

## **ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees approve a contract for replacement of theater curtains at the South Campus Flickinger Fine Arts Building with iStudio Projects, Inc. (iStudio).

## **BACKGROUND**

A request for proposals, Project Number 18-18, was issued to procure services to replace theater curtains at South Campus Fine Arts Building. One response was received and evaluated by a team consisting of persons from the Facilities Services and Liberal Arts departments who determined that the proposal submitted by iStudio would provide the best value to the College.

## **IMPACT OF THIS ACTION**

Marie Flickinger Fine Arts Building's Proscenium Theatre hosts over 100 events annually and is instrumental to San Jacinto College's performing arts community. The theater currently supports many college department and student organization programs.

With the replacement of existing curtains, the College assures compliance with applicable life safety codes. The new curtains will also enhance the audience's visual experience by providing the theater with updated aesthetics.

## **BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

With only one proposal received, additional research was conducted to assure that pricing received from iStudio was commensurate with current market rates for similar curtain systems.

The estimated expenditure for this purchase is \$60,545. This expenditure will be funded from the 2008 Bond Program.

## **MONITORING AND REPORTING TIMELINE**

The purchase and installation of the new curtain system will be managed by the Facilities Services and South Campus Liberal Arts departments, and completion is expected by June 2018.

## **ATTACHMENTS**

Attachment 1 - Tabulation

**RFP #18-18**  
**Regular Board Meeting March 5, 2018**  
**Consideration of Approval to Contract for Replacement of Theater Curtains**

**RESOURCE PERSONNEL**

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**Project Name:** Theater Curtains  
**Project Number:** RFP 18-18  
**Number of Evaluators:** 3

Tabulation Date: 1.24.2018

Stated Criteria	Total Points Available	iStudio Projects, Inc.
Price Proposal	75	72
Project Understanding and Management	60	52
Qualifications and Experience of Personnel	45	39
Qualifications and Experience of Firm	45	39
References	45	39
Proposal Timeline	15	14
Warranty	15	14
	<b>300</b>	<b>269</b>
		<b>Total Points Received</b>

<b>Final Ranking</b>	
Vendor Name	Total Score
iStudio Projects, Inc.	269