



September 20, 2010

## MEMORANDUM

**TO:** District Board of Trustees

**FROM:** Barbara R. Sloan, President *BRS*

**SUBJECT:** Audio Visual Equipment for the Ghazvini Center for Healthcare Education

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### Item Description:

This is a summary and recommendation for the College's Invitation to Bid (ITB 2011-5) for the purchase and installation of Audio Visual Equipment for the Ghazvini Center for Healthcare Education. The equipment in this solicitation will interface with other highly specialized equipment previously purchased and will allow for outstanding training of our students entering the Healthcare profession.

### Overview:

On August 5, 2010, the College issued an ITB for the purchase and installation of Audio Visual Equipment for the Ghazvini Center for Healthcare Education. Seeking competitive pricing and reliable customer service, the College utilized the state of Florida's Vendor Bid System (VBS) and the TCC Purchasing website to disseminate our request.

### Salient Facts:

The College received bids from three (3) vendors which were reviewed and evaluated by a committee consisting of staff from Instructional Technology, Facilities and Purchasing. Bids were received from the following vendors:

Professional Communications Systems	\$665,100.01
Audio Visual Innovations, Inc.	\$725,919.64
The Whitlock Group	Non-Responsive (Vendor did not meet bid specifications.)

Based on the evaluated bids, staff feels that Professional Communications Systems, will provide the best product for the College's needs and is the low bid. For the College's records and review if necessary, all evaluations are maintained in the Purchasing Office.

### Past Actions:

None.

**Future Actions:**

Since the costs exceed \$250,000, Board approval is required.

**Funding/Financial Matters:**

This project is being funded by PECO funds.

**Staff Resource:**

Teresa Smith

**Recommended Action:**

Authorize the staff to contract with Professional Communications Systems for the purchase and installation of Audio Visual Equipment for the Ghazvini Center for Healthcare Education.