

City of Dillingham Action Memorandum Agenda of: June 29, 2023

2023-17
Action Memorandum No. _____

Subject:

Approve Contract with Pape Material Handling for Hyster Forklifts Maintenance and Repair

City Manager: Recommend Approval

Signature: Lari Goodell

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

Bid opening checklist / scoring sheet
Notice of intent to award

FAILED

Summary Statement:

The Hyster 1050 and Hyster 800 forklifts are primary equipment for off-loading pallets and barge items at the City Dock. Repairs and maintenance are vital to operation of the Dock which will be hindered if the forklifts are not repaired.

Per council directive RFP 2023-02 for Hyster 800 and Hyster 1050 repair and maintenance was posted June 10, 2023. City Attorney Brooks Chandler compiled the RFP package. Advertising was compressed on an emergency basis due to the 2023 dock season already in progress. RFP 2023-02 was advertised locally and run in one edition of the Bristol Bay Times on June 15, 2023. To accommodate a request for information the bid closing was extended from June 22, to June 26, 2023.

Evaluation of proposals was completed by a committee of three city employees and was based solely on the evaluation factors set out in the RFP.

Action Memorandum No. 2023-17

Summary Statement continued:

PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council
on _____

Mayor

ATTEST:

[SEAL]

City Clerk

Route to	Department Head	Date
	Finance Director	
X	City Clerk	



CITY OF DILLINGHAM

Maintenance & Repair of HYSTER High Mast Forklifts

BID OPENING CHECKLIST / SCORING

Date: Bid Opening and Evaluation June 23, 2023

CONTRACTOR	References	Proposed Rate	Qualifications & Experience	Past Performance on City Projects
Pape – Arrived 06/25/23 98.66%	15%	8.66% (1)	60% (3)	15%
SMI – Arrived 06/26/23 65%	15%	5% (2)	30% (4)	15%

*The bid amounts shown are for information purposes only and is not the official record. All bids will be reviewed for accuracy and to determine if the bid is responsive.

(1) $145,579.84 / 128,459.05 = 1.13327$ $100\% - 13.327 = 86.67$ $10\% * 86.67 = 8.66\%$

(2) No hourly rate provided for Item 7. Could consider bid as non-responsive due to this detail being a requirement in the bid. Three person team decided to allow bid; however, awarded 1/2 of the available points.

(3) Several certifications provided. List of communities were provided that had Hyster work.

(4) No certification provided. Experience is stated but not supported. Nothing specifies Hyster work.

Weight: References 15% / Proposed Rates 10% / Qualifications & Experience 60% / Past Performance on City Projects 15%