

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of June 9, 2009

ITEM # 25

ITEM TITLE:

Consider Approval of Amendment No. 2 for Creative Ink Document Services

SPECIFIC BOARD ACTION REQUESTED:

Approval is requested for Amendment No. 2 to the Independent Contract with Creative Ink Document Services in the amount of \$20,000.

ITEM SUMMARY:

Under this amendment, the consultant will continue to assist the Department of General Services in implementing the Department's objectives relating to all project activities for the District's Capital Improvement Program and to provide support services as directed by the Vice Chancellor for General Services. Services to be provided include:

1. Assist in gathering and preparing documents needed to assist the Vice Chancellor of the Department of General Services and the Citizen's Bond Oversight Committee.
2. Assist the colleges in gathering information for purchases with Measure A funds in the area of instructional equipment, furniture, and technology equipment.
3. Assist the college in monitoring and tracking purchase orders for bond measure A expenditures.
4. Assist with planning within the colleges for deployment of furniture and equipment.
5. Perform specific duties that support the Department of General Services with capital outlay project-specific as directed by the Vice Chancellor of General Services, for example, compilation of data and information regarding the 90-120 days short-term projects.
6. Conduct internal and external surveys to review Department of General Services' historical practices for assuming project related activities on large construction projects for Measure A.
7. Establish and compile statistical, fiscal and financial data and other information for inclusion into special and periodic spreadsheets and reports.
8. Compile and create spreadsheets and reports for historical and current bond measure projects.

BACKGROUND/ANALYSIS:

Creative Ink is currently providing services under an independent contract #724207, in the amount of \$50,000. Services under this contract started in February 2008. Amendment No. 1 to the contract, in the amount of \$22,400, extended services until April 11, 2009. The current Amendment No. 2 will provide continued services from April 12, 2009 until June 30, 2009. Including this extension, the total contract amount will be \$92,400 for a sixteen-month period. Board approval is required because the cumulative total of purchase orders issued to Creative Ink Document Services exceeds the annual threshold amount.

ALTERNATIVES/OPTIONS:

Not applicable.

EVALUATION AND RECOMMENDED ACTION:

Approval is recommended for Amendment No. 2 to the Independent Contract with Creative Ink Document Services in the amount of \$20,000.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

Measure A, as approved by the voters in Peralta's constituency and authorized under Resolution 05/06-45, Exhibit A-1, District-Wide Projects, "Classrooms and facilities to enhance the community outreach capabilities of the District among the numerous ethnic communities living in and served by the District," including all Measure A projects benefitting from such contract.

OTHER DEPARTMENTS IMPACTED BY THIS ACTION (E.G. INFORMATION TECHNOLOGY):

Yes _____ No X

COMMENTS:

No additional comments.

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING?

Vice Chancellor Ikharo

DID A BOARD STANDING COMMITTEE RECOMMEND THE ITEM? YES _____ NO _____

IF "YES", PLEASE INCLUDE THAT INFORMATION IN YOUR SUMMARY.

This item will be reviewed at a meeting of the Board Facilities and Land Use Planning Committee.

PLEASE ACQUIRE SIGNATURES IN THIS ORDER:

DOCUMENT PREPARED BY:

Prepared by: Sadiq B. Ikharo Date: 6-03-09
Dr. Sadiq B. Ikharo
Vice Chancellor for General Services

DOCUMENT PRESENTED BY:

Sadiq B. Ikharo Date: 6-03-09
Dr. Sadiq B. Ikharo
Vice Chancellor for General Services

FINANCE DEPARTMENT REVIEW

Finance review required Finance review *not* required

If Finance review is required, determination is: Approved Not Approved

If not approved, please give reason: _____

Signature: Thomas Smith Date: 6-5-09
Thomas Smith
Vice Chancellor for Finance and Administration

GENERAL COUNSEL (Legality and Format/adherence to Education Codes):

Legal review required Legal review *not* required

If Legal review is required, determination is: Approved Not Approved

Signature: Thuy T. Nguyen Date: 6/5/09
Thuy T. Nguyen, General Counsel

CHANCELLOR'S OFFICE APPROVAL

Approved, and Place on Agenda Not Approved, but Place on Agenda

Signature: Elithu Harris Date: 6/4/09
Elithu Harris, Chancellor

**AMENDMENT NO. 2 TO CONTRACT FOR
FACILITIES PLANNING SERVICES CONSULTANT
BETWEEN PERALTA COMMUNITY COLLEGE DISTRICT
AND CREATIVE INK DOCUMENT SERVICES**

This Amendment is entered into this 9th day of June, 2009, between the PERALTA COMMUNITY COLLEGE DISTRICT (DISTRICT) and CREATIVE INK DOCUMENT SERVICES (CONSULTANT).

WHEREAS, CONSULTANT has commenced the services under the original agreement dated April 2, 2008; and additional services are required.

NOW, THEREFORE, the DISTRICT and CONSULTANT amend this agreement as follows:

Extend existing contract services for the period of April 12, 2009 until June 30, 2009. The fee for services is a not-to-exceed \$20,000. Services are further described in the attached Proposal from Creative Ink Document Services. The additional services shall be performed under the terms and conditions of the original Independent Contract #724207 dated April 2, 2008, in the amount of \$50,000, and modified by Amendment No. 1 in the amount of \$22,400 dated February 23, 2009. Including this amendment, the total contract amount is \$92,400.

IN WITNESS WHEREOF, CONSULTANT has executed this Amendment, and the DISTRICT, by its Vice Chancellor for General Services, has executed this Amendment.

CONSULTANT:

By: Muska R. Lewis Dated: 5-28-2009
Its: Consultant

PERALTA COMMUNITY COLLEGE DISTRICT:

By: _____ Dated: _____
Dr. Sadiq B. Ikharo
Its: Vice Chancellor
Department of General Services

INTRODUCTION

The proposed scope of services is designed to assist the Department of General Services in implementing the Department's objectives relating to all project activities for the District's Capital Improvement Program and to provide other support services as directed by the Vice Chancellor of General Services.

In the capacity as a Consultant, I will provide the Department of General Services the following services to begin April 12, 2009, and continue through June 30, 2009, in an amount not to exceed \$20,000.

SERVICES

1. Assist the colleges in gathering information for purchases with Measure A Funds in the area of Instructional Equipment, Furniture, and Technology Equipment.
2. Assist the college in monitoring and tracking purchase orders for Bond Measure A Expenditures.
3. Assist with planning within the college for deployment of furniture and equipment.
4. Perform specific duties that support the Department of General Services with capital outlay project-specific as directed by the Vice Chancellor of General Services for example, compilation of data and information regarding the 90-120 days short-term projects.
5. Conduct internal and external surveys to review Department of General Services' historical practices for assuming project-related activities on large construction projects.
6. Establish and compile statistical, fiscal and financial data and other information for inclusion into special and periodic spread sheets and reports.
7. Compile and create spread sheets and reports for historical and current Bond Measure projects.
8. Assist in gathering and preparing documents needed to assist the Vice Chancellor of the Department of General Services.

FEE AND SCHEDULE DETAIL

All assigned tasks by Vice Chancellor and staff (as directed) will be billed at the hourly rate of \$50, not to exceed \$20,000.

Myisha R. Lewis 5/28/09

 Myisha R. Lewis Date
 Consultant

_____ Date
 Sadiq B. Ikharo
 Vice Chancellor for
 General Services