

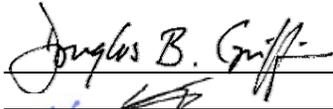
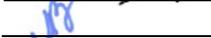
**CITY OF PALMER
ACTION MEMORANDUM NO. 12-054**

Subject: Authorize the City Manager to Negotiate and Enter into a Contract with Mechanical Specialists, Inc. to Perform the Public Works Vehicle Maintenance Shop Air System Upgrades Project in the Amount of \$101,697

Agenda of: July 24, 2012

Council Action: Authorized _____

Approved for presentation by:

City Manager City Attorney City Clerk	 _____  _____  _____
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Certification of Funds:

Total amount of funds listed in legislation:	\$ <u>101,697.00</u>
This legislation (√):	
<input type="checkbox"/> Has no fiscal impact	
Creates:	
<input type="checkbox"/> A negative fiscal impact in the amount of:	\$ <u>101,697.00</u>
<input checked="" type="checkbox"/> A positive fiscal impact in the amount of:	\$ _____
<input checked="" type="checkbox"/> Funds are budgeted from this (these) line item(s):	
➤ 08-01-01-6225	\$ <u>101,697.00</u>
➤	\$ _____
<input type="checkbox"/> Funds are not budgeted. Budget modification is required. Affected line item(s):	
➤	\$ _____
Unrestricted/undesignated fund balance (after budget modification)	\$ _____
Director of Finance signature certifying funds:	 _____

Attachment(s):

- Resolution 12-001B
- Advertisement for Proposals
- Bid Tabulations
- Statement of Qualifications for Mechanical Specialists, Inc.

Summary statement: This action memorandum requests approval to negotiate and enter into a contract with Mechanical Specialists, Inc. to perform the Public Works Vehicle Maintenance Shop Air System Upgrade Project. Funds are budgeted.

On March 13, 2012, Council adopted Resolution 12-001B which allocated \$150,000 to pay for the installation of air handling components at the Public Work Maintenance Facility at 1316 South Bonanza Street.

On June 6, 2012, a Request for Proposals (RFP) was publicly posted on the City website and an ad was run twice in the Frontiersman newspaper.

On June 29, 2012, three proposals were received, publicly opened, and read aloud. After reviewing all three proposals, it was determined that Mechanical Specialists, Inc. submitted the lowest responsible bid. Bidders and their respective bids were as follows:

DBR Construction, Inc (Eagle River)	\$153,248.00
Klebs Mechanical, Inc (Anchorage)	\$148,866.00
Mechanical Specialists (Wasilla)	\$101,697.00

Administration recommendation: Approve action memorandum 12-054.

Introduced by: City Manager Griffin
Date: February 28, 2012
Public Hearing: March 13, 2012
Action: Adopted
Vote: Unanimous

Yes:	No:
Best	
Erbey	
Vanover	
Combs	
DeVries	
Hanson	
Johnson	

CITY OF PALMER, ALASKA

Resolution No. 12-001 B

A Resolution of the Palmer City Council Amending the City of Palmer 2012 Budget by Approving an Appropriation of \$105,661 from the Undesignated General Fund Balance (Fund 01), \$7,958 from the Water/Sewer Enterprise Fund (Fund 02), \$10,651 from the Airport Enterprise Fund (Fund 03), and \$25,730 from the Solid Waste Enterprise Fund (Fund 05) to the General Projects Fund (Fund 08) to pay for the Installation of Air Handling Components at the Public Works Maintenance Facility at 1316 South Bonanza Street

WHEREAS, on January 5, 2010, the City of Palmer received a State of Alaska Department of Labor and Workforce Development, Labor Standards & Safety Division Occupational Safety & Health Limited Service Health Survey on the Public Works Maintenance Facility located at 1316 South Bonanza Street which reported the air handling system to be insufficient and a health and safety hazard; and

WHEREAS, on May 25, 2010, the City of Palmer approved an appropriation of \$52,000 by Resolution No. 10-029, which paid for the design of the air handling system and purchase of the air handling components; and

WHEREAS, on September 8, 2010, Uni-Group Engineers, Inc. of Anchorage, Alaska completed the design drawings and equipment schedules; and

WHEREAS, by December 17, 2010, the air handling components had been purchased and delivered to the Public Works Maintenance Facility; and

WHEREAS, the departure of the former Public Works Director and Electrician precluded the installation of the air handling components in-house; and

WHEREAS, the City of Palmer does not presently employ licensed personnel who can perform the installation of the air handling components in-house; and

WHEREAS, the City of Palmer recognizes the importance of providing a safe and healthy work environment for its employees.

NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council that the City of Palmer appropriates \$105,661 from the undesignated general fund balance (Fund 01), \$7,958 from the Water/Sewer Enterprise Fund (Fund 02), \$10,651 from the Airport Enterprise Fund (Fund 03), and \$25,730 from the Solid Waste Enterprise Fund (Fund 05) to the General Projects Fund (Fund 08) to pay for the installation of air handling components at the Public Works Maintenance Facility at 1316 South Bonanza Street.

Passed and approved by the City Council of the City of Palmer, Alaska this thirteenth day of March, 2012.

DeLena Goodwin Johnson, Mayor

Janette M. Bower, MMC, City Clerk

CITY OF PALMER, ALASKA

June 6, 2012

REQUEST FOR PROPOSALS
CONSTRUCTION SERVICES
FOR
PUBLIC WORKS VEHICLE MAINTENANCE SHOP
AIR SYSTEM UPGRADES

The City of Palmer is requesting proposals for air handling improvements to the Public Works Maintenance Facility at 1316 South Bonanza Street in Palmer, Alaska 99645. The following information will be used as a guide in preparing your proposal and in the preparation of any subsequent contract.

Proposals must be received prior to 4:00 P.M., Local Time, on Friday, June 29, 2012 at the Palmer City Hall Customer Service Counter located at 231 W. Evergreen Avenue, Palmer, Alaska 99645-6952. Office hours are 8:00 a.m. to 12:00 p.m., and 1:00 p.m. to 5:00 p.m., Monday through Friday. Time of receipt will be as determined by the Customer Service Counter Time Stamp. Proposals received by the Customer Service Counter after the time specified will be returned to the proposer unopened. Facsimile or email or any other electronic media submittals will not be accepted.

A copy of the Request For Proposal may be obtained from the City of Palmer website using the following URL link: www.cityofpalmer.org. On the City of Palmer website, move your cursor over the Resource Center tab. When the drop down menu appears, click on 2012 Bids and Proposals.

A non-mandatory meeting for a tour of the project site, viewing of material components on hand, and a discussion of the proposal will be held at 1:30 p.m. Local Time, Tuesday, June 19, 2012 at 1316 South Bonanza Street in Palmer, Alaska 99645.

For information about this solicitation, contact Greg Wickham, Superintendent of Public Works by telephone at 907-761-1356 or 907-863-0742 or by email at gwickham@palmerak.org. All correspondence should include the project title.

The City of Palmer reserves the right to reject any and all proposals and to waive any informalities in procedure.

Thank you for your interest in this project.

BID TABULATIONS

	Bidder 1	Bidder 2	Bidder 3	Bidder 4	Bidder 5	Bidder 6
	DBR Construction, Inc. Eagle River, AK	Klebs Mechanical Anchorage, AK	Mechanical Specialists Wasilla, AK			
BID PROPOSAL	Bid Amount	Bid Amount	Bid Amount	Bid Amount	Bid Amount	Bid Amount
Total Bid	\$153,248.00	\$148,866.00	\$101,697.00			
Acknowledged Addenda 1 (Y/N)	N/A	N/A	N/A	N/A	N/A	N/A
Signed Proposal (Y/N)	Y	Y	Y			
Bid Bond (Y/N)	Yes - 10%	Yes - 10%	Yes - 10%			

Statement of Qualifications Form

TO: CITY OF PALMER
231 WEST EVERGREEN AVENUE
PALMER, ALASKA 99645

SUBJECT: Request For Proposals No. RFP 12-PW-04

PROJECT TITLE: Public Works Vehicle Maintenance Shop Air System Upgrade

Pursuant to and in compliance with subject Request For Proposals, and other Special Provisions and Contract Documents relating thereto, the undersigned hereby submits the following Statement of Qualifications describing how and why we are qualified to successfully perform the type of work described. Please limit statement to a maximum of 700 words.

Mechanical Specialists, Inc. (MSI) is located in Wasilla AK, and is a locally owned and operated full service Plumbing and Sheet Metal shop. Additionally, our in-house Electrical crew's focus is electrical controls and line voltage upgrades.

MSI has been in business for 10-years and pulls its knowledge and experience from its 40+ employees (the majority of which reside in the Mat-Su Valley). The management team has over 100-years of combined experience in the mechanical industry estimating, designing systems and managing various jobs ranging from remodel to new construction. Our Sheet Metal Journeymen installers are Municipality of Anchorage Certified and the Plumber Journeymen are certified through the State and Municipality of Anchorage. The Electricians are State Certified Journeymen. All apprentices are enrolled and monitored through the ABC Apprentice Training program.

By offering local, in-house plumbing, sheet metal and electrical, MSI is better able to control project quality; this will ensure the subject project is completed to the Client's satisfaction, on-time and within budget.

As a sampling of our projects, MSI has experience with, and has successfully installed upgraded ventilation systems in three different motor pools located on Ft. Richardson, which are similar to the proposed Public Works Vehicle Maintenance Shop Air System.

We offer the following estimated start & completion dates:

Start: July 16, 2012

Completion: August 31, 2012

City of Palmer
Public Works Vehicle Maintenance Shop
Air System Upgrade Proposal