

EASTERN SHORES LIBRARY SYSTEM BOARD CONTRACTS COMMITTEE MINUTES

Eastern Shores Library System Offices
4632 South Taylor Drive, Sheboygan

November 16, 2015

Called to Order: 4:32 P.M.

Adjourned: 5:24 P.M.

PRESENT:

Chairman Jim Hughes, Don Dohrwardt, Elwood Wynveen, Director Amy Birtell, Bookmobile Librarian Sue Potter, and Consultant Michael Swendrowski of Specialty Vehicle Services, LLC

ABSENT:

Rob Nuernberg, Nancy Szatkowski

1. **Call to Order:** The meeting was called to order at 4:32 p.m. by Chairman Hughes. The meeting was posted according to open meeting laws.

2. **Approval of Minutes:** Hughes moved, and Dohrwardt seconded, approval of minutes from September 28, 2015, meeting of Contracts Committee. Motion was adopted by unanimous vote.

3. **Bookmobile Bids:** A written summary by consultant, Michael Swendrowski, analyzing the three bids received from LDV, Matthews Specialty Vehicles and Ohio Bus Services (OBS) was distributed. The bid from LDV was not for the type of chassis in the specifications, which is needed for the weight of the materials. Due to this the bid from LDV was eliminated. Based on the two remaining bids OBS's bid came in \$12,000 under the Mathews bid and the consultant, Mr. Swendrowski recommended the contract be awarded to OBS. He said he has had a good working relationship with the company and has three projects with them at the present time.

It was noted that the bids include the cost of a generator. Director Birtell is pursuing a donation from Cummins, distributor of Onan generators.

Wynveen noted that in the bid from OBS, 3.2.7 (page 21) had a optional ceiling charge of \$820 for more sound absorbent materials and 3.1.1.10.7 (page 19) had an optional charge of \$550 for a spare step assembly.

Additional optional equipment: 4.1(Rear Air Suspension) and 4.6 (Roof Hatch) would need to be decided at the time the order is placed.

4.3 (Underfloor heating) and 4.4 (Diesel-Fired Air Heater System), only one would be needed. 4.4 would not require the generator to use it.

The consultant recommended not getting 4.10 (Solar Panel System) as it would have limited benefit due the fact the vehicle is housed in a garage.

The consultant recommended a partial wrap for the vehicle which would cost about \$5,000. This could be added at any time.

Once OBS would get the approval it will take about five months for them to get a chassis to work on and then it will be 120 days after that that the vehicle would be completed. ESLS has 60 days to respond to the proposal starting November 6, 2015.

Sales proceeds from the old vehicle could be used to off-set some of the costs, including graphics. The consultant recommended putting it up for sale two – three months prior to the other vehicle being delivered.

Based on the OBS proposal with a base price of \$237,586 and adding the sound absorbing ceiling (\$820), extra steps (\$550), Rear Air Suspension (\$2,000) Diesel-Fired Air Heated System (\$6,800), Storage Compartment (\$1,600), Roof Hatch (\$285), Inverter System (\$4,400), AGS System (\$450),and Central Thermostat System (\$585) the price would be \$255.076.

Motion by Wynveen, seconded by Dohrwardt, to recommend to the Board that ESLS approve the OBS contract bid not to exceed \$255.076. Motion was adopted by unanimous vote.

The payment structure will be determined later.

5. Adjournment: On motion by Dohrwardt, seconded by Wynveen, the meeting was adjourned at 5:24 p.m. by unanimous vote of the committee members.