



HAMPDEN TOWN COUNCIL  
HAMPDEN MUNICIPAL BUILDING  
AGENDA

MONDAY

OCTOBER 05, 2020

6:00 P.M.

- A. PLEDGE OF ALLEGIANCE
- B. APPROVAL OF AGENDA
- C. CONSENT AGENDA
  - 1. SIGNATURES
  - 2. COUNCIL MINUTES
    - a. 09/21/2020 Council Meeting.
  - 3. COMMUNICATIONS
    - a. Park bench near the stream at Papermill Park
  - 4. COMMITTEE MINUTES
- D. PUBLIC COMMENTS
- E. POLICY AGENDA
  - 1. NEWS, PRESENTATIONS & AWARDS
    - a. Commendation for Matthew St. Pierre receiving the Captain Joel Barnes Community Service Award in March of 2020, *presented by Christian Bailey, Director of Public Safety.*
  - 2. PUBLIC HEARINGS
  - 3. NOMINATIONS – APPOINTMENTS – ELECTIONS
- F. COMMITTEE REPORTS
- G. UNFINISHED BUSINESS
- H. NEW BUSINESS
  - a. Request for authorization for the expenditure of \$46,100.00 from the Police Cruiser Reserve Account G-3-753-00 to purchase a 2020 Ford Police Interceptor (Hybrid Powertrain and associated – *requested by Christian Bailey, Director of Public Safety.*
  - b. Request for authorization for the expenditure of \$1,692.79 from the Police Cruiser Reserve Account G-3-753-00 to purchase associated equipment for the cruiser – *requested by Christian Bailey, Director of Public Safety.*

Note: Council will take a five-minute recess at 8:00 p.m.

MONDAY

OCTOBER 05, 2020

6:00 P.M.

AGENDA

- c. Request for authorization for the expenditure of \$1885.00 from the Matching Grant Reserve Account G-3-780-00 to cover the required local match to purchase cargo vests for our police officers – *requested by Christian Bailey, Director of Public Safety.*
- d. Request authorization for the expenditure of \$6,366.50 from Environmental Trust Income for reimbursement of eligible stormwater expenses for FY20– *referral from Environmental Trust Committee*
- e. Request authorization for the expenditure of \$220,588.75 from Environmental Trust Income for reimbursement of eligible stormwater expenses FY21 – *referral from Environmental Trust Committee*
- f. Council discussion on Halloween activities, *requested by Councilor Jarvi.*
- g. Council consideration on canceling Town Council Meeting on November 2, 2020.
- h. Council discussion on VFW holding a short Veteran's Day Parade that goes VFW Hall to the monument at the Town Office, *requested by Curt Slininger.*
- I. MANAGER'S REPORT
- J. COUNCILOR'S COMMENTS
- K. EXECUTIVE SESSION – Pursuant to 1 M.R.S.A. Section 405 (6)(A) – Personnel Matters - to include the Town Manager.
- L. ADJOURNMENT

Note: Council will take a five-minute recess at 8:00 p.m.

FOR THOSE THAT WISH TO PARTICIPATE IN THE  
REMOTE HAMPDEN TOWN COUNCIL MEETING  
ON OCTOBER 05, 2020, AT 6:00 PM YOU MAY  
PHONE IN USING THE FOLLOWING NUMBER  
(FOLLOWED BY THE PIN #)

**1-260-227-7234      PIN 749 831 691#**

OR-

FROM A LAPTOP OR A DESKTOP, YOU MAY GO  
TO THIS URL: <https://meet.google.com/ziu-ypzo-xwy?hs=122&authuser=0> AND JOIN  
US THAT WAY

**INSTRUCTIONS ARE POSTED WITH THE AGENDA  
AND SEPARATELY ON THE TOWN CALENDAR AT  
[WWW.HAMPDENMAINE.GOV](http://WWW.HAMPDENMAINE.GOV)**

## **Using Google Meet to Participate in Hampden Town Council Remote Meetings**

### **How to join:**

1. Town Council members will receive an email or a Google Calendar Invite with a link to join the meeting.
2. People interested in joining will need to go to the link posted on the town events calendar at [www.hampdenmaine.gov](http://www.hampdenmaine.gov).
3. Anyone can also join for audio-only participation by calling the number provided on the town events calendar and then entering the PIN provided followed by the # symbol.

### **Protocols for Remote Meetings:**

1. Log in or call in at least 5 minutes before scheduled start of meeting.
2. For the audio portion, use either your phone or your computer microphone, not both.
3. Mute your phone or computer mic unless speaking. Remember to un-mute if you want to speak. To mute or unmute in Google Meet, click on the little microphone icon at the bottom of the screen; note you may need to move your mouse pointer around the bottom of your screen to get the bottom bar to appear.
4. Speak up if using a computer microphone or if using the speaker function on your telephone.
5. Do not rustle papers in front of your mic unless it's muted. Please minimize background noise.
6. If you're referring to a document, identify it including page or sheet number.
7. If using the video function, have a light source in front of you if possible. Try to avoid backlighting.
8. If you want to look good, have your camera mounted at eye level or above. Look at yourself on screen to check the lighting, camera position, what's in the background, etc. In Google Meet, you can do this "video check" when you open the program before you join the meeting.
9. If you are participating by audio only, identify yourself when speaking.
10. ALL votes will be by roll call.
11. After the meeting is adjourned, click on the red phone icon on the bottom bar to leave the meeting, or (obviously) just hang up the phone if that is how you are participating.

For detailed instructions on using Google Meet, please refer to their website:

[support.google.com/a/users/answer/9282720?hl=en](https://support.google.com/a/users/answer/9282720?hl=en)



HAMPDEN TOWN COUNCIL  
HAMPDEN MUNICIPAL BUILDING  
MINUTES

MONDAY

SEPTEMBER 21, 2020

6:00 P.M.

*In Attendance:*

*Mayor Ryder  
Councilor Jarvi  
Councilor McAvoy  
Councilor Marble  
Councilor McPike  
Councilor Wright*

*Paula Scott, Town Manager  
Gayle C. Decker, Town Clerk  
Shelley Abbott, Recreation Director  
Alex Konczal, Assessor*

*Mayor Ryder called the meeting to order at 6:00 p.m*

A. PLEDGE OF ALLEGIANCE

*Mayor Ryder led the Pledge of Allegiance*

B. APPROVAL OF AGENDA

***Motion:*** *Councilor Jarvi moved to approve the September 21, 2020 agenda with the deletion of agenda item J. Councilor comments, seconded by Councilor Marble. After discussion Vote 3-3*

*Resolution: 2020 – 173*

C. CONSENT AGENDA

***Motion:*** *Councilor Marble made a motion to adopt the consent agenda, seconded by Councilor McAvoy. Unanimous Vote 6-0*

*Resolution: 2020 – 174*

1. SIGNATURES

2. COUNCIL MINUTES

- a. 09/08/2020 Council Meeting
- b. 09/14/2020 Council Workshop Meeting

3. COMMUNICATIONS

4. COMMITTEE MINUTES

Note: Council will take a five-minute recess at 8:00 p.m.

.....  
MONDAY

SEPTEMBER 21, 2020

6:00 P.M.  
.....

MINUTES  
.....

D. PUBLIC COMMENTS

E. POLICY AGENDA

1. NEWS, PRESENTATIONS & AWARDS

2. PUBLIC HEARINGS

3. NOMINATIONS – APPOINTMENTS – ELECTIONS

- a. Council confirmation of the Town Manager's appointment of Alex Konczal as the Tax Assessor for the Town of Hampden.

*Town Manager Scott introduced Alex Konczal. Alex addressed Council with a background of himself and spoke that he is grateful to be here.*

**Motion:** Councilor Jarvi moved Council confirmation of the Town Manager's appointment of Alex Konczal as the Tax Assessor for the Town of Hampden, seconded by Councilor McAvoy. Unanimous Vote 6-0

*Resolution: 2020 - 175*

F. COMMITTEE REPORTS

G. UNFINISHED BUSINESS

H. NEW BUSINESS

- a. Request for amount from Reserve Funds of up \$4000.00 from the Library Reserve Account 3-763-00 – requested by Debbie Lozito, Library Director.

*Town Manager Scott spoke on the roof repair for the library. She stated that the problem was first identified last year and that the town staff has taken measures to try to fix the portion of the roof that needs repair. She informed that it is gone beyond the point that the town staff should be working on it. She believes that it can be folded into the roof repair at the Skehan center because it is the same type of a rubber roofing that is needed at that spot.*

**Motion:** Councilor Jarvi moved Council authorize the expenditure of an amount not to exceed \$4000.00 from Library Reserve account 3-763-00 for designated roof repairs to the Edythe Dyer Community Library, seconded by Councilor Wright. Unanimous Vote 6-0

*Resolution: 2020 – 176*

Note: Council will take a five-minute recess at 8:00 p.m.

## MINUTES

- b. Council award on Skehan Center Roof Replacement, requested by Shelley Abbott, Recreation Director.

*Recreation Director Shelley Abbot addressed Council with the bid process to replace the Skehan Center Roof and spoke of the ongoing issues. She recommended that Gates Construction be awarded the contract.*

**Motion:** Councilor Jarvi moved Council authorize the expenditure of an amount not to exceed \$58,000.00 to Gates Construction from Recreation Reserve account 3-767-00 for designated roof replacement on the Skehan Center. Motion withdrawn.

**Motion:** Councilor Wright made a motion that Council award the Skehan Center roof replacement job to Gates Construction, seconded by Councilor Marble. Unanimous Vote 6-0

*Resolution: 2020 - 177*

- c. Request for authorization for the expenditure of up to \$58,000 from Recreation Area Reserve Account (3-767-00) for the Skehan Center Roof Replacement.

**Motion:** Councilor Wright so moved, seconded by Councilor Jarvi. Unanimous Vote 6-0

*Resolution: 2020 – 178*

- d. Request for \$15,000.00 from Personnel Reserve Account G-3-733-00 to pay for the Contract Planner.

*Town Manager Scott refreshed Council on the fact that on August 12 she signed a contract with Ben Smith to provide planning services while our planner is on leave. She is requesting funding for the contract.*

**Motion:** Councilor Jarvi moved Council authorize \$15,000.00 from Personnel Reserve Account G-3-733-00 to hire Ben Smith to provide contract planning services covering the extended absence of our current Town Planner during September and October 2020, seconded by Councilor McAvoy. Councilor Jarvi moved to amend the motion by striking September and October 2020, seconded by Councilor Wright. Unanimous vote 6-0

*Resolution: 2020 - 179*

- e. Council consideration of Order Establishing Bid Procedures For Public Purchasing – referred from workshop.

**Motion:** After discussion Councilor Jarvi moved Council approve the proposed changes as written to the Town of Hampden Order Establishing Bid Procedures for Public Purchasing, seconded by Councilor McPike. Vote 5-1

*Resolution: 2020 – 180*

MONDAY

SEPTEMBER 21, 2020

6:00 P.M.

MINUTES

I. MANAGER'S REPORT

*Attached Exhibit A*

J. COUNCILOR'S COMMENTS

*Councilor Wright – I was going to speak a little bit about the public forum that we had for the Community Center on Thursday night. I thought that the attendees, as the manager alluded to, while not a large crowd, represented a nice swath of the Hampden. We had some older folks, some younger folks, some representatives of the RSU, many of the group's Recreation Center, as well as other members of the community. It was very nice to see a cross section turnout to talk about the desires of Hampden and growth of a Community Center moving forward. Thank you all who attended. A survey will be going out. We do encourage everyone to fill out that survey and return it to us so we can truly get an idea if this is something that we should move forward with, and if so, what the residents of the Town would like to see in the facility to serve the needs of the residents. Thank you.*

*Councilor McAvoy – I just want to remind everybody to shop local and buy American. Goodnight Hampden.*

*Councilor Jarvi – No comment*

*Councilor Marble – I just want to offer kudos to the Town Manager and Staff on completing the SQL transition. I know that that's something not in front of the Council all the time, but I think I know what it has meant to you. I'm also very glad to hear about the Newsletter next month, including candidate bio. Thank you.*

*Councilor McPike – My heartfelt thanks go out to our IT Director for getting us our new tablets. Thank you.*

*Councilor Ryder – No Comment.*

K. EXECUTIVE SESSION – Pursuant to 1 M.R.S.A. Section 405 (6)(A) – Personnel Matters - to include the Town Manager.

**Motion:** *Councilor Jarvi - pursuant to 1 M.R.S.A. section 405 (6)(F) confidential records moved Council going into executive session to include the Town Manager, seconded by Councilor Wright. Vote by roll call was unanimous vote 6-0.*

*Resolution: 2020 – 181*

*Executive session entered at 6:30 p.m. No votes taken.*

L. ADJOURNMENT

*Meeting adjourned at the conclusion of executive session.*

*Respectfully Submitted,  
Gayle C. Decker, /s/  
Town Clerk*

Note: Council will take a five-minute recess at 8:00 p.m.

**Memorandum**

TO: Town Council  
FROM: Paula Scott, Town Manager  
DATE: September 21st, 2020  
RE: Manager's Report

- 
- To update Council and the general public regarding the status of the Route 1A project; beginning on September 10<sup>th</sup>, the contractors worked on fine grading and prepping of driveway approaches, prepared for the concrete curb placement, adjusted mailboxes to curb and excavated, graveled and riprapped near Murphy Lane. For the bridge portion of the project, demo and structural earth excavation at abutment #2 continued. This involved Clean Harbors cleaning the ledge for leveling the slab, with construction crews forming the front edge of the slab, placing concrete and forming and tying in rebar for the footer. The earth retainage system at abutment #1 was removed and they began placing rip rap. Lakeside Concrete Cutting was brought in to begin cutting on the existing concrete wall at abutment #1. Beginning this week, they will start to pave the curb base at Old County Road and continue concrete curbing and driveway prepping. Roughing in the sidewalks, excavation and prep at Carver Rd. will begin late this week. Starting today, the goal was to complete the bridge demo by the cutting of the existing concrete wall at abutment #1, begin forming and installing rebar for the breast wall and end section of abutment #1 east wing, place concrete in leveling slab, cure concrete placement and continue with placing riprap in front of abutment #1. At this point, the highway portion of the project is at 63% and the bridge portion is at 57%. The schedule of work shows that the completion of the highway portion will be by the middle of November with final surface paving of the bridge area scheduled for June of 2021.
  - To touch on some internal work that has been identified since the fall of 2019 and supported by this Council in goals and objectives as well as the budget, the long-awaited SQL conversion was completed last Friday with very few problems and with little or no interruption in most modules of our software. Credit goes out to our IT Director for working closely with Trio and for periodically transferring data to the new server prior to the drop-dead date for conversion. This allowed for an easier and quicker transition. There are still some housekeeping measures that users need to perform with regard to cleaning up and maintaining data fields and to maintain a standard nomenclature going forward. We are also still waiting for a time to transfer archived data from the access version to SQL, but all in all the conversion is complete and I couldn't be happier with how smooth of a transition it was.
  - In addition to the Skehan Center roof bid that was awarded tonight, the RFP for the office renovation was in the paper on Friday and the RFP for the HVAC system is being written. We also just got the ledge inspection and interpretation

complete for the Western Avenue sewer project, still hoping to fit the very tiny window that DOT has given us in between windmill transports and other detour issues.

- With regard to customer service in the Town Office going into cold weather, we have, as a staff, looked at several options from texting services, to buzzers similar to what is used in restaurants, to a deli-counter type system. We have settled on the deli-counter type system which, as it turns out, is in use at many hospitals and other agencies. This was ordered today. In a nutshell, we will be mounting a neon sign on the front of the building, as well as a ticket dispenser. Customers will take a number and watch the sign. When the office clerks have completed a transaction and sanitized the counter space, they will use a remote to signal that the next number in line can come in. We are also having plexi-glass partitions installed between the windows on both sides of the counter so that we may open up the middle window once more. This will aid in better customer service by virtue of being able to wait on one more customer than we are currently able to now and will hopefully fall in line with the start date of the third office clerk who will be starting the last week of this month. Again, this is new to us as well and we ask for the public's patience while we work through the bugs.
- On Thursday the 17<sup>th</sup>, we held a public forum on what the public would like to see in a community center. Although attendance was small, there were participants both in person and via remote access. Many ideas came from that initial meeting. We intend to put out surveys and speak more to this in a newsletter slated to come out in October. Additionally, we will include bios of candidates for the Council seats as well as other information about the Town that may be of interest to the public.
- I want to call attention to the ballot drop box in the front of the building. Although we don't have the ballots yet, we expect a huge turn out in absentee voting. Currently we are at 25% of our voter list having already requested ballots. The State is predicting a 70% turnout by way of absentee voting and we are gearing up for the same ratio. I also want to let everyone know that tomorrow is National Voter Registration Day. If you have recently moved to Hampden and need to register to vote, or if you have moved within Hampden and need to change your address, or a name, or party affiliation, please come see us. Whatever can be done prior to the election will help cut down on wait times on election day.



**Memorandum**

TO: Town Council  
FROM: Paula Scott, Town Manager  
DATE: October 1, 2020  
RE: Park bench at Papermill Park

---

As you may recall, several months ago Sharyl White and Brian Probert approached the Town and asked for permission to purchase and install a park bench at the Papermill Park in honor of their daughter Sienna. The Council granted that permission, and the bench was received and installed in the latter part of September.

L-3-4





H-a+B+C

D/C Scott Webber      Sgt. T.D. Stewart  
 Sgt. Joel Small        Ofc. Ben Eyles  
 Ofc. Shawn Devine    Ofc. Marc Egan  
 Ofc. William Miller   Ofc. David Mushrall  
 Ofc. Monic Christian   Ofc. Tony Lorenz  
 Ofc. Alyshia Canwell



D/C Jason Lundstrom    Lt. Matt St.Pierre  
 Lt. Dan Pugsley, Jr.    CH. Joe Dunton  
 FF Shaun McNally       FF Matt Thomas  
 FF Jared LeBarnes      FF Chris Liepold  
 FF Matt Roope           FF Zach Talmadge  
 FF Ed Gardella          FF Gavin Webb  
 FF Oliver Bianchi

CEO Ryan Carey

Kandy McCullough, Office Manager  
 Chief Christian Bailey, Director of Public Safety

**POLICE      FIRE      EMS      CODE ENFORCEMENT      LOCAL HEALTH OFFICE**

### MEMORANDUM

TO: Paula Scott, Town Manager  
 FROM: Christian Bailey, Director of Public Safety  
 RE: Town Council Agenda Items-October 5, 2020  
 DATE: September 30, 2020

**Reserve Request: (Police Cruiser Reserve Account-G 3-753-00)**

The current 2020-2021 budget reflects funding for a new police vehicle. We discussed in previous meetings, the current condition of our fleet-particularly as it relates to the age of our vehicles and excessive mileage. One of our vehicles still in use has approximately 200,000 miles. In September of the 2019-2020 budget cycle, we ordered a vehicle after completing the traditional bidding process. Unfortunately, due to significant manufacturer delays, we did not receive the vehicle until August of 2020; approximately eleven months after placing the order. The eleven month wait continued to strain our fleet, and forced us to continue racking up miles and maintenance costs on our patrol vehicles. We would like to consider using the State of Maine procurement process for the purchase of a vehicle this budget cycle in accordance with the Town of Hampden Bid Procedures Ordinance; Section 5, Cooperative Purchasing. The process is similar to ours; solicitation of bids with the lowest price being the primary criteria. (See attached copy of the Request for Quote from the State of Maine) The recipient of the bid for the State Police patrol vehicles, Darlings Bangor Ford, currently has a vehicle on its lot available for purchase. The ability to purchase a vehicle immediately, would allow us to update our fleet in a timely fashion and avoid the risks associated with high mileage vehicles.

I am requesting \$46,100 from the Police Cruiser Reserve Account to purchase a 2020 Ford Police Interceptor (Hybrid Powertrain) and associated equipment. The cost of the vehicle from Darlings Bangor Ford is \$39,491. The estimated cost of equipment is \$6,600.

D/C Scott Webber  
Sgt. Joel Small  
Ofc. Shawn Devine  
Ofc. William Miller  
Ofc. Monic Christian  
Ofc. Alyshia Canwell

Sgt. T.D. Stewart  
Ofc. Ben Eyles  
Ofc. Marc Egan  
Ofc. David Mushrall  
Ofc. Tony Lorenz



D/C Jason Lundstrom  
Lt. Dan Pugsley, Jr.  
FF Shaun McNally  
FF Jared LeBarnes  
FF Matt Roope  
FF Ed Gardella  
FF Oliver Bianchi

Lt. Matt St.Pierre  
CH. Joe Dunton  
FF Matt Thomas  
FF Chris Liepold  
FF Zach Talmadge  
FF Gavin Webb

Kandy McCullough, Office Manager  
Chief Christian Bailey, Director of Public Safety

CEO Ryan Carey

**POLICE**

**FIRE**

**EMS**

**CODE ENFORCEMENT**

**LOCAL HEALTH OFFICE**

**Reserve Request: (Police Cruiser Reserve Account-G 3-753-00)**

I am requesting \$1,692.79 from the Police Cruiser Reserve Account. The attached invoices represent the lettering, purchase of a mobile radio and the WatchGuard bracket for the new 2020 Ford Interceptor. The invoices: \$762.50 to Radio Communications Management Inc. and \$756.21 to Caron Signs, are part of the costs associated with the purchase of the vehicle requested during the 2019-2020 budget cycle. The invoice from WatchGuard for \$174.08 represents the cost of two brackets; one for the vehicle requested in the 2019-2020 budget cycle and one needed for the vehicle we will purchase during this budget cycle.

**Reserve Request: (Matching Grant Reserve Account-G 3-780-00)**

We were awarded a grant for \$5,660 through the Maine Municipal Association to purchase cargo vests for our police officers. The vests would distribute approximately 25 pounds of required duty equipment weight from the traditional location on the lower back to the upper torso. The weight distribution is more ergonomically correct and reduces the potential for lower back injuries. The grant covers 2/3 of the total cost. I am requesting \$1,885 from the Matching Grant Reserve Account to cover the required local match.

**Employee Commendation:**

Lt. Matthew St. Pierre for receiving the Captain Joel Barnes Community Service Award in March of 2020.

**Current Account Status**

H-9

**G 3-753-00 RESERVE ACCT / POLICE CRUIS**

-47,356.46 = Beg Bal  
0.00 = Adjust

41,978.83 = YTD Net  
0.00 = YTD Enc

-5,377.63 = Balance

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type	Debits	Credits
08	0117	2110	08/17/20	01059 CUSTOM INSTA	2020 FORD EXPLORER	R AP	8,724.83	0.00
08	0117	2111	08/17/20	01438 QUIRK FORD O	2020 FORD EXPLORER	R AP	33,254.00	0.00
<b>Totals-</b>							<b>41,978.83</b>	<b>0.00</b>

**Monthly Summary**

Month	--Regular Entries--		--Balance Entries--	
	Debits	Credits	Debits	Credits
August	41,978.83	0.00	0.00	0.00
<b>Totals</b>	<b>41,978.83</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Although this account status sheet indicates that the balance is only \$5,377.63, the transfer of the budgeted \$43,000 has not occurred yet. Now that the budget has been entered into TRIO and also that the first large influx of cash has come in for the 1st tax due date, we will write the check for this budgeted expense out of the General Fund and deposit it into the Reserve Fund. You will see that on the next warrant. In reality, this account balance is \$48,377.63

46,100

**STATE OF MAINE  
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
BUREAU OF BUSINESS MANAGEMENT  
DIVISION OF PROCUREMENT SERVICES**

**RFQ # 18P1902120000000000243**

**2019 Fleet Vehicle Bid FOR MODEL YEAR 2019 OR 2020**

**Quotations/Responses Due: 2/27/2019** not later than 4:00 p.m. local time

**Note:** All questions and responses must be provided via the State of Maine’s e-Procurement system: AdvantageME / Vendor Self Service (VSS).

**General Instructions on Bidder Questions**

It is the responsibility of each Bidder to examine the entire RFQ and to seek clarification by submitting questions through the Q & A List tab on the Solicitation page. Any answers to questions will appear there as well. It is the vendor's responsibility to log in to view all questions and answers posted. Additional information obtained any other way will not be valid.

**In the event that you must contact us for any other reasons than the Q & A previously mentioned,** only the Buyer listed on the Solicitation page may be contacted from the time this RFQ is issued until award notification is made. No other person/State employee is empowered to make binding statements regarding this RFQ. **Violation of this provision may lead to disqualification from the bidding process, at the State’s discretion.**

**Summary**

For this competitive Request for Quotations (RFQ) process, the State of Maine Division of Procurement Services (“Division”) is acting on behalf of the **State of Maine, Central Fleet Management, MaineDOT Fleet, and State Police Fleet** (“Requesting Department”). The Division and the Requesting Department seek quotations (also referred to as “bids” or “responses” herein) to provide the goods/services listed above. This document provides instructions and descriptions of requirements for this competitive process.

# **RFQ REQUIREMENTS**

## **1. Description of Requirements**

The following is a description of the goods and/or services sought by the State of Maine under this RFQ.

- **Please see Appendix B on page 11**

## **2. Bid Contents Requirements**

In addition to the cost, delivery, and other information required in VSS, all bids should contain the following information as attachments, in the Appendices listed below:

- **Appendix A: Bid Cover Page and Debarment Form (Pages 8 & 9 of this document)**
- **Appendix D: Municipality Political Subdivision and School District Participation Certification (Page 16 of this document)**
- **Cost Response Specification Sheets, Excel or Word Format Only**
- **Warranty Information (Page 14 of this document)**

## **3. Master Agreement Term**

In addition to any mutually agreed upon delivery dates for purchases of goods, the contract resulting from this RFQ will have a term, or "Period of Performance", during which the contract is considered to be in effect. The anticipated contract term is defined in the table below. Please note that the dates below are estimated and may be adjusted as necessary in order to comply with all procedural requirements associated with this RFQ and the contracting process. The actual contract start date will be established by the completed and approved contract.

Contract Renewal: Following the initial term of the contract, the Division may opt to renew the contract for up to two renewal periods of one year each, subject to continued availability of funding and satisfactory delivery/performance, and price protection of subsequent model years.

The term of the anticipated contract, resulting from this RFQ, is defined as follows:

<b>Period</b>	<b>Start Date</b>	<b>End Date</b>
<b>Initial Period of Performance</b>	<b>4/1/2019</b>	<b>3/31/2020</b>
<b>Renewal Period #1</b>	<b>4/1/2020</b>	<b>3/31/2021</b>

## **4. Submitting a Quotation**

- a. **Quotations Due:** Quotations must be received no later than 4:00 p.m. Eastern Standard Time (EST), on the date listed in VSS. Quotations received after the 4:00 p.m. deadline will not be accepted.
- b. **Submission Instructions:** Bidders must submit their bids in the State of Maine's electronic procurement system: Advantage "Vendor Self Service" (VSS). More information on this system can be found at the following internet link:  
<http://www.maine.gov/purchases/venbid/rfq.shtml>.
- c. **Multiple Quotations:** Unless specifically prohibited in Section 1 of this RFQ, Bidders are permitted to submit multiple quotations for this RFQ, offering alternative items or pricing for the State of Maine to consider in its best value determination.
- d. **Withdrawal of a Quotation:** Bidders are permitted to withdraw their own quotations up until the due date and time for receipt of quotations. To do so, a Bidder must enter the VSS system (as referenced above), identify and open their submitted quotation located in the Solicitation Responses tab, and click the "Withdraw" button found at the bottom of the screen. Quotations cannot be withdrawn after the due date and time for receipt of quotations.
- e. **Attachments:** Any attachments provided with the Advantage VSS bid submission must be in MS Word, MS Excel, or Adobe (.pdf) format, unless otherwise specified in Section 1 of this RFQ. Vendors are encouraged to submit supporting documentation that aid the requesting department in understanding how the bid conforms to the requirements. **The VSS attachment file size limit is 2Mb.** Please contact the buyer for this RFQ if you must submit attachment files larger than this.
- f. **Vendor specifications:** Unless otherwise stated in this RFQ document, limited specification information will be required upon submission of a bid in response to this RFQ. However, a Bidder's response should include an affirmative statement that their bid complies with all requirements of this RFQ, unless the Bidder specifically addresses how its bid differs from the specifications, and why the differences should be deemed acceptable by the State.

## **5. General Instructions**

- a. The Bidder must submit a cost quotation response that covers the goods and term of the contract, including any optional renewal.
- b. The cost quotation shall include the costs necessary for the Bidder to fully comply with the contract terms and conditions and RFQ requirements.
- c. Failure to provide the requested information may result in the exclusion of the quotation from consideration, at the discretion of the Division.
- d. No costs related to the preparation of the quotation for this RFQ or to the negotiation of the contract with the Department may be included in the quotation.
- e. The State is exempt from the payment of Federal, State and local Taxes on articles not for resale. Please provide quotations that do not include these taxes. Upon application, an exemption certificate can be furnished by the State at the point of contract finalization.

## **6. Quotation Evaluation and Selection**

Evaluation of the submitted quotations shall be accomplished as detailed below:

- a. State of Maine RFQ documents are evaluated on a **Best Value** basis. The term "Best Value" may take into consideration the qualities of the goods or services to be supplied, their conformity with the specifications listed in the RFQ, the purposes for which they are

required, the date of delivery, and the best interest of the State. Once the goods or services have been determined to conform to the specifications then the Division will make its award decision based on the lowest price among the Bidders. Delivery days can be a factor in awarding.

- b. The State reserves the right to not make an award to the lowest price bidder when that bidder has had documented poor performance and/or a contract terminated or not renewed within the last five years.
- c. At the discretion of the Division, if a Bidder's submission is deemed to not conform to the specifications listed in the RFQ, or otherwise not conform to the requirements of the RFQ, then that Bidder's submission may not be considered for contract award.
- d. In the event that no Bidder submission conforms to the specifications of this RFQ, then the Division may choose not to make any award. Alternatively, the Division may make an award to the Best Value Bidder whose specifications *most closely meet* the specifications of this RFQ. For example, if there are five specification requirements, and two responses are received with one Bidder meeting four requirements, and one bidder meeting three requirements, then the Division, at its discretion, may make a contract award to the Bidder meeting four requirements.
- e. If the specifications provided with this RFQ are of a technical nature, then the Division's RFQ Coordinator, at his or her discretion, may seek to use an evaluation team comprised of subject matter experts, end-users from the Requesting Department, or other State Department representatives. In such a case, the evaluation team will judge the merits of the quotations received in accordance with the best value criteria defined in the RFQ.

## 7. Negotiations

- a. No Best and Final Offers: The State of Maine will not seek a best and final offer (BAFO) from any Bidder in this procurement process. All Bidders are expected to provide their Best Value pricing with the submission of their quotation.
- b. The Division reserves the right to negotiate with the successful Bidder to finalize a contract at the same rate or cost of goods and services as presented in the selected quotation. Such negotiations may not significantly vary the content, nature or requirements of the quotation or the RFQ to an extent that may affect the price of goods or services requested. The Division reserves the right to terminate contract negotiations with a selected Bidder who submits a proposed contract significantly different from the quotation submitted in response to the RFQ.
- c. In the event that an acceptable contract cannot be negotiated with the highest ranked Bidder, the Division may withdraw its award and negotiate with the next-highest ranked Bidder, and so on, until an acceptable contract has been finalized. Alternatively, the Division may cancel the RFQ, at its sole discretion.

# TERMS AND CONDITIONS FOR RFQ AND CONTRACT

## **PART I GENERAL INFORMATION ON RFQs**

### **A. Purpose and Background**

The State of Maine ("State") Department of Administrative and Financial Services ("Department"), Bureau of Business Management ("Bureau"), Division of Procurement Services ("Division") acts as the purchasing agent on behalf of all Executive Departments and other agencies within State Government. For this competitive Request for Quotations (RFQ) process, the Division is acting on behalf of the Requesting Department listed on the cover page. The Division and the Requesting Department seek quotations (also referred to as "bids" or "responses" herein) to provide the goods/services as defined above in Section 1 of this document. This document provides instructions for submitting quotations, the procedure and criteria by which the Bidder(s) will be selected, and the contractual terms which will govern the relationship between the State and the awarded Bidder(s). Following Bidder selection and upon reaching a mutual agreement, the State and the selected Bidder will enter into a contract – taking the form of a State of Maine Master Agreement or Buyer Purchase Order (all generally referred to as "contract" herein), as applicable.

### **B. General Provisions**

1. Issuance of this RFQ does not commit the Division or the Requesting Department to issue an award or to pay expenses incurred by a Bidder in the preparation of a response to this RFQ. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
2. All responses to this RFQ should adhere to the instructions and format requirements outlined in this RFQ and all written supplements and amendments (such as the Division's answers to the Bidders' questions submitted through the VSS), as issued by the Division. Responses are to follow the format and respond to all questions and instructions specified above in the "Submitting a Quotation" section of this RFQ.
3. Bidders shall take careful note that in evaluating a quotation submitted in response to this RFQ, the Department may consider materials provided in the quotation, information obtained through interviews/presentations (if any), and internal information of previous contract history between the Division and the Bidder (if any). The Division also reserves the right to consider other reliable references and publicly available information available in evaluating a Bidder's experience and capabilities, if needed. All responses to this RFQ shall be considered to be authorized to legally bind the Bidder, and if selected for award, shall contain or be considered to contain a statement that the quotation and the pricing contained therein will remain valid and binding for a period of at least 180 days from the date and time of the bid opening.
4. The RFQ and the selected Bidder's quotation, including all appendices or attachments, may be incorporated in the final contract.
5. Following announcement of an award decision, all submissions in response to this RFQ will be considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) (1 M.R.S. §§ 401 et seq.).  
<http://www.mainelegislature.org/legis/statutes/1/title1sec401.html>
6. The Division, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in quotations received in response to this RFQ.

7. The Division reserves the right to authorize other State Departments to use the contract(s) resulting from this RFQ, if it is deemed to be beneficial for the State to do so.
8. All applicable laws, whether or not herein contained, shall be included by this reference. It shall be Bidder's responsibility to determine the applicability and requirements of any such laws and to abide by them.

### **C. Eligibility to Submit Bids**

Public agencies, private for-profit companies, and non-profit companies and institutions are invited to submit bids in response to State of Maine Requests for Quotations.

### **D. Delivery Terms**

For the purchase of goods, the Division and selected Bidder will decide upon a delivery date in accordance with the State's requirements and the terms offered in the Bidder's quotation. *Unless stated otherwise in Section 1 of this RFQ, all deliveries are expected with shipping terms of "Free on Board (FOB) – Destination"*. The State intends for this to mean that all goods shall be priced in the bid response to include shipping charges, if any, to the State's desired location. The "FOB – Destination" shipping term is also intended to mean that the State shall not bear any responsibility for the goods in question until the State takes possession of them at the destination point of delivery.

### **E. Alternate Bids and Approved Equals**

When, in bid forms and specifications, an article or material is identified by using a trade name and catalog number of a manufacturer or vendor, the term "or approved equal," if not inserted with the identification, is implied. Any Bidder that seeks to propose an alternate item from what is specified in this RFQ should refer to State of Maine Statute 5 MRSA §1825-B, for "Bids, awards and contracts", found here: <http://www.mainelegislature.org/legis/statutes/5/title5sec1825-B.html>

### **F. Appeal of Contract Awards**

Any person aggrieved by the award decision that results from this RFQ may appeal the decision to the Director of the Bureau of General Services in the manner prescribed in 5 MRSA § 1825-E and 18-554 Code of Maine Rules, Chapter 120 (found here: <http://www.maine.gov/purchases/policies/120.shtml>). The appeal must be in writing and filed with the Director of the Bureau of General Services, 9 State House Station, Augusta, Maine, 04333-0009 within 15 calendar days of receipt of notification of contract award.

If this RFQ results in the creation of a pre-qualified or pre-approved list of vendors, then the appeal procedures mentioned above are available upon the original determination of that vendor list, but not during subsequent competitive procedures involving only the pre-qualified or pre-approved list participants.

## **PART II CONTRACT ADMINISTRATION AND CONDITIONS**

### **A. Contract Document**

The successful Bidder will be required to execute a contract in the form of a State of Maine Buyer Purchase Order, Contract Agreement to Purchase Services or State of Maine Master Agreement.

The Standard Terms and Conditions used with the aforementioned contract types may be found on the Division of Procurement Services' website at the following link:

[http://www.maine.gov/purchases/info/forms/BPO\\_General\\_Terms.doc](http://www.maine.gov/purchases/info/forms/BPO_General_Terms.doc)

In the event that the State of Maine's Standard Terms and Conditions or RFQ provisions do not otherwise cover contractual scenarios that are specific to the goods or services being purchased under this RFQ, then the State is willing to consider a Bidder's standard terms and conditions. Consideration or use of a Bidder's standard terms and conditions shall only occur under the general agreement that in the event of a conflict, the State of Maine's Standard Terms and Conditions and RFQ provisions shall take precedence.

Other forms and contract documents commonly used by the State can be found on the Division of Procurement Services' website at the following link:

<http://www.maine.gov/purchases/info/forms.shtml>

### **B. Independent Capacity**

In providing services and performing under the contract, the successful Bidder shall act independently and not as an agent of the State of Maine.

### **C. Payments and Other Provisions**

The State anticipates paying the selected Bidder for goods and services received, on the basis of net 30 payment terms, upon the receipt of an accurate and acceptable invoice. An invoice will be considered accurate and acceptable if it contains a reference to the State of Maine contract number, contains correct pricing information relative to the contract, and provides any required supporting documents, as applicable, and any other specific and agreed-upon requirements listed within the contract that results from this RFQ.

The State of Maine reserves the right to pay for goods purchased through this solicitation by any of several available means, which include but may not be limited to check, EFT, and/or procurement card. Bidders are advised that state statute precludes sellers from imposing a surcharge on credit or debit card purchases (text follows):

"9-A MRSA §8-509 (1): A seller in a sales transaction may not impose a surcharge on a cardholder who elects to use a credit card or debit card in lieu of payment by cash, check or similar means."

**Appendix A**

**STATE OF MAINE  
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
DIVISION OF PROCUREMENT SERVICES**

**BID COVER PAGE and DEBARMENT FORM**

<b>Bidder's Organization Name:</b>		
<b>Chief Executive - Name/Title:</b>		
<b>Tel:</b>	<b>Fax:</b>	<b>E-mail:</b>
<b>Headquarters Street Address:</b>		
<b>Headquarters City/State/Zip:</b>		
<i>(provide information requested below if different from above)</i>		
<b>Lead Point of Contact for Bid - Name/Title:</b>		
<b>Tel:</b>	<b>Fax:</b>	<b>E-mail:</b>
<b>Street Address:</b>		
<b>City/State/Zip:</b>		

By signing below Bidder affirms:

- Their bid complies with all requirements of this RFQ;
- This bid and the pricing structure contained herein will remain firm for a period of 180 days from the date and time of the bid opening;
- That no personnel currently employed by the Department or any other State agency participated, either directly or indirectly, in any activities relating to the preparation of the Bidder's proposal;
- That no attempt has been made or will be made by the Bidder to induce any other person or firm to submit or not to submit a proposal; and
- The undersigned is authorized to enter into contractual obligations on behalf of the above-named organization.

<b>Name:</b>	<b>Title:</b>
<b>Authorized Signature:</b>	<b>Date:</b>

**Debarment, Performance, and Non-Collusion Certification**

*By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals, and any subcontractors named in this proposal:*

- a. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.*
- b. Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:
 
  - i. fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.*
  - ii. violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;*
  - iii. are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and*
  - iv. have not within a three (3) year period preceding this proposal had one or more federal, state or local government transactions terminated for cause or default.**
- c. Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this proposal is in all respects fair and without collusion or fraud. The above mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.*

- Failure to provide this certification may result in the disqualification of the Bidder's proposal, at the discretion of the Department.**

*To the best of my knowledge all information provided in the enclosed proposal, both programmatic and financial, is complete and accurate at the time of submission.*

Name:	Title:
Authorized Signature:	Date:

## Appendix B

**STATE OF MAINE  
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
DIVISION OF PROCUREMENT SERVICES**

**DETAILED SPECIFICATIONS & BID INSTRUCTIONS**

**RFQ # 18P19021200000000000243**

**2019 Fleet Vehicle Bid FOR MODEL YEAR 2019 OR 2020**

*Equivalent items may be bid, however all equivalent item bids **MUST** include documentation to prove equivalency. The final decision on equivalency will be determined by the requesting Department. Note-To maintain State Police fleet consistency, there will be no substitutes/equivalents allowed for any of the Ford Police Utility Interceptor specified vehicles.*

### **2019 BID INSTRUCTIONS**

The State of Maine is requesting bids for various vehicle types for the State of Maine Central Fleet Management, MaineDOT Fleet and State Police Fleet.

The State is seeking a two-consecutive model year contract for this bid. The awarded vendor, by item number, will accept orders with additional options, based on current Chromes invoice pricing at the time of the MA being issued. Projected delivery dates may affect the award on this bid. The State reserves the right to order more or less (depending on funding) and re-order as needed until the end of the model year cutoff date as shown on your bid response. Please indicate which item numbers will be for two model years

It is understood that all specifications are minimums. Approved equals may be considered. The State of Maine reserves the right to accept or reject any and all bids that do not meet specifications and award however is in the State's best interest.

The State also reserves the right to consider alternates and determine equivalency.

\* Additional cost for colors or other options may affect awarding of bids

## **State Purchasing of Safer Alternatives:**

**The State of Maine shall continue its commitment to environmentally preferable procurement so as to purchase products and contract for services that have a reduced negative impact on human health and the natural environment in comparison to other products and services that serve similar purposes. To that end, the State shall carry on its efforts to seek ways to increase the acquisition of such products and services to the extent feasible, balancing price, performance, availability, and safety.**

**In carrying out this commitment, the Department of Administrative and Financial Services (DAFS), the Division of Procurement Services, and the Department of Transportation (DOT) in cooperation with other Executive branch agencies, shall avoid products and services that contain, use or release chemicals that are PBTs or carcinogens whenever safer alternatives are available, effective and affordable.**

**MERCURY CONTENT: Because of hazards posed to the environment, the State of Maine continues its efforts to phase out the purchase of all products manufactured with any components containing mercury. The State of Maine intends to purchase vehicles free of mercury such as, headlamps, convenience lighting switches and any other component. Best value consideration to be applied.**

## **GENERAL VEHICLE SPECIFICATIONS**

**Please read Bid Specifications carefully making sure to complete all requested information.**

**ALL VEHICLES MUST BE NEW 2019 or 2020 MODEL YEAR.**

**DELIVERY: THE STATE OF MAINE IS EXPECTING DELIVERY OF VEHICLES WITH MINIMUM MILEAGE AND MAY BE A FACTOR IN THE AWARD.**

**STATE OF MAINE MOTOR VEHICLE FORMS: Winning dealers must contact State of Maine Motor Vehicle Division and complete all required Motor Vehicle forms in order for us to register the vehicle(s). These forms need to be completed and submitted with the vehicle(s) upon delivery.**

**STATE OF MAINE INSPECTION STICKER: All vehicles delivered must have a current valid Maine State Inspection Sticker upon delivery.**

**Standard colors will be selected after bid is awarded, unless otherwise noted.**

**The cost of adding specialty equipment could affect the awarding of all bids.**

**Vehicles that have an airbag switch or are capable of installing an airbag switch without cutting into the airbag circuit, may affect the awarding of all bids.**

**Life cycle costing will affect awarding of all bids. Evaluations on fuel economy will be based on any/all vehicles published in the U.S. Dept. of Energy Fuel Economy Guide. (Passenger vehicles-highway rating; Pick-ups, Sport Utility vehicles and Vans-city rating). Figures will be calculated over 100,000 miles. The State may accept a larger engine than specified as long as EPA gas ratings shows a cost savings over the life of the vehicle. Manufactures must provide the lowest emission rated vehicle available to the State of Maine.**

**Must be California certified (if applicable to vehicles being bid)**

**Wherever full size spare is requested, tire and rim must match the standard tires provided with the vehicle (if available OEM). Style wheels with OEM spare tire will be accepted.**

**The State may accept vehicles without engine oil coolers if manufacturer does not offer this option.**

**Radios: Vehicles and/or equipment will have land mobile radio transmitters installed after delivery. Antennas may be mounted on the roof, trunk lid, fenders or glass. Transceivers will operate in the following bands 30 to 50 MHz, 150-162 MHz and 450-470 MHz. All vehicle electronic circuits including but not limited to ignition, clocks, AM/FM radio receivers, computers, emission controls, electronic fuel systems and components, ABS brakes, air bags, plow and sander controls, alternators and regulators shall be designed or modified to suppress, bypass or otherwise prevent interference from affecting the mobile two-way radio transceiver. Also, the vehicle's electronic equipment shall be unaffected by the radio frequency energy generated and radiated by the transmitter portion of installed transceivers. No vehicle system and/or accessory shall operate and/or fail to operate as a result of the activation of the radio transmitter in any manner which may constitute a safety hazard. Either before or after final acceptance any vehicle or equipment which does not meet these requirements may be rejected in whole or returned for correction at no cost. Radio receiver sensitivity is 0.30 micro volts for**

12db of SINAD. The radio transmitter power output will be 60 watts RMS into a 50 Ohm antenna mounted on the vehicle. Testing of radio performance will be done per Motorola communication specification "Measuring Effective Sensitivity" method. MaineDOT Radio Communication Maintenance group will perform the testing and acceptance.

If pricing errors, etc. are present after the bid has been awarded, the Director of Procurement Services will make the final decision whether to adjust pricing or cancel the award and award to the next lowest bidder, whichever is in the best interest and best value to the State.

See specification checklists attached to the RFQ in Vendor Self Service (VSS) for individual models.

Please complete all specification check lists, **MUST LIST ALL FACTORY OPTION NUMBERS** for all items that are not standard equipment on base model bidding. A "check mark" or "X" will have the same meaning as standard equipment. Make note of all exceptions. Complete all parts as indicated giving unit price and making appropriate extensions. No factory installed equipment to be removed from vehicles.

**NEW-All Spec sheets must be returned in Microsoft Excel or Word format!**

All items that are dealer installed must be stated.

The following abbreviations may be used:

STD	Standard Equipment
N/A	Not Available
DI	Dealer Installed

Following these instructions is essential for proper bid evaluation. If a bidder fails to provide requested information or if information on a quote is found to be false or misleading, the quote will be rejected as unresponsive. The award will be made on a best value basis to the vendor that either meets or most closely meets the specifications, while taking price and delivery into consideration.

Please state warrantee on product line:

MONTHS: \_\_\_\_\_ MILES: \_\_\_\_\_

Is roadside assistance part of fleet warranty? \_\_\_\_\_ YES \_\_\_\_\_ NO

Is there an additional charge for roadside assistance warranty?

\_\_\_\_\_ YES \_\_\_\_\_ NO If YES, Please state below:

\_\_\_\_\_  
\_\_\_\_\_

If some vehicles have a different warranty, please state on individual specification sheets.

PRICES WILL REMAIN FIRM UNTIL:

\_\_\_\_\_  
PLEASE GIVE DATE

BIDDER: \_\_\_\_\_ DATE: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

Responsible person submitting this bid

TEL: \_\_\_\_\_ FAX: \_\_\_\_\_

## Appendix C

STATE OF MAINE  
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
DIVISION OF PROCUREMENT SERVICES

COST RESPONSE

RFQ # 18P1902120000000000243

### **2019 Fleet Vehicle Bid FOR MODEL YEAR 2019 OR 2020**

All responses to this RFQ will require a cost quotation response, in a format selected by the State of Maine. That format is described below.

**Fill out required sections in this word document and the Excel spreadsheets. In Vendor Self Service (VSS) enter in the cost and delivery days. Attach Word document, Excel & Word specification spreadsheets, warranty and descriptive literature on the vehicles you are bidding, and submit your response.**

**REQUESTED RETURNED DOCUMENTS:**

- **Appendix A:** Bid Cover Page and Debarment Form (Pages 8 & 9 of this document)
- **Appendix E:** Municipality Political Subdivision and School District Participation Certification (Page 16 of this document)
- **Cost Response Specification Sheets, Excel or Word Format Only**
- **Warranty Information** (Page 14 of this document)

**NEW-All Excel & Word Spec sheets must be returned in Microsoft Excel or Word format!**

**Please include F.O.B. Destination shipping in your bid pricing!**

**Appendix D**

**STATE OF MAINE  
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
DIVISION OF PROCUREMENT SERVICES**

**MUNICIPALITY POLITICAL SUBDIVISION and SCHOOL DISTRICT PARTICIPATION  
CERTIFICATION**

**RFQ # 18P19021200000000000243**

**2019 Fleet Vehicle Bid FOR MODEL YEAR 2019 OR 2020**

The Division of Procurement Services is committed to providing purchasing opportunities for municipalities, political subdivisions and school districts in Maine by allowing them access, through our vendors, to our contract pricing. A bidder's willingness to extend contract pricing to these entities will be taken into consideration in making awards.

Will you accept orders from political subdivisions and school districts in Maine at the prices quoted?

\_\_\_\_\_ Yes

\_\_\_\_\_ Yes, with conditions as follows:

\_\_\_\_\_ No

**Name of Company:**

---

**Address:**

---

**Signature:**

---

**Date:**

---

H-B



WatchGuard Video  
PO Box 677996, Dallas, TX 75267-7996  
PH 800-605-6734 FX 214-383-6703

EIN: 11-3717781

# INVOICE

Invoice	ACCINV0027103
Date	9/15/2020
Page	1

**Bill To:**

Hampden Public Safety  
Attn: Accounts Payable  
106 Western Ave  
Hampden ME 04444

**Ship To:**

Hampden Public Safety  
Attn: Scott Webber  
106 Western Ave  
Hampden ME 04444

Purchase Order No.		Customer ID		Salesperson ID	Shipping Method	Payment Terms	Due Date	Order #	
CS-348113-D9F4		HAMPDENP0001		Kevin C	UPS GROUND	Net 30	10/15/2020	ACCORD0028542	
Ordered	Shipped	B/O	Item Number	Description / Serial #			Discount	Unit Price	Ext. Price
2	2	0	BRK-4RE-DCM-FE4	Bracket, 4RE Display/HiFi Mic/Camera, Visor Post, 2020+ Explorer KIT			\$0 00	\$75 00	\$150 00
1	1	0	WGP02127	Tape, Return Strip			\$0 00	\$0 00	\$0 00
1	1	0	Freight	Shipping/Handling and Processing Charges			\$0 00	\$15 00	\$15 00

<b>Subtotal</b>	\$165.00
<b>Misc</b>	\$0.00
<b>Tax</b>	\$9.08
<b>Freight</b>	\$0.00
<b>Total</b>	\$174.08

RADIO COMMUNICATIONS MGMT, INC  
 158 RAND ROAD  
 PORTLAND, ME 04102

# Invoice

Invoice Number:

86064

Invoice Date:

Aug 31, 2020

Page

1

Voice: 207-797-7503  
 Fax: 207-878-3521

**Sold To:**

TOWN OF HAMPDEN PUBLIC SAFETY  
 106 WESTERN AVE  
 HAMPDEN, ME 04444

**Ship to**

TOWN OF HAMPDEN PUBLIC SAFETY  
 106 WESTERN AVE  
 HAMPDEN, ME 04444

<b>Customer ID</b>	<b>Customer PO</b>	<b>Payment Terms</b>	
HAMPDEN, TOWN OF	Hampden PD	Net 30 Days	
<b>Sales Rep ID</b>	<b>Shipping Method</b>	<b>Ship Date</b>	<b>Due Date</b>
	BEST		9/30/20

Quantity	Item	Description	Unit Price	Extension
1.00	NX-5700K	VHF 136-174 MHz, 50 WATT DIGITAL/FM ANALOG MOBILE SER# C0710982	750.00	750.00
1.00	PROGRAMMING N	INCLUDES RADIO PROGRAMMING UP TO (5) ZONES/BANKS WITH UP TO (16) CHANNELS PER ZONE/BANK		
1.00	UPS	SHIPPING CHARGE 8-31-2020	12.50	12.50

Subtotal 762.50

Service Provider / Sales T

Total Invoice Amou 762.50

TOTAL 762.50

Check No



**Caron Signs**  
 41 Dave's Way  
 Hermon, ME 04401  
 Ph: (1) 207-8487889  
 FAX: (1) 207-8487886  
 Email: [accounting@caronsigns.com](mailto:accounting@caronsigns.com)  
 Web: <http://www.caronsigns.com>

**Invoice #: 202562**

**Customer #: 942**

Order Created: 9/9/2020 1:07:00PM

Order Date: 9/9/2020 1:07:00PM

Account No.: 942

**Billed To:** Hampden Police Department  
**Contact:** Scott Webber  
**Address:** ME

**Email:** [swebber@hampdenmaine.gov](mailto:swebber@hampdenmaine.gov)  
**Phone:**

**Created Date:** 9/9/2020 1:07:00PM  
**Salesperson:** House Account  
**Email:** [accounting@caronsigns.com](mailto:accounting@caronsigns.com)  
**Not Specified:** N/A  
**Not Specified:**

**Description:** Cruiser number 320

	Quantity	Unit Price	Subtotal
<b>1</b> Product: Roll Stock Printing Description: Custom Roll Print • 1, 16 in x 50 in Single Sided Custom Roll Print, Made From High Performance wrap vinyl, EZ RS Laminating • Vinyl Lamination, Made From HP laminate	1.00	\$73.44	\$73.44
<b>2</b> Product: Roll Stock Printing Description: Custom Roll Print • 1, 45 in x 66 in Single Sided Custom Roll Print, Made From Printable reflective Laminating • Vinyl Lamination, Made From HP laminate	1.00	\$418.35	\$418.35
<b>3</b> Product: Service and Install Description: Standard Install • Standard Install • Install Time = 3 hr	1.00	\$225.00	\$225.00

**Notes** Thank you for letting us help you with your signage needs. Your prompt payment is appreciated.

Caron Signs  
 41 Daves Way  
 Hermon, ME 04401  
 (207) 848-7889  
[www.caronsigns.com](http://www.caronsigns.com)

Production will not begin until estimate is approved.

**Order Subtotal:** \$716.79  
**Total Taxes:** \$39.42  
**Total:** \$756.21  
**Order Balance:** \$756.21

**Payment Terms:** Balance due upon receipt.

**Current Account Status**

H-C

**G 3-780-00 RESERVE ACCT / MATCHING GR**

-14,140.72 = Beg Bal  
0.00 = Adjust

0.00 = YTD Net  
0.00 = YTD Enc

-14,140.72 = Balance

Per	Jrnl	Check	Date	Vendor-----	Description-----	RCB / Type	Debits	Credits
<b>Totals-</b>							<b>0.00</b>	<b>0.00</b>

**Monthly Summary**

Month	--Regular Entries--		--Balance Entries--	
	Debits	Credits	Debits	Credits
<b>Totals</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Again, this account balance does not reflect the \$ 20,000 budgeted for FY 21. Once deposited, the account balance will be \$ 34,140.72

H-d+e



**Memorandum**

TO: Town Council  
FROM: Paula Scott, Town Manager  
DATE: September 24<sup>th</sup>, 2020  
RE: E T Reimbursement

---

On today's date, the Environmental Trust Committee met and reviewed invoices for eligible stormwater expenses for reimbursement. The requests are comprised of a small amount of expenses (\$6,366.50) incurred in FY20 and the remaining amount (\$220,588.75) are expenses for FY21. These were all approved as eligible expenses for reimbursement by the Environmental Trust Committee and copies of the bills are included for reference. Per the Trust parameters, these expenditures have to be authorized by Council.

H-d

EXHIBIT A  
FORM OF CERTIFICATE OF TOWN

Bangor Savings Bank (Institutional Trustee)  
c/o Julie A. Shephard, Account Administrator  
5 Senator Way  
Augusta, ME 04330

Re: Demand for Funds Pursuant to Trust Indenture Dated As of October 1, 1991 between Town of Hampden, as Grantor and Bangor Savings Bank, as Institutional Trustee (the "Trust Indenture")

Gentlepersons:

This certificate is provided to you pursuant to the above-referenced Trust Indenture. Capitalized terms used herein without definition shall have the meaning set forth in the Trust Indenture.

The undersigned do hereby certify:

1. That they are the Individual Trustees of the Trust.
2. The Individual Trustees have approved use of property held in the Fund for purposes set forth in the Trust Indenture, in the amount set forth below.
3. You are hereby directed to pay from the **Environmental Trust, Income** to the Town of Hampden the sum of \$6,366.50.

INDIVIDUAL TRUSTEES

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CERTIFICATE OF TOWN CLERK

The undersigned DOES HEREBY CERTIFY:

1. That he/she is the duly appointed and incumbent Clerk of the Town of Hampden, Maine.
2. That the foregoing certificate of the Individual Trustees was duly approved by a majority of the members of the Town Council of the Town of Hampden on \_\_\_\_\_, 2020.

\_\_\_\_\_

Gayle Decker  
Clerk, Town of Hampden

cc: Town of Hampden

4,930.00 +  
 479.00 +  
 957.50 +

6,366.50 \*

# Invoice

Date	Invoice #
6/15/2020	10588

**Bill To**

Town of Hampden  
 106 Western Ave.  
 Hampden, ME 04444

**ALLEN'S**  
 Fluid Cleaning Services  
 Vacuum & High Pressure Cleaning  
 764-9336 1 888 942-9336  
 Fax 762-3025

**Allen's Environmental Services, Inc.**

P.O. No.

Terms

Project

ORDER REF

Quantity

Description

Rate

Amount

4-13-2020 Haul 2 loads of septic from Mayo Road pump station and 1 load from Summer Street pump station as per Shawn Carter during storm at night overtime rate \$50 more an hour	0.00	0.00
3 Vac. Tanker hours	175.00	525.00
3 Labor hours (overtime extra rate)	50.00	150.00
3 Labor hours	90.00	270.00
Consumables	12.50	12.50

*End Trust*

Acct. No. 10-10-22-20  
 Date \_\_\_\_\_  
 Initials \_\_\_\_\_  
 Description Mayo PS

TERMS NET 30 DAYS After 30 days an additional 2% interest will be added to your bill monthly. We now accept Credit and Debit cards along with Checks and Cash. For cards an additional 3% will be added on to the bill over phone. 2% for in person.

**Total**

**\$957.50**

Allen's Environmental  
P.O.Box 109  
Presque Isle, ME 04769

003

4,930.00 +  
479.00 +  
957.50 +  
6,366.50 \*

# Invoice

Date	Invoice #
6/15/2020	10588

Bill To  
Town of Hampden  
106 Western Ave.  
Hampden, ME 04444

**ALLEN'S**  
Drain Cleaning Services  
Vacuum & High Pressure Cleaning  
764-9336 1 888 942-9336  
Fax 762-3025

Allen's Environmental Services, Inc.



P.O. No. \_\_\_\_\_ Terms \_\_\_\_\_ Project \_\_\_\_\_

OR RECEIPT

Quantity	Description	Rate	Amount
	4/13/2020 Haul 2 loads of septic from Mayo Road pump station and 1 load from Summer Street pump station as per Shawn Carrier during storm at night overtime rate \$50 more an hour	0.00	0.00
3	Vac Tanker hours	175.00	\$225.00
3	Labor hours (overtime extra rate)	50.00	150.00
3	Labor hours	90.00	270.00
	Consumables	12.50	12.50

*End. Trust*

Acct. No. 10-10-22-20  
Date \_\_\_\_\_  
Initials \_\_\_\_\_  
Description Mayo PS

TERMS NET 30 DAYS After 30 days an additional 2% interest will be added to your bill monthly. We now accept Credit and Debit cards along with Checks and Cash. For cards an additional 3% will be added on to the bill over phone. 2% for in person.

**Total** \$957.50

Allen's Environmental  
P.O.Box 109  
Presque Isle, ME 04769

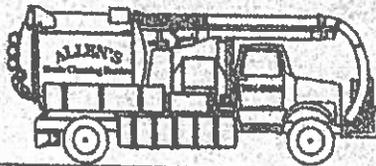
# Invoice

Date	Invoice #
6/10/2020	10584

Bill To
Town of Hampden 106 Western Ave. Hampden, ME 04444

**ALLEN'S**  
Drain Cleaning Services  
Vacuum & High Pressure Cleaning  
764-9336 1 888 942-9336  
Fax 762-3025

Allen's Environmental Services, Inc.



P.O. No.	Terms	Project
	ON RECEIPT	

Quantity	Description	Rate	Amount
1.5	6/4/20 Located catch basins from maps provided by town to clean next week Labor hours	0.00 90.00	0.00 135.00
7.5	6/8/20 Cleaned 40 catch basins in various locations within town limits of Hampden as per Shawn C. Vacuum truck hours	0.00 215.00	0.00 1,612.50
7.5	Labor hours	90.00	675.00
7.5	Labor hours	90.00	675.00
	Consumables	29.00	29.00
4.5	6/9/20 Cleaned remaining 23 catch basins throughout town as per Shawn C. Vacuum truck hours	0.00 215.00	0.00 967.50
4.5	Labor hours	90.00	405.00
4.5	Labor hours	90.00	405.00
	Consumables	26.00	26.00
	6/9/20 Hydro excavated along side town office building foundation to expose drain lines from a/c unit as per Ralph	0.00	0.00
1	Vacuum truck hours	215.00	215.00
1	Labor hours	90.00	90.00
1	Labor hours	90.00	90.00
	Consumables	36.00	36.00
<i>10-10-22-01</i> <i>JAC</i> <i>6/11/20</i> <i>Catch basins maintenance</i> <i>ENV Trust</i>		<i>01-10-20-35</i> <i>JAC</i> <i>6/11/20</i> <i>HVAC repair</i>	
		<b>Total</b>	<b>\$5,361.00</b>

TERMS: NET 30 DAYS. After 30 days an additional 2% interest will be added to your bill monthly. We now accept Credit and Debit cards along with Checks and Cash. For cards an additional 3% will be added on to the bill over phone. 2% for in person.

Allen's Environmental  
 P.O. Box 109  
 Presque Isle, ME 04769

# Invoice

Date	Invoice #
6/15/2020	10587

Bill To  
 Town of Hampden  
 106 Western Ave.  
 Hampden, ME 04444

**ALLEN'S**  
 Utility Cleaning Services  
 Vacuum & High Pressure Cleaning  
 764-9336 1 888 942-9336  
 Fax 762-3025

Allen's Environmental Services, Inc.



P.O. No.	Terms	Project
	ON RECEIPT	

Quantity	Description	Rate	Amount
	4/14/2020 Hauled 2 loads out of Mayo Road pump stations during rain event per Shawn Carrier over night is \$50 extra per hour of overtime.	0.00	0.00
1.5	Vac Tanker hours	175.00	262.50
1.5	Labor hours overtime extra rate	50.00	75.00
1.5	Labor hours	90.00	135.00
	Consumables	6.50	6.50

*Env. Trust*

Acct. No. 10-10-72-70  
 Date \_\_\_\_\_  
 Initials \_\_\_\_\_  
 Description Mayo PS

**TERMS NET 30 DAYS** After 30 days an additional 2% interest will be added to your bill monthly. We now accept Credit and Debit cards along with Checks and Cash. For cards an additional 3% will be added on to the bill over phone. 2% for in person

**Total** \$479.00

EXHIBIT A  
FORM OF CERTIFICATE OF TOWN

Bangor Savings Bank (Institutional Trustee)  
c/o Julie A. Shephard, Account Administrator  
5 Senator Way  
Augusta, ME 04330

Re: Demand for Funds Pursuant to Trust Indenture Dated As of October 1, 1991 between Town of Hampden, as Grantor and Bangor Savings Bank, as Institutional Trustee (the "Trust Indenture")

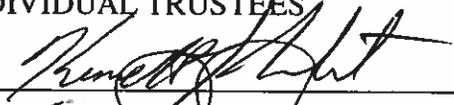
Gentlepersons:

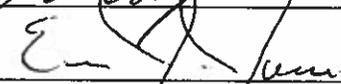
This certificate is provided to you pursuant to the above-referenced Trust Indenture. Capitalized terms used herein without definition shall have the meaning set forth in the Trust Indenture.

The undersigned do hereby certify:

1. That they are the Individual Trustees of the Trust.
2. The Individual Trustees have approved use of property held in the Fund for purposes set forth in the Trust Indenture, in the amount set forth below.
3. You are hereby directed to pay from the **Environmental Trust, Income** to the Town of Hampden the sum of \$220,588.75.

INDIVIDUAL TRUSTEES

  
\_\_\_\_\_

  
\_\_\_\_\_

  
\_\_\_\_\_

CERTIFICATE OF TOWN CLERK

The undersigned DOES HEREBY CERTIFY:

1. That he/she is the duly appointed and incumbent Clerk of the Town of Hampden, Maine.
2. That the foregoing certificate of the Individual Trustees was duly approved by a majority of the members of the Town Council of the Town of Hampden on \_\_\_\_\_, 2020.

\_\_\_\_\_  
Gayle Decker  
Clerk, Town of Hampden

cc: Town of Hampden

30,591.00 +  
 1,127.00 +  
 400.00 +  
 187,500.00 +  
 843.13 +  
 127.62 +  
 220,588.75 \*

Contracting, Inc  
 Inn Lane  
 ME 04428  
 89-2385

Date	Invoice #
7/2/2020	3541

approved 4/21

**Bill To**  
 Town of Hampden  
 106 Western Ave  
 Hampden, ME 04444

3-767-00  
 8-74  
 7.1.20  
 Western Ave Parking

P.O. No.	Terms	Project
	Due on receipt	

Quantity	Description	Rate	Amount
	Progress payment #2 Lura Hoyt Pool	0.00	0.00
	Rear Parking lot 60% of \$112,700.00 (65% to date) <i>% stormwater.</i>	67,620.00	67,620.00
	Pool building USF with out liner 30% of \$24800.00 (100% to date)	7,440.00	7,440.00
	Pool building parking lot expansion - no work (75% to date)	0.00	0.00
	Access drive widening - no work (85% to date)	0.00	0.00
	Playing fields rear ditching 100% of \$2865.00	2,865.00	2,865.00
	$30\% \text{ of } 67,620.00 =$ $.30 \times 67620 = \$20,286.00$ $\begin{aligned} &\$7440.00 \\ &\$2865.00 \\ &\$20,286.00 \\ &\hline &\$30,591.00 \end{aligned}$ <p>for reimbursement by enu trust</p>		
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;">           Prompt payment is appreciated         </div>			
All invoices are due 15 days after the invoice date unless a credit account has been established. 1.5% will accrue after 15 days. A \$10 fee will be assessed for all re-invoicing.		<b>Total</b>	\$77,925.00

**Whitmore Contracting, Inc**

17 Lunn Lane  
 Eddington, ME 04428  
 207-989-2385

Date	Invoice #
7/31/2020	3655

**Bill To**

Town of Hampden  
 106 Western Ave  
 Hampden, ME 04444

*How much of this was  
 stormwater related? = %  
 = 4%*

P.O. No.	Terms	Project
	Due on receipt	

Quantity	Description	Rate	Amount
	Site Work- Lura Hoit Pool Parking lot- Progress payment #3	28,175.00	28,175.00
	Rear Parking lot 25% of \$112,700.00 (90% to date)		
	Site Work- Pool building parking expansion 20% of \$2475 (95% to date)	495.00	495.00
	Site Work- Pool building USF- no work (100% to date)	0.00	0.00
	Site Work- Access drive widening 10% of \$3140 (95% to date)	314.00	314.00
	Site Work- Rear playing field ditching- no work (100% to date)	0.00	0.00

Acct. No. 63-767-00  
 Date 8/7/20  
 Initials JL  
 Description Pool Parking lot

$28,175.00 \times .04 =$   
\$ 1,127.<sup>00</sup> for  
 reimbursement by  
 env trust

Prompt payment is appreciated

All invoices are due 15 days after the invoice date unless a credit account has been established. 1.5% will accrue after 15 days. A \$10 fee will be assessed for all re-invoicing.		<b>Total</b>	\$28,984.00
---	--	--------------	-------------

# Plymouth Engineering, Inc.

PO Box 46 - 30 Lower Detroit Road  
Plymouth, ME 04969

# Invoice

Date	Invoice
8/17/2020	27122

**Bill To:**  
 Town of Hamden  
 106 Western Avenue  
 Hampden, ME 04444

**PAID**  
 09/14/2020

Ship to:

PO Number	Terms	Project
	Net 30	18234 Hampden Rec Parking

Quantity	Description	Rate	Amount
7	Scott E. Braley, PE, Senior Project Manager	100.00	700.00
8	Camden T. Clark, Engineering Intern	55.00	440.00
14	Almee S. Young, Engineering Intern	75.00	1,050.00
12.75	Fred Marshall, Project Engineer	80.00	1,020.00
	For construction monitoring at pool site parking lot along with material site visits and correspondence, and stormwater drainage (1 site visit - 4 hrs - \$400).		
	$\$100.00 \text{ p.h.} \times 4 \text{ hrs.} = \$400.00$		
For services through August 2, 2020.		<b>Total</b>	<b>\$3,210.00</b>

SEB

Telephone: (207) 257-2071

www.plymouthengineering.com



**TOWN OF HAMPDEN**  
**DEPARTMENT OF PUBLIC WORKS**

106 WESTERN AVE.  
HAMPDEN, ME 04444

TEL 862-3337

FAX 862-5067

September 8, 2020

To: Paula Scott  
From: Sean Currier  
Subject: 2020 Jet/Vac truck reimbursement request

The Town has purchased a high pressure jet/vac truck for the maintenance of the sewer and stormwater collection systems. The purchase price of the vehicle was \$375,000, which has been paid in full. Attached, you will find a copy of the invoice and payment.

This vehicle will enable us to respond to backups and blockages for both the sewer and stormwater infrastructure. If there were an environmental issue, this equipment would be able to directly respond to issues of water quality in nature, throughout our MS4 and within the vicinity of the landfill. Applicable uses pertaining to stormwater are (but not limited to) the following:

- vacuum sediment from catch basins mandated by our annual MS4 permit
- clean sand or debris out of ditches
- respond to environmentally sensitive spills (oil in a ditch, catch basin, etc.)
- clean out blocked culverts and storm drain piping
- hydroexcavate contaminated soils and vacuum into debris body for proper disposal
- use truck as a water truck to establish seed thus preventing erosion
- use truck as water truck for dust control during construction

We would like to request this item be reviewed by the Environmental Trust Committee for reimbursement in the amount of ~~\$187,500~~ (half of the expense of the vehicle) for the recently purchased environmental maintenance response vehicle. The reimbursed funds will be deposited in a reserve account that directly benefits stormwater infrastructure replacement.

Thank you for your time and consideration,

Sean Currier



# Plymouth Engineering, Inc.

PO Box 46 - 30 Lower Detroit Road  
Plymouth, ME 04969

# Invoice

Date	Invoice #
7/14/2020	27055

**Bill To**

Town of Hamden  
106 Western Avenue  
Hamden, ME 04444

**PAID**  
08/06/2020

Ship to:

PO Number	Terms	Project
	Net 30	18234 Hampden Rec Parking

Quantity	Description	Rate	Amount
8	Scott E. Braley, PE, Senior Project Manager	100.00	800.00
75	Mileage	0.575	43.13
<p>For site visits and stormwater coordination, survey and U.S. F. Inspections (6 hrs and 37.5 miles), parking construction monitoring and submittal reviews (2 hrs and 37.5 miles).</p> <p><i>Inspections - 6 x \$100.00 = \$600.00</i>  <i>- 37.5 miles @ \$0.575 = \$21.56</i></p> <p><i>Monitoring / Reviews - 2 x \$100.00 = \$200.00</i>  <i>11 - 37.5 x .575 = \$21.57</i></p>			
<b>Total</b>			<b>\$843.13</b>

SEB

Telephone: (207) 257-2071

www.plymouthengineering.com

SEE CONDITIONS OF SALE AND  
PAYMENT TERMS ON REVERSE

PAGE NO.	1
INVOICE NO.	5753930
INVOICE DATE	8/26/20
PACKING SLIP NO.	5753930
CUSTOMER NO.	1343
WAREHOUSE	210

**ORIGINAL INVOICE**



Everett J. Prescott Inc.  
37 Prescott Street  
P.O. Box 600  
Bangor, Me. 04405-0600

REMIT TO: TEAM EJP Bangor, ME.  
E. J. PRESCOTT INC.  
P.O. BOX 350002  
BOSTON, MA 02241-0502

WAREHOUSE > TEAM EJP Bangor, ME.  
101 Target Circle  
Target Industrial Park  
Bangor, ME 04401-0000  
Telephone: 207-990-5000

SOLD TO > SHIP TO >

TOWN OF HAMPDEN MAINE  
106 WESTERN AVENUE  
HAMPDEN, ME 04444

Customer Pickup

**COPY**

CUSTOMER P.O. NO.	JOB NAME	JOB NO.	SLS.	DATE DUE	DATE SHIPPED	SHIPPING METHOD
PAUL COUNTER	SUMMER ST		HSE	9/25/20	8/26/20	Pickup

LINE	PRODUCT NUMBER AND ITEM DESCRIPTION	UOM	QUANTITY	UNIT PRICE	EXTENDED AMOUNT
1	91840 71 S150BN STRAW BLANKET ROLL	ROLL	1	127.62	127.62

OK

Acct. No. 10-10-22-01

Date 8/26/20

Initials JK

Description Ditch Erosion

Erv. Trust.

PLEASE USE THE REMIT TO ADDRESS BELOW TO MAIL YOUR  
PAYMENT FOR FASTEST CREDIT TO YOUR ACCOUNT.  
P.O. BOX 350002 BOSTON, MA. 02241-0502

**THANK YOU  
FOR YOUR BUSINESS!**  
PLEASE NOTE: OUR TERMS  
ARE NET 30 DAYS. YOUR  
HELP IS NEEDED AND  
APPRECIATED.

AMOUNT	127.62
TAX	.00
FREIGHT	.00
TOTAL DUE	127.62

SERVICE CHARGE IS 1 1/2% PER MONTH (18 % A.P.R.) ON THE BALANCE OVER 30 DAYS OF AGE. THE BUYER AGREES TO PAY ALL COSTS AND EXPENSES OF COLLECTION, INCLUDING REASONABLE ATTORNEY'S FEES, AND EJP CLAIMS A MECHANICS'S LIEN UNDER APPLICABLE STATE LAW.

H-f



**Memorandum**

TO: Town Council  
FROM: Paula Scott, Town Manager  
DATE: October 1, 2020  
RE: Halloween activities

---

Recently, the Centers for Disease Control issued guidelines for holiday activities which include Halloween. Within a few days of that, I received a call from a local reporter who asked if the Town of Hampden was going to cancel Halloween as some communities have done or are considering. I let him know that as of that time the Town of Hampden had made no statements regarding Halloween or any related activities. At the conclusion of the recent Environmental Trust meeting, Councilor Jarvi stated that we may need to discuss our stance regarding Halloween at a meeting of the Council. I have included it on this agenda for your consideration but the Council can refer this topic to the October 13<sup>th</sup> workshop if no decision can be reached at the regular meeting.

# Halloween Guidelines from the CDC

Many traditional Halloween activities can be high-risk for spreading viruses. There are several safer, alternative ways to participate in Halloween. If you may have COVID-19 or you may have been exposed to someone with COVID-19, you should not participate in in-person Halloween festivities and should not give out candy to trick-or-treaters.

## Lower risk activities

These lower risk activities can be safe alternatives:

- Carving or decorating pumpkins with members of your household and displaying them
- Carving or decorating pumpkins outside, at a safe distance, with neighbors or friends
- Decorating your house, apartment, or living space
- Doing a Halloween scavenger hunt where children are given lists of Halloween-themed things to look for while they walk outdoors from house to house admiring Halloween decorations at a distance
- Having a virtual Halloween costume contest
- Having a Halloween movie night with people you live with
- Having a scavenger hunt-style trick-or-treat search with your household members in or around your home rather than going house to house

## Moderate risk activities

- Participating in one-way trick-or-treating where individually wrapped goodie bags are lined up for families to grab and go while continuing to social distance (such as at the end of a driveway or at the edge of a yard)
  - If you are preparing goodie bags, [wash your hands](#) with soap and water for at least 20 second before and after preparing the bags.
- Having a small group, outdoor, open-air costume parade where people are distanced more than 6 feet apart
- Attending a costume party held outdoors where protective masks are used and people can remain more than 6 feet apart

- A costume mask (such as for Halloween) is not a substitute for a cloth mask. A costume mask should not be used unless it is made of two or more layers of breathable fabric that covers the mouth and nose and doesn't leave gaps around the face.
  - Do not wear a costume mask over a protective cloth mask because it can be dangerous if the costume mask makes it hard to breathe. Instead, consider using a Halloween-themed cloth mask.
- Going to an open-air, one-way, walk-through haunted forest where appropriate mask use is enforced, and people can remain more than 6 feet apart
  - If screaming will likely occur, greater distancing is advised. The greater the distance, the lower the risk of spreading a respiratory virus.
- Visiting pumpkin patches or orchards where people use hand sanitizer before touching pumpkins or picking apples, wearing masks is encouraged or enforced, and people are able to maintain social distancing
- Having an outdoor Halloween movie night with local family friends with people spaced at least 6 feet apart
  - If screaming will likely occur, greater distancing is advised. The greater the distance, the lower the risk of spreading a respiratory virus.
  - Lower your risk by following CDC's recommendations on [hosting gatherings or cook-outs](#).

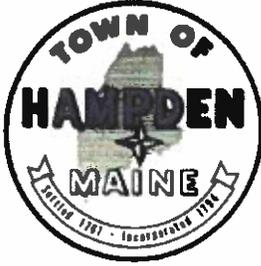
#### Higher risk activities

Avoid these higher risk activities to help prevent the spread of the virus that causes COVID-19:

- Participating in traditional trick-or-treating where treats are handed to children who go door to door
- Having trunk-or-treat where treats are handed out from trunks of cars lined up in large parking lots
- Attending crowded costume parties held indoors
- Going to an indoor haunted house where people may be crowded together and screaming

- Going on hayrides or tractor rides with people who are not in your household
- Using alcohol or drugs, which can cloud judgement and increase risky behaviors
- Traveling to a rural fall festival that is not in your community if you live in an area with community spread of COVID-19

H-h-



**Memorandum**

TO: Town Council  
FROM: Paula Scott, Town Manager  
DATE: October 1, 2020  
RE: Veteran's Day Parade

Curt Slininger came to the Town Office recently to ask permission to hold a small Veteran's Day parade in order to honor service men and women. This is not intended to be a large event; likely only a few Veterans and the local Boy Scout troop will be taking part, walking from the VFW to the monument located at the Town Office. Because this involves a temporary halt on traffic during the time it takes to reach the monument, I informed Mr. Slininger that this would be a decision for the Council to make.

I spoke with Chief Bailey and he informed me that his department can provide a security detail during that time period and his only concern was relative to covid-19. Since this would not be a Town sponsored event, the responsibility would fall to the VFW to adhere to guidelines which we could provide to them, if the parade is permitted.

# Guiding Principles for Gatherings and Events

- A gathering refers to a planned or spontaneous event, indoors or outdoors, with a small number of people participating or a large number of people in attendance such as a community event or gathering, concert, festival, conference, parade, wedding, or sporting event.
- The *more people* an individual interacts with at a gathering and the longer that interaction lasts, the higher the potential risk of becoming infected with COVID-19 and COVID-19 spreading.
- The *higher the level of community transmission* in the area that the gathering is being held, the higher the risk of COVID-19 spreading during a gathering.
- The size of an event or gathering should be determined based on state, local, territorial or tribal safety laws and regulations.

The risk of COVID-19 spreading at events and gatherings increases as follows:

**Lowest risk:** Virtual-only activities, events, and gatherings.

**More risk:** Smaller outdoor and in-person gatherings in which individuals from different households remain spaced at least 6 feet apart, wear masks, do not share objects, and come from the same local area (e.g., community, town, city, or county).

**Higher risk:** Medium-sized in-person gatherings that are adapted to allow individuals to remain spaced at least 6 feet apart and with attendees coming from outside the local area.

**Highest risk:** Large in-person gatherings where it is difficult for individuals to remain spaced at least 6 feet apart and attendees travel from outside the local area.