



BOARD OF TRUSTEES  
MONTGOMERY COLLEGE

# RECORD OF RESOLUTIONS

Central Services Building • Room CT S109 • 9221 Corporate Blvd, Rockville, MD 20850

This meeting was held via Zoom webinar  
Call-in: 1-301-715-8592 • Webinar ID: 957 5367 1388

**December 14, 2020, 6:30 p.m.**

<b><u>Resolution Number</u></b>		<b><u>Pages</u></b>
20-12-093	The Montgomery College Audited financial Statements for Year Ended June 30, 2020 and 2019	2-3
20-12-094	Personnel Actions Confirmation Report	4-7
20-12-095	Corporate Authorization Resolution Required by Banks for Certificate of Deposit Accounts	8-10
20-12-096	Award of Contract, Custodial Supplies, Bid e421-001	11-14
20-12-097	Award of Contract, Email Protection Software Renewal, Bid e521-014	15-18
20-12-098	Award of Contract, Data Analytics Software Renewal, Bid e521-016	19-22
20-12-099	Award of Contract, Construction Materials, Testing and Special Inspection Services, Catherine and Isiah Leggett Math and Science Building, Takoma Park/Silver Spring Campus, e621-002	23-26

**BOARD OF TRUSTEES  
MONTGOMERY COLLEGE  
Rockville, Maryland**

Agenda Item Number: 7  
December 14, 2020

**THE MONTGOMERY COLLEGE AUDITED FINANCIAL  
STATEMENTS FOR JUNE 30, 2020 AND 2019**

**BACKGROUND**

Montgomery College is required to conduct an annual audit of the College's financial statements.

The audit of financial statements for June 30, 2020 and 2019, was conducted by CliftonLarsonAllen LLP, certified public accountants and consultants, and certified by the senior vice president for administrative and fiscal services and by the president.

The annual audit report was presented to the Board's Audit Review Subcommittee and to the Board's Audit Committee for review and comment.

**RECOMMENDATION**

It is recommended that the Board of Trustees accept the audited financial statements for June 30, 2020 and 2019.

**BACKUP INFORMATION**

Board Resolution  
Audited Financial Statements for June 30, 2020 and 2019 (Board Members only)  
Audited MHEC from Montgomery College CC-4 Report for June 30, 2020 and 2019 (Board Members only)

**RESPONSIBLE SENIOR ADMINISTRATOR**

Ms. Schena

**RESOURCE PERSON**

Ms. Greaney

**BOARD OF TRUSTEES  
MONTGOMERY COLLEGE  
Rockville, Maryland**

Resolution Number: **20-12-093**  
Adopted on: **12/14/2020**

Agenda Item Number: 7  
December 14, 2020

**Subject: The Montgomery College Audited Financial Statements for June 30, 2020 and 2019**

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WHEREAS, Montgomery College is required to conduct an annual audit of the College's financial statements; and

WHEREAS, The audit of financial statements for June 30, 2020 and 2019, was conducted by CliftonLarsonAllen LLP, certified public accountants and consultants, and certified by the senior vice president for administrative and fiscal services and by the president; and

WHEREAS, The audit report was conducted in accordance with auditing standards generally accepted in the United States and the standards applicable to financial audits contained in Government Auditing Standards, issued by the comptroller general of the United States; and

WHEREAS, The annual audit report was presented to the Board's Audit Review Subcommittee and to the Board's Audit Committee for review and comment; and

WHEREAS, The Board of Trustees was informed that the College's financial statements present fairly, in all material respects, the respective financial position of the business-type activities and the discretely presented component unit of Montgomery College as of June 30, 2020 and 2019, and the respective changes in financial position and, where applicable, cash flows thereof for the years ended in accordance with accounting principles generally accepted in the United States of America.

WHEREAS, The president of the College and the Audit Committee recommends that the Board of Trustees accept the following resolution; now therefore be it

Resolved, That the Board of Trustees accepts the audited financial statements for June 30, 2020 and 2019.

**BOARD OF TRUSTEES  
MONTGOMERY COLLEGE**  
Rockville, Maryland

Agenda Item Number: 8A  
December 14, 2020

**PERSONNEL ACTIONS CONFIRMATION REPORT**

BACKGROUND

The Board of Trustees by state law has the authority and the responsibility for appointments to the College. Each month the Board receives a summary of personnel actions from the Office of Human Resources and Strategic Talent Management on new hires and employees who have separated from the College.

RECOMMENDATION

It is recommended that the Board adopt the attached report.

BACKUP INFORMATION

Board Resolution  
Personnel Actions Confirmation Report  
Policy 34001–Changes in Employee Status

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSON

Ms. Leitch Walker

**BOARD OF TRUSTEES  
MONTGOMERY COLLEGE**  
Rockville, Maryland

Resolution Number: **20-12-094**  
Adopted on: **12/14/2020**

Agenda Item Number: 8A  
December 14, 2020

**Subject: Personnel Actions Confirmation**

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WHEREAS, By state law the Board of Trustees has the authority and responsibility for appointments to the College; and

WHEREAS, The attached summary indicates related personnel actions taken by the College during the period October 1, 2020, through October 31, 2020; and

WHEREAS, The president of the College recommends that the Board adopt the following resolution; now therefore, be it

Resolved, That the Board of Trustees accepts the attached reports and confirms the actions of the president.

Attachments

**MONTGOMERY COLLEGE**  
**SUMMARY OF PERSONNEL ACTIONS**  
**From October 1, 2020, through October 31, 2020**

**STAFF**

**STAFF EMPLOYMENTS**

Effective

Date	Name	Position Title	Grade	Department
10/05/2020	Huaman, Martha	Enrollment Svcs VA Specialist	23	Records and Registration
10/05/2020	Sesay, Alusine	Instructional Lab Coordinator	27	Engineering/Computer Science Dean
10/05/2020	Whaley, Allison M	Ombuds Mgr/Ombuds for Employees	33	President

**STAFF SEPARATIONS**

Effective

Date	Name	Position Title	Grade	YOS	Department
10/05/2020	Branco, Goncagul	Simulated Learning Exper Dir	33	1	Business/Computer Applications Dean
10/02/2020	Ogunyemi, Lapo	Systems Engineer	33	6	OIT Engineering Services
10/31/2020	Portillo, Maria I	Building Services Worker	11	19	Facilities – Central Admin
10/16/2020	Reid-Nelson, Gillian A	Student Services Specialist	25	15	CW Dean Stu Access-GT Stu Affairs
10/29/2020	Rinaldi, Mildred <sup>1</sup>	Administrative Aide I	15	16	Biology and Chemistry Dean
10/31/2020	Sainz, Andrew R <sup>1</sup>	Locksmith	23	17	Facilities Operations – TP/SS
10/23/2020	Stores, Tuwana	Academic Coach	27	1	ACES-Achiev. College Excell & Success
7/31/2020	Bailey, David B <sup>1</sup>	Building Services Worker	11	17	Facilities-Central Administration

**STAFF EMPLOYMENTS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	Haw-PI	TOTAL
Female	0	1	1	0	0	0	2
Male	0	1	0	0	0	0	1
<b>TOTAL</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>

**STAFF SEPARATIONS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	Haw-PI	TOTAL
Female	2	2	1	0	0	0	5
Male	1	1	0	0	0	0	2
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7</b>

<sup>1</sup> Retirement

**MONTGOMERY COLLEGE  
SUMMARY OF PERSONNEL ACTIONS  
From October 1, 2020, through October 31, 2020**

**FACULTY**

**FACULTY EMPLOYMENTS: NONE**

Effective Date	Name	Position Title	YOS	Department
10/02/2020	Aboagye, George G	Professor	12	Health Sciences Dean

**FACULTY SEPARATIONS: Ethnicity and Gender**

	White	Black	Hispanic	Asian	American Indian	Haw-PI	TOTAL
Female	0	0	0	0	0	0	0
Male	0	1	0	0	0	0	1
<b>TOTAL</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>

**BOARD OF TRUSTEES  
MONTGOMERY COLLEGE**  
Rockville, Maryland

Agenda Item Number: 8B  
December 14, 2020

**CORPORATE AUTHORIZATION RESOLUTION  
REQUIRED BY BANKS FOR CERTIFICATE OF DEPOSIT ACCOUNTS**

BACKGROUND

Pursuant to Board of Trustees Policy 61004, "it is the policy of Montgomery Community College to invest its funds in a manner which will conform to all State of Maryland investment statutes while meeting the daily cash flow demands of the College. The vice president of finance/chief financial officer (or designee) is authorized to invest such funds, until the time they will be needed, in such securities as are indicated in these guidelines."

Pursuant to Procedure 61004CP, "Certificates of Deposit or Time Deposits of financial institutions chartered in the State of Maryland," are authorized investment security.

It is common for a commercial bank to require a signature card for each certificate of deposit as it requires the opening of a separate bank account. The signature card enables to the signers to make decisions on the deposit including withdrawal or re-investment.

It is also common for commercial banks to require a corporate authorization resolution signed and executed by someone other than those signers of the signature card that resolves that the financial institution is designated as a depository for the College's funds. The signers on the signature card have the authority to act on behalf of the College in making such deposits, and that the College will agree to the terms and conditions of the account agreement. These resolutions have been designed to be certified by the Secretary of the Corporation. As the Secretary of the Board of Trustees, Dr. Pollard's signature is required to affect the transaction.

RECOMMENDATION

It is recommended that the Board of Trustees authorize Dr. Pollard to sign the attached Sandy Spring Bank Corporate Authorization Resolution.

BACKUP INFORMATION

Resolution  
Policy 61004–College Investment Program  
Sandy Spring Bank Corporate Authorization Resolution (Board members only)

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCES PERSON

Ms. Greaney

**BOARD OF TRUSTEES  
MONTGOMERY COLLEGE**  
Rockville, Maryland

Resolution Number: **20-12-095**  
Adopted on: **12/14/2020**

Agenda Item Number: 8B  
December 14, 2020

**Subject: Corporate Authorization Resolution Required by Banks for Certificate of  
Deposit Accounts**

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WHEREAS, Montgomery College, in order to utilize funds not required to meet daily cash flow, may invest those funds in accordance with Policy 61004; and

WHEREAS, Certificates of deposit are an authorized investment pursuant to such policy; and

WHEREAS, A corporate resolution required by commercial banks is a standard form requested as a routine of opening a deposit account; now therefore be it

Resolved, That the Board of Trustees authorizes the president to sign the attached Sandy Spring Bank Corporate Authorization Resolution.

**BOARD OF TRUSTEES  
MONTGOMERY COLLEGE**  
Rockville, Maryland

Agenda Item Number: 9A  
December 14, 2020

**AWARD OF CONTRACT,  
CUSTODIAL SUPPLIES, BID e421-001**

**BACKGROUND**

Request:	Purchase of custodial supplies collegewide
Office/SVP Originating Request:	The senior vice president for administrative and fiscal services and the vice president of facilities
Award Type:	Competitive
Bid Number:	e421-001
Explanation of Request:	The College has purchased custodial supplies for many years on a per-campus basis to address daily to monthly building service needs. To streamline this process and save the College money, all campus custodial supplies have been consolidated into a single purchase vehicle. This contract will allow for bulk purchases on a collegewide basis resulting in (a) product standardization across campuses, (b) volume pricing, and (c) a custodial supply inventory system that will monitor the inventory level and replenish supplies as needed. Although this type of contract has never been in place at the College, given the associated benefits, it will be the standard going forward.
Reason Being Brought to Board:	Board approval is required for awards valued at \$250,000 and above.
Certification:	The director of procurement certifies that specifications were developed by appropriate College staff, and the chief business/financial strategy officer certifies that funds are planned for and available in the FY21 operating budget, subject to County Council and Board of Trustees funding approval.
Annul Dollar Amount:	\$300,000
Vendor Name:	Rudolph's Office & Computer Supply, Inc.
Vendor Address:	6610 Amberton Drive Elkridge, Maryland 21075
Minority Status:	Yes
Term of Contract:	One-year, with four one-year renewal options.

## RECOMMENDATION

It is recommended that an award of contract for the purchase of custodial supplies be awarded to Rudolph's Office & Computer Supply, Inc. of Elkridge, Maryland, for a one-year term beginning January 2021, for a not-to-exceed annual amount of \$300,000.

It is further recommended that this contract be renewed for four additional one-year periods under the same terms and conditions, provided service is satisfactory, funding is available, and renewals are in the best interest of the College. The total five-year, not-to-exceed contract amount is \$1,500,000.

## BACKUP INFORMATION

Board Resolution  
Bid Summary (Board Members Only)  
Bidders List (Board Members Only)

## RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

## RESOURCE PERSONS

Mr. Mills  
Mr. Johnson

**BOARD OF TRUSTEES  
MONTGOMERY COLLEGE**  
Rockville, Maryland

Resolution Number: **20-12-096**  
Adopted on: **12/14/2020**

Agenda Item Number: 9A  
December 14, 2020

**Subject: Award of Contract, Custodial Supplies, Bid e421-001**

WHEREAS, The senior vice president for administrative and fiscal services and the vice president of facilities are requesting a contract for the purchase of custodial supplies on a collegewide basis; and

WHEREAS, To streamline this process and save the College money, all campus custodial supply needs have been consolidated into a single purchase vehicle; and

WHEREAS, This contract will allow for bulk purchases on a collegewide basis resulting in (a) product standardization across campuses, (b) volume pricing, and (c) a custodial supply inventory system that will monitor the inventory level and replenish supplies as needed; and

WHEREAS, The director of procurement certifies that specifications were developed by appropriate College staff and the chief business/financial strategy officer certifies that expenditures are planned for in the FY21 operating budget, subject to County Council and Board of Trustees funding approval; and

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec. 16-311(c), a request for proposal was publicly advertised on September 14, 2020, on the Montgomery College Procurement and the state of Maryland eMaryland Marketplace Advantage websites; and

WHEREAS, 107 firms downloaded the request for bid, and seven responses, including five that were declared non-responsive, were received, read aloud, and recorded, beginning at 3:00 p.m. on October 15, 2020; and

WHEREAS, Upon review of all vendor pricing by the procurement staff, Rudolph's Office & Computer Supply, Inc. of Elkridge, Maryland, has been declared the lowest-priced responsive-responsible bidder, meeting all College solicitation requirements; and

WHEREAS, Awards resulting from competitive sealed bids valued above \$250,000 require Board of Trustees approval; and

WHEREAS, The president of the College recommends the following action; now therefore be it

Resolved, That the Board of Trustees approves an award of contract for the purchase of custodial supplies on a collegewide basis for one year to Rudolph's Office & Computer Supply, Inc. of Elkridge, Maryland, for a total not-to-exceed amount of \$300,000; and be it further

Resolved, That the contract be renewed for four additional one-year periods under the same terms and conditions, at the sole discretion of the College, provided services are satisfactory, funding is available, and renewals are in the best interest of the College, where the total five-year contract not-to-exceed amount is \$1,500,000; and be it further

Resolved, That the president is authorized to sign the contract on behalf of the Board of Trustees.

**BOARD OF TRUSTEES  
MONTGOMERY COLLEGE**  
Rockville, Maryland

Agenda Item Number: 9B  
December 14, 2020

**AWARD OF CONTRACT,  
EMAIL PROTECTION SOFTWARE RENEWAL, BID e521-014**

BACKGROUND

Request:	Renewal of email protection software license
Office/SVP Originating Request:	The senior vice president for administrative and fiscal services and interim chief information officer
Award Type:	Competitive
Bid Number:	e521-014
Explanation of Request:	<p>Proofpoint is the College's longstanding email gateway, which provides filtering to limit spam, and detect and prevent malware. This software was previously purchased through the Procurement through Other Agency (PTOA) procurement method, under the same terms and conditions of the Maryland state commercial off-the-shelf contract number, 060B2490021, and PTOA 20-012.</p> <p>Without Proofpoint email protection software, the College would be overwhelmed by millions of potentially harmful, and unnecessary emails.</p> <p>The current license for Proofpoint expires on December 31, 2020.</p>
Reason Being Brought to Board:	Board approval is required for awards valued at \$250,000 and above.
Certification:	The director of procurement certifies that specifications were developed by appropriate College staff, and the chief business/financial strategy officer certifies that funds are planned for and available in the FY21 operating budget, subject to County Council and Board of Trustees funding approval.
Annual Dollar Amount:	\$86,043
Vendor Name:	CDW Government LLC
Vendor Address:	2 Corporate Drive Shelton, Connecticut 06484
Minority Status:	No
Term of Contract:	One year with four one-year renewal options

## RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract for the renewal of the Proofpoint software license, for one year, to CDW Government LLC, of Shelton, Connecticut, for a total not-to-exceed amount of \$86,043.

It is further recommended that the contract be renewed for four additional one-year periods under the same terms and conditions, at the sole discretion of the College, provided services are satisfactory, funding is available, and renewals are in the best interest of the College. The total five-year contract not-to-exceed amount is \$430,215.

## BACKUP INFORMATION

Board Resolution  
Bid Summary (Board Members Only)  
Bidders List (Board Members Only)

## RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

## RESOURCE PERSONS

Ms. Miller  
Mr. Johnson

**BOARD OF TRUSTEES  
MONTGOMERY COLLEGE**  
Rockville, Maryland

Resolution Number: **20-12-097**  
Adopted on: **12/14/2020**

Agenda Item Number: 9B  
December 14, 2020

**Subject: Award of Contract, Email Protection Software Renewal, Bid e521-014**

WHEREAS, The senior vice president for administrative and fiscal services and the interim chief information officer are requesting an award of contract for the renewal of the existing Proofpoint email protection software license; and

WHEREAS, This software was previously purchased through the Procurement through Other Agency (PTOA) procurement method, under the same terms and conditions of the Maryland state commercial off-the-shelf contract number, 060B2490021, and PTOA 20-012; and

WHEREAS, The current Proofpoint software license will expire on December 31, 2020; and

WHEREAS, Proofpoint is the College's longstanding email gateway, which provides filtering to limit spam, and detect and prevent malware; and

WHEREAS, The director of procurement certifies that specifications were developed by appropriate College staff, and the chief business/financial strategy officer certifies that expenditures are planned for and available in the FY21 operating budget, subject to County Council and Board of Trustees funding approval; and

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec. 16-311(c), a request for bid was publicly advertised on October 14, 2020, on the Montgomery College Procurement and the state of Maryland eMaryland Marketplace Advantage websites; and

WHEREAS, 38 firms downloaded the request for bid, and two responses were received, read aloud, and recorded, beginning 3:00 p.m. on October 29, 2020; and

WHEREAS, Upon review of all vendor pricing by the procurement staff, CDW Government LLC, of Shelton, Connecticut, has been declared the lowest priced, responsive-responsible bidder, meeting all College solicitation requirements; and

WHEREAS, Awards resulting from competitive sealed bids valued above \$250,000 require Board of Trustees approval; and

WHEREAS, The president of the College recommends the following action; now therefore be it

Resolved, That the Board of Trustees approves an award of contract for the renewal of the Proofpoint email protection software license, for one year, to CDW Government LLC, of Shelton, Connecticut, for a total not-to-exceed amount of \$86,043; and be it further

Resolved, That the contract be renewed for four additional one-year periods under the same terms and conditions, at the sole discretion of the College, provided services are satisfactory, funding is available, and renewals are in the best interest of the College, where the total five-year contract not-to-exceed amount is \$430,215; and be it further

Resolved, That the president is authorized to sign the contract on behalf of the Board of Trustees.

**BOARD OF TRUSTEES  
MONTGOMERY COLLEGE**  
Rockville, Maryland

Agenda Item Number: 9C  
December 14, 2020

**AWARD OF CONTRACT,  
DATA ANALYTICS SOFTWARE RENEWAL, BID e521-016**

BACKGROUND

Request:	Renewal of the data analytics software license
Office/SVP Originating Request:	Senior Vice President for Administrative and Fiscal Services and Interim Chief Information Officer
Award Type:	Competitive
Bid Number:	e521-016
Explanation of Request:	<p>Qlikview, which has been in place since 2012, is a self-service reporting tool used by departments including but not limited to Finance, Faculty, Advancement, Course Scheduling, SIS, Facilities, HRSTM, ACEs, Procurement, OIRA, and WDCE, to generate reports that meet both internal and external reporting requirements.</p> <p>This software was previously purchased, through College bid 519-014, and through the Procurement through Other Agency (PTOA) procurement method, under the same terms and conditions of the Maryland state commercial off-the-shelf contract number, 060B2490021, and PTOA 17-024.</p> <p>Without the Qlikview reporting software renewal, the College would not be eligible for software updates, which will directly impact software performance. The current Qlikview software license will expire in December 31, 2020.</p>
Reason Being Brought to Board:	Board approval is required for awards valued at \$250,000 and above.
Certification:	The director of procurement certifies that specifications were developed by appropriate College staff, and the chief business/financial strategy officer certifies that funds are planned for and available in the FY21 operating budget, subject to County Council and Board of Trustees funding approval.
Dollar Amount:	\$104,024 (annual)
Vendor Name:	Computer Intelligence Associates, Inc.
Vendor Address:	10015 Old Columbia Road, Suite B-215 Columbia, Maryland 21046
Minority Status:	No
Term of Contract:	One year, with four one-year renewal options

## RECOMMENDATION

It is recommended that the Board of Trustees approve an award of contract for the renewal of the Qlikview software license, for one year, to Computer Intelligence Associates, Inc., of Columbia, Maryland, for a total not-to-exceed amount of \$104,024.

It is further recommended that the contract be renewed for four additional one-year periods under the same terms and conditions, at the sole discretion of the College, provided services are satisfactory, funding is available, and renewals are in the best interest of the College. The total five-year contract not-to-exceed amount is \$520,120.

## BACKUP INFORMATION

Board Resolution  
Bid Summary (Board Members Only)  
Bidders List (Board Members Only)

## RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

## RESOURCE PERSONS

Ms. Miller  
Mr. Johnson

**BOARD OF TRUSTEES  
MONTGOMERY COLLEGE**

Rockville, Maryland

Resolution Number: **20-12-098**  
Adopted on: **12/14/2020**

Agenda Item Number: 9C  
December 14, 2020

**Subject: Award of Contract, Data Analytics Software Renewal, Bid e521-016**

WHEREAS, The senior vice president for administrative and fiscal services and the interim chief information officer are requesting an award of contract for the renewal of the existing Qlikview data analytics software license; and

WHEREAS, This software was previously purchased through College bid 519-014, and through the Procurement through Other Agency (PTOA) procurement method, under the same terms and conditions of the Maryland state commercial off-the-shelf contract number, 060B2490021, and PTOA 17-024; and

WHEREAS, The current Qlikview software license will expire on December 31, 2020; and

WHEREAS, Qlikview, which has been in place since 2012, is a self-service reporting tool used by departments including but not limited to Finance, Faculty, Advancement, Course Scheduling, SIS, Facilities, HRSTM, ACEs, Procurement, OIRA, and WDCE, to generate reports that meet both internal and external reporting requirements; and

WHEREAS, Without the Qlikview reporting software renewal, the College would not be eligible for software updates, which directly impact software performance; and

WHEREAS, The director of procurement certifies that specifications were developed by appropriate College staff, and the chief business/financial strategy officer certifies that expenditures are planned for and available in the FY21 operating budget, subject to County Council and Board of Trustees funding approval; and

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec. 16-311(c), a request for bid was publicly advertised on October 14, 2020, on the Montgomery College Procurement and the state of Maryland eMaryland Marketplace Advantage websites; and

WHEREAS, 62 firms downloaded the request for bid, and one response was received, read aloud, and recorded, beginning 3:00 p.m. on October 29, 2020; and

WHEREAS, Upon review of all vendor pricing by the procurement staff, Computer Intelligence Associates, Inc., of Columbia, Maryland, has been declared the lowest priced responsive-responsible bidder, meeting all College solicitation requirements; and

WHEREAS, Awards resulting from competitive sealed bids valued above \$250,000 require Board of Trustees approval; and

WHEREAS, The president of the College recommends the following action; now therefore be it

Resolved, That the Board of Trustees approves an award of contract for the renewal of the Qlikview software license, to Computer Intelligence Associates, Inc., of Columbia, Maryland, for a total not-to-exceed amount of \$104,024; and be it further

Resolved, That the contract be renewed for four additional one-year periods under the same terms and conditions, at the sole discretion of the College, provided services are satisfactory, funding is available, and renewals are in the best interest of the College, where the total five-year contract not-to-exceed amount is \$520,120; and be it further

Resolved, That the president is authorized to sign the contract on behalf of the Board of Trustees.

**BOARD OF TRUSTEES  
MONTGOMERY COLLEGE**  
Rockville, Maryland

Agenda Item Number: 9D  
December 14, 2020

**AWARD OF CONTRACT,  
CONSTRUCTION MATERIALS TESTING AND SPECIAL INSPECTION SERVICES,  
CATHERINE AND ISIAH LEGGETT MATH AND SCIENCE BUILDING  
TAKOMA PARK/SILVER SPRING CAMPUS, BID e621-002**

BACKGROUND

Request:	Contract to provide testing of construction materials and special inspection services related to construction of the Catherine and Isiah Leggett Math and Science Building on the Takoma Park/Silver Spring Campus.
Office/SVP Originating Request:	The senior vice president for administrative and fiscal services and the vice president of facilities.
Award Type:	Competitive
Bid Number:	E621-002
Explanation of Request:	<p>The College must undertake independent testing of construction materials and special inspection services related to the construction of the Catherine and Isiah Leggett Math and Science Building on the Takoma Park/Silver Spring Campus, to comply with the International Building Code. This code requires building owners to engage independent testing and inspection services for construction of buildings.</p> <p>This contract provides for services that include geotechnical inspections and testing, foundation inspections, waterproofing testing and inspections, superstructure testing and inspections, and inspections of specialized building components. Barton Malow, the construction manager at risk, will coordinate all inspection and testing activities. It is anticipated that construction and occupancy of the new building will be completed in the spring of 2023.</p> <p>The award amount is within the allotted budget for this work.</p>
Reason Being Brought to Board:	Board approval is required for bid awards valued over \$250,000.
Certification:	The director of procurement certifies that specifications were developed by appropriate College staff, consulting architects and engineers, and the chief business/financial strategy officer certifies that funds are

	available in the FY21 capital budget, subject to County Council and Board of Trustees funding approval.
Total Dollar Amount:	\$299,999
Vendor Name:	Specialized Engineering (DIW Group, Inc. t/a Specialized Engineering)
Vendor Address:	4845 International Boulevard, Suite 104 Frederick, Maryland 21703
Minority Status:	No
Contract Term:	One-time purchase

**RECOMMENDATION**

It is recommended the Board of Trustees approve an award of contract for construction materials testing and special inspection services related to the construction of the Catherine and Isiah Leggett Math and Science Building on the Takoma Park/Silver Spring Campus, to Specialized Engineering of Frederick, Maryland, for a one-time purchase in the amount of \$299,999.

**BACKUP INFORMATION**

Board Resolution  
 Bid Summary (Board Members Only)  
 Bidders List (Board Members Only)

**RESPONSIBLE SENIOR ADMINISTRATOR**

Ms. Schena

**RESOURCE PERSONS**

Mr. Johnson  
 Mr. Mills

**BOARD OF TRUSTEES  
MONTGOMERY COLLEGE**  
Rockville, Maryland

Resolution Number: **20-12-099**  
Adopted on: **12/14/2020**

Agenda Item Number: 9D  
December 14, 2020

**Subject: Award of Contract, Construction Materials Testing and Special Inspection Services, Catherine and Isiah Leggett Math and Science Building, Takoma Park/Silver Spring Campus, Bid e621-002**

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WHEREAS, The senior vice president for administrative and fiscal services and the vice president of facilities are requesting an award of contract for testing of construction materials and special inspection services for the Catherine and Isiah Leggett Math and Science Building on the Takoma Park/Silver Spring Campus; and

WHEREAS, The College must undertake independent testing of construction materials and special inspection services related to the construction of the Catherine and Isiah Leggett Math and Science Building to comply with the International Building Code, which requires building owners to engage independent testing and inspection services for construction of buildings; and

WHEREAS, This contract provides for services that include geotechnical inspections and testing, foundation inspections, waterproofing testing and inspections, superstructure testing and inspections, and inspections of specialized building components; and

WHEREAS, The director of procurement certifies that specifications were developed by appropriate College staff, consulting architects and engineers, and the chief business/financial strategy officer certifies that funds are available in the FY21 capital budget, subject to County Council and Board of Trustees funding approval; and

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec. 16-311 (c), a Request for Proposal, Part A–Contractor Qualifications and Part B–Price Proposals, were publicly advertised on September 28, 2020, on the Montgomery College Procurement and eMaryland Marketplace websites; and

WHEREAS, 42 companies downloaded the solicitation from the Procurement website and 11 responses, including one deemed not qualified; one deemed qualified, but non-responsive; and four deemed non-responsive; were received, read aloud, and recorded, beginning 2:00 p.m. local time on October 19, 2020; and

WHEREAS, An evaluation committee comprised of Office of Facilities staff completed the review and evaluation of all technical proposal submissions, and seven companies submitting proposals were deemed qualified in Part A–Contractor Qualification process, and had their Part B–Price Proposals opened; and

WHEREAS, Four companies were deemed not qualified and did not have their price proposals opened; and

WHEREAS, Following the evaluation of Part B–Price Proposals, it was determined that Specialized Engineering of Frederick, Maryland, submitted the lowest base-bid price of \$299,999, and met all College specifications; and

WHEREAS, Awards resulting from competitive, sealed proposals valued above \$250,000 require approval of the Board of Trustees; and

WHEREAS, The president of the College recommends the following action; now therefore be it

Resolved, That the Board of Trustees approve an award of contract to Specialized Engineering of Frederick, Maryland, including all necessary materials, labor, equipment, supervision, and insurance, to provide construction materials testing and special inspection services for the construction of the Catherine and Isiah Leggett Math and Science Building on the Takoma Park/Silver Spring Campus, for a one-time purchase in the amount of \$299,999; and be it further

Resolved, That the president is authorized to sign the contract on behalf of the Board of Trustees.