City of Biddeford
Finance Committee
September 03, 2019 5:00 PM Council Chambers

1. **Call to order**
2. **Approval of the Minutes**
   2.1. August 6, 2019 Finance Committee Meeting Minutes
   8-06-2019 Finance Committee Minutes.docx
3. **Signing of the expenditure warrant**
4. **Discussion/Approval**
   4.1. Approval/Purchase of Roll-Off/Recycling Truck/Freightliner of Maine
   190903 Purchase-Roll-off-Recycling Truck-ORDER.docx
   190903 Purchase-Roll-off-Recycling Truck-MEMO.docx
   190903 Purchase-Roll-off-Recycling Truck-BIDS.docx
   9-03-2019 Purchase-Roll-off-Recycling Truck-Fournier Memo.docx
   4.2. Approval/Purchase of Wireless Access Points
   190903 IT Memo and Bids Wireless Access Points.pdf
   4.3. Approval/Purchase of Mini-Paver
   190903 Mini-Paver bid tab.docx
   9-03-2019 Purchase-Roll-off-Recycling Truck-Fournier Memo.docx

Discussion (with possible action)
Fire Department Central Station - Bathroom Renovations

5. **Other Business**
6. **Adjournment**

Finance Committee Meeting
August 6, 2019

Called to order by Councilor McCurry at 5:00 p.m.

Present: Mayor Casavant, Councilor John McCurry, Jr., Councilor Michael Ready, Councilor Stephen St. Cyr

Also present: ~~City Manager, Jim Bennett~~, Chief Operating Officer, Brian Phinney, City Clerk, Carmen Morris, and Finance Director, Cheryl Fournier

Approval of Minutes: *July 16, 2019*
Motion by Councilor Ready, seconded by Councilor St. Cyr to accept the minutes as printed.
Vote: Unanimous

The expenditure warrant was available for review

Discussion/Approval:

A. **Budget Amendment – Southern Maine Planning and Development**

Motion by Councilor Ready, seconded by Councilor St. Cyr to approve the budget amendment for Southern Maine Planning and Development.
Vote: Unanimous.

B. **Installation of Median at 5 Points – in front of Starbucks Coffee Entrance/Exit**

Motion by Councilor Ready, seconded by Councilor St. Cyr to approved the expenditure for the installation of a median at 5 Points – in front of Starbucks Coffee Entrance/Exit.

Councilor Ready explained that he requested this item due to the dangers of that section. City Engineer, Tom Milligan, did touch base with DOT, who stated that they have no issue with installing a median in this area. The item came in at $12, 750.00.
Vote: Unanimous.

C. **Green Parking Lot Discussion**

This item was placed on this agenda at Councilor McCurry's request.

Motion by Councilor Ready, seconded by Councilor St. Cyr that the expenditure for paving of the Green (Franklin Street) Parking Lot; with the project work awarded to Thyng Paving, LLC in the amount of $57,000. The cost of this project will be charged to the parking fund 31235-60306.

Public Works Director, Jeff Demers offered his support for this item, noting that with all the work that has been done to this lot most recently, it makes sense that it be completed correctly by paving it rather than just sealcoating it.

There was some discussion on if the parking fund is actually the correct fund to use for the expenditure of this project.

Motion by Councilor Ready to amend by using $17,650 from the Road Construction/Improvement Account 21204-60604, for paving Franklin Street only, seconded by Councilor St. Cyr.
Vote: Unanimous.

Vote, as amended: Unanimous.

Other Business:
McCurry:

1) Asked where in the process we are with the Fire Dept. bathroom project. Brian stated that the redesign is completed and just needs to be sent out to bid.
2) He has been asking for the Ice Arena financials and their year-end report, and how that facility is actually being used. He would like to ensure that Biddeford residents/children are getting priority when booking time at the Arena.

Adjourn:
Motion by Councilor Ready, seconded by Councilor St. Cyr to adjourn. Vote: Unanimous.
Time: 5:14 p.m.

City of Biddeford

2019.96 **IN BOARD OF CITY COUNCIL...SEPTEMBER 3, 2019**

BE IT ORDERED, that the City Manager be authorized to purchase a Roll-off truck as per bid on August 23, 2019 (the "Equipment") from Freightliner of Maine (the "Vendor") and may pay the Vendor an amount not to exceed $191,665.00 (before discounts valued at $90,000.00) 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 $191,665.00

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 $191,665.00 (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.

BE IT FURTHER RESOLVED that the City Council of the City of Biddeford authorizes the Finance Director to use lease proceeds from the trade-in amount of $90,000 to pay-off the lease on the traded in roll-off truck held by Suntrust in the amount of approximately $62,385.56, with the exact amount to be determined at the time of pay-off to account for daily interest accruals.

NOTE: The Finance Committee will review this item on September 3, 2019 and vote to recommend it to City Council for approval. The purchase of this truck is included in the FY20 CIP budget line 21204-60303 as a lease.

August 29, 2019

To: All Councilors

From: Public works Department

RE: Roll-Off truck

Councilors,

In the budget process we talked about adding a roll-off truck to the fleet instead of trading in our current truck. Since then we went out to bid and asked the bidders to give us a trade in value so we could analyze whether or not it makes financial sense to keep it. After seeing the value of the trade ($90,000.00) and the projected cost for maintenance, fuel, and insurance it makes more sense to trade in our truck and outsource the hauling when our truck is down or if we fall behind.

Sincerely,

Carl Marcotte

Bid Opening for A Roll-off Truck 08/23/2019

PRESENT:	Carl Marcotte-Public Works	Pat Murphy- N.E. Kenworth
	Michelle LeVasseur-Public Works	Brian Hallowell-Freightliner
	Dan Campbell-Hews	Bob Tardiff-Messer
	Rob Cyr-Whited Peterbilt	Richard Morrison-Portland North
	Jason Lamprecht- Daigle & Houghton	

Bids were opened at the Public Works Department on August 23, 2019 at 11am. Staff is recommending the low bid from Freightliner of Maine with the Hews hook lift unit with trade in the amount of $101,665.00. This truck was approved in the FY/20 CIP budget line 21204-60303.

Freightliner/Messer		$199,656.00
	Trade:	$90,000.00
	Total:	$109,565.00
Freightliner/Hews		$194,950.00
	Trade:	$90,000.00
	Total:	$104,950.00
Freightliner/Hews Alternate		$191,665.00
	Trade:	$90,000.00
	Total:	$101,665.00
Whited Peterbilt/Messer		$213,075.00
	Trade:	$75,000.00
	Total:	$138,075.00

Whited Peterbilt/Hews.		$208,460.00
	Trade:	$75,000.00
	Total:	$133,460.00
Whited Peterbilt/Hews Alternate		$205,175.00
	Trade:	$75,000.00
	Total:	$130,175.00
Western Star/Hews		$205,197.00
	Trade:	$90,000.00
	Total:	$115,197.00
Western Star/Hews Alternate		$201,912.00
	Trade:	$90,000.00
	Total:	$111,912.00
Western Star/Messer		$209,812.00
	Trade:	$90,000.00
	Total:	$119,812.00
N.E.Kenworth/Hews:		$204,985.00
	Trade:	$92,500.00
	Total:	$112,485.00
N.E.Kenworth/Hews Alternate		$201,700.00
	Trade:	$92,500.00
	Total:	$109,200.00

<u>Portland North/Messer:</u>		$210,215.00
	Trade:	$40,000.00
	Total:	$170,215.00
<u>Portland North/Hews</u>		$205,600.00
	Trade:	$40,000.00
	Total:	$165,600.00
<u>Portland North/Hews Alternate</u>		$202,315.00
	Trade:	$40,000.00
	Total:	$162,315.00
<u>Daigle Houghton/Messer</u>		$201,200.00
	Trade:	$75,000.00
	Total:	$126,200.00
<u>Daigle Houghton/Western Star</u>		$207,900.00
	Trade:	$75,000.00
	Total:	$132,900.00

City of Biddeford

Finance Department - (207) 284-9333
205 Main Street, P O Box 586
Biddeford, ME 04005
Cheryl Fournier, Finance Director
Fax (207) 571-0667

August 29, 2019

To: City Council

From: Cheryl Fournier, Finance Director

Re: Roll-off Truck and Paver

The FY2020 budget includes the roll-off truck and the paver as part of the capital funding. The roll-off truck bids came in lower than budget; however, the paver came in over the budgeted amounts.

	Roll-off Truck	Paver
Budgeted Amount	$210,000	$38,000
Actual Amount	$191,665	$44,000
Variance	$ 18,335	$(6,000)

The idea is to use the under budget of the roll-off truck to pay for the additional funding needed for the paver. This will still keep us under the budgeted amount.

Along with the purchase of the roll-off truck, the old roll-off truck is being traded in for $90,000. We are requesting in the order to use that trade in amount to pay off the old lease with Suntrust on the traded vehicle, and pay the additional monies needed for the paver. This is make us need to finance the following:

Roll-off net bid amount `	$101,665
Payoff of the old lease	~~62,386~~ 75,451
Additional funding for paver	6,000
Subtotal	~~$170,051~~ $183,116
Down payment (21204-60306)	32,000
Subtotal	~~$138,051~~ $151,116
Less: FY2020 lease payment in budget	18,932
Total amount of lease	$132,184
Budgeted amount of lease	$178,000

Biddeford
A proud city rising where the water falls

Computer Department
(207) 286-7243
205 Main Street, P O Box 586
Biddeford, ME 04005-0586

VISIT US AT WWW.BIDDEFORDMAINE.ORG

Finance Committee

An RFB was released for wireless access points, and controller to replace our current solution, which is over 10 years old.

Three bids were received. It is our recommendation to award the bid to Systems Engineering for $6,446.

The low bidder was SymQuest at $4,207.00, and the highest bid was from B&H at $10,467.10

While Symquest is low bidder, they proposed Aruba equipment, which does not fit our network, and long-term plan as nicely as the Cisco Meraki solution.
We currently have all Cisco networking equipment throughout the city. Keeping all of our networking equipment within the same product line makes perfect sense. If there is an issue, tracking it down is much easier when all of the equipment is talking the same language, and one vendor can see all of the equipment. This allows for deep packet inspections throughout all of our network, which is critical when troubleshooting.

We also installed two Meraki access points as a trial and they worked perfectly exceeding our expectations.
Lastly, we are using Cisco Meraki Mobile Device Management. This allows us to manage our mobile devices and wireless devices under one pane of glass. As time goes on, we hope to replace even more network equipment to Meraki as gear ages out.
The long-term goal is to have our entire networking infrastructure managed within that same pane of glass.

Jerry Gerlach
IT Director

2. Bill of Materials

Exhibit A - Investment Detail
Pricing

Meraki WAP & Support	Quantity	Unit Price	Total
Meraki MR42E IEEE 802.11ac 1.90 Gbit/s Wireless Access Point - 2.40 GHz, 5 GHz - MIMO Technology - 1 x Network (RJ-45) - Desktop, Wall Mountable, Ceiling Mountable	1	$513.00	$513.00
Meraki Antenna - 2.40 GHz, 5.15 GHz to 2.50 GHz, 5.88 GHz - 5.7 dBi - Indoor, Wireless Access PointDipole - Omni-directional - RP-TNC Connector	1	$95.00	$95.00
Meraki MR42 IEEE 802.11ac 1.90 Gbit/s Wireless Access Point - 2.40 GHz, 5 GHz - MIMO Technology - 1 x Network (RJ-45) - Desktop, Wall Mountable, Ceiling Mountable	9	$512.00	$4,608.00
Meraki MR Enterprise Cloud Controller License, 3 Years - Meraki MR Series Access Point - Subscription License 1 Access Point - 3 Year License Validation Period	10	$123.00	$1,230.00
		Total for Meraki WAP & Support	**$6,446.00**

Investment Summary	
Subtotal : Parts	$6,446.00
Tax @ 0 %	$0.00
Subtotal : Labor	$0.00
Grand Total	**$6,446.00**

B&H IT Services, LLC
30443 Campbells Run
Franklin, VA 23851
(757)613-6383
Info@bandhitservices.com

www.bandhitservices.com

Quote

ADDRESS
Jerry Gerlach
City of Biddeford IT Department
205 Main Street
Biddeford, ME 04005 US

QUOTE # 1070
DATE 08/02/2019
EXPIRES 11/12/2019

ACTIVITY	QTY	RATE	AMOUNT
Hardware MR42E-HW - Meraki Access Point	1	775.76	775.76T
Hardware MA-ANT-3-B5 - MR42E Dipole Antenna 5Pack	1	119.29	119.29T
Hardware MR42-HW - Meraki Access Point	9	775.76	6,981.84T
HW Licensing:HW Licensing LIC-ENT-3YR - 3 Year Enterprise Cloud License	10	211.76	2,117.60

SUBTOTAL	9,994.49
TAX (6%)	472.61
TOTAL	**$10,467.10**

Accepted By________________________________Accepted Date________________

SymQuest®
A KONICA MINOLTA COMPANY

Reference ID: 2009769
Version: SYMQ19665

Date: Aug 6, 2019

Account Rep: Lynda Rogers
lrogers@symquest.com
603-352-7555

ATTN: Jerry Gerlach
City of Biddeford
205 Main Street
Biddeford, ME 04005

Phone: (207) 286-0594 Ext:

Prepared by: *Lynda Rogers*
lrogers@symquest.com
603-352-7555

Technology Estimate

Qty	Description	Unit Price	Ext. Price
9	Aruba AP-515 802.11ax 5.40 Gbit/s Wireless Access Point - TAA Compliant - 2.40 GHz, 5 GHz - MIMO Technology - 2 x Network (RJ-45) - Ceiling Mountable, Wall Mountable, Rail-mountable	$327.00	$2,943.00
1	Aruba Mounting Bracket for Wireless Access Point	$59.00	$59.00
10	Aruba Central Device Manageme - Subscription License - 1 Token - 3 Year - Electronic	$57.00	$570.00
20	Aruba Central Service - Subscription License - 1 Access Point - 3 Year - Electronic	$15.00	$300.00
1	HPE AP-514 802.11ax 5.40 Gbit/s Wireless Access Point - 2.40 GHz, 5 GHz - MIMO Technology - 2 x Network (RJ-45) - Ceiling Mountable, Wall Mountable, Rail-mountable	$327.00	$327.00
1	Aruba AP-ANT-20 Antenna - 2.40 GHz, 4.90 GHz to 2.50 GHz, 5.88 GHz - 2 dBi - Indoor, Wireless Access Point - White - Direct Mount - Omni-directional - RP-SMA Connector	$8.00	$8.00

SubTotal:	$4,207.00
Freight Amount:	$0.00
Total:	**$4,207.00**

Please contact me if I can be of further assistance.

Prices subject to change
TERMS: Invoices Due Upon Receipt
Freight Charges and Sales Tax (if applicable) are billed unless otherwise specified

Accepted By ______________________ **Date** ____________

Purchase Order #

30 Community Drive, Suite 5, South Burlington, VT 05403

MINI-TRACK PAVER BID OPENING 08/23/2019

PRESENT: Public Works: Carl Marcotte, Michelle LeVasseur

Bids were opened at the Public Works Department on August 23, 2019 at 11am. We receive 1 bid from Ambrose Equipment and are recommending the bid for $44,000.00, this mini paver was approved in the FY/20 CIP budget line 21204-60303.

Ambrose Equipment	Salsco Mini-Paver	$44,000.00

City of Biddeford

Finance Department - (207) 284-9333

205 Main Street, P O Box 586

Biddeford, ME 04005

Cheryl Fournier, Finance Director

Fax (207) 571-0667

August 29, 2019

To: City Council

From: Cheryl Fournier, Finance Director

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