

**MEETING OF THE BUSINESS AFFAIRS COMMITTEE
OF THE BOARD OF TRUSTEES
Community College of Philadelphia
Thursday, June 3, 2021 – 9:00 A.M.**

TO: Business Affairs Committee of the Board of Trustees
FROM: Jacob Eapen
DATE: June 1, 2021
SUBJECT: Committee Meeting

A meeting of the Business Affairs Committee of the Board of Trustees will be held on **Thursday June 3, 2021 via Zoom at 9:00 A.M.** The following is the Zoom information for the meeting:

Topic: Business Affairs Committee Meeting: Public Session
Time: Jun 3, 2021 09:00 AM Eastern Time (US and Canada)
Join Zoom Meeting
<https://ccp.zoom.us/j/95607589678?pwd=VzRPSnUzV0RMb01CWG40Q0JBOC9Wdz09>
Meeting ID: 956 0758 9678
Passcode: 8029

AGENDA – PUBLIC SESSION

(1) 2021-2022 Property and Casualty Insurance Renewal Package (Action Item)

Attachment A contains the summary of the insurance premiums and coverages based upon the insurance renewal process conducted by Willis Towers Watson, the College's broker. The insurance premiums increased from \$942,191 in 2020-21 to estimated \$1,059,112 in 2021-22.

Staff request that the Business Affairs Committee recommend to the full Board the approval of the 2021-22 insurance program, with a total cost of \$1,109,112 including the broker fee.

(2) Touchless Faucets and Flushometers and Bottle-Filling Station and Cooler (Action Item)

As part of the College's return to the Main Campus and Regional Centers' restrooms will be retrofitted with new touchless faucets and touchless flushometers. Additionally, all existing water fountains will be retrofitted with refrigerated water bottle-filling devices.

The College issued RFP #10150 through the e-bid site Pennbid with two (2) projects, Project A for water bottle filling stations with coolers and Project B for touchless restroom retrofits. The mandatory pre-bid meeting was attended by eight (8) contractors, Chadwick Services, LGB Mechanical, Burns Cope Associates, MMB

Contractors, APR Plumbing, Kaser Mechanical, Paradigm Mechanical, Garry's Plumbing & Heating. This yielded responsible bids from three (3) contractors, Chadwick Services, LGB Mechanical and Kaser Mechanical. Please refer to [Attachment B](#).

Staff request that the Business Affairs Committee recommend to the full Board approval of an award to the two (2) lowest responsible bidders for a total award of \$567,586 for both Project A and B as follows:

- Project A: Bottle-Filling Station and Cooler is LGB Mechanical at \$129,400
- Project B: Touchless Faucets and Flushometers is Chadwick at \$438,186

The purchase will be made using Higher Education Emergency Relief Funds.

(3) Site Furniture Institution-Wide Outdoor Hardscaped Spaces (Action Item)

As part of the College's safe return to campus, we are planning to add site furnishings to the outdoor hardscaped spaces at CCP Main Campus, NERC and NWRC. The furnishings specified will match the manufacturers, styles, and colors already in place at each location.

The College has received a responsible quote from CI Solutions, LLC, a W/MBE dealer. Their quote uses Pennsylvania State Contract pricing and the College has received an estimated install by The Riff Group, a WBE installer. See [Attachment C](#) for pricing summary.

Staff request that the Business Affairs Committee recommend to the full Board the approval of awards to the following company:

- A. CI Solutions LLC/TransAmerica - \$130,398.20
 - Site Furnishings (Landscape Forms)

(4) Protective Clear Screens (Action Item)

As part of the College's safe return to campus, we are planning to add sturdy, metal trimmed, ¼" thick, clear acrylic divider screens institution-wide. The divider screens specified will match the fit and finish already in place at the campus'.

The College has received a responsible quote from CI Solutions, LLC, a W/MBE dealer. Their quote uses The Interlocal Purchasing System (TIPS-USA) pricing buying agreement and the College received an estimated install by The Riff Group, a WBE installer. See [Attachment D](#) for pricing summary.

Staff request that the Business Affairs Committee recommend to the full Board the approval of awards to the following:

- CI Solution, LLC/TransAmerica = \$146,443.30 -clear acrylic + metal divider screens
- + install by Riff estimated at \$38,062.35
= \$184,505.65

The purchase will be made using Higher Education Emergency Relief Funds.

(5) Supplemental Information on the 2021-2022 College Budget (Information Item)

Attachment E contains the Budget Summary - Funding Sources and Application of Funds for the Fiscal Year July 1, 2021 - June 30, 2022.

EXECUTIVE SESSION

The Business Affairs Committee will go into Executive Session. Zoom details follow:

Topic: BAC Executive Session
Time: Jun 3, 2021 09:30 AM Eastern Time (US and Canada)
Join Zoom Meeting
<https://ccp.zoom.us/j/98761263188?pwd=dkk3ZWJMZVI2ek56aUZtVzg4SEViZz09>
Meeting ID: 987 6126 3188
Passcode: BAC

PUBLIC SESSION

The Committee will return to the Public Session to vote on the Appointment of Fox Rothschild for a Breach of Contract Matter Against Banner Works, Inc., DBA Koryn Rolstad Studios.

(6) Appointment of Fox Rothschild for a Breach of Contract Matter Against Banner Works, Inc., DBA Koryn Rolstad Studios (Action Item)

Banner Works, Inc. has failed to install the public art work pursuant to the College's contract with them and despite multiple efforts to resolve the matter amicably. The College wishes to retain Fox Rothschild to pursue an equitable action and seek specific performance of the contract and/or monetary damages. Wali Rushdan will be lead attorney on the matter and Fox has offered a 20% discount on his regular rate. Ron Williams, who represented the College successfully in the Burt Hill litigation, will supervise the matter, and Fox has offered a 30% discount on his regular rate.

(7) **Next Meeting Date:**

The next regularly scheduled meeting of the Business Affairs Committee meeting **is scheduled for Wednesday, June 23rd at 9:00 A.M.**

JE/lm
c:

Mr. Jeremiah J. White, Jr.
Dr. Donald Guy Generals
Ms. Marsia Henley
Mr. Gim Lim
Mr. Derrick Sawyer
Mr. John T. Wiggins
Victoria L. Zellers, Esq.

ATTACHMENT A

2021-2022 Property and Casualty Insurance Renewal Summary

Coverage	Carrier	Expiring (2020-21) Premium	Renewal (2021-22) Premium			
Property	CM Regent	\$197,892	\$232,604	18%		34,712
General Liability (\$1M)	CM Regent	148,811	149,280	0%		469
Automobile	CM Regent	17,257	15,871	-8%		(1,386)
Workers' Compensation	PMA	317,761	348,391	10%		30,630
Umbrella (\$20M) - Excess Liability	CM Regent	76,784	78,989	3%		2,205
International Liability	Navigators	2,356	2,500	6%		144
Crime (\$4M x \$1M) - Excess Crime	CM Regent	12,964	13,740	6%		776
Educators Legal Liability (\$15M)	UE	150,666	185,319	23%		34,653
Student Medical Professional Liability (\$1M)	CNA	4,157	9,414	126%		5,257
Travel Accident	AIG	1,315	1,154	-12%		(161)
Security & Privacy	Chubb	12,228	21,850	79%		9,622
TOTAL INSURANCE PREMIUMS		942,191	1,059,112			
Broker Fee	Willis Towers Watson	\$ 55,000	\$ 50,000	-9%		(5,000)
TOTAL WITH BROKER FEE		997,191	1,109,112			

ATTACHMENT B

Touchless Faucets and Flushometers and Bottle-Filling Station and Cooler

	Description	Type	UOM	Quantity	Chadwick Service Company	LGB Mechanical Inc.	Kaser Mechanical, LLC.
Project A: Bottle-Filling Station and Cooler							
	Furnish and install Refrigerated Dispenser Design Wall Water Coolers with Bottle-Filling Stations /RFP#10150	Base	Lot	1	\$154,973	\$129,400	\$275,000
Project B: Touchless Faucets and Flushometers for Toilets and Urinals							
	Furnish and install touchless flushometers, and lavatory faucets /RFP#10150	Base	Lot	1	\$438,186	\$519,250	\$1,000,000

ATTACHMENT C

Site Furniture Institution-Wide Outdoor Hardscaped Spaces



Recommended by
NDay-052821

TRANSAMERICAN
Office Furniture

05-28-2021

CI21136-A-LANDSCAPE_FORMS

CCP - OUTDOOR FURN - LANDSCAPE FORMS

Item	MFG	Qty.	Product	Price	
				Unit	Extended
1	LSF	6	LOUNGE AMERICANA LOUNGE, CHARCOAL GRAY LOCATION: NERC - 4 LOCATION: NWRC - 2 QUOTE: 0000332543	List: \$1,372.80 Sell: \$1,372.80 Discount %: 0.00	\$8,236.80 \$8,236.80 0.00
2	LSF	1	PLANTER SORELLA PLANTER, 40 GALLON, STEEL LOCATION: MAIN CAMPUS QUOTE: 0000332543	List: \$1,258.40 Sell: \$1,258.40 Discount %: 0.00	\$1,258.40 \$1,258.40 0.00
3	LSF	6	OUTDOOR TABLE MINGLE 3-SEAT BACKLESS PERFORATED ALUMINUM SEATING, STEEL METALLIC LOCATION: MAIN CAMPUS QUOTE: 0000332515	List: \$3,411.20 Sell: \$3,411.20 Discount %: 0.00	\$20,467.20 \$20,467.20 0.00
4	LSF	9	OUTDOOR TABLE MINGLE 4-SEAT BACKLESS PERFORATED ALUMINUM SEATING, STEEL METALLIC LOCATION: MAIN CAMPUS - 7 LOCATION: NERC - 2 QUOTE: 0000332515	List: \$3,411.20 Sell: \$3,411.20 Discount %: 0.00	\$30,700.80 \$30,700.80 0.00
5	LSF	1	OUTDOOR TABLE CAROUSEL 3-SEAT BACKLESS PERFORATED ALUMINUM SEATING, STEEL METALLIC LOCATION: NWRC QUOTE: 0000332515	List: \$2,100.80 Sell: \$2,100.80 Discount %: 0.00	\$2,100.80 \$2,100.80 0.00
6	LSF	1	OUTDOOR TABLE CAROUSEL 4-SEAT BACKLESS PERFORATED ALUMINUM SEATING, STEEL METALLIC LOCATION: NWRC QUOTE: 0000332515	List: \$2,100.80 Sell: \$2,100.80 Discount %: 0.00	\$2,100.80 \$2,100.80 0.00
7	LSF	2	WASTE CONTAINER PLEXUS LITTER CONTAINER, 20" SIDE OPENING, 30 GALLON, BLACK LOCATION: NWRC QUOTE: 0000332515	List: \$1,164.80 Sell: \$1,164.80 Discount %: 0.00	\$2,329.60 \$2,329.60 0.00
8	LSF	2	UMBRELLA PEAK UMBRELLA, HEXAGONAL, PERFORATED CANOPY, STEEL LOCATION: NERC QUOTE: 0000332515	List: \$3,088.80 Sell: \$3,088.80 Discount %: 0.00	\$6,177.60 \$6,177.60 0.00

Item	MFG	Qty.	Product	Price	
				Unit	Extended
9	LSF	10	RECYCLE	List:	\$2,568.80 \$25,688.00
			SELECT DOUBLE RECYCLING UNIT, MATTE BLACK	Sell:	\$2,568.80 \$25,688.00
	TS-4		LOCATION: MAIN CAMPUS - 6	Discount %:	0.00
			LOCATION: NERC - 4		
			QUOTE: 0000332515		

PA State Contract: 4400016564

Total List: \$99,060.00

P.O. TO: Landscape Forms

Total Sell: \$99,060.00

C/O TRANSAMERICAN

Total Discount %: 0.00

7800 E. Michigan Ave

Plus estimated install = \$26,746.20

Kalamazoo, MI 49048-9543

Estimated Total = \$125,806.20

ATTACHMENT D

**Protective Clear Screens - Institution-wide at
Administrative Front Office and Guard Desks**



CCP - Safe Return - Plexi Screens - Mergeworks

Item	MFG	Qty.	Product	Price		
				Unit	Extended	
1	MER	30	TTSG-2440-AA-SFSL2-CLR TERRACE SNEEZE GUARD PANEL, 24"W X 40"H, CLEAR ACRYLIC, SATIN ALUMINUM FRAME, FREES STANDING 11" FEET DVSCR-24W40H	List:	\$465.00	\$13,950.00
				Sell:	\$241.80	\$7,254.00
				Discount %:		48.00
2	MER	30	TTSG-3040-AA-SFSL2-CLR TERRACE SNEEZE GUARD PANEL, 30"W X 40"H, CLEAR ACRYLIC, SATIN ALUMINUM FRAME, FREES STANDING 11" FEET DVSCR-30W40H	List:	\$570.00	\$17,100.00
				Sell:	\$296.40	\$8,892.00
				Discount %:		48.00
3	MER	122	TTSG-3636-AA-SFSL2-CLR TERRACE SNEEZE GUARD PANEL, 36"W X 36"H, CLEAR ACRYLIC, SATIN ALUMINUM FRAME, FREES STANDING 11" FEET DVSCR-36W36H	List:	\$570.00	\$69,540.00
				Sell:	\$296.40	\$36,160.80
				Discount %:		48.00
4	MER	30	TTSG-3640-AA-SFSL2-CLR TERRACE SNEEZE GUARD PANEL, 36"W X 40"H, CLEAR ACRYLIC, SATIN ALUMINUM FRAME, FREES STANDING 11" FEET DVSCR-36W40H	List:	\$710.00	\$21,300.00
				Sell:	\$369.20	\$11,076.00
				Discount %:		48.00
5	MER	30	TTSG-4240-AA-SFSL2-CLR TERRACE SNEEZE GUARD PANEL, 42"W X 40"H, CLEAR ACRYLIC, SATIN ALUMINUM FRAME, FREES STANDING 11" FEET DVSCR-42W40H	List:	\$730.00	\$21,900.00
				Sell:	\$379.60	\$11,388.00
				Discount %:		48.00
6	MER	30	TTSG-6040-AA-SFSL2-CLR TERRACE SNEEZE GUARD PANEL, 60"W X 40"H, CLEAR ACRYLIC, SATIN ALUMINUM FRAME, FREES STANDING 11" FEET DVSCR-60W40H	List:	\$1,200.00	\$36,000.00
				Sell:	\$624.00	\$18,720.00
				Discount %:		48.00



CCP - Safe Return - Plexi Screens - SpecailT

Item	MFG	Qty.	Product	Price		
				Unit	Extended	
1	SPT	15	ST-RLFRM-3475	List:	\$647.00	\$9,705.00
			FLOOR STANDING SAFE-T MOBILE DIVIDER, 34"W X 75"H	Sell:	\$323.50	\$4,852.50
			DVSCR- MOBILE-34W75H	Discount %:		50.00
2	SPT	60	ST-RLFRM-4375	List:	\$770.00	\$46,200.00
			FLOOR STANDING SAFE-T MOBILE DIVIDER, 43"W X 75"H	Sell:	\$385.00	\$23,100.00
			DVSCR- MOBILE-43W75H	Discount %:		50.00

TIPS: 200301
P.O. TO: SPECIAL T
C/O TRANSAMERICAN
11820 WILLS ROAD
ALPHARETTA, GA 30009

Total List: \$55,905.00
Total Sell: \$27,952.50
Total Discount %: 50.00

CCP - Safe Return - Labor - Riff

Item	MFG	Qty.	Product	Price	
				Unit	Extended
1	RIF	1	QUOTE# 33141-1 LABOR TO BUILD SCREEN MOCK-UP	Sell: \$520.00	\$520.00
2	RIF	1	QUOTE# 33141-2 RECEIVE, DELIVER AND INSTALL ACRYLIC SCREENS AT VARIOUS LOCATIONS AROUND CCP CAMPUS DURING REGULAR WEEKDAY DAYTIME HOURS	Sell: \$32,542.35	\$32,542.35
				Total:	\$33,062.35

~ PROPOSAL DOES NOT INCLUDE SALES TAX ~
~ PROPOSAL VALID FOR (30) DAYS ~

APPROVAL: _____
SIGNATURE DATE

Item	MFG	Qty.	Product	Price	
				Unit	Extended

TIPS: 200301	Total List:	\$179,790.00
P.O. TO: MERGEWORKS	Total Sell:	\$93,490.80
C/O TRANSAMERICAN	Total Discount %:	48.00
4985 Eisenhower Road		
San Antonio, TX 78218		

ATTACHMENT E

**Budget Summary - Funding Sources and
Application of Funds for the Fiscal Year July 1,
2021 - June 30, 2022**

TABLE I

**BUDGET SUMMARY - FUNDING SOURCES AND APPLICATION OF FUNDS
FOR THE FISCAL YEAR JULY 1, 2021 - JUNE 30, 2022**

FUNDING SOURCES	Operating	Capital	Catto Scholarship Program	Total
Student Tuition	\$47,200,675			\$47,200,675
Student Technology Fee	9,154,954			9,154,954
Credit Course Fee	3,094,952			3,094,952
Distance Education Fee	1,625,535			1,625,535
Adult Literacy Program Fee	66,672			66,672
Senior Citizen Fee	12,593			12,593
Other Non-Instructional Fees	882,546			882,546
City of Philadelphia	33,367,206	5,942,001	\$8,818,868	48,128,075
Commonwealth of Pennsylvania	32,437,263	5,657,509		38,094,772
Interest Income	194,742			194,742
Indirect Cost Allowances	301,558			301,558
Vocational Education Support Funds	350,000			350,000
Miscellaneous Income	269,261			269,261
HEERF	<u>9,029,938</u>			<u>9,029,938</u>
Total Current Operating Revenues	137,987,895		8,818,868	158,406,273
Student General, and Other Fees	1,466,065	288,814		1,754,879
Grant Capital Revenues		<u>400,000</u>		<u>400,000</u>
Total Educational and General Revenues	139,453,960		8,818,868	148,272,828
Auxiliary Enterprises	1,132,635			1,132,635
TOTAL SOURCES OF FUNDS	<u>\$140,586,595</u>	<u>\$12,288,324</u>	<u>\$8,818,868</u>	<u>\$161,693,787</u>
APPLICATION OF FUNDS				
Operating Budget Salary Expenses	\$75,593,744			\$75,593,744
Operating Budget Staff Benefits Expenses	35,466,058			35,466,058
All Other Operating Budget Expenses	26,381,268			26,381,268
PowerUp Your Business	800,000			800,000
Catto Scholarship Program Expenses			\$8,818,868	8,818,868
Reduced Current Operating Expenses	138,241,070		8,818,868	147,059,938
Student Activities & Commencement	<u>1,908,986</u>			<u>1,908,986</u>
Total Educational and General Expenditures	140,150,056		8,818,868	148,968,924
Auxiliary Enterprises	436,539			436,539
Capital Acquisitions		\$1,231,040		1,231,040
Debt Service		<u>11,057,284</u>		<u>11,057,284</u>
TOTAL USES OF FUNDS	140,586,595	12,288,324	8,818,868	161,693,787
Transfer to Student Activities Reserve	<u>0</u>			<u>0</u>
TOTAL APPLICATION OF FUNDS	<u>\$140,586,595</u>	<u>\$12,288,324</u>	<u>\$8,818,868</u>	<u>\$161,693,787</u>