

CONTRACT MANAGEMENT COMMITTEE MEETING
Lorain Port Authority
June 3, 2014

Committee: Ms. Carr; Messrs. Brown, Mullins, Sommers, Williamson, Jr.

Board Members: Mrs. Cook; Messrs. Davila, Nielsen (6:30 p.m.)

Staff: Richard Novak, Executive Director

Guests: None

- I. **Roll Call** - The meeting was called to order at 6:05 p.m. by Committee Chairman Brad Mullins. Roll call indicated a quorum was present.
- II. **Disposition of Minutes.** The minutes of June 11, 2013 Contract Management Committee Meeting were presented for approval. Motion by Ms. Carr to accept the minutes. Support by Mr. Sommers. Motion carried.
- III. **Report of Chairman.**

1. U. S. Army Corps of Engineers Dockage Agreement – Cleveland. Mr. Novak stated this Agreement allows the Jet Express to dock along the Rock – Roll Hall of Fame in Cleveland. This is a five (5) year Agreement in the amount of \$500.00, \$100.00 per year. Mr. Mullins asked what is the remedy if the Agreement is cancelled. Mr. Novak stated a reimbursement would be sought. Mr. Novak stated he would verify the \$100.00 per year rate before the next Board Meeting. Mr. Mullins made a motion to present to the Board the Dockage Agreement with the Corps of Engineers. Harry Williamson, Jr. seconded the motion. Motion carried.

2. Review and Discussion – Policies and Procedures Contract Review and Approval. Mr. Mullins indicated a lengthy discussion was had at the Regular Board Meeting in May regarding the amounts that the Executive Director can approve for different contracts and the process for getting quotes for those different contracts and how that occurred. For contracts below \$10,000.00 there needs to be consistency on how each are handled. Mr. Brown indicated that receiving three bids/quotes for contracts around \$2,000.00 is not productive. Ms. Carr indicated if the contract is under \$2,500.00 taking phone calls to get two or three quotes should still be done, but done verbally and then put in writing. She also indicated quotes are needed for the \$10,000.00 threshold, even if using e-mail. Ms. Carr stated if the contract is under \$2,500.00, quotes are required and may be verbal. If the contract is \$2,500.00 up to \$50,000.00, written quotes would need to be obtained. Once it reaches the \$10,000.00 threshold, however, the matter would have to go to the full Board for their approval. Ms. Carr made a recommendation to the ByLaws Committee for contracts \$0.00 to \$2,500.00

seek three (3) verbal quotes and documented, the \$2,500.00 up to \$50,000.00 three written quotes to be obtained, however, anything over \$10,000.00 is subject to review and recommendation/approval by the Contract Management Committee prior to such project being awarded to a provided and any contract being executed. With respect to such projects the Port Authority must be submit its recommendation and all supporting documentation to the Contract Management Committee for review and, if recommended by such committee, the proposed contract will be referred thereafter to the full Board for approval. Allowance may be made in limited situations whereby the review and approval process may be expedited as necessary and appropriate, which allowance shall be determined jointly by the Executive Director and the Board Chairman or Vice Chairman.

Copies of all quote requests for projects reasonably expected to be greater than \$2,500.00 shall be provided to the current Chairperson of the Contract Management Committee. Emailed requests for quotes may be provided to the Chairperson by copying such individual on the email(s).

For ongoing projects whereby services are expected to be used on a periodic basis throughout the year such that the aggregate fees to be paid in a twelve (12) month period will exceed \$2,500.00, written quotes shall be obtain in accordance with the process set forth in paragraph B above.

The Port Authority staff shall prepare a monthly list of all contracts (regardless of dollar amounts) entered into by the Port Authority during the month since the prior Board of Directors meeting, and include such list in the Board's meeting packet. Additionally, the Port Authority staff shall prepare a list of projects (regardless of dollar amounts) that the staff anticipates contracting for in the coming 30, 60 and 90 days, and include such list in the Board's meeting packet.

A calendar or schedule of annual contracts shall be prepared for the Board to review on an annual basis." A list and calendar needs to be maintained for all contracts. Also, the threshold for formal bidding for project is raised from \$25,000 to \$50,000. Seconded by Mr. Sommers. Motion carried.

IV. Other Business – None.

V. Adjournment. There being no further business to come before the Contract Management Committee, Mr. Williamson, Jr. made a motion to adjourn. Support by Mr. Brown. Motion carried. The meeting was adjourned at 6:54 p.m.

Brad Mullins, Chairman

Richard M. Novak, Executive Director