

**TOWN OF SOMERS
MINUTES – SPECIAL MEETING
AD HOC COMMITTEE TO REVIEW TENNIS & BASKETBALL BIDS
Thursday, June 10, 2010, 6:00 p.m.
Selectmen's Conference Room**

- 1 Call to order – Meeting called to order at 6:07 p.m. by First Selectman Lisa Pellegrini.
- 2 Members present – Roland Henry, Ed Burns, Karen McGuane, Ed Pagani (non voting). Also present was Lisbeth Burns, Lisa Pellegrini (recording) and interested citizens.
- 3 A total of 4 bids were received. The bids were opened on June 9th, 2010 and include the following companies:
 1. M&M Tennis Court
 2. Hinding Tennis Courts
 3. JSL Asphalt, Inc.
 4. Lawrence Brunoli, Inc.

See attached Bid Sheet: Tennis & Basketball Court Reconstruction & Repair

- 4 The bids were reviewed according to specific weighted criteria as listed in the RFP. The criteria includes:
 - A. Cost and professional services/15%
 - B. Experience with other municipalities and athletic organizations/10%
 - C. Reference checks/10%
 - D. Administrative requirements/15%
 1. Insurance documents, bonds and permits per number 7, 8 & 9
 2. Safety record, list of safety incidents over the last 24 months
 3. All licenses and certifications
 4. Registered with the state of Connecticut
 - E. Adequate equipment to complete the RFP specs/10%
 - F. Ability to follow with Connecticut's Prevailing Wage Law Provisions (See Appendix A)/10%
 - G. Ability to reconstruct Tennis Courts as per requirement/10%
 - H. Ability to repair Basketball Courts as per requirement/10%
 - I. Start Date/10%

It was communicated by Ms. Pellegrini that the STEAP Grant for this project totaled \$200,000 and that it was unlikely the town would have money to contribute to the project. Ms. Pellegrini also stated that according to the RFP, the bid should be awarded no later than Thursday, June 17, 2010.

- 5 Each member reviewed the 4 bids and ranked them based on the criteria. Some discussion followed.
- 6 Members decided informally on the following:
 - A. Contact the companies references and/or see some of the projects that the various companies had completed. It was agreed to try to complete this within the next few days and then reconvene at the next meeting to decide.
 - B. Continue discussion for the need for a clerk of the works for this project.

- C. The next meeting date will be Tuesday, June 15, 2010 at 6:00 p.m.
at the meeting room at the Firehouse.

The group was instructed by Ms. Pellegrini that they should present their recommendations at the BOS meeting on Thursday, June 17th. At that meeting the BOS will listen to the groups recommendation and then award the bid.

7 Adjournment 6:56 *p.m.*

Respectfully submitted,

Lisa Pellegrini
First Selectman

MINUTES ARE NOT OFFICIAL UNTIL APPROVAL AT A SUBSEQUENT MEETING