

ARCHITECTURAL/ENGINEERING/CONSULTANT SERVICES

SELECTION COMMITTEE A/E/CS/SC

Thursday, October 25, 2007

MINUTES

Members Present:

Acting Chairman: Louis A. DeQuattro, Jr., Esq.

Public Member: James I. Higgins, Jr.

Agency Representative: Vernon Wyman
Assistant Vice President for Business Services
University of Rhode Island

A quorum being present, the meeting was called to order by the Chairman.

Minutes of the A/E/CS Selection Committee meetings of October 2, 2007 were approved by L. DeQuattro and J. Higgins.

The following agenda items were addressed and voted upon by the Committee:

1. University of Rhode Island (URI): (9:10 a.m.)

RFP #B03934 – Energy Performance Contracting Services

Selection of ESCO Contractor

Voting Members: L. DeQuattro, J. Higgins, V. Wyman

Cost: \$18.1 Million financing lease/Has received approval of General Assembly

Vernon Wyman, Assistant Vice President for Business Services, and Jerry Sidio, Director of Facilities Services, represented the university.

J. Sidio noted that the purpose of this program is to hire an energy performance company (an energy consultant or ESCO) who will identify potential energy savings at the university that will be realized by converting to higher technologies. The ESCO will put together a series of projects that involve a construction cost; a method of financing to complete the work is then agreed upon. The energy savings realized over the amortization period pay for the cost of construction. At the end of the amortization period, all energy savings accrue to the university. This energy reduction also reduces the amount of greenhouse gases and carbon.

V. Wyman added that the contractor has identified the performance of the energy saving equipment they propose to install and, if the university continues to operate their facility in the same pattern, the contractor guarantees energy savings. If, for any reason, the guaranteed savings are not realized, the contractor will make up the difference in savings not achieved due to a performance deficiency.

Mr. DeQuattro requested an explanation of the financing method. Mr. Wyman answered that, after consulting with the Department of Administration (DOA) who was pursuing similar energy service company commitments for other state facilities, it was suggested that Certificates of Participation issued by the state would provide the best interest rate overall and the lowest cost of issuance. The university requested to participate with DOA in this program and, as part of the capital budget, went before both the Executive and Legislative branches for authorization to finance these energy efficiency improvements through this mechanism. The fiscal 2006 Appropriations Bill authorized the university in the amount of \$18.1M for this program to be funded through Certificates of Participation.

Mr. Sidio stated that the recommended vendor, Noresco, was selected from four firms previously qualified for this work under RFP #B03934. The university solicited proposals from all four firms. Mr. Sidio explained that the two-year contract process included answering the concerns of the legislature with regard to indebtedness of the state, the contractor's guarantee of savings to the state, and the financial security of the selected vendor.

Mr. Wyman stated that in the late 1990's, the university solicited a vendor for the replacement and operation of their steam plant. The firm that won that bid and operated the steam plant for a number of years was purchased by Noresco. The university now has a continuing relationship with Noresco in the operation of the steam plant which is very successful.

Mr. Sidio submitted a list of energy conservation measures and the number of buildings to be impacted by each measure, based on the initial audit performed by Noresco.

Recommendation: Upon a motion made by Mr. DeQuattro, seconded by Mr. Higgins and unanimously approved by the Committee, the Architectural/ Engineering/ Consultant Services Selection Committee (A/E/CS/SC) accepts the recommendation of the University of Rhode Island, as approved by the Vice President of Administration, and sends forward to the Director of Administration for her approval the single name of Noresco, the most responsive and responsible of the 4 firms that were previously selected under this RFP, all of whom submitted proposals to the university. (9:34 a.m.)

2. Department of Administration/Division of Facilities Management (DOA):(9:39 a.m.)

LOI #B05168 – Fire Code Compliance in State Buildings
Sprinkler Design Consultant – Cranston Street Armory
Voting Members: L. DeQuattro, J. Higgins, M. Schiappa

Marco Schiappa, Associate Director/Facilities Management, and Richard Mancini, Chief of Inspections/Facilities Management, represented the Agency.

M. Schiappa noted that the proposed project is for the design of a sprinkler system on the upper floors of the Cranston Street Armory. This space is presently unoccupied; however, plans for additional office space are being discussed.

Mr. DeQuattro asked if there was a time constraint for the completion of this project. Mr. Mancini answered that there have been no violations cited. Mr. Schiappa stated that the Agency is concerned about protecting this old building prior to renovations being completed.

Mr. DeQuattro clarified that the Agency sought pricing from vendors on an APA that were selected through the issuance of LOI #B05168. Mr. Schiappa answered yes.

Upon a motion made by Mr. DeQuattro, seconded by Mr. Higgins and unanimously approved by the Committee, the meeting of the Architectural/Engineering/Consultant Services Selection Committee (A/E/CS/SC) continued in Executive Session pursuant to RIGL 42-46-5 (a) (7), to consider a matter related to the question of investment of public funds where the premature disclosure would adversely affect the public interest.

Upon a motion made by Mr. DeQuattro, seconded by Mr. Higgins and unanimously approved by the Committee, the meeting of the Architectural/Engineering/Consultant Services Selection Committee (A/E/CS/SC) resumed in Open Session.

Upon a motion made by Mr. DeQuattro, seconded by Mr. Higgins and unanimously approved by the Committee, the minutes are sealed until final purchase order and contract are issued by the department pursuant to the Open Meetings Law.

Mr. DeQuattro stated that the vote taken in Executive Session was to solicit Best and Final offers from the three vendors requesting their best pricing on both percentage based on construction cost and also lump sum fixed fee pricing. (10:11 a.m.)

3. Department of Labor and Training (DLT): (10:13 a.m.)

RFP #7014733 – Workers’ Compensation Administration System

Voting Members: L. DeQuattro, J. Higgins, M. Carey

Cost: \$1,542,541 w/additional cost of \$160,000 per year for maintenance

Matthew Carey, Assistant Director, Division of Workers’ Compensation, and Bob Genest, Assistant Director of Information Systems for DLT, represented the Agency.

M. Carey noted that this RFP is a re-write of a workers’ compensation computer system. The system now being used was written in the early 1980’s, so much of the technology, as well as the code it is written in, is antiquated and no longer supported.

Mr. DeQuattro asked for an explanation of the Workers’ Compensation Administration System. Mr. Carey answered that the Division of Workers’ Compensation (the Division) are the record keepers for the entire workers’ compensation system for the state of Rhode Island. This includes state, cities, towns and all private employers. All injuries are reported and tracked through this system. This system includes the Second Injury Fund, or Workers’ Compensation Administrative Fund, and the Division is responsible to collect the assessment that funds the entire workers’ compensation system. This system includes self-insurance, and fraud and

compliance dealing with fraud related to both employers and employees. Proof of coverage will be a key component of the new system alerting the Division to those employers whose policies have been cancelled. This is funded through the Administrative Fund which is a restricted receipt account.

Mr. Genest added that another key component of this project is the integration of the Donley Rehabilitation Center which is available to all injured workers at no cost; this is also funded through the Administrative Fund. At the Donley Center, injured workers receive physical and occupational therapy, vocational counseling, and psychological services for those who have been out of work for more than a year.

Upon a motion made by Mr. DeQuattro, seconded by Mr. Higgins and unanimously approved by the Committee, the meeting of the Architectural/Engineering/Consultant Services Selection Committee (A/E/CS/SC) continued in Executive Session pursuant to RIGL 42-46-5 (a) (7), to consider a matter related to the question of investment of public funds where the premature disclosure would adversely affect the public interest.

Upon a motion made by Mr. DeQuattro, seconded by Mr. Higgins and unanimously approved by the Committee, the meeting of the Architectural/Engineering/Consultant Services Selection Committee (A/E/CS/SC) resumed in Open Session.

Upon a motion made by Mr. DeQuattro, seconded by Mr. Higgins and unanimously approved by the Committee, the minutes are sealed until final purchase order and contract are issued by the department pursuant to the Open Meetings Law.

Mr. DeQuattro stated that the vote taken in Executive Session was to request the approval of the Director of Administration for the Agency to negotiate a contract with HCL America, Inc., the more responsive and responsible of the 2 firms that responded to the RFP. (10:34 a.m.)

4. Department of Administration (DOA): (10:38 a.m.)

RFP #7014715 - Designation of Rhode Island's Regional Health Information Organization

Voting Members: L. DeQuattro, J. Higgins, S. Kissam

Cost: Stage 1: \$0 for 2-3 years w/option to renew on annual basis

Stephanie Kissam, Chief, Program Development, Department of Health, and Jacqueline Kelly, Assistant Director, Department of Human Services, represented the Agency.

S. Kissam noted that the impetus for this project was a budget article in 2006 that authorized the state to fund an electronic health information exchange. Funds would then flow to a regional health information organization (RHIO) that would be designated through an RFP process. The RHIO will provide administrative, operational and financial support to a system that is currently being built that allows the electronic exchange of health information across different providers and different settings. The Department of Health has a contract with a federal agency to begin building this electronic system, with the intention of passing over administration of this electronic health information exchange to an organization in the community or regional health information organization (RHIO). One response was received from the Rhode Island Quality Institute and this firm is being recommended. This firm met the minimum criteria in the

categories of Characteristics and Qualifications, Vision and Business Plan, Proposed Administrative and Operational Support Plans, and Performance Measures.

The budget article contemplated that the state would issue revenue bonds to this RHIO in an amount proportional to the number of people in the state for whom the state pays health care costs (Medicaid population and state employees). This amount was estimated to be about \$6,000,000 out of an estimated \$20,000,000 total needed to develop the system and the organization to support it over a ten year period. The state would pay subscription fees to the RHIO to repay the revenue bond. What has yet to be determined is whether this is a model that the RHIO will pursue. They proposed a business plan that did not rely on a bond being issued; their plan proposed a model that other insurers would contribute to this plan along with the state.

Mr. DeQuattro asked if there would be a timeline for deliverables. Ms. Kissam answered that the project would begin with a 2-3 year contract that will give the RHIO enough time to establish themselves as the state designated RHIO for the purpose of seeking funds from other entities. One of the main tasks, which is a clear deliverable, is raising funds from other organizations. Another deliverable will be acceptance and oversight of the contract and, perhaps later, taking over full management of the contract that the state has already initiated to build the health information exchange.

Ms. Kissam stated that the vendor proposed a funding model for ten years that estimated the state's contributions to be approximately \$8,000,000.

Recommendation: Upon a motion made by Mr. DeQuattro, seconded by Mr. Higgins and unanimously approved by the Committee, the Architectural/ Engineering/ Consultant Services Selection Committee (A/E/CS/SC) accepts the recommendation of the Department of Administration's Technical Review Subcommittee, and sends forward to the Director of Administration for her approval for the Agency to negotiate a contract with Rhode Island Quality Institute, the only respondent to the RFP. Before contract negotiation, the Agency is authorized to determine the deliverables that are appropriate and necessary under the circumstances. (10:50 a.m.)

5. Department of Education (RIDE): (10:55 a.m.)

- A. RFP 7019747 - Design Out of State District Statewide Transportation System
Voting Members: L. DeQuattro, J. Higgins, C. Bilotti
Cost: \$174,570 – First Year; \$174,570 – Second Year (Pending Availability of Funds)
- B. Single Source Request - Technical Assistance for Statewide Transportation System
Voting Members: L. DeQuattro, J. Higgins, C. Bilotti
Cost: \$32,800

Celeste Bilotti, Purchasing Agent, Department of Education, Carolyn Dias, Director of Finance and Administration, Department of Education, and Katherine Trapani, Transportation Planning Supervisor, Department of Administration/Statewide Planning Program, represented the Agency.

C. Dias noted that Senator Paiva-Weed has set the development of statewide transportation as a high priority. As a result, in FY06 the General Assembly mandated that RIDE partner with

Statewide Planning and RIPTA to do three things: to develop an out-of-district special education transportation system (that is the purpose of this RFP), to develop a non-public out-of-district transportation system, and the final stage will be to develop a full statewide transportation system, for both in-district and out-of-district transportation. The purpose of this program is to gain efficiencies both in the field and in the system, and to achieve cost savings through a more statewide approach.

Mr. DeQuattro asked if all cities and towns are mandated to participate in this program. Ms. Dias answered no, but districts understand that there is the political will for them to make an effort to participate for the purpose of realizing economies of scale. The Department of Education will gather data for this first phase of the project, and the successful vendor under this RFP will analyze the data and design the transportation system. This vendor will also write an RFP for a transportation company to implement the system.

The single source request is to hire a vendor with expertise to offer technical assistance for this statewide transportation system. The recommended vendor has performed this work in Massachusetts in regions almost the size of Rhode Island. It is important that the selected firm understand the statewide transportation system as it relates to school districts, all of which operate their own transportation systems in different ways. Rhode Island has 39 school districts and 11 charter schools.

Ms. Dias stated that the overall goal of the Agency is to enter into a contract with the recommended vendor to design the route, prepare the RFP for the transportation company, conduct public hearings, and have the first phase of this project complete by September 1.

Mr. DeQuattro introduced a discussion as to why there was a need for two vendors, one being a single source procurement. The Agency representatives explained that it was important to hire a vendor with school transportation experience. They determined that there was not the expertise within the state for the accountability and contract oversight required of this program. They stated that expertise in the area of transportation as it relates to schools is limited and, in conversations with other states, the recommended vendor was referred to them as being unique and well qualified in this area.

Recommendation: Upon a motion made by Mr. DeQuattro, seconded by Mr. Higgins and unanimously approved by the Committee, the Architectural/ Engineering/ Consultant Services Selection Committee (A/E/CS/SC) accepts the recommendation of the Department of Education, as approved by the Commissioner, and sends forward to the Director of Administration for her consideration the single name of Public Management Associates, LLC, on a single source basis.

Upon a motion made by Mr. DeQuattro, seconded by Mr. Higgins and unanimously approved by the Committee, the meeting of the Architectural/Engineering/Consultant Services Selection Committee (A/E/CS/SC) continued in Executive Session pursuant to RIGL 42-46-5 (a) (7), to consider a matter related to the question of investment of public funds where the premature disclosure would adversely affect the public interest.

Upon a motion made by Mr. DeQuattro, seconded by Mr. Higgins and unanimously approved by the Committee, the meeting of the Architectural/Engineering/Consultant Services Selection Committee (A/E/CS/SC) resumed in Open Session.

Upon a motion made by Mr. DeQuattro, seconded by Mr. Higgins and unanimously approved by the Committee, the minutes are sealed until final purchase order and contract are issued by the department pursuant to the Open Meetings Law.

Mr. DeQuattro stated that the vote taken in Executive Session was to request the approval of the Director of Administration for the Agency to negotiate a contract with Management Partnerships, Inc., the more responsive and responsible of the 4 firms that responded to the RFP. (11:22 a.m.)

6. Department of Environmental Management (DEM): (11:36 a.m.)
Request for Contract Increase - Lobster and Yellowtail Flounder Study
Voting Members: L. DeQuattro, J. Higgins, N. Lazar
Cost: \$114,842

Najih Lazar, Supervising Biologist and Federal Aid Coordinator, Department of Environmental Management, Marine Fisheries Section, represented the Agency.

N. Lazar noted that this contract was granted in 2003 to the Division of Fish and Wildlife to conduct several studies in Narragansett Bay, in particular to be part of a cooperative study that the department initiated at the time to monitor water quality and fisheries abundance in Narragansett Bay. It is a comprehensive study funded entirely by the National Oceanic and Atmospheric Administration, and also an initiative secured at the time by Senator Chafee in which the Agency acquired a research vessel. A contract was awarded to REMSA, Inc. to provide two full time fishery specialists to collect samples on a weekly basis in Narragansett Bay, and also to coordinate the data entry and data analyses with URI, other departments of water resources, and Roger Williams University. This is the fourth change order under this contract, and requests a salary increase for the two technicians employed under this contract because their salary, negotiated in 2003, has not changed since that time.

Mr. DeQuattro asked why the Agency does not go out to bid for this contract, and also should we continue to use a contractor for these services. Mr. Lazar answered that this is specialized work; e.g., one component is 'aging fish' requiring the services of an Age and Growth Specialist. Only three companies on the east coast will do this work in the private sector. Mainly, this work is done by universities or for government agencies. The other position is a data or sampling collector, requiring some specialized training.

Mr. DeQuattro suggested that the Agency advertise this project when the contract expires in December 2008.

Recommendation: Upon a motion made by Mr. DeQuattro, seconded by Mr. Higgins and unanimously approved by the Committee, the Architectural/ Engineering/ Consultant Services Selection Committee (A/E/CS/SC) accepts the recommendation of the Department of Environmental Management, as approved by the Director, and sends forward to the Director of Administration for her consideration the name of REMSA, Inc. for a contract increase. (11:45 a.m.)

7. Department of Health (DOH): (11:49 a.m.)

A. LOI #7005699 - Strategic National Stockpile Consultant Pharmacists

Voting Members: L. DeQuattro, J. Higgins, M. Silva

Cost: \$49,875 (Five 6-month contracts; option to renew for two additional 12-month periods) (federally funded)

Marissa Silva, Sr. Human Service Policy Specialist, and Deborah Reynolds, Chief of Purchasing, represented the Agency.

M. Silva noted that, over the past five years, the Department of Health has held contracts with five registered pharmacists to assist with the planning and exercises for the strategic national stockpile. The Strategic National Stockpile is a federal program for the quick deployment of medical assets should a state have an emergency. Should an emergency occur, the Centers for Disease Control will quickly deploy a push package of medical assets to anywhere in the country within 12 hours. It is then the state's responsibility to distribute those assets, mostly medication, to the affected people. These pharmacists have helped develop a comprehensive plan for the state for the receipt, storage, staging, distribution and dispensing of medication. These five contracts are about to expire; therefore, the Agency went out to bid. Five pharmacists responded to the LOI. All are qualified and all are recommended.

The scope of work is similar to the first contract, but more in depth. Included is upgrading the state comprehensive plan based on federal guidance, with more guidance and more focus on the municipality plans. Because many public works people do not have medical experience, these pharmacists are key in assisting municipality personnel in creating distribution systems and points of dispensing plans and exercises. The five respondents are specifically qualified for this work due to their experience in teaching, their clinical experience, their community pharmacy experience, and their emergency pharmacy experience. They have all participated in exercises and real emergency events where mass medication distribution took place. Because of their emergency experience, these pharmacists are knowledgeable about drug and illness interaction and contraindications in terms of bioterrorism agents, as opposed to everyday illness and drug interaction.

Mr. DeQuattro asked a question as to how the \$75.00 per hour rate was derived. The representatives explained this is the same rate that has been paid for the last five years. When the RFP was written five years ago, research indicated that \$75.00 was the rate being paid for this work. Each contract will be written for a not to exceed amount of \$10,000, on an as needed basis.

Recommendation: Upon a motion made by Mr. DeQuattro, seconded by Mr. Higgins and unanimously approved by the Committee, the Architectural/ Engineering/ Consultant Services Selection Committee (A/E/CS/SC) accepts the recommendation of the Department of Environmental Management, as approved by the Director, and sends forward to the Director of Administration for her approval for the Agency to negotiate a contract with Jeffrey Bratberg, R.Ph., PharmD, Brett Ferret, R.Ph., PharmD, Greg Low, R.Ph., PhD, Megan Sliney, R.Ph., and Jennifer Galli, R.Ph., PharmD, all five respondents to the LOI. (11:56 a.m.)

- B. RFP #7018717 - RI Behavioral Risk Factor Surveillance System (11:57 p.m.)
Voting Members: L. DeQuattro, J. Higgins, J. Hesser
Cost: \$334,574 FY08; with option to renew for 4 additional years

Jana Hesser, Program Manager for Health Surveys, Center for Health Data & Analysis, and Deborah Reynolds, Chief of Purchasing, represented the Agency.

J. Hesser noted that the RI Behavioral Risk Factor Surveillance System is a program that has been in place in Rhode Island since 1984, and sponsored by the Centers for Disease Control. It is an ongoing telephone survey that is conducted throughout the year, every year. It is the primary means of tracking health related risk behaviors in the Rhode Island population, access to care, and certain health conditions. It is a critical data source of information for many chronic disease programs. Information is gathered regarding cigarette use, physical activity, fruit and vegetable consumption, health insurance coverage, participation in cancer screening programs, etc.

The purpose of the RFP is to hire a professional survey research firm to conduct the telephone surveys. The sample of interviewees is chosen from a collaborative process between the Centers for Disease Control (CDC), the state Health Department and the contractor. The state specifies the sample size; 5000 interviews will be conducted in 2008. The CDC provides the protocol for conducting the surveys that must be followed by all states. States may add questions that are of special interest to that particular state.

Upon a motion made by Mr. DeQuattro, seconded by Mr. Higgins and unanimously approved by the Committee, the meeting of the Architectural/Engineering/Consultant Services Selection Committee (A/E/CS/SC) continued in Executive Session pursuant to RIGL 42-46-5 (a) (7), to consider a matter related to the question of investment of public funds where the premature disclosure would adversely affect the public interest.

Upon a motion made by Mr. DeQuattro, seconded by Mr. Higgins and unanimously approved by the Committee, the meeting of the Architectural/Engineering/Consultant Services Selection Committee (A/E/CS/SC) resumed in Open Session.

Upon a motion made by Mr. DeQuattro, seconded by Mr. Higgins and unanimously approved by the Committee, the minutes are sealed until final purchase order and contract are issued by the department pursuant to the Open Meetings Law.

Mr. DeQuattro stated that the vote taken in Executive Session was to request the approval of the Director of Administration for the Agency to negotiate a contract with Macro International, Inc., the most responsive and responsible of the 4 firms that responded to the RFP. (12:16 p.m.)

- C. LOI #7025734 – Laboratory Billing Services (12:17 p.m.)
Voting Members: L. DeQuattro, J. Higgins, J. Catalano
Cost: \$70,000 annually – 5 year contract

Joseph Catalano, Administrator, Health Laboratories, and Deborah Reynolds, Chief of Purchasing, represented the Agency.

This RFP is for Laboratory Billing Services which includes clinical testing and water testing. Historically, a third party billing vendor has performed these services. The existing contract will expire as of December 31, 2007 and the current contractor has indicated that they are no longer interested in performing this work. The Agency has advertised this work twice; the first RFP received no response, the second received one response. A discussion followed concerning the fact that there was only one response.

The vendor proposed a fee of 10% of net revenue which is less than the 11% previously being paid. Water testing billing services has been added to the scope of work. The vendor has the experience and qualified staff, and will designate a point person to work directly with the Agency as a liaison.

Mr. DeQuattro asked what is the volume of this work. Mr. Catalano answered it is about \$600,000 annually.

Recommendation: Upon a motion made by Mr. DeQuattro, seconded by Mr. Higgins and unanimously approved by the Committee, the Architectural/ Engineering/ Consultant Services Selection Committee (A/E/CS/SC) accepts the recommendation of the Department of Health's Technical Review Subcommittee, as approved by the Director, and sends forward to the Director of Administration for her approval for the Agency to negotiate a contract with New England Medical Billing, Inc., the only respondent to the LOI. (12:22 p.m.)

8. Department of Mental Health, Retardation and Hospitals (MHRH): (12:25 p.m.)

Sole Source Request – Enforce Underage Drinking Grant
Voting Members: L. DeQuattro, J. Higgins, R. Baccus
Cost: \$101,000 (federal grant)

Rick Baccus, Administrator, Division of Behavioral Health Care, represented the Agency.

R. Baccus noted that this is a federal grant, the impetus of which is twofold: to support law enforcement efforts in the community and prevention services. This sole source request is the prevention component of the grant.

Mothers Against Drunk Driving, Rhode Island Chapter, (MADD RI), have had a sole source contract for this project twice previously. The scope of work is increased for this new contract to include some program coordinator responsibilities. These include responsibilities include working with law enforcement agencies, plan media campaign, and engage community in various programs. Mr. Baccus stated that, through the Youth in Action Program, MADD trains various youth in high schools and prevention taskforces in the strategies of alcohol prevention and awareness.

Mr. DeQuattro requested an explanation of the sole source request. Mr. Baccus answered that this agency has a significant amount of experience in this field, would do the best possible job. MHRH is unaware of another firm with this particular expertise. Larger mental health or substance abuse agencies might submit proposals for this work; however, it is felt that, because they would be larger entities, fewer dollars would be available to go into the community.

Mr. DeQuattro suggested that an RFP be solicited when this contract expires.

Recommendation: Upon a motion made by Mr. DeQuattro, seconded by Mr. Higgins and unanimously approved by the Committee, the Architectural/ Engineering/ Consultant Services Selection Committee (A/E/CS/SC) accepts the recommendation of the Department of Mental Health, Retardation and Hospitals, as approved by the Director, and sends forward to the Director of Administration for her consideration the single name of MADD RI, on a sole source basis. (12:30 a.m.)

Upon a motion made by Mr. DeQuattro, seconded by Mr. Higgins and unanimously approved by the Committee, the meeting was adjourned at 12:30 p.m.

Supporting documentation is on file at the Division of Purchases.