



City Manager  
334 Front Street  
Ketchikan, AK 99901

Phone (907) 228-5603  
Fax (907) 225-5075

TRANSMITTAL MEMORANDUM
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TO: The Honorable Mayor and City Council

FROM: Lacey G. Simpson, Acting City Manager

DATE: April 26, 2022

RE: **Budget Transfer - Award of Contract No. 22-08 – Replacement Vehicle for Public Works – Building Maintenance, Bowen Scarff Ford**

As indicated in the attached memorandum from Contracts/Grants Administrator Bob Diaz, the City has advertised for sealed bids for Contract No. 22-08, Replacement Vehicle for Public Works-Building Maintenance.

One bid was received and publicly opened on Tuesday, April 19, 2022 at 10:00 am in the City Clerk's Office. The Contracts/Grants Administrator's report contains a summary of the bid received.

Mr. Diaz is recommending acceptance of the bid received from Bowen Scarff Ford. As noted in Mr. Diaz's attached memorandum, an \$8,763.71 shortfall in the Public Works-Building Maintenance Replacement Vehicle capital account is projected under this contract award and a budget transfer from Appropriated Reserves of the Public Works Sales Tax Fund is necessary.

The Public Works Director will be attending the City Council meeting of May 5, 2022, in order to address any questions and/or concerns that Councilmembers may have.

A motion has been prepared for City Council consideration.

### **RECOMMENDATION**

It is recommended that the City Council adopt the motion accepting the bid of Bowen Scarff Ford for Contract No. 22-08, Replacement Vehicle for Public Works-Building Maintenance; authorizing a budget transfer in the amount of \$8,763.71 from Appropriated Reserves of the Public Works Sales Tax Fund to the Building Maintenance Replacement Vehicle capital account; authorizing funding from Appropriated Reserves of the Public Works Sales Tax Fund to the Public Works-Building Maintenance Replacement Vehicle capital account; and directing the Acting 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 Bowen Scarff Ford for Contract No. 22-08, Replacement Vehicle for Public Works-Building Maintenance; authorize a budget transfer in the amount of \$8,763.71 from Appropriated Reserves of the Public Works

Sales Tax Fund to the Building Maintenance Replacement Vehicle capital account; authorize funding from Appropriated Reserves of the Public Works Sales Tax Fund to the Public Works-Building Maintenance Replacement Vehicle capital account; and direct the Acting City Manager to execute the contract documents on behalf of the City Council.

**MEMORANDUM**

**TO:** Lacey G. Simpson, Acting City Manager

**CC:** Michelle Johansen, Finance Director  
Mark Hilson, P.E., Public Works Director  
Steve Hofstedt, Building Maintenance Supervisor

**FROM:** Bob Diaz, Contract/Grants Administrator

**DATE:** April 22, 2022

**SUBJECT:** **Budget Transfer - Award of Contract No. 22-08, Replacement Vehicle for Public Works – Building Maintenance, Bowen Scarff Ford**

In adopting the 2022 General Government Budget, the City Council appropriated \$50,000 to purchase a replacement vehicle for the Building Maintenance Division.

Bid documents for the vehicle were publicly advertised on Saturday, April 9, 2022. Sealed bids were opened and read aloud on Tuesday, April 19, 2022 at 10:00 am, by the City Clerk in the City Clerk’s office. Vehicles such as this one are in extremely short supply, however one (1) complete bid was received, opened, and read aloud in front of two witnesses, summarized as follows:

<u>Bidder</u>	<u>Bid Amount</u>
Bowen Scarff Ford (Kent, WA)	\$58,763.71

Bowen Scarff has the apparent low bid for the replacement vehicle and were therefore issued a Notice of Intent to Award for Contract 22-08, Replacement Vehicle for Public Works – Building Maintenance on April 19, 2022.

As the cost of the new vehicle exceeds the appropriation by \$8,763.71, a budget transfer from the Public Works Sales Tax Reserves will be required.

A motion has been prepared for City Council consideration.

**RECOMMENDATION**

The Public Works Department recommends awarding Contract No. 22-08 for the ‘Replacement Vehicle for Public Works – Building Maintenance’ to Bowen Scarff Ford (Kent, WA) in the amount of \$58,763.71; authorizing a budget transfer of \$8,763.71 from the Appropriated Reserves of the Public Works Sales Fund to the Building Maintenance Replacement Vehicle capital account; and directing the Acting City Manager to execute the contract documents on behalf of the City Council.

**Recommended Motion:** I move the City Council award Contract No. 22-08 for the 'Replacement Vehicle for Public Works – Building Maintenance' to Bowen Scarff Ford (Kent, WA) in the amount of \$58,763.71; authorize a budget transfer of \$8,763.71 from the Appropriated Reserves of the Public Works Sales Tax Fund to the Building Maintenance Replacement Vehicle capital account; and direct the Acting City Manager to execute the contract documents on behalf of the City Council.

**Attachments:**

Bid Tabulations

Notice of Intent to Award

2022 GG CIP Page N-3 Public Works – Building Maintenance – Replacement Vehicle

<b>BIDDER'S LIST</b>	<b>Contract No. 22-08</b>	<b>Bid Open Date: April 19, 2022</b>
<b>Bid Name:</b> Vehicle Replacement – Building Maintenance		<b>Bid Open Time:</b> 10:00 A.M.

COMPANY NAME		Local Bidder	Non-Collusion	Bid Bond	Addendum	Local Empl	BID AMOUNT (USD)
1	Bowen Scarff – Kent Washington						\$58,763.71
2							
3							
4.							
5							
6							
7							
8							
9							
10							

Prepared by: Kim Stanker  
 Opened in: Clerk's Department



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

Sent via email to arthurharris@bowenscarff.com

DATE: April 19, 2022

**NOTICE OF INTENT TO AWARD – CONTRACT NO. 22-08**  
**Replacement Vehicle for Public Works – Building Maintenance**

COMPANY:	Bowen Scarff Ford	COMPANY:	
ATTN:	Arthur Harris	ATTN:	
ADDRESS:	1157 Central Avenue North Kent, WA 98032	ADDRESS:	
EMAIL:	arthurharris@bowenscarff.com	EMAIL:	

Please be advised that the City of Ketchikan intends to award the above referenced contract at the City Council meeting of May 5, 2022, as follows:

**Bowen Scarff Ford**

One (1) proposal was received and screened by a committee of three (3) representatives. A unanimous consensus was reached to recommend that the City Council award the contract to Bowen Scarff Ford of Kent, Washington.

*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: [kims@ktn-ak.us](mailto:kims@ktn-ak.us). 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,



Bob Diaz  
 Contract/Grants Administrator

Attachment: Bid Tabulation Sheet

<b>Department:</b> Public Works - Building Maintenance	<b>Project Priority:</b> 2	<b>Project Number:</b>
<b>Project Title:</b> Replacement Vehicle	<b>Start Date:</b> 01/22 <b>End Date:</b> 12/22	<b>Estimated Project Cost:</b>
<b>Description:</b>  The division currently operates a 2006 Dodge Sprinter Van. This vehicle has been unreliable and problematic to repair. It is the only production year that is equipped with a Mercedes Benz diesel engine, making it very expensive to maintain. It would be replaced with a Ford Transit van, which is more in line with the rest of the City's vehicle fleet, and much less troublesome to maintain.		Design Land/Right-of-Way Construction Management Construction Equipment 50,000 Other Project Total 50,000

Source of Funds	Fund No.	Prior Years	Adopted 2022			Projected Requirements				Total Project
			Reappropriated	New Funding	Total	2023	2024	2025	2026	
Public Works Sales Tax Fund	111			50,000	50,000					50,000
<b>Total</b>				50,000	50,000					50,000