

TRANSMITTAL MEMORANDUM

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TO: Honorable Mayor & City Council

FROM: Delilah A. Walsh, City Manager

Initials:



DATE: May 30, 2024

File #: MGR24-360

RE: **Award of Contract № 24-20, Bayview Cemetery Maintenance and Operations 2024-2027 - JMR**

As indicated in the attached memorandum from Public Works Director Seth Brakke, the City has advertised for and received sealed bids for Contract No. 24-20, Bayview Cemetery Maintenance and Operations 2024-2027. Three bids were received and opened on May 28, 2024, in the City Clerk's office. Mr. Brakke's memorandum contains a summary of the bids received.

JMR submitted the apparent low bid in the amount of \$6,960 per month. In adopting the 2024 General Government Operating and Capital Budget, \$105,000 was appropriated to Cemetery Division's 2024 for operations and maintenance. A notice of intent to award to JMR was issued on May 28. As funds are available in the 2024 budget, I concur with Mr. Brakke's recommendation to award.

A motion has been prepared for City Council consideration.

Recommended Motion: I move the City Council award Contract No. 24-20, Bayview Cemetery Maintenance and Operations 2024-2027, to JMR in an amount not to exceed \$6,960 per month, authorize funding from the Cemetery Division's 2024 Building & Grounds Maintenance Services account (Account No. 635.06); and authorize the City Manager to execute the contract documents on behalf of the City Council.

PUBLIC WORKS / ENGINEERING DEPARTMENT
Seth Brakke, P.E., Public Works Director
Kara Jurczak, P.E., Assistant Public Works Director
Amanda Robinson, AIA, Assistant Public Works Director

CITY OF KETCHIKAN
Administrative Offices
PH: 907.228.4727
FAX: 907.225.8721

MEMORANDUM

TO: Delilah Walsh, City Manager

CC: Seth Brakke, P.E., Public Works Director
Kim Stanker, City Clerk

FROM: Amanda Robinson, Assistant Public Works Director

DATE: May 28, 2024

SUBJECT: **Recommendation to Award Contract No. 24-20 – Bayview Cemetery Maintenance and Operations 2024-2027 (JMR, Ketchikan)**

In adopting the 2024 General Government Operating and Capital Budget, the City Council appropriated \$105,000 to the Cemetery Division for annual maintenance and operations of the Bayview Cemetery. The current contract expires on June 14th and has (1) extension remaining; however the existing contractor (Steve Scheldt, PML Environmental) has expressed his desire to hang up his shovel for good and retire.

Bid documents for these services were updated and publicly advertised on May 4th, 2024. Sealed bids were opened and read aloud on Tuesday, May 28th, 2024 at 10:00 am, by the City Clerk in the City Clerk's office in front of 2 witnesses. Three (3) complete bids were received and is summarized as follows:

<u>Bidder</u>	<u>Bid Amount</u>
JMR	\$6,960.00 per month
Riparian Holdings, LLC	\$7,000.00 per month
Turner Classics LLC	\$8,750.00 per month

JMR was the apparent low bid to provide annual maintenance and operation services for Bayview Cemetery and was therefore issued a Notice of Intent to Award dated May 28, 2024 for Contract No. 24-20.

If awarded, this contract would be for a single 3-year period with the option to renew for one (1) additional 2-year period if agreeable to both the City and Contractor.

RECOMMENDATION

It is recommended that the City Council adopt the motion accepting the bid of JMR in the amount of \$6960.00 per month for Contract No. 24-20, Bayview Cemetery Maintenance and Operations 2024-2027; authorizing funding from the Cemetery Division's 2024 Building & Grounds Maintenance Services account (Account No. 635.06); and authorizing the City Manager to execute the contract documents on behalf of the City Council.

Recommended Motion: I move that the City Council accept the bid of JMR in the amount of \$6960.00 per month for Contract No. 24-20, Bayview Cemetery Maintenance and Operations 2024-2027; authorize funding from the Cemetery Division's 2024 Building & Grounds Maintenance Services account (Account No. 635.06); and authorize the City Manager to execute the contract documents on behalf of the City Council.

Attachments:

Bidder's List

Notice of Intent to Award

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PUBLIC WORKS DEPARTMENT
Administrative Offices / Engineering
2930 Tongass Avenue, Ketchikan, AK 99901
PH (907) 228-4727 / FX (907) 225-8721

Sent via email
DATE: May 28, 2024

NOTICE OF INTENT TO AWARD – CONTRACT NO. 24-20
Bayview Cemetery Maintenance and Operations

COMPANY:	JMR
ATTN:	Jarrett Richards
ADDRESS:	8120 North Tongass Highway
	Ketchikan, AK 99901
COMPANY:	Turner Classics, LLC
ATTN:	Gary Turner
ADDRESS:	3508 Baranof
	Ketchikan, AK 99901
COMPANY:	Riparian Holdings, LLC
ATTN:	Trevor Shaw
ADDRESS:	1225 Tongass Ave
	Ketchikan, AK 99901

Please be advised that the City of Ketchikan intends to award the above referenced contract at the City Council meeting of June 6, 2024, as follows:

JMR

Three proposals were received and screened by a committee of two representatives. A unanimous consensus was reached to recommend that the City Council award the contract to JMR of Ketchikan, Alaska.

*Any bidder objecting to the recommended award of the contract and which claims to be the most qualified respondent, may file a **written** notice of appeal with the City Clerk, Kim Stanker, 334 Front Street, Ketchikan, AK 99901 or by e-mail: kimstanker@ketchikan.gov. The notice of appeal shall specifically state: (i) all of the reasons for the appeal, (ii) the specific action requested by the bidder, (iii) the specific parts of the documents in which the appeal is based, and (iv) all statements, documents, and other relevant materials which the bidder will submit in support of its appeal. The notice of appeal shall be filed with the City Clerk by either:*

- 1. 5:00 pm on the Thursday one (1) week prior to the City Council meeting in which the bid is to be awarded; or*
- 2. Within five (5) calendar days from the date the intent to award was delivered to the bidder that filed the notification of appeal; whichever is earlier.*

The City of Ketchikan expresses our appreciation for your proposal and hopes to see your interest extended into future projects.

Sincerely,

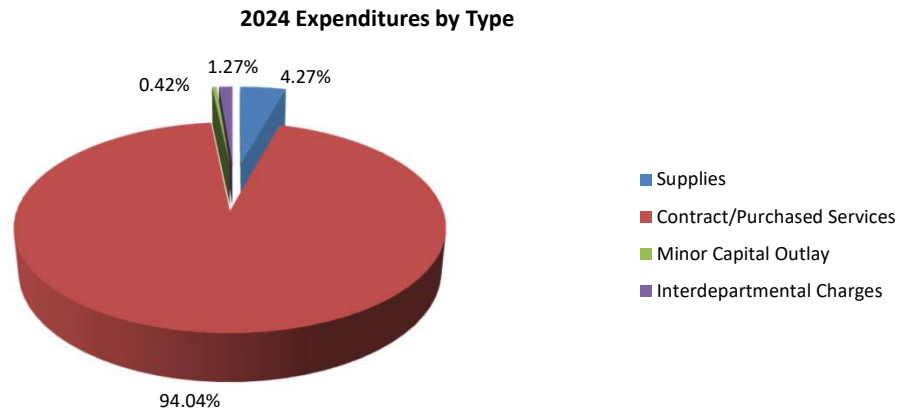
Amanda Robinson
Assistant Public Works Director

Attachment: Bid Tabulation Sheet

BIDDER'S LIST	Contract No. 24-20	Bid Open Date: 5/28/2024
Bid Name: Bayview Cemetery Maintenance & Operations		Bid Open Time: 10:00 a.m.

COMPANY NAME		Local Bidder	Non-Collusion	Bus License	Addendum	Local Empl	BID AMOUNT (USD)
1.	Riparian Holdings, LLC		X				\$7,000.00 per month
2.	Turner Classic LLC		X			X	\$8,750.00 per month
3.	JMR		X				\$6,960.00 per month
4.							
5.							
6.							
7.							
8.							
9.							
10.							

Prepared by: Taylor Lee
 Opened in: Clerk's Office



OPERATING BUDGET CHANGES FOR 2024

Changes between the adopted operating budget for 2023 and the proposed operating budget for 2024 that are greater than 5% and \$5,000 are discussed below.

- Building & Grounds Maintenance Services (Account No. 635.06) increased by \$11,000 or by 11.7%, due to inflation and the anticipated cost of a new contractor for Cemetery maintenance services.

DIVISION OPERATING BUDGET DETAIL

Operating Expenditures	2022	2023 Budget			2024	2023 Adopted/2024	
	Actual	Adopted	Amended	Estimate	Budget	Incr(Decr)	%
Supplies							
510 .02 Operating Supplies	127	190	190	190	190	-	0.0%
515 .02 Building & Grounds Maint Materials	402	2,000	2,000	2,000	2,200	200	10.0%
525 .03 Heating Fuel	2,130	2,500	2,500	2,500	2,700	200	8.0%
Supplies	2,659	4,690	4,690	4,690	5,090	400	8.5%
Contract/Purchased Services							
630 .03 Bank & Merchant Fees	167	300	300	300	300	-	0.0%
635 .04 Software Maintenance Services	2,295	2,500	2,500	2,500	2,500	-	0.0%
635 .06 Building & Grounds Maint Services	45,679	94,000	94,000	94,000	105,000	11,000	11.7%
635 .07 Machinery & Equip Maint Services	209	400	300	300	300	(100)	-25.0%
650 .01 Telecommunications	1,838	2,300	2,300	2,300	2,500	200	8.7%
650 .02 Electric, Water, Sewer & Solid Waste	1,307	1,400	1,500	1,500	1,500	100	7.1%
Contract/Purchased Services	51,495	100,900	100,900	100,900	112,100	11,200	11.1%
Minor Capital Outlay							
790 .05 Buildings	-	-	-	-	-	-	NA
790 .25 Machinery and Equipment	-	500	500	500	500	-	0.0%
790 .40 Other Capital Assets	-	-	-	-	-	-	NA
Minor Capital Outlay	-	500	500	500	500	-	0.0%
Interdepartmental Charges							
825 .01 Interdepartmental-Insurance	939	1,030	1,030	1,230	1,510	480	46.6%
Interdepartmental Charges	939	1,030	1,030	1,230	1,510	480	46.6%
Total Expenditures by Type	55,093	107,120	107,120	107,320	119,200	12,080	11.3%