

# **FINANCE COMMITTEE**

## **MINUTES**

### **LEWISTON, MAINE**

**May 19, 2003**

**PRESENT:**

Robert Stone, Councilor Roger Philippon and Roger Provencher. Councilor Lillian LaFontaine O'Brien arrived at 5:06 p.m.

**ABSENT:** Jason Allen

**ALSO PRESENT:** Purchasing Agent Norman Beauparlant and Student Representative Joe Poirier.

The meeting was called to order at 5:03 p.m. by the Chairman Robert Stone.

On motion of Mr. Philippon, seconded by Mr. Provencher it was

**VOTED:**

**(52-2003)** To dispense with reading of the minutes of the previous meeting dated April 28, 2003 and to accept and place them on file as submitted by the Clerk.

**VOTE: 3-0**

A presentation was made to the Finance Committee on the results of an Inventory Management System for the Water Division which was put into place July of 2002. A chart comparing the projected benefits of the new Inventory Management Program with the actual results was reviewed with the Committee and it estimated the direct avoided cost for the first year at \$213,000 and the soft avoided cost was estimated at \$70,000. A good portion of the savings was the one time cash adjustment for the reduction of the inventory which amounted to \$138,000. Savings in the area of personnel resulting from the elimination of 1 ½ positions was estimated at \$60,000.

Chairman Stone requested a more definitive breakdown of the total estimated savings of \$283,000. A request was also made for an estimate of the additional cost of purchasing materials as part of the Inventory Management Program. A comparison of prices to purchase materials by other utilities might be helpful in this regard. It was agreed that the additional information would be presented to the Finance Committee prior to requesting consideration for approving an additional one (1) year term on the Inventory Management contract with E J Prescott. No action was required at this time.

The Committee was informed that Beaulieu Industries of Sabattus, Maine, was unable to obtain a Performance Bond for the Adams Avenue Reconstruction Project, which had been recently awarded by the Finance Committee. Beaulieu Industries understands that if it is unable to obtain Performance

Bonds and enter into a contract with the City that they will forfeit their bid security of \$6,754.

On recommendation of the Purchasing Agent and on motion of Ms. O'Brien, seconded by Mr. Philippon it was

**VOTED:**

**(53-2003)** To rescind the award of Bid 2003-20 on the Adams Avenue Reconstruction Project to Beaulieu Industries of Sabattus, Maine, and to award the contract to the second low bidder, St. Laurent & Son, Lewiston, Maine, at their total bid price of \$103,277.

**VOTE: 4-0**

The Committee was brought up to date on the results of the analysis of the Parking Facilities Management Services contract, which the City solicited, as well as the results of discussions between the City Administrator and representatives of General Bargaining Unit and Maine State Employees Association. Although there was a potential for savings of approximately \$30,000 in the contracting of the Parking Management Services, the Administrator has negotiated concessions with the union and has agreed to defer the contracting of the services for a period of at least one (1) year. It was recommended that the proposals for Parking Facilities Management Services be rejected at this time.

On recommendation of the Purchasing Agent and on motion of Mr. Provencher, seconded by Mr. Philippon it was

**VOTED:**

**(54-2003)** To reject all proposals received on RFP 2003-8 Parking Facilities Management Services.

**VOTE: 4-0**

As the result of a recent breakdown of one of the City's street sweepers which was scheduled for replacement, proposals were solicited from two (2) vendors to supply the City with the rental of the street sweeper with the option to purchase in the fiscal year 2004 budget. The lowest proposal received was from Howard P. Fairfield, Skowhegan, Maine, who submitted a total purchase price of \$97,500. The initial lease of the vehicle for a period 45 days at the rate \$8,100 would be fully applied to the purchase of the sweeper.

On recommendation of the Purchasing Agent and on motion of Ms. O'Brien, seconded by Mr. Provencher it was

**VOTED:**

**(55-2003)** To authorize the lease/purchase of a sweeper from Howard P. Fairfield, Skowhegan, Maine, at their total acquisition price of \$97,500 with the 45 day lease amount being in the amount of \$8,100.

**VOTE: 4-0**

The Purchasing Agent requested a Waiver of Competition to allow for the installation of Preemption

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Traffic Control Equipment at three (3) intersections in the City. The only vendor who can provide the Tomar Equipment, which is the same as what has already been installed at other intersections, is Highway Tech of Sabattus, Maine. They are the only available vendor in the New England area.

On recommendation of the Purchasing Agent and on motion of Ms. O’Brien , seconded by Mr. Provencher it was

**VOTED:**

**(56-2003)** To authorize a Waiver of Competition pursuant to Section 3.3.1 of the Purchasing Policy and to award the contract for installation of Preemption Equipment at three (3) intersections to Highway Tech, Sabattus, Maine, only vendor at a total cost of \$20,900.

**VOTE: 4-0**

The Committee was advised that Bid 2003-29 on the Sale of two (2) Surplus Fire Apparatus resulted in no proposals being received. Other avenues will be explored for the disposal of the equipment and the Committee will be advised of the results in the near future.

On recommendation of the Purchasing Agent and on motion of Mr. Provencher , seconded by Ms. O’Brien it was

**VOTED:**

**(57-2003)** To award Bid 2003-30 on SCBA equipment for the Fire Department to K & T Environmental Equipment, Island Falls, Maine, only bidder at their total contract price of \$18,750.

**VOTE: 4-0**

On recommendation of the Purchasing Agent and on motion of Mr. Philippon , seconded by Ms. O’Brien it was

**VOTED:**

**(58-2003)** To award Bid 2003-27 on the season’s requirement of Shade Trees to the low bidder on an item by item basis as follows:

<u>Vendor</u>	<u>Items</u>	<u>Total Value (est.)</u>
O’Donals Nursery	1,2,4,5,6,8,9,11,13,14,16,17,19,20,21	\$20,374.30
Gorham ME	,22,23,24,25,26,28,33,34,35,36 & 37	
Roaring Brook Nursery	15 & 27	2,300.00
Wales ME		
Shaker Hill Nursery	3,12,18 & 29	3,117.00
Poland ME		
Gammon Landscape/Nursery	10	2,337.50
Auburn ME		
Provencher’s Nursery	7,30,31 & 32	2,445.00
Lewiston ME		
<b>Total Award</b>		<b>\$30,573.80</b>

**VOTE: 4-0**

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On recommendation of the Purchasing Agent and on motion of Mr. Provencher, seconded by Mr. Philippon it was

**VOTED:**

**(59-2003)** To award Bid 2003-28 on Dump Truck Rental to be utilized by the Public Works Department during the construction season, to the low bidder on an item by item basis based on availability at the time that the equipment is needed.

	<b>Double Axle (mini: 12 cu.yds.)</b>			<b>Tri-Axle (mini: 16 cu.yds.)</b>		
<b>Contractor</b>	<b>Hourly *</b>	<b># Units</b>	<b>Capacity</b>	<b>Hourly *</b>	<b># Units</b>	<b>Capacity</b>
Gendron & Gendron	38.00	1	14 cu.yd.	48.00	5	18 cu.yd.
Romeo Trucking	35.00	2	12 cu.yd.	45.00	3	16 cu.yd.
Little Jack's Trucking	36.00	1	14 cu.yd.	No Bid		

**VOTE: 4-0**

The Committee considered award of Bid 2003-31 on Work Zone Traffic Control (Flaggers). It was pointed out to the Committee, for disclosure purposes, that Councilor Renee Bernier is the owner of Ace Detective & Security Agency of Lewiston. Ace Detective & Security was the only bid received for the Flaggers even though six (6) security firms were solicited to submit proposals.

On recommendation of the Purchasing Agent and on motion of Ms. O'Brien, seconded by Mr. Philippon it was

**VOTED:**

**(60-2003)** To award Bid 2003-31 on Work Zone Traffic Control (Flaggers) to Ace Detective & Security, Lewiston, Maine, only bidder at their stated hourly rate of \$18.00/hour.

**VOTE: 4-0**

On recommendation of the Purchasing Agent and on motion of Mr. Philippon, seconded by Ms. O'Brien it was

**VOTED:**

**(61-2003)** To authorize the following Change Orders on the Park Street Parking Garage with Northern Granger Inc.:

C/O #6:	Access panel for mechanical room	\$2,852
C/O #7:	A) install 14 2 ½ caliper Quercus Palustris (Pin Oak) trees	\$7,640
	B) furnish & install steel plate to extend existing pour stop	\$7,161
	C) relocate electrical meter required by CMP	\$562
	D) furnish & install 1 additional conductor to meet electrical codes	\$660
	<b>TOTAL</b>	<b>\$16,023</b>

**VOTE: 4-0**

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It was requested that Change Order #1 to the contract with Pike Industries for furnishing and installing paving along Lisbon Street, be approved. Bids for the current fiscal year’s paving requirements have not been solicited and repairs to Lisbon Street, because of winter damage from excavation, that should be repaved as soon as possible.

On recommendation of the Purchasing Agent and on motion of Mr. Provencher, seconded by Mr. Philippon it was

**VOTED:**

**(62-2003)** To authorize Change Order #1 on the contract with Pike Industries for Plant Mixed Bituminous Pavement for paving of an area on Lisbon Street at East Avenue in the amount of \$2,647.60.

**VOTE: 4-0**

On recommendation of the Purchasing Agent and on motion of Mr. Philippon , seconded by Mr. Provencher it was

**VOTED:**

**(63-2003)** To award Bid 2003-32 on Sidewalk and Roadside Weed Control Services to Municipal Pest Management Services Inc., York, Maine, for a three (3) year period, subject to available funding.

July 2003 - June 2004	\$13,540
July 2004 - June 2005	\$13,585
July 2005 - June 2006	\$13,985

**VOTE: 4-0**

On recommendation of the Purchasing Agent and on motion of Ms. O’Brien, seconded by Mr. Philippon it was

**VOTED:**

**(64-2003)** To authorize Change Order #1 on the Lincoln Street Parking Lot and Sidewalk Improvement Project with L P Poirier & Sons to remove Item #9 to furnish and install benches and Item #10 to furnish and install trash receptacles at a total reduction in contract price of \$21,560.

**VOTE: 4-0**

**VOTED:**

To adjourn at 5:47 p.m.

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Richard T. Metivier  
Clerk  
Finance Committee