

July 2020

Minutes Special Meeting July 29, 2020

Minutes of the Board of Trustees of the Manhasset Public Library

*Special meeting held at the Library in the Community Room on Wednesday, July 29, 2020.
Session called to order at 7:15 pm.*

Attendance

Board Members:

Charles Jettmar, President
Gloria Su, Vice President
Donald T. O'Brien, Financial Officer
Judith Esterquest, Trustee
William Hannan, Trustee

Maggie Gough, Director

Also present:

Christopher Prior, Counsel
Elisabeth Martin, Architect, MDA Designgroup
Evelyn Richardson, MDA Designgroup, Project Manager

A Special Meeting was called to review the Bid results for the Library renovation project.

Elisabeth Martin presented the *Furniture* and then *General Contractor* Bid analysis and summaries. Elisabeth Martin prepared spread sheets comparing the two final furniture submissions and made her recommendations. As part of his review of the Furniture Bid, Christopher Prior noted the absence of a non-collusive clause. He recommended that a "Non-Collusive Bidding Order" to be drawn up and eventually signed by the awarded contractor to document there has been no collusion.

Following the Furniture Bid review, Elisabeth Martin presented a spreadsheet chart that compared the 4 bids opened at the Bid Opening, July 13th. Her charts highlighted aberrant numbers that did not follow the bidding value patterns. She suggested that if questions are brought back to the bidders, specifically those involving GC millwork, we would be able to better clarify the bid line allocations. In addition, clarification of hourly rates, profit & overhead, fully loaded labor rates, phase duration, logistics and lead times in needed.

It was recommended that a de-scoping meeting be arranged with each of the bidders who met the submission deadline. As part of the de-scoping process, Elisabeth Martin offered to compile a list of questions to address the aberrant or unclear values in the bids. The Director and Elisabeth Martin were directed to proceed with de-scoping interviews

Minutes Special Meeting July 29, 2020

It was agreed that the Board would vote to select the add alternates and make their final choice on a contracting company and or furniture biding company after the results of the de-scoping were provided.

Motion made by Charles Jettmar, seconded by Donald O'Brian to adjourn made at 9:15 pm.

The next scheduled meeting is TBA.

Respectfully submitted,

Maggie Gough, acting as Board Secretary