

City of Biddeford
Finance Committee

June 01, 2021 5:00 PM Council Chambers & Via Zoom at:

Please click the link below to join the webinar:

<https://biddeford.zoom.us/j/97358535763?pwd=RhOWmRnMEkxekZ3OVAzSlB6NGsyQT09>

Passcode: 310137

Or One tap mobile :

US: +16465588656,,97358535763# or +13017158592,,97358535763#

Or Telephone:

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

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

Webinar ID: 973 5853 5763

International numbers available: <https://biddeford.zoom.us/j/97358535763>

- 1. Call to order**
- 2. Approval of the Minutes**
 - 2.1. May 4, 2021 Finance Committee Meeting Minutes
[5-04-2021 Finance Committee Minutes.docx](#)
- 3. Signing of the expenditure warrant**
 - 3.1. Warrant for May 11, 2021
Warrant for May 17, 2021
Warrant for May 18, 2021
Warrant for May 25, 2021
Warrant for June 1, 2021
- 4. Discussion/Approval**
 - 4.1. Recommendation/Purchase of Dispatch Console at Police Department/FY21 Capital Improvement Funds
[6-01-2021 PD Dispatch Console Expansion-MEMO.docx](#)
[6-01-2021 PD Dispatch Console Upgrade-Watson Bid.pdf](#)
[6-01-2021 PD Dispatch Console Bid-XYBIX.pdf](#)
 - 4.2. Approval/Expenditure for Weed Control Program/Municipal Pest Services, Inc.
[6-01-2021 Weed Control Program-MEMO.docx](#)
[6-01-2021 Weed Control Program-RFP.doc](#)
[6-01-2021 Weed Control-Right of Way Services.pdf](#)
 - 4.3. Authorization/Refinance Leases/Municipal Leasing Consultants (MLC)
[6-01-2021 Lease Refinance Brief.docx](#)
[2019-1 Lease Refinancing Schedule](#)
[2019-2 Equipment Lease Refinancing Schedule](#)
[2018 Lease Refinancing Schedule](#)
[2017 Lease Refinancing Schedule](#)

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

City of Biddeford
Finance Committee Meeting Minutes
May 4, 2021
(Due to COVID-19, the meeting was held virtually via ZOOM)

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 Mike Ready; City Manager, Jim Bennett; City Clerk, Carmen Morris; and Finance Director, Alison Garrison.

Excused: Councilor Stephen St. Cyr.

Adjustment to the Agenda

No adjustments to the agenda.

Approval of Minutes of April 20, 2021

Motion by Councilor Ready to accept the minutes as printed, seconded by Mayor Casavant.

Vote: unanimous.

Motion carries.

Signing of Expenditure Warrants:

- **April 27, 2021**
- **May 5, 2021**

Motion by Councilor Ready to approve the expenditure warrants, seconded by Mayor Casavant.

Vote: unanimous.

Motion carries.

Discussion/Approval

Recommendation/Public Works Facility Bathroom Renovation/Hy-Tech Plumbing, Heating and Mechanical, Inc.

Motion by Councilor Ready to recommend the renovation of the Public Works Facility Bathroom with contract being awarded to Hy-Tech Plumbing, Heating and Mechanical, Inc. in the amount of \$58,600.00, seconded by Mayor Casavant.

Vote: unanimous.

Motion carries.

Approval/J. Richard Martin Community Center Flooring Project

Motion by Councilor Ready to approve the J. Richard Martin Community Center Flooring Project with contract being awarded to Ben's Flooring in the amount of \$22,850.00, seconded by Mayor Casavant.

Vote: unanimous.

Motion carries.

Approval/Selection of ComStar for Ambulance Billing Services

Motion by Councilor Ready to approve the selection of ComStar for Ambulance Billing Services

for the price of 3.8% on collected revenue, seconded by Mayor Casavant.

Vote: unanimous.

Motion carries.

Other Business

Update on Financials: The financial report was distributed to the Committee members prior to the meeting, and are provided through April 2021.

Councilor Ready asked about the wastewater billing issues and if they have been resolved. City Manager, Jim Bennett, answered the issues are still being worked through. The Finance Director, Alison Garrison, informed the Finance Committee the billing cycles are caught up to date.

Councilor Ready asked about the Communications Department and what expenses this budget encompasses. Alison explained it is the category "Undefined".

Motion to adjourn made by Councilor Ready, seconded by Mayor Casavant.

Vote: unanimous.

Motion carries.

Adjourned at 5:16 p.m.



City Council

Meeting Date: June 1, 2021

Meeting Time: 6:00 p.m.

Agenda Item No:

Item Description: Expansion of Dispatch Console Postions

Submitted by: Chief Roger P. Beaupre

Supporting Information/Documentation:

Attached Bids

Key Terms:

N/A

Executive Summary:

There are currently four (4) dispatch consoles within the Biddeford Communications Center, and we are seeking to expand the number of seats to five (5). In addition to dispatching for Biddeford Fire and Police, the Center also services the communities of Alfred, Arundel, Dayton, Hollis, Lyman, Saco and Waterboro. The Center has sufficient capacity to add a fifth console, but require "moving down" the existing consoles for a proper fit.

Detailed Review:

Biddeford has invested a significant amount of resources in updating its Communication Center radio system to meet increasing demand on services. For years, discussion has centered around a discussion with the City of Saco towards greater consolidation of dispatching services, and other communities have expressed a desire to have the Biddeford Center dispatch for them. Since we are currently upgrading our radio system, it seems appropriate that we add a fifth dispatch position at this time, in order to be in a better position for expansion. Additionally, the fifth position would be utilized by the Center's dispatch supervisor, and would afford greater flexibility to handle serious emergency situations, such as natural disasters or other major events.

Funding Source:

Funding for this project would be from the current Fiscal Year's Unassigned Fund Balance in the amount of \$21,282.00

Staff Recommendation:

Bids were solicited from manufacturer's of Public Safety Consoles. Watson Consoles was the Center's original supplier of the four position we currently have, and their proposal will blend in nicely with

the existing furniture. As it turns out, Watson's bid is at \$21,282.00 and includes moving the existing consoles to accommodate the fifth position. The other bid from XYBIX is for \$26,048.41

00029966

Biddeford Police Department



Watson Rep Firm: W.A.
Address Line 1: 766 COUNTRY

Specified For: BIDDEFORD POLICE
Address Line 1: 39 ALFRED STREET

City: SCITUATE
Zip: 02066

Sales Person: Scott Newkirk
Phone Number: 7815450652

City: BIDDEFORD
State: ME

Contact Name: Joanne Fisk
Phone Number: 2072825127
Email Address: joanne.fisk@biddefordmaine.org

Project Summary: 1 Synergy Pro Full Lift Console - 24" x 36" Primary - 48" Screens

Each Position Includes:

48" High Panels
Electronically Height Adjustable Work Surface with Powered Keyboard Platform
Depth Adjustment Platform - 4 Over 4 Monitor Array (as per drawings)
22" Deep Cavities for PC Storage with Front and/or Rear Access
Slide out CPU Shelves
Techlink - Includes up to 10 Ports
(2) (Pencil/Box/File Pedestals - Mobile, Locking

Installation includes sliding existing DP1/DP2 Positions to accommodate new console. Installation based on one trip, ground floor and no prevailing wage or union requirements.

1. State and Local Taxes will apply unless proof of exemption is provided with the Purchase Order.
2. Deposit may be required with order; Net 30 days of Shipment of Product.
3. Chairs are for representational purposes only.
4. Lead time average 60 days after receipt of Purchase Order.
5. Completed Order consists of a signed Contract or Purchase Order, Signed Drawings, Signed Color Selection Sheet, and Deposit.
6. Change Order Fee (minimum \$500) may be applicable for changes after 5 business days of submission.
7. Pricing will be valid for four (4) months after receipt of Purchase Order. Any orders that have not been manufactured within this time frame may be subject to a price change.

Quote Date 5/20/2021	Expiration Date 8/20/2021	Watson Account Manager: Lisa Dotterweich
Remit To: Watson Consoles 26246 Twelve Trees Lane NW Poulsbo WA 98370		Watson Factory Rep Firm: W.A. HENDRICKSON
		Prepared By:
This Document is Confidential & Proprietary (C) 2017 Watson Furniture Group, Inc. All Rights Reserved		File Name: BiddefordPD.03-FSO-04292021

Bill of Material

Project: Biddeford Police Department



Sold to

Company name: BIDDEFORD POLICE DEPARTMENT
Contact Person: Joanne Fisk
Contact Phone: 2072825127
Contact Fax:

Distributor

Company name: W.A. HENDRICKSON
Salesman: Scott Newkirk
Salesman Phone: 7815450652
Salesman Fax: 7817245402

#	Qty	Part Number	Description	Sell	Ext. Sell
Main 01					
1	3	QCS24PS	SYNERGY CAVITY SHELF, 24" WIDE, ADD-ON, PULL-OUT, COMMON - SURFACE & EDGE: Black	\$70.20	\$210.60
2	1	QDAA10-5-5	SYNERGY DEPTH ADJUSTMENT ARRAY 10 ea. UP TO 21" MONITORS (FIVE OVER FIVE)	\$1,975.05	\$1,975.05
3	1	QEFPPS2436T48	SYNERGY PRO FULL LIFT POWER PRIMARY, SINGLE, 24" DEEP x 36" WIDE, TACKABLE PANEL, 48" HIGH	\$8,386.20	\$8,386.20
4	1	QEFXTS4218T48R	SYNERGY PRO FULL LIFT EXTENSION (POWER PRIMARY), SINGLE, 42" DEEP x 18" WIDE, TACKABLE PANEL, 48" HIGH, RIGHT HAND	\$1,501.20	\$1,501.20
5	1	QEFXTS4224T48L	SYNERGY PRO FULL LIFT EXTENSION (POWER PRIMARY), SINGLE, 42" DEEP x 24" WIDE, TACKABLE PANEL, 48" HIGH, LEFT HAND	\$1,544.40	\$1,544.40
6	1	TXXTECHLNK	SYNERGY TECH LINK - POWDER: Black	\$312.75	\$312.75
7	2	ZSPEPBF201526M	ZO STORAGE PEDESTAL, PENCIL, BOX, FILE, 20"D x 15"W x 26"H, MOBILE	\$562.50	\$1,125.00
Total Main 01					\$15,055.20

Subtotal Product	\$15,055.20
INSTALL-WAT (INCLUDES MOVING DP1 & DP2 TO MAKE ROOM)	\$2,727.00
Freight	\$3,500.00
Grand Total	\$21,282.20

Xybix Systems, Inc.
8207 SouthPark Circle
Littleton CO 80120
Phone: 303-683-5656
Fax: 303-683-5454
SarahN



Quote Number: 28740

Quote Date: 4/28/2021
Revision: A
Orig Create Date: 4/28/2021
Expires: 7/27/2021
Opp #: 0024463

Quote

Terms: 90% Net 30; 10% Retention

Page: 1 of 3

QUOTE TO:

Acct: BIDPOLBIME

Biddeford Police Department
39 Alfred St
Biddeford ME 04005

Phone:
Email:

SHIP TO:

Biddeford Police Department
39 Alfred St
Biddeford, ME 04005
USA

Salesperson: SUSANNE LOTTIE
Phone: (207) 343-1229
Email: susannel@xybix.com

Standard 2021
EAGLE LINE

04.28.21- Drawing R0- SN

Xybix is not registered to collect sales tax in the state of ME and any sales tax due on your transaction will need to be paid directly by you to your State agency (this is commonly referred to as USE Tax).

All equipment and electrical must be removed from the existing workstations prior to relocating. Relocating is priced to take place during the installation of the new Xybix workstations.

Line	Part Num	Desc	Qty	U/M	List Ea.	Disc. %	Disc. Price	Net Price
1.00	12343.	Panel System Priced by the Linear Foot: Grade 3Fabric 12343-1-SS - 42-48in - 8.50 LF @ \$221.00/LF 12343-1-DS - 42-48in - 9.00 LF @ \$299.00/LF Upper Tiles Fabric Color: TBD Grade 3 G3 Lower Tiles Fabric Color: TBD Grade 3 G3 Panel Trim Color: TBD	1	1.00 EA	\$4,569.50	36.00 %	\$2,924.48	\$2,924.48
2.00	14486-3D.	Adj. Table Worksurface - Corner Dual Surface - 66L x 66R - Cable Management Included	2	1.00 EA	\$2,406.00	47.00 %	\$1,275.18	\$1,275.18
3.00	15701	L4 Table Base	3	1.00 EA	\$6,295.00	47.00 %	\$3,336.35	\$3,336.35
4.00	12757-3D.	Monitor Mount 2 - Rollervision - - 1 - Corner Dual Surface - 66L x 66R12076 - Std VESA Mount Qty = 3 Total: \$879.00 16126 - Std VESA Mount 2 HI 1 Knuckle Qty = 2 Total: \$814.00	7	1.00 EA	\$3,643.00	47.00 %	\$1,930.79	\$1,930.79
4.01	12255.	Monitor Mount 2 - Post Mount - Straight - 1 - 1 - 16127 - Std VESA Mount 2 HI 2 Knuckle Qty = 1 Total: \$746.00	4	1.00 EA	\$1,339.00	47.00 %	\$709.67	\$709.67
4.02	15711	Monitor Arm Single - Adjustable - Silver - Kit	5	1.00 EA	\$227.00	47.00 %	\$120.31	\$120.31

Xybix Systems, Inc.
8207 SouthPark Circle
Littleton CO 80120
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Terms: 90% Net 30; 10% Retention

Page: 2 of 3

Line	Part Num	Desc		Qty U/M	List Ea.	Disc. %	Disc. Price	Net Price
5.00	16130-8	Datadock2 - Keyboard Snap-In Cable Organizer Includes: 8 - USB Ports 1 - RJ45 Port	11	1.00 EA	\$627.00	47.00 %	\$332.31	\$332.31
5.01	15095	HDMI Cable w/ Ethernet M/M 25' High Speed	10	5.00 EA	\$92.00	47.00 %	\$48.76	\$243.80
5.02	15078	Ext. Monitor Cable HDMI High Speed Cable M/M with Ethernet CL2-rated 5M (16.4ft)	27	3.00 EA	\$92.00	47.00 %	\$48.76	\$146.28
5.03	15822	Lift Case additional Energy Chains NO PULL	9	1.00 EA	\$248.00	47.00 %	\$131.44	\$131.44
5.04	11683	Energy Chain 22-48 Monitor Surface	8	1.00 EA	\$264.00	47.00 %	\$139.92	\$139.92
6.00	15848	Grounding Kit Full Station R56 Compliant	12	1.00 EA	\$1,479.00	47.00 %	\$783.87	\$783.87
6.01	11792-BLK	Power Bar - 10 Outlet With Black Sticker	13	1.00 EA	\$163.00	47.00 %	\$86.39	\$86.39
6.02	11792-OR	Power Bar - 10 Outlet With Orange Sticker	14	1.00 EA	\$163.00	47.00 %	\$86.39	\$86.39
7.00	14783.	Bias Lighting For MyClimate	15	1.00 EA	\$593.00	47.00 %	\$314.29	\$314.29
8.00	15463	Shelf Under Surface 19W x 9D - Metal	16	1.00 EA	\$152.00	47.00 %	\$80.56	\$80.56
8.01	15476	Shelf Under Surface USB Charging Upgrade Assembly	17	1.00 EA	\$127.00	47.00 %	\$67.31	\$67.31
9.00	15620MCC	MyClimate Personal Climate Control With Forced Air Heat 250W X2 = 500W	18	1.00 EA	\$2,364.00	47.00 %	\$1,252.92	\$1,252.92
10.00	12033-3D.	Return Worksurface - 36Wx36D	19	2.00 EA	\$537.00	47.00 %	\$284.61	\$569.22
11.00	16209	Cable Bridge Corner Angled Left Side	20	1.00 EA	\$239.00	47.00 %	\$126.67	\$126.67
11.01	16210	Cable Bridge Corner Angled Right Side	21	1.00 EA	\$239.00	47.00 %	\$126.67	\$126.67
11.02	13636-3D.	CPU Cabinet - Under Work Surface 18Wx34.5D with Sliding Shelf	22	1.00 EA	\$1,553.00	47.00 %	\$823.09	\$823.09
11.03	13623-3D.	CPU Cabinet - Under Work Surface 36Wx34.5D with Sliding Shelf	23	1.00 EA	\$1,962.00	47.00 %	\$1,039.86	\$1,039.86
12.00	11352-3D.	Drawer Pedestal - Fixed - Single - 18W - 6-6-12 Drawers 18W 22D	24	1.00 EA	\$1,288.00	47.00 %	\$682.64	\$682.64
90.00	10166	Crating or Cradling Table for Shipment	28	3.00 EA	\$210.00	0.00 %	\$210.00	\$630.00

Xybix Systems, Inc.
 8207 SouthPark Circle
 Littleton CO 80120
 Phone: 303-683-5656
 Fax: 303-683-5454
 SarahN



Quote Number: 28740

Quote Date: 4/28/2021
 Revision: A
 Orig Create Date: 4/28/2021
 Expires: 7/27/2021
 Opp #: 0024463

Quote

Terms: 90% Net 30; 10% Retention

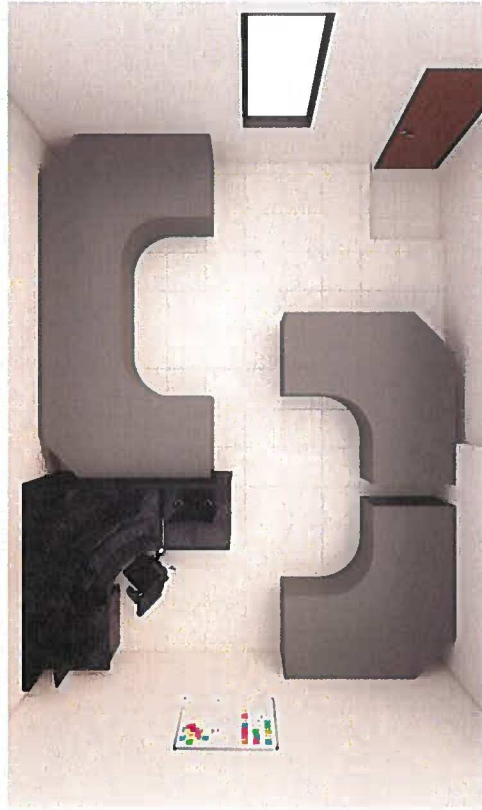
Page: 3 of 3

Line	Part Num	Desc	Qty	U/M	List Ea.	Disc. %	Disc. Price	Net Price
90.01	16139	Installers Kit Eagle Line	25	1.00 EA	\$0.00	0.00 %	\$0.00	\$0.00
99.00	Other	Other Charges & Services	26	1.00 EA	\$0.00	0.00 %	\$0.00	\$0.00
Line (26) - Miscellaneous Charge -								
Description								Ext. Price
1.) LTL TKeep w Lift Install								2,184.00
2.) Installation								4,704.00
3.) Relocating Existing - 4 tables								1,200.00
List Price Total:			\$32,380.50		Lines Total:		\$17,960.41	
					Line Miscellaneous Charges		\$8,088.00	
					Total:			
					Taxes Total:		\$0.00	
					Quote Total:		\$26,048.41	

Note 1:
 All quoted taxes are estimated. Any applicable taxes, fees, permits, etc. must be added to this quote.

Note 2:
 Where installation is listed on quote it is based in non-union labor and on one trip for installation only. Client is responsible for coordination of Technicians and other Vendors/Contractors. Waiting time will be charged at the rate of \$75 per man hour straight time and \$115 per man hour for OT plus subsistence expenses.
 Additionally, this quote is based upon a remodel in an existing space and/or new building - completely finished with a Certificate of Occupancy. Any project where the General Contractor is still on the job is subject to additional charges.

We appreciate this opportunity to provide this quote. Our goal is to substantially improve working conditions for your valuable staff. We look forward to meeting with you to review this proposal in detail. In the meantime please don't hesitate to call us with any questions.



8207 SouthPark Circle
Littleton, CO 80120
1.800.788.2810 F.303.683.5454
www.xybix.com

Sales : Susanne Lottie

Email : SusanneL@xybix.com

Designer : Sarah Noonien

Email : SarahN@xybix.com

Biddeford Police Dept
39 Alfred St
Biddeford, Maine 04005

FINISH SELECTIONS

Panel Trim : Black
Panel Fabric Upper : CF Stinson Binary Ink BIN56
Panel Fabric Lower : CF Stinson Binary Ink BIN56
3D Laminate Counter : Dackor Rock, Ash A016
3D Laminate Drawer&Door Front : surf(x) Matte Luxe, Charcoal 537348
Melamine : Panolam Storm TFL S565
Edgeband : Panolam Storm TFL match
Handle : Eagle Silver

SIGN OFF APPROVAL: Furniture orders and product installation shall not proceed until the Client has given approval to these documents. Approval of the Client shall constitute approval of the drawings for contents, scope of work and all dimensions regarded by the Client as being necessary to the use of space, furnishings and equipment. Furniture orders, or product installation authorized by the Client from these documents, shall be interpreted by XYBIX as approval in full to these documents by the Client. Revisions after approval shall result in additional costs.

Signature: _____

Title: _____

Date: _____

REVISIONS

DESCRIPTION

REV 0 Drawing Creation

DATE 04.15.21

DSGN SN

Opportunity: 0024463

Drawing Name:

COVER PAGE

SHEET: 1 of 5

SCALE: 12" = 1'-0"

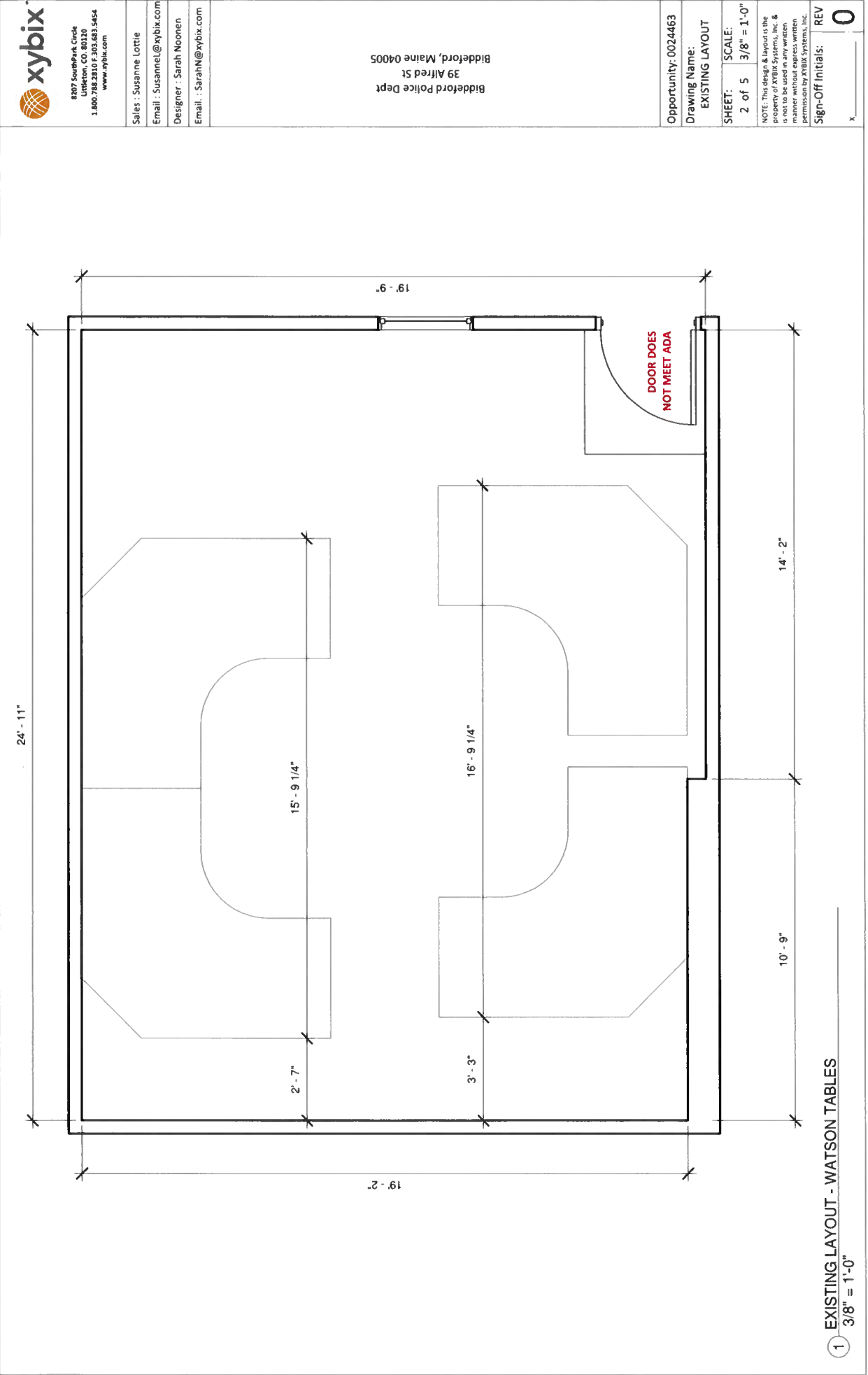
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Sign-Off Initials:

REV

x

0



1 EXISTING LAYOUT - WATSON TABLES
3/8" = 1'-0"

FINISHES

PANEL FABRIC	BINARY INK	ROCK ASH	MATTE LUXE CHARCOAL	SILVER
3D LAMINATE COUNTER				
3D LAMINATE DRAWER/DOOR FRONT				
MELAMINE				
HANDLE				

CONCEPTUAL IMAGES. REFER TO ACTUAL COLOR SAMPLES FOR EXACT COLOR REPRESENTATION

XybiX **66"x66"** Dual Surface Console with true sit to stand adjustment range of 22"-48" AFF, with L4 Table Base.

WITH: R56 Grounding

(4) CPU Enclosure, **36" wide**, under fixed work surface with front locking access doors, **easy access pullout shelf** and (2) silent 45 CFM fans for active ventilation. Maximum CPU dimension: 18"H x 7.5"W x 18"D

Single Adjustable Monitor Arm Mounting system Accommodates **(1) 32"** Flat Panel Monitor

Cable Management Bridge for cable organization from desk to CPU cabinet

NOTE: Not a shelf

"Rollervision" Monitor Mounting system capable of 10" of focal depth adjustment. Accommodates up to

BOTTOM ROW:
(3) 23" flat panel monitors

TOP ROW:
(2) 23" flat panel monitors

WITH: Bias Lighting

MyClimate Personal Environmental Control with filtered air flow and
(2) 250w Forced Air Heaters

Single shelf with grommet, under monitor surface
19"W x 5 1/4"H x 9"D

WITH Power-Only USB Ports

Data Dock - Keyboard surface cable organizer
(8) USB Ports
(1) CAT6 Port

48" High sound absorptive panel system.
.55NRC Rating Standard

(2) CPU Enclosure, 18" wide, under fixed work surface with front locking access doors, **easy access pullout shelf** and (2) silent 45 CFM fans for active ventilation. Maximum CPU dimension: 18"H x 7.5"W x 18"D

Fixed Post Mount with: (1 over 1) 23" monitors

Under fixed work surface, Drawer Pedestal 18"W with **6",6",12"** drawers

Dimensions shown in drawing:
Top view: 3'-0", 5'-6", 48" x 36", 48" x 30", 48" x 36"
Side view: 33.0, 33.0, 6.6, 12, 1'-6", 1'-6", 1'-6"

Sales : Susanne Lottie Email : SusanneL@xybiX.com Designer : Sarah Noonien Email : SarahN@xybiX.com	Biddeford Police Dept 39 Alfred St Biddeford, Maine 04005	Opportunity: 0024463 Drawing Name: TYPICAL WORKSTATION SHEET: 4 of 5 SCALE: As indicated NOTE: This design & layout is the property of XYBIX Systems, Inc. & is not to be reproduced or used without express written permission by XYBIX Systems, Inc. Sign-Off Initials: REV 0
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MONITOR EXTENSION CABLE CONNECTIONS

xybix
 2207 Southpark Circle
 Littleton, CO 80120
 1.800.788.2810 F.303.683.5454
 www.xybix.com

Sales : Susanne Lortie
 Email : SusanneL@xybix.com
 Designer : Sarah Noonan
 Email : SarahN@xybix.com

MONITOR EXTENSION CABLES **PER POSITION** Position Type _____

CABLE TYPE	QTY. NEEDED	DESCRIPTION	DVI-I Male / Female Extension Typical for Hi-Resolution	DVI-I 10" Max Length Male / Female Extension Typical for Hi-Resolution	HDMI Male / Male Replacement Typical for Hi-Resolution	Display Port Male / Male Replacement Typical for Hi-Resolution	USB Keyboard Mouse	AUDIO Typical for Speakers
		VGA Male / Female Extension Standard connection for monitors						
		DVI-I Male / Female Extension Typical for Hi-Resolution						
		HDMI Male / Male Replacement Typical for Hi-Resolution						
		Display Port Male / Male Replacement Typical for Hi-Resolution						
		USB Keyboard Mouse						
		AUDIO Typical for Speakers						
	8 ea.							

DATA DOCK

For Keyboard; Mice and Phone connection.
 Data Dock USB Cables are exclusively sold
 through Xybix only.

Standard Data Dock System will include:

- (1) CAT6 coupler
- (4) Dual-USB Ports (8 ports total)

DUAL USB



CAT6 Network



STANDARD SHOWN



OPTIONAL ITEMS

ADDITIONAL DATA DOCK CABLES

Indicate the number of each cable to be
 included **in addition** to the standard Data Dock

NOTE: These cables will be charge separately
 NOTE: There are only 5 available spaces for
 these options



QTY _____



QTY _____

If different cable connector types are required it is your
 responsibility to contact your designer or sales rep.

***** You agree that any changes to this order following
 receipt of sign-off drawing and PO may result in additional
 cost that will be expensed to the client *****

Signature: _____

Date: _____

Sign-Off Initials: _____

REV _____

0

Opportunity: 0024463

Drawing Name:
 CABLE SHEET

SHEET: 5 of 5
 SCALE:

NOTE: This design & layout is the
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 permission by XYBIX Systems, Inc.

Biddeford Police Dept
 39 Alfred St
 Biddeford, Maine 04005



Finance Committee

Meeting Date: June 1, 2021
Meeting Time: 5:00 PM – 6:00 PM

Agenda Item No:
Item Description: Yearly Weed .Control Program.

Submitted by: Jeff Demers Director Public Works/Waste Water

Supporting Information/Documentation:

5-13-2021 Request for Proposal

5-10--2021 Municipal pest services Inc. Proposal

Executive Summary:

The City of Biddeford Public Works Department is responsible for the maintenance of City streets, sidewalks and facilities. Weed Control at these locations is contracted to a qualified firm able to provide comprehensive Weed Control Services aimed at eliminating crack and crevice weeds along curbing, sidewalks, parking lots, traffic islands, rip rap ditch lines and building perimeters.

Detailed Review:

Please see attached RFP for full details of program.

Funding Source:

21162-60312 Public Works Road Maintenance Operations budget.

Staff Recommendation:

Public works received one proposal. Staff recommends Municipal Pest services. Inc for the sum of four payments at \$5875.00 each for a grand total of \$23,500.00

CITY OF BIDDEFORD, MAINE
PUBLIC WORKS DEPARTMENT

MUNICIPAL RIGHT OF WAY
WEED CONTROL SERVICES
REQUEST FOR PROPOSALS

MAY, 2021

**CITY OF BIDDEFORD, MAINE
PUBLIC WORKS DEPARTMENT**

**Municipal Right of Way Weed Control Services
Request for Proposals**

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**CITY OF BIDDEFORD, MAINE
PUBLIC WORKS DEPARTMENT**

**Municipal Right of Way Weed Control Services
Request for Proposals**

May 2021

INFORMATION TO RESPONDERS :

The City of Biddeford (hereinafter referred to as “the City”) is soliciting proposals from qualified firms able to provide comprehensive Municipal Right of Way Weed Control Services for the City.

The Request For Proposals (RFP) package is available at the Biddeford Public Works Department, 371 Hill Street, Biddeford, Maine. The RFP package can be mailed to any interested parties upon request, however, the City is not responsible for lost or misdirected mail.

All proposals must be prepared, signed and submitted in a sealed envelope marked “MUNICIPAL RIGHT OF WAY WEED CONTROL PROPOSAL” and delivered to the City of Biddeford Public Works Department, 371 Hill Street, Biddeford, Maine 04005. Proposals will be accepted until 3:30 PM (local time) on Thursday, May 13, 2021. Proposals shall be publicly opened at that time and place. Proposals shall be reviewed by the Public Works Director, and/or his designees, and forwarded with recommendation for award to the Finance Committee of the City Council. The award may require final approval of the full City Council contingent upon the final cost of the program.

Any questions regarding the Request For Proposals should be directed to Mr. Jeff Demers, Public Works Director, in writing at the address listed above, or electronically at Jeff.demers@biddefordmaine.org and to be given consideration, must be received at least five (5) days prior to the date fixed for the opening of proposals. Questions received less than five (5) days prior to the date fixed for opening of proposals will not be answered. Any and all interpretations and supplemental instructions will be in the form of written Addenda which, if issued, will be E-mailed, faxed or forwarded to all prospective Responders at the respective addresses furnished for such purposes, not later than 3 days prior to the date fixed for the opening of proposals.

All proposals shall become the property of the City of Biddeford, Maine. The City of Biddeford reserves the right to accept or reject any and all Proposals and / or waive any or all specifications contained herein, as determined to be in the best interests of the City of Biddeford, Maine. The City reserves the right to negotiate with any and all Responders.

PROJECT BACKGROUND :

The City of Biddeford Public Works Department is responsible for the maintenance of City streets, sidewalks and facilities. Weed Control at these locations is contracted to a qualified firm able to provide comprehensive Weed Control Services aimed at eliminating crack and crevice weeds along curbing, sidewalks, parking lots, traffic islands, rip rap ditch lines and building perimeters.

The Municipal Right of Way Weed Control Program shall include all streets and facilities listed on Attachment #1 herein.

All work activities shall be coordinated with the Public Works Director or his designee. This coordination shall include the scheduling and timing of all work performed. There may be additional work or jobs requested by the City not specifically addressed or included in the identified Municipal Right of Way Weed Control Program. The scope, timing, and cost of this additional work shall be determined at the time of the request and be agreed upon by both the City and the contractor.

QUALIFICATIONS OF RESPONDERS :

No contract shall be awarded to any Responder who, as determined by the City, is not qualified to adequately perform the identified services due to an unsatisfactory record or inadequate experience, or who lacks the necessary licenses, capital, organization and equipment to conduct and complete the services in strict accordance with the all applicable laws and regulations and in accordance with the goals of the program.

All Responders hereunder must furnish satisfactory evidence to the City that they have implemented Municipal Right of Way Weed Control Programs successfully. The Proposal shall provide a list of communities that are currently using or have used the Responder for such activities. The list of communities shall include length and type of contract, name and size of municipality and name of a contact person at the community. All Responders shall include an Environmental Compliance History of their firm and its activities. This history shall be from the year 2015 to the present and shall include any permit violations and / or violations of any Federal, State or Local regulations or laws.

Each Proposal shall include the name and address of the owner. If the owner is a corporation, the proposal shall include the state of incorporation and its principal officers. If it is not a Maine corporation, the proposal must include a certified copy of the certificate to do business in the State of Maine.

All Responders shall be required to demonstrate to the satisfaction of the City that they have adequate financial resources, experienced personnel and expertise to perform the services required and shall furnish such information and/or proof of these qualifications, specifically including the qualifications of the person the Responder will make as its manager and contact person. Responders shall also supply copies of the appropriate State Pesticide licenses.

GUARANTEED SERVICE :

The Responder will be required to show means to complete the Scope of Services in the event of equipment breakdown or any other factor affecting the ability to perform the service. A Performance Bond in the amount of the base contract price may be requested by the City. Responders shall identify the cost of supplying such bond as an option for the City. The cost shall not be included in the fees for the Municipal Right of Way Weed Control Services.

SCOPE OF SERVICES & PROPOSAL CONTENT :

Responders shall propose a comprehensive Turf Management Program to maintain and improve the turf areas at the locations identified in the Project Background section of this Request For Proposals. The scope of services shall include the supplying of labor and materials necessary to implement the proposed program and shall include the keeping of all records required by local, state and federal agencies. Any records or documentation requested by the City pertaining to the implementation of the Scope of Services contained herein shall be delivered within seven (7) working days of any such request.

Responders shall develop their cost proposals as follows :

The Proposals shall include a schedule of proposed activities at each location for each type of turf (athletic fields, lawn areas and park areas), materials to be used, costs for each individual aspect of the program, total cost of the annual program. The Proposals shall be based upon a one (1) year contract.

Proposals shall include information that clearly shows that the Responder has the necessary licenses, expertise, experience, equipment and financial capacity to provide reliable implementation of the defined program. Proposals must include all information detailed in the “Qualifications of Responders” section herein.

The Scope of Services shall include providing customer service support to deal with inquiries, complaints, or other related issues which may arise from the execution of the Scope of Services contained herein.

Any proposed deviations from the requirements of this Request For Proposals must be clearly set forth in writing under the heading “Deviations”. The information provided must fully and completely describe each such proposed deviation and the reason why.

The successful Responder shall secure and maintain during the life of the contract insurance coverage of the types that will protect the Responder, any sub-contractors, the City of Biddeford Public Works Department and the City of Biddeford from claims for bodily injuries, death or property damage which may arise from operations under the contract whether such operations are by the Responder or any subcontractor or anyone employed by the Responder or subcontractor directly or indirectly. The City of Biddeford is to be listed as “additional insured” on all liability insurance policies. The minimum limits of liability of such insurance shall be as follows :

General Comprehensive Liability –	
Bodily injury or death – each person	\$1,000,000
Bodily injury or death – each accident	\$1,000,000
Property damage – each accident	\$1,000,000
Property damage – aggregate	\$1,000,000

PREPARATION AND SUBMISSION OF PROPOSALS:

All proposals must be prepared and signed by the Responders using a form suitable for their proposed program that will clearly identify the costs for each component of the program and clearly state the total cost of the program and shall include all other information requested in this RFP. All proposals must be written in ink or typewritten. If submitted by a corporation, the proposal must be signed by an officer of the corporation, or by other persons authorized by a resolution of the Board of Directors.

Each proposal must be submitted in a sealed envelope bearing on the outside the name of the Responder, Responder's address, and plainly marked, **"Weed Control PROPOSAL"**. The City reserves the right to reject any and all proposals, to waive any irregularities and to accept or reject any and all proposals received without recourse of any Responders if it is deemed in the best interest of the City by the City Council.

ADDENDA AND INTERPRETATIONS:

No interpretation of the meaning of the project description documents or Scope of Services will be made to any Responder orally. Every request for such interpretation shall be made in writing, addressed to **Jeff Demers, Public Works Director, Biddeford Public Works Department, 371 Hill St., Biddeford, ME 04005**, or transmitted electronically at jeff.demers@biddefordmaine.org, and to be given consideration, must be received at least five (5) days prior to the date fixed for the opening of proposals. Questions received less than five (5) working days prior to the date fixed for opening proposals will not be answered. Any and all such interpretations and any supplemental instructions will be in the form of written addenda which, if issued, will be mailed, faxed or forwarded electronically to all prospective Responders, at the respective addresses furnished for such purposes, not later than three (3) days prior to the date fixed for the opening of proposals. All addenda so issued shall become part of the contract documents.

ASSIGNMENTS:

The Responder shall not assign the contract nor sublet it in whole or in part, nor delegate any of the work to be performed to any other person, firm or corporation without written approval of such act by the City.

INDEMNITY CLAUSE:

The successful Responder will be required to hold harmless and indemnify the City from all claims legal or equitable, including court costs and reasonable attorney's fees arising out of the Responder's performance of the work required by this RFP.

COMPLIANCE WITH LAWS & REGULATIONS:

The implementation of the proposed program shall be accomplished in compliance with all federal, state and local laws and regulations.

WORKERS COMPENSATION:

The Responder shall purchase and maintain during the life of this Contract Workers Compensation Insurance for all employees employed in the course of performing services under this Contract as awarded pursuant to the specifications contained herein, and in case any work is sublet, the Responder shall require the Sub-Contractor to similarly provide Workers Compensation Insurance for all of the latter's employees, unless such employees are covered by the protection afforded the Responder. In case any class of employees engages in hazardous work under the Workers Compensation Statute, the Responder shall provide adequate coverage for the protection of employees not otherwise protected. All coverage shall be in accordance with State of Maine laws in effect. The Responder waives all claims of and right to subrogation, including any assigned subrogation rights or claims of any parties that relate to or arise from any underlying Workers Compensation claim or injury, which claim or injury occurred during the term of the contract. In no event will the Responder bring any such claim for subrogation, it being the intent of the parties that the City will be fully indemnified and held harmless from but not limited to any and all claims including subrogation.

CANCELLATION BY CITY:

If the Responder shall be adjudged bankrupt, or if it should make a general assignment for the benefit of creditors, or if it should cease business, or if it should assign or sublet the contract without the written consent of the City or should fail to supply enough properly skilled workers or proper equipment or if it should disregard the laws, ordinances or the instructions of the City or otherwise breach any provision of the contract, then the City without prejudice to any other right or remedy and after giving the Responder seven (7) days notice and reasonable opportunity to correct any breach as established in the notice, may terminate the Contract.

INVOICE & PAYMENT:

The Responder shall be entitled to payments to be made in the following manner:

- A. Invoices. The Responder shall bill the City within thirty (30) days of the end of each contract month for the services performed during that period

- B. Payment. The City shall remit payment within thirty (30) calendar days of the invoice date.

CONTRACT ADMINISTRATION:

The Public Works Director, or his designee, will administer the provisions of the Contract for the City. All work shall be performed in a manner satisfactory to the Director. Any unsatisfactory work or performance will be documented in writing along with the appropriate remedy and timeframe for corrective action. Decisions of the Director shall be final and a condition precedent to the right of the Responder to receive payment under this contract.

BASIS FOR AWARD:

The City of Biddeford certifies the basis for award will be the most beneficial proposal submitted by a qualified Responder as determined by the City. The City reserves the right to reject any and all Proposals, to waive technical or legal deficiencies and to accept any Proposal it deems in the best interest of the City. It also reserves the right to equally consider all other factors other than price in accepting a given Proposal.

Municipal Pest Management Services, Inc.

21 River Road
Newington, NH 03801
swampfixer@swamp-inc.com
Telephone 603-431-0008

City of Biddeford, Maine Public Works Department

Municipal Right of Way Services Request for Proposals May 2021

Project Background Qualifications

Municipal Pest Management Services, Inc (MPMS) has provided municipal weed control programs since 1985 in Biddeford and other Maine communities. We provide a specialized service that requires technical expertise and experience. We have unique equipment allowing us to complete spray programs quickly and efficiently. We complete the entire city of Biddeford in three days.

Michael Morrison is owner of MPMS. He is a degreed entomologist (UNH 1979) and has spent his entire working career developing mosquito control and weed control programs for municipalities in New England. He is a resident of Kittery and has lived in Maine since 1984. Michael Morrison and his staff have been licensed through the Maine Board of Pesticide Control for ROW Weed Control since then. MPMS is a Maine Corporation with Michael Morrison as sole owner and officer. MPMS has had no violations of state or federal laws associated with pesticide applications. Currently the Maine communities serviced by MPMS for ROW weed control includes Saco DPW, Kittery DPW, Bath DPW; Lewiston DPW and York DPW. The contact people for each community are the DPW Directors. These communities have also been serviced since 1985.

Scope of Services and Proposal Content

The 2021 weed control program in Biddeford will include four (monthly) applications to control weeds. Applications will be completed in June, July, August, and September of 2021. Herbicides to be utilized include a pre- emergent (Esplanade 200SC); a contact herbicide (Reward); a systemic (Rodeo) and an organic (Finalsan). Choice of herbicides will depend upon types of weeds, stage of growth and time of year.

The designated areas are included with this proposal and include most city streets, twelve traffic island areas and twenty- five facilities. All areas will be completed within three working days. It is imperative that all the areas be completed quickly and efficiently to maintain a weed free environment on pavements. Our motorized utility vehicles will assure that.

Municipal Pest Management Services, Inc.

21 River Road
Newington, NH 03801
swampfixer@swamp-inc.com
Telephone 603-431-0008

We will also provide crack and crevice filling of traffic islands in Biddeford as part of this proposal. Filling prevents weed growth for extended periods of time (5 to 10 years) by eliminating cracks that accumulate soil and water. Filling also prevents water infiltration into the subgrade thus extending the life span of pavements. Crack and crevice filling will be completed on the traffic islands at the intersection of Rte. 111/ West/Rte. 1; Elm Street/ Precourt; Precourt/ Mountain.

Guaranteed Service

We always guarantee our work. We have many licensed applicators and extra utility vehicles to assure all work will be completed in a timely and efficient manner. We provide our own labor and equipment and do not rely on any subcontractors for our service.

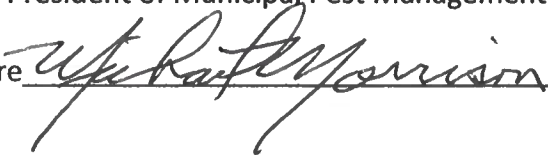
Costs for each Component

The cost for each monthly application will be \$5, 875.00 for a four-month total of \$23,500.00. There is no cost for crack filling. Filling is proposed as a demonstration for city review.

Submitted by: Michael Morrison

Owner/ President of Municipal Pest Management Services, Inc.

Signature



Date: May 13, 2021



Finance Committee

Meeting Date: June 1, 2021

Meeting Time: 5:00 pm

Agenda Item No: 4.3

Item Description: Authorization/Refinance Leases/Municipal Leasing Consultants (MLC)

Submitted by: Gerry Matherne, Deputy Finance

Supporting Information/Documentation:

Refinance Proposals (4)

Key Terms:

Executive Summary:

For the refinancing of exiting leases to obtain lower interest rate and reduce interest payments.

Detailed Review:

For the refinancing of the following loans coinciding with FY22 attractive lease interest rate.

This did not go out to bid, but consolidates all leases with one company.

Lease	Current Payments	New Payments	Savings
2017 Eq. Lease	\$537,497.82	\$528,313.14	\$9,184.68
2018 Eq. Lease	\$893,441.37	\$876,213.66	\$17,227.71
2019 Eq. Lease	\$225,627.50	\$217,800.65	\$7,826.85
2019 Street Lights	\$1,539,262.48	\$1,519,181.36	\$20,081.12
Total Estimated Savings			\$54,320.36

Funding Source:

Budgeted Lease Payments

Staff Recommendation:

Authorize refinance of existing leases to reduce overall interest payments.

City of Biddeford, ME - Refinancing 2019 Streetlight Lease

Compound Period : Annual

Nominal Annual Rate : 1.890 %

CASH FLOW DATA

Event	Date	Amount	Number	Period	End Date
1 Loan	06/30/2021	1,400,985.46	1		
2 Payment	05/15/2022	189,897.67	8	Annual	05/15/2029

AMORTIZATION SCHEDULE - Normal Amortization

Date	Payment	Interest	Principal	Balance
Loan 06/30/2021				1,400,985.46
2021 Totals	0.00	0.00	0.00	
1 05/15/2022	189,897.67	23,141.59	166,756.08	1,234,229.38
2022 Totals	189,897.67	23,141.59	166,756.08	
2 05/15/2023	189,897.67	23,326.94	166,570.73	1,067,658.65
2023 Totals	189,897.67	23,326.94	166,570.73	
3 05/15/2024	189,897.67	20,178.75	169,718.92	897,939.73
2024 Totals	189,897.67	20,178.75	169,718.92	
4 05/15/2025	189,897.67	16,971.06	172,926.61	725,013.12
2025 Totals	189,897.67	16,971.06	172,926.61	
5 05/15/2026	189,897.67	13,702.75	176,194.92	548,818.20
2026 Totals	189,897.67	13,702.75	176,194.92	
6 05/15/2027	189,897.67	10,372.66	179,525.01	369,293.19
2027 Totals	189,897.67	10,372.66	179,525.01	
7 05/15/2028	189,897.67	6,979.64	182,918.03	186,375.16
2028 Totals	189,897.67	6,979.64	182,918.03	
8 05/15/2029	189,897.67	3,522.51	186,375.16	0.00
2029 Totals	189,897.67	3,522.51	186,375.16	
Grand Totals	1,519,181.36	118,195.90	1,400,985.46	

City of Biddeford, ME - Refinancing 2019 Streetlight Lease

Last interest amount increased by 0.02 due to rounding.

City of Biddeford, ME- 2019 Equipment Lease

Compound Period : Annual

Nominal Annual Rate : 1.650 %

CASH FLOW DATA

Event	Date	Amount	Number	Period	End Date
1 Loan	06/30/2021	207,846.46	1		
2 Payment	05/15/2022	43,560.13	5	Annual	05/15/2026

AMORTIZATION SCHEDULE - Normal Amortization

Date	Payment	Interest	Principal	Balance
Loan 06/30/2021				207,846.46
2021 Totals	0.00	0.00	0.00	
1 05/15/2022	43,560.13	2,997.26	40,562.87	167,283.59
2022 Totals	43,560.13	2,997.26	40,562.87	
2 05/15/2023	43,560.13	2,760.18	40,799.95	126,483.64
2023 Totals	43,560.13	2,760.18	40,799.95	
3 05/15/2024	43,560.13	2,086.98	41,473.15	85,010.49
2024 Totals	43,560.13	2,086.98	41,473.15	
4 05/15/2025	43,560.13	1,402.67	42,157.46	42,853.03
2025 Totals	43,560.13	1,402.67	42,157.46	
5 05/15/2026	43,560.13	707.10	42,853.03	0.00
2026 Totals	43,560.13	707.10	42,853.03	
Grand Totals	217,800.65	9,954.19	207,846.46	

City of Biddeford, ME- 2019 Equipment Lease

Last interest amount increased by 0.03 due to rounding.

City of Biddeford, ME - Refinancing 2018 Lease

Compound Period : Annual

Nominal Annual Rate : 1.840 %

CASH FLOW DATA

Event	Date	Amount	Number	Period	End Date
1 Loan	06/30/2021	816,987.10	1		
2 Payment	05/15/2022	125,173.38	7	Annual	05/15/2028

AMORTIZATION SCHEDULE - Normal Amortization

Date	Payment	Interest	Principal	Balance
Loan 06/30/2021				816,987.10
2021 Totals	0.00	0.00	0.00	
1 05/15/2022	125,173.38	13,138.05	112,035.33	704,951.77
2022 Totals	125,173.38	13,138.05	112,035.33	
2 05/15/2023	125,173.38	12,971.11	112,202.27	592,749.50
2023 Totals	125,173.38	12,971.11	112,202.27	
3 05/15/2024	125,173.38	10,906.59	114,266.79	478,482.71
2024 Totals	125,173.38	10,906.59	114,266.79	
4 05/15/2025	125,173.38	8,804.08	116,369.30	362,113.41
2025 Totals	125,173.38	8,804.08	116,369.30	
5 05/15/2026	125,173.38	6,662.89	118,510.49	243,602.92
2026 Totals	125,173.38	6,662.89	118,510.49	
6 05/15/2027	125,173.38	4,482.29	120,691.09	122,911.83
2027 Totals	125,173.38	4,482.29	120,691.09	
7 05/15/2028	125,173.38	2,261.55	122,911.83	0.00
2028 Totals	125,173.38	2,261.55	122,911.83	
Grand Totals	876,213.66	59,226.56	816,987.10	

City of Biddeford, ME - Refinancing 2018 Lease

Last interest amount decreased by 0.03 due to rounding.

City of Biddeford, ME - Refinancing 2017 Lease

Compound Period : Annual

Nominal Annual Rate : 1.650 %

CASH FLOW DATA

Event	Date	Amount	Number	Period	End Date
1 Loan	06/30/2021	500,120.35	1		
2 Payment	05/15/2022	88,052.19	6	Annual	05/15/2027

AMORTIZATION SCHEDULE - Normal Amortization

Date	Payment	Interest	Principal	Balance
Loan 06/30/2021				500,120.35
2021 Totals	0.00	0.00	0.00	
1 05/15/2022	88,052.19	7,212.01	80,840.18	419,280.17
2022 Totals	88,052.19	7,212.01	80,840.18	
2 05/15/2023	88,052.19	6,918.12	81,134.07	338,146.10
2023 Totals	88,052.19	6,918.12	81,134.07	
3 05/15/2024	88,052.19	5,579.41	82,472.78	255,673.32
2024 Totals	88,052.19	5,579.41	82,472.78	
4 05/15/2025	88,052.19	4,218.61	83,833.58	171,839.74
2025 Totals	88,052.19	4,218.61	83,833.58	
5 05/15/2026	88,052.19	2,835.36	85,216.83	86,622.91
2026 Totals	88,052.19	2,835.36	85,216.83	
6 05/15/2027	88,052.19	1,429.28	86,622.91	0.00
2027 Totals	88,052.19	1,429.28	86,622.91	
Grand Totals	528,313.14	28,192.79	500,120.35	