

SUBJECT: Award of Bid No. 26-171B to JGH Plumbing & Heating, Inc. for the contract amount of \$444,021.00 to Mat-Su Borough School District Administration Boiler Room Improvement & Boiler Replacement.

AGENDA OF: June 16, 2026

ASSEMBLY ACTION: Approved under the consent agenda 06/16/26 - BJH

AGENDA ACTION REQUESTED: Present to the Assembly for consideration.

Route To:	Signature
Purchasing Director	6/3/2026 X Rustin Kraft Signed by: Rustin Kraft
Public Works Director	6/3/2026 X Michael Brown Signed by: Mike Brown
Finance Director	6/4/2026 X Lyndsey Brisard for CH Signed by: Lyndsey Brisard
Borough Attorney	6/4/2026 X Nicholas Spiropoulos Signed by: Nicholas Spiropoulos
Borough Manager	6/4/2026 X Michael Brown Signed by: Mike Brown
Borough Clerk	6/5/2026 X Lonnie McKee Signed by: Lonnie McKee

ATTACHMENT (S) : Analysis Sheet (1p)
Scope of Work (6p)

SUMMARY STATEMENT: On May 12, 2026, the Matanuska-Susitna Borough Purchasing Division issued a solicitation requesting bids from qualified contractors to improve the boiler system and replace boilers at the Mat-Su Borough School District Administrative Headquarters.

Services purchased will support the Public Works Department in assembly district #2.

In response to the advertisement, two bids were received. Award recommendation is being made to JGH Plumbing Heating as the lowest responsive and responsible bidder based on Total Bid Amount.

The final completion date for this project is December 28, 2026.

In accordance with MSB 3.08.170(B), Administration requests authority to modify the resulting contract completion date by 90 days for unforeseen circumstances.

The Public Works Department, Project Management Division, will be administering the contract.

RECOMMENDATION OF ADMINISTRATION: Approve the subject action memorandum.

MATANUSKA-SUSITNA BOROUGH

FISCAL NOTE

Agenda Date: June 16, 2026

SUBJECT: Award of bid number 26-171B to JGH Plumbing & Heating, Inc. for the contract amount of \$444,021.00 to construct boiler room system improvements and replace the boiler at the Mat-Su Borough School District Administrative Headquarters.

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT YES NO
AMOUNT REQUESTED \$444,021.00	FUNDING SOURCE School Capital Projects
FROM ACCOUNT # 400.000.000 4xx.xxx	PROJECT# 40207-1800-1808/1813
TO ACCOUNT :	PROJECT #
VERIFIED BY: 6 / 4 / 2 0 2 6 X L i e s e l Z a n t o S i g n e d b y : L i e s e l Z a n t o	CERTIFIED BY:
DATE:	DATE:

EXPENDITURES/REVENUES:

(Thousands of Dollars)

OPERATING	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031
Personnel Services						
Travel						
Contractual						
Supplies						
Equipment						
Land/Structures						
Grants, Claims						
Miscellaneous						
TOTAL OPERATING						

CAPITAL	444.0					
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REVENUE						
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FUNDING:

(Thousands of Dollars)

General Fund						
State/Federal Funds						
Other	444 0					
TOTAL	444 0					

POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary)

PREPARED BY: _____ PHONE: _____

DEPARTMENT: _____ DATE: _____

6 / 4 / 2 0 2 6

X L y n d s e y B r i s a r d f o r C H

APPROVED BY: _____ DATE: _____

Signed by: Lyndsey Brisard

**SCOPE OF WORK
BID 26-171B**

MSBSD ADMINISTRATION BOILER ROOM IMPROVEMENTS AND BOILER REPLACEMENT

General

Issuing Entity: The Matanuska-Susitna Borough (MSB) is requesting bids from qualified contractors to provide all labor, equipment, materials, supervision, and incidentals necessary for the construction of MSBSD Administrative Headquarters Boiler Room System Improvements and Boiler Replacement located at 501 N Gulkana Street, Placer, AK 99654.

Contract Documents: The Work shall be performed in accordance with the Contract Documents, which include this ITB and Scope of Work, the General Conditions and any Special Conditions, the Drawings and Specifications, and any addenda issued by the Borough. This Scope of Work contains project specific requirements.

Project Description

Background: The Matanuska-Susitna Borough is seeking to improve the boiler system and replace boilers at the Mat-Su Borough School District Administrative Headquarters, in accordance with the construction documents.

Building / Site Characteristics: The facility is approximately 43,460 square feet and 2 Stories.

Project Schedule

The Contractor shall plan and execute the Work to meet the following key milestones:

Substantial Completion: September 28, 2026

Final Completion: October 28, 2026

Substantial Completion is defined as the stage at which the Work is sufficiently complete, in accordance with the Contract Documents, so that the Borough can occupy or utilize the facility (equipment) for its intended use.

Final Completion is defined as the stage at which all Work, including punch list items, is complete; all systems and components are fully operational and compliant; and all closeout submittals required herein have been accepted by the Borough.

SCOPE OF WORK

Project Scope

The Contractor shall provide all labor, equipment, materials, supervision, and incidentals necessary to complete the following Work which includes but is not limited to:

- Perform all work in accordance with the Engineer designed plans and specifications.
- Work includes, but is not limited to, boiler system improvements and replacement, demolition, mechanical and electrical work, roofing, carpentry, painting, and related trades.

- Integrate new boilers into the existing building DDC system (Siemens Inc.) and ensure full system functionality.
- Furnish and install all connections required for complete and operational systems.
- Coordinate with the City of Palmer permitting process initiated by the Borough and comply with all applicable codes and requirements.
- Integrate new boiler systems with existing building systems, including system balancing to optimize performance.
- Perform commissioning of the boiler and associated systems, including:
 - Hydronic system balancing
 - Verification of DDC monitoring and control functionality
- Provide a complete commissioning report to the Borough Project Manager and the Matanuska-Susitna Borough School District Facilities Maintenance prior to contract closeout.
- Perform site restoration and final cleanup.
- **Bid Structure:**
 - **Base Bid**
Demolition and replacement of central heating system boilers and hydronic primary loops. Relocate the domestic water heater to the Level 2 electrical room and provide a new floor drain and electronic trap primer in the electrical room.
 - **Bid Alternate No. 1**
Provide a new indirect-fired water heater.
 - **Bid Alternate No. 2**
Provide new boiler room exterior doors with 18-inch by 54-inch combustion air louvers.

Hours of Work

Unless otherwise approved in writing by the Borough Project Manager, work shall be performed between 7:00 AM and 7:00 PM, Monday through Friday, excluding Borough observed holidays.

Coordination with Other Contracts

The Contractor shall coordinate the Work with other contractors, utilities, and Borough personnel as required.

PRICE AND PAYMENT PROCEDURES

Schedule of Values

Within fourteen (14) calendar days of Notice to Proceed, the Contractor shall submit a Schedule of Values (SOV) for review and approval by the Borough Project Manager. The SOV shall:

- Allocate the entire Contract Sum among the various portions of the Work.
- Be supported by data sufficient to substantiate its accuracy.
- Include a separate Closeout Pay Item of not less than five percent (5%) of the Contract Sum, payable only after acceptance of all closeout submittals.

Progress Payments

The Contractor may submit a Pay Application no more frequently than once per calendar month, based on the percentage of Work completed against the approved Schedule of Values.

Each Pay Application shall be accompanied by certified payroll records as required by AS 36.05 (Alaska Wages and Hours Act) for all Work subject to prevailing wage.

Invoice Requirements

Each invoice shall include, at minimum:

- Project name and ITB number.
- Borough Purchase Order (PO) number.
- Contractor name, address, and remittance information.
- Invoice number and invoice date.

- Billing period covered.
- Approved Schedule of Values with current and previous billing amounts and percent complete by line item.
- Total contract amount, total billed to date, and balance to complete.
- Brief narrative summary of work effort during the billing period.
- Certification of payment to subcontractors and suppliers for the previous payment period.

Closeout Pay Item and Final Payment

Final payment of the Closeout Pay Item shall be released only after all the following have been completed:

- All closeout submittals required by Section 01 78 00 have been delivered and accepted by the Borough.
- All punch list items have been verified complete by the Borough Project Manager.
- Final Completion has been declared in writing by the Borough Project Manager.
- The Contractor has executed and delivered a notarized Contractor's Release and Affidavit of Payment of Debts and Claims, as required by the General Conditions.
- Where applicable, a Consent of Surety to Final Payment.

CONTRACT MODIFICATIONS

General

All modifications to the scope, price, or time of this Contract shall be made in accordance with the General Conditions.

ADMINISTRATIVE REQUIREMENTS

Project Management and Coordination

Single Point of Contact (SPOC): The Contractor shall designate, in writing, a Single Point of Contact (SPOC) who shall be authorized to act on behalf of the Contractor in all matters relating to this Contract. The SPOC shall be available during normal business hours and reachable by phone and email.

Project Management: The Contractor shall provide project management for the Work, including planning, coordination, scheduling, and administration, and shall coordinate all subcontractors, suppliers, and related activities. All Work shall comply with the Contract Documents and maintain the project schedule.

Projectmates – Official Project Management System: All project documentation including submittals, RFIs, daily reports, meeting minutes, and closeout documents shall be transmitted, to the Borough Project Manager to be stored in Projectmates

Notice to Proceed (NTP): The Contractor shall not perform services or incur billable expenses until a written Notice to Proceed (NTP) is issued by the Borough Project Manager.

Department of Labor (DOL) Filing: For projects with a contract value of \$25,000 or more (or as required by DOL), the Contractor shall file an Alaska Department of Labor and Workforce Development Notice of Work, at the Contractor's expense, no later than five (5) calendar days before the start of construction. The Contractor shall provide a copy of the filed Notice and DOL confirmation to the Borough Project Manager.

Project Meetings

Pre-Construction Conference

Prior to the start of Work, the Contractor shall attend a pre-construction conference with the Borough Project Manager and key project stakeholders. Topics shall include schedule, submittal procedures, payment procedures, safety, site logistics, and lines of communication.

Periodic Progress Meetings

Progress meetings shall be held at the project site or via teleconference at intervals established at the pre-construction conference. The Contractor shall produce and distribute meeting minutes within seven (7) calendar days of each meeting.

Pre-Final Inspection Meeting

Upon the Contractor's notification of Substantial Completion, a pre-final inspection meeting shall be held on site to develop the punch list.

Construction Progress Documentation

The Contractor shall develop, maintain, and update a detailed project schedule that identifies all major activities, milestones, sequencing, and durations necessary to complete the Work. The schedule shall be submitted to the MSB Project Manager for review and shall serve as the basis for monitoring project progress and performance. The Contractor shall update the schedule at regular intervals, or as directed, to reflect actual progress and any changes to the Work.

The Contractor shall provide brief written progress updates at intervals directed by the MSB Project Manager, summarizing work completed, work in progress, and planned upcoming activities. Updates shall identify any issues affecting schedule, cost, or coordination, along with proposed corrective actions.

Submittal Procedures

The Contractor shall maintain a Submittal Register listing all required shop drawings, product data, samples, certifications, and other submittals. The Borough Project Manager will provide review comments within fourteen (14) calendar days of receipt of a complete submittal.

An electronic copy (PDF) of all submittals shall be delivered to the Borough Project Manager.

QUALITY REQUIREMENTS

Codes and Standards

In addition to the laws, ordinances, and regulations referenced in the General Conditions, all Work shall comply with the following codes and standards in effect at the time of bid:

- International Building Code (IBC), as adopted by the State of Alaska.
- International Existing Building Code (IEBC)
- National Electrical Code (NEC).
- Uniform Plumbing Code (UPC).
- International Mechanical Code (IMC).
- International Fire Code (IFC).

Permits and Plan Review

The Contractor shall obtain and maintain all permits, licenses, and approvals required for the Work and is required to verify all required permits:

- The City of Palmer permitting process has been initiated by the Borough to expedite plan review. The Contractor shall be responsible for all associated permit fees. A permit fee estimator is available on the City of Palmer website and is based on the bid amount for the work.

Field Verification

The Contractor is responsible for field verification of all existing conditions, dimensions, and utilities prior to the start of construction and prior to the fabrication or ordering of any materials. The Contractor shall promptly notify the Borough Project Manager in writing of any conditions

Special Inspections and Third-Party Quality Control

The Contractor shall coordinate access and provide reasonable assistance to the Project Manager or their inspector.

PRODUCT REQUIREMENTS

Material Quality

All materials and products incorporated into the Work shall be new, of the quality specified, and free of defects, unless otherwise approved in writing by the Borough Project Manager.

Delivery, Storage, and Handling

The Contractor shall be responsible for the safe and secure delivery, storage, and handling of all materials, equipment, and tools at the project site. The Borough shall not be responsible for loss, theft, or damage to Contractor materials or equipment.

Materials shall be stored in a manner that protects them from weather, damage, and contamination, and that does not interfere with Borough operations or public access.

Project-Specific Product Specifications

The preferred boiler replacement materials are as follows:

- Burnham
- Burner – Power Flame
- Gas controls and valves – Honeywell
- Circulation Pump TACO or equivalent

EXECUTION AND CLOSEOUT REQUIREMENTS

Execution

The Contractor shall execute the Work in a manner consistent with industry standards and in compliance with the Contract Documents. The Contractor is responsible for all means, methods, techniques, sequences, and procedures of construction, and for the safety of the work site.

Cleaning and Waste Management

The Contractor shall maintain the project site, building, and surrounding areas in a clean and orderly condition throughout construction. At the end of each work day, all debris, packaging, and waste shall be removed from work areas. Final cleaning shall be performed prior to Substantial Completion.

All construction waste shall be lawfully disposed of by the Contractor at the Contractor's expense.

Submittal Format

All closeout documentation shall be submitted in in electronic PDF format. Electronic copies shall be uploaded to Projectmates.

Required Closeout Submittals

The Contractor shall deliver the following closeout submittals prior to release of final payment:

Item	Description
Record Drawings (As-Builts)	Marked-up drawings reflecting the actual installed conditions of all Work, including any field changes.
Operations & Maintenance Manuals	O&M manuals for all installed equipment, systems, and finishes, organized by CSI division and indexed.
Manufacturer Warranties	Original manufacturer warranty documents for all installed products requiring warranty coverage.
Test, Inspection, and Commissioning Reports	All third-party test reports, special inspection reports, and commissioning reports (if applicable).
Permit Closeout	Copies of all final inspection sign-offs and permit closeout documentation.

Keys, Access Cards, and Codes	All keys, access cards, codes, and combinations transferred to the Borough.
Spare Items and Parts	Spare parts, replacement materials, and other items as specified.
Contractor Warranty	Written warranty per Section 01 78 36.
Alaska DOL Notice of Completion	Filed and stamped Notice of Completion from the Alaska Department of Labor.
Certificate of Authority	Signature authority if Corporation
Lien Releases	Final, unconditional lien releases from the Contractor and from all subcontractors and material suppliers.
Affidavit of Payments	Contractor's release and affidavit of payments of debts and claims

WARRANTIES

Contractor Warranty

The Contractor shall provide warranty for all Work, materials, and components in accordance with the General Conditions, for a minimum period of one (1) year from the date of Final Completion accepted by the Borough. During the warranty period the Contractor shall, at no additional cost to the Borough, promptly correct any defects or failures in materials or workmanship and any incidental damage to other Work caused by such defects.

Manufacturer Warranties

The Contractor shall transfer to the Borough all manufacturer warranties for installed equipment, products, and systems. Manufacturer warranty periods longer than one (1) year shall remain in effect for their full term and run concurrently with, and in addition to, the Contractor's warranty.

DEMONSTRATION AND TRAINING

Training Requirements

The Contractor shall provide on-site demonstration and training of all newly installed systems and equipment to designated Borough personnel prior to Substantial Completion.

- Training shall be conducted by manufacturer-certified representatives or by Contractor personnel approved in advance by the Borough Project Manager.
- Training shall occur after the O&M Manuals are submitted.
- The Contractor shall provide training agendas, written materials in PDF format.

COMMISSIONING

Commissioning Scope

The Contractor shall perform commissioning activities for all installed systems including, but not limited to, start-up, testing, balancing, and verification of design intent. The Contractor shall coordinate with the Borough Project Manager and shall produce a written commissioning report documenting all results.

System Integration

The Contractor is responsible for proper integration of new systems into existing Borough systems and equipment, including any required programming, balancing, and tuning for optimal operational performance.



MATANUSKA-SUSITNA BOROUGH PURCHASING DIVISION

BID OPENING PRELIMINARY RESULTS

26-171B MSBSD Admin Boiler Room Improvements & Boiler Replacement

BIDDER		JGH Plumbing Heating	Mechanical Specialists, Inc.	
Signed Bid Form		☒ Yes ☐ No	☒ Yes ☐ No	☐ Yes ☐ No
Bid Guarantee		☒ Yes ☐ No	☒ Yes ☐ No	☐ Yes ☐ No
BID ITEM	DESCRIPTION	BID AMOUNT	BID AMOUNT	BID AMOUNT
1.	Total Base Bid	\$424,321.00	\$446,235.00	\$
2.	Alternate #1	\$3,500.00	\$4,010.00	\$
3.	Alternate #2	\$16,200.00	\$14,872.00	\$

RECOMMENDATION: ALL BIDS ARE TAKEN UNDER ADVISEMENT

Monday, June 1, 2026
DATE

PURCHASING OFFICER

PURCHASING REPRESENTATIVE

PURCHASING REP./WITNESS