

# MWBE and Services Procurement Committee Report

7 MAY 2020

Prepared by: **Kimberly Mitchell**

This virtual meeting was attended by: Board Chair Norman Jones, Vice Chair Mike Schmidt, Member Rosiland Brooks-Harris, Jesse Dudley, I. Geena Cruz, RJSCB Program Coordinator Allen Williams, Savin Program Director P  pin Accilien, Savin Deputy Directors Roland Coleman and Marcial Morales, General Counsel Ed Hourihan and Greg McDonald, Attorney Melissa Mahler and ICO Brian Sanvidge, Tom Richards.

**Board Chair Norman Jones convened the meeting at 8:10 a.m.**

## **Action Items**

### **1. Bid Award Authorization for Network Electronics Bid**

Allen Williams stated that the District Wide Technology Consultant (Millennium Strategies) and Savin (Program Manager) received three bids on April 22, 2020 for VoIP Handsets and Licenses for Schools 10, 54 and East High Upper and Lower Campus with additional licenses for Schools 2 and 4. The recommendation is to award Norcom Communications Solutions a contract for an amount not to exceed \$58,379.31.

Motion to move this item to the full Board for consideration at the monthly Board meeting on May 11, 2020 by Tom Richards; Second by Rosalind Brooks-Harris. Approved 5 - 0.

### **2. Change Order to Cooper School 10 Contractors**

- #7-9 to Manning Squires Hennig (GC)
- #3 to M.A. Ferraulo (PC)

RJSCB Coordinator Allen Williams reviewed the Change Orders and overall project status with the Board.

Motion to move this item to the full Board for consideration at the monthly Board meeting on May 11, 2020 by Tom Richards; Second by Mike Schmidt. Approved 5 - 0.

### **3. Change Orders to Spencer School 16 Contractor**

- #39 to Manning Squires Hennig (GC)

RJSCB Coordinator Allen Williams reviewed the Change Order and overall project status with the Board.

Motion to move these items to the full Board for consideration at the monthly Board meeting on May 11, 2020 by Geena Cruz; Second by Mike Schmidt. Approved 5 - 0.

### **4. Change Order to Lincoln School 22 Contractor**

- #16-17 to Steve General (GC)

RJSCB Coordinator Allen Williams reviewed the Change Order and overall project status with the Board.

Motion to move this item to the full Board for consideration at the monthly Board meeting on May 11, 2020 by Geena Cruz; Second by Mike Schmidt. Approved 5 - 0.

### **5. Change Orders to Flower City 54 Contractor**

- #17 to Manning Squires Hennig (GC)

RJSCB Coordinator Allen Williams reviewed the Change Order and overall project status with the Board.

Motion to move these items to the full Board for consideration at the monthly Board meeting on May 11, 2020 by Mike Schmidt; Second by Jesse Dudley. Approved 5 - 0.

**6. Change Orders to East Campus Contractors**

- #67 to Holdsworth Klimowski (GC)
- #56-59 to Hewitt Young Electric (EC)
- #9 to Thurston Dudek (PC)

RJSCB Coordinator Allen Williams reviewed the Change Order and overall project status with the Board.

Motion to move these items to the full Board for consideration at the monthly Board meeting on May 11, 2020 by Tom Richards; Second by Geena Cruz. Approved  5  -  0 .

**New Item (Walk -in) – Amendment to LaBella w/r/t Flower City School 54 Campus Development**

- RJSCB Coordinator Allen Williams and Deputy Director Roland Coleman asked the Board to consider and amendment to LaBella’s contract for additional design services associated with the site development work at the north areas of the School 54 site. LaBella and Popli were authorized to proceed only with the first two property survey at 12 Chace St. and 56 Aab Street and the field work was completed on Monday April 27<sup>th</sup>.

**Non-Action / Discussion Items**

**7. Report: Purchase Orders Authorized by Chair**

RJSCB Coordinator Allen Williams & Program Director Pépin Accilien stated that the amount authorized by the Chair this month is for 2 Purchase Orders totaling **\$28,618.00**, included in the Committee Packet, and outlined below for this month:

<b>Amendments Authorized by Chair for May 2020 Meeting</b>			
<b>Project</b>	<b>Firm</b>	<b>Amendment No.</b>	<b>Amount</b>
SPENCER SCHOOL 16	ERDMAN ANTHONY	18-CX-P2-003	\$ 15,500.00
SPENCER SCHOOL 16	SWBR	19-SWBR16-005	\$ 13,118.00
	<b>TOTAL</b>	<b>2</b>	<b>\$ 28,618.00</b>

**8. Report: Change Orders Authorized by Chair**

RJSCB Coordinator Allen Williams & Program Director Pépin Accilien stated that the amount authorized by the Chair this month is for 14 Change Orders totaling **\$207,375.08**, included in the Committee Packet, and outlined below for this month:

<b>Change Orders Authorized by Chair for May 2020 Mtg</b>			
<b>PROJECT</b>	<b>CONTRACTOR</b>	<b>C/O #</b>	<b>AMOUNT</b>
<b>BARTON 2</b>	EC - CONCORD ELECTRIC	56	\$ 5,794.00
<b>COOPER 10</b>	GC - MANNING SQUIRES HENNIG	6	\$ 34,209.00
	EC - CONCORD ELECTRIC	4	\$ 10,611.00
<b>SPENCER 16</b>	GC - MANNING SQUIRES HENNIG	40	\$ 1,746.00
<b>LINCOLN 22</b>	GC - STEVE GENERAL CONTRACTOR	15	\$ 28,633.31
<b>FLOWER CITY 54</b>	GC - MANNING SQUIRES HENNIG	16	\$ 22,011.00
	PC - THURSTON DUDEK	1	(\$1,118.36)
<b>EAST</b>	GC - HOLDSWORTH KLIMOWSKI	65	\$ 1,877.00
	GC - HOLDSWORTH KLIMOWSKI	66	\$ 32,935.00
	MC - JOHN W. DANFORTH	24	\$ 15,841.23

Change Orders Authorized by Chair for May 2020 Mtg			
PROJECT	CONTRACTOR	C/O #	AMOUNT
	EC - HEWITT YOUNG ELECTRIC	60	\$ 28,458.08
	PC - THURSTON DUDEK	10	\$ 5,023.82
EDISON	GC - STEVE GENERAL CONTRACTOR	3	\$ 8,960.00
	GC - STEVE GENERAL CONTRACTOR	4	\$ 12,394.00
<b>TOTAL</b>		<b>14</b>	<b>\$ 207,375.08</b>

**9. Report: Purchase Orders Authorized by Chair**

RJSCB Coordinator Allen Williams & Program Director P  pin Accilien stated that the amount authorized by the Chair this month is for 1 Purchase Order totaling **\$500.00**, included in the Committee Packet, and outlined below for this month:

Purchase Orders Authorized by Chair for May 2020 Mtg.				
Project	Contractor	PRODUCT/SERVICE	PO #	Amount
School 10	Crown Castle	Fiber Installation	DWT-FIBER-SCH10-10	\$ 500.00
<b>TOTAL</b>			<b>1</b>	<b>\$ 500.00</b>

**10. Property Acquisition – UPDATE**

RJSCB Coordinator Allen Williams updated the Committee on the status of the acquisition of residential properties neighboring School 54.

**11. Phase III Draft Strategic Plan/Legislation - UPDATE**

RJSCB Coordinator Allen Williams updated the Committee on current status of the Phase III pending legislation.

**12. BOP Revolving Loan Program (RLP) Update**

RJSCB Revolving Loan Program Activities as of 3/31/2020:

**RJSCB Revolving Loan Program  
3/31/2020**

Borrower	Loan Date	Amount Borrowed	Amount Repaid	Balance
Precision Concrete and Masonry	9/13/2017	10,000.00	10,000.00	0.00
Torry Butler	11/2/2017	9,720.00	9,720.00	0.00
Rosecroft	12/15/2017	10,000.00	10,000.00	0.00
Precision Concrete and Masonry #2	1/8/2018	10,000.00	10,000.00	0.00
Coloring on Canvas	5/25/2018	10,000.00	10,000.00	0.00
Cannon Electric	8/1/2018	10,000.00	10,000.00	0.00
Gateway III Construction Group	7/25/2018	10,000.00	10,000.00	0.00
Coloring on Canvas #2	8/8/2018	10,000.00	10,000.00	0.00
Gateway III Construction Group #2	9/25/2018	10,000.00	10,000.00	0.00
E. Smith Contractors	* 2/21/2020	10,000.00		10,000.00

<b>Balance of Funds</b>
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Initial Deposit	250,000.00
Loans paid out	-99,720.00
Loans collected	89,720.00
Interest earned	851.78
REDCO fee (1.5%)	-1,345.80
City fee (.5%)	-448.60
<b>Balance</b>	<b>239,057.38</b>

\* Check was cut on 3/4/2020

**The Finance Committee meeting began at 8:46 am and concluded at 8:50 am (see Finance Committee Report).**

Motion by Tom Richards  
Second by Jesse Dudley  
Approved 5 - 0

Board Chair Norman Jones asked the Committee to go into Executive Session pursuant to New York Public Officer's Law Article 7, Section 105.1 (f).

Motion by \_\_\_\_\_  
Second by \_\_\_\_\_  
Approved \_\_\_\_\_ at \_\_\_\_\_ a.m.

The Committee came out of Executive session at \_\_\_\_\_

Motion by \_\_\_\_\_  
Second by \_\_\_\_\_  
Approved \_\_\_\_\_

**Meeting adjourned at 8:57 am.**