

## Hardware

Description			Price	Qty	Ext. Price
2400MHz Memory	8GB, 1x8GB, DDR4 Non-ECC	G186L29			
Hard Drive	M.2 256GB PCIe NVMe Class 35 Solid State Drive	GCTOGM5			
LCD	15.6" FHD TN (1920 x 1080) Anti-Glare, Non-Touch, Camera & Mic, WLAN capable	GYSQR0W			
Keyboard	Single Pointing Non-backlit Keyboard, English	GID7NZO			
Mouse	No Mouse Selected	G8043UZ			
Wireless	Intel® Dual Band Wireless AC 9560 (802.11ac) 2x2 + Bluetooth 5.0	GK1P583			
Primary Battery	4 Cell 56Whr ExpressCharge™ Capable Battery	GNC4R8B			
Power Supply	65 Watt AC Adapter	G1USCN9			
Hardware Support Services	5 Years Hardware Service with Onsite/In-Home Service After Remote Diagnosis	GLHGFK5			

## Hardware

Description	Price	Qty	Ext. Price
Dell OptiPlex 3070 Desktop - i5/8GB RAM/256GB SSD/Win 10 Pro/5 Yr Warranty	\$977.06	29	\$28,334.74
OptiPlex 3070 SFF	OptiPlex 3070 SFF BTX	GHB0L2E	
Processor	Intel® Core™ i5-9500 (6 Cores/9MB/6T/3.0GHz to 4.4GHz/65W); supports Windows 10/Linux	G3TIKEM	
Operating System	Windows 10 Pro 64bit English, French, Spanish	GF48XA1	
Microsoft Office	Microsoft Office 30 Day Trial	GC7OFJV	
Memory	8GB 1X8GB DDR4 2666MHz UDIMM Non-ECC	GFNRQ2B	
Hard Drive	M.2 256GB PCIe NVMe Class 35 Solid State Drive	GDXK20R	
Keyboard	Dell Multimedia English Keyboard - KB216	GZDPBC1	
Mouse	Dell MS116 Wired Mouse	GWJIAF2	
Video Card	Intel® Integrated Graphics	GZQDA24	
Optical Drive	8x DVD+/-RW 9.5mm Optical Disk Drive	GTRXE5A	
Hardware Support Services	5 Years Hardware Service with Onsite/In-Home Service After Remote Diagnosis	NBD5	

### Hardware

Description	Price	Qty	Ext. Price
Dell Universal Laptop Docking Station - D6000	\$215.99	5	\$1,079.95
Dell DisplayPort to VGA Adapter	\$26.99	34	\$917.66
Dell DisplayPort to DVI Adapter	\$23.39	5	\$116.95
Dell HDMI to DVI Adapter	\$11.81	29	\$342.49
Subtotal:			\$53,858.80

### Software

Description	Price	Qty	Ext. Price
Microsoft Windows Server 2019 STD OS CORE SNGL OLP 16 LICENSES	\$972.00	4	\$3,888.00
Microsoft Windows Server 2019 CAL SNGL OLP 1 LICENSE	\$42.00	60	\$2,520.00
Subtotal:			\$6,408.00

### Professional Services

Description	Price	Qty	Ext. Price
System Administrator Tier 2 (Estimate, Actuals Billed)	\$150.00	150	\$22,500.00
System Administrator Tier 2 After Hours (Estimate, Actuals Billed)	\$225.00	16	\$3,600.00
Project Management (Estimate, Actuals Billed)	\$150.00	7	\$1,050.00
Travel Costs - Airfare (Estimate, Actuals Billed)	\$612.50	1	\$612.50
Travel Costs - Labor	\$80.00	4	\$320.00
Travel Costs - Lodging (Estimate, Actuals Billed)	\$237.50	5	\$1,187.50
Travel Costs - Tech Per Diem	\$65.00	5	\$325.00
Travel Costs - Vehicle Rental (Estimate, Actuals Billed)	\$81.25	5	\$406.25
Subtotal:			\$30,001.25

## Payment Options

The information provided is a quote and is subject to credit approval. The quote provides an approximate monthly payment for hardware, software and services based upon the contract type and term in months. Taxes, fees and insurance are not included. Any change in the amount financed will change this information. Payment option terms are valid through Quote Expiration Date referenced below.

## CoD - Dillingham - Windows Server 2008 and Windows 7 EOL Replacements

**Prepared by:**

 Alaska Communications Services,  
 Inc.

 Christian Enslin  
 (907) 375-1100  
 Fax (907) 375-1188  
 Christian.Enslin@acsalaska.com

**Prepared for:**

City of Dillingham

 P.O. Box 889  
 141 Main St. Suite 889  
 Dillingham, AK 99576  
 Cynthia Rogers  
 (907) 842-3785  
 planner@dillinghamak.us

**Quote Information:**

Quote #: 026173

 Version: 1  
 Delivery Date: 10/03/2019  
 Expiration Date: 11/30/2019

### Quote Summary

Description	Amount
Hardware	\$53,858.80
Software	\$6,408.00
Professional Services	\$30,001.25
Subtotal:	\$90,268.05
Shipping:	\$810.00
Total:	\$91,078.05

### Payment Options

Description	Payments	Interval	Amount
GreatAmerica			
Three year monthly payment	36	Monthly	\$2,909.94
Five year monthly payment	60	Monthly	\$1,853.44

Applicable sales tax will be billed for Alaska Communications sold products and services. Please see <https://www.alaskacommunications.com/BusinessTermsandConditions> for additional Terms and Conditions.



Lori Goodell <cityclerk@dillinghamak.us>

---

## Library Advisory Board

2 messages

---

**Janet Dieckgrafe** <dieckgrafejl@gmail.com>  
To: cityclerk@dillinghamak.us

Wed, Oct 23, 2019 at 10:30 AM

Dillingham Mayor Alice Ruby,

Hello,

My name is Janet Dieckgrafe and I would like to be considered for the open seat on the Library advisory board.

I am an ardent patron and supporter of the library and am very interested in its continued operation and success in Dillingham. I am currently a member of the Friends of the Library, have volunteered at previous summer book sales, and appreciate all that a library offers community members.

Kindly consider my request.

Thank you very much.

Janet Dieckgrafe,  
PO Box 1244, Dillingham, AK 99576  
907-843-1948  
dieckgrafejl@gmail.com

---

This page intentionally left blank



Lori Goodell <cityclerk@dillinghamak.us>

---

## Volunteer for friends of the landfill

1 message

---

**Deborah McLean** <dlimclean@alaska.edu>  
To: cityclerk@dillinghamak.us  
Cc: Deborah McLean <dlimclean@alaska.edu>

Wed, Sep 25, 2019 at 10:15 AM

I would like to submit this As letter of interest for Debi McLean to serve on this committee.  
Thank you, Debi  
8431074

Sent from my iPhone



THE STATE  
of **ALASKA**  
GOVERNOR MICHAEL J. DUNLEAVY

**Department of Fish and Game**

DIVISION OF WILDLIFE CONSERVATION  
Central/Southwest Region

1800 Glenn Highway, Suite 4  
Palmer, AK 99645-6736  
Main: 907.861.2100  
Fax: 907.861.2121

September 26, 2019

The City of Dillingham  
P.O. Box 889  
141 Main St.  
Dillingham, AK 99576

To the City Clerk of Dillingham:

My name is Lauren Watine, and I am writing to you today to express my interest in becoming an official Committee member of Friends of the Landfill (FOL). I am the Area Wildlife Biologist for the Alaska Department of Fish and Game (ADF&G) stationed here in Dillingham and play an active role in the community for both my job and as a resident of the city.

In my 4 months as the Area Biologist, I have met and worked with FOL on no less than 3 occasions. I have attended monthly meetings, helped on projects at the landfill (i.e., installing posts for the electric fence surrounding an active cell), and met with Paul Liedberg to discuss future directions for outreach and education in Dillingham and the surrounding areas. I have also conducted site-visits to the Aleknagik Landfill, which has many more issues with bears than Dillingham's landfill, likely because they do not have a group such as FOL that is engaged with the community and helps make simple changes that have far-reaching effects. Paul and I have both spoken with their leaders and are working towards bringing Aleknagik into the FOL as "Friends."

Not only am I already familiar with the FOL and the challenges it faces to bring change to the Dillingham community, but as an ADF&G biologist whose efforts often focus on mitigating negative human-wildlife interactions, I am uniquely qualified to be a Committee member of the FOL. I am consistently in the public's view and am thus able to reach out to many people about issues of importance. Additionally, as an ADF&G biologist, any suggestions I provide to the community has the added weight of my profession and my agency behind it. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Lauren Watine".

Lauren N. Watine, PhD  
Area Wildlife Biologist

Enclosure: Letter of Interest



October 22, 2019

Dan Dunaway  
dodunaway@gmail.com

RE: Port Committee Appointments, and Term Limits

Dear Dan:

The Port of Dillingham was established May 1, 2008, by Ordinance 2008-05. Subsequently a Port of Dillingham Advisory Committee was created by Resolution 2010-66 on September 2, 2010. The Resolution set out the organization of Committee membership as well as setting term limits for each seat at three (3) years with a staggered seat expiration of two seats per year.

In recent years the Committee has lost sight of the specified term limits. To get the Port Advisory Committee in compliance with term appointments the following schedule will be initiated beginning in November.

The current composition of the Advisory Committee:

Member	Seat	Term Expires
Mayor, Alice Ruby	A	Permanent
Council Member, Andy Anderson	B	11/2022
Citizen, Dan Dunaway	C	11/2022
Citizen, Robert Heyano	D	11/2021
Citizen, Robin Samuelsen	E	11/2021
Citizen, Vacant	F	11/2023
Citizen, Vacant	G	11/2023

Thank you for your willingness to serve the community and your dedication to the successful operation of the Port of Dillingham. If you have any questions or suggestions please contact Mayor Ruby at (907)842-4370 or email at [alice.ruby@dillinghamak.us](mailto:alice.ruby@dillinghamak.us).

Sincerely,

Lori Goodell  
City Clerk

Enclosure: Resolution 2010-66



October 22, 2019

Robert Heyano  
rheyano@gmail.com

RE: Port Committee Appointments, and Term Limits

Dear Robert:

The Port of Dillingham was established May 1, 2008, by Ordinance 2008-05. Subsequently a Port of Dillingham Advisory Committee was created by Resolution 2010-66 on September 2, 2010. The Resolution set out the organization of Committee membership as well as setting term limits for each seat at three (3) years with a staggered seat expiration of two seats per year.

In recent years the Committee has lost sight of the specified term limits. To get the Port Advisory Committee in compliance with term appointments the following schedule will be initiated beginning in November.

The current composition of the Advisory Committee:

Member	Seat	Term Expires
Mayor, Alice Ruby	A	Permanent
Council Member, Andy Anderson	B	11/2022
Citizen, Dan Dunaway	C	11/2022
Citizen, Robert Heyano	D	11/2021
Citizen, Robin Samuelson	E	11/2021
Citizen, Vacant	F	11/2023
Citizen, Vacant	G	11/2023

Thank you for your willingness to serve the community and your dedication to the successful operation of the Port of Dillingham. If you have any questions or suggestions please contact Mayor Ruby at (907)842-4370 or email at [alice.ruby@dillinghamak.us](mailto:alice.ruby@dillinghamak.us).

Sincerely,

Lori Goodell  
City Clerk

Enclosure: Resolution 2010-66



October 22, 2019

Robin Samuelsen  
Sockeyel@nushtel.net

RE: Port Committee Appointments, and Term Limits

Dear Robin:

The Port of Dillingham was established May 1, 2008, by Ordinance 2008-05. Subsequently a Port of Dillingham Advisory Committee was created by Resolution 2010-66 on September 2, 2010. The Resolution set out the organization of Committee membership as well as setting term limits for each seat at three (3) years with a staggered seat expiration of two seats per year.

In recent years the Committee has lost sight of the specified term limits. To get the Port Advisory Committee in compliance with term appointments the following schedule will be initiated beginning in November.

The current composition of the Advisory Committee:

Member	Seat	Term Expires
Mayor, Alice Ruby	A	Permanent
Council Member, Andy Anderson	B	11/2022
Citizen, Dan Dunaway	C	11/2022
Citizen, Robert Heyano	D	11/2021
Citizen, Robin Samuelsen	E	11/2021
Citizen, Vacant	F	11/2023
Citizen, Vacant	G	11/2023

Thank you for your willingness to serve the community and your dedication to the successful operation of the Port of Dillingham. If you have any questions or suggestions please contact Mayor Ruby at (907)842-4370 or email at [alice.ruby@dillinghamak.us](mailto:alice.ruby@dillinghamak.us).

Sincerely,

Lori Goodell  
City Clerk

Enclosure: Resolution 2010-66

CITY OF DILLINGHAM, ALASKA

RESOLUTION NO. 2010-66

**A RESOLUTION OF THE DILLINGHAM CITY COUNCIL APPROVING THE MEMBERSHIP, TERMS, AND DUTIES OF THE PORT OF DILLINGHAM ADVISORY COMMITTEE.**

WHEREAS, Ordinance No. 2008-05, created the Port of Dillingham and amended the Dillingham Municipal Code (DMC) to add Chapter 2.42, Port of Dillingham; and,

WHEREAS, Chapter 2.42 did not incorporate the language in the preface of the ordinance that referred to the establishment of a Port of Dillingham Advisory Committee (Committee); and,

WHEREAS, DMC, Chapter 2.90, Advisory Boards and Committees, allows that additional advisory boards and committees be created as needed by resolution; and,

WHEREAS, the Committee was formed to review issues pertinent to the Port, and is to be comprised of seven members with the Mayor serving as chair; and

WHEREAS, of the remaining six (6) members of the Committee, one shall be a current City Council member, and the remaining five (5) members shall have an interest and be somewhat knowledgeable about the operations of the harbor and dock; and,

WHEREAS, members of the Committee shall be appointed for a term of three (3) years, except, of those first appointed, three shall be appointed for an initial term of three (3) years, two for an initial term of two (2) years, and two for an initial term of one (1) year; and,

WHEREAS, the Port of Dillingham Advisory Committee had their first meeting as a committee the first week in October of 2009;

NOW, THEREFORE, BE IT RESOLVED that the Council approves the membership, terms and duties of the Port of Dillingham Advisory Committee, and that the Committee exists until the Council deems it no longer necessary and takes action to dissolve it.

PASSED and ADOPTED by the Dillingham City Council on Sept. 2, 2010.

SEAL:

  
\_\_\_\_\_  
Alice Ruby, Mayor

ATTEST:

  
\_\_\_\_\_  
Office of City Clerk

City of Dillingham Action Memorandum      Agenda of: November 7, 2019  
Action Memorandum No. 2019-11

**Subject:**

Modify Award for the FY20 Sand Aggregate Bid

---

City Manager: Recommend Approval

Signature: 

---

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

**Other Attachments:**

AM 2019-06  
RFP 2019-06 NOI REV  
RFP FY20 Aggregate  
Washed sand report

---

**Summary Statement:**

Action memorandum 2019-06 authorized administration to sign a contract with Bennett Enterprises, LLC for the delivery of 1,250 cubic yards of washed sand for Streets. This vendor was the lowest responsible bidder.

Testing of sand did not pass qualifications specified in the bid packet. Bennett Enterprises, LLC is not able to conform at this time. The next responsive bidder is JJC Enterprises, Inc.

This Action Memorandum authorizes administration to sign a contract with JJC Enterprises LLC. for the delivery of 1,250 cubic yards of washed sand for Streets.

Action Memorandum No. 2019-11

Summary Statement continued:

---

PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council  
on November 7, 2019.

\_\_\_\_\_  
Mayor

ATTEST:

[SEAL]

\_\_\_\_\_  
City Clerk

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

**City of Dillingham Action Memorandum**

Agenda of: September 9, 2019

**Action Memorandum No.** 2019-06

**Subject:**

Award a Contract for the FY20 Aggregate Bid

---

City Manager: Recommend Approval

Signature: 

---

**Fiscal Note:**  Yes  No

**Funds Available:**  Yes  No

**Other Attachments:**

-None

---

**Summary Statement:**

This action memorandum authorizes administration to sign a contract with JJC Enterprises, Inc. for the delivery of 5,500 cubic yards of pit-run gravel to the Landfill and 2,300 cubic yards of pit-run gravel for Streets. This vendor was the lowest responsible bidder.

In addition, this action memorandum authorizes administration to sign a contract with Bennett Enterprises, LLC for the delivery of 1,250 cubic yards of washed sand for Streets. This vendor was the lowest responsible bidder.

The bid due date was August 22, 2019, at 4:00 PM and bids were opened immediately following. Notices were also posted in three public places, advertised on the City website, and advertised in the Bristol Bay Times on August 1 and August 8, 2019.

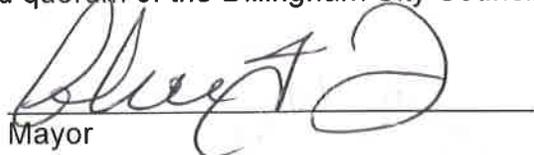
(Such publication shall be made twice, with at least one week, but not more than two weeks, intervening between publications, and there shall be sufficient time between the date of last publication and the bid opening for preparation of bids, which time shall not be less than two weeks.)

Action Memorandum No. 2019-06

Summary Statement continued:

---

PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council  
on September 9, 2019

  
\_\_\_\_\_  
Mayor

ATTEST:

[SEAL]

  
\_\_\_\_\_  
City Clerk

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

## NOTICE OF INTENT TO AWARD

**ISSUE DATE:** August 22, 2019  
**RFP NUMBER AND TITLE:** RFP 2019-06 Furnish Aggregate for FY20  
**RFP DEADLINE:** August 22, 2019 at 4:00 PM  
**BIDDERS OF RECORD INCLUDE:**

-Bennett Enterprises, LLC                      -JJC Enterprises, 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:

**JJC Enterprises, Inc. – Pit-Run Gravel**

**Bennett Enterprises, LLC – Washed Sand**

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 9, 2019.

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 2019-06, to the City of Dillingham prior to C.O.B on August 30, 2019.

The successful bidder 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

**RFP 2019-06 - Furnish Aggregate for FY20  
BID SCORING SHEET**

Proposal Deadline: 08/22/19, 4:00 PM

<i>Date &amp; Time Proposal Received</i>		8/22/2019 15:05	8/22/2019 15:05
<b>BIDDERS</b>			
		Bennett Enterprises, LLC	JJC Enterprises, Inc.
<b>ITEMS</b>	<b>BID AMOUNT</b>		
Washed Sand, 1,250 cubic yards	\$/cy subtotal	\$ 23.72 \$ 29,650.00	\$ 24.00 \$ 30,000.00
Pit-Run Gravel, 5,500 cubic yards	\$/cy subtotal	\$ - \$ -	\$ 9.50 \$ 52,250.00
Pit-Run Gravel, 2,300 cubic yards	\$/cy subtotal	\$ - \$ -	\$ 13.50 \$ 31,050.00
<b>Total Winning Bid Amount</b>		<b>\$ 29,650.00</b>	<b>\$ 83,300.00</b>

MUST PROVIDE PROOF OF LICENSING AND INSURANCE PRIOR TO NOTICE OF AWARD.

- Dillingham Business License
- State of Alaska Business License
- Certificate of Insurance and Worker's Comp
- Proof of Commercial Insurance
- Vehicle Liability Insurance

APPARENT LOW BIDDER IS HIGHLIGHTED IN ORANGE

## NOTICE OF INTENT TO AWARD - REVISED

**ISSUE DATE:** September 24, 2019  
**RFP NUMBER AND TITLE:** RFP 2019-06 Furnish Aggregate for FY20  
**RFP DEADLINE:** August 22, 2019 at 4:00 PM  
**BIDDERS OF RECORD INCLUDE:**

-Bennett Enterprises, LLC                      -JJC Enterprises, 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:

**JJC Enterprises, Inc. – Pit-Run Gravel, Washed Sand**

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 October 3, 2019.

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 2019-06.

The successful bidder 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



8301 Old Seward Hwy.  
Anchorage, AK 99518  
(907) 644-3923  
(907) 644-0997

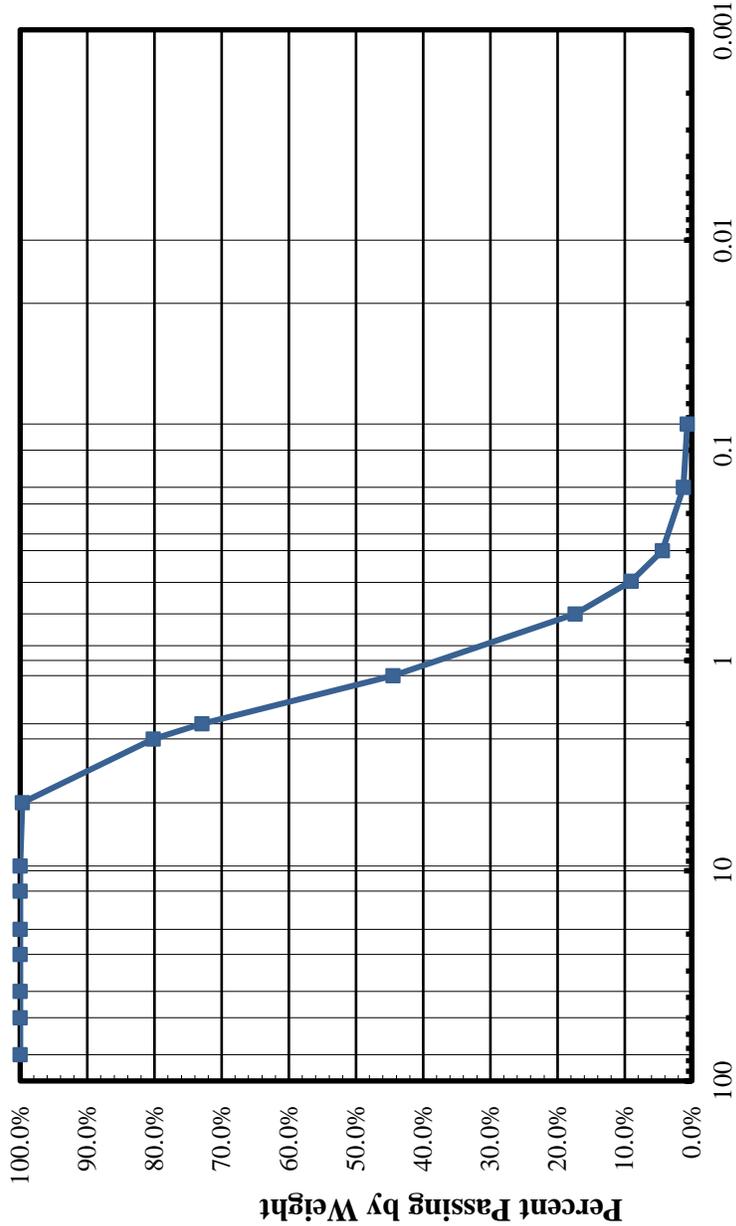
5886 E. Shop Circle  
Palmer, AK 99645  
(907) 631-6047  
(907) 631-6048

**Sieve Analysis**  
**ASTM C 136**

Job No. 2668  
Lab No. P-344-19

Received September 18, 2019  
Reported September 18, 2019

Client: JJC Enterprises, Inc.  
Project: Dillingham Airport Gate Improvements Project  
Sample Location: City of Dillingham, By Client  
Material Description: Sand



SIZE	PASSING	SPECIFICATION
		Low High
3"	100%	
2"	100%	
1 1/2"	100%	
1"	100%	
3/4"	100%	
1/2"	100%	
3/8"	100%	
No. 4	100%	
No. 8	80%	
No. 10	73%	
No. 16	44%	
No. 30	17%	
No. 40	9%	
No. 50	4%	
No. 100	1%	
No. 200	0.7%	

Reviewed By:  
John Rego, P.E.  
Lab Manager



---

**REQUEST FOR PROPOSALS  
RFP 2019-06 Furnish Aggregate for FY20**

The City of Dillingham is soliciting sealed bids to supply gravel and sand to the landfill and city maintenance yard. The selected firm or individual will enter into a term contract in effect from the date of execution through June 30, 2020. Bids will be accepted for:

<u>Materials</u>	<u>Amount</u>
Washed Sand	1,250 cubic yards
Pit-Run Gravel	7,800 cubic yards

Bid documents can be found at: [www.dillinghamak.us/projects](http://www.dillinghamak.us/projects).

Inquiries should be sent to Jean Barrett, Public Works Director at 907-842-4598 or via email at [publicworks@dillinghamak.us](mailto:publicworks@dillinghamak.us).

Bid deadline is 4:00 p.m., Thursday, August 22, 2019, followed by the bid opening. A contract to award will be authorized at the City Council meeting on September 5, 2019.

**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 p.m. on Thursday, August 22, 2019. Submissions must include a signed copy of Attachment A, Aggregate Bid.

Please mark the envelope to identify the project: **RFP 2019-06 Furnish Aggregate FY20.**

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

City of Dillingham – Planning Department  
PO Box 889  
Dillingham, AK 99576

**Required Proposal Content**

Return the following attachments to the City of Dillingham by the due date:

- Attachment A. Aggregate Bid

**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 2019 City of Dillingham Business License;
- Current State of Alaska Business License;
- Certification of Insurance and Workers Compensation as required under AS23.30 naming all employees;
- Proof of commercial insurance, covering bodily injury, death, and property damage with a single limit not less than one million (\$1,000,000) dollars;
- Vehicle liability insurance including applicable uninsured/underinsured coverage with limits of liability not less than one million (\$500,000) 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.

Owner/Operators are eligible to submit a bid, as long as they meet the minimum State requirements for operating as an owner operator.

**Scope of Service**

The contractor shall furnish and deliver aggregate according to the following specifications and conditions:

1. Materials: Gravel and sand shall contain no frozen material, mulch, roots, sod, dirt or other deleterious matter. The material shall be graded within the limitations shown below:

<b>Sand</b>		
	<b>3/8" Sieve</b>	<b>100 % Passing</b>
	<b>#4" Sieve</b>	<b>95-100 % Passing</b>
	<b>NO. 200 Sieve</b>	<b>0-2 % Passing</b>
<b>Pit Run</b>		
	<b>6" Sieve</b>	<b>100 % Passing</b>
	<b>No. 200 Sieve</b>	<b>0 – 6 % Passing</b>

2. Sampling: The contractor shall submit a relative sample of the material to be supplied. Sampling details need to be coordinated with the Public Works Director. The City reserves the right to have samples tested to confirm to specs prior to and during delivery. The contractor will bear all cost related to the testing. Materials failing to conform to the specifications will not be used and will cause the City to declare the contractor in default and cancel the contract.

3. Quantity:  
The total quantity of sand to be purchased will be approximately ONE THOUSAND TWO HUNDRED FIFTY (1,250) cubic yards.

The total quantity of gravel to be purchased will be approximately SEVEN THOUSAND EIGHT HUNDRED (7,800) cubic yards.

4. Method of Measurement: Gravel and sand shall be measured by volume, in the truck, at the point of delivery.
5. Time Line:  
Pit run deliveries may be sequenced into three different time periods, as directed by the Public Works Director.

**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 60 days from the bid close 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.

**Attachment A. Aggregate Bid**

---

**City of Dillingham  
RFP 2019-06 Furnish Aggregate for FY20**

The furnishing and delivery of washed sand and gravel shall be in accordance with the Request for Proposal/Bid and Specifications for the term of the contract. The price per cubic yard shall include the entire supplier costs associated with providing aggregate and delivery. The contract shall remain in effect from the date of execution through June 30, 2020. The City reserves the right to purchase up to 25% more materials at the unit prices bid.

1. Contractor may bid one or both options listed below:

<u>Materials</u>	<u>Amount</u>
Washed Sand (Streets)	1,250 cubic yards
Pit-Run Gravel (Landfill)	5,500 cubic yards
Pit-Run Gravel (Streets)	2,300 cubic yards

2. Complete and submit this document in a sealed envelope for the items you are bidding.

\$ \_\_\_\_\_ Bid Amount per c.y. - Washed Sand Delivered (Streets)

\$ \_\_\_\_\_ Bid Amount per c.y. - Pit-Run Gravel Delivered (Landfill)

\$ \_\_\_\_\_ Bid Amount per c.y. - Pit-Run Gravel Delivered (Streets)

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: \_\_\_\_\_

2019-12

Action Memorandum No. \_\_\_\_\_

**Subject:**

Authorize the City Manager to Award a Contract for RFP 2019-08, Furnish Petroleum & Propane Fuels FY20.

City Manager: Recommend Approval

Signature: 

Fiscal Note:  Yes  No

Funds Available:  Yes  No

**Other Attachments:**

- RFP 2019-08 Furnish Petroleum & Propane Fuels for FY20
- RFP 2019-08 Bid Sheet Summary
- RFP 2019-08 Notice of Intent to Award

**Summary Statement:**

This action memorandum authorizes administration to sign a contract with Vitus Energy, LLC for No. 1 and No. 2 Diesel, and Unleaded Gasoline. The City did not receive any other bids, including for Propane Delivered and Propane at the Pump. Departments requiring propane will procure their needed supply through the open market.

The bid due date was October 17, 2019, at 4:00 PM and bids were opened immediately following. Notices were posted in three public places, as required. Additionally, the RFP was advertised on the City website and in the Bristol Bay Times on September 26 and October 3.

(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 date of last publication and the bid opening for preparation of bids, which time shall not be less than two weeks.)

Action Memorandum No. 2019-12

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	Public Works Director	
X	Planning Director	
X	City Clerk	



---

## Request for Proposals

### RFP 2019-08 Furnish Petroleum & Propane Fuels FY20

The City of Dillingham is soliciting sealed bids for furnishing and delivering petroleum and propane fuels to various City facilities for the period November 8, 2019 through November 7, 2020. The selected firm or individual will enter into a term contract for a period of one year.

Inquiries should be directed to:

Public Works Director  
City of Dillingham  
PO Box 889  
Dillingham, AK 99576  
907 842-4598  
Email: publicworks@dillinghamak.us

### **SPECIFICATIONS**

#### **Submittal Requirements and Information**

To be considered, please submit a completed copy of the following documents which are part of this bid proposal packet:

- Attachment A, Company Information
- Attachment B, Petroleum & Propane Fuel Bid
- Attachment C, Locations and Fuel Delivery Information

Please submit requirements to the address below on or before the deadline no later than 4:00 p.m. on Thursday, October 17, 2019, and mark the envelope to identify the project:

### **RFP 2019-08 Furnish Petroleum & Propane Fuels FY20**

Packages should indicate the company's name, contact person, email and phone number.

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.**

**Notice of Intent to Award**

The City shall notify all bidders of its intent to award. A contract to award will be confirmed at the November 7, 2019 City Council meeting.

**Scope of Work**

Contract will be awarded to the Contractor with the lowest fuel price for fuel types identified below. The contract can be written for all the City’s fuel needs or a portion of the proposal.

1. Contractor agrees to furnish and deliver all the City’s fuel requirements:

<u>Description</u>	<u>Estimated Gallons</u>
No. 1 Heating/Diesel	75,000
No. 2 Heating/Diesel	30,000
Unleaded Gasoline	20,000
Propane Delivered	375
Propane at Pump	150

Refer to Attachment C for the list of facilities receiving petroleum & propane fuels.

2. Petroleum and propane fuel will be delivered to the list of City of Dillingham facilities under one of the following two conditions:
  - “Keep Full” – the contractor shall be responsible for monitoring, at least every two weeks, the fuel levels in the storage tank to ensure a constant supply.
  - Upon an oral or written request from City personnel, the petroleum contractor shall furnish and deliver the requested fuel within four hours (4) of said request.
3. Bids may be provided for either No.1 & 2 Heating/Diesel and/or Unleaded Gasoline and/or propane fuel types. Contract may be awarded to the lowest bid for diesel or gasoline or propane.
4. All fuel tickets must include the date of delivery and be signed by City Personnel.

## **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 proposals.

The City retains the right to cancel the Request for Proposal/Bid 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/ITB 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.

Gasoline will be dispensed from the bidder's pump. Authorized City personnel will "self serve" into City vehicles and equipment requiring gasoline.

Contractor shall in performance of a contract, comply with all applicable federal, state and local laws, ordinance, orders, rules and regulations applicable to its performance.

Contractor must be in compliance with Dillingham Municipal Code 4.20.240, Tax Delinquent List.

**Attachment A. Company Information**

---

**City of Dillingham  
PETROLEUM & PROPANE FUEL BID – FY20**

Contractor's Name \_\_\_\_\_ Title \_\_\_\_\_  
Authorized Agent

d.b.a. Company Name \_\_\_\_\_

City Business License Number# \_\_\_\_\_

Alaska State Business License Number# \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Authorized Agent Above

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_

Phone Contact \_\_\_\_\_

**Attachment B. Petroleum & Propane Fuel Bid**

Furnish Petroleum & Propane Fuels – Period Covering November 8, 2019 through November 7, 2020.

The furnishing and delivery of petroleum products shall be in accordance with the RFP and Specifications for the term of the contract. The price per gallon shall include the entire supplier costs associated with providing petroleum and propane fuels, storage, and delivery. **Bids may be provided for either No.1 & 2 Heating/Diesel and/or Unleaded Gasoline and/or Propane fuel types. Contract may be awarded to the lowest bid for diesel or gasoline or propane.**

This contract shall remain in effect from November 8, 2019 through November 7, 2020..

Description	Estimated Quantity	Option A Fixed Price
No. 1 Diesel	75,000 gallons	\$_____per gallon \$_____ Total
No 2 Diesel	30,000 gallons	\$_____per gallon \$_____ Total
Unleaded Gasoline	20,000 gallons	\$_____per gallon \$_____ Total
Propane Delivered	375 gallons	\$_____per gallon \$_____ Total
Propane at Pump	150 gallons	\$_____per gallon \$_____ Total
	Total Bid	\$_____

Company \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_

## Attachment C. Locations and Fuel Delivery Information

### TANK SITES

#1 CITY HALL	#2 POLICE STATION	#3 FIRE STATION DOWNTOWN
#4 FIRE STATION LAKE ROAD	#5 FIRE STATION AIRPORT	#6 SENIOR CENTER
#7 CARLSON HOUSE	#8 LIBRARY	#9 DOCK SMALL OFFICE
#10 DOCK LARGE OFFICE	#11 HARBOR OFFICE/ANIMAL SHELTER	#12 HARBOR BATH HOUSE
#13 DOCK EQUIPMENT TANK	#14 DOCK EQUIPMENT TANK	#15 WWTP LAGOONS
#16 WATER TREATMENT BLDG.	#17 GENERATOR WTP	#18 PUBLIC WORKS EQUIP.
#19 PUBLIC WORKS SHOP	#20 PUBLIC WORKS QUONSET	# 21 LANDFILL INCINERATOR
#22 LANDFILL OFFICE	# 23 LANDFILL EQUIPMENT	#24 COMM. SVC. INCINERATOR
#25 PUBLIC SAFETY VEHICLE FUEL		

Location: #1 City Hall Address: 141 Main Street <b>Fuel Type #1 Heating Oil – Winter</b> <b>#2 Heating Oil - Summer</b> Tank Size: 1000 Gallon Tank <b>FILL CYCLE: BI WEEKLY</b>	Location: #2 Police Station Address: 404 D Street <b>Fuel Type #1 Heating Oil – Winter</b> <b>#2 Heating Oil - Summer</b> Tank Size: 1000 Gallon Tank <b>FILL CYCLE: BI WEEKLY</b>
Location: #3 Fire Station Downtown Address: 511 D Street <b>Fuel Type #1 Heating Oil – Winter</b> <b>#2 Heating Oil - Summer</b> Tank Size: 1000 Gallon Tank <b>FILL CYCLE: BI WEEKLY</b>	Location: #4 Fire Station Lake Road Address: 1335 Aleknagik Rd <b>Fuel Type #1 Heating Oil – Winter</b> <b>#2 Heating Oil - Summer</b> Tank Size: 1000 Gallon Tank <b>FILL CYCLE: BI WEEKLY</b>
Location: #5 Fire Station Airport Address: 743 Airport Rd <b>Fuel Type #1 Heating Oil – Winter</b> <b>#2 Heating Oil - Summer</b> Tank Size: 500 Gallon Tank <b>FILL CYCLE: WEEKLY</b>	Location: #6 Senior Center Address: 515 1 <sup>st</sup> Avenue <b>Fuel Type #1 Heating Oil – Winter</b> <b>#2 Heating Oil - Summer</b> Tank Size: 1000 Gallon Tank <b>FILL CYCLE: BIWEEKLY</b> <b>Fuel Type Propane Delivered – As Needed</b>
Location: #7 Carlson House Address: 308 C Street <b>Fuel Type #1 Heating Oil – Winter</b> <b>#2 Heating Oil - Summer</b> Tank Size: 500 Gallon Tank <b>FILL CYCLE: BIWEEKLY</b>	Location: # 8 Library Address: 304 D Street <b>Fuel Type #1 Heating Oil – Winter</b> <b>#2 Heating Oil - Summer</b> Tank Size: 500 Gallon Tank <b>FILL CYCLE: WEEKLY</b>
Location: #9 Dock Small Office Address: 151 1 <sup>st</sup> Avenue <b>Fuel Type #1 Heating Oil – Winter</b> <b>#2 Heating Oil - Summer</b> Tank Size: 500 Gallon Tank <b>FILL CYCLE: BIWEEKLY</b>	Location: #10 Dock Large Office Address: 34 A Street <b>Fuel Type #1 Heating Oil – Winter</b> <b>#2 Heating Oil - Summer</b> Tank Size: 500 Gallon Tank <b>FILL CYCLE: BIWEEKLY</b>
Location: #11 Harbor Office/Animal Shelter Address: 240 Harbor Master Rd <b>Fuel Type #1 Heating Oil – Winter</b> <b>#2 Heating Oil - Summer</b> Tank Size: 500 Gallon Tank <b>FILL CYCLE: BIWEEKLY</b>	Location: #12 Harbor Bath House Address: 240 Harbor Rd <b>Fuel Type #1 Heating Oil – Winter</b> <b>#2 Heating Oil - Summer</b> Tank Size: 500 Gallon Tank <b>FILL CYCLE: BIWEEKLY</b>

**Attachment C. Locations and Fuel Delivery Information (Continued)**

<p>Location: #13 Dock Equipment Tank  Address: 151 1<sup>st</sup> Street  <b>Fuel Type: #1 Heating (Diesel)</b>  Tank Size: 1500 Gallon Tank  <b>FILL CYCLE: WEEKLY (MAY – OCT)</b></p>	<p>Location: #14 Dock Equipment Tank  Address: 151 1<sup>st</sup> Street  <b>Fuel Type Unleaded Gasoline</b>  Tank Size: 500 Gallon Tank  <b>FILL CYCLE: WEEKLY (MAY – OCT)</b></p>
<p>Location: #15 Waste Water Treatment Lagoons  Address: 826 Tower Rd  <b>Fuel Type #1 Heating Oil – Winter  #2 Heating Oil - Summer</b>  Tank Size: 500 Gallon Tank  <b>FILL CYCLE: WEEKLY</b></p>	<p>Location: #16 Water Treatment Plant  Address: 524 Central Ave  <b>Fuel Type #1 Heating Oil – Winter  #2 Heating Oil - Summer</b>  Tank Size: 500 Gallon Tank  <b>FILL CYCLE: WEEKLY</b></p>
<p>Location: #17 Water Treatment Plant Generator  Address: 524 Central Ave  <b>Fuel Type #1 Heating Oil – Winter  #2 Heating Oil - Summer</b>  Tank Size: 500 Gallon Tank  <b>FILL CYCLE: BIWEEKLY</b></p>	<p>Location: #18 Public Works Equipment  Address: 808 2<sup>nd</sup> Avenue  <b>Fuel Type #1 Heating Oil – Winter  #2 Heating Oil - Summer</b>  Tank Size: 1500 Gallon Tank  <b>FILL CYCLE: WEEKLY</b></p>
<p>Location: # 19 Public Works Shop  Address: 810 2<sup>nd</sup> Avenue  <b>Fuel Type #1 Heating Oil – Winter  #2 Heating Oil - Summer</b>  Tank Size: 1000 Gallon Tank  <b>FILL CYCLE: WEEKLY</b></p>	<p>Location: #20 Public Works Quonset Bldg.  Address: 808 2<sup>nd</sup> Avenue  <b>Fuel Type #1 Heating Oil – Winter  #2 Heating Oil - Summer</b>  Tank Size: 1000 Gallon Tank  <b>FILL CYCLE: WEEKLY</b></p>
<p>Location: #21 Municipal Landfill Incinerator  Address: Landfill Rd  <b>Fuel Type #1 Heating Oil – Winter  #2 Heating Oil - Summer</b>  Tank Size: 500 Gallon Tank  <b>FILL CYCLE: VARIES SEASONALLY</b></p>	<p>Location: #22 Municipal Landfill Transfer Shack  Address: Landfill Rd  <b>Fuel Type #1 Heating Oil – Winter  #2 Heating Oil - Summer</b>  Tank Size: 300 Gallon Tank  <b>FILL CYCLE: WEEKLY</b></p>
<p>Location: #23 Landfill Equipment Tank  Address: Landfill Road  <b>Fuel Type #1 Heating Oil – Winter  #2 Heating Oil - Summer</b>  Tank Size: 500 Gallon Tank  <b>FILL CYCLE: WEEKLY</b></p>	<p>Location: # 24 Comm-service Incinerator Tank  Address: Landfill Road  <b>Fuel Type #1 Heating Oil – Winter  #2 Heating Oil - Summer</b>  Tank Size: 300 Gallon Tank  <b>FILL CYCLE: BIWEEKLY</b></p>
<p>Location: # 25 Public Safety Fuel Depot  Address: 404 D Street  <b>Fuel Type: Unleaded Gasoline</b>  Tank Size: 1500 Gallon Tank  <b>FILL CYCLE: WEEKLY</b></p>	<p>Propane Filled at the Pump as Needed.   Other Buildings as the need arises following written notification from the City.</p>

**RFP 2019-08 Furnish Petroleum & Propane Fuel  
BID SCORING SHEET**

Proposal Deadline: 10/17/19, 4:00 PM

<i>Date &amp; Time Proposal Received</i>		10/17/19, 3:42 pm	
<b>VENDORS</b>			
		Vitus Energy LLC	
<b>ITEMS</b>		<b>BID AMOUNT</b>	
No. 1 Diesel, gallons		75,000	\$ 3.48
		subtotal	\$ 260,962.50
No. 2 Diesel, gallons		30,000	\$ 3.48
		subtotal	\$ 104,385.00
Unleaded Gasoline, gallons		20,000	\$ 4.16
		subtotal	\$ 83,274.00
Propane Delivered, gallons		375	-
		subtotal	-
Propane at Pump, gallons		150	-
		subtotal	-
<b>Total Bid Amount</b>			<b>\$ 448,621.50</b>

MUST PROVIDE PROOF OF LICENSING AND INSURANCE PRIOR TO NOTICE OF AWARD.

- Dillingham Business License
- State of Alaska Business License
- Certificate of Insurance and Worker's Comp
- Proof of Commercial Insurance
- Vehicle Liability Insurance

APPARENT LOW BIDDER IS HIGHLIGHTED IN ORANGE

## NOTICE OF INTENT TO AWARD

**ISSUE DATE:** October 21, 2019  
**RFP NUMBER AND TITLE:** RFP 2019-08 Furnish Petroleum & Propane Fuels FY20  
**RFP DEADLINE:** October 17, 2019 at 4:00 PM  
**BIDDERS OF RECORD INCLUDE:**

-Vitus Energy, LLC (dba Vitus Terminals)

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:

**-Vitus Energy, LLC (dba Vitus Terminals)**

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 November 7, 2019.

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 2019-08, to the City of Dillingham prior to C.O.B on November 1, 2019.

The successful bidder 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

This page intentionally left blank

City of Dillingham Action Memorandum      Agenda of: November 20, 2019

Action Memorandum No. 2019-13

**Subject:**

Authorize the City Manager to enter into a renewal contract with Premera Blue Cross Blue Shield of Alaska and Navia for an HRA

---

City Manager: Recommend Approval

Signature: 

---

Fiscal Note:  Yes  No      Funds Available:  Yes  No

**Other Attachments:**

City of Dillingham Medical Plan Analysis for January 1, 2020 Renewal HRA Review

---

**Summary Statement:**

Authorize the City Manager to enter into a renewal contract with Premera Blue Cross Blue Shield of Alaska with an increase in Health premiums of 3% and a 10% decrease in Dental premiums. This also authorizes the City Manager to enter a renewal contract with Navia for an HRA.

Renewing the City's existing insurance plan with Premera BCBS would cost the City an additional \$29,006.40 (estimated) in 2020. This plan would have no change in the deductible or copay for the employee.

The Finance and Budget Committee met on October 30 to discuss the options and recommend renewal to the City Council Meeting. This plan would go into effect on January 1, 2020.

Action Memorandum No. 2019-13

Summary Statement continued:

---

PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council  
on November 7, 2019

\_\_\_\_\_  
Mayor

ATTEST:

[SEAL]

\_\_\_\_\_  
City Clerk

Route to	Department Head	Date
X	Finance Director	
X	City Manager	
X	City Clerk	



This page intentionally left blank

**City of Dillingham  
January 1, 2020 Renewal**



Current	Renewal	Option 1
Premera Preferred Choice HS	Premera Preferred Choice HS	Premera Preferred Choice HS
\$3,000/20%/\$6,000 Essential Rx \$10/\$25/\$45/30%	\$3,000/20%/\$6,000 Essential Rx \$10/\$25/\$45/30%	\$6,000/30%/\$7,350 Essentials Rx \$10/\$25/\$45/30%

**MEDICAL**

<b>Monthly Premium</b>	\$66,449.46	\$68,442.38	59328.24
<b>Annual Premium</b>	<b>\$797,393.52</b>	<b>\$821,308.56</b>	<b>\$711,938.88</b>
<b>Difference</b>		<b>\$23,915.04</b>	<b>-\$85,454.64</b>

**DENTAL**

Current	Renewal	Option 1
Premera Adult Dental Optima \$1,500/\$50/0%/20%/50%	Premera Adult Dental Optima \$1,500/\$50/0%/20%/50%	Premera Adult Dental Optima Enh \$1,500/\$50/0%/20%/50%

<b>Monthly Premium</b>	\$4,241.60	\$3,817.32	\$3,898.58
<b>Annual Premium</b>	<b>\$50,899.20</b>	<b>\$45,807.84</b>	<b>\$46,782.96</b>
<b>Difference</b>		<b>-\$5,091.36</b>	<b>-\$4,116.24</b>

**City of Dillingham**  
**Medical Plan Analysis**  
**January 1, 2020 Renewal**  
 Prepared by: Diana Stewart



		Current / Renewal	Alternative 1
		Premiera Blue Cross Blue Shield of Alaska	Premiera Blue Cross Blue Shield of Alaska
		Preferred Choice Heritage Select \$3,000/20%/ \$6,000	Preferred Choice Heritage Select \$6,000/30%/ \$7,350
<b>Benefits</b>		In-Network / Out-of-Network	In-Network / Out-of-Network
<b>Network Type</b>			
<b>Deductible - In / Out of Network</b>			
Individual		\$3,000 / \$6,000	\$6,000 / \$12,000
Family		\$6,000 / \$12,000	\$12,000 / \$24,000
<b>Coinsurance - In / out of network</b>		20%	30%
<b>Out-of-Pocket Maximum (Includes Deductible) In / Out of Network</b>			
Individual		\$6,000 / \$45,000	\$7,350 / \$45,000
Family		\$12,000 / \$90,000	\$14,700 / \$90,000
<b>Benefits</b>		In-Network	In-Network
<b>Professional Services</b>			
PCP & Specialist Office Visit		Deductible & Coinsurance	Deductible & Coinsurance
Laboratory & X-Ray (non-complex)		Deductible & Coinsurance	Deductible & Coinsurance
Therapy		Deductible & Coinsurance	Deductible & Coinsurance
<b>Emergency Services</b>			
Emergency Care - Copay waived if admitted		\$100 Copay, then Deductible & Coinsurance	\$100 Copay, then Deductible & Coinsurance
<b>Alternative Care</b>			
Spinal Manipulations & Acupuncture		Deductible & Coinsurance - 12 visits each PCY	Deductible & Coinsurance - 12 visits each PCY
<b>Prescription Drugs</b>		<b>Preferred Choice E4 Essentials</b>	<b>Preferred Choice E4 Essentials</b>
Deductible		N/A	N/A
Preferred Generic		\$10 Copay	\$10 Copay
Preferred Brand		\$25 Copay	\$25 Copay
Preferred Speciality		\$45 Copay	\$45 Copay
Non-Preferred All Drugs		30% Coinsurance	30% Coinsurance
Mail-Order		90 Days Supply, 2.5x Retail Copay	90 Days Supply, 2.5x Retail Copay
<b>Medical Rates</b>	<b>Counts</b>		
Employee Only	30	\$869.30	\$895.37
Employee + Spouse	2	\$1,790.77	\$1,844.48
Employee + Child(ren)	4	\$1,608.22	\$1,656.46
Family	12	\$2,529.67	\$2,605.54
<b>Monthly Premium</b>		<b>\$66,449.46</b>	<b>\$68,442.38</b>
<b>Annual Premium</b>		<b>\$797,393.52</b>	<b>\$821,308.56</b>
<b>Percentage Change From Current</b>		<b>3.00%</b>	<b>-10.72%</b>
<b>Annual Dollar Change From Current</b>		<b>\$23,915.04</b>	<b>(\$85,454.64)</b>

\*This comparison shows only general provisions of each plan's in-network benefits. Contract certificates should be consulted for exact plan language.

# City of Dillingham

## Dental & Vision Plan Analysis

January 1, 2020 Renewal

Prepared by: Diana Stewart



Dental	Current		Renewal		Alternative 1	
	Premera Dental Optima BER \$50/20%/20%/50%/50%/\$1,500	In-Network	Premera Dental Optima BER \$50/20%/20%/50%/50%/\$1,500	In-Network	Premera Preferred Choice Dental Optima Enhanced \$50/0%/20%/20%/50%/\$1,500	In-Network
Network Type	In-Network	In-Network	In-Network	In-Network	In-Network	In-Network
Dental Benefits	Any Provider	Any Provider	Any Provider	Any Provider	Any Provider	Any Provider
Deductible	\$50 Individual / \$150 Family	\$50 Individual / \$150 Family	\$50 Individual / \$150 Family	\$50 Individual / \$150 Family	Preventive does not apply to annual Max	\$50 Individual / \$150 Family
Preventative	0%	0%	0%	0%	0%	0%
Basic	20%	20%	20%	20%	20%	20%
Major	50%	50%	50%	50%	50%	50%
Annual Maximum	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
Orthodontia	Not Covered	Not Covered	Not Covered	Not Covered	Not Covered	Not Covered
<b>Dental Rates</b>	<b>Counts</b>					
Employee Only	30	\$51.29	\$46.16	\$47.14		\$47.14
Employee + Spouse	2	\$110.27	\$99.24	\$101.35		\$101.35
Employee + Child(ren)	4	\$112.84	\$101.55	\$103.71		\$103.71
Family	12	\$169.25	\$152.32	\$155.57		\$155.57
<b>Monthly Premium</b>		<b>\$4,241.60</b>	<b>\$3,817.32</b>	<b>\$3,898.58</b>		<b>\$3,898.58</b>
<b>Annual Premium</b>		<b>\$50,899.20</b>	<b>\$45,807.84</b>	<b>\$46,782.96</b>		<b>\$46,782.96</b>
<b>Percentage Change From Current</b>			<b>-10.00%</b>	<b>-8.09%</b>		<b>-8.09%</b>
<b>Annual Dollar Change From Current</b>			<b>(\$5,091.36)</b>	<b>(\$4,116.24)</b>		<b>(\$4,116.24)</b>

\*This comparison shows only general provisions of each plan's in-network benefits. Contract certificates should be consulted for exact plan language.

\*\*All rates listed above are estimates. Actual rates could increase or decrease pending actual enrollment.

This page intentionally left blank

HRA Evaluation of expenses as of 10/22/2019

FY	Program Expense	HRA pay out	Pre-pay	# of Emp	Average per Employee	Total Cost for FY	Plan Max	Percentage of Plan Max
FY14	4,292.00	6,586.00		6	1,097.67	10,878.00	1,250	88%
FY15	4,200.00	1,874.00	10,000.00	2	937.00	6,074.00	1,250	75%
FY16	4,232.00	5,122.75		5	1,024.55	9,354.75	1,250	82%
FY17	4,320.00	11,060.84		10	1,106.08	15,380.84	1,250	88%
FY18	3,852.00	1,250.00		1	1,250.00	5,102.00	1,250	100%
FY19	4,416.00	20,550.83		12	1,712.57	24,966.83	2,000	86%
	<u>25,312.00</u>	<u>46,444.42</u>	<u>10,000.00</u>			<u>71,756.42</u>		<u>86% Average</u>
<b>Option 2: Scenarios</b>								
FY20A	4,416.00	20,400.00		12	1,700.00	24,816.00	2,000	85%
FY20A	4,416.00	34,000.00		20	1,700.00	38,416.00	2,000	85%
FY20A	4,416.00	42,500.00		25	1,700.00	46,916.00	2,000	85%
FY20B	4,416.00	51,000.00		12	4,250.00	55,416.00	5,000	85%
FY20B	4,416.00	85,000.00		20	4,250.00	89,416.00	5,000	85%
FY20B	4,416.00	106,250.00		25	4,250.00	110,666.00	5,000	85%
FY20C	4,416.00	45,000.00		12	3,750.00	49,416.00	5,000	75%
FY20C	4,416.00	75,000.00		20	3,750.00	79,416.00	5,000	75%
FY20C	4,416.00	93,750.00		25	3,750.00	98,166.00	5,000	75%
FY20D	4,416.00	30,000.00		12	2,500.00	34,416.00	5,000	50%
FY20D	4,416.00	50,000.00		20	2,500.00	54,416.00	5,000	50%
FY20D	4,416.00	62,500.00		25	2,500.00	66,916.00	5,000	50%
								<b>Savings</b>
								85,454.64

**Option 2 Notes:**

Option A: Keep Premiera plan the same with \$2,000 deductible, need to increase the budget to meet each scenario as only \$18,000 is currently budgeted for this expense across all departments

Option B-D: Change Premiera plan to \$6,000 deductible, will decrease insurance budget by \$85,454.64 across all departments. will increase HRA budget to meet each scenario as only \$18,000 is currently budgeted for this expense across all departments

# HRA Evaluation



City of Dillingham Action Memorandum      Agenda of: November 7, 2019  
2019-14  
Action Memorandum No. \_\_\_\_\_

**Subject:**

Authorize administrative leave for Christmas and New Year's Holiday

---

City Manager: Recommend Approval

Signature: *Joel Harris*

---

Fiscal Note:  Yes  No      Funds Available:  Yes  No

**Other Attachments:**

- None

---

**Summary Statement:**

In lieu of a Christmas gift or bonus as a way of expressing their appreciation to the City's staff, the City Council has approved administrative leave over the Christmas and New Year's Holiday. Administrative leave is for straight time only. Those positions that are essential have the opportunity to utilize this day at another time. For 2019, the City administration has proposed administrative leave for Tuesday, December 24, and Tuesday, December 31. We would truly appreciate the Council's consideration for this proposal.

Action Memorandum No. 2019-14

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	City Clerk	