

Manistee County Board of Commissioners

CHAIRPERSON
Ken Hilliard
VICE-CHAIRPERSON
Jeff Dontz

Mark Bergstrom
Karen Goodman
Alan Marshall
Richard Schmidt
Brook Shafer

Manistee County Courthouse • 415 Third Street • Manistee, Michigan 49660

CLERK
Jill Nowak
(231) 723-3331
CONTROLLER/ADMINISTRATOR
Thomas Kaminski
(231) 398-3500

HOUSING REVIEW BOARD MINUTES

Friday, December 18, 2015
4:00 P.M.

Manistee County Courthouse & Government Center
Board of Commissioners Meeting Room

MINUTES

- Members Present: Jeff Dontz, Chairperson and Alan W. Marshall
- Members Absent: Karen Goodman
- Others Present: Rachel Nelson, Finance Assistant/Housing Program Administrator; Julie Schmeling, Administrative Secretary; Lindsey Marquardt, Chief Deputy County Clerk

The meeting was called to Order at 4:03 p.m.

NOTE – Items requiring Board Action are indicated in BOLD

CONSIDERATION OF BIDS ON EMERGENCY PROJECT 14-5-15

The Committee reviewed two bids for consideration on emergency project 14-5-15.

Rachel Nelson gave a brief explanation of the project and the difference in the bids for the project. The bid from Scott Adamczak Construction was in the amount of \$9,250. (APPENDIX A) The bid from Kessler Construction was in the amount of \$12,515.62. (APPENDIX B)

Moved by Dontz, Seconded by Marshall to accept the bid from Scott Adamczak Construction at a cost not exceed \$9,250.00 for emergency project 14-5-15.

- YEAS: 2 Dontz, Marshall
- NAYS: 0
- ABSENT: 1 Goodman

Motion Carried

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All materials must be installed per manufacturer's specifications and to all applicable building codes. Contractor responsible for obtaining all required permits. All bidders to include all necessary materials and labor to complete work to the satisfaction of the owner, Manistee County and the Manistee County Housing Program. Work to be performed to meet generally accepted standards for construction. Manistee County and the Manistee County Housing Program are not responsible for items not included in specifications or floor plans, but are required to complete the contract. Sworn statements and lien waivers are required prior to payment for work completed.

The Owner reserves the right to accept or reject any and/or all bids.

Bids are due by Thursday, December 17, 2015, at 1:00 P.M.

Bid submitted by:

TOTAL BID PRICE:

Kessler Construction
Company Name

\$ 12,515.62

85 DIVISION ST. MANISTEE MI. 49660
Address

Federal I.D.

[Signature]
Signature

.....
SUBCONTRACTOR LIST

Name of Subcontractor & Reason	Cost
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



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SPEC SHEET FOR: [REDACTED]

ROOF:

Roof Bid Price: \$ 12,515.62

Remove all existing shingles and tar paper down to wood surface. This includes all roof vents, rain gutters, and flashing. Check the condition of the substructure to ensure that it is sound. Repair or replace any rotted wood. On north side of house (rear) repair or replace any deteriorated wood on fascia and where necessary 'sister' new tails to existing rafters. It may be required to open roof up to secure new tails on rafters. On south side of house (front) above front door, it will be necessary to build a 'cricket' to ensure that snow and water are immediately channeled off the roof. Apply minimum of two layers of Ice and Water Shield to ALL eaves. Cover all shed dormers AND roof over front door and windows with Ice and Water Shield. Cover rest of roof with 15# felt paper. Double Ice and Water Shield in ALL valleys. Use proper flashing on ALL wall/roof intersections to ensure no leaks. This may require removal of some of the siding. Be careful not to damage siding so it can be reinstalled. Install a minimum of six roof vents for proper ventilation. Match and replace any damaged fascia. Install Architectural three dimensional asphalt shingles with a minimum 25 year warranty, color to be chosen by owner. Reinstall all rain gutters on eaves of the house and replace any damaged materials. Tuck point upper chimney with new mortar after removing all loose material from the joints. Protect house from damage while work is being performed and clean up all debris, including nails, and remove from premises depositing refuse into proper landfill.

Refer any questions to Mark Niesen at [REDACTED].

Miscellaneous

All work to be completed under one (1) general contract. General contractors are responsible for all work requiring other trades. All contractors, including sub-contractors, must be licensed and insured, including workman's compensation insurance and must provide copies to the owner, and must comply with Executive Order 11246, and Section 3 of the Housing and Urban Development Act of 1968, as amended. Contractor responsible for field verifying all measurements.

Bidders must provide bid for all work items, including specified material allowances. All incomplete bids will be rejected. Contractor responsible for refuse disposal. Contract with owner must be executed within five days to approved low bidder and construction must be completed as soon as possible, weather permitting. Contractor must list all proposed subcontractors and proposed costs of each subcontractor. Owner reserves the right to approve all subcontractors. Contractor will be responsible for liquidated damages of \$100.00 per day over contract period.



Equal Housing Opportunity
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The Owner reserves the right to accept or reject any and/or all bids.

Bids are due by Thursday, December 17, 2015, at 1:00 P.M.

Bid submitted by:

TOTAL BID PRICE:

Scott Adamczak
Company Name

\$ 9250.00

181 Quincy St, Manistee, MI 49660
Address

[REDACTED]
Federal I.D.

Scott Adamczak
Signature

.....
SUBCONTRACTOR LIST

Name of Subcontractor & Reason	Cost
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



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SPEC SHEET FOR: [REDACTED]

ROOF:

Roof Bid Price: \$ 9250.00

Remove all existing shingles and tar paper down to wood surface. This includes all roof vents, rain gutters, and flashing. Check the condition of the substructure to ensure that it is sound. Repair or replace any rotted wood. On north side of house (rear) repair or replace any deteriorated wood on fascia and where necessary 'sister' new tails to existing rafters. It may be required to open roof up to secure new tails on rafters. On south side of house (front) above front door, it will be necessary to build a 'cricket' to ensure that snow and water are immediately channeled off the roof. Apply minimum of two layers of Ice and Water Shield to ALL eaves. Cover all shed dormers AND roof over front door and windows with Ice and Water Shield. Cover rest of roof with 15# felt paper. Double Ice and Water Shield in ALL valleys. Use proper flashing on ALL wall/roof intersections to ensure no leaks. This may require removal of some of the siding. Be careful not to damage siding so it can be reinstalled. Install a minimum of six roof vents for proper ventilation. Match and replace any damaged fascia. Install Architectural three dimensional asphalt shingles with a minimum 25 year warranty, color to be chosen by owner. Reinstall all rain gutters on eaves of the house and replace any damaged materials. Tuck point upper chimney with new mortar after removing all loose material from the joints. Protect house from damage while work is being performed and clean up all debris, including nails, and remove from premises depositing refuse into proper landfill.

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UPDATE ON MSHDA

Rachel Nelson informed the committee that as of January 18, 2016 the County's contact person with MSHDA will change. The Michigan Economic Development Corporation will be taking over instead of MSHDA.

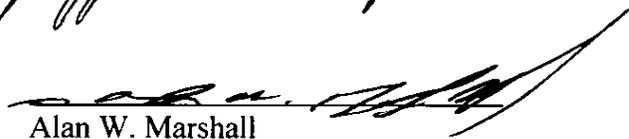
MISCELLANEOUS BOARD MEMBER COMMENT

None.

The meeting was adjourned at the Call of the Chair at 4:08 p.m.


Jeff Dantz, Chairperson


Karen Goodman


Alan W. Marshall