

PREQUALIFICATION COMMITTEE
OPEN SESSION
MINUTES – JANUARY 16, 2018
9:00 A.M. EST

The following Committee members attended the meeting:

Mark Tidd	Director of Prequalification Division; Committee Chair and Voting Member only in case of tie
Jose Murillo	Prequalification Engineer; Committee Secretary and Non-Voting Member
Jeff Clanton	Consultant Contracting Manager; Voting Member
Joe Gustin	Senior Director of Finance; Voting Member
Jim Stark	Director of Multimodal Division; Voting Member
Louis Feagans	Statewide Technical Services Director; Voting Member
Heather Kennedy	Capital Program Management Director; Voting Member
Joe Novak	Crawfordsville District Construction Director; Voting Member

Also in attendance:

Alison Grand	Deputy Commissioner and Chief Legal Counsel; INDOT
Aggie Wagoner	Prequalification Specialist; INDOT
Steve Duncan	Director of Contract Administration Division; INDOT
Linda Jelks	Attorney; INDOT
Libby Crawford	Director of Economic Opportunity Division; INDOT
Joan Widdifield	Compliance Investigator; INDOT
Mike Rowe	DBE Specialist; INDOT
Chelsea Skinner	Owner; C.A.S. Contracting LLC

The Committee reviewed the following agenda items:

1. C.A.S. Contracting LLC seeking reinstatement from the suspension of Kramer's Land Clearing LLC. (Brett Kramer is a key employee of both companies.)
2. New Committee Business

PREQUALIFICATION COMMITTEE MEETING
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Mr. Tidd, Committee Chair, called the meeting to order at 9:02 a.m. EST. All Committee members were present, with the exception of David Holtz.

1. C.A.S. Contracting LLC seeking reinstatement from the suspension of Kramer's Land Clearing LLC. (Brett Kramer is a key employee of both companies.)

Mr. Tidd introduced the first item on the agenda. In March 2015, the INDOT Commissioner suspended Kramer's Land Clearing, LLC to act as a future subcontractor on behalf of INDOT and Brett Kramer to act, directly or indirectly, as a future subcontractor on behalf of INDOT. The suspension was for six (6) months, subject to earlier reinstatement at any time after three (3) months upon written request by Kramer's or by Brett Kramer and upon satisfactory completion of two (2) conditions: "Kramer shall submit to INDOT's Prequalification Division a compiled financial statement as of a recent date that shall demonstrate to the Prequalification Division's reasonable satisfaction that Kramer can satisfactorily execute contracts and meet obligations incurred as required by Indiana Code 8-23-10-3(a)" and "Each employee of Kramer and each employee of any other Kramer Entity that has responsibility for financial decisions shall have complete appropriate certified payroll training conducted by the EOD or by INDOT's EEO officer at any other INDOT district that is convenient for Kramer". This suspension continued indefinitely until the company sought reinstatement by contacting the Prequalification Committee.

Mr. Murillo explained that INDOT received a request from C.A.S. Contracting LLC to become an approved subcontractor. Brett Kramer, of Kramer's Land Clearing LLC, is a primary employee of this contractor, which classifies it as a Brett Kramer Entity subject to suspension in accordance with the Commissioner's March 15, 2015 letter. Mr. Murillo spoke about the two (2) conditions that needed to be met for reinstatement. The first condition required a submittal of a recent, compiled financial statement. The Prequalification Auditor, Greg Christoff, reviewed the Company's financial information as of October 31, 2017 and found the Company to have a positive current assets number. Mr. Christoff told Mr. Murillo that if C.A.S. Contracting LLC were to seek prequalification they would not be denied because of its financial condition. Therefore, as a subcontractor they can satisfactorily execute their contracts. The second condition required each employee of Kramer's and each employee of any other Kramer Entity that has responsibility for financial decisions to complete certified payroll training. Mr. Murillo stated he received an email from INDOT's Mary Brouillette-Konig that states Chelsea Skinner completed the certified payroll training

on June 16, 2017. The two (2) requirements have been completed, so the Prequalification Division recommended the reinstatement of C.A.S. Contracting LLC.

Mr. Stark asked Ms. Skinner to verify that Mr. Kramer does not have any ownership of C.A.S. Contracting LLC. Ms. Skinner said she is the sole owner and Mr. Kramer cannot even sign a check.

Mr. Stark moved to lift the suspension and allow C.A.S. Contracting LLC to become an approved subcontractor. Mr. Clanton seconded Mr. Stark's motion. All members voted in favor.

Mr. Tidd told Ms. Skinner she needs to submit a W-9 for C.A.S. Contracting LLC and at that point that will be entered into SiteManager.

2. New Committee Business

Mr. Tidd asked if there was any new business that anyone would like to raise. Mr. Tidd said we are looking to improve the prequalification process. One of the improvements might be to allow meetings of the Prequalification Committee at which some members could call in for certain situations. Mr. Tidd said it probably won't apply to contractors that are potentially subject to being suspended, but possibly when a suspension is being lifted.

Ms. Kennedy asked if we are still looking to change some of the rules discussed in previous meetings. Mr. Tidd said a comprehensive review of all the processes is currently taking place, including the rules.

Mr. Feagans moved to adjourn meeting and Ms. Kennedy seconded the motion. All members voted in favor of adjourning the meeting.

The meeting adjourned at approximately 9:12am. EST.