


COUNCIL ACTION SHEET

To:	The Mayor and Members of City Council	
From:	Jennifer Dimsho, AICP	
Date:	December 16, 2020	
Subject:	Award Columbia Pacific Food Bank Renovation Project No. C18005	

Background: The mission of the Columbia Pacific Food Bank is *to alleviate hunger through access to healthy food and resources*. Columbia Pacific Food Bank fulfills its mission by serving low- and no-income persons in Columbia County with various programs including emergency food boxes, supplemental food programs, fresh produce distribution and nutritional and gardening education.

In response to the need for a larger food distribution facility, the Columbia Pacific Food Bank has been working in partnership with the City of St. Helens on the management of a \$1.5 million dollar Community Development Block Grant (CDBG). This money will be used to renovate the 12,500 sq. ft. former Columbia Feed and Seed Building at 1421 Columbia Blvd. into a food pantry (including fresh produce), regional distribution facility, office space, conference room, and a bottle drop area. The renovated distribution facility will receive, sort, prepare and distribute 2 million pounds of food annually (up from the current 1 million pounds) to the countywide distribution network.

COLPAC has been contracted to assist with grant management and Lower Columbia Engineering has been contracted for the design, engineering, and contract document preparation. Contract documents were developed by Lower Columbia Engineering and the project was advertised for bids on October 28, 2020 with a bid opening date of December 1, 2020. The following bids were received:

FIRM	LOCATION	BID
First Cascade Corporation	Lake Oswego, OR	\$1,501,698
JH Kelly	Longview, WA	\$1,615,777
Woodburn Construction LLC	Woodburn, OR	\$1,734,000
Ross Builders	Hillsboro, OR	\$1,864,166

Recommendation

During the City's investigation of the apparent low bidder First Cascade Corporation, it was discovered that they did not provide a comprehensive bid amount. The City's legal counsel advised staff that First Cascade Corporation should not be permitted to amend their bid amount to include any missing components. They advised staff to deem their bid incomplete and move to the next lowest bidder.

It is the recommendation of staff to award the contract for the Columbia Pacific Food Bank Renovation Project No. C18005 to JH Kelly as the next lowest responsive bidder and authorize the Mayor to execute a Public Improvement Contract with JH Kelly for the Columbia Pacific Food Bank Renovation Project No. C18005. The contract will be at the rate prescribed in that firm's submitted bid.