

LEWISTON FINANCE COMMITTEE MEETING

Agenda

Finance Committee meeting, **Monday**, January 27, 2014 at **5:15** p.m. in the **Administrative Conference Room**, Lewiston City Hall.

1. Call meeting to order.
2. Review minutes of previous meeting dated January 13, 2014.
3. Recommendation from the Purchasing Director regarding award of Bid 2014-002 Main Street Pump Station Surge Relief Drain.
4. Recommendation from the Purchasing Director regarding award of contract to purchase a spare sidewalk snow blower attachment authorized by the City Council.
5. Review of the FY 2015 Lewiston Capital Improvement Plans (L.C.I.P.)
6. Other Business
7. Adjourn

**FINANCE COMMITTEE
LEWISTON, MAINE**

**Minutes of
January 13, 2014**

PRESENT: Michael Marcotte, Robert Reed, Nelson Peters, Councilor Doreen Christ and Councilor Leslie Dubois.

OTHERS PRESENT: Public Works Director David Jones and Director of Budget/ Purchasing Norman Beauparlant.

Meeting was called to order at 5:15 p.m. by the Clerk.

At this time, the Clerk introduced two (2) new committee members, Mr. Nelson Peters and Councilor Leslie Dubois (Ward I). City Clerk Kathy Montejo administered the oath of office for Mr. Peters.

The Clerk called for nominations for Finance Committee Chairperson for the ensuing year.

On nomination of Councilor Christ, seconded by Councilor Dubois it was

VOTED:

(001-2014) To nominate and elect Mr. Marcotte as Chairman of the Finance Committee for the ensuing year.

**VOTE: 4-1
Mr. Marcotte abstained**

On motion of Mr. Reed, seconded by Councilor Christ it was

VOTED:

(002-2014) To approve the minutes of the previous meeting dated December 30, 2013 and to accept and place them on file as presented by the Clerk.

VOTE: 5-0

At this time, the Clerk reviewed the Rules of the Finance Committee as adopted by the Committee on January 14, 2013 for the 2013 calendar year.

On motion of Mr. Reed, seconded by Councilor Christ, it was

VOTED:

(003-2014) To adopt the Finance Committee Rules as adopted in 2013 at the meeting of January 14, 2013 without change for the ensuing year.

RULES OF THE FINANCE COMMITTEE

Regular Meetings:

- A. Time: The Finance Committee shall hold regular meetings twice monthly on **Mondays at 5:15 p.m.**
- B. Place: All regular meetings of the Finance Committee shall be held in the Administrative Conference Room of City Hall.

Special Meetings:

All special meetings shall be called in accordance with Chapter 2, Section 2-183 {c} of the Revised Code of Ordinances.

Parliamentary Procedure:

“ROBERT’S RULES OF ORDER” shall be regarded by the Finance Committee as the proper authority for parliamentary procedure in conduct of its meetings for the ensuing year.

Majority Vote:

All motions must be passed by a majority of the members (three) in order to constitute action on any matter.

Authorization for Contract Awards, Amendments and Change Orders:

The Committee authorizes the Purchasing Director, after consulting the Finance Director, to approve contracts, contract amendments or change orders for the purchase of goods and services under the following conditions:

A. **Contracts**

1. The Purchasing Agent is authorized to award the annual fuel bids as the sole exception to the award process.
2. The bid, once awarded, will be forwarded to the Committee for its ratification at the next regular meeting with appropriate documentation and reasoning for the award.
3. All other bids shall be brought to the Finance Committee for award.
4. When the amount of the contract recommended exceeds \$100,000, no less than two (2) competitive bids must be submitted for review by the Finance Committee, unless a Waiver of Competition has been authorized by the Committee or an emergency has been declared as provided for in the Purchasing Policy.

FINANCE COMMITTEE MINUTES

January 14, 2013

B. Amendments or Change Orders

1. When the amendment or change order is necessary to insure that the contract for goods or services is not delayed and that adequate funding is in place and no extenuating circumstances exist.
2. The amount of the amendment or change order is no more than ten (10%) percent of the contract price, with an upset limit of \$10,000 for any single amendment/change order.
3. All amendments/change orders approved shall be forwarded to the Committee, for their ratification, at the next regular meeting.
4. Should the amendment or change order amount exceed Section 2 level of authorization, a special meeting of the Finance Committee shall be called by the Chairman or ranking member of the Committee if the Chairman is not available.

Suspension of Rules:

Any of the foregoing rules may be suspended, amended or repealed providing a majority of three (3) of the members vote therefore.

VOTE: 5-0

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

VOTED:

(004-2014) To award Bid 2014-004 for three (3) Shoring Boxes to American Shoring, Newburgh, NY, at their total bid price of \$43,521.

VOTE: 5-0

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

VOTED:

(005-2014) To award Bid 2014-005 for two (2) Roll Off Containers to A & B Welding, Union, Maine, at their total bid price of \$12,750.

VOTE: 5-0

VOTED:

To adjourn at 5:35 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 2014-002 Main Street Pump Station Surge Relief Drain
date: January 27, 2014

Bids were solicited from contractors to furnish and install a new pressure relief valve and associated piping inside the Main Street Pump Station and to install a storm drain system to the river.

Nine (9) bids were received and the bids have been evaluated by the Public Works Department.

It is recommended that the bid be awarded to Longchamps & Sons, Lisbon, Maine, low bidder at their bid price of \$72,309.28.

Note: The funding as noted in the recommendation from the Public Works Department is from the FY 2013 Water Bond Issue. The original authorization for Main Street Dechlorination was \$200,000 with a current remaining balance of \$178,996.61.

NJB/syt

Main Street Pump Station Surge Relief Drain

Bid #: 2014-002													
				Longchamps & Sons		St. Laurent & Son		K & K Excavation		Pratt & Sons		L P Poirier & Son	
				Lisbon ME		Lewiston ME		Turner Me		Mechanic Falls ME		Lewiston ME	
#	Qty	Unit	Description	Unit \$	Total \$	Unit \$	Total \$	Unit \$	Total \$	Unit \$	Total \$	Unit \$	Total \$
1	390	LF	Install 18" Storm Drain	51.85	\$ 20,221.50	66.00	25,740.00	65.00	25,350.00	80.00	31,200.00	52.00	20,280.00
2	1	LS	Remove Exist. PRV, F&I new PRV & assoc. valve & discharge piping	13,929.00	13,929.00	20,000.00	20,000.00	23,850.00	23,850.00	27,250.00	27,250.00	16,200.00	16,200.00
3	1	EA	F&I 4'X6' drain structure w/grating	5,997.00	5,997.00	4,650.00	4,650.00	5,500.00	5,500.00	4,900.00	4,900.00	3,500.00	3,500.00
4	3	EA	F&I 4' dia. Drain manhole	2,795.00	8,385.00	2,550.00	7,650.00	3,500.00	10,500.00	3,384.00	10,152.00	3,200.00	9,600.00
5	20	CY	Heavy RipRap	50.00	1,000.00	100.00	2,000.00	100.00	2,000.00	113.00	2,260.00	45.00	900.00
6	800	SY	Loam & Seed	4.00	3,200.00	7.50	6,000.00	5.00	4,000.00	5.50	4,400.00	21.00	16,800.00
7	15	TON	F&I 9.5mm HMA, hand placed	200.00	3,000.00	200.00	3,000.00	200.00	3,000.00	210.00	3,150.00	155.00	2,325.00
8	30	CY	Rock, boulder & foundation Excav.	150.00	4,500.00	76.00	2,280.00	95.00	2,850.00	200.00	6,000.00	200.00	6,000.00
9	50	CY	Select backfill	25.00	1,250.00	25.00	1,250.00	20.00	1,000.00	20.00	1,000.00	25.00	1,250.00
10	20	CY	Aggregate Base	20.00	400.00	63.00	1,260.00	85.00	1,700.00	68.00	1,360.00	19.50	390.00
11	1	LS	Miscellaneous work	10,426.78	10,426.78	8,500.00	8,500.00	12,000.00	12,000.00	3,200.00	3,200.00	20,000.00	20,000.00
TOTAL				\$ 72,309.28		\$ 82,330.00		\$ 91,750.00		\$ 94,872.00		\$ 97,245.00	
Bid #: 2014-002													
				C H Stevenson		T-Buck Construction		Gendron & Gendron		Farley & Son			
				Wayne ME		Auburn ME		Lewiston ME		Rockport ME			
#	Qty	Unit	Description	Unit \$	Total \$	Unit \$	Total \$	Unit \$	Total \$	Unit \$	Total \$	Unit \$	Total \$
1	390	LF	Install 18" Storm Drain	79.50	31,005.00	80.00	31,200.00	88.00	34,320.00	107.70	42,003.00		
2	1	LS	Remove Exist. PRV, F&I new PRV & assoc. valve & discharge piping	20,245.00	20,245.00	25,000.00	25,000.00	16,500.00	16,500.00	20,441.09	20,441.09		
3	1	EA	F&I 4'X6' drain structure w/grating	4,097.00	4,097.00	3,500.00	3,500.00	9,500.00	9,500.00	4,473.00	4,473.00		
4	3	EA	F&I 4' dia. Drain manhole	3,400.00	10,200.00	3,000.00	9,000.00	2,600.00	7,800.00	3,237.51	9,712.53		
5	20	CY	Heavy RipRap	50.00	1,000.00	40.00	800.00	110.00	2,200.00	49.88	997.60		
6	800	SY	Loam & Seed	12.00	9,600.00	10.00	8,000.00	9.00	7,200.00	15.84	12,672.00		
7	15	TON	F&I 9.5mm HMA, hand placed	225.00	3,375.00	200.00	3,000.00	160.00	2,400.00	172.52	2,587.80		
8	30	CY	Rock, boulder & foundation Excav.	190.00	5,700.00	150.00	4,500.00	95.00	2,850.00	264.20	7,926.00		
9	50	CY	Select backfill	19.00	950.00	20.00	1,000.00	30.00	1,500.00	23.76	1,188.00		
10	20	CY	Aggregate Base	22.00	440.00	25.00	500.00	36.00	720.00	32.02	640.40		
11	1	LS	Miscellaneous work	12,695.00	12,695.00	19,123.00	19,123.00	23,500.00	23,500.00	29,443.30	29,443.30		
TOTAL				\$ 99,307.00		\$ 105,623.00		\$ 108,490.00		\$ 132,084.72			



Department of Public Works

David A. Jones, P.E.
Director



TO: Norman Beuparlant
FROM: Jeff Beaulé, Project Engineer
DATE: 1/23/14

SUBJECT: Main St Pump Station Surge Relief Drain Award Recommendation

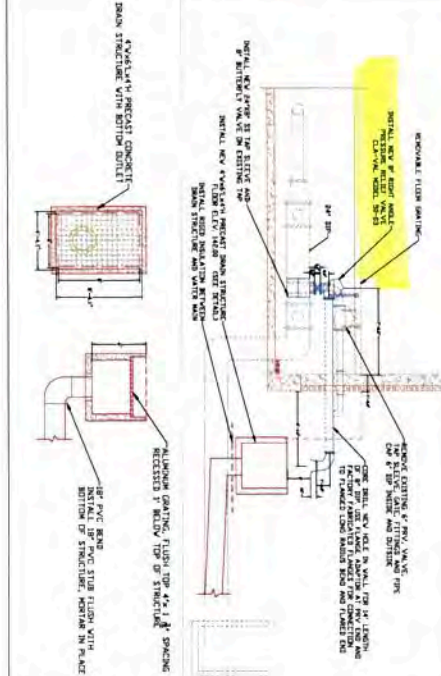
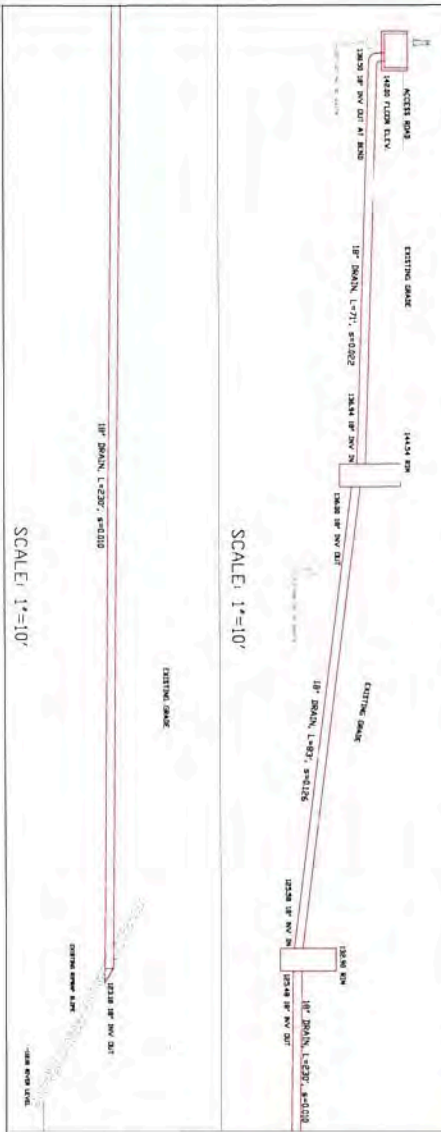
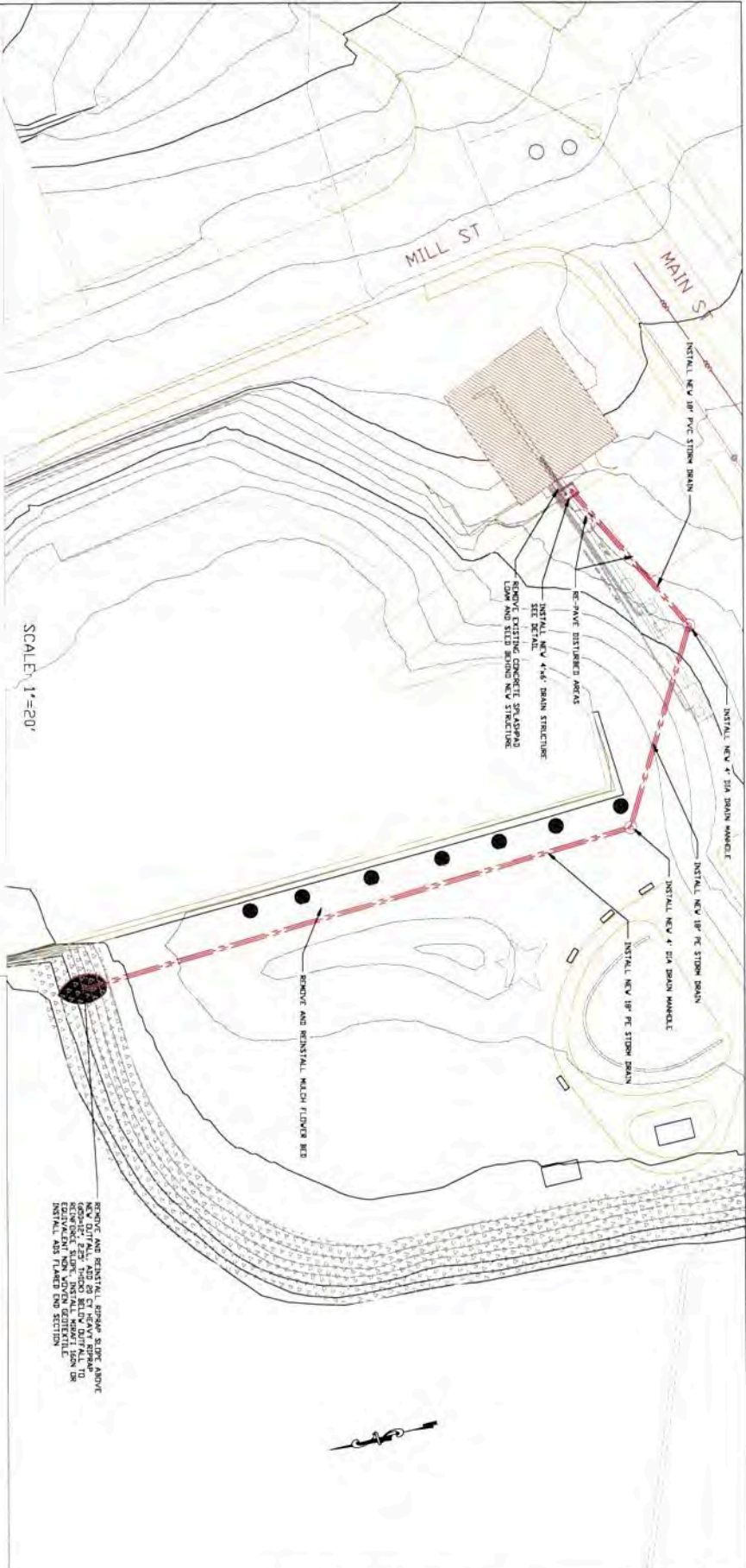
The Engineering Division recommends award of the above project, Bid No. 2014-002, to the apparent low bidder Longchamps and Sons, Inc. in the amount of \$72,309.28.

Longchamps and Sons has successfully completed many water and storm drain projects for the City of Lewiston and the bid price is well below the project budget. Funding for this project is included in the FY13 Water bond issue "Dechlorination Facility at Main St"

AN EQUAL OPPORTUNITY EMPLOYER

The City of Lewiston is an EOE. For more information, please visit our website @ www.lewistonmaine.gov and click on the Non-Discrimination Policy.

Department of Public Works • 103 Adams Ave • Lewiston, ME • 04240 • Voice Tel. 207-513-3003 • Fax 207-784-5647 • TTY/TDD 207-513-3007 – www.lewistonmaine.gov



Lewiston
 City of Lewiston
 DEPARTMENT OF PUBLIC WORKS
 DIVISION OF ENGINEERING

MAIN ST PUMP STATION SURGE RELIEF DRAIN

Field Book/Data	Collector Files	Rev.	Desc.	Drawn	Date
				JW	DT



Finance Committee

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



Item # 4

to: Finance Committee
from: Norman Beuparlant, Purchasing Director
subject: Purchase of spare sidewalk snow blower attachment
date: January 27, 2014

The City Council at its meeting of January 14th authorized the Public Works Department to make use of funds available from saving in the Equipment Replacement Fund Balance account.

The attached schedule reflects the original authorization, equipment purchased and available funds.

The department has four (4) side wall units that operate with snow blower attachments. The attachment to be purchased will work on any one of the four units.

It is recommended that the purchase be authorized from H. P. Fairfield on the Trackless 51 blower at the noted price of \$15,399.

NJB/syt



**City of Lewiston Maine
City Council Resolve
January 21, 2014**



Resolve, Authorizing the purchase of a spare sidewalk snow blower attachment.

WHEREAS, Snow removal on sidewalks is a significant concern; and

WHEREAS, The City's sidewalk blowers are run hard to clear approximately 50 miles of sidewalks, which often results in the gear boxes of the blower attachment breaking down, putting the unit out of service; and

WHEREAS, A spare sidewalk blower attachment, which can be used on all 3 available sidewalk machines, would allow a quick switch out for the blower attachment and resumed clearing sidewalks; and

WHEREAS, A spare sidewalk blower attachment would also allow the mechanics more time to address needed repairs to the blower attachments; and

WHEREAS, A spare sidewalk blower attachment would cost approximately \$16,000 and bids for all the other equipment planned for purchase this fiscal year have come in approximately \$87,000 less than the budgeted amount;

NOW, therefore, be it resolved by the City Council of the City of Lewiston that

the City Administrator is authorized to purchase a spare sidewalk snow blower attachment using funds available as a result of savings in the equipment replacement budget.

Lewiston



2007

Department of Public Works
Deputy Director for Highway and Open Spaces
Megan Bates

DATE: January 14, 2014
TO: Ed Barrett, City Administrator
FROM: Megan Bates, Deputy Director of Highway and Open Spaces
SUBJECT: Justification for Sidewalk Blower Attachment

The Municipal Garage has four sidewalk units each with its own blower attachment for the removal of snow during Winter events.

- 1995 Trackless – This machine not in good condition and during operations it's more often in the garage than on sidewalks. We would rate the condition as a 5 on a scale of 1 to 10.
- 2000 Holder – This machine is unuseable and is used for spare parts
- 2008 Trackless - This is a good, reliable machine we would rate an 8 on a scale of 1-10
- 2013 McClain new purchased this year and doing an excellent job

The 2008 Trackless and the 2013 McClain do 95% of the work in clearing the sidewalks.

In colder temperatures the garage mechanics observed the gear boxes on the blower attachments for these units are susceptible to breaking. This is the primary reason these units go down and are not available to address snow removal needs. At this time the garage is waiting for parts and only two units are in operation. There have been occasions when only one unit has been in operation because of this issue. These attachments are interchangeable such that if we had a spare blower attachment, we could use it on any one of the three machines and could get the machine back on the sidewalks working quickly.

With just over 50 miles of sidewalk to maintain the Department receives numerous calls during and just after winter events for sidewalk maintenance. A snow blower attachment cost approximately \$16,000. Having a spare blower attachment would give the garage the opportunity to keep an additional sidewalk machine where it belongs when needed.

The Municipal Garage requests a portion of the fund balances in the 43810-4051000 Vehicle Replacement account be used to purchase an extra blower attachment.

FY2014 Approved Public Works Equipment Purchases

Vehicle Equipment	Counsel approved amount	Awarded bid amount	Cost of Additional Accessories	Total	Difference from approved amount.
2- 1/2 ton Pickup trucks	\$ 48,500	\$ 41,764	\$ 1,200	\$ 42,964	\$ 5,536
3/4 ton Pickup truck	\$ 28,250	\$ 30,040	\$ 1,000	\$ 31,040	\$ (2,790)
4-yd loader W/ plow gear	\$ 283,000	\$ 218,400	\$ 2,000	\$ 220,400	\$ 62,600
Trailer Dump	\$ 60,000	\$ 51,700		\$ 51,700	\$ 8,300
Rubber tire excavator	\$ 25,000	\$ 14,000		\$ 14,000	\$ 11,000
9 cu. Ft. cement mixer	\$ 3,500	\$ 2,700		\$ 2,700	\$ 800
1-ton dump truck	\$ 33,000	\$ 35,327	\$ 500	\$ 35,827	\$ (2,827)
Mid-size SUV	\$ 27,000	\$ 24,553	\$ 1,600	\$ 26,153	\$ 847
Side walk tractor W/ snow blower & plow	\$ 130,000	\$ 126,234		\$ 126,234	\$ 3,766
TOTAL	\$ 638,250	\$ 544,718	\$ 6,300	\$ 551,018	\$ 87,232