

M E M O R A N D U M

Date: June 3, 2013
To: The College Community
From: Susan M. Laprade, Secretary, Board of Trustees *Susan Laprade*
Re: Summary of Actions of the Board of Trustees – May 24, 2013
Special Meeting – Immediately Preceding Commencement

Attendance:

Present:

*Trustee DeBoise Luster, Chair
Trustee Lopez, Vice Chair
Trustee Castiel
Trustee Cavaioli
Trustee Josephson
Trustee Lawless
Trustee Nguyen
Trustee Rodriguez*

Absent:

*Trustee Biernacki
Trustee Moore
Trustee Spillane*

Also present from the College were President Gail Carberry; Vice Presidents Patricia Toney, Dale Allen, Steven Budd (Interim), and Stephen Marini; Associate Vice President William Daring; Director of Facilities Don Hall; Environmental Project Manager/ Engineer Stephen Zisk; Facilities Manager James Racki; Assistant Vice President Susan Laprade.

The Board of Trustees of Quinsigamond Community College, at a special meeting held immediately preceding Commencement on Friday, May 24, 2013, at the DCU Center in Worcester, took the following actions.

Dr. Carberry thanked the Trustees for agreeing to meet in advance of the June 12 meeting in order to consider the following three time-sensitive bids:

1. Approval of Bid: Electric Service Extension in Surprenant Hall

Recommendation: That the Board of Trustees approve of the following award of the bid for Electric Service Extension In Surprenant Hall to Ostrow Electrical Co., Inc. 9 Mason Street, Worcester, MA 01609 for the low bid in the amount of \$49,600.00.

Justification: Following Massachusetts General Laws, Chapter 149 an invitation to bid was sent to twelve companies. A total of six bids were received on April 25, 2013 @2:00 p.m.

Mr. Don Hall, Director of Facilities, informed the Trustees that this will allow the college to provide a new electrical transformer as well as new, expanded electrical service to the third floor. This additional service will support the needs of the CSET Lab. In response to a question about whether the expanded capability will be sufficient for the future, Mr. Hall replied that it will meet the college's needs for the future. In response to a question about whether or not the college has identified the funds to pay for this expansion, Mr. Marini responded that he had.

Upon Motion duly made, the Board of Trustees voted to approve this item.

2. Approval of Bid: Interior Alterations in CSET Computer Lab/213S

Recommendation: That the Board of Trustees approve of the following award of the bid for Interior Alterations CSET Computer Laboratory/213S to Builders Systems, 135 Southbridge Street, Auburn, MA 01501 for the low bid in the amount of \$95,438.00.

Justification: Following Massachusetts General Laws, Chapter 149 an invitation to bid was sent to eleven companies. A total of five bids were received on April 25, 2013 @2:30 p.m.

Mr. Hall then indicated that this bid relates to the previous bid (for electrical services) and will provide much needed upgrades to the CSET Lab. Dr. Carberry stated that the program is in an accelerated growth mode and the lab improvements are necessary.

Upon Motion duly made, the Board of Trustees voted to approve this item.

3. Approval of Bid: Solar Hot Water System Design and Installation

Recommendation: That the Board of Trustees approve of the following award of the bid for the Solar Hot Water System Design and Installation in the Administration Building to S&H Construction, Inc., 26 New Street, Cambridge, MA 02138 for their low bid in the amount of \$61,201.

Justification: Following Massachusetts Procurement of Goods and Services 801 CMR 21.00 and the college's Procurement Policies and procedures an invitation to bid was sent to nine vendors. A total of three bids were received in the Purchasing office on April 23, 2013.

S&H Construction, Inc. was the lowest responsible and responsive bidder.

Vice President Marini introduced Mr. Stephen Zisk, Environmental Project Manager/Engineer to the Trustees, stating that he is overseeing the solar hot water system project.

In response to a question about whether or not the college had done business with these contractors in the past, Mr. James Racki responded that the

contractors for the first two bids (Ostrow Electrical and Builders Systems) but that the bidder for the solar Hot Water system is new to the college, but the state bid process was followed for all three.

In response to a question about the difference in the bid amounts, Mr. Zisk explained that the company selected is also an overall contractor and has in-house roofing expertise, while the others do not and would need to sub-contract. Mr. Zisk then explained that the college was very unlikely to be required to pay the full \$61,201 of the bid, and that the college anticipates receiving some if not all of the following grants to offset these costs: MassCEC Base Grant (\$8195); MassCEC Mastering Grant (\$1,500); and DOER Leading by Example Grant (\$38,300); plus the potential for an additional reduction from S&H construction of \$700 (if no building permit fee is required) and \$500 more from MassCEC (if any of their equipment is made in the US). If all potential grants are received, the total project cost will be \$12,006. He also noted that the solar hot water system will downsize the college's carbon footprint.

Mr. Hall informed the trustees that the bidders submit a 5% bid bond; should they back out of the bid, the college retains these funds.

Upon Motion duly made, the Board of Trustees voted to approve this item.

4. Adjournment

With no further items to come before the Board, the meeting was adjourned at 3:00 p.m.