SAN LEANDRO UNIFIED SCHOOL DISTRICT

CONTRACTED SERVICES AGREEMENT

INSTRUCTIONS:

1. Submit Contracted Services Agreement to Assistant Superintendent, Educational Services, for Board Approval at least 1 month prior to services.
2. Forms must be completed with all required signatures and have Board approval before the consultant/independent contractor can perform services for the District. (Requests submitted after services are performed will jeopardize payment.)
3. Clearances must be obtained with Human Resources Dept. (if applicable) prior to the start of services. Educational Services will facilitate this with HR once the contract is received.

Requested by/ Victoria Forrester / [signature] 10/7/15
(SLUSD) Print Name — Signature — Date

Name of Consultant/Organization: 1st American Transit, LLC

1119 Regent Street	Alameda	CA	94501
Address	City	State	Zip

510-522-8911	510-522-5900	welcomegroupus@yahoo.com
Telephone Number	Fax Number	Cell # or E-Mail Address

SCOPE OF WORK: Provide transportation service for Special Ed Students at various school sites for the 2015-2016 school year.

LOCATION OF SERVICES: Various school sites

DATE(S) OF SERVICE: 7/1/15 – 6/30/16

ESTIMATED COST: Not to exceed $50,000

NAME OF PROGRAM: Special Services Transportation

BUDGET NUMBER: 010-5809-6500-5750-1180-049-49--240 (or ASB funds ___

Administrator/Program Manager Approval:

Victoria Forrester / [signature] /Date: 10/7/15
Print Name — Signature

Consultant/Contractor:

___ / ___ /Date: ___
Print Name — Signature

Business Manager: Initial: ___ Date: ___ Human Resources: Initial: ___ Date: ___

The Contracted Services Agreement must include the following before going to Purchasing Dept. for processing. Check off and attach all documentation that applies.

___ BOARD APPROVAL DATE: ___
___ Clearances with Human Resources: (Fingerprinting (TB
___ Add as Vendor ___ W-9 Tax Form ___ EDD form (Employment Development Dept.)
___ Copy of Requisition ___ Invoice Attached

Note: District staff cannot be employed as a consultant/independent contractor.

Distribution:
___Assistant Superintendent, Educational Services ___Human Resources ___Purchasing Department