



# CITY OF NORTH POLE *Alaska*

## REGULAR CITY COUNCIL MEETING Tuesday, January 3, 2017

### **MAYOR**

Bryce Ward – Borough Rep  
888-4444

### **CITY CLERK**

Kathy Weber, MMC  
488-8583

### **COUNCIL MEMBERS**

Kevin McCarthy- Alt Dep Mayor Pro Tem	590-0800
Avery Thompson	388-5351
David Skipps	750-5106
Santa Claus	388-3836
Thomas McGhee – Mayor Pro Tem	455-0010
Doug Isaacson - Deputy Mayor Pro Tem	322-3133

1. **Call to Order/Roll Call**
2. **Pledge of Allegiance to the US Flag**
3. **Invocation**
4. **Approval of the Agenda**
5. **Approval of the Minutes**
6. **Communications from the Mayor**
7. **Council Member Questions of the Mayor**
8. **Communications from Department Heads, Borough Representative and the City Clerk**
9. **Ongoing Projects Report**
10. **Citizens Comments (Limited to Five (5) minutes per Citizen)**

**11. Old Business.**

- a. Ordinance 16-29, An Ordinance of the North Pole City Council amending the 2016 Operating Budget

**12. New Business**

- a. Request for approval to purchase 2 patrol vehicles through the State of Alaska Fleet vehicle bid in the amount of \$56,782
- b. Request for approval of tuition reimbursement for Officer Jed Smith in the amount of \$675
- c. Recommendation to accept Pollen Environmental, LLC's 2017 Wastewater Compliance Monitoring professional services proposal
- d. Recommendation to accept NTL's 2017 Sanitary Survey professional services proposal

**13. Council Comments**

**14. Adjournment**

*The City of North Pole will provide an interpreter at City Council meetings for hearing impaired individuals. The City does require at least 48 hours' notice to arrange for this service. All such requests are subject to the availability of an interpreter. All City Council meetings are recorded on CD. These CD's are available for listening or duplication at the City Clerk's Office during regular business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m. or can be purchased for \$10.00 per CD. The City Clerk's Office is located in City Hall, 125 Snowman Lane, North Pole, Alaska.*



**Committee of the Whole – 6:30 P.M.  
Regular City Council Meeting – 7:00 P.M.**

A regular meeting of the North Pole City Council was held on Monday, December 19, 2016 in the Council Chambers of City Hall, 125 Snowman Lane, North Pole, Alaska.

**CALL TO ORDER/ROLL CALL**

Mayor Ward called the regular City Council meeting of Monday, December 19, 2016 to order at 7:05 p.m.

***There were present:***

**Mr. McCarthy** – Alt Dep Mayor Pro Tem

**Mr. Isaacson** - Deputy Mayor Pro Tem

**Mr. Thompson**

**Mr. McGhee** - Mayor Pro Tem

**Mr. Claus**

**Mr. Skipps**

**Mayor Ward** – Borough Rep

***Absent/Excused***

**Excused**

**Excused**

**PLEDGE OF ALLEGIANCE TO THE U.S. FLAG**

Led by Mayor Ward

**INVOCATION**

Invocation was given by Councilman McGhee

**APPROVAL OF AGENDA**

**Mr. McGhee** *moved to* **approve the agenda of December 19, 2016**

**Seconded by Mr. McCarthy**

**DISCUSSION**

None

**Mr. McGhee** *moved to* **amend under New Business to consent the following items:**

- b. Liquor License renewal for First Security Investments, Inc dba Pagoda Restaurant
  - c. Ordinance 16-29, An Ordinance of the North Pole City Council amending the 2016 Operating Budget
- Remove item 13 – Executive Session

**Seconded by Mr. McCarthy**

***On the amendment***

**Discussion**

None

**PASSED**

Yes: 5 – McGhee, McCarthy, Thompson, Skipps, Mayor Ward

No: 0

Absent: 2- Isaacson, Claus

***On the Agenda as amended***

**PASSED**

Yes: 5 – McGhee, McCarthy, Thompson, Skipps, Mayor Ward

No: 0

Absent: 2- Isaacson, Claus

**APPROVAL OF MINUTES**

**Mr. McGhee moved to approve the Minutes of December 5, 2016**

**Seconded by Mr. McCarthy**

**Discussion**

None

**PASSED**

Yes: 5 – McGhee, McCarthy, Thompson, Skipps, Mayor Ward

No: 0

Absent: 2- Isaacson, Claus

**COMMUNICATIONS FROM THE MAYOR**

December 17<sup>th</sup> was the Politicians with Power tools event at Christmas in Ice. The three local interior mayors were all present and had a grand old time carving ice. Please go vote for your favorite carving, all proceeds will go to the winning mayors non-profit of choice!

I was asked to participate in a phone interview with a radio station in New York City, they have called in the past and it was lots of fun, the unfortunate thing is that it was 5am Alaska time in order to be on the program.

The three local governments gave a presentation to the Interior Legislators at the Borough building on the 6<sup>th</sup> of December, Thank you to councilman Isaacson for being there to support the City of North Pole. Legislators have a big task in front of them this year with the budget.

The Borough had a Fire-EMS meeting last week where they went over changes for the future of the Fire-EMS contracts. To begin they stated they would not change anything this next year but that the year after that they are looking to make substantial changes. This will most likely not affect the City as we are the gold standard when it comes to EMS contracts. The City of North Pole provides its own ambulance, insurance and acts as a true contractor to the Borough. I will keep the council posted on changes.

I would like to wish everyone a Merry Christmas and a Happy New Year, see you all in January!

#### **COUNCIL MEMBER QUESTIONS OF THE MAYOR**

- None

#### **COMMUNICATIONS FROM DEPARTMENT HEADS, BOROUGH REPRESENTATIVE AND THE CITY CLERK**

##### **Fire Dept., Deputy Chief Coon**

- Elected secretary of the Fire Fighter Association.
- Volunteer received EMT status.
- Responded to the Ice Alaska fire on Friday morning.

##### **Finance, Tricia Fogarty**

- Financials are on the dais for the councilmembers.
- Wished everyone a Merry Christmas.

##### **Director of City Services, Bill Butler**

###### **Building Department**

- No new projects submitted to the Building Department.

###### **Public Works**

- Public Works has begun building additional light decorations for the roundabouts--snowmen.
- Public Works is in need of a new boiler—they recently had another failure of their boiler.

- Quotes have been requested from three mechanical contractors.
- The Public Works shop is critical infrastructure necessary for the City's emergency response and a reliable boiler is critical.
- Public Works is also investigating the cost of an emergency generator to power the Public Works shop in to keep the facility operational in an emergency.

### **Utility Department**

- Last week, the Utility received its first state audit of the Industrial Pretreatment Program
- Because the Utility accepts wastewater from industries it is mandated by the Clean Water Act to have an IPP program.
- The IPP program provides a framework for the Utility to place restrictions on industrial customers to reduce negative impacts upon the treatment system.
- Will receive feedback from the state in 60 to 90 days.
  - Utility's two new emergency generators were delivered on Friday.
- Contractor (Totem) provided 45 KW generators versus the 35 KW we ordered.
- The larger generators provide the Utility with greater flexibility

### **Natural Gas Utility Board**

- IGU is still in tough negotiations with AIDEA concerning the merger with Fairbanks Natural Gas (FNG)
  - Major sticking point is AIDEA's position that they must receive immediate repayment of the ~\$60M paid for FNG to allow the Interior Energy Project to proceed.
  - Immediate payment of the \$60M will consume the flexible state funding needed by IGU to construct Phases 2 & 3.
  - Without Phases 2 & 3, the customer base for IGU may be too small for IGU to be a successful utility that can provide gas at the promised \$15/mcf and with no path for future expansion to construct Phases 4, 5, & 6.

### **Borough Representative**

- Ordinance 2016-60 Amending the Boroughs complaint ordinance passed. This ordinance removes the need for someone to have "standing" in order to report a violation of Borough Code. Interestingly the old code restricted a code enforcement officer from being able to enforce a Borough code violation even if they witnessed the violation unless they had standing or lived in the neighborhood.

- Ordinance 2016-68 reauthorized the Economic Development Commission, of which the Mayors all are members.

**City Clerk's Office, Kathy Weber**

**City Clerk-**

- Presented certificates of appreciation to the election workers in October:
  1. Jo Small
  2. Barbara Sevier
  3. Sharon Kubacki
  4. Dianne Doody
  5. Agens Beavers
  6. Terry Huissman
- We will be bringing housekeeping ordinances to council in the New Year to bring our code into compliance. There are sections of the code that reference marijuana that will need to be deleted since the passing of the initiative in October.
- Year end is fast approaching and we are already in the process of packing up 2016 and getting ready for the 2017 files.
- We now have over 2,335 Facebook followers.
- New Year's Baby- People have been bringing in items for the New Year's Baby. Those items include a diaper bag, burp clothes, sparkling cider, receiving blankets, book, diaper cake. Contest rules are posted on Facebook.
- Upcycle design challenge is where you take old things and make them into something new. Participants are asked to send a picture of their upcycle design so we can post it online. Instructions are posted on Facebook. The prize is a gift card to Michael's.
- Will be attending the Senior Luncheon on Wednesday to swear in officers for 2017.
- Last day of school is tomorrow and it is early outs so kids will be dismissed early.
  - Elementary – 2:00
  - NPMS - 1:00
  - NPHS - 12:45

**HR-**

- We have many employees that will be gone through the New Year for vacation with family. Please be patient with those of us that are here.
- We have two positions open with the City. In the Fire Department we have a Lt. position and in the Police Department there is a Police Officer position. Both positions are open until filled.

- Next meeting will be held on Tuesday, January 3, 2017.
- Wish everyone a Merry Christmas and Happy New Year!
- 6 days until Christmas.

### **ONGOING PROJECTS**

- None

### **CITIZENS COMMENTS**

- None

### **NEW BUSINESS**

#### **RECOMMENDATION TO AWARD FUEL BID TO ALASKA FUEL DISTRIBUTORS DUE TO SOURDOUGH FUEL WITHDRAWING THEIR BID.**

Mr. Butler said that there were problems with the insurance request from Soughdough Fuel. The 2<sup>nd</sup> bidder is Alaska Fuel Services and Mr. Butler asked the council to award to them.

#### **Public Comment**

None

**Mr. McGhee *moved to* approve recommendation to award fuel bid to Alaska Fuel Services due to Sourdough Fuel withdrawing their bid**

**Seconded *by* Mr. McCarthy**

#### **Discussion**

None

#### **PASSED**

Yes: 5 – McGhee, McCarthy, Thompson, Skipps, Mayor Ward

No: 0

Absent: 2- Isaacson, Claus

### **Council Comments**

Mr. Skipps – Thanked everyone on the council and will become more involved.

Mr. McGhee – wished everyone and Merry Christmas and Happy New Year. He encouraged everyone to drive by his house and see the lights and music.



Mr. McCarthy – Merry Christmas and Happy New Year.

Mr. Thompson – Merry Christmas and Happy New Year.

Mayor Ward - Merry Christmas and Happy New Year.

**Mr. McGhee** *moved to adjourn the meeting at 8:09 p.m.*

**Seconded by Mr. Skipps**

The regular meeting of Monday, December 19, 2016 adjourned at 8:09p.m.

**These minutes passed and approved** by a duly constituted quorum of the North Pole City Council on Tuesday, January 3, 2017.

---

Bryce J. Ward, Mayor

**ATTEST:**

---

Kathryn M. Weber, MMC  
North Pole City Clerk

**CITY OF NORTH POLE  
ORDINANCE 16-29**

**AN ORDINANCE OF THE NORTH POLE CITY COUNCIL AMENDING  
THE 2016 OPERATING BUDGET**

**WHEREAS**, pursuant to City of North Pole Home Rule Charter Section VI the Mayor has proposed an operating budget with anticipated income and expenditures of the City during the next fiscal year; and

**WHEREAS**, The City of North Pole has established budgets for the City Debt Service, Non-Major and Community Funds that are outside of the general operating, capital and vehicle fleet-reserve budgets; and

**WHEREAS**, The Budget is a living document that needs to be adjusted as needed to reflect actual conditions; and,

**WHEREAS**, the following fiscal note reflects the changes needed to maintain budget authorization and compliance as directed by the council.

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of North Pole:

**Section 1.** This ordinance is of a special nature and shall not be included in the North Pole Code of Ordinances.

**Section 2. Effective date.** This ordinance shall become effective January 2, 2017.

**PASSED AND APPROVED** by a duly constituted quorum of the North Pole City Council this 3rd day of January, 2017.

\_\_\_\_\_  
Bryce J. Ward, Mayor

ATTEST:

\_\_\_\_\_  
Kathryn M. Weber, MMC  
North Pole City Clerk

PASSED/FAILED Yes: No: Absent:
-----------------------------------------



# City of North Pole, Alaska

**Fiscal Note Year:2016**

<b>Accompanying Ordinance Resolution:</b>	ORD 16-29	
<b>Originator/Sponsor:</b>	Mayor Bryce Ward	
<b>Date:</b> 12-14-16	12-14-16	
<b>Does the Ordinance or Resolution have a fiscal impact?</b>	<b>YES</b>	<b>NO</b>

<b>Account Description</b>	<b>Account No.</b>	<b>2016 Budget Amendments</b>
Fire Dept Equipment	1-54-6-600	+540
Fire Dept Recruitment	1-54-5-505	+712
Fire Dept Wages	1-54-1-001	-1,500
Fire Dept Overtime	1-54-1-007	+1,500
Fire Department Electricity	1-54-3-305	-1,252
Admin Office equipment	1-51-3-335	+3,000
Admin Operational supplies	1-51-3-340	-3,000
Sewer Phone and Data	42-12-3-320	+3,000
Sewer Electric	42-12-3-305	-3,000

**Summary:** (Brief description of proposed alterations as defined by accompanying ordinance or resolution. Where did the money come from and how will it be used). Proposed changes to ensure compliance with the 2016 budget. Funds are proposed to be moved within the fund- department and do not affect the departments overall budget bottom line. Budget variances that are or are expected to exceed \$500 were considered for this amendment

**Prepared By:** Bryce Ward **Date:** 12-14-16

**Finance Approval:** Out of town **Date:** \_\_\_\_\_

**NOTE-** Fiscal notes attached to an ordinance are considered amendments to the budget and do not require an additional approval for insertion into the budget document.



**North Pole Police Dept.  
125 Snowman Ln.  
North Pole, AK 99705**

**Chief Steve Dutra  
Phone: 907-488-8459  
Fax: 907-488-5299**

December 27, 2016

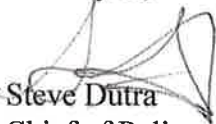
To: North Pole City Council  
Kathy Weber, NPMC

Re: Purchase of 2 patrol cars

I am writing this letter in order to request permission to purchase two vehicles through the State of Alaska Fleet vehicle bid awarded August 7, 2015. As per City Code this Contract Award Number CA1991-16 meets or exceeds the bid requirements listed in North Pole City Code.

The cost of each vehicle, including the two add-ons, will be \$28,391. This brings the total for the two vehicles to \$56,782.00. We presented the purchase of these two vehicles in our 2017 budget. The funds being used will come from Police Vehicle Fleet Fund 51.

Thank you,

  
Steve Dutra  
Chief of Police



<div>CONTRACT AWARD</div>		<div>STATE OF ALASKA</div> <div>HQ, STATE EQUIPMENT FLEET (Contracting Authority)</div> <div>2200 E. 42nd Avenue</div> <div>Anchorage, Alaska 99508</div>		<div>CONTRACT AWARD NUMBER</div> <div>CA1991-16</div>	
ORDERING DEPARTMENT: HEADQUARTERS, STATE EQUIPMENT FLEET 2200 E. 42ND AVENUE ANCHORAGE, ALASKA 99508 (907) 269-0793 PHONE / (907) 269-0801 FAX			DATE OF CONTRACT: AUGUST 24, 2015  DATE INITIAL CONTRACT BEGINS: AUGUST 7, 2015  DATE INITIAL CONTRACT ENDS: AUGUST 7, 2016  NUMBER & PERIOD OF RENEWALS: THREE 1-YEAR RENEWALS  RENEWALS EXPIRE (MO/YR): AUGUST 7, 2019  ISSUED IN ACCORDANCE WITH BID # SEF- 1991      DATED: JULY 2, 2015  ESTIMATED VALUE OF INITIAL TERM: \$1,750,000.00		
CONTRACTOR: CAL WORTHINGTON FORD  ADDRESS: 431 UNGA STREET ANCHORAGE, ALASKA 99501  CONTACT NAME: RAY MARCUM  PHONE NUMBER: 907-793-8213  E-MAIL: FLEETOIL@AOL.COM					
SEND INVOICES IN DUPLICATE TO: STATE EQUIPMENT FLEET, 2200 E. 42ND AVENUE, ANCHORAGE AK 99508					
THIS ORDER CONSTITUTES A BINDING COMMITMENT BETWEEN THE STATE AND THE CONTRACTOR LISTED HEREON. UNAUTHORIZED MODIFICATION WITHOUT THE EXPRESSED PRIOR APPROVAL OF THE CONTRACTING AUTHORITY WILL RESULT IN A FINANCIAL OBLIGATION ON THE CONTRACTOR AND/OR UNAUTHORIZED STATE PERSONNEL MAKING THE CHANGE.					
<div>DESCRIPTION</div> <div> CONTRACT FOR FORD POLICE VEHICLES  CONTRACTING OFFICER: ANNE RITALA  (907) 269-0791 PHONE  ANNE.RITALA@ALASKA.GOV   SECTION I - SPECIAL TERMS AND CONDITIONS  SECTION II - STANDARD TERMS AND CONDITIONS  SECTION III - SPECIFICATIONS  SECTION IV - BID PRICE SCHEDULE </div>					
CONTRACTING AUTHORITY NAME & TITLE ANNE RITALA, CONTRACTING OFFICER II			SIGNATURE		
CONTRACTOR AUTHORITY NAME RAY MARCUM			SIGNATURE On File		
<div>IMPORTANT</div> <div> 1. Contract award number and ordering department name must appear on all invoices and documents relating to this order.  2. The State is registered for tax free transactions under Chapter 32, IRS Code Registration No. 92-601185. Items are for the exclusive use of the State and not for resale. </div>					

**1.0 CONTRACT INTENT:** Contract for Ford police vehicles.

- 1.1 Contract Period: One Year with Three (1) One-Year Renewals
- 1.2 Location of Use: Statewide
- 1.3 Warranty locations: At a minimum Anchorage and Fairbanks
- 1.4 In addition to the State of Alaska requirements, the Municipality of Anchorage and other Alaska political subdivisions may cooperatively purchase from the resulting contract.
  - 1.4.1 At no time may the contractor change the terms and conditions, alter the price to another entity, which differs from the contractual price, nor charge undisclosed administrative fees to allow cooperative purchasing.

**2.0 DELIVERY:**

- 2.1 **Pre-delivery service:** Prior to delivery, each vehicle, piece of equipment or attachment shall be serviced and inspected by the dealer or his agent. Inspection must include the following (as applicable to the type of equipment):
  - 2.1.1 Dealer and vehicle identification.
  - 2.1.2 Check-off of service and inspection performed including a list of all fluids including type weight and specification that are in the equipment as delivered for all fluid compartments.
  - 2.1.3 The vehicle's crankcase, differential and transmission, and other fluid compartments shall be filled to the manufacturer's recommended capacity.
  - 2.1.4 Fuel tank shall be filled to at least register a minimum  $\frac{1}{4}$  full on the fuel gauge, unless restricted by the commercial carrier, when the vehicle arrives at the delivery location.
  - 2.1.5 The vehicle shall be clean and free from defects when delivered and should be ready for immediate and continued use upon delivery.
  - 2.1.6 Units delivered in an incomplete state, or which have deficiencies per the specification, are subject to the damage charges as noted in paragraph 4.0 below.
- 2.2 **Inspections:**
  - 2.2.1 The State's inspection of all materials and equipment upon delivery is for the sole purpose of identification. Such inspection shall not be construed as final or as acceptance of the materials or equipment if materials or equipment do not conform to Contract requirements. If there are any apparent defects in the materials or equipment at the time of delivery, the State will promptly notify the Contractor thereof. Without limiting any other rights of the State, The State at its option, may require the Contractor to:
    - 2.2.1.1 repair or replace at contractor's expense, any or all of the damaged goods,
    - 2.2.1.2 refund the price of any or all of the damaged goods, or
    - 2.2.1.3 accept the return of any or all of the damaged goods.
  - 2.2.2 Costs of remedying all defects, indirect and consequential costs of correcting same, and/or removing or replacing any or all of the defective materials or equipment will be charged against the bidder.
- 2.3 **Acceptance:**
  - 2.3.1 Units will not be considered "Accepted" until all deficiencies have been corrected.
- 2.4 **Delivery Receipt:**
  - 2.4.1 A delivery receipt will be required. The receipt must be filled out by the vendor, and acknowledged by state receiving personnel by signature and date of actual receipt of equipment. One copy of this delivery receipt is to be given to the state-receiving agency.
  - 2.4.2 Vendors are cautioned and advised that such delivery forms or other receiving type documents will not in any way be construed to mean the state has formally and fully accepted unit(s) referenced

thereon as complete and meeting every specification set forth. Only the Contracting Officer or designee may sign warranty documentation.

### **3.0 F.O.B. POINT:**

- 3.1 The F.O.B. point is as listed in Section IV, Bid Schedule. Ownership of and title will remain with the contractor until delivery is complete to final destination and accepted by the State. Equipment is not to be driven on the Alcan Highway without prior written approval from the contracting officer.
- 3.2 Shipping must be consolidated for the best possible price. Shipping items separately must be pre-approved by the Contracting Officer PRIOR to shipment. For example, GP Bucket or Spare Tire not being shipped with host unit must be pre-approved.

### **4.0 DAMAGES FOR LATE DELIVERY AND NON-CONFORMING GOODS:**

- 4.1 Time is of the essence in this contract. The Bidder is expected to deliver goods that conform in all material respects to the contract specifications on or before the date provided therein, as may be amended by written agreement of the parties.
- 4.2 In the event that the equipment is delivered late or does not conform to the contract specifications, the State shall be entitled to offset against the Contract Price, as liquidated damages and not as a penalty, an amount equal to the cost of renting like equipment, multiplied by the number of calendar days elapsing between the delivery date provided in the bid schedule and the delivery date to the State. In the case of equipment in this class, that daily rental fee is determined to be \$50.00. The number of days for which liquidated damages shall apply shall include, in the case of non-conforming goods, the time reasonably necessary for the State to perform inspection.
- 4.3 These liquidated damages represent a reasonable estimate of amounts necessary to compensate the State for loss of use of the goods during the period in which the goods would have been available to the State if conforming goods had been timely delivered.

### **5.0 EQUIPMENT RELIABILITY:**

- 5.1 Reliability of equipment is of paramount importance to the State. It is the policy of SEF to require minimum levels of reliability from owned or leased equipment for it to be considered acceptable. Equipment offered for this bid must be capable of meeting the acceptable reliability standard stated below.
- 5.2 Acceptable Reliability: The State will monitor equipment reliability. Acceptable reliability for this contract is achieved when a machine achieves or maintains a Reliability Ratio (RR) equal to or exceeding the following:
  - 5.2.1 .90 (90 percent) RR during any consecutive 12-months (365 days) during the warranty period.
  - 5.2.2 .75 (75 percent) RR per operational month (recognizing operational as subject to weather and being defined by calendar days) during the consecutive 12-month period.
  - 5.2.3 A RR below the state percentages does not meet minimum reliability requirements for state owned equipment.

### **6.0 WARRANTY:**

- 6.1 **Standard Warranty Package:** Unless otherwise stipulated by this ITB, the successful bidder will provide:
  - 6.1.1 Full (100%) Parts and Labor Warranty Coverage of all components for 36 months (three years)/36,000 miles (whichever comes first), from the date the unit is placed in service at the assigned location.
  - 6.1.2 Full (100%) Warranty Coverage includes all cost of labor, parts, freight, lubricants, miscellaneous cost, etc., to place the unit in like-new condition.
  - 6.1.3 Powertrain Warranty on pursuit rated vehicles for 60 months (five years)/100,000 miles (whichever comes first).
  - 6.1.4 Powertrain Warranty on non-pursuit rated vehicles for 60 months (five years)/60,000 miles (whichever comes first).
  - 6.1.5 Should the manufacturer's standard warranty exceed the minimum State warranty requirements, the manufacturer's warranty will run in conjunction with and enhance the State's warranty, then continue for the remainder of its term.



- 6.1.6 For clarification, warranty does not apply to normal wear and tear or maintenance items, accident damages, misuse of equipment or failure to operate or maintain equipment as prescribed by vendor/manufacturer.
- 6.1.7 Warranty on Attachments: Same as Standard Warranty Package.
- 6.1.8 In-Service Date: Warranty on vehicles not placed in service immediately upon receipt because of time lag to construct body components and/or installation of special equipment, or due to seasonal usage or other delay, shall be warranted from the date the vehicle is placed in service. The receiving agency shall notify the vendor/manufacturer in writing of the actual "in service" date. Notification of the requirement for delayed warranty will be provided on delivery orders whenever possible.

## **6.2 Warranty Claims:**

- 6.2.1 Warranty will be provided at the unit's assigned (in-service) location. Because of the remote location of some equipment it is not always practical to deliver equipment to authorized warranty repair facilities. In these cases, the vendor may perform warranty work at the state's location or, the State of Alaska, at its discretion, reserves the right to perform the warranty work and be reimbursed by the vendor. If travel is required by State personnel to perform the work, actual costs will be used for reimbursement.
- 6.2.2 The State of Alaska has established a warranty procedure whereby the vendor is to be notified via letter, email, or fax, that warranty work needs to be performed. If time is of the essence, a telephone call confirmed by one of the above written procedures may be utilized.
- 6.2.3 The vendor must notify the state within 24 hours of verbal or written notification that it will begin to perform the warranty work at the equipment location.
- 6.2.4 The State may, at its discretion, proceed to make warranty repairs with its own work force in the case of emergency situation or to preclude excessive downtime (greater than 24 hours). The State will require a PO to perform the warranty work.
- 6.2.5 Failure to notify the State that the vendor intends to begin to perform warranty is considered a contractual breach.
- 6.2.6 The vendor will be invoiced for required warranty work performed by the state. Warranty work performed by the state will be charged at the current SEF shop labor rate at the time of the repair. Actual repair time will be used.

## **6.3 Warranty Performed by Vendor:**

- 6.3.1 The State will reimburse travel costs not reimbursed by the manufacturer for travel to and from the bidder's closest warranty service center within the State of Alaska to the location of the equipment under warranty. Travel costs will be billed as follows:
  - 6.3.1.1 Mileage Charge: Mileage will only be reimbursed for travel within Alaska at the rate allowable by the IRS.
  - 6.3.1.2 Meals are paid at actual and charges must be accompanied by receipts and are not to exceed the State authorized \$60.00 per day.
  - 6.3.1.3 Transportation, such as airfare, shall be reimbursed at actual and all charges are to be accompanied by a receipt/copy of the coach ticket.
  - 6.3.1.4 Lodging shall be reimbursed at actual and shall not exceed \$150.00 per night unless no other lodging is available. Requests for reimbursement must be accompanied by a receipt.
- 6.3.2 Travel will only be reimbursed for time in Alaska.
- 6.3.3 After hours, weekend and holiday travel must be approved by the contracting officer to be considered for reimbursement. The State will not pay for weather delays.

## **6.4 Authorized Warranty (Contractor/Bidder):**

- 6.4.1 Contractor (bidder) must have Authorized Warranty Dealer that has all required licenses, facilities and factory certified and trained personnel necessary to perform the warranty servicing and repair

work.

Provide name and address for each Authorized Warranty Dealer for each location.

- (\*) Kendall Ford, 2701 E Mountain Village Dr., Wasilla, Alaska 99654
- Seekins Ford, 1625 Seekins Drive, Fairbanks, Alaska 99701

Provide contact name and contact information for Warranty Administrator:

- (\*) Seekins Ford, Tim Edsell 907-459-4000
- Worthington Ford, Brooks Axt, 907-276-5300
- Kendall Ford, 907-376-5656

Provide documentation of factory certified and trained personnel:

- (\*) Ford technicians are trained and certified

6.4.2 The ultimate responsibility for warranty lies with the contractor (bidder).

6.4.3 The State reserves the right to inspect the warranty facility and diagnostic equipment prior to issuing the Notice of Intent to Award a contract.

#### 6.5 **Factory Recall:**

6.5.1 Nationwide factory recall or product update programs are the responsibility of the vendor and/or manufacturer. The State will attempt to bring affected equipment to an authorized repair facility. However, because of the remoteness of some equipment this is not always practicable or economical. In such cases, factory recall and modification work will be handled the same as warranty work. Factory recall notices sent to the state should, in addition to serial number, include model, year, and dealer.

### 7.0 **REPAIR ORDERS AND DOCUMENTATION:**

7.1 Any work performed by the contractor or approved subcontractor, whether warranty or any other work on a piece of equipment purchased under this ITB, will require a copy of the repair order, any invoices showing parts and commodities including oils and types used.

### 8.0 **PUBLICATIONS:**

8.1 Paper publications are to be received by the State at the time of delivery. Delivery will not be considered complete until the publications for each unit have been received by the State of Alaska. Note: Publications, when required, will be ordered on the same Purchase Order as the unit itself.

8.1.1 All paper manuals are to be pre-assembled in factory binders prior to delivery.

8.1.2 Electronic publications may be requested.

8.2 Standard OEM Owner's Manual

8.3 **Service Bulletins, Etc.:** The successful bidder must provide appropriate service bulletins, technical support bulletins, service letters, product support bulletins, and/or any other information type notifications that are sent out to the vendor or used by the manufacturer in the maintenance and report of the vehicle, equipment or attachments being provided. The intent of this clause is that the State of Alaska be provided notification of any and all changes or improvement's that may affect the maintenance, reliability, longevity, and safety of our equipment.

9.0 **STATEMENT OF ORIGIN:** The bidder will be required to furnish a Manufacturer's Statement of Origin for Automotive or Non-Automotive rolling stock for each unit. All such documents shall be delivered with the invoice to:

DOT&PF, HQ State Equipment Fleet  
2200 E. 42<sup>nd</sup> Avenue Room #318  
Anchorage, Alaska 99508

10.0 **WEIGHT VERIFICATION SLIPS:** If required in the Bid Price Schedule, a weight scale ticket of the completed unit will be included with the Statement of Origin.

### 11.0 **PRICE:**

- 11.1 **Price Guarantee:** The Contractor is responsible to maintain prices under the contract firm for model year. All price increases or decreases must remain firm for the following model year.
- 11.2 **NO RETROACTIVE PRICE INCREASES WILL BE ACCEPTED.**
- 11.3 Price adjustments, increases or decreases, for subsequent orders, may be made by providing the Contracting Officer satisfactory evidence that all of the following conditions exist:
- 11.3.1 The increase is a result of the increased cost at the manufacturer's level and not costs under the contractor's control, and that;
- 11.3.1.1 The increase will not produce a higher profit margin for the contractor than that on the original contract, and that;
- 11.3.1.2 The increase affects only the item(s) that are clearly identified by the contractor.
- 11.3.1.3 Satisfactory forms of the evidence of the above facts may include a certified invoice from the manufacturer, or an affidavit from an independent professional price-tracking firm that is recognized by the industry as reputable and knowledgeable. The contractor must be able to show the difference between the prior year's price and the current difference in the price being requested.
- 11.4 **Price Decreases:** During the period of the contract, the Contractor must pass on to the state all price decreases, such as fleet rebates. A Contractor's failure to adhere strictly and faithfully to this clause will be considered a material breach of contract. The state reserves the right to cancel the contract if the contractor fails to properly perform the duties set out herein.
- 11.5 **Manufacturer's Rebate (Incentives):**
- 11.5.1 In any circumstance during or prior to completion of the contract, whereupon the State of Alaska becomes eligible to receive a rebate for any vehicle purchased under this contract, it shall be the BIDDER'S responsibility to inform the Contracting officer in writing and to advise the procedures for obtaining such rebates.

## **12.0 REPLACEMENT PARTS AND REPAIRS:**

- 12.1 This contract encompasses a full parts and labor contract for manufacturer parts and repairs for the entire warranty period.
- 12.2 The State of Alaska shall expect the dealer or manufacturer to provide replacement wear parts at their authorized warranty facilities for the entire warranty period within seven (7) days of order. All other parts must be available within ten (10) working days.
- 12.3 Back order procedures: Back orders are acceptable; however, the ordering shop shall be appraised at time of original orders as to the expected delay in delivery.
- 12.4 Warranty: All products supplied by the contractor shall be warranted against defects in materials and workmanship for a minimum of 90 days, commencing at the time of installation as long as the installation is within 12 months of purchase. The cost of any defective product and the labor required to replace the defective product shall be the obligation of the contractor.
- 12.4.1 If the manufacturer's warranty exceeds the stated warranty then manufacturer's warranty supersedes.
- 12.4.2 Parts Return: Within 12 months of the invoice date, the State is to be allowed to return new parts with full refund, less actual shipping charges. **Cores returned within 12 months of original invoice date will receive full core credit.** Returned parts will be in new, resellable condition. Refund will be in the form of a credit/invoice credited to the SOA account with the vendor.
- 12.4.3 Invoicing: Full description of item is required on all invoices, packing lists and billings.

SECTION II  
STANDARD TERMS & CONDITIONS

---

- 1.0 COMPLIANCE:** In the performance of a contract that results from this ITB, the contractor must comply with all applicable federal, state, and borough regulations, codes, and laws; be liable for all required insurance, licenses, permits and bonds; and pay all applicable federal, state, and borough taxes.
- 2.0 SUITABLE MATERIALS, ETC.:** Unless otherwise specified, all materials, supplies or equipment offered by a bidder shall be new, unused, and of the latest edition, version, model or crop and of recent manufacture.
- 3.0 FIRM OFFER:** For the purpose of award, offers made in accordance with this ITB must be good and firm for a period of ninety (90) days from the date of bid opening.
- 4.0 EXTENSION OF PRICES:** In case of error in the extension of prices in the bid, the unit prices will govern; in a lot bid, the lot prices will govern.
- 5.0 CONSOLIDATION OF AWARDS:** Due to high administrative costs associated with processing of purchase orders, a single low bid of \$50 or less may, at the discretion of the State, be awarded to the next low bidder receiving other awards for consolidation purposes. This paragraph is not subject to the protest terms enumerated in "INSTRUCTION TO BIDDERS", "FILING A PROTEST" above.
- 6.0 CONTRACT FUNDING:** Bidders are advised that funds are available for the initial purchase and/or the first term of the contract. Payment and performance obligations for succeeding purchases and/or additional terms of the contract are subject to the availability and appropriation of funds.
- 7.0 CONFLICT OF INTEREST:** An officer or employee of the State of Alaska may not seek to acquire, be a party to, or possess a financial interest in, this contract if (1) the officer or employee is an employee of the administrative unit that supervises the award of this contract; or (2) the officer or employee has the power to take or withhold official action so as to affect the award or execution of the contract.
- 8.0 ASSIGNMENT(S):** Assignment of rights, duties, or payments under a contract resulting from this ITB is not permitted unless authorized in writing by the procurement officer of the contracting agency. Bids that are conditioned upon the State's approval of an assignment will be rejected as nonresponsive.
- 9.0 FORCE MAJEURE (Impossibility to perform):** The parties to a contract resulting from this ITB are not liable for the consequences of any failure to perform, or default in performing, any of its obligations under the contract, if that failure or default is caused by any unforeseeable Force Majeure, beyond the control of, and without the fault or negligence of, the respective party. For the purposes of this ITB, Force Majeure will mean war (whether declared or not); revolution; invasion; insurrection; riot; civil commotion; sabotage; military or usurped power; lightning; explosion; fire; storm; drought; flood; earthquake; epidemic; quarantine; strikes; acts or restraints of governmental authorities affecting the project or directly or indirectly prohibiting or restricting the furnishing or use of materials or labor required; inability to secure materials, machinery, equipment or labor because of priority, allocation or other regulations of any governmental authorities.
- 10.0 CONTRACT EXTENSION:** Unless otherwise provided in this ITB, the State and the successful bidder/contractor agree: (1) that any holding over of the contract excluding any exercised renewal options, will be considered as a month-to-month extension, and all other terms and conditions shall remain in full force and effect and (2) to provide written notice to the other party of the intent to cancel such month-to-month extension at least thirty (30) days before the desired date of cancellation.
- 11.0 DEFAULT:** In case of default by the contractor, for any reason whatsoever, the State of Alaska may procure the goods or services from another source and hold the contractor responsible for any resulting excess cost and may seek other remedies under law or equity.
- 12.0 DISPUTES:** If a contractor has a claim arising in connection with a contract resulting from this ITB that it cannot resolve with the State by mutual agreement, it shall pursue a claim, if at all, in accordance with the provisions of AS 36.30.620 – 632.
- 13.0 CONSUMER ELECTRICAL PRODUCT:** AS 45.45.910 requires that "...a person may not sell, offer to sell, or otherwise transfer in the course of the person's business a consumer electrical product that is manufactured after August 14, 1990, unless the product is clearly marked as being listed by an approved third party certification program." Electrical consumer products manufactured before August 14, 1990, must either be clearly marked as being third party certified or be marked with a warning label that complies with AS 45.45.910(e). Even exempted electrical

products must be marked with the warning label. By signature on this bid the bidder certifies that the product offered is in compliance with the law. A list of approved third party certifiers, warning labels and additional information is available from: Department of Labor and Workforce Development, Labor Standards & Safety Division, Mechanical Inspection Section, P.O. Box 107020, Anchorage, Alaska 99510-7020, (907)269-4925.

- 14.0 SEVERABILITY:** If any provision of the contract is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected; and, the rights and obligations of the parties will be construed and enforced as if the contract did not contain the particular provision held to be invalid.
- 15.0 GOVERNING LAW; FORUM SELECTION:** A contract resulting from this ITB is governed by the laws of the State of Alaska. To the extent not otherwise governed by section 17 of these Standard Terms and Conditions, any claim concerning the contract shall be brought only in the Superior Court of the State of Alaska and not elsewhere.
- 16.0 NEW EQUIPMENT:** Equipment offered in response to this ITB must be new equipment. New equipment means equipment that is currently in production by the manufacturer and is still the latest model, edition or version generally offered. The equipment must be warranted as new by the manufacturer and may not have been used for any purpose, other than display (not demonstration), prior to its sale to the state. The state will not accept remanufactured, used, or reconditioned equipment. It is the contractor's responsibility to ensure that each piece of equipment delivered to the state complies with this requirement. A contractor's failure to comply with this requirement will cause the state to seek remedies under breach of contract.
- 17.0 ACCESSORIES:** When accessories are supplied, they must be certified to be compatible with the rest of the equipment. Certification will be written evidence satisfactory to the state that the accessories are compatible. The bidder's failure to supply this evidence within the time required by the state will cause the state to consider the bid non-responsive and reject the bid.
- 18.0 INSPECTION:** Equipment offered for lease may be subject to inspection and approval by the state prior to the award of the ITB. The equipment and attachments must be in good repair and capable of performing the work for which they were designed.
- 19.0 ALTERATIONS:** The contractor must obtain the written approval from the contracting officer prior to making any alterations to the specifications contained in this ITB. The state will not pay for alterations that are not approved in advance and in writing by the contracting officer.
- 20.0 DISCONTINUED ITEMS:** In the event an item is discontinued by the manufacturer during the life of the contract, another item may be substituted, provided that the contracting officer makes a written determination that it is equal to or better than the discontinued item and provided that it is sold at the same price or less than the discontinued item.
- 21.0 ITEM UPGRADES:** The state reserves the right to accept upgrades to models on the basic contract when the upgrades improve the way the equipment operates or improve the accuracy of the equipment. Such upgraded items must be at the same price as the items in the basic contract.
- 22.0 DELIVERY TIME:** The elapsed time between the time the state places an order and the time that order is actually shipped from the contractor's place of business must be entered in space provided under "BID SCHEDULE". This processing time is to remain constant throughout the life of the contract(s).
- 23.0 DELIVERY CONFIRMATION:** Bidders must obtain a confirmation from the manufacturer that the items offered are scheduled for production in sufficient time to meet the scheduled delivery dates. A copy of the manufacturer's confirmation may be included with the bid or submitted within 10 days of the state's request. The bidder's failure to provide the manufacturers confirmation as required will cause the state to consider the bid non-responsive and reject the bid.
- 24.0 THIRD-PARTY FINANCING AGREEMENTS NOT ALLOWED:** Because of the additional administrative and accounting time required of state agencies when third party financing agreements are permitted, they will not be allowed under this contract.
- 25.0 CONTINUING OBLIGATION OF CONTRACTOR:** Regardless of the terms and conditions of any third-party financing agreement, the contractor agrees that none of its responsibilities under this contract are transferable and that the

SECTION II  
STANDARD TERMS & CONDITIONS

---

contractor alone will continue to be solely responsible until the expiration date of the contract. Such responsibilities include, but are not limited to, the provision of equipment, training, warranty service, maintenance, parts and the provision of consumable supplies. By signature on the face page of this ITB the bidder acknowledges this requirement and indicates unconditional acceptance of this continuing obligation clause.

- 26.0 ESTIMATED QUANTITIES:** The quantities referenced in this ITB are the state's estimated requirements and may vary more or less from the quantities actually purchased. The state does not guarantee any minimum purchase. Orders will be issued throughout the contract period on an as-needed basis.
- 27.0 SERVICE CHARGES:** Regardless whether the contractor repairs equipment on-site or off-site, the state will not be liable for any charges associated with the repair of broken equipment, including, but not limited to, unhooking, disassembly, packaging, crating, repair, transportation, replacement, reassembly, or rewiring.
- 28.0 PARTS:** Only parts designed for the purpose they are being used, and warranted as new, may be used in the repair of state equipment.
- 29.0 COMPLETION OF SERVICE:** The service will not be complete and the equipment will not be considered serviced, repaired, or acceptable until it performs in compliance with the manufacturer's published performance specifications.
- 30.0 SERVICE TECHNICIAN QUALIFICATIONS:** Bidders must provide evidence that the person performing the service work is a manufacturer's authorized service technician; or, the bidder may provide evidence that they have contracted with a manufacturer's authorized service technician to perform the service work.

Acceptable evidence of the service technician's competence may take the form of a letter or certificate, signed by an authorized officer of the manufacturer, that the service technician has been trained and authorized by the manufacturer to provide manufacturer's authorized warranty service.

The bidder's failure to provide the evidence mentioned above, within the time required by the state, may cause the state to consider the bid non-responsive and reject the bid.

- 31.0 WORKMANSHIP & MATERIALS:** All work must be performed in a thorough and workmanlike manner and in accordance with current industry practices. The contractor will be held responsible for the quality of the finished item. The state will reject any item that does not meet the specifications of the ITB. Rejected items will be returned to the contractor at the contractor's risk and expense.
- 32.0 CONTRACT CANCELLATION:** The state reserves the right to cancel the contract at its convenience upon 30 calendar days written notice to the contractor. The state is liable only for payment in accordance with the payment provisions of this contract for services or supplies provided before the effective date of termination.
- 33.0 BILLING INSTRUCTIONS:** Invoices must be billed to the ordering agency's address shown on the individual Purchase Order, Contract Award or Delivery Order, not to the Division of General Services. The ordering agency will make payment after it receives the merchandise or service and the invoice. Questions concerning payment must be addressed to the ordering agency.
- 34.0 CONTINUING OBLIGATION OF CONTRACTOR:** Notwithstanding the expiration date of a contract resulting from this ITB, the contractor is obligated to fulfill its responsibilities until warranty, guarantee, maintenance and parts availability requirements have completely expired.
- 59.0 PAYMENT FOR STATE PURCHASES:** Payment for agreements under \$500,000 for the undisputed purchase of goods or services provided to a state agency, will be made within 30 days of the receipt of a proper billing or the delivery of the goods or services to the location(s) specified in the agreement, whichever is later. A late payment is subject to 1.5% interest per month on the unpaid balance. Interest will not be paid if there is a dispute or if there is an agreement that establishes a lower interest rate or precludes the charging of interest.
- 60.0 CONTRACT ADMINISTRATION:** The administration of this contract is the responsibility of State Equipment Fleet, Contracting Officer, Department of Transportation.
- 61.0 SHIPPING DAMAGE:** The state will not accept or pay for damaged goods. The contractor must file all claims against the carrier(s) for damages incurred to items in transit from the point of origin to the ultimate destination. The state will

provide the contractor with written notice when damaged goods are received. The state will deduct the cost of the damaged goods from the invoice prior to payment. The contractor must file all claims against the carrier(s) for reimbursement of the loss.

**62.0 INDEMNIFICATION:** The contractor shall indemnify, hold harmless, and defend the contracting agency from and against any claim of, or liability for error, omission or negligent act of the contractor under this agreement. The contractor shall not be required to indemnify the contracting agency for a claim of, or liability for, the independent negligence of the contracting agency. If there is a claim of, or liability for, the joint negligent error or omission of the contractor and the independent negligence of the Contracting agency, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. "Contractor" and "Contracting agency", as used within this and the following article, include the employees, agents and other contractors who are directly responsible, respectively, to each. The term "independent negligence" is negligence other than in the Contracting agency's selection, administration, monitoring, or controlling of the contractor and in approving or accepting the contractor's work.

**UNIT TYPE: *Ford Police Interceptor, Front Wheel Drive***

***Model P2L***

**APPLICATION:** To be used by the Alaska State Troopers on patrol duties. Weather variance from plus 100 degrees to minus 50 degrees Fahrenheit.

- 1.0 Engine: 3.5L V6
  - 1.1 2.0L EcoBoost V6 (priced as option)
- 2.0 Transmission: Automatic, 6-Speed w/OD
- 3.0 Starting Aids:
  - 3.1 Engine Block Heater
- 4.0 Brakes: To include anti-lock braking system and limited slip differential
- 5.0 Tires: Tires shall have a speed rating of V (149mph) or higher, with matching, full size spare tire and wheel securely mounted in trunk. (*per amendment 2*)
- 6.0 Body:
  - 6.1 Four (4) Doors
  - 6.2 Front license plate bracket
  - 6.3 Privacy glass, OEM
  - 6.4 Bumper to frame rail bracket kit (OEM Package 60B)
  - 6.5 To include heavy duty insulated black rubber matting on full floor area including front and back of passenger areas.
  - 6.6 Cruise Control & Tilt Steering OEM
  - 6.7 Power windows and door locks
    - 6.7.1 Rear door windows controlled by driver only, switch delete (OEM Package 67D)
  - 6.8 Ford SYNC with Reverse Sensing System (OEM Package 53M/76R) (priced as option)
  - 6.9 Rearview Camera (OEM Package 77B) (priced as option)
  - 6.10 Heated Mirrors
  - 6.11 AM/FM Radio
  - 6.12 Lighter and Ashtray:
    - 6.12.1 Lighter to have heavy-duty wiring to facilitate the use of police related accessories
    - 6.12.2 Ashtray to be lighted
    - 6.12.3 To be wired independently of ignition switch
    - 6.12.4 All rear ashtray compartments to be made inoperable
  - 6.13 Body Side Molding: All moldings will be installed on vehicles
  - 6.14 Seating: 5 passenger (including driver)
    - 6.14.1 Front bucket seats, cloth only
    - 6.14.2 Vinyl rear bench seat
    - 6.14.3 Operator's seat to have six (6)-way power adjuster option
    - 6.14.4 Interior color to be dark grey
  - 6.15 Keys and Door Locks:



SECTION III  
SPECIFICATIONS

---

- 6.15.1 OEM power door locks with master control for all doors installed in driver's door
- 6.15.2 Rear handles to be inoperable with locks inoperable (OEM Package 18G)
- 6.15.3 All cars and locks to be keyed alike (Fleet Keys) for ignition, doors and trunk. To include three (3) keys with each unit
- 6.15.4 Remote keyless-entry key fob (w/o keypad, less PATS) (OEM Package 60P) (priced as option)
- 6.16 Hood:
  - 6.16.1 To have double safety latch with hood release inside car
  - 6.16.2 To have under hood light controlled by a mercury switch
  - 6.16.3 Hood is to be non-reflective, flat black (priced as option)
- 6.17 Trunk:
  - 6.17.1 To have a minimum 20.0 cubic feet of space
  - 6.17.2 To include a deck lid release switch, ignition controlled
  - 6.17.3 Trunk electronics tray (OEM Package 62D)
  - 6.17.4 To include molded full carpeted OEM liner and, in addition, to include a secured, one (1) piece, heavy duty rubber mat, approximately 24 inches in width, extending from fender to fender including trunk well. Plugs should be used to secure the rubber mat in the trunk
- 7.0 Lighting:
  - 7.1 All interior lights and factory warning buzzers, such as: HEADLAMPS ON, SEAT BELT NOT FASTENED, KEY IN IGNITION, DOOR OPEN, DOOR AJAR, etc. to be deactivated OEM
  - 7.2 Headlights to have shatterproof type lens or have protective shatterproof covers
  - 7.3 Front head lamp lighting solution (OEM Package 66A)
  - 7.4 Rear tail lamp lighting solution (OEM Package 66B)
  - 7.5 Spot Lamp: to be mounted in left-hand pillar post. To be independent of ignition on separate 20 amp fused circuit, (OEM Package 21D) (priced as option)
  - 7.6 Dome light OEM
  - 7.7 Dark car feature – Ability to disable all interior and exterior automatic lights (OEM Package 13C)
  - 7.8 OEM installed mercury-actuated trunk light; with separate on/off heavy-duty metal switch (single pole, single throw or push button) wired in line and located inside trunk near latch
  - 7.9 Daytime running lights (OEM Package 942) (priced as option) (for clarification purposes, this is listed as an option because typical units will require NOT having this feature)
- 8.0 Special Wiring and Accessories:
  - 8.1 Auxiliary Speakers and Wiring:
    - 8.1.1 Speakers to be 6.0 Ohms, 10 watts
    - 8.1.2 Two (2) each front (left/right) for end users communications radio
    - 8.1.3 Wiring connected to speakers to include approximately 36 inches extra wire coiled below center dash
    - 8.1.4 Entertainment radio will operate through rear speakers only
  - 8.2 Radio Suppression Package
- 9.0 Miscellaneous:

SECTION III  
SPECIFICATIONS

---

- 9.1 Tool Kit: To be equipped with wheel wrench and jack
- 9.2 Road Ready Package (OEM Package 856) (Priced as option)
- 9.3 Ballistic Door Panels, Driver Only (OEM Package 65) (Priced as option)
- 9.4 Ballistic Door Panels, Driver and Front Passenger (OEM Package 65C) (Priced as option)
- 9.5 Publications to include factory service bulletins to all regional SEF Managers, and one (1) each operator's manual to be delivered with each vehicle
- 9.6 Delivery Inspection: All final inspections for compliance to specifications on all patrol vehicles are conducted at FOB point

**UNIT TYPE: *Ford Police Interceptor AWD***

***Model P2M***

**APPLICATION:** To be used by the Alaska State Troopers in pursuit as well as patrol duties. Weather variance from plus 100 degrees to minus 50 degrees Fahrenheit.

- 1.0 Engine: 3.5L EcoBoost V6, 365HP
  - 1.1 3.7L V6 280HP (priced as option)
- 2.0 Transmission: Automatic, 6-speed w/OD
- 3.0 Starting Aids:
  - 3.1 Engine Block Heater
- 4.0 Brakes: To include anti-lock braking system and limited slip differential
- 5.0 Tires: Tires shall have a speed rating of V(149mph) or higher, with matching, full size spare tire and wheel securely mounted in trunk.
- 6.0 Body:
  - 6.1 Four (4) Doors
  - 6.2 Front license plate bracket
  - 6.3 Privacy glass, OEM
  - 6.4 Bumper to frame rail bracket kit (OEM Package 60B)
  - 6.5 To include heavy duty insulated black rubber matting on full floor area including front and back of passenger areas.
  - 6.6 Cruise Control & Tilt Steering OEM
  - 6.7 Power windows and door locks
    - 6.7.1 Rear door windows controlled by driver only, switch delete (OEM Package 67D)
  - 6.8 Ford SYNC with Reverse Sensing System, (OEM Package 53M/76R) (priced as option)
  - 6.9 Rearview Camera (OEM Package 77B) (priced as option)
  - 6.10 Heated Mirrors
  - 6.11 AM/FM Radio
  - 6.12 Lighter and Ashtray:
    - 6.12.1 Lighter to have heavy-duty wiring to facilitate the use of police related accessories
    - 6.12.2 Ashtray to be lighted
    - 6.12.3 To be wired independently of ignition switch
    - 6.12.4 All rear ashtray compartments to be made inoperable
  - 6.13 Body Side Molding: All moldings will be installed on vehicles
  - 6.14 Seating: 5 passenger (including driver)
    - 6.14.1 Front bucket seats, cloth only
    - 6.14.2 Vinyl rear bench seat
    - 6.14.3 Operator's seat to have six (6)-way power adjuster option
    - 6.14.4 Interior color to be dark grey
  - 6.15 Keys and Door Locks:

SECTION III  
SPECIFICATIONS

---

- 6.15.1 OEM power door locks with master control for all doors installed in driver's door
- 6.15.2 Rear handles to be inoperable with locks inoperable (OEM Package 18G)
- 6.15.3 All cars and locks to be keyed alike (Fleet Keys) for ignition, doors and trunk. To include three (3) keys with each unit
- 6.15.4 Remote keyless-entry key fob (w/o keypad, less PATS) (OEM Package 60P) (priced as option)
- 6.16 Hood:
  - 6.16.1 To have double safety latch with hood release inside car
  - 6.16.2 To have under hood light controlled by a mercury switch
  - 6.16.3 Hood is to be non-reflective, flat black (priced as option)
- 6.17 Trunk:
  - 6.17.1 To have a minimum 20.0 cubic feet of space
  - 6.17.2 To include a deck lid release switch, ignition controlled
  - 6.17.3 Trunk electronics tray (OEM Package 62D)
  - 6.17.4 To include molded full carpeted OEM liner and, in addition, to include a secured, one (1) piece, heavy duty rubber mat, approximately 24 inches in width, extending from fender to fender including trunk well. Plugs should be used to secure the rubber mat in the trunk
- 7.0 Lighting:
  - 7.1 All interior lights and factory warning buzzers, such as: HEADLAMPS ON, SEAT BELT NOT FASTENED, KEY IN IGNITION, DOOR OPEN, DOOR AJAR, etc. to be deactivated OEM
  - 7.2 Headlights to have shatterproof type lens or have protective shatterproof covers
  - 7.3 Front head lamp lighting solution (OEM Package 661)
  - 7.4 Rear tail lamp lighting solution (OEM Package 662)
  - 7.5 Spot Lamp: to be mounted in left-hand pillar post. To be independent of ignition on separate 20 amp fused circuit, (OEM Package 21D) (priced as option)
  - 7.6 Dome light OEM
  - 7.7 Dark car feature – Ability to disable all interior and exterior automatic lights (OEM Package 13C)
  - 7.8 OEM installed mercury-actuated trunk light; with separate on/off heavy-duty metal switch (single pole, single throw or push button) wired in line and located inside trunk near latch
  - 7.9 Daytime running lights (OEM Package 942) (priced as option) (for clarification purposes, this is listed as an option because typical units will require NOT having this feature)
- 8.0 Special Wiring and Accessories:
  - 8.1 Auxiliary Speakers and Wiring:
    - 8.1.1 Speakers to be 6.0 Ohms, 10 watts
    - 8.1.2 Two (2) each front (left/right) for end users communications radio
    - 8.1.3 Wiring connected to speakers to include approximately 36 inches extra wire coiled below center dash
    - 8.1.4 Entertainment radio will operate through rear speakers only
  - 8.2 Radio Suppression Package
- 9.0 Miscellaneous:

### SECTION III SPECIFICATIONS

---

- 9.1 Tool Kit: To be equipped with wheel wrench and jack
- 9.2 Road Ready Package (OEM Package 856) (Priced as option)
- 9.3 Ballistic Door Panels, Driver Only (OEM Package 65E) (Priced as option)
- 9.4 Ballistic Door Panels, Driver and Front Passenger (OEM Package 65C) (Priced as option)
- 9.5 Publications to include factory service bulletins to all regional SEF Managers, and one (1) each operator's manual to be delivered with each vehicle
- 9.6 Delivery Inspection: All final inspections for compliance to specifications on all patrol vehicles are conducted at FOB point

**UNIT TYPE:** *Ford Expedition, 4x4, Special Service Package*

**Model U1G**

**APPLICATION:** To be used by the Alaska State Troopers on patrol duties. Weather variance from plus 100 degrees to minus 50 degrees Fahrenheit.

- 1.0 Engine: Gas, V6, 3.5 EcoBoost, 365 HP
- 2.0 Transmission: Automatic, 6-Speed w/ OD
- 3.0 Starting Aids:
  - 3.1 Engine Block Heater
- 4.0 Brakes: To include anti-lock brake system, 4-wheel, Limited slip or locking rear differential
- 5.0 Tires: All season radial tires with a full size spare securely mounted on/in the unit (roof mounted is not acceptable)
- 6.0 Body:
  - 6.1 Four (4) Doors
  - 6.2 Wheel base: 119 Inches
  - 6.3 Overall Length: 206.5 Inches
  - 6.4 Front license plate bracket
  - 6.5 Privacy Glass, OEM
  - 6.6 Skid Plate Package
  - 6.7 Vinyl flooring, with removable floor mats
  - 6.8 Cruise Control and Tilt Steering
  - 6.9 Power windows and door locks
    - 6.9.1 Rear windows controlled by driver only
  - 6.10 Ford SYNC with Reverse Sensing System (priced as option)
  - 6.11 Rear View Camera Package (priced as option)
  - 6.12 Heated Mirrors
  - 6.13 AM/FM Radio with CD
  - 6.14 Lighter and Ashtray:
    - 6.14.1 Lighter to have heavy-duty wiring to facilitate the use of police related accessories
    - 6.14.2 Ashtray to be lighted
    - 6.14.3 To be wired independently of ignition switch
    - 6.14.4 All rear ashtray compartments to be made inoperable
  - 6.15 Front Tow Hooks
  - 6.16 Trailer Towing Package with Class III Hitch

### SECTION III SPECIFICATIONS

---

- 6.17 Supplemental restraint system for both driver and right front passenger
- 6.18 Seating: 5-passenger (including driver)
  - 6.18.1 Front bucket seats with no console, cloth only
  - 6.18.2 Vinyl rear bench seat
  - 6.18.3 Optional 3<sup>rd</sup> row seat, vinyl, (OEM Package 875)
  - 6.18.4 Optional 2<sup>nd</sup> row cloth, (OEM Package 21F)
  - 6.18.5 Interior color to be dark grey
- 6.19 Keys and Door Locks:
  - 6.19.1 OEM power door locks with master control for all doors installed in driver's door.
  - 6.19.2 Inoperable rear door handles and locks
  - 6.19.3 To include four (4) keys with each unit.
  - 6.19.4 Remote keyless-entry key fob (priced as option)
- 6.20 Hood:
  - 6.20.1 To have double safety latch with hood release inside car.
  - 6.20.2 To have under hood light controlled by a mercury switch.
  - 6.20.3 Hood is to be non-reflective, flat black (priced as option)
- 7.0 Lighting:
  - 7.1 All interior lights and factory warning buzzers, such as: HEADLAMPS ON, SEAT BELT NOT FASTENED, KEY IN IGNITION, DOOR OPEN, DOOR AJAR, etc. to be deactivated OEM.
  - 7.2 Headlights to have shatterproof type lens or have protective shatterproof covers
  - 7.3 Daytime running lights (priced as option) (for clarification purposes, this is listed as an option because typical units will require NOT having this feature)
- 8.0 Miscellaneous:
  - 8.1 Tool Kit: To be equipped with wheel wrench and jack.
  - 8.2 Running Boards OEM Package 186 (Priced as option)
  - 8.3 Publications to include factory service bulletins to all regional SEF Managers, and one (1) each operator's manual to be delivered with each vehicle.
  - 8.4 Delivery Inspection: All final inspections for compliance to specifications on all patrol vehicles are conducted at FOB point.

**UNIT TYPE:** *Ford Explorer, AWD, Police Interceptor*

**APPLICATION:** To be used by the Alaska State Troopers in pursuit as well as patrol duties. Weather variance from plus 100 degrees to minus 50 degrees Fahrenheit.

- 1.0 Engine: Gas, 3.7L V6
  - 1.1 Gas, 3.5L Ecoboost V6 (priced as option)
- 2.0 Transmission: Automatic, 6-Speed w/ OD
- 3.0 Starting Aids:
  - 3.1 Engine Block Heater 41H
- 4.0 Brakes: To include anti-lock brake system, 4-wheel, Limited slip or locking rear differential
- 5.0 Tires: Tires shall have a speed rating of V (149mph) or higher, with matching, full size spare tire and wheel securely mounted in trunk.
- 6.0 Body:
  - 6.1 Four (4) Doors
  - 6.2 Wheel base: 112.6 Inches
  - 6.3 Overall Length: 197.1 Inches
  - 6.4 Front license plate bracket (OEM Package 153)
  - 6.5 Privacy Glass, OEM
  - 6.6 Skid Plate Package (OEM Package 76D)
  - 6.7 Vinyl flooring, with removable floor mats
  - 6.8 Cruise Control and Tilt Steering
  - 6.9 Power windows and door locks
    - 6.9.1 Rear windows controlled by driver only
  - 6.10 Ford SYNC (OEM Package 53M) (priced as option)
  - 6.11 Reverse sensing system (OEM Package 76R) (priced as option)
  - 6.12 Rear View Camera Package (OEM Package 87R) (priced as option) (for clarification, this is intended to move the standard rear view camera package to the rear view mirror location as to not interfere with police equipment)
  - 6.13 Heated Mirrors (OEM Package 549)
  - 6.14 AM/FM Radio with CD
  - 6.15 Lighter and Ashtray:
    - 6.15.1 Lighter to have heavy-duty wiring to facilitate the use of police related accessories
    - 6.15.2 Ashtray to be lighted



## SECTION III SPECIFICATIONS

---

- 6.15.3 To be wired independently of ignition switch
- 6.15.4 All rear ashtray compartments to be made inoperable
- 6.16 Front Tow Hooks
- 6.17 Trailer Towing Package with Class III Hitch, dealer installed (priced as option)
- 6.18 Supplemental restraint system for both driver and right front passenger
- 6.19 Seating: 5-passenger (including driver)
  - 6.19.1 Front bucket seats with no console, cloth only
  - 6.19.2 Vinyl rear bench seat
  - 6.19.3 Interior color to be dark grey
- 6.20 Keys and Door Locks:
  - 6.20.1 OEM power door locks with master control for all doors installed in driver's door
  - 6.20.2 Rear handles to be inoperable with locks inoperable (OEM Package 68G)
  - 6.20.3 All cars and locks to be keyed alike (Fleet Keys) for ignition, doors and trunk. To include three (3) keys with each unit
  - 6.20.4 Remote Keyless-Entry key fob (w/o Keypad, less PATS) (OEM Package 595) (priced as option)
- 6.21 Hood:
  - 6.21.1 To have double safety latch with hood release inside car
  - 6.21.2 To have under hood light controlled by a mercury switch
  - 6.21.3 Hood to be non-reflective, flat black (priced as option)
- 7.0 Lighting:
  - 7.1 All interior lights and factory warning buzzers, such as: HEADLAMPS ON, SEAT BELT NOT FASTENED, KEY IN IGNITION, DOOR OPEN, DOOR AJAR, etc. to be deactivated OEM.
  - 7.2 Headlights to have shatterproof type lens or have protective shatterproof covers
  - 7.3 Front head lamp lighting solution (OEM Package 66A)
  - 7.4 Rear tail lamp lighting solution (OEM Package 66B)
  - 7.5 Spot Lamp – Incandescent Bulb: To be mounted in left-hand pillar post. To be independent of ignition on separate 20 amp fused circuit. 51Y (priced as option)
  - 7.6 Dome Lamp – Red/White in cargo area (OEM Package 17T)
  - 7.7 Dark car feature - Ability to disable all interior and exterior automatic lighting (OEM Package 43D)
  - 7.8 Daytime running lights (priced as option) (for clarification purposes, this is listed as an option because typical units will require NOT having this feature)
  - 7.9 Traffic advisory feature (priced as option)
- 8.0 Miscellaneous:
  - 8.1 Tool Kit: To be equipped with wheel wrench and jack
  - 8.2 Aux Air Conditioning (priced as option)
  - 8.3 Road Ready Package (OEM Package 67H) (priced as option)

SECTION III  
SPECIFICATIONS

---

- 8.4 Ballistic Door Panels, Driver Only (OEM Package 90D) (priced as option)
- 8.5 Ballistic Door Panels, Driver and Front Passenger, (OEM Package 90E) (priced as option)
- 8.6 Publications to include factory service bulletins to all regional SEF Managers, and one (1) each operator's manual to be delivered with each vehicle
- 8.7 Delivery Inspection: All final inspections for compliance to specifications are conducted at FOB point

End of Specifications

## BID PRICE SCHEDULE

1a.	ea.	Ford Interceptor FWD	\$25,060.00
		3.5L, V6	
		Color: White w/ Flat Black Hood	
		Delivered to Anchorage	
1b.	ea.	Ford Interceptor FWD	\$24,760.00
		3.5L, V6	
		Color: Random	
		Delivered to Anchorage	

Fuel Economy 3.5L V6, City/Highway: 18/26

Fuel Economy 2.5L EcoBoost V6, City/Highway: 20/30

### Optional Items Pricing

1c.	Engine: 2.0L EcoBoost V6	\$606.00
1d.	Ford SYNC with Reverse Sensing System, OEM package 53M/76R	\$528.00
1e.	Rearview Camera, OEM Package 77B	\$214.00
1f.	Remote keyless-entry key fob (w/o keypad, less PATS), OEM Package 60P	\$228.00
1g.	Spot Lamp, OEM Package 21D	\$187.00
1h.	Daytime running lights, OEM Package 942	\$46.00
1i.	Road Ready, OEM Package 856	\$3,187.00
1j.	Ballistic Door Panels, Driver Only OEM Package 65	\$1,384.00
1k.	Ballistic Door Panels, Driver and Front Passenger, OEM Package 65C	\$2,763.00

The actual F.O.B. point for all items purchased under this contract is Anchorage, Alaska

Required Delivery: Maximum **180 days** after receipt of order (ARO)

Publications: One (1) set, per Section I, paragraph 8.0

SECTION IV  
BID PRICE SCHEDULE

---

2a.	ea.	Ford Interceptor, AWD	\$28,756.00
		3.5L EcoBoost V6, 365HP	
		Color: White w/ Flat Black Hood	
		Delivered to Anchorage	
2b.	ea.	Ford Interceptor, AWD	\$28,456.00
		3.5L EcoBoost V6, 365HP	
		Color: Random	
		Delivered to Anchorage	

Fuel Economy 3.5L EcoBoost V6 City/Highway: 16/23

Fuel Economy 3.5L V6, City/Highway: 18/25

**Optional Items Pricing**

2c.	Engine: 3.7L V6, 280HP	\$(2,654.00)
2d.	Ford SYNC with Reverse Sensing System, OEM package 53M/76R	\$528.00
2e.	Rearview Camera, OEM Package 77B	\$214.00
2f.	Remote keyless-entry key fob (w/o keypad, less PATS), OEM Package 60P	\$228.00
2g.	Spot Lamp, OEM Package 21D	\$187.00
2h.	Daytime running lights, OEM Package 942	\$46.00
2i.	Road Ready, OEM Package 856	\$3,187.00
2j.	Ballistic Door Panels, Driver Only OEM Package 65	\$1,384.00
2k.	Ballistic Door Panels, Driver and Front Passenger, OEM Package 65C	\$2,763.00

The actual F.O.B. point for all items purchased under this contract is Anchorage, Alaska

Required Delivery: Maximum **180 days** after receipt of order (ARO)

Publications: One (1) set, per Section I, paragraph 8.0

SECTION IV  
BID PRICE SCHEDULE

---

3a.	ea	Ford Expedition, 4x4, Special Service Package 4.8L V8, 365HP Color: White w/Flat Black Hood Delivered to Anchorage	\$31,467.00
3b.	ea.	Ford Expedition, 4x4, Special Service Package 4.8L V8, 365HP Color: Random Delivered to Anchorage	\$31,167.00

Fuel Economy 4.8L V8, 365HP City/Highway: 15/20

**Optional Pricing**

3c. 2 <sup>nd</sup> and 3 <sup>rd</sup> row seat, vinyl	NA
3d. 2 <sup>nd</sup> and 3 <sup>rd</sup> row seat, cloth	\$851.00
3e. Ford SYNC with Reverse Sensing System	\$537.00
3f. Rear View Camera Package	Included
3g. Remote keyless-entry key fob (w/o keypad, less PATS), OEM	NA
3i. Daytime running lights, OEM	\$39.00
3j. Running Boards, OEM	\$379.00

The actual F.O.B. point for all items purchased under this contract is Anchorage, Alaska

Required Delivery: Maximum **180 days** after receipt of order (ARO)

Publications: One (1) set, per Section I, paragraph 8.0

SECTION IV  
BID PRICE SCHEDULE

---

4a.	ea.	Ford Explorer, AWD, Police Interceptor	\$28,080.00
		3.7L V6	
		Color: White w/Flat Black Hood	
		Delivered to Anchorage	
4b.	ea.	Ford Explorer, AWD, Police Interceptor	\$27,780.00
		3.7L V6	
		Color: Random	
		Delivered to Anchorage	

Fuel Economy 3.7L V6 City/Highway: 16/21

Fuel Economy 3.5L EcoBoost V6, City/Highway: 16/21

**Optional Pricing**

4c.	Engine: 3.5L EcoBoost V6	\$2,658.00
4d.	Ford SYNC, OEM Package 53M	\$258.00
4e.	Reverse sensing system, OEM Package 76R	\$240.00
4f.	Rear View Camera Package, OEM Package 87R	Included
4g.	Remote keyless-entry key fob (w/o keypad, less PATS), OEM Package 595	\$227.00
4h.	Spot Lamp, OEM Package 51T	\$366.00
4i.	Daytime running lights, OEM Package 942	\$39.00
4j.	Road Ready, OEM Package 67H	\$2,979.00
4k.	Ballistic Door Panels, Driver Only OEM Package 90D	\$1,384.00
4l.	Ballistic Door Panels, Driver and Front Passenger, OEM Package 90E	\$2,766.00
4m.	Traffic advisory feature	NA
4n.	Trailer Towing Package with Class III Hitch	\$245.00

The actual F.O.B. point for all items purchased under this contract is Anchorage, Alaska

Required Delivery: Maximum **180 days** after receipt of order (ARO)

Publications: One (1) set, per Section I, paragraph 8.0

SECTION IV  
BID PRICE SCHEDULE

<b><u>Cal Worthington Ford Lincoln</u></b> COMPANY SUBMITTING BID <b><u>On File</u></b> AUTHORIZED SIGNATURE <b><u>Ray Marcum</u></b> PRINTED NAME <b><u>7/24/2015</u></b> DATE	<b><u>431 Unga Street</u></b> ADDRESS <b><u>Anchorage, AK 99501</u></b> CITY, STATE, ZIP <b><u>907-793-8213/907-793-8255</u></b> PHONE/FAX <b><u>fleetoil@aol.com</u></b> E-MAIL ADDRESS	<b><u>955291</u></b> ALASKA BUSINESS LICENSE NO: DOES YOUR BUSINESS QUALIFY FOR PREFERENCES? [ X ] YES [ ] NO DOES YOUR BUSINESS QUALIFY FOR THE VETERANS PREFERENCES? [ ] YES [ X ] NO
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Revised 03/14/2012



**North Pole Police Dept.  
125 Snowman Ln.  
North Pole, AK 99705**

**Officer Jedediah Smith  
Phone: 907-488-6902  
Fax: 907-488-5299**

# Memorandum

**To: Chief Steve Dutra  
Subject: Tuition Reimbursement  
Date: 12/15/2016**

It is my intention to complete the UAS college course, Ethics in Law Enforcement during the spring semester of 2017. I am seeking reimbursement for the cost of tuition. This 3-credit class is a distance learning course and is one of the required core requirements for my associates justice degree. Ethical behavior is one of the cornerstones of a successful police officer and city department and completion of this class will benefit the North Pole Police Department and the City of North Pole in several ways:

1. A study of law enforcement ethics will further enhance my ability to recognize appropriate or inappropriate situations while on patrol and react to them correctly.
2. A study of law enforcement ethics will help prepare me for future leadership roles in the department.
3. A study of law enforcement ethics will improve my knowledge of procedure regarding the application of ethics in a supervisory role, specifically in employee relations and the management of disciplinary corrections within the department.

Based on the reasons listed above and the professional development that this class will provide me, I believe this course is an excellent candidate for reimbursement by the City of North Pole.

Respectfully,

Officer Jed Smith





# **CITY OF NORTH POLE** *Alaska*

## **City of North Pole Tuition Reimbursement Agreement**

### **2.36.231 Tuition reimbursements.**

A. An employee who registers for course work to be taken on personal time that is considered to be of benefit to the City may be reimbursed up to one hundred percent of the tuition expense. In order to be considered for reimbursement, the employee must, prior to enrollment, receive department head approval and submit a tuition reimbursement agreement obtained by Human Resources that explains how the course will be of mutual benefit to the City and the employee and that funds are available in the department's budget. Pre-approval by the City Council is required on all tuition reimbursements prior to the enrollment.

B. Upon completion of the course, the employee shall submit evidence of successful completion and a brief written summary of the outcome of the course to their respective department head who will verify and issue the reimbursement. A copy of the transcript must be attached to the tuition reimbursement request. The employee shall sign an agreement that the tuition will be returned to the City if the employee leaves City employment within twelve months from date of completion of the course. (Ord. 16-07 § 2, 2016; Ord. 02-01 § 2, 2002; Ord. 00-04 § 2, 2000)

**Department:** North Pole Police Department

**Employee Name:** Jedediah Smith

**Date of request:** 12/15/2016

**Course Work Desired:** Ethics in Law Enforcement

**Education Institution:** University of Alaska Southeast

**Course Dates:** 01/17/2017-05/06/2016

**Cost of Course work:** \$675.00

## **Departmental Approval**

This course is deemed beneficial to the City of North Pole and the employee and funds are available in the department's budget.

Department Head Signature: \_\_\_\_\_



Date: 12-16-16

## **City Council Approval**

This agreement was approved by the City Council on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_: (Minutes attached)

City Clerk Attest: \_\_\_\_\_

Seal

The employee agrees that the tuition will be returned to the city if he/she leaves city employment within twelve months from date of completion of the course.

Upon completion of the course, the employee shall furnish evidence of successful completion and a brief written summary of the outcome of the course to their respective department head who will verify and issue the reimbursement. A copy of the transcript must be attached to the Tuition Reimbursement Request.

Employee Signature: \_\_\_\_\_

Dept Head Signature: \_\_\_\_\_

Date: \_\_\_\_\_

125 Snowman Lane  
North Pole, Alaska 99705  
(907) 488-8593  
(907) 488-3002 (fax)  
bill@northpolealaska.com

City of North Pole  
Director of City Services

# Memo

To: City Council  
From: Bill Butler  
Date: December 28, 2016  
Subject: Recommendation to accept Pollen Environmental LLC's 2017 Wastewater Compliance Monitoring professional services proposal

---

## Recommendation

Accept the following Pollen Environmental, LLC laboratory and consulting professional services proposal:

- Waste Water Compliance Monitoring proposal (IPP Monitoring).....\$64,671.50
- Routine monitoring—Laboratory .....\$8,110.00
- Routine monitoring—Personnel .....\$16,830.00
- Laboratory contingencies.....\$4,000.00
- Personnel contingencies.....\$1,000.00
- Total .....\$94,611.50

## Background

Pollen Environmental, LLC, a spinoff of NTL, has provided quality and reliable water and wastewater sampling and laboratory services for the City of North Pole. Pollen Environmental annually provides the Utility Department with third-party wastewater sampling and laboratory analysis. These third-party services provide a check on the Utility and its dischargers. These professional services are the same as those proposed to the Utility in 2016 for the same cost as in 2016. Wastewater Compliance Monitoring expenses in 2017 associated with the Utility's Industrial Pretreatment Program Monitoring are \$64,671.50 and routine monitoring costs are \$24,940 (Laboratory: \$8,110.00; Personnel: \$16,830.00). The proposal also contains contingencies for possible laboratory and personnel charges that may result from unforeseen issues that may arise during the year. Similar contingencies were part of last year's proposal.

The three industrial discharges in North Pole (Flint Hills, GVEA and Petro Star) reimburse the Utility for the majority of the laboratory and monitoring expenses. The costs are charged back to the industrial discharges because the Utility only must conduct these laboratory tests and monitoring because the industries discharge to the public wastewater treatment system and are authorized by Industrial Pretreatment Program (IPP) permits issued by the Utility. The Utility

also must conduct laboratory sampling and analysis for its Alaska Pollutant Discharge Elimination System wastewater permit requirements that are required independent of the sampling and laboratory testing requirements associated with the industrial dischargers. These charges are operational expenses and paid from utility customer revenue.

External Revenue

- 41-00-3-306 (Water): Lab testing ----- \$4,000
- 42-00-3-308 (Wastewater): SID Pretreatment Program ----- \$70,000
- 42-00-3-306 (Wastewater): Laboratory testing ----- \$10,000

Programmed wastewater laboratory expenses

- 42-12-2-222 ----- \$40,000

Pollen Environmental LLC's 2017 professional service proposal is attached.



**PROPOSAL TO CONDUCT WASTEWATER COMPLIANCE  
MONITORING FOR THE CITY OF NORTH POLE**

**Per APDES Permit # AK 002139-3**

**2017**

**Prepared for:**

**The City of North Pole.  
125 Snowman Lane  
North Pole, Alaska 99705-7708**

**Attention: Paul Trissell, Utilities Supervisor**

**Jerod E. Pollen, President, Pollen Environmental, LLC**

**December 27, 2016**

## **1.0 INTRODUCTION**

---

### ***1.1 Objectives***

The objectives of this proposal are:

1. To continue to provide the City of North Pole (CONP) wastewater system managers and operators with an effective and reliable system to maintain compliance with the monitoring requirements of the Alaska Department of Environmental Conservation (ADEC) Alaska Pollutant Discharge Elimination System (APDES) Wastewater Disposal Permit #002139-3.
2. To provide an effective quality assurance monitoring program to ensure that categorical industrial user (CIU) wastewater discharges do not adversely impact the operation or performance of the CONP wastewater treatment plant.

### ***1.2 2017 Monitoring Schedule and Permit Modifications***

The CONP APDES permit was administratively extended by ADEC in May 2013. Until such time as a new APDES permit is issued, the provisions of the existing permit remain in effect. The monitoring schedule in this proposal is based on that schedule. When a new permit is issued the monitoring requirements should be reviewed and revised as necessary to accommodate the new permit requirements. A new permit may also necessitate modifications to the CONP industrial pretreatment program (IPP), which could impact the CONP IPP permits that have been issued to the three categorical industrial users served by the CONP wastewater collection system. That could impact the monitoring program in this proposal and revisions to this proposed budget may be required at that time.

## **2.0 SCOPE OF WORK**

---

### ***2.1 Tasks and Schedules***

#### **Wastewater Sample Management:**

For the CONP wastewater lagoon system monitoring, Pollen Environmental, LLC (PE) proposes to provide the services of sample kit coordination, sample scheduling, sampling, regulatory coordination, shipment coordination, data review & validation, and reporting of data to required regulatory agencies. The routine monitoring program is presented in TABLE 1, and is described as follows:



### **Routine Daily, Weekly, and Monthly Monitoring**

TABLE 1 presents the parameters to be sampled each week of the month and who will be responsible for their collection. CONP operators will collect the routine samples on the all but one week of each month. PE will collect the routine samples one week of each month. The routine sampling day for weekly samples will be Tuesday or Wednesday, and samples should be collected and delivered to Pollen Environmental in the morning unless previously scheduled with the laboratory. The routine samples and associated tests are:

1. Five days per week, Monday through Friday, the CONP operators will collect samples from the effluent sump and analyze them on site for pH, Temperature, Dissolved Oxygen, and Total Chlorine Residual.
2. The CONP operators will collect weekly samples from the influent, X-1, and the effluent for Chemical Oxygen Demand (COD) analysis and deliver them to PE. The COD samples will be used as indicators of potential high organic loading from CIU discharges. The CONP operators will also collect samples from the influent, X-1, X-2, and X-3 for Dissolved Oxygen, Conductivity, Temperature, and pH testing on site each Wednesday, except on the one week of each month in which PE collects our monthly set of samples.
3. The first week of each month, the CONP operators will also collect Biological Oxygen Demand (BOD<sub>5</sub>) and Total Suspended Solids (TSS) samples as a composite from the influent autosampler. The effluent will also be sampled for BOD<sub>5</sub>, TSS, Total Aqueous Hydrocarbons (TAqH), Total Aromatic Hydrocarbons (TAH), and Fecal Coliform bacteria.
4. One week (typically the first or second week) of each month, PE technicians will collect all of the samples listed in paragraphs 2 and 3 above, plus additional BOD<sub>5</sub>, COD, and TSS samples from X-1, X-2, and X-3, and a CBOD<sub>5</sub> from the effluent. Sulfolane samples will also be collected from the influent, X-1, and the effluent. During the monthly site visit, the PE technicians will perform an onsite quality assurance review of the on site testing instruments to verify precision and accuracy in those measurements.
5. Once per month, the CONP operators will collect samples for onsite analysis of available nutrients. Concentrations of phosphate (as PO<sub>4</sub>), nitrate (as N), and ammonia (as N) will be measured in samples from each of the five sample locations using a HACH DR890 Colorimeter. These analyses are not ADEC permit requirements, but are recommended to ensure that the lagoon system does not encounter a nutrient deficiency.

### **Mixing Zone Monitoring**

Twice per year PE will collect samples from the Tanana River at the CONP WWTP effluent mixing zone. The samples are collected from pre-designated seasonal sample points located downstream from the mixing zone and are analyzed for Fecal Coliform,

Total Chlorine Residual, pH, and Dissolved Oxygen. The samples collected for Dissolved Oxygen, pH, and Total Chlorine Residual will be analyzed on site at the North Pole WWTP laboratory. During the summer sampling event (June-September) samples are collected from the summer mixing zone described as the area extending downstream from the end of the outfall line with a length of 9 meters and a maximum width of 2 meters. During the winter sampling event (October-May) samples are collected from the winter mixing zone described as the area extending downstream from the end of the outfall line with a length of 267 meters and a maximum width of 4 meters. For scheduling, we plan to collect the winter samples in April or May depending on break up and flow through the mixing zone. Summer samples will be collected between June and August depending on weather conditions and flow through the mixing zone. The mixing zone sampling schedule may be adjusted if flow through the discharge zone is too low to allow representative samples to be collected.

### **POTW Monitoring Samples**

Once per quarter, PE will collect samples from the influent autosampler and the effluent sump for total ammonia and hardness analysis. Also, during one quarter an effluent grab sample for oil and grease analysis will be collected. In addition to these permit compliance samples, PE will collect Publically Owned Treatment Works (POTW) samples, each comprised of three sets of influent and effluent samples collected in one week. The POTW samples will be collected from the influent auto-sampler and from the effluent sump for arsenic, chromium, copper, nickel, and selenium analysis.

Twice per year, additional influent and effluent POTW samples will be collected for cadmium, cyanide, lead, mercury, molybdenum, silver, zinc, and sulfolane. These additional samples must be collected once between January 1 and June 30 and once between July 1 and December 31, and are also comprised of three sets of samples collected in one week. We plan to sample the quarterly samples the second month of each quarter, and the semiannual samples in the second month of the first and third quarters of the year as shown in TABLE 1.

The POTW monitoring samples will also fulfill the APDES permit-required metals tests from the influent and effluent of the wastewater lagoon.

### **Biosolids Monitoring**

Once during the summer, with the assistance of the CONP WWTP operators, PE will assist in the collection of biosolids samples from Cells 1 and 2 of the CONP wastewater treatment lagoon. The depth of the sludge will also be estimated in all four cells and a sample for total and volatile solids will be collected so the estimated volume of sludge on a dry weight basis can be calculated. A coring sampler will be used to collect a representative number of individual samples from the bottom of each cell, and combined into one composite sample for that cell. The four composite samples will then be transferred into appropriately preserved containers and kept cool during transport to PE's Fairbanks laboratory. The composite samples from Cells 1 and 2 will be analyzed for



total metals (EPA 503 biosolids list), total nitrogen, total phosphorus, and total potassium. The composite samples from all four cells will be analyzed for percent total and volatile solids. PE will prepare and forward a report of the sampling event to the CONP.

If sampling of the stored inventory of dried biosolids at the WWTP is requested, we propose to use the laboratory budget contingency to cover that cost.

#### **Expanded Effluent/Whole Effluent Toxicity Monitoring**

In 2011, NTL completed all of the sampling requirements for Whole Effluent Toxicity (WET) monitoring as required by Section I.B and Section I.C of the current APDES permit. No additional WET or “expanded effluent monitoring” is presently required under the administratively extended APDES permit. In 2016, Stantec had Pollen Environmental analyze all 4 quarters of WET testing throughout the year.

#### **Discharge Monitoring Reports**

PE will prepare the APDES Discharge Monitoring Report (DMR) on or before the 15<sup>th</sup> of each month and submit it to the CONP Utility Supervisor to review and sign on behalf of the City of North Pole.

#### **Annual IPP Report**

The CONP will be responsible for the preparation of the annual IPP report required by section II.A.6 of the permit. PE will provide consulting services to the CONP on an as requested basis to assist with the preparation of the report.

### ***2.2 Project Management***

The Project manager will be Jerry Pollen, who will be responsible for the sample kit coordination, sample scheduling, sampling, regulatory agency coordination, shipment of samples, data review & validation, and reporting of data to the required regulatory agencies for the CONP Waste Water treatment system. Michael Pollen will provide quality control review of laboratory data, weekly data collected by the CONP operators, and required reports transmitted to regulatory agencies by PE. Mike will also provide consultation services as requested by the CONP. Tamara Pollen will provide administrative services for the project.

## **3.0 PROJECT BUDGET**

---

### ***3.1 Compliance Monitoring Budget***

The enclosed budget summary shows the services to be performed for the CONP wastewater treatment facility. The routine monitoring schedule for 2017 is the same as

that used in 2016. The Whole Effluent Toxicity and “expanded effluent testing” requirements of the current APDES permit cycle have been completed, so that line item does not require a budget allocation for 2017, unless the APDES permit is renewed and that requirement reinstated. The monitoring program has been divided into three sections for 2017: Routine Monitoring Personnel Allocations, Routine Permit-Required Monitoring Laboratory Analysis, and IPP (Industrial Pretreatment Program) Monitoring and Laboratory Analysis. A description of each of these sections follows:

**Routine Monitoring Personnel Budget:**

The personnel budget includes the hours required to manage the wastewater compliance monitoring and for quality control of the analytical work. The discharge monitoring report budget is presented as a line item, and includes the hours and computer generated forms required to prepare the monthly reports required by the APDES permit.

**Routine Laboratory Analysis Budget:**

The laboratory budget includes the routine permit required influent and effluent monitoring including total hardness, ammonia and grease and oil. The routine monitoring budget also includes the mixing zone surface water monitoring.

**IPP Monitoring and Laboratory Analysis Budget:**

The following monitoring programs are included in the IPP services budget:

- Monthly Quality Assurance Monitoring – these are routine parameters that are being monitored as a consequence of the CONP being required to have an IPP program, including some that are being monitored more frequently than the minimum required by the discharge permit. The purpose of this additional sampling and testing is to monitor for unexpected discharges from the significant industrial users (SIU) with IPP permits that discharge to the CONP wastewater collection system, and that could potentially impact the ability to meet the discharge permit conditions.
- Publically Owned Treatment Works (POTW) and Reduced POTW Monitoring
- Biosolids Monitoring

All IPP Monitoring and Laboratory Analysis services are invoiced back to the SIU dischargers by the CONP. Assistance with any IPP permit compliance issues and SIU monitoring events may be requested throughout the year by the CONP. These will be invoiced at the PE unit rates quoted in the enclosed budget, but are not specifically itemized in this budget proposal.

Any additional services requested from PE by the CONP will be billed at time plus direct expenses to the City of North Pole upon completion of each event. If requested by the CONP, PE will provide quotes for any additional services prior to the start of the project.



**Personnel Contingency:**

A \$1,000 contingency has been added to the personnel budget to accommodate nonroutine consultation services as requested during 2017.

**Laboratory Budget Contingency:**

A \$4,000 contingency has been added to allow for any re-sampling or any additional sampling events that may be requested by the CONP or required by the permitting authority during 2017.

**Invoicing:**

All routine monitoring services on this project will be invoiced to the CONP once per month. Services associated with the IPP program will be separately itemized from the routine monitoring services so the CONP can invoice those back to the SIUs.

All quarterly, biannual, and annual sampling events, as well as any additional services requested from PE by the CONP will be billed at the rates quoted herein to the CONP upon completion of each event or at the end of the month, and if associated with the IPP program, will be so noted on the invoice.

IPP related services provided on request for permit compliance and monitoring for individual SIUs will be invoiced separately to the CONP. The work completed and the SIU IPP permit for which that work was performed will be specifically identified on the invoice so that it can be invoiced back to the SIU by the CONP.

***3.2 Proposed Budget Conditions***

The attached itemized budget is proposed as a not to exceed estimate without prior authorization by the CONP for the services indicated. As noted above, IPP permit specific work requested by the CONP will be invoiced on a time and expense basis. PE requests authorization to reallocate budget amounts to different work elements in order to meet the project objectives as long as the estimated budget total is not exceeded. If the APDES permit is reissued during 2017 and the monitoring requirements under the new permit are significantly different than those in the current permit, then we will prepare a proposed budget amendment to address the revised monitoring requirements.

**TABLE 1 - CONP WASTEWATER MONITORING SCHEDULE: 2017**

ROUTINE DAILY, WEEKLY, AND MONTHLY MONITORING					
LOCATION	PARAMETERS	WEEK 1	WEEK 2	WEEK 3	WEEK 4+
INFLUENT*	BOD	X	X		
	COD	X	X	X	X
	TSS	X	X		
	Sulfolane		X		
	pH, Cond.	X	X	X	X
X-OVER 1**	BOD		X		
	COD	X	X	X	X
	TSS		X		
	Sulfolane		X		
	pH, DO, Cond.	X	X	X	X
X-OVER 2**	BOD		X		
	COD		X		
	TSS		X		
	pH, DO, Cond.	X	X	X	X
X-OVER 3**	BOD		X		
	COD		X		
	TSS		X		
	pH, DO, Cond.	X	X	X	X
EFFLUENT**	BOD	X	X		
	CBOD		X		
	COD	X	X	X	X
	TSS	X	X		
	Fecal Coliform	X	X		
	TAH/TAqH***	X	X		
	Sulfolane		X		
	Cond.	X	X	X	X
EFFLUENT****	pH, DO, TCl <sub>2</sub> Res.	X	X	X	X
SAMPLES COLLECTED BY:		CONP	PE	CONP	CONP

\* Grab or composite samples

\*\* Grab samples

\*\*\* Dechlorination of sample required

\*\*\*\* Grab samples collected by CONP five days per week (Monday - Friday)

# TABLE 1 - CONP WASTEWATER MONITORING SCHEDULE: 2017

## MIXING ZONE SURFACE WATER MONITORING

LOCATION	PARAMETERS	MAY**	JUNE-AUGUST*		
MIXING ZONE	Fecal Coliform	X		X	
	pH	X		X	
	DO	X		X	
	TCl <sub>2</sub> Res.	X		X	
SAMPLES COLLECTED BY:		PE/CONP		PE/CONP	

\* Upstream and @ edge of summer (June 1 - September 30) MZ (2 x 9 m)

\*\* Upstream and @ edge of winter (October 1 - May 31) MZ (4 x 267 m)

## MISCELLANEOUS QUARTERLY PARAMETERS

LOCATION	PARAMETERS	FEBRUARY	MAY	AUGUST	NOVEMBER
EFFLUENT*	Total Ammonia	X	X	X	X
	Hardness	X	X	X	X
	Oil & Grease			X	
SAMPLES COLLECTED BY:		PE	PE	PE	PE

\* Grab samples

## POTW MONITORING SAMPLES\*

LOCATION	PARAMETERS	FEBRUARY	MAY	AUGUST	NOVEMBER
INFLUENT** &	Arsenic	X	X	X	X
EFFLUENT***	Chromium	X	X	X	X
	Copper	X	X	X	X
	Nickel	X	X	X	X
	Selenium	X	X	X	X
INFLUENT** &	Cadmium	X		X	
EFFLUENT***	Cyanide	X		X	
	Lead	X		X	
	Mercury	X		X	
	Molybdenum	X		X	
	Silver	X		X	
	Sulfolane	X		X	
	Zinc	X		X	
SAMPLES COLLECTED BY:		PE	PE	PE	PE

\* Three days (3 sets of samples) within a week (Monday - Friday)

\*\* Composite samples

\*\*\* Grab samples

Note: This sampling program also fulfills the permit-required influent and effluent metals tests



## CITY OF NORTH POLE WASTEWATER COMPLIANCE MONITORING 2017 BUDGET SUMMARY

CONP WWTP MONITORING 2017 BUDGET SUMMARY	
Routine Monitoring Personnel Budget	\$16,830.00
Routine Permit-Required Laboratory Analysis Budget	\$8,110.00
IPP Monitoring and Laboratory Analysis Budget	\$64,671.50
Laboratory Contingency	\$4,000.00
Personnel Contingency	\$1,000.00
<b>TOTAL PROPOSED BUDGET:</b>	<b>\$94,611.50</b>

### ROUTINE MONITORING PERSONNEL ALLOCATIONS:

#### WWTP Sampling, One Week of Each Month:

		Rate	Quantity	Total
Jerod Pollen	hour	150.00	4.0	600.00
Vehicle Miliage	mile	0.90	25.0	22.50
Estimated Monthly Personnel Budget:				\$622.50

#### Project Quality Assurance and Administrative Services:

		Rate	Quantity	Total
Michael Pollen	hour	180.00	1.0	180.00
Tamara Pollen, Administrative	hour	90.00	2.0	180.00
Estimated Monthly Quality Assurance Budget:				\$360.00

#### Discharge Monitoring Reports:

		Rate	Quantity	Total
Jerod Pollen	hour	150.00	2.5	375.00
Michael Pollen	hour	180.00	0.25	45.00
Estimated DMR Report Budget/Month:				\$420.00

<b>TOTAL ROUTINE MONITORING PERSONNEL BUDGET:</b>	<b>\$16,830.00</b>
---------------------------------------------------	--------------------

### ROUTINE PERMIT-REQUIRED MONITORING LABORATORY ANALYSIS:

#### Monthly Regulated Monitoring:

Parameter:	Unit Rate	Quantity	Total
Biological Oxygen Demand (BOD)	65.00	4.0	260.00
Fecal Coliform Bacteria	60.00	2.0	120.00
Total Suspended Solids (TSS)	40.00	4.0	160.00
Estimated Monthly Analysis Budget:			\$540.00

Total Monthly Analysis Budget (12 Months):	\$6,480.00
--------------------------------------------	------------

#### **Mixing Zone Quality Assurance Monitoring:**

Laboratory Analyses	Unit Rate	Quantity	Total
Fecal Coliform SM9222D	60.00	2.00	120.00
Total, Analyses			\$120.00

Sample Collection and Data Reporting	Unit Rate	Quantity	Amount
Project Management & Sampling, hour	150.00	3.0	450.00
Administrative, Hour	90.00	0.5	45.00
Mileage/mile	0.90	25.0	22.50
Subtotal, Personnel & Materials			\$517.50
Subtotal Mixing Zone Sampling/Event:			\$637.50
Total Annual Mixing Zone Sample (2 Events/Yr):			\$1,275.00

#### **Quarterly, Bi-Annual, and Annual Quality Assurance Monitoring:**

Parameter*:	Unit Rate	Quantity	Total
Total Hardness(CaCO3)	30.00	4.0	120.00
Ammonia (as N)	40.00	4.0	160.00
Oil and Grease	75.00	1.0	75.00
Total Estimated Qtr, Bi-Annual, Annual Analysis Budget			\$355.00

\* Metals and cyanide analysis are completed as part of the POTW sampling program

<b>TOTAL ROUTINE MONITORING ANNUAL LABORATORY ANALYSIS BUDGET:</b>	<b>\$8,110.00</b>
--------------------------------------------------------------------	-------------------

#### **IPP MONITORING AND LABORATORY ANALYSIS:**

##### **Monthly Quality Assurance Monitoring:**

Parameter:	Unit Rate	Quantity	Total
Biological Oxygen Demand (BOD)	65.00	3.0	195.00
BOD/Carbonaceous	75.00	1.0	75.00
Sulfolane	225.00	3.0	675.00
Total Aqueous Hydrocarbons (TAqH)	275.00	2.0	550.00
Total Aromatic Hydrocarbons (TAH)	225.00	2.0	450.00
Travel Blank (TAH)	0.00	2.0	0.00
Total Suspended Solids (TSS)	40.00	3.0	120.00
*Chemical Oxygen Demand (COD)	65.00	14.0 (4 Weeks)	910.00
*Chemical Oxygen Demand (COD)	65.00	17.0 (5 Weeks)	1105.00
Subtotal Monthly Analysis Budget: 4 Week Months			\$2,975.00
Subtotal Monthly Analysis Budget: 5 Week Months			\$3,170.00
Total Monthly Analysis Budget: 4 Week Months (Jan, Feb, Apr, Jun, Jul, Sept, Oct, Dec)		8	\$23,800.00
Total Monthly Analysis Budget: 5 Week Months (Mar, May, Aug, Nov)		4	\$12,680.00

##### **Publically Owned Treatment Works (POTW) Monitoring:**

Parameter:	Unit Rate	Quantity	Total
Metals (As, Cd, Cr, Cu, Pb, Ni, Mo, Se, Ag, Zn)	270.00	6.0	
Mercury	31.50	6.0	

Cyanide	54.00	6.0	
<b>Subtotal, Analyses</b>	<b>355.50</b>	<b>6.0</b>	<b>\$2,133.00</b>

<b>Sample Collection and Data Reporting</b>	<b>Unit Rate</b>	<b>Quantity</b>	<b>Amount</b>
Project Management & Sampling, hour	150.00	48.0	7200.00
Project QC, Mike Pollen	180.00	1.0	180.00
Administrative, Hour	90.00	0.5	45.00
Mileage/mile	0.90	450.0	405.00
<b>Subtotal, Personnel &amp; Materials</b>			<b>\$7,830.00</b>
<b>Subtotal POTW Monitoring Budget/Event:</b>			<b>\$9,963.00</b>
<b>Total Annual POTW Monitoring Budget (2 Events/Yr):</b>			<b>\$19,926.00</b>

**Reduced Publically Owned Treatment Works (POTW) Monitoring:**

<b>Laboratory Analyses</b>	<b>Unit Rate</b>	<b>Quantity</b>	<b>Total</b>
Metals (As, Cr, Cu, Ni, Se)	135.00	6.0	
<b>Total, Analyses</b>	<b>135.00</b>	<b>6.0</b>	<b>\$810.00</b>

<b>Sample Collection and Data Reporting</b>	<b>Unit Rate</b>	<b>Quantity</b>	<b>Amount</b>
Project Management & Sampling, hour	150.00	12.0	1800.00
Project QC, Mike Pollen	180.00	1.0	180.00
Administrative, Hour	90.00	0.5	45.00
Mileage/mile	0.90	75.0	67.50
<b>Subtotal, Personnel &amp; Materials</b>			<b>\$2,092.50</b>
<b>Subtotal POTW Monitoring Budget/Event:</b>			<b>\$2,902.50</b>
<b>Total Annual POTW Monitoring Budget (2 Events/Yr):</b>			<b>\$5,805.00</b>

**Biosolids Monitoring:**

<b>Laboratory Analyses</b>	<b>Analysis Method</b>	<b>Unit Rate</b>	<b>Quantity</b>	<b>Total</b>
Metals (As, Cd, Cr, Cu, Pb, Ni, Mo, K, Se, Ag,	EPA 6010B	270.00	2.0	
Phosphorous	EPA 365.4	45.00	2.0	
Mercury	EPA 245.1	31.50	2.0	
Total Nitrogen	SM 4500-N	90.00	2.0	
<b>Subtotal, Chemical Analysis:</b>		<b>436.50</b>	<b>2.0</b>	<b>873.00</b>
<b>Total Solids/ Total Volatile Solids</b>	<b>EPA 160.4</b>	<b>65.00</b>	<b>4.0</b>	<b>260.00</b>
<b>Subtotal, Analyses</b>				<b>\$ 1,133.00</b>

<b>Data Reporting</b>	<b>Unit Rate</b>	<b>Quantity</b>	<b>Amount</b>
Project Management & Sampling, hour	150.00	6.0	900.00
Project QC, Mike Pollen	180.00	2.0	360.00
Administrative, Hour	90.00	0.5	45.00
Vehicle (mile)	0.90	25.0	22.50
<b>Subtotal, Personnel &amp; Materials</b>			<b>\$1,327.50</b>
<b>Total Biosolids Monitoring Budget:</b>			<b>\$2,460.50</b>

<b>TOTAL ANNUAL IPP MONITORING AND LABORATORY ANALYSIS BUDGET*:</b>	<b>\$64,671.50</b>
---------------------------------------------------------------------	--------------------

\* All IPP Monitoring is billed to the Significant Industrial Users under the CONP Industrial Pretreatment Program.



125 Snowman Lane  
North Pole, Alaska 99705  
(907) 488-8593  
(907) 488-3002 (fax)  
bill@northpolealaska.com

City of North Pole  
Director of City Services

# Memo

To: North Pole City Council

From: Bill Butler

Date: December 28, 2016

Subject: Recommendation to accept NTL's 2017 Sanitary Survey professional services proposal

---

## **Recommendation**

Accept NTL Alaska, Inc.'s 2017 professional services proposals for \$5,145.00 to conduct an ADEC mandated Sanitary Survey of the water treatment plant and processes.

## **Background**

Since the mid-1980s, NTL Alaska, Inc. has provided quality and reliable water and wastewater laboratory and consulting services for the City of North Pole. The ADEC requires that public water systems periodically conduct a Sanitary Survey of their water treatment processes and procedures. Such surveys must be performed by an ADEC-registered Sanitary Surveyor, Mike Pollen of NTL is such a register surveyor. Mr. Pollen has been the individual the Utility has hired to perform its ADEC-mandated Sanitary Surveys.

The last Sanitary Survey was conducted in 2014 by NTL. The cost to perform that survey was \$4,869.00. There is only a modest increase in the budget for NTL to perform the 2017 Sanitary Survey (an increase \$276.00).

NTL's 2017 professional service proposal is attached.



# NTL ALASKA, INC.

1606 Heather Drive  
Fairbanks, AK 99709  
(907) 452-6852 fax (855) 751-1984  
[www.ntlalaska.net](http://www.ntlalaska.net)

December 27, 2016

**City of North Pole**

125 Snowman Lane  
North Pole, Alaska 99705  
Attention: Paul Trissel

Re: Sanitary Survey for City of North Pole, PWS #AK2310675

Dear Paul:

NTL Alaska, Inc. (NTL) proposes to perform a sanitary survey of the City of North Pole public water system, PWS #AK2310675, during 2017. As an ADEC-registered Sanitary Surveyor, I will conduct the survey. The sanitary survey process includes a review of the ADEC data files in Fairbanks for this system prior to the onsite inspection. The completed survey report must be compiled and submitted as a digital Electronic Sanitary Survey (ESS) report. I will obtain the ESS forms and complete the filing of the required report to ADEC. During the onsite part of the survey, I will require the assistance of an operator knowledgeable with the water system.

The sanitary survey process is also an informational service to the PWS owner and operator, so I will be available to answer questions that you or your operators may have about your system or the applicable regulations. A budget estimate for completing the sanitary survey is enclosed for your review. We request a purchase order or other formal authorization to proceed. With that, I will work with you to schedule the site visit during the summer of 2017 and will forward a list of information that will be needed prior to the site visit.

If you have any questions about this proposal, please contact me at 907-452-6855, or by email at [mrp@ntlalaska.com](mailto:mrp@ntlalaska.com). I look forward to being of service to the City of North Pole on this project.

Sincerely,

**NTL Alaska, Inc.**

Michael R. Pollen, President  
Alaska Sanitary Surveyor #067

Enclosure: Project Budget Estimate

***“Understanding Water”***



# NTL ALASKA, INC.

1606 Heather Drive  
Fairbanks, AK 99709  
(907) 452-6852 fax (855) 751-1984  
www.ntlalaska.net

## PROJECT BUDGET ESTIMATE

**City of North Pole**  
**125 Snowman Lane**  
**North Pole, Alaska 99705**  
**Attn: Paul Trissel**

**Budget Preparation Date:** December 27, 2016  
**Sanitary Survey of Water System:** City of North Pole, PWS 310675

### Scope of Work:

- 1) Notify ADEC of sanitary surveys for this public water system, order electronic sanitary survey (ESS) forms
- 2) Arrange for data dump and file review in Fairbanks at ADEC
- 3) Site visit during Summer 2017, specific date to be determined
- 4) Prepare sanitary survey report including ESS documents
- 5) Transmit completed report to ADEC and system owner

Service	Unit	Rate	Quantity	Amount
<b>Princess Homestead Lodge Sanitary Survey</b>				
Sanitary Surveyor	hour	185.00	26	4,810.00
Administrative	hour	95.00	2	190.00
Equipment Expense	each	100.00	1	100.00
<b>Travel Expenses</b>				
Vehicle Mileage	mile	0.90	50	45.00
<b>Total Estimated Project Budget:</b>			<b>\$</b>	<b>5,145.00</b>