

SUBJECT: Award of bid number 26-015B to Orion Construction, Inc. for the contract amount of \$193,400.00 to Supply & Install New Crematory at Animal Shelter.

AGENDA OF: August 19, 2025

ASSEMBLY ACTION:

AGENDA ACTION REQUESTED: Present to the Assembly for consideration.

Route To:	Signature
Purchasing Officer	<div>8/4/2025</div> <div>X Rustin Krafft</div> <div>Signed by: Rustin Krafft</div>
Public Works Director	<div>8/4/2025</div> <div>X Tom Adams, P.E.</div> <div>Signed by: Tom Adams</div>
Finance Director	<div>8/4/2025</div> <div>X Cheyenne Heindel</div> <div>Signed by: Cheyenne Heindel</div>
Borough Attorney	<div>8/6/2025</div> <div>X John Aschenbrenner</div> <div>Signed by: John Aschenbrenner</div>
Borough Manager	<div>8/6/2025</div> <div>X Michael Brown</div> <div>Signed by: Mike Brown</div>
Borough Clerk	<div>8/7/2025</div> <div>X Estelle Wiese for</div> <div>Signed by: Estelle Wiese</div>

ATTACHMENT (S): Analysis Sheet (1p)
Scope of Work (5p)

SUMMARY STATEMENT: On July 9, 2025, the Matanuska-Susitna Borough Purchasing Division issued a solicitation requesting bids from qualified contractors to provide and install a new crematory to replace the Animal Crematory at the Animal Care Facility in Palmer, Alaska. Construction Services purchased will support the Public Works Department in assembly district #2.

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

The final completion date for this project is December 15, 2025.

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, Operations & Maintenance Division will be administering the contract.

RECOMMENDATION OF ADMINISTRATION: Approve the subject action memorandum.

MATANUSKA-SUSITNA BOROUGH

FISCAL NOTE

Agenda Date: August 19, 2025

SUBJECT: Award of bid number 26-015B to Orion Construction, Inc. for the contract amount of \$193,400.00 to Supply & Install New Crematory at Animal Shelter.

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT YES NO
AMOUNT REQUESTED \$193,400	FUNDING SOURCE Borough Facility Capital Projects
FROM ACCOUNT # 435.000.000 4XX.XXX	PROJECT # 10189
TO ACCOUNT :	PROJECT #
VERIFIED BY: ____X____M e r i s s a C a r r e l l Signed by: M e r i s s a C a r r e l l	CERTIFIED BY:
DATE:	DATE:

EXPENDITURES/REVENUES:

(Thousands of Dollars)

OPERATING	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030
Personnel Services						
Travel						
Contractual						
Supplies						
Equipment						
Land/Structures						
Grants, Claims						
Miscellaneous						
TOTAL OPERATING						

CAPITAL		193.4				
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REVENUE						
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FUNDING:

(Thousands of Dollars)

General Fund						
State/Federal Funds						
Other		193.4				
TOTAL		193.4				

POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary)

PREPARED BY: _____ PHONE: _____

DEPARTMENT: _____ DATE: _____



Recoverable Signature

X

C h e y e n n e H e i n d e l

APPROVED BY: _____ DATE: _____

Signed by: C h e y e n n e H e i n d e l

SPCIFICATIONS & SCOPE OF WORK
BID 26-015B

SUPPLY & INSTALL NEW CREMATORY AT ANIMAL SHELTER

Project Overview: The Matanuska-Susitna Borough (MSB) is seeking a qualified contractor/supplier to provide and install a new crematory to replace the Animal Crematory at the Animal Care Facility in Palmer, Alaska. The purpose of this Scope of Work is to establish the basic requirements and allow Animal Care Facility staff to specify minimum technical and performance criteria.

Project Narrative: The existing crematorium is a Crawford Model C700P unit. The Crawford Company is no longer in business. Repairs have been made by independent specialty contractors in the recent past. These specialists have determined the unit is beyond repair and must be replaced. This ITB includes demolition and full replacement. This invitation is for a combined supply and installation contract.

Scope of Work:

1. General Requirements:

- Removal and disposal of the existing crematory unit
- Supply, deliver, install, and commission a new unit in the same location
- Reuse existing exhaust stack if possible
- All equipment, materials, and components included in the crematory should be new and free of defects.

2. Minimum Specifications:

- Minimum Capacity ratings: 100 lbs. per hour with a minimum single load capacity of 300 lbs. per cycle
- Existing unit approximate dimensions: 11' x 5' footprint (129"L x 53"W x 102"H)
- Required fuel (NG/LPG): Main Line – 1,500,000 BTU/hr. Pilot Line – 150,000 BTU/hr.
- Required electrical supply: 230 Volt, Single Phase, 60 Hz, 40 amp @ single point connection
- Primary chamber volume: 26.25 cu. Ft.
- Hearth area: 12.1 sq ft. (60"L x 29"W)
- Secondary chamber volume: 26.58 cu. ft.
- Primary burner capacity: 500,000 BTU/hr.
- Secondary burner capacity: 1,000,000 BTU/hr.
- Combustion air fan: 900 scfm, 3 hp, 230 Volt, Single Phase, 60 Hz
- Charging door: 29"W x 25"H – electric-hydraulic powered
- Hydraulic power unit: 1.5 hp, 230 Volt, Single Phase, 4.4 g.p.m., 500 psi, ¾ gal. reservoir
- Steel construction: Heavy channel steel skid base, with angle, square tube, and plate steel structure, with sheet steel used for inner and outer castings
- Refractory & insulation:
 - Hearth: 7" to 13" 3000°F abrasion resistant cast refractory
 - Side walls: 4.5" thick 2700°F dense fire brick – 1.25" 1900°F insulation backing
 - PCC roof: 6" 2800°F cast refractory with 2" 2400°F insulation cap
 - SCC floor: 5" 3000°F thick dense-insulating cast refractory
- Stack: 20"od x 48"L sections
- Draft control: via "Induce-a-Cool" with temperature reduction to 875°F
- Controls (PLC based with):
 - Touch screen operator interface
 - Primary & secondary chamber temperature control
 - Temperature actuated fuel and air control
 - Burner interface, status and reset access**
 - System status and alarm display
 - Opacity alarm system with control intervention

** Discrete, UL, CSA, FM & IRI burner monitoring/control with U.V. flame supervision provided for each burner

3. Project Scope:

- Remove the existing crematory unit
- Purchase, deliver, install, and commission a new unit in the same location
- Reuse existing exhaust stack if possible

The Contractor shall be responsible for but is not limited to the following:

- Secure all applicable building permits
- Obtain all local contractor business licenses as necessary or utilize local contractors
- Disconnect electrical and gas
- Demolish and remove (dispose of) the existing unit (Crawford C700P)
- Dispose of unit at approved off-site location (MSB Landfill is adjacent to the facility)
- Prepare the site for new installation
- Relocate gas/electric as necessary
- Remove, replace, or reuse electrical supply as needed
- Remove the old pipe and associated fittings
- Provide a new crematorium matching minimum specifications.

Installation & Commissioning

- Ship and receive the new unit
- Install the new unit with all necessary connections for full operation / controls
- Commission the new unit for full operation
- Training the Animal Care Facility Staff / Techs to operate the new unit
- Repair interior finishes
- Cleanup the site (final cleanup)
- Substantial completion walk-through with the Borough Project Manager and Animal Care Staff
- Modify the exhaust stack if required
- Provide the following documentation:
 - Operations manual
 - Contractor 1 year warrantee
 - Manufacturer warranty certification
 - Project closeout documentation

PRE-CONSTRUCTION

- Meet with the Borough Project Manager and Animal Care Staff
- Inspect and discuss condition of the shipped unit prior to installation
- Discuss
 - Work Hours
 - Building Access
 - Submittal Timelines
 - Schedule Coordination
- Hold a pre-construction conference with the Borough PM
- Submit Schedule of Values following CSI MasterFormat 2020 Edition framework for numbers and titles
- Receive a Notice to Proceed
- A Brough Purchase Order will be issued

GENERAL

Upon receiving a Notice-to-Proceed (NTP) from MSB, the Contractor shall commence authorized services and billable expenses only as stipulated. Subcontractors involved in the project must be named and supervised directly by the Contractor. The NTP will include a schedule of values for project invoicing, to be submitted to the assigned Borough Project Manager.

All project coordination and correspondence shall be conducted through the authorized Borough Project Manager. The Contractor is required to maintain a detailed schedule outlining project tasks and milestones, serving as the basis for performance measurements throughout the project duration.

BILLING

Monthly billings must align with the NTP schedule of values and should not exceed authorized amounts. Each billing report must include complete details as required by the Borough Project Manager.

- Following Award, the Contractor will obtain a DOL- Department of Labor number for certified payroll.
- The Contractor will provide a Schedule of Values for billing purposes and tracking installed work for payment. Invoices will need to have a prior certified payroll for the period billed.

PROJECT MANAGEMENT

The Contractor shall provide a Single Point of Contact for business matters and a single point of contact for the field technicians / installation crew.

The Contractor / Supplier shall manage its team and overall project activities in a manner consistent with the Borough's directives to meet the project schedule. Responsibilities include overseeing subcontractors, maintaining schedule adherence and budget compliance, proactively identifying and resolving potential issues and delays, and regularly updating the MSB Project Manager on the projects' overall progress.

PRE-CONSTRUCTION MEETING AFTER AWARD

Prior to construction commencement, the following deliverables must be submitted and discussed at the Pre-Construction Meeting:

- Schedule of Values
- Project Schedule with construction portion fully developed.
- A list of subcontractors for this project
- Project Communication

The Contractor will arrange a Pre-Construction Meeting with the Borough. The Meeting Agenda will include the following at a minimum:

- Correspondence procedures
- Jobsite Safety
- Roles and responsibilities
- Lines of Communication
- Progress Payments, billing
- Submittal Process
- Material Procurement Plan (Lead times, suppliers, delivery schedules)
- Construction Schedule
- Work Hours
- Site Security
- Submittals
- Quality Control Plan
- Signage and barriers
- Building access
- Inspection hold points
- Jobsite housekeeping
- Substantial Completion
- Final Completion
- Closeout

DELIVERY, STORAGE, AND HANDLING

The Contractor is responsible for the storage and security of all materials and equipment until project acceptance by the MSB Project Manager. Materials may be pre-staged on the property at the Contractor's own risk. The MSB Project Manager must be promptly notified of any material shortages or issues that could potentially lead to delays.

CONSTRUCTION

The Contractor is responsible for providing resources to complete this project without any adjustment to the original contract amount. The Contractor is required to acquire all permits prior to construction.

Construction activities are limited to the hours of 8:00 AM – 7:00 PM on weekdays and no work on weekends. This is a planned outage, and the facility is shut down for this activity. Getting a new crematory unit online is critical for the Animal Facility operation. The Contractor must request any work hours outside of these times with 24 hours' notice to the Borough PM and facility representative. Extended work hours are at the Contractor's expense.

Maintaining accurate record drawings are crucial. The Contractor must clearly annotate changes, deletions, and additions to show actual constructed conditions. These record drawings must be kept up to date throughout the project. Upon final completion, the Contractor will collaborate with the Borough PM and produce official record drawings and O&M Manual.

The manufacturer's specifications shall be used for the installation and operation of the new unit.

Notify the Borough Project Manager of substantial completion; the Contractor may request a pre-final inspection. The Borough Project Manager will conduct the inspection or communicate any outstanding issues preventing substantial completion.

Following the pre-final inspection, if the work is deemed substantially complete, the Borough Project Manager will compile a Punch List detailing any deficiencies that require correction before final acceptance. The Contractor must address these deficiencies within the outage timeframe. After substantial completion, a Final Completion inspection will be requested and a letter sent documenting completion.

PROJECT SITE CONDITIONS AND CLEAN-UP

The Contractor shall be responsible for cleaning up and securing the area on a daily basis. The facility and site shall be free of all equipment, debris, containers, packaging, etc. prior to substantial completion.

QUALITY CONTROL

The quality of all work shall be the responsibility of the Contractor. Inspect and test all work as needed to ensure that the quality of materials, workmanship, construction, finish, and functional performance is in compliance with applicable specifications and drawings.

PERMITTING

The Contractor is responsible for identifying and securing all necessary permits for this project. They shall obtain and cover the costs of all permits. It is the Contractor's responsibility to comply with all permitting requirements and ensure the completion of all necessary documentation and reporting.

- Include air quality/environmental compliance documentation of the new unit with the pre-construction submittals.

UTILITIES

The contractor is responsible for coordination of power and gas utilities. (Matanuska Electric Authority (MEA) and ENSTAR Gas Co.

COMMISSIONING / TRAINING

The Contractor will commission the unit and prepare a test to witness the operation. Training in the new systems will be planned and scheduled with the facility personnel.

WARRANTY

The Contractor shall warrant all work, materials, and components to be free of defects for a period of one year from the date the facility is accepted by the Owner. At a minimum a one-year warranty inspection is required, and a warranty statement should be included in the bid.

PROJECT CLOSEOUT

Final payment will be released after all work is completed and the Record Drawings, Warranty, Certified Payroll, DOL Notice of Completion, Consent of Surety, Receipt of the Contractor's Release with no exceptions, and final pay application have been received.

PROJECT SCHEDULE

Time is of the essence. The Contractor must meet the construction substantial, final, and closeout dates listed below.

The proposed project schedule is:

<u>Milestone</u>	<u>Date</u>
Invitation to Bid (ITB)	July 9, 2025
Recorded out of state bidders	July 16, 2025, 9AM Alaska time (AKST)
Site Visit- local	July 17, 2025, 11:30 AM
Deadline for Questions	July 17, 2025 @ 5:00 PM
Bids due	July 24, 2025 @12:00 PM
Substantial Completion	November 15, 2025
Final Completion	December 15, 2025
One-Year Warranty Inspection	December 15, 2026

BUDGET

The MSB estimates these services to be less than \$150,000.

DETAILED BID TABULATION: 26-015B
Supply & Install New Crematory at Animal Shelter

			BIDDERS			
			Orion Construction, Inc.	Consolidated Contr. & Eng.	JGH Plumbing & Heating	Burnz-Well, Inc.
Item Number	Pay Item Description	Pay Unit	Amount	Amount	Amount	Amount
1	Remove and dispose of existing crematory, supply and install a new crematory to replace the Animal Crematory at the Animal Care Facility in Palmer, Alaska in accordance with the bid documents	LUMP SUM	\$154,452.00	\$156,000.00	\$195,000.00	\$349,900.00
2	Shipping FOB of new crematory unit to Matanuska-Susitna Borough Animal Shelter, 9470 E Chanlyut Circle, Palmer, Alaska 99645	LUMP SUM	\$24,023.00	\$24,777.00	\$25,000.00	\$55,000.00
3	Commission, testing, and training in the new systems with the Animal Care Facility personnel.	LUMP SUM	\$13,238.00	\$13,888.00	\$15,000.00	\$25,000.00
4	Supply cremator clean out tools to include Clean-Out Pole Rake (Small 5', 10" head), Clean-Out Pole Brush (Small 5', 10" head), Remains Collection Pan (24"x10"x8")	LUMP SUM	\$1,687.00	\$223.00	\$1,200.00	Included
Total Bid Amount			\$193,400.00	\$194,888.00	\$236,200.00	\$429,900.00