EXHIBIT N-4

SUBJECT: AUTHORIZATION TO EXECUTE CONTRACT(S) FOR UPCOMING BID # B-8004 FOR THE D-10 DIMMER RACK PROJECT

OVERVIEW

At their February 20, 2007, meeting, the Governing Board authorized Bonnie Ann Dowd, Vice President, Finance and Administrative Services, or Ken Jay, Director, Business Services, to execute contracts within the limits of available funding to the lowest responsive bidders for upcoming bid(s) for Broadcast & Theatrical Equipment for the Comm/RTV and Performing Arts departments, subject to later ratification by the Governing Board. The D-10 Dimmer Rack Equipment/Project for the Performing Arts Department initially was a part of this original grouping of equipment. The Purchasing Department subsequently went out to bid separately for Bid # B-7008 for the D-10 Dimmer Rack System. Unfortunately, the sole bid received by the District for that bid exceeded the available funding; and at its meeting of August 14, 2007, the Governing Board ratified the rejection of that sole bid on Bid # B-7008. In order to obtain a dimmer rack system for D-10 (which involves some electrical work), the District would be required to go out to bid again.

DISCUSSION

The Performing Arts Department contacted Purchasing in late August requesting that the District re-bid the Dimmer Rack Project, and suggested that dividing the project into two separately biddable and awardable parts (basically, equipment versus electrical work) might result in an increase in bid responses and hopefully an overall decrease in the total project cost. At the time that this agenda item is being prepared, it has not been determined which approach will be taken. Therefore, it is possible that the contract could be awarded to a single vendor for both the equipment and the required electrical work, or to two separate vendors, with one providing the equipment, and the other providing the electrical work.

The dimmer rack equipment will require some lead time after the order is placed before it would be available for delivery. Once the equipment is available, the electrical work to complete the installation in D-10 could be performed. The District is planning that the dimmer rack system would be installed in the first two to three weeks of January prior to the start of Spring Semester.

Therefore, we ask the Governing Board to give authorization to the Vice President, Finance and Administrative Services, or the Director, Business Services, to execute contract(s) to the lowest, responsive bidder(s) for the upcoming Bid # B-8004 for the D-10 Dimmer Rack Project. The contract award(s) will then be brought back to the Board for ratification at a future Governing Board meeting.

FINANCIAL IMPLICATIONS

Funding for the project is expected to come from a combination of Foundation Grant funds and Performing Arts Department and/or AMBCS Division funds as required

RECOMMENDATION

Approve bid related to the D-10 Dimmer Rack Project as stated above, and authorize Bonnie Ann Dowd, Vice President, Finance and Administrative Services, or Ken Jay, Director, Business Services, to contract with the lowest, responsive bidder(s) for said project, subject to ratification by the Board at a future Board meeting.