



BERWYN PUBLIC HEALTH DISTRICT
SPECIAL MEETING of JUNE 15, 2018

1. President Pechous called the Special Meeting to order at 10:00 a.m.. Pechous, Avila, and Paul answered present on the Call of the Roll.
2. The Pledge of Allegiance was recited.
3. Open Forum was announced. No one stepped forward and Open Forum was closed.
4. **Bid Review and Award of Bids for the Roof, HVAC System and Masonry Deemed Sufficient for the Repair of the Building:** Pechous introduced the Bid topic. Secretary Paul distributed a Bid Submittal Evaluation form that she had prepared for the meeting. The form listed the Flat Roof Tear Off-Re-roof, Rooftop HVAC Replacement, Masonry – Limestone Coping Install bid requirements as were listed in the Request for Proposal. Paul advised that each bid submitted was listed on the form indicating whether or not the required information was submitted by the bidder in their bid package. Copies of each bid submitted were made available to the Board members. Paul also advised that she searched Sam.gov to see if the bidders responding were on the barred list for doing public works projects. According to her limited search, none of the bidders or the principal owners of the businesses were identified on Sam.gov.
5. Pechous brought forward the bid received for the HVAC project. She opened the floor for discussion about the only bid received; that being from Martin-Aire. No comments were made. Pechous made a motion, seconded by Avila, to award the contract to Martin-Aire Heating & Cooling, Inc. for an amount not to exceed \$47,872. The motion carried unanimously on the call of the roll.
6. The Board then reviewed the bid packages received from Licitra Roofing, Inc. and Walton Contractors LLC. Paul remarked that Tony Reyes of Walton had sent her an e-mail communication on behalf of the company (sent to her personal e-mail address) on Tuesday June 12, 2018 at 6:53 p.m. attempting to provide additional information that Walton had not furnished in its bid package. The e-mail had been addressed to the entire Health District Board. Discussion ensued. Paul stated that she would recommend not awarding the contract to Walton because it failed to submit the requested documents and information required as stated in the RFP. Avila suggested re-bidding the project and eliminating both Licitra and Walton. Discussion ensued. Thereafter, Paul made the motion to award the project to Licitra in the amount of \$64,400. Pechous asked if Paul would amend her motion to include authorization to purchase the option of the 20-year NDL Warranty for the amount of \$1,300.00. Paul agreed to amend the motion to include the amount for the additional warranty. Pechous seconded the motion. On the call of the roll, Pechous voted AYE. Avila asked to pass. Paul Voted AYE. Avila then voted AYE. The motion carried.
7. There being no bids received for the Masonry project, Paul asked about the process for choosing a contractor for this project. Discussion ensued. Paul will call Masonry companies listed in the City of Berwyn Contractor Licensed list. The project cost is anticipated to be under the bid requirement threshold. No further meetings for the Masonry project will be called.
8. **Authorization and Plans for the Health Fair:** Paul made a motion, seconded by Avila, to co-sponsor the Health Fair with the Township. The motion carried by a unanimous voice vote. Discussion ensued regarding event planning and dates. A Special Meeting will be called to further discuss the Health Fair.
9. Paul made a motion, seconded by Avila, to adjourn the Special Meeting at 11:05 a.m. The motion carried by unanimous voice vote.

Respectfully submitted,


Margaret Paul, Secretary