



SBWMA BOARD SUB COMMITTEE MEETING

FRIDAY, AUGUST 26, 2022 at 2:00 p.m.

VIA ZOOM VIDEO OR TELECONFERENCE MEETING ONLY

Link to Join:

<https://us02web.zoom.us/j/87816903091?pwd=anNEbHd4QldrczB3OFdwdXhocGVzdz09>

Phone number for voice access: 1 (669) 900 9128

Meeting ID: 878 1690 3091

Passcode: 498915

August 26, 2022 Meeting Minutes

These minutes were not approved by the SBWMA Board of Directors due to the sub-committee nature of the meeting, and the dollar amount being within the Executive Director's spending authority.

PURSUANT TO SBWMA RESOLUTION 2022-38, A SUB COMMITTEE OF THE BOARD WILL MEET BY TELECONFERENCE AND/OR VIDEO CONFERENCE ONLY. VIA ZOOM

<https://us02web.zoom.us/j/87816903091?pwd=anNEbHd4QldrczB3OFdwdXhocGVzdz09> FOR THIS ONE TOPIC MEETING IN WHICH THIS SUBCOMMITTEE WAS GIVEN THE AUTHORITY BY THE FULL BOARD TO AUTHORIZE THE BELOW MENTIONED PROJECT

AGENDA

Roll Call:

Board Vice Chair Rick Bonilla, San Mateo

Board Member Tom McCune, Belmont

Board Member Adam Rak, San Carlos

- 1. Resolution Approving Contract with Pacific Polymers, Inc. DBA American Foam Experts not-to-exceed \$55,610 for MRF Administration Office Building Roof Replacement**

The sub committee approved resolution 2022-39 (attached) awarding the MRF Administration Office Building Roof Replacement project to Pacific Polymers, Inc. DBA American Foam Experts for an amount not-to-exceed \$55,610

- 2. Sub Committee Member Comments**
- 3. Adjourn**

MEMBER AGENCIES

BELMONT * BURLINGAME * EAST PALO ALTO * FOSTER CITY * HILLSBOROUGH * MENLO PARK * REDWOOD CITY
* SAN CARLOS * SAN MATEO * COUNTY OF SAN MATEO * WEST BAY SANITARY DISTRICT

December 28, 2022



RESOLUTION NO. 2022-39

**RESOLUTION OF THE SOUTH BAYSIDE WASTE
MANAGEMENT AUTHORITY AD HOC SUBCOMMITTEE
APPROVING CONTRACT WITH PACIFIC POLYMERS, INC. DBA AMERICAN FOAM
EXPERTS IN AN AMOUNT NOT-TO-EXCEED \$55,610 FOR MRF ADMINISTRATION OFFICE
BUILDING ROOF REPLACEMENT**

WHEREAS, the SBWMA owns the Shoreway Environmental Center and is responsible for maintaining the building and site in good working order and in compliance with regulations; and

WHEREAS, the MRF Administration Office Building needs the current PVC membrane roof replaced with a new spray foam roof; and

WHEREAS, an invitation for bid was originally issued in May 2022 and three bids were received; and

WHEREAS, the Board of Directors approved resolution 2022-38 reviewing and rejecting all three bids, and establishing an Ad Hoc Subcommittee composed of Vice Chair Bonilla, Board members McCune and Rak to work with staff to rebid the project and directed that the Ad Hoc Subcommittee review staff's determination regarding the lowest responsive and responsible bidder once the project was rebid and to thereafter authorize a contract with the lowest responsive and responsible bidder so as to complete the repair before the rainy season of 2022; and

WHEREAS, the project was rebid in August 2022 after staff consultation with the Ad Hoc Subcommittee and two bids were received; and

WHEREAS, staff determined Pacific Polymers, Inc. DBA American Foam Experts to be the lowest responsive and responsible bidder and the Ad Hoc Subcommittee agrees with this staff determination.

NOW, THEREFORE BE IT RESOLVED, that on August 26, 2022 the South Bayside Waste Management Authority Ad Hoc Subcommittee by a vote of 3:0 hereby approves awarding a contract in an amount not-to-exceed \$55,610 to Pacific Polymers, Inc. DBA American Foam Experts for replacement of the MRF Administration Office Building roof and establishes a 10% contingency to be administered by the Executive Director as appropriate.

PASSED AND ADOPTED by the South Bayside Waste Management Authority Ad Hoc Subcommittee by the following vote:

Ad Hoc Committee Member	Yes	No	Absent	Abstain
Tom McCune, Belmont	X			
Adam Rak, San Carlos	X			
Rick Bonilla, San Mateo	X			

I HEREBY CERTIFY that the foregoing Resolution No. 2022-39 was duly and regularly adopted at a meeting of the South Bayside Waste Management Authority Ad Hoc Subcommittee on August 26, 2022.

DocuSigned by:

Rick Bonilla

C1891DF42509423

Rick Bonilla, Ad Hoc Committee Member
& SBWMA Vice Chair

ATTEST:

DocuSigned by:



1877D0C3A6464A6...

Cyndi Urman, Clerk of the Board



RESOLUTION NO. 2022-38

RESOLUTION OF THE SOUTH BAYSIDE WASTE MANAGEMENT AUTHORITY BOARD OF DIRECTORS APPROVING THE CREATION OF A SUBCOMMITTEE WITH PROXY TO AWARD CONTRACT FOR MATERIALS RECOVERY FACILITY (MRF) ADMINISTRATION OFFICE BUILDING ROOF REPLACEMENT

WHEREAS, the SBWMA owns the Shoreway Environmental Center and is responsible for maintaining the building and site in good working order and in compliance with regulations; and

WHEREAS, the MRF Administration Office Building needs the current PVC membrane roof replaced with a new roof; and

WHEREAS, the invitation for bid was issued in May 2022 and three bids were received; and

WHEREAS, on June 23, 2022 the SBWMA Board of Directors reviewed the three bids, directed staff to reject all bids, and rebid the project; and

WHEREAS, on June 23, 2022 the SBWMA Board of Directors also created a subcommittee of the following Board Members: **Tom McCune, Belmont; Rick Bonilla, San Mateo and Adam Rak, San Carlos** and directed staff to work with the subcommittee to prepare and reissue a bid packet for the project. Once the bids are received, the subcommittee was also tasked with receiving staff's determination of the lowest responsive and responsible bidder and, if the subcommittee deems it appropriate, to authorize staff to execute a contract with the lowest responsive and responsible bidder for replacement of the MRF Administration Office Building roof given the need to complete this repair in a timely manner before the rainy season of 2022.

NOW, THEREFORE BE IT RESOLVED, that the South Bayside Waste Management Authority hereby approves the creation of a subcommittee with proxy to award a contract for the for replacement of the MRF Administration Office Building roof.

PASSED AND ADOPTED by the Board of Directors of the South Bayside Waste Management Authority, County of San Mateo, State of California on the 23rd day of June 2022, by the following vote:

Agency	Yes	No	Abstain	Absent	Agency	Yes	No	Abstain	Absent
Belmont	X				Redwood City	X			
Burlingame	X				San Carlos	X			
East Palo Alto				X	San Mateo	X			
Foster City				X	County of San Mateo	X			
Hillsborough	X				West Bay Sanitary Dist	X			
Menlo Park	X								

I HEREBY CERTIFY that the foregoing Resolution No. 2022-38 was duly and regularly adopted at a regular meeting of the South Bayside Waste Management Authority on June 23, 2022.



Alicia Aguirre, Chairperson of SBWMA

ATTEST:



Cyndi Urman, Clerk of the Board