

TACOMA COMMUNITY COLLEGE

Meeting of the Board of Trustees

November 30, 1967

3:30 p.m.

Agenda

1. Roll Call
2. Approval of Previous Minutes
3. Correspondence
4. Reports to the Board
  - (a) Campus Security
  - (b) Insurance Progress
  - (c) Construction
  - (d) Accreditation Visitation (supplement 4-d)
  - (e) General Fund Budget Review (supplement 4-e)
5. Unfinished Business
6. New Business
  - (a) Recommendation on Health Insurance Benefits for Staff (supplement 6-a)
  - (b) It is recommended that Richard Falk be granted a sabbatical leave for the 1968-69 academic year.
  - (c) It is recommended that Mrs. Ann Sundgren (B.A., M.A., University of Washington, Sociology) be given a contract to teach sociology for the remainder of the current academic year.
  - (d) Contractor estimates for the erection of the temporary work-shop building.
  - (e) Equipment bids
  - (f) It is recommended that February 15 and 16 be authorized for the campus dedication ceremonies.
7. Information

Bulletin No. 19-67 - State Board for Community College Education  
Resolution No. 14-67 - State Board for Community College Education

TACOMA COMMUNITY COLLEGE

BOARD OF TRUSTEES

Minutes

November 30, 1967

The regular meeting of the Board of Trustees was called to order by the Chairman, Mr. Edmunds, at 3:50 p.m., Thursday, November 30, 1967 at Tacoma Community College.

Present: Charles Edmunds, Frank Cooper, Lewis Hatfield, Maxine Myers, and Thornton Ford, Secretary

Absent: John Binns and John McCutcheon

Guests: Richard Falk, Paul Jacobson, Henry Schafer, George Van Miegheem, Jack Hyde, President, TCCA, Dale Wirsing, James Metcalf

The minutes of the Board meeting of October 19, 1967 were approved.

Mr. Jack Watson, representing the Red Cross, presented Dan Ruffo, a student at Tacoma Community College with a Certificate of Recognition for saving the life of twelve year old Lynne Gressett on August 25, 1967.

The Board agreed to write a letter to Dan Ruffo commending him on receiving this award.

Reports to the Board

Mr. Van Miegheem reported on the temporary security measures which have been taken for winter quarter registration. The Board will be notified when final security plans have been made.

Copies of a letter from Farron Insurance Agency with a resume of coverages, were distributed to the members of the Board.

Dr. Ford indicated that buildings now under construction are almost finished. He went on to say, however, that the school is planning more building projects such as another science building, faculty building and hopefully a fieldhouse and maintenance facilities.

The Board received copies of the accreditation report and was notified of the hearing which will take place in Portland on Sunday, December 10 before the accreditation team.

Mrs. Myers suggested an evening meeting of the Board to discuss the accreditation report. The meeting time was agreed upon as Monday, December 4 at 7 p.m. in President Ford's conference room.

The Board received copies of the college's general fund expenditure report through October 31, 1967. Mr. Van Miegheem informed the Board that commencing in December, the accounting department will be sending out a regular monthly report to the Central Budget Agency in Olympia and to the Board of Trustees.

Mrs. Myers informed the Board that minutes of the Civil Service Committee meeting will be sent to the Board and will become the Committee's official report to the Board.

New Business

(Mrs. Myers moved to adopt the health insurance benefits for the staff. (The college will contribute either \$10 per month or 50 per cent of the health insurance cost, whichever is less.) The motion carried.)

Mr. Cooper moved that Richard C. Falk be granted a sabbatical leave for 1968-69 academic year. The motion carried.

Mrs. Myers moved that Mrs. Ann Sundgren be given a contract to teach sociology for the winter and spring quarters. The motion carried.

Mr. Hatfield moved that the college accept the low bid of Custom Design for the erection of the temporary work-shop building. The motion carried.

Mrs. Myers moved that the low bid be accepted for conference chairs. (Patrick - \$1838.25 less 1%) Motion carried.

Mr. Hatfield moved that the college accept the underlined bids in Items 1 through 14 for cookware. The motion carried.

Mrs. Myers moved to accept the low bids from Martin for library carrels on Items 1 and 2. Motion carried.

Mr. Cooper moved that the college accept the low bid from Audio Craft for audio-visual equipment. The motion carried.

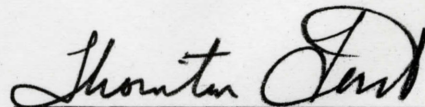
Mrs. Myers moved to accept the low bid for a cash register from H.D. Baker and Company. Motion carried.

Mr. Edmunds moved that the recommendation be accepted for the campus dedication to be held on February 15 and 16. Motion carried.

Dr. Jacobson informed the Board that a Graduation Committee will be selected soon and that a recommendation should be made at the next meeting of the Board as to the member of the Board to serve on the Committee. The Committee will consist of one member of the Board, one administrator, one faculty member and one student from the student body.

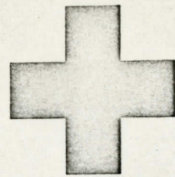
The next regular meeting of the Board of Trustees will be held on January 4, 1968 at 3:30 in the conference room of the Tacoma Community College administration building.

The meeting adjourned at 5:05 p.m.



Thornton M. Ford, Secretary

The American National Red Cross



Certificate of Recognition

to

Dan Ruffo

for Extraordinary Personal Action

On August 25, 1967, his prompt, resourceful action saved the life of twelve year old Lynne Gressett. While wading at American Lake she stepped off into deep water and was struggling frantically. When Dan saw her, he ran a considerable distance along the shore, jumped into the water fully clothed except for shoes and swam to her. He recovered her body just under the surface in time to prevent the incident from developing into a terrible tragedy.

Tacoma-Pierce County

CHAPTER

November 30, 1967

DATE

*Richard L. Van Bevers*  
Richard L. Van Bevers

CHAIRMAN

*BA 2179  
Nov. 30*

# Tacoma Community College



## MEMORANDUM

Date:

To: Betty B., Marshall V.

From: D. Wirsing

Subject: presentation

Jack Watson, safety services director of the Tacoma-Pierce  
~~and~~ County Chapter of the American Red Cross, will present  
a Red Cross certificate to a TCC freshman, Dan Ruffo,  
at 3:30 p.m. Thursday when the TCC Board of Trustees meets/  
in the Administration Building.

Ruffo is being honored for saving a person's life in  
American Lake last summer.

STATE BOARD FOR COMMUNITY COLLEGE EDUCATION

December 5, 1967

Georgian Room  
Davenport Hotel  
Spokane, Washington

9:30 a.m.  
December 5, 1967

A G E N D A

1. Minutes of Meeting of November 2, 1967
2. Comprehensive Master Plan -- Progress Report (To be presented)
3. College Board Authority for Administration of Capital Projects --  
Memorandum from Robert P. Tjossem, Assistant Attorney General
4. Request for Capital Project Allotment -- Bellevue Community College
5. Request for Capital Project Allotment -- Clover Park Community  
College
6. Resolution for Acquisition of Federal Surplus Property (To be  
presented)
7. Formal Assignment of Title of Federal Properties Occupied by  
Olympic, Skagit Valley, Big Bend and Clark College
8. Association for Higher Education -- Presentation by Dr. Wayne Hall,  
Washington Education Association
9. Enrollment Report
10. Delegation of Authority to the Director
11. Unfinished or New Business

FARRON INSURANCE AGENCY  
1517 Center Street  
Tacoma, Washington 98409

November 30, 1967

Mr. George Van Mieghem  
c/o Tacoma Community College  
South 19th and Mildred  
Tacoma, Washington

Dear Mr. Van Mieghem:

We would like to take this opportunity to express our sincere appreciation on being named one of your insurance brokers.

In accordance with our conversation of today, we are enclosing a resume of the coverages that are now in force, and coverages that we are affording temporarily, until a full proposal can be made to your board.

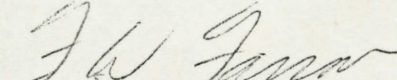
You will note that there is only \$1,500,000 of fire insurance on the buildings and equipment. This is being upgraded, and will be available at your December meeting.

Your contractors have in effect Builder's Risk coverage on all buildings under construction and those not yet completed and turned over to the College.

In the event you have any questions, please call our office or that of participating agents Hugh Bjorn and Jack Tangney at Broadway 2-9396.

Yours very truly,

FARRON INSURANCE AGENCY

  
F. W. Farron

FF:mb  
enc.



REPRESENTING  
PACIFIC INDEMNITY GROUP  
PACIFIC INDEMNITY COMPANY | TEXAS PACIFIC INDEMNITY COMPANY  
NORTHWESTERN PACIFIC INDEMNITY COMPANY





## TACOMA COMMUNITY COLLEGE

## GENERAL FUND EXPENDITURE REPORT THROUGH OCTOBER 31, 1967

	<u>Posting Reference</u>	<u>Salaries &amp; Wages</u>	<u>Contractual Personal Services</u>	<u>Other Contractual Services</u>	<u>Travel</u>	<u>Supplies &amp; Materials</u>	<u>Equipment</u>	<u>Retirement &amp; Pensions</u>	<u>Total</u>
Administrative and General Expense		137,381	3,250	1,000	3,500	5,650	1,500	7,851	160,132
	Disb.	40,056		4,721	504	3,663	982	2,130	52,056
	Balance	97,325	3,250	(3,721)	2,996	1,987	518	5,721	108,076
Student Services		125,077	10,250	6,000	1,400	8,200	1,200	6,840	158,967
	Disb.	35,515		1,147	54	4,877	875	1,512	43,980
	Balance	89,562	10,250	4,853	1,346	3,323	325	5,328	114,987
Plant Operation and Maintenance		99,678	4,000	69,600		4,600	6,000	9,650	193,528
	Disb.	14,710		4,314		2,910	345	1,510	23,789
	Balance	84,968	4,000	65,286		1,690	5,655	8,140	169,739
Library		69,860		5,200	400	70,000	4,520	4,705	154,685
	Disb.	34,347		698	14	9,964	94	2,026	47,143
	Balance	35,513		4,502	386	60,036	4,426	2,679	107,542
Instruction		769,795	2,000	6,500	6,590	17,169	22,508	36,834	861,396
	Disb.	138,532	30	17	428	3,832	8,800	3,567	155,206
	Balance	631,263	1,970	6,483	6,162	13,337	13,708	33,267	706,190
Extension and Public Services		44,365	800		200	4,000	300	335	50,000
	Disb.		453						453
	Balance	44,365	347		200	4,000	300	335	49,547
Total		1,246,156	20,300	88,300	12,090	109,619	36,028	66,215	1,578,708
	Disb.	263,160	483	10,897	1,000	25,246	11,096	10,745	322,627
	Balance	982,996	19,817	77,403	11,090	84,373	24,932	55,470	1,256,081

INVITATION TO BID

Return To

Tacoma Community College, Business Office  
5900 So. 12th Street, Tacoma, Washington 98465

THIS IS NOT AN ORDER

October 30, 1967

Date

Please bid net prices at which you will agree to furnish any or all of the following articles, F.O.B. destination shown below ~~and on pages~~. To receive consideration, bids must be made on this form and signed in full. Prices must be based on our units extended and totalled. Delivery guarantee must be filled in. Tacoma Community College reserves the right to accept or reject bids on each item separately or as a whole, to reject any or all bids, waive informalities and to contract as the best interests of Tacoma Community College may require. Bids are subject to, but not limited to, the invitation to bid, request for quotations and specifications and plans, and the standard terms and conditions contained on the reverse side hereof. All erasures and changes shall be initialed.

Item No.	Prices F. O. B. Tacoma, Wash. Description	Bidder Must Enter All Extensions and Totals		
		Quantity	Unit	Unit Price Amount
1	<p>CONFERENCE ROOM CHAIRS - Shelby Williams #9925-C Deluxe Swivel chair or equal:</p> <p>Frame of chair to be made of 5/8" molded hardwood, 7 ply. Seat to be 4" of foam rubber over hardwood base. Inside of chair back and arms to be foam padded and channel upholstered. Overall width 25", height 32". To be upholstered with a supreme quality expanded vinyl and a matching gros-point fabric seat. Base of chair to be an aluminum swivel base with Shepherd ball casters. Rolled upholstered edge around back and arms of chair.</p>	15		

PLEASE ENTER COMPANY NAME AND ADDRESS BELOW

TOTAL.

Address

Mark Your Bid Envelope  
 Business Office  
 Tacoma Community College  
 5900 So. 12th, Tacoma, Wash **Nov. 10, 1967**  
 Bid Opens at **1:30 P.M.**

We guarantee delivery at destination from \_\_\_\_\_ via \_\_\_\_\_ within \_\_\_\_\_ days after receipt of order at address shown. We will allow \_\_\_\_\_ discount for payment 10th proximo.

To the Tacoma Community College: \_\_\_\_\_ Date \_\_\_\_\_ 19\_\_\_\_

We have read and agreed to the conditions noted above and in the Standard Terms and Quotations. We further agree to furnish the articles specified at the prices stated herein, to be delivered to the station or location and on the date as set forth herein. \_\_\_\_\_ Signature \_\_\_\_\_

\_\_\_\_\_ Title \_\_\_\_\_

STANDARD TERMS AND CONDITIONS

This purchase order contract includes the following terms and conditions and includes, but is not limited to, the invitation to bid, request for quotations, specifications, plans and published rules and regulations of Tacoma Community College (TCC) and the laws of the State of Washington, which are hereby incorporated by reference.

- (1) No alteration in any of the terms, conditions, delivery, price, quality, quantities or specifications will be effective without prior written consent of TCC.
- (2) No charges will be allowed for handling which includes, but is not limited to, packing, wrapping, bags, containers or reels, unless otherwise stated herein.
- (3) No exception to delivery dates shall be allowed unless prior written approval is first obtained from TCC. TCC reserves the right to cancel any undelivered portion of this order.
- (4) Time of delivery is of the essence and TCC reserves the right to cancel any undelivered portion of this order for failure by the vendor to deliver on time. Vendor assumes responsibility of delay notwithstanding the cause.
- (5) All payments to the vendor shall be remitted by mail. TCC shall not honor drafts, nor accept goods on a sight draft basis. Furthermore, the provisions or monies due under this contract shall not be assignable.
- (6) SHIPPING INSTRUCTIONS: Unless otherwise specified, all goods are to be shipped prepaid, FOB destination. Where specific authorization is granted to ship goods FOB shipping point, vendor agrees to prepay all shipping charges, route cheapest common carrier, and to bill TCC as a separate item on the invoice for said charges, less federal transportation tax. Each invoice for shipping charges shall contain the original or a copy of the bill indicating that the payment for shipping has been made. It is also agreed that TCC reserves the right to refuse to accept any COD shipments.
- (7) All goods or materials purchased herein are subject to the approval by TCC. Any rejections of goods or materials, whether held by TCC or returned, will be at the vendor's risk and expense.
- (8) All invoices, packing lists, packages, shipping notices, instruction manuals, and any other written document affecting this contract shall contain the applicable purchase order number. Packing lists shall be enclosed in each and every box or package shipped pursuant to this contract, indicating the content therein.
- (9) The vendor agrees to protect TCC against all claims, suits, or proceedings for patent, trademark, copyright, or franchise infringement arising from the purchase, installation or use of the goods and materials purchased herein. The vendor further agrees to assume all expenses and damages arising from such claims, suits, or proceedings.
- (10) Vendor agrees that the waiver, acceptance, or failure by TCC to enforce any provisions, terms, or conditions of this contract shall not operate or be construed as a waiver of prior or subsequent breaches or the right of TCC to thereafter enforce such provisions.
- (11) The vendor warrants all articles supplied under this contract to conform to specifications herein, to be fit and sufficient for the purposes manufactured, merchantable, of good material and workmanship, and free from defects.
- (12) In the event that TCC is entitled to a cash discount, the period of computation shall commence on the date of delivery, or receipt of correctly completed vouchers, whichever is later. If an adjustment in payment is necessary due to damage, the cash discount period shall commence on the date final approval for payment is authorized.
- (13) Unless otherwise indicated, TCC agrees to pay all state of Washington sales tax. No charges shall be made for the Federal excise and transportation taxes and TCC agrees to furnish vendor upon request with an exemption certificate.
- (14) Vendor warrants and represents that all the goods and material contained herein are free and clear of all liens, claims or encumbrances of any kind whatsoever.
- (15) Vendor agrees to bear all risks of loss, injury or destruction of goods and materials contained herein which occur prior to delivery and such loss, injury or destruction shall not release vendor from any obligation hereunder.
- (16) The vendor agrees not to discriminate against any client, employee or applicant for employment or for services, because of race, creed, color, national origin, sex or age with regard to, but not limited to, the following: Employment upgrading, demotion or transfer; Recruitment or recruitment advertising; Layoffs or termination; Rates of pay or other forms of compensation; Selection for training; Rendition of services. It is further understood that any vendor who is in violation of this clause shall be barred forthwith from receiving awards of any purchase order from TCC, unless a satisfactory showing is made that discriminatory practices have terminated and that a recurrence of such acts is unlikely.
- (17) All prices are to be included herein.
- (18) In the event of a breach by the vendor of any of the provisions of this contract, TCC reserves the right to cancel and terminate this contract forthwith upon giving oral or written notice to the vendor.
- (19) When special brands are named it shall be construed solely for the purpose of indicating the standards of quality, performance or use desired. Brands of equal quality, performance and use shall be considered, except as noted, provided vendor specifies the brand, model and submits descriptive literature, when available. Any bid containing a brand which is not of equal quality, performance, or use specified must be represented as an alternate and not as an equal, and failure to do so shall be sufficient reason to disregard the bid.
- (20) Vendor covenants and agrees that in the event suit is instituted by the buyer for any default on the part of the Vendor, he shall pay to the buyer all costs, expenses expended or incurred by the buyer in connection therewith, and reasonable attorneys' fees.

TABULATION - CONFERENCE CHAIRS

<u>ITEM NO.</u>	<u>PATRICK</u>	<u>SWEET</u>	<u>SHEARER</u>	<u>SELDENS</u>
1.	<u>\$1838.25</u>	\$2135.25	\$1830.00	\$2245.50
	1% - 10th	No Discount	Net	Net

Low bid meeting specifications indicated by \_\_\_\_\_ recommended.

George Van Mieghem  
Dean of Administrative Services

BIDS NOT RETURNED

Puget Sound Interiors

BIDS RECEIVED LATE AND RETURNED TO VENDER

H. D. Baker Co.

INVITATION TO BID

Return To

THIS IS NOT AN ORDER

Tacoma Community College, Business Office

5900 So. 12th Street, Tacoma, Washington 98465

Date \_\_\_\_\_

Please bid net prices at which you will agree to furnish any or all of the following articles, F.O.B. destination shown below and on pages . To receive consideration, bids must be made on this form and signed in full. Prices must be based on our units extended and totalled. Delivery guarantee must be filled in. Tacoma Community College reserves the right to accept or reject bids on each item separately or as a whole, to reject any or all bids, waive informalities and to contract as the best interests of Tacoma Community College may require. Bids are subject to, but not limited to, the invitation to bid, request for quotations and specifications and plans, and the standard terms and conditions contained on the reverse side hereof. All erasures and changes shall be initialed.

Item No.	Prices F. O. B.	Bidder Must Enter All Extensions and Totals			
		Quantity	Unit	Unit Price	Amount
1	Description				
	Volrath #200 Stainless Steel Steam Table Inset Square Corners:				
	12x20x4 perforated Dohrman Hotel Supply 4D818 or Equal	12	each		
	12x20x4 D.H.S. 4D812 or Equal	36	each		
	12x20x6 D.H.S. 4D813 or Equal	24	each		
	12x10x4 D.H.S. 4D831 or Equal	24	each		
	12x10x6 D.H.S. 4D832 or Equal	24	each		
	6x10x4 D.H.S. 4D841 or Equal	24	each		
2	Volrath #200 Steam Table Flat Cover:				
	Full Size D.H.S. 4D887 or Equal	12	each		
	1/2 size D.H.S. 4D889 or Equal	12	each		
	1/4 size D.H.S. 4D891 or Equal	12	each		
3	Volrath #200 Steam Table Cover				
	D. H. S. 4D885 or Equal	2	each		
4	Sauce Pan - Wearever - D.H.S. 1D577 or Equal	2	each		
5	Stock Pot with Cover - Wearever D.H.S. 1D551 or Equal	2	each		
6	Stock Pot with Cover - Wearever D.H.S. 1D167 or Equal	2	each		
7	Stock Pot with Cover - Wearever D.H.S. 1D169 or Equal	1	each		
8	Brazier - Wearever - D.H.S. 1D276 or Equal	2	each		

PLEASE ENTER COMPANY NAME AND ADDRESS BELOW

TOTAL

Address

Mark Your Bid Envelope  
Business Office  
Tacoma Community College  
5900 So. 12th, Tacoma, Wash.

Bid Opens at

We guarantee delivery at destination from \_\_\_\_\_ via \_\_\_\_\_ within \_\_\_\_\_ days after receipt of order at address shown. We will allow \_\_\_\_\_ discount for payment 10th proximo.

To the Tacoma Community College:

Date \_\_\_\_\_ 19\_\_\_\_

We have read and agreed to the conditions noted above and in the Standard Terms and Quotations. We further agree to furnish the articles specified at the prices stated herein, to be delivered to the station or location and on the date as set forth herein.

Signature \_\_\_\_\_

Title \_\_\_\_\_

STANDARD TERMS AND CONDITIONS

This purchase order contract includes the following terms and conditions and includes, but is not limited to, the invitation to bid, request for quotations, specifications, plans and published rules and regulations of Tacoma Community College (TCC) and the laws of the State of Washington, which are hereby incorporated by reference.

(1) No alteration in any of the terms, conditions, delivery, price, quality, quantities or specifications will be effective without prior written consent of TCC.

(2) No charges will be allowed for handling which includes, but is not limited to, packing, wrapping, bags, containers or reels, unless otherwise stated herein.

(3) No exception to delivery dates shall be allowed unless prior written approval is first obtained from TCC. TCC reserves the right to cancel any undelivered portion of this order.

(4) Time of delivery is of the essence and TCC reserves the right to cancel any undelivered portion of this order for failure by the vendor to deliver on time. Vendor assumes responsibility of delay notwithstanding the cause.

(5) All payments to the vendor shall be remitted by mail. TCC shall not honor drafts, nor accept goods on a sight draft basis. Furthermore, the provisions or monies due under this contract shall not be assignable.

(6) SHIPPING INSTRUCTIONS: Unless otherwise specified, all goods are to be shipped prepaid, FOB destination. Where specific authorization is granted to ship goods FOB shipping point, vendor agrees to prepay all shipping charges, route cheapest common carrier, and to bill TCC as a separate item on the invoice for said charges, less federal transportation tax. Each invoice for shipping charges shall contain the original or a copy of the bill indicating that the payment for shipping has been made. It is also agreed that TCC reserves the right to refuse to accept any COD shipments.

(7) All goods or materials purchased herein are subject to the approval by TCC. Any rejections of goods or materials, whether held by TCC or returned, will be at the vendor's risk and expense.

(8) All invoices, packing lists, packages, shipping notices, instruction manuals, and any other written document affecting this contract shall contain the applicable purchase order number. Packing lists shall be enclosed in each and every box or package shipped pursuant to this contract, indicating the content therein.

(9) The vendor agrees to protect TCC against all claims, suits, or proceedings for patent, trademark, copyright, or franchise infringement arising from the purchase, installation or use of the goods and materials purchased herein. The vendor further agrees to assume all expenses and damages arising from such claims, suits, or proceedings.

(10) Vendor agrees that the waiver, acceptance, or failure by TCC to enforce any provisions, terms, or conditions of this contract shall not operate or be construed as a waiver of prior or subsequent breaches or the right of TCC to thereafter enforce such provisions.

(11) The vendor warrants all articles supplied under this contract to conform to specifications herein, to be fit and sufficient for the purposes manufactured, merchantable, of good material and workmanship, and free from defects.

(12) In the event that TCC is entitled to a cash discount, the period of computation shall commence on the date of delivery, or receipt of correctly completed vouchers, whichever is later. If an adjustment in payment is necessary due to damage, the cash discount period shall commence on the date final approval for payment is authorized.

(13) Unless otherwise indicated, TCC agrees to pay all state of Washington sales tax. No charges shall be made for the Federal excise and transportation taxes and TCC agrees to furnish vendor upon request with an exemption certificate.

(14) Vendor warrants and represents that all the goods and material contained herein are free and clear of all liens, claims or encumbrances of any kind whatsoever.

(15) Vendor agrees to bear all risks of loss, injury or destruction of goods and materials contained herein which occur prior to delivery and such loss, injury or destruction shall not release vendor from any obligation hereunder.

(16) The vendor agrees not to discriminate against any client, employee or applicant for employment or for services, because of race, creed, color, national origin, sex or age with regard to, but not limited to, the following: Employment upgrading, demotion or transfer; Recruitment or recruitment advertising; Layoffs or termination; Rates of pay or other forms of compensation; Selection for training; Rendition of services. It is further understood that any vendor who is in violation of this clause shall be barred forthwith from receiving awards of any purchase order from TCC, unless a satisfactory showing is made that discriminatory practices have terminated and that a recurrence of such acts is unlikely.

(17) All prices are to be included herein.

(18) In the event of a breach by the vendor of any of the provisions of this contract, TCC reserves the right to cancel and terminate this contract forthwith upon giving oral or written notice to the vendor.

(19) When special brands are named it shall be construed solely for the purpose of indicating the standards of quality, performance or use desired. Brands of equal quality, performance and use shall be considered, except as noted, provided vendor specifies the brand, model and submits descriptive literature, when available. Any bid containing a brand which is not of equal quality, performance, or use specified must be represented as an alternate and not as an equal, and failure to do so shall be sufficient reason to disregard the bid.

(20) Vendor covenants and agrees that in the event suit is instituted by the buyer for any default on the part of the Vendor, he shall pay to the buyer all costs, expenses expended or incurred by the buyer in connection therewith, and reasonable attorneys' fees.

TACOMA COMMUNITY COLLEGE  
 5900 SOUTH 12TH STREET  
 TACOMA, WASHINGTON 98465

Page \_\_\_\_\_ of bid for \_\_\_\_\_

Item No.	Description	BIDDER MUST ENTER ALL EXTENSIONS AND TOTALS			
		Quantity	Unit	Unit Price	Amount
9	30 qt. Baker Mixing Bowl - D.H.S. 4D763 or Equal	2	each		
10	24 qt. Dishpan - Stainless Steel D.H.S. 4D955 or Equal	2	each		
11	Roaster Pan with Cover -Wearever D.H.S. 1D356 or Equal	4	each		
12	Sauce Pan - Wearever - D.H.S. 1D570 or Equal	4	each		
13	Sauce Pan - Wearever -D. H.S. 1D104 or Equal	4	each		
	Sauce Pan - Wearever - D.H.S. 1D575 or Equal	2	each		
TOTAL					

TABULATION - COOKWARE

<u>ITEM NO.</u>	<u>DOHRMAN</u>	<u>BRODIE</u>	<u>GREEN-TODD</u>	<u>NORTHWEST HOTEL</u>	<u>BARGREEN-ELLINGSON</u>
1.	\$1312.20	\$965.28	\$ <u>930.82</u>	\$1213.92*	\$1320.96
2.	151.20	129.96	<u>124.92</u>	132.12*	147.24
3.	21.00	19.50	18.80	19.88*	<u>12.84</u>
4.	15.00	14.58	<u>13.76</u>	10.78**	15.72
5.	38.00	25.88	<u>21.82</u>	25.62**	27.84
6.	92.00	69.86	<u>66.10</u>	69.38**	75.72
7.	46.00	46.84	<u>44.27</u>	46.53**	50.76
8.	38.00	33.60	<u>31.80</u>	33.32**	44.28
9.	50.40	47.38	<u>44.92</u>	47.52*	51.84
10.	28.00	26.26	<u>25.18</u>	26.32*	28.72
11.	<u>104.00</u>	151.04	140.60	180.36**	160.56
12.	14.00	11.16	<u>10.48</u>	7.98**	12.00
13.	55.80	37.28	<u>35.20</u>	36.96**	40.32
14.	12.00	11.00	<u>10.38</u>	7.70**	11.88

Low bid meeting specifications indicated by \_\_\_\_\_ recommended.

George Van Mieghem,  
Dean of Administrative Services.

AWARDS

Dohrman \$ 104.00  
Bargreen-Ellingson \$ 12.84  
Green-Todd \$1,359.65

BIDS NOT RETURNED

Kalberer Hotel Supply Co.

EXPLANATION OF CERTAIN BIDS

\*Bid as a group, Northwest Hotel Total \$1439.76. Low Bid: Green-Todd \$1,144.64.  
\*\*Bid as a group, Northwest Hotel Total \$ 418.63. Low Bid: Green-Todd \$ 374.41.



INVITATION TO BID

Return To

THIS IS NOT AN ORDER

Tacoma Community College, Business Office  
5900 So. 12th Street, Tacoma, Washington 98465

November 2, 1967

Date

Please bid net prices at which you will agree to furnish any or all of the following articles, F.O.B. destination shown below and on pages 2 & 3. To receive consideration, bids must be made on this form and signed in full. Prices must be based on our units extended and totalled. Delivery guarantee must be filled in. Tacoma Community College reserves the right to accept or reject bids on each item separately or as a whole, to reject any or all bids, waive informalities and to contract as the best interests of Tacoma Community College may require. Bids are subject to, but not limited to, the invitation to bid, request for quotations and specifications and plans, and the standard terms and conditions contained on the reverse side hereof. All erasures and changes shall be initialed.

Item No.	Prices F. O. B. Tacoma, Wash. Description	Bidder Must Enter All Extensions and Totals		
		Quantity	Unit	Unit Price Amount
	<ol style="list-style-type: none"> <li>Samples or Drawings must be available at bid opening.</li> <li>Items 1 and 2 will be awarded to one bidder.</li> <li>Delivery date to be no more than 45 days after issuance of purchase order.</li> </ol>			

PLEASE ENTER COMPANY NAME AND ADDRESS BELOW

TOTAL

Address

Mark Your Bid Envelope

Business Office

Tacoma Community College

5900 So. 12th, Tacoma, Wash.

Nov. 16, 1967

Bid Opens at

1:30 P.M.

We guarantee delivery at destination from \_\_\_\_\_ via \_\_\_\_\_  
within \_\_\_\_\_ days after receipt of order at address shown. We will allow \_\_\_\_\_ discount  
for payment 10th proximo.

To the Tacoma Community College:

Date \_\_\_\_\_ 19 \_\_\_\_\_

We have read and agreed to the conditions noted above and in the Standard Terms and Quotations. We further agree to furnish the articles specified at the prices stated herein, to be delivered to the station or location and on the date as set forth herein.

Signature \_\_\_\_\_

Title \_\_\_\_\_

This purchase order contract includes the following terms and conditions and includes, but is not limited to, the invitation to bid, request for quotations, specifications, plans and published rules and regulations of Tacoma Community College (TCC) and the laws of the State of Washington, which are hereby incorporated by reference.

(1) No alteration in any of the terms, conditions, delivery, price, quality, quantities or specifications will be effective without prior written consent of TCC.

(2) No charges will be allowed for handling which includes, but is not limited to, packing, wrapping, bags, containers or reels, unless otherwise stated herein.

(3) No exception to delivery dates shall be allowed unless prior written approval is first obtained from TCC. TCC reserves the right to cancel any undelivered portion of this order.

(4) Time of delivery is of the essence and TCC reserves the right to cancel any undelivered portion of this order for failure by the vendor to deliver on time. Vendor assumes responsibility of delay notwithstanding the cause.

(5) All payments to the vendor shall be remitted by mail. TCC shall not honor drafts, nor accept goods on a sight draft basis. Furthermore, the provisions or monies due under this contract shall not be assignable.

(6) SHIPPING INSTRUCTIONS: Unless otherwise specified, all goods are to be shipped prepaid, FOB destination. Where specific authorization is granted to ship goods FOB shipping point, vendor agrees to prepay all shipping charges, route cheapest common carrier, and to bill TCC as a separate item on the invoice for said charges, less federal transportation tax. Each invoice for shipping charges shall contain the original or a copy of the bill indicating that the payment for shipping has been made. It is also agreed that TCC reserves the right to refuse to accept any COD shipments.

(7) All goods or materials purchased herein are subject to the approval by TCC. Any rejections of goods or materials, whether held by TCC or returned, will be at the vendor's risk and expense.

(8) All invoices, packing lists, packages, shipping notices, instruction manuals, and any other written document affecting this contract shall contain the applicable purchase order number. Packing lists shall be enclosed in each and every box or package shipped pursuant to this contract, indicating the content therein.

(9) The vendor agrees to protect TCC against all claims, suits, or proceedings for patent, trademark, copyright, or franchise infringement arising from the purchase, installation or use of the goods and materials purchased herein. The vendor further agrees to assume all expenses and damages arising from such claims, suits, or proceedings.

(10) Vendor agrees that the waiver, acceptance, or failure by TCC to enforce any provisions, terms, or conditions of this contract shall not operate or be construed as a waiver of prior or subsequent breaches or the right of TCC to thereafter enforce such provisions.

(11) The vendor warrants all articles supplied under this contract to conform to specifications herein, to be fit and sufficient for the purposes manufactured, merchantable, of good material and workmanship, and free from defects.

(12) In the event that TCC is entitled to a cash discount, the period of computation shall commence on the date of delivery, or receipt of correctly completed vouchers, whichever is later. If an adjustment in payment is necessary due to damage, the cash discount period shall commence on the date final approval for payment is authorized.

(13) Unless otherwise indicated, TCC agrees to pay all state of Washington sales tax. No charges shall be made for the Federal excise and transportation taxes and TCC agrees to furnish vendor upon request with an exemption certificate.

(14) Vendor warrants and represents that all the goods and material contained herein are free and clear of all liens, claims or encumbrances of any kind whatsoever.

(15) Vendor agrees to bear all risks of loss, injury or destruction of goods and materials contained herein which occur prior to delivery and such loss, injury or destruction shall not release vendor from any obligation hereunder.

(16) The vendor agrees not to discriminate against any client, employee or applicant for employment or for services, because of race, creed, color, national origin, sex or age with regard to, but not limited to, the following: Employment upgrading, demotion or transfer; Recruitment or recruitment advertising; Layoffs or termination; Rates of pay or other forms of compensation; Selection for training; Rendition of services. It is further understood that any vendor who is in violation of this clause shall be barred forthwith from receiving awards of any purchase order from TCC, unless a satisfactory showing is made that discriminatory practices have terminated and that a recurrence of such acts is unlikely.

(17) All prices are to be included herein.

(18) In the event of a breach by the vendor of any of the provisions of this contract, TCC reserves the right to cancel and terminate this contract forthwith upon giving oral or written notice to the vendor.

(19) When special brands are named it shall be construed solely for the purpose of indicating the standards of quality, performance or use desired. Brands of equal quality, performance and use shall be considered, except as noted, provided vendor specifies the brand, model and submits descriptive literature, when available. Any bid containing a brand which is not of equal quality, performance, or use specified must be represented as an alternate and not as an equal, and failure to do so shall be sufficient reason to disregard the bid.

(20) Vendor covenants and agrees that in the event suit is instituted by the buyer for any default on the part of the Vendor, he shall pay to the buyer all costs, expenses expended or incurred by the buyer in connection therewith, and reasonable attorneys' fees.

TACOMA COMMUNITY COLLEGE  
 5900 SOUTH 12TH STREET  
 TACOMA, WASHINGTON 98465

Item No.	Description	BIDDER MUST ENTER ALL EXTENSIONS AND TOTALS			
		Quantity	Unit	Unit Price	Amount
1	<p>LIBRARY STUDY CARRELS --single units placed side by side and back to back (10 carrels per unit) TOTAL--200 units.</p> <p>SPECIFICATIONS: Each station to be 36" w x 24" d x 51" h. Each 10 station unit to consist of 1 B764S and 4 B764A. Library Concepts, Inc., or equal. Solid construction will be considered. Submit drawings or sample at bid opening. Posts shall be 1" square furniture stock steel tubing, 51" high, in a brushed chrome finish. Top shall be closed with a nylon cap and bottom shall have a 1-1/4" diameter nylon adjustable swivel glide. Posts shall be punched with a minimum of 3 slots per supporting face, to accept interlocking die-formed lugs on plates attached to panels. PANELS AND SHELVES shall be constructed of 3/4" thick particle board with all exposed surfaces covered with high pressure laminate, Formica 503-85SU (textured). Vertical edges that abut posts shall be furnished with sufficient blind mechanical fasteners to support the weight of each station. In addition, each panel shall be locked to posts with a fastener to prevent vertical shearing action between post and panel. DESK TOP shall be constructed of 1-1/4" thick particle board 35" wide x 23" deep covered on all exposed surfaces with 1/16" thick high pressure laminate, Formica #50-257 (textured). Underside of desk shall be covered with a balancing sheet of equal thickness. Desk top shall be supported on 1" x 1" x 1/8" steel angles or other such method to securely tie in sides and back of station.</p>	20	ea		
TOTAL					

TACOMA COMMUNITY COLLEGE  
 5900 SOUTH 12TH STREET  
 TACOMA, WASHINGTON 98465

Page 3 of bid for Study Carrels

Item No.	Description	BIDDER MUST ENTER ALL EXTENSIONS AND TOTALS			
		Quantity	Unit	Unit Price	Amount
2	<p>LIBRARY STUDY CARRELS --1 unit of 10 stations (5 back-to-back) required.</p> <p>SPECIFICATIONS: Each station to be 42" w x 24" d x 51" h. Each unit to consist of 1 B764S and 4 B764A. Library Concepts, Inc., or equal. Solid construction will be considered. Submit drawings or sample at bid opening. Posts shall be 1" square furniture stock steel tubing, 51" high, in a brushed chrome finish. Top of post shall be closed with a nylon cap and bottom shall have a 1-1/4" diameter nylon adjustable swivel glide. Posts shall be punched with a minimum of 3 slots per supporting face, to accept interlocking die-formed lugs on plates attached to panels.</p> <p>PANELS AND SHELVES shall be constructed of 3/4" thick particle board with all exposed surfaces, Formica #503-85SU (textured). Vertical edges that abut posts shall be furnished with sufficient blind mechanical fasteners to support the weight of each station. In addition, each panel shall be locked to posts with a fastener to prevent vertical shearing action between post and panel.</p> <p>DESK TOP shall be constructed of 1-1/4" thick particle board 41" wide x 23" deep covered on all exposed surfaces with 1/16" thick formica #932 antique white or equal. Underside of desk shall be covered with a balancing sheet of equal thickness. Desk top shall be supported on 1" x 1" x 1/8" steel angles or other such method to securely tie in sides and back of station.</p>	1	ea		
TOTAL					

TABULATION - LIBRARY CARRELS

<u>ITEM NO.</u>	<u>TIMMERMAN</u>	<u>NORTHWEST INTERIORS</u>	<u>GORDON ANDERSON</u>	<u>MAGNA DESIGN</u>	<u>MARTIN</u>
1.	\$16,170	\$15,296	\$14,844	"A" \$13,900 "B" \$10,700	\$ <u>8,940</u>
2.	\$ 770.00	\$ 826	\$ 758	"A1" \$ 800 "B1" \$ 610 "A" \$ 695 "B" \$ 535	\$ <u>510</u>

Low bid meeting specifications indicated by \_\_\_\_\_ recommended.

George Van Mieghem  
Dean of Administrative Services

AWARD

Martin \$9,450.00

INVITATION TO BID

Return To

Tacoma Community College, Business Office  
5900 So. 12th Street, Tacoma, Washington 98465

THIS IS NOT AN ORDER

Nov. 3, 1967

Date

Please bid net prices at which you will agree to furnish any or all of the following articles, F.O.B. destination shown below and on pages . To receive consideration, bids must be made on this form and signed in full. Prices must be based on our units extended and totalled. Delivery guarantee must be filled in. Tacoma Community College reserves the right to accept or reject bids on each item separately or as a whole, to reject any or all bids, waive informalities and to contract as the best interests of Tacoma Community College may require. Bids are subject to, but not limited to, the invitation to bid, request for quotations and specifications and plans, and the standard terms and conditions contained on the reverse side hereof. All erasures and changes shall be initialed.

Item No.	Prices F. O. B. Tacoma, Wash.	Bidder Must Enter All Extensions and Totals				
		Description	Quantity	Unit	Unit Price	Amount
		<b>RESOURCE CENTER LABORATORY</b>	1	ea		
		The following are general specifications for the Tacoma Community College Resource Center Laboratory. The present lab, phase I of the installation, shall consist of a 30 station, level II, listen & respond lab. with provision for expansion to 92 positions for use in language arts. The first six student booths shall be at request level III-listen, respond, and record. The recorders shall be rack-mounted in the control work room located near console position No. 4. Each student booth shall have one headset, a lighted 7 position recorder remote control, and an enunciating switch. Twenty-four (24) additional remote control cables shall be wired now-minus controls.				
		The first console, a 3 section console Audiocraft 9003, or equal, shall be of wood construction - size 90" L X 30" D X 34" H. with a 5 degree slope. The console shall have three separate independent teaching positions each having one Magne-cord 1020 tape recorder and independent switching for programs and library conference circuits. These teacher supervisory positions shall have access to any programs not in use in the music console or racks located in the rear of Media Center.				

PLEASE ENTER COMPANY NAME AND ADDRESS BELOW

TOTAL

Address

Mark Your Bid Envelope

Business Office

Nov. 16, '67

Tacoma Community College

1:30

5900 So. 12th, Tacoma, Wash.

Bid Opens at

We guarantee delivery at destination from

via

within \_\_\_\_\_ days after receipt of order at address shown. We will allow \_\_\_\_\_ discount for payment 10th proximo.

To the Tacoma Community College:

Date

19

We have read and agreed to the conditions noted above and in the Standard Terms and Quotations. We further agree to furnish the articles specified at the prices stated herein, to be delivered to the station or location and on the date as set forth herein.

Signature

Title

This purchase order contract includes the following terms and conditions and includes, but is not limited to, the invitation to bid, request for quotations, specifications, plans and published rules and regulations of Tacoma Community College (TCC) and the laws of the State of Washington, which are hereby incorporated by reference.

- (1) No alteration in any of the terms, conditions, delivery, price, quality, quantities or specifications will be effective without prior written consent of TCC.
- (2) No charges will be allowed for handling which includes, but is not limited to, packing, wrapping, bags, containers or reels, unless otherwise stated herein.
- (3) No exception to delivery dates shall be allowed unless prior written approval is first obtained from TCC. TCC reserves the right to cancel any undelivered portion of this order.
- (4) Time of delivery is of the essence and TCC reserves the right to cancel any undelivered portion of this order for failure by the vendor to deliver on time. Vendor assumes responsibility of delay notwithstanding the cause.
- (5) All payments to the vendor shall be remitted by mail. TCC shall not honor drafts, nor accept goods on a sight draft basis. Furthermore, the provisions or monies due under this contract shall not be assignable.
- (6) SHIPPING INSTRUCTIONS: Unless otherwise specified, all goods are to be shipped prepaid, FOB destination. Where specific authorization is granted to ship goods FOB shipping point, vendor agrees to prepay all shipping charges, route cheapest common carrier, and to bill TCC as a separate item on the invoice for said charges, less federal transportation tax. Each invoice for shipping charges shall contain the original or a copy of the bill indicating that the payment for shipping has been made. It is also agreed that TCC reserves the right to refuse to accept any COD shipments.
- (7) All goods or materials purchased herein are subject to the approval by TCC. Any rejections of goods or materials, whether held by TCC or returned, will be at the vendor's risk and expense.
- (8) All invoices, packing lists, packages, shipping notices, instruction manuals, and any other written document affecting this contract shall contain the applicable purchase order number. Packing lists shall be enclosed in each and every box or package shipped pursuant to this contract, indicating the content therein.
- (9) The vendor agrees to protect TCC against all claims, suits, or proceedings for patent, trademark, copyright, or franchise infringement arising from the purchase, installation or use of the goods and materials purchased herein. The vendor further agrees to assume all expenses and damages arising from such claims, suits, or proceedings.
- (10) Vendor agrees that the waiver, acceptance, or failure by TCC to enforce any provisions, terms, or conditions of this contract shall not operate or be construed as a waiver of prior or subsequent breaches or the right of TCC to thereafter enforce such provisions.
- (11) The vendor warrants all articles supplied under this contract to conform to specifications herein, to be fit and sufficient for the purposes manufactured, merchantable, of good material and workmanship, and free from defects.
- (12) In the event that TCC is entitled to a cash discount, the period of computation shall commence on the date of delivery, or receipt of correctly completed vouchers, whichever is later. If an adjustment in payment is necessary due to damage, the cash discount period shall commence on the date final approval for payment is authorized.
- (13) Unless otherwise indicated, TCC agrees to pay all state of Washington sales tax. No charges shall be made for the Federal excise and transportation taxes and TCC agrees to furnish vendor upon request with an exemption certificate.
- (14) Vendor warrants and represents that all the goods and material contained herein are free and clear of all liens, claims or encumbrances of any kind whatsoever.
- (15) Vendor agrees to bear all risks of loss, injury or destruction of goods and materials contained herein which occur prior to delivery and such loss, injury or destruction shall not release vendor from any obligation hereunder.
- (16) The vendor agrees not to discriminate against any client, employee or applicant for employment or for services, because of race, creed, color, national origin, sex or age with regard to, but not limited to, the following: Employment upgrading, demotion or transfer; Recruitment or recruitment advertising; Layoffs or termination; Rates of pay or other forms of compensation; Selection for training; Rendition of services. It is further understood that any vendor who is in violation of this clause shall be barred forthwith from receiving awards of any purchase order from TCC, unless a satisfactory showing is made that discriminatory practices have terminated and that a recurrence of such acts is unlikely.
- (17) All prices are to be included herein.
- (18) In the event of a breach by the vendor of any of the provisions of this contract, TCC reserves the right to cancel and terminate this contract forthwith upon giving oral or written notice to the vendor.
- (19) When special brands are named it shall be construed solely for the purpose of indicating the standards of quality, performance or use desired. Brands of equal quality, performance and use shall be considered, except as noted, provided vendor specifies the brand, model and submits descriptive literature, when available. Any bid containing a brand which is not of equal quality, performance, or use specified must be represented as an alternate and not as an equal, and failure to do so shall be sufficient reason to disregard the bid.
- (20) Vendor covenants and agrees that in the event suit is instituted by the buyer for any default on the part of the Vendor, he shall pay to the buyer all costs, expenses expended or incurred by the buyer in connection therewith, and reasonable attorneys' fees.

TACOMA COMMUNITY COLLEGE  
 5900 SOUTH 12TH STREET  
 TACOMA, WASHINGTON 98465

Page 2 of bid for RESOURCE CENTER LABORATORY

Item No.	Description	BIDDER MUST ENTER ALL EXTENSIONS AND TOTALS			
		Quantity	Unit	Unit Price	Amount
	<p>The teacher headsets and program switches to be by Switcraft - Conference library switching to be by Audiocraft. The switching in the supervisory positions should be expandable for future use of up to 92 positions.</p> <p>The second console, Audiocraft 3067, or equal, to be located in the attendant operated room in the rear of the Center will serve as a source for up to 23 stereo programs - initial installation to provide 9 stereo tape sources and 4 stereo phono sources. Whenever necessary, language &amp; music tape sources shall be shared simultaneously without inherent operation problems.</p> <p>Audiocraft console 3067, or equal, for the Music System, shall be of wood construction, 30" H X 24" D X 67" W with 85 degree slope for switching. This console to use Bogen B - 62 turntables and power amplifiers. Switching shall be provided for 28 listening positions in stereo or monaural - 21 to be used immediately. There shall be Monitor circuits and switching to all language recorders. There shall also be provision for individual intercom circuits to the 30 language booths. This console shall be capable of programming the stereo listening speaker system to two adjacent (across the hall) class rooms with separate intercom facility provided for by bidder.</p> <p>The distribution switching of the program source to the student positions shall be by 23 position stereo switches, 22 to be used at this time and 1 for monitoring at console. Holding enunciating lights shall be provided at both consoles for all positions to be immediately served.</p> <p style="text-align: center;"><u>Component Specs.</u></p> <p>TAPE RECORDER SPECS. MAGNECORD OR EQUAL          1024R and 1020</p> <p>2 speeds 3 3/4, 7 1/2 ips          Flutter &amp; wow .18%          Reel size up to 8 1/4 inches          Frequency response 45 - 18,000CPS+ 2 DB          3 separate 1/4 track stereo heads with room for 4th head          3 motors, including one 2 speed roller bearing hysteresis synchronous motor          Die-cast main plate, 2 fly wheels, differential band brakes, no pressure pads          Cueing facility</p>	1	ea		
TOTAL					



TACOMA COMMUNITY COLLEGE  
 5900 SOUTH 12TH STREET  
 TACOMA, WASHINGTON 98465

Page 3 of bid for RESOURCE CENTER LABORATORY

Item No.	Description	BIDDER MUST ENTER ALL EXTENSIONS AND TOTALS			
		Quantity	Unit	Unit Price	Amount
	<p><u>Component Specs. (Con.)</u></p> <p>Modular construction            Lighted remote controls on all functions            Sentinel switches for automatic stop            Separate V U meters for play back            Quantity required now is 9</p> <p><u>TURNTABLE SPECS.</u></p> <p>Variable 4 speed, Bogen B 62, or equal,            with magnetic cartridge pickering            V 15 - AT/E or equal            Quantity required now is 4</p> <p><u>AMPLIFIER SPECS. AUDIOCRAFT #1010 or EQUAL</u></p> <p>10 watt stereo modular construction            Freq. response 20 - 20.000 CPS 1%            distortion at rated output            Bass &amp; treble controls, solid state,            16 ohm output inpedence            Quantity required now is 15</p> <p><u>MUSIC HEADSET SPECS. SWITCHRAFT 3860-1            OR EQUAL</u></p> <p>Stereo, 45 OHM, coiled cord            20-20.000 CPS frequency response            Removeable plug in coiled cord with 3            conductor male phone plug termination            Quantity required now is 21, 1 spare</p> <p><u>LANGUAGE HEADSET SPECS.</u></p> <p>Language headset, Switchraft 3861-1 or            equal            Low impedence            Self amplified headset with microphone            boom            Separate lesson &amp; microphone slipclutch            volume controls            Coiled cord with D shaped 4 pin barrel            termination            4 transistor design            Quantity required now is 34</p> <p><u>STEREO LISTENING STATIONS</u></p> <p>Switchcraft 688, or equal,            45 OHM plug in termination            Separate volume &amp; tone controls            Stainless steel flush mount            Quantity required now is 21</p> <p><u>STEREO SPEAKERS KLH 17 or EQUAL</u></p> <p>Frequency response 35 - 16.000 CPS            Finish oil walnut 8 ohm impendance            2 required</p>	1	ea		
	TOTAL				

Component Specs. (Con.)

1 ea

## STEREO SELECTOR SWITCHES

23 position, 3 conductor with matching  
knobs & dial plates

Silver contacts

Quantity required now is 28

## LANGUAGE LAB. CONTROL CENTER SWITCHING

Switcraft L 691C or Equal

36 pos. switch console feather action  
switches 6 lesson inputs

V U meter

Quantity required now is 1

CONFERENCE LIBRARY SWITCHING,  
AUDIOCRRAFT OR EQUAL

1 to 1, or student to student ratio -  
a master switch which permits  
resetting of conference circuit is  
required.

Conference circuit and associated  
switching not to be that of the pro-  
gram circuit but independent of all  
program lines and circuits.

The above equipment shall be installed  
within 60 - 90 days after receipt of  
P.O. There shall be no crosstalk, noise,  
hash, clicking or radio interference  
noticable or objectionable. All items &  
installation must meet all governing  
electrical codes. Bidder will not be  
required to provide student console or  
electrical power connections. Necessary  
spare parts shall be immediately available  
from selling dealer. Warrantee shall  
cover parts & labor for 1 year from date  
of acceptance by Tacoma Comm. College -  
service to be made available within 48  
hours.

All teachers and personnel shall be  
properly instructed on the use of all  
equipment. Availability of more record-  
ers of the same model for future use shall  
be guaranteed to the college in writing  
for a period of not less than 2 years.

TABULATION - AUDEO VISUAL

AUDIO VISUAL

\$18,975

AUDIOCRAFT

\$18,492

RARIG'S

No Bid

GENERAL ANILINE  
& FILM CORP.

No Bid

AWARD

Audiocraft

\$18,492

BIDS NOT RETURNED

Electricraft  
Ozalid Audio Visual  
Western Electronics Co.

Low bid meeting specifications indicated by \_\_\_\_\_ recommended.

George Van Mieghem  
Dean of Administrative Services

INVITATION TO BID

Return To

THIS IS NOT AN ORDER

Tacoma Community College, Business Office  
5900 So. 12th Street, Tacoma, Washington 98465

Date \_\_\_\_\_

Please bid net prices at which you will agree to furnish any or all of the following articles, F.O.B. destination shown below and on pages \_\_\_\_\_. To receive consideration, bids must be made on this form and signed in full. Prices must be based on our units extended and totalled. Delivery guarantee must be filled in. Tacoma Community College reserves the right to accept or reject bids on each item separately or as a whole, to reject any or all bids, waive informalities and to contract as the best interests of Tacoma Community College may require. Bids are subject to, but not limited to, the invitation to bid, request for quotations and specifications and plans, and the standard terms and conditions contained on the reverse side hereof. All erasures and changes shall be initialed.

Item No.	Prices F. O. B.	Bidder Must Enter All Extensions and Totals			
		Quantity	Unit	Unit Price	Amount
1	<b>CASH REGISTER</b> 1. \$9.99 Ring-up on keyboard. 2. \$9,999.99 itemizer & totalizer accumulating capacity. 3. Itemized customer receipt. 4. Store name and number, date & consecutive number on receipts. 5. Machine number on receipt. 6. Indication front and rear. 7. Electric operation with emergency handle for use when electricity is off. 8. Emergency drawer release under lock & key. 9. Visible detail or audit tape. 10. All items & totals, sub-totals print on audit tape. 11. Read and re-set total prints both on audit tape & receipt tape. 12. Read and re-set separate lock controls with special key for each. 13. Removable drawer, and drawer insert, with locking lid. 14. Re-set Counter. 15. Stainless steel hutch cover and drawer front. 16. Central Key lock, to lock cash register. 17. Eight clerk or department identification keys, with tax print key. 18. Automatic repeat feature. 19. Five transaction counters. 20. On and off ticket key.  SWEDA M-102 or equal	1			

PLEASE ENTER COMPANY NAME AND ADDRESS BELOW

TOTAL

Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Mark Your Bid Envelope  
 Business Office  
 Tacoma Community College  
 5900 So. 12th, Tacoma, Wash.

Bid Opens at \_\_\_\_\_

We guarantee delivery at destination from \_\_\_\_\_ via \_\_\_\_\_  
 \_\_\_\_\_ days after receipt of order at address shown. We will allow \_\_\_\_\_ discount  
 proximo.

Indicating \_\_\_\_\_  
 ce and \_\_\_\_\_  
 submits \_\_\_\_\_  
 quality, \_\_\_\_\_  
 d failure \_\_\_\_\_

\_\_\_\_\_ nity College: \_\_\_\_\_ Date \_\_\_\_\_ 19\_\_\_\_  
 \_\_\_\_\_ agreed to the conditions noted above \_\_\_\_\_  
 rd Terms and Quotations. We further \_\_\_\_\_ Signature \_\_\_\_\_  
 the articles specified at the prices \_\_\_\_\_  
 be delivered to the station or \_\_\_\_\_ Title \_\_\_\_\_  
 ne date as set forth herein. \_\_\_\_\_

or any \_\_\_\_\_  
 or \_\_\_\_\_

STANDARD TERMS AND CONDITIONS

This purchase order contract includes the following terms and conditions and includes, but is not limited to, the invitation to bid, request for quotations, specifications, plans and published rules and regulations of Tacoma Community College (TCC) and the laws of the State of Washington, which are hereby incorporated by reference.

(1) No alteration in any of the terms, conditions, delivery, price, quality, quantities or specifications will be effective without prior written consent of TCC.

(2) No charges will be allowed for handling which includes, but is not limited to, packing, wrapping, bags, containers or reels, unless otherwise stated herein.

(3) No exception to delivery dates shall be allowed unless prior written approval is first obtained from TCC. TCC reserves the right to cancel any undelivered portion of this order.

(4) Time of delivery is of the essence and TCC reserves the right to cancel any undelivered portion of this order for failure by the vendor to deliver on time. Vendor assumes responsibility of delay notwithstanding the cause.

(5) All payments to the vendor shall be remitted by mail. TCC shall not honor drafts, nor accept goods on a sight draft basis. Furthermore, the provisions or monies due under this contract shall not be assignable.

(6) SHIPPING INSTRUCTIONS: Unless otherwise specified, all goods are to be shipped prepaid, FOB destination. Where specific authorization is granted to ship goods FOB shipping point, vendor agrees to prepay all shipping charges, route cheapest common carrier, and to bill TCC as a separate item on the invoice for said charges, less federal transportation tax. Each invoice for shipping charges shall contain the original or a copy of the bill indicating that the payment for shipping has been made. It is also agreed that TCC reserves the right to refuse to accept any COD shipments.

(7) All goods or materials purchased herein are subject to the approval by TCC. Any rejections of goods or materials, whether held by TCC or returned, will be at the vendor's risk and expense.

(8) All invoices, packing lists, packages, shipping notices, instruction manuals, and any other written document affecting this contract shall contain the applicable purchase order number. Packing lists shall be enclosed in each and every box or package shipped pursuant to this contract, indicating the content therein.

(9) The vendor agrees to protect TCC against all claims, suits, or proceedings for patent, trademark, copyright, or franchise infringement arising from the purchase, installation or use of the goods and materials purchased herein. The vendor further agrees to assume all expenses and damages arising from such claims, suits, or proceedings.

(10) Vendor agrees that the waiver, acceptance, or failure by TCC to enforce any provisions, terms, or conditions of this contract shall not operate or be construed as a waiver of prior or subsequent breaches or the right of TCC to thereafter enforce such provisions.

(11) The vendor warrants all articles supplied under this contract to conform to specifications herein, to be fit and sufficient for the purposes manufactured, merchantable, of good material and workmanship, and free from defects.

(12) In the event that TCC is entitled to a cash discount, the period of computation shall commence on the date of delivery, or receipt of correctly completed vouchers, whichever is later. If an adjustment in payment is necessary due to damage, the cash discount period shall commence on the date final approval for payment is authorized.

(13) Unless otherwise indicated, TCC agrees to pay all state of Washington sales tax. No charges shall be made for the Federal excise and transportation taxes and TCC agrees to furnish vendor upon request with an exemption certificate.

(14) Vendor warrants and represents that all the goods and material contained herein are free and clear of all liens, claims or encumbrances of any kind whatsoever.

(15) Vendor agrees to bear all risks of loss, injury or destruction of goods and materials contained herein which occur prior to delivery and such loss, injury or destruction shall not release vendor from any obligation hereunder.

(16) The vendor agrees not to discriminate against any client, employee or applicant for employment or for services, because of race, creed, color, national origin, sex or age with regard to, but not limited to, the following: Employment upgrading, demotion or transfer; Recruitment or recruitment advertising; Layoffs or termination; Rates of pay or other forms of compensation; Selection for training; Rendition of services. It is further understood that any vendor who is in violation of this clause shall be barred forthwith from receiving awards of any purchase order from TCC, unless a satisfactory showing is made that discriminatory practices have terminated and that a recurrence of such acts is unlikely.

(17) All prices are to be included herein.

(18) In the event of a breach by the vendor of any of the provisions of this contract, TCC reserves the right to cancel and terminate this contract forthwith upon giving oral or written notice to the vendor.

(19) When special brands are named it shall be construed solely for the purpose of meeting the standards of quality, performance or use desired. Brands of equal quality, performance or use shall be considered, except as noted, provided vendor specifies the brand, model and descriptive literature, when available. Any bid containing a brand which is not of equal performance, or use specified must be represented as an alternate and not as an equal, and to do so shall be sufficient reason to disregard the bid.

(20) Vendor covenants and agrees that in the event suit is instituted by the buyer in default on the part of the Vendor, he shall pay to the buyer all costs, expenses expended incurred by the buyer in connection therewith, and reasonable attorneys' fees.

TABULATION - CASH REGISTER

	<u>BAKER</u>	<u>NCR</u>	<u>NORTHWEST</u>	<u>VICTOR</u>
C. R.	<u>\$584.00</u>	\$613.00	\$594.00	No bid
	Less 1% - 10th proximo			

Low bid meeting specifications indicated by \_\_\_\_\_ recommended.

George Van Mieghem,  
Dean of Administrative Services

AWARD:

Baker - \$584.00

State of Washington  
STATE BOARD FOR COMMUNITY COLLEGE EDUCATION  
Olympia

PRELIMINARY COMMUNITY COLLEGE ENROLLMENT DATA  
Fall Quarter 1967-68

November, 1967

WASHINGTON STATE SYSTEM OF COMMUNITY COLLEGES  
 PRELIMINARY ENROLLMENT IN COMMUNITY COLLEGES For The  
 FALL QUARTER, 1967-1968

November 13, 1967

COLLEGE	Fall Quarter 1967-68 Actual No. of Students	Increase in Actual No. of Students Over Fall '66	Fall Quarter 1967-68 (Weighted) F.T.E.	Increase in F.T.E. Over Fall 1966-67
BELLEVUE	3,162	+ 2,274	1,260	+ 587
BIG BEND	1,764	+ 784	1,026	+ 191
CENTRALIA	1,472	- 35	1,318	+ 85
CLARK	3,320	- 144	2,383	- 70
CLOVER PARK <u>1/</u>	1,621	+ 1,621	756	+ 756
COLUMBIA BASIN	2,337	- 13	2,002	- 94
EDMONDS <u>1/</u>	1,464	+ 1,464	455	+ 455
EVERETT	4,295	- 255	3,005	- 293
GRAYS HARBOR	1,841	- 61	1,265	+ 61
GREEN RIVER	3,143	+ 363	2,248	+ 535
HIGHLINE	4,493	+ 1,191	2,978	+ 897
LOWER COLUMBIA	2,106	+ 202	1,329	+ 57
OLYMPIC	4,080	+ 12	2,441	- 145
PENINSULA	1,092	+ 222	688	+ 61
SEATTLE	16,511	+ 5,495	7,398	+ 3,042
SHORELINE	3,167	+ 1,559	2,752	+ 1,459
SKAGIT	2,547	+ 429	1,589	+ 94
SPOKANE	5,075	+ 314	4,566	+ 621
TACOMA	2,630	+ 890	2,193	+ 692
WALLA WALLA <u>1/</u>	855	+ 855	658	+ 658
WENATCHEE	1,544	- 49	1,212	- 84
YAKIMA	3,072	+ 117	2,567	+ 121
TOTALS	71,591	+ 17,235	46,089	+ 9,686

1/ This is the first quarter this college is in operation.



WASHINGTON STATE SYSTEM OF COMMUNITY COLLEGES

FALL QUARTER ENROLLMENTS, 1967-1968

By Programs

November 13, 1967

COLLEGE	ACADEMIC F.T.E.	VOCATIONAL		ADULT EDUCATION F.T.E.	TOTAL WEIGHTED F.T.E.
		Unweighted F.T.E.	Weighted F.T.E.		
BELLEVUE	790.0	262.0	393.0	76.9	1,260.0
BIG BEND	624.3	402.1	268.0	-	1,026.4
CENTRALIA	981.5	224.6	336.9	-	1,318.4
CLARK	1,527.4	570.6	855.9	-	2,383.3
CLOVER PARK	626.6	109.3	72.8	20.0	755.9
COLUMBIA BASIN	1,276.2	484.0	726.0	-	2,002.2
EDMONDS	268.6	104.9	157.3	29.4	455.4
EVERETT	2,237.3	448.2	672.3	95.0	3,004.6
GRAYS HARBOR	1,042.5	145.4	218.1	4.6	1,265.3
GREEN RIVER	1,378.0	579.2	868.8	1.5	2,248.3
HIGHLINE	2,464.6	340.1	510.1	3.4	2,978.1
LOWER COLUMBIA	853.4	310.2	465.3	10.0	1,328.7
OLYMPIC	1,673.3	511.8	767.7	-	2,441.0
PENINSULA	476.1	141.1	211.6	-	687.7
SEATTLE	1,433.9	5,239.6	3,493.0	724.1	7,397.6
SHORELINE	2,395.4	237.9	356.8	-	2,752.2
SKAGIT	1,018.3	370.7	556.0	15.0	1,589.3
SPOKANE	1,871.0	1,774.9	2,662.3	32.6	4,565.9
TACOMA	2,193.4	-	-	-	2,193.4
WALLA WALLA	281.2	249.0	373.5	3.4	658.1
WENATCHEE	1,051.7	154.6	103.0	5.4	1,211.7
YAKIMA	2,062.2	329.2	493.8	10.9	2,567.0
TOTALS	28,526.9	12,989.4	14,562.2	1,032.2	46,090.5

WASHINGTON STATE SYSTEM OF COMMUNITY COLLEGES

FALL QUARTER ENROLLMENTS

November 13, 1967

TOTAL NUMBER OF STUDENTS

<u>COLLEGE</u>	<u>1964</u>	<u>1965</u>	<u>1966</u>	<u>1967</u>
BELLEVUE	-	-	888	3,162
BIG BEND	1,302	1,400	980	1,764
CENTRALIA	1,302	1,493	1,507	1,472
CLARK	3,171	3,609	3,464	3,320
CLOVER PARK	-	-	-	1,621
COLUMBIA BASIN	2,328	2,498	2,350	2,337
EDMONDS	-	-	-	1,464
EVERETT	4,156	4,700	4,550	4,295
GRAYS HARBOR	1,212	1,749	1,902	1,841
GREEN RIVER	-	1,736	2,780	3,143
HIGHLINE	3,172	3,500	3,302	4,493
LOWER COLUMBIA	1,822	2,062	1,904	2,106
OLYMPIC	3,956	4,386	4,068	4,080
PENINSULA	669	803	870	1,092
SEATTLE	-	-	11,016	16,511
SHORELINE	859	1,617	1,608	3,167
SKAGIT	2,057	2,147	2,118	2,548
SPOKANE	822	4,309	4,761	5,075
TACOMA	-	1,090	1,740	2,630
WALLA WALLA	-	-	-	855
WENATCHEE	1,402	1,572	1,593	1,544
YAKIMA	<u>2,721</u>	<u>3,101</u>	<u>2,955</u>	<u>3,072</u>
TOTALS	30,951	41,772	54,356	71,592

WASHINGTON STATE SYSTEM OF COMMUNITY COLLEGES

FALL QUARTER ENROLLMENTS

November 13, 1967

FULL TIME EQUIVALENT STUDENTS (Weighted)

<u>COLLEGE</u>	<u>1964</u>	<u>1965</u>	<u>1966</u>	<u>1967</u>
BELLEVUE	-	-	673	1,260
BIG BEND	708	831	835	1,026
CENTRALIA	1,131	1,375	1,233	1,318
CLARK	1,995	2,506	2,453	2,383
CLOVER PARK	-	-	-	756
COLUMBIA BASIN	1,599	2,076	2,096	2,002
EDMONDS	-	-	-	455
EVERETT	2,828	3,143	3,298	3,005
GRAYS HARBOR	880	1,185	1,204	1,265
GREEN RIVER	-	850	1,713	2,248
HIGHLINE	1,838	2,110	2,081	2,978
LOWER COLUMBIA	1,012	1,245	1,272	1,329
OLYMPIC	2,827	3,113	2,586	2,441
PENINSULA	438	609	627	688
SEATTLE	-	-	4,356	7,398
SHORELINE	644	1,506	1,293	2,752
SKAGIT	1,281	1,592	1,495	1,589
SPOKANE	698	2,599	3,945	4,566
TACOMA	-	919	1,501	2,193
WALLA WALLA	-	-	-	658
WENATCHEE	1,034	1,269	1,296	1,212
YAKIMA	2,089	2,506	2,446	2,567
TOTALS	21,001	27,984	36,403	46,089

State of Washington  
STATE BOARD FOR COMMUNITY COLLEGE EDUCATION  
Olympia

November 14, 1967

BULLETIN NO. 19-67

TO: Community College Presidents  
FROM: N. C. Richardson, Acting Director  
RE: Minutes of College District Board Meetings

Please add the Office of the State Board for Community College Education to the mailing list for the receipt of minutes of meetings of your Board of Trustees. Minutes of all previous meetings would be appreciated.

In order that the College Board may be better informed regarding the operation of the respective colleges, the Director has been asked to review district board minutes and to report regularly on items of significance.

NCR:sl

State of Washington  
STATE BOARD FOR COMMUNITY COLLEGE EDUCATION  
Olympia

MINUTES OF MEETING

The regular meeting of the State Board for Community College Education was held on Thursday, October 5, 1967, at Panorama Hall, Lacey, at 1:30 p.m.

The following members and officers of the Board were in attendance:

Mr. John L. Hagensen - Chairman  
Mrs. John Bakke - Vice Chairman  
Mr. George Duecy  
Mr. L. Evert Landon  
Dr. James E. Moore  
Mrs. Ruth Shepherd  
Dr. N. C. Richardson - Secretary and Acting Director

The minutes of the September 14 meeting were approved with a correction noted by Mrs. Bakke.

PRESENTATION - BELLEVUE COMMUNITY COLLEGE - LONG-RANGE PLANNING

Dr. Landerholm, President, Bellevue Community College, and Mr. C. W. Duffy, Chairman, Board of Trustees, appeared before the College Board to request that authority be granted the Bellevue Community College District to initiate condemnation proceedings for the acquisition of 30 acres adjacent to the Bellevue Community College site. Dr. Landerholm and the college architect, Mr. David Hoedemaker, made a visual presentation with the use of slides and charts showing the long-range plan for campus development. The initial buildings to be constructed as a part of the first phase were identified. The location of additional facilities and further site development as funds become available were also set forth in the presentation.

The Bellevue representatives indicated that condemnation of property for additional site purposes could not be considered unless favorable bids for construction of Phase I were realized. Bids for construction of Phase I will be considered November 15, 1967. Assistant Attorney General Robert Tjossem advised that condemnation proceedings might be pursued in the name of the College Board since the right of eminent domain is limited to that body.

Since the availability of funds could not be determined at this time and to afford more time for consideration of this matter, the following motion was adopted:

MOTION: On motion by Mr. Duecy, seconded by Dr. Moore, the College Board moved to table this request for authority to condemn property until the next Board meeting.

REQUEST FOR APPROVAL OF CAPITAL PROJECT - SEATTLE COMMUNITY COLLEGE

Dr. Erickson, President, Seattle Community College, requested official approval of the College Board for a remodeling project to include parts of the Edison South Building of the Seattle Community College to house new and expanded occupational-technical programs.

MOTION: On motion by Dr. Moore, seconded by Mrs. Bakke, the College Board approved the request by adoption of Resolution No. 9-67, as read. (Exhibit A)

REQUEST FOR ALLOCATION OF OPERATING FUNDS - COMMUNITY COLLEGE DISTRICT NO. 21

A request from Mr. Sam P. Kelly, Chairman, Board of Trustees, Community College District No. 21, was received for an allocation of \$1,000 to support a budget for Community College District No. 21 for the current fiscal year.

MOTION: On motion by Mr. Duecy, seconded by Dr. Moore, the College Board approved the request, subject to receipt of a budget setting forth anticipated expenditures.

NATIONAL COUNCIL OF STATE DIRECTORS OF COMMUNITY-JUNIOR COLLEGES

The College Board was informed of the conference of the National Council of State Directors of Community-Junior Colleges to be held October 19 and 20, 1967, in Phoenix, Arizona.

MOTION: On motion by Mr. Landon, seconded by Mrs. Shepherd, Dr. Richardson, Acting Director, was authorized to attend the conference.

CONFERENCE OF COLLEGE DISTRICT TRUSTEES

Announcement was made that the Subcommittee on Community Colleges of the Temporary Advisory Council on Public Higher Education had scheduled a conference for the State Board for Community College Education and college boards of trustees in Seattle on October 20, 1967. The conference to concern itself with the design and intent of the Community College Act of 1967.

It was the concensus of the College Board that planning for a statewide meeting under the sponsorship of the College Board should be postponed to a later date. Dr. Richardson advised that a statewide meeting of trustees had also been in the planning stage by the Washington Association of Community Colleges, however, it too was being postponed to a future date.

## RULES AND REGULATIONS OF CAPITAL CONSTRUCTION

Mr. Leidle presented a preliminary draft of proposed rules and regulations governing the allotment of funds for capital outlay purposes to the College Board for its consideration. This draft is a supplement to proposed rules and regulations presented at the September 14, 1967, meeting of the College Board. (Exhibit B) It was agreed that representatives from the Division of Architecture and Engineering attend the November 2 meeting to exchange ideas on the proposed draft with the College Board. Mr. Tjossem informed the Board that the proposed rules and regulations are legal in the framework of the existing statute.

## APPLICATION FOR PLANNING FUNDS - HIGHER EDUCATION FACILITIES COMMISSION

Mr. Hagensen, on behalf of the College Board, requested the staff to prepare an application for funds from the Higher Education Facilities Commission for a planning grant. The staff was also directed to prepare a request for supplementary operating funds from the Governor's contingency appropriation.

MOTION: On motion by Mrs. Bakke, seconded by Mrs. Shepherd, the College Board authorized Mr. Landon and Mr. Hagensen to act in its behalf to approve the formal applications as presented by the administrative staff.

## FEDERAL FUNDS FOR CONSTRUCTION - HIGHER EDUCATION FACILITIES COMMISSION

A general discussion was held with regard to the need for the College Board to insure that the state community college system receive the maximum amount of funds available from the Higher Education Facilities Commission. The staff advised that earlier discussions had been held with Mr. Roger Bassett, Executive Secretary, H.E.F.C., and that it appeared that Seattle, Clover Park, and Edmonds community college applications might be ready for consideration by the December 15, 1967, deadline. Mr. Bassett had advised that each of the three applicant colleges could anticipate 20% of the total community college allocation which is expected to be \$1,735,000 or \$347,000 each. The remaining \$694,000 would thus accrue to the institution scoring highest on the evaluative criteria.

On the basis of total construction requirements, it appears that Seattle Community College could possibly be the winner of the 1968 competition. Under these circumstances, the Board agreed that an appropriate resolution should be prepared which in effect would provide that the College Board should be the sole applicant for all federal construction funds available for community college construction for 1968 and that the Seattle project, being sufficiently large in scope, serve as the basis for the application. Upon award of H.E.F.C. funds, Seattle Community College's allocation of state appropriated funds would be reduced by the amount that would have accrued to Clover Park and Edmonds community college districts (approximately \$347,000 each) had these two community college districts been applicants for H.E.F.C. funds.

MOTION: On motion by Mr. Duecy, seconded by Mrs. Bakke, the College Board instructed the administrative staff to further review this matter, determine its legality, and to prepare a resolution for Board action at the November 2 meeting.

#### CENTRAL BUDGET AGENCY MEMORANDUM NO. 174

Mr. Leidle discussed the Central Budget Agency Memorandum No. 174 with regard to the development of schematic plans that will be required for all projects requested of the 1969 Legislature. The Capital Appropriations Bill, Chapter 142, Laws, Extraordinary Session, 1967, provides "pre-planning" funds for the development of plans calculated at 1% of the estimated total project construction cost. Mr. Leidle pointed out, however, that no funds for this purpose were appropriated to the College Board.

MOTION: On motion by Mrs. Bakke, seconded by Dr. Moore, the College Board instructed the staff to communicate with the Central Budget Agency asking to be excused from this requirement.

#### PROJECT DIRECTOR FOR COMPREHENSIVE STATEWIDE PLAN

Dr. Richardson advised the College Board of the progress to date in the selection of a project director to proceed with the comprehensive statewide plan.

MOTION: On motion by Mr. Landon, seconded by Mrs. Bakke, the College Board authorized the employment of a project director for long-range comprehensive planning on a consultant basis for one year at an annual fee not to exceed \$20,000. The selection of the project director to be confirmed by a subcommittee appointed by the Chairman.

Mr. Hagensen appointed Mr. Landon to serve with him on behalf of the Board in the selection of the project director.

#### MISCELLANEOUS BUSINESS AND REPORTS

Dr. Richardson requested authority from the College Board to purchase a mimeograph machine for use by the administrative staff.

MOTION: On motion by Dr. Moore, seconded by Mrs. Bakke, the College Board authorized the administrative staff to purchase the mimeograph machine.

At the suggestion of Mr. Landon, and with the approval of the College Board, the administrative staff was requested to order nameplates for the College Board members to be used at Board meetings.



NEXT COLLEGE BOARD MEETING

The next meeting of the College Board will be held in the Chinook Room at the Tyee Motor Inn, Olympia, on November 2.

The meeting adjourned at 5:00 p.m.

/s/ Norman C. Richardson  
Acting Director and Secretary to the  
State Board for Community College Education

/s/ John L. Hagensen  
Chairman, State Board for Community  
College Education

EXHIBIT A

STATE BOARD FOR COMMUNITY COLLEGE EDUCATION

RESOLUTION NO. 9-67

A majority of the quorum of the college board hereby authorizes the board of trustees of community college district No. 6, Seattle Community College, to remodel portions of the Edison South Building (commonly known as Broadway High School) so as to house new and expanded occupational-technical programs at the cost of \$63,909. This authority is conditioned upon the district using local building funds and approved matching funds from Federal Public Law 88-210, Vocational Education Act of 1963, as stipulated, and as approved by the Central Budget Agency.

Dated this 5th day of October, 1967.

/s/ John L. Hagensen  
\_\_\_\_\_  
JOHN L. HAGENSEN, Chairman  
State Board for Community College Education

Exhibit B

SUBJECT TO REVIEW AND REVISION BEFORE FINAL ADOPTION

FINAL PLAN AND SPECIFICATIONS, BID AND CONTRACT PROVISIONS

Upon receipt of authorization to proceed, the Community College district shall cause to be prepared final plans and specifications.

Final plans and specifications for the construction of new college facilities or any addition to or alteration of existing facilities or for any of the utilities connected with the college buildings shall be subject to review by the Division of Engineering and Architecture, General Administration, or its duly authorized representatives, with respect to compliance with pertinent rules and regulations and applicable building code requirements.

APPROVAL OF FINAL PLAN AND SPECIFICATIONS AND ADVERTISEMENT FOR BIDS

- (1) The college district shall submit one copy of the final plan and specifications to the Division of Engineering and Architecture, General Administration for review and recommendation together with one copy each of the supporting documents listed below:
  - (a) College architect's certification of Final Plan and Specifications as being in compliance with applicable code requirements prevailing in the area of construction and/or the Uniform Building Code of the Pacific Coast Officials Conference, where no local codes are applicable.
  - (b) Signed statement by college architect of analysis of square foot area.
- (2) Specifications for all projects shall provide that the contractor agrees to comply with RCW 39.12 relating to payment of prevailing wages on public works contracts as well as the appropriate Non-Discrimination Clause.
- (3) The Division of Engineering and Architecture on determination that final plan and specifications meet established code requirements will notify the State Board for Community College Education.
- (4) The applicant college district and the Division of Engineering and Architecture will be notified by the College Board of approval to proceed with the advertisement for bids.

BID DATA AND DOCUMENT REQUIREMENTS FOLLOWING BID OPENING

After bids have been opened, the Board of Trustees of the community college district, in consultation with the Division of Engineering and Architecture, General Administration, will designate the successful bidder or bidders. One copy each of the following documents shall be transmitted to the State Board for Community College Education and the Division of Engineering and Architecture.

- (1) Statement of project cost based on bids received.
- (2) Certified copy of recommendations of the board of trustees for award of contract or contracts on the basis of bids received, including all desired alternates.

- (3) Recommendation of the Division of Engineering and Architecture for the award of contract or contracts will be transmitted to the State Board for Community College Education.
- (4) Authorization to the board of trustees of the college district to award contract or contracts and final allotment of state funds will be issued by the State Board for Community College Education following receipt and approval by the College Board of required bid data and documents listed herein.

#### AWARD OF CONTRACTS AND FINAL ALLOTMENT OF FUNDS

##### Authorization Required for Contract Award

- (1) A contract, or contracts, for construction of a capital project approved by the State Board for Community College Education may not be entered into by the college district until authorization therefor has been received from the College Board.
- (2) Upon analysis of bids received and determination of the amount of state funds available, the State Board for Community College Education will make a final allotment of funds and authorize the college district to award contracts.

##### Award of Contract or Contracts

- (1) Upon receipt of the final allotment document, the board of trustees of the college district is authorized to proceed with award of contract or contracts for construction of the designated capital project, which contract or contracts shall be in conformity with the analysis of bids and in accordance with the bids received on approved plan and specifications for the aforesaid college project.
- (2) Immediately following the awarding of contract or contracts as provided in paragraph 1 herein, the board of trustees of the college district shall forward one signed or certified copy of each such construction contract to the State Board for Community College Education.

##### Final Allotment of State Funds

Any part of a final allotment of state funds not required for completion of a capital project shall revert to the state fund from which the allotment is made.

- (1) Change orders on contracts for the construction of college projects must be approved by the College Board upon recommendation of the Division of Engineering and Architecture.
- (2) Copies of all approved change orders are to be furnished to the College Board in order that a complete file may be maintained for each project. Since changes are often unavoidable, it is recommended that college district authorities provide for such contingencies by setting aside funds for this purpose.

PROCEDURAL REQUIREMENTS GOVERNING THE DISBURSEMENT  
OF FUNDS FOR CONSTRUCTION OF COLLEGE PLAN FACILITIES

Payments from State funds allotted to a community college district for construction of an approved project shall be made upon the presentation of properly executed State invoice vouchers on the basis of architect's certification of work completed and certification of approval by authorized representatives of the Community College District.

STATE WARRANTS - PAYABLE TO AND DELIVERY

- (1) State warrants issued in payment of monthly progress estimates shall be drawn payable to the claimant named in the contract and shall be mailed to the community college district for disposition or delivery to such claimant.
- (2) Final payment State warrants shall be drawn payable to the claimant named in the contract provided no liens have been filed. In the event of the filing of liens, final payment State warrants shall be made payable to the community college district with a letter recommending consultation with the office of the Attorney General before disposition of funds.

RETAINAGE ON CONTRACT PAYMENTS

The provisions of RCW 60.28.010 as amended by Chapter 238, Laws of 1963, governing public works contracts shall govern retainage on contract payments for college building construction.

PAYMENTS FROM COMMUNITY COLLEGE DISTRICT LOCAL FUNDS

Prior to payment of State funds, the college district shall make payments on all claims submitted by architects and contractors until such time as the total amount of college district local funds obligated by the college district for its share of the cost of the project have been expended.

PAYMENT FROM STATE FUNDS

After college district local funds have been fully expended, payments from State funds allotted to the college district shall be paid on subsequent claims submitted by architects and contractors.

REGULATORY AND PROCEDURAL REQUIREMENTS FOR COMMUNITY COLLEGE DISTRICTS

Certification of Total Disbursements

At such time as the total amount of community college district local funds obligated by the college district for its share of the cost of the project has been fully expended, a certified statement of the said disbursements shall be submitted to the State Board for Community College

Education, such statement to comprise a listing of all payments to architects and contractors including warrant numbers, dates of payments, names of payees and amounts of payments. The college district will continue to account for all disbursements until completion of the project and final acceptance of facilities.

Progress Payments from State Funds

All claims for payment from State funds allotted by the State Board for Community College Education for a capital project shall be submitted by the College District to the Central Budget Agency on State vouchers prepared for that purpose.

Payments to Contractors - Supporting Data

Contractor's claim for payment shall be supported by (a) contractor's affidavit of wages paid during the period for which payment is claimed and (b) architect's certificate of amount due and payable to contractor for work completed during period for which payment is claimed.

Payments to Architects

Payments to architects shall be made in accordance with payment schedule stipulated in the agreement between architect and the community college district.

Final Payments on Contracts

In accordance with RCW 60.28.010 governing public works contracts, final payment on contract from retained percentage funds shall not be made until after thirty (30) days have elapsed following final acceptance by the College Board of Trustees of the work as completed.

After the expiration of the statutory 30-day period as herein provided, final payment shall be made upon receipt of properly executed State invoice voucher and supporting documents in accordance with the regulations and procedures herein set forth and such other procedures as may be prescribed by the State Board for Community College Education.

Acceptance of Building, Improvement or Work as Completed

- (1) Upon completion of work by a contractor or contractors, the college district architect and the Division of Engineering and Architecture shall inspect the building, improvement or work to determine compliance with plan and specifications.
- (2) The college architect, upon determining that the building, improvement or work has been completed satisfactorily, shall through the issuance of a letter of inspection addressed to the Community College Board of Trustees and the Division of Engineering and Architecture, recommend acceptance as completed satisfactorily. Separate letters shall be written concerning the work of each contractor.

- (3) The Community College Board of Trustees, upon determining that the building, improvement or work has been completed satisfactorily, shall through board resolution officially accept such buildings, improvement or work as completed satisfactorily. Such resolution shall be supported by a letter from Engineering and Architecture recommending acceptance of the completed facility.

Documents Required for Final Payment

Final payments on contracts shall be subject to receipt by the State Board for Community College Education of the documents listed herein and such other evidence of final completion of contracts as the College Board in compliance with pertinent statutory provisions and rules and regulations may determine to be necessary.

- (1) Documents to be Submitted Immediately Following Official Final Acceptance of Building, Improvement or Work.

The original and one copy of each of the following documents shall be submitted immediately following official final acceptance by the Community College Board of Trustees of the building, improvement or work:

- (a) State invoice voucher
- (b) Architect's letter of inspection
- (c) Community College Board of Trustees' resolution of final acceptance signed by board members or bearing the certification of authorized representatives of the college district.
- (d) Architect's certificate of final amount due and payable to contractor.

- (2) Documents to be Submitted Immediately After the Expiration of the 30-Day Period Following Final Acceptance of Building, Improvement or Work

One copy of each of the following documents shall be submitted immediately after the expiration of the 30-day period following final acceptance by the board of trustees of the building, improvement or work:

- (a) Certification by the College District officials that no liens have been filed, or, a certified list of all valid liens in event liens have been filed.

CERTIFICATION BY STATE TAX COMMISSION AND STATE DEPARTMENT OF LABOR AND INDUSTRIES OF PAYMENT OF TAXES

In compliance with statutory provisions, final payment on a contract for public works shall not be made by the disbursing officer until he has received from the State Tax Commission and State Department of Labor and Industries certification that all taxes due or to become

due from the contractor with respect to such contract have been paid in full.

Final payments on construction contracts from State funds allotted to a community college district for college building construction shall be contingent upon receipt of afore-mentioned certification in accordance with the following procedures:

- (1) Upon receipt of all documents required immediately following official acceptance of building, improvement or work, the State Board for Community College Education (the disbursing officer) shall notify the State Tax Commission and the State Department of Labor and Industries that the construction contract has been completed.
- (2) As provided by statute, the State Tax Commission and the State Department of Labor and Industries, upon determination that all State taxes due or to become due on the contract have been paid in full, will so certify to the State Board (the disbursing officer) and transmit a copy of such certification to the community college district concerned.