

BERRIEN COUNTY FINANCE COMMITTEE

Minutes of February 17, 2022

Roll Call Present: Jon Hinkelman, Vice Chairperson
Ezra Scott
Mamie Yarbrough, Chairperson (present after roll call)
Teri Freehling (present after roll call)

Scheduled: Financial Analyst Jake Litaker

Others: Chief Deputy Robert Boyce

Call to Order

Meeting called to order at 10:10 am.

Bid Opening - Jake Litaker

Three bids were sent out for envelopes - the difference in the bids were based on quantity alone. The bid requests were sent out to (4) four bids and only (1) responded - Central Michigan Paper.

Bid 2022-019 Envelopes (Qty. 25,000) - \$4,145. 25

Commissioner Scott made the motion to send the bids back to the Printing Department for review of bid specifications and requirements and to move forward with the lowest bidder if they meet those specifications and requirements, supported by Commissioner Hinkelman. Motion carried.

Bid 2022-020 Envelopes (Qty. 50,000) - \$7,751

Commissioner Scott made the motion to send the bids back to the Printing Department for review of bid specifications and requirements and to move forward with the lowest bidder if they meet those specifications and requirements, supported by Commissioner Hinkelman. Motion carried.

Bid 2022-021 Envelopes (Qty. 100,000) - \$13,631

Commissioner Scott made the motion to send the bids back to the Printing Department for review of bid specifications and requirements and to move forward with the lowest bidder if they meet those specifications and requirements, supported by Commissioner Hinkelman. Motion carried.

Committee Business

The committee reviewed the waiver requests and provided consensus in favor.

The committee reviewed the requisitions pending on the weekly requisition list and the committee provided consensus.

Approval of Minutes

Motion by Scott, supported by Freehling, to approve the minutes of the February 10, 2022 meeting. Motion Carried.

Resolutions

The following Resolutions were moved forward to the full Board:

F2202019 - Weekly Bills

F2202113 - Road Payables

Public Comments

None.

Meeting adjourned the meeting at 10:25 am.

Respectfully Submitted,

Annette Christie