

***City of Biddeford***  
**Finance Committee**  
**February 06, 2024 5:00 PM Council Chambers & Zoom**

Please click the link below to join the webinar:

**<https://biddeford.zoom.us/j/93857846448?pwd=enYvODdoeFN0bUswQnBSZUd0Y1NwQT09>**

**Passcode: 608559**

**Or One tap mobile :**

**+13017158592,,93857846448# US (Washington DC)**

**+13052241968,,93857846448# US**

**Or Telephone:**

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

**+1 301 715 8592 US (Washington DC)**

**+1 305 224 1968 US**

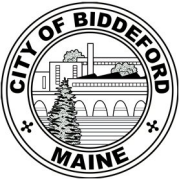
**+1 309 205 3325 US**

**Webinar ID: 938 5784 6448**

**International numbers available: <https://biddeford.zoom.us/j/93857846448>**

**Status: In person and Zoom**

- 1. Call to order**
- 2. Approval of the Minutes**
- 3. Signing of the expenditure warrant**
- 4. Discussion/Approval**
  - 4.1. Approval/HUD Lead Abatement and Necessary Rehab Bid Award—22 Jefferson St  
[20240206 HUD Lead Abatement and Necessary Rehab — 22 Jefferson St - BRIEF](#)  
[20240206 Bid Tabulation and Proposals - 22 Jefferson St - REFERENCE](#)
  - 4.2. Approval/HUD Lead Abatement/Other Rehab Bid Award—114 Washington St  
[20240206 HUD Lead Abatement Other Rehab — 114 Washington St - BRIEF](#)  
[20240206 Bid Tabulation and Proposals - 114 Washington St - REFERENCE](#)
- 5. Other Business**
- 6. Adjournment**



## Finance Committee

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Meeting Date: February 6, 2024

Meeting Time: 5:00 PM

Agenda Item No: 4.1

Item Description: Approval/HUD Lead Abatement and Necessary Rehab Bid Award — 22 Jefferson St

Submitted by: Gail Wilkerson, HUD Housing Rehab Programs Director

Supporting Information/Documentation: *Bid Tabulation & Bidder Proposal Sheets--22 Jefferson St*

Key Terms:

N/A

Executive Summary:

The Housing Rehab Division recommends awarding the bid for lead abatement and health/safety improvements at 22 Jefferson St. to ME-licensed abatement contractor Ray Corp of Lewiston in the amount of \$185,100. The only other bid received came in at \$189,477.50, and the independent cost estimate for the work was \$167,000. These data support the cost reasonableness of Ray Corp's bid. Work is projected to begin 2/24/2024 and conclude in 12 weeks. Full bid proposals are available for review on request.

Detailed Review:

This 7-unit historic property was inspected for safety hazards in Nov 2023. Owner Jefferson-South, LLC applied for and is eligible for City lead abatement match funding from the CDBG Program. As an historic structure, 22 Jefferson St.'s exterior work scope was vetted by the Maine Historic Preservation Office and Biddeford's Historic Preservation Commission. The project includes lead abatement work including replacing lead-painted wooden siding with like-kind siding, scraping wooden columns of flaking lead paint and encapsulating them with a lead-blocking compound, replacing deteriorated lead-painted windows with like-kind windows, replacing deteriorated lead-painted doors with rebuilt wooden doors, repairing the entry steps at the South St. entrance, and replacing broken windows.

Funding Source:

PY23 HUD CDBG match funding for lead abatement and health/safety improvements

Staff Recommendation:

Staff recommends awarding the bid for work at this property to Ray Corp of Lewiston in the amount of \$185,100. Contractor has satisfactorily performed this type of work for the City's CDBG & Lead Programs in the past 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](https://sam.gov)) on 1/30/24.

# OF ENROLLED UNITS 7

| # OF ENROLLED UNITS 7        |           |              |           |          |  |  | CITY COST | DESIRED   | DESIRED  |
|------------------------------|-----------|--------------|-----------|----------|--|--|-----------|-----------|----------|
| Contractor Name              | BID 1     | BID 2        | START     | END      |  |  | ESTIMATE  | START     | END      |
| Ray Corp, Lewiston           | \$185,100 |              | 2/24/2024 | 12 weeks |  |  |           |           |          |
| So.ME Abatement, Sanford, ME |           | \$189,477.50 | 3/1/2024  | 10 weeks |  |  | \$167,000 | 2/21/2024 | 10 WEEKS |
|                              |           |              |           |          |  |  |           |           |          |
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|                              |           |              |           |          |  |  |           |           |          |
| TOTAL                        | \$185,100 | \$189,477.50 |           |          |  |  | \$167,000 |           |          |

**AWARD RECOMMENDATION** *Ray Corporation*, Lewiston, ME

**(pending City Council**

**Approval Feb 6, 2024)**

**BID REVIEW DATE OPENED: 1/25/2024**

**LOCATION:**

**1/25/2024**

## City Hall Housing Rehab Office

**STAFF PRESENT FOR OPENING:**

## Gail Wilkerson

**Lisa Shultz**

**NOTES:**

**SIGNATURE OF AUTHORIZED CITY STAFF TO AWARD BID:**

**Gail Wilkerson, HUD Housing Programs Director**

**LEAD ABATEMENT & OTHER RELATED REHAB --  
22 JEFFERSON STREET**

**BID NO. 2023-01-001-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 City 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 will 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)

|                                                       |                      |
|-------------------------------------------------------|----------------------|
| <b>Total LEAD Hazard Reduction Work</b>               | <b>\$</b> 148,200.00 |
| <b>Total Healthy Homes / Other Related Rehab Work</b> | <b>\$</b> 36,900.00  |
| <b><u>Total Bid Amount (dollars)</u></b>              | <b>\$</b> 185,100.00 |

**Total Bid Amount (written out):**

One Hundred Eighty Five Thousand One Hundred and <sup>00</sup>/100 (\$ 185,100.00)

Anticipated Project Start Date: Feb 24

Anticipated Weeks Required: 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         | Ray Corporation                                                                               |
| Authorized Signature |  Ray Corp |
| Title                | Chief Operation Officer                                                                       |
| Printed Name         | Carl Morrison                                                                                 |
| Physical Address     | 571 Sabattus St Ste 1<br>Lewiston Maine 04240                                                 |
| Mailing Address      |                                                                                               |
| Unique Entity #      | 02-0586323 / 080974865                                                                        |
| Date                 | 1/24/24                                                                                       |
| Phone #              | 207-241-2777 / 207-650-8816                                                                   |
| 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

**CITY OF BIDDEFORD  
PROPOSAL FOR**Submission  
Page1**LEAD ABATEMENT & OTHER RELATED REHAB --  
22 JEFFERSON STREET****BID NO. 2023-01-001-CDBG**TO: Housing Rehab Director  
City Hall, Biddeford, Maine

Dear Ms. Wilkerson,

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Bidders previously vetted by the City and in good standing waive the following requirement:  
New bidders will 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)

|                                                       |                      |
|-------------------------------------------------------|----------------------|
| <b>Total LEAD Hazard Reduction Work</b>               | <b>\$ 138,765</b>    |
| <b>Total Healthy Homes / Other Related Rehab Work</b> | <b>\$ 50,712.50</b>  |
| <b><u>Total Bid Amount (dollars)</u></b>              | <b>\$ 189,477.50</b> |

**Total Bid Amount (written out):**One hundred eighty nine thousand four hundred seventy seven and 50/100 — (\$189,477.50)Anticipated Project Start Date: March 1<sup>st</sup> or  
Sooner weather  
permittingAnticipated Weeks Required: 10

22 Jefferson Street Biddeford, ME

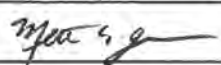
## RETURN WITH BID

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.

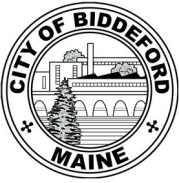
The undersigned further agrees that in the employment of labor, preference will be given, all other things being equal, to the **citizens of Biddeford** and of the State of Maine, in that order. The undersigned hereby further declares that the only persons or parties interested in this Proposal, as principals, 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         | Southern Maine Abatement & Consulting, LLC                                          |
| Authorized Signature |  |
| Title                | Manager                                                                             |
| Printed Name         | Matthew Gardner                                                                     |
| Physical Address     | 1027 Milton Mills Rd<br>Acton, ME 04001                                             |
| Mailing Address      | Same as above                                                                       |
| Unique Entity #      | VEU4Q2.WNH.MU9                                                                      |
| Date                 | 1-24-24                                                                             |
| Phone #              | 207-432-3393                                                                        |
| 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



## Finance Committee

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Meeting Date: February 6, 2024

Meeting Time: 5:00 PM

Agenda Item No: 4.2.

Item Description: Approval/HUD Lead Abatement/Other Rehab Bid Award—114 Washington St

Submitted by: Gail Wilkerson, HUD Housing Rehab Programs Director

Supporting Information/Documentation: *Bid Tabulation & Bid Proposal Sheets—114 Washington St*

Key Terms:

N/A

Executive Summary:

The Housing Rehab Division recommends awarding the bid for necessary health/safety improvements and lead hazard reduction work at 114 Washington St to ME-licensed abatement contractor RC Group of Biddeford in the amount of \$79,500. The only other bid received came in at \$85,250 (note: the bid sheet shows \$91,050 but includes \$5,800 of work to be paid by owner vs Lead Program). The cost estimate for the work was \$88,650. These data support the cost reasonableness of RC Group's bid. Full bids are available for review on request.

Detailed Review:

This 4-unit property was inspected for lead paint and other health/safety hazards in Nov 2023. Owner Jean Leclerc has applied for and is eligible for City Lead Program funding for work in 3 of the units and the exterior. Sited in the City's historic downtown, the property's work specifications were vetted by the Maine Historic Preservation Office and Biddeford's Historic Preservation Commission. The work scope includes enclosing deteriorated lead-painted wood siding with vinyl siding, replacing deteriorated wooden lead-painted windows with vinyl replacement windows, replacing deteriorated wooden lead-painted doors with steel fire doors, and covering the property dripline with pavers to enclose lead in the soil. The contractor expects to begin on or about 2/20/24 and finish in 10 weeks.

Funding Source:

FY22-2026 HUD Lead Hazard Reduction & Healthy Homes Grant

Staff Recommendation:

Staff recommends awarding the bid to RC Group of Biddeford in the amount of \$79,500. Contractor has satisfactorily performed this type of work before and is in good standing with the Maine Department of Environmental Protection and the federal government, according to a check of the System for Award Management ([sam.gov](https://sam.gov)) on January 30, 2024.



**114 WASHINGTON Street (lead abatement and health/safety repairs)**

## HUD LEAD & Healthy Homes Grant

|                     |          |          |           |          |  |  | CITY COST | DESIRED   | DESIRED  |
|---------------------|----------|----------|-----------|----------|--|--|-----------|-----------|----------|
| Contractor Name     | BID 1    | BID 2    | START     | END      |  |  | ESTIMATE  | START     | END      |
| Ray Corp, Lewiston  | \$85,250 |          | 2/24/2024 | 8 WEEKS  |  |  |           |           |          |
| RC Group, Biddeford |          | \$79,500 | 2/20/2024 | 10 WEEKS |  |  |           |           |          |
|                     |          |          |           |          |  |  | \$ 88,650 | 2/20/2024 | 10 WEEKS |
|                     |          |          |           |          |  |  |           |           |          |
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| TOTAL               | \$85,250 | \$79,500 |           |          |  |  | \$ 88,650 |           |          |

## RC Group, Biddeford, ME

**STAFF PRESENT FOR OPENING:**

**Lisa Shultz**

**LOCATION:** **1/25/2024**

**BID REVIEW DATE OPENED: City Hall Housing Rehab Office**

**NOTES:**

**Gail Wilkerson, HUD Housing Programs Director**

**LEAD ABATEMENT & OTHER RELATED REHAB --  
114 Washington Street**

**BID NO. 2024-01-002-LEAD**

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 City 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 will 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 & 2 yes (Yes / No)

|                                                |                       |
|------------------------------------------------|-----------------------|
| Total LEAD Hazard Reduction Work               | \$ 79,800.00          |
| Total Healthy Homes / Other Related Rehab Work | \$ 11,250.00          |
| <b>Total Bid Amount (dollars)</b>              | <b>\$ 91,050.00 *</b> |

***\*this bid amount includes \$5,800 of work not covered by the grant***

Total Bid Amount (written out):

Ninety One Thousand Fifty and 00/100 (\$ 91,050.00)

Anticipated Project Start Date: Feb 24

Anticipated Weeks Required: 8

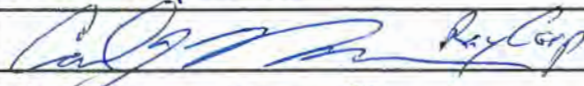
## RETURN WITH BID

Submission  
Page 2

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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                                                                      |
| Authorized Signature |  |
| Title                | Chief Operating Officer                                                              |
| Printed Name         | Carl Morrison                                                                        |
| Physical Address     | 571 Sabbathus St Suite 1<br>Lewiston Maine 04240                                     |
| Mailing Address      |                                                                                      |
| Unique Entity #      | 02-0586323 / 080974865                                                               |
| Date                 | 1/24/2024                                                                            |
| Phone #              | 207-241-2777 / 207-650-8817                                                          |
| 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**

**LEAD ABATEMENT & OTHER RELATED REHAB --  
114 Washington Street****BID NO. 2024-01-002-LEAD**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 City as provided therein; and that he/she will accept in full payment therefor the following sums to wit:

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**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 &amp; 2 \_\_\_\_\_(Yes / No)

|                                                |                  |
|------------------------------------------------|------------------|
| Total LEAD Hazard Reduction Work               | \$ 71,050        |
| Total Healthy Homes / Other Related Rehab Work | \$ 8,450         |
| <b>Total Bid Amount (dollars)</b>              | <b>\$ 79,500</b> |

**Total Bid Amount (written out):**SEVENTY NINE THOUSAND FIVE HUNDRED (\$ 79,500 )Anticipated Project Start Date: FEB 2024Anticipated Weeks Required: 18 WKS

## RETURN WITH BID

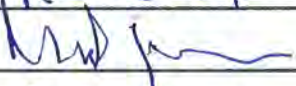
Submission

Page 2

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|                      |                                                                                     |
|----------------------|-------------------------------------------------------------------------------------|
| Company Name         | RC Group Inc                                                                        |
| Authorized Signature |  |
| Title                | Executive                                                                           |
| Printed Name         | MICHAEL JARON                                                                       |
| Physical Address     | 40 MAIN ST. 140-13<br>BIDDEFORD ME 04005                                            |
| Mailing Address      | SAME                                                                                |
| Unique Entity #      | MKDNCL6YQMN7/81-4116681                                                             |
| Date                 | 01/25/2024                                                                          |
| 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