



EXECUTIVE SUMMARY

Recommendation that the Broward College District Board of Trustees authorize the standard agreement (purchase order) with American Auto Trim Custom Upholstery for the repair of three tables and chair with vinyl material for the Physical Therapy Assistant Program. Fiscal Impact: \$1,304.00

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 repair three tables and a chair used for student lab practice that have torn vinyl and stuffing hanging out. The treatment tables are essential for practicing pre-clinical skills prior to clinical externships. The repair will also maintain a professional appearance prior to the accreditation site visit, and ensure students comfort and safety while practicing the skills in the laboratory.

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? CC00146, FD100, GL: Repairs 62500.

Has Broward College used this vendor before for these products or services? No.

Was the product or service acceptable in the past? Not applicable.

Was there a return on investment anticipated when entering this contract? There was no previous contract, but yes, a return on investment is anticipated to be positive for this contract. Physical Therapy students will use this type of equipment out in the field on patients.

Was that return on investment not met, met, or exceeded and how? There was no previous contract, however the return on investment is intended to be met for this contract. By training with the same equipment used by physical therapy practices and hospital providers, Physical Therapy students are better prepared for real world experience once they are working in the hospital setting.

Does this directly or indirectly feed one of the Social Enterprise tactics and how? This contract feeds the Social Enterprise tactic-Answer the Call for Healthcare Professionals and Actualize Employment tactics. Use of real world equipment and supplies allows the BC health science students to meet all clinical requirements, graduate, and sit for certification. This, in turn prepares students for entry level employment that will lead to permanent careers.

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: \$1,304.00 Worktags: CC00146, BU020, FD100, PG000059

08/20/24 CC0146 · Health Science - Physical Therapy

(\$1,304.00)










Jo Anderson
Jo Anderson 8/2/2024

APPROVAL PATH: 12353 American Auto Trim Custom Upholstery (Repair) FY2024-2025

 **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	Legal Services Review Group	Review and Approval for Form and		✔ Completed	
7	Board Clerk	Agenda Preparation		⌚ Pending	
8	District Board of Trustees	Meeting	09/24/24 11:00 AM	⌚ Pending	
9	Electronic Signature(s)	Signatures obtained via DocuSig 		⌚ Pending	
10	Natalia Triana-Aristizabal	Contracts Coordinator		⌚ Pending	

American Auto Trim
Custom Upholstery
960 West Prospect Road
Oakland Park, FL 33309

Quote

Quote Date: July 9, 2024

Valid Until: October 9, 2024

Quote Prepared By: Scott Newton
954-914-5274

Customer Details:
Broward College
Physical Therapist Assistant Program
1000 Coconut Creek Blvd.
Coconut Creek, FL 33366

Description:
Repair three tables and a round chair with vinyl material.

Quantity	Description	Material	Labor	Total
1	Recover Large Therapy Table 3 1/2 Yards Green Vinyl @ \$43.00 / Yard	\$150.50	\$425.00	\$575.50
2	Recover Medium Therapy Tables 4 Yards Green Vinyl @ \$43.00 / Yard	\$172.00	\$450.00	\$622.00
1	Recover Round Therapy Chair ½ Yard Green Vinyl @ \$43.00 / Yard	\$21.50	\$85.00	\$106.50
			Sub Total	\$1,304.00
			Tax	--
			Total	\$1,304.00



EXHIBIT "A" to Purchase Order

Description of Services:

American Auto Trim Custom Upholstery will be responsible for the following:

1.1 Assessment and Preparation:

- Inspect each treatment table for upholstery damage, including tears, cuts, or worn areas.
- Evaluate the condition of the upholstery material (vinyl, leather, fabric) and determine the extent of repair needed.

1.2 Repair Process:

- Clean the damaged area thoroughly with a mild soap and water solution to remove dirt and oils.
- Cut suitable patches from the repair kit that match the material and color of the original upholstery.
- Apply adhesive according to the manufacturer's instructions, ensuring a secure and smooth application of the patch over the damaged area.
- Use appropriate tools (such as rollers or hand pressure) to remove air bubbles and ensure proper adhesion of the patch.
- Allow sufficient curing time for the adhesive to set and bond effectively with the upholstery.

1.3 Quality Assurance:

- Conduct a visual inspection post-repair to ensure the patch blends seamlessly with the surrounding upholstery.
- Verify the integrity of the repair by testing the adhesion and durability of the patched area.

1.4 Documentation:

- Maintain detailed records of each treatment table repaired, including photographs of the before and after repair stages.
- Document the type of repair materials used, adhesive application details, and any additional notes on the repair process.

Total Consideration Payable for the Services:

Estimated Cost: \$ 1,304.00