

Oakland Unified School District  
Department of Facilities Planning and Management  
955 High Street Oakland CA 94601

**REQUEST FOR PROPOSALS FOR**  
**FOODSERVICE CONSULTANT**

December 15, 2015 (Issued / Advertised)

**Responses must be received January 14, 2016, no later than 4:00 p.m.**

Oakland School District (“District”) is requesting the submission of proposals (“Proposals”) from firms interested in providing foodservice consulting services to the District for all of the following projects (“Project(s)”) under, at the District’s sole discretion, one or more contracts:

The Oakland Unified School District (“District”) is requesting proposals for the following school sites:

**Chabot Elementary School and Peralta Elementary School (District 1);  
Cleveland Elementary School and Crocker Highlands Elementary School (District 2);  
Lafayette Elementary School (District 3);  
Fruitvale Elementary School, Joaquin Miller Elementary School, Melrose Leadership, Redwood Heights Elementary School, Sequoia Elementary School and Thornhill Elementary School (District 4);  
Burckhalter Elementary School, Markham Elementary School and Parker Elementary School (District 6);  
Brookfield Elementary School and Reach Academy (District 7).**

OUSD seeks a foodservice consultant that will assist the District in the initial kitchen assessments of existing equipment and develop “Finishing Kitchen” scope with the District’s Nutrition Service Department on a site by site basis.

Utilizing the assessments and program for each school site, the District will then retain architectural firms to provide full design services to renovate and upgrade existing “No Kitchens” and “Warming Kitchens” into “Finishing Kitchens” to accommodate the District’s new lunch delivery program. The District has defined “Finishing Kitchens” as new or upgraded kitchens that include basic equipment to prepare meals from recipe kits of bulk ingredients from the new Central Commissary which is scheduled for an August 2017 completion.

Interested firms are invited to submit Proposals as described below, with one (1) original, five (5) copies and a PDF version on a flash drive of requested materials to:

**Oakland Unified School District  
Tadashi Nakadegawa, Director  
Department of Facilities Planning and Management  
Oakland Unified School District  
955 High Street, Oakland, CA 94601**

If you have any questions regarding this RFP please email Colland Jang at [colland.jang@ousd.org](mailto:colland.jang@ousd.org), cc: Maria Denney at [mdenney@sgicm.com](mailto:mdenney@sgicm.com) and Al Anderson at [al.anderson@ousd.org](mailto:al.anderson@ousd.org)

The District reserves the right to reject any and all responses. The District also reserves the right to amend this RFP as necessary. All materials submitted to the District in response to this RFP shall remain the property of the District.

#### **LOCAL SMALL LOCAL AND SMALL LOCAL RESIDENT BUSINESS ENTERPRISE PROGRAM**

On January 29, 2014, OUSD adopted a resolution amending the 2008 Local, Small Local and Small Local Resident Business Enterprise Program (L/SL/SLRBE) and increasing the mandatory local participation requirement from twenty (20%) to fifty (50%) percent for all capital program/construction related contracts and professional services agreements. As with all OUSD projects, companies must be certified by the City of Oakland in order to earn credit toward meeting the participation requirement.

The basic Local Business Utilization Policy requires that there is a mandatory fifty percent (50%) LBU participation with a 25% or less Local Business (LBE) participation and a 25% or more Small Local or Small Local Resident Business (SLBE/SLRBE) participation.

The full version of OUSD's latest Local, Small Local and Small Local Resident Business Enterprise Program can be found by going to the OUSD home page:

[ousd.org](http://ousd.org) > District Services > Facilities Planning & Management Department > Bids and Requests for Proposals > Bidding Information > 2014 Amendment to Local Business Participation Policy

Submit a detailed description of the team's L/SL/SLRBE composition clearly indicating the name of the firms and percentages of participation on the following form ("Local Business Participation Worksheet").

**LOCAL BUSINESS PARTICIPATION WORKSHEET**

Prime Consultant:  
 Project: Finishing Kitchens under Measure J Bond  
 RFP: Foodservice Consultant  
 Date:

Team Member	Projected Percent of Total Fee Per Team Member	LBE %	SLBB %	SLBR %	City of Oakland Certification Number
Prime Company: Address:  Phone: Email:					
Company: Address:  Phone: Email:					
Company: Address:  Phone: Email:					
Company: Address:  Phone: Email:					
Company: Address:  Phone: Email:					
Company: Address:  Phone: Email:					
TOTAL PARTICIPATION					

Approval – LBU Compliance Officer

**PROJECT SITES:**

The following school sites fall into OUSD’s category of existing “No Kitchen” sites. “No Kitchen” is defined as an existing kitchen space without plumbing and/or hoods, and with no or insufficient appliances.

**Melrose Leadership Academy (Maxwell Park Elementary School):**

Region 2 / District 4

Address: 4730 Fleming Avenue, Oakland, CA 94619

**Redwood Heights Elementary School:**

Region 2 / District 4

Address: 4401 39th Avenue, Oakland, CA 94619

**Burckhalter Elementary School:**

Region 3 / District 6

Address: 3994 Burckhalter Avenue, Oakland, CA 94605

**Markham Elementary School:**

Region 3 / District 6

Address: 7220 Krause Avenue, Oakland, CA 94605

The following school sites fall into OUSD’s category of existing “Warming Kitchen” sites. “Warming Kitchen” is defined as an existing kitchen space that do no cooking, receive prepackaged meals from existing Central Kitchens and re-thermalize those meals.

**Chabot Elementary School:**

Region 1 / District 1

Address: 6686 Chabot Road, Oakland, CA 94618

**Peralta Elementary School:**

Region 1 / District 1

Address: 460 63 rd Street, Oakland, CA 94609

**Cleveland Elementary School:**

Region 1 / District 2

Address: 745 Cleveland Street, Oakland, CA 94606

**Crocker Highlands Elementary School:**

Region 1 / District 2

Address: 525 Midcrest, Oakland, CA 94610

**Lafayette Elementary School:**

Region 1 / District 3

Address: 1700 Market Street, Oakland, CA 94607

**Fruitvale Elementary School:**

Region 2 / District 4

Address: 3200 Boston Avenue, Oakland, CA 94602

**Joaquin Miller Elementary School:**

Region 1 / District 4

Address: 5525 Ascot Drive, Oakland, CA 94611

**Sequoia Elementary School:**

Region 1 / District 4

Address: 3730 Lincoln Avenue, Oakland, CA 94602

**Thornhill Elementary School:**

Region 1 / District 4

Address: 5880 Thornhill Drive, Oakland, CA 94611

**Parker Elementary School:**

Region 3 / District 6

Address: 7929 Ney Avenue, Oakland, CA 94605

**Brookfield Elementary School:**

Region 3 / District 7

Address: 401 Jones Avenue, Oakland, CA 94603

**Reach Academy (Cox Elementary School):**

Region 3 / District 7

Address: 9860 Sunnyside Street, Oakland, CA 94603

**PROJECT DESCRIPTION:**

In Dec 2011, the OUSD Department of Nutrition Services, in collaboration with Center for Ecoliteracy, conducted the Feasibility Study, "Rethinking School Lunch Oakland." The Executive Summary includes the major findings of that effort and its primary recommendations over the next five years.

*"The study emphasized examining the feasibility of improving the nutritional quality and content of the district meals through a new, green Central Commissary; upgrade of existing kitchens; and installation of 'School – Community Kitchens' in each of OUSD's seven districts."*

The 16 schools (listed in this RFP) are scheduled for upgrades prior to the Fall of 2017 which correlates to the completion of the new Central Kitchen.

**The overall construction budget for the 16 school sites listed above is \$15,000,000.00**

It is anticipated that plans and specifications for all projects listed in this RFP will be required to be submitted to the Division of the State Architect (DSA) and Alameda County Health Department for review, approval and construction oversight.

**GENERAL STATEMENT OF WORK:**

The District proposes to review qualifications and solicit input from foodservice consultants to provide professional services in site assessments and scope development. It is anticipated that the services will be required in the following areas:

**PRE-DESIGN AND SCOPE DEVELOPMENT**

- Review of Nutrition Services requirements and further interviews with Nutrition Services staff to recommend a draft scope on a site by site basis.
- In coordination with Nutrition Services and Facilities/Planning/Management departments, conduct an inventory of existing kitchen equipment at each school site.
- Produce a report that includes an itemized inventory of kitchen equipment for each school site that includes but not limited to useful life of equipment, potential reuse in a finishing kitchen, etc.
- Provide a cost estimate for each site based on findings.

**PRE-PROPOSAL LETTER OF INTEREST**

Firms and/or Teams interested in submitting a Proposal shall submit a Letter of Interest (email is acceptable) by 5 p.m. on or before December 23, 2015.

**SCHEDULE OF ACTIVITIES**

Listed below is the “Schedule of Activities” which outlines pertinent dates of which firms responding to this solicitation should make themselves aware.

DATE	ACTIVITY
December 15, 2015	RFP Issued/Advertised
December 23, 2015	Submit Letter of Interest by 5:00 p.m.
January 5, 2016	Written requests for Interpretation, Correction or Modification are due.
January 8, 2016	District will respond to requests for clarification.
January 14, 2016	Proposals Due by 4:00 p.m.
TBD	Selection of Consultant(s) scheduled to be made, formal Recommendation(s) to be submitted to the board.
TBD	Board Meeting – Tentative approval of Contract(s)
TBD	Tentative Notice to Proceed issued to Consultant(s)

## **DURATION OF CONTRACT AND APPROXIMATE VALUE OF WORK**

- One (1) year; \$15M Construction Value

## **RIGHTS RESERVED BY DISTRICT**

The District expressly reserves the right to reject any and all Proposals and/or to negotiate separately with any firm in any manner deemed appropriate to serve its best interest. If any Contract is awarded as a result of a Proposal submitted pursuant to this solicitation, it will be made on the basis of the Proposal which best satisfies the intent of the solicitation and other factors considered in the best interest of District. The District is not liable for any expenses incurred by Proposer(s) in the development of its Proposal or any subsequent activity related to the Proposal and the District gives no express or implied promise to award a contract of any amount by the solicitation of proposals hereunder.

## **PROPOSALS**

### **1. GENERAL INFORMATION / INSTRUCTIONS - PROPOSALS**

- 1.1.** The District is inviting submittal of Proposals for the PROJECT which shall require coordination, administration, consulting and advice, and related services.
- 1.2.** The District seeks to identify a team with a record of excellence in project delivery. The firms must have extensive experience with the Division of the State Architect (“DSA”), the California Building Code (“CBC”), Title 24 of the California Code of Regulations and the Alameda County Health Department.
- 1.3.** Proposals must contain all requested information about the firm and must be on 8-1/2 x 11 paper and no more than fifteen (15) printed pages in length. Proposals should be complete and prepared to provide an insightful, straightforward, and concise overview of the capabilities of firm.

### **2. CONTENT – PROPOSALS**

- 2.1. COVER LETTER** - A dated Letter of Interest must be submitted, including the legal name of the firm(s), address, telephone and fax numbers, and the name, title, and signature of the person(s) authorized to submit Proposals on behalf of the firm. The Letter of Interest should provide a brief statement of firm’s experience indicating the unique background and qualities of the firm, its personnel, and its sub-consultants, and what will make the firm a good fit for work in the District.
- 2.2. TABLE OF CONTENTS** - A table of contents of the material contained in the Statement of Qualifications should follow the letter of interest.
- 2.3. EXECUTIVE SUMMARY** - The executive summary should contain an outline of firm’s architectural approach, along with a brief summary of firm’s qualifications.

- 2.4. NARRATIVE** - Provide a comprehensive narrative of the architectural services offered by firm. The narrative should include the following:

**FIRM INFORMATION**

- 2.4.1.** Provide a brief history of firm, team firms, and, if a joint venture, of each participating firm. Identify legal form, ownership, and senior officials of company(ies). Describe number of years in business and types of business conducted.
- 2.4.2.** Identify K-12 projects performed by firm in the past three (3) years. Limit response to no more than the twenty (20) most recent projects. Please include the following information for each project:

- 2.4.2.1.** Name of project and district,
- 2.4.2.2.** Scope of projects, description of services provided,
- 2.4.2.3.** Contact person and telephone number at district,
- 2.4.2.4.** Contact person and telephone number of prime contractor(s) and architect(s),
- 2.4.2.5.** Firm person in charge of each project,
- 2.4.2.6.** Dollar value of each project,
- 2.4.2.7.** Original construction budget and final construction cost,
- 2.4.2.8.** Indicate cost of change orders as a percentage of the overall construction cost, and whether change orders were due to unforeseen conditions, errors and omissions, and owner changes, and
- 2.4.2.9.** All litigation arising from the project, if any. State the issues in the litigation, the status of litigation, names of parties, and outcome. This includes any litigation between a contractor and a school district and/or a construction manager in which the firm was or was not named.

- 2.4.3** Submit a detailed description of the team's L/SL/SLRBE composition clearly indicating the name of the firms and percentages of participation on the form provided in this RFP.

- 2.5. ADDITIONAL DATA** - Provide additional information about the firm as it may relate to the Proposal. Include letters of reference or testimonials. Indicate ongoing commitment to professional education of staff, total number of permanent employees, and any other data that may assist the District in understanding firm's qualifications and expertise. Include graphics that will assist the District in evaluating the quality or firm's architectural design, the ability of the firm to produce solid construction documents, and any program/planning materials that indicate excellence in project development.

- 2.6. PROFESSIONAL FEES** – OUSD intends to award one or more professional service contracts.

Submit a not-to-exceed lump sum fee for all school sites listed above. Provide a current

hourly fee schedule.

If referencing basic services costs, include typical staffing expectations, professional fee schedules, and variations that the District could expect for specific Projects, if applicable.

## **2.7. INDEMNIFICATION – PROPOSAL**

Pursuant to Public Contract Code section 20103.6, any agreement with the Consultant shall include the following indemnity provision:

**To the fullest extent permitted by California law and in accordance with California Civil Code section 2782.8, Consultant shall indemnify, protect, and hold free and harmless the District, its agents, representatives, officers, consultants, employees, trustees and members (“Indemnified Parties”) from any and all actions, assessments, counts, citations, claims, costs, damages, demands, judgments, liabilities (legal, administrative or otherwise), losses, notices, expenses, fines, penalties, proceedings, responsibilities, violations, attorney’s and consultants’ fees and causes of action to property or persons, including personal injury and/or death (“Claim(s)”), to the extent that the Claim(s) arises out of, pertains to, or relates to the negligent errors or omissions (active or passive, ordinary or gross), recklessness (ordinary or gross), , or willful misconduct of Consultant, its directors, officials, officers, employees, contractors, subcontractors, subconsultants or agents arising out of, connected with, or resulting from the performance of the Services, the Project, or this Agreement. This indemnity excludes Consultant’s liability as to the active or sole negligence or willful misconduct of the District.**

Provide a statement in the Proposal that the Indemnification Provision was read, reviewed and the firm has no objection to the conditions of the provision.

## **3.1 GENERAL CONDITIONS AND INSTRUCTIONS**

These General Conditions and Instructions apply to all submissions of Proposals except insofar as the Special Provisions, Technical Specifications, or Bid Proposal Forms may modify them. In the event of any discrepancies or inconsistencies between the Special Provisions, Technical Specifications or Proposal Forms and the General Conditions, the former shall govern over the latter.

## **3.2 DEFINITION OF TERMS**

Whenever in the Proposal or Contract Documents, the following terms or pronouns in place of them or abbreviations are used; the intent and meaning shall be interpreted as follows:

- a. “Owner” means the Oakland Unified School District.
- b. “District” means the Oakland Unified School District.
- c. “Proposer” means any individual, firm, partnership, corporation, or combination thereof, submitting a proposal for the work contemplated, acting directly or through a duly authorized representative.
- d. “Consultant” means the successful Proposer to whom a Contract is awarded.

- e. "Contract Documents" means the Notice Inviting Proposals, General Conditions and Instructions for Bidders, Special Provisions, Form of Proposal, Technical Specifications and Addenda, if any.
- f. "Days" mean calendar days, unless otherwise indicated.

### **3.3 REQUEST FOR INTERPRETATION, CORRECTION OR MODIFICATION**

All professional service agreements are similar to the Agreement for Architectural Services template found on the OUSD's website. The consultant's particular discipline and scope of services will be delineated in the final agreement with the District. The agreement template can be found by going to the OUSD home page:

ousd.org > District Services > Facilities Planning & Management Department > Bids and Requests for Proposals > Agreement for Architectural Services

Prospective Proposers must examine the Contract Documents carefully. It shall be the duty of every person contemplating submitting a proposal to contact Colland Jang at [colland.jang@ousd.org](mailto:colland.jang@ousd.org) with copy to Maria Denney, AIA at [mdenney@sgicm.com](mailto:mdenney@sgicm.com) and Al Anderson at [al.anderson@ousd.org](mailto:al.anderson@ousd.org) and request in writing **by 5:00 pm on January 5, 2016** an interpretation or correction of every discrepancy, ambiguity, error or omission in any of the Contract Documents, which should have been discovered by a reasonably prudent Proposer, or any request for modification of the Contract Documents. Submission of a Proposal without a timely written request for interpretation, correction or modification shall constitute acceptance of the terms and conditions of the Contact Documents as written.

Any interpretation, change or correction of said Contract Documents will be made by Addendum/Addenda only, duly issued by the District. Copies of such Addendum/Addenda will be posted the District's website. Upon such posting(s), such Addendum/Addenda will become a part of the Contract Documents, and binding on all Proposers.

### **3.4 INTERPRETATIONS OR CORRECTION BINDING**

Only the written interpretation or correction so given by the District shall be binding. All oral modifications of the Contract Documents are non-binding and ineffectual.

### **3.5 FORM OF PROPOSAL AND SIGNATURE**

The Proposal shall be made on the Letter of Interest. If the Proposal is made by a sole owner, it shall be signed by the owner and the owner's full name and address shall be given; if it is made by a partnership, it shall be signed with the partnership name by a partner of the firm, and the name and address of each partner of the firm shall be given; and if it is made by a corporation it shall be signed by and officer or other individual who has the full and property authorization to do so. If it is made by a joint venture, it shall be signed on behalf of each participating company by the officers or other individual who have the full and proper authorization to do so. If the Proposal is signed by an agent of the Bidder other than as provided above, a power of attorney shall be submitted with the Proposal. If requested by the District, the Proposer shall submit evidence satisfactory to the District, of the authority of the person signing the Proposal. Bids submitted in any other form will be considered non-responsive and may be rejected.

### **3.6 UNAUTHORIZED CONDITIONS**

Unauthorized conditions, limitations or provisions attached to the Proposal may cause its rejection. No facsimile or email Proposals or Modifications will be considered.

### **3.7 SUBMISSION OF PROPOSALS**

Prior to the hour specified in the Notice Inviting Proposals, all Proposals shall be delivered to the Facilities Office of the District at the address shown in this Request for Proposals. No Proposals received after said time or at any place other than the time and place as stated in the Notice will be considered.

### **3.8 PROPOSAL REVIEW POSTPONEMENT**

The District reserves the right to postpone the review of proposals for its own convenience.

### **3.9 AWARD OF CONTRACT**

The award of Contract, if it were awarded, will be made to the firm or person who's Proposal complies with the requirements prescribed and whose qualifications are satisfactory to the District. Such award, if made, will be made within one calendar year after the opening of Proposals. The periods of time specified above within which the award of Contract may be made shall be subject to extension for such further period as may be agreed upon in writing between the District and the Proposers concerned.

Once the District has selected a firm for the project, fees will be negotiated based on the final agreed upon Scope of Work which is based on the requirements and complexity of the Project.

### **3.10 REJECTION OF PROPOSALS**

The District may reject any and all Proposals, and must reject the Proposal of any party who has been delinquent or unfaithful in any former Contract with the District. The District reserves the right to waive any irregularities or informalities in any proposal or in the procedure for solicitation of Proposals.

### **3.11 TAXES**

The taxes applied to the supplies, materials or equipment called for under the specifications will be included in the Proposal price submitted by the Proposers.

### **3.12 STATEMENT OF EXPERIENCE AND QUALIFICATIONS**

The Proposer shall be required, upon request of the District, to prove to the District's satisfaction that the Proposer has the skill and experience, the necessary facilities, and ample financial resources to perform the Contract in a satisfactory manner and within the required time.

### **3.13 PENALTY FOR COLLUSION**

If at any time it shall be found that the person, firm or corporation to whom a Contract has been awarded has, in presenting any proposal(s), colluded with any other party or parties, then the Contract so awarded shall be null and void.

### **3.14 INTEREST OF THE DISTRICT**

By submitting a Proposal, the Bidder represents and warrants that none of the District's Directors, officers or employees are in any manner interested directly or indirectly in the Bid or in the Contract, which may be made under it, or in any expected profits to arise there from.

### **3.15 TIME FOR EXECUTION OF CONTRACT**

The Proposer to whom award is made shall execute a written Contract with the District on the form of Contract of the District and furnish Certificate(s) of Insurance showing that that proposer has insurance coverage of the amounts and type required by the District.

### **3.16 DOCUMENTS DEEMED PART OF CONTRACT**

The Request for Proposals, Forms of Proposal and Addenda, if any, will be deemed a part of the Contract.

### **3.17 PROVISIONS PROHIBITED**

The proposal documents are considered to be the complete submission. The Request for Proposals shall control if there is any conflict between these and any printed brochures, manuals, and other documents which may be submitted by the Bidder.

### **3.18 GOVERNING LAW**

The agreement and proceedings related to this solicitation of proposals shall be governed by the laws of the State of California.

### **3.19 MANNER OF EXECUTION OF CONTRACT**

If the successful proposer, also referred to as the "Consultant" is an individual, the Contract shall be executed by the owner personally. If the "Consultant" is a co-partnership, it is desirable that the Contract be executed by all of the partners, but a partner may execute it under the partnership name. If the consultant is a corporation, it must be executed by an officer of the Corporation, or by a person authorized by the corporation to execute written contracts on its behalf, and the corporate seal affixed thereto. If the corporate seal is not affixed to the Contract, or a person other than an officer executes it, there must be attached to the Contract a certified copy of the resolution of the corporation authorizing such officer or person to execute written Contracts for and on behalf of the corporation. If the consultant

is a joint venture, the contract must be executed on behalf of each participating firm by officers or other individuals who have the full and proper authorization to do so.

### **3.20 CHANGES BY THE CONSULTANT**

If the Consultant, on account of conditions developing during the performance of the Contract, finds it impracticable to comply strictly with these specifications and applies to the District in writing for a modification of the Contract requirements, such change may be authorized only in writing by the District, if not detrimental to the District.

### **3.21 CHANGES BY THE DISTRICT**

In case any work shall be required which is not mentioned, specified or indicated or otherwise provided for herein, the Consultant shall, if ordered in writing by the District, perform such work at consultant's hourly rate stated in the proposal, less any customary discount.

In the event that additional work is requested by the District, the consultant shall provide the District with a Proposal to perform any changes required by the District. Such Proposal shall include the cost of any engineering time or additional services necessary.

In case any work, mentioned, specified, indicated or otherwise provided for in the Contract or in the specifications forming a part of the Contract shall be required to be omitted from, in or about the work, the Consultant shall, if ordered by the District, omit the performance of such work and there shall be deducted from the amount to be paid to the Consultant the amount which the District and the Consultant shall determine and mutually agree to be the reasonable value of such work, materials, or equipment, and such determination and agreement shall be final and conclusive upon the Consultant.

### **3.22 APPROVAL BY DISTRICT**

The District shall have the full power to reject any work performed under the Contract, which does not conform, to the terms and conditions set forth in the Contract Documents.

### **3.23 ASSIGNMENT AND DELEGATION OF TITLE**

The Consultant shall neither delegate any duties or obligations under this Contract nor assign, transfer, convey, sublet or otherwise dispose of the Contract or his right, title or interest in or to the same, or any part thereof, without previous consent in writing of the District endorsed thereon or attached thereto.

### **3.24 FAIR EMPLOYMENT PRACTICES**

All Proposers must certify compliance with the requirements of the California Fair Employment Practices Act by properly executing the form entitled Fair Employment Practices Certificate, which is provided for that purpose. Equal Employment Opportunity:

In connection with the execution of this Contract, the Consultant shall not discriminate against any employee or applicant for employment because of race, color, national origin, religion, sex, sexual orientation, age, disability, ancestry, marital status or pregnancy.

**3.25 AMERICANS WITH DISABILITIES ACT**

In providing the services under this Contract, the Consultant shall not discriminate against a person with disabilities. No person with disabilities shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities provided under this Contract.

**3.26 AUDIT AND INSPECTION OF RECORDS**

Consultant shall permit authorized representatives of the District to inspect and audit all data and records of the Consultant relating to its performance and its subcontracts under this Contract from the date of Commencement of this Contract through and until the expiration of three years after completion of the Contract.

**3.27 SELECTION AND NOTIFICATION**

After the Oakland Unified School District's selection and offer of a contract to the firm, said firm shall be expected to enter into a contract with the District within 30 days following said offer which will be provided in writing.

**4 ATTACHMENTS**

- 4.1 PROJECT INFORMATION SHEETS
- 4.2 EQUIPMENT CUT-SHEETS FOR FINISHING KITCHENS