

**CITY OF SALISBURY, MARYLAND**

**REGULAR MEETING**

**APRIL 9, 2012**

**PRESENT**

*Council President Terry E. Cohen  
Councilwoman Laura Mitchell*

*Council Vice President Deborah S. Campbell  
Councilwoman Eugenie P. Shields  
Councilman Timothy K. Spies*

**ABSENT**

*Mayor James Ireton, Jr.*

**IN ATTENDANCE**

*City Clerk Kimberly R. Nichols, CMC, City Administrator John Pick, ICMA-CM, Assistant City Administrator Lore Chambers, Ph.D., City Attorney Mark Tilghman, Colonel Ivan Barkley, Public Works Director Teresa Gardner, Acting Director of Internal Services Gerri Moore, Assistant Internal Services – Procurement Director Catrice Parsons, Acting Fire Chief Rick Hoppes, Zoo Director Joel Hamilton and interested Citizens and Members of the Press.*

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**MEDITATION – PLEDGE OF ALLEGIANCE**

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

**PROCLAMATION** – presented by Council President Terry E. Cohen

*Council President Cohen presented a proclamation to Mr. William Hardin, Development Coordinator for Shore Housing Resource Board, proclaiming the month of April 2012 as Fair Housing Month in the City of Salisbury.*

**ADOPTION OF LEGISLATIVE AGENDA**

*On a motion by Mr. Spies and a second by Mrs. Mitchell, the legislative agenda was unanimously adopted.*

**CONSENT AGENDA** – presented by City Clerk Kim Nichols

*The Consent Agenda, consisting of the following items, was unanimously approved on a motion by Mrs. Shields and a second by Mr. Spies:*

- *Resolution No. 2155 – acceptance of computer equipment for Salisbury Police Department in the amount of \$150,000*
- *Resolution No. 2156 – approving lease agreement between the City and the Chamber of Commerce for the Salisbury Festival*
- *Resolution No. 2157 – accepting funds from Wicomico County Circuit Court – Adult Drug Court Discretionary to provide for overtime reimbursement to police officers performing compliance checks of subjects participating in the Wicomico County Circuit Court Adult Drug Treatment program*

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

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

- *Declaration of Surplus – John Deere HS 14 pull-type rotary cutter*
- *Declaration of Surplus – Unclaimed bicycles*
- *Declaration of Surplus – Various unclaimed property*
- *Change Order #1 Contract No. 117-10 Zoo Animal Health Building*
- *Change Order #1 Contract No. 102-12 Priscilla Curb & Sidewalk repairs*
- *Change Order #2 Contract No. A-7-09-R2 Citywide Concrete Program*
- *Change Order #1 Contract RFP 04-11 Fitzwater Engineering Service*

**RESOLUTIONS** – presented by City Administrator John Pick

- *Resolution No. 2147 – adopting of FY2013 – FY2017 Capital Improvement Plan*

*On a motion and seconded by Mr. Spies and Mrs. Shields, respectively, Resolution No. 2147 passed unanimously.*

- *Resolution No. 2158 – extending acting status for Gerri Moore, Acting Director of Internal Services*

*Resolution No. 2158 passed unanimously on a motion by Mrs. Shields and a second by Mr. Spies.*

- *Resolution No. 2159 – accepting the donation of a concession stand (The “Beastro”) from the Salisbury Zoo Commission for the Salisbury Zoological Park*

*On a motion and seconded by Mrs. Mitchell and Mr. Spies, respectively, Resolution No. 2159 unanimously passed.*

**ORDINANCES** – presented by City Attorney Mark Tilghman

- Ordinance No. 2196 – 2<sup>nd</sup> reading – FY12 budget amendment – accepting LGIT proceeds for (2) portable radios for the Fire Department  
On a motion by Mr. Spies and seconded by Mrs. Campbell, Ordinance No. 2196 for second reading passed unanimously.

- Ordinance No. 2197 – 1<sup>st</sup> reading – FY12 budget amendment – accepting LGIT proceeds for Police vehicle

On a motion by Mrs. Campbell and seconded by Mrs. Shields, Ordinance No. 2197 for second reading passed unanimously.

- Ordinance No. 2198 – 1<sup>st</sup> reading – FY12 budget amendment – accepting MEMA/LGIT reimbursement for storm damage

Ordinance No. 2198 for first reading was approved on a motion and a second by Mr. Spies and Mrs. Mitchell, respectively.

- Ordinance No. 2199 – 1<sup>st</sup> reading – FY12 budget amendment – appropriation additional funds for gasoline and diesel fuel for the Sanitation Collection/Disposal division

On a motion by Mrs. Shields and a second by Mrs. Mitchell, Ordinance No. 2199 for first reading was unanimously passed.

- Ordinance No. 2200 – 1<sup>st</sup> reading – FY12 budget amendment – to appropriate additional funds to cover legal expenses

Mr. Spies motioned and Mrs. Campbell seconded to approve Ordinance No. 2200 for 1<sup>st</sup> reading.

(Council recessed at 7:23 pm. and reconvened at 7:36 p.m.)

Mrs. Mitchell motioned and Mrs. Shields seconded to amend Ordinance No. 2200 by replacing the \$70,000 amount on lines 23 and 24 with \$30,000.

Mrs. Campbell motioned to amend the amendment by changing the amount on lines 23 and 24 to \$40,000. Mr. Spies seconded, and the amendment failed on a 3-2 vote with Ms. Cohen, Mrs. Campbell and Mr. Spies voting “aye” and Mrs. Shields and Mrs. Mitchell voting “nay”. The original amendment, which was to replace the \$70,000 on lines 23 and 24 with \$30,000 unanimously passed.

Ordinance No. 2200 for first reading passed unanimously.

**PUBLIC COMMENTS**

*No public comments were received.*

**MOTION TO CONVENE IN CLOSED SESSION**

*At 8:34 p.m., on a motion by Mrs. Campbell and seconded by Mrs. Mitchell, the Council voted unanimously to convene in closed session to consider an appropriate legal response to a demand letter/invoice as permitted under the Annotated Code of Maryland Section 10-508(a)(7)(8).*

*(Council took a 14-minute recess and convened in closed session at 8:48 p.m.)*

**ADJOURNMENT**

*Following the conclusion of the closed session, the legislative meeting adjourned at 9:52 p.m.*

**CITY OF SALISBURY, MARYLAND  
CLOSED SESSION #1  
APRIL 9, 2012**

**TIME & PLACE:** 11:54 a.m., Government Office Building – Conference Room 306  
**PURPOSE:** Consult with legal counsel and staff regarding a legal matter related to election redistricting  
**VOTE TO CLOSE:** Unanimous  
**CITATION:** Annotated Code of Maryland Sections 10-508(a)(7)(8)  
**PRESENT:** Council President Terry E. Cohen, Council Vice President Deborah S. Campbell, Councilwoman Laura Mitchell, Councilwoman Eugenie P. Shields, Councilman Timothy K. Spies, City Clerk Kimberly R. Nichols, City Administrator John Pick, Assistant City Administrator Loré Chambers, Ph.D., City Attorney Mark Tilghman, Planning & Zoning Technical Services Coordinator Frank McKenzie

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*During the Council’s April 9, 2012 Redistricting work session in Council Chambers, Room 301, at 11:41 a.m., Mrs. Campbell moved to convene in closed session for the purpose of consulting with legal counsel and staff on an election redistricting matter. Council discussed the American Civil Liberties Union (ACLU) letter in which they indicated their willingness to work with Mayor and Council, and their absence from the public meetings on redistricting was noted. Mrs. Shields seconded at 11:51 a.m. and the vote was unanimous. Council moved to Conference Room 306, and the closed session began at 11:54 a.m.*

*Council and City Attorney Mark Tilghman discussed various legal aspects of the election redistricting process, including the implications of the ACLU’s stated intent to be involved with*

*the process and the courts.*

*Based on that discussion, Council reached unanimous consensus on the following items:*

- *eliminating staggered elections*
- *at the next election (year 2013) the seats up for election (District 1, one seat from District 2, and Mayor) will be two year seats*
- *Mark Tilghman will contact the ACLU to discuss points in which they are flexible, and report back to Council in another closed session*
- *do not hold partisan elections*

*At 12:53 p.m., the closed session was adjourned on a motion and a second by Mrs. Shields and Mr. Spiess, respectively, and the vote was unanimous to return to open session.*

CITY OF SALISBURY, MARYLAND  
CLOSED SESSION #2  
APRIL 9, 2012

*TIME & PLACE:* 8:48 p.m., Government Office Building – Council Chambers, Room 301  
*PURPOSE:* Consult with legal counsel and staff regarding a legal response to a demand letter  
*VOTE TO CLOSE:* Unanimous  
*CITATION:* Annotated Code of Maryland Sections 10-508(a)(7)(8)  
*PRESENT:* Council President Terry E. Cohen, Council Vice President Deborah S. Campbell, Councilwoman Laura Mitchell, Councilman Timothy K. Spies, City Clerk Kimberly R. Nichols, City Administrator John Pick, Assistant City Administrator Loré Chambers, Ph.D., City Attorney Mark Tilghman  
*ABSENT:* Councilwoman Eugenie P. Shields

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*During the Council's April 9, 2012 legislative session, at 8:34 pm., Mrs. Campbell moved to convene in closed session for the purpose of consulting with legal counsel and staff to consider an appropriate legal response to a demand letter/invoice from Homes for America. Mrs. Mitchell seconded and the vote was unanimous. Council took a 14 minute recess, and the closed session began at 8:48 p.m.*

*City Attorney Mark Tilghman opined on whether the City of Salisbury had a legal contract with Homes for America or not. His research found no resolution or other legislative action authorizing the borrowing of money for the project or approving the City to enter into a legal contract with Homes for America for "The Bricks" project.*

*(Council recessed at 9:00 p.m. and reconvened in closed session at 9:15 p.m. to allow Mr. Tilghman time to retrieve documents to answer questions from Dr. Chambers and Council members.)*

*Council reached unanimous consensus for Mr. Tilghman to respond by letter to Homes for America indicating the City of Salisbury does not owe, and therefore, will not pay the invoice.*

*At 9:52 p.m., the vote was unanimous to adjourn the closed session on a motion and a second by Mrs. Campbell and Mrs. Mitchell, respectively, and return to open session for its adjournment.*

  
\_\_\_\_\_  
City Clerk

  
\_\_\_\_\_  
Council President

# City of Salisbury



MARYLAND

Salisbury



2010

125 NORTH DIVISION STREET  
SALISBURY, MARYLAND 21801  
Tel: 410-548-3190  
Fax: 410-548-3192

GERRI L. MOORE  
ACTING DIRECTOR OF INTERNAL  
SERVICES  
PROCUREMENT DIVISION

JAMES IRETON, JR.  
MAYOR

JOHN R. PICK  
CITY ADMINISTRATOR

LORÉ L. CHAMBERS  
ASSISTANT CITY ADMINISTRATOR

## COUNCIL AGENDA

April 09, 2012

- |    |   |             |
|----|---|-------------|
| 1. | Declaration of Surplus-John Deere HS 14 Pull-type Rotary Cutter       | \$0.00      |
| 2. | Declaration of Surplus-Unclaimed Bicycles                             | \$0.00      |
| 3. | Declaration of Surplus-Various Unclaimed Property                     | \$0.00      |
| 4. | Change Order #1 Contract No. 117-10 Zoo Animal Health Building        | \$5,725.00  |
| 5. | Change Order #1 Contract No. 102-12 Priscilla Curb & Sidewalk Repairs | \$18,440.00 |
| 6. | Change Order #2 Contract No. A-7-09-R2 Citywide Concrete Program      | \$48,000.00 |
| 7. | Change Order #1 Contract RFP 04-11 Fitzwater Engineering Service      | \$52,071.00 |

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MAYOR

JOHN R. PICK  
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LORÉ L. CHAMBERS  
ASSISTANT CITY ADMINISTRATOR

## COUNCIL AGENDA

April 09, 2012

To: Mayor and City Council

Subject: Surplus Items-John Deere Rotary Cutter

The City of Salisbury Internal Services Department-Procurement Division received a request from the Salisbury Public Works Department to declare the following John Deere Rotary Cutter surplus:

| Department   | Make       | Model         | Serial #      |
|--------------|------------|---------------|---------------|
| Public Works | John Deere | Rotary Cutter | WO1518f003030 |

Upon declaration of surplus, and as approved by the Council, the aforementioned rotary cutter will be traded in for the purchase of a new John Deere 14 foot rotary cutter; with a trade in value of \$3,000.00. Additional details are noted in the department memo.

Thank You,

Catrice L. Parsons

Assistant Director Internal Services-Procurement and Parking

# City of Salisbury



MARYLAND

Salisbury



2010

125 NORTH DIVISION STREET  
SALISBURY, MARYLAND 21801  
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TERESA GARDNER, P.E.  
DIRECTOR OF PUBLIC WORKS

JAMES IRETON, JR.  
MAYOR

JOHN R. PICK  
CITY ADMINISTRATOR

LORÉ L. CHAMBERS  
ASSISTANT CITY ADMINISTRATOR

To: Catrice Parsons  
From: Mike Oates  
Subject: Surplus John Deere Bush Hog  
Date: March 14, 2012  
Cc: Teresa Gardner, Tom Tengman, Al Porianda, Bill Dotson, and Pat Stewart

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The Wastewater Treatment Plant (WWTP) recommends the John Deere HS 14 pull - type rotary cutter, serial number WO1518f003030 be declared surplus. This bush hog is a 1994 John Deere rotary cutter in poor to fair condition. It will be traded in on a new John Deere 14 ft. rotary cutter.

The low bid for the new rotary cutter was provided by Atlantic Tractor of Salisbury, \$7453.15 after a trade in allowance of \$3,000.00.

Mike Oates  
Acting Division Chief

# City of Salisbury



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GERRI L. MOORE  
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ASSISTANT CITY ADMINISTRATOR

## COUNCIL AGENDA

April 09, 2012

To: Mayor and City Council

Subject: Surplus Items-Unclaimed Bicycles

The City of Salisbury Internal Services Department-Procurement Division received a request from the Salisbury Police Department to declare the following unclaimed bicycles surplus:

| Department        | Make           | Model         | Serial #      |
|-------------------|----------------|---------------|---------------|
| Police Department | Huffy          | Beach Cruiser | K00EE16730    |
| Police Department |                |               | ACTB023494    |
| Police Department | Schwinn        |               | JY36779       |
| Police Department | Roadmaster     |               | SNFSD10F45761 |
| Police Department | Mongoose       |               | SNFSD06JZ1566 |
| Police Department | Ironhorse      | Maverick      | C98DG644      |
| Police Department | Abyss          |               | G1006058257   |
| Police Department | Avalon         | Beach Cruiser | GS100504982   |
| Police Department | Thruster Chaus | BMX           | HS091106892   |
| Police Department | Next           |               | DTCBJ007404   |

Upon declaration of surplus, and as approved by the Council, the aforementioned bicycles will be donated to local non-profit per recommendation by Council. Additional details are noted in the department memo.

Thank You,

Catrice L. Parsons

Assistant Director Internal Services-Procurement and Parking

# City of Salisbury



JAMES IRETON, JR.  
MAYOR

JOHN R. PICK  
CITY ADMINISTRATOR

LORÉ CHAMBERS  
ASSISTANT CITY ADMINISTRATOR

MARYLAND

699 W. SALISBURY PARKWAY  
SALISBURY, MARYLAND 21801  
Tel.: 410-548-3165  
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BARBARA DUNCAN  
CHIEF OF POLICE  
SALISBURY POLICE DEPARTMENT

March 22, 2012

To: Catrice Parsons, Assistant Director of Internal Services-Procurement Division  
From: Major David Meienschein  
Subject: Recommendation for Surplus of Unclaimed property

I am requesting that the attached list of 10 bicycles from the Salisbury Police Department's vault be declared surplus by the City of Salisbury. The items have been maintained for 90 days or longer and after all known investigatory means the property has no known owner. Storage space is increasingly limited and it is important that a disposition is made regarding these items. It has recently been the desire of a member or members of city council that serviceable bicycles in good condition be considered for donation to a local non-profit group. These bicycles meet those criteria. If approved and declared surplus it is recommended that these bicycles be donated at the direction of the Mayor and city council.



David Meienschein  
Major  
Salisbury Police Department

Salisbury



2010

**BICYCLES PREPARED FOR  
DONATION**

| Property Number | Brand Name     | Model         | Description                 | Serial Number |
|-----------------|----------------|---------------|-----------------------------|---------------|
| 2011-14084      | Huffy          | Beach Cruiser |                             | K00EE016730   |
| 2011-16864      |                |               | 21 speed, blue              | ACTB023494    |
| 2011-18683      | Schwinn        |               | Green                       | JY36779       |
| 2011-18883      | Roadmaster     |               |                             | SNFSD10F45761 |
| 2011-26089      | Mongoose       |               |                             | SNFSD06JZ1566 |
| 2011-27442      | Ironhorse      | Maverick      | Blue, Grey                  | C98DG644      |
| 2011-27473      | Abyss          |               | Blue                        | G1006058257   |
| 2011-35513      | Avalon         | Beach Cruiser | Gray, Dark Gray             | GS100504982   |
| 2011-35664      | Thruster Chaus | BMX           | Black, White, w/skull logos | HS091106892   |
| 2011-38738      | Next           |               | Mountain, Silver, Blue      | DTCBJ007404   |

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## COUNCIL AGENDA

April 09, 2012

To: Mayor and City Council

Subject: Surplus Items- Various Unclaimed Property

The City of Salisbury Internal Services Department-Procurement Division received a request from the Salisbury Police Department to declare the following various unclaimed property surplus:

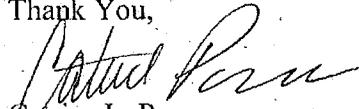
| Department        | Make       | Model        | Serial #      |
|-------------------|------------|--------------|---------------|
| Police Department | Magna      |              | 9571D362721   |
| Police Department | Vertical   |              |               |
| Police Department |            |              |               |
| Police Department | Roadmaster | Conquest     | RMC23149208   |
| Police Department | Magna      | Outreach     | JFTD37U1      |
| Police Department | Pacific    | Quick Silver | HJ0837114     |
| Police Department |            | Diamondback  |               |
| Police Department |            |              | SNLCHJ8G03292 |
| Police Department |            |              |               |
| Police Department | X-Factor   | Rampage      | GS080837179   |
| Police Department | Mt. Fury   | Roadmaster   | SNFSD06H91354 |
| Police Department | Kent       | Londoner     | C19613        |
| Police Department | Shark      | Shmoa        | LWIH071342    |
| Police Department | Next       |              | 6829794       |
| Police Department | Mongoose   | Extreme Air  | 8NACE08E0445  |
| Police Department | Mongoose   |              | SNGNP0SA09588 |
| Police Department | Next       |              | LWSF026487    |
| Police Department | Roadmaster |              | SNFSD10EC2720 |
| Police Department | Mongoose   | Talon        | 166545        |

|                   |             |                 |                 |
|-------------------|-------------|-----------------|-----------------|
| Police Department | Gary Fisher |                 | WTU8P248R       |
| Police Department | Abbyss      |                 |                 |
| Police Department | Next        | Power Climber   | 79305283        |
| Police Department | Huffy       |                 |                 |
| Police Department | Next        | Power Climber   | SFCTB           |
| Police Department | Raleigh     | C30             | YF99D01095      |
| Police Department | Mongoose    |                 | SNACB10H87369   |
| Police Department | Next        |                 | TD1086019786    |
| Police Department |             |                 | RK603356        |
| Police Department | Murray      |                 | 5-9997X9-062895 |
| Police Department |             |                 | R3563WMST       |
| Police Department | Mongoose    |                 | SNACB10J88997   |
| Police Department | Magna       |                 | TD2089039535    |
| Police Department | Pacific     | Regency         | SNFSD10HL0598   |
| Police Department | Huffy       |                 | SNHBC09E00001   |
| Police Department | Kent        | Nerf            | HS100409033     |
| Police Department | Kent        | Nerf            | HS101013482     |
| Police Department | Next        |                 | 98169114        |
| Police Department | Murray      |                 | U2316654        |
| Police Department | Next        |                 | GS080607468     |
| Police Department | Fury        |                 | G1006058257     |
| Police Department |             |                 | SADJG28119      |
| Police Department | Schwinn     |                 |                 |
| Police Department | Mongoose    |                 | P8JCL8448       |
| Police Department | Pacific     | USA             | HE1063645       |
| Police Department | Mongoose    |                 | SNFS010EB757    |
| Police Department | Roadmaster  | Mt Fury         | F306013754      |
| Police Department |             |                 |                 |
| Police Department | Roadmaster  |                 | BC1F261499      |
| Police Department | Schwinn     | Legacy          | SNSFD10H19847   |
| Police Department | Giant       | Cypress         | C24BK938        |
| Police Department | Next        |                 | LWGC027872      |
| Police Department | Tony Hawk   | Huck Jam Series | TD1088360776    |
| Police Department |             |                 |                 |
| Police Department | Trek        |                 | 1034N030        |
| Police Department | Pacific     | Explorer        | SNFSD05ED3676   |
| Police Department | Fuji        | Beach Cruiser   | SB9592031       |
| Police Department | Glacier 300 |                 | TD9201555T      |
| Police Department | Huffy       | Bay Pointe      | HC1278100       |
| Police Department |             |                 |                 |
| Police Department | Magna       |                 | 03TD3193704     |
| Police Department | Schwinn     |                 |                 |
| Police Department | Motobecane  |                 |                 |
| Police Department | Haro        | BMX             | DMG07K12727     |

|                   |               |  |                   |
|-------------------|---------------|--|-------------------|
| Police Department | Craftsman     | Push Lawnmower-Red                           |                   |
| Police Department |               | Small Dirt bike                              | LLCHY520951001916 |
| Police Department | Huskee        | Push mower 5.5 HP, Red                       | 030607M002658     |
| Police Department |               | Moped, Blue, Chrome                          | 652144            |
| Police Department | Baja          | Dirt bike, Red, Black                        | LUAHD10X81001121  |
| Police Department | Peace Sport   | Motor Scooter                                | LHJLC1MC18B000267 |
| Police Department | Baccio Runner | Motorbike, Yellow, Black                     | 6FFWBT6A891000099 |
| Police Department |               | Moped, Red                                   | 385942            |
| Police Department | Whirlpool     | 50-gallon electric water heater in box - new |                   |
| Police Department |               | Portable Basketball Court                    |                   |

Upon declaration of surplus, and as approved by the Council, the aforementioned unclaimed property will be sold at auction. Additional details are noted in the department memo.

Thank You,



Catrice L. Parsons

Assistant Director Internal Services-Procurement and Parking

# City of Salisbury



JAMES IRETON, JR.  
MAYOR

JOHN R. PICK  
CITY ADMINISTRATOR

LORÉ CHAMBERS  
ASSISTANT CITY ADMINISTRATOR

MARYLAND

699 W. SALISBURY PARKWAY  
SALISBURY, MARYLAND 21801

Tel.: 410-548-3165

Fax: 410-548-5173

BARBARA DUNCAN  
CHIEF OF POLICE  
SALISBURY POLICE DEPARTMENT

March 22, 2012

To: Catrice Parsons, Assistant Director of Internal Services-Procurement Division  
From: Major David Meienschein  
Subject: Request for Surplus of Unclaimed Property

I am requesting that the attached lists of property be declared surplus by the city of Salisbury. The items have been maintained for 90 days or longer and after all known investigatory means the property has no known owners. Storage space is increasingly limited and it is important that a disposition is made regarding these items. If approved and declared surplus these items will be sold at the propertyroom.com Auction. Once sold at auction the funds will be deposited into the City of Salisbury General Fund.

David Meienschein  
Major  
Salisbury Police Department

Salisbury



2010

**SURPLUSED BICYCLES FOR  
PROPERTYROOMS.COM**

| Property Number | Brand Name  | Model         | Description                        | Serial Number   |
|-----------------|-------------|---------------|------------------------------------|-----------------|
| 2009-28446      | Magna       |               | Black                              | 957TD362721     |
| 2009-36407      | Vertical    |               | Silver/Aluminum, 21 speed          |                 |
| 2009-36876      |             |               | Mountain, 18 speed, orange, silver |                 |
| 2009-37259      | Roadmaster  | Conquest      | Men's, Mountain, Black & silver    | RMC23149208     |
| 2009-38085      | Magna       | Outreach      | Purple                             | JFTD37U1        |
| 2009-41868      | Pacific     | Quick Silver  | Men's                              | HJ0837114       |
| 2009-45671      |             | Diamondback   | Black                              |                 |
| 2010-20920      |             |               | Mountain, Purple                   | SNLCHJ8G03292   |
| 2010-20920      |             |               | Spray painted white                |                 |
| 2010-26264      | X-Factor    | Rampage       | Orange, Gold                       | GS080837179     |
| 2010-26264      | Mt. Fury    | Roadmaster    | Silver                             | SNFSD06H91354   |
| 2010-27430      | Kent        | Londoner      | Tan                                | C19613          |
| 2010-28495      | Shark       | Shmoa         |                                    | LWH071342       |
| 2010-34720      | Next        |               | Silver, Blue, Mountain             | 6829794         |
| 2010-37323      | Mongoose    | Extreme Air   | Men's, Dark Green, Lt Green        | 8NACE08E0445    |
| 2010-49137      | Mongoose    |               | Boys, Blue/Silver                  | SNGNP05A09588   |
| 2010-49710      | Next        |               | Mountain, Men's, Grey, Red         | LWSF026487      |
| 2010-49812      | Roadmaster  |               | Girls                              | SNFSD10EC2720   |
| 2011-3492       | Mongoose    | Talon         |                                    | 166545          |
| 2011-4190       | Gary Fisher |               | Pink                               | WTU8P248R       |
| 2011-4753       | Abyss       |               | Boys, 20", Blue                    |                 |
| 2011-9280       | Next        | Power Climber | Pink, Silver                       | 79305283        |
| 2011-10233      | Huffy       |               | Grey, Purple, Red rims             |                 |
| 2011-10400      | Next        | Power Climber | Pink                               | SFCTB           |
| 2011-10969      | Raleigh     | C30           | Gray, Blue                         | YF99D01095      |
| 2011-14872      | Mongoose    |               | Blue                               | SNACB10H87369   |
| 2011-19390      | Next        |               | Frame                              | TD1086019786    |
| 2011-19537      |             |               | Men's, Black                       | RK603356        |
| 2011-20814      | Murray      |               | Black, 18 speed                    | 5-9997X9-062895 |
| 2011-20887      |             |               | Mountain, Purple                   | R3563WMST       |
| 2011-21985      | Mongoose    |               | Purple, Silver                     | SNACB10J88997   |
| 2011-21985      | Magna       |               | Mountain, Yellow, Silver           | TD2089039535    |
| 2011-22914      | Pacific     | Regency       |                                    | SNFSD10HL0598   |

MISC. PROPERTY FOR  
PROPERTYROOMS.COM

| Property Number | Brand Name    | Description                                  | Serial Number     |
|-----------------|---------------|--|-------------------|
| 2008-14468      | Craftsman     | Push Lawnmower-Red                           | LLCHY520951001916 |
| 2009-15888      |               | Small Dirtbike                               | 030607M002658     |
| 2009-20366      | Huskee        | Pushmower 5.5 HP, Red                        | 652144            |
| 2009-26458      |               | Moped, Blue, Chrome                          | LUAHD10X81001121  |
| 2009-29797      | Baja          | Dirtbike, Red, Black                         | LHJLC1MC18B000267 |
| 2009-29948      | Peace Sport   | Motor Scooter                                | 6FFWB16A891000099 |
| 2009-35154      | Baccio Runner | Motorbike, Yellow, Black                     | 385942            |
| 2009-38740      |               | Moped, Red                                   |                   |
| 2009-25628      | Whirlpool     | 50-gallon electric water heater in box - new |                   |
| 2010-48858      |               | Portable Basketball Court                    |                   |

# City of Salisbury



MARYLAND



125 NORTH DIVISION STREET  
SALISBURY, MARYLAND 21801  
Tel: 410-548-3190  
Fax: 410-548-3192

GERRI L. MOORE  
ACTING DIRECTOR OF INTERNAL  
SERVICES  
PROCUREMENT DIVISION

JAMES IRETON, JR.  
MAYOR

JOHN R. PICK  
CITY ADMINISTRATOR

LORÉ L. CHAMBERS  
ASSISTANT CITY ADMINISTRATOR

## COUNCIL AGENDA

April 09, 2012

TO: Mayor and City Council

SUBJECT: Change Order #1 to Contract RFP 117-10  
Zoo Animal Health Building

The City of Salisbury Internal Services Department, Procurement Division, received a request from Salisbury Public Works (SPW) to process Change Order #1 for Contract RFP 117-10 *Zoo Animal Health Building* in the amount of \$5,725.00; with Joseph M. Zimmer, Inc. This Change Order proposes to raise the elevation of the building due to a design mistake by the engineering firm. Raising the elevation will allow the City to be in compliance with flood zone requirements. Additional details are noted in the department memo.

Funds will available in the Project Account number 31178-513026-43006, once funds are received either from the Salisbury Zoological Society or through reimbursement through the engineering firm DBF.

The Department of Internal Services-Procurement Division requests Council's approval to approve Change Order #1 as noted above to Joseph M. Zimmer, Inc. in the amount of \$5,725.00.

Thank you,

Catrice L. Parsons

Assistant Director Internal Services-Procurement and Parking

# City of Salisbury



MARYLAND

Salisbury



2010

125 NORTH DIVISION STREET  
SALISBURY, MARYLAND 21801

Tel: 410-548-3170

Fax: 410-548-3107

JAMES IRETON, JR.  
MAYOR

JOHN R. PICK  
CITY ADMINISTRATOR

LORÉ L. CHAMBERS  
ASSISTANT CITY ADMINISTRATOR

TERESA GARDNER, P.E.  
DIRECTOR OF PUBLIC WORKS

April 4, 2012

**TO:** Catrice Parsons-Assistant Director of Internal Services  
Procurement Division

**FROM:** Dale Pusey

**SUBJECT:** Change Order No. 1  
Contract No. 117-10  
Zoo Animal Health Building

Please process Change Order No. 1 for the Zoo Animal Health Building project. The reason for the change order is that the design engineer, Davis, Bowen & Friedel (DBF), mistakenly specified the first floor elevation of that building below the flood protection elevation, whereas the City code requires that the first floor elevation meet or exceed the flood protection elevation. The design first floor elevation must therefore be raised eight inches (0.67 feet) to comply with Section 15.16 (Floodplain Management) of the code. The amount of the change order is \$5,725.00 and includes labor and materials to achieve the necessary code compliance along with an allowance for overhead and profit to which the contractor is entitled. It also includes a 2-day extension of the contract time. See the attachments.

The account number for this project is 31178-513026-43006. The City will request that the Zoo Commission provide the initial funding for this additional work. The Public Works Department will pursue reimbursement of this amount from DBF under the errors and omissions section of DBF's contract with the City.

Approved by:

Handwritten signature of Dale Pusey in cursive script.

Dale Pusey, P.E.  
Acting Deputy Director  
Salisbury Public Works

**CHANGE ORDER**

PROJECT: Zoo Animal Health Building

Contract No. 117-10

P.O. NO #: 02110194-00  
CHANGE ORDER NO: 1\*  
INITIATION DATE# 4/3/2012  
CONTRACT DATE: August 1, 2011  
ACCOUNT NO#: 31178-513026-43006

TO: (Contractor)  
Joseph Zimmer, Inc.  
2225 Northwood Drive  
Salisbury, MD 21801

You are directed to make the following changes in this contract:

To furnish and install additional select fill material as needed to raise the first floor elevation of the Animal Health Building from 10.94, as it is shown on the approved construction drawings, to 11.61, a total of 0.67 feet. The total cost of this item is \$5,725.00, which includes furnishing and installing select fill material in accordance with the contract documents and an allowance for overhead and profit, to which the contractor is entitled per his contract with the City. Also included is a two-day allowance for completion of the additional work.

\*This Change Order No. 1 is not to be confused with previously proposed Change Orders Number 1, each of which is pending as of this change order initiation date.

Not valid until signed by the Owner and Department Head.

Signature of the Contractor indicates his agreement herewith, including any adjustment in the Contract Sum or Contract Time.

|  |                      |
|--|----------------------|
| The original Contract Sum was.....   | \$ <u>762,265.00</u> |
| Net change by previously authorized Change Order(s).....                                     | \$ <u>0.00</u>       |
| The Contract Sum prior to this Change Order was.....   | \$ <u>762,265.00</u> |
| The Contract Sum will be increased by this<br>Change Order .....                             | \$ <u>5,725.00</u>   |
| The new Contract Sum including this Change Order will be.....                                | \$ <u>767,990.00</u> |
| The Contract Time will be increased by this Change Order. ....                               | <u>2 days</u>        |
| The date of substantial completion as of the date of this Change Order<br>therefore is ..... | <u>May 10, 2012</u>  |

**AUTHORIZED:**

BY: \_\_\_\_\_ Date: \_\_\_\_\_  
Teresa Gardner, P.E.  
Director of Public Works

BY \_\_\_\_\_ Date: \_\_\_\_\_  
Gerri L. Moore  
Acting Director of Internal Services

BY \_\_\_\_\_ Date: \_\_\_\_\_  
Joseph Zimmer III  
Joseph Zimmer, Inc.

BY \_\_\_\_\_ Date: \_\_\_\_\_  
Catrice Parsons  
Assistant Director of Internal Services-Procurement

# City of Salisbury



MARYLAND

Salisbury



2010

125 NORTH DIVISION STREET  
SALISBURY, MARYLAND 21801  
Tel: 410-548-3190  
Fax: 410-548-3192

GERRI L. MOORE  
ACTING DIRECTOR OF INTERNAL  
SERVICES  
PROCUREMENT DIVISION

JAMES IRETON, JR.  
MAYOR

JOHN R. PICK  
CITY ADMINISTRATOR

LORÉ L. CHAMBERS  
ASSISTANT CITY ADMINISTRATOR

## COUNCIL AGENDA

April 09, 2012

TO: Mayor and City Council

SUBJECT: Change Order #1 to Contract RFP 102-12  
Priscilla Street Curb & Sidewalk Repairs

The City of Salisbury Internal Services Department, Procurement Division, received a request from Community Development (CD) to process Change Order #1 for Contract RFP 102-12 *Priscilla Street Curb & Sidewalk Repairs* in the amount of \$18,440.00; with Santos Construction. This Change Order proposes to install sidewalks on side streets adjacent to Priscilla Street. Additional details are noted in the department memo.

Funds are available in the Project Account number 12800-546006-70038 "Operating". The Department of Internal Services-Procurement Division requests Council's approval to approve Change Order #1 as noted above to Santos Construction in the amount of \$18,440.00.

Thank you,

Patrice L. Parsons

Assistant Director Internal Services-Procurement and Parking

# Office of Community Development

## MEMO

---

**To: Catrice Parsons**

**From: Deborah Stam**

**Subject: Doverdale Sidewalk Creation, Phase 2 - Change Order #1**

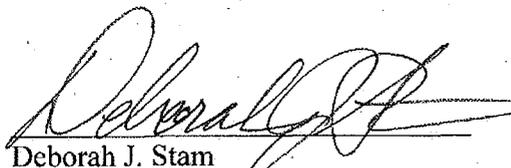
**Date: March 22, 2012**

---

The winning bid from Santos Construction for the Doverdale Sidewalk Creation, Phase 2 project (Priscilla Street) came in under the total amount available in the two CDBG funding accounts. Therefore, we have \$18,443.73 remaining unencumbered in CDBG project account # 12800-546006-70038. We wish to execute a change order with Santos Construction which will enable us to install sidewalks on some of the adjacent side streets and expend the remaining funds in the grant account so that this project can be closed out.

Attached is the form for Change Order #1 for Contract # 102-12, Priscilla Street Curb & Sidewalk in the amount of \$18,440. Also attached is the cost breakdown from Billy Sterling showing the estimated amount of each item that will be completed through this change order.

If you have any questions please let me know. Thank you for your assistance.



Deborah J. Stam  
Community Development Director

Attachments

CC: Mayor Ireton  
John Pick  
Tom Tengman  
Bill Sterling  
Jay Trott  
Ginny Hussey

**CHANGE ORDER**

PROJECT: P.O. NO: 02120271-00  
**Contract No. 102-12**  
**Priscilla Street Curb & Sidewalk**

CHANGE ORDER NO: 1  
INITIATION DATE: March 22, 2012  
CONTRACT DATE: January 18, 2012  
ACCOUNT NO: 12800-546006-70038

TO: **Santos Construction Co., Inc.**  
**5711 Woodcliff Road, Suite 101**  
**Bowie, Maryland 20720**

You are directed to make the following changes in this contract:

This change order is to extend the existing Priscilla Street Curb & Sidewalk construction contract with Santos Construction Co., Inc. This will enable us to install sidewalks on some of the adjacent side streets and expend the remaining CDBG funds in the grant account so that the project can be closed out. The substantial completion date will be extended to June 02, 2012.

Not valid until signed by the Owner and Department Head. Signature of the Contractor indicates his agreement herewith, including any adjustment in the Contract Sum or Contract.

|  |                     |
|--|---------------------|
| The original Contract Sum was .....  | <u>\$ 59,400.00</u> |
| Net change by previously authorized Change Order(s).....                                     | <u>\$ 0</u>         |
| The Contract Sum prior to this Change Order was.....   | <u>\$ 59,400.00</u> |
| The Contract Sum will be <b>increased</b> by this<br>Change Order .....                      | <u>\$ 18,440.00</u> |
| The new Contract Sum including this Change Order will be .....                               | <u>\$ 77,840.00</u> |
| The Contract Time will be extended <b>60</b> calendar days by this Change Order              |                     |
| The date of substantial completion as of the date of this Change Order<br>therefore is ..... | <u>June 2, 2012</u> |

**AUTHORIZED:**

BY \_\_\_\_\_  
Deborah J. Stam  
Director of Community Development

BY \_\_\_\_\_  
Santos Construction Co., Inc.  
Contractor

BY \_\_\_\_\_  
Gerri L. Moore  
Acting Director of Internal Services

DATE \_\_\_\_\_

BY \_\_\_\_\_  
Title

DATE \_\_\_\_\_

BY \_\_\_\_\_  
Catrice Parsons  
Assistant Director of Internal Services  
Procurement

BY \_\_\_\_\_  
Mark Tilghman  
City Solicitor

BY \_\_\_\_\_  
As approved by City Council  
Terry E. Cohen  
President, City Council

DATE \_\_\_\_\_

DATE \_\_\_\_\_

DATE \_\_\_\_\_

PRISCILLA STREET CONCRETE

CHANGE ORDER # 1

AVAILABLE FUNDING \$18,443.73

| Item No. | Description   | Qty  | UM | Unit Price | Total Price         |
|----------|---|------|----|------------|---------------------|
| 101      | Combination Curb & Gutter   | 55   | LF | 18.00      | \$990.00            |
| 102      | Sidewalk - 4" thick (steel forms)   | 2300 | SF | 4.00       | \$9200.00           |
| 103      | Sidewalk - 6" thick (steel forms)   | 200  | SF | 5.00       | \$1000.00           |
| 104      | Sidewalk - 4" thick w/6" high curb (steel forms)  | 550  | SF | 7.00       | \$3850.00           |
| 105      | Removal - Sidewalk 4" - 6" thick  | 700  | SF | 1.50       | \$1050.00           |
| 106      | Removal - Curb & Gutter   | 95   | LF | 10.00      | \$950.00            |
| 107      | Furnish and Place Cast In Place Truncated Dome Detectable Warning Surface                                     | 4    | EA | 350        | \$1400.00           |
| 108      | Tree Removal  | 0    | EA | 2000       | \$0                 |
| 109      | Furnish 4 man crew including tools and equipment to perform related concrete work not included in above items | 0    | HR | 250        | \$0                 |
| 110      | S.H.A. Mix #2 Concrete for extra work, including expansion  | 0    | CY | 100        | \$0                 |
|          |   |      |    |            | <b>\$ 18,440.00</b> |

# City of Salisbury



MARYLAND

Salisbury



2010

125 NORTH DIVISION STREET  
SALISBURY, MARYLAND 21801  
Tel: 410-548-3190  
Fax: 410-548-3192

GERRI L. MOORE  
ACTING DIRECTOR OF INTERNAL  
SERVICES  
PROCUREMENT DIVISION

JAMES IRETON, JR.  
MAYOR

JOHN R. PICK  
CITY ADMINISTRATOR

LORÉ L. CHAMBERS  
ASSISTANT CITY ADMINISTRATOR

## COUNCIL AGENDA

April 09, 2012

TO: Mayor and City Council

SUBJECT: Change Order #2 to Contract No. A-7-09-R2  
Citywide Concrete Program

The City of Salisbury Internal Services Department, Procurement Division, received a request from Salisbury Public Works (SPW) to process Change Order #2 for Contract No. A-7-09-R2 *Citywide Concrete Program* in the amount of \$48,000.00; with Malone & Phillips, Inc. This Change Order proposes to include the sidewalk on the south side of Harbor Pointe Drive from Pemberton Drive to Anchors Way. Additional details are noted in the department memo.

Funds are available in the Project Account 31000-534307 "*Curb, Gutter, & Sidewalks*".

The Department of Internal Services-Procurement Division requests Council's approval to approve Change Order #2 as noted above to Malone & Phillips in the amount of \$48,000.00.

Thank you,

Catrice L. Parsons

Assistant Director Internal Services-Procurement and Parking

# City of Salisbury



MARYLAND

Salisbury



2010

125 NORTH DIVISION STREET  
SALISBURY, MARYLAND 21801  
Tel: 410-548-3170  
Fax: 410-548-3107

TERESA GARDNER, P.E.  
DIRECTOR OF PUBLIC WORKS

JAMES IRETON, JR.  
MAYOR

JOHN R. PICK  
CITY ADMINISTRATOR

LORÉ L. CHAMBERS  
ASSISTANT CITY ADMINISTRATOR

To: Catrice Parsons, Assistant Director Internal Services - Procurement  
From: Teresa Gardner, P.E., Director of Public Works  
Subject: Change Order No. 2 - Contract No. A-7-09 R2- P.O. 02120220  
Citywide Concrete Program

Salisbury Public Works requests the City of Salisbury Internal Services Department-Procurement Department to process Change Order #2 "Citywide Concrete Program" in the amount of \$48,000.00, to Malone & Phillips, Inc.

Change Order #2 will cover the cost to provide a sidewalk on the south side of Harbor Pointe Drive from Pemberton Drive to Anchors Way. Council previously adopted ordinance (2194) creating a special assessment district for the Harbor Pointe community to pay 50% of the total cost of \$48,000.00.

Funds are available in account number 31000-534307 "Curb, Gutter, & Sidewalks".

Approved:

Teresa Gardner, P.E.  
Director of Public Works

**CHANGE ORDER**

PROJECT: **Contract No. A-7-09 R2**  
Citywide Concrete Program

P.O. NO: **02120220**

TO: **Malone & Phillips**  
**P.O. Box 2341**  
**Salisbury, MD 21802**

CHANGE ORDER NO : 2  
INITIATION DATE : 12-05-11  
CONTRACT DATE : 12-05-11  
ACCOUNT NO : 31000-534307

Salisbury Public Works recommends you make the following changes in this contract:

This change order to the Citywide Concrete Program is to cover the cost to provide a sidewalk and handicap accessible ramps on the south side of Harbor Pointe Drive from Pemberton Drive to Anchors Way.

Not valid until signed by the Owner and Department Head.

Signature of the Contractor indicates his agreement herewith, including any adjustment in the Contract Sum or Contract Time.

|   |    |                          |
|---|----|--------------------------|
| The original Contract Sum was .....   | \$ | <u>31,357.23</u>         |
| Net change by previously authorized Change Order(s).....  | \$ | <u>3,979.00</u>          |
| The Contract Sum prior to this Change Order was.....  | \$ | <u>35,336.23</u>         |
| The Contract Sum will be <b>increased</b> by this Change Order #2.....                            | \$ | <u>48,000.00</u>         |
| The new Contract Sum including this Change Order will be .....                                    | \$ | <u>83,336.23</u>         |
| The Contract Time will be <b>unchanged</b> by this Change Order                                   |    |                          |
| The date of substantial completion as of the date of this Change Order.....<br>therefore is ..... |    | <u>December 05, 2012</u> |

**AUTHORIZED:**

BY \_\_\_\_\_  
Teresa Gardner, P.E.  
Director of Public Works

Contractor

BY \_\_\_\_\_  
Catrice Parsons, Assistant Director  
Internal Services – Procurement

BY \_\_\_\_\_  
Gerri Moore  
Acting Director of Internal Services

BY \_\_\_\_\_

As Approved By Council  
Terry E. Cohen  
President, City Council

BY \_\_\_\_\_  
Mark Tilghman  
City Solicitor

Title

DATE \_\_\_\_\_

DATE \_\_\_\_\_

DATE \_\_\_\_\_

# City of Salisbury



MARYLAND

Salisbury



2010

125 NORTH DIVISION STREET  
SALISBURY, MARYLAND 21801  
Tel: 410-548-3190  
Fax: 410-548-3192

GERRI L. MOORE  
ACTING DIRECTOR OF INTERNAL  
SERVICES  
PROCUREMENT DIVISION

JAMES IRETON, JR.  
MAYOR

JOHN R. PICK  
CITY ADMINISTRATOR

LORÉ L. CHAMBERS  
ASSISTANT CITY ADMINISTRATOR

## COUNCIL AGENDA

April 09, 2012

TO: Mayor and City Council

SUBJECT: Change Order #1 to Contract RFP 04-11  
Fitzwater Street Sewage Lift Station Replacement & Upgrade

The City of Salisbury Internal Services Department, Procurement Division, received a request from Salisbury Public Works (SPW) to process Change Order #1 for Contract RFP 04-11 *Fitzwater Engineering Services* in the amount of \$52,071.00; with George, Miles, and Buhr. This Change Order proposes to add the design of a replacement gravity sanitary sewer and a revised route for the proposed force main to the original engineering design contract. Additional details are noted in the department memo.

Funds are available in the Project Account 84080-513020 "*Sewer: Engineering/Architectural*". The Department of Internal Services-Procurement Division requests Council's approval to approve Change Order #1 as noted above to George, Miles, and Buhr in the amount of \$52,071.00.

Thank you,

Catrice L. Parsons

Assistant Director Internal Services-Procurement and Parking

# City of Salisbury



MARYLAND

Salisbury



2010

125 NORTH DIVISION ST., RM 202  
SALISBURY, MARYLAND 21801

Tel: 410-548-3170

Fax: 410-548-3107

PUBLIC WORKS  
TERESA GARDNER, P.E.  
DIRECTOR

March 19, 2012

JAMES IRETON, JR.  
MAYOR

JOHN R. PICK  
CITY ADMINISTRATOR

LORÉ L. CHAMBERS  
ASSISTANT CITY ADMINISTRATOR

## MEMORANDUM

**TO:** Catrice Parsons - Assistant Director of Internal Services  
Procurement Division

**FROM:** Bruce Horne, P.E.  
Project Engineer

**SUBJECT:** Fitzwater St. Sewage Lift Station Replacement & Upgrade  
Change Order No. 1  
Contract No. RFP 04-11

**CC:** Teresa Gardner  
File

Please process Change Order No. 1 for the Fitzwater St. Sewage Lift Station project. This change order increases the contract cost by \$52,071.00 by adding the design of a replacement gravity sanitary sewer in Fitzwater St. and the design of a revised route for the proposed force main. This increase includes the cost of ancillary items such as a bypass pumping plan, temporary traffic control plan, and bidding and construction phase services associated with the gravity sewer and force main.

During evaluation of the existing sanitary sewer upstream of the lift station in Fitzwater St., it was determined that the sewer was so severely deteriorated that a replacement sewer was required. In addition, preliminary design of the force main determined that the downstream gravity sewer did not have the capacity to receive the additional discharge from the new lift station. Also, due to an abundance of existing underground utilities, the path of the existing force main along Pearl St. does not have enough room to support a new force main. An alternate terminal point for the force main was chosen, which will require additional topographic surveying and a revised hydraulic model of the force main and lift station. The additional \$52,071.00 will be used in a change order to George, Miles, & Buhr (GMB) to revise their scope of work to include the development of these items, in accordance with their estimate (attached).

<sup>1</sup>The GMB estimate contains a mathematical error on Page 3. The credit for Inspection should have been \$12,096.00 instead of \$12,296.00. This caused the amount transferred for this change order to be short by \$200.00. In order to cover this shortage the increase in cost for Construction Admin/Engr. was reduced by \$200.00, with GMB's concurrence.

The contract time will be extended by 748 days in order for GMB to perform this additional work and to provide bidding and construction phase services. Time for these services was inadvertently omitted in the calculation of the timeline for the original contract.

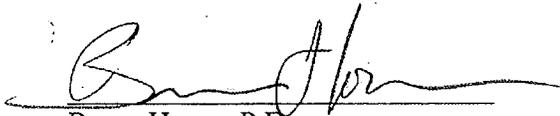
Please note the proposal from GMB for the additional work is shown as \$67,183.00. Of that amount, \$15,112.00 is being funded by a reallocation of portions of the unused funds from the existing GMB contract. These funds came from items GMB has already completed or that SPW believes would be better spent on the needed design items. The proposed elimination of inspection services will be covered by City forces.

The remaining \$52,071.00 was funded from two sources:

- 1) A transfer of \$17,071.00 from money left over from the design of the Hampshire Rd. Lift Station (Acct. #84080-577020);
- 2) A reallocation of \$35,000.00 from funds within Acct. #84080-513020 that was originally intended for an Inflow/Infiltration Study. Please note this is the same account from which the Fitzwater St. Lift Station was funded.

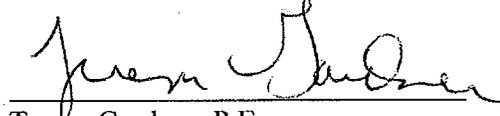
Funds are available in account 84080-513020 Sewer: Engineering / Architectural to cover the additional work. Please let me know if there are any questions.

Prepared by:



Bruce Horne, P.E.  
Project Engineer

Approved by:



Teresa Gardner, P.E.  
Director

<sup>1</sup>The GMB estimate contains a mathematical error on Page 3. The credit for Inspection should have been \$12,096.00 instead of \$12,296.00. This caused the amount transferred for this change order to be short by \$200.00. In order to cover this shortage the increase in cost for Construction Admin/Engr. was reduced by \$200.00, with GMB's concurrence.

**CHANGE ORDER**

PROJECT Contract RFP 04-11  
Fitzwater St. Lift Station

P.O. NO: 02110281-00  
CHANGE ORDER NO: 1

TO: (Contractor)  
George Miles & Buhr  
206 West Main Street  
Salisbury, MD 21801

DATE: 3/19/12  
CONTRACT DATE: 2/15/11  
ACCOUNT NO: 84080-513020

You are directed to make the following changes in this contract:

- Reduce Line Item I.C. – Sewer Evaluation from \$16,400.00 to \$14,104.00;
  - Increase Line Item I.D. – Force Main Contract Documents, etc., from \$3,600.00 to \$19,800.00;
  - Add Line Item I.E. – Gravity Sewer Design for the lump sum cost of \$23,773.00;
  - Increase Item III.A. – Admin./Engr. from \$35,000.00 to \$53,790.00;
  - Increase Item III.B. – Asbuilt Drawings from \$2,000.00 to \$9,700.00;
  - Reduce Item V. – Inspection Services from \$12,096.00 to \$0.00;
  - Increase the contract time seven hundred and forty eight (748) days until Nov. 29, 2013;
- per the cost estimate and work description included in the Contractor's letter and attachments dated 1-6-12.

Not valid until signed by the Owner and Department Head.

Signature of the Contractor indicates his agreement herewith, including any adjustment in the Contract Sum or Contract Time.

|  |                      |
|--|----------------------|
| The original Contract Sum was.....   | \$ <u>119,996.00</u> |
| Net change by previously authorized Change Order(s).....                                     | \$ <u>0.00</u>       |
| The Contract Sum prior to this Change Order was  | \$ <u>119,996.00</u> |
| The Contract Sum will be increased by this<br>Change Order .....                             | \$ <u>52,071.00</u>  |
| The new Contract Sum including this Change Order will be.....                                | \$ <u>172,067.00</u> |
| The Contract Time will be increased by this Change Order. ....                               | <u>748 days</u>      |
| The date of substantial completion as of the date of this Change Order<br>therefore is ..... | <u>Nov. 29, 2013</u> |

**AUTHORIZED:**

BY \_\_\_\_\_  
Teresa Gardner, P.E.  
Director of Public Works

George Miles & Buhr, LLC  
Contractor:

BY \_\_\_\_\_  
Catrice Parsons  
Assistant Director of Internal  
Services-Procurement

BY \_\_\_\_\_  
Gerri Moore  
Acting Director of Internal Services

BY \_\_\_\_\_

BY \_\_\_\_\_  
Terry Cohen  
President, City Council

BY \_\_\_\_\_  
Mark Tilghman  
City Solicitor

\_\_\_\_\_ Title

DATE \_\_\_\_\_

DATE \_\_\_\_\_

DATE \_\_\_\_\_

**SALISBURY PUBLIC WORKS  
ENGINEERING SERVICES  
FITZWATER STREET SEWAGE LIFT STATION REPLACEMENT and UPGRADES  
PURCHASE ORDER 02110281-00  
CHANGE ORDER 1 SUMMARY**

**Consultant:**

George, Miles & Buhr  
206 West Main Street  
Salisbury, MD 21801  
Phone: (410) 742-3115  
FAX: (410) 548-5790

| TASK DESCRIPTION   | ORIGINAL CONTRACT AMOUNT | INCREASE/ DECREASE | REVISED CONTRACT AMOUNT |
|--|--------------------------|--------------------|-------------------------|
| Fitzwater St. Sewage Lift Station  |                          |                    |                         |
| I. Design Phase  |                          |                    |                         |
| A. Preliminary Study   | \$19,600.00              | \$0.00             | \$19,600.00             |
| B. Lift Station Contract Document Development, Construction Drawings, Specifications, Cost Estimate, Schedule, Bid Documents, Permit Acquisitions. | 27,300.00                | 0.00               | \$27,300.00             |
| C. Sewer Evaluation  | 16,400.00                | -2,296.00          | \$14,104.00             |
| D. Force Main Contract Document Development, Construction Drawings, Specifications, Cost Estimate, Schedule, Bid Documents, Permit Acquisitions.   | 3,600.00                 | 16,200.00          | \$19,800.00             |
| E. Gravity Sewer Design  | 0.00                     | 23,773.00          | \$23,773.00             |
| II. Bidding Phase (lift station & force main)  |                          |                    |                         |
| A. Pre-bid, RFI, minutes, addendum, etc.   | 4,000.00                 | 0.00               | \$4,000.00              |
| III. Construction Phase (lift station & force main)  |                          |                    |                         |
| A. Administration / Engineering  | 35,000.00                | 18,790.00          | \$53,790.00             |
| B. As-Built Drawings   | 2,000.00                 | 7,700.00           | \$9,700.00              |
| ADD ALTERNATES   |                          |                    |                         |
| IV. Structural Evaluation of Existing Force Main   | 0.00                     | 0.00               | \$0.00                  |
| V. Inspection Services   | 12,096.00                | -12,096.00         | \$0.00                  |
| Total  | \$119,996.00             | \$52,071.00        | \$172,067.00            |

PREPARED BY:

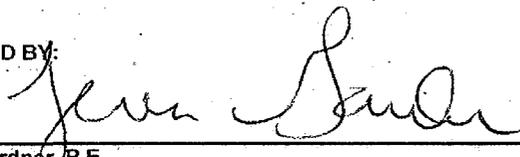


Bruce Horne, P.E.  
Project Manager

3-19-12

Date

APPROVED BY:



Teresa Gardner, P.E.  
Director

3/20/12

Date

CITY OF SALISBURY

PART I  
ASSET CONTROL FORM

Department: Public Works, WWTP

ID Tag Number Assigned: \_\_\_\_\_

Make: John Deere

Purchased Date: 1994

Model: HS 14 Rotary Cutter Bush Hog

Original Cost: ??

Serial Number: W01518f003030

Est. Useful Life: 15 years

Description (brief): John Deere HS 1 pul-type rotary cutter, bush hog

\*\*\*\*\*

PART II  
DISPOSAL

When an item needs to be disposed, return this form to PURCHASING DEPARTMENT after completion of the following:

Please declare this item surplus because: need to replace

RECOMMEND item be ... (check one)

- SOLD
- JUNKED
- LOST/STOLEN
- TRADED-IN

DATE 3/19/12

Signature: Bill Johnson Jr.  
Title: Bi-solids Manager

COUNCIL declared this item SURPLUS on \_\_\_\_\_

Item has been ...

- \_\_\_\_\_ SOLD
- \_\_\_\_\_ JUNKED
- \_\_\_\_\_ LOST/STOLEN
- \_\_\_\_\_ TRADED-IN

DATE: \_\_\_\_\_

Signature: \_\_\_\_\_  
Asst. Dir. Internal Services- Procurement Division

Copy to FINANCE: \_\_\_\_\_  
Date

♦ ♦ ♦ ♦

ARCHITECTS  
ENGINEERS

206 WEST MAIN STREET  
SALISBURY, MD 21801  
PH: 410.742.3115  
PH: 800.789.4462  
FAX: 410.548.5790

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JASON M. LYTLE, PE  
JERRY KOTRA

January 6, 2012

City of Salisbury  
125 N. Division Street  
Salisbury, MD 21801- 4940

Attn: Bruce Horne, P.E.  
Project Engineer

Re: Engineering Services for Replacing/Upgrading  
Fitzwater Street (N0100) LS - Contract Amendment No. 1  
Contract No. RFP 04-11

Dear Mr. Horne:

Thank you for meeting with us to discuss the referenced contract amendment.

## PROJECT UNDERSTANDING

### Gravity Sewer Replacement

It is our understanding the City of Salisbury DPW would like a proposal for the design of the replacement of approximately 2,620 feet of gravity sewer located along Fitzwater Street for the section that extends from the draw bridge to Delaware Avenue. Along with the sewer replacement, the existing sewer laterals shall be replaced to the clean outs. If sewer cleanouts are not present, then a new sewer cleanout should be provided. The alignment of the new gravity sewer will follow the same alignment of the existing sewer. It is anticipated the old sewer and manholes would be removed as the new sewer is installed.

### Force Main Replacement

Due to the limited capacity and the material of the receiving gravity sewer in Pearl Street, the new force main will not run up Pearl Street as it currently does. The new force design shall run approximately 1,410 feet along Fitzwater Street and terminate at a manhole located along Delaware Avenue near the Northside PS.

## SCOPE OF WORK

We understand the scope of work to include the following professional services:

### 1. Survey

- a. Perform site survey to prepare a base map representing existing features (manholes, catch basins, clean outs, meter pits, valve boxes, etc.).
- b. Take field measures to determine manhole and catch basin inverts. Approximately twenty-five (25) manholes and nineteen (19) catch

basins. The City of Salisbury would assist in obtaining the invert elevations by providing traffic control.

**2. Gravity Sewer and Force Main Design**

- a. Design the gravity sewer and force main in accordance with SPW standards.
- b. Prepare plan and profile data and construction details.
- c. Provide construction drawings and technical specifications at 60%, 95%, and 100% stages. Attend design review meetings after each submittal is reviewed.
- d. Prepare construction cost estimates at each submittal stage and prior to bidding.
- e. Submit for permits from Maryland Department of Environment.

**3. Traffic Control Plan (TCP)**

- a. Prepare a traffic control plan for the construction of the gravity sewer and force main. This is in addition to the TCP required in the original proposal which was focused in the area of the existing lift station and one block of Pearl St.

**4. Bypass Pumping Plan**

- a. Prepare a bypass pumping plan for the installation of the gravity sewer.

**5. Contract Administration Services**

- a. Provide contract administration as it relates to our current contract with the City of Salisbury, i.e. review shop drawings, consultation with the contractor and SPW, conduct final inspection, preparation of punch list and preparation of as-built drawings. These services is based on a total project construction time of twelve (12) months.

**6. As-built Drawings**

- a. Services for provide as-built drawings as included in the original RFP. Additional time and effort is required for contractor oversight to allow for the as-builts to be sealed by a professional engineer as well as for the preparation of the as-built plans and profiles.

**FEES**

The proposed fees for the above defined Scope of Work are itemized below. Should any of the lump sum items be deemed unnecessary, the item may be deleted from the scope with no change to the fees for other items.

**Design Phase**

|    |                                       |    |                  |
|----|---------------------------------------|----|------------------|
| 1. | Survey                                | \$ | 5,600.00         |
| 2. | Force Main                            | \$ | 9,870.00         |
| 3. | Gravity Sewer (LS to Bridge)          | \$ | 8,204.00         |
| 4. | Gravity Sewer (LS to Delaware Avenue) | \$ | 8,519.00         |
| 5. | Traffic Control Plan                  | \$ | 5,000.00         |
| 6. | Bypass Pumping Plan                   | \$ | <u>3,500.00</u>  |
|    | <b>Subtotal</b>                       | \$ | <b>40,693.00</b> |

**Construction Phase**

|    |                              |    |                      |
|----|------------------------------|----|----------------------|
| 1. | Administration / Engineering | \$ | <del>18,990.00</del> |
| 2. | As-Built Drawings            | \$ | <u>7,700.00</u>      |
|    | <b>Subtotal</b>              | \$ | <b>26,690.00</b>     |

*18,790*      *BH*  
*3-K-12*

*26,490*

**Total Proposed Contract Amendment:**

*67,183*  
**\$ 67,383.00**

As we have discussed, there is unused fee remaining for the following items that may be applied to the above fee:

|   |                     |    |                  |
|---|---------------------|----|------------------|
| • | Manhole inspections | \$ | 2,296.00         |
| • | Force main design   | \$ | 720.00           |
| • | Inspection          | \$ | <u>12,296.00</u> |
|   | <b>Subtotal</b>     | \$ | <b>15,312.00</b> |

*12,096*  
*15,112*

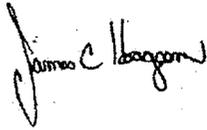
Based on the proposed fees and remaining balance on the design listed above, the total proposed increase in the contract amount is **\$52,071.00**.

Other costs savings may be including the traffic control plan and the bypass pumping plan as the Contractor's responsibility as was done on the Naylor Mill Rd Lift Station project. This would net an additional \$8,500.00 in upfront savings.

We are excited to have the opportunity to continue working with you on this very important project. If you have any questions, please contact me at 410.742.3115.

Thank you.

Sincerely,



James C. Hoageson, P.E.  
Sr. Project Manager

JCH/cs