City of Dillingham Action Memorandum Agenda of: June 15, 2017

Action Memorandum No. 2017-10

Subject:

Authorize the City Manager to enter into a contract with Wolverine Supply, Inc. for repairs to the Senior Center.

City Manager: Recommend Approval

Signature: Donald L. Mann

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

Other Attachments:

-RFP/ITB 2017-08 Senior Center Repairs
-RFP/ITB 2017-08 Score Sheet Summary
-RFP/ITB 2017-08 Notice of Intent to Award

Summary Statement:

The City of Dillingham, Alaska, solicited bids to complete repairs at the Dillingham Senior Center. Project scope covers modification of the existing Solarium and Arctic Entry to include exterior and interior walls, roof structure and finish, changes to fenestration, energy efficiency and drainage.

The project went out to bid on May 8, 2017. Bids closed on June 8, 2017 at 11:00 AM.

Three Bids were received, one was deemed "non-responsive" as it did not include the required bid bond. The complete bid packages were submitted as follows:

AMCON, LLC.	Base Bid $211,786.10	Additive Alternate $96,870.21
Wolverine Supply, Inc.	Base Bid $147,000.00	Additive Alternate $97,000.00

It is important to note that the City will only be entering into a contract for the Base Bid at this time. The contract will be awarded to Wolverine Supply for $147,000

Action Memorandum No. 2017-10

Summary Statement continued:

PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council on 6/15/17.

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: June 15, 2017

Contract with Wolverine Supply, Inc. to perform repairs to Senior Center.

ORIGINATOR: Don Moore

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT ☑ YES ☐ NO
AMOUNT REQUESTED: $147,000		FUNDING SOURCE **Rasmuson Grant** **AK MHTA Grant** **Equipment Replacement Fund**
FROM ACCOUNT 5944 7790 42 44 0000 0 $83,764 4095 7790 42 44 0000 0 $24,475 7120 7620 42 44 0000 0 $38,761		Project **Senior Center Repairs**
TO ACCOUNT:	VERIFIED BY: Navin Bissram	Date: 6/8/2017

EXPENDITURES

OPERATING	FY18			
TOTAL OPERATING	$ -	$ -	$ -	$ -

CAPITAL	$ 147,000			

REVENUE				

FUNDING

General & Special Rev. Funds				
State/Federal Funds				
Other	147,000			
TOTAL FUNDING	**$ 147,000**	$ -	$ -	$ -

POSITIONS

Full-Time				
Part-Time				
Temporary				

ANALYSIS: (Attach a separate page if necessary) See Action Memorandum 2017-10

PREPARED BY: Navin Bissram June 8, 2017

DEPARTMENT: Finance

APPROVED BY:

INVITATION TO BID
ITB 2017-08 Senior Center Repairs

The City of Dillingham is soliciting sealed bids from contractors for repairs at the Dillingham Senior Center. Project scope covers modification of the existing Solarium and Arctic Entry to include exterior and interior walls, roof structure and finish, changes to fenestration, energy efficiency and drainage. Below is a list work required in the base bid as well as that being requested as an additive alternate:

BASE BID:

1. ALL STRUCTURAL WORK AND ASSOCIATED ARCHITECTURAL ITEMS AT
2. STRUCTURAL REPAIRS & UPGRADES.
3. ALL ARCHITECTURAL BUILDING ENVELOPE REPAIRS & UPGRADES.
4. PRESERVE AND REMOUNT EXISTING MECHANICAL & ELECTRICAL
5. DEVICES AFFECTED BY SCOPE OF WORK.
6. NO MECHANICAL & ELECTRICAL UPGRADES REQRUIED.
7. FOOTING DRAIN LENGTH FROM GRIDLINES 4 TO 6 (SOUTH SIDE OF
8. BUILDING) & A-1 TO B (EAST SIDE OF BUILDING).

ADDITIVE ALTERNATE:

9. INTERIOR PARTITION WALL RENOVATION AND ASSOCIATED FINISHES.
10. ALL MECHANICAL & ELECTRICAL WORK NOT REQUIRED IN BASE BID.
11. ALL FOOTING DRAIN LENGTH NOT INCLUDED IN BASE BID.

Requirements regarding assurances in the form of a bid bond and associated performance bond as well as a draft contract will be posted via addenda by May 11, 2017.

A mandatory pre-bid conference will be held on-site at 10 AM on Tuesday, May 23, 2017.

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

Proposals will be accepted until 11:00 AM on Thursday, June 8, 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 June 15, 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: **ITB 2017-08 Senior Center Repairs**
and provide a contact name, phone number and email address as well as the name of your firm.

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

Requirements regarding assurances in the form of a bid bond and associated performance bond as well as a draft contract will be posted via addenda by May 11, 2017. The selected contractor must meet the bonding requirements.

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 review the project design and specifications provided by LCG Lantech.

Bid Items

Lump Sum Bid

Conditions of Offering and Acceptance

This is a Request for Proposal/ Invitation to 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.

ITB 2017-08 Senior Center Repairs

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 Base Bid all costs to perform the work inclusive of Travel, Housing, Transportation, Subsistence, Labor and Materials.

$_____ Lump Sum Bid Amount for Additive Alternate 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: _____

NOTICE OF INTENT TO AWARD

ISSUE DATE: June 8, 2017

RFP NUMBER AND TITLE: RFP 2017-08 Senior Center Repairs

RFP DEADLINE: June 8, 2017 at 11:00 AM

BIDDERS OF RECORD INCLUDE:

-AMCON General Contractors, LLC
-Wolverine Supply, Inc.
-Tom Mueller General Contracting (Non-Responsive)

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:

Wolverine Supply, Inc.
5099 E. Blue Lupine Drive
Wasilla, Alaska 99654

Any bidder who believes the contract has been improperly awarded may file a protest with the City Clerk, Janice Williams, within 5 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 licensing and insurance documents as outlined in RFP 2017-08, to the City of Dillingham prior to C.O.B on June 13, 2017.

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,

Donald L. Moore
City Manager
(907) 842-5148
manager@dillinghamak.us

PROJECT __RFP2017-08 Senior Center Repairs_____

PROPOSAL SCORING SHEET

Deadline for proposals is: 06/08/2017	11:00 AM		06.07.17	06.08.17	06.08.17		
Date & Time Proposal Received			2:39 PM	9:44 AM	10:27 AM		
	Column A	Column B Point Value	Column C Enter Points 1-5	Column D Enter Points 1-5	Column E Enter Points 1-5	Column F Enter Points 1-5	Column G Enter Points 1-5
VENDOR NAME		Possible Points 1 - 5 (5 being highest score)	AMCON LLC	**Wolverine Supply, Inc.**	Tom Mueller		
List Evaluation Criteria	Weighting Col. A						
	0	Base Bid	$211,786.10	**$147,000.00**	$212,200.00		0 0
	0	Add. Alt	$96,870.21	**$97,000.00**	"Too vague at this time"		0 0
	0	Bid Bond	Yes	**Yes**	No		0 0
	0			0 0	0 0	0 0	0 0
	0			0 0	0 0	0 0	0 0
	0		0 0	0 0	0 0	0 0	0 0
	0		0 0	0 0	0 0	0 0	0 0
Total Weighted						0	0

MUST PROVIDE PROOF OF LICENSING AND INSURANCE PRIOR TO NOTICE OF AWARD.
Dillingham Business License
State of Alaska Business License
Certificate of Insurance and Worker's Comp
Proof of Commercial Insurance
Vehicle Liability Insurance

APPARENT LOW BIDDER IS HIGHLIGHTED IN ORANGE