

Kenai Peninsula Borough Purchasing & Contracting

MEMORANDUM

TO: Peter A. Micciche, Borough Mayor

THRU: John Hedges, Purchasing & Contracting Director *JH*

FROM: Crystal Reynolds, Acting Project Manager *CR*

DATE: March 13, 2026


RE: Authorization to Award a Contract for ITB26-013 Central Emergency Services #1 Office Furnishings Procurement

The Purchasing and Contracting Office formally solicited and received bids for the ITB26-013 Central Emergency Services Fire Station #1 Office Furnishings Procurement. Bid packets were released on February 20, 2026 and the Invitation to Bid was advertised on Bid Express from February 20 – March 5, 2026.

The project consists of procurement, delivery, and installation of office furnishing for the new Central Emergency Services Station #1. FOB: Central Emergency Services, 265 Wilson Lane, Soldotna, AK 99669.

On the due date of March 5, 2026, two (2) bids were received and reviewed to ensure that all the specifications and delivery schedules were met. The low bid of \$209,888.61 was submitted by Think Office, Anchorage, Alaska.

Your approval for this bid award is hereby requested. Funding for this project is in account number 443-51610-23CES-48720.



Peter A. Micciche, Borough Mayor

3/17/2026

Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	443-51610-23CES-48720
Amount	\$209,888.61
By <i>CR</i> <i>BA</i>	Date: 3/13/2026
NOTES: NA	

**KENAI PENINSULA BOROUGH
PURCHASING & CONTRACTING**

**BID TAB FOR: ITB26-013 Central Emergency Services Station #1
Office Furnishings Procurement**

CONTRACTOR	LOCATION	BASE BID
Think Office	Anchoarge, Alaska	\$209,888.61
Capital Office	Anchoarge, Alaska	\$271,987.30

DUE DATE: March 5, 2026

KPB OFFICIAL: 
John Hedges, Purchasing & Contracting Director