

June 24, 2004

04-173

ACCEPT BID/AWARD CONTRACT FOR THE  
ACQUISITION AND INSTALLATION OF DISTANCE  
EDUCATION STUDIO EQUIPMENT TO DELTA A/V  
SYSTEMS, INC

PREPARED BY: Avelina D. Gulmatico, Procurement Lead Buyer

FINANCIAL  
RESPONSIBILITY: John Sneed, Director, Distance Education

APPROVED BY: Randy McEwen, Vice-President, Administrative Services  
Dr. Preston Pulliams, District President

REPORT: As part of the Bond Program, the Distance Education Department will be moving into a new production, distribution, and administrative facility in the Technology Classroom Building on the Sylvania Campus. The Department supports courses and services using a variety of technologies. A large part of the distance education activities occur online, while others are delivered via video technologies. Currently online and video infrastructure are separate. The new facility presents an opportunity to consolidate all activities, upgrade existing equipment and modernize production. It will also expand the delivery of classes to a wider student population. It is the goal of the Department to provide a clean and professional on-air image, and to update the production and broadcast equipment and facilities in anticipation of the broadcast industry's move towards a digital broadcast environment. In order for the Department to achieve these goals, they will need to hire a contractor to supply all necessary equipment who has extensive integration and installation experience similar to the size of this project.

The Invitation to Bid (ITB) document was released on May 10, 2004. It was advertised in the Daily Journal of Commerce, State of Oregon Vendor Information Program and published on the PCC Procurement website. A total of twelve (12) vendors received copies of the ITB document (none of which are MWESB vendors). On the deadline of June 11, 2004, the College received one (1) bid response. The criteria for award was to the most responsive, responsible lowest bidder.

Vendor	Bid Amount	Revised Bid Amt
<b>Delta A/V Systems, Inc</b>	<b>\$903, 304.84</b>	<b>\$773,173.32*</b>

No MWESB vendors are available for this project.

\*Since Delta's bid amount exceeded the overall budget for this project, the Department requested to negotiate prior to award. Based on ORS 279.015( h), and in accordance with rules adopted by the College, the College may negotiate with the lowest bidder if the original bid amount exceeds the College's cost estimate of the project, prior to awarding the contract, in order to solicit value engineering and other options to attempt to bring the project within the College's cost estimate. The negotiation shall not result in the award of the contract if the scope of the project is significantly changed from the original bid document. After much careful review, the department staff and consultant have decided to eliminate some equipment and asked for price reductions on labor costs. Delta agreed with the change and the result came out to be a reduction of \$130,131.52. The revised bid amount will now show as not-to-exceed \$773,173.32.

The successful contractor will be working closely with Department staff and the consultant for the installation and integration of new and existing equipment. The entire project, with all equipment fully tested, must be completed and in operation prior to the start of the upcoming Fall term.

**RECOMMENDATION:**

The Board of Directors accept the revised bid and award the contract to Delta A/V Systems, Inc for the acquisition of the equipment and installation services needed for the new Distance Learning Facility (Studio). The contract will be for not to exceed \$773,173.32. The expenditures for this project will be covered by Bond Funds, General Funds and Special Grant Funds.

Resolutions 04-158 through 04-177 were moved for approval by Director Germond and it passed unanimously.