SAN LEANDRO UNIFIED SCHOOL DISTRICT
CONTRACTED SERVICES AGREEMENT

INSTRUCTIONS:
1. Submit Contracted Services Agreement 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. Originating Dept. will follow up with HR once the contract is received.

Requested by: Jeannette McNeil / J McNeil / 10/15/2018
(SLUSD) Print Name — Signature — Date

Name of Consultant/Organization: The YMCA @ Camp Arroyo

5535 Arroyo Rd., Livermore, CA 94550
Address — City — State — Zip

(925) 371-8401 — Telephone Number
(925) 455-7977 — Fax Number
wmann@mcaestbay.org — Cell # or E-Mail Address

SCOPE OF WORK: Outdoor Environmental Education - 5th grade field trip

LOCATION OF SERVICES: Camp Arroyo-Livermore

DATE(S) OF SERVICE: February 6th - 8th, 2019

ESTIMATED COST: $ 11,965.00 (and/or hourly Rate: $ _____)

NAME OF PROGRAM: Outdoor Ed

BUDGET NUMBER: 010-5814-9206-1110-1000-006-06- -549 (or ASB funds ____)

Administrator/Program Manager Approval:
Jeannette McNeil / J McNeil / Date: 10/15/2018
Print Name — Signature

Consultant/Contractor:
Kent Chapple / [signature] / Date: 12/5/18
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: January 8, 2019 Field trip
__ 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:
__ Originating Department __ Human Resources __ Purchasing Department

REVISED 4-16-14 RA/RM/vkc

Contract No. OEE2019052 *Signed Contract, Standard Terms & Deposit Due: June 1, 2018*

The YMCA at Camp Arroyo
5535 Arroyo Road, Livermore, CA 94550
(925) 371-8401 ph (925) 455-7977 fax
email:camparroyo@ymcaeastbay.org

Facility Contract

Group Name: James Monroe Elementary **Address:** 3750 Monterey Blvd, San Leandro, CA 94578
Primary Contact: Jeannette McNeil **Tel:** (510) 618 - 4340
jmcneil@slusd.net
Arrival: February 4, 2019 at 12:00 pm
Departure: February 6, 2019 at 1:00 pm

Qty	Description	Unit Price	Total
	Fees for a 3-Day Outdoor School Trip		
55	Students @ $227.00 per person	$227.00	$12,485.00
8	Adults/Teachers @ $185.00 per person (1:11 minimum ratio required)	$185.00	$1,480.00
	Additional students/adults will be billed at the unit price.		
	Total Trip Fee		**$13,965.00**
	Adjustments		
-1	Less Requested Regional Parks Foundation Scholarship	$2,000	($2,000)
	Amount Due		
	25% deposit due June 1, 2018		$2,991.25
	Remaining balance due (minus deposit) January 4, 2019		$8,973.75

Cancellation Policy & Guaranteed Minimum Fee:
If Group reserving camp terminates this agreement with less than 90 days advance notice without using the facilities as agreed, Group reserving camp agrees to pay the entire remaining balance of the Guaranteed Minimum Fee as liquidated damages. Group reserving camp will be released from payment of the Guaranteed Minimum Fee, but **not the non-refundable deposit**, provided written notice of the termination is received by Camp Arroyo no later than 90 days before the scheduled arrival date.

Guaranteed Minimum Fee: $11,099 **Based on Minimum Guaranteed Participants: 52 kids/7 Adults**

The Group reserving camp may not bring additional participants above the Maximum Participant Limit without approval from Camp Arroyo at least 4 weeks in advance of the scheduled trip.

Maximum Participant Limit: 61 kids/10 adults

Our Check Policy:
If your check or automatic draft is returned NSF, it may be re-presented electronically and you will be assessed a processing fee of $25.00 or the maximum amount allowed by law. The check writer is also responsible for all other recovery costs, including attorney's fees and taxes.

Please acknowledge your acceptance of this Facility Contract by signing and dating this form below and sending it with your deposit and the signed Use Agreement Standard Terms by the due date indicated above to Camp Arroyo Business Office at the address indicated above. Reservation is only guaranteed upon receipt of all Agreements and deposit. Please make checks payable to *YMCA Camp Arroyo*.

x JMcNeil **Date:** 9-4-18
Authorized Signature

Name (printed) Jeannette McNeil **Title** principal