

City of Biddeford
Finance Committee
October 02, 2018 5:00 PM Council Chambers

- 1. Call to order**
- 2. Approval of the Minutes**
 - 2.1. September 4, 2018 Finance Committee Meeting Minutes
[9-04-2018 Finance Committee Minutes.rtf](#)
- 3. Signing of the expenditure warrant**
- 4. Discussion/Approval**
 - 4.1. Authorization/Purchase of Two(2) Compact Cars (for Code Enforcement Office and Assessor's Office)/Arundel Ford/FY19 CIP
[10-02-2018 Compact Cars \(2\) Purchase-ORDER.docx](#)
[10-02-2018 Compact Cars \(2\) -BIDS.doc](#)
 - 4.2. Authorization/Purchase of 12-Passenger Van (for Recreation Dept)/Arundel Ford/FY19 CIP
[10-02-2018 12-Passenger Van Purchase-ORDER.docx](#)
[10-02-2018 12-Passenger Van-BIDS.doc](#)
 - 4.3. Creation/Beautification Account/Installation of Underground Utilities at 46 Ocean Avenue

[Ocean Ave - Beautification Project-LETTER.pdf](#)
 - 4.4. Approval/Extension of 2018-2019 Media Contract/Kenneally Associates
[10-02-2018 Marketing-Advertising-Kenneally-MEMO.docx](#)
[10-02-2018 Marketing-Advertising-Kenneally - AGREEMENT.docx](#)
[10-02-2018 Kenneally Invoice.pdf](#)
 - 4.5. Authorization/Purchase of Hyperconverged Infrastructure/Scale Computing
[10-02-2018 Hyperconverge - CDW-G Scale Computing-MEMO.docx](#)
[10-02-2018 Hyperconverge-CDW-G-Scale Computing-QUOTE.pdf](#)
- 5. Other Business**
 - 5.1. Sewer Abatement Policy (being provided for your information)
[10-02-2018 Sewer Abatement Policy.docx](#)
- 6. Adjournment**

City of Biddeford
Finance Committee Meeting Minutes
September 4, 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 August 21, 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 Parking Kiosks/CALE

Motion by Councilor Ready to recommend the purchase of fifteen parking kiosks, seconded by Councilor St. Cyr.

Discussion: Police Chief, Roger Beaupre, explained the proposal noting where the kiosks would be placed.

James Bennett, City Manager, explained the kiosks would be paid out of the bond money the City would secure to move forward with a parking structure. Eventually, the revenue generated from the parking kiosks will end up paying for themselves.

The following language will apply:

1. The City intends to finance some or all of the costs of the Project through issuance of the City's tax-exempt bonds.
2. The City reasonably expects that the maximum principal amount of bonds to be issued for the Project, including for reimbursement purposes, is an amount not to exceed \$14,000,000.00.
3. The City expects to pay certain costs of the Project, prior to the issuance of such bonds (the "original expenditures") and the City Manager is hereby authorized to advance money from the General Fund or from the City's TIF Fund(s) for payment of original expenditures of the Project.
4. The City expects to use bond proceeds to reimburse itself for such original expenditures.
5. This is a declaration of official intent pursuant to the requirements of Treasury Regulation §1.150-2.

6. This declaration is in accordance with the City's Declaration of Official Intent adopted April 4, 2017.

Vote: unanimous.

Motion carried 4-0.

Authorization/Purchase of Hand Held Parking Ticket Enforcement Equipment/United Public Safety

Motion by Councilor Ready to recommend the purchase of Hand Held Parking Ticket Enforcement Equipment, seconded by Councilor St. Cyr.

Motion by Councilor Ready to amend the proposal that two (2) hand held devices in the amount of \$15,269.00, seconded by Councilor St. Cyr.

Motion by Councilor Ready to amend language be added that will address the City being able to pay themselves back with the proposed bond the City will secure for the parking management project, seconded by Councilor St. Cyr.

The following language will apply:

1. The City intends to finance some or all of the costs of the Project through issuance of the City's tax-exempt bonds.
2. The City reasonably expects the maximum principal amount of bonds to be issued for the Project, including for reimbursement purposes, is an amount not to exceed \$14,000,000.00.
3. The City expects to pay certain costs of the Project, prior to the issuance of such bonds (the "original expenditures") and the City Manager is hereby authorized to advance money from the General Fund or from the City's TIF Fund(s) for payment of original expenditures of the Project.
4. The City expects to use bond proceeds to reimburse itself for such original expenditures.
5. This is a declaration of official intent pursuant to the requirements of Treasury Regulation §1.150-2.
6. This declaration is in accordance with the City's Declaration of Official Intent adopted April 4, 2017.

Vote on financing amendment: unanimous.

Motion carried 4-0.

Vote on first amendment: unanimous.

Motion carried 4-0.

Vote on motion as amended: unanimous.

Motion carried 4-0.

Other Business

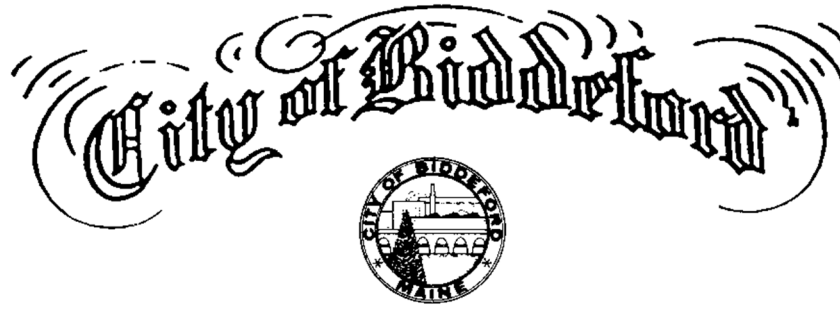
No other business.

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

Vote: unanimous.

Motion carried 4-0.

Adjourned at 5:16pm.



2018.115

IN BOARD OF CITY COUNCIL.....OCTOBER 2, 2018

BE IT ORDERED, that the City Manager be authorized to purchase two (2) 2019 Ford Fiesta SE cars as per bid of September 21, 2018 (the "Equipment") from Arundel Ford (the "Vendor") and may pay the Vendor an amount not to exceed \$33,996.00 (before discounts valued at \$3,500.00) for the Equipment as follows:

1. The City of Biddeford expects to incur debt to reimburse expenditures to pay the cost of the Equipment;
2. The City of Biddeford reasonably expects that the maximum principal amount of the debt, including for reimbursement purposes, is \$33,996.00;
3. The City Manager, on behalf of the City of Biddeford, is authorized to enter into a lease purchase, loan or other financing agreement for the Equipment provided that (a) the principal amount of such agreement will not exceed \$33,996.00, (b) the term of such agreement will not exceed one hundred and twenty (120) months and (c) any obligation of the City of Biddeford to make lease or loan payments pursuant to such agreement is subject to annual appropriation by the City Council of the City of Biddeford;
4. The City Manager is authorized to advance money from the General Fund of the City for payment of the costs of the Equipment; and
5. The City Manager, on behalf of the City of Biddeford, is authorized to negotiate, enter into, execute, deliver and cause to be performed, and to approve, any and all agreements, instruments, certificates and other documents, and to grant security interests in the Equipment, upon such terms, conditions, limitations and undertakings, which the City Manager determines are necessary and proper for the acquisition and financing of the Equipment, provided that any lease purchase, loan or other financing agreement will be countersigned by both the Mayor and the Treasurer of the City of Biddeford. Without limiting the foregoing, the City Manager, on behalf of the City of Biddeford, in connection with the acquisition of the Equipment, is authorized to sell, transfer, trade in or otherwise dispose of any equipment, which the City Manager determines is no longer useful to the City of Biddeford.

NOTE: The Finance Committee will review this item on October 2, 2018 and vote to recommend it to the City Council for approval. The purchase of this item is included in the FY19 CIP budget

Bid Opening for 2 Compact Size Cars

Present: Carl Marcotte Public Works
Kara Cote Public Works

Bids were opened at the Public Works Department on September 21, 2018 at 11:00am. Staff is recommending the low bid from Arundel Ford with trade for the amount of \$30,496.00. These cars have been approved in the FY-19 CIP budget line 21204-60925.

Arundel Ford

2 - 2019 Ford Fiesta SE	\$33,996.00
Trade-in 2007 Ford Focus	\$2,500.00
Trade-in 2007 Ford Focus	\$1,000.00
Total Cost:	\$30,496.00

Rowe Westbrook

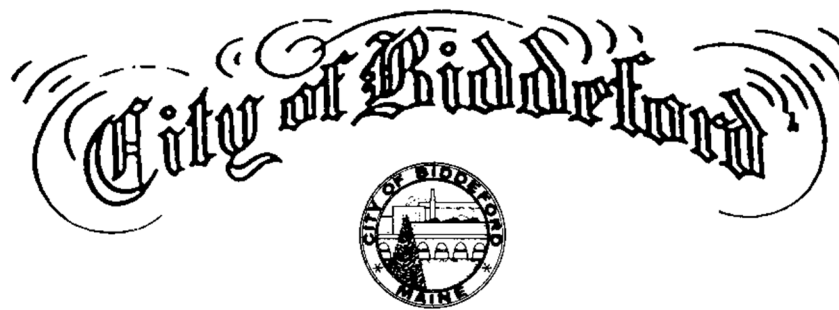
2-2019 Ford Fiesta SE	\$33,474.00
Trade-in 2007 Ford Focus	\$1,500.00
Trade-in 2007 Ford Focus	\$1,000.00
Total Cost:	\$30,974.00

Frank Galos Chevrolet

2-2019 Chevy Cruze LT	\$38,498.00
Trade-in 2007 Ford Focus	\$1,000.00
Trade-in 2007 Ford Focus	\$500.00
Total Cost:	\$36,998.00

Quirk Chevrolet

2-2019 Chevy Cruze LT	\$39,920.00
Trade-in 2007 Ford Focus	\$500.00
Trade-in 2007 Ford Focus	\$500.00
Total Cost:	\$38,920.00



2018.116

IN BOARD OF CITY COUNCIL.....OCTOBER 2, 2018

BE IT ORDERED, that the City Manager be authorized to purchase a 2019 Ford Transit van as per bid of September 21, 2018 (the "Equipment") from Arundel Ford (the "Vendor") and may pay the Vendor an amount not to exceed \$34,212.00 for the Equipment as follows:

1. The City of Biddeford expects to incur debt to reimburse expenditures to pay the cost of the Equipment;
2. The City of Biddeford reasonably expects that the maximum principal amount of the debt, including for reimbursement purposes, is \$34,212.00;
3. The City Manager, on behalf of the City of Biddeford, is authorized to enter into a lease purchase, loan or other financing agreement for the Equipment provided that (a) the principal amount of such agreement will not exceed \$34,212.00, (b) the term of such agreement will not exceed one hundred and twenty (120) months and (c) any obligation of the City of Biddeford to make lease or loan payments pursuant to such agreement is subject to annual appropriation by the City Council of the City of Biddeford;
4. The City Manager is authorized to advance money from the General Fund of the City for payment of the costs of the Equipment; and
5. The City Manager, on behalf of the City of Biddeford, is authorized to negotiate, enter into, execute, deliver and cause to be performed, and to approve, any and all agreements, instruments, certificates and other documents, and to grant security interests in the Equipment, upon such terms, conditions, limitations and undertakings, which the City Manager determines are necessary and proper for the acquisition and financing of the Equipment, provided that any lease purchase, loan or other financing agreement will be countersigned by both the Mayor and the Treasurer of the City of Biddeford. Without limiting the foregoing, the City Manager, on behalf of the City of Biddeford, in connection with the acquisition of the Equipment, is authorized to sell, transfer, trade in or otherwise dispose of any equipment, which the City Manager determines is no longer useful to the City of Biddeford.

NOTE: The Finance Committee will review this item on October 2, 2018 and vote to recommend it to the City Council for approval. The purchase of this item is included in the FY19 CIP budget

Bid Opening for a 12 Passenger Van

Present: Carl Marcotte Public Works
Kara Cote Public Works

Bids were opened at the Public Works Department on September 21, 2018 at 11:00am. Staff is recommending the low bid from Arundel Ford in the amount of \$34,212.00. This van was approved In the FY-19 CIP budget line 21204-60925.

Arundel Ford

2019 Ford Transit	\$34,212.00
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Rowe Westbrook

2019 Ford Transit	\$35,876.00
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Frank Galos Chevrolet

2019 Chevy Express	\$27,842.00
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Quirk Chevrolet

2019 Chevy Express	\$29,500.00
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From: Tammy Sarchi [mailto:tsarchione@gmail.com]
Sent: Tuesday, September 18, 2018 7:15 PM
To: Bennett, James <James.Bennett@Biddefordmaine.org>
Cc: Sara Vuckovic <Vuckovicm@aol.com>; Alex Vuckovic <alpsy@aol.com>
Subject: 46 Ocean Ave/Biddeford Pool Beautification

Dear Jim,

Per our conversation, I am writing to formally state our intent to continue with the Beautification Project at South Point in Biddeford Pool. As you know, my husband, Mike O'Neil and I are in the process of building a new home at 46 Ocean Ave. and we would like to continue with the removal of overhead wires and replace them with underground utilities. The project has currently been completed up to 42 Ocean Ave. The wires have been removed from the front of that house but their house is still fed from overhead utilities half a house length down. My understanding is that while the project was previously approved it was not fully completed, and we are seeking approval from the city to complete wire removal through to part way down Bay street. I have met with Raymond Cressey, Project Planner from CMP and he has completed a design plan and is on hold as we wait for approval. He is happy to discuss this plan with you or any of your colleagues. From his perspective this is a very easy fix given the work that has been done previously. This work would be at zero cost to the city as our neighbors at 44 Ocean, Alex and Sara Vuckovic will be splitting the entire cost of the remainder of this project with my husband and I. My understanding after speaking with the Webbs at 42 Ocean is that they are not interested in contributing to the project at this time as the wires no longer affect their view and as such is a low priority for them. We understand, and so the Vuckovics and O'Neils will happily share the expense of the entire removal. (The Vuckovics have already contributed by purchasing the new pole and laying conduit, and we will split that cost with them as well) We are just beginning construction on our new home and now would be a perfect (and cost effective) time to get this done with little disruption to the neighbors now that high season has ended. We are seeking approval as expeditiously as possible and will assist in any way we can.

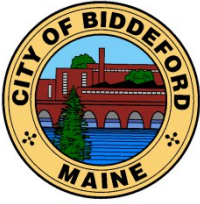
Please let me know when this may be presented to the finance committee and next steps to ensure a timely resolution.

Beach Access:

On a separate note, (and I can email this again separately if you would like) my understanding is that the pathway from the corner of Bay and Ocean is maintained by the city, not the Land Trust. Access has been incredibly difficult - last week I watched an elderly couple turn around because they could not make it down the jagged rock pathway. I did see there were some small stones poured in up where the road is eroding, but we are wondering if there is any room for improvement of the path further down...even just laying large slabs of stone horizontally could dramatically increase the ease with which the public can access the beach from that point. We'd like to offer assistance in coming up with solutions, have our excavators help since they'll be here, and offer yearly financial contributions to help maintain a smooth access point. I have spoken to a few of our neighbors and three other couples are also willing to make financial contributions to maintain this as well. I am also thinking of possible fundraisers to assist. Given our primary residence is only 45 minutes away, we intend to spend a great deal of time here, and very much look forward to becoming contributing members of the community of Biddeford Pool and assisting with the Beautification Project, in any way we can!

Thank you for your time and please do not hesitate to reach out with any questions.

Tammy (Sarchi) O'Neil
207-329-1920



CITY OF BIDDEFORD

ECONOMIC and COMMUNITY DEVELOPMENT DEPARTMENT

Mathew Eddy
Director, Planning and Development
205 Main Street
Biddeford, ME 04005
Mathew.Eddy@biddefordmaine.org
207-282-7119

To: Biddeford City Council
From: Mathew Eddy

Date: September 26, 2018

Subject: Kenneally Associates: 2018-19 Media Contract

Attached, please find the new proopsal for Kenneally Associates for the next fiscal year. In June, you approved the first three months of the contract. We are asking you to move ahead on the last three quarters.

We have implemented that project, and are prepared to show you some results at the October 2 finance meeting.



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May 1, 2018

Mathew Eddy
City of Biddeford
205 Main St.
Biddeford, ME 04005

Re: Proposal for 2018-2019 Marketing and Advertising

Dear Mat,

Thank you for the opportunity to continue working on the marketing and advertising on behalf of the City of Biddeford. Here are the top 5 reasons to outsource your marketing and advertising:

1. **In-house staff costs more than their wages.** The true cost of keeping in-house marketing staff includes payroll taxes, workers compensation, insurance, paid holidays, sick time and vacations, professional memberships, licenses and other benefits. Use your employees to do what they know best—support the economic development of the City of Biddeford.
2. **Marketing tools can be expensive.** For marketing professionals, computer hardware with adequate hard drive storage, graphics and office software and online tools can be very expensive, running into the thousands of dollars.
3. **Office space.** Furniture, telephone, and supplies are another added expense.
4. **Training** on new software and current marketing trends/ practices is necessary to keep the organization at the front of the marketing curve.
5. **Expertise.** Marketing expertise involves many skills. From building a brand identity to creativity in the visual arts and buying media strategically, the team that does your marketing has a combined skill set that far exceeds that of a small, in-house marketing department.

City of Biddeford will contract with Kenneally and Company as its marketing and advertising agency. We will meet once per month to maintain focus on the needs of the City of Biddeford and provide marketing support for marketing opportunities that arise



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and offering an integrated approach to support other marketing efforts on behalf of the city.

Investment: \$3,000.00 per quarter, effective July 1, 2018-June 30, 2019 (plus the cost of the agreed advertising to outside vendors.)

July 1, 2018	\$3,000.00
October 1, 2018	\$3,000.00
January 1, 2018	\$3,000.00
April 1, 2019	\$3,000.00

I will pass along any agency discounts offered by media outlets to give the City of Biddeford the best net pricing.

Sincerely,

Jennifer Kenneally



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1. **Branding the City for Economic Development:** The City had been known to be the stinky, rundown city with MERC garbage incineration plant located downtown. Since MERC was torn down, people have invested and planned to invest more than 100,000 million dollars into the downtown area. This growth rate is rapid and requires strategic agility by the City of Biddeford. The City and its Economic Development Department must continue to promote the growth and to support and facilitate the changes that are taking place.
2. **A place to live, work, and play:** Biddeford has affordable residential homes and apartments for rent. This fits nicely with growth from new businesses coming into the City, as well as existing businesses choosing to stay. Southern Maine Health Care, UNE, and businesses in the industrial park all offer well paying jobs in the community. Tiger pride is as strong as it has ever been with academic, recreation, sports, and many enjoyable activities available.
3. **Tourism:** Tourism continues to be an opportunity to support local companies while offering visitors and locals a diverse selection of places to eat, drink, and experience all that the area offers.

The City of Biddeford collaborates with several non-profit groups, as well as, businesses in the community. This collaboration works on many levels, including:

- **Each non-profit helps to fill a need:** The Biddeford + Saco Chamber of Commerce, Heart of Biddeford, Engine, Biddeford Mills Museum, City Theater, MacArthur Library, Community Bicycle Center, YMCA, Ever After Mustang Rescue, and Eastern Trail Alliance are just a few organizations that serve our community and its people admirably. These organizations have large followings and a strong connection to the community, so they work to enhance the quality of life for Biddeford residents and visitors.
- **The business community:** Many restaurants, breweries, distilleries, shops, and manufacturers have amazing followings and serve as ambassadors for Biddeford. In many of their advertising campaigns and social media posts, they reference the difference that comes with doing business in Biddeford, Maine!
- **Visibility through UNE:** UNE has brought in students (and their families) from all over New England. This supports New England-wide growth, enabling Biddeford to reach a larger audience. Biddeford Pool has become a top destination and if you are lucky enough to be a Biddeford resident, the Pool,



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Fortunes Rocks, Hills Beach, and Granite Point offer year-round oceanfront pleasure.

Communications plans for 2018-2019:

Market segmentation and targeting: Each generation has its media preferences. This includes:

Baby Boomers Generation (Born between 1946-1964): This generation is not taking to the rocking chair for their retirement years. They are enjoying life after the children leave their home. They may be downsizing and taking up exercise and hobbies, which increases their longevity. To reach this generation:

- Alan has a monthly e-newsletter blast that can be sent out
- Facebook offers a great way to connect (this generation still uses Facebook to keep up with family and friends activities) Heart of Biddeford & the weekly e-newsletter
- Mat and the Economic Development team are producing a monthly show for the local news access channel
- Broadcast television and Spectrum Cable advertising (they have not “cut the cord” yet and are not seeking alternative methods of watching their local news/favorite television shows)

Generation X (Born between 1965 and 1980): This generation is entrepreneurial, they want to save the neighborhood not the world. They have a desire to learn, explore and make a contribution. For Gen X'ers:

- Alan has a monthly e-newsletter blast that can be sent out
- Facebook is a great way to connect (Heart of Biddeford)
- Maine Biz ads twice a year will reach this demographic (entrepreneurial, reads local magazine to keep up to date on trends in the market)
- Local magazine ads, such as Sunrise Guide reach this generation which is health conscience, buys local, and supports local businesses



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- Updating the City website with current information as a go-to resource
- OTT: Over-the-top is a media distribution practice that allows streaming content

Generation Y/Millennials (Born between 1981-2000): This generation was raised with high academic expectations, but also nurtured by omnipresent parents. People in this generation are optimistic and focused. This generation schedules everything. They prefer to work in teams and prefer digital information, as this is what they grew up on. Millennials view the world as a 24/7 place and require immediate access to information. They do not live to work and prefer a more relaxed atmosphere. The plan to engage Millennials involves:

- Online advertising will reach this generation
- Instagram, Snapchat, and Twitter are the 3 top social media sites that they use
- YouTube video pre-roll (watch videos to learn everything from video gaming to academic)
- Outreach to networking and co-working office shared spaces
- OTT (Streaming content)

Selective collaboration: The City of Biddeford will be selective in its collaborations with other cities and organizations. This may involve:

- Leveraging its marketing investment in organizations, such as the Biddeford + Saco Chamber of Commerce and the Heart of Biddeford.
- Combining its marketing investments selectively with investment from others, such as the City of Saco
- Seeking to complement, rather than to duplicate the marketing efforts of for-profit, nonprofit, and civic organizations that also aim to benefit local and regional economic development



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In summary, the goal for 2018-2019 communications plans is the following;

- Maximize the advertising money available to reach all 3 age groups
- The messaging will be about collaboration, people, resources and community
- Video and pictures will capture the essence of Biddeford and can be shared with the City of Biddeford and its partners

Thank you for the opportunity. I am looking forward to this campaign and watching Biddeford grow!

Sincerely,

Jennifer Kenneally

Kenneally & Company
PO Box 1183
Biddeford, ME 04005

Invoice No. **B010218**

INVOICE

Customer

Name City of Biddeford
Address 240 Main St.
City Biddeford State ME ZIP 04005
Phone _____

Misc

Date 1.2.18
Order No. _____
Rep Alan Casavant
FOB _____

Qty	Description	Unit Price	TOTAL
1	Marketing and advertising services for February-June Creative for long format video for Mereda (3) :30 second commercials produced (Winter Fest, Spring, Early Summer) Media buyer placing buys and verifying them Additional services as they arise	\$ 3,500.00	\$ 3,500.00
1	WMTW 8 TV Campaign February-June	\$ 4,950.00	\$ 4,950.00
1	Online campaign 400,000 impressions Feb-May	\$ 4,000.00	\$ 4,000.00
<i>Thank you for your business.</i>			

SubTotal \$12,450.00

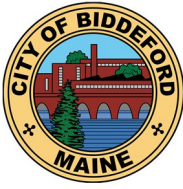
Payment

Comments: _____
Name: _____
Check # _____
Amount Enclosed: _____

Tax Rate(s)

TOTAL \$12,450.00

Office Use Only



City of Biddeford

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

Briefing Memo

TO: Chairman John McCurry and Members of the Finance Committee

CC: James Bennett, City Manager
Cheryl Fournier, Finance Director
Jerry Gerlach, IT Director

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

DATE: September 28, 2018

RE: Approval/Hyperconverged Infrastructure Equipment/CDW-G, Scale Computing
FY2019 Capital Project List

As noted in August during the FY2019 CIP review process, an evaluation of the virtual operating environment, service life of critical network components, and a change in the needs of departments, the PD in particular, warranted a strategic evaluation of the IT CIP request to accommodate the changing work environment.

The Scale Computing approval request through CDW-G reflects this strategic change. Jerry Gerlach will be presenting a technical overview of the evolution of the city's network environment, a general explanation of what a "hyperconverge" entails, and what the benefits are to the municipality.

However, by way of traditional background, the city obtained initial quotes from vendors offering various types of hyperconverged architecture. The vendors and quotes are listed below.

Dell EMC	\$175,308
Simplivity	\$175,000
Nutanix	\$159,270

By comparison, a quote on traditional architecture replacement by Systems Engineering totaled \$138,638.

In response to a formal Request for Bid, CDW-G responded with a quote of \$94,953.41 (see attachment), far less expensive than prior vendor quotes and less expensive than a traditional replacement but providing all of the benefits of a hyperconverged infrastructure specific to a municipality.

As we considered the available options going into this project, one of the underlying considerations was sustainability. If you look back at prior CIP requests you will see significant fluctuations in the department request from year to year. The fluctuations coincide with system updates that were driven by system hardware compatibility issues inherent in the traditional network architecture model, scheduled replacement of critical infrastructure to maintain a high level of system integrity and reliability, and planned obsolescence by manufacturers. Planned obsolescence in particular is outside the city's control and coupled with system integration requirements, forces IT departments to perform system upgrades and to rely on outside technical experts to ensure system compatibility and reliability.

A hyperconverged infrastructure streamlines system integration and network management and is doing to the network environment what Microsoft Office did to the office environment. IT administrators have much better control over systems, require far less outside technical expertise, and can schedule and perform upgrades with only cursory reliance on outside expertise. By utilizing hyperconverged architecture, we are able to improve the user experience, reduce energy consumption, manage and balance network resources on the fly, reduce reliance on outside expertise, reduce physical equipment, and do far more with the same level of personnel.

All bid terms, including prices, will remain in effect for ninety (90) days after the Bid Due Date.

QUOTE CONFIRMATION



DEAR JERRY GERLACH,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
KCFV805	9/13/2018	KBBK546	6873937	\$94,953.41

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Scale Computing 10GBase direct attach cable - 10 ft Mfg. Part#: BSFP3M-CABLE UNSPSC: 26121609 Contract: MARKET	9	4833129	\$160.00	\$1,440.00
Dell Networking X4012 - switch - 12 ports - managed - rack-mountable Mfg. Part#: B12-DL-10 UNSPSC: 43222612 Contract: MARKET	2	3818774	\$1,200.00	\$2,400.00
Scale HC1150Dz - NAS server - 25.92 TB Mfg. Part#: HZ25.92T2-128 UNSPSC: 43201835 Contract: MARKET	4	5107118	\$15,781.72	\$63,126.88
HC3 Cloud Unity - subscription license (1 year) - 8 TB capacity, 16 cores. Mfg. Part#: QDGUS-1-8T16C124 UNSPSC: 43233006 Contract: MARKET	1	5077459	\$11,500.00	\$11,500.00
HC3 Move Powered by Double-Take - license Mfg. Part#: ADTM UNSPSC: 43233415 Electronic distribution - NO MEDIA Contract: MARKET	6	3119058	\$0.01	\$0.06
Scale HC1100 32TB Raw 16TB Usable 256GB NAS Server Mfg. Part#: HM32-256 UNSPSC: 43201835 Contract: MARKET	1	5146788	\$14,000.00	\$14,000.00
ScaleCare Support Premium Installation Service - remote installation Mfg. Part#: QSPI Electronic distribution - NO MEDIA Contract: MARKET	1	4393268	\$1,168.00	\$1,168.00
Scale - SFP (mini-GBIC) transceiver module - GigE Mfg. Part#: TSR-SFP UNSPSC: 43201553 Contract: MARKET	8	4770239	\$60.00	\$480.00

PURCHASER BILLING INFO		SUBTOTAL		\$94,114.94
Billing Address: CITY OF BIDDEFORD ACCTS PAYABLE 205 MAIN ST BIDDEFORD, ME 04005 Phone: (207) 286-0594 Payment Terms: Net 30 Days-Govt State/Local		SHIPPING		\$838.47
		SALES TAX		\$0.00
		GRAND TOTAL		\$94,953.41
		Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515		
DELIVER TO				
Shipping Address: CITY OF BIDDEFORD JERRY GERLACH 205 MAIN STREET BIDDEFORD, ME 04005-0586 Phone: (207) 286-0594 Shipping Method: DROP SHIP-GROUND				

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2018 Sewer Abatement Policy

The following Sewer Abatement Policy (Policy) shall define the procedures for consistent and timely Petition for Abatement (PFA) processing. The Policy establishes responsibilities for the applicant, finance director or the finance director designee, the Wastewater Management Commission (Commission) and the Finance Committee.

Background

Maine Water, previously Biddeford & Saco Water Company (Company), installs and maintains water meters at business and residential facilities receiving water from the Company. In areas serviced by city sewer, the Company provides periodic flow data to the City for each account. The water bill data (input) is assumed to equal the sewer discharge (output) from each associated account. Thus for these accounts, sewer billing is based on data provided by the Company.

Sewer users obtaining water from a source other than the Company must install and maintain a meter to measure the sewer discharge. All such meters must be inspected and approved by the City and must be available for inspections during the year. For these accounts the user must report the meter reading.

By ordinance, residential users receive quarterly sewer bills based on actual water usage as determined by the Company's meter readings. Commercial and industrial users, who receive water bills from the Company on a monthly basis, also receive sewer user bills from the city on a monthly basis.

If a residential, commercial, industrial, or institutional user has a consumptive use of water, or, in some other manner, uses water which is not discharged into the collection system, the user charge for that contributor may be based on readings of wastewater meter(s) or a separate water meter(s) (sub-meter), which must be purchased through the City to ensure conformity and calibration, and installed and maintained at the user's expense.

PFA requests may be submitted for any number of reasons. One such reason involves reconciliation of estimated accounts. Occasionally the Company is not able to perform an actual meter reading or a user fails to report or reports incorrect data. When the Company is not able to read a meter, the Company estimates the water bill and subsequently the data the City receives for sewer billing is also estimated. The Company, by practice reports that a card is left on the premises indicating the inability to read the meter and notifying the resident that the bill will be estimated unless the actual meter reading is "called in". The Company replaces water meters periodically either due to a specific concern or as part of a larger upgrade project. In most instances, users receiving sewer bills based on actual readings do not see any impact to the sewer bill. For users receiving sewer bills based on estimated readings, depending on the length of time between initial account estimation and verification of an actual meter reading, the catch-up billing may be significant albeit representative of actual use.

Given that the City is impacted by and must evaluate and address sewer billing questions and PFAs based on estimated water readings and reporting by sewer users of which the City would have no prior responsibility as to the accuracy of the information, the City has modified its procedures to ensure sewer users are aware of the implications of estimated billings and to limit the City's exposure with regard to estimated accounts and PFA resolutions.

Notification Procedure for Estimated Accounts

The Finance Department shall compile and maintain a list of all sewer users whose bill is calculated based on estimated water meter readings. This initial list shall be based on data provided by the Company. Thereafter, the City will receive an updated list of estimated accounts monthly.

The City, through the Finance Department, will provide a one-time notice to each named account holder on the list informing the user of the updated city policy on abatement procedures. The notice shall be transmitted by certified mail and issued within 15 days of receipt of the list. The notice shall inform the user that the upcoming bill will be estimated unless the user provides a meter reading or schedules an actual meter reading within 30 days of their receiving the notice otherwise the bills (water and sewer) will be based on estimated usage. Finally, the notice will clearly state that failure to provide accurate data or arrange for a meter reading may result in reconciliation at a future date. The user is responsible for payment of the reconciled amount.

PFA Submittal and Recordkeeping

PFAs shall be submitted in writing to the finance director using only a city-provided form. The finance director shall establish a recording system that at a minimum includes date of receipt, the PFA contact information, the account address, the amount of the PFA request, the reason for the request, the date of the PFA review, the PFA review decision and rationale, the amount of the abatement if issued, and any appeal dates, decisions, and amounts (PFA Summary).

PFA Processing

Administrative Review

The finance director or the finance director designee shall administratively review each PFA to determine if the submittal is complete. The finance director or designee may request additional information. Once the PFA is administratively complete, it shall be accepted for technical review.

Technical Review

The finance director or designee shall perform a technical review of the PFA and provide an opinion of eligibility (eligible or not eligible for abatement) along with a recommendation as to the amount of an abatement if applicable. The eligibility opinion, abatement recommendation, and rationale shall be documented and become part of the PFA. The eligibility opinion and abatement recommendation shall be performed in accordance with the General PFA Review Criteria with such determination based on general fairness and the merits of the request. The finance director may request that engineering and or wastewater department staff review the information submitted and provide data on expected flows, verify calculations, and or provide technical guidance as to the reasonableness and accuracy of the information submitted in support of the PFA. Upon completion of technical review, the PFA shall be forwarded to the Commission.

General PFA Review Criteria

- PFA requests equal to the last quarter/monthly amount where no previous history exists shall be deemed ineligible for abatement. (Sec. 70-32(g)(2))
- PFA requests involving a disputed amount identified as a prohibited discharge (Sec. 70-86), associated with failure to comply with requirements specified in Sec. 70-90 *Protection from accidental discharge of prohibited material; notification requirements*, or listed as a *prohibited discharge* (Sec. 71-5) shall be deemed ineligible for abatement.
- A PFA shall be deemed ineligible for abatement when the finance director determines and the Commission confirms the abatement is based solely or in part on unauthorized use of the sewer system or misrepresentation by the user.
- A PFA shall be deemed ineligible for abatement when the finance director determines and the Commission confirms the abatement is based solely or in part upon the user failing to obtain the necessary municipal permits or authorizations for activity at the physical address associated with the account, including but not limited to failing to request and install a sub meter.
- A PFA shall be deemed ineligible if submitted more than three (3) billing cycles from the most recent sewer bill identifying a disputed amount as referenced by the PFA. For the purpose of clarification, a PFA may cover a period longer than three (3) billing cycles but a PFA must be submitted within three (3) billing cycles of becoming aware of the disputed amount.
- A PFA submitted on the sole basis of ability to pay (hardship request), shall be forwarded to General Assistance (GA) for review and consideration using the existing GA hardship evaluation process.
- In all cases where a PFA is deemed eligible and a credit is to be calculated based on estimated data, the maximum allowable credit shall be based on the estimated value but in no event shall be greater than the minimum applicable charge over the period in question.
- PFA requests where the disputed amount is solely the result of reconciling one or more estimated bills - by way of example but not limitation, reconciling due to the sale of a property, the replacement of a meter, or a meter upgrade – the PFA shall be deemed ineligible for any period after documented notification that the bill is being estimated.
- PFA requests where the disputed amount covers a period prior to documented notification that the bill is being estimated and is solely the result of reconciling one or more estimated bills - by way of example but not limitation, reconciling due to the sale of a property, the replacement of a meter, or a meter upgrade – the PFA shall be evaluated and if deemed eligible, processed in accordance with the following:

For small single-family residential units, defined as up to three units (on one account) one of which must be owner occupied, the user shall be responsible for the applicable sewer fee for a period no greater than the last 36 months.

For all other accounts, the user shall be responsible for the applicable sewer fee for a period no greater than the last 10 years.

- For a PFA request where the disputed amount is confirmed to not have entered the sewer system, based on evidence such as receipts, invoices, etc., or through a documented opinion from a qualified municipal employee, or for a one-time filling of a pool, the Commission may consider a full abatement of the disputed amount.
- For a PFA request where the disputed amount is confirmed to have entered the sewer system, based on evidence such as receipts, invoices, etc., or through a documented opinion of a qualified municipal employee, the Commission may consider a partial abatement of no more than 50% of the difference between the disputed amount and the average of the last three years of billing history multiplied by the identified PFA period. In the event the previous billing consumption values rely on estimates or suspect values, the finance director or the finance director designee shall document and use representative consumption values in calculations.
- For a PFA request, determined to be the result of an administrative billing error, the finance director or designee shall verify the disputed amount and upon verification deem the PFA eligible, the Commission may consider full abatement of the disputed amount.
- For all other PFA requests, the finance director or designee shall evaluate the PFA on a case-by-case basis in accordance with this policy and past practice and submit a recommendation to the Commission based on general fairness and the merits of the request. In the event the PFA is unique and no applicable past practice exists, the finance director shall document the final determination to serve as future evidence of past practice.

Once the technical review is complete, the finance director shall submit all PFAs to the Commission for review and consideration at the next regular Commission meeting. For the purpose of clarification, a PFA with a completion of technical review date after the agenda preparation date, which is typically one (1) week prior to a scheduled meeting, shall be considered by the Commission no later than the second regular Commission meeting following technical review.

Commission Review

The Commission shall review each PFA and render a determination after consideration of the weight of the evidence provided, the testimony offered, and general fairness of the determination based on the merits of the request. The determination shall be consistent with the intent and guidance provide in this policy.

All Commission PFA decisions shall include a formal determination consisting of either a tabling, an approval, or a denial.

- Tabled PFAs shall not remain tabled for more than the lesser of 90 days or such time needed for the Commission to receive requested information.
- Approvals and denials shall be documented with such documentation consisting of the determination (approval or denial), the specific amount of any abatement issued, and the rationale supporting the determination.
- All Commission decisions shall become part of the PFA (PFA record).

Appeals

A decision by the Commission may be appealed to the Finance Committee.

All PFA appeals must be submitted to the finance director in writing and clearly identify the basis for the appeal. The finance director shall attach the PFA record to the appeal. The PFA record and the PFA summary shall be submitted to the Finance Committee. The finance director shall notify the person submitting the appeal of the date, time, and location of the appeal meeting.

The appeal shall be heard at the next regular meeting of the Finance Committee. In the event the request for PFA appeal is received after the agenda preparation date, the appeal will be heard at the Finance Committee's second regularly scheduled meeting after receipt of the request for appeal.

The Finance Committee shall approve the Commission's decision(s) unless it finds that the decision is illegal, arbitrary, capricious, or unsupported by substantial evidence. The Finance Committee shall order the claim dismissed or paid in accordance with this decision, which shall be final.

PFA Limitations

- In no event shall the period of time associate with a PFA exceed ten (10) years prior to the date of PFA submittal.
- In no event shall a credit associated with a PFA result in payment of less than the greater of the sum of the undisputed amount paid over the period identified in the PFA or the sum of applicable minimum charge(s) for the period identified in the PFA, administrative billing errors notwithstanding.