

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of June 14, 2016

ITEM TITLE: Ratify Award of Power and Data Modifications Contract for the Cubicles for Human Resources Project at the District Administrative Center.

SPECIFIC BOARD ACTION REQUESTED:

Ratify award of contract to Megalectric Electrical Service in the amount of <\$10K to provide Power and Data Modifications for the Cubicles for Human Resources project at the District Administrative Center.

ITEM SUMMARY:

Staff seeks ratification This contract will revise power and data outlet configurations at the HR/Benefits Office to support creation of an additional workstation for support staff and associated changes in overall layout of furniture to improve efficiency and effectiveness of service delivery. The contract price is below the threshold for pre-approval by the Board.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT): Measure A, District FF&E (Measure A project #2418). No future budgetary impact.

BACKGROUND/ANALYSIS: HR requested revisions to the furniture type and layout at the HR/Benefits Office to support an additional workstation and improve delivery of services. The overall project title is "Cubicles for Human Resources" and funding was allocated from Measure A project #2418, District FF&E (Furniture, Fixtures, and Equipment).

An opportunity to achieve a modest furniture refresh was identified and achieved in conjunction with minimum requirements and within the approved budget. The final layout and product selections were approved by HR. The purchase order for delivery and installation of furniture was issued in May. The scope of the Power and Data Modifications contract has been coordinated with the existing conditions and with the new layout. The schedule will be coordinated with the furniture installation.

An opportunity for Maintenance and Operations to refresh existing ceiling tiles has already been identified, coordinated, and completed in parallel with this project.

The anticipated price for the Power and Data Modifications contract was below the threshold for formal solicitation and for pre-approval by the Board. A request for quote was issued to two small local firms with successful history and interest in working with the District. One quote was received. Megalectric Electrical Service has three employees and is located in Alameda.

The project manager recommended award. The recommendation was reviewed and approved by the Director of Purchasing, the Vice Chancellor of Finance, and the Chancellor.

DELIVERABLES AND SCOPE OF WORK: The Contractor will provide modifications to power and data in the HR/Benefits suite and will coordinate their work with the layout and timing of the furniture installation. The materials and installation will comply with Peralta standards for power and data. The labor will comply with prevailing wage, the Project Labor Agreement, and SB854.

ANTICIPATED COMPLETION DATE: June 2016.

ALTERNATIVES/OPTIONS: Existing configuration of power and data does not comply with current standards, will conflict with revised furniture layout, and was not intended to support the new quantity of workstations.

EVALUATION AND RECOMMENDED ACTION: Safety, aesthetics, and efficiency of service delivery are all improved by the scope identified for this contract.

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

YES _____ NO _____

COMMENTS: Capacity to accommodate addition of two new data locations confirmed and coordinated with the Director of Technology Services.

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING? VICE CHANCELLOR LITTLE

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

DOCUMENT PREPARED BY:

Prepared by: Sharon Millman, Facilities Project Manager

DOCUMENT PRESENTED AND APPROVED BY:

Ron D. Little II, Vice Chancellor of Finance and Administration

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: Ron Little

Ron D. Little II, Vice Chancellor, 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: Nitasha Sawhney

Nitasha Sawhney, Acting General Counsel

CHANCELLOR'S OFFICE APPROVAL

Approved, and Place on Agenda

Not Approved, but Place on Agenda

Signature: *Dr. Jowel C. Laguerre*

Dr. Jowel C. Laguerre, Chancellor