



APPROVED 03-16-2010

**MINUTES
OF THE SPECIAL MEETING OF THE
BOARD OF COMMISSIONERS ALSO
SITTING AS THE PORT OF TILLAMOOK BAY
LOCAL CONTRACT REVIEW BOARD**

HELD ON

**Friday, March 5, 2010
4:00 p.m.**

AT

**Port of Tillamook Bay
4000 Blimp Boulevard
Tillamook, Oregon**

1. Call to Order

Board President Jerry Dove called the meeting to order at 4:00 p.m.

2. Recognition of Persons Present

Commissioners: Jerry Dove (President); Ken Bell (Vice-President); John Ficher (Secretary); Jim Young (Treasurer); and Art Riedel (Commissioner).

Staff: Michele Bradley (General Manager); and Aaron Palter (Project Coordinator).

Public: A.J. Olson (BSD Enterprises).

3. Bid Opening: Banks-Sellers Road Grade Crossing Project (POTB-RR-2010-001)

Commissioner Dove directed staff to open the bids. Mr. Palter informed the Board that the Port has received two (2) bids for the project prior to the closing bid time of 1:00 p.m.. He then proceeded to open the bids and call out the names of the bidders and amounts bid. These were written on the whiteboard. The following bids were announced: Railworks Track Systems, Inc. (Bid total: \$459,123; Bid plus Flagging \$473,523) and Kerr Contractors, Inc. (Bid total: \$490,455; Bid plus Flagging \$508,455). Mr. Palter stated there are two apparent low bidders for the project.

Commissioner Dove directed Mr. Palter to proceed to review the bids for responsiveness. Mr. Palter left the room briefly to review the bids.

Mr. Palter returned and announced to the Board that he has reviewed the bids and has found that the bid received from Kerr Contractors, Inc., is not responsive to the bid instructions. There is no evidence that they have received or reviewed the two (2) addendums that were posted to the notice. The section relating to this is filled out with "N/A." He informed the Board that the bid received from Railworks Track Systems is a complete bid; and this bid also has the information relating to the two addendums on it. He recommended to the Board that it accept the bid of Railworks Track Systems and proceed to recommend to the Board that it issue the Notice of Intent to Award Contract to Railworks Track Systems.

NOW SITTING AS THE BOARD OF COMMISSIONERS

Commissioner Dove directed Mr. Palter to proceed to draft the Notice of Intent to Award Contract to Railworks Systems, Inc. Mr. Palter then left the meeting room and returned shortly thereafter with the document.

Commissioner Riedel made a motion to accept the bid of Railworks Track Systems for the Banks-Sellers Road Grade Crossing project and to adopt Order #10-001 in the matter of The Board

4. Adjournment

The meeting was adjourned at the hour of 3:56 p.m.

These Minutes were recorded and reduced to typewritten form by Aaron Palter, Project Coordinator.