

Board Office Use: Legislative File Info.	
File ID Number	22-1515
Introduction Date	6-29-2022
Enactment Number	22-1328
Enactment Date	6/29/2022 er



Memo

To Board of Education

From Kyla Johnson-Trammell, Superintendent
 Tadashi Nakadegawa, Deputy Chief, Facilities Planning and Management

Board Meeting Date June 29, 2022

Subject Purchase Order Contract – Sof Surfaces, Inc. – Burckhalter Elementary School Site Improvements Project – Division of Facilities Planning and Management

Action Requested Approval by the Board of Education of Award of Purchase Order Contract by and between the **District** and **Sof Surfaces, Inc.**, Petrolia, ON, for the latter to provide the sof surface tile and other related materials in the amount of **\$56,437.05** to be installed by the contractor for the **Burckhalter Elementary School Site Improvements Project**, to be delivered by **September 10, 2022**.

Discussion Consultant will provide sof surface tile and other needed materials for the contractor’s installation of the new playmatting structure at the Burckhalter Elementary Site. Also, the contract price is under the threshold of \$99,100, which does not require competitive bidding.

LBP (Local Business Participation Percentage) 00.00%

Recommendation Approval by the Board of Education of Award of Purchase Order Contract by and between the **District** and **Sof Surfaces, Inc.**, Petrolia, ON, for the latter to provide the sof surface tile and other related materials in the amount of **\$56,437.05** to be installed by the contractor for the **Burckhalter Elementary School Site Improvements Project**, to be delivered by **September 10, 2022**.

Fiscal Impact Fund 21 Building Fund Measure J

- Attachments**
- Contract Justification Form
 - Purchase Order Contract, including Exhibits
 - Routing Form



CONTRACT JUSTIFICATION FORM
This Form Shall Be Submitted to the Board Office With Every
Agenda Contract.

Legislative File ID No. 22-1515

Department: Facilities Planning and Management

Vendor Name: Sof Surfaces, Inc.

Project Name Burckhalter ES Site Improvements Project No.: 22123

Contract Term: Intended Start: 6-30-2022 Intended End: September 10, 2022

Total Cost Over Contract Term: \$56,437.05

Approved by: Tadashi Nakadegawa

Is Vendor a local Oakland Business or has it met the requirements of the

Local Business Policy? Yes (No if Unchecked)

How was this contractor or vendor selected?

Vendor was chosen directly based on ability to provide materials and experience with similar projects they completed in the past for the District.

Summarize the services or supplies this contractor or vendor will be providing.

Sof Surfaces, Inc. will provide sof surface tile and related materials needed to cover asphalt where new playground equipment will be installed, for the Burckhalter Elementary School Site Improvement Project.

Was this contract competitively bid? Check box for "Yes" (If "No," leave box unchecked)

If "No," please answer the following questions:

1) How did you determine the price is competitive?

The District received quotation and statement from vendor. Sof Surfaces, Inc.'s price was fair and reasonable compared to the prices submitted by the other responding vendors.

2) Please check the competitive bidding exception relied upon:

Construction Contract:

- Price is at or under UPCCAA threshold of \$60,000 (as of 1/1/19)
- CMAS contract [may only include “incidental work or service”] (Public Contract Code §§10101(a) and 10298(a)) – *contact legal counsel to discuss if applicable*
- Emergency contract (Public Contract Code §§22035 and 22050) – *contact legal counsel to discuss if applicable*
- No advantage to bidding (including sole source) – *contact legal counsel to discuss if applicable*
- Completion contract – *contact legal counsel to discuss if applicable*
- Lease-leaseback contract RFP process – *contact legal counsel to discuss if applicable*
- Design-build contract RFQ/RFP process – *contact legal counsel to discuss if applicable*
- Energy service contract – *contact legal counsel to discuss if applicable*
- Other: _____ – *contact legal counsel to discuss if applicable*

Consultant Contract:

- Architect, engineer, construction project manager, land surveyor, or environmental services – selected (a) based on demonstrated competence and professional qualifications (Government Code §4526), **and** (b) using a fair, competitive RFP selection process (Government Code §§4529.10 et seq.)
- Architect or engineer *when state funds being used* – selected (a) based on demonstrated competence and professional qualifications (Government Code §4526), (b) using a fair, competitive RFP selection process (Government Code §§4529.10 et seq.), **and** (c) using a competitive process consistent with Government Code §§4526-4528 (Education Code §17070.50)
- Other professional or specially trained services or advice – no bidding or RFP required (Public Contract Code §20111(d) and Government Code §53060) – *contact legal counsel to discuss if applicable*
- For services other than above, the cost of services is \$99,100 or less (as of 1/1/22)
- No advantage to bidding (including sole source) – *contact legal counsel to discuss if applicable*

Purchasing Contract:

- Price is at or under bid threshold of \$99,100 (as of 1/1/22)
- Certain instructional materials (Public Contract Code §20118.3)
- Data processing systems and supporting software – choose one of three lowest bidders (Public Contract Code §20118.1)

- Electronic equipment – competitive negotiation (Public Contract Code §20118.2) – *contact legal counsel to discuss if applicable*
- CMAS contract [may only include “incidental work or service”] (Public Contract Code §§10101(a) and 10298(a)) – *contact legal counsel to discuss if applicable*
- Piggyback contract for purchase of personal property (Public Contract Code §20118) – *contact legal counsel to discuss if applicable*
- Supplies for emergency construction contract (Public Contract Code §§22035 and 22050) – *contact legal counsel to discuss if applicable*
- No advantage to bidding (including sole source) – *contact legal counsel to discuss if applicable*
- Other: _____

Maintenance Contract:

- Price is at or under bid threshold of \$99,100 (as of 1/1/22)
- No advantage to bidding (including sole source) – *contact legal counsel to discuss*
- Other: _____

3) Explain in detail the facts that support the applicability of the exception marked above:

- Vendor is providing soft surface tiles and other related materials needed prior to the installation of playground equipment for the Burkhalter Elementary School Site Improvement Project.

OAKLAND UNIFIED SCHOOL DISTRICT

PURCHASE ORDER CONTRACT

This Agreement is made this **June 30, 2022**, by and between **Oakland Unified School District**, “District” and **Sof Surfaces, Inc.**, (“Consultant”) with respect to the following recitals:

1. District is a public school district organized and existing under the laws of the State of California.

District desires to contract with Sof Surfaces, Inc. (“Consultant”) to provide play matting materials for the Burckhalter Elementary Site Improvements Project.

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, the parties agree as follows:

1. Deliverables means the tangible and/or intangible personal property, product, service, software, information technology, telecommunications technology, and other items to be delivered pursuant to this purchase order including any such items furnished incident to the provision of services.

2. Time of Commencement and Completion. The materials shall be delivered by September 10, 2022. (“Delivery Date”). Time is of the essence in this Contract.

3. Contract Sum. District agrees to pay Consultant the sum of **FIFTY-SIX THOUSAND FOUR HUNDRED THIRTY-SEVEN DOLLARS AND 05/100 (\$56,437.05)**, following timely receipt of the Equipment and submission of an invoice to District.

4. ~~NOT USED – Liquidated Damages. Seller agrees to deliver the Equipment to District pursuant to the terms of this Contract by the Delivery Date unless Seller receives a written extension of time for delivery from District. Seller’s failure to deliver the Equipment on time shall subject Seller to liquidated damages. The actual occurrences of damages and the actual amount of damages which District will suffer if the Equipment is not delivered by the Delivery Date is dependent upon many circumstances and conditions and, from the nature of the case, it is impracticable and extremely difficult to fix the actual damages occasioned by delay. Damages which District would suffer in the event of delay include loss of use of the Equipment, disruption of school activities, cost of administration and the loss suffered by the public by reason of delay. Accordingly, the parties agree that the amount herein set forth as liquidated damages shall be presumed to be the amount of damages actually sustained by Seller’s failure to deliver the Equipment by the Delivery Date.~~

~~The amount of liquidated damages to be paid by Seller to District for failure to deliver the Equipment on or before the Delivery Date will be **Five Hundred Dollars** and 00/100 (**\$500.00**) for each calendar day by which delivery is delayed beyond the Delivery Date, such amount being the actual cash value agreed upon as the loss to the District resulting from the Seller’s default. If Seller becomes liable for liquidated damages, District, in addition to all other remedies~~

provided by law, shall have the right to deduct the amount owed as liquidated damages from the contract sum due Seller. In all events, Seller and its sureties, if any, shall remain liable to the District until all such liabilities are satisfied in full.

5. [Not used].

6. Indemnity. Seller shall defend and, indemnify, District and its agents, representatives, officers, consultants, employees, Board of Trustees, members of the Board of Trustees (collectively, the “District Parties”), from and against any and all claims, demands, liabilities, damages, losses, suits and actions, and expenses (including, but not limited to reasonable attorney fees and costs including fees of consultants) of any kind, nature, and description (collectively, the “Claims”) directly resulting in property damage or personal injury caused by any gross negligence, or willful misconduct of Seller, or Seller’s employees, agents, or volunteers (collectively, the “Seller Parties”), in the performance of Seller’s obligations under this Contract.

7. Transportation Charges. Seller agrees to deliver all Equipment prepaid unless otherwise specified. All costs for delivery and packaging of Equipment are the responsibility of Seller unless otherwise stated.

8. Inspection. All Equipment furnished must be in conformity with the specifications and Contract documents and will be subject to inspection and approval by the District after delivery. District reserves the right to reject and return at the risk and expense of the Seller any portion of the Equipment which may be defective or which fails to comply with the specifications in Contract documents.

9. <u>Insurance</u> . Without in any way limiting Seller’s liability, or indemnification obligations set forth in Paragraph 6 above, Seller shall secure and maintain throughout the Term of this Agreement the following insurance: Type of Coverage	Minimum Requirement
Commercial General Liability Insurance , including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments Each Occurrence General Aggregate	\$ 1,000,000 \$ 2,000,000
Automobile Liability Insurance - Any Auto Each Occurrence General Aggregate	\$ 1,000,000 \$ 2,000,000
Professional Liability	\$ 1,000,000
Workers Compensation	Statutory Limits
Employer’s Liability	\$ 1,000,000

Neither Seller nor any of the Seller Parties shall commence performing any portion of the Services until all required insurance has been obtained and certificates indicating the required coverages have been delivered to and approved by District. All insurance policies shall include an endorsement stating that District and District Parties are included additional insureds. The insurance shall not be suspended, voided, canceled, reduced in coverage or in limits except after

thirty (30) days' prior written notice has been given to District by Seller. If such a notice is not given or even if District receives a notice, District may, at its sole option, terminate this Agreement. All insurance policies shall include an endorsement stating that it is primary to any insurance or self-insurance maintained by District and shall waive all rights of subrogation against District and/or the District Parties. A copy of the declarations page of Seller's insurance policies shall be attached to this Agreement as proof of insurance.

10. Independent Contractor Status. Seller is engaged in an independently established trade, occupation, or business to provide the Services required by this Agreement and is hereby retained to provide specialized services for District that are outside the usual course of District's business. Seller is free from the control and direction of District in connection with the manner in which it provides the Services to District. Seller understands and agrees that Seller and the Seller Parties shall not be considered officers, employees, agents, partners, or joint venturers of District, and are not entitled to benefits of any kind or nature normally provided to employees of District and/or to which District's employees are normally entitled.

11. Taxes. All payments made by District to Seller pursuant to this Agreement shall be reported to the applicable federal and state taxing authorities as required. District will not withhold any money from fees payable to Seller, including FICA (social security), state or federal unemployment insurance contributions, or state or federal income tax or disability insurance. Seller shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Seller and the Seller Parties and otherwise in connection with this Agreement.

12. Fingerprinting Notice and Acknowledgement. Seller and the Seller Parties shall at all times comply with the fingerprinting and criminal background investigation requirements of the California Education Code ("Education Code") section 45125.1, and shall complete the Fingerprinting Notice and Acknowledgement Form.

13. Tuberculosis Certification. Seller and the Seller Parties shall at all times comply with the tuberculosis ("TB") certification requirements of Education Code section 49406. Accordingly, by checking the applicable boxes below, Seller hereby represents and warrants to District the following:

A. Seller and Seller Parties shall **only have limited or no contact** (as determined by District) with District students at all times during the Term of this Agreement.

B. The following Seller and Seller Parties shall have **more than limited contact** (as determined by District) with District students during the Term of this Agreement and, at no cost to District, have received a TB test in full compliance with the requirements of Education Code section 49406:

_____. [Attach and sign additional pages, as needed.]

Seller shall maintain on file the certificates showing that the Seller and Seller Parties were examined and found free from active TB. These forms shall be regularly maintained and updated by Seller and shall be available to District upon request or audit.

Seller further agrees and acknowledges that all new personnel hired after the Effective Date of this Agreement by Seller and Seller Parties are subject to the TB certification requirements and shall be prohibited from having any contact with District students until the TB certification requirements have been satisfied and District determines whether any contact is permissible.

14. Confidential Information. Seller shall maintain the confidentiality of, and protect from unauthorized disclosure, any and all individual student information received from the District, including but not limited to student names and other identifying information. Seller shall not use such student information for any purpose other than carrying out the obligations under this Agreement. Upon termination of this Agreement, Seller shall turn over to District all educational records related to the services provided to any District student pursuant to this Agreement.

15. Assignment/Successors and Assigns. Seller shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties or obligations under this Agreement without the prior written consent of District. Subject to the foregoing, this Agreement shall be binding on the heirs, executors, administrators, successors, and assigns of the respective parties.

16. Severability. If any provision of this Agreement shall be held invalid or unenforceable by a court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision of this Agreement.

17. Amendments. The terms of this Agreement shall not be waived, altered, modified, supplemented or amended in any manner whatsoever except by written agreement signed by both parties and approved by the governing board.

18. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of California, excluding its choice of law rules. Any action or proceeding seeking any relief under or with respect to this Agreement shall be brought solely in the Superior Court of the State of California for the County of Alameda, subject to transfer of venue under applicable State law, provided that nothing in this Agreement shall constitute a waiver of immunity to suit by the District.

19. Written Notice. Written notice shall be deemed to have been duly served if delivered in person to Seller at the address located next to the party signatures below, or if delivered at or sent by registered or certified or overnight mail to the last business address known to the person who sends the notice.

20. Compliance with Law. Each and every provision of law and clause required by law to be inserted into this Agreement shall be deemed to be inserted herein and this Agreement shall be

Purchase Order Contract – Sof Surfaces, Inc. – Burckhalter Elementary School Site Improvements Project - \$56,437.05

30. Local Business. Seller shall comply with the requirements of the District's Local, Small Local, and Small Local Resident Business Enterprise Program, which may require a 50% minimum local participation requirement in the performance of this Agreement. A copy of this program may be obtained at www.ousd.k12.ca.us, under the Facilities Planning & Management Department drop down menu, at "Bids and Requests for Proposals."

31. Forms. The following forms, which must be executed by the Seller, are incorporated into the contract:

- ~~Fingerprinting Notice and Acknowledgement.~~
- ~~Workers' Compensation Certification .~~
- ~~Drug Free Workplace Certification.~~
- ~~Buy American Certification.~~
- ~~Local Business Participation Form.~~

Within ten (10) days after award and before commencement of the services, the signed agreement, insurance documentation, and Student Contract Form (see Exhibit B to the Fingerprinting Notice and Acknowledgement) shall be submitted to the District.

32. Mediation. A party to this Agreement shall, as a condition precedent to initiating any litigation against the other party, demand mediation of any dispute. The parties shall endeavor to include any third party claimant in the mediation. The parties shall select a mediator and schedule the mediation within thirty (30) days of the initial demand for mediation. If the parties cannot agree on a mediator, the mediator shall be appointed by JAMS. The parties to the mediation, including the parties to this Agreement, shall pay equal shares of the mediator's fees. Each party shall bear its own attorney's fees related to the mediation.

33. Safety Regulation . All equipment and supplies furnished, and/or all work performed, shall meet all applicable safety regulations of the Division of Industrial Safety of the State of California, and Health & Safety code of the State of California.

IN WITNESS WHEREOF the parties have executed this Agreement on the date first hereinabove written.

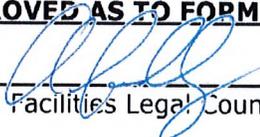
OAKLAND UNIFIED SCHOOL DISTRICT

By: 
Tadashi Nakadegawa, Deputy Chief,
Facilities Planning and Management

⁰⁰
SOFT SURFACES, INC.

Consultant / Contractor
By: Inside S65
[TITLE]
Date: 6/22/22

APPROVED AS TO FORM:


OUSD Facilities Legal Counsel
Date: 6/22/22


Gary Yee, President Board of Education 6/30/2022


Kyla Johnson Trammell, Secretary, Board of Education 6/20/2022

read and enforced as though it were included therein. Seller shall comply with all applicable federal, state, and local laws, rules, regulations and ordinances, including but not limited to fingerprinting under Education Code section 45125.1, confidentiality of records, Education Code section 49406 and others. Seller agrees that it shall comply with all legal requirements for the performance of duties under this Agreement and that failure to do so shall constitute material breach.

21. Non-Discrimination. There shall be no unlawful discrimination in the contracting of persons under this Agreement because of race, color, national origin, age, ancestry, religion, sex, or sexual orientation of such persons.

22. Attorneys' Fees. If any legal action is taken to interpret or enforce the terms of this Agreement, the prevailing party shall be entitled to recover reasonable attorneys' fees and other reasonable costs and expenses incurred in connection with that legal action.

23. Liability of District. Notwithstanding anything stated herein to the contrary, District shall not be liable for any special, consequential, indirect or incidental damages, including but not limited to lost profits in connection with this Agreement.

24. Time. Time is of the essence to this Agreement.

25. Waiver. No delay or omission by District in exercising any right under this Agreement shall operate as a waiver of that or any other right and no single or partial exercise of any right shall preclude the District from any or further exercise of any right or remedy.

26. Entire Agreement. This Agreement, along with Consultant's subscription agreement attached as Exhibit A and incorporated herein, is intended by the parties as the final expression of their agreement with respect to such terms as are included herein and as the complete and exclusive statement of its terms and may not be contradicted by evidence of any prior agreement or of a contemporaneous oral agreement, nor explained or supplemented by evidence of consistent additional terms.

27. Execution of Other Documents. The parties to this Agreement shall cooperate fully in the execution of any and all other documents and in the completion of any additional actions that may be necessary or appropriate to give full force and effect to the terms and intent of this Agreement.

28. Execution in Counterparts. This Agreement may be executed in counterparts such that the signatures may appear on separate signature pages. A copy, facsimile, or an original, with all signatures appended together, shall be deemed a fully executed agreement.

29. Warranty of Authority. The persons who have signed this Agreement warrant that they are legally authorized to do so on behalf of the respective parties, and by their signatures to bind the respective parties to this Agreement.

Exhibit A
Scope/quotation

Quotation

17-Jun-2022

Quote No.: Q107287-2-TP



Attn: JaQuan Cornish
Customer: Oakland Unified School
Address: 955 High Street
City/State: Oakland, CA 94601
Project: OUSD- Burckhalter Elementary School
Phone: 510-535-7041
Fax:
E-mail: JaQuan.Cornish@ousd.org
Project Contact:
Phone / Fax:

Contact SSI:
 800.263.2363 / Fax 519.882.2697

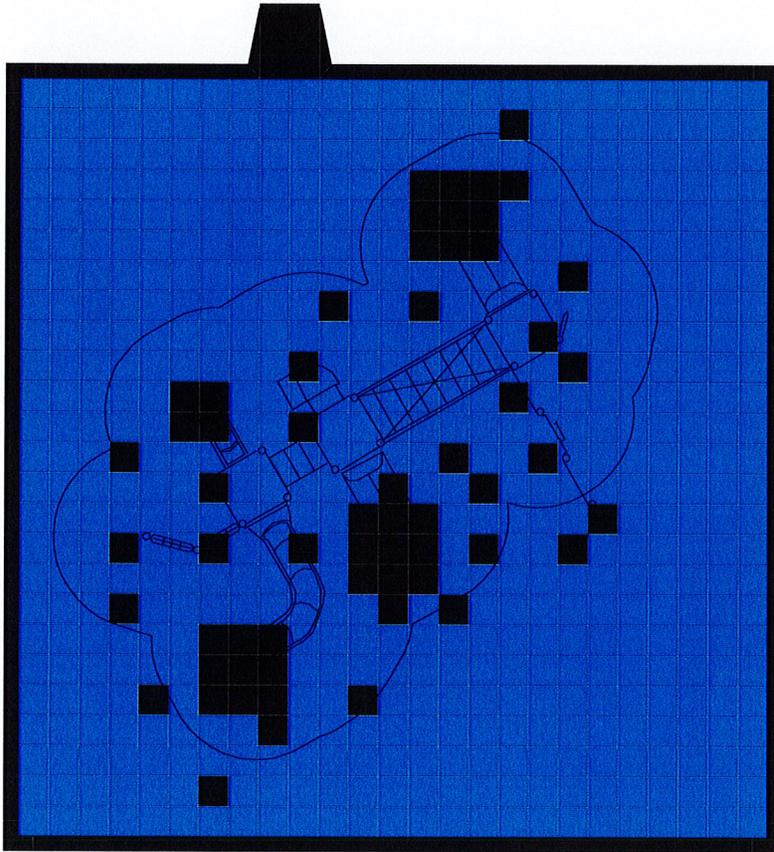
Area No. 1 of 1 - OUSD- Burckhalter Elementary School

Installation Site: OUSD- Burckhalter Elementary School
Address: 3994 Burckhalter Ave.
City / State: Oakland, CA 94605
Ship To: OUSD- Burckhalter Elementary School
Address: 3994 Burckhalter Ave.
City / State: Oakland, CA 94605
Quote Type: DuraSAFE Material Only
Sub Base Type: Asphalt - scarified per instructions
Area (Sq. Ft.): 2720

Unit	Qty.	Color	Description	Thickness	Drop Ht.	Weight	List Price	Total Weight	Total List	Unit Cost
Each	62	100% Black (rolled rubber finish)	DuraSAFE "Premium"	4.25"	8' 0"	35.31	\$67.00	2189.22	\$4,154.00	\$56.95
Each	577	Aquamarine	DuraSAFE "Premium"	4.25"	8' 0"	35.31	\$71.00	20373.87	\$40,967.00	\$60.35
Each	49	Midnight Black	SofRAMP® KL"Plus"	4.25"		40.14	\$62.44	1966.86	\$3,059.56	\$62.44
Each	3	Midnight Black	SofRAMP® KL"Plus" (ADA side transitions)	4.25"		40.14	\$0.00	120.42	\$0.00	\$0.00
Each	4	Midnight Black	SofRAMP® KL"Plus" Outside Corner (1PC UNCUT)	4.25"		40.14	\$62.44	160.56	\$249.76	\$62.44
Each	1	Midnight Black	SofRAMP® KL"Plus" ADA	4.25"		156.46	\$391.98	156.46	\$391.98	\$391.98
Each	153		Adhesive - Tile to Tile (tube)			1.65	\$9.25	252.45	\$1,415.25	\$9.25
Each	4		Bostik Greenfusion Adhesive - Tile to Base			56.80	\$241.00	227.20	\$964.00	\$241.00
Each	27		Polyurethane Foam Sealant			1.17	\$9.25	31.59	\$249.75	\$9.25
Each	1		Special Setup Charge			0.00	\$100.00	0.00	\$100.00	\$100.00

Tile Layout - Area N° 1 - OUSD- Burckhalter Elementary School

Area (Sq. Ft.): 2720



X

The material quantities proposed are based on this layout. If the layout is altered, this may influence the quantities needed for a successful installation. Please initial that you understand and agree.

Pallets: 12 Weight: 26499
 Dealer: Marturano Recreation Company - Sea Girt, NJ
 Shipping Options: Need Van, Residential Delivery

Please note that appropriate equipment (ie: forklift and or manpower, pallet jack and chain if necessary), will be required at delivery site.

15% Restock fee and shipping for plus tiles. No returns on premium tiles.

The drawings within this quote are based on measurements supplied to soFSURFACES and are not professional engineered drawings. It is the project manager's responsibility (not soFSURFACES or its dealer) to provide soFSURFACES with correct measurements and to ensure that all site specifications and site preparations (including without limitation slopes, ramps, and transition components) are compliant with local building codes, and prepared to soFSURFACES' requirements.

Total List Price:		\$51,551.30
Discount	15.00%	(\$6,768.15)

Total (After Third Party Discount):	\$44,783.15
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Shipping and Handling Charge:	\$7,063.62
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Sub Total:	\$51,846.77
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CA:	6.00%	\$2,687.00
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CALAMEDA:	0.25%	\$111.95
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DOAKLAND:	4.00%	\$1,791.33
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Total in USD Funds:	\$56,437.05
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Cost per sq.ft.:	\$20.75
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Finance Options Available

*Estimated Monthly Payment, 1 Year Term: Min. Order = \$10,000.00 \$4,190.36 USD
 2 Year Term: Min. Order = \$25,000.00 \$2,189.67 USD
 3 Year Term: Min. Order = \$35,000.00 \$1,531.84 USD

*Monthly payment based on minimum 15% down deposit. Final Rate subject to OAC. For more information please contact our Finance Controller at 1-800-263-2363 or m.patterson@sofsurfaces.com.

FOR MAILED US PAYMENTS:
 Sof Surfaces Inc.
 Dept CH 19173
 Palatine, IL 60055-9173

FOR COURIERED US PAYMENTS:
 Sof Surfaces Inc. - Lockbox 19173
 5505 N Cumberland Avenue, STE 307
 Chicago, IL 50656-1471

FOR CANADIAN PAYMENTS:
 Sof Surfaces Inc.
 4393 Discovery Line
 Petrolia, ON, N0N 1R0

Undersigned for Oakland Unified School District accepts the terms and conditions which apply to this quotation.



X

SIGNED

JaQuan Cornish

DATE

Quote valid for 60 days.





DIVISION OF FACILITIES PLANNING & MANAGEMENT ROUTING FORM

Project Information			
Project Name	Burckhalter Elementary School Site Improvements	Site	105
Basic Directions			
Services cannot be provided until the contract is awarded by the Board or is entered by the Superintendent pursuant to authority delegated by the Board.			
Attachment Checklist	<input checked="" type="checkbox"/> Proof of general liability insurance, including certificates and endorsements, if contract is over \$15,000 <input checked="" type="checkbox"/> Workers compensation insurance certification, unless vendor is a sole provider		

Contractor Information							
Contractor Name	Sof Surfaces, Inc.	Agency's Contact	Brennan Prins				
OUSD Vendor ID #	003982	Title	Director				
Street Address	4393 Discovery Line	City	Petrolia, ON	State	CAN	Zip	NON 1R0
Telephone	800-263-2363	Policy Expires					
Contractor History	Previously been an OUSD contractor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Worked as an OUSD employee? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
OUSD Project #	22123						

Term of Original/Amended Contract			
Date Work Will Begin (i.e., effective date of contract)	6-30-2022	Date Work Will End By (not more than 5 years from start date; for construction contracts, enter planned completion date)	9-10-2022
		New Date of Contract End (If Any)	

Compensation/Revised Compensation			
If New Contract, Total Contract Price (Lump Sum)	\$	If New Contract, Total Contract Price (Not To Exceed)	\$56,437.05
Pay Rate Per Hour (If Hourly)	\$	If Amendment, Change in Price	\$
Other Expenses		Requisition Number	

Budget Information				
If you are planning to multi-fund a contract using LEP funds, please contact the State and Federal Office before completing requisition.				
Resource #	Funding Source	Org Key	Object Code	Amount
9650 9888	Fund 21 Measure J	210-9650-0-9888-8500-6274-105-9180-9905-9999-22123	6274	\$56,437.05

Approval and Routing (in order of approval steps)				
Services cannot be provided before the contract is fully approved and a Purchase Order is issued. Signing this document affirms that to your knowledge services were not provided before a PO was issued.				
1.	Division Head		Phone	510-535-7038
			Fax	510-535-7082
Executive Director, Facilities Planning and Management				
	Signature		Date Approved	6-23-22
2.	General Counsel, Department of Facilities Planning and Management			
	Signature		Date Approved	6/22/22
Lozano Smith, approved as to form				
3.	Deputy Chief, Facilities Planning and Management			
	Signature		Date Approved	6-23-22
For T. Nakadogawa				
4.	Chief Financial Officer			
	Signature		Date Approved	
5.	President, Board of Education			
	Signature		Date Approved	