

**OFFICE UPGRADE COMMITTEE**

**Meeting Minutes 2<sup>nd</sup> Draft**

**June 12, 2015**

**I. Call to order**

Karen Mills called to order the meeting of the Office Upgrade Committee at 4:01 PM on **June 12, 2015** at 15610 N. 35<sup>th</sup> Ave Suite 7, Phoenix, AZ 85053.

In attendance: Karen Mills, Peggy Schwend, Paul Peterson & David Franklin.

**II. NEW BUSINESS**

**A. Opening of the bids responding to RFP #01-15 New District Office.**

Four bids were submitted in response to the RFP #01-15. All were submitted before the deadline. Chairperson Karen Mills opened the submitted bids in the order that they were received. Paul Peterson reviewed the documents, and Peggy Schwend checked off the items on the Bidders Checklist as Paul identified the documents included in the packages for each Contractor. The proposed bid amount was announced for each bid.

Bidder	Bidder’s Checklist	Bid
<b>1. Distinctive Builders LLC</b>	<b>Non-responsive</b> Authorized Signature Form not signed	<b>\$156,351.01</b>
<b>2. Kroll Contractor</b>	<b>Complete</b>	<b>\$139,900.00</b>
<b>3. SBR Skyline</b>	<b>Complete</b>	<b>\$199,798.44</b>
<b>4. GCON</b>	<b>Complete</b>	<b>\$159,700.00</b>

Before the next Upgrade Committee Meeting, the SBFID Office Manager and/ or Irrigation Manager will verify the contractors’ license and standing with the Better Business Bureau. Also Paul Peterson will review the list of projects submitted with each bid.

Adjournment: Karen Mills adjourned the meeting at 4:15 PM.

Next Upgrade Committee meeting: Wednesday 06/17/2015 at 12 Noon at 15610 N. 35<sup>th</sup> Ave Suite 7, Phoenix, AZ 85053.

Draft Minutes submitted by: Peggy Schwend