

Port Library Board of Trustees Special Meeting
August 30, 2011

Verlin Kolman called the meeting to order at 5:06 p.m. Present were Verlin Kolman, Rick Larson, Jeri Bates, Kitty Wagner, Sally Williams Connie Kopsa, director Rachel Malay, city administrator Glenn Rodden and Donnie Marrs. The purpose of the meeting was to review and discuss the bid documents and the bid process.

Donnie explained to us the various pages of the construction plans and what each one covered. Some details included: the ADA ramp in front has changed directions and will run straight West with a connecting ramp to the front sidewalk. It was decided to bid the asbestos/lead abatement separately and not as part of the construction. The current air-handling unit in the building will be removed by the contractor and he will dispose of it. Some changes were made in floor coverings in the program room and the office/staff area. We will need to walk the roof every spring and fall to check for potential problems, as well as monitor a sump pump installed in the crawl-space under the building.

An invitation to bid will be placed in area newspapers for area contractors interested in our project. Donnie will advertise in the statewide website and professional contractor publications. When the bills roll in we will pay the contractors and withhold 10% from each payment. Billing will be done on a 30-day cycle. When the project is completed to the satisfaction of everyone the 10% will be paid to the contractors. There will be a 1-year warranty on all work with a 2-year warranty on the roof.

The following schedule was approved by unanimous vote: Rick moved & Connie seconded to hold the pre-bid conference on September 13th at 2:00 p.m. at the new building with the bid opening on October 4th at the library at 2:00 p.m., and making the bid award with the help of Donnie Marrs by October 6th. Craig moved and Rick seconded to approve the bid documents as presented by Donnie Marrs.

At 6:25 p.m. Connie moved to adjourn and Kitty seconded. Motion carried.