

**City of Dillingham Action Memorandum**

Agenda of: November 2, 2017

**Action Memorandum No.** 2017-17

**Subject:**

Authorize the City Manager to enter into a contract with JJC Enterprises for construction of the Landfill Cell 3 Expansion, Phase 1A.

City Manager: Recommend Approval

Signature: Rose Doera

**Fiscal Note:**  Yes  No

**Funds Available:**  Yes  No

**Other Attachments:**

- ITB 2017-13 Landfill Cell 3 Expansion, Phase 1A Cover Sheet
- ITB 2017-13 Bid Sheet Summary
- ITB 2017-13 Notice of Intent to Award

**Summary Statement:**

The City of Dillingham, Alaska, solicited bids to construct the 2017 Landfill Cell 3 Expansion, Phase 1A which would construct the floor and berm of Cell 3 of the Dillingham Landfill.

The invitation to bid was issued on September 29, 2017. Two addenda were issued to update the project specifications as well as include the cell floor construction which was not included as part of the original bid package.

Bids closed on October 31, 2017 at 2:00 PM.

One bid was received, from JJC Enterprises for \$214,205.00 which was in-line with the engineer's estimate as well as under the estimated cost that the City budgeted for. The engineer's estimate came in just over \$195,000 but did not include cell floor construction; we budgeted \$290,000 for this project.

The Engineer of Record is Bristol Engineering.

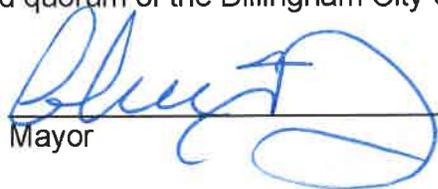
Project construction was budgeted in the Public Works Landfill budget for FY18. Costs will be coded to 2200 7060 30 81 0000 0

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**Summary Statement continued:**

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PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council  
on November 7, 2017

  
\_\_\_\_\_  
Mayor

ATTEST:  
  
\_\_\_\_\_  
City Clerk

[SEAL]

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



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**INVITATION TO BID  
ITB 2017-13 LANDFILL CELL 3 EXPANSION, PHASE 1A**

The City of Dillingham is soliciting sealed bids for a contract possessing the skills and ability required to construct the 2017 Landfill Cell 3 Phase 1A Expansion as outlined in the attached bid package and drawings.

Prospective bidders and interested parties are encouraged to register as a plan holder by contacting the City Planning Director via email at [planner@dillinghamak.us](mailto:planner@dillinghamak.us)

Inquiries should be directed to Public Works Director at [publicworks@dillinghamak.us](mailto:publicworks@dillinghamak.us)

A contract to award will be confirmed at the November 2, 2017 Regular Council Meeting.

**SPECIFICATIONS**

**Submittal Requirements and Information**

To be considered, one original and three copies of the bid must be delivered to the address below, on or before the deadline of no later than 2:00 p.m. on October 31, 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:

**2017 LANDFILL CELL 3 EXPANSION, PHASE 1A**

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

City Planner'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 October 11, 2017 at 10:00 a.m. in the upstairs of City Hall.**





## NOTICE OF INTENT TO AWARD

**ISSUE DATE:** November 1, 2017

**RFP NUMBER AND TITLE:** ITB 2017-13 Landfill Cell 3 Expansion, Phase 1A

**RFP DEADLINE:** October 31, 2017 at 2:00 PM

**BIDDERS OF RECORD INCLUDE:**

-JJC Enterprises

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:

**JJC Enterprises  
PO Box 1234  
Dillingham, Alaska 99576**

Any bidder who believes the contract has been improperly awarded may file a protest with the Acting City Clerk, Lori Goodell, 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.

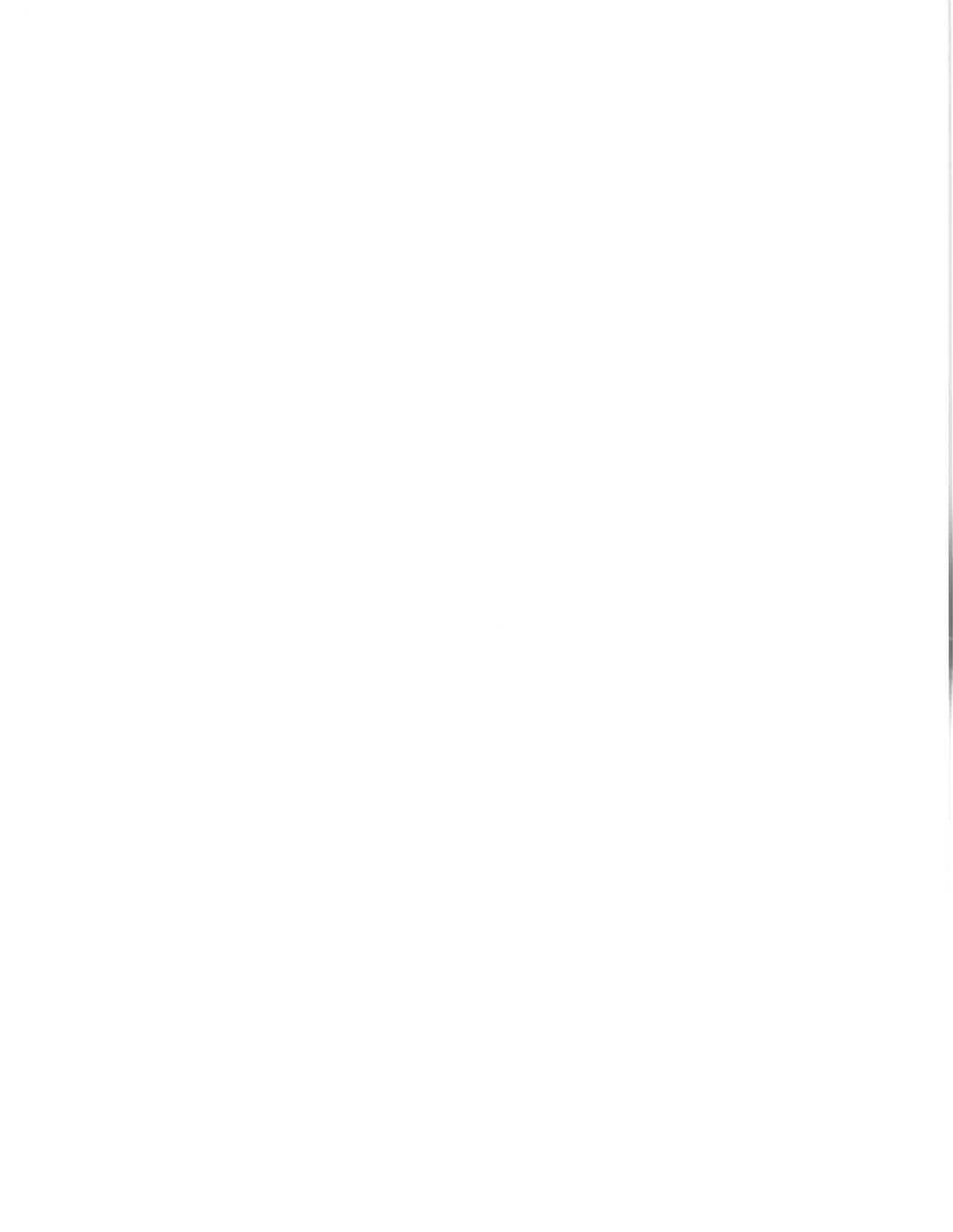
The entire Dillingham Municipal Code can be found on the City's website.

Prior to issuance of a Notice to Proceed, the successful bidder must provide the licensing and insurance documents as outlined in ITB 2017-13, to the City of Dillingham prior to C.O.B on November 6, 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,

Rose Loera  
City Manager  
(907) 842-5148  
[manager@dillinghamak.us](mailto:manager@dillinghamak.us)



City of Dillingham  
Fiscal Note

Agenda Date: November 2, 2017

Contract w/ JJC Enterprises for construction of Landfill Cell 3 Expansion, Phase 1A.

ORIGINATOR: Rose Loera

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
AMOUNT REQUESTED: <p align="right">\$214,205</p>		FUNDING SOURCE <p align="center"><b>Special Revenue Fund</b></p>	
FROM ACCOUNT <p align="center">2200 7060 30 81 0000 0</p>		Project <p align="center">Landfill Cell 3 Expansion, Phase 1A</p>	
TO ACCOUNT:		VERIFIED BY: <u>Navin Bissram</u>	Date: <u>11/1/2017</u>

EXPENDITURES

OPERATING	FY18			
<b>TOTAL OPERATING</b>	\$ -	\$ -	\$ -	\$ -

CAPITAL	\$ 214,205			
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REVENUE				
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FUNDING

General & Special Rev. Funds	\$214,205			
State/Federal Funds				
Capital Project				
Other				
<b>TOTAL FUNDING</b>	<b>\$ 214,205</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

POSITIONS

Full-Time				
Part-Time				

ANALYSIS: (Attach a separate page if necessary)

See Action Memorandum 2017-17

PREPARED BY: Navin Bissram

November 1, 2017

DEPARTMENT: Finance

APPROVED BY: Rose Loera