

City of Dillingham Action Memorandum

Agenda of: September 2, 2021

2021-08

Action Memorandum No. _____

Subject:

Authorize the City Manager to Award a Contract for RFP 2021-01, Furnish Aggregate for FY22.

City Manager: Recommend Approval

Signature:  _____

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

-RFP 2021-01 Bid Summary

Summary Statement:

This action memorandum authorizes administration to sign a contract with JJC Enterprises, Inc. for supplying aggregate to the Landfill and the City Shop. The bid due date was August 26, at 4:00 PM. The City did not receive any other responsive bids.

A solicitation for these materials was released and publicized in accordance with the DMC procurement requirements. Notices were posted in three public places. Additionally, the RFP was advertised on the City website and in the Bristol Bay Times on June 24 and again on July 1.


(Such publication shall be made twice, with at least one week, but not more than two weeks, intervening between publications, and there shall be sufficient time between the date of last publication and the bid opening for preparation of bids, which time shall not be less than two weeks.)

This contract should be awarded to the only responsive bidder, JJC Enterprises, Inc. for a total of \$90,950.00.

Action Memorandum No. 2021-08

Summary Statement continued:

PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council on September 02, 2021.



Mayor

ATTEST:

[SEAL]



City Clerk

Route to	Department Head	Date
X	Finance Director	
X	Public Works Director	
X	Planning Director	
X	City Clerk	

City of Dillingham
Fiscal Note

Agenda Date: September 2, 2021

Aggregate for FY22 - Contract with JJC Enterprises for gravel

ORIGINATOR: Cynthia Rogers

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
AMOUNT REQUESTED: \$90,950 Budget Approved		FUNDING SOURCE City of Dillingham	
FROM ACCOUNT		Project	
1000 7395 30 33 0000 0	\$59,700	Furnish Aggregate per RFP 2021-01	
2200 7395 30 81 0000 0	\$31,250		
TO ACCOUNT:	VERIFIED BY: <u>Anita Fuller</u>	Date: <u>8/30/2021</u>	

EXPENDITURES

OPERATING	FY22			
Gravel	59,700.00			
Gravel Landfill	\$31,250.00			
TOTAL OPERATING	\$ 90,950.00	\$ -	\$ -	\$ -

CAPITAL	\$ -			
---------	------	--	--	--

REVENUE	-			
---------	---	--	--	--

FUNDING

General & Special Rev. Funds	\$90,950			
State/Federal Funds				
Capital Project				
Other				
TOTAL FUNDING	\$ 90,950	\$ -	\$ -	\$ -

POSITIONS

Full-Time				
Part-Time				

Analysis: (Attach a separate page if necessary)

See Action Memorandum 2021-08

Budget approved for Street Sand \$15,000 will be reduced to \$0; Streets Gravel \$25,000 will need to increase budget by \$33,700 a net increase of \$18,700 for streets. Landfil gravel budget \$45,000.

PREPARED BY: Anita Fuller

August 30, 2021

DEPARTMENT: Finance

APPROVED BY: _____



NOTICE OF INTENT TO AWARD

ISSUE DATE: August 27, 2021

RFP NUMBER AND TITLE: RFP 2021-01, Furnish Aggregate for FY22

RFP DEADLINE: August 26, 2021, 4:00 PM

BIDDERS OF RECORD INCLUDE:

- JJC Enterprises, Inc.
- Bristol Construction Services

Based on the criteria established in the Request for Proposal (RFP), the City of Dillingham hereby provides notice of its intent to award the contract to:

JJC Enterprises, Inc.

Any bidder who believes the contract has been improperly awarded may file a protest with the City Clerk, Lori Goodell, within 5 days from the date of this notice and appear in person before the City Council according to the provisions of the Dillingham Municipal Code Section 4.30.100 E. The next regularly scheduled City Council meeting will be held on September 2, 2021. The entire Dillingham Municipal Code can be found on the City's website.

Prior to issuance of a Notice to Proceed, the successful bidder must provide licensing and insurance documents as outlined in RFP 2021-01, to the City of Dillingham prior to C.O.B. on September 15, 2021.

The successful proposer is instructed not to begin work, purchase materials, or enter into subcontracts relating to the project until both the recipient and the City have signed the contract and a Notice to Proceed has been issued. AS 36.30.365.

Sincerely,

A handwritten signature in blue ink, appearing to read "Chris Hladick", is written over the word "Sincerely,".

Chris Hladick
Interim City Manager

**RFP 2021-01 - Furnish Aggregate for FY22
BID SCORING SHEET**

Proposal Deadline: 08/26/21, 4:00 PM		8/26/2021 14:05	
Date & Time Proposal Received			
		RESPONSIVE BIDDERS	
		JJC Enterprises, Inc.	
		BID AMOUNT	
ITEMS			
Pit-Run Gravel, 2,500 cubic yards (Landfill)	\$/cy	\$ 12.50	
	subtotal	\$ 31,250.00	
Pit-Run Gravel, 1,500 cubic yards (City Shop)	\$/cy	\$ 19.00	
	subtotal	\$ 28,500.00	
Crushed Stone, 400 cubic yards (City Shop)	\$/cy	\$ 45.00	
	subtotal	\$ 18,000.00	
Reject D1 Gravel, 600 cubic yards (City Shop)	\$/cy	\$ 22.00	
	subtotal	\$ 13,200.00	
Grand Total		\$ 90,950.00	

APPARENT LOW BIDDER IS HIGHLIGHTED IN ORANGE