



**Port of Brownsville**  
Minutes of Study Session Meeting  
9 January 2013

**CALL TO ORDER**

Commissioner Bob Kalmbach called the study session meeting to order at 6:02 PM. In attendance were Commissioner Jack Bailey, Commissioner Allen Miller and Port Manager Jerry Rowland.

**APPROVAL OF AGENDA**

Motion made by Jack Bailey to approve agenda. Motion seconded by Allen Miller and approved unanimously.

**REVIEW BOAT LAUNCH DOCK REPLACEMENT BIDS**

Boat Launch Dock Replacement Scope of Work – The commissioners were provided information which included an Invitation to Bid, Instructions to Bidders, "Boat Launch Dock Replacement Scope of Work" and Bid Form.

Jerry Rowland reviewed bid opening procedures. There were 3 bids received: Northwest Docks, Watersmith Construction and Topper Industries. Jerry Rowland reviewed the bid packages and passed them to the commissioners for review. Jack Bailey noted that Topper Industries bid package was not complete. Jerry Rowland confirmed there was some missing information that was requested. Therefore, it was determined to be an incomplete bid package. Bob Kalmbach announced that the Watersmith bid package appeared to have missing information as well. Jerry Rowland confirmed that it was indeed an incomplete bid package. Therefore the only complete bid package was from Northwest Docks.

Jack Bailey questioned a type of material that was in the Northwest Docks bid package. Jim Guy replied that it was a durable poly that prevented damage to the dock if boats ran into it.

Allen Miller noted that Topper Industries had added taxes to their bid. Jack Bailey stated that it was a common practice with some contract bids. Jerry Rowland stated that the bid was not to include tax but since it was an incomplete bid package it was not important.

Jack Bailey asked if inspection of the aluminum welds will be in the contract. Jerry Rowland replied it would be.



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**CLOSE MEETING / ADJOURN**

Commissioner Jack Bailey made a motion to adjourn, Commissioner Allen Miller seconded. Motion passed unanimously. Meeting adjourned at 6:32 p.m.

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President/Commissioner

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Secretary/Commissioner

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Commissioner

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Recording Secretary