



## EXECUTIVE SUMMARY

**Recommendation that Broward College District Board of Trustees authorize the standard agreement (purchase order) with JE Corp of Florida dba Weight Check to provide maintenance and repair services for the biological laboratories. Fiscal Impact: Estimated \$2,825.00.**

**Presenter(s):** Jamonica Rolle, Vice Provost, Academic Affairs

**What is the purpose of this contract and why is it needed?** JE Corp of Florida dba Weight Check provides necessary annual preventative maintenance and repair services for all of Broward College's Laboratory precision scales and balances located on North, South and Miramar West campuses during FY 2024-2025. JE Corp of Florida dba Weight Check has provided excellent service to the College in the past and offers competitive pricing.

Without this equipment to measure mass of materials, our science experiments would be inaccurate and unsafe. Properly calibrated scales and balances are crucial to student learning outcomes and meeting specific course objectives. The college-wide deployment of these scales and balances requires a comprehensive maintenance and support program to ensure their optimal functionality, contributing to a seamless educational experience for students.

**What procurement process or bid waiver was used and why?** Small purchase for Category One (\$0.00 - \$10,000) per College Procedure A6Hx2-6.34 was used, where there is no formal or informal competitive requirements for goods and services acquired by the College at this dollar threshold. One quote was obtained by the requesting department to identify the best value for the required commodity or service.

**Is this a budgeted expenditure from the budget established at the last June Board of Trustees meeting?**  
Yes.

**What fund, cost center and line item(s) were used?** FD101, CC0031, GLC:62500:Repairs & Maintenance.

**Has Broward College used this vendor before for these products or services?** Yes.

**Was the product or service acceptable in the past?** Yes, we have always had excellent quality products and good customer service.

**Was there a return on investment anticipated when entering this contract?** Yes, academic progression, standardization, and continuity, enabling all science students to have an equal learning experience on the cutting-edge equipment in the medical field.

**Was that return on investment not met, met, or exceeded and how?** This return on investment was exceeded in the quality of the repair and variety of the lab supplies, which resulted in consistent student engagement in scientific experimentation and study.

**Does this directly or indirectly feed one of the Social Enterprise tactics and how?** This directly impacts Empower Student Development as these labs reinforce concepts and theory taught in the lecture course. Students learn valuable lessons in problem solving and critical thinking through experimentation.

**Did the vendor amend Broward College’s legal terms and conditions [to be answered by the Legal Office] if the College’s standar contract was used and was this acceptable to the Legal Office?**

The General Counsel's office has reviewed the agreement and any deviation to the College's standard terms has been deemed acceptable.

**FISCAL IMPACT:**

Description: Approximately \$2,825.00 total. (Approx.\$1,240.00 from CC0031/FD101/BU030; Approx.\$469.00 from CC0031/FD101/BU030; Approx.\$1,116.00 from CC0031/FD101/BU020) CC0031, FD101, PG000002, BU020, BU030

<b>06/25/24</b>	<b>CC0031 · Biological Science</b>	<b>(\$469.00)</b>
	Miramar Campus	
<b>06/25/24</b>	<b>CC0031 · Biological Science</b>	<b>(\$1,116.00)</b>
	North Campus	
<b>06/25/24</b>	<b>CC0031 · Biological Science</b>	<b>(\$1,240.00)</b>
	South Campus	
<b>TOTAL:</b>		<b>(\$2,825.00)</b>

**Jeffrey Nasse**

Jeffrey Nasse, Provost and SVP of Academic Affairs
























6/4/2024

APPROVAL PATH: 12229: JE Corp of Florida dba Weight Check - FY2024-2025 - Maintenance and Repair Services

 **Workflow**

 Edit View

 Add Work Item

Stage	Reviewer	Description	Due Date	Status	
1	Nichole Vaughan	Dean Review		 Completed	
2	Jamonica Rolle	Vice Provost Review		 Completed	
3	Jeffrey Nasse	Provost and SVP of Academic Affair		 Completed	
4	Natalia Triana-Aristizabal	Contracts Coordinator		 Completed	
5	Zaida Riollano	Procurement Approval		 Completed	
6	Rabia Azhar	CFO Review		 Completed	
6	Christine Sims	Budget Departmental Review		 Completed	
6	Legal Services Review Group	Review and Approval for Form and		 Completed	
7	<b>Board Clerk</b>	<b>Agenda Preparation</b>		 Completed	
8	District Board of Trustees	Meeting	06/25/24 01:00 PM	 Pending	
9	Electronic Signature(s)	Signatures obtained via DocuSig 		 Pending	
10	Natalia Triana-Aristizabal	Contracts Coordinator		 Pending	



**EXHIBIT "A" to Purchase Order  
STATEMENT OF WORK**

**Description of Services:**

**JE Corp of Florida dba Weight Check**, provides necessary annual preventative maintenance and repair services for all of Broward College's Laboratory precision scales and balances located on North, South, and Miramar West Campuses. Without this equipment to measure mass of materials, our science experiments would be inaccurate and unsafe.

1. Our precision scales and balances are tested for functionality.
2. If working properly, the housing and parts of the units are cleaned to remove any remains from the past year's use in student experiments.
3. Next, the units are given a final test and calibrated according to current scientific standards.
4. Finally, a Certificate of Traceability is left on record for our records.

**Total Consideration Payable for the Services:**

Broward College Miramar Campus

Total for 7 Balances: \$469.00

Broward College North Campus

Total for 18 Balances: \$1116.00

Broward College South Campus

Total for 20 Balances: \$1240.00

**Total for 3 Campuses: approximately \$2825.00**