

**HENRY FORD COLLEGE
OFFICE OF THE PRESIDENT**

CONTRACT AWARD

SUBJECT: Steelcase Classroom Furniture

The Director of the Office of Academic Services requests a contract for the purchase and installation of Steelcase furniture for classrooms K-161 and K-166 in Building K – Liberal Arts. This purchase supports the College’s strategic Classroom Improvement Plan to upgrade classroom furnishings and technology. The furniture for each room includes (24) height-adjustable Steelcase chairs with arms and casters, (6) 42” round tables with casters, and (1) 46”W x 23”D height-adjustable table with casters. The new furniture will allow better use of new technology and learning methods and increase student satisfaction with the classroom environment. Funds for this purchase are budgeted in a general fund furniture account for Academic Services.

Steelcase is one of the College’s standard furniture suppliers whose products are used throughout the campus due to their quality, reliability, warranty and long-term value. Steelcase offers the College exclusive educational discounts through a national contract with the Educational & Institutional Cooperative Service. Steelcase has designated NBS Commercial Interiors as the exclusive dealer in eastern Michigan to service the College’s account. The College requests Board approval for a sole source award.

The cost for all furniture, shipping and installation totals \$26,993.14.

RECOMMENDATION:

The College administration recommends a contract award to NBS Commercial Interiors for \$26,993.14 for the purchase and installation of Steelcase classroom furniture requested by Academic Services, in accordance with Quote #323563 dated March 5, 2020.



John S. Satkowski, JD
Vice President of Financial Services



Russell A. Kavalhuna, JD
President

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CONTRACT AWARD

SUBJECT: Sign Language Interpreting Services

At the Board of Trustees meeting on June 17, 2019, the Board approved a list of blanket purchase orders for the 2020 fiscal year. Any additions to that list with dollar amounts exceeding \$14,213 require Board approval, in accordance with Board Policy #2450 and Administrative Guideline #6320A.

The Associate Dean of Counseling requests an additional Blanket Purchase Order for Michigan Interpreting Services to provide professional interpreting services to HFC students. Assisted Learning Services (ALS), an office within the Counseling division, provides deaf or hard of hearing students with qualified and certified American Sign Language interpreters for the classroom as part of its mission to provide accessible education to students with disabilities. ALS has used Michigan Interpreting Services since September 2011 and has been pleased with the services and personnel they provide.

At the August 12, 2019 meeting, the Board of Trustees approved a blanket purchase order to Michigan Interpreting Services in the amount of \$60,000 for services provided to students eligible for funding by the Federal Vocational Educational Equipment Grant (Perkins). For services that do not qualify for Perkins funding, ALS authorizes payments to Michigan Interpreting Services through HFC's Check Request process – a manually prepared 3-part form with attachments requiring signatures from the requestor, an associate dean/director, and two vice presidents. The College administration recommends issuing a second blanket purchase order charged to a general fund account to replace these remaining Check Requests in order to reduce paperwork, improve efficiency, lower administrative costs, and better track costs.

RECOMMENDATION:

The College administration recommends the approval of a new blanket purchase order to Michigan Interpreting Services in the amount of \$40,000 for general sign language interpreting services as requested by Assisted Learning Services.



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CONTRACT AWARD

SUBJECT: Olympus CX23 Microscopes

The faculty of the School of Science, Technology, Engineering, and Mathematics requests a contract for the purchase of one (1) Olympus Biological Upright Microscope Model #CX23RTFS2 for instructor use and twenty-seven (27) Olympus Biological Upright Microscopes Model #CX23LFS2K for student use in Biology laboratories. Biology faculty reviewed the Olympus CX3 microscopes for ease of use as it relates to instruction in Biology 139, 143, and 150 courses. While this model compares closely to the type currently used by students in these courses, it also includes significant modifications to improve student use, microscope function, and microscope longevity. The instructor's microscope includes a high-definition camera, Kohler illumination focus, and ethernet connections among its additional accessories. This purchase supports the Biological Science Department operational plan.

Olympus America, Inc. is the manufacturer and sole distributor of these educational microscopes. Using a national contract from Premier Connect, a group purchasing organization (GPO) that focuses on healthcare and educational institutions, the College receives discounts up to 20% off the standard pricing for this order. The College requests Board approval for a sole source award.

The cost for (27) student and (1) instructor Olympus CX23 Microscopes, all accessories, and shipping charges totals \$29,349.58. A grant from the National Institutes of Health provides 100% of the funds for this purchase.

RECOMMENDATION:

The College administration recommends a contract award to Olympus America, Inc. in the amount of \$29,349.58 for the purchase of twenty-eight (28) Olympus CX23 Microscopes requested by the Biological Science Department, in accordance with Olympus Quote # QT-U1261250 dated January 3, 2020.



John S. Satkowski, JD
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