

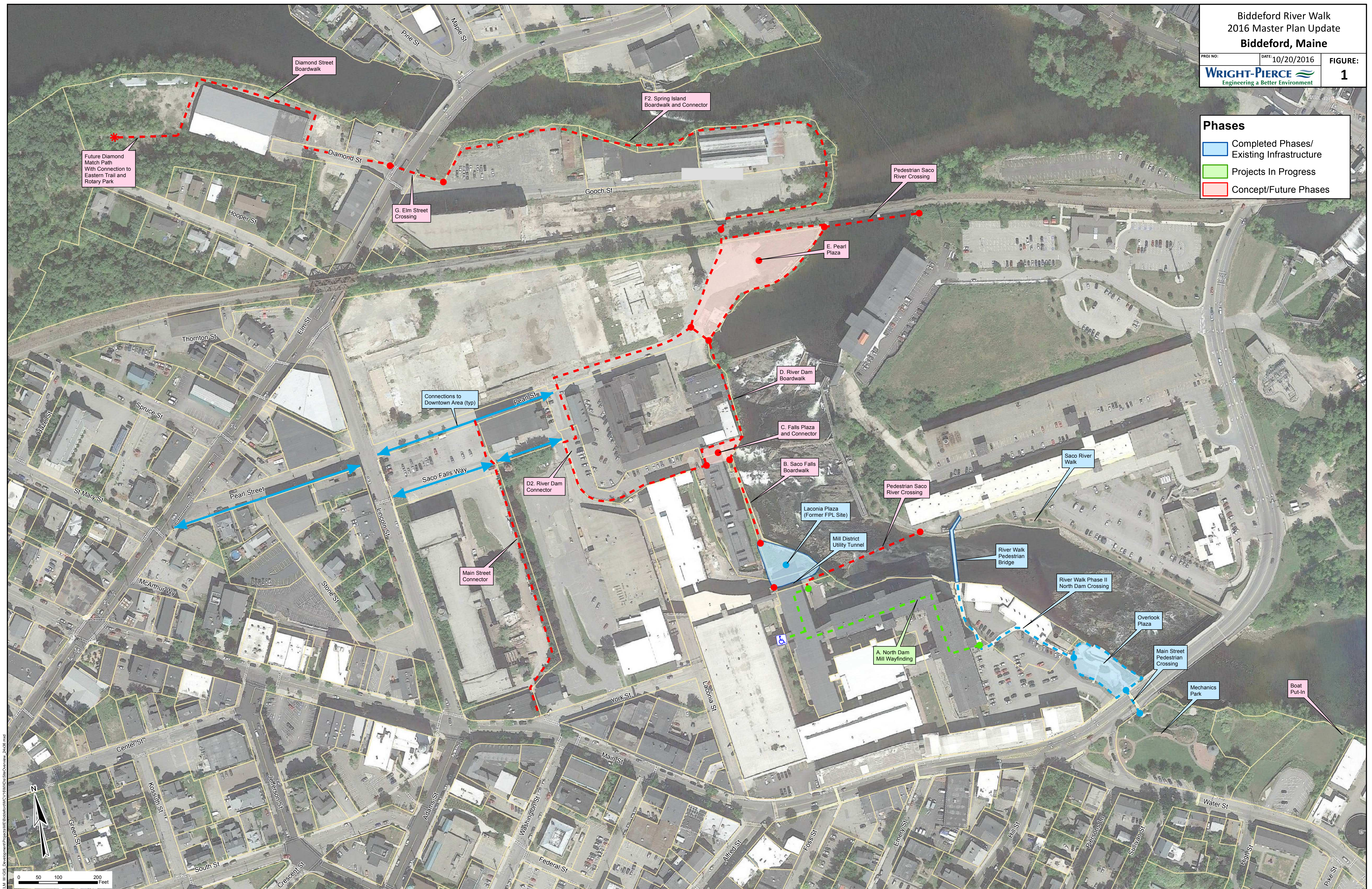
*City of Biddeford*  
**City Council**  
**November 15, 2016 6:00 PM Council Chambers**

- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Adjustment(s) to Agenda**
- 4. Presentation:**
  - 4.a. Update: River Walk  
[RiverWalk Site Overview.pdf](#)  
[RiverWalk Vision Map - Updated Summer 2014.pdf](#)  
[Biddeford RivWlk Vision 111516.pdf](#)
- 5. Public Hearing**
  - 5.a. Administrative Hearing: Title 17, Sec. 2851-Dangerous Buildings: 21 Cole Road  
[11-15-2016 Dangerous Buildings-Notices of Hearing.pdf](#)
  - 5.b. Administrative Hearing: Title 17, Sec. 2851 - Dangerous Building: 303 Hill Street  
[11-15-2016 Dangerous Buildings-Notices of Hearing.pdf](#)
- 6. Consideration of Minutes:**
  - 6.a. Council Meeting Minutes: November 1, 2016  
[11-01-2016 Council Meeting Minutes.docx](#)
- 7. Orders of the Day:**
  - 7.a. Council Finding and Decision/Dangerous Building - 21 Cole Road
  - 7.b. Council Finding and Decision/Dangerous Building - 303 Hill Street
  - 7.c. Request for Approval of Funds for Microsoft Office 2016 Licenses  
[11-15-2016 Purchase-Software Update.docx](#)  
[Council Briefing Memo - Microsoft Office 2016 Licensing Upgrade](#)  
[Microsoft Office 2016 Licensing Upgrade - Bid Detail](#)
  - 7.d. Approval to Seek Requests for Proposal/Engineering Design and Services for Downtown Parking Structure  
[11-15-2016 Parking Structure - ORDER.doc](#)  
[11-15-2016 Parking Structure RFP document.doc](#)
- 8. City Manager Report**
  - 8.a. City Manager Memo  
[11-15-2016 City Manager Memo.docx](#)
- 9. Other Business**
- 10. Council President Addressing the Council**
- 11. Mayor Addressing the Council**
- 12. Executive Session**
  - 12.a. 1 MRSA 405(6)(D)..Fire Department Labor Contract Negotiations Update
- 13. Adjourn**

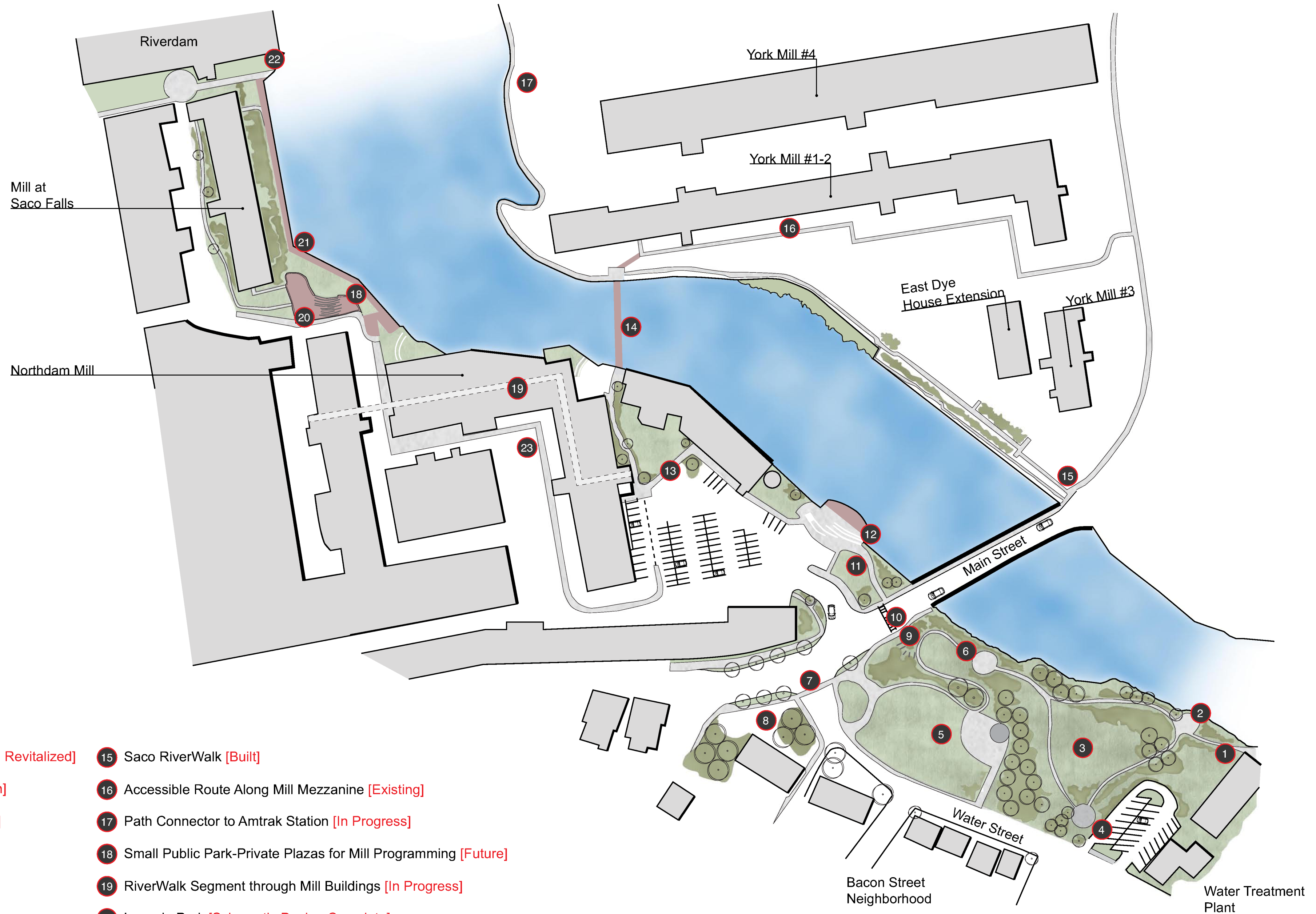


## Phases

- Completed Phases/  
Existing Infrastructure
- Projects In Progress
- Concept/Future Phases

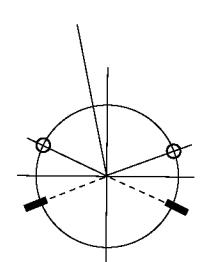






# KEY

- 1 Boat Put-In [Designed]
- 2 Downriver Overlook [Future]
- 3 Riverine Park [Future]
- 4 Welcome Plaza & Kiosk at Parking [Future]
- 5 Mechanics Park: Field & Bandstand [Built]
- 6 Mechanics Park: Trails & Overlookv [Planting Revitalized]
- 7 Main St. & Water St. Re-alignment [In-Design]
- 8 Water Street Pedestrian Crossing [In-Design]
- 9 New River Walk Pedestrian Crossing [Built]
- 10 Main Street Pedestrian Crossing [Built]
- 11 Overlook Event: Plaza and Entry [Built]
- 12 Cantilevered Overlook at Repaired Wall [Built]
- 13 NorthDam Crossing [Construction 2014]
- 14 Pedestrian Bridge [Construction 2014]
- 15 Saco RiverWalk [Built]
- 16 Accessible Route Along Mill Mezzanine [Existing]
- 17 Path Connector to Amtrak Station [In Progress]
- 18 Small Public Park-Private Plazas for Mill Programming [Future]
- 19 RiverWalk Segment through Mill Buildings [In Progress]
- 20 Laconia Park [Schematic Design Complete]
- 21 Boardwalk RiverWalk atop Riverwall [Future]
- 22 Falls Overlook Plaza [Future]
- 23 Painted-Accessible Bike Route [Future]



## Biddeford RiverWalk / Vision & Progress 2014

Wright-Pierce, Engineers Richardson & Associates, Landscape Architects Renner I Woodworth, Wayfinding + Interpretive Design Bruce Hyman, Planning





1 MECHANICS PARK: Existing community open space.

2 MAIN STREET CROSSING: Existing safe crossing.

3 OVERLOOK PLAZA: Existing community open space and River Overlook, includes Identity/Wayfinding board.

4 NORTH DAM CROSSING: Existing crosswalk/streetscape connector path.

5 PEDESTRIAN BRIDGE: Existing pedestrian bridge connecting Saco RiverWalk and North Dam Crossing/RiverWalk.

6 SACO RIVERWALK: Existing waterfront trail and seating.

7 SEGMENT A - NORTH DAM MILL WAYFINDING: In-progress wayfinding through North Dam buildings connecting RiverWalk segments.

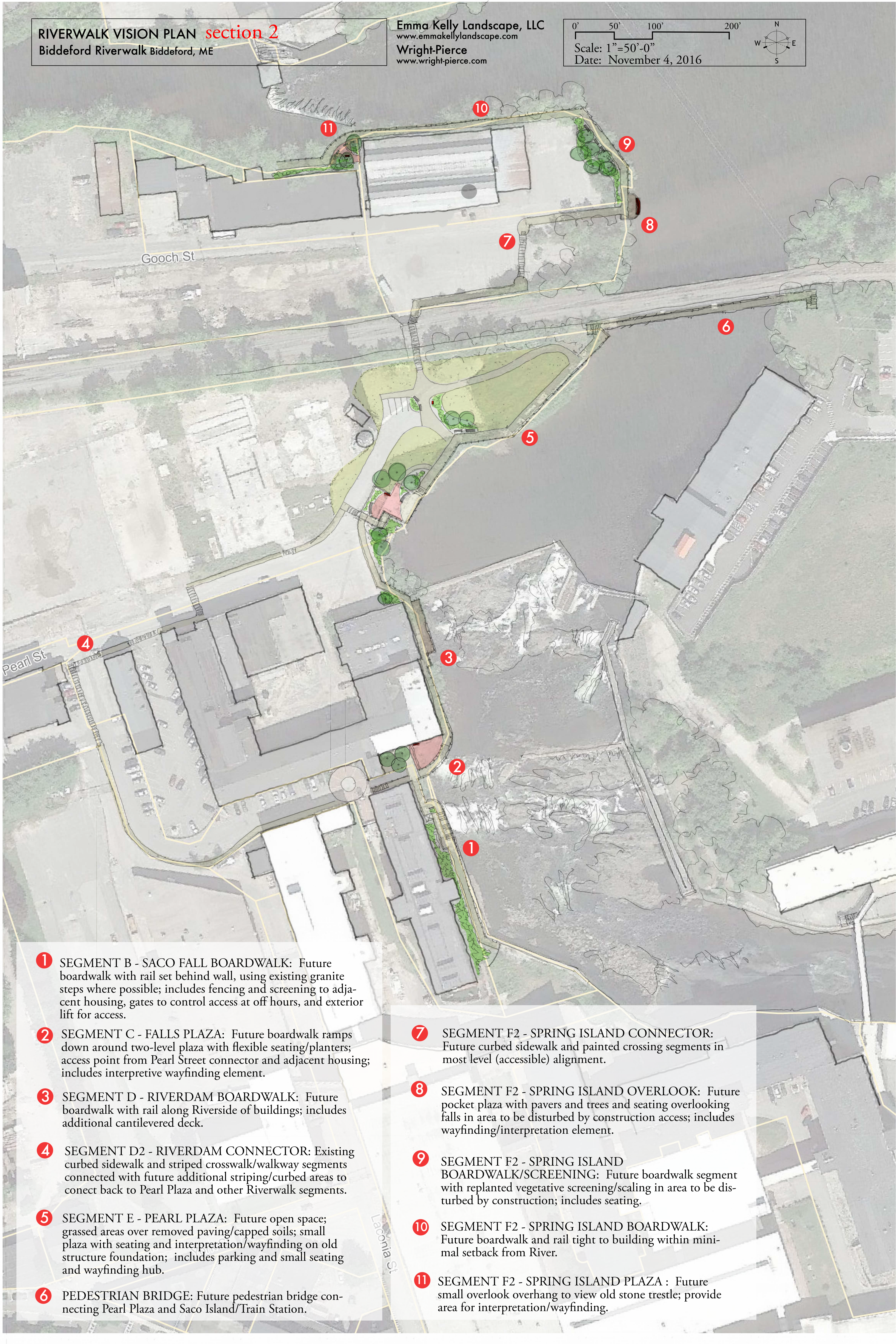
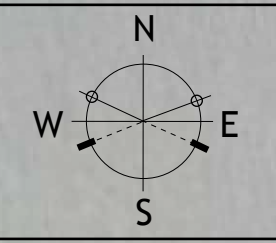
8 LACONIA PLAZA: Existing amphitheatre with performance space and Falls overlook.

9 PEDESTRIAN BRIDGE: Future pedestrian bridge connecting Saco RiverWalk and Laconia Plaza.



Emma Kelly Landscape, LLC  
www.emmakellylandscape.com  
Wright-Pierce  
www.wright-pierce.com





- 1 SEGMENT B - SACO FALL BOARDWALK: Future boardwalk with rail set behind wall, using existing granite steps where possible; includes fencing and screening to adjacent housing, gates to control access at off hours, and exterior lift for access.
- 2 SEGMENT C - FALLS PLAZA: Future boardwalk ramps down around two-level plaza with flexible seating/planters; access point from Pearl Street connector and adjacent housing; includes interpretive wayfinding element.
- 3 SEGMENT D - RIVERDAM BOARDWALK: Future boardwalk with rail along Riverside of buildings; includes additional cantilevered deck.
- 4 SEGMENT D2 - RIVERDAM CONNECTOR: Existing curbed sidewalk and striped crosswalk/walkway segments connected with future additional striping/curbed areas to connect back to Pearl Plaza and other Riverwalk segments.
- 5 SEGMENT E - PEARL PLAZA: Future open space; grassed areas over removed paving/capped soils; small plaza with seating and interpretation/wayfinding on old structure foundation; includes parking and small seating and wayfinding hub.
- 6 PEDESTRIAN BRIDGE: Future pedestrian bridge connecting Pearl Plaza and Saco Island/Train Station.

- 7 SEGMENT F2 - SPRING ISLAND CONNECTOR: Future curbed sidewalk and painted crossing segments in most level (accessible) alignment.
- 8 SEGMENT F2 - SPRING ISLAND OVERLOOK: Future pocket plaza with pavers and trees and seating overlooking falls in area to be disturbed by construction access; includes wayfinding/interpretation element.
- 9 SEGMENT F2 - SPRING ISLAND BOARDWALK/SCREENING: Future boardwalk segment with replanted vegetative screening/scaling in area to be disturbed by construction; includes seating.
- 10 SEGMENT F2 - SPRING ISLAND BOARDWALK: Future boardwalk and rail tight to building within minimal setback from River.
- 11 SEGMENT F2 - SPRING ISLAND PLAZA : Future small overlook overhang to view old stone trestle; provide area for interpretation/wayfinding.

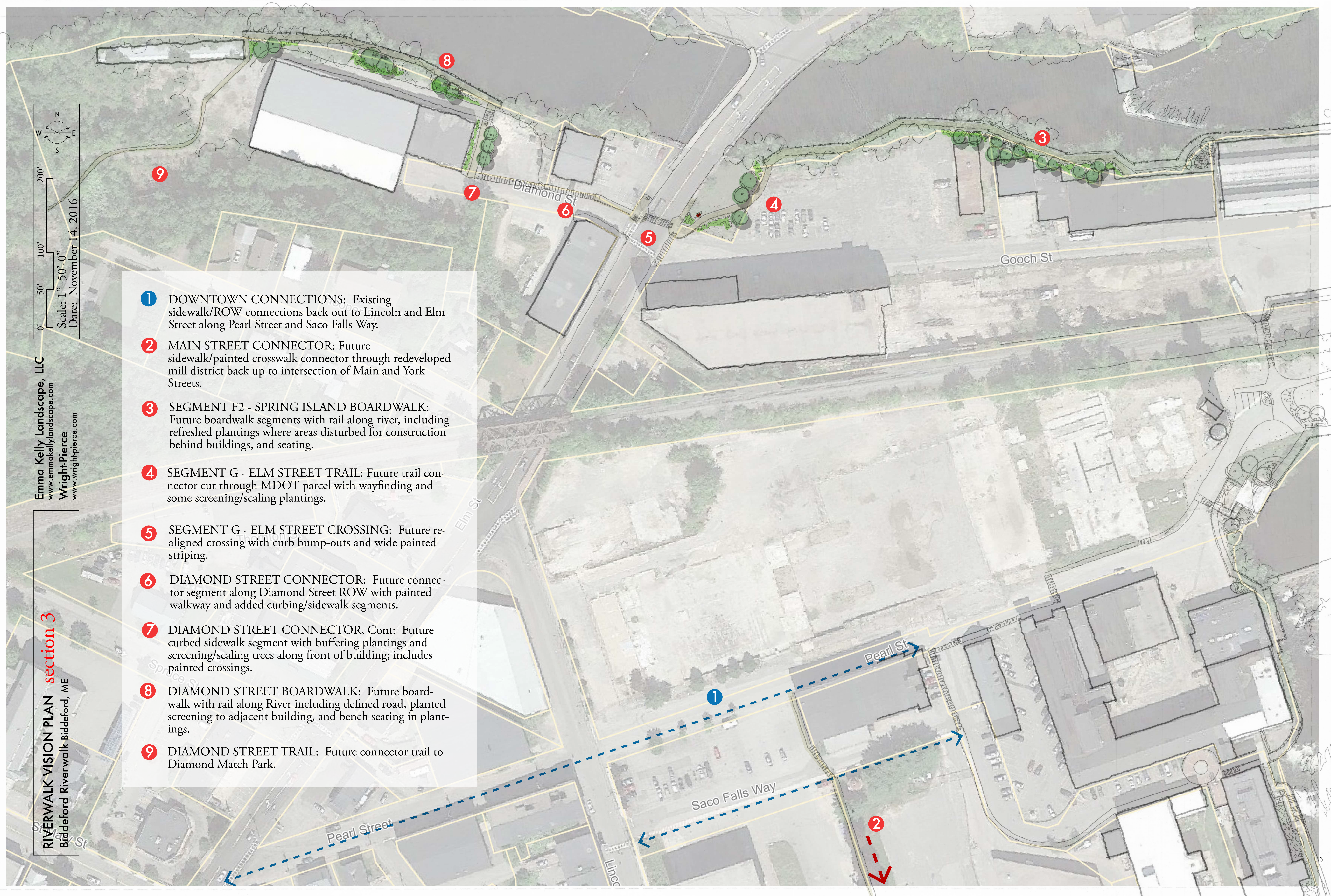




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Wright-Pierce  
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RIVERWALK VISION PLAN **section 3**  
Biddeford Riverwalk Biddeford, ME

- 1** DOWNTOWN CONNECTIONS: Existing sidewalk/ROW connections back out to Lincoln and Elm Street along Pearl Street and Saco Falls Way.
- 2** MAIN STREET CONNECTOR: Future sidewalk/painted crosswalk connector through redeveloped mill district back up to intersection of Main and York Streets.
- 3** SEGMENT F2 - SPRING ISLAND BOARDWALK: Future boardwalk segments with rail along river, including refreshed plantings where areas disturbed for construction behind buildings, and seating.
- 4** SEGMENT G - ELM STREET TRAIL: Future trail connector cut through MDOT parcel with wayfinding and some screening/scaling plantings.
- 5** SEGMENT G - ELM STREET CROSSING: Future re-aligned crossing with curb bump-outs and wide painted striping.
- 6** DIAMOND STREET CONNECTOR: Future connector segment along Diamond Street ROW with painted walkway and added curbing/sidewalk segments.
- 7** DIAMOND STREET CONNECTOR, Cont: Future curbed sidewalk segment with buffering plantings and screening/scaling trees along front of building; includes painted crossings.
- 8** DIAMOND STREET BOARDWALK: Future boardwalk with rail along River including defined road, planted screening to adjacent building, and bench seating in plantings.
- 9** DIAMOND STREET TRAIL: Future connector trail to Diamond Match Park.





7

**NOTICE OF HEARING**  
**Pursuant to 17 M.R.S. §§2851-2859**  
**(Dangerous Buildings)**

Dragon Products Company, LLC  
c/o National Registered Agents, Inc.  
128 State Street #3  
Augusta, ME 04330

All Other Persons Having an Interest in the Premises  
situated at 21 Cole Road, Biddeford, Maine  
described as Lot 39 on Tax Map 18, a copy of  
which is on file at the Biddeford City Hall and more  
particularly described in the deed from Ecco Concrete, Inc. to  
Dragon Products Company, Inc. f/k/a Dragon Products Company,  
LLC dated June 18, 1998 and recorded in  
the York County Registry of Deeds in Book 8968, Page 180

**RE: Premises at 21 Cole Road, Biddeford, Maine**  
**Notice of Hearing Under the Dangerous Building Statute,**  
**17 M.R.S. Sections 2851-2859**

You are hereby notified that the Municipal Officers/City Council of the City of Biddeford will hold a public hearing on November 15, 2016 at 6:00 p.m. in the City Council Chambers, City of Biddeford, City Hall located at 205 Main Street to determine whether the building/structure owned by you and located at 21 Cole Road, Biddeford, Maine is dangerous or a nuisance within the meaning of 17 M.R.S. §2581. A photograph of the building structure is attached hereto.

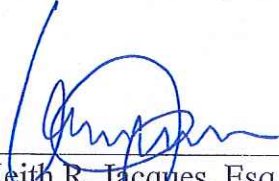
At the hearing, the Municipal Officers/City Council will consider whether they will adjudge the premises, including the buildings thereon, or any part thereof, to be a nuisance or dangerous. If the Municipal Officers/City Council so determine, they may order abatement of the nuisance/dangerous building including but not limited to demolition and removal of the building/structure. If their order is not timely complied with and no appeal is taken, the Municipal Officers/City Council may undertake said abatement at municipal expense and recover all such expenses, including reasonable attorney's fees, by means of a special tax or a civil action. A copy of this notice shall be



served upon the persons above named and, pursuant to 17 M.R.S. §2857 an attested copy shall be recorded in the York County Registry of Deeds.

DATED at Biddeford, Maine this 27th day of October, 2016.

WOODMAN EDMANDS DANYLIK AUSTIN  
SMITH & JACQUES, P.A.

BY: 

Keith R. Jacques, Esq. - #2962  
Attorney for City of Biddeford  
234 Main Street  
P.O. Box 468  
Biddeford, ME 04005  
(207) 284-4581

STATE OF MAINE  
YORK, ss.

October 27, 2016

Personally appeared before me the above named Keith R. Jacques, Esq., City Solicitor for the City of Biddeford, and acknowledged the foregoing instrument to be his free act and deed and the free act and deed of the City of Biddeford.

Before me,

  
Notary Public

CHRISTINE E. MURRAY  
NOTARY PUBLIC  
STATE OF MAINE  
MY COMMISSION EXPIRES  
APRIL 14, 2022





close of Esc Key



**NOTICE OF HEARING**  
**Pursuant to 17 M.R.S. §§2851-2859**  
**(Dangerous Buildings)**

Albert W. Coffin  
31 Wentworth Street, Apt. #28  
Biddeford, ME 04005

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situated at 303 Hill Street, Biddeford, Maine  
described as Lot 23 on Tax Map 22, a copy of  
which is on file at the Biddeford City Hall and more  
particularly described in the deed from Joan Coffin Wishart,  
Personal Representative of the Estate of Josephine Marie Coffin to  
Albert W. Coffin dated January 6, 1993 and recorded in  
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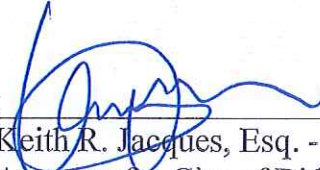
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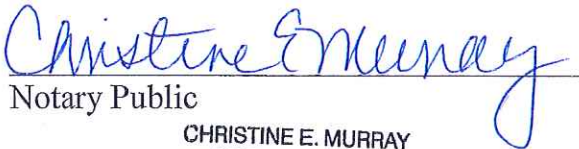
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MY COMMISSION EXPIRES  
APRIL 14, 2022







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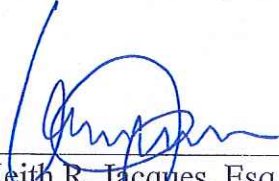
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close of Esc Key



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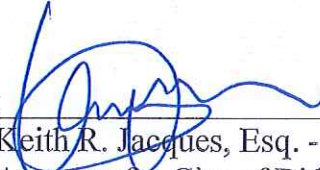
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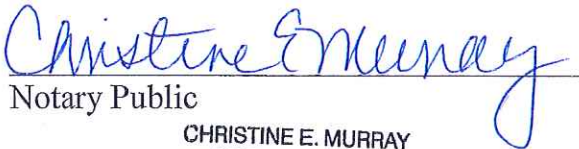
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APRIL 14, 2022







**COUNCIL MEETING  
NOVEMBER 1, 2016**

Mayor Casavant called the meeting to order at 6:09 p.m.

**Roll Call:** Michael Swanton, John McCurry, Jr., Stephen St. Cyr, Robert Quattrone, Jr., Bob Mills, Rick Laverriere, Michael Ready, Laura Seaver, Marc Lessard

The Council, and all who were present, recited the Pledge of Allegiance.

Mayor Casavant asked that a moment of silence be observed for Linwood “Jake” Mulligan, who recently passed away. Mr. Mulligan was a driving force behind the local Veterans groups.

There were no adjustments to the agenda.

**Proclamation: Small Business Saturday**

Mayor Casavant read the proclamation.

**Update: Refinancing of General Obligation Bonds**

Finance Director, Michael Wilson presented information regarding the savings that will occur over the next 15 or so years by refinancing the City and School general obligation bonds.

**Consideration of Minutes: October 18, 2016**

Motion by Councilor McCurry, seconded by Councilor Lessard to accept the minutes as printed.  
Vote: Unanimous.

**Second Reading:**

{For a copy of the ordinance amendment and first reading, see the Council Meeting minutes of October 18, 2016}

**2016.96) Amendment/Ch. 42, Motor Vehicles & Traffic/Sec. 42-100-Disability Parking/  
Various Amendments**

Motion by Councilor McCurry, seconded by Councilor Lessard to grant the second reading of the order.

Vote: Unanimous.

**Orders of the Day:**

**2016.97 IN BOARD OF CITY COUNCIL...NOVEMBER 1, 2016**

**BE IT ORDERED**, that the City Manager be authorized to sell by sealed bid process the following tax acquired non-single family properties:

Off of West Street, Map 4, Lot 16-3 (vacant land)  
587 South Street, Map 1, Lot 19 (vacant land)  
223 River Road, Map 6, Lot 14-2 (vacant land)  
46 Meetinghouse Road, Map 9, Lot 37 (vacant land)  
9 Joshua Drive, Map 80, Lot 27 (vacant land)  
8 Piersons Lane, Map 41, Lot 126 (land and building)

**NOTE:** The Finance Committee reviewed this item on November 1, 2016, and voted to recommend it to the City Council for approval.

Motion by Councilor McCurry, seconded by Councilor Lessard to grant the order.

Vote: Unanimous.

**2016.98 IN BOARD OF CITY COUNCIL...NOVEMBER 1, 2016**

**BE IT ORDERED**, that the City Manager be authorized to purchase one (1) 50,000 lbs. trailer as per bid of October 24, 2016 (the “Equipment”) from Nortrax Equipment (the “Vendor”) and may pay the Vendor an amount not to exceed \$29,050.00 (before trade-in valued at \$6,000.00) for the Equipment as follows:

1. The City of Biddeford expects to incur debt to reimburse expenditures to pay the cost of the Equipment;



2. The City of Biddeford reasonably expects that the maximum principal amount of the debt, including for reimbursement purposes, is \$29,050.00;
3. The City Manager, on behalf of the City of Biddeford, is authorized to enter into a lease purchase, loan or other financing agreement for the Equipment provided that (a) the principal amount of such agreement will not exceed \$29,050.00, (b) the term of such agreement will not exceed one hundred and twenty (120) months and (c) any obligation of the City of Biddeford to make lease or loan payments pursuant to such agreement is subject to annual appropriation by the City Council of the City of Biddeford;
4. The City Manager is authorized to advance money from the General Fund of the City for payment of the costs of the Equipment; and
5. The City Manager, on behalf of the City of Biddeford, is authorized to negotiate, enter into, execute, deliver and cause to be performed, and to approve, any and all agreements, instruments, certificates and other documents, and to grant security interests in the Equipment, upon such terms, conditions, limitations and undertakings, which the City Manager determines are necessary and proper for the acquisition and financing of the Equipment, provided that any lease purchase, loan or other financing agreement will be countersigned by both the Mayor and the Treasurer of the City of Biddeford. Without limiting the foregoing, the City Manager, on behalf of the City of Biddeford, in connection with the acquisition of the Equipment, is authorized to sell, transfer, trade in or otherwise dispose of any equipment, which the City Manager determines is no longer useful to the City of Biddeford.

**NOTE:** The Finance Committee will review this item on November 1, 2016 and vote to recommend it to the City Council for approval. The lease-purchase of this item is included in the FY17 CIP budget for Public Works, with a down payment of \$4,000.00.

Motion by Councilor McCurry, seconded by Councilor Lessard to grant the order.  
Vote: Unanimous.

**2016.99** **IN BOARD OF CITY COUNCIL..NOVEMBER 1, 2016**  
**BE IT ORDERED,** that the City Council of the City of Biddeford does hereby authorize the City Manager, on behalf of the City of Biddeford, to enter into an agreement with LaKermesse Franco-Americaine.  
Motion by Councilor McCurry, seconded by Councilor Ready to grant the order.

Motion by Councilor Ready, seconded by Councilor McCurry to amend Section 6 of the Agreement, as follows:  
*Any exception must be specifically authorized by the City Council and a license issued by the State of Maine Bureau of Alcoholic Beverages.*  
Vote on amendment: Unanimous.

Motion by Councilor Lessard, seconded by Councilor Mills to amend Section 1 of the Agreement, as follows:  
*The City of Biddeford authorizes LaKermesse Franco-Americaine to have exclusive use of part of St. Louis Field for the purpose of holding the LaKermesse Festival.*  
Vote on amendment: Unanimous.

Motion by Councilor Lessard, seconded by Councilor Mills to amend Section 9 of the Agreement by changing the term of the Agreement from five years to two years.  
Vote on amendment: 2/7; Councilors Lessard and Mills in favor.  
Councilors Swanton, McCurry, St. Cyr, Quattrone, Laverriere, Ready and Seaver opposed.  
Amendment fails.

Vote on Agreement, as amended; 7/2: Councilors Lessard and Mills opposed.  
Councilors Swanton, McCurry, St. Cyr, Quattrone, Laverriere, Ready and Seaver in favor.  
Motion carries.

**2016.100** **IN BOARD OF CITY COUNCIL..NOVEMBER 1, 2016**  
**BE IT ORDERED,** that the City Council of the City of Biddeford does hereby approve a “blanket letter of approval” for the renewals of State Beano/Bingo applications and State Game of Chance applications for all applicable local organizations, to cover the calendar year of 2017.



NOTE: This Blanket Letter of Approval eliminates the need to obtain Councilors' signatures each time an application is filed with the City Clerk. However, the City Council still needs to consider and approve each application.

Motion by Councilor Ready, seconded by Councilor McCurry to grant the order.

Vote: Unanimous.

#### *City Manager Report*

City Manager, James Bennett made the following notes:

- By the end of this week, there will be some changes to the City's website. One of the major changes will be the inclusion of an "Open Government" option, which is set up to promote more transparency.
- Per Police Chief Roger Beaupre, there is currently a Facebook page titled "Maine Police and Fire Alerts." Chief Beaupre cautions that the information on this Facebook page is erroneous and cannot be trusted. He urges folks to prescribe to his weekly newsletter for up-to-date police and fire department information.
- The Finance Committee approved the purchase of mobile devices and tablets for the Codes Office personnel, which will enable them to process citations, reports, etc while in the field.

#### *Other Business:*

Councilor Lessard: reminded folks that a week from today is Election Day; and he urged folks to get out and vote – especially on all of the City's Charter questions.

Councilor Laverriere: asked what is going on with the issue of newspapers being left in driveways and roadways. He was informed that the Policy Committee will be discussing this item at their November 14<sup>th</sup> meeting.

Councilor Mills: announced that on Friday, November 11<sup>th</sup> there will be a Veterans' Day Parade, which begins at 10:00 a.m. in Saco and ends in Biddeford.

Councilor Swanton: noted that the School Department held a meeting last week which included discussion on the needed renovations and improvements at Waterhouse Field, as well as the field across the street from the High School. He stated that the Waterhouse Field renovations are in dire need and the City is going to have to make a decision in the very near future, which will undoubtedly be a cost to the citizens.

Councilor McCurry: asked the Mayor to address the issue of the lack of attendance of School Committee subcommittee members to regular meetings.

Councilor McCurry asked if the City licenses Uber like we do taxi companies. The City Manager answered that Uber is not treated the same as taxi companies; and he went on to say that this is an issued that is being dealt with across the country. Uber has threatened to not service any community that attempts to put regulations on them.

Councilor Ready: reminded folks that on all Sundays in November, the Public Works facility will be open – including the recycling, large item container and leaf/brush drop off.

Councilor Ready reiterated that the Policy Committee will be considering ordinance language that has been drafted by the City Manger and City Attorney on the issue of newspapers being left in driveways and roadways. He also intends to keep Saco informed of what Biddeford proposes to do in an effort to have consistent local laws on this issue.

Councilor Seaver: noted that she assisted a constituent to navigate the City's website to find the information on the proposed Charter questions.

Council President Addressing the Council: Councilor McCurry urged voters to get and vote next Tuesday. He also encourage folks to attend and get involved in the Waterhouse Field improvements efforts that are underway. Lastly, he reminded folks to turn their clocks back this weekend; as well as check their fire detectors and carbon monoxide detectors.



Mayor Addressing the Council: Mayor Casavant shared that the first 2017 WinterFest Committee meeting was held today. He encouraged all to get involved.

*Executive Session: 1 MRSA 405(6)(C)..Real Estate Issue*

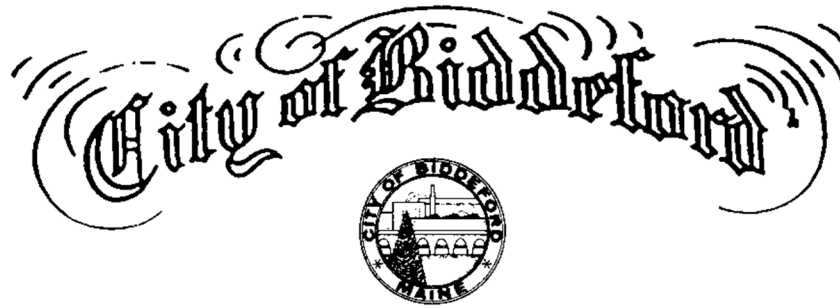
Motion by Councilor McCurry, seconded by Councilor Lessard to move into Executive Session.  
Vote: Unanimous. Time: 7:10 p.m.

Motion by Councilor Laverriere, seconded by Councilor McCurry to move out of Executive Session.  
Vote: Unanimous. Time: 7:30 p.m.

Motion by Councilor Ready, seconded by Councilor Laverriere to adjourn.  
Vote: Unanimous. Time: 7:30 p.m.

Attest by: \_\_\_\_\_  
Carmen J. Morris, City Clerk

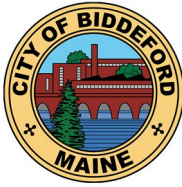




**2016.103**                      **IN BOARD OF CITY COUNCIL...NOVEMBER 15, 2016**  
**BE IT ORDERED,** that the City Manager is hereby authorized to purchase licenses and software for Microsoft Office 2016 from GovConnection, Inc., as low bidder, in the amount of \$34,849.80 in accordance with Sales Quote #24212995.01-W1. The funding source shall be from the approved FY2017 CIP under 21201-60963.

**NOTE:** The Finance Committee will review this item on November 15, 2016.





## City of Biddeford

Chief Operating Officer/Technology Dept/IPP  
P.O. Box 586 • 205 Main Street  
Biddeford, ME 04005  
Phone: (207) 571-0032 • Fax: (207) 571-0656

### Briefing Memo

**TO:** Council President John McCurry and Members of the Biddeford City Council  
Mayor Alan Casavant  
City Manager James Bennett

**CC:** James Bennett, City Manager  
Mike Wilson, Finance Director  
Jerry Gerlach, IT

**FROM:** Brian S. Phinney, COO/Technology/IPP

**DATE:** November 8, 2016

**RE:** Request for Approval of Funds for Microsoft Office 2016 Licensing

The Technology Department's IT Division released an Invitation to Bid (ITB) on October 12<sup>th</sup>, soliciting pricing for Microsoft Office 2016 licensing. The ITB was posted to the City of Biddeford website and published in the Journal Tribune. The ITB requested pricing on 50 Microsoft Office 2016 Pro + licenses and 70 Microsoft Office 2016 Standard licenses.

The IT Division received nine (9) responses to the ITB. Evaluation of the responses indicated all were technically valid however; one response was received after the specified bid opening deadline and therefore was removed from consideration. Of the remaining eight (8) qualified bids, the pricing ranged from \$34,849.80 to \$43,500.00 with the low bidder being GovConnection, Inc. A bid summary is provided below.

| Bidder                | Office Pro+ 2016 | Office Standard 2016 | Total       |
|-----------------------|------------------|----------------------|-------------|
| GovConnection         | \$ 17,207.00     | \$ 17,642.80         | \$34,849.80 |
| Hypertec Direct       | \$ 17,228.50     | \$ 17,669.40         | \$34,897.90 |
| En Pointe *           | \$ 17,493.50     | \$ 17,941.70         | \$35,435.20 |
| Diltex Inc            | \$ 17,642.00     | \$ 18,093.60         | \$35,735.60 |
| GreenPages, Inc       | \$ 18,500.00     | \$ 18,970.00         | \$37,470.00 |
| Systems Engineering   | \$ 19,200.00     | \$ 19,670.00         | \$38,870.00 |
| BEK Inc               | \$ 19,642.50     | \$ 20,166.30         | \$39,808.80 |
| ByteSpeed             | \$ 19,700.00     | \$ 20,230.00         | \$39,930.00 |
| Saitech Incorporation | \$ 21,450.00     | \$ 22,050.00         | \$43,500.00 |

\*Removed from consideration due to late submittal



Based on evaluation of the bids received the Technology Department recommends award to GovConnection in the amount of \$34,849.80 for Microsoft Office 2016 licensing. A copy of each bid is attached for review.

The licensing request is in accordance with the approved CIP project list for FY2017, under Order 2016.67, which authorized expenditure of up to \$80,000 for IT Software Updates. Additional software updates under this CIP will be forthcoming pending solicitation of bids.

Please note that this item has been placed on the November 15<sup>th</sup> Finance Committee agenda for approval. The Finance Committee recommendation will be provided to the Council.





# SALES QUOTE

GovConnection, Inc.  
732 Milford Road  
Merrimack, NH 03054

Account Executive: Meaghan Landrigan  
Phone: (800) 998-8277 ext. 33242  
Fax: (603) 683-0615  
Email: meaghan.landrigan@connection.com

# 24212995.01-W1

PLEASE REFER TO THE ABOVE  
QUOTE # WHEN ORDERING

Date: 10/26/2016  
Valid Through: 11/25/2016  
Account #: S00211

Account Manager:  
Phone:  
Fax:  
Email:

Customer Contact: Jerry Gerlach  
Email: jgerlach@biddefordmaine.org

Phone: (207) 286-0594  
Fax: (207) 571-0655

|                                                                                                                                                         |                                                                                                                                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| <b>QUOTE PROVIDED TO:</b><br>AB#: 165698<br>CITY OF BIDDEFORD<br>ACCOUNTS PAYABLE<br>205 MAIN ST<br>PO BOX 586<br>BIDDEFORD, ME 04005<br>(207) 284-9003 | <b>SHIP TO:</b><br>AB#: 14528354<br>TOWN OF BIDDEFORD<br>JERRY GERLACH<br>205 MAIN ST<br>BIDDEFORD, ME 04005<br>(207) 286-0594 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|

| DELIVERY        | FOB         | SHIP VIA                       | SHIP WEIGHT | TERMS  | CONTRACT ID# |
|-----------------|-------------|--------------------------------|-------------|--------|--------------|
| 5-30 Days A/R/O | Destination | Small Pkg Ground Service Level | .00 lbs     | NET 30 |              |

Important Notice: — THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Company's Standard Terms of Sale, which describe important legal rights and obligations. You may review the Company's Standard Terms of Sale on the Company's website: [www.govconnection.com](http://www.govconnection.com), or you may request a copy via fax, e-mail, or mail by calling your account representative. The only exception to this policy is if your order is being placed under any one of our many national, state, educational or cooperative Agreements, in which case the Terms and Conditions of your Purchase Order are already pre-negotiated and stated in that Agreement. No other Terms and Conditions shall apply and any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. Please refer to our Quote Number in your order.

| Line # | Qty | Item #   | Mfg. Part # | Description                                                                         | Mfg.             | Price                        | Ext                 |
|--------|-----|----------|-------------|-------------------------------------------------------------------------------------|------------------|------------------------------|---------------------|
| 1      | 50  | 30733088 | 79P-05582   | Corp. Select Office Professional Plus 2016 Level D License Only<br>Microsoft Select | Microsoft Select | \$ 344.14                    | \$ 17,207.00        |
| 2      | 70  | 30760633 | 021-10559   | Corp. Select Office Standard 2016 License Only Level D<br>Microsoft Select          | Microsoft Select | \$ 252.04                    | \$ 17,642.80        |
|        |     |          |             |                                                                                     |                  | <b>Subtotal</b>              | <b>\$ 34,849.80</b> |
|        |     |          |             |                                                                                     |                  | <b>Fee</b>                   | <b>\$ 0.00</b>      |
|        |     |          |             |                                                                                     |                  | <b>Shipping and Handling</b> | <b>\$ 0.00</b>      |
|        |     |          |             |                                                                                     |                  | <b>Tax</b>                   | <b>Exempt</b>       |
|        |     |          |             |                                                                                     |                  | <b>Total</b>                 | <b>\$ 34,849.80</b> |

\*Lease for as low as: \$1,063.27/Mo.





## Hypertec Direct USA

1868 E. Broadway Rd  
Tempe, Arizona 85282

United States

<http://www.hypertecdirect.com/>

(P) 1-866-787-0426 (F) 480-626-9001

## Customer Notes

**Deliver Is 30 days ARO**

## Quotation (Open)

### Date

Oct 14, 2016 03:27 PM EDT

### Doc #

42662 - rev 1 of 1

### Description

None

### SalesRep

Pratt (SLED), Toni

(P) 866-787-0426 ext. 4205

### Customer Contact

Gerlach, Jerry

(P) 207-286-0594

[jgerlach@biddefordmaine.org](mailto:jgerlach@biddefordmaine.org)

## Customer

City of Biddeford (CO9386)

Gerlach, Jerry

205 Main Street

Biddeford, ME 04005

United States

(P) 207-286-0594

## Bill To

City of Biddeford

Payable, Accounts

205 Main Street

Biddeford, ME 04005

United States

(P) 207-286-0594

## Ship To

City of Biddeford

Gerlach, Jerry

205 Main Street

Biddeford, ME 04005

United States

(P) 207-286-0594

## Shipping and Payment Info

Customer PO:

Terms:

Undefined

Ship Via:

FedEx Ground

Special Instructions:

Carrier Account #:

## Products

| # | Image                                                                               | Description                                                                                          | Part #    | Qty | Unit Price | Total       |
|---|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|-----------|-----|------------|-------------|
| 1 |  | Microsoft Office Professional Plus 2016<br>License - 1 PC - local - MOLP: Government - Win - English | 79P-05579 | 50  | \$344.57   | \$17,228.50 |
| 2 |  | Microsoft Office Standard 2016<br>License - 1 PC - local - MOLP: Government - Win - English          | 021-10556 | 70  | \$252.42   | \$17,669.40 |

|               |                    |
|---------------|--------------------|
| Subtotal:     | \$34,897.90        |
| Tax (0.000%): | \$0.00             |
| Shipping:     | \$0.00             |
| <b>Total:</b> | <b>\$34,897.90</b> |

## Leasing and Extended Warranty Opportunities Available!

Hypertec Direct offers competitive leasing rates, ask us today for a quick quote. Extended warranties on our solutions are available upon request. Visit [hypertecdirect.com/it-leasing-financing](http://hypertecdirect.com/it-leasing-financing) for more information.

## Disclaimer

These prices do NOT include applicable taxes, insurance, shipping, delivery, setup fees, or any cables or cabling services or material unless specifically listed above. All prices are subject to change without notice. Supply subject to availability.

## Terms and Conditions

All returns must be accompanied by original invoice and authorized RMA number



Removed from Consideration: Late Submittal



Dated: 11-04-2016

## Quote

City of Blddford

Attn: Jerry Gerlach

Quote# 11042016-COB

| Part Number | Description                      | Qty | Unit Price   | Extended Price     |
|-------------|----------------------------------|-----|--------------|--------------------|
| 79P-05579   | DLP GOVT OFFICE PRO PLUS 2016 NL | 50  | \$349.87     | \$17,493.50        |
| 021-10556   | DLP GOVT OFFICE STD 2016 NL      | 70  | \$256.31     | \$17,941.70        |
|             |                                  |     | <b>Total</b> | <b>\$35,435.20</b> |

We appreciate the opportunity to provide you with the above quotation.

Please let us know if we can be of any further assistance.

### READ CAREFULLY:

Quote is valid till 30 Days

Quote is Exclusive of Tax

Payment Terms: 0% net 30 days

Delivery: 4-7 Days ARO

Regards,

Sheen Khan | Govt. Inside Account Manager | En Pointe Technologies Sales LLC | [www.enpointe.com](http://www.enpointe.com)

[Cskhan@enpointe.com](mailto:Cskhan@enpointe.com) | Office: 310-337-5200 x2783 | Fax: 310-258-2372



**Diltex Inc.**INFORMATION TECHNOLOGY SOLUTIONS  
8(a) Certified, Woman Owned Small Business**QUOTE****SBA**  
8(a) Certified**QUOTE # QNV-21700****DATED: 10/13/2016**

Certified as Small Business by DGS-CA OSDS ref # 41977. EXP:3-31-17

**Diltex Inc.**  
**1750 W Cameron Ave**  
**Suite 110**  
**West Covina, CA 91790****FEDERAL TAX ID: 954536575**  
**SALES TAX #: SR AP 101049827**  
**DUNS: 969907914**  
**CAGE CODE: 45SF9**  
**CCR: REGISTERED**  
**ORCA: REGISTERED****TO: JERRY GERLACH**  
**205 MAIN STREET**  
**BIDDEFORD, ME 04005**  
**Phone: 207-286-0594**  
**Email:**  
**JGERLACH@BIDDEFORDMAINE.ORG****FREIGHT TERMS: FOB DESTINATION CONUS**  
**PAYMENT TERMS: NET 30**  
**DELIVERY: WITHIN 30 DAYS**  
**WARRANTY: MANUFACTURERS STD WARRANTY**  
**QUOTE VALIDITY: 30 DAYS FROM DATE OF ISSUE**  
**CONTRACT: NONE****RFQ: 2016-060**

| SNO | PART NO  | PRODUCT DESCRIPTION                             | CONTRACT    | QUANTITY | UNIT PRICE         | LINE TOTAL          |
|-----|----------|-------------------------------------------------|-------------|----------|--------------------|---------------------|
| 1   | 79P05579 | Office ProPlus 2016 ENG OLP NL LOCAL GOVERNMENT | OPEN MARKET | 50       | \$ 352.84          | \$ 17,642.00        |
| 2   | 02110556 | Office Std 2016 ENG OLP NL LOCA                 | OPEN MARKET | 70       | \$ 258.48          | \$ 18,093.60        |
|     |          |                                                 |             |          | SUB TOTAL          | \$ 35,735.60        |
|     |          |                                                 |             |          | SHIPPING           | \$ 0.00             |
|     |          |                                                 |             |          | TAXABLE AMOUNT     | \$ 0.00             |
|     |          |                                                 |             |          | SALES TAX (0.00 %) | \$ 0.00             |
|     |          |                                                 |             |          | <b>TOTAL</b>       | <b>\$ 35,735.60</b> |

Comments:

If you have any questions please give me a call.  
Kind Regards,**DIL SINGH(NV)****Diltex Inc.**

Phone 626-960-1314 Fax 626-956-0615 Email: dil.singh@diltexinc.com

Website: <https://www.diltexinc.com> Shop Online: <http://www.myofficemail.com>**THANK YOU FOR THE OPPORTUNITY AND YOUR BUSINESS!**





**Quote No. 5437109**

Mail to: GreenPages, Inc.  
PO Box 9001 Kittery, ME 03904

Remit to: GreenPages, Inc.  
PO BOX 843435 BOSTON, MA 02284-3435

Kelsey Barrett  
kbarrett@greenpages.com  
tel. (207) 475-1657 fax. (207) 439-7334

Bill To:  
**City of Biddeford**  
205 Main Street  
Biddeford, ME 04005

Ship To:  
**City of Biddeford**  
205 Main Street  
Biddeford, ME 04005

October 26, 2016  
11:55AM

attn: **Mr. Jerry Gerlach**

Leasing Option:

Estimated Monthly Lease Payment Option Only \$1,170 / month + tax for a 36 months. \*\*

\*\*Leasing information: For US based sales only. Not for international shipments. The monthly payment provided is an estimate only, excludes all applicable taxes and is non-binding on both parties herein. The actual rate and payment is based upon the credit quality of the customer as determined solely by Summit Funding Group, Inc. For more information and additional financing options including payment deferrals, please contact your account manager.

| Item # | Description                              | Qty | Unit Price | Ext. Price |
|--------|------------------------------------------|-----|------------|------------|
| 1K1852 | Office 2016 Professional Plus, Open Govt | 50  | 370.00     | 18,500.00  |
| 1K1853 | Office 2016 Standard, Open Govt          | 70  | 271.00     | 18,970.00  |

Returns may be requested up to 30 days from date of purchase. Non-defective returns must be unopened and factory sealed. All merchandise must be returned with original packing, accessories and instructions. A valid RMA number must be obtained from GreenPages, Inc. before a return is allowed. Some manufacturers have special returns policies which may supersede the above. Return merchandise will not be accepted and no credit issued unless these requirements are met. All invoices beyond terms are subject to 1 1/2 % per month penalty as well as all associated cost of collections. Title to merchandise shall remain vested in GreenPages, Inc. and shall not pass to customer or any other person, firm or corporation until paid for in full in cash.

|                    |                    |
|--------------------|--------------------|
| Subtotal           | \$37,470.00        |
| S & H              | \$0.00             |
| 5.50% Sales Tax    | \$2,060.85         |
| <b>TOTAL</b>       | <b>\$39,530.85</b> |
| Tax not applicable |                    |

GreenPages prices are subject to change, with or without prior notice. GreenPages hereby disclaims any liability, and Customer hereby agrees that GreenPages shall have no liability, should any of the above-listed prices change without notice.

(GreenPages is a Delaware corporation. Our federal tax I.D. is 010504323)

Page 1



## Project Bill of Materials and Labor Summary

### Exhibit A - Investment Detail Pricing

| Microsoft Office Licensing                                                                 | Quantity | Unit Price | Total              |
|--------------------------------------------------------------------------------------------|----------|------------|--------------------|
| Microsoft Office 2016 Pro Plus - License<br>- 1 PC<br>- Volume/Open License for Government | 50       | \$384.00   | \$19,200.00        |
| Microsoft Office 2016 Standard - License<br>- 1 PC<br>- Volume/Open License for Government | 70       | \$281.00   | \$19,670.00        |
| <b>Total for Microsoft Office Licensing</b>                                                |          |            | <b>\$38,870.00</b> |

| Investment Summary |                    |
|--------------------|--------------------|
| Subtotal : Parts   | \$38,870.00        |
| Tax @ 0 %          | \$0.00             |
| Subtotal : Labor   | \$0.00             |
| <b>Grand Total</b> | <b>\$38,870.00</b> |

Proposal valid for 30 days, or as supplies last.



|                                                             |   |
|-------------------------------------------------------------|---|
| INTENT SUMMARY .....                                        | 2 |
| Microsoft Volume Licensing.....                             | 2 |
| PRICING .....                                               | 2 |
| Proposal Bill of Materials and Cost Structure Summary ..... | 2 |

## INTENT SUMMARY

### Microsoft Volume Licensing

- QTY 50 Office 2016 Professional Plus
- QTY 70 Office 2016 Standard

The City of Biddeford will handle installation of software.

## PRICING

### Proposal Bill of Materials and Cost Structure Summary

- |                                        |              |
|----------------------------------------|--------------|
| • QTY 50 Office 2016 Professional Plus | \$ 19,642.50 |
| • QTY 70 Office 2016 Standard          | \$ 20,166.30 |

|              |                    |
|--------------|--------------------|
| <b>TOTAL</b> | <b>\$39,808.80</b> |
|--------------|--------------------|

**TERMS: Net 30 upon delivery**





3131 24th Ave. S.  
Moorhead MN 56560  
PH: 877-553-0777  
Fax: 218-227-0498

## QUOTE

Number AAAQ86883  
Date Oct 31, 2016

### Sold To

City of Biddeford  
Jerry Gerlach  
205 Main Street Biddeford  
Biddeford, ME

Phone (207)286-0594

### Your Sales Rep

Cody Wahl  
218-227-0445  
cwahl@bytespeed.com

### Terms

Net 30 Days

### Ship Via

**\*\*QUOTE GOOD FOR 30 DAYS\*\***

| Qty | Part #  | Description                                                                      | Unit Price | Ext. Price  |
|-----|---------|----------------------------------------------------------------------------------|------------|-------------|
| 50  | 60L1965 | LICENSE, MICROSOFT OFFICE PRO PLUS 2016 GOVERNMENT, 79P-05579                    | \$394.00   | \$19,700.00 |
| 70  | 60L1960 | LICENSE, MICROSOFT OFFICE PRO PLUS 2016 OPEN BUSINESS, SNGL OLP<br>NL, 79P-05552 | \$289.00   | \$20,230.00 |

**SubTotal** \$39,930.00

**Tax** \$0.00

**Shipping** \$0.00

**Total** **\$39,930.00**





## SAITECH INCORPORATION

## Quote

42640 Christy St  
Fremont, CA 94538  
Phone: 510-440-0256  
Fax: 510-440-0257

| Date      | Estimate # |
|-----------|------------|
| 11/3/2016 | 16696      |

| Name / Address                                                                                                    |
|-------------------------------------------------------------------------------------------------------------------|
| CITY OF BIDDEFORD<br>INFORMATION TECHNOLOGY DIVISION<br>205 MAIN STREET<br>BIDDEFORD, MAINE 04005<br>207-286-0594 |

ISO 9001-2008 Certified  
ERAI/GIDEP Member  
CCR & DUNS Registered

| REV                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | ROHS                                                                                        | Stock      | Date Code | Terms        | Warranty     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|------------|-----------|--------------|--------------|
| NA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | NA                                                                                          | 7 DAYS ARO | NA        | NET-30       | MANUFACTURER |
| Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Description                                                                                 | Qty        | Condition | Rate         | Total        |
| 79P-05552                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Microsoft Office 2016 Professional Plus - License - 1 PC - Volume - PC - Single Language NL | 50         | NEW       | 429.00       | 21,450.00    |
| 021-10554                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Microsoft Office 2016 Standard - License - Volume-1 PC - Single Language NL                 | 70         | NEW       | 315.00       | 22,050.00    |
| Ship                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | FREE FREIGHT                                                                                |            |           | 0.00         | 0.00         |
| <p>Saitech is a Dun &amp; Bradstreet Registered company since 2002.<br/>Maryland Small Business Reserve SB12-18953<br/>CMAS Contract No: 3-16-70-3243A &amp; 3-16-70-3243B<br/>DUNS# 082826723<br/>CAGE # 1YQH2<br/>Saitech is an approved member of Government-Industry Data Exchange Program (GIDEP)<br/>Saitech is California Incorporated privately held company,<br/>We are Certified Small Business with the State of California. (Supplier ID# 43694)<br/>Saitech is proud to be a Certified Minority Owned Business (MBE) by Northern California Minority Supplier Development Council NCMSDC. (BA10810)</p> |                                                                                             |            |           |              |              |
| Thank you                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                             |            |           | <b>Total</b> |              |

Thank you for your RFQ request. Customer is responsible for all applicable taxes and duties.  
Prices are in US currency. Prices and Inventory are subject to change without notice. Saitech Inc is not responsible for errors or omissions.  
Returns will only be accepted after a valid RMA number has been issued. All non-defective returns must be completed within 30 days from the original purchase date. Open items are not returnable. Customer is responsible for all freight costs associated with returns or exchanges.



## SAITECH INCORPORATION

## Quote

42640 Christy St  
 Fremont, CA 94538  
 Phone: 510-440-0256  
 Fax: 510-440-0257

| Date      | Estimate # |
|-----------|------------|
| 11/3/2016 | 16696      |

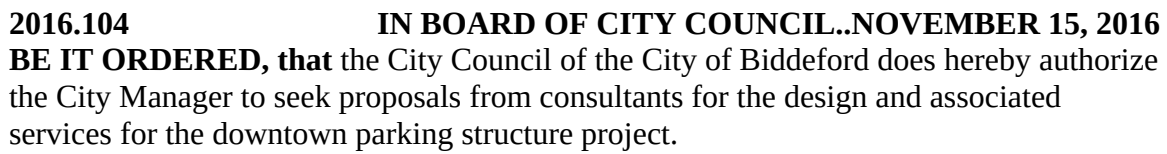
| Name / Address                                                                                                    |
|-------------------------------------------------------------------------------------------------------------------|
| CITY OF BIDDEFORD<br>INFORMATION TECHNOLOGY DIVISION<br>205 MAIN STREET<br>BIDDEFORD, MAINE 04005<br>207-286-0594 |

ISO 9001-2008 Certified  
 ERAI/GIDEP Member  
 CCR & DUNS Registered

| REV       | ROHS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Stock                    | Date Code | Terms  | Warranty     |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-----------|--------|--------------|
| NA        | NA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 7 DAYS ARO               | NA        | NET-30 | MANUFACTURER |
| Item      | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Qty                      | Condition | Rate   | Total        |
|           | NOTE: The Microsoft Licensing Return Policy, effective November 1, 2014: Return requests are accepted within 60 days from the license issue date will be processed for full credit. All return requests submitted outside 60 days are deemed to be exceptions and will be considered only in the case of end-customer error. Exceptions are subject to approval by Microsoft at their sole discretion. Any approved exception requests will be assessed a 5% cancellation fee. Any request to return an order older than 365 days from the original order date will be automatically rejected by Microsoft. |                          |           |        |              |
| Thank you |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Total</b> \$43,500.00 |           |        |              |

Thank you for your RFQ request. Customer is responsible for all applicable taxes and duties. Prices are in US currency. Prices and Inventory are subject to change without notice. Saitech Inc is not responsible for errors or omissions. Returns will only be accepted after a valid RMA number has been issued. All non-defective returns must be completed within 30 days from the original purchase date. Open items are not returnable. Customer is responsible for all freight costs associated with returns or exchanges.







## **REQUEST FOR PROPOSALS (RFP)**

### ***Engineering and Architectural Services***

#### **EVALUATION OF PARKING STRUCTURE SITES, ASSIST WITH DESIGN DECISIONS, DESIGN, PREPARE CONSTRUCTION BID DOCUMENTS AND ASSIST WITH CONSTRUCTION OVERSIGHT City of Biddeford, Maine**

The City of Biddeford (hereafter referred to as the “City”) is seeking a qualified engineering/design and architectural Consultant or Consultant Team (hereafter referred to as the “Consultant”) to assist the City with the evaluation and design process of the construction of the City’s first parking structure.

The City has determined that a parking structure is needed to meet the current and growing needs in the downtown area. In two different studies (2006 Gorrill-Palmer, 2012 Rich & Associates), the long term economic and social viability of the downtown is identified as being dependent on solving the parking shortages.

The project is anticipated to be broken into three phases; namely, Phase I, planning and pre-design decision making, Phase II, design of a parking structure and preparation of construction documents for bidding of the parking structure, bid analysis and assistance in the selection of a construction firm, and Phase III Construction Administration and construction oversight assistance.

**Proposals are due on or before 3:00 pm local prevailing time Friday, December 16, 2016.**

The complete RFP package may be downloaded from [www.biddefordmaine.org/rfp](http://www.biddefordmaine.org/rfp).



**Table of Contents**

|       |                                         |    |
|-------|-----------------------------------------|----|
| I.    | Background                              | 3  |
| II.   | Timeline                                | 3  |
| III.  | Scope of Work                           | 4  |
| A.    | Kick-off Meeting                        | 4  |
| B.    | Deliverables – Construction Documents   | 4  |
| C.    | Deliverables – Project Permitting       | 5  |
| D.    | Review and Payment Schedule             | 5  |
| D.    | Bid and Construction Support (Optional) | 6  |
| IV.   | Quality Control and Quality Assurance   | 6  |
| V.    | Attachments                             | 6  |
| VI.   | Proposal Requirements                   | 7  |
| VII.  | Consultant Selection                    | 8  |
| VIII. | RFP Point of Contact                    | 9  |
| IX.   | RFP Submittal Address and Due Date      | 9  |
| X.    | Modification of Proposals               | 9  |
| XI.   | Miscellaneous                           | 10 |



## I. Background

The City of Biddeford has identified a shortfall of available parking locations within the downtown area. As the City and its' downtown have become more attractive, the parking shortage is strangling the development activity. Most recently, the City has had known prospects that decided not to relocate businesses to the downtown because of the lack of parking. Further, the lack of a certain solution to the parking shortages is discouraging would be developers from considering making downtown Biddeford their desired home.

In 2012, the City took the bold move of purchasing the former Maine Energy (trash to energy plant) in order to revitalize the downtown area. Since the plant has ceased operation and been demolished, sales of properties in the immediate area have both increased in numbers and price. Redevelopment of mill space has flourished. Supported by strategic infrastructure investments by the City, the leading sales indicators are demonstrating a 60% growth in commercial value during the last two years. Residential values are also climbing but not at the same rate of commercial properties.

The Parking Structure project is expected to be divided into three distinct phases. The City is desirous of a firm that will assist the City in making prudent decisions in an accelerated pace, and at the same time assist the City in making wise investment decisions for the long term benefit of the City.

The three phases are the planning phase, the design/bidding phase and the construction oversight phase. During the planning phase, the firm will assist the City in making pre-design decisions, including the inclusion of other space e.g., restrooms, shops, eateries, office space, etc in the parking structure, evaluating up to four different locations, and other prudent decisions for the long term economic viability of the structure. In the design/bidding phase, the selected firm will prepare the final design, prepare the documents for construction bidding and assist in selecting a successful firm to construct the structure. In the construction oversight phase, the firm will assist the City in evaluating the compliance of the construction activities with the design plans and specifications.

## II. Timeline

The completion date for this project is critical. The selected Consultant must make every effort to finalize the project on or before the completion date. Please note however that with regard to permits, application materials must be completed by the project completion date. The approval process and timeline is undetermined.

| Task                                      | Due Date (local prevailing time) |
|-------------------------------------------|----------------------------------|
| RFP availability (website, no later than) | 12:00 pm, Friday, Nov. 18, 2016  |
| Deadline for questions / clarifications   | 12:00 pm, Friday, Dec. 2 2016    |
| Proposals due                             | 3:00 pm, Friday, Dec 16, 2016    |
| Anticipated award date (no later than)    | 5:00 PM Wednesday, Jan 18, 2017  |



|                                         |                  |
|-----------------------------------------|------------------|
| Anticipated bid advertisement date      | June 1, 2017     |
| Anticipated construction contract award | July/August 2017 |

### **III. Scope of Work**

#### **Phase I**

##### **A. Kick-off Meeting**

Consultant shall schedule and conduct a kick-off meeting. The meeting will be attended by all design team members, assigned City staff, and other entities as may be appropriate. The meeting will afford an opportunity to review the project schedule, key milestones, deliverables, project management protocols, data collected and project information, and to set dates for upcoming meetings and activities.

Consultant shall conduct an initial review of any existing record drawings, plans, or other documents of the potential locations. The City will coordinate a site visit to review up to four potential locations with the Consultant.

##### **B. Deliverables – Site Evaluation**

The Consultant will work directly with City staff to evaluate up to four (4) sites in the downtown area for building the parking structure. The evaluation shall include items such as technical evaluation of the site to determine any additional construction costs/challenges with each site in comparison to the other sites, the ease of traffic to the site, the pedestrian connections to the downtown and the proposed river walk system, the potential for addition economic development projects based on the particular location and how the site will impact the underdeveloped parts of the downtown area. Outlines of potential development costs shall be provided for each site. The evaluation shall be delivered in the form of a written report. The consultant will attend 1 meeting to present results of selection study to the City Council.

#### **Phase II**

Following the site/location selected for the parking structure, construction-level documents (plans and standard specifications) and a detailed estimate of cost shall be prepared in sufficient detail for construction bidding purposes.

Plans and specifications shall incorporate the selected conceptual design components and will include, but not limited to, site survey and topographic data, geotechnical design, structural design, architectural design, drainage design, traffic flow, electrical design, gates, lighting (as applicable), materials, associated amenities, site grading and



elevations, demolitions, etc. The consultant will attend up to 2 meeting to present design documents to the City Council.

Consultant shall also submit plans for progress review at the 75% stage or at a stage recommended by the Consultant in the proposal to achieve efficient project completion.

Documents shall be revised per City review comments and resubmitted as required for approval as established by the City.

The final submittal (after plans and standard specifications are signed by the City) shall include a CD consisting of the plans in AutoCAD format, survey data, technical studies and other project related documents in PDF and Word/Excel format. The final submittal shall also include an electronic copy (PDF) of plans and documents suitable for posting with an RFP notice and 2 sets of full size and 2 sets of half sized plans as applicable. Additionally, regardless of previous submitted material, the final submittal shall include one set of all project documents, studies, reports, calculations, etc., in an organized 3 ring binder(s) for archiving.

The consultant will use applicable specifications and create a customized set of specifications specifically for this project. The Consultant will be responsible for eliminating any contradictions between the various standards used for this project.

The bid documents shall include detailed bid item descriptions for each item and any recommended phasing schedule. The bid items listed in the schedule and the work listed on the plans shall correspond to the detailed item descriptions.

### **C. Deliverables – Project Permitting**

The Consultant shall identify and prepare all needed permit applications for submittal in consultation with the City. Application materials, to the extent practical shall be available by the identified project completion date although this deadline is not mandatory. If additional time is required to prepare permit applications please identify the expected completion date in the proposal. Support services for the application approval process shall be based on time and materials rates.

## **Phase III**

### **D. Construction Administration and Construction Oversight**

The Consultant shall organize and conduct bi-weekly construction meetings (conference or in-person). The Consultant shall be responsible for preparing an agenda, tracking action items, preparing meeting minutes, and updating the schedule and budget as needed



**E. Bid and Construction Support (Optional)**

The Consultant may be asked to provide bid & construction support during the bidding and construction phases. The Consultant shall be prepared to attend pre-bid meetings, to provide written responses to bid clarification requests, to attend pre-construction meetings, respond to shop drawings reviews, request for clarifications, prepare design changes, attend construction progress meetings, and provide as built drawings from contractor markups at the end of construction. Each proposal shall carry a budget of \$5,000 for this optional task for RFP evaluation purposes although actual costs will be billed on a unit cost basis. This task shall be itemized in the Consultant's proposal as "Bid and Construction Support (Optional)". Consultant shall also provide an anticipated budget for on-site construction inspection services which shall detail costs for daily inspection and/or weekly inspection.

**IV. Quality Control / Quality Assurance**

Consultant shall pay particular attention to Quality Assurance and Quality Control (QA/QC). QA/QC shall include, but not be limited to, careful peer review of the construction documents, revisions, and related items prior to delivering any submittals to the City whether for review and comments or for final approval. The City's "Review Set", as applicable, shall be returned to the City along with the revised plans. The "Review Set" shall have all red lined comments yellowed out by the Consultant's project manager, and/or have written notes explaining why the red lined comments were not made as directed by the City. A summary highlighting City comments shall be included with each submittal as applicable. This summary, if appropriate, shall highlight the revisions in the current set of plans from the previous set including a summary of City comments and the consultant's responses to the comments including any reasons for not addressing particular comments.

**V. Attachments**

The following items are attached to this RFP for use in preparation of the proposal:

None



## VI. Proposal Requirements

Ten **(10) copies** of the proposal must be received by the proposal due date in a **sealed envelope** clearly **marked “CITY OF BIDDEFORD PARKING STRUCTURE PROPOSALS”**. Proposals shall be bound, **limited to 36 pages**, and include the following minimum items:

1. Cover letter, including a summary of the understanding of the work
2. Provide a description of the Consultant’s qualifications, capabilities, and organizational structure. Identify the project team including qualifications, experience, and specific responsibilities of the project manager and staff that will be assigned to the project (include a resume for each person).
3. List of all sub consultants and the work they will complete.
4. Provide insurance certificates for Consultant and all sub consultants.
5. Provide a brief description of four (4) similar projects completed by consulting firm. Include client names and addresses, as well as the e-mail address and phone number for the contact person(s).
6. Provide an outline of the approach proposed to accomplish the Scope of Work and the manner in which the consultant will work with City and the designated Project Manager in coordinating the project. Creative approaches to completing the project and any suggested additional approaches are encouraged. Suggestions must be clearly identified as optional approaches.
7. List of exceptions and/or clarifications to Scope of Work outlined above.
8. For each Phase of the work, provide a detailed fee schedule (consultant and sub consultant) in spreadsheet format (Microsoft Excel) showing task number, task description, task labor hours, Consultant staff members involved in each task, and their hourly rate. Include all anticipated indirect and reimbursable costs. Consultant mark-up is limited to 5% on sub consultant work. Each task shall have a not-to-exceed amount based on unit pricing. The total contract amount shall be the grand total of all individual not-to-exceed amounts; optional item will be added if selected by the City. If additional time is required for permit applications the proposal shall include a timeline for the permit preparation process and a task fee. In any event, if additional time is required for permit application preparation, provide a subtotal through June 1, 2017, a subtotal for the remainder of work, and a project total.
9. Provide an hourly rate schedule for Consultant and all sub consultants. Hourly rate schedules shall be used for determining the fees for any out-of-scope services. Hourly rate schedules shall be valid for the duration of the Agreement for Consultant Services. Hourly rates may be negotiated before entering into an Agreement for Consultant Services.
10. Provide expense schedules listing all standard expenses for Consultant and all sub consultants. Expense items shall include reprographics, telephone, computer, mileage, and other standard expenses anticipated for the project. Markup on these services and other outside expenses shall be limited to 5%.



11. Provide a design schedule in Microsoft Project or compatible software showing each task number, description, and duration. Identify milestones and when meetings will be held with the City, including the kick-off meeting and proposed bi-weekly progress meetings. Consultant shall adhere closely to the project schedule and manage the project in a proactive manner to ensure compliance with the June 1, 2017 bidding date.
12. Provide a certification that the Consultant shall agree to indemnify and hold the City and its agents harmless from claims, demands, suits, causes of action and judgments arising from the Consultants performance including claims of professional malpractice or negligence.
13. Provide a certification that the Consultant is familiar with and will abide by the applicable federal, State and Local laws and requirements and that the proposal includes all costs associated with such compliance.

## **VII. Consultant Selection**

Upon release of this RFP, the City will form a Consultant Selection Committee responsible for the review of project proposals and the selection of a recommended qualified project design Consultant. All Proposals will be opened after the deadline for submitting proposals and each will be available for public inspection. A register of all applications will be prepared.

Proposals will be evaluated based on the review criteria listed below. Finalists may be interviewed as part of the evaluation process.. Following proposal evaluation, the Consultant Selection Committee will rank the finalists and recommend to the Biddeford Finance Committee and City Council that a contract be awarded to the Consultant submitting the proposal most favorable to the Consultant Selection Committee and the City of Biddeford. Additional copies of proposals may be required from Consultants at this stage, to be provided at the sole cost of the Consultant.

### **Review Criteria:**

1. Submission of a complete proposal, which contains all information, services, and requirements in this RFP in as brief a format as possible but not to exceed 36 pages.
2. Thoroughness and comprehensiveness of services consultant proposes to provide.
3. Certifications.
4. Overall Consultant experience and past performance on similar projects.
5. Comparative costs of the proposals will be considered, but will not be the only basis for selection.



## **VIII. RFP Point of Contact**

The point of contact (PoC) for questions associated with the RFP shall be the City Chief Operating Officer (COO) All questions related to the interpretation of this RFP must be submitted in writing to the PoC (letter, fax or e-mail). Questions and clarifications must be submitted by 12:00 p.m. (local prevailing time), Friday, December 2, 2016.

Brian S. Phinney, COO  
City of Biddeford  
P.O. Box 586  
205 Main Street  
Biddeford, ME 04005  
Fax: (207) 571-0032  
E-mail: bphinney@biddefordmaine.org

## **IX. RFP Submittal Address and Due Date**

Ten (10) copies of the proposal must be received by 3:00 p.m. (local prevailing time), Friday, December 16, 2016 in a sealed envelope clearly marked "CITY OF BIDDEFORD PARKING STRUCTURE PROPOSALS". Proposal shall be addressed to:

Brian S. Phinney, COO  
City of Biddeford  
P.O. Box 586  
205 Main Street  
Biddeford, ME 04005

Proposals or amendments received after this deadline will not be considered. Faxed or E-mailed proposals will not be considered. Final award of the contract is anticipated to be on or before Wednesday, January 18, 2017.

## **X. Modification of Proposals**

Modifications to proposals received prior to the submission deadline will be accepted, and must be submitted in a sealed envelope identifying the name and address of the consultant and clearly marked "MODIFICATION TO PROPOSAL – CITY OF BIDDEFORD PARKING STRUCTURE PROPOSALS", along with the date of modification and modification number.

Ten (10) copies of modifications to the proposal shall be submitted. Modifications shall include insertion pages or replacement pages and a transmittal letter explaining the reason for the modification and a detail indexing the modifications. The city will not be responsible for misdirected or poorly labeled modifications.



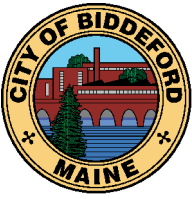
## **XI. Miscellaneous**

All proposals submitted in response to this RFP become the property of the City of Biddeford. The City of Biddeford has the right to disclose information contained in the proposals after an award has been made. All submitted reports, documents, and materials shall be considered public information and shall be the property of the City of Biddeford. All products, both paper and digital, and borrowed materials shall be delivered to the PoC prior to final payment.

The City of Biddeford specifically reserves the right to reject, request additional information, negotiate with any bidder, or request modifications associated with any and all proposals if it is determined by the Consultant Selection Committee, Finance Committee, or City Council to be in the best interests of the City.



# City of Biddeford, Maine



The Office of  
City Manager

**James A. Bennett**

Email: [jbennett@biddefordmaine.org](mailto:jbennett@biddefordmaine.org)

## MEMORANDUM

|              |                                                                  |
|--------------|------------------------------------------------------------------|
| <b>TO:</b>   | <b>Honorable Mayor Casavant</b><br><b>Honorable City Council</b> |
| <b>FROM:</b> | James A. Bennett, City Manager                                   |
| <b>DATE:</b> | November 10, 2016                                                |
| <b>RE:</b>   | <b>November 15 Meetings</b>                                      |

Please accept the following introductory comments regarding the upcoming City Council and Municipal Officers meeting.

### *As Municipal Officers*

On Tuesday evening, you will be hearing and then acting on two more buildings that the staff has deemed to be dangerous according to the state statutes. Your role on Tuesday evening is twofold. First, you must listen to the evidence that is being presented during the first section of the municipal officers meeting. You are not to make any decisions during that time. Later you will deliberate on the evidence and make two determinations. First, do you find that the evidence presented allows you to also conclude that the buildings are dangerous according to state law. Second, if the Council concludes that the buildings are dangerous, you will determine the action that needs to occur to remove the danger.

As we have done during the last hearings, Keith and I will be dividing up the role we will play during the hearing and deliberation. One of us will assist in presenting the case before the municipal officers. The other will be strictly limited to assisting the Council in their role of judging the evidence and making the determinations. We will let you know on Tuesday, which role we are going to assume.

Finally, since you are to consider only that evidence which is presented during the hearing, the only information that is included in the package are copies of the notice of the hearing.

### *As City Council*

On Tuesday night, staff will formally present the report covering the expansion of the Riverwalk along with recommendations to include additional pedestrian connections into and around the downtown area. It is our plan to load the report up on the agenda package when we receive the document (expected to be on Monday). There is no action expect that evening. Staff recommendation is that the Council hold a work session in the near future to discuss the recommendations. You could consider inviting other Boards or Committees that might have some direct involvement with the consideration of the plan. It should be noted that the final pre-design estimates of cost are not completed. They are nearly completed and we expect them in the near future. As soon as they are received we will got those to you.

16-101. Staff will provide a suggested order on Tuesday evening, based on the evidence presented that evening.

205 Main Street

Biddeford, ME 04005

Phone: 207.284.9313

Fax 207.571.0678

47

*The City of Biddeford is an equal opportunity provider. To file a complaint, write to  
Marcy Faucher, Human Resource Director, 205 Main Street Biddeford, ME 04005, or call (207) 286-0593.*



16-102. Save as above.

16-103. Included in the package is the support information. Funding was approved for the upgrades in the FY16 budget.

16-104. Included in the package is a suggested RFP to assist the City in accomplishing a couple of items. First, it will assist the Council in defining a parking structure, especially as it relates to policy decisions and location issues. It also will allow the Council to move forward with design and construction documents, should that decision be made. Finally, it will provide construction oversight, should that be desired. Passage is requested.

*Returning as Municipal Officers*

There are no issues that are being raised by staff on the games of chance application.