Western Technical College District Board
Planning, Policy, and Instruction Committee
CHAIR: TOM SMITH

Tuesday, October 21, 2014
1:00pm – 1:30pm

Administrative Center
111 Seventh Street N • Room 408 • La Crosse, WI

AGENDA

Attachment(s)

1. Weaver | Trane Building – Lee Rasch  Page 2
2. Capital Bidding Discussion | Trane Company MOU – Lee Rasch  Page 4
<table>
<thead>
<tr>
<th>Suppliers Bidding</th>
<th>Amount</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trane</td>
<td>$216,500</td>
<td></td>
</tr>
<tr>
<td>Master Building Solutions (Daikin)</td>
<td>$183,800</td>
<td></td>
</tr>
<tr>
<td>The Glacier Group (York)</td>
<td>$195,000</td>
<td>$32,700 (17%)</td>
</tr>
</tbody>
</table>


Begin forwarded message:

From: "Amborn, Paul" <AmbornP@westerntc.edu>
Date: September 30, 2014 at 11:49:51 AM CDT
To: "Rasch, Lee" <RaschL@westerntc.edu>, "Hackbarth, Wade" <HackbarthW@westerntc.edu>, "McHenry, Jay" <McHenryJ@westerntc.edu>
Cc: "Amborn, Paul" <AmbornP@westerntc.edu>

Subject: Trane Company added cost at Flexible Education Training Center

Masters Building Solutions original proposal $62,500
Deduct from Masters -30,430
Paid to Masters $32,070
Trane proposal $55,250
Total paid to Masters and Trane $87,320
Difference of original proposal and total paid $24,820

Paul Amborn
Facilities Project Manager
Western Technical College
Physical Plant
505 Ninth Street North
LaCrosse, WI 54601
Cell 608.304.0639
Memorandum of Understanding:
Trane and Western Technical
College's Partner Initiative

Wednesday October 1, 2014
MEMORANDUM OF UNDERSTANDING
between
TRANE/Ingersoll Rand
and
WESTERN TECHNICAL COLLEGE

Whereas, Trane is a world-wide provider of air conditioning systems, services and solutions and has a proven track record of innovation and customer service; and

Whereas, Trane recognizes that establishing a partnership relationship that provides alignment with leaders in higher education is a strategic component of the long-term growth of the company;

and

Whereas, Western Technical College is a leader in the application of sustainable design practices in higher education; and

Whereas, Western Technical College recognizes that developing a strong partner relationship helps the colleges stay up to date and forward-thinking in the educational opportunities and programming offered throughout the region.

therefore, it is agreed

That Trane and Western will work together through the framework of a partnership initiative in order to create mutual strategic success; and

That Trane and Western staff agree to maintain mutually respectful communication and resolve issues through in-person meetings or conversations where necessary; and

That agreements between Trane and Western will be mutually beneficial, outlined in a written format and will follow all laws specific to a tax-supported, governmental organization; and

That the addendums will be updated separately and in agreement between the designated representatives from Trane and Western; and

That contracts related to customized training requires a separate legal agreement as dictated by statute; and
That both Trane and Western will speak positively in both verbal and written format about the partnership for as long as this agreement is in place; and

That this is a memorandum of understanding, not a binding contract, and that as the Trane/Western Partnership evolves this MOU may be superseded by a more encompassing agreement.

A primary point of contact will be identified for Trane and Western respectively. Both parties agree to use the primary point of contact as a method for good communication between partners.

Agreed to by:

Sam VanRiper, Director of American Sales, Trane – Ingersoll Rand, Inc.

________________________
Date

Agreed to by:

Lee Rasch, EdD, President, Western Technical College

________________________
Date
Addendum 1: Center of Excellence

Whereas maintaining up to date training facilities with HVAC equipment and controls is beneficial to the students enrolled at Western Technical College (Western); and

Whereas the HVAC industry, including Trane, benefits from students who have been well trained with such equipment and controls;

Therefore, it is agreed

Western will:

- Work toward establishing a HVAC Center of Excellence (COE) with Trane equipment and controls.
- Work towards incorporating NC3* Trane HVAC certifications, which are nationally transportable and align with industry needs, into the HVAC training program.
- Work with Trane on branding Trane and NC3 in the Western HVAC COE.
- Involve Trane, in an appropriate manner, in strategic planning related to facilities, where Trane’s expertise and experience will be helpful.
- Consult Trane on Western energy conservation needs related to sustainability initiatives or otherwise.
- Explore other ways to work together in a mutually beneficial manner.

Trane will:

- Provide guidance on the development of a HVAC COE and on ongoing maintenance and updates.
- Contribute input for curriculum through NC3 for the NC3 HVAC certifications.
- Work with Western on branding Trane and NC3 in the Western HVAC COE.
- Be a strategic adviser to Western on Western’s strategic plan development for facilities, where Trane’s expertise and experience will be helpful.
- Be a strategic adviser to Western on Western’s energy conservation needs related to sustainability initiatives or otherwise.
- Explore other ways to work together in a mutually beneficial manner.

NC3 stands for National Coalition of Certifications Centers

Regarding the HVAC COE:

1. Trane will provide Western with competitive pricing for the final design and scope of the project, once determined, and Western will pay for this project according to the terms and conditions of a contract to be negotiated and executed separately.

2. Trane will help Western to develop an internal training strategy and plan for the instructors to support their use of the COE, including ongoing upgrades in technology and software.

The primary point of contact for Western is Bill Brendel.

The primary point of contact for Trane is Rob Jordan.
Whereas Trane Company and Western Technical College have a long-standing history of customized agreements which has included numerous mutually agreed modifications to meet the needs of the times, Whereas Western Technical College provides customized training in various forms to Trane; and

State statute requires Western to contract for the customized training services; and

Trane and Western will use the Weaver facility for customized training during times when the facility is available (not being used for traditional college programs) from fall 2014 up to June 2016, and

Trane intends to enter into a five year lease agreement for the Weaver facility for training in welding, brazing, apprenticeship programs and other areas of interest as mutually agreed in customized training agreements

The primary point of contact for Western Technical College is Patti Balacek.

The primary point of contact for Trane is Scott Seibert.
AO125 BOARD PROCUREMENT POLICY

The District Board procurement policy will incorporate all pertinent federal and state procurement requirements, including Wisconsin statute Chapter 38, TCS (Wisconsin Technical College System) Chapter 6, and including Wisconsin Technical College System procurement requirements.

The Board will review and approve all proposed capital expenditures greater than $25,000 during the annual budget process.

The Board will review and approve all proposed capital expenditures greater than $25,000 that may occur after the budget process ends. Any previously approved capital expenditures that exceed the approved amount by 10% will be returned to the Board for further review and approval.

The District Chairperson and Secretary are authorized and shall sign public construction contracts as defined by Wisconsin Statute Chapter 62.15.

The Vice President of Finance/Chief Financial Officer shall prepare a quarterly report of capital expenditures and, along with the President, certify that the expenditures were made in accordance with Wisconsin Statute Chapter 38 and Wisconsin Technical College System Chapter 6. The Board will review and approve this report.
Procurement means buying, purchasing, renting, leasing, or otherwise acquiring any supplies, services, equipment, or construction and includes any other activity pertaining to obtaining supplies, services, equipment, or construction. Any procurement transaction must be formally processed and approved by proper authority to be a valid claim against the District.

The Western Technical College District Board (“District Board”) shall authorize procurement transactions that are determined to be in the best interest of the District while providing for open and free competition. It is the responsibility of the District Board to protect the interests of the District while complying with current federal and state laws/statutes, regulations, administrative rules, and agency procedures. In recognition of this responsibility, the District Board directs the following:

General Requirements

A. The Wisconsin Technical College System Board Procurement Policy, Section 6 of the Financial and Administrative Manual, is adopted as the College’s Procurement Policy and Procedure. This procurement policy and procedure is based on, but not limited to, Wisconsin Administrative Code, Chapter TCS 6 (6.05 procurement), and the Office of Management and Budget Circular A-102, Attachment O. All federal regulations apply unless the State Board policy, state statutes, or administrative rules are more restrictive.

B. The District Board delegates the authority to the President or his/her assigns to implement and provide oversight review of the procurement policy and procedure. The President or his/her assigns shall, from time to time, develop such procedures as are necessary to carry out this responsibility.

C. Annually, the Business Office shall prepare a review of all procurements of $50,000 or more of similar goods, supplies, or services to determine if a more competitive process should be used in succeeding years. This review is to be based on a report containing transaction detail grouped by similar goods, supplies, and services and a total for each grouping. Annually, the District Board shall take formal action by October 31 on the procurement review and report related to the prior fiscal year.

D. All District staff must comply with the Code of Ethics set forth in Policy C0206.

E. The Business Services Office shall provide oversight review on a College-wide basis.

F. Procurements less than $25,000 do not require a competitive process. However, an effort should always be made to obtain the best possible price by seeking quotes from more than one vendor. A competitive selection process may still be required in cases where multiple small procurements with a single vendor total more than $50,000 over the course of the year. See Annual Review of Procurements section of the procedure (BO500p) for more information.

G. Except as provided in the Bid Waiver section of the procedure (BO500p), non-construction procurements where the total cost is at least $25,000 but does not exceed $50,000 shall be based on written quotations from a minimum of three vendors. Solicitation of quotations shall be done in a manner to maximize competition.

H. Except as provided in the Bid Waiver section of the procedure (BO500p), non-construction procurements greater than $50,000 require a sealed bid process, via either IFB (Invitation for Bid) or RFP (Request for Proposal). All IFBs and RFPs shall include a clear and accurate description of the items of service being procured. This description shall not contain features which unduly restrict competition. Solicitations or offers shall include all requirements which suppliers must fulfill or other factors to be used in evaluation bids or proposals.

I. Public construction procurements greater than $25,000 require a sealed bid process via an IFB. All IFBs shall include a clear and accurate description of the item or service being procured. This description shall not contain features which unduly restrict competition. Solicitations or offers shall include all requirements which suppliers must fulfill.

J. All purchases of goods, services, and equipment for which the College will be responsible for payment must be properly approved and follow the procurement policies and procedures established by the Business Services Office.