

Board Office Use: Legislative File Info.	
File ID Number	13-2277
Committee	Facilities
Introduction Date	10-9-2013
Enactment Number	13-2113
Enactment Date	10/9/13



OAKLAND UNIFIED SCHOOL DISTRICT

Memo

To Board of Education

From Dr. Gary Yee, Acting Superintendent and Secretary of the Board of Education
By: Vernon Hal, Deputy Superintendent, Business Operations ^{VEH}
Timothy White, Associate Superintendent, Facilities Planning and Management

Board Meeting Date October 9, 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
13-2231	AEKO Consulting	\$3,269.68	Measure B	P.O.	Facilities Department	5-6-2013	Oakland, CA
13-2233	American Time & Signal	\$325.71	County School Facilities Fund	P.O.	Washington Modernization	1-28-2013	Dassel, MN
13-2234	Anderson Carpet	\$11,494.00	County School Facilities Fund	P.O.	Claremont Landscaping	8-21-2013	Oakland
13-2235	B.P. Woods	\$9,260.12	General Fund	P.O.	Tilden RAD Relocation	6-7-2013	Dublin, CA
13-2242	B.P. Woods	\$726.25	County School Facilities Fund	P.O.	Stonehurst CDC Building Replacement	5-6-2013	San Jose, CA
13-2241	CDW Government	\$2,938.42	Measure B	P.O.	Lowell MS Modernization	4-30-2013	Chicago, IL
13-2243	Chussy International	\$5,850.00	General Fund	P.O.	Facilities Department	6-18-2013	Oakland, CA
13-2248	Collaborative for High Performance School	\$2,000.00	Measure B	P.O.	Highland New Classroom Building	7-11-2013	Sacramento, CA
13-2246	Comack Plumbing	\$4,195.81	Measure B	P.O.	Lowell Modernization	2-14-2013	Oakland, CA
13-2249	Cor-O-Van	\$1,900.007	Special Reserve Fund	P.O.	Lakeview School Closure	2-12-2013	Pleasanton
13-2250	Cor-O-Van	\$2,815.75	Measure B	P.O.	Arroyo Viejo	2-12-2013	Pleasanton, CA
13-2251	Creation Engine, Inc.	\$59.00	Measure A	P.O.	Facilities Department	3-8-2013	Mt. View, CA
13-2252	Creation Engine, Inc.	\$598.00	Measure A	P.O.	Facilities Department	2-6-2013	Mt. View, CA
13-2253	Crown Worldwide Moving	\$900.00	County School Facilities Fund	P.O.	Ralph Bunche HS	5-8-2013	San Leandro, CA
13-2254	Digital Design Communications	\$5,205.39	Measure B	P.O.	Lowell Modernization	2-14-2013	Oakland, CA
13-2255	E3 Systems	\$1,998.00	County School Facilities Fund	P.O.	District-wide Retro Commissioning	1-3-2013	Oakland, CA
13-2256	East Bay Blue Print & Supply Co.	\$19,500.00	Measure B	P.O.	Facilities Department	1-14-2013	Oakland, CA
13-2257	EBMUD	\$5,571.00	County School Facilities Fund	P.O.	Stonehurst CDC Building Replacement	8-21-2013	Oakland, CA
13-2258	Enviroplex, Inc.	\$9,460.00	County School Facilities Fund	P.O.	Burckhalter ES Portable Installation	7-11-2013	Stockton, CA



OAKLAND UNIFIED
SCHOOL DISTRICT

13-2260	First Alarm	\$24,401.00	Measure A	P.O.	Metwest Educational Center Phase 2	1-28-2013	San Jose, CA
13-2261	Gary Doupnik	\$7,056.00	County School Facilities Fund	P.O.	Washington Sankofa Portable Installation	3-6-2013	Loomis, CA
13-2262	Gary Doupnik Manufacturing	\$27,600.00	County School Facilities Fund	P.O.	Madison Portable Installation	3-8-2013	Loomis, CA
13-2263	JUV, Inc.	\$1,478.00	County School Facilities Fund	P.O.	Stonehurst CDC Building Replacement	8-21-2013	Oakland, CA
13-2264	Lee Signs	\$10,000.00	County School Facilities Fund	P.O.	Metwest Educational Center Phase 2	3-1-2013	Oakland, CA
13-2265	MACO Security Products	\$203.39	Special Reserve Fund	P.O.	La Escuelita Educational Center Phase 1 Increment 3	3-11-2013	Oakland, CA
13-2266	Mobile Modular Portable Storage	\$248.10	County School Facilities Fund	P.O.	Washington Modernization	4-30-2013	Livermore, CA
13-2267	North American Fence & Railing, Inc.	\$4,205.00	Measure B	P.O.	Lowell MS Modernization	3-6-2013	Oakland, CA
13-2268	North American Fence & Railing, Inc.	\$1,920.00	Measure A	P.O.	Arroyo Viejo CDC Renovation of Building	2-5-2013	Oakland, CA
13-2269	Pacific Light and Shade	\$2,470.00	County School Facilities Fund	P.O.	Grass Valley ES Portable Installation	2-14-2013	Oakland, CA
13-2270	Payless Repair Services	\$4,425.00	Measure A	P.O.	Facilities Department	6-18-2013	Oakland, CA
13-2271	Peterson Power Systems	\$876.81	County School Facilities Fund	P.O.	La Escuelita Educational Complex	9-12-2013	San Leandro
13-2272	PG&E	\$1,000.00	County School Facilities Fund	P.O.	Stonehurst CDC Building Replacement	2-22-2013	Oakland, CA
13-2274	Rays Electric	\$2,026.80	Measure A	P.O.	Piedmont Portable Installation	1-14-2013	Oakland, CA
13-2275	RMT Landscaping	\$25,000.00	County School Facilities Fund	P.O.	Havenscourt New Cafeteria & Classroom Building	8-7-2013	Oakland, CA
13-2277	School Services of California Inc.	\$525.00	Measure A	P.O.	Facilities Department	2-26-2013	Sacramento, Ca
13-2278	Summerhill Electric	\$3,117.00	County School Facilities Fund	P.O.	Havenscourt New Cafeteria & Classroom Building	1-17-2013	Oakland

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



OAKLAND UNIFIED
SCHOOL DISTRICT

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 Orders for the OUSD school sites.

OAKLAND UNIFIED SCHOOL DISTRICT
Department of Facilities Planning & Management

1054981

AGREEMENT REQUEST FORM

DATE SUBMITTED 02-19-2013, **SUBMITTED BY:** Tadashi Nakadegawa

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

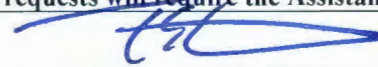

1.) A&E (Architects and Engineers) Contract	<input type="checkbox"/>	5.) "Small"(under \$15,000.00) Construction Contract	<input type="checkbox"/>
2.) IOR (Inspector of Record) Contract	<input type="checkbox"/>	6.) Resolution Awarding Bid & Construction Contract	<input type="checkbox"/>
3.) Agreement 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 type="checkbox"/>

Vendor Number: _____
Fiscal Year: 2012-2013
P.O. Under \$50K: _____
Date Processed: 2-26-2013
To: MB 2/26 To DR: _____

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	<u>2/26/13</u>

SECTION III. AGREEMENT INFORMATION:

Project Name:	The Basis of School Construction Accounting	Project No:	<u>9189303815 -</u> 918996 <u>5220</u>
Vendor Name:	School Services of California Inc.	Vendor Contact:	Michelle Berge
Vendor Phone Number:	(916) 446-7517 – fax (916) 313-3298 michelleb@sscal.com	Vendor Mailing Address:	1121 L Street, Suite 1060, Sacramento, CA 95814
Agreement Start & Stop Dates:	Start: 2-26-13, 2-28-13 and 3-01-13 <u>2-28-13</u> Stop: _____	Amounts:	Current Contract Amount: _____ Not to Exceed Amount: \$525.00 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:	_____

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

- Number of Bids Received, List of Bidders and Amounts (Bid Form) (Attach Bid Documents)
 - Date(s) of Bid Advertisement
 - Date of Bid Opening
 - Name of Architect
 - Liquidated damages per day
 - Performance Bonds Attached _____
 - Payment Bonds Attached _____
 - Number of Phases _____
- (Sections 6 & 7 to be completed by Contract Administration department)

Scope of Work: (Needed to prepare Executive Summary Construction Accounting classes for the General Obligation bond that passed for Charles Love, Michelle Berry and Cristina Magpantay.)

Discussion Information (Needed to prepare Executive Summary)

Funding Source Fund 01
0000

LEGISLATIVE FILE
13-2277
955 HIGH STREET
OAKLAND, CA 94601
2013 FEB 25 AM 9 12
FACILITIES PLANNING & MANAGEMENT
ACCOUNTING DEPARTMENT

RECEIVED
2-26-13

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion: The District certifies to the best of its knowledge and belief, that it and its officials: Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency according to Federal Acquisition Regulation Subpart 9.4, and by signing this contract, certifies that this vendor does not appear on the Excluded Parties List. <https://www.sam.gov/portal/public/SAM>



The General Obligation Bond Passed!
Next Steps and Best Practices:
The Basics of School
Construction Accounting

SCHEDULED DATES, LOCATIONS, AND TIMES:

February 26, 2013—Orange COE • February 28, 2013—San Mateo COE
March 1, 2013—Yolo COE
Registration: 8:15 a.m. • Program: 9:00 a.m. • Adjourns: 12:00 p.m.
To confirm registration, please send an email to: michelleb@sscal.com

District/Organization: Oakland Unified School District		Contact Person: Charles Love	
Address: 955 High Street Oakland, CA 94601		City: Oakland, CA	Zip: 94601
Phone Number: 510-535-7081		Contact's Phone Number: 510-535-7081	
Fax Number:		Contact's Email Address (if available): charles.love@ousd.k12.ca.us	

Attendee #1 Name: Charles Love	Select Location OCDE <input type="checkbox"/> San Mateo COE <input checked="" type="checkbox"/> Yolo COE <input type="checkbox"/>	Attendee #3 Name: Michelle Berry	Select Location OCDE <input type="checkbox"/> San Mateo COE <input checked="" type="checkbox"/> Yolo COE <input type="checkbox"/>
Attendee #1 Email Address: charles.love@ousd.k12.ca.us		Attendee #3 Email Address: michelle.berry@ousd.k12.ca.us	
Attendee #2 Name: Cristina Magpantay	Select Location OCDE <input type="checkbox"/> San Mateo COE <input checked="" type="checkbox"/> Yolo COE <input type="checkbox"/>	Attendee #4 Name:	Select Location OCDE <input type="checkbox"/> San Mateo COE <input type="checkbox"/> Yolo COE <input type="checkbox"/>
Attendee #2 Email Address: cristina.magpantay@ousd.k12.ca.us		Attendee #4 Email Address:	

REGISTRATION	CLIENT FEE	NONCLIENT FEE
<p>Online: Go to our website, www.sscal.com, click on "Workshops & Registration"</p> <p>Fax completed registration form to (916) 313-3298 (including PO or credit card number)</p> <p>Mail completed registration form to Michelle Berge School Services of California, Inc., 1121 L Street, Suite 1060, Sacramento, CA 95814</p>	<p>3 Attendees @ \$175 = \$ 525.00</p> <p>TOTAL: \$ 525.00</p>	<p>Attendees @ \$275 = \$ _____</p> <p>TOTAL: \$ _____</p>

<p style="text-align: center;">PAYMENT OPTIONS</p> <p>(Note: Registration <i>will not be accepted</i> without a method of payment indicated.)</p> <p><input type="checkbox"/> Check enclosed. Make checks payable to School Services of California, Inc. Check #: _____</p> <p><input type="checkbox"/> Credit card authorization—MasterCard® or Visa® only Card holder name: _____ Account #: _____ Exp. Date: _____</p> <p><input checked="" type="checkbox"/> Purchase order #: _____ (A fax copy of the purchase order is an acceptable form of payment.)</p>	<p>If you are prepaying by check, please mail with a copy of the registration form to: School Services of California, Inc. P.O. Box 15546 Sacramento, CA 95852-1546</p> <p>Note: For faster processing, please also fax your registration form with a copy of the check.</p>	<p>If you are paying with a credit card or have a purchase order, please fax the registration form to (916) 313-3298 or mail it to: Michelle Berge, Event Planner School Services of California, Inc. 1121 L Street, Suite 1060 Sacramento, CA 95814</p>
--	---	--

Please Note: All cancellations received up to three weeks prior to your scheduled workshop will be charged a cancellation fee of \$75 per person (\$105 for nonclients); however, if you are a client and order the materials for \$75 (\$105 for nonclients), the fee will be waived. Cancellations received after 5:00 p.m. the Friday before the workshop will be charged the full workshop fee. If you have a cancellation, please email michelleb@sscal.com and you will be given a cancellation number. This number should be retained for your records. Please call Michelle Berge at (916) 446-7517 or send an email to: michelleb@sscal.com if you have any questions.

EXHIBIT A



School
Services
of California
INC.™

**The General Obligation Bond Passed!
Next Steps and Best Practices:
The Basics of School Construction Accounting**

**Presented by Maureen Evans, Vice President and
Michele Huntoon, CPA, Associate Vice President**

About the Workshop

This workshop provides step-by-step details on the basics of school construction accounting. If you are new to the responsibilities of school construction accounting or if your district has just passed a bond or received funding for state school facilities construction—you need the basics in order to get started on the right foot.

Topics that will be covered include:

- 🔧 Best practices
- 🔧 Getting organized and filing systems
- 🔧 Communication with stakeholders
- 🔧 Construction programs and capital facilities funds
- 🔧 Accounting system set up and the proper invoice coding
- 🔧 Budget—development and monitoring
- 🔧 The nuts and bolts of closing out the project

The presentation is three hours and the presenters will have time to take questions at the end of the workshop.

Who Should Attend?

Employees new to accounting for school construction including accounting staff, fiscal and facilities managers, and those who may just need a refresher on all the details of school construction accounting.

Dates, Locations, and Times

February 26, 2013

Orange County Department of Education

February 28, 2013

San Mateo County Office of Education

March 1, 2013

Yolo County Office of Education

Registration: 8:15 a.m.

Program: 9:00 a.m. ■ Adjourns: 12:00 p.m.

Registration \$175 - \$275

Online through our website: www.sscal.com,
click on "Workshops & Registration"

Fax completed registration form
(including P.O. or credit card number)
to (916) 313-3298

Mail completed registration form to
Michelle Berge, Event Planner
School Services of California, Inc.
1121 L Street, Suite 1060
Sacramento, CA 95814

To bring this workshop to your county
office, please call Maureen Evans or
Michele Huntoon at (916) 446-7517 or
email Maureen at maureene@sscal.com or
Michele at micheleh@sscal.com.