V. Items for Discussion

b. Printing of Act 1 Application – Berkone

We have prepared a quote for you

Automating Business Since 1936

Print Services

Quote # 002335 Version 1

PREPARED FOR

Act 1-Multi

P: 866.396.8194 E: ttripodi@berkone.com W: www.BerkOne.com

Service Agreement

Service Agreement

Client Requirements

- Client agrees to hire BerkOne to provide the BerkOne Services as specified in this Services Agreement ("Agreement").
- All Act 1 input files submitted to BerkOne must be received in the same format consistent with format provided in the past. Additional programming fees will apply if the file layout is different than the immediately previous year.
- Correct and verified record counts must accompany all file submissions.

BerkOne Services

- BerkOne agrees to process the Client supplied input file(s) "as is" and to print the Act 1 Homestead/Farmstead applications in time to mail them to the Client-supplied addresses on the date mutually agreed to by the Client and BerkOne.
- BerkOne agrees to notify Client and/or county of any record count discrepancies and blank lines.
- With the exception of record counts, BerkOne will neither validate for accuracy nor alter the Client-supplied file(s). Corrections must be provided by the Client in the form of replacement Client-supplied files in the appropriate format.

Terms

- The Act 1 application, letter and instructions are standard forms used among multiple school districts. Any changes to the form, letter and instructions will result in an additional programming fee and an increased per application fee.
- This estimate reflects current understanding of the requirements and estimated volume for this assignment. Additional requirements, variation in volume, or changes to this assignment may require a change in pricing as currently quoted and a change order executed by both parties.
- Reprocessing of input file(s) due to problems with the Client-provided file(s) will be billed at the professional services rate.
- Upon completion of BerkOne services, Client will receive an invoice with terms of Net 30 days. Client agrees to compensate and reimburse BerkOne for BerkOne's Services according the pricing for the Service Option selected. All PO Box, Postage, and Shipping Costs will be a direct pass through to the Client. Sales Tax will be applied where applicable.
- Should Client fail to pay BerkOne's invoice when due, BerkOne shall have the right to add and Client shall be liable for interest at the rate of one and one-half percent (1½%) per month on any amount due and outstanding from Client.
- Client shall hold harmless and indemnify BerkOne from and against any and all loss, damage or claim arising from incorrect, illegal or improper record information, data or other documentation of any kind submitted by Client to BerkOne, and / or the withholding of correct, legal or proper information by Client from BerkOne.
- BerkOne does not make any express or implied warranty of any kind. Specifically, there is no express or implied warranty of merchantability or fitness for a particular purpose for the services to be provided hereunder. Additionally, so long as BerkOne mails to the Client-supplied addresses in accordance with mutually agreed to schedule, then BerkOne is not liable for any tax reduction(s) disallowed or not received due to non-receipt or late receipt of the application by the property owner(s).
- BerkOne shall not be liable to Client for any damage arising from any event that is out of the control of BerkOne. Neither shall BerkOne be liable to Client for indirect, special, incidental, exemplary, consequential, or any other form of monetary damages, including without limitation, lost revenue, or for the loss of data or information of any kind, however caused, and arising out of or in connection with the performance of BerkOne, or the provision of services or performance hereunder, whether based in contract, tort or any other legal theory, and whether or not BerkOne has been aware of the possibility of such damages. Any damages not excluded by this provision shall be limited to the total service fees invoiced by BerkOne.
- BerkOne shall not be responsible for delay or default in performance under this Agreement in whole or in part if occasioned by strikes, war, riot, or revolutions, or for any delay in transportation due to demands or embargoes of the United States Government, or any other government, or nonperformance or delays through fires, floods, droughts,

accidents, insurrections, lockouts, breakdown of machinery, severe weather, resulting directly or indirectly from an act of God, or by refusal of any necessary license or government restrictions considered as "Force Majeure," or by any other unavoidable cause at any stage beyond the parties' control.

- BerkOne and/or its agents/sub-contractors covenant and agree that it will at all times keep confidential any proprietary information of Client, or any of its affiliated companies including, without limitation, technical "know-how," processes, summaries, the identities of Clients, and any other documents or information, obtained from Client or its affiliates during the course of this Agreement or as a result of this Agreement. Any such trade secrets or confidential or proprietary information of Client, or any of its affiliated companies shall be used by BerkOne and/or its agents strictly in the performance of this Agreement.
- Any dispute, controversy or claim arising out of or under this Agreement or its performance shall first be negotiated by the parties, and if an acceptable resolution does not result shall be submitted to arbitration which shall be exclusive, final, binding and conducted in accordance with the Pennsylvania's Uniform Arbitration Act, 42 Pa.C.S.A. §7301 et seq., and shall not be appealable except in accordance with such act.
- This Agreement shall be deemed to have been made under and shall be governed by the laws of the Commonwealth of Pennsylvania.
- This Agreement represents the entire Agreement between parties and any modification of same must be in writing to be valid.

Printing Services

Description	Price	Qty	Ext. Price
Printing, mailing, forms and envelopes: includes generic letter, pre-populated data on application (including SD name and property owner information), #9 single window return envelope and #10 double window outside envelope	$0.3383	TBD	$0.00
Printing, mailing, forms and envelopes: includes generic letter, pre-populated data on application (including SD name and property owner information) and #10 double window outside envelope	$0.3014	TBD	$0.00
Additional Programming: Per Hour	$128.125	TBD	$0.00

Comments

Pricing may be subject to an annual cost of living increase.
All PO Box, Postage, and Shipping Costs will be a direct pass through
Sales Tax will be applied where applicable.
This estimate reflects current understanding of requirements and estimated volume for this assignment. Additional requirements, variation in volume, or changes to this assignment may require a change in pricing as currently quoted. Total extended costs are based on actual volume processed.
Programming fees will apply if the county file layout is different from previous year.
The Act 1 application, letter and instructions are standard forms used among multiple school districts. By keeping the form standard for all, we are able to maintain our low cost pricing. Any changes to the form, letter

and instructions will result in an additional programming fee and an increased per application fee.
The data file submitted must meet the expected requirements listed on the quote. Any files that must be re-processed due to a problem with the file with be charged for additional programming.

Print Services

Prepared by:
BerkOne
Tom Tripodi
610.588.0965
ttripodi@berkone.com

Prepared for:
Act 1-Multi

,
Multiple Districts

berkone@test.com

Quote Information:
Quote #: 002335
Version: 1
Delivery Date: 09/09/2019
Expiration Date: 12/08/2019

This is not an invoice. An invoice will follow with terms of Net 30. Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Act 1-Multi

Signature: ____________________

Name: Multiple Districts

Title: ____________________

Date: 09/09/2019

PO Number ____________________

V. Items for Discussion

c. Budget Timeline

Timeline for Events Related to 2020-2021 Budget Process

Special Session Act 1 of 2006

Dates in Timeline Apply to All School Districts except Philadelphia City SD, Pittsburgh SD and Scranton SD

Date	Description	Section
September 1, 2019 *(annual deadline)*	***Department of Education*** publishes the 2020-2021 base index in the Pennsylvania Bulletin.	Section 333(l)
September 30, 2019 *(annual deadline)*	***Department of Education*** notifies school districts of their 2020-2021 adjusted index.	Section 313(2)
December 15, 2019 *(annual deadline)*	***School districts*** with residents paying tax on compensation imposed by Philadelphia under the authority of the Sterling Act certify to the Department of Education the total amount of 2018 tax credits provided based on the tax rate of the school district. (Applies only to school districts that had an earned income and net profits tax in the 2018 calendar year.)	Sections 503(b)(2); 324(2)
December 31, 2019 *(60 days prior to March 1 application deadline)*	***School Districts*** send notification, by first class mail, to owners of each parcel of residential property – which can be limited to owners who are not currently approved or whose approval is due to expire – stating that the owner must submit a completed application to county assessor to qualify for homestead exclusion. Mailing must include application, instructions and deadline to apply.	Section 341(b)
December 10, 2019 *(30 days prior to preliminary budget public inspection deadline)*	***Department of Education*** deadline to notify school districts of school year of AFR data to be used when calculating referendum exception in Section 333(f)(2)(v).	Section 333(j)(4)
January 9, 2020 *(110 days prior to primary election)* December 16, 2020 Board Meeting	***School district*** deadline to make 2020-2021 proposed version of preliminary budget available for public inspection **or** adopt resolution pursuant to Section 311(d)(1) indicating that it will not raise the rate of any tax by more than its index.	Section 311(c); 311(d)(1)
January 14, 2020 *(5 days after resolution adoption)*	***School district*** deadline to submit a copy of resolution adopted pursuant to 311(d)(1) and proposed tax rate increases to Department of Education in the Consolidated Financial Reporting System (CFRS) application.	Section 311(d)(2)
January 19, 2020 *(10 days prior to preliminary budget adoption deadline)*	***School district*** deadline to give public notice of the intent to adopt the 2020-2021 preliminary budget unless resolution was adopted under Section 311(d)(1) indicating that it will not raise the rate of any tax by more than its index.	Section 311(c)

Taxpayer Relief Act, SS Act 1 of 2006: Timeline for Events Related to 2020-2021 Budget Process

Date	Description	Section
January 24, 2020 *(10 days after receipt of resolution)*	***Department of Education*** deadline to notify school districts that adopted a resolution pursuant to Section 311(d)(1) whether the 2020-2021 proposed tax rates are equal to or less than their Index.	Section 311(d)(4)
January 29, 2020 *(90 days prior to primary election)*	***School district*** deadline to adopt the 2020-2021 preliminary budget unless resolution adopted under Section 311(d)(1).	Section 311(a)
February 3, 2020 *(85 days prior to primary election)*	***School district*** deadline to submit 2020-2021 preliminary budget containing proposed tax rate increases to Department of Education in the CFRS application.	Section 333(e)
February 6, 2020 *(1 week prior to filing of request for referendum exception)*	***School district*** deadline to publish notice in newspaper of intent to request approval from Department of Education for a referendum exception.	Section 333(j)(2)
February 13, 2020 *(75 days prior to primary election)*	***Department of Education*** deadline to notify school districts that submitted the 2020-2021 preliminary budget whether the proposed tax rates are equal to or less than their Index.	Section 333(e)
February 13, 2020 *(75 days prior to primary election)*	***School district*** deadline to seek approval from Department of Education for referendum exceptions requiring their approval.	Sections 333(j)
February 28, 2020 *(60 days prior to primary election)*	***School district*** deadline to submit referendum question seeking voter approval of tax rate increase in excess of index to the county board of elections (for each county in which the school district is located), unless request for referendum exception has been submitted to Department of Education. If the school district's proposed tax rate increase would exceed their Index even if all of its referendum exception requests were approved, and if it intends to submit a referendum question for that part of the tax rate increase, it must do so by this date.	Section 333(c)(3)
No later than March 1, 2020 *(annual deadline)*	Deadline for ***homeowners*** to file a homestead application (and, if applicable, a farmstead application) with county assessor indicating property is owner-occupied. Resubmission of application required no more than one time every three years. No application fee for filing. (See December 31, 2019.)	Section 341(c), (e), (i)
March 4, 2020 *(55 days prior to primary election)*	Deadline for ***Department of Education*** to issue ruling on school district's petition for referendum exception.	Sections 333(j)(5)

Taxpayer Relief Act, SS Act 1 of 2006: Timeline for Events Related to 2020-2021 Budget Process

Date	Description	Section
March 9, 2020 *(50 days prior to primary election)*	***School district*** deadline, if the Department of Education denies all or a part of the school district's request for referendum exception, to submit to the county board of elections referendum question seeking voter approval of tax rate increase in excess of index for the portion of the referendum exception request denied.	Sections 333(j)(5)
April 15, 2020 *(annual deadline)*	***Secretary of the Budget*** certifies the total amount of revenue in the Property Tax Relief Fund and the Property Tax Relief Reserve Fund and the total amount available for distribution in 2020-2021.	Section 503(a)(1), (e)
April 20, 2020 *(annual deadline)*	***Secretary of the Budget*** notifies Department of Education whether it is authorized to provide school districts with property tax allocations under Section 505.	Section 503(d)
Prior to April 28, 2020	***General Primary election***. County election officials, in conjunction with board of school directors, shall draft a non-legal interpretive statement to accompany referendum question that references items of expenditure for which tax rate increases are being sought. (See February 28 or March 9, 2020.)	Section 333(c)(4)
May 1, 2020 *(annual deadline)*	***Department of Education*** notifies school districts of the amount of their state allocation of property tax reduction funding. This only occurs if the Secretary of the Budget certifies, by April 15, 2020, that there are enough funds in the Property Tax Relief Fund to make a distribution to school districts in 2020-2021.	Section 505(a)(4)
May 1, 2020 *(annual deadline)*	***Assessor*** provides each school district with a certified report with information on homestead and farmstead properties, as provided in 53 Pa CS §8584(i).	Section 341(g)(3)
No later than May 31, 2020 *(optional action)*	Deadline for ***school district board of directors*** electing to adopt resolution rejecting 2020-2021 property tax allocation. This action can only occur if the Department of Education has notified school districts by May 1, 2020, that there are enough funds in the Property Tax Relief Fund to make a distribution to school districts in 2020-2021. (This action applies only if a school district has not rejected a previous state property tax allocation.)	Section 903(a)
No later than May 31, 2020	***School district*** deadline to adopt 2020-2021 proposed version of final budget and upload the signed Certification of Use document in the CFRS application.	Section 687(a)(1) (School Code)
June 5, 2020	***School district*** deadline to submit copy of resolution (if adopted) rejecting 2020-2021 property tax allocation to Department of Education. (See May 31, 2020.)	Section 903(b)

Taxpayer Relief Act, SS Act 1 of 2006: Timeline for Events Related to 2020-2021 Budget Process

Date	Description	Section
June 10, 2020 *(20 days prior to final budget adoption deadline)*	***School district*** deadline to make 2020-2021 proposed final budget available for public inspection on the General Fund Budget from the CFRS application. May, 18, 2020 Board Meeting	Section 312(c)
June 20, 2020 *(10 days prior to final budget adoption deadline)*	***School district*** deadline to offer public notice of its intent to adopt the 2020-2021 final budget.	Section 312(c) Section 687(a)(2)(i) (School Code)
June 30, 2020 *(annual deadline)*	***School district*** deadline to adopt the 2020-2021 final budget. June 18, 2020 Board Meeting	Section 312(a)
June 30, 2020 *(annual deadline)*	***School district*** deadline to adopt a resolution implementing the homestead/farmstead exclusion. For school districts whose voters did not approve a local income tax for the purpose of providing homestead/farmstead exclusions, this only occurs if the Department of Education has notified school districts by May 1, 2020, that there are enough funds in the Property Tax Relief Fund to make a distribution to school districts in 2020-2021.	Section 321(d), 342, 505(a)(4)
July 15, 2020 *(annual deadline)*	***School district*** deadline to submit 2020-2021 final budget to Department of Education in the CFRS application.	Section 687(b) (School Code)
No later than August 4, 2020 *(60 days after receipt of resolution)*	***Department of Education*** deadline to notify election officials of each county of the school districts in that county that have taken action to reject their 2020-2021 property tax relief allocation under Section 903(a). (See May 31, 2020.)	Section 904(b)
August 27, 2020	***Department of Education*** pays school districts 50 percent of their state allocation of property tax reduction funding. This only occurs if the Secretary of the Budget certifies, by April 15, 2020, that there are enough funds in the Property Tax Relief Fund to make a distribution to school districts in 2020-2021.	Section 505(b)
October 22, 2020	***Department of Education*** pays school districts 50 percent of their state allocation of property tax reduction funding. This only occurs if the Secretary of the Budget certifies, by April 15, 2020, that there are enough funds in the Property Tax Relief Fund to make a distribution to school districts in 2020-2021.	Section 505(b)
December 1, 2020	Deadline for ***school districts*** to report to the Department of Community and Economic Development, tax enactments, repeals and changes to require withholding of a new tax, withholding at a new rate or to suspend withholding of such tax effective January 1, 2021.	Section 351(f)(2)

V. Items for Discussion

d. Hamilton Musser Invoice – Forensic Audit

HAMILTON & MUSSER, PC

Certified Public Accountants • Consultants to Management

176 Cumberland Parkway
Mechanicsburg, PA 17055
(717) 697-3888

RECEIVED
SEP 27 2019
BY:

East Stroudsburg Area SD
50 Vine Street
P.O. Box 298
East Stroudsburg, PA 18301

INVOICE NO :	1162480-IN
DATE :	9/16/2019
CLIENT CODE :	00-ESASD
INVOICE TOTAL:	$ 15,000.00
BALANCE DUE :	$ 15,000.00
TERMS :	Due upon receipt
	Page 1 of 1

Please detach the remittance slip above and return with your payment.

For Professional Services Rendered:	Amount
Agreed-Upon Procedures	
Progress Billing for Forensic Work - Phase I	$15,000.00

Hamilton & Musser, PC	CLIENT CODE : 00-ESASD	**INVOICE TOTAL :**	**$15,000.00**
INVOICE NO : 1162480-IN	DATE : 9/16/2019	**BALANCE DUE :**	**$15,000.00**

CURRENT	30 DAYS	60 DAYS	90 DAYS	120 DAYS	BALANCE DUE
$ 15,000.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 15,000.00

V. Items for Discussion

e. Capital Projects Payment Tracking

East Stroudsburg Area SD
Current Capital Projects
As of 10/7/2019

	Date	North Campus Camera Installation	Date	North HS/Lehman Roof Project	Date	North HS/Lehman ATC Upgrade	Date	Resica Roof Project	Date	South Campus Camera Installation	Date	North HS/Lehman Hot Water Replacement	Totals
Vendor	6071	Guyette Communications	6084	Jottan, Inc	3181	Trane	1237	C&D WaterProofing Corp.		CRCS Inc.		JBM	
Original Bid	3/18/2019	$ 342,736.00	3/18/2019	$ 7,008,635.00	10/15/2018	$ 2,838,638.00	3/18/2019	$ 667,715.00	5/7/2019	$ 303,182.32		$ 300,000.00	$ 11,460,906.32
Application 1	6/27/2019	$ 92,659.50	7/11/2019	$ 1,215,862.00	6/27/2019	$ 254,474.80	8/5/2019	$ 8,685.00	9/3/2019	$ 181,221.75			$ 1,752,903.05
Application 2	6/27/2019	$ 73,026.90	8/25/2019	$ 1,606,698.90	7/11/2019	$ 582,096.10	8/5/2019	$ 55,401.75	9/24/2019	$ 66,365.35			$ 2,383,589.00
Application 3	7/11/2019	$ 47,303.10	9/3/2019	$ 251,595.00	8/25/2019	$ 625,771.38	8/6/2019	$ 207,513.90					$ 1,132,183.38
Application 4	9/3/2019	$ 22,466.70	9/23/2019	$ 430,171.08	9/3/2019	$ 447,537.89	9/3/2019	$ 176,615.10					$ 1,076,790.77
Application 5	9/3/2019	$ 24,674.40			9/12/2019	$ 424,072.99	9/30/2019	$ 78,601.50					$ 527,348.89
Application 6	9/26/2019	$ 82,605.40											$ 82,605.40
Application 7													$ -
Application 8													$ -
Total Payments to Date		$ 342,736.00		$ 3,504,326.98		$ 2,333,953.16		$ 526,817.25		$ 247,587.10		$ -	$ 6,955,420.49
Left on Contract		$ -		$ 3,504,308.02		$ 504,684.84		$ 140,897.75		$ 55,595.22		$ 300,000.00	$ 4,505,485.83
Completion Percentage		100%		50%		82%		79%		82%		0%	61%
				$ 451,768.00				$ 9,700.00					
				30 year warranty				30 year warranty					
D'Huy Engineering 1446	9/28/2018	$ 690.33	9/28/2018	$ 1,295.33	03/26/2019	$ 1,556.24	02/27/2019	$ 1,656.02	5/20/2019	$ 11,900.00	03/26/2019	$ 1,556.24	$ 18,654.16
	12/3/2018	$ 10,010.00	9/28/2018	$ 8,179.67	04/16/2019	$ 8,943.76	03/26/2019	$ 7,793.98	6/5/2019	$ 868.00	04/16/2019	$ 8,943.76	$ 44,739.17
	1/17/2019	$ 2,002.00	12/3/2018	$ 3,425.00	05/13/2019	$ 5,267.50	04/16/2019	$ 5,499.99	6/25/2019	$ 1,296.46	05/13/2019	$ 5,267.50	$ 22,758.45
	2/19/2019	$ 1,001.00	2/27/2019	$ 8,595.06	06/05/2019	$ 1,126.25	05/13/2019	$ 2,000.01	6/30/2019	$ 731.55	06/05/2019	$ 1,126.25	$ 14,580.12
	2/27/2019	$ 3,003.00	3/26/2019	$ 18,500.30	06/25/2019	$ 2,252.50	06/25/2019	$ 6,420.03	8/31/2019	$ 1,163.99	06/25/2019	$ 2,252.50	$ 33,592.32
	6/5/2019	$ 3,000.01	3/26/2019	$ 38,129.94	08/23/2019	$ 840.00	08/23/2019	$ 5,638.76			08/23/2019	$ 840.00	$ 48,448.71
	6/25/2019	$ 2,576.36	5/13/2019	$ 24,500.28	08/23/2019	$ 980.00	08/23/2019	$ 1,372.24			08/23/2019	$ 980.00	$ 30,408.88
	6/30/2019	$ 975.61	6/5/2019	$ 18,207.30	8/31/2019	$ 3,938.25	8/31/2019	$ 4,674.01			8/31/2019	$ 599.99	28395.16
	8/31/2019	$ 479.83	6/25/2019	$ 15,000.22									
			8/23/2019	$ 20,000.45									
			8/23/2019	$ 20,000.45									
			8/31/2019	$ 25,000.20									
			8/31/2019	$ 1,577.48									
		$ 23,738.14		$ 202,411.68		$ 24,904.50		$ 35,055.04		$ 15,960.00		$ 21,566.24	$ 241,576.97

V. Items for Discussion

f. Purchasing Manual

EAST STROUDSBURG AREA SCHOOL DISTRICT PURCHASING MANUAL

East Stroudsburg Area SD
Administration Building
Business Office
50 Vine Street
East Stroudsburg, PA 18301
Phone: 5770-424-8500
Fax: 570-420-8384
www.esasd.net

Prepared by Marisela Horton
Rev 12/13/18

The purpose of this Purchasing Manual is to assist all employees in the proper purchasing practices so as to be in full compliance with all Pennsylvania State Laws, Regulations and Policies.

The Purchasing Manual is designed to achieve three (3) goals:

1. Compliance with the law and Board policy on purchasing
2. Promote efficiency in purchasing practices
3. Achieve savings of money through proper purchasing practices

The three (3) goals should be achieved through proper planning. Please allow yourself enough leeway between generating the requisition and the actual date materials or services are needed. Please think of purchasing items in terms of the entire school year. What items and services do you need on an annual basis?

The key is to plan. Through proper planning, we can eliminate much of the frustration that is encountered in all public school purchasing procedures.

Responsibilities

To purchase equipment, supplies, materials and services for school and administrative sites as cost effectively

To assist in the development and processing of bid packages and related contracts, board agenda items related to purchasing and in the general acquisition of equipment and supplies

Purchasing Code of Ethics

Endeavor to obtain the greatest value for every District dollar expended by conducting business in a manner consistent with exemplary business practices, district policies, and legal statutes.

Give prompt and courteous reception to all District staff and legitimate business representatives.

Provide support to the District' schools and departments charged with the responsibility of creating an educational environment of excellence.

Insure that all responsible bidders receive equal consideration and the assurance of unbiased judgement in determining whether their products meet the educational and/or operational needs of the East Stroudsburg Area School District.

Always consider the interest of East Stroudsburg Area School District and the enhancement of its educational program first.

Strive for a thorough knowledge and understanding of East Stroudsburg Area School District equipment and supplies in order to assist in the best value evaluation for the products and services purchased.

Work to identify and implement strategies and techniques that will preserve the integrity of the purchasing while enhancing the level of services provided by the department.

Never accept gifts or favors that might influence, or be construed to influence, the purchase of goods and services.

Integrity

Fairness and impartiality in all phases of the process are an essential part of any transaction in public purchasing. Dealing with vendors and peers, must be open, honest, and objective. The purchasing objective is to provide quality services and products for the District's schools and departments.

East Stroudsburg Area School District does not discriminate on the basis of sex, race, disability, color or national origin in its business practices.

General

The Board shall establish rules and regulations to ensure that the purchase of quality products and services at the most cost-effective level for the District.

a) An electronic purchase order system, which automatically numbers and controls purchase orders and administrative approval levels shall be utilized.
b) Every purchase of a product or service made on behalf of the District shall be made by entering a purchase order, issued by authority of the appropriate District staff member through the Munis electronic purchase order system, and approved by the Chief Financial Officer, except purchases made under provision of Student Activity Fund and Food Service Fund Regulations.
c) No item may be purchased and charged to the School District without following the above procedure.
d) If any employee fails to follow the above procedure, he/she is liable for the cost of the materials ordered. The Business Office will refuse to confirm and to pay for any item that has not been approved in advanced of purchase and has not been ordered through the purpose order system.
e) All purchase orders shall include clearly described instructions, descriptions, units, costs, vendors, etc. on the purchase order. Items must be coded to correct general ledge account number.
f) All purchase orders requests must be referred to the Business Office as to whether proposed purchase order is subject to bid, whether sufficient funds exist in the budget, and whether the material might be elsewhere in the District. Purchase orders must go to Board for approval.
g) Upon conversion of the purchase order, items will be ordered according to vendor information (via online, fax, or email delivery).
h) No deliveries shall be accepted from vendors unless identified with School District purchase order.
i) The Business Office shall establish written procedures to be followed by all District personnel for purchasing of various products and services (i.e. materials and supplies, emergencies purchases, etc.).

Procedures

Following School Policy #611, when funds are available, all purchases contemplated within the current budget and not subjected to bid be made in a manner that ensures the best interests of the district.

Public School Code Section 24 P.S. §8-807.1- Purchase of Supplies (amended June 30, 2012, P.L.684, NO.82) establishes the primary legal requirements to be followed in the purchase of materials, supplies, and equipment for use in public schools in the Commonwealth.
Section 24 P.S. §1-120 Adjustments Based on Consumer Price Index (added June 30, 201, P.L. 684, No. 82) (Act 97, 2011) allows for annual bid limited adjustments are made between October 1 and November 15 of each year, becoming effective January 1 for the subsequent calendar year. The Department of Labor and Industry will publish notice in the Pennsylvania Bulletin prior to January 1 of each calendar year of the annual percentage change determined.

All purchases that are within budgetary limits and under $11,100 and were originally contemplated within the budget may be made upon authorization of the Chief Financial Officer. Purchases not budgeted or which exceed $11,100 must go to the Finance Committee for review and full board for approval.

School Policy #612, states that when funds are not available for a proposed appropriation, a budget transfer from one general ledger account to another may be made after October 1 of the fiscal year by the Board if it is apparent that the necessary surplus funds do exist in another appropriation and if the procedures specified in the School Code are followed and it can demonstrate the proposed expenditure would be educationally warranted in the current fiscal year.

Cooperative Purchasing

The District encourages its employees to seek advantages in savings that may accrue to this district through joint agreement for the purchase of supplies, equipment or services with other political subdivisions.

Cooperative purchases require an agreement approved by the Board and the participating contracting body(s) which shall specify the categories of equipment and supplies to be purchased.

All such agreements must conform to regulations provided in the School Code. The following are state contracts and approved consortiums that the District may participate in.

Pennsylvania State Contracts and Approved Consortiums

COSTARS
http://www.dgsweb.state.pa.us/COSTARSReg/WelcomePage.aspx

Keystone Purchasing Network (AEPA Contracts)
http://www.thekpn.org

PEPPM National Contracts Program (Technology Bidding and Purchasing)
http://www.peppm.org/

Pennsylvania State Contracts
http://www.emarketplace.state.pa.us

Source Well (formerly NJPA)
http://sourcewell-mn.gov

US Communities
http://www.uscommunities.org/

Purchases Subject to Bid

The District shall comply with the Pennsylvania School Code with regard to all bidding requirements for contracts for goods and services, including those regarding the purchase of equipment, textbooks, school supplies, and other appliances as well as all contracts for construction, reconstruction, repairs, maintenance or work or any school building.

Contracts for necessary emergency repairs and replacements may be completed after solicitation of competitive bids from at least three (3) responsible bidders and upon approval of any of these bids by the Secretary of Education. The District may utilize its own maintenance or other personnel to perform maintenance work irrespective of the entire cost or value of such work.

Bidding Thresholds

The Pennsylvania Department of Labor & Industry published the authority and municipal bidding thresholds for 2018. Under Act 90 of 2011, the bidding thresholds provide for an annual inflation adjustment based on the Consumer Price Index for All Urban Consumers.

The percentage change for the 12 month period ending September 30, 2018, is 2.3%. Beginning on January 1, 2019, the bidding thresholds for municipal authorities will be as follows:

- Purchases and contracts below $11,100 require no formal bidding or written/telephonic quotations.
- Purchases and contracts between $11,100 and $20,600 require three written/telephonic quotations.
- Purchases and contracts over $20,600 require formal bidding
- On all projects, the scope work shall be clearly written in order to avoid change orders and the appearance of bid splitting

Bid specifications shall be prepared by, or at the direction of the Chief Financial Officer.

Bids shall be opened publicly before one or more witnesses at a previously designated time and place. Contracts shall be awarded to the lowest responsible bidder upon resolution of the Board unless the Board chooses to reject all the bids

- **Although, the state sets the thresholds, the District requires 3 written quotes for purchases over $5,000. The District reserves the right to request quotes for items/project under $5,000**
- **Items/Projects over $11,100 must go to Finance Committee for Review**
- **Items/Projects over $20,600 must go to School Board**
    * Thresholds may change annually by the Dept. of Labor & Industry. Each year the Department of Labor and Industry is required to publish changes to the base amounts triggering the requirement for bids and quotes for school purchases under Act 97 of 2011 (http://www.pabulletin.com/secure/data/vol46/46-50/2154.html)
    * The Department is required to adjust the thresholds in the 2011 law by the percentage in the Consumer Price Index for All Urban Consumers (CPI-U). The Changes are published in the Pennsylvania Bulletin prior to the start of the next calendar year. There are three sections of the School Code affected by the law and the annual adjustments (24 P.S. §§1-119, 7-751 and 8-807.1)

Emergency Purchases

School policy #612, states that in an event of an emergency, which exists whenever the time required for the Board to act in accordance with regular procedures would endanger life or property or threaten continuance of existing school classes, a purchase may be authorized by the Chief Financial Officer.

Any expenditures in excess of appropriation made in conformance with this policy shall be reported to the Board at the next meeting with a recommendation of funds to be transferred to the purchase.

P-Card Purchases

The District participates in a Purchase Card (P-card) Program. The P-Card works like a credit card and is a simplified and cost effective method of purchasing and remitting payment for approved expenditure. The P-Card can be used for purchases in person, by mail, telephone, fax or internet.

The P-Card is to be used in accordance with the procedures established within this manual. Before receiving a P-Card, the Chief Financial Officer and Assistant Financial Officer must approve the employee's request. The P-Card will only be issued to an employee when it is more convenient for the District to account for the type of purchases the employee is expected to make. The P-Card is not primarily for the convenience of staff is to circumvent the standard of Purchase Order process. The CFO will determine when the P-Card is a better method of purchasing items versus using the standard Purchase Order process.

The employee will receive training and procedures before receiving their P-Card and it may be revoked for misuse at any time.

Payment of Bills

1. Checks under $11,099 will be mailed as completed
2. Checks at or over $11,100 will be held until after Board meeting

Federal Uniform Grant (UGG) Purchasing

1) UGG applies to school entities receiving federal awards directly from federal agencies and awards via a pass – through agency such as the state:

   a. All purchases with federal funding will need to conform to reflect state, local and federal requirements.

2) Federal thresholds and procurement methods for goods and services consists of:
   a. Micro-purchases
      a. Not to exceed $10,000
      b. Does not require quotes or bids (Reason why no quote or bid requested)
      c. Must be distributed equitably among qualified suppliers
      d. Must be reasonable according to sound practices
   b. Small purchase
      a. Purchases from $10,000 - $250,000
      b. Competitive quotes must be obtained from an adequate number of sources (no less than 3)

   c. Sealed Bids
      a. Used for purchases greater than $250,000; includes perishable food
      b. Requires formal solicitation with at least two or more responsible bidders

c. Must be used for construction projects
d. Specifications and contracts over $250,000 must include special federal wording
e. Equipment for Food Services greater than or equal to $5,000 each require online PDE approval

d. Competitive Proposals
   a. Used for purchases greater than $250,000
   b. Requires formal solicitation with evaluation methods
   c. Fixed price or cost reimbursement
   d. Contract should be awarded to the responsive and responsible firm whose proposal is most advantageous to the program with price being one of the various factors
   e. A cost/price analysis must be performed on all purchase over $250,000 before the purchase is approved when only 1 bid is received or sol source

e. Noncompetitive (Sole Source) proposals:
   a. Appropriate only when specific criteria is met and all other procurement methods are not applicable:
      - Items available only from one source
      - After soliciting a number of sources competition is deemed inadequate
      - A public emergency does not allow for the time for the competitive proposal process
      - Expressly authorized by awarding or pass-through agency in response to a written request from a non-Federal entity

3) Additional UGG Federal regulations include the following:
   a. A cost/price analysis must be performed on all purchases over $250,000, and before the purchase is approved when only 1 bid is received or sol source
   b. Affirmative steps to include participate from minority, women and labor surplus area firms must be included in solicitations
   c. Geographical preferences are prohibited (there is an exception for food service program regulations)
   d. Specific USDA regulations concerning food service purchasing must be followed and are included below:
      a. Perishable food exception
      b. Geographical preference exception for local agricultural products
      c. Buy American commodity regulation
      d. Food Service Management Company Contract requirements
      e. Mandatory Contract clauses (see below)
   e. The following clauses must be included in all formal solicitations and contracts:
      a. Termination of Cause
      b. Equal Employment Opportunity
      c. Contract Work Hour and Safety Standards Act
      d. Davis Bacon Act

e. Rights to Inventions
f. Debarment and Suspension
g. Byrd Anti Lobbying
h. Clean Air Act
i. Simplified Acquisition Threshold Contract Breach

The following steps should be included for any procurement that is over $10,900

a) Why are you requesting service/need?

____

____

b) Cost Estimate; if over $5,000, were 3 quotes attained? If yes, please list vendors & amounts.

Under $5,000 proceed to C

c) Procurement Method; Procurement card; Purchase Order

____

d) Funds account(s) to be charged for Procurement

Check box of funds:

General Account [ ]
Food Service [ ]
Special Activity [ ]
Capital Reserve [ ]

Account Name ____

e) Selection of winning proposal

Was the lowest prices selected? If applicable, please explain why this vendor was chosen

____

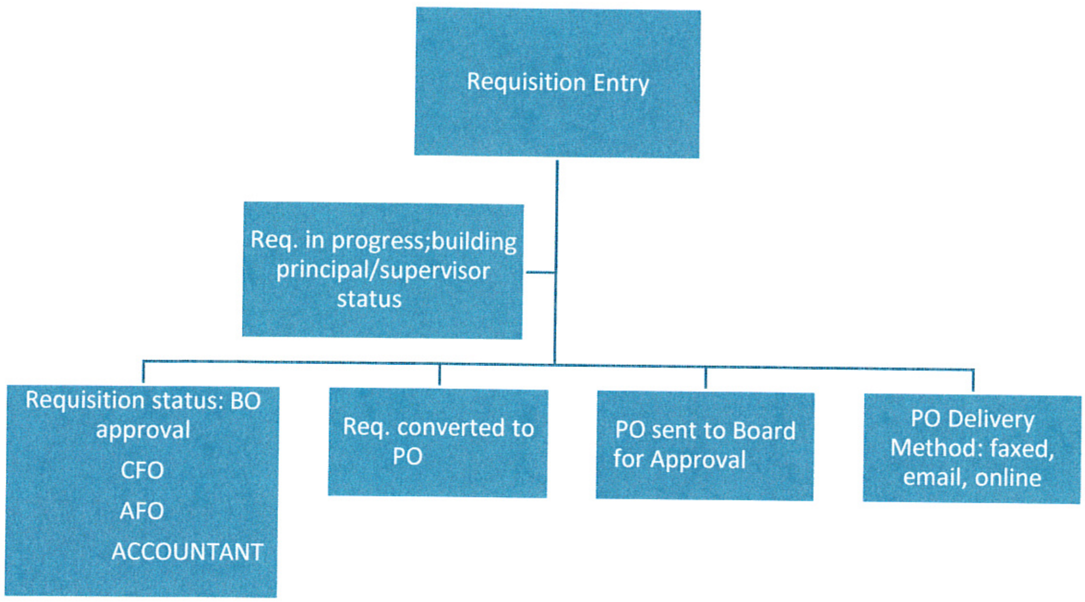
If a Request for Proposal was prepared, how many proposers responded? __________

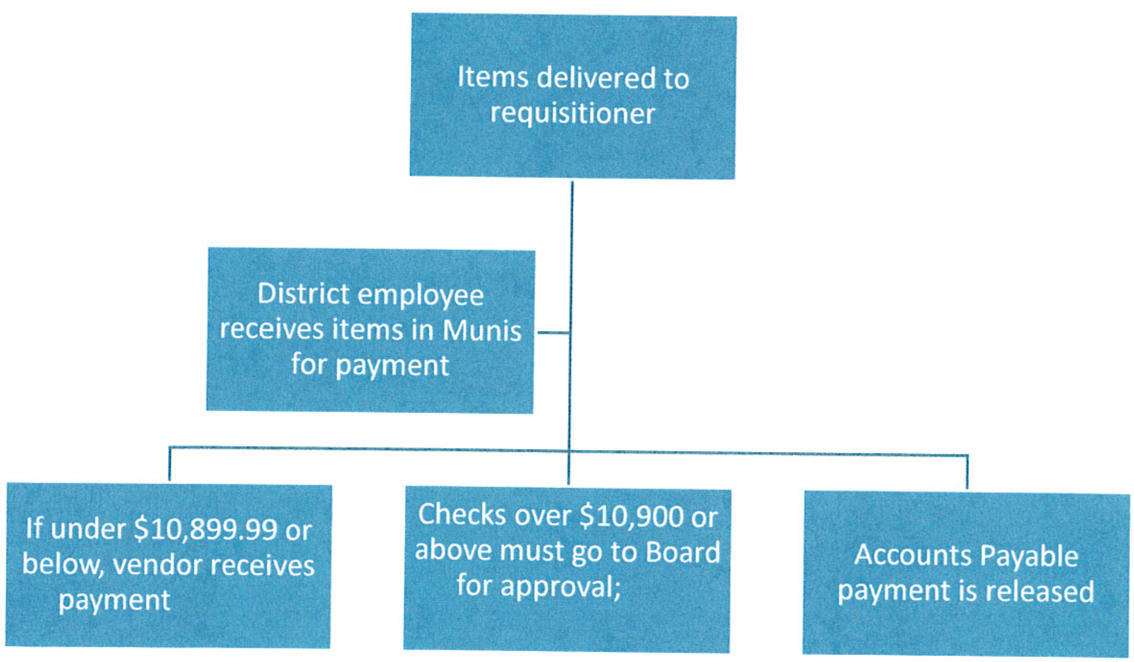
Procurement Procedures

- Receives requisition; if
- Are the items available from current inventory?
  If yes-transfer item(s) from existing inventory to requisitioned and record in material management system
- If no – does the order or project exceed $20,100? –
- If no, does the order or project exceed $5,000? -Requires 3 written/telephonic quotations
- If no –Procure item(s) from the vendor with the lowest responsible price.
- If yes- are the items available from an existing, approved Cooperative Purchasing Agreement?
- If not, has the procurement been bid in accordance with Pol. 610?
- If not, subject to Bid (See Pol. 610). Bid taken to Finance Committee; board approval; create/open bid; award bid ; take to FC for approval; board approved- **create requisition**
- If yes, procure items from the vendor with the lowest, responsible price –items decided; need to be entered in Munis by Requisition ; invoice is sent to AP- when invoice is received by AP, payment to vendor will be processed

- District employee enters a requisition into Munis; ensures there are funds in account prior to starting process
- The following info gets entered by the employee:
  a. Department/Location
  b. Fiscal year
  c. Requisition number is created by Munis
  d. General description
  e. Vendor number
  f. Ship to
  g. Quantity, full description, unit price, general account
  h. Release requisition
- Requisition goes to approver level by department chair/building principal/Administrator, Business Office, requisition conversion to Purchase Order
- Purchase order delivery method; email, fax, order online by Business Office Administrative Assistant
- Any problems with order gets directed to Business Office
- Employee receives items
- Accounts Payable cuts check for payment

Requisition Life Cycle





VI. Recommendations by the Property & Facilities Committee

a. J. T. Lambert Stage Replacement Invoice – Division 09 - $36,400.00

CUSTOMER INVOICE

Attachment VI.D.1.

Division 09 Contract Flooring

Division 09 Contract Flooring
3731 Pricetown Road
Fleetwood, PA 19522
(610)944-3051

Invoice # 190345-4162
Invoice Date:9/4/19

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

JTL

RE: Intermediate School Stage

Description of work completed	
Replacement of stage as per scope of work.	Completed 1st week of August.

$36,400.00

NET 30

Thank you for your order!

VI. Recommendations by the Property & Facilities Committee

b. Baseball Batting Cage Proposal – JGB Sports Batting Cages - $26,585.07

ATTACHMENT VI. E. 1

JGB Sports, LLC

Estimate

169 Barbara Place
Middlesex, NJ 08846

Date	Estimate #
7/11/2019	6645

Phone #	732-469-3253	Fax #	732-271-0149
E-mail	syip@jgbsports.com	Cell Phone	908-720-9225

Name / Address

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

Customer Phone	Customer Fax
570-424-8500	

Ship To

East Stroudsburg High School South
279 North Courtland Street
East Stroudsburg, PA 18301

Terms	Due Date	Rep	FOB
PO N30	3/1/2019	SY	

Item	Description	Qty	Cost	Total
SPUBBA	BBC-700B: Ceiling Suspend Retract Cage - Custom size per site check. Size: 60'L x 14' W x 12'H	2	6,729.00	13,458.00T
SPUBBA	Custom Attachment kit per site check and custom by MJS	2	1,845.00	3,690.00T
Freight	Freight, Customer unload, freight may vary due to surcharges. Ship to address change on delivery date will incur additional cost. Does Not Include Inside Delivery or Lift Gate Delivery	1	837.07	837.07
JMATLAB	Custom installation: Complete installation Final electric by customer. Site check conducted by MJS on 2/4/2019. 19LV037.2	1	8,600.00	8,600.00T
	Sales Tax - Exempt		0.00%	0.00

Quote is effective 30 days from date.

Total $26,585.07

Customer Signature: ______________________

VI. Recommendations by the Property & Facilities Committee

c. Payment of D'Huy Engineering Invoices i. – vii.

ATTACHMENT VI. F. 1

INVOICE

No. 49976
08/31/2019

DEI D'HUY Engineering, Inc.
One East Broad Street, Suite 310 Bethlehem, PA 18018
Phone: 610.865.3000 Fax: 610.861.0181

East Stroudsburg Area School District
50 Vine Street
East Stroudsburg, PA 18301
Mr. Tom McIntyre

High School North Roof Replacement

287010

For Services Rendered From July 27, 2019 To August 30, 2019

DEI Fee = 7% of Construction Cost $7,008,635 = $490,604

01 - High School North / Lehman I.S. Roof Investigation

Contract Amount	Previously Billed	% Complete	Invoice Amount
$12,900.00	$12,900.00	100.00	$0.00

02 - Design, Bidding & Construction Phase Services

Contract Amount	Previously Billed	% Complete	Invoice Amount
$490,604.00	$162,934.00	38.31	$25,000.20

INVOICE TOTAL $25,000.20

ATTACHMENT VI.F.2

D'HUY Engineering, Inc.
One East Broad Street, Suite 310 Bethlehem, PA 18018
Phone: 610.865.3000 Fax: 610.861.0181

INVOICE

No. 49980

08/31/2019

East Stroudsburg Area School District

60 Vine Street

East Stroudsburg, PA 18301

Mr. Tom McIntyre

Trane Controls Oversight

287013

For Services Rendered From July 27, 2019 To August 30, 2019

00 - Basic Services

Contract Amount	Previously Billed	% Complete	Invoice Amount
$26,255.00	$17,065.75	80.00	$3,938.25

INVOICE TOTAL **$3,938.25**

ATTACHMENT VI, F. 3.

D'HUY Engineering, Inc.
One East Broad Street, Suite 310 Bethlehem, PA 18018
Phone: 610.865.3000 Fax: 610.861.0181

INVOICE

No. 49977
08/31/2019

East Stroudsburg Area School District
60 Vine Street
East Stroudsburg, PA 18301
Mr. Tom McIntyre

High School North Roof Replacement - Forensic Investigation

287010.1

For Services Rendered From July 27, 2019 To August 30, 2019

01 - Basic Services

Contract Amount	Previously Billed	% Complete	Invoice Amount
$12,600.00	$1,200.01	22.04	$1,577.48

02 - Contingency Fee

Contract Amount	Previously Billed	% Complete	Invoice Amount
$10,000.00	$0.00	0.00	$0.00

INVOICE TOTAL **$1,577.48**

ATTACHMENT VI. F. 4

DEI D'HUY Engineering, Inc.
One East Broad Street, Suite 310 Bethlehem, PA 18018
Phone: 610.865.3000 Fax: 610.861.0131

INVOICE

No. 49976
08/31/2019

East Stroudsburg Area School District
50 Vine Street
East Stroudsburg, PA 18301
Mr. Tom McIntyre

Resica Elementary School Roof Replacement
287011
For Services Rendered From July 27, 2019 To August 30, 2019

DEI Fee = 7% of Construction Cost $667,715 = $46,740.05

00 - Basic Services

Contract Amount	Previously Billed	% Complete	Invoice Amount
$46,740.05	$30,381.03	75.00	$4,674.01

INVOICE TOTAL **$4,674.01**

ATTACHMENT VI. F.5

DEI D'HUY Engineering, Inc.
One East Broad Street, Suite 310 Bethlehem, PA 18018
Phone: 610.865.3000 Fax: 610.861.0161

INVOICE

No. 49979
08/31/2019

East Stroudsburg Area School District
50 Vine Street
East Stroudsburg, PA 18301
Mr. Tom McIntyre

North Campus Surveillance Cameras
287012
For Services Rendered From July 27, 2019 To August 30, 2019
DEI Fee = 7% of Construction Cost $342,736 = $23,991.52

00 - Basic Services

Contract Amount	Previously Billed	% Complete	Invoice Amount
$23,991.52	$23,031.86	98.00	$479.83

INVOICE TOTAL $479.83

Prior Billing Information

Invoice		0 - 30	31 - 60	61-90	Over 90	Balance
49781	7/31/2019	$463.88	$0.00	$0.00	$0.00	$463.88
Total Prior Billing		**$463.88**	**$0.00**	**$0.00**	**$0.00**	**$463.88**

ATTACHMENT VI. F.6

D'HUY Engineering, Inc.

One East Broad Street, Suite 310 Bethlehem, PA 18018
Phone: 610.865.3000 Fax: 610.861.0181

INVOICE

No. 49982
08/31/2019

East Stroudsburg Area School District
50 Vine Street
East Stroudsburg, PA 18301
Mr. Tom McIntyre

High School South Cameras
287015
For Services Rendered From July 27, 2019 To August 30, 2019
DEI Fee = $21,280 (7% of Construction Cost $304,000)

00-Basic Services

Contract Amount	Previously Billed	% Complete	Invoice Amount
$21,280.00	$14,796.01	75.00	$1,163.99

INVOICE TOTAL $1,163.99

ATTACHMENT V1, F.7

INVOICE

No. 49981

08/31/2019

D'HUY Engineering, Inc.
One East Broad Street, Suite 310 Bethlehem, PA 18018
Phone: 610.865.3000 Fax: 610.861.0181

East Stroudsburg Area School District

50 Vine Street

East Stroudsburg, PA 18301

Mr. Tom McIntyre

High School North & Lehman I.S. Water Heater Replacement

287014

For Services Rendered From July 27, 2019 To August 30, 2019

DEI Fee = $22,525 ($2,500 + 7.5% of Construction Cost $267,000)

00 - Basic Services

Contract Amount	Previously Billed	% Complete	Invoice Amount
$22,525.00	$20,966.25	95.57	$559.99

INVOICE TOTAL **$559.99**

VI. Recommendations by the Property & Facilities Committee

d. Northeast Masonry Application #2 for J. M. Hill Sidewalk Replacement - $6,608.50

Attachment VI. G. I

PAYMENT APPLICATION

TO: East Stroudsburg Area School District
50 Vine Street
East Stroudsburg, PA 18301

FROM: Northeast Masonryn Brick & Block
316 Warner Road
Tannersville, PA 18372

FOR: J M Hill Elementary School

PROJECT NAME AND LOCATION: J M Hill Elementary
Replace sidewalks, curbing and steps
50 Vine Street
East Stroudsburg, PA 18301

ARCHITECT: D'Huy Engineering, Inc.
1 East Broad Street - Suite 310
Bethlehem, PA 18018

APPLICATION #: 2
PERIOD THRU: 08/02/2019
PROJECT #s: 237009
DATE OF CONTRACT: 07/17/2018

Distribution to:
☐ OWNER
☐ ARCHITECT
☒ CONTRACTOR
☐
☐

CONTRACTOR'S SUMMARY OF WORK

Application is made for payment as shown below.
Continuation Page is attached.

1. CONTRACT AMOUNT — $54,173.00
2. SUM OF ALL CHANGE ORDERS — $0.00
3. CURRENT CONTRACT AMOUNT (Line 1 +/- 2) — $54,173.00
4. TOTAL COMPLETED AND STORED (Column G on Continuation Page) — $54,173.00
5. RETAINAGE:
   a. 10.00% of Completed Work (Columns D + E on Continuation Page) — $5,417.00
   b. 0.00% of Material Stored (Column F on Continuation Page) — $0.00
   Total Retainage (Line 5a + 5b or Column I on Continuation Page) — $5,417.00
6. TOTAL COMPLETED AND STORED LESS RETAINAGE (Line 4 minus Line 5 Total) — $48,756.00
7. LESS PREVIOUS PAYMENT APPLICATIONS — $42,147.50
8. PAYMENT DUE — $6,608.50
9. BALANCE TO COMPLETION (Line 3 minus Line 6) — $5,417.00

SUMMARY OF CHANGE ORDERS	ADDITIONS	DEDUCTIONS
Total changes approved in previous months	$0.00	$0.00
Total approved this month	$0.00	$0.00
TOTALS	$0.00	$0.00
NET CHANGES	$0.00	

Contractor's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) the Work has been performed as required in the Contract Documents, (2) all sums previously paid to Contractor under the Contract have been used to pay Contractor's costs for labor, materials and other obligations under the Contract for Work previously paid for, and (3) Contractor is legally entitled to this payment.

CONTRACTOR: Northeast Masonryn Brick & Block

By: [signature] Date: 08/02/2019

Gene Belanger - Project Manager

State of: Pennsylvania

County of: Monroe

Subscribed and sworn to before Colette M. Belanger

me this 2nd day of August

Notary Public: [signature]

My Commission Expires: June 16

Commonwealth of Pennsylvania - Notary Seal
Colette M. Belanger, Notary Public
Monroe County
My commission expires June 16, 2022
Commission number 1009475
Member, Pennsylvania Association of Notaries

ARCHITECT'S CERTIFICATION

Architect's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) Architect has inspected the Work represented by this Application, (2) such Work has been completed to the extent indicated in this Application, and the quality of workmanship and materials conforms with the Contract Documents, (3) this Application for Payment accurately states the amount of Work completed and payment due therefor, and (4) Architect knows of no reason why payment should not be made.

CERTIFIED AMOUNT: $6,608.50

(If the certified amount is different from the payment due, you should attach an explanation. Initial all the figures that are changed to match the certified amount.)

ARCHITECT: Josh Grice

By: [signature] Date: 9/26/19

Neither this Application nor payment applied for herein is assignable or negotiable. Payment shall be made only to Contractor, and is without prejudice to any rights of Owner or Contractor under the Contract Documents or otherwise.

CONTINUATION PAGE

PROJECT: J M Hill Elementary
Replace sidewalks, curbing and steps

APPLICATION #: 2
DATE OF APPLICATION: 08/02/2019
PERIOD THRU: 08/02/2019
PROJECT #s: 287009

Payment Application containing Contractor's signature is attached.

A	B	C	D	E	F	G		H	I
ITEM #	WORK DESCRIPTION	SCHEDULED AMOUNT	COMPLETED WORK		STORED MATERIALS (NOT IN D OR E)	TOTAL COMPLETED AND STORED (D + E + F)	% COMP. (G / C)	BALANCE TO COMPLETION (C-G)	RETAINAGE (If Variable)
			AMOUNT PREVIOUS PERIODS	AMOUNT THIS PERIOD					
1	Sidewalks, curbing, stair set, and railing	$45,923.00	$45,923.00	$0.00	$0.00	$45,923.00	100%	$0.00	
2	Quality Allowance includes additonal 75 SF of sidewalk	$8,250.00	$907.50	$7,342.50	$0.00	$8,250.00	100%	$0.00	
	TOTALS	$54,173.00	$46,830.50	$7,342.50	$0.00	$54,173.00	100%	$0.00	

VI. Recommendations by the Property & Facilities Committee

e. Northeast Masonry Application #3 for J. M. Hill Sidewalk Replacement - $5,417.00

ATTACHMENT VI . G . 2

PAYMENT APPLICATION

TO: East Stroudsburg Area School District
50 Vine Street
East Stroudsburg, PA 18301

FROM: Northeast Masonryn Brick & Block
316 Warner Road
Tannersville, PA 18372

FOR: J M Hill Elementary School

PROJECT NAME AND LOCATION: J M Hill Elementary
Replace sidewalks, curbing and steps
50 Vine Street
East Stroudsburg, PA 18301

ARCHITECT: D'Huy Engineering, Inc.
1 East Broad Street - Suite 310
Bethlehem, PA 18018

APPLICATION #: 3 Final
PERIOD THRU: 08/02/2019
PROJECT #s: 287009
DATE OF CONTRACT: 07/17/2018

Distribution to:
☐ OWNER
☐ ARCHITECT
☒ CONTRACTOR
☐
☐

CONTRACTOR'S SUMMARY OF WORK

Application is made for payment as shown below.
Continuation Page is attached.

1. CONTRACT AMOUNT — $54,173.00
2. SUM OF ALL CHANGE ORDERS — $0.00
3. CURRENT CONTRACT AMOUNT (Line 1 +/- 2) — $54,173.00
4. TOTAL COMPLETED AND STORED (Column G on Continuation Page) — $54,173.00
5. RETAINAGE:
   a. 0.00% of Completed Work (Columns D + E on Continuation Page) — $0.00
   b. 0.00% of Material Stored (Column F on Continuation Page) — $0.00
   Total Retainage (Line 5a + 5b or Column I on Continuation Page) — $0.00
6. TOTAL COMPLETED AND STORED LESS RETAINAGE (Line 4 minus Line 5 Total) — $54,173.00
7. LESS PREVIOUS PAYMENT APPLICATIONS — $48,756.00
8. PAYMENT DUE — $5,417.00
9. BALANCE TO COMPLETION (Line 3 minus Line 6) — $0.00

SUMMARY OF CHANGE ORDERS	ADDITIONS	DEDUCTIONS
Total changes approved in previous months	$0.00	$0.00
Total approved this month	$0.00	$0.00
TOTALS	$0.00	$0.00
NET CHANGES	$0.00	

Contractor's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) the Work has been performed as required in the Contract Documents, (2) all sums previously paid to Contractor under the Contract have been used to pay Contractor's costs for labor, materials and other obligations under the Contract for Work previously paid for, and (3) Contractor is legally entitled to this payment.

CONTRACTOR: Northeast Masonryn Brick & Block

By: [signature] Date: 08/02/2019

Gene Belanger - Project Manager

State of: Pennsylvania
County of: Monroe
Subscribed and sworn to before me this 2nd day of A[illegible] Colette M. Belanger

Notary Public: [signature]
My Commission Expires: June 16 [illegible]

Commonwealth of Pennsylvania - Notary Seal
Colette M. Belanger, Notary Public
Monroe County
My commission expires June 16, 2022
Commission number 1009475
Member, Pennsylvania Association of Notaries

ARCHITECT'S CERTIFICATION

Architect's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) Architect has inspected the Work represented by this Application, (2) such Work has been completed to the extent indicated in this Application, and the quality of workmanship and materials conforms with the Contract Documents, (3) this Application for Payment accurately states the amount of Work completed and payment due therefor, and (4) Architect knows of no reason why payment should not be made.

CERTIFIED AMOUNT: $5,417.00

(If the certified amount is different from the payment due, you should attach an explanation. Initial all the figures that are changed to match the certified amount.)

ARCHITECT: Josh Grice

By: [signature] Date: 9/26/19

Neither this Application nor payment applied for herein is assignable or negotiable. Payment shall be made only to Contractor, and is without prejudice to any rights of Owner or Contractor under the Contract Documents or otherwise.

CONTINUATION PAGE

PROJECT: J M Hill Elementary
Replace sidewalks, curbing and steps

APPLICATION #: 3 Final
DATE OF APPLICATION: 08/02/2019
PERIOD THRU: 08/02/2019
PROJECT #s: 287009

Payment Application containing Contractor's signature is attached.

A	B	C	D	E	F	G		H	I
ITEM #	WORK DESCRIPTION	SCHEDULED AMOUNT	COMPLETED WORK		STORED MATERIALS (NOT IN D OR E)	TOTAL COMPLETED AND STORED (D + E + F)	% COMP. (G / C)	BALANCE TO COMPLETION (C-G)	RETAINAGE (If Variable)
			AMOUNT PREVIOUS PERIODS	AMOUNT THIS PERIOD					
1	Sidewalks, curbing, stair set, and railing	$45,923.00	$45,923.00	$0.00	$0.00	$45,923.00	100%	$0.00	
2	Quality Allowance includes additonal 75 SF of sidewalk	$8,250.00	$8,250.00	$0.00	$0.00	$8,250.00	100%	$0.00	
	TOTALS	$54,173.00	$54,173.00	$0.00	$0.00	$54,173.00	100%	$0.00	

VI. Recommendations by the Property & Facilities Committee

f. Guyette Communications Application #6 for North Campus Surveillance Camera Installation - $82,605.40

Attachment VI.6.3

APPLICATION AND CERTIFICATION FOR PAYMENT

Produced by Document G702

To (Owner):
East Stroudsburg Area School District
50 Vine Street, East Stroudsburg, PA 18301

From (Contractor)
Guyette Communications Industries
90 Narrows Road, Plymouth, PA 18651

Contract For: General Construction Services / Design Build

Project: 6
North Campus Camera Installation

Via Architect:
D'Huy Engineering, Inc

Start date: 04/18/2019
Architect:
Project No. 287012
Contract Date:

Distribution to:
Owner:
8/20/2019 Architect:
Contractor:

Contractor's Application for Payment

Change Order Summary

C.O. Authorized	Date Approved	Description	Additions
Authorization 1	Date Approved		$0.00
Authorization 2	Date Approved		$0.00
Authorization 3	Date Approved		$0.00
Authorization 4	Date Approved		$0.00
Authorization 5	Date Approved		$0.00
Authorization 6	Date Approved		$0.00
Authorization 7	Date Approved		$0.00
Authorization 8	Date Approved		$0.00
Totals			$0.00
Net change by Change Orders		Total Change Order amount ==>>	$0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge information and the belief he Work cvered by this application for Payment has been complete in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous certificates for Payment were issued and payments recieived from the Owner, that current payment shown herein is now due.

Contractor:

Guyette Communications Industries

By: Mary Beth Guyette Date: 9/24/19

9/26/19 Recommended for Payment
Joshua Grier Josh Grier
D'Huy Engineering, Inc.

Application is made for Payment, as shown below, in connection with the Contract Continuation sheet AIA Document G703 is attached.

1. Original Contract Sum			$342,736.00
2. Net Change by Change orders			$0.00
3. Contract Sum to date			$342,736.00
4. Total Complete & Stored to date			$342,736.00
Column G on G703			
5. Retainage:			
0%	$342,736.00	$0.00	
10 % of completed work (Column D&E on G703)			
b 10 %	$0.00	$0.00	
10 % Of Stored Material (Column F on G703)			
Total Retainage (line 5a + 5b or Total in Column I of G703)		$0.00	
6. Total Earned Less Retainage (Line 4 less Line 5 total)			$342,736.00
7. Less Previous Certificates for Payments (line 6 from Prior Certificate)			$260,130.60
8. Current Payment Due			$82,605.40
9. Balance to Finish, Plus Retainage (Line 3 less Line 6)			$0.00

State of PA County of
Subscribed and sworn to before me this 24 Day of September, 2019.
Notary Public: Danielle Bekanich
My Commission expires:

COMMONWEALTH OF PENNSYLVANIA
NOTARIAL SEAL
Danielle Bekanich, Notary Public
Dallas Boro, Luzerne County
My Commission Expires May 20, 2020
MEMBER, PENNSYLVANIA ASSOCIATION OF NOTARIES

CONTINUATION SHEET

Document G703

Document G702 APPLICATION AND CERTIFICATION FOR PAYMENT, containing,
Contractor's Signed, Certification is attached
In Tabulations below, amounts are stated to the nearest dollar.
Use Column 1 on Contracts where variable retainage for line items may apply

APPLICATION NUMBER: 6
APPLICATION DATE: September 20, 2019
PERIOD TO: September 20, 2019
ARCHITECT'S PROJECT NO: 287012

A	B	C	D	E	F	G		H	I
Line No.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK FROM PREVIOUS APPLICATION (D+E)	COMPLETED THIS PERIOD	MATERIAL PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F+)	PERCENT (G / C)	BALANCE TO FINISH (C-G)	Retainer amounts
1	Bonds and Submittals	$6,500.00	$6,500.00	$0.00	$0.00	$6,500.00	100.00%	$0.00	$0.00
2	Delivery of Cat6A cable	$49,600.00	$49,600.00	$0.00	$0.00	$49,600.00	100.00%	$0.00	$0.00
3	Run cable at Bushkill (46 cameras)	$17,510.00	$17,510.00	$0.00	$0.00	$17,510.00	100.00%	$0.00	$0.00
4	Install sleeve, patch panel, jacks, test, camera, aim	$7,008.00	$7,008.00	$0.00	$0.00	$7,008.00	100.00%	$0.00	$0.00
5	Run cable at High School (152 cameras)	$57,760.00	$57,760.00	$0.00	$0.00	$57,760.00	100.00%	$0.00	$0.00
6	Install sleeve, patch panel, jacks, test, camera, aim	$23,256.00	$23,256.00	$0.00	$0.00	$23,256.00	100.00%	$0.00	$0.00
7	Run cable at Lehman (130 cameras)	$49,400.00	$49,400.00	$0.00	$0.00	$49,400.00	100.00%	$0.00	$0.00
8	Install sleeve, patch panel, jacks, test, camera, aim	$19,890.00	$19,890.00	$0.00	$0.00	$19,890.00	100.00%	$0.00	$0.00
9	Run cable at Bus Garage and Services	$6,460.00	$6,460.00	$0.00	$0.00	$6,460.00	100.00%	$0.00	$0.00
10	Install sleeve, patch panel, jacks, test, camera, aim	$2,601.00	$2,601.00	$0.00	$0.00	$2,601.00	100.00%	$0.00	$0.00
11	Remove old cameras	$16,800.00	$16,800.00	$0.00	$0.00	$16,800.00	100.00%	$0.00	$0.00
12	Excavation, Dual 4" conduits and Quasite boxes	$23,806.00	$23,806.00	$0.00	$0.00	$23,806.00	100.00%	$0.00	$0.00
13	Fiber, Install, Term and Test	$5,900.00	$5,900.00	$0.00	$0.00	$5,900.00	100.00%	$0.00	$0.00
14	Q Allowance #1 100 each Unit Price 1 Cable install	$11,400.00	$0.00	$11,400.00	$0.00	$11,400.00	100.00%	$0.00	$0.00
15	Q Allowance #2 25 each Unit Price 2 Camera install	$13,325.00	$1,599.00	$11,726.00	$0.00	$13,325.00	100.00%	$0.00	$0.00
16	Q Allowance #3 240 hours Unit Price 3 Journeyman labor	$28,320.00	$944.00	$27,376.00	$0.00	$28,320.00	100.00%	$0.00	$0.00
17	Closeout	$3,200.00	$3,200.00	$0.00	$0.00	$3,200.00	100.00%	$0.00	$0.00
18									
19									
	Additional items	$0.00	$0.00	$0.00	$0.00	$0.00		$0.00	$0.00
	Total Original Contract sum	$342,736.00	$292,234.00	$50,502.00	$0.00	$342,736.00	100.00%	$0.00	$0.00
	Add-ons	$0.00	$0.00	$0.00	$0.00	$0.00		$0.00	$0.00
	Change order amount total	$0.00	$0.00	$0.00	$0.00	$0.00		$0.00	$0.00
	Grand Totals	$342,736.00	$292,234.00	$50,502.00	$0.00	$342,736.00	100.00%	$0.00	$0.00
	Current Payment request minus retainer amount					$50,502.00	Minus Retainer =	$0.00	
	Total of original contract and change orders	$342,736.00		Current Payment request and previous certificate amount		$0.00	0.00%	$342,736.00	

VI. Recommendations by the Property & Facilities Committee

g. CRCS Inc. Application #2 for South Campus Surveillance Camera Installation - $66,365.35

ATTACHMENT VI. G. 4

Contractor's Application for Payment

Owner:	East Stroudsburg Area School District	**Owner's Project No.:**	
Engineer:	D'Huy Engineering, Inc.	**Engineer's Project No.:**	28715
Contractor:	CRCS, Inc.	**Contractor's Project No.:**	N/A
Project:	High School South Surveillance Camera Installation		
Contract:	N/A		

Application No.: 2 **Application Date:** 9/24/2019

Application Period: From 8/29/2019 to 9/24/2019

1. Original Contract Price	$	303,182.32
2. Net change by Change Orders	$	-
3. Current Contract Price (Line 1 + Line 2)	$	303,182.32
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	$	260,618.00
5. Retainage		
a. 5% X $ 260,618.00 Work Completed	$	13,030.90
b. ____ X $ - Stored Materials	$	-
c. Total Retainage (Line 5.a + Line 5.b)	$	13,030.90
6. Amount eligible to date (Line 4 - Line 5.c)	$	247,587.10
7. Less previous payments (Line 6 from prior application)	$	181,221.75
8. Amount due this application	$	66,365.35
9. Balance to finish, including retainage (Line 3 - Line 4)	$	42,564.32

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: CRCS, Inc.

Signature: **Date:** 9/24/2019

Recommended by Engineer		**Approved by Owner**	
By:	Joshua [illegible]	**By:**	
Title:	Sr. Proj. Mgr.	**Title:**	
Date:	9/26/19	**Date:**	
Approved by Funding Agency			
By:		**By:**	
Title:		**Title:**	
Date:		**Date:**	

Progress Estimate - Unit Price Work **Contractor's Application for Payment**

Owner:	East Stroudsburg Area School District	Owner's Project No.:	
Engineer:	D'Huy Engineering, Inc.	Engineer's Project No.:	28715
Contractor:	CRCS, Inc.	Contractor's Project No.:	N/A
Project:	High School South Surveillance Camera Installation		
Contract:	N/A		

Application No.: 2 Application Period: From 08/29/19 to 09/24/19 Application Date: 09/24/19

A	B	C	D	E	F	G	H	I	J	K	L
		Contract Information				Work Completed					
Bid Item No.	Description	Item Quantity	Units	Unit Price ($)	Value of Bid Item (C X E) ($)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) ($)	Materials Currently Stored (not in G) ($)	Work Completed and Materials Stored to Date (H + I) ($)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) ($)
				Original Contract							
					-		-		-		-
Base Bid Cabling	Installation and Testing of CAT6A drops	278.00		741.69	206,189.82	278.00	206,189.82		206,189.82	100%	-
Base Bid Camera Install	Installation of Customer supplied Cameras	278.00		116.64	32,425.92	278.00	32,425.92		32,425.92	100%	-
Base Bid Removals	Removal of Existing Cameras	80.00		116.64	9,331.20	68.00	7,931.52		7,931.52	85%	1,399.68
Base Bid Misc.	Misc. to equal Base Bid Contract Amount	1.00		1.23	1.23	1.00	1.23		1.23	100%	-
Quality Allowance 1	50-ft. increments at Unit Price 1	100.00		159.80	15,980.00		-		-	0%	15,980.00
Quality Allowance 2	Units at Unit Price 2	22.00		621.59	13,674.98		-		-	0%	13,674.98
Quality Allowance 2	Installed CAT6A Cable and Camera from Stadium Storage IDF to Concession Area. Installed CAT6A Cable and Camera from IDF C154 to Security Office. Installed CAT6A Cable and Camera	3.00		621.59	1,864.77	3.00	1,864.77		1,864.77	100%	-
					-		-		-		-
					-		-		-		-
Quality Allowance 3	240 Hours at Unit Price 3				-		-		-		-
Quality Allowance 3	Stadium Fiber Project: Run (1) 6-Strand fiber from Electrical Room to new Press Box IDF. Run (1) 6-Strand Fiber from Electrical room to new Storage Room IDF. Supply Fiber Patch	1.00		12,204.74	12,204.74	1.00	12,204.74		12,204.74	100%	-
Quality Allowance 3	Misc. to equal Quality Allowance 3 Contract Amount	1.00		11,509.66	11,509.66		-		-	0%	11,509.66
					-		-		-		-
					-		-		-		-
					-		-		-		-
					-		-		-		-
					-		-		-		-
					-		-		-		-
					-		-		-		-
			Original Contract Totals	$	303,182.32		$ 260,618.00	$ -	$ 260,618.00	86%	$ 42,564.32

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	East Stroudsburg Area School District	Owner's Project No.:	
Engineer:	D'Huy Engineering, Inc.	Engineer's Project No.:	28715
Contractor:	CRCS, Inc.	Contractor's Project No.:	N/A
Project:	High School South Surveillance Camera Installation		
Contract:	N/A		

Application No.: 2 Application Period: From 08/29/19 to 09/24/19 Application Date: 09/24/19

A	B	C	D	E	F	G	H	I	J	K	L
		Contract Information				Work Completed					
Bid Item No.	Description	Item Quantity	Units	Unit Price ($)	Value of Bid Item (C X E) ($)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) ($)	Materials Currently Stored (not in G) ($)	Work Completed and Materials Stored to Date (H + I) ($)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) ($)
Change Orders											
					-		-		-		-
					-		-		-		-
					-		-		-		-
					-		-		-		-
					-		-		-		-
					-		-		-		-
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					-		-		-		-
					-		-		-		-
					-		-		-		-
					-		-		-		-
				Change Order Totals	$ -		$ -	$ -	$ -		$ -
Original Contract and Change Orders											
				Project Totals	$ 303,182.32		$ 260,618.00	$ -	$ 260,618.00	86%	$ 42,564.32

VI. Recommendations by the Property & Facilities Committee

h. Jottan Inc. Application #4 for H.S. North Roof Replacement - $430,171.08

Attachment VI. 6. 5

Contractor's Application For Payment No. 4

	Application Period: 09/30/2019	Application Date: 09/23/19
To (Owner): East Stroudsburg Area SD	From (Contractor): Jottan, Inc.	Via (Engineer) D'Huy Engineering Inc.
Project: 119020 North HS and Lehman Intermediate	Contract:	
Owner's Contract No.:	Contractor's Project No.:	Engineer's Project No.:

APPLICATION FOR PAYMENT

Change Order Summary

Approved Change Orders		
Number	Additions	Deductions
TOTALS		
NET CHANGE BY CHANGE ORDERS		

1. ORIGINAL CONTRACT PRICE .... $ 7,008,635.00
2. Net change by Change Orders .... $ 0.00
3. CURRENT CONTRACT PRICE (Line 1 ± 2) .... $ 7,008,635.00
4. TOTAL COMPLETED AND STORED TO DATE (Column F on Progress Estimate) .... $ 3,873,203.00
5. RETAINAGE:
   a. 10 % x $______ Work Completed .... $ 368,876.02
   b. ____ % x $______ Stored Material .... $ 0.00
   c. Total Retainage (Line 5a + Line 5b) .... $ 368,876.02
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c) .... $ 3,504,326.98
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application) .... $ 3,074,155.90
8. AMOUNT DUE THIS APPLICATION .... $ 430,171.08
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G on Progress Estimate + Line 5 above) .... $ 3,504,308.02

CONTRACTOR'S CERTIFICATION

The undersigned Contractor certifies that: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

By: Date: 9/23/19

Payment of: $ 430,171.08
(Line 8 or other - attach explanation of other amount)

is recommended by: (Engineer) 9/26/19 (Date)

Payment of: $
(Line 8 or other - attach explanation of other amount)

is approved by: (Owner) (Date)

Approved by: Funding Agency (if applicable) (Date)

CAROLINE SMITH
Commission # 2472632
Notary Public, State of New Jersey
My Commission Expires

AIA® Document G703™ – 1992

To:
East Stroudsburg Area SD
50 Vine Street
East Stroudsburg, PA 18301

From Contractor:
Jottan, Inc.
PO Box 166
Florence, NJ 08518

Continuation Sheet

AIA Document G702™–1992, Application and Certificate for Payment, or G732™–2009, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.
In tabulations below, amounts are in US dollars.
Use Column I on Contracts where variable retainage for line items may apply.

Project:
119010
INVOICE 119010-004
North HS and Lehman Intermediate
Dingmans Ferry, PA 18328

APPLICATION NO: 4
APPLICATION DATE: 9/23/2019
PERIOD TO: 9/30/2019
ARCHITECT'S PROJECT NO:

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED: FROM PREVIOUS APPLICATION *(D + E)*	WORK COMPLETED: THIS PERIOD	MATERIALS PRESENTLY STORED *(Not in D or E)*	TOTAL COMPLETED AND STORED TO DATE *(D+E+F)*	% *(G ÷ C)*	BALANCE TO FINISH *(C – G)*	RETAINAGE *(If variable rate)*
1	BONDS	82,000.00	82,000.00	0.00	0.00	82,000.00	100	0.00	8,200.00
2	PHASE I	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00
3	MOBILIZATION	50,000.00	50,000.00	0.00	0.00	50,000.00	100	0.00	5,000.00
4	EQUIPMENT	110,000.00	110,000.00	0.00	0.00	110,000.00	100	0.00	11,000.00
5	ROOF VACUUM	36,000.00	36,000.00	0.00	0.00	36,000.00	100	0.00	3,600.00
6	ROOF DEMO	160,000.00	128,000.00	32,000.00	0.00	160,000.00	100	0.00	16,000.00
7	ROOFING - MATERIALS	2,219,105.00	2,219,105.00	0.00	0.00	2,219,105.00	100	0.00	110,944.30
8	ROOFING - LABOR	517,000.00	413,600.00	51,700.00	0.00	465,300.00	90	51,700.00	46,530.00
9	SHEET METAL- MATERIALS	551,640.00	0.00	441,312.00	0.00	441,312.00	80	110,328.00	136,653.12
10	SHEET METAL - LABOR	129,000.00	0.00	0.00	0.00	0.00	0	129,000.00	0.00
11	MASONRY - THRU WALL	225,540.00	157,878.00	45,108.00	0.00	202,986.00	90	22,554.00	20,298.60
12	PLUMBING- DRAINS	106,500.00	95,850.00	10,650.00	0.00	106,500.00	100	0.00	10,650.00
13	PUNCHLIST	5,000.00	0.00	0.00	0.00	0.00	0	5,000.00	0.00
14	PHASE II	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00
15	MOBILIZATION	45,000.00	0.00	0.00	0.00	0.00	0	45,000.00	0.00
16	EQUIPMENT	75,000.00	0.00	0.00	0.00	0.00	0	75,000.00	0.00
17	ROOF VACUUM	25,000.00	0.00	0.00	0.00	0.00	0	25,000.00	0.00
18	ROOF DEMO	105,000.00	0.00	0.00	0.00	0.00	0	105,000.00	0.00
19	ROOFING - MATERIALS	1,225,555.00	0.00	0.00	0.00	0.00	0	1,225,555.00	0.00
20	ROOFING - LABOR	321,800.00	0.00	0.00	0.00	0.00	0	321,800.00	0.00
21	SHEET METAL - MATERIAL	364,080.00	0.00	0.00	0.00	0.00	0	364,080.00	0.00
22	SHEET METAL - LABOR	80,000.00	0.00	0.00	0.00	0.00	0	80,000.00	0.00
23	MASON-THRU WALL	196,000.00	0.00	0.00	0.00	0.00	0	196,000.00	0.00
24	PLUMBING - DRAINS	56,000.00	0.00	0.00	0.00	0.00	0	56,000.00	0.00
25	PUNCHLIST	5,000.00	0.00	0.00	0.00	0.00	0	5,000.00	0.00
	GRAND TOTAL	6,690,220.00	3,292,433.00	580,770.00	0.00	3,873,203.00	58	2,817,017.00	368,876.02

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

AIA® Document G703™ – 1992

To:
East Stroudsburg Area SD
50 Vine Street
East Stroudsburg, PA 18301

From Contractor:
Jottan, Inc.
PO Box 166
Florence, NJ 08518

Continuation Sheet

AIA Document G702™–1992, Application and Certificate for Payment, or G732™–2009, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.
In tabulations below, amounts are in US dollars.
Use Column I on Contracts where variable retainage for line items may apply.

Project:
119010
INVOICE 119010-004
North HS and Lehman Intermediate
Dingmans Ferry, PA 18328

APPLICATION NO: 4
APPLICATION DATE: 9/23/2019
PERIOD TO: 9/30/2019
ARCHITECT'S PROJECT NO:

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED: FROM PREVIOUS APPLICATION (D + E)	WORK COMPLETED: THIS PERIOD	MATERIALS PRESENTLY STORED (Not in D or E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)	BALANCE TO FINISH (C – G)	RETAINAGE (If variable rate)
26	CLOSEOUTS	10,000.00	0.00	0.00	0.00	0.00	0	10,000.00	0.00
27	ALLOWANCES	308,415.00	0.00	0.00	0.00	0.00	0	308,415.00	0.00
	GRAND TOTAL	7,008,635.00	3,292,433.00	580,770.00	0.00	3,873,203.00	55	3,135,432.00	368,876.02

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

VI. Recommendations by the Property & Facilities Committee

i. C & D Waterproofing Application #5 for Resica Roof Replacement - $78,601.50

ATTACHMENT VI. G. 6

Contractor's Application For Payment No. 5

To (Owner): East Stroudsburg Area School District	Applicatin Period: 9/30/2019	Application Date:	9/20/2019
Project: Resica Elementary School - Roof Replacement	From (Contractor): C&D Waterproofing Corp	Via (Engineer):	D'Huy Engineering, Inc.
Owner's Contract No:	Contract:		
	Contractor's Project No.: 19-292	Engineer's Project No.:	DE# 287011

APPLICATION FOR PAYMENT

Change Order Summary

Approved Change Orders		
Number	Additions	Deductions
Totals		
Net Change By Change Orders		

1. ORIGINAL CONTRACT PRICE			$	667,715.00
2. Net Change by Change Orders			$	0.00
3. CURRENT CONTRACT PRICES(Line 1+2)			$	667,715.00
4. TOTAL COMPLETED AND STORED TO DATE (Column F on Progress Estimate)			$	585,352.50
5. RETAINAGE:				
a. 10% X	$289,307.50	Work Completed	$	28,930.75
b. 10% X	$296,045.00	Stored Material	$	29,604.50
c. Total Retainage (Line 5a + Line 5b)			$	58,535.25
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c)			$	526,817.25
7. LESS PREVIOUS PAYMENTS(Line 6 - prior Application)			$	448,215.75
8. AMOUNT DUE THIS APPLICATION			$	78,601.50
9. BALANCE TO FINISH,PLUS RETAINAGE (Column G on Progress Estimate + Line 5 above)			$	140,897.75

CONTRACTOR'S CERTIFICATION

The undesigned Contractor certifies that : (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legimate obligations incurred in connection with Work covered by prior Application for Payment: (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Payment of : $ 78,601.50
(Line 8 or other - attach explanation of other amount)

is recommended by [signature] (Engineer) 9/26/19 (Date)

Payment of : $
(Line 8 or other - attach explanation of other amount)

is approved by (Owner) (Date)

Approved by Funding Agency (if applicable) (Date)

Notary

By	Date

Progress Estimate

Contractor's Application

For(contract): Resica Elementary School - Roof Replacement

Application Period: 9/30/2019

Application Number: 5

Application Date: 9/20/2019

A		B	Work Completed		E	F		G
Item			C	D				
Specification Section No.	Description	Scheduled Value	From Prevous Application (C+D)	This Period	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C+D+E)	% (F) B	Balance to Finish (B-F)
1	PAYMENT & PERFORMANCE BONDS	9,650.00	9,650.00	0.00	0.00	9,650.00	100%	0.00
2	MOBILIZATION / SITE SET-UP	18,000.00	18,000.00	0.00	0.00	18,000.00	100%	0.00
3	SHINGLE ROOF - STORED MATERIAL	123,115.00	0.00	0.00	123,115.00	123,115.00	100%	0.00
4	SHINGLE ROOF - LABOR	126,535.00	126,535.00	0.00	0.00	126,535.00	100%	0.00
5	SHINGLE ROOF - METAL - STORED MATERIAL	69,000.00	0.00	0.00	69,000.00	69,000.00	100%	0.00
6	SHINGLE ROOF - METAL - LABOR	79,850.00	39,925.00	35,932.50	0.00	75,857.50	95%	3,992.50
7	BUILT-UP ROOF - MATERIAL	95,200.00	0.00	0.00	95,200.00	95,200.00	100%	0.00
8	BUILT-UP ROOF - LABOR	70,000.00	0.00	35,000.00	0.00	35,000.00	50%	35,000.00
9	EQUIPMENT RENTAL	15,000.00	12,000.00	1,500.00	0.00	13,500.00	90%	1,500.00
10	DEMOBILIZATION/SITE CLEAN-UP	4,500.00	0.00	0.00	0.00	0.00	0%	4,500.00
11	WARRANTIES/PROJECT CLOSEOUTS	4,000.00	0.00	0.00	0.00	0.00	0%	4,000.00
12	ALTERNATE #1 - 30 YEAR	9,700.00	0.00	0.00	8,730.00	8,730.00	90%	970.00
13	ALTERNATE #2 - SKYLIGHT INFILL	10,765.00	5,382.50	5,382.50	0.00	10,765.00	100%	0.00
14	ALLOWANCE #1 - NAILABLE ROOF ISO	9,600.00	0.00	0.00	0.00	0.00	0%	9,600.00
15	ALLOWANCE #2 - STEEL DECKING	3,500.00	0.00	0.00	0.00	0.00	0%	3,500.00
16	ALLOWANCE #3 - 1 X 8 PLYWOOD	2,500.00	0.00	0.00	0.00	0.00	0%	2,500.00
17	ALLOWANCE #4 - ROOFER - (SHINGLE)	16,800.00	0.00	0.00	0.00	0.00	0%	16,800.00
	Totals	667,715.00	211,492.50	77,815.00	296,045.00	585,352.50	88%	82,362.50

VI. Recommendations by the Property & Facilities Committee

j. Trane Application #5 for H.S. North/Lehman ATC Controls - $424,072.99

ATTACHMENT V1.6.7

TAX DETAIL SHEET

INV NBR: 310234314

APPLICATION AND CERTIFICATE FOR PAYMENT, containing Certification, is attached.

APPLICATION NO:	05	CUST PO NUMBER:	Signed Proposal
APPLICATION DATE:	12-SEP-19	CONTRACT DATE:	27-NOV-18
PERIOD TO:	12-SEP-19	CONTRACT NUMBER:	CID00068098

Location: EAST STROUDSBURG SCHOOL DIST
257 TIMBERWOLF DRIVE
DINGMANS FERRY, PA 18328

Billing this period less retainage:		**$424,072.99**
Applicable Sales Taxes:		**$0.00**
Tax State @	0.00%	$0.00
Tax County @	0.00%	$0.00
Tax City @	0.00%	$0.00
Tax District @	0.00%	$0.00

APPLICATION AND CERTIFICATION FOR PAYMENT (SUMMARY SHEET)

INV NBR: 310234314

TO: EAST STROUDSBURG SCHOOL DIST

CONTRACT NAME: East Stroudsburg SD North LI/H

APPLICATION NO: 05
APPLICATION DATE: 12-SEP-19
PERIOD TO: 12-SEP-19
CUST PROJECT NO: Signed Proposal

FROM: Trane
1185 NORTH WASHINGTON STREET
WILKES BARRE, PA 18705

CONTRACT LOCATION: See applicable Tax Detail page(s)

CONTRACT DATE: 27-NOV-18
CONTRACT NUMBER: CID00068098
CUST PO NO: Signed Proposal

APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.

1. ORIGINAL CONTRACT SUM: $2,838,638.00
2. Net Change by Change Orders: $0.00
3. CONTRACT SUM TO DATE: (Line 1 +/- 2) $2,838,638.00
4. TOTAL COMPLETED & STORED TO DATE: (Column G on Detail Sheet) $2,593,281.28
5. RETAINAGE:
   a. 10.00% of Completed Work: $259,328.12
   (Columns D + E on Detail Sheet)
   b. 0.00% of Stored Material: $0.00
   (Column F on Detail Sheet)
   Total Retainage:
   (Line 5a + 5b or Total in Column I of Detail Sheet) $259,328.12
6. TOTAL EARNED LESS RETAINAGE: (Line 4 less Line 5 Total) $2,333,953.16
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT: (Line 6 from prior Certificate) $1,909,880.17
8. CURRENT PAYMENT DUE: Before applicable Sales Tax $424,072.99
9. BALANCE TO FINISH, INCLUDING RETAINAGE: (Line 3 less line 6) $504,684.84

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months	$0.00	$0.00
Total approved this Month	$0.00	$0.00
TOTALS	$0.00	$0.00
NET CHANGES by Change Order	$0.00	

The undersigned Company Certifies that to the best of the Company's knowledge, information and belief, the work covered by this Application For Payment has been completed in accordance with the Contract Documents, and that current payment shown herein is now due

COMPANY: Trane

By: ______ DATE: ______

State of:

County of:

Subscribed and sworn to before

me this day of

My Commission expires:

CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the undersigned company Certifies that to the best of their knowledge, information and belief, the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the company indicated above is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED: $424,072.99

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Detail Sheet that are changed to conform to the amount certified.)

CERTIFIER:
BY: [signature] Date: 9/21/19

ACCEPTANCE:
BY: ______ Date: ______

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the company named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the party under this Contract.

ORIGINAL DOCUMENT

DETAIL SHEET

INV NBR: 310234314

APPLICATION AND CERTIFICATE FOR PAYMENT, containing Certification, is attached.

APPLICATION NO: 05
APPLICATION DATE: 12-SEP-19
PERIOD TO: 12-SEP-19

CUST PO NUMBER: Signed Proposal
CONTRACT DATE: 27-NOV-18
CONTRACT NUMBER: CID00068098

A	B	C	D	E	F	G		H	I
			WORK COMPLETED						
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
1	Engineering	33,050.22	29,745.20	0.00	0.00	29,745.20	90.00%	3,305.02	2,974.52
2	Mechanical Installation	634,094.00	317,047.00	317,047.00	0.00	634,094.00	100.00%	0.00	63,409.40
3	Programming/Commissioning	248,096.12	124,048.06	62,024.03	0.00	186,072.09	75.00%	62,024.03	18,607.20
4	Project Management	83,652.03	50,191.22	12,547.80	0.00	62,739.02	75.00%	20,913.01	6,273.90
5	Material	933,131.83	933,131.83	0.00	0.00	933,131.83	100.00%	0.00	93,313.18
6	Valves	110,880.00	110,880.00	0.00	0.00	110,880.00	100.00%	0.00	11,088.00
7	ATC Installation	795,733.80	557,045.76	79,573.38	0.00	636,619.14	80.00%	159,114.66	63,661.92
	TOTAL	2,838,638.00	2,122,089.07	471,192.21	0.00	2,593,281.28	91.4%	245,356.72	259,328.12

ORIGINAL DOCUMENT

+ Tax Detail Sheet(s)