# COLLEGE OF SOUTHERN IDAHO

# **BOARD OF TRUSTEES MEETING**

**NOVEMBER 20, 1995** 

## **PRESIDENT'S BOARD ROOM**

5:30 p.m.

# AGENDA

#### MINUTES

TREASURER'S REPORT Bid: Academic Development Center (ADC) Technical Furniture Bid: ADC/Library Classroom and Office Furniture

OLD AND NEW BUSINESS

Restructure of CSI Curriculum Committee: LaVar Steel and Dr. Beck Water Management Proposal: Dale Riedesel and Dr. Charles Brockway New Directions in Vocational Education: Dr. Glenn and staff Library Construction COLLEGE OF SOUTHERN IDAHO COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES MEETING NOVEMBER 20, 1995

CALL TO ORDER: 5:30 p.m. PRESIDING: LeRoy Craig

<u>ATTENDING:</u> Trustees: LeRoy Craig, Dr. Thad Scholes, Dr. Charles Lehrman, Bill Babcock and Donna Brizee

College Administration: Gerald Meyerhoeffer, President John M. Mason, Secretary/Treasurer Robert Alexander, College Attorney Dr. Joan Edwards, Vice President of Planning, Research and Development Dr. Michael Glenn, Vocational Dean Dr. John Martin, Registrar Dr. Ken Campbell, Director of Institutional Research Graydon Stanley, Director of Student Information Ron Shopbell, Director of Continuing Education Dick Sterling, Physical Plant Director Jeff Duggan, Assistant to the President

Annette Jenkins, Public Information Director

Visitors: Dr. Chuck Brockway, Dale Riedesel, Shane Ridley-Stevens and Brent Keim

CSI Staff: Dr. Rick Parker, Dave Makings, Debi Klimes, Lynn Irons, Claudeen Buettner, Dave White,

Faculty Representatives: None

Times News: Karen Tolkkinen

MINUTES OF October 16, 1995 were approved as written on MOTION by Bill Babcock. Affirmative vote was unanimous.

<u>TREASURERS REPORT:</u> Acceptance of the Treasurer's report was approved on MOTION by Dr. Chuck Lehrman. Affirmative vote was unanimous.

#### BIDS:

1. The Board approved the sole bid of Interactive Learning Systems, Inc. of Cincinnati, Ohio in the amount of \$35,169.90 for the specified technical furniture on MOTION by Bill Babcock. Affirmative vote was unanimous.

This purchase will be paid for from the Division of Public Works construction fund and the Plant Facilities fund.

#### <u>CSI Trustees</u> <u>November 20, 1995</u> <u>Page 2</u>

2. The Board approved the low bid of Intermountain Design of Boise, Idaho in the amount of \$99,474.75 for the specified classroom and office furniture on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

As part of the same bid package and MOTION, the Board approved the purchase of 217 stacking chairs from Office Environment of Boise, Idaho in the amount of \$11,761.40.

Both purchases will be paid from the Division of Public Works construction funds and the Plant Facility Fund

#### PRESIDENT'S REPORT:

1. Board Trustee Donna Brizee reported on the success of the grand opening of the Herrett Center for the Arts and Science. She commended the staff and thanked everyone for their assistance.

2. Dale Riedesel and Chuck Brockway presented a proposal for the evaluation of water use alternatives and drainage for the main college campus. The cost of the project was estimated at \$25,698.

The Board approved the project, contingent upon funding, on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

3. Dr. Mike Glenn reported on the overall status of vocational programs offered at the College. Individual presentations were given by vocational division directors Dr. Rick Parker, Claudeen Buettner, Dave White, Debi Klimes, Lynn Irons and Dave Makings.

4. The Board was advised of the transferring of a surplus Trans IV bus to the Twin Falls County Sheriffs department. They were also advised that three surplus Apple computers with music software were being transferred to local school districts. Music instructor George Halsell will contact the appropriate districts.

<u>ADJOURNMENT</u> was declared at 6:58 p.m. CAM J∕ốhn M. Mason, Secretary-Treasurer APPROVED December 18, Chairman



October 18, 1995

To: President Meyerhoeffer and the College of Southern Idaho Board of Trystees

Mike Mason From:

Re: Academic Dévelopment Center Technical Furniture Bid

We received only one bid for the specified furniture.

Based upon a review of the bid by Marlene Lambert, our furniture consultant, I recommend that we accept the bid of Interactive Learning Systems of Cincinnati, Ohio in the amount of \$35,169.90.

The attached pages contain the actual bid prices per piece of furniture.

This purchase will be paid from the Department of Public Works remaining construction funds and the Plant Facility Fund.

#### TECHNICAL FURNITURE LIBRARY/ACADEMIC DEVELOPMENT CENTER

Date: 27 SEPTEMBER, 1995

The Undersigned hereby submits the following Bid:

BASIC BID

Pursuant to and in compliance with the Invitation to Bid and Instructions to Bidders, the Undersigned hereby certifies having carefully examined the Contract Documents entitled:

#### TECHNICAL FURNITURE LIBRARY/ACADEMIC DEVELOPMENT CENTER

and conditions affecting the work, and is familiar with the site; and having made the necessary examinations, hereby proposes to furnish all labor, materials, equipment and services necessary to complete the work in strict accordance with the above named documents for the sum of:

THIRTY-FIVE THOUSAND ONE HUNDRED SIXTY-NINE DOLLARS NINETY CENTS

DOLLARS (\$<u>35, 169.90</u>),

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which is hereby designated the Basic Bid.

SALES TAX

None of the sums stated in the foregoing include Idaho State Sales Tax.

The above proposal is based upon the following Technical Furniture system:

MLS, CLC, WORK CENTER DESK.

#### ITEMIZED SCHEDULE OF COSTS

The Basic Bid is based upon the following unit prices: (Bidder shall enter all unit prices, extensions and totals.)

Item No.	Description	Manufacturer's Number	Quantity	Unit Price	Total Amount
 T-1	Testing Station	MLS 536-36	24	381.40	9,153,60
T-2	Computer Testing Station	MLS 550-36	13	426.50	\$ <u>5544.50</u>
		Page 1 of 3	i	^	N 10-12-95

Item No.	Description	Manufacturer's Number	Quantity	Unit Price	Total Amount
T-3	ADA Testing Station	<u>mls 550-36</u>	_ 2	<u>437.50</u>	_ 875.00
T-4	Testing Station	MLS 530-36	_4	426.50	1.706.00
T-5	Computer Station	MLS 536-36	20	381.40	7, 1028.00
T-6	Computer Station	MLS 550-36		426.50	2,98'5.50
T-7	ADA Computer Station	<u>MLS 550-36</u>		<u>437.50</u>	437.50
T-8	Printer Stand	MLS 550-24		407.30	407.30
T-9	Collaborative Learning Station	CLC 736-48	2	536.50	<u>1,073.00</u>
T-10	Work Center Desk	WCD	_5	<u>1,071.90</u>	5,359,50

Itemized Schedule of Costs, Continued

#### TIME OF COMPLETION & LIQUIDATED DAMAGES

The Undersigned agrees, if awarded the Contract, to complete the work under the Contract within the number of calendar days specified in the specifications, and also agrees to the amounts specified for Liquidated Damages.

It is further agreed that the time for completion of the work described herein is a reasonable time for completion of the work described considering the usual industrial conditions prevailing in the locality.

#### BID GUARANTEE

It is agreed that if the Undersigned fails to execute said Contract within 10 days after written notice of award of the Contract, then the Bid Guarantee shall be retained by the Purchaser. If this Bid is not accepted within 60 days after the time set for the opening of bids, or if the Undersigned delivers said Contract, then the check or cash shall be returned, or the Bid Bond shall become void.

NOTE: PARAGRAPH 28 HAS BEEN AMENDED ACCORDING TO ATTACHED FAX INITIALED BY MIKE MASON. OUR QUOTE IS BASED ON THIS ARRANGE MENT.

#### Page 2 of 3

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<u>ADDENDA</u> Receipt of the following Addenda is hereby acknowledged:
ADDENDA NO. 1 DATED 9/13/95 WAS RECEIVED
Legal Name of Bidder: INTERACTIVE LEARNING SYSTEMS, INC.
By: (Signature) <u>ON. Amet Dumin</u> Title: <u>PRESIDENT</u>
Title: PRESIDENT
Address: 4109 PLAINVILLE RP, CINCINNATI, OH 45227
Telephone: 513-561-4740 Fax No. 513-561-1862
800-366-3457

END OF FORM OF PROPOSAL

Page 3 of 3



October 24, 1995

To: President Meyerhoeffer and the College of Southern Idaho Board of Trustees

From: Mike Mason

Re: Classroom and Office Furniture for Library/Academic Development Center

We received four bids for the specified furniture. The bids were in various configurations. An analysis by Marlene Lambert, our furniture consultant, determined that some individual item low bids were not compatible with other low bid items. Consideration had to be given to the manufacturer and the integrated look of an area. Additionally, some errors were found in individual low bid items.

Based upon a review of the bids by Marlene Lambert, I recommend that we accept the bid of Intermountain Design of Boise, Idaho in the amount of 99,474.75 for all bid items except for item A-12 - 217 stacking chairs. For bid item A-12, I recommend we accept the low bid of Office Environment of Boise, Idaho in the amount of 11,761.40.

The attached pages contain the actual bid prices per piece of furniture from Intermountain Design and a bid summary sheet from all vendors.

The purchase will be paid for from the Department of Public Works remaining construction funds and the Plant Facility Fund.

#### CLASSROOM & OFFICE FURNITURE LIBRARY/ACADEMIC DEVELOPMENT CENTER

10 - 11, 1995 Date:

The Undersigned hereby submits the following Bid:

#### BASIC BID

Pursuant to and in compliance with the Invitation to Bid and Instructions to Bidders, the Undersigned hereby certifies having carefully examined the Contract Documents entitled:

#### LIBRARY FURNITURE LIBRARY/ACADEMIC DEVELOPMENT CENTER

and conditions affecting the work, and is familiar with the site; and having made the necessary examinations, hereby proposes to furnish all labor, materials, equipment and services necessary to complete the work in strict accordance with the above named documents for the sum

ONE HUNDRED EVENT THOUSAND T	WO HINDRED FORT	T-SEVEL-AND
-119/100		247. <sup>00</sup> , ),
which is hereby designated the	Basic Bid. \$ 99,4	174.75 MA 10-24-95

#### SALES TAX

None of the sums stated in the foregoing include Idaho State Sales Tax.

#### ITEMIZED SCHEDULE OF COSTS

The Basic Bid is based upon the following unit prices: (Bidder shall enter all unit prices, extensions and totals.)

Item No. Description Amount	Mfr./No.	Qua	Unit Antity Prio	Total ce
A-1 Training Tables	K1 P2-5-C		200-	16,200 -
A-2 Training Tables	KIPPZ-d-F	5	<u> 29 -</u>	1,095-
A-3 Radius Training Tables	KI PPCZ-4-F	2	338.50	677-
A-4 Tables 72 x 36	KI- P-3-6-F	<u> </u>	251-	_251-
	Page 1 of	5		A

Itemized Schedule of Costs, Continued

Item No.	Descripțion	Mfr./No.	Quantity	Unit Price	Total Amount
A-5	Table 48 x 30	KI P254-F	9	197-	1,773-
A-6	Racetrack Table	KI P0236-F		318 -	318-
A-7	Table 48" Diam.	KI AZ-4FX	<u> </u>	264.60	264.60
A-8	Table 36" Diam.	KI PR-3FX	}	175.75	175.7
A-9	University Seating	UNIS-DI KI HCP	46	328.45 	15,390
A-10	Student Desk	KI DSD/WG	18	211.75	3,811.5
A-11	Adjustable Table	VIRCO 8775	_12		1380 -
A-12	Stacking Chair	AUSTEEL	217-	<u>-54.25</u>	- 11,772.
A-13	Stacking Chair	KI MYFS	30	80-	2,400
A-14	Clerical Chair	HON 4006 BB	28	85.45	2398.
A-15	Operator Chair	HOIJ 7903 AA/BI	3 <u>26</u>	125.55	3,26A.
A-16	Storage Cabinet	<u>~~~~</u>	<u> </u>	in	m
A-17	Comb. Wardrobe/ Storage Cabinet	TENNECO 100066	<u> </u>	117-	117-
A-18	Bookcase w/Doors	TENNSCO 109823	3 <u>8</u>	75,75	606 -
A-19	Bookcase	TENNECO 109885		121.80	2,679.
A-20	4-Drawer File	HON 534 LOCK		110.70	332.1
A-21	2-Drawer File	Han 532 LOCK	AME 3	81.70	245.10
A-22	Dbl. Ped. Desk	HON 38055/08	2	306-	6426-
A-23	Stack-on Shelves			308,50	5,55
A-24	Computer Table	HON 66341	6	195 -	<u> </u>
A-25	Dbl. Ped. Desk	HON 23730	<u> </u>	323-	323 -

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# Itemized Schedule of Costs, Continued

Item No.	Description	Mfr./No.	Quantity	Unit Price	Total Amount
	Computer Desk	KI JK3060-L	4	260 -	800-
	Computer Table	KI J3030	4	128.50	514-
	Computer Table	KI J3036	<u> </u>	136.50	126.50
	Printer Stand	KI J2430	1	123.40	123.40
-	Typing Stand	TIFFANY TIF IDOCAO	P	180 -	180 -
	U-Shaped Desk	AUGTER-		1.462-	1,462-
	Computer Desk	AUSTEEL	i	350.50	250.50
	Computer Desk	AUSTEEL		256-	256-
		AUGTERL_	· · · · ·	397.60	397.60
-	Desk	AUSTER	}	563.60	1563.60
	Sgl. Ped. Desk	AUSTEEL	2	645-	1,290-
	Service Module	AUSTEEL	1	1,520-	1,520-
	U-Shaped Desk	AUSTEEL	<u>}</u> .	574-	574-
	3 Sgl. Ped. Desk		}	1,474.70	1,474.70
	9 U-Shaped Desk	<u>AUSTEEL</u>	. <u> </u>	2,062-	
	) U-Shaped Desk	AUSTEEL		625.95	
A-4	l Build-up File	AUGTEEL		357.5	
A-4	2 3-Dr. Lat. File	AUSTEEL_			357.50
A-4	3 3-Dr. Lat. File	AUSTEEL		-	÷
A-4	4 3-Dr. Lat. File	AUSTEEL			-
A-4	5 Desk Chair	HOH 7903AD	1		
A-4	6 Video Cabinet	LIVOR 35VT	2	422-	422-

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#### Itemized Schedule of Costs, continued

Item No.	Description	Mfr./No.	Quantity	Unit Price	Total Amount
A-47	Literature Rack	H16HSmin+ 18731		110 -	110 -
A-48	Audio/Visual Cart	BRETFORID AZ6AZ	2	82-	<u> </u>
A-49	Conference Table	FR48144BG	<u> </u>	1.897	<u> 1,897 -</u>
A-50	Conference Table	FR 54192	]	2,475-	<u>2,475</u> -
A-51	Conference Chair	HON 2321 PP	_26_	241.50	6279-
A-52	Guest Chair	HON 2304 AA	10	135 60	1,256-
A-53	Guest Chair	HON 232AFP	3	173.90	521.70
A-54	Guest Chair	HON 374AA	10	80-	800-
A-55	Sofa	HON 5173 HH	1	378.45	378.45
A-55a	Sofa	HON 5172+++	)	283.85	283.85
A-56	Lounge Chair	How 5171HH	<u> </u>	213.10	1,704.80
A-57	Corner Table	AL2929	2	203-	606 -
A-58	Occasional Table	AL 2129	<u> </u>		
A-59	Occasional Table	Hav 5193		77.95	545.6
A-60	Occasional Table	VERTHEX 50048	7	44-	308 -
>	KK ALL ITEMS A	S SPECIFIED	**		

TIME OF COMPLETION & LIQUIDATED DAMAGES

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#### BID GUARANTEE

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#### **ADDENDA**

Receipt of the following Addenda is hereby acknowledged:
ADDENLOUM No 1, 2, 3
Legal Name of Bidder: INTERMOUNTAIN DESIGN INC.
By: (Signature) JAY MAGEL
Title: VICE PRESIDENT
Address: 521 South 8th STREET BUILD 10 83702
Telephone: $(208)$ 3456266 Fax No. $(202)$ 345-6269

END OF FORM OF PROPOSAL

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# CLASSR DFFICE FURNITURE LIBRARY, \_\_\_\_\_MIC DEVELOPMENT CENTER BID OPENING OCTOBER 13, 1995

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Item	Reservation	HARVEYS	BKM	Intermountain	Office	Low bidder notes
NO.	Units Bid Description	L	Enterprise	Design	Environment	l
A-1	81 TRAINING TABLES	20,007.00	20,306.70	16,200.00	17,772.21	
A-2	5 TRAINING TABLES	1,320.00	1,178.95	1,095.00	1,198.20	
A-3	2 RADIUS TRAINING TABLES	820.00	571.00	677.00		BKM Bid Shoto 300/4000
A-4	1 TABLES 72 X 36	303.00	283.38	251.00	274.83	
A-5	9 TABLE 48 X 30	2,160.00	2,217.69	1,773.00	1,941.75	
A-6	1 RACETRACK TABLE	388.00	345.70	318.00	347.92	
A-7	1 TABLE 48" DIAM.	322.00	300.48	264.60	289.51	
A-8	1 TABLE 36" DIAM.	217.00	222.70	175.75	192.28	
A-9	1 UNIVERSITY SEATING		25,674.00	15,390.30	18,382. <b>4</b> 3	
A-10		4,680.00	3, <del>6</del> 90.00	3,811.50	4,172.04	BKM Bid as Spec
A-11	12 ADJUSTABLE TABLE	1 <b>,4</b> 28.00	1,848.00	1,380.00		
A-12			12 <b>,4</b> 97.03	11,772.25	11,761.40	
A-13		3,030.00	4,695.00	2,400.00	2,640.00	
A-14	4-28-28-0 CLERICAL CHAIR	436.00	2,608.20	2,398.20		
A-15	26 OPERATOR CHAIR	3,796.00	3,261. <b>44</b>	3,264.30		
A-17	1 COMB. WARDROBE/STORAGE	C 170.00	220.00	117.00		
A-18	8 BOOKCASE W/DOORS	816.00	2,052.00	606.00		
A-19	22 BOOKCASE	3,234.00	3,718.00	2,679.60		
A-20	3 4-DRAWER FILE	366.00	416.43	332.10		
A-21	3 2-DRAWER FILE	273.00	316.86	245.10		
A-22	21 DBL. PED. DESK	7,014.00	6,987.96	6,426.00		
A-23	18 STACK-ON SHELVES	5,418.00	6,090.30	5,553.00		HARVEY'S CORRECT BID
A-24	6 COMPUTER TABLE	1,446.00	1,272.84	1,170.00		
A-25	1 DBL. PED. DESK	399.00	352.66	323.00		
A-26	4 COMPUTER DESK	956.00	1,008.00	800.00	875.80	
A-27	4 COMPUTER TABLE	616.00	674.00	514.00	562.40	
A-28	1 COMPUTER TABLE	163.00	182.00	136.50	149.35	
A-29	1 PRINTER STAND	148.00	170.00	123.40	135.02	
A-30			298.10	180.00		
A-31	1 U-SHAPED DESK		1,346.17	1,462.00	1 266 98	Office Enviorment Bid SC 9283B
A-32			582.04	350.50	547.80	
A-33			425.90	256.00	400.85	
A-34	1 DESK		657.26	397.60	618.60	
A-35			752.19	563,60		
	0-1-2-2 SERVICE MODULE		862.16		707.94	
A-30 A-37	1 U-SHAPED DESK			1,290.00	1,879.16	
A-37 A-38			1,724.33	1,520.00	1,622.91	
A-30 A-39	1 U-SHAPED DESK		812.89	574.00	765.07	
A-39			1,747.68	1,474.70	1,711.29	
~	i u-ghafed degr		2,269.63	2,062.00	2,241.03	

### CLASSR OFFICE FURNITURE

LIBRARY) MIC DEVELOPMENT CENTER

**BID OPENING OCTOBER 13, 1995** 

ltem	Unite Bid Description	HARVEYS	BKM	Intermountain	Office	Low bidder notes
No.	Units Bid Description	HARVETS	Enterprise	Design	Environment	Low bluder notes
A-41	1 BUILD-UP FILE		740.78	625.95	503.86	Office Enterprise SC 83648lbdup
	0-1-2-2 3-DR. LAT. FILE		395.81	715.00	745.06	
A-43	1 3-DR. LAT. FILE		395.81	357.50	372.53	
	0-1-2-2 3-DR. LAT. FILE		428.73	765.30	807.02	
A-45	2 DESK CHAIR	338.00	· · · · · · · · · · · · · · · · · · ·	***************************************	007.02	RVM Rid on Shop
		330.00	297.80 578.80	319.80		BKM Bid as Spec
A-46			578.82	422.00		
A-47				110.00		
A-48	2 AUDIO/VISUAL CART		229.00	164.00		
A-49	1 CONFERENCE TABLE		1,978.00	1,897.00		
A-50	1 CONFERENCE TABLE		2,555.00	2,475.00		
A-51	14-26-26-0 CONFERENCE CHAIR	3,920.00	6,826.56	6,279.00		
A-52	10 GUEST CHAIR	1,570.00	1,474.40	1,356.00		
A-53	3 GUEST CHAIR	597.00	567.24	521.70		
A-54	10 GUEST CHAIR	920.00	798.40	800.00		
A-55	1 SOFA	471.00	411.47	378.45		
A-55	1 SOFA	359.00	308.60	283.85		
A-56	8 LOUNGE CHAIR	2,160.00	1,853.60	1,704.80		
A-57	2 CORNER TABLE	•	545.00	606.00		BKM Bid as Spec
A-58	1 OCCASIONAL TABLE		260.00	285.00		BKM Bid as Spec
A-59	7 OCCASIONAL TABLE	616.00	593.18	545.65		
A-60	7 OCCASIONAL TABLE		693.00	308.00		
	•	70,877.00	136,570.87	111,247.00	75,626.12	•
	Low per unit bid					•