



BOARD OF TRUSTEES
MONTGOMERY COLLEGE

PUBLIC BOARD MEETING AGENDA

Central Services Building • Room CT S108 • 9221 Corporate Blvd, Rockville, MD 20850

BOARD OF TRUSTEES

Michael J. Knapp
Chair

Gloria Aparicio Blackwell
First Vice Chair

Leslie S. Levine, PhD
Second Vice Chair

Michael A. Brintnall, PhD

Kenneth J. Hoffman, MD

Robert J. Hydorn

Frieda K. Lacey, EdD

Robert F. Levey

Marsha Suggs Smith

Sasini Wickramatunga
Student Trustee

PRESIDENT AND SECRETARY-TREASURER

DeRionne P. Pollard, PhD

Monday, May 13, 2019

Anticipated Brief Public Meeting for Sole Purpose of Voting on Motion
to Convene in Closed Session
CT S408 • 7:30 p.m.

**Reconvene Public Meeting in CT S108
8:15 p.m.**

1. Call to Order Procedural
2. Roll Call Procedural
3. Comments Period Procedural
4. Approval of Minutes Action
 - A. April 8, 2019 Closed Session
 - B. April 8, 2019 Public Meeting
5. Reports Information
 - A. Student Recognition
 - B. President's Report (Dr. DeRionne P. Pollard)
 - C. Chair's Report (Mr. Michael J. Knapp)
 - D. Committee Report
 - Educational Excellence Committee Report (Mr. Robert F. Levey)
 - E. FY19 Third Quarter Financial Report (Ms. Donna Schena)
 - F. Workday Progress Report (Ms. Jane-Ellen Miller)
6. Consent Agenda Action
 - Personnel Actions Confirmation Report
7. Policy Matter Action
 - Modification of Policy 77002–Prohibition of Weapons on Campus
8. Budget Matter..... Action

FY19 Capital Budget Fund Transfer, Planned Lifecycle Asset Replacement
to the Roof Replacement Project

9. Awards of Contracts..... Action
 - A. Award of Contract for Athletic Transportation, Bid 419-002
 - B. Award of Contract for Collegewide Roof Repairs, On-Call Roof Services and Rockville Campus Physical Education Building Roof Replacement, Bid 619-006
 - C. Award of Contract for Time and Materials Electrical On-Call Services, Bid 619-007
 - D. Contract Change Order, Award of Contract, Mass Notification System, Phase 2, Rockville Campus, Bid 617-010
10. FY19 Constituent Conversation Report Information, Discussion
11. Montgomery College 2025 Strategic Plan Update..... Information, Discussion
12. New Business Procedural
13. Trustee Comments Procedural
14. Adjournment Procedural

NOTICES

BOARD OF TRUSTEES INFORMATION. The board's meeting schedule, agendas, meeting minutes, and records of resolutions are available at www.montgomerycollege.edu/bot.

PUBLIC COMMENTS. The board welcomes public comments, which can be sent to trustees@montgomerycollege.edu or to Board of Trustees, 9221 Corporate Blvd, Rockville, Maryland 20850, ATTN: Public Comments.

PUBLIC TESTIMONY. Persons wishing to speak before the board during a public meeting must sign up no less than seven (7) days before the scheduled meeting by calling 240-567-5272 or emailing trustees@montgomerycollege.edu. An electronic file or a hard copy of the testimony must be provided to the Board of Trustees by 5:00 p.m. on the day of the public meeting. Persons speaking before the board are provided four minutes for comments. The board allots 16 minutes for comments during each public meeting, though this time may be extended for an additional specified period by motion of the board chair and agreement by two-thirds of board members present. Additional comment time may be scheduled at the end of the agenda prior to adjournment.

ALTERNATIVE AGENDA FORMAT. This agenda is available in an alternative format upon request, in accordance with the Americans with Disabilities Act, by contacting 240-567-5272 or trustees@montgomerycollege.edu at least two weeks prior to the scheduled board meeting.

COMMUNICATIONS ACCOMMODATIONS. For special accommodations in communicating with the board, contact 240-567-5272 or trustees@montgomerycollege.edu.

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Agenda Item Number: 6
May 13, 2019

PERSONNEL ACTIONS CONFIRMATION REPORT

BACKGROUND

The Board of Trustees by state law has the authority and the responsibility for appointments to the College. Each month the Board receives a summary of personnel actions from the Office of Human Resources and Strategic Talent Management on new hires and employees who have separated from the College.

RECOMMENDATION

It is recommended that the Board adopt the attached report.

BACKUP INFORMATION

Board Resolution
Personnel Actions Confirmation Report
Policy 34001–Changes in Employee Status

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSON

Ms. Leitch Walker

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Resolution Number:
Adopted on:

Agenda Item Number: 6
May 13, 2019

Subject: Personnel Actions Confirmation

WHEREAS, By state law the Board of Trustees has the authority and responsibility for appointments to the College; and

WHEREAS, The attached summary indicates related personnel actions taken by the College during the period March 1, 2019 through March 31, 2019; and

WHEREAS, The president of the College recommends that the Board adopt the following resolution; now therefore be it

Resolved, That the Board of Trustees accepts the attached reports and confirms the actions of the president.

Attachments

MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From March 1, 2019, through March 31, 2019

STAFF

STAFF EMPLOYMENTS

Effective

Date	Name	Position Title	Grade	Department
03/25/2019	Ahmed, Shehzad	Public Safety Officer II (Cpl)	15	Facilities Security -GT
03/25/2019	Atewologun, Tokunbo S	Nursing Lab and Clinical Assoc	29	Health Sciences Dean
03/25/2019	Atkins, Allyson	Nursing Lab and Clinical Assoc	29	Health Sciences Dean
03/13/2019	George, Kunjamma	Nursing Lab and Clinical Assoc	29	Health Sciences Dean

STAFF SEPARATIONS

Effective

Date	Name	Position Title	Grade	YOS	Department
03/29/2019	DeSousa, Robert F	Building Services Worker	11	7	Facilities Operations - RV
03/15/2019	Ogiata, Sarah E	Public Safety Officer II (Cpl)	15	5	Facilities Security – TP/SS
03/29/2019	Ucanay, Susan S	Community Engagement Mgr	27	3	Advancement/Comm Engage
03/15/2019	Vincent, Margaret	Acting Asst Admin Dean	35	6	Mathematics Dean
03/25/2019	Walker, Lauren F	Administrative Aide III	23	6	CW Dean Stu Acc – GT Stu Svcs
03/29/2019	Warning, Thomas L	Lab Manager	31	11	Eng/Comp Science Dean
03/12/2019	Williams, Amanda C	Instructional Associate	25	7	Biology and Chemistry Dean

STAFF EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	1	1	0	1	0	3
Male	0	0	0	1	0	1
TOTAL	1	1	0	2	0	4

STAFF SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	TOTAL
Female	2	2	1	0	0	5
Male	1	0	0	1	0	2
TOTAL	3	2	1	1	0	7

MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From March 1, 2019, through March 31, 2019

FACULTY

FACULTY EMPLOYMENTS: NONE

FACULTY SEPARATIONS: NONE

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Agenda Item Number: 7
May 13, 2019

MODIFICATION OF POLICY 77002–PROHIBITION OF WEAPONS ON CAMPUS

General Information

Policy Number:	77002
Contained in Chapter:	Chapter Seven
Policy Title:	Prohibition of Weapons on Campus
Policy Creation Date:	February 25, 2013
Most Recent Modification Date:	February 25, 2013

Changes, Additions, Deletions

Line Number	Purpose
3	Deleted the word “any” as unnecessary.
5-6	Clarified that the prohibition includes firearms, firearm replicas, other weapons, or other weapon replicas.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the modifications to Policy 77002–Prohibition of Weapons on Campus.

BACKUP INFORMATION

Resolution
Policy 77002–Prohibition of Weapons on Campus (revised version)

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSON

Mr. Mills

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Resolution Number:
Adopted on:

Agenda Item Number: 7
May 13, 2019

Subject: Modification of Policy 77002–Prohibition of Weapons on Campus

WHEREAS, The Board of Trustees created Policy 77002–Prohibition of Weapons on Campus in 2013; and

WHEREAS, The policy has served an important purpose in ensuring a safe and secure environment for the College community; and

WHEREAS, The policy has been reviewed by the appropriate College community stakeholders for their feedback and has been updated; and

WHEREAS, The president recommends that the Board adopt the modifications; now therefore be it

Resolved, That Policy 77002–Prohibition of Weapons on Campus be approved as indicated in the attached draft; and be it further

Resolved, That the president is authorized to implement these changes.

Chapter: Facilities

Modification No. **002**

Subject: **Prohibition of Weapons on Campus**

I. In order to achieve the mission, vision and values of Montgomery College, the Board of Trustees considers it is essential to ensure a safe and secure environment for the College community. The Board believes the presence of ~~any~~ firearms, explosives and other weapons on College property poses a serious threat to the safety of students and employees. Accordingly, the use, possession, or storage of any **firearm, firearm replica, other weapon, or weapons replicas** is prohibited on College property and at College sponsored events, except for law enforcement personnel acting in the course of their official duties and others specifically authorized by the President.

II. The College President is authorized to establish procedures to implement this policy.

Board Approval: February 25, 2013; **_____, 2018**

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Agenda Item Number: 8
May 13, 2019

**FY19 CAPITAL BUDGET FUND TRANSFER,
PLANNED LIFECYCLE ASSET REPLACEMENT PROJECT
TO THE ROOF REPLACEMENT PROJECT**

BACKGROUND

Request:	To authorize a funds transfer from the planned lifecycle asset replacement project to the roof replacement project
Office/SVP Originating Request:	Interim Senior Vice President for Administrative and Fiscal Services and Vice President of Facilities and Public Safety
Approval Type:	Fund transfer between capital projects
Explanation of Request:	In accordance with county fiscal procedures, the Board is authorized to transfer funds among College projects within the capital budget, as long as the transfer does not exceed 10 percent of the total appropriation. The funds are needed in the roof replacement project for additional costs associated with the roof replacement of the Rockville Physical Education Building. The requested transfer is within the parameters set by the county, and the funding sources for both projects are compatible.
Reason Being Brought to Board:	Board approval is required for all fund transfers between capital projects.
Total Dollar Amount:	\$1,400,000
Certification:	The vice president of finance/chief finance officer certifies that funds are available in the appropriate FY19 capital funds budget.

RECOMMENDATION

It is recommended that the Board of Trustees approve a transfer of funds of \$1,400,000 from the planned lifecycle asset replacement project to the roof replacement project. The funds are needed in the roof replacement project for additional costs associated with the roof replacement of the Rockville Physical Education Building.

BACKUP INFORMATION

Board Resolution

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSONS

Mr. Mills

Ms. Greaney

Mr. Dietz

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Resolution Number:
Adopted on:

Agenda Item Number: 8
May 13, 2019

Subject: FY19 Capital Budget Fund Transfer, Planned Lifecycle Asset Replacement Project to the Roof Replacement Project

WHEREAS, In accordance with College policy on the capital budget, a movement of funds between projects authorized in the capital budget must be consistent with county fiscal procedures authorizing such transactions; and

WHEREAS, The county has indicated that the Board is authorized to transfer a maximum of 10 percent from any one College project to projects within the College's capital budget; and

WHEREAS, The addition of funds to the roof replacement project will be used for additional costs associated with the Rockville Physical Education Building roof replacement; and

WHEREAS, Funds totaling \$1,400,000 are available in the FY19 capital budget planned lifecycle asset replacement project that can be used for this purpose; and

WHEREAS, The vice president of finance/chief finance officer certifies that the funds are available in the FY19 capital budget for this transfer and also certifies that the amount to be transferred, \$1,400,000, is within the 10 percent limit; and

WHEREAS, The president of the College recommends the following action; now therefore it

Resolved, That \$1,400,000 is transferred from the planned lifecycle asset replacement project in the FY19 capital budget to the roof replacement project in order to provide additional funds for the Rockville Physical Education Building roof replacement; and be it further

Resolved, That the president notify the county executive and the county council of this action.

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Agenda Item Number: 9A
Date: May 13, 2019

**MULTIPLE AWARDS OF CONTRACT,
ATHLETICS TRANSPORTATION SERVICES, BID 419-002**

BACKGROUND

Request:	Athletics transportation services
Office/SVP Originating Request:	Senior Vice President for Student Affairs and the Collegewide Dean of Student Engagement
Award Type:	Competitive
Bid Number:	419-002
Explanation of Request:	Transportation services are being requested to support the College's nine intercollegiate sports teams, which require transportation services when competing in local, regional, and national competitions. The current process for requesting transportation is done on an as-needed basis, which is time-consuming, and has resulted in some athletic transportation needs not being met in a timely manner. Additionally, this process has resulted in higher prices paid for athletic transportation services, when compared to prices associated with established contracts for the same service. Having contracts in place for athletic transportation services will eliminate the need for the College to request services on an as-needed basis and would be more cost effective. Three contracts are being awarded on a primary, secondary, and tertiary basis to provide uninterrupted transportation services in case the primary contractor is not available at time of need, or if more than one team requires travel at the same time.
Reason Being Brought to Board:	Board approval is required for all awards valued over \$250,000.
Certification:	The director of procurement certifies that specifications were developed by appropriate College staff and the chief business/financial strategy officer certifies that funds are planned for and available in the FY19 and FY20 athletics operating budgets.
Total Dollar Amount:	\$150,000 (estimated annual)
Vendor Name:	1. Adventures by Dawn LLC – dba: Adventure Tours 2. Errands Plus Inc. – dba: RMA Worldwide Chauffeured Transportation 3. Academy Express – dba: Academy Bus
Vendor Address:	1. Accokeek, Maryland 2. Rockville, Maryland 3. Hoboken, New Jersey
Term of Contract:	One year, with four one-year renewal options

RECOMMENDATION

It is recommended that the Board of Trustees approve three awards of contract for a one-year term on a primary, secondary, and tertiary basis, for athletic transportation services to Adventures By Dawn, LLC – dba: Adventure Tours of Accokeek, Maryland; Errands Plus Inc., dba: RMA Worldwide Chauffeured Transportation of Rockville, Maryland; and Academy Express, dba: Academy Bus of Hoboken, New Jersey, for an estimated not to exceed annual amount of \$150,000, dependent on need.

It is further recommended that the contracts be renewed for four additional one-year terms under the same terms and conditions at the sole option of the College, provided services are satisfactory, funding is available, and the contracts are in the best interest of the College.

BACKUP INFORMATION

Board Resolution

Bid Summary (Board Members Only)

Bidders List (Board Members Only)

SENIOR RESPONSIBLE ADMINISTRATOR

Dr. Brown

RESOURCE PERSONS

Mr. Solomon

Mr. Johnson

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Resolution Number:
Adopted on:

Agenda Item Number: 9A
May 13, 2019

Subject: Multiple Awards of Contract, Athletics Transportation Services, Bid 419-002

WHEREAS, The senior vice president for student affairs and the collegewide dean of student engagement have requested an award of contract for the purchase of athletics transportation services; and

WHEREAS, Montgomery College is a member of the National Junior College Athletic Association (NJCAA) within the Maryland Junior College Conference; and

WHEREAS, The College's athletics department is comprised of nine intercollegiate sports teams, all of which require dependable transportation when competing in local, regional, and national competitions; and

WHEREAS, The director of procurement certifies that specifications were developed by appropriate College staff and the chief business/financial strategy officer certifies that funds are planned for and available in the FY19 and FY20 athletics operating budgets; and

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec. 16-311 (c), a request for proposal was issued on February 15, 2019, and posted on the Montgomery College Procurement and eMaryland Marketplace websites; and

WHEREAS, 30 firms downloaded the request for proposal, and 11 responses, including one no-bid, were received, read aloud, and recorded, beginning at 3:00 pm on March 18, 2019; and

WHEREAS, Upon evaluation of all submitted proposals by College staff, it was determined that the proposals submitted by Adventures By Dawn, LLC – dba: Adventure Tours of Accokeek, Maryland; Errands Plus Inc., dba: RMA Worldwide Chauffeured Transportation of Rockville, Maryland; and Academy Express, dba: Academy Bus of Hoboken, New Jersey, were the highest evaluated bidders, meeting all College requirements; and

WHEREAS, Three contracts are being awarded on a primary, secondary, and tertiary basis to provide uninterrupted transportation services in case the primary contractor is not available at time of need, or in case multiple teams need to travel at the same time; and

WHEREAS, Awards resulting from competitive sealed proposals valued above \$250,000 require approval of the Board of Trustees; and

WHEREAS, The president of the College recommends the following action; now therefore be it

Resolved, That the Board of Trustees approve multiple awards of contract for a one-year term on a primary, secondary, and tertiary basis, for athletic transportation services to Adventures By Dawn, LLC – dba: Adventure Tours of Accokeek, Maryland; Errands Plus Inc., dba: RMA Worldwide Chauffeured Transportation of Rockville, Maryland; and Academy Express, dba:

Academy Bus of Hoboken, New Jersey, for an estimated not-to-exceed annual amount of \$150,000, depending on need; and be it further

Resolved, That this contract be renewed for four additional one-year terms under the same terms and conditions, at the sole option of the College, provided services are satisfactory, funding is available, and the contracts are in the best interest of the College.

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Agenda Item Number: 9B
May 13, 2019

**AWARD OF CONTRACT,
COLLEGEWIDE ROOF REPAIRS, ON-CALL ROOF SERVICES AND ROCKVILLE CAMPUS
PHYSICAL EDUCATION BUILDING ROOF REPLACEMENT, BID 619-006**

BACKGROUND

Request:	Collegewide roof repair and replacement services
Office/SVP Originating Request:	Interim Senior Vice President for Administrative and Fiscal Services and the Vice President of Facilities and Public Safety
Award Type:	Competitive
Bid Number:	619-006
Explanation of Request:	The roof on the Physical Education Building located on the Rockville Campus has reached the end of its useful life cycle and needs to be replaced. Additional roof repairs are also needed to stop active leaks in other buildings and reduce the response time when repairs are requested. Failure to replace the roof on the Physical Education Building, repair leaks in other buildings, and not having an on-call roof repair contractor in place will result in significant classroom disruptions and pose potential safety issues collegewide.
Reason Being Brought to Board:	Board approval is required for bid awards valued over \$250,000.
Certification:	The director of procurement certifies that specifications were developed by appropriate College staff and the chief business/financial strategy officer certifies that \$4,188,000 is planned for and available in the FY19 capital budget, subject to a transfer of \$1,400,000 from the planned lifecycle asset replacement project account, to the collegewide roof replacements project account.
Total Dollar Amount:	Year One: \$3,813,000 + \$375,000 Years Two–Five: \$375,000 estimated per year (Four-year total: \$1,500,000) Total Five-year amount: \$5,688,000
Vendor Name:	CitiRoof Corporation
Vendor Address:	9510 Berger Road Columbia, Maryland 21046
Minority Status:	Not applicable
Term of Contract:	One year, with four additional one-year renewal options

RECOMMENDATION

It is recommended that the Board of Trustees approve a one-year award of contract to CitiRoof Corporation of Columbia, Maryland for collegewide roof repairs, replacement, and on-call services for a total amount of \$4,188,000.

It is further recommended that the contract be renewed for four additional one-year terms under the same terms and conditions at the sole option of the College, with an estimated annual renewal amount not to exceed \$375,000, depending upon need, provided services are satisfactory, funding is available, and the contract is in the best interest of the College.

BACKUP INFORMATION

Board Resolution

Bid Summary (Board Members Only)

Bidders List (Board Members Only)

RESPONSIBLE SENIOR ADMINISTRATORS

Ms. Schena

RESOURCE PERSONS

Mr. Mills

Mr. Johnson

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Resolution Number:
Adopted on:

Agenda Item Number: 9B
May 13, 2019

Subject: Award of Contract, Collegewide Roof Repairs, On-call Roof Services and Rockville Campus Physical Education Building Roof Replacement, Bid 619-006

WHEREAS, The interim senior vice president for administrative and fiscal services and the vice president of facilities and public safety are requesting an award of contract for collegewide roof repairs and replacement services; and

WHEREAS, Failure to replace the roof on the Physical Education Building, repair leaks in other buildings, and not having an on-call roof repair contractor in place will result in significant classroom disruptions and pose potential safety issues collegewide; and

WHEREAS, The director of procurement certifies that project specifications and drawings were developed by appropriate College staff and consultants; and

WHEREAS, A two-part request for proposal method was used for this project to afford the College the benefits of a best-value solicitation for this project; and

WHEREAS, Pursuant to Md. (Educ.) Ann. Sec. 16-311, a request for proposal, Part A – Contractor Qualifications and Part B – Price Proposals, were publicly advertised on February 15, 2019, and posted on the Montgomery College Office of Procurement and eMaryland Marketplace websites; and

WHEREAS, 36 companies downloaded the solicitation from the Procurement website; and on March 21, 2019, two responses were received and recorded in the Office of Procurement at 3:00 p.m. local time; and

WHEREAS, After an evaluation of Part A – Contractor Qualification proposals, two contractors who submitted proposals were deemed qualified to have their Part B – Price Proposals opened; and

WHEREAS, Following an evaluation of Part B – Price Proposals, it was determined that CitiRoof Corporation of Columbia, Maryland, submitted the lowest base bid price, including all bid alternatives, and on-call services for year one, of \$4,188,000 and met all College specifications; and

WHEREAS, Board approval is required for bids valued above \$250,000; and

WHEREAS, The chief business/financial strategy officer certifies that \$4,188,000 is planned for and available in the FY19 capital budget, subject to a transfer of \$1,400,000 from the planned lifecycle asset replacement project account, to the collegewide roof replacements project account; and

WHEREAS, The president of the College recommends the following action; now therefore be it

Resolved, That a one-year contract for collegewide roof repairs and replacement services be awarded to CitiRoof Corporation of Columbia, Maryland, at the submitted base bid price, including all bid alternatives, and on-call services for year one, of \$4,188,000; and be it further

Resolved, That the contract be renewed for four additional one-year terms under the same terms and conditions, for an estimated not-to-exceed annual amount for years two-five of \$375,000, at the sole option of the College, provided services are satisfactory, funding is available, and the contracts is in the best interest of the College.

Resolved, That the president is authorized to sign the contract on behalf of the Board of Trustees.

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Agenda Item Number: 9C
May 13, 2019

**AWARD OF CONTRACT,
TIME AND MATERIALS ON-CALL ELECTRICAL SERVICES, BID 619-007**

BACKGROUND

Request:	Time and materials on-call electrical services
Office/SVP Originating Request:	Interim Senior Vice President for Administrative and Fiscal Services and the Vice President of Facilities and Public Safety
Award Type:	Competitive
Bid Number:	619-007
Explanation of Request:	Electrical on-call services are being requested to improve turnaround time of electrical service-related projects, and cut down on response time for electrical related emergency service calls. Failure to have an on-call electrical service provider in place will result in classroom and workplace disruptions, and potential safety issues.
Reason Being Brought to Board:	Board approval is required for bid awards valued over \$250,000.
Certification:	The director of procurement certifies that specifications were developed by appropriate College staff and the chief business/financial strategy officer certifies that funds are planned for and available in the FY19 and FY20 capital budget.
Total Dollar Amount:	\$500,000 (estimated annual)
Vendor Name:	Lighting Maintenance Inc.
Vendor Address:	832 A Oregon Avenue, Suite A Linthicum, Maryland 21090
Minority Status:	Not applicable
Term of Contract:	One year, with four additional one-year renewal options

RECOMMENDATION

It is recommended that the Board of Trustees approve a one-year award of contract to Lighting Maintenance, Inc., of Linthicum, Maryland, for time and materials on-call electrical services, for an estimated annual amount of \$500,000.

It is further recommended that the contract be renewed for four additional one-year terms under the same terms and conditions at the sole option of the College, provided services are satisfactory, funding is available, and the contract is in the best interest of the College.

BACKUP INFORMATION

Board Resolution

Bid Summary (Board Members Only)

Bidders List (Board Members Only)

RESPONSIBLE SENIOR ADMINISTRATORS

Ms. Schena

RESOURCE PERSONS

Mr. Mills

Mr. Johnson

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Resolution Number:
Adopted on:

Agenda Item Number: 9C
May 13, 2019

Subject: Award of Contract, Time and Materials On-call Electrical Services, Bid 619-007

WHEREAS, The interim senior vice president for administrative and fiscal services and the vice president of facilities and public safety are requesting an award of contract for time and materials on-call electrical services; and

WHEREAS, The director of procurement certifies that project specifications were developed by appropriate College staff and consultants; and

WHEREAS, A two-part request for proposal method was used for this project to afford the College the benefits of a best-value solicitation for this project; and

WHEREAS, Pursuant to Md. (Educ.) Ann. Sec. 16-311, a request for proposal, Part A – Contractor Qualifications and Part B – Price Proposals, were publicly advertised on March 4, 2019, and posted on the Montgomery College Office of Procurement and eMaryland Marketplace websites; and

WHEREAS, 37 companies downloaded the solicitation from the Procurement website; and on March 21, 2019, one response was received and recorded in the Office of Procurement at 3:00 p.m. local time; and

WHEREAS, After an evaluation of Part A – Contractor Qualification proposals, the sole contractor that submitted a proposal was deemed qualified to have its Part B – Price Proposal opened; and

WHEREAS, Following an evaluation of Part B – Price Proposal, it was determined that the bid pricing of \$139,600 submitted by Lighting Maintenance, Inc., of Linthicum, Maryland, is fair and reasonable; and

WHEREAS, Board approval is required for bids valued above \$250,000; and

WHEREAS, The chief business/financial strategy officer certifies that funds are planned for and available in the FY19 and FY20 capital budget; and

WHEREAS, The president of the College recommends the following action; now therefore be it

Resolved, That a one-year contract for time and materials on-call electrical services be awarded to Lighting Maintenance, Inc., of Linthicum, Maryland, for an estimated annual total amount of \$500,000; and be it further

Resolved, That the contract be renewed for four additional one-year terms under the same terms and conditions, at the sole option of the College, provided services are satisfactory, funding is available, and the contract is in the best interest of the College; and be it further

Resolved, That the president is authorized to sign the contract on behalf of the Board of Trustees.

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Agenda Item Number: 9D
May 13, 2019

**CONTRACT CHANGE ORDER,
AWARD OF CONTRACT, MASS NOTIFICATION SYSTEM, PHASE 2,
ROCKVILLE CAMPUS, BID 617-010**

BACKGROUND

Request:	To increase the spend authority for the Mass Notification System, Phase 2, contract
Office/SVP Originating Request:	Interim Senior Vice President for Administrative and Fiscal Services and the Vice President of Facilities and Public Safety
Award Type:	Competitive
Bid Number:	617-010
Explanation of Request:	<p>On June 10, 2017, the Board of Trustees approved an award of contract for a mass notification system (Phase 2) on the Rockville Campus, for a total of \$1,988,000, under resolution 17-06-069. This award included the replacement of obsolete and inefficient fire alarm systems in the following buildings: Paul Peck, Computer Science, Humanities, Music, Physical Education, and the Technical Center. Replacement equipment also included state-of-the-art fire alarm systems that consist of a mass notification component to alert building occupants of actions to take in the event of various emergencies, such as fire, earthquake, tornado/severe weather, intruder alerts, etc.</p> <p>Replacement of the obsolete fire alarm systems at the Gudelsky, Mannakee, South Campus Instructional, and Technical Training Center buildings on the Rockville Campus were originally scheduled to take place under Phase 3. The increase will be funded from an existing capital budget project, and does not require a new county funding request. Due to the availability of fiber connectivity to these buildings, they will be completed under Phase 2. Completion of the state-of-the-art fire alarm systems campuswide will ensure the safety of students, faculty, and staff.</p>

Reason Being Brought to Board:	Board approval is required for contract change orders that are more than 25 percent of the original award.
Certification:	The director of procurement re-certifies that specifications were developed by appropriate College staff, and the chief business/financial strategy officer certifies that funds are available in the FY19 capital budget.
Total Dollar Amount:	\$453,915
Vendor Name:	Tyco Fire & Security Formerly: SimplexGrinnell
Vendor Addresss:	22712 Commerce Center Court, #114 Sterling, VA 20166
Minority Status:	NA
Term of Current Contract:	One-time purchase

RECOMMENDATION

It is recommended that the Board of Trustees approve an increase in the current contract award spend authority by \$453,915 to replace obsolete fire alarm systems at the Gudelsky, Mannakee, South Campus Instructional, and Technical Training Center buildings on the Rockville Campus.

BACKUP INFORMATION

College Policy 63001
Board Resolution 17-06-069

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSONS

Mr. Mills
Mr. Johnson

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Resolution Number:
Adopted on:

Agenda Item Number: 9D
May 13, 2019

**Subject: Contract Change Order, Award of Contract, Mass Notification System,
Phase 2, Rockville Campus, Bid 617-010**

WHEREAS, The interim senior vice president for administrative and fiscal services and the vice president of facilities and public safety are requesting a contract change order to increase the spend authority to an existing award of contract for a mass notification system, Phase 2, on the Rockville Campus; and

WHEREAS, Due to the availability of fiber connectivity to the Gudelsky, Mannakee, South Campus Instructional, and Technical Training Center buildings on the Rockville Campus, they can be completed under Phase 2 of a three-phase project, thus earlier than the originally anticipated Phase 3 implementation for these buildings; and

WHEREAS, On June 19, 2017, the Board of Trustees approved an award of contract for a mass notification system, Phase 2, on the Rockville Campus, under board resolution 17-06-069, for a total amount of \$1,988,000; and

WHEREAS, An increase to the current contract award spending authority is needed to replace obsolete fire alarm systems in the Gudelsky, Technical Training Center, Mannakee, South Campus Instructional buildings on the Rockville Campus; and

WHEREAS, The director of procurement re-certifies that specifications were developed by appropriate College staff, and the chief business/financial strategy officer certifies that funds are available in the FY19 capital budget, and does not require a new county funding request; and

WHEREAS, The president of the College recommends the following action; now therefore be it

Resolved, That the Board of Trustees approve an increase in the current contract award spend authority by \$453,915, to replace obsolete fire alarm systems at the Gudelsky, Mannakee, South Campus Instructional, and Technical Training Center buildings on the Rockville Campus.