

MINUTES
of the
LOCAL CONTRACT REVIEW BOARD
and the
Special Meeting of the
BOARD OF DIRECTORS
Corvallis School District 509J
1555 SW 35th Street
Corvallis, OR 97333

I. CALL TO ORDER OF THE LOCAL CONTRACT REVIEW BOARD AND ROLL CALL

Chair Gable called the Local Contract Review Board meeting to order at 6:46 p.m. in the Central Office Board Room, 1555 SW 35th Street, Corvallis. Chair Gable dispensed with the calling of the roll and the secretary recorded those present as listed below.

BOARD MEMBERS PRESENT

Cyrel Gable, Chair
Robert Baldwin, Member
Kari Rieck, Member
Nell O'Malley, Member (via speaker phone)

EXECUTIVE STAFF PRESENT

Jim Ford, Superintendent
Jeanne Holmes, Asst. to the Superintendent
Kathy Rodeman, Business Services Director
Linda Martin, Budget Analyst

BOARD MEMBERS EXCUSED

Sara Gelsler, Vice Chair
Robert Johnson, Member
Joan Demarest, Member

PRINCIPALS PRESENT - none

A quorum was present and due notice had been published.

II. ADOPT FINDINGS OF FACT RELATED TO THE EXEMPTION OF CERTAIN STRUCTURAL STEEL DRAWINGS DETAILING SUPPLEMENTAL AGREEMENT

The Corvallis School Board acting as the Local Contract Review Board (LCRB) may approve exemptions to public contracting rules. These exemptions must meet the tests of being unlikely to encourage favoritism or substantially diminish competition and must represent a cost savings to the District.

Business Services Director Kathy Rodeman explained the original contract for structural steel drawings for Corvallis High School was for the structural portions, i.e. walls and roofs. The Findings of Fact as they relate to this supplemental contract are for items outside of that realm, i.e. stairways, steps, railings. A contract covering these items would have been sought in the course of construction. Included in the findings of fact are items relating to cost savings to the District by not pursuing a contract through competitive bidding. These include that the supplemental contract is being sought from the same company which is supplying the structural steel drawings, which was garnered through a competitive bidding process; very few firms internationally provide structural steel detailing drawings; and the price of steel is increasing at least 3% per month.

After discussion a motion was put forth.

Motion #59: Director Baldwin moved, Director Rieck seconded, as members of the Local Contract Review Board, to adopt the Findings of Fact to provide an exemption for supplemental structural steel drawings detailing for Corvallis High School. The motion passed unanimously, 4-0. (See Supplemental Item #II-11 in the official 2003-04 Board Minutes.)

III. ADJOURNMENT OF THE LOCAL CONTRACT REVIEW BOARD

Chair Gable adjourned the Local Contract Review Board at 6:52 p.m.

IV. CALL TO ORDER AND ROLL CALL AS THE CORVALLIS SCHOOL BOARD

Chair Gable opened the Corvallis School District Board Special Meeting at 6:52 p.m. in the Central Office Board Room, 1555 SW 35th Street, Corvallis. Chair Gable dispensed with the calling of the roll and the secretary recorded those present as listed above at the Local Contract Review Board meeting.

A quorum was present and due notice had been published.

V. APPROVE FINDINGS OF LCRB AND AWARD OF SUPPLEMENTAL AGREEMENT TO DOWCO CONSULTANTS, LTD.

Motion #60: Director Baldwin moved, Director O'Malley seconded, to adopt the Findings of Fact approved by the Local Contract Review Board to provide an exemption for supplemental structural steel drawings detailing for Corvallis High School. The motion passed unanimously, 4-0. (See Supplemental Item #II-11 in the official 2003-04 Board Minutes.)

Motion #61: Director Baldwin moved, Director Rieck seconded, to award the Supplemental Agreement to Structural Steel Detailed Drawings to Dowco Consultants, Ltd. The motion passed unanimously, 4-0. (See Supplemental Item #II-12 in the Official 2003-2004 Board Minutes.)

VI. AWARD OF CONTRACT – ACQUISITION OF FURNITURE, FIXTURES AND EQUIPMENT, BID NO. 14-0304-4150-865-TC-40

In November 2002, voters approved \$86.4 million in general obligation bonds to provide necessary funds for Phase I of the district's "Long Range Facilities Master Plan". On December 8, 2003, the Board awarded a contract to School Specialty for professional consultant services to plan and acquire furniture, fixtures and equipment. The staff has worked with School Specialty to gather information for the furnishings for Linus Pauling Middle School and Crescent Valley High School renovations. A bid must be awarded before the furnishings can be ordered.

Bidders were asked to provide a price for installation, shipping and disposal of shipping materials. The bidders were asked to bid on all or part of the products listed. School Specialty offered a package price for all items that was less expensive than the sum total of all low bids received.

In response to Board inquiries Ms. Rodeman responded that:

- The District had worked with School Specialty for several years for regular furnishings needs and had experienced a really good working relationship so a track record had been established.
- The previous contract with School Specialty in December '03 had been for their assistance in determining the District's needs and bid contents.
- In January 2004 the Board approved the publication defining what the District is considering furniture and fixtures. With that a notice was posted allowing for around a 60-day comment period in case any citizens wanted to challenge what was being considered to be covered under the bond sale.
- The bid takes into account the reusable pieces of furniture, fixtures, and equipment of the District.

Motion #62: Director Baldwin moved, Director Rieck seconded, to authorize staff to enter into a contract with School Specialty for providing furniture, fixtures, and equipment as specified in Bid No. 14-0304-4150-865-TC-40. The motion passed unanimously, 4-0. (See Supplemental Item #II-13 in the Official 2003-04 Board Minutes.)

VII. STATE OF OREGON EMERGENCY MANAGEMENT INFRASTRUCTURE CONTRACT

The President of the United States declared that a major disaster existed in the State of Oregon based on damage resulting from a severe winter storm on December 26, 2003 through January 14, 2004. The District experienced damage during those storms and spent over 618 hours of District labor and \$10,963.41 in contracted services and equipment to clean up storm debris on its campuses.

The District has submitted a Request for Public Assistance and a Project Worksheet outlining all expenses incurred in the storm debris clean up. Before the District can proceed, Oregon Emergency Management requires that the District enter into an Infrastructure Contract 1510-DR-OR which outlines the process, timelines, and requirements for receiving public assistance.

All eligible expenses shall be reimbursed at 75% (\$8,222.56).

After a brief discussion a motion was put forth.

Motion #63: Director Baldwin moved, Director Rieck seconded, to approve the State of Oregon Emergency Management Infrastructure Contract 1510-DR-OR. (See Supplemental Item #I-35 in the Official 2003-04 Board Minutes.) The motion passed unanimously, 4-0.

VIII. ADJOURNMENT

Chair Gable adjourned the Special Meeting at 7:02 p.m.

Note: a scheduled Corvallis School District Budget Committee meeting followed.

Cyrel Gable, Chair

Jim Ford, Superintendent