City of Biddeford
Finance Committee
March 05, 2024 5:00 PM Council Chambers & Zoom

Please click this URL to join.
https://biddeford.zoom.us/j/92141314148?pwd=OEUvOXI0RzNvRjlwQWdqQmN0UStsdz09

Passcode: 052051
Webinar ID: 921 4131 4148

Or One tap mobile:
+16465588656,,92141314148# US (New York)
+16469313860,,92141314148# US

Or join by phone:
Dial(for higher quality, dial a number based on your current location):
US: +1 646 558 8656 or +1 646 931 3860 or +1 301 715 8592 or +1 305 224 1968 or +1 309 205 3325

International numbers available: https://biddeford.zoom.us/u/add2TMGfMD

Status:

1. **Call to order**
2. **Approval of the Minutes**
   2.1. Minutes for 2-20-24
   Finance Committee minutes 2-20-24
3. **Signing of the expenditure warrant**
4. **Discussion/Approval**
   4.1. Approval/Eliminate Existing Citrix Environment in Favor of PCs
   20240305 Approval - Elimination of Existing Citrix Environment in Favor of PCs - BRIEF
   4.2. Approval/HUD Lead Abatement and Necessary Rehab Bid Award—40 Emery St - postponed until 3-19-24
   4.3. Approval/HUD Lead Abatement and Necessary Rehab Bid Award—197 Afred St
   2024.29-Housing Rehab Bid Award 197 Alfred St
   2024.29 ORDER--REHAB BID AWARD 197 Alfred St.
   2024.29 BID TAB SUMMARY REHAB OF 197 ALFRED ST
   4.4. Approval/Trailer Bids for Gilbert Boucher Bath House
   ADA Trailers
   Approval ADA Stall Trailer Rental Agreement - Finance BRIEF
5. **Other Business**

6. Adjournment

City of Biddeford

Finance Committee

February 20, 2024 5:30 pm

Council Chambers & Zoom

Mayor Grohman - present

Chairman LaFountain - present

Councilor Lessard - present

Councilor Beaupre – present

1. Call to Order
2. Approval of Minutes 2-6-245

   Motion: Councilor Beaupre

   Second: Councilor Lessard

   Vote: Unanimous in favor.

   Motion passed.

3. Signing of the Expenditure Warrant

4. Discussion/Approval

4.1 Approval/Stream Sponsorship of 99.3 Wave
Motion: Councilor Beaupre
Second: Mayor Grohman
Vote: 2 yeas: Mayor Grohman and Councilor LaFountain
2 nays: Councilors Lessard and Beaupre
Motion does not pass.

4.2 Approval/Coastal Storm Damage Temp Road Repairs
Motion: Councilor Beaupre
Second: Councilor Lessard
Vote: Unanimous in favor.
Motion passed.

Motion to adjourn at 5:49 by Councilor Beaupre
Second: Councilor Lessard
Vote: Unanimous in favor.
Motion passed.

Finance Committee

Meeting Date: March 5, 2024
Meeting Time: 5:30

Agenda Item No: 4.1.
Item Description: Approval/Eliminate Existing Citrix Environment in Favor of PCs

Submitted by: Jerry Gerlach

Supporting Information/Documentation:

Systems Engineering Citrix Quote.PDF

Key Terms:

N/A

Executive Summary:

1. Remove Citrix from our Data Center
2. Provide Current Citrix Users with a PC
3. Eliminate Citrix License Renewal

Detailed Review:

The City has been using Citrix to deliver desktops and apps to many of our users for the past 22 years. Over the last three years, we moved further and further away from Citrix as technology and needs have changed. We pay annual licensing of $9,989 for the Citrix platform (budgeted $8,950).

Citrix has now changed their licensing model so we cannot reduce our user license count. We are locked into paying for licenses we do not, nor ever will use. Exploring options to eliminate Citrix and avoid purchasing licenses that we do not want or need it was determined that providing computers to these users will better serve the city and results in a cumulative cost savings over time of approximately $5,330 by 2026 and approximately $33,730 by 2031.

As part of the budget process a reserve account exists to stabilize the IT expenses for licenses, software, and related upgrades. Every five years there is a planned Citrix upgrade currently estimated to cost $16,900 with the next and subsequent refreshes planned for 2026 and 2031, respectively. The reserve currently carries $10,000 towards the 2026 Citrix Refresh. By eliminating the Citrix platform the annual licensing fees and refresh expenses are eliminated. These total approximately $46,867 through FY2026 and approximately $98,502 through 2031.

Eliminating Citrix will require the upfront purchase of computers for the respective users and an adjustment to the reserve accrual to account for planned replacement of the computers.

There will also be an expense for security licenses for the additional computers. *Table 1 – Citrix Status Quo* shows expenses if we remain with Citrix. The expenses are shown without any increases to be conservative although we would expect the licensing and refresh costs to increase over time. Additionally, *Table 2 – Elimination of Citrix* shows the impact of eliminating the Citrix platform and moving to computers for the users. The Cumulative Savings line shows the savings over time by eliminating Citrix.

Table 1- Citrix Status Quo

Expenses	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31
Citrix Refresh			$ 16,900					$ 1,690
Citrix Licenses	$ 9,989	$ 9,989	$ 9,989	$ 9,989	$ 9,989	$ 9,989	$ 9,989	$ 9,989
Cumulative Expense	$ 9,989	$ 19,978	$ 46,867	$ 56,856	$ 66,845	$ 76,834	$ 86,823	$ 98,502

Table 2 - Elimination of Citrix

Expenses	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31
Computer Purchase	$ 27,600							
Virus Protect. Licenses	$ 1,950	$ 1,950	$ 1,950	$ 1,950	$ 1,950	$ 1,950	$ 1,950	$ 1,950
Accrual Delta	$ 2,696	$ 2,696	$ 2,696	$ 2,696	$ 2,696	$ 2,696	$ 2,696	$ 2,696
Cumulative Expense	$ 32,246	$ 36,892	$ 41,538	$ 46,184	$ 50,830	$ 55,476	$ 60,122	$ 64,768
Cumulative Savings	$ (22,257)	$ (16,914)	$ 5,329	$ 10,672	$ 16,015	$ 21,358	$ 26,701	$ 33,734

Funding for the project requires a reassignment of the planned accrual dollars and Citrix license fees. Currently $10,000 has been accrued for the FY26 Citrix refresh and $8,950 has been budgeted for the FY24 Citrix license renewals. With an expected initial cost of $29,550[1] for the computers and virus protection licenses this leaves a balance of $10,600. This balance can be absorbed within the existing reserve account with an additional $2,696/yr required to be added to the reserve account moving forward for the planned future replacement of the new computers.

If authorized, staff will not renew the current Citrix licenses and will move forward with the plan to purchase new computers for existing Citrix users in time for expiration of the existing Citrix licenses in April.

Funding Source:

Existing IT Computer Reserve Account 22001-92111-11501 $10,000
Existing IT Computer Reserve Account 22001-92111-11501 $10,600 absorbed
Existing FY24 Budget for Citrix Licenses under 21111-60315 $8,950

[1] This is the preliminary estimate of the cost of computers based on current market pricing. If this request is authorized a request for bid will be prepared and released in order to obtain the best pricing for the units.

Staff Recommendation:

Staff recommends eliminating the Citrix platform in favor of PCs for existing Citrix users.

Finance Committee

Meeting Date: March 5, 2024
Meeting Time: 5:00 PM

Brief No: 4.3 Order # 2024.29
Item Description: Approval of HUD Housing Rehab Bid Award — 197 Alfred St

Submitted by: Gail Wilkerson, HUD Housing Programs Director

Supporting Information/Documentation: *Bid Summary & Bidder Proposal Sheets—197 Alfred St*

Key Terms: N/A

Executive Summary:

The Housing Rehab Division recommends awarding the bid for lead abatement and other necessary health/safety improvements at 197 Alfred St. to ME-licensed abatement contractor Ray Corp of Lewiston in the amount of $52,050. The other bid received came in at $64,500, and the independent cost estimate for the work was $56,550. These data support the cost reasonableness of Ray Corp's bid. Work is projected to begin in April and conclude in 6 weeks. Full bid proposals are available for review on request.

Detailed Review:

This 3-unit property was inspected for lead hazards in November 2023 and for other health/safety hazards during multiple site visits in Jan and Feb 2024. Owner Alan Zullo applied for and is eligible for HUD CDBG funding for the needed improvements. The lion's share of the total project cost is the abatement of bare soil around the property, the replacement of 9 leaded windows, and the mitigation of interior common floors, stairways, and porch doors. Non-lead-related rehabilitation work includes installing 2 fire-rated doors, replacing 5 deteriorating windows to improve building energy efficiency, raising stairway guardrails, and improving the fire safety of the entryway to one of the units, which was designed in consultation with both Fire Department and Code Enforcement staff.

Funding Source:

PY23 HUD CDBG Housing Rehabilitation Budget

Staff Recommendation:

The contractor noted above has satisfactorily performed work for the City's HUD Programs and is a firm in good standing with the Maine DEP and the federal government, as confirmed by a check of the System for Award Management (sam.gov) on 2/29/24. Staff recommends awarding the project to Ray Corp in the amount of $52,050.

City of Biddeford

2024.29 IN BOARD OF CITY COUNCIL… March 5, 2024

BE IT ORDERED, that the award for the HUD CDBG Housing Rehab project at 197 Alfred Street, as detailed in RFB# 2024-002-021-CDBG, be awarded to Maine-licensed abatement contractor Ray Corp of Lewiston in the amount of $52,050.00. Work is projected to begin in April 2024 and conclude in 6 weeks. Contractor has satisfactorily performed this type of work for the City's CDBG & Lead Programs and is a firm in good standing with the Maine Department of Environmental Protection and the federal government, as confirmed by a check of the System for Award Management (sam.gov) on 2/29/24.

Attest by:________________________________

City of Biddeford Bid Summary

	Lead Hazard Reduction & Other Related Rehab: 197 Alfred Street		
	RFB# 2024-002-021-CDBG *Contractors' Bid Submittals*		***Bid Open:*** 2/29/24 10:00 AM
	Ray Corp	**RC Group**	***City Estimate***
Unit 101 Total	$ 26,500.00	$ 30,700.00	*$ 35,050.00*
Unit 102 Total	$ 2,000.00	$ 2,000.00	*$ 1,800.00*
Unit 201 Total	$ 5,450.00	$ 6,900.00	*$ 2,200.00*
Related Rehab	$ 18,100.00	*$ 24,900.00**	*$ 17,500.00*
Total Bid	**$ 52,050.00**	**$ 64,500.00**	***$ 56,550.00***

**RC's bid did not include addendum work scope*

Housing Staff Present:
Lisa Shultz x
Gail Wilkerson x

Proposed Start: April 2024

Proposed Start: 6 weeks

RETURN WITH BID

Submission
Page1

CITY OF BIDDEFORD
PROPOSAL FOR

LEAD ABATEMENT & OTHER RELATED REHAB – 197 ALFRED STREET

BID NO. **2024-002-021-CDBG**

TO: Housing Rehab Director
City Hall, Biddeford, Maine

Dear Ms. Wilkerson,

The undersigned hereby declares that he/she has carefully examined the location of the proposed work, the proposed Design Specifications, and the Bid Forms therein referred to and that he/she proposes and agrees, if this Proposal is accepted, that he/she will contract with the Owner of the Property, executed by the City, to provide all machinery, tools, labor, equipment, or other means of construction; and to complete all work and furnish all materials, except any Design/Architectural services to be furnished by the City, necessary to complete the work in the manner and time therein prescribed. Must be in accordance with the conditions and requirements set forth in the Design Specifications and the requirements of the Lead Program Manager as provided therein; and that he/ she will accept in full payment therefor the following sums to wit:

Bidders previously vetted by the City and in good standing waive the following requirement: **New bidders shall provide a statement of qualifications** to perform the desired Scope of Work, including evidence of personnel and their required licenses/insurance, and demonstrate adequate capacity to complete this project's scope of service (or written plan to hire additional personnel that meet above criteria). Section 3 worker requirements are in effect for contracts with over $200,000 in Federal Rehab funding (over $100,000 if using LEAD Grant Funding).

The City reserves the right to limit awards to specific properties due to available funding.

The basis of the Award shall first be to the lowest responsive bidder, with the earliest anticipated clearance date, provided the project budget can cover the bid price.

Time to clearance and completion is a primary consideration for this Award.

Please Acknowledge the Receipt of Addenda 1 : yes (Yes / No)

Total LEAD Hazard Control Work	$ 33,950.00
Total Healthy Homes/Other Rehab Work (OPTIONAL)	$ 18,100.00
Not Applicable Optional Item	*(Do not Total)* $

Total Price (written out):
Without Option Items — Fifty Two Thousand Fifty and 00/100

Without Option Item ($ 52050.00)

Anticipated Contract Date:

Preferred Project clearance by:

Anticipated **Project Start Date:** 4/24

Anticipated **Weeks Required:** 6

197 Alfred St Biddeford ME

RETURN WITH BID

Submission Page 2

The undersigned further agrees that, after notification by the City of the acceptance of his/her Proposal and the readiness of the Contract for signature, he/she will execute the Contract within ten (10) days, Saturdays, Sundays and Holidays, excepted, and that he/she will commence the work within the timeline agreed to in the executed contract, unless written request for extension is provided to the Rehab Coordinator prior to completion date; and that he/she will prosecute the work to its completion within the time limit specified in said contract.

The undersigned further agrees that in the employment of labor, preference will be given, all other things being equal, to the citizens of Biddeford and of the State of Maine, in that order. The undersigned hereby further declares that the only persons or parties interested in this Proposal, as principals, are named below; that the Proposal is made without any connection with any other person or party making any proposal for the same work; and that no person acting for or employed by the City of Biddeford is directly or indirectly interested in this Proposal or in any contract that may be made under it or in profits expected to arise therefrom.

After careful review of the following, the applicant(s) and contractor, understand and accept the work described herein. Only the work described herein will be performed. ANY and ALL changes to these design specifications must be by written change order and agreed to by all parties, as it relates to program requirements. Cost Change Orders will only be considered due to change in Scope of Work.

Company Name	Ray Corporation
Signature	Carl J Morrison
Title	C.O.O. Ray Corp.
Printed Name	Carl Morrison
Physical Address	571 Sabattus St Suite 1
	Lewiston ME 04240
Mailing Address	
Firm Tax ID/ Unique Entity #	J4QEZGN27K57
Date	2/26/24
Phone #	207.241.2777
Fax #	

Submission Additional Pages

Please include cost breakdown on bid sheets provided / or company letterhead to better qualify your bid. You may clarify what is included in your bid price with notes on the bid submission paperwork as needed. **New bidders please include a statement of qualifications** to perform the desired Scope of Work

RETURN WITH BID

Submission Page1

CITY OF BIDDEFORD
PROPOSAL FOR

LEAD ABATEMENT & OTHER RELATED REHAB --
197 ALFRED STREET

BID NO. **2024-002-021-CDBG**

TO: Housing Rehab Director
City Hall, Biddeford, Maine

Dear Ms. Wilkerson,

The undersigned hereby declares that he/she has carefully examined the location of the proposed work, the proposed Design Specifications, and the Bid Forms therein referred to and that he/she proposes and agrees, if this Proposal is accepted, that he/she will contract with the Owner of the Property, executed by the City, to provide all machinery, tools, labor, equipment, or other means of construction; and to complete all work and furnish all materials, except any Design/Architectural services to be furnished by the City, necessary to complete the work in the manner and time therein prescribed. Must be in accordance with the conditions and requirements set forth in the Design Specifications and the requirements of the Lead Program Manager as provided therein; and that he/she will accept in full payment therefor the following sums to wit:

Bidders previously vetted by the City and in good standing waive the following requirement:
New **bidders** shall provide **a** statement **of** qualifications to perform the desired Scope of Work, including evidence of personnel and their required licenses/insurance, and demonstrate adequate capacity to complete this project's scope of service (or written plan to hire additional personnel that meet above criteria). Section 3 worker requirements are in effect for contracts with over $200,000 in Federal Rehab funding (over $100,000 if using LEAD Grant Funding).

The City reserves the right to limit awards to specific properties due to available funding.

The basis of the Award shall first be to the lowest responsive bidder, with the earliest anticipated clearance date, provided the project budget can cover the bid price.

Time to clearance and completion is a primary consideration for this Award.

Please Acknowledge the Receipt of Addenda 1 : YES. (Yes / No)

Total LEAD Hazard Control Work	$39,600
Total Healthy Homes/Other Rehab Work (OPTIONAL)	$24,900
Not Applicable Optional Item	*(Do not Total)* $64,500

Total Price (written out):

Without Option Items — *Without Option Item*

SIXTY FOUR THOUSAND FIVE HUNDRED ($64,500)

Anticipated Contract Date: Preferred Project clearance by:

Anticipated **Project Start Date:** 04/15/2024 Anticipated **Weeks Required:** ~~04~~ 12

RETURN WITH BID

Submission Page 2

The undersigned further agrees that, after notification by the City of the acceptance of his/her Proposal and the readiness of the Contract for signature, he/she will execute the Contract within ten (10) days, Saturdays, Sundays and Holidays, excepted, and that he/she will commence the work within the timeline agreed to in the executed contract, unless written request for extension is provided to the Rehab Coordinator prior to completion date; and that he/she will prosecute the work to its completion within the time limit specified in said contract.

The undersigned further agrees that in the employment of labor, preference will be given, all other things being equal, to the citizens of Biddeford and of the State of Maine, in that order. The undersigned hereby further declares that the only persons or parties interested in this Proposal, as principals, are named below; that the Proposal is made without any connection with any other person or party making any proposal for the same work; and that no person acting for or employed by the City of Biddeford is directly or indirectly interested in this Proposal or in any contract that may be made under it or in profits expected to arise therefrom.

After careful review of the following, the applicant(s) and contractor, understand and accept the work described herein. Only the work described herein will be performed. ANY and ALL changes to these design specifications must be by written change order and agreed to by all parties, as it relates to program requirements. Cost Change Orders will only be considered due to change in Scope of Work.

Company Name	RC GROUP INC.
Signature	[signature]
Title	SR. VICE PRESIDENT
Printed Name	JEFFREY R. PARKE
Physical Address	40 MAIN ST. 13-140
	BIDDEFORD ME 04005
Mailing Address	SAME
Firm Tax ID/ Unique Entity #	81-4116681 / MKDNCL6YQMN7
Date	02/29/2024
Phone #	(646) 634-5124
Fax #	

Submission Additional Pages

Please include cost breakdown on bid sheets provided / or company letterhead to better qualify your bid. You may clarify what is included in your bid price with notes on the bid submission paperwork as needed. **New bidders please include a statement of qualifications** to perform the desired Scope of Work

Biddeford Recreation Department
ADA + 2 Stall Restroom Comparison

Comparable Info	Quote #1	Quote #2	Quote #3
Company	***Imperial Restrooms***	***VIPtoGo***	***New England Restrooms***
Units	*(1) ADA + 2 Stall Restroom Trailer*	*(1) ADA + 2 Stall Restroom Trailer*	*(1) ADA + 2 Stall Restroom Trailer*
Amenities	*Lights, heat, AC, vanity sink, and mirrors*	*Lights, heat, AC, vanity sink, and mirrors*	*Lights, heat, AC, sink, and mirrors*
Daily Cleaning	*City shall be responsible for maintaining the unit in a clean and sanitary condition*	*City shall be responsible for maintaining the unit in a clean and sanitary condition*	*City shall be responsible for maintaining the unit in a clean and sanitary condition*
Electric	*(4) 110volt/ 20- amp non-GFCI breaker(s)*	*(4) 110volt/ 20- amp non-GFCI breaker(s)*	*(2) 110volt/ 20- amp non-GFCI breaker(s)*
Water	*(2) normal household garden hose within 25 feet of the trailer.*	*normal household garden hose*	*normal household garden hose*
Sewer	*Ability to connect to a sewer line*	*Ability to connect to a sewer line*	*Ability to connect to a sewer line*
Delivery	5/25/24 - 5/26/24	*5/25/24 - 5/26/24*	*5/25/24 - 5/26/24*
Dates	5/27/24 - 9/2/24	*5/27/24 - 9/2/24*	*5/27/24 - 9/2/24*
Pick-Up	9/3/24 - 9/4/24	*9/3/24 - 9/4/24*	*9/3/24 - 9/4/24*
Price	**$18,700.00**	***$20,589.00***	***$32,350.00***

RESTROOMS INC

P.O Box 5027 Hudson FL 34674

WWW.IMPERIALRESTROOMS.COM

TO: Biddeford Recreational Department **Date: 02/08/2024**

ATTN: Lisa Thompson

(1) ADA +2 Stall Restroom Trailer:	**05/27/2024 – 09/02/2024,**	**$ 18,000.00**
Delivery:	**05/25/2024 – 05/26/2024,**	**$ 350.00**
Pickup:	**09/03/2024 – 09/04/2024,**	**$ 350.00**
	TOTAL:	**$ 18,700.00 Tax exempt**

The ADA +2 restroom trailer comes with one female, one male restroom, and one unisex room. The restroom trailers will include lights, heat, AC, and sinks. They have a vanity, and mirrors on both sides. The units will be delivered to: Biddeford Maine

This is a monthly (28 day) charge billed in advance (please see terms and conditions below).

The totals above are only for the first month billing cycle. This cycle would end on 06/23 and a new billing cycle would start on 06/24.

Pump outs: There is pump out included upon pickup.

General: Customer shall be responsible for maintaining the unit in a clean and sanitary condition during the rental period. The delivery, initial supplies, setup and pick up shall not be included in the rental amount.

Electric and Water: Customer is responsible for providing: (4) 110volt/ 20- amp non-GFCI breaker(s)and (2) normal household garden hose **within 25 feet of the trailer**. If the electric outlets and/or water source are farther than 25 ft. customer will be responsible for providing additional electric cords and/or hoses. Electric and water must be available at the time of delivery so the trailer can be connected and tested before the driver leaves. **Electric and water sources can be no farther than 50 ft. from the trailer.**

Placement: The unit must be on hard compacted level ground and have enough room to set up with an F-550 truck.

Sewer Connection: If trailer will be connected to the sewer, the customer will be responsible for hiring the plumber to make the connection and install a cleanout.

TERMS AND CONDITIONS

1. The customer agrees to pay rental unit fee at signing with a credit card. If full payment has not been received by day of delivery the first half of payment is still due with first half of rental forfeited and unit will not be delivered.

2. Customer agrees to keep trailer unit facilities clear and accessible for the service truck at all times. If the facility is blocked, we will charge an additional fee of $50.00 for added visits.

3. The customer agrees not to sell, rent, lease, move or otherwise give possession of trailer unit facilities except to Imperial Restrooms, Inc.

4. Payments should be made payable to Imperial Restrooms, Inc. All cleaning and pump out fees will be charged on the day the services are provided to customers credit card.

5. Customer agrees to keep equipment protected and properly secured during term of the contract; customer also agrees to pay for any damage or loss of any equipment.

6. Customer will acknowledge receipt of the property listed above and is to inspect it at time of delivery.

7. Imperial Restrooms, Inc. may take possession of equipment if payment has not been received within the terms of rental agreement and is entitled to all monies owed for the entire rental period.

8. Customer is responsible for all cost of collections including attorney fees together with added late fees due Imperial Restrooms, Inc.

9. Cancellation Policy: If unit is cancelled by customer before the delivery date the first half of payment is forfeited.

10. If driver has to wait for the customer for any reason during delivery or pick up, including but not limited to, making space available, having electric or water ready, there will be a $75 per hour additional charge. If water or electric is not available or provided at the agreed upon time of delivery Imperial Restrooms will not be responsible for any water or electrical problems. If the trailer cannot be tested before the driver leaves, the customer will be fully responsible for any service charges required to get trailer fully functional.

11. By signing this proposal the customer agrees to abide by the terms and conditions in said proposal. Imperial Restrooms, Inc agrees to supply the trailer units and provide the type of service plan agreed upon. Customer agrees to assume all risks of and hold Imperial Restrooms, Inc. harmless for any property damage and personal injuries caused by equipment, and/or rising out of contractor's non-negligent acts.

Customer Signature/Title____

Date____

THANK YOU!

Contact Information

Imperial Restrooms, Inc.
P.O Box 5027 Hudson FL 34674
Phone: 1-877-845-6110
Fax: 727-845-7339

www.imperialrestrooms.com
sales@imperialrestrooms.com

Quote

viptogo
Nationwide Restroom & Shower Trailers

877.564.6977 845.362.4622
info@viptogo.com www.viptogo.com
21 Van Natta Drive, Ringwood, NJ 07456

QUOTE # VIP28125
Date : February 27, 2024

To:

Name : Catherine Ellis
Email : catherine.ellis@biddefordmaine.org
Phone : 207-298-7432
Job Address : Biddeford, ME, USA
Event Dates : 05/24/2024 to 09/03/2024

EDIT QUOTE RESERVE
YOUR PASSWORD TO ACCESS QUOTE : 508956

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	ADA Temporary Restroom + Two Station Trailer	$ 5,597.00	$ 5,597.00

Water Charges	$ 0.00
Electricity Charges	$ 0.00
Attendant Servicing	$ 0.00
Additional Servicing	$ 0.00
Pro Power Light	$ 0.00

SUB TOTAL	$ 5,597.00
SALES TAX	5.5 %
Discount Applied	$ 0.00
TOTAL*	$ 5,904.84 /Per 28 Days

EDIT QUOTE RESERVE
YOUR PASSWORD TO ACCESS QUOTE : 508956

THANK YOU FOR YOUR BUSINESS!

www.viptogo.com

NEW ENGLAND RESTROOMS, INC

PO BOX 555
NORTH READING, MA 01864

Ph: 978-988-8839 Fax:
Email: office@newenglandrestrooms.com

NEW ENGLAND Restrooms
Because your guests deserve the very best

Proposal

Billing Address	Service Address
NEW ENGLAND RESTROOMS PO BOX 555 NORTH READING, MA 01864	CATHERINE ELLIS BIDDEFORD, ME 04005

Phone: (978) 988-8839 Fax: 0

Cust #	Site #	Date	Clerk	Terms	P.O.#	Proposal #	Page
20240000	17903	1/29/2024	NMA			A-38173	Page 1 / 1

DESCRIPTION	RATE	QTY	TAX%	TAX	AMOUNT
5/23/2024 RENT MONTHLY ADA PLUS 2 RESTROOM TRAILER 5/23-9/3	8,000.00/MTH	4			32,000.00
5/23/2024 REFUNDABLE SECURITY DEPOSIT	1,000.00/EACH	1			1,000.00
5/23/2024 DELIVERY SETUP/PICKUP	350.00/EACH	1			350.00
5/23/2024 NON-REFUNDABLE RESERVATION DEPOSIT DUE WITH CONTRACT	(1,000.00)/EACH	1			(1,000.00)
	Total				**32,350.00**

Thank You

Statement as of 2/27/2024	Future: 0.00	Current: 0.00	30 Day: 0.00	60 Day: 0.00	90 Day: 0.00	Total Due: 0.00

Please detach here and return the bottom portion with your payment.

Div:A Cust #: 20240000 Site #:17903 Proposal #: 38173

From
NEW ENGLAND RESTROOMS
PO BOX 555
NORTH READING, MA 01864

Proposal #	**A-38173**
Total Pre-Tax	32,350.00
Total Tax	0.00
Proposal Total	32,350.00
Paid Amt	0.00
Adjustment Amt	0.00
Balance	**32,350.00**

To
New England Restrooms, Inc
P.O.Box 555
North Reading , MA 01864

All invoices more than 30 days old are charged a late fee of 1.5% per month or 18% per years

Finance Committee

Meeting Date: March 5, 2024
Meeting Time: 5:00pm

Agenda Item No: 8.c
Item Description: Approval/ Award ADA + 2 Stall Trailer Rental Agreement

Submitted by: Catherine Ellis, Recreation Director

Supporting Information/Documentation:

Imperial Restrooms Quote

VIPTOGO Quote

New England Restrooms Quote

Key Terms:

Restroom Trailer

Executive Summary:

Approval to award Imperial Restrooms Inc the rental agreement for an ADA + 2 Stall Restroom Trailer not to exceed $20,000.

On February 06, 2024, City Council voted to allow the Recreation Department to begin the procurement process to seek temporary alternatives to the Bathhouse at Gilbert Boucher Park for the summer of 2024.

Detailed Review:

The Bathhouse sustained significant structural damage during the January 2024 storm, and will require a rebuild to become operational.

The Recreation Department has researched alternative amenities to provide temporary restroom and changing facilities from Memorial Day to Labor Day at Gilbert Boucher Park.

The Recreation Department seeks approval to award Imperial Restrooms Inc the rental agreement for an ADA + 2 Stall Restroom Trailer.

The restroom trailer consists of three total stalls, one which can accommodate ADA requirements. The Bathhouse had previously provided four stalls and showers.

Public Works can tap into existing water and sewer lines once trailers are on site to reduce the need for emptying services throughout the week.

Funding Source:

At the recommendation of the City Manager. The cost would be $18,700.

Staff Recommendation:

Staff recommends approval to enter a rental agreement with Imperial Restrooms Inc for an ADA + 2 Stall Restroom Trailer not to exceed $20,000. The quote met the requirements and was the lower of three quotes received.