

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

TO: Members of the Business Affairs Committee of the Board of Trustees

FROM: Jacob Eapen

DATE: October 13, 2022

SUBJECT: Committee Meeting

A meeting of the Business Affairs Committee is scheduled for Wednesday, October 19, 2022 at 9:00 A.M. It will be held as a hybrid meeting. Participants and attendees may attend in person in the Isadore A. Shrager Boardroom, M2-1 or *via* Zoom.

PUBLIC SESSION
AGENDA

The Zoom information for the Public Session is as follows.

Topic: Business Affairs Committee of the Board of Trustees - Public Session
<https://ccp.zoom.us/j/95102719193?pwd=aXVhaXcvUkVEVHZtNWNLNnNKSXczZz09>
Meeting ID: 951 0271 9193
Passcode: 8029
One tap mobile
+13126266799,,95102719193# US (Chicago)
+16465588656,,95102719193# US (New York)

Please note that Attachment A contains a spreadsheet that lists the vendor/consultant, the amount, and the source of funding (i.e., Capital Budget, Operating Budget, Perkins Grant, or Bond Proceeds) which College Administration is seeking approval.

(1) Purchase of Laptops from Dell to Support Students under the Laptop Loaner Program (Action Item):

The College has an immediate need for additional laptop purchases to support enrolled students and remote work. Staff have reviewed a variety of technology deployment options to purchase in order to support both new and returning students. In reviewing options, cost, unit capabilities and availability were primary considerations. Supporting students with current technology provides a critical role in expanding student/staff capabilities and their overall productivity.

Special pricings were obtained from CDWG, SHI International Corporation and DELL, all leveraging the PACC (Philadelphia Area Collegiate Cooperative) & COSTARS purchasing programs. The PACC was formed as the result of an agreement between local representatives of local higher education purchasing officers to utilize cooperative purchasing best practices to leverage combined buying power for our member institutions.

The College has pursued bids from HP, Lenovo, Asus and Dell for this purchase and have previously leveraged similar agreements with Dell and the COSTARS agreement for previous purchase requests totaling 2,185 laptop devices total during the pandemic.

Attachment B consists of: Primary considerations in reviewing all of the options were cost, unit capabilities and availability of the products. SHI International Corporation provided the best overall solution with their Lenovo K14, AMD Ryzen R5, 16GB DDR4 RAM, 256GB SSD drive and 14-inch full HD display with integrated webcam. These laptops are lightweight and preloaded with Windows 11 Pro and will be offered as additional loaners to students enrolled in Fall 2022 and Spring 2023 semester classes, subject to their signing a Loan Agreement and return guarantee.

Staff requests that the Business Affairs Committee recommend to the full Board the purchase of the 500 additional Student Loaner Laptops from SHI International Corporation at a cost of \$590 each, totaling \$295,000 which includes a one-year warranty and three-year total maintenance and support. The Student Loaner Laptops will be paid from the Reserve for Technology Refresh.

(2) Renovations of Bonnell Building Restrooms (Action Item) (Action Item)

The College is planning to refurbish the main Restrooms on the ground floor of the Bonnell Building. This will take the existing men's and women's restrooms and combine them into one unisex restroom facility. The College issued RFP #10183 on August 27, 2022 *via* Pennbid. The Pre-bid was held on September 1, 2022 and 16 bidders attended. The College received 12 responses; below are the lowest responsible bidder fees by trade. Please refer to Attachment C.

• General Construction: S.B. Conrad, Inc.	\$291,000
• Fire Protection: Royalty Construction Services	\$145,071
• HVAC: McCloskey Mechanical	\$ 11,890
• MJF Electrical Contracting, Inc.	<u>\$ 61,650</u>
Grand Total:	\$509,611

Staff requests that the Business Affairs Committee recommend to the full Board to award the following: S.B. Conrad, Inc. in the amount of \$291,000 for General Construction; Royalty Construction Services in the amount of \$145,071 for Fire Protection; McCloskey Mechanical in the amount of \$11,890 for HVAC; and MJF Electrical Contracting, Inc. in the amount of \$61,650 for Electrical. The Bonnell Building Restrooms project will be paid from the Capital Budget.

(3) Next Meeting (Information Item)

The next meeting (Hybrid) of the Business Affairs Committee will be a Committee as a Whole meeting scheduled for Thursday, November 3rd at 9:00 A.M.

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

EXECUTIVE SESSION

An Executive Session will follow the Public Session. Discussions will center on legal and personnel matters. The Zoom information for the Executive Session is as follows.

Topic: BAC - Executive Session
Join Zoom Meeting
<https://ccp.zoom.us/j/96020511755?pwd=MEZUOEI6bzZDZFRLdDRxc2h0TmROQT09>
Meeting ID: 960 2051 1755
Passcode: CCP
One tap mobile
+13017158592,,96020511755# US (Washington DC)
+13092053325,,96020511755# US

Im

Attachments

c: Mr. Harold Epps
Dr. Donald Generals
Ms. Marsia Henley
Danielle Liautaud-Watkins, Esq.
Mr. Gim Lim
Mr. Derrick Sawyer
Mr. John Wiggins
Victoria Zellers, Esq.

ATTACHMENT A
FUNDING FOR ACTIONS ITEMS

BUSINESS AFFAIRS COMMITTEE MEETING

AGENDA: October 19, 2022

Agenda No.	Vendor/Consultant	Amount	Source
1.	SHI International Corporation	\$295,000	Reserve for Technology Refresh
2.	General Contractor: S.B. Conrad , Inc. Fire Protection: Royalty Construction Services HVAC: McCloskey Mechanical MJF Electrical Contracting, Inc.	\$291,000 \$145,071 \$11,890 \$61,650	Capital Budget

ATTACHMENT B

**Purchase of Laptops from Dell to Support Students under the
Laptop Loaner Program**

SHI International Corporation Quote

DELL		
Dell Latitude 3420, Intel I5 8Gb, 14", 256GB, \$702.00 ea x 500	\$351,000.00	3Yrs Maint/support
Dell Latitude 3320, Intel I5, 16Gb, 14", 256Gb, \$739.00ea x 500	\$369,500.00	3Yrs Maint/Support
SHI		
K14 Gen 1 (AMD Ryzen 5 - 5600U, 2.3 - 4.2GHz), 8 GB RAM, 256 GB SSD, 14" FHD \$555.00 ea x 500 =	\$277,500	3Yrs Maint/Support
K14 Gen 1 (AMD Ryzen 5 - 5600U, 2.3 - 4.2GHz), 16 GB RAM, 256 GB SSD \$590.00 ea x 500 =	\$295,000	3Yrs Maint/Support
Lenovo / CDWG		
K14 Gen 1 (AMD Ryzen 5 - 5600U, 2.3 - 4.2GHz)8GB, 256Gb, 14"FHD \$560.20ea x 500,	\$280,100.00	3Yrs Depot only
K14 Gen 1 (AMD Ryzen 5 - 5600U, 2.3 - 4.2GHz)16gb, 256gb, 14"FHD, \$596.00ea x 500	\$298,000.00	3 yrs Depot Only
K14 Gen 1 (AMD Ryzen 5 - 5600U, 2.3 - 4.2GHz) 8Gb, 256gb, 14" FH \$575.50ea x 500	\$287,750.00	3YrsDepot + Factory Imaging/Asset Tagging
K14 Gen 1 (AMD Ryzen 5 - 5600U, 2.3 - 4.2GHz)16gb, 256Gb, 14"FHD, \$610.75 ea x 500=	\$305,375.00	+ 3 yrs Depot + Factory Imaging/Asset Tagging
*HP 440 G9 Intel I5-12th Gen 256Gb 16gb \$660.00 ea x 500	\$330,000.00	3Yrs Maint/support
*HP 445 G9 AMD R5-5625U 256 16Gb \$630.00 ea x 500	\$315,000.00	3 yrs Maint/Support



Pricing Proposal
Quotation #: 22597437
Created On: 10/5/2022
Valid Until: 10/28/2022

PA-Community College Philadelphia

Account Executive

William Bromley

Receiving Dock on 16th St
btwn Spring Garden & Call
Philadelphia, PA 19130
United States
Phone: 2157518000
Fax:
Email: WBromley@ccp.edu

Sean Candiloro

Philadelphia, PA 19147
Phone: 732-275-2288
Fax:
Email: sean_candiloro@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Lenovo K14 Gen 1 (AMD Ryzen 5 - 5600U, 2.3 - 4.2GHz), 8 GB RAM, 256 GB SSD M.2 PCIe Lenovo - Part#: 21CUS0HH00 Contract Name: SHI-Customer Contract Contract #: SHI-Customer Contract	500	\$555.00	\$277,500.00
2 Lenovo K14 Gen 1 (AMD Ryzen 5 - 5600U, 2.3 - 4.2GHz), 16 GB RAM, 256 GB SSD M.2 PCIe Lenovo - Part#: 21CUS0HE00 Contract Name: SHI-Customer Contract Contract #: SHI-Customer Contract	500	\$590.00	\$295,000.00
		Total	\$572,500.00

Additional Comments

https://most.lenovo.com/api/v2/library/pdf/device2pager/Device_Lenovo_K14_Gen_1_AMD?locale=en

Please Note: Lenovo has a zero returns policy on any custom build machines. Lenovo also does not allow returns on open box/phased out products.

Please note, if Emergency Connectivity Funds (ECF) will be used to pay for all or part of this quote, please let us know as we will need to ensure compliance with the funding program.

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084. SHI International Corp. is 100% Minority Owned, Woman Owned Business. TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

The products offered under this proposal are Open Market and resold in accordance with the terms and conditions at [SHI Online](#)

ATTACHMENT C

Quotes for Renovations of Bonnell Building Restrooms

Worksheet
 Extended Price
 Analysis

Reference Number	Description	Type	UOM	Quantity	Extended Estimate	danielle@mccloskey_mechanical.com	MJF Electrical Contracting, Inc.	Whitemarsh Electric, Inc.	Palman Electric Inc	Mulhern Electric Company, Inc.	John J Bee Inc.	Paradigm Mechanical	S.B. Conrad, Inc.	New Age Development Group	Dolan Mechanical, Inc.	GEM Mechanical Services, Inc.	walker@royalty_constructionservices.com	
Total																		
Extended							\$11,890.00	\$61,650.00	\$65,884.00	\$81,731.00	\$93,456.00	\$189,500.00	\$246,800.00	\$291,000.00	\$294,717.00	\$355,000.00	\$367,000.00	\$545,617.18
Default Item Group							\$11,890.00	\$61,650.00	\$65,884.00	\$81,731.00	\$93,456.00	\$189,500.00	\$246,800.00	\$291,000.00	\$294,717.00	\$355,000.00	\$367,000.00	\$545,617.18
	General Construction																	
100	for RFP #10183	Base	Lump Sum	1									\$291,000.00	\$294,717.00				\$313,099.28
	Electrical Construction																	
200	for RFP #10183	Base	Lump Sum	1			\$61,650.00	\$65,884.00	\$81,731.00	\$93,456.00								\$67,760.40
	Mechanical (HVAC) Construction																	
300	for RFP #10183	Base	Lump Sum	1		\$11,890.00										\$92,000.00		\$19,686.00
	Plumbing/Fire Protection																	
400	Construction for RFP #10183	Base	Lump Sum	1						\$189,500.00		\$246,800.00			\$355,000.00	\$275,000.00		\$145,071.50