

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



To: Chairperson, Aitkin County Board of Commissioners Date: 6-5-13

Via: Patrick Wussow, County Administrator

From: John Welle

Title of Item: C.S.A.P. 001-612-014 Contract Award and Public Meeting Date

Requested Meeting Date: 6-11-13 Estimated Presentation Time: 15 minutes

Presenter: John Welle

Type of Action Requested (check all that apply)

- For info only, no action requested Approve under Routine Business
- For discussion only with possible future action Adopt Ordinance Revision
- 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 Approve/adopt proposal by resolution (attach draft resolution)
- Authorize filling vacant staff position
- Request to schedule public hearing or sale Other (please list) _____
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute _____

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: 5850
- Expenditure line account # for this item is: 6262

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 (1)
- 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: June 4, 2013

Regular Agenda Items:

C.S.A.P. 001-612-014

- a. Contract Award
- b. Set Public Information Meeting Date

Summary:

Sealed bids will be opened for this project on Monday June 10, 2013. An abstract of received bids will be prepared and reviewed at the Board meeting, with a recommendation on contract award by the enclosed resolution.

A public information meeting is requested for this project. The purpose of the meeting is to inform residents of the upcoming construction schedule, to provide information on the three short-term planned detours that will be needed to accommodate construction, to alert residents of the temporary closure of 344th Street during construction to avoid safety concerns raised by high volumes of traffic using this road as an alternate route during construction and to answer questions that residents may have relating to this project. The time and place for this public meeting will be proposed at the Board meeting.

Draft Resolution:

WHEREAS, C.S.A.P. 001-612-014, is a project for shoulder widening, intersection improvements, and bituminous pavement on CSAH 12, and

WHEREAS, sealed bids were opened for this project at 2:00 pm on Monday, June 10, 2013 with a total of _____ bids received, and

WHEREAS, _____ was the lowest responsible bidder in the amount of _____.

NOW THEREFORE, BE IT RESOLVED, That _____ be awarded the contract for construction of C.S.A.P. 001-612-014.

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.