

**MEETING OF THE BUSINESS AFFAIRS COMMITTEE  
OF THE BOARD OF TRUSTEES  
Community College of Philadelphia  
Wednesday, September 18, 2019 – 9:00 A.M.**

**TO:** Business Affairs Committee of the Board of Trustees  
**FROM:** Jacob Eapen  
**DATE:** September 13, 2019  
**SUBJECT: Committee Meeting**

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A meeting of the Business Affairs Committee of the Board of Trustees will be held on **Wednesday, September 18<sup>th</sup> at 9:00 A.M. in the Isadore A. Shrager Boardroom, M2-1. For those members who are using Zoom, please note the following information:**

You may join this meeting with any of the following methods:

- (1) Via the Zoom app which can be downloaded at <https://zoom.us/download>. Once downloaded, launch the app and JOIN meeting 250539183.
- (2) Use this URL in any browser to connect <https://ccp.zoom.us/j/250539183>
- (3) Dial in via the phone with no video with +1 646 558 8656 and Meeting ID 250539183

**AGENDA**

**PUBLIC SESSION**

**(1) Roof Replacement Bonnell Loading Dock & Auditorium (Action Item):**

Certain areas of the Bonnell roof need to be replaced, with the majority of the area being over the loading dock and storage room and totals 7,400 square feet. Professional Roof Services (now BlueFin) surveyed the area and developed detailed specifications for the roof replacement which were incorporated into an RFP. The RFP was posted on PennBid and advertised in local Papers on August 18, 2019. A mandatory prebid meeting was held on August 27, 2019 with bid responses due on September 10, 2019. A total of eleven firms attended the prebid meeting and six (6) firms submitted bids. Patriot Roofing, Inc. submitted the lowest bid at \$334,635 and staff recommend that the award be made to them. The following are the six bid responses:

Patriot Roofing, Inc.	\$334,635
United States Roofing Corporation	334,750
Munn Roofing Corp.	395,400
Paneko Construction	367,000
D.A. Nolt, Inc.	400,088
Garvey Roark, LLC	458,860

**(2) Roof Replacement Mint Paver Roof (Action Item):**

The paver roof on the northwest side of the Mint Building along Spring Garden Street is in need of replacement. This is the section of the Mint Building that juts out from the main structure, adjacent to the granite stairway. This section of the paver roof totals 5,200 square feet. Professional Roof Services (now BlueFin) surveyed the area and developed detailed specifications for the roof replacement which were incorporated into an RFP. The RFP was posted on PennBid and advertised in local Papers on August 18, 2019. A mandatory prebid meeting was held on August 27, 2019 with bid responses due on September 10, 2019. A total of eleven firms attended the prebid meeting and six (6) firms submitted bids. Munn Roofing Corp, which replaced the Winnet Building roof in 2006, submitted the lowest bid at \$316,800 and staff recommend that the award be made to them. Below are the six bid responses.

Munn Roofing Corp.	\$316,800
United States Roofing Corporation	327,100
Patriot Roofing, Inc.	329,159
Paneko Construction	479,000
D.A. Nolt, Inc.	451,314
Garvey Roark, LLC	550,910

**(3) Awards for Furniture for the Library and Learning Commons Project (Action Item):**

Orders for furniture and fixtures associated with Phase I of the project need to be ordered now so that the items can be received and installed by the end of December, 2019. In order to receive the best discount, staff intend to order all items for all phases at the same time with multiple delivery dates. Most of the furniture and fixture items can be acquired with significant discounts through government purchasing organizations or similar type of purchasing consortiums. However, in order to achieve the lowest possible price, staff issued an RFP on August 8, 2019 for the furniture and fixture items with responses due back on August 28, 2019. Prospective bidders received a listing of eighty-four (84) distinct items and quantities on which to bid. The majority of the items are classroom tables and chairs, office furniture, and lounge furniture.

The College received six responses to the Furniture RFP. A seventh response was received but after the due date, so it was returned unopened to the vendor. The College's bid specifications utilized a manufacturer's brand name

and/or model to indicate the minimum standard desired by the College (the "basis of design"). The RFP stated the College will consider substitutions of equal or greater quality and that the College reserves the right to determine equivalency. Vendors submitted substitute products for many of the items and staff reviewed descriptive literature, catalog tear sheets, drawings, materials and other detailed specifications in order to ensure that submitted products met the College's basis of design.

Based upon a comprehensive review of the bid submittals, staff recommend that furniture awards be made as follows:

Pomerantz (MBE)	\$132,054
Transamerica/CI Solutions, LLC (MWBE)	250,384
Corporate Facilities of New Jersey (MWBE)	251,190
WB Mason	60,533
COFCO (WBE)	90,676
 Total Furniture Cost	 \$784,837
 Cost of Performance Bonds At 5%	  39,242
 Total Furniture Award	 \$824,079

**(4) Contracts for Lobbying Services (Action Item):**

The College undertook an RFQ for Lobbying Services on August 2, 2019. The RFQ was for engaging a firm who specializes in issue based City, State and Federal lobbying services. The chosen firm will track and monitor legislation that advances the College's legislative agenda as set forth by the College. The chosen firm will strategize with key individuals at the College on funding sources and programs that align with the College's Impact 2025 Strategic Plan. The selected firm will also monitor and compile all legislation that is pertinent to the College.

The criteria for the evaluation include: the Firm Experience Securing Government Funding; Firm Experience Influencing Legislation; Experience Working with Institutions of Higher Education; Participation of Underrepresented Minorities and Women; and Fees.

Eight firms responded to the RFQ. Attachment A contains the firms that responded to the RFQ. Based on the criteria for evaluation, the Evaluation Committee ranked Cozen O'Connor Public Strategies for City and Federal lobbying services and Pugliese & Associates for State lobbying services.

The staff recommends to the Committee awarding the contract to Cozen O'Connor Public Strategies at an annual fee of \$120,000 for City and Federal Lobbying services and Pugliese & Associates at an annual fee of \$78,000 for

State Lobbying services and the said recommendation to be made to the full Board.

(5) **Three Year Capital Budget Plan Update (Information Item):**

The College's proposed capital budget three-year plan for fiscal years 2019-20 through 2021-22 will be discussed.

(6) **Next Meeting**

The next regularly scheduled meeting of the Committee will be held on **Wednesday, October 23<sup>rd</sup> at 9:00 A.M.** in the Isadore A. Shrager Boardroom, M2-1.

**EXECUTIVE SESSION**

An Executive Session will follow the Public Session.

JE/lm

Attachments

cc: Mr. Jeremiah White  
Dr. Donald Generals  
Mr. Gim Lim  
Mr. James P. Spiewak  
Victoria Zellers, Esq.

BAC\SEPTEMBER 18, 2019\AGENDA.DOC

# **ATTACHMENT A**

**Firms that Responded to the Lobbying RFQ**

## **Firms That Responded to the Lobbying RFQ**

- Commonwealth Strategies
- Cozen O'Connor Public Strategies
- The Dezzi Group, Ltd.
- Luminous Strategies
- Mercury Public Affairs, LLC
- Pugliese & Associates (State Only)
- Tabb-Wojdak
- Triad Strategies