

City of Biddeford
Finance Committee

March 16, 2021 5:00 PM Via Zoom

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- 1. Call to order**
- 2. Approval of the Minutes**
 - 2.1. March 2, 2021 Finance Committee Meeting Minutes
[3-02-2021 Finance Committee Minutes.rtf](#)
- 3. Signing of the expenditure warrant**
- 4. Discussion/Approval**
 - 4.1. Recommendation/Lease-Purchase of 2021 John Deere Loader w/Plow and Wing/Nortrax Equipment
[3-16-2021 Loader with Plow Purchase-Briefing.docx](#)
[3-16-2021 Loader with Plow Purchase-BIDS.doc](#)
 - 4.2. Recommendation/Award of Contract for South and Crescent Street Sidewalk Reconstruction Project/Dearborn Brothers Construction, Inc.
[3-16-2021 CDBG South St Sidewalk Project-MEMO.docx](#)
- 5. Other Business**
- 6. Adjournment**

City of Biddeford
Finance Committee Meeting Minutes
March 2, 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; Councilor Stephen St. Cyr; City Manager, Jim Bennett; City Clerk, Carmen Morris; and Finance Director, Alison Garrison.

Adjustment to the Agenda

No adjustment to the agenda.

Approval of Minutes of February 2, 2021

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

Vote: unanimous.

Motion carries.

Signing of Expenditure Warrants:

- **Warrant for 2/01/2021**
- **Warrant for 2/09/2021**
- **Warrant for 2/16/2021**
- **Warrant for 2/23/2021**
- **Warrant for 3/02/2021**

The warrants were emailed to the Finance Committee members for their review.

Motion by Councilor Ready to approve the expenditure warrants, seconded by Councilor St. Cyr.

Vote: unanimous.

Motion carries.

Discussion/Approval

Submission of Grant Application and Commitment of Funds to Pearl Street Economic Development Administration (EDA) Grant

Motion by Councilor Ready to recommend the submission of the Grant Application and Commitment of Funds to Pearl Street Economic Development, seconded by Councilor St. Cyr.

Discussion: Councilor St. Cyr wanted clarification on the job creation and the funding. The City Manager, Jim Bennett, gave an explanation on the Grant.

Vote: unanimous.

Motion carries.

Discussion of FY20 Audit and Management Letter

Councilor McCurry noted both the credit card issue and TIF issue that were mentioned in the Management Letter have appeared on the Management Letter in the past years. Jim assured the Committee the credit card issue has been dealt with and Staff understands that there are no more excuses and the procedure needs to be followed or employees will end up losing use of the City credit card.

Councilor St. Cyr feels both these issues are relatively minor; he would have liked the response to be more specific. The Auditors did not find any major deficiencies, and he feels the Audit is a good report.

Councilor Ready thinks overall it is an excellent Audit. He noted we are on our fourth Finance Director in a short period of time and asked if there are written procedures on the Finance functions. Jim explained Staff is in the process of writing up procedures under Alison's direction.

Councilor McCurry also felt the Audit was favorable, and the things brought forward in the Management Letter to work on, are minor and can be addressed.

Planning & Development Director, Mathew Eddy, joined the meeting late and explained about the job requirements that are specified in the EDA Grant. He also gave an update on some of the projects moving forward.

Other Business

CAFR Report: Councilor St. Cyr would like the number of employees specified in the next CAFR Report.

Jim emphasized that if there's something to come away with from the CAFR Report, it's that the City is in the best financial shape it has been in for a very long time.

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

Vote: unanimous.

Motion carries.

Adjourned at 5:30 p.m.



Finance Committee/City Council

Meeting Date: 3/16/21

Meeting Time: 6:00PM

Agenda Item No: 2021.23

Item Description: Loader with plow and wing

Submitted by: Carl Marcotte

Supporting Information/Documentation:

Bid tabulation

Executive Summary:

Approval to purchase loader with plow and wing

Detailed Review:

We are seeking approval to trade in a 2007 John-Deere loader with 11,450 hours and purchase a new 2021 John-Deere loader with plow and wing. We advertised and received 7 bids, this loader is used to plow snow in the winter and is used for construction the rest of the year.

Funding Source:

This loader was budgeted as a lease purchase in line 21204-60603

Staff Recommendation:

Staff is recommending the low bid that meets specification from Nortrax Equipment with trade in the amount of \$181,000.00.

Bid Opening for a Four Wheel Loader

Present:	Carl Marcotte	Public Works	Eric Anderson	Beauregard
	Kara Cote	Public Works	Glenn Connell	Nortrax
	Jerry Court	Public Works	Nik Patalano	Milton Cat
			Don Norris	Chadwick-Baross

Bids were opened at the Public Works Department at 11:00a.m. on February 26, 2021. Staff is recommending the low bid that meet specification from Nortrax with trade in the amount of \$181,000.00.

Nortrax

4 Wheel Drive Loader	\$221,000.00
2021 John Deere 624P	
Trade In	\$40,000
Total Cost	\$181,000.00

Milton Cat

4 Wheel Loader	\$227,500.00
2021 Caterpillar 938M	
Trade In	\$30,000.00
Total Cost	\$197,500.00

Chadwick-Baross

4 Wheel Loader	\$228,900.00
Volvo L90H20	
Trade In	\$46,000.00
Total Cost	\$182,900.00

1) Beauregard

4 Wheel Loader	\$229,797.08
Case 821G	
Trade In	\$40,000.00
Total Cost	\$189,797.08

2) Beauregard

4 Wheel Loader	\$228,663.82
Case 721G	
Trade In	\$40,000.00
Total Cost	\$188,663.82

1) Whited Equipment

4 Wheel Loader	\$187,110.97	Does not meet specification
2021 Hyundai HL955A		
Trade In	\$45,000.00	
Total Cost	\$142,110.97	

2) Whited Equipment

4 Wheel Loader	\$227,087.02
2021 Hyundai HL960A	
Trade In	\$45,000.00
Total Cost	\$182,087.02



Finance Committee/City Council

Meeting Date: 3/16/2021

Meeting Time: 5:00 PM/6:00 PM

Agenda Item No: 2021.26

Item Description: Bids for South & Crescent Street Sidewalk Reconstruction Project

Submitted by: Gail Wilkerson, CDBG Rehab Program & Jeff Demers, Public Works Director

Supporting Information/Documentation: Bid tabulation, planholders & submitted documents lists

Executive Summary: Request approval to contract for the above project with recommended bidder

Detailed Review:

As part of the CDBG Year 3 Action Plan, approval is sought to accept a bid & enter into a contract for the *South & Crescent Street Sidewalk Reconstruction Project*. The work involves 1-for-1 replacement of @ 1,000 ft. of granite sidewalks, resetting of curbs, and installation of ADA curb cuts and crosswalk pavers along South St. (from Elm to Kossuth) and Crescent St. (from Green to Graham). Substantial (i.e., 70%) project completion is needed by 4/23/21 to meet this year's CDBG spend-down deadline.

The project was first advertised last summer, with bid results of @ \$401K, \$416K, & \$485K. These exceeded both the CDBG budget and the engineer's estimate at the time, so it was decided to re-bid the project in early 2021. Re-advertised last month in *Dodge Reports* and on the City's and Maine Municipal Association's websites, the project received interest from 8 firms. Two bids were submitted as follows:

Aceto Construction	Buxton	\$412,955
Dearborn Brothers Construction, Inc.	Buxton	\$456,000

As the bids are within 10% of each other and are consistent with the bids from last summer, staff and the project engineering firm consider both "reasonable" in light of today's COVID-fueled high construction costs. Both bidders have experience performing work for the City.

Though Aceto's is the low bid, it is missing 7 requested documents, including certifications required by HUD, a traffic management plan, and a temporary services plan. The bid is also prepared without regard to instructions from bid addendum #1, despite the firm certifying that it received the instructions. In short, the Aceto bid is non-responsive, while the Dearborn Brothers bid, though higher, is responsive.

Funding Sources:

The CDBG project budget is \$317,000 for construction and engineering, and Public Works has committed \$149,000 from its road construction improvements budget for the work, as well as \$13,000 in professional services for site inspection.

Staff Recommendation:

Accept Dearborn Brothers bid of \$456,000; approve City contract for the work to begin the week of 3/26/21 to assure substantial completion by 4/23/21.

Bid Summary: South & Crescent St. Sidewalk Reconstruction

Bids Due: 3/5/2021			Aceto Construction		Dearborn Brothers Construction	
Item	Quantity	Description	Unit Bid	Amount	Unit Bid	Amount
1a.	1 Lump Sum	Mobilization*			\$ 44,550	\$ 44,550
1	1 Lump Sum	Site Prep	\$ 22,200	\$ 22,200	\$ 29,130	\$ 29,130
2	1 Lump Sum	Traffic Control	\$ 2,200	\$ 2,200	\$ 23,900	\$ 23,900
3	1 Lump Sum	Erosion/Sediment Control	\$ 250	\$ 250	\$ 2,250	\$ 2,250
4	250 Lin Ft	12" White Line	\$ 25	\$ 6,250	\$ 7	\$ 1,750
5	890 Sq Yrd	Reinforced Concrete Sidewalk	\$ 148	\$ 131,720	\$ 149	\$ 132,610
6	890 Sq Yrd	Concrete Sealant	\$ 12	\$ 10,680	\$ 1	\$ 890
7	815 Lin Ft	Granite Vertical curb Type 1	\$ 48	\$ 39,120	\$ 57	\$ 46,455
8	75 Lin Ft	Granite Vertical Curb Circular Type 1	\$ 68	\$ 5,100	\$ 64	\$ 4,800
9	42 Each	Granite Terminal Curb Type 1**	\$ 575	\$ 24,150	\$ 640	\$ 26,880
10	15 Sq Yrd	Cast Iron Detectable Warning Plates	\$ 1,035	\$ 15,525	\$ 250	\$ 3,750
11	180 Sq Yrd	Crosswalk - concrete pavers	\$ 220	\$ 39,600	\$ 200	\$ 36,000
12	115 Sq Yrd	Cobblestone bump-out	\$ 240	\$ 27,600	\$ 250	\$ 28,750
13	2,300 Lin Ft	Saw Cutting Bituminous pavement	\$ 3.5	\$ 8,050	\$ 2	\$ 4,600
14	1 Lump Sum	Repair retaining wall at 64 South St	\$ 3,400	\$ 3,400	\$ 1,275	\$ 1,275
15	1 Lump Sum	Repair granite step, refurb/reset railing 61 South St	\$ 500	\$ 500	\$ 2,485	\$ 2,485
16	1 Lump Sum	New cast in place concrete step at 60 South st	\$ 750	\$ 750	\$ 800	\$ 800
17	1 Lump Sum	Reset granite retaining wall 41 Crescent St	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800
18	1 Lump Sum	Remove/Reset Catch Basin	\$ 8,500	\$ 8,500	\$ 3,350	\$ 3,350
19	1 Lump Sum	Remove/Reset cobblestones, granite edger, 63 South St	\$ 4,200	\$ 4,200	\$ 5,900	\$ 5,900
20	1 Lump Sum	Adjust wooden step at 31 Crescent St	\$ 2,500	\$ 2,500	\$ 900	\$ 900
21	1 Lump Sum	New cast in place concrete step at 27 Crescent st	\$ 975	\$ 975	\$ 800	\$ 800
22	6 Each	Install new 'No Parking' signs and posts	\$ 350	\$ 2,100	\$ 250	\$ 1,500
23	2 Each	Install new 'One-Way' Signs on One Post	\$ 350	\$ 700	\$ 250	\$ 500
24	6 Each	Install new 'Stop' Signs and Posts	\$ 350	\$ 2,100	\$ 250	\$ 1,500
25	625 Sq Yrds	Driveway Aprons	\$ 58	\$ 36,250	\$ 67	\$ 41,875
26	140 Sq Yrds	Loam & Seed	\$ 34	\$ 4,760	\$ 25	\$ 3,500
27	1 Lump Sum	Bonds & insurance	\$ 12,000	\$ 12,000	\$ 3,500	\$ 3,500
MATHEMATICAL TOTALS				\$ 412,980		\$ 456,000
***CONTRACTORS' BID TOTALS				\$ 412,955		\$ 456,000

* Aceto's bid form did not have 'mobilization' item. ** Aceto wrote \$24,125 vs \$24,150. *** Both bidders are based in Buxton.

Bid Summary: South & Crescent Street Sidewalk Reconstruction

Plan-holders List as of 3/2/2021

Firm	Town/City	State	Bid Results
Dearborn Brothers Construction	Buxton	ME	\$ 456,000
Peters Construction	Gorham	ME	No bid
Design Dwellings, DDI Constuction	Gorham	ME	No bid
Aceto Construction	Buxton	ME	\$ 412,955*
Dirigo Slipform	Stillwater	ME	No bid
Pratt & Sons	Minot	ME	No bid
Southern Maine Construction	Westbrook	ME	No bid
Labrecque Construction	Portland	ME	No bid

**not all requested documents, certifications and plans were returned with this bid--see below*

Bid Documents Requested

~DOCUMENTS SUBMITTED WITH BID~

Document Name	Aceto Construction	Dearborn Brothers Construction
Bid bond (5%)	x	x
Equal Employment Certification		x
Segregated Facilities Certification		x
Section 3 Affirmative Action Plan		x
DBE/Subcontractor Utilization Form		x
Experience Statement		x
Access & Traffic Management Plan		x
Temporary Essential Services Plan		x