

Whatcom County Fire District #5

Point Roberts Fire Department

2030 Benson Road, Suite A
Point Roberts, Washington, 98281

Special Meeting of the Board of Commissioners

April 27th, 2016

MINUTES

A. CALL TO ORDER

The meeting was called to order at 5:00 p.m. by Commissioner Meursing.

In Attendance: Commissioner William Meursing
 Commissioner Stanley Riffle
 Commissioner Shannon Tomsen
 Chief Christopher Carleton
 Recording Secretary Linda Hughes

Guests: Assistant Chief John Shields
 Peter van der Velden
 Jared Hanson
 Judson Meraw
 Victor Riley

B. BOARD ACTION

B.1 Approval of the Minutes of the Special Meeting of April 26th, 2016

MOTION: Commissioner Riffle moved to accept the Minutes of the April 26th, 2016 special meeting as read. The motion was seconded by Commissioner Tomsen. **Motion passed 3 – 0.**

Commissioner Meursing apologized for the delay of yesterday's meeting to today and confirmed that he has received assurances from Chief Carleton and Recording Secretary Hughes that checks and balances are in place so that these type of administrative errors will not happen in the future.

C. REVIEW OF STATION PAINTING BIDS

Commissioner Meursing reported that three bids had been received and reviewed for the contract to paint the Fire Station, from (1) Cross Border Property Management and

Maintenance - Peter van der Velden, (2) Nordic Construction – Jared Hanson, and (3) Paint Roberts – Judson Meraw. Commissioner Meursing then asked the Commissioners if they had any questions for any of the prospective bidders.

Commissioner Tomsen asked Mr. van der Velden to describe how he intended to paint the front of the building without blocking the emergency apparatus. Mr. van der Velden replied that he intends to utilize scaffolding and a lift on a trailer bed with a hitch so that it could be pulled out of the way very quickly if necessary.

Chief Carleton then reviewed the process he followed in opening the bids, copying them and providing them to the Commissioners for their review.

Commissioner Meursing then reviewed the three bid prices for the painting contract, reporting that the (1) Cross Border Property Management and Maintenance bid was in the amount of \$19,655.00 plus \$65.00 per hour for any additional work that may be required, (2) Nordic Construction bid was in the amount of \$24,500.00 plus \$75.00 per hour for any additional work that may be required, and (3) Paint Roberts bid was in the amount of \$22,500.00 plus \$40.00 per hour for any additional work that may be required.

Commissioner Tomsen recommended the contract be awarded to Peter van der Velden, commenting that his bid was an ideal example of a thorough and well-prepared bid, adding that she felt it demonstrated a level of professionalism likely to be reflected in this work and also that this bid was a good footing to start a relationship.

Commissioner Riffle agreed that the bid of Peter van der Velden was very well written and professional, and also recommended that the contract be awarded to him.

Commissioner Meursing echoed the comments of his fellow commissioners, again commending Mr. van der Velden for an excellent job of providing all of the necessary paperwork in a professional and well-written bid, and also feels that the level of professionalism demonstrated in the bid will be reflected in his work.

Commissioner Tomsen thanked all three bidders for providing bids for consideration by the Commissioners and reminded everyone that the fire district commissioners are stewards of taxpayers funds and must choose the bid that promises to provide the highest level of service for the best possible price.

Judson Meraw commented on the two-pronged nature of his bid in case that had been overlooked, and Commissioner Tomsen replied that she had reviewed each bid three times and made written comments on each. She then showed all three bids and provided an overview of some of her written comments, comparing the contents and lack of completion of some areas of Mr. Meraw's bid, reiterating his total price regardless of his intended two-pronged presentation.

Commissioner Riffle commented that although the bids had been reviewed by the Commissioners, he was unaware if anyone had made efforts to contact the references provided.


MOTION: Commissioner Riffle moved to accept the bid of Cross Border Property Management and Maintenance, provided that favorable references are received from the list of references included in Mr. van der Velden's bid. Commissioner Tomsen seconded the motion. **Motion passed 3 – 0.**

D. ADJOURNMENT

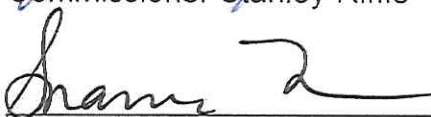
As there was no further business, Commissioner Riffle moved to adjourn the meeting. Commissioner Tomsen seconded the motion. **Motion passed 3 – 0.**



Commissioner William Meursing



Commissioner Stanley Riffle



Commissioner Shannon Tomsen

Dated May 11, 2016

Attest: 

Recording Secretary Linda Hughes