

Board Office Use: Legislative File Info.	
File ID Number	13-2071
Committee	Facilities
Introduction Date	9/25/13
Enactment Number	13-2024
Enactment Date	9-25-13



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  
Timothy White, Associate Superintendent, Facilities Planning and Management

Board Meeting Date September 25, 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
13-2069	Bay City Mechanical	\$8,000.00	Measure B	P.O.	Jefferson New Building	4-30-2013	Richmond
13-2070	Chris Lee	\$4,250.00	County School Facilities Fund	P.O.	Madison Portable Installation	8-26-2013	Oakland
13-2071	Comtel System Technology Inc.	\$4,390.95	County School Facilities Fund	P.O.	Ralph Bunche Portable Installation	8-5-2013	Sunnyvale
13-2072	Cor-O-Van	\$4,254.16	General Fund	P.O.	Tilden RAD Relocation	8-21-2013	Poway
13-2073	Cor-O-Van	\$40,980.00	General Fund	P.O.	Tilden RAD Relocation	6-7-2013	Poway
13-2074	Digital Design Communications	\$15,276.01	Measure B	P.O.	Lowell MS Modernization	7-2-2013	Oakland
13-2075	KDI Consultants, Inc.	\$2,520.00	Measure B	P.O.	Oakland Tech HS	6-12-2013	Oakland
13-2076	KDI Consultants, Inc.	\$1,440.00	Measure B	P.O.	Skyline HS	6-12-2013	Oakland
13-2077	Nexus IS	\$45,000.00	Measure B	P.O.	Division of Facilities Planning and Management	8-23-2013	Pleasanton
13-2078	Nor-Cal Moving Services	\$2,500.00	County School Facilities Fund	P.O.	Whittier ES	6-11-2013	Oakland
13-2079	Nor-Cal Nor-Cal Moving Services	\$1,050.00	County School Facilities Fund	P.O.	James Madison MS	6-11-2013	Oakland
13-2080	Nor-Cal Nor-Cal Moving Services	\$290.80	County School Facilities Fund	P.O.	Chabot New Classroom and Multi-Purpose Bldg	12-4-2012	San Lendro
13-2081	Nor-Cal Nor-Cal Moving Services	\$3,000.00	County School Facilities Fund	P.O.	Havenscourt New Classroom and Cafeteria Building	4-30-2013	Oakland
13-2082	Nor-Cal Nor-Cal Moving Services	\$1,000.00	County School Facilities Fund	P.O.	Stonehurst CDC	4-30-2013	Oakland
13-2082	Nor-Cal Moving Services	\$2,500.00	County School Facilities Fund	P.O.	Calvin Simmons MS	4-30-2013	Oakland
13-2084	Nor-Cal Moving Services	\$2,000.00	County School Facilities Fund	P.O.	Arroyo Viejo CDC Renovation	4-30-2013	Oakland
13-2085	NVB Playgrounds, Inc.	\$1,576.00	County School Facilities Fund	P.O.	Ralph Bunche Portable Installation	9-5-2013	Indianapolis, IN



# OAKLAND UNIFIED SCHOOL DISTRICT

13-2089	NVB Playgrounds, Inc.	\$8,029.00	County School Facilities Fund	P.O.	Ralph Bunche Portable Installation	4-25-2013	Indianapolis, IN
13-2087	Playworks	\$30,000.00	Developer Fee Fund	P.O.	La Escuelita Educational Center	5-28-2013	Oakland
13-2088	School Outfitters	\$13,308.48	County School Facilities Fund	P.O.	Madison Portable Installation	6-12-2013	Cincinnati, OH
13-1880	WHM Incorporated	\$3,920.00	Measure B	P.O.	Highland New Classroom Building	7-11-2013	Moraga

## 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.



P.O. Number:

P.O. Date:

**PURCHASE ORDER TERMS AND CONDITIONS**

Comtel Systems (Contractor Name)

**1. Definitions.**

**A)** "Bid" means the Contractor's offer made in response to a solicitation to perform a contract to supply goods or perform services at a specified price.

**B)** "Bidder" means a supplier who submits a Bid to the District in response to a solicitation.

**C)** "Contract" means Contractor's Bid; drawings or specifications, if any; these bid/purchase order terms and conditions together with the terms appearing on the reverse side hereof; and any other documents identified therein or herein as incorporated by reference and inclusive of any subsequently issued addenda and/or amendments.

**D)** "Contractor" means the business entity designated on the face of this purchase order that is supplying Deliverables to the District. Contractor shall be synonymous with "supplier", "vendor", or other similar term.

**E)** "Deliverables" means the tangible and/or intangible personal property, product, service, software, information technology, telecommunications technology, and other items to be delivered pursuant to this purchase order including any such items furnished incident to the provision of services.

**F)** "District" means the Oakland Unified School District.

**2. Assignment; Subcontracting.** The Contractor may not assign this Contract in whole or in part, and/or monies due Contractor, without the prior written consent of the District and surety, if any. Subject to the foregoing, this Contract shall be binding upon the parties and their respective successors and assigns. All subcontractors must be approved in advance by the District. Upon the District's written request, Contractor shall terminate any subcontractor.

**3. Audit.** The District shall have the right to examine and audit Contractor's records related to this Contract. Contractor and its subcontractors shall maintain and preserve all such records for a period of at least three (3) years after final payment to Contractor or after final Contract closeout, as determined by the District.

**4. Award of Contract.** The Bidder's Bid or quotation is deemed a firm offer; issuance of this document as a purchase order evidences the District's acceptance of that offer. If an award is made on a bid, the contract will be awarded according to the authority granted by the Board of Education of the District ("Board") pursuant to California law

**5. Acceptance/Rejection of Bids.** The District may award a contract on an individual item or combination of items, whichever is in the best interest of the District. A bidder may specify that the District's acceptance of one item shall be contingent upon the District's acceptance of one or more additional items submitted in the same Bid. Bids shall remain open and valid for 120 days after bid opening date unless otherwise stipulated and may be accepted without further written notice by the District. The Bidder may withdraw its Bid at any time before the Bid opening.

**6. District Name May Not Be Used.** The name and/or logo of the District or any school of the District may not be used in any advertisements or communications which may convey the impression that the District authorizes the solicitation and/or that there may be some connection or endorsement between the District and the Contractor.

**7. Fingerprinting.** The Contractor and its subcontractors shall fully comply with the provisions of Education Code Section 45125.1 when Contractor and/or its subcontractors will have more than limited contact with District pupils

**8. Governing Law.** This Contract shall be governed by and construed in accordance with the laws of the state of California, without regard to conflicts of laws.

**9. Indemnification.** Contractor agrees to indemnify and hold harmless the District, the Board, and their employees, agents, volunteers, affiliates, officers and directors from, and defend each of them against, any injury to person or property, claims, suits, liabilities or expenses (including reasonable attorneys' fees and costs) resulting from or connected with Contractor's performance hereunder, breach of its representations, warranties or obligations hereunder, or Contractor's failure to comply with any applicable law, or regulation.

**10. Independent Contractor.** Contractor shall perform its obligations under this Contract as an independent contractor of the District. Nothing herein shall be deemed to constitute Contractor and the District as partners, joint venturers, or principal and agent. Contractor has no authority to represent the District. Contractor shall not at any time or manner represent that it or any of its subcontractors or agents are in any manner agents or employees of the District.

**11. Independence of Bid.** Unless Bidder is furnishing a joint bid, by submitting this Bid, Bidder swears under penalty of perjury that it did not conspire with any other supplier to set prices in violation of antitrust laws.

**12. Insurance.** Upon the District's request, Contractor shall provide, and require its subcontractors to maintain, insurance policy/policies and limits of coverage acceptable to the District to protect against claims that may arise from this Contract.

**13. Joint Bids.** A joint bid submitted by two or more bidders participating jointly in one bid may be submitted, and each participating bidder must sign the joint bid. If the contractor is comprised of more than one legal entity, each entity shall be jointly and severably liable under this contract. In addition, the joint contractors must designate, in writing, one individual having authority to represent them all in matters relating to the contract. The District assumes no responsibility or obligation for the division of orders or purchases among joint contractors.

**14. License.** Upon payment in full for software, Contractor grants the District a perpetual, non-exclusive, worldwide, irrevocable, fully paid right and license, to install and use the software on all computing devices used by or for the benefit of the District. This license is subject to the limitation on the maximum number of end users or other scope limitations listed on the facing page and, if none are listed, this license shall be deemed to be enterprise-wide and the software may be used by all District end users without any maximum number of users. The license shall extend to permit contractors working for the District to use the software in the performance of their duties for the District.

**15. Non-Discrimination.** Contractor shall comply with all laws prohibiting discrimination in employment and shall include this nondiscrimination requirement in all subcontracts to perform work under the Contract.

**16. Order of Precedence.** This Contract constitutes the entire agreement between the parties and supersedes any prior or contemporaneous written or oral understanding or agreement and any contrary provisions on packing slips, invoices, or other documents submitted by the Contractor. Any conflict or inconsistency among the components of this Contract shall be resolved by giving precedence in the following order: (1) Contractor's Bid; (2) these Contract Terms and Conditions; (3) all other attachments incorporated into the Contract by reference. No term or condition of this Contract may be terminated, modified, rescinded, or waived except by a writing signed by both parties. No modification or waiver of this Contract shall be deemed effected by Contractor's acknowledgment, confirmation or other documentation containing other or different terms. Should any such document from Contractor contain additional or different terms than this Contract, those terms shall be considered proposals by Contractor which are hereby rejected.

**17. Packaging, Delivery and Acceptance.**

**A) Packaging.** Items shall be packaged to protect them from damage during transit. Packing slips must include the District Purchase Order number, contents, quantity, and description. Material Safety Data Sheets shall be included when applicable.



**B) Delivery.** Contractor shall be responsible for delivery on a free-on-board (FOB) Destination basis and shall incur all costs associated with the delivery unless otherwise specified in this Contract. All deliveries shall be set on the District's dock and/or pallets or as otherwise prescribed by the District. All Deliverables are subject to acceptance by District. District will notify Contractor in writing of any defect or nonconformity and Contractor will repair or replace such defective or nonconforming goods or, at the District's option, refund the purchase price to District.

**C) Acceptance.** If items are not properly packaged or identified, or if items are determined by the District to be defective or non-conforming, deliveries or any part thereof may be rejected, and all costs (return and re-delivery) shall be at the Contractor's expense. All goods to be delivered hereunder may be subject to final inspection, test and acceptance by the District at destination, notwithstanding any payment or inspection at source. The District shall give written notice of the rejection of goods delivered or services performed hereunder within a reasonable time after receipt of such goods or performance of such services. Such notice of rejection will state the respects in which the goods do not substantially conform to their specifications. Acceptance shall not be construed to waive any warranty rights the District may have at law or by express reservation in this Contract with respect to conformity. Title to and risk of loss of Deliverables shall vest in the District upon acceptance.

**18. Performance Guarantee.** A performance guarantee may be required on award of annual contracts which exceed \$81,000.

**19. Samples.** Samples of items may be required by the District for inspection and specification testing and must be furnished free of expense to the District. The samples furnished must be identical in all respects to the items bid and/or specified in the Contract. Samples must be plainly marked with the name of Bidder, bid number, and date of bid opening. Samples may be retained for comparison with deliveries and if not destroyed by tests, may, upon request at the time the sample is furnished, be returned at Contractor's expense. Bidder/Contractor assumes all risk of loss of or damage to samples.

**20. Severability.** If any provision or part of this Contract shall be declared illegal, void, or unenforceable, such term or provision shall be deemed stricken and the remaining provisions shall continue in full force and effect to the extent permitted by law.

**21. Substitutions.** Product substitutions require the prior, express written authorization from an authorized District representative.

**22. Tax.** The District shall pay only California sales tax and use tax and/or Alameda County sales and use tax, as applicable. Contractor shall separately list all applicable taxes on the invoice. The District is exempt from payment of Federal Excise Tax. Contractor shall cooperate with the District in all matters related to taxation and the collection of taxes. The District may, at its option, self-accrue tax and remit same to the state of California pursuant to the District's permit with the state of California.

**23. Termination.** The District may, by written notice to Contractor, terminate this Contract in whole or in part at any time at the District's convenience or for Contractor default. The District shall hold Contractor liable and responsible for all damages which may be sustained because of the Contractor's default. If Contractor fails or neglects to furnish or deliver any of the deliverables listed herein at the prices named and at the time and places stated herein or otherwise fails or neglects to comply with the terms of the Contract, the District may, upon written notice to the Contractor, cancel the Contract in its entirety, or cancel any or all items affected by such default; and may, whether or not the Contract is cancelled in whole or in part, purchase the Deliverables elsewhere without notice to the Contractor. The prices paid by the District at the time such purchase is made shall be the prevailing market prices. Any extra costs incurred by such default may be collected by the District from the Contractor.

**24. Title.** Title to and risk of loss of Deliverables shall pass to and vest in the District upon final acceptance by the District.

**26. Warranty.**

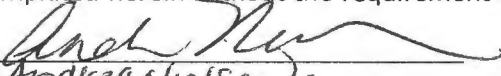
**A)** Contractor warrants that all Deliverables furnished hereunder will be free from defects in design, material, and workmanship, and will conform to applicable specifications, drawings, samples, and descriptions. All warranties shall be in addition to any warranties available under law and any standard Contractor warranty.

**B)** At the time of delivery, no software shall contain any virus, "Trojan horse," timer, counter or other limiting design, instruction, or routine that would erase data or programming or cause the software

or any hardware or computer system to become inoperable or otherwise incapable of being used in the full manner for which it was designed and created.

**C)** No Deliverable shall violate or infringe upon the rights of any third party, including, without limitation, any patent, copyright, trademark, trade secret, or other proprietary rights of any kind. There is no action, suit, proceeding, or material claim or investigation pending or threatened against Contractor, that, if adversely determined, might affect any Deliverable or restrict the District's right to use any Deliverable. Contractor knows of no basis for any such action, suit, claim, investigation, or proceeding.

**D)** Contractor warrants it has full title to the Deliverables and has the right to grant the District the rights and licenses contemplated herein without the requirement for consent of any third party.

AGREED and ACCEPTED:  Date: Aug 8, 2013  
By: Andrea Nielsen  
Its: Vice President



## EXHIBIT A

### PROPOSAL

Eric Sih  
Oakland Unified School District  
955 High Street  
Oakland, Ca 94601

July 12, 2013

Proposal #  
GS30711GS1

RE: Ralph Bunche School  
2 Portable Additions

### OVERVIEW

Comtel was contacted the week of 7/8/13 by Eric Sih, and asked to site review the requirements to tie 2 new portables into the existing clock/speaker system at Ralph Bunche School. Specifically, the portables are currently in the process of being installed by a contractor, who will complete that work by 8/10/2013. However, the clock/speaker requirement was never a part of that project. That contractor is installing new empty conduit from the new portables back to the existing MPOE within the existing front office.

On 7/11/13, a site-walk was conducted with Eric Sih of OUSD, and Greg Steele of Comtel, to field-verify the site conditions and installation options. What we found is that there are existing spare ports at the existing Rauland Telecenter VI system, located in the attendance office room at the end of the office building, to tie the 2 new portables to. Additionally, there are existing conduits from the rack location, to the MPOE at the office where the new portables conduits will be run to. Although these existing conduits already have cables in them, it is believed that enough space exists to allow for 2 additional cables to be installed in them.

The request from the school district is for Comtel to install 2 each surface combination clock/speaker units to be supplied by the district into each of the 2 new portables, and to run new CAT6 cables from these devices through new and existing conduits back to the main Telecenter VI equipment at the attendance office. At this point, Comtel will land the cables on existing patch panels located at the rack, and provide/install CAT6 patch cables to patch the 2 new locations into spare ports of the system.





In addition to the above, the School District has requested that Comtel program a new button on five existing admin IP phones in the existing front office, labeled as 'page Ralph Bunche Only'. Included will be complete programming and testing of the added devices and functions as detailed above.

Total installed equipment price including programming, testing, tax and freight

**\$4,390.95\***

\*This price is valid for 60 days.

**SCOPE OF WORK:**

- Install 2 each customer supplied surface clock/speaker units into 2 each new portables.
- Provide/Install a new CAT6 cable from 2 new portables, run in new/existing conduits, back to the main equipment rack. It is assumed sufficient space exists in existing conduits for the new cables. No new conduit or wiremold is included within this proposal.
- Make connections at new field devices, and at head-end equipment.
- Program and test the system for operation of the new devices.
- Program/label and test a new button on 5 each existing Admin IP phones in the existing main office, as 'Page Bunche only'.
- Verify and test operations of all new devices installed.

**PROPOSAL CONDITIONS/ASSUMPTIONS:**

- It is assumed all work to be done during normal weekday working hours.
- Full site access will be provided to Comtel during normal hours.
- Space exists end to end in new or existing conduits for the installation of the required new cables.
- Within the 2 portables the new cables will be run exposed above the existing T-bar ceilings, and tied to existing hangers. No new j-hooks, wiremold etc. is required.
- Completion dates to be as mutually agreed upon. Minimum turnaround time at this date is 6 to 10 weeks.





- Drawings or asbuilts are not required.
- No additional user training is required or included.

**WORK BY OTHERS:**

- Provide full un-obstructed site access to Comtel employees during duration of project.
- Verify completion of all new conduits from portables to office, prior to work beginning by Comtel.



Notes:

1. Applicable tax included.
2. All system conduit and rough in will be provided and installed by others.
3. 120VAC, with 20 amp dedicated circuit(s), by others.
4. Conduit and rough-in boxes, other than specified, are not included.
5. Customer is responsible for all cable paths between floors
6. All ceiling/wall spaces must be accessible for cable pull, or others must install a permanent raceway.
7. Construction permits, bond fees, and related certifications are not included.
8. Comtel liability shall not include responsibility for the calculation or accuracy of any engineering and/or consulting service. In no event shall Comtel's liability exceed the cost of correcting or replacing defects in the Equipment nor shall its liability include indirect or consequential damages of any kind or character. All liability of Comtel hereunder shall terminate upon the expiration of the applicable warranty period.
9. Idle time incurred by Comtel employees due to absence of required escorts, clearances, inability to enter the workplace, or other factors beyond our control, will be considered a change to the contract.
10. Any error or omission in construction or installation of the system must be called to the attention of Comtel's Project Manager in writing within thirty (30) days after completion of the installation. Upon expiration of the thirty (30) days the installation shall be considered accepted as complete by the customer.
11. All equipment, material listed in this proposal will be under warranty for one (1) full year. Labor shall be under warranty for one (1) year. This warranty is contingent upon the proper use and maintenance of the equipment and any cabling system provided by Comtel. The warranty shall not apply if adjustment, repair, parts replacement or system modification, addition or deletions accomplished by persons other than Comtel.
12. A notice of cancellation must be submitted in writing by an authorized agent of the buyer and must reference the original contract to be binding. Any material purchased or allocated to the project by the seller is subject to re-stocking, shipping and handling fees which will be billed to and paid for by the buyer. If materials are not able to be returned than the material will be turned over to the buyer and the buyer will be invoiced for the materials. Any labor expended, including general, administrative, and management personnel, prior to receiving the cancellation notice will be billed to and paid for by the buyer.
13. Customer certification of Asbestos presence: Unless noted, customer hereby certifies that Asbestos and/or Asbestos-bearing materials are not present in the areas in which Comtel Systems Technology, Inc. work will be performed. Work in Asbestos hazard areas and/or Asbestos removal will be performed at additional cost.
14. Customer will notify Comtel of any existing hazardous materials or conditions at the site where installations are being performed.
15. Customer accepts responsibility for the accuracy of any drawings provided to Comtel. Deviations from building layouts, which effect device count, conduit, or cable routing, may result in additional costs not included in this quotation.
16. Telephone lines, network connections, fiber optic cables (including jumpers) by others.
17. Comtel is not responsible for any existing equipment that may be utilized. This includes all door devices, alarm inputs, access controllers, cable and power supplies.
18. Submittals, drawings and as-builts are not included.
19. Parking must be available for all Comtel personnel. No fees are included.
20. Computers, unless specified, are not included.
21. Patching and painting by others.
22. All work to be performed during normal business hours.
23. Comtel is a member of the IBEW, which is a recognized labor union.

This document contains proprietary information, and is intended for viewing by the person addresses above, or that person's associates, only. Any other use of this document or the information included in it is prohibited!





Terms: 25% deposit with order acceptance, NET 30, progress billing monthly.  
This proposal is valid for 60 days from the date signed by the Comtel representative.

Respectfully submitted by,

COMTEL SYSTEMS TECHNOLOGY, INC.

State of California Contractors License #420981

Date July 12, 2013

Proposal # GS30711GS1

By Greg Steele

Contract Amount \$4,390.95

Accepted: The above prices, specifications and Terms and Conditions are satisfactory and are hereby accepted. You are authorized to perform the work as specified. Payment will be made as outlined above.

Date of Acceptance \_\_\_\_\_

Purchase Order # \_\_\_\_\_

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Correct Billing Address \_\_\_\_\_ (Street Address)

\_\_\_\_\_ (City, State and Zip)

Send Invoice To: \_\_\_\_\_ (Name)

\_\_\_\_\_ (phone)

\_\_\_\_\_

## Eric Sih

---

**From:** Greg Steele <GregS@comtelsys.com>  
**Sent:** Friday, July 12, 2013 12:09 PM  
**To:** Eric Sih; Rick Nielsen  
**Cc:** Florencio Cautiverio; ben.cautiverio@ousd.k12.ca.us; tadashi.nakadegawa@ousd.k12.ca.us; "Eduardo Rivera-Garcia"@exmf026-nj-5.domain.local  
**Subject:** RE: Bunche - Clock and Speaker for Portables  
**Attachments:** Ralph Bunche 2 portable adds proposal.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Eric-

Attached please find a pdf copy of Comtel's proposal for the 2 portables at Ralph Bunche School as you have requested. If you have any questions, please let me know.

Cordially,

Greg Steele  
Comtel Systems  
(408) 543-5651

---

**From:** Eric Sih [<mailto:esih@sgicm.com>]  
**Sent:** Thursday, July 11, 2013 12:08 PM  
**To:** Greg Steele; Rick Nielsen  
**Cc:** Florencio Cautiverio; [ben.cautiverio@ousd.k12.ca.us](mailto:ben.cautiverio@ousd.k12.ca.us); [tadashi.nakadegawa@ousd.k12.ca.us](mailto:tadashi.nakadegawa@ousd.k12.ca.us); "[Eduardo Rivera-Garcia](mailto:Eduardo.Rivera-Garcia@exmf026-nj-5.domain.local)"@exmf026-nj-5.domain.local  
**Subject:** Bunche - Clock and Speaker for Portables

Greg,

Thanks for your time meeting with me at Bunche this morning. As we have discussed on site, you can share the conduit route from the new 2 portables to office and from there back to Telecenter 6 in the Attendance office. Flo will provide the clocks and speakers and Comtel will be responsible of all wiring, programming and finish programming of the admin phones and Telecenter 6 ports.

I understand Comtel is busy, so if we could get someone from your company between 8/10/13 to 8/25/13 to install this work will be great. Let me know if any questions, I will look forward to your proposal. Thanks.





Eric Sih  
SGI Construction Management  
Project Manager  
955 High Street  
Oakland, CA 94601  
P: (510) 535-7077 | C: (510) 912-7915 | F: (510) 535-7069  
[www.sgicm.com](http://www.sgicm.com)

 Please consider the environment before printing this email

This email message is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of the original message.

RECEIVED 8/2/13

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

V053094

DATE SUBMITTED: 7/26/2013

SUBMITTED BY: Eric Sih

REVIEWED BY:

Bond Program Director

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

1.) A/E (Architect and Engineers) Contract
2.) IOR (Inspector of Record Contract)
3.) Agreement for Professional Services - Testing Etc.
4.) Amendment to Agreement for Professional Services
5.) "Small" (under \$15,000.00) Construction Contract
6.) Resolution Awarding Bid and Construction Contract
7.) Change Order
8.) Purchase Order

Vendor Number:
Fiscal Year: 2013-2014
P.O. Under \$50K:
Date Processed: 8-9-2013
To: MB 8/9 To DR: 7/29/13

Signature of Timothy E. White, Asst. Superintendent, Date 8/1/13

Signature of Tadashi Nakadegawa, Facilities Director, Date 7/29/13

SECTION II. LOCAL BUSINESS PARTICIPATION PERCENTAGE:

Table with 4 columns: Local Business (0.00%), Small Local Business (0.00%), Small Local Resident Business (0.00%), Total Percentage (0.00%)

SECTION III. AGREEMENT INFORMATION:

Project Name: Ralph Bunche Portable Installation
Vendor Name: Comtel System Technology, Inc.
Vendor Phone Number: (408) 543-5600
Agreement Start and Stop Dates: Start: 8/1/2013, Stop: 1/30/2014
Has Work Started? No
Has Work Been Completed? No

Project No: 13104
3099003890-6274

RECEIVED

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
3) Date of Bid Opening
4) Name of Architect - HY Architects
5) Liquidated damages per day

Scope of Work: (Needed to prepare Executive Summary) Please attach separately along with Vendor's proposal.
Install 2 OUSD furnished clock/speaker, provide/install new CAT6 to new devices, program and test 5 admin phones for 2 new portables at Bunche H.S.

FACILITIES PLANNING & MGMT

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

Clock and Speaker are not part of the original scope for construction. Flo (Telecom) advised it is life and safety issue and recommend to put in devices for the 2 Vincent Academy portables at Bunche H.S.

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

Funding Source:

Budget Number:

Susan Bruch Smith 9-10B

Handwritten notes on the left margin: Gary Yee, Ed.D., Secretary, Board of Education; David Kakishiba, President, Board of Education; dates 9-26-13 and 9-26-13.



**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><b>Specialty Service:</b> 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><b>District Discretion</b> 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><b>Futility:</b> 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><b>Field Test</b> / (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><b>Product Match</b>/(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><b>Sole Source</b> / (3) In order to obtain a necessary item that is only available from one source. PUBLIC CONTRACT CODE SECTION 3400-3410</p>	
7.)	<p><b>Emergency Repair</b> / (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>	