

Board Office Use: Legislative File Info.	
File ID Number	13-1183
Committee	Facilities
Introduction Date	6-12-2013
Enactment Number	13-1119
Enactment Date	6-12-13



OAKLAND UNIFIED
SCHOOL DISTRICT

Community Schools, Thriving Students

Memo

To Board of Education

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

Board Meeting Date June 12, 2013

Subject Amendment No. 1, Purchase Order Agreement - Syska Hennessy - La Escuelita Educational Center Project

Action Requested Approval by the Board of Education of Amendment No. 1, Purchase Order Agreement with Syska Hennessy for Elevator Inspection Services on behalf of the District at La Escuelita Educational Center, in an amount not-to exceed \$1,820.00 increasing previous contract amount from \$3,755.00 to a not to exceed amount of \$5,575.00 and revising the end date from July 30, 2012 through January 31, 2013 to June 30, 2013. All remaining portions of the agreement shall remain in full force and effect as originally stated.

Background The purchase order increased to cover all services required from Syska Hennessy for project closeout.

Local Business Participation Percentage 0.00% (District Discretion)

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 Agreement with Syska Hennessy for Elevator Inspection Services on behalf of the District at La Escuelita Educational Center, in an amount not-to exceed \$1,820.00 increasing previous contract amount from \$3,755.00 to a not to exceed amount of \$5,575.00 and revising the end date from July 30, 2012 through January 31, 2013 to June 30, 2013. All remaining portions of the agreement shall remain in full force and effect as originally stated.

Fiscal Impact

Developer Fee Fund

Attachments

- Purchase Order Agreement including scope of work

**AMENDMENT NO. 1 TO PURCHASE
ORDER CONTRACT**

This Amendment is entered into between the Oakland Unified School District (OUSD) and Syska Hennessy Group. OUSD entered into an Agreement with CONTRACTOR for services on November 15, 2012, and the parties agree to amend that Agreement as follows:

1. Services:	<input type="checkbox"/> The scope of work is <u>unchanged</u> .	<input checked="" type="checkbox"/> The scope of work has <u>changed</u> .
<p>If scope of work changed: Provide brief description of revised scope of work including description of expected final results, such as services, materials, products, and/or reports; attach additional pages as necessary. <u>Attach revised scope of work.</u></p> <p>The CONTRACTOR agrees to provide the following amended services: <u>The scope of the project is perform additional elevator inspection services for the La Escuelita Educational Center.</u></p>		
2. Terms (duration):	<input type="checkbox"/> The term of the contract is <u>unchanged</u> .	<input checked="" type="checkbox"/> The term of the contract has <u>changed</u> .
<p>If term is changed: The contract term is extended by an additional <u>Five months</u>, and the amended expiration date is <u>June 30, 2013</u>.</p>		
3. Compensation:	<input type="checkbox"/> The contract price is <u>unchanged</u> .	<input checked="" type="checkbox"/> The contract price has <u>changed</u> .
<p>If the compensation is changed: The contract price is amended by</p> <p style="padding-left: 40px;"><input checked="" type="checkbox"/> Increase of \$1,820.00 to original contract amount</p> <p style="padding-left: 40px;"><input type="checkbox"/> Decrease of \$ _____ to original contract amount</p> <p>and the new contract total is <u>Five thousand, five hundred seventy-five dollars and no cents (\$5,575.00)</u></p>		

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:

No.	Date	General Description of Reason for Amendment	Amount of Increase (Decrease)
			\$

6. Approval: This Agreement is not effective and no payment shall be made to Contractor until it is approved. Approval requires signature by the Board of Education, and the Superintendent as their designee.

OAKLAND UNIFIED SCHOOL DISTRICT

 _____ David Kakashiba, President, Board of Education	6/13/13 _____ Date
 _____ Edgar Rakestraw, Jr., Secretary Board of Education	6/13/13 _____ Date
 _____ Timothy White, Associate Superintendent Facilities, Planning and Management	5/31 _____ Date

CONTRACTOR

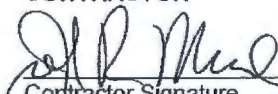
 _____ Contractor Signature	4/23/13 _____ Date
John R. Moran III _____ Print Name, Title	SUP _____

EXHIBIT "A" Scope of Work

Contractor Name: SYSKA HENNESSY

Billing Rate: One thousand, eight hundred twenty dollars and no cents (\$1,820.00)

Description of Services to be Provided

1. Description of Services to be Provided

The scope of the project is to perform additional inspection services.

2. Specific Outcomes:

Create equitable opportunities for learning and safe, healthy and supportive schools.

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 type="checkbox"/> Develop social, emotional and physical health	<input checked="" type="checkbox"/> Safe, healthy and supportive schools
<input checked="" type="checkbox"/> Create equitable opportunities for learning	<input type="checkbox"/> Accountable for quality
<input type="checkbox"/> High quality and effective instruction	<input type="checkbox"/> Full service community district

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>

Susie Butler-Berkley 5-3-2013
Susie Butler-Berkley
Contract Analyst

Kyle Brower

From: Sena, Jeff <jsena@syska.com>
Sent: Tuesday, February 12, 2013 11:42 AM
To: Kyle Brower
Subject: quote-la escuelita school

Kyle,

I believe there should be no more than 6 hrs left on this project. I will be there on Thursday to review the deficiency list with Mitsubishi. I will then have a final report detailing whether they have completed everything to specification requirements.

SYSKA HENNESSY GROUP, INC. EMPLOYEES

Jeff Sena

Associate

Syska Hennessy Group, Inc.

A member company of SH Group, Inc.


SYSKA HENNESSY
GROUP

425 California St.,
Suite 700
San Francisco, CA 94104
Tel: 415.288.9069
Fax: 415.835.0385
Email: jsena@syska.com
<http://www.syska.com>

 Please consider the environment before printing this e-mail

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SYSKA HENNESSY
GROUP

VOID INVOICE

OAKLAND UNIFIED SCHOOL DISTRICT
955 HIGH STREET
OAKLAND, CA 94604

Project Director: JOHN ESPOSITO/ DONNEVA READ

Also send invoices to:

Bijan Beigi bbeigi@live.com

ELEVATOR SYSTEM REVIEW FOR LA ESCUELITA
EDUCATIONAL COMPLEX

Invoice Date : 1/30/2013
Invoice # : 704245
Project : OUS00001
Project Name : OUSD - LA ESCUELITA COMPLEX

Period End Date : 12/31/2012

Client Ref : ~~PO 1300667~~

PO# 1304330

For Professional Services Rendered through: 12/31/2012

Salaries

Salaries at fixed rates 530.00

Total Salaries 530.00

Current Invoice 530.00

Project Fee : ~~5,000.00~~

Amount Previously Billed : 3,755.00

Amount Due This Invoice: 530.00

Amount Billed To Date : ~~4,285.00~~

Total this Invoice 530.00

Amount Due This Invoice ** 530.00

2013 FEB -8 A 10:42



INV00181

Payment is due upon receipt of invoice.
If you have any questions regarding this invoice, please contact 310-254-3648

Syska Hennessy Group, Inc.
800 Corporate Pointe, Suite 200
Culver City, CA 90230

Tel : 310-254-3648
Fax: 310-655-0172

Remit Payment to :
Syska Hennessy Group, Inc.
PO BOX 48216
Newark, NJ 07101-4816

VOID
INVOICE



SYSKA HENNESSY
GROUP

OAKLAND UNIFIED SCHOOL DISTRICT
955 HIGH STREET
OAKLAND, CA 94604

Invoice Date : 1/30/2013
Invoice # : 704245
Project : OUS00001
Project Name : OUSD - LA ESCUELITA COMPLEX
Period End Date: 12/31/2012

Rate Schedule Labor

<u>Class / Employee Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
PRINCIPAL MORAN, JOHN	2.00	265.00	530.00
		<i>Total Rate Schedule Labor</i>	<i>\$530.00</i>

Payment is due upon receipt of invoice.
If you have any questions regarding this invoice, please contact 310-254-3648

Syska Hennessy Group, Inc.
800 Corporate Pointe, Suite 200
Culver City, CA 90230

Tel : 310-254-3648
Fax: 310-655-0172

Remit Payment to :
Syska Hennessy Group, Inc.
PO BOX 48216
Newark, NJ 07101-4816

Board Office Use: Legislative File Info.	
File ID Number	13-0816
Committee	Facilities
Introduction Date	5-8-2013
Enactment Number	13-0797
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 and Management
AGREEMENT REQUEST FORM

1060869

DATE SUBMITTED: 11/13/2012
 SUBMITTED BY: Bijan Beigi

REVIEWED BY: _____

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

Bond Program Director

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	<input type="checkbox"/>	8.) Purchase Order	<input checked="" type="checkbox"/>

LEGISLATIVE FILE
 File ID No. _____
 Introduction Date _____
 Enactment No. _____
 Enactment Date _____

[Signature] _____ Date _____ *[Signature]* _____ Date 11/14/12
 Timothy E. White Asst. Superintendent Tadashi Nakadegawa Facilities Director

SECTION II. LOCAL BUSINESS PARTICIPATION PERCENTAGE:

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

SECTION III. AGREEMENT INFORMATION:

Project Name:	La Escuelita Educational Center Phase 1 Increment 2	Project No:	07047-3 <i>1219000825-</i>
Vendor Name:	Syska Hennessy Group	Vendor Contact:	<i>6262</i>
Vendor Phone Number:	(415) 288-9060	Vendor Mailing Address:	425 California Street, Suite 700 San Francisco, CA 94104
Agreement Start and Stop Dates:	Start: 11/15/2012 Stop: 1/15/2013	Amounts:	Current Contract Amount: \$0.00 Not to Exceed Amount: \$3,755.00 Revised Contract Amount: \$3,755.00
Has Work Started?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes give an explanation:</i>	Has Work Been Completed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Date: _____ Vendor Number: _____ Fiscal Year: <u>2012-2013</u> P.O. Under \$50K: _____ Date Processed: <u>11-16-2012</u> To: MB <u>11/16</u> To DR: _____
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 Elected Summary)* Please attach separately along with Vendor's proposal.
 Syska Hennessy to perform elevator inspection services for La Escuelita Education Center Phase 1.

File ID No. _____
 Introduction Date 5-8-2013
 Enactment No. 13-0797

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

4/9/13
David Kakishiba
 President, Board of Education
5/9/13
 Edgar R. Straw, Jr., Secretary
 Board of Education

RECEIVED

Funding Source: Fund 25

Budget Number: 11-16-2012

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

SECTION IV. L/LS/LSRBE - RATIONAL FOR NON COMPLIANCE CHECK LIST

1.)	<p>Specialty Service: This contractor provides a unique / specialty service that is currently not available from a certified L/S/SLRBE. Government Code § 53060 / school districts may contract without bidding for, "special services and advice in financial, economic, accounting, . . . legal, or administrative matters if such persons are specially trained and experienced and competent to perform the special services required."</p>	
2.)	<p>District Discretion under L/SL/SLRBE due to lack of certified firms at time of bid: If at least three L/SL/SLRBEs are not certified, then the requirement may, subject to the discretion of the District, be waived, or the 20% requirement may be re-set from 19 % to 0%, depending on the particular circumstances at time of bid.</p>	✓
3.)	<p>Futility: It would be futile to require that the contract be subjected to the L/SL/SLRBE due to (circle one) COST / TIME CONSTRAINTS / NO CERTIFIED BIDDERS. California law provides that "[w]here competitive proposals work an incongruity and are unavailing as affecting the final result or where they do not produce any advantage...the statute requiring competitive bidding does not apply." (Hiller v. City of Los Angeles (1961) 197 Cal. App. 2d 685, 694.)</p>	
4.)	<p>Field Test / (1) In order that a field test or experiment may be made to determine the product's suitability for future use. PUBLIC CONTRACT CODE SECTION 3400-3410</p>	
5.)	<p>Product Match/(2) In order to match other products in use on a particular public improvement either completed or in the course of completion. PUBLIC CONTRACT CODE SECTION 3400-3410</p>	
6.)	<p>Sole Source / (3) In order to obtain a necessary item that is only available from one source. PUBLIC CONTRACT CODE SECTION 3400-3410</p>	
7.)	<p>Emergency Repair / (4) (A) In order to respond to an emergency declared by a local agency, but only if the declaration is approved by a four-fifths vote of the governing board of the local agency issuing the invitation for bid or request for proposals. PUBLIC CONTRACT CODE SECTION 3400-3410 / See also: Public Contract Code Section 1102. "Emergency," as used in this code, means a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services.</p>	



SYSKA HENNESSY
GROUP

A member company of SH Group, Inc.

STATEMENT

OAKLAND UNIFIED SCHOOL DISTRICT
955 HIGH STREET
OAKLAND, CA 94604

Date: 10/8/2012

Attention: JOHN ESPOSITO

Statement

Project: OUS00001 -- OUSD - LA ESCUELITA COMPLEX
Invoice Group: ~LABOR
Client Project #: PO 1300667

Invoice

Number	Date	Amount	Balance
703876	9/25/2012	3,755.00	3,755.00

Total Due: Project: OUS00001 -- OUSD - LA ESCUELITA COMPLEX

3,755.00

Last Payment Date:

Amount:

0.00

Aged Balances

1 - 90	91 - 180	181 - 270	Over 270	Unallocated
3,755.00	0.00	0.00	0.00	0.00

2012 OCT 17 09:29
 RECEIVED
 9 17 2012

Please remit payment to : Syska Hennessy Group, Inc.
P.O. Box 48216
Newark, NJ 07101-4816

If you have any questions regarding this statement, please contact Accounts Receivable at (310) 254-3792.

Syska Hennessy Group, Inc.
P. O. Box 48216
Newark, NJ 07101-4816

Tel: 310.312.0200
Fax: 310.312.0940
www.syska.com

AMENDMENT PURCHASE ORDER ROUTING FORM

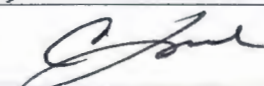
Project Information			
Project Name	La Escuelita Educational Center	Site	La Escuelita
Basic Directions			
Services cannot be provided until the contract is fully approved and a Purchase Order has been issued.			
Attachment Checklist	<input type="checkbox"/> Proof of general liability insurance, including certificates and endorsements, if contract is over \$15,000 <input type="checkbox"/> Workers compensation insurance certification, unless vendor is a sole provider		

Contractor Information							
Contractor Name	Syska Hennessy Group	Agency's Contact	Jeff Sena				
OUSD Vendor ID #	V060869	Title	Project Manager				
Street Address	425 California Street, Suite 700	City	SF	State	CA	Zip	94104
Telephone	415-288-9060	Policy Expires					
Contractor History	Previously been an OUSD contractor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Worked as an OUSD employee? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
OUSD Project #	07047						

Term			
Date Work Will Begin	7-31-2012	Date Work Will End By <small>(not more than 5 years from start date)</small>	6-30-2013

Compensation			
Total Contract Amount	\$	Total Contract Not To Exceed	\$ 5,575.00
Pay Rate Per Hour (If Hourly)	\$	If Amendment, Changed Amount	\$ 1,820.00
Other Expenses		Requisition Number	

Budget Information				
<i>If you are planning to multi-fund a contract using LEP funds, please contact the State and Federal Office before completing requisition.</i>				
Resource #	Funding Source	Org Key	Object Code	Amount
0000	Developer Fee Fund	1219000825	6262	\$1,820.00

Approval and Routing (in order of approval steps)						
Services cannot be provided before the contract is fully approved and a Purchase Order is issued. Signing this document affirms that to your knowledge services were not provided before a PO was issued.						
1.	Division Head	Charles Love	Phone	510-535-7081	Fax	510-535-7082
	Capital Program Contract & Accounting Manager					
	Signature			Date Approved	5-3-13	
2.	General Counsel, Department of Facilities Planning and Management					
	Signature			Date Approved	5-4-13	
3.	Associate Superintendent, Facilities Planning and Management					
	Signature			Date Approved	5/31	
4.	President, Board of Education					
	Signature			Date Approved		