

City of Dillingham Action Memorandum

Agenda of: June 29, 2023

Action Memorandum No. 2023-17

Subject:

Approve Contract with Pape Material Handling for Hyster Forklifts Maintenance and Repair

City Manager: Recommend Approval

Signature: 

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

Bid opening checklist / scoring sheet
Notice of intent to award

Summary Statement:

The Hyster 1050 and Hyster 800 forklifts are primary equipment for off-loading pallets and barge items at the City Dock. Repairs and maintenance are vital to operation of the Dock which will be hindered if the forklifts are not repaired.

Per council directive RFP 2023-02 for Hyster 800 and Hyster 1050 repair and maintenance was posted June 10, 2023. City Attorney Brooks Chandler compiled the RFP package. Advertising was compressed on an emergency basis due to the 2023 dock season already in progress. RFP 2023-02 was advertised locally and run in one edition of the Bristol Bay Times on June 15, 2023. To accommodate a request for information the bid closing was extended from June 22, to June 26, 2023.

Evaluation of proposals was completed by a committee of three city employees and was based solely on the evaluation factors set out in the RFP.

Bid award to Pape Material Handling in the amount of \$145,579.84.

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Summary Statement continued:

PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council
on _____.

Mayor

ATTEST:

[SEAL]

City Clerk

Route to	Department Head	Date
	Finance Director	
X	City Clerk	