

June 18, 2025

25-087

CONTRACT APPROVAL FOR SWAN ISLAND TRADES
CENTER CLASSROOM PODIUM UPGRADES TO NEWJEE
LLC (dba HYPHEN)

PREPARED BY: John MacLean, Finance & Procurement Manager, Planning & Capital Construction

FINANCIAL
RESPONSIBILITY: Rebecca Ocken, Director, Planning & Capital Construction

APPROVED BY: Dina Farrell, Vice President, Business & Finance/Chief Financial Officer
Dr. Adrien L. Bennings, President

STRATEGIC THEME: Delivery: Redefine time, place, and systems of educational delivery to create a more learner-centric ecosystem; Enterprise: Cultivate a long-term sustainable college enterprise

REPORT: The 2022 Bond Program includes funding for IT upgrades throughout the district including replacement of classroom podium technology.

Classroom AV technology upgrades will be performed in 11 classrooms within the Swan Island Trades Center to improve system reliability and functionality. The upgrades are necessary to replace aging podium hardware that is no longer supported by the manufacturer. The scope includes cabling, installation and integration of new AV hardware.

On April 24, 2024, the Request for Proposals (RFP) to create a list of firms on a price agreement for AV podium upgrades was advertised in the Daily Journal of Commerce, State of Oregon (OregonBuys), BidLocker, Portland Observer, and the Portland Business Tribune. In addition, P&CC staff reached out to all identified COBID registered firms who could provide these services. At the proposal closing time of 2:00 PM May 24, 2024, two (2) responsive proposals were received. Neither was from a COBID registered firm. After review of the proposals and interviews, one firm, Newjee LLC (dba Hyphen), was selected for the price agreement.

For the Swan Island Trades Center project Newjee was asked to provide a proposal. The proposal received was for \$284,813 which PCC staff have reviewed and recommends acceptance.

RECOMMENDATION: That the Board of Directors authorize PCC to enter into a contract with Newjee LLC (dba Hyphen) for the upgrade of classroom podiums at the Swan Island Trades Center. The contract value will be \$313,294 which includes a 10% contingency. Funding will be from the 2022 Bond. This amount is within the project budget.