



## MEETING AGENDA

Board of Library Trustees | Altadena Library District  
Main Library Community Room  
600 E. Mariposa St  
Altadena, CA 91001  
March 25, 2024 – 5:00 p.m.

### IMPORTANT NOTICE REGARDING THE MARCH 25, 2024 MEETING

This meeting will be available to view in a hybrid fashion, utilizing teleconference, electronic, and in-person means to allow for a variety of public viewing and public commenting options. The public is invited to attend the meeting in-person, or livestream the meeting. The live stream of the meeting may be viewed by visiting the Altadena Library District's YouTube channel at the following URL <https://www.youtube.com/c/AltadenaLibrary>

#### SUBMISSION OF PUBLIC COMMENT:

In order to facilitate in-person and virtual public participation at meetings, the District will accept public comment on agenda items by email or online public comment form up to two (2) hours prior to the start of Board of Trustees meetings. You may do this by emailing [hello@altadenalibrary.org](mailto:hello@altadenalibrary.org) or by submitting to [www.altadenalibrary.org/publiccomment](http://www.altadenalibrary.org/publiccomment).

Those wishing to make their comment virtually during the live meeting may request to do so, and will be provided the zoom link for the meeting.

If you wish to make public comment in-person during the meeting on any agenda item, you must email or submit a comment form either two (2) hours before the meeting, or at the start of the meeting to the District Administrative Assistant or other District staff member using a comment card. If your comment card is not received by the start of the meeting, you may not be able to make your comment. Comment cards will be available in a prominent location at the entrance to the meeting location.

If you wish your comments to be read aloud by a staff member during the meeting, please indicate so in your email, the online public comment form, or the physical comment card available at the meeting. If you submit more than one, only the first comment received will be read aloud. The District reserves the right to summarize comments if necessary for the orderly and timely flow of the meeting. All written comments in their entirety will become part of the meeting record and will be forwarded to the legislative body.

Comments are limited to two (2) minutes and will be timed.

If you are unable to submit via email, online, or attend the meeting in-person, you can call in to (626) 798-0833 ext. 103, during the corresponding item of the agenda. For public comment on any non-agenda item, please plan to call at 5:00 pm.

**PUBLIC REQUESTS FOR DOCUMENTS:** The District provides a public inspection copy of all materials included in the agenda packet distributed to the Board members. Members of the public who wish to obtain a copy of any document may do so by completing a Request for Public Document form and submitting it to Administration, who will arrange for the documents to be copied at a charge of 15¢ per page. Request forms are available at the District Administration offices.

In compliance with the Americans with Disability Act, if you need special assistance to participate in the meeting, please contact Library Administration at (626) 798-0833 x103 at least 48 hours prior to the meeting so the Altadena Library District may make reasonable arrangements to ensure accessibility to the meeting.

**LAND ACKNOWLEDGEMENT:** The Altadena Library District acknowledges its presence on the traditional, ancestral, and unceded land of the Gabrielino Tongva peoples. Altadena is located on the stolen homelands of the Xaxaamonga (Hahamongna) tribal band. The traditional territory of the Gabrielino Tongva is referred to as Tovaangar, which includes the areas currently known as Los Angeles County, Riverside County, West San Bernardino County, parts of Orange County as well as the four southern Channel Islands. Entities such as the U.S. government and non-Native settlers have subjected the Gabrielino Tongva peoples to historic and continuing injustices, including genocide, forced displacement, and cultural and linguistic erasure. Altadena Library commits to learning, educating, and informing its staff and residents of present-day Altadena about the rich histories, vibrant communities, and culture of Gabrielino Tongva people, present and past, through our collection development, resources, and program offerings.

I. Call to Order

- a. Land Acknowledgement

II. Roll Call

- a. Approval/Reordering of Agenda Items
- b. Adoption of Agenda
- c. Public Comment on Non-Agenda Items

III. Consent Calendar

- a. The Board of Library Trustees hereby approves the items and recommended actions in the

Consent Calendar listed below:

Approval of Minutes –

FEBRUARY 26, 2024 REGULAR MEETING

IV. Consideration of Items Removed from the Consent Calendar

*Items removed from the Consent Calendar discussed individually at this time.*

V. Department Updates & Special Presentations (**Informational**) [PAGES 9 - 30](#)

- a. Special Presentation – Early Literacy
- b. Department Update Reports – February 2024

VI. Reports (**Informational**)

- a. Support Groups **PAGES 31**
  - i. Altadena Library Foundation
  - ii. Friends of the Altadena Library
- b. Administrative Update **PAGES 32 - 38**
- c. Financial Reports – January 2024 **PAGES 39 - 50**
- d. Board of Trustees Standing Committee Reports  
None
- e. Board of Trustees Ad Hoc Committee Reports **PAGES 51 - 53**
  - i. Facilities Committee March 2024
  - ii. Elections Committee March 2024
- f. Liaison Reports **PAGES 54 - 58**

VII. Unfinished Business

None

VIII. New Business

- a. Review and approval of the Bob Lucas Memorial Library and Literacy Center Construction Project RFP Recommendation (**Action**) **PAGES 59 – 134**
- b. Review and approval of the Bob Lucas Memorial Library and Literacy Center Construction Inspection and/or Soils Engineering on-call Services RFP Recommendation (**Action**) **PAGES 135 - 137**
- c. Review and Approval of late opening of the Altadena Main Library on 4/18/24, to accommodate community and staff attendance at the Bob Lucas Memorial Library and

Literacy Center Groundbreaking Event (**Action**) **PAGES 138**

IX. Governance

X. Announcements & Planning

a. Correspondence

b. Proposed Future Agenda Items

XI. Adjournment

a. Adjourn Meeting





## MEETING MINUTES

Board of Library Trustees | Altadena Library District  
Main Library Community Room  
600 E. Mariposa St  
Altadena, CA 91001  
February 26, 2024 – 5:00 p.m.

### IMPORTANT NOTICE REGARDING THE FEBRUARY 26, 2024 MEETING

This meeting will be available to view in a hybrid fashion, utilizing teleconference, electronic, and in-person means to allow for a variety of public viewing and public commenting options. The public is invited to attend the meeting in-person, or livestream the meeting. The live stream of the meeting may be viewed by visiting the Altadena Library District's YouTube channel at the following URL <https://www.youtube.com/c/AltadenaLibrary>

#### SUBMISSION OF PUBLIC COMMENT:

In order to facilitate in-person and virtual public participation at meetings, the District will accept public comment on agenda items by email or online public comment form up to two (2) hours prior to the start of Board of Trustees meetings. You may do this by emailing [hello@altadenalibrary.org](mailto:hello@altadenalibrary.org) or by submitting to [www.altadenalibrary.org/publiccomment](http://www.altadenalibrary.org/publiccomment).

Those wishing to make their comment virtually during the live meeting may request to do so, and will be provided the zoom link for the meeting.

If you wish to make public comment in-person during the meeting on any agenda item, you must email or submit a comment form either two (2) hours before the meeting, or at the start of the meeting to the District Administrative Assistant or other District staff member using a comment card. If your comment card is not received by the start of the meeting, you may not be able to make your comment. Comment cards will be available in a prominent location at the entrance to the meeting location.

If you wish your comments to be read aloud by a staff member during the meeting, please indicate so in your email, the online public comment form, or the physical comment card available at the meeting. If you submit more than one, only the first comment received will be read aloud. The District reserves the right to summarize comments if necessary for the orderly and timely flow of the meeting. All written comments in their entirety will become part of the meeting record and will be forwarded to the legislative body.

Comments are limited to two (2) minutes and will be timed.

If you are unable to submit via email, online, or attend the meeting in-person, you can call in to (626) 798-0833 ext. 103, during the corresponding item of the agenda. For public comment on any non-agenda item, please plan to call at 5:00 pm.

**PUBLIC REQUESTS FOR DOCUMENTS:** The District provides a public inspection copy of all materials included in the agenda packet distributed to the Board members. Members of the public who wish to obtain a copy of any document may do so by completing a Request for Public Document form and submitting it to Administration who will arrange for the documents to be copied at a charge of 15¢ per page. Request forms are available at the District Administration offices.

In compliance with the Americans with Disability Act, if you need special assistance to participate in the meeting, please contact Library Administration at (626) 798-0833 x103 at least 48 hours prior to the meeting so the Altadena Library District may make reasonable arrangements to ensure accessibility to the meeting.

**LAND ACKNOWLEDGEMENT:** The Altadena Library District acknowledges its presence on the traditional, ancestral, and unceded land of the Gabrielino Tongva peoples. Altadena is located on the stolen homelands of the Xaxaamonga (Hahamongna) tribal band. The traditional territory of the Gabrielino Tongva is referred to as Tovaangar, which includes the areas currently known as Los Angeles County, Riverside County, West San Bernardino County, parts of Orange County as well as the four southern Channel Islands. Entities such as the U.S. government and non-Native settlers have subjected the Gabrielino Tongva peoples to historic and continuing injustices, including genocide, forced displacement, and cultural and linguistic erasure. Altadena Library commits to learning, educating, and informing its staff and residents of present-day Altadena about the rich histories, vibrant communities, and culture of Gabrielino Tongva people, present and past, through our collection development, resources, and program offerings.

- I. Call to Order
  - a. Land Acknowledgement  
President Wilkerson read the Land Acknowledgement.
- II. Roll Call  
President Wilkerson called roll. Trustees Andruess, Capell, Clark, Lim, and Wilkerson responded as present.
  - a. Approval/Reordering of Agenda Items  
A request was made to reorder the agenda items.
  - b. Adoption of Agenda  
**Trustee Clark moved to reorder the agenda items as follows: Agenda Items VI. A.i and VI A.ii as items II. D. Seconded by Trustee Lim.**  
**Roll Call Vote:**  
**Trustee Andruess: Aye**  
**Trustee Capell: Aye**  
**Trustee Clark: Aye**  
**Trustee Lim: Aye**  
**Trustee Wilkerson: Aye**  
**Motion Passed**
  - c. Public Comment on Non-Agenda Items  
None
  - d. Support Groups **PAGES 33 – 34**  
Mark Mariscal provided the reports for the Altadena Library Foundation and the Friends of the Altadena Library support groups.
    - i. Altadena Library Foundation
    - ii. Friends of the Altadena Library
- III. Consent Calendar
  - a. The Board of Library Trustees hereby approves the items and recommended actions in the Consent Calendar listed below:  
Approval of Minutes –  
JANUARY 22, 2024 REGULAR MEETING  
**Trustee Clark moved to approve the minutes for the January 22, 2024 Regular Meeting. Seconded by Trustee Capell.**  
**Roll Call Vote:**  
**Trustee Andruess: Aye**  
**Trustee Capell: Aye**

**Trustee Clark: Aye**  
**Trustee Lim: Aye**  
**Trustee Wilkerson: Aye**  
**Motion Passed**

- IV. Consideration of Items Removed from the Consent Calendar  
*Items removed from the Consent Calendar discussed individually at this time.*
- V. Department Updates & Special Presentations **(Informational)** **PAGES 11 - 32**
  - a. Special Presentation – Altadena Poets Laureates  
District Director Nikki Winslow provided the report.
  - b. Department Update Reports – January 2024
- VI. Reports **(Informational)**
  - a. Support Groups **PAGES 33 - 34**
    - i. Altadena Library Foundation
    - ii. Friends of the Altadena Library
  - b. Administrative Update **PAGES 35 – 42**  
District Director Winslow provided the report.
  - c. Financial Reports – January 2024 **PAGES 43 – 53**  
Kristi Even provided the report.
  - d. Board of Trustees Standing Committee Reports **PAGES 54 - 60**
    - i. Budget Committee 2/8/24  
Trustee Lim provided the report.
  - e. Board of Trustees Ad Hoc Committee Reports
    - i. Facilities Committee January 2024  
Trustee Clark provided the report.
  - f. Liaison Reports  
Trustee Andruess provided a report.
- VII. Unfinished Business  
None
- VIII. New Business
  - a. Review and Approval of Mid-Year Adjustments **(Action)** **PAGES 61 – 72**  
**Trustee Capell moved to approve the FY 2023-2024 mid-year budget adjustments.**  
**Seconded by Trustee Andruess.**  
**Roll Call Vote:**  
**Trustee Andruess: Aye**  
**Trustee Capell: Aye**  
**Trustee Clark: Aye**  
**Trustee Lim: Aye**  
**Trustee Wilkerson: Aye**  
**Motion Passed**
  - b. Review and approval of updates to the Code of Conduct Policy **(Action)**  
**PAGES 73 – 76**  
**Trustee Lim moved to approve the updates to the Code of Conduct Policy.**  
**Seconded by Trustee Clark.**  
**Roll Call Vote:**  
**Trustee Andruess: Aye**  
**Trustee Capell: Aye**  
**Trustee Clark: Aye**  
**Trustee Lim: Aye**  
**Trustee Wilkerson: Aye**

**Motion Passed**

- IX. Governance
- X. Announcements & Planning
  - a. Correspondence
  - b. Proposed Future Agenda Items
- XI. Adjournment
  - a. Adjourn Meeting

The meeting was adjourned at 6:44pm.



**BOARD OF LIBRARY TRUSTEES  
ADULT SERVICES REPORT FOR  
FEBRUARY 2024**

**DEPARTMENT:** Adult Services

**MEETING DATE:** March 25, 2024

**PREPARED BY:** Danielle Guerrero

**LOCATION:** Main Library Community

---

### **Fab Lab**

In February, the Fab Lab maintained its trend of active and productive open hours. Throughout the month, there were 32 sessions, totaling 56 logged hours of use.

On Monday, February 5th, the Fab Lab held a drop-in workshop where participants engaged in customizing Cricut files to create their own Valentine's cards. In collaboration with Postal Service for the Dead, attendees were encouraged to personalize the cards for individuals in their lives who had passed away. During the session, participants shared stories and memories of their departed loved ones while decorating the cards.



### **Mobile Library**

The Curiosity Connection remained active in February, participating in events at USC Pacific Asia Museum and Loma Alta Park. These engagements attracted considerable attendance, allowing our staff to introduce the unique offerings of our library district to over 1,000 individuals throughout the month.



Pictured is one of the crafting opportunities at USC PAM.

### **Little Free Library**

With help of the Curiosity Connection, the Adult Services team made two Little Free Library (LFL) deliveries, including a new owner on Oliveras. Staff curated a selection of current fiction, mystery, suspense, and historical fiction books to refill both LFL.



### **Library of Things**

Progress continues expanding the Library of Things collection with the recent acquisition of 5 new Nintendo Switch consoles. These consoles, made possible through a grant from the Tournament of Roses, have proven to be highly popular among our patrons. We are delighted to nearly double the number of available systems, enhancing access to this sought-after resource.

### **Outreach**

For Black History Month, LA County Parks and Recreation organized a celebration at Loma Alta Park during the Altadena Neighborhood Farmers Market. The event featured a Tina Turner tribute band, BBQ dinner, and various activities for children. ALD staff had the opportunity to engage with the community, connecting with over 85 families throughout the event.



Staff also participated in the vibrant Black History Program held at Farnsworth Park in early February. The event featured Ms. Adrienne Bratton, daughter of the first African American umpire in Major League Baseball, who delivered a compelling speech accompanied by captivating photos and clips. Attendees also enjoyed music by the Michael Haggins Orchestra, enhancing the overall experience.



## Art at the Library

### Art on Display

For January and February, the library is showcasing "Postal Service for the Dead: The First Year." This ongoing collective project encourages people to send letters to deceased loved ones. Established in December 2022, the exhibition features a curated selection of letters and postcards received during the first year of the project.





## Programming

### Writing Your Story with Author Lorinda Hawkins Smith

Through creative prompts and exercises, Lorinda took attendees on a journey to help discover the joys of writing and sharing their story. Lorinda is an accomplished author, writer, musician, and playwright.

### Celebrating the Pursuit of Peace and Justice through Music and Drama

In collaboration with the Altadena Historical Society and All Saints Church, we hosted Brother Gerald and the Peace Players. This was such an inspirational event that featured dramatizations of Martin Luther King, Jr., a youth drumming circle, and beautiful songs! The Community Room was jam-packed, with guests watching from the door. What a wonderful way to celebrate Black History Month!



### Bridget “Biddy” Mason: Her Open Hand

We welcomed Lorinda Hawkins Smith back to ALD for another Black History Month program. This time, she took us on a storytelling journey of how Bridget “Biddy” Mason won her freedom



from enslavement in a California court and became a wealthy Los Angeles pioneer and philanthropist. Attendees were thoroughly entertained through Lorinda's artistic dramatization and powerpoint presentation!

### **Second Saturday**

February's Second Saturday event featured the captivating sounds of New Orleans with Kenny Sara, drawing an impressive attendance of 198 enthusiastic patrons. In celebration of the upcoming Mardi Gras festivities, attendees dressed in vibrant purple, green, and gold attire, creating a lively atmosphere filled with laughter and dancing.



### **Murder Mystery**

February's Murder Mystery event immersed participants in the Mardi Gras theme, with attendees wearing elaborate costumes inspired by a Mardi Gras Ball. Snacks for the event were generously provided by WellBe Health.

### **Lunar New Year Celebration**

In honor of the Lunar New Year, the library hosted The Immortal Lion Dancers, accompanied by engaging craft activities for children, attracting 129 attendees. Patrons praised the performers for their exceptional demonstrations of dragon customs, ensuring a delightful experience for all, especially the younger audience members.



### **Adult Craft: Clay Coaster**

This month's adult craft session focused on clay coasters, sparking patrons' creativity and yielding fantastic results. At the Main library, six individuals participated, while eight joined the craft session at Plant Material, showcasing their imaginative designs.



### **Cozy Crafters**

The Cozy Crafters Club enjoyed another successful gathering with nine attendees engaging in various crafts, including knitting, crocheting, embroidery, and mending, hosted at Calisto Tea House.



### **ALD Garden Club**

The garden club experienced growth this month, with seven participants attending. Beginning with planting seeds of peas, beets, lettuce, spinach, radishes, and carrots at the start of the month, the club saw seedlings emerge by the end of the month. Additionally, members cleared the flower bed and planted flower seeds, with generous donations including poppy seeds from one attendee.



### **Sewing Series Finale**

The sewing series led by Amy Blea concluded with a full class of 10 participants, receiving appreciation from the community for offering such enriching events. This series was made possible by a mini-grant through the Altadena Library Foundation

### **Chess Night**

Chess Nights remained a popular community event, attracting 16 attendees eager to participate in friendly chess matches.

### **Huntington Health**

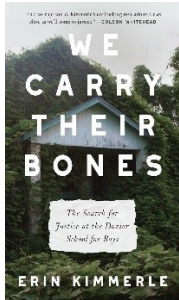
Huntington Health Screening continued this month, with three patrons visiting the RN for health check-ups.

### **From Page to Table**

From Page to Table was held in the Community Room on February 23rd, with three participants in attendance. A crockpot filled with beans and a lemon blueberry drizzle cake were shared among the participants. Plans are underway to continue the program, with potential adjustments to the day and time to accommodate more participants.

### **True Crime All the Time Book Club:**

On February 24th, the True Crime All the Time Book Club convened via Zoom with seven attendees. The selected book for Black History Month was "We Carry Their Bones: The Search for Justice at the Dozier School for Boys" by Erin Kimmerle. The book, written in memoir style by a renowned forensic anthropologist, sheds light on the racial injustices suffered by boys both in life and death.



### **Family Concert with Mt. Lowe Chamber**

The Mt. Lowe Chamber Players hosted a family concert on the main floor on February 25th, attracting an audience of 112 attendees. The program featured kid-friendly selections such as "Under the Sea," "Hoedown," and excerpts from Carnival of the Animals, concluding with a surprise Star Wars-themed performance. Children actively engaged with the performers, asking questions about the instruments and eagerly participating in discussions.

### **Sip 'n Poem**

The inaugural Sip 'n Poem event at Callisto Tea House was a memorable evening dedicated to poetry and prompts in honor of Black History Month, intertwined with the pleasure of tea. Participants were guided through a sensory journey, experiencing African teas, admiring impactful Black visual art, and hearing profound lyrics. This multi-sensory experience sparked imagery and creativity, reflecting the essence of poetry.

### **Open Mic Night**

Open Mic Night took place on February 5th, fostering a convivial atmosphere and fostering connections among neighbors.

## **Displays**

### **Black History Month Display**

Throughout February, the library showcased a curated selection of books authored by Black writers and focused on Black history as part of the celebration of Black History Month. Additionally, profiles of African American Altadena residents sourced from the Altadena Historical Society's exhibition, "Interesting Altadenans," were featured. Staff designed special buttons commemorating Black History Month, which patrons were encouraged to take.



### **Blind Date with a Book Display**

In anticipation of Valentine's Day, the library presented a unique "Blind Date with a Book" display. Books spanning various genres were wrapped in butcher paper, each labeled with three identifying themes. Patrons were invited to select a wrapped book and were also provided with a fillable sheet to review their selection and share their thoughts with staff.



### **Got Comments?**

*The puppet performance at Christmas time was excellent! I hope you are planning to do more puppet shows in the future. Springtime would be great.*

We are thrilled to hear that you enjoyed the puppet show with Noteworthy Puppets! We have a program for teen on Puppet Making and 2 puppet shows scheduled for the summer! If you haven't done so already, please sign up for our monthly e-blasts. Stay tuned for more information on these!





**BOARD OF LIBRARY TRUSTEES  
YOUTH AND FAMILY SERVICES REPORT FOR FEBRUARY 2024**

**DEPARTMENT:** Youth and Family Services

**MEETING DATE:** March 25, 2024

**PREPARED BY:** Sofia Araya

**LOCATION:** Main Library Community Room

---

***Children's Services  
Programs***

February was a fun month with programs! Our reoccurring story times and monthly series, such as Pajama Storytime, Curiosity Play Hour, and one-off tween programs continued. This month, we had several unique programs including a flower arranging program for tweens and a paper mosaic program for families. Youth and Families Services staff also assisted with the Lion Dancer program geared for all ages!

Below are some images from February's events.



*Valentine's Day Flower Arranging*



*Paper mosaic program.*



*Families during Curiosity Play Hour.*



## Displays

This month the Children's area displayed books celebrating Black History Month, Valentine's Day, and Lunar New Year! We also highlighted ALA Youth Medal award winning books. We had books displayed above the children's picture bookshelves. In the Children's Room Glass Display Case, staff created a display all about 1000 Books Before Kindergarten. The different incentive prizes are shown and patrons can scan a QR code to Beanstack in order to create an account or to register for the program!





*YFS February displays.*

**Outreach and School Visits**

The Youth and Family Services department attended different community outreach events this month. Staff attended the USC Pacific American Museum's Lunar New Year event. This event was a hit. Our YFS Librarian did a storytime and staff engaged with community members with different art activities at the table. YFS staff also participated in Madison Elementary's Science Night. We attended the Black Education Expo on February 24. We provided information flyers and gave free books written by black authors, or with black characters. Lastly, Assistant Director Ashley Watts and the YFS Manager attended Jackson Elementary's Chocolate Storytime in celebration of Black History Month. We read stories to the students. Overall, it was so great to engage with different community members and tell them all about our services.

In preparation for the 1000 Books Before Kindergarten Launch Party (held on March 2<sup>nd</sup>), YFS Manager connected with local preschools and daycares to provide information to families about our event and about our early learning services. We connected with Rayuela School, Families Forward Learning Center, and both of the local Oak Knoll Montessori locations. We provided a branded tote bag with a bilingual book, information about 1000 Books Before Kindergarten, and our upcoming events flyer.

Two schools visited the library this month, including Waldorf School and Sahag-Mesrob Armenian Christian School with a total of 51 students and staff visiting!





*YFS February outreach images.*

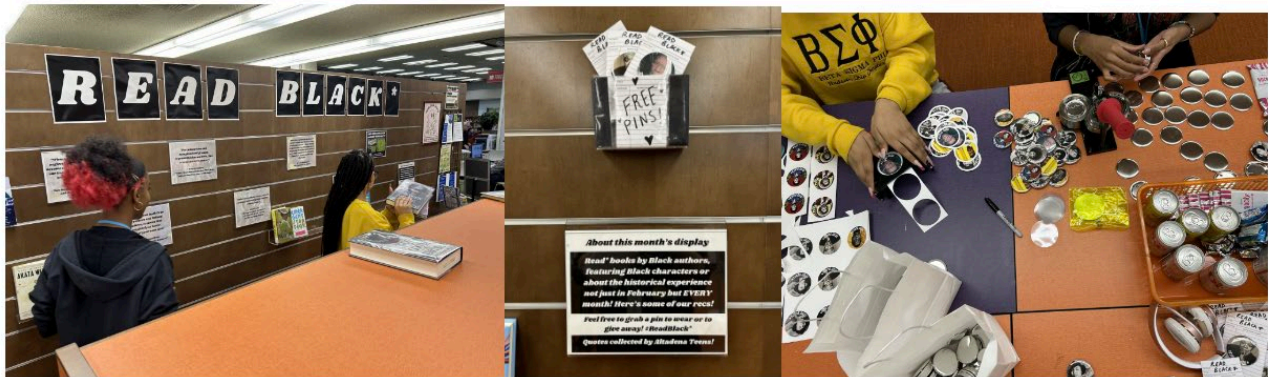


### **Teen Services Programs**

There were several engaging and fun programs for teens this month! These programs included: Teens! Take Up Space!, Teen Stop Motion Animation and Teen Poetry Club,

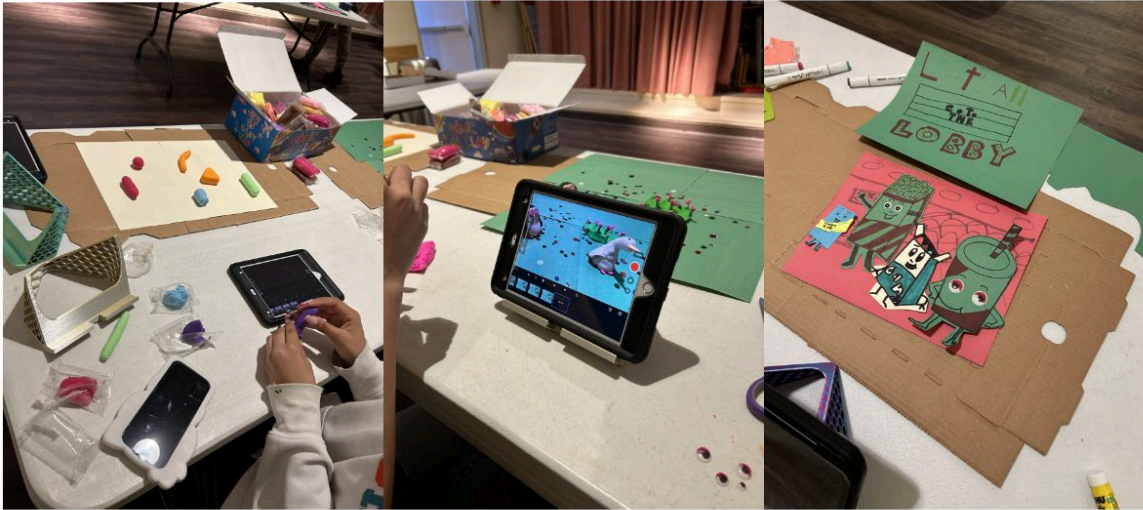
Teen Leadership Council (TLC) is a little different starting this year. TLC will now be a quarterly cohort with a more intentional goal of completing a project with the teens. A total of 11 teens attended this first Spring Cohort Meeting. It was a really wonderful experience for teens to socialize with each other through food and icebreakers. They were able to share out their ideas about challenges they face as teens, what matters to them, and what potential programs they would like to do. The top two things that matter to this group of teens were the future and money. Collectively, as a group, they decided to do a mental health focused art activity (possibly 3 different stations) in the Teen Space – it would be for April 16.

Below are some images of the programs!



*Teens Take Up Space attendee decorating the Teen Space.*

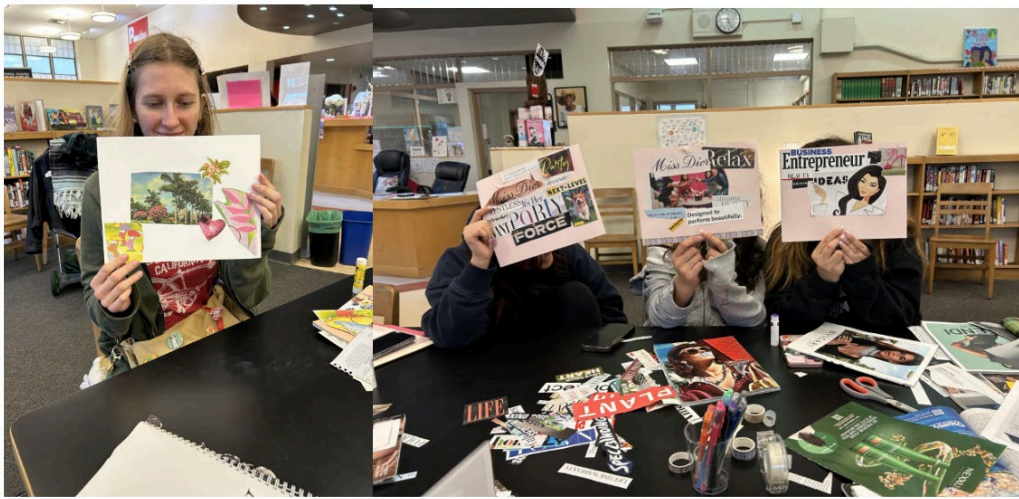




*Teen Stop Motion Animation program.*

### **Outreach**

Our partnerships with the local high schools have continued. This month our Teen Librarian has attended Wellness Wednesday at both John Muir and Pasadena High Schools. They lead a Visions Board program at Pasadena High School and led a Visions Board program at Five Acres. We are especially excited to build a partnership with Five Acres as part of our organizational goal.



*Teens during the PHS Vision Board program.*



*Five Acres Vision Board program.*

**Displays**

This month the Teen Space had a display created during the Teens Take Up Space program. The display was to highlight books for Black History Month. “#ReadBlack” pins were created by our Teen Librarian and left out in the Teen Space for teens to take home with them.

*February display in the Teen Space.*







**BOARD OF LIBRARY TRUSTEES  
BOB LUCAS BRANCH REPORT FOR FEBRUARY 2024**

**DEPARTMENT:** Bob Lucas Branch

**MEETING DATE:** March 25, 2024

**PREPARED BY:** Diana Wong

**LOCATION:** Main Library Community Room

---

**BOB LUCAS LIBRARY & LITERACY UPDATES**

Bob Lucas branch from offered 9 programs for the community, and installed displays celebrating Black History and Women’s History. Staff also picked up the pace on preparing for the Bob Lucas renovations by taking stock of our collections, supplies, and everything inside the building so we can be ready for APRIL! We are so excited for the groundbreaking, and the Friends of the Altadena Library Book Sale at BL!

- Our monthly **Seasonal Crafts** was well-attended this month, bringing in nearly 30 people into our intimate communal space. Families and children enjoyed the craft and opening presentation centered on the lunar new year. Our young patrons created their dragon mask, selecting their own materials and making their own color choices.



- Our **Family Storytimes at BL and Loma Alta Park** served 119 people this month! Our indoor programming is regularly attended by babies and toddlers who so very much enjoy the playtime after we share stories. It is so nice partnering with **LA County Parks and Rec** who have been so welcoming to us as we make off-site programming available that is not too from the branch. This partnership is especially important to us as it allows ALD to continue offering programming to the westside after we close for renovations.

- Our partnership with Plant Material is another strong collaboration that allows programming to be made available while BL is undergoing construction. We host the ever-popular **Adult Craft** program at the native plant nursery, and we see consistent attendance at these monthly gatherings. In February, crafters made and took home a set of clay coasters!
- Every spring semester, we see **Odyssey kindergarteners** visit the Bob Lucas branch. Ms. Takahashi's and Ms. Chavez's students made their way down this month for a story and to checkout books. These walking field trips to the library often make quite the impression on the kindergarteners, as many of them return to the library with their parents following their walking fieldtrip so they can sign up for a library card and check out more books.



- We put up 3 displays this month: Black History Month, Women's History Month and Blind Date with Book for Valentine's Day.



## **Adult Literacy**

- We held our quarterly Tutor-Meet up this month to review updates, share teaching strategies, and welcome a new tutor! A big thanks to one of our dedicated tutors who led a session on incorporating imagery into lessons to help build vocabulary and increase speaking for ESL learners.

During this meet-up, we also updated our tutors about the timeline for the renovations. While BL space will not be available for about a year starting in April, Adult Literacy Services will continue to operate and be made available for new participants to join. Our tutors and learners are arranging to continue meeting regularly and will either use Main branch space, classrooms offered by the Seventh Day Adventist Church, or virtually for tutoring session. ESL will continue to be offered at the Seventh Day Adventist Church Monday-Thursday mornings.





**BOARD OF LIBRARY TRUSTEES  
I.T. & TECHNICAL SERVICES REPORT FOR FEBRUARY 2024**

**DEPARTMENT:** IT & Technical Services

**MEETING DATE:** March 25, 2024

**PREPARED BY:** David Zearbaugh

**LOCATION:** Main Library Community Room

- **Library of Things and Kits!**

- The Technical Services Team has been busy working on new kits and Library of Things items. We recently completed and made them available to the public.

- 5 Yoto Players

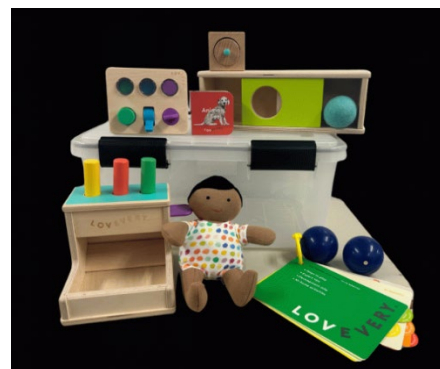
- For those who don't know, Yoto Players are screen-free audio platform designed specifically for children, using physical cards to play curated stories, music, and other content.



- 15 Lovevery Kits – Pictured is “The thinker : 11-12 months”

- **PCI & DSS Training**

- All Staff completed our Annual Training to ensure Payment Card Industry (PCI) and Data Security Standard (DSS) compliance. This is one of the many trainings we have created and offer staff in Niche Academy.

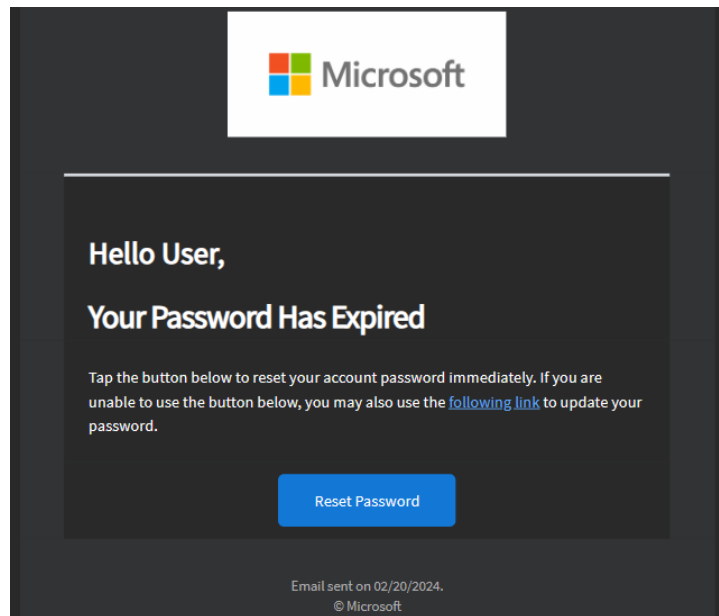


- **Email Security Audit**

- In February, IT Services initiated another round of attack simulation to all ALD staff. The results are listed below:
- Out of 34 emails sent to staff, 2 links were clicked.
- We had a 35.29% Report Rate.
- 5.88% Compromise Rate with 2 user compromised. Training was assigned and completed within the deadline.
- While these results were not ideal, this one was tough and resembled real life emails from Microsoft. We do require staff to attend trainings for each of the clicks or “compromises” that may occur. It allows us to use this opportunity as a teaching moment of what has the potential to happen so they are more aware



and cautious in the future. We also discuss the results at our All Staff Meetings in order to share information about the risks and educate our staff on what to look out for.



- **On a personal note from David...**
  - Zoe turned 1 in February! I can't believe it's already been a year. Here are a few pictures from her birthday party.





**BOARD OF LIBRARY TRUSTEES  
FACILITIES REPORT FOR FEBRUARY 2024**

**DEPARTMENT:** Facilities

**MEETING DATE:** March 25, 2024

**PREPARED BY:** Nikki Winslow

**LOCATION:** Main Library Community Room

---

#### Facilities Manager Recruitment

The District opened recruitment for a Facilities Manager in mid-January. Applications were reviewed and 7 candidates were invited to interview on March 6 with an external panel, and two candidates were invited to a second interview with internal managers on March 12. It was determined that the District will continue the recruitment process to select the most qualified candidate for the position. The new first review date is April 15.

#### Roofing Update

On February 21, the roof was repaired by Roof Repair Specialists. There was a coincidentally a kcal 9 news crew shooting a segment regarding damage from the rains, and the library was featured.

#### Tree Trimming

Annual Tree Trimming service occurred on Sunday, March 10.

#### Custodial Services

Verde Cleaning has established a system for ensuring the cleaning of the District interiors is up to standard. They are in close communication to ensure cleaning is meeting standards for the District.

#### Elevator

The elevator at Main was repaired on March 5, and the necessary state permit was received on March 18. The elevator is now in compliance with state regulation.

#### Second Van Update

The installation of shelving and liftgate on the new van is delayed. The installation vendors noted there is an issue with the computer in the lift gate. They will need to have someone assess solutions. This has been prioritized and updates are forthcoming.

#### HVAC Repairs

Allison Mechanical performed preventative maintenance at the Bob Lucas Library on Tuesday, 2/27, and at the Main Library on Wednesday, 2/28.



**BOARD OF LIBRARY TRUSTEES  
FREINDS OF THE ALTADENA LIBRARY REPORT**

**REPORT:** FOAL

**MEETING DATE:** March 25, 2024

**PREPARED BY:** Tom Ruffner

**LOCATION:** Main Library Community Room

---

The Friends will participate in the Bob Lucas book sale April 12 & 13.

The Friends two-day book sale is scheduled for May 18 & 19.

The Friends with host its Annual Meeting on June 4 in the library Community Room @ 6:00pm.  
The Board is invited to celebrate with us!



**BOARD OF LIBRARY TRUSTEES  
ADMINISTRATIVE UPDATE FOR MARCH 2024**

**DEPARTMENT:** Administration

**MEETING DATE:** March 25, 2024

**PREPARED BY:** Nikki Winslow & Ashley Watts

**LOCATION:** Main Library Community Room

---

**Staffing Updates:**

- a) New Hires: None
- b) Promotions: None
- c) Resignations/Retirements/Terminations: Shawnee Downing – Library Clerk – March 30, 2024



We got the bittersweet news that our part-time Library Clerk Shawnee Downing has resigned from her position with ALD. Shawnee began working for the District in April 2021 as a Library Aide. She played an invaluable role in training new aides and keeping our library shelves in tip-top shape. In March 2023, Shawnee was happily promoted to Library Clerk, with an emphasis on events and programming. During this past year, Shawnee has worked countless outreach events and has assisted both branches with programming needs. She's been such a big help, especially since we've seen an increase in ALD's presence in the community. The Temple City School District is lucky to have her as a Library Media Specialist – we will miss her as an ALD team member!

We also have our recruitment for the Facilities Manager currently taking place. We are in the process of reviewing applications we have received and will be scheduling an external interview panel in the next few weeks. Based on the outcome of those interviews, the next round with top candidates shortly after. I am hopeful we will have selected a new Facilities Manager by the March Board meeting.

**Marketing Update:**

This month we posted the history of the Bob Lucas Library video on social media/YouTube and shared the closing date and groundbreaking for the renovations. We created a small ad campaign for the video, which has received more than 3,300 views (IG/YT) to date. To watch the video, go to <https://www.youtube.com/watch?v=B5-O7I9dIVY>.

The next video in the series is underway and will share design highlights of the Bob Lucas Library renovations, inspiring artwork by Keni Arts, the timeline of the project, and important dates.

Design boards and one-sheets have been updated and distributed for both building projects.

In honor of National Library Week (April 7-13), we created a trifold brochure highlighting all of the programs planned by library staff. We also created a Taste of 'Dena "save the date" postcard template for the Altadena Library Foundation. A banner for the Main Library, a banner for the Bob

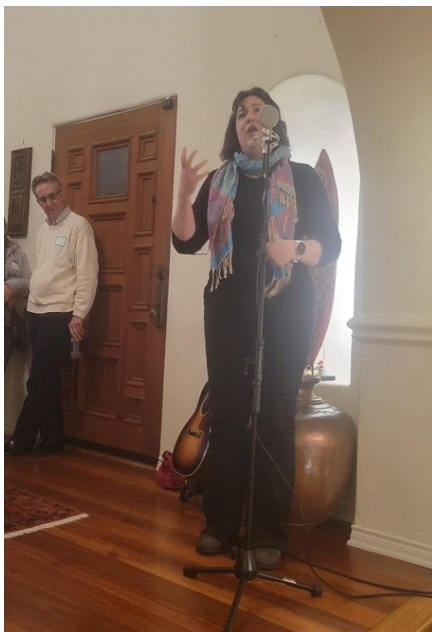


Lucas Library, and yard signs highlighting the closing date, Friends of the Altadena Library Book Sale at Bob, and the groundbreaking have been created and are being printed. All items should be complete and posted by March 23. Groundbreaking invites, news release, and direct mailer are in the works.

We shared several May events and the June 1 summer reading kickoff event with Altadena Neighbors magazine for the May issue, and the story about our Altadena Poets Laureate should be published in the April issue.

**Altadena Library Foundation 2024 Kickoff Event**

Our wonderful ALF support group had their first event of the year on Friday, March 1<sup>st</sup>. It was hosted at a beautiful home in east Altadena. Although they expected a good turnout, it was a happy surprise to see the almost 60 attendees that showed up to support the work of the ALF. Thanks to Brin Wall for creating two updated promotional boards for the upcoming library renovations and one-sheets with information about the two building projects. ALF President Mark Mariscal also recognized and thanked past ALF Directors Bridget Brewster and Renee Hines for their many years of service and he presented ALD with another \$15,000 check from the ALF. We also were entertained by the beautiful music of up-and-coming artist Rae Isla. What a fabulous time!



**Altadena Chamber of Commerce**

The Altadena Chamber of Commerce hosted Dr. Silvia Gates-Carlisle, MD, MPH, FACP to give a presentation on Alzheimer's, as part of their 2024 speaker series. Ashley and other members of the Member Services Committee assisted with facilitating this Zoom webinar. Be on the lookout for more speakers throughout 2024! The next one is set for April 11<sup>th</sup> and it's called "Educating Our Business Owners on Accessing Capital and Financial Options."



**Pasadena Literary Alliance Festival of Women Authors**

Nikki was again invited to the annual Festival of Women Authors by the Chair of the Pasadena Literary Alliance. They ended up having a couple of extra tickets as well, so Bridget Brewster and Catalina Theodoros were able to use these last minute seats as well. It was an impressive slate of authors as usual, and it was great to get to speak to them and have them sign their books that we purchased. We highly recommend this event in the future!

**Chocolate Storytime at Jackson Elementary School**

The African American Parent Council hosted a Chocolate Storytime in celebration of Black History Month! Ashley read books to 2 classrooms and was able to meet members of the AAPC in hopes of collaborating in future projects! Youth and Family Services Manager Sofia Araya was also in attendance.



**The Rotary Club of Altadena**

For Read Across America, Ashley joined other Rotarians to read to classrooms at Families Forward Learning Center. Ashley donned a Dr. Seuss hat to read books, sing songs, and play outside with the little ones!

**Look Who's Using the Community Room!**

On March 5<sup>th</sup>, we had our first storytime with Petite Library in Arabic! They also offered a Korean and a French storytime this month and the partnership will continue through May. Aside from this partnership, Petite library will use the Community Room for rehearsals for their upcoming play that will debut to the students' families and be offered as a library program to our patrons in April.





***On a personal note from Nikki...***

It's that crazy time of year again for the Winslow household! Anyone that knows me knows that I go MAD for March Madness and that is definitely the case again this year! My beloved Arizona Wildcats are currently ranked #6 in the US and secured a #2 seed in the big NCAA Tournament, which I will be watching intently with family and friends in Las Vegas during the first weekend (which will be the previous weekend when this Board meeting is happening). My sister Kim is also flying in from Ohio with my niece Lily so we'll be able to catch up and spend the weekend together as well. Please send positive thoughts into the universe for my fabulous Wildcats!

Here is a photo of my daughter Alyssa, son Landon, and myself watching Arizona play back in December and then another one from last Thursday when I watched them beat the USC Trojans in the PAC-12 tournament.

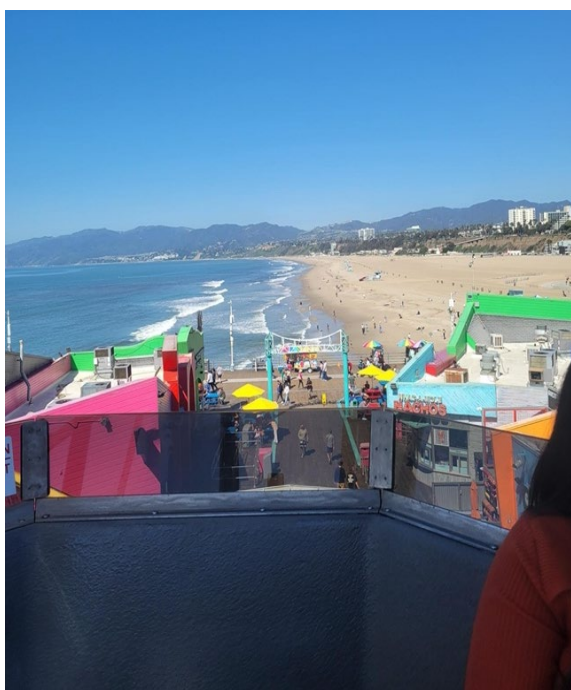


***On a personal note from Ashley...***

I had the pleasure of attending the Youth and Family Services Early Literacy Launch event with my little Austin, my sister Amber, and her 2-year-old daughter Haylee. We enjoyed a great storytime, had a chance to meet Curious George, and enjoyed the fellowship in the Children's Room. Kudos to the YFS department for hosting such a wonderful event!



On another note, I finally made it to the Santa Monica pier! It's been on my bucket list since I moved to California and I can't wait to go again! I rode the Ferris wheel, had funnel cake, and watched the ocean waves!





**Statistical Update**  
**FY22-23 and FY23-24 Comparison – Page 1 of 2**

<b>System-Wide Statistics</b>	<b>Jul-22</b>	<b>Jul-23</b>	<b>Aug-22</b>	<b>Aug-23</b>	<b>Sep-22</b>	<b>Sep-23</b>	<b>Oct-22</b>	<b>Oct-23</b>	<b>Nov-22</b>	<b>Nov-23</b>	<b>Dec-22</b>	<b>Dec-23</b>
E-Resource Checkouts	4,254	4,785	3,941	4,566	3,748	4,771	3,521	4,616	3,866	4,624	4,061	4,520
Virtual Visits to Library Website	40,163	41,422	40,973	38,786	39,630	39,361	40,876	40,352	37,691	37,890	38,093	38,193
Public Wireless Sessions	8,347	9,252	9,700	10,479	9,588	9,708	8,985	9,731	8,327	8,671	8,643	8,593
Open Rate of Monthly E-Connect (%)	40%	38%	44%	38%	49%	38%	43%	37%	49%	39%	52%	39%
Vending Machines Usage								32		63		70
Reference Sessions	575	2,095	2,182	2,153	1,421	1,932	1,686	1,864	1,578	1,822	1,174	2,021
Live Chat Sessions	10	35	20	30	14	12	18	8	16	9	23	4
No. of Curiosity Connection Programs/Outreach	13	7	5	5	3	3	6	7	7	6	2	4
Curiosity Connection Program Attendance	620	323	260	435	12	239	246	819	158	337	205	621
Volunteer Hours (Teen, Adult & Literacy)												80
<b>Main Library Statistics</b>												
Physical Collections Checkouts	17,193	18,668	17,780	18,948	16,910	18,668	16,458	18,912	15,177	17,664	13,914	15,240
Library of Things	137	111	137	94	135	72	94	105	111	83	140	120
New Patrons	311	304	378	335	283	397	276	348	232	257	211	224
Visitor Count	7,287	9,715	8,096	9,810	8,145	8,846	8,202	9,446	7,926	8,869	7,260	8,423
Self-Service Extended Usage		13		15		10		16		14		10
No. of Adult Programs/Outreach	14	26	19	16	16	17	25	21	22	25	11	15
Adult Program Attendance	334	566	693	509	200	341	572	675	479	360	184	388
Number of Youth Programs/Outreach	27	29	2	5	19	21	28	32	14	33	5	6
Youth Program Attendance	1,133	1,085	137	150	325	695	778	1982	26	1367	158	282
Number of Teen Programs/Outreach	12	17	0	2	8	7	7	5	5	7	3	8
Teen Program Attendance	92	61	0	13	36	73	84	122	74	131	9	492
<b>Bob Lucas Statistics</b>												
Physical Collection Checkout	797	731	731	792	612	771	744	801	715	854	515	826
Library of Things	1	5	13	20	19	17	29	16	16	10	13	14
New Patrons	15	14	15	27	21	15	19	18	25	19	13	13
Visitor Count	1,949	2,055	2,137	2,037	1,871	1,899	2,183	1,950	1,867	1,933	1,747	1,503
No. of Bob Lucas Programs/Outreach	18	21	19	21	20	21	16	27	17	18	16	18
Bob Lucas Program Attendance	152	153	103	160	150	158	96	238	100	124	111	153
<b>Passport and Notary Services</b>												
Passports Processed	131	173	131	142	118	128	133	92	129	103	98	106
Passport Photo Sessions	0	37	8	37	16	32	46	21	52	32	45	18
Phone Calls Received	531	520	591	492	548	371	425	361	344	348	348	312
Notary Appointments		10		20		17		9	17	17	8	26

**Statistical Update  
FY22-23 and FY23-24 Comparison – Page 2 of 2**

<b>System-Wide Statistics</b>	<b>Jan-23</b>	<b>Jan-24</b>	<b>Feb-23</b>	<b>Feb-24</b>	<b>Mar-22</b>	<b>Mar-23</b>	<b>Apr-22</b>	<b>Apr-23</b>	<b>May-22</b>	<b>May-23</b>	<b>Jun-22</b>	<b>Jun-23</b>
E-Resource Checkouts	3,697	5,687	4,143	5,984	3,421	4,523	4,360	4,217	4,819	4,869	4,870	5,330
Virtual Visits to Library Website	42,971	42,354	39,432	39,186	32,639	39,127	33,598	40,347	41,653	43,156	42,876	43,156
Public Wireless Sessions	8,548	8,822	8,065	8,035	6,451	9,502	6,794	8,618	7,092	9,093	7,278	9,150
Open Rate of Monthly E-Connect (%)	51%	46%	46%	39%	45%	51%	41%	45%	49%	41%	43%	42%
Vending Machines Usage		55		29								
Reference Sessions	1,545	2,553	1,777	2,325	451	2,009	443	1,702	669	1,673	703	1,763
Live Chat Sessions	32	9	29	14	28	39	17	27	14	33	12	41
No. of Curiosity Connection Programs/Outreach	0	0	0	8	9	4	12	7	3	3	9	2
Curiosity Connection Program Attendance	0	0	0	1,085	334	87	584	284	237	341	192	84
Volunteer Hours (Teen, Adult & Literacy)		503		565								
<b>Main Library Statistics</b>												
Physical Collections Checkouts	16,891	18,118	15,224	17,040	15,734	18,802	15,104	16,475	15,136	17,079	15,851	17,211
Library of Things	87	102	71	170	25	82	21	85	15	89	17	85
New Patrons	268	352	235	312	208	356	222	257	231	216	280	317
Visitor Count	8,283	10,493	8,669	9,763	6,066	10,359	6,409	8,793	7,413	9,305	7,927	9,760
Self-Service Extended Usage		16		5								
No. of Adult Programs/Outreach	19	22	23	26	10	22	11	17	12	21	10	26
Adult Program Attendance	505	392	682	784	294	391	480	561	612	869	673	534
Number of Youth Programs/Outreach	23	24	31	23	18	23	15	19	2	9	29	27
Youth Program Attendance	641	744	175	819	635	803	697	644	67	395	595	851
Number of Teen Programs/Outreach	8	9	7	8	6	6	8	3	10	3	11	12
Teen Program Attendance	105	415	69	132	118	142	22	11	39	65	50	13
<b>Bob Lucas Statistics</b>												
Physical Collection Checkout	555	809	586	816	714	704	665	642	698	731	774	619
Library of Things	11	4	4	53	2	13	2	11	2	7	2	13
New Patrons	9	18	12	24	14	18	15	20	29	14	4	23
Visitor Count	1,775	1,717	1,666	1,693	492	2,130	2,064	1,876	1,998	2,342	2,177	1,943
No. of Bob Lucas Programs/Outreach	23	17	17	21	27	18	26	19	21	21	22	18
Bob Lucas Program Attendance	205	108	157	109	210	133	133	172	173	139	132	89
<b>Passport and Notary Services</b>												
Passports Processed	110	164	134	177	183	159	146	138	165	126	129	99
Passport Photo Sessions	10	14	13	5	0	31	0	23	0	18	0	23
Phone Calls Received	718	586	843	591	1033	1058	1220	952	912	723	750	560
Notary Appointments	5	33	5	24		10		13		14		12



**BOARD OF LIBRARY TRUSTEES  
FINANCE REPORT FOR FEBRUARY 2024**

**DEPARTMENT:** Administration

**MEETING DATE:** March 25, 2024

**PREPARED BY:** Nikki Winslow

**LOCATION:** Main Library Community Room

---

**TITLE: Summary Report of Financial Statements for February 2024**

**FEBRUARY 2024 FINANCIAL STATEMENTS**

The following financial reports include unaudited statements for the month ended February 29, 2024. The District is currently at 67% of the 2023-24 budget year.

The General Fund Budget to Actual report presents \$4,482,154 of revenue and \$3,083,360 of expenses, adding \$1,398,793 to operating reserves to date.

The Balance Sheet presents total assets of \$37,274,798.

Total cash and investments are \$30,962,824, of which \$25,897,542 represents bond proceeds and grant funds restricted for the library renovation project and invested with U.S. Bank and the Cooperative Liquid Assets Securities System (CLASS) fund.

The combined total of General Funds held with CLASS, Los Angeles County, and Checking is \$4,557,026. The District reserve requirement of 50% of the operating expense budget is \$2,336,550.

**REVENUE HIGHLIGHTS**

See Variance Report for details on the revenue.

**GENERAL FUND EXPENSES**

See Variance Report for details on the expenditures.

**DONATIONS & GRANT FUND HIGHLIGHTS**

See Variance Report for details on the expenditures.

**CAPITAL FUND HIGHLIGHTS**

None.

# Budget to Actual (Unaudited)

## General Fund

### For the Period July 1, 2023 to February 29, 2024

	A	B	C	D = B/C
	February 2024	YTD	FY 2023/24 Adopted Budget	YTD Target 67%
<b>1 REVENUE</b>				
2 Property Taxes & Assessments	\$ (3,515)	\$ 4,302,463	\$ 4,483,600	96%
3 Library Fees	6,925	44,904	67,000	67%
4 Grant Reimbursements	-	4,480	8,000	56%
5 Interest Income	17,147	121,111	173,000	70%
6 Other Revenue	-	9,196	41,500	22%
<b>7 TOTAL REVENUE</b>	<b>20,558</b>	<b>4,482,154</b>	<b>4,773,100</b>	<b>94%</b>
<b>8 EXPENSES</b>				
<b>9 Salaries &amp; Benefits</b>				
<b>10 Wages</b>				
11 Salaried	120,046	904,995	1,262,400	72%
12 Hourly	65,246	577,749	902,500	64%
<b>13 Total Wages</b>	<b>185,292</b>	<b>1,482,743</b>	<b>2,164,900</b>	<b>68%</b>
<b>14 Benefits, Retirement &amp; Taxes</b>				
15 Health and Other Medical Insurance - Employees	19,993	143,142	206,700	69%
16 Health Insurance - Retirees	6,636	50,298	76,300	66%
17 Workers' Compensation	-	15,520	15,000	103%
18 Payroll Taxes (District-Paid)	15,095	117,336	173,000	68%
19 CalPERS Retirement (Normal Costs)	12,285	95,715	193,900	49%
20 CalPERS UAL Minimum Payment	-	214,434	214,500	100%
21 CalPERS UAL Discretionary Payment	-	-	225,000	0%
<b>22 Total Benefits, Retirement &amp; Taxes</b>	<b>54,009</b>	<b>636,445</b>	<b>1,104,400</b>	<b>58%</b>
<b>23 Total Salaries &amp; Benefits</b>	<b>239,302</b>	<b>2,119,189</b>	<b>3,269,300</b>	<b>65%</b>
<b>24 Operating Expenses</b>				
25 Insurance	143	177,017	178,000	99%
26 Utilities	6,294	52,649	84,500	62%
27 County Tax Collection Fees	-	42,981	41,700	103%
28 Other Operating	2,337	58,168	79,900	73%
29 Facilities, Grounds & Maintenance	9,958	76,281	110,800	69%
30 Structures & Improvements	-	-	10,000	0%
31 Vehicles & Equipment Maintenance	849	3,288	5,000	66%
32 Staff Development, Training & Travel	1,656	22,168	34,700	64%
33 Advertising & Marketing	5,431	16,582	27,500	60%
34 Miscellaneous Expenses	765	6,131	8,000	77%
<b>35 Total Operating Expenses</b>	<b>27,431</b>	<b>455,265</b>	<b>580,100</b>	<b>78%</b>
<b>36 Professional Services</b>				
37 Audit & Financial Consulting	10,732	86,377	132,300	65%
38 Legal Fees	1,799	6,460	15,000	43%
39 Consultants - Other	3,771	52,273	90,000	58%
<b>40 Total Professional Services</b>	<b>\$ 16,302</b>	<b>\$ 145,110</b>	<b>\$ 237,300</b>	<b>61%</b>

No assurance is provided on these financial statements. Financials do not include a statement of cash flows. Substantially all disclosures required by accounting principles generally accepted in the United States not included.

## Budget to Actual (Unaudited)

### General Fund

#### For the Period July 1, 2023 to February 29, 2024

	A	B	C	D = B/C
	February 2024	YTD	FY 2023/24 Adopted Budget	YTD Target 67%
<b>41 Information Technology (IT)</b>				
42 Internet Service / E-Rate	\$ -	\$ 10,829	\$ 48,600	22%
43 Technology Equipment	16,886	44,226	56,000	79%
44 Technology Maintenance Fees	205	50,212	68,900	73%
45 Telecommunications	1,310	8,347	16,000	52%
<b>46 Total Information Technology (IT)</b>	<b>18,401</b>	<b>113,614</b>	<b>189,500</b>	<b>60%</b>
<b>47 Library Materials</b>				
48 Books	1,402	65,020	110,000	59%
49 Downloadables	11,107	56,176	84,100	67%
50 DVDs & Videogames	352	8,580	14,600	59%
51 Electronic Databases / Subscriptions	1,330	12,192	29,000	42%
52 Periodicals	8,404	15,477	10,000	155%
53 Audio CD	32	3,464	9,100	38%
54 Purchase Suggestions	2,173	9,700	14,000	69%
55 Library of Things	606	2,776	12,600	22%
56 Mobile Library Collection	-	-	12,500	0%
<b>57 Total Library Materials</b>	<b>25,405</b>	<b>173,386</b>	<b>295,900</b>	<b>59%</b>
<b>58 Programs</b>				
59 Adult Services	1,983	23,427	35,000	67%
60 Teen Services	783	2,842	5,500	52%
61 Youth Services	1,969	8,307	10,000	83%
62 Summer Reading	433	2,627	11,000	24%
63 Bob Lucas Branch Services	225	4,830	5,500	88%
64 Literacy Services	-	-	800	0%
65 Volunteer Services	-	240	200	120%
66 Outreach Services	1,247	3,928	15,000	26%
67 All Ages	1,600	2,581	6,000	43%
<b>68 Total Programs</b>	<b>8,240</b>	<b>48,782</b>	<b>89,000</b>	<b>55%</b>
<b>69 Capital Expenditures - District Funded</b>				
70 Building Projects Legal Fees	16,296	28,017	12,000	233%
<b>71 Total Capital Expenditures - District Funded</b>	<b>16,296</b>	<b>28,017</b>	<b>12,000</b>	<b>233%</b>
<b>72 TOTAL EXPENSES</b>	<b>351,376</b>	<b>3,083,360</b>	<b>4,673,100</b>	<b>66%</b>
<b>73 NET REVENUE / (EXPENSES)</b>	<b>(330,819)</b>	<b>1,398,793</b>	<b>100,000</b>	
74 Use Of / (Addition To) Reserves / Fund Balance	330,819	(1,398,793)	(100,000)	
<b>75 NET BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

## Budget to Actual (Unaudited)

### Donations / Grants Fund

For the Period July 1, 2023 to February 29, 2024

	A	B	C	D	E	F	G = E/F
	Altadena Library Foundation	Friends of Altadena Library	Califa (Stay and Play)	California Library Grants	Total	FY 2023/24 Adopted Budget	YTD Target 67%
<b>1 REVENUE</b>							
<b>2 Donations &amp; Grants</b>							
3 Altadena Library Foundation	\$ 37,500	\$ -	\$ -	\$ -	\$ 37,500	\$ 50,900	74%
4 Friends of the Library	-	20,000	-	-	20,000	20,000	100%
5 Califa Stay and Play	-	-	4,500	-	4,500	4,500	100%
6 California State Library Literacy Services	-	-	-	34,889	34,889	37,350	93%
7 California State Library Facilities & Equipment	-	-	-	192,947	192,947	193,000	100%
8 California State Library Lunch at the Library	-	-	-	-	-	46,750	0%
9 California State Library Zip Books	-	-	-	3,087	3,087	3,100	100%
<b>10 Total Donations &amp; Grants</b>	<b>37,500</b>	<b>20,000</b>	<b>4,500</b>	<b>230,923</b>	<b>292,923</b>	<b>355,600</b>	<b>82%</b>
<b>11 TOTAL REVENUE</b>	<b>37,500</b>	<b>20,000</b>	<b>4,500</b>	<b>230,923</b>	<b>292,923</b>	<b>355,600</b>	<b>82%</b>
<b>12 EXPENSES</b>							
<b>13 Wages</b>							
14 Salaried	-	-	-	15,648	15,648	23,600	66%
15 Hourly	-	-	-	7,630	7,630	12,000	64%
<b>16 Total Wages</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>23,278</b>	<b>23,278</b>	<b>35,600</b>	<b>65%</b>
<b>17 Operating Expenses</b>							
18 Staff Recognition	-	2,385	-	-	2,385	6,000	40%
19 Staff Development, Training & Travel	-	1,438	-	-	1,438	3,500	41%
20 Equipment, Furniture & Fixtures	-	-	-	182,638	182,638	183,100	100%
21 Vending Machine Supplies	-	-	-	2,056	2,056	1,800	114%
<b>22 Total Operating Expenses</b>	<b>-</b>	<b>3,823</b>	<b>-</b>	<b>184,693</b>	<b>188,517</b>	<b>194,400</b>	<b>96%</b>
<b>23 Programs and Materials</b>							
24 Adult Services	3,111	4,587	-	-	7,697	28,000	27%
25 Teen Services	35	257	-	-	292	1,700	17%
26 Youth Services	4,898	35	3,512	-	8,445	10,000	84%
27 Summer Reading	-	389	-	-	389	2,000	19%
28 Bob Lucas Branch Services	-	-	-	-	-	300	0%
29 Literacy Services	-	-	-	1,684	1,684	1,750	96%
30 Poets Laureate	2,357	2,263	-	-	4,620	5,000	92%
31 Ode to the Land	1,382	-	-	-	1,382	10,000	14%
32 Stay and Play	-	-	-	-	-	4,500	0%
33 Purchase Suggestions	-	-	-	3,087	3,087	3,100	100%
34 Lunch at the Library	-	-	-	150	150	46,750	0%
35 Library of Things	3,409	-	-	-	3,409	3,400	100%
36 Mobile Library Collection/Seed Library	-	-	-	-	-	1,000	0%
<b>37 Total Programs and Materials</b>	<b>15,191</b>	<b>7,531</b>	<b>3,512</b>	<b>4,921</b>	<b>31,155</b>	<b>117,500</b>	<b>27%</b>
<b>38 Information Technology (IT)</b>							
39 Website Development	-	-	-	7,379	7,379	8,100	91%
<b>40 Total Information Technology (IT)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,379</b>	<b>7,379</b>	<b>8,100</b>	<b>91%</b>
<b>41 TOTAL EXPENSES</b>	<b>15,191</b>	<b>11,354</b>	<b>3,512</b>	<b>220,271</b>	<b>250,328</b>	<b>355,600</b>	<b>70%</b>
<b>42 NET REVENUE / (EXPENSES)</b>	<b>\$ 22,309</b>	<b>\$ 8,646</b>	<b>\$ 988</b>	<b>\$ 10,653</b>	<b>\$ 42,595</b>	<b>\$ -</b>	



## Budget to Actual (Unaudited)

### Capital Fund

For the Period July 1, 2023 to February 29, 2024

	A	B	C	D = B/C
	February 2024	YTD	FY 2023/24 Adopted Budget	YTD Target 67%
<b>1 REVENUE</b>				
2 Interest Income	28,509	238,426	327,000	73%
<b>3 TOTAL REVENUE</b>	<b>28,509</b>	<b>238,426</b>	<b>327,000</b>	<b>73%</b>
<b>4 EXPENSES</b>				
<b>5 CFD Bond</b>				
6 Project Management	16,388	73,359	130,000	56%
7 Contingencies	-	-	192,000	0%
<b>8 Total CFD Bond</b>	<b>16,388</b>	<b>73,359</b>	<b>322,000</b>	<b>23%</b>
<b>9 Capital Project Expenses</b>				
10 Bob Lucas Memorial Library	22,643	149,208	840,000	18%
11 Main Library	45,286	298,416	680,000	44%
<b>12 Total Capital Project Expenses</b>	<b>67,929</b>	<b>447,624</b>	<b>1,520,000</b>	<b>29%</b>
<b>13 TOTAL EXPENSES</b>	<b>84,316</b>	<b>520,983</b>	<b>1,842,000</b>	<b>28%</b>
<b>14 NET REVENUE / (EXPENSES)</b>	<b>(55,807) \$</b>	<b>(282,557) \$</b>	<b>(1,515,000) \$</b>	<b>19%</b>
15 Use Of (Addition To) Bond Proceeds	55,807	282,557	1,515,000	19%
<b>16 NET BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	



## Building Projects

March 1, 2022 through February 29, 2024

	A		B		C		D= A+B+C
	FY22		FY 23		FY24		Total
<b>1 Capital Revenue</b>							
2 Measure Z Bond Net Proceeds	\$ 22,940,593	\$	(11)	\$	-	\$	22,940,582
3 Grant Proceeds			3,789,833		-		3,789,833
4 District Funding from General Fund					28,017		28,017
5 Interest Income	(16,947)		230,437		238,426		451,916
6 Unrealized Gain/(Loss)	(157,458)		100,705		244,251		187,498
<b>7 Net Proceeds</b>	<b>22,766,188</b>		<b>4,120,963</b>		<b>510,694</b>		<b>27,397,845</b>
<b>8 Administrative CFD Costs</b>							
9 Administration	(29,189)		-		-		(29,189)
10 Salaries and Financial Consulting	(12,835)		(5,861)		(4,480)		(23,176)
<b>11 Total Administrative Costs</b>	<b>(42,024)</b>		<b>(5,861)</b>		<b>(4,480)</b>		<b>(52,365)</b>
<b>12 Direct Renovation Costs</b>							
13 Project Management	(126,330)		(89,190)		(73,359)		(288,879)
14 Plan Check / Permits	(11,889)		(26,760)		(31,676)		(70,325)
15 Studies	(86,062)		(23,528)		(33,487)		(143,077)
16 Architect and Design	(185,281)		(357,257)		(377,040)		(919,578)
17 Legal Fees	(703)		(1,021)		(28,959)		(30,683)
<b>18 Total Direct Renovation Costs</b>	<b>(410,265)</b>		<b>(497,756)</b>		<b>(544,520)</b>		<b>(1,452,541)</b>
<b>19 Net Activity</b>	<b>22,313,900</b>		<b>3,617,346</b>		<b>(38,307)</b>		<b>25,892,939</b>
<b>20 Capital Fund Ending Balance</b>	<b>\$ 22,313,900</b>	<b>\$</b>	<b>25,931,246</b>	<b>\$</b>	<b>25,892,939</b>	<b>\$</b>	<b>25,892,939</b>
<b>21 Bond Proceeds Balance</b>	<b>\$ 22,313,900</b>	<b>\$</b>	<b>22,128,824</b>	<b>\$</b>	<b>22,032,336</b>	<b>\$</b>	<b>22,032,336</b>
<b>22 Grant Proceeds Balance</b>	<b>\$ -</b>	<b>\$</b>	<b>3,802,422</b>	<b>\$</b>	<b>3,860,603</b>	<b>\$</b>	<b>3,860,603</b>

## Balance Sheet (Unaudited)

District Total

As of February 29, 2024

<b>1</b>	<b>ASSETS</b>		
<b>2</b>	<b>Cash &amp; Investments</b>		
<b>3</b>	Cash - Los Angeles County	\$	1,036,881
<b>4</b>	Checking		311,505
<b>5</b>	Special Tax Bonds		22,408,506
<b>6</b>	CLASS - General		3,208,640
<b>7</b>	CLASS - CA State Library Building Forward		3,860,603
<b>8</b>	CLASS - Capital Projects		138,483
<b>9</b>	CLASS - FMV		(1,794)
<b>10</b>	Total Cooperative Liquid Assets Securities System Investments		7,205,932
<b>11</b>	<b>Total Cash &amp; Investments</b>		<b>30,962,824</b>
<b>12</b>	<b>Other Current Assets</b>		
<b>13</b>	Prepaid Items and Deposits		14,019
<b>14</b>	Prepaid Insurance and Surety Bond		136,500
<b>15</b>	Property Tax and Assessments Receivable		2,391,138
<b>16</b>	Miscellaneous Receivable		66,037
<b>17</b>	<b>Total Other Current Assets</b>		<b>2,607,694</b>
<b>18</b>	<b>Long-Term Assets</b>		
<b>19</b>	Fixed Assets (Net of Depreciation)		1,866,825
<b>20</b>	Deferred Outflows of Resources		1,837,454
<b>21</b>	<b>Total Long-Term Assets</b>		<b>3,704,279</b>
<b>22</b>	<b>TOTAL ASSETS</b>		<b>37,274,798</b>
<b>23</b>	<b>LIABILITIES</b>		
<b>24</b>	<b>Current Liabilities</b>		
<b>25</b>	Accounts Payable		52,178
<b>26</b>	Credit Card Payable		22,015
<b>27</b>	Deferred Revenue		3,728,271
<b>28</b>	<b>Total Current Liabilities</b>		<b>3,802,464</b>
<b>29</b>	<b>Long-Term Liabilities</b>		
<b>30</b>	Vacation Payable		121,348
<b>31</b>	Deferred Inflows of Resources		677,610
<b>32</b>	Net Pension Liability		3,176,520
<b>33</b>	Net OPEB Liability		1,252,560
<b>34</b>	Community Facilities District Bond Payable		23,643,560
<b>35</b>	<b>Total Long-Term Liabilities</b>		<b>28,871,598</b>
<b>36</b>	<b>TOTAL LIABILITIES</b>		<b>32,674,062</b>
<b>37</b>	<b>FUND BALANCE</b>		
<b>38</b>	Fund Balance		2,422,230
<b>39</b>	Net Revenue / (Expenses)		2,178,505
<b>40</b>	<b>TOTAL FUND BALANCE</b>		<b>4,600,736</b>
<b>41</b>	<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>		<b>\$ 37,274,798</b>

**Altadena Library District**  
**Monthly Variance Analysis**  
**February 2024 – 67% Year to Date (YTD)**

## General Fund Budget to Actual

### Revenue

**Line 2 – Property Taxes & Assessments** include Ad Valorem tax revenue and a redevelopment tax levied by Los Angeles County in December. Minor adjustments will be presented throughout the year. YTD is trending over budget at 96% due to the majority of property tax assessments recorded for the year.

**Line 3 – Library Fees** include printing fees, video game rentals, community room fees, and passport services. YTD is trending in line with budget.

**Line 4 – Grant Reimbursements** includes funding from the California State Library Building Forward grant for salaries and benefits. YTD is trending under budget at 56% due to reimbursements reported on a quarterly basis. YTD includes activity through the quarter ended December 31, 2023.

**Line 5 - Interest Income** includes earnings from cash and investments held with the County of Los Angeles and the California Cooperative Liquid Assets Securities System investment account (CLASS). YTD is trending over budget at 70% due to higher earnings than anticipated in the budget.

**Line 6 – Other Revenue** is generated from film rentals, e-rate reimbursement (internet), credit card rebates, and other miscellaneous revenue. YTD is trending under budget at 22% due to revenue that will be generated and recorded at the end of the fiscal year.

### Expenses

**Line 11 - Salaried** includes employee wages and an annual wellness stipend for salaried employees, less a small portion funded from donations and grants. YTD is trending over budget at 72% due to employee payouts for unused leave balances.

**Line 12 – Hourly** includes employee wages and an annual wellness stipend for hourly employees, less a small portion funded for donations and grants. YTD is trending in line with budget.

**Line 15 – Health and Other Medical Insurance - Employees** include the District’s contribution toward health benefits for full-time employees. The total contribution from the District for health and other medical insurance is \$1,100 per month per full-time employee. YTD is trending in line with budget.

**Line 16 – Health Insurance - Retirees** include health benefits for retired employees. YTD is trending in line with budget.

**Line 17 – Workers’ Compensation** insurance based on employee wages by risk category and is paid in full at the beginning of the fiscal year. YTD is over budget due to the year-end insurance audit/reconciliation received after the approved budget.

**Altadena Library District**  
**Monthly Variance Analysis**  
**February 2024 – 67% Year to Date (YTD)**

**Line 18 – Payroll Taxes (District-Paid)** includes the District’s portion of federal and state taxes. YTD is trending in line with budget.

**Line 19 - CalPERS Retirement (Normal Costs)** is the District’s portion of employee retirement costs. YTD is trending under budget at 49% due to enrollment of an employee for prior periods which will be recorded in March.

**Line 20 – CalPERS UAL Minimum Payment** is the annual required payment toward the unfunded accrued liability. This is paid in full at the beginning of the fiscal year to take advantage of a 3% discount. YTD is in line with budget.

**Line 21 – CalPERS UAL Discretionary Payment** is a voluntary payment to CalPERS to reduce the unfunded accrued liability of approximately \$2.1 M. Budget performance will be analyzed at year-end to determine funding. There is no YTD activity.

**Line 25 – Insurance** includes property, liability, earthquake and other types of insurance paid in full at the beginning of the fiscal year. YTD is trending over budget due to premium payments made at the beginning of the year.

**Line 26 – Utilities** include electricity, gas, and water for the main library and the Bob Lucas branch. YTD is trending under budget at 62% due to lower gas bills than anticipated.

**Line 27 – County Tax Collection Fees** are paid to the County at approximately 1% of property taxes collected in Line 2. Fees will be recorded as taxes are collected in the second half of the fiscal year. YTD is over budget pending the reallocation of fees related to the Community Facilities District special tax assessment.

**Line 28 – Other Operating** includes membership dues & subscriptions, postage, printing, supplies, software, and non-capitalized office equipment. YTD is trending over budget at 73% due to LAFCO dues and the CSDA membership paid in full at the beginning of the fiscal year.

**Line 29 – Facilities, Grounds & Maintenance** includes maintenance contracts, building maintenance and repairs, and landscaping services. YTD is trending in line with budget.

**Line 30 – Structures & Improvements** includes emergency funds for unanticipated expenses. There is no YTD activity.

**Line 31 – Vehicles & Equipment Maintenance** includes operating costs of mobile library van, vending machine, and other equipment. Appropriate expenses include car washes, gas, fan, hot spots, vending machine internet, etc. YTD is trending in line with budget.

**Line 32 – Staff Development, Training & Travel** is budgeted for staff conferences, training, and related expenses. YTD is trending in line with budget.

**Line 33 – Advertising & Marketing** includes general marketing for the District. YTD is trending under budget at 60% due to the timing of informational mailers.



**Altadena Library District**  
**Monthly Variance Analysis**  
**February 2024 – 67% Year to Date (YTD)**

**Line 34 – Miscellaneous Expenses** includes banking, payroll processing and timekeeping, and miscellaneous expenses not accounted for in other lines. YTD is trending over budget at 77% due to the timing of processing fees and additional bank wire fees.

**Line 37 – Audit & Financial Consulting** includes external consulting services and annual audit services. YTD is trending in line with budget.

**Line 38 – Legal Fees** are for general District matters. YTD is trending under budget at 43% due to less legal services than anticipated.

**Line 39 – Consultants - Other** includes consulting services for information technology (IT), human resources, and miscellaneous services. YTD is trending under budget at 58% due to the timing of human resource services.

**Line 42 – Internet Service / E-Rate** includes the total cost of providing internet service to the main library and the Bob Lucas branch. The majority of expenses are recorded quarterly, and the e-rate reimbursement is recorded separately in Other Revenue. YTD is trending under budget at 22% due to the delay in quarterly invoicing. YTD includes expenses incurred through September 30th.

**Line 43 – Technology Equipment** includes office computers and misc. equipment. YTD is trending over budget at 79% due to the replacement of staff computers.

**Line 44 – Technology Maintenance Fees** includes maintenance contracts for a printer, copier, and multi-functional machines. YTD is trending over budget at 73% due to annual contract renewals paid at the beginning of the year.

**Line 45 - Telecommunications** include phone charges for the main library and the Bob Lucas branch. YTD is trending under budget at 52% due to lower monthly bills than anticipated.

**Lines 48 - 56 – Library Materials** include items available for library members such as: books, downloadables, DVDs, videogames, electronic databases, periodicals, audio CDs, purchase suggestions from members, Library of Things, and the mobile library collection – seed library. Total Library material expenses are trending under budget at 59% due to the timing of Mobile Library purchases.

**Lines 59 – 67 – Programs** includes program costs for adult, teen, and youth services. It also supports the Summer Reading program, programs for the Bob Lucas Branch, literacy services, outreach services, and volunteer services. Total program expenses are trending under budget at 55% due to the timing of program services and events.

**Line 70 – Building Projects Legal Fees** includes legal fees for the building projects, not funded by bond proceeds. YTD is over budget due to higher than anticipated legal services.

**Line 73 - Net Revenue / (Expenses)** is the year-to-date use of or (addition to) Operating Reserves. YTD is an addition to reserves of \$1,398,793 due to the property tax assessments recorded for the majority of the year. This will fluctuate throughout the year based on the timing of revenue and expenses.

**Altadena Library District**  
**Monthly Variance Analysis**  
**February 2024 – 67% Year to Date (YTD)**

## Donations / Grants Budget to Actual

### Revenue

**Line 3 – Altadena Library Foundation** includes a grant to support operating and program services. Additional funds are anticipated to be received in the Spring.

**Line 4 – Friends of the Library** includes a grant to support operating and program services. Total funds were received.

**Line 5 – Califa Stay and Play** includes support for outreach and programming for informal caregivers and the children in their care. Total funds were received.

**Line 6 - California Library Literary Services** include annual grant funding to support literacy programs and English as a second language services. Additional funds are anticipated to be received in the Spring.

**Line 7 - California State Libraries Facilities & Equipment** includes a carryover from FY 23 for a vending machine and related expenses and website development. Total funds were received and carried over from prior years.

**Line 8 – California State Library Lunch at the Library** includes support for summer meals and programming for families. Funds are anticipated to be received in the Spring.

**Line 9 – California State Library Zip Books** include support for purchase suggestions which provide patrons with books not currently available that become part of the Library collection. Total funds were received.

### Expenses

**Line 14 – Salaried** includes a portion of salaries at the Bob Lucas Branch paid for by the California Library Literary Services grant. YTD is trending in line with budget.

**Line 15 – Hourly** includes a portion of hourly wages at the Bob Lucas Brach funded by the California Library Literary Services grant for English as a second language services. YTD is trending in line with budget.

**Lines 18-21 – Operating Expenses** include staff recognition, development and training, and miscellaneous furniture and equipment funded by the Altadena Library Foundation and Friends of the Altadena Library. It also includes the purchase of a vending machine and related expenses carried over from FY 23 funding from the Expanding our Footprint grant. YTD is trending over budget at 96% due to the new vending machines purchased in January.

**Altadena Library District**  
**Monthly Variance Analysis**  
**February 2024 – 67% Year to Date (YTD)**

**Lines 24-36 – Programs** include programming for adults, teens, and youth, the summer reading program, literacy services, and various other programs. YTD is trending under budget at 27% due to the timing of programs.

**Line 39 – Website Development** includes website subscription funds carried over from FY 23 funding from the Expanding our footprint grant. YTD is trending over budget at 91% due to an annual subscription paid at the beginning of the fiscal year.

**Line 44 Net Revenue / (Expenses)** is the year-to-date balance of unused donations and grant funds. YTD is \$42,595 due to the timing of grant expenses which will be incurred throughout the fiscal year.



**BOARD OF LIBRARY TRUSTEES  
AGENDA ITEM VI.E.i.**

**REPORT:** Facilities Ad Hoc Committee

**MEETING DATE:** March 25, 2024

**PREPARED BY:** Trustee Katie Clark

**LOCATION:** Main Library Community Room

---

Since our last board meeting the team has continued our weekly Monday meetings with a focus on the following:

- a. **Community Focus Group** – Future meetings are being planned as needed for the Main Library project, and the CFG has been updated about recent developments (including expanded grant funding).
- b. **Offsite Facilities** – The committee is in discussions with the County of Los Angeles Parks and Recreation about the use of available facilities at Loma Alta Park. We also continue to explore other potential sites for additional storage or library space.
- c. **Architectural Services** – The Bob Lucas Branch plans are complete. The Construction Documents phase is underway for the Main Library.
- d. **Coordination with County departments** – The CUP for the Bob Lucas has been approved and all required documents filed with the county. We are working with Regional Planning to determine if a CUP is still required for the Main Library now that the community room alternate has been removed from the project.
- e. **Project Schedule** – Pending approval of the contractor for the Bob Lucas Library, we are currently anticipating start of construction for the Bob Lucas Library in April of 2024, followed by the Main Library starting in April of 2025. We are planning a groundbreaking ceremony at the Bob Lucas Library on April 18<sup>th</sup>.
- f. **Project Budget** - We recently received confirmation from the State Library that we are going to be able to use Building Forward Infrastructure grant funds on an expanded list of scope items. This means that we went from being able to spend \$4.1 million to almost the full \$7.5 million of the grant, which resolves the budget shortfall we discussed at the January board retreat.
- g. **Communications and Community Outreach** – The Communications Working Group has developed a communications plan to guide community outreach for the building projects. We have already begun sharing a series of videos, emails, and direct mail pieces to help inform the community about the building projects and library services, and more are being planned.
- h. **CEQA Services** – Chambers Group is nearing completion of the Initial Study checklist for the Main Library. Before the CEQA process can proceed further, we need to determine if the County will require a CUP for the Main Library; if so, they will become the lead agency responsible for the environmental review.
- i. **Bob Lucas Historical Preservation** – Photographic documentation of the Bob Lucas mural by a murals and public art expert, in preparation for historical preservation, is complete.



- j. **Main Library Parking Options** – Julian Garcia and Daniel Quintana from L.A. County Traffic, Safety, and Mobility attend the July 31 committee meeting to provide an update on progress on the street parking plan. Two options were presented, both of which include angled parking and a bike lane. These options have also been presented to the Altadena Town Council. The Traffic, Safety and Mobility department will continue outreach on the subject.



**BOARD OF LIBRARY TRUSTEES  
AGENDA ITEM VI.E.ii.**

**REPORT:** Election Ad Hoc Committee

**MEETING DATE:** March 25, 2024

**PREPARED BY:** Trustee Jason Capell

**LOCATION:** Main Library Community Room

---

The Election Ad Hoc Committee met on March 1st to continue planning community education and outreach around our first Board of Trustees election. The 2024 election will take place under our new district based elections. The three seats that will be open in November are in districts 1, 2, and 5. Our work, so far, has been focused on three key areas:

1. Updating our website with a landing page that has all the key information and deadlines while merging in important information from the work that was done to create the new districts
2. Drafting a letter to be sent to all candidates and applicants for past board vacancies . This letter will be sent out when we get closer to the filing date for candidates to run for election to make them aware of this year's elections.
3. Reaching out to Altadena Town Council members whose districts overlap with our district vacancies, working with them to encourage community leaders in their districts to participate in the library elections.

We will meet again in the first half of April and provide additional updates at the April Board meeting.



**BOARD OF LIBRARY TRUSTEES  
GOVERNMENT LIAISON REPORT FOR MARCH 2024**

**REPORT:** Government Liaison

**MEETING DATE:** March 25, 2024

**PREPARED BY:** Trustee Terry Andrues

**LOCATION:** Main Library Community Room

---

Two years ago, Governor Newsom announced a State Budget surplus of \$97.5 billion, the largest in state history. But largely because of overestimates in revenue, that budget surplus has turned into a deficit of \$37 billion and counting.

In an effort to help cut state spending, a \$9.1 million program that provides State Park passes to public libraries for the next 3 years has been eliminated in the revised budget. You can read about this in the attached LA Times article from earlier this month.

This program would have little effect on our library, which checks out its current allotment of 24 passes according to the rate below (thanks Diana and Nikki):

From July 2022-June 2023: 129 circulations

From July 2023-Dec. 2023: 78 circulations

At the current demand we could replace our 24 \$50 passes with a \$1,200 in expense to our Collection budget.

But other libraries across the state depend on these passes as a way to save entry and parking fees for their patrons.

I thought this was an interesting example of how small changes in state spending can put a strain directly on library services, especially in underserved areas.

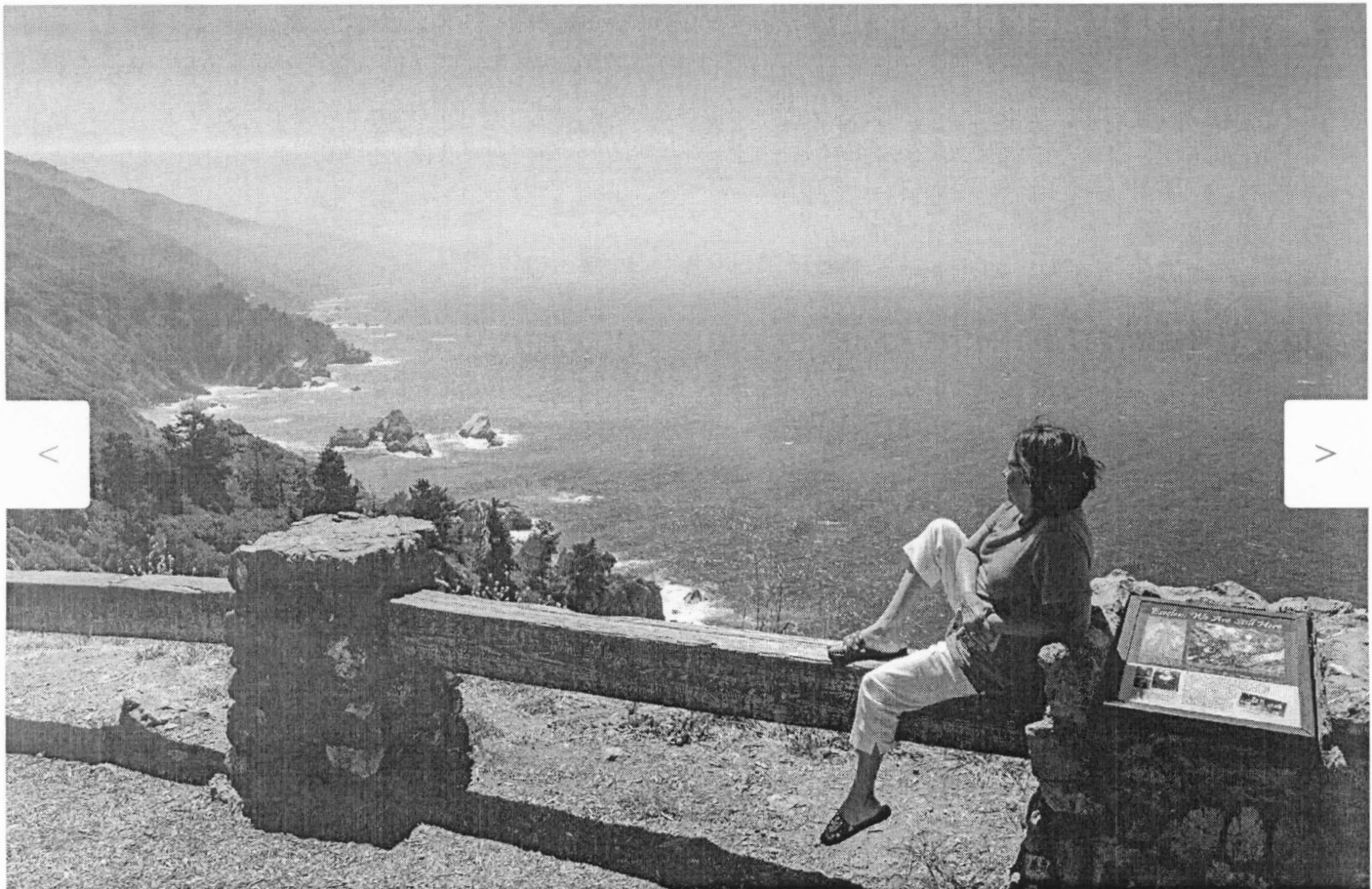


A+ A-

# Libraries may lose park passes

## Deficit threatens residents' free access to check out California wonders

By Lila Seidman



FAR MORE low-income residents and people of color have been able to visit California parks, including Julia Pfeiffer Burns State Park in Big Sur, under a program in which libraries check out free passes. The program is not in the new budget, but some hope to save it. (Brian van der Brug Los Angeles Times)



As California faces a staggering budget deficit, library card holders may soon lose the ability to check out free passes to more than 200 state parks, including popular destinations near Los Angeles.

Gov. Gavin Newsom's proposed budget for the upcoming year does not include money for what's known as the California State Library Parks Pass, which was launched two years ago to provide more equitable access to the outdoors. A survey of people who used the passes found the majority identified as low-income and people of color.

If the program were to end, "it would be sad because obviously some of our patrons are really enjoying" using the passes," said Shellie Cocking, chief of collections and technical services at the San Francisco Public Library.

Passes, which provide free day-use parking at participating parks, have been checked out more than 2,500 times from San Francisco's 28 branches since July 2022. The highest number of checkouts were from the Main Library, near the notoriously gritty Tenderloin neighborhood.

In April 2022, the California State Library and California State Parks launched the three-year pilot program, handing out the passes — tags that hang over a vehicle's rearview mirror — to all public library branches across the state, including mobile libraries.

Cocking said she used a pass herself in the program's early days to visit Hendy Woods, a state park near Anderson Valley with majestic old-growth redwood trees. Several families, including hers, went together with their kids.

"It's a really different experience from San Francisco," Cocking said. "It really gives kids a different view of the world, being able to connect to nature."

California State Parks said in a statement that it was "very proud" of the program, but did not indicate that a revised budget arriving in May would add money to extend the program.

However, the department said it was "exploring potential partnerships with park support organizations to continue the California State Library Parks Pass where feasible."

The funding was omitted as the nonpartisan Legislative Analyst's Office projected a state budget shortfall of \$73 billion — an estimate that has ballooned by \$15 billion since January.

The library parks pass and two other outdoor initiatives had been allocated one-time funding of \$9.1 million for three years. The other two initiatives, which remain funded, are free California State Park Adventure Passes for fourth-graders and their families, and Golden Bear Passes for families enrolled in CalWORKs, the state's public assistance program.

With the library program in jeopardy, the California State Parks Foundation, a large advocacy group, has raised a battle cry to try to save it, writing to legislative leaders and posting a petition that's garnered 1,800 signatures.

Rachel Norton, executive director of the foundation, said funding for the project was a "drop in the bucket" relative to the state's proposed \$291.5-billion budget.

"This is just such a good program," she said, "and it's so inexpensive in the context of the state budget that it seems crazy that you wouldn't keep doing it."

In a survey released in October, administered by State Parks and supported by the foundation, 63% of the program's responding participants cited cost as their main reason for not having visited parks previously.

Nearly 70% of the survey's respondents reported incomes of \$60,000 or less, and more than 63% indicated that they are BIPOC (Black, Indigenous, and other people of color).

About 90% of respondents said they now plan to visit state parks over seven times a year.

"It is benefiting exactly the populations that we want to feel more welcome and that parks are accessible to them," Norton said.

Passes permit day-use parking for motorcycles or for vehicles with a capacity of up to nine people, state officials said.

Parking fees can be daunting even to average earners in expensive cities such as San Francisco and Los Angeles. Parking at scenic Malibu Creek State Park, about 35 miles from downtown L.A., costs \$12 a day.

As of last year, each library branch in California had an average of 24 parking tags, up from an initial four, state officials said. Cocking said San Francisco has 611 passes in circulation, a number that increased significantly last year.

Residents with library cards can check out the passes for a certain number of days as allowed by their local library before they need to be returned.

Librarians said the passes are especially popular in the spring and summer, when warm weather and vacations draw people to the Golden State's great outdoors.

It's "like travel books," Cocking said. "Travel books sit on the shelf a lot of the year, and then as it gets closer to summer, they're all checked out."

If the program is not renewed, passes in circulation will remain active through the rest of 2024, Norton said.



**BOARD OF LIBRARY TRUSTEES  
AGENDA ITEM VIII.A REPORT FOR MARCH 2024**

**DEPARTMENT:** Administration

**MEETING DATE:** March 25, 2024

**PREPARED BY:** Nikki Winslow

**LOCATION:** Main Library Community Room

---

**TITLE:** Authorization for District Director to contract with a Construction Firm for the Bob Lucas Library Renovation Project

**BACKGROUND:**

The Facilities Committee has been working in coordination with our capital project management team from Huckabee Inc., our architectural team from Anderson Brule Architects and our attorney, Kevin Flautt, of Kronick, Moskowitz, Tiedemann and Girard to select a construction company to complete the Bob Lucas Memorial Library and Literacy Center renovation project.

Previous to this, the Board of Trustees approved the Bob Lucas Library RFP for construction on January 22, 2024. Los Angeles County Regional Planning approved the Conditional Use Permit for the project on January 23, 2024. The RFP was posted on January 24, 2024 with a closing deadline of March 4, 2024.

Prior to the deadline, the selection team met to review the drafted evaluation criteria based on the requirements in the RFP and came to agreement on the method for scoring the proposals on our initial review.

Three proposals, in the following dollar amounts, were received by the deadline:

- Loengreen, Inc. (\$3,399,000 base / \$3,633,000 alternate<sup>1</sup>)
- Golden Sun Enterprise, Inc. (\$3,057,777 base / \$3,095,777 alternate)
- Monet Construction, Inc. (\$2,996,000 base / \$2,998,000 alternate)

Each proposal was reviewed carefully and scored by the scoring team, which consisted of Jennifer Pearson (Capital Project Manager – Huckabee), Chad Nielsen (Construction Manager – Huckabee), and Mark Schoeman (Principal Architect – ABA). The top-scoring firm was Monet Construction, Inc. A copy of the final scoring matrix is included with this report.

**No proposer protests were filed within the time allowed under the RFP requirements.**

The proposals were also reviewed by Kevin Flautt (Attorney, KMTG) for conformance with the RFP legal requirements.

---

<sup>1</sup> This amount reflects the contractor's proposal for the increased cost of alternative roofing material.



The scoring team also contacted multiple references listed by Golden Sun Enterprise, Inc. and Monet Construction, Inc. It should be noted that Loengreen, Inc. did not submit references.

Having reviewed the proposals, scores, and reference checks with legal and the scoring team, it is the unanimous recommendation of the Ad-Hoc Facilities Committee to contract with the lowest proposer Monet Construction, Inc. for the construction of the Bob Lucas Library Renovation Project.

### **FISCAL IMPACT**

Monet Construction, Inc.'s proposed base bid cost for the project is \$2,996,000. The Ad-Hoc Facilities Committee has budgeted an additional 10% owner's contingency of \$299,600, for a total budgeted cost of \$3,295,600.

### **RECOMMENDATION**

Staff recommends that the Board of Trustees authorize the District Director to contract with Monet Construction, Inc. for the construction of the Bob Lucas Library Renovation Project for a total budgeted cost of \$3,295,600, which includes a 10% contingency.



**BOB LUCAS LIBRARY CONSTRUCTION RFP PROPOSAL SCORING**

For this round, please score each proposal out of the total possible points.			Golden Sun Enterprise	Loengreen	Monet Construction
CRITERIA	TOTAL POINTS POSSIBLE	SCORING CONSIDERATIONS	TOTAL POINTS AWARDED	TOTAL POINTS AWARDED	TOTAL POINTS AWARDED
Complete proposal package	Yes No	All certifications submitted?	Yes	Yes	Yes
Firm Information	60	Firm history, financial resources, insurance, claims history, safety record, license, DIR registration	37	12	47
Experience/Past Projects	60	Relevance of recent projects - type, value, location, delivery method	25	0	58
Project Approach	45	Proposed personnel; schedule with milestones; approach to cost, schedule, and risk management	12.5	0	38
Comments on Contract	15		11	10	11
Overall suitability for the project	30		8	3	30
Cost	150		95	60	150
<b>TOTAL POINTS</b>	<b>360</b>	<b>0</b>	<b>188.5</b>	<b>85</b>	<b>334</b>
	<b>FINAL RANKINGS</b>		2	3	1



**GOLDEN SUN ENTERPRISE, INC.**  
LICENSE # 1052941

February 28, 2024

Altadena Library District  
600 E Mariposa St.  
Altadena, CA 91001

Subject: Bob Lucas Memorial Library and Literacy Center Construction Project  
Location: 2659 Lincoln Ave, Altadena, CA 91001  
Duration: One Year  
Budget: \$ 3.2MM

Golden Sun Enterprise, Inc. (GSE) is pleased to submit its Bid Proposal for the subject project. We feel we are proficient and capable of performing and executing the project for the Altadena Library District. The most impressive qualification of GSE is an energetic and experienced staff with many years of experience performing local public contracts.

GSE is submitting the requested information, which will clearly set forth our understanding of the critical issues to be addressed and the goals and objectives to be met.

Thank you for considering our proposal. We look forward to the opportunity to discuss the details further and collaborate with the Altadena Library District to bring this project to fruition. Should you require any additional information or clarification, please do not hesitate to contact me at (310) 363-1015 or [info@gsei.us](mailto:info@gsei.us).

Respectfully,

Mohammad Elikae, President  
Golden Sun Enterprise, Inc.

## Firm Information

Golden Sun Enterprise, Inc. (GSE) operates as a Subchapter S Corporation within the construction industry, situated in Van Nuys, CA. Our primary focus at GSE includes public projects, particularly within the municipal facilities and school districts of Los Angeles County.

The GSE management team is comprised of well-experienced personnel with more than 40 years of engineering experience. They have overseen and directly executed public works projects exceeding \$20 million for various school districts, municipalities, counties, and the State of California.

Mr. Mohammad (Arsen) Elikae serves as the Owner/CEO of GSE, bringing with him an educational background in Electrical Engineering. Ms. Sara Jafari, on the other hand, holds the position of Principal Manager, equipped with a Master's degree in Architecture.

With licensures in General Engineering, General Building, and MEP (A, B, C10, C20, & C36), GSE possesses the capability to self-perform and efficiently manage a diverse array of scopes utilizing its core workforce. This enables us to deliver projects with heightened efficiency and cost-effectiveness. GSE's CSLB license number is **1052941**.

GSE is registered with the California State Department of Industrial Relations, holding registration number **PW-LR-1000569894**.

GSE and the architect firm will work closely with district staff to ensure optimal outcomes within specified timelines and budgets. GSE will comply with workplace safety and environmental protocols, and utilize all its construction management expertise, to minimize public disruptions.

With a robust financial capacity and solid cash flow, GSE has established lines of credit with Bank of America and BMO. This financial strength positions us favorably to undertake and successfully complete the proposed scope of work for the Altadena Library District.

## Experience

Within this proposal, we have enclosed a comprehensive list detailing completed and ongoing projects, including pertinent details and contact information for respective owners.

## Project Approach

GSE intends to deploy its highly experienced personnel to execute this project efficiently:  
Arsen Elikae: Project Manager  
Alex Lopez: Superintendent



GSE shall furnish a Preliminary Schedule along with supplementary information in the following manner:

- 1) The Preliminary Schedule shall be presented in a time-scaled format, outlining all tasks and the Project's critical path.
- 2) The Preliminary Schedule includes a narrative to explain its basis.
  - 2-1 Basis for assumptions made in schedule preparation;
  - 2-2 Identification of critical path activities;
  - 2-3 Anticipation and mitigation strategies for potential problem areas;
  - 2-4 Recognition of long-lead delivery items.

## PROJECTS LIST

**Project Name:** Lamanda Park Library Pocket Park  
**Project Type:** Government  
**Location:** 140 South Altadena Drive, Pasadena, CA 91107  
**Owner:** City of Pasadena  
**Architect or Engineer:** N/A  
**Construction Manager:** Jeff Khun  
**Construction Manager Contact (Name and Current Phone #):** (626) 744-7389, JKhun@cityofpasadena.net  
**Description of Project, Scope of Work Performed:** Playground Renovation & Site Works  
**Date of Completion:** 10/07/2022

**Project Name:** Central Park Dog Park  
**Project Type:** Government  
**Location:** 11200 Base Line Rd., Rancho Cucamonga, CA 91701  
**Owner:** City of Rancho Cucamonga  
**Architect or Engineer:** CWDG  
**Construction Manager:** Michael Parmer  
**Construction Manager Contact (Name and Current Phone #):** (909) 774 –2006, Michael.Parmer@cityofrc.us  
**Description of Project, Scope of Work Performed:** 4.7 Acre Dog Park Ground-up  
**Date of Completion:** 12/30/2023

**Project Name:** Greenhouse Projects at S El Monte HS and Arroyo HS  
**Project Type:** Government  
**Location:** 1001 Durfee Ave., S El Monte, CA 91733  
**Owner:** South El Monte Union High School District  
**Architect or Engineer:** CSDA Design Group  
**Construction Manager:** Lena Luna  
**Construction Manager Contact (Name and Current Phone #):** (626) 444-9005, Lena.luna@emuhsd.org  
**Description of Project, Scope of Work Performed:** Building 2 Greenhouse Structures with Equipment  
**Date of Completion:** 01/30/2024

**Project Name:** Victory Park Restroom Replacement  
**Project Type:** Government  
**Location:** 2575 Paloma Street, Pasadena, CA 91107  
**Owner:** City of Pasadena  
**Architect or Engineer:** Onyx  
**Construction Manager:** Tiffany Chen  
**Construction Manager Contact (Name and Current Phone #):** (626) 744 –6771, ttran@cityofpasadena.net  
**Description of Project, Scope of Work Performed:** Building Park Restroom, Office and Storage  
**Date of Completion:** 01/27/2021

**Project Name:** Jefferson School Pickleball Courts Project  
**Project Type:** Government  
**Location:** 1500 E Villa St., Pasadena, CA 91106  
**Owner:** City of Pasadena  
**Architect or Engineer:** N/A  
**Construction Manager:** Jeff Khun  
**Construction Manager Contact (Name and Current Phone #):** (626) 744-7389, JKhun@cityofpasadena.net  
**Description of Project, Scope of Work Performed:** 2 Pickleball Courts Construction  
**Date of Completion:** 09/30/2023

## PROJECTS LIST

**Project Name:** Brenner Park Renovation  
**Project Type:** Government  
**Location:** 235 Barthe Dr., Pasadena, CA 91103  
**Owner:** City of Pasadena  
**Architect or Engineer:** N/A  
**Construction Manager:** Jeff Khun  
**Construction Manager Contact (Name and Current Phone #):** (626) 744-7389,  
JKhun@cityofpasadena.net  
**Description of Project, Scope of Work Performed:** Tennis, Basketball and Baseball Field Renovation  
**Date of Completion:** 12/30/2023

**Project Name:** Palm Crest Site Utilities Improvement  
**Project Type:** Public Education  
**Location:** 5025 Palm Drive, La Canada, CA 91011  
**Owner:** La Canada Unified School District  
**Architect or Engineer:** LPA  
**Construction Manager:** Frank Navaro  
**Construction Manager Contact (Name and Current Phone #):** (562) 980-2515,  
Fnavarro@linikcorp.com  
**Description of Project, Scope of Work Performed:** Underground Utilities Replacement  
**Date of Completion:** 07/31/2020

**Project Name:** Fencing & Wayfinding at LCHS  
**Project Type:** Public Education  
**Location:** 4463 Oak Grove Dr., La Canada, CA 91011  
**Owner:** La Canada Unified School District  
**Architect or Engineer:** A4E  
**Construction Manager:** Frank Navaro  
**Construction Manager Contact (Name and Current Phone #):** (562) 980-2515,  
Fnavarro@linikcorp.com  
**Description of Project, Scope of Work Performed:** Fencing, Ramp, Stairs, and Paving  
**Date of Completion:** 11/01/2020

**Project Name:** Portable Removal PH1-7 Sites  
**Project Type:** Public Education  
**Location:** 39139 10th Street East Palmdale, CA 93550  
**Owner:** Palmdale School District  
**Architect or Engineer:** N/A  
**Construction Manager:** Tom Brown  
**Construction Manager Contact (Name and Current Phone #):** (661) 373-4312,  
tbrown@hple.co  
**Description of Project, Scope of Work Performed:** Classroom Removal  
**Date of Completion:** 07/31/2020

### Other Projects:

**Palmdale Unified School District-** Joshua Hills ES Future Learning Spaces- Completed in 2018.

**Palmdale Unified School District-** Sage Academy Kitchen Remodel- Completed in 2018.

## PROJECTS LIST

**Palmdale Unified School District-** Sage Academy Emergency Kitchen Restoration- Completed in 2018.

**Glendale Unified School District-** Window Replacement at Franklin ES- Completed in 2018.

**Glendale Unified School District-** Play Area Improvements at Muir ES- Completed in 2018.

**Glendale Unified School District-** LED Lighting Upgrade at Various School Sites- Completed in 2018.

**City of Alhambra-** Stoneman Avenue Parking Lot Pavement Rehabilitation and Lid Improvements- Completed in 2018.

**Glendale Unified School District-** Cafe Wall & Window Repair - Verdugo Woodlands ES- Completed in 2019.

**City of Pasadena-** Installation of Restroom Building at Desiderio Park- Completed in 2020.

**City of Santa Clarita-** Mountain View Park Play Area Phase II- Completed in 2021.

**Los Angeles Community Development Authority-** Ocean Park Unit Flooring Replacement- Completed in 2021.

**State of California- Department of General Services-** Exposition Park Parking Gates and Kiosks- Completed in 2021.

**Palmdale Water District** – Conservation Garden Phase 1- Completed in 2022.

**Azusa Unified School District-** Underground Utility Replacement - In Progress.

**City of Industry-** Fire Damage Repair of EV and Solar Energy System at Metrolink Station- In Progress.





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
02/22/2024

<b>PRODUCER</b> Araujo Business Insurance Agency, Inc. CA License #: 0143638 740 E. Glenlyn Drive Azusa, CA 91702 Telephone: (626) 465-6650 Email: abiaservicecenter@gmail.com		<b>THIS CERTIFICATION IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.</b>	
<b>INSURED</b> Golden Sun Enterprise Inc. 6732 White Oak Avenue Van Nuys, CA 91406 CSLB License #: 1052941		<b>INSURERS AFFORDING COVERAGE</b> INSURER A: Evanston Insurance Company (A,XV) INSURER B: INSURER C: INSURER D: INSURER E:	<b>NAIC #</b> 35378

### COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR/ADD'L LTR/INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS								
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Deductible: \$ 5,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	3AA659058	04/06/2023	04/06/2024	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$								
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$								
	<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$								
A	<b>EXCESS/UMBRELLA LIABILITY</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$	EZXS3129175	09/07/2023	04/06/2024	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$ \$ \$								
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				<table border="1"> <tr> <td>WC STATUTORY LIMITS</td> <td>OTHER</td> </tr> <tr> <td>E.L. EACH ACCIDENT</td> <td>\$</td> </tr> <tr> <td>E.L. DISEASE - EA EMPLOYEE</td> <td>\$</td> </tr> <tr> <td>E.L. DISEASE - POLICY LIMIT</td> <td>\$</td> </tr> </table>	WC STATUTORY LIMITS	OTHER	E.L. EACH ACCIDENT	\$	E.L. DISEASE - EA EMPLOYEE	\$	E.L. DISEASE - POLICY LIMIT	\$
WC STATUTORY LIMITS	OTHER												
E.L. EACH ACCIDENT	\$												
E.L. DISEASE - EA EMPLOYEE	\$												
E.L. DISEASE - POLICY LIMIT	\$												
A	<b>OTHER</b> Contractors Job site Limited Pollution Liability	3AA659058	04/06/2023	04/06/2024	\$ 1,000,000 Aggregate / \$ 1,000,000 Occur 30 Days to discover, 90 Days to report								

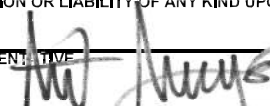
### DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Policy is subject to underwriting guidelines, review & approval. Certificates are coverage summaries only. The Policy exhibits coverage, limitations & exclusions.

Certificate Holders are included as Additional Insureds when insured contractually obligated in writing per insurers Blanket Additional Insured endorsement. Insurer will endeavor to provide 30 Day notice of cancellation to Named/Scheduled additional insureds except 10 day for non payment of premium

### CERTIFICATE HOLDER

### CANCELLATION

	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>XX</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.
	AUTHORIZED REPRESENTATIVE: 

## **IMPORTANT**

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

## **DISCLAIMER**

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.




# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/22/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b>  <b>FRED STAHL, STATE FARM AGENCY.</b> 18740 OXNARD ST. STE 314 TARZANA, CA 91356-5959	<b>CONTACT NAME:</b> NATALIE CEDILLO <b>PHONE (A/C, No. Ext):</b> 818-705-5846 <b>E-MAIL ADDRESS:</b> NATALIE@FREDSTAHL.NET	<b>FAX (A/C, No):</b> 818-342-7614
	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> State Farm General Insurance Company	
<b>INSURED</b>  <b>GOLDEN SUN ENTERPRISES</b> 6732 WHITE OAK AVE. VAN NUYS, CA 91406-5359	<b>INSURER B:</b>	<input type="checkbox"/>
	<b>INSURER C:</b>	<input type="checkbox"/>
	<b>INSURER D:</b>	<input type="checkbox"/>
	<b>INSURER E:</b>	<input type="checkbox"/>
	<b>INSURER F:</b>	<input type="checkbox"/>

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y		680-0290-C28-75 671-8814-D03-75A	09/28/2023 10/30/2023	03/28/2024 04/30/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ 1,000,000 BODILY INJURY (Per accident) \$ 1,000,000 PROPERTY DAMAGE (Per accident) \$ 1,000,000 \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



© 1988-2015 ACORD CORPORATION. All rights reserved.



P.O. BOX 8192, PLEASANTON, CA 94588

CERTIFICATE OF WORKERS' COMPENSATION INSURANCE

ISSUE DATE: 02-22-2024

GROUP:
POLICY NUMBER: 9318293-2023
CERTIFICATE ID: 5
CERTIFICATE EXPIRES: 05-23-2024
05-23-2023/05-23-2024

SC

This is to certify that we have issued a valid Workers' Compensation insurance policy in a form approved by the California Insurance Commissioner to the employer named below for the policy period indicated.

This policy is not subject to cancellation by the Fund except upon 10 days advance written notice to the employer.

We will also give you 10 days advance notice should this policy be cancelled prior to its normal expiration.

This certificate of insurance is not an insurance policy and does not amend, extend or alter the coverage afforded by the policy listed herein. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate of insurance may be issued or to which it may pertain, the insurance afforded by the policy described herein is subject to all the terms, exclusions, and conditions, of such policy.

[Handwritten signature of Authorized Representative]

Authorized Representative

[Handwritten signature of President and CEO]

President and CEO

EMPLOYER'S LIABILITY LIMIT INCLUDING DEFENSE COSTS: \$1,000,000 PER OCCURRENCE.

ENDORSEMENT #2572 ENTITLED BLANKET WAIVER OF SUBROGATION EFFECTIVE 2023-05-23 IS ATTACHED TO AND FORMS A PART OF THIS POLICY

EMPLOYER

GOLDEN SUN ENTERPRISE, INC.
6732 WHITE OAK AVE
VAN NUYS CA 91406

SC

[P11,HO]



November 4, 2022

1901 Harrison Street, 17<sup>th</sup> Floor  
Oakland, CA 94612  
Voice 415.777.0777  
Fax 415.778.7007  
www.wcirb.com  
customerservice@wcirb.com

Arsen Elikae  
President  
Golden Sun Enterprise, Inc.  
6732 White Oak Ave.  
Van Nuys, CA 91406

**RE: Eligibility for Experience Rating**

Insured: Golden Sun Enterprise, Inc.  
Policy Number: 93182932022  
Effective Dates: 5/23/2022 – 5/23/2023  
Bureau File Number: 25-91-40

Dear Mr. Elikae:

Whether or not your company is eligible for experience rating is determined by a number of factors. To determine eligibility, your payroll developed during the experience period is totaled by classification code. These totals are multiplied by the expected loss rate that applies as of the effective date of the experience modification. The sum of these calculations must equal or exceed the minimum threshold. As of September 1, 2022, the qualifying threshold is \$9,200. Due to insufficient expected losses Golden Sun Enterprise, Inc. does not qualify for experience rating for 2022. In addition, Golden Sun Enterprise, Inc. did not qualify for experience rating for 2019, 2020 and 2021 policy periods.

Additional information on how a business qualifies for experience rating can be found in the Guide to Workers' Compensation Insurance at [www.wcrib.com](http://www.wcrib.com).

Sincerely,

Tony Mahdavi, Senior Analyst  
Contact Center



June 16, 2021

Golden Sun Enterprise, Inc.  
6732 White Oak Ave  
Van Nuys, CA 91406

Re: Surety Program Prequalification


To Whom It May Concern:

It is a pleasure for KPS Insurance Services, Inc. to provide the continuing facilitation of surety bond credit for Golden Sun Enterprise, Inc. as its broker. Our agency has an established bonding relationship with Great American Insurance Company which will support bonds on their behalf for projects in excess of \$6,000,000 and an aggregate program in excess of \$12,000,000. As is typical, all bonds are subject to routine review of the contract and financials at the time of request.

Great American Insurance Company maintains a Federal Treasury Listing of \$250,981,000 single size surety bond underwriting limitation and is AM Best rated A+ XIV.

The agreement for bid bonds or performance and payment bonds is a matter between the contractor and the surety company. KPS Insurance Services, Inc. and Great American Insurance Company assume no liability as to third parties or to others, if for any reason, we do not execute said bond(s).

Sincerely,



Michael R. Strahan  
Sr. Vice President  
Direct Line: 858-538-8822  
Fax Line: 858-346-9298  
Cell Phone: 858-472-3312

**GREAT AMERICAN INSURANCE COMPANY®**

Administrative Office: 301 E 4TH STREET • CINCINNATI, OHIO 45202 • 513-369-5000 • FAX 513-723-2740

The number of persons authorized by this power of attorney is not more than **THREE**

No. 0 21293

**POWER OF ATTORNEY**

**KNOW ALL MEN BY THESE PRESENTS:** That the GREAT AMERICAN INSURANCE COMPANY, a corporation organized and existing under and by virtue of the laws of the State of Ohio, does hereby nominate, constitute and appoint the person or persons named below, each individually if more than one is named, its true and lawful attorney-in-fact, for it and in its name, place and stead to execute on behalf of the said Company, as surety, any and all bonds, undertakings and contracts of suretyship, or other written obligations in the nature thereof; provided that the liability of the said Company on any such bond, undertaking or contract of suretyship executed under this authority shall not exceed the limit stated below.

Name	Address	Limit of Power
MICHAEL R. STRAHAN	ALL OF	ALL
BRIAN GUZMAN	SAN DIEGO, CALIFORNIA	\$100,000,000
SUZY GOLDBACH		

This Power of Attorney revokes all previous powers issued on behalf of the attorney(s)-in-fact named above.

IN WITNESS WHEREOF the GREAT AMERICAN INSURANCE COMPANY has caused these presents to be signed and attested by its appropriate officers and its corporate seal hereunto affixed this **9TH** day of **JULY**, 2021



*Stephen C. Beraha*  
Assistant Secretary

GREAT AMERICAN INSURANCE COMPANY

*Mark V. Vicario*  
Divisional Senior Vice President

MARK VICARIO (877-377-2405)

STATE OF OHIO, COUNTY OF HAMILTON - ss:

On this **9TH** day of **JULY**, 2021, before me personally appeared **MARK VICARIO**, to me known, being duly sworn, deposes and says that he resides in Cincinnati, Ohio, that he is a Divisional Senior Vice President of the Bond Division of Great American Insurance Company, the Company described in and which executed the above instrument; that he knows the seal of the said Company; that the seal affixed to the said instrument is such corporate seal; that it was so affixed by authority of his office under the By-Laws of said Company, and that he signed his name thereto by like authority.



**SUSAN A KOHORST**  
Notary Public  
State of Ohio  
My Comm. Expires  
May 18, 2025

*Susan A Kohorst*

This Power of Attorney is granted by authority of the following resolutions adopted by the Board of Directors of Great American Insurance Company by unanimous written consent dated June 9, 2008.

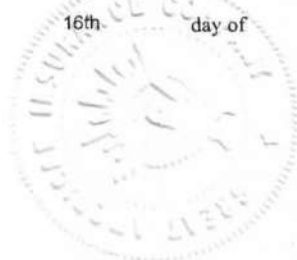
*RESOLVED: That the Divisional President, the several Divisional Senior Vice Presidents, Divisional Vice Presidents and Divisional Assistant Vice Presidents, or any one of them, be and hereby is authorized, from time to time, to appoint one or more Attorneys-in-Fact to execute on behalf of the Company, as surety, any and all bonds, undertakings and contracts of suretyship, or other written obligations in the nature thereof; to prescribe their respective duties and the respective limits of their authority; and to revoke any such appointment at any time.*

*RESOLVED FURTHER: That the Company seal and the signature of any of the aforesaid officers and any Secretary or Assistant Secretary of the Company may be affixed by facsimile to any power of attorney or certificate of either given for the execution of any bond, undertaking, contract of suretyship, or other written obligation in the nature thereof, such signature and seal when so used being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed.*

**CERTIFICATION**

I, **STEPHEN C. BERAHA**, Assistant Secretary of Great American Insurance Company, do hereby certify that the foregoing Power of Attorney and the Resolutions of the Board of Directors of June 9, 2008 have not been revoked and are now in full force and effect.

Signed and sealed this **16th** day of **June**, 2021



*Stephen C. Beraha*  
Assistant Secretary



## ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of San Diego

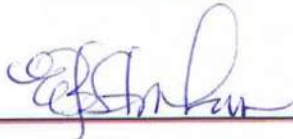
On JUNE 16<sup>th</sup>, 2021 before me, E.B. Strahan, Notary Public  
(insert name and title of the officer)

personally appeared Michael R. Strahan,  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are  
subscribed to the within instrument and acknowledged to me that he/she/they executed the same in  
his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the  
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

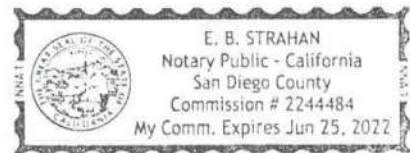
I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing  
paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_



(Seal)





## PROPOSER'S CHECKLIST

All items on the Proposer's Checklist must be initialed, dated and submitted for the Proposal to be considered complete. The District reserves the right to award a Contract in a manner and on the basis which will best serve the District, taking into consideration the information in the statement of Proposer's Proposal, qualifications and past work history with the District and in the local area. The Proposer's attention is especially called to the following forms which must be executed in full as required:

1. a) **PROPOSAL**

The total Proposal price must be shown in the space provided.

Initial: ME

Date: 02/28/2024

b) **PROPOSAL SIGNATURE SHEET**

To be filled in and signed by the Proposer.

Initial: ME

Date: 02/28/2024

3. **NON-COLLUSION DECLARATION**

A Non-Collusion Declaration must be filled out, signed, and submitted with the Proposal for the Proposal documents to be considered complete.

Initial: ME

Date: 02/28/2024

4. **DESIGNATION OF SUBCONTRACTORS**

A Designation of Subcontractors must be filled out and submitted with the Proposal for the Proposal documents to be considered complete.

Initial: ME

Date: 02/28/2024

5. **INSURANCE**

The insurance requirements for this project have been read and understood.

Initial: ME

Date: 02/28/2024

6. **SITE VISIT (optional)**

The Proposer certifies that it has toured the project site and is familiar with the work involved.

Initial: ME

Date: 02/28/2024

**PROPOSERS CHECKLIST CONTINUED**

**7. PERFORMANCE AND PAYMENT BONDS**

The Proposer understands that a performance bond issued by an approved surety equaling one hundred percent (100%) of the Contract amount will be required. A payment bond equaling one hundred percent (100%) of the Contract amount will also be required.

Initial: ME Date: 02/28/2024

**8. WORK SCHEDULE**

The District makes no guarantee as to the method of work chosen by the Proposer. It is the Proposer's responsibility to plan and schedule the work in order to complete the work in the time specified in the Special Provisions.

Initial: ME Date: 02/28/2024

**9. PROPOSAL INFORMATION REQUIRED BY SECTION 3(b)**

The Proposer acknowledges that it must draft and submit a separate document containing all of the information requested under Section 3 (b) of the RFP.

Initial: ME Date: 02/28/2024

**10. ADDENDA**

The Proposer acknowledges that it must sign and attach any applicable addenda to the Proposal.

Initial: ME Date: 02/28/2024

**11. WORKERS COMPENSATION**

The Proposer acknowledgment that Worker's Compensation Insurance will be required for this project.

Initial: ME Date: 02/28/2024

**NOTARIZED NON-COLLUSION DECLARATION**

STATE OF CALIFORNIA )

)

COUNTY OF LOS ANGELES )

The undersigned declares:

I am the President of Golden Sun Enterprise, Inc., the party making the foregoing Proposal.

The Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The Proposal is genuine and not collusive or sham. The Proposer has not directly or indirectly induced or solicited any other Proposer to put in a false or sham Proposal. The Proposer has not directly or indirectly colluded, conspired, connived, or agreed with any Proposer or anyone else to put in a sham Proposal, or to refrain from Proposing. The Proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the Proposal price of the Proposer or any other Proposer, or to fix any overhead, profit, or cost element of the Proposal price, or of that of any other Proposer. All statements contained in the Proposal are true. The Proposer has not, directly or indirectly, submitted its Proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, Proposal depository, or to any member or agent thereof, to effectuate a collusive or sham Proposal, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a Proposer that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that it has full power to execute, and does execute, this declaration on behalf of the Proposer.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on 02/28/2021 [date], at Los Angeles [District], CA [state].

Proposer's Name (Printed): Mohammad Elikae

Proposer's Signature:   
(Same Signature as on Proposal)

Proposer's Title: President

CALIFORNIA ALL-PURPOSE ACKNOWLEDGEMENT

A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California }  
County of Los Angeles }

On 02/28/2024, before me, Mehrdad Farkhan, Notary Public,  
personally appeared Mohammad Elikae

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of State of California that the foregoing paragraph is true and correct.



WITNESS my hand and official seal.

SIGNATURE Farkhan

PLACE NOTARY SEAL ABOVE

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

**Description of attached document**

Title or type of document: NOTARIZED NON-COLLUSION DECLARATION

Document Date: 02/28/2024 Number of Pages: 1

Signer(s) Other than Named Above: \_\_\_\_\_





## DESIGNATION OF SUBCONTRACTORS

Each Proposer shall submit the name, contractor license number, and business location of each subcontractor who will perform work or labor or render service to the Contractor for the construction of the work performed under these specifications in excess of one-half (1/2) of one percent (1%) of the prime Contractor's total Proposal. If the Contractor fails to specify a subcontractor for any portion of the work to be performed under the Contract, it shall be deemed to have agreed to perform such portion itself, and it shall not be permitted to subcontract that portion of the work except under the conditions hereinafter set forth. (Attach additional forms as necessary)

Name Subcontractor	Street Address of Shop, Mill or Office	Types of Work/Category of Contract	\$ Value of Work to be Performed	DIR Registration Number	Subcontractor's License Number/ Type/Exp. Date
Cybertech Construction Company, Inc.	6732 White Oak Ave. Van Nuys, CA 91406	Concrete Works	\$300K	1000030859	921223/ C-8/ 08-31-24
Pacific Single Ply Roofing, Inc.	P.O. Box 217 La Habra, CA 90633	Roofing	\$80K	1000007564	777968/ C-39/ 05-31-2024
Prime Acoustics	31129 Via Colinas, STE 702 Westlake Village, CA 91362	Acoustical/ Insulation	\$50K	1000004361	739826/ C-2/ 08-31-2025
Power One LLC	2250 E Mira Loma Way, STE 200 Anaheim, CA 92806	Abatement	30K	1000054433	1032145/ C-22, HAZ/ 10/31/2025

If no subcontractors will be used, write "None" here: \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct and this Declaration is executed this 28 day of February \_\_\_\_\_, 2024, in Van Nuys, California.

By: Mohammad Elikae 

Contractor Company Name: Golden Sun Enterprise, Inc.

**SUBCONTRACTOR FORM MUST BE RETURNED WITH PROPOSAL**



# ALTADENA LIBRARY DISTRICT

## REQUEST FOR PROPOSALS

### PROPOSAL AND CONTRACT DOCUMENTS

### FOR

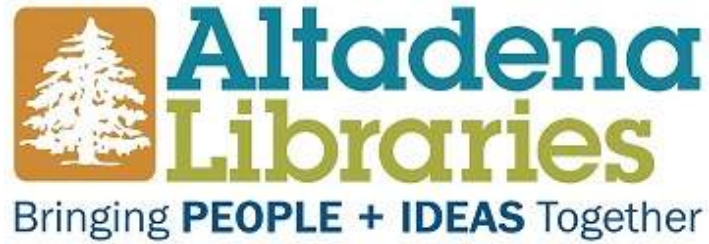
### BOB LUCAS MEMORIAL LIBRARY AND LITERACY CENTER CONSTRUCTION PROJECT

ADDENDUM NO. 1

A handwritten signature in blue ink, appearing to read "Elkan", is written over a stylized blue star or asterisk symbol.

02/28/2024

- Proposals will be received by Nikki Winslow electronically on <https://www.bidnetdirect.com/california/ald> until 3:00 pm on March 4, 2024.



**ADDENDUM TO  
REQUEST FOR PROPOSALS  
BOB LUCAS MEMORIAL  
LIBRARY AND LITERACY  
CENTER CONSTRUCTION  
PROJECT  
Altadena Library District**

**ADDENDUM NO. 3**

**DATE: February 21, 2024**

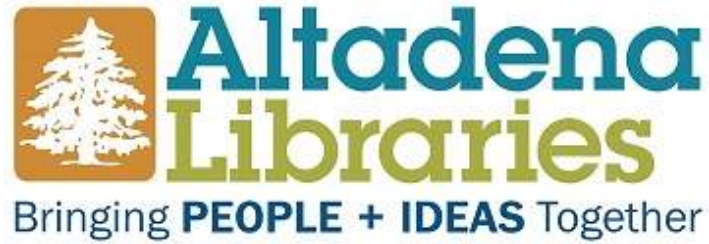
This addendum is issued to modify the previously issued RFP documents and/or given for informational purposes, and is hereby made a part of the RFP documents. **The proposer shall acknowledge receipt of any and all addenda, listing the Addenda by number(s) and date(s) in their Letter of Interest.**

**Questions and Answers:**

- 1. Question:** Will all furniture and equipment be removed from the building prior to turnover to the contractor?

**Answer:** Three rolling book carts and three staff workstations will need to be included in the demolition. All other furniture and equipment not attached to the building will be removed prior to turnover. Photos of carts and workstations are shown below:

02/28/2024



**ADDENDUM TO  
REQUEST FOR PROPOSALS  
BOB LUCAS MEMORIAL  
LIBRARY AND LITERACY  
CENTER CONSTRUCTION  
PROJECT  
Altadena Library District**

**ADDENDUM NO. 4**

**DATE: February 27, 2024**

This addendum is issued to modify the previously issued RFP documents and/or given for informational purposes, and is hereby made a part of the RFP documents. **The proposer shall acknowledge receipt of any and all addenda, listing the Addenda by number(s) and date(s) in their Letter of Interest.**

**Questions and Answers:**

1. **Question:** Upon review of the bid documents, we noticed there is no Bid Bond form. Please advise.

**Answer:** No bid bond is required for this RFP.

2. **Question:** Please confirm if it is acceptable to provide the location of the subcontractor on the designation of subcontractors' form during the submission of the bid, and then provide the complete address of the subcontractor, as well as the \$ value of the work to be performed, within 24 hours of bid submission.

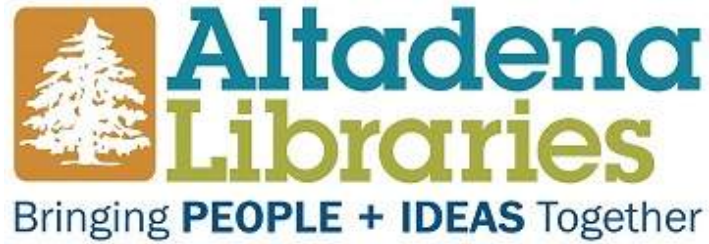
**Answer:** Yes, this is acceptable.

3. **Question:** Addendum 2 via BidNet Direct does not contain any documents.

**Answer:** Addendum 2 changed only the deadlines for questions and bid intents. No documents were included.

4. **Question:** Are library shelves included in the scope of this RFP?

02/28/2024



**ADDENDUM TO  
REQUEST FOR PROPOSALS  
BOB LUCAS MEMORIAL  
LIBRARY AND LITERACY  
CENTER CONSTRUCTION  
PROJECT  
Altadena Library District**

**ADDENDUM NO. 5**

**DATE: February 28, 2024**

This addendum is issued to modify the previously issued RFP documents and/or given for informational purposes, and is hereby made a part of the RFP documents. **The proposer shall acknowledge receipt of any and all addenda, listing the Addenda by number(s) and date(s) in their Letter of Interest.**

**Changes to the Specifications:**

- 1. Spec. 11 1519 – LIBRARY DETECTION SYSTEMS:** Section is deleted. There is no library detection system required for the project.

**END OF ADDENDUM**

02/28/2024



THE AMERICAN INSTITUTE OF ARCHITECTS



AIA Document A310

**Bid Bond**

KNOW ALL MEN BY THESE PRESENTS, that we Golden Sun Enterprise, Inc.

Principal, hereinafter called the Principal, and Harco National Insurance Company

a corporation duly organized under the laws of the State of Illinois  
as Surety, hereinafter called the Surety, are held and firmly bound unto Altadena Library District

as Obligee, hereinafter called the Obligee, in the sum of ten percent of bid amount (10%) , for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for BOB LUCAS MEMORIAL LIBRARY AND LITERACY CENTER

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this 20th of February, 2024

\_\_\_\_\_  
(Witness)

Golden Sun Enterprise, Inc.

(Principal)  
  
\_\_\_\_\_  
President (Title)

Harco National Insurance Company

(Surety) (Seal)  
  
\_\_\_\_\_  
Allison Ocampo, Attorney-In-Fact (Title)

See Attached Notary

\_\_\_\_\_  
(Witness)

Bond # BBSU

**POWER OF ATTORNEY**  
**HARCO NATIONAL INSURANCE COMPANY**  
**INTERNATIONAL FIDELITY INSURANCE COMPANY**

Member companies of IAT Insurance Group, Headquartered: 4200 Six Forks Rd, Suite 1400, Raleigh, NC 27609

**KNOW ALL MEN BY THESE PRESENTS:** That **HARCO NATIONAL INSURANCE COMPANY**, a corporation organized and existing under the laws of the State of Illinois, and **INTERNATIONAL FIDELITY INSURANCE COMPANY**, a corporation organized and existing under the laws of the State of New Jersey, and having their principal offices located respectively in the cities of Rolling Meadows, Illinois and Newark, New Jersey, do hereby constitute and appoint

**ALLISON OCAMPO, MICHAEL R. STRAHAN**

San Diego, CA

their true and lawful attorney(s)-in-fact to execute, seal and deliver for and on its behalf as surety, any and all bonds and undertakings, contracts of indemnity and other writings obligatory in the nature thereof, which are or may be allowed, required or permitted by law, statute, rule, regulation, contract or otherwise, and the execution of such instrument(s) in pursuance of these presents, shall be as binding upon the said **HARCO NATIONAL INSURANCE COMPANY** and **INTERNATIONAL FIDELITY INSURANCE COMPANY**, as fully and amply, to all intents and purposes, as if the same had been duly executed and acknowledged by their regularly elected officers at their principal offices.

This Power of Attorney is executed, and may be revoked, pursuant to and by authority of the By-Laws of **HARCO NATIONAL INSURANCE COMPANY** and **INTERNATIONAL FIDELITY INSURANCE COMPANY** and is granted under and by authority of the following resolution adopted by the Board of Directors of **INTERNATIONAL FIDELITY INSURANCE COMPANY** at a meeting duly held on the 13th day of December, 2018 and by the Board of Directors of **HARCO NATIONAL INSURANCE COMPANY** at a meeting held on the 13th day of December, 2018.

"**RESOLVED**, that (1) the Chief Executive Officer, President, Executive Vice President, Senior Vice President, Vice President, or Secretary of the Corporation shall have the power to appoint, and to revoke the appointments of, Attorneys-in-Fact or agents with power and authority as defined or limited in their respective powers of attorney, and to execute on behalf of the Corporation and affix the Corporation's seal thereto, bonds, undertakings, recognizances, contracts of indemnity and other written obligations in the nature thereof or related thereto; and (2) any such Officers of the Corporation may appoint and revoke the appointments of joint-control custodians, agents for acceptance of process, and Attorneys-in-fact with authority to execute waivers and consents on behalf of the Corporation; and (3) the signature of any such Officer of the Corporation and the Corporation's seal may be affixed by facsimile to any power of attorney or certification given for the execution of any bond, undertaking, recognizance, contract of indemnity or other written obligation in the nature thereof or related thereto, such signature and seals when so used whether heretofore or hereafter, being hereby adopted by the Corporation as the original signature of such officer and the original seal of the Corporation, to be valid and binding upon the Corporation with the same force and effect as though manually affixed."

IN WITNESS WHEREOF, **HARCO NATIONAL INSURANCE COMPANY** and **INTERNATIONAL FIDELITY INSURANCE COMPANY** have each executed and attested these presents on this 31st day of December, 2023



STATE OF NEW JERSEY  
County of Essex

Kenneth Chapman

Executive Vice President, Harco National Insurance Company  
and International Fidelity Insurance Company

STATE OF ILLINOIS  
County of Cook



On this 31st day of December, 2023, before me came the individual who executed the preceding instrument, to me personally known, and, being by me duly sworn, said he is the therein described and authorized officer of **HARCO NATIONAL INSURANCE COMPANY** and **INTERNATIONAL FIDELITY INSURANCE COMPANY**; that the seals affixed to said instrument are the Corporate Seals of said Companies; that the said Corporate Seals and his signature were duly affixed by order of the Boards of Directors of said Companies.



IN TESTIMONY WHEREOF, I have hereunto set my hand affixed my Official Seal, at the City of Newark, New Jersey the day and year first above written.

Cathy Cruz a Notary Public of New Jersey  
My Commission Expires April 16, 2024

**CERTIFICATION**

I, the undersigned officer of **HARCO NATIONAL INSURANCE COMPANY** and **INTERNATIONAL FIDELITY INSURANCE COMPANY** do hereby certify that I have compared the foregoing copy of the Power of Attorney and affidavit, and the copy of the Sections of the By-Laws of said Companies as set forth in said Power of Attorney, with the originals on file in the home office of said companies, and that the same are correct transcripts thereof, and of the whole of the said originals, and that the said Power of Attorney has not been revoked and is now in full force and effect.

IN TESTIMONY WHEREOF, I have hereunto set my hand on this day, February 20, 2024

Irene Martins, Assistant Secretary



## ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California  
County of San Diego

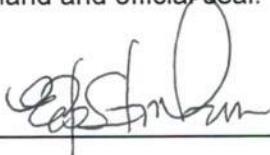
On 2/20/2024 before me, E.B. Strahan, Notary Public

personally appeared Allison Ocampo,  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/~~are~~  
subscribed to the within instrument and acknowledged to me that ~~he~~/~~she~~/~~they~~ executed the same in  
~~his~~/~~her~~/~~their~~ authorized capacity(~~ies~~), and that by ~~his~~/~~her~~/~~their~~ signature(s) on the instrument the  
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

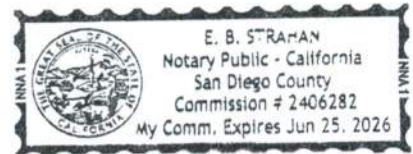
I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature



(Seal)



# PROPOSAL

The undersigned Proposer hereby proposes to furnish and deliver all necessary labor, tools, equipment, and other means of construction to perform the work required for the completion of the project entitled "**BOB LUCAS MEMORIAL LIBRARY AND LITERACY CENTER CONSTRUCTION PROJECT**" in accordance with the intent of all plans, specifications, and addenda issued by the District in the amount of:

(Written) Three Million, Fifty-Seven Thousand, Seven Hundred and Seventy-Seven 00/100 dollars

(Number) \$ 3,057,777.00

### Price *including* Bid Alternate for provision of Alternate Roofing Materials:

(Written) Three Million, Ninety-Five Thousand, Seven Hundred and Seventy-Seven 00/100 dollars

(Number) \$ 3,095,777.00

The Proposer has read the accompanying instructions to Proposers, has carefully examined the location(s) of the proposed work, and has examined all Contract Documents, drawings and addenda issued by the District and will contract with the District to construct the project, complete and in satisfactory condition.

The Proposer further acknowledges that it has adjusted its Proposal price to include all possible items which may influence the proposal during the time period from notice of intent to award through and until formal award by the District. Requests for Proposal price change due to the delay shall not be agreed to by the District.

Company Name: Golden Sun Enterprise, Inc.

Proposer's Name (Printed): Mohammad Elikae

Proposer's Title: President

Proposer's Signature:  \_\_\_\_\_

Date: 02/28/2024

Address: 6732 White Oak Ave.

Van Nuys, CA 91406

Phone Number: (310) 363-1015

Contractor's License Number: 1052941

Classification: A, B, C10, C20 & C36

Expiration Date: 04/30/2025

## PROPOSER'S CHECKLIST

All items on the Proposer's Checklist must be initialed, dated and submitted for the Proposal to be considered complete. The District reserves the right to award a Contract in a manner and on the basis which will best serve the District, taking into consideration the information in the statement of Proposer's Proposal, qualifications and past work history with the District and in the local area. The Proposer's attention is especially called to the following forms which must be executed in full as required:

1. a) **PROPOSAL**  
The total Proposal price must be shown in the space provided.  
Initial:   jw   Date:   3/4/2024
- b) **PROPOSAL SIGNATURE SHEET**  
To be filled in and signed by the Proposer.  
Initial:   jw   Date:   3/4/2024
3. **NON-COLLUSION DECLARATION**  
A Non-Collusion Declaration must be filled out, signed, and submitted with the Proposal for the Proposal documents to be considered complete.  
Initial:   jw   Date:   3/4/2024
4. **DESIGNATION OF SUBCONTRACTORS**  
A Designation of Subcontractors must be filled out and submitted with the Proposal for the Proposal documents to be considered complete.  
Initial:   jw   Date:   3/4/2024
5. **INSURANCE**  
The insurance requirements for this project have been read and understood.  
Initial:   jw   Date:   3/4/2024
6. **SITE VISIT (optional)**  
The Proposer certifies that it has toured the project site and is familiar with the work involved.  
Initial: \_\_\_\_\_ Date: \_\_\_\_\_



**PROPOSERS CHECKLIST CONTINUED**

**7. PERFORMANCE AND PAYMENT BONDS**

The Proposer understands that a performance bond issued by an approved surety equaling one hundred percent (100%) of the Contract amount will be required. A payment bond equaling one hundred percent (100%) of the Contract amount will also be required.

Initial:     jw     Date:     3/4/2024    

**8. WORK SCHEDULE**

The District makes no guarantee as to the method of work chosen by the Proposer. It is the Proposer's responsibility to plan and schedule the work in order to complete the work in the time specified in the Special Provisions.

Initial:     jw     Date:     3/4/2024    

**9. PROPOSAL INFORMATION REQUIRED BY SECTION 3(b)**

The Proposer acknowledges that it must draft and submit a separate document containing all of the information requested under Section 3 (b) of the RFP.

Initial:     jw     Date:     3/4/2024    

**10. ADDENDA**

The Proposer acknowledges that it must sign and attach any applicable addenda to the Proposal.

Initial:     jw     Date:     3/4/2024    

**11. WORKERS COMPENSATION**

The Proposer acknowledgment that Worker's Compensation Insurance will be required for this project.

Initial:     jw     Date:     3/4/2024

**NOTARIZED NON-COLLUSION DECLARATION**

STATE OF CALIFORNIA            )  
  )  
COUNTY OF LOS ANGELES        )

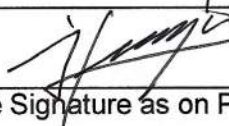
The undersigned declares:

I am the President of Loengreen Inc, the party making the foregoing Proposal.

The Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The Proposal is genuine and not collusive or sham. The Proposer has not directly or indirectly induced or solicited any other Proposer to put in a false or sham Proposal. The Proposer has not directly or indirectly colluded, conspired, connived, or agreed with any Proposer or anyone else to put in a sham Proposal, or to refrain from Proposing. The Proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the Proposal price of the Proposer or any other Proposer, or to fix any overhead, profit, or cost element of the Proposal price, or of that of any other Proposer. All statements contained in the Proposal are true. The Proposer has not, directly or indirectly, submitted its Proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, Proposal depository, or to any member or agent thereof, to effectuate a collusive or sham Proposal, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a Proposer that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that it has full power to execute, and does execute, this declaration on behalf of the Proposer.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on \_\_\_\_\_[date], at \_\_\_[District], \_\_\_[state].

Proposer's Name (Printed): LOENGREEN INC / Jeong Won Hong  
Proposer's Signature:   
(Same Signature as on Proposal)  
Proposer's Title: President



# JURAT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

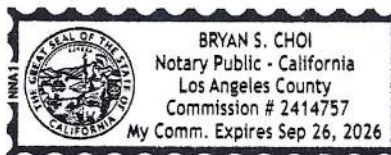
State of California

County of LOS ANGELES

Subscribed and sworn to (or affirmed) before me on this 4<sup>th</sup> day of March,  
2024 by Jeong Won Hong

proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

  
Signature \_\_\_\_\_ (Seal)



## OPTIONAL INFORMATION

### DESCRIPTION OF THE ATTACHED DOCUMENT

Non-Collusion Declaration  
(Title or description of attached document)

\_\_\_\_\_  
(Title or description of attached document continued)

Number of Pages 1 Document Date 4/1

\_\_\_\_\_  
Additional information

## INSTRUCTIONS

The wording of all Jurats completed in California after January 1, 2015 must be in the form as set forth within this Jurat. There are no exceptions. If a Jurat to be completed does not follow this form, the notary must correct the verbiage by using a jurat stamp containing the correct wording or attaching a separate jurat form such as this one which does contain the proper wording. In addition, the notary must require an oath or affirmation from the document signer regarding the truthfulness of the contents of the document. The document must be signed AFTER the oath or affirmation. If the document was previously signed, it must be re-signed in front of the notary public during the jurat process.

- State and county information must be the state and county where the document signer(s) personally appeared before the notary public.
- Date of notarization must be the date the signer(s) personally appeared which must also be the same date the jurat process is completed.
- Print the name(s) of the document signer(s) who personally appear at the time of notarization.
- Signature of the notary public must match the signature on file with the office of the county clerk.
- The notary seal impression must be clear and photographically reproducible. Impression must not cover text or lines. If seal impression smudges, re-seal if a sufficient area permits, otherwise complete a different jurat form.
  - ❖ Additional information is not required but could help to ensure this jurat is not misused or attached to a different document.
  - ❖ Indicate title or type of attached document, number of pages and date.
- Securely attach this document to the signed document with a staple.

#1

**DESIGNATION OF SUBCONTRACTORS**

Each Proposer shall submit the name, contractor license number, and business location of each subcontractor who will perform work or labor or render service to the Contractor for the construction of the work performed under these specifications in excess of one-half (1/2) of one percent (1%) of the prime Contractor's total Proposal. If the Contractor fails to specify a subcontractor for any portion of the work to be performed under the Contract, it shall be deemed to have agreed to perform such portion itself, and it shall not be permitted to subcontract that portion of the work except under the conditions hereinafter set forth. (Attach additional forms as necessary)

Name Subcontractor	Street Address of Shop, Mill or Office	Types of Work/Category of Contract	\$ Value of Work to be Performed	DIR Registration Number	Subcontractor's License Number/ Type/Exp. Date
NH Environmental	229 N California Ave, City of Industry, CA 91744	Asbestos abetements and demolition	\$85,000.00	1000011312	Lic#984458/ B, C21, C22, A 6/30/2025
All-Pro Communication Technologies Inc	2401 Pine Street, Pomona, CA 91767	Low voltage wiring	\$34,500.00	1000012607	Lic#789903, C10, 01/31/2025
Ironclad General Engineering, inc	3410 La Sierra Ave #f306 Riverside, CA 92503	Grading	\$141,000.00	1000001508	Lic#954859, A, 11/30/2024
Marina Landscape Inc	3707 W Garden Grove Blvd Orange, CA 92868	Landscaping	\$143,900.00	1000000079	Lic# 492862, C27, 06/30/2024
Hydro Matic Fire Protection, Inc	1161 Rosemead Ave Glendale, CA 91201	Wet fire sprinkler	\$44,700.00	1001114317	Lic# 718393, C16, 6/30/2025
MTL Construction Services Inc	2133 Porterfield Way STE C Upland, CA 91786	Casework and countertop	\$43,000.00	1000557394	Lic# 883272, B, 8/31/2024
Cal Tech Fire Protection Inc	11450 Ruggiero Ave Sylmar, CA 91342	Plumbing	\$65,000.00	1000585684	Lic# 1049420 C36, 6/30/2024
CJK Construction Inc	13219 Hallsale Ave Gardena, CA 90249	Roofing	\$79,900.00	1000006658	Lic# 916982, C39, 6/30/2024
Asia General Contractors Inc	403 E Carlin Ave Compton, CA 90222	Structural steel framing	\$135,000.00	1000052552	Lic# 932915, C51, 5/31/2025

If no subcontractors will be used, write "None" here: \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct and this Declaration is executed this 4<sup>th</sup> day of March, 2024, in Los Angeles, California.

By: Jeong Won Hong

Contractor Company Name: LOENGREEN INC

**SUBCONTRACTOR FORM MUST BE RETURNED WITH PROPOSAL**

# 2

**DESIGNATION OF SUBCONTRACTORS**

Each Proposer shall submit the name, contractor license number, and business location of each subcontractor who will perform work or labor or render service to the Contractor for the construction of the work performed under these specifications in excess of one-half (1/2) of one percent (1%) of the prime Contractor's total Proposal. If the Contractor fails to specify a subcontractor for any portion of the work to be performed under the Contract, it shall be deemed to have agreed to perform such portion itself, and it shall not be permitted to subcontract that portion of the work except under the conditions hereinafter set forth. (Attach additional forms as necessary)

Name Subcontractor	Street Address of Shop, Mill or Office	Types of Work/Category of Contract	\$ Value of Work to be Performed	DIR Registration Number	Subcontractor's License Number/ Type/Exp. Date
Wakeland Electric Inc	12803 Temescal Canyon Rd Unit E, Corona, CA 92883	Electrical works	\$284,330.00	1000580743	1063245 C10, 02/28/2026
Air Design Solutions	2229 Dufee Ave STE H El Monte, CA 91732	HVAC	\$173,800.00	1000004802	953818, C20, 10/31/2024
Prime Acoustics	31129 Via Colinas #702 Westlake Village, CA 91362	Acoustical ceiling	\$51,500.00	1000004361	739826, C2, 8/31/2025
Marc Anthony Glazing Contractor, Inc	680 ARROW HWY LA VERNE, CA 91750	Glazing system	\$185,000.00	1000009398	589450, C17, 5/31/2025

If no subcontractors will be used, write "None" here: \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct and this Declaration is executed this 4th day of March, 2024, in Los Angeles, California.

By: Jeany Won Hong

Contractor Company Name: LOENGREEN ZHC

**SUBCONTRACTOR FORM MUST BE RETURNED WITH PROPOSAL**





**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **PRIMARY AND NONCONTRIBUTORY – OTHER INSURANCE CONDITION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE  
PART LIQUOR LIABILITY COVERAGE PART  
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

The following is added to the **Other Insurance** Condition and supersedes any provision to the contrary:

### **Primary And Noncontributory Insurance**

This insurance is primary to and will not seek contribution from any other insurance available to an additional insured under your policy provided that:

- (1) The additional insured is a Named Insured under such other insurance; and

- (2) You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to the additional insured.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**SCHEDULE**

Name Of Additional Insured Person(s) Or Organization(s)	Location(s) Of Covered Operations
Any person or organization to whom the Named Insured has agreed by a fully executed written contract that such person or organization be added as an Additional Insured, but only with respect to operations performed by or on behalf of the Named Insured and only with respect to occurrences subsequent to the making of such fully executed written contract otherwise covered by this insurance	Where specified by fully executed written contract.
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

**A. Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and

2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

**B.** With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or

2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

C. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – COMPLETED OPERATIONS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART  
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

### SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)	Location And Description Of Completed Operations
Any person or organization to whom the Named Insured has agreed by a fully executed written contract that such person or organization be added as an Additional Insured for Completed Operations Coverage, but only with respect to operations performed by or on behalf of the Named Insured and only with respect to occurrences subsequent to the making of such fully executed written contract otherwise covered by this insurance.	Where specified by fully executed written contract.
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

**A. Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the Schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

**B.** With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
  2. Available under the applicable Limits of Insurance shown in the Declarations;
- whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.



This endorsement, effective: 01/14/2024  
(at 12:01 A.M. standard time at the address of the Named Insured as showing in the  
Declarations) forms a part of Policy No: CSC0000696  
Issued to: Loengreen Inc. dba Loengreen NV LLC  
By: United National Insurance Company

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **BLANKET WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US**

This endorsement modifies insurance under the following:

**COMMERCIAL GENERAL LIABILITY COVERAGE PART  
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART**

The following is added to **SECTION IV-CONDITIONS**, Paragraph **8. Transfer Of Rights Of Recovery Against Others To Us**:

We waive any right of recovery we may have against a person or organization because of payments we make for injury or damage arising out of your ongoing operations or "your work" and included in the "products completed operations hazard" provided you have agreed to do so in writing in a contract or agreement with that person or organization.

All other terms and conditions of the policy apply.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/4/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Y W Kim Inc. dba Vegas Insurance Group - NV  6376 Spring Mountain Road Suite 7 Las Vegas NV 89146	<b>CONTACT NAME:</b> Se Kim <b>PHONE (A/C, No, Ext):</b> (702) 331-7500 <b>E-MAIL ADDRESS:</b> vegasinsurance83@gmail.com	<b>FAX (A/C, No):</b> 7023317503	
	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURED</b> Loengreen Nv LLC  6268 Spring Mountain Rd #110C Las Vegas NV 89146	<b>INSURER A:</b> UNITED FNCL CAS CO		11770
	<b>INSURER B:</b>		
	<b>INSURER C:</b>		
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		
	<b>INSURER F:</b>		

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		Y	01598261	01/05/2024	01/05/2025	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	\$ \$ \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE AGGREGATE	\$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	\$ \$ \$

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
 See ACORD 101

<b>CERTIFICATE HOLDER</b>  ALTADENA LIBRARY DISTRICT	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	<b>AUTHORIZED REPRESENTATIVE</b>  SE WON KIM

© 1988-2015 ACORD CORPORATION. All rights reserved.



## ADDITIONAL REMARKS SCHEDULE

<b>AGENCY</b> Y W Kim Inc. dba Vegas Insurance Group - NV		<b>NAMED INSURED</b> Loengreen Nv LLC	
<b>POLICY NUMBER</b> 01598261		<b>EFFECTIVE DATE:</b>	
<b>CARRIER</b> UNITED FINANCIAL CAS CO	<b>NAIC CODE</b> 11770		

**ADDITIONAL REMARKS**

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,**  
**FORM NUMBER:** 25     **FORM TITLE:** Certificate Of Liability Insurance

1. None of the above-described policies will be canceled until 30 days' written notice has been given to the District at the address indicated below.
2. The District, its officials, officers, employees and volunteers are added as insured on all liability insurance policies listed above.
3. It is agreed that any insurance or self-insurance maintained by the District will apply in excess of and not contribute with, the insurance described above.
4. The District is named as loss payee on the property insurance policies described above, if any.
5. All rights of subrogation under the property insurance policy listed above have been waived against the District.
6. The workers' compensation insurer named above, if any, agrees to waive all rights of subrogation against the District for injuries to employees of the Insured resulting from work for the District or use of the District's premises or facilities.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **PRIMARY AND NONCONTRIBUTORY – OTHER INSURANCE CONDITION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE  
PART LIQUOR LIABILITY COVERAGE PART  
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

The following is added to the **Other Insurance** Condition and supersedes any provision to the contrary:

### **Primary And Noncontributory Insurance**

This insurance is primary to and will not seek contribution from any other insurance available to an additional insured under your policy provided that:

- (1) The additional insured is a Named Insured under such other insurance; and

- (2) You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to the additional insured.

ENDORSEMENT AGREEMENT



WAIVER OF SUBROGATION  
BLANKET BASIS

9244145-24  
RENEWAL  
SC  
9-86-45-84  
PAGE 1 OF 1

HOME OFFICE  
SAN FRANCISCO

EFFECTIVE JANUARY 12, 2024 AT 12.01 A.M.  
AND EXPIRING JANUARY 12, 2025 AT 12.01 A.M.

ALL EFFECTIVE DATES ARE  
AT 12:01 AM PACIFIC  
STANDARD TIME OR THE  
TIME INDICATED AT  
PACIFIC STANDARD TIME

LOENGREEN, INC.  
4728 COMMONWEALTH AVE  
LA CANADA, CA 91011

WE HAVE THE RIGHT TO RECOVER OUR PAYMENTS FROM ANYONE  
LIABLE FOR AN INJURY COVERED BY THIS POLICY. WE WILL  
NOT ENFORCE OUR RIGHT AGAINST THE PERSON OR  
ORGANIZATION NAMED IN THE SCHEDULE.

THIS AGREEMENT APPLIES ONLY TO THE EXTENT THAT YOU  
PERFORM WORK UNDER A WRITTEN CONTRACT THAT REQUIRES YOU  
TO OBTAIN THIS AGREEMENT FROM US.

THE ADDITIONAL PREMIUM FOR THIS ENDORSEMENT SHALL BE  
2.00% OF THE TOTAL POLICY PREMIUM.

SCHEDULE

<u>PERSON OR ORGANIZATION</u>	<u>JOB DESCRIPTION</u>
ANY PERSON OR ORGANIZATION FOR WHOM THE NAMED INSURED HAS AGREED BY WRITTEN CONTRACT TO FURNISH THIS WAIVER	BLANKET WAIVER OF SUBROGATION

NOTHING IN THIS ENDORSEMENT SHALL BE HELD TO VARY, ALTER, WAIVE OR EXTEND  
ANY OF THE TERMS, CONDITIONS, AGREEMENTS, OR LIMITATIONS OF THIS POLICY  
OTHER THAN AS ABOVE STATED. NOTHING ELSEWHERE IN THIS POLICY SHALL BE  
HELD TO VARY, ALTER, WAIVE OR LIMIT THE TERMS, CONDITIONS, AGREEMENTS OR  
LIMITATIONS IN THIS ENDORSEMENT.

COUNTERSIGNED AND ISSUED AT SAN FRANCISCO:

JANUARY 16, 2024

AUTHORIZED REPRESENTATIVE

PRESIDENT AND CEO



**PROPOSAL**

The undersigned Proposer hereby proposes to furnish and deliver all necessary labor, tools, equipment, and other means of construction to perform the work required for the completion of the project entitled "**BOB LUCAS MEMORIAL LIBRARY AND LITERACY CENTER CONSTRUCTION PROJECT**" in accordance with the intent of all plans, specifications, and addenda issued by the District in the amount of:

(Written) Three million three hundred ninety nine thousand dollars

(Number) \$ 3,399,000 .00

**Price including Bid Alternate for provision of Alternate Roofing Materials:**

(Written) Three million six hundred thirty three thousand dollars

(Number) \$ 3,633,000 .00


The Proposer has read the accompanying instructions to Proposers, has carefully examined the location(s) of the proposed work, and has examined all Contract Documents, drawings and addenda issued by the District and will contract with the District to construct the project, complete and in satisfactory condition.

The Proposer further acknowledges that it has adjusted its Proposal price to include all possible items which may influence the proposal during the time period from notice of intent to award through and until formal award by the District. Requests for Proposal price change due to the delay shall not be agreed to by the District.

Company Name: LOENGREEN INC

Proposer's Name (Printed): Jeong Won Hong

Proposer's Title: President

Proposer's Signature: 

Date: 3/4/2024

Address: 4728 Commonwealth Ave  
La Canada, CA 91011

Phone Number: 833-655-2278

Contractor's License Number: 1036448

Classification: B

Expiration Date: 03/31/2026



Construction • Development • Management

Monet Construction, Inc.  
7610 Day St.  
Tujunga, CA 91042

Contact:

Richard Boctor, President | Phone: 818-330-7306 | Fax: 818-330-7308 |  
Email: rich@monetinc.net

Monet Construction is a full-service General Contractor and Engineering Contractor. We do all types of commercial construction and specialize in public works, prevailing wage projects for all types of City, State and Government agencies. Monet Construction was founded in 2003 who's principle has more than 30 years of experience in public works construction. As a result of this experience, Monet is not a paper contractor but a working contractor who self performs large portions of our projects in house with our own forces. This self-performance allows us to control the project as a whole, assist our subcontractors when needed and ensure the delivery of the project on schedule. Construction is a team effort, Monet promotes partnering with all owners and subcontractors to maintain a team effort environment throughout our projects. We pride ourselves on our quality control to ensure a completed project meeting all project specifications and design expectations. Monet Construction is the contractor you want for your commercial construction project. "Monet - The Art of Construction"

General Contractor: Concrete, Masonry, Earthwork, Framing, Drywall, Stucco, Demolition.

CSLB: 826930  
Class: A & B  
Exp: 10/31/2025

DIR #: 1000004871  
Expires: 06/30/2026

EMR Rate: 2024: 1.02 2023:0.82  
Bonding Capacity: Aggregate: 30 Million Single:15 Million



## MONET COMPLETED

---

<b>PROJECT:</b>	<b>(203) 23-005 WHITTIER SENIOR CENTER ADDITION &amp; RENOVATION PROJECT</b> 13225 WALNUT ST., WHITTIER CA 90602 – LOS ANGELES COUNTY
CONTRACT NO:	23-005
DESCRIPTION:	COMPLETE SITE ADA IMPROVEMENTS
CONTRACT:	\$4,109,161.72
OWNER:	CITY OF WHITTIER 13230 E. PENN ST., WHITTIER, CA 90602
CONTACT:	ALFREDO HERNANDEZ, 562-567-9512, <a href="mailto:ahernandez@cityofwhittier.org">ahernandez@cityofwhittier.org</a>
ARCHITECT:	CWA AIA, INC., 320 ARDEN AVE., SUIT 210, GLENDALE, CA 91203
CONTACT:	STEPHEN FINNEY, 818-240-5456, 818-546-8503
STATUS:	COMPLETED SCHEDULED 02/15/2024

---

<b>PROJECT:</b>	<b>(204) PALM CREST E.S. – ADA BARRIER REMOVAL, PHASE 2</b> 5025 PALM DRIVE, LA CAÑADA FLINTRIDGE, CA 91011 – LOS ANGELES COUNTY
CONTRACT NO:	BID NO. LCF 22/23-08
DESCRIPTION:	ADA BARRIER REMOVAL, PHASE 2
CONTRACT:	\$1,198,000.00
OWNER:	LA CAÑADA USD 4490 CORNISHON AVE, LA CAÑADA, CA 91011
CONTACT:	FRANK NAVARRO, <a href="mailto:fnavarro@linikcorp.com">fnavarro@linikcorp.com</a>
PROGRAM MGR:	LINIK CORP, PO BOX 803040, SANTA CLARITA, CA 91380-3040, 818-952-8077, 661-621-1318
CONTACT:	HAROLD J. PIERRE, 818-952-8077, 661-621-1318 CELL, <a href="mailto:hpierre@linikcorp.com">hpierre@linikcorp.com</a>
ARCHITECT:	LPA DESIGN STUDIOS, 5301 CALIFORNIA AVE, SUITE 100, IRVINE CA, 92617
CONTACT:	NICOLE MEHTA, 941-701-4101 D, 949-261-1001, 949-260-1190 FAX, <a href="mailto:nmehta@lpadesignstudios.com">nmehta@lpadesignstudios.com</a>
STATUS:	COMPLETED SCHEDULED 02/15/2024

---

<b>PROJECT:</b>	<b>(201) HESD #22-23-03 C. BLACKSTOCK JHS HVAC, FIRE ALARM, AND ELECTRICAL UPGRADES</b> 701 EAST BARD RD., OXNARD CA 93033 - VENTURA COUNTY
CONTRACT NO:	22-23-03-C
DESCRIPTION:	HVAC, ELECTRICAL, AND FIRE ALARM UPGRADES
CONTRACT:	\$4,389,000.00
OWNER:	HUENEME ELEMENTARY SCHOOL DISTRICT 205 NORTH VENTURA ROAD, PORT HUENEME, CA 93041
CONTACT:	DAVID RAGSDALE, 805-488-3588,
MGMT:	BAFLOUR BEATTY, 300 E. ESPLANADE DRIVE, #1120, OXNARD, CA 93036
CONTACT:	DENNIS KUYKENDALL, 805-983-1558, 805-574-9131 CELL, <a href="mailto:dkuykendall@balfourbeattyus.com">dkuykendall@balfourbeattyus.com</a>
ARCHITECT:	I9-6 ARCHITECTS, 802 E. COTA ST., SUITE A, SANTA BARBARA, CA 93103
CONTACT:	805-963-1955
STATUS:	99% COMPLETED SCHEDULED 01/31/2024

---

<b>PROJECT:</b>	<b>(206) PALM CREST E.S. PLAYGROUND IMPROVEMENT</b> 5025 PALM DRIVE, LA CAÑADA FLINTRIDGE, CA 91011 – LOS ANGELES COUNTY
CONTRACT NO:	BID NO. LCF 22/23-12
DESCRIPTION:	PLAYGROUND IMPROVEMENT
CONTRACT:	\$897,000.00
OWNER:	LA CAÑADA USD 4490 CORNISHON AVE, LA CAÑADA, CA 91011
CONTACT:	FRANK NAVARRO, <a href="mailto:fnavarro@linikcorp.com">fnavarro@linikcorp.com</a>
PROGRAM MGR:	LINIK CORP, PO BOX 803040, SANTA CLARITA, CA 91380-3040, 818-952-8077, 661-621-1318
CONTACT:	HAROLD J. PIERRE, 818-952-8077, 661-621-1318 CELL, <a href="mailto:hpierre@linikcorp.com">hpierre@linikcorp.com</a>

ARCHITECT:	LPA DESIGN STUDIOS, 5301 CALIFORNIA AVE, SUITE 100, IRVINE CA, 92617
CONTACT:	NICOLE MEHTA, 941-701-4101 D, 949-261-1001, 949-260-1190 FAX, <a href="mailto:nmehta@lpadesignstudios.com">nmehta@lpadesignstudios.com</a>
STATUS:	COMPLETED SCHEDULED 01/31/2024
<b>PROJECT:</b>	<b>(191) FS #2 REPLACEMENT PROJECT   PROJECT NO. D-939   BID NO. E1258-21C</b> 1400 MANHATTAN BEACH BLVD., MANHATTAN BEACH CA 90266 – LOS ANGELES COUNTY
CONTRACT NO:	D-939
DESCRIPTION:	NEW CONSTRUCTION OF FIRE STATION
CONTRACT:	\$7,792,761.54
OWNER:	CITY OF MANHATTAN BEACH, PUBLIC WORKS 1400 HIGHLAND AVE., MANHATTAN BEACH, CA 90266
CONTACT:	LIANA URRUTIA, 310-802-5353
ARCHITECT:	WLC ARCHITECTS, INC.-8163 ROCHESTER AVENUE, SUITE 100, RANCHO CUCAMONGA, CA 91730
CONTACT:	(909) 987-0909 FAX (909) 980-9980
STATUS:	COMPLETED SCHEDULED 09/15/2023
<b>PROJECT:</b>	<b>(186) CLARK MAGNET HS CTE BUILDING   BID NO. 208-20/21</b> 4747 NEW YORK AVE, GLENDALE CA 91214   LOS ANGELES COUNTY
CONTRACT NO:	208-20/21
DESCRIPTION:	CONSTRUCTION OF NEW CMU MASONRY BUILDING
CONTRACT:	\$3,777,073.56
OWNER:	GLENDALE UNIFIED SCHOOL DISTRICT 223 N. JACKSON ST, GLENDALE, CA 91206-4334
CONTACT:	JEFF BOHN, 818-507-0201, <a href="mailto:jbohn@gusd.net">jbohn@gusd.net</a>
ARCHITECT:	NAC ARCHITECTURE, 837 N. SPRING STREET, LOS ANGELES, CA 90012
CONTACT:	HARNISH DICKSON <a href="mailto:hdickson@nacarchitecture.com">hdickson@nacarchitecture.com</a>   DAWN BRISCO (plans), 323-475-8075,
STATUS:	99% COMPLETED SCHEDULED 08/31/2023
<b>PROJECT:</b>	<b>(185) ROYAL HS BOYS LOCKER ROOM MODERNIZATION</b> 1402 ROYAL AVE, SIMI VALLEY CA, 93065 – VENTURA COUNTY
CONTRACT NO:	BID NO. 21L16BX350
DESCRIPTION:	LOCKER ROOM MODERNIZATION
CONTRACT:	\$1,383,955.66
OWNER:	SIMI VALLEY UNIFIED SCHOOL DISTRICT 101 W. COCHRAN STREET, SIMI VALLEY CA 93065
CONTACT:	JIM MCGREGOR 805-306-4500 x4472
ARCHITECT:	AMADOR WHITTLE, 28328 AGOURA ROAD, SUITE 203, AGOURA HILLS, CA 91301
CONTACT:	JEAN AMADOR 805-874-0071, 805-530-3938 F <a href="mailto:jean@awaarchitect.com">jean@awaarchitect.com</a>
STATUS:	COMPLETED SCHEDULED 02/27/2022
	40% Own Forces
<b>PROJECT:</b>	<b>(196) FILLMORE LIBRARY EXPANSION</b> 502 SECOND ST., FILLMORE, CA 93015 - VENTURA COUNTY
CONTRACT NO:	CP20-03
DESCRIPTION:	LIBRARY EXPANSION
CONTRACT:	\$2,298,045.79
OWNER:	COUNTY OF VENTURA PUBLIC WORKS AGENCY 800 S. VICTORIA AVE., VENTURA, CA 93009-1670
CONTACT:	DEVI NALLAMALA, P.E., 805-658-4354, 805-535-9565 M, <a href="mailto:Devi.nallamala@ventura.org">Devi.nallamala@ventura.org</a>
ARCHITECT:	ANDERSON KULWIEC APPLEBY ARCHITECTS 854 EAST MAIN STREET, SUITE 100, SANTA PAULA, CALIFORNIA 93060
CONTACT:	DAVE ANDERSON, 805-933-0225
STATUS:	COMPLETED SCHEDULED 11/21/2022
	35% Own Forces
<b>PROJECT:</b>	<b>(195) FS#33 BN11</b> 44947 DATE AVE., LANCASTER, CA 93534 – LOS ANGELES COUNTY
CONTRACT NO:	PDPP-FR-22005183-1
DESCRIPTION:	COLUMN REPAIR



CONTRACT:	\$18,750.00	
OWNER:	LOS ANGELES COUNTY FIRE DEPT. 1320 N. EASTERN AVE., LOS ANGELES, CA 90063	
CONTACT:	JORGE RIVERA-ROMANO, 818-890-5769, <a href="mailto:Jorge.romano@fire.lacounty.gov">Jorge.romano@fire.lacounty.gov</a>	
ARCHITECT:	NA	
CONTACT:	NA	
STATUS:	COMPLETED SCHEDULED 10/20/2021	50% Own Forces
<b>PROJECT:</b>	<b>(194) EVENT# 20464 RENOVATION OF LATRINES BLDG. 57 - JFTB</b> 11206 LEXINGTON DRIVE, LOS ALAMITOS, CA 90720 - ORANGE COUNTY	
CONTRACT NO:	20464	
DESCRIPTION:	BLDG RENOVATIONS	
CONTRACT:	\$1,697,908.18	
OWNER:	STATE OF CALIFORNIA MILITARY DEPT. 9800 GOETHE ROAD, SACRAMENTO, CA 95827	
CONTACT:	THOMAS CLARKE, 916-854-3690, <a href="mailto:thomas.e.clarke4.mil@mail.mil">thomas.e.clarke4.mil@mail.mil</a>	
ARCHITECT:	BURNS & McDONNELL, 140 S. STATE COLLEGE BLVD., SUITE 100, BREA, CA 92821	
CONTACT:	714-256-1595	
STATUS:	COMPLETED SCHEDULED 01/27/23	45% Own Forces
<b>PROJECT:</b>	<b>(193) 2021-2022-04 EO GREEN JHS HVAC, ELECTRICAL AND FIRE ALARM UPGRADES</b> 3739 S. C STREET, OXNARD, CA 93033 - VENTURA COUNTY	
CONTRACT NO:	2021-2022-04	
DESCRIPTION:	HVAC, ELECTRICAL, AND FIRE ALARM UPGRADES	
CONTRACT:	\$3,834,338.86	
OWNER:	HUENEME ELEMENTARY SCHOOL DISTRICT 205 NORTH VENTURA ROAD, PORT HUENEME, CA 93041	
CONTACT:	DAVID RAGSDALE, 805-488-3588,	
MGMT:	BAFLOUR BEATTY, 300 E. ESPLANADE DRIVE, #1120, OXNARD, CA 93036	
CONTACT:	DENNIS KUYKENDALL, 805-983-1558, 805-574-9131 CELL, <a href="mailto:dkuykendall@balfourbeattyus.com">dkuykendall@balfourbeattyus.com</a>	
ARCHITECT:	I9-6 ARCHITECTS, 802 E. COTA ST., SUITE A, SANTA BARBARA, CA 93103	
CONTACT:	805-963-1955	
STATUS:	COMPLETED SCHEDULED 03/15/2023	40% Own Forces
<b>PROJECT:</b>	<b>(192) RENOVATION OF EMERGENCY OPERATIONS CENTER</b> 1 W. MANCHESTER BLVD., INGLEWOOD, CA 90301 – LOS ANGELES COUNTY	
CONTRACT NO:	REISSUE RFB-0136	
DESCRIPTION:	BASEMENT RENOVATION	
CONTRACT:	\$1,320,140.78	
OWNER:	CITY OF INGLEWOOD 1 W. MANCHESTER BLVD., INGLEWOOD, CA 90301	
CONTACT:	HARJINDER SIGH, 310-412-5324, 562-244-3478 CELL, <a href="mailto:hsingh@cityofinglewood.org">hsingh@cityofinglewood.org</a>	
ARCHITECT:	LPA DESIGN STUDIO, 5301 CALIFORNIA AVE., SUITE 100, IRVINE CA 92617	
CONTACT:	949-261-1001, 949-260-1190,	
STATUS:	COMPLETED SCHEDULED 02/07/2023	10% Own Forces
<b>PROJECT:</b>	<b>(190) LA CAÑADA HS SOFTBALL FIELD BACKSTOP REPLACEMENT   BID NO. LCF 20/21-09</b> 4463 OAK GROVE, LA CAÑADA CA 91011 – LOS ANGELES COUNTY	
CONTRACT NO:	LCF 20/21-09	
DESCRIPTION:	FENCE REPLACEMENT	
CONTRACT:	\$288,778.93	
OWNER:	LA CAÑADA UNIFIED SCHOOL DISTRICT   LINIK CORP. BUILDERS MANAGEMENT 4490 CORNISHON AVE., LA CAÑADA CA 91011   PO BOX 803040, SANTA CLARITA CA 91380-3040	
CONTACT:	MARK EVANS   HAROLD J. PIERRE, 818-952-8077, 661-607-0038 F, 661-621-1318 C, <a href="mailto:hpierre@linikcorp.com">hpierre@linikcorp.com</a>	
ARCHITECT:	ARCHITECTURE FOR EDUCATION, INC., 41 NORTH FAIR OAKS AVENUE, PASADENA, CA 91103	
CONTACT:	RACHEL ADAMS, 626-356-4080, 626-356-3080 F, <a href="mailto:radams@architecture4e.com">radams@architecture4e.com</a>	
STATUS:	COMPLETED SCHEDULED 10/05/2021	50% Own Forces
<b>PROJECT:</b>	<b>(189) VACCO STORM WATER TREATMENT</b>	



10320 & 10350 VACCO ST., SOUTH EL MONTE, CA 91733 – LOS ANGELES COUNTY

CONTRACT NO: PO-197260  
DESCRIPTION: STORM WATER INSTALLATION  
CONTRACT: \$412,146.00  
OWNER: VACCO INDUSTRIES  
10350 VACCO ST., SOUTH EL MONTE, CA 91733

CONTACT: ANIL RANA, [arana@vacco.com](mailto:arana@vacco.com)  
STATUS: COMPLETED SCHEDULED 10/01/2021 90% Own Forces

---

**PROJECT: (184) FIRE STATION #33 – RENOVATION AND MAINTENANCE REPAIR PROJECT**  
515 N. LAKE AVE, PASADENA, CA 91104 – LOS ANGELES COUNTY

CONTRACT NO: 31,906  
DESCRIPTION: RENOVATION & MAINTENANCE REPAIR  
CONTRACT: \$728,559.98  
OWNER: CITY OF PASADENA  
100 N. GARFIELD AVE., PASADENA CA 91109

CONTACT: DANNY WELCH, 626-744-4772, 626-396-8987 F, 323-377-4740 M, [dwelch@cityofpasadena.net](mailto:dwelch@cityofpasadena.net)  
ARCHITECT: BOA ARCHITECTS, 1511 COTA AVE., LONG BEACH CA 90813  
CONTACT: 562-912-7900  
STATUS: COMPLETED SCHEDULED 09/30/2021 50% Own Forces

---

**PROJECT: (183) FIRE STATION #2 AND FIRE STATION #4 MODERNIZATION & EXPANSION PROJECT**  
FS#2 - 9556 IMPERIAL HWY, DOWNEY, CA 90242 (Juan Lopez) – LOS ANGELES COUNTY  
FS#4 - 9349 FLORENCE AVE, DOWNEY, CA 90240 (Efren Flores) – LOS ANGELES COUNTY

CONTRACT NO: CIP NO.s 19-37-02 & 19-37-04  
DESCRIPTION: MODERNIZATION & EXPANSION OF FS 2&4  
CONTRACT: \$5,956,945.02  
OWNER: CITY OF DOWNEY  
11111 BROOKSHIRE AVE, DOWNEY. CA 90241

CONTACT: WALT EDEN, 949-874-9170, [wseden@edencoinc.com](mailto:wseden@edencoinc.com)  
ARCHITECT: WESTGROUP DESIGNS  
19520 JAMBOREE ROAD, SUITE 100, IRVINE CA 92612

CONTACT: DAVID SMITH, 949-250-0880, [davids@westgroupdesigns.com](mailto:davids@westgroupdesigns.com)  
STATUS: COMPLETED SCHEDULED 09/25/2021 60% Own Forces

---

**PROJECT: (188) DOROTHY BOSWELL SCHOOL MODERNIZATION BUILDING A | BID NO. 2021-30**  
5190 LOMA VISTA ROAD, VENTURA CA 93003 – VENTURA COUNTY

CONTRACT NO: VR21-03400  
DESCRIPTION: MODERNIZATION OF BUILDING A  
CONTRACT: \$645,883.96  
OWNER: VENTURA COUNTY OFFICE OF EDUCATION  
5189 VERDUGO WAY, CAMARILLO CA 93012

CONTACT: DAVID FATEH, 805-383-1943, 805-383-1944, [dfateh@vcoe.org](mailto:dfateh@vcoe.org)  
ARCHITECT: DC ARCHITECTS, INC., 820 N. MOUNTAIN AVE., SUITE 200, UPLAND, CA. 91786  
CONTACT: RICHARD DUNCAN, 800-985-6939, ALAN CAMERANO, [acamerano@dcarchitects.net](mailto:acamerano@dcarchitects.net)  
STATUS: COMPLETED SCHEDULED 08/31/2021 44% Own Forces

---

**PROJECT: (187) GARDEN GROVE ES KINDERGARTEN AREA LANDSCAPE IMPROVEMENTS | BID NO. 21E5BX361**  
2250 N. TRACY AVE, SIMI VALLEY CA, 93063 – VENTURA COUNTY

CONTRACT NO: 21E5BX361  
DESCRIPTION: LANDSCAPE IMPROVEMENTS  
CONTRACT: \$155,072.00  
OWNER: SIMI VALLEY UNIFIED SCHOOL DISTRICT  
101 W. COCHRAN STREET, SIMI VALLEY CA 93065

CONTACT: JEFF KIPP, 805-306-4500X4463, [jeffery.kipp@simivalleyusd.org](mailto:jeffery.kipp@simivalleyusd.org) | ROBIN RICKMAN, 805-306-45X4477  
ARCHITECT: JORDAN, GILBERT & BAIN LANDSCAPE ARCHITECTS, INC., 459 N. VENTURA AVE. VENTURA, CA. 93001  
CONTACT: PAUL JORDAN, 805-642-3641, [paul@jordan-gilbert.com](mailto:paul@jordan-gilbert.com)

STATUS:	COMPLETED SCHEDULED 08/31/2021	80% Own Forces
<b>PROJECT:</b>	<b>(177) CARSON SHERIFF STATION TENANT IMPROVEMENT</b> 21356 SOUTH AVALON BLVD., CARSON, CA 90745 – LA COUNTY	
CONTRACT NO:	SPEC 7034; C.P. 87023, PROJECT ID. 00000752 PW15352	
DESCRIPTION:	TENANT IMPROVEMENTS	
CONTRACT:	\$3,346,580.77	
SHERIFF PM:	CESAR S. HORNILLO, FACILITIES PLANING BUREAU, 323-526-5630	
OWNER:	LOS ANGELES COUNTY DEPT. OF PUBLIC WORKS 900 SOUTH FREMONT AVE, ALHAMBRA CA 91803	
CONTACT:	HANNA DEWEY, P.E. 626-300-3222, Cell 626-632-7421, <a href="mailto:hdewey@dpw.lacounty.gov">hdewey@dpw.lacounty.gov</a>	
ARCHITECT:	OWEN GROUP 811 WILSHIRE BLVD., SUITE 1050, LOS ANGELES, CA 92618	
CONTACT:	RHODORE GERONAGA, 213-873-4700, 213-873-4790 F, <a href="mailto:rgeronaga@owengroup.com">rgeronaga@owengroup.com</a>	
STATUS:	COMPLETED SCHEDULED 07/10/21	40% Own Forces
<b>PROJECT:</b>	<b>(181) JAMES MADISON ELEMENTARY SCHOOL PORTABLES AND SITE UPGRADES</b> 1510 SOUTH NUTWOOD STREET, ANAHEIM CA 92804 – ORANGE COUNTY	
CONTRACT NO:	2020-12-FAC-GC	
DESCRIPTION:	INSTALLATION OF 3 NEW PORTABLES AND SITE UPGRADES	
CONTRACT:	\$1,339,154.79	
OWNER:	ANAHEIM ESD 1411 S. ANAHEM BLVD., ANAHEIM, CA 92805	
CONTACT:	ISELA VASQUEZ, Sr. DIRECTOR, 714-517-7549, <a href="mailto:ivasquez@anaheimelementary.org">ivasquez@anaheimelementary.org</a>	
ARCHITECT:	RUHNAU CLARKE ARCHITECTS 3775 TENTH ST., RIVERSIDE, CA 92501	
CONTACT:	ROGER CLARKE, 951-684-4664, 951-684-6276 F, <a href="mailto:rclarke@ruhnaucclarke.com">rclarke@ruhnaucclarke.com</a>	
STATUS:	COMPLETED SCHEDULED 06/25/2021	40% Own Forces
<b>PROJECT:</b>	<b>(180) CASTAIC ANIMAL CARE CENTER WASH RACK, ASPHALT, AND AMERICANS WITH DISABILITIES ACT IMPROVEMENTS PROJECT</b> 31044 CHARLIE CANYON ROAD, CASTAIC, CA 91384 – LOS ANGELES COUNTY	
CONTRACT NO:	SPECS NO. 7582; C.P. NO. 69816 PW15411	
DESCRIPTION:	CONSTRUCTION OF ANIMAL CARE CENTER WASH RACK, ASPHALT, AND AMERICANS WITH DISABILITIES ACT IMPROVEMENTS	
CONTRACT:	\$750,394.00	
OWNER:	LOS ANGELES COUNTY DEPT. OF PUBLIC WORKS 900 SOUTH FREMONT AVE, ALHAMBRA CA 91803	
CONTACT:	HANNA KANG, 323-300-2337, <a href="mailto:hkang@dpw.lacounty.gov">hkang@dpw.lacounty.gov</a>	
ARCHITECT:	GRUEN ASSOCIATES 6330 SAN VICENTE BLVD., SUITE 200, LOS ANGELES, CA 90048	
CONTACT:	323-937-4270, 323-937-6001 F	
STATUS:	COMPLETED SCHEDULED 05/11/2021	60% Own Forces
<b>PROJECT:</b>	<b>(179) MOUNTAIN VIEW E.S. PORTABLE RELOCATION   BID NO.20C3DF333</b> 2925 FLETCHER STREET, SIMI VALLEY CA, 93065 – VENTURA COUNTY	
CONTRACT NO:	PO: 20C3DF333	
DESCRIPTION:	PORTABLE RELOCATION	
CONTRACT:	\$1,224,856.69	
OWNER:	SIMI VALLEY UNIFIED SCHOOL DISTRICT 101 W. COCHRAN STREET, SIMI VALLEY CA 93065	
CONTACT:	JIM MCGREGOR 805-306-4500 x4472, <a href="mailto:jim.mcgregor@simivalleyusd.org">jim.mcgregor@simivalleyusd.org</a>	
ARCHITECT:	" "	
CONTACT:	" "	
STATUS:	COMPLETED SCHEDULED 12/20/20 CPR 01/19/21	60% Own Forces
<b>PROJECT:</b>	<b>(172) LIVE OAK LIBRARY REFURBISHMENT PROJECT</b> 22 W. LIVE OAK AVE, ARCADIA CA 91007 – LOS ANGELES COUNTY	
CONTRACT NO:	SPECS NO.7425; C.P. NO. 87342	
DESCRIPTION:	LIBRARY REFURBISHMENT	
CONTRACT:	\$4,456,542.00	



OWNER:	LOS ANGELES COUNTY DEPT. OF PUBLIC WORKS 900 SOUTH FREMONT AVE, ALHAMBRA CA 91803	
CONTACT:	JASON KIM, 626-300-2326, <a href="mailto:JIKIM@dpw.lacounty.gov">JIKIM@dpw.lacounty.gov</a>	
ARCHITECT:	LA CAÑADA DESIGN GROUP (LCDG) 630 N. ROSEMEAD BLVD., SUITE 400, PASADENA CA 91107	
CONTACT:	SCOTT BRADY, 626-351-4301x103, 626-351-4302 F, <a href="mailto:sbrady@lcdg.com">sbrady@lcdg.com</a>	
STATUS:	COMPLETED SCHEDULED 12/30/2020	40% Own Forces
<b>PROJECT:</b>	<b>(178) GCC – WELDING SHOP ALTERATION PROJECT</b> 1500 NORTH VERDUGO ROAD, GLENDALE CA 91208 – LOS ANGELES COUNTY	
CONTRACT NO:	78106	
DESCRIPTION:	WELDING SHOP ALTERATIONS	
CONTRACT:	\$3,751,433.66	
OWNER:	GLENDALE COMMUNITY COLLEGE 1500 NORTH VERDUGO ROAD, GLENDALE, CA 91208-2894	
CONTACT:	SUSAN COURTEY, 818-551-5124, 818-551-5289 F, <a href="mailto:susan@glendale.edu">susan@glendale.edu</a>	
ARCHITECT:	LITTLE DIVERSIFIED ARCHITECTURAL CONSULTING 1300 DOVE ST., SUITE100, NEWPORT BEACH, CA 92660	
CONTACT:	GUS GALINDO, 949-698-1400, 949-698-1433 F	
STATUS:	COMPLETED SCHEDULED 02/09/2021	40% Own Forces
<b>PROJECT:</b>	<b>(182) SINALOA MS PILOT ROOM – D26</b> 601 ROYAL AVE., SIMI VALLEY CA, 93065 – VENTURA COUNTY	
DESCRIPTION:	CLASSROOM REMODEL	
CONTRACT:	\$18,000.00	
OWNER:	SIMI VALLEY UNIFIED SCHOOL DISTRICT 101 W. COCHRAN STREET, SIMI VALLEY CA 93065	
CONTACT:	JIM MCGREGOR 805-306-4500 x4472	
ARCHITECT:	" "	
CONTACT:	" "	
STATUS:	COMPLETED 07/23/2020	80% Own Forces
<b>PROJECT:</b>	<b>(174) TECHNICAL OPERATIONS CARPORT PROJECT</b> 12605 OSBORNE ST., PACOIMA CA 91331 – LOS ANGELES COUNTY	
CONTRACT NO:	SPECS NO.7437; C.P. NO. 68050	
DESCRIPTION:	CARPORT CONSTRUCTION	
CONTRACT:	\$542,253.00	
OWNER:	LOS ANGELES COUNTY FIRE DEPT. 1320 N. EASTERN AVE, LOS ANGELES CA 90063	
CONTACT:	NIK SAE-LOW, 626-300-2322, 626-696-9440 Cell, Nik Sae-Low (Consultant) <a href="mailto:NSaeLow@dpw.lacounty.gov">NSaeLow@dpw.lacounty.gov</a>   JOSHUA POSSELL, 213-760-0075	
ARCHITECT:	LA COUNTY DEPT. OF PUBLIC WORKS 900 SOUTH FREMONT AVE, ALHAMBRA CA 91803	
CONTACT:	JANE BECRONIS, 626-458-7965, <a href="mailto:jbecronis@dpw.lacounty.gov">jbecronis@dpw.lacounty.gov</a>	
STATUS:	COMPLETED SCHEDULED 06/09/2020	63% Own Forces
<b>PROJECT:</b>	<b>(171) COC - WEST P.E. BUILDING REMODEL   Project B.P. #13 GC</b> 26455 ROCKWELL CANYON RD, SANTA CLARITA CA 91355 – LOS ANGELES COUNTY	
CONTRACT NO:	75-17239-00	
DESCRIPTION:	BUILDING REMODEL	
CONTRACT:	\$829,000.91	
OWNER:	SANTA CLARITA COMMUNITY COLLEGE 26455 ROCKWELL CANYONS ROAD, SANTA CLARITA, CA 91355	
CONTACT:	WILL KARRAT, <a href="mailto:will.karrat@canyons.edu">will.karrat@canyons.edu</a>	
MGMT:	LUNDGREN MGMT – ALISHA FONDER, 661-257-1805, 661-257-1806 F, <a href="mailto:alisha.fonder@lundgren.net">alisha.fonder@lundgren.net</a>	
ARCHITECT:	DLR GROUP 700 S. FLOWER ST., 22 <sup>ND</sup> FLOOR, LOS ANGELES, CA 90017	
CONTACT:	SHOJI TAKESHIMA   ERIC GOLDBERGE, 213-800-9400, <a href="mailto:stakeshima@dlrgroup.com">stakeshima@dlrgroup.com</a>   <a href="mailto:egoldberg@dlrgroup.com">egoldberg@dlrgroup.com</a>	
STATUS:	COMPLETED SCHEDULED 06/02/20	60% Own Forces

<b>PROJECT:</b>	<b>(176) BUILDING A RENOVATION @ RIO LINDO ES</b> 2131 SNOW AVE, OXNARD CA 93036 - VENTURA COUNTY	
CONTRACT NO:	50-002	
DESCRIPTION:	BUILDING RENOVATIONS	
CONTRACT:	\$4,037,949.68	
OWNER:	RIO SCHOOL DISTRICT 2500 VINEYARD AVE, OXNARD CA 93036	
CONTACT:	KEITH HENDERSON – BALFOUR BEATTY CONSTRUCTION 805-616-8552, <a href="mailto:KHenderson@Balfourbeattyus.com">KHenderson@Balfourbeattyus.com</a>	
ARCHITECT:	KRUGER BENSEN ZIEMER 199 FIGUEROA ST., SUITE 100A, VENTURA CA 93001	
CONTACT:	TODD A. JESPERSEN, 805-650-1033	
STATUS:	COMPLETED SCHEDULED 04/22/20	60% Own Forces
<b>PROJECT:</b>	<b>(170) KVCR Radio and Television   Project NIB # 03-1718-10A</b> 701 S. Mount Vernon Ave, San Bernardino CA 92410 – San Bernardino County	
CONTRACT NO:	PO 1904467	
DESCRIPTION:	BUILDING REPURPOSE	
CONTRACT:	\$696,659.49	
OWNER:	SAN BERANRDINO COMMUNITY COLLEGE DISTRICT 114 SOUTH DEL ROSA DR., SAN BERNARDINO CA 92408	
CONTACT:	HUSSAIN AGAH, 909-382-4094, <a href="mailto:hagah@sbccd.ca.us">hagah@sbccd.ca.us</a>	
ARCHITECT:	NCSSTUDIO, INC. 923 E. 3 <sup>RD</sup> ST. #108, LOS ANGELES, CA 90013	
CONTACT:	NICOLE CANNON, 323-372-1297, <a href="mailto:nicole@ncastudio.com">nicole@ncastudio.com</a>	
STATUS:	COMPLETED SCHEDULED 03/06/20	80% Own Forces
<b>PROJECT:</b>	<b>(168) MOORPARK COLLEGE FIELD HOUSE &amp; SHADE STRUCTURE   PO# P0115355</b> 7075 CAMPUS RD, MOORPARK CA 93021 – VENTURA COUNTY	
CONTRACT NO:	549	
DESCRIPTION:	SITWORK UTILITIES CONNECTION AND SHADE STRUCTURES	
CONTRACT:	\$1,503,265.51	
OWNER:	VENTURA COUNTY COMMUNITY COLLEGE DISTRICT 761 E. DAILY DRIVE, SUITE 200, CAMARILLO CA 93010	
CONTACT:	JOHN SINUTKO, 805-652-5560, <a href="mailto:JSinutko@vcccd.edu">JSinutko@vcccd.edu</a>	
ARCHITECT:	AMADOR WHITTLE ARCHITECTS 28328 AGOURA ROAD, SUITE 203, AGOURA HILLS, CA 91301	
CONTACT:	BILL AMADOR, 805-530-3938 818-874-0071 F, <a href="mailto:bill@awaarchitect.com">bill@awaarchitect.com</a>	
STATUS:	COMPLETED 10/30/19	85% Own Forces
<b>PROJECT:</b>	<b>(166) BLDG. 7, RENOVATIONS - JFTB</b> 11206 LEXINGTON DR, LOS ALAMITOS CA 90720 – ORANGE COUNTY	
CONTRACT NO:	G1125	
DESCRIPTION:	RENOVATION FOR BLDG 7	
CONTRACT:	\$3,075,000.00	
OWNER:	STATE OF CALIFORNIA MILITARY DEPT. 9800 GOETHE, SACRAMENTO, CA 95826	
CONTACT:	THOMAS CLARKE, 916-854-3690, <a href="mailto:thomas.clarke4.mil@mail.mil">thomas.clarke4.mil@mail.mil</a>	
ARCHITECT:	CALIFORNIA MILITARY DEPT. 9800 GOETHE, SACRAMENTO, CA 95826	
CONTACT:	JESSE SLUDER, 562-795-2399, <a href="mailto:jesse.j.sluder.nfg@mail.mil">jesse.j.sluder.nfg@mail.mil</a>	
STATUS:	COMPLETED SCHEDULED 10/30/19	60% Own Forces



<b>PROJECT:</b>	<b>(165) JOSHUA E.S.– MODERNIZATION OF CAFETERIA BLDG. &amp; SMP BLDG. B</b>	
	43926 NORTH 2 <sup>ND</sup> STREET EAST, LANCASTER CA 93535 – LA COUNTY	
CONTRACT NO:	PROJECT NO. 2194.400/2694.200	
DESCRIPTION:	MODERNIZATION OF CAFETERIA & SEISMIC MIDIGATION PROGRAM	
CONTRACT:	\$3,453,975.06	
OWNER:	LANCASTER SCHOOL DISTRICT	
	44711 NORTH CEDAR AVENUE, LANCASTER CA 93534-3210	
CONTACT:	DEAN FOURR, 661-948-4661, <a href="mailto:FOURRD@lancsd.org">FOURRD@lancsd.org</a>	
ARCHITECT:	FLEWELLING & MOODY	
	1035 WEST LANCASTER BLVD, LANCASTER CA 93534	
CONTACT:	MATT BUCHANAN, 661-949-0771, 661-949-2843 FAX, <a href="mailto:mbuchanan@flewelling-moody.com">mbuchanan@flewelling-moody.com</a>	
STATUS:	83% COMPLETED SCHEDULED 10/30/19	75% Own Forces
<b>PROJECT:</b>	<b>(173) GCC – HUMAN RESOURCES RENOVATION PROJECT</b>	
	1500 NORTH VERDUGO ROAD, GLENDALE CA 91208 – LOS ANGELES COUNTY	
DESCRIPTION:	ADMINISTRATION BUILDING RENOVATION	
CONTRACT:	\$616,282.86	
OWNER:	GLENDALE COMMUNITY COLLEGE	
	1500 NORTH VERDUGO ROAD, GLENDALE, CA 91208-2894	
CONTACT:	SUSAN COURTEY, 818-240-1000, 818-549-9436 F, <a href="mailto:susan@glendale.edu">susan@glendale.edu</a>   NELSON OLIVERAI BRJ & Associates, LLC, 3452 E. FOOTHILL BLVD., SUITE 1100, PASADENA CA 91107, MARK EDWARDS, 626-755-1552, <a href="mailto:markedwards@brjassociates.com">markedwards@brjassociates.com</a>	
ARCHITECT:	MORETO MATHISON & ASSOCIATES,	
	1315 S. GRAND AVE, SUITE 202, GLENDORA CA 91740	
CONTACT:	DAVID MATHISON, 626-594-0307, <a href="mailto:dmathison@mmaarchitects.net">dmathison@mmaarchitects.net</a>	
CONTACT:	TONY CASTIGLIONI – 310-387-9923, 888-613-7227 F, <a href="mailto:tonyc@vinspection.net">tonyc@vinspection.net</a>	
STATUS:	COMPLETED SCHEDULED 08/09/19	30% Own Forces
<b>PROJECT:</b>	<b>(163) EAST COUNTY FIRE DEPT. ADMINISTRATIVE OFFICES REFURBISHMENT PROJECT</b>	
	1061 GRAND AVE, DIAMOND BAR, CA 91765 – LA COUNTY	
CONTRACT NO:	SPEC 7269; C.P. 88988	
DESCRIPTION:	OFFICE REFURBISHMENT	
CONTRACT:	\$2,199,146.24	
OWNER:	LOS ANGELES COUNTY DEPT. OF PUBLIC WORKS	
	900 SOUTH FREMONT AVE, ALHAMBRA CA 91803	
CONTACT:	DENNIS SIMONIAN, 626-300-2365, <a href="mailto:dsimonian@dwp.lacounty.gov">dsimonian@dwp.lacounty.gov</a>	
ARCHITECT:	LA COUNTY DEPT. OF PUBLIC WORKS	
	900 S. FREMONT AVE, ALHAMBRA, CA 91803-5100	
CONTACT:	JANE BECRONIS, 626-458-7965, <a href="mailto:jbecronis@dpw.lacounty.gov">jbecronis@dpw.lacounty.gov</a>	
STATUS:	COMPLETED SCHEDULED 07/31/19	65% Own Forces
<b>PROJECT:</b>	<b>(175) VALLEY VIEW M.S. CLASSROOM BEAUTIFICATION   BID NO.19D25BX324</b>	
	3347 TAPO STREET, SIMI VALLEY CA, 93063 – VENTURA COUNTY	
CONTRACT NO:	PO:	
DESCRIPTION:	CLASSROOM BEAUTIFICATION	
CONTRACT:	\$405,180.67	
OWNER:	SIMI VALLEY UNIFIED SCHOOL DISTRICT	
	101 W. COCHRAN STREET, SIMI VALLEY CA 93065	
CONTACT:	JIM MCGREGOR 805-306-4500 x4472	
ARCHITECT:	" "	
CONTACT:	" "	
STATUS:	COMPLETED SCHEDULED 07/31/19	70% Own Forces



---

**PROJECT:** (169) ACTIVITY CENTER PHASE 2 – MAINTENANCE AREA CONSTRUCTION PROJECT  
4201 GUARDIAN ST. SIMI VALLEY CA 93063 – VENTURA COUNTY

**CONTRACT NO:** 70-2018-05

**DESCRIPTION:** TENANT IMPROVEMENTS

**CONTRACT:** \$1,633,429.13

**OWNER:** RANCHO SIMI RECREATION AND PARK DISTRICT  
4201 GUARDIAN ST. SIMI VALLEY CA 93063

**CONTACT:** DOUGLAS M. DURAN, 805-584-4480, [douglas@rsrpd.us](mailto:douglas@rsrpd.us)

**ARCHITECT:** LITTLE DIVERSIFIED ARCHITECTURAL CONSULTIN  
1300 DOVE STREET, SUITE 100, NEWPORT BEACH, CA92660

**CONTACT:** GUS GALINDO, 949-698-1400, 949-698-1433 F

**STATUS:** COMPLETED (Last day on CPR 02/25/19) 50% Own Forces

---

Key Personnel:

**Richard Bactor** – 75%, Owner & Project Manager, 30+years (education see resume – Economics bachelor's Degree (with a minor in business 1988.) Committed to Live Oak Library & Carson Sheriff Station. As owner overseas all operations of Monet Construction, Inc.

**Sam Naguib** – 100% Project Manager, 16 years.

Completed:

1. Charles Blackstock JHS
2. Royal HS Boys Locker Room Modernization
3. EO Green JHS
4. COC – West PE Building
5. Building A Renovations @ Rio Lindo ES
6. Joshua ES – Modernization
7. GCC – Human Resources Renovation
8. Valley View MS
9. Activity Center Phase 1
10. Activity Center Phase 2
11. Housing Authority
12. Marchant Park
13. Mt. View ES
14. GCC – Welding Shop
15. Pasadena Fire Station 33
16. Royal ES

**Efren Garcia** – 100% Super Intendent, 25+years

Superintendent of:

1. Manhattan Beach Fire Station #2
2. Downey Fire Station 4
3. Technical Operations Carport
4. Moorpark College Field House
5. Dewey ES
6. Westminster HS
7. Del Valle Infrastructure

**Petronilo Flores** – 100% Super Intendent, 25+years

Superintendent of:

1. EO Green JHS
2. Pasadena Fire Station #33
3. GCC – Welding Shop
4. GCC – Human Resources Renovation
5. Valley View MS
6. Activity Center Phase 1
7. Activity Center Phase 2
8. Housing Authority

**Petronilo Garcia** – 100% Super Intendent, 19 years.

Superintendent of:

1. Charles Blackstock JHS
2. Royal HS Boys Locker Room Modernization
3. Mt. View ES
4. COC – West PE Building
5. Building A Renovations
6. Joshua ES
7. Marchant Park

**Juan C. Lopez** – 75% Super Intendent, 5 years.

Superintendent of:

1. Palm Crest ES Playground

2. Clark Magnet HS CTE Bldg
3. Palm Crest ES ADA
4. Fire Station 2
5. East County Fire Dept.
6. Live Oak Library
7. Downey Fire Station 2

**Oscar Moroyoqui** – 75% Super Intendent, 3 year.

Superintendent of:

1. KVCR Radio and Television
2. TOC Project
3. Castaic Animal Care Center

**Scott Mendenhall** – 100% Super Intendent, 30+ years.

Superintendent of:

1. JFTB Bldg 57
2. Whittier Senior Center
3. Carson Sheriff Station
4. Bldg. 7, Renovation

**\*\*\*Personnel mentioned above have worked in public works construction for years.\*\*\***

## REFERENCES

---

### TRADE:

LA CONTRACTORS  
10850 RIVERSIDE DR.  
N. HOLLYWOOD, CA  
ED BOCTOR  
818-693-7822, 818-763-1894 Fax

WESTSIDE ELECTRIC  
2727 S. ROBERTSON BLVD  
LOS ANGELES, CA 90334  
STU KLEIN  
310-202-1884, 310-202-1906 Fax  
[westsideelectric17@yahoo.com](mailto:westsideelectric17@yahoo.com)

RAY-MAC PAINTING, INC.  
1810 Via Aracena  
Camarillo, CA 93010  
805-857-5308, 805-676-1900 Fax  
[raymacpainting@roadrunner.com](mailto:raymacpainting@roadrunner.com)

ALL AMERICAN ROOFING  
131 MALLARD WAY  
OXNARD, CA 93030  
CHRALES VON FRANKENBERG  
805-388-2121  
[charles@allamericanroofing.com](mailto:charles@allamericanroofing.com)

ANCHOR PLUMBING  
11024 BALBOA BLVD. STE 1650  
GRANADA HILLS, CA 91344  
MOVSES ANSERLIAN  
818-605-3656  
[moses@anchorco.net](mailto:moses@anchorco.net)

GUIRGUIS ELECTRIC  
1109 W. SAN BERNARD, STE 120  
COVINA, CA 91722  
SAMWEL GUIRGUIS  
626-926-8046, 626-966-1699 Fax  
[bersses@guirguselectric.com](mailto:bersses@guirguselectric.com)

CONDOR, INC.  
3000 DURFEE AVE.  
EL MONTE, CA 91732  
JOY CHAN  
626-455-0050, 626-455-0070 Fax

VENCO ELECTRIC  
2360 STURGIS RD, STE D  
OXNARD, CA 93030  
JENNIFER MORRIS  
805-278-1922, 805-432-9011 Fax

---

### Material References:

Robertson's Ready Mix-Rosa Villaseñor  
PO Box 3600  
Corona, Ca 92878  
626-577-6234, 818-230-9336 Fax  
[rosa@rmca.com](mailto:rosa@rmca.com)  
No: 17088

BMC-Leticia  
7151 Lankershim Blvd  
North Hollywood, CA 91605  
818-982-6046, 818-221-0400 Fax  
No: 195092

Westside Building-Brian Buchholz  
1050 West Ave L-12  
Lancaster, CA 93534  
714-385-1644, 661-948-3771 Fax  
No: 2857 |  
[bbuchholz@westsidebmc.com](mailto:bbuchholz@westsidebmc.com)

Angelus Block, Inc-Tom Berry  
11374 Tuxford St.  
Sun Valley, CA 91352  
818-767-8576, 818-768-4696 Fax

---

### BANK:

BMO – 1625 W. FOUNTAINHEAD PKWY, TEMPE, AZ 85282  
ENDANG SCHMITTER 480-774-4220 402-918-7015 Fax  
[endang.schmitter@bankofthewest.com](mailto:endang.schmitter@bankofthewest.com) 056-530-512

JP MORGAN CHASE BANK – 6589 FOOTHILL BLVD, TUJUNGA CA 91042  
ELAINE PRANN 818-539-8388 818-230-9336 Fax [elaine.prann@chase.com](mailto:elaine.prann@chase.com)

---

### PUBLIC WORKS INSPECTORS OF RECORD K-12 OR COMMUNITY COLLEGE PROJECT:

Vernier Constuction Services – Paul Vernier, 661-510-1571, [paulvernier@vcs-us.com](mailto:paulvernier@vcs-us.com) – WAM Diesel

Ned K. C S - Ned N. Khachikian, 818-268-9116, [nedkhachikian@gmail.com](mailto:nedkhachikian@gmail.com) - Palm Crest Playground

VICTOR VARTANIAN DSA IOR, 818-438-0870, [victor.vartanian1@gmail.com](mailto:victor.vartanian1@gmail.com) – Paradise ES

Ned K. C S - Ned N. Khachikian, 818-268-9116, [nedkhachikian@gmail.com](mailto:nedkhachikian@gmail.com) - Palm Crest ADA

ALPHA INC. - CHARLES SHARIAT, 818-519-1587, [alphainc@sbcglobal.net](mailto:alphainc@sbcglobal.net) – Larsen & Parkview ES

ALPHA INC. - CHARLES SHARIAT, 818-519-1587, [alphainc@sbcglobal.net](mailto:alphainc@sbcglobal.net) – Charles Blackstock JHS

Ned K. C S - Ned N. Khachikian, 818-268-9116, [nedkhachikian@gmail.com](mailto:nedkhachikian@gmail.com) - Palm Crest Mod

CHARLES SHARIAT, 818-519-1587, [alphainc@sbcglobal.net](mailto:alphainc@sbcglobal.net) – Hueneme ES & Sunkist ES

BRYAN REEVE, 805-822-9228, [BReeve@ymail.com](mailto:BReeve@ymail.com) – Mesa Union ES

CHARLES SHARIAT, 818-519-1587, [alphainc@sbcglobal.net](mailto:alphainc@sbcglobal.net) – E.O. Green JHS

STEPHEN PAYTE DSA – DUNCAN MCKAY, 805-402-0009, [duncangalt@yahoo.com](mailto:duncangalt@yahoo.com) – Garden Grove ES

S. TORRES GROUP INC. - SALVADOR TORRES Jr., [stgincinspections@sbcglobal.net](mailto:stgincinspections@sbcglobal.net)  
626-625-3778 – Clark Magnet HS

STEPHEN PAYTE DSA – DUNCAN MCKAY, 805-402-0009, [duncangalt@yahoo.com](mailto:duncangalt@yahoo.com) – Royal HS

KNOWLAND CONSTRUCTION – Aaron Beck, 760-524-6926 – Madison ES

SIMI VALLEY USD - 101 W. COCHRAN STREET, SIMI VALLEY CA 93065  
JIM MCGREGOR 805-306-4500 x4472 – Mountain View ES

VIS – VITAL INSPECTION SERVICES, INC.  
5505 E. SANTA ANA CANYON RD., #18771, ANAHEIM CA 92817  
HECTOR DIAZ, 888-613-7227, 213-700-1317 C, [hector@vinspection.net](mailto:hector@vinspection.net) - GCC Welding Shop  
ALPHA, INC. -  
CHARLES SHARIAT, 818-519-1587, [alphainc@sbcglobal.net](mailto:alphainc@sbcglobal.net) – Rio Lindo ES

SIMI VALLEY USD - 101 W. Cochran St., Simi Valley CA 93065  
JIM MCGREGOR 805-306-4500 x4472 – Valley View MS

VITAL INSPECTION SERVICES - 5505 E. SANTA ANA CANYON RD. #18771, ANAHEIM CA 92817  
TONY CASTIGLIONI – 310-387-9923, [tonyc@vinspection.net](mailto:tonyc@vinspection.net) – Glendale Community College

FL INSPECTION SERVICES - VANCE ABRAMS, [Vlabrams99@sbcglobal.net](mailto:Vlabrams99@sbcglobal.net) – College of the Canyons

BRYAN REEVE, 805-822-9228, [BReeve@ymail.com](mailto:BReeve@ymail.com) – Moorpark College

DAVE, 951-237-5180 – Dewey ES

3K BUILDING SERVICES, INC.- 27942 Mariposa St. Valencia CA 91355  
FRANK LARGE, 661-435-5546, 661-793-6505, [frank@dsacertification.com](mailto:frank@dsacertification.com) – Joshua ES

CALIFORNIA CODE CONSULTANTS INC-107 N. REINO RD. #107, NEWBURY PARK, CA 91320  
DOUG MORRIS 805-432-3285, 800-290-9724 F, [doug@cal-code.com](mailto:doug@cal-code.com) - GARDEN GROVE ES

CALIFORNIA CODE CONSULTANTS-107 REINO RD, #107, NEWBURY PARK CA 91320  
FRANK COUGHLIN, 805-732-4044, [frank@californiacodeconsultants.com](mailto:frank@californiacodeconsultants.com) - VALLEY VIEW MS

MIKE NOLAND, 310-569-4403 C, [mikenerator@gmail.com](mailto:mikenerator@gmail.com) - WESTMINSTER HS

3K BUILDING SERVICES, INC.- 27942 MARIPOSA ST, VALENCIA CA 91355  
FRANK LARGE, 661-435-5546, 661-793-6505, [frank@dsacertification.com](mailto:frank@dsacertification.com) – COTTONWOOD ES

BRUCE WILLIAMS, 714-914-3157 -LAKEWOOD HS & LONGFELLOW ES



JIM LARSON INSPECTIONS-1107 FAIROAKS AVE, #186, PASADENA CA 91030  
ARMANDO GARCIA 213-200-8099, [garciacm@earthlink.net](mailto:garciacm@earthlink.net) – WALNUT HS

KNOWLAND INSPECTIONS IOR-ARMANDO GARCIA, 213-200-8099,  
[garciacm@earthlink.net](mailto:garciacm@earthlink.net) - FDR E.S.

CALIFORNIA CODE CONSULTANTS- 107 REINO RD, #107, NEWBURY PARK CA 91320  
FRANK COUGHLIN, 805-732-4044, [frank@californiacodeconsultants.com](mailto:frank@californiacodeconsultants.com) – BERYLWOOD ES

HAWKINS BLDG & INS – 501-I So. REINO RD #135, NEWBURY PARK CA 91320  
MARK HAWKINS – 805-559-6322, [MARK@HAWKINSBIS.COM](mailto:MARK@HAWKINSBIS.COM) – POINSETTIA ES

PSV QUALITY CONTROL – 1671 SAN JUAQUIN AVE, VENTURA CA 93004  
PEGGY VICTOR – 805- 630-1770, 805-659-2134, [PSV@WEST.NET](mailto:PSV@WEST.NET)–WILL ROGERS ES

A&E INSPECTION SERVICES – 7163 KITTY HAWK ST, FONTANA, CA 92336  
PHIL CREMO – 909-641-0376, [CREMOINSPECTIONS@GMAIL.COM](mailto:CREMOINSPECTIONS@GMAIL.COM) – BLOOMINGTON HS

AMIR SAYYAD – 818-355-3252, [AMIR\\_SAYYAD2004@YAHOO.COM](mailto:AMIR_SAYYAD2004@YAHOO.COM) – POMONA HS

PSV QUALITY CONTROL – 1671 SAN JUAQUIN AVE, VENTURA CA 93004 – LINCOLN ES  
PEGGY VICTOR – 805- 630-1770, 805-659-2134, [PSV@WEST.NET](mailto:PSV@WEST.NET)

EXCEL - 15994 ESQUILME DR., CHINO HILLS, CA 91709 – SCHURR HS  
ANTHONY YOUNG 951-315-6132

TIM TULLY – 951-707-5096, [TTULLY31@YAHOO.COM](mailto:TTULLY31@YAHOO.COM) – UNIVERSITY HS

KNOWLAND CONSTRUCTION – 2872 MOUNT CURVE, ALTADENA, CA 91001 - PYLUSD  
ADAM WATSON 562-307-1771, [AWINDUSTRIES@SBCGLOBAL.NET](mailto:AWINDUSTRIES@SBCGLOBAL.NET)

---

**OWNER:**

VENTURA COUNTY COMMUNITY  
COLLEGE DISTRICT - 207  
761 EAST DAILY DRIVE, SUITE 200,  
CAMARILLO CA 93010  
BISHOY ELMAGRISY 805-289-6253

LA CAÑADA USD – 200,204,205,206  
4490 CORNISHON AVE,  
LA CAÑADA, CA 91011  
HAROLD J. PIERRE - LINIK CORP  
661-621-1318

HUENEME ESD – 198, 201, 202,  
205 NORTH VENTURA RD,  
PORT HUENEME, CA 93041  
DENNIS KUYKENDALL – BALFOUR  
BEATTY CONSTRUCTION  
805-983-1558

MESA UNION ES – 197  
MESA UNION SCHOOL DISTRICT  
3901 N. MESA SCHOOL RD, SOMIS,  
CA 93066  
ORLANDO de LEON 805-383-9315

HUENEME ESD - 193  
205 NORTH VENTURA RD.

PORT HUENEME, CA 93041  
DENNIS KUYKENDALL – BALFOUR  
BEATTY CONSTRUCTION  
805-983-1558

LA CAÑADA USD - 190  
LINIK CORP. BUILDERS MGT  
4490 CORNISHON AVE.,  
LA CAÑADA CA 91011  
MARK EVANS | HAROLD J.  
PIERRE, 818-952-8077

VENTURA COUNTY OFFICE OF  
EDUCATION - 188  
5189 VERDUGO WAY, CAMARILLO  
CA 93012  
STAN MANTOOTH 805-383-1943

SIMI VALLEY USD - 187  
101 W. COCHRAN STREET,  
SIMI VALLEY CA 93065  
JEFF KIPP 805-306-4500 x4463

GLENDALE USD - 186  
223 N. JACKSON ST,  
GLENDALE, CA 91206-4334  
JEFF BOHN, 818-507-0201

SIMI VALLEY USD - 185  
101 W. COCHRAN STREET,  
SIMI VALLEY CA 93065  
JIM MCGREGOR 805-306-4500  
x4472

ANAHEIM ESD - 181  
1411 S. ANAHEM BLVD., ANAHEIM,  
CA 92805  
ISELA VASQUEZ, 714-517-7549

SIMI VALLEY USD - 179  
101 W. COCHRAN STREET,  
SIMI VALLEY CA 93065  
JIM MCGREGOR 805-306-4500  
x4472

GLENDALE CCD - 178  
1500 NORTH VERDUGO ROAD,  
GLENDALE, CA 91208-2894  
SUSAN COURTEY, 818-240-1000

RIO SCHOOL DISTRICT - 176  
2500 VINEYARD AVE,  
OXNARD CA 93036  
KEITH HENDERSON – BALFOUR  
BEATTY CONSTRUCTION  
805-616-8552

VENTURA COUNTY COMMUNITY  
COLLEGE DISTRICT - 168  
761 E. DAILY DRIVE, SUITE 200,  
CAMARILLO CA 93010  
JOHN SINUTKO, 805-652-5560

GARVEY SD - 167  
2730 N. DEL MAR AVE, ROSEMEAD  
CA 91770  
SAMNANG KAT  
626-307-3424 x2653

LANCASTER SD - 165  
44711 NORTH CEDAR AVENUE,  
LANCASTER CA 93534-3210  
DEAN FOURR  
661-948-4661

SIMI VALLEY USD - 164  
875 COCHRAN STREET,  
SIMI VALLEY CA 93065  
JEFF KIPP  
805-306-4500X4463

HUNTINGTON BEACH UHSD-156  
5832 BOLSA AVE,  
HUNTINGTON BEACH, CA 92649  
LORI HAMMELL  
714-903-7000

SIMI VALLEY USD - 157  
875 COCHRAN STREET,  
SIMI VALLEY CA 93065  
TIM MURPHY 805-300-5776

WESTSIDE UNION SD - 154  
41914 NORTH 50<sup>TH</sup> ST. WEST,  
QUARTZ HILL CA 93536  
WAYNE TRUSSELL  
661-722-0716

LONG BEACH USD – 147&148  
2425 WEBSTER AVE.  
LONG BEACH, CA 90810  
DAN BARR  
562-304-3682

WALNUT VALLEY USD - 140  
880 S. LEMON AVE  
WALNUT CA 91789  
SUZANNE BEACH  
909-595-1261 x43420

LAWNDALE ELEMENTARY SD  
4161 W. 147TH STREET,  
LAWNDALE, CA 90260  
JOHN VINKE  
310-973-1300

VENTURA USD  
359 SOUTH VICTORIA AVE.  
VENTURA, CA 93003  
TERRI ALLISON  
805-289-7981

COLTON JOINT USD  
10750 LAUREL AVE.  
BLOOMINGTON, CA 92316  
CRAIG SANDIFER  
909-580-5004x3177

SIMI VALLEY USD  
875 EAST COCHRAN ST  
SIMI VALLEY CA 93065  
ANTHONY JOSEPH  
805-306-4500X4461

POMONA USD  
800 SOUTH GAREY AVE, POMONA  
CA 91766  
DAN FRANCO  
951-809-3906

MONTEBELLO USD  
123 S. MONTEBELLO BLVD.  
MONTEBELLO, CA 90640  
RENE CASTRO  
323-887-7900x68

---

**ARCHITECTS:**

Amador Whittle 28328 Agoura Road, Suite 203, Agoura Hills CA 91301  
Jean Amador, 805-874-0071 – WAM Diesel Shop

LPA Design Studios 5301 California Ave, Suite 100, Irvine CA 92617  
Nicole Mehta, 941-701-4101 – Palm Crest ES

I9-6 Architects 802 E. Cota St., Suite A, Santa Barbara, CA 93103  
Mel Enriquez, 805-963-1955 – Hueneme ES & Sunksit ES

I9-6 Architects 802 E. Cota St., Suite A, Santa Barbara, CA 93103  
Mel Enriquez, 805-963-1955 – Mesa Union ES

I9-6 Architects 802 E. Cota St., Suite A, Santa Barbara, CA 93103  
Mel Enriquez, 805-963-1955 – E.O. Green JHS

A4E 41 North Fair Oaks Ave., Pasadena CA 91103  
Rachel Adams, 626-356-4080 – La Cañada HS

DC Architects 820 N. Mountain Ave., Suite 200, Upland, CA 91786  
Richard Duncan 800-985-6939 – Dorothy Boswell

Jordan, Gilbert & Bain 459 N. Ventura Ave., Ventura, CA. 93001  
Landscape Architects Paul Jordan 805-642-3641 – Garden Grove ES

NAC Architecture 837 N. Spring St., Los Angeles, CA 90012  
Dawn Brisco, 323-475-8075 - Clark Magnet HS

Amador Whittle 28328 Agoura Road, Suite 203, Agoura Hills CA 91301  
Jean Amador, 805-874-0071 – Royal HS

Ruhnau Clarke Arch 3775 Tenth St., Riverside, CA 92501  
Roger Clarke, 951-684-4664 – James Madison ES

Simi Valley USD 101 W. Cochran St., Simi Valley CA 93065  
Jim Mcgregor 805-306-4500 x4472 – Mountain View ES

Little 1300 Dove St., Suite 100, Newport Beach, CA 92660  
Gus Galindo, 949-698-1400 – GCC Welding Shop

Kruger Bensen Ziemer 199 Figueroa St., Suite 100A, Ventura CA 93001  
Todd A. Jespersen, 805-650-1033 – Rio Lindo ES

Simi Valley USD 101 W. Cochran St., Simi Valley CA 93065  
Jim Mcgregor 805-306-4500 x4472 – Valley View MS

Moreto Mathison & Asst 1315 S. Grand Ave, Suite 202, Glendora CA 91740  
David Mathison, 626-594-0307 – Glendale Community College

DLR Group 700 S. Flower St., 22<sup>ND</sup> Floor, Los Angeles, CA 90017  
Shoji Takeshima, 213-800-9400 – College of the Canyons

Amador Whittle 28328 Agoura Rd, Suite 203, Agoura Hills, CA 91301  
Bill Amador, 805-530-3938 818-874-0071 F – Moorpark College

SGH Architects 707 Brookside Ave, Redlands CA 92373  
David Higginson, 909-375-3030 – Dewey ES

Flewelling & Moody 1035 West Lancaster Blvd, Lancaster CA 93534  
Matt Buchanan 661-949-0771, 661-949-2843 – Joshua ES

RRM Design Group 3765 South Higuera Street, Suite 102, San Luis Obispo CA 93401  
Chris Dufour, 805-543-1794, 805-543-4609 F – Garden Grove ES

PJHM Architects 24461 Ridge Route Dr, #100, Laguna Hills CA 92653  
Leo Johnson, 949-496-6191 – Westminster HS

Amador Whittle Arc. 28328 Agoura Road, Suite 203, Agoura Hills CA 91301  
Jean Amador, 805-874-0071 – Valley View MS

Flewelling & Moody 1035 West Lancaster Blvd, Lancaster CA 93534  
Matt Buchanan, 661-949-0771 – Cottonwood ES

P-Line Consulting 6291 San Ricardo Way, Buena Park CA 90620  
Leny F. Gallego 909-444-8420 – Walnut HS

Doughtery+Doughtery 3194'D Airport Loop Dr, Costa Mesa CA 92626  
Seug Paek 714-427-0277 – FDR ES

J&S Consulting 3111 Winona Ave, STE 102, Burbank CA 93065  
Arnel de Silva, 818-841-0303 – Berylwood ES

Kruger Bensen 199 Figueroa St, Ventura CA 93001  
Patrick B. Panlaqui – 805-650-1033 – Poinsettia ES

Doughtery+Doughtery 3194'D Airport Loop Dr, Costa Mesa CA 92626

AKA Architects	<u>Brian Dougherty 714-427-0277 – Will Rogers ES</u> 854 East Main St, Suite 100, Santa Paula, CA 93060
Garcia & Associates	<u>Marilyn Appleby 805-933-0225 x 101 – Lincoln ES</u> 10722 Arrow Route, Suite 604, Rancho Cucamonga CA 91730
Gensler	<u>Mariela Marmor 909-987-7673 – Bloomington HS</u> 4675 Macarthur Court, Suite 350, Newport Beach, CA 92660
CWAAIA	<u>Eric A James 949-863-9434 – HB Civic Center</u> 320 Arden Ave, Glendale, CA 91203
DKP	<u>Stephen Finney 818-240-5456 – City of Palmdale</u> 230 N. Bush St, Santa Ana, CA 92701
	<u>Matt Rogers 714-547-7621 - PYLUSD</u>

---

## PROPOSER'S CHECKLIST

All items on the Proposer's Checklist must be initialed, dated and submitted for the Proposal to be considered complete. The District reserves the right to award a Contract in a manner and on the basis which will best serve the District, taking into consideration the information in the statement of Proposer's Proposal, qualifications and past work history with the District and in the local area. The Proposer's attention is especially called to the following forms which must be executed in full as required:

1. a) **PROPOSAL**  
The total Proposal price must be shown in the space provided.  
Initial: RB Date: 03/04/2024
- b) **PROPOSAL SIGNATURE SHEET**  
To be filled in and signed by the Proposer.  
Initial: RB Date: 03/04/2024
3. **NON-COLLUSION DECLARATION**  
A Non-Collusion Declaration must be filled out, signed, and submitted with the Proposal for the Proposal documents to be considered complete.  
Initial: RB Date: 03/04/2024
4. **DESIGNATION OF SUBCONTRACTORS**  
A Designation of Subcontractors must be filled out and submitted with the Proposal for the Proposal documents to be considered complete.  
Initial: RB Date: 03/04/2024
5. **INSURANCE**  
The insurance requirements for this project have been read and understood.  
Initial: RB Date: 03/04/2024
6. **SITE VISIT (optional)**  
The Proposer certifies that it has toured the project site and is familiar with the work involved.  
Initial: RB Date: 03/04/2024



**PROPOSERS CHECKLIST CONTINUED**

**7. PERFORMANCE AND PAYMENT BONDS**

The Proposer understands that a performance bond issued by an approved surety equaling one hundred percent (100%) of the Contract amount will be required. A payment bond equaling one hundred percent (100%) of the Contract amount will also be required.

Initial: RB Date: 03/04/2024

**8. WORK SCHEDULE**

The District makes no guarantee as to the method of work chosen by the Proposer. It is the Proposer's responsibility to plan and schedule the work in order to complete the work in the time specified in the Special Provisions.

Initial: RB Date: 03/04/2024

**9. PROPOSAL INFORMATION REQUIRED BY SECTION 3(b)**

The Proposer acknowledges that it must draft and submit a separate document containing all of the information requested under Section 3 (b) of the RFP.

Initial: RB Date: 03/04/2024

**10. ADDENDA**

The Proposer acknowledges that it must sign and attach any applicable addenda to the Proposal. Received: 1,2,3,4,5

Initial: RB Date: 03/04/2024

**11. WORKERS COMPENSATION**

The Proposer acknowledgment that Worker's Compensation Insurance will be required for this project.

Initial: RB Date: 03/04/2024



**ACKNOWLEDGMENT**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California  
County of Los Angeles )

On 03/04/2024 before me, Jenny Altagracia Martinez, Notary Public  
(insert name and title of the officer)

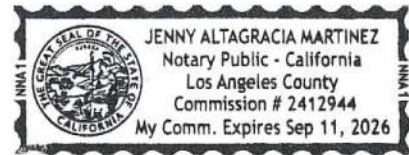
personally appeared Richard Boctor -----,  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature 

(Seal)



### Addendums

Addendums	Date
Addendum No. 1	01/24/2024 08:23 PM EST
Addendum No. 2	02/20/2024 12:16 PM EST
Addendum No. 3	02/21/2024 11:21 AM EST
Addendum No. 4	02/27/2024 08:31 PM EST
Addendum No. 5	02/28/2024 06:50 PM EST

### Acknowledgement of Addenda



---

Richard Boctor  
President



### DESIGNATION OF SUBCONTRACTORS

Each Proposer shall submit the name, contractor license number, and business location of each subcontractor who will perform work or labor or render service to the Contractor for the construction of the work performed under these specifications in excess of one-half (1/2) of one percent (1%) of the prime Contractor's total Proposal. If the Contractor fails to specify a subcontractor for any portion of the work to be performed under the Contract, it shall be deemed to have agreed to perform such portion itself, and it shall not be permitted to subcontract that portion of the work except under the conditions hereinafter set forth. (Attach additional forms as necessary)

Name Subcontractor	Street Address of Shop, Mill or Office	Types of Work/Category of Contract	\$ Value of Work to be Performed	DIR Registration Number	Subcontractor's License Number/ Type/Exp. Date
PRIME ACOUSTICS	31129 VIA COLINAS WESTLAKE VILLAGE, CA	ACOUSTICAL CEILING	\$51,500	1000004361	C2-739826 08/31/24
AIR DESIGN SOLUTIONS	2229 DUKPEE EL MONTE CA	HVAC	\$173,800.00	1000004802	C20 953818 10/31/24
J COLAVIN AND SON	5323 ALHAMBRA LOS ANGELES CA 90028	TILE	\$28,480	1000001458	C-94 260003 7/31/25
FINISHING TOUCH WOODWORK	12271 INDUSTRY GARDEN GROVE CA	CASEWORK	\$39,329.00	1000017499	C6 870143 4/30/24
MARINA LANDSCAPING	3707 W. GARDEN GROVE, ORANGE CA	LANDSCAPE IRRIGATION	\$135,000	1000000079	492862 A,B 06/30/2024
RAY-MAC PAINTING	74 BERRY DR CAMARILLO, CA	PAINTING	\$71,500	1000012465	C33 388007 12/31/2024
<del>FRANK ANTONIO ELECTRIC</del>	<del>1927 W. SPANISH SAN BERNARDINO</del>	<del>ELECTRICAL</del>	<del>19,000</del>	<del>1900023032</del>	
MARC ANTHONI GLAZING CON.	680 ARROW HWY LA VERNE CA	ADMINISTRATIVE STORE FRONT GLAZING, DOORS, HW	\$165,000	1000009398	589450 C17 5/31/25
SOUTHLAND ROOFING	9127 S. WESTERN LOS ANGELES	ROOFING	\$118,500	1000 642643	1042623 C39 9/31/2024

If no subcontractors will be used, write "None" here: \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct and this Declaration is executed this 4th day of March, 2024, in Tujunga, California.

By: Richard Bactor 

Contractor Company Name: Monet Construction, Inc

**SUBCONTRACTOR FORM MUST BE RETURNED WITH PROPOSAL**



### DESIGNATION OF SUBCONTRACTORS

Each Proposer shall submit the name, contractor license number, and business location of each subcontractor who will perform work or labor or render service to the Contractor for the construction of the work performed under these specifications in excess of one-half (1/2) of one percent (1%) of the prime Contractor's total Proposal. If the Contractor fails to specify a subcontractor for any portion of the work to be performed under the Contract, it shall be deemed to have agreed to perform such portion itself, and it shall not be permitted to subcontract that portion of the work except under the conditions hereinafter set forth. (Attach additional forms as necessary)

Name Subcontractor	Street Address of Shop, Mill or Office	Types of Work/Category of Contract	\$ Value of Work to be Performed	DIR Registration Number	Subcontractor's License Number/ Type/Exp. Date
• <del>SON PEAK CONSTRUCTION</del>	1401 QUAIL ST. NEWPORT BEACH, CA	STUCCO	105,000	1000054259	01/31/2025 563434 C36, AB
RB • <del>DRY WALL CONSTRUCTION</del>	12044 TOWN AND COUNTRY DR. NEWPORT BEACH, CA	DRY WALL	25,000	1000007000	5002882 C36, C54 5131724
RB • <del>NST PLUMBING FIRE PROTECTION</del>	2617 MOUNTAIN PINE LA CRESCENTA, CA	FIRE PROFESSIONAL SINKERS	172,500	1000012041	929862 C36 C16 B 03/31/25
• <del>FW BRADY DEVELOPMENT</del>	16762 INTREPID HUNTINGTON BEACH	SITE DEMO GRADING	74,326	1000002603	766225 AB 7/31/25
• <del>ANY TIME DRY WALL</del>	3785 SHEPARD RD PHELAN, CA	DRY WALL	74890	1000021337	C-9 068059 12/31/25
• <del>CONTINENTAL PLUMBING</del>	11165 THURSTON LANE MIRA LOMA CA	PLUMBING	58000	1000000624	01/31/2025 399073 C36, C34, C16, C-4
• <del>NH ENVIRONMENTAL</del>	224 N. CALIFORNIA CITY OF INDUSTRIAL	BUILDING DEMO ABATEMENT	\$65,200-	1000011312	E, A, HSB, C22 984458 6/30/25
• <del>SUPERIOR GUNTIE</del>	12306 VAN NUYS BLVD LAKE VIEW TERRACE	SHOT CRETE	21,600	100000169	A1B, C31, C53 370834 02/31/2025
• <del>EL KARNAK CONSTRUCTION</del>	1104 W. COVINA BLVD SAN BERNARDINO	ELEC, FIRE ALARM LV, AUDIOVISUAL	\$370,000	1000033067	C10, A, B 10006171 8/31/25

If no subcontractors will be used, write "None" here: \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct and this Declaration is executed this 4th day of March, 2024, in Tujunga, California.

By: Richard Boctor 

Contractor Company Name: Monet Construction, Inc

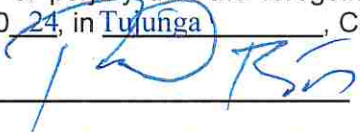
**SUBCONTRACTOR FORM MUST BE RETURNED WITH PROPOSAL**

### DESIGNATION OF SUBCONTRACTORS

Each Proposer shall submit the name, contractor license number, and business location of each subcontractor who will perform work or labor or render service to the Contractor for the construction of the work performed under these specifications in excess of one-half (1/2) of one percent (1%) of the prime Contractor's total Proposal. If the Contractor fails to specify a subcontractor for any portion of the work to be performed under the Contract, it shall be deemed to have agreed to perform such portion itself, and it shall not be permitted to subcontract that portion of the work except under the conditions hereinafter set forth. (Attach additional forms as necessary)

Name Subcontractor	Street Address of Shop, Mill or Office	Types of Work/Category of Contract	\$ Value of Work to be Performed	DIR Registration Number	Subcontractor's License Number/ Type/Exp. Date
STEEL TECH FABRICATION	41665 ANAETHORNE FONTANA CA 92335	STRUCTURAL MISC. STEEL	<del>250,000</del> 40,000	1000001527	CB1 500630 10/31/2024
TERRA PAVE	12115 RIVERA RD WHITTIER CA	SEAL/STRIP	\$15,000	1000006807	456836 5/21/24
JLS FLOOR COVERING	4831 - A PASSONS PICO RIVERA	FLOORING	\$17,050	1000002812	327775

If no subcontractors will be used, write "None" here: \_\_\_\_\_  
 I declare under penalty of perjury that the foregoing is true and correct and this Declaration is executed this 4th day of March, 2024, in Tujunga, California.

By: Richard Boctor 

Contractor Company Name: Monet Construction, Inc

**SUBCONTRACTOR FORM MUST BE RETURNED WITH PROPOSAL**

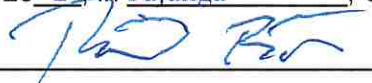
### DESIGNATION OF SUBCONTRACTORS

Each Proposer shall submit the name, contractor license number, and business location of each subcontractor who will perform work or labor or render service to the Contractor for the construction of the work performed under these specifications in excess of one-half (1/2) of one percent (1%) of the prime Contractor's total Proposal. If the Contractor fails to specify a subcontractor for any portion of the work to be performed under the Contract, it shall be deemed to have agreed to perform such portion itself, and it shall not be permitted to subcontract that portion of the work except under the conditions hereinafter set forth. (Attach additional forms as necessary)

Name Subcontractor	Street Address of Shop, Mill or Office	Types of Work/Category of Contract	\$ Value of Work to be Performed	DIR Registration Number	Subcontractor's License Number/ Type/Exp. Date

If no subcontractors will be used, write "None" here: \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct and this Declaration is executed this 4th day of March, 20 24 in Tujunga, California.

By: Richard Boctor 

Contractor Company Name: Monet Construction, Inc

**SUBCONTRACTOR FORM MUST BE RETURNED WITH PROPOSAL**



PROPOSAL

The undersigned Proposer hereby proposes to furnish and deliver all necessary labor, tools, equipment, and other means of construction to perform the work required for the completion of the project entitled "BOB LUCAS MEMORIAL LIBRARY AND LITERACY CENTER CONSTRUCTION PROJECT" in accordance with the intent of all plans, specifications, and addenda issued by the District in the amount of:

(Written) TWO MILLION NINE HUNDRED NINETY-SIX THOUSAND dollars

RB (Number) \$ 2,996,000 .00

Price including Bid Alternate for provision of Alternate Roofing Materials:

RB (Written) TWO MILLION NINE HUNDRED NINETY-EIGHT THOUSAND dollars

(Number) \$ 2,998,000 .00

The Proposer has read the accompanying instructions to Proposers, has carefully examined the location(s) of the proposed work, and has examined all Contract Documents, drawings and addenda issued by the District and will contract with the District to construct the project, complete and in satisfactory condition.

The Proposer further acknowledges that it has adjusted its Proposal price to include all possible items which may influence the proposal during the time period from notice of intent to award through and until formal award by the District. Requests for Proposal price change due to the delay shall not be agreed to by the District.

Company Name: Monet Construction, Inc

Proposer's Name (Printed): Richard Boctor

Proposer's Title: President

Proposer's Signature: 

Date: 03/04/2024

Address: 7610 Day St

Tujunga, CA 91042

Phone Number: 818-330-7306

Contractor's License Number: 826930

Classification: A,B

Expiration Date: 10-31-2025





**BOARD OF LIBRARY TRUSTEES  
AGENDA ITEM VIII.B. REPORT FOR MARCH 2024**

**REPORT:** Agenda Item VIII.b.

**MEETING DATE:** March 25, 2024

**PREPARED BY:** Nikki Winslow

**LOCATION:** Main Library Community Room

---

**TITLE:** Authorization for District Director to contract with a Special Inspections, Testing, and Soils Engineering Consulting Firm(s)

**BACKGROUND:**

The Facilities Committee has been working in coordination with our capital project management team from Huckabee Inc. and our attorney, Kevin Flautt, of Kronick, Moskowitz, Tiedemann and Girard to select firms to provide special construction inspections, materials testing, and soils engineering services required by Los Angeles County during the construction of the two library projects.

Previous to this, the Board of Trustees approved the RFP for Construction Inspection and/or Soils Engineering Services On-Call Services on January 22, 2024. The RFP was posted on January 24, 2024 with a closing deadline of February 23, 2024.

Prior to the deadline, the selection team met to review the drafted evaluation criteria based on the requirements in the RFP and came to agreement on the method for scoring the proposals on our initial review.

Eleven proposals were received by the deadline. These firms included:

- Earth Systems Pacific
- Fenagh LLC
- GeoTek
- Grace Inspection and Testing Inc.
- Hilltop Geotechnical, Inc.
- Koury Engineering & Testing, Inc.
- MTGL, Inc.
- RMA Group
- TGR Geotechnical, Inc.
- Twining, Inc.
- Universal Engineering Sciences

Each proposal was reviewed carefully and scored by the scoring team, which consisted of Jennifer Pearson (Capital Project Manager – Huckabee) and Chad Nielsen (Construction Manager – Huckabee). The five top-scoring firms were:

- Earth Systems Pacific
- Fenagh LLC
- Koury Engineering & Testing, Inc.
- MTGL, Inc.
- TGR Geotechnical, Inc.

A copy of the final scoring matrix is included with this report.

After reviewing the scoring with the scoring team, it is the unanimous recommendation of the Facilities Committee to approve the five top-scoring firms for on-call services as needed for the two library construction projects. The proposals for all 5 firms can be found on the District Board Materials page on the Library website.

### **FISCAL IMPACT**

Although the selected consultants have provided hourly billing rates for their staff, the total project cost is unknown at this time, and will depend on the final building designs and Los Angeles County construction inspection and testing requirements. The Ad-Hoc Facilities Committee is currently budgeting \$241,752, approximately 0.8% of the total capital project budget.

### **RECOMMENDATION**

any of the selected firms for CEQA consulting services as outlined in the professional with services agreement and RFQ/P until the conclusion of both library building renovations, up to the budgeted amount of \$200,000.



**SPECIAL INSPECTIONS, TESTING, AND SOILS ENGINEERING SERVICES RFQ/P PROPOSAL SCORING**

For this round, please score each proposal out of the total possible points.			Firm: Earth Systems	Firm: Fenagh	Firm: Geotek	Firm: Grace Inspector	Firm: Hilltop	Firm: Koury	Firm: MTGL	Firm: RMA Group	Firm: TGR	Firm: Twining	Firm: UES
CRITERIA	TOTAL POINTS POSSIBLE	SCORING CONSIDERATIONS	TOTAL POINTS AWARDED	TOTAL POINTS AWARDED	TOTAL POINTS AWARDED	TOTAL POINTS AWARDED	TOTAL POINTS AWARDED	TOTAL POINTS AWARDED	TOTAL POINTS AWARDED	TOTAL POINTS AWARDED	TOTAL POINTS AWARDED	TOTAL POINTS AWARDED	TOTAL POINTS AWARDED
Experience	50	- Provided a list of at least 5 client references that the firm has provided similar services. - Years of experience in providing hazardous materials consulting services - Disciplinary actions, administrative proceedings, claims, etc. in last 5 years?	49	47	48	46	43	47	45	48	45	47	45
Personnel	20	- Have key personnel been successfully involved with projects of similar scope and magnitude?	18	18	15	13	16	15	19	17	15	20	16
Qualifications	50	- Demonstrated understanding of the purpose, scope and objective of the services to be performed - Ability and capacity to perform the work (including key personnel committed to project and local presence)	49	49	42	46	42	45	50	45	47	45	45
Costs	30	- Pricing schedule is transparent, responsive, and reasonable, including the thorough breakdown of costs - Comprehensive hourly rate and testing fee schedule	26	28	26	27	26	28	28	28	28	26	29
Likelihood of Success	50	- Does the proposer have a high likelihood of success in performing the work with the ALD? - Is the proposer a good fit for the ALD?	46	41	44	42	38	43	46	35	50	41	42
<b>TOTAL POINTS</b>	<b>200</b>	<b>0</b>	<b>188</b>	<b>183</b>	<b>175</b>	<b>174</b>	<b>165</b>	<b>178</b>	<b>188</b>	<b>173</b>	<b>185</b>	<b>179</b>	<b>177</b>
<b>FINAL RANKINGS</b>			1	4	8	9	11	6	1	10	3	5	7



**BOARD OF LIBRARY TRUSTEES  
AGENDA ITEM VIII.C.**

**AGENDA ITEM:** VIII.c.

**MEETING DATE:** March 25, 2024

**PREPARED BY:** Nikki Winslow

**LOCATION:** Main Library Community Room

---

**TITLE:** Main Library Late Open for the Bob Lucas Memorial Library and Literacy Center Groundbreaking Ceremony.

**BACKGROUND:**

On April 18, 2024, the District will hold a groundbreaking ceremony for the Bob Lucas Memorial Library and Literacy Center. District leadership, Trustees, community stakeholders, community partners, and our architectural firm will be in attendance to commemorate this “next chapter” milestone. The District would like to provide staff the opportunity to attend the groundbreaking and participate in this celebration. To provide this opportunity, the District would need to open a later time on this date.

**FISCAL IMPACT:**

None.

**RECOMMENDATION:**

Staff recommends the Board approve a late open of the Main Library on Thursday, April 18, 2024, at 1pm. This allows for staff attendance at the groundbreaking as well as allow staff adequate time to perform opening duties before the 1pm open time. The open hours of the library on this date would be a total of 5, from 1pm – 6pm.