

General Government

City Hall

Lower Level Meeting Room Renovations

This Capital Improvement request is to provide funding to renovate the lower level meeting room and hallway at City Hall. This room is used by City staff, City Boards and Committees as well as outside organizations.

The renovations include replacing the support beam in order to remove the support post. The post that is currently in the room creates an obstruction for viewing a presentation and/or chair/table placement. Additionally, a new floor and ceiling will be installed and the walls and trim will be painted.

Project Cost:	\$25,000
Funding Source:	Fund Balance
Source of Cost Estimate:	Staff Estimate
Projected Useful Life:	25 years

This page intentionally left blank

General Government

Human Resources

MUNIS HR Software

The Human Resources Department proposes the purchase and implementation of two MUNIS software modules specific to HR functions; ***Applicant Tracking; Employee Self Service.*** The implementation of these modules will enable HR to function more efficiently, cost effectively and utilize available technology and “best practices” in HR operations. These modules also allow the HR Dept. to operate in a more sustainable manner by consuming less paper.

Tyler Technology software cost is \$23,800. Implementation/install/training cost is \$10,575. There is an annual maintenance cost of \$5,800, which the Dept. would provide for in its operating budget. The vendor has agreed to reduce the amount to \$2,907 the first year.

The purchase and implementation of these HR software modules addresses a current HR strategic goal and objective identified in the City of South Portland’s “Strategic Plan.” (Updated Feb. 9, 2011)

Goal: “Enhance HR processes, systems and infrastructure to provide high levels of efficiency, quality and cost-effectiveness.”

Objective: “Adopt information technology systems to improve city benefits and payroll systems.”

Action: “Implement the benefits and personnel module as provided through the Munis Management System.”

Project Cost:	\$34,375
Funding Source:	Fund Balance
Source of Cost Estimate:	Vendor Request (Tyler Technologies) and City IS Staff
Projected Useful Life:	7 years



Quoted By: Sandy Gallagher
 Date: 1/27/2014
 Quote Expiration: 5/20/2014
 Quote Name: City of South Portland-ERP-ESS, Applicant Training, PR/HR Training, Dashboard
 Quote Number: 2013-6184
 Quote Description: ESS, Applicant Tracking & PR/HR Training, Dashboard

Sales Quotation For
 City of South Portland
 25 Cottage Road
 South Portland, Maine 04106-3699
 Phone (207) 767-3201

Tyler Software and Related Services

Description	License	Impl. Days	Impl. Cost	Data Conversion	Module Total	Year One Maintenance
Applicant Tracking	\$8,800.00	2 @ \$1,175.00	\$2,350.00	\$0.00	\$11,150.00	\$1,584.00
Productivity:						
Employee Self Service	\$15,000.00	1 @ \$1,175.00	\$1,175.00	\$0.00	\$16,175.00	\$2,700.00
Role Tailored Dashboard	\$8,500.00	2 @ \$1,175.00	\$2,350.00	\$0.00	\$10,850.00	\$1,530.00
Sub-Total:	\$32,300.00		\$5,875.00	\$0.00	\$38,175.00	\$5,814.00
<i>Less Discount:</i>	<i>\$8,500.00</i>		<i>\$0.00</i>		<i>\$8,500.00</i>	<i>\$2,907.00</i>
TOTAL:	\$23,800.00	5	\$5,875.00	\$0.00	\$29,675.00	\$2,907.00

Other Services

Description	Quantity	Unit Price	Unit Discount	Extended Price
Benefits Enrollment-ESS Implementation	2	\$1,175.00	\$0.00	\$2,350.00
Position Control Implementation	2	\$1,175.00	\$0.00	\$2,350.00
TOTAL:				\$4,700.00

Summary	One Time Fees	Recurring Fees
Total Tyler Software	\$23,800.00	\$2,907.00
Total Tyler Services	\$10,575.00	\$0.00
Total 3rd Party Hardware, Software and Services	\$0.00	\$0.00
Summary Total	\$34,375.00	\$2,907.00

Contract Total **\$37,282.00**

Unless otherwise indicated in the contract or Amendment thereto, pricing for optional items will be held for six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval: _____ Date: _____
 Print Name: _____ P.O. #: _____

☞ All primary values quoted in US Dollars

Discount Detail

Description	License	License Discount	License Net Maintenance Basis	Year One Maint Discount	Year One Maint Net
Payroll/HR:					
Applicant Tracking	\$8,800.00	\$0.00	\$8,800.00	\$792.00	\$792.00
Productivity:					
Employee Self Service	\$15,000.00	\$0.00	\$15,000.00	\$1,350.00	\$1,350.00
Role Tailored Dashboard	\$8,500.00	\$8,500.00	\$0.00	\$765.00	\$765.00
TOTAL:	\$32,300.00	\$8,500.00	\$23,800.00	\$5,814.00	\$2,907.00

Comments

Tyler recommends the use of a 128-bit SSL Security Certificate for any Internet Web Applications, such as the MUNIS Web Client and the MUNIS Self Service applications if hosted by the Client. This certificate is required to encrypt the highly sensitive payroll and financial information as it travels across the public internet. There are various vendors who sell SSL Certificates, with all ranges of prices.

Tyler's quote contains estimates of the amount of services needed, based on our preliminary understanding of the size and scope of your project. The actual amount of services depends on such factors as your level of involvement in the project and the speed of knowledge transfer.

Unless otherwise noted, prices submitted in the quote do not include travel expenses incurred in accordance with Tyler's then-current Business Travel Policy.

Tyler's prices do not include applicable local, city or federal sales, use excise, personal property or other similar taxes or duties, which you are responsible for determining and remitting.

In the event Client cancels services less than two (2) weeks in advance, Client is liable to Tyler for (i) all non-refundable expenses incurred by Tyler on Client's behalf; and (ii) daily fees associated with the cancelled services if Tyler is unable to re-assign its personnel.

Pricing for optional items will be held for six (6) months from the quote date.

Tyler provides onsite training for a maximum of 12 people per class. In the event that more than 12 users wish to participate in a training class or more than one occurrence of a class is needed, Tyler will either provide additional days at then-current rates for training or Tyler will utilize a Train-the-Trainer approach whereby the client designated attendees of the initial training can thereafter train the remaining users.

Tyler's cost is based on all of the proposed products and services being obtained from Tyler. Should significant portions of the products or services be deleted, Tyler reserves the right to adjust prices accordingly.

General Government
Information Systems
City Fiber Optic Infrastructure

The City of South Portland, through its Franchise Agreement with Time Warner Cable, installed a “Ring” topology fiber optic cable infrastructure in 1998. This infrastructure has provided a data network for both the City and School Department with a pair of fiber in each location. Technology has evolved over the last 16 years, so that our fiber “ring” no longer provides a stable fault tolerant network due to the lack of available pairs of fiber for the logical topology needs.

Today’s cabling and network infrastructure have moved toward a high speed “hub and spoke” topology in order to provide fault tolerance. This is achieved by interconnecting network electronics, or switches, to more than one core. This allows one or more cores to fail with no impact to the end users as traffic is redirected to the other available core(s). The City is currently leasing a pair of fiber to five locations to provide a few “spokes” to the infrastructure. This is costing the City \$2,100 a month, or \$25,200 a year.

The proposed fiber infrastructure will increase the total fiber strands at City Hall, Public Safety, and the High School to allow these locations to be “cores” for several spokes and to provide for high speed transmission of data for disaster recovery. The proposed fiber would also eliminate most, if not all, the \$25,200 a year cost for leasing the current fiber to five of the buildings. This would give an ROI of less than five years for the City funded portion of the project (\$119,000.).

We would anticipate a second phase of this project, at some point in the future, to provide additional redundancies with an estimated cost of approximately \$75,000.

Project Cost:	\$155,000	
Funding Source:	\$15,000	Homeland Security Grant
	\$100,000	SPC-TV Fund Balance
	\$7,211	Prior Years’ CIP Balances
	\$13,789	Fund Balance
	\$19,000	Operating Budget

Source of Cost Estimate: Maine Fiber Company

Projected Useful Life: 20+ Years

General Government

Information Systems

Email Archive and eDiscovery Software Replacement

The City of South Portland currently has Mimosa NearPoint for its email archive and eDiscovery software. This software is the foundation for the City's email retention policies and is a critical component to FOAA requests. The company that created this software has been sold 5 times and its current company will no longer be updating and supporting this software after current support contracts expire. The City's support contract expires in January 2015.

The cost to replace this software is \$45,000 and cannot be split up over multiple fiscal years. This cost includes licenses, support for multiple years, and the migration of all of the data from Mimosa to the new solution.

We are proposing that the School Department also implement this solution as it currently does not have an archival and eDiscovery system in place. This software has the capability of integrating with both email systems and we are working with the School Department on how to move forward with its integration.

This software replacement is needed to allow for continued eDiscovery FOAA requests to be fulfilled.

Project Cost:	\$45,000
Funding Source:	Prior Years' CIP Balances
Source of Cost Estimate:	Vendor Requests
Projected Useful Life:	7 Years



Proposal for the City of South Portland, Maine

January 2014

ArchiveOne Enterprise is a complete solution that will allow you to manage both Exchange and PST files. ArchiveOne gives Exchange administrators the control they need to improve the health of the email system, greater efficiency of storage and unrivalled power to sort and manipulate both live and archived data.

ArchiveOne will help you with any Freedom of Information or Discovery requests, allows you to easily set up retention policies over email data and manage the storage capacity while reducing backup and restore times. ArchiveOne Enterprise supports multiple retention periods to allow the organization to meet differing compliance regulations for different groups or job functions. Messages are removed automatically once the retention period is passed. Retention periods can be extended or reduced in line with changes in regulations.

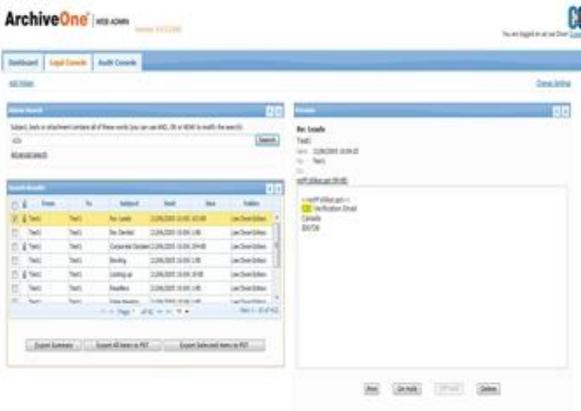
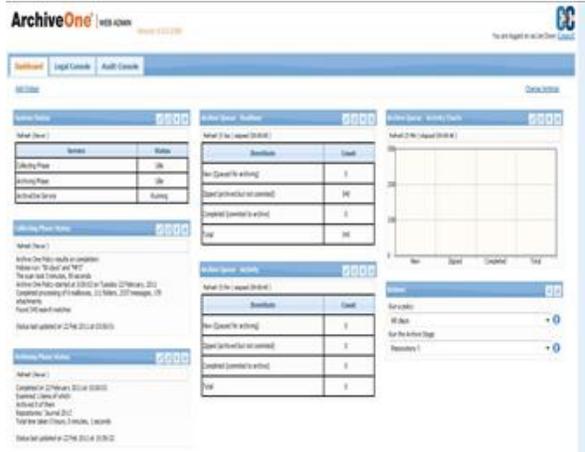
Unlike other archiving systems, once emails have been archived, ArchiveOne stores the data in flat closed files. This couples the index with the archive data, creating one logical set of repositories. Once full, a repository (e.g. 2010 data), becomes static and requires no further maintenance and can be backed up before being removed from the daily DR regime.

ArchiveOne Enterprise is compatible with all versions of Microsoft Exchange, including Exchange 2013.

ArchiveOne Web Admin

With ArchiveOne Version 6 a light weight web based console is available to administrators for easy access on the go. The main dashboard provides an overview of current activities and allows quick access to start Policy's.ArchiveOne Admin Console

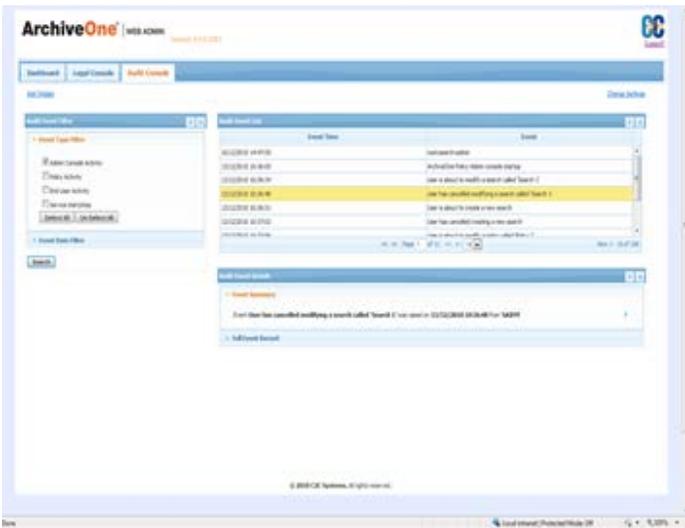
The Admin Console is the heart of the solution and is where all of the software's functions can be setup and configured.



The Legal Console

Access can be provided to specific staff who require the ability to search across email. Emails may be previewed, extracted or put on hold.

Business functions may include HR, Records Management, Legal or Compliance Officers.

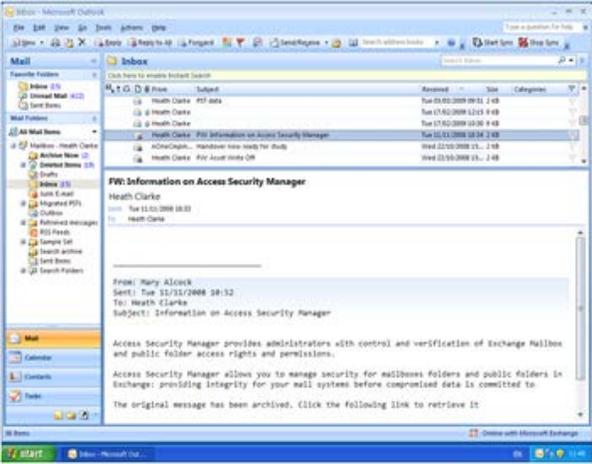


The Audit Console

ArchiveOne is a powerful tool. The Audit console ensures ArchiveOne it is not abused and provides visibility of its use by both end users and administrators. This would typically be provided at Director level or for the Compliance team's use.

ArchiveOne Admin Console

The Admin Console is the heart of the solution and is where all of the software's functions can be setup and configured.



User Interface seamlessly integrates with Outlook

The screenshot to the left provides an overview of how users interact with archived emails.

Archived emails have the mail icon which indicates a message link.

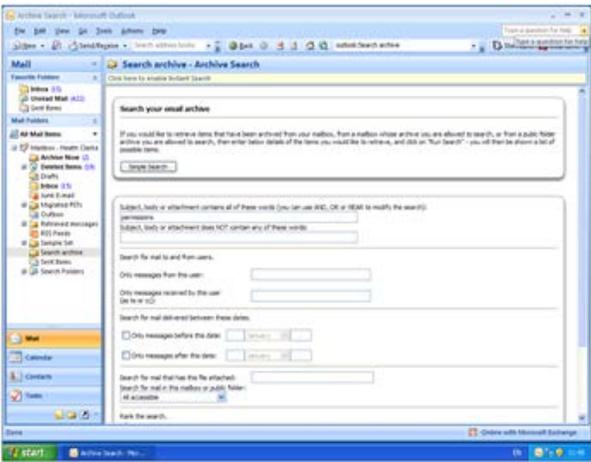
The body of the email is displayed within the preview, and the user can open the original email from the archive simply by clicking on the email within Outlook.

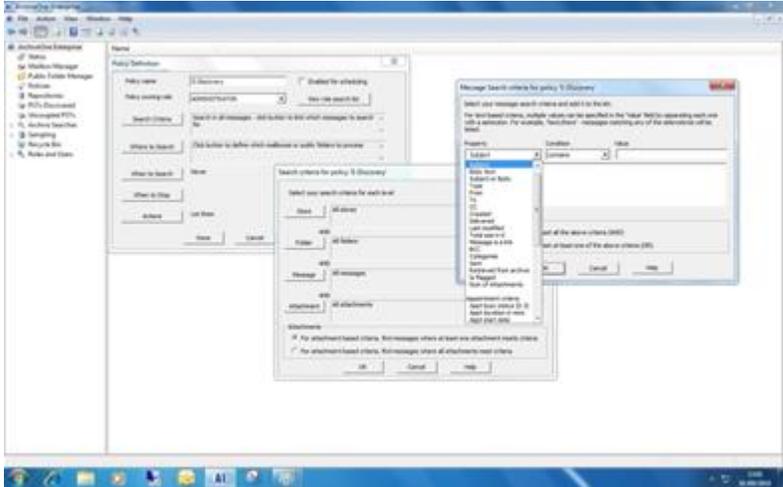
User search across archived emails

We push out a folder within Outlook called 'Search Archive'. This allows users to perform a simple or more advanced search across their archived emails or any available public folder that they wish to access.

Permission to search across other mailboxes can be set up by the administrator as required. For example, a manager may require access to their predecessor's archived email.

ArchiveOne also allows search results found from within email attachments to provide a comprehensive list of results.





Discovery Manager

ArchiveOne comes integrated with Discovery Manager allowing for granular search across both live Exchange data and that which has been archived.

ArchiveOne takes search and discovery beyond simple date range, subject and size criteria. By searching across email and calendar items, unified messaging voicemails or faxes, contact details and more.

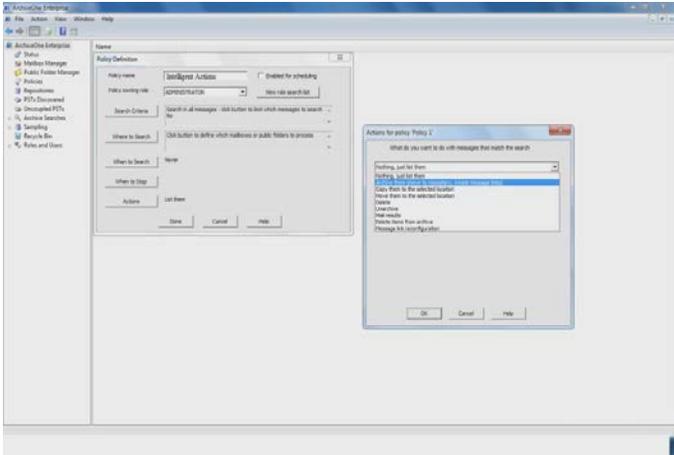
ArchiveOne provides an unsurpassed ability to conduct forensic level discovery of data in Microsoft Exchange mailboxes, PST files, and archived email repositories.

Intelligent Actions

Through [ArchiveOne Enterprise](#) you can do more than just archive email. You can perform any number of intelligent actions to best suit your business needs.

To ensure you have full control over all your email, intelligent actions can be performed on both live and archived Exchange data, as well as discovered PSTs:

- List:** Results are simply listed for further analysis.
- Move:** Email can be moved to Public Folders, PSTs or a new mailbox.
- Copy:** A copy of email can be placed in Public Folders, PSTs or a new mailbox.
- Delete:** Whole email, message links or just attachments can be deleted.
- Mail:** Results of a Forensic Search can be sent to the mail owners or a defined administrator.
- Archive:** Email can be archived to storage devices with a cost profile that is in line with its corporate value.
- Un-archive:** Email can be removed from the archive and returned to its original location with full fidelity.



In summary, ArchiveOne Enterprise is more than just a powerful email archiving application. It also allows inclusion of other data types into your Information Management strategy. It also provides for comprehensive Retention Management and Discovery enabling you to be in full control of your organization’s data.

Quote for ArchiveOne Software and 3 years Maintenance and Support – valid thru June 30, 2014

	C2C Systems Inc 112 Turnpike Road, Suite 111 Westborough, MA 01581 Phone: 508-870-2205 x117	Date: 1/30/2014
	Rep: Mike Taylor	

SHIP TO: City of South Portland 25 Cottage Road South Portland, ME 04106 (207) 767-3201 Chris Dumais Information Technology Director cdumais@southportland.org	3 years of Maintenance And Support	BILL TO: Same
--	---	-------------------------

Qty	Item #	Name	Per MB Price	Total
400	C-A1-ENTD-00250	400 Mailboxes of ArchiveOne Enterprise and Advanced Discovery - Enterprise Software	\$ 80.94	\$ 32,376.00
400	C-A1-ENTD-00250M	400 Mailboxes of ArchiveOne Enterprise and Advanced Discovery - Enterprise Software - Annual Maintenance - 3 years	\$ 41.88	\$ 16,752.00
1	C-SVC-RIS1	Remote Implementation and Training, initial install and covering 90 day migration	\$ 900.00	\$ 900.00
7	C-SVC-RIS1	Remote Assistance with email migration	\$ 900.00	\$ 6,300.00
400	DISC	35% Discount on the cost of Enterprise Software - in exchange for a Purchase Order before June 30, 2014	\$ (28.33)	\$(11,331.60)
		Sub Total		\$ 44,996.40
		Shipping & Handling		
		Taxes	0.000%	\$.00
		Grand Total		\$ 44,996.40

**Support/Version Assurance is based on current list price and is renewable on an annual basis.*

PLEASE NOTE: ** Any Onsite Consultancy Services quoted do not include Travel and Expenses **
 ** Applicable taxes will be applied during invoicing**

All quotes are valid until June 30, 2014



General Government

Information Systems

VMware Host Server Hardware Replacement

The City of South Portland purchased 3 servers back in 2010 to host its virtual server infrastructure. These servers currently host 90 virtual servers that include the City's email, financial, and public safety systems. These servers also host many of the South Portland School Departments critical systems.

Server hardware has a production life expectancy of 5 years and these have reached their end of useful production life. Once replaced, the current servers will become the City's Disaster Recovery hardware to host critical virtual servers to keep the City running in the event of a production system failure. Last year we discussed, as part of the operating budget, the need to implement a DR system through an outside vendor. This contract service was estimated to cost in excess of \$20,000 annually. We explored other options and have concluded that an internal DR methodology will be much more cost efficient and provide an implementation strategy with more flexibility.

3 servers are needed to allow for full hardware failover in the production environment. If needed, 2 servers can be purchased to host the production environment initially, with the third server coming the following year. This is not optimal, but can be accommodated.

Project Cost:	\$35,000 (Two Servers)
Funding Source:	\$15,000 Fund Balance \$20,000 Computer Reserve
Source of Cost Estimate:	Vendor Requests
Projected Useful Life:	5 Years

Better IT Solutions

303 Wyman St. , Ste 210, Waltham, MA 02451-1253
 t. (781) 471-5021 f. (617) 507-6427

Number WTGO1105
 Date Dec 18, 2013
 Expiration 1/17/2014

Sold To

City of South Portland
 25 Cottage Rd
 South Portland, ME 04106

Phone 2077673201
 Fax

Ship To

City of South Portland
 25 Cottage Rd
 South Portland, ME 04106

Phone 2077673201
 Fax

Account Executive

Chris Newton
 (508) 377-8535
 chris@winslowtechgroup.com

Dell R720 Servers

Line	Qty	Description	Unit Amount	Ext. Amount
1	3	PowerEdge R720, Intel Xeon E-26XX Processors	\$17,164.00	\$51,492.00
2		<i>(3) PowerEdge R720, Intel Xeon E-26XX Processors</i>		
3		<i>(3) PowerEdge R720 Motherboard, TPM</i>		
4		<i>(3) Dell Hardware Limited Warranty Plus On Site Service Extended Year</i>		
5		<i>(3) Dell Hardware Limited Warranty Plus On Site Service Initial Year</i>		
6		<i>(3) Dell ProSupport Plus. For tech support, visit www.dell.com/prosupport/regionalcontacts</i>		
7		<i>(3) ProSupport Plus: Mission Critical 4-Hour 7x24 On-Site Service with Emergency Dispatch, 2 Year Extended</i>		
8		<i>(3) ProSupport Plus: Mission Critical 4-Hour 7x24 On-Site Service with Emergency Dispatch, Initial Year</i>		
9		<i>(3) ProSupport Plus: 7x24 HW/SW Tech Support and Assistance, 3 Year</i>		
10		<i>(3) On-Site Installation Declined</i>		
11		<i>(3) Proactive Maintenance Service Declined</i>		
12		<i>(3) PowerEdge R720 Shipping</i>		
13		<i>(3) Risers with up to 6, x8 PCIe Slots + 1, x16 PCIe Slot</i>		
14		<i>(3) Broadcom 57810 Dual Port 10Gb Direct Attach/SFP+ Network Adapter</i>		
15		<i>(3) VFlash, 8GB SD Card for iDRAC Enterprise</i>		
16		<i>(3) iDRAC7 Enterprise</i>		
17		<i>(3) Brocade 825, Dual Port 8Gb Fibre Channel HBA</i>		
18		<i>(3) Broadcom 57800 2x10Gb DA/SFP+ + 2x1Gb BT Network Daughter Card</i>		
19		<i>(3) 2.5" Chassis with up to 16 Hard Drives</i>		

Line	Qty	Description	Unit Amount	Ext. Amount
20		(3) Bezel		
21		(3) Power Saving Dell Active Power Controller		
22		(3) RAID 1 for H710P/H710/H310 (2 HDDs)		
23		(3) PERC H710P Integrated RAID Controller, 1GB NV Cache		
24		(3) Heat Sink for PowerEdge R720 and R720xd		
25		(3) Intel Xeon E5-2640v2 2.0GHz, 20M Cache, 7.2GT/s QPI, Turbo, HT, 8C, 95W, Max Mem 1600MHz		
26		(3) DIMM Blanks for Systems with 2 Processors		
27		(3) Heat Sink for PowerEdge R720 and R720xd		
28		(3) Intel Xeon E5-2640v2 2.0GHz, 20M Cache, 7.2GT/s QPI, Turbo, HT, 8C, 95W, Max Mem 1600MHz,2nd Proc		
29		(36) 16GB RDIMM, 1333 MT/s, Low Volt, Dual Rank, x4 Data Width		
30		(3) 1333 MHz RDIMMs		
31		(3) Performance Optimized		
32		(6) 146GB 15K RPM SAS 6Gbps 2.5in Hot-plug Hard Drive		
33		(3) No System Documentation, No OpenManage DVD Kit		
34		(3) DVD+/-RW, SATA, INTERNAL		
35		(3) ReadyRails Sliding Rails With Cable Management Arm		
36		(3) Dual, Hot-plug, Redundant Power Supply (1+1), 750W		
37		(6) Power Cord, C13 to C14, PDU Style, 12 Amps, 2 foot, Qty 1		
38		(3) Internal Dual SD Module		
39		(3) 2GB SD Card For RIPS		
40		(3) 2GB SD Card For RIPS		
41		(3) Enable Redundant SD Cards		
42		(3) No Operating System		
43		(3) No Media Required		
44		(*)		
45	1	Customer Discount on Hardware	-\$16,383.00	-\$16,383.00

SubTotal	\$35,109.00
Shipping	\$0.00
*Total	\$35,109.00

*Plus Applicable Taxes
**Support Term:ProSupport Plus 3 yr

This page intentionally left blank

General Government

Land Bank Account

On August 2, 2010, the City Council passed an ordinance establishing the City of South Portland Land Bank. The purpose was to further the acquisition and creation of land and land uses.

Sec. 18-76. Land Bank Fund.

The City shall meet the financial obligations of the Land Bank by drawing upon a municipal land bank fund to be set up as a separate revolving or sinking account within the City. Deposits into the fund shall include:

1. Any funds appropriated to be deposited into the fund by vote of the City Council;
2. Voluntary contributions of money or other liquid assets to the fund;
3. Interest from deposits and investments of the fund; and
4. Net proceeds from disposal of real property interests pursuant to Code of Ordinances Section 2-171 as follows:
 - (a) Sixty percent (60%) of the net proceeds from the sale of unimproved real property, unless waived by the City Council for good cause shown; and
 - (b) Thirty percent (30%) of the net proceeds from the sale of improved real property, unless waived by the City Council for good cause shown.
5. Any grant funds received on behalf of the Land Bank.
6. Subject to the annual budget process, an annual contribution of \$35,000 from the City's Capital Improvement Plan, provided that any such annual contribution that causes the land bank fund balance to exceed one million dollars (\$1,000,000) shall be reduced as necessary so as not to cause the land bank fund balance to exceed one million dollars (\$1,000,000).

The current balance in the Land Bank Fund is \$512,699.67

Project Cost:	\$35,000
Funding Source:	Fund Balance
Source of Cost Estimate:	City Council Ordinance
Projected Useful Life:	N/A

This page intentionally left blank

General Government
Planning and Development

Bike Racks

This request is for matching funds for an anticipated PACTS Bike Rack Program. Previous inventorying indicated that the City has a need for approximately 165 individual racks (e.g., “lollipop” racks) and 33 multiple space bike racks (e.g., inverted U-racks) at some 17 municipal facilities, 21 parks and active recreational areas, and three of the City’s schools. It is hoped that many of these sites would receive bike racks under the PACTS program.



Project Cost:	\$10,000
Funding Source:	Fund Balance
Source of Cost Estimate:	GPCOG
Projected Useful Life:	20 Years

Relevant Study or Plan Excerpt Description

The Planning Director conducted a study of the availability of, and need for, bicycle racks for South Portland (SoPo) municipal and school facilities. From this it was determined that the number of facilities needing first-time, replacement, or additional racks is:

City facilities	19
Parks, open space, etc.	21
Schools	3
Neighborhood activity centers	2
Trail systems	2

Having discussed types of racks with PACTS staff and the Portland Bicycle Coordinator, the two types of racks chosen for use are the “lollipop” racks, which accommodate 2 bikes each, and the inverted U-racks, which hold 8 (the one in the image below is smaller) :



Lollipop Racks



Inverted U-Rack

Proposed Scope of Work

This project reflects the fact that the City of South Portland is behind the times in terms of providing bicycle racks. Most of the schools have racks, but very few of the municipal facilities do. Hence the following extensive list of facilities and locations for bicycle racks:

Facility	Proposed # of Lollipop Racks	Proposed # of Inverted U-Racks
Mosher Building	3	
Public Works	3	
Main Library		2
Armory	3	
Central Fire Station	3	
Police Station	3	
City Hall	3	
Assessing	2	

Water Resources	3	
Community Center	3	
Planning & Development	3	
West End Fire Station	3	
Red Bank Community Center	2	2
Cash Corner Fire Station	3	
Resource Hub	3	
Bug Light Park	3	2
Boat Ramp	3	
Marina (City leased)	3	
School St Park	1	1
High St Park	3	
Pine St Fields		2
Willard Beach	2	
Willard Beach Parking Lot		2
Pillsbury Park	3	
Mill Creek Park	3	
Legere Park	3	
Thomas Knight Park	3	
Sawyer St Pit	3	
Hinckley Park		2
Elm St Property		3
Elizabeth Taylor Lane Trailhead	3	
Highland Cemetery	3	
Transfer Facility	3	
Wainwright Fields	3	3
Wilkinson Park		2
Westbrook St Open Space	3	
Municipal Golf Course	3	
Clark's Pond	3	
Firemen's Park	3	
Skillin School		3
Mahoney Middle School		4
Memorial Middle School		5
Willard Square	5	
Knightville	20	
Greenbelt Walkway	30	
West End Trails	16	
Total	165	33

Cost Estimate

The number and cost of the racks is as follows:

	Lollipop Racks	Inverted U-Racks
Number Needed	165	33
Price per Unit	<u>\$120</u>	<u>\$310</u>
Cost of Racks	\$19,800	\$10,230

The project budget is:

Cost of bike racks	\$30,000	(rounded)
Shipping	\$2,000	
Installation	\$8,000	
Supplies	<u>\$10,000</u>	(Paint, etc., for 20-year maintenance)
Total	\$50,000	

This page intentionally left blank

General Government

Planning and Development

Window Replacement – Phase III

This request is for putting in new windows in two of the remaining four “classrooms” of the former Hamlin School that have not yet had their old, single-pane, inefficient windows replaced. The rooms are the staff break area/dead-files room and the so-called “Hannaford” committee meeting room. As in the previous two phases of window replacements, the new windows are thermally separated storefront windows with low E glass, two single hung windows with half screens, and insulated green metal facing panels in the lower section.



Project Cost:	\$15,000
Funding Source:	Prior years' CIP
Source of Cost Estimate:	Hour Glass
Projected Useful Life:	20 Years



619 Main Street
 South Portland, ME 04106
 207.775.9915
 207.828.0265 (fax)
 hourglasscompany@yahoo.com



Fax

To: Planning and Development **From:** Dan Libby

Fax: 207.767.2197 **Pages:** Cover only

Phone: 207.767.7603 **Date:** 1/15/2014

Re: Glass and frame replacement **cc:** Attn: Adine

Urgent For Review Please Reply Please Confirm

● Comments:

Hello,

Thank you for your patience, as well as for the opportunity to quote another set of openings for you!

QUOTE:

Remove and dispose existing single glazed, non thermal "storefront" in two openings.

Furnish and install new, thermally separated, clear aluminum finish frames with two (2) operable single hung windows in each frame, to match the existing configuration. The new frames will match the appearance of the existing frames, with a smooth finish "Hartford Green" 3 foot tall panel on the bottom, and high performance low e fixed panels or single hung Gerkin windows above the panels. We will rebuild and reinstall the air intake vents where they exist.

Job Complete: \$14,750.00 (Fourteen Thousand Seven Hundred Fifty and 00/100 Dollars)

We would ask for a 30% deposit to initiate the order, 30% at the start of the job, and the balance (40%) upon completion.

Current lead time is 4 to 6 weeks from order, due to extended production time for the windows.

Thank you,

Dan Libby

Hour Glass Company

207.775.9915

General Government

Public Event Banners for Broadway

With the renovation of Mill Creek Park, the City no longer has signage to advertise for various public event activities. With the increased number of events happening in the City, staff believes it important to have public signage to promote arts and cultural activities including events, festivals, tourism or civic programs, as well as sporting and events of public interest.

Staff is requesting \$25,000 to install two sign poles across Broadway near the Armory. The City will manage all requests for event signage. When approved, a qualified entity hosting a public event in South Portland will provide a banner to specific dimensions and pay \$100 per week to cover the cost of installation.

Project Cost:	\$25,000
Funding Source:	TIF Reserves
Source of Cost Estimate:	Highway Tech
Projected Useful Life:	15 years

General Terms and Conditions:

- Based on current business conditions, the lead-time is approximately 12 to 14 weeks after acceptable approval and release of the order. This lead-time may be different at time of release.
- Quoted prices are good for 30 days from the above date, unless otherwise specified.
- Quoted prices are good for the items and quantities listed, unless otherwise specified.
- Freight and handling are in addition to the prices quoted above, unless otherwise specified.
- Terms of payment are net 30 days with a 1-1/2% service charge after 30 days, unless otherwise specified.

Mast Arm Terms and Conditions:

- Based on current business conditions, the lead-time is 12 to 14 weeks after acceptable approval and release of the order. This lead-time may be different at time of release.
- This quote is based on 2001 AASHTO and latest MDOT specifications and projects.
- Span Wire Poles are exempt from Fatigue Analysis.
- Poles designed for 85' Span with 3' x 30' maximum banner size (tethered).
- Quoted prices will be held firm for 30 days. Prices are subject to change if the order is not released within 60 days from the date of the purchase order.
- Contractor responsible for verification of bill of material.
- All quotations subject to acceptance by Valmont at time of order placement.
- Estimated shipping schedule subject to change. On print approval and hold for release orders, shipping schedule begins at time of release, not order entry.

This page intentionally left blank