

Board Office Use: Legislative File Info.	
File ID Number	13-0810
Committee	Facilities
Introduction Date	5-8-2013
Enactment Number	13-0791
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



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 & Management

I 005525

RO307717

AGREEMENT REQUEST FORM

DATE SUBMITTED 10-31-12 SUBMITTED BY: Tadashi Nakadegawa

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

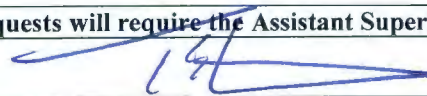
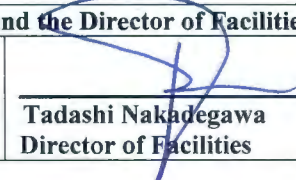
1.) A&E (Architects and Engineers) Contract	<input type="checkbox"/>	5.) "Small"(under \$15,000.00) Construction Contract	<input type="checkbox"/>
2.) IOR (Inspector of Record) Contract	<input type="checkbox"/>	6.) Resolution Awarding Bid & Construction Contract	<input type="checkbox"/>
3.) Agreement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

Vendor Number: _____
Fiscal Year: 2012-2013
P.O. Under \$50k: _____
Date Processed: 11-1-2012
To: MB 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	10/31/12

SECTION III. AGREEMENT INFORMATION:

Project Name:	Banners for Family Schools and Community Partnership office	Project No:	9181331840-6262
Vendor Name:	MarketingVUE	Vendor Contact:	Art Goldman
Vendor Phone Number:	925-479-9151 www.marketingvue.com	Vendor Mailing Address:	321 Commonwealth Road, #101, Wayland, MA 01778-5039
Agreement Start & Stop Dates:	Start: 10/31/12 Stop: 11/30/12	Amounts:	Current Contract Amount: Not to Exceed Amount: \$1,320.84 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:

- 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 _____
 - 8) Number of Phases _____
- (Sections 6 & 7 to be completed by Contract Administration department)

Scope of Work: (Needed to prepare Executive Summary Banners for Family School and Community Partnerships Office.)

Discussion Information (Needed to prepare Executive Summary)

LEGISLATIVE FILE

Funding Source: 13-0810
Introduction Date: 5-8-2013
Enactment No.: 13-0791
Enactment Date: 5/8/13

Budget Number: _____

DEPARTMENT OF FACILITIES PLANNING

RECEIVED

11-01-2012

MARKETINGVUE

VISUAL • UNDERSTANDING • ENVIRONMENTS
www.marketingvue.com
925.479.9151

PLANNING
MANAGEMENT
DEPARTMENT

OCT 19 P 8

SOLD TO: Oakland Unified School District
Troy Flint
OUSD
102 Second Ave.
Oakland CA 94606

STREET
9460

INVOICE

Date	07/25/12	
Number	545267VUE	
Your P.O.		
Ship Date	07/25/12	545267VUE
Carrier	2-Day	
Affiliate	Art Goldman 925-479-9151	
Terms	Net 30	

Quantity	Unit	Item	Description	Unit Price	Extension
105	SF	OUSD-953	Banners (7) 5' x 3'	7.00	735.00
58	SF	OUSD-954	We're Moving Banners	7.00	406.00

PROJECT NAME	_____
PROJECT NO.	_____
RES NO./BD ACTION DATE	_____
CO. OVER/UNDER 10%	_____
PM AUTHORIZATION	_____
AMT. TO BE PAID \$	_____
SENT TO FAC B & G OTHER	_____

TO PROCESS AN ON-LINE PAYMENT PLEASE VISIT
[HTTP://PAYMENTS.IPROMOTEU.COM/MARKETINGVUE](http://payments.ipromoteu.com/marketingvue)

DELIVERED TO:

USD Building & Grounds
Arta or Charles
35 High Street
Oakland CA 94601
535-2725

SUB TOTAL	1141.00
TAX CA Alameda (CNTY) 8.75%	99.84
SHIPPING	80.00
PREPAYMENT	0
TOTAL DUE	\$1,320.84

Thank you for your order! Please remit payment to the following address and make your check payable to:

MarketingVUE

321 Commonwealth Road
#101
Wayland, MA 01778-5039

or to pay by credit card, please call





Donneva Reid <donneva.reid@ousd.k12.ca.us>

Fwd: Invoice# 545267VUE From MarketingVUE/iPROMOTEu

5 messages

Renee D. Bell <renee.bell@ousd.k12.ca.us>
To: Timothy White <timothy.white@ousd.k12.ca.us>
Cc: Donneva Reid <donneva.reid@ousd.k12.ca.us>

Fri, Sep 28, 2012 at 1:30 PM

Hi Tim,
Will you be taking care of this?
Thanks

Renee Bell

Oakland Unified School District
Accounts Payable Department
1025 2nd Ave Rm 115C
Oakland, Calif 94606
510 273-3491 *Ph*
510 273-3490 *Fax*

Because we care, please click here to tell us how we are doing!

----- Forwarded message -----

From: **Andrea Bustamante** <andrea.bustamante@ousd.k12.ca.us>
Date: Fri, Sep 28, 2012 at 9:26 AM
Subject: Re: Invoice# 545267VUE From MarketingVUE/iPROMOTEu
To: Troy Flint <troy.flint@ousd.k12.ca.us>
Cc: Renee.Bell@ousd.k12.ca.us, Rebecca Hopkins <rebecca.hopkins@ousd.k12.ca.us>, Charles H Smith <charles.smith@ousd.k12.ca.us>, Renee McMearn <renee.mcmearn@ousd.k12.ca.us>

Hi All,

The banners ordered were part of the move budget and should be covered by facilities.
Please let me know if you need more info.

Andrea Bustamante

Director | Community School Partnerships
Oakland Unified School District
746 Grand, Oakland, CA 94610
(c) 415-987-6478
(o) 510-273-1569
(f) 510-273-1501
andrea.bustamante@ousd.k12.ca.us
www.ousd.k12.ca.us
www.thrivingstudents.org

Community Schools, Thriving Students
Escuelas Comunitarias, Estudiantes Progresando

On Thu, Sep 27, 2012 at 1:35 PM, Troy Flint <troy.flint@ousd.k12.ca.us> wrote:
Hi Denise,

Our Family, School and Community Partnerships Office contracted for these banners. I've copied a representative from that unit on this email.

- troy

On Thu, Sep 27, 2012 at 1:22 PM, Denise O'Malley <domalley@ipromoteu.com> wrote:

Hi Troy and Renee-

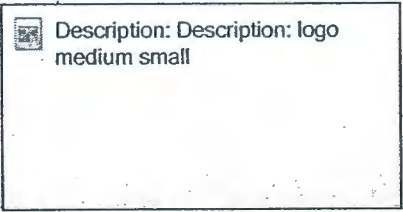
Please see the attached over 60 days past due invoice for the banners.

At your earliest convenience, can you please advise when we might be able to expect payment for this invoice?

Thank you,

Denise~

Denise O'Malley
Accounts Receivable Coordinator
iPROMOTEu
321 Commonwealth Road, Suite 101
Wayland, Massachusetts 01778
774-290-1974 (direct)
800-850-3370 (toll free) x333
508-401-6596 (e-fax)
domalley@ipromoteu.com
www.ipromoteu.com



Troy Flint
 Director of Public Relations | Communications
 Oakland Unified School District
 Office Address: Room 319, 1025 Second Avenue, Oakland, CA 94606
 Phone: (510) 473-5832
 Fax: (510) 465-2865
 Email: troy.flint@ousd.k12.ca.us
www.ousd.k12.ca.us
www.thrivingstudents.org



Community Schools, Thriving Students
Escuelas Comunitarias, Estudiantes Progresando

Renee D. Bell <renee.bell@ousd.k12.ca.us>
 To: Donneva Reid <donneva.reid@ousd.k12.ca.us>

Fri, Sep 28, 2012 at 2:04 PM

Here is the invoice we spoke about
 Thanks for your input!

Renee Bell

Oakland Unified School District
Accounts Payable Department
 1025 2nd Ave Rm 115C
 Oakland, Calif 94606
 510 273-3491 *Ph*
 510 273-3490 *Fax*

Because we care, please click here to tell us how we are doing!

[Quoted text hidden]



Invoice 545267VUE.pdf
92K

Donneva Reid < donneva.reid@ousd.k12.ca.us >
To: "Renee D. Bell" <renee.bell@ousd.k12.ca.us >

Fri, Sep 28, 2012 at 2:06 PM

Thanks
Donneva

[Quoted text hidden]

Donneva Reid
Principal Account Clerk
Facilities Planning & Management
510 535-7078 work
510 5357082 fax

Donneva Reid < donneva.reid@ousd.k12.ca.us >
To: "Renee D. Bell" <renee.bell@ousd.k12.ca.us >, Charles Love <Charles.Love@ousd.k12.ca.us >

Fri, Sep 28, 2012 at 2:45 PM

Thanks I spoke with Charles Love we are going to talk to Tadashi on Monday I will send you an email.

Donneva

[Quoted text hidden]

Renee D. Bell < renee.bell@ousd.k12.ca.us >
To: Donneva Reid <donneva.reid@ousd.k12.ca.us >

Fri, Sep 28, 2012 at 3:13 PM

very good!
Thanks

Renee Bell

Oakland Unified School District
Accounts Payable Department
1025 2nd Ave Rm 115C
Oakland, Calif 94606
510 273-3491 *Ph*
510 273-3490 *Fax*

Because we care, please click here to tell us how we are doing!

[Quoted text hidden]



Donneva Reid <donneva.reid@ousd.k12.ca.us>

MarketingVue

3 messages

Renee D. Bell <renee.bell@ousd.k12.ca.us>
To: Donneva Reid <donneva.reid@ousd.k12.ca.us>

Fri, Oct 5, 2012 at 3:26 PM

Is this invoice even on your radar?
I havent heard from you regarding it!
Thanks

Renee Bell

Oakland Unified School District

Accounts Payable Department

1025 2nd Ave Rm 115C

Oakland, Calif 94606

510 273-3491 *Ph*

510 273-3490 *Fax*

Because we care, please click here to tell us how we are doing!

Donneva Reid <donneva.reid@ousd.k12.ca.us>
To: "Renee D. Bell" <renee.bell@ousd.k12.ca.us>
Cc: Charles Love <charles.love@ousd.k12.ca.us>

Fri, Oct 5, 2012 at 4:18 PM

I am still working on it if Tadashi agrees then I need for Maxine to do an agreement request form.

Donneva

[Quoted text hidden]

Donneva Reid
Principal Account Clerk
Facilities Planning & Management
510 535-7078 work
510 5357082 fax

Renee D. Bell <renee.bell@ousd.k12.ca.us>
To: Donneva Reid <donneva.reid@ousd.k12.ca.us>

Fri, Oct 5, 2012 at 4:27 PM

I'm not sure if it makes a difference but this invoice is Past 60 days old.
After today It has to go on a problem file and up to Gloria
Sorry! ☹

Renee Bell

Oakland Unified School District

Accounts Payable Department

1025 2nd Ave Rm 115C

Oakland, Calif 94606

510 273-3491 *Ph*

510 273-3490 *Fax*

Because we care, please click here to tell us how we are doing!

[Quoted text hidden]

(with Encumbrances)

Org. Key: 9181331840

Facilities School Closures

Fund: 40 Resource: 6225 Goal: 0000 Function: 8500 SubFund: 4040 Program: 1331 Site: 918

<u>Object Description</u>	<u>Object</u>	<u>Budget</u>	<u>Actual</u>	<u>Encmbrnce</u>	<u>Balance</u>
SURPLUS	4399	20,000.00	0.00	0.00	20,000.00
EXTERNAL WORK ORDER SERVICES	5826	50,000.00	0.00	0.00	50,000.00
IMPROVEMENT OF SITES	6130	20,000.00	2,650.00	0.00	17,350.00
BUILDINGS&IMPROVEMENT OF BLDGS	6200	70,000.00	0.00	53,974.00	16,026.00
Other Planning Costs	6262	30,000.00	0.00	5,037.50	24,962.50
Main Construction	6271	115,500.00	0.00	0.00	115,500.00
Moving Expense	6276	40,000.00	30,010.87	2,989.13	7,000.00
EQUIPMENT	6400	84,000.00	30,091.01	49,268.50	4,640.49
NETWORK EQUIPMENT	6424	75,500.00	34,550.00	33,850.00	7,100.00
FLXTURES	6430	15,000.00	7,013.13	0.00	7,986.87
FURNITURE	6432	130,000.00	118,598.22	0.00	11,401.78

Org. 1	Revenue:	0.00	0.00	0.00	0.00
Fund:	Expenses:	650,000.00	222,913.23	145,119.13	281,967.64

Object
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 Me
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Org.
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