

City of Biddeford
Finance Committee
January 03, 2017 5:00 PM Council Chambers

- 1. Call to order**
- 2. Approval of the Minutes**
 - 2.1. Approval of minutes for December 20, 2016
[Finance Committee Meeting Minutes 12-20-16.docx](#)
- 3. Signing of the expenditure warrant**
- 4. Discussion/Approval**
 - 4.1. Purchase of Ambulance/Sugarloaf Vehicles and Purchase of Two-Way Radios/Dirigo
[1-03-2017 Purchase of Ambulance-ORDER.docx](#)
[1-03-2017 Purchase of Ambulance-backup.docx](#)
- 5. Other Business**
- 6. Adjournment**

City of Biddeford
Finance Committee Meeting Minutes
December 20, 2016

The meeting was called to order at 5:30 pm by Council President John McCurry.

Present: Chair, Council President John McCurry, Mayor Alan Casavant, Councilor Marc Lessard, Councilor Steven St. Cyr, City Manager Jim Bennett and Finance Director Mike Wilson.

Motion by Mayor Casavant to approve the minutes of 12/6/16, seconded by Councilor Lessard, unanimous.

Motion carried, 4-0.

The expenditure warrant was available for review and signature.

Leases

Councilor McCurry explained why he asked for the lease schedule. Councilor Lessard asked for payments by fiscal year. Councilor St. Cyr had refinancing questions regarding the School and the City. City Manager provided further information.

Approval of Ambulance Purchase

Carl Marcotte explained they did not go out to bid, this is coming off last year's low bid. The price is a little under last year's price. He is recommending keeping the trade then \$7,500 would come off the total. Carl also noted the Council Order replaces the radios. Councilor McCurry asked about the other ambulances. Councilor St. Cyr asked how many bidders there were for the last ambulance purchased. Carl responded there were four bids. The Committee discussed using the ambulances for transfers.

The City Manager remarked the radios should be a separate bid. Carl noted they are purchasing the radios and having them installed. Committee will put the item on the next Finance Committee agenda.

Motion by Councilor Lessard for the purchase of a like equipped ambulance from Sugarloaf Vehicles after prepaid chase and discount up to a total amount of \$210,000, seconded by Mayor Casavant, vote was 3-1.

Vote: In favor: Councilor McCurry, Councilor Lessard and Councilor St. Cyr.

Opposed: Mayor Casavant.

Motion carried, 3-1.

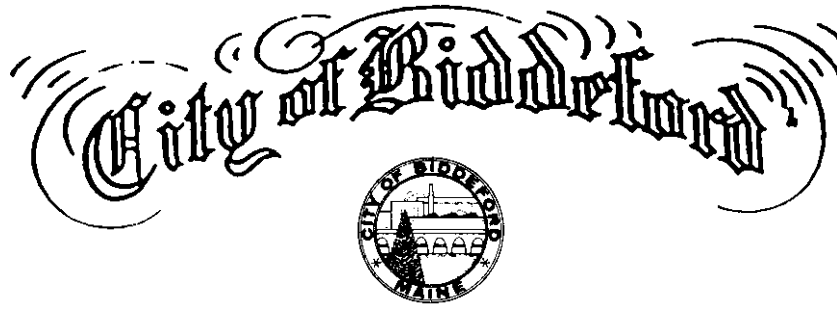
Other Business

No other business.

Motion to adjourn was made by Councilor Lessard, seconded by Councilor St. Cyr, unanimous.

Motion carried 4-0.

Adjourned at 6:05pm.



2017.1

IN BOARD OF CITY COUNCIL...JANUARY 3, 2017

BE IT ORDERED, that the City Manager be authorized to purchase one (1) PL Customs ambulance as per bid of November 12, 2015 (the "Equipment") from Sugarloaf Vehicles (the "Vendor") and may pay the Vendor an amount not to exceed \$222,146.00 (before discounts valued at \$5,500.00) for the Equipment as follows:

1. The City of Biddeford expects to incur debt to reimburse expenditures to pay the cost of the Equipment;
2. The City of Biddeford reasonably expects that the maximum principal amount of the debt, including for reimbursement purposes, is \$222,146.00;
3. The City Manager, on behalf of the City of Biddeford, is authorized to enter into a lease purchase, loan or other financing agreement for the Equipment provided that (a) the principal amount of such agreement will not exceed \$222,146.00, (b) the term of such agreement will not exceed one hundred and twenty (120) months and (c) any obligation of the City of Biddeford to make lease or loan payments pursuant to such agreement is subject to annual appropriation by the City Council of the City of Biddeford;
4. The City Manager is authorized to advance money from the General Fund of the City for payment of the costs of the Equipment; and
5. The City Manager, on behalf of the City of Biddeford, is authorized to negotiate, enter into, execute, deliver and cause to be performed, and to approve, any and all agreements, instruments, certificates and other documents, and to grant security interests in the Equipment, upon such terms, conditions, limitations and undertakings, which the City Manager determines are necessary and proper for the acquisition and financing of the Equipment, provided that any lease purchase, loan or other financing agreement will be countersigned by both the Mayor and the Treasurer of the City of Biddeford. Without limiting the foregoing, the City Manager, on behalf of the City of Biddeford, in connection with the acquisition of the Equipment, is authorized to sell, transfer, trade in or otherwise dispose of any equipment, which the City Manager determines is no longer useful to the City of Biddeford.

BE IT FURTHER ORDERED, that the City Manager be authorized to purchase new two-way radios from from Dirigo (Vendor) for an amount not to exceed \$4,733.00.

1. The City of Biddeford expects to incur debt to reimburse expenditures to pay the cost of the two-way radios;
2. The City of Biddeford reasonably expects that the maximum principal amount of the debt, including for reimbursement purposes, is \$4,733.00;
3. The City Manager, on behalf of the City of Biddeford, is authorized to enter into a lease purchase, loan or other financing agreement for the two-way radios provided that (a) the principal amount of such agreement will not exceed \$4,733.00, (b) the term of such agreement will not exceed one hundred and twenty (120) months and (c) any obligation of the City of Biddeford to make lease or loan payments pursuant to such agreement is subject to annual appropriation by the City Council of the City of Biddeford;
4. The City Manager is authorized to advance money from the General Fund of the City for payment of the costs of the two-way radios; and

5. The City Manager, on behalf of the City of Biddeford, is authorized to negotiate, enter into, execute, deliver and cause to be performed, and to approve, any and all agreements, instruments, certificates and other documents, and to grant security interests in the Equipment, upon such terms, conditions, limitations and undertakings, which the City Manager determines are necessary and proper for the acquisition and financing of the Equipment, provided that any lease purchase, loan or other financing agreement will be countersigned by both the Mayor and the Treasurer of the City of Biddeford. Without limiting the foregoing, the City Manager, on behalf of the City of Biddeford, in connection with the acquisition of the Equipment, is authorized to sell, transfer, trade in or otherwise dispose of any equipment, which the City Manager determines is no longer useful to the City of Biddeford.

NOTE: The Finance Committee reviewed these items on December 20, 2016 and voted to recommend them to the City Council for approval. The lease-purchase of these items are included in the FY17 CIP budget, with a down payment of \$30,000.00.

Approval for Ambulance Purchase

Last year we went out to bid to purchase a new ambulance and the bid that was approved was a PL Custom from Sugarloaf Vehicles. In that bid there was a discount of \$4,500.00 if we purchased a second ambulance within 5 years and a \$1,000.00 discount if we prepay the chassis when it is delivered to the factory. We have been using the new Ambulance since October and we are very satisfied with that unit. We are now ready to purchase a new one under that bid with the same discounts. Sugarloaf Vehicles has also offered \$7,500.00 trade in for the rescue being replaced. We are recommending keeping the trade and using the truck throughout out the City.

This year's price:

\$222,146.00

-\$1,000.00 Prepay chassis

- \$4,500.00 Discount

\$216,646.00 Total

Last Year's price:

\$222,292.00

-

-\$1,000.00 Prepay chassis

-\$4,500.00 Discount

- \$3,500.00 Trade in

\$213,292.00 Total

We also need to replace the two-way radios in this new ambulance because of their age. They will be bought from Dirigo Wireless in the amount of \$4,733.00; this ambulance was budgeted in the FY 17 CIP budget line item 21204-60603 as a lease.