

**ADMINISTRATIVE CIRCULAR NO. 42**  
Office of the Executive Director, Teaching and Learning

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** December 17, 2013

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

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

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

**Due Date:** February 25, 2014

**Reference:** Administrative Procedure 4770

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

**Brief Explanation:**

Complete and return Attachment 1 to the Strategic Sourcing and Contracts Office (Attn: Mark Floyd) by February 25, 2014 to request facility rentals, chair/stage equipment rentals, sound equipment rentals and sound checks, equipment hauling, and security services needed for graduation and promotional exercises.

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

Schools are required to obtain approval from the appropriate Area Superintendent to hold off-campus graduation/promotion ceremonies. (Complete Attachment 3, Administrative Circular No. 41) Notify Mark Floyd at 858-522-5815 or [mfloyd@sandi.net](mailto:mfloyd@sandi.net) for district contract requirements if the graduation venue is to be offsite. The original, unsigned contract must be submitted to Mark Floyd no later than **February 25, 2014**. It is the school's responsibility to contact Transportation Services to make the necessary arrangements for student transportation to and from off-campus locations. Site funds should be used to pay for facility rentals.

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

Request only a reasonable number of items such as chairs to ensure the most equitable district-wide allocation of limited quantities of equipment. (*Note that due to the limited number of folding chairs available, some schools may not receive the color of chairs requested.*) Contact the vendor with specific needs, and request a written quotation for use in preparing an e-Pro requisition. Attach the quotation to the requisition or fax to Mark Floyd at 619-542-5715.

If your site needs to provide ADA accommodations for the ceremony, two ramps are usually required due to the flow of traffic on and off the stage in one direction. The stage height, in inches, must be indicated on the e-Pro requisition under “description and line comments.” This will determine the ramp length. For questions regarding ramps, contact the ADA office by February 25, 2014 at 619-725-7225.

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

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

Requests for sound equipment check must be made through PPO at <http://pposervices.sandi.net/>. In emergencies, contact the Work Order desk at 858-627-7250.

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

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

**Guidelines for Requesting Security Services (Attachment 1, Section F):** Security services should first be requested from School Police Services. If the services of an outside vendor are required, contact Mark Floyd at 858-522-5815 or [mfloyd@sandi.net](mailto:mfloyd@sandi.net) for a list of district-contracted security service vendors. Site funds must be used to pay for security.

**Budget and e-Pro Information:**

Centralized funding is provided for rental of equipment, facilities and non-capitalized equipment **for High Schools only.** High schools may submit e-Pro requisitions charging the following accounts (use your site’s cost center in the XXXX):

| <b>Description</b>                   | <b>Category</b> | <b>Budget No.</b>                       |
|--------------------------------------|-----------------|---|
| Rental of Equipment                  | SVC_5619        | XXXX-00070-00-5619-2700-0000-01000-0000 |
| Rental of Non-Educational Facilities | SVC_5621        | XXXX-00070-00-5621-2700-0000-01000-0000 |
| Equipment Non-Capitalized            | GDS_4519        | XXXX-00070-00-4301-2700-0000-01000-0000 |

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

For site-funded items, schools must submit e-Pro requisitions that include valid budget numbers and a full and complete description of items needed. Attachment 1, including e-Pro numbers and a copy of the quotation from the vendor must be faxed to Mark Floyd at 619-542-5715.

Any questions regarding the procurement of graduation/promotion ceremony materials may be directed to Mark Floyd at 858-522-5815 or [mfloyd@sandi.net](mailto:mfloyd@sandi.net).

APPROVED:

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

Teresa Walter  
Executive Director, Teaching and Learning

TW:ls

Attachment (1)

Distribution: Lists B, E, and F

**2014 GRADUATION/PROMOTION CEREMONIES**

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

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

**A. Facility Rental Required – School to prepare e-Pro** Yes  No, not required   
*If ceremonies are held off campus, an original, unsigned contract is required and must be received by SDUSD Strategic Sourcing and Contracts by February 25, 2014. For questions contact Mark Floyd (858-522-5815)*

Contract Reviewed by (Name of Principal) \_\_\_\_\_ Date: \_\_\_\_\_

E-Pro # \_\_\_\_\_ Cost: \_\_\_\_\_ PO # \_\_\_\_\_

**B. Chair / Stage Equipment Rental Required – School to prepare e-Pro** Yes  No, not required   
*Please fax a copy of quote Strategic Sourcing and Contracts (619-542-5715)*

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

Vendor \_\_\_\_\_

Stage/Risers/Ramps Needed (please describe briefly) \_\_\_\_\_

E-Pro # \_\_\_\_\_ Cost: \_\_\_\_\_ PO # \_\_\_\_\_

**C. Sound Equipment Rental Required – School to prepare e-Pro** Yes  No, not required   
*Please fax a copy of quote to Procurement and Contracts (619-542-5715)*

Vendor \_\_\_\_\_ Contact Info: \_\_\_\_\_

E-Pro # \_\_\_\_\_ Cost: \_\_\_\_\_ PO # \_\_\_\_\_

**D. Equipment Check Required for District Sound System?** Yes  No, not required   
*If yes, school should contact PPO Work Order Desk at <http://pposervices.sandi.net/>.*

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

Description of Equipment to be Hauled: \_\_\_\_\_

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

If assistance needed after regular work hours (6:00 am -2:30 pm ) a budget string must be provided.

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