



City and Borough of Sitka

PUBLIC WORKS

100 LINCOLN STREET • SITKA, ALASKA 99835

PHONE (907) 747-1804 • FAX (907) 747-3158

MEMO

To: Mayor McConnell, Assembly members
Jim Dinley, Administrator

From: Michael Harmon, Public Works Director
Gary Baugher, O&M Superintendant *GB*
Chris Wilbur, Facilities Manager

Review: Jay Sweeney, Finance Director

Date: February 27, 2013

Subject: City Hall window replacement bid award

Per CBS Procurement Policy and Procedures, procurement of supplies and services, capital outlays, projects and fixed assets over \$50,000 must be approved by the Department Head, Administrator and Assembly.

Background

The United States Post Office and Courthouse in Sitka was commissioned in 1936 and completed in 1938. In 1994 it was remodeled and reopened as the Municipal Office building for the City and Borough of Sitka (City Hall). On December 31, 1997 City Hall was listed on the National Register of Historic places.

When remodeled, the first and second floor original wood windows were replaced with aluminum clad windows. The windows on the third floor remain the original wood windows. They are rotten. In FY13 budget the Assembly approved a project to replace the sills in these windows but after tearing out one window we found the casing was also rotten and the windows needed to be replaced. Since the rest of the building has clad windows we found it appropriate to replace the third floor windows with similar clad windows. The State Historical Preservation Officer concurred (see attached). The City Hall window project was also reviewed by the CBS Historical Preservation Committee and approved.

The bids were opened February 26, 2013. The window replacement was bid according to CBS guidelines and we received two responsive bids as follows:

CBC Construction	\$68,570
H Construction	\$64,500

Financial Note

There is no revenue specifically identified to fund this project. Public works is recommending this project be funded out of the Building Maintenance Fund. This project is eligible for the newly established public infrastructure sinking fund per ordinance 4.45.020. However, we recommend this fund for the purpose of major capital projects and maintenance. The Building Maintenance Fund is better suited for small building maintenance projects like replacing windows, painting, and general maintenance projects. At the end of FY12 the balance of the Building Maintenance Fund (working capital) was approximately \$2.5 million, and this fund is slowly shrinking.

Recommendation

- Award bid to H Construction for \$64,500.
- Transfer \$73,000 from Building Maintenance Fund (working capital) to General Fund Capital Improvement Project Fund to cover the total cost including management, permitting, and administration.



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December 17, 2012

Judith Bittner
Alaska State Historical Preservation Officer
550 West 7th Ave., Suite 1310
Anchorage, Alaska 99501-3565

No Historic Properties Adversely Affected
Alaska State Historic Preservation Officer
Date: 1/11/13
File No. 3130-3R City & Borough of Sitka

Ms Bittner,

The United States Post Office and Courthouse in Sitka was commissioned in 1936 and completed in 1938 and served as the Post Office for more than 50 years. In 1994 it was remodeled and reopened as the Municipal Office building for the City and Borough of Sitka. On December 31, 1997 it was listed on the National Register of Historic Places.

When remodeled the entire first and second story wood windows were replaced with aluminum clad windows. The windows on the third floor remain the original wood windows and they are rotten. The City and Borough of Sitka (CBS) would like to replace these wood windows with clad windows to match the rest of the building. CBS finds that no historical properties of the building would be adversely affected with this maintenance project.

Sincerely

Chris Wilbur
City and Borough of Sitka
Facilities Manager
113 Jarvis St.
Sitka, AK. 99835

SENT BY E-MAIL
DATE 1/11/13