

Mayor

James Kacsh

Council Members

Kristin Carpenter

Tim Joyce

Tom Bailer

Robert Beedle

Josh Hallquist

David Reggiani

James Burton

City Manager

Randy Robertson

City Clerk

Susan Bourgeois

Deputy Clerk

Tina Hammer

Student Council

summer vacation

**COUNCIL SPECIAL MEETING
JUNE 23, 2015 @ 5:30 PM
CITY HALL CONFERENCE ROOM**

AGENDA

A. CALL TO ORDER

B. ROLL CALL

Mayor James Kacsh, Council members Kristin Carpenter, Tim Joyce, Tom Bailer, Robert Beedle, Josh Hallquist, David Reggiani and James Burton

C. APPROVAL OF AGENDA..... (voice vote)

D. DISCLOSURES OF CONFLICTS OF INTEREST

E. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

- 1. Audience Comments regarding agenda items

F. NEW BUSINESS

- 2. Resolution 06-15-31..... **(roll call vote)(page 1)**

A resolution of the City Council of the City of Cordova, Alaska, authorizing the Cordova City Manager and Cordova Community Medical Center (CCMC) interim CEO to begin the process of renovations and installation of a CT Scanner at CCMC

- 3. Resolution 06-15-32..... **(roll call vote)(page 14)**

A resolution of the City Council of the City of Cordova, Alaska, authorizing a transfer from the general fund reserve in the amount of \$300,000 to Cordova Community Medical Center in order to fund short term operational expenses

- 4. City Council award of bid for surplus City personal property..... **(voice vote)(page 15)**

(Cordova Center windows)

- 5. City Clerk Position – job interviews

- a. Leif Stavig
- b. Christie Jamieson
- c. Tani Schoneman

- 6. Council discussion of City Clerk applicants: possible decision regarding a contract offer
(may be discussed in executive session)

G. AUDIENCE PARTICIPATION

H. COUNCIL COMMENTS

I. EXECUTIVE SESSION

(see item 5 above)

J. ADJOURNMENT

Executive Sessions: Subjects which may be discussed are: (1) Matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the government; (2) Subjects that tend prejudice the reputation and character of any person; provided that the person may request a public discussion; (3) Matters which by law, municipal charter or code are required to be confidential; (4) Matters involving consideration of governmental records that by law are not subject to public disclosures.

If you have a disability that makes it difficult to attend city-sponsored functions, you may contact 424-6200 for assistance.

All City Council agendas and packets available online at www.cityofcordova.net

Date: June 22, 2015
To: Cordova City Council
From: Stephen Sundby, PhD, Interim CEO
RE: CT Scanner Project

CT SCANNER PROPOSAL

Recommend proceeding with the CCMC CT Scanner Project. An RFB’s was published both locally and state-wide, to which two (2) proposals were received. An outline of the project financials are below:

Available Funding Construction Cost (including possible Contingency)

• Murdock Charitable Trust	\$250,000	Awarded Grant
• Rasmuson Foundation	\$250,000	Awarded Grant
• Providence Grant	\$50,000	Awarded Grant
• City of Cordova Commitment	\$65,894	Resolution
• Total	\$615,894	

Estimated Costs:

• Construction	\$551k to \$604k*
• Construction Admin & Permitting	\$12,000
• Contingency (5%)	\$48k

*As of 22 June, both contractors have advised of the probability of up to a 10% reduction

CT Scanner/Equipment:

• CT Scanner/Equipment	\$247,346	(\$4122.43/mo X 60)
------------------------	-----------	---------------------

Funding:

• Initial funds from City of Cordova	\$159,106	
• CCMC revenue)	\$88,240	(Paid through projected CT Scanner
• Total	\$247,346	

We propose contracting with GE for the Muni Capital Lease with the \$1.00 – 60 Months at \$4122.43/mo with a rate of 3.79%. We request that the City of Cordova initially make the payments on the lease utilizing the \$225,000 committed by the City of Cordova for the project. When those funds for the project are exhausted, CCMC would be generating revenue from the CT Scanner and payout the remainder of the lease and \$1 buyout.

PROJECTED REVENUE

Anticipated Charges: 3-4 average per month
Revenue Generated - 10,000/mo 120,000/yr
30,000/yr
Expenses Generated - 1,000/mo 12,000/yr
3,000/yr

Profit (loss) estimated - \$ 108,000

To be conservative – worst case scenario
Revenue Generated - 2,500/mo

Expenses Generated 250/mo

Profit(loss) estimated - \$ 27,000

**CITY OF CORDOVA, ALASKA
RESOLUTION 06-15-31**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA,
AUTHORIZING THE CORDOVA CITY MANAGER AND CORDOVA COMMUNITY
MEDICAL CENTER (CCMC) INTERIM CEO TO BEGIN THE PROCESS OF
RENOVATIONS AND INSTALLATION OF A CT SCANNER AT CCMC**

WHEREAS, the City of Cordova and Cordova Community Medical Center have been planning for the Cordova Community Medical Center's purchase of a CT scanner; and

WHEREAS, the purchase and installation of a CT scanner at Cordova Community Medical Center would benefit the citizens of Cordova through increased diagnostic capability that could allow patients to receive treatment in Cordova and reduce the need to leave Cordova for services; and

WHEREAS, the careful planning including concept drawings and projected cost for the purchase and installation of a CT scanner has been completed; and

WHEREAS, the grant and local funding for the project have been obtained.

NOW, THEREFORE BE IT RESOLVED, the City Council of the City of Cordova authorizes that the City Manager and CCMC Interim CEO begin the process of renovations to CCMC, along with the purchase and installation of a CT scanner at Cordova Community Medical Center.

PASSED AND APPROVED THIS 23rd DAY OF JUNE, 2015

James Kacsh, Mayor

ATTEST:

Susan Bourgeois, CMC, City Clerk

SECTION 00 41 00 - BID FORM

FROM: Triple V Contracting, LLC
Name of Contractor (type or print)

TO: City of Cordova
c/o Randy Robertson
602 Railroad Avenue
Cordova, Alaska 99574

SUBJECT: Cordova Community Medical Center (CCMC) - CT Scan

BASE BID

Having carefully examined the Procurement and Contracting Requirements, Conditions of the Contract, Drawings, Specifications, as prepared by Spark Design, LLC and Architect's consultants, having visited the site, being familiar with all conditions and requirements of the Work and having received and examined the following addenda:

Addendum Number 1 Dated 4/28/2015
Addendum Number 2 Dated 5/5/2015
Addendum Number 3 Dated 5/6/2015
4 5/15/2015

The undersigned hereby agrees to furnish all material, labor, equipment and services, including all scheduled allowances, required and reasonably incidental to the construction of the CCMC CT Scan in accordance with the above documents for the Lump Sum of:

Five hundred Fifty One thousand One hundred Twenty Seven Dollars (\$ 551,127.⁰⁰)
(Written) (Figures)

LUMP SUM ITEMIZATION

Provide a breakdown of the Lump Sum into the following Construction Categories. This breakdown must be submitted with the bid submission.

1	Fixed General Conditions	\$ <u>50,000.⁰⁰</u>
2	Sitework	\$ <u>12,300.⁰⁰</u>
3	Concrete	\$ <u>6,050.⁰⁰</u>
4	Masonry	\$ <u>0</u>
5	Metals	\$ <u>10,100.⁰⁰</u>
6	Woods, Plastics and Composites	\$ <u>6,100.⁰⁰</u>

7	Thermal and Moisture Protection	\$	1,000. ⁰⁰
8	Openings	\$	17,300. ⁰⁰
9	Finishes	\$	48,000. ⁰⁰
10	Specialties	\$	5,600. ⁰⁰
11	Equipment	\$	0
12	Furnishings	\$	1,550. ⁰⁰
13	Special Construction	\$	4,665. ⁰⁰
14	Conveying Systems	\$	0
15	Mechanical	\$	199,283. ⁰⁰
16	Electrical	\$	147,179. ⁰⁰
17	Contractor's Fee	\$	42,000. ⁰⁰
	Total Value	\$	

SUBCONTRACTORS AND SUPPLIERS

The following companies shall execute subcontracts for the portions of the Work indicated:

Plumbing Subcontractor: Mechanical Construction & Consulting

HVAC Subcontractor: Mechanical Construction & Consulting

Electrical Subcontractor: Electric International

TIME OF COMPLETION

The undersigned Bidder proposes and agrees hereby to commence the Work of the Contract Documents on a date specified in a written Notice to Proceed to be issued by the Owner and shall substantially complete the Work within 120 calendar days.

The undersigned further states that it is a duly licensed contractor, for the type of work proposed, in the City of Cordova and State of Alaska, and that all fees, permits, etc., pursuant to submitting this proposal have been paid in full.

Furthermore, the undersigned agrees that, upon written acceptance of this bid, mailed or otherwise furnished within 45 calendar days after the date established for the opening of bids, will within 5 days (unless longer period is granted by the Owner) after receipt of the prescribed forms, execute Construction Contract, and give Performance and Payment Bonds on standard forms with good and sufficient surety. Owner will issue Notice to Proceed immediately following execution of the Contract by both parties. The undersigned further agrees that if awarded the Contract to commence work in accordance with the established schedule.

BID BOND

Bid Security as required by the Invitation to Bid in the sum of:

Twenty Seven Thousand Five Hundred Fifty Six and ³⁵/₁₀₀ Dollars (\$ 27,556.³⁵)
(Written) (Figures)


being 5% of the Base Bid is enclosed herein.

SUBMISSION OF BID

Respectfully submitting this 18 day of May, 2014.

The undersigned represents that he or she operates as: (check appropriate space)

- Individual/Sole Proprietor Partnership
 Limited Liability Company Corporation, Incorporated in State of

Name of Firm or Individual Teiple V Contracting, LLC
Business Address P.O. Box 521307 Big Lake, Al. 99652
Printed Name of Individual Leland Van Buskirk
Signature in Ink 
Title member / owner
Alaska Business License No. 312083
Alaska Contractor License No. 31488
Federal ID No. 84-1689462

UNITED STATES OF AMERICA)
) ss
STATE OF ALASKA)

The forgoing Bid Form was acknowledged before me this 18 day of May, ²⁰¹⁵2014 by

Leland Van Bus Kiehl known to be the member of
[Name of Officer] (Title of Officer)

Triple V Contracting, LLC a
[Name of Corporation]

Alaska Corporation, on behalf of said Corporation.
[State of Incorporation]



Paula L. McCarroll
(Notary Public)

1/27/2019
My Commission Expires

END OF SECTION

SECTION 00 42 00 - BIDDER'S AFFIDAVIT OF NON-COLLUSION AND NON-DEBARMENT

UNITED STATES OF AMERICA)
) ss
STATE OF ALASKA)


I Leland Van Buskirk of Triple V Contracting
(Name) (Firm Name)

Being duly sworn, do depose and state:

That I, or the firm, association, or corporation of which I am a member, a bidder of the contract to be awarded by the City of Cordova, for the construction of certain construction project designated as:

Cordova Community Medical Center, located in Cordova, Alaska, in the State of Alaska, have not either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of competitive bidding in connection with such contract: and

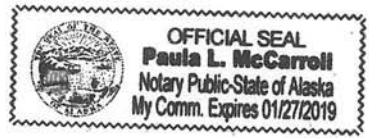
That I am not, and the firm, association or corporation which I represent is not presently suspended, debarred or otherwise deemed ineligible under federal law or the laws of any state to receive the award.

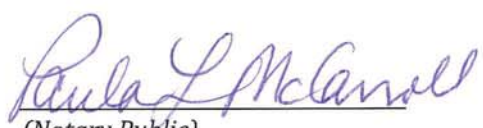


(Signature)
member / owner

(Title)

Subscribed and Sworn on this 18 day of May, ²⁰¹⁵ 2013.





(Notary Public)
1/27/19

My Commission Expires

END OF SECTION

SECTION 00 41 00 - BID FORM

FROM: Dawson Construction, Inc.
Name of Contractor (type or print)

TO: City of Cordova
c/o Randy Robertson
602 Railroad Avenue
Cordova, Alaska 99574

SUBJECT: Cordova Community Medical Center (CCMC) - CT Scan

BASE BID

Having carefully examined the Procurement and Contracting Requirements, Conditions of the Contract, Drawings, Specifications, as prepared by Spark Design, LLC and Architect's consultants, having visited the site, being familiar with all conditions and requirements of the Work and having received and examined the following addenda:

Addendum Number 1 Dated 4/28/15
Addendum Number 2 Dated 5/5/15
Addendum Number 3 Dated 5/6/15
Addendum Number 4 Dated 5/15/15

The undersigned hereby agrees to furnish all material, labor, equipment and services, including all scheduled allowances, required and reasonably incidental to the construction of the CCMC CT Scan in accordance with the above documents for the Lump Sum of:

Six Hundred Four Thousand Forty Six Dollars and no cents Dollars (\$ 604,046.00)
(Written) (Figures)

LUMP SUM ITEMIZATION

Provide a breakdown of the Lump Sum into the following Construction Categories. This breakdown must be submitted with the bid submission.

1	Fixed General Conditions	\$ 88,451.00
2	Sitework	\$ 32,903.00
3	Concrete	\$ 12,938.00
4	Masonry	\$ 0.00
5	Metals	\$ 10,177.00
6	Woods, Plastics and Composites	\$ 6,441.00

7	Thermal and Moisture Protection	\$ 2,065.00
8	Openings	\$ 36,369.00
9	Finishes	\$ 37,834.00
10	Specialties	\$ 3,479.00
11	Equipment	\$ 0.00
12	Furnishings	\$ 1,382.00
13	Special Construction	\$ 22,196.00
14	Conveying Systems	\$ 0.00
15	Mechanical	\$ 147,632.00
16	Electrical	\$ 147,179.00
17	Contractor's Fee	\$ 55,000.00
	Total Value	\$ 604,046.00

SUBCONTRACTORS AND SUPPLIERS

The following companies shall execute subcontracts for the portions of the Work indicated:

Plumbing Subcontractor: Mantech Mechanical, Inc.

HVAC Subcontractor: Mantech Mechanical, Inc.

Electrical Subcontractor: Electric International, Inc.

TIME OF COMPLETION

The undersigned Bidder proposes and agrees hereby to commence the Work of the Contract Documents on a date specified in a written Notice to Proceed to be issued by the Owner and shall substantially complete the Work within 120 calendar days.

The undersigned further states that it is a duly licensed contractor, for the type of work proposed, in the City of Cordova and State of Alaska, and that all fees, permits, etc., pursuant to submitting this proposal have been paid in full.

Furthermore, the undersigned agrees that, upon written acceptance of this bid, mailed or otherwise furnished within 45 calendar days after the date established for the opening of bids, will within 5 days (unless longer period is granted by the Owner) after receipt of the prescribed forms, execute Construction Contract, and give Performance and Payment Bonds on standard forms with good and sufficient surety. Owner will issue Notice to Proceed immediately following execution of the Contract by both parties. The undersigned further agrees that if awarded the Contract to commence work in accordance with the established schedule.

BID BOND

Bid Security as required by the Invitation to Bid in the sum of:

Five Percent of Base Bid Amount Dollars (\$ 5%)
(Written) (Figures)
being 5% of the Base Bid is enclosed herein.

SUBMISSION OF BID

Respectfully submitting this 18th day of May, 2015, ~~2014~~.

The undersigned represents that he or she operates as: *(check appropriate space)*

Individual/Sole Proprietor Partnership
 Limited Liability Company Corporation, Incorporated in State of
Washington

Name of Firm or Individual Dawson Construction, Inc.
Business Address AK Office: PO Box 35825, Juneau, AK 99803
Corp Office: PO Box 30920, Bellingham, WA 98228
Printed Name of Individual Pete C. Dawson
Signature in Ink 
Title President
Alaska Business License No. BL 256818
Alaska Contractor License No. 25386
Federal ID No. 91-1857107

UNITED STATES OF AMERICA)
) ss
STATE OF ~~ALASKA~~ WASHINGTON)

The forgoing Bid Form was acknowledged before me this 14th day of May, 2015, ~~2014~~ by

Pete C. Dawson known to be the President of
(Name of Officer) (Title of Officer)

Dawson Construction, Inc. a
(Name of Corporation)

Washington Corporation, on behalf of said Corporation.
(State of Incorporation)



Monica R. Trott
(Notary Public) Monica R. Trott


Sept. 8, 2018
My Commission Expires

END OF SECTION

We hereby certify that the following is a true and correct copy of the resolution of the Directors of DAWSON CONSTRUCTION, INC, a Washington corporation, unanimously adopted at the annual meeting of directors held on March 17th, 2014

RESOLUTION

RESOLVED: That J.R. Dawson, Peter C. Dawson, Donald E. Lindsay, Gary M Hovde, Michael K. Bayless, Jeremy D. Carroll or Brian J. Murphy are hereby each authorized and appointed to execute on behalf of Dawson Construction, Inc. any and all contract bid documents, including but not limited to bid proposals, contracts, bid and performance bonds, and any other documents obligating the company for the performance of construction contracts in the states of Alaska and Washington.



Peter C. Dawson, President

ATTEST:

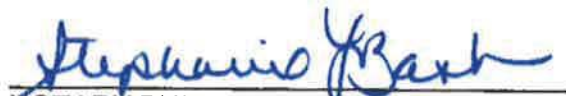

 Michael K. Bayless, Secretary

STATE OF WASHINGTON)
) ss.
 COUNTY OF WHATCOM)

On this 17th day of March, 2014, before me the undersigned, a notary public in and for the state of Washington, duly commissioned and sworn, personally appeared PETER C. DAWSON and MICHAEL K. BAYLESS, to me known to be the President and Secretary, respectively, of DAWSON CONSTRUCTION, INC., the corporation that executed the foregoing instrument and acknowledged the said instrument to be the free and voluntary act and deed of said corporation, for the uses and purposes therein mentioned, and on oath stated that they are authorized to execute the said instrument.

WITNESS my hand and official seal hereto affixed the day and year first above written.




 NOTARY PUBLIC in and for the State of
 Washington, residing in Whatcom County

**CITY OF CORDOVA, ALASKA
RESOLUTION 06-15-32**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORDOVA,
ALASKA, AUTHORIZING A TRANSFER FROM THE GENERAL FUND RESERVE IN
THE AMOUNT OF \$300,000 TO CORDOVA COMMUNITY MEDICAL CENTER IN ORDER
TO FUND SHORT TERM OPERATIONAL EXPENSES**

WHEREAS, the City of Cordova (City) and Cordova Community Medical Center (CCMC) are partners in providing healthcare services in Cordova; and

WHEREAS, CCMC has needs to pay for ongoing improvements in establishing an electronic health records system and other operational expenses; and

WHEREAS, the City has supported CCMC with loans in the past to support these needs; and

WHEREAS, the City and CCMC have agreed that these funds are intended to be repaid to the City by December 31, 2015.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Cordova, Alaska that by this resolution, it authorizes a transfer from the General Fund Reserve in the amount of \$300,000 to Cordova Community Medical Center in order to fund short term operational expenses.

PASSED AND APPROVED THIS 23rd DAY OF JUNE, 2015

Jim Kacsh, Mayor

ATTEST:

Susan Bourgeois, CMC, City Clerk



City of Cordova
602 Railroad Ave.
P.O. Box 1210
Cordova, Alaska 99574
Phone: (907) 424-6200
Fax: (907) 424-6000
Email: citymanager@cityofcordova.net
Web: www.cityofcordova.net

CITY OF CORDOVA

Office of City Manager

June 22, 2015

Memo to City Council

Re: ITB #15-03 Sale of Windows

Cordova Municipal Code:

5.14.060 - Acceptance or rejection of bids.

The city reserves the right to reject any and all bids and to accept the bid which in its opinion is most advantageous to the city even though such bid is not among the three highest. The council shall at the time of bid award determine those bids which are acceptable and on which deposits will be held seventy-two hours and authorize the return of deposits to the other bidders.

The identity of the bidder: Facility Contractors LLC (David Roemhildt)

The bid offer: \$15,000 (Fifteen Thousand Dollars)

The nature of the bid: Facility Contractors offers \$15,000 (fifteen thousand dollars) for the entire lot of windows listed in the city of Cordova, Alaska ITB #15-03 – sale of windows.

ITB #15-03 was advertised on May 22nd and all bids were due on June 12th at 10am. The ITB was advertised in The Cordova Times, Alaska Dispatch News, Craigslist, Alaskaslist, and posted at the post office and library bulletin boards. Only Facility Contractors contacted the city for additional details on the windows. Only one bid was received from Facility Contractors for all the windows for a total price of \$15,000

I recommend the City Manager be authorized by Council to accept the single bid for ITB #15-03 for a total bid price of \$15,000.

Recommended motion: Voice Vote. “I move to direct the City Manager to accept the bid from Facility Contractors for a lump sum of \$15,000 for the purchase of City of Cordova’s ‘Cordova Center’ surplus windows identified in ITB #15-03.”

Randy Robertson
City Manager

City of Cordova, Alaska ITB #15-03 – Sale of Windows

The City of Cordova is requesting sealed written bids from qualified Contractors interested in purchasing an entire lot of triple glazed vinyl windows. These units are manufactured by Northerm, and are triple glazed heat-strengthened glass with ‘best in class’ energy efficiency. The windows were installed in 2012 and were removed in 2015. The windows are in good condition with only a handful of panes with damage. Most windows have been deglazed. Included in the bid package is a spreadsheet of the sizes and number of each type of window. The sizes are based on submittal records and may not reflect the actual size. Interested parties will need to verify the size and condition. The bid package includes various sample photographs of the windows installed, being removed, and stored. Some windows were removed with the glass still installed while larger windows were disassembled and labeled. The windows have the original openers and screens. Windows are to be sold ‘as is,’ and purchaser is responsible for transport from Cordova.

Bids, shall be sealed bids, accompanied by a deposit of not less than ten percent of the amount bid, plainly marked, “ITB #15-03– Sale of Windows” addressed to the Cordova Center Project Manager, City of Cordova, P.O. Box 1210, Cordova, AK 99574 will be accepted until 10:00 a.m. on Friday June 12, 2015. Electronic bids may be sent to CCPM@cityofcordova.net before the specified deadline. Bids received after 10:00 a.m. will not be considered. Copies of the Bid Package may be downloaded from the City of Cordova Web Page: www.cityofcordova.net. Paper copies of the Bid Package will NOT be available at City Hall. There will NOT be a pre-bid inspection, but interested parties are welcome to contact Weston Bennett to arrange an appointment time to view the windows. Refer any questions to the Cordova Center Project Manager, Weston Bennett, at 907-854-2641.

The City of Cordova reserves the right to reject any and all bids, to waive technical or legal deficiencies, to accept any bid that is in the best interest of the City, and to negotiate the terms and conditions of any bid leading to acceptance. The City of Cordova’s preference is to sell the entire lot to the highest bidder; secondarily the City of Cordova may consider, if in the best interest of the City, partial lot sales.



PO Box 2034 • Cordova, Alaska 99574
david@facilitycontractors.com • office: 907-424-7765
fax: 907-424-7768 • cell: 907-423-0423

Date: _____

Scale: _____

I OFFER \$15,000 (FIFTEEN THOUSAND DOLLARS) FOR
THE ENTIRE LOT OF WINDOWS LISTED IN THE CITY OF
CORDOVA, ALASKA ITB # 15-03 - SALE OF WINDOWS.

RESPECTFULLY,

DAVID ROEMHILDT
FACILITY CONTRACTORS LLC