



**Full Board – Public Session:**

**Luzerne County Community College Board of Trustees**

**Work Session**

**Tuesday, April 26, 2022**

**Time: 5:30 p.m.**

**AGENDA**

- |  |  |
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| 1. BID #506, Furniture Replacement<br>(see attached) | Natalie Staron, Finance Division Administrator |
| 2. Compact Backhoe Loader Purchase<br>(see attached) | Natalie Staron, Finance Division Administrator |

**Zoom Link - 5:30 PM Work Session & 6 PM Board Meeting:**

**<https://zoom.us/j/93003918834?pwd=b0gwaVFWSUQxakMvM09HVVB5NExWQT09>**

**Meeting ID: 930 0391 8834 Passcode: 888095 Dial Option: +1 646 558 8656**

**Recommend Approval of Furniture Replacement**

Recommend the Luzerne County Community College Board of Trustees approve the award of the Furniture Replacement bid to the lowest responsible bidders: Phillips Supply Company in the amount of \$71,997.54 and Educational Furniture Solutions in the amount of \$166,914.20; and direct purchases to the following vendors for items which had no bid submitted: DuMor in the amount of \$22,185, School Outfitters in the amount of \$863.64, Park Warehouse in the amount of \$15,256.32, Global Furniture Group in the amount of \$13,585, Kewaunee Scientific in the amount of \$1,525, Amazon in the amount of \$201.96, and Nova in the amount of \$733.20 for a total bid award/direct purchase cost of \$293,261.86.

**Rationale:**

In order to maintain a quality learning and safer environment, various furniture items are being replaced with materials that can be better disinfected/sanitized. Many of the items to be replaced were constructed of cloth materials and were worn from many years of use. Existing furniture in multiple lounge areas at the seven Centers as well as the soft seating at the Centers and on the Main Campus. Additionally, the office furniture for the Security Office will be replaced.

The College was able to allocate a portion of pandemic relief funds towards prioritized projects. The College uses the budget process to identify and request necessary infrastructure replacement.

TO: Thomas P. Leary, President

FROM: Cheryl Baur, Vice President of Finance

DATE: April 25, 2022

RE: Furniture Replacement Bid #506

In the continued effort to replace old lounge furniture and soft seating both on campus and at the Centers, the Finance Division prepared bid documents to replace the remaining lounge furniture and soft seating with more easily cleaned and disinfected furniture. The bid was advertised on Wednesday, March 16, 2022; bids were opened on Thursday, April 7, 2022.

Bid documents were sent to four (4) bidders and posted to the College's website. Three (3) vendors submitted bids. We have reviewed the bids and recommend awarding to the lowest responsible bidders and making the final purchases as follows:

Bidder	On Campus	Centers	Direct Purchase (bidders didn't submit)	Total Award
Phillips Supply Company	28,416.09	43,581.45		71,997.54
Educational Furniture Solutions (EFS)	90,966.90	75,947.30		166,914.20
DuMor - benches			22,185.00	22,185.00
School Outfitters - HC desks			863.64	863.64
Park Warehouse - picnic tables			15,256.32	15,256.32
Global Furniture Group - Esports lounge piece			13,585.00	13,585.00
Kewaunee Scientific - science lab stools			1,525.00	1,525.00
Amazon - picnic table umbrellas/bases			201.96	201.96
Nova - instructor kiosk			733.20	733.20
<b>TOTAL FURNITURE BID:</b>				<b>\$293,261.86</b>

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The College was able to allocate a portion of pandemic relief funds towards prioritized projects. The College uses the budget process to identify and request necessary infrastructure replacement.

**Recommend Approval for Purchase of Compact Backhoe Loader**

Recommend the Luzerne County Community College Board of Trustees approve the purchase of a Compact Backhoe Loader from the sole dealer in Pennsylvania for JCB Equipment, Stephenson Equipment Inc. The purchase amount will not exceed \$110,000.

**Rationale:**

The need was identified for a compact backhoe loader purchase to better serve the College with snow removal and landscaping needs.

The features that this machine has that best benefit the College include: the availability of ease of change attachments for multiple different uses such as front bucket, rear bucket, pallet forks, and 10' snow box, which are being ordered with the machine. The attachments can be easily changed from the cab. Future attachments could be purchased to include a snow blower and/or a grader.

There is one authorized dealer, Stephenson Equipment, of JCB Equipment for Pennsylvania as supported with the attached letter. Due to where we are located, whatever dealer we would go to for JCB Equipment, only Stephenson Equipment of Pittston would be authorized to make the sale.

This purchase will be funded by available funds within the FY2022 Physical Plant budget for equipment. Up to \$110,000 has been allocated for the equipment purchase.

TO: Thomas P. Leary, President

FROM: Cheryl L. Baur, Vice President of Finance

DATE: April 21, 2022

RE: Purchase of Compact Backhoe Loader

During the budget meeting with Physical Plant on March 2, 2022, to plan for FY2023, the need for equipment was discussed. It was requested that a compact backhoe loader be purchased to better serve the College with snow removal and landscaping needs. There are funds available within the current year budget that could be used for this purchase and more specific research was conducted to find the best machine to fit the needs of the Physical Plant department.

Keith Graham, Director of Physical Plant, and the Grounds Foreman, James Garlan, met with representatives of Caterpillar, JCB, and CASE to identify which piece of equipment would best meet the needs for snow removal and landscaping work on campus. It was determined that JCB is the best fit for the College.

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Additionally, the JCB Compact Backhoe Loader is designed for big performance within confined spaces so it will fit under the canopies and allow work to be conducted within the courtyards; ease of use with smooth controllability by the operator; it has lower operating costs due to delivering high power and torque at low engine speeds

There is one authorized dealer, Stephenson Equipment, of JCB Equipment for Pennsylvania as supported with the attached letter. Due to where we are located, whatever dealer we would go to for JCB Equipment, only Stephenson Equipment of Pittston would be authorized to make the sale.

The quote provided includes a COSTARS discount and totals \$100,500. This quote is subject to price increases instituted by the manufacturer. This purchase will be funded by available funds within the FY2022 Physical Plant budget for equipment. Up to \$110,000 has been allocated for the equipment purchase. The cost estimate, subject to price increases is \$100,500. The price increases are not expected to go above \$110,000 before the purchase is recommended for approval by the Board of Trustees on April 26, 2022.



Keith,

Stephenson Equipment is the sole dealer for JCB Equipment for Northeast, Central, and Western PA. JCB holds its dealers to strict territory lines and you would not be able to purchase a New JCB piece of equipment from another dealer; as you would be referred back to Stephenson Equipment.

Best Regards,

Nicholas Stredny

Territory Manager

Stephenson Equipment

600 Sathers Drive Pittston, PA 18640

570-209-6330