

August 6, 2024

Memorandum from President Murdaugh

The District Board of Trustees of
Tallahassee State College
444 Appleyard Drive
Tallahassee, FL 32304

The following meeting Agenda and items requiring approval by the District Board of Trustees are provided for your use at the August 6, 2024, Board Meeting.

The meeting will be held at 2:30 p.m. in the Hinson Administration Building, 444 Appleyard Drive, Tallahassee, FL 32304.

Should you have any questions, please contact me.

Sincerely,



Jim Murdaugh, Ph.D.
President

Agenda
District Board of Trustees
Tallahassee State College
444 Appleyard Drive
Tallahassee, FL 32308
Tuesday, August 06, 2024
Business Meeting & Workshop – 2:30 PM

CALL TO ORDER

- i. Moment of Silence
- ii. Pledge of Allegiance

COMMENTS

- i. Board Chair
- ii. Board Members
- iii. President

APPROVAL OF MINUTES

1. June 2024 Minutes
Approve minutes as presented.

BOARD OF TRUSTEES

2. The District Board of Trustees 2024 Board Self-Evaluation
Recommend the District Board of Trustees of Tallahassee State College acknowledge and accept the results of the 2024 Board Self-Evaluation as presented.

Board Of Trustees Election of Officers

INFORMATION AND NEWS ITEMS

UNFINISHED BUSINESS

PRESENTATIONS

NEW BUSINESS

Approval of Consent Agenda

The consent agenda format is an organization process for meetings that allows the governing board to focus their time and attention on action items that require more elaboration, information, and/or discussion. The intent of the consent agenda is to support the efficiency and effectiveness of the meeting.

If a trustee has a question or plans to cast a negative vote regarding a specific recommendation, then the trustee/trustees need to acknowledge their intention to the Chair. This action item will be considered in the regular order of business as an individual action item.

Those action items that the trustees plan to approve without further question or discussion will remain on the consent agenda. Upon the final determination of the consent agenda, a motion, second to the motion, and unanimous approval of the Board of Trustees is needed to approve the action items. Upon approval of the consent agenda, the Board of Trustees will proceed with the remainder of the agenda.

3. Attorney Invoices – Bryant Miller Olive (May 2024 and June 2024)
Authorize payment of invoices as presented.
4. Human Resource Report
5. Sponsored Programs – Fiscal Agent
Authorize funding for the awards and contracts as presented.
6. Sponsored Programs – Provider
Authorize funding for the awards and contracts as presented.

TSC Foundation

7. TCC Foundation Update
Presented as an information item only.

Academic Affairs

8. General Education Institutional Review Certification
Approve the College's list of general education courses for 2024-2025.

Administrative Services

9. Architect Invoices
Authorize payment of architectural invoices as presented.
10. Construction Status Report
Presented as an information item only.
11. Workforce Development (WD) Building#38 Roofing
Approve the attached proposal no. 25-FL-240889 from Garland/DBS, Inc. as presented.
12. Plant Operations Warehouse/Surplus (PO) Building #56 Roofing
Approve the attached proposal no. 25-FL-240890 from Garland/DBS, Inc. as presented.
13. HVAC VAV Replacements
Approve the attached proposal no. 9023707 from SIEMENS as presented.
14. Certificate of Final Inspection – TSC Lifetime Sports Complex Interior Locker Room Renovations Project
Approve the attached Certificate of Final Inspection, Office of Educational Facilities (OEF) Form 209, authorizing final payment to contractor, Southern Standard Construction, for the TSC Lifetime Sports Complex Interior Locker Room Renovations Project.
15. Guaranteed Maximum Price – TSC Center for Innovation (CFI) Exterior Envelope Improvements Project
Approve the attached Construction Manager at Risk Contract and Guaranteed Maximum Price from Cook Brothers, Inc., for the TSC Center for Innovation (CFI) Exterior Envelope Improvements Project.
16. Fund Analysis -
Presented as an information item only.
17. Disposition of Surplus Property Assets
Authorize the College to dispose of the items designated as surplus.

PUBLIC COMMENT

WORKSHOP

PRESIDENT'S REPORT

NEXT MEETING DATE

September 16, 2024

Location: **Main Campus**

ADJOURNMENT

Minutes
District Board of Trustees
Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32308
Monday, June 17, 2024
Business Meeting & Workshop – 2:30 PM

CALL TO ORDER

On June 17, 2024, Chair Jonathan Kilpatrick called the Tallahassee Community College District Board of Trustees meeting to order at 2:30 p.m.

Chair Kilpatrick asked everyone to stand for a moment of silence and the Pledge of Allegiance.

Members Present: Chair Jonathan Kilpatrick, Vice Chair Karen Moore, Trustees Eugene Lamb, Monte Stevens, Charlie Ward and Frank Messersmith.

Absent:

Others Present: President Jim Murdaugh, Candice Grause, Brendie Hawkins, Charlotte Huff, Matthew Rasmussen, Cerissa Fondo, Janet Hartman, David Hoover, Chuck Moore, NinaFe Awong, Ted Duggan, Monika Gagoshidze, Joshua Adams, Sila Lott, Frank Mix, Glenn K. Alston, Donmetrie Clark, Jason Fowler, Jessica Griffin, Don Herr, Nyla Davis, Craig Knox, Kalynda Holton, Dustin Frost, Suzi Baugh, Amy Bradbury, Shelly L. Bell, Sheri Rowland, Rob Hall, Trevoris McDaniel, Jack Baker, Anthony Jones, Lei Wang, Angela Long, Calandra Stringer, Bobby Jones, Alison Fleischmann, and Barbara Wills.

COMMENTS

- i. Chair Kilpatrick shared he had an opportunity to attend the Florida College System and State University System meetings.
- ii. Board Members: Trustee Messersmith wished Bret Ingerman well in his retirement. Trustee Lamb shared he has been busy telling everyone that the name change starts on July 1. Vice Chair Moore congratulated the institution on the eight new Associate degrees we are offering and said it's one more example of how this college addresses the community's workforce needs. Trustee Ward shared he was interested in the renovations being made to the Sports Complex and thanked those who made it happen. Trustee Stevens recognized Chuck

Moore, TCC's Athletic Director, for a recent article in the Tallahassee Democrat. He thanked everyone for the campus cleanup after the tornado on May 10 and was grateful for the quick response. He also noted receiving a lovely letter from a student and thanked the staff of the TCC Foundation for the great job of matching donors with students.

- iii. President Murdaugh shared he attended the annual Council of Presidents (COP) meeting in June. He is grateful to Governor DeSantis for signing HB 510, which adds Florida College System employees to the State Group Health Insurance, a priority of the Council of Presidents. It is still unclear what impact the veto of the \$80 million appropriation will have on TCC, but the COP is working with the Florida Department of Education and the Department of Management Services to determine the next steps. An article in the Tallahassee Democrat mentioned that Governor DeSantis also vetoed \$57,810 for TCC, but this was actually for a pass-through Council of Cultural Affairs (COCA) grant for Word of South, not anything tied directly to the College's budget. He is delighted that new signs for the name change, which was approved during the 2024 Legislative Session will start going up on July 1. The funding for Tallahassee Collegiate Academy students through the Florida Education Finance Program (FEFP) was also approved. He asked Chief Sean McGovern to introduce Tiffany Echols, who was promoted to Lieutenant with the Police Department.

Trustee Stevens asked if TCC is part of the Florida College System insurance consortium and if our health insurance plan period runs from July to July. Dr. Wills responded that the plan runs from January to December. Dr. Murdaugh shared that of the twenty-eight colleges, TCC is one of five not in the consortium, as Dr. Wills was able to negotiate a better deal locally.

APPROVAL OF MINUTES

1. May 2024 Minutes

Approve minutes as presented.

MOTION: Vice Chair Moore **SECOND:** Trustee Stevens

Motion passed unanimously.

2. 2024 Presidential Evaluation Minutes

Approve the minutes as presented.

MOTION: Trustee Messersmith **SECOND:** Trustee Stevens

Motion passed unanimously.

INFORMATION AND NEWS ITEMS

VP Grause provided the following information and news items: TCC was reported as the most affordable in Florida by AOL based on tuition and local cost of living, and our nursing program was ranked in the top five most cost effective nationally; Florida Trend and other state and national outlets highlighted HB 1285, which will allow Miami Dade College, Polk State College and TCC to charge a maximum of \$290 per credit hour for nonresident tuition and fees for specified online programs; we received a lot of news coverage for our new Associate of Science degrees; there were several miscellaneous features regarding athletics, new scholarships, and upcoming art events; WTXL reported on our excellent teaching program and how TCC is helping with the local teacher shortage; there was more recognition for the Academic Affairs department winning the Innovation of the Year Award from The League of Innovation for their Pathways to Persistence program; the Tallahassee Democrat published a front page story on E'leese Shelton, who made national headlines for graduating high school as a twelve-year-old from Tallavana Christian School, and her big dream is to come to TCC in the fall. Broadcast clips were shown. The College will become Tallahassee State College on July 1 – an extensive campaign will launch including billboards, commercials, radio, digital advertising and more.

UNFINISHED BUSINESS

No unfinished business

PRESENTATIONS

Alison Fleischmann, Director of Development with the TCC Foundation welcomed Dr. Matthew Rasmussen who donated \$30,000 to support students from Leon County or the surrounding areas pursuing a career in Dental Assisting.

Barbara Goldstein with the Holocaust Education Resource Council presented on her organization's work.

Professor Edward Duggan was recognized and joined by Model UN students Monika Gagoshidze and Joshua Adams to share their recent accomplishments at the New York Conference. He thanked Dr. Murdaugh, Dr. Stringer, the Board of Trustees, and Dr. Bryan Hooper for supporting the program.

NEW BUSINESS

Approval of Consent Agenda

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3. Attorney Invoice – Bryant Miller Olive (April 2024)
Authorize payment of invoices as presented.
4. Sponsored Programs – Provider
Authorize funding for the awards and contracts as presented.
5. Human Resource Report
Approve the report as presented.

Motion to Approve Consent Agenda

MOTION: Trustee Lamb **SECOND:** Trustee Stevens
Motion passed unanimously.

TCC Foundation

6. TCC Foundation Update
Presented as an information item only.

Academic Affairs

7. Dual Enrollment Articulation Agreements with Private Schools
Approve the dual enrollment articulation agreements with private schools.
MOTION: Trustee Messersmith **SECOND:** Trustee Ward
Motion passed unanimously.
8. Academic Curriculum Changes
Approve the proposed academic curriculum changes.
MOTION: Trustee Lamb **SECOND:** Trustee Ward
Motion passed unanimously.
9. Dual Enrollment Articulation Agreements with County School Boards and Public Charter Schools
Approve the dual enrollment articulation agreements with county school boards and public charter schools.
MOTION: Vice Chair Moore **SECOND:** Trustee Stevens
Motion passed unanimously.
10. Dual Enrollment Articulation Agreements with Liberty County School Board
Approve the dual enrollment articulation agreements with Liberty County School Board.
MOTION: Trustee Stevens **SECOND:** Trustee Ward
Motion passed unanimously.
11. Annual, Continuing, and Post Award Contract Recommendations
Approve the recommendations for annual, continuing, and post award contracts in the attached list.
MOTION: Vice Chair Moore **SECOND:** Trustee Stevens
Motion passed unanimously.

Administrative Services

12. Use of College Personnel and Facilities
Approve the use of College resources for TCC Foundation DSO activities as presented.
MOTION: Trustee Messersmith **SECOND:** Trustee Stevens
Motion passed unanimously.
13. Fund Analysis - May
Presented as an information item only.
14. Construction Status Report
Presented as an information item only.
15. Architect Invoices
Authorize payment of architectural invoices as presented.
MOTION: Vice Chair Moore **SECOND:** Trustee Stevens
Motion passed unanimously.
16. Certificate of Final Inspection – TCC Administration Lobby Renovations
Approve the attached Certificate of Final Inspection, Office of Educational Facilities (OEF) Form 209, authorizing final payment to contractor, Cook Brothers, Inc., for the TCC Administration Building Lobby Renovations Project.
MOTION: Trustee Stevens **SECOND:** Vice Chair Moore
Motion passed unanimously.
17. Design Build Guaranteed Maximum Price – FPSI Classroom Building “A” Restroom Improvements Project
Approve the attached Design Build Contract and Guaranteed Maximum Price in the amount of \$104,810.00 to DAG Architects, Inc., for the FPSI Classroom Building Uni-Sex Restroom Improvements Project.
MOTION: Trustee Messersmith **SECOND:** Trustee Lamb
Motion passed unanimously.

President Murdaugh recognized Dr. Wills who shared the following information on items 18-21:

18. The Educational Plant Survey is a statutory requirement. It's a look at our present educational facilities, submitted every five years, and can be updated as needed.
19. The Project Priority List is a constitutional requirement submitted annually.
20. The Capital Improvement Plan is a statutory requirement; we submit this yearly.
21. The Master Plan is a statutory requirement; we submit it every five years. It's the college's vision. The Master Plan is a living document; we can update it as needed.

Dr. Wills asked Jack Baker of DAG Architecture and Don Herr, Director of Facilities to come forward and present on the College's Master Plan. A PowerPoint was shown.

Trustee Messersmith commented that he didn't see the old Florida swamp listed as being donated to TCC on the Master Plan and the educational boardwalk through it. Mr. Herr advised that grant money would be requested for the educational boardwalk when grant money became available.

Vice Chair Moore asked if we have a technology overlay, a 360 plan for all the buildings we would be remodeling or adding to existing structures. Mr. Herr answered that making an overlay or 360 plan would be expensive for the whole building or job. He breaks it down into sections, doing only one phase at a time. Our lead time on some supplies is twelve to fourteen months on many everyday items.

Chair Kilpatrick commented we are planning to develop technology capabilities. We are preparing for the possible.

18. Tallahassee Community College - Five Year Educational Plant Survey 3.1
Authorize approval of the new Educational Plant Five Year Survey 3.1 for the period 2023- through 2028.

MOTION: Trustee Stevens **SECOND:** Vice Chair Moore
Motion passed unanimously.

19. Tallahassee Community College – Project Priority List (PPL)
Approve the attached Project Priority List in preparation for transmittal to DOE.

MOTION: Trustee Stevens **SECOND:** Vice Chair Moore
Motion passed unanimously.

20. Capital Improvement Plan (CIP) 2025-26 Through 2027-2028
Approve the 2025-26 through 2027-28 CIP, as summarized on the attached CIP-2 form.

MOTION: Trustee Stevens **SECOND:** Trustee Ward
Motion passed unanimously.

21. Tallahassee Community College – Master Plan Services
Approve the attached proposal from DAG Architects for Master Plan Services for all Sites 1-6.

MOTION: Trustee Lamb **SECOND:** Vice Chair Moore
Motion passed unanimously.

22. College Operating Budget for FY 2024-2025
Approve the College's FY 2024-2025 Operating Budget.

MOTION: Trustee Ward **SECOND:** Vice Chair Moore
Motion passed unanimously.

President Murdaugh commented, (1) We have presented a balanced budget. (2) There will be no tuition increase for students again; that's part of our budget, which we ask you to sign off on. It also reflects the priorities aligned with the Strategic Plan the District Board Of Trustees approved. Chair Kilpatrick asked when the last tuition increase was. Dr. Wills responded that 2010 was the last tuition increase.

23. RFQ 2024-02 Award - Pre-Qualification of Construction Manager Services
Approve the recommended list of Pre-Qualified Construction Managers for the period of June 18, 2024 to June 30, 2025.

MOTION: Trustee Stevens **SECOND:** Vice Chair Moore
Motion passed unanimously.

24. Disposition of Surplus Property Assets
Authorize the College to dispose of the items designated as surplus.

MOTION: Trustee Stevens **SECOND:** Trustee Lamb
Motion passed unanimously.

25. Changes to Salary Schedule
Approve updates to the 2024 – 2025 Salary Schedule as presented.
MOTION: Trustee Lamb **SECOND:** Trustee Stevens
Motion passed unanimously.
26. Revenue Sharing Agreement
Approve the Revenue Sharing Agreement between TCC and Bob Ballard and/or Mary Ballard.
MOTION: Trustee Messersmith **SECOND:** Vice Chair Moore
Motion passed unanimously.
Vice Chair Moore wanted to confirm that our legal counsel reviewed this document.
Yes, it was confirmed that legal counsel had reviewed the document.
27. Oyster Dome License Agreement
Approve the Exclusive License Agreement between TCC and Bob Ballard and/or Mary Ballard.
MOTION: Trustee Stevens **SECOND:** Vice Chair Moore
Motion passed unanimously.

BOARD OF TRUSTEES

28. 2024-2025 Schedule of Business Meetings and Workshops
Approve the schedule as presented.
MOTION: Trustee Lamb **SECOND:** Trustee Stevens
Motion passed unanimously.
Comment by Chair Kilpatrick, item to note: our next meeting will be Tuesday, August 6, 2024, and January 21, 2025, will be held on a Tuesday.

PUBLIC COMMENT

No public comment

PRESIDENT'S REPORT

Dr. Murdaugh shared that Professional Development Day is June 21, the Adult Education graduation is scheduled for July 18 at 6:00 p.m., and Eagles Rise will be held on August 8 at noon. He also reported that he will attend the Florida Chamber Foundation Board meeting and the Learners to Earners summit next week with Vice Chair Moore to give a presentation about Tallahassee Collegiate Academy. The business community served by the Florida Chamber of Commerce is very interested in what we do at our institution to help grow talent.

Dr. Stringer introduced the new director of the Teaching and Learning Academy, Dr. David Hoover, formerly our biology faculty.

NEXT MEETING DATE

Tuesday, August 6, 2024

Location: **Hinson Administration Building, Main Campus**

ADJOURNMENT

Chair Kilpatrick called the meeting to close at 4:00 p.m.

Jonathan Kilpatrick
Chair

Jim Murdaugh, Ph.D.
President

August 6, 2024

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

FROM: Lei Wang, Ed.D.
Associate Vice President for Institutional Effectiveness

SUBJECT: The District Board of Trustees 2024 Board Self-Evaluation

Item Description

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), as the accrediting agency for Tallahassee State College, requires Boards to define and regularly evaluate their respective responsibilities and expectations. In accordance with SACSCOC requirements, the members of the District Board of Trustees have completed the 2024 Board Self-Evaluation Survey.

Overview and Background

The attached summary of the results of the 2024 Board Self-Evaluation reflect input from all seven members of the District Board of Trustees. The summary is presented for Board consideration and discussion, with goals of:

- Identifying areas for improvement;
- Achieving a better understanding of what members expect from themselves and each other to perform as an effective Board;
- Identifying strategies to enhance Board performance; and
- Gaining awareness of noteworthy strengths and characteristics.

Funding/ Financial Implications

There are no funding/financial implications.

Past Actions by the Board

The Board completes a self-evaluation annually. This is the fifth year the Board has completed a self-evaluation.

Recommended Action

Recommend the District Board of Trustees of Tallahassee State College acknowledge and accept the results of the 2024 Board Self-Evaluation as presented.

2024 Board Self-Evaluation
The District Board of Trustees of Tallahassee State College

5 = Excellent 4 = Above Average 3 = Average 2 = Below Average 1 = Unsatisfactory	DBOT AVERAGE RATING (TOTAL DBOT POINTS)
The Board ensures the College provides accurate and timely information in order to perform Board responsibilities and make decisions.	4.33
	(26)
The Board ensures that the college allocates institutional financial resources for programs and services in a legal and competitive manner.	4.17
	(25)
The Board supports TSC's programs and activities by attending College events.	4.17
	(25)
The Board focuses on policy issues, not on administrative matters.	4.33
	(26)
The Board ensures the financial resources of the College are being used to provide sound educational programs by reviewing monthly fund analysis reports and approving the annual operating budget.	4.33
	(26)
The Board is regularly informed of changes in state policies and statutes, and recommended responses and actions of the state college system.	4.33
	(26)
The Board regularly reviews TSC's mission and strategic plan.	4.33
	(26)
The Board has a comprehensive understanding of the needs of the College's service district.	4.33
	(26)
The Board informs the President of community contacts, involvement, and issues.	4.50
	(27)

The Board is knowledgeable about TSC's educational programs and services.	4.33
	(26)
The Board stays current on social, economic, and educational trends that affect the College.	4.17
	(25)
The Board helps inform the community of the College's needs.	4.33
	(26)

Table 1. In terms of both structure and focus, what are the strengths of the Board?
The Board consistently works as a cohesive unit to ensure that responsible and relevant decision-making processes are structured and focused as they meet the needs of the College they serve.
Strengths include diversity of thought and experience by Board members.
The differing personalities, vocations and avocations, educational philosophies, educational pathways, and commitment to the trustee responsibilities lend themselves to the strength of this Board.
Board members frequently participate in College activities and align themselves with the mission of Tallahassee State College as they also work to fulfil the mission.
The Board's collective focus is well aligned with the Future of Tallahassee State College.
Table 2. In what areas is the Board most in need of assistance, support, or training to better perform its responsibilities?
Because the college has such a wide variety of programs and priorities, it can be a challenge at times to remain completely knowledgeable of all aspects of the College that complete its footprint.
The Board is performing very well currently and is working together as a cohesive unit.
Trustees learn their roles by participating in and involving themselves in various activities across the College. There is no need for assistance currently
I do not see a need for Board assistance currently.

Click or tap to enter a date.

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

FROM: Barbara Wills, Ph.D.
Vice President for Administrative Services and Chief Business Officer

SUBJECT: Attorney Invoices – Bryant Miller Olive (May 2024 and June 2024)

Item Description

Request for approval to pay invoices from Bryant Miller Olive, P.A. for legal services provided related to collective bargaining process and related to Faculty labor relations.

Overview and Background

The College engaged Bryant Miller Olive, P.A. for representation during the collective bargaining process.

Past Actions by the Board

The Board of Trustees approved the agreement for these services at the October 17, 2022 Board Meeting.

Funding/ Financial Implications

Funding is budgeted in Fund 1, the Current Unrestricted Fund. The current amount due is \$1,475.00 for May 2024 and \$175.00 for June 2024.

Recommended Action

Authorize payment of invoices as presented.



Barbara K. Wills
 Chief Business Officer, Vice President for Administrative
 Services
 Tallahassee Community College
 444 Appleyard Drive
 Tallahassee, Florida 32304

Invoice Date: June 10, 2024
 Invoice No. 83591
 Client No. 25480.006

For professional services rendered in connection with Tallahassee
 Community College - Labor and Employment - UFF Bargaining

Purchase Order No. PO-018021

Statement of Legal Services

			Hours
05/06/2024	DMH	Review proposal from TCC and comment and prepare proposal for bargaining	3.00
05/07/2024	DMH	Prepare for and attend bargaining	1.80
05/15/2024	DMH	Review and reply to email	0.10
05/15/2024	DMH	Telephone conference with client (C. Stringer)	0.10
05/28/2024	DMH	Draft email and review reply / bargaining	0.10
05/28/2024	DMH	Draft email and review reply / Lytle	0.10
05/28/2024	DMH	Draft email and review reply / on-campus grievance	0.10
05/29/2024	DMH	Review documents, CBA and respond to client's email about reduction force	0.60
Current Services			5.90
			\$1,475.00

Recapitulation

<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Denise M. Heekin	5.90	\$250.00	\$1,475.00

Payments

05/23/2024	Payment	ACH rec'd 5/23/24 Invoice 83044	1,050.00
			1,050.00

Tallahassee Community College

Invoice Date: June 10, 2024
Invoice No. 83591
Client No. 25480.006

Total Current Work	\$1,475.00
Previous Balance Due	\$1,850.00
Balance Due	\$3,325.00

Please Reference Client Number On Checks And Wire Transfers

Mail Checks to:
1545 Raymond Diehl Road, Suite 300
Tallahassee, FL 32308
850-222-8611 FEIN 59-1315801

Send wire transfers to Capital City Bank, ABA #063100688
for credit to Bryant Miller Olive, Account #2132834901
Thank you for your business



Barbara K. Wills
 Chief Business Officer, Vice President for Administrative
 Services
 Tallahassee Community College
 444 Appleyard Drive
 Tallahassee, Florida 32304

Invoice Date: July 9, 2024
 Invoice No. 83836
 Client No. 25480.006

For professional services rendered in connection with Tallahassee
 Community College - Labor and Employment - UFF Bargaining

Purchase Order No. PO-018021

Statement of Legal Services

			Hours
06/13/2024	DMH	Review and reply to email from UFF	0.10
06/13/2024	DMH	Draft email to client and review reply	0.20
06/13/2024	DMH	Analyze insurance issue	0.20
06/18/2024	DMH	Draft email to UFF and review reply	0.20
Current Services			0.70
			\$175.00

Recapitulation

<u>Timekeeper</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Denise M. Heekin	0.70	\$250.00	\$175.00

Total Current Work	\$175.00
Previous Balance Due	\$3,325.00
Balance Due	\$3,500.00

Tallahassee Community College

Invoice Date:	July 09, 2024
Invoice No.	83836
Client No.	25480.006

Please Reference Client Number On Checks And Wire Transfers

Mail Checks to:
1545 Raymond Diehl Road, Suite 300
Tallahassee, FL 32308
850-222-8611 FEIN 59-1315801

Send wire transfers to Capital City Bank, ABA #063100688
for credit to Bryant Miller Olive, Account #2132834901
Thank you for your business

August 6, 2024

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

FROM: Barbara Wills, Ph.D.
Vice President for Administrative Services and Chief Business Officer

SUBJECT: Human Resource Report

Item Description

This item request Board approval for personnel actions.

Overview and Background

The College brings forth a request to approve appointments, separations and outside employment.

Past Actions by the Board

Personnel actions are taken to the District Board of Trustees monthly. The Board has not addressed this item previously.

Funding/ Financial Implications

This item is funded by the 2024-2025 Operating Budget.

Recommended Action

Approve the report as presented.

Original Appointments - Executive, Administrative, Managerial & Professional

Name	Position	Department	Effective Date
Sherri Winsett	Director of Assessment and Accreditation	Institutional Effectiveness	July 8, 2024

Original Appointments - Classified Staff

Name	Position	Department	Effective Date
Autum Scott	Financial Services Office Manager	Financial Services	July 8, 2024
Myriah Fox	College Admissions Recruiter	Admissions and Records	July 1, 2024
Xiomara Garay	Help Desk Consultant	Information Technology	July 15, 2024
Xavior Jones	Staff Assistant	Human Resources	July 22, 2024
Caysey Williams	Staff Assistant	Advising	July 22, 2024

Original Appointments - Faculty

Name	Position	Department	Effective Date
Coy Chambers	Accounting Faculty	Applied Science & Technology	July 8, 2024

Original Appointments - Contracts & Grants

Name	Position	Department	Effective Date
Shelia Johnson	Career Development Specialist	Compass 180 DOC - Okaloosa C.I.	July 1, 2024
Marinda Liggans	Career Development Specialist	Compass 180 DOC - Gadsden Re-Entry Center	July 10, 2024
Sharon Pereira	Career Development Specialist	Compass 180 DOC - Polk C.I.	July 22, 2024
Nicolas Crespo	Career Development Specialist	100 Hour - Dade C.I.	July 22, 2024

Seeking to Hold Political Office Requests (All Employees)

Name	Position	Department	Effective Date	Prior Position
<i>None to Report</i>				

Drop Retiree Participants (All Employees)

Name	Position	Department	Enrollment Date	End Period
<i>None to Report</i>				

Separations (All Employees)

Name	Position	Department	Effective Date	Separation Type
Heavyn Willis	Staff Assistant	Advising	June 28, 2024	Resigned
Meshundria Turner	Case Management Specialist	DOC Vocational Training	June 28, 2024	End of Contract - Grants
Grace Lockhart	Traffic Safety Fiscal Assistant	Traffic Safety Program	June 28, 2024	Resigned
Bret Ingerman	Vice President for Information Technology	Information Technology	June 30, 2024	Retired
Maureen Kerrigan	English Language Arts Content Specialist, Grades 6 and 7	DOE - Test Development Center	June 30, 2024	Resigned
Megan Rochford	Nursing Clinical Faculty	Healthcare Professions	June 30, 2024	Resigned
Rosetta Barker	Case Management Specialist	DOC Vocational Training	June 30, 2024	End of Contract - Grants
Jonathon Kendrick	Landscaper	Facilities	July 1, 2024	Dismissed
Wenyi Li	Psychometrician	DOE - Test Development Center	July 9, 2024	End of Contract - Grants
Cara Lickteig	Sponsored Programs Coordinator	Sponsored Programs	July 18, 2024	Resigned
Jimmy Reddick	Mailroom Clerk	Shipping, Receiving and Mail	July 22, 2024	Resigned
Kali Taylor	Call Center Representative	Call Center	July 24, 2024	Resigned

Outside Employment Requests (All Employees)

Name	Position	Department	Employer	Position
Katina Smith	Office Manager	Healthcare Professions	IHOP	Server
Loren Williams	Simulation Lab Technician	Healthcare Professions	Grill	Server Support

Seeking to Hold Political Office Requests (All Employees)

Name	Position	Department	Office	Position
None to Report				

Personnel Changes (Promotions, Demotions - All Employees)

Name	Position	Department	Effective Date	Prior Position
Tyhesia Rawls	Admissions Navigator	Admissions and Records	July 1, 2024	Student Support Specialist
Latoya Copeland	Business Operations Manager	Financial Services	July 2, 2024	Senior Accounting Specialist
Derek Nieves	Production Coordinator	Communications and Humanities	July 8, 2024	Professional Services Contract
Joanne Gambles	Dual Enrollment Coordinator	Admissions and Records	July 8, 2024	Adjunct
Ken Pierson	Staff Assistant	Communications and Humanities	July 8, 2024	OPS
Jordyn Bowers	Admissions Navigator	Admissions and Records	July 8, 2024	Student Support Specialist
Mathew Danuff	Learning Commons Specialist	Learning Commons	July 15, 2024	OPS
Eddie Arnold	Environmental Services Superintendent	FPSI Facilities	July 15, 2024	Senior Environmental Services Technician
Hannah Clayton	Biological Science Faculty	Science and Mathematics	August 1, 2024	Adjunct
Sonja Reed	Exceptional Education Faculty	BA Faculty and Staff	August 8, 2024	Adjunct
Amairani Trejo	Nursing Faculty	Nursing	August 8, 2024	Adjunct
Grant Macdonnell	Computer Programming Faculty	Applied Science and Technology	August 8, 2024	Adjunct
Carl Saltzberg	Biological Science Faculty	Science and Mathematics	August 8, 2024	Adjunct
Anthony Thompson	History Faculty	History and Geography	August 8, 2024	Adjunct
Michelle Siples	EMS/Paramedic Faculty	Healthcare Professions	August 8, 2024	Adjunct
Margarette Bayron-Arcelay	Biological Science Faculty	Science and Mathematics	August 8, 2024	Adjunct
Naseer Ali	Learning Commons Specialist	Learning Commons	August 12, 2024	Adjunct

Contract Recommendations - Tallahassee Collegiate Academy School

Name	Position	Department	Effective Date
Jessica Chapman	Principal	TCA	July 1, 2024
Matthew Gregory	Dean of Students	TCA	July 1, 2024
Patricia Pagozalski	Assistant Principal	TCA	July 1, 2024
Bronwen West	Teacher	TCA	August 1, 2024
Christy Baldwin	Teacher	TCA	August 1, 2024
Danielle Henry	Teacher	TCA	August 1, 2024
Javon Williams	Teacher	TCA	August 1, 2024
Katie Seitzinger	Teacher	TCA	August 1, 2024
Mary Griffith	Teacher	TCA	August 1, 2024
Pablo Perez de Alejo	Teacher	TCA	August 1, 2024
Sarah Chapman	Teacher	TCA	August 1, 2024
Quashier Flood	Guidance Counselor	TCA	August 1, 2024

August 6, 2024

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

FROM: Barbara Wills, Ph.D.
Vice President for Administrative Services and Chief Business Officer

SUBJECT: Sponsored Programs – Fiscal Agent

Item Description

This item requests that the Board approve the receipt of funding for the listed projects.

Overview and Background

The following are recommended for approval.

I. Receipt, Amendment, Extension of Resources

Florida Sterling Council 24/25

This award is to provide executive staff support to direct the Sterling Council. The Florida Sterling Council was established in 1992 as a not-for-profit 501(c)3 corporation endorsed by the Executive Office of the Governor. The mission is “Serving Florida as the epicenter of business quality through assessment, training, and recognition for performance Excellence and proven results.” The amount of this contract is \$203,000, including an indirect cost rate of 14%. The funding period is 7/1/24 through 6/30/25.

II. Commitments, Expenditures, Contracts for Service

None at this time.

Past Actions by the Board

Florida Sterling Council 23 - 24

This is an annual renewal.

Funding/ Financial Implications

The above projects are established in Fund 2, Restricted Accounts. The total indirect anticipated from the awards is \$24,929.83.

Recommended Action

Authorize funding for the awards and contracts as presented.

August 6, 2024

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

FROM: Barbara Wills, Ph.D.
Vice President for Administrative Services and Chief Business Officer

SUBJECT: Sponsored Programs – Provider

Item Description

This item requests that the Board approve the receipt of funding for the listed projects.

Overview and Background

The following are recommended for approval.

I. Receipt, Amendment, Extension of Resources

Florida Department of Education - Adult Education IELCE State Administration IET Project - TCC - Amendment 3

This amendment reallocated funds for In-State and Out-of-State Travel. The award amount remains the same.

Florida Department of Education - Linking Industry to Nursing Education (LINE) Fund – Amendment 2 & 3

This amendment reallocated funds for purchase of equipment. Amendment 2 was rescinded. The award amount remains the same.

Florida Department of Education – Test Development Center 23/24 - Amendment 2 & 3

Amendment (2) reallocated funds from Minor Equipment to Data Software. Amendment (3) increases the award for Year Two funding of \$2,663,273.62 with an indirect rate of 0%. The new award amount is \$5,358,302.45. The award period of 7/1/23 through 6/30/26 remains the same.

Florida Department of Education – Postsecondary Assessment FY 24-27

This award will provide the support, coordination and implementation of activities related to the provisions of the development, administration, scoring and reporting fifty-four, computer-based examinations. The project is for a three-year period from 7/1/24 through 6/30/27. The award amount is \$1,015,699.92 for this year with an indirect cost of 10%.

Florida Department of Education - Strengthening Career and Technical Education for the 21st Century Act (Perkins V) Tallahassee Community College - Staff Augment Positions

This award partners Tallahassee State College (TSC) with the Florida Department of Education to employ two professional staff to be responsible providing strategic outreach and communication planning and counsel, management of all facets of Division of Career and Technical Education (DCAE) communication and social media efforts and overseeing the implementation of special population and non-traditional recruitment strategic plan. The Award period is 7/1/24 through 6/30/25. The award amount is \$452,810 with an indirect cost of 5%.

Florida Department of Juvenile Justice - Delinquency Prevention Specialists FY 24/25

This award is to provide support, coordinate, communicate and complete related tasks to the Florida Department of Juvenile Justice, Office of Prevention Services. The amount of this contract is \$378,500, including an indirect cost rate of 14%. The funding period is 7/1/24 through 6/30/25.

Florida Department of Education - Linking Industry to Nursing Education (LINE) Fund

This award provides scholarships to nursing students. The award period is 7/1/23 through 6/30/24 with an indirect cost rate of 0%.

Florida Department of Education - Pathways to Career Opportunities Grants and Aids - TCC - Staff Augment Positions FY 24/25

This award provides funding for three (3) contracted professional staff positions to build capacity and implement the Pathway to Career Opportunity Grant in Regions 4 and 6. The award amount is \$310,490 including an indirect rate of 5%. The award period is 7/1/24 through 6/30/25.

Florida Department of Education - Adult Education IELCE State Administration IET Project FY 24/25

This award will provide integrated English Literacy and Civics Education to English language learners in both Leon and Gadsden counties. The award amount is \$252,006 including an indirect rate of 5%. The award period is 7/1/24 through 6/30/25.

Florida Department of Education - Adult Education and Family Literacy, Adult General Education, Tallahassee State College, Adult Augment Positions FY 24/25

This award will provide strategic outreach and communications planning and counsel, management, CTE Innovation and Adult Education outreach. The award amount is \$50,781 including an indirect rate of 5%. The award period is 7/1/24 through 6/30/25.

Florida Department of Corrections - 100 Hour Skills Education Program FY 24/25

This project provides contracted staff responsible for the implementation of 100-Hour Transition Skills Education Program within DOC facilities throughout Florida. The amount of this award is \$4,521,466.93, including an indirect rate of 10%. The current funding period is from 7/1/24 through 6/30/25.

II. Commitments, Expenditures, Contracts for Service

None at this time.

Past Actions by the Board

Florida Department of Education - Adult Education IELCE State Administration IET Project - TCC

Amendment 2 was approved at the August 2023 Board of Trustees meeting.

Florida Department of Education - Linking Industry to Nursing Education (LINE) Fund

Initial award was approved at the February 2023 Board of Trustees meeting.

Florida Department of Education – Test Development Center 23/24

Amendment 1 was approved at the February 2024 Board of Trustees meeting.

Florida Department of Education – Postsecondary Assessment FY 24-27

This is an annual renewal.

Florida Department of Education - Strengthening Career and Technical Education for the 21st Century Act (Perkins V) Tallahassee Community College - Staff Augment Positions

This is an annual renewal.

Florida Department of Juvenile Justice - Delinquency Prevention Specialists FY 24/25

This is an annual renewal.

Florida Department of Education - Linking Industry to Nursing Education (LINE) Fund

This is an annual renewal.

Florida Department of Education - Pathways to Career Opportunities Grants and Aids - TCC - Staff Augment Positions FY 24/25

This is an annual renewal.

Florida Department of Education - Adult Education IELCE State Administration IET Project FY 24/25

This is an annual renewal.

Florida Department of Education - Adult Education and Family Literacy, Adult General Education, Tallahassee State College, Adult Augment Positions FY 24/25

This is an annual renewal.

Florida Department of Corrections - 100 Hour Skills Education Program FY 24/25

This is an annual renewal.

Funding/ Financial Implications

The above projects are established in Fund 2, Restricted Accounts. The total indirect anticipated from the increased awards is \$601,536.34.

Recommended Action

Authorize funding for the awards and contracts as presented.

August 6, 2024

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

FROM: Heather Mitchell
Vice President for Institutional Advancement and Executive Director of the TCC
Foundation

SUBJECT: TCC Foundation Update

Item Description

The following is an update of the events planned and initiatives & activities undertaken by the TCC Foundation.

Overview and Background

Attached is a report of funds raised by the TCC Foundation to date for the current fiscal year. The report includes a summary of total funds received, giving summary by designated area, number of donors, and number of gifts.

The Foundation would also like to extend an invitation to DBOT members to the following events:

- August 8 – Eagles RISE, 12:00 – 3:30 p.m., Lifetime Sports Complex
- September 12 – President’s Circle Reception, 5:30 – 7:00 p.m., Softball Field House

Past Actions by the Board

The District Board of Trustees receives a Foundation update at every Board Meeting.

Funding/ Financial Implications

There are no Funding/Financial implications arising from this standard monthly report.

Recommended Action

Presented as an information item only.

TCC Foundation - Financial Update FY 24-25

April 1, 2024 - July 29, 2024

		YTD 22/23	YTD 23/24	YTD 24/25
TCC Foundation	Total Received	\$552,600.50	\$319,067.21	\$394,063.01
	Facility Support	\$106,991.13	\$24,270.74	\$3,097.70
	Program Support	\$255,337.77	\$63,346.26	\$106,225.50
	Scholarship Support	\$138,729.86	\$167,761.89	\$199,826.67
	Unrestricted Support	\$51,541.74	\$63,688.32	\$84,913.14
	Net Assets	\$18,454,008	\$21,331,722	\$24,331,785

		YTD 22/23	YTD 23/24	YTD 24/25
TCC Foundation	Number of Donors	443	309	419
	Number of Gifts	959	834	1029

		YTD 22/23	YTD 23/24	YTD 24/25
TCC Foundation	Total Received for Alumni	\$90,367	\$25,432	\$21,246
	Number of Donors	72	67	64
	Number of Gifts	199	196	196

		YTD 22/23	YTD 23/24	YTD 24/25
TCC Foundation	Cash	\$552,600.50	\$306,067.21	\$394,063.01
	Gifts in Kind	\$0.00	\$13,000.00	\$0.00
	Total Raised - Pledges Received	\$518,314.40	\$12,682.31	\$40,220.88
	Planned Gifts Confirmed	2	3	1
	Planned Gift Amount	\$50,000.00	\$0.00	\$1,000,000.00
	Grants Applied For			19
	Grants Received			\$461,000
	Pledges Expected by March 31, 2025			\$68,895.47

The Foundation's Fiscal Year is April - March

August 6, 2024

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

FROM: Calandra Stringer, Ph.D.
Vice President and Provost

SUBJECT: General Education Institutional Review Certification

Item Description

This item presents the results of the annual review of the College's general education course inventory.

Overview and Background

Florida Statute 1007.55(2) specifies that the presidents and boards of trustees of Florida's public colleges and universities must annually review and approve the general education course requirements at their respective institutions. The following items must be included for each listed general education course: (a) the general education distribution area; (b) the number of state universities that offer the course and the number of Florida College System institutions that offer the course; and (c) the course level.

The College's general education state core and institution core courses were reviewed by the Academic Planning Committee for statutory compliance. As a result of the review, changes to the general education core courses were approved by the College's Board of Trustees at the May meeting to become effective Fall 2024. This item provides the detailed report, prepared on the Florida Department of Education's required template, to meet the statutory requirement.

Funding/ Financial Implications

There are no financial implications.

Past Actions by the Board

This is the first report required as a result of the 2023 legislation.

Recommended Action

Approve the College's list of general education courses for 2024-2025.

Certification Form

Academic Year 2025-26 General Education Courses

Please email signed form to Articulation@fldoe.org no later than September 1, 2024.

Dear Commissioner Diaz,

I certify that my institution has reviewed our general education course options for compliance with sections 1007.24, 1007.25, and 1007.55, Florida Statutes.

- Reviewed Excel spreadsheet provided by the Office of K-20 Articulation.
- Submitted new courses or changes to the Statewide Course Numbering System (SCNS).

FCS/SUS President Signature

Board of Trustee Chair Signature

Institution

Date

Date

Date of Board Approval

**Statewide Course Numbering System
General Education Course Report**

Prefix	Level	Course Number	Lab	Course Title	Date of Last Update	Credit	General Ed Core	General Ed Requirements	Course Review Status	General Education Updates	Additional Updates	Total # Institutions Offering Course	
MAC	2	114		TRIGONOMETRY	12/05/1997	3	inactive course	Math	Reviewed: Removed from Gene	No General Education Update	Not Applicable	N/A	This course is deactivated in SCNS and is not offered at the college
MAC	2	233		CALCULUS FOR MANAGEMENT	08/01/2010	3		Math	Reviewed: Updated	General Education (Institution)	Course Description	36	
AML	2	300		MAJOR AMERICAN WRITERS	08/01/1996	3.0	inactive course	Humanities	Reviewed: Removed from Gene	No General Education Update	Not Applicable	N/A	This course is deactivated in SCNS and is not offered at the college
POS	1	041		NATIONAL GOVERNMENT	07/01/2018	3	Social Sciences	Social Sciences	Reviewed: Updated	General Education (Core)	Course Description	40	
POS	1	112		STATE AND LOCAL GOVERNMENT	08/02/2019	3		Social Sciences	Reviewed: Updated	General Education (Institution)	Course Description	16	
HSC	1	100		CONCEPTS OF POSITIVE LIVING	08/01/2007	3		Social Sciences	Reviewed: Removed from Gene	General Education (Institution)	Other Changes	5	This course was changed to an elective.
MAC	2	147		PRECALCULUS ALGEBRA/TRIGONOMETRY	08/24/1999	5	inactive course	Math	Reviewed: Removed from Gene	No General Education Update	Not Applicable	N/A	This course is deactivated in SCNS and is not offered at the college
HSC	2	200		PRINCIPLES OF CONTEMPORARY HEALTH	08/01/2010	3		Social Sciences	Reviewed: Removed from Gene	General Education (Institution)	Other Changes	1	This course was changed to an elective.
POS	2	001		INTRODUCTION TO POLITICAL SCIENCE	08/02/2019	3		Social Sciences	Reviewed: Removed from Gene	General Education (Institution)	Other Changes	5	This course is deactivated in SCNS and is not offered at the college
AML	1	600		AFRICAN - AMERICAN LITERATURE	08/30/1997	3	inactive course	Humanities	Reviewed: Removed from Gene	No General Education Update	Not Applicable	N/A	This course is deactivated in SCNS and is not offered at the college
DEP	2	004		HUMAN DEVELOPMENT: BIRTH TO SENES	08/02/2019	3		Social Sciences	Reviewed: Updated	General Education (Institution)	Course Description	19	
BSC	1	005		INTRO TO BIOLOGICAL SCIENCES	08/01/2015	3	Natural Science	Natural Science	Reviewed: Updated	General Education (Core)	Course Description	38	
ENL	2	000		BRITISH LITERATURE	08/01/1995	3		Humanities	Reviewed: Removed from Gene	General Education (Institution)	Other Changes	2	This course was changed to an elective.
BSC	1	050		ENVIRONMENTAL SYSTEMS	08/01/2010	3	inactive course	Natural Science	Reviewed: Removed from Gene	No General Education Update	Not Applicable	N/A	This course is deactivated in SCNS and is not offered at the college
MCB	2	004		MICROBIOLOGY	08/01/2007	3.0		Natural Science	Reviewed: Removed from Gene	General Education (Institution)	Other Changes	1	This course was changed to an elective.
ANT	2	100		INTRODUCTION TO ARCHAEOLOGY	08/01/1993	3	inactive course	Social Sciences	Reviewed: Removed from Gene	No General Education Update	Not Applicable	N/A	This course is deactivated in SCNS and is not offered at the college
HUM	2	273		HUMANITIES OF THE WORLD II	08/13/2003	3	inactive course	Humanities	Reviewed: Removed from Gene	No General Education Update	Not Applicable	N/A	This course is deactivated in SCNS and is not offered at the college
PSY	2	012		GENERAL PSYCHOLOGY	08/01/2015	3	Social Sciences	Social Sciences	Reviewed: Updated	General Education (Core)	Course Description	40	
WOH	1	022		HISTORY OF CIVILIZATION II	08/01/2007	3	inactive course	Social Sciences	Reviewed: Removed from Gene	No General Education Update	Not Applicable	N/A	This course is deactivated in SCNS and is not offered at the college
AMH	1	050		THE AMERICAN EXPERIENCE II	08/01/2013	3	inactive course	Social Sciences	Reviewed: Removed from Gene	No General Education Update	Not Applicable	N/A	This course is deactivated in SCNS and is not offered at the college
EUH	1	001		WESTERN CIVILIZATION II	08/02/2019	3		Social Sciences	Reviewed: Updated	General Education (Institution)	Course Description	14	
MAC	2	311		CALCULUS WITH ANALYTIC GEOMETRY I	08/01/2015	5	Math	Math	Reviewed: Updated	General Education (Core)	Course Description	40	
REL	2	300		WORLD RELIGIONS	08/01/2010	3.0		Humanities	Reviewed: Updated	General Education (Institution)	Course Description	28	
CHD	2	240		ADOLESCENT DEVELOPMENT	08/02/2019	3.0	inactive course	Social Sciences	Reviewed: Removed from Gene	No General Education Update	Not Applicable	N/A	This course is deactivated in SCNS and is not offered at the college
PHY	1	020		FUNDAMENTALS OF PHYSICS	08/02/2023	3	Natural Science	Natural Science	Reviewed: Updated	General Education (Core)	Course Description	32	
PHY	2	048		GENERAL PHYSICS I	08/01/2015	4	Natural Science	Natural Science	Reviewed: Updated	General Education (Core)	Course Description	39	
AMH	1	041		THE AMERICAN EXPERIENCE I	08/01/2013	3	inactive course	Social Sciences	Reviewed: Removed from Gene	No General Education Update	Not Applicable	N/A	This course is deactivated in SCNS and is not offered at the college
HUM	2	529		AMERICAN MUSIC TRADITION: POPULAR	01/01/1989	3		Humanities	Reviewed: Removed from Gene	General Education (Institution)	Other Changes	1	This course was changed to an elective.
GEO	1	400		INTRODUCTION TO HUMAN GEOGRAPHY	08/02/2019	3	inactive course	Social Sciences	Reviewed: Removed from Gene	No General Education Update	Not Applicable	N/A	This course is deactivated in SCNS and is not offered at the college
MAC	2	313		CALCULUS WITH ANALYTIC GEOMETRY II	03/26/1991	4		Math	Reviewed: Updated	General Education (Institution)	Course Description	29	
SOP	2	002		SOCIAL PSYCHOLOGY	08/02/2019	3		Social Sciences	Reviewed: Removed from Gene	General Education (Institution)	Other Changes	3	This course was changed to an elective.
BSC	2	085		ANATOMY AND PHYSIOLOGY I	08/01/2015	3	Natural Science	Natural Science	Reviewed: Updated	General Education (Core)	Course Description	35	
AST	1	002		INTRODUCTION TO ASTRONOMY	08/01/2015	3	Natural Science	Natural Science	Reviewed: Updated	General Education (Core)	Course Description	38	
GLY	1	030		ENVIRONMENTAL GEOLOGY	08/01/2007	3		Natural Science	Reviewed: Removed from Gene	General Education (Institution)	Other Changes	5	This course was changed to an elective.
ENC	1	145		WRITING ABOUT LITERATURE	05/01/1984	3.0	inactive course	Communications	Reviewed: Removed from Gene	No General Education Update	Not Applicable	N/A	This course is deactivated in SCNS and is not offered at the college
SOP	2	740		PSYCHOLOGY OF WOMEN	08/02/2019	3		Social Sciences	Reviewed: Removed from Gene	General Education (Institution)	Other Changes	1	This course was changed to an elective.
MMC	1	100		WRITING FOR MASS COMMUNICATION	04/02/1998	3		Communications	Reviewed: Removed from Gene	General Education (Institution)	Other Changes	2	This course was changed to an elective.
SYG	2	361		THANATOLOGY: DYING & DEATH	08/02/2019	3.0		Social Sciences	Reviewed: Removed from Gene	General Education (Institution)	Other Changes	2	This course was changed to an elective.
BOT	1	000		PLANT SCIENCE	08/01/2007	3		Natural Science	Reviewed: Removed from Gene	General Education (Institution)	Other Changes	4	This course was changed to an elective.
PHI	2	010		PHILOSOPHY	08/02/2019	3	Humanities	Humanities	Reviewed: Updated	General Education (Core)	Course Description	39	
PSC	1	121		INTRODUCTION TO PHYSICAL SCIENCES	08/01/2007	3.0		Natural Science	Reviewed: Removed from Gene	General Education (Institution)	Other Changes	11	This course was changed to an elective.
ANT	2	511		INTRODUCTION TO PHYSICAL ANTHROPO	08/02/2019	3		Social Sciences	Reviewed: Removed from Gene	General Education (Institution)	Other Changes	9	This course was changed to an elective.
HUM	2	525		AMERICAN MUSIC TRADITION: JAZZ	07/01/2009	3		Humanities	Reviewed: Removed from Gene	General Education (Institution)	Other Changes	1	This course was changed to an elective.
AMH	2	020		HISTORY OF THE UNITED STATES II	07/01/2018	3	Social Sciences	Social Sciences	Reviewed: Updated	General Education (Core)	Course Description	40	
MET	1	010		METEOROLOGY	08/01/2007	3		Natural Science	Reviewed: Updated	General Education (Institution)	Course Description	16	
PHY	1	053		ELEMENTARY COLLEGE PHYSICS I	08/02/2023	3	Natural Science	Natural Science	Reviewed: Updated	General Education (Core)	Course Description and Co	39	
MAP	2	302		DIFFERENTIAL EQUATIONS I	08/01/1996	3		Math	Reviewed: Updated	General Education (Institution)	Course Description	25	
MGF	1	107		MATHEMATICS II FOR LIBERAL ARTS	08/01/2015	3	Math	Math	Reviewed: Updated	General Education (Institution)	Course Description	26	
SYG	2	010		CONTEMPORARY SOCIAL PROBLEMS	08/02/2019	3.0		Social Sciences	Reviewed: Updated	General Education (Institution)	Other Changes	22	This course was changed to an elective.
OCE	1	001		INTRODUCTORY OCEANOGRAPHY	08/01/2007	3		Natural Science	Reviewed: Updated	General Education (Core)	Course Description	28	This course was Added to the Core
MAC	2	312		CALCULUS WITH ANALYTIC GEOMETRY II	08/01/1996	5		Math	Reviewed: Updated	General Education (Institution)	Course Description	35	
BSC	2	010		BIOLOGY FOR SCI MAJOR I	08/01/2018	3	Natural Science	Natural Science	Reviewed: Updated	General Education (Core)	Course Description	40	
CHM	1	045		GENERAL CHEMISTRY I	08/01/2015	3	Natural Science	Natural Science	Reviewed: Updated	General Education (Core)	Course Description	40	
HUM	2	271		HUMANITIES OF THE WORLD I	08/13/2003	3	inactive course	Humanities	Reviewed: Removed from Gene	No General Education Update	Not Applicable	N/A	This course is deactivated in SCNS and is not offered at the college
EUH	1	000		WESTERN CIVILIZATION I	08/02/2019	3		Social Sciences	Reviewed: Updated	General Education (Institution)	Course Description	18	
AMH	2	010		HISTORY OF THE UNITED STATES I	08/02/2019	3		Social Sciences	Reviewed: Updated	General Education (Core)	Course Description	36	This course was Added to the Core
ENC	1	102		ARGUMENT AND PERSUASION	08/01/1983	3		Communications	Reviewed: Updated	General Education (Institution)	Course Description	37	

**Statewide Course Numbering System
General Education Course Report**

Prefix	Level	Course Number	Lab	Course Title	Date of Last Update	Credit	General Ed Core	General Ed Requirements	Course Review Status	General Education Updates	Additional Updates	Total # Institutions Offering Course	
ENC	1	101		COLLEGE COMPOSITION	08/01/2015	3	Communications	Communications	Reviewed: Updated	General Education (Core)	Course Description	40	
HUM	2	741		HUMANITIES ABROAD	08/02/2016	3	inactive course	Humanities	Reviewed: Removed from Gene	No General Education Update	Not Applicable	N/A	This course is deactivated in SCNS and is not offered at the college
PHI	2	100		INTRODUCTORY LOGIC	08/01/2005	3		Humanities	Reviewed: Updated	General Education (Institution)	Course Description	19	
LIT	2	100		MASTERPIECES OF WORLD LITERATURE	01/01/1981	3		Humanities	Reviewed: Removed from Gene	General Education (Institution)	Other Changes	5	This course was changed to an elective.
GLY	2	010		PHYSICAL GEOLOGY	08/01/2007	3		Natural Science	Reviewed: Updated	General Education (Core)	Course Description	25	This course was Added to the Core
CHM	1	020		CHEMISTRY FOR GENERAL EDUCATION	08/01/2015	3	Natural Science	Natural Science	Reviewed: Updated	General Education (Core)	Course Description	29	
WOH	1	012		HISTORY OF CIVILIZATION I	08/01/2007	3	inactive course	Social Sciences	Reviewed: Removed from Gene	No General Education Update	Not Applicable	N/A	This course is deactivated in SCNS and is not offered at the college
THE	2	100		INTRODUCTION TO THEATRE HISTORY	08/01/1993	3		Humanities	Reviewed: Removed from Gene	General Education (Institution)	Other Changes	7	This course was changed to an elective.
ARH	2	051		ART HISTORY - RENAISSANCE THROUGH	08/01/2015	3		Humanities	Reviewed: Updated	General Education (Institution)	Course Description	31	
ANT	2	410		INTRODUCTION TO CULTURAL ANTHROP	08/02/2019	3		Social Sciences	Reviewed: Updated	General Education (Institution)	Course Description	14	
SYG	2	230		RACE AND MINORITY GROUP RELATIONS	08/01/2013	3.0		Social Sciences	Reviewed: Removed from Gene	General Education (Institution)	Other Changes	4	This course was changed to an elective.
MAC	2	140		PRECALCULUS ALGEBRA	08/01/1996	3	inactive course	Math	Reviewed: Removed from Gene	No General Education Update	Not Applicable	N/A	This course is deactivated in SCNS and is not offered at the college
ARH	2	050		ART HISTORY - PREHISTORY THROUGH	08/01/2015	3		Humanities	Reviewed: Updated	General Education (Institution)	Course Description	32	
MAC	1	105		COLLEGE ALGEBRA	08/01/2015	3	Math	Math	Reviewed: Updated	General Education (Core)	Course Description	40	
ECO	2	013		PRINCIPLES OF ECONOMICS: MACRO	08/01/2015	3	Social Sciences	Social Sciences	Reviewed: Updated	General Education (Core)	Course Description	39	
INR	2	002		INTERNATIONAL RELATIONS	08/02/2019	3		Social Sciences	Reviewed: Updated	General Education (Institution)	Course Description	20	
CHM	1	032		GENERAL CHEMISTRY FOR ALLIED HEALTH	08/23/1993	3.0		Natural Science	Reviewed: Updated	General Education (Institution)	Course Description	15	This course is a duplicate
GEA	2	000		WORLD REGIONAL GEOGRAPHY	08/02/2019	3		Social Sciences	Reviewed: Updated	General Education (Institution)	Course Description	15	
SYG	1	000		PRINCIPLES OF SOCIOLOGY	08/02/2019	3	Social Sciences	Social Sciences	Reviewed: Updated	General Education (Institution)	Other Changes	36	This course was removed from the core but remains an institution gen ed; course description updated
PHI	2	600		ETHICS	08/01/2001	3		Humanities	Reviewed: Updated	General Education (Institution)	Course Description	20	
HUM	2	740		HUMANITIES ABROAD I	08/01/1996	3	inactive course	Humanities	Reviewed: Removed from Gene	No General Education Update	Not Applicable	N/A	This course is deactivated in SCNS and is not offered at the college
CHD	2	220		CHILD DEVELOPMENT: FROM CONCEPT	08/02/2019	3.0		Social Sciences	Reviewed: Removed from Gene	General Education (Institution)	Other Changes	1	This course was moved to an elective.
REL	2	000		INTRODUCTION TO RELIGION	01/01/1997	3	inactive course	Humanities	Reviewed: Removed from Gene	No General Education Update	Not Applicable	N/A	This course is deactivated in SCNS and is not offered at the college
ECO	2	023		PRINCIPLES OF ECONOMICS: MICRO	08/02/2019	3		Social Sciences	Reviewed: Updated	General Education (Institution)	Course Description	26	
ANT	2	211		PEOPLES OF THE WORLD	08/02/2019	3	inactive course	Social Sciences	Reviewed: Removed from Gene	No General Education Update	Not Applicable	N/A	This course is deactivated in SCNS and is not offered at the college
SYG	2	430		MARRIAGE AND THE FAMILY	08/02/2019	3.0		Social Sciences	Reviewed: Removed from Gene	General Education (Institution)	Other Changes	8	This course was changed to an elective.
SYG	2	340		HUMAN SEXUALITY	08/02/2019	3.0		Social Sciences	Reviewed: Removed from Gene	General Education (Institution)	Other Changes	2	This course was changed to an elective.
STA	2	023		INTRODUCTORY STATISTICS	08/01/2015	3	Math	Math	Reviewed: Updated	General Education (Core)	Course Description	39	
MGF	1	106		MATHEMATICS I FOR LIBERAL ARTS	08/01/2015	3	Math	Math	Reviewed: Updated	General Education (Core)	Course Description	28	
BSC	2	011		BIOLOGY FOR SCIENCE MAJORS II	04/19/1984	3.0		Natural Science	Reviewed: Updated	General Education (Institution)	Course Description	32	
STA	2	014		STATISTICS FOR BUS., SOCIAL, & LIFE SC	01/22/1985	3.0	inactive course	Math	Reviewed: Removed from Gene	No General Education Update	Not Applicable	N/A	This course is deactivated in SCNS and is not offered at the college
HUM	2	210		HUMANITIES OF THE WORLD: PREHISTOR	05/01/2015	3.0		Humanities	Reviewed: Updated	General Education (Institution)	Course Description	21	
PHI	2	700		INTRO TO PHILOSOPHY OF RELIGION	03/09/1984	3.0	inactive course	Humanities	Reviewed: Removed from Gene	No General Education Update	Not Applicable	N/A	This course is deactivated in SCNS and is not offered at the college
HUM	2	230		HUMANITIES OF THE WORLD: SIXTEENTH	05/01/2015	3.0		Humanities	Reviewed: Updated	General Education (Institution)	Course Description	18	Also, changed course number to HUM 2220
SYG	2	420		THE FAMILY	08/01/1983	3.0	inactive course	Social Sciences	Reviewed: Removed from Gene	No General Education Update	Not Applicable	N/A	This course is deactivated in SCNS and is not offered at the college
BSC	2	084		ANATOMY & PHYSIOLOGY	08/01/1993	5.0	inactive course	Natural Science	Reviewed: Removed from Gene	No General Education Update	Not Applicable	N/A	This course is deactivated in SCNS and is not offered at the college
GLY	2	160		GEOLOGY OF NATIONAL PARKS	08/02/2007	3		Natural Science	Reviewed: Removed from Gene	General Education (Institution)	Other Changes	2	This course was changed to an elective.
CLP	1	001		PSYCHOLOGY OF PERSONAL & SOCIAL A	08/02/2019	3.0		Social Sciences	Reviewed: Removed from Gene	General Education (Institution)	Other Changes	6	This course was changed to an elective.
AML	2	301		MAJOR AMERICAN WRITERS	08/01/2005	3.0		Humanities	Reviewed: Removed from Gene	General Education (Institution)	Other Changes	1	This course was changed to an elective.
ENC	1	141		WRITING ABOUT LITERATURE	08/01/2005	3.0		Communications	Reviewed: Removed from Gene	General Education (Institution)	Other Changes	7	This course was changed to an elective.
ARH	2	500		ART OF THE WORLD	08/01/2020	3.0		Humanities	Reviewed: Updated	General Education (Institution)	Course Description	5	
CHM	1	030		GENERAL CHEMISTRY FOR ALLIED HEALTH	08/02/2007	3.0	inactive course	Natural Science	Reviewed: Removed from Gene	No General Education Update	Not Applicable	N/A	This course is deactivated in SCNS and is not offered at the college
HUM	2	210		HUMANITIES OF THE WORLD: PREHISTOR	08/02/2016	3		Humanities	Reviewed: Updated	General Education (Institution)	Course Description	21	This course is listed twice in SCNS
HUM	2	230		HUMANITIES OF THE WORLD II	08/01/2006	3	inactive course	Humanities	Reviewed: Removed from Gene	No General Education Update	Not Applicable	N/A	This course is deactivated in SCNS and is not offered at the college
MUH	2	011		INTRODUCTION TO MUSIC HISTORY	07/01/2009	3.0		Humanities	Reviewed: Removed from Gene	General Education (Institution)	Other Changes	6	This course was changed to an elective.
SLS	1	510		COLLEGE SUCCESS	08/01/2016	3.0		Social Sciences	Reviewed: Removed from Gene	General Education (Institution)	Other Changes	1	This course was changed to an elective.
CPO	2	001		INTRODUCTION TO COMPARATIVE POLIT	08/02/2019	3		Social Sciences	Reviewed: Removed from Gene	General Education (Institution)	Other Changes	7	This course was changed to an elective.
MUH	2	120		WORLD MUSIC CULTURES	08/01/2013	3.0		Humanities	Reviewed: Removed from Gene	General Education (Institution)	Other Changes	1	This course was changed to an elective.
ESC	1	000		EARTH & ITS ENVIRONMENT	08/01/2015	3	Natural Science	Natural Science	Reviewed: Updated	General Education (Core)	Course Description	30	
AML	2	600		AFRICAN-AMERICAN LITERATURE	08/02/2007	3		Humanities	Reviewed: Removed from Gene	General Education (Institution)	Other Changes	12	This course was changed to an elective.
REL	2	200		INTRODUCTION TO BIBLICAL STUDIES	08/01/2007	3.0	inactive course	Humanities	Reviewed: Removed from Gene	No General Education Update	Not Applicable	N/A	This course is deactivated in SCNS and is not offered at the college
STA	2	122		INTRODUCTION TO APPLIED STATISTICS	08/01/2007	4		Math	Reviewed: Removed from Gene	General Education (Institution)	Other Changes	5	This course was changed to an elective
ANT	2	140		INTRODUCTION TO ARCHAEOLOGY	08/02/2019	3		Social Sciences	Reviewed: Removed from Gene	General Education (Institution)	Other Changes	3	This course was changed to an elective.
BSC	1	020		INTRODUCTION TO HUMAN BIOLOGICAL	08/01/2009	3		Natural Science	Reviewed: Removed from Gene	General Education (Institution)	Other Changes	11	This course was changed to an elective.
WOH	2	012		HISTORY OF CIVILIZATION I	08/01/2013	3		Social Sciences	Reviewed: Updated	General Education (Institution)	Course Description	19	
WOH	2	022		HISTORY OF CIVILIZATION II	08/02/2019	3		Social Sciences	Reviewed: Updated	General Education (Institution)	Course Description	20	
MAC	1	114		TRIGONOMETRY	06/01/2012	3		Math	Reviewed: Updated	General Education (Institution)	Course Description	32	

Statewide Course Numbering System
General Education Course Report

Prefix	Level	Course Number	Lab	Course Title	Date of Last Update	Credit	General Ed Core	General Ed Requirements	Course Review Status	General Education Updates	Additional Updates	Total # Institutions Offering Course	
MAC	1	140		PRECALCULUS ALGEBRA	06/01/2012	3		Math	Reviewed: Updated	General Education (Institution)	Course Description	31	
MAC	1	147		PRECALCULUS ALGEBRA/TRIGONOMETRY	06/01/2012	5		Math	Reviewed: Updated	General Education (Institution)	Course Description	25	
SLS	2	261		DYNAMICS OF STUDENT LEADERSHIP DEVELOPMENT	08/01/2015	3.0		Social Sciences	Reviewed: Removed from General Education	General Education (Institution)	Other Changes	2	This course was changed to an elective.
ARH	2	000		ART APPRECIATION	08/02/2019	3	Humanities	Humanities	Reviewed: Updated	General Education (Core)	Course Description	39	
MUL	2	010		MUSIC APPRECIATION	08/02/2019	3	Humanities	Humanities	Reviewed: Updated	General Education (Core)	Course Description	39	
HUM	2	020		INTRODUCTION TO THE HUMANITIES	08/02/2019	3	Humanities	Humanities	Reviewed: Updated	General Education (Core)	Course Description	37	
LIT	2	000		INTRODUCTION TO LITERATURE	08/02/2019	3	Humanities	Humanities	Reviewed: Updated	General Education (Core)	Course Description	26	
THE	2	000		THEATRE APPRECIATION	08/02/2019	3	Humanities	Humanities	Reviewed: Updated	General Education (Core)	Course Description	36	
ANT	2	000		INTRODUCTION TO ANTHROPOLOGY	08/02/2019	3	Social Sciences	Social Sciences	Reviewed: Updated	General Education (Core)	Course Description	30	
EVR	1	001		INTRODUCTION TO ENVIRONMENTAL SCIENCE	08/01/2016	3	Natural Science	Natural Science	Reviewed: Updated	General Education (Core)	Course Description	35	
REL	2	210		INTRODUCTION TO THE OLD TESTAMENT	08/01/2017	3		Humanities	Reviewed: Removed from General Education	General Education (Institution)	Other Changes	8	This course was changed to an elective.
REL	2	240		INTRODUCTION TO THE NEW TESTAMENT	08/01/2017	3		Humanities	Reviewed: Removed from General Education	General Education (Institution)	Other Changes	7	This course was changed to an elective.
SOP	2	780		PSYCHOLOGY OF THE AFRICAN AMERICAN	08/01/2018	3		Social Sciences	Reviewed: Removed from General Education	General Education (Institution)	Other Changes	1	This course was changed to an elective.
CHM	1	032		GENERAL CHEMISTRY FOR ALLIED HEALTH	10/22/2020	3.0		Natural Science	Reviewed: Updated	General Education (Institution)	Course Description	15	This course is a duplicate
LAH	1	093		LATIN AMERICAN HISTORY	08/01/2022	3		Social Sciences	Reviewed: Removed from General Education	General Education (Institution)	Other Changes	2	This course was changed to an elective.

August 6, 2024

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

FROM: Barbara Wills, Ph.D.
Vice President for Administrative Services and Chief Business Officer

SUBJECT: Architect Invoices

Item Description

This item requests that the Board approve the architect invoices submitted for the months of July and August 2024.

Overview and Background

The College is under contract with six architectural firms; Architects | Lewis + Whitlock PA, BKJ, Inc. Architecture, Clemons, Rutherford & Associates, Inc., DAG Architects Inc., EMI Architects and Fitzgerald Collaborative Group, LLC to provide architectural and engineering services for projects at all sites and counties. To ensure quality, the six firms will be assigned projects on a rotational basis with standardized hourly fees.

Architects | Lewis + Whitlock, PA - \$17,165.00
BKJ, Inc. Architecture - \$12,464.25
Clemons, Rutherford & Associates, Inc. - \$0.00
DAG Architects, Inc. - \$48,623.71
EMI Architects - \$0.00
Fitzgerald Collaborative Group, LLC - \$12,380.50

Past Actions by the Board

The Board last authorized architect invoices at the June 17, 2024 meeting.

Funding/ Financial Implications

Funds for minor projects and Master Plans are available from the Capital Improvement fees.

Recommended Action

Authorize payment of architectural invoices as presented.



TO: Tallahassee Community College Attn: Accounts Payable 444 Appleyard Drive Tallahassee, Florida 32304	Page <u>1</u> of <u>1</u> Pages Federal I.D. No: 59-3616761
FROM: Architects: Lewis + Whitlock, P.A. 206 W. Virginia St. Tallahassee, Florida 32301	Purchase Order N PO-014772-1 Project Name: TCC Lifetime Sports Facility Improvements DATE: 6/25/2024

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:

TCC Service Line Items	DESCRIPTION	TOTAL FEE	PERCENT COMPLETE	AMOUNT REMAINING	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
#1	Field Measurements	\$7,420.00	100%	\$0.00	\$7,420.00	\$0.00
	Engineering - survey	\$7,550.00	100%	\$0.00	\$7,550.00	\$0.00
	Printing	\$934.00	100%	\$0.00	\$934.00	\$0.00
	Line #1 only - Sub Total	\$15,904.00				
#2	Design Development	\$39,612.00	100%	\$0.00	\$39,612.00	\$0.00
	100% Construction Documents	\$59,418.00	100%	\$0.00	\$59,418.00	\$0.00
	Bid/Permitting	\$6,602.00	100%	\$0.00	\$6,602.00	\$0.00
	Construction Administration	\$26,408.00	90%	\$2,641.00	\$6,602.00	\$17,165.00
	Line #2 only - Sub Total	\$132,040.00				
#3	Revised Construction Documents	\$22,710.00	100%	\$0.00	\$22,710.00	\$0.00
	Bidding	\$1,770.00	100%	\$0.00	\$1,770.00	\$0.00
	Line #3 only - Sub Total	\$24,480.00				
GRAND TOTALS		\$172,424.00		\$2,641.00	\$152,618.00	\$17,165.00
Invoice Total						\$17,165.00
* Amount payable directly to:				()	
* Amount payable directly to:				()	*

CERTIFIED TRUE AND CORRECT BY:

(Signature of Principal)

Rodney L. Lewis, Principal

(Typed Name and Title)

Tallahassee Community College
 444 Appleyard Drive
 Tallahassee, FL 32304
 United States of America
 Federal ID: 59-1141270
 Tax Exemption ID: 85-80-125307-72C8



Change Order

Purchase Order Number	PO-014722 - 1
Purchase Order Date	11/10/2021
Payment Terms	Net 30
Requestor	Carl Ross
Phone Number	(850) 201-6200

Supplier:
Architects: Lewis + Whitlock, PA 206 W Virginia Street Tallahassee, FL 32301 United States of America

Ship To:
Tallahassee Community College 444 Appleyard Drive Tallahassee, FL 32304 United States of America

Comments:
Main Campus Site Improvements Building #15 – Design & Documentation Contact: Don.Herr@tcc.fl.edu , 850-201-6168 Invoice: Jenny.Shuler@tcc.fl.edu Change Order No. 1 (CO1) - Adding new Line 3 for Additional Services, Locker Room Improvements, in the amount of \$24,480.00 per attached proposal. NEW PO TOTAL: \$172,424.00 **REF: TCC RFQ 2022-11 ; Approved at the January 17, 2023 BOT Meeting**

Bill To:
Tallahassee Community College ATTN: Accounts Payable 444 Appleyard Drive Tallahassee, FL 32304-2895 United States of America (850) 201-8525

Currency	Total Lines Amount	Total Tax Amount	Total PO Amount
USD	172,424.00	0.00	172,424.00

Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Total printing fees for field measurements, engineering, design development submittal, 100% CD submittal and 100 CD Specs.				15,905.00
2		Professional services for Design and Documentation for improvements to building#15. Specifics per attached proposal dated November 01, 2021. **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting**				132,039.00

Director of Procurement and Auxiliary Services
 Dustin Frost

Tallahassee Community College
 444 Appleyard Drive
 Tallahassee, FL 32304
 United States of America
 Federal ID: 59-1141270
 Tax Exemption ID: 85-80-125307-72C8

Change Order

Purchase Order Number	PO-014722 - 1
Purchase Order Date	11/10/2021
Payment Terms	Net 30
Requestor	Carl Ross
Phone Number	(850) 201-6200

Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
3		Additional services to redesign the locker rooms based on available project funds. ALW previously received authorization to complete the design and documentation of both men's and women's locker rooms, referee's lounge, ticketing, concessions, lobby, public restrooms, and exterior canopy. This proposal removes approximately 5,700 square feet from the project area and includes services to redesign approximately 2,700 square feet of the men's and women's locker rooms. A new complete set of construction documents will be issued for bidding and permitting. Scope of work and services/ deliverables shall be in accordance with basic services. Specifics per attached Proposal dated May 23, 2023.				24,480.00

Messages
<p>Tallahassee Community College does not discriminate against any person on the basis of age, color, disability, ethnicity, gender identity, genetic information, marital status, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status in its programs and activities</p> <p>Verification of Employment: PER FLORIDA STATUTE 448.095, the firm shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all persons employed during the contract term by the firm to perform employment duties within Florida and all persons (including sub-consultants) assigned by the firm to perform work pursuant to the contract with Tallahassee Community College.</p> <p>Please send all Invoices to Accounts Payable - "AcctPay@tcc.fl.edu" To ensure timely payments, TCC requires the College's purchase order number to be included on all invoices submitted for payment.</p> <p>Any questions related to payment of supplier invoices should be directed to the TCC Accounts Payable Office at (850) 201-8565.</p>

INVOICE NO. 4



TO: Tallahassee Community College
ATTN: Accounts Payable
444 Appleyard Drive
Tallahassee, Florida 32304-2895

Page: 1 of 1 Pages

TCC Purchase Order No.: PO-017874

FROM: BKJ Inc. Architecture
1621 Physicians Drive
Tallahassee, Florida 32308

Project Name:
EN Building | ADA Restroom and Mechanical
Improvements
Date: 6/24/2024

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:					
SERVICE	TOTAL FEE	PERCENT COMPLETE	AMOUNT DUE	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
ADDITIONAL SERVICES					
Phase 1- Existing Conditions Drawings	\$5,827.50	100%	\$5,827.50	\$5,827.50	\$0.00
BASIC SERVICES					
Phase 2- Schematic Design	\$9,330.00	100%	\$9,330.00	\$9,330.00	\$0.00
Phase 3- Design Development	\$16,895.00	100%	\$16,895.00	\$16,895.00	\$0.00
Phase 4- Construction Documents	\$21,985.00	100%	\$21,985.00	\$21,985.00	\$0.00
Phase 5- Permitting/Bid	\$3,158.00	100%	\$3,158.00	\$3,158.00	\$0.00
Phase 6- Construction Administration	\$15,057.00	25%	\$3,764.25	\$0.00	\$3,764.25
OTHER PROJECT COST					
Reimbursable Expenses	\$200.00	100.00%	\$200.00	\$200.00	\$0.00
GRAND TOTALS					
	\$72,452.50		\$61,159.75	\$57,395.50	\$3,764.25
Total due Architect/Engineer					\$3,764.25

Please remit payment to the following address:

BKJ, Inc. Architecture
1621 Physicians Drive
Tallahassee, FL 32308

Thank you for your business. Please do not hesitate to call me if you have any questions. We appreciate the opportunity to provide architectural services to your organization.

CERTIFIED TRUE AND CORRECT BY:


(Signature of Principal)

Bonnie Davenport AIA, President
(Typed Name and Title)

Tallahassee Community College
 444 Appleyard Drive
 Tallahassee, FL 32304
 United States of America
 Federal ID: 59-1141270
 Tax Exemption ID: 85-80-125307-72C8



Purchase Order

Purchase Order Number	PO-017874
Purchase Order Date	06/13/2023
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

Supplier:
BKJ, Inc. 1621 Physicians Drive Tallahassee, FL 32308 United States of America

Ship To:
Tallahassee Community College 444 Appleyard Drive Tallahassee, FL 32304 United States of America

Comments:
PJ-0399 CIF 22/23 ADA Improvements - EN Bldg#01 - A/E Fees Contact: Don.Herr@tcc.fl.edu Invoice: Jenny.Shuler@tcc.fl.edu **REF: TCC RFQ 2022-11 ; Approved at the January 17, 2023 BOT Meeting**

Bill To:
Tallahassee Community College ATTN: Accounts Payable 444 Appleyard Drive Tallahassee, FL 32304-2895 United States of America (850) 201-8525

Currency	Total Lines Amount	Total Tax Amount	Total PO Amount
USD	72,452.50	0.00	72,452.50

Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Proposal for the requested architectural and engineering services for the proposed ADA restroom and mechanical improvements to the 1st floor of the EN building located on the TCC Site 1 campus at 444 Appleyard Drive in Tallahassee, Florida. Specifics per attached proposal dated June 6, 2023. Phases Include: Existing Condition Drawings, Schematic Design, Design Development, Construction Documents, Permitting/Bid, Construction Administration. **REF: TCC RFQ 2022-11				72,452.50

Messages
 Tallahassee Community College does not discriminate against any person on the basis of age, color, disability, ethnicity, gender identity, genetic information, marital status, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status in its programs and activities

Director of Procurement and Auxiliary Services
 Dustin Frost

Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32304
United States of America
Federal ID: 59-1141270
Tax Exemption ID: 85-80-125307-72C8

Purchase Order

Purchase Order Number	PO-017874
Purchase Order Date	06/13/2023
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

Verification of Employment: PER FLORIDA STATUTE 448.095, the firm shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all persons employed during the contract term by the firm to perform employment duties within Florida and all persons (including sub-consultants) assigned by the firm to perform work pursuant to the contract with Tallahassee Community College.

Please send all Invoices to Accounts Payable - "AcctPay@tcc.fl.edu"
To ensure timely payments, TCC requires the College's purchase order number to be included on all invoices submitted for payment.

Any questions related to payment of supplier invoices should be directed to the TCC Accounts Payable Office at (850) 201-8565.

INVOICE NO. 1



TO: Tallahassee Community College
ATTN: Accounts Payable
444 Appleyard Drive
Tallahassee, Florida 32304-2895

Page: 1 of 1 Pages

TCC Purchase Order No.: PO-020058

FROM: BKJ Inc. Architecture
1621 Physicians Drive
Tallahassee, Florida 32308

Project Name:
AC Building #8 Second Floor
Renovations/Upgrades - Preliminary Schematic
Date: 6/24/2024

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:					
SERVICE	TOTAL FEE	PERCENT COMPLETE	AMOUNT DUE	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
ADDITIONAL SERVICES					
Existing Conditions	\$3,270.00	100%	\$3,270.00	\$0.00	\$3,270.00
BASIC SERVICES					
Preliminary Schematic Design	\$5,430.00	50%	\$2,715.00	\$0.00	\$2,715.00
GRAND TOTALS	\$8,700.00		\$5,985.00	\$0.00	\$5,985.00
Total due Architect/Engineer					\$5,985.00

Please remit payment to the following address:
BKJ, Inc. Architecture
1621 Physicians Drive
Tallahassee, FL 32308

Thank you for your business. Please do not hesitate to call me if you have any questions. We appreciate the opportunity to provide architectural services to your organization.

CERTIFIED TRUE AND CORRECT BY:

Bonnie Davenport
(Signature of Principal)

Bonnie Davenport AIA, President
(Typed Name and Title)

Tallahassee Community College
 444 Appleyard Drive
 Tallahassee, FL 32304
 United States of America
 Federal ID: 59-1141270
 Tax Exemption ID: 85-80-125307-72C8



Purchase Order

Purchase Order Number	PO-020058
Purchase Order Date	04/18/2024
Payment Terms	Net 30
Requestor	Holly Pelletier
Phone Number	(850) 201-6200

Supplier:
BKJ, Inc. 1621 Physicians Drive Tallahassee, FL 32308 United States of America

Ship To:
Tallahassee Community College 444 Appleyard Drive Tallahassee, FL 32304 United States of America

Comments:
PJ-0498 AC Building#08 - 2nd Floor Improvements/ Renovations – Architect Fees Contact: Trey.Kimbrel@tcc.fl.edu Invoice: Jenny.Shuler@tcc.fl.edu **REF: TCC RFQ 2022-11; Approved at the January 17, 2023 BOT Meeting**

Bill To:
Tallahassee Community College ATTN: Accounts Payable 444 Appleyard Drive Tallahassee, FL 32304-2895 United States of America (850) 201-8525

Currency	Total Lines Amount	Total Tax Amount	Total PO Amount
USD	8,700.00	0.00	8,700.00

Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Specifics per attached proposal dated April 9, 2024. Architectural Services Fee Proposal for the Preliminary Schematic Design of the AC Building#08 - 2nd Floor Improvements/Renovations				8,700.00

Messages
Tallahassee Community College does not discriminate against any person on the basis of age, color, disability, ethnicity, gender identity, genetic information, marital status, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status in its programs and activities
Verification of Employment: PER FLORIDA STATUTE 448.095, the firm shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all persons employed during the contract term by the firm to perform employment duties within Florida and all persons (including sub-consultants) assigned by the firm to perform work pursuant to the contract with Tallahassee Community College.
Please send all Invoices to Accounts Payable - "AcctPay@tcc.fl.edu" To ensure timely payments, TCC requires the College's purchase order number to be included on all invoices submitted for payment.
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Director of Procurement and Auxiliary Services
 Dustin Frost

Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32304
United States of America
Federal ID: 59-1141270
Tax Exemption ID: 85-80-125307-72C8

Purchase Order

Purchase Order Number	PO-020058
Purchase Order Date	04/18/2024
Payment Terms	Net 30
Requestor	Holly Pelletier
Phone Number	(850) 201-6200

INVOICE NO. 2



TO: Tallahassee Community College
ATTN: Accounts Payable
444 Appleyard Drive
Tallahassee, Florida 32304-2895

Page: 1 of 1 Pages

TCC Purchase Order No.: PO-020058

FROM: BKJ Inc. Architecture
1621 Physicians Drive
Tallahassee, Florida 32308

Project Name:
AC Building #8 Second Floor
Renovations/Upgrades - Preliminary Schematic
Date: 7/9/2024


THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:					
SERVICE	TOTAL FEE	PERCENT COMPLETE	AMOUNT DUE	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
ADDITIONAL SERVICES					
Existing Conditions	\$3,270.00	100%	\$3,270.00	\$3,270.00	\$0.00
BASIC SERVICES					
Preliminary Schematic Design	\$5,430.00	100%	\$5,430.00	\$2,715.00	\$2,715.00
GRAND TOTALS					
	\$8,700.00		\$8,700.00	\$5,985.00	\$2,715.00
Total due Architect/Engineer					\$2,715.00

Please remit payment to the following address:

BKJ, Inc. Architecture
1621 Physicians Drive
Tallahassee, FL 32308

Thank you for your business. Please do not hesitate to call me if you have any questions. We appreciate the opportunity to provide architectural services to your organization.

CERTIFIED TRUE AND CORRECT BY:


(Signature of Principal)

Bonnie Davenport AIA, President
(Typed Name and Title)

Tallahassee Community College
 444 Appleyard Drive
 Tallahassee, FL 32304
 United States of America
 Federal ID: 59-1141270
 Tax Exemption ID: 85-80-125307-72C8



Purchase Order

Purchase Order Number	PO-020058
Purchase Order Date	04/18/2024
Payment Terms	Net 30
Requestor	Holly Pelletier
Phone Number	(850) 201-6200

Supplier:
BKJ, Inc. 1621 Physicians Drive Tallahassee, FL 32308 United States of America

Ship To:
Tallahassee Community College 444 Appleyard Drive Tallahassee, FL 32304 United States of America

Comments:
PJ-0498 AC Building#08 - 2nd Floor Improvements/ Renovations – Architect Fees Contact: Trey.Kimbrel@tcc.fl.edu Invoice: Jenny.Shuler@tcc.fl.edu **REF: TCC RFQ 2022-11; Approved at the January 17, 2023 BOT Meeting**

Bill To:
Tallahassee Community College ATTN: Accounts Payable 444 Appleyard Drive Tallahassee, FL 32304-2895 United States of America (850) 201-8525

Currency	Total Lines Amount	Total Tax Amount	Total PO Amount
USD	8,700.00	0.00	8,700.00

Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Specifics per attached proposal dated April 9, 2024. Architectural Services Fee Proposal for the Preliminary Schematic Design of the AC Building#08 - 2nd Floor Improvements/Renovations				8,700.00

Messages
Tallahassee Community College does not discriminate against any person on the basis of age, color, disability, ethnicity, gender identity, genetic information, marital status, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status in its programs and activities
Verification of Employment: PER FLORIDA STATUTE 448.095, the firm shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all persons employed during the contract term by the firm to perform employment duties within Florida and all persons (including sub-consultants) assigned by the firm to perform work pursuant to the contract with Tallahassee Community College.
Please send all Invoices to Accounts Payable - "AcctPay@tcc.fl.edu" To ensure timely payments, TCC requires the College's purchase order number to be included on all invoices submitted for payment.
Any questions related to payment of supplier invoices should be directed to the TCC Accounts Payable Office at (850) 201-8565.

Director of Procurement and Auxiliary Services
 Dustin Frost

Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32304
United States of America
Federal ID: 59-1141270
Tax Exemption ID: 85-80-125307-72C8

Purchase Order

Purchase Order Number	PO-020058
Purchase Order Date	04/18/2024
Payment Terms	Net 30
Requestor	Holly Pelletier
Phone Number	(850) 201-6200



Tallahassee Community College
 Don Herr
 444 Appleyard Drive
 Tallahassee, FL 32304

Invoice number 21094_0524
 Date 05/31/2024
 Project 21094 WEI MASTER PLAN UPDATE

Professional Architectural Services

PHASE 1 - Site 6 (WEI)
 PO-014617

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Task 1 - Overview	1,500.00	0.00	0.00	0.00	0.00
Task 2 - Executive Summary	69,400.00	39.16	11,225.00	27,175.00	15,950.00
Task 3 - Existing Conditions	54,500.00	54.13	29,500.00	29,500.00	0.00
Task 4 - Planning Elements	164,500.00	83.13	136,742.75	136,742.75	0.00
Task 5 - Decision Themes	31,600.00	78.61	24,841.25	24,841.25	0.00
Task 6 - Master Plan & Graphics	39,900.00	100.00	39,900.00	39,900.00	0.00
Task 7 - Conclusion	1,933.00	96.74	0.00	1,870.00	1,870.00
Total	363,333.00	71.57	242,209.00	260,029.00	17,820.00

Task 7 - Conclusion

Reimbursables

	Units	Rate	Billed Amount
Supplies			
Chris B. Strawbridge			31.21
Invoice total			17,851.21

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
21094_0524	05/31/2024	17,851.21	17,851.21				
	Total	17,851.21	17,851.21	0.00	0.00	0.00	0.00

We appreciate your business. Please remit payment at your earliest convenience to: DAG Architects Inc., 1223 Airport Road, Destin, FL 32541. If you have any questions, please contact Michelle Neu or Jon Holt at 850.837.8152 or accounting@dagarchitects.com.



Tallahassee Community College
 Don Herr
 444 Appleyard Drive
 Tallahassee, FL 32304

Invoice number 21114_0524
 Date 05/31/2024
 Project 21114 FPSI MASTERPLANNING

Professional Architectural Services

PO-014772

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Task 1 - Overview	1,825.00	100.00	1,825.00	1,825.00	0.00
Task 2 - Executive Summary	59,130.00	68.88	27,530.00	40,730.00	13,200.00
Task 3 - Existing Conditions	41,890.00	61.15	25,617.50	25,617.50	0.00
Task 4 - Planning Elements	86,328.00	56.00	48,347.50	48,347.50	0.00
Task 5 - Decision Themes	16,985.00	100.00	16,985.00	16,985.00	0.00
Task 6 - Master Plan & Graphics	30,825.00	64.74	19,957.50	19,957.50	0.00
Task 7 - Conclusion	1,815.00	83.33	1,512.50	1,512.50	0.00
Total	238,798.00	64.90	141,775.00	154,975.00	13,200.00

Invoice total **13,200.00**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
21114_0524	05/31/2024	13,200.00	13,200.00				
	Total	13,200.00	13,200.00	0.00	0.00	0.00	0.00

We appreciate your business. Please remit payment at your earliest convenience to: DAG Architects Inc., 1223 Airport Road, Destin, FL 32541. If you have any questions, please contact Michelle Neu or Jon Holt at 850.837.8152 or accounting@dagarchitects.com.



Tallahassee Community College
 Don Herr
 444 Appleyard Drive
 Tallahassee, FL 32304

Invoice number 21114_0624
 Date 06/30/2024
 Project 21114 FPSI MASTERPLANNING

Professional Architectural Services

PO-014772

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Task 1 - Overview	1,825.00	100.00	1,825.00	1,825.00	0.00
Task 2 - Executive Summary	59,130.00	73.86	40,730.00	43,672.50	2,942.50
Task 3 - Existing Conditions	41,890.00	61.15	25,617.50	25,617.50	0.00
Task 4 - Planning Elements	86,328.00	56.00	48,347.50	48,347.50	0.00
Task 5 - Decision Themes	16,985.00	100.00	16,985.00	16,985.00	0.00
Task 6 - Master Plan & Graphics	30,825.00	70.99	19,957.50	21,882.50	1,925.00
Task 7 - Conclusion	1,815.00	98.48	1,512.50	1,787.50	275.00
Total	238,798.00	67.05	154,975.00	160,117.50	5,142.50

Invoice total **5,142.50**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
21114_0524	05/31/2024	13,200.00		13,200.00			
21114_0624	06/30/2024	5,142.50	5,142.50				
	Total	18,342.50	5,142.50	13,200.00	0.00	0.00	0.00

We appreciate your business. Please remit payment at your earliest convenience to: DAG Architects Inc., 1223 Airport Road, Destin, FL 32541. If you have any questions, please contact Michelle Neu or Jon Holt at 850.837.8152 or accounting@dagarchitects.com.



Destin
 Atlanta
 Pensacola
 Melbourne
 Tallahassee
 Panama City

Tallahassee Community College
 Don Herr
 444 Appleyard Drive
 Tallahassee, FL 32304

Invoice number 23120_0624
 Date 06/30/2024
 Project 23120 KENT STREET - VACATE

Professional Architectural Services

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Stipulated Lump Sum for Professional Architectural Services	12,000.00	25.67	0.00	3,080.00	3,080.00
Total	12,000.00	25.67	0.00	3,080.00	3,080.00

Invoice total **3,080.00**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
23120_0624	06/30/2024	3,080.00	3,080.00				
	Total	3,080.00	3,080.00	0.00	0.00	0.00	0.00

We appreciate your business. Please remit payment at your earliest convenience to: DAG Architects Inc., 1223 Airport Road, Destin, FL 32541. If you have any questions, please contact Michelle Neu or Jon Holt at 850.837.8152 or accounting@dagarchitects.com.



Tallahassee Community College
 Don Herr
 444 Appleyard Drive
 Tallahassee, FL 32304

Invoice number 21094_0624
 Date 06/30/2024
 Project 21094 WEI MASTER PLAN UPDATE

Professional Architectural Services

PHASE 1 - Site 6 (WEI)
 PO-014617

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Task 1 - Overview	1,500.00	0.00	0.00	0.00	0.00
Task 2 - Executive Summary	69,400.00	52.63	27,175.00	36,525.00	9,350.00
Task 3 - Existing Conditions	54,500.00	54.13	29,500.00	29,500.00	0.00
Task 4 - Planning Elements	164,500.00	83.13	136,742.75	136,742.75	0.00
Task 5 - Decision Themes	31,600.00	78.61	24,841.25	24,841.25	0.00
Task 6 - Master Plan & Graphics	39,900.00	100.00	39,900.00	39,900.00	0.00
Task 7 - Conclusion	1,933.00	96.74	1,870.00	1,870.00	0.00
Total	363,333.00	74.14	260,029.00	269,379.00	9,350.00

Invoice total **9,350.00**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
21094_0524	05/31/2024	17,851.21		17,851.21			
21094_0624	06/30/2024	9,350.00	9,350.00				
	Total	27,201.21	9,350.00	17,851.21	0.00	0.00	0.00

We appreciate your business. Please remit payment at your earliest convenience to: DAG Architects Inc., 1223 Airport Road, Destin, FL 32541. If you have any questions, please contact Michelle Neu or Jon Holt at 850.837.8152 or accounting@dagarchitects.com.



Fitzgerald Collaborative Group, LLC

Tallahassee Community College
Jenny Shuler
444 Appleyard Drive
Tallahassee, FL 32304-2895

Invoice number 240201_0524
Date 05/31/2024

Project 240201 TCC SOLAR CANOPY CUP BLDG #28

For Professional Architectural Services

P.O. No. PO-019707

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Basic Services					
Measured Drawings	4,500.00	100.00	4,500.00	4,500.00	0.00
Schematic Design	6,758.00	100.00	6,758.00	6,758.00	0.00
Schematic Design-Kever	1,500.00	100.00	0.00	1,500.00	1,500.00
Schematic Design-IGT Solar	1,100.00	0.00	0.00	0.00	0.00
Design Development	12,450.00	100.00	11,827.50	12,450.00	622.50
Design Development-Kever	2,000.00	100.00	0.00	2,000.00	2,000.00
Design Development-IGT Solar	1,800.00	0.00	0.00	0.00	0.00
Permit Documents	3,758.00	100.00	0.00	3,758.00	3,758.00
Permit Documents-Kever	4,500.00	100.00	0.00	4,500.00	4,500.00
Permit Documents-IGT Solar	2,400.00	0.00	0.00	0.00	0.00
Bidding	2,065.00	0.00	0.00	0.00	0.00
Construction Administration	6,758.00	0.00	0.00	0.00	0.00
Construction Administration-Kever	1,500.00	0.00	0.00	0.00	0.00
Subtotal	51,089.00	69.42	23,085.50	35,466.00	12,380.50
Total	51,089.00	69.42	23,085.50	35,466.00	12,380.50

Invoice total 12,380.50

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
240201_0524	05/31/2024	12,380.50	12,380.50				
	Total	12,380.50	12,380.50	0.00	0.00	0.00	0.00

We appreciate your business. Please remit payment at your earliest convenience to 850 S Gadsden St., Suite 140, Tallahassee, FL 32301. If you have any questions please contact Judith 832.331.9418, or judith@fc-groupllc.com.

August 6, 2024

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

FROM: Barbara Wills, Ph.D.
Vice President for Administrative Services and Chief Business Officer

SUBJECT: Construction Status Report

Item Description

This item describes the status of various construction, renovation, remodeling and site improvement projects at all TSC locations for the Board of Trustees.

Overview and Background

The attached Construction Status report details the noteworthy construction and renovation projects being undertaken to support the educational mission of the College.

Past Actions by the Board

None.

Funding/ Financial Implications

All construction and renovation projects are funded prior to approval, with most being funded from capital improvement fees.

Recommended Action

Presented as an information item only.

CONSTRUCTION STATUS REPORT – JULY & AUGUST 2024

MAIN CAMPUS (SITE 1)

TSC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
PJ-0426	DH Sim Lab Remodel - AP 160 Classroom	95%	August 2024	Project commenced 12/14/23; Owner training scheduled 9/14/24
PJ-0357	SM 114 - Classroom Renovations	75%	August 2024	In progress
PJ-0165	SM 118 - Classroom Renovations	75%	August 2024	In progress
PJ-0260	SM 129 - Classroom Renovations	75%	August 2024	In progress
PJ-0360	SM 211 - Classroom Renovations	75%	August 2024	In progress
PJ-0499	HSS 255 - Classroom Renovations	75%	August 2024	In progress
PJ-0355	CH 233 - Classroom Renovations	75%	August 2024	In progress
PJ-0356	CH 234 - Classroom Renovations	75%	August 2024	In progress
PJ-0501	Ceiling and Window Replacements WD 208, 219	10%	August 2024	In progress
PJ-0501	Ceiling and Window Replacements TPP 204	10%	August 2024	In progress
PJ-0501	Ceiling and Window Replacements ADMIN 219	50%	August 2024	Ceiling complete; Windows on order
PJ-0501	Ceiling Replacements AD 208/209	50%	August 2024	Ceiling complete; Windows on order
PJ-0502	Window Replacements DH 206	10%	August 2024	In progress
PJ-0426	Window Replacement DH Sim Lab AP 160	5%	October 2024	Awaiting bids
N/A	Administration Bldg#27 2 nd Floor Men and Women's Restroom	100%	August 2024	Complete
N/A	EN Bldg#01 – Air Duct Cleaning	50%	August 2024	In progress
N/A	SU Bldg#35 – Vendor Food Bays - Air Duct Cleaning	100%	June 2024	Complete
N/A	Irrigation for Planter Beds	100%	June 2024	Complete
N/A	Install New Planter Beds	100%	July 2024	Complete
PJ-0379	Sidewalk Repairs, Elimination of Trip Hazards	Continuous	On-going	Repaired 1,645 Trip Hazards Replaced 62 sections of Sidewalk Repaired 156' of new curb
PJ-0337 PJ-0422	State DM - Elevator Door Lock Monitoring Systems Bldg# 1,2,5,6,8,9,11N,11S,12,18, 27,30,35,39,41	90%	October 2024	Awaiting materials for Building#01, 12 and 18; New Mini split HVAC ordered for Bldg#18

N/A	Athletics – Sand Pro Equipment	10%	May 2025	Purchase order submitted
PJ-0342	Athletics – LS Interior Renovation	100%	August 2024	Complete
PJ-0447	LSC – Metal Coping/Roofing	90%	August 2024	Materials received
PJ-0341	Athletics – Softball / Baseball Complex Improvements	20%	October 2024	Work commenced 5/14/2024
PJ-0505	Bleacher Repairs - Softball	5%	September 2024	In progress
PJ-0428	CUP Renovation and Infrastructure	65%	June 2025	Materials ordered
PJ-0428	CUP Roof	100%	June 2024	Complete
PJ-0467	Lightning Protection - CUP	20%	August 2024	In progress
PJ-0365	CUP Control Room and ADA Restrooms	50%	September 2024	Construction in progress
PJ-0428	CUP - Install Air Dirt Separator	10%	December 2024	Christmas shut down
PJ-0428	SM Bldg#18 1, 2, 3 & 4 AHU Replacement	10%	September 2024	PO issued
PJ-0428	FPAC Bldg#12 AHU 6 & 7 Replacement	50%	August 2024	In progress
PJ-0428	Library Bldg#30 AHU 1 Replacement	10%	October 2024	PO issued
PJ-0428	Replace Smardt Chiller	5%	October 2024	PO issued
PJ-0374	State DM - 15KV Electrical Underground Infrastructure	20%	March 2025	Equipment ordered and expected by Fall 2024
N/A	Transfer of Electrical Bldg#16 to Leon County School Board	45%	TBD	Pending LCS and TSC BOT approval
PJ-0414	Parking Garage Bldg#37 Repairs	20%	August 2024	Repairs in progress
N/A	Dale Mabry Museum	15%	TBD	Survey completed, MOU to be developed
PJ-0434	Truck Driving Program Expansion/Grant	5%	TBD	Environmental exemption submitted and pending approval
PJ-0384	AC Bldg#08 Fire Alarm Upgrades	100%	July 2024	Complete
PJ-0440	AC Bldg#08 Voice Evacuation System	100%	July 2024	Complete
PJ-0485	AC Bldg#08 Third Floor Renovations/Upgrades	10%	Summer 2025	Design underway by BKJ, Scheduled during Summer Break
N/A	AC Bldg#08 Security Window Tint	100%	June 2024	Complete
PJ-0496	Six Innovation/Maker Spaces in Library Bldg#30	5%	TBD	100% CD's expected in November
PJ-0436	Solar Powered Covered Walkways	15%	August 2024	Material on order
N/A	TPPN Valve Pit Repairs	100%	July 2024	Complete

PJ-0445	English Bldg#01 Restrooms Renovation	30%	October 2024	PO issued
PJ-0378	C-Cure Locks / NIST 800-171	15%	December 2024	Parts for 8 locations on order Total 28 to be accomplished: 8 In progress 12 completed
TSC PROJECT#	SUSTAINABILITY	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Hydration Stations	Continuous	On-going	Prevented 723,436 Plastic Bottles from going to landfills
N/A	Recycled Plastic Lumber/Furniture	Continuous	On-going	Prevented 3,376,000 Plastic Bags from going to landfills
N/A	CO2 Avoidance	Continuous	On-going	Prevented 36,172 lbs. of CO2 from being released into the atmosphere

GADSDEN SERVICE CENTER (SITE 2)

TSC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
PJ-0491	Vacate Kent Street	25%	TBD	Underway – PO to DAG Architects

FLORIDA PUBLIC SAFETY INSTITUTE (SITE 3)

TSC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
PJ-0405	State DM - Replace Chillers, Pumps and Install VFD's Bldg#4	95%	September 2024	3 of 3 Chillers and Pumps received and installed Controls to be completed in August
PJ-0405	CUP Controls for Replaced Chillers, Pumps and VFD's	75%	August 2024	Parts on order
N/A	Install Water Treatment/Filters for Chilled Water/Hot Water	50%	August 2024	Chill water complete; Hot water to be scheduled
PJ-0448	Housing HVAC Renovations	100%	July 2024	Complete
PJ-0448	Housing Outside Air Unit - East	85%	August 2024	Installation in progress
PJ-0448	Housing Outside Air Unit - West	10%	November 2024	PO issued
N/A	Housing/Dorm Modernization	45%	August 2025	Replacement of lights, toilets, beds, etc.
N/A	Replace Housing 450 Gallon Hot Water Expansion Tank	85%	August 2024	Tank installed, awaiting insulation
PJ-0448	Dining Facility Renovations	25%	TBD	Roof Access, Awaiting Fabrication
PJ-0478	Defensive Tactics HVAC Renovations	95%	August 2024	HVAC/Infrastructure Upgrades
N/A	Defensive Tactics Mezzanine Access	100%	July 2024	Complete

PJ-0480	FPSI Housing Elevator Modernization	10%	August 2024	Scheduling repairs
PJ-0483	FPSI Dorm Annex Windows	10%	August 2024	PO issued
PJ-0489	FPSI Dorm Wing South Bldg#10	5%	TBD	Obtaining multiple quotes
PJ-0482	FPSI Dorm Wing North Bldg#11	5%	TBD	Obtaining multiple quotes
PJ-0484	FPSI Bridge and Sidewalks	85%	August 2024	Repairs in progress
PJ-0486	FPSI Stormwater Drainage	60%	September 2024	Repairs in progress
PJ-0487	FPSI Firing Range Improvements	50%	September 2024	Commenced repairs
PJ-0428	Water pressure Regulating Valves	40%	TBD	Installing valves at Defensive Tactics, Dorm Bldg, Conference Center & Housing Bldg. Complete - Administration Bldg, Classroom Bldg, Dining Hall
PJ-0494	Classroom Building Restroom Upgrades and ADA Compliance	45%	October 2024	Underway

CENTER FOR INNOVATION (SITE 4)

TSC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
PJ-0467	Lightning Protection	5%	October 2024	Awaiting roof repairs, PO Issued 06/05/2024
PJ-0423	State DM - CFI Exterior Envelope (Walls & Windows)	10%	TBD	Re-quoting GMP; Bids due July 18th
PJ-0424	State DM - CFI Exterior Staircases	10%	TBD	Construction to start July 15 th
PJ-0431	CFI Smoke Exhaust Removal	10%	TBD	Construction to start July 15 th
N/A	CFI – Lower Level Improvements	5%	TBD	Contractor Reviewing existing modular cubicles
PJ-0497	CFI – 3 rd Floor Renovation	5%	January 2025	GMP to September BOT for approval
PJ-0488	CFI Roof	50%	September 2024	In progress

GHAZVINI CENTER FOR HEALTHCARE EDUCATION (SITE 5)

TSC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
N/A	Install Walkway to TMH Lower Parking Area	5%	TBD	Obtain MOU with TalGov
N/A	Student Lockers	50%	August 2024	Materials on order

WAKULLA ENVIRONMENTAL INSTITUTE (SITE 6)

TSC PROJECT#	TASK / PROJECT NAME	%COMPLETE	DUE DATE	NOTES / STATUS
PJ-0340	Infrastructure	10%	TBD	In progress
PJ-0353	Irrigation Well	10%	TBD	In progress
PJ-0470	Paint Soffit and Facia	100%	June 2024	Complete
PJ-0470	Paint All Exterior Wood	100%	July 2024	Complete
N/A	Solar Panel Framework Restoration / Soft Scrub Solar Panels	5%	August 2024	Scheduling underway
PJ-0522	Paint/Refinish Pole Barn #1	5%	September 2024	Scheduling underway

August 6, 2024

MEMORANDUM

TO: Jim Murdaugh, Ph.D.
President

FROM: Barbara Wills, Ph.D.
Vice President for Administrative Services and Chief Business Officer

SUBJECT: Workforce Development (WD) Building#38 Roofing

Item Description

This item requests approval of the attached roofing material and services proposal No. 25-FL-240889 for the Workforce Development (WD) Building #38 Metal Roofing System.

Overview and Background

The roofing system on Site 1 - Main Campus, Workforce Development (WD) Building #38, needs structural improvements and requires repairs.

Garland/DBS, Inc. (Florida General Contractor License#CGC1517248) administered a competitive process on behalf of the College to receive quotes for the project and the following local companies provided responses:

- Burnete Roofing
- Roof Control Services
- Crawford Roofing
- Teamcraft Roofing

Burnette Roofing of Tallahassee was selected to perform the work.

The attached proposal no. 25-FL-240889 in the amount of \$977,787 was received from Garland/DBS, Inc. and is recommended for all roofing materials and labor required for the repairs to WD Building #38.

The attached budget/estimate is being provided according to the pricing established under the Master Intergovernmental Cooperative Purchasing Agreement (MICPA # PW1925) with Racine County, WI and OMNIA Partners, Public Sector (U.S. Communities). The line item pricing breakdown from Attachment C: Bid Form should be viewed as the maximum price an agency will be charged under the agreement.

Funding/ Financial Implications

Funds for this project are provided from the College's local funds.

Past Actions by the Board

None

Recommended Action

Approve the attached proposal no. 25-FL-240889 from Garland/DBS, Inc. as presented.



Garland/DBS, Inc.
3800 East 91st Street
Cleveland, OH 44105
Phone: (800) 762-8225
Fax: (216) 883-2055



ROOFING MATERIAL AND SERVICES PROPOSAL

Tallahassee State College
WD Building 38
444 Appleyard Dr.
Tallahassee, FL 32304

Date Submitted: 07/23/2024
Proposal #: 25-FL-240889
MICPA # PW1925
Florida General Contractor #: CGC1533467

Purchase orders to be made out to: Garland/DBS, Inc.

Please Note: The following budget/estimate is being provided according to the pricing established under the Master Intergovernmental Cooperative Purchasing Agreement (MICPA) with Racine County, WI and OMNIA Partners, Public Sector (U.S. Communities). The line item pricing breakdown from Attachment C: Bid Form should be viewed as the maximum price an agency will be charged under the agreement. Garland/DBS, Inc. administered an informal competitive process for obtaining quotes for the project with the hopes of providing a lower market-adjusted price whenever possible.

Scope of Work: Garland Intelliframe Framing System

1. Assembly is steel decking with 3" of ISO then steel roof panels
2. Do not remove any existing panels or clips
3. Install Intelliframe system by mechanical attachment
 - a. Spacing will not exceed 4' o.c
 - b. See Garland Engineering Wind Uplift for exact zone spacing
4. Fasten down framing system using TFC ¼-14 DP3 fastener or approved equal
5. Fasteners must be attached to the steel deck, connection to existing roof panel is not acceptable
6. Fasteners should be placed in pre-punched holes
7. Cross webbing maybe required in zone 2 and zone 3 per engineer drawing

Scope of Work: R-Mer Span Panel Installation

Gutter Box should be installed prior to panels. **Shop Drawing must be ordered prior to the start of work**

1. Identify the center line for the area of work
 - a. Work may proceed in two directions from the centerline
2. Remove all film from the panel daily
3. Install eave trim cleat
 - a. Fasten every 12" o.c.
4. Install eave trim
 - a. Fasten every 12" o.c.
 - b. Minimum 3" away from roof edge
 - c. Eave foam installed over fasteners
5. Prior to installing panel the top end must be folded using the "pan end tool"

6. Clips on eave and ridge will be inset 8"
7. Follow clip spacing per Garland Uplift (maximum)
 - a. See Garland Wind Uplift
8. Install clip using 2 fasteners per clip
 - a. Fasteners must be TFC ¼-14 DP3
 - b. Fasteners must be attached to Intelliframing System
 - c. Drill bit extenders must be used to ensure fasteners are "not" driven at an angle
9. Use 6" step over clamps to hold clips in place while fastening
 - a. Use caution not to damage panel finish with clamp
 - b. Protective cover must be used to avoid metal to metal contact
10. Before securing panel install two rows of butyl sealant over foam
11. Panel must overhang eave edge by 1.5" to allow for thermal expansion and contraction
12. Install two rows of butyl sealant on inside of rib before installing the subsequent panel
13. Anchor panel using a #30 drillbit and #44 1/8" pop rivets
 - a. Rivet location will be determined based on shop drawings
14. Install subsequent panels
 - a. Panel alignment should be checked every 3 to 4 panels
15. Install gable clips 1" from roof's edge
16. Trimming the panel will likely be required to fit
 - a. Vertical leg must be included in the rake termination
17. Seam Cap will be installed
 - a. Factory applied butyl has already been installed
 - b. Ensure proper positioning before allowing solid contact
 - c. ¾" overhang is required on eave edge
 - d. Hand crimp the top, bottom, and all clip locations of seam cap
18. Install edge stiffener
 - a. Hold in place using small step over clamps
 - b. Rivet into place using Garland color match rivets
19. Ridge cap should be test fit and proper location marked on the panel rib
20. Install factory provided head closure
 - a. These details cannot be field fabricated
 - b. Fasten into place with 1/8" pop rivets
 - c. Caulk the backside of head closure
21. Installing ridge cap
 - a. Install butyl tape over the head closure
 - b. Install ridge cleat fastening to head closure every 6" o.c.
22. Gable end rake edge install
 - a. Dry fit rake edge to mark location for rake edge cleat
 - b. Field modify rake edge to ensure proper fit
 - c. Instruction will be located in the FT Section of the Shop Drawings
23. Mechanically seam clip
 - a. Fold down ¾" overhang with duck bill vice grip
 - b. Tap flush with rubber mallet

Scope of Work: Install new gutter and down spouts

1. Install new gutters box
2. Install new downspouts
 - a. Tie into ground level plumbing where existing

Attachment C: Bid Form - Line Item Pricing Breakdown

Item #	Item Description	Unit Price	Quantity	Unit	Extended Price
2.25	Tear-off & Dispose of Debris: SYSTEM TYPE Metal Roofing System - Metal Deck	\$ 3.81	25,000	SF	\$ 95,250.00
14.01.06	METAL ROOFING SYSTEMS - LOW SLOPE & STEEP SLOPE (2): INSULATION OPTIONS FOR ARCHITECTURAL STANDING SEAM ROOF INSTALLATION OVER SUBSTRATE: INSULATION OPTION: Structural Application Over Open Framing or Over Retrofit Framing - Fiberglass Batten Insulation with an R-Value of 30	\$ 4.66	25,000	SF	\$ 116,500.00
14.02.07	METAL ROOFING SYSTEMS - LOW SLOPE & STEEP SLOPE (2): ROOF CONFIGURATION Architectural or Structural Standing Seam Roof System; Seam Height At or Above 2": THICKNESS OPTION: Bare Galvalume Coated Steel or Equal Panel Price - 22 Ga, 18" - 19" Wide Panels	\$ 10.94	25,000	SF	\$ 273,500.00
14.02.09	METAL ROOFING SYSTEMS - LOW SLOPE & STEEP SLOPE (2): ROOF CONFIGURATION Architectural or Structural Standing Seam Roof System; Seam Height At or Above 2": PANEL WIDTH OPTION: Add for 16" - 17" Panel Width - Galvalume Coated Steel or Equal	\$ 0.96	25,000	SF	\$ 24,000.00
14.02.11	METAL ROOFING SYSTEMS - LOW SLOPE & STEEP SLOPE (2): ROOF CONFIGURATION Architectural or Structural Standing Seam Roof System; Seam Height At or Above 2": COLOR OPTION: Add for Standard Colors - Fluorocarbon Paint System Over Aluminum or Galvalume Coated Steel Or Equal	\$ 1.74	25,000	SF	\$ 43,500.00
14.02.33	METAL ROOFING SYSTEMS - LOW SLOPE & STEEP SLOPE (2): ROOF CONFIGURATION Architectural or Structural Standing Seam Roof System; Seam Height At or Above 2": PANEL INSTALLATION OPTION: Structural Application - At or Above 3:12 Slope - Installed Over Retrofit Framing System	\$ 25.64	25,000	SF	\$ 641,000.00
Total Price					\$ 1,193,750.00

Base Bid Total Maximum Price of Line Items under the MICPA: \$ 1,193,750.00

Proposal Price Based Upon Market Experience: \$ 977,787.00

Garland/DBS Price Based Upon Local Market Competition:

Burnette Roofing	\$ 977,787.00
Roof Control Services	\$ 1,008,607.85
Crawford Roofing	\$ 1,118,343.09
Teamcraft Roofing	\$ 1,353,618.00

Potential issues that could arise during the construction phase of the project will be addressed via unit pricing for additional work beyond the scope of the specifications. This could range anywhere from wet insulation, to the replacement of deteriorated wood nailers.

Please Note – The construction industry is experiencing unprecedented global pricing and availability pressures for many key building components. Specifically, the roofing industry is currently experiencing long lead times and significant price increases with roofing insulation and roofing fasteners. Therefore, this proposal can only be held for 30 days. DBS greatly values your business, and we are working diligently with our long-term suppliers to minimize price increases and project delays which could effect your project. Thank you for your understanding and cooperation.

Clarifications/Exclusions:

1. Plumbing, Mechanical, Electrical work is excluded.
2. Masonry work is included to which it obtains to the scope of work.
3. Interior Temporary protection is excluded.
4. Prevailing Wages are excluded.
5. Any work not exclusively described in the above proposal scope of work is excluded.

If you have any questions regarding this proposal, please do not hesitate to call me at my number listed below.

Respectfully Submitted,

Anthony Kardum

Anthony Kardum
Garland/DBS, Inc.
(216) 430-3555

August 6, 2024

MEMORANDUM

TO: Jim Murdaugh, Ph.D.
President

FROM: Barbara Wills, Ph.D.
Vice President for Administrative Services and Chief Business Officer

SUBJECT: Plant Operations Warehouse/Surplus (PO) Building #56 Roofing

Item Description

This item requests approval of the attached roofing material and services proposal No. 25-FL-240890 for the Plant Operations Warehouse/Surplus (PO) Building#56 Metal Roofing System.

Overview and Background

The roofing system on Site 1 - Main Campus, Plant Operations Warehouse/Surplus (PO) Building #56, needs structural improvements and requires repairs.

Garland/DBS, Inc. (Florida General Contractor License#CGC1517248) administered a competitive process on behalf of the College to receive quotes for the project and the following local companies provided responses:

- Burnete Roofing
- Roof Control Services
- Crawford Roofing
- Teamcraft Roofing

Roof Control Services of Clermont Florida was selected to perform the work.

The attached proposal no. 25-FL-240890 in the amount of \$625,380 was received from Garland/DBS, Inc. and is recommended for all roofing materials and labor required for the repairs to Plant Operations Warehouse/Surplus (PO) Building #56.

The attached budget/estimate is being provided according to the pricing established under the Master Intergovernmental Cooperative Purchasing Agreement (MICPA # PW1925) with Racine County, WI and OMNIA Partners, a purchasing cooperative available to state and local governments, including Florida State Colleges. The line item pricing breakdown from Attachment C: Bid Form should be viewed as the maximum price an agency will be charged under the agreement.

Funding/ Financial Implications

Funds for this project are provided from the College's local funds.

Past Actions by the Board

None

Recommended Action

Approve the attached proposal no. 25-FL-240890 from Garland/DBS, Inc. as presented.



Garland/DBS, Inc.
3800 East 91st Street
Cleveland, OH 44105
Phone: (800) 762-8225
Fax: (216) 883-2055



ROOFING MATERIAL AND SERVICES PROPOSAL

**Tallahassee State College
Warehouse 56
444 Appleyard Dr.
Tallahassee, FL 32304**

**Date Submitted: 07/24/2024
Proposal #: 25-FL-240890
MICPA # PW1925**

Florida General Contractor #: CGC1533467

Purchase orders to be made out to: Garland/DBS, Inc.

Please Note: The following budget/estimate is being provided according to the pricing established under the Master Intergovernmental Cooperative Purchasing Agreement (MICPA) with Racine County, WI and OMNIA Partners, Public Sector (U.S. Communities). The line item pricing breakdown from Attachment C: Bid Form should be viewed as the maximum price an agency will be charged under the agreement. Garland/DBS, Inc. administered an informal competitive process for obtaining quotes for the project with the hopes of providing a lower market-adjusted price whenever possible.

Scope of Work: Intelliframe Framing System

1. Mark the purlins on the top side of the roof
 - a. Spacing must not exceed 5' at any point notify owner representative if this condition exist
2. Do not remove any existing panels or clips
3. Install Intelliframe system by aligning above roof framing with the existing purlin system
4. Press the Intelliframe system down firmly and align with previously marked purlins
5. Fasten down hugger system using TFC ¼-14 DP3 fastener or approved equal

6. Fasteners must be attached to the purlin, connection to existing roof panel is not acceptable
7. Fasteners should be place in pre-punched holes
8. Cross webbing in zone 2 and zone 3 will be required per engineer drawing

Scope of Work: R-Mer Span Panel Installation

Shop Drawing must be ordered prior to the start of work

1. Identify the center line for the area of work
 - a. Work may proceed in two directions from the centerline
2. Remove all film from the panel
3. Install eave trim cleat
 - a. Fasten every 12" o.c.
4. Install eave trim
 - a. Fasten every 12" o.c.
 - b. Minimum 3" away from roof edge
 - c. Eave foam installed over fasteners
5. Prior to installing panel the top end must be folded using the "pan end tool"
6. Clips on eave and ridge will be inset 8"
7. Follow clip spacing per Garland Uplift (maximum)
 - a. Zone One- Continuous Clips (20' lengths)
 - b. Zone Two(e)- 3'11" o.c
 - c. Zone Three (e)- 2'10" o.c
 - d. Zone Four- 5' o.c
 - e. Zone Five- 5' o.c
8. Install clip using 2 fasteners per clip
 - a. Fasteners must be TFC ¼-14 DP3
 - b. Fasteners must be attached to Intelliframing
 - c. Drill bit extenders must be used to ensure fasteners are "not" driven at an angle
9. Use 6" step over clamps to hold clips in place while fastening
 - a. Use caution not to damage panel finish with clamp
10. Before securing panel install two rows of butyl sealant over foam
11. Panel must overhang eave edge by 1.5" to allow for thermal expansion and contraction
12. Install two rows of butyl sealant on inside of rib before installing the subsequent panel
13. Anchor centerline panel using a #30 drillbit and #44 1/8" pop rivets
14. Install subsequent panels
 - a. Panel alignment should be checked every 3 to 4 panels
15. Install gable clips 1" from roofs edge
16. Trimming the panel will likely be required to fit
17. Seam Cap will be installed
 - a. Factory applied butyl has already been installed
 - b. Ensure proper positioning before allowing solid contact
 - c. ¾" overhang is require on eave edge
 - d. Hand crimp the top, bottom, and all clip locations of seam cap
18. Install edge stiffener
 - a. Hold in place using small step over clamps
 - b. Rivet into place using Garland color match rivets
19. Ridge cap should be test fit and proper location marked on the panel rib
20. Install factory provided head closure
 - a. These detail cannot be field fabricated
 - b. Fasten into place with 1/8" pop rivets
 - c. Caulk the backside of head closure

21. Installing ridge cap

- a. Install butyl tape over the head closure
- b. Install ridge cleat fastening to head closure every 6" o.c.

22. Gable end rake edge install

- a. Dry fit rake edge to mark location for rake edge cleat
- b. Field modify rake edge to ensure proper fit
- c. Instruction will be located in the FT Section of the Shop Drawings

23. Mechanically seam clip

- a. Fold down $\frac{3}{4}$ " over hang with duck bill vice grip
- b. Tap flush with rubber mallet

Scope of Work: Install new gutter and down spouts

- 1. Install new gutters box
- 2. Install new downspouts
 - a. Tie into ground level plumbing where existing

Attachment C: Bid Form - Line Item Pricing Breakdown

Item #	Item Description	Unit Price	Quantity	Unit	Extended Price
2.25	Tear-off & Dispose of Debris: SYSTEM TYPE Metal Roofing System - Metal Deck	\$ 3.81	15,000	SF	\$ 57,150.00
14.01.05	METAL ROOFING SYSTEMS - LOW SLOPE & STEEP SLOPE (2): INSULATION OPTIONS FOR ARCHITECTURAL STANDING SEAM ROOF INSTALLATION OVER SUBSTRATE: INSULATION OPTION: Structural Application Over Open Framing; Over Retrofit Framing; Over an Existing Roof Using Steel Furring - No Insulation	\$ 3.66	15,000	SF	\$ 54,900.00
14.02.07	METAL ROOFING SYSTEMS - LOW SLOPE & STEEP SLOPE (2): ROOF CONFIGURATION Architectural or Structural Standing Seam Roof System; Seam Height At or Above 2": THICKNESS OPTION: Bare Galvalume Coated Steel or Equal Panel Price - 22 Ga, 18" - 19" Wide Panels	\$ 10.94	15,000	SF	\$ 164,100.00
14.02.09	METAL ROOFING SYSTEMS - LOW SLOPE & STEEP SLOPE (2): ROOF CONFIGURATION Architectural or Structural Standing Seam Roof System; Seam Height At or Above 2": PANEL WIDTH OPTION: Add for 16" - 17" Panel Width - Galvalume Coated Steel or Equal	\$ 0.96	15,000	SF	\$ 14,400.00
14.02.11	METAL ROOFING SYSTEMS - LOW SLOPE & STEEP SLOPE (2): ROOF CONFIGURATION Architectural or Structural Standing Seam Roof System; Seam Height At or Above 2": COLOR OPTION: Add for Standard Colors - Fluorocarbon Paint System Over Aluminum or Galvalume Coated Steel Or Equal	\$ 1.74	15,000	SF	\$ 26,100.00
14.02.33	METAL ROOFING SYSTEMS - LOW SLOPE & STEEP SLOPE (2): ROOF CONFIGURATION Architectural or Structural Standing Seam Roof System; Seam Height At or Above 2": PANEL INSTALLATION OPTION: Structural Application - At or Above 3:12 Slope - Installed Over Retrofit Framing System	\$ 25.64	15,000	SF	\$ 384,600.00
Sub Total Prior to Multipliers					\$ 701,250.00
22.21	MULTIPLIER - ROOF SIZE IS GREATER THAN 10,000 SF, BUT LESS THAN 20,000 SF Multiplier is applied when Roof Size is greater than 10,000 SF, but less than 20,000 SF. Situation creates the fixed costs: equipment, mobilization, demobilization, disposal, & set-up labor to be allocated across more of an average roof area resulting in fixed costs being a slightly larger portion of the overall job costs	10	701,250.00	%	\$ 70,125.00
Total After Multipliers					\$ 771,375.00

Base Bid Total Maximum Price of Line Items under the MICPA:	\$ 771,375.00
Proposal Price Based Upon Market Experience:	\$ 625,380.00

Garland/DBS Price Based Upon Local Market Competition:

Roof Control Services	\$ 625,380.00
Burnette Roofing	\$ 691,221.89
Crawford Roofing	\$ 730,000.66
Teamcraft Roofing	\$ 858,177.75

Potential issues that could arise during the construction phase of the project will be addressed via unit pricing for additional work beyond the scope of the specifications. This could range anywhere from wet insulation, to the replacement of deteriorated wood nailers.

Please Note – The construction industry is experiencing unprecedented global pricing and availability pressures for many key building components. Specifically, the roofing industry is currently experiencing long lead times and significant price increases with roofing insulation and roofing fasteners. Therefore, this proposal can only be held for 30 days. DBS greatly values your business, and we are working diligently with our long-term suppliers to minimize price increases and project delays which could effect your project. Thank you for your understanding and cooperation.

Clarifications/Exclusions:

1. Plumbing, Mechanical, Electrical work is excluded.
2. Masonry work is included to which it obtains to the scope of work.
3. Interior Temporary protection is excluded.
4. Prevailing Wages are excluded.
5. Any work not exclusively described in the above proposal scope of work is excluded.

If you have any questions regarding this proposal, please do not hesitate to call me at my number listed below.

Respectfully Submitted,

Anthony Kardum

Anthony Kardum
Garland/DBS, Inc.
(216) 430-3555

August 6, 2024

MEMORANDUM

TO: Jim Murdaugh, Ph.D.
President

FROM: Barbara Wills, Ph.D.
Vice President for Administrative Services and Chief Business Officer

SUBJECT: HVAC VAV Replacements

Item Description

This item requests approval of the attached Turn Key solution for the replacement of 100 HVAC VAV's (Variable Air Volume) systems located on TSC's Main Campus – Site 1, at 444 Appleyard Dr.

Overview and Background

As part of the Main Campus Central Utility Plan Infrastructure Upgrades, Siemens conducted multiple site visits to evaluate HVAC performance issues. During evaluation, it was determined that the existing aging HVAC VAV controls are failing and affecting system integrity. Replacement is necessary to ensure system operation including livable temperatures, humidity control, and energy efficiency.

The attached Proposal no. 9023707 in the amount of \$325,000.00 was received from SIEMENS according to the pricing established under the DMS Florida State Term Contract; DMS-14-15-003 FACS SA and T_M CONTRACTS and is recommended for all labor and materials for the Turn Key solution for the replacement of 100 VAV's.

Funding/ Financial Implications

This project will be funded from Federal Funds.

Past Actions by the Board

None

Recommended Action

Approve the attached proposal no. 9023707 from SIEMENS as presented.

PROPOSAL

TCC- Building VAV Conversion

PREPARED BY

Siemens Industry, Inc. ("Siemens")

PREPARED FOR

TALLAHASSEE STATE COLLEGE

DELIVERED ON

July 23, 2024

SMART BUILDINGS

Transforming the Everyday



Table of Contents

SIEMENS PROPOSAL	3
Contact Information	3
Scope of Work	3
Contracting Vehicle	4
Inclusions	6
Exclusions	8
Clarifications	8
Sell Price	9
Payment Terms	9
Terms and Conditions	10
Terms & Conditions Link(s)	10
Signature Page	11
Signature Page	11

Contact Information

Proposal #:	9023707
Date:	July 23, 2024

Sales Executive:	Jason M Taylor
Branch Address:	113 Progress Drive Tallahassee, FL 32304
Telephone:	513-368-9073
Email Address:	jason.taylor@siemens.com

Customer Contact:	Don Herr
Customer:	TALLAHASSEE STATE COLLEGE
Address:	444 APLEYARD DR TALLAHASSEE FL 32304-2815
Services shall be provided at:	TALLAHASSEE STATE COLLEGE 444 APLEYARD DR TALLAHASSEE FL 32304-2815

Scope of Work

Conclusion

Siemens Industry, Inc. is proud to present our Turn Key solution for 100 VAV'S. We are uniquely qualified, and offer the best reliable solution, as well as, long term site support. Our Tallahassee Team is prepared to fully commit the required resources to meet all project objectives. The below proposed solutions is in response to site investigations at the request of Tallahassee Community College. During multiple site visits to evaluate issues at the main campus associated with poor HVAC performance and air quality issues it has been determined that due to the age of the HVAC VAV controls and infrastructure have began to fail and the system integrity has been affected to the point that the old JCI controllers now requires replacement in order to regain proper control of the occupied spaces. There are over 750 controllers across the TSC campus. To date around 300 have been replaced however, due to the rate at which the 20 + year controllers are failing a more aggressive approach is required to get the buildings under control. This is also required to ensure that the efforts of previous upgrades are realized and space comfort and humidity control as well as energy efficiency are maintained. Siemens will be utilizing the DMS Florida State Term Contract as the vehicle to provide this solution.

Contracting Vehicle

To: Purchasing

This document is for reference related to Purchases of Siemens products and services for equipment manufactured and installed by Siemens Industry, Inc. installed in facilities referenced above.

Services provided by Siemens include one or multiple of the following:

- Support for Siemens Building Automation, Siemens Fire Alarm, Siemens Security, Siemens CCTV, Siemens Electrical Metering Systems, Siemens Energy Services, Measurement and Verification, Siemens Mechanical Services and General and Mechanical contracting.

Siemens Industry, Inc. is the manufacturer, installer and servicer of Siemens building systems, including building temperature control, laboratory control, lighting control, fire, security, mechanical and energy management systems supporting various Florida public sector entities as defined in F.S. including the Florida Department of Management Services (DMS) since 1993.

As the manufacturer Siemens Industry, Inc. authorizes systems hardware, software and installed systems purchases, updates, expansions and/or support to be provided exclusively by Siemens Industry, Inc. factory direct branches or by specified value added partners for specific market segments.

Siemens value added partners are not authorized to provide support for **Department of Management Services** as well as other specific Florida public sector entities. Additionally non-Siemens vendor/contractors/suppliers may not offer any Siemens systems hardware and services and/or imply in any form that they are "Siemens Authorized" and do not have authorized channel access to systems hardware/software or updates thereof. Limited component parts only (valves, actuators, etc.) may be available via supply chain vendors such as "Grainger" however, systems hardware, software and installed systems or service are not authorized to be sold through supply chain.

Siemens Industry, Inc. is a "statewide" vendor as listed in MyFlorida MarketPlace under "Siemens Industry, Inc. BT Div, FEID F132762488".

Siemens Industry, Inc. supports the Florida public sector market through Factory Direct Branch Offices in (10) Florida cities.

Pricing transparency as required by F.S. for single source purchases is available and may be defined in the associated agreement request for single source or as below.

Option 1

State of Florida Dept. of Management Services
DMS-14-15-003 FACS SA and T_M CONTRACTS

Option 2

National Joint Powers Alliance. www.njpacoop.org
Siemens: Contract 03157SIE Technology
Siemens: Contract 030817SIE HVAC Services

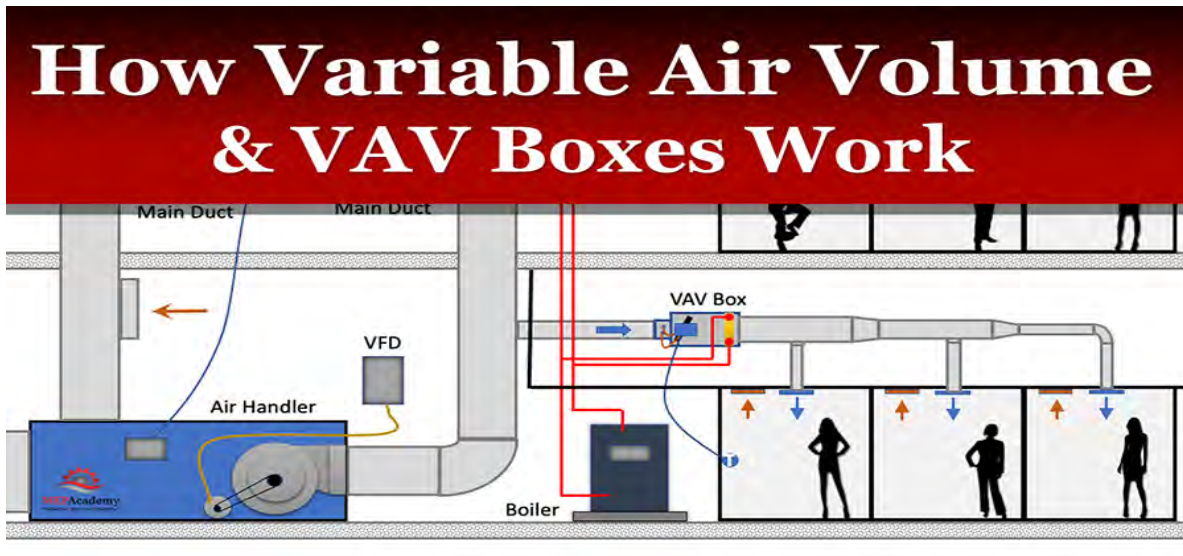
Option 3

Many other government procurement vehicles are available for consideration such as GSA upon request and applicability.

Inclusions

Siemens will provide and Install the following:

HVAC System overview (Point of Reference)



Design DXR Controllers (Controls VAV's)



Compact, programmable automation station with increased functionality and flexibility to support the demands for standard control of terminal HVAC equipment and TRA applications. TRA offers the highest level of flexibility for energy-optimized solutions without sacrificing comfort.

- BACnet IP, BACnet Secure Connect, and BACnet MS/TP communication
- BTL Listed as BACnet Advanced Application Controller
- Dual ethernet ports
- Fully programmable using block programming to meet unique sequences of operation
- Pre-configured applications for Fan Coil Units, Chilled Beams and Heat Pumps
- Applications compliant with the latest ASHRAE guidelines, standards and codes
- Title 24 Compliant

VAV Boxes w/ Hot Water Reheat

- Siemens to provide field mounted controls on VAV boxes, and field FLN communication wiring. The following is a list of the factory mounted controls, monitored and controlled by Siemens:
 - (100) DXR equipment controller with damper actuator
 - (100) Room Temperature Sensor – Field Mounted
 - (100) Discharge Air Temperature Sensor – Field Mounted
 - (100) Return Air Temperature Sensor – Field Mounted
 - (100) Hot Water Valve and Actuator (Siemens provided and Installed by TSC)
- 1. Labor to provide Siemens standard submittals / record documents
 - System architecture (Siemens BACnet IP & MSTP)
 - Network address schedule
 - System flow diagrams
 - Control installation / wiring diagrams
 - Control & Component Panel layouts
 - Valve schedule
 - Equipment / Instrumentation datasheets
 - Point database
 - Programming
- 2. Labor to provide installation and wiring, to include:
- 3. BMS conduit as specified
 - BMS control and interlock wiring
- 4. Labor to provide Siemens standard startup & checkout
 - Point database verification
 - Point-to-point
 - Loop checks
 - Sequence verification
- 5. Labor to provide Siemens project management, to include the following:
 - BMS project scope only and associated meetings and coordination as required by project schedule (not full-time project manager)
 - Project meeting attendance
 - Project documentation requirements
 - Material ordering and delivery coordination
 - Project turnover documentation support
- 6. Labor to provide 8 hours of Owner training
- 7. 1-year parts and labor warranty upon beneficial use of systems

Exclusions

1. Removing, replacing, cutting, patching, or painting of ceilings or walls
2. Roof penetrations, access doors and fire caulking
3. Site cleanup crews and or additional labor for site cleanup of non-Siemens work
4. Overtime
5. After hours work
6. Asbestos abatement, and work within asbestos areas
7. Additional testing due to others
8. Performance or Payment bonds
9. Per project aggregate general liability insurance
10. Professional liability insurance
11. Errors and omissions insurance
12. Bonding or special insurance
13. Owner Controlled Insurance Program (OCIP)
14. Owner provided insurance
15. Certified payroll
16. Wage scale or Davis-Bacon wages
17. Installation of pipe mounted devices (i.e. control valves, flow meters, sensor wells)
18. Access doors
19. Temporary or standby labor and services

Clarifications

1. The project cost includes the tie in of the associated BMS system to the existing Siemens BMS front end workstation and will be Desigo CC
2. Control wiring shall be run in conduit where exposed. Control wiring shall be run using plenum rated cable without conduit in concealed accessible locations and above lift-out ceiling
3. All wiring above 24V will be provided by Division 26
4. The owner will need to provide IP drops to the Siemens DDC panels
5. IT connections and associated addresses will be provided by the owner (only required if additional addresses are required)

Sell Price

Total Quote Price	\$325,000.00
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This price is firm for 30 days from the date of this proposal.

Payment Terms

Payment Terms Acceptance Agreement

The total price of: \$325,000.00 and the estimated return on investment are based on the items outlined in this proposal. ANY STATEMENTS MADE HEREIN REGARDING SAVINGS THAT MAY BE ACHIEVED BY IMPLEMENTING THE SERVICES OFFERED IN THIS PROPOSAL ARE ESTIMATES ONLY. NO WARRANTY, EITHER EXPRESSED OR IMPLIED, SHALL BE CONSTRUED TO ARISE FROM SUCH STATEMENTS, NOR SHALL SUCH STATEMENTS BE CONSTRUED AS CONSTITUTING A GUARANTEE BY SIEMENS THAT SUCH SAVINGS WILL OCCUR IF THE SERVICES ARE IMPLEMENTED.

The Buyer acknowledges that when accepted by the Buyer as proposed by Siemens Industry, Inc., this Proposal and the Siemens RAM Projects Business Standard Terms and Conditions, (together with any other documents incorporated into the forgoing) shall constitute the entire agreement of the parties with respect to its subject matter. BY EXECUTION HEREOF, THE SIGNER CERTIFIES THAT (S)HE HAS READ ALL OF THE TERMS AND CONDITIONS AND DOCUMENTS, THAT SIEMENS OR ITS REPRESENTATIVES HAVE MADE NO AGREEMENTS OR REPRESENTATIONS EXCEPT AS SET FORTH THEREIN, AND THAT (S)HE IS DULY AUTHORIZED TO EXECUTE THE SIGNATURE PAGE ON BEHALF OF THE BUYER.

Proposal is valid for thirty (30) days from the delivery date of July 23, 2024. Payment is due within 30 days of invoice date.

Payment Terms: 25% mobilization in advance, progress payments

Total: \$325,000.00

Siemens Industry, Inc. invoices paid by credit card may be subject to a surcharge of up to 2%.

Terms & Conditions Link(s)

Terms and Conditions (Click to download)

[Terms & Conditions \(Unrestricted\)](#)

(www.siemens.com/standard-terms-project-unrestricted)

Price Escalation. If, during the term of this Contract, the price of various materials or labor or logistics are increased as reflected by CRU/IHS Markit/CMAI/COMEX market index, then Siemens may increase the Contract Sum or apply a surcharge to Customer accordingly.

As a result of the global Covid-19 Virus outbreak, temporary delays in delivery, labor or services from Siemens and its sub-suppliers or subcontractors may occur. Among other factors, Siemens' delivery is subject to the correct and punctual supply from sub-suppliers or subcontractors, and Siemens reserves the right to make partial deliveries or modify its labor or services. While Siemens shall make every commercially reasonable effort to meet the delivery or service or completion date mentioned above, such date is subject to change.

To the extent applicable, the following Rider(s) are incorporated and made part of the Siemens Standard Terms and Conditions:

Riders (Click on rider below to download)

[SI Monitoring Rider](#)

(www.siemens.com/rider-monitoring)

[SI Online Backup and Data Protection](#)

(www.siemens.com/rider-data-backup)

[SI UBM or Utility Procurement](#)

(www.siemens.com/rider-ubm)

[SI Software License Warranty](#)

(www.siemens.com/rider-software-license)

[SI Consulting Rider](#)

(www.siemens.com/rider-consulting)

[SI Third Party Rider \(Smart Air Quality™\)](#)

(www.siemens.com/rider-air-quality)

Signature Page

Proposed by:

Siemens Industry, Inc.

Company

Jason M Taylor

Name

9023707

Proposal #

\$325,000.00

Proposal Amount

July 23, 2024

Date

Accepted by:

TALLAHASSEE STATE COLLEGE

Company

Name (Printed)

Signature

Title

Date

Purchase Order # PO for billing/pmnt only PO not required

August 6, 2024

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

FROM: Barbara Wills, Ph.D.
Vice President for Administrative Services and Chief Business Officer
Choose an item.

SUBJECT: Certificate of Final Inspection – TSC Lifetime Sports Complex Interior Locker Room Renovations Project

Item Description

This item requests approval from the District Board of Trustees for the attached Certificate of Final Inspection, Office of Educational Facilities (OEF) Form 209, for the TSC Lifetime Sports Complex Interior Locker Room Renovations Project, located in the Lifetime Sports (LS) Building #15 at TSC Site 1 – Main Campus.

Overview and Background

In accordance with TSC Board Policy 6340 - Reduction of Retainage and Final Payment to Contractor for Construction Projects and the State Requirements for Educational Facilities (SREF) Chapter 4 Section 3, final payment cannot be made to the contractor until; project has been inspected by architect or other designated personnel, Certificate of Occupancy and/or Certificate of Final Inspection has been issued, project has been completed and is Board approved. The Construction Manager at Risk (CMAR) for this project, Southern Standard Construction, has completed all required close-out documents and has confirmed the space is in full operation.

Funding/ Financial Implications

This construction contract was funded from a federal grant and local college funds. The construction project is complete and final payment to the contractor is contingent upon Board Approval.

Past Actions by the Board

The Board previously approved the Guaranteed Maximum Price (GMP) for this project at the September 18, 2023 District Board of Trustees meeting.

Recommended Action

Approve the attached Certificate of Final Inspection, Office of Educational Facilities (OEF) Form 209, authorizing final payment to contractor, Southern Standard Construction, for the TSC Lifetime Sports Complex Interior Locker Room Renovations Project.

FLORIDA DEPARTMENT OF EDUCATION
Office of Educational Facilities

CERTIFICATE OF FINAL INSPECTION

TO: Office of Educational Facilities (OEF) 325 West Gaines Street, Room 1054 Tallahassee, Florida 32399-0400 (850) 245-0494 Fax (850) 245-9236 or (850) 245-9304	OEF USE ONLY
INSTRUCTIONS: Submit for OEF files one copy of the completed form for all projects with construction costs exceeding \$300,000. Mark the appropriate term within the parentheses. Reproduce this form in sufficient quantity for your use. Section 1013.37(2)(c), F.S.	

RE: 4828-1 _____ OEF Assigned Project Number

TALLAHASSEE STATE COLLEGE _____ (School District Florida College)

MAIN CAMPUS - SITE 1 _____ (School Name Campus)

27 _____ (School College) Code Number

TSC Lifetime Sports Building Interior Renovations _____ Description of Project

SECTION A: BOARD'S ACCEPTANCE

Upon the recommendation of our Project (Architect Engineer) as certified in Section B below, in accordance with Chapter 1013, F.S., THE BOARD ACCEPTED the above-referenced project on August 6, 2024

Name (Type or Print) Barbara K. Wills, VP Admin. & CBO

Signature: _____ Date: _____
 (Superintendent President)

SECTION B: (ARCHITECT ENGINEER) CERTIFICATION

As PROJECT (ARCHITECT ENGINEER), I have inspected this project and, in my considered professional opinion, the work required by the contract for this project has been completed in accordance with approved contract documents; Chapter 1013, Florida Statutes; Rule 6A-2.0010, FAC; Chapter 553, F.S.; and the Florida Building Code.

Signature: Rodney L. Lewis, AIA Date: July 22, 2024

Firm Name: Architects | Lewis + Whitlock - Rodney Lewis

Address: 206 W Virginia Street Tallahassee FL 32301
 Street/P.O. Box City State Zip

SECTION C: Building Official Other (Specify) Certification

I have inspected the project, and in my considered opinion, it is complete and in accordance with applicable statutes, rules, and codes.

Name (Type or Print) G.F. Kimbrel III - BU2140

Signature: G.F. Kimbrel Date: 7/29/2024
 Building Official Certified Inspector

SECTION D: FACILITY INFORMATION.

1. TYPE OF PROJECT: <input type="checkbox"/> New Plant <input type="checkbox"/> Addition <input type="checkbox"/> Remodeling <input checked="" type="checkbox"/> Renovation <input type="checkbox"/> _____	2. CORRECTED "SPACE INVENTORY REPORT" (land, building, room) HAS BEEN FILED WITH THE OEF: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If "No," explain: _____
3. SOURCE OF FUNDS: <input checked="" type="checkbox"/> Local <input type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> _____	4. ADJUSTED FINAL CONTRACT AMOUNT: \$ <u>1,290,393.75</u> 5. PROJECT GROSS SQUARE FOOTAGE: <u>5,100</u> SQ. FT. 6. COST PER GROSS SQUARE FOOT: \$ <u>253.02</u> 7. COST PER STUDENT STATION: \$ <u>N/A</u>

CERTIFICATE OF FINAL INSPECTION (CFI)

8. BUILDING CONTRACT DATE: <u>09/20/2023</u>	COMPLETION DATE: <u>5/15/2024</u>
9. CHANGE ORDERS - List of each Change Order and amount (excluding Direct Purchase amounts).	
C.O. No. <u>01</u> \$ <u>- 206,956.80</u>	C.O. No. _____ \$ _____
C.O. No. <u>02 FINAL</u> \$ <u>- 43,366.45</u>	C.O. No. _____ \$ _____
C.O. No. _____ \$ _____	C.O. No. _____ \$ _____
C.O. No. _____ \$ _____	C.O. No. _____ \$ _____
10. Date of Occupancy: <u>6/24/2024</u>	
11. Additional Information:	

August 6, 2024

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

FROM: Barbara Wills, Ph.D.
Vice President for Administrative Services and Chief Business Officer
Choose an item.

SUBJECT: Guaranteed Maximum Price – TSC Center for Innovation (CFI) Exterior Envelope Improvements Project

Item Description

This item requests approval of the Guaranteed Maximum Price (GMP) for the TSC Center for Innovation (CFI) Exterior Envelope Improvements Project.

Overview and Background

This project includes improvements to the Exterior Envelope (Walls and Windows) at TSC's downtown Center for Innovation (CFI) Building No. 01. Construction will be a phased effort that includes selective demolition of the exterior finish systems, and all doors / windows. Additional site scope includes hardscaping, site lighting, and new canopy / signage systems.

The work includes phased demolition of existing exterior components, sheathing repair, new air/water barrier, new masonry, new drainable exterior finish systems, new metal panel systems, new window and door systems, access control, roof coping and flashing systems, signage and exterior lighting. The building will remain partially occupied during construction and is located at TSC Center for Innovation (CFI) Campus (Site 4), 300 West Pensacola Street, Tallahassee, FL 32301.

The requirements for the GMP solicitation process were reviewed and completed by Cook Brothers, Inc. The bid specifications were approved by TSC and Cook Brothers, Inc., and released to the public on June 23, 2024. Proposals from sub-contractors were opened on July 18, 2024 and evaluated accordingly.

As a result of the solicitation, the Guaranteed Maximum Price (GMP) for the TSC Center for Innovation (CFI) Exterior Envelope Improvements Project is \$4,193,456.44 with supporting documents attached.

Funding/ Financial Implications

The GMP for this project is \$4,193,456.44. This construction contract will be funded by from PECO/Deferred Maintenance and Local College funds.

Past Actions by the Board

The Board approved the Construction Manager at Risk (CMAR) selection for this project at the January 17, 2023 BOT meeting.

Recommended Action

Approve the attached Construction Manager at Risk Contract and Guaranteed Maximum Price from Cook Brothers, Inc., for the TSC Center for Innovation (CFI) Exterior Envelope Improvements Project.



Tallahassee Community College



24 02 27

Project: Center for Innovation Exterior Improvements						DURATION: 330				
Project Number: 0						RUN TIME 10:11:17 AM 29-Jul-24				
GMP	4,193,456.44	QTY	UNIT	UNIT LABOR	UNIT MAT'L	UNIT SUB	TOTAL LABOR	TOTAL MAT'L	TOTAL SUB	TOTAL ALL

Pre-Construction	1.0	LS	See attached Breakdown				\$ 17,000.93	\$ 17,000.93
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Construction Phase Fee OFF/ON	1.0	LS	See attached Breakdown				310,293.19	\$ 310,293.19
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Construction Cost				LABOR	MATERIALS	SUBS	TOTAL
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General Conditions-Reimbursements	1.0	LS	See attached Breakdown				263,829.90	123,396.60	\$ 387,226.40
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Bid Packages - Scope Work			Bid 4						
1									\$ -
2	2A Selective Demolition	1.0	LS	Tn State Demo	175,000.00			175,000.00	\$ 175,000.00
3	Selective Demolition Alt. #1	0.0	LS	Tn State Demo	12,000.00			0.00	\$ -
4	4A Masonry	1.0	LS	George Speers Masonry				0.00	\$ -
5	Masonry Alt. #1	0.0	LS	George Speers Masonry	141,190.00			0.00	\$ -
6	5A Structural Steel	1.0	LS	Fagan Construction Services	640,000.00			640,000.00	\$ 640,000.00
7	Structural Steel Alt. #1	0.0	LS	Fagan Construction Services	9,000.00			0.00	\$ -
8	6A Architectural Woodwork	1.0	LS	TBP Construction	46,300.00			46,300.00	\$ 46,300.00
9	7A Exterior Wall Systems	1.0	LS	Nelson and Affiliates	420,584.00			420,584.00	\$ 420,584.00
10	7B EIFS	1.0	LS	Fleck Extensors	259,241.75			259,241.75	\$ 259,241.75
11	7C Roofing (Allowance)	1.0	LS	Bumette Roofing	128,400.00			128,400.00	\$ 128,400.00
12	8B Storefront	1.0	LS	Point Glass & Metal	723,478.00			723,478.00	\$ 723,478.00
13	9A Painting	1.0	LS	Marlin Coatings	43,575.00			43,575.00	\$ 43,575.00
14	Painting Alt. #1	0.0	LS	Marlin Coatings	2,500.00			0.00	\$ -
15	16A Electrical	1.0	LS	Suncoast	83,590.00			83,590.00	\$ 83,590.00
16	Louvers/HVAC	1.0	LS	AMSCO	147,525.00			147,525.00	\$ 147,525.00
17	7B.1 EIFS at Brick Veneer	1.0	LS	Allowance	50,000.00			50,000.00	\$ 50,000.00
18	9A.1 Sealants and Caulk	1.0	LS	Allowance	15,000.00			15,000.00	\$ 15,000.00
19								0.00	\$ -
20								0.00	\$ -
21								0.00	\$ -
22								0.00	\$ -
23								0.00	\$ -
24								0.00	\$ -
25								0.00	\$ -
26								0.00	\$ -
27								0.00	\$ -
28								0.00	\$ -
29								0.00	\$ -
30								0.00	\$ -
31								0.00	\$ -
32								0.00	\$ -
33								0.00	\$ -
34								0.00	\$ -
35								0.00	\$ -
36								0.00	\$ -
37								0.00	\$ -
38								0.00	\$ -
39								0.00	\$ -
40								0.00	\$ -
##								0.00	\$ -
##								0.00	\$ -
Bid Packages - Total				0.00	2,897,383.75	0.00	0.00	2,732,693.75	\$ 2,732,693.75

\$ 310,293.19 \$ 263,829.90 \$ 2,873,090.18 \$ 3,447,213.27

SUB TOTAL		\$ 3,447,213.27
BOND / INSURANCE	2.000%	\$ 68,944.27
SUB BOND / INSURANCE		\$ 53,000.00
SUB TOTAL		\$ 3,569,157.54
PROJECT CONTINGENCY	Flat	\$ 175,000.00
SUB TOTAL		\$ 3,744,157.54
OH & FEE	12.00%	\$ 449,298.90
TOTAL BID		\$ 4,193,456.44

August 6, 2024

MEMORANDUM

TO: Jim Murdaugh, Ph.D.
President

FROM: Barbara Wills, Ph.D.
Vice President for Administrative Services and Chief Business Officer

SUBJECT: Fund Analysis - July

Item Description

This item is to provide the Board a summary of the College's operating revenues and expenses as of 7/29/2024.

Overview and Background

As directed in the Florida Public Community College Accounting Manual, revenues from state appropriations, student tuition and fees, interest earned, and other contributions are recorded and monitored in the College's operating fund (fund 1). Expenditures for direct instruction expenses are also recorded in the operating fund.

In accordance with Florida Statutes (1011.01), the Board of Trustees must approve the College's operating fund budget each fiscal year. The College monitors the operating fund activity to ensure approved budget limits are maintained. Additionally, the Board has requested a report of all purchases over \$100,000, but less than \$325,000. The report for the month of July is attached to this item.

Past Actions by the Board

For information only, no Board action required.

Funding/ Financial Implications

The College continues to be in sound financial condition.

Recommended Action

For information only, no Board action required.

Tallahassee Community College Fund Analysis
Unrestricted Current Fund
As of July 29, 2024

REVENUE		July		Month		YTD		YTD		Annual		% of YTD
		Actual		Budget		Actual		Budget		Budget		Budget
Student Fees	\$	10,075,850	\$	2,654,056.50	\$	10,075,850	\$	2,654,057	\$	31,848,678		32%
State Support		2,929,710		3,589,169		2,929,710		3,589,169		43,070,023		7%
Federal Support		16,557		166,667		16,557		166,667		2,000,000		1%
Other Revenue		65,297		41,667		65,297		41,667		500,000		13%
TOTAL REVENUE		13,087,414		6,451,558		13,087,414		6,451,558		77,418,701		17%
<hr/>												
EXPENSES		July		Month		YTD		YTD		Annual		% of YTD
		Actual		Budget		Actual		Budget		Budget		Expenses
<u>PERSONNEL COSTS</u>												
Administrative		358,000		320,833		358,000		320,833		3,850,000		9%
Instructional		1,385,192		1,375,000		1,385,192		1,375,000		16,500,000		8%
Non-Instructional		1,500,905		1,500,000		1,500,905		1,500,000		18,000,000		8%
OPS		522,091		583,333		522,091		583,333		7,000,000		7%
Personnel Benefits		1,150,860		1,089,058		1,150,860		1,089,058		13,068,701		9%
TOTAL PERSONNEL COSTS		4,917,048		4,868,225		4,917,048		4,868,225		58,418,701		8%
<u>CURRENT EXPENSES</u>												
Services		436,726		370,169		436,726		370,169		4,442,031		10%
Material & Supplies		248,855		278,927		248,855		278,927		3,347,123		7%
Other Current Charges		1,140,094		767,571		1,140,094		767,571		9,210,846		12%
TOTAL CURRENT EXPENSES		1,825,675		1,416,667		1,825,675		1,416,667		17,000,000		11%
CAPITAL OUTLAY		5,701		166,667		5,701		166,667		2,000,000		0%
TOTAL EXPENSES	\$	6,748,424	\$	6,451,558	\$	6,748,424	\$	6,451,558	\$	77,418,701		9%

Purchase Orders from \$100,000 to \$324,999 +

Issued in July 2024

Purchase Order	Purchase Order Date	Supplier	Total PO Amount	Description	Approval/Exemption
PO-020725	7/1/2024	SHI	229,907.51	MicroSoft License Renewal	NASPO Software Value Added Reseller (SVAR) Contract #: CTR 060028
PO-020763	7/3/2024	Division 5 Steel	117,083.02	Baseball and softball complex renovations.	Board approval - Nov 2022 for RFP 2202-07
PO-020782	7/7/2024	Hyland Software, Inc.	146,710.06	Subscription and hosting fees	Exempt from the solicitation process, per FAC 6A-14.0734 (2)(g) - Information technology resources defined as all forms of technology used to create, process, store, transmit, exchange and use information in various forms of voice, video and data, and shall also include the personnel costs and contracts that provide direct information technology support consistent with each individual college's information technology plan.
PO-020807	7/9/2024	Honorlock, Inc.	190,890.00	Student Proctoring Services	Exempt from the solicitation process, per FAC 6A-14.0734 (2)(a) - Educational tests, textbooks, instructional materials and equipment, films, filmstrips, video tapes, disc or tape recordings or similar audio-visual materials, graphic and computer based instructional softwares.
PO-020808	7/9/2024	Lumen Learning	100,000.00	Online Homework Manager Courseware and Waymaker Courseware	Exempt from the solicitation process, per FAC 6A-14.0734 (2)(a) - Educational tests, textbooks, instructional materials and equipment, films, filmstrips, video tapes, disc or tape recordings or similar audio-visual materials, graphic and computer based instructional softwares.
PO-020814	7/10/2024	Talquin Electric Cooperative	165,000.00	Florida Public Safety Institute Utilities	Exempt from the solicitation process, per FAC 6A-14.0734 (2)(e) - Services or commodities available only from a single or sole.
PO-020853	7/16/2024	City of Tallahassee - Utilities	162,500.00	Ghazvini Center Utilities	Exempt from the solicitation process, per FAC 6A-14.0734 (2)(e) - Services or commodities available only from a single or sole.
PO-020863	7/16/2024	Astro Travel and Tours, Inc.	125,000.00	Transportation Services for Athletics and other College activities.	Solicitation via FSU's ITN 6503-6 (June 2023).
PO-020883	7/17/2024	Trane U.S., Inc.	177,512.61	Library HVAC Unit Replacement	OMNIA Contract #3341
PO-020892	7/18/2024	Cheney Brothers, Inc.	250,000.00	Food for FPSI cafeteria	Exempt from the solicitation process, per FAC 6A-14.0734 (2)(d) - Food.

August 6, 2024

MEMORANDUM

TO: Jim Murdaugh, Ph.D.
President

FROM: Barbara Wills, Ph.D.
Vice President for Administrative Services and Chief Business Officer

SUBJECT: Disposition of Surplus Property Assets

Item Description

This item requests Board approval to dispose of property assets designated as surplus.

Overview and Background

The College has the responsibility to record the College's property assets and conduct an annual inventory for the designated items and to periodically dispose of accumulated surplus property, assets which are obsolete and serve no useful function or their continued use is not economically feasible. These assets may include IT equipment, furniture and vehicles, but not facilities or land.

Florida Statutes (section 274.05) allows a government unit discretion to classify as surplus any of the property assets that meet the description listed above. The College has deemed the items on the following list as surplus in accordance with this statute.

Florida Statutes (section 274.06) allows property assets to be disposed of in the most efficient and cost-effective manner as determined by the government unit. The College may offer these items for sale according to the provisions of the statute, or the items may be donated or destroyed if they are without value.

Funding/ Financial Implications

There are no funding or financial implications.

Past Actions by the Board

During previous years, the Board has authorized the College to dispose of surplus property items in accordance with the procedures defined in Florida statutes.

Recommended Action

Authorize the College to dispose of the items designated as surplus.

Assets for Surplus / Disposal

Asset #	Description	Date Acquired	Purchase Amount	Depreciated Value	Code
BA-000017193	TRACTOR, FORD	5/1/1986	10,707.00	0.00	3
BA-000017209	TORO TOPPDRESSER	6/1/1997	6,309.67	0.00	3
BA-000017210	1995 FORD F250 PICKUP	9/1/1998	14,064.00	0.00	3
BA-000017212	EZ-GO CART	10/1/1998	5,065.75	0.00	2
BA-000017308	JOHN DEER GATOR	12/1/2004	8,857.00	0.00	2
BA-000017390	JOHN DEER GATOR	12/1/2007	8,568.80	0.00	2
BA-000017567	JOHN DEER GATOR	3/3/2014	11,857.00	0.00	2
BA-000017573	SCAG TURF TIGER MOWER	5/2/2014	9,515.22	0.00	2
BA-000017890	MODULAR BUILDING	7/1/2005	Donation	0.00	1

Asset Codes:

- 1 Obsolete - To Be Disposed
- 2 Salvaged – To be Used for Parts
- 3 Surplus - To Be Sold or Donated
- 4 Trade - Asset To Be Used for Trade-In Value
- 5 Lost/Stolen (Police report filed)