

Aitkin County Board of Commissioners  
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners Date: 9-04-2012

Via: Patrick Wussow, County Administrator

From: John Welle

Title of Item:

Contract Award – S.P. 001-601-19, etc.

Requested Meeting Date: 9-11-12 Estimated Presentation Time: 10 minutes

Presenter: John Welle

**Type of Action Requested** (check all that apply)

- For info only, no action requested
- For discussion only with possible future action
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Authorize filling vacant staff position
- Request to schedule public hearing or sale
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute \_\_\_\_\_
- Approve under Routine Business
- Adopt Ordinance Revision
- Approve/adopt proposal by resolution (attach draft resolution)
- Other (please list) \_\_\_\_\_

**Fiscal Impact** (check all that apply)

- Is this item in the current approved budget?  Yes  No (attach explanation)
- What type of expenditure is this?  Operating  Capital  Other (attach explanation)
- Revenue line account # that funds this item is: \_\_\_\_\_
- Expenditure line account # for this item is: \_\_\_\_\_

**Staffing Impact** (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected.  Yes  No
- Applicable job description(s) may require revision.  Yes  No
- Item may impact a bargaining unit agreement or county work policy.  Yes  No
- Item may change the department's authorized staffing level.  Yes  No



**Supporting Attachment(s)**

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) \_\_\_\_\_

## AITKIN COUNTY COMMISSIONER'S MEMO

**TO:** Aitkin County Commissioners  
Patrick Wussow, County Administrator

**FROM:** John Welle

**DATE:** September 4, 2012

### **Regular Agenda Items:**

Contract Award: S.P. 001-601-019, etc. – Floor Repair Project

### **Summary:**

Under expedited advertising as previously approved by the Board, sealed bids will be opened for this project on Monday, September 10, 2012 with results as shown on an abstract of bids that will be supplied at the meeting.

### **Draft Resolution:**

WHEREAS, S.P. 001-601-019, etc. is a flood repair project for repairs to various county state-aid highways and county roads throughout Aitkin County and , and

WHEREAS, sealed bids were opened for this project at 2:00 pm on Monday, September 10, 2012 with a total of \_\_\_\_\_ bids received, and

WHEREAS, \_\_\_\_\_ of \_\_\_\_\_ was the lowest responsible bidder in the amount of \_\_\_\_\_.

NOW THEREFORE, BE IT RESOLVED, That \_\_\_\_\_ be awarded the contract for construction of S.P. 001-601-019, etc.

BE IT FURTHER RESOLVED, That the Chairperson of the Aitkin County Board and the Aitkin County Auditor are hereby authorized and directed to enter into a contract on behalf of Aitkin County with said low bidder upon presentation of proper contract documents.