

FINANCE COMMITTEE

LEWISTON, MAINE

January 24, 2005

PRESENT:

Councilor Lillian LaFontaine O'Brien, Ronald Paradis, Roger Provencher, Robert Reed and Councilor Mark Paradis.

The meeting was called to order at 5:15 p.m. by the Clerk.

It was requested that the Committee nominate a Chairperson for the ensuing year.

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

VOTED:

(8-2005) To elect Roger Provencher as Chairperson for the ensuing year.

VOTE: 4-0-1

Mr. Provencher abstained

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

VOTED:

(9-2005) To dispense with reading of the minutes of the previous meeting dated January 10, 2005 and to accept and place them on file as submitted by the Clerk.

VOTE: 5-0

The Committee reviewed the Rules of the Finance Committee with proposed changes from the previous fiscal year that would incorporate the revisions to the City's current Purchasing Policy. After a brief discussion the following action was taken.

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

VOTED:

(10-2005) To adopt the following Rules to govern the Finance Committee for the ensuing year:

RULES OF THE FINANCE COMMITTEE

Regular Meetings:

A. Time: The Finance Committee shall hold regular meetings twice monthly on **Mondays at 5:15 p.m.**

B. Place: All regular meetings of the Finance Committee shall be held in the Council Chambers of City Hall.

Special Meetings:

All special meetings shall be called in accordance with Chapter 2, Section 2-183 {c} of the Revised Code of Ordinances.

Parliamentary Procedure:

“ROBERT’S RULES OF ORDER” shall be regarded by the Finance Committee as the proper authority for parliamentary procedure in conduct of its meetings for the ensuing year.

Majority Vote:

All motions must be passed by a majority of the members (three) in order to constitute action on any matter.

Authorization for Contract Awards, Amendments and Change Orders:

The Committee authorizes the Purchasing Director, after consulting the Finance Director, to approve contracts, contract amendments or change orders for the purchase of goods and services under the following conditions:

A. Contracts

1. Award may be made to the low responsive bidder or sole responsive bidder when award is necessary to insure that the contract for goods or services is not delayed.
2. All contracts approved shall be forwarded to the Committee, for their ratification, at the next regular meeting with appropriate documentation and reasoning for proceeding with award of contract.

B. Amendments or Change Orders

1. When the amendment or change order is necessary to insure that the contract for goods or services is not delayed.
2. The amount of the amendment or change order is no more than ten (10%) percent of the contract price, with an upset limit of \$10,000 for any single amendment/change order.
3. That should the levels set forth in Section 2 be exceeded and an amendment or change order is necessary to complete the project and to protect the best interest of the City, the

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City Administrator may authorize amendments or change orders as provided for in Section 3.2 of the Purchasing Policy.

4. The City Administrator has signed and approved the amendment/change order.

If the City Administrator deems the circumstances to be an emergency, they will be documented and reported to the Finance Committee at the next regular meeting.

5. All amendments/change orders approved shall be forwarded to the Committee, for their ratification, at the next regular meeting.
6. That should the amendment or change order amount exceed both Section 2 and Section 3 levels of authorization, a special meeting of the Finance Committee shall be called by the Chairman or ranking member of the Committee if the Chairman is not available.

Suspension of Rules:

Any of the foregoing rules may be suspended, amended or repealed providing a majority of the members vote therefore.

VOTE: 5-0

The Committee was advised on proposals that were sought for the City's purchase of mattresses for the General Assistance Department due to the fact that Twin City Liquidation, a company owned by Councilor Normand Rousseau, had an interest in providing mattresses to the City. Pursuant to Code of Ordinance requirements, proposals must be sought from at least two (2) other companies in order for a City official to be awarded a contract. The results of the proposals solicited were that Twin City Liquidation was the low bidder on the items requested.

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

VOTED:

(11-2005) To award Bid 2005-003 on Mattresses for the General Assistance Department to Twin City Liquidation, Lewiston, Maine, low bidder at their bid price of \$75 on single mattresses, \$92 on double mattresses plus a \$20 delivery charge.

VOTE: 5-0

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The Committee considered award of a contract to supply a Bridge Crane at the Main Street Pumping Station. It was recommended that the contract be awarded to the low bidder Somatex Inc., Pittsfield, Maine, at their bid price of \$14,910. Councilor Mark Paradis questioned whether it was possible for the City to award the contract to the local bidder, New England Crane of Lewiston at a price of \$14,995 when there was a mere \$85 difference between the second and lowest bids. City staff explained that under current Purchasing Policy, approved by the City Council, there is no preferential treatment to local vendors unless there is a tie bid situation.

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

VOTED:

(12-2005) To award the contract on replacement of a Bridge Crane at the Main Street Pumping Station to Somatex Inc., Pittsfield, Maine, low bidder at their total bid price of \$14,910.

VOTE: 4-1

Councilor Mark Paradis opposed

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

VOTED:

(13-2005) To authorize Task Order #11 under the joint master contract with Camp Dresser & McKee for consultant services to provide assistance to the City of Lewiston and the Auburn Water District. Task Order #11 would provide for:

1. Update of 1993 Turbidity and Bacteria Study
2. Consulting and assistance with implementation
3. Analysis and reporting.

Total cost of the contract is \$37,000 with Lewiston's share being \$18,500.

VOTE: 5-0

Change Order #1 to the contract with Natgun Incorporated on the Ferry Road Water Storage Tank Project was considered by the Committee. The Change Order would provide for an additional 2,537 of rock excavation at the same unit prices in the bid proposal and also add time and materials to install a 28 LF sewer main on Ferry Road. The total cost of the Change Order is \$120,007.42 and would bring the total contract price to \$2,797,482.42.

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

VOTED:

(14-2005) To authorize Change Order #1 to the contract with Natgun Inc. on the Ferry Road Water Storage Tank Project for 2,537 additional cubic yards of rock excavation and installation of 28 LF of sewer main on Ferry Road at a total cost of \$120,007.42.

VOTE: 5-0

On recommendation of the Finance Director and on motion of Ms. O'Brien , seconded by Mr. Reed it was

VOTED:

(15-2005) To ratify Change Order #2 to the contract with K & K Excavation on the Chestnut Street Rehabilitation Project for additional cost in removing a brick wall, which was encountered underground after excavation was performed, at a cost of \$3,759.50.

VOTE: 5-0

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

VOTED:

(16-2005) To authorize the following Change Orders on the Lisbon Street Sidewalk Project (Chestnut Street to Adams Avenue) with Pratt & Sons.

Change Order #9: reconstruction of three corners to allow for truck turning radius . . . \$5,978.00

Change Order #10: five minor changes (\$456.90)

VOTE: 5-0

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

VOTED:

(17-2005) To ratify Change Order #2 to the contract with St. Laurent & Son on the Gully Brook Sewer Separation Project Contract #3 for additional loam and seed to prevent soil erosion at a total cost of \$8,568.

VOTE: 5-0

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

VOTED:

(18-2005) To authorize Change Order #3 to the contract with Gendron & Gendron on the Adams Avenue Rehabilitation Project to provide a riprap ditch at the top of the constructed retaining wall on Adams Avenue in the amount of \$520.

VOTE: 5-0

The Finance Director distributed copies of the fiscal year 2006 Capital Improvement Program which would be reviewed by the Finance Committee at one of their meetings in February. The Finance Director reviewed briefly the sections of the report which would be pertinent to the discussion at the upcoming meeting.

Also distributed were copies of the fiscal year 2004 Comprehensive Annual Financial Report.

Councilor Paradis requested that the Capital Improvement Program be reviewed at the second meeting in February (February 28th) because of conflicts that he would have with the meeting of February 14th.

VOTED:

To adjourn at 5:53 p.m.

Richard T. Metivier
Clerk
Finance Committee