractors of the Consultant, who may have contact with District 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. A complete and accurate list of all Employees who may come in contact with District pupils during the course and scope of the Agreement is attached hereto."*

- ☒ Consultant's services under this Agreement shall be limited to the construction, reconstruction, rehabilitation, or repair of a school facility and although all Employees will have contact, other than limited contact, with District pupils, pursuant to Education Code section 45125.2 District shall ensure the safety of the pupils by at least one of the following as marked:

- ☒ The installation of a physical barrier at the worksite to limit contact with pupils.
- ☐ Continual supervision and monitoring of all Consultant's on-site employees of Consultant by an employee of Consultant, \_\_\_\_\_, whom the Department of Justice has ascertained has not been convicted of a violent or serious felony.
- ☐ Surveillance of Employees by District personnel.

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

District Representative's Name and Title: \_\_\_\_\_

District Representative's Signature: \_\_\_\_\_

I am a representative of the Consultant entering into this Agreement with the District and I am familiar with the facts herein certified, and am authorized and qualified to execute this certificate on behalf of Consultant.

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

Name of Consultant: \_\_\_\_\_

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

Print Name and Title: \_\_\_\_\_

5/8/19  
Valley Relocation and Storage  
Sharon Figueroa OCS

### **EXHIBIT "A"**

#### **DESCRIPTION OF SERVICES TO BE PERFORMED BY CONSULTANT**

## FINGERPRINTING/CRIMINAL BACKGROUND INVESTIGATION CERTIFICATION

One of the three boxes below **must** be checked, with the corresponding certification provided, and this form attached to the Independent Consultant Agreement for Professional Services ("Agreement"):

- ☐ Consultant's employees will have only limited contact, if any, with District pupils and the District will take appropriate steps to protect the safety of any pupils that may come in contact with Consultant's employees so that the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 shall not apply to Consultant for the services under this Agreement. As an authorized District official, I am familiar with the facts herein certified, and am authorized to execute this certificate on behalf of the District. (Education Code § 45125.1 (c))

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

District Representative's Name and Title: \_\_\_\_\_

District Representative's Signature: \_\_\_\_\_

- ☐ The fingerprinting and criminal background investigation requirements of Education Code section 45125.1 apply to Consultant's services under this Agreement and Consultant certifies its compliance with these provisions as follows: *"Consultant certifies that the Consultant has complied with the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 with respect to all Consultant's employees, subcontractors, agents, and subcontractors' employees or agents ("Employees") regardless of whether those Employees are paid or unpaid, concurrently employed by the District, or acting as independent contractors of the Consultant, who may have contact with District 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. A complete and accurate list of all Employees who may come in contact with District pupils during the course and scope of the Agreement is attached hereto."*

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- ☒ The installation of a physical barrier at the worksite to limit contact with pupils.

- ☐ Continual supervision and monitoring of all Consultant's on-site employees of Consultant by an employee of Consultant, \_\_\_\_\_, whom the Department of Justice has ascertained has not been convicted of a violent or serious felony.

- ☐ Surveillance of Employees by District personnel.

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

District Representative's Name and Title: \_\_\_\_\_

District Representative's Signature: \_\_\_\_\_

I am a representative of the Consultant entering into this Agreement with the District and I am familiar with the facts herein certified, and am authorized and qualified to execute this certificate on behalf of Consultant.

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

Name of Consultant: \_\_\_\_\_

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

Print Name and Title: \_\_\_\_\_

### EXHIBIT "A"

#### **DESCRIPTION OF SERVICES TO BE PERFORMED BY CONSULTANT**

**Contract #11: Independent Consultant Agreement Less than \$92,600 – Valley Relocation & Storage – Facilities Planning & Management Project - \$17,100.00**

Page 12



- SCOPE OF SERVICES
- See attachment

## INVOICE



5000 Marsh Drive • Concord, CA 94520  
 (925) 682-3740 • (800) 284-6285  
 CAL. P.U.C. T-151659



**PENDING**

AS OF 4/12/18

TO

OAKLAND UNIFIED SCHOOL DIST  
 ATTN: PAMILA HENDERSON  
 955 HIGH ST.  
 OAKLAND, CA 94601

INVOICE NUMBER 138052

INVOICE DATE 3/07/19

P.O. NUMBER

CUSTOMER NUMBER 45159A

SHIPPER		FROM	CA	TO	SALESMAN	
OUSD WARHOUSE		OAKLAND			10	
SERVICE CODE	DESCRIPTION	AMOUNT	QUANTITY OR WEIGHT	%	RATE	CHARGES & CREDITS
	DATES OF SERVICE 12/4/18-1/14/19					
018	12/19 FUEL SURCHARGE					100.00
018	12/26 FUEL SURCHARGE					100.00
018	1/9 FUEL SURCHARGE					100.00
018	1/14 FUEL SURCHARGE					50.00
076	12/4 MATERIAL DELIVERY					90.00
082	12/19 MOVE SERVICES 2V 4MEN					710.00
082	12/26 MOVE SERVS 2VANS 7MEN					2897.50
082	1/9 MOVE SERVICES 2VANS 4MEN					2256.25
082	1/14 MOVE SERVS 1VAN 4MEN					1572.50
604	AUTO-BOTTOM CARTONS	80.00			2.25EA	180.00
704	WAREHOUSE HANDLING					105.00
927	DISPOSAL FEE					277.07
966	INSTALL SERVICES					5320.00
TOTAL						13758.32

TERMS: PAYABLE IN 7 DAYS

# Work Order

Work Order, ID: 4232-5

Golden State Installers Work Order

VRS will deliver 12 cubes at 7am and GSI will rebuild 10 cubes... there is 2 extra in case you need parts

Make sure that you (golden State has your space plan)

## General

Customer: Oakland Unified School District 45159A  
Total Work Orders Scheduled: 51  
Service Type: Moving Services  
Phone: (510) 434-2235  
Coordinator Name: Bridget Darden

## VALUATION

Valuation: \$.60 cents per pound per article

## Manpower/Trucks/Hours/BOL/PO/JOB NAME

JOB NAME: OUSD Cube Move  
PURCHASE ORDER #: See for Billing  
E-WASTE EW#: n/a  
Warehouse Access ID: n/a  
Minimum Hours: 4  
Estimated onsite HRS: 7  
Drive Time: 1  
YC: 0  
BT: 0  
TT: 0  
Flat Bed: 0  
MVR: 0  
INST: 4-6  
SUP: 0  
IT Tec: 0  
PM: 0  
IT Sup: 0  
Total Trucks: 0  
Total Men: 4-6



## 1ST STOP AND LAST STOP

OUSD Warehouse  
955 High Street  
OAKLAND, CA 94607  
On-site Contact: Pamela Henderson  
Start: 01/09/2019 08:00 AM  
Estimated End: 01/09/2019 04:00 PM

## On-site Contact

Phone: (510) 535-7062

## ADDITIONAL INFORMATION

Sales#: 10/44

## Standard Equipment

Set of Tools: yes

#	Item	Description	Hrs	Qty
1.	Misc Charges	Bid Job See Quote	0.00	--

# UNIFORM STRAIGHT BILL OF LADING — Original — Not Negotiable — Domestic

SHIPPER'S NO. 138052

4232-6

CARRIER

AGENT'S NO.

RECEIVED, subject to the classifications and tariffs in effect on the date of the receipt by the carrier of the property described in the Original Bill of Lading.

FROM **Oakland Unified School District 45159A** **Concord Warehouse 4020** **9 1 19** **DATE** **20**  
**Nelson Avenue CONCORD, CA**

the property described below, in apparent good order, except as noted (contents and condition of contents of packages unknown) marked, consigned and destined as shown below, which said company (the word company being understood throughout this contract as meaning any person or corporation in possession of the property under the contract) agrees to carry to its usual place of delivery at said destination, if on its own railroad, water line, highway route or routes, or within the territory of its highway operations, otherwise to deliver to another carrier on the route to said destination. It is mutually agreed, as to each carrier of all or any of said property over all or any portion of said route to destination, and as to each party at any time interested in all or any of said property, that every service to be performed hereunder shall be subject to all the conditions not prohibited by law, whether printed or written, herein contained, including the conditions on back hereof, which are hereby agreed to by the shipper and accepted for himself and his assigns.

CONSIGNEE TO  
 DESTINATION **Oakland Unified School District 45159A** STREET CITY COUNTY STATE  
 ROUTING ORDER NO.  
 DELIVERING CARRIER VEHICLE OR CAR INITIAL NO.

NO. SHIPPING UNIT	HM	Kind of Packages, Description of Articles (IF HAZARDOUS MATERIALS-PROPER SHIPPING NAME, HAZARD CLASS, ID NO.)	PURCH. ORDER/ ID NO.	WEIGHT (subject to correction)	RATE	LABELS REQUIRED (or exemption)
		Valuation: \$.60 cents per pound per article				
		Valuation Cost: \$				
		full Bobtail of trash				
		1/19/19				

Remit C.O.D. to: Address: City: State: Zip: **COD** Amt: \$ C.O.D. Fee: PREPAID ☐ COLLECT ☐ \$  
 NOTE - Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property. The agreed or declared value of the property is hereby specifically stated by the shipper to be not exceeding \$ Per Subject to Section 7 of the conditions, if this shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement: The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges. (Signature of Consignor) FREIGHT CHARGES PREPAID ☐ COLLECT ☐

\* Mark with "X" to designate Hazardous Materials as defined in the Department of Transportation Regulations governing the transportation of hazardous materials. The use of this column is an optional method for identifying hazardous materials on bills of lading per Section 172.201(a)(1)(iii) of Title 49, Code of Federal Regulations. Also, when shipping hazardous materials, the shipper's certification statement prescribed in Section 172.204(a) of the Federal Regulations must be indicated on the bill of lading, unless a specific exception from this requirement is provided in the Regulations for a particular material.

This is to certify that the above-named materials are properly classified, described, packaged, marked and labeled and are in proper condition for transportation according to the applicable regulations of the Department of Transportation.

SPECIAL INSTRUCTIONS:

PLACARDS REQUIRED

PLACARDS SUPPLIED

☐ YES ☐ NO — FURNISHED BY CARRIER  
 DRIVERS SIGNATURE:

SHIPPER, PER

AGENT, PER

(This Bill of Lading is to be signed by the shipper and agent of the carrier issuing same.)

Permanent address of shipper,

White - Uniform Straight Bill of Lading • Yellow - Memorandum • Pink - Shipping Order

December 12, 2018

Ms. Pamila Millet-Henderson  
Project Manager  
510.535.7062  
[Pamilam.henderson@ousd.org](mailto:Pamilam.henderson@ousd.org)

**Revised Cost Estimate**

Project Site 955 High Street, Oakland, CA

Delivery of boxes (already done) \$90.00

**12/18/18**

Load and Deliver 12 cubes to OUSD

1 van 2 men \$810.00

**12/26/2018 7:00 am start time**

2 trucks 1 supervisor + 4 installers + 5 movers \$4,400.00

Will do the following

Move inventory on-site

Disassemble of 10 cubes and take to your warehouse or throw into your on-site dumpster

**1/10/19 7:00 am**

1 van 4 men x 8 hrs. \$1,450.00

Will do the following

Load 12 cubes from OUSD Warehouse and deliver to your space and reshuffle furniture on-site

Installers will start the build of cubes \$2,660.00

**1/11/19 7:00 am**

Installers will complete the build of 10 cubes \$2,660.00

Purchase 60 boxes \$2.00 each \$120.00

**Cost Estimate \$12,190.00**

Corporate Headquarters • 5000 Marsh Drive, Concord CA 94520 • (925) 682-3740

CONCORD

SAN FRANCISCO

SACRAMENTO

PLEASANTON

SAN JOSE

Keep in mind the cubes are being donated to you, so there no warranty or if there are missing parts, etc..

**Additional Information:**

Basic Liability Valuation is provided at \$.60 per pound per item. Valley reserves the right to arrange repairs. If an additional valuation is required, per your request it can be provided at an additional cost.

Thank you for allowing me to present the enclosed pricing on your upcoming move. If you have any questions, please do not hesitate to contact us.

Sincerely,

**Joe Rodgers**

District Manager  
Valley Relocation  
925-260-4694

Corporate Headquarters • 5000 Marsh Drive, Concord CA 94520 • (925) 682-3740

CONCORD

SAN FRANCISCO

SACRAMENTO

PLEASANTON

SAN JOSE



**northAmerican.**  
RELOCATION SERVICES



SPECIALIZED TRANSPORTATION

May 18, 2018

Ms. Pamela Millet-Henderson  
Project Manager- Oakland Unified School District  
510.535.7062  
[Pamila.m.henderson@ousd.org](mailto:Pamila.m.henderson@ousd.org)

**PENDING**  
as of 4/12/19

**Cost Estimate/ Move Plan**

**Move items out**

2 men go to Bond Street to consolidate items in the portable there and then the remainder of the crew goes to OUSD warehouse and load up the 2 cages to be transported to the portable on Bond Street

3 trucks and 10 men @ \$445.00 hr. x for 10hrs.	\$3,850.00
Fuel Surcharge (\$50.00 per truck)	\$150.00

**Move items back**

3 trucks and 10 men @ \$385.00 for 10 hrs.	\$3,850.00
Fuel Surcharge (\$50.00 per truck)	\$150.00

<b>Total Charges</b>	<b>\$8,000.00</b>
----------------------	-------------------

Corporate Headquarters • 5000 Marsh Drive, Concord CA 94520 • (925) 682-3740

CONCORD

SAN FRANCISCO

SACRAMENTO

PLEASANTON

SAN JOSE





## INVOICE



5000 Marsh Drive • Concord, CA 94520  
(925) 682-3740 • (800) 284-6285  
CAL. P.U.C. T-151659

TO

OAKLAND UNIFIED SCHOOL DIST  
ATTN: PAMILA HENDERSON  
955 HIGH ST.  
OAKLAND, CA 94601

INVOICE NUMBER 137489

INVOICE DATE 6/07/18

P.O. NUMBER

CUSTOMER NUMBER 45159A

SHIPPER OUSD WAREHOUSE		FROM OAKLAND	CA	TO	SALESMAN 10	
SERVICE CODE	DESCRIPTION	AMOUNT	QUANTITY OR WEIGHT	%	RATE	CHARGES & CREDITS
	DATE OF SERVICE 5/14/18					
018	FUEL SURCHARGE		3.00		50.00EA	150.00
082	MOVE SERVS 3 VANS 9MEN 1SUPER		8.25		385.00HR	3176.25
					TOTAL	3326.25

TERMS: PAYABLE IN 7 DAYS





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
4/12/2019

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

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must 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> PHP a division of SPG Insurance Solutions 222 Gateway Rd W. Napa CA 94558	<b>CONTACT NAME:</b> Jacob Liik	
	<b>PHONE (A/C, No, Ext):</b> 800-852-1968	<b>FAX (A/C, No):</b> 707-252-5905
	<b>E-MAIL ADDRESS:</b> processing@paulhanson.com	
	<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
	INSURER A : Granite State Insurance Company	23809
	INSURER B : Wesco Insurance Company	25011
	INSURER C : Security National Insurance Company	19879
	INSURER D : RSUI Indemnity Company	22314
	INSURER E : Acceptance Casualty Insurance Company	
	INSURER F :	

**COVERAGES** **CERTIFICATE NUMBER:** 1707251776 **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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C	<b>GENERAL LIABILITY</b> <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	Y	Y	SPP1333649 03	4/1/2019	4/1/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> HPDCoM\$100D <input checked="" type="checkbox"/> HPDCoL\$1000D	Y	Y	WPP1450198 03	4/1/2019	4/1/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
E D	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE  DED RETENTION \$			XOL 4100514 00 NHA246928	4/1/2019 4/1/2019	4/1/2020 4/1/2020	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
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	Y/N	N/A	WWC3393496	1/1/2019	1/1/2020	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <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
A	Cargo Legal Liability			024057424-5	4/1/2019	4/1/2020	Per Unit/Occurrence Deductible \$300,000/\$400,000 \$3,500

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

UMB is written on a following form basis.  
Sparknight LLC, as Owner or Landlord, and CBRE, Inc. as Managing Agent are added as additional insured with respect to general liability for ongoing moves conducted by named insured per form CG2026; subject to all policy terms and provisions.  
Waiver of subrogation applies with respect to general liability per CG2404; subject to all policy terms and provisions.  
Sparknight LLC, as Owner or Landlord, and CBRE, Inc. as Managing Agent are added as additional insured with respect to auto liability per form CA990312; subject to all policy terms and provisions.  
Waiver of subrogation applies with respect to auto liability per CA0444; subject to all policy terms and provisions.  
Blanket waiver of subrogation applies with respect to workers compensation per WC 04 03 06.  
Shipper: SEIU UHW-West & Joint Employer Education Fund

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b>
Sparknight LLC CBRE, Inc. 1000 Broadway, Suite 335 Oakland CA 94607	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 <i>Lisa R. Paul</i>

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**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

### **SCHEDULE**

Shippers and landlords where moves are to occur per certificates on file with the issuing company. Such insurance as is afforded by this policy for the benefit of the Additional Insured Person(s) or Organization(s) shall be primary insurance, and any other insurance maintained by the additional insured(s) shall be excess and noncontributory as respects any claim, loss or liability allegedly arising out of your operations; however, this insurance will not apply to any claim, loss or liability which is determined to be solely the result of the additional insured's negligence or solely the additional insured's responsibility.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

#### **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, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured

will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

**B.** With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations; whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declaration.



## Department of Facilities Planning and Management

## ROUTING FORM

## Project Information

Project Name Facilities Planning and Management

Site 400

## Basic Directions

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

Attachment ☐ Proof of general liability insurance, including certificates and endorsements, if contract is over \$15,000  
 Checklist ☐ Workers compensation insurance certification, unless vendor is a sole provider

## Contractor Information

Contractor Name Valley Relocation &amp; Storage

Agency's Contact Joe Rodgers

OUSD Vendor ID # 004478

Vendor Title:

Address 5000 Marsh Drive  
Concord, CA 94520

Telephone 9256823740

Policy Expires:

Contractor History Previously been an OUSD contractor?

☐ Yes ☒ Worked as an OUSD employee? ☐ Yes

OUSD Project # 00918

## Term

Date Work Will Begin

6/6/2019

Date Work Will End By

6/30/2019

(not more than 5 years from start date)

## Compensation

Total Contract Amount

Total Contract Not To Exceed

\$17,100.00

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 LHP funds, please contact the State and Federal Office before completing requisition.

Resource #	Funding Source	Org Key	Object	Amount
9216/9000	Fund 40	400-9216-0-9000-8500-6276-918-9180-9000-9999-99999	6276	\$17,100.00

## 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, Department of Facilities Planning and Management				
	Signature			Date Approved	5/19/19
2.	General Counsel, Department of Facilities Planning and Management				
	Signature			Date Approved	5/14/19
3.	Deputy Chief, Department of Facilities Planning and Management				
	Signature			Date Approved	
4.	Senior Business Officer, Board of Education				
	Signature			Date Approved	
5.	President, Board of Education				
	Signature			Date Approved	