

City of Biddeford
Finance Committee
December 15, 2020 5:00 PM Via ZOOM
Please click the link below to join the webinar:
<https://biddeford.zoom.us/j/96343758443?pwd=eTJLS2Y3alhMTjZiK2pXcWlhMStFQT09>
Passcode: 599639
Or iPhone one-tap :
US: +13126266799,,96343758443# or +16465588656,,96343758443#
Or Telephone:
Dial(for higher quality, dial a number based on your current location):
US: +1 312 626 6799 or +1 646 558 8656 or +1 301 715 8592 or +1 346 248 7799 or +1
669 900 9128 or +1 253 215 8782
Webinar ID: 963 4375 8443
International numbers available: <https://biddeford.zoom.us/u/acveYT2AaW>

- 1. Call to order**
- 2. Approval of the Minutes**
 - 2.1. November 17, 2020 Finance Committee Minutes
[11-17-2020 Finance Committee Minutes.rtf](#)
- 3. Signing of the expenditure warrant**
 - 3.1. Warrant for November 24, 2020
Warrant for December 1, 2020
Warrant for December 9, 2020
Warrant for December 15, 2020
- 4. Discussion/Approval**
 - 4.1. Recommendation/Upgrade of Boiler System in City Hall Building
[12-15-2020 City Hall Boiler Replacement - MEMO.docx](#)
[12-15-2020 City Hall Boiler Memo with Bid Tab.doc](#)
[12-15-2020 City Hall Boiler Pre-proposal mtg attendees.pdf](#)
[12-15-2020 City Hall Boilers RFP.pdf](#)
[12-15-2020 City Hall Boiler - Jim Godbout Bid.pdf](#)
[12-15-2020 City Hall Boiler - Atlantic Comfort Systems Bid.pdf](#)
[12-15-2020 City Hall Boiler - Johnson and Jordan Bid.pdf](#)
 - 4.2. Recommendation/Purchase of Pumps for Bernard Avenue Sewer Pump Station
[12-15-2020 Bernard Ave Pumps - MEMO.docx](#)
[12-15-2020 Bernard Ave Pumps - BID.pdf](#)
- 5. Other Business**
 - 5.1. October Financials
[12-15-2020 FY21 October 2020 Financial Report.pdf](#)
- 6. Adjournment**

City of Biddeford
Finance Committee Meeting Minutes
November 17, 2020
(Due to COVID-19, the meeting was held virtually via ZOOM)

The meeting was called to order at 5:00 p.m. by the Chair, Councilor John McCurry.

Present: Chair, Council President, John McCurry; Mayor Alan Casavant; Councilor Stephen St. Cyr; Councilor Mike Ready; City Manager, James Bennett; City Clerk, Carmen Morris; and Finance Director, Alison Garrison.

Adjustment to the Agenda

No adjustments to the agenda.

Approval of Minutes of October 20, 2020

Motion by Councilor Ready to approve the minutes as printed, seconded by Councilor St. Cyr.

Vote: unanimous.

Motion carries 4-0.

Expenditure Warrants:

- **October 21, 2020**
- **November 3, 2020**
- **November 10, 2020**
- **November 17, 2020**

The warrants were emailed to the Finance Committee members for their review.

Motion by Councilor Ready to approve the expenditure warrants, seconded by Councilor St. Cyr.

Vote: unanimous

Motion carries 4-0.

Discussion/Approval

Authorization/Lease Purchase of Trackless Sidewalk Tractor/HP Fairfield

Motion by Councilor Ready to recommend the lease purchase of a Trackless Sidewalk Tractor from HP Fairfield, seconded by Councilor St. Cyr.

Vote: unanimous.

Motion carries 4-0.

Recommendation/FY20 Tax Abatement/Unitil-Northern Utilities

Motion by Councilor Ready to recommend the FY20 Tax Abatement to Unitil-Northern Utilities, seconded by Councilor St. Cyr.

Vote: unanimous.

Motion carries 4-0.

Other Business

Review of September 2020 Financials

Councilor St. Cyr asked about the column titled “Revised Budget”, wanted to know if it was revised and asked doesn’t it have to be approved by the Council. Finance Director, Alison Garrison, explained it simply reflects what was approved by the Council during the budget season. She offered to label that column differently. Some receivables had been misclassified and have been corrected. Councilor St. Cyr thinks the License & Permit Fees seem to be low and monies don’t seem to be coming in as quickly.

Jim explained some fees have not yet been billed, he will look into why this particular line seems low.

The City Manager, Jim Bennett, explained Staff is currently looking into sewer usage fees and how those have changed over the past year. Commercial use may be down and residential use is most likely up. There will be more details to come.

Councilor Ready appreciates that on the front page the highlights that have been provided. He asked what the affects have been with employee wage increases, including union employees, being pushed off until January 1st.

Jim explained things seem to be tracking as they normally would.

Alison expressed that her goal is to provide monthly financials in a timely manner each month; she has reached out to the Transit and School to get their reports at the same time.

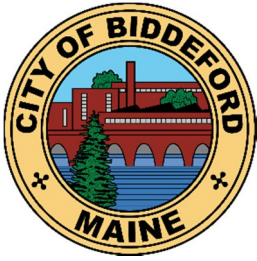
Jim shared that he has met with Bond Counsel about selling bonds, with the hope to close on April 15th of next year.

Motion to adjourn made by Councilor Ready, seconded by Councilor St. Cyr.

Vote: unanimous.

Motion carries 4-0.

Adjourned at 5:24 p.m.



Finance Committee / City Council

Meeting Date: 12/15/2020
Meeting Time: 5:00PM / 6:00PM

Agenda Item No: Orders of the Day
Item Description: City Hall Boiler System Replacement

Submitted by: Pete Donaher – Capital Improvement Facilitator
Jeff Demers – Public Works Director

Supporting Information/Documentation:

11-10-2020 RFP Biddeford City Hall Boiler System Replacement
Bid Tabulation

Executive Summary:

Existing City Hall Boiler System (five Baxi wall units) are at the end of their service life and are experiencing frequent error codes, requiring the reset of each unit. If left uncorrected, the potential for the system failing may result in additional expenses caused by water damage or the inability to maintain a safe working environment during the winter months.

Detailed Review:

We are seeking approval to replace existing City Hall Boiler system. This issue has been pending for several years, and was identified in FY19 CIP. It has now become a high priority Capital Improvement Project requiring immediate attention. The RFP was advertised in mid-November on the City's website and receive four (4) bids.

Funding Source:

This boiler system replacement was appropriated in the heating system fund 22001-60904. The FY19 CIP carried forward an estimated the cost \$100,000.00.

Staff Recommendation:

Staff is recommending Option 2 from the low bidder, Jim Godbout, INC. This option replaces the five existing wall mount boilers with two units more effectively designed for this application. Although this system comes at a slightly higher cost than Option 1 from the same vendor, this system is better suited for City Hall. Jim Godbout has installed these units in other large buildings in the area (municipal, churches, etc.) and expected longer service life and sustainability than the wall mounted units.

City of Biddeford, Maine
PUBLIC WORKS DEPARTMENT
Capital Improvement Coordinator

MEMORANDUM
December 9, 2020

TO: Jeff Demers /Public works Director, Carmen Morris/City Clerk
FROM: Pete Donaher/Capital Improvement Facilitator
RE: Bid results City Hall boiler system replacement
CC: Finance Committee / City Council

The Public Works Department's Capital Improvement Facilitator solicited bids for boiler system replacement at City Hall. The solicitation for bid was advertised on the City's Web Site.

We received Seven (4) bids from (3) Vendors. Please see the attached Bid tabulation. Funds for this project are appropriated in the designated heating system fund 22001-60904 carried forward from FY 19 CIP budget.

Regards,

Pete Donaher
Capital Improvement Facilitator

City of Biddeford, Maine
PUBLIC WORKS DEPARTMENT
Capital Improvement Coordinator

Bid Tabulation Sheet

Project: City Hall Boiler System Replacement

Bid opening Date:
December 3, 2020 @1100

Present: Jeff Demers - Public Works Director,
Pete Donaher – Capital Improvement Facilitator

Vendor	Bid price for Boiler System Replacement	Meets Specifications	Total Bid
Atlantic Comfort Systems, Inc. 392 Hill Street Biddeford, ME 04005	Option #1 \$130,000.00	Yes	\$130,000.00
Jim Godbout Plumbing & Heating, Inc. 486 Elm Street Biddeford, ME 04005	Option #1 \$74,800.00	Yes	\$74,800.00
	Option #2* \$81,920.00	Yes	\$81,920.00
Johnson & Jordan, Inc. 18 Mussey Road Scarborough, ME 04074	Option #1 \$95,550.00	Yes	\$95,550.00

- Vendor recommends Option 2 of those he presented (as noted in proposal packet)

Meeting Sign-In

City of Biddeford

371 Hill Street

Biddeford, Maine 04005

Tele (207)282-1579

Fax (207)282-8325

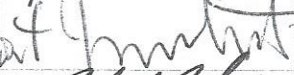
Pre Bid: Boilers City Hall

Date: 11/17/2020

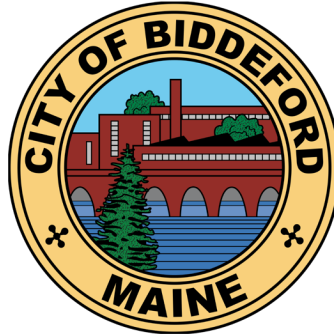
Facilitator: City Of Biddeford

Time: 10:30am

Place: City Hall Building

Print Name	Sign name	Company	Telephone	E-Mail
1. Rod Wood		ABM Mechanical	207-994-9301	rwood@abm.com
2. Matt Tisher		Atlantic Contract	207-284-6360	matt@atlanticcontract.com
3. John French		ACS	" "	
4. Jim Corbett		Jim Corbett	283-1000	jimcorbett@jimcorbett.com
5. Patrick Corbett		Johnson & Jordan	636-9921	P.Corbett@JohnsonJordan.com
6. Derek Oswald		Johnson + Jordan	883-8345	doswald@johnsonandjordan.com
7. UEL GARDNER		MB Mechanical	756-2007	uel@maineboiler.com
8.				
9.				
10.				
11.				
12.				
13.				

REQUEST FOR PROPOSALS (RFP) BIDDEFORD CITY HALL BOILER SYSTEM REPLACEMENT



**Deadline for submissions:
4:00 PM
Thursday December 2, 2020**

**Pete Donaher
Capital Improvement Facilitator
City of Biddeford
371 Hill Rd, Biddeford, ME 04005
(207)468-3261**

1. INTRODUCTION

The City of Biddeford is seeking proposals from qualified firms to remove and replace the existing natural gas boiler system at Biddeford City Hall. The required services and performance conditions are described in the Scope of Work (or Services).

2. ATTACHMENTS

The attachments below are included with this Request for Proposals (RFP) for your review and submittal (see asterisk):

Attachment A – Proposer’s Information Form*
Attachment B – Scope of Work
Attachment C – Cost Proposal Bid Form
Attachment D – Insurance Requirement

The items identified with an asterisk (*) shall be filled out, signed by the appropriate representative of the company and returned with submittal.

3. INSTRUCTIONS TO PROPOSERS

3.1 Pre-proposal Conference (prospective Proposers are strongly encouraged to attend.)

A pre-proposal meeting will be held at 1030 on Tuesday, November 17, 2020 at:

Biddeford City Hall
205 Main St.
Biddeford, ME 04005

3.2 Examination of Proposal Documents

The submission of a proposal shall be deemed a representation and certification by the Proposer they:

- 3.2.1 Have carefully read and fully understand the information provided by the City to serve as the basis for submission of this proposal.
- 3.2.2 Have the capability to successfully undertake and complete the responsibilities and obligations of the proposal being submitted.
- 3.2.3 Represent that all information contained in the proposal is true and correct.
- 3.2.4 Did not, in any way, collude; conspire to agree, directly or indirectly, with

any person, firm, corporation or other Proposer in regard to the amount, terms, or conditions of this proposal except in the case of a legitimate business relationship fully disclosed with the proposal i.e., a subcontractor or vendor relationship.

- 3.2.5 Acknowledge that the City has the right to make any inquiry it deems appropriate to substantiate or supplement information supplied by Proposer, and Proposer hereby grants the City permission to make these inquiries, and to provide any and all related documentation in a timely manner.

No request for modification of the proposal shall be considered after its submission on grounds that Proposer was not fully informed to any fact or condition.

3.3 Addenda/Clarifications

Should discrepancies or omissions be found in this RFP or should there be a need to clarify this RFP, questions or comments regarding this RFP must be put in writing and received by the City no later than 1030 on Tuesday, November 24, 2020. Correspondence shall be addressed to Pete Donaher, peter.donaher@biddefordmaine.org. Responses from the City will be communicated in writing to all recipients of this RFP. Inquiries received after the date and time stated will not be accepted and will be returned to senders without response. All addenda shall become a part of this RFP and shall be acknowledged on the Proposer's Form.

The City shall not be responsible for nor be bound by any oral instructions, interpretations or explanations issued by the City or its representatives.

3.4 Submission of Proposals

All proposals shall be submitted to:

Pete Donaher,
Capital Improvement Facilitator
City of Biddeford
371 Hill St.
Biddeford, ME 04005

Proposals must be delivered no later than 4:00 pm on Wednesday, December 2, 2020. All proposals received after that time will be returned to the Proposer unopened.

The Proposer shall submit 2 copies of its proposal in a sealed envelope, addressed as noted above, bearing the Proposer's name and address clearly marked, "RFP for Biddeford City Hall Boiler Replacement Services". The use of double-sided paper with a minimum 30% post-consumer recycled content is strongly encouraged. Please do not submit proposals in plastic binders.

3.5 Withdrawal of Proposals

A Proposer may withdraw its proposal at any time before the expiration of the time for submission of proposals as provided in the RFP by delivering a written request for withdrawal signed by, or on behalf of, the Proposer.

3.6 Rights of the City of Biddeford

This RFP does not commit the City to enter into a contract, nor does it obligate the City to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract. The City reserves the right to:

- Make the selection based on its sole discretion;
- Reject any and all proposals;
- Issue subsequent Requests for Proposals;
- Postpone opening for its own convenience;
- Remedy technical errors in the Request for Proposals process;
- Negotiate with any, all or none of the Proposers;
- Accept other than the lowest offer;
- Waive informalities and irregularities in the Proposals and/or
- Enter into an agreement with another Proposer in the event the originally selected Proposer defaults or fails to execute an agreement with the City.

An agreement shall not be binding or valid with the City unless and until it is executed by authorized representatives of the City and of the Proposer.

4. PROPOSED TENTATIVE TIMELINE

The tentative RFP timeline is as follows:

RFP Issued	NOV 10, 2020
Pre-Proposal Meeting	NOV 17, 2020 @ 10:30
Deadline for questions, clarifications	NOV 24, 2020 @10:30
Answers provided to questions	NOV 26, 2020
Proposals Due	DEC 2, 2020 @ 4:00
Proposals Reviewed	DEC 7, 2020
Contract awarded	DEC 10, 2020
Work commences	DEC 16, 2020

5. INFORMATION TO BE SUBMITTED (to be submitted in this order only)

These instructions outline the guidelines governing the format and content of the proposal and the approach to be used in its development and presentation. The intent of the RFP is to encourage responses that clearly communicate the Proposer's understanding of the City's requirements and its approach to successfully provide the products and/or services on time and within budget. Only that information which is essential to an understanding and evaluation of the proposal should be submitted. Items not specifically and explicitly related to the RFP and proposal, e.g. brochures, marketing material, etc. will not be considered in the evaluation.

All proposals shall address the following items in the order listed below and shall be numbered 1 through 7 in the proposal document.

5.1 Section 1 – Proposal Summary

This Section shall discuss the highlights, key features and distinguishing points of the Proposal. A separate sheet shall include a list of individuals and contacts for this Proposal and how to communicate with them. Limit this Section to a total of three (3) pages.

5.2 Section 2 – Profile on the Proposing Firm(s)

This Section shall include a brief description of the Prime Proposer's firm size as well as the proposed local organizational structure. Include a discussion of the Prime Proposer firm's financial stability, capacity and resources. Include all other firms participating in the Proposal, including similar information about the firms.

Additionally, this section shall include a listing of any lawsuit or litigation and the result of that action resulting from (a) any public project undertaken by the Proposer or by its subcontractors where litigation is still pending or has occurred

within the last five years or (b) any type of project where claims or settlements were paid by the consultant or its insurers within the last five years.

5.3 Section 3 – Work Plan or Schedule

This Section shall present a well-conceived work plan. Include a full description of major tasks and subtasks. This section of the proposal shall establish that the Proposer understands the City's objectives and work requirements and Proposer's ability to satisfy those objectives and requirements. Succinctly describe the proposed approach for addressing the required services and the firm's ability to meet the City's schedule, outlining the approach that would be undertaken in providing the requested services.

5.4 Section 4 – Proposed Innovations

The Proposer may also suggest technical or procedural innovations that have been used successfully on other engagements and which may provide the City with better service delivery. In this Section discuss any ideas, innovative approaches, or specific new concepts included in the Proposal that would provide benefit to the City. Proposed innovations shall be listed as a complete alternative to the requested RFP. The information must be provided in such a format as to allow the City to understand the benefit of the proposed innovation as contrasted with the requested scope of work. This will allow the City to compare proposals and clearly evaluate cost/benefit advantages.

5.5 Section 5 – Project Staffing

This Section shall discuss how the Proposer would propose to staff this project. Key project team members shall be identified by name, title and specific responsibilities on the project.

5.6 Section 6 – Proposal Exceptions

This Section shall discuss any exceptions or requested changes that Proposer has to the City's RFP conditions and requirements. If there are no exceptions noted, it is assumed the Proposer will accept all conditions and requirements identified. Items not excepted will not be open to later negotiation.

5.7 Section 7 – Cost Proposal Bid Form

The fee information is relevant to a determination of whether the fee is fair and reasonable in light of the services to be provided. Provision of this information assists the City in determining the firm's understanding of the project, and provides staff with tools to negotiate the cost, provide in a table (See Attachment C).

This Section shall include the proposed costs to provide the services desired. Include any other cost and price information that would be contained in a potential agreement with the City.

PLEASE NOTE: The City of Biddeford does not pay for services before it receives them. Therefore, do not propose contract terms that call for upfront payments or deposits.

6. **CONTRACT TYPE AND METHOD OF PAYMENT**

It is anticipated that the agreement resulting from this solicitation, if awarded, will be a *fixed fee* form of contract. The method of payment to the successful Proposer shall be on a *fixed fee* basis with a maximum "not to exceed" fee as set by the Proposer in the proposal or as negotiated between the Proposer and the City as being the maximum cost to perform all work. This figure shall include direct costs and overhead, such as, but limited to, transportation, communications, subsistence and materials. Payments will be based on Monthly Invoices for actual services performed and equipment installed.

Proposers shall be prepared to accept the terms and conditions of the Agreement, including Insurance Requirements in Attachment D. If a Proposer desires to take exception to the Agreement, Proposer shall provide the following information in Section 7 of their submittal package. Please include the following:

- Proposer shall clearly identify each proposed change to the Agreement, including all relevant Attachments.
- Proposer shall furnish the reasons for, as well as specific recommendations, for alternative language.

The above factors will be taken into account in evaluating proposals. Proposals that take substantial exceptions to the proposed Agreement may be determined by the City, at its sole discretion, to be unacceptable and no longer considered for award.

Insurance Requirements

The selected Proposer(s), at Proposer's sole cost and expense and for the full term of the Agreement or any extension thereof, shall obtain and maintain, at a minimum, all of the

insurance requirements outlined in Attachment D.

All policies, endorsements, certificates and/or binders shall be subject to the approval of the Capital Improvement Facilitator of the City of Biddeford as to form and content. These requirements are subject to amendment or waiver if so approved in writing by the Capital Improvement Facilitator. The selected Proposer agrees to provide the City with a copy of said policies, certificates and/or endorsement upon award of contract.

7. REVIEW AND SELECTION PROCESS

City staff will evaluate the proposals provided based on the following criteria:

- 7.1 Quality and completeness of proposal;
- 7.2 Quality, performance and effectiveness of the solution, goods and/or services to be provided by the Proposer;
- 7.3 Proposers experience, including the experience of staff to be assigned to the project, the engagements of similar scope and complexity;
- 7.4 Cost to the city;
- 7.5 Proposer's financial stability;
- 7.6 Proposer's ability to perform the work within the time specified;
- 7.7 Proposer's prior record of performance with city or others;
- 7.8 Proposer's compliance with applicable laws, regulations, policies (including city council policies), guidelines and orders governing prior or existing contracts performed by the contractor.

The selection committee will make a recommendation to the awarding authority. The acceptance of the proposal will be evidenced by written Notice of Award from the City to the successful Proposer.

8. PUBLIC NATURE OF MATERIALS

Responses to this RFP become the exclusive property of the City of Biddeford. At such time as the Capital Improvement Facilitator recommends to the City Manager, the Finance Committee, or to the City Council, as applicable, all proposals received in response to this RFP becomes a matter of public record and shall be regarded as public records.

• COLLUSION

By submitting a proposal, each Proposer represents and warrants that its proposal is genuine and not a sham or collusive or made in the interest of or on behalf of any person

not named therein; that the Proposer has not directly induced or solicited any other person to submit a sham proposal or any other person to refrain from submitting a proposal; and that the Proposer has not in any manner sought collusion to secure any improper advantage over any other person submitting a proposal.

9. DISQUALIFICATION

Factors such as, but not limited to, any of the following may be considered just cause to disqualify a proposal without further consideration:

- 10.1 Evidence of collusion, directly or indirectly, among Proposers in regard to the amount, terms or conditions of this proposal;
- 10.2 Any attempt to improperly influence any member of the evaluation team;
- 10.3 Existence of any lawsuit, unresolved contractual claim or dispute between Proposer and the City;
- 10.4 Evidence of incorrect information submitted as part of the proposal;
- 10.5 Evidence of Proposer's inability to successfully complete the responsibilities and obligation of the proposal; and
- 10.6 Proposer's default under any previous agreement with the City, which results in termination of the Agreement.

10. NON-CONFORMING PROPOSAL

A proposal shall be prepared and submitted in accordance with the provisions of these RFP instructions and specifications. Any alteration, omission, addition, variance, or limitation of, from or to a proposal may be sufficient grounds for non- acceptance of the proposal, at the sole discretion of the City.

11. GRATUITIES

No person shall offer, give or agree to give any City employee any gratuity, discount, or offer of employment in connection with the award of contract by the city. No City employee shall solicit, demand, accept or agree to accept from any other person a gratuity, discount, or offer of employment in connection with a city contract.

~ End of Section ~

Attachment A Proposer's Information Form

PROPOSER (please print):

Name: _____

Address: _____

Telephone: _____

Fax: _____

Contact person, title, email, telephone and email: _____

Proposer, if selected, intends to carry on the business as (check one):

- | | |
|--|--------------------------------------|
| ☐ Individual | ☐ Partnership |
| ☐ Joint Venture | ☐ Corporation |

When incorporated? _____

In what state? _____

When authorized to do business in Maine? _____

☐ Other (explain): _____

ADDENDA

To assure that all Proposers have received each addendum, check the appropriate box(es) below. Failure to acknowledge receipt of addendum/addenda may be considered an irregularity in the Proposal:

Addendum number(s) received:

- | | |
|--------------------------|----|
| ☐ | #1 |
| ☐ | |
| ☐ | #2 |
| | #3 |

Or, ☐ _____ No

☐ Addendum/Addenda Were
Received (**check and initial**).

PROPOSER’S SIGNATURE

No proposal shall be accepted which has not been signed in ink in the appropriate space below:

By signing below, the submission of a proposal shall be deemed a representation and certification by the Proposer that they have investigated all aspects of the RFP, that they are aware of the applicable facts pertaining to the RFP process, its procedures and requirements, and they have read and understand the RFP. No request for modification of the proposal shall be considered after its submission on the grounds that the Proposer was not fully informed as to any fact or condition.

1. If Proposer is **INDIVIDUAL**, sign here:

Date: _____

Proposer’s Signature: _____

Proposer’s typed name and title: _____

2. If Proposer is **PARTNERSHIP** or **JOINT VENTURE**; at least two (2) Partners shall sign here:

Partnership or Joint Venture Name (type or print)

Date: _____

Date: _____

Member of the Partnership or Joint Venture
signature

Member of the Partnership or Joint Venture
signature

3. If Proposer is a **CORPORATION**, the duly authorized officer shall sign as follows:

The undersigned certify that he/she is respectively:

_____ and

Signature
Title

Of the corporation named below; that they are designated to sign the Proposal Cost Form by resolution (attach a certified copy, with corporate seal, if applicable, notarized as to its authenticity or Secretary’s certificate of authorization) for and on behalf of the below named CORPORATION, and that they are authorized to execute same for and on behalf of said CORPORATION.

Corporation Name (type or print)

By: _____

Date: _____

Title: _____

**Attachment B – Scope of Work
City of Biddeford
City Hall Boiler System
Removal and Replacement
Request for Proposals**

PROJECT DESCRIPTION

The City of Biddeford is requesting qualified Service Providers to submit proposals including a pricing schedule and a summary of qualifications for removal and replacement of existing boiler system according to the City's specifications and all other terms and conditions. The requested services consist of furnishing all labor, materials, supplies and equipment to perform the work at City Hall, in accordance with the specifications and conditions specified in this Request for Proposal. Request for Proposal documents are available at Biddeford City Hall, 205 Main Street, Biddeford, Maine. Sealed proposals shall be delivered to the City of Biddeford, 371 Hill Street, Biddeford, ME 04005 on or before December 2, 2020.

SCOPE OF WORK

GENERAL CONDITIONS

These General Conditions make additions, deletions, or revisions, as indicated herein. All provisions which are not added, deleted, or revised, remain in full force and effect. Terms used have the same meanings assigned in the Request for Proposal documents.

DEFINITIONS

The following respective supplemental definitions shall apply:

CITY REPRESENTATIVE(S)

The City's representative(s) shall be any person(s) designated by the City in writing to the Service Provider. The City's Representative(s) shall be the only person(s) through whom all communication between the City and the Service Provider shall be directed.

LOCATION OF THE WORK

Notice is hereby given that the City of Biddeford, "City", in York County, Maine will receive bids for the replacement of boilers and associated equipment and controls. The bid is for service and supplies. Following is a list of each building location to be included in this Request for Proposal and Qualifications:

Biddeford City Hall

205 Main St., Biddeford, ME

WORK SCHEDULE

The Service Provider's employees shall complete all the work required under the Request for Proposal documents as specified in the contract documents.

Biddeford City Hall: Removal and replacement of existing five Baxi Luna HT 1.650 [each rated 241,600 BTU/h input] wall hung natural gas boilers and associated control system, as needed, currently at the end of their life expectancy.

New boilers and boiler control system to be installed in existing mechanical room. Proposal should consider the below list of additional requirements:

- Utilize roof vent points and natural gas supply of existing system. Repair roof and existing vent and gas lines as required.
- Install new low water cut offs, boiler feed valves, and backflow prevention as required for the system.
- All new heating piping shall be constructed of pex or Type M copper.
- Modify header piping to accept new boiler piping.
- Install condensate neutralizer and connect condensate to building drain in boiler room.
- Complete all low and line voltage wiring as required.
- Complete start-up and commissioning of the system the heating system.
- Provide all manuals for operation of the boilers and controls.
- Provide adequate training on the use of controls including basic troubleshooting features of the boilers and controls.
- Remove from the facility and dispose of all metal, plastic, paper, cardboard, and other items associated with the decommissioning or installation. Disposal shall be through recycling when possible.
- Maintain a clean and safe work environment at all times.
- Review and be prepared to complete the City's Indoor Air Quality (IAQ) Control Guide checklist, planning, and inspection forms prior to starting any work on site. If no IAQ impact is anticipated this shall be documents prior to start of work. Should an IAQ issue arise that impacts facility personnel, the Proposer will be required to stop work until appropriate IAQ planning and controls are in place. Any such delay shall be at the Proposer's expense.

LEGAL ADDRESS OF THE CITY

The official address of the City shall be City of Biddeford (attn.: Pete Donaher, Capital Improvement Facilitator), 371 Hill Street, Biddeford, ME 04005. All correspondence sent to the Service Provider shall be deemed to have been given when mailed via certified mail, or delivered to the address specified in the Agreement. Notice to the City of Biddeford shall be mailed via certified mail, or delivered to the legal address of the City.

INSURANCE

Service Provider shall furnish the City with original insurance certificates and endorsements affecting coverage. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. All endorsements are to be received and approved by the City. Insurance requirements are described in Sample Agreement in Appendix A.

LAWS AND REGULATIONS

The work is located in the City of Biddeford, in the County of York, State of Maine. The Service Provider shall comply with all ordinances, regulations, and other lawful requirements of said City, County, State, and Federal governing the work on public property.

PAYMENTS TO THE SERVICE PROVIDER

The City shall pay the Service Provider in current funds for the performance of the work, subject to additions and deductions based upon monthly determination by the City and the acceptability of the work performed computed in accordance with the Service Provider's accepted proposal and price schedule. Payment shall be made within thirty (30) days after receipt of an invoice sent to the City by the Service Provider. The Service Provider shall not invoice the City for services prior to thirty (30) days following execution of an Agreement with the City and not more frequent than once every four (4) weeks. The City may withhold payment for any unacceptable service if the Service Provider has been given notice of the deficiency and has not resolved the service deficiency within five (5) working days after receipt of a notification from the City. City has the right to request additional reports and supporting information from Service Provider as deemed reasonably necessary by City to audit Service Provider's performance under this Agreement. Service Provider shall provide all additional reports and information requested by City within ten (10) days of a written request.

EXTRA WORK

Extra Work must be authorized in writing by the City (email is acceptable) and shall be shown in itemized format on the invoice submitted to the City as determined upon authorization to proceed. The invoice for Extra Work shall show the exact nature and location of the work.

END OF SCOPE OF WORK CONDITIONS

Attachment C – Cost Proposal Bid
Form City of Biddeford
City Hall Boiler System Removal and Replacement
Request for Proposals

<u>LOCATION</u>		<u>PROPOSAL TOTAL</u>
BIDDEFORD CITY HALL		

Attachment D

INSURANCE REQUIREMENTS

CONTRACTORS TO THE CITY OF BIDDEFORD (CITY), AT THEIR SOLE EXPENSE, SHALL FOR THE TERM OF THE CONTRACT OBTAIN AND MAINTAIN INSURANCE IN THE AMOUNTS FOR THE COVERAGE SPECIFIED BELOW, **AFFORDED BY COMPANIES WITH AM BEST'S KEY RATING OF A-VII, OR HIGHER, LICENSED OR AUTHORIZED TO TRANSACT INSURANCE BUSINESS IN THE STATE OF MAINE.**

AWARD IS CONTINGENT ON COMPLIANCE WITH CITY'S INSURANCE REQUIREMENTS, AS SPECIFIED, BELOW:

REQUIRED	TYPE OF COVERAGE	REQUIREMENT	MINIMUM LIMITS	
			EACH OCCURRENCE	AGGREGATE
YES	WORKER’S COMPENSATION	STATUTORY		
	EMPLOYER’S LIABILITY	STATUTORY		
YES	GENERAL LIABILITY, INCLUDING PERSONAL INJURY, BROAD FORM PROPERTY DAMAGE BLANKET CONTRACTUAL, AND FIRE LEGAL LIABILITY	BODILY INJURY	\$1,000,000	\$1,000,000
		PROPERTY DAMAGE	\$1,000,000	\$1,000,000
		BODILY INJURY & PROPERTY DAMAGE COMBINED.	\$1,000,000	\$1,000,000
YES	AUTOMOBILE LIABILITY, INCLUDING ALL OWNED, HIRED, NON-OWNED	BODILY INJURY	\$1,000,000	\$1,000,000
		- EACH PERSON	\$1,000,000	\$1,000,000
		- EACH OCCURRENCE	\$1,000,000	\$1,000,000
		PROPERTY DAMAGE		
		BODILY INJURY AND PROPERTY DAMAGE, COMBINED	\$1,000,000	\$1,000,000
YES	PROFESSIONAL LIABILITY, INCLUDING, ERRORS AND OMISSIONS, MALPRACTICE (WHEN APPLICABLE), AND NEGLIGENT PERFORMANCE	ALL DAMAGES	\$1,000,000	
		ALL DAMAGES	\$1,000,000	
YES	THE CITY OF BIDDEFORD IS TO BE NAMED AS AN ADDITIONAL INSURED: CONTRACTOR, AT ITS SOLE COST AND EXPENSE, SHALL OBTAIN AND MAINTAIN, IN FULL FORCE AND EFFECT THROUGHOUT THE ENTIRE TERM OF ANY RESULTANT AGREEMENT, THE INSURANCE COVERAGE HEREIN DESCRIBED, INSURING NOT ONLY CONTRACTOR AND ITS SUBCONSULTANTS, IF ANY, BUT ALSO, WITH THE EXCEPTION OF WORKERS’ COMPENSATION, EMPLOYER’S LIABILITY AND PROFESSIONAL INSURANCE, NAMING AS ADDITIONAL INSUREDS CITY, ITS COUNCIL MEMBERS, OFFICERS, AGENTS, AND EMPLOYEES.			

IV. INSURANCE COVERAGE MUST INCLUDE:

- D. A PROVISION FOR A WRITTEN THIRTY DAY ADVANCE NOTICE TO CITY OF CHANGE IN COVERAGE OR OF COVERAGE CANCELLATION; AND
- E. A CONTRACTUAL LIABILITY ENDORSEMENT PROVIDING INSURANCE COVERAGE FOR CONTRACTOR'S AGREEMENT TO INDEMNIFY CITY.
- F. DEDUCTIBLE AMOUNTS IN EXCESS OF \$5,000 REQUIRE CITY'S PRIOR APPROVAL.

- II. CONTACTOR MUST SUBMIT CERTIFICATES(S) OF INSURANCE EVIDENCING REQUIRED COVERAGE.
- III. ENDORSEMENT PROVISIONS, WITH RESPECT TO THE INSURANCE AFFORDED TO
“ADDITIONAL INSURED”

D. PRIMARY COVERAGE

WITH RESPECT TO CLAIMS ARISING OUT OF THE OPERATIONS OF THE NAMED INSURED, INSURANCE AS AFFORDED BY THIS POLICY IS PRIMARY AND IS NOT ADDITIONAL TO OR CONTRIBUTING WITH ANY OTHER INSURANCE CARRIED BY OR FOR THE BENEFIT OF THE ADDITIONAL INSURED.

E. CROSS LIABILITY

THE NAMING OF MORE THAN ONE PERSON, FIRM, OR CORPORATION AS INSURED UNDER THE POLICY SHALL NOT, FOR THAT REASON ALONE, EXTINGUISH ANY RIGHTS OF THE INSURED AGAINST ANOTHER, BUT THIS ENDORSEMENT, AND THE NAMING OF MULTIPLE INSURED, SHALL NOT INCREASE THE TOTAL LIABILITY OF THE COMPANY UNDER THIS POLICY.

F. NOTICE OF CANCELLATION

- 3. IF THE POLICY IS CANCELED BEFORE ITS EXPIRATION DATE FOR ANY REASON OTHER THAN THE NON-PAYMENT OF PREMIUM, THE ISSUING COMPANY SHALL PROVIDE CITY AT LEAST A THIRTY (30) DAY WRITTEN NOTICE BEFORE THE EFFECTIVE DATE OF CANCELLATION.
- 4. IF THE POLICY IS CANCELED BEFORE ITS EXPIRATION DATE FOR THE NON-PAYMENT OF PREMIUM, THE ISSUING COMPANY SHALL PROVIDE CITY AT LEAST A TEN (10) DAY WRITTEN NOTICE BEFORE THE EFFECTIVE DATE OF CANCELLATION.

NOTICES SHALL BE MAILED TO:

**DEPARTMENT OF FINANCE
CITY OF BIDDEFORD
205 MAIN STREET
BIDDEFORD, ME 04005**

**Attachment A
Proposer's Information Form**

PROPOSER (please print):

Name: Jim Godbout P/H Inc.

Address: 486 Elm st. Biddeford Me

Telephone: 207 283 1200

Fax: 207 283 2739

Contact person, title, email, telephone and email: Jim Godbout President
jjm@jimgodbout.com 207 467 0021

Proposer, if selected, intends to carry on the business as (check one):

- ☐ Individual
☐ Joint Venture

- ☐ Partnership
☒ Corporation

When incorporated? 1980s

In what state? Me

When authorized to do business in Maine? 1980

☐ Other (explain): _____

ADDENDA

To assure that all Proposers have received each addendum, check the appropriate box(es) below. Failure to acknowledge receipt of addendum/addenda may be considered an irregularity in the Proposal:

Addendum number(s) received:

- ☐ #1
☐
☐ #2
#3

Or, ☐ h No

☐
Addendum/Addenda Were
Received (check and initial).

PROPOSER'S SIGNATURE

No proposal shall be accepted which has not been signed in ink in the appropriate space below:

By signing below, the submission of a proposal shall be deemed a representation and certification by the Proposer that they have investigated all aspects of the RFP, that they are aware of the applicable facts pertaining to the RFP process, its procedures and requirements, and they have read and understand the RFP. No request for modification of the proposal shall be considered after its submission on the grounds that the Proposer was not fully informed as to any fact or condition.

1. If Proposer is **INDIVIDUAL**, sign here:

Date: 12-1-2020

Proposer's Signature: James M. Godbout

Proposer's typed name and title: James Godbout President

2. If Proposer is **PARTNERSHIP** or **JOINT VENTURE**; at least two (2) Partners shall sign here:

Partnership or Joint Venture Name (type or print)

Date: _____

Date: _____

Member of the Partnership or Joint Venture
signature

Member of the Partnership or Joint Venture
signature

3. If Proposer is a **CORPORATION**, the duly authorized officer shall sign as follows:

The undersigned certify that he/she is respectively:

James M. Godbout and
President

James M. Godbout Signature
Title

Of the corporation named below; that they are designated to sign the Proposal Cost Form by resolution (attach a certified copy, with corporate seal, if applicable, notarized as to its authenticity or Secretary's certificate of authorization) for and on behalf of the below named CORPORATION, and that they are authorized to execute same for and on behalf of said CORPORATION.

Jim Godbout P&H Inc.

Corporation Name (type or print)

By: Jim Godbout

Date: 12-1-2020

Title: President

Jim Godbout Plumbing & Heating Inc.

P.O. Box 365

486 Elm st.

Biddeford, Maine 04005

207-283-1200 fax 207-283-2739

www.jimgodbout.com

November 27, 2020

City of Biddeford—City Hall

Main street

Biddeford, Maine

Att: Pete Donaher peter.donaher@biddefordmaine.org 371 Hill st Biddeford Capital Improvement coordinator

Scope of Work to replace older Baxi wall hung boilers which are at end of life expectancy
Suggest from our experience with wall hung boilers and their lack of sustainability that high volume boilers replace these Baxi boilers to provide better capital investment for city of Biddeford.

Disconnect and dispose of properly existing 5 Baxi boilers and related near boiler piping up to low loss header system.

Install five **Viessmann CU3-57** high efficiency condensing natural gas **high volume content** water boilers with Vitotronic 300 K cascade boiler modulating control system.

http://www.viessmann-us.com/en/Commercial/Products/gas/Vitodens_200_Cascade.html

This system provides lead lag modulation of systems

Install new Low water cut offs with manual reset as required by code, boiler feeder and backflow prevention for new boilers.

These units shall be installed in current mechanical room.

Boilers shall be vented through roof of mechanical room just like existing, **we shall repair and replace rubber roofing as needed for new vent terminations. We shall also repair drywall ceiling as needed to make proper vent connections.**

We shall re-connect existing natural gas line. Installing new maxitrol vent piping to meet current code.

All new piping shall be pex, type M copper on heating system.

System works on heating curve modulating boiler water on outside reset control.

Install condensate to building drain located in boiler room with condensate neutralizer.

Header piping to be modified to accept new boiler piping

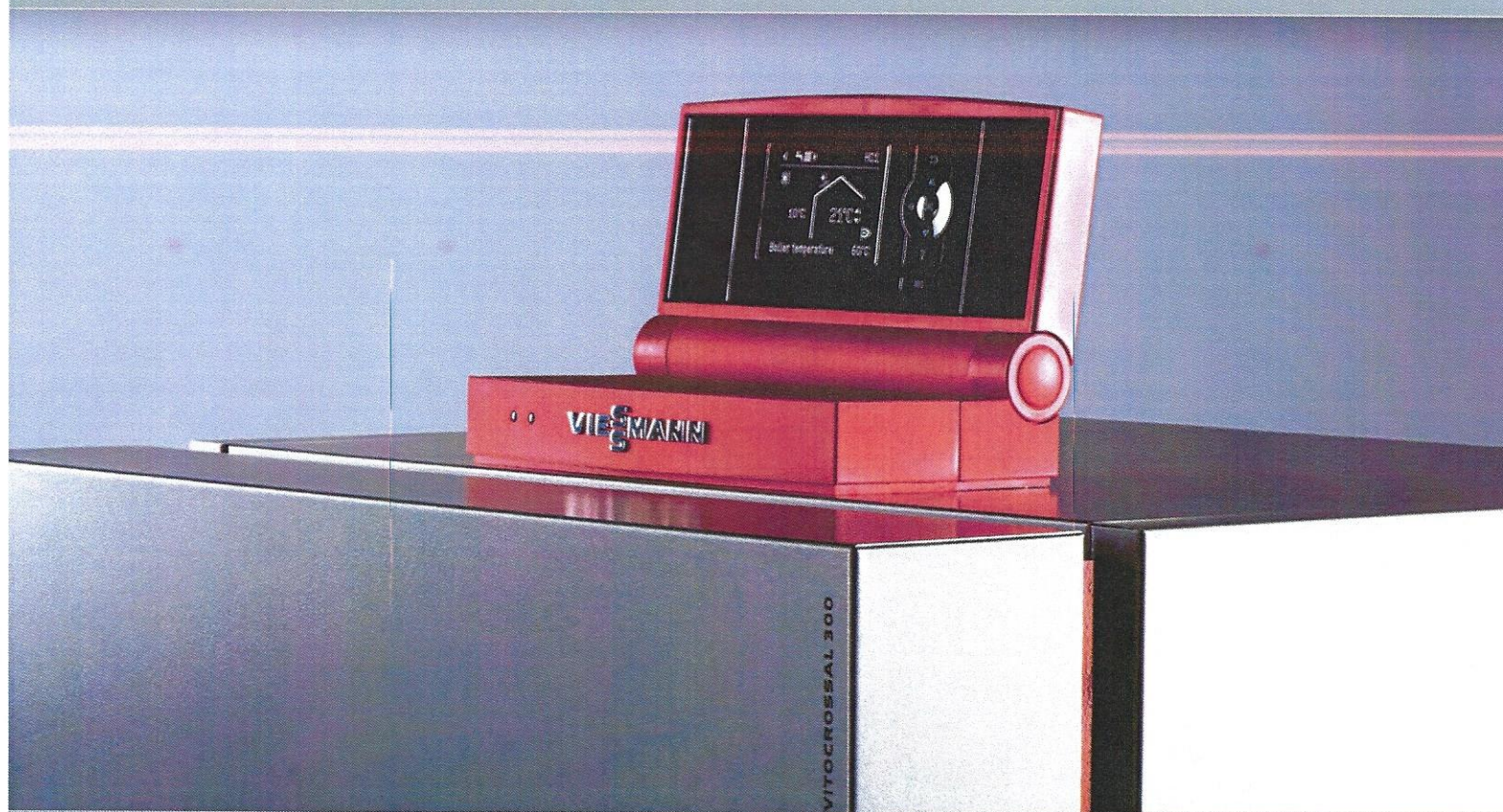
Price includes all low and line voltage wiring as well as complete start up and monitoring of system.

No other work performed on any part of heat emitters in building, just connected to existing piping.

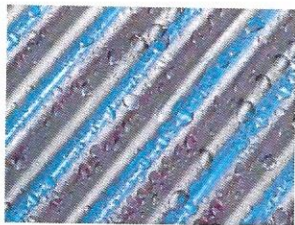
Total boiler replacement cost \$74,800.00

Gas Condensing Technology
VITOCROSSAL 300, CU3A

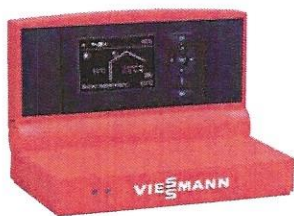
VIESSMANN



The Vitocrossal 300 gas-condensing boiler is the right solution for residential and light commercial applications – including high temperature heating, cast-iron boiler replacements, and multi-zone systems.



Stainless steel Inox-Crossal heat exchanger.



Featuring a folding Vitotronic 200 control with a graphic user interface.

The right choice for new construction or retrofits.

With its combination of high temperature capability, high mass (water volume), floor standing design, condensing stainless steel construction and modulating gas burner, the Vitocrossal 300, CU3A is the ideal choice for boiler retrofits or new construction. From homes equipped with high mass cast iron radiators, to homes with multi-zone high temperature fin tube radiators, and new installations with high DHW requirements – the Vitocrossal 300, CU3A is the best choice on the market today.

Advanced condensing technology

The vertical stainless steel Inox-Crossal heat exchanger offers ideal conditions for intensive utilization of hot gases, resulting in efficiencies of up to 98%. The smooth stainless steel surfaces allow the condensate created by the condensing process to simply run off downwards. This creates a permanent self-cleaning effect, ensuring high efficiency, long service life and reduced maintenance.

Wide water passage ways

Large water content is contained within the pocket design of the heat exchanger. This allows for simplified system piping with full system flow, eliminating the need for a dedicated boiler pump or primary/secondary piping and prevents sediment from collecting around the hot burner surfaces.

Powerful Vitotronic 200 KW6B and System Controller

The intuitive Viessmann-made Vitotronic 200, KW6B control manages the entire heating system and ensures economical performance and maximum comfort at all times. Features such as control of up to 3 heating circuits, intelligent DHW control, a variable speed pump output (0-10V), and multiple setback timers all give the user complete control of their system. Plus, with system control for multiple zone space and DHW heating, the Vitotronic 200, HO1B can control 3 zone circuits, 2 mixed heating circuits and 1 unmixed heating circuit.

The outdoor reset function automatically adjusts the boiler operating temperature to the changing outdoor temperature. This reduces fuel consumption up to 15%, giving you excellent returns year after year. Plus, with integrated system control for multiple zone space and DHW heating, the Vitotronic 200, KW6B offers even greater heating flexibility without the need for additional external controls.

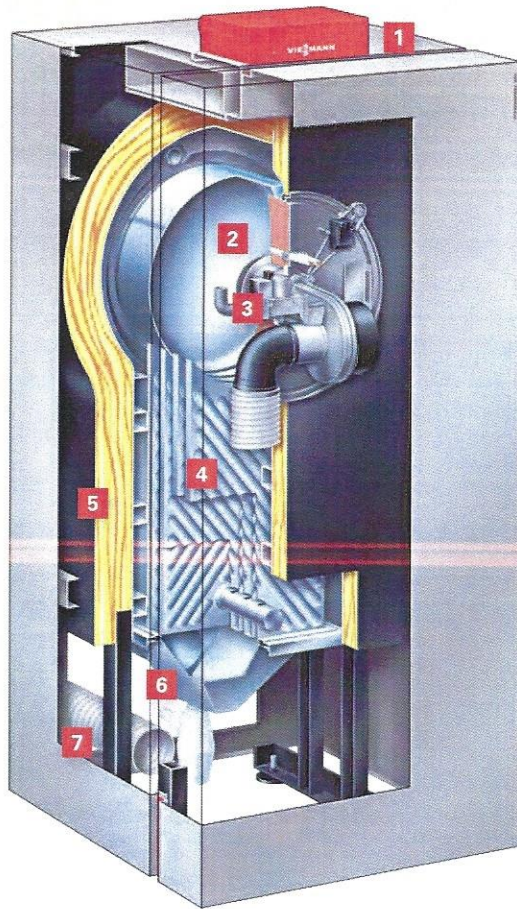
Intelligent combustion control

The proven MatriX dome gas burner with Lambda Pro combustion control automatically adjusts to fluctuating gas qualities and ensures a constantly high combustion efficiency for both natural gas and propane gas.

Connectivity

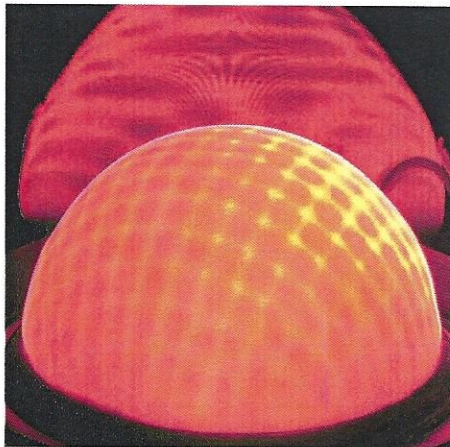
You're always in control with the Vitotrol App. It allows you to remotely operate your Viessmann heating system anytime, anywhere from your smartphone or tablet.





Vitocrossal 300, CU3A

- 1 Vitotronic 200 control KW6B with graphic user interface
- 2 Water-cooled stainless steel combustion chamber
- 3 Modulating MatriX dome gas burner
- 4 Stainless steel Inox-Crossal heat exchanger
- 5 Highly effective thermal insulation
- 6 Flue gas collector with condensate drain pipe
- 7 Combustion air inlet connection

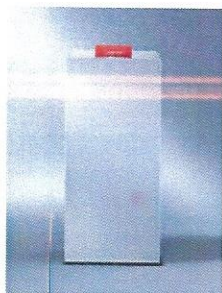


The MatriX dome gas burner for exceptionally low-emission combustion, making it a milestone in heating technology.

Take advantage of these benefits

- Compact, floor-standing gas condensing boiler from 19-199 MBH.
- High efficiency of 95% AFUE on all models.
- High temperature operation of up to 90°C (194°F).
- Inox-Crossal heat transfer surface – stainless steel heat exchanger for efficient utilization of condensing technology – self-cleaning effect via smooth stainless steel surfaces.
- Vitocrossal Pocket Design with wide water passage ways allow for system/full flow applications. No dedicated boiler pump required and eliminates primary/secondary piping.
- High water volume extends burner run time and reduces short cycling.
- MatriX dome gas burner with 5:1 turndown ratio to ensure high efficiency and extremely clean combustion.
- A self-calibrating Lambda Pro combustion management system ensures optimum combustion efficiency at all times regardless of gas/air quality. Simple commissioning with no field adjustments and adjusts to all fuel types (natural gas and propane gas).
- Durable, reliable, and long service life with Inox-Crossal stainless steel heat exchanger and high mass design.
- Multi-venting options and configurations with vent lengths up to 198'.
- Multi-boiler installation with 8 boilers up to 1592 MBH.

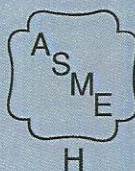
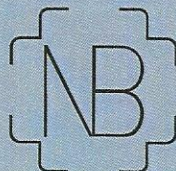
Technical Data



Vitocrossal 300, CU3A gas-fired condensing boiler

Model		26,94	35,125	45,160	57,199
AFUE	%	95	95	95	95
Minimum Input (NG)	MBH	19	25	43	43
Maximum Input (NG)	MBH	94	125	160	199
Net AHRI Rating	MBH	76	101	129	161
Overall Dimension*					
Width	Inches	26	26	26	26
Height	Inches	67	67	67	67
Depth (Length)	Inches	27	27	31.5	31.5
Weight	lbs	269	275	352	352
Boiler Water Content	USG	13.5	13	18.8	18.8
Heat Exchanger Surface	ft. ²	16.7	20.7	34.1	34.1
Maximum Operating Pressure	psig	30	30	30	30
Boiler water temperature					
- Adjustable high limit (AHL) range	°F	68 -194	68 -194	68 -194	68 -194
space heating (steady state)	°C	(20 - 90)	(20 - 90)	(20 - 90)	(20 - 90)
- DHW production	°F(°C)	194 (90)	194 (90)	194 (90)	194 (90)
- Fixed high limit (FHL)	°F(°C)	210 (99)	210 (99)	210 (99)	210 (99)
Boiler connections					
Boiler heating supply and return	NPTM	1 1/4"	1 1/4"	1 1/4"	1 1/4"
Pressure relief valve	NPTF	3/4"	3/4"	3/4"	3/4"
Boiler drain	NPTM	1"	1"	1"	1"
Gas valve connection	NPTF	3/4"	3/4"	3/4"	3/4"

*Technical information subject to change without notice.



Jim Godbout Plumbing & Heating Inc.

P.O. Box 365

486 Elm st.

Biddeford, Maine 04005

207-283-1200 fax 207-283-2739

www.jimgodbout.com

November 27, 2020

City of Biddeford—City Hall

Main street

Biddeford, Maine

Att: Pete Donaher peter.donaher@biddefordmaine.org 371 Hill st Biddeford

Optional – this is best system option to replace current and most sustainable, we have many installed locally in commercial settings public and private.

Scope of Work to replace older Baxi wall hung boilers which are at end of life expectancy
Suggest from our experience with wall hung boilers and their lack of sustainability that high volume boilers replace these Baxi boilers to provide better capital investment for city of Biddeford.

Disconnect and dispose of properly existing 5 Baxi boilers and related near boiler piping up to low loss header system.

Install two **Viessmann CM2-186** high efficiency condensing natural gas **high volume content** water boilers with GW6B boiler modulating control system.

https://www.viessmann-us.com/en/commercial/gas-boilers/gas-condensing-boiler/vitocrossal_200-cm2.html

Install new Low water cut offs with manual reset as required by code, boiler feeder and backflow prevention for new boilers.

These units shall be installed in current mechanical room.

This system provides lead lag modulation of systems

Boilers shall be vented through roof of mechanical room just like existing with 6" PP pipe, **we shall repair and replace rubber roofing as needed for new vent terminations. We shall also repair drywall ceiling as needed to make proper vent connections.**

We shall re-connect existing natural gas line. Installing new maxitrol vent piping to meet current code.

All new piping shall be pex, type M copper on heating system.

System works on heating curve modulating boiler water on outside reset control.

Install condensate to building drain located in boiler room with condensate neutralizer.

Header piping to be modified to accept new boiler piping

Price includes all low and line voltage wiring as well as complete start up and monitoring of system.

No other work performed on any part of heat emitters in building, just connected to existing piping.

Total boiler replacement cost \$81,920.00

Gas Condensing Technology
VITOCROSSAL 200, CM2

VIESSMANN



VITOCROSSAL 200

A practical approach to innovation

With its distinctive mix of proven Viessmann technology and innovative features, the Vitocrossal 200, CM2 takes a bold step forward while retaining the superior Viessmann quality you know and trust. The boiler combines unparalleled flexibility with maximum efficiency, making it your ideal choice for a new installation or economical retrofit in large residential or commercial applications.

Viessmann technology from top to bottom

A fully-modulating Viessmann pre-mix cylinder burner features a wide modulation turndown ratio of 5:1 to precisely match load and provide clean, quiet and environmentally friendly operation. The burner comes fully pre-assembled to simplify installation and commissioning.

The generous heat transfer surface area to heat input ratio of the titanium-infused stainless steel Inox-Crossal heat exchanger allows for maximum heat extraction while maintaining a compact size. Its smooth, corrosion-resistant surface allows condensate to simply run off – a “self-cleaning” process that ensures continuous condensing efficiency, reduced maintenance costs and longer boiler service life.

When combined with the new generation Viessmann boiler and system control technology, the fully-modulating burner and Inox-Crossal heat exchanger enable the Vitocrossal 200, CM2 to achieve outstanding thermal efficiencies up to 97%¹ – delivering exceptional performance and reliability at an attractive price.

Progressive design features

The Vitocrossal 200, CM2 can operate with a low inlet gas pressure (NG) of only 4 inches of water column for compatibility with a greater range of supply pressures. Extremely low water pressure drop through the heat exchanger eliminates the need for a dedicated boiler pump and low-loss header*, while the boiler’s large water content extends burner run time and reduces cycling.

All models of the Vitocrossal CM2 (with the exception of the 620 model) are certified by the SCAQMD for low-NOx emissions. All models are certified by AHRI.

User-friendly touch screen interface

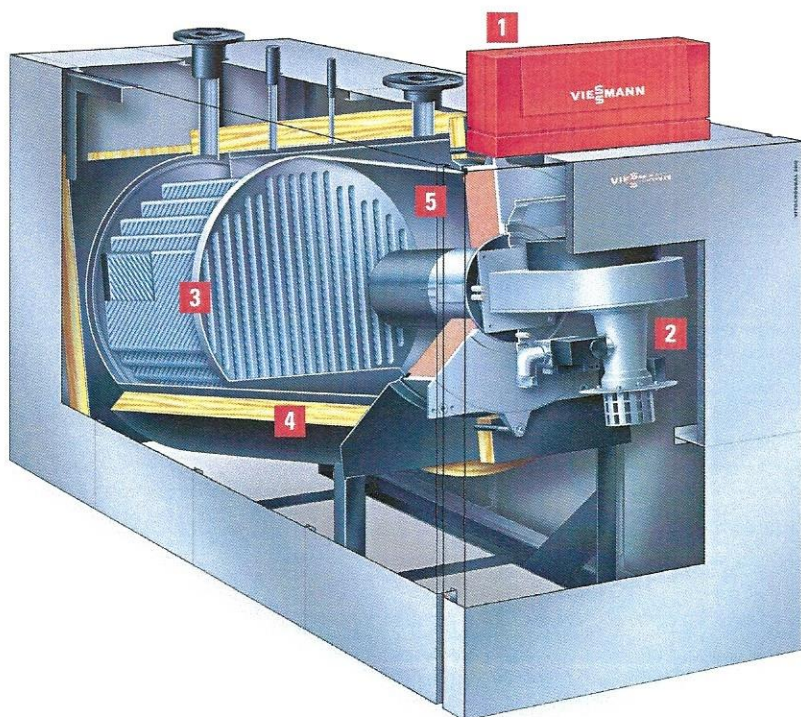
The Vitocrossal 200, CM2 offers integrated single and cascade boiler functionality.

A versatile solution

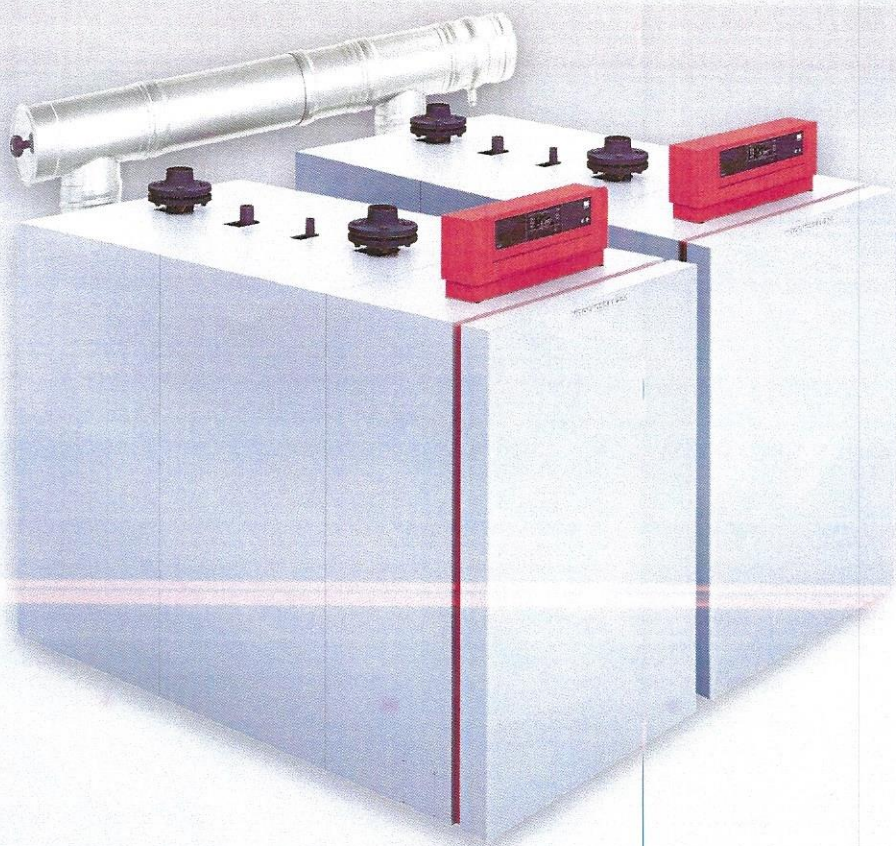
The Vitocrossal 200, CM2 offers a solution for almost every application. Multiple venting options (direct or chimney) with installed air intake kit, fuel flexibility (NG/LPG/LNG) with seamless integration into building control systems simplify retrofit projects and provide numerous possibilities for new installations. Available fully assembled (U.S. only) or unassembled for maximum shipping and installation flexibility, it is easy to install, even in older buildings with narrow entrances and small mechanical rooms. Suitable for high altitude operation up to 10,000 feet, the sky’s the limit for the Vitocrossal 200, CM2.



Vitotronic 300, GW6B Touch Screen
boiler control



- 1 Vitotronic 300, GW6B Touch Screen control
- 2 Fully-modulating pre-mix cylinder burner ***
- 3 Inox-Crossal heat exchanger surfaces
- 4 Highly effective thermal insulation
- 5 Wide water passageways with low pressure drop



Product not exactly as shown.



SA240 316Ti Stainless steel
Inox-Crossal heat exchanger



Low-emission fully-modulating
premix cylinder burner

Multiple-boiler systems

Harness the full potential of a Vitocrossal 200, CM2 cascade installation with the Vitotronic 300, GW6B master control – an advanced digital boiler and system control with outdoor reset function to ensure reliable, efficient performance of the entire heating system. The Vitotronic 300 GW6B will modulate burners; stage and rotate boilers; and regulate boiler water temperature, common supply temperature and up to two heating circuits with mixing valves.

Up to eight Vitocrossal 200, CM2 boilers can operate in a cascade configuration to precisely match load (inputs of 133 to 17960 MBH), maximize boiler plant efficiency and provide security against heating plant service interruption.

In cascade systems Vitotronic 300 GW6B control allows seamless integration into building management systems (BMS) via Vitogate 300 Gateway.

Specifications

- Thermal efficiencies of 97%[†]
- Inputs from 133 to 2245 MBH (single) / 17960 MBH (cascade)
- ASME CSD-1 compliant

Benefits at a glance

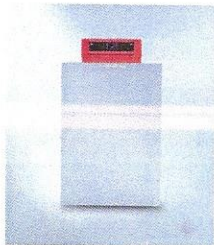
- Low emissions and quiet operation from fully-modulating Viessmann pre-mix cylinder burner
- Wide modulation turndown ratio of 5:1 precisely matches load
- Pre-assembled burner simplifies installation and commissioning
- Venting flexibility with installed air intake kit for direct/chimney venting (PP or stainless steel) up to 200 ft.
- Common venting up to four boilers**
- Gas fuel flexibility (NG/LPG/LNG)
- Low inlet gas pressure capability (NG) as low as 4 in. of water column for compatibility with a range of supply pressures
- Large water content extends burner run time and reduces cycling
- No dedicated boiler pump required due to extremely low water pressure drop through heat exchanger*
- Generous heat transfer surface area/heat input ratio of stainless steel heat exchanger maximizes heat extraction in compact size
- Vitotronic 300 control features a large touch screen user-interface with text and graphics for user-friendly operation; used as a single boiler control or as a cascade primary/secondary control.
- Seamless integration possible with building management systems

[†] Tested to AHRI Testing Standard Method to Determine Efficiency of Commercial Space Heating Boilers, BTS-2000. Technical information subject to change without notice.

* Contact your Viessmann Representative for boiler pump and low-loss header requirements in multiple-boiler installations.

** In accordance with local codes and regulations of authorities having jurisdiction.

Technical Data



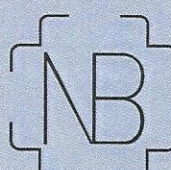
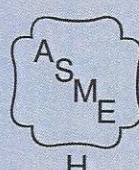
Vitocrossal 200, CM2 gas-fired condensing boiler

Model	CM2	CM2-186	CM2-246	CM2-311	CM2-400	CM2-500	CM2-620**	CM2-620TX
Combustion Efficiency*	%	95	95	95	95.1	95.1	95.1	95.1
Thermal Efficiency*	%	97	97	97	95	95	95	95
Minimum Input (NG)	MBH	133	175	222	287	358	450	450
Maximum Input (NG)	MBH	663	878	1112	1445	1800	2245	1999
Output*	MBH	643	851	1078	1372	1710	2132	1899
Net AHRI Rating	MBH	559	740	937	1193	1487	1854	1651
Overall Dimension†								
Width	Inches	36.5	36.5	36.5	42.4	42.4	44.3	44.3
Height	Inches	66	66	66	65.6	65.6	68.75	68.75
Depth (Length)	Inches	73	73	73	89.5	95.6	100.7	100.7
Weight (burner, control and insulation)	lbs	726	759	792	1495	1662	1929	1929
Boiler Water Content	USG	81	77	74	104	112	131	131
Heat Exchanger Surface	ft. ²	72.9	98.8	121.5	166.6	208.6	234	234
Maximum Operating Pressure	psig	75	75	75	75	75	75	75
Flue Outlet Size	diameter	8	8	8	10	10	10	10
Power Consumption (max input; W)		225	278	368	540	700	900	801

* Tested to AHRI Testing Standard Method to Determine Efficiency of Commercial Space Heating Boilers, BTS-2000

** All products on this table are certified to meet or exceed SCAQMD standards with the exception of CM2-620. CM2-620TX is certified.

† Includes boiler with burner, boiler panels, thermal insulation, boiler control unit and electrical connection box. Note: For high altitude installations (5,000 to 10,000 ft.), the input will have an altitude de-rating of 15% for 5,000 ft. and 18% for 10,000 ft. Technical information subject to change without notice.



Jim Godbout Plumbing & Heating Inc.

P.O. Box 365

486 Elm st.

Biddeford, Maine 04005

207-283-1200 fax 207-283-2739

www.jimgodbout.com

Jim Godbout Plumbing & Heating has been in business almost forty years supporting our local communities.

Current size of company 63 families in Biddeford area being supported by company

We are diverse company providing all mechanical services from plumbing, HVAC, fuel general contracting, excavation, and have provided service to City of Biddeford for many, many years. We also service many other surrounding communities for many years taking care of all problems arising in all municipal departments.

We are a very grounded company in Biddeford especially providing help to the needy in our community. This is something I continue to drive into employees as well so they understand how important it is to take care of each other.

We are very sound company financially setting up for many future generations to be employed and provide services to Biddeford and surrounding communities.

Installing a boiler system like proposed in cold weather months is something we are very familiar with and have done this to City Theater last year and Community center two years prior without incident.

Mid December start will present challenges some due to covid pandemic and difficulty getting equipment fast. Weather also issue when timing roof work and day of swap out something we are very familiar with.

Insurance with Local company Paquin & Carroll and on file with all city departments already

Attachment C – Cost Proposal Bid
Form City of Biddeford
City Hall Boiler System Removal and Replacement
Request for Proposals

<u>LOCATION</u>		<u>PROPOSAL TOTAL</u>
BIDDEFORD CITY HALL		\$ 74,800.-

Alt. \$ 81,920.-



Atlantic Comfort Systems, Inc.

December 2, 2020

City of Biddeford
Attn: Pete Donaher, Capital Improvement Facilitator
371 Hill Street
Biddeford, ME 04005

Section 1

- 1.) Changeout City Hall boiler system per attachment B.
- 2.) Remove and dispose of 5 existing boilers and associated piping.
- 3.) Install 5 new Viessmann B2HA285 wall hung boilers on Viessmann rack system with new insulated manifolds. Install new Viessmann cascade control.
- 4.) Wire and fire boilers.
- 5.) Changeout old glycol in secondary loop to HWC
- 6.) Supply O & M manuals.
- 7.) Owner training.

Section 2

- 31 employees
- 8 full time office staff
- 11 service 24/7/365
- 12 construction installs
- Incorporated
- Bonding to 7,000,000

Section 3

Set up and pipe new Viessmann boiler rack system for guide change over once online remove old boilers.

Section 4

Section 5

Project foreman – Ryan Schwartz, Construction Manager – oversee installation and start up.

Manufacturer Rep – Jim Bolduc – start up
Install team – TBD

Section 6

Adequacy of existing systems IE air handler, HWC, pumps, valves piping, cutting & patching, painting, finish cleaning, air quality testing and altering.

Section 7

Total cost of boiler installation	\$130,000.00
-----------------------------------	--------------



Atlantic Comfort Systems, Inc.

List of individuals and contacts of this proposal

- 1.) John Grondin
Office# 207-284-6360
Email: jgrondin@atlanticcomfort.com

**Attachment A
Proposer's Information Form**

PROPOSER (please print):

Name: Johnson + Jordan, Inc.

Address: 18 Mussey Rd. Scarborough, Maine 04074

Telephone: 207-883-8345

Fax: 207-883-8619

Contact person, title, email, telephone and email: Derek Osswald
Project Manager drosswald@johnsonandjordan.com

Proposer, if selected, intends to carry on the business as (check one):

- | | |
|--|---|
| ☐ Individual | ☐ Partnership |
| ☐ Joint Venture | ☒ Corporation |

When incorporated? 1990

In what state? Maine

When authorized to do business in Maine? 1990

☐ Other (explain): _____

ADDENDA

To assure that all Proposers have received each addendum, check the appropriate box(es) below. Failure to acknowledge receipt of addendum/addenda may be considered an irregularity in the Proposal:

Addendum number(s) received:

- | | |
|--------------------------|----|
| ☐ | #1 |
| ☐ | |
| ☐ | #2 |
| | #3 |

Or, ☒ No
☐
Addendum/Addenda Were
Received (check and initial).

PROPOSER'S SIGNATURE

No proposal shall be accepted which has not been signed in ink in the appropriate space below:

By signing below, the submission of a proposal shall be deemed a representation and certification by the Proposer that they have investigated all aspects of the RFP, that they are aware of the applicable facts pertaining to the RFP process, its procedures and requirements, and they have read and understand the RFP. No request for modification of the proposal shall be considered after its submission on the grounds that the Proposer was not fully informed as to any fact or condition.

1. If Proposer is **INDIVIDUAL**, sign here:

Date: _____

Proposer's Signature: _____

Proposer's typed name and title: _____

2. If Proposer is **PARTNERSHIP** or **JOINT VENTURE**; at least two (2) Partners shall sign here:

Partnership or Joint Venture Name (type or print)

Date: _____

Date: _____

Member of the Partnership or Joint Venture
signature

Member of the Partnership or Joint Venture
signature

3. If Proposer is a **CORPORATION**, the duly authorized officer shall sign as follows:

The undersigned certify that he/she is respectively:

_____ and

Corporate Secretary

L. J. Smith

Signature

Title

Of the corporation named below; that they are designated to sign the Proposal Cost Form by resolution (attach a certified copy, with corporate seal, if applicable, notarized as to its authenticity or Secretary's certificate of authorization) for and on behalf of the below named CORPORATION, and that they are authorized to execute same for and on behalf of said CORPORATION.

Johnson + Jordan, Inc.

Corporation Name (type or print)

By: Craig Smith

Date: 12-2-20

Title: Secretary



MECHANICAL CONTRACTORS

December 2, 2020

To whom it may concern,

Derek Osswald has the authority to submit an RFP to the City of Biddeford regarding the Boiler System Replacement on behalf of Johnson & Jordan, Inc.

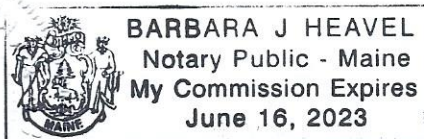
Should you have any questions please do not hesitate to reach out to me.

Sincerely,

Craig C. Smith, CPA
Corporate Secretary

Notary:

Commission Expires: 06/16/2023





MECHANICAL CONTRACTORS

December 1, 2020

Section 1 Proposal Summary

- Removal and replacement of existing five Baxi Luna HT 1.650 (each rated 241,600 BTU input) wall hung natural gas boilers and associated controls, as needed.
 - A. Dispose of properly offsite.
- Install five Viessmann Vitodens-200 series boiler packages (285MBH each) on manifold racking system with high density foam insulation.
- Vitocontrol-S cascade control package.
- 5 Grundfos UPS boiler pumps.
- Condensation neutralization package.
- Low loss header with high density foam insulation.
- New coaxial flue piping for all five boilers repair roof as necessary.
- Viessmann Factory Commissioning, included.
- Pipe insulation from air separator back to boilers.
- Update line voltage to code to all boilers.
- Tie boiler controls into existing controls.
- Install new gas piping from existing gas regulator to all five boilers.
- New boiler piping from loss header to existing air separator.
- New low water cut off and backflow fast fill combo.
- Would like to remove all the old boilers at once so we would propose doing this when the weather is above 50 degrees.

Contacts

Derek Osswald Project Manager
dosswald@johnsonandjordan.com
207-616-6594

Patrick Caskin Project Manager
pcaskin@johnsonandjordan.com

Troy Jipson Site Foreman
tjipson@johnsonandjordan.com



MECHANICAL CONTRACTORS

December 2, 2020

Section 2 Profile on Firm

Johnson and Jordan is a full service mechanical contracting firm serving the commercial and industrial markets in Maine and New Hampshire specializing in health care and private institutional construction. We also serve all aspects of retail, hospitality, process, multi-unit residential, waste water and controls.

Our main office is in Scarborough Maine with satellite offices in Portland (serving Maine Medical Center and Mercy Hospital) Bangor Maine, Sidney Maine, and Chichester NH along with our fabrication facility in Westbrook Maine.

Delivery methods include Design Build, Design Assist, and plan and specification bid. Much of our work is done on an open book fully documented time and material GMP basis. This transparency continues to build partnerships in construction that allow us to become involved in many of our projects at the schematic level.

Since our incorporation in September of 1991, Johnson and Jordan has been the leader in technological advancements in the construction industry from the first days of computer aided design to Building Information Modeling, Cloud based Information Transfer, Total Station Point locating and recently 3 D imaging for existing facilities.

The core of this company consists of 290 of the areas most talented and dedicated employees. Their commitment to the success of Johnson and Jordan has set standard of excellence, safety and dedication to all of our customers that is second to none. Our accredited apprenticeship program is continuously reinforcing the foundation for future talent by introducing new licensed mechanics and leaders into industry every year.

In January of 2016, the management of Johnson and Jordan set the stage for the continued success and prosperity of its employees by becoming a 100% employee owned business. Many of these employees are responsible for where the company is today and they will continue to maintain the relationships and standards set in place, establish new relationships, and guide their firm thru the construction landscape of the future while providing the solid footing our next generations of employees will need.

We appreciate the opportunity to provide this information and we look forward to earning your business.

Very Truly Yours,

JOHNSON & JORDAN, INC.

Christopher Jordan
President
CJ

BERKLEY INSURANCE COMPANY

January 7, 2020

RE: Johnson & Jordan, Inc.
18 Mussey Road
Scarborough, ME 04074

Dear Sir or Madam:

This letter will serve to confirm that Johnson & Jordan, Inc. is a highly regarded and valued customer of Berkley Insurance Company. During this relationship, the surety has supported single projects of \$60,000,000 with an aggregate program of \$95,000,000. We are prepared to support Johnson & Jordan, Inc. and hope you will give them favorable consideration for your project.

Naturally, as is customary with the surety industry, all surety bond approvals will be contingent upon a favorable underwriting review of project specifics, including contract terms, contract conditions, and bond forms. If you need any additional assurance regarding the bonding capacity of Johnson & Jordan, Inc. please do not hesitate to contact me.

Best regards,


Nancy L. Castonguay
Attorney-In-Fact

Local Address: 103 Park Street, PO Box 481, Lewiston, ME 04243

POWER OF ATTORNEY
BERKLEY INSURANCE COMPANY
WILMINGTON, DELAWARE

NOTICE: The warning found elsewhere in this Power of Attorney affects the validity thereof. Please review carefully.

KNOW ALL MEN BY THESE PRESENTS, that BERKLEY INSURANCE COMPANY (the "Company"), a corporation duly organized and existing under the laws of the State of Delaware, having its principal office in Greenwich, CT, has made, constituted and appointed, and does by these presents make, constitute and appoint: *Nancy L. Castonguay; Robert E. Shaw, Jr.; Heidi Rodzen; Joline L. Binette; or Melanie A. Bonnevie of Skillings - Shaw & Associates, Inc. of Lewiston, ME* its true and lawful Attorney-in-Fact, to sign its name as surety only as delineated below and to execute, seal, acknowledge and deliver any and all bonds and undertakings, with the exception of Financial Guaranty Insurance, providing that no single obligation shall exceed **One Hundred Million and 00/100 U.S. Dollars (U.S.\$100,000,000.00)**, to the same extent as if such bonds had been duly executed and acknowledged by the regularly elected officers of the Company at its principal office in their own proper persons.

This Power of Attorney shall be construed and enforced in accordance with, and governed by, the laws of the State of Delaware, without giving effect to the principles of conflicts of laws thereof. This Power of Attorney is granted pursuant to the following resolutions which were duly and validly adopted at a meeting of the Board of Directors of the Company held on January 25, 2010:

RESOLVED, that, with respect to the Surety business written by Berkley Surety Group, the Chairman of the Board, Chief Executive Officer, President or any Vice President of the Company, in conjunction with the Secretary or any Assistant Secretary are hereby authorized to execute powers of attorney authorizing and qualifying the attorney-in-fact named therein to execute bonds, undertakings, recognizances, or other suretyship obligations on behalf of the Company, and to affix the corporate seal of the Company to powers of attorney executed pursuant hereto; and said officers may remove any such attorney-in-fact and revoke any power of attorney previously granted; and further

RESOLVED, that such power of attorney limits the acts of those named therein to the bonds, undertakings, recognizances, or other suretyship obligations specifically named therein, and they have no authority to bind the Company except in the manner and to the extent therein stated; and further

RESOLVED, that such power of attorney revokes all previous powers issued on behalf of the attorney-in-fact named; and further

RESOLVED, that the signature of any authorized officer and the seal of the Company may be affixed by facsimile to any power of attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligation of the Company; and such signature and seal when so used shall have the same force and effect as though manually affixed. The Company may continue to use for the purposes herein stated the facsimile signature of any person or persons who shall have been such officer or officers of the Company, notwithstanding the fact that they may have ceased to be such at the time when such instruments shall be issued.

IN WITNESS WHEREOF, the Company has caused these presents to be signed and attested by its appropriate officers and its corporate seal hereunto affixed this 27th day of April, 2016.

Attest:

Berkley Insurance Company

(Seal)

By

By

Ira S. Lederman
Senior Vice President & Secretary

Jeffrey M. Hafter
Senior Vice President

WARNING: THIS POWER INVALID IF NOT PRINTED ON BLUE "BERKLEY" SECURITY PAPER.

STATE OF CONNECTICUT)

) ss:

COUNTY OF FAIRFIELD)

Sworn to before me, a Notary Public in the State of Connecticut, this 27th day of April, 2016, by Ira S. Lederman and Jeffrey M. Hafter who are sworn to me to be the Senior Vice President and Secretary, and the Senior Vice President, respectively, of Berkley Insurance Company.

MARIA C. RUNDBAKEN
NOTARY PUBLIC
MY COMMISSION EXPIRES
APRIL 30, 2019

Maria C. Rundbaken
Notary Public, State of Connecticut

CERTIFICATE

I, the undersigned, Assistant Secretary of BERKLEY INSURANCE COMPANY, DO HEREBY CERTIFY that the foregoing is a true, correct and complete copy of the original Power of Attorney; that said Power of Attorney has not been revoked or rescinded and that the authority of the Attorney-in-Fact set forth therein, who executed the bond or undertaking to which this Power of Attorney is attached, is in full force and effect as of this date.

Given under my hand and seal of the Company, this 7TH day of JANUARY, 2020.

(Seal)

Andrew M. Tuma



MECHANICAL CONTRACTORS

December 2, 2020

Section 3 Work Plan

Work-Flow Plan

- 1-Mobilize onsite with material and manpower.
- 2-Move all materials to boiler room area.
- 3-Shut down and drain old system.
- 4-Remove and dispose of.
 - a. Old boiler
 - b. Associated piping
 - c. Electrical
 - d. Insulation
 - e. Clean area for new install.
- 5-Start install of all new equipment such as.
 - a. Boilers & manifold racking system.
 - b. Low loss header.
 - c. Boiler piping from low loss to existing air separator.
 - d. Condensate neutralizers and condensate piping to existing drain.
 - e. Install new gas line from existing gas regulator to all five boilers.
 - f. Install new low water cut off and backflow/fast fill combo.
 - g. Drain old glycol from closed loop system and fill with new glycol.
 - h. Air test all new boiler piping and fill new system with water.

6-Electrical line and low voltage wiring.

- a. Update line voltage to code to all new boilers from exiting electric breaker.
- b. New firomatics above all new boilers and switch by the door per code.
- c. Install Vitocontrols-S cascade control package.
- d. Tie new boiler controls to existing controls on wall.

7-Boiler start-up.

- a. Viessmann Factory Commissioning
- b. Fire new boilers online.
- c. Check all control sequences for proper installation.
- d. Customer training on new boiler system.
- e. Turn system over to the customer.

8-Demobilize

- a. Clean off jobsite



MECHANICAL CONTRACTORS

December 1, 2020

Section 5 Project Staffing

Staffing plan

Four Technicians onsite during demo of old boilers and install of all new boilers and piping.

Two Electricians onsite for line voltage and control wiring.

Two Technicians, one factory rep and one electrician during start-up of new boiler system.

Troy Jipson
Onsite Foreman

Derek Osswald
Project Manager

Patrick Caskin
Project Manager



MECHANICAL CONTRACTORS

December 1, 2020

Section 6 Proposal Exceptions

- a. Access Doors
- b. Bond
- c. Coring
- d. Concrete pads.
- e. Coordination Drawings
- f. Cutting, patching and painting of floors walls and ceilings.
- g. Dumpsters
- h. Excavation or backfill.
- i. Existing Controls to remain
- j. Exterior utilities.
- k. Floor drains
- l. IP Drops, communication lines, ethernet cables or IP addresses.
- m. Jobsite cleanup beyond our work.
- n. Leeds or Wells Accreditation
- o. Load Calculations
- p. Overtime
- q. Painting
- r. Prevailing Wages
- s. Repair or reconstruction of owner supplied equipment new or reused.
- t. Starters
- r. Special Insurances.
- s. Taxes
- t. Temporary Cooling
- u. Temporary Heat
- v. Temporary Plumbing
- w. VFDs

Attachment C – Cost Proposal Bid
Form City of Biddeford
City Hall Boiler System Removal and Replacement
Request for Proposals

<u>LOCATION</u>		<u>PROPOSAL TOTAL</u>
BIDDEFORD CITY HALL		\$95,550.00



MECHANICAL CONTRACTORS

December 1, 2020

Attn: Peter Donaher
Capital Improvement Facilitator

RE: City Hall Boiler System Replacement

Johnson & Jordan, Inc. is pleased to offer our proposal for the above-mentioned project.

Mechanical Price: \$95,550.00

All of the above prices shall be held firm for a period of thirty (30) days from this date after which it shall be subject to review by this firm to cover any increased costs in material or labor.

We appreciate the opportunity to quote on this project.

Please contact me should you have any questions.

Respectfully submitted,
Derek Osswald

Derek Osswald
JOHNSON & JORDAN, INC.

Mechanical Scope:

- Removal and replacement of existing five Baxi Luna HT 1.650 (each rated 241,600 BTU input) wall hung natural gas boilers and associated controls, as needed.
- Install five Viessmann Vitodens-200 series boiler packages (285MBH each) on manifold racking system with high density foam insulation.
- Vitocontrol-S cascade control package.
- 5 Grundfos UPS boiler pumps.
- Condensation neutralization package.
- Low loss header with high density foam insulation.
- New coaxial flue piping for all five boilers repair roof as necessary.
- Viessmann Factory Commissioning, included.
- Pipe insulation from air separator back to boilers.
- Update line voltage to code to all boilers.
- Tie boiler controls into exiting controls.
- Install new gas piping from existing gas regulator to all five boilers.
- New boiler piping from loss header to existing air separator.
- New low water cut off and backflow fast fill combo.
- Would like to remove all the old boilers at once so we would propose doing this when the weather is above 50 degrees.

All other Labor and miscellaneous material required to install the above items with the exception of:

- a. Access Doors
- b. Bond
- c. Coring
- d. Concrete pads.
- e. Coordination Drawings
- f. Cutting, patching and painting of floors walls and ceilings.
- g. Dumpsters
- h. Excavation or backfill.
- i. Existing Controls to remain.
- j. Exterior utilities.
- k. Floor drains
- l. IP Drops, communication lines, ethernet cables or IP addresses.
- m. Jobsite cleanup beyond our work.
- n. Leeds or Wells Accreditation
- o. Load Calculations
- p. Overtime
- q. Painting
- r. Prevailing Wages
- s. Repair or reconstruction of owner supplied equipment new or reused.
- t. Starters
- u. Special Insurances.
- v. Taxes
- w. Temporary Cooling
- x. Temporary Heat
- y. Temporary Plumbing
- z. VFDs



Finance Committee / City Council

Meeting Date: December 15, 2020

Meeting Time: 5:00 PM / 6:00 PM

Agenda Item No: [match agenda item #]

Item Description: Bernard Avenue pumps

Submitted by: Jeff Demers Director Public Works/Waste Water

Supporting Information/Documentation:

10-8-2020 Summary by Alex Buechner

10-8-2020 Hayes Pump Quote / Sole Source

Detailed Review:

The Bernard pump station located on Marion Ave is in unsatisfactory condition and in need of new equipment. (Please see the attached summary). This station is the third largest in the city based on pumped volume and is critical to the operation of the collections system as it receives direct flow from another station (Winding Creek). Because the new equipment needs to fit in place of the old, the Wastewater staff recommends purchasing identical equipment to avoid a complete replacement of the station. The rehabilitation would also include the motor and drive units, air release valves, and above ground piping and hardware. Hayes Pump is the only supplier of Gorman Rupp pumps. (See attached sole source letter) The estimated cost of this replacement is \$19,570 for the equipment. (See attached quote) If the finance committee agrees to this purchase, the lead-time on new equipment is 6-8 weeks from the date of order placement.

Funding Source:

Funding for this project will be coming out of 35102-60602 Equipment purchase

Staff Recommendation:

Staff recommends purchase from Hayes Pump.



October 23, 2020

Mr. Alex Buechner
Superintendent
City of Biddeford Wastewater Department
63 Water Street
Biddeford, Maine 04005

Project: Bernard Pump Station Serial # 92-3692-AM

Dear Alex,

For the above referenced project, we are pleased to quote the following:

- Two (2) Super T4A3-B pumps
- Two (2) 15 HP motors rated 3/60/230 ODP
- 4" suction/discharge customer connection, 4" 3-way plug valve and 4" check valves
- Six (6) 3VX560 V-belts
- Two (2) pump sheaves - 3V, 5.6" diameter, 3 groove and two (2) motor sheaves - 3V, 4.75" diameter 3 grooves
- Tapered lock bushings
- High Temperature Switch Assemblies for the pumps
- Air release valve assemblies for each pump
- Two (2) air release isolation ball valves
- One (1) pump drain kit

Total Price:.....\$19,570 USD

Estimated Submittal Time¹:..... 3 - 4 Weeks
Estimated Revision Time¹: 2 - 3 Weeks
Estimated Production Time^{1,2}:..... 6 - 8 Weeks

¹ Estimated times are based on workload and vendor lead time trend data compiled at the time of quote and are subject to change without notice. To ensure this information is as accurate as possible please request revised lead times before the scope in this quotation is bid or placed in contract documents for bid.

² Estimated production lead time is based on either "approval-waived" or submittal "approval" with no revisions required at time of release to production. Add the "Estimated Revision Time" noted above to orders released to production that require any revisions.

66 Old Powder Mill Road, West Concord, MA 01742 Telephone: (978) 369-8800 Fax: (978) 369-8461
www.hayespump.com



October 13, 2020

City of Biddeford Wastewater Department
Attn: Mr. Alex Buechner
63 Water Street
Biddeford, ME 04005

Subject: Distributor for Municipal Engineered Systems Water and Wastewater Market

Dear Mr. Alex Buechner,

The Gorman-Rupp Company is a world leader in the production of pumps and engineered equipment for diversified markets. Our marketing strategy has been to establish a network of factory authorized distributorships trained to apply equipment unique to specific hydraulic applications. Some examples of these are construction, petroleum, industrial, water and wastewater. Our distributors are specialists and very knowledgeable within their defined market area and dedicated to helping you select and maintain the proper equipment for your application.

Please be advised Hayes Pump, Inc. is the sole authorized distributor for Municipal Water and Wastewater Pumps, Lift Stations and parts for State of Maine. Hayes Pump, Inc. is responsible for supplying all Gorman-Rupp pumps and Gorman-Rupp parts used in municipal water and wastewater lift stations or treatment plants, including individual units installed in municipal collection systems.

Hayes Pump, Inc.
280 Front Street
Bath, ME 04530
Telephone: 207.443.2601

This letter is valid from this date forward until such time Gorman-Rupp identifies a new Municipal distributor for your location, if the need arises. All previous letters you may have been provided are superseded by this letter.

We thank you for your interest in Gorman-Rupp products and look forward to working with you in any upcoming projects.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Vincent Baldasare'.

Vincent Baldasare
Sales Manager
Engineered Systems

VB: DD

GORMAN-RUPP PUMPS

P.O. Box 1217 | Mansfield, Ohio 44901-1217 | Phone: 419-755-1011 | Fax: 419-755-1251 | grsales@gormanrupp.com | www.GRpumps.com

Clarifications:

Our quotation is for the above-mentioned replacement parts ONLY, to be installed BY OTHERS.

The equipment will be shipped, F.O.B. Mansfield, Ohio, with freight allowed to the job site. Once it is on site, it is the responsibility of others to offload the equipment and set it in place. After the piping/electrical connections are made and the installation is complete, an authorized representative will perform all necessary start-up and testing procedures and operator training.

Pricing is quoted firm for acceptance within 60 days from the date of this quotation. Hayes Pump, Inc. terms and conditions are attached.

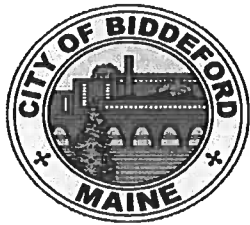
All warranties offered on the products sold hereby are the warranties of the manufacturer. The seller hereby disclaims all warranties, expressed or implied, including any implied warranty or merchantability or fitness for a particular purpose.

We appreciate being given the opportunity to quote on this project. Should you have any specific questions pertaining to our proposal, please give us a call.

Respectfully,

A handwritten signature in cursive script that reads "Ian H. Lane".

Ian H. Lane
Outside Sales & Engineering
Hayes Pump, Inc.



Date: December 10 2020
To: Finance Committee
From: Alison J. Garrison, Finance Director
RE: **FY21 OCTOBER 2020 FINANCIALS**

Introduction:

Attached are the financial for October 2020. The City continues to be in a strong cash position due to; responsible expense management, over \$740k in revenue sharing/excise funds projected thru November, and with receiving a check for \$575k for building permits in October. The City is over \$1.3 Million to the "good". The City remains cautiously optimistic given the uncertainty that lies ahead.

Comments:

City Revenue (Target 33%):

- Overall revenue collection for the City is 64% above this time last year due to: state revenue sharing, excise fund and license/permit collections.
- Tax & Sewer collection rate as of October is 43.42% of current taxes billed
- License/permits revenue is exceeding budget % for YTD due to increase in permit fees collected. The category of "Pub Srvcs Licenses/Permits/Fees" is under budget % collected vs same time LY due to \$300K of Cable Franchise Fee Revenue being budgeted in this category (revenue expected in April 2021).
- Pub Works Intergovernmental grant funds (appx \$200k) that are used to offset cost of fixing roads are expected to be received in January 2021 (Covid delay). This is why there is no revenue recognized yet in this category.
- Investment Income is down, running at 23.5% of plan (\$27.6k)
- In October, the City also received a Covid19 grant in amount of \$261.7k. These funds will offset election expenses
- The City also received \$32k from Bangor PD as reimbursement for training police officer hired within 3 years

City Expenses (Target 33%):

- Overall, City expenses are running at the same spend rate as this time last year (34.0% vs 34.3%)

- Election & Registration expense and City Clerk expense are currently over budget due to increases in election costs, however, these expenses will be offset with Covid grant funds.
- Community Center spend rate is higher than last year because there is a \$4.6k charge for air-purifier that was expensed but will be covered under Covid19 grant.
- Fringe Benefits are up over spend rate at same time last year due to Covid19 sick pay expense that will be offset by Covid relief credits.
- Cemetery spend is 39.4% of budget this year, vs 28.6% of budget same time last year due to timing of road paving/maintenance job for \$2.5k

CIP:

- Capital Projects spending for October was \$32k for defibrillator, remaining to spend is \$1.3Million

City of Biddeford
Year-to-Date Financial Report - Revenues
Four Months Ended October 31, (preliminary; unaudited)

Target: 33.3%

FY2021

FY2020

Revenues:	FY21 Budget	YTD Revenues	Remaining Budget	% Earned	FY20 Budget	YTD Revenues	Remaining Budget	% Earned
Property Taxes	46,928,077	46,754,636	173,441	99.6 %	46,831,851	46,885,979	(54,128)	100.1 %
Excise Taxes	3,076,700	1,457,548	1,619,152	47.4 %	3,391,300	1,354,633	2,036,667	39.9 %
Registration Fees	61,173	32,985	28,188	53.9 %	61,773	24,645	37,128	39.9 %
Gen. Govt Licenses/Permits/Fees	750,212	1,051,965	(301,753)	140.2 %	769,012	201,298	567,714	26.2 %
Pub Svcs Licenses/Permits/Fees	435,061	50,345	384,716	11.6 %	132,738	49,367	83,372	37.2 %
Pub Safety Licenses/Permits/Fees	1,748,085	769,808	978,277	44.0 %	1,599,759	693,838	905,921	43.4 %
Pub Works Licenses/Permits/Fees	285,820	100,708	185,112	35.2 %	245,435	59,167	186,268	24.1 %
Ed Licenses/Permits/Fees	30,000	731	29,269	2.4 %	30,647	2,587	28,060	8.4 %
State Revenue Sharing	1,987,500	928,080	1,059,420	46.7 %	1,975,000	759,769	1,215,231	38.5 %
State Homestead Exemption	1,144,593	851,160	293,433	74.4 %	814,593	604,157	210,436	74.2 %
Gen Govt Intergovernmental	7,000	-	7,000	- %	7,000	-	7,000	- %
Pub Svcs Intergovernmental	78,750	20,416	58,334	25.9 %	80,500	4,760	75,740	5.9 %
Pub Safety Intergovernmental	5,000	-	5,000	- %	6,000	8,729	(2,729)	145.5 %
Pub Works Intergovernmental	213,000	-	213,000	- %	210,000	-	210,000	- %
State Education Subsidy	14,853,903	4,586,634	10,267,269	30.9 %	14,002,306	4,428,837	9,573,469	31.6 %
Education Intergovernmental	281,269	(16,596)	297,865	(5.9%)	233,824	29,352	204,472	12.6 %
State BETE Prog. Reimbursement	350,000	-	350,000	- %	350,099	-	350,099	- %
Investment Income	117,241	27,605	89,636	23.5 %	140,904	97,229	43,675	69.0 %
Gen Govt Other	40,000	37,941	2,059	94.9 %	101,132	13,852	87,280	13.7 %
Pub Svcs Other	61,000	15,000	46,000	24.6 %	36,000	6,000	30,000	16.7 %
Pub Safety Other	-	-	-	- %	-	6,201	(6,201)	- %
Pub Works Other	100	-	100	- %	150	-	150	- %
Education Other	181,765	4,693	177,072	2.6 %	160,680	3,111	157,569	1.9 %
Miscellaneous Revenue	-	605,286	(605,286)	- %	-	-	-	- %
Use of Education Fund Balance	1,330,551	-	1,330,551	- %	1,445,793	-	1,445,793	- %
Transfers In	359,439	-	359,439	- %	651,439	-	651,439	- %
Undefined	550,000	293,722	256,279	53.4 %	-	-	-	- %
TOTAL REVENUES	74,876,239	57,572,666	17,303,573	76.9 %	73,277,935	55,233,511	18,044,424	75.4 %

Total less Property Taxes	26,453,569	9,966,870	16,486,699	37.7%	25,281,392	7,743,374	17,538,018	30.6%
Total Education	16,677,488	4,575,462	12,102,026	27.4%	15,873,250	4,463,887	11,409,363	28.1%
Total City Other	9,776,081	5,391,408	4,384,673	55.1%	9,408,142	3,279,488	6,128,654	34.9%

CITY OF BIDDEFORD
Reconciliation of Tax & Sewer Accounts
Detail to G.L. as of October 31, 2020

Year	Acct.	Detail Balance	G.L. Balance	Difference G.L.-Detail	Prior Month Detail Balance	Diff. Between Corrected Bal. Prior Month and Current Month	Percent Collected This Month	Percent Collected Since 7/1/2020
Real Estate Liens:								
1993-2000	Liens 10011-10291/300	25,151.94	25,151.94	0.00	25,151.94	0.00	0.00%	0.00%
2001	Liens 10011-10301	3,256.62	3,256.62	0.00	3,256.62	0.00	0.00%	0.00%
2002	Liens 10011-10302	3,315.30	3,315.30	0.00	3,315.30	0.00	0.00%	0.00%
2003	Liens 10011-10303	3,689.75	3,689.75	0.00	3,689.75	0.00	0.00%	0.00%
2004	Liens 10011-10304	4,192.15	4,192.15	0.00	4,192.15	0.00	0.00%	0.00%
2005	Liens 10011-10305	4,204.50	4,204.50	0.00	4,204.50	0.00	0.00%	0.00%
2006	Liens 10011-10306	4,287.23	4,287.23	0.00	4,287.23	0.00	0.00%	0.00%
2007	Liens 10011-10307	4,548.59	4,548.59	0.00	4,548.59	0.00	0.00%	-6.13%
2008	Liens 10011-10308	7,921.71	7,921.71	0.00	7,921.71	0.00	0.00%	1.16%
2009	Liens 10011-10309	9,428.90	9,428.90	0.00	9,427.83	(1.07)	-0.01%	3.02%
2010	Liens 10011-10310	10,364.16	10,364.16	0.00	10,364.16	0.00	0.00%	21.10%
2011	Liens 10011-10311	10,266.81	10,266.81	0.00	10,266.81	0.00	0.00%	32.43%
2012	Liens 10011-10312	11,933.52	11,933.52	0.00	11,933.52	0.00	0.00%	30.20%
2013	Liens 10011-10313	12,767.08	12,767.08	0.00	12,767.08	0.00	0.00%	32.97%
2014	Liens 10011-10314	15,176.94	15,176.94	0.00	15,174.45	(2.49)	-0.02%	31.51%
2015	Liens 10011-10315	18,517.44	18,517.44	0.00	18,517.44	0.00	0.00%	13.34%
2016	Liens 10011-10316	26,225.68	26,225.68	0.00	26,224.47	(1.21)	0.00%	25.54%
2017	Liens 10011-10317	38,736.21	38,736.21	0.00	38,735.77	(0.44)	0.00%	29.47%
2018	Liens 10011-10318	70,307.87	70,307.87	0.00	70,652.29	344.42	0.49%	79.27%
2019	Liens 10011-10319	219,344.27	219,344.27	0.00	226,733.15	7,388.88	3.26%	72.75%
2020	Liens 10011-10320	534,075.71	534,075.71	0.00	582,384.53	48,308.82	8.30%	
	Totals	1,037,712.38	1,037,712.38	0.00	1,093,749.29	56,036.91	5.12%	
	Check			0.00	1,093,749.29			

Prior Personal Property:

2010	P.P.P.	10011-10210	0.00	0.00	0.00	0.00	0.00%	100.00%
2011	P.P.P.	10011-10211	0.00	0.00	0.00	0.00	0.00%	100.00%
2012	P.P.P.	10011-10212	0.00	0.00	0.00	0.00	0.00%	100.00%
2013	P.P.P.	10011-10213	0.00	0.00	0.00	0.00	0.00%	100.00%
2014	P.P.P.	10011-10214	0.00	0.00	0.00	0.00	0.00%	100.00%
2015	P.P.P.	10011-10215	3,794.65	3,794.65	0.00	3,794.65	0.00%	4.90%
2016	P.P.P.	10011-10216	2,587.12	2,587.12	0.00	2,587.12	0.00%	9.73%
2017	P.P.P.	10011-10217	8,918.23	8,918.23	0.00	8,918.23	0.00%	2.51%
2018	P.P.P.	10011-10218	6,781.86	6,781.86	0.00	7,312.09	530.23	7.25%
2019	P.P.P.	10011-10219	11,222.07	11,222.07	0.00	11,977.27	755.20	6.31%
2020	P.P.P.	10011-10220	25,618.24	25,618.24	0.00	36,673.96	11,055.72	30.15%
	Totals		58,922.17	58,922.17	0.00	71,263.32	12,341.15	17.32%
	Check			0.00	71,263.32			

2021	R.E.	25,683,153.00			gl#10011-10321			
2021	P.P.	744,141.27			gl #10011-10221			
2021	10011-10221	26,427,294.27	48,520,632.88	48,520,632.88				

Sewer Liens:

2010	Liens	16011-10410	2,149.77	2,149.77	0.00	2,149.77	0.00	0.00%	13.79%
2011	Liens	16011-10411	435.25	435.25	0.00	435.25	0.00	0.00%	73.37%
2012	Liens	16011-10412	1,016.02	1,016.02	0.00	1,016.02	0.00	0.00%	74.28%
2014	Liens	16011-10414	1,043.44	1,043.44	0.00	1,043.44	0.00	0.00%	61.10%
2015	Liens	16011-10415	1,481.09	1,481.09	0.00	1,481.09	0.00	0.00%	70.17%
2016	Liens	16011-10416	1,957.41	1,957.41	0.00	1,973.23	15.82	0.80%	50.63%
2017	Liens	16011-10417	3,169.92	3,169.92	0.00	3,166.85	(3.07)	-0.10%	2194.57%
2018	Liens	16011-10418	3,383.93	3,383.93	0.00	3,383.93	0.00	0.00%	88.90%
2019	Liens	16011-10419	34,908.27	34,908.27	0.00	35,031.51	123.24	0.35%	72.00%
2020	Liens	16011-10420	172,478.83	172,478.83	0.00	186,156.85	13,678.02	7.35%	
	Totals		222,023.93	222,023.93	0.00	235,837.94	13,814.01	5.86%	
	Check				0.00	253,931.88			

2020	Sewer	16011-10169	0.00						
2021	Sewer	16011-10169	533,236.09						
	Total		533,236.09	533,236.09	0.00				
2020	IPP	16011-10168	0.00						
2021	IPP	16011-10168	134,254.48						
	Total		134,254.48	134,254.48	0.00				

Percentage of Current Taxes Collected

	Current Tax Commitment	plus: Supplementals	less: Abatements	Total Current Taxes	Curr. Balance Uncollected	Current Taxes Collected	% of Current	
Real Estate	45,447,353.39	11,627.26	39,041.39	45,419,939.26	25,683,153.00	19,736,786.26	43.45%	FY18 98.31%
Personal Property	1,291,560.99	0.00	3,260.14	1,288,300.85	744,141.27	544,159.58	42.24%	FY19 98.16%
	46,738,914.38	11,627.26	42,301.53	46,708,240.11	26,427,294.27	20,280,945.84	43.42%	FY20 98.23%
								FY21 43.42%

City of Biddeford
Vehicle Excise Tax Collections
By Month through June 2021 YTD

Month	Year	Amount Projected	Actual Amount	Monthly Difference	Cumulative Difference	%
		<u>FY21</u>	<u>FY21</u>	<u>FY21</u>	<u>FY21</u>	
July	2020	358,442.05	462,807.31	104,365.26	104,365.26	3.41%
August	2020	299,541.00	325,558.83	26,017.83	130,383.09	4.26%
September	2020	253,605.05	311,648.49	58,043.44	188,426.52	6.16%
October	2020	274,197.72	357,608.41	83,410.69	271,837.21	8.88%
November	2020	212,159.87	298,309.24	86,149.37	357,986.59	11.70%
December	2020	211,430.65		(211,430.65)	146,555.94	
January	2021	196,019.87		(196,019.87)	(49,463.93)	
February	2021	181,351.55		(181,351.55)	(230,815.48)	
March	2021	247,915.65		(247,915.65)	(478,731.14)	
April	2021	285,419.03		(285,419.03)	(764,150.17)	
May	2021	283,573.41		(283,573.41)	(1,047,723.58)	
June	2021	256,344.14		(256,344.14)	(1,304,067.72)	
					(1,304,067.72)	
F.Y. Total		<u><u>3,060,000.00</u></u>	<u><u>1,755,932.28</u></u>	<u><u>(1,304,067.72)</u></u>		57.38%

FY21 Projected \$ 3,060,000

City of Biddeford
Revenue Sharing Collections
By Month through November 2020 YTD

Month	Year	Amount Projected	Actual Amount	Monthly Difference	Cumulative Difference	%
		<u>FY21</u>	<u>FY21</u>	<u>FY21</u>	<u>FY21</u>	
July	2020	161,935.29	243,569.00	81,633.71	81,633.71	4.11%
August	2020	122,642.70	179,914.02	57,271.32	138,905.03	6.99%
September	2020	147,808.30	216,993.14	69,184.84	208,089.87	10.47%
October	2020	190,059.99	287,604.03	97,544.04	305,633.91	15.38%
November	2020	150,193.35	233,312.09	83,118.74	388,752.65	19.56%
December	2020	134,181.61		(134,181.61)	254,571.04	
January	2021	159,012.14		(159,012.14)	95,558.90	
February	2021	203,263.05		(203,263.05)	(107,704.15)	
March	2021	64,024.67		(64,024.67)	(171,728.82)	
April	2021	84,069.32		(84,069.32)	(255,798.14)	
May	2021	284,107.48		(284,107.48)	(539,905.62)	
June	2021	286,202.10		(286,202.10)	(826,107.72)	
F.Y. Total		<u><u>1,987,500.00</u></u>	<u><u>1,161,392.28</u></u>	<u><u>(826,107.72)</u></u>		58.43%
	FY21 Projected	\$1,987,500 @3.75%				

City of Biddeford
Year-to-Date Financial Report - Expenditures (incl. Encumb.)
Four Months Ended October 31, (unaudited)

Target: 33.3%

FY2021

FY2020

Expenditures:	FY21 Budget	YTD Expended	Remaining Budget	% Spent	FY20 Budget	YTD Expended	Remaining Budget	% Spent
Mayor/Council	34,525	7,038	27,487	20.4 %	36,426	11,808	24,618	32.4 %
City Manager	337,691	116,110	221,581	34.4 %	376,648	123,103	253,545	32.7 %
City Clerk	295,695	101,788	193,907	34.4 %	309,103	101,764	207,339	32.9 %
Elections & Registrations	17,700	18,747	(1,047)	105.9 %	26,100	4,954	21,146	19.0 %
Assessing	211,322	65,652	145,670	31.1 %	211,179	67,589	143,591	32.0 %
Finance & Tax	349,110	99,147	249,963	28.4 %	346,898	113,279	233,619	32.7 %
Computer Services	165,578	32,219	133,359	19.5 %	174,376	43,983	130,393	25.2 %
Personnel	153,111	39,878	113,233	26.0 %	98,922	38,067	60,855	38.5 %
Planning & Economic Devel.	361,421	104,976	256,445	29.0 %	380,099	130,254	249,845	34.3 %
Code Enforcement & Inspections	397,065	118,550	278,515	29.9 %	406,758	123,116	283,642	30.3 %
General Administration	2,599,712	1,017,801	1,581,911	39.2 %	2,503,294	975,019	1,528,275	38.9 %
City Hall Building Maintenance	197,152	37,051	160,101	18.8 %	171,854	40,600	131,254	23.6 %
Private Schools	25,136	-	25,136	- %	25,136	-	25,136	- %
Community Center	211,751	45,963	165,788	21.7 %	259,142	36,303	222,839	14.0 %
Recreation	531,457	162,962	368,495	30.7 %	512,198	194,177	318,021	37.9 %
Health & Welfare	250,263	40,075	210,188	16.0 %	236,618	49,177	187,441	20.8 %
Facilities Management	-	-	-	- %	97,468	31,534	65,934	32.4 %
Social Services	88,900	88,900	-	100.0 %	75,000	63,500	11,500	84.7 %
Municipal Services	875,588	450,335	425,253	51.4 %	843,128	443,315	399,813	52.6 %
Fire Department	3,499,856	992,440	2,507,416	28.4 %	3,528,528	1,044,983	2,483,545	29.6 %
Biddeford Pool Fire Department	9,150	591	8,559	6.5 %	9,125	662	8,463	7.3 %
Emergency Management	9,876	3,276	6,600	33.2 %	9,652	3,019	6,633	31.3 %
Hydrant Rental	427,500	138,498	289,002	32.4 %	419,147	130,207	288,940	31.1 %
Police Department	3,974,503	1,222,089	2,752,414	30.7 %	4,127,646	1,243,081	2,884,565	30.1 %
Police Investigative Services	578,909	154,860	424,049	26.8 %	515,167	161,202	353,965	31.3 %
Communications	1,407,942	466,035	941,907	33.1 %	1,360,312	446,590	913,722	32.8 %
Animal Control Officer	92,118	33,112	59,006	35.9 %	91,318	33,117	58,201	36.3 %
Street & Traffic Lights	197,017	33,274	163,743	16.9 %	180,017	29,353	150,664	16.3 %
PW admin/Fleet Maint.	1,220,189	328,555	891,634	26.9 %	1,167,559	355,961	811,598	30.5 %
Public Works Street Maint.	1,679,738	365,179	1,314,559	21.7 %	1,635,539	393,951	1,241,588	24.1 %
Solid Waste Management	1,260,198	422,335	837,863	33.5 %	1,239,838	350,611	889,227	28.3 %
Parks Maintenance	506,315	134,784	371,531	26.6 %	516,633	149,400	367,233	28.9 %
Cemetery	39,488	15,552	23,936	39.4 %	41,229	11,776	29,453	28.6 %
Engineering	260,128	29,748	230,380	11.4 %	189,747	26,629	163,118	14.0 %
GIS Division	72,856	20,788	52,068	28.5 %	68,579	20,590	47,989	30.0 %
Fringe Benefits	6,086,472	1,937,882	4,148,590	31.8 %	5,878,711	1,741,905	4,136,806	29.6 %
County Tax	1,323,152	1,323,152	-	100.0 %	1,282,292	1,282,292	-	100.0 %
Debt Service - Principal	2,191,308	1,391,388	799,920	63.5 %	2,106,567	1,035,776	1,070,791	49.2 %
Debt Service - Interest	685,231	298,500	386,731	43.6 %	760,163	236,576	523,587	31.1 %
Transfers Out	600,000	-	600,000	- %	600,000	-	600,000	- %
CIP - General Government	243,995	3,814	240,181	1.6 %	175,000	13,336	161,664	7.6 %
CIP - Public Services	-	-	-	- %	200,000	113	199,887	0.1 %
CIP - Public Safety	142,000	32,369	109,631	22.8 %	88,000	66,249	21,751	75.3 %
CIP - Public Works	975,052	-	975,052	- %	1,052,547	498,359	554,188	47.3 %
Education - Regular Instruction	14,501,101	2,276,011	12,225,090	15.7 %	13,723,077	2,463,610	11,259,467	18.0 %
Education - Special Education	6,782,831	1,026,080	5,756,751	15.1 %	6,499,105	1,040,445	5,458,660	16.0 %
Education - Career & Tech. Instr.	2,882,624	535,495	2,347,129	18.6 %	3,308,562	991,882	2,316,680	30.0 %
Education - Other Instruction	708,909	36,937	671,972	5.2 %	666,875	154,957	511,918	23.2 %
Education - Student/Staff Supp.	2,608,078	514,128	2,093,950	19.7 %	2,416,020	478,994	1,937,026	19.8 %

City of Biddeford
Year-to-Date Financial Report - Expenditures (incl. Encumb.)
Four Months Ended October 31, (unaudited)

Target: 33.3%

	FY2021				FY2020			
Expenditures:	FY21 Budget	YTD Expended	Remaining Budget	% Spent	FY20 Budget	YTD Expended	Remaining Budget	% Spent
Education - System Admin.	1,110,109	340,515	769,594	30.7 %	1,059,461	313,139	746,322	29.6 %
Education - School Admin.	1,650,603	465,341	1,185,262	28.2 %	1,635,813	470,399	1,165,414	28.8 %
Education - Transportation	1,701,180	331,739	1,369,441	19.5 %	1,624,714	355,957	1,268,757	21.9 %
Education - Facilities Main.	3,636,260	1,063,643	2,572,617	29.3 %	3,603,468	1,258,213	2,345,255	34.9 %
Education - Debt Service	3,607,388	449,956	3,157,432	12.5 %	3,703,651	465,556	3,238,095	12.6 %
Education - All Other	12,077	-	12,077	- %	14,048	1,689	12,359	12.0 %
Crossing Guards	-	598	(598)	- %	-	-	-	- %
Adult Education Programs	740,529	161,879	578,650	21.9 %	689,478	148,925	540,553	21.6 %
Undefined	348,380	54,251	294,129	15.6 %	-	-	-	- %
TOTAL EXPENDITURES	74,876,239	19,151,985	55,724,254	25.6 %	73,277,935	20,011,043	53,266,892	27.3 %
TOTAL CITY EXPENDITURES	35,675,079	12,112,140	23,562,939	34.0%	35,023,141	12,016,202	23,006,939	34.3%
TOTAL K-12 EXPENDITURES	39,201,160	7,039,845	30,259,952	18.0%	38,254,794	7,994,842	30,259,952	20.9%
Total Operating Departments	67,751,013	15,563,527	52,187,486	23.0%	66,095,238	16,371,528	49,723,710	24.8%
Less Education	28,549,853	8,523,681	20,026,172	29.9%	27,840,444	8,376,686	19,463,758	30.1%

CITY OF BIDDEFORD
Balance Sheet
General Fund, Components and Long-term Debt Group
October 2020 FY21

	Fund 001 General Fund	Fund 003 Employee Severance	Operating General Fund
ASSETS			
Cash and cash equivalents	24,047,697	-	24,047,697
Investments	6,715,521	-	6,715,521
Receivables:			
Taxes Receivable - current	11,222	-	11,222
Taxes Receivable - prior year	22,082	-	22,082
Tax Liens Receivable - prior year	283,207	-	283,207
Accounts Receivable	(91,431)	-	(91,431)
Notes Receivable	413,516	-	413,516
Intergovernment receivables	105,151	-	105,151
Accrued Investment Interest	-	-	-
Inventory	222,052	-	222,052
Prepaid Expenses	610,692	-	610,692
TOTAL ASSETS	58,239,478	-	58,239,478
LIABILITIES			
Accounts payable and other	920,504	-	920,504
Accrued wages	335,308	-	335,308
Deferred Revenue	1,920	-	1,920
Unavailable revenue - property taxes	1,195,059	-	1,195,059
Held for others	352,048	-	352,048
Interfund loans payable	2,788,959	(2,873)	2,786,086
TOTAL LIABILITIES	5,593,798	(2,873)	5,590,926
FUND BALANCES			
Nonspendable:			
Inventory and prepaids	999,712	-	999,712
Notes receivable	413,516	-	413,516
Encumbrances	2,236,116	-	2,236,116
Restricted - Education	3,370,702	-	3,370,702
Assigned - special projects	2,071,655	-	2,071,655
Unassigned	43,553,979	2,873	43,556,851
TOTAL FUND BALANCES	52,645,679	2,873	52,648,552
Total liabilities and fund balances	58,239,478	-	58,239,478

**City of Biddeford
Capital Projects Analysis
General Fund Depts. 21201-21204
FY21 as of October 31 2020**

As of date: 10/31/2020		Beginning Budget	Encumbered/ Expended	Balance Remaining	Comments
Account	including encumbrances Description				
21201-60904	City Hall Improvements	50,000.00	0.00	50,000.00	
21201-60907	IT Improvements	193,995.00	3,813.64	190,181.36	1567.83 CDW Sanchioni PC, 2245.81 Bomgar Appliance Refresh
21203-60913	Communication Equipment	75,000.00	0.00	75,000.00	
21203-60966	FD Equipment	67,000.00	32,369.16	34,630.84	New Defib Stryker Sales Corp
21204-60603	Vehicles Purchase Capital	265,000.00	0.00	265,000.00	
21204-60604	Road Construciton/Improvements	470,052.00	0.00	470,052.00	
21204-60970	Thacher Brook Watershed	40,000.00	0.00	40,000.00	
21204-60920	Lincoln St Electric	150,000.00	0.00	150,000.00	
21204-60979	Saco River Project	50,000.00	0.00	50,000.00	
		<u>1,361,047.00</u>	<u>36,182.80</u>	<u>1,324,864.20</u>	

CITY OF BIDDEFORD
Balance Sheet
Proprietary Funds
as of October 2020

	Fund 601,602 Wastewater Fund	Total Proprietary Fund
ASSETS		
Cash and cash equivalents	-	-
Receivables:		
Accounts Receivable - billed	533,236	533,236
Accounts Receivable - unbilled	773,610	773,610
Liens Receivable	49,466	49,466
Accounts Receivable	154,550	154,550
Notes Receivable	39,029	39,029
Intergovernment receivables	-	-
Fixed Assets	24,437,209	24,437,209
Prepaid Expenses	-	-
TOTAL ASSETS	26,159,580	26,159,580
LIABILITIES		
Accounts payable and other	41,509	41,509
Accrued wages	-	-
Debt	3,454,618	3,454,618
Interfund loans payable	2,043,327	2,043,327
TOTAL LIABILITIES	5,539,454	5,539,454
FUND BALANCES		
Nonspendable:		
Invested in Fixed Assets	25,531,838	25,531,838
Encumbrances	28,286	28,286
Assigned - special projects	3,245,245	3,245,245
Unassigned	(8,185,243)	(8,185,243)
TOTAL FUND BALANCES	20,620,126	20,620,126
Total liabilities and fund balances	26,159,580	26,159,580

City of Biddeford
Designated Fund Balance Analysis
Sewer Operations
FY21 as of October 31 2020

As of date: 9/30/2020		Beginning Balance	Encumbered/ Expended	Balance Remaining	FY 2021 Changes	Available 9/30/2020	Comment
Account	Description						
22005-60310	CSO Reserves	8,570.47	0.00	8,570.47		8,570.47	
22005-60311	Operations Contracts	25,774.00	0.00	25,774.00		25,774.00	
							Williamson Pump & Motor Home Depot PS Pump
22005-60452	Operating Equipment Repair	42,119.00	12,073.18	30,045.82		30,045.82	
22005-60457	Road Improvements Non Capital	1,157.50	0.00	1,157.50		1,157.50	
22005-60602	DEP Required Capital Fund	299,244.00	0.00	299,244.00		299,244.00	
22005-60605	Sewer Capital Improvements	2,465,983.30	0.00	2,465,983.30		2,465,983.30	
22005-60901	I&I Expense	306,403.96	0.00	306,403.96		306,403.96	
22005-60902	Pump Station Repairs/Upgrades	13,608.00	0.00	13,608.00		13,608.00	
22005-60959	Home Depot Pump Station Upgrade	38,137.00	0.00	38,137.00		38,137.00	
22005-60976	Flow Monitoring For Horrigans	38,050.00	0.00	38,050.00		38,050.00	
22005-60501	Operating Supp/Eqt	6,198.00	0.00	6,198.00		6,198.00	
		<u>3,245,245.23</u>	<u>12,073.18</u>	<u>3,233,172.05</u>	<u>0.00</u>	<u>3,233,172.05</u>	