

County of Aroostook

COMMISSIONERS' OFFICE

COUNTY ADMINISTRATOR

RYAN D. PELLETIER

COMMUNITY SERVICES DIRECTOR

PAUL G. BERNIER



COUNTY COMMISSIONERS

PAUL J. ADAMS
HOULTON

NORMAN L. FOURNIER
WALLAGRASS

PAUL J. UNDERWOOD
PRESQUE ISLE

MEMORANDUM

DATE: April 18, 2022
TO: Ryan D. Pelletier, County Administrator
FROM: Paul Bernier, Community Services Director
RE: Silver Ridge Cemetery & Memorial Maintenance

Attached is the Bid Proposal form for lawn maintenance at the Silver Ridge Cemetery and Memorial Park. This proposal is for the three (3) year period of 2022-2024 from May through September of each year.

There was one (1) proposal received for these services:

<u>Service Provider</u>	<u>Cemetery</u>	<u>Memorial</u>	<u>Total (3 yrs.)</u>
Timothy Sides	\$3,000/yr.	\$500/yr.	\$10,500

Based on the price quote received, it is my recommendation that the County enter into an agreement with Timothy Sides (Golden Ridge Property Maintenance) for lawn maintenance at the Silver Ridge Cemetery and Memorial Park. Mr. Sides has provided this service for the County for the past six years and has always done excellent work for the County.

► Mr. Sides' total bid of \$10,500.00 represents an 29.6% increase over the previous three year agreement, resulting in an annual increase of 9.8%.

BID PROPOSAL FORM

SILVER RIDGE CEMETERY MAINTENANCE PROGRAM

TO: AROOSTOOK COUNTY COMMISSIONERS
144 SWEDEN STREET, SUITE 1
CARIBOU, ME 04736

Having carefully examined the Form of Contract, General Conditions, and Specifications for the Maintenance Work at the Silver Ridge Cemetery in Silver Ridge Twp, as well as a viewing of the site of the proposed project, we, the undersigned, propose to furnish all Labor, Equipment and Materials to complete the project as outlined in the Specifications for:

	2022	2023	2024
Cost per week to complete the specified work	\$ <u>150.00</u>	\$ <u>150.00</u>	\$ <u>150.00</u>
Cost to rake/clean the property (Spring Cleaning)	\$ <u>150.00</u>	\$ <u>150.00</u>	\$ <u>150.00</u>
Extended cost per year for 19 weeks (TOTAL)	\$ <u>3,000</u>	\$ <u>3,000</u>	\$ <u>3,000</u>

Total cost for the three (3) year contract period \$ 9,000.

The Contract will be awarded to the lowest acceptable bidder within two (2) working days +/- after receipt of the required insurance certificates at the Office of the Aroostook County Commissioners.

SIGNED:

Timothy C. Sides

TITLE:

FIRM NAME:

Golden Ridge Prop. Maintenance

ADDRESS:

930 Island Falls Rd.

Sherman, ME 04776

PHONE:

365-4493

The County Commissioners of Aroostook have reviewed the bid submitted, and have instructed their Representative to award the contract to the above named Contractor.

SIGNED:

TITLE:

DATE:

Filed with Fiscal Administrator _____ 2022

BID PROPOSAL FORM

SILVER RIDGE MEMORIAL MAINTENANCE PROGRAM

TO: AROOSTOOK COUNTY COMMISSIONERS
144 SWEDEN STREET, SUITE 1
CARIBOU, ME 04736

Having carefully examined the Form of Contract, General Conditions, and Specifications for the Maintenance Work at the Silver Ridge Cemetery in Silver Ridge Twp, as well as a viewing of the site of the proposed project, we, the undersigned, propose to furnish all Labor, Equipment and Materials to complete the project as outlined in the Specifications for:

	2022	2023	2024
Cost per week to complete the specified work	\$ <u>26.32</u>	\$ <u>26.32</u>	\$ <u>26.32</u>
Cost to rake/clean the property (Spring Cleaning)	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>
Extended cost per year for 19 weeks (TOTAL)	\$ <u>500.00</u>	\$ <u>500.00</u>	\$ <u>500.00</u>

Total cost for the three (3) year contract period \$ 1,500.

The Contract will be awarded to the lowest acceptable bidder within two (2) working days +/- after receipt of the required insurance certificates at the Office of the Aroostook County Commissioners.

SIGNED: Shirley C. Zidea

TITLE: _____

FIRM NAME: Golden Ridge Prop. Maintenance

ADDRESS: 930 Island Falls Rd.
Sherman, ME 04776

PHONE: 365-4493

The County Commissioners of Aroostook have reviewed the bid submitted, and have instructed their Representative to award the contract to the above named Contractor.

SIGNED: _____

TITLE: _____

DATE: _____

County of Aroostook

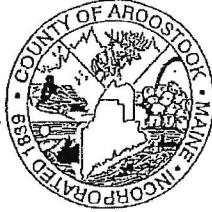
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R F P'S RECEIVED

PROJECT: SILVER RIDGE CEMETERY / MEMORIAL MAINTENANCE

DATE ADVERTISED: March 30, 2022 DATE BID OPENING April 15, 2022

CONTRACTORS NAME / DATE RECEIVED

GOLDEN RIDGE PROPERTY MAINT. 3-28-22

\$9,000 - Total for three years cemetery

1,500 - " " " " memorial

Cheryl M. Thorne
Paul G. Bernier

County of Aroostook

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MEMORANDUM

DATE: April 18, 2022
TO: Ryan D. Pelletier, County Administrator
FROM: Paul Bernier, Community Services Director
RE: Sinclair Transfer Station Operations Bid Opening Results

The County of Aroostook held a Bid Opening on Friday April 15, 2022 at 12:30 p.m. for proposals on the Sinclair Transfer Station Operations for a three-year period of 2022-2024. Only one proposal was received for this bid cycle.

Attached is a comparative worksheet that I have prepared based on the bid proposal received from Deschaine Sanitation Service. As a comparison, costs for the 2021 season was used to determine the estimated totals for Deschaine's services for the next three years.

Based on this information I am recommending that the County of Aroostook enter into a contractual agreement with Deschaine Sanitation for the Sinclair Transfer Station operations for the period of 2022-2024. Deschaine Sanitation has numerous years of experience in this field and is a well known and reputable business in northern Aroostook County.

I have attached all documentation regarding this process to date, as well as a new contract agreement for 2022-2024.

SINCLAIR TRANSFER STATION BIDS WORKSHEET 4-18-2022

2021 DATA	>	19 TRIPS (Bulky Waste) @ \$260.00 =	\$ 4,940.00
	>	9 TRIPS (Clean Wood) @ \$325.00 =	\$ 2,925.00
	>	25 DAYS @ \$250.00 =	<u>\$ 6,250.00</u>
		TOTAL	<u>\$14,115.00</u>

	2022	2023	2024
<u>DESCHAINED SANITATION</u>			
> 19 TRIPS (Bulky Waste)	@ \$325 \$ 6,175.00	@ \$335 \$ 6,365.00	@ \$345 \$ 6,555.00
> 9 TRIPS (Clean Wood)	@ \$325 \$ 2,925.00	@ \$335 \$ 3,015.00	@ \$345 \$ 3,105.00
> 25 DAYS	@ \$280 <u>\$ 7,000.00</u>	@ \$290 <u>\$ 7,250.00</u>	@ \$300 <u>\$ 7,500.00</u>
TOTAL	\$16,100.00	\$16,630.00 (+3.3%)	\$17,160.00 (+3.2%)

**COMPARISON TO 2021 ► (+14.1% of 2021)

DESCHAINED SANITATION 2022-2024 > \$ 49,890.00

****THE DATA FOR 2022-2024 IS BASED ON 2021 ACTUALS****

SECTION 2

BID PROPOSAL FORM

Aroostook County Commissioners
 144 Sweden Street, Suite 1
 Caribou, Maine 04736

Having carefully examined the Form of Contract, General Conditions, Plans and Specifications, as well as the premises and conditions affecting the Work, we, the undersigned, propose to furnish all Labor, Equipment, and Materials necessary for and reasonably incidental for the completion of this Proposal:

	2022	2023	2024
1) Transfer station operation, per day	\$ <u>280.00</u>	\$ <u>290.00</u>	\$ <u>300.00</u>
2) Provide dumpster, per month	\$ <u>—</u>	\$ <u>—</u>	\$ <u>—</u>
3) Provide one open top container, per month	\$ <u>—</u>	\$ <u>—</u>	\$ <u>—</u>
Provide second container, per month	\$ <u>—</u>	\$ <u>—</u>	\$ <u>—</u>
Transportation costs to TCR&SL, per load	\$ <u>325.00</u>	\$ <u>335.00</u>	\$ <u>345.00</u>
30 yd Bulky Item + Clean wood 4) Provide recycling (Proposal) <u>8 yd container for cardboard n/c</u>			

ALTERNATE 1

Transportation costs to alternative disposal site, per load

	\$ <u>N/A</u>	\$ <u>N/A</u>	\$ <u>N/A</u>
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ALTERNATE 2

Consolidation of loads, per each	\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>
Removal of metals and white goods, LS	\$ <u>N/A</u>	\$ <u>N/A</u>	\$ <u>N/A</u>

The undersigned agrees, if this Proposal is accepted, to submit a valid Certificate of Liability Insurance, Worker's Compensation Insurance, and a Commercial Drivers License compliance plan, as required, within seven (7) calendar days after the date of notification of such acceptance, and sign a contract within two (2) days of receipt of the Certificates of Insurance and compliance plan by the Office of the County Commissioners.

Signed: Gerald T. Deschaine
 By: Gerald T. Deschaine
 Firm Name: Deschaine Sanitation Service
 Address: 245 11th Ave
Madawaska, Maine 04756
 Phone Number: 207-436-8513

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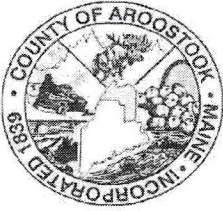
R F P'S RECEIVED

PROJECT: SINCLAIR TRANSFER STATION OPERATIONS

DATE ADVERTISED: March 30, 2022 DATE BID OPENING April 15, 2022

CONTRACTORS NAME / DATE RECEIVED

DESIGNER <i>SHAWNEE SIMONSON SERVICE</i>	<i>4-14-22</i>
<i>Per Day Operations</i>	<i>2022 *280.00</i>
	<i>2023 *290.00</i>
	<i>2024 *300.00</i>
<i>Transportation Costs Per Load</i>	<i>2022 *325.00</i>
	<i>2023 *335.00</i>
	<i>2024 *345.00</i>
<i>Stephen M. Shomer</i>	
<i>Paul Bernier</i>	



AROOSTOOK COUNTY PROBATE COURT
26 Court Street, Suite 103
Houlton, ME 04730

James P. Dunleavy, Judge
Darleen S. Guy, Registrar

Tel. No. (207)532-1502
Fax. No. (207)532-1507

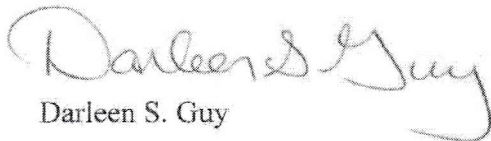
MEMORANDUM

DATE: April 15, 2022
TO: Ryan D. Pelletier, County Administrator
FROM: Darleen S. Guy, Register of Probate
RE: Deputy Register of Probate position

After a thorough review and consideration, I recommend Cynthia (Terri) Fowler be appointed as Deputy Register of Probate. Terri's prior work experience, along with her skill set and her outstanding references, support my decision to recommend Cynthia (Terri) Fowler be appointed as Deputy Register of Probate.

Please present my recommendation, to appoint Cynthia (Terri) Fowler as Deputy Register of Probate, to the County Commissioners' for their approval at their next meeting.

Thank you,


Darleen S. Guy

County of Aroostook

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MEMORANDUM

April 15, 2022

TO: Ryan Pelletier, County Administrator
FR: Christina Theriault, Human Resources Director
RE: Human Resources Specialist Recommendation

I am seeking approval to hire Joyce Findlen as the new Human Resources Specialist. Joyce is a current County employee who will bring years of administrative support experience to this position. She is familiar with Aroostook County Government staff and policies, and I feel that along with her previous work experience makes her an excellent fit for the job.

Thank you in advance for your consideration.