NASSAU COMMUNITY COLLEGE Garden City, New York 11530

FINANCE AND CAPITAL COMMITTEE AGENDA (*Finance Section*)– November 10, 2020 at 5:00 p.m. Meeting will be held via ZOOM Video Conference

Finance & Capital Committee members 2020-2021: John DeGrace, Chair John Durso Linda Green Wanda Jackson Edward Powers

Call of the roll for attendance for the purpose of establishing a quorum: Pre

Present: _____

The following items and/or reports are submitted for the consideration of the Committee.

1. Review and approval of prior meeting minutes – October 13, 2020

For_____Against_____Abstention_____

2. Pending College Procurement Agreements for Board Approval—

Category of Contract /Procurement Type	Threshold for Board of Trustees' Approval	Listed As	Contractor	Anticipated Annual Expenditure	Term of Agreement
Professional Service Contract	\$50,000	А	Tech-Clean Industries	\$100,000	One (1) year with four (4) additional one (1) year extensions. Plus, extension to 8/31/21
Purchase Order	\$100,000	В	TBD - Low Bidder with the Best Value	\$100,000	One Time Purchase (Grant Funded)

A. Professional Service Contract – Tech-Clean Industries

Cleaning and Sanitizing of HVAC Systems and Ductwork

The scope of work includes cleaning and sanitizing all the duct work within areas designated by the College and includes all components in the air streams, all registers, diffusers grilles, sound attenuators, fan blades, shafting casings, coils, baffles, turning vanes, insulations, etc. and any item which forms a part of the air stream of the ductwork system. All work must comply with the scope as defined in the National Air Duct Cleaning Association (NADCA) General Specifications for the cleaning of commercial heating, ventilating and air conditioning systems.

Continuation of this service is needed to provide for the cleaning and sanitizing of HVAC systems, ducts and mechanical equipment within all College facilities. A solicitation would require new vendors and staff to have access to all buildings to familiarize themselves with our systems to be able to submit proposals. Some vendors and staff felt a walkthrough of the Campus during COVID-19 would create an undue risk. As the College is working mostly remotely, it would also require additional time and cost to

familiarize a new firm with the College's current policies and needs. The College currently does not have the experience, equipment, or staff to perform this type of service and has the necessity for an outside contractor to perform this type of service. At this time, this contract should be extended to August 31, 2021 due to the COVID-19 pandemic restrictions which would impact the transition of services to a new firm.

B. Purchase Order: TBD - Low Bidder with the Best Value (Selection of vendor will be made prior to BOT meeting)

The firm will provide the College's Physical Sciences Department with Geology, Environmental and Physical Science Lab Kits which will include: Hands-on Materials, Safety Guidelines, Digital Lab Manual, Customer Support & Service, Supplemental Virtual Content, Case Studies, Question Banks in consideration for payment of the prices bid.

These kits are specifically needed for the Environmental Science, Geology, and SCI 101 winter and spring courses because students must perform hands on lab activities remotely as part of their 4-credit lab science requirement. There kits align with the Colleges curriculum due to COVID-19 remote instruction, the kits are being requested by several faculty members.

- A. RESOLVED, THAT THE PENDING COLLEGE PROCUREMENT AGREEMENT EXTENSION WITH TECH-CLEAN INDUSTRIES IN THE AMOUNT OF \$100,000 AS REQUESTED BY VP FACILITEIS MUSCARELLA IS APPROVED BY THE NASSAU COMMUNITY COLLEGE BOARD OF TRUSTEES FINANCE AND CAPITAL COMMITTEE AND WILL BE RECOMMENDED TO THE FULL BOARD OF TRUSTEES FOR APPROVAL. (FUNDING SOURCE: OPERATING)
- **B. RESOLVED,** THAT THE PENDING COLLEGE PROCUREMENT AGREEMENT WITH <u>*TBD*</u> IN THE AMOUNT OF \$100,000 AS REQUESTED BY VP ACADEMIC SERVICES LAUSCH IS APPROVED BY THE NASSAU COMMUNITY COLLEGE BOARD OF TRUSTEES FINANCE AND CAPITAL COMMITTEE AND WILL BE RECOMMENDED TO THE FULL BOARD OF TRUSTEES FOR APPROVAL. (**FUNDING SOURCE**: GRANT)

For_____Against_____Abstention_____

3. Comptroller's Report.

- 4. SUNY Annual Report for Fiscal Year Ending 8/31/20
- 5. Five-year Forecast
- 6. Updates:
 - a. Bookstore
 - **b.** Cares Act Student Grants
 - c. NY State Funding