

City of Biddeford
Finance Committee
October 16, 2018 5:00 PM Council Chambers

- 1. Call to order**
- 2. Approval of the Minutes**
 - 2.1. October 2, 2018 Finance Committee Meeting Minutes
[10-02-2018 Finance Committee Minutes.rtf](#)
- 3. Signing of the expenditure warrant**
- 4. Discussion/Approval**
 - 4.1. Approval/Purchase of Firefighter Gear Washer/Extractor
[10-16-2018 Firefighter Gear Washer-Extractor.pdf](#)
 - 4.2. Approval/Wayfinding Signage for Industrial/Business Parks/Electrical Work
[10-16-2018 Wayfinding Signage-Business Parks-MEMO.docx](#)
 - 4.3. Rate Stabilization Policy
[10-16-2018 Rate Stabilization Policy.docx](#)
- 5. Other Business**
- 6. Adjournment**

City of Biddeford
Finance Committee Meeting Minutes
October 2, 2018

The meeting was called to order at 5:00pm by the Chair, Council President John McCurry.

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

Adjustment to the Agenda

No adjustments to the agenda.

Approval of Minutes

Motion by Councilor Ready to approve the Minutes of September 4, 2018, seconded by Councilor St. Cyr.

Vote: unanimous.

Motion carried 4-0.

The expenditure warrant was available for review and signature.

Discussion/Approval

Authorization/Purchase of Two (2) Compact Cars (for Code Enforcement Office and Assessor's Office)/Arundel Ford/FY19 CIP

Motion by Councilor Ready to recommend the purchase of the two compact cars from Arundel Ford, seconded by Councilor St. Cyr.

Discussion: Deputy Public Works Director, Carl Marcotte, presented the item noting these are purchases and not leases

Vote: unanimous.

Motion carried 4-0.

Authorization/Purchase of 12-Passenger Van (for Recreation Department)/Arundel Ford/FY19

Motion by Councilor Ready to recommend the purchase of the 12-passenger van from Arundel Ford, seconded by Councilor St. Cyr.

Discussion: Deputy Public Works Director, Carl Marcotte, presented the item.

Vote: unanimous.

Motion carried 4-0.

Creation/Beautification Account/Installation of Underground Utilities at 46 Ocean Avenue

Motion by Councilor Ready to approve the creation of the account, seconded by Councilor St. Cyr.

Discussion: The City Manager gave an explanation for the underground utilities. The Committee had some questions, more information will be provided by the City Manager.

Vote: unanimous.
Motion carried 4-0.

Approval/Extension of 2018-2019 Media Contract/Kenneally Associates

Motion by Councilor Ready to recommend the approval of the extension of the media contract with Kenneally Associates, seconded by Councilor St. Cyr.

Discussion: Mathew Eddy, Economic Development Director and Brad Favreau, Community Development Coordinator, presented the item.

Vote: unanimous.
Motion carried 4-0.

Authorization/Purchase of Hyperconverged Infrastructure/Scale Computing

Motion by Councilor Ready to recommend the purchase of a Hyperconverged Infrastructure from Scale Computing, seconded by Councilor St. Cyr.

Discussion: Brian Phinney, Chief Operating Officer, presented the item.

Vote: unanimous.
Motion carried 4-0.

Other Business

Sewer Abatement Policy

No action necessary, informational only.

The Finance Committee had concerns with the policy and asked for legal counsel to review before it is enacted.

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

Vote: unanimous.

Motion carried 4-0.

Adjourned at 5:38pm.



**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 Paul R. LaBrecque
Deputy Chief Kevin D. Duross

10/1/18

Bid results for Firefighter Gear Washer / Extractor

Bid information was posted on the web site, placed in the paper, and sent to the original companies that we received quotes from to formulate an estimated project cost.

Sealed Bids we opened on 8/11/18 at 1500 hours at the Biddeford Fire Department. Assistant Chief Labrecque and Office Manager Kathy Boyden were present.

Bergeron Protective Clothing 1024 Suncook Valley HWY Epsom NH, 03234

\$12,181.00 (bid is attached)

Below are the quote prices for the work that is needed to modify the location that the unit will be installed at which gives the total project cost.

Camille's Electric

\$1,617.00 (quote attached)

NR Brothers INC

\$1,472.00 (quote attached)

Godbout Plumbing & Heating Inc.

\$1,530.00 (quote attached)

Total Project cost

\$15,183.00

Above you will see two electrical quotes, both companies do work for the FD. The total cost presented represents the lower electrical bid. If the preference is to use the higher bid, \$145.00 would need to be added to the total cost as presented.

Request for Proposal



Specifications for: Firefighter Gear Washer/Extractor

INVITATION TO BID:

The Biddeford Fire Department is soliciting sealed bids for:
(1) Firefighter Gear Washer-Extractor

City of Biddeford Fire Department is seeking proposals for (1) firefighter gear washer-extractor. Sealed Bids must be submitted no later than 2:45 p.m. Wednesday August 1, 2018 to the Biddeford Fire Department 152 Alfred Street Biddeford, Maine 04005. Bids received after 2:45 p.m. on Wednesday August 1, 2018 will not be considered.

Proposals received before the time of opening will be kept by the department's office manager securely and unopened. The bids will be opened and read publicly at 3:00 p.m., August 1, 2018. Bids may be reviewed and awarded at a later date.

Envelopes shall be sealed and addressed to:
"Biddeford Fire Department Firefighter Gear Washer-Extractor"

Electronic or faxed proposals will not be accepted.

FIREFIGHTER GEAR WASHER-EXTRACTOR SPECIFICATIONS:

1. Must be compliant with NFPA 1851 Standard on Selection, Care, and Maintenance of Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting.
2. Capability to wash 4-5 sets.
3. Maximum washing load capacity of 60 lbs.
4. Maximum of 140 G's, extraction force.
5. Minimum of 9 Cubic feet gross wash cylinder capacity.
6. Minimum six (6) liquid chemical injection ports.
7. Provide auto chemical feeder
8. Delivery, complete installation to include all electrical and plumbing, level & anchor as required.
9. Start-up, testing, and in-service training.
10. Minimum 5-year limited warranty on frame, cylinder and shell.

Specifications for Proposal

1. Completed Attachment A
2. Applicant Qualifications
3. List of similar projects
4. References

All specifications must be returned with the bid proposal. Any and all exceptions to the specifications outlined herein must be noted on this bid specification and thoroughly explained in the bid proposal. The bidder must provide with bid listing any exceptions, detailed specifications so that the Biddeford Fire Department can make the necessary comparisons to make a proper decision. Failure to do so may result in rejection of the bid for noncompliance.

Exceptions must be noted on Page 4 of this RFP.

GENERAL INFORMATION:

The Biddeford Fire Department reserves the right to evaluate each proposal to determine the most advantageous to the department and to select the proposal which, in the department's sole judgement, best meets its requirements.

This request for proposal creates no obligation on the part of the Biddeford Fire Department to award a contract or to compensate any applicant for any cost incurred during proposal presentation, response, submission or oral interviews (if held). The Fire Department reserves the right to award a contract based upon proposals received without further discussion or negotiation or to cancel, in part or in its entirety, this request for proposal, if the Fire Department determines that it would be in its best interests to do so.

Sealed Bids will be opened on Wednesday August 1, 2018 at Biddeford Central Fire Station, 152 Alfred Street Biddeford, Maine 04005 at 3:00 p.m. Bids may be evaluated and awarded at a later date.

The Biddeford Fire Department reserves the right to accept or reject any or all bids, to waive variations, irregularities, or formalities in the bidding process, and to negotiate charges, additions, or deletions and to award the contract to the bidder that best meets its requirements.

If additional information is needed for the purpose of clarification of the specifications, contact Assistant Chief Paul R. LaBrecque (207) 282-6632 paul.labrecque@biddefordmaine.org or Fire Chief Scott Gagne (207) 282-6632 scott.gagne@biddefordmaine.org. **Such contact shall be for clarification purposes only.**

**City of Biddeford Fire Department
Request for Proposal
Washer-Extractor**

Attachment A

Name of Dealer: _____
Signature of Agent: _____
Print Agent name: _____
Title of Agent: _____
Address: _____
City: _____ State: _____ ZIP: _____
Contact Number: _____
Contact E-Mail: _____

Proposed Washer-Extractor Unit Manufacturer: _____

Proposed Washer-Extractor Unit Model: _____

Total cost including Purchase, Delivery & Complete Installation to include electrical and plumbing \$ _____

Name of Company _____

Authorized Signature _____

Date: _____

Warranty information:

1. Provide information on warranty included with bid amount above.
2. Provide additional costs for optional long-term maintenance plans and warranty options beyond standard warranty.

EXPLANATION OF EXCEPTIONS:

Biddeford Fire Department
Proposal for
Firefighter Gear Washer/Extractor

Sealed proposals for furnishing the Biddeford Fire Department with a Firefighter Gear Washer/Extractor are being requested by the Biddeford Fire Department until 3:00pm on August 1st 2018 at which time they will be publicly opened and read. Contact the Biddeford Fire Department to obtain the specifications for the proposal or go to the Biddeford maine.org web site. Bids shall be submitted in sealed envelopes plainly marked, **Bid for Biddeford Fire Department Firefighter Gear Washer/Extractor and shall be addressed to:**

Biddeford Fire Chief
152 Alfred Street
Biddeford, Maine 04005



**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 Paul R. LaBrecque
Deputy Chief Kevin D. Duross

Bid Opening for Gear Extractor 08/01/2018

Present: Assistant Chief Paul R. LaBrecque, Office Manager Kathy Boyden.

Received only one Bid.

Bid was opened at Biddeford Fire Department on August 1, 2018, at 15:00hrs.

<u>Name</u>	<u>Bid Amount</u>
Bergeron Protective Clothing	\$ 11,831.00



1024 Suncook Valley Hwy., Unit 5-D
 Epsom NH, 03234
 TEL: 603.736.8500
 www.BergeronProtectiveClothing.com

QUOTATION

No. : 203852

Doc. Date : 07/06/2018
Payment Terms : NET30
Valid Until: 12/31/2018
Customer PO:
Salesperson : Dale Doughty
Page : Page 1 of 1

Bill To

Biddeford Fire Dept.
 152 Alfred Street
 Biddeford ME 04005

Ship To :

152 Alfred Street
 Biddeford ME 04005

Pricing includes Installation & Delivery

Prices include estimated freight, delivery (with easy access), set in place, leveling, bolting, grouting (as required), made ready for utility connections by other, start-up, and operator training.

Quantity	Style	Description	Your Cost
1	MWT27X5	Milnor Model MWT-27X5 60 lb Gear Washer w/Gear Guardian Formulas Cabinet Style 30 Programmable Formulas Includes 10 pre-programmed gear formulas 208/240/1-3 Meets all NFPA 1851 guidelines Capacity 4-5 Sets of Gear (8-10 Pieces)	10,999.00
1	BASE-8	8" Heavy Duty Steel base Required with cabinet style washers.	500.00
1	AF-	Patriot Chemical Auto Feeder	199.00
1	2723-5	Patriot Chemical FireHouse Detergent - 5 Gallon Pail In stock at Bergeron	133.00
1	1000001		

Plumbing Allowance: While the Dept feels that they can handle the internal modifications to the drain system, Bergeron will include an option to sub-contract the work. Add \$350 if needed.

Subtotal 11,831.00
Total 11,831.00

Financing options available on some turnout gear purchases. Prices quoted do not include shipping and handling. Shipping is FOB factory. This quote is based on current prices which are subject to change by the Manufacturer without notice. TERMS are NET 30 DAYS.



Pellerin Milnor Corporation

5/3 Limited Warranty Plan

Exclusions

- The three-year warranty listed above does not apply to machines installed in uniform plants, linen plants, mat plants, hospital co-op laundries, textile manufacturing and other large commercial laundries. The warranty term for those facilities is in effect for a one-year period for those facilities. (Drycleaning/shirt laundry plants are covered by the three-year warranty.)
- Service by unauthorized persons voids the warranty. We are not responsible, or in any way liable, for unauthorized repairs or service to our machines and/or the components thereof.
- This Warranty is void if the machine is not installed (including, but not limited to properly anchoring and bolting the machine), operated, and maintained as specified in the Operating and Maintenance Manual supplied with the machine, or if the machine is not operated under normal conditions, not used for normal washing purposes, or is tampered with, modified, or abused, or used for purposes not intended in the design and construction of the machine.
- The warranty does not include coverage of any part that has been affected in any way by aggressive water or chemical attack.

It is strongly recommended that you read the user's manuals before attempting to install, service or operate your machine. We suggest that this manual be kept near the machinery so that it will not become lost, and can be used for future reference.



Pellerin Milnor Corporation

5/3 Limited Warranty Plan

Pellerin Milnor Corporation extends the following warranty to the original purchaser of a Milnor washer-extractor, up to 170 pounds rated capacity. We warrant that these models will be free from manufacturer's defects in materials and workmanship for the periods set forth below, beginning from the date of shipment from the Milnor factory.

A Five Year Limited Warranty applies to:

- Basket
- Frame
- Shell

A Three Year Limited Warranty applies to:

- Motors
- Door and electric door interlock
- Bearings and bearing housing seals
- Thermometer (if applicable)
- Transformer
- Inverter
- Water valves
- Drain valve
- Electronic boards and control components
- Accessories (lamps, terminal blocks, plug and wire connectors, fuse holders, switches)

A 90-Day Limited Warranty applies to parts which require routine replacement due to normal wear, including but not limited to belts, rubber gaskets and hoses.



Applicant Qualifications:

Bergeron Protective Clothing has been supplying the fire service for 36 years. We have 8 sales representatives covering ME, NH, VT, and MA.

We have been partnered as a dealer for Yankee Equipment Systems for approximately 5 years. We handle their Fire Services business. Yankee is the largest supplier of extractors in the Northeast and has 18 service and delivery trucks. They represent the Milnor gear extractor, made in the USA. They also have full time service technicians and a large parts facility in Barrington NH. We deal with 75+ suppliers, and Yankee is one of the best with service, knowledge, and professionalism.

Bergeron purchases the extractor from Yankee and partners with them for installation, initial FD training, and any future service. With our knowledge of PPE and the NFPA standards, and Yankees extractor experience, it's a great partnership ultimately for the Fire Departments we serve.

We've submitted an extensive list of departments who have purchased our product and welcome you to check with them (the list is compiled for sales from 2016-2018).



References:

Deputy Chief Ralph Cammack
Brewer Fire Department
(207) 989-7002

Chief Jim Owens
Hallowell Fire Department
(207)-754-2518
(Extractor currently being installed)

Director Jim Graves
Maine Fire Training
(Southern Maine Community College)
(207)-844-2078

City of Biddeford Fire Department
Request for Proposal
Washer-Extractor

Attachment A

Name of Dealer: Bergeron Protective Clothing LLC
Signature of Agent: Paul G. Hills
Print Agent name: Richard G. Hills
Title of Agent: Co-owner
Address: 1624 Suncook Valley Hwy 5-D
City: Epsum State: NH ZIP: 03234
Contact Number: 603-736-8500
Contact E-Mail: Dale@BergeronProtectiveClothing.com
Proposed Washer-Extractor Unit Manufacturer: Milnor *Dale Doughty Sales Representative*
Proposed Washer-Extractor Unit Model: MWT27X5

Total cost including Purchase, Delivery & Complete Installation to include electrical and plumbing \$ 11,831.00 * See Note on our Bid/Quote Page about possible Additional plumbing charges.

Name of Company Bergeron Protective Clothing LLC
Authorized Signature Paul G. Hills
Date: 7-16-18

Warranty information:

1. Provide information on warranty included with bid amount above.
2. Provide additional costs for optional long-term maintenance plans and warranty options beyond standard warranty.

EXPLANATION OF EXCEPTIONS:

No Exceptions Taken

CAMILLE'S ELECTRIC, LLC
P.O. BOX 1227
BIDDEFORD, ME 04005
TELEPHONE: 284-8032

September 6, 2018

Biddeford Fire Department
152 Alfred Street
Biddeford, Maine 04005

ATTN: Deputy Chief Paul Labreque
RE: gear washer revised quote

Deputy Chief Labreque,

After the layout changes made today, and the exposing of piping under the elevated floor, our revised quote to install one new MILNOR Model MWR2715 washer extractor machine that is to be wired for 208 Volts, single phase, 9.0 full load AMPS is **\$1,617.00.**

This includes:

- Supplying a new branch circuit from LP5 rated AMPS to the existing clothes washer room
- Supply and install a two-position circuit breaker panel on the wall where the sink was, which will have the GFCI protection breaker and a lock-out point handle for servicing the unit
- Supply and install a liquid tight flexible conduit to the washer extractor
- Connect the new unit at its supplied junction point.

This estimate is valid for thirty (30) days from this date.

Should you have any questions or concerns regarding this quote, please do not hesitate to contact me at any time.

Sincerely,



Jeff Brochu

NR Brothers Inc.

9 Thornton Street
Biddeford, ME 04005

2072845233

PROPOSAL

DATE	PROPOSAL #
9/20/2018	1838

NAME / ADDRESS
BIDDEFORD FIRE DEPARTMENT ATTENTION: PAUL LABREQUE 152 ALFRED ST. BIDDEFORD, ME 04005

		PROJECT
QTY	DESCRIPTION	TOTAL
	WIRING COMMERCIAL WASHER THIS PRICE CONSISTS OF THE FOLLOWING: RUNNING NEW CONDUIT TO PANEL 4A 20A 208 FOR NEW WASHING MACHINE 1 - GFI OUTLET NEAR SINK LABOR & MATERIAL PERMIT 1 - DOUBLE POLE SWITCH TOTAL FOR JOB: NOTE: IF THE EXISTING WIRE IS SUFFICIENT THE PRICE WILL BE REDUCED.	1,472.00
By signing this proposal I agree to the prices, conditions and specifications.		
All material used will be as spec. above. any alteration from the above description will be an extra. Our workers are fully covered by workers compensation and liability insurance. If any part of this contract has to go to court or arbitration, lawyer and court fees will be charged to the customer.		
TOTAL		\$1,472.00

SIGNATURE _____

Jim Godbout Plumbing & Heating Inc.

P.O. Box 365

48 Elm st.

Biddeford, Maine 04005

207-283-1200 fax 207-283-2739

www.jimgodbout.com

September 25, 2018

City of Biddeford Fire Department

Biddeford, Maine

paul.labrecque@biddefordmaine.org

Install new washer and mop sink in wash room

Remove old plumbing for existing washer and cap water to old sink

Install new drainage and water piping to new washing machine installed by others over to drain pit.

Install drainage, hot and cold water off existing systems in building

Base for new washer shall be built by others not part of proposal.

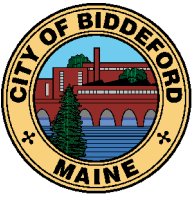
Dryer staying in same location

We shall also install one mop sink to left of dryer with hot and cold faucet tied to existing plumbing.

All work to confirm to state and local codes

Total proposal \$1,530.00

City of Biddeford, Maine



MEMORANDUM

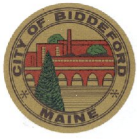
TO:	Honorable Mayor Casavant Honorable City Council James A. Bennett, City Manager
FROM:	Brad Favreau, Economic Development Coordinator
DATE:	October 10, 2018
RE:	Wayfinding Signage for Industrial/Business Parks

In April, 2018 City Council approved the fabrication and installation of wayfinding signs for Biddeford's four business parks. Council allocated \$84,215 for this project. These signs are now installed.

However, the Alfred Road entrance sign includes an electronic signboard that now requires electrical work to make it operational. Bailey Sign, as part of the original quote, quoted an allowance of \$2,000 for electrical work. The actual quote from the electrician totaled \$7,280, a significant increase over the original allowance.

Bailey Sign is a reputable firm here in Southern Maine. The discrepancy between the quoted allowance and the actual electrician quote is likely a simple and honest miscalculation on their part. They have agreed to bear a large part of the added expense. However, an additional \$1,720 is requested from the Industrial Park Fund to complete the electrical work and commission the electronic sign.

cc: Mathew Eddy, Economic Development Director



Rate Stabilization Policy

Established October 5, 2018

Purpose

The rate stabilization policy purpose is to keep the taxes for the City reasonable and stable over time, to keep the citizens from seeing a large increase from year to year.

Policy

The Budget Committee is tasked with sending the City budget to the Council for a vote. The Budget Committee works to establish a working budget for the City.

If the budget increase is larger than the Consumer Price Index for All Urban Consumers (CPI-U), the Budget Committee needs a two-thirds vote to pass the budget. The CPI-U is the most frequently used statistic for identifying inflation or deflation. The CPI-U only considers the prices paid for goods and services by those that live in urban areas.

Data Availability

The December report will be the CPI-U report used for the rate stabilization policy. The December report is released in mid-January each year.

https://inflationdata.com/Inflation/Consumer_Price_Index/ConsumerPriceIndexReleaseDates.asp