



KENAI PENINSULA BOROUGH

Purchasing & Contracting
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**MIKE NAVARRE
BOROUGH MAYOR**

MEMORANDUM

TO: Mike Navarre, Mayor
FROM: Valentina Sustaita, Purchasing & Contracting Director *V. Sustaita*
DATE: May 10, 2017
SUBJECT: Authorization to Award Contract for ITB17-015 Multi-Function Copier Purchase

The Purchasing and Contracting Office formally solicited and received proposals for ITB17-015 Multi-Function Copier Purchase. Proposal packets were released and the Request for Proposal was advertised in the Peninsula Clarion on February 15, 2017.

The project consists of the purchase of five (5) copiers for various borough departments and service areas.

On the due date of March 15, 2017 five (5) proposals were received and ranked by a review committee as follows:

<u>FIRMS</u>	<u>LOCATION</u>	<u>TOTAL SCORE</u>
HiSpeed Gear	Soldotna, Alaska	592.0
Xerox/Office Tech	Kenai, Alaska	555.9
Konica Minolta	Kenai, Alaska	502.5
Arctic Office Products	Anchorage, Alaska	444.9
Office Products Services	Anchorage, Alaska	338.7

The highest ranking proposal, which includes a cost factor, was submitted by HiSpeed Gear, Inc. with a lump sum cost proposal of \$40,433.00. The proposal review committee recommends award of a contract to HiSpeed Gear, Inc. of Soldotna, Alaska. Your approval for this award is hereby requested.

Funding for this project is in account numbers 225.61110.48710 (NPRSA), 241.41010.48120 (Maintenance), 236.33950.48120 (Roads), 100.31110.48120 (Capital Projects), 290.32010.48120 (Solid Waste), 100.11227.48120 (Purchasing), 705.94910.16E07.48311 and 705.94910.16E06.48311 (FY16 Equipment Replacement – General Services).

Mike Navarre
Mike Navarre, Mayor

Date 5/12/2017

*** NPRSA Copier to be purchased in FY2018 contingent upon Assembly approval of FY2018 budget.*

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No. 225.61110.48710 (NPRSA)	\$1,972.00 **
241.41010.48120 (Maintenance)	\$7,993.00 ✓
236.33950.48120 (Roads)	\$3,385.34 ✓
100.31110.48120 (Capital Projects)	\$3,385.33 ✓
290.32010.48120 (Solid Waste)	\$3,385.33 ✓
100.11227.48120 (Purchasing)	\$343.00 ✓
705.94910.16E07.48311 (FY16 Equip Replace)	\$15,000.00 ✓
705.94910.16E06.48311 (FY16 Equip Replace)	\$15,000.00 ✓
By: <i>PP</i>	Date: <u>5/10/17</u>