

REVISED AGENDA
**COMBINED MEETING OF THE BUSINESS AFFAIRS AND
EXECUTIVE COMMITTEES OF THE BOARD OF TRUSTEES**
Community College of Philadelphia
Monday, July 25, 2022 – 1:00 P.M.

TO: Business Affairs and Executive Committees of the Board of Trustees
FROM: Jacob Eapen
DATE: July 21, 2022
SUBJECT: Committee Meeting

A combined meeting of the Business Affairs and Executive Committees of the Board of Trustees will be held on **Monday, July 25, 2022 at 1:00 P.M.** **Please note that Attachment A contains cost of items with source of funding.**

The following is the Zoom information for the Public Session:

Topic: Combined Business Affairs & Executive Committees of the Board of Trustees
<https://ccp.zoom.us/j/95310606343?pwd=K2VPRnFZR1lmQIRWeG83TlhublpKUT09>
Meeting ID: 953 1060 6343
Passcode: 8029
One tap mobile
+16465588656,,95310606343# US (New York)
+13017158592,,95310606343# US (Washington DC)

AGENDA
BUSINESS AFFAIRS COMMITTEE
PUBLIC SESSION

(1) Award of Janitorial Services Contract to Team Clean (Action Item)

The College’s current contract for contracted cleaning at the Main, NERC and WRC campus locations with CSI, Inc. expires on August 31, 2022. An RFP process was undertaken to develop a recommendation for the cleaning service contract. The criteria contained in the RFP specifications were used to evaluate proposals. Please refer to Attachment B.

Proposals were received from ten contract cleaning firms. One firm was disqualified due to non-attendance at the mandatory pre-bid meetings; two firms were disqualified due to non-compliance with proposal submittal requirements; and four firms were price prohibitive. The remaining three firms had the lowest responsive bids and were interviewed; their estimated 3-year plus 2 option years cost are as follows:

VENDOR	TEAM CLEAN	GDI	CSI
12 MONTH COST YEAR 1	\$ 1,985,664	\$ 1,765,138	\$ 1,837,986
12 MONTH COST YEAR 2	\$ 1,985,664	\$ 1,833,326	\$ 1,837,986
12 MONTH COST YEAR 3	\$ 1,985,664	\$ 1,905,002	\$ 1,837,986
12 MONTH COST YEARS 1 – 3	\$ 5,956,992	\$ 5,503,466	\$ 5,513,958

VENDOR	TEAM CLEAN	GDI	CSI
12 MONTH COST OPTION YEAR 4	\$ 2,047,588	\$ 1,973,423	\$ 1,995,125
12 MONTH COST OPTION YEAR 5	\$ 2,105,028	\$ 2,040,524	\$ 2,074,934
ALL 5 YEARS	\$ 10,109,609	\$ 9,517,413	\$9,584,017

VENDOR HOURS	TEAM CLEAN	GDI	CSI
MAIN CAMPUS	848	829	824
NERC	164	125	115
WRC & CATC	164	125	115
TOTALS	1,176	1,080	1,053
VENDOR MGMT HRS.	120	157	40

A total of ten bids were submitted via the PennBid tool. GDI, CSI and Team Clean were selected based on their proposals, meeting the RFP stated criteria and pricing. The proposal from CB Cleaning, Golden and AAA were automatically eliminated due to submitting incomplete bids. The remaining bidders: Atalian, Prichard Industries, Professional Building Services and AR Building Services were excluded due to following reasons:

Atalian's bid, did not meet the requirements set forth in this RFP, and they were priced higher than the firms selected for interview.

Prichard Industries bid was within the price range of the proposals chosen. However, the proposal lacked some of the basic prerequisites set forth in the RFP. The general consensus was the submission did not provide enough detail to meet the College's need as set forth in the RFP.

Professional Building Services presented a thorough presentation. They were knowledgeable about the process and provided detailed responses that are in alignment with the College's requirements. However, Professional Building Services bid was significantly higher than the firms selected for interview.

AR Building Services submitted a standard proposal, however, there was not enough detail in their bid to justify how the company can match the requirements outlined in the RFP. In addition, AR Building Services bid was significantly higher than the firms selected for interview.

The College team interviewed CSI, Team Clean and GDI and found Team Clean to have the best plan to meet with College's needs.

CSI is the College's current vendor and while they met the College' minimum standards, the management team has been lacking in terms of oversight. In CSI's proposal they also proposed the least amount of management/supervision hours. CSI acknowledged that they would need to provide a different account manager because the supervision has been lacking, but did not identify a new account manager or plan to address the College's overall concerns about their past performance. Additionally, the management hours proposed did not meet their stated intention to improve in this area.

Both GDI and Team Clean had comparable proposals as far as experience and professionalism and provided strong presentations. For overall hours at GDI included 1080 hours and Team Clean proposed the highest numbers of total service with 1176 hours. Team Clean also had the more hours dedicated to service the regional center locations which is highly desirable. Team Clean also has a subcontractor, Campus Services Group, which has substantial experience in higher education. Team Clean is also a locally based MWDBE firm operating out of West Philadelphia and they currently service the City's Municipal buildings and have for over 10 years. Additionally, while GDI has a WBE subcontractor GDI did not provide specifics on the percentage of the contract which would go to the subcontractor or what they subcontractor would perform.

The Team Clean also provided value added offerings:

- Free window cleaning services during summer to help offset exterior window costs. An annual savings of \$30K- \$40K
- 10 Paid Student Internships annually
- Robotics that will add 10 additional cleaning hours per day. This will allow cleaning staff to focus more on detailed work.

Recommendation

While Team Clean's pricing is higher than GDI, Team Clean is providing more overall staffing hours, more hours at the Regional Centers, is offering additional value-added services as outlined above, and they are an MWBE which is locally based in Philadelphia. Based upon the strengths of Team Clean, staff are recommending that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees that the College enter into a three-year contract with two additional option years at a projected cost of \$5,596,992 in the first three contract years with the two additional optional years at projected cost of \$4,152,616. The funds for the Janitorial Services Contract will be coming from the Operating Budget.

(2) Miller Sports Construction Change Order One for Gymnasium (Action Item)

At the March 23, 2022 meeting, the Committee approved the contract with Miller Sports Construction for renovations to the Gym Floor in an amount not to exceed \$992,690.

To become a World Class Facility, staff should look at this project as a whole and upgrade the entire gym, not just replace the floor. These proposed enhancements would help draw a higher grade of athlete, more spectators, and possible revenue stream.

With other phases of the Athletic Center projects, staff will look into locker room renovations which will bring the College in compliance with Title 9 standards. With all these upgrades, the College can host tournaments and make our venue a desired location to hold and host events.

Staff are asking for Change Order One to Miller Sports Construction, a Costar vendor to complete these enhancements.

COSTARS 014-171 Recreation & Fitness COSTARS is the Commonwealth of Pennsylvania's cooperative purchasing program and serves as a conduit through which

registered and eligible local public procurement units (LPPUs) and state-affiliated entities (Members) are able to leverage contracts established by DGS to cost effectively and efficiently identify suppliers with whom to do business.

Enhancements

1. Lighting: We propose to update the lighting. The existing light fixtures will be removed and hauled off site by Miller. Ephesus Lighting (Performance LED Lights): Replace the existing lighting and replace each fixture 1 for 2 with solid-state Ephesus LED Sports Lighting fixtures, RGBA Prisms, pendant mounts, and controls system \$184,500
2. Painting: Prep and Spray the ceiling with white Drywall paint. Paint the inside and outside of catwalk. Paint the walls up to (2) colors with a color feature stripe. Paint door frames: \$82,370
3. Backboard Replacement: Remove the existing backboards and install (6) new ceiling suspended backboard systems. (2) main forward folding. (4) practice side folding: \$65,920
4. Divider Curtain: Remove the existing divider curtain and replace it with a new Jaypro Roll Folding curtain with 10' of vinyl and mesh to the ceiling. 130' x 29' custom length directly attached to the overhead beam. This will utilize the existing electric with a new key switch: \$23,900
5. MEC 2 Equipment Control Panel: Supply and install Jaypro MEC-2 wireless touch screen control panel to control. This includes wireless relays at each motor and hard wiring each motor: \$12,220
6. Watchfire Display 10' X 17' Scoreboards: 3.9 Ready Display: Supply and install Two (2) 9' 10" x 16' 5" LED scoreboard / display boards and two (2) backboard mounted shot timers. Miller Sports will supply, deliver, and install the display boards. Once installed we will sync the controllers board and computer. Unlimited web-based training is available from the manufacturer for software setup, custom graphic artwork, maintenance, and upgrades. Onsite manufacturer technical support during installation and initial set up included: \$162,5000
7. Supply and install Vapor Guard by Reef Industries to provide proper protection against concrete moisture humidity and supply and install Aaceer Power Vent Airflow System which will mechanically force airflow underneath the subfloor of the hardwood flooring system with its automatic moisture detection system when moisture levels are not ideal: \$56,000

Pricing Summary

1. Lighting Package	\$184,500
2. Paint Work	\$ 82,370
3. Backboards Replaced	\$65,920
4. Divider Curtain	\$ 23,900
5. Control Panel	\$ 12,220
6. Video Scoreboards	\$162,500
7. Moisture Prevention Measures	\$56,000
8. Underground Storm Water Repair Source of Floor Damage in Past	\$91,000

Staff are requesting a change order in the amount of \$678,410. Please refer to Attachment C which contains the proposal which was the bases for the options selected.

Staff request that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees the approval of Miller Sports Construction, Change Order One for the Gymnasium in the amount of \$678,410. The funds will be split between the Operating Budget and RACP Funds.

(3) Change in Backup Service Providers from Contegix to Dell APEX Backup (Action Item)

The College's current managed backup environment Netrix (formerly Contegix) will be replaced with the Dell APEX Backup as-a-service solution running in the Dell cloud environment. The Dell APEX solution delivers high-performance and secure backups, long-term retention and automated compliance in a cloud-based backup environment.

Data security is at the forefront of the Dell APEX Backup as-a-service solution, and advanced security measures are used to store enterprise data. This entails utilizing both an advanced data-scrambling algorithm and a unique envelope-based encryption model where the data and metadata are decoupled and encrypted. Additionally, to enable restoring from ransomware attacks, Dell APEX Backup as-a-service solution provides data isolation and high performance restores to minimize downtime from a breach.

Furthermore, by migrating to the Dell APEX backup solution, the College will incur a savings of \$55,892 a year:

- Current Netrix backup cost \$97,500 per year + IBM Spectrum Connect Licenses \$4,392 = \$101,892 per year
- Dell APEX Solution - \$46,000 per year

Staff request that the Business Affairs Committee recommends to the Executive Committee of the Board of Trustees the approval of the Dell APEX Backup as-a-service solution at the total cost \$138,000 over 3 years, which includes Software/Licenses, 3-year support, and professional services. The funds will be utilized from the Operating Budget.

(4) CMT Services Group - Request for Additional Contract Funding (Action Item)

The Facilities and Construction Department request the approval of this change order for the extension of contract duration for the services of special inspections for the CATC project. These inspections are required for materials and structural components for the new building. Delays were due to unforeseen conditions, COVID 19, and most recently supply chain issues. Completion of this project was initially scheduled for June 2021. CMT continued and completed inspections until July 2022.

CMT's original contract budget amount was \$75,490. CMT's Change Order One for the CATC Project is \$30,180.50 for a total amount of \$105,670.50.

Staff request that the Business Affairs Committee recommend to the Executive Committee of the Board of Trustees, the approval of CMT Change Order One for the CATC Project in the amount of \$30,180.50 for the extension of contract duration for the services of special inspections for the project. The funds will be coming from the Bond Issue.

(5) College Turnover PowerPoint Presentation (Information Item)

Attachment D includes an updated PowerPoint. Page 5 includes 2021 Voluntary Turnovers by Race.

(6) Update on HEERF Funds (Information Item)

Of the \$58.6 million, the College has expended \$56.7 million in the institution portion and \$5.7 million in the MSI portion; and of the \$44.1 million, \$42.7 million was expended in student direct assistance grants. The expiration date for this grant is May 2023. Attachment E provides the details on the HEERF funds.

AGENDA
EXECUTIVE COMMITTEE
PUBLIC SESSION

Based on the recommendations of the Business Affairs Committee, the Executive Committee of the Board of Trustees will motion on the following action items:

- Award of Janitorial Services Contract to Team Clean
- Miller Sports Construction Change Order One for Gymnasium
- Change in Backup Service Providers from Contegix to Dell APEX Backup
- CMT Services Group - Request for Additional Contract Funding

(7) Next Meeting – Combined Meeting of the Business Affairs and Executive Committees of the Board of Trustees (Information Item)

A meeting of the Business Affairs Committee and Executive Committee is required in August. The date of the meeting is scheduled for **Wednesday, August 24, 2022 at 9:00 A.M.**

COMBINED BUSINESS AFFAIRS COMMITTEE AND EXECUTIVE COMMITTEE
EXECUTIVE SESSION

An Executive Session of the Combined Business Affairs and Executive Committee will follow. Discussion will take place on legal updates and real estate matters. The following is the Zoom information for the Public Session:

Topic: Executive Session of the Combined Business Affairs and Executive Committees
<https://ccp.zoom.us/j/93673749719?pwd=N2ttRTdkSWorNOQ1eGZyYVlsak1hUT09>

Meeting ID: 936 7374 9719

Passcode: TRUSTEES

One tap mobile

+13126266799,,93673749719# US (Chicago)

+16465588656,,93673749719# US (New York)

JE/Im

Attachments

cc: Mr. Jeremiah White
Dr. Donald Generals
Ms. Anela Kruse
Mr. Gim Lim
Ms. Marsia Henley
Dr. Shannon Rooney
Mr. Derrick Sawyer
Mr. John T. Wiggins
Victoria Zellers, Esq.
Dr. Judith Gay, Vice President Emerita

ATTACHMENT A
FUNDING FOR ACTIONS ITEMS

**MEETING OF THE COMBINED BUSINESS
AFFAIRS AND EXECUTIVE COMMITTEE**

AGENDA: JULY 25, 2022

Agenda No.	Vendor/Consultant	Amount	Source
1.	Team Clean	A three-year contract with two additional option years at a projected cost of \$5,596,992 in the first three contract years and the two additional optional years at a projected cost of \$4,152,616	Operating Budget
2.	Miller Flooring Change Order	\$678,410	½ Operating Budget ½ RACP Funds
3.	Dell APEX Backup	\$138,000	Operating Budget
4.	CMT Services Group	\$30,180.50	Bond Issue

ATTACHMENT B
**Criteria Contained in the RFP Specifications for
Janitorial Services Contract**

- a) Price, Alternate Price and/or cost items deemed in the best interest of the College.
- b) Experience, qualifications, and commitment of the Project Team:
- The degree to which the personnel on the Project Team have held responsible project positions for similar projects.
 - The degree to which the Project Team brings experience in the full range of skills and expertise needed to accomplish the scope of work in all task areas;
 - The specific commitments made in the Proposal for staffing the Project Team, including percent of Project Manager's time dedicated to the Project;
 - Experience within the local region
- c) Experience and past performance of the Vendor and Project Team members on similar projects within the last seven years:
- The experience of the Vendor and Project Team members in conducting projects of similar nature and complexity.
 - The ability of the Vendor to draw on this experience to benefit the Project
- d) Method of accomplishing the scope of work:
- Proposed organization of the work.
 - Unique capabilities that may influence the Project.
 - Understanding of the appropriate levels of effort required (hours) for various tasks.
 - Identification of Project risks and methods to mitigate or eliminate such risks to complete the Project within the proposed schedule, estimated budget and with the quality and/or performance specifications identified in the RFP.
 - Appropriate Project financial and management controls including, but not limited to,
 - Clear method of meeting and tracking progress of schedule milestones, intended outcomes, and deliverables for each task
 - Quality assurance
 - Project financial controls and invoicing systems
- e) Commitment to Diversity and Inclusion, including MWDBE participation
- Efforts to solicit participation from MWDBE subcontractors for the project.
 - Plan for MWDBE participation on this project.

ATTACHMENT C





COSTARS PROPOSAL

SPORTS CONSTRUCTION DIVISION
Athletic Surfaces & Equipment

TO: **JOHN WIGGINS- AVP FACILITIES & CONSTRUCTION** FROM: **BILL MILLER**

JOB: **C.C. OF PHILADELPHIA (CCP)- GYM RENO PROPOSAL** DATE: **JULY 18, 2022**

John: We have value engineered the proposal and have a few suggestions. Please review and call with any questions. We propose to supply all materials, labor, and equipment necessary to complete the work as further specified.

COSTARS 014-171 RECREATION & FITNESS COSTARS is the Commonwealth of Pennsylvania's cooperative purchasing program.
DGS Contact: Kathy Lewis **Tel:** (717) 346-4056 **Email:** katgarman@pa.gov

1. LIGHTING: We propose to update the lighting with two options. The existing light fixtures will be removed and hauled off site by Miller. **Ephesus Lighting (Performance LED Lights):** Replace the existing lighting and replace each fixture 1 for 2 with solid-state Ephesus LED Sports Lighting fixtures, RGBA Prisms, pendant mounts, and controls system.....**\$184,500.00**
Value Engineered to replace the Ephesus Performance Lights to Lumavision-06 lighting fixtures.

2. PAINTING: Prep and Spray the ceiling with white Dryfall paint. Paint the inside and outside of catwalk. Paint the walls up to (2) colors with a color feature stripe. Paint door frames:.....**\$85,810.00**

3. BACKBOARD REPLACEMENT: Remove the existing backboards and install (6) new ceiling suspended backboard systems. (2) main forward folding. (4) practice side folding.....**\$65,920.00**
Value Engineered to replace the backboards and equipment and reuse the existing structures.

4. DIVIDER CURTAIN: Remove the existing divider curtain and replace it with a new Jaypro Roll Folding curtain with 10' of vinyl and mesh to the ceiling. 130' x 29' custom length directly attached to the overhead beam. This will utilize the existing electric with a new key switch.....**\$24,640.00**

5. MEC 2 EQUIPMENT CONTROL PANEL: Supply and install Jaypro MEC-2 wireless touch screen control panel to control. This includes wireless relays at each motor and hard wiring each motor.....**\$12,690.00**

6. WATCHFIRE DISPLAY 10' x 17' SCOREBOARDS: **3.9 ReadyDisplay:** Supply and install Two (2) 9' 10" x 16' 5" LED scoreboard / display boards and two (2) backboard mounted shot timers. Miller Sports will supply, deliver, and install the display boards. Once installed we will sync the controllers board and computer. Unlimited web-based training is available from the manufacturer for software setup, custom graphic artwork, maintenance, and upgrades. Onsite manufacturer technical support during installation and initial set up included.....**\$164,980.00**



Corporate Office
827 Lincoln Avenue Suite 15
West Chester, PA 19380
Tel: 610.626.1000 Fax: 610.626.3000

Virginia Office
5715 South Laburnum Avenue
Richmond, VA 23231
Tel: 804.405.4884 Fax: 610.626.3000

800.821.8611



www.millerflooring.com



COSTARS PROPOSAL

SPORTS CONSTRUCTION DIVISION
Athletic Surfaces & Equipment

PRICING SUMMARY

VALUE ENGINEERING & DISCOUNTS

1.	LIGHTING PACKAGE	\$184,500.00	Lighting Lumivision- 06	\$156,250.00
2.	PAINT WORK	\$ 85,810.00	Paint Work	\$ 82,370.00
3.	BACKBOARDS REPLACED	\$ 65,920.00	Backboards Upgrade	\$ 43,650.00
4.	DIVIDER CURTAIN	\$ 24,640.00	Divider Curtain	\$ 23,900.00
5.	CONTROL PANEL	\$ 12,690.00	Control Panel	\$ 12,220.00
6.	VIDEO SCOREBOARDS	\$164,980.00	Video Scoreboards	\$162,500.00
TOTAL COSTARS PRICE:		\$538,540.00		\$480,890.00

NOTE- COSTARS SAVINGS OVER STANDARD PRICING: \$44,680.00 + \$7,130 Additional Discounts

Clarifications: The owner is responsible for; proper electric or generator to run our equipment, use of rest rooms and 24/7 access. Add 2% to price for a bond.

Exclusions: New athletic equipment, new electric, bonds, permits, security of the space during construction, cleaning above 6', union wage labor, permits, permit fees, and taxes.

Terms: 50% down payment to secure materials. Balance paid upon completion. 2% per month late fees- NO retainage held. Applicable charges for credit card payments.

Acceptance: The above terms, pricing, specifications, and conditions are satisfactory and hereby approved. Payments will be made as outlined above.

Authorized Signature: _____, _____

Community College of Philadelphia

Date

Authorized Signature: Wm. H. Miller, July 18, 2022

Bill Miller

Date

To process this order please sign and fax to (610) 626-3000 or email to carol@millerflooring.com



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827 Lincoln Avenue Suite 15
West Chester, PA 19380
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800.821.8611

A Division of Miller
Flooring Company

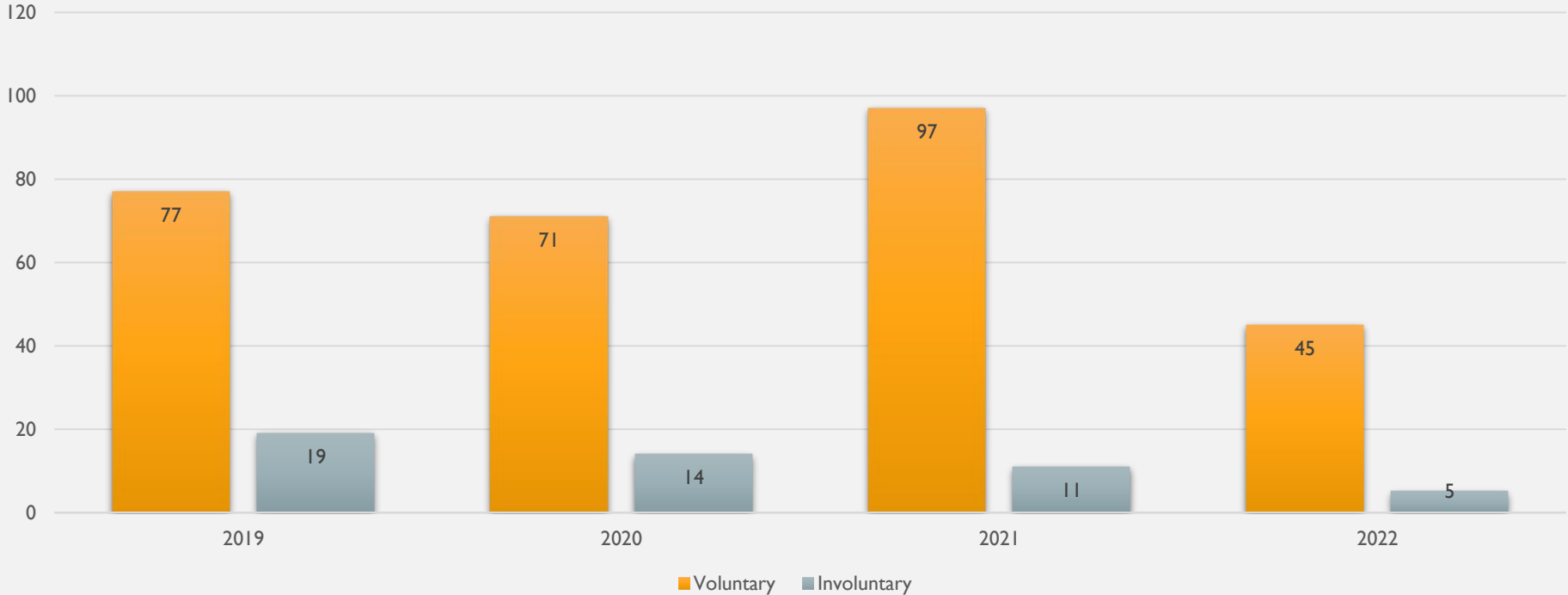
www.millerflooring.com

ATTACHMENT D

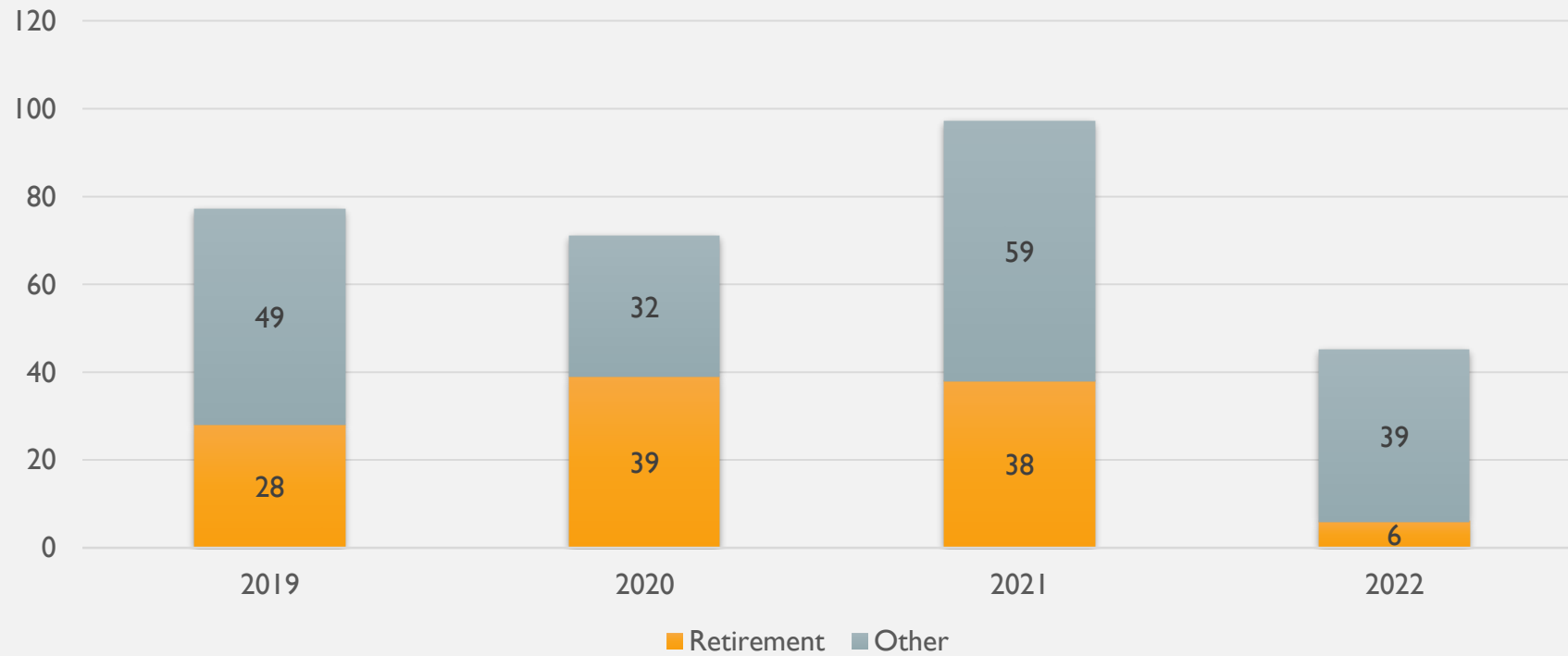
College Turnover PowerPoint Presentation

TURNOVER 2019 - YTD 2022

Voluntary vs. Involuntary Turnover

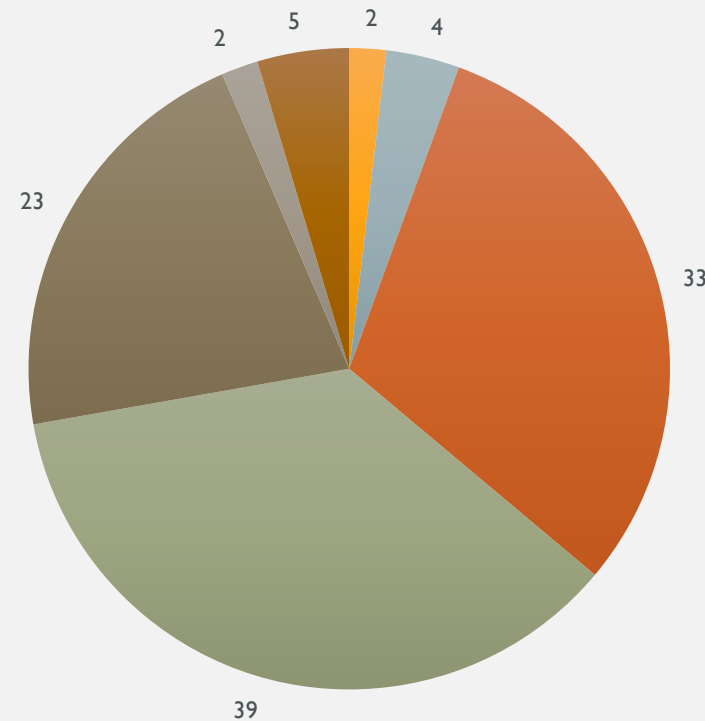


VOLUNTARY TURNOVER



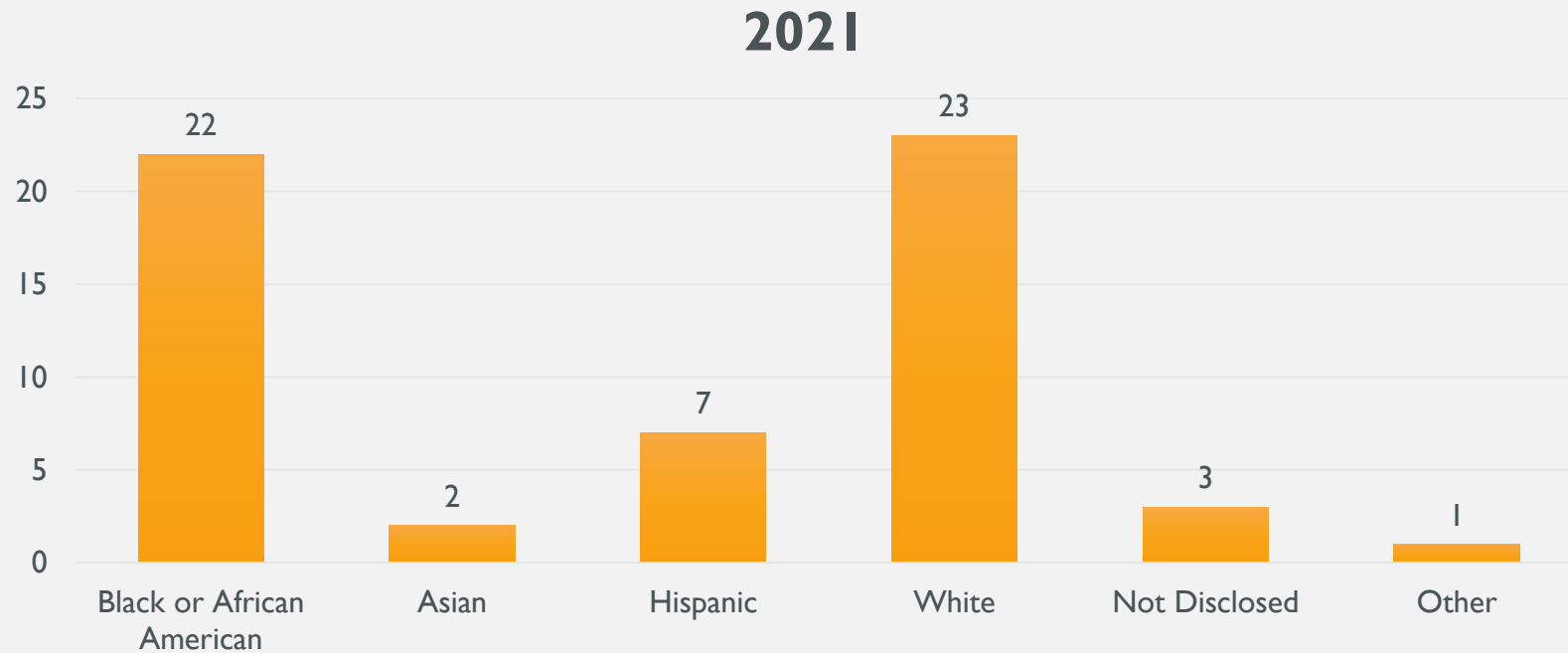
2021 TURNOVER BY EMPLOYEE CLASSIFICATION

Employee Classification	Number of Terms
Cabinet	2
Extended Cabinet	4
Administrator	33
Classified/Confidential	39
FT Faculty/VL	23
PT Faculty	2
PT Non-Union	5
Total	108



■ Cabinet
 ■ Extended Cabinet
 ■ Administrator
 ■ Classified/Confidential
 ■ FT Faculty/VL
 ■ PT Faculty
 ■ PT Non-Union

VOLUNTARY TURNOVER BY RACE



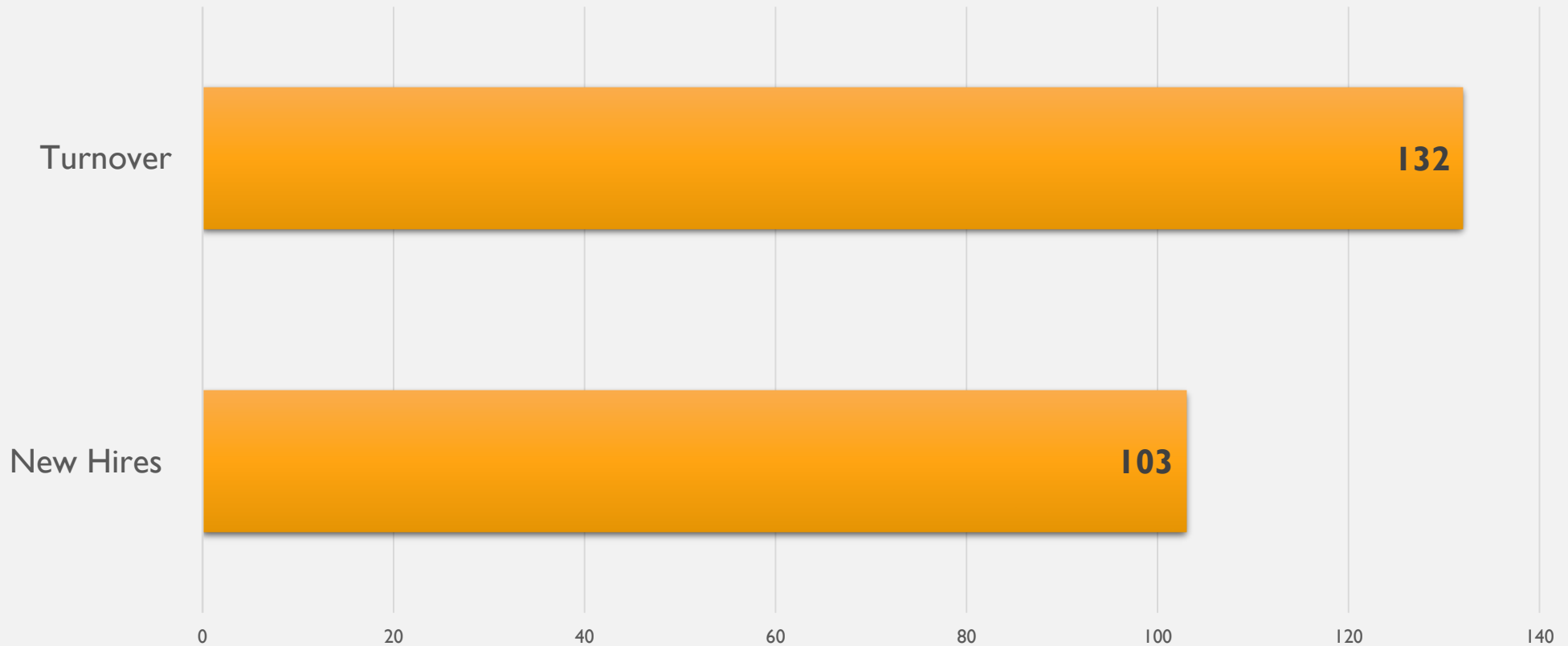
Note: The data above excludes retirements

2021 VOLUNTARY TURNOVER BY RACE

Race	No. of EE's by Race	No. of Voluntary Terms by Race	Difference	Turnover %
Black or African American	306	22	284	7%
Asian	45	2	43	4%
Hispanic	42	7	35	17%
White	460	23	437	5%
Other	27	1	26	4%

TURNOVER VS. NEW HIRES

JUNE 1, 2021 TO MAY 31, 2022



ATTACHMENT E

Update on HEERF Funds

Federal CARES Funds - Institution Portion -P425F200978		
Total Award	58,679,634	
	Total Spent	Total Committed
Faculty & Staff Training	852,754	103,675
Temporary Internet and Data reimbursement for the Employees	612,342	80,000
Instructional Equipment & Supplies	5,115,982	341,537
Other - Legal Fees & Technical Assistance	69,377	27,335
Emergency Financial Aid Grants to Students	4,268,928	
Additional equipment/software/Upgrading campus wi-fi access	1,507,819	130,508
HVAC/ Campus safety and operations	5,404,577	107,808
Tuition Reimbursement	4,484,734	
Tuition Replacing lost revenue - Tuition, Auxiliaries etc., Reimbursement	32,276,740	1,117,536
Technology - Software	2,177,982	
Total	56,771,236	1,908,398
Federal CARES Funds - MSI Portion - P425L200544		
Total Award	5,728,975	
	Total Spent	
Tuition Replacing lost revenue - Tuition, Auxiliaries etc., Reimbursement	5,728,975	
Total	5,728,975	0
Federal CARES Funds - Student Portion -P425E200794		
Total Award	44,192,537	
	Total Spent	Total Committed
Student Direct Assistance Grants	42,756,293	1,436,244
Total	42,756,293	1,436,244