

SUBJECT: Reporting Manager Waivers of Formal Bidding Procedures in accordance with MSB 3.08.320(B), June 2021

AGENDA OF: 20 July, 2021

ASSEMBLY ACTION:

Presented to the Assembly 7-20-21
(B)

MANAGER RECOMMENDATION: For information only.

APPROVED BY MICHAEL BROWN, BOROUGH MANAGER:

MB

Route To:	Department/Individual	Initials	Remarks
	Purchasing Director	J	
	Finance Director	CK	
	Borough Attorney	MS	
	Borough Clerk	JMM 7/12/21	(B)

ATTACHMENT(S): Manager Waivers (3pg)

SUMMARY STATEMENT: 3.08.320 provides the Manager the authority to waive in writing, some or all of the formal bidding procedures when there is not sufficient time to comply with the waived requirements, or the best interests of the borough shall be served by the waiver.

During the month of June, 2021, there were 3 waivers issued for the following:

Waiver 1

Waiver of formal bidding requirements (insufficient time) for the purchase of cat kennels. Previous attempts to solicit acceptable cat kennels have not resulted in acceptable pricing or product. Animal Care and Regulation (AC&R) identified products produced by Shor-Line as the desired product to meet the high volume of use experienced at AC&R. The pricing negotiated with the product manufacturer, Shor-Line, was within the range expected and seen through other products. Repeated solicitation of this need would have likely resulted in further delays. Total cost: \$79,770.49

Waiver 2

Waiver of formal bidding requirements (insufficient time) for Talkeetna rip rap. Last year's high events depleted our stockpile of rip rap. With the need to quickly replenish the stockpile during the summer melt, a source of readily available rip rap was needed. Western Construction and Equipment had materials located in close proximity to Talkeetna and offered to sell and deliver at a competitive rate. By placing this material in Talkeetna, the Borough is better prepared to deal with high water events as they occur. Total cost: \$99,999

Waiver 3

Waiver of formal bidding procedures (insufficient time) for a radiograph (x-ray) machine. Originally identified as a capital item, this equipment was cut out when funding was needed for more urgent needs. The old equipment was beyond its technological life and impeding efficient operation of the Animal Care and Regulation (AC&R) facility. As year end was approaching, and through intensive management of operating funds, sufficient funds were identified to purchase this critical piece of medical equipment. The manufacturer provided competitive pricing and expedited assembly in order to meet year end deadlines. Total Cost: \$57,500



MATANUSKA-SUSITNA BOROUGH

Purchasing Division

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MEMORANDUM

Date: June 3, 2021

To: Mike Brown, Borough Manager

From: Rustin Krafft, Purchasing Officer

Subject: Request for Waiver of Formal Bidding
Cat Kennels

On June 16, 2020, the Matanuska-Susitna Borough Purchasing Division (Purchasing) issued an Invitation to Bid (ITB) 21-004B requesting bids from vendors to supply thirteen banks of cat kennels for the Animal Care (AC) facility. On July 8, 2020, Purchasing issued a Notice of Apparent Successful Bid to all bidders naming Dowland-Bach (DB) Corporation as the low responsive and responsible bidder based on the total bid price. DB was unable to perform in accordance with the contract, and thus, the agreement was cancelled.

The need for cat kennels at the Animal Care facility is still a high priority. Animal Care personnel have been in communications with Shor-Line to obtain a quote for the kennels we need. Shor-Line has been in business of designing & fabricating animal kennels since 1927 and is considered an industry leader.

MSB 3.08.320 states:

The manager may waive, in writing, some or all of the formal bidding procedures of this chapter when there is not sufficient time to comply with the waived requirements, or the best interests of the borough shall be served by the waiver.

Purchasing solicited and awarded a contract to a local company to fabricate the needed cat kennels, unfortunately that agreement did not produce what we needed. The Animal care facility needs updated cat kennels as soon as possible to handle the anticipated increased supply of felines this summer. If Purchasing were to re-bid this opportunity it would delay the process of receiving the needed kennels for 3 months.

The Purchasing Division is requesting that the formal bidding procedures for Animal Care's Cat Kennels be waived, as it is in the best interest of the Borough based on the information presented in this memo.

X APPROVE / ____ DISAPPROVE

Mike Brown, Borough Manager

6/3/21

Date

1M 21-157



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MEMORANDUM

Date: June 4, 2021

To: Mike Brown, Borough Manager

From: Rustin Krafft, Purchasing Officer

Subject: Request for Waiver of Formal Bidding
Talkeetna Rip Rap

In 2020 Operations and Maintenance Division made emergency repairs to the Talkeetna Dike and revetment. These repairs consumed the rip rap stock staged on location in Talkeetna for this type of emergency event. Rapid currents and high water with bank erosion is occurring now in front of the revetment and has the potential to damage the facility. The purpose of this procurement is to restock the emergency rip rap supply so it is immediately available if the dike or revetment are damaged by these conditions.

MSB 3.08.320 states:

The manager may waive, in writing, some or all of the formal bidding procedures of this chapter when there is not sufficient time to comply with the waived requirements, or the best interests of the borough shall be served by the waiver.

Purchasing has recently been having conversations with suppliers for a future purchase of rip rap to replenish the stockpile, however no formal solicitation has been issued. With the need to quickly place emergency materials on site, a waiver is needed for this procurement. The selected supplier has a history of providing low pricing on this material.* In researching the potential sources, the budgetary pricing exceeded the current quote, providing further indication that the quoted price is fair and reasonable.

The Purchasing Division is requesting that the formal bidding procedures for Talkeetna Rip Rap be waived, as it is in the best interest of the Borough based on the information presented in this memo.

X APPROVE / _____ DISAPPROVE

MB

Mike Brown, Borough Manager

6/4/21

Date

* Local material supply from the Comsat pit is no longer available. Materials must now be brought in from alternate, out of area sources.

1M 21-157



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MEMORANDUM

Date: June 10, 2021

To: Michael Brown, Borough Manager

From: Dustin Silva, Acting Purchasing Officer *D. Silva*

Subject: Request for Waiver of Formal Bidding: Animal Care X-Ray Machine

The Matanuska-Susitna Borough (MSB) Animal Care & Regulation (AC&R) Veterinary Clinic is in need of a replacement radiograph (x-ray) machine. A properly functioning x-ray machine is an essential piece of diagnostic equipment for the scope of practice of their clinic. The current x-ray machine was purchased as surplus (used) equipment from Mat-Su Regional Medical Center approximately twelve years ago. The machine has been extensively used, is out of date and requires extensive updating. AC&R would like to replace it with a new digital x-ray machine that is the latest technology, provides better imaging and aligns with current standards in veterinary medicine. Having this updated diagnostic equipment will result in improved veterinary care at our Animal Care facility.

The AC&R Veterinary Technician and Veterinarian have done extensive research for a replacement x-ray machine and have discovered the Sound SmartDR machine. The benefit to this machine vs all others is not only that it is veterinary specific but also includes specialized software which auto-processes the images (MUSICA) saving staff time and keeping image quality consistent. The MUSICA image processing also allows for lower dose radiographs, lowering staff exposure and risk. The system has optimized image acquisition allowing for relief veterinarians and technicians to use the system without in-depth training (though they also has support with on-demand help videos). The estimate includes installation, removal of old system as well as on-site training by Sound Imaging. Overall, this system is one of the most purchased in veterinary medicine. AC&R personnel have been in communications with Sound Imaging / Antech (vendor) and in coordination with Purchasing to obtain a quote for the machine. Sound Imaging has been providing Veterinary Digital Radiography equipment since 1996 and is considered an industry leader in the US.

MSB 3.08.320 states: The manager may waive, in writing, some or all of the formal bidding procedures of this chapter when there is not sufficient time to comply with the waived requirements, or the best interests of the borough shall be served by the waiver.

The AC&R facility needs a new radiograph machine as soon as possible to replace outdated equipment before funds expire on June 30, 2021. If Purchasing were to bid this procurement the needed machine would not be received prior to the funding expiring. The Purchasing Division is requesting that the formal bidding procedures for AC&R's x-ray machine be waived, as there is not sufficient time to comply with formal bidding requirements based on the information presented in this memo.

X APPROVE / ____ DISAPPROVE

MB

Michael Brown, Borough Manager

6/11/21

Date

1m 21-157