

Luzerne County Community College
Board of Trustees

Audit, Finance and Facilities Committee
Action Items

RECOMMENDATION

Recommend approval of Proposal for Financial Statement Preparation Services

Recommend Luzerne County Community College Board of Trustees approve the proposal to Kronick, Kalada, and Berdy & Co. for \$15,000.00 for year 1; \$15,750.00 for year 2 and \$16,500.00 for year 3 for a total cost of the proposal for 3 years in the amount of \$47,250.00.

Rationale:

I recommend Luzerne County Community College retain Kronick, Kalada, Berdy & Co. (Kronick) to prepare the financial statements. As outlined in their proposal, the scope of services is directly in line with the College's request. Since FY-2018, the College has retained Kronick to prepare its' financial statements. Kronick has provided services stellar in quality as well as meeting the deadlines set forth by the auditors, MaherDuessel. In addition, MaherDuessel will receive accurate and timely financial statements because Kronick can continue services without interruption.



TO: Thomas P. Leary, President
FROM: Cheryl Baur, Vice President of Finance
RE: Financial Statement Preparation Services
DATE: March 11, 2022

The advertising for the Request for Proposal was on February 15, 2022. The opening of the proposals was on March 9, 2022. One (1) accounting firm replied to the request.

Kronick, Kalada, Berdy & Co.	Year 1	\$15,000
	Year 2	\$15,750
	Year 3	\$16,500
Total (3 years)		= \$47,250

I recommend that we accept the proposal of Kronick, Kalada, Berdy & Co.

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C: Leonard Olzinski, Director of Purchasing

TITLE: PURCHASING POLICY

DATE(S) OF POLICY AND POLICY REVISION APPROVALS: April ___, 2022; January 27, 2016; June 15, 2004

“Responsible vendor” is defined as a vendor who has acceptable references while meeting the requested qualifications.

1. PURCHASING AGENT

The President of the College is authorized to act as Purchasing Agent with the Vice President of Finance and/or the Director of Purchasing to act as their agent(s).

2. PURCHASES COSTING LESS THAN \$2,500

Purchase of services, supplies, furniture and equipment costing less than \$2,500 in total may be obtained without solicitation of quotations; however, the Purchasing Office may secure quotations at its discretion if it feels that a better price, quality, or delivery may be obtained by such quotations. Every attempt will be made to secure items at an advantageous price to the College.

3. PURCHASES COSTING BETWEEN \$2,500 AND \$24,999

- (A) Purchase of services, supplies, furniture and equipment costing between \$2,500 and \$24,999 will only be made after solicitation of written quotations from at least three (3) qualified vendors.
- (B) The College shall accept from a responsible vendor the lowest quotation or quotations, kind, quality and materials being equal, but the College reserves the right to reject any or all quotations or select a single item from any quotation.
- (C) A vendor list will be maintained by the Director of Purchasing, including all vendors who request to be included. When quotes are requested by the College, all firms on the vendor list who supply the goods or services sought will be invited to submit quotes.

4. PURCHASES COSTING \$25,000 OR MORE

- (A) All purchases costing \$25,000 or more shall be made only after due advertising as hereinafter provided: The term "Advertisement" whenever used in these regulations shall mean a notice published at least fifteen (15) business days before the award of any contract in one or more newspapers of general circulation published in Luzerne County.
- (B) Whenever bids are solicited in accordance with Section 4A, the said bid proposals shall be submitted by Certified Mail, return receipt requested, or must be delivered personally to the Purchasing Office prior to the time established in the bid form for bid openings. Bids must be submitted in a sealed envelope and properly addressed to identify it as a bid document. The bids will be opened publicly in the presence of the Purchasing Agent or other official designated by the President or Vice President of Finance, in accordance with the general conditions of bid and specifications prepared by the College.
- (C) The College shall accept from a responsible bidder the lowest bid or bids, kind, quality and materials being equal, but the College reserves the right to reject any or all bids or select a single item from any bid.

- (D) After the bids have been analyzed and reviewed, a recommendation will be made by the Director of Purchasing to the President, who will in turn make a recommendation to the Board of Trustees. Upon approval of the Board of Trustees a contract will be awarded.

5. BID BONDS

- (A) All bids procured under Section 4 shall, upon stipulation of the College, be accompanied by a certified check or bond with corporate surety of not less than ten per cent (10%) of the amount bid. In the event any bidder shall, upon award of the contract to them, fail to comply with the conditions of the contract guaranteeing the performance of the contract, such certified check or bid bond shall be forfeited to the College.
- (B) The Board of Trustees may require, where, in its opinion, it is deemed necessary, a performance bond to guarantee the performance of a contract. The Purchasing Agent shall prepare bid specifications and general conditions.

6. PURCHASES MADE WITHIN A PURCHASING CONSORTIUM

The College will investigate the benefit of belonging to purchasing consortiums it is eligible to join to share purchasing strategies and knowledge, identify and investigate new technologies and to explore the possibility of leveraging the members' combined purchasing volume while supporting individual school business requirements. The Board of Trustees must approve the College's involvement with any purchasing consortium, including any requirements of the consortium's purchasing policy that conflicts with this policy.

7. EXCEPTIONS TO BID PROVISIONS (Exceptions are generally reviewed by the College Solicitor)

The provisions as to quotations and bids set forth in these regulations shall NOT apply to the following:

- (A) Purchase of patented and manufactured products offered for sale in a non-competitive market or solely by a manufacturer's authorized dealer or used equipment.
- (B) Purchase of books and other instructional material for the library.
- (C) Purchases for resale in the Auxiliary Enterprises, i.e., Bookstore, Student Activities.
- (D) Contracts with public utility service companies under tariffs on file with the Public Utility Commission, contract made with another political subdivision of the Commonwealth of Pennsylvania, the Federal Government and any agency of the Commonwealth of Pennsylvania or any municipal authority.
- (E) Contracts involving the services of members of the medical or legal profession, architects, educators, accountants or other personal services involving professional-expert advice. Profit will be negotiated as separate element of price for each contract in which there is no price competition. These professional services have Request For Proposals (RFPs) conducted before contracts are awarded.
- (F) When the supplies or equipment required are for parts or components being procured as replacement parts in support of equipment specially designed by a manufacturer where data available is not adequate to assure that the part or component is identical with the part it is to replace or where contemplated procurement is to match or complement equipment or furniture components previously purchased.
- (G) For supplies, furniture, or equipment needed immediately for the following reasons: 1) the urgency of need for the item(s) for the beginning or continuous operation of the College does not permit the delay involved in using the formal, competitive procedures; 2) the urgency of need for the item(s) is created due to circumstances outside the control of the College; or 3) the item(s) are needed due to a threat to public health, welfare or safety. The President or, in the absence of the President, the Executive Committee of the Board of Trustees, shall determine the existence of an emergency.

- (H) When the contemplated purchase is for technical, non-personnel services in connection with the assembly, installation or services (or the instruction of personnel therein) of equipment of a highly technical or specialized nature.
- (I) Purchases made under the Commonwealth of Pennsylvania's Cooperative Purchasing Program, Act 31, signed into law on July 9, 1971.

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- (A) The Purchasing Agent is authorized to establish charge accounts for College purchases, but no national charge cards, such as American Express, Master Card, Visa or gasoline charge cards, are to be secured in the name of the College without the specific authority of the Board of Trustees.
- (B) A Petty Cash Fund in the amount of \$1,000 shall be authorized which will be administered under the direction of the Vice President of Finance for emergency purchases as defined in Section 6G and only in amounts less than \$50.
- (C) A purchase order or a written contract shall be the only evidence of a contractual obligation between the College and a vendor, contractor, or supplier.
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- (E) The Purchasing Agent of the College as defined herein-above is authorized to lease equipment each year provided the rental shall not exceed \$45,000 per annum in total. The Board of Trustees must approve any lease rentals in excess of this amount.
- (F) No College Trustee, officer or employee thereof shall, directly or indirectly, be a party to or be in any manner interested in any contract or agreement with the College for any matter, cause or thing whatsoever, by reason whereof any liability or indebtedness shall in any way be created against the College. If any agreement or contract shall be made in violation of these regulations, the same shall be null and void and no action shall be maintained thereon against the College.

Notwithstanding anything to the contrary contained in this section, this language shall not be applicable so long as the Trustee, officer or employee does not own more than a one percent ownership interest in the company awarded the contract.

- (G) No individual has the authority to enter into purchase contracts, or in any way to obligate the College, for procurement indebtedness unless specifically authorized to do so in writing by the Board of Trustees, President, Vice President of Finance or the Director of Purchasing. Any such negotiations are considered as unauthorized purchases and the individual will encounter a personal obligation to the vendor. Firms ordinarily doing business with the College will be advised that all purchases chargeable to the College must be authorized by an official college purchase order or contract signed by an authorized individual. Exclusive of the Petty Cash Procedures, the College will not reimburse officers or employees for the cost of any such purchases on behalf of the College unless previous arrangements to that end have been made.
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RECOMMENDATION

BOARD OF TRUSTEES

Recommend Luzerne County Community College Board of Trustees authorize the transfer of funds and approve capital projects.

Recommend the Luzerne County Community College (“College”) Board of Trustees authorize a transfer from the Bookstore Cash Reserves to the Plant Fund to be utilized for the prioritized capital projects.

The available funds, capital projects, and the estimated costs are:

	Available Funds/ (Estimated Project Cost)
Bookstore Cash Reserves	\$3,482,345.64
Building 1 Switchgear - matching funds + anticipated cost increase	(\$140,012.00)
Esports	(\$530,900.00)
Micro-Credential Lab	(\$450,000.00)
Concrete stairs btwn courtyard levels (4 sets)	(\$32,997.00)
Paving Main Parking Lot with Curb and Sidewalk Replacement	(\$1,415,220.36)
Building 7 Roof Replacement	(\$602,100.00)
REVISED SCOPE Water Line Replacement	(\$200,000.00)
Campus Center Boiler Replacement	(\$60,000.00)
Potential remaining balance	\$51,116.28

Final Board of Trustee approval of the actual funds transferred will be submitted with exact funding amounts when bids are opened and award recommendations are provided. All College policies and procedures will be followed.

Rationale:

The Bookstore Cash Reserves is available due to Follett Higher Education Group, Inc. assuming the management operations as of March, 2019. College administration compiled a list of infrastructure, expansion of technology program opportunities, and student centric capital projects to be addressed. A brief description of the projects for this allocation of funding includes:

Building 1 Switchgear Replacement – Replace the aged electrical equipment to avoid systems failures. This is a critical deferred maintenance project for the operation of the College and affects Buildings 1, 2, 8, and 9.

Esports Gaming and Student Activities – Renovate the former bookstore area needed to implement this program/curriculum on our campus and relocate the Student Activities. This renovation will support programming for this sport with a variety of job skills – gaming, production, athletic coaching, nutrition, etc.

Micro-Credential lab – Renovate space in the Hazleton Center for a micro-credential lab for applied technology skills. This will allow job skills to be provided to the Hazleton area population. The College is working with area business and industry to determine the offerings.

Concrete Stairs between courtyard levels (4 sets) – The current concrete stairs are cracking and breaking which creates a safety hazard and needs to be addressed immediately. This is a critical deferred maintenance project and affects campus egress.

Paving Main Parking Lot with Curb and Sidewalk Replacement – The current parking lot is 48 years old (moved to main campus in 1974) and was last repaved 15 years (2007) ago. The curbing and sidewalk also need to be replaced as a deferred maintenance project with a safety component.

Building 7 Roof Replacement – Replacement of the current, expired warranty, roof is needed as the roof is dry-rotting and leaks are becoming more frequent. Building 7 is the computer and business center with the majority of its rooms housing computer labs.

Water Line Replacement – This is a critical deferred maintenance project for the operation of the College as two (2) campus buildings are supported only by these specific water lines and would not have water if the lines were to fail. The project will include tying those two buildings into the water lines served by the water supply on the other side of campus.

Campus Center Boiler Replacement – Replace the existing boiler system with a new high efficiency boiler system. This is a deferred maintenance project.

Recommend Approval of Faucet Replacement

Recommend the Luzerne County Community College Board of Trustees approve the award of the Faucet Replacement project bid to the lowest responsible bidder: Linco Construction in the amount of \$50,530. In addition, an 8% project contingency (\$4,042.40) and hemmler + camayd architects will be compensated in line with our agreement for miscellaneous services in the amount of \$5,178.92 for a total project cost of \$59,751.32.

Rationale:

In order to maintain a quality learning and safer environment, various faucets throughout campus will be replaced with touchless faucets. As restrooms have been updated over the last several years, faucets have been replaced with touchless faucets. The availability of pandemic relief funds allows additional faucets to be replaced.

56 faucets in eight buildings (buildings 1, 3, 6, 7, 11, 13, 14, and 30) will be replaced. Additionally, the existing escutcheon, couplings, trap, tailpiece, strainer, angle stops, shutoff valve, and hot/cold water supply back to the point of disconnect will be replaced as they are original to the buildings.

The College was able to allocate a portion of pandemic relief funds for prioritized projects. The 8% contingency is not a definite expenditure; however, available if necessary. If it is not utilized as part of the project, the funds will be returned to the available funds for other projects.

The College uses the budget process to identify and request necessary infrastructure replacement.

TO: Thomas P. Leary, President

FROM: Cheryl L. Baur, Vice President of Finance

DATE: April 11, 2022

RE: Faucet Replacement

Our architectural and engineering consultant firms, hemmler + camayd architects and GPI respectively, prepared bid documents that were advertised on Wednesday, March 16, 2022. There was a mandatory pre-bid meeting held on Wednesday, March 30, 2022, and bids were opened on Thursday April 7, 2022.

There is one (1) contract associated with this bid. The Alternate to replace the existing escutcheon, couplings, trap, tailpiece, strainer, angle stops, shutoff valve, and hot/cold water supply back to the point of disconnect has been accepted. Two (2) general contractors attended the mandatory pre-bid meeting on Wednesday, March 30, 2022. Two (2) bidders submitted on April 7, 2022, which resulted in the following:

Bidder	Base Bid	Alternate	Total Bid Cost
Bognet, Inc.	\$61,000	\$16,000	\$77,000
Linco Construction	\$34,110	\$16,420	\$50,530

Hemmler + camayd architects and GPI have reviewed the bid packages and found the required information to be in order. We recommend awarding the bid to the lowest responsible bidder: Linco Construction in the amount of \$50,530. In addition, an 8% project contingency (\$4,042.40) and hemmler + camayd architects will be compensated in line with our agreement for miscellaneous services in the amount of \$5,178.92 for a total project cost of \$59,751.32.

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April 7, 2022

To: Natalie Staron, Finance Division Administrator
Luzerne County Community College
Nanticoke PA

Re: Faucet Replacement Project – Plumbing Construction

Natalie,

I am writing to you regarding the above referenced project. We have reviewed all of the bids submitted for the Faucet Replacement Project on April 7, 2022 for the above referenced project. My engineers have spoken to the apparent low bidder in a de-scope phone call and discussed critical items such as schedule and logistics. From the conversation the contractor has everything in order as it relates to the entire scope of work depicted on the drawings and in the specifications.

Based on the information we have and the bid de-scope, I recommend that Luzerne County Community College move forward with the low bid submitted by:

LINCO Construction Inc.
349 Prichards Road
Hunlock Creek PA 16821

Please feel free to call me with any questions and thank you for your attention to this matter.

Respectfully Submitted,

Brian D. Doran AIA LEED AP
Partner

cc: file

Recommend Approval of Campus Center Water Infiltration Remediation

Recommend the Luzerne County Community College Board of Trustees approve the award of the Campus Center Water Infiltration Remediation bid to the lowest responsible bidder: D&M Construction Unlimited, Inc. in the amount of \$277,300. In addition, an 8% project contingency (\$22,184) and hemmler + camayd architects will be compensated in line with our agreement for miscellaneous services in the amount of \$23,928.77 for a total project cost of \$323,412.77.

Rationale:

Water has been infiltrating the room known as the “concrete room” behind the Schulman Gallery in the Campus Center in small, manageable, amounts periodically over the years. A dehumidifier was able to manage any water seeping into the concrete room. However, beginning on September 1, 2021, the water infiltration with heavy rain has been extensive.

In September 2021, the water overflowed from the concrete room into the Schulman Gallery causing the parquet floor to be damaged in the back corner of the Gallery. The floor was removed and a wall added to remove the damaged portion of the Gallery from the main showing area. Water also got into the Weight Room, under the mats and the machines, and had to be dried out. Work began at that time to identify the problem and prepare a workable solution. Since then, every time there is a heavy rain, staff are stationed to manage the water so that further damage is not caused to the surrounding rooms, including the Schulman Gallery and the Weight Room.

This project will be funded by available capital funds allocated for projects. The 8% contingency is not a definite expenditure; however, available if necessary. If it is not utilized as part of the project, the funds will be returned to the available funds for other projects.

TO: Thomas P. Leary, President

FROM: Cheryl L. Baur, Vice President of Finance

DATE: April 11, 2022

RE: Campus Center Water Infiltration Remediation

Our architectural and engineering consultant firms, hemmler + camayd architects and GPI respectively, prepared bid documents that were advertised on Wednesday, March 16, 2022. There was a mandatory pre-bid meeting held on Wednesday, March 30, 2022, and bids were opened on Thursday April 7, 2022.

There is one (1) contract associated with this bid. The Alternate to install a sump pump system has been accepted. Two (2) general contractors and one (1) subcontractor attended the mandatory pre-bid meeting on Wednesday, March 30, 2022. One (1) bidder submitted on April 7, 2022, which resulted in the following:

Bidder	Base Bid	Alternate	Total Bid Cost
D & M Construction	\$265,500	\$11,800	\$277,300

Hemmler + camayd architects and GPI have reviewed the bid package and found the required information to be in order. We recommend awarding the bid to the lowest responsible bidder: D&M Construction Unlimited, Inc. in the amount of \$277,300. In addition, an 8% project contingency (\$22,184) and hemmler + camayd architects will be compensated in line with our agreement for miscellaneous services in the amount of \$23,928.77 for a total project cost of \$323,412.77.

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This project will be funded by available capital funds allocated for projects. The 8% contingency is not a definite expenditure; however, available if necessary. If it is not utilized as part of the project, the funds will be returned to the available funds for other projects.



April 7, 2022

To: Natalie Staron, Finance Division Administrator
Luzerne County Community College
Nanticoke PA

Re: Campus Center Water Infiltration Remediation – Site Construction

Natalie,

I am writing to you regarding the above referenced project. We have reviewed all of the bids submitted for the Site Construction on April 7, 2022 for the above referenced project. I have spoken to the apparent low bidder in a de-scope phone call and discussed critical items such as schedule and logistics. From our conversation the contractor has everything in order as it relates to the entire scope of work depicted on the drawings and in the specifications.

Based on the information we have and the bid de-scope, I recommend that Luzerne County Community College move forward with the low bid submitted by:

D & M Construction
107 N Turnpike Road
P.O. Box 132
Dalton PA 18414

Please feel free to call me with any questions and thank you for your attention to this matter.

Respectfully Submitted,

Brian D. Doran AIA LEED AP
Partner

cc: file

Recommend Approval of Drinking Fountain Replacement

Recommend the Luzerne County Community College Board of Trustees approve the award of the Drinking Fountain Replacement project bid to the lowest responsible bidder: Linco Construction in the amount of \$117,500. In addition, an 8% project contingency (\$9,400) and hemmler + camayd architects will be compensated in line with our agreement for miscellaneous services in the amount of \$11,408.31 for a total project cost of \$138,308.31.

Rationale:

In order to maintain a quality learning and safer environment, drinking fountains throughout campus will be replaced with combination bottle fill and water cooler stations. Throughout the Main Campus Buildings, 27 new combination bottle fill and water cooler stations will be installed. College Physical Plant staff will paint the affected walls after the contractor performs the installation of the combination units and patches and repairs the affected walls.

The College was able to allocate a portion of pandemic relief funds for prioritized projects. The 8% contingency is not a definite expenditure; however, available if necessary. If it is not utilized as part of the project, the funds will be returned to the available funds for other projects.

The College uses the budget process to identify and request necessary infrastructure replacement.

TO: Thomas P. Leary, President

FROM: Cheryl L. Baur, Vice President of Finance

DATE: April 11, 2022

RE: Drinking Fountain Replacement

Our architectural and engineering consultant firms, hemmler + camayd architects and GPI respectively, prepared bid documents that were advertised on Wednesday, March 16, 2022. There was a mandatory pre-bid meeting held on Wednesday, March 30, 2022, and bids were opened on Thursday April 7, 2022.

There is one (1) contract associated with this bid. Two (2) general contractors and one (1) electrical contractor attended the mandatory pre-bid meeting on Wednesday, March 30, 2022. Two (2) bidders submitted on April 7, 2022, which resulted in the following:

Bidder	Base Bid
Bognet Inc.	\$141,000
Linco Construction	\$117,500

Hemmler + camayd architects and GPI have reviewed the bid packages and found the required information to be in order. We recommend awarding the bid to the lowest responsible bidder: Linco Construction in the amount of \$117,500. In addition, an 8% project contingency (\$9,400) and hemmler + camayd architects will be compensated in line with our agreement for miscellaneous services in the amount of \$11,408.31 for a total project cost of \$138,308.31.

In order to maintain a quality learning and safer environment, drinking fountains throughout campus will be replaced with combination bottle fill and water cooler stations. Throughout the Main Campus Buildings, 27 new combination bottle fill and water cooler stations will be installed. College Physical Plant staff will paint the affected walls after the contractor performs the installation of the combination units and patches and repairs the affected walls.

The College was able to allocate a portion of pandemic relief funds for prioritized projects. The 8% contingency is not a definite expenditure; however, available if necessary. If it is not utilized as part of the project, the funds will be returned to the available funds for other projects.

The College uses the budget process to identify and request necessary infrastructure replacement.



April 7, 2022

To: Natalie Staron, Finance Division Administrator
Luzerne County Community College
Nanticoke PA

Re: Drinking Fountain Replacement Project – Plumbing Construction

Natalie,

I am writing to you regarding the above referenced project. We have reviewed all of the bids submitted for the Drinking Fountain Replacement Project on April 7, 2022 for the above referenced project. My engineers have spoken to the apparent low bidder in a de-scope phone call and discussed critical items such as schedule and logistics. From the conversation the contractor has everything in order as it relates to the entire scope of work depicted on the drawings and in the specifications.

Based on the information we have and the bid de-scope, I recommend that Luzerne County Community College move forward with the low bid submitted by:

LINCO Construction Inc.
349 Prichards Road
Hunlock Creek PA 16821

Please feel free to call me with any questions and thank you for your attention to this matter.

Respectfully Submitted,

Brian D. Doran AIA LEED AP
Partner

cc: file

Recommend Approval of Furniture Replacement

Recommend the Luzerne County Community College Board of Trustees approve the award of the Furniture Replacement bid to the lowest responsible bidders: Phillips Supply Company in the amount of \$71,997.54 and Educational Furniture Solutions in the amount of \$166,914.20; and direct purchases to the following vendors for items which had no bid submitted: DuMor in the amount of \$22,185, School Outfitters in the amount of \$863.64, Park Warehouse in the amount of \$15,256.32, Global Furniture Group in the amount of \$13,585, Kewaunee Scientific in the amount of \$1,525, Amazon in the amount of \$201.96, and Nova in the amount of \$733.20 for a total bid award/direct purchase cost of \$293,261.86.

Rationale:

In order to maintain a quality learning and safer environment, various furniture items are being replaced with materials that can be better disinfected/sanitized. Many of the items to be replaced were constructed of cloth materials and were worn from many years of use. Existing furniture in multiple lounge areas at the seven Centers as well as the soft seating at the Centers and on the Main Campus. Additionally, the office furniture for the Security Office will be replaced.

The College was able to allocate a portion of pandemic relief funds towards prioritized projects. The College uses the budget process to identify and request necessary infrastructure replacement.

TO: Thomas P. Leary, President

FROM: Cheryl Baur, Vice President of Finance

DATE: April 25, 2022

RE: Furniture Replacement Bid #506

In the continued effort to replace old lounge furniture and soft seating both on campus and at the Centers, the Finance Division prepared bid documents to replace the remaining lounge furniture and soft seating with more easily cleaned and disinfected furniture. The bid was advertised on Wednesday, March 16, 2022; bids were opened on Thursday, April 7, 2022.

Bid documents were sent to four (4) bidders and posted to the College's website. Three (3) vendors submitted bids. We have reviewed the bids and recommend awarding to the lowest responsible bidders and making the final purchases as follows:

Bidder	On Campus	Centers	Direct Purchase (bidders didn't submit)	Total Award
Phillips Supply Company	28,416.09	43,581.45		71,997.54
Educational Furniture Solutions (EFS)	90,966.90	75,947.30		166,914.20
DuMor - benches			22,185.00	22,185.00
School Outfitters - HC desks			863.64	863.64
Park Warehouse - picnic tables			15,256.32	15,256.32
Global Furniture Group - Esports lounge piece			13,585.00	13,585.00
Kewaunee Scientific - science lab stools			1,525.00	1,525.00
Amazon - picnic table umbrellas/bases			201.96	201.96
Nova - instructor kiosk			733.20	733.20
TOTAL FURNITURE BID:				\$293,261.86

In order to maintain a quality learning and safer environment, various furniture items are being replaced with materials that can be better disinfected/sanitized. Many of the items to be replaced were constructed of cloth materials and were worn from many years of use. Existing furniture in multiple lounge areas at the seven Centers as well as the soft seating at the Centers and on the Main Campus. Additionally, the office furniture for the Security Office will be replaced.

The College was able to allocate a portion of pandemic relief funds towards prioritized projects. The College uses the budget process to identify and request necessary infrastructure replacement.

Recommend Approval for Purchase of Compact Backhoe Loader

Recommend the Luzerne County Community College Board of Trustees approve the purchase of a Compact Backhoe Loader from the sole dealer in Pennsylvania for JCB Equipment, Stephenson Equipment Inc. The purchase amount will not exceed \$110,000.

Rationale:

The need was identified for a compact backhoe loader purchase to better serve the College with snow removal and landscaping needs.

The features that this machine has that best benefit the College include: the availability of ease of change attachments for multiple different uses such as front bucket, rear bucket, pallet forks, and 10' snow box, which are being ordered with the machine. The attachments can be easily changed from the cab. Future attachments could be purchased to include a snow blower and/or a grader.

There is one authorized dealer, Stephenson Equipment, of JCB Equipment for Pennsylvania as supported with the attached letter. Due to where we are located, whatever dealer we would go to for JCB Equipment, only Stephenson Equipment of Pittston would be authorized to make the sale.

This purchase will be funded by available funds within the FY2022 Physical Plant budget for equipment. Up to \$110,000 has been allocated for the equipment purchase.

TO: Thomas P. Leary, President

FROM: Cheryl L. Baur, Vice President of Finance

DATE: April 21, 2022

RE: Purchase of Compact Backhoe Loader

During the budget meeting with Physical Plant on March 2, 2022, to plan for FY2023, the need for equipment was discussed. It was requested that a compact backhoe loader be purchased to better serve the College with snow removal and landscaping needs. There are funds available within the current year budget that could be used for this purchase and more specific research was conducted to find the best machine to fit the needs of the Physical Plant department.

Keith Graham, Director of Physical Plant, and the Grounds Foreman, James Garlan, met with representatives of Caterpillar, JCB, and CASE to identify which piece of equipment would best meet the needs for snow removal and landscaping work on campus. It was determined that JCB is the best fit for the College.

The features that this machine has that best benefit the College include: the availability of ease of change attachments for multiple different uses such as front bucket, rear bucket, pallet forks, and 10' snow box, which are being ordered with the machine. The attachments can be easily changed from the cab. Future attachments could be purchased to include a snow blower and/or a grader.

Additionally, the JCB Compact Backhoe Loader is designed for big performance within confined spaces so it will fit under the canopies and allow work to be conducted within the courtyards; ease of use with smooth controllability by the operator; it has lower operating costs due to delivering high power and torque at low engine speeds

There is one authorized dealer, Stephenson Equipment, of JCB Equipment for Pennsylvania as supported with the attached letter. Due to where we are located, whatever dealer we would go to for JCB Equipment, only Stephenson Equipment of Pittston would be authorized to make the sale.

The quote provided includes a COSTARS discount and totals \$100,500. This quote is subject to price increases instituted by the manufacturer. This purchase will be funded by available funds within the FY2022 Physical Plant budget for equipment. Up to \$110,000 has been allocated for the equipment purchase. The cost estimate, subject to price increases is \$100,500. The price increases are not expected to go above \$110,000 before the purchase is recommended for approval by the Board of Trustees on April 26, 2022.



Keith,

Stephenson Equipment is the sole dealer for JCB Equipment for Northeast, Central, and Western PA. JCB holds its dealers to strict territory lines and you would not be able to purchase a New JCB piece of equipment from another dealer; as you would be referred back to Stephenson Equipment.

Best Regards,

Nicholas Stredny

Territory Manager

Stephenson Equipment

600 Sathers Drive Pittston, PA 18640

570-209-6330