

Executive Committee
August 9, 2010
Manitowoc County Administration Building, Conference Room B

Attendance: Chairperson Paul Tittl, Supervisor Kevin Behnke, and Supervisor Biff Hansen.

Also Present: Supervisor Muench (5:46 p.m.), Personnel Director Sharon Cornils, Public Works Director Jeff Beyer, and County Clerk Jamie Aulik.

Meeting called to order by Chairperson Tittl at 5:18 p.m.

Approval of the June 14, 2010 minutes: There was discussion on amending the June 14 minutes reflecting bid opening procedures, but no action was taken. On a motion by Supervisor Hansen, seconded by Supervisor Behnke, the minutes were approved as presented, 3-0.

Public Input: Chairperson Tittl declared public input open. No one present wished to speak, therefore public input was closed at 5:21 p.m.

Discussion and possible action on publicly opening Request For Proposals (RFPs) versus Bids: Public Works Director Beyer explained that there is a substantial difference between bids and RFPs. Bids are guided by state law and they have different classifications with different requirements for selection within each classification. He said that no place in state law is a requirement that they be sealed bids or publicly opened. Manitowoc County Public Works Department's operating policy for bids have exceeded what is required in state law for many years. Also, there is no requirement to in state law to bid services or equipment.

RFPs are used for purposes when cost isn't the only determining factor – it is a total project approach rather than a simple cost approach. The Public Works Department uses many of the same procedures for RFPs as they do for bids, but the selection process is more complicated due to the various factors that can play into the recommendation of awarding the RFP. Because of the various factors in determining a choice, the Public Works Department may or may not open RFPs publicly. Again, nothing in state law requires them to be open publicly.

In both cases, the oversight committee is advised by the department on the submissions, and the committee approves the selection.

County Clerk Aulik said that he understood that not all proposals are equal and recounted the process for opening the RFPs for the Emergency Services and Technology center where the proposals were opened in public. He said he would like more transparency in the RFP process and that opening RFPs in the public would help with any perceptions the public may have.

Supervisor Hansen said that he understood the want to increase transparency, but wondered if that wasn't being already duplicated by the oversight committee holding the meeting where they awarded the bid or proposal.

Personnel Director Cornils said that it would be dangerous to adopt a one-size fits all approach and that the process needs some flexibility.

Supervisor Behnke said that no one has contacted him complaining about the current procedure, the process is already transparent, and reiterated that the Public Works Department was already exceeding the requirements of state law. Discussion followed.

Discussion and possible action on certain emails that are sent to department directors:
Supervisor Behnke said that if one department has a major issue with a policy or procedure of another department, they should carbon copy the committee chair for the oversight committee. Supervisor Behnke said that he would like that announced at the County Board meeting and generally just have the word put out. Discussion followed.

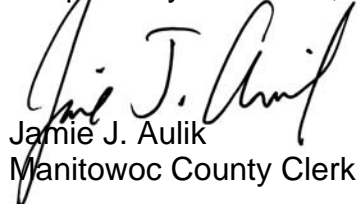
Review and possible action on a relationship form for all bids and request for proposals:
Chairperson Tittl presented a relationship disclosure form could possibly be required for all RFPs or Bids. It could be incorporated into a policy or ethics code, in a similar fashion to employment applications.

Public Works Director Beyer wondered if it would be required for oral RFPs or quotes. Chairperson Tittl said that it would be for anyone who is involved with bidding on county contracts.

Personnel Director Cornils said that Corporation Counsel Rollins has a generally standard form for contracts. Chairperson Tittl said that the relationship form could be incorporated into the standard model for contracts. But he said he's generally looking for more disclosure regarding who is bidding on county contracts and if they have any relationships to county officials or employees.

Supervisor Hansen made a motion to adjourn, seconded by Supervisor Behnke. The motion passed 3-0 and the meeting adjourned at 6:04 p.m.

Respectfully submitted,


Jamie J. Aulik
Manitowoc County Clerk