

CITY OF DILLINGHAM, ALASKA

**RESOLUTION NO. 2018-15**

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AUTHORIZING THE CITY MANAGER TO AWARD A CONTRACT FOR THE PUBLIC SAFETY CLEAN AGENT FIRE SUPPRESSION SYSTEM**

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WHEREAS, the City's Public Safety server room is inadequate to handle the needs of a fire suppression system; and

WHEREAS, this project is listed as the #2 priority on the FY19 CIP list; and

WHEREAS, with the current system a fire would result in the total loss of vital records; and

WHEREAS, this upgrade will allow the server room meet fire safety codes and enable the preservation of critical records; and

WHEREAS, the City has funds available in the E-911 upgrade grant that satisfy grant requirements; and

WHEREAS, the City advertised the project according to the contract and purchasing procedures and received two bids;

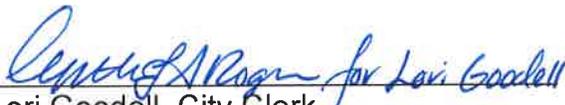
NOW, THEREFORE, BE IT RESOLVED that Dillingham City Council authorizes the City Manager to award the contract to Wolverine Supply Inc., the lowest responsive bidder, in the amount of \$67,000, for constructing a clean agent fire suppression system for the Department of Public Safety server room.

PASSED and ADOPTED by the Dillingham City Council on September 6, 2018.

  
Alice Ruby, Mayor

ATTEST:

[SEAL]

  
Lori Goodell, City Clerk

City of Dillingham  
Fiscal Note

Agenda Date: September 6, 2018

Dillingham Public Safety Clean Agent Fire Suppression System in server room - contract with Wolverine Supply, Inc.

ORIGINATOR: Cynthia Rogers

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
AMOUNT REQUESTED: \$67,000		FUNDING SOURCE <b>E-911 Grant and 911 Surcharge Revenue</b>	
FROM ACCOUNT		Project	
4713 8710 20 21 0000 0	\$55,000	<b>DPS Clean Agent Fire Suppression</b>	
2550 7625 20 21 0000 0	\$12,000		
TO ACCOUNT:	VERIFIED BY: Anita Fuller	Date:	8/29/2018

EXPENDITURES

OPERATING	FY19			
Contractual	\$ 67,000.00			
<b>TOTAL OPERATING</b>	<b>\$ 67,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

CAPITAL	\$ -			
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REVENUE	-			
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FUNDING

State Grant E-911	\$55,000			
911 Surcharge Revenue	\$12,000			
Capital Project				
Other				
<b>TOTAL FUNDING</b>	<b>\$ 67,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

POSITIONS

Full-Time				
Part-Time				

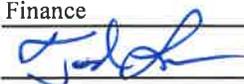
Analysis: (Attach a separate page if necessary)

See Resolution 2018-15

PREPARED BY: Anita Fuller

August 29, 2018

DEPARTMENT: Finance

APPROVED BY: 

8/29/18

**City of Dillingham Information Memorandum**

Agenda of: September 6, 2018

Attachment to:

Ordinance No. \_\_\_\_\_ / Resolution No. 2018-15

**Subject:**

A RESOLUTION OF THE DILLINGHAM CITY COUNCIL AUTHORIZING THE CITY  
MANAGER TO AWARD A CONTRACT FOR THE PUBLIC SAFETY CLEAN AGENT FIRE  
SUPPRESSION SYSTEM



City Manager: Recommend Approval

Signature: 

Fiscal Note:  Yes  No

Funds Available:  Yes  No

**Other Attachments:**

Fiscal Note  
Invitation to bid

**Summary Statement:**

This resolution authorizes administration to sign a contract with Wolverine Supply, Inc. for the installation of a clean agent fire suppression system for the Department of Public Safety computer server room. This project is listed as #2 on the FY19 CIP list. This contractor was the lowest responsive bidder.

The bid due date was July 26, 2018, at 4:00 PM and bids were opened immediately following. Notices were also posted in three public places: City Hall, N&N Market, AC Store, and the Post Office. Additionally, the RFP was advertised on the City website and in the Bristol Bay Times on July 5 and 12. A pre-bid conference was held on July 17, 2018.

(Such publication shall be made twice, with at least one week, but not more than two weeks, intervening between publications, and there shall be sufficient time between the late of last publication and the bid opening for preparation of bids, which time shall not be less than two weeks.)

Attachment to:  
Ordinance No. \_\_\_\_\_ / Resolution No. 2018-15

Summary Statement continued:

Route to	Department Head	Date
X	Finance Director	
X	Chief of Police	
X	City Clerk	



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**INVITATION TO BID**  
**RFP 2018-03 Dillingham Public Safety Clean Agent Fire Suppression System**

The City of Dillingham is soliciting sealed bids from contractors to install a clean agent fire suppression system for the Department of Public Safety computer server room. A pre-bid conference will be held at 10 AM on Tuesday, July 17, 2018.

Inquiries should be directed to Dan Pasquariello at [chiefofpolice@dillinghamak.us](mailto:chiefofpolice@dillinghamak.us) or 907-842-5354.

Proposals will be accepted until 4:00 PM on Thursday, July 26, 2018.

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 August 2, 2018 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 4:00 PM on Thursday, July 26, 2018.

Please mark the envelope to identify the project: **RFP 2018-03 DPS Clean Agent Fire Suppression**

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 proposals will not be accepted.*

**Required Proposal Content**

Return the following materials in your proposal to the City of Dillingham by the due date:

- Transmittal Letter
- Previous Experience
- References
- Proposal Price and Timeline
- Attachment A: Bid Form

## **Background**

The City of Dillingham, Department of Public Safety, server room requires a clean agent fire suppression system to protect its 911 system, DPS servers and associated electronic equipment; ensuring business continuity, preserving vital records, and maintaining effective emergency response.

The server room measures 8' x 14' x 8' or a total of 896 cubic feet. An adjacent storage area may be utilized to store system components, such as cylinders. DPS prefers a low-pressure inert gas system. The system must be free from residue and it must not be impactful to the continuing operation of computer systems in the case of discharge.

The server room has one existing sprinkler head as part of a building-wide sprinkler system. The added clean agent fire suppression system will be the first line of defense in case of a fire, designed to discharge into the room and extinguish a fire before the sprinkler system is filled with water. Should the fire continue to build and get hot enough (165°F) to fuse a sprinkler, then the sprinkler valve would open to deliver water to the open head.

DPS is also requesting a bid alternate to provide a permanent air conditioning unit to cool the room, which will be connected to the existing HVAC system, and removal of the temporary cooling unit.

## **Scope of Work**

1. Provide design, specialty materials, installation, terminations, programming, startup, and commissioning of a clean agent suppression system to provide fire suppression coverage for the DPS server room, as described above.
2. The system must be connected to the existing DPS building fire alarm control panel, to NFPA approved fire notification devices, with one additional device installed directly outside of the server room.
3. Provide server room air sealing and any associated HVAC venting requirements.
4. Provide system certification and end user training.

## **Bid Alternate**

1. Install a permanent air conditioning unit to adequately cool the DPS server room, to connect with the existing HVAC system, and to include removal of the temporary AC unit.

## **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.

## **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 2018-03 Dillingham Public Safety Clean Agent Fire Suppression System**

The work shall start within 60 days after award and be complete within 120 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 described in the **Scope of Work**, inclusive of Travel, Housing, Transportation, Subsistence, Labor and Materials.

\$ \_\_\_\_\_ Lump Sum Bid Amount for all costs to perform the work in the **Bid Alternate**, 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: \_\_\_\_\_

RFP 2018-03 DPS CLEAN AGENT FIRE SUPPRESSION  
PROPOSAL SCORING SHEET

Deadline for proposals is: July 26, 2018 @ 4:00 PM

Date Proposal Received		July 26, 9:49 am	July 26, 10:44 am			
Column A	Column B	DAR-CON Column C Enter Points 1-5	Wolverine Supply Column D Enter Points 1-5	Column F Enter Points 1-5	Column G Enter Points 1-5	Column G Enter Points 1-5
Weighting Col. A	Possible Points 1 - 5 (5 being highest score)	Bidder 1	Bidder 2	Bidder 3	Bidder 4	Bidder 5
<b>VENDOR NAME</b>						
<b>List Evaluation Criteria</b>						
1	1 - 5	0	5			
<b>Transmittal Letter (5%)</b>						
<i>Evaluator 1: Lori Goodell</i>						
1	1 - 5	1	4			
<b>Transmittal Letter (5%)</b>						
<i>Evaluator 2: Cynthia Rogers</i>						
1	1 - 5	1	3			
<b>Transmittal Letter (5%)</b>						
<i>Evaluation 3: Dan Pasquariello</i>						
		2	12			
<b>Subtotal:</b>						
1	1 - 5	2	5			
<b>References (5%)</b>						
<i>Evaluator 1: Lori Goodell</i>						
1	1 - 5	3	5			
<b>References (5%)</b>						
<i>Evaluator 2: Cynthia Rogers</i>						
1	1 - 5	2	5			
<b>References (5%)</b>						
<i>Evaluation 3: Dan Pasquariello</i>						
		7	15			
<b>Subtotal:</b>						
8	1 - 5	3	5			
<b>Proposed Price &amp; Timeline (40%)</b>						
<i>Evaluator 1: Lori Goodell</i>						
		24	40			
8	1 - 5	0	0			
<b>Proposed Price &amp; Timeline (40%)</b>						
<i>Evaluator 2: Cynthia Rogers</i>						
8	1 - 5	2	3			
<b>Proposed Price &amp; Timeline (40%)</b>						
<i>Evaluation 3: Dan Pasquariello</i>						
		16	24			
<b>Subtotal:</b>						
		40	64			

RFP 2018-03 DPS CLEAN AGENT FIRE SUPPRESSION  
PROPOSAL SCORING SHEET

Proposed Design & Product (40%)	8	1 - 5	0	0	0	
Evaluator 1: <i>Lori Goodell</i>			0	0		
Proposed Design & Product (40%)	8	1 - 5	1	1	8	
Evaluator 2: <i>Cynthia Rogers</i>			8	8		
Proposed Design & Product (40%)	8	1 - 5	1	1	8	
Evaluation 3: <i>Dan Pasquariello</i>			8	8		
Subtotal:			16	16		
Qualifications & Experience (10%)	2	1 - 5	3	5	10	
Evaluator 1: <i>Lori Goodell</i>			6	6		
Qualifications & Experience (10%)	2	1 - 5	3	4	8	
Evaluator 2: <i>Cynthia Rogers</i>			6	6		
Qualifications & Experience (10%)	2	1 - 5	2	5	10	
Evaluation 3: <i>Dan Pasquariello</i>			4	4		
Subtotal:			16	28		
<b>Total Weighted Score</b>		<b>200</b>	<b>81</b>	<b>135</b>	<b>0</b>	<b>0</b>

## NOTICE OF INTENT TO AWARD

**ISSUE DATE:** August 28, 2018

**RFP NUMBER AND TITLE:** RFP 2018-03 DPS Clean Agent Fire Suppression

**RFP DEADLINE:** July 26, 2018, 4:00 PM

**BIDDERS OF RECORD INCLUDE:**

-DAR-CON Corp.                      -Wolverine Supply, Inc.

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.**

Any bidder who believes the contract has been improperly awarded may file a protest with the City Clerk, Lori Goodell, 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 next regularly scheduled City Council meeting will be held on September 6, 2018.

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 2018-03, to the City of Dillingham prior to C.O.B on September 7, 2018.

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,



Tod Larson  
City Manager  
(907) 842-5148