

**HYBRID MEETING OF THE BUSINESS AFFAIRS
COMMITTEE OF THE BOARD OF TRUSTEES
Community College of Philadelphia
January 17, 2024 – 9:00 A.M.**

Present for the Business Affairs Committee: Mr. Michael Soileau, (presiding and via zoom), Mr. Rob Dubow (via zoom), Mr. Bradley (via zoom), Ms. Dominique Ward (via zoom), Ms. Mindy Posoff (via zoom), Mr. Jeremiah White (via zoom), and Mr. Epps (via zoom)

Present for the Administration: Dr. Donald General, Mr. Jacob Eapen, Ms. Victoria Zellers, Esq., Ms. Marsia Henley, Mr. Derrick Sawyer (via zoom), Mr. John Wiggins, Dr. Zanjani (via zoom), Mr. Gim Lim, Ms. Josie DiGregorio (via zoom), Dr. David Thomas (via zoom), Ms. Danielle Liautaud Watkins, Ms. Jasmine Sessoms (via zoom), Dr. Darren Lipscomb (via zoom)

Guests: Dr. Judith Gay, Vice President Emerita (via zoom), and Ms. Kate McGlinchey (via zoom)

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.

AGENDA
BUSINESS AFFAIRS COMMITTEE
PUBLIC SESSION

Mr. Soileau called the meeting to order at 9:02 A.M. Mr. Soileau asked Mr. Eapen to proceed with the first agenda item.

(1) Garage Lighting Project (Action Item)

Discussion: This project was developed to enhance the safety and security of the parking garage on the main campus. The project consists of retrofitting all lighting fixtures to LED, exit egress signage, the garage sign, stairwell lighting and ramp, elevator and elevator lobbies, and entry lighting at the main garage located at 1700 Spring Garden Street. A lighting audit and recommendations report was provided to bidders as part of the RFP documents and was utilized as the basis for the bid.

The College issued solicited RFP #10201, via Pennbid, on November 22, 2023. The Pre-Bid was held on December 5, 2023 where three (3) bidders attended. There were two bids received: Hyde Electric Corporation in the amount of \$318,175, and Positive Wiring Electrical & Structural Cabling in the amount of \$398,899.

Ms. Henley provided information about Hyde Electrical Services who was the vendor with the lowest bid. Hyde Electrical Services is located in the East Falls section of Philadelphia. They are an MBE owned company and have 13 employees; 7% are persons of color. Mr. Wiggins noted that this project will include LED lighting which will enhance the safety of the parking garage. Ms. Ward asked about the cost differential in the two bids: \$318,175 vs \$398,899? Mr. Wiggins noted that Positive Wiring said that it did not plan to take any rebates and the College could file for any available rebates, and he wasn't sure if Hyde Electrical had planned to take the rebates themselves versus allowing the College to take them. Mr. Soileau asked that the College provide more information about the rebates, such as where the rebates coming from, which party is able to receive the benefit of the rebates. Mr. Bradley asked the value of the rebates and for the College to determine if it was a material amount that may account for the difference in the bids. Mr. Epps also inquired about the rebate process, and requested to have more information. Mr. Wiggins said that he will need to look into the rebate process. Mr. Epps asked about the lead time on the lights? Mr. Wiggins stated that ordering and receiving process can take up to two (2) weeks or more. Mr. Epps also asked about the timetable for the project, and Mr. Wiggins estimated 150 days. Mr. Epps stated that the contract should include language referencing a "sense of urgency".

Mr. Soileau asked Mr. Eapen about delaying this decision in order for the Business Affairs Committee be able to get additional information regarding rebates. Ms. Posoff asked about the timeframe on the additional information, and Mr. Eapen responded that it will take five (5) business days. Mr. Bradley inquired about the current temporary lighting in the parking garage along with safety concerns, and Mr. Wiggins stated that lighting gets repaired as needed which is done by Positive Wiring.

Action: The Business Affairs Committee of the Board of Trustees decided to delay this decision upon request for additional information on the rebates to be received in approximately five (5) business days. A meeting will be held in the near future to hear the results of Mr. Wiggins findings on the rebate issue and vote.

The meeting adjourned at 9:19 am.

(2) Next Meeting (Information Item)

The next meeting of the Business Affairs Committee of the Board of Trustees will be Wednesday, February 21, 2024 at 9:00 A.M.

ATTACHMENT A
FUNDING FOR ACTIONS ITEMS

**MEETING OF THE BUSINESS AFFAIRS
COMMITTEE OF THE BOARD OF TRUSTEES**

AGENDA: January 17, 2024

Agenda No.	Vendor/Consultant	Amount	Source
1	Hyde Electric Corporation	\$318,175	Capital Funds