

THESE MINUTES ARE TENTATIVE AND WILL NOT BECOME OFFICIAL UNTIL APPROVED BY THE COMMITTEE AT THE SUBSEQUENT MEETING.

BROWARD COLLEGE
Minutes of the Contracts and Procurement Committee
April 30, 2024

I. APPROVAL OF THE MINUTES OF THE MARCH 19, 2024 & APRIL 16, 2024 CONTRACTS AND PROCUREMENT COMMITTEE MEETINGS

Committee Chair Agrawal and Trustee Kushner appeared in-person for the Committee meeting. Also present were President Dr. Donald Astrab, outside counsel Kristina Raattama, the President’s cabinet and other Broward College Staff. The meeting started at 9:44 a.m. Chair Agrawal called for a motion to approve the minutes of the Committee meetings of March 19, 2024 and April 16, 2024. Trustee Kushner made the motion with a second by Chair Agrawal. The motion to approve the minutes passed.

II. RECOMMENDATION OF CONTRACTS TO BROWARD COLLEGE DISTRICT BOARD OF TRUSTEES FOR APPROVAL

All items in Section II, III, and IV were considered by the Committee and will be advanced to the May 2024 regular meeting agenda for consideration by the full Board of Trustees.

A. Academic Affairs

i. Contracts \$3,000 and Over

1. Recommendation that the Broward College District Board of Trustees authorize an amendment to the contract for services with Capital Equity Innovations to provide a second Promise Neighborhoods Broward College Entrepreneurial Experience (BCEx) Bootcamp program and increase fiscal authority. Fiscal Impact: \$4,999.00 (Cumulative \$9,999.00)

Presenter(s): Dr. Steven Tinsley, Vice President, Workforce Development and Strategic Partnerships

2. Recommendation that the Broward College District Board of Trustees authorize the standard agreement (purchase order) with Exquisite Catering By Robert, Inc. to supply food and refreshments for the Fall Faculty Welcome Back 2024 meeting. Fiscal Impact: \$8,770.71

Presenter(s): Dr. Jeffrey Nasse, Provost and Senior Vice President of Academic Affairs

ii. Contracts Under \$3,000

1. Recommendation that the Broward College District Board of Trustees ratify the non-standard agreement (purchase order) with PerkinElmer U.S. LLC for science laboratory equipment repair. Fiscal Impact: Estimated \$1,464.98

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

2. Recommendation that the Broward College District Board of Trustees authorize the standard agreement (purchase order) with Jeren Tropicals, Inc. for the rental of palm trees to organize the area for the Collegewide Faculty Welcome Back meeting on August 14, 2024. Fiscal Impact: \$975.00.
Presenter(s): Dr. Jeffrey Nasse, Provost and Senior Vice President of Academic Affairs
3. Recommendation that the Broward College District Board of Trustees authorize the standard agreement (purchase order) with Douglas P Dasher dba FL N2O, Inc. for the calibration and certification of nitrous flowmeters as needed throughout the fiscal year 2023-2024 for the Dental Assisting program. Fiscal Impact: \$750.00
Presenter(s): Dr. Jamonica Rolle, Vice Provost, Academic Affairs
4. Recommendation that the Broward College District Board of Trustees authorize the annual membership and standard contract (purchase order) for Florida Design and Construction Professionals Network for the Building and Construction Technology Program. Fiscal Impact: \$350.00
Presenter(s): Dr. Jamonica Rolle, Vice Provost, Academic Affairs

B. Student Affairs

- i. **Contracts \$3,000 and Over**
- ii. **Contracts Under \$3,000**

C. Human Resources, Talent & Culture

- i. **Contracts \$3,000 and Over**

1. Recommendation that the Broward College District Board of Trustees authorize a non-standard agreement (purchase order) with Internet Employment Linkage Inc dba HigherEdJobs for job posting subscription to provide unlimited and automated job posting for faculty, administrator, and professional technical staff positions on their website to attract talented and viable candidates to the College. Fiscal Impact: Approximately \$6,875.00
Presenter(s): Sophia Galvin, Vice President, Human Resources, Talent and Culture

- ii. **Contracts Under \$3,000**

D. Finance & Administration

- i. **Contracts \$3,000 and Over**

1. Recommendation that the Broward College District Board of Trustees authorize the contract extension with Wells Fargo Bank (RFP-2013-260-MH - BANKING SERVICES) for commercial banking and merchant services. Fiscal Impact: Estimated \$23,000.00 for a 60 days extension based on volume. Earned Credit Rate (ECR) will be used to offset service fees. No additional fiscal authority, fiscal authority was approved in the previous MT item 5825.
Presenter(s): Rabia Azhar, Chief Financial Officer

ii. Contracts Under \$3,000

E. Facilities

i. Contracts \$3,000 and Over

1. Recommendation that the Broward College District Board of Trustees authorize the bid waiver (piggyback) for the purchase of furniture collegewide under the State of Florida DMS Contract 56120000-24-NY-ACS - Furniture, All Type. Fiscal Impact: Estimated \$4,000,000.00 spent over five years.
Presenter(s): Ana Ovalles, Associate Vice President, Facilities Planning & Capital Budgets
2. Recommendation that the Broward College District Board of Trustees authorize the second renewal option with M & M Asphalt Maintenance, Inc. d/b/a All County Paving (RFP-2020-006-OA) to provide asphalt paving services from 05/05/2024 to 05/04/2025 . Fiscal Impact: No Fiscal Increase requested. Cumulative Total: \$1,000,000.00
Presenter(s): Ana Ovalles, Associate Vice President, Facilities Planning & Capital Budgets
3. Recommendation that the Broward College District Board of Trustees authorize the piggyback agreement with Advantage Golf Cars SEFL LLC utilizing the City of Miami Beach (ITB-2022-397-DF) contract for the purchase of golf carts and specialty vehicles for the Facilities Maintenance, Campus Safety, Student Life and Material Services Departments. Fiscal Impact: Estimated \$250,000.00 (Year 1) and \$150,000.00 per Year (Year 2 to Year 4). Cumulative Total \$700,000.00.
Presenter(s): Ana Ovalles, Associate Vice President, Facilities Planning & Capital Budgets
4. Recommendation that the Broward College District Board of Trustees authorize the 2nd renewal option on the previously approved Land Surveying Services (RFQ-2020-063-EH) contracts with Avirom & Associates, Engenuity Group, Inc., and Keith & Associates, Inc. to provide land surveying services collegewide. Fiscal Impact: No Additional Fiscal Impact Requested. Estimated Cumulative Total: \$325,000.00.
Presenter(s): Ana Ovalles, Associate Vice President, Facilities Planning & Capital Budgets

5. Recommendation that the Broward College District Board of Trustees authorize a new piggyback agreement with Condo Electric Motor Repair Corp. utilizing the Electric Motor Pump and Repair contract from the City of Plantation (RFSP 030-22) for repair and restoration of pumps and electric motors collegewide. Fiscal Impact: \$50,000.00

Presenter(s): Ana Ovalles, Associate Vice President, Facilities Planning & Capital Budgets

ii. Contracts Under \$3,000

F. Information Technology

i. Contracts \$3,000 and Over

1. Recommendation that the Broward College District Board of Trustees authorize the renewal agreement with SAS Institute, Inc. for the SAS Enterprise Reporting Suite software, utilizing the bid waiver (information technology). Fiscal Impact: Estimated \$53,269.00 (cumulative \$787,085.29). Fiscal authority previously granted via MT 11208.

Presenter(s): Raj Mettai, Chief Information Officer

ii. Contracts Under \$3,000

III. REVENUE GENERATING; GRANT/GIFT ITEMS

A. *College*

1. Recommendation that the Broward College District Board of Trustees authorize first amendment to Perkins V 2023-2024 Award Notification 062-1614P-4CP01. Fiscal Impact: No cost to the college. Grant award \$2,010,661.00.

Presenter(s): Dr. Steven Tinsley, Vice President, Workforce Development and Strategic Partnerships

2. Recommendation that the Broward College District Board of Trustees authorize Pathways to Career Opportunities Grant for the apprenticeship program. Fiscal Impact: No cost to the College. Grant Award \$350,000.00.

Presenter(s): Dr. Steven Tinsley, Vice President, Workforce Development and Strategic Partnerships

3. Recommendation that the Broward College District Board of Trustees authorize FL DOE Perkins V Equipment Upgrade & Modernization Grant Award. Fiscal Impact: Grant Award \$45,600.00

Presenter(s): Dr. Steven Tinsley, Vice President, Workforce Development and Strategic Partnerships

4. Recommendation that the Broward College District Board of Trustees authorize the facility rental agreement with Encore Dance Theatre to rent Bailey Hall Friday, May 31, 2024 through June 2, 2024. Fiscal Impact: Revenue of \$11,050 (Rental fees)
Presenter(s): Dr. Donald Astrab, Interim President and Executive Vice President, Chief Operating Officer
5. Recommendation that the Broward College District Board of Trustees authorize the facility rental agreement with Edu1st dba First Steps International Academy for rental of Bailey Hall on June 5 and 6 of 2024. Fiscal Impact: Revenue of \$6300.00.
Presenter(s): Dr. Donald Astrab, Interim President and Executive Vice President, Chief Operating Officer

B. Foundation

IV. REPORT OF CONTRACTS AUTHORIZED AND EXECUTED PER POLICY 6HX2-1.14

1. Pursuant to Broward College Policy 6Hx2-1.14 and Procedure A6Hx2-1.14, Dr. Donald Astrab exercised the authority delegated by the Board to execute the Memorandum of Understanding between Broward College and the City of Pembroke Pines FL for the Shared use of the South Campus Sports Complex . Fiscal Impact: None.
Presenter(s): Ana Ovalles, Associate Vice President, Facilities Planning & Capital Budgets
2. Pursuant to Broward College Policy 6Hx2-1.14 and Procedure A6Hx2-1.14, Dr. Barbara Bryan exercised the authority delegated by the Board to execute the amendment to the affiliation agreement with University of Miami (UM) for Radiation Therapy and Nuclear Medicine to include the following additional Health Science programs: BSN-MSN Nursing Programs, Respiratory Therapy, Physical Therapy, and Radiology Technology (XR, CT, MRI, Mammography) and Ultrasound. Fiscal Impact: None
Presenter(s): Dr. Jamonica Rolle, Vice Provost, Academic Affairs
3. Pursuant to Broward College Policy 6Hx2-1.14 and Procedure A6Hx2-1.14, Broward College exercised the authority delegated by the Board to authorize the non-standard agreement with WCOonline LLC to license the annual access to the tutoring and appointment platform for the IT & Engineering Department. Fiscal Impact: \$800.00 (Cumulative \$3,200.00)
Presenter(s): Dr. Jamonica Rolle, Vice Provost, Academic Affairs
4. Pursuant to Broward College Policy 6Hx2-1.14 and Procedure A6Hx2-1.14, Broward College exercised the authority delegated by the Board to approve a non-standard agreement (purchase order) with Manufacturing Skills Standard Council (MSSC) for certification exam for the Engineering Technology program. Fiscal Impact: \$5,300.00
Presenter(s): Dr. Jamonica Rolle, Vice Provost, Academic Affairs
5. Pursuant to Broward College Policy 6Hx2-1.14 and Procedure A6Hx2-1.14, Dr. Barbara Bryan exercised the authority delegated by the Board to execute the contract amendment with McGraw Hill LLC to license the subscription to Access Science for calendar year 2024 by utilizing bid waiver (Library books, reference books, periodicals, and other library materials and supplies). Fiscal Impact: Estimated \$27,145.75 spent over three years.
Presenter(s): Dr. Jeffrey Nasse, Provost and Senior Vice President of Academic Affairs

- 6. Pursuant to Broward College Policy 6Hx2-1.14 and Procedure A6Hx2-1.14, Chair Yarbrough exercised the authority delegated by the Board to execute the agreement with Carr, Riggs & Ingram for the BCEduventures Financial and Forensic Audit (RTQ-2024-080-OA). Fiscal Impact: Estimated \$48,000.00.
Presenter(s): Rabia Azhar, Chief Financial Officer
- 7. Pursuant to Broward College Policy 6Hx2-1.14 and Procedure A6Hx2-1.14, Chair Yarbrough exercised the authority delegated by the Board to execute the agreement with Carr, Riggs & Ingram for the review of grants operational controls at Broward College (RTQ-2024-076-OA). Fiscal Impact: Estimated \$28,200 to \$57,000.
Presenter(s): Rabia Azhar, Chief Financial Officer

V. EXISTING PROCUREMENTS AND CONES OF SILENCE;UPCOMING SOLICITATIONS

Orlando Aponte, Associate Vice President of Procurement reviewed existing and upcoming solicitations.

VI. NEW BUSINESS

Dr. Astrab discussed two additional items that will be reported as information items on the agenda for the Regular Meeting of the Board on May 14, 2024. The items are a short-term facility rental of Bailey Hall for a high school awards banquet; and an agreement at no cost to the College with Educational Credit Management corporation for assistance with student loan processing.

The meeting was adjourned at 11:53 a.m.

President, Broward College

Chair, Contracts and Procurement Committee