

City of Biddeford
Finance Committee
November 15, 2016 5:00 PM Council Chambers

- 1. Call to order**
- 2. Approval of the Minutes - *Approval of the Minutes: November 1, 2016***
 - 2.1. Meeting Minutes of November 1, 2016
[Finance Committee Meeting Minutes_11-01-16.docx](#)
- 3. Signing of the expenditure warrant**
- 4. Discussion/Approval**
 - 4.1. Security Gate / Waste Water Plant
[Memo Bid Gate.doc](#)
[Bid opening.doc](#)
 - 4.2. Request for Approval of Funds for Microsoft Office 2016 Licenses
[Finance Committee Briefing Memo - Microsoft Office 2016 Licensing Upgrade](#)
[Microsoft Office 2016 Licensing Upgrade - Bid Detail](#)
 - 4.3. Sale of Remaining Vacant Parcels (J. Bennett; M. Wilson)
[Remaining Vacant Properties.pdf](#)
- 5. Other Business**
- 6. Adjournment**

Finance Committee Meeting Minutes

November 1, 2016

The meeting was called to order at 4:30 pm by Council President John McCurry.

Present: Chair, Council President John McCurry, Mayor Alan Casavant, Councilor Marc Lessard, Councilor Stephen St. Cyr, City Manager Jim Bennett and Finance Director Mike Wilson.

Motion by Mayor Casavant to approve the minutes of 10/4/16 and 10/18/16, seconded by Councilor St. Cyr, unanimous.

Motion carried, 4-0.

The expenditure warrant was available for review and signature.

September Financial Report

Mike Wilson, Finance Director, gave an overview explaining the revenues and expenses. He also addressed Councilor St. Cyr's four questions on the budget. Councilor St. Cyr raised his continued concern about education expenditures as compared to budget due to the fact the School has reversed its 6/30/2016 summer salary accrual but had not posted the current years accrual and the distortion of the comparison between education budget and education expenditures.

Code Enforcement Mobile Computing Solution for Field Inspection and Reporting

Brian Phinney provided an overview and discussed the quotes they received.

Motion by Councilor Lessard to accept up to \$17,000, seconded by Councilor St. Cyr, unanimous.

Motion carried, 4-0.

Sale of Tax Acquired Non-Single Family Real Properties

Finance Director, Mike Wilson, gave an overview.

Motion by Councilor Lessard to send to Council with the Finance Committee's recommended approval, seconded by Councilor St. Cyr, unanimous.

Motion carried, 4-0.

Purchase of 50,000 lb. Capacity

Carl Marcotte gave an overview including the three bids they received and noted it is in the budget and it is time to replace.

Motion by Councilor Lessard to accept up to \$23,050, seconded by Councilor St. Cyr, unanimous.

Motion carried, 4-0.

Other Business

The City Manager noted the rough estimates by the Assessor of City owned property.

Councilor McCurry suggested the Charter Commission's signs be collected and saved until next year.

Motion to adjourn was made by Councilor Lessard, seconded by Councilor St. Cyr, unanimous.

Motion carried 4-0.

Adjourned at 5:51pm.

MEMORANDUM
October 31, 2016

TO: Guy Casavant /Public Works Director, Tom Milligan /City Engineer
FROM: Jeff Demers /Assistant Director Wastewater
RE: Bid result for Treatment Plant Security gate
CC: Dan Laflamme /Chief Operator

The Public Works Department's Wastewater Division solicited bids for one Security Gate for the Wastewater Treatment Facility. The solicitation for bids was advertised in local newspapers and on the City's Web Site on two different occasions with the first being April 27, 2016 thru May 27, 2016 with no bidders and the second being September 20, 2016 thru October 20, 2016.

We received (1) one bid. Please see the attached Bid tabulation. Funds for this project are appropriated in the Wastewater Des, Fund Balance- Sewer Const/Imp. 22005-60605.

Staff recommends Burns Fencing be awarded the contract.

Regards,
Jeff Demers
Assistant Director Wastewater

Project: Security Gate, Waste Water Plant.

Bid opening Date: Thursday October 20, 2016

Present: Jeff Demers/Asst. Director, Kara Cote Administrative Assistant.

Contractor

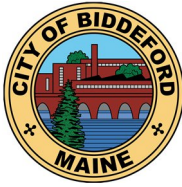
Total Bid:

Burns Fencing
14-2 Rochester Street
P.O Box 395
Westbrook, Maine 04098

15,995.00

Thank you to the vendor who put in Bid.

Regards,
Jeff Demers



City of Biddeford

Chief Operating Officer/Technology Dept/IPP
P.O. Box 586 • 205 Main Street
Biddeford, ME 04005
Phone: (207) 571-0032 • Fax: (207) 571-0656

Briefing Memo

TO: Chairman John McCurry and Members of the Finance Committee

CC: James Bennett, City Manager
Mike Wilson, Finance Director
Jerry Gerlach, IT

FROM: Brian S. Phinney, COO/Technology/IPP

DATE: November 8, 2016

RE: Request for Approval of Funds for Microsoft Office 2016 Licensing

The Technology Department's IT Division released an Invitation to Bid (ITB) on October 12th, soliciting pricing for Microsoft Office 2016 licensing. The ITB was posted to the City of Biddeford website and published in the Journal Tribune. The ITB requested pricing on 50 Microsoft Office 2016 Pro + licenses and 70 Microsoft Office 2016 Standard licenses.

The IT Division received nine (9) responses to the ITB. Evaluation of the responses indicated all were technically valid however; one response was received after the specified bid opening deadline and therefore was removed from consideration. Of the remaining eight (8) qualified bids, the pricing ranged from \$34,849.80 to \$43,500.00 with the low bidder being GovConnection, Inc. A bid summary is provided below.

Bidder	Office Pro+ 2016	Office Standard 2016	Total
GovConnection	\$ 17,207.00	\$ 17,642.80	\$34,849.80
Hypertec Direct	\$ 17,228.50	\$ 17,669.40	\$34,897.90
En Pointe *	\$ 17,493.50	\$ 17,941.70	\$35,435.20
Diltex Inc	\$ 17,642.00	\$ 18,093.60	\$35,735.60
GreenPages, Inc	\$ 18,500.00	\$ 18,970.00	\$37,470.00
Systems Engineering	\$ 19,200.00	\$ 19,670.00	\$38,870.00
BEK Inc	\$ 19,642.50	\$ 20,166.30	\$39,808.80
ByteSpeed	\$ 19,700.00	\$ 20,230.00	\$39,930.00
Saitech Incorporation	\$ 21,450.00	\$ 22,050.00	\$43,500.00

*Removed from consideration due to late submittal

Based on evaluation of the bids received the Technology Department recommends award to GovConnection in the amount of \$34,849.80 for Microsoft Office 2016 licensing. A copy of each bid is attached for review.

The licensing request is in accordance with the approved CIP project list for FY2017, under Order 2016.67, which authorized expenditure of up to \$80,000 for IT Software Updates. Additional software updates under this CIP will be forthcoming pending solicitation of bids.

Please note that this item has been placed on the November 15th City Council agenda for approval, conditioned on approval by the Finance Committee.



SALES QUOTE

GovConnection, Inc.
732 Milford Road
Merrimack, NH 03054

Account Executive: Meaghan Landrigan
Phone: (800) 998-8277 ext. 33242
Fax: (603) 883-0615
Email: meaghan.landrigan@connection.com

24212995.01-W1

PLEASE REFER TO THE ABOVE
QUOTE # WHEN ORDERING

Date: 10/26/2016
Valid Through: 11/25/2016
Account #: S00211

Account Manager:
Phone:
Fax:
Email:

Customer Contact: Jerry Gerlach
Email: jgerlach@biddefordmaine.org

Phone: (207) 286-0594
Fax: (207) 571-0655

QUOTE PROVIDED TO: AB#: 165698 CITY OF BIDDEFORD ACCOUNTS PAYABLE 205 MAIN ST PO BOX 586 BIDDEFORD, ME 04005 (207) 284-9003	SHIP TO: AB#: 14528354 TOWN OF BIDDEFORD JERRY GERLACH 205 MAIN ST BIDDEFORD, ME 04005 (207) 286-0594
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DELIVERY	FOB	SHIP VIA	SHIP WEIGHT	TERMS	CONTRACT ID#
5-30 Days A/R/O	Destination	Small Pkg Ground Service Level	.00 lbs	NET 30	

Important Notice: — THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Company's Standard Terms of Sale, which describe important legal rights and obligations. You may review the Company's Standard Terms of Sale on the Company's website: www.govconnection.com, or you may request a copy via fax, e-mail, or mail by calling your account representative. The only exception to this policy is if your order is being placed under any one of our many national, state, educational or cooperative Agreements, in which case the Terms and Conditions of your Purchase Order are already pre-negotiated and stated in that Agreement. No other Terms and Conditions shall apply and any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. Please refer to our Quote Number in your order.

Line #	Qty	Item #	Mfg. Part #	Description	Mfg.	Price	Ext
1	50	30733088	79P-05582	Corp. Select Office Professional Plus 2016 Level D License Only Microsoft Select	Microsoft Select	\$ 344.14	\$ 17,207.00
2	70	30760633	021-10559	Corp. Select Office Standard 2016 License Only Level D Microsoft Select	Microsoft Select	\$ 252.04	\$ 17,642.80
						Subtotal	\$ 34,849.80
						Fee	\$ 0.00
						Shipping and Handling	\$ 0.00
						Tax	Exempt
						Total	\$ 34,849.80

*Lease for as low as: \$1,063.27/Mo.



Hypertec Direct USA

1868 E. Broadway Rd
Tempe, Arizona 85282
United States
<http://www.hypertecdirect.com/>
(P) 1-866-787-0426 (F) 480-626-9001

Customer Notes

Deliver Is 30 days ARO

Quotation (Open)	
Date	Oct 14, 2016 03:27 PM EDT
Doc #	42662 - rev 1 of 1
Description	None
SalesRep	Pratt (SLED), Toni (P) 866-787-0426 ext. 4205
Customer Contact	Gerlach, Jerry (P) 207-286-0594 jgerlach@biddefordmaine.org

Customer

City of Biddeford (CO9386)
Gerlach, Jerry
205 Main Street
Biddeford, ME 04005
United States
(P) 207-286-0594

Bill To

City of Biddeford
Payable, Accounts
205 Main Street
Biddeford, ME 04005
United States
(P) 207-286-0594

Ship To

City of Biddeford
Gerlach, Jerry
205 Main Street
Biddeford, ME 04005
United States
(P) 207-286-0594

Shipping and Payment Info

Customer PO:

Terms:

Undefined

Ship Via:

FedEx Ground

Special Instructions:

Carrier Account #:

Products

#	Image	Description	Part #	Qty	Unit Price	Total
1		Microsoft Office Professional Plus 2016 License - 1 PC - local - MOLP: Government - Win - English	79P-05579	50	\$344.57	\$17,228.50
2		Microsoft Office Standard 2016 License - 1 PC - local - MOLP: Government - Win - English	021-10556	70	\$252.42	\$17,669.40

Subtotal:	\$34,897.90
Tax (0.000%):	\$0.00
Shipping:	\$0.00
Total:	\$34,897.90

Leasing and Extended Warranty Opportunities Available!

Hypertec Direct offers competitive leasing rates, ask us today for a quick quote. Extended warranties on our solutions are available upon request. Visit hypertecdirect.com/it-leasing-financing for more information.

Disclaimer

These prices do NOT include applicable taxes, insurance, shipping, delivery, setup fees, or any cables or cabling services or material unless specifically listed above. All prices are subject to change without notice. Supply subject to availability.

Terms and Conditions

All returns must be accompanied by original invoice and authorized RMA number

Removed from Consideration: Late Submittal



Dated: 11-04-2016

Quote

City of Blddford

Attn: Jerry Gerlach

Quote# 11042016-COB

Part Number	Description	Qty	Unit Price	Extended Price
79P-05579	DLP GOVT OFFICE PRO PLUS 2016 NL	50	\$349.87	\$17,493.50
021-10556	DLP GOVT OFFICE STD 2016 NL	70	\$256.31	\$17,941.70
			Total	\$35,435.20

We appreciate the opportunity to provide you with the above quotation.

Please let us know if we can be of any further assistance.

READ CAREFULLY:

Quote is valid till 30 Days

Quote is Exclusive of Tax

Payment Terms: 0% net 30 days

Delivery: 4-7 Days ARO

Regards,

Sheen Khan | Govt. Inside Account Manager | En Pointe Technologies Sales LLC | www.enpointe.com

Cskhan@enpointe.com | Office: 310-337-5200 x2783 | Fax: 310-258-2372

Diltex Inc.INFORMATION TECHNOLOGY SOLUTIONS
8(a) Certified, Woman Owned Small Business**QUOTE****SBA**
8(a) Certified**QUOTE # QNV-21700****DATED: 10/13/2016**

Certified as Small Business by DGS-CA OSDS ref # 41977. EXP:3-31-17

Diltex Inc.
1750 W Cameron Ave
Suite 110
West Covina, CA 91790**FEDERAL TAX ID: 954536575**
SALES TAX #: SR AP 101049827
DUNS: 969907914
CAGE CODE: 45SF9
CCR: REGISTERED
ORCA: REGISTERED**TO: JERRY GERLACH**
205 MAIN STREET
BIDDEFORD, ME 04005
Phone: 207-286-0594
Email:
JGERLACH@BIDDEFORDMAINE.ORG**FREIGHT TERMS: FOB DESTINATION CONUS**
PAYMENT TERMS: NET 30
DELIVERY: WITHIN 30 DAYS
WARRANTY: MANUFACTURERS STD WARRANTY
QUOTE VALIDITY: 30 DAYS FROM DATE OF ISSUE
CONTRACT: NONE**RFQ: 2016-060**

SNO	PART NO	PRODUCT DESCRIPTION	CONTRACT	QUANTITY	UNIT PRICE	LINE TOTAL
1	79P05579	Office ProPlus 2016 ENG OLP NL LOCAL GOVERNMENT	OPEN MARKET	50	\$ 352.84	\$ 17,642.00
2	02110556	Office Std 2016 ENG OLP NL LOCA	OPEN MARKET	70	\$ 258.48	\$ 18,093.60
					SUB TOTAL	\$ 35,735.60
					SHIPPING	\$ 0.00
					TAXABLE AMOUNT	\$ 0.00
					SALES TAX (0.00 %)	\$ 0.00
					TOTAL	\$ 35,735.60

Comments:

If you have any questions please give me a call.
Kind Regards,**DIL SINGH(NV)****Diltex Inc.**

Phone 626-960-1314 Fax 626-956-0615 Email: dil.singh@diltexinc.com

Website: <https://www.diltexinc.com> Shop Online: <http://www.myofficemail.com>**THANK YOU FOR THE OPPORTUNITY AND YOUR BUSINESS!**



Quote No. 5437109

Mail to: GreenPages, Inc.
PO Box 9001 Kittery, ME 03904

Remit to: GreenPages, Inc.
PO BOX 843435 BOSTON, MA 02284-3435

Kelsey Barrett
kbarrett@greenpages.com
tel. (207) 475-1657 fax. (207) 439-7334

Bill To:
City of Biddeford
205 Main Street
Biddeford, ME 04005

Ship To:
City of Biddeford
205 Main Street
Biddeford, ME 04005

October 26, 2016
11:55AM

attn: **Mr. Jerry Gerlach**

Leasing Option:

Estimated Monthly Lease Payment Option Only \$1,170 / month + tax for a 36 months. **

**Leasing information: For US based sales only. Not for international shipments. The monthly payment provided is an estimate only, excludes all applicable taxes and is non-binding on both parties herein. The actual rate and payment is based upon the credit quality of the customer as determined solely by Summit Funding Group, Inc. For more information and additional financing options including payment deferrals, please contact your account manager.

Item #	Description	Qty	Unit Price	Ext. Price
1K1852	Office 2016 Professional Plus, Open Govt	50	370.00	18,500.00
1K1853	Office 2016 Standard, Open Govt	70	271.00	18,970.00

Returns may be requested up to 30 days from date of purchase. Non-defective returns must be unopened and factory sealed. All merchandise must be returned with original packing, accessories and instructions. A valid RMA number must be obtained from GreenPages, Inc. before a return is allowed. Some manufacturers have special returns policies which may supersede the above. Return merchandise will not be accepted and no credit issued unless these requirements are met. All invoices beyond terms are subject to 1 1/2 % per month penalty as well as all associated cost of collections. Title to merchandise shall remain vested in GreenPages, Inc. and shall not pass to customer or any other person, firm or corporation until paid for in full in cash.

Subtotal	\$37,470.00
S & H	\$0.00
5.50% Sales Tax	\$2,060.85
TOTAL	\$39,530.85
Tax not applicable	

GreenPages prices are subject to change, with or without prior notice. GreenPages hereby disclaims any liability, and Customer hereby agrees that GreenPages shall have no liability, should any of the above-listed prices change without notice.

(GreenPages is a Delaware corporation. Our federal tax I.D. is 010504323)

Page 1

Project Bill of Materials and Labor Summary

Exhibit A - Investment Detail Pricing

Microsoft Office Licensing	Quantity	Unit Price	Total
Microsoft Office 2016 Pro Plus - License - 1 PC - Volume/Open License for Government	50	\$384.00	\$19,200.00
Microsoft Office 2016 Standard - License - 1 PC - Volume/Open License for Government	70	\$281.00	\$19,670.00
Total for Microsoft Office Licensing			\$38,870.00

Investment Summary	
Subtotal : Parts	\$38,870.00
Tax @ 0 %	\$0.00
Subtotal : Labor	\$0.00
Grand Total	\$38,870.00

Proposal valid for 30 days, or as supplies last.

INTENT SUMMARY	2
Microsoft Volume Licensing.....	2
PRICING	2
Proposal Bill of Materials and Cost Structure Summary	2

INTENT SUMMARY

Microsoft Volume Licensing

- QTY 50 Office 2016 Professional Plus
- QTY 70 Office 2016 Standard

The City of Biddeford will handle installation of software.

PRICING

Proposal Bill of Materials and Cost Structure Summary

- | | |
|--|--------------|
| • QTY 50 Office 2016 Professional Plus | \$ 19,642.50 |
| • QTY 70 Office 2016 Standard | \$ 20,166.30 |

TOTAL	\$39.808.80
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TERMS: Net 30 upon delivery



3131 24th Ave. S.
Moorhead MN 56560
PH: 877-553-0777
Fax: 218-227-0498

QUOTE

Number AAAQ86883

Date Oct 31, 2016

Sold To

City of Biddeford
Jerry Gerlach
205 Main Street Biddeford
Biddeford, ME

Phone (207)286-0594

Your Sales Rep

Cody Wahl

218-227-0445

cwahl@bytespeed.com

Terms

Net 30 Days

Ship Via

****QUOTE GOOD FOR 30 DAYS****

Qty	Part #	Description	Unit Price	Ext. Price
50	60L1965	LICENSE, MICROSOFT OFFICE PRO PLUS 2016 GOVERNMENT, 79P-05579	\$394.00	\$19,700.00
70	60L1960	LICENSE, MICROSOFT OFFICE PRO PLUS 2016 OPEN BUSINESS, SNGL OLP NL, 79P-05552	\$289.00	\$20,230.00

SubTotal \$39,930.00

Tax \$0.00

Shipping \$0.00

Total **\$39,930.00**



SAITECH INCORPORATION

Quote

42640 Christy St
Fremont, CA 94538
Phone: 510-440-0256
Fax: 510-440-0257

Date	Estimate #
11/3/2016	16696

Name / Address
CITY OF BIDDEFORD INFORMATION TECHNOLOGY DIVISION 205 MAIN STREET BIDDEFORD, MAINE 04005 207-286-0594

ISO 9001-2008 Certified
ERAI/GIDEP Member
CCR & DUNS Registered

REV	ROHS	Stock	Date Code	Terms	Warranty
NA	NA	7 DAYS ARO	NA	NET-30	MANUFACTURER
Item	Description	Qty	Condition	Rate	Total
79P-05552	Microsoft Office 2016 Professional Plus - License - 1 PC - Volume - PC - Single Language NL	50	NEW	429.00	21,450.00
021-10554	Microsoft Office 2016 Standard - License - Volume-1 PC - Single Language NL	70	NEW	315.00	22,050.00
Ship	FREE FREIGHT			0.00	0.00
Saitech is a Dun & Bradstreet Registered company since 2002. Maryland Small Business Reserve SB12-18953 CMAS Contract No: 3-16-70-3243A & 3-16-70-3243B DUNS# 082826723 CAGE # 1YQH2 Saitech is an approved member of Government-Industry Data Exchange Program (GIDEP) Saitech is California Incorporated privately held company, We are Certified Small Business with the State of California. (Supplier ID# 43694) Saitech is proud to be a Certified Minority Owned Business (MBE) by Northern California Minority Supplier Development Council NCMSDC. (BA10810)					
Thank you				Total	

Thank you for your RFQ request. Customer is responsible for all applicable taxes and duties.
Prices are in US currency. Prices and Inventory are subject to change without notice. Saitech Inc is not responsible for errors or omissions.
Returns will only be accepted after a valid RMA number has been issued. All non-defective returns must be completed within 30 days from the original purchase date. Open items are not returnable. Customer is responsible for all freight costs associated with returns or exchanges.

SAITECH INCORPORATION

Quote

42640 Christy St
 Fremont, CA 94538
 Phone: 510-440-0256
 Fax: 510-440-0257

Date	Estimate #
11/3/2016	16696

Name / Address
CITY OF BIDDEFORD INFORMATION TECHNOLOGY DIVISION 205 MAIN STREET BIDDEFORD, MAINE 04005 207-286-0594

ISO 9001-2008 Certified
 ERAI/GIDEP Member
 CCR & DUNS Registered

REV	ROHS	Stock	Date Code	Terms	Warranty
NA	NA	7 DAYS ARO	NA	NET-30	MANUFACTURER
Item	Description	Qty	Condition	Rate	Total
	NOTE: The Microsoft Licensing Return Policy, effective November 1, 2014: Return requests are accepted within 60 days from the license issue date will be processed for full credit. All return requests submitted outside 60 days are deemed to be exceptions and will be considered only in the case of end-customer error. Exceptions are subject to approval by Microsoft at their sole discretion. Any approved exception requests will be assessed a 5% cancellation fee. Any request to return an order older than 365 days from the original order date will be automatically rejected by Microsoft.				
Thank you		Total \$43,500.00			

Thank you for your RFQ request. Customer is responsible for all applicable taxes and duties. Prices are in US currency. Prices and Inventory are subject to change without notice. Saitech Inc is not responsible for errors or omissions. Returns will only be accepted after a valid RMA number has been issued. All non-defective returns must be completed within 30 days from the original purchase date. Open items are not returnable. Customer is responsible for all freight costs associated with returns or exchanges.

Assessed Values of Remaining Vacant Parcels

Assessed

Value

Acres

Zoning

Quick Sale Amt.

2 Bradbury St.

38,100

0.07

MSRD 2

20,090

34 St. Mary's St.

37,200

0.12

MSRD 2

26,040

106 Hill St.

76,000

0.18

MSRD 2

22,260

32 Maple St.

65,700

0.12

R2

27,900

Value reduced due
to large amount
of ledge on the
site.