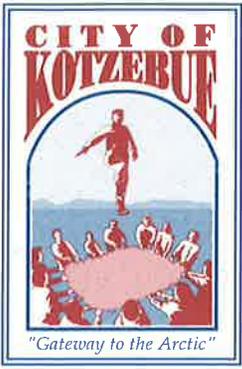


**CITY OF KOTZEBUE
2018 RESOLUTIONS**

Number	Title	Date	Passed/Failed
18-30	A resolution of the City Council of the City of Kotzebue authorizing the execution of New Signature Cards for Bank Accounts with Wells Fargo Bank of Alaska	P03/15/18	
18-31	A resolution of the City Council of the City of Kotzebue authorizing the City Manager, or his designee, to issue a Tidelands Use Permit to E&E Foods and Pacific Star Seafoods (hereinafter "E&E") pursuant to Title 11, Chapter 11.04, "Tidelands Regulations," of the Kotzebue Municipal Code (KMC) for Salmon-buying Operations from Local Fishermen during the Commercial Fishing Season, July 1, 2018 through August 31, 2018 and to issue a Temporary Use Permit with E&E, pursuant to KMC 3.12.120 for the non-exclusive use of some of the City's right-of-way at the Northerly Dead-end of Fourth Street for the July 1, 2018 to August 31, 2017 Commercial Fishing Season in Kotzebue	P04/19/18	
18-32	A resolution of the City Council of the City of Kotzebue authorizing the City Manager, or his designee, to negotiate a Contract with Vitus Terminals/Vitus Energy (Vitus), Anchorage, Alaska for a retail Fueling Station at the Swan Lake Small Boat Harbor	P04/19/18	
18-33	A resolution of the City Council of the City of Kotzebue authorizing participation In the Alaska Municipal League Joint Insurance Association, Inc., (AML/JIA) Loss Control Incentive Program	P04/19/18	



P.O. Box 46
Kotzebue, Alaska 99752

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(907) 442-3401

Police Dept.
(907) 442-3351

Fire Dept.
(907) 442-3404

Public Works
(907) 442-3401

CITY OF KOTZEBUE RESOLUTION NO. 18-31

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KOTZEBUE AUTHORIZING THE CITY MANAGER, OR HIS DESIGNEE, TO ISSUE A TIDELANDS USE PERMIT TO E&E FOODS AND PACIFIC STAR SEAFOODS (HEREINAFTER "E&E") PURSUANT TO TITLE 11, CHAPTER 11.04, "TIDELANDS REGULATIONS," OF THE KOTZEBUE MUNICIPAL CODE ("KMC") FOR SALMON-BUYING OPERATIONS FROM LOCAL FISHERMEN DURING THE COMMERCIAL FISHING SEASON, JULY 1, 2018 THROUGH AUGUST 31, 2018 AND TO ISSUE A TEMPORARY USE PERMIT WITH E&E, PURSUANT TO KMC 3.12.120, FOR THE NON-EXCLUSIVE USE OF SOME OF THE CITY'S RIGHT-OF-WAY AT THE NORTHERLY DEAD-END OF FOURTH STREET FOR THE JULY 1, 2018 TO AUGUST 31, 2018 COMMERCIAL FISHING SEASON IN KOTZEBUE.

WHEREAS, E&E will be purchasing salmon from local fisherman during the upcoming commercial fishing season from July 1, 2018 through August 31, 2018, using and working in and around the City's tidelands during this fish-buying effort as set forth in its letter of March 21, 2018 (with attachments 1, 1A and the sample certificate of liability insurance thereto) and attached hereto as Exhibit "A" and incorporated by reference herein;

WHEREAS, the Planning Commission reviewed this request from E&E at its March 28, 2018 meeting and unanimously recommended approval of this E&E tidelands usage in its Resolution 2018-03, a copy of which is attached hereto as Exhibit "B" and incorporated by reference herein;

WHEREAS, Kotzebue Municipal Code ("KMC") 3.12.120, Use permits and licenses, provides that *"The city may, by city council resolution, issue use permits or licenses for the use of city land, not to exceed one hundred eighty days. Such use permits or license may or may not be for consideration, but such use permits or permits may be terminated at will by the city. Use permits and licenses may be issued without confirming to the requirements of [KMC Chapter 3.12] for disposal of land, unless otherwise directed by the council;"*

WHEREAS, the Planning Commission on March 28, 2018 also heard from the representative of E&E regarding a temporary non-exclusive use permit pursuant to KMC 3.12.120 for E&E for the non-exclusive use of a portion of the City's Fourth Street right-of-way as it dead-ends into Kotzebue Sound and did unanimously approve such a non-exclusive use as set-out in Planning Commission Resolution 2018-03, *supra*;

WHEREAS, E&E acknowledges that this use permit may be terminated at will of the City pursuant to KMC 3.12.120; and,

WHEREAS, after the 2018 fishing season E&E will leave the City's properties in a safe and properly-cleaned condition, restoring them to the condition in which the properties were found at the start of the tidelands and use permits granted herein.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Kotzebue, authorizes the City Manager, or his Designee, after consultation with the Public Works Director/Acting City Planner and City Attorney, to issue a Tidelands Use Permit to E&E for its fish-buying activities during the July 1, 2018 to August 31, 2018 commercial fishing season on appropriate terms and conditions and pursuant to KMC §§ 11.04.720 – 11.04.740.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the City Council of the City of Kotzebue, authorizes the City Manager, or his Designee, after consultation with the Public Works Director/Acting City Planner and City Attorney, to issue a Temporary Use Permit to E&E on appropriate terms and conditions and pursuant to KMC § 3.12.120.

PASSED AND APPROVED by a duly constituted quorum of the City Council of the City of Kotzebue, Alaska, this 19th day of April, 2018, at Kotzebue, Alaska.

CITY OF KOTZEBUE



Gayle Ralston, Mayor

ATTEST:



Linda B. Greene, City Clerk

//

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Resolution No. 18-31
E&E Foods/Pacific Star Seafoods
Page 3 of 3

Attachments: Exhibit "A" – E&E/Pacific Star Seafoods letter of March 21, 2018 [4 pages]
Exhibit "B" – Planning Commission Resolution 2018-03 (w/ attachments) [5 pages]

Winter Address
801 South Fidalgo St Suite 100
Seattle, WA 98108

Phone: (206) 768-8979
Fax: (206) 768-8985



Summer Address
PO Box 190
672 Bridge Access Rd
Kenai, AK 99611
Phone: (907) 283-7000
Fax: (907) 283-9485

March 21, 2018

Mr. Dennis Jennings
Acting Public Works Director
City of Kotzebue
PO Box 46
Kotzebue, Alaska 99752

Dear Dennis,

I am submitting this information for EE Foods/Pacific Star Seafoods to renew its lease of a lot from the City of Kotzebue from July 1, 2018 until September 1, 2018. (We prefer to execute a multiple year lease that covers the 7/1 to 9/1 time frame annually if possible.)

1. The legal description of the lot to lease is: City of Kotzebue ROW located between USS 4498 Lot 1A Subd Lot 1A-2 and Municipal Reserve USS 4498 Tract A Block 278 Pg 570, 4/8/1974 North Tent City.
2. We are utilizing this property to complement our fish offloading operation which will take place on the adjacent lot which we are leasing from KIC. Our plan is to place the buying office on the City property in addition to utilizing it for tote storage and to possibly locate our ice machine for ice production. The office is where all of our administrative functions of our operation will take place. The City property also gives us access to a water source located on the northwest edge of the City lot line. Attachment 1 is a diagram of the proposed space.
3. Attachment 2 is a sample copy of our Certificate of Liability Insurance. Once our lease agreement is signed, the City of Kotzebue will be added as an additional insured.

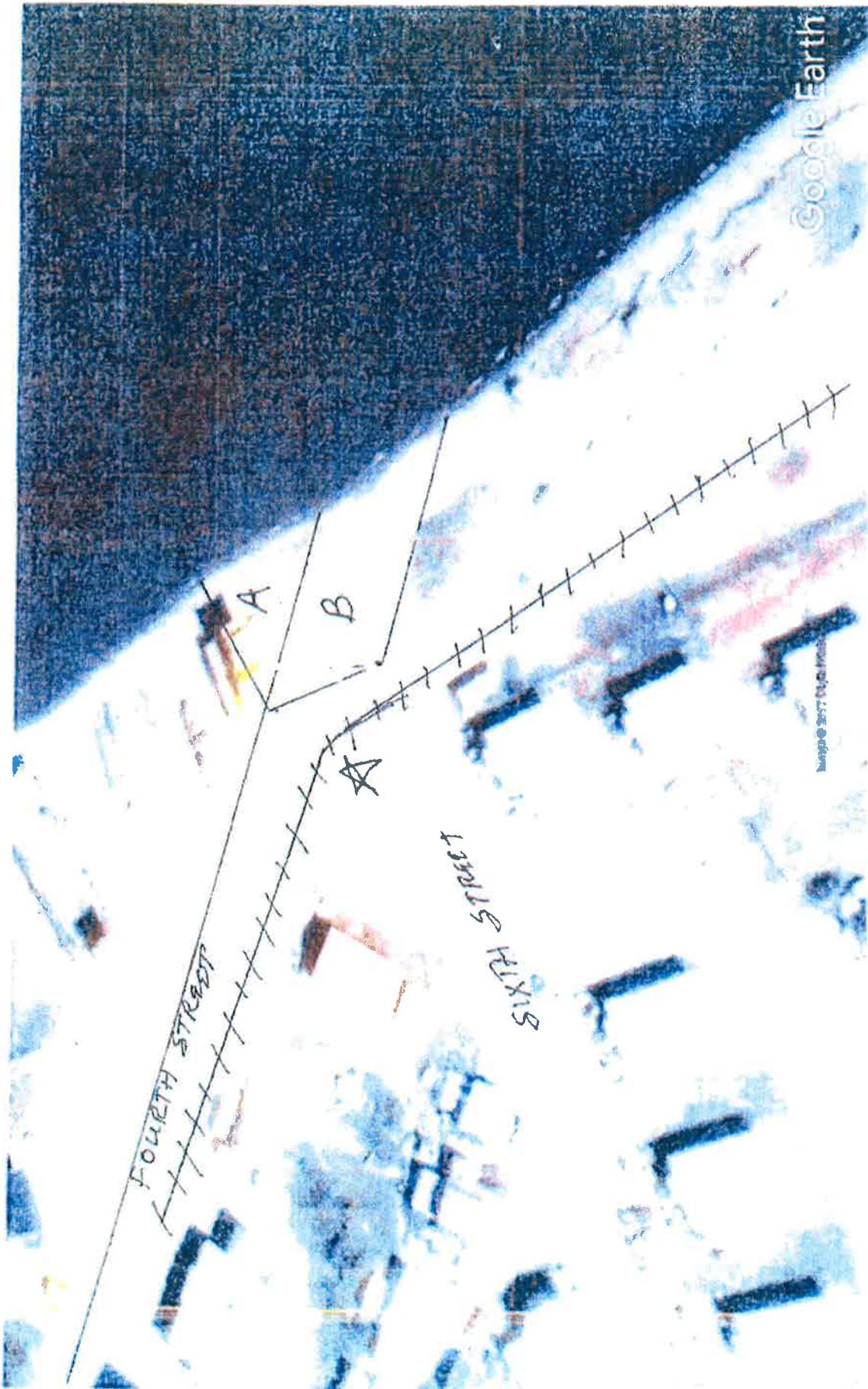
We look forward to working with the City of Kotzebue again this summer to continue to enhance the Chum fishery and provide additional economic benefits to the area. Should additional clarification be needed please feel free to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ken Ng", is written over the word "Sincerely,".

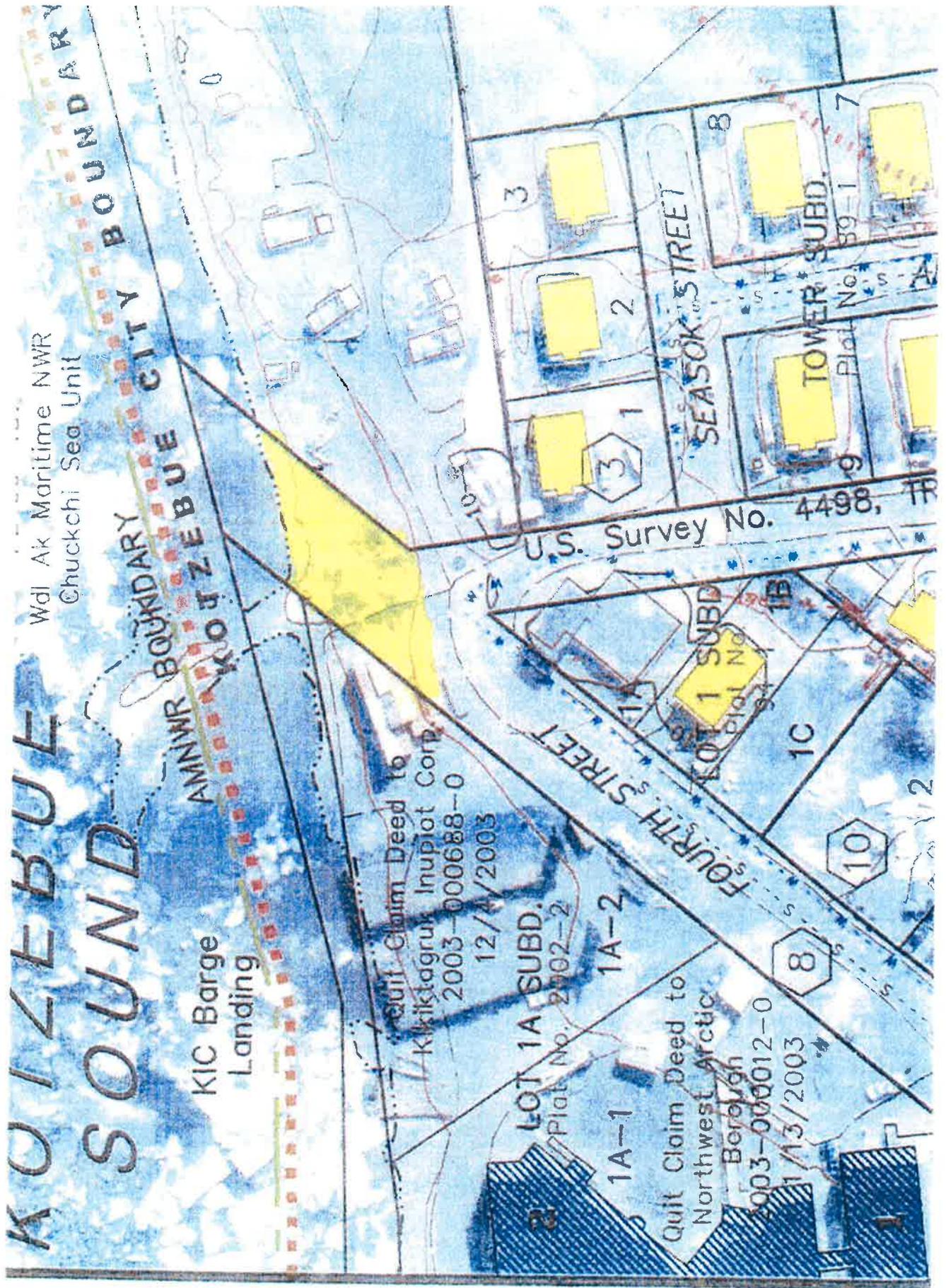
Ken Ng
Chief Operating Officer
Direct Line: 206-812-2829
Mobile: 206-499-4506
kenn@eefoods.com





- A PROPERTY LEASED FROM KIC BY E+E
- B CITY PROPERTY IN LEASE PROPOSAL
- |||| TRUCK TRAFFIC
- ★ FLAGGER

ATTACHMENT 1



ATTACHMENT 1A



P.O. Box 46
Kotzebue, Alaska 99752

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(907) 442-3401

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**PLANNING COMMISSION
RESOLUTION 2018-03**

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF KOTZEBUE RECOMMENDING TO THE CITY COUNCIL OF THE CITY OF KOTZEBUE THE APPROVAL OF E & E FOODS TIDELAND USE PERMIT FOR CITY TIDELAND OWNED LANDS ADJACENT TO U.S. Survey 4498, Lot 1A Subdivision Lot 1A-2

WHEREAS, Kotzebue Municipal Code ("KMC") 3.12.120, Use Permits and licenses provides that *"The city may, by city council resolution, issue use permits or licenses for use of city land, not to exceed one hundred eighty days. Such use permits or licenses may or may not be for consideration, but such use permits or licenses may be terminated at will by the city. Use permits and licenses may be issued without conforming to the requirements of [KMC Chapter 3.12] for disposal of land, unless otherwise directed by the council."*

WHEREAS, The Kotzebue Planning Commission at its Regular Meeting On Wednesday, March 28, 2018, Pursuant to KMC 17.36.090 (D) and (E), heard from a representative from E & E Foods regarding commercial use of City-owned Tidelands during the 2018 Commercial Fisheries season. E & E Foods proposes purchase salmon from a the beach on City of Kotzebue Tidelands Rights-of-way with staging next U.S. Survey 4498, Lot 1A Subdivision Lot 1A-2

WHEREAS, E & E Foods is an Alaskan company with its corporate office in Seattle, Washington offering various services. E & E Foods is a for-profit company does business throughout the State of Alaska.

WHEREAS, With more completion, E & E Foods has made positive effect through providing higher fish prices boosting local economics in Kotzebue and the region.

NOW, THEREFORE, BE IT RESOLVED THAT: A resolution of the Kotzebue Planning Commission affirming there recommendation to the City Council of the City of Kotzebue the approval of E & E Foods 2018 tidelands use permit for city owned lands adjacent to Sikiagrak Shore Avenue Rights-of-way with staging on U.S. Survey 4498, Lot 1A Subdivision Lot 1A-2.

Passed and approved this 28 day of March, 2018.

CITY OF KOTZEBUE
PLANNING COMMISSION



Ernie Norton, Chairman

ATTEST:



Carl D Jennings, City Planner

Attachments;

Attachment "A" Map of Tideland ROW

Attachment "B" Lease Request Letter Pacific Star Seafoods

Winter Address
801 South Fidalgo St Suite 100
Seattle, WA 98108

Phone: (206) 768-8979
Fax: (206) 768-8985



Summer Address
PO Box 190
672 Bridge Access Rd
Kenai, AK 99611
Phone: (907) 283-7000
Fax: (907) 283-9485

March 21, 2018

Mr. Dennis Jennings
Acting Public Works Director
City of Kotzebue
PO Box 46
Kotzebue, Alaska 99752

Dear Dennis,

I am submitting this information for EE Foods/Pacific Star Seafoods to renew its lease of a lot from the City of Kotzebue from July 1, 2018 until September 1, 2018. (We prefer to execute a multiple year lease that covers the 7/1 to 9/1 time frame annually if possible.)

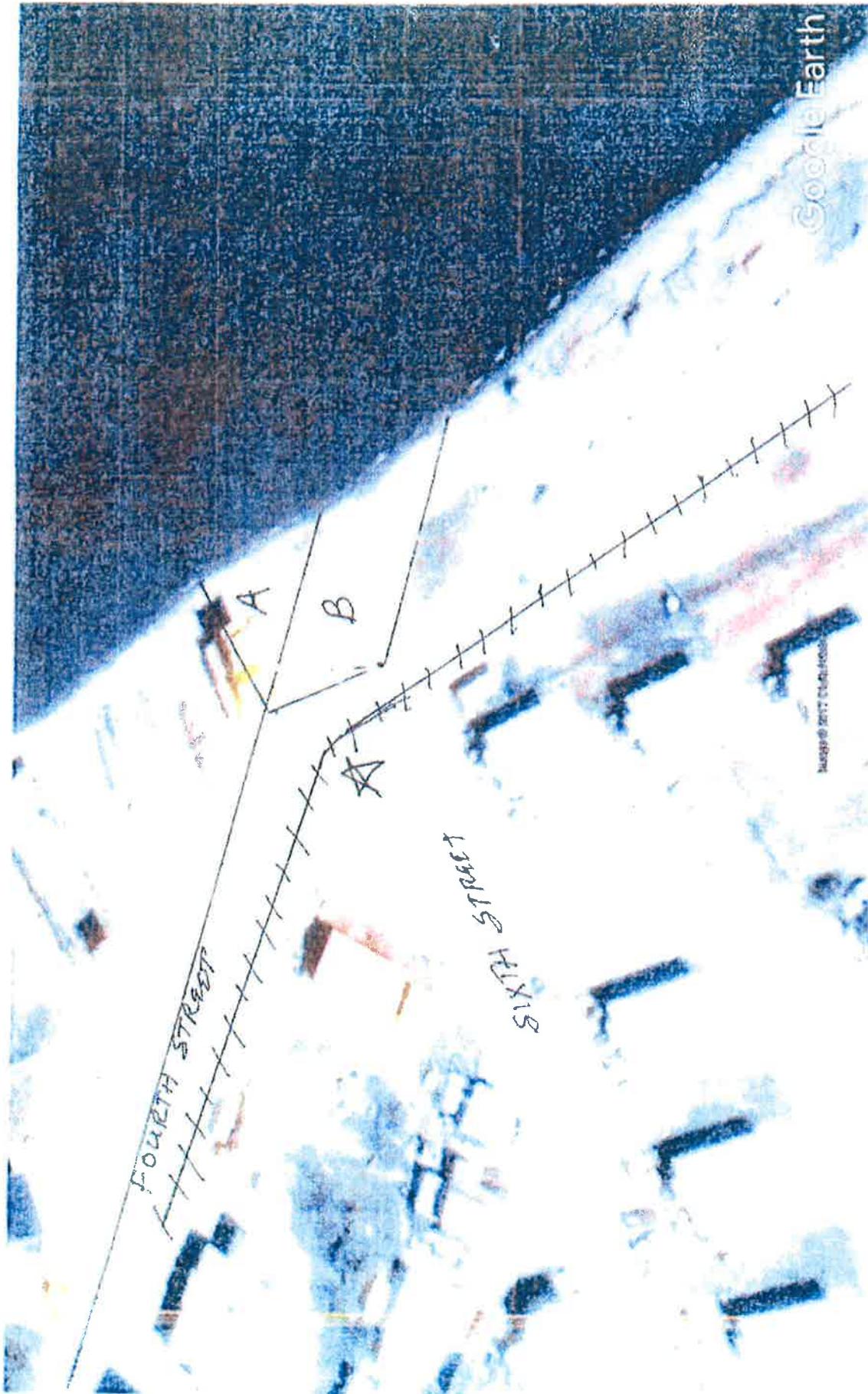
1. The legal description of the lot to lease is; City of Kotzebue ROW located between USS 4498 Lot 1A Subd Lot 1A-2 and Municipal Reserve USS 4498 Tract A Block 278 Pg 570,4/8/1974 North Tent City.
2. We are utilizing this property to complement our fish offloading operation which will take place on the adjacent lot which we are leasing from KIC. Our plan is to place the buying office on the City property in addition to utilizing it for tote storage and to possibly locate our ice machine for ice production. The office is where all of our administrative functions of our operation will take place. The City property also gives us access to a water source located on the northwest edge of the City lot line. Attachment 1 is a diagram of the proposed space.
3. Attachment 2 is a sample copy of our Certificate of Liability Insurance. Once our lease agreement is signed, the City of Kotzebue will be added as an additional insured.

We look forward to working with the City of Kotzebue again this summer to continue to enhance the Chum fishery and provide additional economic benefits to the area. Should additional clarification be needed please feel free to contact me.

Sincerely,

Ken Ng
Chief Operating Officer
Direct Line: 206-812-2829
Mobile: 206-499-4506
kenn@eefoods.com



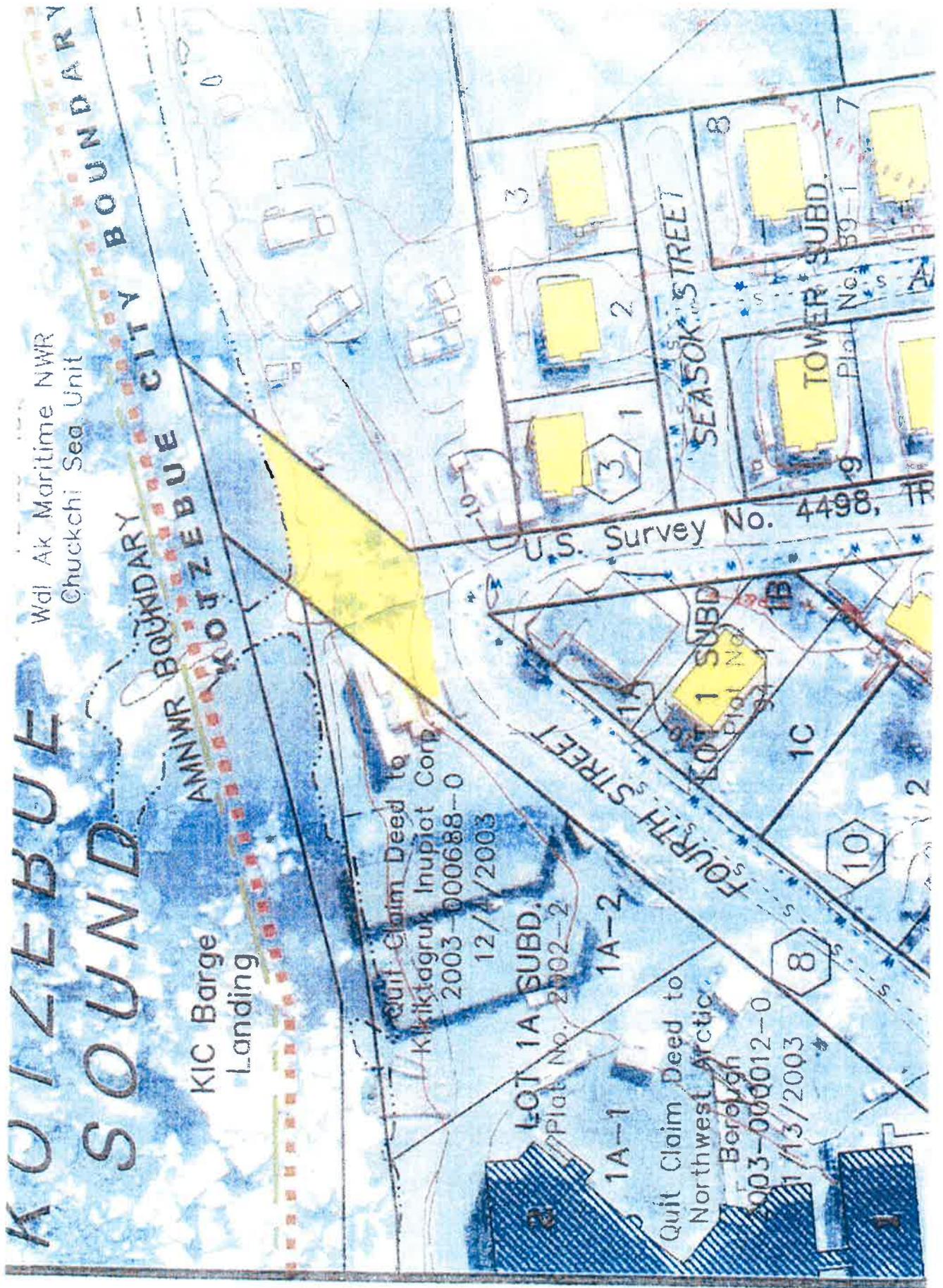


Google Earth



- A PROPERTY LEASED FROM KIC BY E+E
- B CITY PROPERTY IN LEASE PROPOSAL
- |||| TRUCK TRAFFIC
- ☆ FLAGGER

ATTACHMENT 1



ATTACHMENT 1A



P.O. Box 46
Kotzebue, Alaska 99752

City Hall
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Fire Dept.
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Public Works
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CITY OF KOTZEBUE RESOLUTION NO. 18--32

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KOTZEBUE ("CITY") AUTHORIZING THE CITY MANAGER, OR HIS DESIGNEE, TO NEGOTIATE A CONTRACT WITH VITUS TERMINALS/VITUS ENERGY ("VITUS"), ANCHORAGE, ALASKA, FOR A RETAIL FUELING STATION AT THE SWAN LAKE SMALL BOAT HARBOR.

WHEREAS, for the past several years Vitus has sold fuel at the Swan Lake Small Boat Harbor ("Swan Lake") from its fuel delivery trucks;

WHEREAS, on July 20, 2016, Vitus submitted a proposal to the City of Kotzebue ("City") for a 24/7 marina fueling proposal at Swan Lake to provide unleaded fuel year-round by installing a 24/7 unmanned facility at Swan Lake at a specific location which best serves the consumers and fits into the City's plans for the development of Swan Lake, a copy of which is attached hereto and incorporated by reference herein as Exhibit "A";

WHEREAS, on August 5, 2016, Vitus submitted a follow-up to its July 20, 2016 proposal. This August 5, 2016 submittal specifically outlined its course of action for a year-round, 24/7, unmanned unleaded fuel facility at Swan Lake and designated two (2) options for the tank location. The Vitus course of action called for: (1) gaining approval from the City for a long-term space lease and lease fee; (2) negotiating an operating agreement that allowed Vitus to operate a marine fueling station at Swan Lake; (3) providing engineered drawings to the City for final approval through the City's permitting process; (4) providing engineered drawings to the Alaska State Fire Marshal for approval; and, (5) installing a year-round, 24/7, unmanned unleaded fuel facility at Swan Lake. A copy of this detailed proposal from Vitus is attached hereto and incorporated by reference herein as Exhibit "B";

WHEREAS, the City issued Request for Proposal (“RFP”) 18-05 for a Swan Lake Fuel Station on January 25, 2018, a copy of this RFP is attached hereto and incorporated by reference herein as Exhibit “C”;

WHEREAS, Vitus was the only entity to respond to RFP 18-05 on February 8, 2018. A copy of RFP Opening Report and Vitus’ submittal thereto is attached hereto and incorporated by reference herein as Exhibit “D”; and,

WHEREAS, the City of Kotzebue Planning Commission (“Planning Commission”) heard from a representative of Vitus at its meeting of March 28, 2018 and in its Resolution 2018-04, a copy of which is attached hereto and incorporated by reference herein as Exhibit “E”, the Planning Commission *“recommend[ed] ... [that] ... the City Council ... approv[e]... Vitus[’] ... 2018 installation on city-owned lands within the Kotzebue Swan Lake Boat Harbor at or near the heavy lift area.”*

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Kotzebue, authorizes the City Manager, or his Designee, working with the Public Works Director/Acting City Planner and the City Attorney to negotiate a contract with Vitus for the installation of and operation of a 24/7 marina fueling facility at Swan Lake to provide unleaded fuel year-round by installing a 24/7 unmanned facility at Swan Lake pursuant to: (1) Vitus’ submittals attached hereto as Exhibits “A”, “B”, “C” and “D”, Planning Commission Resolution 2018-04, attached hereto as Exhibit “E”; and, (2) the applicable provisions of Kotzebue Municipal Code, Chapters 3.12, Real Property Acquisition and Disposal, and Chapter 3.16, Contracts and Purchasing.

PASSED AND APPROVED by a duly constituted quorum of the City Council of the City of Kotzebue, Alaska, this 19th day of April, 2018, at Kotzebue, Alaska.

CITY OF KOTZEBUE



Gayle Ralston, Mayor

ATTEST:



Linda B. Greene, City Clerk

- Attachments: Exhibit "A" – Vitus letter of July 20, 2018 (w/ attachments) [6 pages]
Exhibit "B" – Vitus letter of August 5, 2016 (w/ attachments) [4 pages]
Exhibit "C" – RFP 18-05 [2 pages]
Exhibit "D" – Vitus response to RFP 18-05 [6 pages]
Exhibit "E" – Planning Commission Resolution 2018-04 (w/ attachments) [7 pages]

July 20, 2016

Mayor Ralston
City of Kotzebue
PO Box 46
Kotzebue AK, 99772

RE: Proposed Marina Fueling Facility

Mayor Ralston,

Thank for the opportunity to for us to bring our marina fueling proposal to this next level. As you know, we having had the opportunity to sell fuel at the marina from our fuel delivery trucks over the past couple of years. We have had limited success with this due to the labor requirements of maintain a regular presence with this service. Vitus would like to modify this offering by providing unleaded fuel year round, 24/7, at the marina. Vitus Terminals proposes to provide this service by installing an unmanned facility at a specific location which best suites the City's development plan. Under this platform, the residents of Kotzebue would be better served with a convenient option for fueling at the marina in support of their commercial, subsistence, and recreation activities.

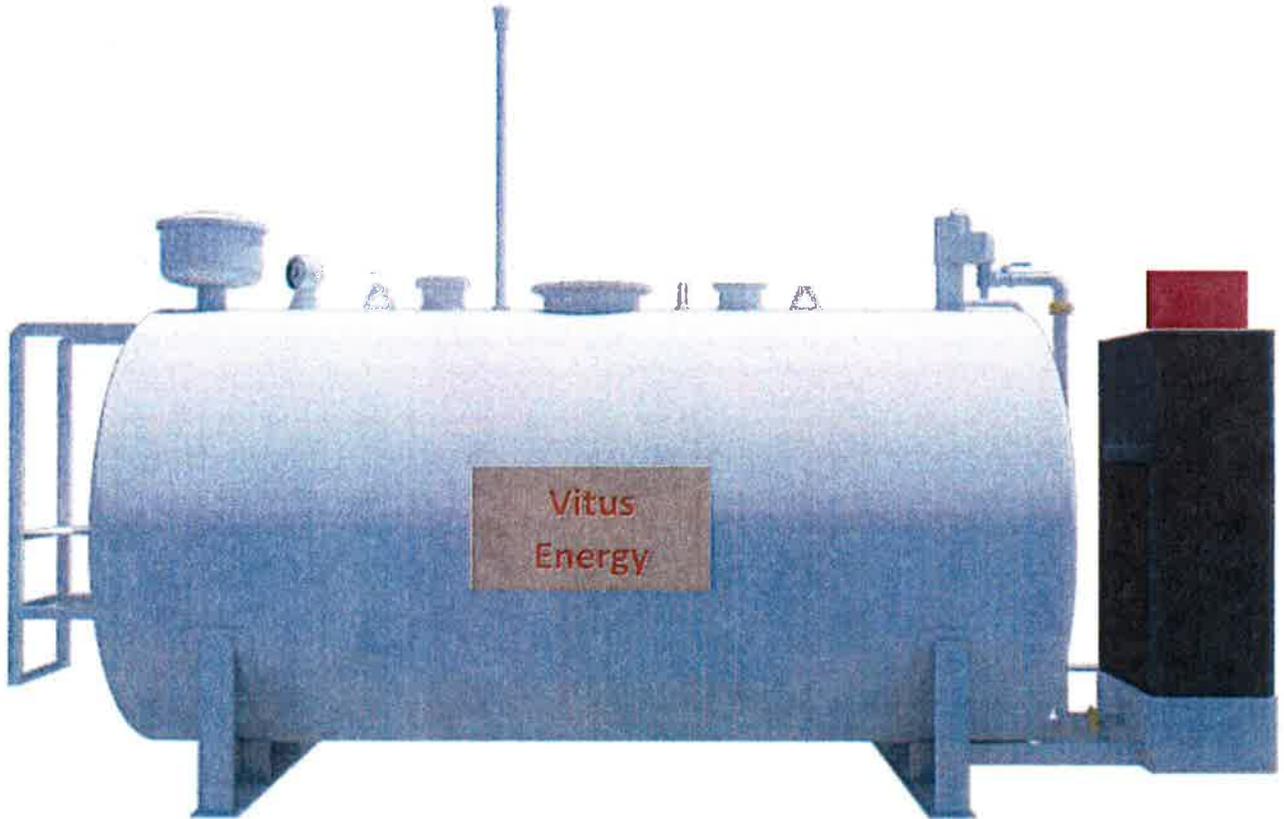
The intent of this letter is to provide a general specification and layout of the fueling system which Vitus Terminal would like to install at the marina. In general, Vitus proposes to provide and install a single product (unleaded) fueling station which meet the requirements of the National Fire Protection Association (NFPA), and the National Fire Code (IFC). Additionally, Vitus will provide an engineered set of plans to the authority having jurisdiction for approval as well as a spill prevention plan in accordance with applicable codes and regulations. The following is a list of attribute this fueling facility will have. Each of the major pieces of equipment listed believe are attached as appendixes to this letter.

1. Tank rated for used at retail fueling with the following:
 - a. Overfill protection to include an automatic shut off valve and overfill alarm.
 - b. A tank fill inside a containment device to prevent incidental dripping on tank and ground
 - c. A clock gauge which indicates the tank volume of fuel.
 - d. Emergency ventilation as required by the fire code.
2. A semi enclosed single product two hose dispenser with a bottom sump to collect any hose or dispenser dripping.
3. Credit card reader mounted on top of the dispenser.
4. Crash protection to protect tank from impact.

Vitus looks for to discussing this project further with the City of Kotzebue and we are excited to be given the opportunity to bring these services to your community.

Best,

Adam Turner,
Senior Terminal Manager



This is a generalized layout of a tank we propose to install. Missing is crash protection and a weather enclosure for keeping the dispenser and credit card reader clear of snow.

The simplicity you want. The precision you demand.



TopKAT PLUS

TopKAT PLUS proves that sophistication can be simple. Order your Gasboy dispenser with TopKAT PLUS installed, and it goes to work; identifying every driver, monitoring every transaction, tracking every detail. No separate mounting base, no dedicated power lines. Just a steady stream of data that maximizes efficiency and keeps you in control.

TopKAT PLUS demands little, but delivers a lot. It enables you to create a wide variety of customized restrictions, it delivers sophisticated reports, and it integrates seamlessly with your automatic tank gauge system. It can even deliver data to you anywhere in the world over the Internet.

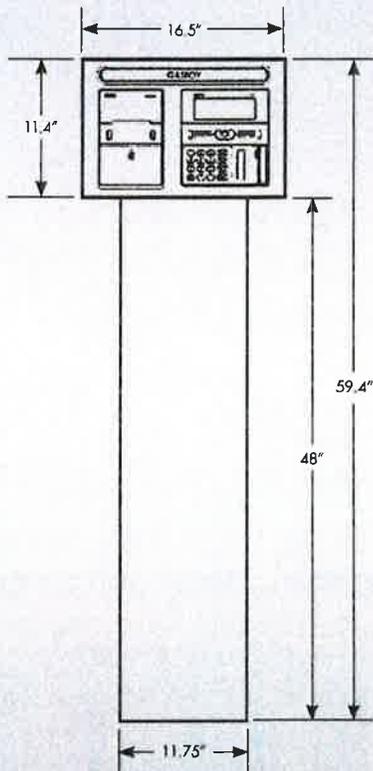
Track costs more precisely with a seamless connection to Gasboy Fleet Head Office.

Collect data without slowing down your operation with support for multiple access technologies, including Web-based and contactless systems.

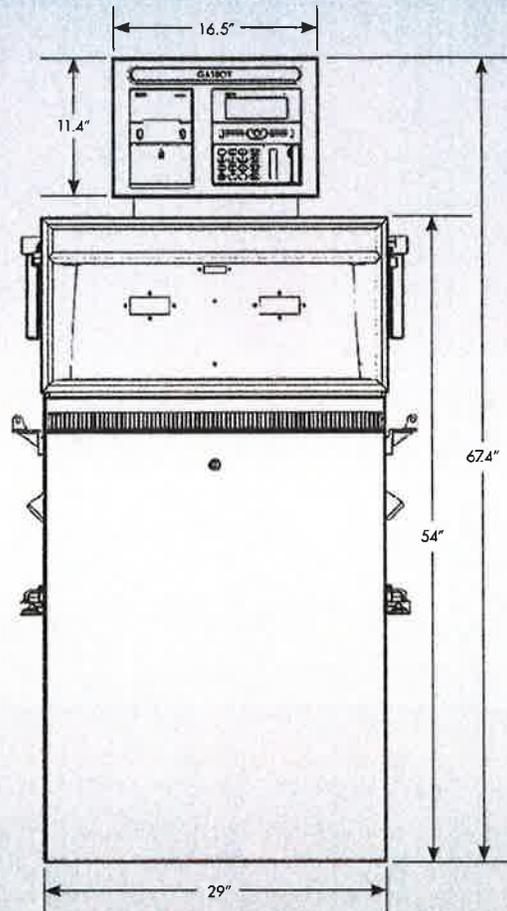
Stay up and running 24-7 with lighted terminals and secured access for unattended sites.

Are you ready to see what the simple sophistication of TopKAT PLUS could do for you? Talk to your sales rep or visit www.gasboy.com to learn more.

Hardware



Dimensions are in inches.



Dimensions are in inches.

Data Entry Options/Access Control

Piezoelectric keypad, magnetic card reader, and mifare card/tag reader. Available optional ruggedized thermal printer for printout of purchase receipts.

Dispenser Connection Options

TopKAT PLUS can control up to two electronic hoses as a factory installed dispenser mount. As a pedestal mount, it can control up to two mechanical hoses or up to eight Gasboy RS-485 electronic dispenser hoses.

Communication Options

Supports a wide variety of communication links: cellular, dial-in modem, VPN, satellite, ADSL and more.

Central Controller

Embedded hardware platform designed to survive the harsh fueling environment. TopKAT PLUS runs on an embedded operating system and uses a solid state Flash disk and RTC (Real Time Clock) with backup, along with surge suppressors for transient and noise immunity. Power fail recovery mechanisms are included.

Additional Hardware Features

- > Weatherproof enclosure to survive the harsh environment of a Home Base Station
- > Secured remote capabilities for monitoring, management and maintenance activities
- > Ethernet interface to Automatic Tank Gauge systems using the Veeder-Root Serial Interface Command Protocol
- > Advanced electronic support of mechanical dispensers, enabling totalized, preset and price updates

Software

Remote Web Access

Monitor, manage and maintain the TopKAT PLUS from anywhere. Web Access makes remote and secure management possible. No special management software is necessary. All you need is a standard PC with Internet. The technology is already integrated into the station controller.

Head Office

Fleet Head Office consolidates the data from multiple sites, centralizes management and generates reports, including exception reports. It also enables control of the limits and restrictions placed on the various fleet vehicles. And authorized fleet personnel are able to log-in remotely so they have the ability to control and manage wet stock inventory on all stations including orders, deliveries and reports.

Restrictions and Limits

We make it easy to control a fleet's fuel expenses. By defining limits (day, week, month), maximum number of refueling (day, week, month) and setting restrictions (days of the week, fuel type, stations, time intervals), you can maximize profitability. And when you have multiple sites, the centralized Fleet Head Office can synchronize data so that the limits can be applied to all of your sites. Even in the case of communication failure, a site will be able to refuel for a predefined grace period (parameter) using the most recent limits stored in its database.

System Reports

The TopKAT PLUS application provides a highly flexible report utility for producing a wide range of data reports. So fleet managers and head office managers can review fueling transactions from different aspects and ascertain balance between sales and buys, fleet expenses, vehicle performance and more.

Two different types of reports are available:

Custom Reports

Enable the user to generate reports performed in the location by the following profiles:

- > Transactions: Sums up transaction details in order and broken down by the selected field
- > Products: Sums up all data in the report by product, containing total transactions amount and quantity sold
- > Payment Mode: Sums up all data by payment whether Customer, Credit or Cash depending on the application settings

Export Reports

Enable the user to generate and export records of the transactions performed in the location by the following parameters:

- > Date range
- > Transactions: Differentiate by field name, format, width and precision
- > From last export

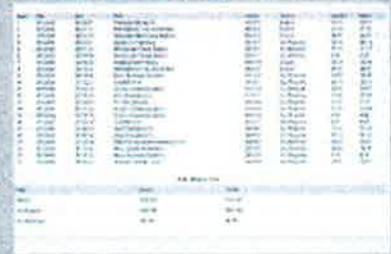
Users can transfer the report in CSV, text or XML. They can set the delimiter, the decimal point notation and column names. The format column enables users to define specific formats, such as: date and time, left justification and zero padding for numbers. The reports can run manually or automatically. If they run automatically, the storage location is either FTP or Local Directory.



Real Time Fueling



Real Time Tank Level



Real Time Reporting

THE FOLLOWING PHYSICAL, ELECTRICAL AND ENVIRONMENTAL SPECIFICATIONS ARE APPLICABLE TO THE TOPKAT PLUS:

Name	TopKAT PLUS
Supply voltage	120/240VAC
Power consumption	1A max
Operating temperature	-40 °F to +104 °F (-40°C to +40 °C)
Storage temperature	-40 °F to +158 °F (-40°C to +70 °C)
Humidity	80% Non-condensing
Dimensions	16.55"W x 11.39"H x 20.47"D (420.4 x 289.4 x 520 mm)
Communication interface	RS-485 – 9600 bps, Half-Duplex RS-232 Ethernet RJ-45 – 10 Mbps
Pump control maximum current (2 Solid State Relay Channels)	Motor maximum: ¾ HP at 115 VAC or 1½ HP at 230 VAC Factory installed – switches motor relays
Power supply output voltage to Pulsar unit	12 VDC +/- 20%
Power supply maximum output current	30 mA max
Pulsar input high level voltage	9 to 15 VDC
Pulsar input high level sink current (@15V)	3 mA
In use "on" level (Input)	100 – 240 VAC, 50/60 Hz, 2 W (20 mA)
In use "off" level (Input)	0 to 20 VAC

Download full bid & spec on www.gasboy.com.

View TopKAT PLUS video demo.



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August 5, 2016

Eric Swisher
Interim City Manager
City of Kotzebue
PO Box 46
Kotzebue AK, 99772

RE: Proposed Marina Fueling Facility

Mr. Swisher,

It was nice to talk with you a couple weeks ago regarding our interest in developing a retail fueling option at the City of Kotzebue Marina. Thank you again for the opportunity to bring our marina fueling proposal to this next level. As you know, we have had the opportunity to sell fuel at the marina from our fuel delivery trucks over the past couple of years. We have had limited success with this due to the labor requirements of maintaining a regular presence with this service. Vitus would like to modify this offering by providing unleaded fuel, year round, 24/7, at the marina. Vitus Terminals proposes to provide this service by installing an unmanned facility at a specific location which best suites the City's marina development plan. Under this platform, the residents of Kotzebue would be better served with a convenient option for fueling in support of their commercial, subsistence, and recreation activities.

To date it appears there is significant support for this initiative among Kotzebue residents and officials. Vitus Energy would propose the following course of action in order to turn this concept into a reality.

1. Gain approval from city officials for space lease and lease fee
2. Negotiate operating agreement which allows Vitus to operate proposed marina fueling system
3. Provide engineered drawings to city officials for final approval (Kotzebue permitting process)
4. Provide engineered drawings to State Fire Marshall for approval
5. Install fuel system and begin service to community

In general, Vitus proposes to provide and install a single product (unleaded) fueling station which meet the requirements of the National Fire Protection Association (NFPA), and the National Fire Code (IFC). Additionally, Vitus will provide an engineered set of plans to the authority having jurisdiction for approval as well as a spill prevention plan (SPCC Plan) in accordance with applicable codes and regulations. The following is a list of attributes this fueling facility will have.

1. Tank rated for used at retail fueling with the following:
 - a. Overfill protection to include an automatic shut off valve and overfill alarm.
 - b. A tank fill inside a containment device to prevent incidental dripping on tank and ground
 - c. A clock gauge which indicates the tank volume of fuel.
 - d. Emergency ventilation as required by the fire code.
2. A semi enclosed single product two hose dispenser with a bottom sump to collect any hose or dispenser dripping.
3. Credit card reader mounted on top of the dispenser.

4. Crash protection to protect tank from impact.
5. Fuel system to be located at marina in mutually agreed up location. Attached to this letter is a diagram of the marina that shows our first two proposed areas.

Vitus looks for to discussing this project further with the City of Kotzebue and we are excited to be given the opportunity to bring these services to your community.

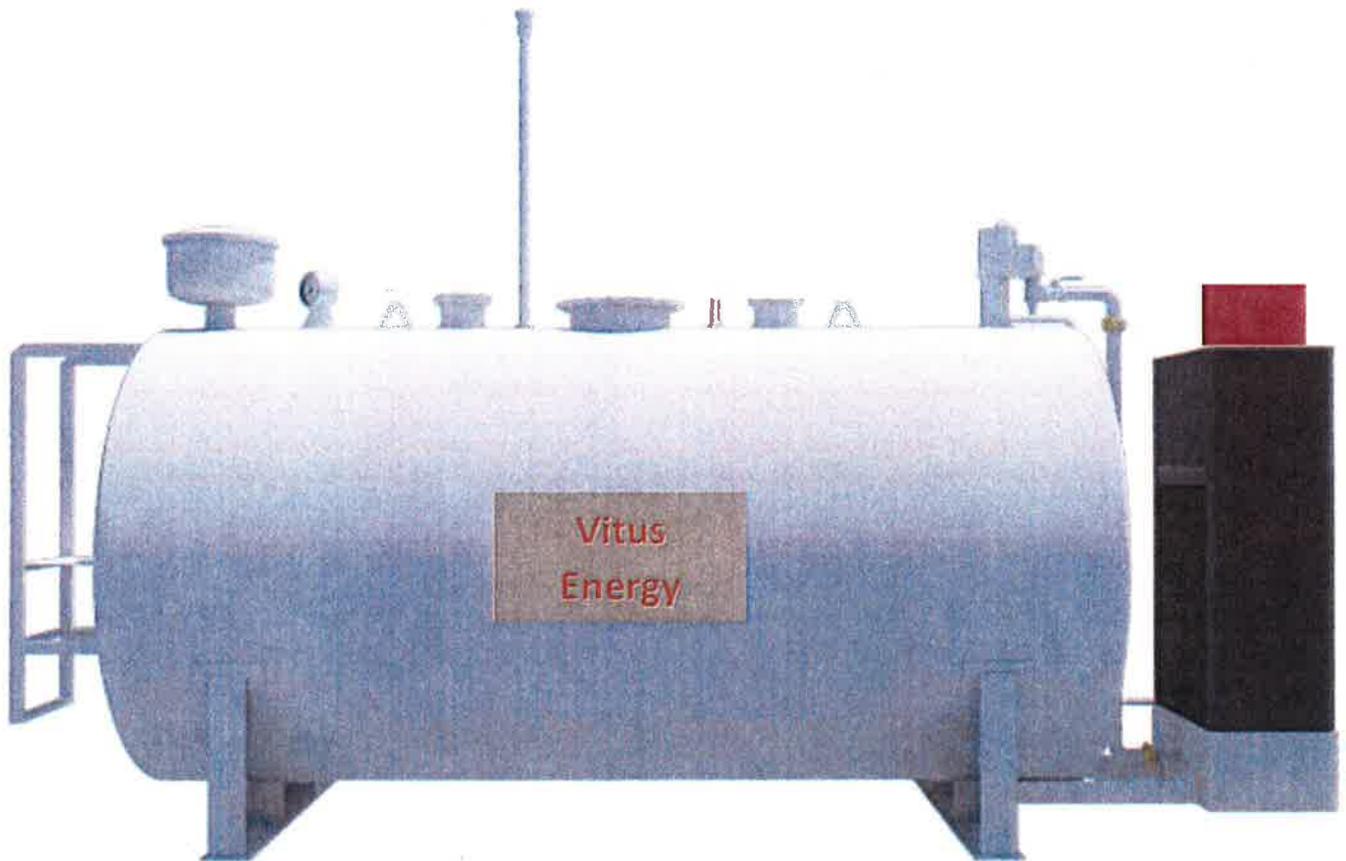
Best,



Adam Turner,
Senior Terminal Manager

Attachments:

1. Generalized tank layout
2. Tank Location Sheet



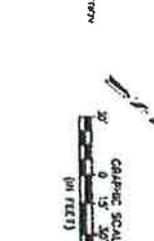
This is a generalized layout of a tank we propose to install. Missing is crash protection and a weather enclosure for keeping the dispenser and credit card reader clear of snow.

STATION	COORDINATES	EXISTING
1	1,714,713.93	1,502,656.97
2	1,714,714.07	1,502,657.02
3	1,714,714.31	1,502,657.05
4	1,714,714.55	1,502,657.08
5	1,714,714.79	1,502,657.11
6	1,714,715.03	1,502,657.14
7	1,714,715.27	1,502,657.17
8	1,714,715.51	1,502,657.20
9	1,714,715.75	1,502,657.23
10	1,714,715.99	1,502,657.26
11	1,714,716.23	1,502,657.29
12	1,714,716.47	1,502,657.32
13	1,714,716.71	1,502,657.35
14	1,714,716.95	1,502,657.38
15	1,714,717.19	1,502,657.41
16	1,714,717.43	1,502,657.44
17	1,714,717.67	1,502,657.47
18	1,714,717.91	1,502,657.50
19	1,714,718.15	1,502,657.53
20	1,714,718.39	1,502,657.56
21	1,714,718.63	1,502,657.59
22	1,714,718.87	1,502,657.62
23	1,714,719.11	1,502,657.65
24	1,714,719.35	1,502,657.68
25	1,714,719.59	1,502,657.71
26	1,714,719.83	1,502,657.74
27	1,714,719.07	1,502,657.77
28	1,714,719.31	1,502,657.80
29	1,714,719.55	1,502,657.83
30	1,714,719.79	1,502,657.86
31	1,714,719.03	1,502,657.89
32	1,714,719.27	1,502,657.92
33	1,714,719.51	1,502,657.95
34	1,714,719.75	1,502,657.98
35	1,714,719.99	1,502,658.01
36	1,714,720.23	1,502,658.04
37	1,714,720.47	1,502,658.07
38	1,714,720.71	1,502,658.10
39	1,714,720.95	1,502,658.13
40	1,714,721.19	1,502,658.16
41	1,714,721.43	1,502,658.19
42	1,714,721.67	1,502,658.22
43	1,714,721.91	1,502,658.25
44	1,714,722.15	1,502,658.28
45	1,714,722.39	1,502,658.31
46	1,714,722.63	1,502,658.34
47	1,714,722.87	1,502,658.37
48	1,714,723.11	1,502,658.40
49	1,714,723.35	1,502,658.43
50	1,714,723.59	1,502,658.46

CHORD #	LENGTH	INCHES	DELTA	CHORD BISECTION	CHORD LENGTH
C1	62.87	54.81	43.21	487° 37' 47.5"	52.54
C2	41.82	32.71	44.26	107° 57' 36.7"	48.85
C3	32.27	100.28	18.44	287° 29' 28.7"	32.14
C4	123.40	213.24	26.83	162° 17' 14.7"	121.87

LEGEND

- SAFETY PAD
- ANCHOR ROD FLOOR PROTECTION
- SAND FILL
- CEMENT
- APPROXIMATE ELEVATION



100% BID SET

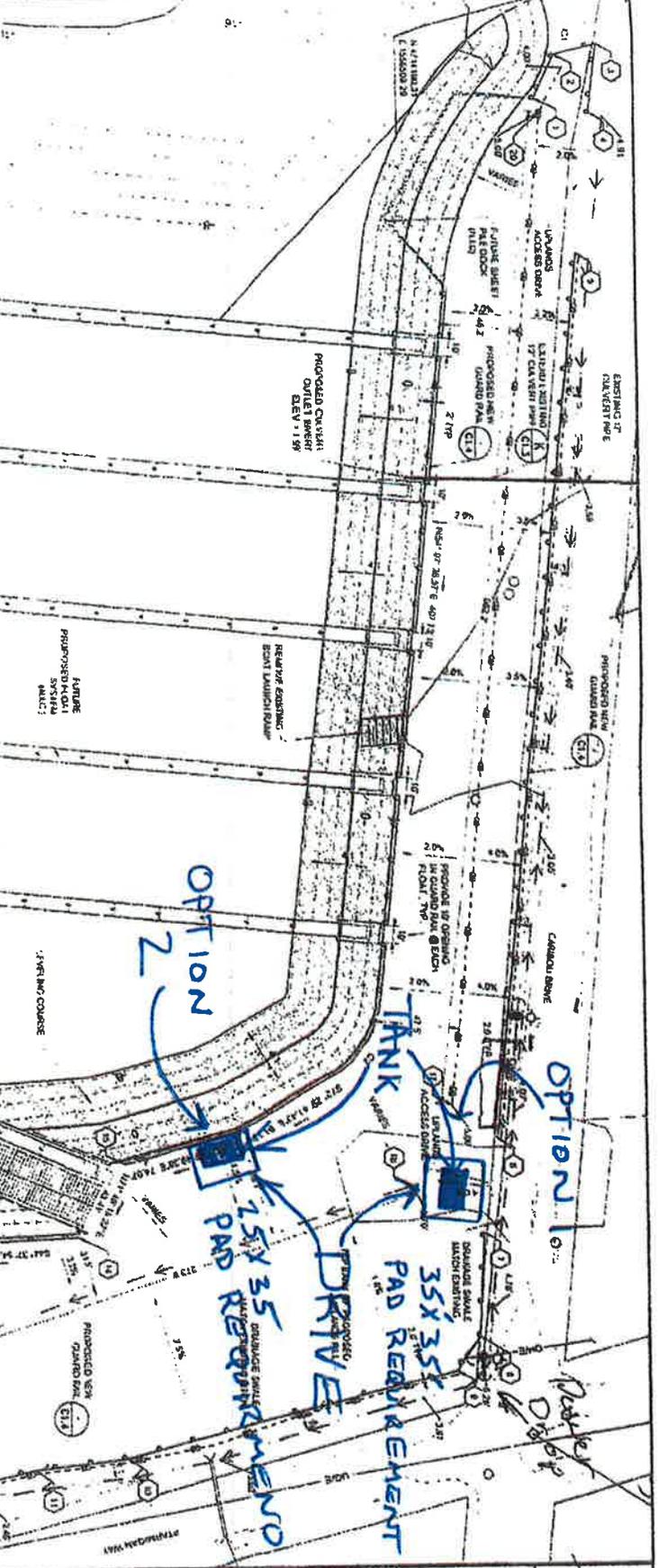
CITY OF ROTZBURG

SWAN LAKE SMALL BOAT HARBOR
ROTZBURG, AR.

PROPOSED UPLANDS GRADII

8 of 19

G1.7



LOCATION OPTION 1 = +/- 1225 ft²
LOCATION OPTION 2 = +/- 875 ft²

URS

11000 N. CENTRAL EXPRESSWAY
DALLAS, TEXAS 75243-1100
TEL: 972.342.2000
WWW.URS.COM

**CITY OF KOTZEBUE
REQUEST FOR PROPOSAL
RFP 18-05
SWAN LAKE FUEL STATION**

Date: January 25, 2018

Project: Build, and Operate a Fuel Station and Related Infrastructure for the Swan Lake Boat Harbor in Kotzebue, Alaska

A. Overview

The purpose of this document is to solicit proposals from qualified organizations to design, construct, and operate a fueling station and related infrastructure in the Swan Lake Boat Harbor. Proposals must demonstrate capability of financial and technical resources required to meet the fueling service needs of vessels using the Swan Lake Boat Harbor.

The project consists of furnishing all labor, materials, equipment, tools, supervision, and other facilities necessary to perform the required services in accordance with the standards and criteria of the City of Kotzebue standards of the architectural and engineering profession.

B. Requirements for Proposal

The minimum qualifications are:

- History of developing and operating fueling facilities in a safe and effective manner
- History of developing and operating ancillary truck services in a safe and effective manner

Provide sufficient documentation in your proposal, labeled "Minimum Qualifications", that clearly demonstrates your ability to meet the above listed minimum qualifications.

PURSUANT TO THE KOTZEBUE MUNICIPAL CODE, CHAPTER 3.16, THE CITY OF KOTZEBUE RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS AND PROPOSALS OR PARTS THEREOF AND TO ACCEPT THE PROPOSAL WHICH IS DEEMED TO BE IN THE BEST INTERESTS OF THE CITY OF KOTZEBUE AND/OR WHEREIN THE PUBLIC WILL BE BEST SERVED.

C. Submissions and Inquiries.

Any questions regarding this project should be directed to Dennis Jennings, City Planner at 907-442-5203.

PROPOSALS MUST BE RECEIVED NO LATER THAN:

**4:00 p.m. ADT THURSDAY
FEBRUARY 08TH 2018**

MAIL OR HAND-DELIVER THE PROPOSAL TO:

Attn: City Clerk
City of Kotzebue
P.O. Box 46
258A Third Avenue
Kotzebue, Alaska 99752

**Mark Sealed Envelope:
SWAN LAKE FUEL STATION
RFP # 18-05**

**Resolution 18-32
Exhibit "C"
Page 1 of 2**

Insertion Order

Alaska Media, LLC
 Phone: (907)770-0820
 Fax: (907)770-0822
 Email: ads@reportalaska.com

Mailing Address
 PO BOX 241582
 Anchorage, AK 99524



Publication:

The Arctic Sounder
 (Published every Thursday)

The Bristol Bay Times
 "The Dutch Harbor Fisherman"
 (Published every Thursday)

Account Information

Advertiser: City of Kotzebue
 Contact: Lorraine Hunnicutt
 Address: _____
 City/State: _____
 Phone: _____
 Email: LHunnicutt@kotzebue.org

Size

- Full Page Half Page
 Quarter Page Eighth Page
 Other: 1 column x 7.75 inches
 Classified: _____ words

Insertion Dates

1/25				

Special Instructions

Rate

Basic Rates: \$ 213.13/issue
 Color: \$ _____
 Discount(%): \$ _____
 Discount Reason: _____
 Add'l Discount(%): \$ _____
 Add'l Discount Reason: _____
 Affidavit(s): # 1 \$ 15.50
 Subtotal: \$ 213.13/issue
 Agency(15%): \$ _____
 Net: \$ 213.13/issue
 Total All Issues: \$ 228.63

Account Representative: Justin Hansen

Please Print Name: _____

Authorization: _____
 (I personally guarantee this contract.)

Title: _____ Date: _____

Should the advertiser cancel the agreement before the completion date, advertiser will be invoiced for all frequency and contract discounts given prior to the cancellation of the agreement.

**CITY OF KOTZEBUE
INVITATION TO BID/REQUEST FOR PROPOSAL/
REQUEST FOR QUOTE
OPENING REPORT**

PROPOSAL NUMBER/TITLE: RFP 18-05 Swan Lake

Fuel Station

DATE/TIME OPENED: 02-08-18, 2017/18 AT 4 A.M./P.M.

	<u>CONTRACTOR</u>	<u>PROPOSAL AMOUNT</u>
01	<u>Vitus Marine, LLC</u>	<u>1500 Gallon Tank</u>
02		
03		
04		
05		
06		
07		
08		
09		
10		

David S. Summitt
City Clerk

2-8-18
Date

Dennis Jennings
Witness

February 8, 2018

City of Kotzebue
P.O Box 45
Kotzebue Alaska, 99752

RE: Response to RFP 18-05, Swan Lake Fuel Station Proposal

Overview

Vitus Energy LLC (Vitus) is pleased to provide this proposal for developing a retail fueling option at the Kotzebue Marina for users of the Swan Lake Boat Harbor. We are excited about the opportunity to develop a fueling option for this area of Kotzebue and look forward to addressing any questions and or concerns the City may have regarding this proposal.

Vitus understands the City of Kotzebue is soliciting proposals to lease land at the marina so that a third party could develop a fueling station at the new marina. Vitus further understands we would provide for all development requirements including all labor, materials, equipment, tools, and supervision required to install and operate this fuel station.

This proposal describes Vitus's experience with safely and effectively developing and operating facilities similar to the one described in this proposal, and our financial ability to so. Additionally, this proposal provides an overview of what specific equipment Vitus would like to install at the marina.

About Vitus

Vitus Marine/Energy was formed by and is managed by an experienced group of fuel distribution experts. The Vitus management team has over a 100-years combined experience in Alaska fuel distribution. The company's mission is to provide unique solutions for energy and transportation needs in Alaska. In 2009, the company collaborated with Alaska Village Electric Cooperative (AVEC) in the construction of two articulating tug and barge sets designed specifically for coastal operations in Alaska. Vitus also charters other marine assets for the delivery of fuel sourced domestically and internationally. Vitus management has pioneered other forward-thinking initiatives regarding fuel distribution throughout Western Alaska. Those include our web-based fuel ordering system, creating from scratch a safe and reliable fuel truck delivery system, and deploying unattended fueling systems in remote areas where traditional support resources are limited.

Minimum Qualifications and Technical Resources

Vitus exceeds the minimum qualification required by this RFP, which include safely and effectively developing and operating fueling systems and delivering fuel to the facility with equal professionalism. Since the company's first delivery in 2011, Vitus has transferred literally millions of gallons of fuel. We

take all risk associated with, and operations of this type, very seriously and work diligently to protect our people and the environment.

Vitus places the highest priority on personal safety, customer satisfaction, and pollution prevention. Our facility management system assures a safe and healthy workplace, quality service to our customers (internal and external), and protection of the environment. This management system is critical to the performance of Vitus Energy and is the responsibility of all employees. Vitus management is committed to fulfilling safety, environmental and customer requirements and to continually improving our management system effectiveness.

To achieve these ideals, it is the company's policy to:

1. Promote health, safety, and security of our employees.
2. Ensure the safety and security of our equipment and facilities.
3. Provide safety, security, quality, and environmental protection training.
4. Operate in compliance with rules and regulations.
5. Prevent pollution, protect the environment and reduce wastes.
6. Provide services for our customers in conformance with established requirements.
7. Encourage continuous improvement in the level of safety performance, customer service, and environmental impact.
8. Meet or exceed or safety, quality, and environmental objectives.
9. Evaluate our performance levels to ensure they meet or exceed our customer's expectations.
10. Conduct periodic reviews and regularly audit the management system to ensure continuing suitability to the company's objectives.

A large part of Vitus's operation is the lease and ownership of a variety of fueling systems throughout the State of Alaska. This includes both retail and commercial facilities serving a wide variety of consumer and end-user types. We maintain a high level of expertise in the development, installation, and maintenance of fuel systems used in the routine execution of this business.

Vitus maintains relationships with a variety of vendors who provide engineering, jurisdictional permitting, and environmental support for the development of these facilities. Additionally, Vitus maintains in-house expertise in this area. Bringing over 15 years of experience related directly to development and execution of fuel system projects, Adam Turner (Director of Terminals), heads this effort for the company. This experience spans the fuel system gamut including system design & specification to purpose, jurisdictional permitting, installation, start-up, and lastly project and stakeholder management to ensure everyone's expectations are met.

Vitus has an executive and senior management team that has been developing and operating fuel systems in Alaska for over 100 combined years. This expert support system fulfills requirements in risk management, health & safety, general guidance, and oversight. Brief profiles for Vitus's management team can be found at <http://vitus-energy.com/management>.

Financial Resources

Vitus is consistently ranked on the Alaska Business Monthly 49er list, which identifies the largest Alaskan owned companies in the State. Vitus was 43rd on 2017's list with annual revenue of \$55 million. The cash flow this level of annual revenue represents allows Vitus to continue to grow and invest in itself through endeavors such as the one this RFP represents. Vitus additionally maintains strong relationships with bankers who can provide additional funding sources when needed.

Proposed System and Operation

Vitus proposes to provide and install a single product (unleaded) fueling station, which meet the requirements of the National Fire Protection Association (NFPA), and the National Fire Code (IFC). Vitus will provide an engineered set of plans to the authority having jurisdiction for approval. Additionally, Vitus will prepare a Spill Prevention Plan (SPCC Plan) in accordance with applicable codes and regulations. Vitus uses only well-qualified installation contractors with extensive fuel system experience.

Vitus proposes an unmanned fueling station that is open 24 hours a day taking credit cards only similar to our existing facility. The following is a list of attributes Vitus proposes this facility to have.

1. 1,500+ gallon tank rated for used at retail fueling with the following:
 - a. Overfill protection to include an automatic shut off valve and overfill alarm.
 - b. A tank fill inside a containment device to prevent incidental dripping on tank and ground
 - c. A clock gauge, which indicates the tank volume of fuel.
 - d. Emergency ventilation as required by the fire code.
2. A single product two hose dispenser with a bottom sump to collect any hose or dispenser dripping.
3. Credit card reading pedestal mounted to the side of the dispenser.
4. Crash protection to protect tank from impact.

Vitus maintains strict control over its fuel systems and fuel inventory. Our Terminal Manager in Kotzebue will have direct responsibility for the maintenance and regular operation of this facility. Our standard procedures for a facility of this type includes a daily inspection, which reviews the fuel systems operational, and safety features. Additional, monthly and annual tank inspections would be conducted to ensure the system continues to meet applicable codes and regulations. The reports for these inspections are maintained locally and in our Anchorage office and would always be available to the City of Kotzebue for review.

Proposed Location

The fuel system footprint including drive paths that Vitus propose will be approximately 30' wide by 25' long. Vitus understands that the City of Kotzebue would like to locate this facility along Caribou Drive. Power and telecom being critical to these operations, Vitus will prefer to have these requirements in close proximity to the fueling station. Another and perhaps more critical element to the fuel system location is that it meets the needs of the end users. To both of these ends, Vitus would propose to walk this area with City officials to determine an optimal location for the fuel system.

Millstones for Project Completion

1. The City of Kotzebue chooses Vitus to provide fuel service at the marina
2. Vitus will coordinate with the City to determine an exact location and fuel system layout. Vitus will submit to the City a full project submittal package for conceptual approval
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7. Vitus will install the fuel station and begin marina fuel service

Closing

Vitus is committed to serving fuel needs in the community of Kotzebue. Adding easy public access to fuel in the marina will improve and enhance the value of the marina to the community. In this proposal, we have demonstrated our ability, experience, and expertise in developing, installing, and operating fuel systems. We have also proposed a fueling system that we believe is well suited to the needs of Kotzebue's marina community.

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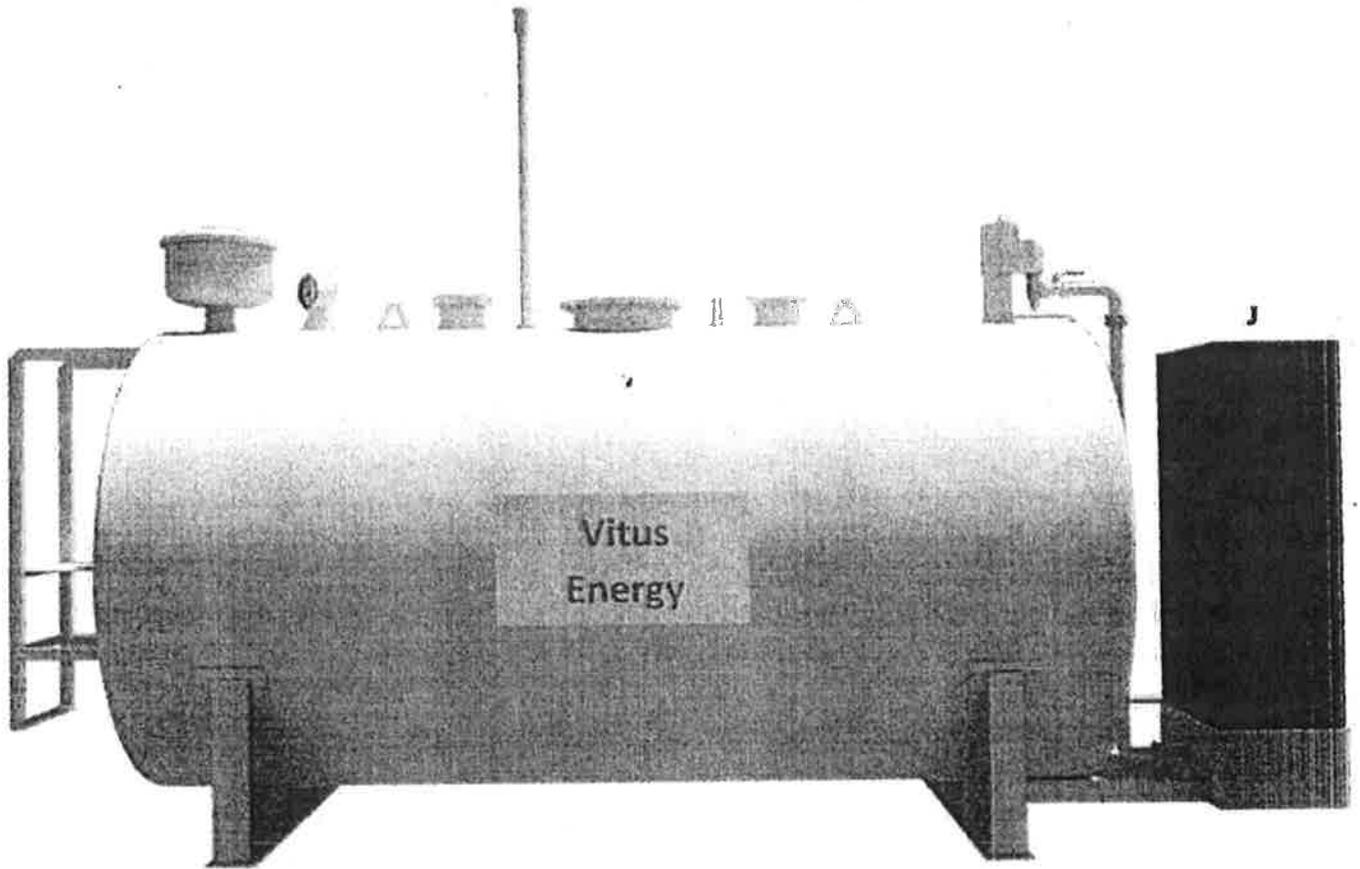
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Adam Turner,
Director of Terminals

Attachments:

1. Generalized tank layout



This is a generalized layout of a tank we propose to install. Missing is crash protection and a weather enclosure for keeping the dispenser and credit card reader clear of snow.



**PLANNING COMMISSION
RESOLUTION 2018-04**

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF KOTZEBUE RECOMMENDING TO THE CITY COUNCIL OF THE CITY OF KOTZEBUE THE APPROVAL OF VITUS MARINE'S 2018 INSTALLATION OF A FUEL DISPENSING STATION IN THE SWAN LAKE BOAT HARBOR.

WHEREAS, 11.04.720 - Permits—Use or improvement—Eligibility. The city council may issue permits for the use and/or improvements of city-owned tidelands. The council shall give such preference to the use of the land as will be of greatest economic benefit to the city, provided that first preference shall be granted to the upland owner over other non-preference applicants for the use of tideland and contiguous submerged land seaward of the upland property and which is needed by such owner for the purpose or purposes for which it may be granted.

WHEREAS, The Kotzebue Planning Commission at its Regular Meeting on Wednesday, March 28, 2018, Pursuant to KMC 17.36.090(D) and (E), heard from a representative from Vitus Marine regarding a gasoline fuel dispensing station for the use of City-owned property in Swan Lake Boat Harbor. Vitus Marine proposes to install a free standing fuel station.

WHEREAS Vitus Marine is an Alaskan company with its corporate in Anchorage Alaska with a fuel delivery outlet in Kotzebue. Vitus Marine is a for-profit company does business throughout the State of Alaska.

WHEREAS With more competition, Vitus Marine has made positive effect through providing lower gasoline fuel prices in Kotzebue fuel and the region.

NOW, THEREFORE, BE IT RESOLVED THAT: A resolution of the Kotzebue Planning Commission affirming there recommendation to the City Council of the City of Kotzebue the approval of Vitus Marine's 2018 installation on city owned lands within the Kotzebue Swan Lake Boat Harbor at or near the heavy lift area.

Passed and approved this 28 day of March, 2018.

CITY OF KOTZEBUE
PLANNING COMMISSION



Ernie Norton, Chairman

ATTEST:



Carl D Jennings, City Planner

Attachment "A" Vitus Terminals Proposal Letter

February 8, 2018

City of Kotzebue
P.O Box 45
Kotzebue Alaska, 99752

RE: Response to RFP 18-05, Swan Lake Fuel Station Proposal

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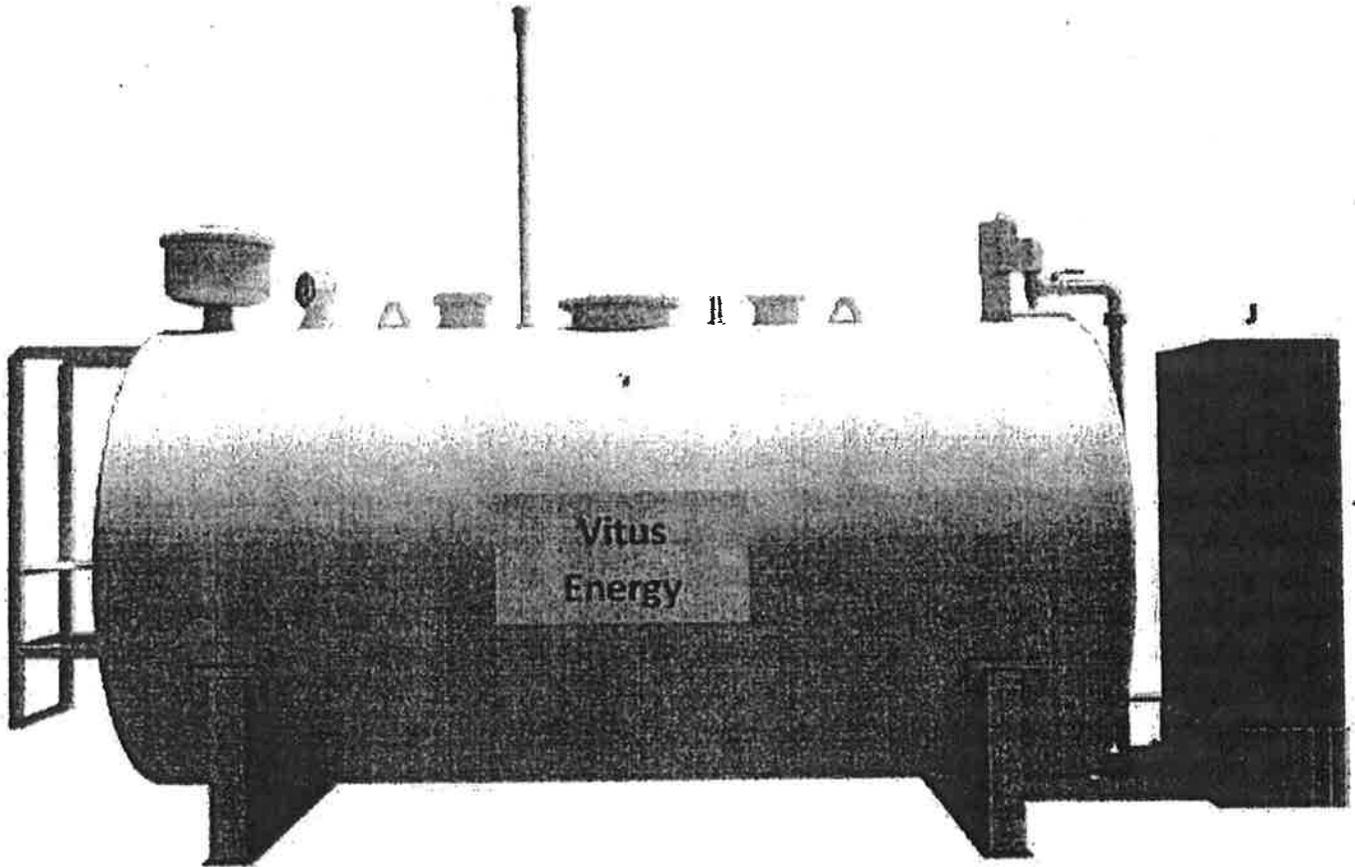
Best,



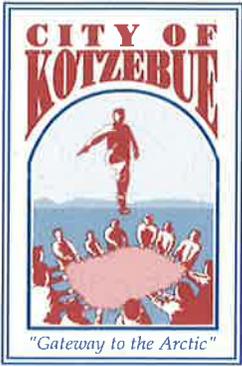
Adam Turner,
Director of Terminals

Attachments:

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P.O. Box 46
Kotzebue, Alaska 99752

City Hall
(907) 442-3401

Police Dept.
(907) 442-3351

Fire Dept.
(907) 442-3404

Public Works
(907) 442-3401

CITY OF KOTZEBUE RESOLUTION 18-33

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KOTZEBUE AUTHORIZING PARTICIPATION IN THE ALASKA MUNICIPAL LEAGUE JOINT INSURANCE ASSOCIATION, INC., (AMLJIA) LOSS CONTROL INCENTIVE PROGRAM.

WHEREAS, The City of Kotzebue is a member of the Alaska Municipal League Joint Insurance Association, hereinafter referred to as "AMLJIA"; and,

WHEREAS, the AMLJIA provides comprehensive risk management assistance and workers' compensation liability and property coverage for the City of Kotzebue; and,

WHEREAS, the AMLJIA developed a Loss Control Incentive Program to help reduce member losses individually and pool-wide; and,

WHEREAS, the AMLJIA will provide all written program materials necessary, and offer assistance to, participants; and,

WHEREAS, pool members that participate in the Loss Control Incentive Program and complete the required activities will have the opportunity to earn a discount on their contribution; and,

WHEREAS, it is the policy of the City of Kotzebue to provide a safe environment for its students, employees, citizens and the visiting public; and,

WHEREAS, the Loss Control Incentive Program will enhance such an environment.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Kotzebue elects to participate in the AMLJIA Loss Control Incentive Program for the 2017-2018 policy year.

PASSED AND APPROVED by a duly constituted quorum of the City Council of the City of Kotzebue, Alaska, this 19th day of April 2018.

CITY OF KOTZEBUE



Gayle D. Ralston
Mayor

ATTEST:



Linda B. Greene
City Clerk