

City of Biddeford
Finance Committee

July 06, 2021 5:00 PM Council Chambers and via Zoom:

Below is the Public Zoom link for the July 6, 2021 Finance Committee Meeting:

<https://biddeford.zoom.us/j/92220554750?pwd=QU1OQzNHd0lKa1V1YWJyM0d3ZmI1Zz09>

Passcode: 160794

Or One tap mobile :

US: +13126266799,,92220554750# or +16465588656,,92220554750#

Or Telephone:

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

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

Webinar ID: 922 2055 4750

International numbers available: <https://biddeford.zoom.us/j/92220554750?pwd=QU1OQzNHd0lKa1V1YWJyM0d3ZmI1Zz09>

- 1. Call to order**
- 2. Approval of the Minutes**
 - 2.1. June 15, 2021 Finance Committee Meeting Minutes
[6-15-2021 Finance Committee Minutes.pdf](#)
- 3. Signing of the expenditure warrant**
- 4. Discussion/Approval**
 - 4.1. Recommendation/Purchase of (2) Ford Interceptor Police Cruisers/Rowe Ford of Westbrook, Maine
[7-06-2021 Purchase of \(2\) Police Cruisers-backup docs.pdf](#)
 - 4.2. Recommendation/Contract with Thyng Paving/Sidewalk Paving Projects on Simard Avenue, Wilson Street, Bacon Street and Pierson's Lane
[7-06-2021 Sidewalk Paving-Simard-Wilson-Bacon-Pierson Thyng Paving-backup docs.pdf](#)
 - 4.3. Approval/Replacement of HVAC Unit at Fire Central Fire Station
[7-06-2021 FD HVAC units.pdf](#)
- 5. Other Business**
- 6. Adjournment**

City of Biddeford
Finance Committee Meeting Minutes
June 15, 2021

The meeting was called to order at 5:00 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; City Clerk, Carmen Morris; and Deputy Finance Director, Gerry Matherne.

Adjustment to the Agenda
No adjustment to the agenda.

Approval of Minutes of June 1, 2021

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

Vote: unanimous.

Motion carries.

Discussion/Approval

Recommendation/Lease-Purchase of Vactor Sewer/Catch Basin Cleaning Truck/C.N. Wood, Inc.

Motion by Councilor Ready to recommend the purchase of the Vactor Sewer/Catch Basin Cleaning Truck from C.N. Wood, Inc., seconded by Councilor St. Cyr.

Councilor St. Cyr asked about the use of the American Rescue Plan Funds for this purchase.

The City Manager, Jim Bennett, explained it will be a direct charge to that American Rescue Plan stand alone account.

Vote: unanimous.

Motion carries.

Recommendation/Creation of New Reserve Accounts from FY21 Carry Forward Funds

Motion by Councilor Ready to recommend the creation of New Reserve Accounts from FY21 Carry Forward Funds, seconded by Councilor St. Cyr.

Vote: 3/1; Councilor McCurry opposed.

Motion carries.

Recommendation/Award of ADA Self-Evaluation and Transition Plan Project

Motion by Councilor Ready to recommend the award of ADA Self-Evaluation and Transition Plan Project to Disability Access Consultants, LLC of Orville, CA; funding to come from FY21 General Fund - Planning & Development - Professional Services, seconded by Councilor St. Cyr.

Vote: unanimous.

Motion carries.

Other Business

Councilor McCurry asked about where the City is with the financials.

Jim explained that a general financial report will be run and distributed to the Committee. He will also be working on the projections for the end of the year.

Councilor McCurry also asked about looking at data and costs for recycling.

Councilor Ready asked for an update on the search for a Finance Director.

Jim explained applications/resumes are due by end of day this Friday, June 18, and the hope is to get a compilation by the end of next week.

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

Vote: unanimous.

Motion carries.

Adjourned at 5:14 p.m.



Finance Committee / City Council

Meeting Date: 7/6/2021
Meeting Time: 5:00PM – 6:00PM

Agenda Item No:
Item Description: Purchase of two new police cars

Submitted by: Jeff Demers Director

Supporting Information/Documentation:

Bid tabulation attached

Executive Summary:

Approval to trade in two Police cars. Approval to purchase 2 New Police interceptors.

Detailed Review:

The Biddeford Police Department with the assistance of Public works is seeking approval to trade in two police cars and purchase two new ones. Public works advertised and received two bids. One bid from Rowe Ford and the second from Quirk Auto group. The cars that are being traded are 2019 Ford interceptors one of them has 92,000 miles and the other has 115,000. We try to replace two police cars a year to keep the maintenance cost down and assure reliability. These cars have been approved in the FY22 budget line item 21146-60603

Funding Source:

There is \$48,000 allocated for these cars and are funded in line 21146-60603.

Staff Recommendation:

Staff is recommending the low bid from Rowe Ford for \$47,394 with trades.

Bid Opening for (2) Two Ford Utility Police Interceptors

Present: Jerry Court - Public Works Matthew Jarvis - All Seasons
Kara Cote - Public Works

Bids were opened at the Public Works Department at 11:00a.m. on June 29, 2021.

Rowe Ford

(2) Two Ford utility police interceptors	\$73,394.00
Trade in allowance Car# 117	\$13,000.00
Trade in allowance Car# 118	\$13,000.00
Total cost	\$47,394.00

Quirk Auto Group

(2) Two Ford utility police interceptors	\$68,478.00
Trade in allowance Car# 117	\$7,300.00
Trade in allowance Car# 118	\$7,300.00
Total cost	\$53,878.00

Matthew Jarvis from All Seasons bid on trade-ins:

<i>Car# 117</i>	<i>\$6,000.00</i>
<i>Car# 118</i>	<i>\$6,200.00</i>

City of Biddeford, Maine
PUBLIC WORKS DEPARTMENT
371 Hill Street, Biddeford, Maine

REQUEST FOR PROPOSALS
Sidewalk Paving, Asphalt curbing, Granite Curbing AND
OTHER ASSOCIATED WORK – 2021/2022

The City of Biddeford, Maine is soliciting proposals from qualified contractors for the placement of hot mix asphalt pavement and other associated work in conjunction with the City's Infrastructure Maintenance and Repair Program. Contractors submitting proposals may be requested to supply evidence of qualifications and capacity for review by the Public Works Director (Director). Contractors submitting proposals must also provide proof of liability insurance in the amount of at least \$1,000,000.00.

OVERVIEW

The City of Biddeford's funding will be used for actual hot mix asphalt paving cost and other work such as setting of new granite curbing. Resetting existing curbing. New asphalt curbing, paving of sidewalks or putting concrete sidewalk back in place where requested by the director.

The selected contractor(s) shall be required to coordinate its work according to scheduling established by the Public Works Director. The work will be scheduled over the 2021/2022 construction season.. A list of proposed street work and projected scheduling for this period is included herein on the attached spreadsheet entitled "Sidewalk WORK PLAN 2021/2022".

SUBMISSION OF PROPOSALS

Proposals are to be prepared on the forms included herein and submitted in a sealed envelope marked "**Sidewalk PROPOSAL**". The PROPOSAL TERM and the PROPOSAL FORM both need to be included in the submittal. The proposals will be accepted by the Biddeford Public Works Department, 371 Hill Street, Biddeford, Maine, 04005, until 2:00 PM on Friday, May 21, 2021. Proposals will be opened at that time and location.

Proposals shall identify unit prices on requested items based upon estimated quantities supplied herein. The City of Biddeford reserves the right to add to or subtract from, without limitation, the estimated quantities identified for any item without any jeopardy or liability. Unit prices submitted shall remain in effect regardless of actual quantities of work performed during the term of the work included in this RFP.

All proposals shall become the property of the City of Biddeford, Maine. The City of Biddeford, Maine reserves the right to accept or reject any or all proposals and/or to negotiate with responders if it is deemed to be in the best interest of the City.

City of Biddeford, Maine
PUBLIC WORKS DEPARTMENT
371 Hill Street, Biddeford, Maine

Questions pertaining to this Request for Proposals should be directed to the Director of Public Works, City of Biddeford, Maine, Mr. Jeff Demers, at 371 Hill Street, Biddeford, Maine, 04005. He can be reached at 207-282-1579 or by e-mail at jeff.demers@biddefordmaine.org.

SPECIFICATIONS FOR WORK

All work to be performed and all materials to be supplied under this RFP shall be in accordance with the Maine Department of Transportation (DOT) specifications for general conditions, materials and construction requirements, as delineated in the November 2014 Maine D.O.T. specifications manual unless otherwise modified herein or as modified by the Director..

UNIT PRICING

Proposals shall identify a unit price per sq. foot for all hot mix asphalt pavement items and or concrete, a unit price per foot for bituminous curbing, a unit price per foot of granite curbing. Payments will be made based upon actual quantities measured.

HOT MIX ASPHALT PAVEMENT ITEM.

Unit prices for all hot mix asphalt pavement items shall include all costs associated with supplying, delivering and placing of hot mix asphalt pavement including but not limited to materials, trucking, traffic control, sweeping, fine grading, compaction of all surfaces prior to the placement of the hot mix asphalt pavement, grinding to achieve satisfactory joints, the paving of all aprons and approaches necessary to blend in the new work to existing roads and driveways, tack, and all incidental work and materials needed to complete the work according to the Specifications and directives from the Director.

AWARD

Award of the work contained herein shall be made based upon a combination of considerations such as price, service ability, qualifications, prior experiences with contractors and the ability to meet the terms of this RFP, as determined by the City of Biddeford in its sole judgment. The City of Biddeford reserves the right to separate the various items included herein into different contracts with different contractors if it deems it to be in the best interest of the City of Biddeford.

Submitted proposals shall be brought to the City's Finance Committee for award of the work contained herein. The contractor(s) awarded work under this RFP shall meet with the Director within 1 week of action by the Finance Committee to establish schedules for the work planned for 2019.

City of Biddeford, Maine
PUBLIC WORKS DEPARTMENT
371 Hill Street, Biddeford, Maine

SUB CONTRACTING

Prior consent of the City of Biddeford is required to assign, transfer, convey, sublet or otherwise dispose of the work awarded through this RFP. In no case shall any such consent relieve the obligations or change any of the terms of this RFP and work contained herein.

PERFORMANCE

Contractor agrees to bear all costs incurred arising from the failure of the Contractor through omission or commission to comply with all Federal, State and local statutes, regulations, ordinances or rules. The Contractor further agrees to hold the City harmless and to indemnify the City for these costs as well as all costs of collection, including but not limited to reasonable attorney's fees.

If the Contractor fails to fulfill its obligations under the award of the work contained herein properly and on time or otherwise violates any provision of this RFP and contract, the City may terminate the contract by written notice. The notice shall specify the acts or omissions relied upon as cause for termination. The Contractor shall be paid fair and equitable compensation for satisfactory performance prior to the receipt of notice of termination less the amount of damages caused by the Contractor's failure to fulfill its obligations. If the damages are more than the compensation payable to the Contractor, the Contractor shall remain liable after termination of the contract and the City may collect damages, including costs of collection and reasonable attorney fees.

PAYMENT

Payment in full shall be made after completion, inspection and acceptance by the Director of work requested for payment. Payment will generally be made within 30 days of acceptance by the Director.

City of Biddeford, Maine
PUBLIC WORKS DEPARTMENT
371 Hill Street, Biddeford, Maine

PROPOSAL TERMS

This proposal is submitted in accordance with the requirements and specifications of the Request For Proposals for the Placement of Sidewalk paving, Granite Curbing and Other Associated Work – 2021 and acknowledge as follows :

1. That we have read the Request For Proposals and will comply with all requirements.
2. That the quantities stated herein are the best estimates of the City of Biddeford at the time of this Request For Proposals, but that these estimates may vary. It is understood that the unit prices submitted to supply the products and services required herein shall not vary regardless of final actual quantities of items actually procured by the City of Biddeford. It is also understood that the Hot Mix Asphalt Pavement Item will be adjusted according to the Asphalt Escalator provisions.
3. That full liability insurance coverage will be maintained and in force during the term of this contract and a Certificate of Insurance is enclosed.

Company Name : _____

Mailing Address : _____

Telephone : _____

Fax : _____

E-Mail : _____

**Name & Title of
Owner of Authorized
Representative (printed)** _____

Signature : _____

Date : _____

PROPOSAL FORM

City of Biddeford, Maine
PUBLIC WORKS DEPARTMENT
371 Hill Street, Biddeford, Maine

REQUEST FOR PROPOSALS
Sidewalk Paving, Granite curbing work plan AND OTHER
ASSOCIATED WORK – 2021/2022

Estimated quantities are identified for the purpose of comparing proposals. Quantities may vary depending on conditions and issues encountered during the program. Unit prices submitted shall apply regardless of final quantities at the completion of the program. Contractors shall abide by all OSHA Rules & Regulations and by all State and Local ordinances regarding construction activities.

	Street		
1.	Simard Street	350' Asphalt Curbing	5110 sqft. Asphalt sidewalk
2.	High Street	1700' Granite Curbing	8500 sqft. Concrete sidewalk
3.	Wilson Street	1400' Asphalt Curbing	4000 sqft. Asphalt sidewalk
4.	Pierson's Ln.	1350' Granite Curbing	6750 sqft. Concrete sidewalk
5.	Bacon St.	N/A	12300 sqft. Asphalt sidewalks



Finance Committee/City Council

Meeting Date: July 6, 2021

Meeting Time: 5:00 PM – 6:00 PM

Agenda Item No: Orders of Day

Item Description: Acceptance of Sidewalk Curbing / Pavement.

Submitted by: Jeff Demers, Director Public Works

Supporting Information/Documentation:

May 21, 2021 Request For Bids.

Thyng Paving Proposals

Executive Summary:

The Public works department requested Bids for five Sidewalk rehab projects. The following streets were advertised. Simard Street, High street, Wilson Street, Person's Ln and a portion of Bacon Street. Public works recommends construction rehab of four of the five sidewalks that were advertised. Simard Street, Wilson Street, Bacon Street. And Pierson's Lane. Public works recommends rebidding High Street in the next round of sidewalk work.

Funding Source:

Public Works received one Bid. Please see the attached Bids/estimates from Thyng paving. Funds for these sidewalks are available in the CIP Roads/paving/sidewalk carry over fund account 21204-60604 with an estimated balance of \$850,000.

Staff Recommendations:

Staff Recommends the work be awarded to Thyng Paving for the estimated price of \$393,733.00

THYNG PAVING LLC
264 S Waterboro Rd
Lyman, ME 04002
thyngpaving1@gmail.com



Estimate

ADDRESS

CITY OF BIDDEFORD
371 HILL STREET
BIDDEFORD, ME 04005

ESTIMATE # 1144

DATE 05/24/2021

DATE	ACTIVITY	DESCRIPTION	AMOUNT
	Services	SIMARD STREET 350' ASPHALT CURBING REMOVE EXISTING CURBS AND WALKWAYS BOX CUT 12" OF GRAVEL LAY ASPHALT CURB 5110 sqft OF ASPHALT WALKWAY SAW CUT ROADWAY TAC COAT LAY 1" OF BASE COAT LAY 1" OF SURFACE MIX ALL ROLLED TO COMPACTION DRIVEWAY APRONS IF ANY LAY 1.5" OF BASE COAT AND 1.5" OF SURFACE ALL ROLLED TO COMPACTION PRICE SUBJECT TO CHANGE WITH MATERIALS AND ADD ONS	33,875.00
TOTAL			\$33,875.00

Accepted By

Accepted Date

THYNG PAVING LLC
264 S Waterboro Rd
Lyman, ME 04002
thyngpaving1@gmail.com



Estimate

ADDRESS

CITY OF BIDDEFORD
371 HILL STREET
BIDDEFORD, ME 04005

ESTIMATE # 1146

DATE 05/24/2021

DATE	ACTIVITY	DESCRIPTION	AMOUNT
	Services	WILSON STREET	
		1400' ASPHALT CURB	45,625.00
		REMOVE EXISTING CURBS AND WALKWAYS	
		BOX CUT 12" OF GRAVEL	
		LAY 2" OF BASE COAT FOR CURB TO SET	
		4000 SQFT OF ASPHALT SIDEWALKS	
		SAW CUT ROADWAY TAC COAT	
		ADD 12" OF GRAVEL	
		LAY 1" OF BASE COAT	
		LAY 1" OF SURFACE MIX	
		ALL ROLLED TO COMAPCTION	
		DRIVEWAY APRONS IF ANY	
		LAY 1.5" OF BASE COAT	
		LAY 1.5" OF SURFACE MIX	
		ALL ROLLED TO COMPACTION	
		PRICE SUBJECT TO CHANGE WITH MATERIALS AND ADD ONS	
TOTAL			\$45,625.00

Accepted By

Accepted Date

THYNG PAVING LLC
264 S Waterboro Rd
Lyman, ME 04002
thyngpaving1@gmail.com



Estimate

ADDRESS

CITY OF BIDDEFORD
371 HILL STREET
BIDDEFORD, ME 04005

ESTIMATE # 1149

DATE 05/24/2021

DATE	ACTIVITY	DESCRIPTION	AMOUNT
	Services	BACON STREET	
		12300 SQFT ASPHALT SIDEWALKS	37,483.00
		DIG OUT EXISTING SIDEWALKS	
		BOX CUT WITH 12" OF GRAVEL	
		LAY 1" OF BASE COAT	
		LAY 1" OF SURFACEMIX	
		ALL ROLLED TO COMPACTION	
		DRIVEWAY APRONS IF ANY	
		LAY 1.5" OF BASE COAT	
		LAY 1.5" OF SURFACE MIX	
		ALL ROLLED TO COMPACTION	
		PRICE SUBJECT TO CHANGE WITH MATERIALS AND ADD ONS	
TOTAL			\$37,483.00

Accepted By

Accepted Date

THYNG PAVING LLC
264 S Waterboro Rd
Lyman, ME 04002
thyngpaving1@gmail.com



Estimate

ADDRESS

CITY OF BIDDEFORD
371 HILL STREET
BIDDEFORD, ME 04005

ESTIMATE # 1148

DATE 05/24/2021

DATE	ACTIVITY	DESCRIPTION	AMOUNT
		PIERSONS LANE	
	Services	1350' GRANITE CURB APPROXIMATELY \$70.00 PER FOOT PRICE SUBJECT TO CHANGE WITH AVAILABILITY	94,500.00
	Services	6750 SQFT CONCRETE SIDEWALK BOX CUT 6750 SQFT PLACE WITH 12" OF GRAVEL COMPACTED LAY 4" OF CONCRETE WITH 4000psi BROOM FINISH, SEALANT AND SALT GUARD	182,250.00
TOTAL			\$276,750.00

Accepted By

Accepted Date



Jim Godbout Plumbing & Heating, Inc.
P.O. Box 365, 486 Elm St. Biddeford, Maine 04005
Phone: 207-283-1200 Fax: 207-283-2739
www.jimgodbout.com

Estimate Date: 7/1/2021

Estimator Initials: mrc

Name: City of Biddeford Fire Dept

Phone:

Email: scott.gagne@biddefordmaine.org

Has one on hold.

HVAC

One roof mounted RTU, needs replacing---outdated can't repair.

Remove, evacuate R22 Freon and dispose of old unit.

Install one York 10-ton, R410A unit using same roof curbs.

Model YSC120H3EHA0001

This unit is capable of gas heat—which we shall not connect (better availability, same cost).

Re-connect same electrical wiring; any necessary upgrades by others.

We shall hire Crane Company to remove and set new unit in place.

We shall use existing curb adapter.

We shall reconnect existing duct work.

Fire and test unit.

All work to conform to state and local codes.

Total HVAC \$15,870.00

Add second HVAC roof top unit exact same size \$15,000.00

Total to do both units \$30,870.00

There is delay in getting roof tops, we have one on hold in central U.S. right now, other we are actively searching

**** Due to the unstable fluctuating market of the cost and ability to procure raw materials & equipment ****

We reserve the right to adjust pricing of this proposal until materials and/or equipment are secured. We also reserve the right to make adjustments to the scheduling of approved projects. Any rebates noted hereon are subject to the rules and regulations of the party or entity supplying such rebate & are subject to change.



Atlantic Comfort Systems, Inc.

Mechanical Contractors

City Of Biddeford
Biddeford Fire Department
152 Alfred Street
Biddeford Maine

*2-3 weeks
turn around.*

Atlantic Comfort Systems, Inc. is pleased to quote the following work.

- Remove, evacuate R22 Freon and dispose of old unit *model #15C120H3 HA00015.*
- Install one 10-ton unit using same roof curbs
- Unit to be capable of gas heat, which will not be connected
- Re-connect same electrical wiring and/or needed upgrades
- Company will hire a crane to remove old unit and set new unit
- Use existing curb adapter
- Connect existing duct work
- Fire and test unit
- Conform to state and local codes

Total : \$15,018.00

To change both out at the same time: \$25,881.00

Excludes; Power wiring upgrade if needed. Permits if needed. Smoke detectors if needed

Respectfully submitted,
Bill Perkins
Sales Associate

Customer Acceptance _____ Date _____



**National Society of
Professional Engineers®**



Associated Builders
and Contractors

