



Fairbanks North Star Borough General Services

907 Terminal Street • PO Box 71267 • Fairbanks, Alaska 99707-1267
907-459-1297 • FAX 459-1100

MEMORANDUM

TO: Leah Berman Williams, Finance Committee Chair
Fairbanks North Star Borough Assembly

THROUGH: Bryce Ward, Borough Mayor *BW* for BW

FROM: Cory T. Beal, Chief Procurement Officer
General Services Department *CTB*

DATE: January 21, 2021

SUBJECT: RECOMMENDATION TO APPROVE AWARD
RFP Number 21026
Solid Waste Collection District
Public Involvement Campaign Services

CONTRACTOR: **Catalyst Alaska**

CONTRACT AMOUNT: **\$234,375.00**

The Department of Public Works recommends Finance Committee approval of the proposal submitted by **Catalyst Alaska** in the amount of \$46,875.00 for the initial contract period and an estimated amount of \$234,375.00 if all four one-year renewal options are exercised.

This project provides overall campaign services including advertising, surveying, and presentations with the overall goal of improving user behavior, adherence to FNSB code, and reduced unnecessary costs for the SWCD.

The competitive process was conducted in compliance with Title 16. **Catalyst Alaska** is the highest ranked, responsive offeror.

Funding for this project has been made available by Ordinance Number 2020-20.

Please place this recommendation to award on the Finance Committee agenda for the meeting to be held January 21, 2021. Proposals were received at 2:00 pm on December 17, 2020 for the subject project. The appeal period expired at 5:00 p.m. on January 13, 2021.

Attached is the documentation package provided by the Department of Public Works.



Fairbanks North Star Borough

PUBLIC WORKS DEPARTMENT

Solid Waste Division

Bob.jordan@fnsb.gov

Office: (907) 459-1365

Cell: (907) 328-8157

Fax: (907) 459-1169

MEMORANDUM

TO: Cory Beal, Chief Procurement Officer

THROUGH: David Bredlie, Director of Public Works

FROM: Bob Jordan, Solid Waste Manager, Public Works - Solid Waste *BJ*

DATE: December 30, 2020

Project: Solid Waste Collection District Public Involvement Campaign Services
RFP No. 21026

SUBJECT: Recommendation to Award for the Assembly Meeting on January 14, 2021

Action Requested: The Department of Public Works recommends award of RFP No. 21026 Solid Waste Collection District (SWCD) Public Involvement Campaign Services to Catalyst Alaska for Lot One Items #1 - #8 and Reference Item #1 for \$46,875.00. The initial term is when a contract is signed until June 30, 2021, with four possible one-year renewals. Total estimated cost of this contract with the four possible one-year renewals is \$234,375 = \$46,875 + (4 yrs. X \$46,875/yr.).

Project Description: This contract provides overall campaign services including advertising, surveying, and presentations with the overall goal of improving user behavior, adherence to FNSB code, and reduced unnecessary costs for the SWCD.

Funding: Ordinance 2020 – 20

Attachments: Cost Proposal
Fund Verification



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NOTICE OF INTENT TO AWARD

SUBJECT: SWCD Public Involvement Campaign Services	DATE OF NOTICE: January 7, 2021
RFP NUMBER: 21026	SUBMITTAL DATE: December 17, 2020

It is the intent of the Fairbanks North Star Borough to award a contract to the following vendor as the highest ranked, responsive, responsible Offeror, in accordance with the specifications and requirements described in this Request for Proposal.

Catalyst Alaska
813 5th Avenue
Fairbanks, AK 99701

Award may be made no sooner than five (5) days from the date of this notice. This serves solely as notice of the Borough's intent to award a contract and should not be construed as a notice to proceed with delivery of goods or services.

The Fairbanks North Star Borough appreciates your participation in this competitive solicitation process. If you have any questions about this RFP or its resulting award, please contact the Purchasing Division at (907) 459-1297.

Cory T. Beal
Chief Procurement Officer

Amber Austin
Procurement Specialist

FUND VERIFICATION

to be completed by originating department

DEPARTMENT / DIVISION: Public Works/Solid Waste

IFB / RFP NO.: 21026

PURPOSE / PROJECT NAME: SWCD-Advertising & Surveying Campaign Services

DESCRIPTION: Advertising & Surveying Campaign Services for the new SWCD Code Enforcement Program

Est. Cost: \$40,000

Est. Contingency: \$10,000

Total Cost: \$50,000

SOURCE OF FUNDS: 61610

Account No: 083251-61950 Amount: \$50,000 * Match ?
[√ if Yes]

Account No: _____ Amount: _____

Account No: _____ Amount: _____

Total: \$50,000

to be completed by Accounting

** Grant or Match ? [√ if Yes]	Ordinance Number	Accounting Verification
_____	<u>2020-20</u>	<u>M.Gross</u>
_____	_____	_____
_____	_____	_____

Date: 7/22/2020

*If the source of funds above will be used to meet the matching requirements of a grant, please indicate with a √.
 **If the source of funds is a Grant OR a Match to a grant, be sure the preparer has attached a copy of the grant agreement.

Project Manager _____ Date _____

Bob Jordan
Division Manager
Date 7/16/20

[Signature]
Department Director
Date 7/20/20

to be completed by Accounting

On the date signed above by Accounting, fund sources shown above are sufficient to pay the costs of the requested action and may legally be used for this purpose.

Local bidder preference (FNSB 16.16.050) is prohibited. _____

***Local bidder preference (FNSB 16.16.050) is allowed. X

RCVD 20 JUL 28 11:06

- Funding Source U.S. DOT - FTA
- Funding Source U.S. DOT - all other
- Funding Source Federal Common Rule
- Funding Source Other _____ (Note the agency)
- Funding Source N/A

GENERAL SERVICES

[Signature]
Chief Accountant or Grants Accountant

Date 7/28/2020

*** NOTE: If local bidder preference is allowed, a change in funding source, which impacts this determination, is not permissible after the opening date and time of an Invitation for bid (IFB).