



MEMORANDUM

Resolution 25-019, A Resolution of the City Council of Homer, Alaska, Awarding a Contract for Fish Grinding Facility Operations to The Alaskan Fish Factory and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents. City Manager/Port Director.

Item Type: Back-Up Memorandum
Prepared For: Mayor Lord and Homer City Council
Date: February 12, 2025
From: Bryan Hawkins, Port Director
Through: Melissa Jacobsen, City Manager

I'm writing to request approval to continue the contract with The Alaskan Fish Factory (AFF) for the operation of the fish grinder building and outfall system, which has been in place since it was built in 2000. The contract has been advertised through the Request for Proposals (RFP) process several times, but we've only ever gotten one response. Based on the City's procurement policy (section 2.7j, item 2), I believe this contract qualifies for single-source procurement.

During the last three RFP's, AFF was the only company to submit a proposal as shown in the attached memorandums. The AFF benefits from not having to maintain its own fish grinder or secure their own Alaska Department of Environmental Conservation (ADEC) outfall permit, and in exchange, they grind all fish carcasses from local cleaning stations and small processors as well as their own fish processing waste. They also help us with the data we need to stay in compliance with ADEC regulations, which we compile into monthly and annual reports. This arrangement is mutually beneficial and helps keep everyone's operations running smoothly.

The cost for this contract is typically under \$20,000 annually, AFF has always been careful to keep their labor costs in check, knowing that any budget issues on our end will affect everyone.

Given the long-standing relationship and how this contract benefits both the city and the AFF, I believe a single-source procurement is justified. I'd appreciate your approval to continue the current contract.

RECOMMENDATION: Adopt Resolution 25-019

ATTACHMENTS:

Memorandum 21-217
Memorandum 18-022
Memorandum 14-033



City of Homer

www.cityofhomer-ak.gov

Port and Harbor

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Homer, AK 99603

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Memorandum 21-217

TO: HOMER CITY COUNCIL

THRU: ROB DUMOUCHEL, CITY MANAGER

FROM: BRYAN HAWKINS, PORT DIRECTOR/HARBORMASTER

DATE: DECEMBER 6, 2021

SUBJECT: AWARDING CONTRACT FOR THE FISH GRINDER OPERATION RFP TO THE ALASKAN FISH FACTORY

The Port and Harbor has issued and advertised an RFP for the seasonal operation of the Fish Grinding Facility. The successful proposer would be contracted to operate and maintain the Fish Waste Grinding Facility during sport/commercial fishing seasons, May 1 to October 20, for a consecutive three years, 2022 to 2024.

The request for proposal closed on Thursday, December 2, 2021 at 4:30 pm. One bid was received from Alaskan Fish Factory.

Staff reviewed the single proposal and are in favor of awarding the contract to Alaskan Fish Factory, 800 Fish Dock Road, Homer, Alaska 99603 for the operation and maintenance of the Fish Grinding Facility for CY 2022 to 2024. The Alaskan Fish Factory has been responsible for successful operation of the City's fish grinding facility in the previous years and staff recommend a continued partnership.

Recommendation

Staff recommends City Council award the contract for the operation and maintenance of the Fish Grinding Facility for CY 2022 to end of year, 2024 per the Memorandum of Agreement between the City of Homer and Alaskan Fish Factory for calendar years 2022 to 2024.

Fiscal Note: Port and Harbor – Fish Grinder: Equipment Maintenance 400-0606-5208

Attached: Request for Proposal Requirements for an Operation & Maintenance Contract of the Port & Harbor Fish Grinding Facility
Winning Bid from Alaskan Fish Factory



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Memorandum 18-022

TO: MAYOR BRYAN ZAK & HOMER CITY COUNCIL
CC: KATIE KOESTER, CITY MANAGER
FROM: BRYAN HAWKINS, PORT DIRECTOR/HARBORMASTER
DATE: FEBRUARY 9, 2018
SUBJECT: AWARDING CONTRACT TO THE ALASKAN FISH FACTORY FOR THE FISH GRINDER
OPERATION RFP

The Port and Harbor advertised for proposals for the seasonal operation of the Fish Grinding Facility. The successful proposer would be contracted to operate and maintain the Fish Waste Grinding Facility during sport/commercial fishing seasons, May 1 to October 20, for a consecutive three years, 2018 to 2020

The request for proposal closed on Thursday, February 8, 2018 at 4:30 pm. One bid was received from Alaskan Fish Factory.

Staff reviewed the single proposal and are in favor of awarding the contract to Alaskan Fish Factory, 800 Fish Dock Road, Homer, Alaska 99603 for the operation and maintenance of the Fish Grinding Facility for CY 2018 to 2020.

Recommendation

Staff recommends City Council award the contract for the operation and maintenance of the Fish Grinding Facility for CY 2018 to end of year, 2020 per the Memorandum of Agreement between the City of Homer and Alaskan Fish Factory for calendar years 2018 to 2020.

Fiscal Note: Port and Harbor – Fish Grinder: Equipment Maintenance 400-0606-5208



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Memorandum 14-033

TO: MAYOR BETH WYTHER & HOMER CITY COUNCIL
CC: WALT WREDE, CITY MANAGER
FROM: BRYAN HAWKINS, PORT DIRECTOR/HARBORMASTER
DATE: FEBRUARY 18, 2014
SUBJECT: RESULTS OF THE PORT & HARBOR FISH GRINDING FACILITY OPERATION & MAINTENANCE CONTRACT REQUEST FOR PROPOSAL

The Port and Harbor advertised for proposals for the seasonal operation of the Fish Grinding Facility. The successful proposer would be contracted to operate and maintain the Fish Waste Grinding Facility during sport/commercial fishing seasons, May 1 to October 20, for a consecutive three years, 2013 to 2016. We also invited alternative proposals from firms or individuals seeking to use fish carcasses that are collected at the Fish Grinding Facility, in more useful ways than what our current program is performing.

The request for proposal closed on Thursday, February 13, 2014 at 4:30 pm. One bid was received from The Fish Factory, LLC.

Staff reviewed the single proposal and is in favor of awarding the contract to The Fish Factory, LLC, Fish Dock Road, Homer, Alaska 99603 for the operation and maintenance of the Fish Grinding Facility for CY 2013 to 2016.

Recommendation

Staff recommends City Council award the contract for the operation and maintenance of the Fish Grinding Facility for CY 2013 to 2016 per the Memorandum of Agreement between the City of Homer and The Fish Factory for calendar years 2013 to 2016.

Fiscal Note: Port and Harbor – Fish Grinder: Equipment Maintenance 400-0606-5208

Attached: Request for Proposal Requirements for an Operation & Maintenance Contract of the Port & Harbor Fish Grinding Facility
Winning Bid from The Fish Factory