



MINUTES OF THE SPECIAL MEETING
Held May 19, 2016

The May 19, 2016, Special Meeting was called to order at 12:13 pm by President Matson. The meeting was held at the Port of Sunnyside's Administration Office located at 2640 E. Edison Avenue, Ste. 1, Sunnyside, WA, for the purpose of awarding the Carnation Demolition bid to Harry Johnson Plumbing & Excavation.

Commissioners and Staff present at the Business Meeting:

Jeffrey Matson, Commission President
Arnold Martin, Commission Vice President
Jim Grubenhoff, Commission Secretary
Jay Hester, Executive Director
Travis Jansen, Projects Manager
Lucia Navarro, Administrative Assistant
Rob Faber, Legal Counsel

STAFF COMMENTS: The Commission was informed that bids were accepted on May 12, 2016, at 2:00 p.m., and bid proceedings were reviewed prior to the bid opening. Travis stated that he began the bid opening meeting with an explanation of how the bid opening would work, the criteria for selection, and that \$480,000.00 were the available funds allotted for this project. It was further explained at the bid opening that the bid invitation had included a base bid and six alternatives so that the Port could determine what was the most amount of work which could be completed for the available funds allotted for this project.

Travis noted that there were five bids received and that the lowest bid which allowed for the most amount of work for a total contract price of \$480,000.00 or less, was the bid from Harry Johnson Plumbing & Excavation. This bid from Harry Johnson Plumbing & Excavation was for \$418,008.92 and included work identified as the base bid and five of the six alternatives.

Travis further noted that a reference check with previous clients as well as state agencies was done to gather further information. All references came back in good standing and there were no issues that would disqualify them from receiving the Carnation Demolition project.

Rob stated that all legal requirements were met by the Port during the bid process. The legal requirements include (1) advertising for bids in a newspaper of general circulation within the port district at least 13 days before the submittal deadline; (2) requiring sealed bids; (3) conducting a public bid opening; (4) requiring a cashier's check, money order, or a surety bid bond in an amount not less than 5% of the total bid; (5) requiring a payment and performance bond in an amount not less than 25% of the total bid; and (6) awarding the contract to the lowest responsible bidder based upon the criteria provided within the invitation to bid.

ACTION ITEM:

- Motion to award the contract with Harry Johnson Plumbing & Excavation for the Demolition of the Carnation Plant in the amount of \$418,008.92 and authorize Travis to sign on behalf of the Port. Commissioner Martin moved to approve, Commissioner Grubenhoff seconded. Motion approved 3-0.

ADJOURNMENT: The Special Meeting was adjourned at 12:31 p.m., peace and harmony prevailing.



Jeff Matson, President

*Arnold Lee Mantin
Vice Pres'*

ATTEST:



Jim Grubenhoff, Secretary