


MEMORANDUM

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TO: The Honorable Mayor & City Council

FROM: Lacey G. Simpson, Assistant City Manager Initials: 

DATE: May 28, 2024 File #: MGR24-349

RE: **Authorizing the Procurement of a Replacement Marine Pump-Out Station  
– Marina Dock Parts, LLC**

The motion below was prepared at the request of Acting Port & Harbors Director James Wilson, who asked that it be placed before the City Council for consideration at the meeting of June 6, 2024. If approved, the motion provides for authorizing the procurement of a replacement marine pump-out station for the Casey Moran Harbor from Marina Dock Parts, LLC in the amount of \$28,745.

The attached memorandum from Mr. Wilson is self-explanatory and requires little elaboration on the part of the City Manager's office. In adopting the 2024 General Government Operating and Capital budget, the City Council appropriated \$15,000 for the procurement of a replacement pump-out station. The purchase of the marine pump-out station is exempt from the competitive bidding and quotation requirements of the Ketchikan Municipal Code pursuant to subparagraph 6 of Section 3.12.050(a) in order to prevent equipment incompatibility issues. As the purchase price exceeds \$10,000 and a budget transfer from appropriated reserves in the amount of \$13,745 is also necessary, City Council authorization is being requested. I concur with Mr. Wilson's recommendation to authorize the procurement.

A motion has been prepared for City Council consideration.

**Recommended Motion:**

Pursuant to the Ketchikan Municipal Code section 3.12.050(a)(6), I move the City Council authorize the procurement of a marine pump-out station from Marina Dock Parts, LLC in the amount of \$28,745; authorize a budget transfer in the amount of \$13,745 from appropriated reserves of the Harbor Construction Fund to the Harbor Department's 2024 Pump-Out Station capital account; authorize funding in the amount of \$28,745 from the Harbor Department's 2024 Pump-Out Station capital account; and authorize the City Manager to execute the purchase documents on behalf of the City Council.



**2933 Tongass Avenue**  
**Ketchikan, Alaska 99901**  
**Phone (907) 228-5632**  
**Fax (907) 247-3610**

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### **MEMORANDUM**

**To:** The Honorable Mayor & City Council  
**From:** James Wilson, Acting Port & Harbors Director  
**Date:** May 16, 2024  
**Re:** **Authorizing the Procurement of a Marine Pump-out Station – Marina Dock Parts, LLC**

The Harbor Department is allowed to purchase a marine pump-out station unit under Ketchikan Municipal Code 3.12.050 (a) (6) but the purchase requires City Council approval since it is over \$10,000. The section is referenced below:

Supplies, materials, equipment, or contractual services which should be purchased from a specific source in order to prevent incompatibility with previously purchased supplies, materials, equipment or contractual services. For purpose of this subsection, the term "incompatibility" is defined as:

- (A) the inability to interconnect, combine, interchange, or join; or
- (B) that which causes substantial duplication in maintenance, expertise, or training or in the stocking of parts, materials, supplies or replacements. Any purchase which is to be excluded from competitive bidding by authority of this subparagraph which exceeds \$10,000, must first be approved by the council.

The Harbor Department currently only has two working pump-out stations (Thomas Basin & Bar Harbor south). The purchase of the new station is to replace the outdated and broken unit in Casey Moran Harbor. This is the only station that allows vessels up to 100ft' in length enough space to be able to safely pump waste off. The addition of this third station being of the same make, model, and same supplier as our two current stations allows our staff to be familiar with the operations and repairs of all stations. Along with only needing to have one set of spare parts on hand, making repairs quicker and cheaper. It is critical to ensure that all components are functional as is necessary for environmental reasons, as pump-out stations are crucial to maintaining good water quality. It's essential for the good of the harbor and surrounding ecosystem that such facilities provide reliable service. The procurement of this new station is to replace a current station that is no longer operable.

The initial estimate for this project was \$15,000. Our supplier is Marina Dock Parts, LLC and they have provided us with a quote of \$28,744.36 which includes the complete system as well as shipping to Ketchikan. Once delivered it will be installed in house by Harbor staff. We are also requesting a budget transfer from the Harbor Construction Fund in the amount of \$13,745.

**Recommended Motion:** Pursuant to Ketchikan Municipal Code 3.12.050(a), I move the City Council authorize the procurement of a marine pump-out station from Marina Dock Parts, LLC in the amount of \$28,745; authorize a budget transfer in the amount of \$13,745 from appropriated reserves of the Harbor Construction Fund to the Harbor Department's 2024 Pump Out Station capital account; authorize funding in the amount of \$28,745 from the Harbor Department's 2024 Pump Out Station capital account; and authorize the City Manager to execute the purchase documents on behalf of the City Council.

# Marina Dock Parts, LLC

2919 Wilson Ave

Bellingham, WA 98225

[sales@marinadockparts.com](mailto:sales@marinadockparts.com)

## Estimate

Date	Estimate #
4/25/2024	1088

Name / Address
City of Ketchikan Ports & Harbors James Wilson 334 Front Street Ketchikan, Alaska 99901

Ship To
City of Ketchikan Ports & Harbors James Wilson 2933 Tongass Avenue Ketchikan, AK 99901

P.O. No.	Terms	Due Date	Lead Time	Project		Rep
	Net 10	5/5/2024	14-21 Days			TLT
Description				Qty	Rate	Total
Hose - Pump Out Hose Assembly - 50 Feet Long				2	649.00	1,298.00
Hose Rack L-Bracket 304 SS				2	95.00	190.00
Deck Fitting Rack 304 SS				2	195.00	390.00
Pump Enclosure 24V Hour Meter & Start/Stop, 27X31x36 304 SS				2	2,185.00	4,370.00
Pump Out, PERISTALTIC, SILVER, 2HP, IPH, VFD, 20 GPM				2	10,100.00	20,200.00
Freight (FOB) - Ketchikan Alaska				1	2,296.36	2,296.36

Finance Charges of 2% (24% APR) per month will be added to past due account.  
With a \$25.00 Minimum.

**Subtotal** \$28,744.36

**Sales Tax (0.0%)** \$0.00

**Total** \$28,744.36

Signature \_\_\_\_\_