TOWN OF DAMASCUS VIRGINIA  
Minutes for December 9, 2019  
2:30pm, Damascus Town Hall  
Special Called Council Meeting  

Council Members Present: Tim Williams, Mitchel Greer, Susan Seymore, Tom Hayes, and Vicky Van de Vuurst  
Absent: Sean Albro  
Also Present: Gavin Blevins, Town Manager   Jack McCrady, Mayor   Tuesday Pope, Town Clerk  

Mayor McCrady called the meeting to order for consideration of contractor estimates in regard to the Trail Center project at 223 W. Laurel Avenue.

Mr. Blevins read out the estimates that were received from Glade Construction ($744,933), Inland Construction ($739,500), Trademark of Virginia ($797,900), and Wallberg Construction ($580,000).

Mr. Blevins stated that Wallberg Construction submitted the lowest bid, however, there was an informality regarding the submission of only one copy when two copies were requested as part of the Instruction to Bidders. Continuing, Mr. Blevins stated that the Instruction to Bidders did allow for the Town Council to waive such informalities in bids submitted, and had received verification from Legal Counsel on the matter.

The Council decided to accept Wallberg Construction’s bid for the Trail Center project, waiving the informality.

- Mr. Greer made a motion to approve the bid received from Wallberg Construction at $580,000. Ms. Seymore 2nd the motion, which passed (5-0).

- Mr. Williams made a motion to authorize the Mayor and/or Town Manager to execute a contract with Wallberg Construction, in compliance with Virginia Public Procurement, and not to exceed the available grant funding of $689,900. Mr. Hayes 2nd the motion, which passed (5-0).

- Ms. Seymore made a motion to adjourn, 2nd by Ms. Van de Vuurst. The motion passed (5-0).

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Jack McCrady, Mayor  Tuesday Pope, Clerk