

CITY OF SALISBURY, MARYLAND

REGULAR MEETING

July 8, 2013

PUBLIC OFFICIALS PRESENT

*Council President Jacob R. Day
Councilwoman Eugenie P. Shields*

*Council Vice President Laura Mitchell
Councilwoman Terry E. Cohen
Councilman Timothy K. Spies*

PUBLIC OFFICIALS NOT PRESENT

Mayor James Ireton, Jr.

IN ATTENDANCE

City Clerk Kimberly R. Nichols, CMC, Acting City Administrator M. Thomas (Tom) Stevenson, Jr., Assistant City Administrator Lore Chambers, Ph.D., City Attorney Mark Tilghman, Acting Public Works Director Amanda H. Pollack, P.E., Internal Services Director Keith Cordrey, Assistant Director of Internal Services – Procurement Division Catrice Parsons, Salisbury Police Colonel Ivan Barkley, Deputy Fire Chief John Tull, and interested citizens and members of the press

MEDITATION – PLEDGE OF ALLEGIANCE

The City Council met in regular session at 6:00 p.m. in Council Chambers. After Council President Day called the meeting to order, a moment of silent meditation was held followed by the Pledge of Allegiance.

ADOPTION OF LEGISLATIVE AGENDA

Mrs. Shields moved and Ms. Cohen seconded to adopt the legislative agenda as presented.

Mrs. Mitchell moved and the vote was unanimous to amend the agenda by removing the June 10, 2013 Regular Meeting Minutes and Resolution No. 2293 – authorizing the Mayor to sign a joint land use agreement between the City of Salisbury and the West Salisbury Little League, from the Consent Agenda, to be placed immediately following the Consent Agenda, for corrections.

The legislative agenda, as amended, was adopted on a unanimous vote in favor.

CONSENT AGENDA – presented by City Clerk Kim Nichols

The Consent Agenda, as amended, and consisting of the following items, was unanimously

approved on a motion by Ms. Cohen and a second by Mrs. Shields:

- June 3, 2013 Closed Session Minutes
- Resolution No. 2291- approving the appointment of Edward Brown to the Historic District Commission
- Resolution No. 2292 – approving the appointment of Heather Towers to the Traffic and Safety Advisory

APPROVAL OF JUNE 10, 2013 REGULAR MEETING MINUTES

Ms. Cohen moved and Mr. Spies seconded to adopt the June 10, 2013 Regular Meeting Minutes.

Mrs. Mitchell moved, Ms. Cohen seconded, and the vote was unanimous to amend the June 10, 2013 Regular Meeting Minutes by inserting “, with a 4-0 vote” after “unanimous” on Line 122, and inserting after the period on Line 123. “Mrs. Mitchell had briefly exited the room and was not present during the vote.”

The June 10, 2013 Regular Meeting Minutes were adopted as amended on a unanimous vote in favor.

RESOLUTION NO. 2293 – authorizing the Mayor to sign a joint land use agreement between the City of Salisbury and the West Salisbury Little League

Ms. Cohen moved and Mrs. Shields seconded to approve Resolution No. 2293.

Mr. Spies moved, Mrs. Shields seconded, and the vote was unanimous to amend Resolution No. 2293 by striking the period and inserting the following at the end of Line 179:

“as covered by State Government Article, Section 20-301 et seq.”

Resolution No. 2293 was adopted as amended on a unanimous vote in favor.

AWARD OF BIDS – presented by Assistant Director of Internal Services – Procurement
Catrice Parsons

The following items were unanimously approved on a motion by Mr. Spies and seconded by Mrs. Mitchell:

- Public Works Department Surplus-Vehicle - \$0.00
- Award of Portable Radios under State Contract - \$208,210.00
- Award of Contract #114-13 Mill Street Bulkhead - \$346,888.00
- Award of RFP 12-13 Magnesium Hydroxide Feed/Mix Storage Systems & Chemicals - \$409,704.00

RESOLUTIONS – presented by Acting City Administrator Tom Stevenson

Resolution No. 2294 – accepting a private donation of \$100.00 from Gary Marshal Insurance and a donation of \$500.00 from Peninsula Regional Medical Center to fund National Night Out

Mrs. Shields moved, Mrs. Mitchell seconded, and the vote was unanimous to approve Resolution No. 2294.

Resolution No. 2295 - accepting the proposal submission of RFP 10-13 from G Plus Properties, LLC for award for the redevelopment of the Old Fire station #16 after a disposition agreement has been negotiated executed.

Mrs. Shields moved and Mrs. Mitchell seconded to approve Resolution No. 2295.

Ms. Cohen moved, Mr. Spies seconded, and the vote was unanimous to amend Resolution No. 2295 by the following:

- Strike the period after \$85,000 on Line 28 and insert “, and”,
- Strike “would” and “negotiation” and insert “and that the” after “Agreement,” “shall” after “~~would~~”, and “the successful execution” after “upon” on Line 31
- Strike “NEGOTIATED” and insert “EXECUTED” on Line 7

After discussion, Ms. Cohen offered another motion to amend Resolution No. 2295 by the following:

- Insert “BE IT FURTHER ENACTED AND RESOLVED that the award does not include any portion of the street or any adjacent open space parcels, and” , on Line 29

Mr. Spies seconded the motion, and the amendment was unanimously approved.

Resolution No. 2295 was adopted as amended on a 4-0 vote. Ms. Cohen abstained from the vote.

Council approved the amendments by a unanimous vote in favor, and Resolution No. 2295 was unanimously approved on a 4-0 vote. Ms. Cohen abstained from the voting.

Resolution No. 2296 - to accept State Grant Funds awarded through the Governor’s Office of Crime Control and Prevention entitled “Safe Streets – MSSP”, in the amount of \$280,227.00 under the Collaborative Supervision and Focused Enforcement Initiative

Mrs. Shields moved, Mrs. Mitchell seconded, and the vote was unanimous to approve Resolution No. 2296.

Resolution No. 2297 – authorizing the Mayor to sign the Memorandum of Understanding with the Eastern Shore Chapter of the International Mountain Bicycling Association regarding mountain bike paths in the Salisbury City Park

Mrs. Shields move and Mrs. Mitchell seconded to approve Resolution No. 2297.

Ms. Cohen moved to amend Resolution No. 2297 by striking “Commission” on Line 26 and inserting “Committee”. Mr. Spies seconded, the vote was unanimous to amend, and Resolution No. 2297, as amended, was unanimously approved.

Resolution No. 2298 - to supersede Resolution No. 1313 regarding the repavement of City streets required as a result of pavement disturbances resulting from construction activities

On a motion and seconded by Mrs. Shields and Mrs. Mitchell, respectively, the vote was unanimous to approve Resolution No. 2298.

Acting Public Works Director Amanda H. Pollack joined Council at the podium to review the changes made to the policy.

Resolution No. 2299 - to support project financing to be provided either directly by the Department of Housing and Community Development Administration (the “Department”) of the State of Maryland or through the Department’s Community Development Administration (the “Administration”)

Mrs. Shields moved and Mrs. Mitchell seconded to approve Resolution No. 2299.

Mrs. Mitchell moved to amend Resolution No. 2299 by striking “THE COUNCIL OF” on Line 3 and the period on Line 7, and inserting on Line 7 “FOR THE LODGES AT NAYLOR MILL SENIOR APARTMENTS (THE “PROJECT”).”

Mr. Spies seconded, the amendment was unanimously approved, and Resolution No. 2299, as amended, was unanimously passed.

Resolution No. 2300 – authorizing the retention of Bolton Partners, Inc. to obtain bids for the City’s health insurance

On a motion and seconded by Mr. Spies and Ms. Cohen, respectively, Resolution No. 2300 was unanimously approved.

Resolution No. 2301 - authorizing the expenditure of \$3,850 from the Health Insurance Trust to fund the City’s portion of the cost to engage Bolton Partners to provide consulting services to the Wicomico County Public Entities Health Insurance Consortium to go through a request for

proposals process for health insurance

On a motion and seconded by Mrs. Mitchell and Ms. Cohen, respectively, Resolution No. 2301 was unanimously approved.

Resolution No. 2302 – authorizing the Mayor to sign an amendment to the Memorandum of Understanding for the Wicomico County Public Entities Health Insurance Consortium changing the “call” percentage from 7% to 8%

On a motion and seconded by Ms. Cohen and Mrs. Mitchell, respectively, Resolution No. 2302 was unanimously approved.

ORDINANCES – presented by City Attorney Mark Tilghman

- *Ordinance No. 2255 – 2nd reading and Public Hearing - to repeal and re-enact Chapter 12.20 – Chesapeake Bay Critical Area Natural Resources Protection to comply with Maryland Code requirements for Natural Resources relating to the Critical Area program*

President Day opened the Public Hearing, and after receiving no comments from members of the public, closed the Public Hearing.

On a motion and seconded by Ms. Cohen and Mr. Spies, respectively, Ordinance No. 2255 for second reading was unanimously passed as presented.

- *Ordinance No. 2256 - 1st reading – approving an amendment of the FY13 General Fund Budget to appropriate funds to cover the City’s employee retirement match*

Ms. Cohen moved, Mrs. Shields seconded, and the vote was unanimous to approve Ordinance No. 2256 for 1st reading.

PUBLIC COMMENTS

One member of the public provided the following comments and questions:

- *Requested review of the Fire Boat usage in the past year, including number of lives saved, number of terrorists caught, and number of fires distinguished.*
- *Why hasn’t the scraped paint on the hull of the Fire Boat been repaired?*
- *What was the appraisal on the Old Fire House Station #16?*
- *Why is there subsidized housing on the Wicomico River?*

ADJOURNMENT

The meeting adjourned at 8:34 p.m.

CITY OF SALISBURY, MARYLAND
CLOSED SESSION
JUNE 17, 2013

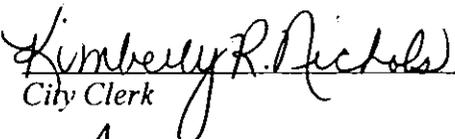
TIME & PLACE: 4:28 p.m., Government Office Building – Council Chambers, Room 301
PURPOSE: to negotiate strategy for the disposition of the City owned property
VOTE TO CLOSE: Unanimous
CITATION: Annotated Code of Maryland Sections 10-508(a)(14)
PRESENT: Council President Jacob R. Day, Mayor James P. Ireton, Jr., Council Vice President Laura Mitchell, Councilwoman Eugenie P. Shields, Councilman Timothy K. Spies, City Clerk Kimberly Nichols, City Administrator John Pick, Assistant City Administrator Loré Chambers, Ph.D., Internal Services Director Keith Cordrey, Assistant Director Internal Services – Procurement Catrice Parsons, City Attorney Mark Tilghman, and Neighborhood Services and Code Compliance (NSCC) Director M. Thomas (Tom) Stevenson, Jr.

During Council's June 17, 2013 work session, Mrs. Shields moved and Mrs. Mitchell seconded to go into closed session for the purpose of discussing the negotiating strategy for the disposition of the Old Fire Station #16 as permitted under the Annotated Code of Maryland Section 10-508(a)(14). At 4:28 p.m., the vote was unanimous to go into closed session.

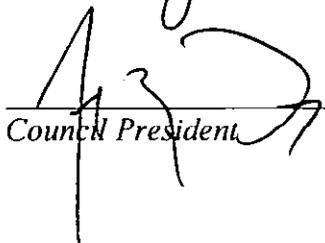
Council was provided an update of the latest offer received for the purchase of the Old Fire Station #16.

After discussion, Council reached unanimous consensus to accept the offer.

At 4:50 p.m., the vote was unanimous to adjourn the closed session on a motion and a second by Mrs. Mitchell and Mrs. Shields, respectively.



City Clerk



Council President

City of Salisbury



MARYLAND

JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
ACTING CITY ADMINISTRATOR

LORÉ L. CHAMBERS
ASSISTANT CITY ADMINISTRATOR

Salisbury



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Fax: 410-548-3192

KEITH CORDREY
DIRECTOR OF INTERNAL SERVICES
PROCUREMENT DIVISION

COUNCIL AGENDA

July 08, 2013

- | | | | |
|----|---|--------------|-------|
| 1. | Public Works Department Surplus-Vehicle | \$0.00 | pg. 2 |
| 2. | Award of Portable Radios under State Contract | \$208,210.00 | pg. 4 |
| 3. | Award of Contract #114-13 Mill Street Bulkhead | \$346,888.00 | pg. 6 |
| 4. | Award of RFP 12-13 Magnesium Hydroxide Feed/Mix Storage Systems & Chemicals | \$409,704.00 | pg. 8 |

City of Salisbury



MARYLAND

Salisbury



2010

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KEITH CORDREY
DIRECTOR OF INTERNAL SERVICES
PROCUREMENT DIVISION

JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
ACTING CITY ADMINISTRATOR

LORÉ L. CHAMBERS
ASSISTANT CITY ADMINISTRATOR

COUNCIL AGENDA

July 08, 2013

To: Mayor and City Council

Subject: Surplus Item-Vehicle

The Procurement Division received a request from the Public Works Department to declare the following vehicle surplus:

Make	Model	Year	VIN#
Chevrolet	3500 DRW 1-Ton 8' Dump Truck	1998	1GBJC34R4WF001538

Upon declaration of surplus, as approved by Council, the aforementioned vehicle will be auctioned off. Additional details are noted in the department memo.

Thank you,

Patrice L. Parsons

Assistant Director of Internal Services-Procurement & Parking

City of Salisbury



MARYLAND

JAMES IRETON, JR.
MAYOR

JOHN R. PICK
CITY ADMINISTRATOR

LORÉ L. CHAMBERS
ASSISTANT CITY ADMINISTRATOR

Salisbury



2010

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Fax: 410-548-3107

AMANDA H. POLLACK, P.E.
ACTING DIRECTOR OF
PUBLIC WORKS

To: Catrice Parsons
Purchasing Department

From: Ben Baker

Date: 06/14/13

Subject: Surplus Vehicle

Message:

Requesting SAN-9 to be considered surplus due to the following conditions.

This vehicle is currently in poor condition high mileage, age of vehicle, and body deterioration. It has chronic electrical issues. The doors are in poor working condition. This vehicle has had its original engine and transmission replaced. The interior is in need of work, such as a full seat replacement.

All repairs would exceed the value of the vehicle and would not bring the vehicle back to a standard that would last very long before something major or minor breaks again.

SAN-9 has been replaced by the new truck that was budgeted FY13, CIP Project #: VEH 107-3. The old SAN-9 has been cleaned and prepared to be auctioned on the government website.

1998 Chevrolet 3500 DRW
Vehicle Description: 1-Ton 8' Dump Truck
Mileage: 177,106
S/N 1GBJC34R4WF001538

Thank You,
Ben Baker
Vehicle Maintenance Supervisor

Approved By,
Amanda Pollack

City of Salisbury



MARYLAND



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KEITH CORDREY
DIRECTOR OF INTERNAL SERVICES
PROCUREMENT DIVISION

JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
ACTING CITY ADMINISTRATOR

LORÉ L. CHAMBERS
ASSISTANT CITY ADMINISTRATOR

COUNCIL AGENDA

July 08, 2013

TO: Mayor and City Council

SUBJECT: Award of Portable Radios

The Procurement Department received a request from the Salisbury Fire Department to purchase fifty-five (55) portable radios. The purchase of these radios allows the Fire Department to replace poorly operating equipment.

Section # 16-3 (9) of the Salisbury City Code allows for the utilization of contracts successfully bid and awarded through the State, County, or other governmental entity, whereby it is in the City's best interest to do so.

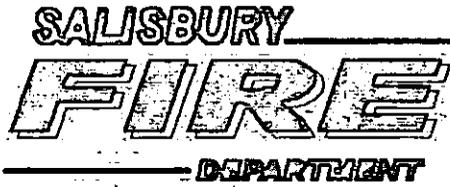
There are sufficient funds to cover this purchase in account number 10500-577031-19006 "Radios" as well as funds from three volunteer corporations.

The Procurement Department requests Council's approval to approve the award of the portable radios to Motorola on the state contract in the amount of \$208,210.00.

Thank you,

Catrice L. Parsons

Assistant Director Internal Services-Procurement and Parking



*From the
Office of the
Chief*

To: Catrice Parsons – Assistant Director of Internal Services-Procurement Division

From: John W. Tull, Deputy Chief

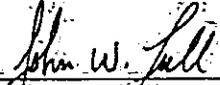
Date: June 28, 2013

Subject: Award of Bid Recommendation

On Monday June 10, 2013, the Council passed Resolution #2286 which accepted funds from the United States Department of Homeland Security Assistance to Firefighters Grant Program (AFG) and the Salisbury Fire Department Volunteer Corporations for the amount of \$208,210.00 of which the federal share is \$187,389.00. The remaining cost balance will be fully funded by the three volunteer corporations. This funding will complete the remainder of portable radio project and allow the Department to replace its existing outdated and obsolete portable radios with units that will enhance the operational efficiency and effectiveness of the Department.

As a result of this funding, the Department received a quote from Motorola which is the County's authorized radio dealer. Because Motorola is the single source vendor and has the State contract, the Salisbury Fire Department requests Council's approval to select Motorola with the award of bids. The funds for the City's cost share for the portable radios have been made available through the FY 2012 Assistance to Firefighters Grant process and will be located in expense account number 10500-577031-19006 *Radios*.

If you should have any comments or questions, please do not hesitate to contact me.



John W. Tull
Deputy Chief

cc: File

City of Salisbury



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ACTING CITY ADMINISTRATOR

LORÉ L. CHAMBERS
ASSISTANT CITY ADMINISTRATOR

COUNCIL AGENDA

July 08, 2013

TO: Mayor and City Council

SUBJECT: Award of Contract 114-13

Mill Street Bulkhead

The Procurement Department received a request from the Public Works Department to solicit bids for the aforementioned Contract. The Procurement Department followed standard bid practices by advertising in the Daily Times, on the City of Salisbury's website, utilizing the City's vendor list, and advertising on the State of Maryland's website; eMaryland Marketplace. A total of ten (10) vendors were sent bid packages with four (4) vendors submitting a bid by the due date and time, June 25, 2013 at 2:30 p.m., as noted below.

	<u>Base Bid</u> <u>Project Cost</u>	<u>Bid with</u> <u>Alternatives 2&3</u>	<u>Total Bid with</u> <u>All Alternates</u>
Somerset Paving & Marine, Inc.,	\$ 257,388.00	\$326,888.00	\$346,888.00
Rehak's Contracting, LLC	\$ 318,418.00	\$417,587.00	\$439,311.00
Marine Technologies, Inc.	\$ 427,100.00	\$590,100.00	\$640,900.00
JJID, Inc.	\$ 563,000.00	\$678,000.00	\$758,000.00

Public Works has reviewed the bids in accordance with the contract documents, reviewed references, and the evaluation criteria and has chosen to award to Somerset Paving & Marine, Inc., who is the lowest responsive and responsible vendor.

There are sufficient funds to cover this purchase in account numbers 30100-513026-33140 "Construction" and 30100-513026-42002 "Construction".

The Procurement Department requests Council's approval to approve the award of Contract 114-13 to Somerset Paving & Marine, Inc. in the amount of \$346,888.00.

Thank you,

Catrice L. Parsons

Assistant Director Internal Services-Procurement and Parking



JAMES IRETON, JR.
MAYOR

JOHN R. PICK
CITY ADMINISTRATOR

LORÉ CHAMBERS
ASSISTANT CITY ADMINISTRATOR

MARYLAND

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AMANDA H. POLLACK, P.E.
ACTING DIRECTOR
OF PUBLIC WORKS

TO: Catrice Parsons, Assistant Director of Internal Services-Procurement
FROM: William Sterling, Project Manager
DATE: June 28, 2013
SUBJECT: Award of Contract 114-13
Mill Street Bulkhead

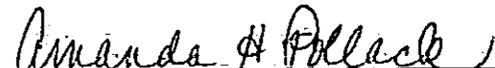
The Mill Street bulkhead project was originally bid as part of the Mill Street bridge improvements in March 2004. The bridge project was rebid and built that same year with the bulkhead part of the project being removed from the bridge repairs due to funding constraints. The bulkhead portion of the project was recently rebid. The project is now more cost effective since the bulkhead can be replaced from land by utilizing the demolished Feldman's property. Contract 114-13 included alternatives to repair a portion of the City owned bulkhead between the Circle Avenue Bridge and the Market Street Inn (alternative 1), to extend the bulkhead to Camden Street (alternative 2), repair a storm drain pipe behind the bulkhead at Feldman's (alternative 3).

Bids were opened on Tuesday June 25, 2013 at 2:30 p.m. for Contract 114-13, Mill Street Bulkhead. SPW received four (4) responses to this contract. Below is a summary of the bids received:

	<u>Base Bid</u> <u>Project Cost</u>	<u>Bid with</u> <u>Alternatives 2&3</u>	<u>Total Bid with</u> <u>All Alternates</u>
Somerset Paving & Marine, Inc.	\$ 257,388.00	\$326,888.00	\$346,888.00
Rehak's Contracting, LLC	\$ 318,418.00	\$417,587.00	\$439,311.00
Marine Technologies, Inc.	\$ 427,100.00	\$590,100.00	\$640,900.00
JJID, Inc.	\$ 563,000.00	\$678,000.00	\$758,000.00

There is \$327,000 available from the FY08 bond issue for the bulkhead associated with the Mill Street bridge project. With this level of funding, the base bid with alternatives 2 and 3 is recommended to be approved. Additionally, there is \$137,000 available from the FY03 bond issue for the Circle Avenue bridge project. Those monies can be used for the bulkhead repairs adjacent to the Circle Avenue bridge (alternative 1).

SPW reviewed the bids in accordance with the contract documents, reviewed references, and recommends awarding the contract to Somerset Paving & Marine, Inc. in the amount of \$346,888.00. Somerset Paving & Marine was the lowest responsive and responsible bidder. Funds in the amount of \$326,888.00 are available from a FY08 bond in account number 30100-513026-33140. Funds in the amount of \$20,000 are available from a FY03 bond in account number 30100-513026-42002.


Amanda H Pollack, P.E.
Acting Director of Public Works

City of Salisbury



MARYLAND

COUNCIL AGENDA

July 08, 2013

JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
ACTING CITY ADMINISTRATOR

LORÉ L. CHAMBERS
ASSISTANT CITY ADMINISTRATOR

Salisbury



2010

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KEITH CORDREY
DIRECTOR OF INTERNAL SERVICES
PROCUREMENT DIVISION

TO: Mayor and City Council

SUBJECT: Award of RFP 12-13

Magnesium Hydroxide Feed/Mix Storage Systems & Chemicals

The Procurement Department received a request from the Public Works Department to solicit bids for the aforementioned Contract. The Procurement Department followed standard bid practices by advertising in the Daily Times, on the City of Salisbury's website, utilizing the City's vendor list, and advertising on the State of Maryland's website; eMaryland Marketplace. A total of six (6) vendors were sent bid packages with two (2) vendors submitting a bid by the due date and time, May 09, 2013 at 2:30 p.m., as noted below.

<u>Vendor</u>	<u>Project Cost</u>
Premier Chemicals, LLC	\$409,704.00
Maryland Chemical Company, Inc.	\$499,902.40

Public Works has reviewed the bids in accordance with the contract documents, reviewed references, and the evaluation criteria and has chosen to award to Premier Chemicals, LLC who is the lowest responsive and responsible vendor.

There are sufficient funds to cover this purchase in account number 86083-546004 "Chemicals".

The Procurement Department requests Council's approval to approve the award of RFP 12-13 to Premier Chemicals, LLC in the amount of \$409,704.00.

Thank you,

Catrice L. Parsons

Assistant Director Internal Services-Procurement and Parking

City of Salisbury



MARYLAND

Salisbury



2010

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JOHN R. PICK
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LORÉ L. CHAMBERS
ASSISTANT CITY ADMINISTRATOR

TERESA GARDNER, P.E.
DIRECTOR OF PUBLIC WORKS

TO: Catrice Parsons-Assistant Director of Internal Services-Procurement
FROM: Amanda Pollack, P.E. – Asst. Director of Public Works
SUBJECT: Recommendation for Award for Contract No RFP 12-13
Magnesium Hydroxide Feed/Mix Storage Systems and Chemical
DATE: May 28, 2013

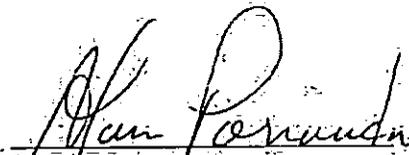
Bids were opened May 9, 2013 at 2:30 PM for Contract number RFP 12-13 "Magnesium Hydroxide Feed/Mix Storage Systems and Chemical". The City received two (2) responses to furnish, deliver setup and maintain a twelve (12) month supply of Magnesium Hydroxide along with a feed / mix and storage system. This chemical and it's storage and mixing system is necessary to adjust the pH of the plant effluent to regulatory standards before it is discharged to the Wicomico River.

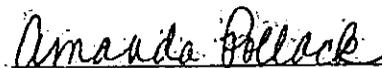
The Public Works Department has reviewed the bids in accordance with the contract documents, reviewed references and the bid tabulation sheet and has chosen to award the contract to the lowest responsive and responsible vendor as detailed below.

<u>Premier Chemicals LLC – Thioguard</u>	<u>\$409,704.00</u>
<u>Maryland Chemical Company, Inc.</u>	<u>\$499,902.40</u>

Funds are available in account number 86083-546004 Chemicals.

The Public Works Department requests Council's approval to award RFP 12-13 to Premier Chemicals, LLC in the amount of \$409,704.00


Al Pofianda
WWTP Superintendent


Amanda Pollack
Asst. Director, Public Works