

**PERALTA COMMUNITY COLLEGE DISTRICT  
Board of Trustees Agenda Report  
For the Trustee Meeting Date of February 12, 2013**

**ITEM TITLE:**

Consider an Approval to Enter into a Contract with Fast Signs for the Fabrication and Installation of the District-Wide Exterior Smoking Signage, in Compliance with the District’s “Administrative Procedure 3570 Smoking” (AP 3570)

**SPECIFIC BOARD ACTION REQUESTED:**

Approval is requested to enter into a contract with Fast Signs, in the not-to-exceed amount of \$28,918.50.

**ITEM SUMMARY:**

This project is necessary to comply with the District’s Board Policy 3550 and the Administrative Procedure 3570 Smoking (AP 3570). To comply with this policy and procedure, the District is planning on installing 72 exterior signs at all four (4) colleges and the District Administration Center (DAC). The new exterior signs will supplement existing non-smoking signs at all four (4) campuses and DAC. Each sign will cost about \$402 for construction materials and installation. Sixty-three (63) signs consist of 18” tall x 12” wide painted aluminum panels supported by 60” tall aluminum square posts. These signs will be installed in concrete and/or asphaltic areas. To stabilize and secure each post, the hardscape will be core drilled and posts will be inserted in the hole, then concrete material will be poured in each hole. At Berkeley City College, nine (9) 18” tall x 12” wide painted aluminum sign panels without posts will be secured to walls. The breakdown of sign types for each campus is indicated below. The signage consists of three (3) different sign types:

- “Smoking is Prohibited on This Campus, Violators are Subject to a Fine”
- “Smoking in Non-Designated Areas are Subject to a Fine”
- “Designated Smoking Area, Please Use Cigarette Bins”

<b>College Names</b>	<b>Number of Signs</b>	<b>Sign Types</b>
Laney College	20	“Smoking Prohibited” – panels with posts
Merritt College	20	(8) “Designated Smoking Area” (12) “Smoking in Non Designated Areas are Subject to a Fine” – panels with posts
College of Alameda	14	(2) “Designated Smoking Area” (12) “Smoking in Non Designated Areas are Subject to a Fine” – panels with posts
Berkeley City College	9	“Smoking Prohibited” –Panels secured to walls
District Administration Center	9	(1) “Designated Smoking Area” (8) “Smoking in Non Designated Areas are Subject to a Fine” – panels with posts
<b>Total Number of Signs</b>	<b>72</b>	

These new signs must satisfy all regulatory and code compliance, display the education website, and government code section. For this project, the District conducted an informal competitive bid.

CONTRACTOR	LOCATION	TOTAL BID
Fast Signs	Oakland	\$28,918.50
Flouresco Lighting & Signs	San Francisco	\$40,777.50
Garnett Sign Studio	South San Francisco	\$32,563.35
Arrow Sign		Declined

The lowest responsible and responsive bid was submitted by Fast Signs in the not-to-exceed amount of \$28,918.50.

**SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):**

This project is funded from Measure A Bond as approved by voters of north Alameda County.

**BACKGROUND/ANALYSIS:**

Existing signs meet the requirements of the old policy (Policy 6.95 Smoking) that was approved by the Board of Trustees on November 15, 2005. In addition to existing signs, additional exterior smoking signage is required at all four (4) campuses to comply with the current administrative procedure. The District-wide exterior smoking signage is in response to the District’s “Administrative Procedure 3570 Smoking” that was approved by the Chancellor on May 11, 2012. This procedure prohibits smoking in all indoor and outdoor areas at Peralta’s Community College District’s (PCCD) campus locations and District Administrative Centers, except for designated areas. Two colleges are “Smoke Free” campuses (Laney and Berkeley City College), while the other two campuses (Merritt College and College of Alameda) including the DAC opted for smoking only in designated areas.

**DELIVERABLES AND SCOPE OF WORK:**

The selected vendor will fabricate and install exterior smoking signage as outlined in the construction drawing and specification. Additionally the vendor will complete project management and oversee that the signs are properly installed to meet applicable codes.

**ANTICIPATED COMPLETION DATE:**

Before April 30, 2013

**ALTERNATIVES/OPTIONS:**

Not Applicable

**EVALUATION AND RECOMMENDED ACTION:**

Needs approval

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

YES \_\_\_\_\_ NO   X  

**COMMENTS:**

No comments

**WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING?**

Vice Chancellor Ikharo

(\*\*\*\*Board contract approval is subject to negotiation and execution by the Chancellor.)

**DOCUMENT PREPARED BY:**

Prepared by: Dr. Sadiq B. Ikharo Date: January 30, 2013  
Vice Chancellor of General Services

**DOCUMENT PRESENTED AND APPROVED BY:**

Presented and approved by: Dr. Sadiq B. Ikharo Date: January 30, 2013  
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: \_\_\_\_\_ Date: \_\_\_\_\_  
Ron Gerhard, 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: \_\_\_\_\_ Date: \_\_\_\_\_  
Thuy Thi Nguyen, General Counsel

**CHANCELLOR'S OFFICE APPROVAL**

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Dr. José M. Ortiz, Chancellor