

City of Chester
Food Manufacturing Kitchen Committee Meeting
December 12, 2016
5:00pm

Attendees: Councilwoman Susan Kovas (Chair), Councilwoman Angela Douglas, Mrs. Gloria Kellerhals, Cynthia Curtis.

Public attendee: Angela Cook

Chair Kovas called the meeting to order at 5:05pm with an overview of the kitchen project.

I. Minutes Approved

II. Update on Items Assigned

A. Flooring RFP

Ms. Douglas shared the one set of bids received at the bid opening earlier today. Swofford Associates made the following bid: \$25, 200 for heavy duty coating in both the kitchen and warehouse or \$12,000 for heavy duty coating in the kitchen (\$9,000) and lighter duty (\$3,000) for the warehouse area. The bids were compared to the previously submitted bid from Piedmont Industrial Coatings (\$21,998). The committee agreed to have Mrs. Kovas present the bids to City Council and recommend the \$12,000 Swofford bid for approval.

B. HVAC

Mrs. Kellerhals will follow up with Moore's engineering regarding the HVAC plans needed for the RFP.

C. Contractors

Per a previous meeting, the committee decided to hire a contractor to install the FRP boards, finish the restrooms, and the back wall. These items had been assigned to the City's facilities division. However, they had not made any progress and given the recent circumstances, it was unlikely that they would be able to do so. As of the meeting, the committee had received a quote from Qui-Vers. Additional requests for quotes were made. Upon getting one or two more, the committee will decide on and hire a contractor. These items have to be done before we can re-schedule plumbing.

D. Future Discussion

Topics requested for next discussion: updates, the Kitchen Manager position, the role of Parks & Recreation in the Kitchen, Community Commission, Bids, RFPs, etc.

Meeting was adjourned at 5:30pm. Next meeting was set for **Monday, March 13, 2017 at 5:00pm in City Hall.**