

## City of Bethel Action Memorandum

Action memorandum No.	20-50		
Date action introduced:	10/13/2019	Introduced by:	Peter Williams, Interim City Manager
Date action taken:	October 13, 2020	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied
Confirmed by:	KM		

**Action Title:** Action Memorandum Allowing the City Manager to Negotiate and Execute a Purchase Agreement with Yukon Equipment Inc. for an All-In-One Heat/Power/Lighting Plant on a Trailer.

**Attachment(s):** 1) Draft Purchase Agreement with Yukon Equipment Inc.

Department/Individual:	Initials:	Remarks:
Peter Williams, Interim City Manager	PW	
Bo Foley, Interim Purchasing Agent	BF	Three bidders for the RFB

Amount of fiscal impact:		Account information:
	No fiscal impact at this time.	
\$61,190	Funds in City Budget.	10-70-690 Capital Expenditures
	Funds not in City Budget.	

### Summary Statement

On September 10, 2020 a Request for Bids (RFB) was issued to purchase an all-in-one heating/power/lighting plant on a trailer.

The RFB closed on October 1, 2020. No protests were received regarding the bid process while it was open. By opening day, a total of three bids were received on the requested equipment.

The bids received were as follows:

- Yukon Equipment Inc. - \$61,190 (Winner)
- Totem Equipment and Supply, Inc. - \$71,995
- Equipment Supply Inc. - \$49,320 (Nonresponsive)

Normally in an RFB, the lowest bidder is the winner. In this particular case, the lowest bidder was eliminated from the running. Equipment Supply Inc. was declared nonresponsive, as their bid package did not include the shipping costs worked into the price, which the City required as mandatory. Despite this, I sent their proposal along to Public Works just in case their proposed unit best fit the specifications Public Works was asking for. Upon review, it was determined that Yukon Equipment Inc.'s proposed trailer was the best fit and therefore declared the winner.

The City seeks to enter into a Purchase Agreement with the lowest responsive bidder, Yukon Equipment Inc., for the purchase of the all-in-one plant. The draft Purchase Agreement is attached.