

July 17, 2014

15-009

ACCEPT AND AWARD CONTRACTS TO PROVIDE
LABOR AND ANCILLARY SUPPLIES FOR
INSTALLATION OF CLASSROOM TECHNOLOGY
PODIUMS DISTRICTWIDE

PREPARED BY: Avelina Gulmatico, Procurement Coordinator, Bond Program

FINANCIAL
RESPONSIBILITY: Linda Degman, Director, Bond Program
Leslie Riester, Associate Vice President, Technology Solution Services

APPROVED BY: Wing-Kit Chung, Vice-President, Administrative Services
Randy McEwen, Vice President
Dr. Jeremy Brown, President

REPORT: The College has a need to hire contractor(s) to assist Media Services staff in the installation of technology podiums in new and remodeled classrooms throughout the College District, funded by both the Bond Program and General Funds. The standard technology podium contains networked touch panel control systems, a computer, visual presenter, DVD player, and signal router. The one-touch panel controls different functions of presentations and allows for remote management and security, and controls room technology equipment and functions. The staff estimates 75 remaining new and existing classrooms (which have never had podiums) will require technology podiums through end of the Bond Program. In addition, partly funded by the TSS Department, 175 existing classroom podiums will need to be upgraded to digital technology and wide screen displays. The successful contractor(s) will provide installation, ancillary supplies and minor equipment (on an as-needed basis). Podiums will be purchased by the College separately through Board authorization (BA 13-149). Other contracted suppliers will provide the podium retrofit equipment, such as new electronics and crestron control units. The estimated contract total will exceed the threshold of \$150,000, which requires formal solicitation process and PCC Board of Directors approval.

On May 14, 2014, an Invitation to Bid (ITB) was advertised in the Daily Journal of Commerce and was posted on the PCC Solicitation website. A total of eleven (11) vendors registered and received a copy of ITB document. Of the 11 vendors, there were 3 Oregon certified MWESB firms and 3 plan centers. At the bid closing time of 11:00 A.M., June 10, 2014, the College received 3 bids. Below is a list of bidder's names and their fees/rates. In addition to the fees, bids were also evaluated on required bid submittals such as company information, references and project experience.

Bidder	Standard base rate for single room install	Standard Hourly rate
Cochran	\$687	\$74
Compview	\$932	\$58
Troxell	\$1017	\$83

Note: No Oregon certified MWESB firms submitted a bid

After careful review, based on the bidder's information and fees/rates provided, the staff recommends Cochran and Compview for contract award. Troxell did not comply with bid submittal requirements by not providing company information, references and project experience. The staff feels that hiring two successful bidders will be in the best interest of the College, as both successful bidders may be working simultaneously to meet the project timeline requirements. The new podium installations (Bond funded) must be completed in the next two years (by end of the Bond Program) and the digital upgrade work will need to be scheduled during summer break(s) to avoid disruptions to classes. The staff also felt, after calculating the standard rate for a single room install and hourly rate, Cochran and CompView gave the lowest pricing on installation cost based on total number of hours to complete the work. This is an important factor since half of the digital upgrade work will be based on hourly rates, in addition to the 'standard base rate for a single room install'. The numbers of hours to complete the upgrade work may vary depending on the age of the systems and needed requirements.

RECOMMENDATION: That the Board of Directors accept and award contracts to Cochran and Compview to provide ancillary supplies (on an as-needed basis) and installation of classroom technology podiums throughout the College District. The initial term of the contracts will be valid for three (3) years, with an option to renew annually for an additional two (2) years. The contract total will be \$375,000 (consisting of \$131,250 from TSS Department General funds and \$243,750 from the Bond Program).