

North Mankato Housing and Redevelopment Authority
615 Nicollet Avenue, North Mankato, MN 56003
Regular Meeting
Tuesday, March 27, 2018 – 9:00 a.m.
Koppen Gardens Community Room

AGENDA

- A. Call to Order/Roll Call by Secretary
- B. Amendments to Agenda
- C. Open Meeting Resident
- D. Approval of Minutes: January 30, 2018
 February 27, 2018 – No Quorum
- E. Approval of Financials:
- F. Approval of Checks: February checks #14519-14542, EFT
 March Checks#14547 – 14547
 (Voided check# 14543 – 14556)
- G. Occupancy: Full – One move out for March 31
- H. Old Business: Selection of Contractor from Parking lot Bid Opening
 Update of First Floor Remodeling
 (Bid Date April 11, 2018 – 2:00 p.m Council Chambers)
- I. New Business:
- J. Next Meeting: April 25, 2018
- K. Adjournment

**MEETING MINUTES FROM EXECUTIVE BOARD MEETING
NORTH MANKATO HOUSING & REDEVELOPMENT AUTHORITY
1001 Belgrade Avenue, North Mankato, MN 56003
9:00 a.m., January 30, 2018**

Roll Call

Members Present: John Daley, Chair
 Billy Steiner
 Jennifer Drganc

Members Absent: Nancy Gehrke, Vice Chair
 Leon Bembenek

Others Present: April Van Genderen, North Mankato City Clerk
 Kristin Mallek, SMR Management

Non-renewal of Board Member-Steve Mork

Introduction of New Board Member Appointment-Jennifer Drganc

Amendments to Agenda

None.

Open Meeting Residents

None appeared.

Approval of Meeting Minutes

Board Member Steiner moved, seconded by Chair Daley, to approve the minutes of November 28, 2017, HRA Regular meeting. Vote on the motion: Aye 3, 0 Nay. Motion carried.

Approval of Financials

Board Member Steiner moved, seconded by Board Member Drganc to approve the financials. Vote on the motion: Aye 3, 0 Nay. Motion carried.

Approval of Checks

Chair Daley noted the large check for the security cameras. Ms. Mallek noted the project was complete. Board Member Steiner moved, seconded by Board Member Drganc, to approve the November, December and January checks. Vote on the motion: Aye 3, 0 Nay. Motion carried.

Occupancy

All units are filled. A long-term resident of 30 years will be moving out at the end of the month, but someone is scheduled to move in.

Old Business

Security Camera Update

The project is complete, and the cameras are working well, with good visibility.

Parking Lot and First Floor Remodel Update

Ms. Mallek stated the projects would go out for bid and hopefully work will begin in the spring.

New Business

Review and Approval of June 30, 2017, Draft Audit

Board Member Steiner moved, seconded by Chair Daley to approve the June 30, 2017, Draft Audit. Vote on the motion: Aye 3, Nay 0. Motion carried.

PHAS Score 6/30/2017

Ms. Mallek noted the score was 93% which is High Performer, but lower than previous years. Ms. Mallek stated additional restrictions were added to the Capital Fund, and so a few points were lost, but staff have been making changes and planned to have the score higher in 2018.

Election of Treasurer

Board Member Steiner moved, seconded by Chair Daley to appoint Jennifer Drganc as treasurer. Vote on the motion: Aye 3, Nay 0. Motion carried.

Site Manager Position Hours

Ms. Mallek stated they would like to increase Bob's hours to 30 hours and he would take on additional duties including cleaning. They would then be able to terminate the contract with MRCI for cleaning services. Bob would also be more available to residents and after hours of unlocking doors. Ms. Mallek noted Bob would have to go onto Koppen Garden's payroll; no benefits would be required. Board Member Steiner moved, seconded by Chair Daley to approve increasing the site manager's hours to 30 hours a week. Vote on the motion: Aye 3, Nay 0. Motion carried.

Set Next Meeting Date

Board Member Steiner moved, seconded by Board Member Drganc to set the next meeting for February 27, 2018, at 9:00 am. Vote on the motion: Aye 3, Nay 0. Motion carried.

Adjournment

Adjourned at 9:20 a.m.

Chair

Secretary

MEETING MINUTES FROM EXECUTIVE BOARD MEETING
NORTH MANKATO HOUSING & REDEVELOPMENT AUTHORITY

1001 Belgrade Avenue, North Mankato, MN 56003

2:00 p.m., March 7, 2018

Roll Call

Members Present:

John Daley, Chair
Jennifer Drganc, Treasurer
Lean Bembenek

Members Absent:

Nancy Gehrke, Vice Chair
Billy Steiner

Others Present:

Joleen Pfau, Executive Director
Kristin Mallek, SMR Management
April Van Genderen, North Mankato City Clerk

Parking Lot Bid Opening

Ted Clavel and Geoff Little of Brunton Architecture opened the bids for the Koppen Garden Parking Lot. WW Blacktopping bid \$148,225, Nielson Blacktop bid \$121,266.50, and SMC bid \$187,149.31. There was a discrepancy in the bid bond provided by Nielson Blacktopping, they produced a 5% bid bond when paperwork specified 10%. The board discussed the discrepancy and determined they needed legal council to decide if they could award the bid to Nielson Blacktop. Board Member Drganc moved, seconded by Board Member Bembenek to table the approval of the bid to obtain legal council. Vote on the motion: Aye 3, Nay 0. Motion carried.

Set Next Meeting Date

Board Member Steiner moved, seconded by Board Member Drganc to set the next meeting for March 27, 2018, at 9:00 am. Vote on the motion: Aye 3, Nay 0. Motion carried.

Adjournment

Adjourned at 2:30 p.m.

Chair

Secretary

Register - Basic Listing

Public Housing

From: 02/01/2018 To: 02/28/2018

feb Bulks Paid

Date: 03/04/2018
Time: 13:07:43

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
014519	02/22/2018	Bruce Ahlschlager	Payment	416.38	PHONE MILES GAS INS
014521	02/22/2018	C. Naber & Associates	Payment	340.00	37854 JAN ;37941 SUB
014522	02/22/2018	ADELIN SENS	Payment	129.25	SECURITY DEPOSIT REFUND
014523	02/22/2018	Electrical & Communication Specialists, Inc.	Payment	958.30	8554 Repair Parking Lights
014524	02/22/2018	Housing Data Systems, Inc.	Payment	240.00	224342; 224913 MTCS trasmittal
014525	02/22/2018	JMSC FUTURITY, PLLC	Payment	2,400.00	38276; 38118 Audit
014526	02/22/2018	MAS COMMUNICATIONS	Payment	205.56	180100167101; Answer Service
014527	02/22/2018	MKG, INC.	Payment	357.50	2018-1; Surveillance Project
014528	02/22/2018	MRCI	Payment	267.00	608320; Janitorial Service
014529	02/22/2018	Myron Wendland	Payment	30.00	Jan/Feb milage
014530	02/22/2018	Minnesota Elevator, Inc	Payment	815.08	739223; Feb service
014531	02/22/2018	Menards-Mankato	Payment	481.23	90419;90893;91285;91778;92351
014532	02/22/2018	MTU Onsite Energy	Payment	803.32	4230047658; 4230048009
014533	02/22/2018	SMR MANAGEMENT	Payment	5,000.00	89418; Management Fee
014534	02/22/2018	EMPLOYEEISCREENING REPORTS	Payment	80.00	120182120; Background check
014535	02/22/2018	STEVE STARRETT CONSTRUCTION	Payment	613.75	2873; Snow Removal
014536	02/22/2018	USAbile Life	Payment	104.83	Feb Life Ins
014537	02/22/2018	Viking Fire & Safety LLC	Payment	124.69	45855; Annual Fire Ext Check
014538	02/23/2018	Security Benefit	Payment	200.00	457
014539	02/23/2018	Security Benefit	Payment	417.46	401a
014540	02/26/2018	Goodrich Construction Inc.	Payment	1,975.00	106217 christmas tree repair
014541	02/26/2018	The Free Press	Payment	112.86	1403474; legal ad for bid
014542	02/26/2018	Petty Cash	Payment	98.54	FEB: stamps/party sup/gc.
EFT	02/08/2018	irs	Payment	898.08	941 tax payable
EFT	02/08/2018	mn dept rev	Payment	155.76	mn w/h
EFT	02/15/2018	Bruce Ahlschlager	Payment	1,212.48	2/15 PR
EFT	02/15/2018	ROBERT J DEKRUIF	Payment	993.08	2/15 PR
EFT	02/22/2018	City of North Mankato	Payment	1,665.54	12/2/17-1/3/18 usage
EFT	02/22/2018	CONSOLIDATED COMMUNICATIONS	Payment	1,676.41	FEB AUTO PAY
EFT	02/22/2018	Xcel Energy	Payment	3,707.06	12/5/17-1/8/18 USAGE
EFT	02/22/2018	WM of Southern Minnesota MA	Payment	436.55	FEB TRASH
EFT	02/22/2018	CenterPoint Energy	Payment	4,095.22	6036440-3; 12/8/17-1/10/18
EFT	02/23/2018	Bruce Ahlschlager	Payment	991.16	2/28 pr
EFT	02/23/2018	ROBERT J DEKRUIF	Payment	993.08	2/28 pr

Date: 03/04/2018
Time: 13:07:43

North Mankato Housing & Redevelopment Authority

Register - Basic Listing

Public Housing

From: 02/01/2018 To: 02/28/2018

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
EFT	02/28/2018	ban k charge		14.42	ach file/per item fees

Total: (33,009.59)

North Mankato Housing & Redevelopment Authority
Check Register Detail by Category Report
 Public Housing

From: 02/01/2018 To: 02/28/2018

Date: 03/04/2018
 Time: 13:07:48

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Memo
02/08/2018	EFT	irs	Payment	898.08	
	2117.2	Federal Income Tax Withheld	898.08		
02/08/2018	EFT	mn dept rev	Payment	155.76	
	2117.3	State Income Tax Withheld	155.76		
02/15/2018	EFT	Bruce Ahlschlager	Payment	1,212.48	
	A4410	Labor - Maintenance	1,766.16		
	2117.1	Social Security Withheld	-109.50		
	2117.11	Medicare Withheld	-25.61		
	2117.2	Federal Income Tax Withheld	-140.04		
	2117.3	State Income Tax Withheld	-72.56		
	2117.5	Retirement	-205.97		
02/15/2018	EFT	ROBERT J DEKRUIF	Payment	993.08	
	A4410	Labor - Maintenance	1,125.00		
	2117.1	Social Security Withheld	-69.75		
	2117.11	Medicare Withheld	-16.31		
	2117.2	Federal Income Tax Withheld	-27.92		
	2117.3	State Income Tax Withheld	-17.94		
02/22/2018	EFT	City of North Mankato	Payment	1,665.54	
	A4310	Water	408.42		
	A4390	Other Utilities Expense	1,257.12		
02/22/2018	EFT	CONSOLIDATED	Payment	1,676.41	
	A4190	Office Expense	66.90		
	A4390	Other Utilities Expense	1,353.42		
	A4193	Telephone	256.09		
02/22/2018	EFT	Xcel Energy	Payment	3,707.06	
	A4320	Electricity	3,707.06		
02/22/2018	EFT	WM of Southern Minnesota MA	Payment	436.55	
	A4391	Garbage Removal	436.55		
02/22/2018	EFT	CenterPoint Energy	Payment	4,095.22	
	A4330	Gas	4,095.22		
02/22/2018	014519	Bruce Ahlschlager	Payment	416.38	
	A4150	Travel expenses	109.68		
	A4193	Telephone	80.00		
	A4420	Materials	12.50		
	A4410.45	Maintenance Benefits	214.20		
02/22/2018	014521	C. Naber & Associates	Payment	340.00	
	A4170	Accounting Fees	340.00		
02/22/2018	014522	ADELINE SENS	Payment	129.25	
			0.00		
02/22/2018	014523	Electrical & Communication	Payment	958.30	
	A4437	Electrical Contracts	958.30		
02/22/2018	014524	Housing Data Systems, Inc.	Payment	240.00	

North Mankato Housing & Redevelopment Authority
Check Register Detail by Category Report

Public Housing
 From: 02/01/2018 To: 02/28/2018

Date: 03/04/2018
 Time: 13:07:48

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Memo
		A4194 Other Admin. Expense	240.00		
02/22/2018	014525	JMSC FUTURITY, PLLC	Payment	2,400.00	
		A4171 Audit costs	2,400.00		
02/22/2018	014526	MAS COMMUNICATIONS	Payment	205.56	
		A4193 Telephone	205.56		
02/22/2018	014527	MKC, INC.	Payment	357.50	
		A4430 Miscellaneous Contract Costs	357.50		
02/22/2018	014528	MRCI	Payment	267.00	
		A4440 Janitorial Contracts	267.00		
02/22/2018	014529	Myron Wendland	Payment	30.00	
		A4150 Travel expenses	30.00		
02/22/2018	014530	Minnesota Elevator, Inc	Payment	815.08	
		A4434 Elevator Maintenance	815.08		
02/22/2018	014531	Menards-Mankato	Payment	481.23	
		A4420 Materials	481.23		
02/22/2018	014532	MTU Onsite Energy	Payment	803.32	
		A4437 Electrical Contracts	803.32		
02/22/2018	014533	SMR MANAGEMENT	Payment	5,000.00	
		A4195 Management Fees	5,000.00		
02/22/2018	014534	EMPLOYEEISCREENING REPORTS	Payment	80.00	
		A4194 Other Admin. Expense	80.00		
02/22/2018	014535	STEVE STARRETT CONSTRUCTION	Payment	613.75	
		A4435 Landscaping/Grounds Contracts	613.75		
02/22/2018	014536	USABLE Life	Payment	104.83	
		A4410.45 Maintenance Benefits	104.83		
02/22/2018	014537	Viking Fire & Safety LLC	Payment	124.69	
		A4441 Routine Maintenance	124.69		
02/23/2018	EFT	Bruce Ahlschlager	Payment	991.16	
		A4410 Labor - Maintenance	1,445.04		
		2117.1 Social Security Withheld	-89.59		
		2117.11 Medicare Withheld	-20.95		
		2117.2 Federal Income Tax Withheld	-103.81		
		2117.3 State Income Tax Withheld	-52.83		
		2117.5 Retirement	-186.70		
02/23/2018	EFT	ROBERT J DEKRUIJF	Payment	993.08	
		A4410 Labor - Maintenance	1,125.00		
		2117.1 Social Security Withheld	-69.75		
		2117.11 Medicare Withheld	-16.31		
		2117.2 Federal Income Tax Withheld	-27.92		
		2117.3 State Income Tax Withheld	-17.94		
02/23/2018	014538	Security Benefit	Payment	200.00	

North Mankato Housing & Redevelopment Authority
Check Register Detail by Category Report

Public Housing

From: 02/01/2018 To: 02/28/2018

Date: 03/04/2018
 Time: 13:07:48

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Memo
		A4410.45 Maintenance Benefits	200.00		
02/23/2018	014539	Security Benefit	Payment	417.46	
		A4410.45 Maintenance Benefits	417.46		
02/26/2018	014540	Goodrich Construction Inc.	Payment	1,975.00	
		A4437 Electrical Contracts	1,975.00		
02/26/2018	014541	The Free Press	Payment	112.86	
		A4192 Advertising	112.86		
02/26/2018	014542	Petty Cash	Payment	98.54	
		A4220 Recreation, Publications, & Other	74.53		
		A4190 Office Expense	24.01		
02/28/2018	EFT	ban k charge	Payment	14.42	
			0.00		

Date: 03/21/2018
 Time: 12:25:55

North Mankato Housing & Redevelopment Authority
Register - Basic Listing
 Public Housing
 From: 03/01/2018 To: 03/21/2018

March Bills Paid

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
014547	03/20/2018	ARTHUR J GALLAGER RISH MANAGEMENT	Payment	300.00	2434042; crime premium
014548	03/20/2018	Bruce Ahlschlager	Payment	214.20	Insurance
014549	03/20/2018	BRUNTON ARCHITECTS & ENGINEERS	Payment	17,759.50	18101; Phase 2
014550	03/20/2018	CULLIGAN WATER CONDITIONING	Payment	10.99	160-1675
014551	03/20/2018	The Free Press	Payment	112.86	0218956127; pl bid ad
014552	03/20/2018	McGowan Water Conditioning, Inc.	Payment	119.70	557042; Salt
014553	03/20/2018	Minnesota Elevator, Inc	Payment	815.08	741049; March service
014554	03/20/2018	Menards-Mankato	Payment	37.54	93794
014555	03/20/2018	MEYER & SONS TV & APPLIANCE	Payment	79.95	13300; ignitor
014556	03/20/2018	MKC, INC.	Payment	146.25	2018-2
014557	03/20/2018	MRCI	Payment	258.90	611163; Janitorial Services
014558	03/20/2018	Schwicker's	Payment	260.00	S510031047
014559	03/20/2018	EMPLOYEE SCREENING REPORTS	Payment	80.00	220182120; Background check
014560	03/20/2018	SMR MANAGEMENT	Payment	5,000.00	89517; Management Fee
014561	03/20/2018	Star Tribune	Payment	473.72	3/25/18-3/24/19
014562	03/20/2018	USable Life	Payment	104.83	Mar Life Insurance
014563	03/21/2018	Security Benefit	Payment	200.00	457
014564	03/21/2018	Security Benefit	Payment	472.91	401a
014565	03/21/2018	Minnesota NAHRO	Payment	200.00	00225; NAHRO Membership
EFT	03/08/2018	irs	Payment	1,135.23	941 tax payable
EFT	03/08/2018	mn dept rev	Payment	161.27	mn w/h
EFT	03/20/2018	ROBERT J DEKRUIF	Payment	993.08	3/15 pr
EFT	03/20/2018	Bruce Ahlschlager	Payment	1,284.61	3/18 pr
EFT	03/20/2018	CenterPoint Energy	Payment	3,687.98	6036440-3 2/7/18-3/11/18
EFT	03/20/2018	City of North Mankato	Payment	1,447.16	1/3/18-1/30/18 usage
EFT	03/20/2018	CONSOLIDATED COMMUNICATIONS	Payment	1,676.41	MAR AUTO PAY
EFT	03/20/2018	Xcel Energy	Payment	3,113.46	1/8/18-2/9/18 usage
EFT	03/20/2018	WM of Southern Minnesota MA	Payment	436.55	MAR TRASH
EFT	03/21/2018	Bruce Ahlschlager	Payment	1,212.48	3/30 pr
EFT	03/21/2018	ROBERT J DEKRUIF	Payment	993.08	3/30 pr

Total: (42,787.74)

Public Housing
From: 03/01/2018 To: 03/21/2018

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Memo
03/08/2018	EFT	is	Payment	1,135.23	
		2117.2 Federal Income Tax Withheld	1,135.23		
03/08/2018	EFT	mn dept rev	Payment	161.27	
		2117.3 State Income Tax Withheld	161.27		
03/20/2018	EFT	ROBERT J DEKRUIJF	Payment	993.08	
		A4410 Labor - Maintenance	1,125.00		
		2117.1 Social Security Withheld	-69.75		
		2117.11 Medicare Withheld	-16.31		
		2117.2 Federal Income Tax Withheld	-27.92		
		2117.3 State Income Tax Withheld	-17.94		
03/20/2018	EFT	Bruce Ahlschlager	Payment	1,284.61	
		A4410 Labor - Maintenance	1,871.55		
		2117.1 Social Security Withheld	-116.04		
		2117.11 Medicare Withheld	-27.14		
		2117.2 Federal Income Tax Withheld	-151.92		
		2117.3 State Income Tax Withheld	-79.55		
		2117.5 Retirement	-212.29		
03/20/2018	EFT	CenterPoint Energy	Payment	3,687.98	
		A4330 Gas	3,687.98		
03/20/2018	EFT	City of North Mankato	Payment	1,447.16	
		A4310 Water	727.83		
		A4390 Other Utilities Expense	719.33		
03/20/2018	EFT	CONSOLIDATED	Payment	1,676.41	
		A4190 Office Expense	66.90		
		A4390 Other Utilities Expense	1,353.42		
		A4193 Telephone	256.09		
03/20/2018	EFT	Xcel Energy	Payment	3,113.46	
		A4320 Electricity	3,113.46		
03/20/2018	EFT	WM of Southern Minnesota MA	Payment	436.55	
		A4391 Garbage Removal	436.55		
03/20/2018	014547	ARTHUR J GALLAGER RISH	Payment	300.00	
		A4510 Insurance - Property, Liability, Work	300.00		
03/20/2018	014548	Bruce Ahlschlager	Payment	214.20	
		A4410.45 Maintenance Benefits	214.20		
03/20/2018	014549	BRUNTON ARCHITECTS &	Payment	17,759.50	
		1400.71 Building Improvements	17,759.50		
03/20/2018	014550	CULLIGAN WATER CONDITIONING	Payment	10.99	
		A4230 Contract Costs, Training & Other	10.99		
03/20/2018	014551	The Free Press	Payment	112.86	
		A4192 Advertising	112.86		
03/20/2018	014552	McGowan Water Conditioning, Inc.	Payment	119.70	

North Mankato Housing & Redevelopment Authority
Check Register Detail by Category Report

Public Housing
From: 03/01/2018 To: 03/21/2018

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Memo
		A4441 Routine Maintenance	119.70		
03/20/2018	014553	Minnesota Elevator, Inc	Payment	815.08	
		A4434 Elevator Maintenance	815.08		
03/20/2018	014554	Menards-Mankato	Payment	37.54	
		A4420 Materials	37.54		
03/20/2018	014555	MEYER & SONS TV & APPLIANCE	Payment	79.95	
		A4420 Materials	79.95		
03/20/2018	014556	MKC, INC.	Payment	146.25	
		A4430 Miscellaneous Contract Costs	146.25		
03/20/2018	014557	MRCI	Payment	258.90	
		A4440 Janitorial Contracts	258.90		
03/20/2018	014558	Schwicker's	Payment	260.00	
		A4438 Plumbing Contracts	260.00		
03/20/2018	014559	EMPLOYEE SCREENING REPORTS	Payment	80.00	
		A4194 Other Admin. Expense	80.00		
03/20/2018	014560	SMR MANAGEMENT	Payment	5,000.00	
		A4195 Management Fees	5,000.00		
03/20/2018	014561	Star Tribune	Payment	473.72	
		A4190 Office Expense	473.72		
03/20/2018	014562	US Able Life	Payment	104.83	
		A4410.45 Maintenance Benefits	104.83		
03/21/2018	EFT	Bruce Ahlschlager	Payment	1,212.48	
		A4410 Labor - Maintenance	1,766.16		
		2117.1 Social Security Withheld	-109.50		
		2117.11 Medicare Withheld	-25.61		
		2117.2 Federal Income Tax Withheld	-140.04		
		2117.3 State Income Tax Withheld	-72.56		
		2117.5 Retirement	-205.97		
03/21/2018	EFT	ROBERT J DEKRUIF	Payment	993.08	
		A4410 Labor - Maintenance	1,125.00		
		2117.1 Social Security Withheld	-69.75		
		2117.11 Medicare Withheld	-16.31		
		2117.2 Federal Income Tax Withheld	-27.92		
		2117.3 State Income Tax Withheld	-17.94		
03/21/2018	014563	Security Benefit	Payment	200.00	
		A4410 Labor - Maintenance	200.00		
03/21/2018	014564	Security Benefit	Payment	472.91	
		A4410 Labor - Maintenance	472.91		
03/21/2018	014565	Minnesota NAHRO	Payment	200.00	
		A4194 Other Admin. Expense	200.00		

Joleen Pfau

From: Dan Sarff <dansa@bolton-menk.com>
Sent: Wednesday, March 07, 2018 4:33 PM
To: Joleen Pfau
Cc: 'Geoff Little'; Ted Clavel (ted@bruntonarchitects.com); April Van Genderen
Subject: Koppen Gardens Paarking Lot Bids

Hi Joleen,

I did look through the bidding documents and found the following:

- In all locations where the bid bond is referenced, it states 10%
- I reviewed the HUD general conditions for projects >\$100,000 that were included in the bidding documents and it does not specify the amount of the bid bond
- There is a statement in the Instructions to Bidders that addresses waiving minor informalities:

19.01 Owner reserves the right to reject any or all Bids, including without limitation, nonconforming, nonresponsive, unbalanced, or conditional Bids. Owner will reject the Bid of any Bidder that Owner finds, after reasonable inquiry and evaluation, to not be responsible. If Bidder purports to add terms or conditions to its Bid, takes exception to any provision of the Bidding Documents, or attempts to alter the contents of the Contract Documents for purposes of the Bid, then the Owner will reject the Bid as nonresponsive; provided that Owner also reserves the right to waive all minor informalities not involving price, time, or changes in the Work.

The bid bond only provides insurance for the Owner that the bidder will follow through by signing a contract for the amount bid, and provides the Owner with assurances that the bidder won't walk away if they feel their bid is too low after seeing other bids. The bid bond becomes null and void after the contract is signed.

Since the bid bond does not involve "price, time, or changes in the Work" I believe that it is a very reasonable position that an incorrect bid bond percentage would be considered a minor informality.

I received an unsolicited call from a representative from WW Blacktopping, and he said that they would understand if the North Mankato Housing and Redevelopment Authority would consider this a minor irregularity and would not contest or object to the award of the bid to Nielsen Blacktopping.

I suggest that you contact your HUD representative to see if they have any issues with waiving the incorrect bid bond amount as a minor irregularity. If they have no objections, I recommend that the HRA award the bid to Nielsen Blacktopping.

I have not contacted the City Attorney, and can still do so to get his opinion if you prefer, but given the information provided above, I'm not sure that it would be necessary.

Let me know if you would like to discuss.

Thanks.

Dan

Daniel R Sarff P.E.
Senior Principal Engineer
Bolton & Menk, Inc.
1960 Premier Drive
Mankato, MN 56001-5900
Phone: 507-625-4171 ext. 2077
Mobile: 507-327-0666
Bolton-Menk.com

This email has been scanned by the Symantec Email Security.cloud service.
For more information please visit <http://www.symanteccloud.com>
