

**COMBINED MEETING OF THE BUSINESS AFFAIRS AND
EXECUTIVE COMMITTEES OF THE BOARD OF TRUSTEES
Community College of Philadelphia
Wednesday, November 20, 2019 – 9:00 A.M.**

TO: Business Affairs & Executive Committees of the Board of Trustees
FROM: Jacob Eapen 
DATE: November 14, 2019
SUBJECT: **Committee Meeting**

A combined meeting of the Business Affairs and Executive Committees of the Board of Trustees will be held on **Wednesday, November 20, 2019 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) Mint Freight Elevator Modernization RFP and Recommendation to Award (Action Item):

The freight elevator in the Mint Building has had protracted operational issues and overall unreliable performance over the past few years. An RFP for the turn key construction for a complete modernization of this unit was issued on October 17th, 2019 to secure competitive bids. Fifteen (15) contractors specializing in Elevator Modernization, General Construction and related sub-specialties of mechanical, electrical and technical related controls and safety fields expressed an interest in the solicitation.

On November 6, 2019, three (3) complete bids were received. The two lowest bidders, Code Elevator Inc. and Schindler Elevator Company were invited for a bid and scope review. A difference of seven percent (7%) separated the bidders which reflects the accuracy and completeness of the bid documents. The Facilities Design and Construction Team, in concert with Zipf Elevator

Consultants, Inc., a professional elevator consulting firm with over forty (40) years of experience. who was retained by the College for technical assistance in developing specifications, design and performance criteria, completed the evaluations. The results of the bids were as follows:

Code Elevator, Inc.	\$550,349
Schindler Elevator Company	\$593,700
Smith Construction	\$685,000

While the cost of this modernization involves a significant capital investment, the finished product will provide for a robust, reliable unit with a useful life of thirty-five to forty years (35-40). Consequently, the second lowest bidder, Schindler, offered a "projected" schedule of forty-two (42) weeks with several caveats. The staff recommends that the Business Affairs Committee and Executive Committee of the Board of Trustees approve the awarding of the Mint Freight Elevator Modernization contract to Code Elevator, Inc. in the amount of \$550,349.00.

(2) AV Equipment for Library and Learning Commons (Action Item):

The College issued an RFP for the purchase and installation of audio visual equipment to be utilized in the new Library Learning Commons space. The Library and Learning Commons will have three computer classrooms and two active learning classrooms, seven group study rooms, a one button studio, one conference room, and one clean/dry makerspace. Each of these spaces incorporates technology to varying degrees, respective to the needs of the user.

Each computer classroom will have a Cleartouch interactive display, an instructor station, and computers respective to the size of the classroom. Of the two active learning classrooms, each will include an instructor station, a Cleartouch interactive display, as well as 6 all-in-one computer/monitor units mounted on a monitor arm, one for each table of 4 students.

The group study rooms are designed to be a collaborative work space for small groups working on group assignments and/or studying for exams. They will be outfitted with Cleartouch technology to allow students to perform group research, to review classroom assignments and to allow students to plug in their own devices for presentation reviews. The One Button Studio will also be outfitted with Cleartouch technology that will allow students to record and review presentations and speeches. The Cleartouch technology in the conference room will be utilized for various functions including allowing for connection between Main campus and the Regional Centers, professional development sessions for faculty, staff, and administration, and/or distance education type courses.

The College received three responses to the RFP as follows:

Visual Sound, Inc.	\$271,577.40
SOLUTIONZ, Inc.	\$281,148.00
Applied Video Technology	\$396,542.00

The staff recommends that the Business Affairs Committee and Executive Committee of the Board of Trustees approve the awarding of this bid to Visual Sound, Inc. in the amount of \$271,578.

(3) Next Meeting Date:

The next regularly scheduled meeting of the Business Affairs Committee will be held on Wednesday, January 22, 2020 at 9:00 A.M. in the Isadore A. Shrager Boardroom, M2-1.

JE/lm

Attachments

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