

GENERAL ASSISTANCE ORDINANCE

The Municipality of Wiscasset enacts the following General Assistance Ordinance. This Ordinance is filed with the Department of Health & Human Services (DHHS) in compliance with Title 22 M.R.S.A. §4305(4).

Signed the _____ day of _____, _____, by the municipal officers:
(day) (month) (year)

(Print Name)

(Signature)

Memo

To: Wiscasset Board of Selectmen
From: Julie Lutkus, Administrative Assistant
CC:
Date: 11/13/2013
Re: General Assistance Ordinance changes

The State of Maine General Assistance Ordinance is reviewed and amended at the State level on an annual basis. The most recent amendments are summarized below for your review and acceptance.

- (1) adjusting the “overall maximum level of assistance”, which for 20 years has been calculated at 110% of the HUD “fair market rental” values, to be 90% of that calculation;
 - (2) creating an express General Assistance ineligibility for fugitives from justice and applicants who have committed unemployment fraud;
 - (3) amending the system for calculating a prorated benefit when a member of the household has been disqualified;
 - (4) amending the calculation of the duration of ineligibility related to the receipt of lump sum income to base it entirely on actual basic needs; and
 - (5) counting Circuitbreaker benefits, which will from now on be the “property tax fairness” income tax credit, if refunded, as income.
-

10a

**Proposed
Committee Meeting Schedule**

January

- Investment Advisory Committee

July

- Ordinance Review Committee

February

- Senior Center Trustees
- Shellfish Committee

August

- Senior Center Trustees
- Shellfish Committee

March

- Airport Committee

September

- Airport Committee

April

- Cemetery Committee

October

- Cemetery Committee

May

- Scholarship Committee

November

- Scholarship Committee

June

- Conservation Committee
- Waterfront Committee

December

- Ordinance Review Committee
- Waterfront

11a

City of Gardiner, Maine General Fund - Fund Balance Policy

Purpose of this Policy

The purpose of this policy is to establish a target level of fund balance for the general fund and to establish a process and criteria for the continued evaluation of that target level as conditions warrant. This policy shall also establish a process for reaching and or maintaining the targeted level of fund balance, and the priority for the use of resources in excess of the target. Finally, this policy shall provide a mechanism for monitoring and reporting the City's general fund balance. This policy applies only to the general fund.

Definitions and Classifications

Fund Balance is a term used to describe the net assets of governmental funds. It is calculated as the difference between the assets and liabilities reported in a governmental fund.

Governmental fund balance is reported in five classifications that comprise a hierarchy based primarily on the extent to which the City is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. The five classifications of fund balance for the General fund are defined as follows.

- *Non-spendable* – resources which cannot be spent because they are either a) not in spendable form or; b) legally or contractually required to be maintained intact.
- *Restricted* – resources with constraints placed on the use of resources which are either a) externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or b) imposed by law through constitutional provisions or enabling legislation.
- *Committed* – resources which are subject to limitations the government imposes upon itself at its highest level of design making (City Council), and that remain binding unless removed in the same manner.
- *Assigned* – resources neither restricted nor committed for which a government has a stated intended use as established by the City Council, or a body or official (management) to which the City Council has delegated the authority to assign amounts for specific purposes.
- *Unassigned* – resources which cannot be properly classified in one of the other four categories. The General Fund should be the only fund that reports a positive unassigned fund balance amount.

The committed, assigned, and unassigned classifications are often referred to, in the aggregate, as the *unrestricted fund balance*.

Background and Considerations

Fund balance is intended to serve as a measure of financial resources in a governmental fund. The City's management, credit rating agencies, and others monitor the levels of fund balance in the general fund as an important indicator of the City's economic condition. While credit agencies have always analyzed fund balance as part of their evaluation of credit-worthiness, increased attention has been focused on determining sufficient levels because of recent events in the credit markets.

In establishing an appropriate level of fund balance the City has considered the following factors:

- Property Tax Base
- Non-property Tax Revenues
- Debt Profile
- Liquidity
- Budget Management
- Future Uses
- Employment Base

Policy

It is the policy of the City of Gardiner to maintain unassigned fund balance in the general fund at 15% of general fund revenues measured on a GAAP basis (GAAP - generally accepted accounting principles in the United States). In the event that the unassigned fund balance drops below this level, the City will develop a plan, implemented through the annual budgetary process, to bring the balance to the target level over a period of no more than three (3) years.

The Finance Director, shall report fund balance in the appropriate classifications and make the appropriate disclosures in the City's financial statements. Unless already classified as restricted or committed, the following balances shall be classified as assigned, as per GAAP or a matter of policy.

Encumbrances – Amounts encumbered at year-end by contract, including purchase order, or encumbered by some other means shall be classified as assigned. (GAAP)

Budget Appropriation – Amounts appropriated in the annual budget resolve, or in any supplemental budget resolves, for expenditures in ensuing fiscal year shall be classified as assigned. (GAAP)

Capital Budget – Amounts designated for use in the first year of the capital improvement program, whether by appropriation or advance to another fund, shall be classified as assigned.

Council action must be taken to assign amounts before the end of the fiscal year (types of assignments and estimated amounts are required). The Finance Director will provide the estimated fund balances in order to make such assignments.

Policy Administration

Annually, the Finance Director shall report the City's fund balance and the classification of the various components in accordance with GAAP and this policy.

Should the City fall below the target level, the Finance Director shall prepare a plan to restore the unassigned fund balance to the target level.

What is Fund Balance?

Fund Balance is a key measurement of the accumulation of all expenses and revenues since the municipal government's creation. It is not excess cash, although it is partially comprised of cash and investments. We might compare Fund Balance of a municipality to that of owner's equity in a private company. In the banking industry, oversight regulators focus in on "equity" as a key to the fiscal health of an institution. Minimum standards are established and monitored. It is not much different with the Town of Wiscasset's Fund Balance.

A portion of Fund Balance is called "*Designated*", which represents funds which have been designated for some future spending purpose. "*Undesignated Fund Balance*" is the contingent fund maintained for many purposes. Some call this "surplus", but that term can be misconstrued by taxpayers as "*spendable without significant consequences*". Reviewing the undesignated portion of Fund Balance is, in essence, a focus on assuring long-term solvency—certainly an essential component of the entire Town's budgeting process.

What Role Does Fund Balance Play in a Town's Finances?

An important goal of a local government is to maintain a stable tax and revenue structure while providing the orderly delivery of desired and necessary services to residents. Fund Balance plays a key role in that stability. Achieving and maintaining a healthy Fund Balance gives the Town of Wiscasset a strong fiscal foundation that allows it to respond to differing needs of the community. Depending on the size of the Fund Balance, this account can be drawn upon to respond to needs such as the following:

- Provide working capital (cash) to avoid constant short-term borrowing
- Maintain the stability of its tax rate through occasional draw downs and, alternately, absorbing temporary excess revenues in good years
- Maintain or improve the Town's credit standing
- Provide a fallback for any temporary economic uncertainty in tax growth
- Provide for unforeseen major capital or mandatory expenditures
- Allow absorption of large hits, such as abatements or lawsuits, without negatively impacting the tax rate in a particular year
- Fund initial expenditures of planned capital projects that have yet to be bonded
- Provide working capital for unexpected increases in uncollected taxes

Maintaining a proper minimum Fund Balance also provides evidence to the Town's bondholders and bond rating agencies of the Town's continuing financial stability and credit worthiness. In the financial marketplace, a sound Fund Balance and Fund Balance policy are credit strengths that result in lower borrowing costs for the Town.

What Represents a “Healthy” Fund Balance?

Fund Balance needs vary from community to community and depend on a number of factors, including the type and stability of revenues, the size and structure of the debt load, and the nature of expenditures. Before GASB Statement No. 34 changed fund balance to calculate it net of all liabilities, Undesignated Fund Balance for a municipality typically ranged from 5 to 15% of total operating expenses, with 8.3% (one month’s operating expenses) being the typical minimum target.

Given the economic turmoil and uncertainty the country has been facing, industry experts have increased the recommended fund balance to as much as two months worth of operating expenses or higher depending on the community’s particular situation. The Town needs a healthy Fund Balance to be able to maintain its ability to respond to other unforeseen circumstances that may arise.

Another way to analyze the health of the Fund Balance looks at total Fund Balance as a percent of gross revenues. Moody’s, one of the large credit agencies, uses this measure in determining the risk level of municipal bonds.

The chart below shows Wiscasset’s actual Fund Balance for the last eight fiscal years

Town of Wiscasset Historic Fund Balance									
	FY2005	FY2006	FY2007	FY2008	FY2009	FY2010	FY2011	FY2012	
Fund Balance	2305021	\$ 1,979,027	\$ 1,808,779	\$ 2,593,049	\$ 1,588,187	\$ 1,690,458	\$ 1,449,412	\$ 1,411,653	
Designated	-1335826	\$ (1,349,673)	\$ (1,363,829)	\$ (1,124,616)	\$ (833,723)	\$ (697,438)	\$ (780,122)	\$ (808,483)	
Undesignated	\$ 969,195	\$ 629,354	\$ 444,950	\$ 1,468,433	\$ 754,464	\$ 993,020	\$ 669,290	\$ 660,000	
% of Expenditures	5.81%	4.21%	2.89%	9.71%	5.19%	9.58%	6.77%	6.60%	

<u>Company</u>	<u>Address</u>	<u>Phone</u>
Wiscasset Ford	378 Bath Rd., Wiscasset, ME 04578	(888) 722-3923
Goodwin Chevrolet	195 Pleasant St., Brunswick, ME 04011	(888) 236-7785
Newcastle Chrysler Dodge Jeep	573 Route 1, Newcastle, ME 04553	(888) 790-4731
Bill Dodge Auto Group	1 Saunders Way, Westbrook, ME 04092	(207) 854-3200
Bodwell Chrysler Jeep Dodge Ram	169 Pleasant St, Brunswick, ME 04011	(207) 729-3375
Brunswick Ford	157 Pleasant St, Brunswick, ME 04011	(207) 725-1228
O'Connor GMC	199 Riverside Dr., Augusta, ME 04330	(207) 622-3191
Quirk Auto	7 Water St., Hallowell, ME 04330	(888) 408-5916
Charlie's Chevrolet	1412 U.S. 202, Winthrop, ME 04364	(207) 377-2236

Town of Wiscasset, Maine

NOTICE INVITING BIDS

The Town of Wiscasset is inviting bids for the purchase of one (1) half-ton truck. Sealed bids will be received until **3:00 p.m., TUESDAY, November 19, 2013**, at the Town office, 51 Bath Road, Wiscasset, Maine. Bids must be marked "**FIRE DEPT TRUCK.**" Bids will be opened at 7:00 p.m. at the Selectmen's meeting in the Town Hall Meeting Room and publicly read at that time. Specifications are on file at the office of Town Manager.

The Town reserves the right to accept or reject any or all bids, to determine which bids are conforming, and to waive minor defects and irregularities.

Town of Wiscasset

51 Bath Road
Wiscasset, ME 04575

GENERAL SPECIFICATIONS FOR ONE HALF TON TRUCK

It is the intent of this invitation for bid to solicit bids for one half-ton truck as described in the following specifications. Bidders are requested to read the complete bid invitation carefully and submit their proposals in strict accordance with the following requirements.

Any questions regarding this bid invitation must be submitted in writing to Town Manager, townmanager@wiscasset.org or by fax 207-882-8228, and be received by the Town of Wiscasset a minimum of two business days prior to the bid opening date. All bids are to be submitted on the attached proposal form furnished with this bid invitation.

The Town is exempt from State retail tax and Federal excise tax. The prices bid must be net, exclusive of taxes.

All bids must be sealed in a package (or envelope), the cover of which identifies the information that it contains, a bid proposal for "FIRE DEPT TRUCK", the vendor's name and address, and the due date for the bid proposal.

All bids are to be addressed to:

**Town Manager
Town of Wiscasset
51 Bath Road
Wiscasset, Maine 04578**

GENERAL SPECIFICATIONS

ANTI-COLLUSION STATEMENT: By signing this bid the bidder agrees that this bid is made without any understanding, agreement, or connection with any other person, firm or corporation making a bid for the same purpose, and that this bid is in all respects fair and without collusion or fraud. The bidder also agrees that this bid is made without any intentional fraudulent acts committed in an effort to be the successful low bidder.

LIQUIDATED DAMAGES: If the truck is not delivered within the time limits specified, the delay will interfere with the Town's ability to provide emergency services and will result in loss and damage to the Town. From the nature of the case it would be impractical and extremely difficult to fix the actual damage sustained in the event of any such action. The Town and the awarded vendor, therefore, presume that in the event of any such delay, the amount of damage which will be sustained from delay will be \$100.00 per calendar day, and they agree that, in the event of any such delay, the awarded vendor shall pay such amount as Liquidated Damages and not as a Penalty. The Town, at its option, for amounts due the Town as Liquidated Damages, may deduct such from any money payable to the awarded vendor or may bill the awarded vendor as a separate item. The Town shall notify the awarded vendor in writing of any claims for Liquidated Damages pursuant to this paragraph before the date the Town deducts such sums from money payable to the awarded vendor.

SHIPPING DAMAGE: The Town will not accept or pay for damaged goods. The contractor must file all claims against the carrier(s) for damages incurred to items in transit from the point of origin to the ultimate destination within the Town of Wiscasset. The Town will provide the contractor with written notice when damaged goods are received. The Town may choose to deduct the cost of the damaged goods from the invoice prior to payment. The contractor must file all claims against the carrier(s) for reimbursement of the loss.

INDEMNIFICATION: The contractor shall indemnify, hold harmless, and defend the Town from and against any claim of, or liability for error, omission or negligent act of the contractor under this agreement. The contractor shall not be required to indemnify the Town for a claim of, or liability for, the independent negligence of the Town. If there is a claim of, or liability for, the joint negligent error or omission of the contractor and the independent negligence of the Town, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. "Contractor" and "Town", as used within this and the following article, include the employees, agents and other contractors who are directly responsible, respectively, to each. The term "independent negligence" is negligence other than in the Town's selection, administration, monitoring, or controlling of the contractor and in approving or accepting the contractor's work.

BRAND AND MODEL OFFERED: Specifications may contain certain brand names that may or may not be proprietary. Bidders are encouraged to propose their company's approved alternate to such items and list them accordingly. The Town will **not** disqualify a bid if it offers items not specific but meet minimum requirements to the Town's Bid Specifications.

ANNOTATED LITERATURE: Bidders must annotate their product literature to identify for the Town the location of the supporting information regarding each product specification set out in the bid.

SUPPORTING INFORMATION: The Town strongly desires that bidders submit all required technical, specification, and other supporting information with their bid, so that a detailed analysis and determination can be made by the Town that the product offered meets the bid specifications. However, provided a bid meets the requirements for a definite, firm, unqualified, and unconditional offer, the Town reserves the right to request supplemental information from the bidder, after the bids have been opened.

NEW EQUIPMENT: Equipment offered in response to this notice of bid must be new equipment. New equipment means equipment that is currently in production by the manufacturer and is still the latest model, edition or version generally offered. The equipment must be warranted as new by the manufacturer and may not have been used for any purpose, other than display or demonstration, prior to its sale to the Town. The Town will not accept remanufactured, used, or reconditioned equipment. It is the contractor's responsibility to ensure that each piece of equipment delivered to the Town complies with this requirement. A contractor's failure to comply with this requirement will cause the Town to seek remedies under breach of contract. The equipment offered must have been for sale to the general public for a period of not less than five years, excepting emission systems.

ACCESSORIES: When accessories are supplied, they must be certified to be compatible with the rest of the equipment. Certification will be written evidence satisfactory to the Town that the accessories are compatible. The bidder's failure to supply this evidence within the time required by the Town will cause the Town to consider the bid non-responsive and reject the bid.

INSPECTION: Equipment offered will be subject to inspection and approval by the Town prior to payment. The equipment and attachments must be in good repair and capable of performing the work for which they were designed.

ALTERATIONS: The awarded bidder must obtain the written approval from the Town prior to making any alterations to the agreed upon specifications (post-award) contained in this notice of bid or subsequent Contract. The Town will not pay for alterations that are not approved in advance and in writing by the Town.

DISCONTINUED ITEMS: In the event an item is discontinued by the manufacturer during the life of the contract, another item may be substituted, provided that the Town makes a written determination that it is equal to or better than the discontinued item and provided that it is sold at the same price or less than the discontinued item.

ITEM UPGRADES: The Town reserves the right to accept upgrades to models on the basic contract when the upgrades improve the way the equipment operates or improve the accuracy of the equipment. Such upgraded items must be at the same price as the items in the basic contract.

DELIVERY: Indicate, in the space provided under "Bid Schedule," the time required to make delivery after the receipt of an order.

F.O.B. POINT: The F.O.B. point for all items purchased under this bid is the final destination within the Town of Wiscasset. **Ownership of and title to the ordered items remains with the contractor until the items have been delivered to their final destination and are accepted by the Town.**

PARTS BOOKS AND MAINTENANCE MANUALS: Parts books and maintenance manuals must be provided at the same time that the equipment is delivered, preferably in Electronic Version (CD, PDF, etc.). The cost of the parts books and maintenance manuals is to be included in the bid price of the equipment.

CONTINUING OBLIGATION OF CONTRACTOR: Regardless of the terms and conditions of any third-party financing agreement, the contractor agrees that none of its responsibilities under this contract are transferable and that the contractor alone will continue to be solely responsible until the expiration date of the

contract. Such responsibilities include, but are not limited to, the provision of equipment, training, warranty service, maintenance, parts and the provision of consumable supplies. By signature on this bid form the bidder acknowledges this requirement and indicates unconditional acceptance of this continuing obligation clause.

WORKMANSHIP & MATERIALS: All work must be performed in a thorough and workmanlike manner and in accordance with current industry practices. The contractor will be held responsible for the quality of the finished item. The Town will reject any item that does not meet the agreed upon specifications of the Notice of Bid. Rejected items will be returned to the contractor at the contractor's risk and expense.

METHOD OF AWARD: The Town of Wiscasset reserves the right to accept or reject any or all bids should it be deemed in the best interest of the Town, waive any minor discrepancies or technicalities and the right to inspect the equipment prior to delivery.

EVALUATION CRITERIA: The Town intends to evaluate each bid based on the following specifications. The bid which meets these specifications best will be the lowest, most responsive, responsible bid. Alternate proposals to the specifications listed below should be noted so that the Town may make a fair assessment of the bid. **ALTERNATE SPECIFICATIONS WHICH ARE *CLEARLY STATED* WILL NOT DISQUALIFY A BIDDER.**

INVOICES: Invoices must be sent directly to the Town address shown on the individual Purchase Order, Contract Award or Delivery Order. Payment schedule will be determined with the winning bidder. Questions concerning payment must be addressed to the Town of Wiscasset's Accounts Payable Department.

CONTRACT CANCELLATION: The Town reserves the right to cancel the contract at its convenience by giving written notice to the contractor. The Town is liable only for payment in accordance with the payment provisions of this contract for services or supplies provided before the effective date of termination.

The Town of Wiscasset reserves the right to accept or reject any and all bids when it is deemed in the best interest of the Town.

Town of Wiscasset

51 Bath Road

Wiscasset, Maine 04578

BIDDERS PROPOSAL FORM

The bidder hereby proposes to manufacture and/or furnish to the Town of Wiscasset, subject to acceptance of this proposal, this vehicle as per the attached specifications.

Option 1.

New Truck \$ _____.

Option 2.

Demo or Display Plow Truck and Chassis
2013 vehicle similar to listed specifications. \$ _____.
Specifications of Option 2 vehicle should be listed
separately and any discrepancies with the bid specifications
must be noted on separate sheet of paper.

Alternate 1:

The Town may choose to trade a 1988 GMC 1/2 ton
Truck.

Trade-in Value: <\$ _____>

Alternate 2:

Extended Warranty purchase price. \$ _____.
Extended warranty information must
be included in package.

The Town reserves the right to accept or reject any or all bids, to determine which bids are conforming, and to waive minor defects and irregularities. All bids shall be in a sealed envelope marked "FIRE DEPT TRUCK" and addressed to Town Manager, Town of Wiscasset, 51 Bath Road, Wiscasset, Maine 04578

NAME OF FIRM _____

BID OPENING: November 19, 2013 SIGNATURE _____

TIME: 7:00 p.m. PRINTED NAME _____

PLACE: Meeting Room, Town Hall TITLE _____

ADDRESS _____

TELEPHONE _____

TOWN OF WISCASSET

51 Bath Road
Wiscasset, ME 04578

FIRE DEPARTMENT TRUCK SPECIFICATIONS

1.0 INTENT AND CONDITIONS

Option 1. The intent of this specification is to procure ONE (1) half ton truck as specified for the Fire Department. Price is to include delivery of truck to Wiscasset, Maine.

Option 2. The intent is to procure ONE (1) half ton truck which is a still new but an older model. The vehicle must be a 2013 vehicle similar to listed specifications. Bidders must note on a separate sheet any discrepancies with the bid specifications.

1.1 TRADE IN ALLOWANCE

Bidder shall show trade in allowance for 1988 half ton truck. The Truck is a 1988 GMC half ton. Mileage is approximately 150,000. The truck can be viewed by contacting the Fire Department at 207- 350-2375 or by email at tjmerry83@gmail.com. This amount to be deducted from bid price at the option of the Town of Wiscasset.

Trade in allowance: _____

1.2 LENGTH OF TIME FOR DELIVERY

Bidder shall state length of time in calendar days required to deliver vehicle. The delivery must be completed within 90 days from award date. Note Liquidated Damages provision in the General Specifications.

Length of time: _____

1.3 WARRANTY

1.31 Bidder shall state length of warranty to be provided on workmanship.

Length of warranty: _____

1.32 Bidder shall include written documentation regarding all warranties with bid:

Comply ____ Deviate ____

SPECIFICATIONS

ANY DEVIATIONS MUST BE NOTED SEPARATELY

Comply
Yes No

I. Truck

- | | | | |
|--|--|-------|-------|
| a. Engine Minimum Requirement: V8, 5.3L | | _____ | _____ |
| b. Transmission, 6-speed automatic | | _____ | _____ |
| c. Meets emissions standards for State of Maine | | _____ | _____ |
| d. Body – pick up box | | _____ | _____ |
| e. Rear axle 3.08 ratio | | _____ | _____ |
| f. Tires P255/70R17 all season black wall | | _____ | _____ |
| g. Wheels 17" x 8" painted steel | | _____ | _____ |
| h. Audio System, AM FM stereo with USB ports | | _____ | _____ |
| i. Seats, front 40/20/40 split bench, 3 passenger | | _____ | _____ |
| j. Paint solid red | | _____ | _____ |
| k. Bumpers, front and rear, Black | | _____ | _____ |
| l. Floor Covering – Graphite colored rubberized vinyl, no floor mats | | _____ | _____ |
| m. Alternator, 150 amps | | _____ | _____ |
| n. Air conditioning, single zone | | _____ | _____ |
| o. Windows, power | | _____ | _____ |
| p. tailgate, locking | | _____ | _____ |
| q. Door locks, power | | _____ | _____ |
| r. Cooling, external engine oil cooler | | _____ | _____ |
| s. Cooling, auxiliary external transmission oil cooler | | _____ | _____ |
| t. Tire carrier lock, keyed cylinder lock | | _____ | _____ |
| u. Recovery hooks, front, frame-mounted, black | | _____ | _____ |
| v. License plate kit front | | _____ | _____ |
| w. 4 doors | | _____ | _____ |
| x. 4 wheel drive | | _____ | _____ |
| y. Truck bed – rhino lined | | _____ | _____ |

II. TRUCK WARRANTY WORK

The Town wishes to consider the purchase of an extended warranty. Bidders should supply the option of an extended warranty that provides certified factory warranty/certified personnel with in the State of Maine.



Wiscasset Parks & Recreation Department

242 Gardiner Road Wiscasset, ME 04578

207-882-8230 info@wiscassetrec.com

www.wiscassetrec.com

11d

November 5, 2013

Subject: Request for Proposal – Anti Wave Lane Lines

Dear Bidder,

The Wiscasset Parks & Recreation Department is seeking proposals for the supply and delivery of seven 6-inch, 25-yard anti-wave lane lines. The attached proposal form lists the minimum specifications of the units and requests general information regarding your business. In order to be considered, potential bidders must complete the attached form and return it with your proposal in a sealed envelope, to the address listed below by 4:00 p.m. Tuesday, November 19, 2013.

Town of Wiscasset - Parks & Recreation Department
51 Bath Road
Wiscasset, ME 04578

The Town of Wiscasset reserves the right to accept or reject any or all proposals or to waive any technical or legal deficiencies in the proposal that it may deem in the best interest of the town.

Please feel free to contact me with any questions at 207-882-8230.

Sincerely,

Todd D. Souza

Todd Souza
Director of Parks & Recreation

BID PROPOSAL

Town of Wiscasset - Parks & Recreation Department
51 Bath Road
Wiscasset, ME 04578

RESPONSES ARE DUE TO THE MUNICIPAL BUILDING AT THE ABOVE ADDRESS BEFORE SOLICITATION DATE & TIME

INVOICE TO:
Wiscasset Parks & Recreation Department Attn: Parks & Recreation Dept. 242 Gardiner Road Wiscasset, ME 04578

FACSIMILE RESPONSES
SHALL NOT BE ACCEPTED

SHOW OPENING DATE & BID I.D.
ON THE LOWER LEFT HAND CORNER OF
SEALED ENVELOPE & SHOW RETURN
ADDRESS OF RESPONDING BUSINESS.

SOLICITATION INFORMATION:
I.D.: Anti Wave Lane Lines
OPENING DATE: 11/19/2013 7:00 p.m.
SUBMITTAL Wiscasset Town Office
LOCATION: 51 Bath Road Wiscasset, ME 04578
RETURN SIGNED ORIGINAL AND COPY OF BID

DESTINATION:
Wiscasset Community Center 242 Gardiner Road Wiscasset, ME 04578

BUSINESS INFORMATION:
LEGAL BUSINESS NAME:
ADDRESS:
CONTACT:
TELEPHONE NO.:

PROPOSAL ITEM(S):
Supply and Delivery (7) Anti Wave Lane Lines

TRADE-IN ITEMS:
NONE

MINIMUM SPECIFICATIONS:	
* 25 yard - Anti Wave	* Minimum 3 year Warranty
* 6 inch - Diameter	* Turnbuckle Tension Device (No Ratchet)
* Distance Markers Included	* Stainless Steel Cable
* Color Patten Requested (Maroon, Navy & White)	* Onsite delivery by December 18, 2013

PRODUCT COST:	SHIPPING COST:
\$	\$

TOTAL PROPOSAL COST:
\$

RESPONDENT SHALL SIGN BELOW
Failure to sign will disqualify submittal.

Authorized Signature

Date

Print Name

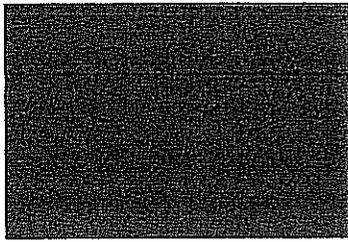
The Town of Wiscasset reserves the right to accept or reject any or all proposals or to waive any technical or legal deficiencies in the proposal that it may deem in the best interest of the town.

REQUEST FOR PROPOSAL – LANE LINES

The Town of Wiscasset, Maine is accepting sealed proposals for the purchase of seven anti-wave lane lines. Proposals will be collected until 4:00 p.m. on Tuesday, November 19, 2013, at the Town Office on 51 Bath Road, Wiscasset, ME 04578.

Proposals will be publicly opened during the 7:00 p.m. Selectmen's Meeting that evening. For more information or to receive a proposal packet, please contact the Wiscasset Parks and Recreation Department at (207) 882-8230.

25 YARD LANE LINE CONFIGURATION



MAROON 15 FEET SECTION



NAVY 1 FOOT SECTIONS



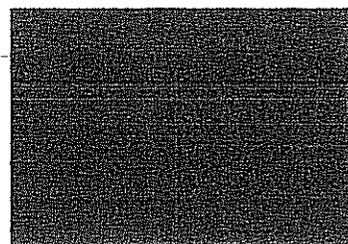
WHITE 1 FOOT SECTIONS



YELLOW DISTANCE MARKERS



YELLOW DISTANCE MARKERS



MAROON 15 FEET SECTION



Wiscasset Parks & Recreation Department

242 Gardiner Road Wiscasset, ME 04578

207-882-8230 info@wiscassetrec.com

www.wiscassetrec.com

11c

November 5, 2013

Subject: Request for Proposal – Ellipticals

Dear Bidder,

The Wiscasset Parks & Recreation Department is seeking proposals for the supply, delivery and installation of two elliptical cross-trainers. These units will be utilized in our fitness room located within our Community Center. The attached proposal form lists the minimum specifications of the units and requests general information regarding your business. In order to be considered, potential bidders must complete the attached form and return it with your proposal in a sealed envelope, to the address listed below by 4:00 p.m. Tuesday, November 19, 2013.

Town of Wiscasset - Parks & Recreation Department
51 Bath Road
Wiscasset, ME 04578

Our department is looking for a heavy duty professional quality unit, comparable to the Precor - EFX 815, Precor - EFX 811 or the Life Fitness Integrity CLSX. Units must be new and not reconditioned.

The Town of Wiscasset reserves the right to accept or reject any or all proposals or to waive any technical or legal deficiencies in the proposal that it may deem in the best interest of the town.

Please feel free to contact me with any questions at 207-882-8230.

Sincerely,

Todd D. Souza

Todd Souza
Director of Parks & Recreation

REQUEST FOR PROPOSAL (RFP)

Town of Wiscasset - Parks & Recreation Department
51 Bath Road
Wiscasset, ME 04578

RESPONSES ARE DUE TO THE MUNICIPAL BUILDING AT THE ABOVE ADDRESS BEFORE SOLICITATION DATE & TIME

INVOICE TO:
Wiscasset Parks & Recreation Department Attn: Parks & Recreation Dept. 242 Gardiner Road Wiscasset, ME 04578

FACSIMILE RESPONSES
SHALL NOT BE ACCEPTED

SHOW OPENING DATE & BID I.D.
ON THE LOWER LEFT HAND CORNER OF
SEALED ENVELOPE & SHOW RETURN
ADDRESS OF RESPONDING BUSINESS.

SOLICITATION INFORMATION:
I.D.: Elliptical 2013
OPENING DATE: 11/19/2013 7:00 p.m.
SUBMITTAL Wiscasset Town Office
LOCATION: 51 Bath Road Wiscasset, ME 04578
RETURN SIGNED ORIGINAL AND COPY OF BID

DESTINATION:
Wiscasset Community Center 242 Gardiner Road Wiscasset, ME 04578

BUSINESS INFORMATION:
LEGAL BUSINESS NAME:
ADDRESS:
CONTACT:
TELEPHONE NO.:

PROPOSAL ITEM(S):
Supply, Delivery and Installation of (2) New Programmable 115-120V Elliptical Cross-Trainers w/Extended Warranty
LifeFitness Integrity Series CLSX, PRECOR EFX 815 or PRECOR EFX 811

TRADE-IN ITEMS:
NONE

MINIMUM SPECIFICATIONS:	
*Commercial Quality/High Performance	*2 Year Parts and Labor Warranty
*Delivered and Installed by January 1, 2014	*LED Based Console
*Max User Weight: 350lbs	*Heart Rate Monitoring
*IPOD Compatible	*Water Bottle Holder

TOTAL PROPOSAL COST:
\$

TOTAL PROPOSAL COST W/TRADE-IN:
\$

RESPONDENT SHALL SIGN BELOW
Failure to sign will disqualify submittal.

Authorized Signature

Date

Print Name

The Town of Wiscasset reserves the right to accept or reject any or all proposals or to waive any technical or legal deficiencies in the proposal that it may deem in the best interest of the town.

REQUEST FOR PROPOSAL – ELLIPTICALS

The Town of Wiscasset, Maine is accepting sealed proposals for the purchase of two commercial elliptical cross-trainers.

Proposals will be collected until 4:00 p.m. on Tuesday, November 19, 2013, at the Town Office on 51 Bath Road, Wiscasset, ME 04578. Proposals will be publicly opened during the 7:00 p.m. Selectmen's Meeting that evening. For more information or to receive a proposal packet, please contact the Wiscasset Parks and Recreation Department at (207) 882-8230.

Town of Bristol

P. O. Box 339 Bristol, Maine 04539
Telephone (207) 563-5270 Fax (207) 563-6103



October 31, 2013

Timothy Merry
Fire Chief
Town of Wiscasset
51 Bath Road
Wiscasset, Maine 04578-4108

Dear Chief,

Our Fire Chief requested we update the reciprocal agreements we have with other Lincoln County municipalities for furnishing of fire protection. Bristol's Selectmen signed two copies of our agreement with the Town of Wiscasset. Please ask the members of your Board of Selectmen to review and sign the enclosed agreement. One copy should remain with your Town Clerk, and the other copy should be returned for our records.

Thank you for your assistance in this matter. If you have questions or concerns regarding this request, please contact Paul Leeman at 592-5531.

Sincerely,

A handwritten signature in cursive script that reads "Kristine Poland".

Kristine Poland
Town Administrator

**Reciprocal Agreement for the Furnishing of Fire Protection
for the Municipalities of Bristol and Wiscasset**

The Town of Bristol, a municipal corporation organized under the laws of the State of Maine, and situated in Lincoln County, and the Town of Wiscasset, a municipal corporation organized under the laws of the State of Maine, and situated in Lincoln County, hereby agree as follows:

1. Upon request by the Fire Chief or Officer in Charge, the Fire Departments of Bristol and Wiscasset shall render such assistance to each other as each Fire Department, in its sole discretion, is able to do.
2. Each department shall respond promptly to requested calls for assistance, provided there is no risk to its own community in so doing.
3. The Officer in Charge of the town requesting assistance shall be in charge of the entire operation in that town. Officers of the responding department shall command their own personnel, under the direction of the Officer in Charge of the requesting department.
4. Each department is responsible for damage to and loss of its own equipment, injuries to its personnel, and any liability to third parties caused by the negligence of its own personnel. No charge shall be made for personnel or equipment except in the event of a forest fire, in which case reimbursement shall be made by the municipality in which the fire occurs from funds provided by, and at the current rate established by, the Department of Conservation, Bureau of Forestry.
5. This agreement constitutes the entire understanding between the parties.
6. This agreement shall continue in force until suspended or terminated. Either party may withdraw upon thirty (30) days written notice to each other.
7. Any problems arising under this contract shall be resolved by the joint action of the Municipal Officers of both municipalities.

Town of Bristol

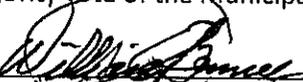
Town of Wiscasset

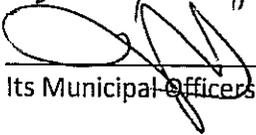
Dated 10/30/13

Dated _____

This is to certify that on the above date this Reciprocal Agreement for the Furnishing of Fire Protection for the Municipalities of Bristol and Wiscasset was approved by a majority vote of the Municipal Officers present.

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By 


Its Municipal Officers

By _____

Town Seal

Its Municipal Officers

Town Seal

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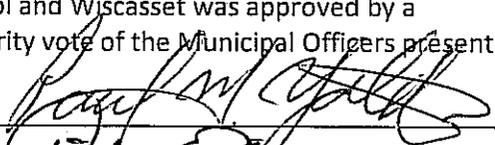
Town of Wiscasset

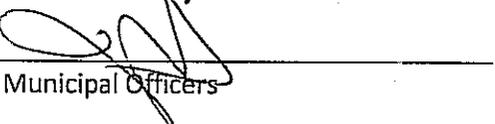
Dated 10-30-12

Dated _____

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By 



Its Municipal Officers

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Its Municipal Officers

Town Seal

Town Seal