



CITY OF NORTH POLE
Regular Meeting July 2, 2018
North Pole Council Chambers
125 Snowman Lane, North Pole, Alaska
www.northpolealaska.com

Monday, July 2, 2018
Committee of the Whole: 6:30 p.m.
Regular City Council Meeting – 7:00 p.m.

MAYOR

Bryce Ward
888-4444

CITY CLERK

Judy Binkley
488-8583

COUNCIL MEMBERS

Avery Thompson – Mayor Pro Tem	388-5351
David Skippis – Deputy Mayor Pro Tem	750-5106
Aino Welch – Alt Dep Mayor Pro Tem	488-5834
Santa Claus	388-3836
Doug Isaacson	322-3133
Sharon Hedding	488-9075

- 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

12. New Business

- a. Request for Approval to Extend the Auction Contract with Great North Auction LLC Until June 2019.
- b. Request for Approval of the City of North Pole Advertising Contract with the Fairbanks Daily Newsminer.
- c. Request to Authorize the North Pole 2018 Water System Expansion – Control Programming Professional Services Proposal in the Amount of \$82,616.
- d. Ordinance 18-14, An Ordinance of the City of North Pole, Alaska to Amend the 2018 Police Department and Fire Department Budgets.

13. Executive Session

- a. To discuss personnel issues in the Fire Department.

14. Council Comments

15. Adjournment

Detailed information and copies of agenda documents may be obtained at the Office of the City Clerk, 125 Snowman Lane or on the City website www.northpolealaska.com. Notice of Council Action is available at City Hall and on the City website following the meeting. Council Meetings are aired live via audio streaming from the City's website. Inquiries concerning ADA compliance or accommodations should be directed to the City Clerk.



**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, June 18, 2018 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, June 18, 2018 to order at 7:00 p.m.

There were present:

Avery Thompson – Mayor Pro Tem
David Skipps – Deputy Mayor Pro Tem
Aino Welch – Alt Dep Mayor Pro Tem
Santa Claus
Doug Isaacson
Sharon Hedding
Mayor Ward

Absent/Excused

Excused
Excused

PLEDGE OF ALLEGIANCE TO THE U.S. FLAG

Led by Mayor Ward

INVOCATION

Invocation was given by Ms. Welch

APPROVAL OF AGENDA

Mr. Thompson *moved to* approve the agenda of June 18, 2018

Seconded by Mr. Claus

DISCUSSION

None

Mr. Thompson *moved to* add the following item:

New Business:

- b.** Request to Approve the Renewal of the City of North Pole Health Care Plan for July 1, 2018 – June 30, 2019.

Seconded by Mr. Claus

Discussion

None

On the amendment

PASSED

Yes: 5 – Skipps, Thompson, Claus, Welch, Ward

No: 0

Absent: 2 – Hedding, Isaacson

On the Agenda as amended

Discussion

None

PASSED

Yes: 5 – Skipps, Thompson, Claus, Welch, Ward

No: 0

Absent: 2 – Hedding, Isaacson

APPROVAL OF MINUTES

Mr. Thompson *moved to* approve the Minutes of June 11, 2018

Seconded by Ms. Welch

Discussion

None

PASSED

Yes: 5 – Skipps, Thompson, Claus, Welch, Ward

No: 0

Absent: 2 – Hedding, Isaacson

COMMUNICATIONS FROM THE MAYOR (Audio 3:17)

- This week was busy as we were in court for the evidentiary hearing for the statute of limitations regarding the sulfolane settlement.
- We are getting ready for the 4th of July. Our next meeting is Monday, June 25th at 6pm.

COUNCIL MEMBER QUESTIONS OF THE MAYOR (Audio 3:46)

- **Ms. Welch** asked if there was a request for the ice sculpture this year. **Mayor Ward** replied that we would figure something out.

COMMUNICATIONS FROM DEPARTMENT HEADS, BOROUGH REPRESENTATIVE AND THE CITY CLERK

Fire Dept., Chief Coon

None

Police Dept., Chief Dutra (Audio 4:05)

- Taser replacement is needed and we suspect somewhere around \$18k cost to replace. Working on a replacement timeline to help reduce expenditure. Current units are almost 10 years old.
- We find ourselves in another pickle with hiring. Officer Fisher has taken a job in Iowa and will be leaving us after 7 years. Sorry to see him go. This will leave us down 3 in the summer.
- June 30th at 11:00 is our annual Sgt. Allen Brandt Run From the Cops event at FPD. I would hope you can find time to attend.
- Thank you for supporting the radio grant and the JAG money.
- Chief Eric Jewkes, Captain Wall, and myself all honored Dr. Charles Scott for his lifetime achievement to the citizens of this borough. We honored him with a plaque and an award at the annual APOA Awards Banquet.
- I conducted an ALiCE presentation for Sourdough employees at the NP Sourdough. Well received.
- I just returned from vacation. All is well. Lt. did a good job while I was gone. We kept in touch and handled issues over the phone.
- **Ms. Welch** asked if there was a way to contact police directly report anything citizens see. Chief Dutra replied that you can always call the station and if no one answers, the call will be directed to dispatch.

Finance, Tricia Fogarty

None

Director of City Services, Bill Butler (Audio 10:07)

Building Department

- North Pole Middle School Mechanical Upgrades Project, preferred contractor identified for this FNSB \$4 million project.
- Dental practice on Kevin's Way construction has begun.
- Homestead Road: four, 4-plexes' construction is under way.

- Three new single family home permit applications submitted.
- New 4-plex on Park Way permit applications submitted.
- To date, almost \$15 million in new valuation authorized or in the permitting process to date.

Public Works

- Landscaping activities are the major activities being performed by Public Works.
- Flowers in roundabouts weathered the frost conditions last week with some minor losses in the planters.
- Light poles around City Hall painted white.
 - Candy cane pattern had faded badly.
 - Time consuming to reproduce the candy cane pattern.
 - This fall, Public Works will wrap the street lights at the City Hall parking lot with strands of red lights to reproduce the candy cane effect.
- One summer hire left for a higher paying position. Public Works is considering delaying a new hire until the end of summer when the summer hires begin to leave but much landscaping work remains and the two permanent staff are short-handed preparing for winter.

Utility Department

- Sufolane settlement:
 - HDPE pipe installation continues in 12 Mile Village, up Peridot Street and into section of Zone 3 to get the water main to the new pump house.
 - Plan to connect the 16 inch HDPE main to the Utility's 12 inch ductile iron water main in about two weeks to begin flushing the new water mains.
 - Peridot Road pump house subsurface piping nearing completion and proceeding to pouring the foundation.
 - Framing work nearing completion at the water treatment plant.
 - A problem has occurred with horizontal directional drilling under the drainage channel.
 - Can see the drilling equipment parked on the south side of the Richardson Highway.
 - Soils keep collapsing, interfering the pulling of the water main through the bore hole.
 - Solution is use of a large pipe sleeve to pull the water main through the bore hole.

Natural Gas Utility Board

- On June 12, IGU board voted to purchase Pentex from AIDEA.

- On June 14, AIDEA approved transferring Pentex to IGU.
- **Ms. Welch** asked how where that puts us know with all the pipe that is already in the ground. Mr. Butler replied that a 45 million gallon liquified gas tank in Fairbanks and that will replace the Fairbanks tanks. The tanks being replaced in Fairbanks will then be moved out to North Pole. It will probably not be until 2020 that North Pole gets gas.

Borough Representative – Mr. Skipps (Audio 17:25)

- The 2018-2019 budget for the school district has been approved.
- Also, all kindergarten classes in all schools will now go for the full day.
- There are lots of summer activities going on.
- The City of Fairbanks hired 20 new operators to cut down on overtime costs during the winter.

City Clerk's Office, Judy Binkley (Audio 18:37)

- Last week Tricia and I met with Hale & Associates to go over our Workman's Comp, Law Enforcement Liability, and Cyber Liability Insurance renewals. We got good news as our overall costs are going down.
- I am well under way with preparations for election time. The candidate packet is available on the website and our notice of vacancies has been published. The 2018 Candidate Open House will be Saturday, July 7th at the Borough Assembly Chambers beginning at 10am. The filing period will open at 8am on Monday, July 16th and close at 5pm on Monday, July 30th.
- I will be on vacation starting tonight and back in the office on Monday, July 2nd. I plan to check my emails daily so if you need to get a hold of me, that will be the best way.

ONGOING PROJECTS (Audio 20:00)

Gary Hutchison presented the 2017 draft audit by Kohler, Schmitt, and Hutchison.

CITIZENS COMMENTS – (Limited to Five (5) minutes per Citizen)

None

OLD BUSINESS

ORDINANCE 18-12, AN ORDINANCE OF THE CITY OF NORTH PLE, ALASKA TO AMEND TITLE 2, PERSONNEL SYSTEM, CHAPTER 36, SECTION .480 INSURANCE AND DISABILITY BENEFITS. (Audio 46:17)

Mayor Ward introduced the ordinance.

Public Comment

None

Mr. Thompson *moved to adopt Ordinance 18-12, an ordinance of the City of North Pole, Alaska to Amend Title 2, Personnel System, Chapter 36, Section .480 Insurance and Disability Benefits.*

Seconded by Ms. Welch

Discussion (Audio 47:38)

- **Mr. Thompson** stated he thinks the increase is relatively small considering the health insurance marketplace and supports the ordinance.

PASSED

Yes: 5 – Skipps, Thompson, Claus, Welch, Ward

No: 0

Absent: 2 – Hedding, Isaacson

ORDINANCE 18-13, AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA TO AMEND TITLE 2, ADMINISTRATION AND PERSONNEL CHAPTER 36 PERSONNEL SYSTEM, SECTION 410 REGARDING LEAVE AND ADDING SECTION 415 VOLUNTARY LEAVE BANK PROGRAM. (Audio 48:20)

Mayor Ward introduced the ordinance.

Public Comment (Audio 52:55)

- **Steve Dutra**, 125 Snowman Lane: Stated he likes the current system that is in place. There have been issues with popularity but that employees should be able to donate to employees directly. The idea of the bank is a good idea but there needs to be an appeal process. Right now we have a good working relationship with the Clerk and the Mayor but that could change so we need to make this process time-proof.

Mr. Thompson *moved to adopt Ordinance 18-13, an ordinance of the City of North Pole, Alaska to amend Title 2, Administration and Personnel, Chapter 36 Personnel System, Section 410 regarding leave and adding Section 415 Voluntary Leave Bank Program.*

Seconded by Mr. Skipps

Discussion (Audio 56:05)

- **Mr. Claus** stated he agrees with the Chief about having a mechanism in there and perhaps tabling this until there is a way to work out some sort of accommodation that

takes into account the changes that might go through with the City Clerk and Mayor in the future.

- **Ms. Welch** stated part of the issue could be taken care of by having 2 (two) people concur on the decision.
- **Mr. Thompson** stated he thinks he understands where the discussion is going. However, by changing the language from “or” to “and” doesn’t alleviate the time-proofing issue.
- **Mayor Ward** stated we could look at modifying this by having the City Clerk, who is also the HR Manager rule quickly on all decisions and if there is an appeal, it then goes to the Mayor to make a decision.
- **Ms. Welch** wanted clarification that with this method, the Clerk would make the decision and if the employee didn’t like the decision, they could appeal to the Mayor.
- **Mr. Thompson** asked if we want to address all the areas of the ordinance that say “and/or” Mayor.

Ms. Welch *moved to suspend the rules for 5 minutes*

Seconded by Mr. Skipps

Mr. Thompson *moved to amend Ordinance 18-13, an ordinance of the City of North Pole, Alaska to amend Title 2, Administration and Personnel, Chapter 36 Personnel System, Section 410 regarding leave and adding Section 415 Voluntary Leave Bank Program by:*

- **Line 90** strike “and Mayor”
- **Line 106** strike “and/or Mayor”
- **Line 110** add c. An applicant may appeal a decision made by the City Clerk to the Mayor, who shall quickly make a determination in writing. The Mayor’s decision is final.
- **Line 121** strike “or Mayor”
- **Line 125** strike “or Mayor”

Seconded by Ms. Welch

Discussion on the amendment (Audio 1:12:40)

- **Mr. Thompson** stated that just to add closure, this is a good way to clean up the ordinance.

On the amendment

PASSED

Yes: 5 – Skipps, Thompson, Claus, Welch, Ward

No: 0

Absent: 2 – Hedding, Isaacson

Discussion on the motion as amended

None

On the motion as amended

PASSED

Yes: 5 – Skipps, Thompson, Claus, Welch, Ward

No: 0

Absent: 2 – Hedding, Isaacson

NEW BUSINESS

**REQUEST FOR APPROVAL OF QUOTE FOR STREET MAINTENANCE WORK:
SUMMER 2018.** (Audio 1:13:45)

Mr. Butler introduced the request.

Public Comment

None

Mr. Thompson *moved to* approve the quote from JVP Construction for street maintenance work: summer 2018.

Seconded by Mr. Skipps

Discussion

None

PASSED

Yes: 5 – Skipps, Thompson, Claus, Welch, Ward

No: 0

Absent: 2 – Hedding, Isaacson

**REQUEST TO APPROVE THE RENEWAL OF THE CITY OF NORTH POLE
HEALTH CARE PLAN FOR JULY 1, 2018 – JUNE 30, 2019.** (Audio 1:18:10)

Mayor Ward introduced the request.

Public Comment

None

Mr. Thompson *moved to approve the renewal of the City of North Pole Health Care Plan for July 1, 2018 – June 30, 2019.*

Seconded by Ms. Welch

Discussion (Audio 1:20:30)

- **Mayor Ward** stated he is excited about the wellness program and fostering the culture of taking care of your health for our employees.
- **Ms. Welch** stated that education is important for our employees to be better consumers.

PASSED

Yes: 5 – Skipps, Thompson, Claus, Welch, Ward

No: 0

Absent: 2 – Hedding, Isaacson

COUNCIL COMMENTS (Audio 1:23:00)

Mr. Thompson – see you guys July 2nd, at our next Council meeting.

Mr. Skipps – invite Council members to our next 4th of July celebration meeting on Monday, June 25th.

Ms. Welch – I'll be doing ice carving for the 4th of July event and I'll have visiting guests at our next Council meeting.

Mr. Claus – it's still light out so I hope all those using the sidewalks (atvs, 4-wheelers) will obey all traffic laws.

Mayor Ward – my time here is short so if anyone is interested, my door is open and I look forward to helping the next mayor be successful in this role.

Mr. Thompson *moved to adjourn the meeting at 8:33 p.m.*

Seconded by Ms. Welch

The regular meeting of Monday, June 18, 2018 adjourned at 8:34 p.m.

These minutes passed and approved by a duly constituted quorum of the North Pole City Council on Monday, July 2, 2018.

Bryce J. Ward, Mayor

ATTEST:

Judy Binkley, North Pole City Clerk

Draft

125 Snowman Ln
North Pole, Alaska
99705
907-888-4444
907-488-8584

City of North Pole
Office of the Mayor

Memo

To: Judy Binkley, North Pole City Council
From: Mayor Ward
cc:
Date: June 26, 2018
Re: Extension of Auction Service contract

Council,

The City recently put the Auction services back out to bid and received no qualified submissions, Per the contract with Great North Auction LLC we are able to extend for another year, I am recommending to extend the contract to June 15th 2019. The Contract cannot be extended after June 15, 2019 and must be rebid.

Sincerely,

Mayor Bryce J. Ward

City of North Pole, Alaska



INVITATION FOR BID for Auction Services

Issue date: Wednesday: May 25, 2016

Closing Location:
North Pole City Hall
125 Snowman Lane
North Pole, Alaska 99705

Closing Date and Time:
Bids must be received at the City Clerk's office by:
2:00 p.m. June 8, 2016

City Contact:
Kathy Weber
City Clerk, City of North Pole
Telephone: (907) 488-8583
Email: Kathy.weber@Northpolealaska.org

INVITATION

The City of North Pole is seeking bids for a qualified contractor to auction surplus equipment and vehicles. The City anticipates having a surplus auction at a minimum annually. The date for this auction may vary from year to year.

Items must be auctioned within 90 days of receipt. Items sold shall be auctioned at the contractor's facility. Any items that cannot be sold individually shall be combined with other items to be auctioned.

BASIS OF AWARD

Awards shall be made to the low, responsive, responsible bidder based on the total amount of commission to the Contractor. The bid offering the lowest commission rate and who is available to provide services as outlined herein will receive a one-year base contract. The bid must provide three client references, from sizable auctions with current contact information including name, address and telephone number, to be used for a background check for evaluation purposes. Bids that are unrealistic in terms of scope or price, or that reflect an inherent lack of comprehension of the complexity and risks of the project requirements, may be rejected.

Auctioneer's commission shall include all expenses related to performance of services.

PERIOD OF PERFORMANCE

Base contract is June 15, 2016 through June 15, 2017, funded in one-year increments.

The City reserves the right to renew any contract resulting from this solicitation for up to two (2) additional one-year periods, pending Council funding and satisfactory performance by the Contractor.

SPECIFICATIONS

The Contractor shall manage the equipment surplus auction and shall be responsible for providing the following:

- Advertising: The Contractor shall notify the City of any auction including City assets and shall advertise the sale in a newspaper of general circulation in the City at least fifteen days in advance of the date of the sale and post in at least one public place in the City. The Contractor may advertise in additional media at their own discretion.

- Auction Catalog: Printed and available for distribution no later than one day prior to the auction. Contractor shall have staff present for the viewing day (the Friday before the auction) to distribute auction catalogs and field questions from prospective bidders.
- Auction support services and staff shall include, at a minimum, one (1) a lead auctioneer, one (1) ring persons, one (1) cashier/ clerk, sound equipment, and other items or services required to conduct a professional auction.
- A list of registered buyers, list of lot numbers and sales receipts indicating the sale price of each lot; sales receipts must reference buyer registration number(s).
- Collection of payments, including delinquent or disputed payments and bad checks.
- Ability to accept credit card payments from successful bidders. The vendor may assess the card holder with a credit card processing fee. If a fee is to be assessed, the fee shall be, at a minimum, stated in the sale brochure.
- Payment, in the form of a cashier's check, within fifteen (15) working days of the date of the auction for the net amount of the sale.
- Staff as needed following the auction to load pallets and clean the auction area.
- Buyers Premium is not allowed.
- Accept equipment dropped off at the Contractor's facility (up to) once a month, as coordinated between The City of North Pole and the Contractor.

ETHICS

The Contractor must, in conducting an auction, deal with customers in a manner exhibiting the highest standards of professionalism and respect. The Contractor owes the customer the duties of honesty, integrity and fair dealing at all times.

The Contractor shall not provide auction services in a careless or negligent manner, such as a series of errors that, considered individually, might not significantly affect the results, but which when considered in the aggregate would be detrimental to the City's interests. The Contractor must use due diligence and due care.

"Shill" bidding (also referred to as "by-bidding", "ghost" bidding and "puffing" is strictly prohibited.

Vendors certify by submittal of their bid that the prices submitted have been independently arrived at and without collusion.

CONFLICT OF INTEREST

Applicant shall disclose in their bids any actual or potential Conflict of Interest and existing business relationships it may have with the City, its elected officials, appointed officials or employees.

OWNERSHIP

The City reserves the right to establish minimum bid amounts for any item or lot. The City also reserves the right to remove items or lots from the auction prior to the auction date.

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

(a) The Contractor shall indemnify, save harmless and defend the City of North Pole, its, officers, agents, and employees from all liability, including costs and expenses, for all actions or claims resulting from injuries or damages sustained by any person or property arising directly or indirectly as a result of any error, omission, or negligent or wrongful act of the Contractor, subcontractor, or anyone directly or indirectly employed by them in the performance of this contract.

(b) All actions or claims including costs and expenses resulting from injuries or damages sustained by any person or property arising directly or indirectly from the Contractor's performance of this contract which are caused by the joint negligence of the Contracting Agency and the Contractor shall be apportioned on a comparative fault basis; however, any such joint negligence on the part of the Contracting Agency must be a direct result of active involvement by the Contracting Agency.

INSURANCE:

Contractor must furnish a certificate of insurance within the (10) days of receipt of the Notice-of-Intent to Award and must provide for a thirty (30) day prior notice of cancellation, non-renewal or material change of the policies. Failure to furnish satisfactory evidence of insurance or lapse of policy shall be endorsed with a waiver of subrogation in favor of the Owner. All other insurance policies required of the Contractor by this agreement shall be endorsed to provide that such insurance shall apply as primary insurance and that any insurance or self-insured carried by the Owner will be excess only and will not contribute with the insurance required by this agreement. All other insurance policies required of the Contractor and subcontractors by this Agreement shall be endorsed to name the Owner as additional insured. All insurance shall be on an occurrence from acceptable to the Owner.

1. Workers' Compensation and Employers' Liability Insurance as required by any applicable law or regulation. Employers' liability insurance shall be in the amount no less than \$100,000 each accident for bodily injury, \$500,000 policy limit for bodily injury by disease and \$100,000 each employee for bodily injury by disease. The Contractor shall be responsible for Workers' Compensation Insurance for any subcontractor who directly or indirectly provides services under

this contract. This coverage must include statutory coverage for states in which employees are engaging work. If there is an exposure of injury to Contractor's employees under the U.S. Longshoremen's Harbor Workers' Compensation Act, the Jones Act, or under laws, regulations or statutes applicable to maritime employee, coverage shall be included for such injuries or claims.

2. Commercial General Liability Insurance: The Contractor is required to provide Commercial General Liability (CGL) insurance with limits not less than \$1,000,000 combined single limit per occurrence and \$2,000,000 in the aggregate not excluding premises operations, independent contractors, products, and completed operations, broad form property damage, blanket contractual, explosion, collapse and underground hazards. Limits may be a combination of primary and excess (umbrella) policy forms.

3. Comprehensive Automobile Liability Insurance: Covering all owned, hired and non-owned vehicles with coverage limits not less than \$1,000,000 single limit per occurrence bodily injury and property damage.

A. PROOF OF INSURANCE: The Contractor shall furnish the Owner with a Certificate of Insurance or where requested by the Owner, the policy declaration page with required endorsements attached thereto showing the type, amount, effective dates and dates of expiration of all policies. All endorsements shall reference policy number and the project name and project number.

B. To the fullest extent permitted by law, the Contractor shall defend, indemnify and hold harmless the Owner occurs, and employees from and against any and all loss, expense, damage, claim, demand, judgment, fine, charge, lien, liability, action, cause of action, or proceedings of any kind whatsoever (whether arising on account of damage to or loss of property, or personal injury, emotional distress or death) arising directly or indirectly in connection with the performance or activities of the Contractor hereunder, whether the same arises before or after completion of the contractor's operations or expiration of this Agreement, except for damage, loss or injury resulting from the Owner's gross negligence or willful misconduct.

C. Without limiting its indemnification, the Contractor shall maintain, until acceptance of the project by the Owner, occurrence type coverage of the kinds and minimum amounts set forth below. All insurance limits are minimum. If the Contractor's policy contains higher limits, the Owner shall be entitled to coverage to the extent of such higher limits. The Owner, at its sole discretion, may rise or lower the limit.

INSTRUCTIONS TO BIDDERS

Closing Date/Time/Location

It is the sole responsibility of the applicant to submit their bid to the City Clerk prior to the closing time of 2:00 pm June 8, 2016. Bids received after the due date will not be considered. The wall clock in the North Pole City Hall is the official time piece for the receipt of all bids.

One (1) original and five copies of the bid must be enclosed and sealed in an envelope clearly marked: **"Bid: Auction Services"** and delivered and addressed to the City Clerk, City of North Pole, 125 Snowman Lane, North Pole, AK 99705.

Amendment to bids must be in writing and clearly identify the applicant. The amendment must be delivered to the City of North Pole, City Clerk's Office, before the closing time to be considered as part of an applicant's bid. Such amendments must be signed by the authorized signatory of the applicant. The amendment must be enclosed and sealed in an envelope clearly marked: **"Bid: Auction Services"**

It is the applicant's sole responsibility to ensure they allow themselves enough time to submit their bid prior to the closing date and time. Bids received by facsimile or by electronic means **WILL NOT** be accepted. All costs to prepare the bid shall be borne solely by the applicant.

COMMUNICATIONS AND ENQUIRIES

All inquiries regarding this IFB are to be directed in writing or by email, to the listed persons. To be considered, an inquiry must be submitted by 2:00 pm June 1, 2016. The City in its sole discretion shall determine that an inquiry is of significant enough nature to issue an addendum. Any addenda shall be distributed to all registered individuals.

ADDENDA

Any addendum will be incorporated into and become part of the IFB. No amendment of any kind to the IFB is effective unless it is contained in a written addendum issued by the City.

GENERAL TERMS AND CONDITIONS

Withdrawal of Bids. The applicant may withdraw their bid at any time prior to the closing time by submitting a written withdrawal letter to the City Clerk's Office.

Irrevocability. All bids are irrevocable for a period of (60) business days from the closing date.

Negotiation. The City reserves the right to negotiate enhancements or changes to the preferred bid with the applicant.

Cancellation of IFB. The City is not bound to select a preferred applicant or accept any bid and reserves the right in its sole discretion to postpone or cancel this IFB at any time for any reason whatsoever in accordance with the City's judgment of its best interest.

Business License.

Section 43.70.020 of the Alaska State Statutes requires that all businesses, wishing to engage in business in Alaska, obtain a license. Prior to award of any contract or bid, the successful proposer will be required to provide the City with a copy of a current Alaska Business License.

Solicitation of Council Members and City Staff.

Proponents and their agents will not contact any member of the City Council or City Staff with respect to this IFB, other than the City Representatives named in this document.

Ownership of Bids:

All documents, including bids, submitted to the City become the property of the City. They will be received and held in confidence by the City, subject to the provisions of the United State of America Freedom of Information Act.

Governing Law. This agreement shall be governed by the North Pole Municipal Code.

Litigation Clause. The City may, in its absolute discretion, reject a bid submitted by an applicant, if the applicant, or any officer or director of the applicant is or has been engaged either directly or indirectly through another corporation in legal action against the City, its elected or appointed officers and employees in relation to:

- (A) Any other contract for works or services; or
- (b) Any matter arising from the City's exercise of its powers, duties, or functions.

Scoring Criteria

1. Qualifications and experience – 20 pts
2. Location/proximity to the City – 30 pts
3. Cost – 50 pts

**CITY OF NORTH POLE
INVITATION FOR BIDS – AUCTIONEERING SERVICES
“Cost Bid “**

In submitting this bid, we certify that we have examined the Specification documents, have received Addenda Nos. _____, and have included their provisions in our bid. If awarded a contract under this bid, we hereby agree to the terms set forth in the specification documents and all addenda identified on this bid.

Firm, Fixed Price/ Commission for lots or items under \$1000.00: _____ %
Numerical Price/Commission

Firm, Fixed Price/Commission for lots or items over \$1000.00 _____ %
Numerical Price/Commission

City of North Pole auction history

2012: \$1,847.00

2013: \$1,893.01

2014: \$5,854.16

2015: None done

2016: \$20,000 Projected

Guaranteed for the duration of the engagement

Business Name (DBA): _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Contact Telephone #: _____ Fax #: _____

Email: _____

Name & Title of Representative: _____

Signature of Representative: _____ Date: _____

SEAL IN A SEPARATE ENVELOPE CLEARLY LABELED

“IFB: Auction Services “

**CITY OF NORTH POLE
INVITATION FOR BIDS – AUCTIONEERING SERVICES
“Cost Bid “**

In submitting this bid, we certify that we have examined the Specification documents, have received Addenda Nos. C, and have included their provisions in our bid. If awarded a contract under this bid, we hereby agree to the terms set forth in the specification documents and all addenda identified on this bid.

Firm, Fixed Price/ Commission for lots or items under \$1000.00:

10 %
Numerical Price/Commission

Firm, Fixed Price/Commission for lots or items over \$1000.00

8 %
Numerical Price/Commission

City of North Pole auction history

2012: \$1,847.00

2013: \$1,893.01

2014: \$5,854.16

2015: None done

2016: \$20,000 Projected

Guaranteed for the duration of the engagement

Business Name (DBA): GREAT NORTH AUCTION LLC

Mailing Address: 1665 Richardson HWY.

City: North Pole State: AK Zip Code: 99705

Contact Telephone #: (907) 347-2219 Fax #: NA

Email: GREATNORTH@GCI.NET

Name & Title of Representative: Kevin Drotzow : OWNER

Signature of Representative: Kevin Drotzow Date: 6-7-16

SEAL IN A SEPARATE ENVELOPE CLEARLY LABELED

“IFB: Auction Services “

A few References for Great North Auction:

Saber, UAF. Surplus Auction (yearly) (907) 322-3769 over 100k every year
Forbes Storage (abandoned storage units) (907) 378-8323 amounts very
Samantha J. Hart, AAA moving & storage (abandoned storage units) amounts very
Teresa Regner, (estate of Leo Regner) 1-605-734-1038 over 100k in proceeds

We have been serving Alaskans and business in Alaska for over 20 years,
We have a secure facility with over 6 acres of secure area and are expanding ☺
We do more auctions than any auction house in Alaska year after year.
We would be happy to serve the North Pole city area in there needs☺
Thank you for your time and consideration.

Yours truly, Kevin Drotzur: Owner

A handwritten signature in cursive script that reads "Kevin Drotzur". The signature is fluid and extends to the right with a long horizontal stroke.



CITY OF NORTH POLE

"Where the Spirit of Christmas Lives Year Round"

125 Snowman Lane • North Pole, Alaska 99705-7708
E-mail: mayor@northpolealaska.com • Website: www.northpolealaska.com

City Hall
907-488-2281
Fax: 907-488-3002

Mayor
907-488-8584

City Clerk
907-488-8583

Police
Department
907-488-6902

Fire
Department
907-488-2232

Utilities
907-488-6111

Director of
City Services
907-488-8593

Finance
907-488-8594

June 22, 2016

Great North Auction, LLC
1665 Richardson Hwy
North Pole, AK 99705
P: 907-347-2219
Email: greatnorth@gci.net

Re: Notice of Award
City of North Pole
Auctioneering Contract

Dear Mr. Drotzur,

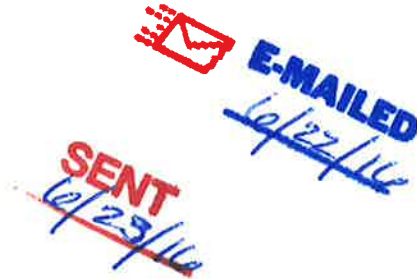
At the regularly scheduled meeting of the North Pole City Council on June 20, 2016, you were officially awarded the Auctioneering Services per IFB #2016-01.

According to the bidding documents, it is your responsibility to provide us with all required insurance, licenses & permits within 10 days of receipt of the Notice-of-Award.

Congratulations on your successful bid and we look forward to working with you.

Sincerely,

Kathryn Weber, MMC
North Pole City Clerk



PO Box 70710
Fairbanks, AK 99707-9989

104650

Account Number

Advertising Agreement

THIS ADVERTISING AGREEMENT ("Agreement"), made on this 13th day of June, 2018, by and between the Fairbanks Daily News-Miner (hereinafter the "Newspaper") and City of North Pole (hereinafter the "Advertiser"), located at 125 Snowman Lane, North Pole, AK 99705

WHEREAS Newspaper is the publisher of the Fairbanks Daily News-Miner and its affiliates and Advertiser wishes to purchase advertising space in said newspaper, Newspaper and Advertiser agree as follows:

1. Advertiser shall purchase a minimum of \$10,000.00 (ten thousand dollars) Rates: \$17.75 Daily / \$19.75 Sunday at the rates indicated in the Newspaper's rate schedule, which is incorporated herein by reference and made a part of this Agreement, subject to the rate revision provisions of Paragraph (4) below.
2. The term of this Agreement shall be 12 months (07/01/2018 - 06/30/2019) from the date of the first insertion. Upon contract expiration, the rate will default to the open rate unless a new contract has been signed. New contracts will not be retroactive.
3. If, after the contract period is completed the Advertiser shall have used less space than agreed to in Paragraph (1) above, Advertiser's rate for all space used during the contract term shall be adjusted to the appropriate rate indicated on the Newspaper's current rate schedule, and Advertiser shall pay the difference.
4. The terms and conditions of the Newspaper's rate card, a copy of which has been provided to the Advertiser, are incorporated herein by reference. If any terms or conditions of the rate card conflict with the terms of this Agreement, the terms of this Agreement shall govern. The Newspaper may revise its advertising rate schedule at any time upon 30 days' written notice to Advertiser, and Advertiser may, without penalty, cancel this Agreement at any time prior to the time the new rates become effective upon prior written notice to the Newspaper.
5. Newspaper may, in its sole discretion, edit, classify, or reject at any time any advertising copy submitted by Advertiser.
6. Advertiser shall make payment within 30 days of the billing date indicated on Newspaper's statement, and, in the event that it fails to make payment within such time, Newspaper may reject advertising copy and/or immediately cancel this Agreement and Advertiser agrees to indemnify Newspaper for all expenses incurred in connection with the collection of amounts payable under this agreement, including court costs, collection fees, attorney's fees and applicable interest. If this agreement is cancelled due to advertiser's failure to make timely payment, Newspaper may rebill Advertiser for the outstanding balance due at the open or earned contract rate, whichever is applicable. Advertiser agrees to pay a service charge of 1.5% per billing cycle (18% per annum) if account is not paid according to the terms outlined in this paragraph.
7. If Advertiser utilizes an agency ("Agency"), Advertiser and Agency shall be jointly and severally liable for complying with all the terms of this Agreement, including payment for all advertising. Agency commissions, if any, shall apply to all space charges and adjustments under this Agreement.
8. This Agreement renders void any statements concerning liability which appear on correspondence from Agency or Advertiser and is irrevocable without the written consent of the Newspaper's Credit Department. It is further agreed that the Newspaper does not accept advertising orders or space reservations claiming sequential liability.
9. When orders are forwarded by Advertiser or its Agency which contain incorrect rates or conditions, the advertising called for will be inserted and charged at the correct rate in force governing such advertising as provided for in the Newspaper's rate schedule, as may be revised pursuant to Paragraph (4) above, and in accordance with the conditions contained herein.
10. This Agreement cannot be invalidated for typographical errors, incorrect insertions or omissions in advertising published. The Newspaper agrees to run a corrective advertisement for that portion of the first insertion which may have been rendered valueless by such typographical error, wrong insertion or omission, if not the fault of the advertiser. Advertiser shall notify the Newspaper of such errors in time for correction before the second insertion. The Newspaper shall not be liable to Advertiser for any loss that results from the incorrect publication (including, without limitation, typographical errors), incorrect insertion or omission of Advertiser's advertisements.
11. Advertiser agrees to indemnify, defend and hold harmless the Newspaper from all claims (whether valid or invalid), suits, judgments, proceedings, losses, damages, costs and expenses, of any nature whatsoever (including reasonable attorneys' fees) for which the Newspaper or any of its affiliates may become liable by reason of Newspaper's publication of Advertiser's advertising.
12. All advertising copy which represents the creative effort of the Newspaper and/or the utilization of creativity, illustrations, labor, composition or material furnished by it, is and remains the property of the Newspaper, including all rights of copyright therein. Advertiser understands and agrees that it cannot authorize photographic or other reproduction, in whole or in part, of any such advertising copy for use in any other medium without the Newspaper's prior written consent.
13. If any federal, state or local taxes are imposed on the printing of advertising material or on the sale of advertising space, such taxes shall be assumed and paid by Advertiser.
14. This Agreement may not be assigned or transferred by Advertiser or Agency.
15. The effectiveness of this Agreement is subject to a satisfactory credit check on Advertiser and/or Agency. Newspaper requires a completed credit application on all new Advertisers and Agencies. Advertiser and Agency agree to prepay for advertising if credit application is not approved. If credit application is not submitted, Advertiser or Agency agree to prepay for all advertising until credit application is received and approved. Advertiser or Agency agree to provide an updated credit application if Newspaper requests one. Advertiser and/or Agency give Newspaper permission to request a credit bureau report on Advertiser and/or personal guarantor of this Agreement.
16. Any claim by Advertiser for a credit related to rates incorrectly invoiced or paid must be submitted in writing to the Newspaper within twenty-five (25) days of the invoice date or the claim will be waived.
17. Advertisements cancelled after the space deadline will be billed at 50%; advertisements cancelled after the materials deadline will be billed at 100%.
18. Advertiser agrees to accept Electronic tearsheets from Newspaper. If Advertiser requests paper tearsheets, the Advertiser agrees to pay \$25 per tearsheet.
19. The parties agree that a signature transmitted by any electronic means shall be deemed original for all purposes hereunder.
20. This Agreement is conditional on strikes, fires, acts of God or the public enemy, war, acts of terrorism, or any cause not subject to the control of the Newspaper, excluding the Advertiser's failure and/or inability to perform.
21. This Agreement constitutes the complete understanding of the parties and supersedes all prior agreements, understandings, negotiations and/or arrangements between the parties and cannot be amended except in writing and signed by an authorized representative of each party. The Newspaper's advertising sales or customer representatives are not authorized to amend or modify the terms of this Agreement and/or the Newspaper's Rate Card terms, either orally or in writing.
22. This Agreement shall be governed by and construed in accordance with the laws of the State of Alaska.

IN WITNESS WHEREOF, duly authorized representatives of the parties have executed this Agreement as of the date noted above.

Advertiser: City of North Pole

By: _____ Date: _____

Signature: _____

Fairbanks Daily News-Miner

By: Linda Ness Date: 6-13-18

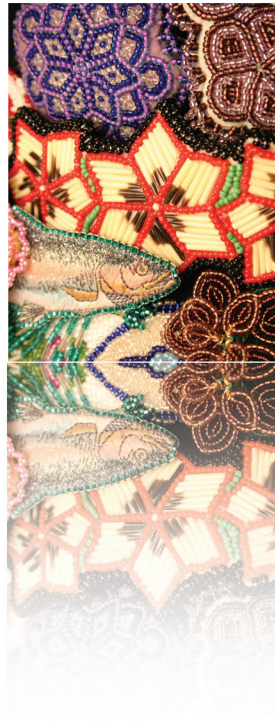
Signature: Linda Ness

2018

Rates effective January 1, 2018



ADVERTISING RATES



FAIRBANKS
Daily News-Miner
THE VOICE OF INTERIOR ALASKA
(907) 459-7548 • newsminer.com



ADVERTISING RATES

per column inch ROP (run of press)

	Daily	Sunday
Open Rate.....	\$27.50	\$29.50
Political	\$27.50	\$29.50
Non-Profit Rate (501.C3)	\$18.30	

REVENUE CONTRACT RATES

Revenue Contracts must be fulfilled in a 12 month period. Contracts will be analyzed quarterly for fulfillment tracking.

If contract is not met, a shortrate will apply retroactively to the earned rate.

	Daily	Sunday
\$5,000	\$18.75	\$20.75
\$10,000	\$17.75	\$19.75
\$15,000	\$16.80	\$18.75
\$30,000	\$15.90	\$17.80
\$75,000	\$15.00	\$16.90
\$100,000	\$14.25	\$16.10
\$150,000	\$13.50	\$15.25

COLOR RATES

- \$99 flat fee up to 14 inches
- \$299 flat fee for 14.5 - 31.5 inches
- \$499 flat fee for 32-126 inches
- \$499 Double Truck

TABLOID SPECIAL SECTIONS RATES*

Size	Col/inches	Dimensions	Black & White Ad	With Color
1/8 Page	7.5	4.92" x 2.5"	\$225.00	\$320.00
1/4 Page	15	4.92" x 5"	\$375.00	\$520.00
1/2 Page	30	10" x 5"	\$595.00	\$820.00
Full Page	60	10" x 10"	\$1,050.00	\$1,445.00

SPECIALTY PUBLICATION RATES*

Bi-Monthly HOMES Magazine Call for Quote
Weekly What's On Entertainment Magazine..... Call for Quote

ALASKA POST RATES

Weekly Military Paper \$13.50 per column inch
Color Rate (up to 14") \$75 flat fee
Color Rate (over 14") \$120 flat fee

	Black & White	With Color
Front Page Banner (6 col x 1")	\$120	\$195
Front Page Banner (6 col x 2")	\$240	\$300

The following types of advertising are not accepted for the front page of the Alaska Post: Bars or nightclubs, alcohol, tobacco, personals, political advertising or advertising from political action committees.

SPADEAS

Open Rate..... \$10,000 per spadea
6 spadeas annually \$8,000 per spadea
12 spadeas annually \$6,000 per spadea

*Does not include PREMIUM Products

PRE-PRINT INSERT RATES*

Preprinted inserts must meet Daily News-Miner standards for acceptance of advertising. Contracts are available based on annual commitment. Preprinted inserts are not accepted on Monday, Tuesday or Saturday.

Tabloid rate

(maximum tab size 11" x 11") per thousand

Up to 16 pages..... \$89.00

18 to 24 pages..... \$95.00

26 to 32 pages.... \$104.00

More than 32 pages, call for quote

Standard size pages (maximum size 11" x 22")**

To calculate charges for standard size pages, multiply by two (2) the actual number of pages in the insert and then use prices for the tabloid pages. All page sizes larger than 10 inches x 16 inches are charged as standard size. Oversize preprinted inserts (larger than 11" x 11") will be charged a folding fee, and are not accepted on Thanksgiving Day.

**All preprint rates quoted are for 30 lb. newsprint weight. Call for rates on other weights.*

Zoned Preprints

Zoned preprints not accepted Sundays or Thanksgiving Day.

Zoned preprint special handling fee Add 20%

*Minimum charge for quantities of less than 3,000 inserts \$299.00

POWER NOTES (FRONT PAGE)

Volume

Agreement 1 2 3 4 5 6

CPM

Front Page \$99.00.... \$95.00... \$92.00 ... \$89.00.... \$85.00.... \$82.00

Section Fronts .. \$90.00.... \$89.00... \$87.00 ... \$85.00.... \$84.00.... \$82.00

*\$35 plate charge per insertion

FRONT OF SECTION ADVERTISING (INCLUDES COLOR)

Contract rates and discounts do not apply.

	<u>A1</u>	<u>Any Other</u>
	<u>Section Front</u>	
6 columns x 1 inch	\$300	\$250
6 columns x 2 inches.....	\$600	\$500
6 columns x 3 inches.....	\$960	\$800

WEATHER TOPPER PREMIUM

Guaranteed position \$250



ONLINE RATES ROS (RUN OF SITE)

Impressions

Size	50,000	100,000	150,000	250,000	300,000+
Open Rate (less than 50,000 Impressions) \$20 CPM					
Rectangle 300 x 250 pixels	\$12	\$10	\$9	\$7	\$6
Leaderboard 728 x 90 pixels	\$12	\$10	\$9	\$7	\$6
Half Page 300 x 600 pixels	\$12	\$10	\$8	\$8	\$6

PREMIUM ONLINE ADVERTISING — SOLD BY 24 HOUR DAY

LEADERBOARD \$450/day

- 728 x 90 pixels • Maximum file size 75K for jpg or gif ads.

RECTANGLE \$350/day

- 300 x 250 pixels • Maximum file size 75K for jpg or gif ads.

SLIDING BILLBOARD \$350/day

- Billboard 970 x 300/Pencil 970x30 pixels
- Maximum file size: Billboard 75K/Pencil 30K for jpg or gif ads.

WALLPAPER \$350/day

- Wallpapers are 1800 pixels wide by 900 pixels deep, with content on the left and right sides. The left and right panels are 300x900 pixels, with the content "safe" area 160x600.
- Maximum file size: 200K.

SPECIALTY PRODUCTS

VIDEO LINK \$350/month

- Link to video on customer's YouTube page. All platforms. 300x250 pixels.
- Time-based placements. Up to six spots available, which rotate among themselves. They are displayed in right-hand column.

EMBEDDED VIDEO \$12 cpm

- .mp4 using h.264 encoding and AAC/MP3 audio codecs; 1080p or 720p resolution; no more than 8M. For best results, the first frame should be an image, not a black screen. 300x250 pixels.

NEWSMINER MOBILE APP \$6 cpm

- Tablet or phone.

HOMEPAGE TAKEOVER \$2500/day

- Takeover campaign.

CUSTOM SPONSOR \$40/day/3 day minimum

- 200x90 pixels • Maximum file size 75K for jpg or gif ads.

WEATHER SPONSOR..... Print & Online Package \$500/month

- 88 x 31 pixels • Maximum file size 75K for jpg or gif ads.

IN BOX ADVERTISING

- Today's Top Story (7 days) \$150
- Thursday What's Happening Weekly Calendar \$50

WE ARE THE PRIMARY SOURCE
OF INFORMATION FOR INTERIOR ALASKA.

The News-Miner is predominantly the primary source
of news for Fairbanks area residents

Choice	Online Survey	Telephone Survey	All Respondents
Fairbanks Daily News-Miner	52.6%	25.8%	36.7%
Alaska Dispatch News	9.3%	1.8%	4.9%
Sun Star	0.0%	0.0%	0.0%
Radio - Local	9.3%	14.6%	12.4%
Radio - Streamed or Podcast News	1.5%	.5%	0.9%
Television - Local	6.0%	19.7%	14.1%
Television - Cable/Satellite	9.3%	11.3%	10.5%
Other	10.5%	26.3%	19.9%

The News-Miner is predominantly the primary source
of advertising in the greater Fairbanks area.

Choice	Online Survey	Telephone Survey	All Respondents
Newspaper/Newspaper Inserts	24.5%	36.0%	30.0%
Radio	9.6%	6.7%	8.2%
Television	12.6%	18.5%	15.6%
Internet	34.9%	20.6%	27.8%
Yellow Pages	0.4%		
Direct Mail	1.5%	9.0%	11.4%
None	13.8%	8.7%	5.7%
Other	2.7%		

We reach 91% of the
greater Fairbanks
market in print and
online.

Source: 2014 Media Usage Study,
Information Insights, Fairbanks, AK.

Fairbanks Daily News-Miner Print Ad Sizes for Broadsheet

1 column width	1.53 inches
2 column width	3.22 inches
3 column width	4.92 inches
4 column width	6.61 inches
5 column width	8.31 inches
6 column width	10 inches

Maximum height is 21 inches

Fairbanks Daily News-Miner Print Ad Sizes for Tabloid

1/8 page	4.92" x 2.5"
1/4 page	4.92" x 5"
1/2 page	10" x 5"
Full page	10" x 10"



Stantec Consulting Services Inc.
725 East Fireweed Lane Suite 200, Anchorage AK 99503-2245

June 18, 2018
File: 2047056203

Attention: Bill Butler
Director of City Services
City of North Pole
125 Snowman Lane
North Pole, AK 99705

Dear Mr. Butler,

Reference: North Pole 2018 Water System Expansion - Control Programming Professional Services Proposal

Stantec Consulting Services Inc. (Stantec) is pleased to provide you with this scope and fee proposal to provide integration programming, including the PLC logic programming and supervisory control and data acquisition (SCADA) screen development for additional monitoring and controls at the water treatment plant (WTP) and Peridot Pump House (PH).

SCOPE OF SERVICES

The scope of service for the proposed designs are as follows:

TASK 1: SITE VISIT AND KICKOFF MEETING

A Stantec control engineer will visit the site to meet with the CONP operations staff to get their input, review existing system architecture, and review current programs and graphic screens. In addition, the Stantec engineer may offer suggestions and recommendations for improvements. Stantec will document the meeting comments and discussions and provide a written record.

Input received during the kickoff meeting will help the integration programmer to deliver products that meet the expectations of the operators and end users. The site visit is expected to take approximately 2 days onsite.

TASK 2: INTEGRATION PROGRAMMING

Working remotely the integration programmer will develop the graphic screens and PLC logic programs for the new filters and pump station. The "PLC program" is the logic code that automates and operates the equipment; the "SCADA graphic screens" are the graphical user interface the operators use to monitor and manipulate the equipment, via the PLC program.

Integration programming will include:

- Modification of WTP SCADA graphic screens to add the additional filters and equipment.
- Modification of WTP PLC program as required to interface the additional filters and equipment.
- Development of Peridot PH SCADA and local operator interface graphic screens.
- Development of Peridot PH PLC program.

Reference: North Pole 2018 Water System Expansion - Control Programming Professional Services Proposal

Section 40 90 00 Process Control and Instrumentation Systems, Section 3.8 specifies the sequence of operations and logic required at Peridot, and at the WTP. This document also specifies programming and graphic standards for the project. The Integration programming will conform to this specification.

Existing SCADA screens for the WTP will be modified to incorporate the new filters and other equipment. New screens will be developed for the Peridot PH. The screens will include monitoring, control, and alarm functions as specified in Section 40 90 00.

Development of Graphic screens includes screens at both the local terminals in the WTP and Peridot pump house, and at the SCADA head end.

TASK 3: GRAPHIC SCREEN PROGRAMMING DEMONSTRATION AND REVIEW

Preliminary graphic screens will be presented to the CONP operations staff via video conference. The objective of this task is to present the look and feel of the WTP and Peridot PS monitoring screens and solicit feedback from CONP operations staff. Comments received during the demonstration will be incorporated into the final graphic screens before installation.

We anticipate a single round of graphic screen demonstration and review. We have allowed for addition of reasonable features, alarms, controls, etc., as may be requested by the operators during the demonstrations.

TASK 4: STARTUP AND TESTING

A Stantec control engineer will be onsite to load the control programs to the various PLCs, and to assist with the startup and testing of the monitoring and control systems for the new WTP equipment and pressure filters and Peridot PH. The Stantec engineer will work with the CONP Operations staff and the Contractor's staff to thoroughly test the local and remote SCADA monitoring and control screens and programming, including communications and alarm functions. Functionality and testing will be witnessed and verified on forms developed for the project.

One visit for each site is anticipated with up to 3 days onsite for the pump station and 7 days for the WTP.

The construction contractor is responsible for ensuring the physical control equipment is installed, wired, and tested prior to the Stantec integrator arriving on site; this includes the communications systems. If the equipment is not ready, this may require additional site visit by the integrator, at additional cost.

TASK 5: QA / QC

In compliance with Stantec internal procedures, and industry standards, internal reviews of will be conducted by knowledgeable parties not directly involved in their development. These third-party reviewers will verify that the deliverables will meet contract requirements, industry expectations, and CONP needs.

TASK 6: PROJECT MANAGEMENT

The Stantec project manager will review all deliverables before submittal, as well as prepare and submit invoices and monitor completion of tasks and deliverables.

Reference: North Pole 2018 Water System Expansion - Control Programming Professional Services Proposal

ASSUMPTIONS AND/OR EXCLUSIONS

- CONP will provide current SCADA and WTP PLC program files.
- The Contractor will provide accurate redline loop drawings.
- Submittals will be electronic only.
- Contractor is responsible for loop testing and verification; testing and verification is completed prior to programs being loaded.
- Contractor shall have work at a stage of completion to allow program upload approximately 1 month prior to substantial completion.
- Contractor shall have the pressure filter manufacturer's control system programmer on site during startup and testing of that system.
- The Peridot PS cellular link will be operational for startup and testing.
- Support for the startup and testing can be completed in two site visits, one each for the Peridot PH and the WTP.
- Items not specifically included in the scope outlined herein are not part of our proposal. Where either Stantec or CONP identify additional work that may benefit the project, the work can be provided by amendment at contract rates as CONP directs.

SCHEDULE

Based on acceptance of this proposal by June 27th, the following tentative schedule is proposed:

Table 1: Preliminary Schedule

Activity	Approximate Completion Date
Task 1: Site Visit and Kickoff Meeting	July 11, 2018
Task 2: Integration Programing	Integral with, and prior to completion of Tasks 3 and 4
Task 3: Graphic Screen Programming Demonstration	July 30, 2018
Task 4: Startup and Testing	
Support I/O testing and new filter startup (WTP site visit)	Week of August 20, 2018
Support new pump station startup (Peridot PH site visit)	Week of September 3, 2018
Task 5: QA / QC	Prior to submittals above
Task 6: Project Management	On going

FEE

The services described here will be provided to CONP in accordance with the Professional Service Terms and Conditions previously negotiated and agreed to between Stantec and CONP. This work may be completed by change order to the existing agreement or a separate agreement. The total estimated fee for proposed services is \$82,616 to be performed on a time and materials basis. The development of this fee is shown on the attached spreadsheet.

June 18, 2018

Bill Butler

Page 4 of 4

Reference: North Pole 2018 Water System Expansion - Control Programming Professional Services Proposal

Services will be performed at the standard Stantec billing rates in effect at the time services are provided, subject to annual adjustment. Direct expenses will be invoiced at cost plus ten percent (10%). Travel, lodging, vehicles, and supplies will be invoiced at cost, without markup.


A worksheet showing the development and assumptions inherent in this fee is attached. The project will be invoiced monthly.

CLOSURE

We appreciate this opportunity to propose on this work and look forward to working with you on the successful completion of this project. If you have any questions, or would like to discuss the scope of work, please contact me or Bruce Robson by phone at (907) 276-4245.

Regards,

Stantec Consulting Services Inc.



Dean Syta PE
Principal

Phone: 907-343-5260
Fax: 907-258-4653
dean.syta@stantec.com

Attachment: As indicated
c. file

sg \\us1308-f01\shared_projects\2047056203_management_cm_2018_water_exp\contracts\programming\20180604_conp_programming.docx



	Project / CA Manager Dean Syta, P.E.	Process Engineer Brian Miskill PE	Controls Engineer Phil Atkinson	Administrative Support Ursula Dickinson	Total Hours	Labor Costs	Expenses	TOTAL COSTS
Hourly Rate - will be charged at rate in effect each year	\$216	\$216	\$188	\$139				
Control System Programming								
Task 1: Site Visit and Kickoff Meeting								
Site visit to review existing SCADA application to enable offline (remote) generation of new screens			28	2	30	\$ 5,542		\$5,542
Trip Report	1		4		5	\$ 968		\$968
Travel and per diem							\$2,750	\$2,750
Task 2: Integration Programming								
Modify WTP SCADA graphic screens to add filters and equipment	1	2	18		21	\$ 4,032		\$4,032
Modify WTP PLC program for added filters and equipment	1	2	36		39	\$ 7,416		\$7,416
Peridot PH SCADA and local operator interface graphic screens	1	2	18		21	\$ 4,032		\$4,032
Peridot PH PLC program	1	4	50		55	\$ 10,480		\$10,480
Perform internal system tests (simulated environment)	2	2	36		40	\$ 7,632		\$7,632
Task 3: Graphic Screen Programming Demonstration and Review								
Demonstrate proposed screens to client	1		2		3	\$ 592		\$592
Finalize new screens for WTP		1	20		21	\$ 3,976		\$3,976
Finalize new screens for pump station		1	20		21	\$ 3,976		\$3,976
Task 4: Startup and Testing								
Support new filter startup			32		32	\$ 6,016		\$6,016
Support new pump station startup			64		64	\$ 12,032		\$12,032
Travel and per diem							\$7,000	\$7,000
Task 5: QA / QC								
Review of sequence of ops, new plant SCADA screens and Panelview screens	6	12			18	\$ 3,888		\$3,888
Task 6: Project Management	8			4	12	\$ 2,284		\$2,284
Sub-total hours	22	26	328	6	382			
Sub-total fees	\$4,752	\$5,616	\$61,664	\$834		\$72,866	\$9,750	\$82,616

**CITY OF NORTH POLE
ORDINANCE NO. 18-14**

**AN ORDINANCE OF THE CITY OF NORTH POLE, ALASKA
TO AMEND THE 2018 POLICE DEPARTMENT AND FIRE
DEPARTMENT BUDGETS**

WHEREAS, changes to the public services practices and policies is a continually changing requirement; and,

WHEREAS, the City of North Pole budget should be amended to conform to the requirements of the City; and,

WHEREAS, the police department budget is not to be increased in this adjustment, and

WHEREAS, the fire department budget is not to be increased in this adjustment; and,

WHEREAS, the proposed changes are within the department however they are across categories and their fore cannot be made without council approval,

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of North Pole that it approves the police and fire department changes as listed in the fiscal note to be attached to this ordinance.

Section 1. This ordinance is of a general nature and shall not be codified.

Section. Effective date.

This ordinance shall become effective immediately upon passage.

PASSED AND APPROVED by a duly constituted quorum of the North Pole City Council this ____ day of ____, 2018.

Bryce J. Ward, Mayor

ATTEST:

Judy Binkley, North Pole City Clerk

PASSED/FAILED Yes: No: Absent:



City of North Pole, Alaska

Fiscal Note Year:

Accompanying Ordinance/Resolution #: Ordinance 18-14

Originator / Sponsor Name: Mayor Bryce Ward

Date: 6-27-18

Does the Ordinance or Resolution have a fiscal impact? **yes** **no**

Fund- Dept. Title	Account Description	Account #	Debit	Credit
GF Police	Wages Full Time	01-53-1-100		26,200
GF Police	IT services	01-53-2-220	5,200	
GF Police	Professional Services	01-53-2-235	1,000	
GF Police	Travel and Training	01-53-2-510	5,000	
GF Police	Building Maintenance	01-53-7-700	5,000	
GF Police	Transfer out		10,000	
FF Police	Police Fleet transfer in	23-00-3-999		10,000
FF Police	Police Fleet vehicle Purchase	23-10-9-922	10,000	
GF Fire	Vehicle maintenance	01-54-6-610	2,500	
GF Fire	Building maintenance	01-54-7-700	2,000	
GF Fire	Office Supplies	01-54-3-335	500	
GF Fire	Maintenance Contract	01-54-2-230		5,000

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).

Changes to budget to reflect cost savings in personnel cost and increases to other categories. Transfer to fleet fund is to offset expected equipment expenses to be drawn from operating budget.

Prepared By: Bryce Ward Date: 6-27-18

Finance Approval: Lucian's Signature Date: 6-27-18

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.