



	Approved	Denied
Date Action Taken:	12/2/07	
Other:		
Verified by:	<i>Romita</i>	

**WASILLA CITY COUNCIL ACTION MEMORANDUM**

**AM No. 07-01**

**TITLE: AWARD OF CONTRACT TO MACDONALD MILLER, INC., IN THE AMOUNT OF \$189,670 FOR DESIGN AND INSTALLATION OF A NEW WASILLA POLICE DEPARTMENT AIR CONDITIONING SYSTEM.**

Agenda of: January 22, 2007

Date: December 27, 2006

Originator: William A. Miller, Purchasing Officer

Route to:	Department	Signature/Date
X	Police Chief Youth Court, Dispatch, Code Compliance	<i>John D. Glass</i>
	Culture and Recreation Services Director Library, Museum, Sports Complex	
X	Public Works & Recreation Facility Maintenance Director	<i>[Signature]</i> 1/9/07
X	Finance, Risk Management & MIS Director Purchasing	<i>[Signature]</i>
X	Deputy Administrator Planning, Economic Development, Human Resources	<i>S. Sauls</i> 1-03-07
X	City Clerk	<i>Romita</i>

**REVIEWED BY MAYOR DIANNE M. KELLER:** *Dianne Keller*

**FISCAL IMPACT:**  yes \$189,670 or  no Funds Available  yes  no  
 Account name/number: 110-4210-420.45-11 Const Svc – Police Building A/C  
 Attachments: RFP 0636-0-2007/WM Score Sheet

**SUMMARY STATEMENT:** In accordance with WMC 5.08.120, on September 5, 2006, the City of Wasilla issued Request for Proposal 0636-0-2007/WM for the professional design and installation of a replacement air conditioning system for the Wasilla Police Department. The objective is to provide a system that utilizes the most current technology available that will provide a comfortable work environment for employees and protect heat sensitive equipment such as dispatch equipment, radios and servers.

Proposals were received from two firms: H&K Sheet Metal Fabricators, Inc., and MacDonald Miller Alaska, Inc. Following a thorough review of the proposals to ensure each was responsive and responsible, a committee of three scorers (City Maintenance Supervisor, Public Works Director, and Purchasing/Contracting Officer) scored the proposals. Based upon firm experience, safety record, warranties, maintenance and training support, project timeline, methodology/approach, communication, proposed fee

structure, and response from two references, MacDonald Miller Alaska, Inc., scored the highest with 262 of 300 total points (see attached). MacDonald Miller Alaska, Inc., has proposed replacing the old 35 ton air conditioning unit with a new 40 ton unit and the addition of a dedicated unit for the WPD server room. In addition, an upgrade to the existing building control system will allow the City Maintenance Supervisor to log into the system from any internet access point to monitor the system. The system will also automatically generate an alarm and email the City Maintenance Supervisor and MacDonald Miller Alaska to inform them when the system is not performing properly. This state of the art system will allow for more efficient cooling of the building and enhanced maintenance to keep it running at peak performance. The installation is expected to be completed by no later than July 15, 2007. The total cost of the proposed system is \$189,670.

**SCOPE OF SERVICES FOR THIS CONTRACT:** The purpose is to replace the existing system(s) with new unit(s), new air handler and possibly new ducts. The work generally consists of the removal of the existing air systems, possible removal of the existing duct systems, design and install new air systems(s) installing new duct system and restoration of roof and areas where old/new ducts were removed or installed.

1.1. Design new AC/Heating Systems:

- 1.1.1. Design new AC/Heating System and submit to City Representative for approval.
- 1.1.2. Submit drawings and application to the Director of Public Works for approval and permit.

1.2. Demolition

- 1.2.1. Remove existing air/heat units (compressors and air handler) following proper procedure for recovery of Freon.
- 1.2.2. Remove all existing ducts – if required
- 1.2.3. Remove existing thermostats – if required
- 1.2.4. Dispose of all materials

1.3. Installation

- 1.3.1. Install new Duct System – if required
- 1.3.2. Install new AC System(s)

1.4. Restoration

- 1.4.1. Repair all walls, ceilings etc. back to original condition

- 1.4.2. Patch roof using contractor approved by manufacture of existing roof materials to maintain warranty. Name of Manufacture and phone number will be provided at time of site inspection.

1.5. Other Specifications

- 1.5.1. The contractor shall work in as judicious a manner as possible. All work must be completed by no later than July 15, 2007, with a Notice to Proceed distributed no later than January 15, 2007.
  - 1.5.2. Under floor and ceiling wiring shall be supported by restraints and wiring shall be placed in a manner that will prevent contact with steam/heating pipes, transformers, florescent lighting or other damaging and interference inducing sources.
  - 1.5.3. The contractor shall be responsible for the cost of repairing or bringing to original condition existing facilities that my suffer damage during the course of system installation, to include floors, walls, ceilings, grounds, pavement, etc.
  - 1.5.4. On a daily basis, the contractor shall completely remove from the premises all packaging, crates, and litter due to his work.
  - 1.5.5. Upon completion of the work, the contractor shall:
    - 1.5.5.1. Remove all their waste materials and rubbish from and about the installation site;
    - 1.5.5.2. Remove all their tools, installation equipment and surplus materials;
    - 1.5.5.3. Leave finished areas free of installation dust and non-finished areas broom clean.
    - 1.5.5.4. Provide a detailed description of the system proposed and manufacturer's specification sheets and warranty information for the products and materials that are being proposed for this project.
  - 1.5.6. The contractor shall take all necessary precautions and provide all necessary protection and enclosures to insure that dust and debris created as a result of the installation does not get out of the work area.
  - 1.5.7. The contractor shall provide equipment which will not interfere with the operation of existing facility equipment, or will allow existing equipment interfere with the proposed equipment.
- 1.6. The individual or firm's assigned staff person shall have no conflicts of interest, particularly any business or legal connection with other parties involved in the

design and construction process or providing services to HVAC suppliers. Supervisors of staff having a conflict of interest and principles of companies in which any employee has a conflict of interest shall be considered to have a conflicting business connection.

**ACTION:** Council is requested to authorize the award of a contract for air conditioning design/build services to MacDonald Miller Alaska, Inc. The City may terminate this Contract, and MacDonald Miller Alaska, Inc., waives any and all claim(s) for damages, effective immediately upon receipt of written notice (or any date specified therein) if for any reason the funding from City, State, and/or federal sources is not appropriated or is withdrawn, limited, or impaired.