

**HYBRID MEETING OF THE BUSINESS AFFAIRS COMMITTEE
OF THE BOARD OF TRUSTEES
Community College of Philadelphia
Thursday, March 30, 2023 – 9:00 A.M.**

TO: Members of the Business Affairs Committee of the Board of Trustees
FROM: Jacob Eapen
DATE: March 27, 2023
SUBJECT: Committee Meeting

A meeting of the Business Affairs Committee is scheduled for Thursday, March 30, 2023 at 9:00 A.M. It will be held as a hybrid meeting. Participants and attendees may attend in person in the Isadore A. Shrager Boardroom, M2-1 or *via* Zoom.

**PUBLIC SESSION
AGENDA**

The Zoom information for the Public Session is as follows.

Business Affairs Committee Hybrid Meeting of the Board of Trustees - Public Session

Join Zoom Meeting

<https://ccp.zoom.us/j/94062249259?pwd=M0dlSkFTSisrR05ZajNGQis2aklxdz09>

Meeting ID: 940 6224 9259

Passcode: 8827

One tap mobile

+16469313860,,94062249259# US

+13017158592,,94062249259# US (Washington DC)

Please note that Attachment A contains a spreadsheet that lists the vendor/consultant, the amount, and the source of funding (i.e., Capital Budget, Operating Budget, Perkins Grant, or Bond Proceeds) which College Administration is seeking approval.

(1) Stonhard Flooring for Dental Clinic Accreditation in West Building (Action Item)

This is to approve the purchase of new flooring and installation to support the accreditation of the CCP Dental Clinic in 2024.

Pricing was obtained from three vendors:

Stonhard:	\$114,000
LPE Flooring:	\$125,400
Epoxy Floor Now:	\$120,000

Stonhard provided pricing based on COSTAR (PA Sate Cooperative Purchasing).

Staff request that the Business Affairs Committee recommend to the full Board the approval of Stonhard Flooring to supply and install flooring for the amount of \$114,000. The funds will be used from the Capital Budget.

(2) Dolan Plumbing Change Order One for the Career & Advanced Technology Center Project (Action Item)

This change order is the result of design changes, added educational items and unforeseen conditions. The majority of costs were due to supply chain issues that delayed the arrival of equipment and subsequent design of supporting infrastructure. See breakdown of costs in Attachment B.

This change order in the amount of \$130,450 will be added to the original contract sum of \$1,738,000. This is an increase of 7.5% to the initial contract. This falls within the standard amount for a contract this size.

Staff request that the Business Affairs Committee recommend to the full Board the approval of the Dolan Mechanical Change Order One for the Career and Advanced Technology Center in the amount of \$130,450. This change order will be paid for from the New Market Tax Credit/Bond Issue.

(3) Supplemental HVAC Mechanics (Action Item)

The Facilities staff have been strained over the past few months to keep up with the demands and workload of HVAC issues. This is because we are down to three HVAC mechanics staff due to turnover, FMLA or not having qualified applicants to the postings we have had in place for over a year. We have had a total of 7 HVAC mechanics staffed at one time. However, based on the square footage of our facilities and the fact that we have added another building, three engineers have not been sufficient to run all operations.

Our present staff have been working excessive amounts of overtime in order to try to keep up with the calls for service and daily work assignments.

Staff have solicited three quotes from PT Mechanical, Dewitt Mechanical, and Elliot Lewis, all of whom are CoStar vendors to provide us with two supplemental employees. This would give one extra staff for morning shift, one for mid-shift, and at least one person to cover Saturdays. A plan will be in place to assist in the training of our current staff in equipment maintenance and new technology.

The COSTARS program leverages procurement contracts established by the PA Department of General Services (DGS) and utilizes competitive pricing strategies to achieve the best value for member organizations. Through the COSTARS program, local government members are provided with the option to participate in cooperative purchasing opportunities for products and services.

The College has received three proposals:

PT Mechanical	\$549,120
Dewitt Mechanical	\$796,224
Elliot Lewis Corporation	\$290,992

The two higher quotes are based on contractors doing service work while the Elliot Lewis quote is based on providing two staff at union rates.

Staff request that the Business Affairs Committee recommend to the full Board the approval of the Elliot Lewis Corporation proposal in the amount of \$290,992 for the Supplemental HVAC Mechanics and will be paid for from the College's Operating Budget.

(4) Next Meetings (Information Item)

The next regularly scheduled Hybrid meeting of the Business Affairs Committee is scheduled for Wednesday, April 19, 2023 at 9:00 A.M.

EXECUTIVE SESSION

An Executive Session will follow the Public Session. Discussions will center on legal and personnel matters. The Zoom information for the Executive Session is as follows.

Topic: Business Affairs Committee Hybrid Meeting of the Board of Trustees - Executive Session

Join Zoom Meeting

<https://ccp.zoom.us/j/92381382966?pwd=ODFtNWJlBdWc2WEJzSmdmaWhvRE5oQT09>

Meeting ID: 923 8138 2966

Passcode: CCP

One tap mobile

+13017158592,,92381382966# US (Washington DC)

+13052241968,,92381382966# US

Attachments

c: **Mr. Harold Epps**
Dr. Donald Generals
Ms. Marsia Henley
Danielle Liautaud-Watkins, Esq.
Mr. Gim Lim
Dr. Alycia Marshall
Dr. Shannon Rooney
Mr. Derrick Sawyer
Nr. Tim Trzaska
Nr, John Wiggins
Victoria Zellers, Esq.

ATTACHMENT A FUNDING
FOR ACTIONS ITEMS

BUSINESS AFFAIRS COMMITTEE MEETING

AGENDA: March 30, 2023

Agenda No.	Vendor/Consultant	Amount	Source
1.	Stonhard Flooring	\$114,000	Capital Budget
2.	Dolan Plumbing Change Order One for the Career & Advanced Technology Center Project	\$130,450	New Market Tax Credit/Bond Issue
3.	Elliot Lewis Corporation	\$290,992	Operating Budget

ATTACHMENT B

**Dolan Plumbing Change Order One for the Career & Advanced
Technology Center Project**

Dolan Activities Detail Change Order One

Change Order Requests	Amount
Fixtures and HW meter	\$ 6,189.14
Dynometer pit additional coring	\$ 3,741.78
Revised concertic heating route	\$ 4,114.02
Design Revision sink	\$ 2,507.67
Fire Pump wiring	\$ 718.31
Sprinkler head for overhead door	\$ 1,129.86
Drain clean out	\$ 1,649.60
Ice maker boxes	\$ 1,312.74
Denatla lab plumbing	\$ 47,974.83
Roof Drain investigation	\$ 1,073.42
Compressad air piping addition	\$ 60,038.78
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Change Order One Total:	\$ 130,450.15
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