

SAN LEANDRO UNIFIED SCHOOL DISTRICT
CONTRACTED SERVICES AGREEMENT

INSTRUCTIONS:

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

Requested by: _____

(SLUSD) Print Name

Signature

Date

Name of Consultant/Organization: NatureBridge

28 Geary Street, Suite 650

San Francisco

CA

94108

Address

City

State

Zip

415-992-4700

415-992-4711

Telephone Number

Fax Number

Cell # or E-Mail Address

SCOPE OF WORK: 3-day residential outdoor science programs led by experienced educators.

LOCATION OF SERVICES: 1033 Fort Cronkhite, Sausalito, CA 94965

DATE(S) OF SERVICE: March 20-22, 2017

ESTIMATED COST: \$19,484.00 (and/or hourly Rate: \$ _____)

NAME OF PROGRAM: Environmental science program

BUDGET NUMBER: 010-5814-9010-1110-1000-129-09-549 (or ASB funds _____)

Administrator/Program Manager Approval:

Sally Lewis
Print Name

Sally Lewis
Signature

/Date: 11-29-16

Consultant/Contractor:

Jeannette Weston
Print Name

Jeannette Weston
Signature

/Date: 11/29/16

Business Manager: Initial: _____ Date: _____ Human Resources: Initial: _____ Date: _____

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

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

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

Distribution:

____ Originating Department

____ Human Resources

____ Purchasing Department



NATUREBRIDGE AGREEMENT FOR FIELD SCIENCE PROGRAMS

School/Group: Woodrow Wilson Elementary

Program Name: Woodrow Wilson Elementary at Golden Gate

Program Dates: 03/20/2017-03/22/2017

Parties: NatureBridge agrees to provide services to the Field Science Group ("Group") identified below, subject to the terms and conditions of this Agreement. For purposes of this Agreement, the term "Group" means and includes the Group, its officers, directors, employees and agents, as well as all affiliated students, participants, teachers, chaperones, and other individuals who participate in any way in any NatureBridge Program ("Program"), and the term "NatureBridge" means and includes Golden Gate, Yosemite, Olympic, Southern California, Prince William Forest campuses and each of their respective officers, directors, agents and employees.

Deposit Policy: A booking deposit of 25% based on all costs for the estimated number of participants must be remitted to NatureBridge by the date noted on the attached invoice. All deposits held by NatureBridge are non-refundable and are not transferable to other program dates.

Group Reservation Guarantee: Upon receipt of the 25% deposit and the signed Agreement, NatureBridge will confirm the reservation.

Changes in Group Reservation:

- Because the Group's confirmed reservation creates a series of commitments which NatureBridge must make (e.g., turning away other groups, scheduling educators, etc), NatureBridge must have a reconfirmation of group size 90 days prior to the Group's scheduled arrival.
- The Group may decrease its size by up to 5% of the total group number within 90 days of its scheduled arrival without charge.
- A decrease, within 90 days prior to the Group's scheduled arrival, of more than 5% of the total group number will result in a forfeit charge for each participant above the 5% at the full youth rate.
- Participant numbers may not increase without prior written approval from NatureBridge.
- If the Group cancels within 90 days prior to the first day of the program, the cancellation fee is the full tuition amount, and must be paid within 5 days of the cancellation.
- The Group will pay for a minimum of 12 participants even if the Group numbers decrease below that amount.

Final Payment: Payment in full is due thirty (30) days prior to the program start date.

Scholarship Fee: A \$2.00 per participant scholarship fee is assessed for all Field Science groups. This fee is directly applied to the NatureBridge scholarship fund.

NatureBridge Facilities and Equipment: The Group agrees that it shall be solely responsible for any damages to NatureBridge facilities and equipment caused by the act or omission of the Group or any of its members.

Theft & Loss: NatureBridge assumes no responsibility or liability for the loss or theft of personal property belonging to the Group.

Alcohol: The Group agrees that it will not provide alcohol to any chaperones while the chaperones are engaged in supervising minors during the Program, and all chaperones agree that they shall not consume alcohol while supervising minors.

Supervision: The Group agrees that it will provide at least one adult chaperone per learning group and a sufficient number of chaperones to provide adequate supervision of the participants during all portions of the Program when NatureBridge staff are not present. The Group agrees that it alone is responsible for the supervision and safety of participants during those periods of time when NatureBridge educational staff are not present. NatureBridge agrees it is responsible for the safety of participants while NatureBridge staff are leading the Group.

Insurance: The Group agrees that it is self-insured and/or maintains insurance, with limits of not less than \$1,000,000.00, for the activity covered by this Agreement.

Indemnity: The Group agrees to defend, indemnify, save and hold harmless NatureBridge from any and all claims, losses, damages, liability or injury caused by, arising out of, or in any way connected with, any negligent or wrongful act or omission on the part of the Group or any of its members.

Except as otherwise expressly provided in this Agreement, NatureBridge agrees to defend, indemnify, save and hold harmless the Group from any and all claims, losses, damages, liability or injury caused by, arising out of, or in any way connected with, any wrongful or negligent act or omission on the part of NatureBridge.



November 28, 2016

To Whom It May Concern,

This is to certify that it is the policy of NatureBridge to fingerprint and conduct background checks and require TB tests on all California staff who work with children.

Sincerely,

Jeff Crow
Director of Risk Management
NatureBridge