



ROCKFORD MASS TRANSIT DISTRICT

**BOARD OF TRUSTEES
SPECIAL BOARD MEETING #923**

Minutes

Friday, November 16, 2018, 11:00 a.m.

RMTD Conference Room

520 Mulberry Street

Rockford, IL 61101

ROLL CALL:

PRESENT:

Herbert L. Johnson, Board of Trustees, Chairman

Stephen Ernst – Board of Trustees, Vice Chairman

David Sidney – Board of Trustees, Secretary/Treasurer

STAFF:

Michael Stubbe - Executive Director

Dan Engelkes – Risk Manager

Paula Hughes – Grants Specialist

Erin Jenkins – Executive Assistant/Meeting Secretary

CALL TO ORDER: The Board Chairman called the meeting to order at 11:00 a.m.

APPROVAL OF AGENDA: The Board Chairman asked for and received a motion to approve the agenda for Friday, November 16, 2018. The motion was seconded and passed.

F-7 GRANTS SPECIALIST – Paula Hughes, Grants Specialist

a) Downtown Transfer Center Furniture Award

The Grants Specialist presented the following: After months of reviewing and selecting products to be a part of the Downtown Transfer Center, Larson & Darby put together a bid package of all the approved products that will be needed for the Downtown Transfer Center. This bid package was sent to three furniture and equipment firms to seek quotes. When one of those firms chose not to quote due to seldom winning a contract when bidding against the other two firms, the bid package was sent to two other firms to seek additional quotes. Two quotes were received and opened on November 12, 2018.

RMTD staff, after reviewing the quotes with Larson & Darby, recommends to the RMTD Board of Trustees that the Seating be awarded to the low bidder, Henricksen, at \$59,099.91 and the rest of Furniture and Equipment to that low bidder, Widmer Interiors, at \$36,327.07.

This award will be funded with 100% Federal Transit Administration (FTA) funds – no local funds will be needed.

The Board Chairman asked for and received a motion to award the Downtown Transfer Center Seating to the low bidder, Henricksen at \$59,099.91 and the rest of the Furniture and Equipment to the low bidder, Widmer Interiors, at \$36,327.07. With no further discussion, the motion was seconded and passed.

F-8 RISK MANAGEMENT – Dan Engelkes, Risk Manager

a) Garage Door Award (IFB-18-01)

The Risk Manager stated that RMTD recently went out to bid for a replacement of seven (7) exterior garage doors. The doors RMTD plans on replacing are the original doors from when the building was built and the repair costs were starting to escalate. He noted RMTD received two (2) bids for the project. Raynor Door Authority of Rockford in the amount of \$68,750.00 and Fairborn Equipment Company of Illinois in the amount of \$72,100.00. The Risk Manager requested Board approval to issue a Purchase Order to Raynor Door Authority in the amount of \$68,750.00. The Board Chairman asked for and received a motion to award the garage door replacement project to Raynor Door Authority in the amount of \$68,750.00. With no further discussion, the motion was seconded and passed.

G-ORDER OF ADJOURNMENT

A motion was made and received to adjourn. The motion was seconded and passed. The meeting adjourned at 11:08 a.m.

Respectfully submitted,

Erin Jenkins
Executive Assistant and Meeting Secretary
Rockford Mass Transit District