



EXECUTIVE SUMMARY

Recommendation that the Broward College District Board of Trustees authorize the standard agreement (purchase order) with SHIMADZU SCIENTIFIC INSTRUMENTS, INC. to provide maintenance and repair services for the South Campus Biological Laboratories. Fiscal Impact: Estimated \$2,130.00.

Presenter(s): Jeffrey Guild,

What is the purpose of this contract and why is it needed? Shimadzu Scientific Instruments Inc. will provide essential annual preventative maintenance and repair services for the South Campus-Broward College's Laboratory IR Spirit infrared spectrometer, used by chemistry students during the FY2024-2025. Having consistently delivered excellent service in the past, Shimadzu offers competitive pricing and reliable support.

The extended warranty will cover all system parts that may malfunction due to normal wear and tear for one calendar year. This warranty includes one preventive maintenance (PM) visit, which is crucial for ensuring student learning outcomes and meeting specific course objectives. Since original manufacturers of FTIR spectrometers exclusively service their own products, a comprehensive maintenance and support program is necessary to ensure optimal functionality. This contributes to a seamless educational experience for students.

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 commodity or service.

Is this a budgeted expenditure from the budget established at the last June Board of Trustees meeting?
Yes.

What fund, cost center and line item(s) were used? FD101, CC0218, GLC:62500:Repairs & Maintenance.

Has Broward College used this vendor before for these products or services? Yes.

Was the product or service acceptable in the past? Yes, we have always had excellent quality products and good customer service.

Was there a return on investment anticipated when entering this contract? Yes, academic progression, standardization, and continuity, enabling all science students to have an equal learning experience on the cutting-edge equipment in the medical field.

Was that return on investment not met, met, or exceeded and how? This return on investment was exceeded in the quality of the repair and variety of the lab supplies, which resulted in consistent student engagement in scientific experimentation and study.

Does this directly or indirectly feed one of the Social Enterprise tactics and how? This directly impacts Empower Student Development as these labs reinforce concepts and theory taught in the lecture course. Students learn valuable lessons in problem solving and critical thinking through experimentation.

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:

Description: Approximately \$2,130.00 (CC0218/FD101/BU030) South Campus

06/25/24	CC0031 · Biological Science	(\$2,130.00)
	South Campus	

Jamonica Rolle

Jamonica Rolle, Vice Provost, Academic Affairs

8/19/2024

APPROVAL PATH: 12310 Shimadzu Scientific Instruments, Inc. - Maintenance and Repair Services
 FY2024-2025

 **Workflow**

 Edit View

 Add Work Item

Stage	Reviewer	Description	Due Date	Status	
1	Nichole Vaughan	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	Legal Services Review Group	Review and Approval for Form and		 Completed	
7	Board Clerk	Agenda Preparation		 Pending	
8	District Board of Trustees	Meeting	09/04/24 11:00 AM	 Pending	
9	Electronic Signature(s)	Signatures obtained via DocuSig 		 Pending	
10	Natalia Triana-Aristizabal	Contracts Coordinator		 Pending	



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

Description of Services:

The IRSpirit is an infrared spectrometer used by the chemistry students at South Campus to identify the chemical compounds they synthesize during their lab sessions. The extended warranty portion would cover the entire system parts that may malfunction due to normal wear and tear for one calendar year. It includes one preventive maintenance (PM) service consisting of the followings:

- 1) Check Paper indicator when optional dehumidifier is not installed, replace Silica gel packs if needed.
- 2) Check sample compartment window for damage or deformation.
- 3) Execute Wavenumber calibration per chapter 4 Section 4.1.3.
- 4) Perform the EP Validation per the User's guide. IRSpirit Chapter 4, Section 4.1, and use customers supplied polystyrene.

Original manufacturers of FTIR spectrometers only service their own products. They are not willing to service other vendors' products.

Location: Science Laboratory - South Campus - Room 206 BLDG 66.
7200 Pines Blvd. Pembroke Pines, FL 33024.

Total Consideration Payable for the Services: approximately \$2,130.00