

**STATE OF WEST VIRGINIA, COUNTY OF UPSHUR, CITY OF BUCKHANNON, TO WIT:**

A special meeting of the Stockert Youth & Community Center Board was held on Monday, October 28, 2024, at 5:30 p.m., in City Hall Council Chambers with the following in attendance (GTM – GoToMeeting):

Mayor	Robbie Skinner	Present
City Recorder	Randy Sanders	Present
Assistant Recorder/Finance Director	Amberle Jenkins	Present
City Engineer	Jay Hollen	Present
Office Manager	Barbara Hinkle	Present
Board Member	Pam Bucklew	Present
Board Member	Sam Nolte	Present - GTM
Board Member	Willie Parker	Present
Board Member	Don Nestor	Present - GTM
Board Member	Nancy C. Shobe	Present
Board Member	Pamela Martin	Present
Board Member	Jessica Vincent	Present - GTM
SYCC Executive Director	Debora Brockleman	Present
MyBuckhannon	Monica Zalaznik	Present - GTM
Record Delta	Noah Jeffries	Absent

Guests: None

*City of Buckhannon Stockert Youth & Community Center  
Board of Directors Special Meeting – 5:30 pm in City Hall Council Chambers  
Meeting Agenda for Monday, October 28, 2024*

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- A. Call to Order**
  - A.1 Moment of Silence
  - A.2 Pledge to the Flag of the United States of America
- B. Recognized Guests**
  - B.1
- C. Strategic Issues for discussion and vote**
  - C.1 Review & Recommendation to the City Council -Bid Opening Results SYCC Installation of Indoor Resilient Athletic Surfacing on Existing Gym Floor
- D. Board Members' Comments and Announcements**
- E. Executive Session –Property & Personnel Matters Per WV Code § 6-9A-4**
- F. Adjournment**

Posted 10/18/2024

**A. Call to Order:**  
**A.1 Moment of Silence**  
**A.2 Pledge to the Flag of the United States of America**

Mayor Skinner called the meeting to order, followed by a moment of silence, and led the attendees in the pledge to the Flag of the United States of America.

**B. Recognized Guests:**  
**B.1 None**

**C. Strategic Issues for Discussion and Vote:**  
**C.1 Review & Recommendation to the City Council -Bid Opening Results SYCC Installation of Indoor Resilient Athletic Surfacing on Existing Gym Floor** – Mayor Skinner recognized City Engineer Jay Hollen, who reviewed the single bid that had been received. Mr. Hollen also noted that he had checked and approved the material's specifications. The bid was from B & E Construction for \$29,083.00. Discussion took place.

**ADVERTISEMENT FOR BIDS  
CITY OF BUCKHANNON  
STOCKERT YOUTH & COMMUNITY CENTER  
INSTALLATION OF INDOOR RESILIENT ATHLETIC SURFACING**

The City of Buckhannon (City), on behalf of the Stockert Youth & Community Center (SYCC), is requesting bids from qualified contractors for the purchase and installation of approximately 2,350 square feet of indoor resilient athletic surfacing on the existing gymnasium floor, hereinafter referred to as the Project, located at 79 East Main Street in Buckhannon, West Virginia.

The successful Bidder must adhere to the following Project requirements:

1. The successful Bidder shall provide all services as described in the Bid Package.
2. The work shall be performed in a professional manner in accordance with industry standard best practices.
3. The SYCC shall remain in service at all times, except the gymnasium, including before, during and after the installation of the indoor resilient athletic surfacing.
4. The successful Bidder shall furnish all labor, materials and equipment necessary to ensure complete encapsulation of the existing asbestos tile flooring.
5. The successful Bidder shall furnish all labor, materials, equipment, insurance and certifications to complete the proposed work of the Project.
6. By submitting a Bid, the Bidder acknowledges that the Bidder has included (in the sealed bid) a sum to cover all costs associated with the Project.
7. The successful Bidder shall list both the City of Buckhannon and the Stockert Youth & Community Center as "Additional Insured" on the Certificate(s) of Insurance requirements listed in Section 5.0 – Insurance Requirements of the Bid Package.

The Bid Package, containing the technical specifications, Project Site Plan, Project Requirements and additional information, is available to all interested parties. All interested parties should contact James S. Hollen, III – PE (City Engineer for the City of Buckhannon) at (304) 472-1651, extension 1006 for delivery options of the bid package. All clarifications, questions or comments regarding the contents of the bid package must be submitted in writing and either mailed, faxed or emailed to the address below. No clarifications and questions will be accepted after 12:00 PM EST on October 15, 2024. An addendum containing answers to all bidder questions and comments shall be issued no later than October 22, 2024.

Sealed bids should be clearly labeled "SYCC Gymnasium Floor Installation" on the bottom-left corner of the envelope which may be either hand delivered or mailed to the following address:

Mr. James S. Hollen, III, PE – City Engineer  
City of Buckhannon  
70 East Main Street  
Buckhannon, WV 26201

All sealed bids must be received by 1:30 PM EST on October 28, 2024, at which time the received bids will be opened and publicly read aloud.

The City reserves the right to reject any and all bids, to award the contract to other than the low bidder, and to waive any informality in bidding. The City reserves the right to reject any all bids that are not in the best interest of the City. In addition, the City also reserves the right to terminate the contract at any time due to noncompliance with the information contained in the Bid Package.

Honorable Robert N. Skinner, III  
Mayor & Stockert Youth & Community Center Board Chair  
City of Buckhannon

Publish dates 09/27/24, 10/04/24

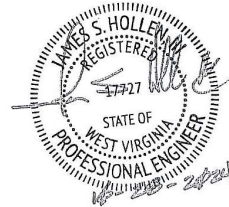
City of Buckhannon  
 Stockert Youth & Community Center  
 Purchase & Installation of Indoor Resilient Athletic Flooring

Bid Opening Sign-In and Results Sheet - October 28, 2024 at 1:30 PM EST

Name	Company	Email Address	Contact Phone Number	Base Bid - Purchase & Installation of Indoor Resilient Athletic Flooring
Jay Hollen	City of Buckhannon	<a href="mailto:jay.hollen@buckhannonwv.org">jay.hollen@buckhannonwv.org</a>	304-472-1651, x1006	
Debora Brockleman	City of Buckhannon	<a href="mailto:debora.brockleman@buckhannonwv.org">debora.brockleman@buckhannonwv.org</a>	304-473-0145	
	B & E Construction		304-483-1045	<b>\$29,083.00</b>

\$000,000.00 Corrected bid result due to calculation error

- The bid from B & E Construction contained a calculation error. The corrected amount for the Base Bid Contract is indicated above.
- Based upon the review of the bid received, the Apparent Low Bidder is B & E Construction with a bid of \$29,083.00.



**Nestor/Shobe motioned to recommend to the City Council that the bid from B & E Construction for \$29,083.00 for the installation of indoor resilient athletic surfacing on the Existing Gym Floor be accepted as submitted. The motion carried.**

Mr. Hollen informed the Board that the total cost of the project would be \$30,683.00, which includes an air quality test before and after the project.

**D. Board Member Comments and Announcements:** There were no Board Member comments.

**E. Executive Session –Property & Personnel Matters per WV Code § 6-9A-4 –** Mayor Skinner noted this was unnecessary.

**F. Adjournment:**

**Bucklew made a motion to adjourn at 5:41 PM.**

**Mayor Robert N. Skinner III**

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**Recorder Randall H. Sanders**

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