PROPOSAL



P.O. Box 160 Northampton, PA 18067-9998 610-262-3661 610-262-3737 Fax

May 24, 2019

East Stroudsburg Area School Dist 50 Vine St East Stroudsburg, PA 18301

Attn: Curtis Beam

Ref: North High School John Deere 4045 Engine / Kohler 80 REOZJF, SN SGM327XP

1 - New Replacement Engine from John Deere, installed

\$ 15, 650.00 12-16 Weeks Availability

The John Deere Engine is a direct replacement for your current Serial Number, but items that were added by Kohler to the engine will have to be transferred from the old engine to the new engine.

2 YR WARRANTY PARTS & LABOR

2 - New Replacement Engine from Kohler, installed

\$ 18,350.00

5-6 Weeks Availability

Kohler is considered the OEM and when they use a John Deere they handle the warranty in house, so if we purchase the engine from Kohler it will only have a 90 Day Parts warranty.

All of the above pricing assumes that all related components are in good working order and reusable. We have not been to site or seen damaged engine. Pricing is good for 30 Days

Because of EPA Regulations that do not allow you to add to the population of older Tier levels the old engine will have to be returned to the factory to be destroyed. So the old engine will have to be fully assembled to return to the factory

Total Estimated Cost for Parts and Labor

\$ Option 1 \$ 15,650.00. Option 2 \$ 18,350.00

All pricing for this proposed utilizing Monday through Friday, 7:30 a.m. to 4:30 p.m. working hours. Services provided outside of these working hours are subject to overtime adjustments. All service calls outside of normal working hours, 4:30PM-7:30AM, will be charged at a minimum of (4) four hours at a rate of \$190.00 per hour.

PROPOSAL

Please provide your PO number below and your signature of authority faxing this order back to Engines Inc. (1-610-262-3737). Please follow up with a hard copy as soon as possible addressed to: Engines Inc. PO Box 160, 1330 Nor-Bath Blvd. Northampton, PA 18067

PO# Assigned	_Signature of Authority
	Printed Name

Thank you,

John Burger Power Generation Sales & Service

john@enginesinc.com 610-262-3661 610-262-3737 fax 570-977-8417 cell

	PLASTERER EQUIPMENT COMPANY, INC.	400 Stoke Park Ro Bethlehem, PA 18 www.plasterer.c	017	Phone: Toll Free: Fax: E-mall: int	(610) 867-4657 (800) 587-9790 (610) 867-1534 fo@plasterer.com
1	When you purchase a machine, we deliver our company	Branch			:
	SAME AS BELOW	03 - BETHLEE			
Ship to:		Date	Time		Page
Shi		05/29/2019	12	31:54 (0)	1
		Account No.	Phone N	0.	Estimate No.
		EASTS003 Ship Via	570	4248500	009079
ä	EAST STROUDSBURG SCHOOL DISTRICT	Offip Via		Purchase Orde	ır
nvoice to:	50 VINE ST				
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드	SINOSSBOKS IN 10301			l Cal	esperson
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		ESTIMATE EXP	TDV DA	// OC /22	BB1
	SERVICE QUOTE - NOT		IKI DA	TE: 06/22/	2019
		ANINVOICE			
i - Annua	al 15% off FILTER sale				
*** D D 3 3 7 7	731 Oven /0.00 oven				
LNIWYYGG Q1 LNIWYYWM	TY 2YR/2000HR PARTS AND LABOR INCLUDED (5YR/10	,000HR			
PPLY)	AVAILABLE UPON REQUEST, ADDITIONAL CHARGES W	ILL			-
	NAL WARRANTY COST:				
	OHR \$1,174.50 W/ \$250 DEDUCTIBLE				
YR/3000)HR \$1,272.00 W/ \$250 DEDUCTIBLE				
YR/4000)HR \$1,381.50 W/ \$250 DEDUCTIBLE				
YR/5000	OHR \$1,501.50 W/ \$250 DEDUCTIBLE				
YR/1000	OOHR \$3,144.00 W/ \$250 DEDUCTIBLE				
*****	*************	*			
	PED DELIVERY 80-120 DAYS FROM DATE ORDERED				
	****** Segment 01 *****	*			
	S013617 ENGINE MS #: P. Model: ALL	E4045L242784			

REP4045HF285

Is to have the following work done

FIELD SERVICE TRAVEL CHARGE \$425.00

Authorization: _ ****** Segment 02 ****** INSTALL NEW ENGINE ADDITIONAL DESCRIPTION: -ESTIMATE TO INSTALL A NEW DEERE OEM ENGINE REPOWER -REASSEMBLE ORIGINAL ENGINE TO BE RETURNED Part# Description Oty

ENGINE

1

Labor:

Price Amount

10850.00 10850.00

Subtotal:

425.00

425.00



SAME AS BELOW

Invoice to:

Part#

TY26661

Authorization:

MISCELLANEOUS CHARGES:

Authorization:

FRT

Ship to:

EAST STROUDSBURG SCHOOL DISTRICT 50 VINE ST EAST STROUDSBURG PA 18301

SECOND FIELD SERVICE TRIP TRAVEL CHARGE \$340.00

400 Stoke Park Road Bethlehem, PA 18017 www.plasterer.com

03 - BETHLEHEM Date | Tin

Branch

Phone: Toll Free: (610) 867-4657 (800) 587-9790

Fax:

(610) 867-1534

Page

E-mail: info@plasterer.com

	05/29/2019	12:31:54	(0)	2
	Account No.	Phone No.	Estin	nata No.
	EASTS003	570424850	0 009	9079
	Ship Via	Purchase	Order	
RG SCHOOL DISTRICT				
RG PA 18301				
			Salesperso	. nc
			BB1	
	ESTIMATE EXI	PIRY DATE: 06	/22/2019)
SERVICE QUOTE - NOT	AN INVOICE			
Description	Qty	Price	Ап	nount
FREIGHT	1	400.00	4.0	00.00
ENGINE BREAK	5	19.24		6.20
			,	
		Parts:	1134	6.20
		Labor:	292	1.00
4 6.4.7		Subtotal:	1426	7.20
****** Segment 03 ******	*			
P TRAVEL CHARGE \$340.00				
Description		Price_	Am	ount
SHOP SUPPLIES		300.00	30	0.00
ENVIRO CHARGE		150.00	15	0.00
ADDITIONALS		500.00	50	0.00

Labor:

Parts:

Labor:

TOTAL:

Subtotal:

Miscellaneous:

Miscellaneous:

340.00

950.00

1290.00

11346.20

3686.00

15982,20

950.00

- PROPOSAL -

"THE EMERGENCY POWER SYSTEM SPECIALISTS"

Emergency Systems Service Company

401 O'Neill Drive • Quakertown, PA 18951-4227 Phone: 215 536-4973 • Fax: 215,536.6676

DATE: May 14, 2019

JOB NAME: Bus Garage North

JOB LOCATION: 279 Timberwolf Drive Dingmans Ferry, PA 18328

PROPOSAL SUBMITTED TO: East Stroudsburg Area School

279 Timberwolf Drive Dingmans Ferry, PA 18328

ATTN: Rebecca Lopez

PHONE: (570) 424-8500 ext 10401

EMAIL: rebecca-lopez@esasd.net

Repairs to Kohler Generator Model # 80REOZJF, Serial # SGM3273XP

- 1. Supply and install new John Deere 4045 Engine Assembly
- 2. Perform 1/2 hour operational test after completing engine installation.
- 3. Warranty 2 year/2000 Hour parts and labor on Engine Assembly only
- 4. Additional 5 year/10000 hour warranty available upon request.
- 5. Estimated delivery 80-120 Days from acceptance.
- Original "Estimate" included all diagnostic visits provided by Emergency Systems for the North Bus Garage which was subsequently billed on or about Feb 15,2019 (Invoice # 220392).
- 7. Original "Estimate" included an NFPA 110 commissioning load bank in accordance with NFPA 110 Section 7.13.4.3. We have now provided that as a separate line item. While this is not necessarily a requirement and subject to interpretation of NFPA 110, it is highly recommended. This option will greatly assist with the required break in procedure as outlined by the manufacturer. It can also prevent problems that can lead to excessive oil consumption.

TOTAL PRICE: Engine installed price \$19,325.00 - 10% discount if paid in terms NFPA Load bank testing price \$1,317.00 10% discount if paid in terms

Payment Terms: Net 30
Quotation Firm: 30 Days

Tom Rejniak, Service Manager

Page 1 of 2

- PROPOSAL -

"THE EMERGENCY POWER SYSTEM SPECIALISTS"

Emergency Systems Service Company

401 O'Neill Drive • Quakertown, PA 18951-4227 Phone: 215 536-4973 • Fax: 215.536.6676

DATE: May 14, 2019

JOB NAME: Bus Garage North

JOB LOCATION: 279 Timberwolf Drive

Dingmans Ferry, PA 18328

PROPOSAL SUBMITTED TO: East Stroudsburg Area School

emengy

279 Timberwolf Drive Dingmans Ferry, PA 18328

Repairs to Kohler Generator Model # 80REOZJF, Serial # SGM3273XP

Acco	eptance of Proposal:	7
	Date of Acceptance	
	Purchase Order Number	
	Authorized Signature	
	Stead Bay Salfa Estada	
	a de la compaña	

Page 2 of 2

QUOTATION

WINTER ENGINE - GENERATOR SERVICE, INC. 715 VOGELSONG ROAD • YORK, PA 17404-1764 PHONE: (717) 848-3777 • FAX: (717) 846-0188 www.winterenggen.com

DATE: 05/09/2019

RE: Motor Replacement



TERMS: NET 30 DAYS, NOTE: EQUIPMENT MUST BE PAID IN FULL BEFORE START-UP CAN BE SCHEDULED.

DELIVERY:

QUANTITY	DESCRIPTION OF THE PROPERTY OF	
	DESCRIPTION OF MATERIAL	PRICE
50 Vii	Stroudsburg School District ne Styretare pleased to provide you with a quoted price to replace the StyretdsburgoBA80৪90 emergency generator as follows:	
Attn:	Curtis Beam	
	New John Deere 4045HF motor, crane service, mileage & labor.	\$17,736.00
	Re-maned John Deere 4045HF motor, crane service, mileage & labor.	\$16,414.00
	Note: Please be advised that the above prices include installation. Warranty is for 90days on the motor. Any applicable taxes are not included in the above listed pricing.	
	Please contact our office if you would like to proceed with this scope of work and/or if you have any questions or concerns.	
	Thank You	
	Sam Grim	

QUOTATION PRICE IS FIRM FOR 60 DAYS.

KOHLER. POWER SYSTEMS



Proposal Submitted To:

East Stroudsburg School District C\O Rebecca Lopez 50 Vine St. East Stroudsburg, PA 18301 (570) 424-8500

5/16/2019

RE: Wood Replacement Intermediate Stage.

We hereby propose to furnish all materials and necessary equipment, and perform all labor necessary to complete the following work:

- Demo existing Wood flooring throughout Stage area.
- Install New 1st Grade Maple on front stage and 1st grade finished plywood throughout Back Stage.
- Front Stage to be sand and finished. Back stage to be Sanded and painted 3 coats both sides. (SW Pro Mar 400) This will
 reduce Yearly maintenance and is industry standard for extreme flat Black for theatres.
- Includes New vented Base with prefab outside corners, sand and finish on steps, basic repair of substrate and Rework of Sleeper floors with Moisture barrier.
- Dumpsters included.
- Co stars # 523705

TOTAL

\$ 36,400.00

Respectfully submitted,

Division 09 Contract Flooring 3731 Pricetown Road Fleetwood, PA 19522

By: Dustin Karvaski Phone: 484-332-6998 Contractor's License #: PA085765

Note: This proposal may be withdrawn by us if not accepted within ____45___ days.

ACCEPTANCE OF PROPOSAL

You are hereby authorized to furnish all material, equipment and labor required to complete the work described in the above proposal, for which the undersigned agrees to pay the amount stated in said proposal and according to the terms therefore.

Data	
Date	Owner/Contractor Signature
	Owner/Contractor Signature



Proposal Submitted To:

East Stroudsburg School District C\O Rebecca Lopez 50 Vine St. East Stroudsburg, PA 18301 (570) 424-8500

5/16/2019

RE: Wood Replacement HS Stage

We hereby propose to furnish all materials and necessary equipment, and perform all labor necessary to complete the following work:

- Demo existing Wood flooring throughout Stage area.
- Install New 1st Grade Maple on front stage and 1st grade finished plywood throughout Back Stage.
- Front Stage to be sand and finished. Back stage to be Sanded and painted 3 coats both sides. (SW Pro Mar 400) This will reduce Yearly maintenance and is industry standard for extreme flat Black for theatres.
- Includes black Cove Base, sand and finish on steps, and basic repair of substrate.
- Dumpster included.
- Co stars # 523705

TOTAL

\$ 32,500.00

Respectfully submitted,

Division 09 Contract Flooring 3731 Pricetown Road Fleetwood, PA 19522

By: Dustin Karvaski Phone: 484-332-6998 Contractor's License #: PA085765

Note: This proposal may be withdrawn by us if not accepted within ____45___ days.

ACCEPTANCE OF PROPOSAL

You are hereby authorized to furnish all material, equipment and labor required to complete the work described in the above proposal, for which the undersigned agrees to pay the amount stated in said proposal and according to the terms therefore.

Date	Owner/Contractor Signature





6597 Joy Road • East Syracuse, NY 13057 ph (315)622-1313 • fax (315)622-2900 www.nagleathletic.com

Quality. Service. Value. It's what we do.

PROPOSAL



Proposal # P-003843-2

Proposal Submitted To:	At:
Denise Rogers	East Stroudsburg Area SD
Street:	City, State and Zip Code:
50 Vine Street	East Stroudsburg, PA 18301
Phone and Fax Number:	Date of Proposal:
(570) 424 - 8500/(570) 421 - 4968	05/13/2019
Name of Job:	Location of Job:
East Stroudsburg South HS Track Repair	East Stroudsburg South High School

Furnish all materials, labor and insurance to install the following:

Facility owner is responsible for ensuring athletic surfaces are free and clear of any equipment prior to our arrival on site.

Facility owner is also responsible for ensuring all repaired areas remain protected until the curing process is complete. Cure time can be between 24-72 hours based on weather conditions. Nagle Athletic Surfaces is not responsible for repairs that are damaged prior to curing.

Remove and replace approximately 1 square feet running track surface with Red polyurethane/rubber mixture. NOTE: Color and texture will not match the existing.

Price based on paying private rates to Nagle Athletic Surfaces. Inc.'s employees. Additional labor required by local unions or the paying of prevailing wages is not included in this price.

Pricing is based on COSTARS Supplier #343306 Contract #014-179 Recreational & Fitness Equipment

Nagle Athletic Surfaces, Inc. maintains; a drug free workplace, OSHA safety trained field staff, and background clearances as required.

USE TAX ON MATERIALS INCLUDED IN PRICE

We Propose hereby to furnish materials and labor-complete in accordance with the above specifications, for the sum of :

\$1,000.00

Payment to be made as follows:

Payment terms as per approved contract

Proposal submitted by Serge Silva and is valid for 60 days.

Proposal # P-003843-2

Conditions:

Acceptance of our bid and price by Contractor/Owner shall be acceptance of all terms and conditions recited herein which shall supersede any conflicting term in any other contract document. Contractor's/Owner's agreement herewith shall be evidenced by Nagle Athletic Surfaces commencement of work for project.

Nagle Athletic Surfaces, Inc. is not responsible for the layout and establishment of grades as done by others. Nagle Athletic Surfaces, Inc. accepts no responsibility for improper design or engineering.

This proposal is based on the payment of prevailing wage rates if applicable, to Nagle Athlotic Surfaces, Inc. personnel. Any union labor required due to the general contractors contractual union agreements, project labor agreements and or specific apprenticeship requirements will be provided at no cost to Nagle Athletic Surfaces, Inc.

The Contractor/Owner will cooperate with Nagle Athletic Surfaces to avoid scheduling conflicts or interference with Nagle Athletic Surfaces' work. The project schedule, and any modification of that schedule, shall allow the Nagle Athletic Surfaces reasonable time, as outlined in the proposal, to complete Nagle Athletic Surfaces' work in an efficient manner. Contractor/Owner will provide Nagle Athletic Surfaces a complete initial project schedule, as well as any subsequent revisions, outlining all phases of work for project.

If there is a change in the project schedule, or if there is any delay not caused by Nagle Athletic Surfaces, Nagle Athletic Surfaces will be entitled to reimbursement for any increased costs of materials and for any increased cost of labor, including overtime. Nagle Athletic Surfaces' entitlement to increased costs is not limited to the amounts that the Contractor may receive from the Owner under the prime contract.

Nagle Athletic Surfaces will not be required to commence or continue work until the project site is in an adequate condition, as outlined in the proposal and/or as outlined in the architectural specifications, for this work to begin. If the project site is not in an adequate condition for Nagle Athletic Surfaces to start work, that is a delay under the terms of this contract. Any and all resulting liquidated damages and claims against Nagle Athletic Surfaces shall be waived for said delays.

Nagle Athletic Surfaces' completion of its scope of work is dependent of weather conditions. Nagle Athletic Surfaces will suspend work on the project if any of the following weather conditions exist: 1) rain, 2) Temperatures below manufacturer's specifications or 3) high winds. The schedule shall be extended by the exact duration of any and all weather related suspensions of work. Any and all liquidated damages or claims shall be waived due to any delays caused by weather related suspensions of work.

The Contractor/Owner may make no claim for liquidated or actual damages caused by Nagle Athletic Surfaces' delay beyond the money which the Contractor/Owner has to pay for that delay under the terms of the contract.

Any indemnification or hold harmless obligation of Nagle Athletic Surfaces to the Contractor/Owner will extend only to claims relating to property damage or bodily injury, and only to the extent that the property damage or bodily injury was caused by the negligence or intentional act of Nagle Athletic Surfaces, its employees, or its subcontractors.

No back charge by the Contractor/Owner will be valid unless Nagle Athletic Surfaces has been given written notice of the Contractor's/Owner's claim, has been allowed reasonable time to correct any deficiency, and has failed to do so. Further, any back charge will not exceed an amount reasonably calculated to cover the cost of the anticipated liability or claim. All remaining amounts due Nagle Athletic Surfaces will be promptly paid.

The Contractor/Owner is liable to Nagle Athletic Surfaces for any expenses incurred by Nagle Athletic Surfaces in enforcing the terms of this addendum, including, but not limited to, reasonable interest and attorney fees.

Nagle Athletic Surfaces, Inc. agrees to procure and maintain the following insurance coverage:

- (a) Commercial general Liability insurance, blanket endorsed to additional insureds as required per contract, with limits not less than \$1,000,000 per occurrence, \$1,000,000 Products/Completed Operations, \$1,000,000 Personal/Advertising,
- (b) Commercial auto insuring all vehicles used by Nagle Athletic Surfaces, Inc. (including all owned, hired and non-owned vehicles), and (c) Worker's compensation with statutory limits and a waiver of subrogation in favor of owner/contractor, and Employer's Liability with limits not less than \$500,000 each accident and Disease Each Employee.
- (d) Umbrella coverage, blanket endorsed to additional insureds as required per contract, with limits not less than \$1,000,000 per occurrence, \$1,000,000 Products/Completed Operations, having \$10,000 self-insured retention

Evidence of such coverage, in the form of a Certificate of Insurance and providing for thirty (30) days notice prior to cancellation. Pricing includes blanket endorsement for additional insureds. Additional fees will apply if endorsement specifically listing additional insureds by name is required.

ACCEPTANCE OF PROPOSAL- The above prices, specifications and conditions enclosed herein are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as enclosed herein.

Signature	Date of Acceptance	Rev. 2/15/
m. · · · · · · · · · · · · · · · · · · ·		

This proposal may be withdrawn by us if not accepted within 60 days



6597 Joy Road • East Syracuse, NY 13057 ph (315)622-1313 • fax (315)622-2900 www.nagleathletic.com

Quality. Service. Value. It's what we do.

PROPOSAL



Proposal # P-003094-2

Proposal Submitted To:	At:	
Denise Rogers	East Stroudsburg Area SD	
Street:	City, State and Zip Code:	
50 Vine Street	East Stroudsburg, PA 18301	,
Phone and Fax Number:	Date of Proposal:	
(570) 424 - 8500/(570) 421 - 4968	05/10/2019	
Name of Job:	Location of Job:	
East Stroudsburg SD Pole Vault	East Stroudsburg South High School	

Furnish all materials, labor and insurance to install the following:

SITEWORK

Proposal based on Drawings provided by ELA. Long Jump pit construction and restoration. Pole Vault earthwork, construction and restoration.

TRACK SURFACING

Install the Spurtan BV running track surface to the new Pole Vault runway, Long Jump covers and repair areas. Layout and stripe new lane lines and markings.

NOTES:

All permits, inspections and fees are excluded.
Relocation of any utilities is excluded.
Removal or relocation of obstructions is excluded.
Removal/replacement of unsuitable subgrade materials is excluded.
Based on one mobilization.

Pricing based on using NJPA/Sourcewell Cooperative purchasing Contract #060518-AST

USE TAX ON MATERIALS INCLUDED IN PRICE

We Propose hereby to furnish materials and labor-complete in accordance with the above specifications, for the sum of :

\$166,584.00

Payment to be made as follows:

Payment terms as per approved contract

Proposal submitted by Serge Silva and is valid for 60 days.

Proposal # P-003094-2

Conditions:

Acceptance of our bid and price by Contractor/Owner shall be acceptance of all terms and conditions recited herein which shall supersede any conflicting term in any other contract document. Contractor's/Owner's agreement herewith shall be evidenced by Nagle Athletic Surfaces commencement of work for project.

Nagle Athletic Surfaces, Inc. is not responsible for the layout and establishment of grades as done by others. Nagle Athletic Surfaces, Inc. accepts no responsibility for improper design or engineering.

This proposal is based on the payment of prevailing wage rates if applicable, to Nagle Athletic Surfaces, Inc. personnel. Any union labor required due to the general contractors contractual union agreements, project labor agreements and or specific apprenticeship requirements will be provided at no cost to Nagle Athletic Surfaces, Inc.

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The Contractor/Owner may make no claim for liquidated or actual damages caused by Nagle Athletic Surfaces' delay beyond the money which the Contractor/Owner has to pay for that delay under the terms of the contract.

Any indemnification or hold harmless obligation of Nagle Athletic Surfaces to the Contractor/Owner will extend only to claims relating to property damage or bodily injury, and only to the extent that the property damage or bodily injury was caused by the negligence or intentional act of Nagle Athletic Surfaces, its employees, or its subcontractors.

No back charge by the Contractor/Owner will be valid unless Nagle Athletic Surfaces has been given written notice of the Contractor's/Owner's claim, has been allowed reasonable time to correct any deficiency, and has failed to do so. Further, any back charge will not exceed an amount reasonably calculated to cover the cost of the anticipated liability or claim. All remaining amounts due Nagle Athletic Surfaces will be promptly paid.

The Contractor/Owner is liable to Nagle Athletic Surfaces for any expenses incurred by Nagle Athletic Surfaces in enforcing the terms of this addendum, including, but not limited to, reasonable interest and attorney fees.

Nagle Athletic Surfaces, Inc. agrees to procure and maintain the following insurance coverage:

- (a) Commercial general Liability insurance, blanket endorsed to additional insureds as required per contract, with limits not less than \$1,000,000 per occurrence, \$1,000,000 Products/Completed Operations, \$1,000,000 Personal/Advertising,
- (b) Commercial auto insuring all vehicles used by Nagle Athletic Surfaces, Inc. (including all owned, hired and non-owned vehicles), and (c) Worker's compensation with statutory limits and a waiver of subrogation in favor of owner/contractor, and Employer's Liability with limits not less than \$500,000 each accident and Disease Each Employee.
- (d) Umbrella coverage, blanket endorsed to additional insureds as required per contract, with limits not less than \$1,000,000 per occurrence, \$1,000,000 Products/Completed Operations, having \$10,000 self-insured retention

Evidence of such coverage, in the form of a Certificate of Insurance and providing for thirty (30) days notice prior to cancellation. Pricing includes blanket endorsement for additional insureds. Additional fees will apply if endorsement specifically listing additional insureds by name is required.

ACCEPTANCE OF PROPOSAL- The above prices, specifications and conditions enclosed herein are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as enclosed herein.

Signature	Date of Acceptance	Rev. 2/15/1
This proposal may be withdrawn by us if not a	seconted within 60 days	



Aspen Pest Control, LLC

118 Traverse Dr. Henryville, PA 18332 570-620-0300

Dear ESASD,

Per your request, please find a quote for continued pest control with Aspen Pest Control. Aspen Pest Control plans <u>NO INCREASE</u> in price for:

August 2019 through July 2021 & we will guarantee these prices through July of 2021

We service the following schools, offices, and buildings 1 time per month (we follow PA School's IPM Laws) for the following monthly prices:

High School South - \$50

High School South Concession Stand- \$25

High School South Maintenance Shop - \$20

Administration Center - \$40

JM Hill Elementary - \$40

Smithfield Elementary - \$40

JT Lambert Int. & TLC Building - \$53

JT Lambert Int. Bus Garage - \$27

E.S. Elementary - \$50

Resica Elementary & Pod 1 - \$48

Middle Smithfield Elementary- \$60

Bushkill Elementary - \$60

High School North - \$70

High School North Sewer Plant - \$20

High School North Concession Stand - \$20

High School North Bus Garage - \$20

Lehman Intermediate - \$60

Monthly cost = \$703 per month

Yearly Cost = \$8,436 (parts and extra services are not included)

- Our treatment guarantee covers the control of:
 - Wasp, Hornet, Yellow Jacket <u>Nests</u> (if accessible), Ants, Carpenter Ants, Mice, Rats, Roaches, Spiders, Earwigs, Crickets, Millipedes, Ground Beetles, Food infesting Insects, Centipedes.
- Pests not listed above, are not covered under the agreement and would require a specialty service.
- There is an extra charge for parts such as: ant bait stations, glue boards, snaps traps, etc.
- There is a charge for extra services there is no damage guarantee caused by pests and wood destroying insects.

The normal areas in schools that we would typically inspect / service would be the following:

- Main Office
- Kitchen
- Food Storage
- Cafeteria
- Home Economics
- Faculty Rooms
- Machine Rooms

When problems arise in specific areas of a school, we will perform the treatment necessary in that area at the time it's brought to our attention. All methods of treatment are in accordance with state IPM regulations. Follow-up inspections will take place in those areas for 2-3 months following the initial treatment to ensure the issue has been taken care of.

During the months of July and August, our main focus is on the outside of the building. An inspection of the entire perimeter of most schools is performed. The main focus of the inspections are stinging insect nests. We perform a treatment on any nests that are present and visible. The purpose is to reduce the risk these nests may present to students or staff. Other insects like ANTS are addressed during these exterior inspections as well.

The following would be a list of the common parts that we might use and the current price per unit.

- Glueboards \$.30
- Snap Traps (mice) \$.65
- Ant Bait Stations \$1.35
- Safety Snap Traps \$3.75

When an issue arises in between monthly services, an extra service may be required. Extra services are not included in the monthly base rate per school. Prices for extra services vary depending on the nature of the issue and the treatment involved. Aspen Pest Control attempts to keep these costs as low as possible. An example of a recent extra service:

For example, On March 6th we had an extra service request at the High School South for ants / mice in the nurse's office. We went the same day as the request, and charged - \$35 plus \$1.95 in parts for a total of \$36.95.

Prices could vary depending on the extent of service and material used.

Aspen Pest Control has made the ESASD our priority and has been trusted since 2003. If you have any questions, do not hesitate to contact us. We appreciate your business and this opportunity to be of service to you.

Sincerely,

Bob Stalano Aspen Pest Control, LLC





General Pest Control - Integrated Pest Management Prepared for

East Stroudsburg Area School District
50 Vine Street
East Stroudsburg, PA 18301
Dr. William Riker, Superintendent
Mr. Scott Ihle, Director of Facilities
Scott-ihle@esasd.net
(570) 424-8500

Dean Herrmann, Commercial Sales Representative Orkin Commercial Service Phone: 570-550-2918

Email: dherrmann@rattinc.net







Orkin: Pest Control Down to a Science.®

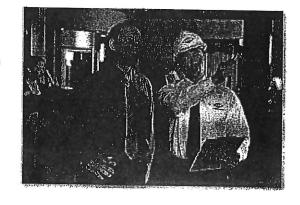
In pest control, success starts with science. That's why you need an expert. We service customers in a wide variety of industries and tailor our Precision Protection™ programs to fit the countless different environments we face every day. When you choose Orkin Precision Protection, you get a proven pest management program designed for your industry and tailored even further to meet your needs.

Founded in 1901, Atlanta-based Orkin, LLC serves more than 1.7 million clients through more than 400 locations across the world. Ever since the young Otto Orkin spent countless hours observing rat behavior to understand how to control them, we have taken a scientific approach to the job of pest control. We'd like to put our century of pest research and real-world results to work for your business. Our goal is to get to know your business inside and out, customize an Integrated Pest Management (IPM) program to fit your needs, and integrate seamlessly into your team — so you can breathe easier when it comes to pest control.

Why Choose Orkin as Your Partner?

Our Commercial Pest Specialists have extensive experience and receive world-class training so they understand the unique challenges that you face.

- National expertise We partner with you and provide unrivalled access to our national expertise and resources to help solve pest problems you might face.
- Rapid, effective response —
 Because pest problems can occur at any time, we provide fast, reliable and high-quality service to help ensure your establishment is protected.



- Breadth and depth of experience Our commitment and consistent nationwide service mean we
 deliver outstanding results, no matter where you are.
- Security Orkin is bonded, and our Commercial Pest Specialists are screened and randomly drug tested to allay security concerns.





Industry Involvement

We are actively involved in your industry so we can stay abreast of the trends and issues that affect your establishment. We support a variety of organizations through memberships and sponsorships, and collaborate with the Centers for Disease Control and Prevention (CDC).

Orkin is a proud member of:

- American Meat Institute (AMI)
- American Association of Meat Processors (AAMP)
- International Association for Food Protection (IAFP)
- International HAACP Alliance
- International Dairy Foods Association (IDFA)
- National Restaurant Association (NRA)
- Association for the Healthcare Environment (AHE)
- Argentum
- National Association of Residential Property Managers (NARPM)
- Building Owners & Managers Association (BOMA) International
- International Facility Management Association







(IFMA)

- National Apartment Association (NAA)
- United States Green Building Council (USGBC)
- American Hotel & Lodging Association (AH&LA)
- National Association of Black Hotel Owners Association (NABHOOD)
- Asian American Hotel Owners Association (AAHOA)
- National Association of Hotel Lodging Engineers (NAHLE)
- American Society for Quality (ASQ)
- Professional Retail Store Maintenance Association (PRSM)
- National Environmental Health Association (NEHA)







































Our A.I.M.® Approach to Pest Prevention

Environmental Commitment

Effective pest management is a process, not a one-time event. Through our Integrated Pest Management (IPM) approach, which we call A.I.M., we identify the best program for your needs based on scientific research and custom solutions. Our methods combine a collaborative and ongoing cycle of three critical activities, so you can rest assured that your business is getting maximum protection with minimum exposure.

Assess

First we inspect, identify and evaluate all the underlying reasons pests infest your establishment.

- · Comprehensive inspections
 - We detect any sanitation issues or structural conditions conducive to pests.
- Identification of pest activity
 - We examine and report any evidence of pest infestation.
- Risk evaluation

We consider your establishment's design, geography and any conditions conducive to pest activity.

Implement

Your Orkin Commercial Pest Specialist continually works with you to develop a customized solution to suit your establishment's unique needs.

- Focus on prevention
 - When we can, we start with exclusion, sanitation and other non-chemical options.
- Environmentally responsible
 - If a product is needed, your Orkin Commercial Pest Specialist selects the most effective treatment with the least Impact on the environment,
- · Sanitation consultation
 - Your Orkin Commercial Pest Specialist will consult with you to make sure your cleaning, maintenance and exclusion efforts make a real impact on potential pest "hot spots."

Monitor

- Ongoing monitoring
 - During regular service inspections, your Orkin Commercial Pest Specialist monitors for signs of pest activity, looks for pest-friendly conditions and helps make sure your program is working.
- Documentation and communication
 - After each service, your Orkin Commercial Pest Specialist documents all services performed, pest activity and any recommendations.





Partnership Roles & Responsibilities

At Orkin, we know from experience that the most successful pest management programs are true partnerships between our Commercial Pest Specialists and our clients' management and staff. By working together to fulfill the roles and responsibilities outlined be bw, we can make your Orkin IPM program as effective as possible, day in and day out.

Orkin Commercial Services

- Provide service to your establishment a minimum of four times per year. In the unlikely event that additional services are necessary between regular visits, they will be provided at no additional cost.
- 2. Perform a comprehensive inspection during each scheduled visit and determine appropriate treatment methods.
- Provide a written Service Report after each regular visit, which will describe any deficiencies in housekeeping, maintenance or sanitation that could promote pest problems. Recommendations will be made for correcting these deficiencies and submitted to you.
- 4. If necessary, carefully select and apply least-hazardous pesticide formulations in accordance with federal, state and local regulations and label instructions. Copies of labels and Safety Data Sheets (SDS) will be housed onsite for your reference.
- Your Orkin Account Manager will visit your establishment within 60 days of your initial service to review your program and ensure it meets your expectations.

East Stroudsburg School District

- 1. Make the premises available for service at the specified time and ensure that all areas are accessible for inspection and treatment.
- 2. Prepare your premises for service according to the agreed upon conditions to ensure protection of your property from contamination.
- 3. Promptly correct deficiencies noted on the written reports provided by your Orkin Commercial Pest Specialist. This is critical to ensure the integrity of your IPM program.
- 4. Train your employees to conduct routine cleaning processes that do not disturb, remove or contaminate the control methods placed by your Orkin Commercial Pest Specialist (or Orkin can provide training to your staff upon rerequested
- 5. Designate one or two employees to report all pest sightings to your Orkin Commercial Pest Specialist for review during each visit.







Standards of Performance

To effectively prevent and manage pests at your establishment, your Orkin Commercial Pest Specialist will adhere to the Standards of Performance outlined below as part of your IPM program.

METHODS OF CONTROL

A. Non-Chemical Techniques

- Glue boards/sticky traps of varying types may be used to trap crawling insects and
 rodents for the dual purpose of monitoring and control. They will be positioned in areas
 most likely to be frequented by pests, yet placed so as not to interfere with operations. All
 placements will be recorded on a detailed site diagram.
- Pheromone traps may be deployed as needed and as defined by the scope of service agreement to monitor insect populations.
- Mechanical traps of various types may be used as needed to monitor and/or control rodents. Each station will be mapped on a site diagram.
- 4. Ultraviolet light traps (if required) may be used to trap and monitor various flying insects. These traps will be checked Enter frequency and serviced as needed according to the scope of service agreement.
- 5. **Vacuums** may be used as needed to remove insects and any debris that might serve as an insect food source.
- 6. Foam sealant or caulking may be used to close openings that can be used by pests, either as harborages or entry points.

B. Chemical Techniques

- Pesticides, if needed, will be applied in accordance with individual product label
 instructions and only when non-chemical methods have been ineffective or are
 inappropriate. Materials will be selected from a list of preferred products offered by Orkin
 or from a client-approved list developed in consultation with Orkin. Copies of product
 labels and SDS will be provided.
- Rodent baits will be used in enclosed bait stations on exterior locations of the facility, such as the building perimeter and fence line. Bait stations in all exterior locations and other areas that are accessible to children, pets or non-target wildlife will be of a tamperresistant variety.





2. SERVICE PROCEDURES

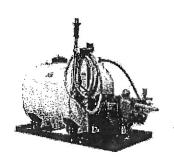
A. Exterior¹ Locations

Insect and Crawling-Pest Control

As part of Orkin's Perimeter Defense System, baits or seasonal residual insecticide applications will be used as needed in specific, targeted areas around the immediate exterior of the facility. These areas might include door frames, window frames, exhaust fan ports, loading docks and foundation walls. Care will be exercised to prevent the drift of materials into the facility or from landing on surfaces, such as door thresholds, that might allow them to be picked up on shoes or wheels of equipment and be transported inside the facility. The Perimeter Defense System will also include the use of exclusion techniques. Orkin always considers appropriate non-chemical methods of control before utilizing chemical options.

2. Exterior Power Sprays

Orkin will utilize our onboard powersprayer to apply a long lasting residual material to the exterior of your facilities that will lay down a protective barrier around the perimeter of the building in order to keep occasional invaders out. It is also extremely effective in reducing populations of bees, wasps, hornets stink bugs and ladybugs. These are typically done three times a year in the spring when eggs are hatching, summer when insect activity is at it's peak and fall when insects are laying eggs and preparing to "overwinter".



Exterior coverage extends to immediate area around structures under contract unless otherwise indicated. Amount of property serviced may be dependent on local or state regulations as well.





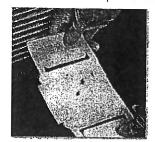


B. Interior Locations

1. Insect and Crawling-Pest Control

The primary control measures on the interior of your facility will be visual inspections and monitoring devices. During each service visit, your Orkin Commercial Pest Specialist will

Inspect for conditions conducive to pest infestations and report any needed repairs or maintenance and sanitation issues. To monitor pest activity, glue traps may be used on floor areas where crawling pests are likely to frequent, and pheromone traps may be used for insects. All traps will be inspected monthly and the information kept on an accumulative log sheet to show increases in numbers of insects trapped. The

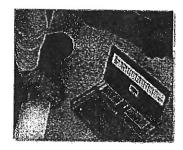


results of the trap catches and visual inspections will largely determine what course of action is necessary to prevent an infestation.

Control measures may include physical removal of pests and infested materials, sealing cracks and crevices, and bait application. In the event that baiting and trapping fail to achieve an acceptable level of control, Orkin may use other measures (*identified in Sections 1A and 1B above*) as needed in specific, targeted areas within the facility.

2. Rodent Control

A combination of single-catch and multiple-catch mechanical traps may be placed in areas most likely to be used as runways by rodents, serving as a monitoring and control measure. Your Orkin Commercial Pest Specialist will determine the types of traps used based on an inspection of your facility. Baits will not be used in public areas inside the facility. (If needed, additional investment required, tincats devices priced at \$12.00 each)



Rodent devices may be placed along walls or in other areas that rodents might use as runways. All such rodent devices will be serially numbered, mapped on a building site diagram and maintained Enter frequency. Orkin will dispose of any captured rodents or rodent remains — client staff should not attempt to remove or disturb trap contents. Traps must remain accessible for service by Orkin at all times. In the event that baiting and trapping fail to achieve an acceptable level of control, Orkin may use other measures (identified in Sections 1A and 1B above) as needed in specific, targeted areas within the facility.





SCOPE OF SERVICE

A. Covered Pests

Unless specified elsewhere, only the following pests are covered under this proposal: Wasps, Hornets, Yellowjacket nests, Cockroaches, Mice, Rats, Common Ants (excludes Carpenter, Pharaoh, and Fire Ants), Spiders (excludes Brown Recluse Spiders), Pill Bugs, Crickets, Ground beetles, Food infesting insects, Centipedes, and Millipedes.

B. Separate Proposal and Scope

A separate proposal and scope of service is required for pests such as Bed Bugs, Bat Bugs, Mosquitoes, Termites and other wood destroying organisms.

Quality Assurance

We back our Precision Protection™ programs with Orkin's Quality Assurance program (featured in the American Society for Quality's *Quality Progress* magazine), which guarantees your pest management service meets Orkin's high quality standards — and your own.

60-Day Follow-up Inspection

A follow-up visit by your Orkin Account Manager will be scheduled within 60 days of your initial service to review your IPM program. All findings will be documented and discussed with your designated facility representative.

ISO 9001:2008 Certified Corporate Compliance Audits

Orkin employs a National Quality Systems Team, which utilizes an ISO 9001:2008 certified audit process to ensure proper documented procedures are followed. Close monitoring by the ISO Certification Process reinforces Orkin's documented quality management processes and strict regulatory compliance. (Orkin's Quality Assurance process is certified to be in conformance with ISO 9001:2008 requirements.)

Orkin also has an independent Pest and Termite Control Quality Assurance Department that regularly audits the services provided by our branch locations to ensure they meet the Orkin standard. These audits include:

- On-site Safety & Regulatory Review
- Vehicle Safety Inspections
- Service Equipment Inspections
- Administrative Review
- Personnel Training Requirements
- Client On-site Service Inspections
- Service Standard Adherence (Orkin, AIB International, FDA, USDA, etc.)









2x24 Response Guarantee

When you see a pest, you need service right away — 365 days a year. Orkin makes it easy with a direct priority line to our national customer service department and to your local branch. We'll respond to your request within 2 hours and if needed have someone on-site at your property within 24 hours — guaranteed.

Reimbursement Guarantee*

Should your company be fined by a regulatory agency due solely to a pest infestation, Orkin will reimburse you for the amount of those fines that are paid.

360° Satisfaction Guarantee

With Orkin, your satisfaction is guaranteed on all sides with three unique 60-day guarantees.

- 60 days complimentary service if you're not satisfied with the way we begin our service – After you choose Orkin, we provide a 60-day guarantee of our service. If you're not satisfied after the first 60 days, we reimburse you in full.
- 60 days complimentary service if you're not satisfied at any time thereafter –
- At any time, if you are not completely satisfied with results of your regularly scheduled service, Orkin will
 provide complimentary service for up to 60 days until you're satisfied.
- 60 days complimentary service by another provider if you're still not satisfied —
- If you are still dissatisfied after 60 days of Orkin's complimentary service and you wish to cancel our service, we will pay for the first 60 days of regular service by another provider of your choice.

^{*}See agreement for details.





Service Quote (per monthly service by location)

JM Hill Elementary School	\$45.00
Smithfield Elementary School	\$45.00
Middle Smithfield Elementary School	\$45.00
East Stroudsburg Elementary School	\$55.00
Resica Elementary School	\$45.00
Resica Elementary Pod	\$25.00
Bushkill Elementary School	\$45.00
JT Lambert Intermediate	\$65.00
Lehman Intermediate	\$65.00
Senior High School North	\$95.00
North Campus Sewer Plant	\$25.00
Senior High School South	\$145.00
Administration Building/Center	\$45.00
Senior High School North Concession Stand	\$45.00
Senior High School South Concession Stand	\$45.00
Senior High School North Bus Garage	\$25.00
JT Lambert Bus Garage	\$25.00
TLC Building	\$25.00
Maintenance Shop	\$25.00

Total Monthly Investment\$935.00

All treatments will follow the current Pennsylvania state IPM laws. Areas typically inspected/serviced will include Main Office, Kitchen, Food Storage, Cafeterias, Home Economics, and Machine Rooms. All other conditions set forth in the request for bids will be met.







What You Can Expect from Your Orkin Service

We pride ourselves on open, ongoing communication with you and your staff to set the stage for successful service. If you choose Orkin, in addition to customized solutions grounded in science, you can expect:

- Checklists and other educational resources that can be downloaded from Orkin University to help you and
 your staff learn how to help prevent a pest problem at your establishment.
- Comprehensive documentation of all services provided, including written reports and recommendations that
 are reviewed with your designated representative following each regular service visit.
- Pest control materials including all forms of monitor boards, insect light traps and product formulations, as required.
- Full insurance protection with personal liability and property damage to a limit of \$10,000,000.

Other Services - Orkin offers additional services not included in this proposal. We would be happy to submit a proposal for additional services upon request.

- Bed bug control
- Bird control (baiting, netting, exclusion)
- Fly control (service, fly light rental)
- Orkin Actizyme[®] Floor and Drain Cleaner
- OrkinTherm® insulation

- ULV treatments*
- Orkin Actizyme® Odor Neutralizer
- Wildlife control (groundhogs, skunks, etc.)
- Mosquito control
- Orkin Leaf Stopper[®] gutter protection

*Where available

*Other services, including Termite Control and Mosquito Service, are available on request.

**These estimates do not include tax and are subject to approval by branch management.







East Stroudsburg School District 50 Vine Street East Stroudsburg, PA 18301

Service Agreement

For your convenience you may sign this page of our enclosed proposal and it will become our working agreement. Contract duration is from August 2019 through July 2021. This proposal is and shall remain the property of R.A.T.T. services (Orkin).

Accepted By:		
	(signature)	
Print Name:		
Title:	4.44	
Date:		
Effective Start Date:		
Orkin Manager:		

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 12/10/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERB 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 ISBUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(les) must have ADDITIONAL INSURED provisions or be andersed. 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 to the certificate holder in lieu to the certificate holder.

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PRODUCER					
Willis Insurance Services of Georgia, Inc.					
o/o 26 Century Blvd	PHONE (AIC, No. Ext) 1-877-945-7378 (AC, No.) 1-688	-467-2378			
Р.О. Вок 305191	E-MAL ADDRESS, GORTIficatosswillis.com				
Nashville, TN 372305191 USA	Inburer(9) Affording Coyeraor	HAIC #			
	MBURER A: Old Republic Insurance Company 241				
Neured Ozkin, LIC	INSURER D. ACE Property & Casualty Insurance Company	20699			
Orkin Services of California, Inc.	INSURER C: New Hampshire Insurance Company 23841				
Orkin Past Control / Orkin Commercial Services 2170 Placimont Road	INSURER D: National Union Fire Insurance Company of P 19445				
Atlanta, GA 30324	INSURER E :				
COVERAGES	INSURER F:				

COVERAGES

CERTIFICATE NUMBER: W91.32486

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 REPOLICED BY PAID CLAIMS

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CERTIFICATE HOLDER	CANCELLATION
Evidence	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
	Buitfile

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ACORD 25 (2016/03)

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an id: 17198535

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Rollins, Inc. Policy Term: 1/1/2019 to 1/1/2020 Workers' Compensation and Employers Liability Policies

Coverage	Policy Number	Carrier	WC Coyerage	EL Limits
Work Comp/EL	WQ048912728	Now Hampshire Ins. Co covers states of AL,AR,CO,CT,DE,HI,IA,ID,IN,KS,LA,MD, ME,MI,MM,MO,MS,MT,NE,NH,MM,NV,NY, OK,OR,RI,SC,SD,TM,TX,WW	Statutory	\$2,000,000 Bodily Injury by Accident - Each Accident/\$2,000,000 Each Employee Bodily Injury by Disease/\$2,000,000 Policy Limit Bodily Injury by Disease
Work Comp/EL	WC048912725	American Home Assurance Company - covers state of CA	Statutory	\$2,000,000 Bodily Injury by Accident - Each Accident/\$2,000,000 Each Employee Bodily Injury by Disease/\$2,000,000 Policy Limit Bodily Injury by Disease
Wark Comp/EL	WC048912728	New Hampshire Ins. Co covers states of MA and Wr - This policy also provides Stop Gap coverage for WA, WY	Statutory	\$2,000,000 Bodily Injury by Accident - Each Accident/\$2,000,000 Each Employee Bodily Injury by Disease/\$2,000,000 Policy Limit Bodily Injury by Disease
Work Comp/EL	WQ046912727	New Hampshire Ins. Co. – covers state of AZ,IL,KY,NC,NJ,PA,UT,VA,VT	Statutory	\$2,000.000 Bodily Injury by Accident - Each-Accident/\$2,000,000 Each Employee Bodily Injury by Disease/\$2,000,000 Policy Limit Bodily Injury by Disease
Excess Work Comp/EL	XWC5565579	National Union Fire insurance Company of Pittsburgh, PA and coverage applies to the qualified self insured states: "GA & OH	Statutory:	\$2,000,000 Badily Injury by Accident - Each Accident/\$2,000,000 Each Employee Bodily Injury by Disease/\$2,000,000 Polky Limit Bodily Injury by Disease
Excess Work Comp/EL	XWC5585680	National Union-Fire Insurance Company of Pittsburgh, PA and coverage applies to the qualified self insured state of PL	Statutory	\$2,000,000 Bodily Injury by Accident - Each Accident/\$2,000,000 Each Employee Bodily Injury by Disease/\$2,000,000 Policy Limit Bodily Injury by Disease



COMMINICALITH OF PENNSYLVANIA DEPARTMENT OF AGRICULTURE Pesticide Application Business License

HAKINSBURG, PA 17110 JACS

CATEGORIES:

F - Household / Health Related

F - Wood Destroying Pests P - Public Health - Vertebrate Pest

BU#. BU10920

Ratt Inc DBA/ Orkin Pest Control 1021 N Washington St Wilkes Barre PA 18705-1816

PaPlants ID; ØØ5K5W

Issue Date: 11/06/2018

Expire Date: 12/31/2019

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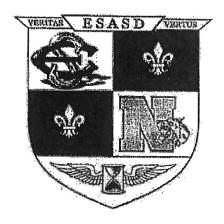
JOSH SHAPIRO, PENNSYLVANIA ATTORNEY GENERAL

SIGNATURE OF REGISTRATION CERTIFICATE HOLDER



School Integrated Pest Management Service Program Agreement

Prepared For:



East Stroudsburg Area School District

50 Vine St East Stroudsburg PA 18301

PRESENTED BY:

J. C. Ehrlich Co., Inc.

Travis Bunnelle Sales Specialist M: (570) 872-3394

E: travis.bunnelle@jcehrlich.com

DATED: May 24, 2019

J.C, Ehrlich Co., Inc. Termite and Pest Control Services Since 1928 507 Seven Bridges Rd Suite 201East STroudsburg, PA 18301



East Stroudsburg Area School District

Pest Management Service Agreement May 24, 2019 Page One

Scope of Service

I. Service Description

Pre or Post Service Check In

Our Technician will check in with our contact prior to and after to conducting our Services each time on site.

Initial Service/Set Up and Installation- One Time Service

Includes Treatment of current rat activity at Peters Elementary School located in class rooms above crawlspace storage and in crawlspace area. Install and set up including delivery of all interior rodent control devices and pest monitoring devices as well as installation of bar codes and School IPM Logbooks. Initial service includes the set-up of PDA device for proper documentation.

Insect/Rodent Control Service - Monthly Service

Our insect/rodent control service consists of a thorough inspection of all pest vulnerable areas and treatment, as needed, with the use of a crack and crevice application of a gel bait material or a liquid insecticide application as needed. The exact material used is based on the insect concern found as well as the area of the concern. All in accordance with the Approved Product List per the Customer/Location. Our main service concentration is performed with gel bait materials while liquid applications are kept to a minimum. Whenever possible, our ongoing program makes use of pest management methods that are non-insecticide/rodenticide types of treatments.

With this service our Specialist will maintain and inspect all interior stations placed at intervals around the interior perimeter of the facility monthly. Each inspection point has a bar-code sticker installed for ongoing reporting. During each monthly service visit, we inspect interior areas, replace all pest monitoring devices as necessary, and scan the bar-code stickers to report our findings. Our service also includes the use of gluetrap placements as monitoring devices when there is a suspected insect and or rodent present. These traps will not eliminate a pest concern but they help us in identifying the pest as well as help in locating the infestation. Snap Trap and glueboard placements may also be used to control and remove rodent activity from the building in the event they become present. This interior insect/rodent management program is performed on a monthly basis.

J.C. Ehrlich Co., Inc. Termite and Pest Control Services Since 1928 507 Seven Bridges Rd Sulte 201East STroudsburg, PA 18301





East Stroudsburg Area School District Pest Management Service Agreement May 24, 2019 Page Two

II. Materials

All materials to be used are EPA registered. Also all materials are used in strict accordance with the product label specifications, and the FIFRA and Department of Agriculture regulations.

III. Logging System

Our Specialist maintains a complete School IPM Log Book system. This consists of a loose-leaf notebook containing our service reports, sanitary and structural recommendations, service maps, descriptions of service, insurance certification, and labels of all materials used. This Log Book is maintained with each visit and will be updated at least once per year. Safety Data Sheets are provided for each of the materials used at your facility. These S.D.S Sheets are maintained in our logbook. The School IPM Logbook is not only used to record all pest control activities but also serves as a site where faculty and staff can report pest concerns that need to be addressed during the next pest control service. The Pest Sighting Log is a working document that is used to keep communication lines open between school personnel and Ehrlich. This document is managed by the appointed School IPM Coordinator.

IV. Barcode Scanning

As part of our service we make use of a bar-code scanning service. Please note that this replaces the need for our Specialist to use dating stickers. Instead, a barcode is placed on the interior areas. With each service the Specialist scans that barcode and the information is then captured in his handheld unit.

This bar-code service provides a very detailed report including such things as time stamping of service start and end times of each visit as well as the exact time that each device has been serviced. Other valuable items are trend reports and structural/sanitation deficiencies. This is where our Specialist can report to you concerns that are found that are outside of our scope of work.

V. Covered Pests

Our service provides for the precautionary control of wasps, hornets, yellow jacket nests, spiders, earwigs, crickets, millipedes, centipedes, ground beetles, ants, rats, mice, stored product pests and cockroaches of all species. If a problem should arise between our regular scheduled visits we will return at no additional cost to you. JUST CALL...

VI. Emergency Services

J.C. Ehrlich Co., Inc. Termite and Pest Control Services Since 1928 507 Seven Bridges Rd Suite 201East STroudsburg, PA 18301



Pest Management Service Agreement May 24, 2019 Page Three

In the event that emergency services are necessary the proper procedure is to simply call our local office and you will be connected to our Customer Service Center. They will take your information and then contact our on call Specialist. The on call Specialist will then get in touch with you to discuss the situation. If service is determined to be necessary, our Specialist will come out to the facility and provide the inspection/treatment. There will be no charge for this service if the pest concern is part of our covered pest listing as outlined above.

VII. School Integrated Pest Management Procedures

We at the J. C. Ehrlich Company believe strongly in the practices of Integrated Pest Management (I.P.M.). We have found that the biggest factor in a successful I.P.M. program is the ongoing involvement of your management and maintenance staff.

Our goal in an Integrated Pest Management Program is to try and identify the conditions that are causing the pests to propagate then communicate to your management and maintenance staff, ideas of how to correct those conditions.

Insect and rodent pests are found in a given area because they are getting the three essential items they need for survival. Those items are food, moisture, and shelter. Many times by eliminating one or two of those three items, the pests can be reduced and/or eliminated with little or no pesticide usage. In short a good Integrated Pest Management Program can provide a high level of pest control while decreasing the use of pesticides. State Specified Posting and Notification will be provided for any pesticide applications made as warranted in accordance with Pennsylvania State Regulation. If and when a pesticide application is warranted, steps will be taken to ensure that no children are present in accordance with state regulations. Furthermore all state requirements regarding posting of the treated areas will be followed. In the event of an emergency application (stinging insects for example) Ehrlich will follow all state specific requirements regarding posting and notification of parents/guardians, and faculty and staff.

Service Areas To Include The Following: All Locations

Kitchens

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Pest Management Service Agreement May 24, 2019 Page Four

- Cafeterias
- Food Storage
- Faculty Lounges
- Consumer Science/Home Economics Rooms
- Mechanical Rooms
- Classrooms/Offices/Other Areas upon request
- Months of July & August focus on Exterior of Buildings

VIII. School Pesticide Notification and Posting

Whenever practical, non-chemical means will be used to control or limit pests. However, if a pesticide application is warranted then the School IPM coordinator will be notified and must approve the application. All pre-notification documentation will be sent out as requested by parents/guardians, faculty, and staff as outlined in state and federal regulations. Students will not be allowed in the treatment area as outlined in the state and federal regulations. Posting of the treatment area as required by state and federal regulations will be completed. A record of the material applied will be documented in the School IPM Logbook. Pre-notification may not be possible for emergency pest concerns (stinging insects). In these instances Ehrlich will communicate with the School IPM Coordinator to take the steps necessary to protect the students, faculty and staff and comply with the state and federal regulations regarding emergency applications.

IV. Scope Of Work

- <u>J.M. Hill Elementary-</u> Service Main Office, Food Storage, Cafeteria, Faculty Lounge and Mechanical Room. Deliver, Install and Service 1 interior rodent trap (food storage).
- <u>Smithfield Elementary-</u> Service Kitchen, Food Storage, Cafeteria, Faculty Lounge, Mechanical Room. Deliver, Install and Service 4 interior rodent traps (kitchen).
- <u>Middle Smithfield Elementary-</u> Service Kitchen, Food Storage, Cafeteria, Faculty Lounge, Main Office, and Mechanical Room. Deliver, Install, and Service 4 interior rodent traps (kitchen).
- <u>East Stroudsburg Elementary</u> Service Kitchen, Food Storage, Faculty Lounge, Main Office, Cafeteria, Mechanical Room. Deliver, Install and Service 4 interior rodent traps (kitchen).

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- Resica Elementary- Service Kitchen, Food Storage, Main Office, Cafeteria, Faculty Lounge, Mechanical Room and POD 1. Deliver, Install and Service 4 interior rodent traps (kitchen).
- Bushkill Elementary- Service Kitchen, Food Storage, Cafeteria, Mechanical Room, Main Office and Faculty Lounge. Deliver, Install and Service 4 interior rodent traps (kitchen).
- J.T. Lambert IntermediateService Kitchen, Food Storage, Cafeteria, Mechanical
 Room, Faculty Lounge, Home Economics and Main Office. Deliver, Install and
 Service 4 interior rodent traps (kitchen).
- <u>Lehman Intermediate-</u> Service Kitchen, Food Storage, Cafeteria, Mechanical Room, Faculty Lounge, Home Economics, Small Concession Stand and Main Office. Deliver, Install and Service 4 interior rodent traps (kitchen).
- Senior High School North- Service Kitchen, Food Storage, Cafeteria, Mechanical Room, Home Economics, Main Office, Faculty Lounge, and Small Concession Stand. Deliver, Install and Service 4 interior rodent traps (3 kitchen, 1 concession).
- <u>Senior High School South</u>- Service Kitchen, Food Storage, Cafeteria, Mechanical Room, Home Economics, Main Office, Faculty Lounge, and Small Concession Stand. Deliver, Install and Service 4 interior rodent traps (3 kitchen, 1 concession).
- North Campus Sewer Plant- Service Mechanical Rooms.
- Administration Building- Main Office, Faculty Lounge and Mechanical Room.
- <u>Senior High School North Concession Stand-</u> Service Kitchen, Food Storage and Mechanical Room. Deliver, Install and Service 1 interior rodent trap.
- <u>Senior High School South Concession Stand-</u> Service Kitchen, Food Storage and Mechanical Room. Deliver, Install and Service 1 interior rodent trap.
- <u>Senior High School Bus Garage-</u> Service Garage and Mechanical Room. Deliver, Install and Service 2 interior rodent traps.
- J.T. Lambert Bus Garage- Service Garage and Mechanical Room. Deliver, Install and Service 2 interior rodent traps.

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Pest Management Service Agreement May 24, 2019 Page Six

TLC Building- Service Mechanical Room.

<u>Maintenance Shop-</u> Service Shop and Mechanical Room. Deliver, Install and Service 2 interior rodent traps.

<u>Cost of Services for Site:</u> East Stroudsburg Area School District-J.M. Hill Elementary School 151 East Broad St East Stroudsburg PA 18301

Interior Rodent/Insect Service Maintenance:

\$75.00 Per Service \$900.00 Annually (12 Services)

<u>Cost of Services for Site:</u> East Stroudsburg Area School District-Smithfield Elementary School 245 River Rd East Stroudsburg PA 18301

Interior Rodent/Insect Service Maintenance:

\$75.00 Per Service \$900.00 Annually (12 Services)

<u>Cost of Services for Site:</u> East Stroudsburg Area School District-Middle Smithfield Elementary School 5180 Milford Rd East Stroudsburg PA 18302

Interior Rodent/Insect Service Maintenance:

\$95.00 Per Service \$1,140.00 Annually (12 Services)

<u>Cost of Services for Site:</u> East Stroudsburg Area School District-East Stroudsburg Elementary School 93 Independence Rd East Stroudsburg PA 18302

Interior Rodent/Insect Service Maintenance:

\$95.00 Per Service \$1,140.00 Annually (12 Services)

<u>Cost of Services for Site:</u> East Stroudsburg Area School District-Resica Elementary School and POD 1 Gravel Ridge Rd East Stroudsburg PA 18302

Interior Rodent/Insect Service Maintenance:

\$75.00 Per Service \$900.00 Annually (12 Services)

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East Stroudsburg Area School District Pest Management Service Agreement May 24, 2019 Page Seven

<u>Cost of Services for Site:</u> East Stroudsburg Area School District-Bushkill Elementary School 131 North School Dr Dingmans Ferry PA 18328

Interior Rodent/Insect Service Maintenance:

\$75.00 Per Service \$900.00 Annually (12 Services)

<u>Cost of Services for Site:</u> East Stroudsburg Area School District-J.T. Lambert Intermediate School 2000 Milford Rd East Stroudsburg PA 18301

Interior Rodent/Insect Service Maintenance:

\$105.00 Per Service \$1,260.00 Annually (12 Services)

<u>Cost of Services for Site:</u> East Stroudsburg Area School District-Lehman Intermediate School 257 Timberwolf Dr Dingmans Ferry PA 18328

Interior Rodent/Insect Service Maintenance:

\$105.00 Per Service \$1,260.00 Annually (12 Services)

<u>Cost of Services for Site:</u> East Stroudsburg Area School District-Senior High School North 279 Timberwolf DrDingmans Ferry PA 18328

Interior Rodent/Insect Service Maintenance:

\$105.00 Per Service \$1,260.00 Annually (12 Services)

<u>Cost of Services for Site:</u> East Stroudsburg Area School District-Senior High School South 279 North Courtland St East Stroudsburg PA 18301

Interior Rodent/Insect Service Maintenance:

\$105.00 Per Service \$1,260.00 Annually (12 Services)

<u>Cost of Services for Site:</u> East Stroudsburg Area School District-Administration Building 50 Vine St East Stroudsburg PA 18301

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Pest Management Service Agreement May 24, 2019 Page Eight

Interior Rodent/Insect Service Maintenance:

\$35.00 Per Service \$420.00 Annually (12 Services)

<u>Cost of Services for Site:</u> East Stroudsburg Area School District-Senior High School North Concession Stand 279 Timberwolf Dr Dingmans Ferry PA 18328

Interior Rodent/Insect Service Maintenance:

\$35.00 Per Service \$420.00 Annually (12 Services)

<u>Cost of Services for Site:</u> East Stroudsburg Area School District-Senior High School South Concession Stand/Stadium 279 North Courtland St East Stroudsburg PA 18301

Interior Rodent/Insect Service Maintenance:

\$35.00 Per Service \$420.00 Annually (12 Services)

<u>Cost of Services for Site:</u> East Stroudsburg Area School District-Senior High School North Bus Garage 279 Timberwolf Dr Dingmans Ferry PA 18328

Interior Rodent/Insect Service Maintenance:

\$35.00 Per Service \$420.00 Annually (12 Services)

<u>Cost of Services for Site:</u> East Stroudsburg Area School District-J.T. Lambert Bus Garage 2000 Milford Rd East Stroudsburg PA 18301

Interior Rodent/Insect Service Maintenance:

\$35.00 Per Service \$420.00 Annually (12 Services)

<u>Cost of Services for Site:</u> East Stroudsburg Area School District-TLC Building 2000 Milford Rd East Stroudsburg PA 18301

Interior Rodent/Insect Service Maintenance:

\$35.00 Per Service \$420.00 Annually (12 Services)

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East Stroudsburg Area School District Pest Management Service Agreement May 24, 2019 Page Nine

<u>Cost of Services for Site:</u> East Stroudsburg Area School District-Maintenance Shop 135 Walnut St Stroudsburg PA 18301

Interior Rodent/Insect Service Maintenance:

\$35.00 Per Service \$420.00 Annually (12 Services)

<u>Cost of Services for Site:</u> East Stroudsburg Area School District-North Campus Sewer Plant 279 Timberwolf Dr Dingmans Ferry PA 18328

Interior Rodent/Insect Service Maintenance:

\$35.00 Per Service \$420.00 Annually (12 Services)

Merchandise: (All Equipment will be owned by East Stroudsburg Area School District)

45 Interior Rodent Traps sold @ \$11.00 each: \$495.00

Total Merchandise: \$495.00 (One Time Cost)

PestNetOnline: (Ehrlich Owned web based pest management data collection program)
One Time PestNetOnline Setup Fee: \$1,500.00 (Waived – No Charge)

Summary:

J C Ehrlich Annual Maintenance Cost: \$14,280.00
 Initial Service/Set Up: (One Time Cost) \$0.00
 Merchandise/Equipment: (One Time Cost) \$495.00

Contract Duration is From August 2019 Through July 2021

3% Price Increase After the First Year Beginning August 2020- \$14,708.40

Note: East Stroudsburg Area School District Is Tax Exempt





East Stroudsburg Area School District Pest Management Service Agreement May 24, 2019 Page Ten

Service Agreement

For your convenience, you may sign this page of our enclosed proposal and it will become our Working Agreement. This month-to-month agreement will be for a period of 12 months, subject to your satisfaction of our service, and may be <u>cancelled by either party in whole or in part with a 30-day notice</u>. This proposal is and shall remain the property of J.C. Ehrlich. This agreement is automatically renewed after one year, unless written notice is received. Contract duration is from August 2019 through July 2021.

- Merchandise/Equipment (One Time Cost): \$495.00
- JC Ehrlich Annual Maintenance Cost: \$14,280.00

Acceptance:	
	(Signature / Date)
Print Name/Title:	
Rilling Address	East Stroudsburg Area School District
Diffing Madross.	50 Vine St
	East Stroudsburg PA 18301

Presented by:

Travis Bunnelle Sales Specialist Mobile: (570)872-3394 travis.bunnelle@jcehrlich.com

> J.C. Ehrlich Co., Inc. Termite and Pest Control Services Since 1928 507 Seven Bridges Rd Suite 201East STroudsburg, PA 18301



Pest Management Service Agreement May 24, 2019 Page Eleven

1. The prices include all materials and first-class workmanship. The Company is authorized and directed to use on or about the premises serviced with this agreement, such compounds and

materials as it shall deem necessary to effect the contemplated treatment. All possible care will be used in applying the treatment; however, the nature of the work is such that the Company

cannot be responsible for domestic animals, stains, discolorations, or causes beyond reasonable care, except those caused by acts of gross negligence on the part of the company.

2. Public liability and property damage insurance against injury to members of the public from accidents which may arise from operations performed under THIS AGREEMENT, will be carried by

the Company, and a certificate of insurance will be issued to Customer, upon request.

- 3. Corrective service fees are payable on completion, unless another payment plan is provided for. Monthly payments are due within 30 days after each monthly invoice.
- 4. An essential part of our control measures is the co-operation of the Customer. The Customer, therefore, warrants full cooperation with the Company during the lifetime of this agreement and

agrees to maintain premises free from any factor or condition contributing to reinfestation by vermin and rodents, such as proper garbage disposal, repairing broken windows and doors, holes in

foundation, leaking roofs, etc. If a service date has been mutually agreed upon by the Company and the Customer, it will be the Customer's responsibility to pay for the service if the Company

has attempted to render service at the Customer's property.

- 5. Service Agreements shall be extended from month to month. Either party may cancel the service agreement at any time with 30 days written notice.
- 6. Any deviation from the above involving extra cost of material and labor will become an extra charge. If conditions require the Company to use specialized equipment or chemicals to control any

insects or rodent, the Company shall advise the Customer of the additional costs. No alterations or variation of the terms of this contract shall be valid unless made in writing and approved by a

manager of the Company.

- 7. Should it become necessary to temporarily discontinue a periodic service, due to causes beyond our control, it is agreed that the periodic installments due under this agreement will be
- suspended, until service is again resumed, and that such temporary discontinuance of service, will in no way breach this agreement,
- 8. All service warranties under this agreement will become null and void should balance or payment exceed 60 days.
- 9. Any check returned to us for insufficient funds will be assessed an additional \$25 fee.
- 10. Upon default of any payment, the entire amount of the contract becomes due immediately. In the event collection on the amount becomes necessary, the Customer agrees to pay all costs of

collection, including but not limited to court costs, attorney fees up to and including one-third of the amount of the balance and interest.

- 11. For multiple housing units and rental properties, the Customer will assure that access is provided to individual living units.
- 12. Moisture is a condition found in varying degrees in most structures. Moisture conditions in and around structures can be conducive to a variety of household pests and wood destroying insects.

Moisture conditions can also provide an environment favorable to the growth of mold, mildew, and other fungi. The Company does not possess the knowledge or expertise to identify mold,

mildew or other fungi. The Company also does not possess the knowledge or expertise necessary to give opinion on or offer remediation of the effects of mold, mildew, or other fungi, including

decay and nondecay fungi, on structures or on air quality. Moisture conditions, mold, mildew, or other fungi-related conditions should be identified, evaluated, and corrected by a professional

trade with expertise in the field. The Company is not qualified to and does not render an opinion regarding potential human health risks or effects on the body that may result from exposure to

mold, mildew, or other fungi. Human exposure to mold, mildew, or other fungi can be enhanced anytime structural components are disturbed, such as through remediation of pest-related

problems. It is the customer's responsibility to direct questions concerning the presence or dispersal of mold, mildew, mold spores, or fungi; health-related issues, or indoor air quality to a

qualified professional. The Company is not responsible for personal injury or property damage resulting from the presence, disruption, or dispersal of mold, mold spores, mildew, or fungi, even if

the Company inadvertently causes such disruption or dispersal by its inspection or treatment of pest-related problems.

13. This Service Agreement does not provide for compensation or repairs for any loss of use or damage to property or its contents from including but not limited to: insects or animals (covered or not

covered on the front of this Service Agreement), moisture, decay, fungi and mold/mildew.

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14. Mandatory Arbitration. Claims, disputes and other matters in question between the parties to this agreement arising out of or relating to the agreement or warranty shall be submitted to

arbitration by a single neutral arbitrator. The customer's damages in any arbitration or lawsuit shall be limited to the costs of labor and materials incurred in connection with this agreement.

15. Fuel/Transportation Surcharge - Like many other companies that are highly impacted by the price of gasoline, the large increase in gas prices has necessitated that we implement a per visit



East Stroudsburg Area School District

Pest Management Service Agreement May 24, 2019 Page Twelve

fuel surcharge in certain areas. This surcharge will be calculated using the National U.S. Average Motor Gasoline-Regular Fuel Price per Gallon Index reported by the U.S. Department of Energy

each month versus the average price of gasoline per gallon in 2010. Since we are only trying to recover our extra costs, and we are not attempting to profit from this surcharge, the surcharge will

be adjusted monthly (up or down) with the price of gasoline,

16. All rental Items remain the property of the Company, and the Company will maintain the same. The Company will replace rental items as required except for those Items lost or damaged due to

Customer's neglect, in which event the Customer will be responsible for replacement cost. The Company will be granted access to Customer's location to recover the rental items at the

expiration of this agreement, or at any time the open balance on Customer's account exceeds sixty days.

17. Customer acknowledges that PestNetOnline is Company's proprietary internet based intellectual property with all rights and privileges reserved. Please reference PestNetOnline Legal

Statements and Privacy Policies as posted on PestNetOnline Web Site for all additional information.

Customer confirms and agrees to the following:

a. Application is web based allowing Customer access to pest management information,

- b. PestNetOnline is a secure application through the use of hashed passwords, https encryption and a secure data center.
- c. Rentokil NA and/or any of its subsidiaries are not responsible for Customers password integrity or confidentiality.
- d. Customer will give thirty days written notice to Company prior to terminating use of PestNetOnline.
- e. All usage rights to PestNelOnline are immediately discontinued upon Customers termination Pest Management services agreement.
- f. This agreement shall be binding upon all successors of the Customers business.
- g. Customer agrees to indemnify, defend, and hold the Company harmless from any claims arising out of or connected or associated with the use of PestNetOnline including but not limited to any claims arising from internet hacking.
- 18. Each party represents that neither it nor anyone acting on its behalf has offered, given, requested or accepted any undue financial or other advantage of any kind in entering into this Agreement,
- and that it will comply with all applicable laws and regulations pertaining to corruption, competition and bribery in carrying out the terms and conditions of this Agreement,
- 19. Any and all disputes, claims or lawsuits related to this Agreement or to the services shall be determined in accordance with the laws of the Commonwealth of Pennsylvania.
- 20. The Customer agrees that the work provided under this Agreement is not to be construed as insurance, or as a covenant, guarantee, warranty, or promise of any kind that the Customer is in

compliance with any legal guidelines or requirements. Company disclaims any liability or responsibility regarding the practices and operations of the Customer, and bears no responsibility or

llability for whether the Customer carries out the recommendations made by Company and In no event will Company be liable for consequential, indirect or economic damages. The Customer

shall indemnify and hold Company harmless from and against all claims, demands, liabilities, obligations and attorneys' fees or costs brought by any third parties, arising out of or related to this

Agreement or by failure of the Customer to act in accordance with any legal requirements in connection with the Services. Company shall not be liable for any delay in performing the Services,

nor liable for any fallure to provide the services, due to any cause beyond its reasonable control. Company will be responsible for only those damages, claims, causes of action, injuries or legal

costs caused by its own direct negligence or misconduct, but then only to an amount not to exceed the annual fees charged under this Agreement.

J.C. Ehrlich Co., Inc. Termite and Pest Control Services Since 1928 507 Seven Bridges Rd Suite 201East STroudsburg, PA 18301

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Bast Stroudsburg Area SD, PA AWARDED ITEM LIST	00000116 CUSTODIAL BID SMITHFIELD	Description Vendor	3249	2570	2570	2129	TILLER CONCUR NO-RINSE N 2129 LJC DISTRIBUTORS OF FULLE	2570	2570	2702	3249	1291	1874	4
05/29/2019 12:24 marisela-horton	Bid Awards for Bid	Commodity	7											80106

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Bid Awards for Bid 00000117 CUSTODIAL SUPPLIES MSF

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PENNSYLVANIA PAPER & SUPP PENNSYLVANIA PAPER & SUPP	R PAPE	IMPERIAL BAG & PAPER CO.	YLVANI	ISTRIB	LIC DISTRIBUTORS OF E	OUILL CORPORATION	YLVANI	V. B. MASON CO.	TAL BA	PYRAMID SCHOOL PRODUCTS	CENTRAL POLY CORP	NTERBORO PACKAGING CORP	
PENNS										-	_	-	Z
Vendor 2570 2570	4292	5992							5992				
1/2"- 5 gal	ING A	CTRA	arpet	UPER	WET MODE TITLER BRIISH W	M 750	CI-MITT	1 × 4	OVES	MTAL	ner of	יייי (50# resealable- nonleak
Description FRIGGER SPRAYER- 9-1/2"- TAND SOAP- limid- 5 Gal	TARIO INSTANT FOAMING A	TOLLER REAVI DOII CLEANE SIVERSEY 5105047 VECTRA	TACK	4X10 S	THE RE	TRIE 82	TER MET	RYAM GLOVES - non-latex s	STATE STONES	HORT 2C	"HH) 20	100 (11)	e- nor
tion SPRAY	INSTAN	HEAVE X 5105	POT A	100	10 THE	S. CAN	LAR-HU	OVES-	TSPOSZ	4020	96)	NO.	sealab]
Description RIGGER SPR	LARIO	TVERSE	2521	TATIS IN	TET MOI	TOLLOUGH	D V	TO MAY	TATEX	MDACK		1745	50# res
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Commodity 80004	80012	80015	1000 1000 1000	0000	0000	0000	27000	0000	0000	0000	0000	7070	80106

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	Oty DOM 20.00 PAIL 30.00 CASE	20.00 CASE 20.00 CASE 20.00 CASE		000	3.00 DOZ 6.00 EACH				2.00 EACH 2.00 CA		3.00 CASE			3.00 EACH	3.00 KACH		
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Bid Awards for Bid 00000118 CUSTODIAL SUPPI	Description HAND SOAP- liquid- 5 gal FULLER HEAVY DUTY CLEANE FULLER DUTLEAN IT OTRAFER	FULLER CONCUR IN FULLER FULL SPARKLE INDU PITTERS FULL SPARKLE INDU PITTERS FOUR STAFFUL SPARKLE INDU	PATENTAL SPOT ATTACK CARDET ENTRANCE MAT 3' X 10'- C	DRY DUST MOP HEAD- 5" X DUST MOP TREATMENT- wate	FINISH MOPS- designed for wer MOP HANDIE- 60" fibe	ANGLE BROOM- 13" sweepin	PUTTY KNIFE- 1-1/4" stif	FLOOK SCRAFER- 48" DEDOI REPLACEMENT SCRAPER BLAD	GRABBER- 36"- w/gear-dri	3M SCOTCH-BRITE MEDIUM-D	TERRY TOWELS - 100% Cotto	LAAM GLOVES- NON-IALEX S LATEX DISPOSABLE GLOVES-	LATEX DISPOSABLE GLOVES	FLOOR BRUSH	FLOOR BRUSH	(184)	55 GALLON (56") 200 Fer 50# resealable- nonleak
Bid Awards for	Commodity 80010 80015	80017 80018	80024 80025 80027	80032 80035	80044	80054 80054	80067	80068	80070	80073	80074	80075	80077	80083	80084	80102	80104 80106

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05/29/2019 12:26 marisela-horton		East Stroudsburg Area SD, PA AWARDED ITEM LIST	PA
Bid Awards for Bid	00000119	CUSTODIAL SUPPLIES BUSHKILL	

Cost 87.28 115.00 325.00 325.00 205.00 205.00 205.00 205.00 205.00 205.00 205.00 205.00 317.00 332.50	
it Price 43.64000 23.00000 25.20000 18.87000 65.00000 24.00000 44.25000 84.00000 44.55000 11.39000 45.98000 11.60000 6.65000	
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endor 5992 IMPERIAL BAG & PAPER CO., 2129 LJC DISTRIBUTORS OF FULLE 2570 PENNSYLVANIA PAPER & SUPP 2129 LJC DISTRIBUTORS OF FULLE 5992 IMPERIAL BAG & PAPER CO., 2129 LJC DISTRIBUTORS OF FULLE 2693 PYRAMID SCHOOL PRODUCTS 2570 PENNSYLVANIA PAPER & SUPP 3249 W.B. MASON CO., INC. 2693 PYRAMID SCHOOL PRODUCTS 2129 LJC DISTRIBUTORS OF FULLE 2693 PYRAMID SCHOOL PRODUCTS 2129 LJC DISTRIBUTORS OF FULLE 2693 PYRAMID SCHOOL PRODUCTS 2129 LJC DISTRIBUTORS OF FULLE 2693 PYRAMID SCHOOL PRODUCTS 2129 LJC DISTRIBUTORS OF FULLE 2693 PYRAMID SCHOOL PRODUCTS 2129 LJC DISTRIBUTORS OF FULLE 2693 PYRAMID SCHOOL PRODUCTS 2129 LJC DISTRIBUTORS OF FULLE 2693 PYRAMID SCHOOL PRODUCTS 2129 LJC DISTRIBUTORS OF FULLE 2693 PYRAMID SCHOOL PRODUCTS 2129 LJC DISTRIBUTORS OF FULLE 2693 PYRAMID SCHOOL PRODUCTS 2129 LJC DISTRIBUTORS OF FULLE 2693 PYRAMID SCHOOL PRODUCTS 2129 LJC DISTRIBUTORS OF FULLE 2693 PYRAMID SCHOOL PRODUCTS 2129 LJC DISTRIBUTORS OF FULLE 2693 PYRAMID SCHOOL PRODUCTS 2129 LJC DISTRIBUTORS OF FULLE 2693 PYRAMID SCHOOL PRODUCTS 2129 LJC DISTRIBUTORS OF FULLE 2693 PYRAMID SCHOOL PRODUCTS 2129 LJC DISTRIBUTORS OF FULLE 2693 PYRAMID SCHOOL PRODUCTS 2129 LJC DISTRIBUTORS OF FULLE 2693 PYRAMID SCHOOL PRODUCTS 2120 LJC DISTRIBUTORS OF FULLE 2693 PYRAMID SCHOOL PRODUCTS 2120 LJC DISTRIBUTORS OF FULLE 2693 PYRAMID SCHOOL PRODUCTS 2120 LJC DISTRIBUTORS OF FULLE 2693 PYRAMID SCHOOL PRODUCTS 2120 LJC DISTRIBUTORS OF PULLE 2693 PYRAMID SCHOOL PRODUCTS 2120 LJC DISTRIBUTORS OF PULLE 2693 PYRAMID SCHOOL PRODUCTS 2120 LJC DISTRIBUTORS OF PULLE 2693 PYRAMID SCHOOL PRODUCTS 2120 LJC DISTRIBUTORS OF PULLE 2693 PYRAMID SCHOOL PRODUCTS 2120 LJC DISTRIBUTORS OF PULLE 2693 PYRAMID SCHOOL PRODUCTS 2120 LJC DISTRIBUTORS OF PULLE 2693 PYRAMID SCHOOL PRODUCTS 2120 LJC DISTRIBUTORS OF PULLE 2693 PYRAMID SCHOOL PRODUCTS 2120 LJC DISTRIBUTORS OF PULLE 2693 PYRAMID SCHOOL PRODUCTS 2120 LJC DISTRIBUTOR PULLE 2693 PYRAMID SCHOOL PRODUCTS 2120 LJC DISTRIBUTOR PULLE 269	
Description BUTCHERS OXIVIR Tb Disin IMPACK- 7501 64 OZ PUMP- LEMNON FURNITURE POLISH A HAND SOAP- liquid- 5 gal DEB FOAM HAND SANITIZER SCUM REMOVER (soap scum- MATS INC. 3' 4X10 SUBER DRY DUST MOP HEAD- 5" X WET MOPS- FULLER BRUSH W TRIAD SOAP DISPENSER 935 TERRY TOWELS- 100% COLTO 17" BLUE SCRUBBING IMPACK- 6851 REPLACEMENT IMPACK- 4020 HORIZONTAL IMPACK- 4020 HORIZONTAL IMPACK- 7650 HEAVY DUTY 30 GALLON (56") 500 per 56 GALLON (56") 200 per 50# resealable- nonleak	
Commodity 80001 80005 80006 80010 80010 80011 80026 80026 80059 80097 80099 80099 80102 80104	9

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Bid Awards for E	Bid Awards for Bid 00000121 CUSTODIAL SUPI	PLIES RESICA				
Commodity	Description			-	rotal Cost D	Diac %
80003	PLASTIC BOTTLE- 32 oz	3249 W.B. MASON CO., INC.	12.00 EACH	0.41000	4.92	0.000
80004	LEMON FURNITURE POLISH A	PENNSYLVANIA PAPER &		25.22000	25.22	0.000
80010	HAND SOAP- liquid- 5 qal	PENNSYLVANIA		18.87000	188.70	000.0
80011	DEB FOAM HAND SANITIZER	IMPERIAL BAG & PAPER	15.00 CASE	65.00000	975.00	000.0
80013	LIOUID BLEACH- 6 gal/cas	IMPERIAL BAG & PAPER		11.54000	80.78	0.000
80015	FULLER HEAVY DUTY CLEANE	LJC DISTRIBUTORS OF		74.00000	740.00	000.0
80016	FULLER FULLSAN II OUATEW	LJC DISTRIBUTORS OF		74.00000	1110.00	0.000
80017	FULLER CONCUR NO-RINSE N	DISTRIBUTORS OF	15.00 CASE	54.00000	810.00	0.000
80019	FULLER MULTI-USE CARPET	LJC DISTRIBUTORS OF		84.00000	840.00	0.000
80023	DIVERSEY 1500 PLUS FLOOR	PHILIT ROSENAU CO.,	2.00 EACH	51,68000	103.36	0.000
80024	DIVERSEY 5105047 VECTRA	PHILIP ROSENAU CO.,		65.97000	1319.40	000.0
80025	RA521 SPOT ATTACK Carpet	لايا		28.00000	112.00	0.000
80026	SCUM REMOVER (SOAD SCUM-	PENNSYLVANIA PA		25.44000	101.76	0.000
80032	DRY DUST MOP HEAD- 5" X	IMPERIAL BAG & PAPER	12.00 EACH	3.50000	42.00	0.000
80040	DUST MOP FRAME- 5" X 60"	PYRAMID SCHOOL		4.59000	4.59	0.000
80046	WET MOP BUCKET- 44 quart	PENNSYLVANIA PA		41.07000	123.21	0.000
80067	PUTTY KNIFE- 1-1/4" stif	2693 PYRAMID SCHOOL PRODUCTS		0.94000	5.64	000.0
80068	FLOOR SCRAPER- 48" handl			8.79000	35.16	0.000
8008	REPLACEMENT SCRAPER BLAD	2570 PENNSYLVANIA PAPER & SUPP		1.92000	3.84	0.000
80071	SPONGES- cellulose- 24/c		00	17.76000	71.04	0.00.0
80072	PROCTOR & GAMBLE 82027 M	_	8.00 CA	15.55000	124.40	0.000
80073	3M SCOTCH-BRITE MEDIUM-D		00	13.88000	55.52	0.000
80074	TERRY TOWELS- 100% Cotto	PENNSYLVANIA PAPER &	00	44.55000	178.20	0.000
80075	EXAM GLOVES- non-latex s	_		1.72000	275.20	000.0
80083	20" BLACK STRIPPER	щ		11.19000	111.90	0.000
80102	30 Gallon (36"H) 500 per	_	80.00 CASE	11.60000	928.00	0.000
80104	55 GALLON (56") 200 per		00	12.68000	824.20	0.000
80106	50# resealable- nonleak	_	100.00 CA	6.65000	665.00	0.000

** END OF REPORT - Generated by Marisela Horton **

Bid Awards for Bid 00000122 CUSTODIAL SUPPLIES JUHILL

05/29/2019 12:28 marisela-horton

Disc. %	0000000
Total Cost 1	230.00 230.00 22.00 1624.00 244.80
Unit Price 50.0000 50.00000 23.00000 11.54000 11.54000 74.00000 84.00000 37.44000 41.07000 6.95000 6.95000 1.95000 1.92000 1.92000 1.92000 1.96000 1.96000	7.99000 23.00000 94.85000 11.39000 12.24000 6.65000
20 Qty UOM 20 Qty UOM 4.00 EACH 4.00 EACH 1.00 EACH 1.00 EACH 25.00 EACH 25.00 EACH 25.00 EACH 26.00 EACH 10.00 CASE 20.00 EACH 5.00 EACH 6.00 EACH 7.00 EACH 6.00 EACH 6.00 EACH 7.00 EACH 6.00 EACH 6.00 EACH 10.00 EACH 10.00 EACH 10.00 EACH 10.00 EACH 10.00 EACH 10.00 EACH 2.00 EACH 10.00 EACH 10.00 EACH 2.00 EACH 10.00 EACH	10.00 CASE 10.00 CASE 1.00 EACH 2.00 EACH 20.00 CASE 120.00 CASE
Vendor 2570 PENNSYLVANIA PAPER & SUPP 2129 LJC DISTRIBUTORS OF FULLE 2693 PYRAMID SCHOOL, PRODUCTS 2570 PENNSYLVANIA PAPER & SUPP 5992 IMPERIAL BAG & PAPER CO., 2129 LJC DISTRIBUTORS OF FULLE 2613 PHANID SCHOOL, PRODUCTS 2129 LJC DISTRIBUTORS OF FULLE 2613 PYRAMID SCHOOL PRODUCTS 2693 PYRAMID SCHOOL PRODUCTS 2693 PYRAMID SCHOOL PRODUCTS 2693 PYRAMID SCHOOL PRODUCTS 2570 PENNSYLVANIA PAPER & SUPP 2566 METCO 2266 METCO 2266 METCO 2266 METCO	W.B. MASON CO., INC. PRIEDMAN ELECTRIC SUP PYRAMID SCHOOL PRODUC PYRAMID SCHOOL PRODUC CENTRAL POLY CORP. INTERBORO PACKACING NORTHEAST CHEMICAL &
Handler Billing Billin	17" RED CIERNER 17" BLUE SCRUBBING IMPACK- 6850 JANITOR'S C IMPACK- 6851 REPLACEMENT 30 Gallon (36"H) 500 per 40 Gallon (48") 250 per 50# resealable- nonleak
Commodity 80004 80005 80005 80007 80013 80013 80014 80024 80024 80046 80046 80063 80063 80063 80063 80063 80072 80072 80072 80063 80073 80073 80073	80089 80096 80097 80102 80103

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Bid Awards for Bid 00000123 CUSTODIAL SUPPLIES JTL

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рдооофондиности	20.00 CASE 350.00 CA
Vendor 2570 PENNSYLVANIA PAPER & SUPP 2592 IMPERIAL BAG & PAPER CO., 2129 LJC DISTRIBUTORS OF FULLE 2592 IMPERIAL BAG & PAPER CO., 2570 PENNSYLVANIA PAPER & SUPP 2693 PYRAMID SCHOOL PRODUCTS 2103 LJC DISTRIBUTORS OF FULLE 2592 IMPERIAL BAG & PAPER CO., 2693 PYRAMID SCHOOL PRODUCTS 2702 CULLI, CORPORATION 2570 PENNSYLVANIA PAPER & SUPP 2693 PYRAMID SCHOOL PRODUCTS	1291 CENTRAL POLY CORP. 4321 NORTHEAST CHEMICAL & SUPP
Description HAND SOAP- liquid- 5 gal LIQUID BLEACH- 6 gal/cas FULLER HEAVY DUT CLEANE FULLER HEAVY DUT CLEANE FULLER RONCUR NO-RINSE N FULLER NULTI-USE CARPET 170070 BLUE LABEL POWERE DIVERSEY 5105047 VECTRA RA521 SPOT ATTACK CARPET ENTRANCE MAT 3' X 10'- C WET MOPS- FULLER BRUSH W IMPACK 9200 INDUSTRIAL P GRABBER- 36"- w/gear-dri PROCTOR & GAMBLE 82027 M 3M SCOTCH-BRITE MEDIUM-D TERRY TOWELS- 100% COLTO LATEX DISPOSABLE GLOVES- LATEX DISPOSABLE GLOVES LATEX DISPOSABLE GLOVES- LATEX DISPOSAB	10 Gallon (23"H) 1000 pe 50# resealable- nonleak
COMMOGITY 80010 80011 800115 800116 800119 80021 80021 80027 80061 80077 80077 80086 80086	80101 80106

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	AWARDED ITEM LIST		

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	Total Coat 112.83 112.83 124.35 390.00 1580.00 1680.00
	Unit Price 37.61000 155.00000 90.00000 90.00000 90.00000 90.00000 90.00000 90.
	0ty 0om 3.00 CASE 5.00 CASE 6.00 CASE 7.00 CASE 2.00 CASE 2.00 CASE 1.00 EACH 7.00 EACH 6.00 EACH 12.00 EACH 6.00 EACH 10.00 EACH 6.00 EACH 10.00 EACH 6.00 EACH 10.00 EACH 7.00 EACH 10.00 EACH 6.00 EACH 10.00 EACH 6.00 EACH 6.00 EACH 7.00 EACH 10.00 EACH 6.00 EACH 6
PLIES LEHMAN	Vendor 2570 PENNSYLVANIA PAPER & SUPP 2570 PENNSYLVANIA PAPER & SUPP 5922 IMPERIAL BAĞ & PAPER CO., 2129 LJC DISTRIBUTORS OF FULLE 2129 LJC DISTRIBUTORS OF FULLE 2129 LJC DISTRIBUTORS OF FULLE 592 IMPERIAL BAĞ & PAPER CO., 2631 PYRAMID SCHOOL PRODUCTS 2693 IMPERIAL BAĞ & PAPER CO., 2129 LJC DISTRIBUTORS OF FULLE 5992 IMPERIAL BAĞ & PAPER CO., 5702 QUILL CORPORATION 2570 PENNSYLVANIA PAPER & SUPP 1291 CENTRAL POLY CORP. 1874 INTERBORO PACKAĞINĞ CORP 1874 INTERBORO PACKAĞINĞ CORP
Bid Awards for Bid 00000124 CUSTODIAL SUPPI	Description RAGOI GRAFFITI REMOVER O HAND SOAP-liquid-5 gal DEB FOAM HAND SANITIZER FULLER FULLSAN II QUATEW FULLER FULL SPARKLE INDU FULLER MULTI-USB CARPET 170070 BLUE LABEL POWERE DIVERSEY 5105047 VECTRA ENTRANCE MAT 3' X 10'-C DRY DUST MOP HEAD-5" X DRY DUST MOP HEAD-5" X DUST MOP FRAME-5" X 24" DUST MOP FRAME-6" S' X 36" DUST MOP FRAME-6" S' X 36" DUST MOP FRAME-6" S' X 36" DUST MOP HANDLE-60" FIDE IMPACK-2612 PLASTIC LOB 3190 MICROFIBER FLEXIBLE BUCKET-14 quart-heavy FUTTY KNIFE-1-1/4" Stif PROCTOR & GAMBLE S2027 M TERRY TOWELS-100% COLTO 30 Gallon (36"H) 500 per 55 GALLON (56") 200 per 55 GALLON (56") 200 per
Bid Awards for	Commodity 80002 80010 80010 80011 80011 80019 80024 80024 80033 80033 80033 80034 80045 80045 80066 80067 80067 80067 80067 80067 80067 80067 80067 80067 80067

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Bid Awards for Bid 00000125 CUSTODIAL SUPPLIES HSNORTH 05/30/2019 12:41 marisela-horton

Disc. % 00000000000000000000000000000000000
Total Cost 112.83
Unit Price 37.6100 18.87000 65.00000 94.00000 1.70000 1.70000 2.28000 4.35000 4.35000 4.35000 6.28000 1.70000 1.75000
Qty UOM 3.00 CASE 5.00 PAIL 6.00 CASE 7.00 CASE 2.00 CASE 2.00 CASE 15.00 EACH 5.00 EACH 6.00 EACH 17.00 EACH 10.00 CASE 30.00 CASE 30.00 CASE 350.00 CASE
Vendor 2570 PENNSYLVANIA PAPER & SUPP 2570 PENNSYLVANIA PAPER & SUPP 5992 IMPERIAL BAG & PAPER & SUPP 2129 IJC DISTRIBUTORS OF FULLE 2129 IJC DISTRIBUTORS OF FULLE 2129 IJC DISTRIBUTORS OF FULLE 5992 IMPERIAL BAG & PAPER CO., 2129 IJC DISTRIBUTORS OF FULLE 5992 IMPERIAL BAG & PAPER CO., 2129 IMPERIAL BAG & PAPER CO., 2129 IMPERIAL BAG & PAPER CO., 2129 IMPERIAL BAG & PAPER CO., 5992 IMPERIAL BAG & P
Description RAGO1 GRAFFITI REMOVER O HAND SOAP- liquid- 5 gal DEB FOAM HAND SANITIZER FULLER FULLSAN II QUATEN FULLER FULL SPARKLE INDU FULLER WULT-USE CARPET 170070 BLUE LABEL POWERE DIVERSEY 5105047 VECTRA ENTRANCE MAT 3' X 10'- C DRY DUST MOP HEAD- 5" X DRY DUST MOP HEAD- 5" X DUST MOP FRAME- 5" X 36" DUST MOP FRAME- 5" X 36" DUST MOP FRAME- 6" EN X 36" DUST MOP FRAME- 6" EN X 36" DUST MOP FRAME- 1-1/4" STIPE SUCKET- 14 quart- heavy PUTTY KNIFF- 1-1/4" STIF PROCTOR & GAMBLE 82027 M TERRY TOWELS- 100% COtto 30 GALLON (56") 200 per 55 GALLON (56") 200 per
Commodity 80002 80001 80010 80011 80016 80019 80027 80027 80033 80033 80033 80033 80041 80041 80045 80065 80066 80072 80072 800103 800103

Total Cost 94.35 420.00 633.40 1440.00 420.00 36.30 277.60 277.60 1296.00 1296.00 3158.75

Unit Price 18.87000 84.00000 31.67000 240.00000 84.00000 13.88000 6.00000 1.86000 36.00000 6.65000

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Area SD, PA	ISSOUTH	PENNSYLVANIA PAPER & SUPP LJC DISTRIBUTORS OF FULLE IMPERIAL BAG & PAPER CO., PENNSYLVANIA PAPER & SUPP LJC DISTRIBUTORS OF FULLE LJC DISTRIBUTORS OF FULLE PENNSYLVANIA PAPER & SUPP PENNSYLVANIA PAPER & SUPP LJC DISTRIBUTORS OF FULLE IMPERIAL BAG & PAPER CO., LJC DISTRIBUTORS OF FULLE IMPERIAL BAG & PAPER CO., LJC DISTRIBUTORS OF FULLE NORTHEAST CHEMICAL & SUPP
East Stroudsburg Area SD, PA AWARDED ITEM LIST	CUSTODIAL SUPPLIES ESSOUTH	Vendor Liquid
: 51 on	r Bid 00000126	Description HAND SOAP- liqu FULLER MULTI-US 170070 BLUE LAB RAS21 SPOT ATTA MATS INC. 3' 4X WET MOPS- FULLE ANGLE BROOM- 13 3M SCOTCH-BRITE 24" FLOOR BRUSH
05/30/2019 13:51 marisela-horton	Bid Awards for Bid	Commodity 80010 80019 80021 80025 80028 80043 80054 80085 80086 80098

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05/30/2019 14:25 marisela-horton	East Stroudsburg Area SD, PA AWARDED ITEM LIST			<u>#4</u>	1 qdatrep
Bid Awards for Bi	Bid Awards for Bid 00000127 CUSTODIAL SUPLIES FOOD SERVICE				
Commodity 80057 80074 80103 80104	Description IMPACK- 2612 PLASTIC LOB 5992 IMPERIAL BAG & PAPER CO., 6.00 E TERRY TOWELS- 100% Cotto 2570 PENNSYLVANIA PAPER & SUPP 2.00 C 40 Gallon (48") 250 per 1874 INTERBORO PACKAGING CORP 55.00 C 55 GALLON (56") 200 per 1874 INTERBORO PACKAGING CORP 10.00 C	UOM Unit EACH CASE CASE CASE	Price 6.95000 44.55000 12.24000 12.68000	Total Cost Di 41.70 89.10 673.20 126.80	Disc % 0.000 0.000 0.000 0.000

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East Stroudsburg Area SD, PA AWARDED ITEM LIST

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127.0000 Unit BEACH Vendor 2310 MIDWEST TECHNOLOGY PRODUC 2866 METCO 2266 METCO 2310 MIDWEST TECHNOLOGY PRODUC 2266 METCO 2310 MIDWEST TECHNOLOGY PRODUC 2366 METCO 2266 METCO 2260 METCO 2266 METCO 2260 MET SOUTH 1 41 WOOD INDUSTRIAL TECHNOLOGY BID Plunge Router 3.25HP-Bo Finish Sander 1/4 Sheet-VER Screwdriver-Dewalt Drill-Keyless-1/2"-Mi Cordless Jigsaw Kit-14.
Electric Engraver-7200
5" Random Orbit Sander w Cordless Drill/Impact Kit Cordless Impact Driver-Palm Router-Installes Scroll Saw-16" Variable 10" Sliding Compound Mit Shop Ruler 3'- Iufkin 62 Depth Gauge-General 23 Johnson Level & Tool 8" 7" Speed Square-Swanson Clamp A! Tool Guide 24"-Clamp P. Tool Guide 50" C Clamp 2" Spring Pony 32 Clamp 1. Darnet 50/pkg AaC 120-C Garnet - 100/pkg AAC 120-C Garnet - 50/pkg Ac 120-C Garnet - 600-C G 00000104 Bid Awards for Bid Commodity

05/29/2019 12:17 marisela-horton	T East Stroudsburg	ldsburg Area SD, PA IEM LIST			ਜੂਰ ਜੂਰ	P 2 bqcatrep
Bid Awards for Bid	00000104 INDUSTRIAL TE	CHNOLOGY BID 41 WOOD - SOUTH HS				
20290	Clock Hands- 3-1/2" Long	2266 METCO	20.00 EACH	1.95000	39.00	•
20291	Clock Face- Classic Pape	METCO		8.80000	176.00	0.000
20301	Shop Vac- 16 Gal- 5HP- M	MIDWEST TECHNOLOGY		166.94000	166.94	•
20302	Pushblock WWS#95-410	MIDWEST TECHNOLOGY		3.25000	19.50	•
20303	Featherboard- 3/4" Miter	_	٠.	12.92000	77.52	•
20304	Table Featherboard- Magn	2266 METCO		•	629.40	0.00.0
20305	Sheet Acrylic-Clear- 1/	2266 METCO		7.10000	42.60	0.00.0
20306	Work Glove- Brown Jersey	2266 METCO		0.91000	43.68	0.000
20307	Open Shelf Truck- EDSAL	2266 METCO		864.95000	864.95	00.
20324	Rubber Mallet- 16 oz.	_		3.90000	7.80	00.
20326	Scraper- Single Handle-	METCO		3.60000	7.20	0.00.0
20347	Hammer 16 oz. Rip Claw-	MIDWEST TECHNOLOGY		8.38000	33.52	0.000
20351	Utility Knife- Retractab	MIDMEST TECHNOLOGY		2.69000	5.38	0.000
20352	H.D. Utility Knife Blade	TECHNOLOGY		1.02000	2.04	0.000
20353	Utility Knife Blade w/Di	_		10.12000	20.24	000.0
20354	Cats Paw Double End- May			14.90000	or .	0.00.0
20355		METCO		2.25000	9.00	0.000
20403	Plug Cutter 3/8"- Stanle	MIDWEST TECHNOLOGY		10.98000	21.96	0.000
20404		TECHNOLOGY	2.00 EACH	10.98000	21.96	0.000
20405	Plug Cutter 5/8"- Stanle	MIDWEST TECHNOLOGY	00.	10.98000	21.96	0.000
20415	#2 Square Drive Power Bi	MIDWEST	100.00 EACH	0.32000	32.00	0.000
20416	#2 Square Drive Power Bi	METCO	20.00 EACH	4.15000	83.00	0.000
20425	8" Panel Saw Blade- 64T-	SAW SALES AND MACHI	1.00 EACH	120.00000	120.00	0.000
20426	10" Cut Off Saw- ATB- 40	MIDWEST TECHNOLOGY	2.00 EACH	31.91000	63.82	0.000
20428	12" 36T RAdial Arm- Aman	MIDWEST TECHNO	2.00 EACH	70.40000	140.80	0.000
20430	1/4x93 1/2 6TPI Band Saw	SALES AND MACHINERY	6.00 EACH		53.70	0.000
20432	Mitrebox Saw- 10"- 60 T-		Z.UU EACH	89.0000	· a	00.
20438	Dowel Pins- Spiral Groov	_	1.00 BAG	4.95000	4.95	.00
20440	Dowel Pins- Spiral Groov		1.00 BAG	5.20000	•	200
20441	Dowel Pins- Spiral Groov		1.00 BAG	6.85000	0.85	000
20476	Mon Working Winge 1 5		200.00 FAIR	00000.0	1270 00	200
20477	Non-Mortise Hinge 1.5	METCO	200.00 PAIR	٠.	960.00	00.
20479	Non-Mortise Hinder 2" Br	METCO	50.00 EACH	ø	329.50	.00
20482	Titebond Glue- Briggs- F	MIDWEST TECHNOLOGY PRODUC	6.00 GAL	20.29000	121.74	0.000
20483	Titebond II Waterproof-	MIDWEST TECHNOLOGY PRODUC	2.00 GAL	24.34000	40.00	0.000

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1 WOOD BID #41 HSN	PENDOCY 2310 MIDWEST TECHNOLOGY PRODUC 2366 METCO 2266 METCO 2260	
Bid 00000105 INDUSTRIAL TECH	Description Router Table w/fence and Pocket Hole Jig Kit- Kre Fape Rule 10'- Stanley 3 Shop Ruler 2'- Infin 62 Shop Ruler 3'- Luffin 62 Adj: T-Bevel 8"- Stanley Handscrews 3" #3/0- Jorg Face Clamp- Kreg Premium English Chestnut- Minwax Special Walnut Stain- Minwax Colonial Maple Stain- Minwax Colonial Maple Stain- Minw Dark Walnut Stain- Minw Deftoil-Natural- Metco 2" Econo Brushes- Weller 1-1/2" Angular Sash- Chi Acid Brush- 144/pkg Brush- 1" Bristle Chip B Nitrile Disposable Glove Screws- #2 Square Drive- Screws- #2 Square Brive- Screws- #3 Square Brive- Screws- #4 Square Brive- Screws-	
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	burg Area S	BID #44 HSNORTH	Vendor	2,2				2266 METCO						2266 METCO		2266 METCO
	East Stroudsburg Area SD, AWARDED ITEM LIST	Bid Awards for Bid 00000106 ELECTRONICS BID	<u>.</u>	Battery Alkaline 'AA' 2							Transistor - PNP - 2N3906 2					#60 High Speed Drill Bit 2
	: 18 on	r Bid 0000	Descr:	Batte	Datte.	1.50-	L TOP I	LED	Regist	Trans	T C T C	יים	מַלַ כַּינ	1000	Speak	#60 H
	05/29/2019 12:18 marisela-horton	Bid Awards for	Commodity	20200	20591	2000	07700	20710	20,02	2000	20000	2000	2000	70000	00000	20938

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05/29/2019 12:19 marisela-horton		East Stroudsburg Area SD, AWARDED ITEM LIST	D, PA
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Vendor 2266 METCO 1192 BLICK ART MATERIALS 1192 BLICK ART MATERIALS 1192 BLICK ART MATERIALS 2266 METCO 2266 METCO 1192 BLICK ART MATERIALS
Description Terry Wipes- 10" x 16" P Safe-T View-Thru Non-Sha Alvin Basic Bow Compass Pica Rule 18" x 2"- clea Tape Dispenser- high-imp 3M Scotch Magic Transpar Masking Tape 2" x 60yd- Best Test Rubber Cement- Tweezers 3.5" Flat Point T-Shirt- First Quality 5 T-Shirt- First 6 T-Shirt- First 7 T-Shirt- First 6 T-Sh
Commodity 21065 21071 21072 21074 21074 21074 21080 21082 21082 21084 21103 21104 21104 21125 21125 21125 21138 21239 21241 21241 21241 21241 21243

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	Qty UOM 40.00 ROLL 20.00 ROLL 1.00 GAL 50.00 EACH 50.00 EACH 50.00 EACH 50.00 EACH 24.00 EACH 4.00 QT 4.00 EACH 4.00 QT 4.00 CASE 4.00 EACH 5.00 EACH 6.00 E
52 NORTH HS	Vendor 1136 BADGER GRAPHIC SALES, INC 2266 METCO 1192 BLICK ART MATERIALS 1266 METCO 1266 METCO 2266 METCO 1192 BLICK ART MATERIALS
Bid Awards for Bid 00000108 GRAPHIC ARTS 5	Description Masking Tape 2" x 60yd- Masking Tape 3/4" x 60y Best Test Rubber Cement- T-Shirt- First Quality 5 Screen Printing Frame- 2 Ink Spatula- Stainless 5 Speedball Scanison Speedball Bencyer 4558 Ulano Water-Based Block- Vinyl Latex-free Exam Gl True Pix Sublimation Tra Aluminum License Plate 1 Ceramic Coffee Mug- 11 o Heat Tape for Sublimatio Sublimation Mug Wrap for Ceramic Tile- 4.25" x 4. Square Coasters- 3/5" x Alr Hose for Air Brush- Paasche Model H Single A Badger Air-Opaque Cleane Natural 100% cotton cany
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0 East Str AWARDED	Bid Awards for Bid 00000109 POWER TECH 55	Description	Ralas Mood Sheets 1/4"t	Permatex Fast Orange Han	Masking Tabe 2" #56-4932	Spray Paint - colortouch	Rubber Cement 1 Gallon C	Nvlon Mason's Line-brai	XX/5054-H PENCILS -"H" D	Balsa Bridges- Class Pac	Balsa Wood MegaPack- 1/8	3/32 Basswood- 2 ft. len	PNY Mini Flash Drive 4GB	Drawing Paper- 9x12- 500	ACCO Smooth Economy Pape	MSS90109 Foamboard 20x30
05/29/2019 12:20 marisela-horton	Bid Awards for	Commodity	10012	21020	12012	1011	21026	21022	21029	25010	21034	21035	21039	21040	21047	21053

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05/29/2019 12:21 East Stroudsburg Area SD, PA marisela-horton	Bid Awards for Bid 00000110 LUMBER BID 57 LIS	Description Vendor 4/4 E.W. Pine S4S- 8" wi 2481 O'SHEA LUMBER CC 4/4 Poplar S4S 8" wide 2266 METCO
05/29/2019 12:21 marisela-horton	Bid Awards for	Commodity 21322 21341

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Bid Awards for Bid	Bid Awards for Bid 00000111 LUMBER BID 5	57 NORTH HS				
	Description		_	Unit Price To	otal Cost	Disc %
	8/4 Standard E.W. Pine-	5082		1.35000	337.50	0.000
	4/4 #1C Hard Maple	5082		1.89000	472.50	0.000
	4/4 #1C Cherry	2481	$\overline{}$	2.05000	512.50	0.000
	8/4 SEBTR Cherry	2481	250.00 BDFT	3.50000	875.00	0.000
21336	4/4 #1C Black Walnut		_	3.50000	875.00	0.000

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EAST STROUDSBURG AREA SCHOOL DISTRICT

Procurement Form

TO BE COMPLETED FOR ANY PROCUREMENT OVER \$5,000

A. Why are you requesting the service/needs?

Why: The Pupil Service Dept. is requesting a software program to be initiated in the 2019-2020 school year to support student and classroom teachers in the collection and recording keeping of artifact evidence to comply with PDE chapter 339 required regulations for student Career Development K-12.

Need: The district is in need of a software platform program to comply with state PIMS reporting system. The district is required to demonstrate to PDE evidence of curriculum activity and student completion on an annual basis for PDE submission

Suggested replacement: The recommended on-line based platform will replace the current manual process in place which only the school counselors are utilizing. Moreover, the on-line platform will enhance student exposure to career readiness from K-12 within the general and special education curricula/classroom and allow parents/families access to monitor student progress with Future/Career Ready Skills. Finally, the district will ensure compliance with PDE requirement Chapter 339 Comprehensive K-12 Guidance Plan.

- B. Cost Estimate: if over \$5,000, were 3 quotes obtained? If yes, please list the vendors and the amounts. Three quotes were obtained from three vendors with each quote exceeding over \$5,000.
 - Smartfutures-\$11,000.00
 - Naviance-\$28,105.00
 - Xello-\$23,232.50
 - Refer to specific breakdown on vendor quotes for explanation on costs.

C. Procurement Method:

Quote, RFP, Other

D. Funds account to be charged for Procurement (Was this purchase budgeted?)

- Yes/No
- Fund 10, 29, 32
- Account #
 - i. The district initiated contact with the three vendors to trial their platforms for several weeks within selected district classrooms from K-12 with students, teachers, and school counselors. Multiple focus groups were held with staff and administration on vendor platform components to comply with the required PDE Chapter 339 need. Upon recommendation from K-12 students, teachers, and school counselors the vendor Smartfutures is recommended for the K-12 Chapter 339 initiative for 2019-2020.
 - ii. The purchase is budgeted in 2019-2020 Pupil Service budget, 80%, and 2019-2020 Special Education budget, 20%-ACCESS program.

E. Selection of winning proposal

- Was the lowest price selected? If not, explain why and the process of selecting the vendor.
 - i. Smartfutures- \$11,000.00
 - ii. The lowest quote was selected, Smartfutures @ \$11,000.00, as the recommended vendor for service because the software/platform will support the need of the district to comply with the PDE requirement of Chapter 339 Comprehensive K-12 Plan.

F. Other

N/A



Smart Futures

Bill To

50 Vine St

18301 PA

East Stroudsburg

Tax ID: 30-0263715 6401 Penn Avenue, Suite 300 Pittsburgh Pennsylvania 15206 U.S,A

East Stroudsburg Area SD

INVOICE

SF-003518

Balance Due \$11,000.00

Invoice Date:

04.04.19

Terms:

Custom

Due Date:

07.01.19

P.O.#:

SF Quote for the 2019-

				2020 School Year
#	Item & Description	Qly	Rațe	Amount
1	SmartFutures.org Annual Subscription - Unlimited (Quote) This is a quote ~ If you are interested in subscribing to SmartFutures.org, you can consider this an invoice to be paid.	2.00	3,000.00	6,000.00
2	SmartFutures.org Annual Subscription Unlimited Additional Middle School (District) (Quote) Annual Subscription Middle School	2.00	1,000.00	2,000.00
3	SmartFutures.org Annual Subscription Unlimited Additional Elementary or Other Building (District) (Quote) This is a quote ~ If you are interested in subscribing to SmartFutures.org you can consider this an invoice to be paid.	6.00	500,00	3,000.00
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Sub Total

11,000.00

Total

\$11,000.00

Balance Due

\$11,000.00

Notes

2019-2020 Quote for 2 High Schools, 2 Middle Schools and 6 Elementary Schools - Unlimited Access

AUDIT RFP TABULATION.XLX 5/15/2019

AUDIT RFP TABULATION

			I		
	Zelenkofsk	e Axelrod	BBD, LLP		
	Harrisbu	ırg, PA	Philadelphia, PA		
Proposal Fee					
2013-14	\$	21,750	\$	37,500	
2014-15	\$	21,750	\$	37,500	
2015-16	\$	22,185	\$	37,500	
2016-17	\$	22,615	\$	37,500	
2017-18	\$	23,060	\$	37,500	
Type of Firm	Regio	nal		Regional	
AICPA Quality Control	Υ			Υ	
GASB Compliance	Υ			Υ	
Public School Clients	Central D	auphin	Pocc	no Mountain	
	Shenandoah			мсті	
	Selinsg	rove	Q	uakertown	
			Lancaster		
Timeline					
Fieldwork	Х		X		
Financial Statements	Х			Х	
Completed Report	Х		X		
Preparation and Submission				·	
Federal Audit Clearinghouse	?		Υ		
SF-SAC					
Additional Fees					
Partner	\$250/hr		\$1	.75-250/hr	
Manager	\$140,	/hr	\$1	25-\$175/hr	
Supervisor	\$110,	/hr	\$1	.25-175/hr	
Auditor	\$95/	hr	\$100-125/hr		
Staff Accountant	\$70/	\$70/hr		80-100/hr	
Paraprofessional				550-75/hr	

CERTIFIED PUBLIC ACCOUNTANTS

EXPERIENCE | EXPERTISE | ACCOUNTABILITY

PROPOSAL TO PROVIDE
PROFESSIONAL AUDITING SERVICES FOR
EAST STROUDSBURG AREA SCHOOL DISTRICT
FOR THE YEARS ENDING
JUNE 30, 2019, 2020, 2021 AND OPTION YEARS 2022 AND 2023



ZELENKOFSKE AXELROD LLC 830 SIR THOMAS COURT SUITE 100 HARRISBURG, PA 17109 PHONE: (717) 561-9200 FAX: (717) 561-9202

MAY 15, 2019

CONTACT PERSONS --

JEFFREY WEISS, CPA PARTNER jweiss@zallc.org (717) 561-9200 x5202

PATRICK KIRK, CPA, CGFM, CGMA PRINCIPAL pkirk@zallc.org (717) 561-9200 x5003

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PROFESSIONAL AUDITING SERVICES FOR EAST STROUDSBURG AREA SCHOOL DISTRICT

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May 15, 2019

Mr. Thomas McIntyre Chief Financial Officer East Stroudsburg School District 50 Vine Street East Stroudsburg, PA 18301

Dear Mr. McIntyre:

We are pleased to present our proposal to perform the annual audit of the East Stroudsburg Area School District ("School") for the years ending June 30, 2019, 2020, 2021 and option years 2022 and 2023, and we are committed to performing the work within the required time period.

We fully recognize the extent and complexities of the services required and are confident that our firm has the ability to provide the highest quality professional services to the School. Our proposal is being submitted in response to your Request for Proposal (RFP) document, and we are committed and agree to provide the services listed in the RFP within the required time period and stated deadlines, and accept the terms, conditions, requirements and scope of work detailed in the RFP.

We are uniquely qualified to provide the requested services to the School for the reasons enumerated below:

- Firm: We are a regional CPA firm with a management team that has the Big 4 experience. Our partners and principals on this engagement have worked in Big 4 firms and have brought their experience to Zelenkofske Axelrod LLC to grow our audit practice to where it is today. In addition, Zelenkofske Axelrod is well known in the government and non-profit industry (the "Public Sector"), not only at the local level but also at the state level. We are a member of PASBO and currently perform audits of several schools in Pennsylvania.
- Expertise: We are experts in serving the Public Sector. ZA is a niche firm providing services to <u>only</u> the Public Sector. We provide services to governments and not-for-profits year-round, not just "outside of busy-season".
- Specialized Staffing: Our staff includes a group of individuals who, before joining our Firm, have worked
 in the governmental industry. They came to ZA to specialize in serving Public Sector clientele, and we
 have brought these individuals together to service the School.
- Proven Experience: Our audit approach as described in detail later in this document is proven effective
 and efficient as we have successfully utilized this strategy in our Public Sector audits.
- Leadership: Our engagement leadership team has extensive experience with the complexity and magnitude of audits and financial statements qualifying for the GFOA Certificate of Achievement. Jeffrey Weiss, Engagement Partner, and Kimberly Stank, Concurring Partner, have extensive experience with governmental financial statements.
- Knowledge: The engagement team has substantial knowledge of systems and processes of
 governmental entities. This understanding will provide an audit with minimal disruption to the School staff.
 This translates into significant savings to the School by reducing the hidden costs and increased burdens
 on School personnel necessary when systems, processes, functions, and activities need to be
 documented and are completed by individuals with little knowledge about Public Sector entities.

830 Sir Thomas Court, Suite 100, Harrisburg, PA 17109 3800 McKnight East Drive, Suite 3805, Pittsburgh, PA 15237 34745 Burbage Road, Frankford, DE 19945

2370 York Road, Suite A-5, Jamison, PA 18929 420 Chinquapin Round Road, Suite 2-i, Annapolis, MD 21401 210 Tollgate Hill Road, Greensburg, PA 15601



CERTIFIED PUBLIC ACCOUNTANTS

EXPERIENCE | EXPERTISE | ACCOUNTABILITY

Mr. Thomas McIntyre Chief Financial Officer East Stroudsburg School District May 15, 2019 Page 2

- Locations: ZA is a regional CPA firm with offices in Harrisburg, Jamison, Pittsburgh and Greensburg, Pennsylvania; Frankford, Delaware; and Annapolis, Maryland.
- Quality: The quality of our work is second-to-none, particularly in the Government and Not-for-Profit
 Industries. This fact is evidenced in many ways, but Independently supported through our most recent
 Peer Review, which included review of specific governmental engagements and not-for-profit
 organizations, resulting in the highest rating of pass.
- Reputation: Members of our Firm are frequent presenters and attendees at Industry and association
 conferences including the AICPA, PICPA, the County Commissioners Association of Pennsylvania,
 the Pennsylvania State Association of County Controllers, the Association of Government
 Accountants, the Government Finance Officers Association, Mid-Atlantic Inter-Governmental Audit
 Forum, Pennsylvania Department of Human Services, the Pennsylvania State Association of
 Township Supervisors, and PANO.
- We are not just auditors: We are trained and experienced business consultants and advisors. While
 conducting your audit, we identify opportunities to improve operations from several standpoints
 including control structure design and function as well as performance based measurements. These
 opportunities are delivered to you in well-structured communication with management, which can be
 used as a roadmap for the prioritization of corrective action.
- Year round availability: Communication throughout the year is an important aspect of the audit cycle. We are available throughout the year to answer any questions.

I, Jeffrey Weiss, as signer of this letter, am authorized to represent the firm, empowered to submit this proposal and authorized to contract with the East Stroudsburg Area School District. Our proposal is valid for a period of 90 days from the date the proposals are opened. Please feel free to contact me, if you have any questions or additional needs. We look forward to committing the resources of our firm to service the East Stroudsburg Area School District.

Sincerely,

Jeffrey Weiss, CPA

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Partner

Zelenkofske Axelrod LLC

Jeffrey Weiss, CPA
Partner
Zelenkofske Axelrod LLC
830 Sir Thomas Court, Suite 100
Harrisburg, PA 17019
Phone: (717) 561-9200 ext. 5202

Fax: (717) 561- 9202 Email: jweiss@zallc.org Patrick Kirk, CPA, CGFM, CGMA Principal Zelenkofske Axelrod LLC 830 Sir Thomas Court, Suite 100 Harrisburg, PA 17019 Phone: (717) 561-9200 ext. 5003 Fax: (717) 561- 9202 Email: pkirk@zallc.org

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CERTIFIED PUBLIC ACCOUNTANTS

EXPERIENCE | EXPERTISE | ACCOUNTABILITY

PROFILE OF THE AUDIT FIRM

A. Background Information

Zelenkofske Axelrod LLC, (ZA) is regional CPA firm with offices in Harrisburg, Pittsburgh, Greensburg, Jamison, Pennsylvania; Frankford, Delaware; and Annapolis, Maryland that specializes in providing auditing, accounting and consulting services to Public Sector entities. In those offices, we employ over 55 professional and supportive staff all of which spend 100% of their time servicing our Public Sector clients. ZA does not have any obligations or interest that conflict with the best interests of the School. The following individual will be authorized to make representations on ZA's behalf:

Jeffrey Welss, CPA
Partner
Zelenkofske Axelrod LLC
830 Sir Thomas Court, Suite 100
Harrisburg, PA 17019
Phone: (717) 561-9200 ext. 5202
Fax: (717) 561- 9202
Email: jwelss@zallc.org

ZA's growth over the years has been through industry specialization, and the industry we have focused on is the Public Sector. ZA is unique in that we have the capabilities and resources to accommodate a broad range of quality services and deliver them in a timely, responsive and cost-effective manner. Moreover, we are truly "committed" to our clientele. Our hands on, get involved approach, combined with a keen sensitivity to our clients' needs, has proven a major factor in the development and success of both our firm and our clients' businesses.

The engagement team will be comprised of two partners and a technical resource principal that will serve as the management team. The field team will be on-site for the audit and will consist of a senior and an associate assigned on a full time basis, with supervision from the partner. Engagement team continuity is an important aspect of an efficient audit and will be maintained as much as possible. The key engagement team is more detailed in the Staffing section of this proposal.

B. Range of Services

1) Audit Capabilities

We are leaders in providing accounting and auditing services to Public Sector entities of all types and that is why so many of these entities, large and small, engage our services. Not all CPA firms specialize in the accounting and auditing standards that govern these entities. **We do!**

Our engagement team members have completed at least 120 Continuing Professional Education (CPE) hours in the last three years in accounting and auditing, with at least 24 of those hours being in governmental auditing and accounting, in order to learn more about the governmental sector, and to comply with the continuing education requirements specified by



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Government Auditing Standards ("Yellow Book") for audits of organizations receiving federal financial assistance.

2) Management Consulting Capabilities

ZA's consultants can explore your particular management needs, problems and concerns. We can devise strategies to help you realize your goals. We can analyze your information systems and procedures to ensure their efficiency and cost-effectiveness. We can help you identify and resolve potential management or operational problems early on, before they become unmanageable. We can isolate existing problem areas and offer practical solutions.

3) Other Capabilities

Unlike many traditional accounting firms, ZA is unique in that we have a group of individuals who have actually worked in the Public Sector. They not only know the accounting and auditing aspects of Public Sector entities, they know how they work. In addition, these individuals have been involved on the ground floor of such issues as performance measures and performance auditing within the Public Sector. This type of capability permits ZA to provide value added services to its Public Sector clients by allowing us to show them how to measure and manage the use of diminishing resources to ensure that desired services and outcomes are achieved.

C. Governmental Services Structure

ZA's Practice has expanded over the years through its commitment to its clientele and name recognition in the Public Sector. ZA is unique in that we have the capabilities and resources to accommodate a broad range of quality services and deliver them in a timely, responsive and cost-effective manner. Moreover, we are truly "committed" to our clientele. Our hands on, get involved approach, combined with a keen sensitivity to our clients' needs, has proven a major factor in the development and success of both our firm and our clients' businesses.

Our firm believes that an engagement pertaining to a particular industry requires the engagement team assigned have the technical experience of the industry. Management and engagement personnel assigned to Public Sector engagements have worked in the Public Sector and are experienced and qualified to perform the engagements. The School audits will be conducted by an engagement team from ZA that has the knowledge and practical experience that is unique to the government industry. Specifically, our staff has a working knowledge of the following:

- AICPA Publication, Audits of State and Local Governmental Units
- The Single Audit Act of 1984 (as amended 1996) and the Uniform Guidance Act
- GFOA Certificate of Achievement for Excellence in Financial Reporting
- The GAO Governmental Auditing Standards and amendments
- The GAO Guidelines for Financial and Compliance Audits of Federally Assisted Programs
- Compliance Supplement for Single Audits of State and Local Governments
- · Governmental Accounting Standards Board (GASB) pronouncements
- Pennsylvania Department of Education Manual of Accounting and related regulations, guidelines, bulletins, and issued directives.
- Pennsylvania Public School Code



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D. Grant Funding Experience

Federal and State grant funding is a major source of a government's funding, and we believe it is imperative to describe our knowledge related to these funding streams. Through our governmental and not-for-profit client base, we have extensive audit experience with respect to Title I, Title II: Improving Teacher Quality, Special Education Cluster (IDEA), Child Nutrition Cluster, and other Pennsylvania Department of Education grant programs.

Our staff is well versed in the operation of grant programs. We understand the regulations, the complex compliance issues, and we have assisted our clients in maximizing grant funding. In addition, we have been able to intercede on behalf of our clients with various granting agencies to resolve issues to the benefit of our clients. We take great pride in keeping up-to-date with the latest issues affecting our clients and we are currently assisting them with the changes necessary to operate in accordance with various grant programs.

Our experience and knowledge with respect to grant programs clearly sets us apart from our competition and demonstrates our commitment of the highest quality of services to our clients. We know and understand your operations, and as such, we can be far more than your auditors. We can be your financial advisors and consultants to assist you in carrying out your mission more effectively and efficiently.

E. Quality Control

ZA's quality control system entails various levels of review. The engagement partner and manager will monitor and review the audit work as the audit is being conducted. Before the audit report is released, a second partner that is experienced in the Public Sector will review the report and other documents to evaluate the professional excellence of the audit and then give concurrence as to the propriety of the accountants' reports. As part of our quality control process, ZA performs an internal inspection on a selection of engagements each year to determine they meet all industry and internal standards.

F. Professional Development

ZA provides a minimum of 40 hours of training seminars annually for our professional staff and our clients. In addition, specialized training in the area of governmental auditing and reporting is conducted to satisfy *Government Auditing Standards*. The professionals assigned to our audits have completed the required specialized training in governmental auditing and reporting for each of the last three years. This requirement includes completion of at least 120 hours of continuing professional education over the three (3) year period.

G. Federal and State Reviews

Audit reports filed with the state and other federal agencies in the past three years have been accepted with no material findings or comments. In addition, there have been no disciplinary actions taken or pending against ZA during the past three (3) years by any state regulatory bodies or professional organizations.



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H. Proactive Resolution of Technical Issues

ZA evaluates clients for any technical issues from the audit planning process throughout the finalization of the engagement. Any issues that are identified are researched and a resolution is presented to the client. In addition, constant communication is maintained between the audit team members and other issues identified during the audit are mutually resolved among the audit team. Resolution of client issues during the audit process is performed on a continuous basis and not at the end of the audit. Audit findings that arise during the audit are discussed with the School management as audit work is performed in order to obtain resolution early in the audit process.

I. Timelines

ZA has various governmental clients that need to meet specific filing deadlines for federal and state funding purposes as well as the GFOA certificate of achievement program. ZA has strived to, and has met, these deadlines. This is supported by our retention of clients over the years. ZA will meet the deadlines listed in the IFP, for each year of the contract.

J. Communication and Cost Containment

Clear communication between the School management and ZA helps us tailor professional services to your changing needs. We want to be aware of your concerns and encourage you to use us as a critical sounding board to obtain an independent perspective.

Frequent contact with management enables us to keep abreast of developments within the School, the Public Sector and the broader economy. Our relationship with you is not an annual encounter, but rather a continuing relationship throughout the year. We encourage management to discuss issues with us as they arise, or if they prefer, at regular prearranged meetings.

As the audits progress, we may identify issues that affect your results or are important for your meeting objectives. By reporting these matters to the School management and making appropriate recommendations, we enhance the value of our audit service. Frequent contact and communication with management on matters relevant to you is a prerequisite to providing valuable services.

Our relationship depends on our engagement team maintaining regular contact with management. Through regular contact, we are better able to:

- Understand your needs and expectations
- Respond appropriately
- Maximize the value of our audit to you
- Contain costs

We do not bill extra fees for time spent providing advice. We do not bill, for example, for routine calls throughout the year to offer advice or for attending meetings with the client to help resolve an issue. However, we do follow the independence standards that do not allow us to provide certain services to audit clients. When an instance occurs where the School may need



CERTIFIED PUBLIC ACCOUNTANTS

EXPERIENCE | EXPERTISE | ACCOUNTABILITY

services, we cannot provide due to independence standards, we will help give advice to the School to ensure they receive the best services at a reasonable price.

K. Partner Involvement

We believe timely and active management team involvement is perhaps the most important factor for delivering top-quality services. ZA is known for having greater partner and manager involvement on its engagements than other larger firms. Partner and manager involvement with the School is critical to our service delivery. No other firm can offer you the depth and experience of senior management devoted to the needs of the School.

L. GASB Statements

ZA is a member of the AICPA Governmental Audit Quality Control Center and reviews all memoranda and exposure drafts that relate to governmental accounting and financial reporting. We hold in-house sessions to discuss these topics and the impact they may have on our clients. In addition, our governmental team is proactive in the implementation of new GASB Statements, and we work with our clients so that GASB Statements are implemented in accordance with the standards.

M. Membership

The American Institute of Certified Public Accountants (AICPA) is committed to helping its members achieve the highest standards in performing quality audits. To help CPAs meet the challenges of performing quality audits for clients in this complex area, the AICPA offers firm-based voluntary membership centers for firms that perform audits. Zelenkofske Axelrod LLC is a dedicated member of the following quality centers:

- AICPA Private Companies Practice Section (PCPS)
- AICPA Governmental Audit Quality Center
- AICPA Employee Benefit Plan Audit Quality Center
- AICPA/PCPS Center for Plain English Accounting

N. Government Organizations

Since we specialize in the Public Sector, we are involved in many government and not-for-profit organizations not only as an associate member, but we also participate as presenters on various topics like Uniform Guidance and GASBs. The organizations are as follows:

- Government Audit Quality Center
- Pennsylvania GFOA
- Maryland GFOA
- Delaware League of Municipalities
- Maryland Association of Counties
- Pennsylvania County Commissioners



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- Pennsylvania County Controllers
- Pennsylvania Association of Township Supervisors
- Association of Government Accountants
- Association of Pennsylvania Municipal Managers
- Mid-Atlantic Intergovernmental Audit Forum
- · Maryland Municipal League
- Pennsylvania Associate of Nonprofit Organization
- Pennsylvania Association of School Business Officials

O. GFOA Certificate Program

As detailed in Section D of the Profile of the Audit Firm Section of our proposal, we perform audits of several governmental clients that have received the GFOA Certificate for Excellence in Financial Reporting. ZA has multiple team members who are members of the GFOA Certificate Program Special Review Committee.

P. Governmental Accounting Issues

ZA's philosophy pertaining to governmental accounting issues is to be proactive with our clients and make them aware of new GASB Pronouncements that will impact the financial reporting of the government in the future. ZA takes the lead in implementation of new GASBs and does the research to determine the impact on our governmental clients financial reporting. We have worked with financial advisors on the impact of swap transactions on financial reporting as well as actuaries to determine the impact of the pension and OPEB GASB Pronouncements on financial reporting.

Q. Leadership in School Audits

As detailed in our proposal, ZA performs audits of several schools in Pennsylvania, and our audit team has also performed audits of educational entities in other states. ZA specializes in serving the government industry, which includes schools. ZA is a member of PASBO and a frequent speaker in various governmental organizations on current governmental accounting and auditing topics including GASB 67 and 68 as well as Uniform Guidance. With our specialty in the government industry, we are able to bring value-added services to our government clientele.

R. Training

ZA is known as a leader in the government industry and as a result of this, we are frequent speakers at the PA County Controllers Association Conferences as well as conferences for the Intergovernmental Audit Forum and the PICPA. ZA has provided training for our current governmental clients on current GASB topics as well as Single Audit, Uniform Guidance, Accounting for Debt and other accounting and financial reporting issues. Current clients are invited to attend our in-house training that covers upcoming issues in the government industry.



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SUMMARY OF QUALIFICATIONS

A. Understanding of the Engagement

We understand that the District is requesting the following services and we are committed to performing the audit in the specified time period.

1. Scope of Audit

Audit all programs of the School including but not limited to the general fund including athletics, cafeteria fund, student and special activity fund, enterprise fund, private-purpose fund, special revenue fund, capital reserve fund, debt service fund, construction fund and Federal programs.

We shall observe and review the adequacy of the School's systems of internal control. If material weaknesses are noted, appropriate recommendations shall be reviewed with the Business Manager and the Superintendent of Schools prior to the inclusion in a management letter to the Board of Education of the School.

We shall complete the audit no later than October 15 of each year with the final printed audit report available no later than December 15 of each year.

The audit shall comply with the Single Audit Act implemented by the Federal Office of Management and Budget in accordance with Uniform Guidance and any subsequent pronouncements, as applicable.

a. Non-Federal Programs

The audit will encompass a financial and internal control audit of the financial records and systems of the School for each covered school year ending June 30th. The audit report must give an opinion on the fair presentation of the School's general purpose financial statement in accordance with generally accepted accounting principles and must include a review of the internal controls of the School's accounting systems.

b. Federal Programs

The audit will encompass a financial and compliance audit as outline in the Single Audit Act of 1984, as amended. For a review of each program's compliance, we will use OMB's Compliance Supplement for Single Audits of State and Local Governments, AICPA and PDE Audit guidelines. We shall design our own procedures to supplement existing audit steps in order to form an opinion.

We shall perform sufficient work to issue a report and render an opinion. All audit work, which can be performed on existing records, must be completed in accordance with the pertinent audit guidelines. Any findings, material weaknesses, instances of material noncompliance, significant deficiencies,



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and questioned or recommendations for disallowance shall be disclosed, in addition to recommendation for corrective action. All reports shall contain the appropriate Opinion and Disclaimer of Opinion in accordance with current auditing guidelines.

2. Audit Standards

The audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures as considered necessary to express such opinions and to render the required reports.

3. Other Services

The School may request additional services to be rendered. Services are to be provided based upon an agreed to price prior to the start of additional services being rendered.

The School may request additional meetings with us to discuss items note directly related to the audit, the accounting and reporting of which items may impact future year audits. Attendance at these meetings shall be provided at no additional cost to the School.

B. Our Firm

As detailed in the Profile of the Audit Firm section of our proposal, ZA is a regional firm specializing in the public sector.

C. Staffing

Our staff includes professionals who have worked in the Public Sector and understand the technical requirements in addition to the accounting and reporting issues that make it such a specialized area of the accounting profession. Our firm has professionals with the knowledge and practical experience that is unique to the Public Sector. We have assembled a team of professionals who specialize in government and not-for-profit accounting, auditing, reporting, and consulting.

ZA's turnover in staff is minimal and, as a result, we are able to maintain the continuity of the audit team from year to year on engagements.

The following individuals are part of our engagement management team. Partners, Managers and other supervisory staff may be changed if those personnel leave the firm, are promoted or assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the School. However, in either case, the School retains the right to approve or reject replacements. Other audit personnel may be changed at our



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discretion provided replacements have substantially the same or better qualifications or experience.

Jeffrey Weiss, CPA – Engagement Partner Kimberly Stank, CPA, CGMA – Concurring Partner Patrick Kirk, CPA, CGFM, CGMA – Technical Resource Principal Derek Schroeder, CPA – Manager Rachael Hosking - Senior

All of our CPAs are registered and licensed to practice as a Certified Public Accountant in Pennsylvania. In addition, all of our CPAs and, in fact, all of our professional staff members have accounting degrees from reputable 4-year universities. At this time, we have not identified specific staff to be assigned to audit but we anticipate using one staff member on the engagement. The engagement team and, in fact, all of our professional staff have completed 120 hours of continuing professional education, the educational requirements of Government Auditing Standards in the last three years.

Unlike many large firms, ZA Partners and Managers interact with our clients on a day-to-day basis to address accounting and audit issues and help to resolve the issues. Client relations are an important part of client service in our firm and, as a result, we have a good track record for client retention. We establish an open communication with each of our clients by being proactive on issues versus reactive.



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Jeffrey Weiss, CPA, is a Partner at Zelenkofske Axelrod LLC. As Engagement Partner, Jeff is responsible for the audit team assigned to the audit, and for ensuring timely completion and review of audit fieldwork. Mike serves in this capacity for several similar governmental entities, including Bucks County, Chester County, Allentown School District, Jim Thorpe School District and various charter schools and has extensive experience with our CAFR clients.

Kimberly Stank, CPA, CGMA, is a Partner at Zelenkofske Axelrod LLC. As Concurring Partner, Kim is responsible for independently reviewing the financial statements to verify that they are in conformity with applicable guidelines. Kim serves in this capacity for several similar governmental entities, including Chester County, Selinsgrove School District, Shenandoah Valley School District, Mifflinburg Area School District, Lewisburg Area School District, and other government clients and has extensive experience with our CAFR clients.

Patrick Kirk, CPA, CGFM, CGMA, is a Principal at Zelenkofske Axelrod LLC. As a Technical Resource Principal, Pat will be available to address technical issues on the engagement. Pat serves in this capacity for numerous engagements including Central Dauphin School District, York School District, Mifflinburg School District, Chester County, Bucks County, Lower Paxton Township and Silver Spring Township and has experience with CAFR clients that receive the GFOA Certificate.

Derek Schroeder, CPA, is a Manager at Zelenkofske Axelrod LLC. As a Manager, Derek will be responsible for the day-to-day fieldwork of the audit, for supervision of the staff assigned to the engagement, and for the preparation of the financial statements and single audit report. Derek will be assume the day to day responsibility of managing and supporting the audit. Derek performs these functions for various clients throughout the year, including York County, Tioga County, Selinsgrove School District and various other governmental clients.

Rachael Hosking is a Senior at Zelenkofske Axelrod LLC. As a Senior, Rachael will be responsible for the day to day fieldwork of the audit, for supervision of the staff assigned to the engagement, and for the preparation of the Financial Statements. Rachael performs these functions for several clients throughout the year, including Bucks County HealthChoices, City of Allentown, Jim Thorpe School District, and Allentown School District.





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D. Government Experience

ZA has extensive experience in consulting and audit services to Public Sector entities for over 20 years, including the following:

- · Allegheny County (CAFR and Single Audit)
- Bucks County (Single Audit, Nursing Home and CAFR)
- Bucks County Water and Sewer Authority (CAFR)
- Chester County (Single Audit and CAFR)
- York County (Single Audit, Nursing Home and CAFR)
- Westmoreland County (Single Audit, Nursing Home and CAFR)
- Dauphin County (Single Audit, Nursing Home,
- Tax Collector Audits, District Court Audits, CAFR)
- Milicreek Township School District
 (Financial and Single Audit)
- Erie City School District (Financial and Single Audit)
- Sharon City School District (Financial and Single Audit)
- Woodland Hills School District (Financial and Single Audit)
- Gateway School District (Financial and Single Audit)
- Brownsville Area School District (Financial and Single Audit)
- Penn-Trafford School District (Financial and Single Audit)
- Hempfield Area School District (Financial and Single Audit)
- Derry Area School District (Financial and Single Audit)
- Mt. Pleasant Area School District (Financial and Single Audit)
- Yough School District) Financial and Single Audit)
- Somerset Area School District (Financial and Single Audit)

- Central Westmoreland Career and Technology
 Center (Financial and Single Audit)
- Allentown School District (Financial and Single Audit)
- Selinsgrove Area School District (Financial and Single Audit)
- Central Dauphin School District (Financial and Single Audit)
- Jim Thorpe Area School District (Financial and Single Audit)
- Mifflinburg Area School District (Financial and Single Audit)
- Northern Tioga School District (Financial and Single Audit)
- Shenandoah Valley School District (Financial and Single Audit)
- School District of the City of York (Financial and Single Audit)
- · Lawrence County (Financial and Single Audit)
- Armstrong County (Financial and Single Audit)
- Indiana County (Financial and Single Audit)
- Fayette County (Financial and Single Audit)
- Greene County (Financial and Single Audit)
- Jefferson County (Financial and Single Audit)
- Swatara Township (CAFR and Financial Audit)
- Philadelphia Performing Arts Charter School (Single Audit)
- Philadelphia Charter School for Arts and Sciences (Single Audit)

E. Peer Review

We have included on page 15 a copy of our Firm's most recent Peer Review for the year ended June 30, 2016, that included reviews of governmental and not-for-profit engagements. The peer review resulted in the highest rating of pass.



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F. References

We have listed below some of our current and most school district clients as references:

Client	Scope of Work	Date of Work	Client Contact
Central Dauphin School District	Financial and Single Audit	2010 To Present	Karen McConnell Director of Business Affairs 717-545-4703
York City School District	Financial and Single Audit	2010 To Present	Shawn Hain Accounting Manager 717-849-1258
Millcreek Township School District	Financial and Single Audit	2013 To Present	Aaron O'Toole Director of Finance 814-835-5300
Selinsgrove School District	Financial and Single Audit	Year End 6-30-11 to Present	Jeff Hummel Business Manager 570-374-1144
Shenandoah School District	Financial and Single Audit	Year End 6-30-2011 to Present	Anthony Demalis Business Manager 570-462-1936

We have included on pages 16 through 18 client recommendation letters.

G. Quality Control Programs

ZA provides a minimum of 40 hours of in-house training seminars annually for the professional staff. In addition, specialized training in the area of governmental auditing and reporting is conducted to satisfy government and other auditing standards. Furthermore, our professionals serving our government sector attend AICPA, PICPA and specialized conferences to stay abreast of the latest developments in government accounting, financial reporting and auditing. The professionals assigned to our audits have completed the required specialized training in governmental auditing and reporting for each of the last three years. This requirement includes completion of at least 120 hours of continuing professional education over the three (3) year period that includes 24 hours required by Government Accounting Standards.



First Financial Bank Building 400 Pine Street, Ste. 600, Abilene, TX 79601 325.672.4000 / 800.588.2525 / f. 325.672.7049 www.dkcpa.com

System Review Report

November 4, 2016

To the Members of Zelenkofske Axelrod LLC and the Peer Review Committee of the Pennsylvania Institute of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Zelenkofske Axelrod LLC (the firm) in effect for the year ended June 30, 2016. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of **Zelenkofske Axelrod LLC** in effect for the year ended June 30, 2016, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency(ies) or fail. **Zelenkofske Axelrod LLC** has received a peer review rating of pass.

Danie Kinard & Co, PC

Certified Public Accountants



Selinsgrove Area School District

Jeffrey H. Hummel, Business Manager 401 North 18th Street, Selinsgrove, PA 17870-1198 (570) 372-2210 phone • (570) 372-2222 fax www.seal-pa.org

March 6, 2017

To Whom It May Concern:

Zelenkofske Axelrod, LLC (ZA) has been the local auditor for the Selinsgrove Area School District since 2012. The scope of their services has been to audit our basic financial statements and to provide technical assistance in completing the entity-wide financial statements.

The firm provides first-rate service to the district. Their personnel are always professional, prompt, and able to provide excellent guidance in preparation of our financial statements. ZA's governmental accounting expertise has enabled the district to implement all the recent Governmental Accounting Standards Board (GASB) pronouncements. They also provide recommendations to improve the overall effectiveness and productivity of our business operations.

ZA always staffs our audit with experienced people who are able to efficiently conduct the audit with a minimum of disruption to our operation. Their auditors are knowledgeable and easy to work with in completing the audit and they have always produced the final audit report in a timely manner.

I highly recommend Zelenkofske Axelrod, LLC without reservation to any school district seeking professional audit services.

Sincerely,

Jeffrey H. Hummel Business Manager

Shenandoah Valley School District 805 West Centre Street Shenandoah, PA 17976

PHONE: (570)462-1936

FAX: (570) 462-4611

Anthony P. Demalis Business Manager

March 23, 2017

To Whom It May Concern,

Zelenkofske Axelrod, LLC (ZA) has been the district's auditor since fiscal year ended June 30, 2012. The scope of their services has been to audit our basic financial statements including the General, Food Service, and Fiduciary Funds, and the Single Audit - Schedule of Federal Expenditures; while also preparing our PDE 2057 Annual Financial Report.

I have been the Business Manager since 2001, and have mainly dealt with Pat Kirk and his staff. I have found them to be professional, prompt, and flexible in working around our schedule. They continually made themselves accessible during the annual audit and answered any questions or concerns we had.

ZA has staffed our audit with experienced personnel in order to conduct the audit efficiently with minimum disruption to our office.

I have found their audit rates to be reasonable in the services they provide, and I would highly recommend Zelenkofske Axelrod, LLC to any school district seeking professional audit services.

Sincerely,

Anthony Demalis

Business Manager

Shenandoah Valley School District

atty Dennhi

"Blue Devils"

An Equal Opportunity School District

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CENTRAL DAUPHIN SCHOOL DISTRICT

District Administration Office 600 Rutherford Road Harrisburg, PA 17109 (717) 545-4703



March 8, 2017

To Whom It May Concern:

Zelenkofske Axelrod LLC (ZA) has been the auditor of record for the Central Dauphin School District (District) since 2010. The scope of their services has been to audit our basic financial statements and single audit – Schedule of Expenditures of Federal Awards.

Having been the Assistant Superintendent for Finance and Administrative Operations since 1999, I have dealt with many of the principals at ZA, including Pat Kirk, Cory Troutman, and Mike Samson, all of whom have provided first-rate service in a prompt and professional manner. They have continually made themselves accessible during the annual audit and are responsive to our concerns.

ZA has endeavored to staff our audit with experienced people who are able to efficiently conduct the audit with a minimum of disruption to our operation.

We routinely draw upon ZA's broad exposure to the government environment in Pennsylvania as we strive to make our organization more efficient and effective.

I recommend Zelenkofske Axelrod LLC without reservation to any local government entity seeking professional audit services.

Sincerely,

Karen L. McConnell, CPA/MBA Assistant Superintendent for

Finance and Administrative Operations



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SPECIFIC AUDIT APPROACH

A. Audit Process

At Zelenkofske Axelrod, we use a risk-based audit methodology that emphasizes using knowledge of the entity to make the risk assessments required in connection with the financial statement audit. The more accurately an auditor assesses an entity's risks of material misstatement and noncompliance, the more likely the auditor will be to direct audit effort to those areas expected to contain risks of material misstatement and noncompliance, whether due to error or fraud, and the more assurance the auditor has that the procedures performed in response to the risk assessments will detect material misstatement and noncompliance.

Software and Audit Documentation: Our firm utilizes CCH ProSystem fx Engagement on engagements and therefore all staff auditors have the necessary tools to complete the required audit documentation for this engagement. CCH's audit platform, Knowledge Coach, is a peer-reviewed platform that enables our audit team to efficiently and effectively complete the audit. In addition, Microsoft Excel will be used to create spreadsheets for testing of transactions along with Microsoft Word will be used to modify the reporting document and to create other workpapers.

Sampling: ZA utilizes statistical sampling techniques as an engagement tool whenever they are cost effective and adds to the overall engagement efficiency. Due to the number of transactions, it is both impractical and uneconomical to examine every record. Statistical sampling overcomes this problem by enabling us to select, with mathematical precision, the appropriate number of transactions for examination. This makes statistical sampling a powerful engagement tool because it provides us with a scientific, rather than an arbitrary means of quantifying the uncertainty inherent in an engagement.

Communication: ZA encourages and facilitates communication among the engagement team and client personnel. During the engagement, there is constant communication between staff members to discuss issues and arrive at a resolution. Issues are addressed as they arise during the engagement and not at the end. Partner and manager involvement is ongoing throughout the engagement, and therefore issues are resolved in a timely manner. Workpapers are reviewed at various levels as the engagement proceeds.

The primary drivers of our approach are:

- Obtaining an understanding of the entity and its environment, including its internal control, sufficient to accurately assess the risks of material misstatement and noncompliance and provide a basis for designing an appropriate audit that responds to those risks.
- Obtaining sufficient appropriate audit evidence about whether material misstatement and noncompliance or deficiencies in internal control exist through designing and performing audit procedures that are responsive to the risks identified.
- 3. Forming an opinion on the financial statement and each major federal program based on conclusions drawn from the audit evidence obtained.



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Our methodology is presented as eight processes, as follows:

- 1. Preliminary Engagement Activities;
- 2. Risk Assessment Procedures: Obtaining an Understanding of the Entity and Its Environment, including the Entity's Federal Program Environment;
- 3. Risk Assessment Procedures: Evaluating the Design of Internal Controls, including Internal Controls over Compliance;
- 4. Assessing the Risks of Material Misstatement and Noncompliance;
- 5. Designing Audit Procedures in Response to Assessed Risks;
- 6. Performing Audit Procedures: Tests of the Operating Effectiveness of Internal Controls, including Internal Control over Compliance;
- 7. Performing Audit Procedures: Substantive Tests; and
- 8. Evaluating, Concluding, and Reporting Procedures.

The understanding obtained in each process affects the decisions made in the next. As such, we will continually review assessments made in an earlier process based on evidence obtained in later stages of the audit.

In general, our knowledge of the entity flows through the above eight processes and affects the audit as follows:

- Knowledge gained from preliminary engagement activities, identification of the major programs and compliance requirements applicable to major programs, and the determination of financial statement and major program materiality is used to customize the audit plan for risk assessment procedures.
- 2. Knowledge gained from risk assessment and other procedures is used to identify and assess the risks of material misstatement and noncompliance.
- Knowledge gained from risk assessment procedures and the identification of risks of material misstatement and noncompliance is used to customize the audit plan for further audit procedures.
- Evidence gained from further audit procedures is evaluated to determine whether audit
 risk has been reduced to an acceptably low level, and the appropriate auditor's reports
 are issued.

Reporting

Process: We will work closely with the School's personnel in the preparation of the financial statements and will review "draft" financial statements with them prior to issuance. Before an audit partner signs the auditor's reports, a second partner will review the draft reports and other documents to evaluate the professional excellence of the audit. This partner will then give concurrence as to the propriety of the auditor's reports. Every effort will be made for early delivery



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of the reports to help ensure prompt and satisfactory professional service. Furthermore, any findings or questioned costs disclosed by our audit work will be discussed with the School's designated official prior to any discussion of such findings with other interested parties.

Management letters: The issuance of management letters is equally as important as the expression of our opinion on the financial statements, and as a result, we devote considerable attention to developing the comments in these letters to management. As auditors for the School, we will be interested in their overall success as an efficient, properly controlled and cost-effective entity. Therefore, the School can expect us to contribute constructive management letter suggestions regarding internal accounting controls.

Letter to those charged with governance: Provide those charged with governance with timely observations arising from the audit that are significant and relevant to their responsibility to oversee the financial reporting process.

Project Management

We view project management as the continuous communications phase and it includes the exchange of ideas and advice as changes are considered or implemented during the engagement. Prior to the engagement starting, Zelenkofske Axelrod LLC will schedule an entrance conference. At the entrance conference, Zelenkofske Axelrod LLC will provide a time schedule for the engagement and a listing of information needed. Throughout the audit, we will keep the business administrator updated on any issues encountered on the engagement in order to obtain resolution. We propose to have weekly meeting updates with the business manager and key employees of the School to determine the status of the engagement and any issues that may delay the process and delivery of the report. At the conclusion of the audit, Zelenkofske Axelrod LLC will hold an exit conference with the School's key personnel.



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B. Audit Timing

Area	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Planning meeting with the School and preliminary fieldwork.							Х	, .s.g			1101	D 00
Control documentation and audit testing including single audit testing and final fieldwork.							х	Х	Х			,
Report preparation and financials.									Х	Х		
Draft reports for financial and single audit.									Х	Х		
Finalize all reports.				-						Χ		
Monthly update meetings with the School.								Х	Х	Х		
Post fieldwork conference with the School.										Х		
Project Management								Х	Х	Χ		

C. Staffing

	Partner/ Principal	Manager	Senior	Staff	Total
Planning	3	4	5	2	14
System Evaluation	1	1	5	5	12
Testing	1	11	75	148	235
Reporting	6	11	15	-	32
Project Management	4	3	-	-	7
	15	30	100	155	300

D. Client Assistance

We anticipate that School personnel will provide final trial balances, provide requested audit documentation and be available for questions.

E. Management Letter

We have included, in Appendix A, a sample management letter.

EAST STROUDSBURG AREA SCHOOL DISTRICT REQUEST FOR PROPOSALS FOR AUDITING SERVICES

Auditing Fee for 2018-	19	\$_	21,	750			
Auditing Fee for 2019-	\$_	21,	750				
Auditing Fee for 2020-	21	\$_	22,	185			
Optional Auditing Fee	for 2021-22	\$_	22,	615			
Optional Auditing Fee	for 2022-23	\$	23,	060			
Additional Services - H Partner \$ 250	lourly Rate:	Se	nior	Auditor	\$_	95	
Manager \$ 140	*****	Sta	aff A	ccountant	\$_	70	
Supervisor \$ 110		Pa	rapr	ofessional	\$_	N/A	
Firm Name:		Zelenkofske Axelrod LLC					
Form of Busines	ss Entity:			Limited Liability Corporation			
Employer Ident	ification Number	:		23-3022325			
Telephone:				717-561-9200			
Fax:				717-561-92	202		
Date:	5-15-19						
Authorized Signature:	ein	- Hebrertand					
Title:							
Email:							



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APPENDIX A

A

Zelenkofske Axelrod LLC

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January 29, 2019

Board of Directors
School District

In planning and performing our audit of the financial statements of School District ("District") as of and for the year ended June 30, 2018, in accordance with auditing standards generally accepted in the United States of America, we considered the District's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. However, during our audit, we noted certain other operational matters that are presented for your consideration. This letter does not affect our report dated January 29, 2019, on the financial statements of the District.

I - Student Activity Accounts

During our audit, we noted that the clubs are relying on the business office too heavily for maintaining their account balances. We noted that there was a significant amount of time elapsed between the clubs receiving and depositing checks to the business office. In one instance, checks in the amount of \$2,318.50 were over 90 days old and the bank would not accept them. We would recommend to the board that they put policies in place that require checks be turned in every two weeks to prevent this issue going forward and to ensure more timely record keeping.

II - Pay for Athletic Events

During our audit, we noted that those aiding at athletic events with ticket sales were paid for their hours worked. If they were a School District Employee the amount earned was added to the following pay period's check. If the worker who was not a School District employee, they were given a check for the amount earned. This raises concern because the amounts are being paid out of two separate bank accounts. When the employee was paid it was being taken from the payroll bank account, however, when the non-employee was paid it was through the Athletic Fund. This method is not consistent and also raises complications in budgeting since the Athletic fund does not prepare a budget due to its size. This left the General Fund trying to estimate how much additional funds it would have to budget for employees that worked games. The best resolution is to pay all Athletic event compensation from the same account in the same manner. During the audit this matter was added to the financial committee's agenda. The resolution that was proposed was to have everyone paid as though they are School District employees.

III – Payroll Timesheets

During our audit, we noted that the timeline for timesheets should be identified to strengthen internal control. Currently there is no deadline in place for a timesheet to be submitted to the Assistant Business Manager for any extra hours or for part time workers. The Business Department suggests the timesheets to be submitted two days prior to the payroll entry. If the timesheet is submitted after this entry then any additional hours worked are added to the following pay. By identifying a submission deadline, there is a lower chance that an employee could fraudulently add hours to their timesheet and have the hours signed off inappropriately because the supervisor, director, etc. was unable to remember the correct hours worked.

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Board of Directors Page 2

IV - Pay Rate Changes

During our audit, we noted a lack of authorization for pay rate changes. Current changes to pay rates are entered into the accounting system by the Assistant Business Manager and become effective at the date chosen. We recommend improving internal control by adding Business Manager authorization to approve any pay changes being entered for the changes to become effective. Without modification there is a risk of allowing pay rates to be changed without approval.

V - Cash Receipts

During our audit, we noted that the district did not require a deposit slip for all receipts of monies in the Student Activity Fund. Currently when a School District building other than the Bennett Educational Service Center ("ESC") receives money or a check it sends the monies to the ESC via the school courier. There is no deposit slip written with the amount sent. These funds could potentially be taken without knowledge. Implementation of a deposit slip requirement for all monies sent via the school district courier would reduce this risk. This would also allow the Business Department to verify that the amount that they deposited is the same as the deposit slip the bank provides.

VI - Petty Cash

During our audit, we noted that the District's petty cash was not being reconciled regularly or on a timely basis. We would recommend that policies are enacted that require petty cash to be reconciled regularly and reviewed by a member of the Business Department to ensure accurate record keeping.

VII - Family Center

During our audit, we noted that the District's Family Center fund's financial records did not reflect the correct financial activity which would result in a material misstatement of the financial statements and a higher risk of fraud. The financial records did not reflect the correct financial activity; financial information had to be reworked and prepared multiple times. The District should ensure that internal control procedures over financial reporting are sufficient to identify and record all transactions in the period of benefit.

VIII - Business Department

During our audit, we noted the demands that are expected of the Business Department of School District are higher than the department is staffed to handle. Currently every member of the Business Department is working more than is expected of them. They all spend a large portion of their weekends either working from the office or from home. The addition of another staff would help aid in Business Department efficiency and would improve internal control by further segregating the duties in the office.

We will review the status of these comments during our next audit engagement. We will be pleased to perform any additional study of these matters or assist you in implementing the recommendations.

Zalenhofshe Akeliod LLC

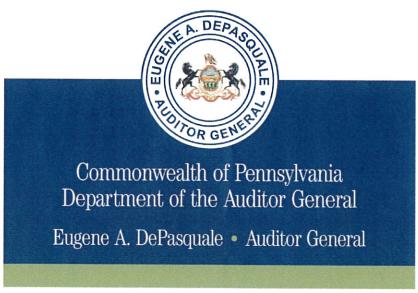
Zelenkofske Axelrod LLC Pittsburgh, Pennsylvania

PERFORMANCE AUDIT

East Stroudsburg Area School District

Monroe County, Pennsylvania

March 2019





Commonwealth of Pennsylvania
Department of the Auditor General
Harrisburg, PA 17120-0018
Facebook: Pennsylvania Auditor General
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www.PaAuditor.gov

EUGENE A. DEPASQUALE AUDITOR GENERAL

Dr. William R. Riker, Superintendent East Stroudsburg Area School District 50 Vine Street East Stroudsburg, Pennsylvania 18301 Ms. Lisa VanWhy, Board President East Stroudsburg Area School District 50 Vine Street East Stroudsburg, Pennsylvania 18301

Dear Dr. Riker and Ms. VanWhy:

We have conducted a performance audit of the East Stroudsburg Area School District (District) for the period July 1, 2013 through June 30, 2017, except as otherwise indicated in the audit scope, objective, and methodology section of the report. We evaluated the District's performance in the following areas as further described in the appendix of this report:

- Administrator Separations
- Nonresident Student Data
- Bus Driver Requirements

We also evaluated the application of best practices in the area of school safety. Due to the sensitive nature of this issue and the need for the results of this review to be confidential, we did not include the results in this report. However, we communicated the results of our review of school safety to District officials, the Pennsylvania Department of Education, and other appropriate officials as deemed necessary.

The audit was conducted pursuant to Sections 402 and 403 of The Fiscal Code (72 P.S. §§ 402 and 403), and in accordance with the Government Auditing Standards issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

Our audit found that the District performed adequately in the bulleted areas listed above, except as noted in the following finding:

 A Flawed Employment Contract Caused the District to Incur Legal and Other Settlement Costs Dr. William R. Riker Ms. Lisa VanWhy Page 2

We appreciate the District's cooperation during the course of the audit.

cc: EAST STROUDSBURG AREA SCHOOL DISTRICT Board of School Directors

Sincerely,

Eugene A. DePasquale

Eugraf: O-Purpor

Auditor General

March 21, 2019

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School Chara 2017-18 Sch	
Counties	Monroe & Pike
Total Square Miles	214
Number of School Buildings	10
Total Teachers	576
Total Full or Part- Time Support Staff	605
Total Administrators	37
Total Enrollment for Most Recent School Year	7,421
Intermediate Unit Number	20
District Vo-Tech School	Monroe Career & Technical Institute

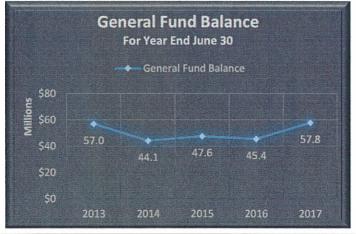
A - Source: Information provided by the District administration and is unaudited.

Mission Statement^A

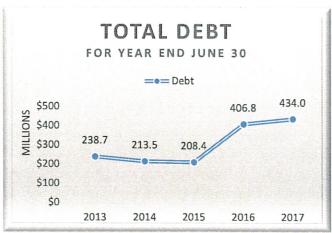
East Stroudsburg Area School District fosters within all students a commitment to excellence, service, and life-long learning which prepares students to be creative, productive, and responsible citizens with a global perspective.

Financial Information

The following pages contain financial information about the East Stroudsburg Area School District (District) obtained from annual financial data reported to the Pennsylvania Department of Education (PDE) and available on the PDE's public website. This information was not audited and is presented for **informational purposes only**.

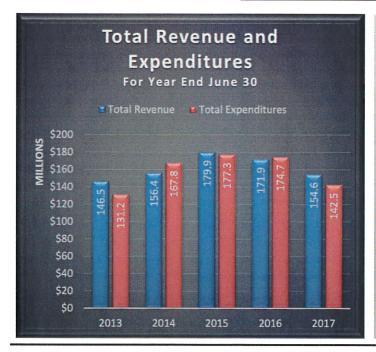


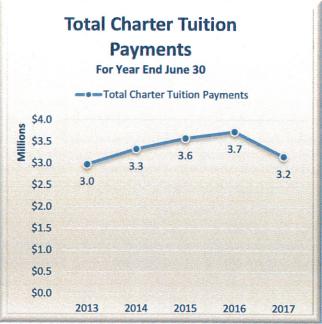
Note: General Fund Balance is comprised of the District's Committed, Assigned and Unassigned Fund Balances.

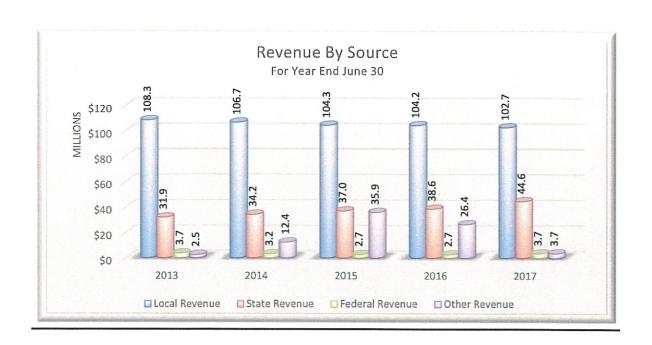


Note: Total Debt is comprised of Short-Term Borrowing, General Obligation Bonds, Authority Building Obligations, Other Long-Term Debt, Other Post-Employment Benefits, Compensated Absences and Net Pension Liability.

Financial Information Continued







Academic Information

The graphs on the following pages present School Performance Profile (SPP) scores, Pennsylvania System of School Assessment (PSSA) scores, Keystone Exam results, and 4-Year Cohort Graduation Rates for the District obtained from the PDE's data files for the 2014-15, 2015-16 and 2016-17 school years. These scores are provided in the District's audit report for **informational purposes only**, and they were not audited by our Department. Please note that if one of the District's schools did not receive a score in a particular category and year presented below, the school will not be listed in the corresponding graph. Finally, benchmarks noted in the following graphs represent the statewide average of all public school buildings in the Commonwealth that received a score in the category and year noted.

What is a SPP score?

A SPP score serves as a benchmark for schools to reflect on successes, achievements, and yearly growth. The PDE issues a SPP score using a 0-100 scale for all school buildings in the Commonwealth annually, which is calculated based on standardized testing (i.e., PSSA and Keystone exam scores), student improvement, advance course offerings, and attendance and graduation rates. Generally speaking, a SPP score of 70 or above is considered to be a passing rate.

The PDE started issuing a SPP score for all public school buildings beginning with the 2012-13 school year. For the 2014-15 school year, the PDE only issued SPP scores for high schools taking the Keystone Exams as scores for elementary and middle schools were put on hold due to changes with PSSA testing. The PDE resumed issuing a SPP score for all schools for the 2015-16 school year.

What is the Keystone Exam?

The Keystone Exam measures student proficiency at the end of specific courses, such as Algebra I, Literature, and Biology. The Keystone Exam was intended to be a graduation requirement starting with the class of 2017, but that requirement has been put on hold until the 2020-21 school year. In the meantime, the exam is still given as a standardized assessment and results are included in the calculation of SPP scores. The Keystone Exam is scored using the same four performance levels as the PSSAs, and the goal is to score Proficient or Advanced for each course requiring the test.

¹ The PDE is the sole source of academic data presented in this report. All academic data was obtained from the PDE's publically available website.

² The PDE's data does not provide any further information regarding the reason a score was not published for a specific school. However, readers can refer to the PDE's website for general information regarding the issuance of academic scores.

³ Statewide averages were calculated by our Department based on individual school building scores for all public schools in the Commonwealth, including district schools, charters schools, and cyber charter schools.

⁴ According to the PDE, SPP scores for elementary and middle schools were put on hold for the 2014-15 school year due to the state's major overhaul of the PSSA exams to align with PA Core standards and an unprecedented drop in public schools' PSSA scores that year. Since PSSA scores are an important factor in the SPP calculation, the state decided not to use PSSA scores to calculate a SPP score for elementary and middle schools for the 2014-15 school year. Only high schools using the Keystone Exam as the standardized testing component received a SPP score.
⁵ Act 39 of 2018, effective July 1, 2018, amended the Public School Code to further delay the use of Keystone Exams as a graduation requirement for an additional year until the 2020-21 school year. See 24 P.S. § 1-121(b)(1).

What is the PSSA?

The PSSA is an annual, standardized test given across the Commonwealth to students in grades 3 through 8 in core subject areas, including English and Math. The PSSAs help Pennsylvania meet federal and state requirements and inform instructional practices, as well as provide educators, stakeholders, and policymakers with important information about the state's students and schools.

The 2014-15 school year marked the first year that PSSA testing was aligned to the more rigorous PA Core Standards. 6 The state uses a grading system with scoring ranges that place an individual student's performance into one of four performance levels: Below Basic, Basic, Proficient, and Advanced. The state's goal is for students to score Proficient or Advanced on the exam in each subject area.

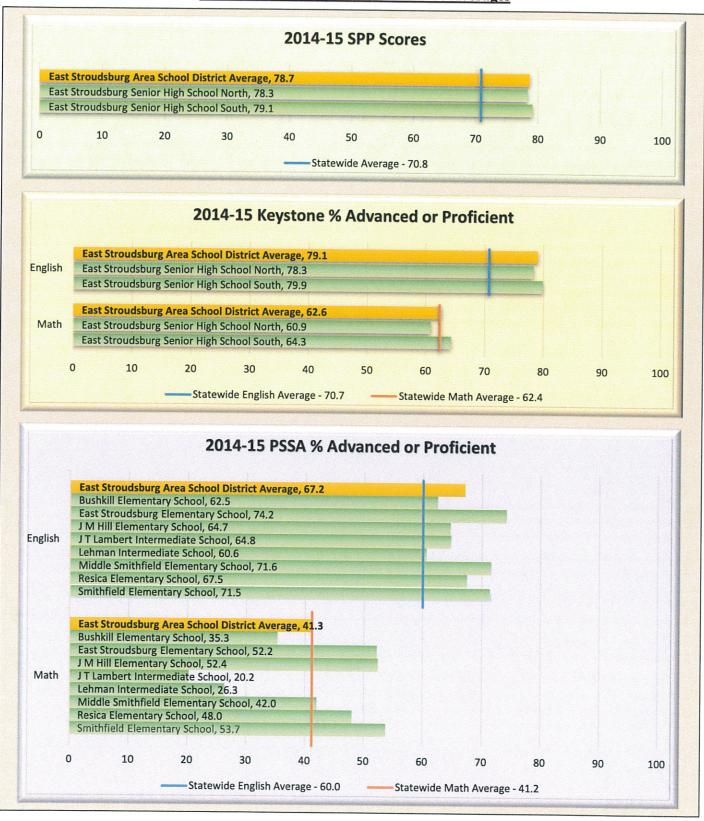
What is a 4-Year Cohort Graduation Rate?

The PDE collects enrollment and graduate data for all Pennsylvania public schools, which is used to calculate graduation rates. Cohort graduation rates are a calculation of the percentage of students who have graduated with a regular high school diploma within a designated number of years since the student first entered high school. The rate is determined for a cohort of students who have all entered high school for the first time during the same school year. Data specific to the 4-year cohort graduation rate is presented in the graph.

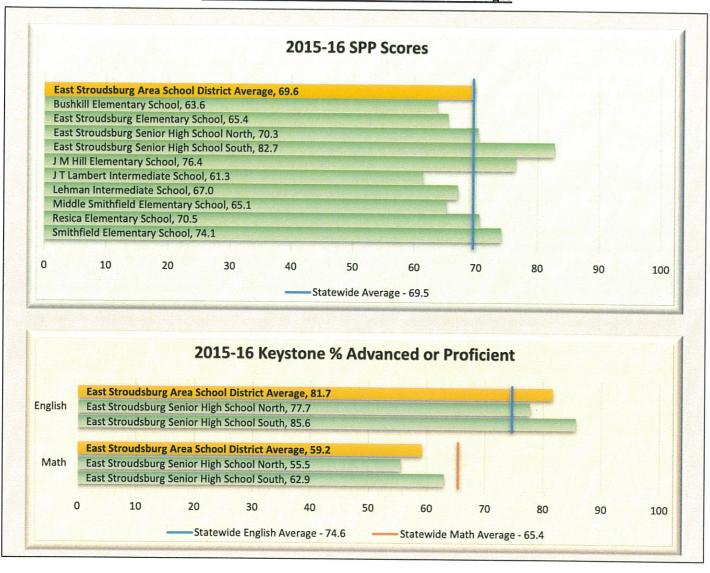
⁶ The PDE has determined that PSSA scores issued beginning with the 2014-15 school year and after are not comparable to prior years due to restructuring of the exam.

⁷ The PDE also calculates 5-year and 6-year cohort graduation rates. Please visit the PDE's website for additional information: http://www.education.pa.gov/Data-and-Statistics/Pages/Cohort-Graduation-Rate-.aspx.

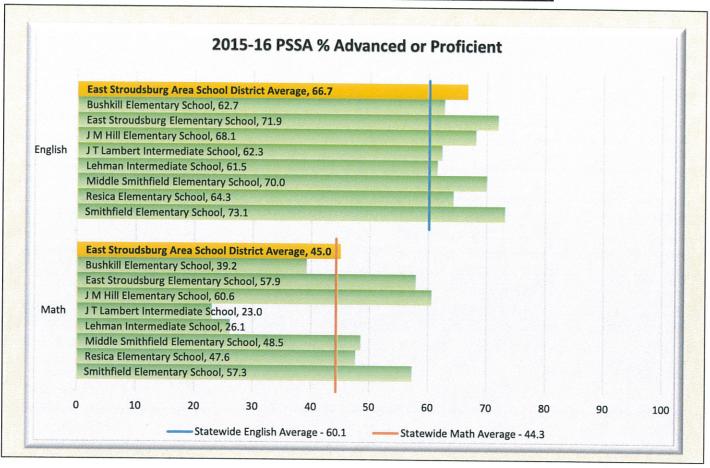
2014-15 Academic Data School Scores Compared to Statewide Averages



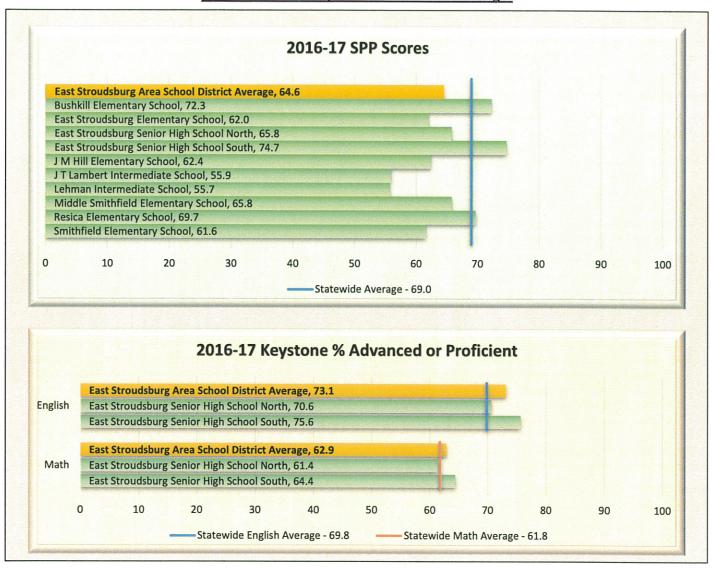
2015-16 Academic Data School Scores Compared to Statewide Averages



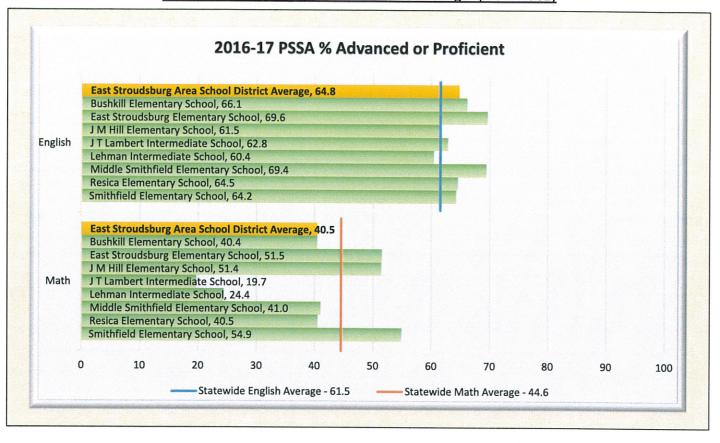
2015-16 Academic Data School Scores Compared to Statewide Averages (Continued)



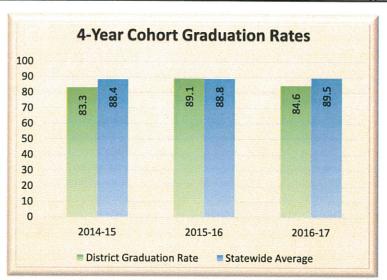
2016-17 Academic Data School Scores Compared to Statewide Averages



2016-17 Academic Data School Scores Compared to Statewide Averages (Continued)



<u>Graduation Data</u> <u>District Graduation Rates Compared to Statewide Averages</u>



Finding

A Flawed Employment Contract Caused the District to Incur Legal and Other Settlement Costs

Criteria relevant to the finding:

District Policy No. 308, *Employment Contract*, states, in part:

"Noncertificated administrative employees shall be employed through a contract or Board resolution which sets forth the full conditions of employment and continues from year to year until altered by Board action. . . . For noncertificated administrative employees, the contract or Board resolution shall be in accordance with this policy.

The contract or resolution may include:

- 1. Beginning compensation.
- 2. Term of employment and work period for which compensation will be paid.
- 3. Statement of fringe benefits entitlement.
- 4. State of seniority rights, if any."

When settling a lawsuit with a former Chief Financial Officer (CFO), the East Stroudsburg Area School District (District) incurred legal and other settlement costs that could have been avoided if its employment contract with the former CFO had contained clear and concrete language with regard to compensation terms. In light of District policy and the definition of "administrative compensation" in Section 1164 of the Public School Code (PSC), we believe that it is reasonable to expect that administrator contracts should contain as a basic element either the administrator's salary amounts or a salary schedule. 8

In addition, the structure of the settlement increased the cost to the Public School Employees' Retirement System (PSERS) for the former CFO's pension by retroactively and substantially increasing his salary for the final two years of his employment. Since an annuitant's retirement compensation is formulated based upon the average of the final three years of the employee's salary, the retroactive salary increases significantly boosted the former CFO's retirement compensation, which will be paid out indefinitely. While these are concerning issues, the rest of this finding focuses on the weaknesses of the **two employment contracts** between the CFO and the District and the added costs associated with the settlement agreement.

14/

⁸ District Policy No. 328, Compensation Plan. Note that Act 93 of 1984 requires school administrators written compensation plans and provides a means by which compensation matters affecting school administrators can be resolved. While the contracts included with this finding are not Act 93 contracts, such contracts as outlined in the PSC can serve as a model for what must be contained as essential components of administrator compensation plans including salary amounts/salary schedules of the administrators. See 24 P.S. § 11-1164. The definition of "Administrative compensation" in Section 1164 of the PSC pertains to "administrator salaries and fringe benefits and shall include any board decision that directly affects administrator compensation such as administrative evaluation and early retirement programs." Ibid.

Criteria relevant to the finding (continued):

District Policy No. 328, Compensation Plan, states, in part:

"It is therefore incumbent on the Board to pursue a plan of compensation, based upon responsibility and performance that will provide fair and adequate financial incentive for all management personnel. To accomplish this commitment, the Board directs that such a compensation plan be implemented. . . . The individual contracts and the compensation plan may include:

- Description of the program for determining administrative salaries.
- 2. Salary amounts or salary schedules.
- 3. List of fringe benefits.
- 4. Employee expectations."

Vague Compensation Terms & Inappropriate Salary Increase Clause

The CFO had two contracts during his tenure with the District. These included a three-year contract, effective September 1, 2012, and a five-year contract, effective September 1, 2015.

Both contracts contained vague terms with regard to salary increases based upon performance evaluations. However, it was the flawed language in the second contract that may have contributed to the dispute that led to the former CFO's lawsuit against the District. The compensation clause stated the following:

The Chief Financial Officer's salary shall be determined by the Board at the recommendation of the Superintendent, but in no event shall the salary increase be less than that provided to the current Act 93 Administrators, the Superintendent, or Assistant Superintendents, whichever is greater, provided that the Chief Financial Officer receives a satisfactory evaluation from the Superintendent for the previous year.⁹

This atypical arrangement, in particular tying the CFO's salary increase to the Superintendent's increase, substantially weakened the performance basis of the CFO's salary increases. Further, the clause did not define the increase itself either as a percentage of salary or as a dollar amount. ¹⁰ The vague language ultimately may have resulted in a District-funded payout to settle a lawsuit brought by the former CFO, as discussed in the next section.

CFO's Claim Regarding New Superintendent's Compensation

The District's former Superintendent retired at the end of the 2015-16 fiscal year. The former Superintendent retired with a salary amount of \$147,516, and a new Superintendent was hired at a salary of \$167,000. A starting salary for a newly hired Superintendent can take into account that newly hired employee's professional

¹⁰ In stark contrast to the model Act 93 language under Section 1164 of the PSC. See 24 P.S. § 11-1164.



⁹ Chief Financial Officer Employment Contract: An Agreement between the Board of Education of the East Stroudsburg Area School District and [former CFO], page 2, April 20, 2015.

experience, education, certifications, and other credentials. Thus, the salary differential of \$19,484, or 13.2 percent, between the former and the new Superintendent's compensation did not constitute a *salary increase*. Therefore, the salary differential should not have factored into the calculation of a salary increase for the former CFO.

The former CFO filed a lawsuit against the District in November 2016 claiming he was due a salary increase related to the new Superintendent's compensation. In February 2018, 15 months after the lawsuit was filed, the District settled with the former CFO, who continued to work for the District up until the start of the 2018-19 school year. Partly due to the unclear language in the 2015 employment contract, the District, in settling with the former CFO, provided the *retroactive* salary adjustments shown in the table below:

Table 1

	East Stroudsburg ASD Analysis of Former CFO's Compensation Adjustments				
Fiscal Year	Original Salary ¹¹	% Increase from Prior Year	Retroactively Adjusted Salary ¹²	\$ Increase from Original Salary	% Increase from Original Salary
2015-16	\$129,350				
2016-17	\$135,819	5%	\$146,425	\$10,606	7.8%
2017-18	\$139,894	3%	\$150,818	\$10,924	7.8%

In addition to the retroactive salary increases totaling \$21,530, the District paid the former CFO's legal fees totaling \$7,100 as well as its own legal fees in connection with the lawsuit of almost \$19,000.

Altogether, the District incurred legal and additional compensation costs of approximately \$47,630 to resolve an issue of disputed compensation. Because of weak and defective language in the former CFO's employment contract, which lacked accountability standards and specific, quantifiable compensation terms tied to the CFO's performance, the District paid an unnecessarily costly settlement with the former CFO.

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¹¹ Based on the respective board meeting minutes authorizing salary increases.

¹² Pursuant to settlement agreement.

Recommendations

The East Stroudsburg Area School District should do the following:

- 1. Establish a policy and corresponding procedures requiring well-defined, quantifiable compensation terms in administrator employment contracts, including quantified compensation adjustments tied to performance.
- 2. Immediately review all current administrator contracts to ensure that compensation provisions are clearly written with quantifiable terms tied to performance and amend any current contracts with vague compensation language.

Management Response

District management provided the following response:

"The District's former CFO's compensation terms were insufficiently clear, and the salary increase clause was inappropriate. While the Department of Auditor General's cost analysis concerning the former CFO's contract language is accurate, the school board determined, on advice of counsel, that the Settlement Agreement cited by the DAG represented a small cost savings as compared to pursuing the litigation with the former CFO through to its conclusion. The increased costs to PSERS, while regrettable, are a function of PSERS's structure, and the school board believed at the time of the Settlement Agreement that further litigation would likely result in additional costs to both the district and PSERS.

"Moving forward, the administration will adopt the recommendations of the Department of the Auditor General and recommend to the school board that:

- (a) District Policy 328 be revised to require that administrator contracts have a clear, numerical salary schedule such that each year's salary is readily discernible. either as a dollar figure or an express percentage increase from the preceding year of the contract.
- (b) the school board review existing contracts with the assistance of the board's solicitor, and propose appropriate revision of existing contracts to current administrators to



bring the contracts into compliance with the revised Policy 328."

Auditor Conclusion

We are pleased that the District will implement our recommendations and revise its policy. We believe that our recommendations will better protect the District from costly litigation and settlement agreements. During our next audit of the District, we will review the revised policy and any other corrective action implemented by the District.

Status of Prior Audit Findings and Observations ur prior audit of the East Stroudsburg Area School District resulted in no findings or observations.

Appendix: Audit Scope, Objectives, and Methodology

School performance audits allow the Pennsylvania Department of the Auditor General to determine whether state funds, including school subsidies, are being used according to the purposes and guidelines that govern the use of those funds. Additionally, our audits examine the appropriateness of certain administrative and operational practices at each local education agency (LEA). The results of these audits are shared with LEA management, the Governor, the Pennsylvania Department of Education (PDE), and other concerned entities.

Our audit, conducted under authority of Sections 402 and 403 of The Fiscal Code. 13 is not a substitute for the local annual financial audit required by the Public School Code of 1949, as amended. We conducted our audit in accordance with Government Auditing Standards issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit.

Scope

Overall, our audit covered the period July 1, 2013 through June 30, 2017. In addition, the scope of each individual audit objective is detailed on the next page.

The East Stroudsburg Area School District's (District) management is responsible for establishing and maintaining effective internal controls to provide reasonable assurance that the District is in compliance with certain relevant state laws, regulations, contracts, and administrative procedures (relevant requirements). 14 In conducting our audit, we obtained an understanding of the District's internal controls, including any information technology controls, which we consider to be significant within the context of our audit objectives. We assessed whether those controls were properly designed and implemented. Any deficiencies in internal controls that were identified during the conduct of our audit and determined to be significant within the context of our audit objectives are included in this report.

¹⁴ Internal controls are processes designed by management to provide reasonable assurance of achieving objectives in areas such as: effectiveness and efficiency of operations; relevance and reliability of operational and financial information; and compliance with certain relevant state laws, regulations, contracts, and administrative procedures.



^{13 72} P.S. §§ 402 and 403.

Objectives/Methodology

In order to properly plan our audit and to guide us in selecting objectives, we reviewed pertinent laws and regulations, board meeting minutes, academic performance data, annual financial reports, annual budgets, new or amended policies and procedures, and the independent audit report of the District's basic financial statements for the fiscal years July 1, 2013 through June 30, 2017. We also determined if the District had key personnel or software vendor changes since the prior audit.

Performance audits draw conclusions based on an evaluation of sufficient, appropriate evidence. Evidence is measured against criteria, such as laws, regulations, third-party studies, and best business practices. Our audit focused on the District's efficiency and effectiveness in the following areas:

- ✓ Administrator Separations
- ✓ Nonresident Student Data
- ✓ Bus Driver Requirements
- ✓ School Safety

As we conducted our audit procedures, we sought to determine answers to the following questions, which served as our audit objectives:

- ✓ Did the District pursue a contract buy-out with an administrator and if so, what was the total cost of the buy-out, what were the reasons for the termination/settlement, and did the employment contracts comply with the Public School Code¹⁵ and Public School Employees' Retirement System (PSERS) guidelines?
 - To address this objective, we reviewed the contracts, settlement agreements, board meeting minutes, board policies, and payroll records for all three administrators who separated employment from the District during the period July 1, 2013 through August 31, 2018. We verified the reasons for the separation and whether the total cost of the separation was made public during board meetings. We reviewed payroll records to ensure that these payments were correctly reported to the PSERS. We also reviewed the contracts for the current Superintendent, Assistant Superintendent, and Business Manager to determine it complied with applicable provisions of the Public School Code regarding inclusion of termination, buyout, and severance provisions. The results of our review of this objective can be found in the finding on page 11 of this report.
- Did the District accurately report nonresident students to the PDE? Did the District receive the correct reimbursement for these nonresident students?¹⁶
 - o To address this objective, we reviewed all 112 nonresident students reported by the District to the PDE during the 2014-15 school year. We obtained

^{15 24} P.S. § 10-1073(e)(v).

¹⁶ See 24 P.S. §§ 13-1301, 13-1302, 13-1305, 13-1306; 22 Pa. Code Chapter 11.

documentation to verify that the custodial parent or guardian was not a resident of the District and that the custodial parent received a stipend for caring for the student. The student listings were compared to the total days reported on the Membership Summary and Instructional Time and Membership Report to ensure that the District received correct reimbursement for these students. Our review of this objective did not disclose any reportable issues.

- ✓ Did the District ensure that bus drivers transporting District students had the required driver's license, physical exam, training, background checks, and clearances as outlined in applicable laws? ¹⁷ Also, did the District have written policies and procedures governing the hiring of new bus drivers that would, when followed, provide reasonable assurance of compliance with applicable laws?
 - O To address this objective, we randomly selected 12 of the 125 bus drivers employed by the District who transported District students as of September 13, 2018. We reviewed documentation to ensure the District complied with the requirements for bus drivers. We also determined if the District had written policies and procedures governing the hiring of bus drivers and if those procedures, when followed, ensure compliance with bus driver hiring requirements. Our review of this objective did not disclose any reportable issues.
- ✓ Did the District take actions to ensure it provided a safe school environment?¹⁹
 - O To address this objective, we reviewed a variety of documentation including, safety plans, training schedules, anti-bullying policies, and after action reports. In addition, we conducted on-site reviews at three out of the District's ten school buildings (one from each education level) to assess whether the District had implemented basic safety practices. ²⁰ We conducted on-site reviews at one of their high schools, intermediate schools, and elementary schools that were all within a short proximity of one another. ²¹ Due to the sensitive nature of school safety, the results of our review of this objective area are not described in our audit report. The results of our review of school safety are shared with District officials, the PDE, and other appropriate agencies deemed necessary.

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¹⁷ 24 P.S. § 1-111, 23 Pa.C.S. § 6344(a.1), 24 P.S. § 2070.1a et seq., 75 Pa.C.S. §§ 1508.1 and 1509, and 22 Pa. Code Chapter 8.

¹⁸ While representative selection is a required factor of audit sampling methodologies, audit-sampling methodology was not applied to achieve this test objective; accordingly, the results of this audit procedure are not, and should not be, projected to the population.

¹⁹ 24 P.S. § 13-1301-A *et sea*.

²⁰ Basic safety practices evaluated were building security, bullying prevention, visitor procedures, risk and vulnerability assessments, and preparedness.

²¹ Audit-sampling methodology was not applied to achieve this test objective; accordingly, the results of this audit procedure are not, and should not be, projected to the population.

Distribution List

This report was initially distributed to the Superintendent of the District, the Board of School Directors, and the following stakeholders:

The Honorable Tom W. Wolf

Governor Commonwealth of Pennsylvania Harrisburg, PA 17120

The Honorable Pedro A. Rivera

Secretary of Education 1010 Harristown Building #2 333 Market Street Harrisburg, PA 17126

The Honorable Joe Torsella

State Treasurer Room 129 - Finance Building Harrisburg, PA 17120

Mrs. Danielle Mariano

Director
Bureau of Budget and Fiscal Management
Pennsylvania Department of Education
4th Floor, 333 Market Street
Harrisburg, PA 17126

Dr. David Wazeter

Research Manager Pennsylvania State Education Association 400 North Third Street - Box 1724 Harrisburg, PA 17105

Mr. Nathan Mains

Executive Director Pennsylvania School Boards Association 400 Bent Creek Boulevard Mechanicsburg, PA 17050

This report is a matter of public record and is available online at www.PaAuditor.gov. Media questions about the report can be directed to the Pennsylvania Department of the Auditor General, Office of Communications, 229 Finance Building, Harrisburg, PA 17120; via email to: News@PaAuditor.gov.



EAST STROUDSBURG AREA SCHOOL DISTRICT

Procurement Form

TO BE COMPLETED FOR ANY PROCUREMENT OVER \$5,000

A. Why are you requesting the service/needs?

This service is needed to print and mail the Real Estate Tax Bills for Pike County, also, we will receive a copy of the Real Estate Tax Duplicates in the proposal.

B. Cost Estimate: if over \$5,000, were 3 quotes obtained? If yes, please list the vendors and the amounts.

Annual costs estimates for this service is around \$8,000. We did request quotes from three vendors.

Spring Hill Laser Services, Inc	C.	Government Software	BerkOne
Real Estate Duplicate	\$0.065	,	No Response
Real Estate Tax Statement	\$0.420		No Response
Postage	\$0.50		No Response

C. Please complete an independent Cost Analysis. (Pre determine costs prior to contacting a vendor.)

We reviewed the last 2 year's costs to determine the approximate costs.
 2018 tax bills and mailing costs were \$7,800. 2017 tax bills and mailing costs were \$7,900.

D. Procurement Method:

Quote

.

E. Funds account to be charged for Procurement (Was this purchase budgeted?)

- Yes
- Fund 10
- Account # 10-2330-330-000-00-000-005-000-0000

F. Selection of winning proposal

The lowest price was selected, also, we have used this vendor in the past.

G. Other

GOVERNMENT SOFTWARE SERVICES, Inc. Contract For School Billing

AGREEMENT FOR COMPUTER SERVICES

This Agreement made this day of, for fiscal year(s)
between Government Software Services. Inc., 616 Main Street. Suite 400. Honesdale,
Pennsylvania. 18431 (hereinafter referred to as "GSS")
AND
East Stroudsburg Area School District (Pike Counties) (hereinafter referred to as
"Client")

WITNESSETH

In consideration of the mutual covenants hereinafter set forth, it is agreed that Client desires certain Data Processing Services be performed and that GSS desires to perform these services which are as follows:

- REAL ESTATE TAX SYSTEM During the term stated. GSS will provide Real Estate Tax Services to the Client utilizing the Assessment files of the County or Counties in which the various taxing districts of the Client are located. Services to be performed are as follows:
 - A. Prepare two (2) copies of the Real Estate Tax Duplicate on pre-printed forms based upon the data contained in the Real Estate Master File and the associated millage, discount, penalty rates and tax collector information provided to GSS by the Client. Said tax duplicates shall reflect the taxes based on the millage times the assessed valuation and shall show discount, face and penalty amounts. A summary Report reflecting totals shall appear at the end of each duplicate.
 - B. Prepare a Real Estate Tax Statement for each parcel of property on a self seal mailer, reflecting the information shown on the tax duplicates, and tax collector data associated with each taxing district.
- 2. OCCUPATION/PER CAPITA TAX SYSTEM During the term stated, GSS will provide Occupation/Per Capita Tax Services to the client utilizing the Occupation / Per Capita files of the County or Counties in which the various taxing districts of the Client are located. Services to be performed are as follows:
 - A. Prepare two (2) copies of the Occupation/Per Capita Tax Duplicate on pre-printed forms, based upon the data contained on the Occupation/Per Capita Master File and the associated millage, per capita, discount, face, penalty rates and the tax collector information provided to GSS by the Client. A Summary Report shall appear at the end of each tax duplicate.
 - B. Prepare the Occupation/Per Capita Tax Statements on a self seal mailer, reflecting the information shown on the tax duplicates, and the tax collector data associated with each taxing district.
 - C. Provide a Summary Report reflecting all the totals necessary for certification and normal reporting.

570-253-4309 616 Main Street Suite 400 Honesdale, PA 18431 Government Software Services, Inc. Contract For School Billing

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- 3. MATERIALS AND SUPPLIES During the term stated, GSS will provide the following:
 - A. All tax duplicate paper, tax statements and binding materials necessary to provide the services described herein
- 4. ITEMS TO BE SUPPLIED BY CLIENT In order for GSS to fulfill this contract the Client must supply the following:
 - A. Written authorization from the County Commissioners or Counties where the Client's taxing districts are located granting GSS permission to access the Per Capita. Occupation and Real Estate Assessment files.
 - B. Written documentation of all Per Capita, Occupation, and Real Estate millage rates, discount, face, penalty rates, dates and all tax collector information as it is to be printed on the statements.
- 5. TERMS AND CONDITIONS GSS will provide the services as defined in this contract for the term stated and will provide to the Client the tax statements and duplicates FOB Honesdale within thirty (30) days of receipt of the items supplied by Client.
- 6. Client agrees to pay GSS as follows:
 - A. The sum of six and one half cents (\$0.065) each, per name printed for the two copies of the Real Estate Duplicate and the Occupation/Per Capita Duplicate and the sum of nine dollars and fifty cents (\$9.50) each per duplicate bound.
 - B. The sum of sixteen and ninety-five one hundredth cents (\$0.1695) for each tax statement prepared.
 - C. GSS will invoice Client based on the above rates. Full payment will be due and payable within thirty (30) days of delivery of the tax statements and duplicates. Any amount invoiced and not paid within thirty (30) days shall become subject to a finance charge of 1½ % per month on the unpaid balance.
- 7. In the event of a dispute the matter shall be settled in the following manner:
 - A. A three-member panel shall be created by the choosing of one member by the Client and one member by GSS.
 - B. Each of these two members shall agree on a third member.
 - C. The three-member panel, by majority vote, shall determine a settlement that must be accepted by GSS and Client.

East Stroudsburg Area School District

By

Government Software Services, Inc.

By

Thomas P. Theobald, President

WITNESS

WITNESS



1612 Latimer Street Philadelphia, PA 19103 (215) 732-7040

Client Invoice

DATE	INVOICE#
5/17/2019	3136

BILL TO

East Stroudsburg Area School District

50 Vine Street East Stroudsburg, PA 18301-0298 Case/Matter

Special Construction Counsel

DATE	ATTY/EXP	DESCRIPTION	TIME	RATE	AMOUNT
3/29/2019		Conference with MTS, MSF.	1	250.00	
4/1/2019		Conference with MTS, MSF. Review D'Huy report.	2	250.00	
4/3/2019	CPL	Conference with MTS, MSF. Review report. Research.	2	250.00	
		Email NY Bar Association.	_	250.00	300.00
4/4/2019		Tel. conference with Josh Grice and prepare.	1.5	250.00	375.00
4/4/2019	CPL	Tel. conference with MTS. Conference with MSF.	0.2	250.00	0.000
4/5/2019	CPL	Conference with MTS, MSF.	0.25		1
		Total for Cletus P. Lyman, Esq.	0123	250.00	
		_		1	1,737.50
4/1/2019	MSF	Meetings with CPL, MTS re legal issues, school board	2	250.00	500.00
		meeting; review contract; legal research Sunshine Act.	-	250.00	500.00
		executive sessions.			
4/3/2019	MSF	Meetings with CPL, MTS re engineering report; legal	2	250.00	500.00
	i	research Honeywell/Allied Signal roofing system cases		230.00	300.00
2000 100		and warranties.			
4/4/2019	MSF	Confer with CPL, MTS, Josh Grice re engineering report;	1.5	250.00	275.00
		legal research Honeywell/Allied Signal roofing system	1.5	230.00	375.00
		cases and warranties; receive & review Arlington School			
		District case file; meet with CPL re roof issues			
4/5/2019	MSF	Meet with CPL, MTS re board meeting, engineering	, !	250.00	050.00
1	Į.	report, roof issues; legal research.	* 1	230.00	250.00
	İ	, 3			

Total

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1612 Latimer Street Philadelphia, PA 19103 (215) 732-7040

Client Invoice

DATE	INVOICE #
5/17/2019	3136

East Stroudsburg Area School District 50 Vine Street East Stroudsburg, PA 18301-0298

Case/Matter

Special Construction Counsel

DATE	ATTY/EXP	DESCRIPTION	TIME	RATE	AMOUNT
4/8/2019	MSF	Review C. Brown message and documents; meetings with MTS re settlement, documents.	0.5	250.00	125.00
4/15/2019	MSF	Legal research damages to repair or replace defective roof, discuss with CPL.	1.25	250.00	312.50
4/16/2019	MSF	Legal research damages for roof; meet with CPL prepare for meeting.	0.5	250.00	125.00
4/17/2019	MSF	Meet with CPL, MTS re board meeting.	0.25	250.00	62.50
4/19/2019	MSF	Meet with CPL, MTS re roof warranty.	0.25	250.00	62.50
		Total for Michael S. Fettner, Esq.			2,312.50
3/25/2019	MTS	Emails with Rebecca Lopez. Review of Reports from Scott Ihle re: Roofing/Siding. Review of documents from ESASD.	1.25	250.00	312.50
3/26/2019	MTS	Emails with Rebecca Lopez. Review of documents and reports from ESASD.	0.75	250.00	187.50
3/27/2019	MTS	Conf. with MSF. Legal issues and Statutes of Response/Construction issues, Presentation to School Board, Executive Session. Review of documents from ESASD re: Warranties/Contracts.	2	250.00	500.00
3/29/2019	MTS	Review of documents from ESASD re: Contracts. Prep for conference with MSF and CPL on 4/1/19.	2.25	250.00	562.50

Total

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1612 Latimer Street Philadelphia, PA 19103 (215) 732-7040

Client Invoice

DATE	INVOICE #
5/17/2019	3136

East Stroudsburg Area School District
50 Vine Street
East Stroudsburg, PA 18301-0298

Case/Matter

Special Construction Counsel

DATE	ATTY/EXP	DESCRIPTION	TIME	RATE	AMOUNT
4/1/2019	MTS	Review and prep for conference. Conf. with CPL. Conf. with MSF. Legal research. Review of documents to	3	-	
4/2/2019	MTS	prepare for meeting at ESASD in Executive Session. Emails with Josh Grice. Emails with Tom Dirvonas, Esq. Review of documents provided by Josh Grice re: High School North pipes. Tel. conf. with L. Dymond.	1	250.00	250.00
4/3/2019	MTS	Conf. with CPL. Conf. with MSF. Review of Engineering Report. Legal research. Tel. conf. with L. Dymond	3.42	250.00	855.00
4/4/2019	MIS	Emails with J. Grice. Prep for Executive Session. Emails with R. Lopez. Review of documents from J. Grice. Conf. with L. Dymond. Conf. with J. Grice. Meet with ESASD in Executive Session. Review of documents from ESASD. Tel. conf. with CPL.	2.5	250.00	625.00
4/5/2019	MTS	Emails with Lisa VanWhy. Tel. conf. with L. Dymond. Review of documents from ESASD, Legal research, Tel.	1.33	250.00	332.50
4/8/2019	MTS	conf. with R. Lopez. Documents from Chris Brown, Esq. Emails with Lisa VanWhy. Review of documents from D'Huy	0.17	250.00	42.50
4/9/2019	MTS	Engineering. Emails with Lisa VanWhy. TASA Emails re: Potential Experts. Tel. conf. with potential experts.	1.33	250.00	332.50

Total

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1612 Latimer Street Philadelphia, PA 19103 (215) 732-7040

Client Invoice

DATE	INVOICE #
5/17/2019	3136

East Stroudsburg Area School District
50 Vine Street
East Stroudsburg, PA 18301-0298

Case/Matter

Special Construction Counsel

DATE	ATTY/EXP	DESCRIPTION	TIME	RATE	AMOUNT
4/11/2019	MTS	Emails with Josh Grice. Emails and tel. conf. with TASA re: Experts.	1.25	250.00	312.50
4/12/2019	MTS	Emails with Josh Grice. Tel. conf. with TASA re: Experts Witnesses. Emails re: TASA Experts. Legal research re: Experts.	1.67	250.00	417.50
4/15/2019	MTS	Emails from CPL. Conf. with CPL. Conf. with MSF. Legal research re: Damages. Tel. conf. with Josh Grice and D'Huy Engineering. Prep for meeting on 4/16/19 at ESASD.	2	250.00	500.00
4/16/2019	MTS	Legal research. Tel. conf. with MSF. Conf. with CPL. Review of documents for meeting Meeting with Scott Ihle. Meet with ESASD Board of Education Executive Session. Tel. conf. with L. Dymond. Tel. conf. with Josh Grice.	3.25	250.00	812.50
4/17/2019	MTS	Emails with J. Grice. Conf. with CPL. Emails with TASA re: Potential Expert.	0.83	250.00	207.50
4/18/2019	MTS	Email with Josh Grice. Conf. with CPL. Conf. with MSF. Tel. conf. with TASA re: Expert Witnesses. Review of documents from ESASD.	0.75	250.00	187.50
4/19/2019	MTS	Tel. conf. with Josh Grice. Conf. with MSF. Review of documents from ESASD. Memo to file re: Warranty. Legal research re: Warranty	1.83	250.00	457.50

Total



1612 Latimer Street Philadelphia, PA 19103 (215) 732-7040

Client Invoice

DATE	INVOICE#			
5/17/2019	3136			

BILL TO

East Stroudsburg Area School District 50 Vine Street East Stroudsburg, PA 18301-0298

Case/Matter

Special Construction Counsel

DATE	ATTY/EXP	DESCRIPTION	TIME	RATE	AMOUNT
4/23/2019	MTS	Tel. conf. with L. Dymond re: Status. Review of documents received from ESASD. Review of contracts and warranties from Scott Ihle.	2.33	250.00	582.50
4/24/2019	MTS	Conf. with CPL. Email with Josh Grice.	0.17	250.00	12.50
4/25/2019	MTS	Email with TASA. Email with Jose Grice. Conf. with CPL.	0.25	250.00	1
4/26/2019	MTS	Conf. with CPL. Review of D'Huy Letter. Review of documents from ESASD. Tel. conf. with TASA re: Experts.	0.75	250.00	187.50
4/30/2019	MTS	Conf. with CPL. Tel. conf. with J. Grice. Email to ESASD. Email with D'Huy.	1	250.00	250.00
		Total for Michael T. Sweeney, Esq.			8,770.00

Total

\$12,820.00

Attorneys:

CPL - Cletus P. Lyman, Esq. MSF - Michael S. Fettner, Esq. MTS - Michael T. Sweeney, Esq. PVT - Pearlette Toussant, Esq., of Counsel MJL - Maura J. Lynch, Esq., of Counsel Legal Staff:

> RDE - R. Dave Eldridge, SRB - Stephen R. Betts PRA - Peter R. Abraldes

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EAST STROUDSBURG AREA SCHOOL DISTRICT

Procurement Form

TO BE COMPLETED FOR ANY PROCUREMENT OVER \$5,000

Tools4Ever – Identity & Access Management/Password Portal Software

A. Why are you requesting the service/needs?

Why: We are requesting the Tools4Ever software to automate the network/Internet account creation/deprovision process for students and staff as well as provide a self-service reset password manager.

Need: To provide increased security and be able to monitor events at the school. This product will help the district guard against various forms of Cyberattack by automatically deprovisioning old accounts when students and staff leave the district. Additionally, it provides a password portal for both students and staff to change their passwords.

Suggested replacement: Tools4Ever as indicated on the attached quote.

- B. Cost Estimate: if over \$5,000, were 3 quotes obtained? If yes, please list the vendors and the amounts. No. One quote was obtained in this instance. We looked at several software products and none can fulfill the districts" unique needs of both automating accounts and providing a self-service password manager in one product. We would need to buy separate products to accomplish both.
 - Tools4Ever- \$9,984 Annual Subscription License

C. Procurement Method:

 Account automation and password portal products were looked at separately for several months by the Technology Services Department. Most recently, we came across the Tools4Ever product and demo'd it. This product checks the boxes for a single software solution that we didn't know existed in one product line to accomplish the tasks needed.

D. Funds account to be charged for Procurement (Was this purchase budgeted?)

- Yes
- Fund 10
- Account #10-2844-650-000-00-000-006-000-0600
 - Technology Services Initiatives Account

E. Selection of winning proposal

- Yes
- F. Other

N/A

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QUOTE IAM AND SSRPM
EAST STROUDSBURG SCHOOL DISTRICT



May 8th, 2019

Tools4ever Inc. 300 Merrick Road, Suite 310 Lynbrook New York 11563 **Phone**: 516-482-4414 Fax: 516-825-3018

Email: nasales@tools4ever.com Web: www.tools4ever.com

Brian,

Thank you for your interest in the Tools4ever Inc. solution, *IAM and SSRPM* Per your request, the following pages contain information and pricing on the applications.

Tools4ever offers quality and scalable productivity solutions in the area of Identity and Access Management with the main focus on User Provisioning and Life Cycle Management, Delegation of Control, Active Directory Management, Self Service Password Reset, and Single Sign On. The four main products offered to our clients include Identity & Access Manager™ (IAM), Enterprise Single Sign On Manager (E-SSOM) ™, Self Service Reset Password Management (SSRPM)™ and HelloID™.

Founded in 1999, Tools4ever is a Microsoft Certified Gold Partner with over 3,000 customers in the US and Canada utilizing our products. Tools4ever is committed to delivering superior customer support for all its products.

Should you require further information or have additional questions, please feel free to contact me at any time. I am confident that our solution will meet your immediate needs and continue to provide value for many years to come.

Best regards,

Kim Murray Sr. Account Manager Tools4ever Inc. 516.482.4414 x 324



Product and Company

Cost-efficient, end-to-end Identity Governance & Access Management solutions

With over 5 million managed user accounts, Tools4ever is one of the leaders in Identity Governance & Administration (IGA). Tools4ever offers its customers a complete portfolio of IGA products and services including User Provisioning, Downstream Provisioning, Workflow Management, Role Based Access Control (RBAC), and Auditing & Compliance. For password management, we offer software solutions for Single Sign On, Two-factor Authentication, Self-Service Password Reset, Password Complexity and Password Synchronization. For access to information and data, Tools4ever provides a product that supports the management of unstructured data, which maps out the privileges in the file system and other systems.

Minimal investment, maximum results

Our mission is to develop and deliver pragmatic and cost-efficient solutions. We make use of our phased implementation approach, which allows you to achieve results for your IGA implementation in a short period of time and for a limited investment. We can implement an end-to-end solution within weeks or even hours rather than months or even years, as is the current norm. Due to this approach, the comprehensive solution portfolio, and competitive pricing, Tools4ever is the undisputed market leader.

Identity and Access Management

IAM is an application that supports *any* manual or automated account management process. The unique aspect of the application is the user account building blocks that make it flexible so that any organization user account process can be optimized and automated.

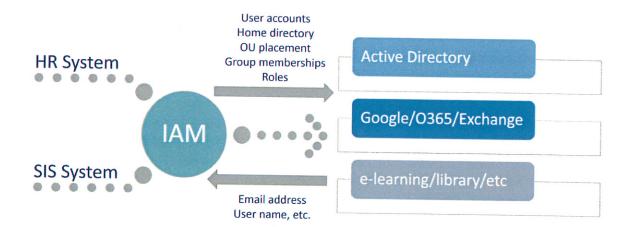
The system has been designed to:

- Release system administrators from simple and repetitive user account management tasks.
- Simplify the work of the helpdesk employee.
- Fully secure the delegation of account management.
- Manage the complete lifecycle of user accounts.

The *IAM Access Governance* module offers role modeling, optional and automatic, impact analysis and versioning as well as role mining. Conflict management, reporting and attestation and reconciliation are also supported. With connectors you can automate account management in e-mail, CRM and other applications.

The *IAM Automation* module features allow for automated synch with HR for User Account lifecycle management with the corresponding portal interfaces, allows web forms to be created for the help desk to perform actions. Employee self-service, delegation of account creation, reporting of AD information and many other functions can all be delivered in a secure environment via web forms.





Self Service Reset Password Manager (SSRPM)

SSRPM ensures end users can reset their password 24 hours a day 7 days a week. They no longer have to rely on the operating hours of the internal helpdesk. Before being able to reset the password, the user must identify themselves by answering challenge questions. Currently, a user can call the helpdesk and pose as anyone. This is no longer possible with SSRPM. In addition to the standard question functionality, SSRPM provides a number of additional options. All of the modules are described below.





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Modules

- Basic Module The Basic SSRPM module contains the functionality required to give end users the ability to self-manage their password resets and change their Active Directory passwords without the intervention of the helpdesk. If a user has forgotten their password, they can launch SSRPM by simply clicking on the "Forgot My Password" button. After correctly answering a number of challenge questions, the user can set a new password on their own.
- Web Module The integrated Web Module provides SSRPM accessibility outside the corporate network enabling users to reset their passwords anytime, anywhere from whatever device they have available including
 mobile devices such as smartphones and tablets. The Web Module expands connectivity by integrating seamlessly
 with Microsoft Outlook Web Access (OWA) and Forefront Threat Management Gateway (TMG).
- Two-factor Authentication Module The Two-factor Authentication Module enables SMS or email
 authentication that when used in conjunction with the SSRPM basic password reset functionality, i.e. answering
 security questions to reset a password, provides a second level of security via a PIN code. When users want to
 reset their password using SSRPM, the application sends a text or email message containing a PIN code to the
 user's mobile device via SMS Authentication or private email adress. After the user has entered the correct PIN
 code, they can reset their password.
- Helpdesk Caller ID Verification Module Helpdesk Caller ID Verification provides organizations with a
 means to confirm a caller's identity over the phone. When end users are registered into the SSRPM system, they
 setup a series of personal questions and answers, e.g., "In which city was your first employer?" or "What is the
 middle name of your oldest child?" Should an end user require telephone support for password issues, the
 Helpdesk Caller ID Verification module enables Helpdesk staff to simply request random characters from the
 answers to the security questions previously provided by the caller as a means of verification. After entering the
 correct characters the caller's identification is verified and the request can be processed further by the Helpdesk
 staff.

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PRODUCT	TOOLS4EVER PRODUCT CATALOG
QUOTED	DESCRIPTION
x	IAM Automation – allows for scheduled user account lifecycle management from a source (HR/SIS) to Active Directory, LDAP, Open Directory, Exchange, etc
	IAM Delegation – web-based solution for management of "one off" changes to Active Director accounts including create, delete, group management, reporting and password resets
	IAM WFM – allows for configuration of simple or advanced workflows to allow for the routing requests to one or more stakeholders. Approval / denial processes with notifications is included
	IAM AG - allows for definition of role based access control, role modeling, conflict management, reporting, attestation, and reconciliation
	IAM Connector – allows data from UMRA, WFM or SSRPM to be sent to other applications. connector is required for every downstream system for password reset or user lifecycle management
x	SSRPM – allows end user to reset their own passwords after enrolling via a series of challeng questions. Available via login screen and web interface
	SSRPM Onboarding Module- mechanism to give username/password to end users based of personal information
x	AD Self-Service- allows users to update their own AD attributes
х	Auto-Enroll – pulls data from a source system (HR / SIS) and pre-populates the SSRPM databas so end users do not need to self-enroll
	Help Desk ID – allows help desk personnel to view SSRPM questions and enter characters of answers to validate a caller via their challenge questions
	Two Factor Authentication – allows for delivery of a onetime use PIN code via SMS. PIN code becomes an answer to SSRPM challenge question
	PSM – allows any password reset (SSRPM, admin, CTL-ALT-DEL) to be sent to other application
	ESSOM – a single sign on solution to allow end users to authenticate once to an application an then have credentials provided automatically on all subsequent logins.
	HelioID – portal based SSO solution to allow end users to authenticate once and gain access tall authorized cloud / web-based applications
x	Consulting – Tools4ever professional services to install and implement product, including projectesting.
х	Project Management – Tools4ever professional services to define project and deliver Scope of Work
×	Annual Support – available at several levels, annual support provides for technical assistance and future upgrades to product

Investment Summary

Annual Subscription License- IAM and SSRPM must be purchased by 6/30/19

Application	User Count	Price	Annual	Support (Cho	ose One)
	OSCI COUIT	File	Silver	Gold	Platinum
IAM Automation	8,000		\$2,880	\$3,360	\$3,840
SSRPM	8,000		\$2,520	\$2,940	\$3,360
AD Self-Service	8,000		\$384	\$448	\$512
Auto-Enroll	8,000	\$600			
IAM Consulting	24 Hours	\$3,600		The state of the s	
otal if IAM and SSRPM are puchased together			\$9,984	\$10,948	\$11,912

Additional consulting and training can be purchased at the following rates:

- Remote \$206.25-\$150- Paid in Advanced
 Remote \$235.00-Invoiced Monthly as Utilized
 On Site \$250.00 per hour + travel expenses

TERMS AND CONDITIONS

I. Payment Terms

- Payment is due net upon receipt of invoice for software licenses and support.
- Payment for Consulting Services is due either at the time of order or monthly as utilized, based on your selection prior to the order being placed.

Payment for Consulting Services billed monthly is due net upon receipt of invoice.

If you require different payment terms, please contact your account manager prior to placing an order.

II. General

• IAM licenses are based on total count of user objects either at the domain or OU(s) levels.

SSRPM licenses are based on enrolled users.

• HelloID licenses are based on number of users, length of subscription and number of applications.

ERAM licenses are based on total count of user objects either at the domain or OU(s) levels.

- If licensing to a domain, a DNS domain name is required to generate the license codes for software, e.g. tools4ever.com.
- If licensing to an OU the DNS domain name and the FULL path to the OU (from the top level down) is required to generate license codes for software, e.g. tools4ever.local/users/marketing

• License changes due to merger or domain name changes are \$250.00 per domain.

OU to domain or domain to OU re-licenses incur a \$250.00 charge per occurrence.

- License changes due to a re-allocation of user counts between OU's or domains will result in a charge equal to number of users moved X 30% of initial price.
- Upgrades in user counts can be performed at any time at the current user pricing.

III. Subscription and Term Licenses

- If you purchased Tools4ever software on a term license, you are entitled to use the software for the initial term and renew annually until the term is complete.
- At the end of a fully paid term, you will receive a perpetual license for the software and have the option to purchase a support and maintenance contract. Maintenance options and terms below will apply.
- If you purchased Tools4ever software on a subscription license, you are entitled to use the software for the initial term and renew annually.

You will have the option of changing the support level of the subscription at each renewal period.

- Renewal notices for both term and subscription licenses will be sent at least 60 days in advance of renewal.
- If a decision is made not to renew, or no response is provided to renewal notices, the software license will expire and the product will cease to function.

IV. Specific Terms for Hosted Services (Hello ID)

Hosted Services are provided on a subscription basis for a set term as specified in your order to us.

- Except as otherwise specified in your order, all subscriptions will automatically renew for periods equal to your initial subscription term unless you cancel your subscription.
- Tools4ever may remove or delete your data within a reasonable period of time after the termination of your subscription term

If you cancel, your subscription will terminate at the end of then-current billing cycle.

- Tools4ever implements security procedures to help protect your data from security attacks. However, you
 understand that use of the Hosted Services necessarily involves transmission of your data over networks that are
 not owned, operated or controlled by us, and we are not responsible for any of your data lost, altered, intercepted
 or stored across such networks.
- You are responsible for removing the initial Tools4ever administrator account from the hosted services.
- Tools4ever reserves the right to restrict access to the hosted services for non-payment of invoices.

V. Support and Maintenance

Unlimited telephone, email and CITRIX GoTo Assist support is included for 90 days from date of purchase.

Support hours are: Monday – Friday; 9:00 AM to 5:00 PM EST.

Annual maintenance contracts are available at several levels of support and includes the following:

o Silver

- All standard upgrades within the product
- Phone / email support
 - One free support incident
 - Additional incidents or client requested CITRIX GoTo Assist are \$206.25

Average response time of 8 hours

Maximum annual increase of 10% over previous year.

o Gold

- All standard upgrades within the product
- Phone / email support
 - Two free support incidents

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- Additional incidents or client requested CITRIX GoTo Assist are \$196.00
- Average response time of 6 hours
- 5% discount on additional products or pre-paid consulting
- Maximum annual increase of 5% over previous year.

o Platinum

- All standard upgrades within the product
- Phone / email / CITRIX GoTo Assist support
 - Five free support incidents
 - Additional incidents or client requested CITRIX GoTo Assist are \$186.00
- Average response time of 4 hours
- Bug tracking / escalation reporting
- 10% discount on additional products or pre-paid consulting
- Maximum annual increase of 3% over previous year.

VI. Consulting and Training

- In general, all consulting projects require a signed Statement of Work (SOW).
- Any changes to or deviations from the SOW must be documented, and are subject to a charge.
- Consulting work may be performed on line via CITRIX GoTo Assist or offline at Tools4ever's discretion.
- Travel expenses for onsite work will be billed at actual costs after the travel is completed.
- If work is to be performed online, client shall make an employee available for the duration of the session(s).
- Unused consulting hours will never expire and can be used for future projects.
- If current project uses more than the estimated consulting time, client will be billed for additional hours.
- Maximum number of client personnel at a training session is four.
- Customer understands and agrees the backup of the software and data is their responsibility and is of critical importance. Under no circumstances will Tools4ever be responsible for loss of data or cost of consulting time incurred due to client's lack of a viable backup.

VII. <u>Consulting versus Support</u>

- In most cases, consulting services are defined as:
 - Creating New projects
 - o Adding functionality to existing projects
 - Modifying projects due to source data or network changes.

In most cases, support is defined as;

- General questions about product functionality
- Error resolution
- Basic assistance with user created projects.

VIII. <u>Documentation</u>

Any requested documentation that is not available on the Tools4ever website at
 https://www.tools4ever.com/resources/manuals/ can be created upon customer request on a professional services basis. Please contact your account manager for an estimate based on your requirements.

EAST STROUDSBURG AREA SCHOOL DISTRICT

Procurement Form

TO BE COMPLETED FOR ANY PROCUREMENT OVER \$5,000

A. Why are you requesting the service/needs?

Why:

Preparing our students for the 21st century means engaging each of them in a way that personalizes the content, the process and the environment for them. This means a movement away from an environment that is based primarily on whole group instruction and toward an environment where individual learners can learn in ways and at a pace that is more comfortable for them.

Need:

Our current individual classroom chair/desk combos were designed for whole group instruction. They are not easily modified for the teamwork and collaboration necessary for 21st century skills to be practiced. They are also very uncomfortable for many of our students.

Suggested replacement:

Modular, comfortable furniture that allows various work groups to simultaneously build and break down. Furniture that is designed with mobile technology in mind and that allows student choice according to student comfort.

- B. Cost Estimate: if over \$5,000, were 3 quotes obtained? If yes, please list the vendors and the amounts.
 - Worthington Direct \$9,733.00
 - Office Depot \$11,625.00
 - Hertz Furniture \$ 8,784.00
- C. Procurement Method:

Requested three QUOTES

D. Funds account to be charged for Procurement (Was this purchase budgeted?)

This purchase will be using Ready to Learn Grant money out of the General Fund (10).

E. Selection of winning proposal

Yes - Hertz

F. Other" Office Depot includes the installation of the furniture. The others do not.



Wa	Worthington Direct - https://www.wor	//www.worthingtondirect.com/								
BREINER										
Item Description	Item Number	Color	Quantity	rice of each	Quantity Price of each WORTHINGTON Price of each OFFICE DEPOT	Price of each	OFFICE DEPOT	Price of Each	HERTZ	
Interplay Tablet Sofa by OFM	822 - Stock #31582	Black Seat-Nickel Back-Bronze	m	\$677.00	\$2,031.00	\$679.95	\$2,039.85	\$605.00	\$1,815.00	
Interplay Tablet Sofa by OFM	822 - Stock #31582	Taupe Seat-Plum Back-Bronze	2	\$677.00	\$1,354.00	\$6.79.95	\$1,359.90	\$605.00	\$1,210.00	
Interplay Tablet Chair by OFM	821 - Stock #31581	Black Seat-Nickel Back-Bronze	2	\$411.00	\$822.00	\$499.95	06.666\$	\$369.00	\$738.00	
Interplay Tablet Chair by OFM	821 - Stock #31581	Taupe Seat-Plum Back-Bronze	7	\$411.00	\$822.00	\$499.95	2999.90	\$369.00	\$738.00	
Jupiter Stool by OFM	2001 - Stock #31686	Jupiter Red	3	\$135.00	\$405.00	\$168.95	\$506.85	\$119.00	\$357.00	
Jupiter Stool by OFM	2001 - Stock #31686	Jupiter Blue	3	\$135.00	\$405.00	\$168.95	\$506.85	\$119.00	\$357.00	
Mesa Sit Stand Mobile Podium Desk by OFM	66100 - Stock #31777	Maple	4	\$195.00	\$780.00	\$235.95	\$943.80	\$193.00	\$772.00	-
Mix & Match Sit Or Stand Table-54" Swerve by Virco PAT54SWV/X - Stock #9	PAT54SWV/X - Stock #91695	Dry Creek Plum	3	\$289.00	\$867.00	\$335.00	\$1,005.00	\$239.00	\$717.00	
Civitas Stool W/ Analogy Shell (30" H) by Virco	CA30EL - Stock #91595	Purple Iris	14	\$90.00	\$1,260.00	\$115,00	\$1,610.00	\$95.00	\$1,330.00	
			F	Total	\$8,746.00 Total	[otal	\$9,972.05		\$8,034.00	
			ωl	Shipping	\$987.00 Install	nstall	\$1,652.95 Shipping	Shipping	\$750.00	
					\$9,733.00		\$11,625.00		\$8,784.00	
										,

17/



Quote #QTE024019

Customer ID: EAS148

Valid 4/26/2019 To 12/31/2019

For assistance, please contact your furniture expert:

Alisa Plummer

alisa@worthingtondirect.com

F: 800-943-6687

Bill To

EAST STROUDSBURG AREA SCHOOL DIST BUSINESS OFFICE 50 VINE ST EAST STROUDSBURG, PA 18301 P: (570) 424-8500

Ship To

EAST STROUDSBURG SR HIGH SCHOOL 279 N COURTLAND ST EAST STROUDSBURG, PA 18301-2122 P: (570) 424-8471

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Part of the second seco	Stock No.	Vendor No.	Item Description	Price	Qty	Subtotal
	20Н99		AMBER CHERRY TOP,RED EDGE,BLACK FR RED CHAIRS,TRIANGLE CREATOR TABLE & 18"H HIERARCHY CHAIR PKG Id Lead Time: 7 days - 21 days	AME, & \$1620.00 plus 2-5 days for transit	1	\$1,620.00
	20H99	1633K1-4/53318-10	AMBER CHERRY TOP,BLACK EDGE,BLACK FRAME, BLACK CHAIRS,TRIANGLE CREATO TABLE & 18"H HIERARCHY CHAIR Id Lead Time: 7 days - 21 days	DR \$1620.00 plus 2-5 days for transit	1	\$1,620.00
	31581- BNB	821-N-606-BRONZ	20-1/4"WX20-1/2"DX33"H, BLACK SEAT, NICKEL BACK, BRONZE TABLET, INTERPLA TABLET CHAIR d Lead Time: 2 days - 3 days	Y \$411.00 plus 2-5 days for transit	3	\$1,233.00
T	31777- CHY		CHERRY, SIT STAND MOBILE PODIUM DES d Lead Time: 2 days -3 days	5K \$195.00 plus 2-5 days for transit	3	\$585.00
A	91595-R		30"H, RED, CIVITAS STOOL W/ANALOGY S d Lead Time: 56 days	GHELL \$91.00 plus 2-5 days for transit	3	\$273.00
*	31793	200 0015[1	ESSENTIALS VIBRATING MASSAGE OFFICE CHAIR d Lead Time: 2 days - 3 days	\$121.00 plus 2-5 days for transit	2	\$242.00
3	1686-BK	2001-2327 Estimate	24"WX20-1/2"DX19"H, BLACK, JUPITER ST d Lead Time: 2 days - 3 days	OOL \$135.00 plus 2-5 days for transit	1	\$135.00



For assistance, please contact your furniture expert:

Alisa Plummer

alisa@worthingtondirect.com

F: 800-943-6687

Quote #QTE024019 Customer ID: EAS148 Valid 4/26/2019 To 12/31/2019

Bill To

EAST STROUDSBURG AREA SCHOOL DIST BUSINESS OFFICE 50 VINE ST EAST STROUDSBURG, PA 18301 P: (570) 424-8500

Ship To

EAST STROUDSBURG SR HIGH SCHOOL 279 N COURTLAND ST EAST STROUDSBURG, PA 18301-2122 P: (570) 424-8471

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- Annual Control of the Control of t	Stock No.	Vendor No.	Item Description	Price	Qty	Subtotal
	31686-R	2001-2312 Estimate	24"WX20-1/2"DX19"H, RED, JUPITER STOOL ed Lead Time: 2 days - 3 days plus	\$135.00 2-5 days for transit	1	\$135.00
Question 1	31686- GY	2001-2315 Estimate	24"WX20-1/2"DX19"H, GRAY, JUPITER STOOL ed Lead Time: 2 days - 3 days plus	\$135.00 2-5 days for transit	1	\$135.00
- delite of	31686		24"WX20-1/2"DX19"H, JUPITER STOOL, NEED COLOR ed Lead Time: 2 days - 3 days plus	\$135.00 2-5 days for transit	1	\$135.00



Quote #QTE024020

Customer ID: EAS148

Valid 4/26/2019 To 12/31/2019

For assistance, please contact your furniture expert:

Alisa Plummer

alisa@worthingtondirect.com

F: 800-943-6687

Bill To Ship To **EAST STROUDSBURG AREA SCHOOL EAST STROUDSBURG SR HIGH** DIST SCHOOL **BUSINESS OFFICE** 279 N COURTLAND ST **50 VINE ST** EAST STROUDSBURG, PA 18301-EAST STROUDSBURG, PA 18301 P: (570) 424-8471 P: (570) 424-8500 Stock No. Vendor No. Item Description Price Qty Subtotal 54" SWERVE, 30"-39"H, 2-1/4" LEGS, RECT MIX PAT54SWV/PAL2LE ^91695 & MATCH ADJ HEIGHT TABLE, DRY CREEK \$289.00 **GADJSU** 3 \$867.00 **PLUM** Estimated Lead Time: 56 days plus 2-5 days for transit 30"H, PURPLE IRIS, CIVITAS STOOL 91595-P CA30EL \$90.00 14 \$1,260.00 W/ANALOGY SHELL Estimated Lead Time: 56 days plus 2-5 days for transit Subtotal \$8,746.00 Shipping 987.00 Tax 0.00 Total \$9,733.00 **Shipping Information** This order includes: ✓ Liftgate Service ☐ Inside Delivery ✓ Call Before Delivery (570) 424-8471 Delivery appointments can be made by the freight company to schedule approx delivery time. Please contact your rep to remove or add additional services to your quote, or to learn more about them. Liftgate service is recommended for facilities that do not have a loading dock or personnel/equipment needed to lower large or heavy freight to the ground. Selecting this service will ensure that your shipment is lowered to the ground. Inside Delivery service means that a single freight driver will assist in bringing your shipment inside the first set of doors to your facility. The driver will not navigate stairs/elevators and may still require assistance with extremely large or heavy items. Please contact your rep to have these additional services added to your quote, or to learn more about them.

When you are ready to order, please make sure you have made all color selections and verified shipping and billing details. Feel free to discuss any questions you may have with your representative:

Alisa Plummer at alisa@worthingtondirect.com or

Thank you for this opportunity to furnish your space!

Worthington Direct www.worthingtondirect.com Phone: 800-599-6636 Fax: 800-943-6687 PO Box 140038, Dallas, TX 75214







by Office DEPOT Donna Black Furniture Specialist 630.438.7515

Donna.Black@WorkspaceInteriorsOD.com

Lori Tattersall | Office Depot | 215.353.2139

PROPOSAL

5/29/2019

East Stroudsburg Area School District

Kelli Oney Secretary to the Assistant Superintendent East Stroudsburg Area School District 50 Vine Street East Stroudsburg, PA 18301 570.424.8500, x 10201 kelli-oney@esasd.net

HON & OFM Furniture w/Install

	Mfr.	Qty.	Product		Description	n	Sell Unit	Price Extended
	HON	4	HESNP-54E-4L	Build Snap Table 54x	34 with Adju	stable Post Legs	\$287.00	\$1,148.00
TTT				Select Grommet	.N	No Grommets		
				Select Grade	\$(L1STD)	Grd L1 Standard Laminates		
				Select Laminate Finish	.H	LAM: Bourbon Cherry		
				Select T-Mold Edge Color	.K	Platinum		
				Select Paint Color	.T1	PAINT: Platinum		
	HON	2	HSS4L-18B	SmartLink Seating 18	3" 4L Chair 4	per Carton	\$258.00	\$516.00
				Select Glide	.E	Nylon		
1 1				Select Shell Color	.CR	COLOR: Cherry		
				Select Frame Color	.PLAT	Color: Platinum Texture		
	HON	4	HESNP-54E-4L	Build Snap Table 54x	:54 with Adju	stable Post Legs	\$287.00	\$1,148.00
1				Select Grommet	.N	No Grommets		
•				Select Grade	\$(L1STD)	Grd L1 Standard Laminates		
				Select Laminate Finish	.н	LAM: Bourbon Cherry		
				Select T-Mold Edge Color	.P	Black		
				Select Paint Color	.T1	PAINT: Platinum		
	HON	2	HSS4L-18B	SmartLink Seating 18	" 4l Chair 4	ner Carton	\$258.00	\$516.00
*				Select Glide	.E		4250.00	\$510.00
1 1				Select Shell Color	.ON	Nylon		
				Select Frame Color	.PLAT	COLOR: Onyx Color: Platinum Texture		
	OFM .	3	821	Inhamplay Coving Chair			+400.0=	
	OTT	3	021	InterPlay Series Chair	with lablets		\$499.95	\$1,499.85
				BACK & SEAT OPTION	FP	Fabric Back / Poly Seat		
				RIC BACK COLOR OPTION	NCKL	Nickel		
			PVC-FREE PC	LURETHANE SEAT COLOR	PU606	Black		
				TABLET COLOR OPTION	BRZ	Bronze		



	Mfr.	Qty.	Product	De	scription		Sell Unit	Price Extended
	OFM	3	66100	Mesa Height Adjustable	e Mobile Po	odium	\$235.95	\$707.85
ple.	,			TOP FINISH OPTION BASE FINISH OPTION	CHY GRY	Cherry Gray		
_	HON	3	нмдз	Motivate Four Leg Cour	nter Height	· Stool	\$153.00	ф4 5 0.00
			111100				\$122.00	\$459.00
				Select Arm Type	.N	Arm: No Arm		
				Select Caster Option Select Shell Color	.E .CR	Standard Nylon Glide		
				Select Frame Color	.PLAT	COLOR: Cherry FRAME: Platinum Metallic		
				Colour Fullio Color		TRANE, Flaundin Pleanic		
	HON	2	HVL151	High Back Chair;Fixed I	Padded Loc	op Arms	\$148.95	\$297.90
				Select Fabric	\$(L)	GRADE: SB Leather		
1				Select Fabric	.SB	Fabric: SofThread Leather		
				Select Leather Color	11	COLOR: Black		
	OFM	2	2001	Jupiter Series Stool			\$168.95	\$337.90
7-1				FABRIC COLOR OPTION	2312	Red		
	O.F.M.							
	OFM	2	2001	Jupiter Series Stool			\$168.95	\$337.90
7-1				FABRIC COLOR OPTION	2315	Gray		
	EDSI	1	Install	Docahra Assemble Dell	one Cabill	Todall O Danson To	+004 55	
	LDJI	_	Install	During Normal Hours, N	ver, Set-Up lo Access I	o, Install & Remove Trash. ssues, Non-Union.	\$896.60	\$896.60

Total: \$7,865.00

				امک	l Price
Mfr.	Qty.	Product	Description	Unit	Extended

Special Instructions:

Proposal Valid for 30 Days & Includes Shipping & Delivery to Installer | Installer to Schedule Appt

Product Ships Based on Manufacturer's Production & Shipping Schedules - Estimated Ship In 2 to 5 Weeks + Transit to Installer

Please Note: A Deposit May Be Required on All Furniture Orders Prior to Order Placement

One of the Following is Required Prior to Placing Your Order:

Signed Terms & Conditions, Furniture Agreement on File or a Furniture Agreement Addendum on File

Office Depot OfficeMax May Require Additional Credit Information Prior to Placing Your Order

The Appropriate Tax will be Applied at the Time of Invoicing (If Applicable)

This Proposal Contains Special Order Items that are Not Returnable

Once an Order is Placed, Cancellations are Not Allowed

Your Signature Below Indicates Yo	our /	Approval t	o Order	the	Items	Listed	on	the	Proposa
-----------------------------------	-------	------------	---------	-----	-------	--------	----	-----	---------

Purchase Order:	
Signature:	
Printed Name:	
Date:	





by Office DEPOT

Donna Black
Furniture Specialist
630.438.7515
Donna.Black@WorkspaceInteriorsOD.com

Lori Tattersail | Office Depot | 215.353.2139

PROPOSAL

5/29/2019

East Stroudsburg Area School District

Kelli Oney Secretary to the Assistant Superintendent East Stroudsburg Area School District 50 Vine Street East Stroudsburg, PA 18301 570.424.8500, x 10201 kelli-oney@esasd.net

OFM & HON Furniture w/Install

	Mfr.	Qty.	Product	i	Description		Sel Unit	Price Extended
	OFM	3	822	InterPlay Series Sofa	a with Table	ets ·	\$679.95	\$2,039.85
				BACK & SEAT OPTION	FP	Fabric Back / Poly Seat		
			i	FABRIC BACK COLOR OPTION	NCKL	Nickel		
			PVC-FREE	POLURETHANE SEAT COLOR	PU606	Black		
				TABLET COLOR OPTION	BRZ	Bronze		
	OFM	2	822	InterPlay Series Sofa	a with Table	ets	\$679.95	\$1,359.90
				BACK & SEAT OPTION	FP	Fabric Back / Poly Seat		
			F	ABRIC BACK COLOR OPTION	PLUM	Plum		
			PVC-FREE	POLURETHANE SEAT COLOR	PU607	Taupe		
				TABLET COLOR OPTION	BRZ	Bronze		
_	OFM	2	821	InterPlay Series Cha	ir with Tabl	ets	\$499.95	\$999.90
				BACK & SEAT OPTION	FP		,	4,,,,,,
			F	ABRIC BACK COLOR OPTION	NCKL	Fabric Back / Poly Seat Nickel		
				POLURETHANE SEAT COLOR	PU606	Black		
				TABLET COLOR OPTION	BRZ	Bronze		
	OFM	2	821	InterPlay Series Cha	ir with Tahl	ete	\$499.95	\$999.90
				BACK & SEAT OPTION			4155.55	φ333.30
Anna A					FP	Fabric Back / Poly Seat		
				ABRIC BACK COLOR OPTION POLURETHANE SEAT COLOR	PLUM	Plum		
			TVOTILL	TABLET COLOR OPTION	PU607 BRZ	Taupe		
				TABLET COLOR OF HON	DKZ	Bronze		
	OFM	3	2001	Jupiter Series Stool			\$168.95	\$506,85
				FABRIC COLOR OPTION	2312	Red	Ψ100.55	φ500.03
7				71.5145 55.51(5) 1201	2312	Red		
	OEM	_	2051				\$168.95	\$506.85
	OFM	3	2001	Jupiter Series Stool			1	4555,05
7				FABRIC COLOR OPTION	2336	Blue		

	Mfr.	Qty.	Product	D	escription		Sell Unit	Price Extended
_	OFM	4	66100	Mesa Helght Adjustabl	le Mobile Pod	lium	\$235.95	\$943.80
poly !				TOP FINISH OPTION	MPL	Maple		
				BASE FINISH OPTION	GRY	Gray		
	HON	3	HETD-54E-4	L Build Tide Table 54 inc	ch with adj po	ost legs	\$335.00	\$1,005.00
1, 1				Select Grommet	.N	No Grommets		
				Select Grade	\$(L1STD)	Grd L1 Standard Laminates		
				Select Laminate Finish	.LKI1	LAM: Kingswood Walnut		
				Select T-Mold Edge Color	.KI	Kingswood Walnut		
				Select Paint Color	.T1	PAINT: Platinum		
	Marco Group	14	38201	Apex Series Adjustable	Stool, Leg H	leight 24" to 28"	\$115.00	\$1,610.00
141					Arm: No Arm	1		
. {				Nickel Plate	d Self-Leveling	Nylon Glides		
				S	hell Color: Pur	ple		
				Fra	me Finish: Chr	rome		
	EDSI	1	Install	Receive, Assemble, De During Normal Hours, I	liver, Set-Up, No Access Iss	Install & Remove Trash. sues, Non-Union.	\$1,652.95	\$1,652.95

Total: \$11,625.00

Special Instructions:

Proposal Valid for 30 Days & Includes Shipping & Delivery to Installer | Installer to Schedule Appt

Product Ships Based on Manufacturer's Production & Shipping Schedules - Estimated Ship In 2 to 5 Weeks + Transit to Installer

Please Note: A Deposit May Be Required on All Furniture Orders Prior to Order Placement

One of the Following is Required Prior to Placing Your Order:

Signed Terms & Conditions, Furniture Agreement on File or a Furniture Agreement Addendum on File

Office Depot OfficeMax May Require Additional Credit Information Prior to Placing Your Order

The Appropriate Tax will be Applied at the Time of Invoicing (If Applicable)

This Proposal Contains Special Order Items that are Not Returnable

Once an Order is Placed, Cancellations are Not Allowed

Your Signature Below Indicates Your Approval to Order the Items Listed on the Proposal

Purchase Order:		
Signature:	-	
Printed Name:		
Date:		



Quote

Thank you for allowing Hertz to quote your furniture. This quote is valid for 30 days. When you are ready to place your order, please sign the final page and return this entire document to me.

Please let me know if you have any questions.

Quote for delivery to:

East Stroudsburg Area SD Kelli Oney 50 Vine St E Stroudsburg, PA 18301

570-424-8500 ext. 10201

Questions? Please Contact...



PA Regional Sales Manager

Customer Support Rep

Steve Pearlman 800-526-4677 x1139

Michele Ruiz steve@hertzfurniture.com michele@hertzfurniture.com ext. 1126

Quote Details



Qty. 3 Interplay Reception Sofa Model #INT-822 Back / Seat Color: Nickel/Black Tablet Color: Bronze

(\$605.00/unit) \$1,815.00



Qty. 2 **Interplay Reception Sofa** Model #INT-822 Back / Seat Color: Plum/Taupe Tablet Color: Bronze

(\$605.00/unit) \$1,210.00



Qty. 2 Interplay Reception Chair Model #INT-821 Back / Seat Color: Nickel/Black Tablet Color: Bronze

(\$369.00/unit) \$738.00

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Quote#: 647334

Prepared on: 05/30/2019 9:20 am



Qty. 2 **Interplay Reception Chair** Model #INT-821 Back / Seat Color: Plum/Taupe

(\$369.00/unit) \$738.00

Tablet Color: Bronze



Qty. 3 Jupiter Soft Seating Stool Model #OFM-2001 Color: Red

(\$119.00/unit) \$357.00



Qty. 3 **Jupiter Soft Seating Stool** Model #OFM-2001 Color: Blue

(\$119.00/unit) \$357.00



Otv. 4 Mesa Adjustable Sit Stand Desk Model #MSA-66100 Frame/Top: Maple/Gray

(\$193.00/unit) \$772.00



Qty. 14 30"H Boost Bar-Height Cafe Stool Model #INS-7430 Shell Color: Purple

(\$95.00/unit)

\$1,330.00



Melody Collaborative Table w/ **Colored Trim-Adj Standing Ht** Model #HRM-5252MLEE **Tabletop Color: TBD** Height: TBD

(\$239.00/unit)

\$717.00

Notes:

Tailgate Delivery Charge

Trim Color: TBD

\$750.00

Quote billing address:

East Stroudsburg Area SD **Business Office** 50 Vine St E Stroudsburg, PA 18301 570-424-8505

Subtotal: Taxes: Total:

\$8,784.00 \$0.00

\$8,784.00

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THANK YOU FOR THE OPPORTUNITY TO QUOTE YOUR FURNITURE.



Quote#: 647334 Prepared on: 05/30/2019 9:19 am

Terms and Conditions

We do our best to make sure that your order is correct. Please review this order to confirm that the model #, color, quantity, size and price are correct. If all the information is accurate, please sign and return to me by email. If there is a discrepancy, please call Steve Pearlman at 800-526-4677 x1139 so that we may correct the error and process your order.

1. Steps to take at time of delivery to protect against loss or damage:

- a. Verify count Make sure you are receiving as many cartons as are listed on the delivery receipt. If any shortage is discovered, note exactly how many cartons are short on the carrier's delivery receipt and have the driver note the shortage on your copy.
- b. Carefully examine each carton for damage If damage is visible, note this fact on the delivery receipt and please be specific with your notations (for example, cartons crushed or carton has a hole in it). If the cartons are severely damaged, do not accept the shipment. The customer has a right to accept partial shipments and refuse the remaining damaged units. If a carton has appearances that the contents inside may possibly be damaged, insist that it be opened right at that time, and both you and the driver should make a joint Inspection of the contents. Any such concealed damage should likewise be noted on the delivery receipt and on your copy. Be sure to retain your copy. Hertz Furniture should be advised immediately.
- c. Immediately after delivery, open all cartons and inspect for concealed damage -Even though the driver has already left, all cartons should immediately be opened and the contents inspected for possible concealed damage. Hertz Furniture will not accept responsibility for damage not reported within 10 days from delivery.

2. Steps to take when visible or concealed damage is discovered:

- a. Retain damaged Items Not only must damaged items be held at the point where received, but the cartons and all inner packing materials must be held until an inspection is made by a carrier inspector.
- b. Report concealed damage to Hertz Furniture immediately Upon the discovery of damage of the contents of shipping containers that could not have been determined at time of delivery. Failure to report damages within 10 days will affect replacements of the damaged merchandise and the outcome of the claim.
- 3. Document all your correspondence in writing Pictures of the damaged containers as well as the contents in the containers are required. This documentation will enable Hertz Furniture to settle the freight claims more efficiently and rapidly.
- 4. Steps to take when carrier makes inspection of damaged items:
 - a. Have damaged items in receiving area Make certain the damaged items have not been moved from the receiving area prior to discovery of the damage. Allow inspector to inspect damaged items, cartons, inner packing materials and freight bill. Be sure to retain your delivery receipt - it will be needed as a supporting document when claim is filed.
 - b. After the inspector fills out inspection report, carefully read it before signing ${
 m if}$ you do not agree with any facts or conclusions made by the inspector on the report, do not sign it. Unless repairs will be completely satisfactory, be sure the inspector requests replacement on the inspection report.
 - c. Forward your copy of the inspection report and delivery receipt to Hertz Furniture - A freight claim will be filed on your behalf. Should you choose to do so, you may file your own claim. Hertz Furniture will take no responsibility should your claim be declined.

5. Steps to take after inspection has been made:

The damaged merchandise must be held in original cartons - Hertz Furniture will advise you of the disposition of the damaged unit when the claim is settled. The customer must make the product available for salvage pick up.

6. Order Cancellation:

An order may be canceled, but only before the order has been sent to production. In some cases, cancellations can be accepted even after the order is in production, but additional

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Page 4 of 7 / 8 //



Quote#: 647334

Prepared on: 05/30/2019 9:20 am

fees (restocking and/or cancellation) will be billed to your account.

If the order has already shipped, we can no longer cancel the order.

To confirm that your order has been canceled, we will send you a cancellation notice. Only then will the cancellation be in effect.

Custom orders (including many uphoistered items) are non-cancelable.



7. Returns:

A return authorization must be issued before returning any merchandise. A restocking charge, as well as round trip freight charges, will be charged.

All Items must be in the original carton, unassembled and unused. Please note that returns cannot be made after the product has been assembled. Custom orders are non-returnable. Many products (e.g. upholstered items) are considered custom items and are nonreturnable. Please call us at 800-526-4677 for details.

Returns cannot be made after 30 days.

8. Payment:

Payment is due 30 days after the date of invoice, less any amount requested by Hertz Furniture as a deposit at time of order. The customer is required to pay for products received, but not for products that are on backorder.

Delinquent accounts are subject to a 1.5% monthly interest fee in accordance with the Halachic Guidelines of Heter Iska and shall pay all collections costs. If Hertz Furniture is required to initiate any legal proceedings to enforce collection of the sums due from customer, the prevailing party in such litigation shall be entitled to recover its attorney's fees and costs incurred therein.

The invoice is due and payable in Ramsey, Bergen County, New Jersey. Jurisdiction for all legal issues will be the court system of the State of New Jersey.

Hertz Furniture reserves the right to make any and all changes to its website at its sole discretion without notice to the User. Hertz Furniture reserves the right to deny access to its website to anyone at any time. This Agreement shall be deemed to include all other notices, policies, disclaimers, and other terms contained in its website; provided, however, that in the event of a conflict between such other terms and the terms of this Agreement, the terms of this Agreement shall control.

This Agreement is governed by the laws of the State of New Jersey, USA, without reference to conflicts of laws provisions. User consents to the exclusive jurisdiction and venue of courts in Bergen County, New Jersey, U.S.A. In all disputes arising out of or relating to the use of this Web site. Use of this Web site is unauthorized in any jurisdiction that does not give effect to all provisions of these terms and conditions, including without limitation this paragraph.

Any rights not expressly granted herein are reserved.

I have read, understand, and accept this Quotation set forth above and the terms and conditions attached hereto. I further understand that, by signing and returning to Hertz Furniture a copy of this Quotation, CUSTOMER is entering into a contract with Hertz Furniture Systems, LLC (dba Hertz Furniture) to purchase the items set forth in this Quotation on the terms set forth herein and in the "Terms and Conditions" set forth herein and is further granting to Hertz Furniture Systems, LLC a lien on the items set forth in this Quotation as collateral for the obligations of CUSTOMER pursuant hereto, including payment to Hertz Furniture Systems, LLC, and consents to Hertz Furniture Systems LLC's filing of a UCC-1 Financing Statement with the appropriate governmental agency to perfect said lien.

CUSTOMER

East Stroudsburg Area SD **Business Office** 50 Vine St E Stroudsburg, PA 18301 570-424-8505

Quote # 647334

Signature:	Name:
Title:	Date:
Alt Phone # (Mobile / Work / Personal)	

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Quote#: 647334

Prepared on: 05/30/2019 9:20 am

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Version 2016.04.10

EAST STROUDSBURG AREA SCHOOL DISTRICT

Procurement Form

TO BE COMPLETED FOR ANY PROCUREMENT OVER \$5,000

A. Why are you requesting the service/needs?

Why:

Preparing our students for the 21st century means engaging each of them in a way that personalizes the content, the process and the environment for them. This means a movement away from an environment that is based primarily on whole group instruction and toward an environment where individual learners can learn in ways and at a pace that is more comfortable for them.

Need:

Our current individual classroom chair/desk combos were designed for whole group instruction. They are not easily modified for the teamwork and collaboration necessary for 21st century skills to be practiced. They are also very uncomfortable for many of our students.

Suggested replacement:

Modular, comfortable furniture that allows various work groups to simultaneously build and break down. Furniture that is designed with mobile technology in mind and that allows student choice according to student comfort.

- B. Cost Estimate: if over \$5,000, were 3 quotes obtained? If yes, please list the vendors and the amounts.
 - Worthington Direct \$7,333.00
 - Office Depot \$ 8,123.00
 - Hertz Furniture \$ 5,702.00
- C. Procurement Method:

Requested three QUOTES

D. Funds account to be charged for Procurement (Was this purchase budgeted?)

This purchase will be using Ready to Learn Grant money out of the General Fund (10).

E. Selection of winning proposal

Yes - Hertz

F. Other







For assistance, please contact your furniture expert:

Alisa Plummer

Bill To

BUSINESS OFFICE 50 VINE ST

P: (570) 424-8500

DIST

alisa@worthingtondirect.com

EAST STROUDSBURG AREA SCHOOL

EAST STROUDSBURG, PA 18301

F: 800-943-6687

Quote #QTE024020

Customer ID: EAS148 Valid 4/26/2019 To 12/31/2019

Ship To
EAST STROUDSBURG SR HIGH SCHOOL 279 N COURTLAND ST EAST STROUDSBURG, PA 18301- 2122 P: (570) 424-8471

-	Stock No.	Vendor No.	Item Description	Price	Qty	Subtotal
	31582- BNB	822-N-606-BRONZ Estimat	49"WX21"DX34"H, BLACK SEAT, NICKEL BAC BRONZE TABLET, INTERPLAY TABLET SOFA red Lead Time: 2 days - 3 days pl	K, \$677.00 us 2-5 days for transi	3 t	\$2,031.00
	31582-TP	822-P-607-BRONZ Estimat	49"WX21"DX34"H, TAUPE SEAT, PLUM BACK, BRONZE TABLET, INTERPLAY TABLET SOFA ed Lead Time: 2 days - 3 days pl	\$677.00 us 2-5 days for tra nsi	2 t	\$1,354.00
	31581- BNB		20-1/4"WX20-1/2"DX33"H, BLACK SEAT, NICKEL BACK, BRONZE TABLET, INTERPLAY TABLET CHAIR ed Lead Time: 2 days - 3 days plo	\$411.00 us 2-5 days for transi t	2	\$822.00
	31581-TP	821-P-607-BRONZ Estimate	20-1/4"WX20-1/2"DX33"H, TAUPE SEAT, PLUN BACK, BRONZE TABLET, INTERPLAY TABLET CHAIR ed Lead Time: 2 days - 3 days plu	4 \$411.00 IS 2-5 days for transi t	2	\$822,00
	31686-R	2001-2312 Estimate	24"WX20-1/2"DX19"H, RED, JUPITER STOOL ed Lead Time: 2 days - 3 days plu	\$135.00 is 2-5 days for transi t	3	\$405.00
	31686-BL	2001-2336 Estimate	24"WX20-1/2"DX19"H, BLUE, JUPITER STOOL ad Lead Time: 2 days - 3 days plu	\$135.00 is 2-5 days for tra nsit	3	\$405.00
7	31777- MPL		MAPLE, SIT STAND MOBILE PODIUM DESK d Lead Time: 2 days - 3 days plu	\$195.00 s 2-5 days for transit	4	\$780.00



For assistance, please contact your furniture expert:

Alisa Plummer

Bill To

BUSINESS OFFICE 50 VINE ST

P: (570) 424-8500

alisa@worthingtondirect.com

EAST STROUDSBURG AREA SCHOOL

EAST STROUDSBURG, PA 18301

F: 800-943-6687

943-6687	
Ship To	
EAST STROUDSBURG SR HIGH SCHOOL 279 N COURTLAND ST EAST STROUDSBURG, PA 18301- 2122 P: (570) 424-8471	

Stock No. Vendor No.

Item Description

Price

Qty

Quote #QTE024019 Customer ID: EAS148

Valid 4/26/2019 To 12/31/2019

Subtotal

 Subtotal
 \$6,113.00

 Shipping
 1,220.00

 Tax
 0.00

 Total
 \$7,333.00

Shipping Information	This order includes: Liftgate Service	Inside Delivery	V	Call Before Delivery	(570) 424-8471
Delivery appointments can be made by the freight your quote, or to learn more about them.	nt company to schedule approx delivery time.	. Please contact your r	ep to re	emove or add addition	nal services to
Liftgate service is recommended for facilities that Selecting this service will ensure that your shipm	do not have a loading dock or personnel/eq ent is lowered to the ground.	uipment needed to lov	ver larg	e or heavy freight to	the ground.
Inside Delivery service means that a single freigh navigate stairs/elevators and may still require ass	it driver will assist in bringing your shipment sistance with extremely large or heavy items.	inside the first set of d	loors to	your facility. The driv	ver will not
Please contact your rep to have these additional	services added to your quote, or to learn mo	re about them.			

When you are ready to order, please make sure you have made all color selections and verified shipping and billing details. Feel free to discuss any questions you may have with your representative:

Alisa Plummer at alisa@worthingtondirect.com or

Thank you for this opportunity to furnish your space!

Worthington Direct www.worthingtondirect.com

Phone: 800-599-6636

Fax: 800-943-6687

PO Box 140038, Dallas, TX 75214

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Quote

Thank you for allowing Hertz to quote your furniture. This quote is valid for 30 days. When you are ready to place your order, please sign the final page and return this entire document to me.

Please let me know if you have any questions.

Quote for delivery to:

East Stroudsburg Area SD Kelli Oney 50 Vine St E Stroudsburg, PA 18301

570-424-8500 ext. 10201

Questions? Please Contact...



PA Regional Sales Manager

Customer Support Rep

Steve Pearlman 800-526-4677 x1139

Michele Ruiz steve@hertzfurniture.com michele@hertzfurniture.com ext. 1126

Quote Details



Qty. 3 Interplay Reception Chair Model #INT-821 Back / Seat Color: Nickel/Black Tablet Color: Bronze

(\$369.00/unit) \$1,107.00



Qty. 3 30"H Boost Bar-Height Cafe Stool Model #INS-7430 Shell Color: Primary Red

(\$95.00/unit) \$285.00



Qty. 2 **Executive Office Chair-**Vibrating-Item#ESS-6015M Model #999

(\$110.00/unit) \$220.00

Custom item: This item may not be cancelled or returned.

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Quote#: 646358

Prepared on: 05/30/2019 9:20 am



Qty. 4 **Jupiter Soft Seating Stool** Model #OFM-2001 Color: TBD

(\$119.00/unit) \$476.00



Qty. 4 **Tone Collaborative Classroom** Table w/Colored Trim Model #HRM-5252TNEE Tabletop Color: Wild Cherry Height: Regular Height (23-32)

(\$239.00/unit) \$956.00



Qty. 10 18"H Inspiration Value Poly Classroom Chair Model #INS-718 Shell Color: Primary Red

Trim Color: Primary Red

(\$40.00/unit)

\$400.00



Qty. 4 Tone Collaborative Classroom Table

Model #HRM-5252TN Tabletop Color: Wild Cherry Trim & Upper Leg Color: Onyx Height: Regular Height (23-32)

(\$220.00/unit)

\$880.00



Qty. 10 18"H Inspiration Value Poly Classroom Chair Model #INS-718 Shell Color: Black

(\$40.00/unit)

\$400.00



Qty. 3 Mesa Adjustable Sit Stand Desk Model #MSA-66100 Frame/Top: Cherry/Gray

(\$193.00/unit) \$579.00

Notes:

Tailgate Delivery Charge

\$399.00

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Page 2 of 7





Quote billing address:

East Stroudsburg Area SD Business Office 50 Vine St E Stroudsburg, PA 18301 570-424-8505

Subtotal: Taxes: Total:

\$5,702.00 \$0.00 **\$5,702.00**

THANK YOU FOR THE OPPORTUNITY TO QUOTE YOUR FURNITURE.



Terms and Conditions

We do our best to make sure that your order is correct. Please review this order to confirm that the model #, color, quantity, size and price are correct. If all the information is accurate, please sign and return to me by email. If there is a discrepancy, please call Steve Pearlman at 800-526-4677 x1139 so that we may correct the error and process your order.

1. Steps to take at time of delivery to protect against loss or damage:

- a. Verify count Make sure you are receiving as many cartons as are listed on the delivery receipt. If any shortage is discovered, note exactly how many cartons are short on the carrier's delivery receipt and have the driver note the shortage on your copy.
- b. Carefully examine each carton for damage If damage is visible, note this fact on the delivery receipt and please be specific with your notations (for example, cartons crushed or carton has a hole in it). If the cartons are severely damaged, do not accept the shipment. The customer has a right to accept partial shipments and refuse the remaining damaged units. If a carton has appearances that the contents inside may possibly be damaged, insist that it be opened right at that time, and both you and the driver should make a joint inspection of the contents. Any such concealed damage should likewise be noted on the delivery receipt and on your copy. Be sure to retain your copy. Hertz Furniture should be advised immediately.
- c. Immediately after delivery, open all cartons and inspect for concealed damage -Even though the driver has already left, all cartons should immediately be opened and the contents inspected for possible concealed damage. Hertz Furniture will not accept responsibility for damage not reported within 10 days from delivery.

2. Steps to take when visible or concealed damage is discovered:

- a. Retain damaged items Not only must damaged items be held at the point where received, but the cartons and all inner packing materials must be held until an inspection is made by a carrier inspector.
- b. Report concealed damage to Hertz Furniture Immediately Upon the discovery of damage of the contents of shipping containers that could not have been determined at time of delivery. Fallure to report damages within 10 days will affect replacements of the damaged merchandise and the outcome of the claim.
- 3. Document all your correspondence in writing Pictures of the damaged containers as well as the contents in the containers are required. This documentation will enable Hertz Furniture to settle the freight claims more efficiently and rapidly.
- 4. Steps to take when carrier makes inspection of damaged items:
 - a. Have damaged items in receiving area Make certain the damaged items have not been moved from the receiving area prior to discovery of the damage. Allow inspector to inspect damaged items, cartons, inner packing materials and freight bill. Be sure to retain your delivery receipt it will be needed as a supporting document when claim is filed.
 - b. After the inspector fills out inspection report, carefully read it before signing if you do not agree with any facts or conclusions made by the inspector on the report, do not sign it. Unless repairs will be completely satisfactory, be sure the inspector requests replacement on the inspection report.
 - Forward your copy of the inspection report and delivery receipt to Hertz Furniture

 A freight claim will be filed on your behalf. Should you choose to do so, you may file your own claim. Hertz Furniture will take no responsibility should your claim be declined.

5. Steps to take after inspection has been made:

The damaged merchandise must be held in original cartons - Hertz Furniture will advise you of the disposition of the damaged unit when the claim is settled. The customer must make the product available for salvage pick up.

6. Order Cancellation:

An order may be canceled, but only before the order has been sent to production. In some cases, cancellations can be accepted even after the order is in production, but additional

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fees (restocking and/or cancellation) will be billed to your account.

If the order has already shipped, we can no longer cancel the order.

To confirm that your order has been canceled, we will send you a cancellation notice. Only then will the cancellation be in effect.

Custom orders (including many uphoistered items) are non-cancelable.



7. Returns:

A return authorization must be issued before returning any merchandise. A restocking charge, as well as round trip freight charges, will be charged.

All items must be in the original carton, unassembled and unused. Please note that returns cannot be made after the product has been assembled. Custom orders are non-returnable. Many products (e.g. upholstered items) are considered custom items and are non-returnable. Please call us at 800-526-4677 for details.

Returns cannot be made after 30 days.

8. Payment:

Payment is due 30 days after the date of invoice, less any amount requested by Hertz Furniture as a deposit at time of order. The customer is required to pay for products received, but not for products that are on backorder.

Delinquent accounts are subject to a 1.5% monthly interest fee in accordance with the Halachic Guidelines of Heter Iska and shall pay all collections costs. If Hertz Furniture is required to initiate any legal proceedings to enforce collection of the sums due from customer, the prevailing party in such litigation shall be entitled to recover its attorney's fees and costs incurred therein.

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CUSTOMER

East Stroudsburg Area SD Business Office 50 Vine St E Stroudsburg, PA 18301 570-424-8505

Quote # 646358

Signature:	Name:	
Title:	Date:	
Alt Phone # (Mobile / Work / Personal)		

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Version 2016.04.10

Computer/Technology Leasing vs. Purchasing

		-							
OPTION#1 Lease Transition to Purchase									
	2015-2016		2016-2017	201	2017-2018	2	2018-2019		2019-2020
Leases Expiring July 2015	\$ 542,901								
Leases Expiring July 2016	\$ 528,595	\$	528,595						
Leases Expiring July 2017	\$ 459,840	\$	459,840	\$	459,840				
Leases Expiring July 2018	\$ 431,334	\$	431,334	\$	431,334	s	431,334		
	\$ 1,962,670	\$ (1,419,769	ş	891,174	❖	431,334		
Projected Purchases	٠	.	1,680,000	\$ 2,	2,000,000	ş	1,900,000	ş	1,805,000
Total		4	3,099,769	\$ 2,	2,891,174	\$	2,331,334	ş	1,805,000
		٠	420,000	\$	500,000	\$	475,000		
OPTION#2 Maintain Leasing									
	2015-2016	,	2016-2017	2017	2017-2018	7	2018-2019		2019-2020
Leases Expiring July 2015	\$ 542,901	₩.	425,000	\$	425,000	ş	425,000	s	425,000
Leases Expiring July 2016	\$ 528,595	₩.	528,595	৵	510,000	ş	510,000	s	510,000
Leases Expiring July 2017	\$ 459,840	\$	459,840	ş	459,840	\$	485,000	ş	485,000
Leases Expiring July 2018	\$ 431,334	\$	431,334	\$	431,334	φ.	431,334	s	432,000
	\$ 1,962,670	\$	1,844,769	\$ 1,	1,826,174	ş	1,851,334	Ş	1.852.000

Prepared by: Brian J. Borosh, August 5, 2015

Existing Computer/Technology Leases

Dobt Conting on Evirting Commission (Tauland Tauland Tauland		
Dest service on Existing Computer/ Lecturology Leases		
Leases for Apple Computers (GE Capital Lease) (4 Year Leases)		
Lease #7387311-015 July 2012-2016 - ESE (356), BES (232), HSN (240), HSS (120) - \$283,403.76	₹S	283.404
Lease #7387311-018 July 2013-2017 -JTL (568), LIS (533), RES (282), SMI (568) - \$500,735.29	. 40	500,735
Lease #7387311-020 July 2014-2018 - HSS (233), HSN (192) - \$146,042.66	. 4	146.043
Lease #PUB14907 July 2015 -2019 - ADM, HSN, HSS	• 40	24.835
Total Apple Leases	₩.	955,017
Leases for HP Computers (HP Financial) (2 - 4 Year Leases, 1 - 5 Year Lease)		
Lease #299604604300002 July 2011-2016 - Servers/SAN - South and North Data Centers - \$133,403.88 ***(5) Year Lease	Ş	133,404
Lease #299604604300004 July 2012-2016 - HP D2D Server, APC Symetra UPS, Bradford - \$75,463.52	·	75.464
Lease #299604604300005 July 2012-2016 - BES (17), ESE (14), JMH (9), HSN (90), HSS (30) - \$50,630.03	·	50,630
Lease #299604604300006 July 2013-2017 - JTL (55), LIS (53), RES (9), SMI (7) - \$27,859.22	· v	27,859
Lease #299604604300007 July 2014-2018 - HSS (1137), HSN (931) - \$313,797.63	· v	313,798
Lease #(Not available yet) July 2015-19 - ADM, HSN, HSS	٠,	156,499
Projected Lease for Server/SAN refresh - Spring 2016	₩.	250,000
Total HP Leases	\$	1,007,653
TOTAL	·	1.962.670

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Prepared by: Brian J. Borosh, August 5, 2015

Computer/Technology Leasing vs. Purchasing

			H				L	
OPTION #1 Lease Transition to Purchase								
	2019-2020	2020-2021		2021-2022	202	2022-2023	ļ.,	2023-2024
Leases Expiring June 30, 2020	\$ 388,962							
Leases Expiring June 30, 2021	\$ 420,961	1 \$ 420,961	51					
Leases Expiring June 30, 2022	\$ 453,252	\$ 453,252	\$ 5	453,252				
Leases Expiring June 30, 2023	\$ 426,373	\$ 426,373	73 \$	426,373	₩.	426,373		
	\$ 1,689,548	3 \$ 1,300,586	\$ 98	879,625	φ.	426,373		
Projected Purchases	↔	- \$ 1,350,000	\$	1,700,000	\$	1,850,000	ş	1.685.000
							L	
Total		\$ 2,650,586	\$ 98	2,579,625	\$ 2	2.276.373	Ş	1.685.000
			-					200(200)
OPTION #2 Maintain Leasing								
	2019-2020	2020-2021		2021-2022	202	2022-2023		2023-2024
Leases Expiring July 2020	\$ 388,962	\$ 349,313	3	349,313	ş	349,313	ş	349,313
Leases Expiring July 2021	\$ 420,961	\$ 420,961	\$	439,875	·S	439,875	\$	439,875
Leases Expiring July 2022	\$ 453,252	\$ 453,252	2 \$	453,252	÷	478,688	·S	478,688
Leases Expiring July 2023	\$ 426,373	\$ 426,373	3	426,373	ş	426,373	s	431,250
	\$ 1,689,548	\$ 1,649,899	\$ 6	1,668,813	\$ 1	1,694,249	\$	1,699,126



Debt Service on Existing Computer/Technology Leases		
Leases for Apple Computers (GE Capital Lease) (4 Year Leases)	Amus Dumt	
Lease #109874 July 2016-2020 - JTL & LIS	Tillidal L Allif	
1000 H447CO 1.1. ADM 1.1.	5 98,386 ¢	
Lease #11/682 - July 2017-2021 - Elementary Schools	\$ 138.363	
Lease #2018329-01 - July 2018-2022 - High Schools	\$ 133,880	
Lease #PUB18562 July 2019 -2023 - Administration Center	4 11 070	
Total Apple Leases	\$ 382,607	
	305,007	
<u>Leases for Chromebooks & HP Computers (HP Financial) (4 Year Leases)</u>	Annual Pvmt	
Key Gov't Finance Lease #2 - July 2016-2020 - JTL & LIS	\$ 101 530	
Insight Financial Management - July 2016-2020 - SAN & Servers (FMV pase - 250k downnavment made in 2016)	בניילורד ל	
	\$ 99,037	
renerican capital rease #201/240130 - July 201/-2021 - Elementary Schools	\$ 282,598	
First Capital Lease - July 2018-2022 - High Schools and 5th & 9th Grade CB's	\$ 319.363	
American Capital Lease # 077-2520189-001 - July 2019 - 2023 - Administration Center and 5th & 9th Grade CB's	\$ 164.403	
Projected Lease for Server/SAN refresh - Spring 2020	\$ 250,000	
Total HP Leases	\$ 1.200,000	
707.1		
TOTAL	\$ 1,689,548	
	ı	

240620	01717070	L		5	CHECK AMOUNT
240039	05/11/2019	1	NSBA BOARD CONFERENCE	\$	315.91
240640	05/20/2019	BOVINO'S PIZZA	Final Invoice for Spring Season 2019	\$	136.00
240641	05/20/2019	SHIPPENSBURG UNIVERSITY FOUNDATION	PIAA States Track/Field Championship Lodging/Shipp	٠,	1,946.00
240643	05/20/2019	DENISE S ROGERS	meal Money North/South lunch PIAA States Track	Ş	105.00
240644	05/23/2019	95 PERCENT GROUP INC.	PHONICS LESSON LIBRARY	. \$	19.800.00
240645	05/23/2019	A WIZ CORP.	to pay for kitchen repairs for	\$	1.340,00
240646	05/23/2019	A.J. SMITH ELECTRIC MOTOR SERVICE	grind cutter-took \$151.50 credit for ovrpay #37041	. 3	1.598.50
240647	05/23/2019	B & H PHOTO	AMP FOR JTL GYM PA SYSTEM	· \$	673.99
240648	05/23/2019	BONGARDS CREAMERIES	TO ORDER STRING CHEESE FOR CAF	. s	90.12
240649	05/23/2019	COLONIAL INTERMEDIATE UNIT 20	TITLE II LITERACY SYMPOSIUM RE	٠,	360.00
240650	05/23/2019	COMMUNICATIONS SYSTEMS, INC.	CSI 20192476 ACCESS CONTROL SY	٠,	312.50
			MSE INTERCOM REPAIR	\$	437.50
			SAPLING CLOCKS	\$	570.00
240651	05/23/2019	CXTEX, INC	CISCO ANALOG GATEWAY 24 PORT	\$	1,234.08
240652	05/23/2019	D'HUY ENGINEERING, INC.	2/23/19 TO 3/29/ South Cameras Job#287015	· \$	11,900.00
240653	05/23/2019	SUMMIT BARBEQUE LLC	North Senior BBQ Deposit	⟨\$	1,662.25
240654	05/23/2019	DOUBLE M PRODUCTIONS	6 Blue greek Olympics Tshirts	\$	357.50
240655	05/23/2019	DUCKS & LIONS TRAUMA SENSITIVE RESOURCES LLC	PCCD Grant - Trauma Sensitive	\$	6,000.00
240656	05/23/2019	EAST STROUDSBURG UNIVERSITY	Payment for ESU field trip 60a	\$	274.00
240657	05/23/2019	EAT AROUND TOWN SAFELY, LLC	SERVE SAFE TRAINING COURSE FOR 2 CAFETERIA COOKS	\$	290.00
240658	05/23/2019	EDWARD A. HUDAK	Piano Tuning - Grand Piano for	Ş	85.00
240659	05/23/2019	ESS NORTHEAST LLC	Billing Week Ending 5/11/2019	δ.	27,885.00
240660	05/23/2019	FLINN SCIENTIFIC INC.	Chem Demo Day chemical list	φ.	18.14
240661	05/23/2019	FOY INVENTERPRISES, INC	Payment for Special Effect-Mary Poppins Musical	ب	829.97
240662	05/23/2019	FRASER ADVANCED INFORMATION SYSTEMS	Staples for all Sharp copiers	\$	443.00
240663	05/23/2019	FREEDOM FOUNDATION AT VALLEY FORGE	Deposit Freedom Foundation Valley Forge	\$	250.00
240664	05/23/2019	GOT SPECIAL KIDS	Sensory room items for Resica	\$	781.49
240665	05/23/2019	GOVERNMENT SOFTWARE SERVICES	GSS INV 9698	45	134.41
			GSS INV 9733	÷	350.00
			GSS INV 9827	ş	350.00
			GSS INV 9974	Ş	350.00
240666	05/23/2019	GROVE CITY AREA SCHOOL DISTRICT	Inv # G19878 Mar 2019 Grove Ci	Ş	7,421.45



100000	-			בווכבווע איזוים	
240667	05/23/2019	HOFFMAN HOMES, INC	Inv # 2019388 08/23/2018-12/31	ب	618.75
			Invoice # 2019454 1/19 - 2/19	Ş	243.75
240668	05/23/2019	INTEGRITEC, INC.	north site cooling water treat	\$	550.00
240669	05/23/2019	J.W.PEPPER & SONS-ACCT.#36-136400	"From Now On" SATB Arr. Roger	\$	411.89
240670	05/23/2019	JENNIFER FLUCK	D.C. band trip Reimbursement Student K.F.	\$	150.00
240671	05/23/2019	JENNIFER FULLER	SWPBIS Reward Cart replenishment/BJ's Store	\$	203.74
240672	05/23/2019	K12 SYSTEMS	Pay invoice for nurse training L. Rodriguez	\$	50.00
240673	05/23/2019	KALAHARI RESOROTS, LLC	SWPBIS Student of the Month Reward	\$	1,225.00
240674	05/23/2019	LAKOTA WOLF PRESERVATION SOCIETY INC	CFAC-Lakuta Wolf Preserve Donation	\$	514.87
240675	05/23/2019	LORENA PICCIONE	Valeria Osorios Cancel/FBLA SLC refund-2nd half	\$	150.00
240676	05/23/2019	LORENA PICCIONE	Valerie Osorio cancellation FBLA SLC refund	\$	150.00
240677	05/23/2019	MEIER SUPPLY CO., INC.	resica nitro	Ş	24.26
			truck stock	\$	149.24
240678	05/23/2019	MONROE COUNTY PROTHONOTARY	DELINQUENT TAXES MONROE SARAGE	\$	7.00
240679	05/23/2019	MONROE COUNTY PROTHONOTARY	DELINQUENT TAXES MONROE SARAGE	\$	7.00
240680	05/23/2019	MORNING CALL	MORNING CALL ORDER 6242369 AUD	٠	923.65
240681	05/23/2019	NASSP/NHS/NJHS	NAT.ASSOC.STUDENT COUNCILS-LEH	⊹	95.00
			NATIONAL HR SOC- 7/1/19 TO 6/3	\$	385.00
			NATIONAL JR HR SOC/C.PELLINGTO	\$	385.00
			Payment NHS Graduation Stoles	\$	847.00
240682	05/23/2019	NATIONAL SCHOOL BOARDS ASSOCIATION	7/1/19 to 6/30/20 NSBA'S NATIO	ب	4,165.00
240683	05/23/2019	OFFICE DEPOT	Binders for Board meeting	φ.	51.25
240684	05/23/2019	ORIENTAL TRADING	Title I-late delivery of School Theme pencils	\$	65.97
240685	05/23/2019	P & S GARAGE	P & S Garage Inv. for 2017 Po	\$	79.95
240686	05/23/2019	PA TREATMENT & HEALING	Inv # 0303455 Mar 2019 PATH	ب	14,448.00
240687	05/23/2019	PASCD ASCD	Membership Renewal for PASCD-ZALL	\$	65.00
240688	05/23/2019	PATRIOT WORKWEAR	Patriot supplies pants for Off	Ş	56.00
240689	05/23/2019	PLAQUES & SUCH	2019 Honors Ceremony plaques &	\$	632.40
240690	05/23/2019	POCONO MOUNTAIN SCHOOL DISTRICT	2017-2018 Billable Mainstream	\$	74,343.85
240691	05/23/2019	POSTMASTER	Roll of Stamps for office	\$	50.00
240692	05/23/2019	QUILL CORPORATION	QUILL MAY BO SUPPLIES	\$	177.43
			SOUTH ATHLETICS DRY ERASE BOAR	\$	224.55



Check Number	Date	Vendor Name	Invoice Description	Chec	Check Amount
240693	05/23/2019	QUILL CORPORATION	DO NOT ORDER ALREADY RECEIVED	\$	161.83
240694	05/23/2019	RAY PRICE STROUD FORD	REPAIR WORK ON BUS 207	ν.	1,487.03
240695	05/23/2019	REGINA FARMS	OPEN ORDER FOR SUPPLIES	٠,	54.40
240696	05/23/2019	RYAN BRIDGES	LIGHTS FOR MUSICAL	٠,	300.00
240697	05/23/2019	SCHOOL NUTRITION ASSOCIATION	SCHOOL NUTRITION ASSOC. DUES A	ς.	48.00
240698	05/23/2019	SCHUYLKILL VALLEY SPORTING GOODS	LEHMAN GIRLS BASKETBALL PINNIE	\$	343.00
			NORTH SOFTBALL CATCHERS MASK	\$	39.00
			NORTH SOFTBALL EQUIPMENT	\$	601.90
240699	05/23/2019	SCRANTON/WILKES-BARRE RAILRIDERS	Rail Rider Tickets-Star Spangled Banner	\$	555.00
240700	05/23/2019	SHI INTERNATIONAL CORP	DIGITIZER WITH LCD DISPLAY TE	S	7,290.00
240701	05/23/2019	SHINETIME AUTO WASH	Washing of security vehicles a	\$	30.00
240702	05/23/2019	STEPHEN LASTRA	Dr. Planet Performance 'Fun with Character Ed	Ş	300.00
240703	05/23/2019	STROUDSBURG AREA SCHOOL DISTRICT	ESASD's Share of MCPC Breakfast Meeting	\$	100.00
240704	05/23/2019	STROUDSBURG ELECTRIC MOTOR SERVICE	bes frame split	\$	185.00
240705	05/23/2019	SUPER HEAT, INC.	smithfield boiler	\$	8,133.34
			smithfield hot water tank	\$	4,066.66
240706	05/23/2019	THERESA DEHART	Environmental Project	\$	72.86
			Staff baby Shower	\$	29.98
240707	05/23/2019	TRANE U.S. INC.	ese service supply fan	٠	335.00
			jm hill service sump heater	\$	331.38
			jtl service ahu	\$	1,063.47
240708	05/23/2019	UW MADISON WCER CC SVC	TITLE III REGISTRATION WIDA CO	↔	1,050.00
240709	05/23/2019	WEIS MARKET, INC.	to pay invoices for 2018-2019	<u>ئ</u>	62.82
240710	05/30/2019	95 PERCENT GROUP INC.	CONSULTING SERVICES FOR PHONIC	\$	3,275.00
240711	05/30/2019	A.J. SMITH ELECTRIC MOTOR SERVICE	ESE MOTOR	\$	780.75
			north motor	\$	720.00
240712	05/30/2019	ABC TROPHIES, INC.	2018/2019 SPELLING BEE NAMEPLATE FOR PLAQUE	\$	125.00
240713	05/30/2019	ADVANCE AUTO PARTS	12 qts oil for security vehicl	\$	88.88
			brake calipers	\$	108.74
			Brake Calipers, Brake Pads	\$	243.47
			district generator supplies	\$	67.16
			dump truck stabilizer	\$	71.39



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240/13	05/30/2019	ADVANCE AUTO PARTS	GROUNDS PARTS	ふ	108.74
			maintenance van headlight	\$	18.19
			OPEN ORDER FOR PARTS	\$	1,057.67
			PARTS RETURNED	Ş	(733.25)
			SOUTH KITCHEN VAN REPAIR	\$	26.55
240714	05/30/2019	ALBERT SMITH	Expense claim # 2705. NASRO MEMBERSHIP FEE	\$	40.00
240715	05/30/2019	ALL AMERICAN SPORTS CORP.	JTL FOOTBALL REPLACEMENTS FOR	\$	1,804.42
			SOUTH FOOTBALL REPLACEMENT OF	Ş	5,436.91
240716	05/30/2019	AMY MCMAHON	YOGA SESSION FOR GSA AND YEARBOOK	\$	100.00
240717	05/30/2019	ANGELA MEDINA	Expense claim # 2704. SUMMER FEEDING MEETING	\$	10.45
240718	05/30/2019	ARMAND M MARTINELLI	EATA CONFERENCE REGISTRATION 18/19	\$	415.00
240719	05/30/2019	BANKS' VACUUM SALES AND SERVICE	sme banks-REPLACES 20190387	Ş	127.95
240720	05/30/2019	BARBARA A MILLER	Final Payment for Empl Expense claim # 2733.	Ş	50.32
240721	05/30/2019	BONNIE J. KLEINER	Expense claim # 2706. SUMMER FEEDING PROGRAM MEETI	Ş	10.56
240722	05/30/2019	BRIAN J BOROSH	Expense claim # 2707. FEBUARY TO MARCH 17 MILEAGE	\$	203.12
			Expense claim # 2708. EPAITDM CHAPTER CONFERENCE	ş	89.26
240723	05/30/2019	CAROL J SUMSKI	SUMSKI, CAROL 2017 SENIOR REBATE AJUSTIMENT	ς,	1,135.34
240724	05/30/2019	CAROLINA BIOLOGICAL SUPPLY CO.	Nitrile Medium Gloves #706336A	\$	586.80
240725	05/30/2019	UGI CENTRAL	HS SOUTH STADIUM NATURAL GAS LINE CHARGE	Ş	540.93
			JM HILL NATURAL GAS LINE CHARGE	ş	469.08
240726	05/30/2019	UGI CENTRAL	HS SOUTH MAINTENANCE BLDG NATURAL GAS	ς.	264.07
			HS SOUTH STADIUM NATURAL GAS	<i>\$</i>	572.71
240727	05/30/2019	CHAPTER 13 TRUSTEE	Payroll Run 1 - Warrant 190530	٠Ş.	245.00
240728	05/30/2019	CHRIS SCHELLHAMER	Final Payment for Empl Expense claim # 2734.	ş	54.75
240729	05/30/2019	CLASSROOM DIRECT/SCHOOL SPECIALTY INC.	PSSA COACH PRACTICE - TRIUMPH LEARNING	Ş	62.09
240730	05/30/2019	CLASSROOM FRIENDLY SUPPLIES	classroom sharpener	\$	53.97
240731	05/30/2019	CLAUDE S. CYPHERS, INC.	OPEN ORDER FOR PARTS & SUPPLIE	\$	53.07
240732	05/30/2019	DAVID SANCHEZ	MUSIC FOR YEARBOOK SIGNING DAY	\$	500.00
240733	05/30/2019	COLLEGE BOARD - AP EXAMS	Check for AP Exams-391150 C.Huffman	\$	15,555.00
240734	05/30/2019	CONCORDE, INC.	CONTRACT FOR DOT TESTING OF CD	\$	838.57
240735	05/30/2019	CREST GOOD MFG CO INC	soap valve	Ş	291.51
240736	05/30/2019	DARYLE J MILLER	LUNCH FOR MCTI STUDENTS WHILE WORKING ON A PROJECT	Ş	100.00



Check Number	Date	Vendor Name	Invoice Description	ຮັ	Check Amount
240737	05/30/2019	DAVEY SHEVLIN	Expense claim # 2741. SUMMER FEEDING PROGRAM MEETI	\$	10.56
240738	05/30/2019	DEANA D MORABITO	Expense claim # 2709. PAYROLL TIME TRAINING	\$	36.08
240739	05/30/2019	DEBRA A PADAVANO	Expense claim # 2711. TITLE 1 DINNER THEATER EXPEN	\$	45.94
240740	05/30/2019	DIANE M RIOS-ORTEGA	Expense claim # 2710. SUMMER FEEDING PROGRAM MEETI	\$	10.56
240741	05/30/2019	SUMMIT BARBEQUE LLC	SENIOR BBQ BALANCE DUE	\$	1,662.25
240742	05/30/2019	E.S.E.A.	Payroll Run 1 - Warrant 190530	\$	21,682.77
240743	05/30/2019	EAST STROUDSBURG	Payroll Run 1 - Warrant 190530	Ş	7,414.16
240744	05/30/2019	EAST STROUDSBURG UNIVERSITY	JTL ESU ATHLETIC TRAINER GRAD INV 181900010	\$	11,377.50
			LIS ESU ATHLETIC TRAINER GRAD INV 181900006	\$	11,377.50
			NORTH ESU ATHLETIC TRAINER GRA INV 181900009	\$	4,000.00
			SOUTH ESU ATHLETIC TRAINER GRA INV 181900004	\$	4,000.00
240745	05/30/2019	ED FOUNDATION OF ES/GENERAL FUND	Payroll Run 1 - Warrant 190530	❖	28.00
240746	05/30/2019	EDWARD A. HUDAK	Piano Tuning	Ş	110.00
			spring 2019 tunings	<i>ۍ</i>	170.00
240747	05/30/2019	EHS FIELD TRIP REFUND	FIELD TRIP REFUND	δ.	25.00
240748	05/30/2019	ENVIRONMENTAL ABATEMENTS ASSOC., INC.	ahera-REPLACES 20190397	ς.	1,800.00
240749	05/30/2019	ERIN DREISBACH	Final Payment for Empl Expense claim # 2736.	٠	229.70
240750	05/30/2019	ESS NORTHEAST LLC	Billing Week Ending 5/18/19	\$	27,740.29
			Billing Week Ending 5/25/19	Ş	27,531.63
240751	05/30/2019	EVERWOOD INDUSTRIES, INC.	End of Year Student Awards	٠	558.08
			Victory Medal #ts416 FREE 7/8"	Ş	119.21
240752	05/30/2019	FASTENAL COMPANY	OPEN ORDER FOR PARTS & TOOLS	↔	129.72
240753	05/30/2019	FIVE STAR INTERNATIONAL LLC	OPEN ORDER FOR PARTS	\$	555.92
240754	05/30/2019	FRASER ADVANCED INFORMATION SYSTEMS	Copier lease	\$	525.37
			Copier Maintenance	Ş	1,568.53
			COPIER MAINTENANCE 2ND QTR 2018/2019	\$	14,835.84
			For Superintendent's Sharp Cop	\$	349.96
			G-9535-YEARLY MAINTENANCE COPI	\$	1,883.59
			G-9564(MAIN OFFICE COPIER) MNT	Ş	145.30
			guidance/main office copier	\$	277.43
			library hall and Maple copiers	\$	3,189.10
			NORTH ATHLETIC COPIER	\$	22.65



240754	05/20/2010	CONCEDITOR AND MANAGER AND MAN	Invoice Description	Chec	Check Amount
467047	6102/06/60	FRASER ADVAINCED INFORMATION SYSTEMS	Pay tor staples for floor copi	ب	323.40
			SOUTH ATHLETICS COPIER	ب	25.26
			Staples for all Sharp copiers	\$	107.80
			Staples for Superintendent's replaces P.O.19002270	\$	215.60
240755	05/30/2019	FREDERICK P MILL	Expense claim # 2712. NASRO MEMBERSHIP FEE	. 5	40.00
240756	05/30/2019	FRONTIER	FRONTIER OPEN PURCHASE ORDER		660.36
240757	05/30/2019	FUN AND FUNCTION	Beanbag chairs for Sensory roo	· <	1,770.00
			SES Sensory Room Adaptive Wall	\$	5,303,97
240758	05/30/2019	FUNDRAISING.COM	WELCHES FRUIT SNACK FUNDRAISING		129 60
240759	05/30/2019	GAIL KULICK	Expense claim # 1742. SUMMER ADMIN CONF	\$	22.89
240760	05/30/2019	THE PROPHET CORP	62-879 Gopher Rainbow Cyclone-	\$	483.31
			Adaptive Climbing Wall - JMHE		4,957.18
			Supplies for PE	\$	993.75
240761	05/30/2019	HAB-DLT	Payroll Run 1 - Warrant 190530	\$	780.89
240762	05/30/2019	HILLTOP SALES & SERVICE	hss hill top po-REPLACES 20190	\$	1.998.63
240763	05/30/2019	IT'S GREEK TO ME, INC	CHEER UNIFORM		650.00
240764	05/30/2019	J.W.PEPPER & SONS-ACCT.#36-136400	Band Music	\$	159.95
			Music	\$	244.99
			Music and Scores	\$	199.99
240765	05/30/2019	JENNIFER ANDREWS	Expense claim # 2716. DISTRICT XI TRACK & FIELD	Ş	49.18
240766	05/30/2019	JENNIFER LOO	Expense claim # 2742. SUMMER FEEDING PROGRAM MEETI	\$	10.56
240767	05/30/2019	JENNY L BOGART	Expense claim # 2715. DECA DISNEY CONFERENCE	\$	209.22
240768	05/30/2019	JM LEBD PUBLISHERS	Environmental lab books	\$	128.20
240769	05/30/2019	JOHN ZITO	Final Payment for Empl Expense claim # 2728.	Ş	40.00
240770	05/30/2019	JONATHAN DEJESUS	Expense claim # 2717. NOTARY TRAINING MILEAGE	٠,	44.08
240771	05/30/2019	SCOTT M JONES	t-shirts	Ş	354.12
240772	05/30/2019	JTL CHOIR PARENTS	JTL CASURAL FOR A CAUSE DONATION	. 5	211.06
240773	05/30/2019	KANE J FURST	Expense claim # 2718. POST SEASON BASEBALL MEETING	· S	36.89
240774	05/30/2019	KAREN M PETERS	Expense claim # 2719. DECA DISNEY MEETING	· 5	343.48
240775	05/30/2019	KEYSTONE FIRE PROTECTION CO.	jtl service call		347.00
240776	05/30/2019	KISTLER PRINTING COMPANY	SPECIAL OLYMPIC T-SHIRTS FOR STUDENTS	· \$	292.00
240777	05/30/2019	KRISTEN A BUEKI	Final Payment for Empl Expense claim # 2738.	\$	22.79



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240778	05/30/2019	LARRY DYMOND	APRIL & MARCH 1 TO 7 2019 MILEAGE	\$	118.78
			JANUARY-FEBUARY & MARCH 2019 MILEAGE	Ş	357.16
			NOVEMBER & DECEMBER 2018 MILEAGE		182.25
240779	05/30/2019	LARRY DYMOND	NSBA BOARD CONFERENCE 03/29 TO 04/01		484 94
240780	05/30/2019	LIS FIELD TRIP REFUND	FIELD TRIP REFUND		25.00
240781	05/30/2019	LIS FIELD TRIP REFUND	FIELD TRIP REFUND	· •	30.00
240782	05/30/2019	LIS FIELD TRIP REFUND	FIELD TRIP REFUND	٠ ٠	30.00
240783	05/30/2019	LIS FIELD TRIP REFUND	FIELD TRIP REFLIND	٠ ٠	30.00
240784	05/30/2019	LIS FIELD TRIP REFUND	TRIP REFIND	Դ ∪	00.00
240785	05/30/2019	LIS FIELD TRIP REFUND	FIELDTRIP REFUND	٦ ٧	30.00
240786	05/30/2019	LIS FIELD TRIP REFUND	FIELD TRIP REFUND	٠ ٠	00.00
240787	05/30/2019	LIS FIELD TRIP REFUND	FIELD TRIP REFLIND	٠ ٠	20.00
240788	05/30/2019	LIS FIELD TRIP REFUND	FIELD TRIP REFLIND	٠ ٠	00.00
240789	05/30/2019	LIS FIELD TRIP REFUND	FIELD TRIP REFUND	7 V	35.00
240790	05/30/2019	LIS FIELD TRIP REFUND	FIFI D TRIP	٠.	20.00
240791	05/30/2019	LIS FIELD TRIP REFUND	EIELD TRIP RFELIND	٠ ٠	30.00
240792	05/30/2019	LIS FIELD TRIP REFUND	FIELD TRIP REFUND	٠ ٠	30.00
240793	05/30/2019	LIS FIELD TRIP REFUND	EIELD TRIP REFLIND	٠ ٠	00.00
240794	05/30/2019	LIS FIELD TRIP REFUND	EIELD TRIP REFLIND	٠ ٠	20.00
240795	05/30/2019	LIC DISTRIBUTORS OF FULLER BRUSH	hss lic no-REPI ACES 20190313	٠ ٠	77.00
240796	05/30/2019	LORI L SOSKIL	Expense claim # 2720 IOINT SCHOLARCHIP MEETING	٠ ٠	10.44
240797	05/30/2019	LUNIS LOGAN	LOGAN, LUNIS 2017 SENIOR REBATE	٠ ٠	1 150 00
240798	05/30/2019	MARGARET WAGNER	Expense claim # 2713. MULTI CULTURAL EVENT SUPPLIF	٧ ٠	43 11
240799	05/30/2019	MARIA E HEITZ	Expense claim # 2714. MULTICURAL EVENT SUPPLIES	· •	13.28
240800	05/30/2019	MATTHEW KRAUSS	Expense claim # 2721. FOUNDATION & STRATEGIES CONF		776.97
240801	05/30/2019	MEREDITH CAPUANO	Final Payment for Empl Expense claim # 2730.	· ~	377 90
240802	05/30/2019	MET-ED	HS SOUTH MAY ELECTRIC 100017327568		22 227 90
			MIDDLE SMITHFIELD APRIL ELECTRIC 100071509721	٠,	6,035.88
			RESICA MAY ELECTRIC 100016949099	\$	4,706.54
			SMITHFIELD APRIL ELECTRIC 100066917749	ş	5,560.79
			TRAFFIC LIGHT APRIL ELECTRIC 100051981031	\$	20.26
			TRAFFIC LIGHT APRIL ELECTRIC 100052611207	Ų.	20.09



240802	05/30/2019	MET-ED	TRAFFIC LIGHT APRIL ELECTRIC 100080490897	Ų	31.75
			TRAFFIC LIGHT MAY ELECTRIC	٠.	20.00
				۸.	30.34
			TRAFFIC LIGHT MAY ELECTRIC 100017096742	\$	19.86
			TRAFFIC LIGHT MAY ELECTRIC 100031621210	\$	19.69
			TRAFFIC LIGHT MAY ELECTRIC 100054179492	Ş	34.47
240803	05/30/2019	METCO	INDUSTRIAL TECH #41 WOOD Balance P.O.#19000083		481 00
240804	05/30/2019	EXECUTIVE PRINT SOLUTION, LLC	YEAR BOOK FLYERS		20.50
240805	05/30/2019	EXECUTIVE PRINT SOLUTION, LLC	FOUR DIAMONDS MINI-THON T-SHIRTS	٧ ٠	492 50
240806	05/30/2019	MIRIAM MARSACH	Expense claim # 2722. SUMMER FEFDING PROGRAM MEETI	} V	10 56
240807	05/30/2019	MODERN GAS SALES, INC.	LEHMAN POOL PROPAIN	٧ ٦	70.77
240808	05/30/2019	MORNING CALL	COMPUTER BID AD INV 0060566220	٠ ٠	1720 07 1
240809	05/30/2019	MOUSER ELECTRONICS	Electronics supplies	٠ ٠	571 70
240810	05/30/2019	RUSSELL REID WASTE HAULING & DISPOSAL	ITI ATHI FTICS PORTA POTTIES	٠ ٠	177.00
			NOBTLI ATLI TELEGRAPH ACTUE	۲ ۱	147.00
			NORTH ATHLETICS PORTA POTTIES	\$	384.00
			SOUTH ATHLETICS PORTA POTTIES	ب	373.00
240811	05/30/2019	NCS PEARSON, INC.	OLSAT BOOKS, SCORE, REPORT FEE	\$	2,100.00
240812	05/30/2019	NESTLE WATERS NORTH AMERICA	resica water bottles	\$	706.44
240813	05/30/2019	NYSCSPC (NEW YORK STATE CHILD SUPPORT	Payroll Run 1 - Warrant 190530	5	129.00
240814	05/30/2019	OFFICE TECHNOLOGY, LLC	Eng Dept Ink Jet printer cartr	Ş	510.00
			toner for cyber school printer	\$	104.00
			Toner for office & Lab printer	\$	824.00
240815	05/30/2019	OLD FASHION CANDY CO INC	FUNDRAISING	\$	1,265.52
240816	05/30/2019	ORIENTAL TRADING	SUPPLIES NEEDED FOR KINDERGART	ş	205.79
240817	05/30/2019	PATRICIA J HEETER	Expense claim # 2723. MTSS CONFERENCE	Ş	8.77
240818	05/30/2019	PATRICIA L ROSADO	Expense claim # 2724. NORTH BOARD MEETING MILEAGE	Ş	21.11
240819	05/30/2019	PENNSYLVANIA DEPARTMENT OF REVENUE	Payroll Run 1 - Warrant 190530		136.67
240820	05/30/2019	PENNSYLVANIA HIGHER EDUCATION AGENCY	Payroll Run 1 - Warrant 190530	Ş	772.33
240821	05/30/2019	PENTELEDATA	OPEN PO PENN TELEDATA-20190097	. \$	4.172.50
240822	05/30/2019	PERSONALIZATIONMALL.COM LLC	CLASS OF 2019 GIFTS	٠ \$	4,402.49
240823	05/30/2019	POCONO RECORD	Advertisements for Boare meeti		50.57
240824	05/30/2019	POCONO TRANSPORTATION INC.	STUDENT OUT SIDE TRANSPORTATION	· \$	8,679.00
240825	05/30/2019	PRAXAIR DISTRIBUTION MID-ATLANTIC	praxair open po pool	\$	903.09



Check Number	Date	Vendor Name	Invoice Description	Che	Check Amount
240826	05/30/2019	RAY PRICE STROUD FORD	Sensor for Bus 63	\$	64.75
240827	05/30/2019	REALITYWORKS, INC.	Realcare Baby Accsessory Suppl	\$	888.65
240828	05/30/2019	REGINA FARMS	OPEN ORDER FOR SUPPLIES	\$	184.70
240829	05/30/2019	LAUREL ICE, LLC	Field day Italian Ice - June 4		395.97
240830	05/30/2019	RONALD LABAR'S LOCK SERVICE	jtl labar po-replaces 20190348	. S	100.00
240831	05/30/2019	SCHNAITMAN'S FLOORING AMERICA	floor adhesive	· \	165.25
240832	05/30/2019	SCHOOL NUTRITION ASSOCIATION	SCHOOL NUTRITION ASSOC. DUES A	Ş	473.00
240833	05/30/2019	SHAHIDA JONES	Final Payment for Empl Expense claim # 2735.	٠.	15.78
			Final Payment for Empl Expense claim # 2739.	\$	161.00
			Final Payment for Empl Expense claim # 2740.	٠	329.17
240834	05/30/2019	SHARP ENERGY	OPEN ORDER FOR PROPANE - SOUTH	ş	7,737.82
240835	05/30/2019	STACY HARRISON	Final Payment for Empl Expense claim # 2731.	ς,	40.00
240836	05/30/2019	STECKEL AND STOPP LLC	Memo re: Test-Retake Accommoda	5	320.00
240837	05/30/2019	STEVE SHANNON TIRE & AUTO CENTER	Open Order for Tires	ς,	202.62
240838	05/30/2019	STEVEN WESTPHAL	SOCCER JERSEY RETURNED AFTER PARENT PAID	٠Ş.	50.00
240839	05/30/2019	STROUDSBURG ELECTRIC MOTOR SERVICE	bes motor	\$	403.96
			hss hw 2008	\$	140.00
			hss vbelt	ş	51.96
240840	05/30/2019	STUDENT BOARD REPREESENTATIVE/SENIOR AWARDS	SCHOLARSHIP FOR HS SOUTH STUDENT BOARD REP	ş	100.00
240841	05/30/2019	SUSAN C WOLFF	Final Payment for Empl Expense claim # 2732.	\$	22.80
240842	05/30/2019	SWEET, STEVENS, KATZ & WILLIAMS LLP	GRIEVANCE/ARBITRATIONS	s	2,788.50
			Labor matters	ب	1,072.50
			LABOR MATTERS - TERMINATION	\$	4,056.00
			Professional legal services	φ.	195.00
			SUPPORT STAFF NEGOTIATIONS	φ.	136.50
			ULP'S CHARGES	\$	469.00
240843	05/30/2019	TABITHA BRADLEY	Expense claim # 2725. APRIL 2019 MILEAGE	ς.	144.89
240844	05/30/2019	TAMARA POLLACK	Expense claim # 2726. SUMMER FEEDING PROGRAM MEETI	ۍ	10.56
240845	05/30/2019	TOSHA NIZNIK	Expense claim # 2737. PBIS IMPLEMENTERS CONFERENCE	\$	214.90
240846	05/30/2019	TOYS FOR TOTS FOUNDATION	MIDDLE SMITHFIELD ELEM CASUAL FOR A CAUSE DONATION	ς.	317.80
240847	05/30/2019	U.S. DEPARTMENT OF EDUCATION	Payroll Run 1 - Warrant 190530	s	564.49
240848	05/30/2019	UNITED WAY OF MONROE COUNTY	Payroll Run 1 - Warrant 190530	\$	32.00



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Listing of Bills

		SIIIG IO BIIIS	DIIIS	
Check Number Date		Vendor Name	Invoice Description	Chack Amount
240849	05/30/2019	WALMART COMMUNITY/GEMB	Multicultural - cupplies purch	CIICCA AIIIOUIIL
			saldas and saldas salas	74.47
			OPEN PURCHASE ORDER FOR IF INS	\$ 223.59
			Storage Bins Sensory Rooms - O	111/8/
				+0.+11
			STUDENT ACTIVITY FOOD	\$ 53.66
			Walmart for supplies	\$ 974 93
-			-	7
			Walmart general supplies	\$ 558.18
240850	05/30/2019	05/30/2019 YOUTH ADVOCATE PROGRAMS, INC.	Youth Advocate Prog. April Inv	\$ 19 9/5 90
				00:01:00
210020			Toutil Advocate services per Bo	\$ 19,945.90
240851	05/30/2019	05/30/2019 ZESWITZ MUSIC COMPANY	Baritone Repair	201.50
240852	05/30/2019	BROOKE K LANGAN	CODINC INITO TECHNICIONO CONTENTE	7 ZUI.00
]			SPRING INTO TECHNOLOGY OUTSIDE	\$ 50.00
מייי				

\$ 552,891.08

EAST STROUDSBURG AREA SCHOOL DISTRICT Independent Contractor Agreement

To be used when contracting with an out of District consultant or contractor for professional services

THIS AGREEMENT is made this 30th day of May, 2019, by and between:

EAST STROUDSBURG AREA SCHOOL DISTRICT (the "District") with its principal office located at 50 Vine St. East Stroudsburg, PA 18301

AND

Group, LLC (the "Contractor") of Threat Assessment and Tactical Solutions

In consideration of the mutual agreements contained in this document, the parties, intending to be legally bound, agree as follows:

1. Nature of Position

- (a) District will engage Contractor and Contractor will accept such engagement as is outlined in Schedule A and will undertake and perform such duties and services as are set forth in Schedule A and as may reasonably be further assigned to him/her by the Board of School Directors or by its Superintendent, or her/his designee.
- (b) Contractor will be engaged as an independent contractor and not an employee of the District and, except as otherwise provided in Schedule A, will determine his/her own method of operation in accomplishing such tasks as may be assigned. Contractor will not be entitled to receive any compensation, commissions or benefits other than those expressly provided in this Agreement.

2. Scope of Duties

- (a) Contractor shall provide contracted services as outlined in Schedule A.
- (b) Contractor certifies that he/she has no outstanding agreement or obligation that conflicts with any of the provisions of this Agreement, or that would preclude Contractor from complying with the provisions hereof.

3. Breach of Agreement

The Contractor and the District agree that Monroe County Magisterial District Court 43-2-02 and/or the Court of Common Pleas of the 43rd Judicial District, Monroe County, Pennsylvania shall have venue and jurisdiction over any dispute or

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SCHEDULE A

Description of Service to be performed (be specific):
Year-End Active Shooter Event – Training for ESASD Police Officers Eight-hour block - Active Shooter Reality Based Training Scenarios Includes all necessary supplies.
Location of Services: ESASD School Building(s)
Effective Date: June 9, 2019
Professional Fee: a) Rate (Daily/Hourly/Other): \$ Time (Days/Hour/Other): \$ Total Cost: \$
b) Fixed Rate: \$ <u>2,500.00</u>
c) Are expenses included? X YES NO If no, please itemize:
Budget Code: 10-2660-330-210-00-000-091-000-9170
Department: Safe Schools Targeted Program Grant District Initiator: Frederick Mill
Authorization for Payment: Date:
Purchase Order #