

**PUBLIC NOTICE
A MEETING OF THE HINES COMMON COUNCIL
May 28, 2020 AGENDA**

- I. Meeting begins at 4:00 pm
 - II. Flag Salute
 - III. Public Comment – Non-Agenda Items ONLY (Speaking time limits may apply)

 - IV. Old Business
 - a) Brandon Mahon, Anderson Perry – Bid Report and Next Steps
 - b) Water Improvement Project – Letter of Intent to Contractor
 - c) Audit Report – Plan of Action

 - VII. Mayor and Council Comments

 - XIII. Adjournment
- VOTE
VOTE

VOTE

This Council Meeting is open to the public. It is anticipated to last approximately one-half hour.

In accordance with ORS 192.630, City of Hines will make a good faith effort to provide accommodations for any person desiring to attend a public meeting, if the request is made at least 48 hours in advance of the meeting time. The meeting room is physically accessible to persons with mobility devices; a sign language or foreign language interpreter may be available, with advance notice.

DATED this 28th day of May 2020

Kirby Letham, City Administrator



Council Mtg 5/28/20

Ray, Hutch, Gary, Mayor, Maissailai

I.

II.

III.

IV. a) Brandon Mahon report on Bids

- Hutch: question on adds - Brandon explained
- Kirby: question on line item
- Brandon explains letter. \$5,373,000 is our budget with \$471,000 in contingency; Brandon suggests awarding based on Base bid.
- Kirby: Brandon discussion on South tank.
- Mayor remembered discussion about letting S. tank go another 5 yrs.
- Brandon explained Notice of Intent to Award, 7 days for protest period, Then on 8th day = Notice of Award.
- * Hutch motioned for Notice of Intent, Ray 2nd, All Ayes. motion carried.

b) Audit - Plan of Action
Hutch, Gary

Adjourn @ 4:37 pm

Executive session @ 4:38 pm

adjourn at 5:44 pm

Resume Council @ 5:44 pm

Mayer: \$500 Admin - 6K

8 hrs Paula -

\$500 . 2.5.

100 . 1.4. R.

14/hr for reserves (PD & FD)

\$390/mo. fire chief

Adjust Salaries.

Quick, Ray. All Ages

Rae - good work

Hutch -

Quick -

Gray -

Ray, adjourn. Gray 2nd. Ages

Account Information

Date: May 28, 2020 3:58:03 PM

Dial-in number: 🇺🇸 (425) 436-6354

Access code: 710647

Account: #s12080374

Audio

Caller	Service Type	Start Time	End Time	Duration
+1 541 573 2244 - HINES CITY OF Host	📞 🇺🇸	3:58:03 PM	4:30:32 PM	33m
+1 541 263 1547 - Mahon Brandon A	📞 🇺🇸	3:58:36 PM	4:30:27 PM	32m

Number of attendees: 2

Note: All times in Pacific Time

Toll minutes: 65m

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Fax: (562) 432-5250

NOTICE OF INTENT TO AWARD CONTRACT

TO: **All Bidders for the Project Listed Below**

DATE OF NOTICE: **May 28, 2020**

PROJECT NAME: **City of Hines, Oregon
Water System Improvements - 2020**

NOTICE IS HEREBY GIVEN that the City of Hines, Oregon (Owner) intends to award the above-described Contract to the following apparent low Bidder:

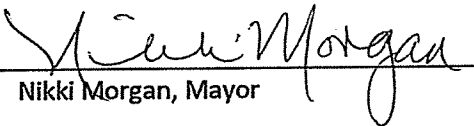
Warrington Construction Corp. of Oregon
P.O. Box 910
Ontario, Oregon 97914

NOTICE IS FURTHER GIVEN that any protest of the Owner's Notice of Intent to Award Contract must be filed with the City of Hines, Oregon, P.O. Box 336, Hines, Oregon 97738 on or before seven calendar days from the date of this Notice. Protests must be in writing stating the basis of the protest in detail as provided by Oregon Law and be physically received at the above address on or before said date.

If no protest is filed on or prior to said date, the Owner will thereafter award the above described Contract to the Bidder named above by issuance of a Notice of Award of Contract to said Bidder.

Dated this 28th day of May, 2020.

City of Hines, Oregon

By 
Nikki Morgan, Mayor

May 27, 2020

Mayor Nikki Morgan and City Council
City of Hines
P.O. Box 336
Hines, Oregon 97738

RE: Water System Improvements - 2020
Award of Construction Contract

Dear Mayor Morgan and Council:

Bids for the City of Hines, Oregon - Water System Improvements - 2020 project were received and opened on May 20, 2020. Five bids were received. The apparent low bidder for the project is Warrington Construction Corp. of Oregon (Warrington), from Ontario, Oregon. A bid tabulation of all bids received is attached. The bid amounts from the bidders are summarized on the following table.

Bidder	Total Base Bid Price	Additive Alternative A	Additive Alternative B	Additive Alternative C
Warrington Construction Corp. of Oregon	\$4,895,100.00	\$783,825.00	\$150,000.00	\$115,000.00
Tapani, Inc.	\$4,950,000.00	\$860,525.00	\$167,800.00	\$358,800.00
Morello Construction LLC	\$5,149,267.00	\$601,315.00	\$198,600.00	\$157,800.00
Robinson & Owen Heavy Construction	\$5,196,507.00	\$823,500.00	\$172,800.00	\$132,000.00
Stettler Supply Company	\$5,527,975.00	\$590,565.00	\$209,800.00	\$157,300.00

The total base bid amount for the apparent low bidder is lower than the Engineer's Estimate of \$5,006,000.00. The City's construction funding budget is \$5,373,000 with an additional \$471,000 of contingency funds. It is recommended that the City award the base bid at this time. Anderson Perry has reviewed the Bid and the accompanying documents provided in the Bidder's Packet as submitted by Warrington and their bid appears to be responsive. We have reviewed the State of Oregon Construction Contractors Board website, and it appears the license held by Warrington is in good standing. We see no reason why Warrington is not qualified to perform the work called for in the Contract Documents.

A copy of the Notice of Intent to Award and draft Notice of Award are enclosed with this letter. Per Oregon state rules associated with project funding, the Notice of Intent to Award must be sent to contractors that submitted bids for the project, and then a seven-day protest period will begin. If the City desires to award the Contract to Warrington, please sign and return the Notice of Intent to Award and return to me for distribution to all bidders. Once the required seven-day protest period has expired, if no protests have been filed, the City can proceed with signing the Notice of Award.

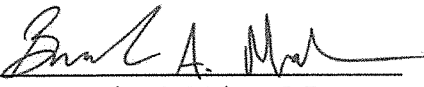
If the City awards the Contract to Warrington, all three signed originals of the Notice of Award will need to be returned to our office. We will then forward the Notice of Award, along with the required Contract insurance and bonding forms, to Warrington so the Contracts, including Performance and Payment Bonds, can be prepared for legal review by the City's legal counsel.

Mayor Nikki Morgan and City Council
May 27, 2020
Page -2-

If you have any questions regarding the bidding and award process or any other project information, please feel free to contact me.

Sincerely,

ANDERSON PERRY & ASSOCIATES, INC.

By 
Brandon A. Mahon, P.E.

BAM/cd

Enclosures

cc: File No. 210-03-55 (w/encl.)

G:\Clients\Hines\Water\210-03 WSI\Correspondence\Morgan - Award Letter.doc

NOTICE OF INTENT TO AWARD CONTRACT

TO: **All Bidders for the Project Listed Below**

DATE OF NOTICE: **May 28, 2020**

PROJECT NAME: **City of Hines, Oregon
Water System Improvements - 2020**

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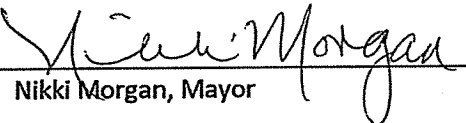
Warrington Construction Corp. of Oregon
P.O. Box 910
Ontario, Oregon 97914

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If no protest is filed on or prior to said date, the Owner will thereafter award the above described Contract to the Bidder named above by issuance of a Notice of Award of Contract to said Bidder.

Dated this 28th day of May, 2020.

City of Hines, Oregon

By 
Nikki Morgan, Mayor

NOTICE OF AWARD

Date of Issuance: **June 5, 2020**

Owner: **City of Hines, Oregon**

Engineer: **Anderson Perry & Associates, Inc.**

Project: **Water System Improvements - 2020**

Bidder: **Warrington Construction Corp. of Oregon**

Bidder's Address: **P.O. Box 910, Ontario, Oregon 97914**

TO BIDDER:

You are notified that Owner has accepted your Bid dated May 20, 2020, for the above Contract, and that you are the Successful Bidder and are awarded a Contract for **the Base Bid amount**.

The Contract Price of the awarded Contract is: **\$4,895,100.00**

You must comply with the following conditions within 15 days of the date you receive this Notice of Award.

1. Notice of Award

Acknowledge acceptance of the Project award in the space provided on this Notice of Award form. Be sure to include the date, as well as the signature and title of the person signing the Award form. **Return all 3 copies to the Engineer.**

2. Agreement Between Owner and Contractor

Date and sign all **3** copies of the attached Agreement form. **Return all 3 copies** to the Engineer.

3. Payment and Performance Bonds

Provide the Construction Performance and Payment Bonds. Enclosed are **3** copies of the Payment Bond and **3** copies of the Performance Bond forms. Include an appropriate Power of Attorney which is properly dated with each of the bonds. **Additionally, note that the date shown on the Payment and Performance Bonds must be on or after the date shown on the Agreement.** The date on the Power of Attorney should be the same as shown on the Bond. These Payment and Performance Bond forms must be used, and no others will be accepted. Return **3** completed copies to the Engineer.

4. Certificate of Insurance

Complete the enclosed Certificate of Insurance form. The enclosed Certificate of Insurance form is the only acceptable form to be used for this project. Standard ACORD forms from the insurance company will be required to be attached to this form. Be sure to include Worker's Compensation certificates. Return all **3** copies to the Engineer.

5. Statutory Public Works Bond

The Contractor and applicable Subcontractors must file a Public Works Bond with the Construction Contractor's Board in accordance with Oregon Laws 2005, Chapter 360, Section 2. Verification that this bond has been filed by the Contractor must be submitted to the Engineer.

6. Other requirements

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within 20 days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Agreement and Contract Documents.

City of Hines, Oregon
(OWNER)

By: _____
(AUTHORIZED SIGNATURE)

(NAME)

(TITLE)

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged by _____
_____ this the _____ day of _____, 2020.

By: _____

Name: _____

Title: _____

Copy to Owner

ANDERSON PERRY & ASSOCIATES, INC.				PROJECT: City of Hines, Oregon				OWNER: City of Hines			
P.O. Box 1107				Water System Improvements - 2020				P.O. Box 336			
La Grande, Oregon 97850				BIDDERS				Hines, Oregon 97738			
Bid Opening: 2:00 p.m., May 20, 2020, City of Hines City Hall,				Warrington Construction Corp. of Oregon				Tapani, Inc.			
101 E. Barns Avenue, Hines, Oregon 97738				Engineer's Estimate				Morello Construction LLC			
Item	Description	Unit	Amount	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	Mobilization/Demobilization (not to exceed 5% of Total Base Bid Price)	L.S.	1	\$238,000.00	\$238,000.00	\$230,000.00	\$230,000.00	\$246,000.00	\$246,000.00	\$245,000.00	\$245,000.00
2	Temporary Protection and Direction of Traffic/Protect Safety	L.S.	1	\$150,000.00	\$150,000.00	\$250,000.00	\$250,000.00	\$75,000.00	\$75,000.00	\$15,700.00	\$15,700.00
3	Job Photos	Each	150	\$15.00	\$2,250.00			\$15.00	\$2,250.00	\$15.00	\$2,250.00
4	Erosion Control	L.S.	1	\$20,000.00	\$20,000.00	\$2,000.00	\$2,000.00	\$75,000.00	\$75,000.00	\$10,600.00	\$10,600.00
5	6-inch Polyvinyl Chloride (PVC) Water Line	L.F.	340	\$40.00	\$13,600.00	\$60.00	\$20,400.00	\$80.00	\$27,200.00	\$68.55	\$23,307.00
6	8-inch PVC Water Line	L.F.	29,000	\$60.00	\$1,740,000.00	\$40.00	\$1,160,000.00	\$44.00	\$1,276,000.00	\$51.84	\$1,503,360.00
7	8-inch Restrained Joint PVC Water Line	L.F.	110	\$80.00	\$8,800.00	\$50.00	\$5,500.00	\$60.00	\$6,600.00	\$104.80	\$11,528.00
8	12-inch Restrained Joint PVC Water Line	L.F.	1,000	\$120.00	\$120,000.00	\$100.00	\$100,000.00	\$50.00	\$50,000.00	\$111.86	\$111,860.00
9	8-inch Gate Valve	Each	100	\$1,500.00	\$150,000.00	\$1,700.00	\$170,000.00	\$1,200.00	\$120,000.00	\$1,301.00	\$130,100.00
10	12-inch Gate Valve	Each	4	\$2,000.00	\$8,000.00	\$3,000.00	\$12,000.00	\$1,900.00	\$7,600.00	\$2,327.00	\$9,308.00
11	3/4-inch Water Service Line	L.F.	2,300	\$30.00	\$69,000.00	\$60.00	\$138,000.00	\$23.00	\$52,900.00	\$10.31	\$23,713.00
12	Water Service Connection	Each	334	\$500.00	\$167,000.00	\$300.00	\$100,200.00	\$460.00	\$153,640.00	\$302.00	\$100,868.00
13	Water Meter Relocation	Each	50	\$1,000.00	\$50,000.00	\$2,500.00	\$125,000.00	\$770.00	\$38,500.00	\$1,492.00	\$74,600.00
14	Fire Hydrant Assembly	Each	48	\$4,500.00	\$216,000.00	\$4,500.00	\$216,000.00	\$5,500.00	\$264,000.00	\$5,885.00	\$282,480.00
15	Connection to Existing Fire Hydrant	Each	13	\$3,000.00	\$39,000.00	\$2,500.00	\$32,500.00	\$2,800.00	\$36,400.00	\$3,269.00	\$42,497.00
16	Connection to Existing Water Line	Each	60	\$1,000.00	\$60,000.00	\$2,500.00	\$150,000.00	\$4,000.00	\$240,000.00	\$2,853.00	\$171,180.00
17	Air Release Valve	Each	3	\$4,500.00	\$13,500.00	\$3,000.00	\$9,000.00	\$5,800.00	\$17,400.00	\$1,912.00	\$5,736.00
18	Temporary Water Service	L.S.	1	\$50,000.00	\$50,000.00	\$20,000.00	\$20,000.00	\$10,000.00	\$10,000.00	\$32,320.00	\$32,320.00
19	Repair of Unmarked Water Main	Each	10	\$3,000.00	\$30,000.00	\$500.00	\$5,000.00	\$2,600.00	\$26,000.00	\$5,320.00	\$53,200.00
20	Repair of Unmarked Water Service Line	Each	20	\$1,000.00	\$20,000.00	\$300.00	\$6,000.00	\$1,000.00	\$20,000.00	\$2,396.00	\$47,920.00
21	Repair of Unmarked Sewer Main	Each	5	\$1,500.00	\$7,500.00	\$300.00	\$1,500.00	\$1,400.00	\$7,000.00	\$5,007.00	\$25,035.00
22	Repair of Unmarked Sewer Service Line	Each	10	\$1,000.00	\$10,000.00	\$300.00	\$3,000.00	\$700.00	\$7,000.00	\$1,261.00	\$12,610.00
23	Water-Sewer Crossing	Each	3	\$2,000.00	\$6,000.00	\$600.00	\$1,800.00	\$800.00	\$2,400.00	\$3,804.00	\$11,412.00
24	Concrete Curb Restoration	L.F.	20	\$110.00	\$2,200.00	\$20.00	\$400.00	\$65.00	\$1,300.00	\$92.50	\$1,850.00

BID TABULATION														
ANDERSON PERRY & ASSOCIATES, INC. P.O. Box 1107 La Grande, Oregon 97850				PROJECT: City of Hines, Oregon Water System Improvements - 2020				OWNER: City of Hines P.O. Box 336 Hines, Oregon 97738						
Bid Opening: 2:00 p.m., May 20, 2020, City of Hines City Hall, 101 E. Barns Avenue, Hines, Oregon 97738				BIDDERS										
Item				Engineer's Estimate			Warrington Construction Corp. of Oregon			Tapani, Inc.			Morello Construction LLC	
				Unit Price	Total	Unit Price	Unit Price	Total	Unit Price	Total	Unit Price	Total		
25 Gravel Surface Restoration				S.Y.	1,850	\$9.00	\$16,650.00	\$5.00	\$9,250.00	\$10.00	\$18,500.00	\$9.50	\$17,575.00	
26 Asphalt Surface Restoration				S.Y.	2,100	\$90.00	\$189,000.00	\$50.00	\$105,000.00	\$80.00	\$168,000.00	\$58.00	\$121,800.00	
27 Existing Fence Restoration				L.F.	500	\$20.00	\$10,000.00	\$30.00	\$15,000.00	\$35.00	\$17,500.00	\$42.00	\$21,000.00	
28 Additional Potholing				Hour	120	\$200.00	\$24,000.00	\$150.00	\$18,000.00	\$220.00	\$26,400.00	\$225.00	\$27,000.00	
29 Imported General Trench Backfill				C.Y.	500	\$25.00	\$12,500.00	\$1.00	\$500.00	\$32.00	\$16,000.00	\$49.50	\$24,750.00	
30 Rock Excavation				C.Y.	800	\$150.00	\$120,000.00	\$30.00	\$24,000.00	\$74.00	\$59,200.00	\$210.00	\$168,000.00	
31 Bolted Steel Reservoir (Reservoir No. 2)				L.S.	1	\$850,000.00	\$850,000.00	\$963,700.00	\$963,700.00	\$950,000.00	\$950,000.00	\$957,877.00	\$957,877.00	
32 Reservoir No. 2 Power Conduit and Conductors				L.S.	1	\$30,000.00	\$30,000.00	\$20,000.00	\$20,000.00	\$4,800.00	\$4,800.00	\$52,228.00	\$52,228.00	
33 Reservoir No. 2 Access Road Improvements				L.S.	1	\$95,000.00	\$95,000.00	\$120,000.00	\$120,000.00	\$80,610.00	\$80,610.00	\$69,636.00	\$69,636.00	
34 Type 2 Fence				L.F.	2,800	\$10.00	\$28,000.00	\$6.00	\$16,800.00	\$18.00	\$50,400.00	\$15.50	\$43,400.00	
35 Well No. 2 Pump Station Improvements				L.S.	1	\$250,000.00	\$250,000.00	\$435,000.00	\$435,000.00	\$450,000.00	\$450,000.00	\$413,906.00	\$413,906.00	
36 Well No. 3 Pump Station Improvements				L.S.	1	\$150,000.00	\$150,000.00	\$307,300.00	\$307,300.00	\$340,000.00	\$340,000.00	\$274,911.00	\$274,911.00	
37 Supervisory Control and Data Acquisition Development and Programming				L.S.	1	\$40,000.00	\$40,000.00	\$100,000.00	\$100,000.00	\$6,400.00	\$6,400.00	\$8,750.00	\$8,750.00	
TOTAL BASE BID PRICE							\$5,006,000.00		\$4,895,100.00		\$4,950,000.00		\$5,149,267.00	
ADDITIVE ALTERNATIVE A - WATER SERVICE METER														
A.1 Water Service Meter Assembly Installation				Each	515	\$1,050.00	\$540,750.00	\$1,450.00	\$746,750.00	\$1,425.00	\$733,875.00	\$1,030.00	\$530,450.00	
A.2 Remove Existing Water Service Meter Assembly				Each	515	\$300.00	\$154,500.00	\$5.00	\$2,575.00	\$110.00	\$56,650.00	\$70.00	\$36,050.00	
A.3 Automated Meter Reading Equipment and Software				L.S.	1	\$25,000.00	\$25,000.00	\$22,000.00	\$22,000.00	\$52,000.00	\$52,000.00	\$20,815.00	\$20,815.00	
A.4 Utility Billing Software				L.S.	1	\$14,750.00	\$14,750.00	\$12,500.00	\$12,500.00	\$18,000.00	\$18,000.00	\$14,000.00	\$14,000.00	
TOTAL ADDITIVE ALTERNATIVE A PRICE							\$735,000.00		\$783,825.00		\$860,525.00		\$601,315.00	
TOTAL BASE BID PRICE + ADDITIVE ALTERNATIVE A PRICE							\$5,741,000.00		\$5,678,925.00		\$5,810,525.00		\$5,750,582.00	

BID TABULATION												
ANDERSON PERRY & ASSOCIATES, INC. P.O. Box 1107 La Grande, Oregon 97850 Bid Opening: 2:00 p.m., May 20, 2020, City of Hines City Hall, 101 E. Barns Avenue, Hines, Oregon 97738					PROJECT: City of Hines, Oregon Water System Improvements - 2020			OWNER: City of Hines P.O. Box 336 Hines, Oregon 97738				
					BIDDERS							
Item	Description	Unit	Amount	Engineer's Estimate		Warrington Construction Corp. of Oregon		Tapani, Inc.		Morello Construction LLC		
				Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	
ADDITIVE ALTERNATIVE B - BOLTED STEEL RESERVOIR (RESERVOIR NO. 1) REHABILITATION												
B.1	Mobilization/Demobilization (not to exceed 5% of total Additive Alternative B)	L.S.	1	\$8,000.00	\$8,000.00	\$5,000.00		\$1,400.00	\$1,400.00	\$13,800.00	\$13,800.00	
B.2	Project Safety and Quality Control	L.S.	1	\$12,000.00	\$12,000.00	\$10,000.00		\$1,400.00	\$1,400.00	\$12,000.00	\$12,000.00	
B.3	Reservoir No. 1 Rehabilitation	L.S.	1	\$120,000.00	\$120,000.00	\$135,000.00		\$165,000.00	\$165,000.00	\$172,800.00	\$172,800.00	
	TOTAL ADDITIVE ALTERNATIVE B PRICE				\$140,000.00	\$150,000.00			\$167,800.00		\$198,600.00	
TOTAL BASE BID PRICE + ADDITIVE ALTERNATIVE A PRICE +												
ADDITIVE ALTERNATIVE B PRICE					\$5,881,000.00		\$5,828,925.00		\$5,978,325.00		\$5,949,182.00	
ADDITIVE ALTERNATIVE C - ELEVATED RESERVOIR EXTERIOR COATING												
C.1	Mobilization/Demobilization (not to exceed 5% of total Additive Alternative C)	L.S.	1	\$6,000.00	\$6,000.00	\$5,000.00		\$1,400.00	\$1,400.00	\$13,800.00	\$13,800.00	
C.2	Project Safety and Quality Control	L.S.	1	\$12,000.00	\$12,000.00	\$10,000.00		\$1,400.00	\$1,400.00	\$12,000.00	\$12,000.00	
C.3	Reservoir No. 1 Exterior Coating	L.S.	1	\$112,000.00	\$112,000.00	\$100,000.00		\$356,000.00	\$356,000.00	\$132,000.00	\$132,000.00	
	TOTAL ADDITIVE ALTERNATIVE C PRICE				\$130,000.00	\$115,000.00			\$358,800.00		\$157,800.00	
TOTAL BASE BID PRICE + ADDITIVE ALTERNATIVE A PRICE												
+ ADDITIVE ALTERNATIVE B PRICE												
+ ADDITIVE ALTERNATIVE C PRICE					\$6,011,000.00		\$5,943,925.00		\$6,337,125.00		\$6,106,982.00	

BID TABULATION											
ANDERSON PERRY & ASSOCIATES, INC. P.O. Box 1107 La Grande, Oregon 97850				PROJECT: City of Hines, Oregon Water System Improvements - 2020				OWNER: City of Hines P.O. Box 336 Hines, Oregon 97738			
Bid Opening: 2:00 p.m., May 20, 2020, City of Hines City Hall, 101 E. Barns Avenue, Hines, Oregon 97738				BIDDERS							
Item		Description		Unit	Amount	Engineer's Estimate		Warrington Construction Corp. of Oregon		Tapani, Inc.	
						Unit Price	Total	Unit Price	Total	Unit Price	Total
C. Breakdown of Lump Sum Bid Item No. 36. Well No. 3 Pump Station Improvements											
1	Site Work, Including Grubbing, Base Rock, Restoration, etc.						\$10,000.00		\$70,000.00		\$18,000.00
2	Pump Station Building Improvements						\$10,000.00		\$30,000.00		\$68,000.00
3	Electrical Work						\$55,000.00		\$30,000.00		\$20,000.00
4	Controls and Instrumentation Work						\$30,000.00		\$100,000.00		\$101,000.00
5	Piping Modifications and Electromagnetic Flowmeter Installation						\$30,000.00		\$60,000.00		\$98,000.00
6	Painting						\$10,000.00		\$5,000.00		\$6,000.00
7	Fencing						\$5,000.00		\$12,300.00		\$29,000.00
	TOTAL (Must Equal Bid Item No. 36. Well No. 3 Pump Station Improvements)						\$150,000.00		\$307,300.00		\$340,000.00

BID TABULATION										OWNER:		City of Hines P.O. Box 336 Hines, Oregon 97738	
ANDERSON PERRY & ASSOCIATES, INC. P.O. Box 1107 La Grande, Oregon 97850				PROJECT:				City of Hines, Oregon Water System Improvements - 2020		BIDDERS			
Bid Opening: 2:00 p.m., May 20, 2020, City of Hines City Hall, 101 E. Barns Avenue, Hines, Oregon 97738				Engineer's Estimate			Robinson & Owen Heavy Construction			Stettler Supply Company			
Item	Description	Unit	Amount	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total		
1	Mobilization/Demobilization (not to exceed 5% of Total Base Bid Price)	L.S.	1	\$238,000.00	\$238,000.00	\$128,296.00	\$128,296.00	\$227,800.00	\$227,800.00				
2	Temporary Protection and Direction of Traffic/Project Safety	L.S.	1	\$150,000.00	\$150,000.00	\$22,000.00	\$22,000.00	\$39,000.00	\$39,000.00				
3	Job Photos	Each	150	\$15.00	\$2,250.00		\$2,250.00	\$15.00	\$2,250.00				
4	Erosion Control	L.S.	1	\$20,000.00	\$20,000.00	\$9,500.00	\$9,500.00	\$18,000.00	\$18,000.00				
5	6-inch Polyvinyl Chloride (PVC) Water Line	L.F.	340	\$40.00	\$13,600.00	\$51.70	\$17,578.00	\$88.50	\$30,090.00				
6	8-inch PVC Water Line	L.F.	29,000	\$60.00	\$1,740,000.00	\$78.50	\$2,276,500.00	\$66.50	\$1,928,500.00				
7	8-inch Restrained Joint PVC Water Line	L.F.	110	\$80.00	\$8,800.00	\$81.00	\$8,910.00	\$90.00	\$9,900.00				
8	12-inch Restrained Joint PVC Water Line	L.F.	1,000	\$120.00	\$120,000.00	\$65.00	\$65,000.00	\$75.00	\$75,000.00				
9	8-inch Gate Valve	Each	100	\$1,500.00	\$150,000.00	\$1,270.00	\$127,000.00	\$2,270.00	\$227,000.00				
10	12-inch Gate Valve	Each	4	\$2,000.00	\$8,000.00	\$2,275.00	\$9,100.00	\$3,300.00	\$13,200.00				
11	3/4-inch Water Service Line	L.F.	2,300	\$30.00	\$69,000.00	\$26.00	\$59,800.00	\$27.00	\$62,100.00				
12	Water Service Connection	Each	334	\$500.00	\$167,000.00	\$534.00	\$178,356.00	\$290.00	\$96,860.00				
13	Water Meter Relocation	Each	50	\$1,000.00	\$50,000.00	\$1,050.00	\$52,500.00	\$1,180.00	\$59,000.00				
14	Fire Hydrant Assembly	Each	48	\$4,500.00	\$216,000.00	\$3,940.00	\$189,120.00	\$4,850.00	\$232,800.00				
15	Connection to Existing Fire Hydrant	Each	13	\$3,000.00	\$39,000.00	\$3,350.00	\$43,550.00	\$2,450.00	\$31,850.00				
16	Connection to Existing Water Line	Each	60	\$1,000.00	\$60,000.00	\$1,220.00	\$73,200.00	\$1,115.00	\$66,900.00				
17	Air Release Valve	Each	3	\$4,500.00	\$13,500.00	\$3,000.00	\$9,000.00	\$2,550.00	\$7,650.00				
18	Temporary Water Service	L.S.	1	\$50,000.00	\$50,000.00	\$51,500.00	\$51,500.00	\$9,700.00	\$9,700.00				
19	Repair of Unmarked Water Main	Each	10	\$3,000.00	\$30,000.00	\$2,200.00	\$22,000.00	\$3,100.00	\$31,000.00				
20	Repair of Unmarked Water Service Line	Each	20	\$1,000.00	\$20,000.00	\$1,200.00	\$24,000.00	\$450.00	\$9,000.00				
21	Repair of Unmarked Sewer Main	Each	5	\$1,500.00	\$7,500.00	\$300.00	\$1,500.00	\$1,800.00	\$9,000.00				
22	Repair of Unmarked Sewer Service Line	Each	10	\$1,000.00	\$10,000.00	\$300.00	\$3,000.00	\$1,500.00	\$15,000.00				
23	Water-Sewer Crossing	Each	3	\$2,000.00	\$6,000.00	\$2,800.00	\$8,400.00	\$3,500.00	\$10,500.00				
24	Concrete Curb Restoration	L.F.	20	\$110.00	\$2,200.00	\$30.00	\$600.00	\$125.00	\$2,500.00				

BID TABULATION									
ANDERSON PERRY & ASSOCIATES, INC. P.O. Box 1107 La Grande, Oregon 97850				PROJECT: City of Hines, Oregon Water System Improvements - 2020			OWNER: City of Hines P.O. Box 336 Hines, Oregon 97738		
Bid Opening: 2:00 p.m., May 20, 2020, City of Hines City Hall, 101 E. Barns Avenue, Hines, Oregon 97738				BIDDERS					
Item	Description	Unit	Amount	Engineer's Estimate		Robinson & Owen Heavy Construction		Stettler Supply Company	
				Unit Price	Total	Unit Price	Total	Unit Price	Total
25	Gravel Surface Restoration	S.Y.	1,850	\$9.00	\$16,650.00	\$10.00	\$18,500.00	\$19.00	\$35,150.00
26	Asphalt Surface Restoration	S.Y.	2,100	\$90.00	\$189,000.00	\$57.00	\$119,700.00	\$72.00	\$151,200.00
27	Existing Fence Restoration	L.F.	500	\$20.00	\$10,000.00	\$35.00	\$17,500.00	\$31.00	\$15,500.00
28	Additional Potholing	Hour	120	\$200.00	\$24,000.00	\$200.00	\$24,000.00	\$400.00	\$48,000.00
29	Imported General Trench Backfill	C.Y.	500	\$25.00	\$12,500.00	\$20.00	\$10,000.00	\$100.00	\$50,000.00
30	Rock Excavation	C.Y.	800	\$150.00	\$120,000.00	\$15.00	\$12,000.00	\$348.00	\$278,400.00
31	Bolted Steel Reservoir (Reservoir No. 2)	L.S.	1	\$850,000.00	\$850,000.00	\$903,420.00	\$903,420.00	\$936,525.00	\$936,525.00
32	Reservoir No. 2 Power Conduit and Conductors	L.S.	1	\$30,000.00	\$30,000.00	\$19,800.00	\$19,800.00	\$19,900.00	\$19,900.00
33	Reservoir No. 2 Access Road Improvements	L.S.	1	\$95,000.00	\$95,000.00	\$54,175.00	\$54,175.00	\$18,500.00	\$18,500.00
34	Type 2 Fence	L.F.	2,800	\$10.00	\$28,000.00	\$6.53	\$18,284.00	\$10.50	\$29,400.00
35	Well No. 2 Pump Station Improvements	L.S.	1	\$250,000.00	\$250,000.00	\$369,186.00	\$369,186.00	\$422,500.00	\$422,500.00
36	Well No. 3 Pump Station Improvements	L.S.	1	\$150,000.00	\$150,000.00	\$241,282.00	\$241,282.00	\$301,800.00	\$301,800.00
37	Supervisory Control and Data Acquisition Development and Programming	L.S.	1	\$40,000.00	\$40,000.00	\$6,000.00	\$6,000.00	\$6,500.00	\$6,500.00
TOTAL BASE BID PRICE					\$5,006,000.00		\$5,196,507.00		\$5,527,975.00
ADDITIVE ALTERNATIVE A - WATER SERVICE METER									
A.1	Water Service Meter Assembly Installation	Each	515	\$1,050.00	\$540,750.00	\$1,410.00	\$726,150.00	\$1,020.00	\$525,300.00
A.2	Remove Existing Water Service Meter Assembly	Each	515	\$300.00	\$154,500.00	\$110.00	\$56,650.00	\$51.00	\$26,265.00 *
A.3	Automated Meter Reading Equipment and Software	L.S.	1	\$25,000.00	\$25,000.00	\$28,600.00	\$28,600.00	\$23,000.00	\$23,000.00
A.4	Utility Billing Software	L.S.	1	\$14,750.00	\$14,750.00	\$12,100.00	\$12,100.00	\$16,000.00	\$16,000.00
TOTAL ADDITIVE ALTERNATIVE A PRICE					\$735,000.00		\$823,500.00		\$590,565.00 *
TOTAL BASE BID PRICE + ADDITIVE ALTERNATIVE A PRICE					\$5,741,000.00		\$6,020,007.00	Actual Bid:	\$595,155.00
* Indicates math error and subsequent errors in totals.								Actual Bid:	\$6,118,540.00 *
									\$6,123,130.00

BID TABULATION									
ANDERSON PERRY & ASSOCIATES, INC. P.O. Box 1107 La Grande, Oregon 97850					PROJECT: City of Hines, Oregon Water System Improvements - 2020				
Bid Opening: 2:00 p.m., May 20, 2020, City of Hines City Hall, 101 E. Barns Avenue, Hines, Oregon 97738					OWNER: City of Hines P.O. Box 336 Hines, Oregon 97738				
					BIDDERS				
Item		Description	Unit	Amount	Engineer's Estimate		Robinson & Owen Heavy Construction		Stettler Supply Company
					Unit Price	Total	Unit Price	Total	
ADDITIVE ALTERNATIVE B - BOLTED STEEL RESERVOIR (RESERVOIR NO. 1) REHABILITATION									
B.1		Mobilization/Demobilization (not to exceed 5% of total Additive Alternative B)	L.S.	1	\$8,000.00	\$8,000.00			
B.2		Project Safety and Quality Control	L.S.	1	\$12,000.00	\$12,000.00			
B.3		Reservoir No. 1 Rehabilitation	L.S.	1	\$120,000.00	\$120,000.00			
		TOTAL ADDITIVE ALTERNATIVE B PRICE				\$140,000.00			
TOTAL BASE BID PRICE + ADDITIVE ALTERNATIVE A PRICE +									
		ADDITIVE ALTERNATIVE B PRICE				\$5,881,000.00			
						\$6,192,807.00			
							Actual Bid:		
								\$6,328,340.00 *	
								\$6,332,930.00	
ADDITIVE ALTERNATIVE C - ELEVATED RESERVOIR EXTERIOR COATING									
C.1		Mobilization/Demobilization (not to exceed 5% of total Additive Alternative C)	L.S.	1	\$6,000.00	\$6,000.00			
C.2		Project Safety and Quality Control	L.S.	1	\$12,000.00	\$12,000.00			
C.3		Reservoir No. 1 Exterior Coating	L.S.	1	\$112,000.00	\$112,000.00			
		TOTAL ADDITIVE ALTERNATIVE C PRICE				\$130,000.00			
TOTAL BASE BID PRICE + ADDITIVE ALTERNATIVE A PRICE									
		+ ADDITIVE ALTERNATIVE B PRICE							
		+ ADDITIVE ALTERNATIVE C PRICE				\$6,011,000.00			
						\$6,324,807.00			
							Actual Bid:		
								\$6,485,640.00 *	
								\$6,490,230.00	

BID TABULATION									
ANDERSON PERRY & ASSOCIATES, INC. P.O. Box 1107 La Grande, Oregon 97850					PROJECT: City of Hines, Oregon Water System Improvements - 2020				
OWNER: City of Hines P.O. Box 336 Hines, Oregon 97738					BIDDERS				
Bid Opening: 2:00 p.m., May 20, 2020, City of Hines City Hall, 101 E. Barns Avenue, Hines, Oregon 97738									
Item	Description	Unit	Amount	Engineer's Estimate Unit Price	Total	Robinson & Owen Heavy Construction Unit Price	Total	Stettler Supply Company Unit Price	Total
LUMP SUM BID ITEM BREAKDOWNS									
A. Breakdown of Lump Sum Bid Item No. 31. Bolted Steel Reservoir (Reservoir No. 2)									
1	Site Improvements, Including Site Work, Excavation, Base Rock, etc.				\$80,000.00		\$40,000.00		\$97,100.00
2	Reservoir Foundation				\$40,000.00		\$97,290.00		\$65,125.00
3	800,000-gallon Bolted Steel Reservoir				\$635,000.00		\$639,728.00		\$646,000.00
4	Piping, Valves, and Fittings				\$45,000.00		\$61,700.00		\$57,800.00
5	Fencing				\$10,000.00		\$17,168.00		\$17,000.00
6	Electrical Work				\$15,000.00		\$30,000.00		\$31,900.00
7	Controls and Instrumentation Work				\$10,000.00		\$15,034.00		\$15,900.00
8	Miscellaneous Site Improvements				\$15,000.00		\$2,500.00		\$5,700.00
	TOTAL (Must Equal Bid Item No. 31. Bolted Steel Reservoir [Reservoir No. 2])				\$850,000.00		\$903,420.00		\$936,525.00
B. Breakdown of Lump Sum Bid Item No. 35. Well No. 2 Pump Station Improvements									
1	Site Work, Including Grubbing, Base Rock, Restoration, etc.				\$5,000.00		\$5,100.00		\$21,000.00
2	Pump Station Building Improvements				\$10,000.00		\$28,000.00		\$39,000.00
3	Standby Generator and Automatic Transfer Switch				\$55,000.00		\$60,000.00		\$77,100.00
4	Electrical Work				\$60,000.00		\$60,000.00		\$15,100.00
5	Controls and Instrumentation Work				\$30,000.00		\$90,750.00		\$96,000.00
6	Well No. 2 Pump and Motor				\$60,000.00		\$81,756.00		\$110,500.00
7	Piping Modifications and Electromagnetic Flowmeter Installation				\$20,000.00		\$37,580.00		\$58,000.00
8	Painting				\$10,000.00		\$6,000.00		\$5,800.00
	TOTAL (Must Equal Bid Item No. 35. Well No. 2 Pump Station Improvements)				\$250,000.00		\$369,186.00		\$422,500.00

BID TABULATION									
ANDERSON PERRY & ASSOCIATES, INC. P.O. Box 1107 La Grande, Oregon 97850				PROJECT: City of Hines, Oregon Water System Improvements - 2020			OWNER: City of Hines P.O. Box 336 Hines, Oregon 97738		
Bid Opening: 2:00 p.m., May 20, 2020, City of Hines City Hall, 101 E. Barns Avenue, Hines, Oregon 97738				BIDDERS					
Item	Description	Unit	Amount	Engineer's Estimate		Robinson & Owen Heavy Construction		Stettler Supply Company	
				Unit Price	Total	Unit Price	Total	Unit Price	Total
C. Breakdown of Lump Sum Bid Item No. 36. Well No. 3 Pump Station Improvements									
1	Site Work, Including Grubbing, Base Rock, Restoration, etc.				\$10,000.00		\$5,100.00		\$20,700.00
2	Pump Station Building Improvements				\$10,000.00		\$32,000.00		\$83,500.00
3	Electrical Work				\$55,000.00		\$60,000.00		\$18,000.00
4	Controls and Instrumentation Work				\$30,000.00		\$90,750.00		\$96,000.00
5	Piping Modifications and Electromagnetic Flowmeter Installation				\$30,000.00		\$32,840.00		\$63,000.00
6	Painting				\$10,000.00		\$6,000.00		\$5,800.00
7	Fencing				\$5,000.00		\$14,592.00		\$14,800.00
	TOTAL (Must Equal Bid Item No. 36. Well No. 3 Pump Station Improvements)				\$150,000.00		\$241,282.00		\$301,800.00



PH: 541-573-2251 FAX: 541-573-5827 EMAIL: administrator@ci.hines.or.us

May 28, 2020

Oregon Secretary of State, Audits Division
255 Capitol St. NE, Suite #500 Salem, OR 97310

Plan of Action for the City of Hines:

The City of Hines respectfully submits the following corrective action plan in response to deficiencies reported in our audit of fiscal year ended June 30, 2019. The audit was completed by the independent auditing firm Oster Professional Group and reported the deficiencies listed below. The plan of action was adopted by the governing body at their meeting on May 28, 2020, as indicated by signatures below.

The deficiencies are listed below, including the adopted plan of action and timeframe for each.

1. Deficiency 1 (from auditor's report pg. 61):

a. Finding 2019-001 – Material Weakness in Internal Control over Financial Reporting – Financial Statement Preparation

- i. *Criteria:* Auditing standards require us to assess the internal control system of the city. In addition, the standards clearly state that the auditor cannot be relied upon as part of the city's internal control system. The standards require us to extend this assessment of controls over financial statement preparation. Proper controls over financial statement presentation require adequate knowledge and involvement to detect errors and omissions in the financial statements. The city relies on us as the auditor to assist them in drafting the financial statements.
- ii. *Condition:* At the end of the fiscal year Oster Professional Group, CPA's assisted the City of Hines in drafting their financial statements.
- iii. *Cause:* The city's size and limited staff resources have made it difficult for management to draft the financial statements.
- iv. *Effect or Potential Effect:* The lack of controls exposes the city to the risk of errors and omissions in the financial statements.
- v. *Recommendation:* We do not recommend any changes in the preparation of the financial statements, but the council should be aware of this control deficiency and stress the importance of thorough review of the financials statement prior to approval of the audit.
- i. *Management response:* The city is currently considering if it would be cost effective to hire additional staff or an independent contractor to prepare the financial statements. At the date of these financial statements, the City of Hines has not made any changes in their controls over the preparation of the financial statements.



- b. Plan of Action – As stated in the “Management Response,” The City will pursue means to remedy this weakness by seeking training for current staff and/or hire independent contractor as means and resources allow to help with this task.
- c. Timeframe for implementation – The City will pursue this course of action during the first months (July, August, September) of the 2020-2021 fiscal year.

a. **Finding 2019-002 - *Material Weakness in Internal Control over Financial Reporting – Inventory***

- b. Plan of Action** – As stated in the “Management Response,” The City will pursue means to remedy this weakness by ensuring inventory is properly counted and reconciled at year end.
- c. Timeframe for implementation** – The City will pursue this course of action during the 2020-2021 fiscal year.

held on May 28, 2020.

Nasraddin Quraishi May 28, 2020
Date

Council Member

Kirby Latham 5/28/20
Kirby Latham, Date
City Administrator

PAYROLL COSTS PER MONTH AND YEAR AT PROPOSED 2.5% INCREASE

	current	hourly rate	COLA raise amt PER MO.	new monthly rate	new hourly rate	proposed monthly wage	* yearly salary	social security per month	yearly social security	insurance per mo	insurance per year	pers per month GS = 17.49% PD/FD = 22.12%	pers per year	total WAGES, SS, INS, PERS /mo.	total WAGES, SS, and INS, per year
ADMIN	4,270.83	24.64	\$ 106.77	4,377.60	25.26	4,377.60	52,531.20	334.89	4,018.64	2,107.40	25,288.80	765.64	9,187.71	7,585.53	91,026.34
TREASURER	3,020.34	17.43	\$ 75.51	3,095.85	17.86	3,095.85	37,150.18	236.83	2,841.99	2,110.00	25,320.00	541.46	6,497.57	5,984.14	71,809.74
PT. UTILITY/SEC	1,680.00	15.00	\$ 42.00	1,722.00	15.38	1,722.00	20,664.00	131.73	1,580.80	1,538.92	18,467.04	301.18	3,614.13	3,693.83	44,325.97
JERRY	4,501.98	25.97	\$ 112.55	4,614.53	26.62	4,614.53	55,374.36	353.01	4,236.14	2,108.34	25,300.08	807.08	9,684.98	7,882.96	94,595.56
RANDY	2,950.98	17.03	\$ 73.77	3,024.75	17.45	3,024.75	36,297.05	231.39	2,776.72	1,538.92	18,467.04	529.03	6,348.35	5,324.10	63,889.17
JORDEN	2,600.00	15.00	\$ 65.00	2,665.00	15.38	2,665.00	31,980.00	203.87	2,446.47	733.71	8,804.52	466.11	5,593.30	4,068.69	48,824.29
CHIEF DELANGE	5,534.21	31.93	\$ 138.36	5,672.57	32.73	5,672.57	68,070.78	433.95	5,207.41	2,108.07	25,296.84	1,254.77	15,057.26	9,469.36	113,632.30
HETHERWICK	3,300.00	19.04	\$ 82.50	3,382.50	19.51	3,382.50	40,590.00	258.76	3,105.14	2,107.39	25,288.68	748.21	8,978.51	6,496.86	77,962.32
MITCHELL	3,200.00	18.46	\$ 80.00	3,280.00	18.92	3,280.00	39,360.00	250.92	3,011.04	2,107.03	25,284.36	725.54	8,706.43	6,363.49	76,361.83
RESERVE OFFICER	MIN WAGE	11.50			11.50	276.00	3,312.00	21.11	253.37	-	-	61.05	732.61	358.17	4,297.98
OT/ON CALL						1,041.67	12,500.00	79.69	956.25			230.42	2,765.00	1,351.77	16,221.25
BOB	301.89	25.16	\$ 7.55	309.44	25.20	309.44	3,713.25	23.67	284.06	-	-			333.11	3,997.31
DAVID	164.67	13.72	\$ 4.12	168.79	13.75	168.79	2,025.44	12.91	154.95	-	-			181.70	2,180.39
VOLUNTEER FIRE	MIN. WAGE	11.50			11.50	-	13,800.00	131.92	1,055.70	-	-	31.25	\$375	163.17	15,230.70
*Bob and David are paid salary for 24 hrs and 12 hrs respectively															724,355.15
															59,256.87
															77,540.85

MENS = 14
 Jerry = \$500 + 2.5
 Randy = 100 / mo.
 Jordan = 100 / mo.
 Bob = \$390 / mo. (salary)
 Paula = 8 hrs / mo.

Monthly hrs: 173.33 (52 x 40) / 12 = 173.333
 COLA Amount 0.0250 *This is for all employees except Police and Fire. PD and Fire are fixed 2.5%
 COLA Amt - PD/FD 0.0250
 FIRE Volnt. Hrs 1,200 *Estimated man hours for volunteer fire fighting.
 Reserve Officer Hrs 24 *Estimated Hrs per month for Reserve Officer
 OT/ON Call Hrs. 12,500 *This is a flat yearly budget rate.
 Soc Sec Rate 0.0765
 Insurance (see indiv.)
 PERS Rate Pol/Fire 22.12% *was 14.84% during 2019. Will be 22.12% Until June 30 2021
 PERS Rate GS Payroll 17.49% *was 14.84% during 2019. Will be 17.49% Until June 30 2021
 PERS - FD Volunteers \$375 *Based on past budgets for 3 volunteer firefighters who pay into PERS
 RAISE: City Admin - 722.40 1,322.40 1,422.40 725
 RAISE: PW Super - 885 885