

**ZOOM MEETING OF THE BUSINESS AFFAIRS  
COMMITTEE OF THE BOARD OF TRUSTEES  
Community College of Philadelphia  
Wednesday, January 19, 2022 – 9:00 A.M.**

**Present for the Business Affairs Committee:** Mr. Michael Soileau, Presiding; Mr. Rob Dubow, Mr. Harold Epps, Lydia Hernández Vélez, Esq., Mr. Steve Herzog, and Mr. Jeremiah J. White, Jr.

**Present for the Administration:** Dr. Donald Guy General, Mr. Jacob Eapen, Ms. Carol de Fries, Ms. Josephine DiGregorio, Ms. Marsia Henley, Dr. Samuel Hirsch, Ms. Anela Kruse, Danielle Liautaud-Watkins, Esq., Mr. Gim Lim, Dr. Darren Lipscomb, Dr. Shannon Rooney, Mr. Derrick Sawyer, Mr. Vijay Sonty, Dr. David Thomas, Mr. John Wiggins, Dr. Mellissia Zanjani, and Victoria L. Zellers, Esq.

**Guest:** Ms. Sabrina Maynard, City of Philadelphia, Office of Finance

**PUBLIC SESSION**

**AGENDA**

Mr. Soileau called the meeting to order at 9:01 A.M. He focused the Committee's attention to Attachment A which contains a spreadsheet that lists the vendor/consultant, the amount, and the source of funding (i.e., Capital Budget, Operating Budget and Bond Proceeds) which College Administration is seeking approval. Mr. Soileau asked Mr. Eapen to proceed with Item 1.

**(1) HVAC and Plumbing Bid Results for the Library & Learning Commons Café (Action Item)**

Background: The College is completing the renovation of approximately 55,000 square feet within its interconnected Bonnell and Mint Buildings to create a new Library/Learning Commons space. As part of this renovation, approximately 2,400 square feet has been allocated for a Café with seating. Based on the Agreement with Saxbys, the College envisions a Café offering coffees and specialty drinks, grab 'n go sandwiches, snacks, and a panini-style warming oven.

Discussion: Mr. Eapen stated that the College did not receive any bids for the HVAC & Plumbing trades in the first RFP, therefore a new bid was initiated, RFP 10168. The solicitation was available on the 13<sup>th</sup> of December, followed by a PreBid Meeting on the 21<sup>st</sup> where there were 5 companies in attendance. Bids were due on the 11th of January, at which time College staff received three bids for HVAC and three bids for Plumbing. Mr. Eapen stated that the lowest responsible bidders were: HVAC: John Meehan & Sons at \$180,000; and Plumbing: John J. Bee, Inc. at \$137,500. He stated that the funds for the HVAC and plumbing will be provided from the Capital Budget.

Ms. Henley referenced the demographics. She stated that the College has used the services of John J. Bee, Inc. Ms. Henley stated that John J. Bee, Inc. is locally based at 547 N.

5<sup>th</sup> Street in Philadelphia with 8 employees, of which 12.5% are minority employees. Ms. Henley mentioned that John Meehan & Sons is locally based at 9301 Krewstown Road in Philadelphia and pointed out that she is currently waiting on the demographics and will share with the Committee once received.

Mr. Epps asked how long has the College used the services of John J. Bee, Inc. and how long has the company been in business. Mr. Wiggins responded that John J. Bee, Inc. was employed over the summer working on the water meter pit renovation shut off valve. He also stated that John J. Bee, Inc. has been in business for over 25 years. Mr. Epps suggested that the College encourage John J. Bee, Inc., which is based in North Philadelphia and has only 12.5% minority employees, to increase the diversity of its workforce to be more in alignment with the community of color in which they reside.

Action: Mr. Epps moved and Ms. Hernández Vélez seconded the motion that the Business Affairs Committee recommend to the Board of Trustees the approval to accept the bid results to the two lowest responsible bidders: John Meehan & Sons at \$180,000 for the HVAC; and John J. Bee, Inc. at \$137,500 for Plumbing for the Library & Learning Commons Café. Funds will be provided from the Capital Budget. The motion passed unanimously.

**(2) Six-Month Extension Agreement with Allied Universal Security Services**  
**(Action Item)**

Background: Allied Universal Security Services, AUS, a contracted security guard service provider, provides service at the Main Campus and Regional Center sites. AUS has completed a 5-year contract, and 2 extensions due to the COVID-19 pandemic. AUS has met the performance requirements and has been asked to provide a proposal to provide Main Campus as well as all Regional Center site security services for an additional 6-month term, until June 30, 2022. The cost will include guard services for all campus buildings, rovers, relief personnel, and management staff. The minimum wage will be \$15 per hour. In addition, the cost will include healthcare cost as allotted by SEIU collective bargaining agreements.

Discussion: Mr. Eapen stated that the College has 21 staff members in Public Safety and 67 AUS security guards covering the Main Campus and Regional Center sites twenty-four hours a day, seven days a week. He stated that the contract extension is for \$775,000. Mr. Eapen stated the College will competitively bid this service during this extension term in the Spring and will encourage minority participation in the RFP.

Ms. Henley provided the demographics on AUS. She stated that AUS is locally based in Philadelphia with 4,700 employees, of which 90% are minority employees. At the College, there are 67 AUS employees, of which 96% are minorities.

Action: Mr. Dubow moved and Mr. Herzog seconded the motion that the Business Affairs Committee recommend to the Board of Trustees extending the service contract for six months until June 30, 2022 in the amount of \$775,000 with Allied Universal Security Services (AUS) for security at the Main Campus and Regional Center sites. The funds for the security services will be provided from the Operating Budget. The motion passed unanimously.

### **(3) Procurement and Installation of Security Cameras from ADT (Action Item)**

Background: In April 2017, the College issued an RFP for upgrading the CCTV systems as part of the Public Safety enhancements. Access Systems Integration was the lowest responsible bidder. ADT acquired Access Systems Integration and has been working with the College for the past several years installing and maintaining the College's CCTV system. ADT is currently under contract for full service maintenance of all cameras & software (Qoqnify) related to the operation of the cameras. The College has identified areas needing additional cameras to deter and monitor areas with high foot traffic and vehicle property. The staff/student parking garage on 17<sup>th</sup> Street needs camera upgrades as the current system is at end of life and not connected with the existing collegewide system. Additionally, the College needs security cameras for the Career and Advanced Technology Center and other critical areas.

Discussion: Mr. Eapen stated that the College has 353 security cameras between the Main Campus and Regional Center sites. He stated that College staff is requesting an additional 93 security cameras at a cost of \$243,000 to be installed in the CATC, the parking decks, and other critical areas. The security cameras have a two-year warranty and the funds will be coming from the Capital Budget. Mr. Eapen addressed a question that Mr. Soileau had in their pre-meeting. He stated that there is a total of 27 elevators in the Main Campus and Regional Center sites and only 4 elevators have security cameras. He stated that College staff will perform a full evaluation and will report back to the Committee.

Action: Ms. Hernández Vélez moved and Mr. Dubow seconded the motion that the Business Affairs Committee recommend to the Board of Trustees the procurement of the security cameras from ADT at a cost of \$243,000 for installation and integration to the College's existing system. The funds for this purchase will be provided from the Capital Budget. The motion passed unanimously.

### **(4) Change Order for HDR for the Library & Learning Commons (Action Item):**

Background: HDR's proposal assumed a project scope of approximately 50,000 SF and based the fee accordingly. During the programming phase additional project scope was added in order to consolidate all of the learning labs including the Math Lab on the second floor and the Central Learning Lab. The original project scope only included the space currently occupied by the Library, the Library mezzanine, the FCTL, the Science and Health Learning Lab and the offices for Trio and Academic Connections. The FCTL and the offices for Trio were not able to fit within the original assigned footprint so additional space had to be added in to accommodate them. Currently the net assignable square footage of the project scope is at 64,600 SF which is an increase of about 29%. Additionally, the Student Academic Computer Center (SACC) Lab (currently on the second floor) and a Makerspace are now being incorporated into the Library and Learning Commons both of which were not part of the original scope outlined in the RFP. Although these do not increase the overall square footage, the requirements needed to include these spaces do add to the overall engineering design effort.

Discussion: Mr. Eapen stated that in 2018, the Business Affairs Committee approved the first change order for HDR at the request of the College to increase the project scope by 8,000 square feet for an additional amount of \$132,220 above the original amount of \$1,264,377. The

revised adjustment fee increased fees to \$1,396,597 which was approved at the August 29, 2018, Business Affairs Committee meeting.

Mr. Wiggins stated that due to unforeseen conditions with the Mint Building being over 100 years old, there was some redesign required on many aspects of the building. These conditions were not visible on the drawing sets provided as many areas have changed over time and some were not documented in the past. COVID-related issues, like supply chain, have caused this project to run past the estimated time for inspections and meeting allotments based on the original proposal. Mr. Wiggins stated that the contractor, New Age Development Corporation, produce substitutions late in the project causing HDR to perform additional reviews and coordination efforts which have incurred additional costs as related to all of the above matters. Mr. Wiggins stated that HDR is asking for \$251,000 in compensation.

Ms. Henley provided the demographics on HDR which is locally based at 1515 Market Street in Philadelphia. HDR has 10,881 employees of which 21% are minority employees. Mr. Eapen stated that College staff will adjust the Capital Budget to accommodate the increase of \$251,000.

Ms. Hernández Vélez asked that if College staff created a new "library" of documents since in the past, drawings were not updated sufficiently. Mr. Wiggins stated that in the past, all projects did not have as-builts when changes were made. He stated that College staff will be getting all projects permitted going forward and proper records will be maintained.

Mr. Herzog asked what percent is the College "overrun" on this project. Mr. Eapen responded that most of the change orders were for New Age Development Corporation with the last one approved for Change Order Six for the Library & Learning Commons Project in the amount of \$221,000. Mr. Eapen stated that over \$1 million are in change orders primarily due to unforeseen conditions.

Action: Mr. Dubow moved and Mr. Epps seconded the motion that the Business Affairs Committee recommend to the Board of Trustees the approval of the revised agreement with HDR increasing the fees by \$251,000, which brings the total amount to \$1,647,597. The funds for this project will come from the Capital Budget. The motion passed unanimously.

**(5) Procurement of Network infrastructure Equipment for CATC (Career and Advanced Technology Center) (Action Item):**

Background: The College has to install the network infrastructure for CATC given the anticipate opening in Fall 2022. Routers and switches are network connecting devices. Routers are network layered and are responsible for analyzing the shortest path for a packet to traverse from one network to another. Therefore, its primary objective is to act as a connector between networks. Switches help connect various input and output devices to one network. Router and switches have become an essential commodity for almost all fields of life requiring access to the internet or connectivity of a local area network (LAN). They form the steppingstones of data exchange and connectivity.

Discussion: Mr. Eapen stated that with the anticipated opening of CATC in Fall 2022, College staff obtained the pricing from SHI through COSTARS (Commonwealth of Pennsylvania's

Cooperative Purchasing Program). Network Infrastructure for CATC (Cisco Routers, Switches and Wireless Access Points) total \$233,977 which includes three-year Maintenance & Support and excludes Professional Services. Mr. Eapen stated that the funds for this project will come from Bond Proceeds. He mentioned that one of the questions Mr. Soileau asked during their pre-meeting was regarding the procurement process. Mr. Eapen stated that in addition to doing an RFP process, the College looks at consortiums whose pricing is very competitive.

Action: Ms. Hernández Vélez moved and Mr. Dubow seconded the motion that the Business Affairs Committee recommend to the Board of Trustees to purchase the CATC Network Infrastructure Project at the total cost of \$233,977 from SHI, using Bond Proceeds, which includes three-year maintenance and support. The motion passed unanimously.

**(6) Energy Procurement from AEP (Action Item):**

Discussion: Mr. Eapen stated that the College's electricity agreement with Constellation Energy will expire in February 2022. Amerex Energy Service has been engaged as the energy broker for the College. Amerex conducted a competitive bid for electric capacity and distribution for all College buildings. Six suppliers submitted bids for 12 to 60-month contracts. He stated that College staff reviewed the pricing received with the Office Sustainability, City of Philadelphia current rates. AEP was the lowest responsible bidder for a 60-month contract. See Attachment B.

Mr. Eapen thanked Mr. Dubow who recommended Mr. Dominic McGraw and Ms. Madeline Schuh from the Office of Sustainability, City of Philadelphia, who provided good recommendations.

Action: Mr. Herzog moved and Mr. Dubow seconded the motion that the Business Affairs Committee recommend to the Board of Trustees the procurement from AEP for a 60-month contract at the rate of \$0.05476 per kilowatt hours (kWh). The estimated annual expenditure for the energy procurement is \$800,000. The College will be using funds from the Operating Budget. The motion passed unanimously.

**(7) Next Meeting (Information Item):**

The next regularly scheduled meeting of the Committee is set for Wednesday, February 16, 2022 at 9:00 A.M.

The meeting adjourned at 9:20 A.M. The Business Affairs Committee then went into an Executive Session to discuss financial matters.

**ATTACHMENT A  
FUNDING FOR ACTIONS ITEMS**

**BUSINESS AFFAIRS COMMITTEE MEETING**

**AGENDA: JANUARY 19, 2022**

<b>Agenda No.</b>	<b>Vendor/Consultant</b>	<b>Amount</b>	<b>Source</b>
1	John Meehan & Sons (HVAC)	\$180,000	Capital Budget
1	John J. Bee Inc. (Plumbing)	\$137,500	Capital Budget
2	Allied Universal Security (AUS) Services	\$775,000	Operating Budget
3	ADT	\$243,000	Capital Budget
4	HDR	\$251,000	Capital Budget
5	SHI	\$233,977	Bond Proceeds
6	AEP	\$800,000	Operating Budget

**ATTACHMENT B**

**Community College of Philadelphia  
Electric Pricing Summary**

Electric Pricing Summary

Date: 1/18/2022

State: PA

Current Contract Summary	
Supplier Name:	Constellation
Electric Rate (\$/kWh):	0.04285
Est. Annual Cost:	\$627,153
Pricing Structure:	Fixed All In
Contract End Date:	1/31/2022

New Contract Summary	
Proposed Start:	2/1/2022
Market:	PJM
# of Accounts:	9
Estimated Annual kWh:	14,636,000
Pricing Structure:	Fixed All in

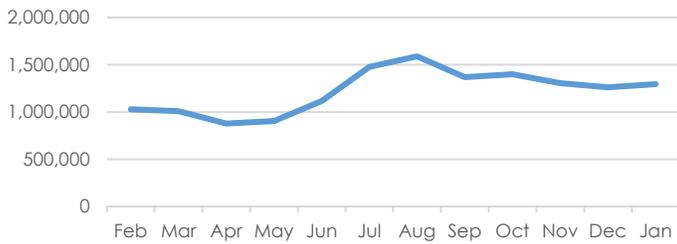
Lowest Price Offer Summary

Term (Mo.)	Rate (\$/kWh):	Supplier	Est. Annual Cost	Annual Impact (\$)	Annual Impact (%)	Term Impact (\$)
36	\$0.05562	Freepoint	\$814,054	↑ -\$186,902	↑ -30%	↑ -\$560,705
48	\$0.05473	Freepoint	\$801,028	↑ -\$173,876	↑ -28%	↑ -\$695,503
60	\$0.05476	AEP	\$801,467	↑ -\$174,315	↑ -28%	↑ -\$871,574

Offer Details

Supplier	36 Months	48 Months	60 Months			
Engie	\$0.05876	\$0.05795	\$0.05741			
EDF	\$0.05912	\$0.05825	\$0.05778			
Freepoint	\$0.05562	\$0.05473				
AEP	\$0.05680	\$0.05561	\$0.05476			

Historical Usage (kWh)



Energy Price Comparison (\$/kWh)



Notes

Fixed All In (with capacity and transmission adjustments)  
 10% add and delete language