

## City of Bethel Action Memorandum

Action memorandum No.	19-37		
Date action introduced:	06/25/2019	Introduced by:	Bill Howell, Acting City Manager
Date action taken:	June 25, 2019	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied
Confirmed by:	KM		

**Action Title:** Authorize the City Manager to negotiate and execute a contract for Lift Station Control Improvements with the only responsive bidder.

**Attachment(s):** Draft Contract for Lift Station Control Improvements

Department/Individual:	Initials:	Remarks:
Bill Howell, Acting City Manager	WFH	
Bo Foley, Purchasing Agent	BF	Only one responsive bidder
Patty Burley, City Attorney	PB	RFB process complied with the BMC & Alaska Statutes

Amount of fiscal impact:		Account information:
	No fiscal impact at this time.	
\$568,967	Funds in City Budget.	
	Funds not in City Budget.	

### Summary Statement

The City of Bethel issued an Invitation to Bid for Lift Station Control Improvements on May 7, 2019. The final date to receive bids was originally May 24, 2019.

The purchasing agent noticed a few logistical errors in the dates that the ITB was ending and the deadline for questions which resulted in an addendum, drafted by Dowl, to be posted. This altered the questions deadline from May 20, 2019 to May 16, 2019 to account for the five-business days necessary between the questions deadline and the close of the ITB.

On May 10, 2019, a second addendum, drafted by Dowl, was issued that gave notice to all interested bidders that they could only be considered as responsive if they attended a mandatory walk-through of the facilities in question on May 14, 2019.

On May 20, 2019, a third addendum, drafted by Dowl, was issued that addressed a long list of questions we had received from interested bidders. Because of the timing of the answers being posted and due to the fact that we implemented a mandatory walk-through that one bidder wasn't able to make due to short notice, we had to revise the closing date to May 31, 2019 and offer more time for a bidder to make it into Bethel.

Finally, on May 31, 2019 one official bid was received. The bidder was formally notified on June 4, 2019 of the Intent to Award. By June 17, 2019, there was no problems with the proposed contract and no others had protested the Intent to Award.

A draft of the contract is enclosed with this action memorandum.