

Board Office Use: Legislative File Info.	
File ID Number	12-2460
Committee	Facilities
Introduction Date	October 24, 2012
Enactment Number	12-2666
Enactment Date	10/24/12

Memo

To Board of Education

From Tony Smith, Ph.D., Superintendent
Timothy White, Associate Superintendent, Facilities Planning and Management

Board Meeting Date October 24th 10, 2012

Subject Amendment No. 1, Purchase Order Agreement -Kam Yan and Associates - Carter Baseball Scoreboard Project



Action Requested Approval by the Board of Education of Amendment No. 1, Purchase Order with Kam Yan and Associates for Structural Analysis Services on behalf of the District at Carter Baseball Scoreboard Project, revising the end date from September 1, 2011 through June 30, 2012 to December 31, 2012. All remaining portions of the agreement shall remain in full force and effect as originally stated.

Background The local community group has donated a baseball scoreboard to be installed on the school site. Structural Engineering Services are required by Division of State Architect for the design of the structural foundation.

Local Business Participation Percentage 100.00%

Strategic Alignment Among the key purposes of the District's Facilities Master Plan is to provide an academic environment for the Oakland community that will give every student, educator, and community member using our facilities the best possible opportunity for learning.

Through implementation of the Facilities Master Plan, the District intends to improve the District's facilities in terms of structural integrity, safety, reliability of operating (mechanical) systems, access to modern resources,



number and type of appropriate laboratories and specialized instruction rooms, opportunities for physical education, and attractiveness, such that the Oakland Public Schools are second to none. Operation of the District schools under the planned approach is intended to ensure safety, cleanliness, and orderliness for all individuals participating in the learning process.

The basic facility needs of students such as proper lighting, functional roofs, noise control and well maintained buildings, not only convey the message that we value our students and teachers but may foster a sense of school pride and community ownership which may improve attitudes towards learning. The implementation of the Facilities Master Plan is our first step in that direction.

Recommendation

Approval by the Board of Education of Amendment No. 1, Purchase Order with Kam Yan and Associates for Structural Analysis Services on behalf of the District at Carter Baseball Scoreboard Project, revising the end date from September 1, 2011 through June 30, 2012 to December 31, 2012. All remaining portions of the agreement shall remain in full force and effect as originally stated.

Fiscal Impact

Developer Fees

Attachments

- Independent Contractors Agreement including scope of work

P.O. Invoice
Date only

OAKLAND UNIFIED SCHOOL DISTRICT
Department of Facilities Planning and Management
AGREEMENT REQUEST FORM

V054194

DATE SUBMITTED: 6/6/2012
SUBMITTED BY: Donald Chew

SECTION I. TYPE OF AGREEMENT (PLEASE CHECK ONE BOX)

1.) A/E (Architect and Engineers) Contract	<input type="checkbox"/>	5.) "Small" (under \$15,000.00) Construction Contract	<input type="checkbox"/>
2.) IOR (Inspector of Record Contract)	<input type="checkbox"/>	6.) Resolution Awarding Bid and Construction Contract	<input type="checkbox"/>
3.) Agreement for Professional Services - Testing Etc.	<input type="checkbox"/>	7.) Change Order	<input type="checkbox"/>
4.) Amendment to Agreement for Professional Services (Amendment #1)	<input checked="" type="checkbox"/>	8.) Purchase Order	<input type="checkbox"/>

Vendor Number: _____
Fiscal Year: 2012-2013
P.O. Under \$50K: 0-1-2012
Date Processed: 6/1/12
To: MB 9/1 To DR: _____

Timothy E. White Date Asst. Superintendent

Tadashi Nakadegawa Date 6/12/12 Facilities Director

SECTION II. LOCAL BUSINESS PARTICIPATION PERCENTAGE:

Local Business	Small Local Business	Small Local Resident Business	Total Percentage
0.00%	100.00%	0.00%	100.00%

SECTION III. AGREEMENT INFORMATION:

Project Name:	Carter Baseball Scoreboard	Project No:	07142
Vendor Name:	Kam Yan and Associates	Vendor Contact:	Kam Yan
Vendor Phone Number:	(510) 562-0581	Vendor Mailing Address:	433 Hegenberger, Suite 204 Oakland, CA 94621
Agreement Start and Stop Dates:	Start: 9/19/2011 Stop: 12/31/2012	Amounts:	Current Contract Amount: 50000 Not to Exceed Amount: \$0.00 Revised Contract Amount: \$0.00
Has Work Started?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes give an explanation: This is an ongoing project	Has Work Been Completed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Date: _____

3539000890-6215

Date

RECEIVED

6-18-2012

Certificate of Insurance Attached Yes No Date provided: _____

For Construction Contracts >\$15,000, please provide or attach the following:

- 1) Number of Bids Received, List of Bidders (Attach Bid Documents)
- 2) Date(s) of Bid Advertisement - October 10, 2012 Performance Bonds Attached
- 3) Date of Bid Opening - 12-26-12 7) Payment Bonds Attached
- 4) Name of Architect - Enactment Date 10/24/12 (Sections 6 and 7 to be completed by Contract Administration department)
- 5) Liquidated damages per day - \$

Scope of Work: (Needed to prepare Executive Summary) Please attach separately along with Vendor's proposal.
Engineering Services for the installation of a baseball scoreboard provided a community group.

This amendment is to extend the Agreement Stop Date from June 30, 2012 to December 31, 2012.

There is no change to the current Contract Amount

Discussion Info: (Needed to prepare Executive Summary) (Provide detailed background - Why is contract required and what is the benefit to students) - Add additional pages as needed

The local community group has donated a baseball scoreboard to be installed on the school site. Structural Engineering Services were required by DSA for the design of the structural foundation.

OUSD or the District verifies that the Contractor does not appear on the Excluded Parties List at www.epls.gov/epls/search.do.

Funding Source: _____

Budget Number: _____



AMENDMENT NO. 1 PURCHASE ORDER

File ID Number: 12-2460
Introduction Date: 10/24/12
Enactment Number: 12-2666
Enactment Date: 10/24/12
By: [Signature]

This Amendment is entered into between the Oakland Unified School District (OUSD) and Kam Yan and Associates. OUSD entered into an Agreement with CONTRACTOR for services on September 19, 2011, and the parties agree to amend that Agreement as follows:

1. Services: X The scope of work is unchanged.
If scope of work changed: Provide brief description of revised scope of work...
The CONTRACTOR agrees to provide the following amended services:
2. Terms (duration): X The term of the contract has changed.
If term is changed: The contract term is extended by an additional Six months, and the amended expiration date is December 31, 2012.
3. Compensation: X The contract price is unchanged.
If the compensation is changed: The contract price is amended by
Increase of \$... to original contract amount
Decrease of \$... to original contract amount
and the new contract total is Seventy-five hundred dollars (\$7,500.00)

4. Remaining Provisions: All other provisions of the Agreement, and prior Amendment(s) if any, shall remain unchanged and in full force and effect as originally stated.

5. Amendment History:
There are no previous amendments to this Agreement. This contract has previously been amended as follows:

Table with 4 columns: No., Date, General Description of Reason for Amendment, Amount of Increase (Decrease). Row 1 contains diagonal slashes in the first three columns and a dollar sign in the fourth.

EXHIBIT "A" Scope of Work

Contractor Name: **KAM YAN & ASSOCIATES**Billing Rate: Zero dollars (\$0.00)**1. Description of Services to be Provided**

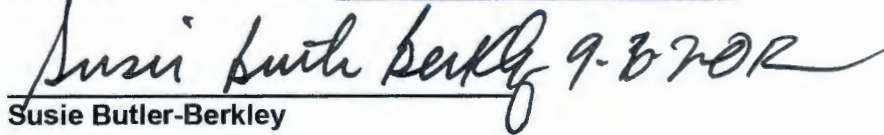
This amendment is to extend the dates from September 19, 2011 to December 31, 2012.

2. Specific Outcomes:

The local community group has donated a baseball scoreboard to be installed on the school site. Structural Engineering Services were required by Division of State Architect for the design of the structural foundation.

3. Alignment with District Strategic Plan: Indicate the goals and visions supported by the services of this contract:

<input type="checkbox"/> Ensure a high quality instructional core	<input type="checkbox"/> Prepare students for success in college and careers
<input checked="" type="checkbox"/> Develop social, emotional and physical health	<input checked="" type="checkbox"/> Safe, healthy and supportive schools
<input type="checkbox"/> Create equitable opportunities for learning	<input checked="" type="checkbox"/> Accountable for quality
<input type="checkbox"/> High quality and effective instruction	<input type="checkbox"/> Full service community district

Oakland Unified School District or the District verifies that the Contractor does not appear on the Excluded Parties List at www.epls.gov/epls/search.do.


Susie Butler-Berkley
Contract Analyst

Board Office Use: Legislative File Info.	
File ID Number	11-3017
Committee	Facilities
Introduction Date	12-6-2011
Enactment Number	11-2526
Enactment Date	12-14-11



OAKLAND UNIFIED
SCHOOL DISTRICT

Memo

To Board of Education

From Tony Smith, Ed.D., Superintendent
Timothy White, Assistant Superintendent, Facilities Planning and Management

Board Meeting Date December 14, 2011

Subject Division of Facilities Planning and Management P.O. Less than \$50,000.00

Action Requested: Ratification by the Board of Education of the attached contracts for the Division of Facilities Planning and Management.

File ID	Vendor Name	\$	Funding Source	Type	Site	Period	City
11-3006	911 Restoration	\$41,725.89	GO Bond-Measure A	P.O.	Claremont Landscaping	6-28-2011 thru 8-27-2011	Richmond
11-3007	ABC School Equipment	\$355.00	GO Bond-Measure B	P.O.	Jefferson New Building	9-16-2011	Corona
11-3008	Alarcon Bohm	\$7,949.13	Special Reserve Fund	P.O.	Claremont HVAC Replacement	9-27-2011	Oakland
11-3009	Alcal Specialty Contracting, Inc.	\$1,925.00	GO Bond-Measure B	P.O.	Madison Modernization (HVAC)	9-15-2011 thru 12-31-2011	Fremont
11-3010	AON	\$3,500.00	Special Reserve Fund	P.O.	La Escuelita Educational Complex	9-26-2011 thru 10-26-2011	Concord
11-3011	BT Mancini	\$881.00	Go Bond-Measure B	P.O.	Oakland HS Mod	12-1-2011 thru 3-30-2011	Milpitas
11-3012	Campus Security Solutions	\$4,921.08	GO Bond-Measure B	P.O.	Prescott ES Mod	10-21-2011 thru 12-31-2011	Campbell
11-3013	Chussy International	\$370.00	GO Bond-Measure A	P.O.	Division of Facilities, Planning and Management	9-21-2011 thru 9-21-2011	Oakland
11-3014	Energy Systems	\$1,950.00	Country School Facilities	P.O.	Downtown Educational Complex Relocation	9-30-2011 thru 9-30-2012	Stockton
11-3015	Graybar	\$2,958.66	GO Bond-Measure B	P.O.	Frick Wellness Center	9-26-2011 thru 9-30-2011	Dublin
11-3016	Janakes Electric Inc.	\$5,200.00	Special Reserve Fund	P.O.	Claremont HVAC Replacement	8-25-2011 thru 9-1-2011	Redwood City
11-3017	Kam Yan and	\$4,500.00	County School	P.O.	Carter	9-1-2011	Oakland



OAKLAND UNIFIED
SCHOOL DISTRICT

	Associates		Facilities Fund		Baseball Scoreboard	thru 6-30- 2012	
11-3018	KW Engineering	\$32,720.00	GO Bond-Measure B	P.O.	Division of Facilities, Planning and Management	12-1-2011 thru 3-30- 2012	Oakland
11-3019	Noodle, Inc.	\$1,819.00	GO Bond-Measure B	P.O.	Oakland HS Health	8-12-2010 thru 8-31- 2011	Oakland
11-3020	North American Fence & Supply, Inc.	\$9,461.00	GO Bond-Measure B	P.O.	Havenscourt Interim Dining	8-30-2011 thru 12-31- 2011	Oakland
11-3021	Polk Communications	\$2,775.00	GO Bond-Measure A	P.O.	Claremont MS Landscaping	8-21-2011 thru 11-30- 2011	Oakland
11-3022	ServeSmart	\$3,275.00	GO Bond-Measure B	P.O.	Oakland HS Mod	10-1-2011 thru 10-31- 2011	El Cajon
11-3024	Sterling Environmental Corp.	\$21,160.00	Special Reserve Fund	P.O.	Claremont HVAC Replacement	7-15-2011 thru 7-22- 2011	Oakland
11-3026	Tot Turf	\$32,000.00	Special Reserve Fund	P.O.	Melrose Play Structure Repair	9-15-2011 thru 12-31- 2011	Oakland
11-3027	Tri-Net & McNamara Services Co.	\$8,412.31	GO Bond-Measure B	P.O.	Elmhurst MS Modernization Auditorium	9-29-2011 thru 12-31- 2011	Los Gatos
11-3028	Tri-Net & McNamara Services Co.	\$3,504.92	GO Bond-Measure B	P.O.	Madison MS Health Center	9-19-2011 thru 12-31- 2011	Los Gatos

Discussion:

Among the key purposes of the District's Facilities Master Plan is to provide an academic environment for the Oakland community that will give every student, educator, and community member using our facilities the best possible opportunity for learning.

Through implementation of the Facilities Master Plan, the District intends to improve the District's facilities in terms of structural integrity, safety, reliability of operating (mechanical) systems, access to modern resources, number and type of appropriate laboratories and specialized instruction rooms, opportunities for physical education, and attractiveness, such that the Oakland Public Schools are second to none. Operation of the District schools under the planned approach is intended to ensure safety, cleanliness, and orderliness for all individuals participating in the learning process.

The basic facility needs of students such as proper lighting, functional roofs, noise control and well maintained buildings, not only convey the message that we value our students and teachers but may foster a sense of school pride and community ownership which may improve attitudes towards learning. The implementation of the Facilities Master Plan is our first step in that direction.

Fiscal Impact:

Various

Recommendation:

The Board of Education is requested to approve the Facilities Planning and Management to OUSD school sites.



OAKLAND UNIFIED
SCHOOL DISTRICT

OAKLAND UNIFIED SCHOOL DISTRICT
Department of Facilities Planning and Management
AGREEMENT REQUEST FORM

DATE SUBMITTED: 8/31/2011
 SUBMITTED BY: Donald Chew

V054194

SECTION I. TYPE OF AGREEMENT (PLEASE CHECK ONE BOX)

1.) A/E (Architect and Engineers) Contract	<input checked="" type="checkbox"/>	5.) "Small" (under \$15,000.00) Construction Contract	<input type="checkbox"/>
2.) IOR (Inspector of Record Contract)	<input type="checkbox"/>	6.) Resolution Awarding Bid and Construction Contract	<input type="checkbox"/>
3.) Agreement for Professional Services - Testing Etc.	<input type="checkbox"/>	7.) Change Order	<input type="checkbox"/>
4.) Amendment to Agreement for Professional Services	<input type="checkbox"/>	8.) Purchase Order	<input type="checkbox"/>

Vendor Number: _____
 Fiscal Year: 2011-2012
 P.O. Under \$50K: _____
 Date Processed: 9-27-2011
 To: MB 9/27/11 To: DR: 9/27/11

[Signature] Date _____ Timothy E. White Asst. Superintendent
[Signature] Date _____ Tadashi Nakadegawa Facilities Director

SECTION II. LOCAL BUSINESS PARTICIPATION PERCENTAGE:

Local Business	Small Local Business	Small Local Resident Business	Total Percentage
0.00%	100.00%	0.00%	100.00%

SECTION III. AGREEMENT INFORMATION:

Project Name:	Carter Baseball Scoreboard	Project No:	07142 3539000890-6215
Vendor Name:	Kam Yan and Associates	Vendor Contact:	Kam Yan
Vendor Phone Number:	(510) 562-0581	Vendor Mailing Address:	433 Hegenberger, Suite 204 Oakland, CA 94621
Agreement Start and Stop Dates:	Start: 9/1/2011 Stop: 6/30/2012	Amounts:	Current Contract Amount: \$0.00 Not to Exceed Amount: \$4,500.00 Revised Contract Amount: \$0.00
Has Work Started?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes give an explanation:	Has Work Been Completed?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Date: <u>11-1-11</u> Introduction Date: <u>12-6-2011</u> Attachment No.: <u>11-2526</u> Attachment Date: <u>12-14-11</u>
Certificate of Insurance Attached	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Date provided:	

For Construction Contracts >\$15,000, please provide or attach the following:

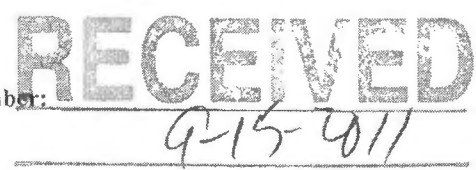
- 1) Number of Bids Received, List of Bidders and Amounts (Bid Form) (Attach Bid Documents)
- 2) Date(s) of Bid Advertisement -
- 3) Date of Bid Opening -
- 4) Name of Architect -
- 5) Liquidated damages per day - \$
- 6) Performance Bonds Attached
- 7) Payment Bonds Attached

(Sections 6 and 7 to be completed by Contract Administration department)

Scope of Work: (Needed to prepare Executive Summary) Provide Structural Engineering Services for baseball scoreboard for the Field of Dreams at the Carter site per attached proposal dated August 4, 2011. Please attach separately along with Vendor's proposal.

Discussion Info: (Needed to prepare Executive Summary) (Provide detailed background - Why is contract required and what is the benefit to students) - Add additional pages as needed
Structural Engineering Services is required by DSA for the design of the structural foundation support for the safety of the students, staff and guest.

Funding Source: Fund 40 Budget Number: _____





KAM YAN & ASSOCIATES

August 4, 2011
11-256B

Mr. Cesar Monterrosa
Oakland Unified School District
955 High Street
Oakland, CA 94601

Subject: **Field of Dreams - Scoreboard**
PROPOSAL FOR STRUCTURAL ENGINEERING SERVICES

Dear Cesar,

We are pleased to present our proposal for Structural Engineering Services for the subject project. Our work will include structural design for foundation support of a scoreboard that was already purchased and is on site at this time.

SCOPE OF STRUCTURAL ENGINEERING SERVICES

- Field survey for as-built condition
- Prepare construction documents and structural calculations for DSA application.
- Provide back check services at DSA
- Perform construction phase services that include field visit, shop drawings review and responses to RFIs
- Provide close out services upon completion of project

For the above stated scope of services, we propose a not to exceed fee of \$4,000. We hope this will be acceptable to you. Please call if you need further assistance or clarifications.

Sincerely,

Kam Yan & Associates,
Kam Yan, S.E.

Accepted by: _____

Date: _____