

City of Dillingham Action Memorandum

Agenda of: December 4, 2014

Action Memorandum No. 2014-19

Subject:

Authorize the City Manager to Execute a Contract with NRC Emerald to Provide Oil Spill Container Equipment

City Manager: Recommend Approval

Signature: Rose Roera

Route to	Department Head	Signature	Date
	Finance Director		
X	Port Director		
X	City Clerk	<i>J. Williams</i>	<i>12/1/14</i>

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

None

Summary Statement:

The purpose of this Action Memorandum is to authorize the Mayor or City Manager to execute a Purchase Order / Contract for the purchase of oil spill container equipment, RFP 14-21. At the October 2, 2014 Council meeting, the Council approved Resolution No. 2014-59 accepting a Homeland Security Grant of which \$25,000 was designated for oil spill container equipment. The City went out to bid and received two bids, one from NRC Equipment, located in Palmer, and one from SpillShield, Inc., located in Anchorage.

A scoring team evaluated the bids based on the criteria proposed in the RFP, and references were checked. Their bid was in the amount of \$26,716, plus freight in the amount of \$5,615, for a total of \$32,331.

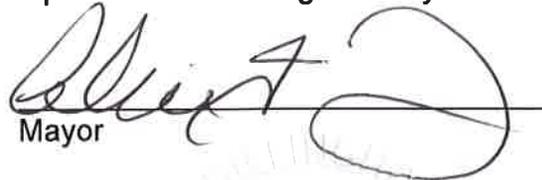
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Summary Statement continued:

A Notice of Intent to award will be posted on December 5 for 10 days.

RFP 14-21 was advertised in the Anchorage Daily News November 6, 10, and 12, and the Seattle Daily Journal of Commerce, November 4, 10, and 12 as required for a two week period.

PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council
on Dec. 4, 2014.


Mayor

ATTEST:

[SEAL]


City Clerk

**City of Dillingham
Fiscal Note**

Agenda Date December 4, 2014

Request:

ORIGINATOR: Rose Loera

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT	
AMOUNT REQUESTED:	\$ 32,331	FUNDING SOURCE	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
FROM ACCOUNT		Project	
.....	\$ 32,331	Oil Spill Container Equipment	
TO ACCOUNT:	VERIFIED BY: <u>Carol Shade</u>	Date: <u>12/4/2014</u>	

EXPENDITURES

OPERATING	FY15	FY16	FY17	FY18
Personnel				
Fringe Benefits				
Legal				
Major Equipment				
Land/Buildings				
Construction				
TOTAL OPERATING	\$ -	\$ -	\$ -	\$ -

Capital				
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REVENUE				
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FUNDING

Port Fund	\$ 7,331.00			
State/Federal Funds	\$ 25,000.00			
BBEDC CDBG				
TOTAL FUNDING	\$ 32,331.00	\$ -	\$ -	\$ -

POSITIONS

Full-Time				
Part-Time				
Temporary				

ANALYSIS: (Attach a separate page if necessary)

See AM 2014-19

PREPARED BY: Rose Loera

December 4, 2014

DEPARTMENT: Finance Department

December 4, 2014