

ADMINISTRATIVE CIRCULAR NO. 55
Assistant Superintendent, Instructional Support Services Division

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: February 8, 2011

To: Area Superintendents, Middle Level and Senior High School Principals

Subject: PROCUREMENT OF FACILITIES, EQUIPMENT, AND SERVICES FOR HIGH SCHOOL GRADUATION AND MIDDLE-LEVEL PROMOTIONAL EXERCISES

Department and/or Persons Concerned: Site Administrators and Planning Committees

Due Date: February 28, 2011

Reference: Administrative Procedure 4770

Action Requested: Provide information and supporting documentation as requested on Attachment 1.

Brief Explanation:

Complete and return Attachment 1 to the Strategic Sourcing and Contracts Office (Attn: Pearl Adams) by February 28, 2011 to request facility rentals, chair/stage equipment rentals, sound equipment rentals and sound checks, equipment hauling, and security services needed for graduation and promotional exercises.

Guidelines for Requesting Facility Rental (Attachment 1, Section A):

Schools are required to obtain approval from the appropriate Area Superintendent to hold off-campus graduation/promotion ceremonies. (Complete Attachment 3, Administrative Circular No. 54) Notify Pearl Adams at 858-522-5820 or padams@sandi.net for district contract requirements if the graduation venue is to be offsite. The original, unsigned contract must be submitted to Pearl Adams no later than **February 28, 2011**. It is the school's responsibility to contact Transportation Services to make the necessary arrangements for student transportation to and from off-campus locations. Site funds should be used to pay for facility rentals.

Guidelines for Requesting Chairs/Stage/Sound Equipment Rental (Attachment 1, Sections B and C):

Request only a reasonable number of items such as chairs to ensure the most equitable district-wide allocation of limited quantities of equipment. (*Note that due to the limited number of folding chairs available, some schools may not receive the color of chairs requested.*) Contact the vendor with specific needs, and request a written quotation for use in preparing an e-Pro requisition. Attach the quotation to the requisition or fax to Pearl Adams at 619-542-5720.

If ADA accommodations are required for the ceremony, two ramps are usually required to accommodate the flow of traffic on and off the stage in one direction. The stage height, in inches, must be indicated on the e-Pro requisition under “description and line comments.” This will determine the ramp length. For questions regarding ramps, contact the ADA Office at the Mental Health Resource Center, Cardinal Lane, Annex B, 858-496-8031.

Centralized funding will be provided to cover the cost of **equipment rental** (chairs, sound systems, stages, ramps), **up to \$2,000 for senior high schools only**. (*Note: High schools may choose to use this funding for rental of facilities or to purchase non-capitalized equipment in lieu of equipment rental*). Middle schools must use site funds to cover equipment rental costs. Costs in excess of the maximum indicated above or for other types of expenditures are the site’s responsibility and must be paid with site funds.

Guidelines for Requesting Sound Equipment Check (Attachment 1, Section D):

Requests for sound equipment check must be made through PPO. Contact the Work Order desk at 858-627-7250.

Guidelines for Requesting Equipment Hauling (Attachment 1, Section E):

If the services of district truck drivers are needed to haul equipment, it is important that schools adhere to the times indicated for commencement exercises. Requests for equipment hauling must be made through Distribution Services, 858-496-8210.

Guidelines for Requesting Security Services (Attachment 1, Section F): Security services should first be requested from School Police Services. If the services of an outside vendor are required, contact Pearl Adams at 858-522-5820 or padams@sandi.net for a list of district-contracted security service vendors. Site funds must be used to pay for security.

Budget and e-Pro Information:

Centralized funding is provided for rental of equipment, facilities and non-capitalized equipment **for High Schools only**. High schools may submit e-Pro requisitions charging the following accounts:

Description	Category	Budget No.
Rental of Equipment	SVC_5619	5635-00070-00-5619-2700-0000-01000-0000
Rental of Non-Educational Facilities	SVC_5621	5635-00070-00-5621-2700-0000-01000-0000
Equipment Non-Capitalized	GDS_4519	5635-00070-00-4491-2700-0000-01000-0000

In the “Additional Information” box on the e-Pro, include: Sr. High School Graduation Ceremony for (*school name*), Contact Name and Telephone Number.

For site-funded items, schools must submit e-Pro requisitions that include valid budget numbers and a full and complete description of items needed. Attachment 1, including e-Pro numbers and a copy of the quotation from the vendor must be faxed to Pearl Adams at 619-542-5720.

Any questions regarding the procurement of graduation/promotion ceremony materials may be directed to Pearl Adams at 858-522-5820 or padams@sandi.net.

A handwritten signature in black ink that reads "Sid Salazar". The signature is written in a cursive, flowing style.

Sid Salazar, Ed.D.
Assistant Superintendent, Instructional Support
Services

Attachment (1)
Distribution: Lists B, E, and F

2011 GRADUATION/PROMOTION CEREMONIES

School Name _____ Location No. _____
 Site Contact: _____ Phone Number: _____
 Graduation Date: _____ Start Time: _____ End Time: _____
 Ceremony Location: _____

PLEASE NOTE: A SEPARATE E-PRO MUST BE PREPARED FOR EACH CATEGORY and EACH VENDOR.

A. Facility Rental Required – School to prepare e-Pro Yes No, not required
If ceremonies are held off campus, an original, unsigned contract is required and must be received by SDUSD Strategic Sourcing and Contracts by February 28, 2011. For questions contact Pearl Adams (858-522-5820)

Contract Reviewed by (Name of Principal) _____ Date: _____

E-Pro # _____ Cost: _____ PO # _____

B. Chair / Stage Equipment Rental Required – School to prepare e-Pro Yes No, not required
Please fax a copy of quote Strategic Sourcing and Contracts (619-542-5720)

of Folding Chairs _____

(please note that due to a limited number of chairs available, some schools may not receive the color of chair requested)

Vendor _____

Stage/Risers/Ramps Needed
 (please describe briefly) _____

E-Pro # _____ Cost: _____ PO # _____

C. Sound Equipment Rental Required – School to prepare e-Pro Yes No, not required
Please fax a copy of quote to Procurement and Contracts (619-542-5720)

Vendor _____ Contact Info: _____

E-Pro # _____ Cost: _____ PO # _____

D. Equipment Check Required for District Sound System? Yes No, not required
If yes, school should contact PPO Work Order Desk at 858-627-7250.

E. Equipment Hauling Requirements - school to make arrangements directly with Distribution Services, Victor Parra (858-496-8210):

Description of Equipment to be Hauled: _____

Pickup From	Time	Delivery To	No Later Than	Pickup Time for Return

F. Security Requirements - School to make arrangements directly. Security is funded by the school site.
Contact SDUSD Police.