

LEWISTON FINANCE COMMITTEE MEETING

Agenda

Finance Committee meeting, **Monday**, February 9, 2015 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 26, 2015.
3. Recommendation from the Purchasing Director regarding the Public Works Uniform Rental contract tabled at the meeting of January 12, 2015.
4. Recommendation from the Purchasing Director regarding award of Bid 2015-005 Cure In Place Pipe Lining.
5. Discussion regarding the Proposed FY 2016 LCIP and recommendation to the City Council from the Committee. Recommendation needed by February 13, 2015.
6. Other Business
7. Adjourn

FINANCE COMMITTEE LEWISTON, MAINE

Minutes of January 26, 2015

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

OTHERS PRESENT: Finance Director Heather and Director of Budget/ Purchasing Norman Beauparlant.

Meeting was called to order at 5:15 p.m. by Chairman Reed.

On motion of Councilor Lachance, seconded by Councilor Dubois it was

VOTED:

(006-2015) To approve the minutes of the previous meeting dated January 12, 2015 and to accept and place them on file as presented by the Clerk.

VOTE: 5-0

At this time, Chairman Reed indicated that Item 6 on the agenda would be taken up next to allow time for the Committee to review and ask questions of the Finance Director with regard to the FY LCIP and the draft of the RFP for outside audit services.

Following discussion by the Committee, the Finance Director left the meeting to attend the Planning Board meeting at 5:30 p.m.

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

VOTED:

(007-2015) To award Bid 2015-004 on the Hart Brook Water Quality Restoration Phase I to Pratt & Sons Inc., Mechanic Falls, Maine, low bidder at their bid price of \$197,188 based on City provided estimated quantities.

VOTE: 5-0

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

VOTED:

(008-2015) To authorize Task Order with Sebago Technics to provide survey and CAD Services on the Sunny Side Area Storm Drain in an amount not to exceed \$28,450.

VOTE: 5-0

FINANCE COMMITTEE MINUTES

January 26, 2015

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

VOTED:

(009-2015) To award Bid 2015-003 on the Armory Heating System Improvements to Nason Mechanical, Auburn, Maine, low bidder at their bid price of \$32,336 and to accept the two add alternates of \$2,336.04 and \$1,484 for additional controls for a total contract award of \$36,156.04.

VOTE: 5-0

VOTED:

To adjourn at 6:00 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: Public Works Uniform Rental Contract Extension
date: February 9, 2015

At the meeting of January 12, 2015, the recommendation to extend the contract with Unifirst Corporation was tabled to allow staff time to confirm that the two years beyond 2018 was optional.

I have attached the email thread showing the original Option 2 proposal as a no cost option and the Revised Option 2 proposal showing the extension beyond 2018 as an optional two year.

The recommendation remains as stated in the original to accept Option 2 from Unifirst to implement a change in uniforms at no additional cost to the City. The option would extend the contract to January 31, 2018 and to extend the option for a two (2) year extension beyond 2018 to 2020.

NJB/syt

Norman Beuparlant

From: Megan Bates
Sent: Friday, January 16, 2015 2:59 PM
To: Harold E. Dyer
Cc: Norman Beuparlant; Robert M Doughty (Robert_Doughty@UNIFIRST.COM); Abigale J. Linehan (Abigale_Linehan@UNIFIRST.COM)
Subject: RE: Jeans

Thanks Harold. The next Finance Committee meeting is January 26th.

Megan Bates

Lewiston, All-American City, 2007
Deputy Director
Lewiston Public Works Department
103 Adams Avenue
Lewiston, Me 04240
(207)513-3003 X 3440

The City of Lewiston is an EOE. For more information, please visit our website @ www.lewistonmaine.gov and click on the Non-Discrimination Policy. If you have questions/concerns, please contact or call Compliance Officer Mike Paradis at (V) 207-513-3140, (TTY) 207-513-3007, or email mparadis@ci.lewiston.me.us.

From: Harold E. Dyer [mailto:Harold_Dyer@unifirst.com]
Sent: Friday, January 16, 2015 2:08 PM
To: Megan Bates
Cc: Norman Beuparlant; Robert M Doughty; Abigale J. Linehan
Subject: RE: Jeans

Megan:

I apologize, you are correct. I have updated the wording below.

Megan:

Sorry for the delay on getting the requested information back to you. It's my understanding that the City Employees will be taxed on the Jeans that UniFirst currently rents to the City of Lewiston. Because of the future tax, the City would like to move those employees from the Jeans to a more Industrial Chino Pant provided by UniFirst. As you know, UniFirst was accepted as the winner of the Bid #: 2013-009. Due to the nature of the garments selected and the time to get the garments installed, UniFirst worked with the City of Lewiston for the next few months to have a successful installation. The installation took place on 11/7/13. Based on the original 3 year agreement that runs through 11/7/16, with 2 additional years that runs through 11/7/18, the City of Lewiston has fulfilled approximately 13 months or 36% of the agreement.

OPTION 1

City of Lewiston will buy-out the jeans:

Description	Quantity	Lost Price	Discount – 36%	Total
10B7 Riggs Jeans	165	43.75	28.00	4,618.94
10FC FR Jeans	66	84.36	54.00	3,563.36
1144 Relax Jeans	78	37.18	24.00	1,872.00

12CH Carp Jeans	170	28.62	18.50	3,116.03
Total	479			13,170.33

Remember, there is so much that the City and the employees receive from the uniform program, not just the renting of the garments therefore with the above pricing the garments are still the property of UniFirst. The following are factored in to the weekly rental charge that the City of Lewiston pays for.

- Pick-up
- Delivery
- Laundry
- Conditioning
- Inspection
- Repairs
- Replacements
- Delivery
- Etc.

OPTION 2

City of Lewiston will forego the buy-out on the jeans and will extend the current agreement:

In order to help the City transition from the Jeans to a more Industrial Chino Pant provided by UniFirst, we would be willing to forego the \$13,170.33 stated above providing that the City of Lewiston extends the current agreement to 1/31/18 with an optional 2 years.

I hope this answers your question.

Best Regards,

Harold Dyer

General Manager
 UniFirst Corporation
www.UniFirst.com
 430 Riverside Industrial Parkway
 Portland, ME 04103
 Phone: (207) 797-4006, ext. 117
 Email: harold_dyer@unifirst.com



From: Megan Bates [<mailto:MBates@lewistonmaine.gov>]
Sent: Thursday, January 15, 2015 2:46 PM
To: Harold E. Dyer
Cc: Norman Beauparlant; Robert M Doughty; Abigale J. Linehan
Subject: RE: Jeans

Good afternoon Harold. The options below went before the City of Lewiston's Finance Committee and was tabled so further clarification could be provided. In option two you write,

" In order to help the City transition from the Jeans to a more Industrial Chino Pant provided by UniFirst, we would be willing to forego the \$13,170.33 stated above providing that the City of Lewiston extends the current agreement to 1/31/18 with 2 additional years that runs through 12/31/20".

Norm and I were under the impression that the 2 additional years that run through 12/31/20 were optional. If this is what you agreed upon would you please respond with the options once again but please include the word *optional*. If there has been a misunderstanding please let me know. Thank you.

Megan Bates

Lewiston, All-American City, 2007
Deputy Director
Lewiston Public Works Department
103 Adams Avenue
Lewiston, Me 04240
(207)513-3003 X 3440

The City of Lewiston is an EOE. For more information, please visit our website @ www.lewistonmaine.gov and click on the Non-Discrimination Policy. If you have questions/concerns, please contact or call Compliance Officer Mike Paradis at (V) 207-513-3140, (TTY) 207-513-3007, or email mparadis@ci.lewiston.me.us.

From: Harold E. Dyer [mailto:Harold_Dyer@unifirst.com]
Sent: Tuesday, December 30, 2014 10:46 AM
To: Megan Bates
Cc: Norman Beauparlant; Robert M Doughty; Abigale J. Linehan
Subject: Jeans

Megan:

Sorry for the delay on getting the requested information back to you. It's my understanding that the City Employees will be taxed on the Jeans that UniFirst currently rents to the City of Lewiston. Because of the future tax, the City would like to move those employees from the Jeans to a more Industrial Chino Pant provided by UniFirst. As you know, UniFirst was accepted as the winner of the Bid #: 2013-009. Due to the nature of the garments selected and the time to get the garments installed, UniFirst worked with the City of Lewiston for the next few months to have a successful installation. The installation took place on 11/7/13. Based on the original 3 year agreement that runs through 11/7/16, with 2 additional years that runs through 11/7/18, the City of Lewiston has fulfilled approximately 13 months or 36% of the agreement.

OPTION 1

City of Lewiston will buy-out the jeans:

Description	Quantity	Lost Price	Discount – 36%	Total
10B7 Riggs Jeans	165	43.75	28.00	4,618.94
10FC FR Jeans	66	84.36	54.00	3,563.36
1144 Relax Jeans	78	37.18	24.00	1,872.00
12CH Carp Jeans	170	28.62	18.50	3,116.03
Total	479			13,170.33

Remember, there is so much that the City and the employees receive from the uniform program, not just the renting of the garments therefore with the above pricing the garments are still the property of UniFirst. The following are factored in to the weekly rental charge that the City of Lewiston pays for.

- Pick-up
- Delivery
- Laundry
- Conditioning

Inspection
Repairs
Replacements
Delivery
Etc.

OPTION 2

City of Lewiston will forego the buy-out on the jeans and will extend the current agreement:

In order to help the City transition from the Jeans to a more Industrial Chino Pant provided by UniFirst, we would be willing to forego the \$13,170.33 stated above providing that the City of Lewiston extends the current agreement to 1/31/18 with 2 additional years that runs through 12/31/20.

Megan, I hope this answers your questions but if not, please call Bob Doughty as I will be out of the office until Monday.

Best Regards,

Harold Dyer

General Manager

UniFirst Corporation

www.UniFirst.com

430 Riverside Industrial Parkway

Portland, ME 04103

Phone: (207) 797-4006, ext. 117

Email: harold_dyer@unifirst.com





Finance Committee

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



Item # 6

to: Finance Committee
from: Norman Beuparlant, Purchasing Director
subject: Extending contract with Unifirst Corporation on the P/W Uniform Rental contract
date: January 12, 2015

The Public Works Uniform Rental program is bid out every three (3) to five (5) years.

The Finance Committee, at its meeting of March 18, 2013 awarded Bid 2013-009 Public Works Uniform Rental to Unifirst Corporation for a three (3) year period with an option to extend the contract for an additional two (2) years.

As noted by Deputy Public Works Director, Megan Bates, in her memo, the determination that the "jeans" item could not be considered a part of a City uniform and for tax purposes the cost of providing jeans to the employees was to be considered additional compensation and subject to federal income tax.

Both Megan Bates and I met with the general manager of Unifirst via a conference call and as a result of our discussion, two options have been presented by Unifirst. The email from Mr. Harold Dyer details what options are available.

Unifirst Corporation has held the contract for uniform rental for over eight (8) years. When bids were solicited during that period, they have been the successful bidder.

In addition, Unifirst has been a reliable vendor providing excellent service to the City at a competitive cost.

It is recommended that Option 2 from Unifirst be accepted to implement a change in uniforms at no cost to the City. The option would extend the contract to January 31, 2018 and to retain the option of a two (2) year extension beyond 2018 to 2020.

Note: Current award ran July 1, 2013 through July 1, 2016 with an option to renew for 2 years to 2018 which would likely be recommended had this issue not presented itself.

NJB/syt



Department of Public Works

Deputy Director of Highway and Open Spaces
Megan Bates

TO: Norm Beauparlant, Director of Budget/Purchasing
FROM: Megan Bates, Deputy Director of Highway Open Spaces
DATE: January 3, 2015
Subject: Recommendation to Extend Uniform Rental Agreement

The City provides uniforms to all AFSCME employees at no cost. In November 2012 the Union approached Management during a Labor Management meeting and asked if it might be possible to introduce jeans as an additional choice in lieu of just a 'Dickie' style pant. Management agreed to add jeans into the future bid spec and would follow through with offering the choice contingent on pricing. After reviewing the bid tabulations it was decided adding jeans as a choice of pant wear was possible. AFSCME employees received their uniforms, including jeans under the new contract fall, 2013.

In November 2014 it was brought to the Department's attention by the Finance Department that the local IRS office had determined jeans could not be considered as part of the City uniform and for tax purposes, the cost of providing jeans to the employees was considered additional compensation, which was taxable. In December, employees received compensation for the jeans and taxed for the calendar year, 2014. The AFSCME Union had issue with the tax and has since filed a grievance.

Negotiations with Unifirst has resulted in a proposal offering two options; a buy –out on the jeans at a cost of \$13,170.33 or exchange the jeans provided and cared for by Unifirst since November 2013 for the Dickie style pant previously provided to all AFSCME employees. This exchange would be provided at no cost to the City however would extend the current contract to 1/31/2018.

The Public Works Department is requesting authorization to move forward with the option of exchanging the pant wear at no cost to the City as soon as possible. The contract would be extended to 1/31/2018 with an optional two year extension to 12/31/2020.

Norman Beuparlant

From: Harold E. Dyer <Harold_Dyer@unifirst.com>
Sent: Tuesday, December 30, 2014 10:46 AM
To: Megan Bates
Cc: Norman Beuparlant; Robert M Doughty; Abigale J. Linehan
Subject: Jeans

Megan:

Sorry for the delay on getting the requested information back to you. It's my understanding that the City Employees will be taxed on the Jeans that UniFirst currently rents to the City of Lewiston. Because of the future tax, the City would like to move those employees from the Jeans to a more Industrial Chino Pant provided by UniFirst. As you know, UniFirst was accepted as the winner of the Bid #: 2013-009. Due to the nature of the garments selected and the time to get the garments installed, UniFirst worked with the City of Lewiston for the next few months to have a successful installation. The installation took place on 11/7/13. Based on the original 3 year agreement that runs through 11/7/16, with 2 additional years that runs through 11/7/18, the City of Lewiston has fulfilled approximately 13 months or 36% of the agreement.

OPTION 1

City of Lewiston will buy-out the jeans:

Description	Quantity	Lost Price	Discount – 36%	Total
10B7 Riggs Jeans	165	43.75	28.00	4,618.94
10FC FR Jeans	66	84.36	54.00	3,563.36
1144 Relax Jeans	78	37.18	24.00	1,872.00
12CH Carp Jeans	170	28.62	18.50	3,116.03
Total	479			13,170.33

Remember, there is so much that the City and the employees receive from the uniform program, not just the renting of the garments therefore with the above pricing the garments are still the property of UniFirst. The following are factored in to the weekly rental charge that the City of Lewiston pays for.

- Pick-up
- Delivery
- Laundry
- Conditioning
- Inspection
- Repairs
- Replacements
- Delivery
- Etc.

OPTION 2

City of Lewiston will forego the buy-out on the jeans and will extend the current agreement:

In order to help the City transition from the Jeans to a more Industrial Chino Pant provided by UniFirst, we would be willing to forego the \$13,170.33 stated above providing that the City of Lewiston extends the current agreement to 1/31/18 with 2 additional years that runs through 12/31/20.

Megan, I hope this answers your questions but if not, please call Bob Doughty as I will be out of the office until Monday.



Finance Committee

Norman J. Beauparlant
Director of Budget/Purchasing
nbeauparlant@lewistonmaine.gov



Item # 4

to: Finance Committee
from: Norman Beauparlant, Purchasing Director
subject: Bid 2015-005 Cure-In-Place Pipe Lining
date: February 9, 2015

The bid calls for the cure-in-place pipe lining of 8,370 LF of various size sanitary sewer mains in various locations around the City. Sizes and estimated lengths are shown on the bid tabulation spreadsheet.

The bid proposals have been reviewed by the Public Works Department.

It is recommended that the award be made to Insituform Technologies of Chesterfield, MO, low bidder at their bid price of \$1,194,210.

The funding for the project is reflected in the memo from the project engineer.

NJB/syt



Department of Public Works

David A. Jones, P.E.
Director



TO: Norman Beuparlant
FROM: Jeff Beaulé, Project Engineer
DATE: 2/4/15

SUBJECT: Bid No. 2015-005 Award Recommendation

The Engineering Division recommends award of the above project, Bid No. 2015-005, to the apparent low bidder Insituform Technologies, Inc. in the amount of \$1,194,210.00.

Insituform is one of the largest installers of CIPP linings worldwide, so they are well qualified to complete this project. They have confirmed that they can meet the schedules specified.

Funding for this work is in FY14 and FY15 Sewer Main Rehab bond issues, FY14 Sewer Inflow/Infiltration Removal and FY14 Hart Brook Water Quality bond issue. Funding will be divided as follows:

FY15 Hart Brook Water Quality	645 6455202	\$100,000
FY14 Sewer Rehab	624 6244101	\$232,278
FY14 I/I Removal	624 6244303	\$61,930
FY15 Sewer Rehab	625 6255101	<u>\$800,002</u>
		\$1,194,210

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 •

Cure-In-Place Pipe Lining of Sanitary Sewers

Bid #: 2015-005
2/3/2015

#	Qty	Unit	Description	Insituform Technologies Chesterfield MO		Green Mountain Pipe. Royalton VT		Layne Inliner Fairfield ME	
				Unit \$	Total \$	Unit \$	Total \$	Unit \$	Total \$
1	1,980	LF	F/I liner in 10" VC Sanitary Sewer	\$ 23.50	\$ 46,530.00	\$ 35.00	\$ 69,300.00	\$ 37.00	\$ 73,260.00
2	1,150	LF	F/I liner in 15"X24" brick Sanitary Sewer	\$ 78.00	\$ 89,700.00	\$ 65.00	\$ 74,750.00	\$ 96.00	\$ 110,400.00
3	450	LF	F/I liner in 18"X30" brick Sanitary Sewer	\$ 104.00	\$ 46,800.00	\$ 125.00	\$ 56,250.00	\$ 139.00	\$ 62,550.00
4	350	LF	F/I liner in 24"X34" brick Sanitary Sewer	\$ 126.00	\$ 44,100.00	\$ 145.00	\$ 50,750.00	\$ 154.00	\$ 53,900.00
5	650	LF	F/I liner in 30"X42" brick Sanitary Sewer	\$ 184.00	\$ 119,600.00	\$ 195.00	\$ 126,750.00	\$ 203.00	\$ 131,950.00
6	680	LF	F/I liner in 30"X45" brick Sanitary Sewer	\$ 192.00	\$ 130,560.00	\$ 195.00	\$ 132,600.00	\$ 205.00	\$ 139,400.00
7	600	LF	F/I liner in 24" RC X-Country Sanitary Sewer	\$ 106.00	\$ 63,600.00	\$ 135.00	\$ 81,000.00	\$ 144.00	\$ 86,400.00
8	2,510	LF	F/I liner in 30" RC X-Country Sanitary Sewer	\$ 122.00	\$ 306,220.00	\$ 175.00	\$ 439,250.00	\$ 168.00	\$ 421,680.00
9	200	EA	Reinstatement of Sanitary Services	\$ 125.00	\$ 25,000.00	\$ 155.00	\$ 31,000.00	\$ 400.00	\$ 80,000.00
10	4	EA	Install 4' dia. Sewer manhole	\$ 7,900.00	\$ 31,600.00	\$ 12,000.00	\$ 48,000.00	\$ 11,500.00	\$ 46,000.00
11	1	LS	Install 6' dia. Sewer manhole & 12LF 30" sewer	\$ 14,600.00	\$ 14,600.00	\$ 45,000.00	\$ 45,000.00	\$ 42,500.00	\$ 42,500.00
12	300	HRS	Flagger	\$ 23.00	\$ 6,900.00	\$ 65.00	\$ 19,500.00	\$ 33.00	\$ 9,900.00
13	1	LS	Miscellaneous Work	\$ 269,000.00	\$ 269,000.00	\$ 41,065.00	\$ 41,065.00	\$ 587,000.00	\$ 587,000.00
TOTAL ITEMS 1-13				\$	1,194,210.00	\$	1,215,215.00	\$	1,844,940.00