



## TOWN OF FREEPORT, MAINE

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ITEM # 02-21  
APPROPRIATION

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### MEMORANDUM

TO: Freeport Town Council  
FROM: Peter Joseph, Town Manager  
DATE: 12/31/20  
RE: Supplemental Appropriation Request for Recycling Facility Building Improvements

Town Staff is requesting that the Town Council consider a supplemental appropriation in the amount of \$19,800 for building upgrades to the main building at the Recycling Facility. The proposed upgrades will include replacing a large overhead garage door at the "front" of the building with a framed wall and suitable doors/service windows. These upgrades have been contemplated for some time but have taken on additional importance with changes to customer traffic patterns due to COVID-19.

The funding for the appropriation is proposed to be transferred from the Recycling Center Retaining Wall capital project account, which was funded in the amount of \$60,000 by the Town Council in the FY21 capital budget. After receiving bids for the retaining wall project, the total cost of this project is expected to be well under \$40,000, which will leave more than \$20,000 surplus in this account, which will be more than sufficient to fund the contemplated building projects.

Town Charter in section 6.08(a) states that the Town Council can make supplemental appropriations for expenditures (among other valid purposes) only if the Town Manager certifies there are excess revenues available in the budget to fund such expenditures. Supplemental appropriations require a 2/3 vote from the Town Council.

When originally bid, this building work was not expected to rise to the capital project level, and was intended to be funded out of the operating budget. Upon receipt of bids, it was determined that the cost exceeded the ability to absorb within the operating budget, so staff is requesting that Council consider funding this project out of cost savings realized in the retaining wall project.

Should the Council choose not to move forward with this staff request for supplemental appropriation, the surplus funding in the retaining wall project account will be returned to reserve funds upon the completion of the project, and the building work will likely be included for consideration in the FY22 capital budget.



## MEMORANDUM

**TO:** Peter Joseph, Town Manager  
**FROM:** Adam Bliss, Town Engineer  
**DATE:** December 31, 2020  
**SUBJECT:** Bid Award Recommendation for  
Transfer Station COVID-19 Building Renovations

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This memorandum provides the bid results and recommendation to award the Transfer Station Building Renovation project to the lowest, responsive, and responsible bidder. The project goal is to improve staff and resident safety by establishing service doors and windows for payment transactions. The building improvements will ensure that social distancing protocols are maintained between residents and staff. These improvements also provide long-term operational benefits by closing off overhead bay doors that are no longer required and ensure residents are not in conflict with equipment and operations inside the building.

The scope for the COVID-19 Building Renovations work includes installation of wall framing, doors and windows, electrical and telecommunication lines, siding, insulation, and interior wall board. The Town sent a Request for Proposal (RFP) to building contractors within the southern and central Maine region. The invitation was also posted on the Town's website and advertised in Construction RFP databases. Two contractors submitted bids for the project and their proposal amounts are tabulated below.

### Building Renovation Bid Tabulations

Contractor	Bid Proposal Amount
Doten Construction	\$ 19,800.00
Ganneston Construction Corporation	\$ 34,163.00

Doten Construction, a Freeport-based contractor, was the lowest qualified bidder. I feel comfortable recommending the bid award to this contractor in the amount of \$19,800.00. I propose the project to be paid out of the Transfer Station Retaining Wall Capital Account which will require re-appropriation of funds by the Town Council. It is my understanding that you will provide the Town Council an explanation of the re-appropriation requirements in a separate memorandum. The Retaining Wall budget has adequate funds to cover both the Building Renovations and Retaining Wall repair work.