



May 18, 2009

## MEMORANDUM

**TO:** District Board of Trustees

**FROM:** William D. Law, Jr., President

**SUBJECT:** Recommendation for Foreign Language Lab Purchase

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### Item Description:

This item is to provide the Board a summary of the results from the College's Invitation to Quote (ITQ) 2009-07 for Foreign Language Lab equipment.

### Overview:

Due to enrollment growth and above capacity usage of the existing lab, the College has committed to fund the installation of a new foreign language lab. This initiative will consist of the purchase and installment of 32 student stations and a master control console, with adapters and headsets.

The College issued an ITQ for Foreign Language Lab equipment to explore the latest lab solutions while encouraging competitive pricing. The College advertised in local publications and utilized the state of Florida's vendor bid system to disseminate our request.

### Salient Facts:

Although state rules (6A-14.734) exempt the purchase of educational/instructional equipment from the requirement to solicit competitive offers, the College advertised for these services and equipment to ensure we received the best prices available.

The College received quotes from three proposers which were reviewed and evaluated by a committee consisting of Dean Banocy-Payne and all of full time foreign language faculty. Based on their recommendation of the quotes, we feel the proposal from Sanako Educational Lab 300 by Multimedia Solutions, Inc. is bested suited for the desires of the College and will enable us to provide a language lab that will best serve the needs of our students.

### Past Actions:

There were no previous Board actions required for this initiative.

Future Actions:

No future Board action will be required for this initiative.

Funding/Financial Matters:

The College's PECO Renovation/Remodeling funds will be utilized to complete this initiative. The quote from Sanako Educational Lab 300 by Multimedia Solutions, Inc is \$104,536 for the purchase, installment, and maintenance of the complete lab.

The College also received quotes from ASC Direct, Incorporated and Crumley and Associates. The quote from ASC Direct was only \$73,435, but lacked a number of features which were specified as requirements for this lab. The quote from Crumley and Associates was \$102,780 and while our current language lab was purchased with this vendor, the College has had numerous issues with the services provided by this vendor.

Staff Resource:

Teresa Smith

Recommended Action:

For information purposes only, no action required.