City of Dillingham Action Memorandum Agenda of: June 1, 2017

Action Memorandum No. 2017-09

Subject:

Authorize the City Manager to enter into a contract with AMCON General Contracting LLC, for the installation of the coiling door at the Downtown Fire Hall.

City Manager: Recommend Approval

Signature: Jonathan Williams

Fiscal Note: ☑ Yes ☐ No **Funds Available:** ☑ Yes ☐ No

Other Attachments:

-RFP 2017-06 Fire Hall Coiling Door Installation
-RFP 2017-06 Bid Sheet from AMCON
-RFP 2017-06 Notice of Intent to Award

Summary Statement:

The City's new ambulance is expected to arrive in June or July 2017. The current design of the Downtown Fire Hall does not have adequate clearance for the ambulance to fit into the ambulance bay. Therefore a new coiling door must be installed to accommodate the new ambulance. The City previously purchased a coiling door and went out to bid for installation of the door back in 2016, however a new ambulance purchase was not completed and the project was on hold until this year.
After the new ambulance was purchased this spring, the project went out to bid on April 7, 2017. Bids closed on April 27, 2017 at 4:00 PM.
Only one bid was received, from AMCON General Contractors. A Notice of Intent to Award was issued on May 17, 2017 for the City to enter into a contract with AMCON for $32,317.

Action Memorandum No. 2017-09

Summary Statement continued:

PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council on 6/1/17.

Mayor

ATTEST: [SEAL]

City Clerk

Route to	Department Head	Date
X	Finance Director	6/2/17
X	Fire Department Coordinator	6/2/17
X	Public Works Director	6/2/17
X	Planning Director	6/2/17
X	City Clerk	6/2/17

City of Dillingham
Fiscal Note

Agenda Date: June 1, 2017

RFP for Fire Hall Coiling Door

ORIGINATOR: Janice Williams

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT ☐ YES ☑ NO
AMOUNT REQUESTED: $32,317		FUNDING SOURCE **Ambulance Fund**
FROM ACCOUNT 7110 7620 20 27	$32,317	Project Install Fire Hall Coiling Door
TO ACCOUNT:	VERIFIED BY: Anita Fuller	Date: 5/19/2017

EXPENDITURES

OPERATING	FY17			
	$ 32,317.00			
TOTAL OPERATING	**$ 32,317.00**	$ -	$ -	$ -

CAPITAL	$ -			

REVENUE				

FUNDING

General & Special Rev. Funds	$32,317			
State/Federal Funds				
Other	-			
TOTAL FUNDING	**$ 32,317**	$ -	$ -	$ -

POSITIONS

Full-Time				
Part-Time				
Temporary				

ANALYSIS: (Attach a separate page if necessary) See Action Memorandum No. 2017-09

PREPARED BY: Janice Williams May 19, 2017

DEPARTMENT: Finance

APPROVED BY: Anita M Fuller 5/22/17

INVITATION TO BID
RFP 2017-06 Downtown Fire Hall Coiling Door Installation

The City of Dillingham is soliciting sealed bids from contractors to install an owner-furnished coiling door on the exterior of the Downtown Fire Hall. A mandatory pre-bid conference will be held on-site at 10 AM on Tuesday, April 18, 2017. Attendance requirements will be waived for bidders that attended the September 22, 2016 pre-bid conference.

Inquiries should be directed to Ken Morton at publicworks@dillinghamak.us or 907-842-4598

Proposals will be accepted until 4:00 PM on Thursday, April 27, 2017

Proposals will be evaluated on the same day and a Notice of Intent to Award will be given after the evaluation process is complete. A contract to award will be authorized at the May 4, 2017 regular meeting of the Dillingham City Council.

SPECIFICATIONS

Submittal Requirements and Information

To be considered, all proposals must be delivered to the address below, on or before the deadline no later than.

Please mark the envelope to identify the project: **RFP 2017-06 Downton Fire Hall Coiling Door**

Delivery instructions – mail or hand deliver in a sealed envelope to:

Planning Director's Office
City of Dillingham
PO Box 889
Dillingham, AK 99576

Required Proposal Content

Return the following attachment to the City of Dillingham by the due date:

- Attachment A: Bid Form

Electronic and faxed proposals will not be accepted.

Proof of Insurance and Licensing
Responding bidders will be required to provide the following prior to "Notice of Award":

- Copy of current City of Dillingham Business License
- State of Alaska Business License
- Certification of Insurance and Workers Compensation as required under AS23.30 naming all employees. If the business is owner-operated than Workers Compensation is not necessary.
- Proof of commercial insurance, covering bodily injury, death, and property damage with a single limit not less than one million dollars
- Vehicle liability insurance including applicable uninsured/underinsured coverage with limits of liability not less than one million ($1,000,000) dollars per occurrence combined
- Single limit bodily injury and property damage

All insurances, workers' compensation insurance, commercial general liability insurance and motor vehicle liability insurance, as described above shall include an endorsement stating the following: sixty (60) days advance written notice of cancellation, non renewal, reduction change, shall be sent to the City Manager, PO Box 889, Dillingham, AK 99576.

Scope of Service
The contractor will work directly with the City Manager or designee for performance of required work.

Contractor will need to demolish header at existing overhead door and prepare building as shown in attached drawing by Oien & Associates, Inc. for mounting the coiling door. A list of owner provided materials will be provided at the pre-bid conference. The materials will be delivered to the Fire Hall Building site.

Bid Items

Lump Sum Bid

Conditions of Offering and Acceptance

This is a Request for Proposal/Bid only and is not a guarantee the City of Dillingham will purchase any or all of the products or services indicated in this invitation.

The City of Dillingham reserves the right to reject or accept any and all bids, to waive irregularities or informalities in the procurement process, and to give particular attention to the qualifications of the proposer.

The City reserves the right to revise or clarify the Request for Proposal/Bid, respond to questions, and/or extend or shorten the due date of process.

The City retains the right to cancel the Request for Proposal/Bid process if the City determines it is in their best interest. Any cost incurred by proposers for the preparation and submittal of the bid is the sole responsibility of the bidder.

A bid may be corrected or withdrawn by a written request received prior to the deadline for receipt of bid proposals.

All bid proposals and other material submitted become City property and may be returned only at their option.

The City assumes no responsibility or liability for the transmission, delay, or delivery of bid proposals by either public or private carriers.

Any and all media announcements pertaining to this RFP require the City's prior written approval.

The bidder agrees to allow the City at least 30 days from the bid date to enter into a contract with the selected bidder for the price offered by the bidder.

The City intends to award a contract, subject to negotiation of a satisfactory agreement based upon the City's standard professional services contract form.

Contractor shall in performance of a contract, comply with all applicable federal, state, and local laws, ordinances, orders, rules and regulations applicable to its performance.

Contractor must be in compliance with Dillingham Municipal Code 4.20.240, Tax Delinquent List.

RFP 2017-06 Installation of Downtown Fire Hall Coiling Door

The work shall start with in ten days after award and be complete within forty five days after award.

1. Complete and submit this document in a sealed envelope with your dollar amount to perform the requested work.

   $_____ Lump Sum Bid Amount for all costs to perform the work inclusive of Travel, Housing, Transportation, Subsistence, Labor and Materials.

Contractor Name: _____ Title: _____

d/b/a Company Name: _____

City Business License Number: _____

Alaska State Business License Number: _____

Contractor Signature: _____ Date: _____
(Authorized Agent)

Mailing Address: _____

Phone Contact: _____

Email Address: _____

STRUCTURAL NOTES

DESIGN LOADINGS

SNOW LOAD = 40 PSF
WIND - 100 MPH EXP B
SEISMIC PER IBC, S_s=1.5, S1=0.5

ALL WORK TO BE DONE IN ACCORDANCE WITH THE 2009 IBC AND LOCAL AMENDMENTS.

ALL NEW LUMBER SHALL BE HF #2, PT FOR ALL EXTERIOR APPLICATIONS.

VERSALAMS SHOWN SHALL BE VL2800 AS MANUFACTURED BY BOISE CASCADE, OR EQUAL

THE SCOPE OF THIS WORK IS THE ENLARGEMENT OF AN EXISTING OPENING TO RECIEVE AN EXTERIOR COILING DOOR.

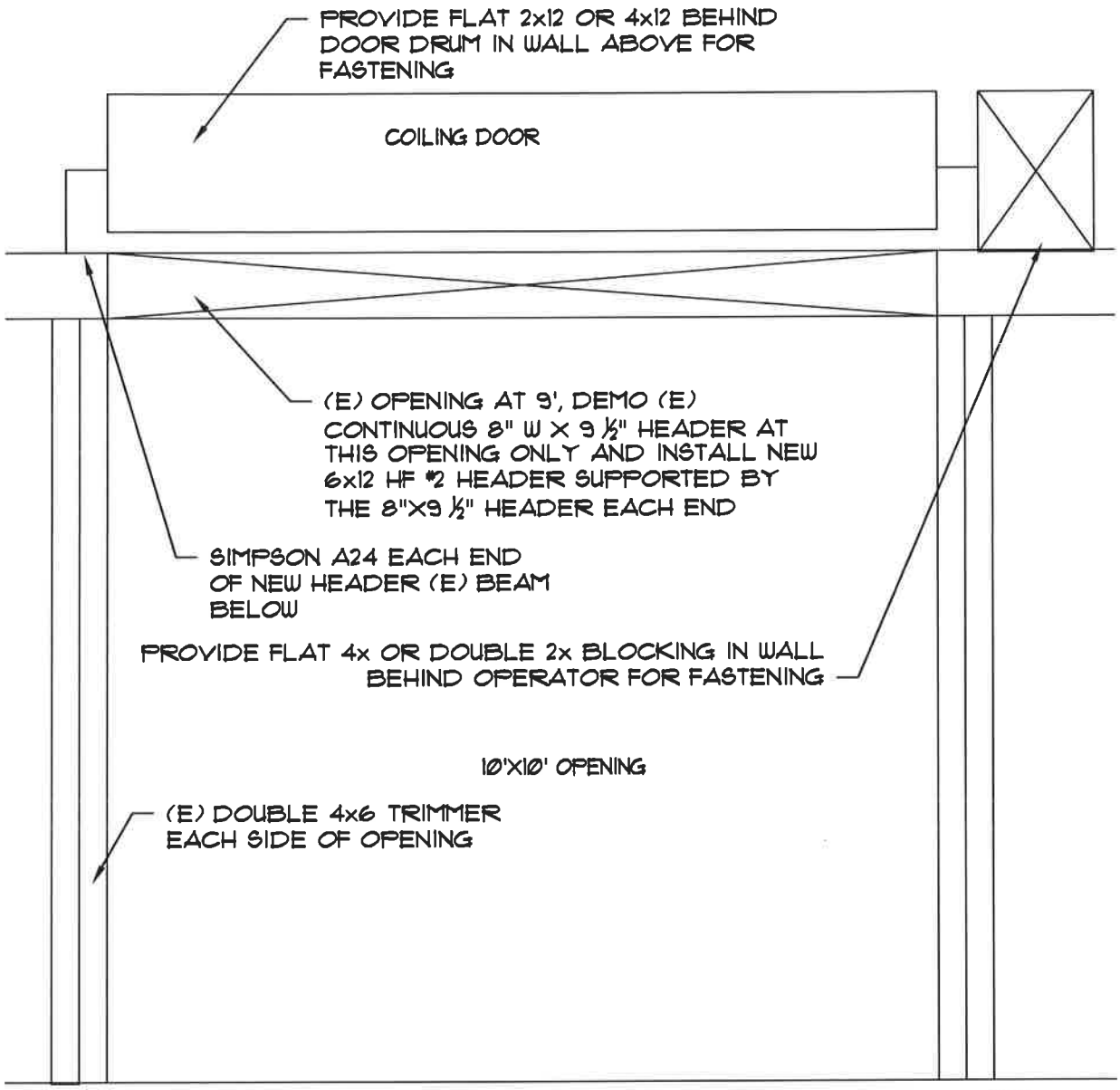
THESE DRAWINGS ARE BASED ON THE SHOP DRAWING BY OVERHEAD DOOR CORPORATION ENTITLED AMBULANCE BAY CITY OF DILLINGHAM

THIS BUILDING IS FRAMED WITH ROUGH CUT LUMBER, ALL SIZES ARE ACTUAL SIZES. OVERHANG TO BE REMOVED AT THE DOOR OPENING ONLY.

STATE OF ALASKA
49TH
BENJAMIN C. OIEN
SE-14183
9/12/16
REGISTERED PROFESSIONAL ENGINEER

Oien Associates, Inc.
Construction Management Engineering Inspections
16922 Hanson Drive
Eagle River, AK 99577
Phone: (907) 694-0507
Fax: (907) 694-0508
email: boien@gci.net

Dillingham Fire Station Coiling Door	JOB NO. 63149
DATE: September 9, 2016	S1



1 / S1 Exterior Elevation

Scale: ¼" = 1'-0"

STATE OF ALASKA
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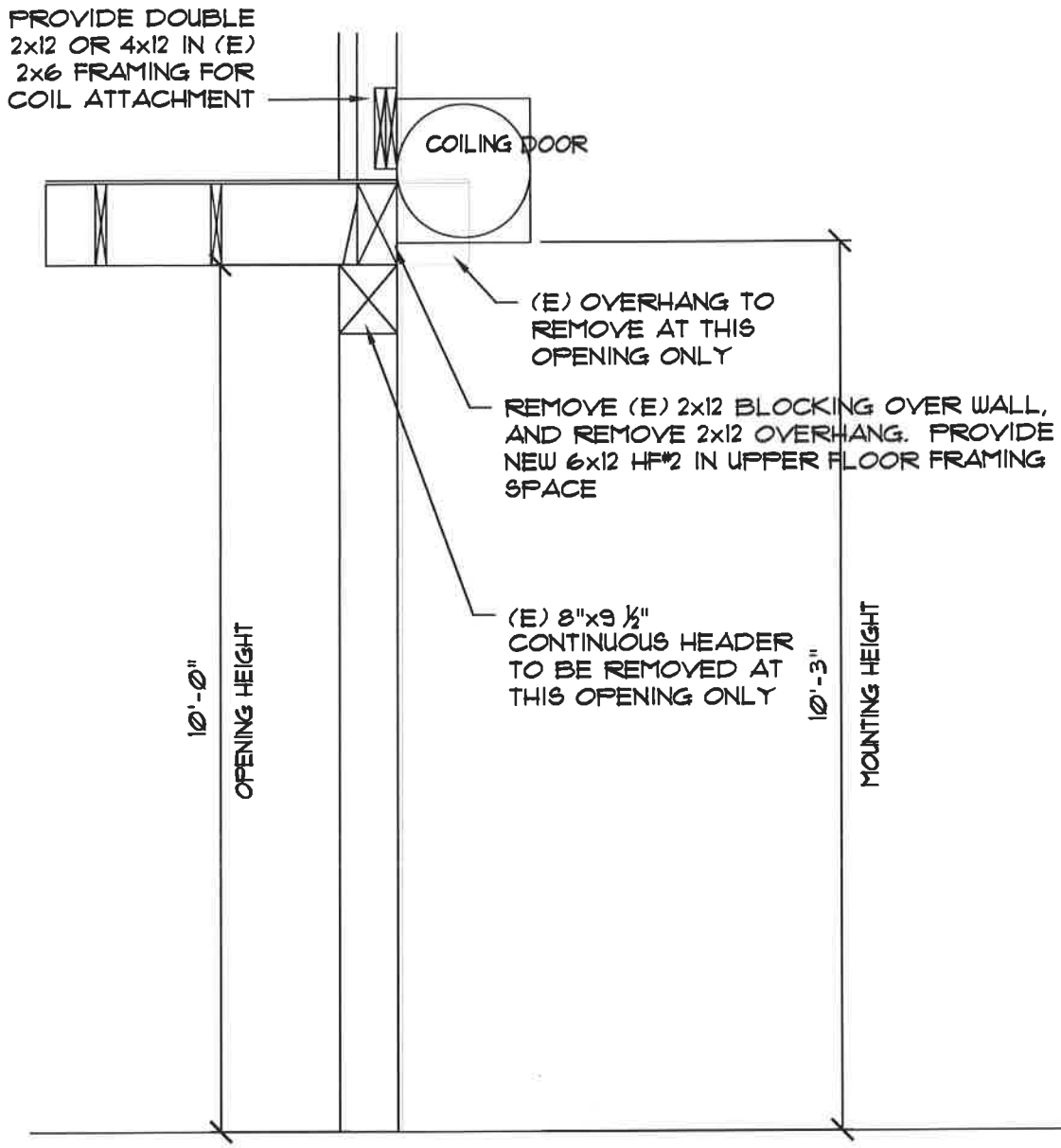
REGISTERED PROFESSIONAL ENGINEER

Oien Associates, Inc.
Construction Management Engineering Inspections
16837 Hanson Drive
Eagle River, AK 99577
Phone: (907) 694-0507
Fax: (907) 694-0508
email: bolen@gci.net

Dillingham Fire Station Coiling Door	JOB NO. 63149
DATE: September 9, 2016	S1



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Construction Management Engineering Inspections
16932 Hanson Drive
Eagle River, AK 99577
Phone: (907) 694-0507
Fax: (907) 694-0508
email: boien@gci.net

Dillingham Fire Station Coiling Door	JOB NO. 63149
DATE: September 9, 2016	S2

1833 North Post Rd. #A, Anchorage, AK 99501 – 907.258.8937 office 907.258.8938 fax

Cover Letter

Date: April 26, 2017

Project: RFP 2017 - 06 Downtown Fire Hall Coiling Door

Prepared for: City of Dillingham - Planning Director's Office Attn: Ken Morton Public Works

AMCON proposes to perform the following work per Scope of Service on page 2 of Invitation to Bid.

- Demolish of header at existing overhead door
- Prepare opening as shown by Oien & Associates structural details for mounting coiling door
- Install Owner provided coiling door & operator

Please feel free to call with any questions.

Sincerely,

Dan Amadon

Managing Member

dan@amconalaska.com

CITY OF DILLINGHAM ALASKA

RFP 2017-06 Installation of Downtown Fire Hall Coiling Door

The work shall start with in ten days after award and be complete within forty five days after award.

1. Complete and submit this document in a sealed envelope with your dollar amount to perform the requested work.

   $ 32,317.00 Lump Sum Bid Amount for all costs to perform the work inclusive of Travel, Housing, Transportation, Subsistence, Labor and Materials.

Contractor Name: Ameon LLC. Title: Owner

d/b/a Company Name:

City Business License Number: 2703

Alaska State Business License Number: 988497

Contractor Signature: Daniel J. [illegible] Date: 4-26-17
(Authorized Agent)

Mailing Address: 1833 North Post Rd #A Anch, Ak. 99501

Phone Contact: 907-258-8937 or 907-727-8937

Email Address: dan@ameonalaska.com

NOTICE OF INTENT TO AWARD

ISSUE DATE: May 17, 2017

RFP NUMBER AND TITLE: RFP 2017-06 Fire Hall Coiling Door Installation

RFP DEADLINE: April 27, 2017 at 4:00 PM

BIDDERS OF RECORD INCLUDE:

AMCON General Contractors, LLC

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:

AMCON General Contractors, LLC
1833 North Post Road #A
Anchorage, Alaska 99501

Any bidder who believes the contract has been improperly awarded may file a protest with the City Clerk, Janice Williams, within 5 working days from the date of this notice and appear in person before the City Council according to the provision of the Dillingham Municipal Code Section 4.30.100 E.

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 the following documents to the City of Dillingham prior to C.O.B on May 24, 2017:

-Current, Valid State of Alaska & City of Dillingham Business Licenses -Vehicle Liability Insurance
-Certificate of Insurance & Worker's Compensation -Proof of Commercial Insurance

The successful vendor 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,

Janice Williams

Janice Williams
Acting City Manager
(907) 842-5148
manager@dillinghamak.us