

FINANCE COMMITTEE LEWISTON, MAINE

Minutes of November 4, 2013

PRESENT: Councilor Mark Cayer, Michael Marcotte, Councilor Doreen Christ and Stavros Mendros. Robert Reed arrived at 5:25 p.m.

OTHERS PRESENT: Finance Director Heather Hunter, MIS/IT Director Timothy Early, City Buildings Engineer Michael Paradis, and Director of Purchasing Norman Beauparlant.

Meeting was called to order at 5:16 p.m. by Chairman Mendros.

On motion of Councilor Christ, seconded by Councilor Cayer it was

VOTED:

(111-2013) To approve the minutes of the previous meeting dated October 21, 2013 and to accept and place them on file as presented by the Clerk.

VOTE: 4-0

At this time, Chairman Mendros suggested that Item 3 regarding the bid for Custodial Services be moved to later in the meeting to allow time for Mr. Reed to be in attendance. All in favor.

At this time, the Purchasing Director presented an overview of the process used to evaluate the bid for Snow Plowing and Snow Removal Equipment Rentals. He explained that this process has been in place for a number of years where the price and available equipment is looked at and that assignments to various locations is a result of the evaluation.

Mr. Reed arrived at 5:25 p.m.

After discussion by the Committee with regard to the evaluation process, the following action was taken.

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

VOTED:

(112-2013) To award Bid 2013-056 on Snow Plowing and Snow Removal Equipment Rentals to area contractors as follows:

- | | |
|---------------------------------------|--|
| Beaulieu Industries (Lewiston) | Chestnut Street Parking Garage
Mill Street (Chestnut to Main)
Lincoln Street Parking Garage & Lot
Southern Gateway Parking Garage |
| Washburn Excavating (Minot) | Oak Street Parking Garage & Lot
Oak Street Bus Station
Post Office Lot
Central Fire Station (rear lot) |
| Morin Excavating (Auburn) | Canal Street Parking Garage
Ash Street Lot (corner of Ash & Canal) |

VOTE: 4-0-1

Mr. Reed abstained (had not been part of full discussion)

At this time, the Committee took up Item 7: Bid LA 2013-003 Gasoline and Diesel Fuels. The Purchasing Director explained that bids were solicited on October 24, 2013 jointly with the City of Auburn and the Auburn School Department. Bids were reviewed at 10:00 a.m. and an award was made by 2:00 p.m. to Petroleum Traders at a fixed price for gasoline (87 octane) of \$2.796/gallon and diesel fuel at \$3.1379/gallon. The Purchasing Director noted that Lewiston purchased 165,000 gallons of gasoline and 225,000 gallons of diesel fuel for the period 11/16/2013 – 11/15/2014.

On motion of Mr. Marcotte, seconded by Councilor Cayer it was

VOTED:

(113-2013) To ratify award of Bid LA 2013-003 for Gasoline and Diesel Fuels to Petroleum Traders Corp, Fort Wayne, IN, as follows:

- | | |
|----------------------|-----------------|
| Gasoline (87 Octane) | \$2.7960/gallon |
| Diesel | \$3.1379/gallon |

VOTE: 5-0

At this time, the Committee returned to Agenda Item #3 Bid 2013-055 Custodial Services, tabled at the meeting of October 21, 2013

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The Purchasing Director explained that the Public Works Department had revisited the proposal and checked with references for Richen Management.

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

VOTED:

(114-2013) To award Bid 2013-055 for Custodial Services at various City buildings to Richen Management, Dover-Foxcroft, ME, for a three (3) year period, with the first year to be eight (8) months and the second and third years twelve (12) months to bring the timing back in line with other locations.

VOTE: 5-0

At this time, the Committee considered the recommendation for a Waiver of Competition to allow for negotiations and contract for a new financial software system from Tyler Technologies. Following discussion by the Committee and taking into consideration that the request for a second Waiver of Competition was tied directly to the new software, the Committee accepted the two (2) Waiver requests as one and the following action was taken:

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

VOTED:

(115-2013) To authorize a Waiver of Competition to allow for the direct negotiation with Tyler Technologies by the Finance Department for the purchase of new financial software and further, to authorize a Waiver of Competition to allow for the direct purchase of hardware from Symquest, Auburn, Maine.

VOTE: 5-0

VOTED:

To adjourn at 5:50 p.m.

Norman Beauparlant, Purchasing Director
Finance Committee Clerk