



**City of Biddeford
Finance Committee**

June 3, 2025 at 5:00 PM
City Hall Council Chambers & Zoom

[Click to Join Zoom Meeting Online](#)

Or call in by phone: +1 312 626 6799

Meeting ID: 957 7488 9310

Passcode: 535857

1. Call to Order
2. Approval of Minutes
 - 2.a Meeting Minutes 5.20.2025
3. Signing of the Expenditure Warrant
4. Discussion/Approval
 - 4.a Civic Plus Community Development Module
5. Other Business
6. Adjourn

City of Biddeford
Finance Committee
May 20, 2025 5:00 PM Council Chambers & Zoom

Councilor Beaupre: Present
Councilor Lessard: Excused
Councilor LaFountain: Present
Mayor Grohman: Present

1. Call to order

2. Approval of the Minutes

Beaupre first
Mayor second
Unanimous

3. Signing of the expenditure warrant

No warrant

4. Discussion/Approval

4.a Approval/RFP Recommendation Community Ctr Fence

Director Thompson – Fence project for playground. Two RFPs. She would recommend Premier Fencing for \$43,395 maximum. Depending on PW's availability they could take down fencing for \$6500 (Included in the \$43,395 maximum). Configuration will be different with playground design.

Beaupre motion to approve
Mayor second
Unanimous

4.b Approval/Cupola with Bickmore Diversified

Council asked for estimate to ask for lightening rod. The estimate is \$65-\$70k. That is additional to the original bill of \$49,750 (just the Cupola). \$114,750 to repair Cupola and the lightening rod. Work would include lightening rod and additional work for weather proofing. One tree in particular to come down.

Motion by Mayor without lightening rod
Second Beaupre

Discussion by Beaupre – What will the City do with the JFK building once that is closed. Would JFK become Community Center and current Community Center affordable housing. Mayor thinks that wouldn't happen until about 2032.

Council President would like it to go to Council for more input.

All in favor unanimous

5. Other Business

May Berry Dunn Update

Phinney - Monthly audit services update. 47.5 hours. Run down of what has been completed and the City should be on schedule to have FY24 completed by July. Audit will depend on the availability of auditors. FY25 is being worked on concurrently.

Motion to adjourn Beaupre 5:28
Mayor second
Unanimous



Finance Committee

Meeting Date: June 3, 2025
Meeting Time: 5:00 PM
Agenda Item No: 4.a
Item Description: Civic Plus Community Development Module

Submitted By:

Supporting Information/Documentation:

City of Biddeford -Tyler EPL Quote 112024, Biddeford Comm Dev

Key Terms:

Executive Summary:

Detailed Review:

Funding Source:

Staff Recommendation:



Quoted By:	Jennifer Barns
Quote Expiration:	07/31/25
Quote Name:	City of Biddeford - ERP - EPL
Quote Description:	Energov
SaaS Term	1.00

Sales Quotation For:

Shipping Address:

City of Biddeford
 PO Box 586
 205 Main Street
 Biddeford ME 04005-0586

Tyler SaaS and Related Services

Description	Qty	Imp. Hours	Annual Fee
Civic Services			
Community Development Suite	1	360	\$ 7,000.00
Decision Engine	1	12	\$ 6,090.00
Enterprise Permitting & Licensing Foundation	1	120	\$ 12,000.00
Enterprise Permitting & Licensing User	15	40	\$ 34,500.00
eReviews	1	120	\$ 10,500.00
Sub-Total:			\$ 70,090.00
<i>Less Discount:</i>			<i>\$ 6,309.00</i>
TOTAL			\$ 63,781.00

Professional Services

Description	Quantity	Unit Price	Ext Discount	Extended Price	Maintenance
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Community Development Enterprise Forms Library (5 Enterprise Forms)	1	\$ 3,825.00	\$ 0.00	\$ 3,825.00	\$ 0.00
Project Management	84	\$ 200.00	\$ 0.00	\$ 16,800.00	\$ 0.00
Onsite Implementation	264	\$ 225.00	\$ 0.00	\$ 59,400.00	\$ 0.00
Remote Implementation	388	\$ 200.00	\$ 0.00	\$ 77,600.00	\$ 0.00
TOTAL				\$ 157,625.00	\$ 0.00

Transaction Fees

Description

Enterprise Permitting & Licensing Payments

Summary	One Time Fees	Recurring Fees
Total Tyler License Fees	\$ 0.00	\$ 0.00
Total SaaS	\$ 0.00	\$ 63,781.00
Total Tyler Services	\$ 157,625.00	\$ 0.00
Total Third-Party Hardware, Software, Services	\$ 0.00	\$ 0.00
Summary Total	\$ 157,625.00	\$ 63,781.00
Contract Total	\$ 221,406.00	
Estimated Travel Expenses excl in Contract Total	\$ 15,070.00	

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held For six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval: _____ Date: _____

Print Name: _____ P.O.#: _____

All Primary values quoted in US Dollars

Optional Professional Services

Description	Quantity	Unit Price	Ext. Discount	Extended Price	Maintenance
Conversion – See Detailed Breakdown Below				\$ 10,575.00	\$ 0.00
TOTAL				\$ 10,575.00	\$ 0.00

Optional Conversion Details (Prices Reflected Above)

Description	Quantity	Unit Price	Discount	Total
Conversions				
Community Development	1	\$ 10,575.00	\$ 0.00	\$ 10,575.00
TOTAL				\$ 10,575.00

Tyler Annual Discount Detail (Excludes Optional Products)

Description	Annual Fee	Annual Fee Discount	Annual Fee Net
Civic Services			
Community Development Suite	\$ 7,000.00	\$ 0.00	\$ 7,000.00
Decision Engine	\$ 6,090.00	\$ 609.00	\$ 5,481.00
Enterprise Permitting & Licensing Foundation	\$ 12,000.00	\$ 1,200.00	\$ 10,800.00
Enterprise Permitting & Licensing User	\$ 34,500.00	\$ 3,450.00	\$ 31,050.00
eReviews	\$ 10,500.00	\$ 1,050.00	\$ 9,450.00

TOTAL

\$ 70,090.00

\$ 6,309.00

\$ 63,781.00

Comments

Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms:

- License fees for Tyler and third party software are invoiced upon the earlier of (i) deliver of the license key or (ii) when Tyler makes such software available for download by the Client;
- Fees for hardware are invoiced upon delivery;
- Fees for year one of hardware maintenance are invoiced upon delivery of the hardware;
- Annual Maintenance and Support fees, SaaS fees, Hosting fees, and Subscription fees are first payable when Tyler makes the software available for download by the Client (for Maintenance) or on the first day of the month following the date this quotation was signed (for SaaS, Hosting, and Subscription), and any such fees are prorated to align with the applicable term under the Agreement, with renewals invoiced annually thereafter in accord with the Agreement.
- Fees for services included in this sales quotation shall be invoiced as indicated below.
 - Implementation and other professional services fees shall be invoiced as delivered.
 - Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.
 - Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion module, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion module.
 - Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be invoiced monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.
 - If Client has purchased any change management services, those services will be invoiced in accordance with the Agreement.
 - Notwithstanding anything to the contrary stated above, the following payment terms shall apply to services fees specifically for migrations: Tyler will invoice Client 50% of any Migration Fees listed above upon Client approval of the product suite migration schedule. The remaining 50%, by line item, will be billed upon the go-live of the applicable product suite. Tyler will invoice Client for any Project Management Fees listed above upon the go-live of the first product suite. Unless otherwise indicated on this Sales quotation, annual services will be invoiced in advance, for annual terms commencing on the date this sales quotation is signed by the Client. If listed annual service(s) is an addition to the same service presently existing under the Agreement, the first term of the added annual service will be prorated to expire coterminous with the existing annual term for the service, with renewals to occur as indicated in the Agreement.
- Expenses associated with onsite services are invoiced as incurred.

Tyler's quote contains estimates of the amount of services needed, based on our preliminary understanding of the scope, level of engagement, and timeline as defined in the Statement of Work (SOW) for your project. The actual amount of services required may vary, based on these factors.

Tyler's pricing is based on the scope of proposed products and services contracted from Tyler. Should portions of the scope of products or services be altered by the Client, Tyler reserves the right to adjust prices for the remaining scope accordingly.

Unless otherwise noted, prices submitted in the quote do not include travel expenses incurred in accordance with Tyler's then-current Business Travel Policy.

Tyler's prices do not include applicable local, city or federal sales, use excise, personal property or other similar taxes or duties, which you are responsible for determining and remitting. Installations are completed remotely but can be done onsite upon request at an additional cost.

In the event Client cancels services less than four (4) weeks in advance, Client is liable to Tyler for (i) all non-refundable expenses incurred by Tyler on Client's behalf; and (ii) daily fees associated with the cancelled services if Tyler is unable to re-assign its personnel.

The Implementation Hours included in this quote assume a work split effort of 50% Client and 50% Tyler.

Implementation Hours are scheduled and delivered in four (4) or eight (8) hour increments.

Tyler provides onsite training for a maximum of 12 people per class. In the event that more than 12 users wish to participate in a training class or more than one occurrence of a class is needed, Tyler will either provide additional days at then-current rates for training or Tyler will utilize a Train-the-Trainer approach whereby the client designated attendees of the initial training can thereafter train the remaining users.

Community Development: Tyler leads and owns the "Assess and Define" and "Configuration" 5 unique business transactions, 5 template business transactions, 3 geo-rules and 3 automation events. Configuration elements beyond this will be owned by the client.

Community Development Forms Library Includes: standard Permits - Building, standard Permits - Trade, standard Planning - Certificate, standard Permits - Occupancy/Completion, standard Code - Violation Notice.

Community Development Suite includes Civic Access for Community Development and Community Development Executive Insights

Enterprise Permitting & Licensing Foundation includes GIS for EPL Users, Core Foundation Bundle, Advanced Automation Bundle, Data & Reporting Access, Report Toolkit, EPL API Toolkit and 1 TB of Storage

Enterprise Permitting & Licensing User includes back-office and EP&L Mobile access

Your use of Payments and any related items included on this order is subject to the terms found at: <https://www.tylertech.com/client-terms/payment-processing-license-and-services-agreement>. By signing this order or the agreement in which it is included, you agree you have read, understand, and agree to such terms. Please see attached Payments fee schedule.

Fees to begin 7/1/25 and renew annually with EERP billing.

**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:
Date:
Expires On:

Statement of Work
Q-92475-1
2/10/2025 12:23 PM
3/31/2025

Client:
City of Biddeford, ME

Bill To:
BIDDEFORD CITY, MAINE

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Kyle Monthie		kyle.monthie@civicplus.com		Net 30

One-time(s)

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	Community Development Core Setup-Premium	Community Development Core Setup-Premium	USD 1,750.00
1.00	Community Development Permitting Setup-Premium	Community Development Permitting Setup-Premium	USD 3,500.00
1.00	Community Development Code Enforcement Setup-Premium	Community Development Code Enforcement Setup-Premium	USD 3,500.00
1.00	Community Development Licensing Setup-Premium	Community Development Licensing Setup-Premium	USD 3,500.00
1.00	Community Development Planning & Zoning Setup-Premium	Community Development Planning & Zoning Setup-Premium	USD 3,500.00
1.00	Community Development Fire & Safety Inspections Setup-Premium	Community Development Fire & Safety Inspections Setup-Premium	USD 3,500.00
1.00	Community Development External Processor Implementation - Forte	Community Development Pay Setup Fee - Forte	USD 3,000.00
1.00	Community Development ICC Code Integration (population based) Setup	Community Development ICC Code Integration (9 Titles and unlimited users) Setup	USD 1,000.00
1.00	Community Development eCode360 API Integration Setup	Community Development Code Library integration with eCode360 API Setup. This requires the client to provide credentials for their eCode360 API.	USD 1,000.00

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	Community Development Mobile App (Offline Inspections) Setup	Community Development Mobile App (Offline Inspections) Setup	USD 2,000.00
1.00	Community Development GIS (ESRI) Mapping Integration Setup	Community Development GIS (ESRI) Mapping Integration Setup. This requires the client to provide an ArcGIS restful endpoint for a parcel layer and may provide ArcGIS restful endpoints for up to two additional layers.	USD 1,000.00

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	Community Development Core Annual-Premium	Community Development Core Annual-Premium	USD 3,375.00
1.00	Community Development Permitting Annual-Premium	Community Development Permitting Annual-Premium	USD 6,750.00
1.00	Community Development Code Enforcement Annual-Premium	Community Development Code Enforcement Annual-Premium	USD 6,750.00
1.00	Community Development Licensing Annual-Premium	Community Development Licensing Annual-Premium	USD 6,750.00
1.00	Community Development Planning & Zoning Annual-Premium	Community Development Planning & Zoning Annual-Premium	USD 6,750.00
1.00	Community Development Fire & Safety Inspections Annual-Premium	Community Development Fire & Safety Inspections Annual-Premium	USD 6,750.00
1.00	Community Development External Processor Annual Fee - Forte	Pay Maintenance and Support Annual Fee	USD 1,500.00
1.00	Community Development ICC Code Integration (population based) Annual	Community Development ICC Code Integration (9 Titles and unlimited users) Annual	USD 3,000.00
1.00	Community Development eCode360 API Integration Annual	Community Development Code Library integration with eCode360 API Annual. This requires the client to provide credentials for their eCode360 API.	USD 3,000.00
1.00	Community Development Mobile App (Offline Inspections) Annual	Community Development Mobile App (Offline Inspections) Annual	USD 2,000.00

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	Community Development GIS (ESRI) Mapping Integration Annual	Community Development GIS (ESRI) Mapping Integration Annual. This requires the client to provide an ArcGIS restful endpoint for a parcel layer and may provide ArcGIS restful endpoints for up to two additional layers.	USD 3,000.00

Total Investment - Initial Term	USD 76,875.00
Annual Recurring Services (Subject to Uplift)	USD 49,625.00

Initial Term	12 Months
Initial Term Invoice Schedule	100% Invoiced upon Signature Date

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	5% to be applied in year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"). By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

Acceptance of Quote # Q-92475-1

The undersigned has read and agrees to the Binding Terms, which are incorporated into this SOW, and have caused this SOW to be executed as of the date signed by the Customer which will be the Effective Date:

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client Signature

CivicPlus

By (please sign):

By (please sign):

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Organization Legal Name: _____

Billing Contact: _____

Title: _____

Billing Phone Number: _____

Billing Email: _____

Billing Address: _____

Mailing Address: (If different from above) _____

PO Number: (Info needed on Invoice (PO or Job#) if required) _____
