

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



To: Chairperson, Aitkin County Board of Commissioners      Date: 6-18-13

Via: Patrick Wussow, County Administrator

From: John Welle

Title of Item: C.S.A.P. 001-612-014

Requested Meeting Date: 6-25-13      Estimated Presentation Time: 10 minutes

Presenter: John Welle

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

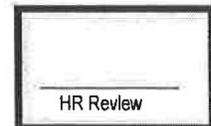
- For info only, no action requested       Approve under Routine Business
- For discussion only with possible future action       Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt 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: 5001, 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

### **Summary:**

As discussed at the June 11, 2013 meeting, a single bid from Tri City Paving of Little Falls, Mn was received for this project, with the bid amount of \$3,330,682.48 being 18.5% over the estimated project cost of \$2,809,699.68.

A recommendation whether to award this project will be brought to the meeting on June 25, 2013 for Board action.

### **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.