

SUBJECT: Award of bid number 26-084B to Samson Electric Inc. for the contract amount of \$217,182.00 to construct the Palmer Junior Middle School Elevator Upgrades.

AGENDA OF: January 6, 2026

ASSEMBLY ACTION:

AGENDA ACTION REQUESTED: Present to the Assembly for consideration.

Route To:	Signature
Purchasing Director	<div>12/17/2025</div> <div>X Rustin Krafft</div> <div>Signed by: Rustin Krafft</div>
Public Works Director	<div>RECOVERABLE SIGNATURE</div> <div>X Tom Adams, P.E.</div> <div>Signed by: Tom Adams</div>
Finance Director	<div>12/18/2025</div> <div>X Liesel Zanto for C.H.</div> <div>Signed by: Liesel Zanto</div>
Borough Attorney	<div>12/18/2025</div> <div>X Shannon Bodelay for N.S.</div> <div>Signed by: Shannon Bodelay</div>
Borough Manager	<div>12/19/2025</div> <div>X Michael Brown</div> <div>Signed by: Mike Brown</div>
Borough Clerk	<div>12/19/2025</div> <div>X Lonnie McKeechie</div> <div>Signed by: Lonnie McKeechie</div>

ATTACHMENT (S): Scope of Work (2p)

SUMMARY STATEMENT: On November 7, 2025, the Matanuska-Susitna Borough Purchasing Division issued a solicitation requesting bids from qualified contractors to construct the Palmer Junior Middle School Elevator Upgrades. Construction Services purchased will support the Public Works Department in assembly district #2.

The project involves a comprehensive modernization of the only elevator at the Palmer Junior Middle School. Originally installed in 1984, the system has exceeded its projected 25-year service life. The original equipment manufacturers are no longer in business, the school has faced significant challenges sourcing components, resulting in increasingly frequent and costly repairs. With the upgrades to a modern system, we ensure the elevator is easy to maintain and safer for students.

In response to the advertisement, four bids were received. Award recommendation is being made to Samson Electric Inc. as the lowest responsive and responsible bidder based on Total Bid Amount.

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

In accordance with MSB 3.08.170(B), Administration requests authority to modify the resulting contract completion date by 120 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: January 6, 2026

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FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT YES NO
AMOUNT REQUESTED \$217,182	FUNDING SOURCE School Capital Project Fund
FROM ACCOUNT # 400.000.000 4XX.XXX	PROJECT # 40207
TO ACCOUNT :	PROJECT #
VERIFIED BY: <div style="text-align: center;">1 2 / 1 8 / 2 0 2 5</div> <div style="text-align: center;"> <input checked="" type="checkbox"/> X <input type="checkbox"/> M e r i s s a C a r r e l l _____ <small>Signed by: M e r i s s a C a r r e l l</small> </div>	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	217.2					
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REVENUE						
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FUNDING:

(Thousands of Dollars)

General Fund						
State/Federal Funds						
Other	217.2					
TOTAL	217.2					

POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary)

PREPARED BY: _____ PHONE: _____

DEPARTMENT: _____ DATE: _____

1 2 / 1 8 / 2 0 2 5

X

L i e s e l Z a n t o

APPROVED BY: _____ DATE: _____

Signed by: L i e s e l Z a n t o

**SCOPE OF WORK
BID 26-084B**

26-084B CONSTRUCT PALMER JUNIOR MIDDLE SCHOOL ELEVATOR UPGRADES

1. Overview

The Matanuska-Susitna Borough is requesting bids from interested and qualified contractors to provide labor, equipment, and materials for the Palmer Junior Middle School Elevator Modernization located at 1159 S Chugach St, Palmer, AK 99645.

The goal of this project is to modernize and improve the safety, reliability, and appearance of the existing elevator system.

Work includes but is not limited to modernization and upgrade of the existing elevator and related improvements as shown in the Contract Documents. The project includes new elevator equipment, controls, signage, and interior finishes, along with all accessory work necessary for a complete installation. Additional work includes installing a guardrail and handrail at the existing stairs adjacent to the elevator top landing and providing emergency lighting and signage at the same location.

2. General Requirements

- A. The Contractor shall provide all labor, equipment, materials, and supervision necessary to fulfill the contract requirements.
- B. The Contractor is responsible for obtaining and paying for all required permits. The Borough will cover the Fire Marshal Plan Review.
- C. The Contractor is responsible for proper and safe removal and disposal of all waste materials in accordance with local, state, and federal regulations. The Contractor shall properly remove and dispose of all waste materials in accordance with local, state, and federal regulations.
- D. All work must comply with applicable safety standards.

3. Delivery, Storage, and Handling

- A. The Contractor is responsible for the storage and security of all materials and equipment until final project acceptance. Pre-staging on-site is permitted at the Contractor's risk.
- B. The Borough Project Manager must be notified immediately of any material shortages or issues that may cause delays.

4. Project Management

- A. The Contractor shall designate a Project Manager to serve as the primary contact for the Borough.
- B. A Pre-Construction Meeting will be conducted at the outset of the project. Prior to this meeting, the Contractor shall submit required documentation to the Borough Project Manager and Architect, including but not limited to: schedule of values, construction schedule and phasing plan, Department of Labor (DOL) filing, list of sub-contractors and suppliers, designation letters (staff assignments), and the Quality Control Plan.
- C. Work shall only proceed upon issuance of a Notice to Proceed.
- D. The Contractor shall manage the project with a focus on quality control and administrative oversight, including progress meeting agendas and minutes, monthly pay applications, progress reports, and budget tracking.
- E. Progress meetings will be held periodically, as agreed upon by the Borough Project Manager, Architect, and the Contractor.

5. Clean-Up and Inspection

- A. The Contractor shall maintain daily clean-up and secure the site. Prior to substantial completion, the facility and site must be free of equipment, debris, containers, and packaging.

6. Time of Completion

- A. Work shall be completed while school is out of session. The summer break begins on May 20, 2026, and school is expected to reopen during the second week of August 2026.
- B. Time is of the essence. Substantial Completion is required by August 7, 2026, with Final Completion by Aug 28, 2026.

7. Contract Closing (Prior to Final Payment)

- A. A site inspection will be conducted with the Borough Project Manager, Operations & Maintenance (O&M) staff, the General Contractor (GC), and Architect/Engineer (A/E).
- B. All punch list items must be corrected or resolved.
- C. All required documentation (including warranty data, operations manuals, and contractor redlines) must be submitted in both hard copy and PDF format.
- D. Final payment will not be issued until all required documentation is submitted and approved.