

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of September 15, 2009

ITEM # 27

ITEM TITLE:

Consider Ratification of Bid Acceptance and Award of Purchase Order for Digital Photographic Equipment for the Multimedia Arts Studio at Berkeley City College (Bid No. 09-10/02), Calumet Photographic

SPECIFIC BOARD ACTION REQUESTED:

Ratification is requested for the bid acceptance and award of a purchase order to Calumet Photographic, in the amount of \$199,998.83, for Digital Photographic Equipment for the Multimedia Arts Studio at Berkeley City College.

ITEM SUMMARY:

The equipment consists of various digital cameras, lens and batteries. A total of 156 items were needed, with the bulk of the equipment being instructional camera equipment. A formal bid (09-10/02) was conducted for this equipment. The District directly solicited nine vendors and advertized in five local papers. Bids were due on August 21, 2009, and Calumet Photographic was the only bidder that submitted a formal bid in the amount of \$199,998.83. It was necessary to issue the purchase order so that the equipment will be received in time for the second half of the fall semester. The Chancellor approved acceptance of the bid and award of the purchase order during the Board recess, permitted under the Chancellor Authorization to Sign (Resolution 99/00-5). Board ratification is now requested.

BACKGROUND/ANALYSIS:

Prior to conducting the formal bid, the College received informal bids from Calumet and two other vendors, and Calumet's price was the lowest. (The other two vendors did not respond to the formal bid request.) The results of the informal bid conducted are as follows:

INFORMAL QUOTE	LOCATION	AMOUNT
Calumet Photographic	San Francisco, CA	\$199,874.16
Foto Care	New York, NY	\$208,264.07
B&H Photo and Video	New York, NY	\$223,177.40

Although the District received only one response from Calumet Photographic to the formal bid, based on a comparison with the informal bid amounts, the bid received from Calumet was reasonable and responsible.

ALTERNATIVES/OPTIONS:

Not applicable.

EVALUATION AND RECOMMENDED ACTION:

Ratification is recommended for the bid acceptance and award of a purchase order to Calumet Photographic, in the amount of \$199,998.83, for Digital Photographic Equipment for the Multimedia Arts Studio at Berkeley City College.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

Measure A, as approved by the voters in Peralta's constituency and authorized under Resolution 05/06-45, Exhibit A-1, Berkeley City College, "Equipment, technology upgrades, and facility and classroom improvements for the college's following programs and proposed programs: American Sign Language, Biotechnology, Business, Computer Information systems, Disaster Preparedness, Fine and Applied Arts, Global Studies, International Trade, **Multimedia Arts**, Social Services Paraprofessional, Travel and Tourism Industry, Foundations (Basic Skills), Network Administration, Teacher Preparedness, International Studies, and High School Honor's Courses (Advanced Placement)."

OTHER DEPARTMENTS IMPACTED BY THIS ACTION (E.G. INFORMATION TECHNOLOGY):

YES _____ NO X

COMMENTS:

All Board recommended contracts are subject to negotiation and execution by the Chancellor.

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING?

Vice Chancellor Ikharo

DID A BOARD STANDING COMMITTEE RECOMMEND THE ITEM? YES _____ NO X

IF "YES", PLEASE INCLUDE THAT INFORMATION IN YOUR SUMMARY.

PLEASE ACQUIRE SIGNATURES IN THIS ORDER:

DOCUMENT PREPARED BY:

Prepared by: Sadiq B. Ikharo Date: 9-9-09
Dr. Sadiq B. Ikharo
Vice Chancellor of General Services

DOCUMENT PRESENTED BY:

Sadiq B. Ikharo Date: 9-9-09
Dr. Sadiq B. Ikharo
Vice Chancellor of General Services

FINANCE DEPARTMENT REVIEW

Finance review required Finance review *not* required

If Finance review is required, determination is: Approved Not Approved

If not approved, please give reason: _____

Signature: Thomas Smith Date: 9.8.09
Thomas Smith
Vice Chancellor for Finance and Administration

GENERAL COUNSEL (Legality and Format/adherence to Education Codes):

Legal review required Legal review *not* required

If Legal review is required, determination is: Approved Not Approved

Signature: Thuy T. Nguyen Date: 9/8/09
Thuy T. Nguyen, General Counsel

CHANCELLOR'S OFFICE APPROVAL

Approved, and Place on Agenda Not Approved, but Place on Agenda

Signature: Elihu Harris Date: 9/8/09
Elihu Harris, Chancellor



PERALTA COMMUNITY COLLEGE DISTRICT
Office of General Services

August 25, 2009

MEMORANDUM

TO: Chancellor Elihu M. Harris

FROM: Dr. Sadiq B. Ikharo, Vice Chancellor for General Services *SBT*

SUBJECT: Acceptance of Bid and Award of Purchase Order for Digital Photographic Equipment for the Multimedia Arts Studio at Berkeley City College (Bid # 09-10/02)

Approved
[Signature]

Your approval is requested to accept the bid and award a Purchase Order to Calument Photographic, in the amount of \$199,998.83, for Digital Photographic Equipment for the Multimedia Arts Studio at Berkeley City College. This equipment is needed for the Fall semester (starting 8-20-09) and consists of various digital cameras, lens, and batteries. A total of 156 various items were needed with the bulk of the equipment being instructional camera equipment. Calument Photographic will expedite the order and can provide the items within one to four weeks from receipt a PO.

A formal Invitation for Bid (09-10/02) was conducted for this equipment; and the District directly solicited nine (9) vendors, and advertized in five (5) local papers. Bids were due on August 21, 2009, and Calument Photographic was the only bidder that submitted a formal bid in the amount of \$199,998.83. Prior to conducting the formal bid, the College did receive informal bids from two other vendors, but when the District formally contacted them, those bidders asked questions about the bid, but did not follow up with a formal bid. The results of the informal bid conducted by the College was as follows:

Informal Quote	LOCATION	Amount
Calument Photographic	San Francisco, CA	\$199,874.16
Foto Care	New York, NY	\$208,264.07
B&H Photo and Video	New York, NY	\$223,177.40

Based on a comparison with the informal bid that the College conducted, the one formal bid that the District received from Calument Photographic is reasonable and is responsible. Your approval is requested to issue a Purchase Order to Calument Photographic so that the equipment will be here in time for the second half of the Fall semester. The source of funding will be Measure A Funds, as approved on Measure A form # 668.