

# **FINANCE COMMITTEE**

## **LEWISTON, MAINE**

**February 23, 2004**

**PRESENT:**

Robert Stone, Councilor Mark Paradis, Ronald Paradis and Roger Provencher. Councilor Lillian LaFontaine O'Brien arrived at 5:21 p.m.

The meeting was called to order at 5:15 p.m. by Chairman Roger Provencher.

On motion of Mr. Stone seconded by Mr. Ronald Paradis it was

**VOTED:**

**(15-2004)** To dispense with reading of the minutes of the previous meeting dated February 9, 2004 and to accept and place them on file as submitted by the Clerk.

**VOTE: 4-0**

The Committee considered award of the bid on an HVAC system at the Public Works Facility on Adams Avenue. The Request for Proposals were structured on a Design/Build basis given the nature of the building and the options that might be considered.

The Request for Proposals required that the contractors put forth a methodology on installing a replacement system and sealed fee proposals were submitted by each of the contractors. Proposals that were received were reviewed by a Selection Review Committee of City staff as well as an Engineer from Neil and Gunter. The consultant and the sealed fee proposals were opened for the two (2) highest rated firms. It was recommended that the contract be awarded to Damon Mechanical Services based on their proposal at a total price of \$192,580.

Mr. Dan Thayer of Thayer Corporation indicated that he supported the City's solicitation of proposals on a Design/Build process. He did indicate however, that the City was going through a learning process in the methodology used to evaluate proposals. Mr. Thayer further indicated that he expected an interview would follow the submission of the written proposals, which never occurred and also thought the price proposal which they submitted would have been opened. He also stated that the hot water requirement that was included in the Request for Proposal was in fact not a requirement but just a recommendation and that their proposal for a steam system was recommended in order to save cost on the project.

After a lengthy discussion, the Committee members agreed that further evaluation of the proposal from Thayer may be beneficial to the City. Additionally, the proposal from Thayer did include a sealed fee statement which established their pricing for the project and would not put the other companies at an unfair disadvantage.

**FINANCE COMMITTEE MINUTES**

**February 23, 2004**

On motion of Ms. O'Brien, seconded by Mr. Mark Paradis it was

**VOTED:**

**(16-2004)** To table the award of Bid 2004-3 on a replacement of the HVAC System at the Public Works Facility for further evaluation.

**VOTE: 5-0**

The Committee considered the award of the bid on Photocopiers/Printers for various City departments. The City was looking at three (3) units for various City Hall departments that would be connected to the City's Computer Network. The units were evaluated by a demonstration of each of the units in the department's where they were going to be utilized. Given the type of applications required in respective offices it is recommended that two (2) Photocopier units be awarded to Budget Documents of Lewiston at a bid price of \$7,082 each for Kyocera Mita and that a single Photocopier be awarded to CBE Tech of Portland on an HP 9000 at a bid price of \$10,174.

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

**VOTED:**

**(17-2004)** To award Bid 2003-54 on Photocopier/Printers as follows:

|  | <u><b>Total Amount</b></u> |
|--|----------------------------|
| Budget Documents, Lewiston ME (2) Kyocera Mita units | \$14,164                   |
| CBE Tech, Portland ME (1) HP 9000 unit               | \$10,174                   |

**VOTE: 5-0**

On recommendation of the Purchasing Agent and on motion of Mr. Stone, seconded by Mr. Mark Paradis it was

**VOTED:**

**(18-2004)** To ratify the award of the Asbestos Abatement contract for Phase III of the Library Expansion Project to American Abatement, Lewiston, Maine, at their low bid price of \$8,000

**VOTE: 5-0**

The Committee considered renewal of the contract with Mr. Thomas Verrill to provide Sealer of Weights & Measures services to the City on a contractual basis. The services are performed by Mr. Verrill at no cost to the City with fees for the services being paid directly to Mr. Verrill. The total amount of fees collected annually is estimated at \$3,950.

**FINANCE COMMITTEE MINUTES**

**February 23, 2004**

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

**VOTED:**

**(19-2004)** To award the contract for Sealer of Weights & Measures for the City of Lewiston to Mr. Thomas Verrill, Auburn, Maine, for a three (3) year period and that the fees for services of Mr. Verrill be paid from fees paid by the businesses requiring certification.

**VOTE: 5-0**

**VOTED:**

To adjourn at 5:54 p.m.

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Richard T. Metivier  
Clerk  
Finance Committee