

MOUNTAIN VIEW WHISMAN SCHOOL DISTRICT
Purchasing Processes and Procedures for Services, Equipment, Materials and Supplies - CHECKLIST

Vendor Name: Mobile Modular

***REQUIRED CHECKBOX* for Service Contracts**

- MVWSD Independent Contractor for Professional Services Agreement (PSA) completed
 If MVWSD PSA is **NOT** used, explanation with corresponding documents is attached.

Contract for Professional Services / Special Services

- \$50,000 or below, no further steps required.
 \$50,001 and above, completed the following items:
 ___ proposals received (seek multiple proposals to select a qualified, best value, reasonably-priced vendor.)
 Reviewed vendors' websites, references and qualifications to ensure applicable past experience.

**If it is advantageous for the district to pursue a particular vendor, a justification can be attached.*

Contract for Services (NOT Special Services)

- \$50,000 or below, no further steps required.
 \$50,001 - \$114,500, completed the following items:
 ___ proposals received (seek multiple proposals to select a qualified, best value, reasonably-priced vendor.)
 Reviewed vendors' websites, references and qualifications to ensure applicable past experience.
 \$114,501 and above, followed the Formal Bid Process in the Purchasing Processes and Procedures document.

Contract for Architects, Engineers, Construction Project Managers, Environmental Consultants, and Surveyors

- Followed the RFQ/RFP Process steps in the Purchasing Processes and Procedures document.

Contract for Waste Services {MOT or CBO}

- Followed the applicable steps in the Purchasing Processes and Procedures document.

Contract for Transportation (Bus, Cars, etc.) Services

- Followed the applicable steps in the Purchasing Processes and Procedures document.

Contract for Equipment, Materials and Supplies

- \$75,000 or below, no further steps required.
 \$75,001 - \$114,500, completed the following items:
 ___ proposals received (seek multiple proposals to select a qualified, best value, reasonably-priced vendor.)
 Reviewed vendors' websites, references and qualifications to ensure applicable past experience.
 \$114,501 and above, followed the Formal Bid Process in the Purchasing Processes and Procedures document.

Contract for Technology: Computers, Software, Telecommunications Equipment and Other Technology

- Followed the RFQ/RFP Process steps in the Purchasing Processes and Procedures document, plus the procurement steps in that document for Public Contract Code §20118.2.

Contract for Educational Materials {Ed Services}

- ___ proposals received (seek multiple proposals to select a qualified, best value, reasonably-priced vendor.)
 Reviewed vendors' websites, references and qualifications to ensure applicable past experience.
 Ensured the Board considers, selects and evaluates items through the District's process outlined in Board Policy and Administrative Regulation 6161.1.

Contract for Perishable Foods {Child Nutrition}

- ___ proposals received (seek multiple proposals to select a qualified, best value, reasonably-priced vendor.)
- Reviewed vendors' websites, references and qualifications to ensure applicable past experience.

Contract Utilizing a "Piggyback Agreement" with Another California Entity {Business Office}

- Followed the applicable steps in the Purchasing Processes and Procedures document.

Contract Utilizing CMAS / Other "Leveraged Procurement Agreement" via the CA Dept of Gen Svcs {Business Office}

- Followed the applicable steps in the Purchasing Processes and Procedures document.

Contract Utilizing an On-Line /Out-Of-State "Cooperative Purchasing Agreement" {Business Office}

- Followed the applicable steps in the Purchasing Processes and Procedures document.

Contract for Construction, Repair and Maintenance {MOT or CBO}

- Up to \$75,000**, completed the following items:
 - ___ proposals received (seek multiple proposals to select a qualified, best value, reasonably-priced vendor.)
 - Reviewed vendors' websites, references and qualifications to ensure applicable past experience.
- \$75,001 - \$220,000**, followed the **Informal** Bid Process in the Purchasing Processes and Procedures document.
- \$220,001 and above**, followed the **Formal** Bid Process in the Purchasing Processes and Procedures document.
- Lease-Leaseback**, utilized an RFQ, RFQ/P or RFP process with the assistance of legal counsel to ensure compliance with all Board-approved procedures pursuant to Educ. Code §17406.
- Design-Build**, utilized an RFQ, RFQ/P or RFP process with the assistance of legal counsel to ensure compliance with all procedures pursuant to Educ. Code §§17250.10 et seq. or 17250.60.


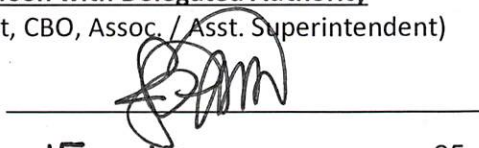
Contract for Energy Services That Will Generate Cost Savings

- Followed the RFQ/RFP Process steps in the Purchasing Processes and Procedures document, plus the procurement steps in that document for Government Code §4217.10.

Emergency Contracts {CBO Only}

- Followed the applicable steps in the Purchasing Processes and Procedures document.

Both signatures below are required

Approval by Department Head (Minimum: Manager Level)	Approval by Person with Delegated Authority (Superintendent, CBO, Assoc. / Asst. Superintendent)
Signature: <u></u>	Signature: <u></u>
Date: <u>May 12, 2025</u>	Date: <u>15 May, 2025</u>
Print Name: <u>Dr. Rebecca Westover</u>	Print Name: <u>Jeffrey Baier</u>
Print Title: <u>Chief Business Officer</u>	Print Title: <u>Superintendent</u>

For Department:

Checklist not required for school sites



MOUNTAIN VIEW-WHISMAN SD
 1400 Montecito Ave
 Mountain View, CA 94043
 Attn: Accounts Payable

April 21, 2025

Re: Rental Rate Change

Dear Valued Customer:

We hope your modular building solution is serving your needs well. We are writing to let you know about an upcoming change to your account. The monthly rates will be increasing for the contracts listed in the table below. The new rates will take effect beginning with the first billing cycle on or after the effective date shown in the table below and will remain in effect for 12 months thereafter.

Why?

The economy as we know it is continually changing and we have seen significant increases in materials for our buildings and labor costs. We are also continually working to improve upon our products and services to ensure Mobile Modular remains the most reliable, innovative, and forward-thinking partner our customers have come to expect over the past 40 years.

We continue to invest in new equipment, the teams that service our customers on a daily basis, and the development of new products and service offerings.

We are here to assist with any questions, suggestions or concerns you may have. Please do not hesitate to reach out to us at (925)606-9200. We appreciate all inquiries, as well as any feedback you may wish to share with us.

Thank you for your continued business.

Contract Number	Your PO No./Reference	Project Name	Site Address	Building ID	Product Type	Current Monthly Rate	New Monthly Rate	New Monthly Personal Property Expense Per Contract	Rate Change Effective Date
210032171	730068	Landels Elem	115 West Dana Street Mountain View, CA 94041	38709	Classroom, 24x40 DSA (Item1001) (RH)	\$678.50	\$766.71	\$0.00	7/1/2025
210032171	730068	Landels Elem	115 West Dana Street Mountain View, CA 94041	38765	Classroom, 24x40 DSA (Item1001) (RH)	\$678.50	\$766.71	\$0.00	7/1/2025
210032171	730068	Landels Elem	115 West Dana Street Mountain View, CA 94041	38767	Classroom, 24x40 DSA (Item1001) (RH)	\$678.50	\$766.71	\$0.00	7/1/2025

Sincerely,

Carrie Gerard
 Regional Sales Manager

RECEIVED
 APR 28 2025
 ACCOUNTS PAYABLE