

<b>Board Office Use: Legislative File Info.</b>	
File ID Number	12-0909
Committee	Facilities
Introduction Date	4-25-2012
Enactment Number	
Enactment Date	



OAKLAND UNIFIED  
SCHOOL DISTRICT

Community Schools, Thriving Students

## Memo

**To** Board of Education

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

**Board Meeting Date** April 25, 2012

**Subject** Amendment No. 1, Purchase Order Increase - Comack Plumbing Co. - Madison Health Center Project

**Action Requested** Approval by the Board of Education of Amendment No. 1, Purchase Order Increase with Comack Plumbing Co. for Plumbing Services on behalf of the District at Madison Health Center in an amount not-to exceed \$586.26 increasing previous contract amount from \$1,198.57 to a not to exceed amount of \$1,784.33 and revising the end date from June 24, 2011 through September 12, 2011 to December 31, 2012. All remaining portions of the agreement shall remain in full force and effect as originally stated.

**Background** Dental office made changes to dental equipment that required additional plumbing work.

**Local Business Participation Percentage** 100.00%

**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 Increase with Comack Plumbing Co. for Plumbing Services on behalf of the District at Madison Health Center in an amount not-to exceed \$586.26 increasing previous contract amount from \$1,198.57 to a not to exceed amount of \$1,784.33 and revising the end date from June 24,2011 through September 12, 2011 to December 31, 2012. All remaining portions of the agreement shall remain in full force and effect as originally stated.

**Fiscal Impact**

Measure B

**Attachments**

- Independent Contractors 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 Comack Plumbing Co. OUSD entered into an Agreement with CONTRACTOR for services on August 16, 2012, and the parties agree to amend that Agreement as follows:

1. <b>Services:</b>	<input type="checkbox"/> The scope of work is <u>unchanged</u> .	<input checked="" type="checkbox"/> The scope of work has <u>changed</u> .
<p><b>If scope of work changed:</b> 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 to relocate 1/2" ball valve to water line. Remove two (2) 3/4" gauges and cap lines. Install valve on cold water line of sink in dental office.</u></p>		
2. <b>Terms (duration):</b>	<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><b>If term is changed:</b> The contract term is extended by an additional <u>1 year and 3 months and the amended expiration date is December 31, 2012.</u></p>		
3. <b>Compensation:</b>	<input type="checkbox"/> The contract price is <u>unchanged</u> .	<input checked="" type="checkbox"/> The contract price has <u>changed</u> .
<p><b>If the compensation is changed:</b> The contract price is amended by</p> <p style="padding-left: 40px;"><input checked="" type="checkbox"/> Increase of <u>\$586.26 to original contract amount</u></p> <p style="padding-left: 40px;"><input type="checkbox"/> Decrease of \$_____ to original contract amount</p> <p>and the new contract total is <u>One thousand, seven hundred eighty-four dollars and thirty-three cents (\$1,784.33)</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

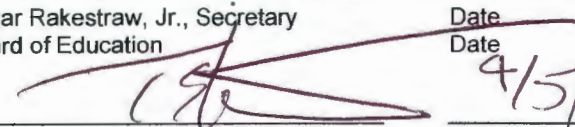
CONTRACTOR

\_\_\_\_\_  
Jody London, President, Board of Education      Date

\_\_\_\_\_  
Contractor Signature      Date

\_\_\_\_\_  
Edgar Rakestraw, Jr., Secretary  
Board of Education      Date

\_\_\_\_\_  
Print Name, Title

  
\_\_\_\_\_  
Timothy White, Associate Superintendent  
Facilities, Planning and Management      Date

**EXHIBIT "A" Scope of Work**

**Contractor Name:**

**Billing Rate:** Five hundred eighty-six dollars and twenty-six cents (\$586.26)

**Description of Services to be Provided**

1. **Description of Services to be Provided**  
Relocate water line and remove gauges.
2. **Specific Outcomes:**  
Improvements to the new dental office.
3. **Alignment with District Strategic Plan:** Indicate the goals and visions supported by the services of this contract:

<input checked="" type="checkbox"/> Ensure a high quality instructional core	<input type="checkbox"/> Prepare students for success in college and careers
<input checked="" type="checkbox"/> Develop social, emotional and physical health	<input checked="" type="checkbox"/> Safe, healthy and supportive schools
<input 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

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

0018724

DATE SUBMITTED: 2/24/2012  
SUBMITTED BY: Eric Scheuermann

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

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 (Amendment #1)	<input type="checkbox"/>	8.) Purchase Order	<input checked="" type="checkbox"/>

Vendor Number: \_\_\_\_\_  
Fiscal Year: 2011-2012  
P.O. Under \$50K: \_\_\_\_\_  
Date Processed: 4-3-2012  
To: MB 43 To DR: \_\_\_\_\_

[Signature] Date \_\_\_\_\_ Timothy E. White  
Asst. Superintendent

[Signature] Date \_\_\_\_\_ Tadashi Nakadegawa  
Facilities Director

**LEGISLATIVE FILE**  
File ID No. 12-0909  
Introduction Date 4-25-2012

**SECTION II. LOCAL BUSINESS PARTICIPATION PERCENTAGE**

Local Business	Small Local Business	Small Local Resident Business	Total Percentage
0.00%	100.00%	0.00%	100.00%

**SECTION III. AGREEMENT INFORMATION:**

Project Name:	Madison Health Center	Project No:	07002 <u>2159901811-6274</u>
Vendor Name:	Comack Plumbing Co.	Vendor Contact:	John Cotrell
Vendor Phone Number:	(510) 834-9544	Vendor Mailing Address:	825 8th Ave. Oakland, CA 94606
Agreement Start and Stop Dates:	Start: 3/6/2012 Stop: 12/31/2012	Amounts:	Current Contract Amount: \$1,198.57 Not to Exceed Amount: \$586.26 Revised Contract Amount: \$1,784.33
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: _____

Certificate of Insurance Attached  Yes  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 - N/A
  - 3) Date of Bid Opening - N/A
  - 4) Name of Architect - Byrens Kim Design Works
  - 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 Executive Summary)* Please attach separately along with Vendor's proposal.  
Relocate 1/2" ball valve to water line. Remove two (2) 3/4" gauges and cap lines. Install valve on cold water line of sink in dental office.

**Discussion Info:** *(Needed to prepare Executive Summary)* (Provide detailed background - Why is contract required and what is the benefit to students) - Add additional pages as needed  
Dental office made changes to dental equipment that required additional work.

**RECEIVED**  
3-22-2012

Funding Source: Measure B

Budget Number: \_\_\_\_\_

# Comack Plumbing

(510) 834-9544  
Fax (510) 834-0240

JOHN COTTRELL - Owner  
License # 322-399

825 8th Ave.  
Oakland, CA 94606

February 24, 2012

TO: OUSD  
900 High Street  
Oakland, CA 94601

Attention: Eric Scheuermann

Re: Madison Health Center  
Oakland, CA

2012 MAR - 21 A 8:31  
FACILITIES PLANNING  
AND MANAGEMENT

1. Relocate  $\frac{1}{2}$ " ball valve to water line
2. Remove two (2)  $\frac{3}{4}$ " gauges & cap lines
3. Install valve on cold water line of sink in dental office

Material:

2- $\frac{3}{4}$ " brass caps @36.96 -----	73.92	
1- $\frac{1}{2}$ X $\frac{3}{8}$ X $\frac{3}{8}$ Duo Valve -----	34.11	
1- $\frac{3}{8}$ X $\frac{3}{8}$ X 12" flexible connector -----	14.86	
1- $\frac{3}{8}$ compression cpl -----	<u>3.58</u>	
	126.47	
5% Misc. Material -----	<u>6.32</u>	
	132.79	132.79
Labor 3hrs @51.21 -----	153.63	
Labor Burden @31.27% -----	48.04	
Fringe Benefits 3hrs @31.19 -----	93.57	
Pick up & Delivery 1hr -----	82.40	
Sales Tax 9 $\frac{3}{4}$ % -----	12.95	
Mark up On Labor & Material 10% -----	28.64	
Office Overhead 22.29% of Labor Cost -----	<u>34.24</u>	
	453.47	<u>453.47</u>
TOTAL		\$586.26

**COMACK PLUMBING CO.**  
 825 8th Avenue  
 OAKLAND, CALIFORNIA 94606

**INVOICE**

FACILITIES PLUMBING  
 AND MANAGEMENT  
 2012 MAR -2

DATE	2/24/12
NUMBER	A 8: 7473

**(510) 834-9544 LIC. #322399**

OUSD  
 900 High Street  
 Oakland, CA 94601  
 Att: Eric Scheuermann

TERMS:

PLEASE DETACH AND RETURN WITH YOUR REMITTANCE

\$ \_\_\_\_\_

DATE	CHARGES AND CREDITS	BALANCE
	BALANCE FORWARD	
2/22/12	Job: Madison Health Center Oakland, CA	
	1. Relocate 1/2" ball valve to water line	
	2. Remove two (2) 3/4" gauges & cap lines	
	3. Install valve on cold water line of sink in dental office	
	Labor & Material	586.26
	Breakdown Attached	
	Total	\$586.26

**COMACK PLUMBING CO.**

*Thank You*

PAY LAST AMOUNT  
 IN THIS COLUMN

Board Office Use: Legislative File Info.	
File ID Number	11-1990
Committee	Facilities
Introduction Date	8-16-2011
Enactment Number	11-1549
Enactment Date	8-24-11 <i>JS</i>



OAKLAND UNIFIED  
SCHOOL DISTRICT

Memo

Board of Education *JS*

From: Tony Smith, Ed.D., Superintendent  
Timothy White, Assistant Superintendent, Facilities Planning and Management

Board Meeting Date: August 24, 2011

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.

File ID	Vendor Name	\$	Funding Source	Type	Site	Period	City
11-1981	Associates Comfort System	\$12,600.00	GO Bond-Measure A	P.O.	Parker ES	5-4-11 thru - 7-20-11	San Leandro
11-1983	Automatic Fire Inc.	\$2,500.00	GO Bond-Measure B	P.O.	Yuk Yau CDC	4-8-11 thru 12-31-11	Concord
11-1985	Boss Graphics	\$1,235.00	GO Bond-Measure B	P.O.	Montera MS Mod	6-22-11 thru 12-31-11	Montrose
11-1986	Capitol Glass Company	\$1,945.00	GO Bond-Measure B	P.O.	Cox New Classroom Bldg.	4-22-11 thru 12-31-11	Hayward
11-1987	Charles M Salter Associates, Inc.	\$1,380.00	GO Bond-Measure B	P.O.	Chabot New Classroom & MP Building	6-23-11 thru 6-30-12	San Francisco
11-1988	Chussy International	\$119.26	GO Bond-Measure A	P.O.	Facilities	5-6-11 thru 5-13-11	Oakland
11-1989	Chussy International	\$6,250.00	GO Bond-Measure A	P.O.	Facilities	6-30-11 thru 6-30-12	Oakland
11-1990	Comack Plumbing	\$1,198.57	GO Bond-Measure B	P.O.	Madison MS Health Center	6-24-11 thru 9-30-11	Oakland
11-1991	Digital Design Communications	\$26,880.00	GO Bond-Measure B	P.O.	Cox New Classroom	5-30-11 thru 12-31-2012	Oakland
11-1992	East Bay Glass Company	\$24,350.00	Deferred Maintenance	P.O.	McClymonds HS Shop Bldg	6-1-11 thru 12-30-11	Oakland
11-1993	EBMUD	\$2,692.00	GO Bond-Measure B	P.O.	Oakland HS Mod	1-1-11 thru 10-31-11	Oakland
11-1994	FloorTec	\$1,345.00	GO Bond-Measure B	P.O.	Madison Mod	6-23-11 thru 6-30-12	Benicia
11-1995	General Roofing Co.	\$16,660.00	Deferred Maintenance	P.O.	McClymonds HS Shop Bldg	6-1-11 thru 12-30-11	Oakland
11-1996	Globe Plumbing Supply	\$606.12	Fund 35	P.O.	Downtown Educational Complex	5-16-11 thru 7-16-11	Oakland
11-1997	Lee Signs	\$5,240.41	Fund 25	P.O.	Downtown Educational Complex - La	5-16-11 thru 12-31-11	Oakland





OAKLAND UNIFIED  
SCHOOL DISTRICT

1-1998	Logical Choice	\$602.80	GO Bond-Measure B	P.O.	Escuelita Oakland HS Mod		Lawrenceville, GA
1-1999	Michael Baughman	\$1,000.00	GO Bond-Measure B	P.O.	Montclair New Classroom	5-11-11 thru 8-31-11	Loomis, CA
1-2000	North American Fence & Supply, Inc.	\$11,819.00	GO Bond-Measure B	P.O.	UPA	5-26-11 thru 7-1-11	Oakland
1-2002	North American Fence & Supply, Inc.	\$10,000.00	Fund 35	P.O.	Downtown Educational Complex	5-19-11 thru 6-19-11	Oakland
1-2003	School Facility Consultants	\$22,500.00	GO Bond-Measure B	P.O.	Facilities	5-23-11 thru 5-23-2012	Sacramento
1-2004	Valdez Painting	\$3,480.00	GO Bond-Measure B	P.O.	Cox New Classroom	5-3-11 thru 12-31-11	Sacramento
1-2006	Walters & Atlantis Painting - A JV	\$29,700.00	GO Bond-Measure B	P.O.	Montera Middle School	7-14-11 thru 8-15-11	Oakland
1-2007	West Coast Industrial Flooring, Inc.	\$7,806.00	GO Bond-Measure B	P.O.	Chabot	6-9-11 thru 12-31-11	Rancho Cordova

**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**

VO18724

DATE SUBMITTED: 6/15/2011  
SUBMITTED BY: Eric Scheuermann

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

<input type="checkbox"/> A/E (Architect and Engineers) Contract	<input type="checkbox"/> "Small" (under \$15,000.00) Construction Contract
<input type="checkbox"/> IOR (Inspector of Record Contract)	<input type="checkbox"/> Resolution Awarding Bid and Construction Contract
<input type="checkbox"/> Agreement for Professional Services - Testing Etc.	Change Order Vendor Number: _____ Fiscal Year: <u>2011-2012</u>
<input type="checkbox"/> Amendment to Agreement for Professional Services	P.O. Under \$50K: <input checked="" type="checkbox"/> Purchase Order Date Processed: <u>7-1-2011</u> <input checked="" type="checkbox"/> To: MB <u>7/1/11</u> To DR: _____

[Signature] Timothy E. White Asst. Superintendent Date \_\_\_\_\_  
[Signature] Tadashi Nakadegawa Facilities Director Date 6/17/11

**SECTION II. LOCAL BUSINESS PARTICIPATION PERCENTAGE:**

Local Business	Small Local Business	Small Local Resident Business	Total Percentage
0.00%	100.00%	0.00%	100.00%

**SECTION III. AGREEMENT INFORMATION:**

Madison Health Center	07002
Comack Plumbing	<u>2159901811-6274</u>
(510) 834-9544	John Cottrell
Start: 6/24/2011	825 8th Ave.
Stop: 9/30/2011	Oakland, CA 94606
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Current Contract Amount: \$0.00
<i>If yes give an explanation:</i>	Not to Exceed Amount: \$1,198.57
	Revised Contract Amount: \$0.00
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Date: <u>[Signature]</u>
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 [Signature] 8/25/11
  - 7) Payment Bonds Attached [Signature]
- (Sections 6 and 7 to be completed by Contract Administration department)

**Scope of Work:** *(Needed to prepare Executive Summary)* Please attach separately along with Vendor's proposal.

Install an emergency eyewash at the workroom sink in the Madison Health Center.

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

Alameda County Health Department requests for eyewash in the workroom in the event of a health care emergency.

**LEGISLATIVE BILL**  
File ID No. 11-1990  
Introduction Date 8-16-2011  
Funding Source 11-1549  
Enactment Date 8-24-11  
Budget Number: \_\_\_\_\_

**RECEIVED**  
6-27-2011

*Comack Plumbing*(510) 834-9544  
Fax (510) 834-0240JOHN COTTRELL - Owner  
License # 322-399825 8th Ave.  
Oakland, CA 94606

June 13, 2011

TO: Oakland Unified School District  
955 High Street  
Oakland, CA 94601

Attention: Eric

Re: Madison Middle School Health  
ClinicInstall an emergency eye wash at sink in lab room.  
Drill hole in counter top to install eyewash faucet

1-S19-270C Bradley Eyewash Faucet -----	428.00	
1-5/8 X 3/8 X3/8 Duo valve -----	35.32	
1-3/8 X 30 rigid supply -----	16.51	
	479.83	
Misc. Material 5% -----	23.99	
	503.82	503.82
Labor 5hrs @49.21 -----	246.05	
Labor Burden @28.18% -----	69.34	
Fringe Benefits 5hrs @29.44 -----	147.20	
Truck & Tool Expense, 5% of labor cost --	12.30	
Pick-up & Delivery 15% of labor cost ----	36.91	
Office overhead 22.29% of labor cost ----	58.84	
Sales Tax 9 3/4% -----	49.12	
Mark-up on Labor & Material 10% -----	74.99	
	694.75	<u>694.75</u>
Total Cost		\$1,198.57

Please allow 3-4 weeks delivery

025 0TH AVENUE  
OAKLAND, CALIFORNIA 94608

TELEPHONE: (510) 894-0544 + FACSIMILE (510) 894-0240

LICENSE NO.: 322-399

**PAX COVER LETTER**

DATE 10-15-11

TO OPERATING MANAGER STANLEY DIST

ERIC

NUMBER OF PAGES SENT (INCLUDING THIS PAGE) 2

IF THERE ARE ANY QUESTIONS