

LEWISTON FINANCE COMMITTEE MEETING

Agenda

Finance Committee meeting, **Monday**, October 20, 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 October 6, 2014.
3. Request from the Purchasing Director to ratify award of Bid 2014-057 Demolition of 111 Pine Street.
4. Request from the Purchasing Director to ratify award of Bid 2014-058 Demolition of 28 Wakefiled Street.
5. Purchasing Policy review by Committee continued.
Section 3.5 Architect, Engineer and Consultant Services Policy and Procedures - to include:
 - 3.5.1 Fees;
 - 3.5.2 Selection;
 - 3.5.3 Insurance and Bonds;
 - 3.5.4 Negotiation of Fees;
 - 3.5.5 Small Projects;
 - 3.5.6 Award; and
 - 3.5.7 Amendments to Contracts
6. Other Business
- 7 . Adjourn

**FINANCE COMMITTEE
LEWISTON, MAINE**

**Minutes of
October 6, 2014**

PRESENT: Michael Marcotte, Robert Reed, Councilor Michael Lachance, Councilor Leslie Dubois and Nelson Peters (arrived at 5:18 p.m.)

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 Chairman Marcotte.

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

VOTED:

(122-2014) To approve the minutes of September 8, 2014 as amended and to accept and place them on file.

VOTE: 5-0

On motion of Mr. Reed, seconded by Mr. Peters it was

VOTED:

(123-2014) To approve the minutes of September 22, 2014 and to accept and place them on file as submitted by the Clerk.

VOTE: 5-0

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

VOTED:

(124-2014) To award Bid 2014-056 on the Demolition and Removal of structure(s) at 115 Shawmut Street to Mid Maine Construction, Gardiner, Maine, low bidder at their bid price of \$13,800.

VOTE: 5-0

At this time, the Purchasing Director explained that Change Order #1 to the contract with St. Laurent & Son was approved after consultation with the Project Engineer and the City Administrator. The work called for was necessary and not part of the original bid requirements.

FINANCE COMMITTEE MINUTES

October 6, 2014

On request of the Purchasing Director and on motion of Mr. Peters, seconded by Mr. Reed it was

VOTED:

(125-2014) To ratify Change Order #1 to the contract with St. Laurent & Son on the Park Street Water Main Replacement Project to allow for clean/jet/pig of the 4” main to allow for the insertion of the new 2” main at a cost of \$2,750.

VOTE: 5-0

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

VOTED:

(126-2014) To authorize Change Order #1 to the contract with Morin Excavation, Auburn, Maine, to allow for the restoration of approximately 1,200 linear feet of street on Bradford and Tucker Streets starting on Sabattus Street at a cost of \$59,542.

VOTE: 3-0

At this time, the Committee continued its review of the Purchasing Policy Section 3.4, including subsections 3.4.1 – 3.4.4 and Section 3.7 Requisitions. Following discussion, the only change to the policy was in Section 3.7 Requisition changing the requirement from \$50 to \$1,000 to be consistent with the Purchasing Card Program criteria. No formal action taken. Chairman Marcotte indicated he would like to take up Section 3.5 (Subsections 3.5.1 – 3.5.7 Amendments to Contracts).

At this time, the Purchasing Director advised the Committee of two (2) demolition bids that were due to be opened prior to the Committee’s next meeting (111 Pine Street due 10/7/14 and 28 Wakefield Street due 10/14/14) and asked permission to award the bid to move the projects forward.

On motion of Mr. Marcotte, seconded by Mr. Reed it was

VOTED:

(127-2014) To suspend the Rules of the Committee to allow the Purchasing Director to award the bids provided there were no exceptions and the awards were being made to the low responsible bidder and to bring the actions to the Committee for ratification at the meeting of October 20, 2014.

VOTE: 5-0

VOTED:

To adjourn at 6:48 p.m.

Norman J. Beauparlant
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 2014-057 Demolition of 111 Pine Street
date: October 20, 2014

Bids were opened on October 7, 2014 for the Demolition and Removal of 111 Pine Street. Five (5) bids were received and as authorized by the Finance Committee, the bid was awarded to Mid Maine Construction, Gardiner, Maine, low bidder at their bid price of \$4,700.

The contractor has signed his contract and provided proper the insurance certificate. Work will physically start within two weeks.

It is requested that the award be ratified at this time.

SUMMARY TABULATION

Mid Maine Construction	\$4,700
Gardiner ME	
Roland's Demolition	\$6,666
Auburn ME	
Chabot's Construction	\$9,375
Greene ME	
St. Laurent & Son	\$10,992
Lewiston ME	
Almighty Waste	\$19,200
Auburn ME	

NJB/syt



Finance Committee

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



Item # 4

to: Finance Committee
from: Norman Beuparlant, Purchasing Director
subject: Bid 2014-058 Demolition: 28 Wakefield Street
date: October 20, 2014

Bids were opened on October 14, 2014 for the Demolition and Removal of 28 Wakefield Street. Three (3) bids were received and as authorized by the Finance Committee, the bid was awarded to Roland's Demolition, Auburn, Maine, low bidder at their bid price of \$7,071.77.

The contractor has signed the contract and provided the proper insurance certificate. Work is likely to begin within ten days.

It is requested that the award be ratified at this time.

TABULATION SUMMARY

Roland's Demolition	\$7,071.77
Auburn ME	
Chabot's Construction	\$7,400.00
Greene ME	
St. Laurent & Son	\$9,297.75
Lewiston ME	

NJB/syt