



DATE: October 19, 2020  
TO: Tyler Schroeder, Director of Administrative Services  
FROM: Brad Bennett, AS Finance Manager  
SUBJECT: Award of Bid #20-61, Furnishings for the Lighthouse Mission Ministries Base Camp

**Background**

Bids were duly advertised for the supply of furnishings for the Lighthouse Mission Ministries Base Camp. Two responses were received to Bid #20-61 on Tuesday, October 6, 2020. The Invitation to Bid included supply of chairs, but the Health Department is opting not to purchase the chairs at this time. The table below details the bids received, but does not include the cost of the chairs:

Vendor	Base Bid	Sales Tax	Total Bid Amount
Norix Group, Inc.	\$ 303,258.00	\$ 26,383.45	\$ 329,641.45
Ecologic Industries, LLC	\$ 84,200.00	\$ 7,325.40	\$ 91,525.40

The Health Department requests approval to award Bid #20-61 to vendor is Norix Group, Inc, located in West Chicago, Illinois. While Norix Group was not the lowest bid, it was the only responsive bid that met the specifications of Bid #20-61, which included underbed locker storage. The total cost for this purchase, including delivery and sales tax, is \$329,641.45.

**Funding**

This was not a planned purchase, but is part of the response to the COVID-19 pandemic response. Funding is provided in the Homeless Housing Fund, through two grant sources. The Commerce COVID Emergency Housing grant (ASR #2020-3039, Ordinance #2020-012) will be used to cover \$250,000.00 towards the cost of furniture. The Commerce Shelter Grant (ASR #2020-3107, Ordinance #2020-049) will cover the remaining \$79,641.45. I concur with this request.

  
AS Finance Manager

Approved as recommended:

\_\_\_\_\_  
Director of Administrative Services

Date of Council Action \_\_\_\_\_



## MEMORANDUM

**TO:** Brad Bennett, AS Finance Manager  
**FROM:** Anne Deacon, Human Services Manager, Health Department  
**DATE:** 10/19/2020  
**RE:** Bid 20-61, Furnishing for Lighthouse Mission Ministries Base Camp

- **Requested Action**

The Health Department's Human Services Division requests approval to purchase 200 lift deck beds and 200 mattresses for those beds to be used by the Lighthouse Mission Ministries Base Camp shelter for the amount of \$329,641.45, including sales tax.

- **Background and Purpose**

Whatcom County Health Department has worked in partnership with the City of Bellingham and Lighthouse Mission to mitigate the spread of COVID 19 among those experiencing homelessness in the community. Base Camp operated by Lighthouse Mission Ministries was relocated to provide a place to sleep for 200 individuals experiencing homelessness on a nightly basis. Beds are needed in this space for those individuals to sleep, as well as storage space to hygienically and safely secure belongings. Mattresses for the beds are also needed and should provide enhanced hygiene and resistance to viruses.

Whatcom County Health Department recommends the purchase of beds with built in storage as well as mattresses recommended by Norix Grp, Inc.

While 2 vendors submitted bids for purchasing, Norix Grp, met the general requirements of the material specifications. Norix did not provide the lowest bid, but they did meet the specifications of providing storage locker space underneath the beds. Having space underneath the beds means more individuals will be able to sleep in the facility while still allowing for necessary social distancing and secure, hygienic storage of belongings.

The submitted bids also included information on chairs as requested by in the invitation to bid, but chairs will not be purchased at this time. The amounts listed below are updated without the costs of chairs included.

Vendor	Base Bid	Sales Tax (rate%)	Total Bid Amount
Norix Grp, Inc.	\$ 303,258.00	\$ 26,383.45 (8.7%)	\$ 329,641.45
Ecologic Industries, LLC	\$ 84,200.00	\$ 7,325.40 (8.7%)	\$ 91,525.40



- **Funding Amount and Source**

This purchase was not budgeted during the current year budget process as it is a response to COVID-19. Funding is provided in the Homeless Housing Fund, through two grant sources. The Commerce COVID Emergency Housing grant (ASR #2020-3039, Ordinance #2020-012) will be used to cover \$250,000.00 towards the cost of furniture. The Commerce Shelter Grant (ASR #2020-3107, Ordinance #2020-049) will cover the remaining \$79,641.45.

- **Recommendation**

Please approve this purchase and forward to the Executive and County Council for approval at the October, 27, 2020 meeting, per WCC 3.08.100.

Please contact Anne Deacon 360-778-6054 if you have any questions or concerns regarding the terms of this award.