

# Town of Windham

Department of Public Works  
185 Windham Center Road  
Windham ME 04062

Doug Fortier, Director of Public Works  
[drfortier@windhammaine.us](mailto:drfortier@windhammaine.us)

Phone: 207-892-1909

Fax: 207-892-0542

To: Tony Plante, Town Manager  
From: Doug Fortier, Public Works Director  
Date: January 19, 2018  
RE: Catch Basin Cleaning



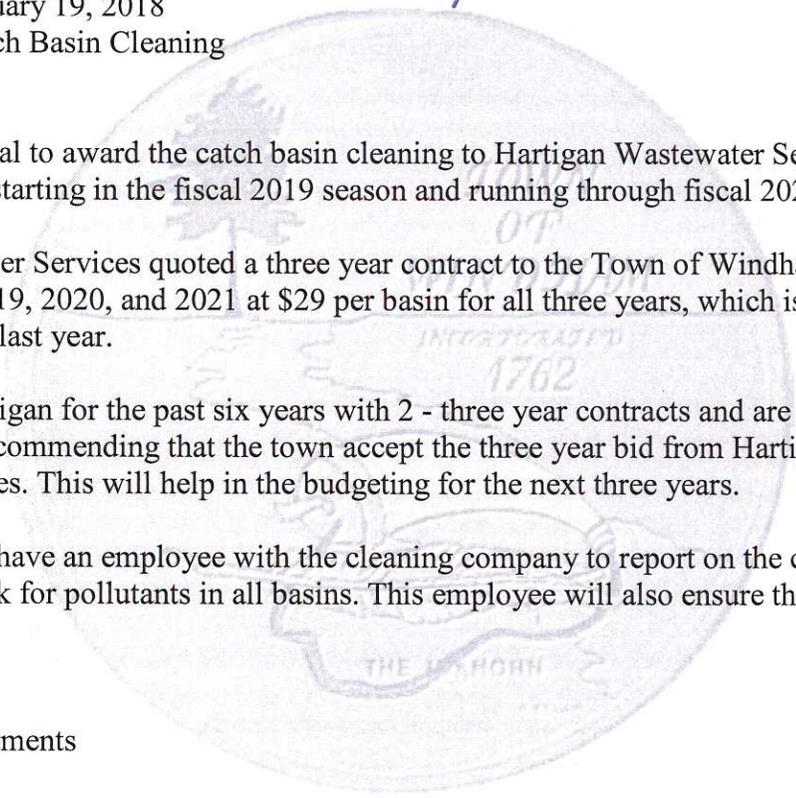
I am seeing approval to award the catch basin cleaning to Hartigan Wastewater Services for a three year contact starting in the fiscal 2019 season and running through fiscal 2021.

Hartigan Wastewater Services quoted a three year contract to the Town of Windham with the prices for fiscal 2019, 2020, and 2021 at \$29 per basin for all three years, which is a fifty five cent increase from last year.

We have used Hartigan for the past six years with 2 - three year contracts and are pleased with their work. I am recommending that the town accept the three year bid from Hartigan Wastewater Services. This will help in the budgeting for the next three years.

Public Works will have an employee with the cleaning company to report on the condition of the basins, and to check for pollutants in all basins. This employee will also ensure that all basins are checked.

\*See attached documents



PURCHASE AUTHORIZATION REQUEST  
FOR PURCHASES GREATER THAN \$5,000

THIS PURCHASE AUTHORIZATION REQUEST FORM MUST BE COMPLETED FOR ALL PURCHASE ORDERS EXCEEDING \$5,000. IT MUST THEN BE SIGNED BY THE TOWN MANAGER PRIOR TO PLACING THE ORDER WITH THE VENDOR.

PO Number: \_\_\_\_\_  
(if available)

Estimated Dollar Amount: \$ up to 75,000

Account to be charged: 12200 - 46990

Vendor Name: Hartigan Wastewater Services Requested by: Doug Fortier

Description of purchase: Annual catch basin cleaning 3 year contract  
2018 - 2019 - 2020 at \$29<sup>00</sup> per basin for all three years

*Purchases exempt from the policy:*

- utilities
- legal services
- audit services
- property, casualty & workers comp insurance
- employee benefits programs

\_\_\_\_\_  
Council Order Number  
(if applicable)

Date of Council Order: \_\_\_\_\_

  
\_\_\_\_\_  
Department Head

1/30/18  
\_\_\_\_\_  
Date

**APPROVED: CENTRAL OFFICE USE ONLY**

\_\_\_\_\_  
Town Manager

\_\_\_\_\_  
Date



December 11, 2017

Doug Fortier  
Director of Public Works  
Town of Windham  
185 Windham Center Road  
Windham, ME 04062

Doug,

Hartigan Company appreciates the opportunity once again to provide this proposal for the upcoming cleaning of Catch Basins for the Town of Windham.

Hartigan would like to offer again a three year cleaning proposal, beginning in the calendar year 2018 and ending in the calendar year 2020.

Hartigan Company would supply a 2015 or newer Vactor 2100 series vacuum truck with an operator. Hartigan would operate alongside the town representative during the 10 hour, 4 day work week.

All material removed from the basins and any pipes, will be the responsibility of the Town of Windham.

The Town of Windham is to provide a clean water source as well as a representative to assist in the locating of basins, and traffic control as needed.

**Per Each Basin Cleaned for Year 2018 at \$29.00 (Twenty Nine Dollars and Zero-Cents)**

**Per Each Basin Cleaned for Year 2019 at \$29.00 (Twenty Nine Dollars and Zero-Cents)**

**Per Each Basin Cleaned for Year 2020 at \$29.00 (Twenty Nine Dollars and Zero-Cents)**

**Any unscheduled cleaning outside of the per basin price would be at an hourly rate**

The quoted prices will be held for a period of three years beginning in 2018 and ending in 2020.

This pricing applies to the Annual Town Catch Basin Cleaning Program

Thank you again for the opportunity to provide this proposal.

A handwritten signature in blue ink, appearing to read "Michael Melanson", with a long horizontal line extending to the right.

Michael Melanson  
Hartigan Company



**EXHIBIT A  
 THE SERVICES**

Scheduled Services

Annual Catch Basin Cleaning Services of the 700 +- town wide basins
Contract Price for calendar year 2018 at: <u>\$29.00 per basin cleaned</u>
Contract Price for calendar year 2019 at: <u>\$29.00 per basin cleaned</u>
Contract Price for calendar year 2020 at: <u>\$29.00 per basin cleaned</u>

The Town of Windham is to provide a clean water source, a representative to aid in the locating of basins and traffic control. The Town of Windham is responsible and assumes all liability for material removed from basins.

Unscheduled Services

Unscheduled work is any work outside the normal Annual Catch Basin Cleaning

	<u>2018</u>	<u>2019</u>	<u>2020</u>
Regular Hourly Rate- minimum 8 hour day (Includes one man, equipment and cost for services)	<u>\$132.50</u>	<u>\$132.50</u>	<u>\$132.50</u>

Town Agent Signature

Name and Title of Town Agent Signatory

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_