

Board of Trustees Agenda Report

For the Trustee Meeting Date of September 15, 2009

ITEM TITLE:

Consider Ratification of Bid Acceptance and Award of Purchase Orders for Digital Multimedia Equipment for the Multimedia Arts Studio at Berkeley City College (Bid No. 09-10/04), B&H Photo and Leo's Professional Audio

SPECIFIC BOARD ACTION REQUESTED:

Ratification is requested for the bid acceptance and award of purchase orders to B&H Photo, in the amount of \$154,683.46, and to Leo's Professional Audio, in the amount of \$13,356.00, for Digital Multimedia Equipment for the Multimedia Arts Studio at Berkeley City College.

ITEM SUMMARY:

The equipment consists of various camera equipment, audio equipment and studio lighting. A total of 139 various items were needed and were categorized into the following three distinct bid elements so that the District would receive multiple bids for the equipment:

- Element 1: Camera and Audio
- Element 2: Sound Equipment
- Element 3: Studio Lighting Equipment

A formal Invitation for Bid (09-10/04) was conducted for this equipment; and the District received six competitive bids. As part of the bid specifications, the District allowed bidders to bid any or all of the three bid elements, provided that their bids were complete for each element. The District stated that it would award the bid either in its entirety or by each element, whichever was in the best interest of the District. By awarding by elements, the District receives a better price and is able to award to a local company. Below are the bid results:

Bidder	Element 1	Element 2	Element 3
B&H Photo, New York, NY	<u>\$73,276.34</u>	\$14,382.08	<u>\$81,407.12</u>
Leo's Professional Audio, Oakland, CA	No Bid	<u>\$13,356.00</u>	No Bid
California Media Solution, Benicia, CA	\$72,858.28 (Non-responsive--cannot provide on-site warranty)	\$17,300.51	\$92,029.77
Calumet Photographic, San Francisco, CA	No Bid	No Bid	\$94,356.86
VSA Inc., Lincoln, NE	\$82,346.52	No Bid	No Bid
Sweetwater, Fort Wayne, IN	Non-responsive Bid	Non-responsive Bid	Non-responsive Bid

B&H Photo was the lowest responsible and responsive bidder for Element Numbers 1 and 3, in the amount of \$154,683.46; and Leo's Professional Audio was the lowest responsible and responsive bidder for Element Number 2, in the amount of \$13,356.00. The two purchase orders total \$168,039.46.

BACKGROUND/ANALYSIS:

It was necessary to issue the purchase orders so that the equipment will be received in time for the second half of the fall semester. The Chancellor approved acceptance of the bids and award of the purchase orders during the Board recess, permitted under the Chancellor Authorization to Sign (Resolution 99/00-5). Board ratification is now requested.

ALTERNATIVES/OPTIONS:

Not applicable.

EVALUATION AND RECOMMENDED ACTION:

Ratification is recommended for the bid acceptance and award of purchase orders to B&H Photo, in the amount of \$154,683.46, and to Leo's Professional Audio, in the amount of \$13,356.00, for Digital Multimedia 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. Ikhano Date: 9-9-09
Dr. Sadiq B. Ikhano
Vice Chancellor of General Services

DOCUMENT PRESENTED BY:

Sadiq B. Ikhano Date: 9-9-09
Dr. Sadiq B. Ikhano
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 31, 2009

MEMORANDUM

TO: Chancellor Elihu M. Harris
FROM: Dr. Sadiq B. Ikharo, Vice Chancellor for General Services
SUBJECT: Acceptance of Bid and Award of Purchase Orders for Digital Multimedia Equipment for the Multimedia Arts Studio at Berkeley City College (Bid # 09-10/04)

Handwritten signatures and initials, including 'Approved' and 'SBI'.

Your approval is requested to accept the bid and award Purchase Orders to B&H Photo Video and Leo's Professional Audio Inc., in the total amount of \$168,039.46, for Multimedia 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 camera equipment, audio equipment, and studio lighting.

A total of 139 various items were needed and were categorized into three distinct bid elements (1--Camera and Audio, 2--Sound Equipment, and 3--Studio Lighting Equipment); so that the District would receive multiple bids for the equipment. A formal Invitation for Bid (09-10/04) was conducted for this equipment; and the District received 6 competitive bids. As part of the bid specifications, the District did allow bidders to bid any and all of the three bid elements, so long as their bids were complete for each element. The District stated that it would award the bid either in its entirety, or by each element; whichever was in the best interest of the District. By awarding by elements, the District receives a better price, and is able to award to a local company. Below are bid results:

Table with 4 columns: Bidder, Element 1, Element 2, Element 3. Rows include B&H Photo, Leo's Prof. Audio, California Media Solution, Calumet Photographic, VSA Inc., and Sweetwater.

Your approval is requested to issue Purchase Orders to B&H Photo for Elements Number 1 and 3, in the amount of \$154,683.46, and to Leo's Professional Audio for Element Number 2, in the amount of \$13,356.00, 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 forms 663, 664, and 667.