

City of Biddeford
Finance Committee
February 19, 2019 5:00 PM Council Chambers

- 1. Call to order**
- 2. Approval of the Minutes**
 - 2.1. January 15, 2019 Finance Committee Meeting Minutes
[1-15-2019 Finance Committee Minutes.rtf](#)
- 3. Signing of the expenditure warrant**
- 4. Discussion/Approval**
 - 4.1. Purchase of Flowers and Plants for Downtown
[2-19-2019 Flowers-Plants for Downtown-docs.pdf](#)
 - 4.2. Purchase of Plotter for Engineering Department
[2-19-2019 Plotter-Scanner for Engineering Dept-docs.pdf](#)
- 5. Other Business**
- 6. Adjournment**

City of Biddeford
Finance Committee Meeting Minutes
January 15, 2019

The meeting was called to order at 4:58 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 December 18, 2018, seconded by Councilor St. Cyr.

Vote: unanimous.

Motion carried 4-0.

The expenditure warrant was available for review and signature.

Discussion/Approval

Professional Engineering Services with Wright-Pierce/Elm Street Sewer Valve Chamber

Motion by Councilor Ready to recommend the approval to extend the professional Engineering services with Wright-Pierce for the City's ongoing CSO work, seconded by Councilor St. Cyr.

Vote: unanimous.

Motion carried 4-0.

Other Business

Councilor St. Cyr would like to discuss the audit, noting he was surprised about the adjustments being made without coming to the Finance Committee first. Specifically the \$2.8 million in the Audit Report. He would also like to be briefed before going to the meeting.

Staff explained it is done by the auditors during the audit not by Staff. It is an estimate for something that may or may not happen in the future. Councilor Ready suggested going over the Audit Report earlier than the scheduling of the presentation to Council.

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

Vote: unanimous.

Motion carried 4-0.

Adjourned at 5:13 pm.

MEMORANDUM
February 11, 2019

TO: Finance Commission
FROM: Jeff Demers /Director Public Works/Wastewater
RE: Bid result for Beautification Main Street flowers
Cc: James Bennett /City manager

The Public Works Department solicited bids for Flowers for the continuing beautification project of Main Street. The solicitation for bids was advertised in local newspaper and on the City's Web Site. Staff also reached out to 5 local vendors.

We received (3) Three bids. Please see the attached Bid tabulation. Funds for this project are appropriated in the Parks Maintenance 21165-60454

Staff recommends Highland farms from Scarborough be awarded the contract with the low bid price of \$5964.83.

Regards,

Jeff Demers
Director Public Works/ Wastewater

City of Biddeford, Maine
Public Works Department
371 Hill Street
Biddeford, Maine 04005
Tel. (207) 282-1579
Fax. (207) 286-9395

**Notice of Request for Bids
For the City of Biddeford's Main Street Flowers**

Notice is hereby given that the City of Biddeford Public Works Department is requesting sealed bids for flowers. Bids must be received by the Department of Public Works by **2:00pm January 28, 2019** at 371 Hill Street, Biddeford, Maine, 04005.

Bids shall state the cost of all flowers and planting of hanging baskets. Soil, fertilizer, placement and planting of flowers will be the responsibility of the City of Biddeford.

We are in the third year of placing planters and hanging baskets along Main Street and several adjoining side streets. Below is some general info, including "learnings" from the past two years along with detailed specs for flowers at the end of this document:

- 124 planter boxes already owned by the City; approximately 30"lx20"wx13"d.
 - More than half of the planters are in all day sun; plants for these must be heat and sun tolerant.
 - Approximately 30 of the planters get part sun (morning sun/afternoon shade)
 - Approximately 30 of the planters are in mostly shade
 - Have used a good mix of colors and varieties to be more interesting and less symmetrical
- 34 hanging baskets placed on light poles
 - Must be sun and heat tolerant as majority get all day sun, although about half are partially shaded by buildings in the afternoon
 - Hanging baskets are hung on lamp posts from the corners of Adams and Lincoln Streets to Water Street. Old lamp posts on the other end of town (from City Hall to Elm Street) cannot support the weight of Hanging Baskets. This will be revisited after that end of Main Street has been redone.
 - These hang 8-9 feet off the ground; therefore, it's harder to do maintenance, especially in the middle and at the top of the plants. Plans to do mid-summer maintenance will be developed.
- There are several small areas (parks) in highly visible locations that have a few permanent/stone planters and space for inground plantings. These:
 - are mostly in shade with part sun
 - prefer a mix of perennials with some annuals for quick color

- had a soil test done; recommendation was to add lime which will be done by the City in spring if we are going to do in-ground plantings in these areas.
- Consider the following:
 - Planters are placed Memorial Day weekend and will stay out as long as the plants look good (typically till early to mid October). Plants that will provide all-season blooming would be best.
 - Less is more - limit the number of plants in each planter to eight.
 - Good balance of number of plant varieties in each planter - limit to three.
 - Height, width and texture of various plants in one planter; have good balance so height and width of some plants don't crowd out or block the sun from shorter/smaller plants.
 - Hardiness of plants - issues with trash, cigarette butts, drinks, etc. are often tossed into planters as well people sitting on edges or placing bags/backpacks on them.

Interested parties may obtain copies of the bid documents from the City of Biddeford's Public Works Department at 371 Hill Street, Biddeford Maine, 04005, or by calling the Biddeford Public Works Department (207) 282-1579.

Bids received after the designated date (**2:00pm January 28, 2019**) will not be accepted.

All bids will be required to remain valid for a period of (30) days.

The City of Biddeford reserves the right to reject any or all bids, to make any awards or any rejections in what it alone considers to be in the best interest of the City.

If there are any questions on the bid package, please contact Jeff Demers at the Biddeford Public Works Department (207) 282-1579.

Planter Combinations:

Planter Sun Combo #1 (42)

- Geranium Rocky Mtn Pink 6.5" pot (2) = 90 total
- Supertunia Royal Velvet 4.5" pot (3) = 140 total
- Cali Lemon Slice 4.5" pot (3) = 140 total

Planter Sun Combo #2 (42)

- Geranium Rocky Mtn White 6.5" pot (2) = 90 total
- Supertunia Royal Magenta 4.5" pot (3) = 140 total
- Scaevola Dark Blue 4.5" pot (3) = 140 total

Planter Shade Combo #1 (20)

- Coleus French Quarter 4.5" pot (2) = 40 + 5 extra for ground planting
- Lobelia Techno Heat Dark Blue 4.5" pot (3) = 70 total
- New Guinea Impatient Sonic Lilac 4.5" pot (3) = 70 total

Planter Shade Combo #2 (20)

- Coleus Vino 4.5" pot (3) = 40 + 5 extra for ground planting
- Torenia Summer Wave Large Violet 4.5" pot (3) = 70 total
- New Guinea Impatient Sonic Light Lavender 4.5" pot (3) = 70 total

Hanging Basket Combinations:

16" metal Hanging Basket Combo #1 (15)

- HB Lemonade Combo Mix 10" (refer to note below)

16" metal Hanging Basket Combo #2 (15)

- HB Night in Pompei Combo Mix 10" (refer to note below)

12" plastic Hanging Baskets #3 (4)

- HB Combo Mix (TBD) 10" (these 4 will hang criss-cross on one lamp post and should be in 12" plastic baskets, not 16" like the others noted above). Maybe do these in a red, white and blue combo?

24"x24" on street "calming" Planters (16)

- 12" Hanging baskets (8 each of Hanging Basket Combo #1 and #2 above)

In-ground Planting at Island near Mechanics Park (10)

- 16" Hanging baskets (5 each of Hanging Basket Combo #1 and #2 above)

Cement Planters by City Hall:

- Geranium Colioper Dark Red 4.5" pot (15)
- Scaveola Whirl Wind White 4.5" pot (15)
- Petunia Sanguna Dark Blue 4.5" pot (15)

Additional Plants for in-ground plantings:

- 2 8" Red Fountain Grass

Totals:

Flowers Pots = 1,155

- 6.5" pots = 180
- 4.5" pots = 975

Hanging Basket Combos (16") = 56

Hanging Basket Combos (12") = 4

Specifics re: where Hanging Baskets will be placed:

- (30) metal Hanging Baskets (15 each of combos #1 & #2 above) to be planted in 16" Gardman Coco Lined Hangers (purchased by the City in 2018); lined with plastic and drain holes added. Vendor will plant the flowers in these Hanging Baskets.
- (4) 10" Hanging Baskets #3 Combo Mix (TBD) will be placed in the ground on the island by Mechanics Park, adding several accent plants (TBD) as needed
- (16) 10" Hanging Baskets (8 each of combos #1 & #2 above) to be planted in the 16 large cobblestone "street calming" planters (these will be planted by the City)
- (10) additional 10" Hanging Baskets (5 each of combos #1 & #2 above) to be planted at the island near Mechanics Park by the City

City of Biddeford, Maine
PUBLIC WORKS DEPARTMENT

MEMORANDUM

Bid Tabulation

Project: Main Street Flowers

Bid opening Date: January 30, 2019 @ 10:30

Present: Jeff Demers Director Public Works/Wastewater, Nancy Collette Flower Specialist.

Vendor	Meet specifications	Total Bid
Highland Farms 109 highland Avenue Scarborough, ME 04074	Yes	\$5964.83
Springvale Nurseries, INC. P.O Box 275 Springvale, Me 04083	Yes	\$5980.00
Estabrook's 337 East Main Street Yarmouth, Maine 04096	Yes	\$6,188.45

Main Street Flowers



QUOTE 3351673
ISSUED January 28, 2019

FROM Highland Farm
 109 Highland Avenue
 Scarborough, ME 04074

TO Biddeford Public Works, Jeff Demers
 371 Hill St.
 Biddeford, ME 04005

ITEM	QUANTITY	PRICE	TOTAL
Planter Combo - Sun #1 Angelonia Super Blue (2) Nemesia Sunsatia Lemon (3) Supertunia Trailing Strawberry Pink Veined (3)	42	\$43.12	\$1,811.04
Planter Combo - Sun #2 Cyperus Prince Tut (2) Scaevola Whirlwind Blue (3) Lantana Lucious Berry Blend (3) (most heat and wind tolerant combo)	42	\$43.12	\$1,811.04
Planter Combo - Part Shade Impatien Sunstanding Pink (2) Calibrachoa Callie Blue (3) Lysmachia Goldilocks (3)	20	\$43.12	\$862.40
Planter Combo - Shade Coleus River Walk (2) Begonia Surefire Rose (3) Torenia Summer Wave Large Violet (3)	20	\$43.12	\$862.40
Hanging Basket Combo - #1 Nemesia Sunsatia Lemon Supertunia Trailing Strawberry Pink Veined Lysmachia Goldilocks (12" to be grown here from plug to ensure plant balance)	15	\$35.00	\$525.00

ITEM	QUANTITY	PRICE	TOTAL
Hanging Basket Combo - #2 Scaevola Whirlwind Blue Lantana Luscious Berry Blend Lysmachia Goldilocks (12" to be grown here from plug to ensure plant balance)	15	\$35.00	\$525.00
Hanging Basket Combo - #3 Supertunia Royal Velvet Calibrachoa Callie Yellow Verbena Wicked Hot Pink (12" to be grown here from plug to ensure plant balance)	4	\$35.00	\$140.00
Street Calming Planters - 24"x24" Salvia Playin' the Blues (2) Scaevola Whirlwind White (2) Supertunia Vista Fuchsia (2) Sweet Potato Vine Sweet Caroline (2)	16	\$43.12	\$689.92
Ground Planting at Sign Island Miscanthus 'Rigoletto' (2 @ 22.99) - perennial grass Supertunia Vista Fuchsia (6 @ 5.39) Supertunia Vista Bubblegum (6 @ 5.39) Supertunia Vista Silverberry (6 @ 5.39) Sweet Potato Vine Sweet Caroline (6 @ 5.39)	1	\$175.34	\$175.34
Additional Ground Plantings Impatien Sunstanding Pink (5) Begonia Surefire Rose (5)	1	\$53.90	\$53.90
Subtotal:			\$7,456.04
Discount (20.00%):			-\$1,491.21
Tax			\$0.00
Total:			\$5,964.83

- Jan. 28, 2019

Springvale Nurseries, Inc.
P.O. Box 275
Springvale, ME 04083
(207) 490-5543
info@SpringvaleNurseriesInc.com

City of Biddeford
Public Works Department
371 Hill Street
Biddeford, ME 04005
Attn: Nancy Colette

re: Request for Bids for the City of Biddeford's Main Street Flowers

Thank you for the opportunity to bid on plants for the City of Biddeford.

Please be aware that some variety substitutions may have to be made, based on availability, as some varieties may be sold out due to the lead time needed to propagate the required cuttings. Every effort will of course be made to get the closest match.

The bid price is based on the 'Totals' as indicated on page 4 of the bid request:

180 - 6.5" pots

975 - 4.5" pots

56 - 16" hanging basket combos - as specified on page 3, these are grown in 10" pots, to be
transplanted by the city into 16" pots

4 - 12" hanging basket combos

The bid price includes delivery to the city Public Works Department.

bid Price: \$5,980.00

Sincerely,



Kelly A. Tarbox



For the joy of gardening!

Estabrook's

January 17, 2019

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

Dear Biddeford Public Works,

Following is Estabrook's bid for the City of Biddeford annual plants for spring 2019:

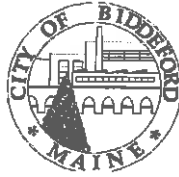
Qty	Size	Item	Unit Price	Total
180	6.5"	Annual	\$6.99	\$1,258.20
975	4.5"	Annual	\$3.59	\$3,500.25
2	8"	Grasses	\$10.00	\$20.00
30	16"	Hanging Basket Combo	\$30.00	\$900.00
26	10"	Hanging Basket Combo	\$15.00	\$390.00
4	12"	Hanging Basket Combo	\$30.00	\$120.00
1217		TOTALS		\$6,188.45

All plants will be grown to the specifications requested in the Notice of Request for Bids and will be delivered as requested.

Sincerely,

Tom Estabrook
Vice President

(Cell)
252-
7301



City of Biddeford, Maine

TO: Finance Committee
FROM: Tom Milligan, P.E., City Engineer

DATE: February 11, 2019

SUBJECT: Engineering Department Canon TM 305 Plotter & Scanner

The City of Biddeford requested bids by solicitation in January 2019 to get quotes for a new scanner and plotter to replace the current system in the engineering office.

The current system was purchased and installed in 2012. The manufacturer has stopped making compatible software for the system currently in use. There have been more issues, downtime and repairs with the system lately, thus leading to the inquiries for a new system.

The department procured 3 bids for the new model of our current system. Spillers out of Lewiston, ME has a price of \$6630. McIntyre's out of Concord, NH has a price of \$7,995. Canon Systems out of Chicago, Illinois has a price of \$6,633.

Spillers and Canon both have included 1 year on-site maintenance and support. The department recommends Spillers. We purchased the older system through them and have an excellent relationship with their team. They are very prompt with any service related issues.

Funding for the plotter will come from account 35102-60697.

Bid Tab for canon TM 305 Plotter & Scanner

	Spillers	Canon	Macintyre
Price	\$6630	\$6633	\$7995
Location	Lewiston, ME	Concord, NH	Chicago, IL
Warranty	1 yr. included 2 adtl: \$2600	1 yr. included	1 yr.: \$1395
Delivery	Included	Included	Included
Setup and training	Included	Included	Included