

Board Office Use: Legislative File Info.	
File ID Number	12-0999
Committee	Facilities
Introduction Date	4-25-2012
Enactment Number	12-1202
Enactment Date	4-25-12 JS



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 April 25, 2012

Subject Division of Facilities Planning and Management P.O.'s. 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.

	NAME	AMOUNT	FUND NAME	P.O.	LOCATION	DATES	CITY
12-0897	Alameda Electrical Distributors	\$5,272.30	Fund 35	P.O.	Downtown Educational Complex	3-16-2012 thru 5-1-2012	Alameda
11-2575	C&C Development & Associates	\$8,679.58	Fund 35	P.O.	Downtown Educational Complex Relocation	8-15-2011 thru 12-31-2011	Oakland
12-0898	California Business Systems	\$206.73	Measure A	P.O.	Facilities Department	3-16-2012 thru 3-19-2012	Oakland
12-0909	Comack Plumbing Co.	\$586.26	Measure B	PO Increase	Madison Health Center	3-6-2012 thru 12-31-2012	Oakland
12-0899	Creation Engine, Inc.	\$760.25	Measure A	P.O.	Facilities Department	3-21-2012 thru 3-29-2012	Mt. View
12-0900	Economy Lumber	\$4,261.66	Fund 35	P.O.	Downtown Educational Complex Relocation	3-16-2012 thru 5-31-2012	Oakland
12-0901	Geary Pacific Supply	\$1,644.85	Fund 35	P.O.	Downtown Educational Complex Relocation	3-2-2012 thru 5-31-2012	Hayward
12-0902	Kelly Moore	\$1,158.02	Fund 35	P.O.	Downtown Educational Complex	3-16-2012 thru 5-31-2012	Oakland
12-0906	Masterpiece Painting	\$25,000.00	Measure B	P.O.	Highland New Classroom Building	4-1-2012 thru 12-31-2012	Oakland
12-0907	Syserco, Inc.	\$12,358.00	Fund 35	P.O.	Redwood Heights ES	3-13-2012 thru 6-13-2012	Fremont

**Discussion:**



OAKLAND UNIFIED  
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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 contracts and Purchase Order for the OUSD school sites.

**OAKLAND UNIFIED SCHOOL DISTRICT**  
Department of Facilities Planning & Management

**AGREEMENT REQUEST FORM**

1016039

**DATE SUBMITTED SUBMITTED BY:** 03-21012 Tadashi Nakadegawa

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

1.) A&E (Architects 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 & 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 #--)	<input type="checkbox"/>	8.) Purchase Order	<input checked="" type="checkbox"/>

*Year: 2011-2012*  
*Under \$50K: 3-28-2012*  
*To: DR: [Signature]*


**SECTION II LOCAL BUSINESS PARTICIPATION PERCENTAGE**

Local Business	Small Local Business	Small Local Resident Business	Total Percentage

**All requests will require the Assistant Superintendent's and the Director of Facilities Authorization and Signature**

	Date		Date
Timothy E. White Assistant Superintendent		Tadashi Nakadegawa Director of Facilities	5/21/12


**SECTION III. AGREEMENT INFORMATION:**

Project Name:	Office Professional 2010 License 5 Elect. Download/MindManager Pro 2012 Windows License 5-9	Project No:	9189303815-4420
Vendor Name:	Creation Engine, Inc.	Vendor Contact:	Rosie Ricca
Vendor Phone Number:	800.431.8713ph, 650.934.3234 fax	Vendor Mailing Address:	425 N. Whisman Rd. Ste. 300, Mountain View, CA 94043
Agreement Start & Stop Dates:	Start: 3/21/12 Stop: 3/29/12	Amounts:	Current Contract Amount: Not to Exceed Amount: \$760.25 Revised Contract Amount:
Has Work Started?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes give an explanation:	Has Work Been Completed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Certificate of Insurance Attached <input type="checkbox"/> Yes <input type="checkbox"/> No		Date provided: 	

**Jody London**

President, Board of Education

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

- |  |   |
|--|---|
| 1) Number of Bids Received, List of Bidders and Amounts (Bid Form) <i>(Attach Bid Documents)</i> | 6) Performance Bonds Attached   |
| 2) Date(s) of Bid Advertisement  | 7) Payment Bonds Attached  |
| 3) Date of Bid Opening   | 8) Number of Phases   |
| 4) Name of Architect   | (Sections 6 & 7 to be completed by Contract Administration department)  |
| 5) Liquidated damages per day  |   |

**Scope of Work:** *(Needed to prepare Executive Summary)*

**Discussion Information** *(Needed to prepare Executive Summary)* Programs needed for Facilities

**Funding Source**

**Budget Number:**

**LEGISLATIVE FILE**

Introduction Date 4-25-2012

Enactment No. 12-1202

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**RECEIVED**

3-28-2012

# Creation Engine, Inc.

425 N. Whisman Rd. Ste. 300, Mountain View, CA 94043  
800.431.8713 telephone  
650.934.3234 fax  
www.creationengine.com

# Quote

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## BILLING ADDRESS

Oakland Unified School District  
Accounts Payable  
1025 2nd Avenue  
Oakland, CA 94606

## SHIPPING ADDRESS


Oakland Unified School District  
Accounts Payable  
1025 2nd Avenue  
Oakland, CA 94606 USA

Tele: 510-879-8378

Ship: ELECTRONIC DELIVERY

Quote Number	Quote Date	Reference	Tax Area
16715	03/19/12	Jasper Quote	No Sales Tax

Part Number	Product Name	Ordered	Shipped	Backordered	Price	Extended	Tx
MSL79P03527	Office Professional Plus 2010 License Electronic download takes 3-5 business days before it is emailed	5	5	0	\$77.00	\$385.00	
MJL101958	MindManager Pro 2012 Windows License 5-9 ESD Electronic download takes 3-5 business days before it is emailed. Contact name, phone number and email required. Official school purchase order must be received before order can be placed.	5	5	0	\$75.05	\$375.25	2



Notes

Total Before Tax	Tax	Shipping	QuoteTotal
\$760.25	0.00	0.00	\$760.25

Quote good for 30 days from date of quote. FOB Destination, freight prepaid and added to invoice. Official school purchase order acceptable via fax (650.934.3234) or mail. Net 30 day terms available for school purchase orders. Creation Engine, Inc. Federal Tax ID: 20-2227105