

Allegany College of Maryland
BOARD OF TRUSTEES

March 31, 2021

SPECIAL PUBLIC SESSION
MINUTES

On Wednesday, March 31, 2021, at 4 pm the Board of Trustees met virtually for a Special Meeting to seek approval of the bid recommendation for the Willowbrook Woods Roof Replacements. Board members present included Mr. Kim Leonard (Chair), Ms. Jane Belt (Vice Chair), Ms. Linda Buckel, Mr. James Pyles (via phone), and Dr. Cynthia Bambara (President and Secretary/Treasurer).

Others in attendance:

VP Christina Kilduff	VP David Jones	VP Kurt Hoffman
Arthur Priadkin	Chandler Sagal	Wendy Knopsnider

Ms. Kilduff provided the Trustees with information on the Willowbrook Woods Apartments roof conditions. The roofs are aging, past their warranty period, and in need of replacement. In order to keep the overall buildings in good condition, the roofs need to be replaced. The ACM Cumberland Foundation owns 100% of Allegany Housing, LLC, which is the entity that technically owns the student apartment buildings. However, ACM staff are responsible for building upkeep and procurement is done under ACM rules and guidelines. Funding for the project will come from the Allegany Housing, LLC, repair and replacement fund.

A request for proposals (RFP) was advertised by the College to obtain bids to replace the roofs. The initial RFP only asked for bids on roof replacement for one building as relative cost was unknown. It was determined that the funding was available to do all the buildings, and a second full RFP was issued and advertised with all bidders from the first RFP requested to re-submit bids if they were still interested in the project. Sealed bids were opened publicly on March 12, 2021.

Following a motion and second by Ms. Belt and Ms. Buckel, respectively, the Trustees approved selection of Capitol Insurance Restorations bid of \$175,000 to replace the roofs for Base Bid B for All Apartment building roofs, as well as Add Alternate 1 for the guard house and Add Alternate 2 for the club house. It is recommended that the Board also allow the College to move forward with the necessary contract to have this work done this spring, provided the Housing Trustee also approves.

With no other business, the meeting adjourned at 4:14 pm.

Respectfully submitted,

Mr. Kim B. Leonard
Chairman

Dr. Cynthia Bambara
Secretary/Treasurer