

LEWISTON FINANCE COMMITTEE MEETING

Agenda

Finance Committee meeting, **Monday**, December 9, 2019 at **5:30** p.m. in the **Administrative Conference Room**, Lewiston City Hall.

1. Call meeting to order
2. Review minutes of previous meeting dated November 18, 2019
3. Recommendation to award bid 2019-072 Mobile Construction Site Fencing
4. Recommendation to award bid 2019-070 Canal Cleanup and Maintenance
5. Other Business-
 - Finance Committee Rules and Procedures Discussion
 - Brownfields Consultant RFP and Selection Review Committee
 - 2020 Finance Committee Meeting Schedule
6. Communications –
Next Meeting January 13, 2020
7. Adjourn

**FINANCE COMMITTEE
Lewiston, ME**

**Minutes of
November 18, 2019**

PRESENT: Councilor Michael Marcotte, Denis Theriault, Melissa Simones Landry, Matthew Shaw and Councilor James Lysen.

ABSENT:

OTHERS PRESENT: Assistant City Administrator, Denis D’auteuil, Finance Director, Heather Hunter, Assistant Finance Director, Ralph Lenfestey, Purchasing Agent, Allen Ward, Public Works Director, Dale Doughty, Fire Chief, Brian Stockdale, Facilities Manager, Louie Turcotte, Fleet Operations Manager, Phil Brienza, Solid Waste Superintendent, Rob Stalford and William Terry of Nortrax.

Meeting was called to order at 5:28 p.m. by the Chairman.

On motion of Ms. Landry, seconded by Mr. Shaw it was

VOTED:

(155-2019) To approve the minutes of the previous meeting dated October 21, 2019 as amended to include the opposition to vote 146-2019 and to accept and place them on file as presented by the Clerk.

VOTE: 5-0

On recommendation of the Asst. Finance Director and on motion of Councilor Lysen, seconded by Mr. Shaw it was

VOTED:

(156-2019) To award Bid 2019-066 for the replacement of the Solid Waste Facility Chain Link Fencing to Aroostook Fence Company, Lewiston, ME at their adjusted bid price of \$46,795 to include the fencing base rail replacement with tension wire.

VOTE: 5-0

On recommendation of the Asst. Finance Director and on motion of Councilor Marcotte, seconded by Councilor Lysen it was

VOTED:

(157-2019) To ratify Change Order #1 to the contract with Context Architectural for the additional geotechnical calculations and modeling be ratified for an amount not to exceed \$3,080.

VOTE: 5-0

FINANCE COMMITTEE MINUTES

November 18, 2019

On recommendation of the Asst. Finance Director and on motion of Councilor Marcotte, seconded by Mr. Shaw it was

VOTED:

(158-2019) To ratify Change Order #2 to the contract with Context Architectural for the additional civil engineering to relocate the station placement be ratified for an amount not to exceed \$2,832.50.

VOTE: 5-0

On recommendation of the Asst. Finance Director and on motion of Ms. Landry, seconded by Mr. Shaw it was

VOTED:

(159-2019) To award Bid 2019-068 for wing blades (item 3) and 12” polar flex carbide inserts (item 5) be awarded to JIMAR Construction Products at their estimated cost of \$14,252.40 per their bid unit pricing.

VOTE: 5-0

On recommendation of the Asst. Finance Director and on motion of Mr. Shaw, seconded by Ms. Landry it was

VOTED:

(160-2019) To award Bid 2019-069 for Two (2) Four-Wheeled Drive Loaders w/ Viking Cives Plow gear be awarded to Nortrax, Westbrook, ME at their bid price of \$403,020 including trades.

VOTE: 5-0

On recommendation of the Asst. Finance Director and on motion of Mr. Shaw, seconded by Councilor Lysen it was

VOTED:

(161-2019) To award Bid 2019-067 to Bedard Excavation, South Paris, ME at an estimated bid price of \$117,500 based upon the itemized bid costs using estimated quantities including optional bid item #1.

VOTE: 5-0

On recommendation of the Asst. Finance Director and on motion of Mr. Shaw, seconded by Councilor Lysen it was

VOTED:

(162-2019) To approve the Task Order with Tighe and Bond for Siphon Design for an amount not to exceed \$24,900.

VOTE: 5-0

FINANCE COMMITTEE MINUTES

November 18, 2019

On recommendation of the Asst. Finance Director and on motion of Mr. Shaw, seconded by Councilor Lysen it was

VOTED:

(163-2019) To approve Change Order #1 for Bid 2019-035 Pettingill St. Sewer Replacement to the contract with St. Laurent and Son to add the four (4) sewer services and additional paving costs to the project scope for an additional \$17,946.80.

VOTE: 5-0

On recommendation of the Asst. Finance Director and on motion of Ms. Landry, seconded by Mr. Shaw it was

VOTED:

(164-2019) To terminate the Snow Plowing and Removal Rentals contract for the Police Department lot as of November 18, 2019 with Washburn and Son Excavation thus rescinding the bid 2019-061 award.

VOTE: 5-0

On recommendation of the Asst. Finance Director and on motion of Councilor Lysen, seconded by Mr. Shaw it was

VOTED:

(165-2019) To award bid 2019-061 for Snow Plowing & Removal Rentals at Police Department to St. Laurent and Son, Lewiston, ME.

VOTE: 5-0

In Other Business:

The committee reviewed the specifics of the LACH demolition contract details. The Chair expressed that had it presented in the previous meeting packet content it would have weighed into the bid award vote.

The committee was advised of the specifics of the emergency award of the Library Heating System Repairs and reviewed the presented information requested of the Facilities Manager. The Chair requested the specifics of future emergency awards as they are known be brought to attention of the committee.

The Chair requested a special meeting be scheduled for rules and procedure updates/changes.

The Finance Committee reviewed the proposed 2020 Master Schedule.

VOTE:

To adjourn at 6:39 p.m.

Allen Ward
Clerk
Finance Committee



Finance Committee

Ralph W. Lenfestey
Asst. Finance Director
rlenfestey@lewistonmaine.gov

Item #3

to: Finance Committee
from: Ralph Lenfestey, Asst. Finance Director
subject: Bid 2019-072 Mobile Construction Site Fencing
date: December 5, 2019

Bid 2019-072 is for the purchase of seventy-five (75) 6 foot by 10 foot sections of mobile construction site fencing on a per unit basis for Public Works to be used as needed on future projects vs. renting.

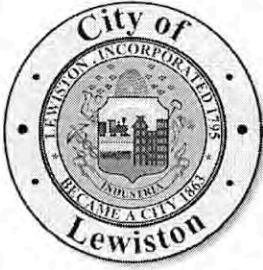
City Council allocated \$10,730 in funding for the purchase as a May 2019 Fund balance allocation.

Bids were solicited of twelve (12) vendors and three (3) were received. The Deputy Director of Highway and Open Spaces reviewed the proposals. A copy of the recommendation is attached.

It is recommended that bid 2019-072 for seventy-four (74) sections of mobile construction site fencing be awarded to C.A. Newcomb and Sons, Carmel, ME for a total bid price of \$10,730.

There is adequate funding for the purchase in the source identified (4351-457000).

RWL/aw



PUBLIC WORKS DEPARTMENT

Megan Bates, Deputy Director Highway and Open Spaces

From: Megan Bates
To: Allen Ward
Date: December 3, 2019
Subject: Recommendation Bid No. 2019-072 – Mobile Fencing

The FY2020 fund balance allocations provided funding for Mobile Fencing (\$10,730). In response, a spec was provided to you that reflected similar characters as mobile fence that was utilized at a recent park project, Jude's Place at Marcotte Park. This fencing secured in place, at the top and bottom, preventing easy entry. The mobile fence was up during construction and for a time afterward to secure the park from foot traffic while establishing grass growth. It performed well for the duration including during period of wind and strong gusts.

You posted the RFP on the City's website and distributed the following list of specifications to meet:

Specifications for: Seventy Five (75) Mobile Construction Site Fencing panels		
	Yes	No
Six (6) ft. high x Ten (10) ft. wide		
Constructed of 1 5/8" or 1 3/8" stainless steel pipe		
Meshed with 11 gauge fence fabric		
Panels should rest above ground on stands that lock into place		
Panel tops should secure with a galvanized clamp that slides down through the tops		
Install that will secure on all surfaces		
Should be capable of storing using minimal space		

After distribution, I contacted each company by email and telephone.

The bid opening took place on Tuesday, November 25, 2019. Aroostook Fence, Sonco Perimeter Security and C.A. Newcomb & Sons submitted bids.

- C.A. Newcomb & Sons - \$145/panel and met 100% spec
- Aroostook Fence – \$150.00/unit and met none of the seven specs
- Sonco Worldwide – \$121.16 / panel but did not meet two of the seven spec requirements. They bid thinner gage wire and their panels did not lock into place which was priority in the specs.

Because the bid spec was per unit and C. A. Newcomb met 100% spec, I am recommending the bid be awarded to C.A. Newcomb & Sons. The cost for 74 panels would meet the amount funded, \$10,730.00.

Mobile Construction Site Fencing

Bid: 2019-072

Sonco Worldwide Beltsville, MD	C.A. Newcomb & Sons Carmel, ME	Aroostook Fence Co Lewiston, ME
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Price P/U	\$	121.12	\$	145.00	\$	150.00
Total	\$	9,084.00	\$	10,875.00	\$	11,250.00

Warranty	1 yr manufacturers defect	1 year	N/A
Delivery	2 weeks	2 weeks	3-4 weeks
Terms	Net 30	60 Days	Net 30



Finance Committee

Ralph W. Lenfestey
Asst. Finance Director
rlenfestey@lewistonmaine.gov

Item #4

to: Finance Committee
from: Ralph Lenfestey, Asst. Finance Director
subject: Bid 2019-070 Canal Cleanup and Maintenance
date: December 5, 2019

The scope of services for bid 2019-070 calls for the cutting and removal of trees, woody vegetation and vines along the banks of the canals. \$100,000 in funding for various canal ownership improvements was approved by the City Council by reallocating the use of FY18 LCIP funds.

Bids were solicited of nineteen (19) vendors and four (4) were received. The Project Engineer reviewed the proposals. A copy of the recommendation is attached.

It is recommended that bid 2019-070 for Canal Cleanup and Maintenance be awarded to Webster Tree Services, Auburn, ME at their bid price of \$22,000.

There is adequate funding for the project in the source identified (7708-708716).

RWL/aw



PUBLIC WORKS DEPARTMENT

Dale F. Doughty, Director

TO: Allen Ward, Purchasing Agent
FROM: John D. Kuchinski, P.E., Project Engineer
DATE: December 3, 2019
SUBJECT: Canal Cleanup and Maintenance (Bid#2019-070)

Public Works is recommending that the apparent low bid for the subject project be awarded to Webster Tree Services. Their bid was within the approved budget amount at \$22,000.00

This bid pricing is \$45,397 less than the rejected lowest prior bid for 2019-059 Canal Cleanup and Maintenance given the extended completion time over the winter and soliciting logging or tree removal companies.

This project is part of an ongoing effort to improve the Riverfront Island area.

Funding is to be provided from City account 4361-428816, which has an available balance of \$114,161.38.

Please present for Finance Committee approval.

Canal Cleanup and Maintenance

Bid: 2019-0070

Cleanup and Maintenance	\$	Webster Tree Service Auburn, ME	22,000.00	\$	S.M.K. Corp. Lewiston, ME	49,900.00
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Cleanup and Maintenance	\$	Rosengren Landscaping Freeport, ME	54,300.00	\$	St. Lauren & Son Lewiston, ME	59,160.00
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Finance Committee

Ralph W. Lenfestey
Asst. Finance Director
rlenfestey@lewistonmaine.gov

to: Finance Committee
from: Ralph Lenfestey, Asst. Finance Director
subject: Finance Committee Rules and Procedures
date: December 5, 2019

Per the Chair's request, this item has been placed on the agenda to discuss the rules and procedures of the Finance Committee.

RWL/aw

**City of Lewiston
Finance Committee
Schedule of Meetings
January - December 2020**

DATE	LOCATION	DAY	TIME
January 13, 2020	Admin. Conference Room	Monday	5:30 p.m.
January 27, 2020	Admin. Conference Room	Monday	5:30 p.m.
February 10, 2020	Admin. Conference Room	Monday	5:30 p.m.
March 2, 2020	Admin. Conference Room	Monday	5:30 p.m.
March 16, 2020	Admin. Conference Room	Monday	5:30 p.m.
March 30, 2020	Admin. Conference Room	Monday	5:30 p.m.
April 13, 2020	Admin. Conference Room	Monday	5:30 p.m.
May 4, 2020	Admin. Conference Room	Monday	5:30 p.m.
May 18, 2020	Admin. Conference Room	Monday	5:30 p.m.
June 8, 2020	Admin. Conference Room	Monday	5:30 p.m.
June 22, 2020	Admin. Conference Room	Monday	5:30 p.m.
July 13, 2020	Admin. Conference Room	Monday	5:30 p.m.
July 27, 2020	Admin. Conference Room	Monday	5:30 p.m.
August 10, 2020	Admin. Conference Room	Monday	5:30 p.m.
August 24, 2020	Admin. Conference Room	Monday	5:30 p.m.
September 14, 2020	Admin. Conference Room	Monday	5:30 p.m.
September 28, 2020	Admin. Conference Room	Monday	5:30 p.m.
October 19, 2020	Admin. Conference Room	Monday	5:30 p.m.
November 2, 2020	Admin. Conference Room	Monday	5:30 p.m.
November 16, 2020	Admin. Conference Room	Monday	5:30 p.m.
December 7, 2020	Admin. Conference Room	Monday	5:30 p.m.