MAYOR’S REPORT TO THE ASSEMBLY

TO: Milli Martin, Assembly President
    Kenai Peninsula Borough Assembly Members

FROM: David R. Carey, Kenai Peninsula Borough Mayor

DATE: August 20, 2009

Assembly Requests/ Responses
  a. none

Agreements and Contracts
  a. Approval of Waiver of Formal Bidding Procedure for Zumar Sign Supplies
  b. Authorization to Award Contract for the Road Service Area Summer and Winter Road Maintenance, West Region, Unit 2
  c. Sole Source Request for purchase of 3,000 gallon Tanker with Chassis
  d. Notice of Intent to accept grant award from Alaska Division of Homeland Security
  e. Request for Waiver of Formal Bidding-CES Sterling Site Work
  f. Authorization to Award Contract for ITB-10-005 Engine Generator Sets

Other
  a. Tax Adjustment Request Approval
MEMORANDUM

TO: David R. Carey, Mayor

THRU: Mark Fowler, Purchasing & Contracting Officer

FROM: Doug Schoessler, Road Service Area Director

DATE: July 14, 2009

SUBJECT: Request for Waiver of Formal Bidding Procedures for Zumar, Sign Supplies

Please consider this memorandum a request to waive the formal bidding procedures and award a contract for the above mentioned purchase under KPB Code 5.28.300.

The Kenai Peninsula Borough Road Service Area has identified supplies required for signage for Borough roads for the new fiscal year. Suppliers were identified and contacted with a list of equipment with an estimated cost of less than $15,000.00. Those suppliers included Zumar Inc., Warning Lites of Alaska and Sherman Signs.

Quotes were due on July 10, 2009 with two quote received: from Zumar and Warning Lites. The quote from Zumar was the lowest quote for all necessary supplies and totaled $20,348.50.

Funds for this purchase are available in account number 236.33950.42020.

Approved:

David R. Carey, Mayor

FINANCE DEPARTMENT
FUNDS VERIFIED

ACT # 236.33950.42020 - $20,348.50
BY: CHP DATE: 7/16/09

KPB
FINANCE DEPT. ACCOUNTING
TO: David R. Carey, Mayor

THRU: Mark Fowler, Purchasing & Contracting Officer
      Craig Chapman, Finance Director

FROM: Doug Schoessler, Road Service Area Director

Road Service Area

Signature: James E. Connor Acting RSA Director

DATE: July 16, 2009

SUBJECT: Authorization to Award Contract for the Road Service Area Summer & Winter Road Maintenance West Region, Unit 2

The Kenai Peninsula Borough opened proposals for the above referenced project on June 4, 2009. The request for proposals was advertised in the Peninsula Clarion on May 13, 15, and 17, 2009.

The contract consists of providing all labor, materials and equipment to perform summer and winter road maintenance. This is a three-year contract with two optional years at the sole option of the Kenai Peninsula Borough.

West Region, Unit 2 received proposals from 2 Bear’s Trucking and S&R Enterprises, Inc. This contract is for work performed on an hourly basis and is controlled primarily by weather.

The RSA evaluation committee evaluated the proposals consistent with the criteria established in the RFP, and the RSA Board at their June 23, 2009 approved RSA Resolution 2009-09 Recommending Approval of Contract for Summer & Winter Road Maintenance for the West Region, Unit 2 to S&R Enterprises, Inc.

Funding is available in the FY2010 Road Service Area operating budget. Expenditures for the contracts will be charged to account number 236.33950.43952.

FINANCE DEPARTMENT FUNDS VERIFIED

Amount: $140,580.00
Acct. #236.33950.00000.43952

By: Criel Date: 7/21/09
☑ Approved

David R. Carey, Kenai Peninsula Borough Mayor

22 July 09

Date
MEMORANDUM

TO:      David R. Carey, Mayor
THRU:    Mark Fowler, Purchasing & Contracting Office
FROM:    Chris Mokracek, Fire Chief
DATE:    July 23, 2009
SUBJECT: 3,000 Gallon Tanker with Chassis Purchase

On June 20, 2008 the Purchasing and Contracting office solicited bids for a new 3,000 gallon Tanker with Chassis. On July 16, 2008 one (1) bid was received from H&W Emergency Vehicles, offering a total bid price of $331,929.00.

Central Emergency Services has budgeted, in the FY2010 budget, for an additional 3,000 Gallon Tanker with Chassis with the same specifications as the unit purchased through the July 16, 2008 solicitation. H&W Emergency Vehicles has offered to extend similar pricing, with a minor increase ($3,956.00) in order to conform to the new 2009 NFPA standards, to the Borough. Therefore, Central Emergency Services is requesting approval to purchase one (1) 3,000 Gallon Tanker with Chassis from H&W Emergency Vehicles for a cost not to exceed $335,885.00.

It is in the best interest of the Borough to purchase this tanker at the offered contract amount of $335,885.00. Funding for this purchase is available in account number 443.51611.10463.48514.

David R. Carey, Mayor

Date: July 24, 2009

RECEIVED
JUL 23 2009

KPB
FINANCE ADMINISTRATION

FINANCE DEPARTMENT
Funds Verified

ACT #443.51611.10463.48514 - $335,855.00

By: Chapman
Date: 7/24/09
Greetings Mayor,

We have received grant award notification in the amount of $25,225 from the Alaska Division of Homeland Security and Emergency Management to support the activities of the Kenai Peninsula Borough Local Emergency Planning Committee.

However, the need to request additional time from the AK Division HS&EM is necessary to exercise the proper ordinance procedure.

With your approval, I shall forward the “Notice of Intent to Accept Grant Award” document to the Division of Homeland Security and Emergency Management. Upon ordinance enactment, I shall request your final approval and signatures to accept the funding for OEM.

Grant awards are determined by “baseline funding levels” established by several factors including population at risk from hazards, number of tier II reporting facilities, past performance, etc.
NOTICE OF INTENT TO ACCEPT GRANT AWARD

State Grant No: 10LEPC-AR35253

<table>
<thead>
<tr>
<th>Recipient Address</th>
<th>Issuing Office Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mayor's Office</td>
<td>Department of Military and Veterans Affairs</td>
</tr>
<tr>
<td>Kenai Peninsula Borough</td>
<td>Division of Homeland Security and Emergency Management</td>
</tr>
<tr>
<td>144 N Binkley St.</td>
<td>P.O. Box 5750</td>
</tr>
<tr>
<td>Soldotna AK 99669-7599</td>
<td>Fort Richardson, Alaska 99505-5750</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.ak-prepared.com/grants.htm">www.ak-prepared.com/grants.htm</a></td>
</tr>
</tbody>
</table>

This is notice of the Kenai Peninsula Borough intent to accept the 2010 LEPC Grant. Before this award can be accepted, approval must be garnered through our local government. The requirement for this process is located in the following local government document - Title 29 AS citation # Sec. 29.25.010 (4). This process will take longer than the 30-day period of acceptance set forth within this grant award. We request a 20-day extension of the acceptance period to seek proper approval. It is understood if we are unable to obtain acceptance by the extension date the grant award will be rescinded.

If approved, you will receive written notification within five working days.

<table>
<thead>
<tr>
<th>Signature of Jurisdiction Signatory Official</th>
<th>Date: 29 July 2009</th>
<th>Phone: 907.714.2150</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dave R. Carey, Borough Mayor</td>
<td></td>
<td>Fax: 907.714.2377</td>
</tr>
</tbody>
</table>

Email: dcarey@borough.kenai.ak.us
29 July 2009

Ms. Adrian Avey, DHS&EM Project Manager
State of Alaska DHS&EM
State Administrative Agency Point of Contact
PO Box 5750
Ft. Richardson, AK 99505

Re: 2010 LOCAL EMERGENCY PLANNING COMMITTEE GRANT
Agreement Number: 10LEPC-AR35253

Dear Ms. Avey:

We have received the grant documents for the Kenai Peninsula Borough 2010 Local Emergency Planning grant. The cover letter indicates that the signed obligating document must be returned within 30 days; however, the Kenai Peninsula Borough Code requires that all grants be accepted and approved by Assembly action. Therefore, an ordinance shall be enacted by the Assembly authorizing the mayor to sign the obligating document.

Please note, due to the delay in accepting this grant after the required due date, the Borough is submitting a Notice of Intent to Accept Grant Award for your approval. We are requesting a 20-day extension to return the signed obligating document.

Ms. Avey, I look forward to working with you in the future. Please don’t hesitate to contact me should you have questions or need additional information.

Sincerely,

Brenda Pilgrim Ahlberg
Community & Fiscal Projects Manager

Enclosure as stated

cc: Scott Walden, KPB Emergency Manager
MEMORANDUM

TO: David R. Carey, Mayor
THRU: Mark Fowler, Purchasing & Contracting Officer
FROM: Chris Mokracek, Fire Chief
DATE: July 31, 2009
SUBJECT: Request for Waiver of Formal Bidding – CES Sterling Site Work

This memo is to request that waiver of formal bidding procedures, per KPB Code 5.28.300, be considered for the following reasons:

Work needs to be expedited in order to have the property ready for installation of water tanks.

A request for quotes was issued July 28, 2009 to 12 local contractors. Six (6) quotes were received on July 31, 2009.

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Foster Construction</td>
<td>$21,240.00</td>
</tr>
<tr>
<td>Valley View Construction</td>
<td>$22,450.00</td>
</tr>
<tr>
<td>Sterling Custom Homes</td>
<td>$24,390.00</td>
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<tr>
<td>D&amp;L Construction</td>
<td>$35,000.00</td>
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<tr>
<td>North Star Paving</td>
<td>$45,000.00</td>
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<tr>
<td>AJ Construction</td>
<td>$64,200.00</td>
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</table>

We request that a contract be awarded to Foster Construction for a not to exceed amount of $21,240.00. A short form contract will be issued.

All expenditures for this project will be charged to account 443.51611.09470.49999.

David R. Carey, Borough Mayor
MEMORANDUM

TO: David R. Carey, Mayor

THRU: Mark Fowler, Purchasing & Contracting Officer

FROM: Toran Magi, Director of Maintenance

DATE: 8/12/2009

SUBJECT: Authorization to Award Contract for ITB-10-005 Engine-Generator Sets

The Purchasing and Contracting Office formally solicited and received bids for ITB-10-005 Engine-Generator Sets. Bid packets were released on July 20th, 2009 and the Invitation to Bid was advertised in the Peninsula Clarion on July 20th, 2009.

The project consists of providing two engine-generator sets and one transfer switch.

On the due date of August 5th, one (1) bid was received and reviewed to ensure that all the specifications and delivery schedules were met. The low bid of $49,020.00 was submitted by Pacific Power Generation, Ridgefield, Washington.

Your approval for this bid award is hereby requested. Funding for this project is in account number 400.78050.10860.48311.

David R. Carey, Mayor

Date

FINANCE DEPARTMENT
Funds Verified

ACT # 400.78050.10860.48311

By: 08/17/09
## BID TAB FOR: ITB10-005 - Engine - Generator Sets

<table>
<thead>
<tr>
<th>CONTRACTOR</th>
<th>ITEM 1 - 60 Hz 100 kw GENSET</th>
<th>ITEM 2 - 400 AMP TRANSFER SWITCH</th>
<th>ITEM 3 - 60 Hz 60 kw GENSET</th>
<th>FREIGHT</th>
<th>TOTAL EXTENDED BID</th>
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</thead>
<tbody>
<tr>
<td>Pacific Power Generation</td>
<td>$24,970.00</td>
<td>$3,100.00</td>
<td>$19,450.00</td>
<td>$1,500.00</td>
<td>$49,020.00</td>
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</table>

**DUE DATE:** August 5, 2009 @ 2:00 PM

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**KPB OFFICIAL:**
Mark Fowler, Purchasing & Contracting Officer
MEMORANDUM

TO: David R. Carey, Borough Mayor
FROM: Shane Horan, Director of Assessing
DATE: July 29, 2009
SUBJECT: Tax Adjustment Request Approval

The Kenai Peninsula Borough Assembly passed Ordinance 81-27 giving the Kenai Peninsula Borough Mayor authority to compile and approve Tax Adjustment Requests.

Attached is a spreadsheet of Tax Adjustment Requests required by changes in the tax assessment roll. These adjustments are being submitted to the Finance Department for processing.

I hereby certify that I have reviewed the Tax Adjustment Requests submitted for your signature and I find them to be proper and correct.

DATED: July 29, 2009

Shane Horan
Director of Assessing

APPROVED

David R. Carey
Borough Mayor