

City of Biddeford
Finance Committee
April 16, 2019 5:00 PM Council Chambers

- 1. Call to order**
- 2. Approval of the Minutes**
 - 2.1. April 2, 2019 Finance Committee Meeting Minutes
[4-02-2019 Finance Committee Minutes.rtf](#)
- 3. Signing of the expenditure warrant**
- 4. Discussion/Approval**
 - 4.1. Approval/Roofing Project at Wastewater Treatment Plant
[4-16-2019 Roofing Project-Resurfacing- WWTP.pdf](#)
 - 4.2. Award of Contract for Paving Program
[4-16-2019 Paving Program Contract-ORDER.doc](#)
[4-16-2019 Paving Program Contract-backup docs.pdf](#)
 - 4.3. Approval/Photocopier Upgrade Proposal/Connected Office Technologies (COT)
[4-16-2019 Photocopier Upgrade - MEMO.docx](#)
[4-16-2019 Photocopier Upgrade Proposal.pdf](#)
- 5. Other Business**
- 6. Adjournment**

City of Biddeford
Finance Committee Meeting Minutes
April, 2 2019

The meeting was called to order at 5:00 pm by the Chair, Council President John McCurry.

Present: Chair, Council President John McCurry, Mayor Alan Casavant, Councilor Stephen St. Cyr, Councilor Mike Ready, City Manager James Bennett, Finance Director Cheryl Fournier, and City Clerk Carmen Morris.

Adjustment to the Agenda

No adjustments to the agenda.

Approval of Minutes

Motion by Councilor Ready to approve the Minutes of March 19, 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

Approval/Consultant Services to Support Stormwater Compliance Program

Motion by Councilor Ready to approve the expenditure for Consultant Services to Support Stormwater Compliance Program, seconded by Councilor St. Cyr.

Vote: unanimous.

Motion carried 4-0.

Approval/Replacement of Credit Card Terminal for Fuel Pump at Biddeford Municipal Airport

Motion by Mayor Casavant to approve the expenditure of a replacement of the credit card terminal for the fuel pump at the Biddeford Municipal Airport, seconded by Councilor St. Cyr.

Councilor Ready noted that he had asked Mr. Radding if we solicited bids for replacement. Mr. Radding explained they do not go out to bid. Councilor Ready asked that they go out to bid next contract.

City Manager, James Bennett, explained the airport fuel is almost 100% resale for the City.

Vote: unanimous.

Motion carried 4-0.

Other Business

The February 2019 Financials were provided to the Committee.

Councilor Ready asked about the Licenses, Permits and Fees line and why it is so below budget.

The Finance Director, Chery Fournier, explained it is a matter of timing. This line item is expected to come in at or above budget.

Councilor St. Cyr asked questions about some of the expenses. He asked about Municipal Services and asked if it is money provided up front, and at no risk of over extending that item.

Cheryl explained those will never go over budget and gave the example of the Transit which is paid at the beginning of the year 100% expended.

Councilor St. Cyr questioned why the City does this and not make quarterly payments.

Cheryl explained some of them are quarterly but the small ones are one lump sum.

Councilor St. Cyr asked Cheryl to elaborate on the Increase on Fund Equity.

Cheryl explained Fund Equity which is accrual basis and at the end of the year you have to pay the depreciation.

The City Manager explained on the Wastewater side they had them hold off on capital expenditures within the reserve account because it can change depending what they spend.

The Committee discussed the Inter Fund Loan Payable. Cheryl explained they are receivable and payable funds.

Councilor McCurry asked about Wastewater account and where it is billed.

Jeff Demers, Public Works Director, explained they use an employee with the Vector and figures that is the cost. Councilor McCurry asked if it is charged back to the City. Jeff stated that it is not charged back, and he considers it a wash. It was agreed that this is a discussion for another day.

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

Vote: unanimous.

Motion carried 4-0.

Adjourned at 5:17 pm.

City of Biddeford, Maine
PUBLIC WORKS DEPARTMENT

MEMORANDUM

April 9, 2019

TO: Finance Comm.
FROM: Jeff Demers / Director Public Works / Wastewater
RE: Bid/Quote results for (2) Roofs
CC: Alex Buechner / Superintendent Wastewater

The Public Works Department's Wastewater Division solicited quotes for the resurfacing of the Blower and lower P.T.B Roof at the Wastewater Treatment Facility.

We received (3) three quotes. Please see the attached Bid Tabulation. Funds for this project are appropriated in the Wastewater Sewer Des Fund 22005-60903 and Building Maintenance 35105-60450.

Staff recommends WH Demmons be awarded the contract.

Regards,
Jeff Demers
Director Public Works / Wastewater

Blower and lower P.T.B Building Roofs

	BID RESPONDER		
	W.H Demmons	Ruck Roofing	IRC.
SPECIFICATION CRITERIA			
2,000 sft 60 mil EPDM.	Yes	Yes	Yes
15 Year Warranty for both roofs	Yes	Yes	Yes
2 Year installer's warranty	Yes	No	No
Removal of all waste debris	Yes	Yes	Yes
BID Price:	\$19,688.00	\$23,800.00	\$27,500.00



www.whdemmons.com

ATTN: Town Of Biddeford
63 Water St
Biddeford ME 04005

Date: 1/8/2019

BID AND CONTRACT

*All pricing is subject to review after thirty days
Billing is monthly net fifteen days
Deposit is twenty five percent*

We hereby propose to furnish material and labor to complete the work outlined herein.

Quote	Please see pricing below
	Maine Sales Tax <u> </u> Included <u> </u>

Re: Go over two existing membrane roofs approximately 2,000sft with new 060mil black Firestone EPDM.

Scope: We will remove the existing coping cap and save for re-installation, we will relief cut the existing two membrane roofs to allow for expansion and contraction, we will supply and mechanically attach new ½" high density polyiso cover board to entire roof surfaces, we will supply and install fully adhered 060mil black EPDM to the new insulation (to run up all walls and penetrations), we will reuse the existing drain rings to make a proper compression seal at all roof drains, we will flash all edges and penetrations to meet or exceed all manufacture specifications for a 15 year Firestone red shield warranty, we will re-install all of the existing coping according to the specifications of a 15 year Firestone red shield warranty. We will clean and dispose of all trash and debris at the end of each working week.

Pricing: Go over two existing membrane roofs approximately 2,000sft with new 060mil black Firestone EPDM **\$21,800.00**

Notes: This price does include 32 hours of snow removal at \$66.00 an hour added into it, if snow removal isn't needed we will only bill for the following amount for this project **\$19,688.00**

Warranty: WH Demmons, Inc offers a (2) year warranty on parts and labor from the date of installation. Plus all manufacturers warranties. **15 year Firestone red shield manufacture warranty.**

Standard Exceptions: No Metal (except as indicated), No Carpentry (except as indicated), No Deck Replacement (except as indicated), No Plumbing, No Snow Removal, No Extended Warranty, No Asbestos Removal

Best regards,
Patrick Bourgeois Roofing Manager
207-321-5883 Direct
207-274-8155 Cell
pbourgeois@whdemmons.com

A late charge of 1.5% interest per month will be added to any balance due over 30 days. Purchaser shall bear costs of collection, including reasonable attorney's fees.

CONTRACTOR'S GUARANTEE

We guarantee all material in this contract to be as specified above and the entire job to be done in a neat, workmanlike manner. This contract references a specific proposal which contains all the terms of agreement between the parties and no additional or changed terms shall be valid unless such terms are set forth in writing and signed by all parties to this contract. Agreements made by our workmen are not recognized.

ACCEPTANCE OF BID

The above specifications, terms and referenced proposal are satisfactory, and (I) (we) hereby authorize the performance of this work.

Date: _____ Signed: _____

Date: _____ Signed: _____

This contract is void after 30 days from date, if not signed and returned to Bidder.



W.H. DEMMONS

Building Automation Systems
Professional Engineering - HVAC/R
Sheet Metal Roofing - 24/7 Service

www.whdemmons.com

ATTN: Town of Biddeford
63 water street
Biddeford ME 04005

Date: 1/9/2019

BID AND CONTRACT

*All pricing is subject to review after thirty days
Except for the costs of the raw material pricing
All raw material pricing is subject to change upon the
acceptance of this contract, we will base said price
on the current Wall Street Journal's Commodities
Index*

*Billing is monthly net fifteen days
Deposit is twenty five percent*

We hereby propose to furnish material and labor to
complete the work outlined herein.

Quote

Please see pricing below
Maine Sales Tax _____ Included

Re: Install New EPDM roof system

Scope We will remove existing coping and cap and salvage for re install. We will relief cut the existing membranes. We will supply and install new Mechanically attached ½" high density Poly ISO cover board to entire roof surface. We will supply and install fully adhered .060 black EPDM to new Insulation. We will reuse the existing Drain rings to make a proper compression seal at all roof drains. we will re install the salvaged Coping metal. We will flash all rood penetrations and edges per firestone requirements for a 15 yr Red shield warranty.

Pricing:

Roof 1: \$7,718.00

NOTE: No snow removal is included in this proposal

Warranty: System comes with a 15 yr red shield warranty.

Standard Exceptions: No Metal (except as indicated), No Carpentry (except as indicated), No Deck Replacement (except as indicated), No Plumbing, No Snow Removal, No Extended Warranty, No Asbestos Removal

Best regards,

Jay Davis Roofing Manager

207-321-5883 Direct

207-831-0200Cell

jdavis@whdemmons.com

A late charge of 1.5% interest per month will be added to any balance due over 30 days. Purchaser shall bear costs of collection, including reasonable attorney's fees.

CONTRACTOR'S GUARANTEE

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ACCEPTANCE OF BID

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Date:

Signed:

Date:

Signed:



W.H. DEMMONS

Building Automation Systems
Professional Engineering HVAC/R
Sheet Metal Roofing 24/7 Service

www.whdemmons.com

ATTN: Town of Biddeford
63 water street
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on the current Wall Street Journal's Commodities
Index*

*Billing is monthly net fifteen days
Deposit is twenty five percent*

We hereby propose to furnish material and labor to
complete the work outlined herein.

Quote

Please see pricing below
Maine Sales Tax _____ Included

Re: Install New EPDM roof system

Scope We will remove existing coping and cap and salvage for re install. We will relief cut the existing membranes. We will supply and install new Mechanically attached 1/2" high density Poly ISO cover board to entire roof surface We will supply and install fully adhered .060 black EPDM to new Insulation. We will reuse the existing Drain rings to make a proper compression seal at all roof drains. we will re install the salvaged Coping metal We will flash all rood penetrations and edges per firestone requirements for a 15 yr Red shield warranty.

Pricing:

Roof 1: \$12,168.00

NOTE: No snow removal is included in this proposal

Warranty: System comes with a 15 yr red shield warranty.

Standard Exceptions: No Metal (except as indicated), No Carpentry (except as indicated), No Deck Replacement (except as indicated), No Plumbing, No Snow Removal, No Extended Warranty, No Asbestos Removal

Best regards,

Jay Davis Roofing Manager

207-321-5883 Direct

207-831-0200Cell

jdavis@whdemmons.com

A late charge of 1.5% interest per month will be added to any balance due over 30 days. Purchaser shall bear costs of collection, including reasonable attorney's fees.

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ACCEPTANCE OF BID

The above specifications, terms and referenced proposal are satisfactory, and (I) (we) hereby authorize the performance of this work.

RUCK ROOFING

6 Country Drive, Biddeford, ME 04005
(207) 632-3742 (603) 531-9027

Owner: Bill Ruck



ESTIMATE

Date: 2/1/19

Name: City of Biddeford

Address: 63 Water Street

City or Town: Biddeford, ME 04005

CONTACT INFORMATION

Phone: 207-205-0460

Alt#: tony.ellsworth@biddefordmaine.org

☒ EPDM .60

☒ Recovery Board 1/2"

☒ Plates & Screws _____

☒ Cover Tape 6"

☒ Flashing Tape 6"

☒ Inseam Tape 3"

☒ Drip Edge _____

☒ Termination Bar
Feet _____

☐ Rubber Repairs _____

☒ Haul Away Debris

☐ Plywood Replacement



Shingle style and color: Mule-hide .60 EPDM

☐ GAF/ELK

Comment: Install 1/2" ISU board with plates and screws. Glue all rubber with oil base bonding adhesive. 3" Inseam tape on all seams. Replace an metal on top of walls with .24 gauge metal. All tape work and seams black lap silicone.

Total Price \$23,800.00

Customer

Ruck Roofing

- FREE ESTIMATES
- ROOFERS' INSURANCE
- WORKMAN'S COMP
- MANUFACTURERS' WARRANTY



RESIDENTIAL • COMMERCIAL • INDUSTRIAL

E-MAIL: BILLY@RUCKROOFING.COM

WWW.RUCKROOFING.COM



LICENSE# ME21864



Maximizing & Protecting Your Roof Assets

PROPOSAL AND CONTRACT

February 25, 2019

Tony Ellsworth
City of Biddeford
Biddeford Sewage Treatment
63 Hill Street,
Biddeford, ME 04005

Project: Blower Roof & P.T.B. Roof

Tony,

We are pleased to present our quote to install new roofing on the Blower and lower P.T.B building roofs at the Biddeford Sewage Treatment Plant. Once you've had a chance to review, please give me a call to discuss or I would be happy to meet with you onsite.

System Proposed: Carlisle or Firestone .060 Fully Adhered EPDM Membrane Roof System

1. Remove existing metal parapet cap and save for reuse.
2. Sweep roofing of all loose dirt and debris. Properly dispose of debris.
3. Check existing wood blocking and replace or repair as needed.
4. Mechanically fasten ½" HD ISO cover board over the existing roofs.
5. Install a .060 fully adhered EPDM membrane roof system as per manufacturer's specifications.
6. Install EPDM membrane flashings and proper terminations on all walls, pipes, and curbs...etc.
7. Install new aluminum retrofit roof drains at existing drain locations and flash per manufacturer's specifications.
8. Re-install the saved metal coping cap. If any metal is damage or deemed not reusable, we will shop fabricate and install new metal on time and material as an added cost.
9. Clean premises upon completion.
10. **A manufacturer's 15- year warranty covering labor and material will be issued upon completion of work and payment made in full.**

Solution Cost for Blower Roof: \$15,260

Initial Here to Accept _____

Solution Cost for P.T.B. Roof: \$13,670

Initial Here to Accept _____

Solution Cost for Both Roof: \$27,500

Initial Here to Accept _____

Offices Located In:
Lewiston, Portland & Haverhill, MA

"The Leak Stops Here"
9 Ferry Road, Lewiston, ME 04240

Additional Considerations:

- Timeframe –It is our intent to complete this project in an expeditious manner and with as little disruption to your business as possible.
- **Deteriorated metal decking, if present, will be replaced or repaired on time and material at an additional cost. (not anticipated)**
- **Interior protection is not included in this proposal.**
- There were no noticeable conduits located near or on the underside of the steel deck and most likely will not present a problem. We will try limit the length of our screws and try to spot these areas to avoid damaging them with our mechanical fasteners. We cannot guarantee a screw (s) will not penetrate an electrical conduit or boxes, if present. (see Safety in our Terms & Conditions)
- All pricing is current and good for 30 days.

****WORK TO BE PERFORMED BY “ROOF MANAGEMENT SERVICES.” – PLEASE MAKE OUT ALL CONTRACTS, PURCHASE ORDERS, AND PAYMENTS TO INDUSTRIAL ROOFING CO.**

PAYMENT TERMS: 30% due upon start of project (defined as mobilization to the site or delivery of material to our warehouse), monthly progress billing thereafter with Net 30 Day term. *(A finance charge of 1 1/2% per month will be charged on unpaid balances)*

**This proposal is void after 30 days from the above date.*

ACCEPTED BY: _____
REPRESENTING: _____
ALTERNATE NO(s): _____
DATE: _____

ROOF MANAGEMENT SERVICES, LLC
AUTHOR.BY: _____
DATE: _____
REVIEWED BY: _____



About Us – THE IRC COMPANIES

The IRC logo is known throughout Northern New England as a name Building Owner's trust. Since 1945, the IRC name has grown to represent the most trusted, highest quality, commercial contractors in Northern New England. IRC represents a team of individual companies dedicated to giving commercial building owners high quality, service oriented contractors at value prices. We offer specialized, independently owned businesses that share in administration staff and pool overhead resources to lower overall costs.

Each company also shares in the common goal of completely satisfying the customer because each independent company has to do its job in customer satisfaction so it can satisfy its sister company. IRC is proud to recommend the following three companies:

IRC Roof Management Services, LLC

A first of its kind company in New England, IRC Roof Management Services was a division of Industrial Roofing for many years before incorporating separately in 2005. Rick St. Hilaire, founder of Roof Management Services, discovered the benefits of operating a separate commercial roof services business when the demand for its service products increased by double digits every year. First, we knew there were very few roofing contractors that offer any kind of service. (Most do not so as to be able to offer bare bones installation prices.) Secondly, we realized that although there are a few roofing contractors that have a "service division", the personnel in this "service division" cross over between installations and service. Our portfolio of solutions includes the 24/7 Leak Response Program, Scheduled Annual Maintenance Program and the Roof Protection Program. All designed to reduce emergencies and save money by making sure your roofs last much longer than average.

IRC Industrial Roofing & Siding Co.

Industrial Roofing & Siding Co. is structured to suit every type of roofing project including roof replacement, re-cover projects, metal roofing and siding and new construction. John St. Hilaire decided that Industrial Roofing & Siding Co. would be a specialist in one thing: bringing value to the Design/Build commercial roofing market. With over 50 employees, we can scale our operations to provide a cost-effective solution from the smallest commercial buildings to the largest projects in our area. This award winning commercial business is set up with the following driving premise:

- Total Design/Build Solutions Approach
- Lowest Possible Lifecycle Cost Approach
- Quality "The First Time" Workmanship
- Low Cost Annual Service Visits offered on all new installations-provided by IRC Roof Management Services

IRC Solar Roof Systems, LLC

Another first of its kind company in New England, IRC Solar Roof Systems uses its founder's experience in the roofing and engineering fields to create a renewable energy company with its roots in building envelope design and maintenance. With John St. Hilaire's roofing design expertise along with co-founder Mike Davis's engineering background this company is determined to offer something to the market no one else has. John and Mike feel that the most effective way for an owner to execute an energy improvement strategy is to partner with a company that understands all aspects of your building and can custom tailor a solution to meet your goals and not deteriorate your building assets. We have created a portfolio of solutions including Solar Thermal, Solar Photovoltaic, and Daylighting systems.

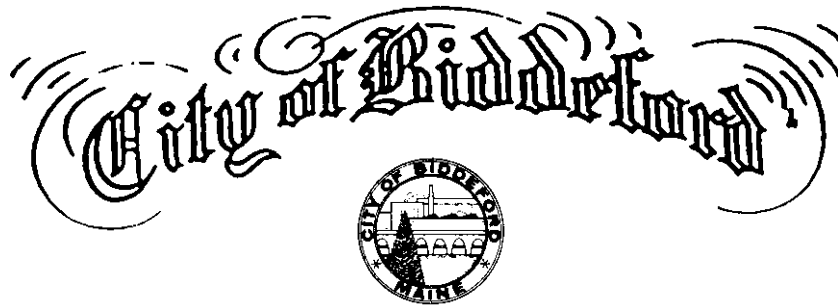
TERMS AND CONDITIONS

General: This proposal is contingent upon the understanding that when accepted, it shall become a contract between the owner hereinafter referred to as "Owner," and Industrial Roofing & Siding Co., hereinafter referred as "IRC," and that the terms and conditions stated herein shall supersede and replace any conflict, understanding, agreements or documentation written or oral, unless so stated in the body of this contract.

1. **Guarantee:** The type of guarantee and extent of coverage shall be in accordance with written guarantees, if any, offered by manufacturers of materials incorporated into the project. All guarantee periods shall begin on completion of work and guarantee shall be issued on receipt of final payment. IRC expressly excludes consequential damages to the building or contents. There are no other guarantees or warranties, expressed or implied. Tie-ins to existing roofing are not covered under the warranty.
2. **Insurance:** IRC agrees to carry sufficient Workman's Compensation and Public Liability insurance to protect the owner against any claims arising due to IRC's operations. IRC will provide an insurance certificate upon request.
3. **Trash Removal:** IRC shall clean up and haul away from the project site all trash and debris resulting from the work under this contract.
4. **Project Structural Integrity:** The owner is responsible for determining the effect, if any, of the new roofing work on the roof deck, roof deck support system and structural integrity of the building. IRC, at the owner's written direction, will remove and replace any defective substrate which is disclosed as the work progresses on a time-and-material basis as an extra to this contract.
5. **Limitations:** Repair of preexisting interior or exterior damage is not part of this contract unless specifically included on the reverse side hereof.
6. **Facilities:** Owner agrees to provide IRC without charge proper working space, sufficient storage room for all materials and reasonable use of such facilities as elevators, toilets, parking, electricity and water. The owner further agrees to permit IRC use of driveways and paved areas leading to or adjacent to the project for equipment and material storage without liability to IRC occasioned by such use.
7. **Force Majeure:** IRC shall not be responsible for damage or delay due to strikes, fires, accidents or other causes beyond its reasonable control.
8. **Additional Charges:** Additions to or deviations from the scope of work outlined on the reverse side, repair of damage to our work by others and any labor required to be done other than during regular working hours shall be considered an addition to the contract price and charged on a time-and-material basis. IRC will not accept any charges or back charges unless submitted with a previously signed authorization from IRC.
9. **Interior Asbestos:** IRC is not responsible for the effects, if any, the roofing operation may have on any asbestos containing material inside the building. It is the Owner's responsibility to inform IRC of any asbestos containing materials inside the building that may be affected by the roofing work or any asbestos containing materials IRC employees may come in contact with other than asbestos containing roofing material directly involved in the roofing work.

This document and any and all other documents, of any kind, including those in electronic form, prepared by IRC® or its agents or consultants for purposes of this proposal are Instruments of Service for use solely with respect to this proposal. IRC® shall be considered the author and owner of this document and all other Instruments of Service and retains all common law, statutory and other rights, including copyrights, with respect to this document and all other Instruments of Service.

IRC® hereby grants to the recipient of the Instruments of Service a nonexclusive license to use them solely for the purpose of evaluating this proposal. The recipient of this document and the Instruments of Service shall not use them for any other purpose whatsoever without the prior written permission of IRC®. If such permission has not been granted to recipient, these Instruments of Service shall be promptly returned to IRC® and no further use of them shall be permitted. Proposal is valid for 30 days.



2019.36

IN BOARD OF CITY COUNCIL..APRIL 16, 2019

BE IT ORDERED, that the City Council of the City of Biddeford does hereby award a contract with Shaw Brothers Construction for the City's Paving Program; contract not to exceed three construction seasons.

City of Biddeford, Maine
PUBLIC WORKS DEPARTMENT

MEMORANDUM

April 9, 2019

TO : Finance Comm., City Council
FROM : Jeff Demers, Director Public Works/Wastewater
RE : Paving Bids
CC : City Mgr., Finance Dir.

Attached herewith are the paving bids for the next 3 construction seasons. We received bids from the following companies: Pike Industries, Shaw Brothers Inc. and Dayton Sand and Gravel. Bids are unit price with high estimated quantities. The total amounts are based upon those estimated quantities. It should be noted that the City is under no obligation to purchase those estimated quantities. We ultimately will only be purchasing quantities in the amount that would be funded in the approved FY 20/21/22 budgets along with some of the bond funds and designated funds from prior year.

The Bid Tabulation is as follows:

Pike Industries:	\$5,867,400.00
Shaw Brothers Const:	\$7,286,750.00
Dayton Sand & Gravel:	\$7,551,100.00

Staff recommendation is to award the bid to Shaw Brothers Construction.

16

[illegible]

City of Biddeford
Public Works Department
371 Hill Street
Biddeford, Maine 04005

Placement of Hot Mix Asphalt Pavement and Other Associated Work
Bid Opening at 2:00pm on 3/29/19

Attendees: Please Write Company Name and Signature Below

TYLER RICHARD PIKE INDUSTRIES

Trevor Kraus Dayton Sand

Jason Robinson Dayton Sand

Portland Press Herald

Maine Sunday Telegram

p r e s s h e r a l d . c o m

Classified Advertising Proof

Biddeford, City Of
 Po Box 586
 Biddeford
 ME
 04005
 (207) 284-9333
 mroberge@biddefordmaine.org

Thank you for placing your advertisement with us.

Your order information and a preview of your advertisement are attached below for your review. If there are changes or questions, please contact the classified department at (207) 791-6100

Thank you

(207) 791-6100

jjensen@mainetoday.com

Monday – Friday 8:00 am – 5pm

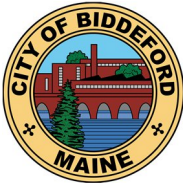
Order Number	0056438	Order Price	\$499.86
Sales Rep.	Joan Jensen	PO No.	Request for Proposals / Kara Cote
Account	3912	Payment Type	Invoice
Publication	Portland Press Herald	Number of dates	2
First Run Date	03/16/2019	Last Run Date	03/23/2019
Publication	Online Upsell PPH	Number of dates	1
First Run Date	03/16/2019	Last Run Date	03/16/2019

Public Notice

**City of
 Biddeford, Maine
 PUBLIC WORKS
 DEPARTMENT
 371 Hill Street
 Biddeford, Maine
 REQUEST FOR
 PROPOSALS
 PLACEMENT OF HOT
 MIX ASPHALT
 PAVEMENT AND
 OTHER ASSOCIATED
 WORK - 2019**
 The City of Biddeford,
 Maine is soliciting
 proposals from qual

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 for the Years of 2019, 2020 and 2021. The Request For Proposals (RFP) can be obtained from the Biddeford Public Works Department, 371 Hill Street, Biddeford, Maine, telephone number (207) 282-1579. Proposals will be accepted by the Biddeford Public Works Department until 2:00 PM on Friday, March 29, 2019. Proposals will be opened at that time and location. 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.

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.



City of Biddeford

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

Briefing Memo

TO: Chairman John McCurry and Members of the Finance Committee

CC: James Bennett, City Manager
Cheryl Fournier, Finance Director

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

DATE: April 12, 2019

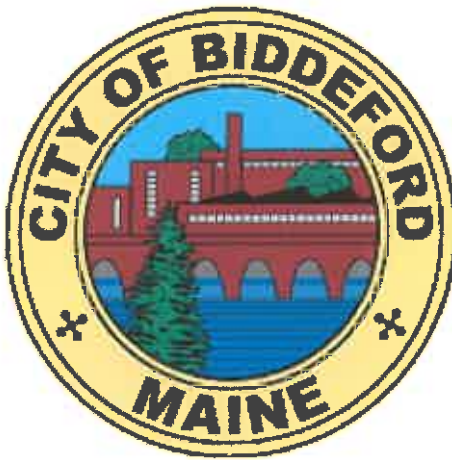
RE: Photocopier Upgrade Proposal

The IT Division received an unsolicited copier replacement proposal from Connected Office Technologies (COT). Although the current copiers are operational, the COT proposal offers savings over the current lease agreement and therefore it is being presented to the Finance Committee for consideration.

COT proposes to upgrade the city's photocopiers as specified in the proposal - like number and capabilities – as well as a buyout of the existing SPC copier lease agreement. The COT proposal is all-inclusive with a proposed savings of \$3,204.48 per year and \$16,022.40 over the 60-month term of the agreement. Currently the City pays an annual lease fee and a variable fee based on the number of black and white and color photocopies. Year to date expenses under the current SPC agreement total \$53,555.37.

Copier/ Printer Proposal

For



Connected Office Technologies
Portland, Maine
Portsmouth, NH





WHO WE ARE

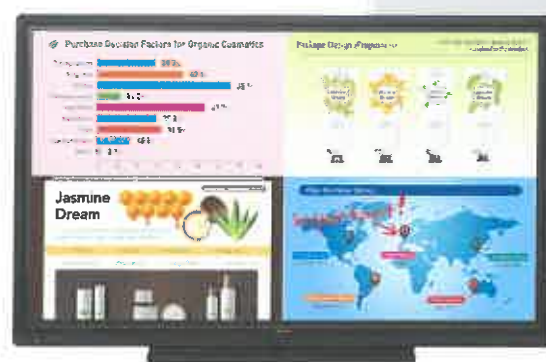
Connected Office Technologies helps organizations in vertical markets such as municipalities, education, healthcare, banking, and real estate figure out budget friendly solutions to their most common functional business applications, by providing solutions that improve efficiency and functionality in the workplace. We find ways to do things that our competition cannot figure out.

COT is a family-owned and operated business that knows the value of a handshake. Hard-working, customer-oriented professionals in our organization make sure your company is not just a number to us. We cherish each new opportunity and help bring new technology into the workplace to help your business advance their mission.



Six Important Areas to Discuss:

- Enhanced Productivity
- Ease of Use
- Document Security
- Scanning to Various Locations
- Increasing Efficiencies
- Simplified Billing



Enhanced Productivity

The fast print and copy speeds of our multifunction devices are complemented by an intelligent design that keeps the whole workgroup more productive.

Intuitive ease of use, the ability to perform multiple tasks simultaneously, powerful productivity tools and easy-to-replace consumables help the whole team to work smarter, not harder.

Ease of use

Large touch-screen control panels to give quick and easy access to every feature. A clear and consistent control menu makes it easy for everyone to master even the most sophisticated functions, and the ability to customize it – using the language and processes of your business – boosts productivity still further.

Document Security

Protect confidential documents through secure scanning. The user can assign a unique destination when sending a scan, and the job is held until the correct PIN is entered at the front panel display. This eliminates the possibility of sensitive documents being left unattended in the output tray.

When scanning, the user can create password-protected PDFs to protect against unauthorized access.

Scanning and Destinations

Scanning to a variety of destinations - either one at a time or several at once - Network Scan, Scan to Mailbox, Scan to Email, Scan to Home and Scan to PC Desktop, iPhone/Android are all supported.

Versatile Color Scanning and Network Folder Capability

Scan documents directly to the internal hard drive, multiple email recipients, valid network destinations, FTP or to a USB memory stick in a choice of formats including PDF, PDF/A, linearized PDF, JPEG, TIFF and XPS, for flexible archiving, distribution and workflow integration.

Simplified Billing

Financing commercial equipment has never been easier. With our superior billing platform, we have combined lease and maintenance contracts into one. No more surprise fees, multiple invoices, or the headache of trying to get ahold of customer service. Integrity goes a long way and having a financial partner like GreatAmerica, we strive to make the everyday nuisance of paying bills simple, for you.

Current Equipment

Leased Equipment:

Copiers: 19

Printers: 9

(1) Konica BH4050



(2) Konica BH554E



(12) Konica BHC454E



(4) Konica BHC554



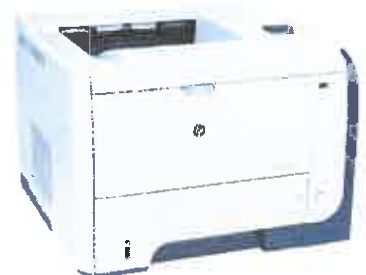
(1) HP LaserJet 4250



(1) HP Color LaserJet M651dn



(7) HP LaserJet P3015



Owned Equipment

Copiers: 2

Printers: 1

Wide Format Printers: 2

On Service

(1) HP M451



(2) Konica BH20



Current Monthly Spend

Annual Copier Lease: \$35,944.14

Service Cost – Black Prints: \$5,625.40

958,306 Annual Impressions @ .00587

Service Cost – Color Prints: \$12,117.38

218,717 Annual Impressions @ .0554

SPC Consulting Fee (11%) - \$5,905.56

Total Annual Spend: \$59,592.48

Total Monthly Spend: \$4,966.04

Proposed Equipment

A3 Office+ Color Copier **Sharp MX-3071V**

- 1200X1200 DPI Color
- **200 Sheet** Duplexing Automatic Document Feeder
- (3) adjustable paper drawers - up to 11x17
- Network Enabled
- QWERTY Keyboard
- 50 Sheet Staple Finisher
- Print
- Copy
- Scan
- Super G3 Fax



A3 Office+ Monochrome Copier **Sharp MX-M3071V**

- 1200X1200 DPI- B/W
- **200 Sheet** Duplexing Automatic Document Feeder
- (3) adjustable paper drawers - up to 11x17
- Network Enabled
- QWERTY Keyboard
- 50 Sheet Staple Finisher
- Print
- Copy
- Scan
- Super G3 Fax



A4 Desktop Copier (B/W) Brother MFC-L6900DW

- **52 Pages Per Minute- B/W**
- Duplexing Automatic Document Feeder
- (1) adjustable paper drawers - up to 8.5X14
- Network Enabled
- Print
- Copy
- Scan
- Super G3 Fax



A4 Desktop Printer (B/W) Brother HL-L6400DW

- **52 Pages Per Minute- B/W**
- (1) adjustable paper drawers - up to 8.5X14
- Network Enabled
- Print



A4 Desktop Printer (Color) Brother HL-L9310CDW

- **52/35 Pages Per Minute- Color**
- (1) adjustable paper drawers - up to 8.5X14
- Network Enabled
- Print



Network Voter Card Scanner **Brother ADS-2800W**

- **40 Pages Per Minute- B/W & Color**
- Network Enabled
- Cloud Enabled
- Dropbox, Google Drive Integrated



Total Spend/Month: \$4,966.04

Option 1

Full-Service Print Management Upgrade

(2) Sharp MX-M3070 (Monochrome Copier)
(16) Sharp MX-3071 (Color Copier)
(9) Brother HL-L6400 (Monochrome Printer)
(1) Brother HL-L9310 (Color Printer)
(3) Brother MFC-L6900 (Monochrome MFP)
(1) Brother ADS-2800 (Scanner)

- 30 Pages Per Minute Sharp Models
- 50 Pages Per Minute Brother Models
- Network Enabled
- Print
- Copy
- Scan
- Super G3 Fax

(2) Sharp MX-M3070 (16) Sharp MX-3071



(9) Brother HL-L6400



(1) Brother HL-L9310



(3) Brother MFC-L6900 (1) Registration Card Scanner



Total Spend/Month: \$4,966.04

Option 1

Lease Options:

~~60 Month FMV Lease~~ ~~\$4,748/Month~~

60 Month Sourcewell Lease: \$4,699/ Month

\$85.00 Lease application fee will apply

Service and Supplies Contract

Service contract includes all parts and labor including toner, developer, and drums
(Excludes paper, staples, and S&H).

All B&W Copies Included, No Overages or Increases for Term of Contract

All Color Copies Included, No Overages or Increases for Term of Contract

*Price above includes delivery, installation, network connection, set-up & training

Annual Savings: \$3,204.48

Term Savings: \$16,022.40

Solutions Summary

Option 1: Full-Service Sharp Print Management Upgrade

- (2) Sharp MX-M3070 (Monochrome Copier)**
- (16) Sharp MX-3071 (Color Copier)**
- (9) Brother HL-L6400 (Monochrome Printer)**
- (1) Brother HL-L9310 (Color Printer)**
- (3) Brother MFC-L6900 (Monochrome MFP)**
- (1) Brother ADS-2800 (Scanner)**

60 Month Sourcewell Lease

\$4,699/Month

March Incentives

- No Payments for 90 Days
- Buyout of Copier Leases
 - Valued @ \$71,888.28
- Ship back of existing equipment

Must Be Ordered By 3/29/19

EQUIPMENT PURCHASE AGREEMENT

ORDER#[illegible]

MAINTENANCE AGREEMENT

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