

LEWISTON FINANCE COMMITTEE MEETING

Agenda

Finance Committee meeting, **Monday**, November 3, 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 20, 2014.
3. Request from the Purchasing Director to ratify Change Order #1 to the contract with Nitram Excavation in the amount of \$2,000.
4. Recommendation from the Purchasing Director regarding award of Bid 2014-060 on Snow Plowing and Snow Removal Equipment Rentals at various parking facilities.
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 20, 2014**

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

OTHERS PRESENT: 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 Lachance it was

VOTED:

(128-2014) To approve the minutes of October 6, 2014 as amended and to accept and place them on file.

VOTE: 5-0

At this time, the Purchasing Director requested that the award of Bid 2014-057 Demolition of 111 Pine Street to Mid Maine Construction, Gardiner, Maine, be ratified in the amount of \$4,700.

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

VOTED:

(129-2014) To ratify the award of Bid 2014-057 on the Demolition and Removal of Structure(s) at 111 Pine Street to Mid Maine Construction, Gardiner, Maine, low bidder at their bid price of \$4,700.

VOTE: 5-0

At this time, the Purchasing Director requested that the award of Bid 2014-058 on the Demolition and Removal of Structure(s) at 28 Wakefield Street to Roland's Demolition, Auburn, Maine, be ratified in the amount of \$7,071.77.

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

VOTED:

(130-2014) To ratify the award of Bid 2014-058 on the Demolition and Removal of Structure(s) at 28 Wakefield Street to Roland's Demolition, Auburn, Maine, low bidder at their bid price of \$7,071.77.

VOTE: 5-0

FINANCE COMMITTEE MINUTES

October 20, 2014

At this time, the Committee continued its review of the City Purchasing Policy. Chairman Marcotte indicated that as he had suggested at the start of the meeting, he would be leaving as close to 5:30 p.m. as possible to attend the Special Planning Board meeting and asked that any detail discussion of the agenda item for review be taken up at the next meeting.

Mr. Reed presented some draft language for the Committee to think about for discussion at the next meeting relating to the selection process of outside auditors.

VOTED:

To adjourn at 5:35 p.m.

Norman J. 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: Change Order #1 to contract with Nitram Excavation on the Jepson Brook CSO Project Phase VI
date: November 3, 2014

The Finance Committee awarded the Jepson Brook Sewer Separation Phase VI to Nitram Excavation, Benton, Maine, at its meeting of May 12, 2014 in the amount of \$639,869.

The Project Engineer advised me of the need for the catch basin issue on October 21, 2014. After a review of the change needed and in compliance with the Finance Committee Rules, authorization was given to approve the Change Order to allow for replacement of the catch basin.

It is requested that the Change Order be ratified at this time in the amount of \$2,000.

NJB/syt

CHANGE ORDER NO. 1

BID No.: 2014-023

BID DATE: May 8, 2014

PROJECT Jepson Brook CSO Phase VI

OWNER: City of Lewiston

CONTRACTOR: Nitram Excavation

You are directed to make the following changes in the Contract Documents.

Description:

Install one (1) Type F Catchbasin at the intersection of East Avenue and Mountview Terrace at a cost of \$2,000.00 to replace an existing catch basin in poor condition.

Reason for Change Order: The existing catchbasin at this location appeared to be a precast concrete structure during the survey and design of the project and was scheduled to be maintained to save cost. While excavating adjacent to the basin it was determined that the existing basin was sitting on ledge and the basin did not have a solid bottom and would therefore need to be replaced. A Type F Basin was used to replace the existing basin because it is less expensive than a standard catchbasin and will not require ledge removal to install.

<p>CHANGE IN CONTRACT PRICE:</p> <p>Original contract Price \$ <u>639,869.00</u></p> <hr/> <p>Net changes from previous Change Orders No. <u>0</u> to No. <u>0</u> \$ <u>0.00</u></p> <hr/> <p>Contract Price prior to this Change Order \$ <u>639,869.00</u></p> <hr/> <p>Net Increase (decrease) of this change order \$ <u>2,000.00</u></p> <hr/> <p>Contract Price with all approved Change Orders \$ <u>641,869.00</u></p>	<p>CHANGE IN CONTRACT TIMES:</p> <p>Original Contract Times Substantial Completion: <u>October 24, 2014</u> Ready for final payment: <u>October 24, 2014</u> days or dates</p> <hr/> <p>Net change from previous Change Orders No. <u>0</u> to No. <u>0</u> <u>0</u> days</p> <hr/> <p>Contract Times prior to this Change Order Substantial Completion: <u>October 24, 2014</u> Ready for final payment: <u>October 24, 2014</u> days or dates</p> <hr/> <p>Net Increase of this change order <u>0</u></p> <hr/> <p>Contract Times with all approved Change Orders Substantial Completion: <u>October 24, 2014</u> Ready for final payment: <u>October 24, 2014</u> days or dates</p>
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RECOMMENDED:
By: David A. Jones
David A. Jones (Public Works Director)
Date: 10/21/2014

APPROVED:
By: Edward A. Barrett
Edward A. Barrett (City Administrator)
Date: 10-22-14

ACCEPTED:
By: Scott Martin
Contractor (Authorized Signature)
Date: 10-20-14



Finance Committee

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



Item # 4

to: Finance Committee
from: Norman Beuparlant, Purchasing Director
subject: Bid 2014-060 Snow Plowing &/or Snow Removal Equipment Rentals
date: November 3, 2014

Each year the City solicits bids from contractors to provide snow plowing and snow removal services at various City owned and operated parking facilities.

In the past, the specifications have simply asked for equipment rentals overall and assignments have been made based on evaluation of price and availability.

This year, the bid specifications have been developed on a location by location basis and have included snow blowing and manual snow removal.

The reason for the expanded scope is the reduction of City staff assigned to manage the parking facilities.

It is anticipated that the evaluation will be completed and that a recommendation of award will be made at the Committee meeting.

NJB/syt

TABULATION

2014-060 SNOW PLOWING &/OR REMOVAL EQUIPMENT RENTALS
OCTOBER 28, 2014 @ 2:00 P.M.

**Item 1: Oak Street Open Parking Lots, Bus Station Sidewalk & Street Side Parking Stalls:
A. Proposed Snow Plowing & Removal Equipment**

CONTRACTOR	YEAR/MAKE/SIZE	HRLY RATE
Morin Excavating	2003 Volvo L-90 4 cy bucket/12' pusher	\$87.00
	2006 Volvo MC90 Skidsteer w/8' plow & bucket	65.00
	2005 Ford F350 1 ton w/9.5' vplow	50.00
Longchamps & Sons	2005 L60 Volvo loader w/12' plow	\$82.00
	2002 L70 Volvo loader w/12' plow	82.00
	1998 L50 Volvo loader w/12' plow	82.00
L P Poirier & Son	(10) 2000-2010 3/4 ton & 1 ton pick ups	\$54.50
	(2) L-90 Volvo loaders	89.00
	(1) L-150 Volvo loader	92.00

B Manual Snow Removal:

Morin Excavating	snowblower	\$30.00
Longchamps & Sons		45.00
L P Poirier & Son	labor rate	85.00

C. Proposed Sand Spreader:

Morin Excavating	2014 Fisher 4 cy sander	\$75.00
Longchamps & Sons	Downeaster 3 cy	90.00
L P Poirier & Son	7 cy sander	125.00
	5 cy sander	110.00
	3 cy sander	100.00

D. Proposed Truck for Snow Removal

Morin Excavating	Double Axle (12-14 CY) - 2	\$52.00
	Tri-Axle (18-20 CY) - 1	60.00
	Tractor w/dump trailer (CY) -	N/A
Longchamps & Sons	Double Axle (12-14 CY) - 1	\$63.00
	Tri-Axle (18-20 CY) - 4	65.00
	Tractor w/dump trailer (55 CY) - 2	70.00
L P Poirier & Son	Double Axle (12-14 CY) - 2	\$59.50
	Tri-Axle (18-20 CY) - 4	68.00
	Tractor w/dump trailer (40 CY) - 1	78.00

Item 2: Chestnut Street Parking Garage**A. Snow Plowing & Removal Equipment w/rubber cutting edges**

CONTRACTOR	YEAR/MAKE/SIZE	HRLY RATE
Morin Excavating	2006 Volvo MC 90 Skidsteer w/8' plow & bucket	\$65.00
L P Poirier & Son	2005 Thomas Skidsteer	98.00
Beaulieu Industries	2004 Chevy 3/4 ton w/8' plow	60.00

B. Snow Plowing & Removal Equipment

Morin Excavating	2003 Volvo L-90 4 cy loader	\$87.00
	2006 MC90 Volvo skidsteer w/8' plow & bucket	65.00
	2005 Ford F350 w/9.5' v-plow	50.00
L P Poirier & Son	(10) 2000-2010 3/4 ton & 1 ton pick ups	\$54.50
	(2) L-90 Volvo loaders	89.00
	(1) L-150 Volvo loader	92.00
Beaulieu Industries	2013 Deere Skidsteer w/8' plow - steel edge	\$68.00
	2005 Case 621D 3 yd	85.00
	2013 Deere Skidsteer plow or bucket - rubber edge	70.00

C. Manual Snow Removal:

Morin Excavating	snowblower	\$30.00
L P Poirier & Son	labor rate	85.00
Beaulieu Industries	snowplowing, shoveling, ice control	30.00

D. Proposed Sand Spreader:

Morin Excavating	2014 Fisher 4 cy sander	\$75.00
L P Poirier & Son	7 cy sander	\$125.00
	5 cy sander	110.00
	3 cy sander	100.00
Beaulieu Industries	1995 Ford 6 yd	\$95.00
	Downeast 3 yd	70.00

E. Proposed Truck for Snow Removal

Morin Excavating	Double Axle (12-14 CY) - 2	\$52.00
	Tri-Axle (18-20 CY) - 1	60.00
L P Poirier & Son	Double Axle (12-14 CY) - 2	\$59.50
	Tri-Axle (18-20 CY) - 4	68.00
	Tractor w/dump trailer (40 CY) - 1	78.00
Beaulieu Industries	Double Axle (12-14 CY) - 2	\$54.00
	Tractor w/dump trailer (50 CY) - 1	70.00

Item 3: Canal Street Parking Garage & Snow Removal only for Ash & Canal Street Prkg. Lot

A. Snow Plowing & Removal Equipment

CONTRACTOR	YEAR/MAKE/SIZE	HRLY RATE
Morin Excavating	2003 Volvo L-90 4 cy loader	\$87.00
	2006 MC90 Volvo skidsteer w/8' plow & bucket	65.00
	2011 Ford F350 w/9.5' v-plow	50.00
L P Poirier & Son	(10) 2000-2010 3/4 ton & 1 ton pick ups	\$54.50
	(2) L-90 Volvo loaders	89.00
	(1) L-150 Volvo loader	92.00
J. Pratt Construction	2011 Dodge 3500 w/9' v-plow	\$60.00
	2012 Cat 420 EIT w/bucket	65.00

B. Manual Snow Removal:

Morin Excavating	snowblower	\$30.00
L P Poirier & Son	labor rate	85.00
J. Pratt Construction	per man w/snowblower	40.00

C. Proposed Sand Spreader:

Morin Excavating	2014 Fisher 4 cy sander	\$75.00
L P Poirier & Son	7 cy sander	\$125.00
	5 cy sander	110.00
	3 cy sander	100.00
J. Pratt Construction	2011 Dodge 3500 w/2 cy poly sander	\$60.00

D. Proposed Truck for Snow Removal

Morin Excavating	Double Axle (12-14 CY) - 2	\$52.00
	Tri-Axle (18-20 CY) - 1	60.00
	Tractor w/dump trailer (CY) -	N/A
L P Poirier & Son	Double Axle (12-14 CY) - 2	\$59.50
	Tri-Axle (18-20 CY) - 4	68.00
	Tractor w/dump trailer (40 CY) - 1	78.00
J. Pratt Construction	Double Axle (12-14 CY) - 2	\$60.00
	Tri-Axle (18-20 CY) - 1	70.00
	Tractor w/dump trailer (CY) -	N/A

Item 4: Southern Gateway Parking Garage & Open Parking Lot

A. Snow Plowing & Removal Equipment

CONTRACTOR	YEAR/MAKE/SIZE	HRLY RATE
Morin Excavating	2003 Volvo L-90 4 cy loader	\$87.00
	2006 MC90 Volvo skidsteer w/8' plow & bucket	65.00
	2011 Ford F350 w/9.5' v-plow	50.00
L P Poirier & Son	(10) 2000-2010 3/4 ton & 1 ton pick ups	\$54.50
	(2) L-90 Volvo loaders	89.00
	(1) L-150 Volvo loader	92.00

B. Manual Snow Removal:

Morin Excavating	snowblower	\$30.00
L P Poirier & Son	labor rate	85.00

C. Proposed Sand Spreader:

Morin Excavating	2014 Fisher 4 cy sander	\$75.00
L P Poirier & Son	7 cy sander	\$125.00
	5 cy sander	110.00
	3 cy sander	100.00

D. Proposed Truck for Snow Removal

Morin Excavating	Double Axle (12-14 CY) - 2	\$52.00
	Tri-Axle (18-20 CY) - 1	60.00
	Tractor w/dump trailer (CY) -	N/A
L P Poirier & Son	Double Axle (12-14 CY) - 2	\$59.50
	Tri-Axle (18-20 CY) - 4	68.00
	Tractor w/dump trailer (40 CY) - 1	78.00

Item 5: Lincoln Street Parking Garage, Parking Lot & Mill Street

A. Snow Plowing & Removal Equipment

CONTRACTOR	YEAR/MAKE/SIZE	HRLY RATE
Morin Excavating	2003 Volvo L-90 4 cy loader	\$87.00
	2006 MC90 Volvo skidsteer w/8' plow & bucket	65.00
	2005 Ford F350 w/9.5' v-plow	50.00
L P Poirier & Son	(10) 2000-2010 3/4 ton & 1 ton pick ups	\$54.50
	(2) L-90 Volvo loaders	89.00
	(1) L-150 Volvo loader	92.00
J. Pratt Construction	2011 Dodge 3500 w/9' v-plow	\$60.00
	2012 Cat 420 EIT w/bucket	65.00
	2003 Cat 226 Skidsteer w/6' snowblower & bucket	60.00
Longchamps & Sons	2005 L60 Volvo loader w/12' plow	\$82.00
	2002 L70 Volvo loader w/12' plow	82.00
	1998 L50 Volvo loader w/12' plow	82.00
Beaulieu Industries	2005 Case 621D w/12' plow 2005 Case 621D w/3 yd bucket	\$85.00
	2013 Deere Skidsteer w/8' plow 2013 Deere Skidsteer w/1 yd bucket	68.00
	2001 Chevy 3/4 ton w/8' plow	50.00

B. Manual Snow Removal:

Morin Excavating	snowblower	\$30.00
L P Poirier & Son	labor rate	85.00
J. Pratt Construction	per man w/snowblower	40.00
Longchamps & Sons		45.00
Beaulieu Industries	Snowblowing, shoveling, ice control	30.00

C. Proposed Sand Spreader:

Morin Excavating	2014 Fisher 4 cy sander	\$75.00
L P Poirier & Son	7 cy sander	\$125.00
	5 cy sander	110.00
	3 cy sander	100.00
J. Pratt Construction	2011 Dodge 3500 w/2 cy poly sander	\$60.00
Longchamps & Sons	Downeaster 3 cy	90.00
Beaulieu Industries	1995 Ford 6 yd	\$95.00
	Downeast 3 yd	70.00

D. Proposed Truck for Snow Removal

CONTRACTOR	YEAR/MAKE/SIZE	HRLY RATE
Morin Excavating	Double Axle (12-14 CY) - 2	\$52.00
	Tri-Axle (18-20 CY) - 1	60.00
	Tractor w/dump trailer (CY) -	N/A
L P Poirier & Son	Double Axle (12-14 CY) - 2	\$59.50
	Tri-Axle (18-20 CY) - 4	68.00
	Tractor w/dump trailer (40 CY) - 1	78.00
J. Pratt Construction	Double Axle (12-14 CY) - 2	\$60.00
	Tri-Axle (18-20 CY) - 1	70.00
	Tractor w/dump trailer (CY) -	N/A
Longchamps & Sons	Double Axle (12-14 CY) - 1	\$63.00
	Tri-Axle (18-20 CY) - 4	65.00
	Tractor w/dump trailer (55 CY) - 2	70.00
Beaulieu Industries	Double Axle (12-14 CY) - 2	\$54.00
	Tri-Axle (18-20 CY) -	N/A
	Tractor w/dump trailer (50 CY) - 1	70.00

Item 6: Central Fire Station Parking Lot**A. Snow Plowing & Removal Equipment**

CONTRACTOR	YEAR/MAKE/SIZE	HRLY RATE
Morin Excavating	2003 Volvo L-90 4 cy loader	\$87.00
	2006 MC90 Volvo skidsteer w/8' plow & bucket	65.00
	2005 Ford F350 w/9.5' v-plow	50.00
L P Poirier & Son	(10) 2000-2010 3/4 ton & 1 ton pick ups	\$54.50
	(2) L-90 Volvo loaders	89.00
	(1) L-150 Volvo loader	92.00
D R Caron Excavation	1999 Cat 416 w/10' plow	\$89.00
	2002 Chevy 2500 w/8.5' plow	54.00
	2003 Volvo L90 3/5 yd	89.00
Longchamps & Sons	2005 L60 Volvo loader w/12' plow	\$82.00
	2002 L70 Volvo loader w/12' plow	82.00
	1998 L50 Volvo loader w/12' plow	82.00
Beaulieu Industries	2005 Case 621D w/12' plow 2005 Case 621D w/3 yd bucket	\$85.00
	2004 Chevy 3/4 ton w/8' plow	60.00

B. Proposed Sand Spreader:

Morin Excavating	2014 Fisher 4 cy sander	\$75.00
L P Poirier & Son	7 cy sander	\$125.00
	5 cy sander	110.00
	3 cy sander	100.00
D R Caron Excavation	2004 Swenson 8 yd	\$90.00
	2014 Swenson 4 yd	\$75.00
Longchamps & Sons	Downeaster 3 cy	90.00
Beaulieu Industries	1995 Ford 6 yd	\$95.00

C. Proposed Truck for Snow Removal

Morin Excavating	Double Axle (12-14 CY) - 2	\$52.00
	Tri-Axle (18-20 CY) - 1	60.00
	Tractor w/dump trailer (CY) -	N/A
L P Poirier & Son	Double Axle (12-14 CY) - 2	\$59.50
	Tri-Axle (18-20 CY) - 4	68.00
	Tractor w/dump trailer (40 CY) - 1	78.00

CONTRACTOR	YEAR/MAKE/SIZE	HRLY RATE
D R Caron Excavation	Double Axle (12-14 CY) - 2	\$54.00
	Tri-Axle (18-20 CY) -	N/A
	Tractor w/dump trailer (CY) -	N/A
Longchamps & Sons	Double Axle (12-14 CY) - 1	\$63.00
	Tri-Axle (18-20 CY) - 4	65.00
	Tractor w/dump trailer (55 CY) - 2	70.00
Beaulieu Industries	Double Axle (12-14 CY) - 2	\$54.00
	Tri-Axle (18-20 CY) -	N/A
	Tractor w/dump trailer (50 CY) - 1	70.00