

MINUTES – Executive Committee Meeting
 8/12/2019 – 1PM – Lumberjack Office

Present: Bob Hermes, Dave Solin Claudia Baker, Yvonne Van Pembrook. Staff: Paul Mueller & Tracy Beckman

Call to Order at 1:05pm

The only agenda item is to review the FIA/CFI bid proposal. Members did this by reviewing the required forms as stated below:

- Bidder Required form and Paul’s accompanying narrative
- Statement of Bidder’s Qualifications and Paul’s accompanying narrative
- Bid Price Sheet. Mueller passed out a combined budget for the following projects: FIA, Urban FIA, CFI & Urban CFI. This budget is for the first year of the contract from 9/1/2019 to 8/31/2020 totaling \$625,360.56 which reflects a 2.68% decrease over last year (\$642,590.29). Baker/Solin moved to approve the budget as presented. Motion Carried. This motion covers items 1, 3, & 4 on the bid-sheet chart below.

Mueller explained how he arrived at the proposed figures for the habitat projects and recommends they stay at \$87.30 per plot. Motion by Solin/Baker that Item # 2 and #5 from the table remain at \$87.30 per the recommendation. Motion Carried.

Mueller explained how he arrived at the proposed figures for training and recommends \$38.16 per plot. Motion by Baker/VanPembrook that Item #6 from the table be \$38.16 per plot as recommended. Motion Carried.

Below is the completed bid, color-coded by motion:

Item No.	Quantity and Unit	Description	Price Per Unit	Extended Total
1	520 plots+	Part 1 Forest inventory intensification field data collection services in accordance with the attached specifications, terms and conditions of bid.	\$603.08	\$313,602.89
	160 plots +	Part 1 Urban forest inventory field data collection service in accordance with the attached specifications, terms and conditions of bid.	\$580.33	\$92,853.27
2	<30 plots	Part 1 Wisconsin habitat type field data collection services in accordance with the attached specifications, terms and conditions of bid.	\$87.30	\$2,619.00

3	430 plots+	Part 2 Continuous Forest Inventory, non-growing season (P2) plots on State Forests, field data collection services in accordance with the attached specifications, terms and conditions of bid.	\$338.46	\$145,537.80
4	215 plots+	Part 2 Continuous Forest Inventory, growing season (P2+P3) plots on State Forests, field data collection services in accordance with the attached specifications, terms and conditions of bid.	\$341.24	\$73,366.60
5	<60	Part 2 Wisconsin habitat type field data collection services in accordance with the attached specifications, terms and conditions of bid.	87.30	\$5,238.00
6	100 hours	Part 2 Provide support and training to County Forest staff regarding all aspects of CFI data collection	\$38.16	\$3,816.00
				<u>Total Bid Amount</u>
				\$637,033.56

Finally, members reviewed references and it is noted that other required documents, such as letters of intent and resumes are compiled and available if anyone wants to read them.

After double-checking the numbers, Hermes signed the Bidder Required Form and the Bid Price Sheet. The Committee gave Mueller and Beckman direction to review the figures once again to be sure, then to compile and submit the entire bid online prior to the 8/27/19 11:00AM deadline.

Adjourn – VanPembrook/Solin moved to adjourn at 2:07pm. Motion Carried.



Submitted 8/12/2019 by Yvonne Van Pembrook, Secretary