

**Purchase Request #2**  
**Regular Board Meeting December 1, 2025**  
**Consideration of Delegation of Authority to Contract for**  
**South Campus Science and Allied Health Building (S1) Skylight Replacement**

**ADMINISTRATION RECOMMENDATION/REPORT**

The administration recommends that the Board of Trustees authorize the Chancellor or her designee to negotiate and approve a contract to replace the skylight on the South Campus Science and Allied Health Building (S1).

**BACKGROUND**

In February 2021, the Board authorized the delegation of authority to approve the method of procurement best suited for each construction or renovation project. On October 29, 2025, the Chancellor's designee approved the competitive sealed proposals (CSP) methodology for replacement of the skylight at S1.

CSP #26-09 will be issued once the detailed project plans are completed. The plans are being prepared by Huitt-Zollars, Inc. in accordance with Texas Government Code §2269.152. Proposals will be received and evaluated by a team comprised of representatives from Huitt-Zollars and the College.

**IMPACT OF THIS ACTION**

Approval of this action will authorize the Chancellor or her designee to approve a contract with the highest ranked respondent so that construction can be expedited.

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

Pending successful contract negotiations, the cost of this project is not expected to exceed the budget of \$500,000. The project will be funded from the 2015 Bond Program deferred maintenance line.

**MONITORING AND REPORTING TIMELINE**

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

**ATTACHMENTS**

None

**RESOURCE PERSONNEL**

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

**CSP 26-09**  
**Building S1 Skylight Replacement**  
**Attachment 1 – Tabulation**

**QUALIFICATIONS**

#	Vendors	Section 1: General (00 45 16)	Section 2: History & Experience (00 45 16)	Section 3: Safety (00 45 16)	Section 4: Financial (00 45 16)	Section 5: References (00 45 16)	Section 6: Restricted T&Cs (00 45 16)	Total Points
	<i>Total Points</i>	20	20	10	10	5	5	70
1	Tellepsen Builders, L.P.	19.44	19.00	9.50	10.00	5.00	5.00	67.94
2	Atlas Universal Roofing, Inc.	19.33	18.67	8.20	9.67	5.00	5.00	65.87
3	Concord Commercial Services, Inc.	7.33	9.33	3.98	6.00	4.08	5.00	35.72
4	Gulf Storm Roofing and Construction	5.56	4.00	5.01	2.00	-	5.00	21.57

**FINAL SCORES**

#	Vendors	Qualification Score	Section 6: Price Proposal	Price Value	Final Score
	<i>Total Points</i>	70	30		100
1	Tellepsen Builders, L.P.	67.94	20.95	\$ 482,725.00	88.89
2	Atlas Universal Roofing, Inc.	65.87	16.38	614,561.00	82.25
3	Concord Commercial Services, Inc.	35.72	19.22	526,157.49	54.94
4	Gulf Storm Roofing and Construction	21.57	30.00	337,160.00	51.57