

## **FINANCE COMMITTEE AGENDA**

**March 7, 2016 @ 5:15 pm**

### **1. Consent Agenda**

- a. Report of Contracts Awarded by Staff – February 2016
- b. Workout Agreement – 5 D Street Birch Hill Estates
- c. Workout Agreement – 68 Silver Road
- d. Workout Agreement – 42 Winter Street

### **2. Bids/Purchasing**

- a. Overhead Door Maintenance – City Wide – P.D.Q. Door Company
- b. Records Conversion Services – City Wide – Records Management Center
- c. Request to Waive Bid Process – Community Connector – Maine Military Authority - \$122,564
- d. Bid Schedule

### **3. Presentation of FY 15 Audit – Runyon, Kersteen & Ouellette**

**City of Bangor**  
**Report of Bids Awarded by Staff**  
**For Month of February 2016**

1. Tree Pruning & Removal Services – Maine Tree and Landscape



73 Harlow Street  
Bangor, Maine 04401

Treasury Department  
David W. Little  
Tax Collector/Deputy Treasurer

Tel: (207) 992-4290  
Fax: (207) 945-4422  
Email: david.little@bangormaine.gov

To: Members of the Finance Committee  
From: David Little, Tax Collector/Deputy Treasurer  
Date: March 7, 2016  
Re: Workout Agreement – Skinner – 5 D Street/Birch Hill Estates – RE 11159

John Skinner would like to enter into an agreement with the City to pay the back taxes for 5 D Street/Birch Hill Estates. Currently there is approximately \$3,000.00 due covering three years of taxes.

Mr. Skinner is requesting that the agreement be set up for monthly payments of \$325.00.

Any Code issues will be resolved before the City issues a quitclaim deed.

Staff recommends approval.

Pc: Debbie Cyr, Finance Director



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To: Members of the Finance Committee  
From: David Little, Tax Collector/Deputy Treasurer  
Date: March 7, 2016  
Re: Workout Agreement – Bell – 68 Silver Road – RE 378, UT 6301401

Martin Bell would like to enter into an agreement with the City to pay the back taxes and utility charges for 68 Silver Road. Currently there is approximately \$13,500 due covering five years of taxes and several utility bills.

Mr. Bell is requesting that the agreement be set up for monthly payments of \$500.00.

The agreement will be for 12 months and renewable if any balances remain and all terms have been complied with. Any Code issues will be resolved before the City issues a quitclaim deed.

Staff recommends approval.

Pc: Debbie Cyr, Finance Director



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To: Members of the Finance Committee  
From: David Little, Tax Collector/Deputy Treasurer  
Date: March 7, 2016  
Re: Workout Agreement – Lucia Young – 42 Winter Street – RE 8688 / UT 7601401

Lucia Young would like to enter into an agreement with the City to pay the back taxes and sewer/stormwater charges for 42 Winter Street. City staff recently flagged the property due to serious tax delinquencies and I met with Ms. Young to discuss a plan for her to redeem the property. There are currently 14 years of outstanding taxes and several years of unpaid sewer/stormwater charges. The total amount due is just under \$48,000.

Ms. Young indicated that her husband had taken care of the finances and upon his death she became aware of several delinquencies that she has been working on resolving. She has presented the following proposal:

- Her brother will provide \$10,000, payable in \$1,000 monthly increments
- She will pay a down payment of \$2,000-\$3,000
- Another approximately \$2,000 will be paid upon receipt of her tax refund
- She will pay a minimum of \$500.00 a month; with the possibility of up to \$1,000 per month until the balances are paid in full

The proposal will take several years to bring the charges current; however, the agreement prepared by the City will be structured into timeframes of no more than 12 months with options for the City to extend if all conditions are met. The two primary conditions will be no missed payments without prior City approval and payment of all future charges as they come due.

Once paid in full and after any Code issues, if any, are resolved; the City will issue a quitclaim deed.

Staff recommends approval.

Pc: Debbie Cyr, Finance Director



City of Bangor Bid Tabulation

Proposal No.: P16-020: Overhead Door Maintenance

Bid Opening: 2/24/16

		<b>P.D.Q. Door Company, Inc.</b> Hampden, ME
<b>Item</b>	<b>Description</b>	
1	Hourly Rate during Normal Business Hours	\$69.00*
2	Hourly Rate during Nights, Weekends, & Holidays	\$127.00*
3	Markup Rate for Parts	24%
4	Estimated cost for semi-annual PM checks	\$59.00*
5	Response Time for Emergency Calls- normal business hours	1 Hour
6	Response Time for Emergency Calls- nights, weekends, holidays	2 Hours
7	Miscellaneous Charges:	\$50.00 per day for use of scissor lift. Other rental equipment at cost.

\*When a two man crew is required, deduct \$10.00 per hour for the second person.

**To: Finance Committee**  
**From: Meghan Collins**  
**Date: February 16, 2016**  
**RE: Records Conversion Services**

### **Background**

The City is currently working with General Code on implementing Laserfiche, an electronic content management (ECM) solution. The RFP that was issued for the ECM solution included a request for conversion assistance to help the City digitize the significant volume of paper records it currently has on hand. The City encouraged vendors that specialized in ECM software and not conversion services (and vice versa) to submit proposals, acknowledging that the final contract may be awarded to separate vendors. General Code does not provide scanning services, therefore, the City wishes to work with a vendor to scan in as much of the paper back file as the project budget allows.

### **Responses**

On August 26, 2015, the City received a total of 16 responses to the ECM and/or scanning services RFP. Three of those responses, Records Solutions, Image Data, and Records Management Center, were identified as specific to the scanning portion of the project only.

### **Review Process and Recommendation**

Initial review of the scanning vendor proposals was conducted by City staff that was familiar with the ECM project. Staff included Lisa Goodwin, Meghan Collins and Paul Nicklas. Two vendors were identified upon conclusion of the initial proposal review, Image Data and Records Management Center (RMC).

Image Data and RMC referenced the paper estimates provided in the RFP as the basis for their pricing. Conservative paper estimates for 5 City departments (Engineering, City Clerk, Community & Economic Development, Airport, Legal and Health & Community Services) are as follows:

Paper Size	8.5" x 11" B&W	8.5" x 11" Color	20" x 26" B&W	24" x 36" B&W	11" x 17" B&W	11" x 14" B&W
Estimates	1,400,999 sheets	34,560 sheets	700 sheets	40,750 sheets	13,842 sheets	1,692 sheets

Both vendors determined pricing information by the size of the paper to be scanned and whether the scanned document needed to retain color. A pricing summary from both vendors is provided below:

Paper Size	8.5" x 11" B&W	8.5" x 11" Color	20" x 26" B&W	24" x 36" B&W	11" x 17" B&W	11" x 14" B&W
Image Data	\$.0755/sheet	\$.095/sheet	\$.95/sheet	\$.95/sheet	\$.0755	\$.0777
RMC	\$.05/sheet	\$.07/sheet	\$.25/sheet	\$.25/sheet	\$.05	\$.05

Upon further review and consultation with General Code, the City wishes to award a contract to Records Management Center (RMC) for the scanning portion of the ECM project. The response from RMC is more favorably priced than Image Data and RMC is a local company with its headquarters in Bangor. Working with a local scanning vendor eases anxieties associated with having records temporarily moved offsite; City staff can retrieve hard copies of records from Records Management Center at any time during normal business hours. Moreover, RMC can accommodate a more frequent pick-up schedule than Image Data, which included a total of 5 pickups and deliveries in their pricing. More importantly, City staff is confident that the records scanned by RMC will seamlessly integrate into Laserfiche with minimal staff input. Finally, RMC currently works with the Airport and Airport staff reports a favorable experience working with the company.

City staff recommends awarding a contract for scanning services to Records Management Center.

## MEMO

To: Finance Committee  
From: Laurie Linscott, Bus Superintendent  
Subject: Request to Waive Bid Process - Mid-Life Overhaul  
Date: March 2, 2016

The Community Connector would like to perform a Mid-Life Overhaul on Bus #1047, a 2011 Gillig Bus with over 250,000 miles. A Mid-Life Overhaul is performed to add an additional 5 to 7 years to the life of a bus. The estimated life of a bus is 12 year/500,000 miles. This Mid-Life Overhaul would be funded 100% by VOOT Reserves. This bus is primarily assigned to the VOOT Route.

As you may recall from prior discussions, the City is in desperate need to replace and update Community Connector's bus fleet. Because of this problem and the time it will take to complete this overhaul Community Connector is requesting a Sole Source Procurement Justification. In August 2015, Community Connector requested a Sole Source Justification and it was accepted for this same project but to a different bus. The recommended sole source provider is Maine Military Authority (MMA) in the amount of \$122,564.00. Estimated start date of the project is late March 2016 and completion would be no later than August 31, 2016.

MMA is a quasi-governmental agency that specializes in the overhaul of wheeled vehicle conveyances of all types. Starting in the late 1990's with military and commercial vehicles, MMA now overhauls, rebuilds and restores school and transit buses of every make both domestically and foreign made.

Bus #1047 meets the Mid-Life Overhaul FTA eligibility requirements. Bus #1047 is assigned to the VOOT Route. In addition, Community Connector would like to contract a Third Party Consultant to oversee the project, provide any technical assistance as well as perform required inspections, in the amount of \$8500. In addition, the third party consultant will assist in the warranty documentation associated with this vehicle, as well as provide Community Connector with a Coach History Book, which will document the history of the overhaul from the pre-inspection process through delivery of the vehicle back to our facility. Funding for the consultant is available within the VOOT bus reserve.

It is staff recommendation that the City waive the bid process and award contracts to MMA in the amount of \$122,564.00 and Merwin Vehicle Consulting in the amount of \$8,500.

**To: Finance Committee**

**From: Debbie Cyr**

**RE: Bid Schedule**

**Date: March 1, 2016**

As you are aware the City issues bids on a fairly regular basis. The bid process is a joint effort among departments, depending upon the item, and the Finance Department. The Finance Department is now approaching the one year mark of staffing stability in the area of bid processing. However, there are three fairly significant bids that require a substantial amount of time and effort nearly exclusively from other Finance Department staff; banking services, insurance and audit services. The banking services RFP is approaching nine years since it was last bid and is a priority for Finance staff in the coming year. The insurance coverage RFP is approaching six years and the audit contract is available for renewal through 2017.

Staff is requesting that the insurance coverage bid be postponed for one year and be put out to bid in June 2017 (the City is unable to obtain pricing more than one month prior to the effective date). This will allow adequate time to complete the banking services RFP prior to beginning the insurance coverage RFP. The City's insurance coverage needs are wide ranging and we believe it would be in the City's best interest to engage an independent third party to assist in the RFP and review processes. This would enable us to stagger the timing of these three significant bid items; banking services 2016, insurance coverage 2017 and audit services 2018.