

**MEETING OF THE BUSINESS AFFAIRS COMMITTEE
OF THE BOARD OF TRUSTEES
Community College of Philadelphia
Wednesday, September 26, 2018 – 10:00 A.M.**

TO: Business Affairs Committee of the Board of Trustees
FROM: Jacob Eapen 
DATE: September 19, 2018
SUBJECT: **Committee Meeting**

A meeting of the Business Affairs Committee of the Board of Trustees will be held on **Wednesday, September 26, 2018 at 10:00 A.M. in the Isadore A. Shrager Boardroom, M2-1.** For those members who are dialing into the meeting, the following is the conference bridge information: **DIAL-IN NUMBER: 1-888-675-6779; PARTICIPANT PASSCODE: 2050590#**

AGENDA – EXECUTIVE SESSION

AGENDA – PUBLIC SESSION

(1) Parking Garage Management Firm (Action Item)

The Main Garage has been managed by Laz Parking since August 2013. While Laz Parking has provided satisfactory services to the College over the years, staff issued an RFP for Parking Garage Management with goals to enhance revenue, services and improve customer service.

The RFP for Parking Garage Management was issued on Wednesday, June 6, 2018. Nine firms were invited to participate in this effort. Out of the nine firms invited seven firms attended the mandatory pre-bid meeting, and five formal proposals were received. Based upon the proposals received, three firms (Laz, Park America, and SP+ University Services) were selected for an interview based on the following criteria:

Quality and thoroughness of proposal, customer service, experience with similar sized parking operations, familiarity with Data Park equipment, participation of M/W/DBE firms in contracting opportunities and the financial proposal and reporting capabilities.

After interviewing the three finalist, the committee, which consisted of members from Student Life, Budget & Business Services, Public Safety, Purchasing, and Auxiliary Service agreed that the best candidate was SP+ University Services, a

firm which is focused solely on the unique needs of the higher education marketplace. Reference checks were performed and did not reveal any negative aspects of the operations. The management fee is \$16,800 per year and would increase by 3% each year with a proposed Net Income of \$470K. Please refer to Attachment A for a comparison of parking management firms.

Staff's recommendation to the Committee is that a three-year contract with two option years be awarded to SP+ University Services with a contract commence date of January 1, 2019.

(2) High Speed Copiers (Action Item):

The High Volume Copiers for Duplicating in the Business Services Center were at end of life at more than four (4) years old. The existing copiers had been on a four (4) year dollar buyout lease. The College has been using the equipment, four black and white units and one color unit, beyond its useful life but the units have become inefficient and unreliable.

The College issued an RFP for the replacement of this equipment in early July 2018. Seven (7) firms were invited to participate in this effort. Out of the seven (7) firms invited, five (5) firms attended the mandatory pre-bid meeting, and three (3) compliant proposals were received. Please refer to Attachment B for the criteria that were used to evaluate the firms as well as the financial summary.

Based upon the RFP specifications and subsequent on-site equipment demonstrations, the evaluation team consisting of representatives from Business Services, IT Networking and Purchasing recommend making an award to Canon Solutions America, Inc. for a four (4) year dollar buyout lease.

Staff's recommendation to the Committee is to award Canon Solutions America, Inc. for a four (4) year dollar buyout lease in the amount of \$290,466.06.

(3) Cyber Security Presentation (Information Item):

Ms. Jody Bauer, Chief Information Officer, will describe how Information Technology secures the College's network environment from intrusion and hacking.

(4) Next Meeting Date:

The next regularly scheduled meeting of the Committee will be held on Wednesday, October 24, 2018 at 10:00 A.M. in the Isadore A. Shrager Boardroom, M2-1.

JE/lm

Attachments

**c: Mr. Jeremiah White
 Dr. Donald Generals
 Ms. Jody Bauer
 Mr. Gim Lim
 Mr. James P. Spiewak
 Ms. Arlene Yocum**

ATTACHMENT A

Comparison of Parking Management Firms

ATTACHMENT A
COMPARISON OF PARKING MANAGEMENT FIRMS

FINANCIAL INFORMATION

COMPANY	ANNUAL MANAGEMENT FEE	LABOR EXPENSES	EMPLOYEE BENEFITS	OTHER EXPENSES	TOTAL COST
LAZ	\$15,000	\$246,762	\$50,618	\$135,121	\$432,501
Park America	\$10,000	\$237,706	\$15,000	\$79,494	\$332,200
SP+	\$16,800	\$217,638	\$26,745	\$140,584	\$384,967

All companies interviewed have the capability and experience of managing and operating the College's parking garage. The evaluation committee felt that SP+ had the most thorough and complete proposal followed by LAZ. The committee also felt that the customer service training efforts of SP+ was the strongest. SP+ also has the strongest reporting capabilities including a data dashboard that would enable SP+ and CCP to analyze garage usage to the hour. Their proposed manager is bilingual and is experience with Data Park equipment. It was the unanimous decision of the committee that SP+ was the best fit for the College.

ATTACHMENT B

High Speed Copiers

Canon, Xerox and Ricoh equipment was evaluated on the following criteria:

- Image Quality
- Speed of the equipment
- Ease of use for Equipment Operators
- Compatibility with College existing IT network
- Pricing
- Reliability
- Image Quality

Financial Summary:

Vendor	Purchase Price	Total Cost Over 4 Years (*Lease Cost x 48 months)	Color Click Rate	B/W Click Rate	Click Cost Over 48 Months	Total Cost Over 4 years
Xerox	\$ 224,095.50	\$ 269,857.44	\$ 0.0390	\$ 0.0030	\$ 141,159.27	\$ 411,016.71
Canon	\$ 142,000.00	\$ 171,792.00	\$ 0.0285	\$ 0.0027	\$ 118,674.06	\$ 290,466.06
Ricoh	\$ 125,425.00	\$ 177,824.64	\$ 0.0340	\$ 0.0025	\$ 120,104.26	\$ 297,928.90

The click rate is the cost to cover maintenance and supplies associated with the equipment. It is based upon an estimated 8.3 million copies produced on an annual basis.