

Purchase Request #2
Regular Board Meeting June 1, 2026
Consideration of Delegation of Authority to Contract for
North Campus Interactive Learning Center (N2) Roof Drain Relocation

ADMINISTRATION RECOMMENDATION/REPORT

The administration recommends that the Board of Trustees authorize the Chancellor or her designee to negotiate and award a contract for repair and rerouting of the roof drains at the North Campus Interactive Learning Center (N2).

BACKGROUND

In February 2021, the Board authorized the delegation of authority to approve the method of procurement best suited for each construction or renovation project. On April 13, 2026, the Chancellor's designee approved the competitive sealed proposal (CSP) procurement method to reroute the roof drain system at N2 to minimize storm sewers under the slab.

On December 1, 2025, the Board of Trustees approved the delegation of authority to utilize the job order contracting (JOC) procurement method at the cost of \$250,000. Due to the quotes exceeding the approved budget, a public solicitation process was deemed necessary to ensure optimal value for the College.

Detailed project plans are being prepared by Huitt-Zollars in accordance with Texas Government Code §2269.152. Based on the completed plans, CSP #26-18 will be issued, tentatively on June 23, 2026, to procure construction services for this project in accordance with the Texas Government Code §2269.151. Proposals will be received and evaluated by a team comprised of representatives from Huitt-Zollars and the College.

IMPACT OF THIS ACTION

Approval of this action will authorize the Chancellor or her designee to negotiate and execute a contract with the highest ranked vendor so that construction can be expedited. Construction services include removal of failing roof drains beneath the building and reroute them through exterior walls to protect the building's structural integrity.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

Pending successful contract negotiations, the cost of this project is not expected to exceed \$775,000. The project will be funded from the 2015 Bond Program deferred maintenance line.

MONITORING AND REPORTING TIMELINE

Construction activities will begin upon the execution of a contract and are expected to be completed by December 31, 2026. This project will be managed by capital projects staff.

ATTACHMENTS

None

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RESOURCE PERSONNEL

Chuck Smith	281-998-6341	charles.smith@sjcd.edu
Genevieve Scholes	281-998-6349	genevieve.scholes@sjcd.edu

CSP 26-18
Roof Drain Repairs, Building N2
Attachment 1 – Tabulation

QUALIFICATIONS

#	Vendors	Section 1: Firm Experience	Section 2: Personnel Experience	Section 3: Safety	Section 4: Financial	Section 5: References	Section 6: Exceptions to T&C	Total Points
	<i>Total Points</i>	<i>10</i>	<i>20</i>	<i>5</i>	<i>5</i>	<i>5</i>	<i>5</i>	<i>50</i>
1	American Mechanical Services	5.17	15.33	3.96	2.58	5.00	5.00	37.04
2	Millennium Projects Solutions, Inc.	7.54	13.67	3.97	4.67	3.67	5.00	38.52

FINAL SCORES

#	Vendors	Qualification Score	Section 6: Price Proposal	Price Value	Final Score
	<i>Total Points</i>	<i>50</i>	<i>50</i>		<i>100</i>
1	American Mechanical Services	37.04	50.00	\$543,367.00	87.04
2	Millennium Projects Solutions, Inc.	38.52	42.92	\$633,000.00	81.44