

Doing Business with Morgan Hill Unified School District



Background/History

- General Budget \$65 Million; 80% is spent on personnel
- \$15.7 Million in budget reductions over the past 5 years
- Revenue received per student compared to other Unified Districts:

District	Basic	Basic + Supplemental
Morgan Hill	\$5,277	\$7,800
Gilroy	\$5,515	\$8,200
San Jose	\$5,389	\$9,112
Palo Alto	\$9,729	\$13,755

Vendor Registration

- Now available online at:
www.mhu.k12.ca.us/Business-Services/Purchasing/index.html
- A convenient way for businesses to provide their information electronically to the district
- Registering as a vendor does not guarantee you will be notified each time a quote or bid is requested
- You only need to register once. Contact the Business Office for any updates

Partnering to Increase Community Awareness

- In an effort to bring awareness of local vendors who provide discounts to district employees, we will gladly advertise your discount on our internal website
- A “discount day” is a fundraising opportunity for Home and School Clubs. It is also a great way for businesses to bring in additional revenue and attract new customers

Internship Opportunities

	WorkAbility 1	Regional Occupation Program	CalWORKs (Adult Education)
What is it?	WorkAbility 1 (WA1) is a California Transition program and exploration for students ages 14-22 in high school with a current Individual Education Plan (IEP) and Individual Transition Plan (ITP)	Regional Occupation Program (ROP) is an unpaid student internship	Adult School CalWORKs program is an unpaid student internship
Requirements & monitoring	Provide a safe environment, instruction on duties, regulations, etc. WA1 Coordinator will monitor student with in-person visits and communication with workplace supervisor	Provide a safe environment, instruction on duties, job training, regular evaluations, supervision. ROP Coordinator will monitor student with in-person visits and communication with workplace supervisor	Students must be enrolled in GED Preparation, High School Diploma, or English as a Second Language classes. The program is monitored by the Principal and the Site Representative
Who pays?	Student wages and Workers' Compensation are paid by the district through an annual grant	This is an unpaid student internship. Students are covered under the District's Liability Insurance	Santa Clara County Department of Social Services

Internship Opportunities

Continued...

	WorkAbility 1	Regional Occupation Program	CalWORKs (Adult Education)
How can local businesses participate?	By providing training for subsidized “try-out” employment, guest speakers regarding careers, pre-employment skills, expectations, and provide job shadowing opportunities	Local businesses can provide a training site for students that align with the Districts current ROP class offerings	By providing internship opportunities, participating in job fairs, and providing guest speakers on employment readiness and opportunities
Who to contact?	Felicia Britton 408-201-6100 X40266 felicia.britton@mhu.k12.ca.us	Felicia Britton 408-201-6100 X40266 felicia.britton@mhu.k12.ca.us	Eric Saavedra 408-201-6520 X43501 eric.saavedra@mhu.k12.ca.us

Facility Funding

All of the facility funds that the district receives, have specific restrictions and regulations:

- Restricted Routine Maintenance Fund - is used to maintain district facilities and has a requirement of 3% or about \$2 Million of the general fund. Due to budget cuts the State has reduced the requirement to 1% or \$600,000
- Deferred Maintenance - The State also provides about \$300,000 for our major repair or replacement which includes roofing, plumbing, heating, air conditioning, electrical systems, wall systems, floor systems that have met their life expectancy. This funding has been reduced by 50%; therefore, we have lost critical resources to maintain our facilities

Facility Funding

Continued...

- Capital Facilities - is the collection of developer fees. The district collects \$3.20/sqft for residential construction and \$.51/sqft for commercial/industrial. This funding is restricted and can only be used for growth and capacity
- Mello-Roos - is a special tax on a limited number of parcels throughout our district and is restricted to constructing, purchasing, rehabilitating real property

Facility Funding

Continued...

- A General Obligation Bond was passed back in early 1998 for the construction of a new elementary school, new high school and renovation of Live Oak High School. The bond dollars were restricted to those 3 sites only
- Measure G is a new bond the District is seeking for approval on the November 6th ballot. The \$198 Million bond will be district wide and allow for technology upgrades, roofing replacement, HVAC replacement, accessibility upgrades and much more. This measure will improve the schools and provide 21st century technology to the students

Informal Bids Up To \$14,999 for Public Works Projects

- To ensure the District receives the best price for the work performed, we informally request 3 bids/quotes
- Informal requests will be solicited to companies who perform good work at competitive prices and complete the work on time

Formal Bidding of \$15,000+ for Public Works Projects

- Public Contract Code Section 20111 requires District's to seek the lowest **responsible** bidder for public works projects. Before award, District conducts a reference check
- Invitation to Bid is advertised twice in a general circulation newspaper (MH Times or SJ Post Record) at least 10 days before the bid due date
- Notice is also posted on the District's website:
www.mhu.k12.ca.us/Business-Services/Purchasing/index.html
- Local Builders Exchange also receive an invitation to bid along with the plans and specifications

Formal Bidding

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- Contractors bidding on the projects must provide a Bid Bond or a cashier's check for 10% of their bid
- After award, the contractor must submit a Performance Bond, Material Bond and provide the District with the proper insurance coverage
- The District participates in the Labor Compliance Program; therefore, contractors are required to pay prevailing wage and submit certified payroll reports

Equipment and Supplies up to \$81,000 (per single purchase)

- Pursuant to Section 20111 of the Public Contract Code, the District's procurement threshold is \$81,000
- Purchases include: equipment, materials, food, and supplies

Contact Information

Department	Who to contact
Purchasing	Dianne Dalton, Buyer 408-201-6056 dianne.dalton@mhu.k12.ca.us
Facilities	Anessa Espinosa, Director 408-201-6087 anessa.espinosa@mhu.k12.ca.us
Food Service	Scott McMillan, Director 408-201-6126 X40503 scott.mcmillan@mhu.k12.ca.us
Technology	Denis Guerrero, Director 408-201-6031 denis.guerrero@mhu.k12.ca.us
Transportation	Bill Martin, Director 408-201-6323 X60501 bill.martin@mhu.k12.ca.us