

## **FINANCE COMMITTEE AGENDA**

**February 3, 2015**

**Please Note Date/Time Change**

***(Immediately following the Business & Economic Development Committee)***

### **1. Consent Agenda**

- a. Emergency Purchase – Hammond Street Sewer Repair – Eastwood Contractors  
- \$17,204

### **2. Assessment Information – Online GIS Parcel Viewer**

### **3. Purchasing Policy Amendment – CDBG Purchases**

# Memo

To: Finance Committee  
From: Sean Currier  
CC: Debbie Cyr, Brad Moore  
Date: 1/30/2015  
Re: Hammond Street emergency sewer repair (payment acceptance request)

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The City of Bangor Sewer Department recently completed emergency sewer main replacement due to a large sink hole on Hammond Street, with the help of Eastwood Contractors.

On December 29, 2014 a call came in at approximately 10am stating that there was a depression in the pavement starting in the inbound travel lane on Hammond Street Hill. The depression was monitored and in the evening, the depression became substantially deeper prompting Bangor Public Works to block off the travel lane and contact the sewer department. Tuesday morning an attempt was made to cctv the brick sewer main to discover the extent of the problem but the condition of the pipe invert rendered the cctv camera useless. The sink hole had opened up to an approximately 6' diameter hole, 9' deep.

The sewer department contacted (3) three contractors currently under contract in the City. Due to the holiday and lack of personnel, the contractors were unable to conduct the repair. Given the severity of the issue, the sewer department contacted Eastwood Contractors to see if they were available and they stated they could mobilize within the hour.

The 1870's brick sewer was excavated by conventional method (open trench) and replaced to a point where suitable brick pipe was found on the up and down stream ends. The repair was made with 24" SDR 35 PVC pipe then the hole backfilled with crushed stone and flowable fill to get traffic flowing properly as soon as possible given pending holiday celebrations downtown.

Eastwood Contractors was able to provide services necessary to complete the project and start immediately, working along with the Sewer Department to complete the emergency repair.

The Bangor Sewer Department budgeted for such emergencies in FY15 (Professional and Technical Services account, 8003-73010000) and has sufficient funds to cover the service rendered. The Sewer Department is requesting approval to submit the invoice from Eastwood Contractors for payment in the amount of \$17,204.00.

**To: Finance Committee**  
**RE: Enhancement to GIS Parcel Viewer**  
**Date: January 29, 2015**

The City Assessor has identified an option to make additional assessment information available on-line as a layer within the City's GIS Parcel Viewer. The City's software vendor has developed a proposal to convert the City's existing assessment cards into a digital format (see attached example) which can then be added to the City's existing GIS application.

For a one-time fee of \$900 and an annual maintenance cost of \$45, the City will be able to digitize its assessing cards thereby making assessing information available as part of the City's GIS service.

Staff believes this enhancement is in line with the Council and public's desire to have more information available electronically. Prior to proceeding any further, staff wanted to gauge the Council's interest and address any potential questions.





**To: Finance Committee**

**From: Jason Bird  
Debbie Cyr**

**RE: Amendment to Purchasing Policy – CDBG Purchases**

**Date: January 30, 2015**

Attached is a proposed amendment to the City's purchasing policy. This amendment is to incorporate the federal requirements for Community Development Block Grant (CDBG) purchases into the City's overall purchasing policy. There are no new federal requirements and the amendment is representative of the current and past practices. This amendment is being proposed as more of a housekeeping item, which will result in a policy that is all encompassing and clear.

## ARTICLE 13 – Community Development Block Grant Program

### 13-101 General Provisions

- (1) When procuring goods or services using Community Development Block Grant funding, the City and its subrecipients, must follow federal procurement rules when purchasing services, supplies, materials, or equipment.
- (2) The City must adhere to federal procurement requirements found in 24 CFR Part 85 and as amended. Subrecipients must adhere to federal procurement requirements found in 2 CFR Part 215.44, as implemented through 24 CFR Part 84 and as amended.
- (3) Subrecipients are those entities and individuals receiving loans or grants to fulfill a CDBG national objective using CDBG funding and/or matching funds. Subrecipients include, but are not limited to, businesses, non profit organizations, housing developers and single family home owners. Sub recipients are not required to receive the City's authorization to award contracts using CDBG funding so long as these procurement policies are adhered to and documented.
- (4) There are four categories of procurement pertaining to CDBG funding:
  - (a) Small purchase procedures,
  - (b) Sealed bids,
  - (c) Competitive proposals and
  - (d) Non-competitive proposals.

### 13-102 Small Purchase Procedures

This category may be used for goods and services totaling no more than \$100,000. The Director of Community & Economic Development, or his/her designee, has authority to award contracts within this category.

- (1) Non Housing Rehabilitation - Under the small purchases method, a request for quotes may be sent to a reasonable number of potential vendors with a detailed description of the goods or services needed. Once three or more competitive written quotations are received from qualified sources, a contract may be awarded to the lowest responsive and responsible source.
- (2) Housing Rehabilitation – Under the small purchases method, a request for quotes shall be sent to a reasonable number of pre-qualified vendors with a detailed description of the goods or services needed. Once three or more competitive written quotations are received from qualified sources, a contract may be awarded to the lowest responsive and responsible source.

### 13-103 Sealed Bids

- (1) This category may be used for construction contracts and goods totaling over \$100,000. The City Council must approve all contracts within this category.
- (2) Competitive and publicly solicited sealed bids are required for this category. A firm-fixed-price lump sum or unit price contract shall be awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is lowest in price. A minimum of two bidders is required.
- (3) The invitation for bids must be publicly advertised in a newspaper of general circulation and a minimum of two bids must be received in order to award the contract. All bids must be opened publicly at the time and place stated in the invitation for bids. The public is allowed at that time to review the bids. All bids may be rejected when sound documented reasons exist.

### 13-104 Competitive Proposals

- (1) Competitive proposals are used to purchase professional services where the total cost will exceed \$100,000. The Director of Community & Economic Development, or his/her designee, has authority to award contracts within this category.
- (2) Bids may be solicited under this category using two methods:
  - (a) A request for proposals
  - (b) A request for qualifications for architect and engineering services.
- (3) The invitation for bids must be publicly advertised in a newspaper of general circulation and a minimum of two bids/qualifications must be received in order to award the contract.

### 13-105 Non-Competitive Proposals

- (1) Non-competitive procurement may be used only when the award of a contract is infeasible under small purchase procedures, sealed bids, or competitive proposals and one of the following circumstances applies:
  - (a) Where the item is available only from a single source;
  - (b) Where a public emergency or urgent situation is such that the urgency will not permit a delay beyond the time needed to employ one or the other procurement methods;
  - (c) Where after solicitation of a number of sources, competition is determined inadequate.

Any contract in excess of \$100,000 must be awarded by the City Council. Contracts under \$100,000 may be awarded by the Director of Community & Economic Development, or his/her designee.

#### 13-106 Ineligible Beneficiaries

- (1) No member of the Bangor City Council, nor any other public official, officer, employee or agent of the City, shall have any personal or pecuniary interest, direct or indirect, in this agreement or the proceeds thereof.
- (2) No member or delegate to the Congress of the United States, nor any Resident Commissioner, shall be permitted any share or part of the proceeds of this Agreement or any benefit that may arise herefrom.

DRAFT