

LEWISTON FINANCE COMMITTEE MEETING

Agenda

Finance Committee meeting, **Monday**, August 17, 2015 at **5:15** p.m. in the **Administrator's Conference Room**, Lewiston City Hall.

1. Call meeting to order.
2. Review minutes of previous meeting dated August 3, 2015.
3. Recommendation from the Purchasing Director regarding award of Bid 2015-039 Police Uniforms.
4. Recommendation from the Purchasing Director regarding award of Bid 2015-034 Oxford Street Rehabilitation.
5. Recommendation from the Purchasing Director regarding award of Bid 2015-033 Park Street Rehabilitation.
6. Final review of Purchasing Policy changes
7. Other Business
8. Adjourn

FINANCE COMMITTEE LEWISTON, MAINE

Minutes of August 3, 2015

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

OTHERS PRESENT: Public Works Director David Jones, Public Works Fleet Manager Phil Brienza and Director of Budget/ Purchasing Norman Beauparlant.

Meeting was called to order at 5:08 p.m. by Chairman Reed.

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

VOTED:

(064-2015) To approve the minutes of the previous meeting dated July 6, 2015 and to accept and place them on file as presented by the Clerk.

VOTE: 5-0

At this time, the Purchasing Director and Public Works Director presented information regarding the contract with Waste-Zero Inc., Raleigh, NC, to provide Public Education and Community Engagement.

Following a lengthy discussion and on motion of Councilor Dubois, seconded by Mr. Reed it was

VOTED:

(065-2015) To table action on the contract award to allow staff time to provide additional information regarding the contract terms and public impact. Information to include:

- Exhibit F, G, H
- Most current draft
- Sales tax issue on bags
- Cost of launch announcement

VOTE: 3-2

Councilor Lachance and Mr. Peters opposed

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

VOTED:

(066-2015) To award Bid 2015-037 for one (1) Asphalt Recycling Hot Top Trailer to Viking-Cives, Lewiston, Maine, low bidder meeting specifications at their bid price of \$31,375.

VOTE: 5-0

FINANCE COMMITTEE MINUTES

August 3, 2015

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

VOTED:

(067-2015) To award Bid 2015-035 for four (4) Foam Filled Loader Tires to Maine Commercial Tire, Lewiston, Maine, at their bid price of \$15,114.60.

VOTE: 5-0

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

VOTED:

(068-2015) To award Bid 2015-036 for the estimated seasonal requirement for Plow Cutting Edges to H. P. Fairfield, Scarborough, Maine, low bidder overall at their bid price of \$11,253.10

VOTE: 5-0

At this time, the Purchasing Director presented a number of changes/additions to the City Purchasing Policy that are being required by the Federal Department of Housing and Urban Development (HUD). The proposal language changes are required by HUD to bring City policy into compliance with HUD's interpretation of various federal regulations.

Following a brief discussion by the Committee and making a change to Section 3.1.6.4 Tie Bids, first adding Non-CDBG to first sentence and calling it 3.1.6.4 (A) and to add a (B) subsection to 3.1.6.4 to cover CDBG funded items.

The Committee upon the recommendation of Mr. Peters, seconded by Mr. Reed it was

VOTED:

(069-2015) To recommend to the City Council that the proposed changes be adopted by the full City Council.

VOTE: 5-0

VOTED:

To adjourn at 6:25 p.m.

Norman 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 2015-039 Police Uniforms
date: August 17, 2015

Bids were solicited from eight (8) uniform vendors however, a single proposal was received on August 4, 2015.

The proposal submitted was from the current supplier of uniform items to the Lewiston Police Department and have been the successful supplier for a long time.

As noted by Deputy Chief O'Malley, the department has been well serviced by the vendor and the product line bid has also been in place here in Lewiston.

It is recommended that Bid 2015-039 for Police Uniforms be awarded to Ben's Uniforms, Amesbury, MA, on an item by item basis at the stated unit prices.

The funds are budgeted for in various police division accounts in the department apparel accounts. The estimated value of the award is \$25,135 based on estimated quantities.

NJB/syt



MEMO



Date: August 11, 2015
To: Finance Committee
From: Brian O'Malley, Deputy Chief
Re: Police Uniform Bid 2015-039

After sending the FY16 uniform bid out to nine possible vendors, we have received only one bid response, this from Ben's Uniforms. We have utilized Blauer brand uniforms for the past 17 years and find them to be durable and suit our needs. Ben's carries Blauer uniforms, and for the past 17 years they have been our uniform vendor. Bens carries all of the items we utilize, and we find their prices reasonable and fairly consistent from year to year.

It is our recommendation that we award the bid for police uniforms to Ben's Uniforms. They have consistently met our needs for uniform brand, timely delivery of uniforms, and ability to sew/embroider all of our patches, emblems, and name tags.

TABULATION

BID TITLE:
BID NUMBER:
DUE DATE:

POLICE UNIFORMS
2015-039
August 4, 2015

			Ben's Uniforms Amesbury MA		
Item	Qty	Description	Unit \$	Total \$	Model #
1	5	Uniform Pants (poly/wool)	\$ 87.00	\$ 435.00	8560
2	10	Uniform Pants (polyester)	55.00	550.00	8650
3	100	Utility Trousers	68.00	6,800.00	8810W
4	3	Cycling Pants	90.00	270.00	8822Z
5	15	Uniform long sleeve shirts	59.00	885.00	8900
6	50	Utility long sleeve shirts	62.00	3,100.00	8703X
7	15	Uniform short sleeve shirts	54.00	810.00	8910
8	50	Utility short sleeve shirts	54.00	2,700.00	8713X
9	2	Polo Shirts (long sleeve)	No Bid		8140
10	3	Polo Shirts (short sleeve)	No Bid		8130
11	10	Spring Jacket	105.00	1,050.00	6045
12	10	Fleece Jacket	100.00	1,000.00	4600
13	10	Soft Shell Fleece Jacket	120.00	1,200.00	4660
14	5	Raincoat (short/reversible)	135.00	675.00	233R
15	5	Leather Jacket	375.00	1,875.00	
16	2	K-9 (2) pocket BDU shirts	50.00	100.00	
17	8	K-9 (4) pocket BDU shirts	50.00	400.00	
18	5	K-9 BDU pants	45.00	225.00	
19	20	External body armor (vest)	75.00	1,500.00	8370
20	20	Poly. Lg. sleeve base shirt	40.00	800.00	8371
21	20	Poly. Sh. Sleeve base shirt	38.00	760.00	8372
Terms			Net 30 days		
Prices firm for one (1) year?			Yes		
Delivery			2-7 days		

Exceptions:

5	15	Uniform long sleeve shirts	75.00	1,125.00	8450
7	15	Uniform short sleeve shirts	65.00	975.00	8460



Finance Committee

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



Item # 4

to: Finance Committee
from: Norman Beuparlant, Purchasing Director
subject: Bid 2015-034 Oxford Street Rehabilitation
date: August 17, 2015

Bids were opened on August 11, 2015 for the rehab of Oxford Street from Cedar Street to Birch Street/

The bids have been evaluated by the Public Works Department and the project is within the budget amount for the work.

It is recommended that the award be made to C. H . Stevenson, Wayne, Maine, at their bid price of \$283,998.

NJB/syt



Department of Public Works

David A. Jones, PE
Director



DATE: August 13, 2015
TO: Norman Beauparlant, Director of Budget/Purchasing
FROM: Justin Early, P.E., Project Engineer
SUBJECT: Oxford Street Road Rehabilitation / Bid # 2015-034

Public Works recommends awarding the contract for Oxford Street Road Rehabilitation / Bid # 2015-034 at their total bid price of \$283,998.00.

We have reviewed all five (5) of the proposals submitted for the subject project. C.H. Stevenson is the apparent low bidder meeting the selection criteria and specifications at a total bid in the amount of \$283,998.00.

Funding will need to come from the following accounts:

7706 706714 - current balance of \$ 75,000.00
5116 495009 - current balance of \$235,224.92

Total Available	\$310,224.92
CH Stevenson Bid	<u>\$283,998.00</u>
	\$ 26,226.92 (Account Balance)

Please present for Finance Committee approval.

Oxford Street Rehabilitation

Bid #: 2015-034

#	Description	Qty	Unit	C H Stevenson Wayne ME		Cross Excavation Bethel ME		St. Laurent & Son Lewiston		J. Pratt Construction Hebron ME		Longchamps & Sons Lisbon ME	
				Unit \$	Total \$	Unit \$	Total \$	Unit \$	Total \$	Unit \$	Total \$	Unit \$	Total \$
202.20	Remove Bituminous concrete pavement	4,500	SY	\$ 1.95	\$ 8,775.00	\$ 5.00	\$ 22,500.00	\$ 5.00	\$ 22,500.00	\$ 7.00	\$ 31,500.00	\$ 3.00	\$ 13,500.00
304.14	Aggregate Base Course - Type A	100	CY	\$ 26.50	\$ 2,650.00	\$ 30.00	\$ 3,000.00	\$ 75.00	\$ 7,500.00	\$ 55.00	\$ 5,500.00	\$ 40.00	\$ 4,000.00
403.207	Hot Mix Asphalt, 19 mm	420	Ton	\$ 93.00	\$ 39,060.00	\$ 100.00	\$ 42,000.00	\$ 77.40	\$ 32,508.00	\$ 87.00	\$ 36,540.00	\$ 100.00	\$ 42,000.00
403.209	Hot Mix Asphalt, 9.5 mm hand placed	50	Ton	\$ 131.50	\$ 6,575.00	\$ 135.00	\$ 6,750.00	\$ 170.00	\$ 8,500.00	\$ 130.00	\$ 6,500.00	\$ 175.00	\$ 8,750.00
403.210	Hot Mix Asphalt, 9.5 mm	250	Ton	\$ 93.00	\$ 23,250.00	\$ 100.00	\$ 25,000.00	\$ 94.44	\$ 23,610.00	\$ 104.00	\$ 26,000.00	\$ 110.00	\$ 27,500.00
603.149	8" Culvert Pipe	81	LF	\$ 31.00	\$ 2,511.00	\$ 35.00	\$ 2,835.00	\$ 100.00	\$ 8,100.00	\$ 48.00	\$ 3,888.00	\$ 80.00	\$ 6,480.00
603.159	12" Culvert Pipe	68	LF	\$ 34.50	\$ 2,346.00	\$ 45.00	\$ 3,060.00	\$ 110.00	\$ 7,480.00	\$ 69.00	\$ 4,692.00	\$ 90.00	\$ 6,120.00
603.179	18" Culvert Pipe	57	LF	\$ 43.00	\$ 2,451.00	\$ 65.00	\$ 3,705.00	\$ 120.00	\$ 6,840.00	\$ 88.00	\$ 5,016.00	\$ 120.00	\$ 6,840.00
604.07	Catch basin Type A1-C	8	E	\$ 2,950.00	\$ 23,600.00	\$ 3,500.00	\$ 28,000.00	\$ 3,100.00	\$ 24,800.00	\$ 3,000.00	\$ 24,000.00	\$ 4,500.00	\$ 36,000.00
604.15	Manhole	1	E	\$ 3,500.00	\$ 3,500.00	\$ 3,750.00	\$ 3,750.00	\$ 3,100.00	\$ 3,100.00	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00
604.17	Change catch basin grate to cascade	4	E	\$ 650.00	\$ 2,600.00	\$ 700.00	\$ 2,800.00	\$ 1,000.00	\$ 4,000.00	\$ 400.00	\$ 1,600.00	\$ 1,000.00	\$ 4,000.00
608.08	4" reinforced concrete sidewalk	600	SY	\$ 50.00	\$ 30,000.00	\$ 50.00	\$ 30,000.00	\$ 46.00	\$ 27,600.00	\$ 65.00	\$ 39,000.00	\$ 50.00	\$ 30,000.00
608.26	Curb ramp detectable warning field	56	SF	\$ 32.50	\$ 1,820.00	\$ 35.00	\$ 1,960.00	\$ 28.00	\$ 1,568.00	\$ 50.00	\$ 2,800.00	\$ 100.00	\$ 5,600.00
608.45	Construct sidewalk	700	SY	\$ 9.50	\$ 6,650.00	\$ 15.00	\$ 10,500.00	\$ 26.00	\$ 18,200.00	\$ 25.00	\$ 17,500.00	\$ 40.00	\$ 28,000.00
609.11	Vertical Curb Type 1	1,580	LF	\$ 26.00	\$ 41,080.00	\$ 30.00	\$ 47,400.00	\$ 23.85	\$ 37,683.00	\$ 29.00	\$ 45,820.00	\$ 27.00	\$ 42,660.00
609.12	Vertical Curb Type 1 Circular	86	LF	\$ 34.00	\$ 2,924.00	\$ 38.00	\$ 3,268.00	\$ 36.00	\$ 3,096.00	\$ 38.00	\$ 3,268.00	\$ 40.00	\$ 3,440.00
609.237	Terminal Curb Type 1 - 7'	16	EA	\$ 233.00	\$ 3,728.00	\$ 200.00	\$ 3,200.00	\$ 185.00	\$ 2,960.00	\$ 195.00	\$ 3,120.00	\$ 225.00	\$ 3,600.00
609.237	Terminal Curb Type 1 - 7' Circular	8	EA	\$ 319.00	\$ 2,552.00	\$ 315.00	\$ 2,520.00	\$ 258.00	\$ 2,064.00	\$ 290.00	\$ 2,320.00	\$ 250.00	\$ 2,000.00
609.441	Curbing removed, stacked, salvage	1,800	LF	\$ 5.50	\$ 9,900.00	\$ 10.00	\$ 18,000.00	\$ 6.00	\$ 10,800.00	\$ 2.00	\$ 3,600.00	\$ 10.00	\$ 18,000.00
615.07	Loam	100	CY	\$ 38.00	\$ 3,800.00	\$ 35.00	\$ 3,500.00	\$ 60.00	\$ 6,000.00	\$ 45.00	\$ 4,500.00	\$ 50.00	\$ 5,000.00
618.13	Seeding Method Number 1	7	Unit	\$ 52.00	\$ 364.00	\$ 55.00	\$ 385.00	\$ 46.00	\$ 322.00	\$ 30.00	\$ 210.00	\$ 100.00	\$ 700.00
619.12	Mulch	7	Unit	\$ 16.00	\$ 112.00	\$ 55.00	\$ 385.00	\$ 14.00	\$ 98.00	\$ 30.00	\$ 210.00	\$ 100.00	\$ 700.00
621.10	Street Trees (install only)	14	EA	\$ 200.00	\$ 2,800.00	\$ 165.00	\$ 2,310.00	\$ 150.00	\$ 2,100.00	\$ 150.00	\$ 2,100.00	\$ 600.00	\$ 8,400.00
652.361	Maintenance of Traffic	1	LS	\$ 2,600.00	\$ 2,600.00	\$ 5,000.00	\$ 5,000.00	\$ 14,000.00	\$ 14,000.00	\$ 10,000.00	\$ 10,000.00	\$ 20,000.00	\$ 20,000.00
656.75	Temp erosion/water pollution control	1	LS	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 10,000.00	\$ 10,000.00	\$ 2,000.00	\$ 2,000.00	\$ 10,000.00	\$ 10,000.00
659.10	Mobilization, miscellaneous & cleanup	1	LS	\$ 50,000.00	\$ 50,000.00	\$ 13,460.00	\$ 13,460.00	\$ 20,000.00	\$ 20,000.00	\$ 72,000.00	\$ 72,000.00	\$ 80,000.00	\$ 80,000.00
801.03	Test Pits	3	EA	\$ 400.00	\$ 1,200.00	\$ 750.00	\$ 2,250.00	\$ 460.00	\$ 1,380.00	\$ 250.00	\$ 750.00	\$ 600.00	\$ 1,800.00
830.10	Water Line relocation	30	LF	\$ 155.00	\$ 4,650.00	\$ 150.00	\$ 4,500.00	\$ 49.00	\$ 1,470.00	\$ 150.00	\$ 4,500.00	\$ 100.00	\$ 3,000.00
Total Base Bid				\$	\$ 283,998.00	\$	\$ 294,538.00	\$	\$ 308,279.00	\$	\$ 363,434.00	\$	\$ 422,590.00



DEPARTMENT OF PUBLIC WORKS - ENGINEERING DIVISION

103 ADAMS AVENUE LEWISTON, MAINE 04240 TEL. (207) 513-3003 FAX (207) 784-5647

PUBLIC WORKS DIRECTOR

David A. Jones

David A. Jones, P.E.

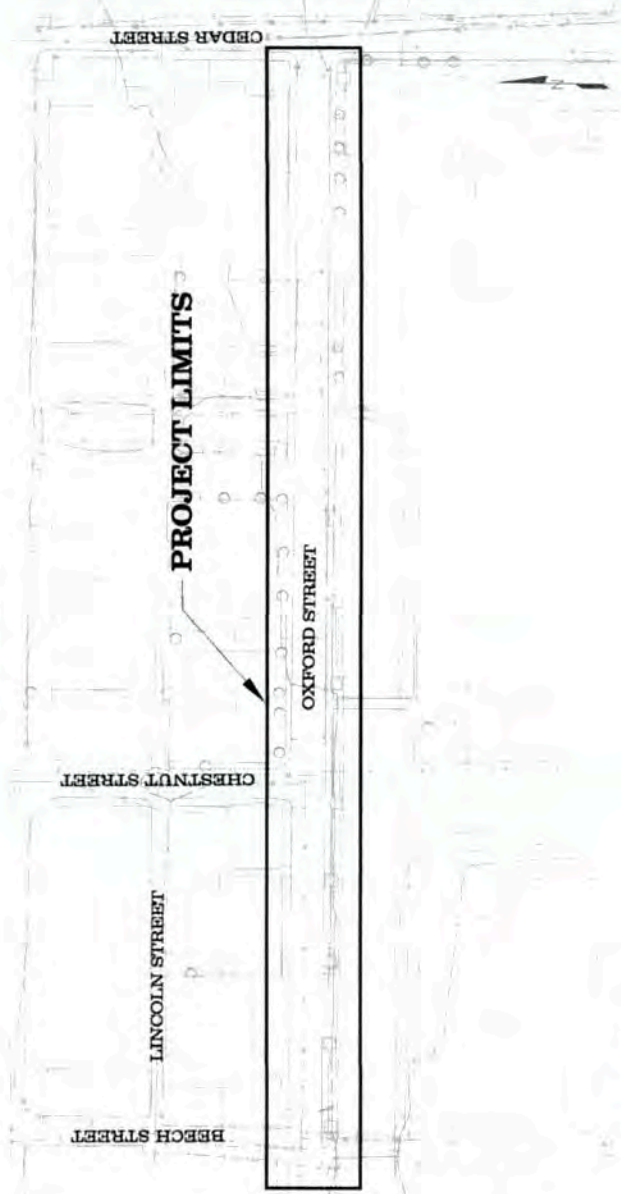
PROJECT ENGINEER

Justin J. Early, P.E.

CITY ENGINEER

Richard C. Gupton

Richard C. Gupton, P.E.



BEECH STREET

LINCOLN STREET

CHESTNUT STREET

PROJECT LIMITS

OXFORD STREET

CEDAR STREET

PROJECT LOCATION

INDEX OF SHEETS

- 1 TITLE SHEET
- 2 GENERAL NOTES
- 3 PLAN
- 4 TYPICAL SECTION
- 5 DETAILS
- 6 DETAILS

OXFORD STREET ROAD REHABILITATION

2015

9-476-15

FILE NO.	9-476-15
DATE	7/13/15
SHEET	1 OF 6
PROJECT	OXFORD STREET ROAD REHABILITATION
TITLE SHEET	



Finance Committee

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



Item # 5

to: Finance Committee
from: Norman Beuparlant, Purchasing Director
subject: Bid 2015-033 Park Street Rehabilitation
date: August 17, 2015

Bids were opened on August 13, 2015 for the work involved in the rehab of Park Street from Main Street to Pine Street.

It is recommended that the award of Bid 2015-033 be made to J. Pratt Construction, Hebron, Maine, at their bid price of \$252,442 for the base bid items and to include add alternate 1 in the amount of \$22,230 for a total award of \$274,672.

NJB/syt



Department of Public Works

David A. Jones, PE
Director



DATE: August 13, 2015
TO: Norman Beauparlant, Director of Budget/Purchasing
FROM: Ryan Barnes, P.E., Project Engineer
SUBJECT: Park Street Rehab / Bid # 2015-033

Public Works recommends awarding the Base Bid (*Replacing bituminous sidewalks with concrete & Mill and Fill Park Street*) and Bid Alternate 1 (*Replacing brick pavers with concrete adjacent to Dufresne Plaza*) of the contract for Park Street Rehab / Bid # 2015-033 at the bid price of \$274,672.00.

Sufficient funds do not exist to award Bid Alternate 2 (*Replacing brick pavers with concrete between Dufresne Plaza and Ash Street*)

We have reviewed all four (4) of the proposals submitted for the subject project. J Pratt Construction is the apparent low bidder meeting the selection criteria and specifications at a total bid in the amount of \$328,652.50.

A summary of the bid and the funding accounts is as follows:

Base Bid	\$252,442.00
Bid Alternate 1	\$ 22,230.00
Bid Alternate 2	\$ 53,980.50
Total Bid	\$328,652.50
Total Recommended	\$274,672.00 (Base Bid 1 and Bid Alternate 1)
Account Summary	
7706 706709	\$322,325.24
6250 663001	\$ 3,600.00
6050 663001	<u>\$ 4,740.45</u>
Total Available	\$330,665.69
J Pratt Construction	\$274,672.00
Materials	<u>\$ 957.45</u>
	\$ 55,036.24 (Account Balance)

Park Street Rehabilitation

Bid #: 2015-033

Base Bid	#	Description	Qty	Unit	J Pratt Construction Hebron ME		St. Laurent & Son Lewiston ME		Glidden Excavating Gorham ME		Gendron & Gendron Lewiston ME	
					Unit \$	Total \$	Unit \$	Total \$	Unit \$	Total \$	Unit \$	Total \$
	1	Remove concrete Sidewalk & driveways	140	SY	\$ 6.50	\$ 910.00	\$ 10.00	\$ 1,400.00	\$ 45.00	\$ 6,300.00	\$ 45.00	\$ 6,300.00
	2	Remove Bituminous Sidewalk & driveway	910	SY	\$ 6.00	\$ 5,460.00	\$ 10.00	\$ 9,100.00	\$ 10.00	\$ 9,100.00	\$ 35.00	\$ 31,850.00
	3	Remove brick sidewalk	40	SY	\$ 6.00	\$ 240.00	\$ 10.00	\$ 400.00	\$ 45.00	\$ 1,800.00	\$ 35.00	\$ 1,400.00
	4	Remove pavement	800	SY	\$ 9.00	\$ 7,200.00	\$ 10.00	\$ 8,000.00	\$ 8.00	\$ 6,400.00	\$ 13.00	\$ 10,400.00
	5	Remove pavement surface	4,400	SY	\$ 3.50	\$ 15,400.00	\$ 3.90	\$ 17,160.00	\$ 5.00	\$ 22,000.00	\$ 3.75	\$ 16,500.00
	6	Pavement butt joints (driveways)	200	SY	\$ 15.00	\$ 3,000.00	\$ 15.00	\$ 3,000.00	\$ 15.00	\$ 3,000.00	\$ 15.00	\$ 3,000.00
	7	Aggregate Base Course crushed	230	CY	\$ 31.00	\$ 7,130.00	\$ 55.00	\$ 12,650.00	\$ 35.00	\$ 8,050.00	\$ 55.00	\$ 12,650.00
	8	HMA 19.0 mm	120	TON	\$ 105.00	\$ 12,600.00	\$ 105.00	\$ 12,600.00	\$ 105.00	\$ 12,600.00	\$ 105.00	\$ 12,600.00
	9	Hand paving	40	TON	\$ 135.00	\$ 5,400.00	\$ 135.00	\$ 5,400.00	\$ 135.00	\$ 5,400.00	\$ 135.00	\$ 5,400.00
	10	HMA 9.5 mm	400	TON	\$ 90.00	\$ 36,000.00	\$ 90.00	\$ 36,000.00	\$ 90.00	\$ 36,000.00	\$ 90.00	\$ 36,000.00
	11	Bituminous tack	300	GAL.	\$ 6.85	\$ 2,055.00	\$ 6.85	\$ 2,055.00	\$ 6.85	\$ 2,055.00	\$ 6.85	\$ 2,055.00
	12	Change drain manhole cover & adj. to grade	6	EA	\$ 900.00	\$ 5,400.00	\$ 1,200.00	\$ 7,200.00	\$ 1,350.00	\$ 8,100.00	\$ 900.00	\$ 5,400.00
	13	Change catchbasin top to cascade & adj. to grade	16	EA	\$ 560.00	\$ 8,960.00	\$ 1,135.00	\$ 18,160.00	\$ 1,200.00	\$ 19,200.00	\$ 900.00	\$ 14,400.00
	14	Reinforced concrete sidewalk	1,000	SY	\$ 55.00	\$ 55,000.00	\$ 47.00	\$ 47,000.00	\$ 50.00	\$ 50,000.00	\$ 65.00	\$ 65,000.00
	15	Curb ramp detectable warning field	170	SF	\$ 30.00	\$ 5,100.00	\$ 30.00	\$ 5,100.00	\$ 35.00	\$ 5,950.00	\$ 80.00	\$ 13,600.00
	16	Regrading sidewalks & driveways	1,000	SY	\$ 5.00	\$ 5,000.00	\$ 20.00	\$ 20,000.00	\$ 10.00	\$ 10,000.00	\$ 17.50	\$ 17,500.00
	17	Vertical curb Type 1	50	LF	\$ 40.00	\$ 2,000.00	\$ 41.00	\$ 2,050.00	\$ 50.00	\$ 2,500.00	\$ 26.00	\$ 1,300.00
	18	Adjust curb to grade and line	360	LF	\$ 17.00	\$ 6,120.00	\$ 20.00	\$ 7,200.00	\$ 18.00	\$ 6,480.00	\$ 31.00	\$ 11,160.00
	19	Remove & reset granite curb	50	LF	\$ 17.00	\$ 850.00	\$ 26.00	\$ 1,300.00	\$ 30.00	\$ 1,500.00	\$ 26.00	\$ 1,300.00
	20	Bark mulch	10	CY	\$ 60.00	\$ 600.00	\$ 51.50	\$ 515.00	\$ 100.00	\$ 1,000.00	\$ 100.00	\$ 1,000.00
	21	Yellow or white striping	3,200	LF	\$ 0.50	\$ 1,600.00	\$ 0.50	\$ 1,600.00	\$ 1.00	\$ 3,200.00	\$ 0.50	\$ 1,600.00
	22	Pavement markings	1,350	SF	\$ 1.50	\$ 2,025.00	\$ 2.00	\$ 2,700.00	\$ 3.00	\$ 4,050.00	\$ 2.00	\$ 2,700.00
	23	Work Zone Traffic Control	1	LS	\$ 5,000.00	\$ 5,000.00	\$ 22,000.00	\$ 22,000.00	\$ 5,000.00	\$ 5,000.00	\$ 12,000.00	\$ 12,000.00
	24	Flaggers	700	HR	\$ 18.00	\$ 12,600.00	\$ 22.00	\$ 15,400.00	\$ 22.00	\$ 15,400.00	\$ 18.00	\$ 12,600.00
	25	Mobilization	1	LS	\$ 35,442.00	\$ 35,442.00	\$ 22,000.00	\$ 22,000.00	\$ 28,000.00	\$ 28,000.00	\$ 45,000.00	\$ 45,000.00
	26	Miscellaneous Work	1	LS	\$ 4,000.00	\$ 4,000.00	\$ 5,000.00	\$ 5,000.00	\$ 18,000.00	\$ 18,000.00	\$ 5,000.00	\$ 5,000.00
	27	Change sewer manhole cover & adj. to grade	4	EA	\$ 900.00	\$ 3,600.00	\$ 1,200.00	\$ 4,800.00	\$ 1,350.00	\$ 5,400.00	\$ 900.00	\$ 3,600.00
	28	Gate valve box adj. to grade	15	EA	\$ 250.00	\$ 3,750.00	\$ 300.00	\$ 4,500.00	\$ 100.00	\$ 1,500.00	\$ 325.00	\$ 4,875.00
	Total Base Bid (Items 1-28)					\$ 252,442.00	\$	294,290.00	\$	297,985.00	\$	356,190.00

		J Pratt Construction Hebron ME		St. Laurent & Son Lewiston ME		Glidden Excavating Gorham ME		Gendron & Gendron Lewiston ME	
		Unit \$	Total \$	Unit \$	Total \$	Unit \$	Total \$	Unit \$	Total \$
Alternate 1:									
1	Remove brick sidewalk	300 SY	\$ 7.35 \$ 2,205.00	\$ 10.00	\$ 3,000.00	\$ 25.00	\$ 7,500.00	\$ 35.00	\$ 10,500.00
2	Aggregate Base Course crushed	30 CY	\$ 37.50 \$ 1,125.00	\$ 60.00	\$ 1,800.00	\$ 35.00	\$ 1,050.00	\$ 75.00	\$ 2,250.00
3	Regrading sidewalks & driveways	300 SY	\$ 5.25 \$ 1,575.00	\$ 20.00	\$ 6,000.00	\$ 10.00	\$ 3,000.00	\$ 22.00	\$ 6,600.00
4	Reinforced concrete sidewalk	300 SY	\$ 57.75 \$ 17,325.00	\$ 47.00	\$ 14,100.00	\$ 55.00	\$ 16,500.00	\$ 75.00	\$ 22,500.00
Total Alternate 1 (Items 1-4)			\$ 22,230.00	\$ 24,900.00	\$ 28,050.00	\$ 41,850.00			

		J Pratt Construction Hebron ME		St. Laurent & Son Lewiston ME		Glidden Excavating Gorham ME		Gendron & Gendron Lewiston ME	
		Unit \$	Total \$	Unit \$	Total \$	Unit \$	Total \$	Unit \$	Total \$
Alternate 2:									
1	Remove brick sidewalk	730 SY	\$ 7.35 \$ 5,365.50	\$ 10.00	\$ 7,300.00	\$ 20.00	\$ 14,600.00	\$ 32.00	\$ 23,360.00
2	Aggregate Base Course crushed	70 CY	\$ 37.50 \$ 2,625.00	\$ 60.00	\$ 4,200.00	\$ 35.00	\$ 2,450.00	\$ 75.00	\$ 5,250.00
3	Reinforced concrete sidewalk	730 SY	\$ 57.75 \$ 42,157.50	\$ 47.00	\$ 34,310.00	\$ 55.00	\$ 40,150.00	\$ 72.00	\$ 52,560.00
4	Regrading sidewalks & driveways	730 SY	\$ 5.25 \$ 3,832.50	\$ 20.00	\$ 14,600.00	\$ 10.00	\$ 7,300.00	\$ 19.50	\$ 14,235.00
Total Alternate 2 (Items 1-4)			\$ 53,980.50	\$ 60,410.00	\$ 64,500.00	\$ 95,405.00			

Total Base Bid (Items 1-28)		\$ 252,442.00	\$ 294,290.00	\$ 297,985.00	\$ 356,190.00
Total Alternate 1 (Items 1-4)		\$ 22,230.00	\$ 24,900.00	\$ 28,050.00	\$ 41,850.00
Total Alternate 2 (Items 1-4)		\$ 53,980.50	\$ 60,410.00	\$ 64,500.00	\$ 95,405.00
TOTAL		\$ 328,652.50	\$ 379,600.00	\$ 390,535.00	\$ 493,445.00

JULY 2015



DEPARTMENT OF PUBLIC WORKS - ENGINEERING DIVISION

103 ADAMS AVENUE LEWISTON, MAINE 04240 TEL. (207) 513-3003 FAX (207) 784 5147

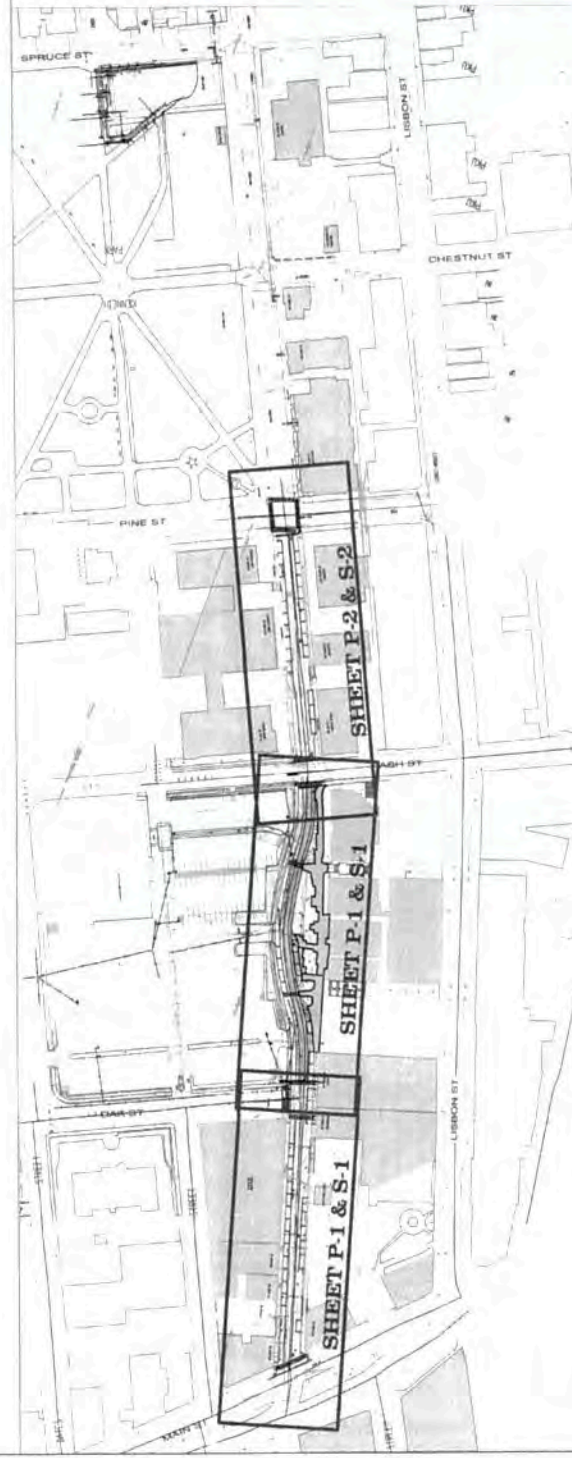
PUBLIC WORKS DIRECTOR

David A. Jones
David A. Jones, P.E.

CITY ENGINEER



Richard O. Williams, P.E.



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PARK STREET REHAB

BID NO 2015-033

PURCHASING POLICY

Sec. 1 PURCHASING POLICY ESTABLISHED: In accordance with provisions of the Charter and Code of Ordinances of the City of Lewiston, Maine, the Finance Committee, with the approval of the City Council, hereby establishes this Purchasing Policy to set forth the duties and responsibilities of the Finance Director or his/her designee and establishes purchasing procedures.

Sec. 2 DEFINITIONS: For the purpose of this policy the following terms, phrases, words and derivations shall have the meaning given herein unless the context in which they are used clearly requires a different meaning.

2.1 PURCHASING: Purchasing includes purchasing, renting, leasing or otherwise obtaining supplies or services.

2.2 SUPPLIES: Supplies shall mean and include all supplies, materials and equipment.

2.3 SERVICES: Services shall mean and include all telephone, gas, water, electrical and power services, laundry and cleaning service, insurance, leases or rentals of all grounds, buildings, offices, space or equipment required by the using agency, or leased or rented by the City to others, the repair or maintenance of equipment or real property owned by, or the responsibility of the City, infrastructure repair, replacement or construction, building construction, building repair or renovation.

2.4 USING AGENCY: Using agency shall mean any department, division, agency, committee or other unit in the City government, using supplies or procuring services.

2.5 RESPONSIVE: Bid is submitted in the required format and with the appropriate bid security when required by the bid documents.

2.6 RESPONSIBLE BIDDER: Bidder has the ability and resources to perform the work called for in the bid documents. Further defined in Section 3.1.6.1 Lowest Responsible Bidder

2.7 PUBLIC EXIGENCY: Sudden and unexpected happening requiring immediate attention.

Sec. 3 PURCHASING PROCEDURES: The Finance Director or his/her designee shall be responsible to supervise the purchase or contracting of all supplies and contractual services requisitioned by any City Department or its divisions in accordance with purchasing procedures prescribed herein.

3.1 FORMAL COMPETITIVE BIDS: All supplies and contractual services except as otherwise provided herein, when the estimated cost thereof shall exceed ten thousand dollars (\$10,000), shall be purchased by formal competitive bids from the lowest responsible bidder, after due notice inviting

PURCHASING POLICY

proposals.

- 3.1.1 PREPARATION:** Preparation of the invitation for bids shall describe the requirements of the City clearly, accurately and completely, but avoiding unnecessarily restrictive specifications or requirements which might unduly limit the number of bidders. For projects to be paid for in whole or in part with Community Development Block Grant an Independent Cost Estimate, prepared by City Engineers or A & E consultants will be prepared prior to going to bid (being awarded?)
- 3.1.2 NOTICES:** Notices inviting bids shall be prominently displayed on a public bulletin board in the City building and shall be made available on request to news media. When deemed appropriate, or otherwise required, the Finance Director or his/her designee shall place an advertisement in a local newspaper of general circulation in Lewiston and other newspapers or publications.
- 3.1.3 BID DEPOSITS:** Bid bonds will be required on all construction projects when the estimated value of work to be done exceeds \$50,000 or when deemed necessary by the Finance Director or his/her designee or required by federal regulations, and that said bid deposits shall be prescribed in the public notice inviting bids. Bid deposits shall be a minimum of ten (10%) percent for bids under \$500,000. Surety of the unsuccessful bidders shall be returned by the Director after the bid has been awarded. A successful bidder shall forfeit any surety required by the Director upon failure on his/her part to enter into a contract within ten (10) days after the award.
- 3.1.4 PERFORMANCE AND PAYMENT BONDS:** When the estimated value of work to be done is in excess of \$100,000 or, when deemed necessary by the Finance Director or his/her designee, a 100% performance bond and payment bond will be required and shall be prescribed in the public notice inviting bids or proposals.
- 3.1.5 BID OPENING PROCEDURE:** Bids shall be submitted to the Director and shall be identified as bids on the envelope. Openings shall be in public at the time and place stated in the public notices. A record of bids shall be kept by the Director of all bids submitted and such record shall be open to public inspection during regular business hours.
- 3.1.6 AWARDS OF CONTRACT:** Upon recommendation of the Director, all formal bids shall be awarded by the Finance Committee.
- 3.1.6.1 LOWEST RESPONSIBLE BIDDER:** Contracts shall be awarded to the lowest responsible bidder. In addition to price, the following shall be considered in determining the lowest responsible bidder:
- 1) The ability, capacity and skill of the bidder to perform the contract or provide the service required;

PURCHASING POLICY

- 2) Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
- 3) The character, integrity, reputation, judgement, experience and efficiency of the bidder;
- 4) The quality of performance of previous contracts or services;
- 5) The previous and existing compliance by the bidder with laws and ordinances relating to the contract or services;
- 6) The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the services;
- 7) The quality, availability and adaptability of the supplies or contractual services to the particular use required;
- 8) The ability of the bidder to provide maintenance and service for the use of the subject of the contract; and
- 9) The number and the scope of conditions attached to the bid.

3.1.6.2 AWARD TO OTHER THAN LOW BIDDER: When the award is not given to the lowest bidder, a statement of the reasons for placing the order elsewhere shall be prepared and filed with the papers relating to the transaction.

3.1.6.3 PREFERENTIAL TREATMENT: Local vendors shall not be granted preferential treatment except if all bids received are for the same total amount or unit price, quality and service being equal. When a bid item is being paid for with Community Development Block Grant (CDBG) funds no preferential treatment will be given under any circumstances

3.1.6.4 TIE BIDS:

A. If all bids received are for the same total amount or unit price, quality and service being equal, the contract shall be awarded first to a local bidder and second to an in-state bidder. If neither of the above applies, the contract shall be awarded to one of the tie bidders by drawing lots in public.

B. In all tie bid instances where CDBG funding will be used to pay for the product or service, public drawing of lots will be used to decide who receives the bid award.

3.1.6.5 REJECTION OF BIDS: The Finance Committee, upon recommendation of the Director, shall have the authority to reject any and all bids when bids are deemed non-responsive, token, collusive or otherwise non-acceptable, and such action is in the best interest of the City.

3.2 EMERGENCIES: When the public exigency will not permit the delay incident to advertising, the City Administrator, acting with the advice of the Director, may authorize immediate negotiated purchases of supplies or services necessary to protect the best interest of the City. Awards done as emergencies shall be documented and forwarded to the Finance Committee.

3.3 FORMAL COMPETITIVE BIDS IMPRACTICAL: Services for which it is

PURCHASING POLICY

impractical or impossible to obtain competition because of the specialized and professional nature of these services, their purchase shall be effected in accordance with the procedures set forth.

- 3.3.1 “WAIVER OF COMPETITION”:** may be authorized by the Finance Committee when the services or items are:
- 1) A single source item;
 - 2) Must meet compatibility requirements with existing equipment owned by the City or by a contracted third party;
 - 3) A specialized service with only one vendor available; or
 - 4) A product or service is unique and easily established as one of a kind.
- 3.3.2 “DOCUMENTATION”:** The Director will document such waiver in as much detail as possible to show justification for each waiver.
- 3.3.3 “AUTHORIZATION”:** After review of criteria and of documentation, the Finance Committee may authorize a waiver of competition.
- 3.4 NEGOTIATION PROCEDURES AND POLICIES:** Negotiated procurements shall be a competitive basis to the maximum practical extent. Whenever supplies or services are procured by negotiation, price quotation or other evidence of reasonable prices and other vital matters deemed necessary by the Director shall be solicited from the maximum number of qualified sources of supplies or services, consistent with the nature of and requirements for the supplies or services to be purchased, in accordance with the basic policies set forth below.
- 3.4.1 DECENTRALIZED PURCHASES:** At the discretion of, and subject to, the review and approval of the Director, department heads or their authorized representatives may effect purchases in amounts not to exceed \$1,000.00. The Director shall issue such rules and regulations and prescribe such forms as he/she deems necessary to control such purchases. He/she may also permit exceeding this monetary limitation in those instances where price, terms, conditions and contractors have been predetermined by his/her establishing open-end (estimated requirement type) contracts.
- 3.4.2 PURCHASING CARD PROGRAM:** Upon the recommendation of a department head, and subject to, the review and approval of the Director, department employees may affect purchases using a City of Lewiston purchasing card. The amount of any one purchase shall not exceed \$1,000.00 per transaction. The Director shall issue such rules and regulations and may prescribe such forms as he/she deems necessary to control such purchases. The Purchasing Card shall be used for the sole benefit of the City of Lewiston.
- 3.4.3 PURCHASES - NOT TO EXCEED \$2,000:** When the Director or his/her designee considers prices to be fair and reasonable and the total amount of a purchase does not exceed \$2,000, procedures and documentation will be

PURCHASING POLICY

simplified to the maximum degree possible. He/she shall establish such rules of procedure for such purchase as he/she feels necessary to insure against abuse of the public's best interest.

- 3.4.4 PURCHASE - \$2,000 - \$10,000 :** Negotiated purchases exceeding \$2,000 but not exceeding \$10,000 in total cost, will be supported by a record of price quotation from at least three (3) competitive sources or adequate explanations justifying the absence of such competition. Such quotation may be obtained in writing, verbally, or by such other means as may be prescribed by the Director or his/her designee as appropriate to the circumstances.
- 3.5 AUDITING, ARCHITECT, ENGINEER AND CONSULTANT SERVICES - POLICY AND PROCEDURES:** It is the policy of the City to publicly announce all requirements for such services and to award contracts on the basis of demonstrated competence and qualifications for the type of professional services required, the technical merits of offers and the price for which services are to be rendered.
- 3.5.1 FEES:** Sealed fee statements shall be submitted at the same time as the proposal. No municipal contracts shall be awarded wherein the fee is stated as a percentage of the project cost. The preferred method of establishing a fee shall be that of a firm fixed fee. Other methods may, at the discretion of the Director, be employed if it is impossible to arrive at a firm fixed fee.
- 3.5.2 SELECTION:** The Director or his/her designee shall request firms engaged in the lawful practice of their profession to submit a statement of qualifications and performance data.
- 3.5.2.1 AUDITING:** If the anticipated fee exceeds \$50,000, the data shall be evaluated by the City Finance Committee. The Finance Committee shall conduct discussions with firms regarding their qualifications and audit methods of approach for furnishing the required services, and then shall select there from, firms deemed to be adequately qualified to provide the services required. Once the adequately qualified firms have been established, the City Finance Committee shall open the sealed fee statements of the firms deemed to be adequately qualified. It should be the practice that the contract will be awarded to the qualified firm with the lowest bid.
- 3.5.2.2 ARCHITECT, ENGINEER AND CONSULTANT SERVICES:** If the anticipated fee exceeds \$25,000, the RFP and selection process shall be done in compliance with the "Brooks Act" which is hereby appended to the Purchasing Policy. The responses shall be evaluated by a Selection Review Committee consisting of Public Works Director (or designee), two (2) members of the Finance Committee with one being a City Councilor, and two (2) Project Engineers that are not involved with the proposed work. The Selection Review Committee shall conduct discussions with qualifying firms regarding anticipated scope of services and alternative methods of approach for furnishing

PURCHASING POLICY

the required services. The Selection Review Committee will rank the firms. The fee statement of the highest rated firm will be recommended to the Finance Committee for award of contract including a negotiated fee if applicable.

- 3.5.3 INSURANCE AND BONDS:** All firms selected as being adequately qualified must provide evidence of insurance covering their entire scope of operation for any “error or omissions” resulting from their endeavors. The amounts of such insurance coverage shall be commensurate with the magnitude of the project under consideration and shall be established by the Director. Should timely performance be a matter of importance to the City, the firm selected may be requested to furnish an acceptable performance bond and/or such other form of surety as may be mutually agreed upon to insure adherence to a mutually agreed upon time schedule.
- 3.5.4 RECOMMENDATION OF CONTRACT FROM SELECTION REVIEW PROCESS:** Once the Selection Review Committee ranked firms, the Committee may negotiate with the top ranked firm and make a recommendation to the Finance Committee. The Finance Committee shall receive all documentation regarding the selection.
- 3.5.5 SMALL PROJECTS:** In those instances wherein the fee does not exceed \$50,000, the procedures outlined in Section 3.5.2.2 may be simplified by the Director after consultation with the City Administrator, selecting no less than three (3) adequately qualified firms for the purpose of making an award. A complete record of the reasons for recommending a firm shall be part of the record reviewed by the Finance Committee if the contract exceeds \$10,000.
- 3.6 AWARD:** All contracts wherein the fee exceeds \$10,000 shall be reviewed and awarded by the Finance Committee.
- 3.7 AMENDMENTS TO CONTRACTS:** Amendments to contracts may be authorized by the Finance Committee when it can clearly document that the additional services are part of the original intent of the base contract and are made necessary by changes not known at the time of the base contract.
- 3.8 DISQUALIFICATION OF BIDDERS:** The Finance Committee may authorize the disqualification of a bidder/vendor from bidding on City contracts for up to twelve (12) months upon the formal recommendation of the Director and in accordance with procedures set forth. Prior to the award of any bid to be funded with CDBG dollars the Purchasing Director will check the federal Limited Denial of Participation list at: https://www5.hud.gov/ecpcis/main/ECPCIS_List.jsp to confirm that the low bidder is not on the federal list of debarred or ineligible contractors. If the low bidder is on the ECPCIS list they cannot receive the award.
- 3.8.1 CITY DEPARTMENT OR CONSULTING ENGINEER REQUEST DISQUALIFICATION OF BIDDER/VENDOR:** for one or more of the

PURCHASING POLICY

following:

- A) Default on their bid, quotation, contract or purchase order;
- B) Failure to comply with specification of contract documents;
- C) Failure to supply the item as required by the specifications.
- D) Documented history of poor performance.

* The Bidder/Vendor shall be notified, in writing, by the Director prior to a recommendation for disqualification being forwarded to the Finance Committee.

3.8.2 DISQUALIFIED BIDDER/VENDOR: may apply for reinstatement after period of disqualification has elapsed. The Director of Budget/Purchasing recommends to the Finance Committee on reinstatement of Bidder/Vendor. Under no circumstance can a bidder on the ECPCIS list be awarded a contract funded with CDBG dollars.

3.8.3 BIDDER/VENDOR: shall have the right to appeal to the City Council for a reversal or reinstatement.

3.9 REQUISITION: Purchases involving the immediate encumbrance of City funds shall be made only on a written/electronic requisition submitted by the department. Purchase of less than \$1000 will not require Purchase Orders.

3.9.1 REVISORY POWER IN AGENT: The Director or his/her designee shall examine each requisition and shall have the authority to revise it as to quantity, quality or estimated cost; but revision as to quality shall be only with the concurrence of the using agency or, if agreement cannot be reached, with concurrence of the City Administrator.

3.10 APPROPRIATION REQUIRED: No purchase of supplies or services not provided for in the annual appropriation resolve, shall be made unless by specific order of the City Council. Once the purchase has been authorized by the Director or his/her designee the funds shall be immediately encumbered.

3.11 UNAUTHORIZED PURCHASES: Except as herein provided, or as may be specifically authorized by the City Council or the Director, it shall be unlawful for any City employee or official to purchase any supplies or services other than in accordance with these policies.

3.12 SALE OF PROPERTY: The Director or his/her designee shall be responsible for the sale of all municipal property (real or personal) which is no longer used or has become obsolete, worn out or scrapped.

3.12.1 NOTICE: Department heads of all using agencies shall notify the Director or his/her designee, at such times and in such form as he/she may prescribe, reports of all surplus material available within their respective department.

PURCHASING POLICY

3.12.2 TRANSFER: The Director shall have the authority to transfer surplus property to other using agencies.

3.12.3 SALE PROCEDURE: All sales which have an estimated dollar value over \$5,000 shall be sold at a public auction or through formal competitive bids. Sales from \$1,000 to \$5,000 shall be supported by price quotations from three (3) competitive sources or adequate explanation justifying the absence of such competition. Sales estimated at less than \$1,000 shall be conducted in the most economical manner and in the best interest of the City.

3.12.4 DONATION: All items which might be donated to another town, municipality or non-profit organization shall require prior approval of the City Council.

Sec. 4 MISCELLANEOUS PROVISIONS

4.1 GIFTS AND GRATUITIES: Officers and employees of the City are expressly prohibited from accepting from any person, firm, corporation or organization, any rebate or gift that would directly affect the purchase of goods or services for the City.

4.2 COOPERATIVE PURCHASING: The Director or his/her designee shall have the authority to join other units or government (federal, state, county, municipal subdivisions, including quasi-municipal agencies) in cooperative purchasing plans when the best interests of the City would be served thereby and such action is in accordance with and pursuant to law.