

**City of Palmer**  
**Action Memorandum No. 23-056**

**Subject:** Authorizing the City Manager to Execute a Contract with White Knight Services in the Amount of not to exceed \$2,004.00 per complete call out for snowplow City facilities


**Agenda of:** September 26, 2023

**Council Action:**     **Approved**                       **Amended:** \_\_\_\_\_  
                                  **Defeated**

**Originator Information:**

**Originator:**    Greg Wickham, Superintendent of Public Works

**Department Review:**

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
_____ <input checked="" type="checkbox"/>	Finance	_____	_____
_____	Fire	_____	_____
_____	Police	_____	_____
_____ <input checked="" type="checkbox"/>	Public Works		09/07/2023

**Certification of Funds:**

Total amount of funds listed in this legislation:    \$ **Unknown event based**

This legislation (✓):

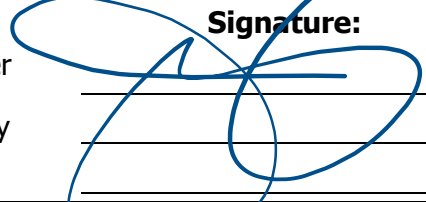
- Creates revenue in the amount of:                      \$ \_\_\_\_\_
- Creates expenditure in the amount of:                      \$ \_\_\_\_\_
- Creates a saving in the amount of:                      \$ \_\_\_\_\_
- Has no fiscal impact

Funds are (✓):

- Budgeted                      Line item(s): 01-17-40-6030
- Not budgeted

Director of Finance Signature: \_\_\_\_\_

**Approved for Presentation By:**

	Signature:	Remarks:
City Manager		_____
City Attorney	_____	_____
City Clerk	_____	_____

**Attachment(s):**

None

**Summary Statement/Background:**

Staff is requesting approval for Snow Removal Service for the City of Palmer's Facilities. This is an annual contract the City of Palmer awards with an option to renew for one additional consecutive year. The Contractor will be used in an "On-call" basis for winter snow removal at 8 locations throughout the City of Palmer. Palmer Public Safety building 1 and 2, Palmer Fire Department Station 31, Palmer City Hall, Palmer Fire Training Facility & Community Development, Palmer Library, Palmer Tourist Center, and Palmer Event Center. An invitation to bid was posted for two weeks. The City of Palmer received two bids which were reviewed by City Staff. White Knight Services had the lowest bid price at \$2,004.00 per hour per complete call out. White Knight Services has had the facilities snow removal contract for the past 3 years. Public Works Maintenance Superintendent will be responsible for call outs and overseeing contractor's snow removal services at these 8 City facilities.

**Administration's Recommendation:**

To approve Action Memorandum No. 23-056.