

- d. The CITY shall perform its activities under this Agreement at its sole cost and expense and without reimbursement from DOT&PF. The CITY's maintenance activities include, but are not limited to:
- 1) Planning, scheduling, administration, and logistics of maintenance activities;
 - 2) Traffic control and safety;
 - 3) Preservation of drainage in an as-built condition, including maintenance of all culverts, ditches, storm drains, gutters, dry wells, retention basins and under-drains;
 - 4) Embankment protection, including erosion control, to as-built conditions;
 - 5) Roadside management;
 - 6) Snow and ice removal;
 - 7) Snow and ice control, including all plowing, sanding, culvert and storm drain thawing, snow hauling, winging, opening of shoulders, ice scraping, drift control, snow slide removal, and associated tasks as may be required for the safe and timely passage of the public;
 - 8) Maintaining signs and delineators in an as-built condition and their replacement, including posts and foundations, when damaged, unreadable, or worn out;
 - 9) Highway marking and repainting, as required, maintaining performance of their intended function;
 - 10) Removal of debris, rubbish, and dead animals;
 - 11) Signing of seasonal weight restrictions as may be required by local conditions;
 - 12) Pothole repair using asphalt products on an as-needed basis;
 - 13) Annual crack sealing;
 - 14) Repairs of minor rutting, waves, sags, humps, corrugations, raveling, alligator cracks, pitting, and bleeding on an as-needed basis.

5. TITLE TRANSFER

Upon Project Completion, DOT&PF shall execute and the CITY shall accept the Commissioner's Quitclaim Deed that conveys all of DOT&PF's right, title, and interest in the properties designated for ownership by the CITY.

6. DISPUTE RESOLUTION

- a. If a dispute arises under this Agreement between the CITY and DOT&PF, and the Parties cannot resolve the matter between them within 45 days after the aggrieved Party gives notice to the other Party, the aggrieved Party may request that the matter be resolved by arbitration.
- b. The party requesting arbitration shall ask for a list of arbitrators from the American Arbitration Association ("AAA") but shall not ask AAA to administer the arbitration. Upon receipt of the list the parties shall proceed to select an arbitrator using the alternate strike method with the party making the first strike determined by a coin toss. The party that wins the coin toss has the option of making the first strike. The arbitrator shall hear the matter under such rules and procedures as the arbitrator deems necessary to conduct the proceedings.
- c. Each Party shall pay one-half of the expenses of the arbitrator. The party against whom a decision is rendered shall pay all expenses incurred in the conduct of any hearing on the dispute.
- d. This agreement to arbitrate and any other agreement or consent to arbitrate entered into in accordance with this paragraph will be specifically enforceable under prevailing law of any court having jurisdiction.

- e. The award rendered by the arbitrator shall be in writing, and shall include: (a) a precise breakdown of the award; and (b) a written explanation of the award specifically citing the Agreement provisions deemed applicable and relied on in making the award.
- f. The award rendered by the arbitrator will be consistent with the Agreement of the parties and final, and judgment may be entered upon it in any court having jurisdiction thereof, and will not be subject to appeal or modification.
- g. Except when the provisions of this Paragraph (6) provide otherwise, any arbitration under this Paragraph is subject to Alaska Statute 09.43.010-09.43.180, the Uniform Arbitration Act.

7. INDEMNIFICATION

To the maximum extent allowed by law, the CITY shall indemnify, defend, and hold the DOT&PF, its officers, employees, and agents (collectively the "Indemnified Parties") harmless from all liability, claims, causes of action, and costs (including attorney's fees) arising out of this Agreement or relating to the obligations assigned or work performed under this Agreement, including, but not limited to, liability, claims, and causes of action alleging or arising out of a negligent act or omission by one of the Indemnified Parties.

Notwithstanding the forgoing, the CITY shall have no obligation to indemnify, defend, or hold the Indemnified Parties harmless from:

- (a) claims for personal injury, death, or property damage arising from incidents occurring prior to Substantial Completion;
- (b) claims for personal injury, death, or property damage alleging a negligent act or omission by one of the Indemnified Parties and arising from incidents occurring within three years from the date of Substantial Completion; or
- (c) claims arising from or asserted under Alaska Statute 46.03.822.

As used in this Section, "Substantial Completion" means the time at which the Project (1) can be safely and effectively used by the public without further delays, disruption, or other impediments, and (2) pavement structure, shoulder, drainage, sidewalk, permanent signing and marking, guardrail and other traffic barrier, safety appurtenances, utilities, lighting and all bridge deck and parapet work is complete.

8. AMENDMENT OF AGREEMENT

This Agreement may only be modified or amended by written agreement with both Parties signing through their authorized representatives.

9. THE WHOLE AGREEMENT

This Agreement constitutes the entire agreement between the parties. It supersedes previous agreements; there are no other understandings or agreements between the Parties, either oral or memorialized in writing regarding the matters addressed in this Agreement.

10. OBLIGATIONS

All of the CITY's obligations, as specified in Sections 4 and 7; are subject to lawful appropriations for the specific purpose of carrying out the CITY's obligations.

ACCEPTANCE BY PARTIES

CITY OF DILLINGHAM

By: Carola Chade, Acting
Rose Loera, City Manager

12/5/14
Date

ACKNOWLEDGEMENT

STATE OF ALASKA)
) ss
THIRD JUDICIAL DISTRICT)

On this 5 day of December, 2014, before me, the undersigned, a Notary Public in and for the State of Alaska, personally appeared Rose Loera, City Manager of the City of Dillingham, known to me to be the identical persons who executed the foregoing instrument and who acknowledged to me that they signed the same freely and voluntarily, with full knowledge of its contents, for the uses and purposes therein mentioned.

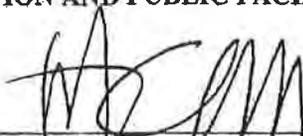
IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year above written.

[NOTARY SEAL]

STEPHANIE NELSON
Notary Public, State of Alaska
Commission # 111121007
My Commission Expires
November 25, 2015

Stephanie Nelson
Notary Public in and for the State of Alaska
My Commission Expires: 11/25/2015

STATE OF ALASKA, DEPARTMENT OF
TRANSPORTATION AND PUBLIC FACILITIES

By: 
Robert A. Campbell, P.E., Central Region Director

10-31-14
Date

ACKNOWLEDGEMENT

STATE OF ALASKA)
) ss
THIRD JUDICIAL DISTRICT)

On this 31st day of October, 2014, before me, the undersigned, a Notary Public in and for the State of Alaska, personally appeared Robert Campbell, Central Region Director of the Alaska Department of Transportation and Public Facilities, known to me to be the identical persons who executed the foregoing instrument and who acknowledged to me that they signed the same freely and voluntarily, with full knowledge of its contents, for the uses and purposes therein mentioned.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year above written.

[NOTARY SEAL]




Notary Public in and for the State of Alaska
My Commission Expires: End of Office

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2017-27

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL REQUESTING FY 18
PAYMENT IN LIEU OF TAXES FUNDING FROM THE DEPARTMENT OF
COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT**

WHEREAS, 3 ACC 152.100 requires the governing body of a city to adopt a resolution requesting funding from the Payment in Lieu of Taxes Program for cities in the unorganized borough and to submit the resolution to the Department of Commerce, Community, and Economic Development; and

WHEREAS, the City has conducted a regular election during the preceding state fiscal year and has reported the results of the election to the commissioner; and

WHEREAS, regular meetings of the governing body are held in the City and a record of the proceedings is maintained; and

WHEREAS, ordinances adopted by the City have been codified in accordance with AS 29.25.050;

NOW, THEREFORE, BE IT RESOLVED that the Dillingham City Council by this resolution hereby requests distribution from the FY 18 Payment in Lieu of Taxes Program by the Department of Commerce, Community, and Economic Development on the date required by law.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on June 1, 2017.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Janice Williams, City Clerk

City of Dillingham Information Memorandum
Attachment to:
Ordinance No. _____ / Resolution No. _____

Agenda of: June 1, 2017
2017-27

Subject:

A Resolution of the Dillingham City Council requesting FY18 payment in lieu of taxes funding from the Department of Commerce, Community, and Economic Development

City Manager: Recommend Approval

Signature: *James Williams, Acting City Mgr*

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

- None

Summary Statement:

As of this date (May 19, 2017) the City has not received an official letter from the Department of Community and Regional Affairs regarding FY18 PILT revenues. We were told the delay was due to waiting for the results of the federal budget.

Summary Statement.

Payment Budgeted for FY18	\$445,000
Payment Received for FY17	\$446,018
Payment Received for FY16	\$443,838
Payment Received for FY15	\$446,844
Payment Received for FY14	\$422,987
Payment Received for FY13	\$429,642
Payment Received for FY12	\$421,879
Payment Received for FY11	\$407,510

Attachment to:
Ordinance No. _____ / Resolution No. 2017-27

Summary Statement continued:

Route to	Department Head ^A	Date
X	Finance Director	
X	City Clerk	

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2017-28

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL ESTABLISHING THE RATE OF LEVY OF TAX, THE DATE TAXES ARE DUE, AND THE DELINQUENT DATES FOR CALENDAR YEAR 2017, AND ACCEPTING THE CERTIFICATION OF THE TAX ROLL

WHEREAS, AS 29.45.240 provides for the rate of levy of tax, the date of equalization of the tax, and the date when taxes shall become delinquent, to be fixed by resolution; and

WHEREAS, the rate of levy of tax, the date of equalization of the tax, and the date when the taxes shall become delinquent shall be fixed before June 15 of each year per DMC 4.15.020, Property Subject to Taxation, Rate, Council Resolution; and

WHEREAS, the assessed valuation of real and personal property in the City of Dillingham is \$196,225,098 for calendar year 2017, according to the certified tax assessment roll (copy attached); and

WHEREAS, the City Council will appropriate the funds required for the City of Dillingham to provide services and perform the business necessary to municipal government;

NOW, THEREFORE, BE IT RESOLVED by the Dillingham City Council that:

1. Rate of Levy. The rate of levy on each dollar of taxable property as of January 1, 2017 in the City of Dillingham is hereby fixed at 13 mills.
2. Date Taxes Due and Delinquent. The first payment of property taxes is due to be paid in person or postmarked on or before the first business day in November. Should the first one-half of the total amount due not be paid on or before the payment due date, the entire amount of taxes owed shall immediately become due and payable. The second payment and final payment of property taxes is due to be paid in person or postmarked on or before the first business day in December. A penalty of ten percent (10%) of the total taxes due shall be assessed if the second installment is not paid on time and a penalty has not been previously added. Interest of six percent (6%) per annum shall accrue on all delinquent property taxes beginning the first business day in December 2017 and continue until paid in full.
3. Certification of the Tax Roll. The tax roll for 2017 has been signed and certified by the City Manager that it is complete and reflects the changes approved by the Board of Equalization at their May 17, 2017 meeting.

PASSED and ADOPTED by the Dillingham City Council on June 1, 2017.

ATTEST:

Alice Ruby, Mayor
[SEAL]

Janice Williams, City Clerk



Alice Ruby, Mayor

Council Members

- Tracy Hightower (Seat A) • Chris Maines (Seat B) • Misty Savo (Seat C)
- Curt Armstrong (Seat D) • Andy Anderson (Seat E) • Paul Liedberg (Seat F)

CERTIFICATION OF 2017 TAX ROLL

I, Rose Loera, City Manager for the City of Dillingham, hereby certify that the 2017 tax roll is complete and reflects the changes approved by the Board of Equalization at their May 17, 2017 Organizational Meeting and Hearing.

	<u>2017</u>
Real Property Assessment Values*	\$165,498,000
Escaped Real Property (Prior Years)	<u>\$112,100</u>
Subtotal	<u>\$165,610,100</u>
Less Exemptions:	
Senior Citizen/Disabled Veteran Exemption	(\$10,653,600)
HUD 85% Exemption	<u>(\$6,378,145)</u>
Subtotal Exemptions	<u>(\$17,031,745)</u>
Total Real Property Values	<u>\$148,578,355</u>
Personal Property Assessment	\$40,751,278
Escaped Personal Property (Prior Years)	<u>\$6,895,465</u>
Subtotal Personal Property	<u>\$47,646,743</u>
Total Personal Property Values	<u>\$47,646,743</u>
Total All	<u>\$196,225,098</u>

*Real Property Assessment Values for city, federal, and state government agencies, tribal organizations, non-profits, churches and native allotments, have historically not been included in the certified tax rolls. The City does maintain a property file for some of these exempt properties, but it is not complete.

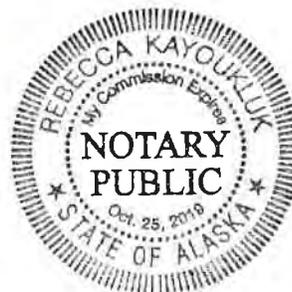
Janice Williams
Janice Williams, Acting City Manager

Subscribed and sworn before me on this 26 day of May, 2017.

Notary Public in and for the State of Alaska

Rebecca Kayoukluk

My commission expires:



10/25/2019

2017 ASSESSED PROPERTY VALUES

Locally Taxed Property	Locally Taxable Value	Mill Rate	Tax Assessed	Fees		Total Tax	Compare w/ Prior Year	Difference
				Force File	Late			
Real Property w/o Exemptions								
Real Property	\$ 165,498,000	0.013	\$ 2,151,474	N/A	N/A	\$ 2,151,474	\$ 1,934,864	\$ 216,610
Escaped Real Property (Prior Years)	\$ 112,100	0.013	\$ 1,457			\$ 1,457	\$ -	\$ 1,457
Subtotal Real Property	\$ 165,610,100	0.013	\$ 2,152,931			\$ 2,152,931	\$ 1,934,864	\$ 218,067
Real Property Exemptions								
Senior Exemptions	\$ (10,503,600)	0.013	\$ (136,547)			\$ (136,547)	\$ (120,032)	\$ (16,515)
Disabled Veterans Exemptions	\$ (150,000)	0.013	\$ (1,950)			\$ (1,950)	\$ (1,950)	\$ -
Subtotal Senior/Disabled Exemptions	\$ (10,653,600)	0.013	\$ (138,497)			\$ (138,497)	\$ (121,982)	\$ (16,515)
HUD 85% Exemptions	\$ (6,378,145)	0.013	\$ (82,916)			\$ (82,916)	\$ (80,279)	\$ (2,637)
Subtotal HUD 85% Exemptions	\$ (6,378,145)	0.013	\$ (82,916)			\$ (82,916)	\$ (80,279)	\$ (2,637)
Total Real Property Exemptions	\$ (17,031,745)	0.013	\$ (221,413)			\$ (221,413)	\$ (236,082)	\$ 14,669
Net Taxable Real Property	\$ 148,578,355	0.013	\$ 1,931,519			\$ 1,931,519	\$ 1,698,782	\$ 232,737
Personal Property	\$ 40,751,278	0.013	\$ 529,767	\$ 9,700	\$ 350	\$ 539,817	\$ 551,032	\$ (11,215)
Escaped Personal Property (Prior Years)	\$ 6,895,465	0.013	\$ 89,641	\$ -	\$ -	\$ 89,641	\$ -	\$ 89,641
Net Taxable Personal Property	\$ 47,646,743	0.013	\$ 619,408	\$ 9,700	\$ 350	\$ 629,458	\$ 551,032	\$ 78,426
Total Combined Property Value	\$ 196,225,098	0.013	\$ 2,550,926	\$ 9,700	\$ 350	\$ 2,560,976	\$ 2,249,814	\$ 311,162
Amounts Assessed on Real Property Exemptions								
Senior Exemption (Amount over \$150,000)	4,872,800	0.013	63,346					
Disabled Veteran Exemption (Amt over \$150k)	26,000	0.013	338					
HUD 85% Exemption (Amount Taxable)	587,250	0.013	7,634					
BBHA two Apt Complexes/ PILT 15% est funded	538,305	0.013	6,998					
Total Tax Assessed on Real Prop Exemptions	6,024,355	0.013	78,317					

Notes:

- 1) Information Available from March 2017 Valuations and includes May 17 Adjustments from BOE Hearing/Organizational Meeting
- 2) Includes escaped property from prior years that has been assessed in the current year

City of Dillingham Information Memorandum

Agenda of: June 1, 2017

Attachment to:

Ordinance No. _____ / Resolution No. 2017-28

Subject:

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL ESTABLISHING THE RATE OF LEVY OF TAX, THE DATE TAXES ARE DUE, AND THE DELINQUENT DATES FOR CALENDAR YEAR 2017, AND ACCEPTING THE CERTIFICATION OF THE TAX ROLL

City Manager: Recommend Approval

Signature: *Janice Williams Artigaga*

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

- Certification of 2017 Tax Roll
- Supporting Spreadsheet – 2017 Assessed Values

Summary Statement:

The rate of levy of tax, the date of equalization of the tax, and the date when the taxes shall become delinquent shall be fixed before June 15 of each year per DMC 4.15.020, Property Subject to Taxation, Rate, Council Resolution. The Board of Equalization met on May 17, 2017. Any adjustments approved were included in the Certification of the Tax Roll.

Comparison of 2016 with 2017

	2016
Real Property Values	\$130, 675,565
Personal Property Values	\$ 40,902,384

Attachment to:
Ordinance No. _____ / Resolution No. 2017-28

Summary Statement continued:

Route to	Department Head	Date
X	Finance Director	
X	City Clerk	

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2017-29

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AUTHORIZING THE CITY MANAGER TO ADVERTISE AN INVITATION TO BID IN ORDER TO CONSTRUCT CELL #3, PHASE #1 AT THE DILLINGHAM LANDFILL

WHEREAS, the ash cell serves as the active cell for embanking municipal solid waste; and

WHEREAS, with the current rate of embanking it is anticipated that the ash/active cell will be at capacity within one year; and

WHEREAS, the City has an engineered, ADEC approved, design to construct new Landfill Cell #3 which, once constructed, will accommodate municipal solid waste; and

WHEREAS, the City has allocated funds to construct a portion of Phase 1 of Cell #3 within the FY2018 budget for the disposal of municipal solid waste; and

NOW, THEREFORE, BE IT RESOLVED that the City Council authorizes the City Manager to request bids to construct a portion of Phase #1 of Cell #3;

BE IT FURTHER RESOLVED that:

- 1) General Funds to construct Phase #1 of Cell #3 have been allocated in the Proposed FY18 Public Works Landfill Budget, item Contractual/Professional;
- 2) If it can be accommodated, an action memorandum to approve a Notice of Intent to Award would be scheduled for a Special Council Meeting in July so the winning contractor can start construction of the project.

PASSED and ADOPTED by the Dillingham City Council on June 1, 2017.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Janice Williams, City Clerk

City of Dillingham Information Memorandum

Agenda of: June 1, 2017

Attachment to:

Ordinance No. _____ / Resolution No. 2017-29

Subject:

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AUTHORIZING THE CITY MANAGER TO ADVERTISE AN INVITATION TO BID IN ORDER TO CONSTRUCT CELL #3, PHASE #1 AT THE DILLINGHAM LANDFILL

City Manager: Recommend Approval

Signature: Jennifer Williams Acting City Mgr

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

- Excerpt from City of Dillingham Six Year Capital Improvement Plan 2015-2020

Summary Statement:

The construction work at the wastewater lagoon will be covered by ANTHC and municipal matching grant at 70% set to expire in May 2018, and the dock lift station work will be covered 70% by municipal matching grant set to expire in May 2018, and the remaining 30% may come from general funds unless other funding sources can be found, such as USDA. A fiscal note will be provided with the notice to award.

Attachment to:
Ordinance No. _____ / Resolution No. 2017-29

Summary Statement continued:

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



Landfill Improvements

State Request: \$225,000

Project Description

The project is to make landfill operations more sustainable and compliant with state and federal regulations for waste disposal.

In 2014 the City purchased a Thermal Conversion System (TOS) for processing most municipal wastes excluding some hazardous materials, metals, and glass. Beginning June 1, 2014, the City ceased all burning of unsorted municipal waste, built up its active cell and began



Figure 2 Dillingham Landfill Incinerator

burying all garbage, except paper products and wood until the TOS is functional. The City developed a new cell to handle burying of wastes that are not able to be incinerated.

Also in 2014 the City began a campaign to educate the community about recycling and the wastes which can and cannot be incinerated. A brochure was developed on recycling and postcards were mailed to the whole community to begin separating glass from household and commercial garbage. Containers were placed strategically around the community for glass and special containers set up at the Landfill transfer station for various wastes that need to be recycled.

This fall the City erected its new incinerator and will bring it online in early 2015. The energy generated by the new incinerator will be used to heat storage facilities at the landfill.

All these changes resulted in ADEC reissuing the City's permit to operate its Landfill this year.

The FY16 \$225,000 request is to conduct hydrological studies, open a new cell, construct new monitoring wells as recommended by ADEC to monitor groundwater, further refine our recycling and landfill operations once the incinerator is operational, and update our Landfill Plan.

Schedule and Cost:

Priority 1

Existing Funding: Legislative Grant \$1,900,000

FY16 State Request: \$225,000

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2017-30

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AUTHORIZING THE CITY MANAGER TO WAIVE THE PURCHASING REQUIREMENTS TO AWARD THE PURCHASE OF A FORD F350 CHASSIS TO REPLACE THE MECHANIC'S VEHICLE A 1990 F350 FLATBED

WHEREAS, the City appropriated funds to replace the Mechanic's vehicle in the FY18 Equipment Replacement Budget with a replacement cost of \$65,000;

WHEREAS, the City is asking to waive the purchasing restrictions based on the criteria outlined in DMC 4.30.130, Exemptions A.3, to supplies, materials, equipment or contractual services which can only be purchased by a single dealer, or which have a uniform published price; and

WHEREAS, the Mechanics are currently sharing a vehicle with Landfill and Buildings and Grounds personnel and have need for a vehicle to replace the 1990 F350 flatbed, which is in poor condition and was evaluated for replacement by July 1, 2015; and

WHEREAS, Public Works received a government price quote from Kendall Ford Fleet of Anchorage who is the State of Alaska contract holder for the F350 chassis; and

WHEREAS, Kendall has agreed to extend the State of Alaska's pricing for the chassis to the City and install a service body & hoist for a total price of \$58,887 FOB Anchorage; and

WHEREAS, the City obtained an independent quote from Bob's Services of Anchorage for the installation of a service body and hoist totaling \$103,230; and

WHEREAS, approving the purchase of a Ford F350 vehicle with service body and hoist from Kendall Ford will allow the City to move forward with purchasing arrangements in order to take delivery of this needed equipment this year;

WHEREAS, the total cost of the Mechanic's vehicle landed in Dillingham will be approximately \$65,000;

NOW, THEREFORE, BE IT RESOLVED:

- 1) That the Dillingham City Council waives the purchasing restrictions as stated above to purchase a 2017 Ford F350 chassis with service body and hoist for an approximate total cost of \$65,000 landed in Dillingham;
- 2) That the vehicle needs to be ordered now in order to arrive this year; and
- 3) That the vehicle will be paid from FY18 Budget Equipment Replacement Fund.

Alice Ruby, Mayor

ATTEST:

[SEAL]

Janice Williams, City Clerk

City of Dillingham Information Memorandum

Agenda of: June 1, 2017

Attachment to:

Ordinance No. _____ / Resolution No. 2017-30

Subject:

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AUTHORIZING THE CITY MANAGER TO WAIVE THE PURCHASING REQUIREMENTS TO AWARD THE PURCHASE OF A FORD F350 CHASSIS TO REPLACE THE MECHANIC'S VEHICLE A 1990 F350 FLATBED

City Manager: Recommend Approval

Signature: *Janice Williams, Acting City Mgr*

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

- Copy of Equipment Replacement Fund page from FY18 Annual Budget

Summary Statement:

The Mechanics are currently sharing a vehicle with other PW departments. The vehicle the City is looking to replace is a 1990 Ford F-350 that was evaluated in poor condition and recommended for replacement by July 1, 2015, with a replacement cost of \$65,000.

City of Dillingham received two price quotes: a government price quote from Kendall Ford of Anchorage in the amount of \$58,887; the total cost landed in Dillingham is approximately \$65,000. The City received a second quote for around \$103,230 from Bob's Services of Anchorage, advertised as Alaska's Full Hydraulic Service Center.

In order to arrive this year, the City is asking to initiate the vehicle purchase upon approval of this Resolution.

Attachment to:
Ordinance No. _____ / Resolution No. 2017-30 _____

Summary Statement continued:

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

City of Dillingham
Fiscal Note

Agenda Date: June 1, 2017

RFP for Ford F350 Chassis for Mechanic's Vehicle for Public Works

ORIGINATOR: Janice Williams

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
AMOUNT REQUESTED: \$65,000		FUNDING SOURCE Equipment Replacement Fund	
FROM ACCOUNT 7120 7620 \$65,000		Project Purchase Ford F350 Chassis	
TO ACCOUNT:	VERIFIED BY: <u>Anita Fuller</u>	Date: <u>5/22/2017</u>	

EXPENDITURES

OPERATING	FY 18			
	\$ 65,000.00			
TOTAL OPERATING	\$ 65,000.00	\$ -	\$ -	\$ -

CAPITAL	\$ -			
---------	------	--	--	--

REVENUE				
---------	--	--	--	--

FUNDING

General & Special Rev. Funds	\$65,000			
State/Federal Funds				
Other	-			
TOTAL FUNDING	\$ 65,000	\$ -	\$ -	\$ -

POSITIONS

Full-Time				
Part-Time				
Temporary				

ANALYSIS: (Attach a separate page if necessary)

See Resolution No. 2017-30

PREPARED BY: Janice Williams

May 22, 2017

DEPARTMENT: Finance

APPROVED BY: Anita M Fuller

5/22/17

**Equipment Replacement Fund
Budget Narrative FY2018**

7120 XXXX XX XX 0000 0

Major Equipment	7620	\$135,000
Volvo Tires - \$30,000 Mechanics Truck - \$65,000 Sr. Center Remodel funds budgeted in FY 17 but not spent - \$40,000		
Facility Repairs	7792	\$0
Total Equipment Replacement Fund		\$135,000

Fund Balance @ 6/30/16 (per audited financials)	\$155,172
FY17 Expenditures (through 3/31/17)	(\$19,654)
FY17 Transfers	\$0
Fund Balance @ 3/31/17 (unaudited)	\$135,518

City of Dillingham Action Memorandum

Agenda of: June 1, 2017

Action Memorandum No. 2017-08

Subject:

Authorize City Manager to execute a contract w/ Altman Rogers & Co. to perform audit of City's FY17, FY18, and FY19 financial statements.

City Manager: Recommend Approval

Signature: *Juanne Williams Acting City Mgr*

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

- RFP 2017-05 Financial Audit
- RFP 2017-05 Score Sheet Summary
- RFP 2017-05 Notice of Intent to Award

Summary Statement:

City's contract w/ Altman Rogers & Co. was for the audit of FY14, FY15, and FY16 financial statements.

City posted an RFP for audit services on 3/31/17 with a deadline of 4/27/17.

Based on the evaluation criteria established in the RFP the City has provided a Notice of Intent to Award to Altman Rogers & Co. to perform audit of City's FY17, FY18, and FY19 financial statements.

The contract amount will total \$195,105.00 and is broken out as follows:

FY17 = \$64,610 FY18 = \$65,035 FY19 = \$65,460

Action Memorandum No. 2017-08

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
X	Finance Director	
X	Planning Director	
X	City Clerk	

City of Dillingham
Fiscal Note

Agenda Date: June 1, 2017

Award Audit for FY17, FY 18, and FY 19

ORIGINATOR: Janice Williams

FISCAL ACTION (TO BE COMPLETED BY FINANCE) AMOUNT REQUESTED: \$195,105 FROM ACCOUNT <div style="display: flex; justify-content: space-between; margin-top: 10px;"> 1000 7010 10 17 0000 0 \$195,105 </div>	FISCAL IMPACT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO FUNDING SOURCE <p style="text-align: center;">General Fund</p> Project Conduct FY 17, FY 18, and FY 19 Audits
TO ACCOUNT:	VERIFIED BY: <u>Anita Fuller</u> Date: <u>5/19/2017</u>

EXPENDITURES

OPERATING	FY18	FY19	FY20	
	\$ 64,610.00	\$ 65,035.00	\$ 65,460.00	
TOTAL OPERATING	\$ 64,610.00	\$ 65,035.00	\$ 65,460.00	\$ -

CAPITAL	\$ -			
---------	------	--	--	--

REVENUE				
---------	--	--	--	--

FUNDING

General & Special Rev. Funds	\$195,105			
State/Federal Funds				
Other	-			
TOTAL FUNDING	\$ 195,105	\$ -	\$ -	\$ -

POSITIONS

Full-Time				
Part-Time				
Temporary				

ANALYSIS: (Attach a separate page if necessary)

See Action Memorandum No. 2017-08

PREPARED BY: Janice Williams

May 19, 2017

DEPARTMENT: Finance

APPROVED BY: Anita M Fuller

5/22/17



RFP 2017-05, Independent Financial Statement Audit, Federal Single Audit, and State Single Audit

The City of Dillingham is soliciting proposals for audit services for three years beginning with the fiscal year ending June 30, 2017.

After the initial three year award, the contract may be renewed on a year-to-year basis for two additional years. This renewal will be by mutual agreement, confirmed in writing and approved by the City Council. The maximum length of the contract is five (5) years.

Inquiries should be directed Finance Director, Navin Bissram at 907-842-5211 or via email at finance@dillinghamak.us

Proposals will be accepted until 2:00 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.

ELECTRONIC AND FAXED PROPOSALS WILL NOT BE ACCEPTED

Background

Description of the City of Dillingham

The City of Dillingham (City) was incorporated in 1972 as a first-class city with a council-manager form of government. The City is not part of an organized borough and collects its own sales, real and personal property taxes.

Dillingham is a community of approximately 2,400 residents and is about 300 air miles from Anchorage. There is no road access. The economy is based on the fishing industry and some tourism related to the Tikchik-Wood State Park.

The City has approximately 55 employees and provides the following services: police, dispatch, jail, DMV, fire, water, sewer; public works including roads and streets, building and vehicle maintenance; planning, administrative services, landfill, library, senior center, dock, and harbor.

Substantially all employees of the City participate in the Public Employees' Retirement System (PERS) administered by the State of Alaska.

Scope of Work

The examination shall be conducted in accordance with generally accepted auditing standards, as adopted by the membership of the American Institute of Certified Public Accountants (AICPA). The audit scope and opinions are to be in accordance with AICPA Audit and Accounting Guide "Audits of State and Local Governmental Units" including relevant Statement of Position, and principles prescribed by the Government Accounting Standards Board.

The examination shall include opinions as to compliance with the Federal Single Audit Act and OMB circular A-128 and the *State of Alaska Audit Guide and Compliance Supplement for State Single Audits*.

The auditors shall accept responsibility to work with the component unit and its auditors for financial statement presentation.

The scope of the audit shall include all accounts of the city.

The auditors shall accept the responsibility to express an opinion on the combined statements.

The opinions shall be dated within a 45 day period after completion of field work and delivered within a 30 day period after opinion date, but in no case later than the 15th of December.

A separate report on compliance and internal controls required for the Federal and State Single Audits shall be prepared by the auditor. Opinions relating to the Federal and State Single Audits shall be dated and delivered the same as above. Copies of the report shall be made in accordance with Federal and State requirements plus 15 extra copies.

The auditor shall observe the adequacy of the systems of internal control, accounting procedures and other significant matters. If material weaknesses are noted, appropriate recommendation should be reviewed with management and included in a letter to the Council of the City of Dillingham. Fifteen copies of each management letter shall be provided.

Required Proposal Content

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that proposals are organized in the manner specified below:

- A. Title Page: Show the Request for Proposal subject, the name of your firm, local address, telephone number, name of contact person and date.
- B. Table of Contents: Clearly identify the material by section and page number.
- C. Letter of Transmittal: Limit to not more than two printed pages. Briefly state your firm's understanding of the services to be provided, the reporting entity and its accounting environment. Include the names of persons who will be authorized to make representations for your firm, their titles, addresses and telephone numbers. This letter must be signed by an individual who has the authority to bind the firm.

Required Proposal Content continued.

D. Profile of the Audit Organization, Technical Qualifications, and Approach:

1. Firms submitting proposals must have an Alaska decision-making office.
2. Indicate the number of people (by level) located within the Alaska office that will handle the audit.
3. Provide a list of the Alaskan office's current and prior government audit clients (borough and school district accounts, other local governments, federal and/or state single audits, grant compliance audits), indicating the type(s) of services performed and the number of years served by each.
4. Indicate the Alaska office's experience in providing additional services to government clients by listing the name of each government, the type(s) of service performed and the year(s) of engagement.
5. Describe your audit organization's quality control program for audits. Include dates of participation in a peer review or similar program.
6. Identify any disciplinary action against the firm.
7. Describe your approach to the audit. This should include at least the following points:
 - Type of audit program used (tailor-made, standard government, or standard commercial).
 - Use of statistical sampling.
 - Use of computer audit specialists.
 - Organization of audit team and approximate amount of time spent on audit.
 - Management Letter (provide a sample).
 - Typical assistance expected from City staff.
 - Tentative timetable outline for completing audit within specified deadline of RFP.

The proposal must include a positive affirmation that:

- The firm is authorized to use the term "certified public accountants" or "CPA" as set forth by the Accountancy Act (A.S. 08.04)
- The firm's personnel have experience and expertise in governmental accounting and Federal and State Single Audit requirements.
- The firm meets the standards of independence required by the Government Auditing Standards (Yellow Book).
- The firm does not have a record of substandard audits according to records maintained by the State Division of Occupational Licensing.

Summary of the Proposer's Individual Audit Staff Technical Qualifications:

8. Identify the partners, managers and supervisors/seniors who will be assigned to work on the audit, including any staff from other than the Alaska office. Include their resumes. Describe their experience in local government audits, federal and state single audits, and grant compliance.
9. List relevant continuing professional education for the last three years for each individual assigned to the audit.

E. Scope Section:

1. Clearly describe the scope of the required services to be provided. In addition to services included for the examination, specific reference must be made to the requirements of the Federal Single Audit Act of 1984 and the OMB circular A-128 and the state of Alaska single audit requirements established by 01.AAC.45.010.
2. Although no escalation in the scope of the audit is anticipated by management, the proposal shall include a description of how cost increases, or decreases, shall be calculated in the event that scope is altered.

Required Proposal Content continued.

F. Conformance with Fixed Fee:

Projected Hours – In order to determine the proposer’s ability to conform to the fixed fee set forth, the City requires that the estimated hours of audit work by staff level be disclosed in the technical proposal. This is to aid in determining that the engagement has been reasonably planned and, therefore, that the fixed fee can reasonably be adhered to by the proposer.

Proposal Evaluation and Selection Process

Proposals will be evaluated to ascertain which proposer meets the best overall needs of the City. A committee of administrative personnel will conduct the evaluation. The factors to be evaluated are as follows:

1. The firm’s size and experience in providing comprehensive insurance coverage to municipalities in Alaska.
2. Premium cost and proposed coverage (including any additional services provided by the proposer as part of their agreement).

The selected firm will be awarded a three-year contract for the period beginning July 1, 2017.

Submittal Requirements and Information

To be considered, all proposals shall include **(1) original** and **(2) copies** which must be delivered to the address below, on or before the deadline no later than 2:00 p.m. on Thursday, April 27, 2017. C.

Proposers must fill in each line of the Cost Proposal Page included as Attachment A, and all proposals shall follow the format on the Cost Proposal Page with respect to price quotations.

No proposals shall be accepted after the above date and time. Proposals received after the time specified will be returned to the proposer unopened.

If it becomes necessary to revise any part of this RFP or otherwise provide additional information, an addendum will be issued by the City at least five (5) calendar days before proposals are due.

All persons receiving this RFP shall designate a contact person, telephone number and fax number.

It is the responsibility of the proposer to ensure that their proposal and subsequent modifications, if any, are received prior to the time of the scheduled proposal opening.

Please mark the envelope to identify the project: **RFP 2017-05 Financial Audit**

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 PROPOSALS WILL NOT BE ACCEPTED

Submittal Requirements and Information continued

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

The City reserves the right to revise or clarify the RFP, respond to questions, and/or extend or shorten the due date of proposals.

The City retains the right to cancel the RFP process if it is in their best interest. Any cost incurred by proposers for the preparation and submittal of the proposal is the sole responsibility of the proposer.

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

All 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 proposals by either public or private carriers.

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

This RFP does not obligate the City or the selected proposer until a contract is signed and approved by all parties.

Proposal Evaluation and Selection Process

Proposals and comments of references will be evaluated to ascertain which proposer best meets the needs of the City. The evaluation will be conducted by a committee of administrative personnel. The factors to be evaluated are as follows:

1. The proposal's responsiveness in clearly stating the understanding of the work to be performed.
2. The firm's size and evidence of adequate planning regarding labor-hours required. This is to help in determining the firm's ability to complete the project in a timely manner within the fixed-fee constraints.
3. The firm's experience with engagements similar to the City of Dillingham.
4. The firm's technical qualifications and the technical qualifications of the individuals who will be assigned to the audit.

Proof of Insurance and Licensing

Responding bidders will be required to provide the following prior to "Notice of Award":

- Copy of 2017 City of Dillingham Business License
- Copy of current, valid State of Alaska Business License
- Outline the error and omissions (professional liability) and fidelity bond coverage you firm carries. Provide a valid current Certificate of Insurance.

Any and all insurances 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.

Other Items

- A. Engagement Fees: The City requires that the entire engagement be a fixed fee contract to include all expenses. No additional fees or costs will be allowed unless authorized in advance and approved in writing by the City Manager. For any additional fees/costs so authorized, the City requires that the fees for additional financial work be expressed as a fixed hourly rate for each fiscal year subject to audit, quoted for each staff category of the proposer (i.e., partner, manager, senior, etc.), and that the detail of the costs be disclosed.
- B. Payment: Payment will be made upon receipt of detailed invoices at the following phases of the audit:
 - 1. At completion of interim
 - 2. At completion of field work
 - 3. Upon receipt of all reports by the City.
- C. Coordination required: The City requires that the external auditors coordinate their work with City personnel as follows:
 - 1. Schedules of coordination of work required for the conduct of the audit will be developed by the auditor and the Finance Director.
 - 2. At least two weeks prior to the commencement of audit work, the auditor and the Finance Director will agree on the audit work papers expected to be prepared by the City and any other work that is to be done by the City.
- D. Costs of Bidding: The City is not liable for any costs incurred by proposers in preparing or submitting proposals.
- E. Contract Award in Best Interest: The City reserves the right to accept or reject proposals on each item separately or as a whole, to reject any or all proposals without penalty, to waive informalities or irregularities and to contract as the best interest of the City may require in order to obtain the services which best meet the needs of the City as expressed in the RFP.
- F. Nondiscrimination: the audit certified accounting firm will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, age, sex, or marital status, or handicap.
- G. Changes: No proposal may be modified by proposers after submission. However, after submission, a proposal may be withdrawn by written request, signed by the individual who signed the proposal or an authorized representative. Resubmission is permitted if the reviewed proposal is received by the City prior to the time proposals are due.

Attachment A-1

**Schedule of Professional Fees and Expenses for the
Audit of the FY17 Financial Statements**

	Hours	Standard Hourly Rate	Quoted Hourly Rates	Total
Partners		\$	\$	\$
Manager				
Supervisory Staff				
Staff				
Other (Specify)				
Subtotal				

Out of pocket expenses:

Meals & Lodging \$ _____

Transportation \$ _____

Other (Specify) \$ _____

Total all-inclusive maximum price for FY17 audit \$ _____

Attachment A-2

**Schedule of Professional Fees and Expenses for the
Audit of the FY18 Financial Statements**

	Hours	Standard Hourly Rate	Quoted Hourly Rates	Total
Partners		\$	\$	\$
Manager				
Supervisory Staff				
Staff				
Other (Specify)				
Subtotal				

Out of pocket expenses:

Meals & Lodging \$ _____

Transportation \$ _____

Other (Specify) \$ _____

Total all-inclusive maximum price for FY18 audit \$ _____

Attachment A-3

**Schedule of Professional Fees and Expenses for the
Audit of the FY19 Financial Statements**

	Hours	Standard Hourly Rate	Quoted Hourly Rates	Total
Partners		\$	\$	\$
Manager				
Supervisory Staff				
Staff				
Other (Specify)				
Subtotal				

Out of pocket expenses:

Meals & Lodging \$ _____

Transportation \$ _____

Other (Specify) \$ _____

Total all-inclusive maximum price for FY19 audit \$ _____



NOTICE OF INTENT TO AWARD

ISSUE DATE: May 10, 2017

RFP NUMBER AND TITLE: RFP 2017-05 Financial Audit

RFP DEADLINE: April 27, 2017 at 2:00 PM

BIDDERS OF RECORD INCLUDE:

-Altman Rogers & Co. -BDO USA, LLP

*A proposal was received by Aldrich CPAs + Advisors LLP was received after the deadline, therefore it was not included as part of the proposal scoring.

Based on the evaluation criteria established in the Request for Proposal (RFP), the City of Dillingham hereby provides notice of its intent to award the contract to these vendor(s):

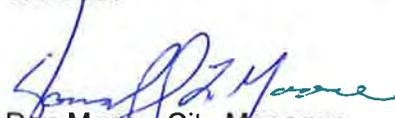
**Altman Rogers & Co.
425 G Street
Anchorage, AK 99501**

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 license and insurance documents as outlined in RFP 2017-05 to the City of Dillingham prior to C.O.B on June 1, 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 or the vendor has been otherwise notified. AS 36.30.365.


Don Moore, City Manager
(907) 842-5148
manager@dillinghamak.us

RFP 2017-05 FINANCIAL AUDIT SERVICES SCORE SHEET SUMMARY

Company	Rates			
	FY17	FY18	FY19	TOTAL
Altman Rogers & Co.	\$64,610.00	\$65,035.00	\$65,460.00	\$195,105.00
BDO USA, LLP	\$77,775.00	\$77,775.00	\$77,775.00	\$233,325.00

Apparent low bidder is highlighted in orange

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: *James 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 _____.

Mayor

ATTEST:

[SEAL]

City Clerk

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

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 <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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

5/02/17



**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 within 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, $S_e=1.5$, $S_1=0.5$

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

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

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

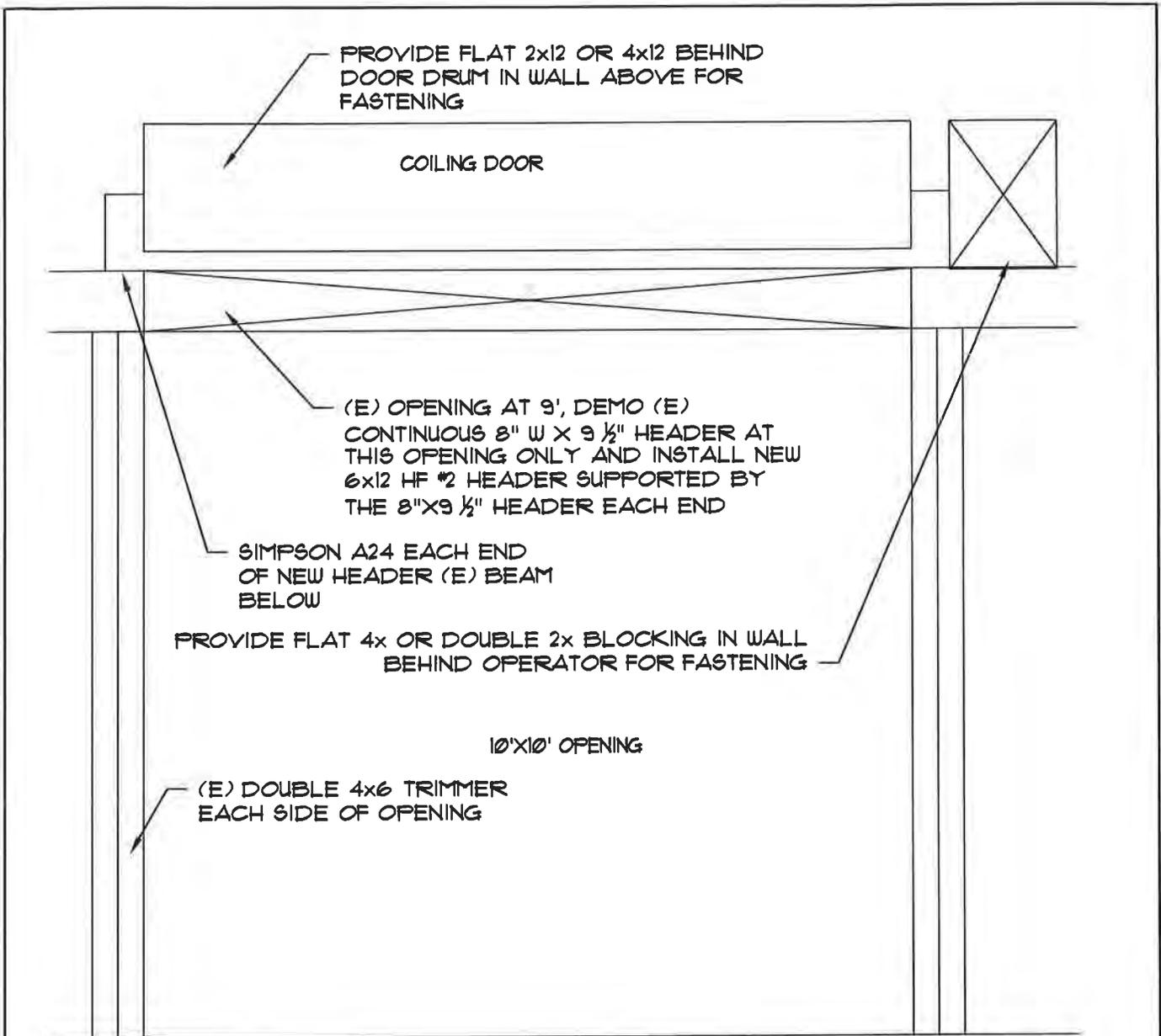
THE SCOPE OF THIS WORK IS THE ENLARGEMENT OF AN EXISTING OPENING TO RECIEVE AN EXTERIOR COLLING DOOR

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.



 <p>Oien Associates, Inc. Construction Management Engineering Inspections 16522 Hanson Drive Eagle River, AK 99571 Phone: (907) 694-2521 Fax: (907) 694-2509 email: bolen@oienet</p>	Dillingham Fire Station	JOB NO. 63149
	Colling Door	DATE: September 9, 2016



1
S1 Exterior Elevation
Scale: 1/4" = 1'-0"



<p>Oien Associates, Inc. Construction Management Engineering Inspections 16312 Hanson Drive Eagle River, AK 99571 Phone: (907) 694-0501 Fax: (907) 694-0500 email: bolene@ci.net</p>	Dillingham Fire Station	JOB NO. 63149
	Coiling Door	DATE: September 9, 2016

PROVIDE DOUBLE
2x12 OR 4x12 IN (E)
2x6 FRAMING FOR
COIL ATTACHMENT

COILING DOOR

(E) OVERHANG TO
REMOVE AT THIS
OPENING ONLY

REMOVE (E) 2x12 BLOCKING OVER WALL,
AND REMOVE 2x12 OVERHANG. PROVIDE
NEW 6x12 HF#2 IN UPPER FLOOR FRAMING
SPACE

(E) 8"x9 1/2"
CONTINUOUS HEADER
TO BE REMOVED AT
THIS OPENING ONLY

10'-0"

OPENING HEIGHT

10'-3"

MOUNTING HEIGHT



Exterior Elevation

Scale: 1/4" = 1'-0"



Oien Associates, Inc.

Construction Management Engineering Inspections

16822 Hanach Drive
Eagle River, AK 99571

Phone: (907) 694-2521
Fax: (907) 694-2508
email: boien@gcinet

Dillingham Fire Station

JOB NO.

Coiling Door

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

Attachment A. Bid Form



RFP 2017-06 Installation of Downtown Fire Hall Coiling Door

The work shall start within 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: David J. Ameon 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.

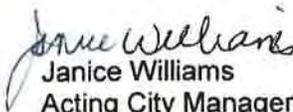
The entire Dillingham Municipal Code can be found on the City's website.

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

141 Main Street • P.O. Box 889 • Dillingham, Alaska 99576
City Hall & Finance Dept. (907) 842-5211 • Fire Dept. 842-2288 • Library/Museum 842-5610
Police Dept 842-5354 • Harbor Office 842-1069 • Public Works 842-4598 • Senior Center 842-1231

www.ci.dillingham.ak.us