

NOTICE OF ELECTRONIC SPECIAL MEETING

LIBRARY BOARD MEETING PORTAGE DISTRICT LIBRARY

Tuesday, April 13, 2021

at 6:00 p.m.

The Library Board of the Portage District Library will hold a special meeting on Tuesday, April 13, 2021 at 6:00 p.m. This meeting will be held electronically pursuant to 2020 Public Act No. 228 and Senate Bill 1246 due to a local state of emergency as enacted by the Kalamazoo County Commissioners on December 15, 2020 and lasting through December 31, 2021 unless extended or repealed. The purpose of this meeting is for the award of bids. The Library gives notice of the following:

1. **Reason for Electronic Meeting.** The special meeting is being held electronically because of a local state of emergency. Therefore, the Library wants to ensure participation by the public if the public cannot be physically present.

2. **Procedures.** The public may participate in the meeting electronically and may make public comment through either of the following methods.

You are invited to a Zoom webinar.

When: Apr 13, 2021 06:00 PM Eastern Time (US and Canada)

Topic: Special Board Meeting

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/89742187686>

Or One tap mobile :

US: +13017158592,,89742187686# or +13126266799,,89742187686#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 301 715 8592 or +1 312 626 6799 or +1 646 558 8656 or +1 253 215 8782 or +1 346 248 7799 or +1 669 900 9128

Webinar ID: 897 4218 7686

International numbers available: <https://us02web.zoom.us/j/89742187686>

3. **Contact Information.** For those people who desire to contact members of the Library Board to provide input or ask questions on any business that will come before the public body at the meeting, please contact Quyen Edwards at qedwards@portagelibrary.info prior to the start of the meeting.

4. **Persons with Disabilities.** Persons with disabilities may participate in the meeting through the methods set forth in paragraph 2. Individuals with disabilities requiring auxiliary aids or services in order to attend electronically should notify Quyen Edwards at qedwards@portagelibrary.info within a reasonable time in advance of the meeting.

Dated: April 12, 2021

Quyên Edwards
Portage District Library
300 Library Lane
Portage, MI 49002

PORTAGE DISTRICT LIBRARY BOARD

Special Board Meeting to be held on

Tuesday, April 13, 2021

via Zoom at 6:00 PM

AGENDA

- I. Start of Meeting
- II. Roll Call
- III. Comments or Requests from the Public, Board Members, or Library Staff
- IV. Adoption of the Agenda for the Special Meeting of April 13, 2021 (VOTE)
- V. Governance (30 minutes)
 - A. Discussion Regarding Award of Contracts (*VOTE*)
- VI. Assessment of Meeting and Additional Comments
- VII. Adjournment

To: Portage District Library Board
From: Christy Klien, Library Director
Date: April 12, 2021
Subject: Library Award of Contracts

BACKGROUND:

On February 28, 2021, the Portage District Library posted a notice for a public bid opening via Zoom for March 23, 2021, at 2 p.m. in the Kalamazoo Gazette. Walbridge, our construction management team, sent an invitation to area contractors for a tour through our facility to learn more about our project. The initial socially distant walk-through occurred on March 4, 2021. Additional walk-throughs happened the following week to allow for social distancing. Sealed bids were due at 2 p.m. on March 23, 2021, with the Public Opening and Reading of the Bids via Zoom immediately following.

With assistance from C2AE and Doran Lefaive, Walbridge has interviewed the following recommended contractors to validate the contract amounts, bond amounts, adherence to the scope required by the bidding documents, and contractor safety performance and history. A copy of the “Subcontractor Proposal Review” signed by the contractor is attached to each recommendation and is available for review in the Library Office. The bids provided result in the project being under budget. We recommend awarding these contracts to enable the submittal and procurement process to begin so the project can maintain the schedule.

Recommendation for award of contracts are as follows:

Metal Wall Panels—Universal Wall Systems, \$62,000
Drywall & Acoustical Ceilings—Sobie Company, Inc., \$440,000
Hard Tile—Johnson Commercial Interiors, \$75,431
Carpet, Rubber Flooring & Vinyl Tile—Johnson Commercial Interiors, \$270,531
Signage—Valley City Sign, \$36,452
Elevators—McNally Elevator, \$189,205
Landscaping—S & T Lawn Service, Inc., \$35,535

RECOMMENDATION:

I recommend the library board awards contracts to the following contractors:

Metal Wall Panels—Universal Wall Systems
Drywall & Acoustical Ceilings—Sobie Company, Inc.
Hard Tile—Johnson Commercial Interiors
Carpet, Rubber Flooring & Vinyl Tile—Johnson Commercial Interiors
Signage—Valley City Sign
Elevators—McNally Elevator
Landscaping—S & T Lawn Service, Inc.

BID AWARD RECOMMENDATION

The following Bid information has been reviewed by Walbridge Aldinger and is attached for your consideration and approval:

Project Name: Portage District Library Additions & Renovations
 Bid Package: 07 BP Title: Metal Wall Panels
 Bid Opening date: March 23, 2021

*Bid Summary attached

DD Budget Amount: N/A
 CD Amount: \$23,712
 Approved Low Bid: \$62,000
 Contractors Name: Universal Wall Systems
 Variance from Budget: (\$38,288) Over budget

Was this the Low bid received ?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Bid Requirements meet?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Safety requirements meet?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
MBE inclusion	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
Trade contractor Proposal Review complete?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Recommended Performance Bond?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Prevailing wage contractor?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
Unit pricing included?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
Bid Alternates submitted?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
Schedule acknowledged?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No

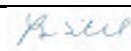
COMMENTS

After reviewing all bids, it is the construction team's recommendation that Universal Wall Systems be awarded the contract to perform this work.

Adjustments to Base bid prior to award:

Base Bid	\$58,000
Adjustments	\$4,000
<u>Final contract</u>	<u>\$62,000</u>

Approval to award:

Name	Company	Date	Signature
Christy Klien	Portage District Library		
Rob Foti	Portage District Library		
Doran Lefaive	Portage District Library		
Lee Fitzgerald	Walbridge	4/9/21	

Attachments: BP07 Metal Wall Panels Bid Tab
 Subcontractor Proposal Review Form - Universal Wall Systems
 Follow up letter from Universal Wall Systems regarding additional profiles
 Copy of bids received

CC: Kirk Frownfelter, Walbridge
 Andy Bohr, Walbridge



**Bid Package Detail Sheet
Portage District Library - Additions & Renovations**

Walbridge Project Number 200233

BID RECAPITULATION FORM

April 9, 2021

Project: PDL - Additions & Renovations

Bid Package: 07

BP Title: METAL PANELS

Due Date: 03/23/21 2:00PM

Location: Portage, MI

Owner: Portage District Library
300 Library Lane
Portage, MI 49002

Estimate \$23,712

Trade Contractor	Universal Wall	AGM					
Base Bid:		\$102,057					
Breakdown:							
Metal Wall Panels		\$101,459					
P & P Bond		\$598					
Addendum No.1 -		included					
Drug testing cost							
Post Bid Clarifications:							
Clarifications / Exclusions included							
Unit Costs (See Proposal)							
Labor Rates							
Bid Bond							
Bond Letter							
Total-Base Bid	\$0	\$102,057	\$0	\$0	\$0	\$0	\$0
Pending Alternates:							
Voluntary Alternates							
Alternate product - AEP Span Pac Clad Box Rib1	\$58,000						
Deduct to use galvanized Z girls ilo composite girls	(\$2,000)						
3 profiles ilo 1 in proposal	\$4,000						
See Allowances for Post Bid Clarif/Allowance							
EMR	0.50	0.95					

Comments :

BID AWARD RECOMMENDATION

The following Bid information has been reviewed by Walbridge Aldinger and is attached for your consideration and approval:

Project Name: Portage District Library Additions & Renovations
 Bid Package: 09 BP Title: Drywall & Acoustical Ceilings
 Bid Opening date: March 23, 2021

*Bid Summary attached

DD Budget Amount: N/A
 CD Amount: \$277,507
 Approved Low Bid: \$440,000
 Contractors Name: Sobie Company, Inc.
 Variance from Budget: (\$162,493) Over budget

Was this the Low bid received ?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Bid Requirements meet?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Safety requirements meet?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
MBE inclusion	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
Trade contractor Proposal Review complete?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Recommended Performance Bond?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Prevailing wage contractor?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
Unit pricing included?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
Bid Alternates submitted?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
Schedule acknowledged?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No


COMMENTS

After reviewing all bids, it is the construction team's recommendation that Sobie Company, Inc. be awarded the contract to perform this work.

Adjustments to Base bid prior to award:

Base Bid	\$440,000
Adjustments	\$0
<u>Final contract</u>	<u>\$440,000</u>

Approval to award:

Name	Company	Date	Signature
Christy Klien	Portage District Library		
Rob Foti	Portage District Library		
Doran Lefaive	Portage District Library		
Lee Fitzgerald	Walbridge	4/1/21	

Attachments: BP09 Earthwork & Site Utilities Bid Tab
 Subcontractor Proposal Review Form - Sobie Company, Inc.
 Copy of bids received

CC: Kirk Frownfelter, Walbridge
 Andy Bohr, Walbridge

BID RECAPITULATION FORM

March 24, 2021

Project: PDL - Additions & Renovations

Bid Package: 09

Location: Portage, MI

BP Title: DRYWALL & ACOUSTICAL

Due Date: 03/23/21 2:00PM

Owner: Portage District Library
300 Library Lane
Portage, MI 49002

Estimate \$277,507

Trade Contractor	Sable Co. \$16,813,4214 Jonathan Fisk	Bauma Corp \$16,291,5262 Matt V	Ritsens \$69,373,1763 Mark R	Bauma Beton \$69,327,6751 Curtis	Schepers Bro \$16,437,3992 David S		
Base Bid:	\$440,000	\$452,500	\$537,235	\$602,170	\$609,288		
Breakdown:							
Drywall Partitions & ceilings	\$288,685	\$297,135	\$304,298	\$360,680	\$418,970		
Acoustical Ceilings	\$147,410	\$150,000	\$225,000	\$234,350	\$185,250		
P & P Bond Cost	\$3,925	\$5,365	\$7,940	\$7,140	\$5,000		
Addendum No. 1 -	Included	Included	Included	Included	not noted		
Drug testing cost							
Post Bid Clarifications:							
Clarifications / Exclusions included							
Unit Costs (See Proposal)							
Labor Rates							
Bid Bond	Included	Included	Included	Included			
Bond Letter	Included	Included	Included	Included			
Total-Base Bid	\$440,000	\$452,500	\$537,235	\$602,170	\$609,288	\$0	\$0
Pending Alternates:							
Voluntary Alternates							
See Allowances for Post Bid Clar/Allowance							
EMR	0.89	0.77		0.91	0.57		

Comments :

BID AWARD RECOMMENDATION

The following Bid information has been reviewed by Walbridge Aldinger and is attached for your consideration and approval:

Project Name: Portage District Library Additions & Renovations
 Bid Package: 10 BP Title: Hard Tile
 Bid Opening date: March 23, 2021

*Bid Summary attached

DD Budget Amount: N/A
 CD Amount: \$68,766
 Approved Low Bid: \$75,431
 Contractors Name: Johnson Commercial Interiors
 Variance from Budget: (\$6,665) Over budget

Was this the Low bid received ?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Bid Requirements meet?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Safety requirements meet?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
MBE inclusion	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
Trade contractor Proposal Review complete?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Recommended Performance Bond?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Prevailing wage contractor?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
Unit pricing included?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Bid Alternates submitted?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
Schedule acknowledged?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No

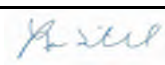
COMMENTS

After reviewing all bids, it is the construction team's recommendation that Johnson Commercial Interiors be awarded the contract to perform this work.

Adjustments to Base bid prior to award:

Base Bid	\$75,431
Adjustments	\$0
<u>Final contract</u>	<u>\$75,431</u>

Approval to award:

Name	Company	Date	Signature
Christy Klien	Portage District Library		
Rob Foti	Portage District Library		
Doran Lefaive	Portage District Library		
Lee Fitzgerald	Walbridge	4/1/21	

Attachments: BP10 Hard Tile Bid Tab
 Subcontractor Proposal Review Form - Johnson Commercial Interiors
 Copy of bids received

CC: Kirk Frownfelter, Walbridge
 Andy Bohr, Walbridge



**Bid Package Detail Sheet
Portage District Library - Additions & Renovations**

Walbridge Project Number 200233

BID RECAPITULATION FORM

March 24, 2021

Project: PDL - Additions & Renovations
 Location: Portage, MI
 Owner: Portage District Library
 300 Library Lane
 Portage, MI 49002

Bid Package: 10
 BP Title: HARD TILE
 Due Date: 03/23/21 2:00PM

Estimate \$68,796

Trade Contractor	Johnson Commercial 616.786.6448 Cerk	Central Tile 269.375.1669 Carrie					
Base Bid	\$75,431	\$95,711					
Breakdown:							
Hard Tile	\$74,694	\$94,669					
P & P Bond Cost	\$747	\$1,042					
Addendum No. 1 -	Included	Included					
Drug testing cost							
Post Bid Clarifications:							
Clarifications / Exclusions included							
Unit Costs (See Proposal)							
Labor Rates							
Bid Bond	Included	Included					
Bond Letter	Included	Included					
Total-Base Bid	\$75,431	\$96,711	\$0	\$0	\$0	\$0	\$0
Pending Alternates:							
Voluntary Alternates							
See Allowances for Post Bid Clarification							
EMR	0.90	0.43					

Comments :

BID AWARD RECOMMENDATION

The following Bid information has been reviewed by Walbridge Aldinger and is attached for your consideration and approval:

Project Name: Portage District Library Additions & Renovations
 Bid Package: 11 BP Title: Carpet, Rubber Flooring & Vinyl Tile
 Bid Opening date: March 23, 2021

*Bid Summary attached

DD Budget Amount: N/A
 CD Amount: \$354,818
 Approved Low Bid: \$270,531
 Contractors Name: Johnson Commercial Interiors
 Variance from Budget: \$84,287 Under budget

Was this the Low bid received ?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Bid Requirements meet?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Safety requirements meet?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
MBE inclusion	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
Trade contractor Proposal Review complete?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Recommended Performance Bond?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Prevailing wage contractor?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
Unit pricing included?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Bid Alternates submitted?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
Schedule acknowledged?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No


COMMENTS

After reviewing all bids, it is the construction team's recommendation that Johnson Commercial Interiors be awarded the contract to perform this work.

Adjustments to Base bid prior to award:

Base Bid	\$270,531
Adjustments	\$0
<u>Final contract</u>	<u>\$270,531</u>

Approval to award:

Name	Company	Date	Signature
Christy Klien	Portage District Library		
Rob Foti	Portage District Library		
Doran Lefaive	Portage District Library		
Lee Fitzgerald	Walbridge	4/1/21	

Attachments: BP11 Carpet, Rubber Flooring & Vinyl Tile
 Subcontractor Proposal Review Form - Johnson Commercial Interiors
 Copy of bids received

CC: Kirk Frownfelter, Walbridge
 Andy Bohr, Walbridge

BID RECAPITULATION FORM

March 24, 2021

Project: PDL - Additions & Renovations

Bid Package: 11

BP Title: CARPET & RUBBER FLOORING

Location: Portage, MI

Due Date: 03/23/21 2:00PM

Owner: Portage District Library
 300 Library Lane
 Portage, MI 49002

Estimate \$354,818

Trade Contractor	Johnson Commercial 616.790.4448 Cork	Central Tile 269.375.1660 Carrie	River City 616.477.3852 Chris Johnson				
Base Bid:	\$270,531	\$275,593	\$440,054				
Breakdown:							
Carpet	\$164,429	\$223,885	\$324,585				
Rubber Floorinf	\$5,124	NA	\$98,929				
Vinyl Tile	\$40,010	\$49,250	\$73,394				
Misc Materials	\$58,269						
P & P Bond Cost	\$2,679	\$2,458	\$3,165				
Addendum No. 1 -	Included	Included	Included				
Drug testing cost							
Post Bid Clarifications:							
Clarifications / Exclusions Included							
Unit Costs (See Proposal)							
Labor Rates							
Bid Bond		Included	Included				
Bond Letter		Included	Included				
Total Base Bid	\$270,531	\$275,593	\$440,054	\$0	\$0	\$0	\$0
Pending Alternates:							
Mandatory Alt	\$10,000	none					
Voluntary Alternates							
deduct non working safety lead			(\$20,000)				
See Allowances for Post Bid Clarification/Allowance							
EMR	0.90	0.43	0.51				

Comments :

BID AWARD RECOMMENDATION

The following Bid information has been reviewed by Walbridge Aldinger and is attached for your consideration and approval:

Project Name: Portage District Library Additions & Renovations
 Bid Package: 13 BP Title: Signage
 Bid Opening date: March 23, 2021
 *Bid Summary attached

DD Budget Amount: N/A
 CD Amount: \$27,800
 Approved Low Bid: \$36,452
 Contractors Name: Valley City Sign
 Variance from Budget: (\$8,652) Over budget

Was this the Low bid received ?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Bid Requirements meet?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Safety requirements meet?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
MBE inclusion	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
Trade contractor Proposal Review complete?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Recommended Performance Bond?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
Prevailing wage contractor?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
Unit pricing included?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Bid Alternates submitted?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
Schedule acknowledged?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No

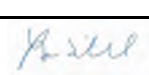
COMMENTS

After reviewing all bids, it is the construction team's recommendation that H&H Painting Company, Inc be awarded the contract to perform this work.

Adjustments to Base bid prior to award:

Base Bid	\$36,452	
Adjustments	-\$181	Delete Bond Cost
<u>Final contract</u>	<u>\$36,271</u>	

Approval to award:

Name	Company	Date	Signature
Christy Klien	Portage District Library		
Rob Foti	Portage District Library		
Doran Lefaive	Portage District Library		
Lee Fitzgerald	Walbridge	4/12/21	

Attachments: BP 13 Signage Bid Tab
 Subcontractor Proposal Review Form - Valley City Sign
 Copy of bids received

CC: Kirk Frownfelter, Walbridge
 Andy Bohr, Walbridge



Bid Package Detail Sheet
Portage District Library - Additions & Renovations

Walbridge Project Number 200233

BID RECAPITULATION FORM

April 12, 2021

Project: PDL - Additions & Renovations

Bid Package: 13

BP Title: SIGNAGE

Due Date: 03/23/21 2:00PM

Location: Portage, MI

Owner: Portage District Library
 300 Library Lane
 Portage, MI 49002

Estimate \$27,800

Trade Contractor	Valley Sign 616.284.7393 Mary Cook	Visual Entities 616.293.2939 Jeff					
Base Bid:	\$25,511	\$40,653					
Breakdown:							
Interior Signage	\$9,044	\$16,948					
Dedication Plaque	\$5,806	\$0					
SS Logo	NA	\$7,072					
Exterior Signage (Allowance)	\$10,000	\$15,432					
ADA Signage	\$10,941						
Signage Admi/Permit Fees	\$480						
P & P Bond Cost	\$181	\$1,200					
Addendum No.1 -							
Drug testing cost							
Post Bid Clarifications:							
Clarifications / Exclusions included							
Unit Costs (See Proposal)							
Labor Rates							
Bid Bond							
Bond Letter							
Total-Base Bid	\$36,452	\$40,653	\$0	\$0	\$0	\$0	\$0
Pending Alternates:							
Voluntary Alternates							
ADA Signage							
See Allowances for Post Bid Clarif/Allowance							
EMR							

Comments :

BID AWARD RECOMMENDATION

The following Bid information has been reviewed by Walbridge Aldinger and is attached for your consideration and approval:

Project Name: Portage District Library Additions & Renovations
 Bid Package: 14 BP Title: Elevators
 Bid Opening date: March 23, 2021

*Bid Summary attached

DD Budget Amount: N/A
 CD Amount: \$148,000
 Approved Low Bid: \$189,205
 Contractors Name: McNally Elevator
 Variance from Budget: (\$41,205) Over budget

Was this the Low bid received ?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Bid Requirements meet?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Safety requirements meet?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
MBE inclusion	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
Trade contractor Proposal Review complete?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Recommended Performance Bond?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Prevailing wage contractor?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
Unit pricing included?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
Bid Alternates submitted?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
Schedule acknowledged?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No

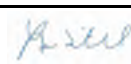
COMMENTS

After reviewing all bids, it is the construction team's recommendation that H&H Painting Company, Inc be awarded the contract to perform this work.

Adjustments to Base bid prior to award:

Base Bid	\$189,205
Adjustments	\$0
<u>Final contract</u>	<u>\$189,205</u>

Approval to award:

Name	Company	Date	Signature
Christy Klien	Portage District Library		
Rob Foti	Portage District Library		
Doran Lefaive	Portage District Library		
Lee Fitzgerald	Walbridge	4/12/21	

Attachments: BP14 Elevators Bid Tab
 Subcontractor Proposal Review Form - McNally Elevator
 Propoal Review Follow up Email from McNally Elevator
 Copy of bids received

CC: Kirk Frownfelter, Walbridge
 Andy Bohr, Walbridge



**Bid Package Detail Sheet
Portage District Library - Additions & Renovations**

Walbridge Project Number 200233

BID RECAPITULATION FORM

April 12, 2021

Project: PDL - Additions & Renovations

Bid Package: 14

BP Title: ELEVATORS

Location: Portage, MI

Due Date: 03/23/21 2:00PM

Owner: Portage District Library
300 Library Lane
Portage, MI 49002

Estimate \$148,000

Trade Contractor	McNally 269.207.6103 Ryan	Great Lakes 517.655.5400 Tony	TK Elevator 248.516.8242 Drew	Otis 616.304.2782 Grant			
Base Bid:	\$183,218	\$189,500	\$222,000	\$234,100			
Breakdown:							
Demo	\$8,783	\$10,000	\$48,000	\$17,000			
E1	\$85,645	\$88,400	\$87,000	\$105,000			
E2	\$84,090	\$88,400	\$87,000	\$109,000			
P & P Bond Cost	\$4,700	\$2,700	included	\$3,100			
Addendum No.1 -	included	included	included	included			
Drug testing cost	yes	yes					
Post Bid Clarifications: needs access doors from adjacent space - adjust architectural design removal of existing elevator	yes \$5,987	yes \$4,400	not included	not included			
Clarifications / Exclusions included	yes	yes	yes	yes			
Unit Costs (See Proposal)							
Labor Rates							
Bid Bond	included	not included	not included	included			
Bond Letter	included	not included	not included	included			
Total-Base Bid	\$189,205	\$193,900	\$222,000	\$234,100	\$0	\$0	\$0
difference from apparent low bid:		\$4,695	\$32,795	\$44,895			
Pending Alternates:							
Voluntary Alternates							
Elevators with Machine Rooms	(\$6,700)						
E1 with custom cab / increase capacity requires Machine room	\$2,300						
TK holeless with machine room		(\$15,000)					
See Allowances for Post Bid Clarif/Allowance							
EMR	0.83		0.78	0.46			

Comments :

BID AWARD RECOMMENDATION

The following Bid information has been reviewed by Walbridge Aldinger and is attached for your consideration and approval:

Project Name: Portage District Library Additions & Renovations
 Bid Package: 20 BP Title: Landscaping
 Bid Opening date: March 23, 2021
 *Bid Summary attached

DD Budget Amount: N/A
 CD Amount: \$32,850
 Approved Low Bid: \$35,535
 Contractors Name: S&T Lawn Service, Inc.
 Variance from Budget: (\$2,685) Over budget

Was this the Low bid received ?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Bid Requirements meet?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Safety requirements meet?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
MBE inclusion	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Trade contractor Proposal Review complete?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Recommended Performance Bond?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Prevailing wage contractor?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Unit pricing included?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Bid Alternates submitted?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Schedule acknowledged?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No


COMMENTS

After reviewing all bids, it is the construction team's recommendation that S&T Lawn Service. be awarded the contract to perform this work.

Adjustments to Base bid prior to award:

Base Bid	\$31,300
Deduct Sales Tax	-\$765
Deduct Bond Cost	-\$500
Add rip rap for Bioswale	\$5,500
<u>Final contract</u>	<u>\$35,535</u>

Approval to award:

Name	Company	Date	Signature
Christy Klien	Portage District Library		
Rob Foti	Portage District Library		
Doran Lefaive	Portage District Library		
Lee Fitzgerald	Walbridge	4/1/21	

Attachments: BP20 Landscaping Bid Tab
 Subcontractor Proposal Review Form - S&T Lawn Service
 Copy of bids received

CC: Kirk Frownfelter, Walbridge
 Andy Bohr, Walbridge

BID RECAPITULATION FORM

March 29, 2021

Project: PDL - Additions & Renovations

Bid Package: 20

BP Title: LANDSCAPING

Location: Portage, MI

Due Date: 03/23/21 2:00PM

Owner: Portage District Library
 300 Library Lane
 Portage, MI 49002

Estimate \$32,850

Trade Contractor	S & T Lawn 269.789.7931 Tim	Naylor 269.217.1382 Barney	Wolf Creek 616.666.5567 Nick				
Base Bid:	\$31,300	\$41,300	\$47,346				
Breakdown:							
Landscaping	\$30,800	\$41,300	\$47,346				
P & P Bond Cost	\$500 (included)	na					
Addendum No.1 -	included						
Drug testing cost	included						
Post Bid Clarifications:							
Deduct cost for P & P bond	(\$500)						
Add for rip rap detail at swale	\$5,500						
Exclude sales tax	(\$765)						
Clarifications / Exclusions included							
Unit Costs (See Proposal)							
Labor Rates							
Bid Bond							
Bond Letter							
Total-Base Bid	\$35,635	\$41,300	\$47,346	\$0	\$0	\$0	\$0
Pending Alternates:							
Voluntary Alternates topsoil by others		(\$5,800)					
See Allowances for Post Bid Clar/Allowance							
EMR	0.70	0.54					

Comments :

PORTAGE DISTRICT LIBRARY BOARD

Special Board Meeting to be held on

Tuesday, April 13, 2021

via Zoom at 6:00 PM

I. Start of Meeting

Board members and staff gathered virtually via Zoom and the special board meeting started at 6:00 PM.

II. Roll Call

Board Members Present:

Linda Whitlock and I am participating virtually from my home in Portage, MI.

Tom Vance and I am participating virtually from my home in Portage, MI.

Jeanne Friedman and I am participating virtually from my home in Portage, MI

Michele Behr and I am participating virtually from my home in Portage, MI.

Ken Baker and I am participating virtually from my home in Portage, MI.

Donna VanderVries and I am participating virtually from my home in Portage, MI.

Board Members Absent: Carol Bale (excused)

Library Staff Present: Library Director Christy Klien, Quyen Edwards, Rob Foti, Doran Lefaive, Abby Pylar, and Colin Whitehurst

III. Comments or Requests from the Public, Board Members, or Library Staff

None.

IV. Adoption of the Agenda for the Special Meeting of April 13, 2021

Board Chair Behr asked if there were any changes needed to the agenda for the April 13, 2021 special board meeting before its adoption. There were no changes requested by trustees. Behr asked for a motion to adopt the brief agenda.

MOTION: It was moved by Trustee Baker and supported by Trustee Whitlock that the Library Board adopt the agenda for the special meeting of April 13, 2021. Roll Call Vote: Whitlock – yes, VanderVries – yes, Vance - yes, Friedman - yes, Behr - yes, Baker – yes. 6-Yes, 0-No, 1-Absent (Bale). Motion carried.

V. Governance

A. Discussion Regarding Award of Contracts

Klien said that the memo provided in the agenda packet included the final seven contractors needed to move forward with the project. All have been vetted by the construction management team, Walbridge, and were the lowest bids. Facilities Manager Lefaive said that the interviews helped make the decision on who to recommend moving forward with.

Board Chair Behr asked if all the companies are local and Klien responded yes, they are all in west Michigan.

Trustee Baker asked if there would be any more contracts to award in the future. Klien said, “At this point, yes.” She said that the team would take some time to review the budget before considering alternatives or any additional projects. Klien said that the project is currently under budget.

Klien said that she verified with the construction management team that MBE stands for Minority Business Enterprise. Some projects do require that, however our library project does not. It means that 51% of the firm is owned or operated by members who are minorities. The second term “prevailing wage” is no longer required for public entities in Michigan, but Walbridge leaves it on their form because they have offices outside of Michigan that do still require it.

Board Chair Behr asked about an amount under carpet and flooring and Lefaive confirmed that the red numbers mean that the amount is over budget from Walbridge projections.

There were no additional questions or comments by trustees, so Board Chair Behr asked for a motion to approve the following recommendations:

Metal Wall Panels—Universal Wall Systems, \$62,000
Drywall & Acoustical Ceilings—Sobie Company, Inc., \$440,000
Hard Tile—Johnson Commercial Interiors, \$75,431
Carpet, Rubber Flooring & Vinyl Tile—Johnson Commercial Interiors, \$270,531
Signage—Valley City Sign, \$36,452
Elevators—McNally Elevator, \$189,205
Landscaping—S & T Lawn Service, Inc., \$35,535

MOTION: It was moved by Trustee VanderVries and supported by Trustee Baker that the Library Board approve the seven construction contracts as recommended. Roll Call Vote: Whitlock – yes, VanderVries – yes, Vance - yes, Friedman - yes, Behr - yes, Baker – yes. 6-Yes, 0-No, 1-Absent (Bale). Motion carried.

VI. Assessment of Meeting and Additional Comments

- A. Comment from Trustee Vance – Vance commended Marketing Manager Colin Whitehurst on all the communications about the pending move and said it has been done very well. Whitehurst said that we will continue to put more information out including an interview by WMUK.
- B. Board Chair Behr noted that Kalamazoo Public Library has moved back to curbside service only.
- C. Facilities Manager Doran Lefaive thanked Trustee Linda Whitlock for helping with some landscaping recommendations. He said they were able to successfully put her recommendations into the site plans for review to the City and they have been very responsive to the native plants we want to put in place of grass.
- D. Trustee Baker said that there was a meeting of the Friends of the Portage District Library. They are in the process of moving like the rest of the library, but they are planning to sell items in a designated space in the new location and are hoping to have at least one sale this summer. They approved funds for the Summer Reading Program 2021.

VII. Adjournment

Library Board Chair Behr said if there was no further business to be considered, that she would adjourn the special board meeting of April 13, 2021.

DISPOSITION: The special board meeting of April 13, 2021 was adjourned at 6:23 PM.

Recorded and Transcribed by,



Quyen Edwards, Library Board Secretary