

City of Biddeford
Finance Committee

October 19, 2021 5:00 PM Council Chambers and via Zoom

<https://biddeford.zoom.us/j/98259751375?pwd=RIRGbHdSZmllZXBqblAzNHhZUW96UT09>

Passcode: 442233

Or One tap mobile :

US: +16465588656,,98259751375# or +13017158592,,98259751375#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

**US: +1 646 558 8656 or +1 301 715 8592 or +1 312 626 6799 or +1 669 900 9128 or +1
253 215 8782 or +1 346 248 7799**

Webinar ID: 982 5975 1375

International numbers available: <https://biddeford.zoom.us/j/98259751375>

- 1. Call to order**
- 2. Approval of the Minutes**
 - 2.1. September 7, 2021 Finance Committee Meeting Minutes
[9-07-2021 Finance Committee Minutes.pdf](#)
- 3. Signing of the expenditure warrant**
- 4. Discussion/Approval**
 - 4.1. Purchase of Police Dept. Training Room Audio/Video Recording System
[10-19-2021 PD Audio-Visual Equipment.pdf](#)
 - 4.2. Purchase of Fire Department Ballistic Vest Panels
[10-19-2021 FD Ballistic Vest Panels.pdf](#)
 - 4.3. Fire Department Dorm Room Furniture
[10-19-2021 FD Dorm Room Furniture Info.pdf](#)
 - 4.4. Engineering Department Scanning of Plans Project
[10-19-2021 Engineering Scanning Project-MEMO.docx](#)
[10-19-2021 Engineering Scanning Bid-Tab.pdf](#)
[10-19-2021 Engineering Scanning Bid-Morgan.pdf](#)
[10-19-2021 Engineering Scanning Letter-Morgan.pdf](#)
 - 4.5. Discussion: Disposition of 27-39 Graham Street - Foreclosed Multi-family Unit
[10-19-2021 27-39 Graham Street Property.pdf](#)
- 5. Other Business**
- 6. Adjournment**

City of Biddeford
Finance Committee Meeting Minutes
September 7, 2021

The meeting was called to order at 5:01 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, Jim Bennett; and City Clerk, Carmen Morris; and Finance Director, Nichole Wood.

Adjustment to the Agenda

No adjustment to the agenda.

Approval of Minutes of August 17, 2021

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

Vote: unanimous.

Motion carries.

Expenditure Warrants:

The Warrants were available for the Committee members to review and sign.

Discussion/Approval

Discussion/Approval: Sale of Obsolete Kiosk Inventory

Motion by Councilor Ready to sell the obsolete parking kiosks, as is, to 1131 Broadway, LLC in the amount of \$1,100.00 per kiosk, seconded by Councilor St. Cyr.

Vote: unanimous.

Motion carries

Other Business

Councilor McCurry welcomed the new Finance Director, Nichole Wood.

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

Vote: unanimous.

Motion carries.

Adjourned at 5:05 p.m.



Finance Committee

Meeting Date: October 19, 2021

Meeting Time: 5:00 p.m.

Agenda Item No:

Item Description: Training Room A/V & Recording System

Submitted by: Chief Roger P. Beaupre

Supporting Information/Documentation:

Request for Proposal

Key Terms:

A/V Audio Visual

Executive Summary:

Our Training Room / Classroom is equipped with recording and visual display system that is used as part of our classroom training program. The system has the ability to record and archive presentations that can be used as a proof that training on a particular topic was completed, and allows for playback at a later date for those who were unable to attend the scheduled training. The current system is nearly 20 years old, and uses an older technology that makes it incompatible with some of our newer equipment. The newer or upgrade of equipment will allow us to expand our training archiving capabilities, and allow better access to stored training material.

Detailed Review:

RFP was prepared and circulated pursuant to existing purchasing protocol. Only two bids were received by the deadline specified in the RFP. Of those, only one met the criteria outlined in the Request for Proposal.

Funding Source:

Federal Grant...no city budget dollars involved.

Staff Recommendation:

Award bid to Headlight Audio Visual Video of Portland, Maine.

Digital Recording Management & Indexing System
Audio & Video Training Room Recording RFP
Biddeford Police Department
39 Alfred Street, Biddeford, Maine, 04005 (207-282-5127)

Notice is hereby given that the City of Biddeford is requesting sealed bids for the purchase and installation of an integrated Video / Audio recording system for Police Training Room. Proposals must be received by the Biddeford Police Department, 39 Alfred Street Biddeford Maine, 04005 by 10:00 a.m. on September 30, 2021.

GENERAL

SCOPE OF WORK

Provide a Digital Recording, Management and Indexing System for Audio and Video Training Room, using some of the existing equipment. Recording system will be at a minimum a high definition IP camera based one-touch solution that creates high definition recordings playable on any standard based windows PC. Work includes provisioning of all equipment, materials, labor, installation, software and configuration to provide the functionality specified.

We will use existing projector, ceiling microphones, existing speakers and existing wireless microphones. Upgrade the quality of cameras (2) for recording of the instructor and attendees. Additional recording of projector feed.

Video mixer to select feed required for recording either camera 1, camera 2 or projector. Preference for Cam/Projector recording utilizing PnP.

Two (2) 24" monitors, one to view multi-view video mixer and one to view the streamer recorder unit.

Ability to record/stream current and past recordings remotely with video storage locally on the device.

Ability to download video in non-proprietary format such as mp4.

Install a wall plate in the front of the classroom near the podium for the instructor's laptop. Multiple audio/video format feeds should be considered: such as HDMI, display port, etc.

Equipment shall be rack mounted in a preselected location.

1.1 EXAMINATION

- A. Examine pathway elements intended for cables. Check raceways, cable trays, and other elements for compliance with space allocations, installation tolerances, hazards to cable installation, and other conditions affecting installation.

Digital Recording Management & Indexing System
Audio & Video Training Room Recording RFP
Biddeford Police Department
39 Alfred Street, Biddeford, Maine, 04005 (207-282-5127)

- B. Examine roughing-in for LAN and control cable conduit systems to PCs, controllers, and other cable-connected devices to verify actual locations of conduit and back boxes before device installation.
- C. Proceed with installation only after unsatisfactory conditions have been corrected.
- D. Comply with NECA 1, "Good Workmanship in Electrical Construction."

1.2 INSTALLATION

- 1. Microphone and cameras shall be mounted at mutually agreed upon locations
- 2. Recording start / stop buttons shall be located as directed.

B. SYSTEM SOFTWARE AND HARDWARE

- C. Develop, install, and test software and hardware, for proper operation of systems involved.
- D. Create an affirmative checklist documenting proper installation, operation, and testing. Note any deficiencies and document corrective action.
- E. Assign software license to Owner.

1.3 FIELD QUALITY CONTROL

- A. Perform tests and inspections.
 - 1. Manufacturer's Field Service: Engage a factory-authorized service representative to inspect components, assemblies, and equipment installations, including connections, and to assist in testing.

1.4 WARRANTY & MAINTENANCE OPTIONS

Bidder shall be expected to provide the following

- Proof of Audio/Video system installation & support experience 5+ years
- First year all parts, software support and labor shall be included in final price
- Optional annual maintenance pricing to include the following:
 - Remote and on-site system support
 - Manufacturer Certified Support Staff (dealer employees, not subcontractors)

**Digital Recording Management & Indexing System
Audio & Video Training Room Recording RFP
Biddeford Police Department
39 Alfred Street, Biddeford, Maine, 04005 (207-282-5127)**

- Guaranteed access to spares parts inventory (with maintenance contracts)

CONTACT INFORMATION:

For further information, you may contact Mr. William Gooch, I.T. at the Biddeford Police Department, by dialing 207-571-1626, or by e-mail: william.gooch@biddefordmaine.org



headlight

audio visual video

74 Evergreen Drive • Portland, Maine 04103
Phone: 800.247.0540 or 207.774.5998 Fax: 207.774.4917

Equipment List

September 27, 2021

Technical Sales Rep: Dave Keely

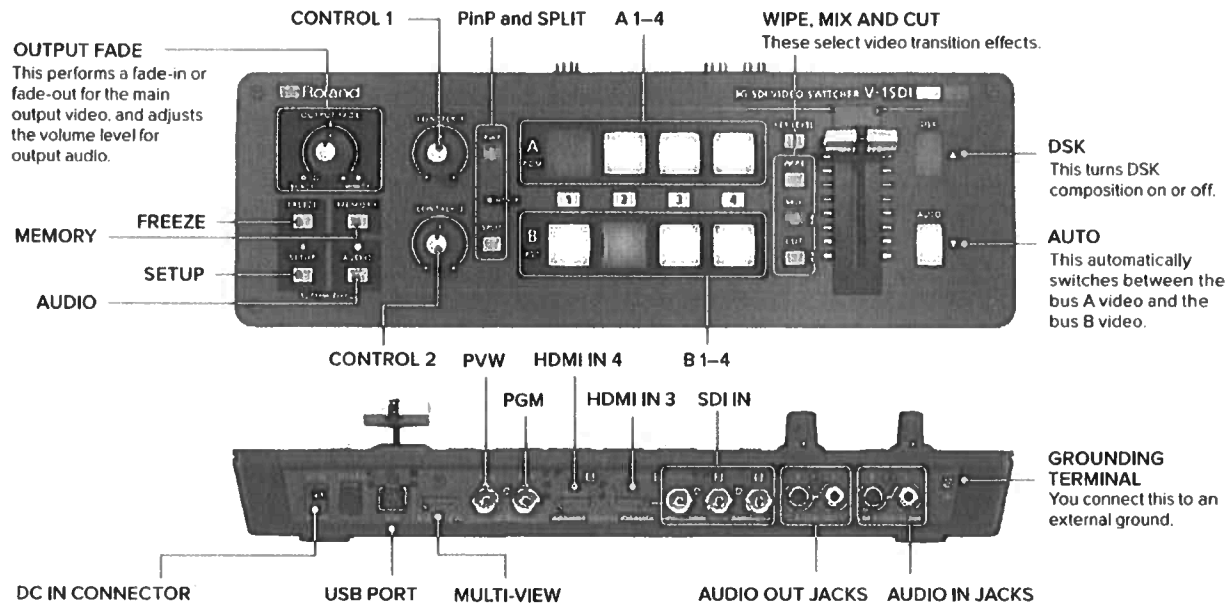
Biddeford Police Department Project Name: Training Room Upgrade 2021

Line #	Description	Qty	Unit Price	Total Price
1	Video			
2	Adapter Ring Key (DP to HDMI, MPD to HDMI, Lightning to HDMI, Apple USBC, USBC to HDMI, clamps)	1	\$278.53	\$278.53
3	15' Ultra HDMI Cable	1	\$62.35	\$62.35
4	9' Ultra HDMI Cable	1	\$49.41	\$49.41
5	Dual HDMI input auto switching wall plate transmitter white	1	\$641.18	\$641.18
6	CAT to HDMI Receiver (closet and projector)	2	\$282.35	\$564.70
7	HDMI to CAT transmitter with loop out (closet)	1	\$470.59	\$470.59
8	SDI Video Switcher	1	\$1,449.00	\$1,449.00
9	Sony SRG 12X PTZ Camera	1	\$2,099.00	\$2,099.00
10	Camera Shelf for SRGX120	1	\$130.00	\$130.00
11	Blackmagic Micro SDI to HDMI converter w/PS	1	\$62.69	\$62.69
12	24" Benq tabletop monitor	2	\$249.00	\$498.00
13	SMP 351 Standard Version - 400 GB SSD	1	\$4,229.41	\$4,229.41
14	12 Port Switch with PoE	1	\$365.95	\$365.95
15	Camera Controller	1	\$2,599.00	\$2,599.00
16	Compact 3G camera	1	\$352.94	\$352.94
17	Wall Mt. Brckt for CVM7/CVM11	1	\$130.00	\$130.00
18	Articulating Arm 7"	1	\$29.41	\$29.41
19				
20	Audio			
21	DSP	1	\$2,175.29	\$2,175.29
22	Audio Amplifier	1	\$411.76	\$411.76
23	Ethernet Control Device for DSP	1	\$369.41	\$369.41
24	Audio Transformer	1	\$70.61	\$70.61
25				
26	Rack/Misc			
27	RSU 129 Shelf for Rx/Tx/Amp etc.	2	\$93.75	\$187.50
28	1RU Vent Panel	4	\$14.06	\$56.24
29	2 Gang SMB Black for Ethernet Control Device	1	\$131.25	\$131.25
30	1RU Service Panel	1	\$92.86	\$92.86
31				
32				
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43				
44				
45				

Sub-Total		\$17,507.08
Tax	Exempt	
Sub-Total		\$17,507.08
Freight Charges	\$537.00	
Freight Tax	Exempt	
Sub-Total		\$537.00
Labor Charges	\$10,320.00	
Labor Charge Tax	Exempt	
Sub-Total		\$10,320.00
Install Materials	\$1,600.00	
Install Material Tax	Exempt	
Sub-Total		\$1,600.00
Grand Total		\$29,964.08

Order Confirmations and to
check on the status:

Phone: 800.247.0540 or 207.774.5998
Email: Orders@headlightav.com



Professional SDI Video Switching that You Can Take Anywhere

- Support for SDI and HDMI cameras, smartphones, tablet computers and PCs etc.
- Easy to operate with hardware controls
- Compact size
- Supports up to Full HD 1080p
- 3 x 3G-SDI and 2 x HDMI*1 inputs
- 2 x 3G-SDI and 1 x HDMI*1 output
- Input 4's scaler now supports a wider range of video and VESA resolutions.*1*2
- HDCP compliant
- Quad input multi-viewer with source labelling and audio metering
- Composition effects including DSK (Downstream Keyer), picture-in-picture etc.
- Capturing a still image from Input Video on channel 4*3 [Ver.1.5]
- Full 14-channel audio mixer included
- Software control using V-1SDI RCS application for Mac and PC and remote control via RS-232 connection
- Send a still image to the V-1SDI by V-1SDI RCS*3 [Ver.1.5]



SPECIFICATIONS V-1SDI

VIDEO	
Processing	4:2:2 (Y/Pb/Pr), 8-bit
Input Connectors	SDI INPUT 1-3: BNC x 3 * Conforms to SMPTE 424M (SMPTE 425M-AB), 292M HDMI INPUT 3-4: Type A (19 pins) x 2 * HDCP Supported * INPUT 3: SDI or HDMI selected.
Output Connectors	SDI OUT PGM: BNC x 1, SDI OUT PVW: BNC x 1 * Conforms to SMPTE 424M (SMPTE 425M-AB), 292M, HDMI OUT MULTI-VIEW: Type A (19 pins) x 1 * HDCP Supported
Input formats	SDI INPUT 1-3 Conforms to SMPTE 296M, SMPTE 274M HDMI INPUT 3 720/59.94p, 720/50p SMPTE 296M (FORMAT switch = 720p) 1080/59.94i, 1080/50i, 1080/59.94p, 1080/50p SMPTE 274M (FORMAT switch = 1080i or 1080p) * The input interlaced video signal is converted to progressive video signal by internal processing. * The video signal frame rate can be selected at the SETUP menu (59.94 or 50). HDMI INPUT 4 480/59.94i, 576/50i, 480/59.94p, 576/50p, 720/59.94p, 720/50p, 1080/59.94i, 1080/50i, 1080/59.94p, 1080/50p VGA (640 x 480/60 Hz), SVGA (800 x 600/60 Hz), XGA (1024 x 768/60 Hz) WXGA (1280 x 768/60 Hz), SXGA (1280 x 1024/60 Hz) FWXGA (1366 x 768/60 Hz), SXGA+ (1400 x 1050/60 Hz) UXGA (1600 x 1200/60 Hz), WUXGA (1920 x 1200/60 Hz) * The refresh rate is the maximum value of each resolution. * Conforms to VESA DMT Version 1.0 Revision 11. * 1920 x 1200/60 Hz: Reduced blanking. * The input interlaced video signal is converted to progressive video signal by internal processing. * The video signal frame rate can be selected at the SETUP menu (59.94 or 50).
Output formats	SDI OUT (PGM/PVW) Conforms to SMPTE 296M, 274M HDMI OUT MULTI-VIEW 720/59.94p, 720/50p SMPTE 296M (FORMAT switch = 720p)
AUDIO	
Audio Processing	Sampling rate: 24 bits/48 kHz
Audio formats	SDI: Linear PCM, 24 bits/48 kHz, 2ch Conforms to SMPTE 299M HDMI: Linear PCM, 24 bits/48 kHz, 2ch
Input Connectors	Digital: SDI INPUT 1-3 (BNC) x 3 SMPTE 299M HDMI INPUT 3-4 (HDMI Type A 19 pins) x 2 Analog: AUDIO IN (RCA phono type) x 2 MIC (Stereo mini type, plug-in power supported)
Output Connectors	Digital: SDI OUT PGM: BNC x 1 SMPTE 299M SDI OUT PVW: BNC x 1 SMPTE 299M HDMI OUT MULTI-VIEW: Type A (19 pins) x 1 Analog: AUDIO OUT (RCA phono type) PHONES (Stereo mini type)
Input Level	AUDIO IN: -10 dBu (Maximum: +8 dBu) MIC: -41~-13 dBu (Maximum: -1 dBu)
Input Impedance	AUDIO IN: 15 k ohms, MIC: 10 k ohms
Output Level	AUDIO OUT: -10 dBu (Maximum: +8 dBu) PHONES: 92 mW + 92 mW (32 ohms)
Output Impedance	AUDIO OUT: 1k ohm, PHONES: 10 ohms
Audio Effects	EQ, Delay, Compressor, HPF, Gate, Reverb, Mastering effect
OTHERS	
Other Connectors	USB: B Type (for remote control from PC), RS-232: DB-9 type
Other Functions	MEMORY (8 types), FREEZE (Input video captured), OUTPUT FADE (Audio, Video: WHITE or BLACK)
Power Supply	AC Adaptor
Current Draw	21 A
Power Consumption	25 W
Operation Temp	+10 to +40 degrees Celsius, +32 to +104 degrees Fahrenheit

Quotation To:

Biddeford Police Department
39, Alfred Street
Biddeford, ME
USA 04005

Date : September 18, 2021

Quote Number : Q20210918-5367

Note: This quotation is valid for 30 days

USB Interview Recording

Incoterm	Payment Terms	Delivery
	Net 30 Days	2021/11/31

ONE INTERVIEW RECORDING ROOM					
Item	Part Number	Description	Qty	Unit Price	Total Price
1	Dell Inspiron	2020 Flagship Dell Inspiron 3880 Desktop 10th Gen Intel Octa-Core i7-10700 (Up to 4.8Ghz) 32GB RAM 1TB SSD USB3.2 HDMI VGA WIFI Bluetooth Card Reader Win10 + ICarp HDMI Cable - NO DVDRW	1	\$1,600.00	\$1,600.00
2	KEYSERV GP	Interview Recording Software	1	\$7,500.00	\$7,500.00
3	TENVEO NV10A	PTZ-USB-HDMI-SDI Video Conference Camera	1	\$595.00	\$595.00
4	PTZ Control	PTZ Cameras Keyboard Controller	1	\$350.00	\$350.00
5	Logitech C922	Pro Stream Webcam – Full 1080p HD Camera	1	\$160.00	\$160.00
6	XENYX802	Audio Mixer 8 inputs	1	\$100.00	\$100.00
7	LG32M	Monitor LG 32	1	\$325.00	\$325.00
8	HDMI2USB	HDMI to USB Converter	1	\$75.00	\$75.00
9	MCS-SWITCH	MaestroVision START-STOP Application	1	\$500.00	\$500.00
10	MVStream	MaestroVision streaming Application	1	\$500.00	\$500.00
11	VTOP USB	USB to Cat5 extension	4	\$75.00	\$300.00
12	KELIYO	HDMI Splitter	1	\$40.00	\$40.00
13	DBX 131S	DBX Graphic EQ	1	\$235.00	\$235.00
14	APC BN1500	1500 VA Battery Backup	1	\$260.00	\$260.00
15	CABLES	Cables	1	\$100.00	\$100.00
16	Platinum TCP	One year Platinum Total Care Plus	1	\$1,725.00	\$1,725.00
17	INSTALL	On-Site Installation	1	\$1,000.00	\$1,000.00
Sub Total					\$15,365.00

VIDEO LIBRARY					
Item	Part Number	Description	Qty	Unit Price	Total Price
18	VEOTEK	MaestroVision Video Library	1	\$3,000.00	\$3,000.00
19		Computer for VEOTEK (not included)	1	\$0.00	\$0.00
20	Platinum TCP	One year Platinum Total Care Plus	1	\$750.00	\$750.00
21	INSTALL	On-Site Installation	1	\$500.00	\$500.00
Sub Total					\$4,250.00

Summary	
Equipment Total	\$19,615.00
Total Care Package	\$0.00
Commissioning	\$0.00
Training	\$0.00
Estimated Shipping Costs	\$0.00
Sub Total	\$19,615.00
Taxes	\$0.00
Grand total (US\$)	\$19,615.00

Buyer's signature

Name

Date

Title



Finance Meeting

Meeting Date: 10/19/21

Meeting Time: 1700

Agenda Item No:

Item Description: Fire Department Ballistic Vest Panels

Submitted by: Scott Gagne, Fire Chief

Supporting Information/Documentation:

This request is to replace the expiring ballistic vest panels for first responder protective vests

Key Terms:

Executive Summary:

This request is to replace 52 expiring panels on our ballistic vests. These panels are good for years and have come to the end of their use.

Detailed Review:

This bid was sent out with two bidders responding back. This would be to replace the panels that have expired. The original carriers will still be used to put the protective panels in. The bids were sent out with two bidders responding back.

Funding Source:

If approved \$7,200 of this would come out of the reserve fund that was set up for this project last year and \$22,700 would come out of the FD equipment line 21141 – 60452.

Staff Recommendation:

Staff recommends that we proceed with Yankee Communications in the amount of \$29,900.00 for the 52 ballistic vest replacement panels.



**CITY OF BIDDEFORD
FIRE DEPARTMENT**

152 Alfred Street
Biddeford, Maine 04005
Tel: 207-282-6632
Fax: 207-283-8243

Chief Scott R. Gagne
Assistant Chief Edward B. Dexter
Deputy Chief Kevin D. Duross

September 21, 2021

RE: 2021 Biddeford Fire Department Ballistic Armor – Panels Only

On Tuesday, September 21, 2021 at 1105, ballistic armor-panels only bids were opened. Two (2) bids were received and two (2) bids opened.

Present:

Kathy Boyden, Biddeford Fire Department
Kevin Duross, Biddeford Fire Department

Bidders:

1. Konoval, LLC.
Bid Amount - \$ 31,171.40
2. Yankee Communications
Bid Amount - \$ 29,900.00

**SPECIFICATIONS AND BID FORMS
FOR**

Ballistic Armor - Panels Only

**BIDDEFORD FIRE DEPARTMENT
152 ALFRED STREET
BIDDEFORD, MAINE 04005
(207) 282-6632
Fax (207) 283-8243**



Biddeford Fire Department
152 Alfred Street
Biddeford, Maine 04005

Wednesday, September 15, 2021

Ballistic Armor-Panels Only

I have enclosed a proposal for Ballistic Armor – Panels only. These are direct replacement for the Panels that you have now.

If our proposal is accepted, we will order the panels by the serial numbers that you have now. Each individual will get the exact same panels they have now.

By replacing the panels there will be no need to measure people as they will get direct replacements.

Respectfully


Rusty Bell



Yankee Communications 263 Neck Road Benton, Maine 04901
207-453-2000 Fax 866-536-5243

BIDDEFORD FIRE DEPARTMENT

Request for Proposals

Ballistic Armor - Panels Only

The Biddeford Fire Department is seeking Bids for ballistic armor, panels only, as listed below.

CLOSING DATE:

Proposals will be received until 11:00 am on Tuesday, September 21, 2021 at the Biddeford Fire Department, 152 Alfred Street, Biddeford, ME. 04005. At this time and location, the proposals will be publicly opened.

Any proposals received after the above-scheduled date and time may NOT be considered.

INSTRUCTIONS:

Proposals are to be submitted (FOUR COPIES) in a sealed envelope/box and clearly marked as **Request for Proposal for Ballistic Armor - Panels Only** on the outside of the packaging, including any outer packaging (UPS, FedEx, USPS, etc.)

Proposals must be delivered to:

Biddeford Fire Department
Attn: Chief Gagne - RFP for Ballistic Armor - Panels Only
152 Alfred Street
Biddeford, ME. 04005

TAXES:

The City of Biddeford is exempt from all State and Federal taxes. Do not include these amounts in your proposal.

All bids shall be submitted on the bid form provided herewith. Bidders shall attach to the bid form a detailed description of the items proposed, including specification, standard features, optional equipment, and warranties. Any exception(s) to the bid specification shall be listed on the provided bid form in the area provided for exception(s). Bidders shall quote prices that include shipping charges. No proposal may be withdrawn within sixty (60) days after date of opening thereof.

Biddeford Fire Department will select the bidder that best meets the needs of the Fire Department. In evaluating bids, the Fire Department will consider the price, quality, warranty,

specific features of the equipment proposed, the bidder's location, and the time of delivery. The Fire Department reserves the right to reject any or all bids, to wave informalities in the bidding process, and to negotiate specific terms of the bid. Biddeford Fire Department will issue a purchase order to the successful bidder to indicate the award of the contract to furnish the escape system. Questions regarding this bid should be addressed to Deputy Chief Kevin Duross at 207-282-6632.

SPECIFICATIONS
(Acceptable minimums are listed)

Quantity	Description
52	Ballistic armor panels to fit in current carriers. Current carriers are Survival Armor Raid 2.

All bids must bear the handwritten signature of an officer or authorized employee of the company bidding.

This bid is submitted by:

Printed name: Stanley W. Bell

Business name: Yankee CT Inc.

Business Location: 263 Neck Road

Benton, Maine 04901

Business phone: 207-453-2000

Signed Stanley W. Bell Date Sept. 13, 2021
Rusty
Owner

Request for Proposals

Ballistic Armor - Panels Only

Bid Form

Quantity	Description	Price per Item	Total
52	Ballistic armor panels to fit in current carriers. Current carriers are Survival Armor Raid 2.	575.00	29,900
			Grand Total
			29,900

Exemption #1	Price does not include installation into current carriers.
Exemption #2	
Exemption #3	
Exemption #4	
Exemption #5	
Exemption #6	
Exemption #7	
Exemption #8	

Comments:

The above price includes shipping. When the order is placed the customer will provide serial numbers of the vests to be replaced and The panels you receive will be exactly the same as the current panels.

The individual Fire Personnel will be able to slip the new panels into the carriers just like they do after the carrier is cleaned.

Description of work performed: A multi-year contract for ballistic vests, bags and helmets.

Agency Name: RAF Lakenheath, United Kingdom	Contracting Point of Contact: • Full Name: WILSON E. YABUT • Position Title: TSgt, USAF • Phone: 314-238-3338 • Email: wilson.yabut@us.af.mil
Project Title: Ballistic Vests	
Contract No. or Task Order No.: FA558719PA042	
Period of Performance: 09/19-2020	
Funded Value: ~\$61,000	
Description of work performed: Ballistic carriers and vests	

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KONOVAL LLC | 1701 Rhode Island Ave NW, Washington DC 20036
 KSENIA@KONOVAL.COM | 703.688.2070
 SWAM (WS) EDWOSB Certified | HUBZone Certified



Agency Name: City of Coronado	Contracting Point of Contact: ● Full Name: Chief Peake ● Position Title: Battalion Chief ● Phone: 619.522.7378 ● Email: ppeake@coronado.ca.us
Project Title: Ballistic vests and helmets for Both PD and EMS	
Period of Performance: 01/19-2020	
Funded Value: ~\$100,000	
Description of work performed: Delivery of concealable carriers, plate carriers, plates, helmets and carrying bag	

Agency Name: Jefferson Parish County	Contracting Point of Contact: • Full Name: Karen Leonard • Position Title: Purchasing Agent • Phone: 504-363-5742 • Email: leonard_kk@jpso.com
Project Title: Maritime Tactical Body Armor	
Contract No. or Task Order No.: 18-JAN-3101	Technical Point of Contact: • Full Name: Lt. Todd Vignes • Position Title: JPSO SWAT Team • Phone: 504-250-4880 • Email: vignes_tm@jpso.com
Period of Performance: 02/18-3/18	
Funded Value (Annual): \$34,218.96	
Description of work performed: Provided 120 hard armor plates	

Agency Name: City of Frisco	Contracting Point of Contact: ● Full Name: Daniel Ford ● Position Title: Purchasing Manager ● Phone: 972.292.5545 ● Email: dford@friscotexas.gov
Project Title: Ballistic vests and helmets	
Contract No. or Task Order No.: 113851	Technical Point of Contact: ● Full Name: Shannon Brinton ● Position Title: Battalion Chief - Special Operations ● Phone: 972.292.6337 ● Email: sbrinton@friscofire.com
Period of Performance: 03/18-03/20	
Funded Value (Annual): ~\$90,000	



PAST PERFORMANCE

Agency Name: Dallas Area Rapid Transit (DART)	Contracting Point of Contact: ● Full Name: Carolyn Weatherall ● Position Title: Contract Specialist, SPSM ● Phone: 214-749-3518 ● Email: cweatherall@dart.org
Project Title: Rifle Protection Police Body Armor	
Contract No. or Task Order No.: B-2042183	
Period of Performance: 10/18-01/19	
Funded Value: ~\$168,000	
Description of work performed: Provided 200+ protective gear including body armor carriers, helmets, ballistic plates, carriers and pouches.	

Agency Name: USPFO Alabama	Contracting Point of Contact: ● Full Name: CPT Smith ● Position Title: CPT ● Phone: 678-569-3939 ● Email: kevin.r.smith296.mil@mail.mil
Project Title: Ballistic Panels	
Contract No. or Task Order No.: W912JM-19-C-0011	
Period of Performance: 09/17-2020	
Funded Value: ~\$411,000	
Description of work performed: Furnished ballistic panels to various state recruiting stations throughout the state; which required custom manufacturing of steel, assembly, workmanship and design.	



KONOVAL LLC | 1701 Rhode Island Ave NW, Washington DC 20036
 KSENIA@KONOVAL.COM | 703.688.2070
 SWAM (WS) EDWOSB Certified | HUBZone Certified



TECHNICAL OVERVIEW

This section covers all the technical details of the products requested, products specified as well as our specification sheets for the products recommended.

SPECIFIED PRODUCTS

We are bidding an alternative to all of the products, the below grid shows the products that are equal and those that are identical to specification call out.

#	ITEM	BRAND ALTERNATIVE	BRAND MODEL
1	Ballistic NIJ II	Slate Solution	SLSII
2	Spike 2 Ballistics	Midwest Armor	Spike 2

SPECIFICATIONS OVERVIEW

The purpose of the grid below is to outline our products specifications against the requested product and ensure that it meets each specification as well as outline the areas where we feel the product exceeds that of the one sought.

The specifications overview is broken down by each item requested.



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MADE TO ORDER

All our products are made to order which ensures the longest lasting life possible for the products purchased and increase the shelf-life of a product for maximum usage.

WARRANTY

All our products are backed by a manufacturer's warranty that varies on the type of item, the grid below shows warranty by product type. Any issues will be resolved within a 45 day period from the date of notification.

PRODUCT TYPE WARRANTY

Ballistic Panels 10 Years

Soft & Hard Ballistic Armor 5 Years

Carriers 3 Years

Cut & Sew 2 Years

Warranty does not start until all products are accepted by the designated point of contact and/or an invoice against items is paid.

SHIPPING

We ship everything FOB destination as requested in solicitation and all our prices quoted include shipping unless otherwise specified.

ACCOUNT MANAGER

Konoval, at its own expense, will provide an account manager to be the single Point of Contact for all needs related to this solicitation.

QUALITY CONTROL & INVENTORY CONTROL

We deploy a technology based inventory control system which allows us to track all our products from raw source to production, for anything made in house, as well as tracking of products manufactured for us through serial numbers and labeling. Our solution also allows us to manage just in time production, inventory stock for multi-year contracts such as helmets and vests as well as manage supply by viewing previous history for a particular client. In addition our system allows for us to modify and customize labeling to meet the needs of the solicitation.



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What truly sets us apart is the ability to customize our products to meet the user requirements. We have had great success with these customizations, which is included at no charge, in particular in areas where the end user has needs such as custom designed ballistic panels, expanding a pocket to carry extra gear, expanding the areal coverage to ensure coverage over stomach and groin areas for larger body types, ensuring additional straps from field experience and colors. There is no limit to the customizations we can do and all the design work is done in-house and samples can be provided within 14 days.

Midwest Armor manufactures most of its products in their Knoxville facility where they have two warehouses that operate in tandem to serve our product lines. We currently produce products in the tactical and ballistics space with one warehouse dedicated to large ballistics items like panels and steel work and our other facility dedicated to soft armor and cut and sew.

In addition to manufacturing in the US all our raw materials are sourced, when possible, from US locations that are local to our area or from known large suppliers such as those for Dyneema®, Kevlar and Endumax; this allows us to produce quality products at an unbeatable price.

With expert designers and technicians on site we are able to design and custom make products that give our users the most effective design while meeting stringent protection requirements.

DELIVERY

Our products are delivered to clients all over the US and we have partnerships with the largest and most reliable services to offer delivery as well as white glove delivery where our team will deliver, cleanup and even install products as needed.

SAMPLES

We are happy to provide samples for any of our products upon request; please email team@konoval.com to request samples of any of the products specified above at no charge.

CUSTOM FITTING

Konoval at it its own expense will provide and ensure that there is personnel available for custom fitting based on the requirements of the proposal.

INSURANCE

We carry insurance for liability, E&O as well as general business and can furnish a full insurance statement in the name requested upon request and available within 24 hours.



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CAPABILITIES

Konoval is a HUBZone Certified, 100% Economically Disadvantaged Women Owned Small Business certified with a focus on helping procure, design, manufacture and protect our clients with the latest in ballistic protective gear and equipment.

95% of the products we source and/or procure are made in the United States thanks to our mission to deliver quality products, outstanding customer service and to procure, source and manufacture products in America.

In addition to our services we also offer manufacturing through our partnership with Midwest Armor which has been manufacturing products since 2009 with a focus on tactical and ballistic gear, uniforms and accessories.

MISSION

To procure, source and manufacture products that are made in America while delivering quality and outstanding customer service.

CORE CAPABILITIES

We are focused on sourcing, procurement and manufacturing in three key areas:

TACTICAL	FIRE/EMS	MEDICAL SUPPLIES
----------	----------	------------------

SOURCING & PROCUREMENT

We work with leading brands in the Tactical, Fire/EMS and Medical Supplies to source and procure products for Cities, Counties, State, Federal and Government agencies. Our team specializes in building partnerships with these companies in order to service the government agency needs while also maintaining a single point of contact for multiple products and vendors.

Dedicated members to each contract allows us to "kit" products and ensure quality before delivery and also manage an end-to-end relationship to ensure the success of your contract.

MANUFACTURING

Konoval has worked closely with Midwest Armor to manufacture products that are unique and address today's challenges in the tactical space while still meeting all requirements and not compromising on quality. Our products are used by state counties such as Gwyneth county, by federal states such as Rhode Island and Alabama as well as by federal departments.



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TABLE OF CONTENTS

VENDOR OVERVIEW	3
TABLE OF CONTENTS	4
CAPABILITIES	5
MANUFACTURING	5
DELIVERY	6
SAMPLES	6
CUSTOM FITTING	6
INSURANCE	6
MADE TO ORDER	7
WARRANTY	7
SHIPPING	7
ACCOUNT MANAGER	7
QUALITY CONTROL & INVENTORY CONTROL	7
TECHNICAL OVERVIEW	8
SPECIFIED PRODUCTS	8
SPECIFICATIONS OVERVIEW	8
SLSII SPECIFICATION SHEET	9
SPIKE 2 SPECIFICATION SHEET	10
PAST PERFORMANCE	11



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KSENIA@KONOVAL.COM | 703.688.2070
SWAM (WS) EDWOSB Certified | HUBZone Certified



VENDOR OVERVIEW

Business Name	Konoval, LLC.
Point of Contact	Ksenia Konoval
Address	1701 Rhode Island Ave NW, Washington DC 20036
Phone	703.688.2070
Website	https://www.konoval.com
Email	team@konoval.com
Size of Business	100% Economically Disadvantaged Small Women Owned Business SWAM WS CERTIFICATE #725829 HUBZone Certified
DUNS Number:	080609205
EIN	82-0686678
CAGE NO	7US86
SWAM	725829
SAM Registered	KseniaKR
W-9	Upon Request
SCC#	S665384-6
HUBZone Certified	64789



KONOVAL LLC | 1701 Rhode Island Ave NW, Washington DC 20036
KSENIA@KONOVAL.COM | 703.688.2070
SWAM (WS) EDWOSB Certified | HUBZone Certified



September 19th, 2021

BIDDEFORD FIRE DEPARTMENT

ATTN: SCOTT GAGNE

scott.gagne@bpd.net

207-282-6632

Re: - BALLISTIC ARMOR - PANELS ONLY

Dear Scott Gagne,

Thank you for the opportunity to place an offer for this solicitation. Konoval is a HUBZone Certified, 100% Economically Disadvantaged Women Owned Small Business and included with this response letter is our full response to your solicitation which includes our company profile, product specifications and quote.

Our products have been used by cities such as City of Coronado, Dallas Area Rapid Transit (DART) and City of Worcester. We also have serviced clients across multiple USFPOs such as Alabama, Wisconsin and Rhode Island, DLA and by Counties and Cities such as Frisco, Jefferson Parish and Roanoke and we currently have several multi-year contracts as well as one-time contracts for both Federal and Cities.

All items quoted include shipping cost and will be delivered in new condition and made to order within 45 days.

We look forward to your decision and we appreciate you taking the time to review our offer. Should you have any follow up questions or concerns please feel free to reach out to us directly.

Best,



Ksenia Konoval
CEO
Konoval, LLC.



KONOVAL LLC | 1701 Rhode Island Ave NW, Washington DC 20036
KSENIA@KONOVAL.COM | 703.688.2070
SWAM (WS) EDWOSB Certified | HUBZone Certified



**BALLISTIC SPECIFICATION**

SERIES	SLS
NIJ MODEL #	SLSII
NIJ 0101.06 THREAT LEVEL	II
NIJ 0101.06 CERTIFICATION SIZES	C1 – C5
BALLISTIC MATERIAL	Woven Twaron / UD Twaron
WEIGHT	.85 psf
THINNESS	.19 in (4.82mm)
V50 – 9mm 124gr FMJ (new)	1719 ft/s (523m/s)
V50 – 9mm 124gr FMJ (conditioned)	1605 ft/s (489m/s)
P-BFS Avg. – 9mm 124gr FMJ	28.42 mm
V50 – 357mag 158gr JSP (new)	1669 ft/s (509m/s)
V50 – 357mag 158gr JSP (conditioned)	1574 ft/s (479m/s)
P-BFS Avg. – 357mag 158gr JSP	31.44 mm
SPECIAL THREAT TESTING	
V50 – 9mm 127gr SXT	1575 fps (480m/s)
P-BFS Avg. – 9mm 127gr SXT	35 mm
V50 – 357sig 125gr GDHP	1660 fps (506m/s)
P-BFS Avg. – 357sig 125gr GDHP	31 mm
V50 – 5.7x28mm 40gr V-Max Blue Tip	2076 fps (633m/s)
P-BFS Avg. – 5.7x28mm 40gr V-Max Blue Tip	21 mm

SPIKE II

BY MIDWEST



ARMOR TYPE



The MASS Spike 2 Soft Armor Panels will protect against strike energies of 33 joules to 50 joules (24.3 ft lbf to 36.9 ft lbf). Our panels are tested to NIJ Stab Standard 0115.00 which tests against edge blades and spikes.

FEATURES

- NIJ Threat Level Sike II
- 100% Woven Aramid
- Weight: .46 psf
- Thinness: .11 inches

BIDDEFORD FIRE DEPARTMENT**Request for Proposals****Ballistic Armor - Panels Only****Bid Form**

Quantity	Description	Price per Item	Total
52	Ballistic armor panels to fit in current carriers. Ballistic and Spike Level 2. Current carriers are Survival Armor Raid 2.	\$599.45	\$31,171.40
			Grand Total
			\$31,171.40

Exemption #1	
Exemption #2	
Exemption #3	
Exemption #4	
Exemption #5	
Exemption #6	
Exemption #7	
Exemption #8	

Comments:

ORIGINAL

All bids must bear the handwritten signature of an officer or authorized employee of the company bidding.

This bid is submitted by:

KSENIA KONOVAL

Printed name: _____

KONOVAL LLC

Business name: _____

1701 RHODE ISLAND AVE NW

Business Location: _____

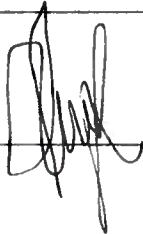
WASHINGTON DC 20036

Business phone: _____

703.688.2070

Signed _____ Date _____

09/19/21



**SPECIFICATIONS AND BID FORMS
FOR**

Ballistic Armor - Panels Only

**BIDDEFORD FIRE DEPARTMENT
152 ALFRED STREET
BIDDEFORD, MAINE 04005
(207) 282-6632
Fax (207) 283-8243**

BIDDEFORD FIRE DEPARTMENT
Request for Proposals

Ballistic Armor - Panels Only

The Biddeford Fire Department is seeking Bids for ballistic armor, panels only, as listed below.

CLOSING DATE:

Proposals will be received until 11:00 am on Tuesday, September 21, 2021 at the Biddeford Fire Department, 152 Alfred Street, Biddeford, ME. 04005. At this time and location, the proposals will be publicly opened.

Any proposals received after the above-scheduled date and time may NOT be considered.

INSTRUCTIONS:

Proposals are to be submitted (FOUR COPIES) in a sealed envelope/box and clearly marked as **Request for Proposal for Ballistic Armor - Panels Only** on the outside of the packaging, including any outer packaging (UPS, FedEx, USPS, etc.)

Proposals must be delivered to:

Biddeford Fire Department
Attn: Chief Gagne - RFP for Ballistic Armor - Panels Only
152 Alfred Street
Biddeford, ME. 04005

TAXES:

The City of Biddeford is exempt from all State and Federal taxes. Do not include these amounts in your proposal.

All bids shall be submitted on the bid form provided herewith. Bidders shall attach to the bid form a detailed description of the items proposed, including specification, standard features, optional equipment, and warranties. Any exception(s) to the bid specification shall be listed on the provided bid form in the area provided for exception(s). Bidders shall quote prices that include shipping charges. No proposal may be withdrawn within sixty (60) days after date of opening thereof.

Biddeford Fire Department will select the bidder that best meets the needs of the Fire Department. In evaluating bids, the Fire Department will consider the price, quality, warranty,

specific features of the equipment proposed, the bidder's location, and the time of delivery. The Fire Department reserves the right to reject any or all bids, to wave informalities in the bidding process, and to negotiate specific terms of the bid. Biddeford Fire Department will issue a purchase order to the successful bidder to indicate the award of the contract to furnish the escape system. Questions regarding this bid should be addressed to Deputy Chief Kevin Duross at 207-282-6632.

SPECIFICATIONS
(Acceptable minimums are listed)

Quantity	Description
52	Ballistic armor panels to fit in current carriers. Ballistic and Spike Level 2. Current carriers are Survival Armor Raid 2.

All bids must bear the handwritten signature of an officer or authorized employee of the company bidding.

This bid is submitted by:

Printed name: _____

Business name: _____

Business Location: _____

Business phone: _____

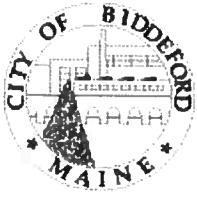
Signed _____ Date _____

BIDDEFORD FIRE DEPARTMENT**Request for Proposals****Ballistic Armor - Panels Only****Bid Form**

Quantity	Description	Price per Item	Total
52	Ballistic armor panels to fit in current carriers. Ballistic and Spike Level 2. Current carriers are Survival Armor Raid 2.		
			Grand Total

Exemption #1	
Exemption #2	
Exemption #3	
Exemption #4	
Exemption #5	
Exemption #6	
Exemption #7	
Exemption #8	

Comments:



Finance Committee

Meeting Date: 10/19/21

Meeting Time: 1700

Agenda Item No:

Item Description: FD bed room renovations furniture

Submitted by: Scott Gagne, Fire Chief

Supporting Information/Documentation:

This request is made as part of the FD bed room renovations approved by Finance and Council on 10/17/21 when \$16,454 was dedicated for furniture for the bed room renovations project.

Key Terms:

N/A

Executive Summary:

I would like to request funding for new furniture for the new bed room project. This would include 11 beds, 11 bed side tables, 11 desks, a murphy bed, and 4 wardrobes.

Detailed Review:

RFP was sent out and we received three bids back. One of the bids did not meet spec. The other two bids came in at a much higher price than I was able to get on the internet. I am recommending that we do not go with the lowest bidder that met spec, but that we purchase the furniture on the internet from Fire Station Furniture.com. This purchase price would be \$19,706.78. This would be a savings of \$7,226.56 from the lowest Bidder (William Peterson/Associates) of \$26,933.34.

Funding Source:

The Council order from 8/17/21 does not list the funding source directly for the furniture. It does list the funding source for the bed room renovation as the Infrastructure and Building Improvements/Repairs Municipal Bond. The funding for the furniture was not budgeted for in the FY 22 budget. It was considered as part of the overall bed room renovation cost.

Staff Recommendation:

If approved, I would recommend that we purchase the needed furniture over the internet from Fire Station Furniture.com to reduce the cost of the project.



**CITY OF BIDDEFORD
FIRE DEPARTMENT**

152 Alfred Street
Biddeford, Maine 04005
Tel: 207-282-6632
Fax: 207-283-8243

Chief Scott R. Gagne
Assistant Chief Edward B. Dexter
Deputy Chief Kevin D. Duross

September 21, 2021

RE: 2021 Biddeford Fire Department Commercial Bedroom Furniture

On Tuesday, September 21, 2021 at 1005, commercial bedroom furniture bids were opened. Three (3) bids were received and three (3) bids opened.

Present:

Kathy Boyden, Biddeford Fire Department
Kevin Duross, Biddeford Fire Department

Bidders:

1. Norix Group, Inc.
Bid Amount - \$ 29,472.02
 - No Murphy Bed
2. William P. Peterson & Associates, Inc.
Bid Amount - \$ 26,933.34
 - No Murphy Bed. Substituted with Sleeper Sofa.
3. RDC holdings, LLC. DBA School Furnishings
Bid Amount - \$ 15,189.46
 - No under bed storage

Internet Pricing \$19,706.78

**SPECIFICATIONS AND BID FORMS
FOR**

Commercial Bed Room Furniture

**BIDDEFORD FIRE DEPARTMENT
152 ALFRED STREET
BIDDEFORD, MAINE 04005
(207) 282-6632
Fax (207) 283-8243**

BIDDEFORD FIRE DEPARTMENT
Request for Proposals

Commercial Bed Room Furniture

The Biddeford Fire Department is seeking Bids for Commercial Bed Room Furniture as listed below.

CLOSING DATE:

Proposals will be received until 10:00 am on Tuesday, September 21, 2021 at the Biddeford Fire Department, 152 Alfred Street, Biddeford, ME. 04005. At this time and location, the proposals will be publicly opened.

Any proposals received after the above-scheduled date and time may NOT be considered.

INSTRUCTIONS:

Proposals are to be submitted (FOUR COPIES) in a sealed envelope/box and clearly marked as **Request for Proposal for Commercial Bed Room Furniture** on the outside of the packaging, including any outer packaging (UPS, FedEx, USPS, etc.)

Proposals must be delivered to:

Biddeford Fire Department
Attn: Chief Gagne - RFP for Commercial Bed Room Furniture
152 Alfred Street
Biddeford, ME. 04005

TAXES:

The City of Biddeford is exempt from all State and Federal taxes. Do not include these amounts in your proposal.

All bids shall be submitted on the bid form provided herewith. Bidders shall attach to the bid form a detailed description of the items proposed, including specification, standard features, optional equipment, and warranties. Any exception(s) to the bid specification shall be listed on the provided bid form in the area provided for exception(s). Bidders shall quote prices that include shipping charges. No proposal may be withdrawn within sixty (60) days after date of opening thereof.

Biddeford Fire Department will select the bidder that best meets the needs of the Fire Department. In evaluating bids, the Fire Department will consider the price, quality, warranty,

specific features of the equipment proposed, the bidder's location, and the time of delivery. The Fire Department reserves the right to reject any or all bids, to wave informalities in the bidding process, and to negotiate specific terms of the bid. Biddeford Fire Department will issue a purchase order to the successful bidder to indicate the award of the contract to furnish the escape system. Questions regarding this bid should be addressed to Chief Scott Gagne at 207-282-6632.

SPECIFICATIONS
(Acceptable minimums are listed)

Quantity	Description	
11	Commercial single bed frames with a minimum weight capacity of 400lbs with four separate storage areas under each bed	
11	Commercial Table Desks with minimum dimensions of 42" w x 24" D x 30" H	
11	Commercial Night Stands	
1	Wall Full Murphy Bed	
4	Commercial cabinet single lockers with a minimum dimension of 15" l x 15.75" W x 72.875" H	

All bids must bear the handwritten signature of an officer or authorized employee of the company bidding.

This bid is submitted by:

Printed name: _____

Business name: _____

Business Location: _____

Business phone: _____

Signed _____ Date _____



Quote

Working Fire Furniture & Mattress Co. Inc.
PO Box 1310
Mebane NC 27302 US
brandon@firestationfurniture.com
855-956-3473

DATE	EXPIRATION	QUOTE #
9/8/2021	11/7/2021	5227
		PO #

BILL TO	SHIP TO
Kevin Duross	Kevin Duross
Biddeford Fire Department	Biddeford Fire Department
152 Alfred St.	152 Alfred St.
Biddeford ME 04005	Biddeford ME 04005

ITEM LIST	QTY	EACH	AMOUNT
FHC-CCB-TXL			
Firehouse Collection Captains Bed - Twin XL	11.00	769.49	8,464.39
FHC-CTD			
Firehouse Collection Classic Table Desk w/Laminate Top	11.00	313.49	3,448.39
FHC-CNS			
Firehouse Collection Classic Nightstand - Wood top	11.00	237.49	2,612.39
FHC-CSW			
Firehouse Collection Classic Small Wardrobe	4.00	474.99	1,899.96

SUBTOTAL	16,425.13
SHIPPING	1,739.79

Firehouse Collection furniture in selected finish ships in 4-6 weeks.	TOTAL USD	18,164.92
---	------------------	------------------

Delivery is made by common carrier and includes customer unloading at a business address. Please let us know if other arrangements are needed. Delivery is normally made 5-10 business days from the day the order ships.

Please note that shipping times are estimates and may vary based on production capabilities. Actual delivery times are determined by the carrier used to transport the order and can vary based on the carrier and location of the delivery. We try to meet or exceed the estimated times, but cannot always guarantee it.

*mattress
boxspring*

Home > BUNK ROOM FURNITURE > Firehouse Collection™ Captains Bed



FIREHOUSE COLLECTION™ CAPTAIN

\$809.99

SIZE

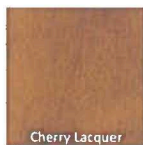
Twin XL

FINISH

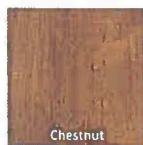
Honey Lacquer

ADD TO CART

ADD TO QUOTE



Cherry Lacquer



Chestnut



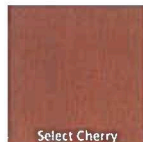
Driftwood



Honey Lacquer



Huntington Maple



Select Cherry



Walnut

OUR SOLID-WOOD FIREHOUSE COLLECTION™ FURNITURE IS DESIGNED AND BUILT TO HOLD UP IN THE FIREHOUSE! VERSATILE AND DURABLE. CHOOSE FROM A COMPLETE LINE OF MATCHING FURNITURE FOR YOUR FIRE STATION.

- **THIS PRODUCT DOES NOT QUALIFY FOR FREE SHIPPING. SHIPPING COST WILL BE PROVIDED WITH QUOTE.**
- **If this product is ordered online, a separate invoice will be provided for the shipping cost.**
- **Honey lacquer finish product is in stock and ships in 1-2 business days**
- **Other finishes ship in 3-4 weeks**

Features:

- **Fire Station Bed: 4 drawers beneath bed for storage**
- **Solid-wood construction**
- **Penetrating, oil-based stain and sealer protects against nicks, fading and water spotting**

[Home](#) > [BUNK ROOM FURNITURE](#) > Firehouse Collection™ Steel Table Desk

FIREHOUSE COLLECTION™ STEEL TABLE

\$279.99

FINISH

Cherry

[ADD TO CART](#)

[ADD TO QUOTE](#)



OUR SOLID-WOOD FIREHOUSE COLLECTION™ FURNITURE IS DESIGNED AND BUILT TO HOLD UP IN THE FIREHOUSE! VERSATILE AND DURABLE. CHOOSE FROM A COMPLETE LINE OF MATCHING FURNITURE FOR YOUR FIRE STATION.

- **FREE THIS PRODUCT DOES NOT QUALIFY FOR FREE SHIPPING. SHIPPING COST WILL BE PROVIDED WITH QUOTE.**
- **If this product is ordered online, a separate invoice will be provided for the shipping cost.**
- **Ships in 7-10 business days.**

Features:

- **Fire Station Table: Steel base with laminate top**
- **Dimensions: Twin 42"W x 24"D x 30"H**
- **Weight: 21 lbs.**

Warranty:

- **10-Year limited warranty**
- **Details available [here](#)**

[Home](#) > [BUNK ROOM FURNITURE](#) > Firehouse Collection™ Nightstand

FIREHOUSE COLLECTION™ NIGHTST

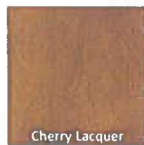
\$249.99

FINISH

Walnut

TOP

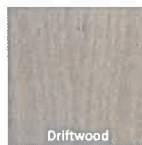
Solid Wood

[ADD TO CART](#)[ADD TO QUOTE](#)

Cherry Lacquer



Chestnut



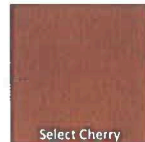
Driftwood



Honey Lacquer



Huntington Maple



Select Cherry



Walnut

OUR SOLID-WOOD FIREHOUSE COLLECTION™ FURNITURE IS DESIGNED AND BUILT TO HOLD UP IN THE FIREHOUSE! VERSATILE AND DURABLE. CHOOSE FROM A COMPLETE LINE OF MATCHING FURNITURE FOR YOUR FIRE STATION.

- **FREE THIS PRODUCT DOES NOT QUALIFY FOR FREE SHIPPING. SHIPPING COST WILL BE PROVIDED WITH QUOTE.**
- **If this product is ordered online, a separate invoice will be provided for the shipping cost.**
- **Honey lacquer finish product is in stock and ships in 1-2 business days**
- **Other finishes ship in 3-4 weeks**

Features:

- **Firefighter Bedroom: Solid-wood construction**
- **Penetrating, oil-based stain and sealer protects against nicks, fading and water spotting**
- **Available with laminate top**



Home > BUNK ROOM FURNITURE > Firehouse Collection™ Small Wardrobe



FIREHOUSE COLLECTION™ SMALL WARDROBE

\$499.99

FINISH

Walnut

ADD TO CART

ADD TO QUOTE



OUR SOLID-WOOD FIREHOUSE COLLECTION™ FURNITURE IS DESIGNED AND BUILT TO HOLD UP IN THE FIREHOUSE! VERSATILE AND DURABLE. CHOOSE FROM A COMPLETE LINE OF MATCHING FURNITURE FOR YOUR FIRE STATION.

- **THIS PRODUCT DOES NOT QUALIFY FOR FREE SHIPPING. SHIPPING COST WILL BE PROVIDED WITH QUOTE.**
- **If this product is ordered online, a separate invoice will be provided for the shipping cost.**
- **Honey lacquer finish product is in stock and ships in 1-2 business days**
- **Other finishes ship in 3-4 weeks**

Features:

- **Firefighter Bedroom Furniture: Solid-wood construction**
- **Penetrating, oil-based stain and sealer protects against nicks, fading and water spotting**
- **Lateral support fastened with screws on front and side for maximum structural support**
- **Dimensions: 23"D x 22"W x 67"H**



Deliver to Scott
Biddeford 04005

All ▾ wall beds

Hello, Biddeford
Account & Lists ▾ Returns
& Orders

0

All Buy Again Customer Service Prime ▾ Toys & Games New Releases Home Audio & Theater

Save on school essentials

Amazon Home Shop by Room Discover Shop by Style Home Décor Furniture Kitchen & Dining Bed & Bath Garden & Outdoor Home Improver

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Home & Kitchen ▸ Furniture ▸ Bedroom Furniture ▸ Beds, Frames & Bases ▸ Beds



Roll over image to zoom in



Full Wall Bed with Desk

Visit the Bestar Store

9 ratings

Price: **\$1,541.86****Pay \$85.66/month for 18 months, interest-free upon approval for the Amazon Prime Rewards Visa Card**Color: **White Chocolate**Size **Full**Material **Wood**Color **White Chocolate**Furniture **White**

Finish

Brand **Bestar**

About this item

- Dimension(WxDxH) 59.3"x19.5"x80.8"; CONVENIENT Accommodates most standard Full mattresses (8-10" thick, 60-90 lb, 54" x 75"). No futons. Thanks to dual piston system, the bed folds up and down safely in seconds without heavy lifting.; MADE IN NORTH AMERICA Assembly required (3 people). Maximum weight supported is 1000 lb (including mattress). Minimum height of anchoring wall is 83.5". Desk weight limit is 50 lb. Bed must be anchored to a wall.; Warranty 10 Years; Color White Chocolate
- Product Weight 367 lb; Country Of Origin CA
- GOOD QUALITY Made in North America from quality laminated particle board compliant with TSCA Title VI. The Murphy bed features 2 CSA-approved LED lights (120 V). Mattress not included, box spring not required.
- Space saver Ideal for small spaces and multifunctional rooms. Assign a clearance of 30-36" around open bed. Clearance of 9.6" under bed when open.

\$1,541.86FREE delivery: **Aug 20 - 31**Deliver to Scott - Biddeford
04005**Usually ships within 6 to 10 days.**

Qty: 1

Add to Cart

Buy Now

Secure transaction

Ships from **BisonOffice**Sold by **BisonOffice**

Return policy: This item is returnable

Add a Protection Plan:

- ☐ 5-Year Indoor Furniture Accident Protection Plan for **\$299.99**
- ☐ 3-Year Indoor Furniture Accident Protection Plan for **\$209.99**

Add to List

New (3) from
\$1,541.86 & FREE Shipping

Share

Other Sellers on Amazon

\$1,606.01
& **FREE Shipping**

Sold by: Cymax

Add to Cart

\$2,140.35
& **FREE Shipping**

Sold by: OJCommerce

Add to Cart

Have one to sell?

Sell on Amazon

The logo of the Biddeford Fire Department is a yellow Maltese cross with a black border. The words "CITY OF BIDDEFORD" are arched across the top. Inside the cross, the words "FIRE" and "RESCUE" are visible, along with a fire truck and a ladder. A banner at the bottom of the cross reads "EMERGENCY SERVICES".

**SPECIFICATIONS AND BID FORMS
FOR**

Commercial Bedroom Furniture

**BIDDEFORD FIRE DEPARTMENT
152 ALFRED STREET
BIDDEFORD, MAINE 04005
(207) 282-6632
Fax (207) 283-8243**

BIDDEFORD FIRE DEPARTMENT
Request for Proposals
Commercial Bedroom Furniture

The Biddeford Fire Department is seeking Bids for Commercial Bedroom Furniture as listed below.

CLOSING DATE:

Proposals will be received until 10:00 am on Tuesday, September 21, 2021 at the Biddeford Fire Department, 152 Alfred Street, Biddeford, ME. 04005. At this time and location, the proposals will be publicly opened.

Any proposals received after the above-scheduled date and time may NOT be considered.

INSTRUCTIONS:

Proposals are to be submitted (FOUR COPIES) in a sealed envelope/box and clearly marked as **Request for Proposal for Commercial Bedroom Furniture** on the outside of the packaging, including any outer packaging (UPS, FedEx, USPS, etc.)

Proposals must be delivered to:

Biddeford Fire Department
Attn: Chief Gagne - RFP for Commercial Bedroom Furniture
152 Alfred Street
Biddeford, ME. 04005

TAXES:

The City of Biddeford is exempt from all State and Federal taxes. Do not include these amounts in your proposal.

All bids shall be submitted on the bid form provided herewith. Bidders shall attach to the bid form a detailed description of the items proposed, including specification, standard features, optional equipment, and warranties. Any exception(s) to the bid specification shall be listed on the provided bid form in the area provided for exception(s). Bidders shall quote prices that include shipping charges. No proposal may be withdrawn within sixty (60) days after date of opening thereof.

Biddeford Fire Department will select the bidder that best meets the needs of the Fire Department. In evaluating bids, the Fire Department will consider the price, quality, warranty,

specific features of the equipment proposed, the bidder's location, and the time of delivery. The Fire Department reserves the right to reject any or all bids, to wave informalities in the bidding process, and to negotiate specific terms of the bid. Biddeford Fire Department will issue a purchase order to the successful bidder to indicate the award of the contract to furnish the bedroom furniture. Questions regarding this bid should be addressed to Chief Scott Gagne at 207-282-6632.

SPECIFICATIONS
(Acceptable minimums are listed)

Quantity	Description	
11	Commercial single oversized twin bed frames with a minimum weight capacity of 400lbs with four separate storage areas under each bed	
11	Commercial Table Desks with minimum dimensions of 42"W x 24"D x 30"H	
11	Commercial Night Stands	
1	Wall Full Murphy Bed	
4	Commercial cabinet single lockers with a minimum dimension of 15"L x 15.75"W x 72.875"H	

All bids must bear the handwritten signature of an officer or authorized employee of the company bidding.

This bid is submitted by:

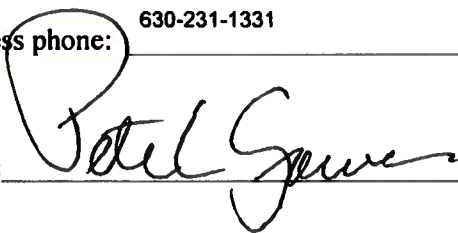
Printed name: Peter L. Graves

Business name: Norix Group, Inc.

Business Location: One Innovation Drive

West Chicago, IL 60185

Business phone: 630-231-1331

Signed  Date 09 Sep 2021



Quote

Norix Group, Inc
One Innovation Drive
West Chicago IL 60185-2033
United States

Date 08/25/2021
Quote # QUO532896
Expires 09/24/2021
Project Name Biddeford Fire Department
Terms Subject to Credit Approval
Estimated Lead Time (Weeks ARO) 10

Bill To

Biddeford Fire Department
152 Alfred St
Biddeford ME 04005
United States

Contact Name

scott.gagne@biddefordmaine.org
(207) 282-6632

Ship To

Biddeford Fire Department
152 Alfred St
Biddeford ME 04005
United States

Partner

The Ben Taylor Company : Howell, Robert
rhowell@btcsales.com
(978) 808-4712
Customer Service Rep
Aleesha, Parent
aparent@norix.com
(630) 818-3229

Line #	Item	Description	Image	Product Spec Sheet	Qty	Unit Price	Ext. Price
1	TNT131 1-0000X XT	Titan, Beds, Bunkable Spring Deck Bed, 38.5"W x 85.795"L; Color: Please select an option(s) - Khaki, Ebony		Product Spec	11	\$447.49	\$4,922.39
2	TNT701 6- N001XX T	Titan, Chests, Drawer Locker Steel; Color: Please select an option(s) - Khaki, Ebony		Product Spec	22	\$349.00	\$7,678.00
3	TNT603 2- NL10XX T	Titan, Desks, Pedestal Desk Steel; Color: Please select an option(s) - Khaki, Ebony		Product Spec	11	\$834.72	\$9,181.92
4	TNT202 9- NLXXXX T	Titan, Chests, Nightstand Steel; Color: Please select an option(s) - Khaki, Ebony		Product Spec	11	\$406.57	\$4,472.27

Line #	Item	Description	Image	Product Spec Sheet	Qty	Unit Price	Ext. Price
5	TNT810 OX-0000 XXT	Titan, Wardrobes, Single Wardrobe Steel, No Lock, Flat; Hinge Location: Please select an option(s) - Left, Right; Color: Please select an option(s) - Khaki, Ebony		Product Spec	4	\$804.36	\$3,217.44
6	COMME NT:	NO BID: WALL FULL MURPHY BED		Product Spec			

Subtotal	\$29,472.02
Tax Total (%)	\$0.00
Shipping Charges	\$0.00
Total	\$29,472.02

Shipping

Important: Unless otherwise noted above, Freight shown above is Standard Dock to Dock Delivery via common carrier, using your personnel to unload the merchandise. You will be contacted 24 hours prior to delivery so you may make arrangements to unload the merchandise. If you require different delivery options, please complete and return the attached Delivery Change Form prior to placing your order.

This Quotation is valid for 30 days and subject to the Standard Terms and Conditions stated in the Norix Group Price List.

Thank you for allowing Norix the privilege of quoting your requirements.

If you'd like to place an order:

For orders over \$10,000, please submit a PO to your Norix Customer Service Representative.

For orders under \$10,000, please fill out the bottom portion of this quote and return it to your Norix Customer Service Representative.

Ship To: _____

Accepted By: _____

Address: _____

P.O. Number: _____

Sales Tax Exempt? (please circle) Yes or No

Contact: _____

Tax Exempt #: _____

Phone: _____

Requested Delivery Date: _____

Bill To (if different from above): _____

Address: _____

Contact: _____

Phone: _____

[Click Here for Norix Terms and Conditions](#)



Phone: Web Site: www.wppeterson.net
Fax: Email: Bill@Wppeterson.net

Quote #: 2021-5849-35-SR

Chief Scott Gagne
Bidderford Fire Department
152 Alfred Street
Bidderford, ME 04005

Phone: (207) 282-6632
Fax: (207) 283-8243
Email:
Project:

Date: 9/17/2021
Rep.: billsr@wppeterson.net

Qty	Item #	Name	Price	Total
11	1	Commercial single oversized twin bed	344.35	3,787.85
22	2	2 Drawer Storage	295.85	6,508.70
11	3	Commercial Night Stand	575.96	6,335.56
11	4	Commercial Table Desk	290.96	3,200.56
4	5	Commercial Cabinet Single Locker	1,046.84	4,187.36
1	6	Queen Sleeper Sofa	1,703.02	1,703.02
1	7	Freight	1,210.29	1,210.29
Sub Total				26,933.34
Shipping & Handling				
Taxes				0.000%
TOTAL				26,933.34

Comments:

Office Use Only:

Thank you for your business.



Phone: Web Site: www.wppeterson.net
Fax: Email: Bill@Wppeterson.net

Quote #: 2021-5849-35-SR

Chief Scott Gagne
Bidderford Fire Department
152 Alfred Street
Bidderford, ME 04005

Phone: (207) 282-6632
Fax: (207) 283-8243
Email:
Project:

Date: 9/17/2021
Rep.: billsr@wppeterson.net

Qty	Item #	Name	Price	Total
11	1	Commercial single oversized twin bed	344.35	3,787.85
11	2	2 Drawer Storage	295.85	3,254.35
11	3	Commercial Night Stand	575.96	6,335.56
11	4	Commercial Table Desk	290.96	3,200.56
4	5	Commercial Cabinet Single Locker	1,046.84	4,187.36
1	6	Queen Sleeper Sofa	1,703.02	1,703.02
1	7	Freight	1,210.29	1,210.29
			Sub Total	23,678.99
			Shipping & Handling	
			Taxes	0.000%
			TOTAL	23,678.99

Comments:

Office Use Only:

Thank you for your business.

FOLIOT FURNITURE
LAS VEGAS, NEVEDA, USA



William P Peterson / Associates
925 E. Executive Park Drive
Suite F
Salt Lake City, UT 84117
(801)293-8650 • (801)293-8655 Fax

September 17, 2021

Biddeford Fire Department
152 Alfred Street
Biddeford, Maine 04005
ATTN: Chief Scott Gagne

Reference: Your RFP for Commercial Bedroom Furniture
Due: Tuesday, September 21, 2021 @ 10:00 AM

Dear Chief Gagne:

WILLIAM P. PETERSON & ASSOCIATES, INC., a Utah Corporation in good standing, is pleased to submit this offer to supply the Biddeford Fire Department with Commercial Bedroom Furniture. Our pricing assumes that all furniture will be shipped to 152 Alfred Street, Biddeford, Maine and will be received there and assembled by your own personnel. State taxes have not been included.

Our bid is predicated on a review of your RFP as titled, "SPECIFICATIONS AND BID FORMS FOR COMMERCIAL BEDROOM FURNITURE. This proposal offers to provide commercial furniture by FOLIOT FURNITURE with manufacturing facilities in Las Vegas, NV and Quebec, Canada. Specifications for the furniture offered is attached and follows this letter. Warranties are also attached.

We appreciate the opportunity to serve you at this time and stand ready to service all of your furniture needs in the future. Please view our web site at www.wppeterson.net and that of that of Folio at www.foliot.com more details on our respective companies.

Sincerely,
William P. Peterson & Associates, Inc.

By: William P. Peterson, President

All bids must bear the handwritten signature of an officer or authorized employee of the company bidding.

This bid is submitted by:

Printed name: William P. Peterson

Business name: WILLIAM P PETERSON & ASSOCIATES, INC.

Business Location: 925 Executive Park Drive, Suite F

SALT LAKE CITY, UTAH 84117

Business phone: 801-293-8650

Signed W Peterson Date 9/17/21



William P Peterson / Associates
925 E. Executive Park Drive
Suite F
Salt Lake City, UT 84117
(801)293-8650 • (801)293-8655 Fax

September 20, 2021

Chief Scott Gagne
Biddeford Fire Department
152 Alfred Street
Biddeford, Maine 04005

Dear Chief:

Our firm submitted a proposal to the Biddeford Fire Department to provide Commercial Bedroom Furniture. It was mailed on Saturday, September 18, 2021 via FedEx to arrive your station on Monday evening September, 20, 2021. This bid was due Tuesday, September 21, 2021 before 10:00 AM your time. It was a tough deadline, but we worked into the wee hours to ensure our bid was timely.

In the rush we inadvertently neglected to include two important pages. These pages were intended to follow our pricing page to offer clarity as to the products we were proposing. I am faxing those two pages to insure they arrive prior to the deadline. I will mail hardcopy as well via USPS. They will arrive after the deadline specified. However, they may be easier to read.

I apologize for the need to do this, but my options were limited.

RESPECTFULLY,

William P. Peterson

CEO, William P Peterson & Associates, Inc.

QUANTITY

DESCRIPTION

**PRICE
Each**

**Commercial single oversized twin bed
frames with a minimum weight capacity of
400lbs with four separate storage areas
under each bed**

11



DGN08-103S ADJ. BUNK. LOFT. METAL BED

80.00W X 36.00D X 36.00H

Metal Finish : Black

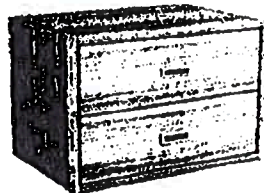
Note : PROTEC. BAR HIGHLY RECOMMENDED

To Accommodate Mattress : 80x36

\$344.35

Under Bed Storage

22



DGNDR-201S 2 DRAWER STACKABLE DRESSER

24.00W X 20.00D X 20.00H

CaseGood Finish : To Be Determined

Drawer Handle : To Be Determined

Front Panel Edge Finish : To Be Determined

Front Panel Finish : To Be Determined

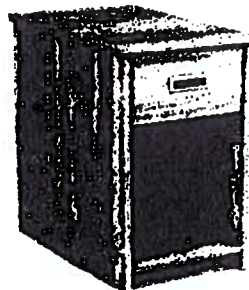
Top Edge Finish : To Be Determined

Top Finish : To Be Determined

\$295.85

Commercial Night Stand

11



DGNNT-102S NIGHT TABLE W/ 1 DRAWER

16.00W X 20.00D X 30.00H

CaseGood Finish : To Be Determined

Drawer Handle : To Be Determined

Front Panel Edge Finish : To Be Determined

Front Panel Finish : To Be Determined

Top Edge Finish : To Be Determined

Top Finish : To Be Determined

\$575.96



QUOTE

17A Executive Drive
Hudson, NH 03051
Ph: (603)882-9418

www.schoolfurnishings.com
Orders@schoolfurnishings.com

Date: 9/15/2021

Quote # 24-18148

Biddeford Fire Department

152 ALFRED STREET

Biddeford, Maine 04073

Attn:

**NOTE: FREIGHT INCLUDED-
INSTALLATION NOT INCLUDED**

**PRICES GOOD FOR 14 DAYS
AND FOR QUANTITIES SHOWN**

***CHANGES IN QUANTITY WILL
REQUIRE NEW QUOTE***

Item	Description	Qty	Unit Price	Total
01	Savoy BBS-3680 Smart Bed. Single, Bunkable Bed, Metal Insert. Channel System in End posts, Easy Hook, Spring, 7 Height Adjustments while maintaining a maximum mattress deck height of 29-1/2. Accepts a 36 x 80 Mattress (Extra Long Twin). 85-1/4x38x36. *Mattress not included. Linens not included.	11	\$344.25	\$3,786.75
02	Savoy N-L-SD-4224 Nittany. 42" Study Desk with Open Legs and Pencil Drawer. High Pressure Laminate Top with internally banded solid oak bullnose edges, oak veneer core plywood construction. 42x24x30	11	\$378.47	\$4,163.17
03	Savoy N-BCD-2020 Nittany. Nightstand with Top Drawer and Open Compartment Below. High Pressure Laminate Top with internally banded solid oak bullnose edges, integrated finger pulls, oak veneer core plywood construction. 22x20x24	11	\$262.64	\$2,889.04
04	Savoy N-SW-2424-78 Nittany. Single Door Wardrobe with Interior Shelf and Clothes Rod, 78" H. Internally banded solid oak bullnose edges, oak veneer core plywood construction. 24x24x78	4	\$449.55	\$1,798.20

Terms:

Net 30 Days

F.O.B - Destination

Estimated Shipping Date:

Accepted By: _____

Date: _____

Account Rep: Charles Lemon

All bids must bear the handwritten signature of an officer or authorized employee of the company bidding.

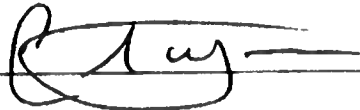
This bid is submitted by:

Printed name: CHARLES LEMON

Business name: ROC HOLDINGS, LLC DBA SCHOOL FURNISHINGS

Business Location: 17A EXECUTIVE DR
HUDSON, NH 03051

Business phone: (207) 406-3488

Signed  Date 09/20/21



Finance Committee

Meeting Date: Tuesday October 19, 2021

Meeting Time: 5:00 PM

Agenda Item No: [match agenda item #]

Item Description: Scanning of all plans located in the Engineering Department

Submitted by: Jeff Demers Director Public Works/Waste Water; Craig Chekan, Staff Engineer

Supporting Information/Documentation:

9/25/2021 Record Drawing Scanning Quote Summary

9/25/2021 Morgan Records Management summary

Executive Summary:

The Engineering Department reached out to several scanning companies to get pricing of scanning an estimated 10,000 plan drawings. Six companies gave proposals and pricing.

Detailed Review:

The Engineering Departments most important aspect of digitizing our engineering record drawings is developing an easy, accessible file directory system for all users. This will also help the department and moving forward with the city's GIS system. Below are other reasons staff considers this of importance going forward.

- a. Efficiency
 - i. Can find a record drawing in minutes, rather than 30+ minutes (finding drawer, digging through drawer, scanning individual drawing)
- b. Accessibility
 - i. Anyone will be able to find a record drawing, rather than just one individual
- c. Record Database
 - i. Will create a database of what record information we have and any missing gaps
- d. Future Archiving
 - i. File management structure will be set up for all future drawings to be archived properly
- e. Current-Day Standards
 - i. Record drawings can be distributed electronically vs. hard copies, per current-day standards
- f. GIS
 - i. Will complement our GIS-update efforts, identifying areas in GIS that need to be updated

Funding Source:

Funds for this project have been designated in 21167-60797 – 35102-60310

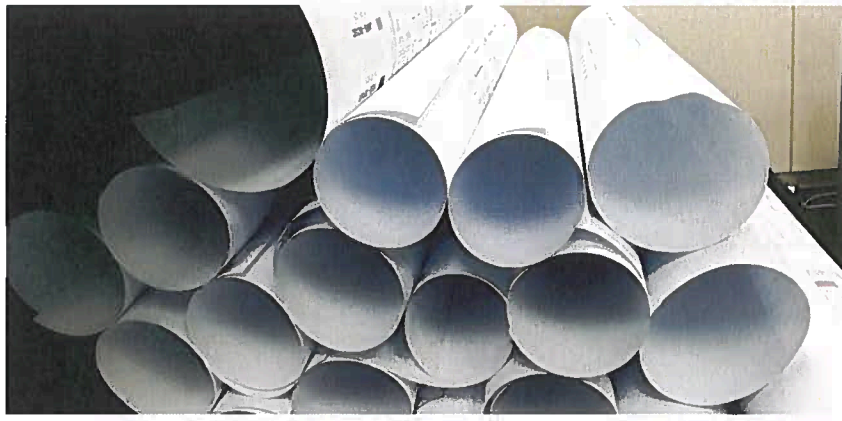
Staff Recommendation:

Staff recommends Morgan Records Management for the total sum of \$11,505.00

BIDDEFORD ENGINEERING DEPARTMENT - RECORD DRAWING SCANNING QUOTE SUMMARY			
Number	Company Name	Location	Cost
1	<u>Morgan Records Management</u>	Manchester, NH	\$11,505
2	<u>New England (NE) Document Systems</u>	Manchester, NH	\$16,640
3	<u>Records Management Center (RMC)</u>	Auburn, ME	\$19,425
4	<u>Brown & Meyers</u>	Scarborough, ME	\$12,500
5	<u>Xpress Copy</u>	Portland, ME	\$10,000+
6	<u>Copy-It</u>	Biddeford, ME	\$40,000

Large Format Document Scanning

Solutions > [Large Format Document Scanning](#)



Convert Your Large Format Documents to Digital

Morgan Records provides high quality large format scanning services for all types of oversized drawings and documents. We expertly scan engineering drawings, architectural drawings, blueprints, site plans, surveys, maps and more. Once digitized and indexed, oversized documents can be accessed and shared without effort. Having a digital backup of your large format documents results in a multitude of benefits. Ultimately you will save

time, money and have peace of mind knowing that your vital data is archived and protected. Large Format Scanning Services

We use only the highest quality wide format scanners on the market and our customers can generally expect the quality of their scanned images to be better than that of the original. Our specialized equipment enables us to provide clients with high-quality digital images in either black & white, grayscale or full color. Our large format scanning technicians are highly trained professionals equipped to handle over-sized documents of any type with care. Whether your large documents are folded, rolled-up, flat, brittle or delicate, they will be safe in our hands. Morgan Records has digitized tens of millions of large format documents for organizations in various industries. We provide scanning services to utility companies, manufacturers, contractors, developers, architectural and engineering firms, government agencies and more. Regardless of what your company does, we have the expertise and equipment to accurately digitize all of your documents.

Indexing Wide Format Images We understand how scanned images can be used in CAD, GIS and EDMS systems and the importance of capturing information in a way that enables you to manage your electronic documents with ease. Our technicians are trained in capturing and indexing descriptive information & revision dates from the title block of drawing scans or anywhere else on the surface of drawings, maps & blueprints. This data will enable you the ability to catalog all of this newly digitized information. Project plans & other multi-page documents can be captured as single set or multi-page files that encompass

various plans or drawings from the same set. We will work with you to ensure your documents are scanned and cataloged in a way that makes the electronic retrieval process as simple as possible for you and your organization.

Large Format Document Scanning Services:

- Engineering Drawing Scanning
- Architectural Drawing Scanning
- Blueprint Scanning
- Map Scanning
- Project Plan Scanning
- Survey Scanning
- Highway Plan Scanning
- Poster and Painting Scanning
- CAD Drawing Scanning
- Manufacturing Design Scanning
- Over-sized Photo Scanning
- Circuit Diagram Scanning
- Large Format Scanning with Smooth Solutions
- Trust in our experience – we've scanned over 10 million large format documents
- State-of-the-art facility with on-site scanning capabilities
- We scan high volumes of oversized documents quickly and at a high resolution
- Our professional staff are trained to handle delicate and fragile drawings
- Easily retrieve and share data from indexed, large format imaging
- Save time, money & space with newly digitized documents

ADDITIONAL SERVICES

- ▶ **Document Scanning**
- ▶ **Medical Records Custodian**
- ▶ **Digital Mailroom Services**
- ▶ **Offsite Document Storage**

- ▶ **Document Destruction**
- ▶ **Large Format Scanning**
- ▶ **Book Scanning**
- ▶ **Data Protection & Storage**
- ▶ **Managed Services**
- ▶ **E-Discovery**
- ▶ **Data Extraction Conversion**
- ▶ **Blue Wrap Recycling**



R E C O R D S M A N A G E M E N T

A sound records management program is serious business. You need to know your material is safe, secure and easily accessible when you really need it.

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Manchester, NH

Morgan Records Management Headquarters

🏠 159 Frontage Road

🏠 Manchester, NH 03103

☎ (603) 509-3986

☎ (800) 604-3994

Boston, MA

Morgan Records Management

🏠 90 Canal Street

🏠 Boston, MA 02114

☎ (833) 888-0247

New York, NY

Morgan Records Management

🏠 165 Broadway 23rd Floor

🏠 New York, NY 10006

☎ (833) 888-0247

Philadelphia, PA

Morgan Records Management

🏠 1650 Market Street 36th Floor

🏠 Philadelphia, PA 19103

📞 (833) 888-0247

Seattle, WA

Morgan Records Management

🏠 1455 NW LEARY WAY Suite 400

🏠 Seattle, WA 98107

📞 (833) 888-0247

Columbus, OH

Morgan Records Management

🏠 20 South 3rd Street, Suite 210

🏠 Columbus, OH 43215

📞 (833) 888-0247

Washington, D.C.

Morgan Records Management

🏠 1200 G Street, NW, Suite 800,

🏠 Washington, D.C., 20005

📞 (833) 888-0247

Los Angeles, CA

Morgan Records Management

🏠 5800 S Eastern Ave Suite 500

🏠 Commerce, CA 90040

☎ (833) 888-0247

Dallas, TX

Morgan Records Management

🏠 1341 W. Mockingbird Lane, Suite 600W

🏠 Dallas, TX 75247

☎ (833) 888-0247

Tempe, AZ

Morgan Records Management

🏠 64 E. Broadway Rd, Suite 200

🏠 Tempe, AZ 85282

☎ (833) 888-0247

San Francisco, CA

Morgan Records Management

🏠 1390 Market Street, Suite 200

🏠 San Francisco, CA 94102

☎ (833) 888-0247

Atlanta, GA

Morgan Records Management

🏠 2727 Paces Ferry Road, Suite 750

🏠 Atlanta, GA 30339

 (833) 888-0247

Denver, CO

Morgan Records Management

 720 S. Colorado Blvd, Penthouse North

 Denver, CO 80236

 (833) 888-0247

Miami, FL

Morgan Records Management

 6303 Blue Lagoon Drive, Suite 400

 Miami, FL 33126

 (833) 888-0247

Chicago, IL

Morgan Records Management

 55 E. Monroe, Suite 3800

 Chicago, IL 60603

 (833) 888-0247

Nashville, TN

Morgan Records Management

 555 Marriott Drive, 3rd Floor

 Nashville, TN 37214

 (833) 888-0247

Toronto, Canada

Morgan Records Management

🏠 895 Don Mills Rd., Two Morneau Shepell Centre, Ste 900

🏠 Toronto, Canada M3C 1W3

☎ (833) 888-0247

Montreal, Canada

Morgan Records Management

🏠 6500 TransCanada Service Road, 4th Floor

🏠 Montreal, Canada H9R 0A5

☎ (833) 888-0247



ALSO SERVING

BOSTON, MA - PORTLAND, ME - NEW YORK, NY - ATLANTA,
GA - MIAMI, FL - NASHVILLE, TN - CHICAGO, IL - COLUMBUS,
OH - KANSAS CITY, MI - DALLAS, TX - PHOENIX, AZ - LOS
ANGELES CA - SAN FRANCISCO, CA - DENVER, CO - SEATTLE
WA - TORONTO, CA - MONTREAL, CA - BALTIMORE, MD

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Trust Our Experience
to Manage Your Records
SINCE 1997



October 5, 2021

City of Biddeford, Maine
205 Main Street
Biddeford, ME 04005
Est# CB - 01

Thank you for selecting Morgan Records Management, LLC to assist you with your records scanning, and indexing project. The terms of our engagement are as set forth in this Agreement.

Project Summary & Agreement

Morgan Records Management, LLC (herein called "Company") hereby agrees to perform services for **City of Biddeford, Maine** (herein called "Client"), which requests to have its files/charts scanned and indexed ("Project"). Client agrees to pay Company for all services performed under this Agreement in accordance with Company's standard costs as generally set forth on **Schedule A** attached hereto and incorporated herein. Client has approved the Estimate of Cost (**Schedule B** attached hereto and incorporated herein) provided by Company which is based on a fixed Unit Price per Service Description, and acknowledges that the final Project cost will be the Unit Price per Service Description multiplied by the number of units actually received or created, as documented by Company.

1. Estimate, Project Summary & Scope

The Estimate of Cost has been prepared by the Company based upon representations provided by the Client as to the scope of the Project as follows:

Project Goal: Digitize Engineering Records

Transportation & Intake:

- **Transportation Type:** MRM Team Pickup/Drop-off
- **Trips Required:** 2
- **Estimated Boxes:** 15 Size 1 boxes (random number - to be confirmed)
- **New Boxes Supplied:** Client will box up files, or MRM will prepare to box up an estimated 15 boxes at the time of pick-up and will supply new boxes.

Scanning & Indexing:

- **Images to be Scanned:** Estimating 10,000 Oversized drawings to be scanned in greyscale at 300 DPI. All single sided.
- **File Indexing:** TIFF File for every individual drawing. Name the TIFF File based on top 3 fields on drawing, File Project Number_Sheet Set Name_Drawing Name. 10,000 total digital files named.
- **OCR:** No Searchability

Digital File Delivery: Digital files will be published on an encrypted external drive.

Physical & Electronic Storage, Shredding, File Return:

All physical files to be held for up to 60 days after scanning is complete, at no additional cost, for quality control purposes. Once Client has provided authorization, MRM will securely return records to the Client.

Other Special Requirements:

Accepted by _____ Date: _____

1

Morgan Records Management
T: (603) 509-3986 | F: (603) 606-1126 | (800) 604-3994
info@MorganRM.com | www.MorganRM.com

The parties hereto agree and acknowledge that the Estimate of Cost is intended to provide a reasonable estimate of the costs associated with the Project and to provide the Client with Company's fixed Unit Price per Service Description. The Estimate of Cost is not a guaranty of total price for the Project.

2. Inventory & Schedule

The charts/files to be scanned are located at Client's office in Biddeford, Maine. Scheduling of the file pick-up date will be coordinated after the execution of this Agreement by the Client and receipt of the initial deposit by Company. While Company has provided an estimate of the number of pages associated with this Project (Inventory), Client agrees and understands that Company has conducted an estimated count of the number of pages involved and Client agrees that the Estimate of Cost is solely an estimation of costs and not a guaranty of or cap for the price of the Project. At Client's written request, delivered to Company prior to the start of the Project, Company will stop the Project upon reaching the estimated number of pages and inform Client as to the then status of the Project. Client will have twenty-four (24) hours from notice from Company to decide whether to stop the Project and pay the balance due under the Estimate of Cost, or to direct the Company to continue the Project to completion, agreeing to be responsible for the total cost of the Project based on the actual number of pages and indexes received or created. In the event Client elects to stop the Project and re-start at a later date, additional costs may be incurred.

Based on our present scanning queue, Company estimates +/- 12 weeks (5 days per week, 8 hours per day) will be required to complete the Project from the Test Scan approval receipt date, assuming no unforeseen circumstances or interruptions. To the degree the Project is expected to exceed the estimated time (which can occur), Company will provide Client periodic progress updates.

3. Testing

A sample test scan will be given to Client for approval before production is started. The test scan will be provided once the project has reached the front of the scanning queue. Company will not proceed with the Project until delivery of written acceptance of the test sample is provided to Company's personnel. Delays in the acceptance of the sample may impact the Project schedule and cost.

4. Scanning/Quality Control

Scanner settings will be based on initial testing and specifications. The files will be scanned and viewed by the technician during the scanning process to ensure quality control e.g. each image is legible, and each file is indexed correctly and matches the chart/file. Company disclaims any liability for poor imaging caused by the condition of the documents provided by Client to be scanned or damage to any document cause by its condition.

5. Processing

Project assumes 10,000 pages will need to be scanned at an average rate of 2 pages per minute, or 83 hours to complete scan, not including document prep, re-prep, travel, and file indexing. Assume non-scan time at 4 times the scan speed. Upon completion of the Project (or termination in accordance with Sections 2 & 6 hereof), Company shall provide to Client a final invoice of the balance due for the Project based upon the actual scope of the Project as performed and documented by Company.

6. Changes

In the event Client elects to have Company stop the Project upon reaching the Estimate of Cost totals pursuant to Section 2 above, or seeks to alter the nature or scope of the Project as determined by Company, a written change order will be required to be delivered to the Company by the Client to authorize the Company to complete the Project or modify the Project with Client being responsible for all costs of Project completion despite any deviation from the Estimate. Upon timely receipt of a duly executed change order, Company will advise the Client of any associated changes to the Project schedule or cost due to such requested change and shall then complete the Project and/or make such requested change and provide a detailed billing to Client upon completion. If no change order is timely provided, Company shall be permitted to terminate the Project and be paid in full for all work performed. Company also reserves the right to require a new or additional agreement with Client in the event Company deems any requested change to require a new agreement versus a change order.

7. Terms of Payment

Company requires a deposit equal to one-half (1/2) (\$5,752.50) of the Estimate of Cost (\$11,505.00) prior to the scheduled pick-up date, unless other arrangements have been made and approved in writing by the Company. The final payment of one-half (1/2) (\$5,752.50) or project balance will be due when project is completed. In cases where the scope of the project has changed or increased by a minimum of 10% of the Estimate of Cost, the Company has the right to invoice the Client monthly as work progresses or upon completion. Deposit will be applied first until exhausted. Payments on outstanding invoices are due upon receipt.

Final payment based on the actual cost of the Project will be due upon completion of the Project and presentment of a final invoice from the Company. Upon receipt of full payment from Client, Company will deliver the finished work product to Client. Company shall be entitled to interest at the rate of one- and one-half percent (1.5%) per month (or any portion thereof) on any balance that is not paid within fifteen (15) days from presentation of an invoice. The ownership of the work product generated by the Company shall not be transferred to the Client until all invoices are paid in full. In the event any payment is tendered to the Company for less than the balance due and contains any written notation thereon, such notation shall not act as an accord and satisfaction, shall be considered null and void, and Company shall be free to negotiate such payment as if no written notation was included thereon. Client shall be responsible for any costs incurred by Company due to returned checks.

Client will be charged a pallet storage fee according to Schedule A after 60 days from the final invoice date if the confidential destruction list has not been signed by Client, unless other arrangements have been made such as box return or records storage.

X_____ I confirm that I have read, understand, and agree to the payment terms above.

All payments shall be made as follows:

Morgan Records Management
159 Frontage Road
Manchester, NH 03103

8. Client Representations; Limitation of Liability; Indemnification

Client represents and warrants that (a) Client owns or otherwise has all necessary rights in and to any and all files, charts, documents and other materials provided to Company; and (b) Company's scanning of such files, charts, documents and other materials do not and will not infringe, misappropriate or otherwise violate the rights of any party, including, without limitation, any copyright or other intellectual property rights. Client agrees to fully indemnify and hold Company harmless from and against any and all claims (together with any resulting damages, including any attorney fees and costs, incurred by the Company) arising from or relating to Client's errors, acts or omissions, including, without limitation, Client's breach of this Agreement and/or the claims alleging facts that would constitute a breach of the foregoing representations. Any images, indices, or other data prepared by Company that do not materially comply with the established specifications (See Sections 3 & 4 above) will be re-scanned at Company's expense, such re-scanning being Company's sole obligation and maximum liability hereunder. Without limiting the foregoing, Company will not be liable to Client for any indirect or consequential damages that may result from Company's provision of services hereunder. Further, Company does not warranty the integrity of the data contained in Client's files and is not liable for any damages of any kind that may arise as a result of faulty data within those files or poor condition of documents provided by Client.

9. Miscellaneous Provisions

A. This instrument constitutes the entire Agreement between the parties, and supersedes all prior agreements, arrangements, and understandings, whether oral or written, between the parties. No modification of this Agreement shall be binding unless in writing and signed by both parties.

B. No waiver of any right or remedy shall be effective unless in writing and signed by the waiving party; and nevertheless, shall not operate as a waiver of any other right or remedy on a future occasion.

C. Every provision of this Agreement is intended to be severable.

D. The Schedules attached hereto are incorporated herein and are acknowledged to be material terms of this Agreement.

E. This Agreement shall be construed in accordance with the laws of the State of New Hampshire and shall be deemed a contract made in New Hampshire without giving effect to its conflict of law principles. The parties agree that any dispute arising under this Agreement or involving the work performed hereunder shall be determined by the Courts of the State of New Hampshire. TRIAL BY JURY IS HEREBY WAIVED.

F. In the event any legal action is commenced by any party to enforce rights and obligations under this Agreement, the prevailing party in any such action shall be entitled to reimbursement for all costs and expenses associated with such enforcement action, including reasonable attorneys' fees and costs.

G. All notices under this Agreement shall be in writing and hand delivered or sent via federally recognized overnight courier (i.e. FedEx, UPS) or via certified, first class US mail. Notices shall be deemed to have been received when received.

H. The Agreement may be executed in counterparts.

SCHEDULE B

Estimate of Cost For City of Biddeford, ME

Qty	Service Description	Unit Price	Total
Transportation & Intake			
2	MRM Transportation - Per Pick-Up or Delivery	\$ 190.00	\$ 380.00
0	FedEx Shipment - Per Size 1 Box - Up to 1.2 Cubes, 35 lbs	\$ 8.00	
0	FedEx Shipment - Per Size 2 Box - Up to 2.0 Cubes, 45 lbs	\$ 30.00	
0	FedEx Shipment - Per Size 3 Box - Up to 3.0 Cubes, 60 lbs	\$ 40.00	
0	Box-Up Files - Includes New Box - Per Box	\$ 5.50	\$ -
15	Intake - Handling Box, Label, & Barcode - Per Box	\$ 2.00	\$ 30.00
Scanning & Indexing			
0	Document Prep & Imaging (B&W or Color) - Per Page	\$ 0.030	\$ -
0	Flatbed Scanning - Per Image	\$ 0.50	\$ -
10,000	Oversized Documents - Per Image	\$ 0.68	\$ 6,800.00
0	Standard OCR (Optical Character Recognition) - Per Box	\$ 10.00	\$ -
0	Handwriting OCR - Additional OCR Charge - Per Box	\$ 5.00	\$ -
10,000	File Indexing (Naming of Digital Files) - Per PDF	\$ 0.40	\$ 4,000.00
4	Quality Assurance - Per Hour	\$ 35.00	\$ 140.00
0	Expedite Project - Per Box	\$ 50.00	\$ -
Digital File Delivery			
0	Setup Data Import to Client Server - Per Project	\$ 350.00	\$ -
0	Data Import to Client Server - Per File	\$ 1.00	\$ -
0	Secure Data Transfer - SFTP (Secure File Transfer Protocol)	\$ 150.00	\$ -
1	Encrypted Drive	\$ 125.00	\$ 125.00
Physical & Electronic Storage, Shredding, File Return			
15	Return Box Handling - Per Box	\$ 2.00	\$ 30.00
0	Document Shredding - Per Size 1 Box (With Certificate of Destruction)	\$ 5.00	\$ -
0	Web License & Data Storage - Up to 500 GB (monthly)	\$ 30.00	\$ -
0	Hard Copy Records Storage - Per Box (monthly)	\$ 0.30	\$ -
Estimated Total			\$ 11,505.00
Sales Tax			NONE
See Next Page for Payment Options			

By executing this Agreement below, the parties hereby agree and accept the terms of this Agreement in full.

Accepted By: _____ Date: _____
City of Biddeford, ME

Accepted By: _____ Date: _____
Morgan Records Management, LLC

Morgan Records Management

SCHEDULE A

STORAGE, SERVICES AND RECORDS MANAGEMENT RATES EFFECTIVE DATE _____

RECORDS STORAGE

➤ Carton Storage

Size 1 Carton	Size 2 Carton	Size 3 Carton	Back-Up Tape
\$0.35/month	\$0.70/month	\$1.00/month	\$1.00/month

The cubic footage & tapes in storage at the end of each month is billed in advance for the next month. Cartons & tapes received during the previous month are billed for an entire month of storage. - Call for pricing for open Shelf Storage - Call for pricing on anything larger than 3 cubic feet (See reverse for standard box sizes and billable cubic foot units) Minimum monthly storage of \$15 will apply to all accounts.

➤ Delivery and Scheduled Pick-Up Charges (within a 25-mile radius of Records Center)

Will Call	Regular	Same Day	Rush	After Hours/Holiday
\$15 per pick-up	\$20 per trip	\$50.00 per trip	\$85.00 per trip	\$100.00 per trip

Delivery charges above include one (1) box, tape, or up to five (5) files.

• For all trips:

Add handling charge for additional standard cartons or files	\$1.25 per carton/files
Add handling charge for Size 2 cartons	\$2.25 per carton
Add handling charge for Size 3 cartons	\$3.25 per carton
Add handling charge for orders 20 standard cartons	\$1.00 per carton/files
Add handling charge for orders over 50 standard cartons	\$1.00 per carton/files
Add handling charge for orders over 100 standard cartons	\$1.00 per carton/files
Delivery charges for 26-49 miles	\$40 per trip
Delivery charges for 50-79 miles	\$60 per trip
Delivery charges for 80-100 miles	\$75 per trip
Call for pricing over 100-mile radius of records center	
Location handling charges – attic or basement with no elevator	Minimum \$50 or \$1.00 per box

Regular delivery is received that day before 5pm if order is placed before noon.

All orders placed after noon will be received next business day before noon.

Same day delivery is received within 4 hours of request during normal business hours by noon.

Rush delivery is received within 2 hours of request during normal business hours by noon.

After-Hours/Holiday delivery is available upon request.

Add \$10 to delivery if order is not placed through EDC ActiveWeb.

Maximum of 50 records cartons can be permanently removed from storage per month

Normal business hours are defined as: Monday through Friday, 9 a.m. to 5 p.m.

➤ Scan-on-Demand - Regular Charges

Up to 50 Pages	51-150 Pages	151-250 Pages	251-500 Pages
\$5	\$10	\$15	\$25

Rush	\$25.00 extra
After-Hours/Holiday	\$90.00 extra

Scan-on-Demand Delivery Charges – for ActiveWeb Imaging & WebConnect licensees

Call for pricing of scans over 500 pages

All scans to be completed within 2 hours of order receipt

Add \$5 prep fee for all orders

Must have ActiveWeb Imaging license / WebConnect license for all Scan-on-Demand orders.

➤ Retrieval/Re-file Charges

Regular Retrieval and/or re-filing of cartons & tapes	\$2.25 per carton per instance
Regular Retrieval and/or re-filing of individual files	\$3.25 per file per instance
Same Day-Rush-After-Hours/Holiday Retrieval of cartons & tapes	\$4.00 per carton per instance
Same Day-Rush-After-Hours/Holiday Retrieval of individual files	\$5.00 per file per instance

OTHER RECORDS MANAGEMENT SERVICES

Accession fee (new cartons into storage)	\$2.25 per unit
Accession fee (if client enters carton through Web RS system)	\$1.25 per unit
Interfiling of loose documents or new files into existing boxes (Includes re-file)	\$3.50 per unit
Warehouse searches and services (including document retrieval)	\$60.00 per hour
Excel spreadsheet importing	\$150 minimum
Re-boxing of Contents	\$ 5.50 – Includes New Box
Photocopies	\$1.00 for 1 st page, \$.25 ea. additional
Reports	No Charge on-line or \$25 for hard/disk copies
Onsite technical support	\$50 an hour (one-hour minimum)
New client setup – Setup departments	\$250
Pallet storage	\$50 a month
Flat rate box scan fee – Size 1 box	\$150 per box
UPS overnight charges	\$45 Minimum
Backup Data Storage	\$14.99 a month up to 30 GB

RECORDS STORAGE SUPPLIES

Letter/Legal boxes (10" H x 12" W x 15" D)	\$2.75 per box
Box and file barcode labels	FREE

INDEXING SERVICES

File-by-file indexing (custom designed to client's specifications)	\$0.40 per file, up to 2 data fields
Data edits	\$0.40 per file or \$0.30 per data field
File Indexing On-Demand	\$0.50 per file per instance, up to 2 data fields

DOCUMENT DESTRUCTION

Box Destruction (price per box)	\$5 per Size 1 box \$8 per Size 2 box \$10 per Size 3 box OR \$0.15/lb.
Offsite Pick-up	Call for pricing
Routine Shredding Consoles	Call for pricing & sizes

WEB LICENSES

WebConnect License & Storage – up to 50GB	\$15 monthly access fee
ActiveWeb Management	\$20 monthly access fee
ActiveWeb Imaging & Document Management (EDM)	\$40 monthly access fee

WEB BASED DOCUMENT MANAGEMENT SYSTEM

Call for pricing & details

Morgan Records Management provides document management services where no software or hardware investment is necessary for our clients to achieve a business environment that efficiently utilizes technology, personnel resources and available room. In addition, migrating your business information into an electronic format means that sharing information or improving work processes and information workflow becomes simple and efficient, contributing to time savings and cost reductions.

SCANNING & DIGITAL IMAGING

Call for pricing & details

Morgan Records provides multiple imaging options including OCR, zonal-OCR, file indexing, resolution options, and storage and back-up solutions to fit your business. You also have the option of converting the documents into electronic format yourself or have us do it for you.

OFFSITE DATA STORAGE & E-VAULTING

Call for pricing & details

Morgan Records Management can provide you with multiple storage options such as a DVD archive collection, a single hard-drive unit containing your entire archive or have Morgan Records Management store and maintain your data on our servers (no additional hardware or software necessary).

ONLINE BACK-UP

Call for pricing & details

Online Backup, sometimes referred to as remote backup or offsite data backup, allows users to back up data incrementally to a remote, offsite location over existing internet bandwidth. This gives your business the ability to implement a data protection strategy that includes offsite storage of a backup of your data without requiring physical transportation of the data from your location to another remote storage location.

Morgan Records Management DESCRIPTION OF SERVICES

RECORDS STORAGE

Carton Storage – Storage of client hard copy records in boxes (units) of the following sizes: Size 1 = under 1.2 cubes; Size 2 = 1.3 to 2.0 cubes (including x-ray boxes); Size 3 = 2.1 to 3.0 cubes. Any boxes over 3.0 cubic feet are considered commodity storage. Boxes are barcoded and assigned to random bin locations throughout Morgan Records Management facilities.

Open Shelf Storage – Storage of files on shelving rather than in boxes. Certain record types are more appropriately stored on shelves than in boxes. The charge for this service is based on a linear filing foot rather than a cubic foot. Files may be barcoded or kept in a sequential order that reflects the client filing system.

Environmentally Controlled Data Media Storage – Storage of computer disks, CDs, back-up tapes and other digital media requiring environmentally controlled conditions to maintain the integrity of the data. Depending on client needs, options include storage in boxes, special containers, or on open shelves in either Morgan Records Management's air-conditioned safety deposit facility or inside a secure data media vault with the highest level of environmental controls. Inventory control is provided with our barcode unit tracking system.

Delivery of Records – Delivery service for record units (boxes, files or other storage units) based on client demand and the retrieval process. (See definitions of regular, same day, rush and after-hours/holiday delivery and on front of Schedule A.)

Scheduled Pick-Ups of New Record Units and Return of Record Units into Storage – Pick up of record units based on a published schedule. Pick-up requests are scheduled for the next available pick-up date. Emergency fee applies if pick-up is required outside regularly scheduled times.

Scan on Demand Service – Delivery of records to client via ActiveWeb or WebConnect, depending on your choice of license purchased. Morgan Records Management re-files the document into the file and the file into the box, and re-shelves the box. A warehouse search fee is billed in 15-minute increments and applies unless files are indexed at the document level. File retrieval/re-file is billed separately from Scan-on-Demand delivery.

Will Call Service – Clients may pick up record units during normal business hours (see front). Record units are checked out at a Morgan Records Management office or loading dock only to authorized client personnel. Record units are made available for pick-up on demand per the retrieval classifications on the front of Schedule A.

Conference Room Review and Business Services – A Morgan Records Management conference room is available to clients to review files and/or hold meetings requiring the use of those files. Clients who wish to review boxes or files over several hours or days must reserve the conference room in advance. Business services such as copying, faxing, Internet access and notary are available.

Retrieval and Timely Re-File Service – Retrieval service for record units are on client demand. (Retrievals are classified as regular, same day, rush or after-hours/holiday, based on definitions under Delivery and Scheduled Pick-Up on front.) Re-file services are scheduled based on the timely return of storage units to Morgan Records Management. Boxes and files returned are validated on the same business day they are received back into inventory.

OTHER RECORDS MANAGEMENT SERVICES

Accession of New Storage Units into Storage – This service includes the preparation and transfer of a new record unit into storage after the initial inventory is complete. Included is the creation of receipt documents, acceptance into the warehouse, box-level indexing and box barcode, location barcode, scanning into the tracking and inventory control system and shelving the record unit.

Interfiling of Loose Documents or New Files into Existing Boxes – Clients may request that a record unit which has not previously been stored be inserted into a record unit that is part of existing stored inventory. Clients must clearly indicate the box number and/or file description that the item should be placed into. Interfiling includes indexing the record unit, bar-coding it, scanning to the parent unit and placing it in the parent unit.

Repackaging of Record Storage Units - Repackaging of torn, damaged, non-standard, or irregular boxes. Service includes: the box (with lifetime replacement guarantee), transferring of contents, re-writing the descriptive information, replacing the barcode and correcting the database reference.

Record Destruction & Certification Service – This service provides authentication and destruction of records that have completed their useful and required life. The process requires record unit retrieval and permanent removal and includes: a report of record units available for destruction, Morgan Records Management's authentication, client destruction approval, verification, destruction of record units, creation of destruction certificate, and removal from the system.

Permanent Removal of a Storage Unit – Permanent removal fees include the normal charges for retrieving and delivering the stored materials in addition to any other outstanding funds due to the Company.

Client Reports – Based on client requirements, a variety of pre-formatted and custom reports are available from our inventory control system.

INDEXING SERVICES

File Level Indexing – Morgan Records Management identifies and bar-codes each file based on the client's specific requirements. The information indexed is defined by the client and is based on the criteria required for finding files within client cartons or open-shelf filing ranges.

Standardization of Record Series Names – Clients using several names for the same types of records may choose to homogenize the record series names for more efficient retrieval. Standardization is performed after an inventory and includes: a sorted list of record series names, the quantity of record units in each series, one-hour consultation review, and correction of the database reference.

CONSULTING

Strategic Records Retention – Upon client request, Morgan Records Management can provide a retention scheduling strategy designed to reduce the volume of business records in off-site storage over time. Service includes research of federal and state laws and regulations, as well as industry best business practice guidelines for each record series. The approach applies traditional records retention methodology in a non-traditional manner by focusing first on the highest volume record series and using a top-down method to develop strategies that meet corporate legal, financial, and work process requirements (typically over a 60-month timeline).



Finance Committee

Meeting Date: October 19, 2021

Meeting Time: 5:00 PM

Agenda Item No: 4.5

Item Description: 27-39 Graham St

Submitted by: James A. Bennett, City Manager

Supporting Information/Documentation:

- Property assessment card
- Real Estate tax statement
- Sewer payment statement
- Mr. Paul Shelters email.

Key Terms:

Tax Lien Process: State law strictly dictates the tax lien process. If a property tax remains unpaid after 9 months from the commitment date, the City shall place a lien on the property between 9 months and 12 months of the commitment date. That lien automatically matures 18 months after the date of the lien.

Tax Acquire Property: a property becomes tax acquired if any portion of the tax due remains unpaid (plus fees and interest) at the conclusion of the 18 month lien. At the time of the lien, the property taxes have remained unpaid for a total of 27 to 30 months.

Executive Summary:

An apartment complex that has tenants has not paid any taxes on the property since 2019. As of Wednesday, October 13, 2021, the City is owed \$47,052.93 in taxes and costs. In addition, the property owes \$825.59 in outstanding sewer bills. The property has gone through the tax lien process. The property is technically owed by the City for non-payment of taxes. A relative (brother) has asked the City to sell the property back him so he can keep the property in the family since it has been in the family since the 1960's..

The normal process would be for the property to be put up for sealed bid. The item is on your agenda to provide guidance to the staff on this request and issue.

Detailed Review:

The property in question became tax acquired on December 11, 2020. The property has seven 3-bedroom units. The property is assessed by the City at \$628,400. Staff has been in contact with the owner verbally regarding the property. The last contract with the owner

was 6 to 7 months ago. At the time, the owner indicated that she was seeking a loan to pay the taxes.

Mr. Paul Shelters, brother of the current owner, reached out to the City to inquire if he could buy the property. According the email, the family has owned it since the 1960's and he would like to keep it in the family.

Historically, the City has sold off any excess property, including tax acquired via a public sealed bid process. Unless there was a specific economic development reason (including the creation of affordable housing) or if the property was unique were there was no economic value except to immediate abutters, the sealed bid process has been used.

On Tuesday, the Finance Committee is being asked if you would like to see the normal process of public sealed bid followed or if you are interested in some other process used.

Staff is attempting to notify the owner. Mr. Shelters has been notified.

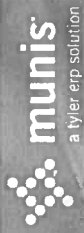
Funding Source:

N/A

Staff Recommendation:

There is no staff recommendation on this issue.

City of Biddeford



Find

PARCEL: 0384760000
 LOCATION: 27 GRAHAM ST
 NAME: SHELTRA, JANET
 EFF DATE: 10/13/2021

YEAR	CAT	BILL	NSC	REFERENCE	BILLED/ADJ	UNPAID BAL	DUE NOW
2021	UB-R	422076	N	27 -39 GRAHAM ST	232.49	232.49	235.54
2021	UB-U	419542	N	27 -39 GRAHAM ST	44.73	44.73	46.30
2021	UB-U	419966	N	27 -39 GRAHAM ST	44.73	44.73	45.77
2022	UB-U	427159	N	27 -39 GRAHAM ST	57.51	57.51	57.85
2021	UB-U	411795	N	27 -39 GRAHAM ST	44.73	44.73	47.34
2021	UB-U	416443	N	27 -39 GRAHAM ST	51.12	51.12	53.21
2021	UB-U	412231	N	27 -39 GRAHAM ST	51.12	51.12	53.51
2022	UB-U	426658	N	27 -39 GRAHAM ST	51.12	51.12	51.72
2021	UB-U	424761	N	27 -39 GRAHAM ST	63.90	63.90	65.02
2021	UB-U	416867	N	27 -39 GRAHAM ST	57.51	57.51	59.52
2021	UB-U	421863	N	27 -39 GRAHAM ST	38.34	38.34	39.23
2022	UB-U	427583	N	27 -39 GRAHAM ST	70.29	70.29	70.29
TOTAL DUE NOW							825.30
TOTAL UNPAID							807.59

** END OF REPORT - Generated by Kristy Cyr **

City of Biddeford



Real Estate Tax Statement

Parcel: 0384760000
Location: 27 -39 GRAHAM ST

Owner:
SHELTRA, JANET C E
43 GREEN ST
SACO ME 04072

Status: Square 15,681
Land Valuation: 94,200
Building Valuation: 534,200
Exemptions: 0
Taxable Valuation: 628,400
Interest Per Diem: 8.01

Legal Description:

Deed Date: 12/29/2010 Book/Page: 16021/0289 Interest Date: 10/13/2021

Year	Type	Bill				
2022	RE-R	2206888				
Inst	Charge	Billed	Principal Due	Interest Due	Total Due	
1	RE TAX PRI	5,727.87	5,727.87	0.00	5,727.87	
		5,727.87	5,727.87	0.00	5,727.87	
2	RE TAX PRI	5,727.86	5,727.86	0.00	5,727.86	
		5,727.86	5,727.86	0.00	5,727.86	
Year Totals		11,455.73	11,455.73	0.00	11,455.73	

Year	Type	Bill				
2021	TL-R	910330				
Inst	Charge	Billed	Principal Due	Interest Due	Total Due	
1	RE TAX LIE	10,393.92	10,393.92	234.65	10,628.57	
	30 DAY LIE	3.00	3.00	0.07	3.07	
	CERT LIEN	6.96	6.96	0.00	6.96	
	LIENFEEIN	48.00	48.00	0.00	48.00	
	INT@LIEN	387.29	387.29	0.00	387.29	
		10,839.17	10,839.17	234.72	11,073.89	
Year Totals		10,839.17	10,839.17	234.72	11,073.89	

Year	Type	Bill				
2020	TL-R	910155				
Inst	Charge	Billed	Principal Due	Interest Due	Total Due	
1	RE TAX LIE	10,357.63	10,357.63	1,139.06	11,496.69	
	30 DAY LIE	3.00	3.00	0.33	3.33	
	CERT LIEN	6.80	6.80	0.00	6.80	
	LIENFEEIN	48.00	48.00	0.00	48.00	
	INT@LIEN	427.79	427.79	0.00	427.79	
		10,843.22	10,843.22	1,139.39	11,982.61	
Year Totals		10,843.22	10,843.22	1,139.39	11,982.61	

City of Biddeford



Real Estate Tax Statement

Year	Type	Bill			
2019	TL-R	900203			
Inst	Charge	Billed	Principal Due	Interest Due	Total Due
1	RE TAX LIE	10,212.48	10,212.48	1,913.79	12,126.27
	30 DAY LIE	3.00	3.00	0.56	3.56
	CERT LIEN	6.80	6.80	0.00	6.80
	LIENFEEIN	48.00	48.00	0.00	48.00
	INT@LIEN	342.47	342.47	0.00	342.47
	CERT LIEN	13.60	13.60	0.00	13.60
		10,626.35	10,626.35	1,914.35	12,540.70
Year Totals		10,626.35	10,626.35	1,914.35	12,540.70
Grand Totals		43,764.47	43,764.47	3,288.46	47,052.93

** End of Report - Generated by Kristy Cyr **

CONSTRUCTION DETAIL				CONSTRUCTION DETAIL (CONTINUED)						
Element	Cd	Description	Element	Cd	Description					
Bid	4618									
Style:	14	Apartments								
Model	94	Commercial								
Grade	04	Average +10								
Stories:	2									
Occupancy	7.00									
Exterior Wall 1	11	Clapboard								
Exterior Wall 2										
Roof Structure										
Roof Cover	01	Flat								
Interior Wall 1	04	Tar & Gravel								
Interior Wall 2	03	Plastered								
Interior Floor 1	09	Pine/Soft Wood								
Interior Floor 2										
Heating Fuel	02	Oil								
Heating Type	05	Hot Water								
AC Type	01	None								
Bldg Use	1113	SEVEN UNIT								
Total Rooms	09									
Total Bedrms	7									
Total Baths										
Heat/AC	00	NONE								
Frame Type	02	WOOD FRAME								
Baths/Plumbing	02	AVERAGE								
Ceiling/Wall	06	CEIL & WALLS								
Rooms/Prtns	02	AVERAGE								
Wall Height	9.00									
% Cornn Wall	0.00									
No. of Comm. U										
No. of Res. Unit	1113									
1st Floor Use:										
OB - OUTBUILDING & YARD ITEMS(L) / XF - BUILDING EXTRA FEATURES(B)										
Code	Description	L/B	Units	Unit Price	Yr Blt	Cond.	% Good	Grad	Grade Adj	Appr. Value
BUILDING SUB-AREA SUMMARY SECTION										
Code	Description	Living Area	Floor Area	Eff Area	Unit Cost	Undeprc Value				
BAS	First Floor	4,478	4,478	4,478	87.74	392,882				
FOP	Porch, Open, Finished	0	200	50	21.93	4,387				
FUS	Upper Story, Finished	4,478	4,478	4,478	87.74	392,882				
UBM	Basement, Unfinished	0	4,478	1,120	21.94	98,264				
WDK	Deck, Wood	0	224	22	8.62	1,930				
Ttl Gross Liv / Lease Area						8,956	13,858	10,148		890,345



Bennett, James

From: Paul Shelters <sheltrarealty@yahoo.com>
Sent: Friday, September 17, 2021 5:16 PM
To: Bennett, James
Subject: Info on purchasing property

Hi Jim, my name is Paul Sheltra I'm interested in purchasing the building on 27-39 Graham St. I understand that my sister has lost it the city due to unpaid taxes and sewer fees. This building has been in the family since my father bought it back in the 1960's. As I became old enough to work I began maintaining this building until my sister forced a division of properties in 2010. I would like to own this building again since I know it inside and out, and invested a large portion of my life into it. What would the next step be to start this process? Thank you for your time.

Sent from my iPhone