

Board Office Use: Legislative File Info.	
File ID Number	12-0898
Committee	Facilities
Introduction Date	4-25-2012
Enactment Number	12-1201
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

OAKLAND UNIFIED SCHOOL DISTRICT
Department of Facilities Planning & Management

AGREEMENT REQUEST FORM

V060606

DATE SUBMITTED 03-19-12 **SUBMITTED BY:** 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"/>

GIS ATTENTION FILE
No. 12-0898
Introduction Date 4-25-2012

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

 Timothy E. White Assistant Superintendent	Date	 Tadashi Nakadegawa Director of Facilities	Date
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SECTION III. AGREEMENT INFORMATION:

Project Name:	Civic Center Fax Machine Repair	Project No:	<u>9189303815-5675</u>
Vendor Name:	California Business Systems	Vendor Contact:	Charles Oseghale
Vendor Phone Number:	PH: 510-706-0123 – Fax: 510-352-2250	Vendor Mailing Address:	3454 Piersen St. #4, Oakland, CA 94619
Agreement Start & Stop Dates:	Start: 03-16-12 Stop: 03-19-12	Amounts:	Current Contract Amount: Not to Exceed Amount: \$206.73 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"/> Vendor Number: <u>2011-2012</u> Fiscal Year: <u>2011-2012</u>
Certificate of Insurance Attached	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date provided:	P.O. Under \$50K: <u>3-28-2012</u> Date Processed: <u>3-28-2012</u> To: MB <u>92512</u> To DR: _____

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 _____ | |
| 5) Liquidated damages per day _____ | |
- (Sections 6 & 7 to be completed by Contract Administration department)

Jody London 4/26/12
President, Board of Education

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

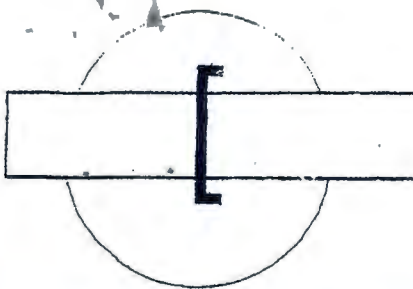
Discussion Information *(Needed to prepare Executive Summary)* Replaced a Paper feed kit in the Civic Center fax machine
Eugene Rakestraw, Jr., Secretary
Board of Education 4/26/12

Funding Source _____

Budget Number: _____

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By: JS

RECEIVED
3-28-2012



iDigital Copiers & Computers
 3554 Pierson St., Oakland, CA 94619
 (510) 706-0123

Time In: 00

Time Out: 00

WORK ORDER/INVOICE

Name: OSUD Date: 3/19/12
 Address: 255 HIGH ST
 City/State/Zip: OAKLAND CA 9
 Contact: MAX Phone: (510) 879-8398
 Product: PRINTER Make: HP Model: 3035
 Serial Number: _____ Meter Readings: _____
 Product: _____ Make: _____ Model: _____
 Serial Number: _____ Meter Readings: _____
 Reason For Repair: Jamming, Dirty Copies +
Clean up

- Flat Rate
- Charge
- No Charge
- Rental
- Warranty
- Maint. Contract
- Credit Card Pymt.

QUANTITY	ITEM NO	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1		ADF paper feed kit	\$75	\$75
1		paper pickup kit	\$55	\$55

SERVICE PERFORMED

Clean optics and mirrors
4 Titan Assy
11 Corona and Reg roller
Tested OK

Warranty on Service: 10 working days from date of completed service on related problem only.

Warranty on Sales: All sales final. _____ day guarantee on parts and labor excluding supplies.

PLEASE PAY FROM THIS INVOICE

Payments not received within terms specified above are subject to a 10% per month late charge.

Job Completed By: Charlie Date Completed: 3/19/12

Customer Signature: X _____ Date: _____

Technician/Customer Comments:

C.O.D. TERMS: _____ DAYS

PARTS TOTAL	
TAX	
LABOR	\$86.00
SHIPPING	
TOTAL	\$206.75