

Board Office Use: Legislative File Info.	
File ID Number	13-0808
Committee	Facilities
Introduction Date	5-8-2013
Enactment Number	13-0789
Enactment Date	5/8/13



OAKLAND UNIFIED SCHOOL DISTRICT

Memo

To Board of Education

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

Board Meeting Date May 8, 2013

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.

Legistar #	Name	Amount	Funding Source	P.O.	Project	Date	City
13-0796	Apple Inc.	\$1,974.009	Measure A	P.O.	Facilities	12-4-12 thru 12-4-13	Cupertino
13-0797	Chussy International	\$620.20	Measure A	P.O.	Facilities	10-10-12 thru 11-10-12	Oakland
13-0798	Chussy International	\$350.00	Measure A	P.O.	Facilities	12-7-12 thru 12-7-12	Oakland
13-0799	Comtel Systems	\$7,784.00	County School Facilities Fund	P.O.	La Escuelita Educational Center	11-7-12 thru 3-31-13	Sunnyvale
13-0804	Dell	\$3,887.02	Measure A	P.O.	Facilities	11-29-12 thru 12-28-12	Round Rock, TX
13-0805	DFS	\$17,025.00	Developer Fee	P.O.	Facilities	12-1-12 thru 1-31-13	Foster City
13-0806	Goodman Manufacturing Corp.	\$190,100.00	Special Funding	P.O.	Stonehurst 3 Multizone HVAC Units	11-4-12 thru 1-5-13	Roseville, CA
13-0807	Graninger	\$156.71	Measure A	P.O.	Facilities	10-16-12 thru 11-15-12	San Leandro
13-0808	Humanized Productions	\$15,000.00	Measure B	P.O.	Facilities	10-1-2012 thru 6-30-13	Oakland
13-0809	Integrity Painting Company	\$12,718.00	Special Funding	P.O.	Facilities	7-13-12 thru 6-30-13	Oakland
13-0810	Marketing VUE	\$1,320.84	Special Funding	P.O.	Facilities	10-31-12 thru 11-30-12	Wayland, MA
13-0811	PG&E	\$1,500.00	Measure B	P.O.	Arroyo Viejo	10-22-12 thru 12-31-13	Sacramento
13-0812	Ricoh USA, Inc.	\$4,000.00	Measure A	P.O.	Facilities	6-30-12 thru 6-30-13	Malvern, PA
13-0813	R&S Overhead Garage Door, Inc.	\$14,124.00	County School Facilities Fund	P.O.	Oakland Tech Seismic Retrofit	10-16-12 thru 12-31-13	San Leandro



OAKLAND UNIFIED
SCHOOL DISTRICT

13-0814	RMT Landscape Contractors, Inc.	\$25,080.00	Measure A	P.O.	Claremont Landscaping	10-16-12 thru 12-31-13	Oakland
13-0815	Syska Hennessy Group	\$6,880.00	Measure B	P.O.	Highland New Classroom	10-22-12 thru 12-31-13	San Francisco
13-0816	Syska Hennessy Group	\$3,755.00	Developer Fee	P.O.	La Escuelita Educational Center	11-15-12 thru 1-15-13	San Francisco

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 contracts and Purchase Order for the OUSD school sites.

OAKLAND UNIFIED SCHOOL DISTRICT
Department of Facilities Planning & Management

1054645

AGREEMENT REQUEST FORM

DATE SUBMITTED: 10/10/2012 SUBMITTED BY: Randy Horn

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"/>

Vendor Number: _____
Fiscal Year: 2012-2013
P.O. Under \$50K: _____
Date Processed: 10-24-2012
To: MB 1024 To DR: _____

SECTION II LOCAL BUSINESS PARTICIPATION PERCENTAGE

Local Business	Small Local Business	Small Local Resident Business	Total Percentage
		100%	100%

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

<u>[Signature]</u> Timothy E. White Assistant Superintendent	Date <u>10/27/12</u>	<u>[Signature]</u> Tadashi Nakadegawa Director of Facilities	Date <u>10/12/12</u>
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SECTION III. AGREEMENT INFORMATION:

Project Name:	Capital Improvements	Project No:	Program
Vendor Name:	Humanized Productions	Vendor Contact:	Josh Kohn
Vendor Phone Number:	510-393-0140	Vendor Mailing Address:	361 40 th Street Oakland, CA 94609
Agreement Start & Stop Dates:	October 1, 2012 thru June 30, 2013	Amounts:	Current Contract Amount: Not to Exceed Amount: \$15,000.00 Revised Contract Amount:
Has Work Started?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes give an explanation:	Has Work Been Completed?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Certificate of Insurance Attached	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Date provided:	

9189901832-5825

[Signature]
David Kishiba
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) *(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 _____
- 8) Number of Phases _____

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

Scope of Work: Humanized Productions will take pictures, video footage and produce useable videos of the Capital Improvement Program throughout the various stages of pre-construction and construction at sites located throughout the District. Humanized Productions will be responsible for all technical aspects of production and post-production. Services include video documentation of completed and/or in progress or future projects and interviews with various stakeholders.

Discussion Information

File ID No. 13-0804
Introduction Date 5-8-2013
Funding Source No. 13-0789
Enactment Date 5/8/13

Budget Number: _____

RECEIVED
10-24-2012

HUMANIZED PRODUCTIONS

Good Videos for Good People.

OUSD scope

Scope: Capital Improvement 2012

Humanized Productions will produce a video, tentatively titled "Capital Improvement Project Update, 2012", for the OUSD Facilities Department for documentation and promotional purposes.

Humanized Productions will be responsible for all technical aspects of production and post production. Services include video documentation of completed and/or in progress or future projects and interviews with various stakeholders. Services are billed in half day increments of \$300.

Post production services include video editing, graphic creation, voice over recording and music selection. We will make every effort to incorporate photo and video material provided by OUSD. Services are billed at \$75 per hour.

The final product will be delivered digitally.

The video will show the wise and prudent use of funds to create facilities that support the creation of full service community schools. It highlights major projects completed on time for the 2012-2013 school year. Projects highlighted include: Sobrante and Highland Elementary, La Escuelita Education Center, West Oakland Middle School and Sankofa Elementary.

Cost Estimate

Video Interviews and Documentation: 5-10 half-day shoots at \$300/half day
Post Production and Delivery: 50-80 hours at \$75/hour

Ongoing Documentation

Additionally, Humanized Productions will provide ongoing video documentation of current and upcoming construction projects. This video material provides OUSD Facilities with transparent documentation of their varied projects, both underway and upcoming. This service is billed in half day increments of \$300.

HUMANIZED PRODUCTIONS

361 40th Street, Oakland CA 94609
humanizedproductions.com • (510) 393 0140