

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

**Present for the Business Affairs Committee:** Mr. Michael Soileau (presiding); Mr. Ronald Bradley, Mr. Rob Dubow, Mr. Harold Epps, Mr. Steve Herzog, and Mr. Jeremiah J. White

**Present for the Administration:** Dr. Donald Guy Generals, Mr. Jacob Eapen, Ms. Marsia Henley, Danielle Liautaud-Watkins, Esq., Mr. Gim Lim, Dr. Shannon Rooney, Mr. Derrick Sawyer, Dr. David Thomas, Mr. Tim Trzaska, Dr. Mellissia Zanjani, and Victoria Zellers, Esq.

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

**PUBLIC SESSION**  
**AGENDA**

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.

Mr. Soileau called the meeting to order at 9:01 A.M. He explained that the first agenda item, the Purchase of Laptops from Dell to Support Students under the Laptop Loaner Program, was removed from the agenda. He mentioned that Mr. Eapen and his team have decided to look at other options including lease options and other opportunities. Mr. Soileau stated that the item will be presented at the next Business Affairs Committee meeting.

**(1) Renovations of Bonnell Building Restrooms (Action Item)**

Discussion: Mr. Eapen stated that 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.

Mr. Trzaska stated the first-floor men's and women's restrooms located in the Bonnell lobby area will be combined into one large restroom consisting of 13 individual stalls, two of which are handicapped accessible and 10 sinks. He pointed out the stalls will be higher-than-normal size for privacy. Mr. Trzaska stated the signs will be posted during construction diverting individuals to use adjacent restrooms on the first floor of the Bonnell Building. He stated that the restroom project should take three months to complete. Dr. Generals pointed out that these restrooms will be non-binary, all gender restrooms.

Mr. Eapen stated that the College issued RFP #10183 on August 27, 2022 via Pennbid. The Pre-bid was held on September 1, 2022 and 16 bidders attended. He stated that the College received 12 responses. Please refer to Attachment B.

Mr. Eapen stated that the lowest responsible bidders were as follows:

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

Mr. Eapen mentioned that when the capital budget was presented last month, staff anticipated \$447,000 for this project. He stated that the bids came in approximately \$63,000 lower than projected.

Ms. Henley commented on the demographics. She stated that S.B. Conrad is located in Chester Heights, PA with 36 employees, of which 6% are minority employees. Ms. Henley stated that Royalty Construction Services is located in Pennsauken, NJ. The company is 100% MBE, and African-American owned with one employee. She stated that Royal Construction Services is subbing with Precision Sprinkler Services, Inc. which is located in Trainer, PA with 23 employees, of which 5% are minority employees. Ms. Henley stated that the plumbing sub-contractor is LorMar Mechanical and is located in Pennsauken, NJ with two employees, of which one (50%) is a minority employee. She stated that McCloskey Mechanical is located in Blackwood, NJ with 225 employees, of which 27% are minority employees. Ms. Henley stated that MJF Electrical Contracting, Inc. is located in Morrisville, PA with 50 employees, of which 2% are minority employees. Please refer to Attachment C which includes the demographics.

Mr. Eapen stated that the funds will be coming from the Capital Budget to pay for the project. Mr. Dubow questioned if inflation is impacting the capital budget plan. Mr. Eapen stated that inflation is impacting the bids. He reminded the Committee that staff is working on obtaining bids for ESCO (Energy Service Company) companies under GESA (Guaranteed Energy Savings Act) which will give staff time to evaluate which company would be the best fit for the College. Mr. Soileau asked about the timeline of the bid process. Mr. Eapen stated that the goal was to get out the RFP/RFQ by the end of November with the ultimate goal of seeking the lowest responsible bidder. He pointed out that staff is working with Phoenix Capital Partners, LLP, the College's Financial Advisor, in this bid process; and reminded the Committee that Phoenix Capital Partners, LLP assisted the College in the past with its bond proceeds.

Since the contractors and sub-contractors for the renovations of the Bonnell Building have a low percentage of minorities, Mr. Bradley asked if there was a possibility to have the College's students who have the skills set to intern for this project which would provide them an opportunity to learn the trade. Mr. Eapen stated that staff could discuss this idea with the contractors. Dr. Generals added that this would involve the workforce team and faculty if the students were to receive credit for interning.

Action: Mr. Dubow moved and Mr. White seconded the motion 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 Plumbing and 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. The motion passed unanimously.

**(2) Next Meeting (Information Item)**

Mr. Soileau stated that the next meeting (Hybrid) of the Business Affairs Committee will be a Committee as a Whole meeting scheduled for Thursday, November 3<sup>rd</sup> 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.

The Public Session adjourned at 9:13 a.m.

**EXECUTIVE SESSION**

An Executive Session followed the Public Session. Discussions centered on legal and personnel matters.

**Im**  
**Attachments**

**ATTACHMENT A**  
**FUNDING FOR ACTIONS ITEMS**

**BUSINESS AFFAIRS COMMITTEE MEETING**

**AGENDA: October 19, 2022**

<b>Agenda No.</b>	<b>Vendor/Consultant</b>	<b>Amount</b>	<b>Source</b>
1.	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**

### **Quotes for Renovations of Bonnell Building Restrooms**

Worksheet  
 Extended Price  
 Analysis

Reference Number	Description	Type	UOM	Quantity	Extended Estimate	<a href="mailto:danielle@mccloskey_mechanical.com">danielle@mccloskey_mechanical.com</a>	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.	<a href="mailto:wwalker@royalty_constructionservices.com">wwalker@royalty_constructionservices.com</a>	
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

**ATTACHMENT C**

**Demographics: Contractors and Sub-Contractors  
Renovations of Bonnell Building Restrooms**

Bonnell Building Ground Floor Restroom Renovation  
Community College of Philadelphia

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Workforce Demographics/Company Ownership Report Template

<b>Workforce Demographics</b>	African American or Black	Asian/Pacific Islander	Hispanic	Native Hawaiian/Pacific Islander	Multi-Racial	White	Other/Unknown	Total	Male	Female	Total
Number	2								33	3	36
Percentage of Total Workforce	6%								92%	8%	
Management Employees											
Non-Management Employees											
<b>Company Ownership</b>	African American or Black	Asian/Pacific Islander	Hispanic	Native Hawaiian/Pacific Islander	Multi-Racial	White	Other/Unknown	Total	Male	Female	Total
Number						1					
Percentage of Total Owners						100%					







**Precision Sprinkler  
Services Inc.**

3812 W. 9th St  
Trainer, PA 19061

Workforce Demographics/Company Ownership Report Template

Workforce Demographics	African American or Black	Asian/Pacific Islander	Hispanic	Native Hawaiian /Pacific Islander	Multi-Racial	White	Other/Unknown	Total	Male	Female	Total
Number	1					22		23	22	1	23
Percentage of Total Workforce	5%					95%					
Management Employees	0					5		5	4	1	5
Non-Management Employees	1					17		18	18	0	18

Company Ownership	African American or Black	Asian/Pacific Islander	Hispanic	Native Hawaiian /Pacific Islander	Multi-Racial	White	Other/Unknown	Total	Male	Female	Total
Number						3		3	3		3
Percentage of Total Owners						100%		100%	100%		100%

Bonnell Building Ground Floor Restroom Renovation  
Community College of Philadelphia

Workforce Demographics/Company Ownership Report Template

Workforce Demographics	African American or Black	Asian/Pacific Islander	Hispanic	Native Hawaiian/Pacific Islander	Multi-Racial	White	Other/Unknown	Total	Male	Female	Total
Number	1	-	-	-	-	1	-	2	2	-	2
Percentage of Total Workforce	50%					50%					-
Management Employees						1					1
Non-Management Employees											NA
Company Ownership	African American or Black	Asian/Pacific Islander	Hispanic	Native Hawaiian/Pacific Islander	Multi-Racial	White	Other/Unknown	Total	Male	Female	Total
Number							1	1	1		1
Percentage of Total Owners							100%		100%		

Bonnell Building Ground Floor Restroom Renovation  
Community College of Philadelphia

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Workforce Demographics/Company Ownership Report Template

<b>Workforce Demographics</b>	African American or Black	Asian/Pacific Islander	Hispanic	Native Hawaiian/Pacific Islander	Multi-Racial	White	Other/Unknown	Total	Male	Female	Total
Number	26		34			165			196	29	
Percentage of Total Workforce	12		15			73			87	13	
Management Employees	2					8			9	1	
Non-Management Employees	20%					80%			90%	10%	
<b>Company Ownership</b>	African American or Black	Asian/Pacific Islander	Hispanic	Native Hawaiian/Pacific Islander	Multi-Racial	White	Other/Unknown	Total	Male	Female	Total
Number						2					
Percentage of Total Owners						100%					

# MJF Electrical Contracting, Inc.

## Workforce Demographics/Company Ownership Report Template

<b>Workforce Demographics</b>	African American or Black	Asian/Pacific Islander	Hispanic	Native Hawaiian /Pacific Islander	Multi-Racial	White	Other/Unknown	Total	Male	Female	Total
Number			1			48	1	50	44	6	50
Percentage of Total Workforce			2%			96%	2%	100%	88%	22%	100%
Management Employees			0			4	0	4	2	2	4
Non-Management Employees			1			44	1	46	42	4	46

<b>Company Ownership</b>	African American or Black	Asian/Pacific Islander	Hispanic	Native Hawaiian /Pacific Islander	Multi-Racial	White	Other/Unknown	Total	Male	Female	Total
Number						2		2	1	1	2
Percentage of Total Owners						100%		2	50%	50%	100%

The numbers listed represent our current demographic. This is subject to change throughout the year. Our electricians are hired through the local union hall and we cannot dictate who is sent to the job.