

LEWISTON FINANCE COMMITTEE MEETING

Agenda

Finance Committee meeting, **Monday**, November 19, 2012 at **5:00** p.m. in the **Administrative Conference Room**, Lewiston City Hall.

1. Call meeting to order.
2. Review minutes of previous meeting dated October 29, 2012.
3. Recommendation from the Purchasing Director regarding award Bid 2012-064 for a Robotic Total Station.
4. Recommendation from the Purchasing Director to ratify award of Bid LA 2012-004 for Gasoline and Diesel Fules.
5. Other Business
6. Adjourn

**FINANCE COMMITTEE
LEWISTON, MAINE**

**Minutes of
October 29, 2012**

PRESENT: Michael Marcotte, Councilor Mark Cayer, Councilor Doreen Christ and Stavros Mendros.

ABSENT: Paul Robinson with notification

OTHERS PRESENT: Fire Chief Paul LeClair and Purchasing Director Norman Beauparlant.

Meeting was called to order at 5:01 p.m. by Chairman Mendros.

On motion of Mr. Cayer, seconded by Ms. Christ it was

VOTED:

(111-2012) To approve the minutes of the previous meeting dated October 15, 2012 to accept and place them on file as presented by the Clerk.

VOTE: 4-0

On recommendation of the Purchasing Director and on motion of Mr. Marcotte, seconded by Mr. Cayer it was

VOTED:

(112-2012) To authorize a Waiver of Competition on the basis of sole source authorized vendor for Sperian Equipment in the State of Maine to allow for the direct purchase of thirty-six (36) air tanks from HSE Fire & Safety, South Portland, Maine, at a cost of \$34,524 to be paid for with 2011 Homeland Security Grant funds.

VOTE: 4-0

On recommendation of the Purchasing Director and on motion of Mr. Cayer, seconded by Ms. Christ it was

VOTED:

(113-2012) To authorize a Waiver of Competition to allow the Lewiston Fire Department to take advantage of the State of Maine WSCA contract which provides discount pricing of Motorola radio equipment and to allow the department to purchase seven (7) portable radios directly from Motorola at a cost of \$12,052.60 to be paid for with 2011 Homeland Security Grant funds.

VOTE: 4-0

FINANCE COMMITTEE MINUTES

October 29, 2012

On recommendation of the Purchasing Director and on motion of Mr. Cayer, seconded by Ms. Christ it was

VOTED:

(114-2012) To award Bid 2012-057 for two (2) Roll Off Containers for the Lewiston Solid Waste Facility to Atlantic Recycling Equipment, Rollingsford, NH, at their bid price of \$12,250.

VOTE: 4-0

On recommendation of the Purchasing Director and on motion of Mr. Mendros, seconded by Mr. Marcotte it was

VOTED:

(115-2012) To ratify Change Order #1 to the contract with St. Laurent & Son on the South Lisbon Road Drainage Project in the amount of a credit of (\$10,371.50) to change the method of paving to evaluate soil compaction over the winter months.

VOTE: 4-0

On recommendation of the Purchasing Director and on motion of Ms. Christ, seconded by Mr. Cayer it was

VOTED:

(116-2012) To ratify Change Order #2 to the contract with DiMatteo Construction Management Services LLC on the Social Services Suite Renovations Project in the amount of \$756.53

VOTE: 3-1

Mr. Marcotte opposed

On recommendation of the Purchasing Director and on motion of Mr. Marcotte, seconded by Mr. Cayer it was

VOTED:

(117-2012) To ratify award of Bid 2012-055 for the Demolition and removal of 159 Pine Street to Roland's Demolition, Auburn, Maine, low bidder at their bid price of \$7,777.

VOTE: 4-0

FINANCE COMMITTEE MINUTES

October 29, 2012

On recommendation of the Purchasing Director and on motion of Mr. Marcotte, seconded by Ms. Christ it was

VOTED:

(118-2012) To award Bid 2012-056 for the Demolition and removal of 226 Oak Street to Roland's Demolition, Auburn, Maine, low bidder at their bid price of \$8,588.

VOTE: 4-0

VOTED:

To adjourn at 5:18 p.m.

Norman Beuparlant
Clerk
Finance Committee



Finance Committee

Norman J. Beuparlant
Director of Budget/Purchasing
nbeuparlant@lewistonmaine.gov



Item # 3

to: Finance Committee
from: Norman Beuparlant, Purchasing Director
subject: Bid 2012-064 Robotic Total Station
date: November 19, 2012

The replacement of a Total Station for the Engineering Division was authorized in the FY 2013 Budget with the cost budgeted in each utility and the Engineering Division at \$6,250 for a total budget authorization of \$25,000.

It is recommended that the bid be awarded to Spiller's, Lewiston, Maine, sole bidder at their bid price of \$21,838.

NJB/syt

TABULATION

Robotic Total Station

Bid: 2012-064
Bid Date: 11/13/12

Spiller's (Lewiston ME)

1 - Robotic Total Station	\$19,276.60
Field Controller	2,561.40
Total Cost	\$21,838.00

**Fiscal Year 2013
Budget Request
Detail Account Information**

November 16, 2012 Department: **Public Works**
 Division Number: **43210** Division Title: **Engineering**
 Account Number: **4050500** Account Title: **Office Equipment**

FY 2010 Actual	FY 2011 Budget	FY 2011 Actual	FY 2012 Budget	FY 2012 Est. Expended
\$ -	\$ -	\$ -	\$ -	\$ -

FY 2013 Line Budget	Department Request	Administrator Recommendation	Council Action	Increase (Decrease)
	\$ 8,750	\$ 8,750	\$ 8,750	\$ 8,750

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Support for Budget Request:

Plotter - \$10,000 (Engineering share = \$2,500)

Research began last year to replace the current plotter and the plan copier in Engineering. The plotter we currently have was purchased more than 12 years ago and has seen extensive usage and lasted well beyond the expected 4 to 5 year expected useful life. Its life span has been several years longer than its predecessors. The plotter went through excessive repairs last year costing more than \$1,000. The plotter is now "obsolete" and no new parts can be obtained per the vendor, Spillers. We have had numerous issues over the past several months with this plotter, causing more expense, only to the end that it no longer functions. The new piece of equipment being proposed is estimated to be \$8,000, plus delivery, set up and software. This is \$3,000-8,000 less than other proposals. It is a scanner/copier/printer at the same price as the old plotter, not only would it replace the defunct plotter, it would also replace the current plan copier (reducing the need for maintenance and supplies on that item) and give us the ability to scan large drawings for inclusion in electronically submitted materials. Also, we can begin the scanning of old drawings for historical preservation and easier access.

Total Station Survey Instrument - \$25,000 (Engineering share = \$6,250)

The existing total station survey instrument was purchased in 2001 and requires a minimum of 2 people to survey with it. The existing unit needs new batteries, cables and the software is no longer supported. In addition the engineering division no longer has the second person to form a complete survey crew. Therefore we are requesting this funding to purchase a new total station instrument that can be operated by one person. The technology has improved drastically over the last ten years resulting in more robust equipment, lighter, more compact and easier to operate.

The cost of the equipment is being shared by the three utilities and engineering - the major users of the equipment resulting in Engineering's share being \$8,750.



Finance Committee

Norman J. Beuparlant
Director of Budget/Purchasing
nbeuparlant@lewistonmaine.gov



Item # 4

to: Finance Committee
from: Norman Beuparlant, Purchasing Director
subject: Bid LA 2012-004 Gasoline and Diesel Fuels
date: November 19, 2012

Bids were opened Friday, November 16, 2012 for the joint LA Bid on Gasoline and Diesel Fuels.

The attached tabulation reflects pricing for Rack Plus and an alternate for Fixed Price.

The award will be made following discussion with the City of Auburn and the Auburn School Department.

The Finance Committee will be asked on Monday to ratify the action.

NJB/syt

TABULATION

BID TITLE: GASOLINE AND DIESEL FULES

BID #: LA 2012-004

DUE DATE: NOVEMBER 19, 2012 BY 10:00 A.M.

REQUESTING: CITY OF LEWISTON AND CITY OF AUBURN

	Dennis Burke Chelsea MA 11/14/2012	Fabian Oil Oakland ME 11/14/2012	Irving Energy Portsmouth NH 11/14/2012	Petroleum Traders Fort Wayne IN 11/14/2012	C N Brown South Paris ME 11/14/2012	Mansfield Oil Gainesville GA 11/14/2012
Posted Date						

87 Unleaded:						
Tank Wagon	\$ 2.8929	\$ 2.9674	\$ 2.8470	\$ 2.9805	\$ 3.12000	\$ 2.9759
Freight Cost	\$ -	\$ 0.0400		\$ 0.0302	\$ 0.03657	\$ 0.0365
Mark-Up	\$ 0.0182	\$ 0.0200	\$ 0.2155	\$ 0.0225	\$ 0.02000	
Total delivered Rack Plus	\$ 2.9111	\$ 3.0274	\$ 3.0625	\$ 3.0332	\$ 3.17657	\$ 3.0124
Fixed Rate Alternate	\$ 2.9912	No Bid	No Bid	No Bid	No Bid	No Bid

Diesel:						
Tank Wagon	\$ 3.3107	\$ 3.2808	\$ 3.1576	\$ 3.2645	\$ 3.32090	\$ 3.3250
Freight Cost	\$ -	\$ 0.0400		\$ 0.0341	\$ 0.03657	\$ 0.0025
Mark-Up	\$ 0.0182	\$ 0.0200	\$ 0.2216	\$ 0.0215	\$ 0.02000	
Total delivered Rack Plus	\$ 3.3289	\$ 3.3408	\$ 3.3792	\$ 3.3201	\$ 3.37747	\$ 3.3275
Fixed Rate Alternate	\$ 3.287200	No Bid	No Bid	No Bid	No Bid	No Bid

CITIES OF LEWISTON AND AUBURN, MAINE

GASOLINE AND DIESEL FUEL

BID NO.: LA 2012-004

BID DATE: 11/16/12 by 10:00 a.m.

LOCATION & CAPACITY

CITY OF LEWISTON:

LOCATION	TYPE OF FUEL	CAPACITY IN GALLONS	EST. ANNUAL USAGE GAL.
<u>City, School & Non-City Agencies</u>			
Gasoline (unleaded)	87 Octane	10,000	150,000
Diesel	Diesel	10,000	220,000

CITY OF AUBURN:

LOCATION	TYPE OF FUEL	CAPACITY IN GALLONS	EST. ANNUAL USAGE GAL.
<u>Central Fire Station (Minot Ave)</u>			
Diesel	Diesel	10,000	22,000
<u>Police Station (One Minot Avenue)</u>			
Gasoline (unleaded)	87 Octane	12,000	70,000
* incl. Schools & Public Works			
<u>Highway Dept (Gracelawn Rd)</u>			
Diesel	Diesel	10,000	75,000
<u>Airport</u>			
Gasoline (unleaded)	87 Octane	2,000	3,000
Diesel	Diesel	6,000	6,000
<u>School Department</u>			
Industry Avenue	Diesel	10,000	60,000
Total Estimate Gasoline			223,000
Total Estimate Diesel			383,000
TOTAL GASOLINE & DIESEL			606,000