City of Dillingham Action Memorandum Agenda of: July 13, 2017

Action Memorandum No. 2017-12

Subject:

Authorize the City Manager to enter into a contract with Elite Mechanical for improvements to the Dillingham Sewer Lagoon and Dock Lift Station.

City Manager: Recommend Approval

Signature: Jamie Williams acting City Mgr

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

Other Attachments:

-RFP/ITB 2017-10 Dillingham Sewer Lagoon & Dock Lift Station Improvements Page 1
-RFP/ITB 2017-10 Bid Sheet
-RFP/ITB 2017-10 Notice of Intent to Award
-Available Funding Documentation

Summary Statement:

The City of Dillingham solicited sealed bids, RFP 2017-10, for a firm possessing the skills and ability required to construct improvements at the City Dock Lift Station and City Sewage Lagoon to include the following scope of work:
1) Dock Lift Station: demolition, bypass pumping, piping, fittings, discharge elbows, debris basket, and floor repair within the wet well; and
2) Sewage Lagoon: force main, influent flow meter manhole, overflow control structure improvements, air diffuser header repair, and miscellaneous electrical.

The project went out to bid on June 5, 2017. Bids closed on July 5, 2017 at 4:00 PM. Only one bid was received and that was from the firm Elite Mechanical. Staff reviewed the bid to make sure all was in order and is recommending awarding a contract to Elite Mechanical. The firm is currently finishing the lift station improvements project awarded in 2016. Key staff involved in tracking the project has been satisfied with their work.

Action Memorandum No. 2017-12

Summary Statement continued:

PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council on 7/13/17.

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: July 13, 2017

Contract with Elite Mechanical for improvements to Sewer Lagoon and Dock Lift Station.

ORIGINATOR: Don Moore

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT ☑ YES ☐ NO
AMOUNT REQUESTED: $1,102,250		FUNDING SOURCE **MMG & ANTHC Grants, SR Fund**
FROM ACCOUNT		Project
4423 8710 30 62	$771,575	**Sewer Lagoon Improvements**
3009 8710 30 62	$318,956	**Dock Lift Station Improvements**
2100 8710 30 62	$11,719	
TO ACCOUNT:	VERIFIED BY: Navin Bissram	Date: 7/7/2017

EXPENDITURES

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

CAPITAL	$1,102,250			

REVENUE				

FUNDING

General & Special Rev. Funds	$11,719			
State/Federal Funds	$1,090,531			
Other				
TOTAL FUNDING	$ **1,102,250**	$ -	$ -	$ -

POSITIONS

Full-Time				
Part-Time				
Temporary				

ANALYSIS: (Attach a separate page if necessary) See Action Memorandum 2017-12

PREPARED BY: Navin Bissram July 7, 2017

DEPARTMENT: Finance

APPROVED BY:

CITY OF
DILLINGHAM
ALASKA

INVITATION TO BID
ITB 2017-10 DILLINGHAM LAGOON AND DOCK LIFT STATION IMPROVEMENTS

The City of Dillingham is soliciting sealed bids for a firm possessing the skills and ability required to construct improvements at the City Dock Lift Station and City Sewage Lagoon to include the following scope of work:

City Dock Lift Station: demolition, bypass pumping, piping, fittings, discharge elbows, debris basket, and floor repair within the wet well.

City Sewage Lagoon: force main, influent flow meter manhole, overflow control structure improvements, air diffuser header repair, and miscellaneous electrical.

The Contractor shall complete all Work under this Contract by December 15, 2017.

Inquiries should be directed to Ken Morton at publicworks@dillinghamak.us

A contract to award will be confirmed at the July 13, 2017 Council Meeting.

SPECIFICATIONS

Submittal Requirements and Information

To be considered, one original and four copies of the bid must be delivered to the address below, on or before the deadline no later than 4:00 p.m. on July 5, 2017. Bids must include original signatures by an individual able to legally represent the firm. Late bids will not be opened or evaluated.

Please mark the envelope to identify the project: **DILLINGHAM LAGOON AND DOCK LIFT STATION IMPROVEMENTS**

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

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

Electronic and faxed bids will not be accepted.

A pre-bid meeting will be held on Tuesday, June 20, 2017 at 10:00 a.m. in the upstairs of City Hall.

SECTION 00 41 13

BID FORM

City Manager
Dillingham, Alaska

The undersigned, in compliance with your invitation for bids for construction of the following Project:

Dillingham Lagoon and Dock Lift Station Improvements

(Project No. ITB 2017-10) for the City of Dillingham, Alaska, having examined the Project Manual and Addenda, the sites of the proposed Work and being familiar with all of the conditions surrounding the proposed Project, having conducted all inquiries, tests and investigations deemed necessary and proper; hereby proposes to furnish all labor, permits, material, machinery, tools, supplies and equipment, and perform all Work required for construction of the Project in accordance with the Project Manual and Addenda within the time indicated in the following Bid Schedule. The Owner reserves the right to accept any or all line items in the Bid Schedule prior to Award.

Pay Item	Pay Item Description	Unit	Quantity	Unit Bid Price	Total Bid Price
1	Utility & Miscellaneous Work Allowance	CONTINGENT SUM	1	$30,000	$30,000
2	Force Main	LS	1	678000	678000
3	Flow Meter Manhole	LS	1	298250	298250
4	Overflow Control Structure Improvements	LS	1	70000	70000
5	Lagoon Air Diffuser Header Repair	LS	1	18000	18000
6	Dock Lift Station Improvements	LS	1	38000	38000

BID TOTAL $ 1,102,250

Name of Bidding Firm: ELITE MECHANICAL

The undersigned agrees that the period of time for holding bids should be at least 60 calendar days.

CONTINGENT SUM: As part of the contingent sum, the City may elect to have the Contractor perform miscellaneous Work that is not included in the Contract. This Work shall be performed on a time and expenses basis. Negotiate terms of this Work with the City, including a scope and fee and any proposed changes in Contract time. Obtain written approval by the City prior to commencing Work. Miscellaneous Work may include, but not be limited to, the following items: repair/replace chain link fencing; air flow meters; miscellaneous improvements to the blower building; and other miscellaneous improvements.

ACTIONS ON BIDS: OWNER reserves the right to reject any or all Bids and to waive any minor informality in any Bid or solicitation procedure (a minor informality is one that does not affect the competitiveness of the bidders).

The Contract, if awarded, shall be awarded to the responsible Bidder who submits the lowest responsive

NOTICE OF INTENT TO AWARD

ISSUE DATE: July 6, 2017

RFP NUMBER AND TITLE: ITB 2017-10 Dillingham Sewer Lagoon & Dock Lift Station Improvements

RFP DEADLINE: July 5, 2017 at 4:00 PM

BIDDERS OF RECORD INCLUDE:

-Elite Mechanical

Based on the criteria established in the Invitation to Bid (ITB 2017-10), the City of Dillingham hereby provides notice of its intent to award the contract to:

Elite Mechanical
1500 Bogard Road
Wasilla, Alaska 99654

Any bidder who believes the contract has been improperly awarded may file a protest with the City Clerk, Janice Williams, within five (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 ITB 2017-10, to the City of Dillingham prior to C.O.B on July 11, 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,

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