

June 20, 2013

13-151

ACCEPT BID AND AWARD CONTRACT FOR
INTERACTIVE VIDEO CLASSROOMS UPGRADE
DISTRICTWIDE TO COMPVIEW, INC.

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FINANCIAL
RESPONSIBILITY: Linda M. Degman, Director, Bond Program

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Randy McEwen, District Vice President
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REPORT: The College has a need to hire a contractor to upgrade existing interactive video classrooms (IVC) located throughout the College. This upgrade will convert old analog equipment to digital with high definition and provides an alternative class option for students. The improvements support Distance Learning and upgrade TSS Media Services technology. The four (4) IVC are located in Sylvania Campus, TCB 107; Southeast Center, Mount Tabor 120; Cascade Campus, Moriarty Room 216; and, Rock Creek Campus, Building 9 Room 201. The current IVCs were installed a decade ago and have outdated analog equipment nearing the end of its useful life. The successful contractor will provide equipment and services including complete design details, consulting, equipment replacement, installation, testing and configuring a fully operational system. By upgrading this summer (project starting in July, 2013), it will provide an enhanced learning experience to the College's Distance Learning students for Fall 2013. The estimated cost of this project is expected to exceed the \$150,000 threshold, which requires formal solicitation and Board of Directors approval.

On May 24, 2013 the Invitation to Bid (ITB) was published on Daily Journal of Commerce. The ITB document was made available and accessible on the College's Solicitation website. By the closing date of June 10, 2013 a total of sixteen (16) vendors received a copy of the ITB. Out of the sixteen (16) vendors, two (2) are registered with Oregon Minority/Women/Emerging

Small Business and four (4) are plan centers. A pre-bid meeting was held on May 28, 2013; representatives from four (4) vendors attended the meeting. On the bid deadline of 11:00 A.M., June 10, 2013, the College received one bid from CompView, Inc. This best value bid was evaluated based on the following criteria: Cost, Company/Staff Experience and Schedule. This bid received 453 total points and was given the award recommendation.

Because only one bid was received, the option of re-bidding the project was considered. However, some of the existing equipment is currently not functioning and it is the College's desire to have IVC upgrades completed before Fall Term 2013. The ITB planned for Summer work, which is less disruptive to campus operations, while class loads are lower. Re-issuing the ITB would delay the project and miss the desired timeline. In addition, the bid received was within the budgeted \$300,000 for the project.

Finally, the bidder received high evaluation points from the reviewers. CompView Inc. is a reputable company, and has a broad range of systems experience related to classroom AV upgrades, distance learning, and lecture capture. They have a local office and recently completed projects of similar scope for University of Oregon and Lane Community College. After careful review, the committee recommended accepting the bid and awarding the contract to CompView, Inc.

RECOMMENDATION: That the Board of Directors authorize the College to accept the bid and award the contract to CompView, Inc. for the completion of interactive video classrooms upgrades, a total of \$253,079. Funding is from 2008 Bond Funds.