



## EXECUTIVE SUMMARY

**Recommendation that the Broward College District Board of Trustees authorize the standard agreement (blanket purchase order) with Sterling Biomedical to provide maintenance/repair for laboratory microscopes for the Dental Hygiene and Dental Assisting Program an on-needed basis during FY2024-2025. Fiscal Impact: Estimated \$500.00**

**Presenter(s):** Jamonica Rolle, Vice Provost, Academic Affairs

**What is the purpose of this contract and why is it needed?** The purpose of this contract is to establish the terms and conditions under which Sterling Biomedical will provide microscope services to Broward College dental clinic for the Fiscal Year FY2024-2025. The service period will cover the time frame of August 1, 2024, to June 30, 2025 on-an-on-needed-basis.

**What procurement process or bid waiver was used and why?** Small purchase for Category One (\$0.00 - \$10,000) per College Procedure A6Hx2-6.34 was used, where there is no formal or informal competitive requirements for goods and services acquired by the College at this dollar threshold. One quote was obtained by the requesting department to identify the best value for the required.

**Is this a budgeted expenditure from the budget established at the last June Board of Trustees meeting?** Yes, this is projected for fiscal year 2024-2025.

**What fund, cost center and line item(s) were used?** FD100, CC0354, CC0092, 62500:Repairs & Maintenance.

**Has Broward College used this vendor before for these products or services?** Yes, with a purchase order.

**Was the product or service acceptable in the past?** Yes.

**Was there a return on investment anticipated when entering this contract?** The expected benefits of having these services, such as: Increased uptime of microscopes. Reduced repair costs. Improved image quality. Extended lifespan of microscopes. Data on past microscope maintenance costs.

**Was that return on investment not met, met, or exceeded and how?** The return on investment will be met, benefits of service include, increased uptime of microscopes, leading to more research or production time. Reduced repair costs due to preventive maintenance. Extended lifespan of microscopes, avoiding the cost of new equipment.

**Does this directly or indirectly feed one of the Social Enterprise tactics and how?** The service contract helps maintain and repair microscopes, it could extend their lifespan.

**Did the vendor amend Broward College's legal terms and conditions [to be answered by the Legal Office] if the College's standard contract was used and was this acceptable to the Legal Office?**

The General Counsel's office has reviewed the agreement and any deviation to the College's standard terms has been deemed acceptable.


**FISCAL IMPACT:**











APPROVAL PATH: 12125 Sterling Biomedical FY 2024-2025 Dental Program Microscopes Services

 **Workflow**

 Edit View

 Add Work Item

Stage	Reviewer	Description	Due Date	Status	
1	Nora Powell	Dean Review		 Completed	
2	Jamonica Rolle	Vice Provost Review		 Completed	
3	Jeffrey Nasse	Provost and SVP of Academic Affair		 Completed	
4	Natalia Triana-Aristizabal	Contracts Coordinator		 Completed	
5	Zaida Riollano	Procurement Approval		 Completed	
6	Rabia Azhar	CFO Review		 Completed	
6	Christine Sims	Budget Departmental Review		 Completed	
6	<b>Legal Services Review Group</b>	Review and Approval for Form and		 Completed	
7	Board Clerk	Agenda Preparation		 Completed	
8	District Board of Trustees	Meeting	08/20/24 08:30 AM	 Pending	
9	<b>Electronic Signature(s)</b>	Signatures obtained via DocuSig 		 Pending	
10	Natalia Triana-Aristizabal	Contracts Coordinator		 Pending	



**EXHIBIT "A" to Purchase Order  
STATEMENT OF WORK**

**Description of Services:**

Sterling Biomedical provides Routine service of laboratory microscopes on premises (Dental Programs). Service will include the complete inspection of the mechanical, optical and electrical systems, along with the cleaning and certification of their condition in writing.

- Olympus CHBS
- Olympus BH2
- Olympus Nikon Labophot
- Miscellaneous Repairs

\* All services will be done in a timely fashion on site, unless repairs require service in our shop. All work that is outside the standard routine service will be approved by customer and all parts will be invoiced at 15% off list price \*

**Total Consideration Payable for the Services:**

**\$500.00**

**Estimate**



Date	Estimate #
5/2/2024	160606

Sterling Biomedical LLC  
 14545 S Military Trail  
 Suite J # 326  
 Delray Beach, FL 33484  
 Service@SterlingBiomedical.com  
 800-417-5124

Quoted to:  
 Broward College  
 Allie Beger  
 Central Campus  
 3501 SW Davie Rd Building 8, Room 159  
 Davie, FL 33314

Item	Description	Qty	Rate	Amount
Microscope ...	Olympus CHBS Routine service of laboratory microscopes on premises. Service will include the complete inspection of the mechanical, optical and electrical systems, along with the cleaning and certification of their condition in writing.	2	75.00	150.00T
Microscope ...	Olympus BH2 Routine service of laboratory microscopes on premises. Service will include the complete inspection of the mechanical, optical and electrical systems, along with the cleaning and certification of their condition in writing.	1	75.00	75.00T
Microscope ...	Olympus Nikon Labophot Routine service of laboratory microscopes on premises. Service will include the complete inspection of the mechanical, optical and electrical systems, along with the cleaning and certification of their condition in writing.	1	75.00	75.00T
Misc	Miscellaneous Repairs Replacement Parts and maintance services for college owned equipment  * All services will be done in a timely fashion on site, unless repairs require service in our shop. All work that is outside the standard routine service will be approved by customer and all parts will be invoiced at 15% off of list price *	1	200.00	200.00T

Page 1	<b>Total</b>
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**Estimate**



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5/2/2024	160606

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Item	Description	Qty	Rate	Amount
	* No Mileage or Trip chargee is added* Tax Exempt Sales		0.00%	0.00
			<b>Total</b>	\$500.00