

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508  
County of Cook and State of Illinois

ALSP LANGUAGE LABORATORY  
DALEY COLLEGE

THE CHANCELLOR

REPORTS that it is necessary to use ISBE grant funds to purchase a language laboratory for the Adult Learning Skills Program (ALSP) at Daley College; and

that the language lab includes control software, two (2) control decks, an educational grade VCR, an instructor console desk and headset, two (2) power supply units, forty (40) student language carrels with headsets with all necessary system cables, installation and training; and

that staff has reviewed and recommends approval for a 40 student position LLC-8000A Symphony Lab manufactured by Sony Electronics which will replace an early generation Sony system at a total cost of \$78,000; and

that this system is available solely from Howard & Smith, Inc., Royal Oak, MI, Sony's exclusive dealer for Sony Language Lab systems in Illinois, Indiana and Michigan; and that Howard & Smith has over 50 years experience in the educational industry; and

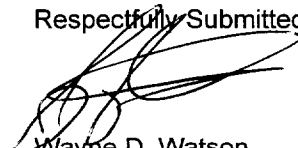
that this sole source purchase is exempt from the District's competitive bid requirements.

THE CHANCELLOR

RECOMMENDS that the Board of Trustees approves the issuance of a purchase order in the amount of \$78,000.00 to Howard & Smith, Inc., Royal Oak, MI for the purchase of the language lab for Daley College ALSP program.

FINANCIAL \$78,000.00 - ISBE Adult Ed. & Literacy Grant Fund

Respectfully Submitted:

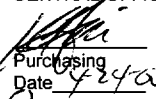
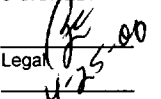
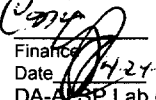


Wayne D. Watson  
Chancellor

May 4, 2000

COLLEGE REVIEW: \_\_\_\_\_ REQ. NO. \_\_\_\_\_  
President

CENTRAL OFFICE REVIEWS & DATES SIGNED:

 Purchasing Date 4/24/00	Contract Compl.	 Legal 4/25/00	Board Office
 Finance Date 4/24/00	Admin. Svcs.	Academic Aff.	Other

DA-ALSP Lab.doc

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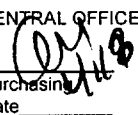
Respectfully Submitted:

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May 4, 2000

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DA-ALSP Lab.doc



## Richard J. Daley College

One of the City Colleges of Chicago

TO: Vice President Holm

FROM:  Jeff Janulis, Dean  
Adult Learning Skills Program

DATE: March 29, 2000

RE: Language Laboratory Purchase Proposal

Attached is a proposal from Howard and Smith, the sole supplier/vendor of Sony language laboratory equipment. The proposal for a forty-station, furnished lab totals \$78,000.00. With your approval, Daley ALSP proposes to purchase the laboratory equipment through its existing ISBE (Illinois State Board of Education) grant funds. Although the purchase is of substantial cost, it is within the parameters of the Daley ALSP budget and significantly less than the \$100,000.00 originally projected in the program's strategic plan objective to renovate and/or replace the college's existing laboratory (copy attached).

To realize the purchase, Daley ALSP requests the transfer of \$30,000.00 from line number 0231 to line number 0171 within its existing 3401 ISBE Adult Education and Literacy grant (Request For Budget Transfer Sheet attached). The \$30,000.00 transfer, added to the existing 0171 equipment line of \$54,576.00, will cover the laboratory purchase. Budget line 0231 may be reduced from \$91,669.00 to \$61,669.00 since the Chicago Public Schools canceled their GED preparation partnership program with the City Colleges of Chicago in December, 1999 and funds set aside for the CCC/CPS initiative will not be used as originally projected.

Additional supporting documentation for the language laboratory purchase proposal, including sole supplier/vendor letters from Howard and Smith, are also attached. The following has also been considered and followed up on in preparing this proposal:

- \* Received \$5,000.00 estimate from the engineer's office in March, 1999 for the removal of the wall between 501A and 501B. There is a possibility, however, that drywall may have been installed over the existing 501 divider, possibly resulting in less expense in removing the wall. ALSP will fund this renovation.
- \* Attended technology workshop at Sony headquarters in Itasca, Illinois on February 8, 2000 to learn more about the lab equipment.
- \* Inspected language laboratory equipment in Room 3307 with Mr. Harvey Hanna on March 9, 2000 to discover if any existing equipment could be salvaged.
- \* Consulted with Audio-Visual Coordinator Bob Yacoub regarding the repair and renovation of the laboratory equipment in Room 3307. Both Bob and Mr. Hanna confirmed that replacement parts are no longer available for the existing lab and that it needs to be replaced.
- \* According to Mr. Hanna, no electrical power is required within the furniture or at the individual positions. Sony's present language laboratory systems receive low voltage power through the system's

Page Two  
ALSP Language Laboratory  
Purchase Proposal

cable. The college, however, must supply a dedicated 20 amp, 120 VAC electrical unit at the console location. ALSP will also fund this cost, estimated at \$200.00 to \$300.00.

\* According to ALSP Assistant District Director Maggie Steinz, the language laboratory purchase does not require additional ISBE authorization.

\* According to Facilities Coordinator Marla Mutis, classrooms 402 and 405 are currently unused and available if tablet chairs can be identified for these rooms. Therefore, ALSP classes currently scheduled in classrooms 501A and 501B may be relocated to these available rooms, along with the tablet chairs once the language laboratory equipment and furniture is installed.

\* Once up and running, ALSP will manage the laboratory with part-time lab assistants, already factored into the ALSP budget.

With your ok, we will move forward on this. Thank you, in advance, for your consideration.

:jlj

Sony Electronics Inc.  
1200 North Arlington Heights Road, Itasca, Illinois 60143 Telephone 630 773-8000

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June 1, 1999

To Whom It May Concern:

The purpose of this letter is to formally introduce you to the authorized Sony Educational Dealer in your area.

I am proud to offer Howard and Smith, Inc. of Royal Oak, Michigan as Sony's solely appointed Educational Dealer in your area. Howard and Smith, Inc. has been assigned, by Sony, a PAR (Primary Area of Responsibility) which includes the states of Michigan, Indiana and Illinois.

Receiving an authorized Sony Educational dealership is based on strict requirements. Howard and Smith, Inc., for example, has been serving the education industry for over 50 years. Sony holds dealers, such as Howard and Smith, Inc., responsible to attend training and service seminars in order to fully satisfy our customers needs.

Howard and Smith, Inc. has been with the Sony family as an authorized dealer in your area for the past 18 years. We are confident that you can expect their counsel, along with installation and training, to be in keeping with the standards that have made Sony a name you can trust.

On behalf of Howard and Smith, Inc. and Sony Electronics, I welcome the opportunity for us to serve the needs of your organization.

Sincerely,

*Ken Busam*

Ken Busam  
Education Account Manager  
Broadcast & Professional Company  
Sony Electronics



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P.O. BOX 457  
ROYAL OAK, MICHIGAN 48068  
(248) 585-2300  
(800) 548-9948  
FAX: (248) 588-1449

## QUOTATION

3/20/00

Q-4-30897

Mr. Jeff Janulis, Dean  
Adult Learning Skills Program  
Richard J. Daley College  
7500 S. Pulaski Rd., Bldg 500  
Chicago, IL 60652

Dear Jeff,

It certainly was nice visiting you and meeting your staff recently! I'm sorry I didn't respond a little sooner, but I was out sick most of last week. I'm back in the saddle again! I wish I could help you salvage some of your current lab equipment but unfortunately I can't. The systems have changed so completely since your lab was first installed that there really isn't any equipment in it that can be reused in the proposed new installation.

I have developed a quote for a new SONY LLC-8000A multimedia language learning center for the Adult Learning Skills Program reflecting all we discussed. I included a VCR in the quote because many ESL and foreign language lessons are available in VHS format. If we integrate a VCR with the system then the audio track will go directly into the student headsets, greatly enhancing their level of concentration. You may want to consider a ceiling mounted Video/Data Projector and screen or a pair of wall/ceiling mounted video/data monitors. Howard and Smith can help with this if you wish, but I have not included any such equipment or labor in the quote below.

In addition to the standard Master Tape Cassette Recorders and the suggested VCR, instructors will also be able to play audio CD lessons or ethnic music for the students. This can be done if the computer used to control the lab has a CD-ROM drive and a sound card. Then the control computer sound card can be connected to an auxiliary input on the SONY console and be used as a program source for the class. This is also useful if the teacher has Internet Access and wants to "play" (and/or record) English or foreign language news broadcasts directly off the WEB.

These are two of the most common and simplest to incorporate lab enhancements. The list of options and the growth path for this system is virtually unlimited. If you ever desire to install computers at the student positions, it will be possible to add the capability to record both analog and digital at their stations. I have even used this system as the foundation block of a unique and powerful two-way audio/video American Sign Language Laboratory. The LLC-8000A system is truly flexible in its potential.

Prices given in this quotation represent current figures; however, orders received against this quotation will be billed at prices in effect at time of shipment. While every effort will be made to fulfill such orders in the shortest possible time, partial shipments will become due individually on the terms specified above. Delivery schedules quoted are contingent on national defense requirements, strikes and other causes beyond our control.

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QUOTATION

I did carefully consider costs for you and was able to reduce the total by 5.67% assuming we can receive a P.O. within 60 days. I would have to reconfirm prices again on 6/1/00.

40 POSITION SONY LLC-8000A SYMPHONY LAB FEATURING CONDUCTOR CONTROL SOFTWARE AND SYNOR LANGUAGE CARRELS

<u>Item</u>	<u>Qty</u>	<u>Model</u>	<u>Description</u>
1.	1	LLC-8000A	Control Console and Operation Unit
2.	1	LU-816	Student Expansion Unit
3.	1	LU-801B	Conference Board (allows for random pairing, etc.)
4.	1	MLS-8000A	Conductor Control Software
5.	1	HS-90	Instructor Headset
6.	2	ER-8020	Master Control Decks
7.	2	RK-8000	Cables for Master Decks
8.	1	SVO-1630	VHS VCR -- Educational Grade
9.	2	PTU-8	Power Supply Unit
10.	40	ER-8020	Student Drill Recorders
11.	40	RK-8000 series	System Cables
12.	44	HS-90	Student Headsets (including 4 spares)
13.	1	LD-2000M	Instructor Main Console Desk
14.	1	LD-910/91S	Side Desk with Shelves
15.	1	LD-91C	Corner Desk
16.	5	L346-36-S	Synsor 36" Student Language Carrels .. Starters
17.	35	L346-36-A	Synsor 36" Student Language Carrels .. Adders

TOTAL SYSTEM PRICE ..... \$78,000.00  
(includes all freight, installation, and training)

The college must supply one computer for the control of the lab. The specs along with some recommended options are given below.

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## QUOTATION

### Teacher Control PC Requirements for running Conductor Software

The companion software shall operate on a personal computer running the Microsoft® Windows® 95, Windows 98, or Windows NT Workstation Version 4.0 operating system with a microprocessor running at 100MHz or faster. Approximately 3 megabytes of hard disk space shall be utilized for the application and all related files. SVGA graphics capability, operating at high-resolution 800x600 screen pixels will be required. A mouse or other screen-pointing device will be required. An RS-232C Communications Port is required to connect to and control the language learning system.

In addition to the minimum requirements listed above, we make the additional recommendations :

1. A Pentium III class PC
2. High Quality Sound Card
3. 3 ½" floppy drive
4. DVD drive
5. All-In-Wonder PRO video card
6. Internet Access
7. An optional printer

We suggest a "tower" model with the monitor separate from CPU portion.

### Room Considerations

- i) You will notice that the attached drawing is drawn such that there is a 3 ½ ft. space between rows. This is "roomy" but not overly so. Of course, this can be changed if you wish.
- ii) We recommend the College build a 6 in. high, carpeted platform at the front of the room. I've drawn one 8 ft. deep by 15 ft. wide. This helps the instructor look out over the class and also provides a space for us to route the cables exiting the control console. We would route them under the platform, over to the sidewall, and exit the platform into some baseboard mounted raceway to carry the cables to the student rows. It is mandatory that I be consulted regarding specific understructure for such a platform in order to assure a cable pathway from the console to the sidewall.

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## QUOTATION

- iii) The college must supply at the console location, a dedicated 20 amp, 120 VAC electrical circuit. The exact location will be specified by me at the appropriate time. No AC outlets are required at the student positions; they receive low voltage power supplied by the console via the system cabling.
- iv) We recommend the College supply a network data port at the console location in order to provide the Instructors access to the campus network and the Internet.

Thanks so much, Jeff, for the opportunity to serve Richard Daley College. Again, I very much enjoyed my time visiting your facility and meeting your staff. You all made me feel quite welcome; thank you! Please don't hesitate to call me with any questions or concerns about this document or anything else relating to your plans. My goal is to assist you in every way that I can. I know you will be thoroughly satisfied as we progress through and complete this project. This lab will be a full featured multimedia learning center which will enhance the educational experience for both students and staff!

Talk to you soon.

Sincerely,

A handwritten signature in cursive script, appearing to read "Harvey Hanna II".

Harvey Hanna II,  
Installations and Service Manager  
Howard and Smith, Inc.

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