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**VIA EMAIL AND U.S. MAIL**

January 14, 2019

Mr. Alvaro Meza, Assistant Superintendent/CBO  
Ms. Anna O'Connor, Fiscal Service Controller  
Gilroy Unified School District  
7810 Arroyo Circle  
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Re: Front End Documents (November 2018 Update) and  
2019 - 20 Agreement for Professional Services

Dear Mr. Meza and Ms. O'Connor:

Per our conversation this afternoon, I am writing to provide prices for on construction contract documents. Due to your prior purchase the Dannis Woliver Kelley Front End Bid Documents ("front ends"), these November 2018 updated forms can be provided to you for the reduced charge of \$250.00. Our newly updated front ends incorporate the 2018 Legislative Session and enhanced language based on "best practices."

As the District has adopted the California Uniform Public Construction Cost Accounting Act ("CUPCCAA"), you can also purchase the *Agreement for Construction Services-Small Projects* (short-form) and the CUPCCAA Informal Bid Package [for projects over \$60,000 and less than \$200,000] for an additional charge of \$400.00. The short-form can be used for projects under the bid threshold or in conjunction with the informal bid package or the Front Ends when bidding is necessary.

For the above prices, we will provide a flash drive containing the complete set(s) of front ends using the current CSI MasterFormat numbering. In addition, for your convenience, we have included a red-lined version of the front end documents only to show changes from the previous version so you can easily view the changes. Please let us know which documents you would like to purchase.

In order to provide the aforementioned services, please sign both originals of the agreement, insert the date of Board approval, and return one signed original to our

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office in the envelope provided. Thank you for opportunity to provide legal advice and counseling services to the Gilroy Unified School District.

We look forward to serving the District in the coming year.

Best regards,

DANNIS WOLIVER KELLEY



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Enclosures