

City of Biddeford
Finance Committee
July 02, 2019 5:00 PM Council Chambers

- 1. Call to order**
- 2. Approval of the Minutes**
 - 2.1. June 18, 2019 Finance Committee Meeting Minutes
[6-18-2019 Finance Committee Minutes.rtf](#)
- 3. Signing of the expenditure warrant**
- 4. Discussion/Approval**
 - 4.1. Authorization/Construction of Work Space for Opiate Outreach Coordinator at Police Department Using Grant Funds
[7-02-2019 Office Space-Opiate Outreach at PD-packet docs.pdf](#)
 - 4.2. Purchase of Truck Lift at Dept. of Public Works/Sourcwell Contract (NJPA) and Automotive Garage Tools
[7-02-2019 Truck Lift at DPW - ORDER.docx](#)
[7-02-2019 Truck Lift at DPW-backup docs.pdf](#)
- 5. Other Business**
- 6. Adjournment**

City of Biddeford
Finance Committee Meeting Minutes
June 18, 2019

The meeting was called to order at 5:30 p.m. by Councilor Mike Ready.

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 June 4, 2019 as printed, seconded by Councilor St. Cyr.

Vote: unanimous.

Motion carried 4-0.

The expenditure warrant was available for review and signature.

Discussion/Approval

Purchase of 3 Police Cruisers from Arundel Ford of Arundel, Maine/FY20 Expenditure

Motion by Councilor Ready to recommend the FY20 expenditure for 3 Police Cruisers from Arundel Ford, seconded by Councilor St. Cyr.

Discussion: Councilor Ready asked if we needed a trade-in; he was told no trade-in is required.

Vote: unanimous.

Motion carried 4-0.

Purchase of Concrete Vault/Actuator/D&C Construction Company, Inc. of Waterboro, Maine

Motion by Councilor Ready to recommend the purchase of a Concrete Vault/Actuator from D&C Construction Company, Inc., seconded by Councilor St. Cyr.

Discussion: Public Works Director, Jeff Demers, noted we have worked with this company in the past. It is getting paid from a Bond Principal that has funds in it.

Vote: unanimous.

Motion carried 4-0.

Approval/Expenditure for Reconfiguration of Green (Federal Street) Parking Lot

Motion by Councilor Ready to recommend the expenditure for the Reconfiguration of the Green (Federal Street) Parking Lot, seconded by Councilor St. Cyr.

Discussion: Councilor Ready had a couple of things: he has concerns and wanted to make sure there is discussion with the permit holders because of concerns about them during the construction period. And the other concern is how much money is in this account.

The City Manager gave his assurances. He explained this is coming from this year's budget which will be confirmed at a later date.

The Mayor asked about the Brady Building and if they agreed to the swap. Jim explained they agreed verbally and the City will proceed to get it in writing.

Councilor McCurry clarified that the swap consists of parking spaces in front of the Old Court House with spaces on the side of the building.

Vote: unanimous.
Motion carried 4-0.

Approval/Digital Sky Internet Service/Grant Awarded to City of Biddeford on Behalf of Seeds of Hope from the Maine Community Foundation

Motion by Councilor Ready to support the award of funds on behalf of Seeds of Hope from the Maine Community Foundation for Internet Service through Digital Sky, seconded by Councilor St. Cyr.

Discussion: Councilor Ready noted because this is not the City's, we did not go out to bid.

Linda Water, CDBG Coordinator, explained the Grant was written on behalf of Seeds of Hope to get their Internet up and running as part of our Broad Band planning for the future. They asked for a comparison bid which was from Axiom, but Digital Sky was recommended by Spectrum to Seeds doing all the maintenance and supplying the equipment. The City is just a "pass through" for the funds.

Vote: unanimous.
Motion carried 4-0.

Other Business

Councilor McCurry noted they talked about looking at other accounts like mooring fees, etc.

The City Manager suggested they wait till August because we are in the middle of the audit and then the end of the year wrap up is keeping Finance very busy.

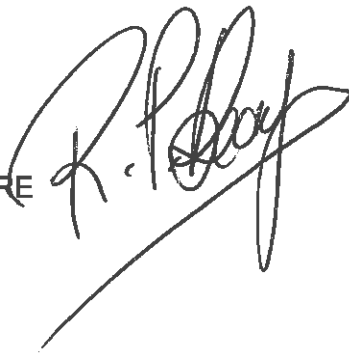
Motion to adjourn made by Councilor Ready, seconded by Councilor St. Cyr.

Vote: unanimous.

Motion carried 4-0.

Adjourned at 5:41 p.m.

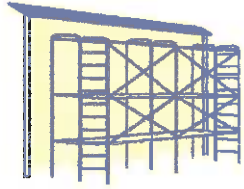
TO: FINANCE COMMITTEE
FROM: CHIEF ROGER P. BEAUPRE
DATE: JUNE 21, 2019
SUBJECT: OFFICE CONSTRUCTION

A handwritten signature in black ink, appearing to read "R. P. Beaupre", is written over the "FROM:" line of the memo.

As part of the SBOOI (Saco – Biddeford Opiate Outreach Initiative) grant, there was \$50,000 set aside for office and workspace for the Outreach Coordinator. This includes the construction of dedicated space, and all of the office equipment necessary to operate independently.

The first phase of this project includes the erection of cinder block walls and the insertion of two doors within a currently open space. Once this phase is complete, the office space will be carpeted, wired and equipped with office furniture. All of this is funded through the SBOOI grant money.

RFP was posted as required by the city's Purchasing Policy, and two bids were received. Bids were opened on June 20, 2019, and are attached hereto. The bid submitted by P & G Masonry Restoration is being recommended as the vendor of choice for two reasons: 1) It is the lower of the two bids, and 2) They have done all of our previous masonry work, and therefore can attest to their quality of work.



P&G MASONRY RESTORATION, INC.

P.O. Box 729, Old Orchard Beach, ME 04064-0729

TEL: (207) 934-8584

FAX: (207) 934-2073

www.pandgmasonry.com

June 18, 2019

Biddeford Police Dept.
39 Alfred Street
Biddeford, ME 04005
ATTN: CHIEF ROGER BEAUPRE

SUBJECT: MASONRY WALL INSTALLATION & INSERT (3) ENTRY DOORS

P&G Masonry Restoration, Inc. is pleased to provide you with pricing for your masonry repairs at the site listed above.

ITEM #1 (Wall #1):

Install (2), CMU 6" Wall (approximately 14' Long x 12' High). Wall receives durawall every two courses, 5/8" rebar every three feet, grouted vertically, masonry ties installed on each side vertically every two courses, clean block, and prepare for paint. *Painting to be done by other contractors not P&G Masonry Restoration, Inc.*

ITEM #2 (Wall #2):

Bathroom Wall--(approximately 14' Long x 12' High). Install CMU 6" wall receives durawall every two courses, 5/8" rebar every three feet, grouted vertically, masonry ties installed on each side vertically every two courses, receives 4' wide x 7' high opening in middle, with masonry header, clean block, and prepare for paint. *Painting to be done by other contractors not P&G Masonry Restoration, Inc.*

ITEM #3 (Install (2) Steel Doors):

P&G to install poly in these areas and vent out to new window in locker room area, then demo new openings and install (1) new door and frame and (1) used frame and door and CMU to be tooth in to existing walls and frame grouted. When completed, clean block and area, and prepare for paint. *Painting to be done by other contractors not P&G Masonry Restoration, Inc.*

Labor, Materials, Equipment Items #1 – Item #3
\$21,450.00

NOTE: If used door can't be re-used, there will be extra charge for purchasing a new door and that cost will be approximately \$1,500.00

*opened 6/20/2019
3:01 PM
R/S*

All scaffold erected and completed and used by P&G meets or exceeds all OSHA requirements and are strictly enforced. P&G utilizes the highest grade materials available to us for our projects to ensure longevity of our restoration and masonry projects.

NOTE:	This quote is intended solely for the use of the individual(s) or entity names above. Please note that any disclosure, copying distribution, using in a bid process, or other use of this information is strictly prohibited unless prior written authorization is obtained from P&G Masonry Restoration, Inc. P&G strictly enforces this disclosure and will seek legal action if this authorization is not obtained prior to use.
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NOTE: P&G only authorized users of man lifts, scaffolding, and other equipment used on project.

NOTE: Power lines which will interfere with scaffold erection or project in any way which will be dangerous to P&G Masonry Restoration Inc workers shall be the responsibility of owner to ensure coverage of power lines or disconnection from main power source before project begins.

NOTE: Labor rates are based on regular time only (40 hours/week). Overtime will be billed out at time and a half accordingly.

NOTE: Power and Water to be supplied by Owner.

NOTE: P&G Masonry Restoration, Inc. not responsible for any damages or losses due to any alterations being done by owner to scaffolding AFTER P&G Masonry Restoration has completed erecting scaffolding and has left job site. Owner agrees to NOT use the equipment without written authorization from P&G Masonry Restoration, Inc. Owner agrees to indemnify and hold harmless P&G from any medical costs associated with an injury and accept full responsibility for any risks of loss, property damage, or personal injury, including death; that may be sustained to property owned by P&G as a result of equipment being used by untrained people using the equipment according to OSHA Standards, and moving of the equipment without P&G signed authorization during the duration of the project.

Biddeford Police Dept.
Page 2 of 3
June 18, 2019

NOTE: Owner agrees not to move scaffolding from indicated site without written authorization from P&G Masonry Restoration, Inc. other than what is outlined above.

NOTE: Owner agrees that he will NOT have access to the scaffolding during the Duration of the project and will not allow any other residents, guests, etc. to gain access to the scaffolding as well.

NOTE: Any permits, ie sidewalk, etc. to be obtained by owner prior to start of project.

NOTE: Payment terms upon receipt. Payments made later than 3 days after invoice date are subject to interest of 1-1/2 percent per month equaling 18 percent per annum on the unpaid balance. Further, the owner of the property is liable for any reasonable collection costs, court costs, and attorney's fees incurred by P&G MASONRY RESTORATION, INC. in collecting unpaid balances.

Invoice as follows:

First Invoice.....One-Third Upon Arrival on Site

Second Invoice.....One-Third Upon 50% Completion

Third Invoice.....Final One-Third Upon Completion of Project

Best regards,
Gregory S. Toher, Sr.

Please sign below as your acceptance of the terms and conditions which will constitute a Contract between you the owner of the property on which the work and materials are to be provided, and P&G MASONRY RESTORATION, INC. Please send one copy by fax, and original in mail. **PLEASE NOTE THAT IF CONTRACT IS NOT SIGNED WORK WILL NOT BE SCHEDULED AND PROJECT WILL NOT BEGIN WHICH COULD DELAY YOUR PROJECT FURTHER.**

Authorized Signature

Purchase Order #

Date

Print Name and Title of Signature

MAINE HIGHLANDS CONTRACTING

400 West Etna Road Etna, Maine 04434

12074789248

PROPOSAL

CITY OF BIDDEFORD POLICE DEPARTMENT 39 Alfred Street, Biddeford, Maine.

Project: MASONRY WALL INSTALLATION & INSERT THREE ENTRY DOORS

Project Scope: Insertion of two (2) doors and installation of three (3) separate masonry walls to convert indoor space into office space and a locker room with adjacent shower room, Cut into existing hallway masonry wall at two different locations, and install metal door frame with metal door in each opening. Erect cinder block walls as follows: three masonry walls, with only one of these having a metal door frame and metal door as the entrance to shower and toilet area. Approximate dimensions of these walls are: two (2) fourteen (14) feet long by twelve (12) feet high with no openings to separate office space and storage room; one (1) masonry wall fourteen (14) feet long by twelve (12) feet high, with one door opening and metal frame for shower room. NOTE: All material must be compatible in appearance and in durability as with existing doors and door frames located throughout the building.

Total project cost \$

37,757.00

Thank you for the opportunity to be your contractor!

Brock Starbird
MHC Owner/ Project Manager
Maine Highlands Contracting
12074789248
www.contractingmaine.com
bstarbird@contractingmaine.com

opened -
6/20/2019
3:00 P.M.
R/R

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Brock J Starbird	
	2 Business name/disregarded entity name, if different from above Maine Highlands Contracting, LLC	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate ☒ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) ►	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)	
	5 Address (number, street, and apt. or suite no.) See instructions. 400 West Etna Road	Requester's name and address (optional)
6 City, state, and ZIP code Etna, Maine 04434		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
			-				-	
or								
Employer identification number								
8	2		-	3	8	9	9	4 7 7

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ► 	Date ► June 10, 19
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/20/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

Quirk Insurance
CQ Insurance Agency, LLC
377 Hogan Road
Bangor

ME 04401

CONTACT NAME: Cyndi Rollins

PHONE (A/C, No. Ext): (207) 947-1800

FAX (A/C, No): (207) 947-1801

E-MAIL ADDRESS: cyndi@quirkinsurance.com

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Western World Ins Co

13196

INSURER B: United Ohio

13072

INSURER C: Nautlius Ins Co

17370

INSURER D: Maine Employers Mutual Insurance Co

11149

INSURER E:

INSURER F:

INSURED

Maine Highlands Contracting, LLC
400 West Etna Rd.

Etna

ME 04434

COVERAGES

CERTIFICATE NUMBER: CL1952002709

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY			NPP1504028	01/08/2019	01/08/2020	EACH OCCURRENCE
	☐ CLAIMS-MADE ☐ OCCUR						\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)
							\$ 100,000
B	GEN'L AGGREGATE LIMIT APPLIES PER:			CPP0028428	05/02/2019	05/02/2020	MED EXP (Any one person)
	☐ POLICY ☐ PROJECT ☐ LOC						\$ 5,000
	OTHER:						PERSONAL & ADV INJURY
							\$ 1,000,000
C	AUTOMOBILE LIABILITY			AN061105	01/08/2019	01/08/2020	GENERAL AGGREGATE
	☐ ANY AUTO						\$ 2,000,000
	☐ OWNED AUTOS ONLY						PRODUCTS - COMP/OP AGG
	☒ HIRED AUTOS ONLY						\$ 2,000,000
D	☒ UMBRELLA LIAB			1810114877	01/08/2019	01/08/2020	
	☐ EXCESS LIAB						COMBINED SINGLE LIMIT (Ea accident)
	☐ DED ☐ RETENTION \$						\$ 1,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						BODILY INJURY (Per person)
E	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				\$
	If yes, describe under DESCRIPTION OF OPERATIONS below						BODILY INJURY (Per accident)
							PROPERTY DAMAGE (Per accident)
							\$
F							Premier Auto
							\$
							EACH OCCURRENCE
							\$ 1,000,000
G							AGGREGATE
							\$
							\$
H							PER STATUTE
							OTH-ER
							E.L. EACH ACCIDENT
							\$ 500,000
I							E.L. DISEASE - EA EMPLOYEE
							\$ 500,000
							E.L. DISEASE - POLICY LIMIT
							\$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

10-

MAINE HIGHLANDS CONTRACTING

400 West Etna Road, Etna Maine 04434

2074789248

Qualification Statement

Maine Highlands Contracting is proud to be a full service Maine based General Contractor. We specialize in federal, state, and local government contracts as well as commercial and industrial construction. We strive to exceed the expectations of our clients in every aspect, creating a personal trust, professional respect, and long term relationships. Maine Highlands Contracting is built upon a foundation of character, integrity, and quality workmanship. Our roots reach back to 1999 when Brock Starbird first began in the construction industry building cedar log homes. From those humble beginnings, Brock has created a team of skilled builders and craftsman that have left their mark of quality throughout New England in both residential and industrial contracting. Our team has a wide variety of skillsets with in the field experience ranging from 5 to 65 years, we are well prepared to handle all construction scopes. Over the years we have grown to successfully complete single projects exceeding values of over \$3,000,000. We are thankful for the larger opportunities, but continue to stay humble and make sure we serve our clients smaller project needs as well.

Owner/ Project manager Brock Starbird - Has 20 + years of experience. Mr. Starbird has completed hundreds of projects of all scopes in the commercial, industrial, municipal, and residential markets. He is lead certified, Osha 30 certified, boom lift certified, cpr certified.

Site Supervisor Patrick Keeran – Has 40 + years of experience in the construction industries. He has worked on and has been in charge of hundreds of projects throughout Maine ranging in all scopes of work. Including previous EIFES restoration projects at the Bangor Mall. Mr. Keeran is Osha 30 certified, boom lift certified, staging certified, cpr certified.

Business manager Kari Starbird – Has 20 + years of experience managing a company and keeping the books on our projects. She assures our crews are background checked and drug tested to assure a safe and productive company.

We have worked for the Bangor Mall for 10 + years and have successfully completed 25-30 multiple scopes projects inside and out. Three of these projects were Eifes restoration and several were masonry projects. We are very familiar with the property and building due to our past experience on site and work well with the mall management team.

The following is a list of properties and clients served, we have hundreds so we only listed 20.

- 1) Belfast, ME USPS building- interior and exterior renovations*
- 2) Rockland, ME USPS building – interior and exterior renovations*
- 3) Hampden, ME USPS main packing facility – interior and exterior renovations*
- 4) US Coast Guard Base Boston- interior and exterior renovations*
- 5) Portsmouth Naval Base – interior and exterior renovations*
- 6) Dorothea and Dix Psychiatric Center interior and exterior renovations*
- 7) Edward Gignoux Court House- interior and exterior renovations*
- 8) Deadriver Company – interior and exterior renovations*
- 9) Dennis Paper - interior and exterior renovations*
- 10) Ulta Beauty Salon - interior and exterior renovations*
- 11) Dorothea Dix Psychiatric Center - interior and exterior renovations*
- 12) Simon Properties - interior and exterior renovations*
- 13) Key Bank Plaza - interior and exterior renovations*
- 14) Passamaquoddy Tribe - interior and exterior renovations*
- 15) Canyon Networks – interior and exterior renovations*
- 16) Telford Aviation – interior and exterior renovations*
- 17) Bangor Airport – interior and exterior renovations*
- 18) State of Maine – interior and exterior renovations*
- 19) National Maintenance – interior and exterior renovations*
- 20) University of Maine - interior and exterior renovations*

The following are some names and contact information of clients for whom similar projects have been conducted:

- 1) Dorothea and Dix Psychiatric Center Bangor, Maine – 40 plus projects including roofing scopes
Contact- Director: Mark Faulkner
email – Mark.Faulkner@maine.gov telephone -12079414246*
- 2) USCG Base Boston CCI – Over 700 Skylight replacements and roofing systems
Contact – Robert Buckley
Email- rbuckley@cci-alliance.com telephone - 18604627613*
- 3) Passamaquoddy Maple Jackman, Maine – Complete new turnkey building construction
Contact- Marie Harnois Email – mharnois1@gmail.com Telephone 12076689200*
- 4) Warren Town Office – renovation project
Contact – Bill Lawrence
Email – manager@warrenmaine.org telephone – 12072732421*
- 5) Bangor State Hospital – multiple projects and scopes
Contact – Dan Roy Email- Daniel.C.Roy@maine.gov telephone 12079414256*

Thank you for the opportunity to be your contractor!

Sincerely,

*Brock Starbird
Maine Highlands Contracting*

www.contractingmaine.com

REQUEST FOR PROPOSAL FOR:
MASONRY WALL INSTALLATION & INSERT THREE ENTRY DOORS

MAY 20, 2019

PURPOSE:

The purpose of this REQUEST FOR PROPOSAL is for the insertion of two (2) doors and installation of three (3) separate masonry walls to convert indoor space into office space and a locker room with adjacent shower room, at the Biddeford Police Department facility, located at 39 Alfred Street, Biddeford, Maine, as identified in the Scope of Work.

VENDOR CERTIFICATIONS

The vendor who is awarded the contract must either be duly registered as a vendor authorized to conduct business in the State of Maine or if not, will need to submit a completed Alternate W-9 form (no fee) with contract and must be willing to comply with all terms and conditions of the State of Maine.

MAINE SECRETARY OF STATE REGISTRATION

A person or persons conducting business under any name other than his/her own legal name must register with the Maine Secretary of State.

CONTRACT TERM:

The term of any resulting contract shall begin on the date of approval by the City.

The City of Biddeford shall have the right to terminate the contract at any time by giving the Contractor a thirty-(30) day written notice.

PAYMENT AND COMPENSATION:

Payment terms: 100% due within 30 days after satisfactory completion of work invoiced, receipt of the invoice, approval, and acceptance by the City of Biddeford.

SCOPE OF SERVICES:

Provide the following services:

Cut into existing hallway masonry wall at two different locations, and install metal door frame with metal door in each opening. Erect cinder block walls as follows: three masonry walls, with only one of these having a metal door frame and metal door as the entrance to shower and toilet area. Approximate dimensions of these walls are: two (2) fourteen (14) feet long by twelve (12) feet high with no openings to separate office space and storage room; one (1) masonry wall fourteen (14) feet long by twelve (12) feet high, with one door opening and metal frame for shower room. NOTE: All material must be

compatible in appearance and in durability as with existing doors and door frames located throughout the building.

SITE VISITATION:

A pre-bid site visit may be arranged with our facility maintenance person. By contacting Philip Ouellette

Bidders are responsible for having ascertained pertinent local conditions, such as equipment conditions, locations, accessibility and general character of the sites knowledge of conditions affecting the work. The act of submitting a bid is to be considered full acknowledgment that the bidder inspected the site and is familiar with the conditions and requirements of these specifications.

Contact person is Phil Ouellette @ (207) 282-5127.

ADDITIONAL INFORMATION:

The City of Biddeford reserves the right to make a written request for additional information in writing from a Contractor/Vendor to assist in understanding or clarifying a Bid Proposal.

The City reserves the right to accept or reject any or all of the proposals. Required MSDS's for material brought on site by the successful bidder must be available on site at all times.

All local, state and federal regulations are to be followed. Any fines assessed to the City of Biddeford due to the lack of these regulations being followed will be the responsibility of the successful bidder.

Any fines, damages, etc. assessed to the City of Biddeford due to failure to obtain any permit will be the responsibility of the successful bidder.

All removal of debris and other clean-up of the worksite is the responsibility of the contractor. All unused material brought on site by the successful bidder must be removed by the bidder.

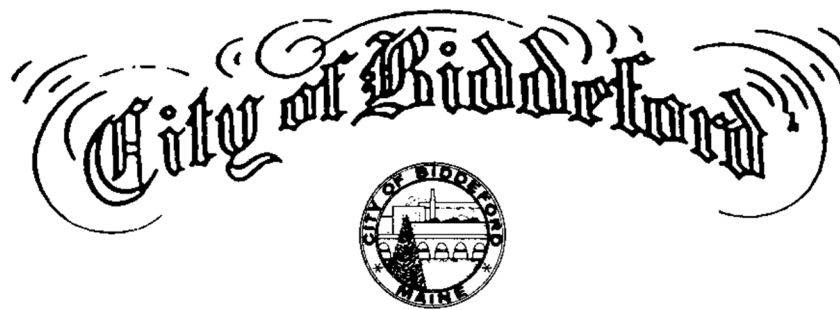
Successful bidder must comply with the Revision 2 of City of Biddeford IAQ Construction Control Guide, a copy of which will be provided upon award.

Shirts are required to be worn at all times on the work site, smoking is not allowed in any part of the building. Restrooms are available in the building.

INSURANCE:

The vendor awarded the contract will need to furnish an insurance certificate with a minimum of 250,000.00 per occurrence and 2,000,000.00 aggregate for general liability.

The bidder shall, at its sole expense, obtain said insurance and maintain in force, and shall require any sub-contractor or assignee to obtain and maintain in force, both for the benefit of the State. The certificates shall contain a clause prohibiting cancellations or modifications of the policy earlier than 10 days after written notice thereof has been received by the State.



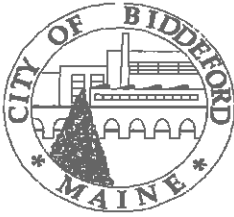
2019.68

IN BOARD OF CITY COUNCIL.....JULY 2, 2019

BE IT ORDERED, that the City Manager be authorized to purchase a truck lift, including the installation, at Public Works as per Sourcewell Contract (NJPA) (the “Equipment”) from Automotive Garage Tools (the “Vendor”) and may pay the Vendor an amount not to exceed \$199,030.48 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 \$199,030.48;
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 \$199,030.48, (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 July 2, 2019 and vote to recommend it to the City Council for approval. The purchase of the truck lift is included in the FY20 CIP budget as a lease.



City of Biddeford, Maine

Public Works Department

371 Hill Street Biddeford, Maine 04005
Phone: (207) 282-1579 Fax: (207) 286-9395

To: Finance Committee
From: Public Works Dept.
RE: 70,000 lbs. capacity in ground truck lift

The Public Works Department is seeking approval to replace the 70,000 lbs. truck lift in the maintenance area. The current lift is 33 years old and has exceeded its life expectancy and is becoming safety concern, and because of its age repairing it is no longer an option. We are recommending using the Sourcewell contract (NJPA) which is a National Government bid, and having the Automotive Garage Tools do the installation for the amount of \$199,030.48. This price includes all of the work and materials, if we help with the project and provide materials we will be able to save about \$18,000.00, so we will be planning on working with the vendor as much as we can. This lift was approved in the FY20 CIP budget as a lease.

Rotary Lift Sourcewell Contract Quotation

Contract Number: 061015-RRL



Quote # : 2019404

Date: 6/21/2019

Requested By: _____

Quote Expires: 7/21/2019

Payment Terms: 1/2%-15th, NET 30

Warranty: 1yr. Parts & Labor

Prepared By: Christine Bilz

***If the completion of the installation is delayed more than one month due to governmental entity delays (i.e. electrical etc.), then Rotary can request partial payment for the portion of work completed (both equipment and installation).**

Note: Quote for equipment and installation.

Project Name: City of Biddeford Member #1368

Model No.	Description	Unit Price Ea.	Qty.	Extended Price
MOD35M-21	Movable Plunger Modular Unit With 21' Track	\$ 61,889.04	1	\$ 61,889.04
MOD35S	Modular Stationary Jack Unit	\$ 37,298.42	1	\$ 37,298.42
MC235PO	For 2 Post Post Lift Config Separate Panel	\$ 14,264.18	1	\$ 14,264.18
	With VEC Equalized Control Panel Remote			
	Mounted Pendant Only Controls			
AK-HTA70-2PK	Adapter Kit for Most Heavy Duty Truck Apps	\$ 5,928.84	1	\$ 5,928.84
XXX01CTT	Installation includes labor and travel and misc	\$ 79,650.00	1	\$ 79,650.00
	construction supplies, concrete work, stone,			
	pit preparation, removal of existing inground			
	lifting system, structure to be scrapped on-			
	site			
	*does not include any contaminated soil re-			
	moval if encountered			
	*does not include any applicable sales tax			
Freight	Pre Paid By Rotary Lift			
Total Price:				\$ 199,030.48

ADDITIONAL TERMS AND CONDITIONS: By submitting a purchase order to Vehicle Service Group, LLC. (VSG), customer accepts and agrees to these terms and conditions as additional terms to the existing agreement between the parties referenced on the face of this quotation (Existing Agreement), notwithstanding anything to the contrary contained therein. All additional or different terms and conditions contained in Customer's purchase order are hereby rejected. No additional or different terms or conditions, or any modifications, changes, or amendments to these terms of the existing agreement shall be

binding on VSG, unless expressly accepted by VSG in writing.

DISCLAIMER: Notwithstanding anything to the contrary in the Existing Agreement, VSG shall not be liable for any loss, damage or additional costs arising from unforeseen conditions affecting installation, including but not limited to contaminated soil, bed rock, in-floor heating system, high water conditions, or any othertype of in-ground conditions. Customer acknowledges and agrees that Customer shall be responsible for any additional costs due to such conditions, in addition to the installation price set forth herein.

DELAY: Notwithstanding anything to the contrary in the Existing Agreement, if delivery of the equipment or completion of the work is delayed by more than thirty (30) days due to the acts or omission of Customer or any third party other than VSG or its sub-contractors, VSG may require Customer to render payment for equipment manufactured or delivered, and portions of the work completed, within thirty (30) days from the date of VSG's invoice, in the amounts set forth in such invoice.

*Cancelled orders or returned goods are subject to 20% restocking fee

Sourcewell #:	061015-RRL	Rotary Lift	800.445.5438 x5655
CAGE #:	7K311	2700 Lanier Dr.	800.578.5438 Fax
Tax ID #:	90-0501347	Madison, IN 47250	
DUNS #:	00-638-2634	Christine Bilz, Government Sales Leader	