



## **AGENDA**

### **THE UNIVERSITY OF WEST FLORIDA BOARD OF TRUSTEES**

**Finance, Facilities & Operations Committee Virtual Meeting via Zoom Webinar  
August 18, 2022**

**University of West Florida  
11000 University Pkwy. Pensacola, FL  
Crosby Hall, Bldg. 10, Rm 224**

*To join this virtual public board meeting, please follow these Zoom Webinar instructions:*

<https://uwf.zoom.us/j/89277123296?pwd=a0FWZEZuMVJsd25UNFRCSi93cUpZdz09;>

*Passcode: 191955*

**Call to Order/Roll Call**

**Bob Sires, Chair**

**Chair's Greeting**

**Bob Sires**

**Action Items:**

**Information Items:**

1. University Efficiencies
2. Contracts Over 5+ Years or \$1 Million+ Single Purchase

**Other Business:**

**Adjournment**

**UWF Board of Trustees Meeting**  
**Finance, Facilities, and Operations Committee**  
August 18, 2022

**Issue:** University Efficiencies

**Proposed Action:** Informational

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**Background Information:**

As part of the Legislative Budget Request (LBR), BOG requires each university to submit a summary of various efficiencies achieved during the most recent fiscal year. Three areas were highlighted below:

1. Improved Student Support via streamlining key processes (graduate admission, scholarship portal, event management system, military information, waitlists, etc.).
2. Realized efficiencies totaling more than \$50,000 for the fiscal year 2021/22.
3. Conservation of resources achieved through the installation of rain sensors on campus irrigation and upgrading lighting to LED in seven buildings and five parking lots.

**Fiscal Implications:** Overall efficiency and cost savings to the University.

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**Supporting Document:**

BOG University Efficiencies Report for UWF

**Prepared by:**

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**Presenter:**

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## University of West Florida Efficiencies

*Please describe three monetary or non-monetary operational efficiency efforts made, currently underway, or planned at your university within the past year that seeks to enhance the quality, effectiveness, and efficiency of processes that affect the students on your campus.*

*The efficiency efforts may include numerous approaches such as, but not limited to, cost avoidance, cost containment, eliminating duplicative efforts, or optimizing available resources.*

### 1. Improved Student Support

- Streamlined graduate school admission process and bundled financial aid allocation as part of the procedure.
- Enhanced Advancement's **Scholarship Portal** to update scholarship opportunities within each college and streamlined the overall process.
- Improved textbook affordability by utilizing BibliU (e-textbooks), open-access textbooks, as well as open-source educational resources (e.g., TedTalks, playfactiles.com, procon.org), and some faculty agreeing on a single textbook across all sections of a course.
- Provided departmental computers with access to Adobe Creative Suite in the Social Media lab.
- Provided Communications students with jump drives to hold large video and image files, along with printers with paper so students may print classwork without a cost.
- Expanded articulation agreements: a) Miami Dade College (MS Cybersecurity program) and b) Pensacola State College.
- Expanded the university's **Event Management System** workflow to incorporate a process for Student Organizations and Greek life to book spaces and register for off-campus events. This updated process allows campus partners to review, approve, invoice, and schedule staff for student-related events in one system. Previously it was duplicated into two systems.
- Implemented an Attendance Confirmation Check-In mechanism to Classmate to provide a way for instructors to open a 'window of time' where students may 'check in' to their class and confirm their attendance.
- Developed military process automation to ensure the military-affiliated numbers reported to BOG remain consistent or grow.
- Implemented a process to re-prioritize waitlist orders for seniors based on their degree progress percentage.

## 2. Realized Efficiencies

- \$32,000/year savings by implementing Student Self-reported Academic Record and eliminating manual calculation of high school GPA from printed high school transcripts. SSAR is used at nine other universities.
- \$12,000/year savings by automating the application fee payments and fee waiver audit/reconciliation processes.
- Acquired equipment to build hybrid meeting event carts that assists campus partners in hosting hybrid meetings that allow for seamless two-way correspondence, multiple camera angles, and video presentation.

## 3. Conservation of Resources

- Installation of rain sensors on campus irrigation systems to reduce water consumption. (**\$2,000 savings**)
- Upgraded to LED lighting across campus (buildings, parking lots, streetlights, tennis courts, etc.). (**\$1M savings**)
- Enhanced indoor air quality via portable air purifiers for classrooms, building automation controls to mitigate humidity issues, and UV lighting and steam cleaning sterilization for more than 140 air handling units.
- Installation of an oil management system for food service to handle bulk dispersion and removal of cooking oils for the fryer locations.

**UWF Board of Trustees Meeting**  
**Finance, Facilities & Operations Committee**  
August 18, 2022

**Issue:** Contracts that are 5+ years or \$1M+ single purchase

**Proposed Action:** Informational

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**Background Information:**

In March 2017 and August 2020, the FF&O Committee requested a listing of contracts with terms that are five years or more and any contracts that are more than \$1M for a single purchase.

This 2022 listing is being provided as part of the financial oversight of the FF&O Committee. Excluded from this list are:

- academic and long-term software license agreements that are obtained through the Board of Governors (BOG) or UWF-approved exemptions and
- contracts that are part of BOG's Shared Initiatives Plan (contracts that have been bid on behalf of the entire SUS such as laboratory supplies, background checks, collection agencies, disaster recovery services, etc.).

For the current listing, we note the following items.

- 42 contracts with terms of more than five years are in effect; the longest-term contract is for the bookstore which has 22 more years remaining (if UWF exercises the two 5-year renewals).
- One single purchase of more than \$1M was for HVAC UV lighting upgrades. It is for \$1.65M and is funded with federal HEERF (Higher Education Emergency Relief Funding) monies.

**Implementation Plan:** The listing is currently up to date and will be revised regularly.

**Fiscal Implications:** Fiscal oversight by the UWF Board of Trustees

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**Supporting document:**

Listing of Term Contracts 5+ years and \$1M+ Single purchases fiscal year 2021/22

**Prepared by:**

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**Presenter:**

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**UWF Formal Competitive Solicitations and Piggyback Term Contracts 5+ Years  
As of 07/01/2022**

	<b>CONTRACT TITLE</b>	<b>TOTAL POSSIBLE YEARS</b>	<b>VENDOR</b>	<b>CONTRACT TERM</b>	<b>COMMENTS</b>
1	18ITN-10BP AV Equipment for STEM Success Studios	5	Diversified LLC	09/13/19 – 09/12/24	Term is 5 years with no renewals.
2	19ITN-06EW Debris Removal Services	5	Custom Tree Care, Inc., Graham County Land Company, LLC, Roads Inc. of NWF	05/11/20 – 05/10/23 05/22/20 – 05/21/23 05/12/20 – 05/11/23	Three years with two, one-year renewals (3+1+1 for a total possible 5 years).
3	20ITN-03EE Call Center	5	CMD Outsourcing Solutions, Inc.	07/01/21 – 06/30/24	Three years with two, one-year renewals (3+1+1 for a total possible 5 years).
4	20ITN-05BP – Lease of Space for FL SBDC Network	5	Civic Conversations, LLC	01/01/21 – 12/31/25	Five (5) year term - no renewals
5	Student financial refund disbursements	5	BM Technologies (Formerly Higher One)	07/01/21 – 06/30/26	Renewal Amendment – 5 years
6	17PQS-15JV Landscape Architect Services	5	Marquis, Latimer + Halback, Inc. (MLH)	03/08/19 – 03/08/22	Three years with two, one-year renewals for a total possible 5 years. First renewal currently in Legal review.
7	Multifunction machines (Copiers)	6	CPC Office Technologies, Inc. (Sharp)	10/15/19 – 09/15/23	Sourcewell Contract 083116-SEC. Possible 1-year renewal.
8	21ITN-03JDL Custodial Services (includes Housing, Health & Wellness, ERCCD and UWF SBDC)	6	ABM Industry Group, LLC	05/01/22 – 04/30/25	Three years with three, one-year renewals (3+1+1+1 for a total possible 6 years).
9	15ITBT-04BP Sign Language Interpreting Services	6	Connect ASL, Inc.	01/04/16 – 01/03/23	No Renewals remaining. Extended contract up to one year for solicitation process.
10	15RFPT-09EE Employee Assistance Program (2022 - Exemption - Student Health Services)	6	Aetna Behavioral Health Services Aetna Resources for Living (California Knox-Keene Services)	06/21/22 – 06/20/25	Three years with one, three-year renewal (3+3 for a total possible 6 years).
11	15PQST-12AW Campus Plumbing Mechanical Contractor	6	Air Design Systems, Inc., Elite Mechanical Systems, LLC, MMI Mechanical Contractors, Inc.	09/01/16 – 08/31/22	No Renewals remaining. Extending contracts one year for solicitation process.
12	15PQST-13AW Campus HVAC Mechanical Contractor	6	Air Design Systems, Inc., Comfort Systems USA (Southeast), Inc., Elite Mechanical Systems, LLC, Engineered Cooling Services, Inc.	09/01/16 – 08/31/22	No Renewals remaining. Extending contracts one year for solicitation process.
13	15PQST-14AW Campus Utility and Excavation Contractor	6	B & W Utilities, Inc., Warrington Utility & Excavating, Inc.	09/01/16 – 08/31/22	No Renewals remaining. Extending contracts one year for solicitation process.
14	16PQST-01AW Environmental Engineering Services	6	Professional Service Industries, Inc. (PSI), Terracon Consultants, Inc.	04/01/17 – 03/31/23	No renewals remaining
15	16PQST-02AW Mechanical and Electrical Engineering Services	6	Dell Consulting, LLC, Schmidt Consulting Group, Inc. (Electrical); Premier Engineering Group, LLC, Schmidt Consulting Group, Inc. (Mechanical)	05/01/17 – 04/30/23	No renewals remaining
16	16PQST-03AW Site and Civil Engineering Services	6	McKim & Creed, Inc., Kenneth Horne & Associates, Inc.	05/01/17 – 04/30/23	No renewals remaining
17	16ITBT-04AW Janitorial Supplies	6	Supreme Paper	02/13/17 – 02/12/23	No renewals remaining
18	16ITN-10BP, Pay-for Print Kiosks for Student Printing	6	W.E.P.A.	11/30/17 – 11/30/22	Three years with three, one-year renewals for a total possible 6 years. One renewal remaining. Revenue Generating Contract.

	CONTRACT TITLE	TOTAL POSSIBLE YEARS	VENDOR	CONTRACT TERM	COMMENTS
19	17PQS-03SN Campus Electrical Contractor	6	Bill Smith Electric, Johnson Electric Co., Webb Electric	07/01/18 – 06/30/22	Three years with three, one-year renewals for a total possible 6 years. Second renewal currently in Legal review. One, one-year renewal remaining
20	17RFPT-04SN Grounds Maintenance Services	6	GCA Educational Services, Inc., Green Procedures	06/01/18 – 05/31/23	Three years with three, one-year renewals for a total possible 6 years. One, one-year renewal remaining
21	17PQST-07BP Branding and Design – Bldg. 54 Lobby	6	Advent, LLC	05/30/18 – 05/29/24	Three years with one, three-year renewal for a total possible 6 years. No renewals remaining
22	18ITB-09JV Printing Services for Business Cards & Stationery	6	Martin Litho, Inc. (MLI)	05/06/19 – 05/05/22	Three years with three, one-year renewals for a total possible 6 years. Not renewing.
23	19QBS-02BP Campus General Contractors	6	D&B Builder, Greenhut Construction Co., Green-Simmons, Joy Gordon Construction, Morette Company, Wescon Corporation	05/11/20 – 05/10/23	Three years with three, one-year renewals for a total possible 6 years
24	19PQS-03EW Campus Service Architects	6	Bullock Tice Associates Goodwyn, Mills and Cawood, Inc. Hernandez Calhoun Design International DAG Architects, Inc. PRIME AE Group, Inc.	08/05/20 – 08/04/23 08/05/20 – 08/04/23 08/05/20 – 08/04/23 09/02/20 – 08/04/23 09/14/20 – 08/04/23	Three years with three, one-year renewals for a total possible 6 years
25	19ITBT-16EW Waste Management Services	6	Waste Pro of Florida, Inc.	01/01/21 – 12/31/23	Three years with one, three-year renewal for a total possible 6 years
26	19ITN-12BP Branding, Marketing and Communications Services	6	Image Development and Marketing Group, dba idgroup, mStoner, Inc.	11/17/20 – 11/16/23 11/05/20 – 11/04/23	Three years with one, three-year renewal for a total possible 6 years
27	20RFQ-06EE Audit Services UWF/BEI	7	James Moore & Co., P.L.	03/05/21 – 03/04/26	Five years with one, two-year renewal.
28	17ITN-05BP Commercial Washer and Dryer Laundry Operations	10	CSC Serviceworks, Inc.	08/09/18 – 08/08/23	Five years with five, one-year renewals for a total possible 10 years. Revenue Generating
29	17ITN-08AJ Banking Services	10	Synovus Bank	11/01/18 – 10/31/23	Five years with five, one-year renewals for a total possible 10 years
30	17ITN-10AJ HR System	10	PageUp	05/07/19 – 05/06/24	Five years with five, one-year renewals for a total possible 10 years
31	17ITN-12EE Trademark Licensing Services	10	Learfield Licensing Partners, LLC	01/01/19 – 12/31/23	Five years with five, one-year renewals for a total possible 10 years
32	19ITN-14BP Rental Bleachers (Wahoo Stadium)	10	InProduction, Inc.	10/25/20 – 10/24/25	Five years with five, one-year renewals for a total possible 10 years
33	Dining & Event Services Agreement	15	Aramark Education Services, Inc.	05/16/18 – 06/30/28	*BEI. One 5-year renewal remaining (10 + 5 – total possible 15 years)
34	03RFP-34WB Cell Tower	20	Utility Service Co.	08/17/05 – 08/16/20	One 5-year renewal remaining (10+5+5 – total possible 20 years). Working with vendor and OGC on additional service agreements.
35	20ITN-09JT Redundant Dark Fiber Build-Out and On-going Services	20	Southern Light, LLC – a Uniti company	10/21/21 – 06/30/22 07/01/22 – 06/30/42	HEERF funds were only used in the 2021 Build-Out and the remaining years are for the on-going services. No renewals anticipated at this time.
36	Campus Bookstore	22	Follett, A Higher Education Group	07/01/12 – 06/30/24	Two, five-year renewals remaining (12+5+5 – total possible 22 years). Transferred to BEI in 2012

	CONTRACT TITLE	TOTAL POSSIBLE YEARS	VENDOR	CONTRACT TERM	COMMENTS
37	11RFPT-12EE Content Mgt System Software License and System Support Agreements	5+	Terminal Four	07/31/12 – 07/06/22	Perpetual with option to terminate annually
38	Parking Software Package	5+	T2 Systems, Inc.	06/24/20 – 06/23/25	Annual Certification Exemption Category 5 (Acquisition of web-based solutions/internet database subscriptions). Perpetual
39	Purchasing Card (PCard) Services	5+	JPMorgan Chase Bank, N.A.	05/07/20 – 05/06/25	Piggyback FIU's solicitation (minimum 5 years). Perpetual
40	18ITN-08AJ High Speed Internet and Cable Services	6+	Apogee	03/06/20 – 03/05/26	Six-year initial term with ongoing renewals
41	15ITN-11AJ, Snack and Beverage Vending and Pouring Rights	10+	Buffalo Rock	02/24/17 – 02/23/27	Snack Vending Only. (10 years + possible renewals). Revenue Generating
42	15ITN-11AJ, Snack and Beverage Vending and Pouring Rights	10+	Coca-Cola Bottling Company United (Coke)	03/03/17 – 03/20/27	Beverage Vending and Pouring Rights Only (10 years + possible renewals). Revenue Generating

- All renewals must be based upon mutual agreement, available funds and vendor performance.
- This list doesn't include Academic or the long-term Software License Agreements that are obtained through a BOG/UWF approved exemption.
- We utilize State Contracts and Cooperative Agreements that are already bid by other governmental entities.
- We utilize contracts that are part of the BOG's Shared Initiatives Plan (contracts that have been bid on behalf of the SUS, i.e., Lab supplies, background checks, collection agencies, household moves, disaster recovery services, etc.)

**Goods and/or Services \$1M or more + Single Purchases FY21/22**

Trane US Inc – P0016392 – **HEERF Campus Wide HVAC UV Lighting Upgrades** - \$1,652,125.00 (Cooperative Agreement)