



BOARD OF TRUSTEES

Foothill-De Anza Community College
District
12345 El Monte Road
Los Altos Hills, CA 94022

*For information and disability access to materials, call 650-949-6100.
Requests for accommodation should be made no later than one business
day prior to meeting. Meetings are held in a location accessible to the
disabled*

December 6, 2010

Closed Session: 3:30 p.m.

President's Conf. Room, Foothill
College

Holiday Reception: 5:00 p.m.

Toyon Room, Foothill College

Public Session: 6:00 p.m.

Hearthside Lounge, Foothill College

*Members of the public who wish to comment on items or address the Board may do so
by completing a request form prior to the start of the meeting and are limited to five minutes each.*

AGENDA

Regular Meeting

CALL TO ORDER & ROLL CALL

ADJOURN TO CLOSED SESSION

Closed Session — 3:30 p.m.

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

(Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9)

Number of Potential Cases: 1

CONFERENCE WITH LABOR NEGOTIATOR

District Negotiator: Dorene Novotny

Employee Organizations: All Represented and Unrepresented Groups

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

CONFERENCE WITH PROPERTY NEGOTIATORS

Property: 4000 Middlefield Road, Palo Alto, Ca 94303

Agency Negotiator: Kevin McElroy

Negotiating Party: City of Palo Alto

Recess — 5:00 p.m.

ANNUAL HOLIDAY RECEPTION

Public Session — 6:00 p.m.

REPORTING OUT FROM CLOSED SESSION

INFORMATION

ANNUAL ORGANIZATION MEETING

ACTION

Election of Officers

President

Vice President

Secretary

Trustee Committee Appointments

Chairperson, Audit & Finance Committee
Audit & Finance Committee, Member
Foothill-De Anza Colleges Foundation, Two Members
Trustee Scholarship Interview Committee, Two Members

APPROVAL OF MINUTES

November 1, 2010

ACTION

CORRESPONDENCE

INFORMATION

HEARINGS: ITEMS NOT ON THE AGENDA

INFORMATION

The Board does not take action or respond to items not on the agenda.

- Public
- Students
- Staff
- Board

APPROVAL OF CONSENT CALENDAR

ACTION

1. Board Policy 4125 Authorization to Offer Employment (2nd Reading)
(Novotny x6210)
2. Ratification of Contracts and Agreements (McElroy x6201)
3. Delegation of Contracting Authority Resolutions (McElroy x6201)
4. Resolution No. 2010-22 Authorizing Separate Bank Accounts (McElroy x6201)
5. Listing of District Investments as of September 30, 2010 (McElroy x6201)
6. Extension of Agreement for Services with Salas O'Brien Engineers, Inc., for Monitoring-Based Commissioning, De Anza College (Allen x6150)
7. Extension of Agreement for Services with Salas O'Brien Engineers, Inc. for Monitoring-Based Commissioning, Foothill College (Allen x6150)
8. Approval of Arthur J. Gallagher as District Property and Liability Insurance Broker (Kelly x6131)
9. Award Two-Year Contract for Adobe Software (Redmond x6166)
10. Services Agreement with IntelliResponse Systems Inc. for "ASK FOOTHILL" (Miner x7200)
11. Thirty-Six Month License Fee with iParadigms, LLC (Murphy x8705)
12. Contract with HMC Architects to Develop an Updated De Anza College Facilities Master Plan (Murphy x8705)

13. [Foothill & De Anza Colleges Impact – Community Education Short Courses \(Murphy x8705\)](#)
14. [Recycle and Disposal of Surplus Furniture \(Redmond x6166\)](#)
15. [Sale of Miscellaneous Surplus Electronic Equipment \(Redmond x6166\)](#)
16. [Human Resources Report \(Novotny x6210\)](#)

BOARD BUSINESS

17. [Change in Trustee Elections from Odd Years to Even Years \(Thor x6106\)](#) **INFORMATION**

HUMAN RESOURCES AND PERSONNEL

18. [Request to Rescind Retirement of Robert Pierce \(Miner x7201\)](#) **ACTION**

BUSINESS AND FINANCE

19. Measure C Performance Audit (**McElroy x6201**) (*See Public Memo for additional information*) **INFORMATION**
20. [Audit for Year Ended June 30, 2010 \(McElroy x6201\)](#) **ACTION**
21. [Annual Risk Management Report \(Kelly x6131\)](#) **INFORMATION**
22. [Environmental Compliance Annual Update \(Voss x6146\)](#) **INFORMATION**

FACILITIES

MEASURE E CONSENT

23. [Measure E Consent \(Allen x6150\)](#) **ACTION**

The aggregate amount for these items is \$320,973

De Anza College

- A) ICC General Contractors – Change Order #1/Final – Minor Improvements - \$9,142
- B) Sandis Engineers – PAA #D02 for Phase I Design Services – Combined Site Improvements - \$259,291
- C) Sandis Engineers – Revision #1 to PAA #D01 for Additional Storm Drain Investigations - \$52,540
- D) Budget Transfer #74

Foothill College

None

Central Services

None

MEASURE C CONSENT

24. **Measure C Consent (Allen x6150)**

ACTION

The aggregate amount of these items is: \$692,230.25.

De Anza College

- A) Architectural Resources Group – Revision #3 to Purchase Order #G979220/PAA-3C – Baldwin Winery & East Cottage - \$3,197
- B) Architectural Resources Group – Revision #4 to Purchase Order #G979220/PAA-3C – Baldwin Winery & East Cottage - \$4,630
- C) Consolidated Engineering Laboratories – Agreement for Services – Mediated Learning Center - \$111,810
- D) Cleary Consultants, Inc. – Agreement for Services – Mediated Learning Center - \$28,800
- E) John Plane construction, Inc. – Change Order #8 – Seminar Building & Multicultural Center - \$6,058
- F) Petersen Dean Commercial, Inc. – Change Order #4 – Final – Roof & Trellis Repair – PE 1-2-6 & S7-8 - \$3,360
- G) Quali-Con Enterprise, Inc. – Agreement for Services – Mediated Learning Center - \$398,000

Foothill College

- H) City of Palo Alto – Change Order #2 to Rental contract – Time Extension – Soccer & Softball Complex - \$4,131.25
- I) Cleary Consultants, Inc. – Geotechnical Testing Services – Soccer & Softball Complex - \$39,475
- J) Quali-Con Enterprise, Inc. – Agreement for Services – PE Lab Space - \$33,000
- K) Valley Crest Landscape Development – Change Order #1 – Soccer & Softball Complex - \$36,692
- L) Zolman Construction & Development, Inc. – Change Order #9 – Modernization of Administration Building & General Classrooms - \$23,077

Central Services

None

MEASURE C PROJECTS

25. **Property Acquisition and Development Consultant Related to the Foothill College Education Center (Allen x6150) (See Public Memo for additional information)**

ACTION

26. **Measure C Project List Revision and De Anza College Budget Transfer #26 (Allen x6150)**

ACTION

- | | | |
|-----|---|---------------|
| 27. | Establish Procedures and Criteria for the Network Infrastructure Equipment Competitive Sealed Proposal Process (Redmond x6166) <i>(See Public Memo for additional information)</i> | ACTION |
| 28. | Award a Contract Pursuant to Bid Document 1260-135, Utilities Infrastructure Upgrades Phase I at Foothill College (Redmond x6166) | ACTION |
| 29. | Authorize Award of a Site Lease and a Facilities Lease to Sundt Construction, Inc. for Construction of the Mediated Learning Center at De Anza College (Redmond x6166) | ACTION |
| 30. | Recommendation to Authorize a Prequalification Procedure for Prime Contractors for Project #226C, Interior/Exterior Finishes – L Quad (Redmond x6166) | ACTION |

ADJOURNMENT

DATES TO REMEMBER / FUTURE AGENDA ITEMS

Jan. 10, 2011 – Regular Meeting

- Appointment to Audit & Finance Committee
- Appointments to Citizens' Bond Oversight Committee

Jan. 31 – Board Study Session

- Chancellor's Evaluation

Foothill-De Anza Community College District

Financing Corporation

AGENDA

December 6, 2010

- I. Call to Order
 - II. Report of Status of Projects
 - III. Approval of Minutes of December 1, 2009
 - IV. Election of New Officers
 - V. Public Comments
 - VI. Other Business
 - VII. Adjournment
-

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

Office of the Chancellor

TO: Members of the Board of Trustees

FROM: Linda M. Thor, Chancellor

DATE: November 30, 2010

RE: Public Session — **December 6, 2010**

1. **Board Policy 4125 Authorization to Offer Employment (2nd Reading)**

Board Policy 4125 Authorization to Offer Employment was presented to the board for a first reading on November 1, 2010. There were no changes to the proposed draft. The policy is now presented to the board for a second reading and approval.

Vice Chancellor of Human Resources and Equal Opportunity Dorene Novotny recommends **approval**.

2. **Ratification of Contracts and Agreements**

Presented to the Board for ratification is the list of contracts and agreements signed by the Vice Chancellor, Business Services. It is the intention of Business Services to present such a list each month.

This procedure is in response to a review of Ed Code requirements and the revised board Policy Section 3000.

Vice Chancellor of Business Services Kevin McElroy recommends **ratification** of the contracts and agreements as presented.

3. **Delegation of Contracting Authority Resolutions**

Presented to the Board for ratification are resolutions to permit certain individuals to purchase materials and services and enter into contracts subject to Board ratification.

Vice Chancellor of Business Services Kevin McElroy recommends **adoption** of the Delegation of Authority Resolutions

4. **Resolution No. 2010-22 Authorizing Separate Bank Accounts**

In compliance with the California Community Colleges Budget and Accounting Manual, the Board is presented with a list of existing bank accounts for review and confirmation. The list

of bank accounts includes the position titles of those individuals authorized as signers on these accounts.

A resolution to authorize separate bank accounts and to authorize the signers of these accounts, by position, is presented to the Board for adoption.

Vice Chancellor of Business Services Kevin McElroy recommends that the Board **adopt** Resolution No. 2010-22 Authorizing Separate Bank Accounts.

5. Listing of District Investments as of September 30, 2010

Provisions with SB 564 require local agencies to report all external investments on a quarterly basis. In accordance with the aforementioned requirement, attached is a listing of the District's investments as of September 30, 2010.

The District invested its cash, \$238,838,721.73 on September 30, 2010, in the County's Commingled Investments Pool. As of on September 30, 2010, the current yield on the commingled investments pool was 1.02%. As a comparison for the same time period, the yield on a two-year Treasury Note was 0.42%; the yield on a 6-month Treasury Bill was 0.19%; and the Local Agency Investment Fund (LAIF) was 0.47%.

In addition, the County Treasury held various securities totaling \$18,726,563.73 for Measure C Project Fund. The yield of the securities ranges from 4.13% to 6.13% with maturity date ranges from October 18, 2010 to March 15, 2012.

6. Extension of Agreement for Services with Salas O'Brien Engineers, Inc., for Monitoring Based Commissioning, De Anza College

At their meeting of October 20, 2008, the Board of Trustees approved an agreement for services with Salas O'Brien Engineers, Inc., for monitoring-based commissioning (MBCx) of the Student and Community Services Building, De Anza College. The term of the original agreement was July 29, 2008 through June 30, 2009.

At their meeting of November 2, 2009, the Board of Trustees approved an extension of that agreement through June 30, 2010. There was no change in the scope or amount of the agreement.

The Board of Trustees is requested to approve one additional extension of the agreement through June 30, 2011. There is no change in the scope or amount of the agreement. The funding source is General Fund 76.

Executive Director of Facilities, Operations and Construction Management Charles Allen recommends **approval** of the revision to extend the term of the Agreement with Salas O'Brien Engineers, Inc.

7. Extension of Agreement for Services with Salas O'Brien Engineers, Inc., for Monitoring Based Commissioning, Foothill College

At their meeting of October 20, 2008, the Board of Trustees approved an agreement for services with Salas O'Brien Engineers, Inc., for monitoring-based commissioning (MBCx) of the Student and Community Services Building, De Anza College. The term of the original agreement was July 29, 2008 through June 30, 2009.

At their meeting of November 2, 2009, the Board of Trustees approved an extension of that agreement through June 30, 2010. There was no change in the scope or amount of the agreement.

The Board of Trustees is requested to approve one additional extension of the agreement through June 30, 2011. There is no change in the scope or amount of the agreement. The funding source is General Fund 76.

Executive Director of Facilities, Operations and Construction Management Charles Allen recommends **approval** of the revision to extend the term of the Agreement with Salas O'Brien Engineers, Inc.

8. Approval of Arthur J. Gallagher as District Property and Liability Insurance Broker

Due diligence advocates that District insurance brokerage services be competitively bid every five years.

On August 10, 2010 Risk Management issued a Request for Proposal for property and liability insurance brokerage services. The RFP was advertised on Bid Net and sent to major insurance brokerages and two local insurance pools. The attached document details the services requested, the eight factors employed in the analysis and evaluation by the committee, the evaluation criteria and the selection process.

Risk Manager Marsha Kelly and Vice Chancellor of Business Services Kevin McElroy recommend **approval** of Arthur J. Gallagher as the district's property and liability insurance broker.

9. Award Two-Year Contract for Adobe Software

The Foothill-De Anza Community College District participates in the Adobe Open Options Cumulative Licensing (CLP) 4.5 Education program. The CLP 4.5 Education Program provides the highest discount level available to the District for all orders placed during the program term. Adobe does not sell its products directly. Therefore, the District must purchase Adobe software licenses and media from an Adobe Authorized Education Reseller.

Purchasing Services staff in cooperation with Educational Technology Services staff prepared bid documents and specifications for the selection of an Authorized Education Reseller for Adobe CLP 4.5 Education software licenses and media. The specifications were written based upon the current needs of various departments within the District. The specified quantities are an estimate only and do not obligate the District to purchase any specific quantity. The specifications required bidders to submit firm pricing for two years for the complete Adobe software product line.

Bid Number 1302 was advertised in the San Jose Post Record on October 5 and October 12, 2010. Additionally, the bid documents were sent to four (4) vendors and it was posted on “BidNet” at www.govbids.com. The deadline to submit bids was November 10, 2010. Three (3) Adobe Authorized Education Resellers submitted bids. The bid prices are based upon the District’s projected purchases during the two-year contract period.

ADOBE AUTHORIZED EDUCATION RESELLER	BID PRICE*
Computer Intelligence Association	\$40,799.98
CCT Technologies (dba ComputerLand of Silicon Valley)	\$42,720.10
CDW	\$43,891.95
*plus applicable sales tax	

The lowest responsible, responsive bidder is Computer Intelligence Association based upon the bid specifications. The various departments within the District will fund the purchases.

Director of Purchasing Services Carmen Redmond requests board **authorization** to award a contract and issue purchase orders to Computer Intelligence Association pursuant to Bid Number 1302.

10. Services Agreement with IntelliResponse Systems Inc. for “ASK FOOTHILL”

IntelliResponse is a sole source provider of a patented Instant Answer Agent that delivers “One Right Answer” to questions accessed online through their web servers.

IntelliResponse will develop, maintain and host ASK FOOTHILL, a program that will provide automated information delivery for students, parents, counselors and community members to enable them to obtain answers to questions about Foothill College, 24 hours a day, 7 days a week from Foothill’s home page, Facebook or smart phone applications.

The contract includes QuickStart Services to minimize launch time and database development and SmartSource for assessment of usage, reporting and updating the database of questions and answers.

IntelliResponse currently offers this service at over 200 colleges.

Annual Hosting Fee \$20,000
Quick Start Services \$7,500 (One time fee)
SmartSource Annual Fee \$7,500

Foothill President Judy Miner recommends **approval**.

11. Thirty-Six Month License Fee with iParadigms, LLC

iParadigms supplies a service which allows educational institutions to check student work for possible textual matches against Internet available resources and its own proprietary database. De Anza College desires to protect and promote academic integrity in its curriculum and

students and wishes to subscribe to the Service as a tool for detecting and preventing plagiarism.

De Anza College first contacted with iParadigms in 2005 and seeks to renew its campus license with iParadigms for unlimited submission of papers, unlimited classes, unlimited originality reports, unlimited digital grading and online peer reviews for a thirty-six month term.

The Service pricing agreement for the term 36 months from January 1, 2011 to December 31, 2013 is \$93,750.

De Anza President Brian Murphy recommends **approval**.

12. Contract with HMC Architects to Develop an Updated De Anza College Facilities Master Plan

The 1999 FHDA Educational and Facilities Master Plan for Foothill College and De Anza College was based on the need to meet the enrollment, pedagogical and social needs of the campus community. The plan provided the direction for the bond projects made possible by the Measure E construction bond.

The college's 2007 update of the Facilities Master Plan was driven by the desire to fulfill the unmet needs of the 1999 Educational and Facilities Master Plan, address the demands of future growth using Measure C construction bond funding, respond to the analyses of instructional and student support program needs and address the expectations of a technologically savvy student community.

In Spring 2010 the college updated its Educational Master Plan "Where We've Been, Where We're Going: De Anza College Educational Master Plan 2010-2015". The new plan is based on nearly five years of planning activities that began in September 2005 and resulted in various updates including a new mission statement and the development of four Institutional Initiatives. During this period there have also been ongoing discussions of environmental sustainability as well as the importance of physical space to our students.

In view of the college's updated 2010 Educational Master Plan, the 2007 Facilities Master Plan will be reviewed and modified to address the needs identified and to strengthen support for instruction, student support programs and student life.

In tandem, these two documents will capture current planning activities as well as highlight new proposals aimed at guiding the college over the next five years.

The college requests approval of the HMC Architects contract to develop and deliver the college's updated Facilities Master Plan. HMC Architects will provide professional planning services as outlined in the attached documents for a fixed fee of \$75,000 plus an estimated \$7,500 for reimbursable expenses.

De Anza President Brian Murphy recommends **approval**.

13. Foothill & De Anza Colleges Impact – Community Education Short Courses

Board approval is requested for the following Foothill-De Anza College Short Courses for Winter/Spring 2011.

In this report, you will find three items:

- 1) Short courses fact sheet
- 2) Full list of Winter/spring 2011 course offerings
- 3) New courses with full descriptions

De Anza President Brian Murphy recommends **approval**.

14. Recycle and Disposal of Surplus Furniture

The District owns miscellaneous surplus furniture (see attached lists, 10 pages) that is unsatisfactory for further use by the District. District staff estimates the resale value to be zero.

California Education Code 81452(c) provides that if the governing board, by a unanimous vote of those members present, finds that the property, is of insufficient value to defray the costs of arranging a sale, the property may be disposed of in the local public dump on order of any employee of the District empowered for that purpose by the board.

District Staff will dismantle the items and recycle or dispose of the components appropriately.

Director of Purchasing and Material Services Carmen Redmond recommends the board make a finding that the items are of insufficient value to defray the costs of arranging a sale and **authorize** the Director of Purchasing and Material Services to recycle the items or dispose of them in the local public dump.

15. Sale of Miscellaneous Surplus Electronic Equipment

The District has twelve pallets of computers, monitors, printers, and miscellaneous electronic equipment (See attached Surplus Forms, 10 pages). The District's Educational Technology Services Department (ETS) staff has determined that the items are obsolete and of no further use to the District. DeAnza College Occupational Training Institute have also found them to be unsuitable for further use. In accordance with the Electronic Waste Recycling Act these items are considered electronic waste. The estimated aggregate market value of this electronic equipment is less than \$5,000.00.

California Education Code 81452(a) provides that if the governing board by a unanimous vote of those members present, finds that the property, whether one or more items, does not exceed in value the sum of five thousand dollars (\$5,000.00), the property may be sold by any employee of the District empowered for that purpose by the board.

Purchasing Services plans to post a notice on Bid Net and call for competitive bids from authorized State of California material handlers, collectors and recyclers. Proceeds will be deposited to the District's general fund.

Director of Purchasing and Material Services Carmen Redmond recommends the board make a finding that the property does not exceed \$5,000.00 in value and **authorize** the Director of Purchasing and Material Services to sell the items in accordance with Education Code 81452(a).

16. Human Resources Report

The Human Resources report is presented for Board Approval. The report reflects the personnel actions in the following categories: new hires, new positions, promotions, reassignments, reclassifications, separations, 39 month re-employment, permanent contract changes, professional growth awards, service recognition awards and longevity awards.

Vice Chancellor of Human Resources and Equal Opportunity Dorene Novotny recommends **approval**.

17. Change in Trustee Elections from Odd Years to Even Years

Palo Alto voters recently passed Measure S, changing its city council elections to even numbered years, thus increasing the election costs of the Palo Alto Unified School District and our district by \$50,000 each. With this increase, Foothill-De Anza's anticipated election costs in November 2011 could be as high as \$739,000. In light of the increased costs, the board will discuss the possibility of switching its trustee elections to even numbered years.

Included with this item are:

1. Legal opinion from general counsel John Shupe
2. Elections Code provisions
3. Estimated election cost spreadsheet from SCC Registrar of Voters
4. Spreadsheet of entities and school district districts within the Foothill-De Anza boundaries indicating odd or even year elections

18. Request to Rescind Retirement of Robert Pierce

Request:

Due to personal circumstances, Robert Pierce requests that the Board of Trustees rescind his retirement effective June 30, 2011.

Background:

On April 19, 2010, the Planning and Resource Council (PaRC) of Foothill College prioritized the top six faculty positions to be filled for the 2011-2012 academic year. (See <http://www.foothill.edu/staff/irs/>, *Integrated Planning and Budgeting Governance Handbook*, p. 18) As the Board of Trustees took action on faculty retirements and resignations, searches were authorized in the order recommended by PaRC. Following November 1, 2010, when the Board of Trustees acted on the retirement request of Robert Pierce, the search for a librarian commenced.

PARC RANKING	DIV	DEPT	POSITION TITLE	SOURCE POSITION
1	Counseling	Counseling	General Counselor	Anderson
2	LA	ESL	ESL Instructor/Composition Specialist	Flowers
3	BSS	Anthropology	Anthropology Instructor	Gianetto
4	PSME	Chemistry	Chemistry Instructor	Ploke
5	<i>Library</i>	<i>Library</i>	<i>Library Coordinator</i>	<i>Pierce</i>
6	LA	English	English Instructor	Hawkins

Foothill President Judy Miner recommends that the Board **postpone** action to rescind the retirement of Robert Pierce until such time as a funded position is identified in accordance with the established process for the allocation of faculty at Foothill College.

19. Measure C Performance Audit

On June 6, 2006, voters in the Foothill-De Anza Community College District approved a \$490.8 million general obligation bond measure (Measure C) under the rules established by Proposition 39. Proposition 39 accountability requirements include annual performance and financial audits on use of bond proceeds.

In prior years, the performance audit was prepared based on agreed-upon procedures, in accordance with attestation standards established by the American Institute of Certified Public Accountants, which satisfied the accountability requirements of Proposition 39.

In accordance with proposed language in Senate Bill (SB) 1473 and information received from the California Community Colleges Chancellor's Office, beginning in fiscal year 2009/10, the required annual, independent financial and performance audits shall be conducted in accordance with Government Auditing Standards issued by the Comptroller General of the United States.

The Measure C performance audit was prepared by an independent certified public accounting firm, Perry-Smith LLP, located in Sacramento, California. The District Audit & Finance Committee will have reviewed the Measure C Performance Audit report at their regularly scheduled meeting on December 2, 2010. A copy of the report is available for public viewing in the Chancellor's Office.

20. Audit for Year Ended June 30, 2010

Education Code 84040(b) requires that each governing board of each community college district provide an annual audit of all funds, books, and accounts of the district in accordance

with regulations of the Board of Governors. Perry-Smith LLP, Certified Public Accountants, located in Sacramento, California, completed the Foothill-De Anza Community College District annual audit for the year ended June 30, 2010, and the District Audit and Finance Committee will have reviewed the audit report on December 2, 2010, prior to the Board meeting.

The Board is requested to accept the audit report. A copy of the report is available for public viewing in the Chancellor's Office.

Vice Chancellor of Business Services Kevin McElroy recommends that the Board **accept** the audit report for the year ended June 30, 2010.

21. Annual Risk Management Report

Risk Management provides an annual report to the Board of Trustees. The primary focus of the report is an update on insurance cost and coverage as well as claims against the District. Insurance costs have continued to decline while coverage remains stable.

The 2009-10 year did not see resolution of litigated claims against the district. Cost of non-litigated claims remained low. Tests of the Emergency Notification System were successful and OSHA training continues to meet requirements and District needs.

22. Environmental Compliance Annual Update

FHDA Community College District (FHDA) is dedicated to both satisfying the legal regulatory requirements of the Stipulated Judgment and developing a strong environmental program. Annually, certain milestones are accomplished. These key milestones are Regulatory Inspections with Agencies (most notably the Department of Environmental Health), the Third Party inspections with environmental attorneys and internal self-inspections. The Environmental Department is actively involved with campus improvements and the closures that occur as part to renovations, improvements and the spending of the Bond funds. Finally, EH&S is maturing and focusing on the environmental program across campus for progressive improvements and to managing the expenses of the Department for the best value and the least expense to the District.

Attached for your information is a fact sheet summarizing the activities of the Environmental Health and Safety department during 2010.

23. Measure E Consent

The aggregate amount for these items is \$320,973.

A. Title:	Change Order #1 – Final
<i>Vendor:</i>	ICC General Contractors
<i>Agreement Date:</i>	August 11, 2010
<i>Campus:</i>	De Anza College
<i>Project No.:</i>	277

Project Name: Minor Improvements
Amount \$9,142
For: Repairs necessary due to unforeseen conditions.

This change order plus all previous change orders represent 8.3% above the base contract amount. The funding for this change is within the current budget.

Action: Ratification
B. Title: Project Authorization Amendment #PAA D02 for Phase I Design Services
Vendor: Sandis Engineers
Agreement Date: November 16, 2010
Campus: De Anza College
Project No.: 283
Project Name: Combined Site Improvements
Amount: \$259,291
For: Architectural and Engineering Services for Phase 1 of the Combined Site Improvements project, including the Sunken Garden project. Services start with the Design Development Phase and finish with the completion of the Construction Documents and the Bidding of the Project phase.
Action: Approval

C. Title: Revision #1 to Project Authorization Amendment for Additional Storm Drain Investigations
Vendor: Sandis Engineers
Agreement Date: November 10, 2010
Campus: De Anza College
Project No.: 283
Project Name: Combined Site Improvements
Amount: \$52,540
For: Additional time and material costs required to complete all storm drain flushing and videoing for the remainder of the De Anza College Campus. These additional costs are due to unforeseen conditions.
Action: Ratification

D. Title: Budget Transfer #74
Vendor: Measure E Bond Program
Agreement Date:
Campus: De Anza College
Project No.:
Project Name:
Amount:
For: De Anza Budget Transfer #74 includes:

- Formal Closure of Projects 209, 276, 278 & 280
- Residual budgets totaling \$75,544 to be transferred to Project

Action: 283 – Combined Site Improvements
Ratification

24. Measure C Consent

The aggregate amount of thee items is: \$692,230.25.

- A. Title:** Revision #3 to Purchase Order #G979220/PAA-3C
Vendor: Architectural Resources Group
Agreement Date: November 6, 2007
Campus: De Anza College
Project No.: 203
Project Name: Baldwin Winery & East cottage
Amount: \$3,197
For: Provide additional structural engineer administration services for the Baldwin Winery project due to construction schedule extension. Additional services required due to contractor imposed schedule delays. District's Construction Management team will endeavor to recover costs from the contractor in future change orders.
Action: Ratification
- B. Title:** Revision #4 to Purchase Order #G979220/PAA-3C
Vendor: Architectural Resources Group
Agreement Date: November 6, 2007
Campus: De Anza College
Project No.: 203
Project Name: Baldwin Winery & East Cottage
Amount: \$4,630
For: Provide additional services to update LEED credits for the Baldwin Winery & East Cottage Project due to required redesign caused by the Cottage collapse. District's Construction Management team will endeavor to recover costs from the contractor in future change orders.
Action: Ratification
- C. Title:** Agreement for Services
Vendor: Consolidated Engineering Laboratories
Agreement Date: December 6, 2010
Campus: De Anza College
Project No.: 261
Project Name: Mediated Learning Center
Amount: \$111,810
For: The scope of this Agreement for Services includes special inspection, testing, observation, and reporting services (excluding geotechnical and waterproofing scopes)

required to meet applicable codes, regulations, and DSA requirements for all newly installed work including the MLC building and landscape improvements.

Pricing for this Agreement for Services is based on Consolidated Engineering Laboratories' request for proposal pricing dated November 10, 2010. Hourly labor rates and charges for individual tests/inspections are included in the proposal.

Funding for this project is available within the current project budget.

Action: Approval

- D.** *Title:* Agreement for Services
Vendor: Cleary Consultants, Inc.
Agreement Date: December 6, 2010
Campus: De Anza College
Project No.: 261
Project Name: Mediated Learning Center
Amount: \$28,800
For: The scope of this Agreement for Services includes Geotechnical testing, inspection, observation, and reporting services required to meet applicable codes, regulations, and DSA requirements for all newly installed work including the MLC building and landscape improvements.

Pricing for this Agreement for Services is based on Cleary Consultants, Inc's request for proposal pricing dated November 10, 2010. Hourly labor rates and charges for individual tests/inspections are included in the proposal.

Funding for this project is available within the current project budget.

Action: Approval

- E.** *Title:* Change Order #8
Vendor: John Plane construction, Inc.
Agreement Date: March 18, 2010
Campus: De Anza College
Project No.: 205
Project Name: Seminar Building & Multicultural Center
Amount: \$6,058
For: Miscellaneous construction change orders at the Seminar Building and Multicultural Center.

The total Change Orders to date represent 7.2% against the original contract amount. Funding is included in the current budget.

Action: Ratification

F. Title: Change Order #4 – Final
Vendor: Petersen Dean Commercial, Inc.
Agreement Date: March 16, 2010
Campus: De Anza College
Project No.: 273
Project Name: Roof & Trellis Repair – PE 1-2-6 & S7-8
Amount: \$3,360
For: Repair rotten ledger and tongue and groove deck boards at PE 6.

This change order represents 0.3% of the construction value.
Total change orders to date are 1.1% of the construction value.
Funding for this project is available within the current project budget.

Action: Ratification

G. Title: Agreement for Services
Vendor: Quali-Con Enterprise, Inc.
Agreement Date: December 6, 2010
Campus: De Anza College
Project No.: 261
Project Name: Mediated Learning Center
Amount: \$398,000
For: The scope of this Agreement for Services includes providing Division of the State Architect (DSA) and District required quality assurance inspection / Inspector of Record services for the construction of the Mediated Learning Center and landscape improvements at De Anza College.

Pricing for this Agreement for Services is based on Quali-Con Enterprise, Inc's proposal dated November 10, 2010. Hourly labor rates and charges for individual tests/inspections are included in the proposal.

Funding for this project is available within the current project budget.

Action: Approval

H. Title: Change Order #2 to Rental Contract – Time Extension

Vendor: City of Palo Alto
Agreement Date: October 13, 2010
Campus: Foothill College
Project No.: 142
Project Name: Soccer & Softball Complex
Amount: \$4,131.25
For: Change Order #2 extends the rental period for Foothill Softball and Foothill Intercollegiate Soccer while the Soccer and Softball Complex (Project #142) is under construction. Please note original contract was for rental of Soccer Fields and Revision #1 was for rental of Softball Fields – Revision #2 extends rental for both softball and soccer fields through December 10, 2010.
Action: Ratification

- I.** *Title:* Geotechnical Testing Services
Vendor: Cleary Consultants, Inc.
Agreement Date: November 16, 2010
Campus: Foothill College
Project No.: 142
Project Name: Soccer & Softball Complex
Amount: \$39,475
For: Provide engineering services which consist of geotechnical testing and inspection of Soccer and Softball Complex project.

Action: The funding for this change is within the current budget.
Ratification

- J.** *Title:* Agreement of Services
Vendor: Quali-Con Enterprise, Inc.
Agreement Date: November 11, 2010
Campus: Foothill College
Project No.: 109
Project Name: PE Lab Space
Amount: \$33,000
For: Perform the duties required of the Division of the State Architect Inspector of Record as required by Code, for the PE Lab Space Project.

Action: The funding for this agreement is within the current budget.
Ratification

- K.** *Title:* Change Order #1
Vendor: Valley Crest Landscape Development
Agreement Date: May 25, 2010

Campus: Foothill College
Project No.: 142
Project Name: Soccer & Softball Complex
Amount: \$36,692
For: Architect directed addition of a keystone wall at the south side of the soccer field to improve drainage and prevent erosion from a steep section of the existing slope.

This change represents 1.41% change to the contract value.

Action: The funding for this change is within the current budget.
Ratification

L. *Title:* Change Order #9
Vendor: Zolman Construction & Development, Inc.
Agreement Date: November 1, 2010
Campus: Foothill College
Project No.: 112
Project Name: Modernization of administration Building & General Classrooms
Amount: \$23,077
For: Field conditions required removal and re-installation of flooring in building 6400 due to vapor emissions; and additional work was required due to variation in actual framing and redwood siding conditions, to address variations in field conditions.

This change represents 0.49% change to the contract value. Total project changes represent a 7.29% change to the contract value.

Action: The funding for this change is within the current budget.
Ratification

25. Property Acquisition and Development Consultant Related to the Foothill College Education Center

Multiple submissions were received in response to a publically advertized request for qualifications to provide planning, property acquisition, and development services related to the Foothill College Education Center. After an initial screening process, Judy Miner, Kevin McElroy, and Charles Allen interviewed the following top ranked entities:

- Cassidy Turley / BT Commercial presented by Drew Arvay
- CB Richard Ellis presented by Mary Smitheram-Sheldon, Senior Managing Director and Raul Campos, Senior Vice President, Managing Director
- PPV (Public Private Ventures) presented by Jim Goodell, President

All three presentations were of very high quality and each presentation had specific strengths and weakness compared to the evaluation criteria that was established in the solicitation around experience, qualifications, location, and costs. After deliberations, it was decided that PPV (Public Private Ventures), led by Jim Goodell is the entity that presented the qualifications and experience that best meet the selection criteria established in the solicitation.

PPV has extensive experience with Education Center site acquisitions. Their Community College experience includes work for Gavilan College, College of the Desert, Antelope Valley CCD, San Joaquin Delta CCD, and Palomar CCD among others.

These initial activities to be undertaken by PPV will be to develop a strategic assessment & concept plan (3 – 6 months) that includes the following actions:

1. Confirm the education center program, enrollment projections, and facilities needs.
2. Confirm the search area and potential site delineation.
3. Outreach to inform property owners, developers, area businesses, community and economic development organizations, and municipalities of the District's intent to acquire and develop a new education center, and to solicit preliminary indications of interest.
4. Identification of options and ideas
5. Recommended plan of action to address preferred acquisition scenarios, a master schedule, and a draft Request for Qualifications & Statement of Interest to provide property and/or facilities to meet the needs of the Foothill College Education Center.

Additional efforts by PPV to proceed with solicitation of offers and negotiations with selected entities will be subject to additional review and a future Board of Trustees action.

Executive Director of Facilities, Operations and Construction Management Charles Allen requests that the Board **approve** the selection of PPV and authorize fee negotiations with PPV for initial activities as described above.

26. Measure C Project List Revision and De Anza College Budget Transfer #26

This revision to the Measure C Bond List is being presented to recognize efforts on behalf of representatives from DeAnza College, the District, and the Program Management Team to plan and prioritize project scope and funding at DeAnza College. This Bond List revision includes Budget Transfer #26. One component that is being presented is the augmentation of Project 251 Install Photovoltaic Arrays – Campus Wide in order to install \$8,750,000 worth of photovoltaic arrays in Parking Lots A & B in summer 2011. De Anza Project 251 will be augmented with funds transferred from the following projects:

- \$2,500,000 from Project 201 - A8
- \$1,000,000 from Project 202 - Data Center
- \$800,000 from Project 247 - G Building
- \$889,649 from Project 701 - FF& E

Projects #201 – A8 and Project #202 – Data Center are among the last projects to be completed under Measure C, with construction scheduled to start in late 2013. Project #247 – G Building is currently set to commence in early 2012. Options for funding these projects will be re-evaluated

prior to the start of design of these projects. Available funding options include a drawdown of College Contingency funds commensurate with the reduction in program risks as fewer and fewer projects remain to be completed - as well as from income from interest earnings or from rebates from California Solar Initiatives generated by the Photovoltaic systems. Repayment of the borrowed funding from Project 701 – FF&E will take precedence over refunding the other listed projects. It is anticipated that the payback of these funds will occur to support the project's schedules and their funding requirements. Alternate financing would be sought should it be determined that the payback period will exceed approximately four years.

De Anza Budget Transfer #26 also includes the following items:

- Consolidate Project 230 – Sunken Garden budget and scope into Project 274 – Combined Site Improvements.
- Transfer savings from Project 205 – Seminar Building & Multicultural Center into Project 203 – Baldwin Winery and East Cottage 'Historic Renovation' to fund increased soft costs.
- Transfer surplus funds from completed Project 215 - Signage (Phase I) to Project 218 - Signage and Way Finding. (Small balance of \$74.50 in Project 215 reallocated to Project 218 due to Quarter 1, Fiscal Year 2010/2011 reconciliation)

The scope and budget for the Sunken Garden project is being transferred to the Combined Site Improvements project for efficiency. Work will be included in the Phase 1 portion of Combined Site Improvement scheduled for summer and fall 2011. Funding from the Seminar – Multicultural project budget not required to complete the work will be transferred to the Baldwin Winery – East Cottage project to fund shortfalls due to the added expenses for Cottage redesign, overruns in special inspections fees due to contractor self-imposed delays, and for possible delays in recovering expenditures from the contractor's insurance company.

Executive Director of Facilities, Operations and Construction Management Charles Allen recommends that the Board **approve** the Bond Project List Revision and De Anza Budget Transfer #26.

27. Establish Procedures and Criteria for the Network Infrastructure Equipment Competitive Sealed Proposal Process

Education Code section 81645 provides that the governing board of any community college district may contract with a party who has submitted one of **the three lowest responsible competitive proposals or competitive bids** for the acquisition, procurement, or maintenance of electronic data processing systems and equipment, electronic telecommunications equipment, supporting software, and related materials, goods, and services, in accordance with procedures and criteria established by the governing board.

Purchasing Services and ETS recommend that the Board adopt the following procedures and criteria which staff will use to conduct an invitation to bid process, also known as an ITB, for Network Infrastructure including initial implementation services, training, and maintenance & support. The procedures and criteria we recommend the Board adopt are:

1. Purchasing Services will legally advertise the ITB once a week for two weeks as required by the Public Contract Code. Purchasing Services will also post the RFP document online at <http://www.govbids.com/scripts/BAPS/public/OpenBids/SelectAgency.asp>. Proposers will be required to submit a written proposal to the District. The ITB document will specify the date and time by which responses must be submitted to the District. Late responses will not be accepted.
2. On the due date and time, Purchasing Services will open the responses so as to avoid disclosure of contents to competing offerors. This is a necessary practice during an invitation to bid proposal opening because during the evaluation process that follows the District may allow proposers to clarify or revise their proposals provided that all bidders are treated fairly and equitably. However, after Purchasing Services and ETS submit a recommendation for award to the Board of Trustees, Purchasing Services will notify all proposers of the District's intent to award a contract and the ITB file including all proposals will be open for public inspection at that time.
3. In order to identify the three lowest responsive and responsible qualified bidders, Purchasing Services and ETS will perform the following steps:
 - A. Step one: determine which vendors submitted responsive and responsible bids. To be responsive and responsible a proposal must:
 - Meet all the mandatory requirements that are stated in the ITB. This includes
 - Industry Standards Compliance: Telecommunications networks utilize formal telecommunications standards to physically interoperate. Without public agreements and the telecommunications standards that codify such agreements, wide-area voice and data communications would not be possible. Proprietary hardware and software limit available vendors who meet district mandatory requirements.
 - Mandatory Technical Requirements: Features and functions required to support the FHDA District telecommunications needs, including the replacement of the district telephone system with Voice-Over-IP (VoIP).
 - Maintenance & Support Requirements
 - Installation Services Requirements
 - Formal Training for ETS Staff
 - Have completed and signed all of the bid forms including, but not limited to:
 - Acknowledgement of their understanding and acceptance of the Test and Acceptance requirements: Test and Acceptance includes demonstration of installed equipment to perform the mandatory requirements and the purchased preferred requirements to industry standards. Until these are demonstrated, ETS will not accept the installation as approval for payment to the vendor for equipment and services rendered.
 - Bid Amendments, if any
 - Submitted Published Price Lists as required by the bid instructions
 - Signed the Bid response to the effect: " ...the foregoing bid is true and correct."
 - Signed the "Statement of Noncollusion"
 - Signed the "Certification of Nondiscrimination by Suppliers"
 - Completed "Bidder's References and Statement of Experience"
 - Have submitted a Voluntary Product Accessibility Template (VPAT)
 - Have submitted a completed "Declaration of Financial Condition"
 - Have submitted a letter from the Manufacturer that confirms that the bidder is an

authorized Value Added Reseller (VAR), and that agrees that if the VAR loses its authorized VAR status after entering into a contract with the District pursuant to its bid proposal, the manufacturer will honor the prices and discounts offered by the former VAR in its response to the bid for the remaining term of the former VAR's contract with the District.

- B. Step two: Identify the lowest three bids based upon the Basic System Bid Price identified in the bid which includes equipment meeting the mandatory Standards Compliance and Technical requirements to be installed in phases 1, 2, & 3, spares, maintenance & support requirements, installation services, formal training, delivery fees, and sales tax.
- C. Step three: To determine which one of the three lowest responsive bidders offers the best value to the District and its colleges, the District will further evaluate the proposals based upon the following criteria: The bidder's presentation demonstrating its ability to meet the mandatory Standards Compliance and Technical Requirements.
 - Score based on compliance with Preferred Requirements: Preferred Requirements include technical requirements and network management systems that provide additional management, monitoring and reporting.
 - Cost of the Preferred Network Management Systems. The maximum percentage cost increase per year for maintenance agreements after year ten.
 - Total cost to the District
4. After ETS and Purchasing Services determine which bid proposal offers the best value to the District, Purchasing Services will submit a recommendation for award to the Board of Trustees for action in public session. At that time, Purchasing Services will also notify all bidders of the District's intent to award the Network Infrastructure contract.

The proposed competitive sealed proposal procedure and criteria has been reviewed and approved by the District legal counsel, John Shupe.

Director of Purchasing and Material Services Carmen Redmond recommends the board **approve** the recommended competitive sealed proposal procedures and criteria for the selection of a vendor to provide network infrastructure equipment and services.

28. Award a Contract Pursuant to Bid Document 1260-135, Utilities Infrastructure Upgrades Phase I at Foothill College

The project provides for increasing the capacity of the Foothill College campus electrical and mechanical utility infrastructure to meet the future demands of the new construction and renovation projects scheduled under the Measure C Bond Program.

The scope of work includes: removal and replacement of the campus main electrical switchboard and 15kV feeders from PG&E, installation of a temporary main campus switchboard and feeders from PG&E, removal and replacement of other 15kV feeders and distribution equipment and switchboards, removal of existing campus heating water piping and installation of larger HHW distribution piping, and installation of two telecommunications duct banks. Salas O'Brien prepared the construction documents and a complete set of all bid documents are on file in the Purchasing Services Department.

At its July 12, 2010 meeting, the Board of Trustees approved a list of five (5) General Contractors and a list of three (3) Electrical Subcontractors as pre-qualified to bid on this project. Bid 1260-135 was legally advertised on October 8 and October 15, 2010. The "Invitation to Bid" was also sent to nine (9) builders exchanges, advertised in the Daily Pacific Builder, and posted on "BidNet" at www.govbids.com. Bids were publicly opened and read on November 10, 2010 at 2 p.m. by Purchasing Services. Three (3) of the five (5) pre-qualified contractors submitted bids. The bid results are shown below:

General Contractors	Base Bid Price	Alternate 1	Alternate 2	Alternate 3
Taber Construction Inc.	\$4,126,000	\$215,000	\$445,000	\$45,000
Cupertino Electric	\$4,295,000	-\$12,000	\$330,000	\$47,800
SJ Amoroso	\$4,497,000	\$425,000	\$477,000	\$75,000

The bid document provides that the lowest bid will be determined based upon Public Contract Code Section 20103.8(a), which states that the lowest bid shall be the lowest bid price on the base contract without consideration of the prices on the additive or deductive items.

he apparent low bidder is Taber Construction Inc at a Base Bid Price of \$4,126,000. On November 15, 2010, the District received a bid protest letter from Cupertino Electric (see attached). Purchasing Services reviewed the bid protest letter with Taber Construction Inc. and District's legal counsel, Phillip Jaret, and Taber Construction Inc., provided a written response to the bid protest (see attached). Purchasing Services and District legal counsel are satisfied with Taber Construction's explanation and recommend that the Board deny the Cupertino Electric Inc. bid protest and award the contract to Taber Construction Inc.

Taber Construction Inc., has successfully completed several public works projects for the Mount Diablo Unified School District. Furthermore, Taber Construction Inc., and its subcontractors have signed the Appendix A, "Agreement To Be Bound" and Appendix C, "Agreement of Contractors" of the "Project Stabilization/Construction Careers Agreement" between the District and the Santa Clara & San Benito Counties Building and Construction Trades Council.

Regarding the bid alternates shown above, the District Construction team recommends the award of Alternates 2 and 3 at a cost of \$490,000. The total cost of the Base Bid plus Alternates 2 and 3 is \$4,616,000.

The Base Bid Price of \$4,126,000, submitted by Taber Construction Incorporated is well within the Base Bid construction estimate of \$4,606,000. Alternates 2 and 3 are within the budget for this project. The project will be funded through Measure C.

Director of Purchasing and Material Services Carmen Redmond recommends the board deny the bid protest from Cupertino Electric and **authorize** the Director of Purchasing and Material Services to award a contract pursuant to Bid 1260-135, Utilities Infrastructure Upgrades Phase I at Foothill College, in the amount of \$4,616,000 to Taber Construction Inc. for the Base Bid and Alternates 2 and 3.

29. Authorize Award of a Site Lease and a Facilities Lease to Sundt Construction, Inc. for Construction of the Mediated Learning Center at De Anza College

On Feb. 1, 2010, the Board of Trustees approved the initiation of Lease-Leaseback delivery method for the construction of the Mediated Learning Center (MLC) at De Anza College. A complete and thorough contractor selection process followed. Sundt Construction, Inc. (Sundt) was selected as the highest ranked best-value contractor. On Aug. 30, 2010, the Board of Trustees awarded a Preconstruction Services Agreement to Sundt for the purpose of generating a Guaranteed Maximum Price (GMP) for construction of the Mediated Learning Center. Also on that date, the Board of Trustees approved the Site Lease, Facilities Lease and Construction Provisions as to form and content. On Oct. 4, 2010, the Board of Trustees amended the Preconstruction Services Agreement to allow Sundt to proceed with early procurement of structural steel shop drawings at a cost not to exceed \$100,000. The GMP amount does not include the cost for the structural steel shop drawings.

The next step in the Lease-Leaseback process is for the District and Sundt to enter into a Site Lease (wherein the District leases the MLC construction site to Sundt) and a Facilities Lease (wherein Sundt leases back to the District any new improvements/facilities placed upon the MLC construction site). The GMP for construction of the Mediated Learning Center is \$34,982,355. The GMP is subject to adjustments for extra work and changes as directed and agreed to by the District.

In order to determine the GMP, Sundt publicly advertised a solicitation for subcontractors and vendors to pre-qualify to bid on this project. Sundt subsequently conducted a bidding process to obtain trade package pricing from pre-qualified subcontractors and vendors. The GMP was established based upon the DSA-approved set of drawings and specifications and was priced according to trade packages received by Sundt on the bid due date.

Upon execution of the Site Lease and the Facilities Lease, Sundt will be given access to and control of the site to commence work. Substantial Completion of the work will be achieved within 516 calendar days of the start of the work or by May 15, 2012, whichever comes first.

Director of Purchasing and Material Services Carmen Redmond recommends the board accept the GMP and **authorize** the Director of Purchasing and Material Services to award the Site Lease and the Facilities Lease to Sundt Construction, Inc.

30. Recommendation to Authorize a Prequalification Procedure for Prime Contractors for Project #226C, Interior/Exterior Finishes-L Quad (Measure C)

Public Contract Code section 20101 allows community college districts to require licensed contractors to “prequalify” for the right to bid on public works projects. The purpose of prequalification is to ensure that all prospective bidders have the appropriate construction experience and financial capacity to perform the work. The laws require that community college districts: (1) use a standardized questionnaire and financial statement, (2) adopt and apply a uniform system of rating bidders based on objective criteria, and (3) establish a process that allows prospective bidders to dispute their proposed prequalification rating prior to the closing time for receipt of bids.

The Interior/Exterior Finishes project at De Anza College has a construction budget of \$750,000. The De Anza College Construction Management team has concluded that prime contractors on Project #226C, Interior/Exterior Finishes-L Quad should be prequalified to ensure the financial stability of the contractors and to promote safety, quality, timeliness, and cost effectiveness in the construction of the project.

A draft of the prequalification document is attached. The Purchasing Department will report the prequalification results to the Board of Trustees at a future meeting. At that time, the Board can choose to either:

1. Accept the list of General Contractors who met all of the prequalification requirements as the only contractors who are “prequalified” to bid as prime contractors on the listed projects,
- OR -
2. Cancel the prequalification procedure for General Contractors for the listed project.

This prequalification of contractors shall be valid for one year if accepted by the Board of Trustees.

Director of Purchasing and Material Services Carmen Redmond recommends the board of **authorize** a prequalification procedure for Prime Contractors for Project #226C, Interior/Exterior Finishes-L Quad in accordance with Public Contract Code, Section 20101.