

Cape-Atlantic Conservation District
National Conservation Innovation Grant Project
Vegetated Compost Filter Sock Bid Review Meeting
Minutes

March 24, 2014

I. Meeting Called to Order

Meeting called to order at 8:10AM at the District office in Mays Landing, New Jersey.

II. Roll Call & Determination of Quorum

Supervisors: Richard Dovey, Daniel Galletta and Allen Carter, Jr. (via telephone)

Staff: David Reilly

Supervisors not in attendance: Arthur Brown and Joseph Lomax

Public: Chris Sztenderowicz, Weaver Express

David Reilly noted that Joseph Lomax could not attend the meeting due to participating in NACD meeting in Washington DC and Arthur Brown could not attend due to traveling from Florida.

III. Review of CIG Budget and Scope of Work

David Reilly reviewed the budget approved by NRCS with regards to material and expenses for installation of vegetated compost filter sock. David noted that the total amount of \$91,000.00 included funds to contract the installation and for materials for District staff activity for the installation.

IV. Review of Bid Notice and Bid Specification Process

David Reilly thanked Daniel Galletta for assistance with preparing the Bid Notice and Bid Specification Package. David Reilly noted that the Bid Notice was submitted to the Press of Atlantic City for inclusion in the legal notices section. The non-mandatory pre-bid meeting scheduled for March 3, 2014 was canceled due to the State of New Jersey closure of office due to snow inclement weather conditions.

Due to time constraints the meeting was not rescheduled but the District would field any questions from possible bidders. Three companies Weaver Express, Weaver Mulch and Turf Services Express contacted the District with questions about the project. Weaver Mulch later contacted the District and stated that they would not be submitting a bid. Weaver Mulch asked if project could be bid for just supplying socks without installation. David Reilly responded that the bid must include installation. This information was shared with other bidders.

David Reilly also noted that the day bids were due to be submitted, March 17, 2014 Atlantic County had a delayed opening due to snow inclement weather conditions of 2 hours. The District extended the deadline for submitting bid for 2 hours as well. Two bid proposals were submitted within this time.

V. *Review of Bid Submitted by Turf Services Express*

The District received a bid package from Turf Services Express in the amount of \$64,501.00. David Reilly noted that this was the lowest bid. The bid package met the bid submission requirements.

VI. *Review of Bid Submitted by Weaver Express Erosion Control Solutions*

The District received a bid package from Weaver Express Control Solutions in the amount of \$70,260.00. David Reilly noted that the bid submitted by Weaver Express was the second lowest. The bid package met the submission requirements.

VII. *Board Action to Award Contract*

After discussion regarding bids submitted, it was deemed that both bids were sufficient to be deemed to be complete. A motion was made by Daniel Galletta and seconded by Allen Carter, Jr. to accept bid submitted by Turf Services Express in the amount of \$64,501.00, as the lowest qualified bid, and to award a contract to them. A unanimous vote was made in favor of awarding the bid to Turf Services Express.

VIII. *Review of Project Schedule*

David Reilly reviewed the project schedule that was distributed at a previous District meeting. He noted that the target date for initiating the contract process is now March 27, 2014.

David Reilly also distributed time keeping sheets for Board members to track their time involved with the project. David noted that Marie Rogowski has efficiently organized data entry so that all time is entered into an Excel spread

sheet that will accurately record time and generate cost figures based upon the level of involvement.

David Reilly also reported that the first quarter progress report has been submitted to NRCS, and the next report is due April 30, 2014. He also noted that the first financial request report is due May 15, 2014.

David Reilly also reviewed a plant guide that intern Jennifer Jackson is working on to assist staff and supervisors with identifying wildflower species at various stages of growth.

IX. Executive Session (if necessary)

None

X. Actions on items from Executive Session (if necessary)

None

XI. Public Comment

Richard Dovey offered any members of the public present to offer comments. Christopher Sztenderowicz of Weaver Express offered comments regarding the Technical Specifications for the Bid. He stated that the specifications required the installer to be a licensed or certified installer by Filtrexx International. He also questioned the ability of Turf Services Express to use the proper equipment to fill filter socks. Richard Dovey thanked him for his comments and stated that the District would review the Technical Specification for the project.

Adjournment

A motion was made by Daniel Galletta and seconded by Allen Carter, Jr. to adjourn meeting at 8:35AM. This motion passed unanimously.

Respectfully Submitted

David Reilly,
District Manager