



MEMORANDUM

TO: Mayor and Council

FROM: Sam Adams, Utilities Manager

DATE: April 16, 2018

SUBJECT: Evaluation of bids submitted for the 2018 Well 17 Development (WS-752)

Details

Camas received two bids for the above referenced project on March 23, 2018. As required in the bid documents the lowest bidder, Holt Services Inc. did not submit a complete copy of their company's MOU with the Department of Homeland Security indicating that they were currently enrolled in the federal E-Verify System, as specifically required in our bid documents, and referenced in City Ordinance No. 2626. Also, the contractor did not acknowledge the receipt of Addendum #1 and did not submit Supplement Criteria B-1, B-2 or B-3.

The second lowest bidder, Hokkaido Drilling Inc. submitted a complete bid package in full compliance with all instructions provided in the Bid Documents.

Recommended Action

Determine if irregular bid submitted by Holt Services Inc. constitutes a "Material Irregularity" or an "Immaterial Irregularity" based on the facts and guidance by the City Attorney. If Council determines the irregularity to be a "Material Irregularity" then the bid submitted by Holt Services Inc. must be rejected.

If the irregularity is determined to be an "Immaterial Irregularity" then the bid submitted by Holt Services Inc. may be rejected, or accepted based on your best judgement.

Additionally, Council has the option to "Reject All Bids" if it wishes to do so.

Suggested Steps

Determination on this issue is within the sound discretion of the Council. Staff is recommending with the extent of the bid errors that the bid of Holt Services Inc. be rejected. Council should deliberate and determine the type of irregularity of Holt Services Inc. low bid. Make a motion and vote affirming the determination.

The Council should therefore determine which of the two bidders shall be awarded the contract, or reject all bids for the project. Make a motion and vote affirming the determination.