

## **SKAGWAY SCHOOL DISTRICT**

P.O. BOX 497  
SKAGWAY, AK 99840  
(907) 983-2960 (PHONE)  
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### **General Instructions and Locations**

Skagway School District is exercising its option to renew the FY08/09 Custodial Services Contract for the FY15/16 school year.

1. The Skagway School District will contract for custodial services for the Skagway School Building during the school year.

The contract will be for the period of approximately July 1, 2015 through June 30, 2016 and may be renewed annually thereafter.

# GENERAL TERMS AND CONDITIONS

## I. SCOPE

- A. This contract is to provide custodial services for specified school building with the Skagway School District (hereinafter referred to as the District) for the period beginning July 1, 2015 through June 30, 2016, subject to Annual renewal. This contract is, however, subject to Section X, GROUNDS FOR SUSPENSION OF SERVICES AND/OR CANCELLATION OF CONTRACT.
- B. The Contractor will provide custodial services for building identified by the District in Attachment C.
- C. The Contractor will provide the necessary management, personnel, and equipment under the supervision of the Superintendent or designee. The Contractor shall implement the schedule of services as outlined in this contract.
- D. The Contractor will provide all cleaning supplies needed to carry out the tasks identified in this contract with the exception of selected District provided consumables. The Contractor is also expected to provide commercial grade tools and equipment needed in the cleaning process. The District has some equipment on-site that is available for use by the contractor as an option. Refer to Section V for more details on Contractor responsibility for supplies and equipment.
- E. Custodial services will be scheduled so as to maximize cleaning during periods of low or non-occupancy. Custodial services will be provided as specified in Attachment B.
- F. Custodial services that may be required for extracurricular events or other District sponsored events outside of the regular custodial daily schedule shall be treated as extensions of service, as provided in Subsection II. B.
- G. The Contractor shall not make any changes in the specifications or other requirements of this contract without the express prior written consent of the District. Any proposed changes shall be presented in writing to the Superintendent or designee not less than ten (10) business days prior to the proposed effective date of the change.
- H. The District may, at its option, renew this contract at the end of each specified contract period. The parties may negotiate a fee increase for the 2015-2016

contract period and successive years of the contract, pursuant to the following procedure. The Contractor shall submit a written proposal for a fee increase to the Superintendent of Schools or designee. The District shall have thirty (30) days from the receipt of a timely written proposal for increase to accept or reject the proposed fee increase. Rejection of the proposed increase will cause the contract to expire automatically at the end of the contract period, unless the Contractor notifies the District in writing, within ten (10) days of receiving notice of the District's rejection, that it agrees the contract may be renewed at the current rate.

- I. The District will assume responsibility to remove and pay for removal of all garbage and trash from its collection containers. The District will provide refuse receptacles, including trash bags, garbage cans, trash compactors, and outside storage. The Contractor's responsibility shall be limited to placing garbage and trash into proper receptacles and collection containers.
- J. All custodial employees of the Contractor shall be expected to perform all custodial duties, which are customarily required in the ordinary operation of public school systems of this size, regional location, and design.

## **II. SPECIFICITY OF REQUIREMENTS**

- A. It is understood by all parties that the information provided in the attachments to this contract represent estimates only. The figures, numbers of days, locations, square footage, and buildings reflect the District's current estimate of the service requirements for the 2015-2016 fiscal year. Any of this information may be changed before the execution of the contract, or during the term of the contract.
- B. It is agreed by the Contractor that during the life of the contract additional services or extensions of service may be necessary to accommodate building and programmatic needs. The Contractor shall be responsible for providing any additional personnel, equipment, and supplies needed to perform increased services, as specified by the District, subject to negotiation of an appropriate adjustment to Contractor's compensation as provided in Section III below. Services may be increased only upon approval of the District. The District may also reduce services in response to funding decreases or changes in service requirements, such as a building or portion of a building being closed for remodeling or repair. Equitable adjustments to the Contractor's compensation shall be made in response to changes in the District's service requirements as provided in subsection III. B.4.

### III. COMPENSATION PROVISIONS

- A. Payment will be made to the Contractor in accordance with the contract rate.
- B. The following compensation provisions apply to all services provided under this contract:
  - 1. An annual calendar will specify the days when Regular Custodial services are required. The Contractor will be provided with a school calendar prior to the start of school. Contractor shall provide approximately 180 days of regular custodial service per year. If the number of days of service required for a given year varies by more than four days from the total specified in this subsection, the Contractor's compensation shall be adjusted as provided in Subsection 4 below.
  - 2. The Contractor will be paid for services rendered on a monthly basis. An invoice for all services rendered is due in the Office of the Superintendent or designee within five (5) working days after the end of the month. Inaccurate invoices may cause a delay in payment.
  - 3. Contractor's annual compensation shall be apportioned into Nine (9) equal monthly Payments for the regular custodial service performed during the school year and into Three (3) equal payments for regular custodial services performed outside of the school year as noted in the scope of work.
  - 4. Compensation will be paid only for those services the District has authorized in writing. If the District authorizes increases or decreases in services, the parties agree to negotiate an equitable adjustment to the Contractor's compensation. The District will give the Contractor a minimum of ten (10) working days notice of any change in service. The District will incur no obligation with respect to a change in service other than to provide said notice and to negotiate an equitable adjustment to the Contractor's compensation.
- C. If any extraordinary event affects the Contractor's costs, the parties agree to negotiate a reasonable adjustment. Any adjustment shall take effect commencing with the date the district was provided notice of the event. Such events shall include, but not be limited to, armed hostilities, riots, acts of God, epidemics, and other events not reasonably foreseeable or against which the Contractor reasonably cannot protect itself.

#### IV.

#### V. SCHEDULING AND OPERATION

Work schedules will be established with the Superintendent of Schools or designee in consultation with the Contractor. Once schedules are established, they will not be changed or deleted without approval of the Superintendent or designee.

#### VI. CONTRACTOR RESPONSIBILITIES

- A. Access to District Facilities The Contractor and its employees or agents shall have the right of access only to those facilities of the District that are necessary to perform services under this contract and shall have no right of access to any other facilities of the District without the approval of the District Administration. Contractor shall not grant other parties access to any District facilities for any purposes other than performing services, without prior permission.
- B. Publicity The Contractor shall not make any reference to the District, or use any pictures of District buildings, or data derived from service with the District, in its advertising, marketing, or other promotional efforts without specific prior written authorization from the Superintendent or designee.
- C. Labor Relations The contractor agrees to take immediate and reasonable steps to maintain its provision of service under this contract in the event of any labor action involving its employees on District premises or elsewhere.
- D. Licensing The Contractor shall be prepared to demonstrate that it is currently in business and has on file the appropriate licensing authority from the State of Alaska.
- E. Facilities and Equipment The Contractor agrees to maintain District facilities and both the Contractor's and District's equipment in conformance with federal, state and local laws, ordinances, and regulations, including OSHA and AISHA, and agrees to defend, indemnify, and hold harmless the District from any loss or liability including reasonable attorney's fees, caused by the Contractor's failure to comply with any applicable legal or regulatory requirement.
- F. Capital Equipment The Contractor shall provide, operate, insure, and maintain all items of capital equipment necessary to perform the services identified herein. The district is not responsible for maintenance, repair, or replacement of any Contractor-Owned equipment. As an option, the

Contractor is allowed to use any existing on-site cleaning equipment, consisting primarily of the central vacuum system, floor polishers, and carpet cleaner. The Contractor is not responsible for the maintenance, repair, or replacement of any District-Owned equipment, provided any equipment failure is not a result of misuse or abuse. Other than the on-site equipment noted, the school is not obligated to purchase or provide additional equipment.

- G. Consumable Supplies The Contractor shall provide all chemical and cleaning supplies to be used by its employees, which shall include, but not be limited to, cleaning compounds, washing and waxing materials, brushes, mops, brooms. The Contractor will supply specifications of all chemical cleaning supplies to be used in the district for District approval. The Contractor assumes responsibility for any damage to District property caused by use of chemicals or supplies not approved by the District. The Contractor shall provide supplies customarily supplied by the provider of custodial services.
- H. The District will provide all consumable supplies which are intended for use by the students and employees of the District. These shall include, but not be limited to, paper products, hand soap, laundry detergent, trash facilities, garbage bags and light bulbs. The Contractor will be responsible for management of all consumable supplies referenced above whether provided by District or Contractor. The Contractor is responsible for the proper and efficient distribution of said supplies. The District will provide storage facilities for consumable supplies as required.

## **VI. REPORTING REQUIREMENTS**

The Contractor shall conform to the reporting deadlines specified by the District or federal and state agencies, and submit the following reports and documents to the District. All monthly reports are due by the 10<sup>th</sup> of the month unless otherwise specified.

- A. Work Schedules Work schedules must be completed at the beginning of each school year before the start of classes.
- B. Alaska Business License The Contractor must submit to the District a copy of its current State of Alaska Business License and any other applicable licenses within thirty (30) days of official notice of award of this contract, and by January 31<sup>st</sup> of each subsequent calendar year.
- C. Custodial and Minor Maintenance Schedule The Contractor shall meet with the Director of Maintenance and superintendent annually to review the

schedule of custodial services and minor maintenance for the building. Other meetings to review such schedules may be arranged as needed.

- D. Reporting and Issue Resolution The contractor agrees to meet monthly or as required with the Maintenance Department to provide feedback and discuss issues and needs. Meetings may be scheduled as required by the Superintendent to discuss custodial related issues.
- E. Access to Records The Contractor agrees that the District or any of its duly authorized representatives, at any time during the term of this contract, shall have access to and the right to audit and examine any pertinent books, documents, papers, and records of the Contractor including, but not limited to, sales receipts, salary schedules, itemized expenses and disbursements, time reports, equipment charges and overtime reports related to the Contractor's charges and performance under this contract. Such records shall be kept by the Contractor for a period of three (3) years after final payment unless the Superintendent or designee authorizes their earlier disposal.

## **VII. PERSONNEL**

The Contractor shall comply with the following requirements for all employees. The Contractor shall make all employees aware of this section, by reviewing and explaining these provisions at the initial annual in-service training meeting of employees or upon employment during the course of the year.

- A. The District reserves the right to approve or reject any of the Contractor's personnel assigned job responsibilities with the District. This right shall be exercised by the Superintendent of Schools or designee.
- B. The Contractor shall familiarize each employee with the work schedule assigned and shall notify the employee that no deviations to the work schedule are to be made except those approved by the District.
- C. No employee shall consume, be under the influence of, distribute, or have in his or her possession alcohol, a controlled substance or prescription medication that would impair the employee's ability to perform custodial duties, while performing any service under this contract. Any employee who violates this paragraph may, at the District's direction, be prohibited from performing custodial services for the District.

- D. The Skagway School District is a smoke-free zone; no employee shall use tobacco products anywhere or at any time on school property.
- E. The Contractor shall notify each employee that acceptance of an assignment under this contract shall constitute implied consent to testing for alcohol or controlled substances if there is cause to believe that one of these substances is affecting the work or behavior of the employee.
- F. The Contractor will assure that each employee adheres to all applicable rules and regulations of the District and exhibits personal conduct that is appropriated to working in a public school environment. The Contractor shall make all employees aware of the fact that their relationship with students and staff will have a bearing on their employment under this contract.
- G. All employees of the Contractor shall be trained in proper cleaning and janitorial methods and techniques. The Contractor shall maintain responsibility for filing all necessary and required federal, state, and local forms. The Contractor shall be familiar with and comply with all applicable laws and regulations, specifically including all applicable health and safety standards.

**VIII CONTRACT AMENDMENTS**

This contract is administered by the District according to applicable laws and regulations. If at any time it becomes apparent that any of the provisions of the contract conflict with applicable laws or regulations, the Contractor agrees that the District may make the necessary amendments to the contract to bring the contract into compliance with the law or regulation.

**IX. ASSIGNMENT AND SUBCONTRACTING OF CONTRACT**

The Contractor shall under no circumstances assign or subcontract this agreement or any portion thereof without the prior, written permission of the Superintendent of Schools.

**X. GROUNDS FOR SUSPENSION OF SERVICE  
AND/OR  
CANCELLATION OF CONTRACT**

If, in the opinion of the Superintendent of Schools, the Contractor at any time during the period of this contract, fails to perform the work called for under this contract satisfactorily, or otherwise materially fails to comply with the terms of this contract, the District may terminate this contract and/or make arrangements



to obtain the work or services elsewhere and hold the Contractor responsible and liable for damages sustained by the District on account of the Contractor's failure, neglect, or misconduct in performing any of the terms and conditions of the contract.

Additionally, the Contractor agrees that the District may unilaterally cancel this contract, without liability to the District other than to provide payment for authorized services already performed if, in the District's judgment, there are substantial changes in the District's custodial service requirements or there is a lack of adequate funding to support the custodial services specified by this contract.

This contract may be terminated by mutual written agreement. Termination under this provision is immediate.

If this contract is terminated for any reason prior to the end of the initial or any renewal contract period, the Contractor's bonding and insurance requirements shall remain in full force and effect through the end of the contract period, unless the parties otherwise agree in writing.

#### **XI. SEVERABILITY**

If any term or provision of this contract, or the application thereof to any person or circumstances, shall to any extent be invalid or unenforceable, the remainder of this contract, or the application of such terms or provisions to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby and each term and provision of this contract shall be valid and enforced to the fullest extent permitted by law.

#### **XII. STATEMENT OF RELATIONSHIP**

It is expressly understood and agreed by the Contractor and the District that the Contractor, its officers, employees and agents and any and all of them, are not employees or agents of the Skagway School District or the Municipality of Skagway. The Contractor's relationship to the Skagway School District and Municipality of Skagway is that of an independent contractor.

Further, it is understood that as an independent contractor, the Contractor's responsibilities include, but are not restricted to the following:

- A. To provide for appropriate insurance and performance bonds as required.

- B. To comply with all applicable federal and state laws, city ordinances, District policies, and Administrative procedures.
- C. To comply fully with the contract specifications set out herein.
- D. To accept demands to defend, indemnify, and hold harmless the District and to preserve the District and its property from all harm as required by this contract. This obligation survives the expiration of the contract term.
- E. Any district equipment removed by the Contractor shall remain the property of Skagway School District unless the Superintendent or designee notifies the Contractor otherwise. Any and all such equipment shall be delivered by the Contractor to the District Director of Maintenance for storage or salvage.

**XIII. INSURANCE AND INDEMNITY REQUIREMENTS**

The Contractor shall defend, indemnify and hold harmless the District, its employees, board members, agents and assigns from any and all claims, damages, losses, and expenses, including but not limited to reasonable attorney’s fees, arising out of, relating to, in connection with, on account of or resulting from, the Contractor’s performance of or failure to perform its obligations under this contract, excepting only claims or losses attributable to the sole negligence or willful misconduct of the District, its employees, agents or board members.

The Contractor shall purchase and maintain liability insurance in a form acceptable to the District that will protect against claims, damages, losses, and expenses arising out of, relating to, in connection with, on account of, or resulting from the Contractor’s performance, or failure to perform the obligations of this contract. Such insurance shall name the District, its employees, and agents as insured parties and shall be for a minimum of the following amounts:

Bodily injury liability	\$1,000,000
Property damage liability	\$1,000,000
Automobile/vehicle liability	\$1,000,000

The Contractor shall secure and maintain Worker’s Compensation insurance as required by Alaska statues and regulations of the Alaska Department of Labor.

As evidence of coverage, the Contractor shall file with the District certificates of the insurance coverage required in this contract. All certificates of insurance

provided by the Contractor shall bear a statement providing for a minimum of sixty (60) days advance written notice to the District of cancellation of, or material changes to, the policy.

#### **XIV. PERFORMANCE EVALUATION**

The District expects contract performance to meet certain quality standards.

The District will retain the right to inspect from time to time without prior notice the quality and quantity of service provided. The Contractor agrees to provide weekly and/or monthly summaries of work performed and to attend weekly or monthly meetings to review the Contractor's performance, as required by the District.

The Contractor will remedy any deficiency in its work or supplies at its own expense when the deficiency is brought to the Contractor's attention.

In the event the overall performance of the Contractor is deemed inadequate as determined by the Superintendent or designee, the District may enforce its right to terminate this contract as provided in Section X, GROUNDS FOR SUSPENSION OF SERVICE AND/OR CANCELLATION OF CONTRACT.

#### **XV. SPECIAL TERMS AND CONDITIONS**

- A. Surrender of Premises and Equipment On termination or expiration of this contract, the Contractor shall vacate all parts of the District's premises occupied by it and shall restore the same together with all equipment furnished by the District in the same condition as when originally made available to the Contractor, reasonable wear and tear excepted. Surrendered premises and equipment shall be left in a clean, orderly state satisfactory to the Superintendent or designee.
- B. Responsibility for Tools, Materials, and Other Property The District shall not be responsible for the loss, theft, mysterious disappearance of or damage to equipment, tools, materials, supplies and other personal property of Contractor or its employees or subcontractors.
- C. Extra and Overtime Work The Contractor shall respond to emergency situations, such as flood, fire or other physical damage to the District's premises with extra service as required. The Contractor will also provide services for any extracurricular activities and events, which would require services outside the scope of the Regular service schedule. The parties shall negotiate an equitable adjustment to the Contractor's compensation for the

extra services provided. The Contractor shall supply an itemized invoice of services supplied.

- D. Venue Any action brought as a result of this Request for Proposals or contract resulting from this Request for Proposals shall be in the First Judicial District in Juneau Alaska (as determined by the amount of damages in question).
- E. Attorneys Fees If either party brings suit to enforce any of the provisions of this contract, the prevailing party shall be entitled to recover its full, reasonable attorneys' fees incurred in prosecuting or defending the suit.
- F. Lost Keys The Contractor will be charged \$50.00 per key, for any keys lost by an employee of the Contractor. All keys issued to the Contractor will be turned into the District at the termination of the contract.

## SCOPE OF WORK

### SCHOOL YEAR

#### EVENING CUSTODIAN DAILY RESPONSIBILITIES

1. Carpet surfaces. Vacuum all carpets in entire building interior, halls, classrooms, teachers work areas, teachers lounge areas, all offices.
2. Hard Floors. Dust mop all hard floor surfaces, classrooms, multipurpose room, music room, teacher's work area, and teachers lounge area, in entire building.
3. Gymnasiums. Gymnasium floor is to be dust mopped daily, damp mop in spots as needed.
4. MPR. Sweep and mop floor.
5. Mop floors. Mop Kitchen, Teacher's lounge, restrooms daily. All other hard floors as needed.
6. Restrooms locker and shower rooms. All restrooms, showers and locker rooms must be cleaned daily with an institutional or hospital grade disinfectant cleaner. This includes all sinks, counters, toilets, toilet partitions, urinals, urinal wall area, urinal partitions, soap dispensers, towel dispenser, mirrors, floors, shower areas as needed, and any other restroom surfaces.
7. Drinking fountains. Clean and disinfect all drinking fountains throughout building.
8. Dispenser maintenance. All paper towel dispensers, toilet paper dispensers, feminine hygiene dispensers, hand soap dispensers must be checked and kept full, Replace all urinal and toilet deodorizers as needed.
9. Trash. Collect trash from all receptacles, compact and dispose of. (Wash receptacles as needed.)
10. Entry area. Clean all entry areas daily.
11. Phone. Clean and disinfect the student phone in the office, the teacher's phone in the lounge and the phone in the library.
12. Classroom sinks and drinking fountains. Clean and disinfect all classroom sinks and drinking fountains in applicable rooms, as needed.
13. Spot Cleaning. Spot cleaning shall occur daily or when visible signs of dirt, soil, gum, liquid stains, or other marks are present on any floor or wall surface, including lockers, painted walls, rubber base, wainscoting, and vinyl wallpaper, up to 10 feet.
11. Clean and maintain custodial closet, and laundry room in an orderly fashion.
12. Lock building, turn off lights (time agreed upon).
13. Report any vandalism or necessary repairs to the Maintenance Staff.
14. Report burned out light bulbs, as needed to the Maintenance staff.

16. Remove fingerprints and dirt smudges from doors, windows and walls.
17. Remove graffiti or vandalism.
18. File requests for maintenance through Maintenance staff and include in report to contractor's supervisor.
19. Pick up trash and litter from building hallways and all building entrances.
20. Perform other reasonable custodial requests of Building Principal and/or Director of Maintenance.

**OVERTIME, EXTRA  
EXTRA CURRICULAR**

The Contractor shall provide custodial services, which are outside the scope of the Regular schedule. The Contractor will be compensated for these services. These services consist of but are not limited to Weekend Cleaning and checks during times of tournaments, other outside visitors staying in the building, extracurricular activities, events, etc. The Contractor will be informed of the services required in advance by the Superintendent or designee.

**OUTSIDE OF SCHOOL YEAR  
(BETWEEN LAST DAY OF SCHOOL AND START OF NEW SCHOOL YEAR)**

1. One day per week perform routine general cleaning of the following:
  - Main Restrooms
  - Teacher's Lounge Restroom
  - Locker Rooms
  - Empty office trash

All cleaning products used must be approved by the Skagway School District Director of Maintenance

**ATTACHMENT A**  
**RESPONSIBILITY QUESTIONNAIRE**  
**AND**  
**SUBMITTAL CHECKLIST**

	INFORMATION	YES	NO
1	Business information provided (name, address, license, authorized agent)		
2	Non-discrimination statement provided		
3	All attachments and addendum included		
4	Does the proposal materially conform to the proposal specifications		
5	Are there any material alterations to the proposal		
6	Are there any erasures which have not been initialed by the preparer		
7	A statement that the proposal includes all terms and conditions of the invitation		
8	The type of security being proposed and the company issuing such security		
9	The form of the cumulative financial report to be rendered to the District each month		
10	A list of all college, school district, hospital, municipal, and commercial accounts including the dollar amount of the contract and square footage serviced		
11	An analysis of improvements the Contractor would propose for the custodial services program (optional)		
12	An analysis of the Contractor's position on administrative overhead and profit incentives that would be required from this account. In addition, a list of other items the company would require from the District		
13	A thorough analysis of on-site labor to include: 1. list of job titles, including all management positions, hourly wage/salaried employees 2. proposed distribution of these positions 3. hourly wage/salary range for all positions 4. total annual personnel services budget (include all expenses)		
14	Complete proposal including all terms, conditions and attachment returned as part of submittal and signed as required.		

**ATTACHMENT C**  
**SKAGWAY SCHOOL DISTRICT**  
**BUILDING**  
**APPROXIMATE SQUARE FOOTAGE**

SKAGWAY CITY SCHOOL BUILDING	38,000
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Please Refer to Floor plan for school layout



## **ATTACHMENT D**

### **EQUIPMENT AND MATERIAL SPECIFICATIONS**

1. Any chemical used for cleaning in the Skagway School District must be a nationally known brand intended for use in public institutions.
2. All products used on floors including cleaners, disinfectants, sealers, polishes, finishes, dust mop treatments, must be U.L. rated for slip resistance.
3. All disinfectants must be EPA registered as an institutional or hospital grade germicide.
4. Material safety data sheet, product sheets and product labels must be provided for all materials and products used in cleaning Skagway School District facilities.

**Equipment Required: All equipment must be commercial grade.**

**PROPOSAL FORM  
SCHOOL YEAR  
CUSTODIAL SERVICES  
2015-2016 ANNUAL AMOUNT**

**The Contractor must complete this form and the cost justification form and return it with the proposal package.**

**Enter below the total annual amount of the fee proposed for custodial services for the building listed below.**

SKAGWAY SCHOOL – School Year	\$ 36,420
Between last day of school and start of the new year	\$ 900
	\$
	\$
	\$
<b>TOTAL PROPOSAL</b>	<b>\$ 37,320</b>

Extra Curricular Activities – hourly cleaning fee	\$ <u>35.00</u> per hour
Emergency Cleaning – hourly cleaning fee	\$ <u>50.00</u> per hour

I agree I will comply with all the terms and conditions contained in the contract, including any addenda thereto.

\_\_\_\_\_  
Signature – Becky Jensen Date

\_\_\_\_\_  
Signature – Mindy Miller Date

**COST JUSTIFICATION FORM  
CUSTODIAL SERVICES**

List the total of all expenses as per proposal submitted. The District may require explanation and/or documentation supporting claim for any line item.

<b>Cost Explanation</b>	<b>Annual Total</b>
Management Salary	\$33,000.00
Night Custodial Salary	\$
Employer Taxes	\$
Other Benefits	\$
<b>Total Employee Costs</b>	<b>\$33,000.00</b>
Custodial Supplies	\$ 2,200.00
Other Supplies	\$
Insurance	\$ 1,000.00
Bonding	\$
Taxes and Licenses	\$ 220.00
Building rental, utilities, maint. Etc.	\$
Other – Specify	\$
Profit	\$
<b>Total All Costs</b>	<b>\$36,420</b>

\_\_\_\_\_  
Signature-Becky Jensen

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature-Mindy Miller

\_\_\_\_\_  
Date

