



EXECUTIVE SUMMARY

Recommendation that the Broward College District Board of Trustees authorize a standard agreement (purchase order) with Preston Bircher Designs, Inc. to provide professional lighting design services for the FALL 2024 and Spring 2025 main stage shows Theatre Productions. Fiscal Impact: \$3,000.00

Presenter(s): Jeffrey Guild,

What is the purpose of this contract and why is it needed? Preston Bircher Designs, Inc. will provide lighting plots and lighting design schematics for the Fall 2024 and Spring 2025 main stage theatrical productions. This contract will cover the inclusion and installation of professional lighting design on each production to engage and teach this marketable skill to students. The College has no lighting designer on staff and this service is necessary for the fulfillment of the performances.

What procurement process or bid waiver was used and why? The procurement process category one (\$0.00 - \$10,000) per College Procedure A6Hx2-6.34 was used, where are a no formal or informal competitive requirements for goods and services acquired by the College at this dollar threshold. Additionally, one quote was obtained, identifying 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? The expenditure makes use of the budget established at the June Board of Trustees meeting.

What fund, cost center and line item(s) were used? FD100-CC0528-65000:Professional Fees.

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

Was the product or service acceptable in the past? Yes.

Was there a return on investment anticipated when entering this contract? The return on investment will be extracurricular educational experience for the students.

Was that return on investment not met, met, or exceeded and how? The return on investment will be met upon performance of the contract.

Does this directly or indirectly feed one of the Social Enterprise tactics and how? To provide students with a best in class learning environment.

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

FISCAL IMPACT:

Description:Description:\$3,000.00 using worktags CC0528 -PG000015-FD100-BU030

08/20/24	CC0528 · Theatre	(\$1,500.00)
	Fall 2024 Main stage show	
08/20/24	CC0528 · Theatre	(\$1,500.00)

TOTAL:	(\$3,000.00)
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Jamonica Rolle

Jamonica Rolle, Vice Provost, Academic Affairs

8/22/2024

APPROVAL PATH: 12452 Preston Bircher Designs, Inc. - Professional Lighting Design Services - Fall 2024 & Spring 2025

Workflow Synchronize Routing Edit View Add Work Item

Stage	Reviewer	Description	Due Date	Status
1	Scott Miller	Dean Review (AHCD - AHD)		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	Board Clerk	Agenda Preparation		Pending
8	District Board of Trustees	Meeting	10/08/24 11:00 AM	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:

Preston Bircher Designs, Inc. will provide lighting plots and lighting design schematics for the Fall 2024 and Spring 2025 main stage theatrical productions. This contract will cover the inclusion and installation of professional lighting design on each production to engage and teach this marketable skill to students. The college has no lighting designer on staff and this service is necessary for the fulfillment of the performances. Additionally, the service is needed to comply with academic requirements of the Theatre curriculum so students can successfully pass the classes involved. Preston Bircher agrees to begin services when a purchase order is issued.

Location:

Mainstage 1

Broward College South Campus – Performing Cultural Arts Theatre (PCAT) Bldg. 68
Name of Play -The Foreigner by Larry Shue
Broward College Live Theatre Presentation
October 17-27, 2024; Thursdays, Fridays, and Saturdays at 7:00 pm; Sundays at 2:00 pm
Dates are subject to change

Mainstage 2

Broward College South Campus – Performing Cultural Arts Theatre (PCAT) – Bldg. 68
Name of Play – TBD March 20-30, 2025; Thursdays, Fridays, and Saturdays at 7:00 pm;
Sundays at 2:00 pm
Dates are subject to change

Total Consideration Payable for the Services: \$3,000.00



preston bircher designs
 1073 98th st
 bay harbor islands, fl
 33154-1706
 +1-305-778-6741

date	Quote
7/24/2024	240724 Q2

company address	venue address
Central Campus 3501 SW Davie Rd Davie, FL 33314 Natalie Taveras	Broward College South Campus 72 Pines Blvd Pembroke Pines, FL 33024

description	qty	rate	amount
Lighting Design Services Theatre Department FALL 2024	1	1,500.00	1,500.00

Preston Bircher will provide lighting plots and schematics for the Fall 2024 theatrical showing of The Second Stage production.

This lighting will cover the inclusion of professional lighting design to help engage and teach this marketable skill to students.

On Broward College South Campus PCAT
 Thank You

Total	1,500.00
Balance Due	1,500.00



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 bay harbor islands, fl
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 +1-305-778-6741

date	QUOTE#
7/25/2024	240725Q1

billing address	venue address
Central Campus 3501 SW Davie Rd Davie, FL 33314 Natalie Taveras	Broward College South Campus 72 Pines Blvd Pembroke Pines, FL 33024

description	qty	each	amount
Lighting Design Services Spring Show 2025	1	1,500.00	1,500.00

Preston Bircher will provide lighting plots and schematics for the Spring 2025 theatrical showing of The Second Stage production.
 This lighting will cover the inclusion of professional lighting design to help engage and teach this marketable skill to students.
 On Broward College South Campus PCAT
 Thank You

Thank You for allowing me to be a part of your show!

Total	1,500.00
Balance Due	1,500.00



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/14/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Film Emporium, Inc. dba New York Film Emporium Insurance Services 1890 Palmer Ave #403 Larchmont, NY 10538 Phone No. (914) 833-2433 Fax No.	CONTACT NAME: Laird Criner PHONE (A/C, No., Ext): (914) 833-2433 FAX (A/C, No.): (914) 833-2430 E-MAIL ADDRESS: laird@filmemporium.com													
	<table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A : ZAI - Zurich American Insurance Company</td> <td>16535</td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : ZAI - Zurich American Insurance Company	16535	INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :
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INSURER E :														
INSURER F :														
INSURED Broward College 3501 Davie Road Davie, FL 33314 Phone No. (954) 201-6345 Fax No.														

COVERAGES

CERTIFICATE NUMBER: 1094552

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
ZAI	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			FLM1263254-01	12/05/2023	12/05/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES

Certificate Holder is named as an Additional Insured as their interests may appear.

All coverages expire at 12:01 a.m. Standard Time.

CERTIFICATE HOLDER
 Preston Bircher
 1073 98th Street
 Bay Harbor Islands, FL 33154-1706
 United States Of America

Phone No. 305-778-6741

Fax No.

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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ACORD 25 (2016/03)

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This certificate of insurance does not affirmatively or negatively amend, extend, or alter the coverage afforded by the insurance policy.

July 8, 2024

From

PRESTON BIRCHER DESIGNS, INC.
1073 98th St.
Bay Harbor Islands, FL

To

Broward College
3501 SW Davie Rd.
Davie, FL 33314

Preston Bircher Designs, Inc. is exempt from carrying workers compensation insurance by the State of Florida because I work for myself as a freelance worker. At no time during the period of contract with Broward College will I employ more than three employees such that we will no longer qualify for this exemption. If I should need to employ more than three employees we will immediately notify Broward College and provide proof of statutorily compliant workers' compensation insurance in the form of a Certificate of Insurance.

Regards,

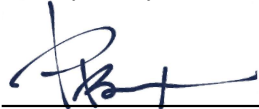
A handwritten signature in blue ink, appearing to read 'Preston Bircher', with a long horizontal flourish extending to the right.

Preston Bircher
President
Preston Bircher Designs, Inc.

Exhibit A - To
Purchase Order
Statement of Work

Description of Work:

PRESTON BIRCHER is contracted by Broward College to "LIGHTING DESIGN" Total compensation to be paid by Broward College \$3,000.00



Agrees to accept Broward Colleges Purchase Order Terms and conditions.