

CITY OF SALISBURY, MARYLAND

REGULAR MEETING

FEBRUARY 14, 2011

PRESENT

*Council President Louise Smith
Councilwoman Eugenie P. Shields*

*Councilwoman Terry E. Cohen
Councilwoman Deborah S. Campbell*

Mayor James Ireton, Jr.

ABSENT

Council Vice President Gary Comegys

IN ATTENDANCE

Assistant City Clerk Kimberly Nichols, CMC, City Administrator John Pick, ICMA-CM, Assistant City Administrator Loré Chambers, City Attorney Paul Wilber, Public Works Director Teresa Gardner, Internal Services Director Pam Oland, Planning and Zoning Director Jack Lenox, Police Chief Barbara Duncan, Fire Chief Jeff Simpson, IT Director John Wright and interested Citizens and Members of the Press.

CONVENING - ADOPTION OF AGENDA

The City Council met in regular session at 6:00 p.m. in Council Chambers. Council President Smith called the meeting to order. The Lord's Prayer and the Pledge of Allegiance were recited.

Mrs. Shields moved and Ms. Cohen seconded to adopt the agenda as presented. The agenda was unanimously adopted.

CONSENT AGENDA - presented by Assistant City Clerk Kim Nichols

The Consent Agenda, consisting of the following items, was unanimously approved on a motion by Mrs. Shields and seconded by Ms. Cohen:

- *January 24, 2011 minutes*
- *February 7, 2011 Special Meeting minutes*
- *Resolution No. 2022 – rescinding Resolution No. 2019 accepting donation of a surplus server from the Wicomico County IT Department*
- *Resolution No. 2023 – accepting federal grant funds of \$17,162.28 awarded through the Department of Justice's Bulletproof Vest Partnership Program*

- Resolution No. 2024 – accepting federal grant funds of \$2,500 awarded through the Department of Justice to provide for overtime reimbursement to officers participating in additional enforcement activity related to controlled dangerous substance violations
- Resolution No. 2025 - accepting federal grant funds of \$10,000 awarded through the Department of Justice to provide for overtime reimbursement to officers participating in additional enforcement activity related to controlled dangerous substance violations
- Resolution No. 2026 – reappointment of Susan Hughes to the City Park Committee
- Resolution No. 2027 – reappointment of Maurice Kirwan and Thomas W. Jones to the Marina Committee
- Resolution No. 2028 – appointment of Susan Carey to the City of Salisbury Election Board

AWARD OF BIDS - presented by Internal Services Director Pam Oland

Mrs. Campbell motioned and Ms. Cohen seconded to approve the Award of Bids. The following items were unanimously approved:

- | | |
|--|--------------|
| 1. Surplus of items from Fire Department storage
(3-Circul Aire hose dryer units, 1-hose expander,
2-Craftsman tool chests, 1-ADF steel ceiling breach
and pull machine) | -0- |
| 2. Surplus of Medic 2 Ambulance(2005 Medtec 4300
International Ambulance) | -0- |
| 3. Change Order #2 for Contract 101-11 Parking
Garage lighting replacement project
McIntyre's Electrical Service, Inc.
Acct. No. 31154-546012-29022 | \$11,515.00 |
| 4. Change Order #1 for Contract ARRA 207-10-1
Concrete, Curb & Gutter
Santos Construction Co., Inc.
Acct. No. 12800-546006-73006, 12800-546006-70028,
12800-546006-70034 | \$40,000.00 |
| 5. Award of Bid for Fitzwater Lift Station Project
RFP 04-11
George, Miles & Buhr (GMB)
Acct. No. 84080-513020 | \$119,996.00 |
| 6. Award of Bid for replacement of Medic 2 Ambulance
(A2)
Fesco Emergency Sales of Elkridge, MD
Acct. No. 24035-558600 | \$201,931.00 |

ORDINANCES – presented by City Attorney Paul Wilber

- Ordinance No. 2137 – 1st reading – ordinance permit authorizing Word of Life Center to operate a church at 504 Delaware Avenue in an industrial district
On a motion by Mrs. Shields and seconded by Ms. Cohen, Ordinance No. 2137 for first reading was unanimously passed.
- Ordinance No. 2135 – 2nd reading – allowing elected officials to participate in elective employee benefits programs offered by the City subject to certain restrictions

On a motion by Mrs. Shields and seconded by Mrs. Campbell, Ordinance No. 2135 for second reading was passed with Mrs. Smith and Mrs. Campbell voting aye. Ms. Cohen recused herself and Mrs. Campbell abstained from voting.

- Ordinance No. 2138 – 1st reading – reallocation of FY07 bonds proceeds for the purpose of financing, reimbursing or refinancing costs relating to one or both of the projects identified as Beaverdam Drive Bridge and Isabella Street water/sewer/road improvements

On a motion by Mrs. Shields and seconded by Ms. Cohen, Ordinance No. 2138 for first reading was unanimously passed.

- Ordinance No. 2139 – 1st reading – reallocation of FY08 bond proceeds for the purpose of financing, reimbursing or refinancing costs relating to the repair and/or replacement of the Beaverdam Drive Bridge

On a motion by Ms. Cohen and seconded by Mrs. Campbell, Ordinance No. 2139 for first reading was unanimously passed.

- Ordinance No. 2140 – 1st reading – FY11 General Obligation Bond issuance (\$7,700,000) for the Riverwalk Repairs, E. Main Street Water Valve, Isabella Street Water, E. Main Street Sewer, Isabella Street Sewer, Lift Station pump replacement, N. Division Street Sewer, Wastewater Treatment Plant Upgrade projects and costs of issuance

On a motion by Mrs. Shields and seconded by Mrs. Campbell, Ordinance No. 2140 for first reading was unanimously passed.

RESOLUTIONS – presented by City Administrator John Pick

- Resolution No. 2029 – approving Water and Sewer Capacity Fee Payment Plan

Mrs. Shields motioned and Mrs. Campbell seconded to approve Resolution No. 2029. Ms. Cohen moved to amend Resolution No. 2029 by striking from the second Whereas the

quotation marks, the word "discounts", and the comma after "deferrals". Mrs. Campbell seconded and the amendment was unanimously passed.

Mrs. Campbell motioned and Ms. Cohen seconded to amend Resolution No. 2029 by replacing "City" with "Mayor" in the Terms of Payment included in Attachment A. The amendment was unanimously passed. Resolution No. 2029, as amended, was unanimously passed.

- Resolution No. 2030 – approving a management agreement for the Government Office Building and a memorandum of understanding pertaining to parking for the Government Office Building

On a motion by Mrs. Campbell and seconded by Ms. Cohen, Resolution No. 2030 was unanimously passed.

PUBLIC COMMENTS

One citizen requested Council to reconsider the sidewalk issue in Harbor Pointe and suggested installing speed bumps.

At 7:10 p.m., Mrs. Shields moved and Ms. Cohen seconded to convene in closed session for the purpose of consulting with legal counsel/pending litigation. The vote was unanimous to convene in closed session.

With no further business, the regular meeting adjourned at 7:11 p.m.

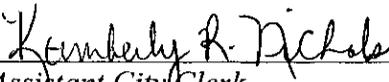
CITY OF SALISBURY, MARYLAND
CLOSED SESSION
FEBRUARY, 14, 2011

TIME & PLACE: 7:10 p.m. - Council Chambers, Government Office Building
PURPOSE: Consult with legal counsel/pending litigation
VOTE TO CLOSE: Unanimous
CITATION: Annotated Code of Maryland Sections 10-508(a)(7)(8)
PRESENT: Council President Louise Smith, Councilwoman Deborah Campbell, Councilwoman Terry Cohen, Councilwoman Eugenie Shields, Mayor James Ireton, Jr., Assistant City Clerk Kim Nichols, City Administrator John Pick, Assistant City Administrator Loré Chambers, City Attorney Paul Wilber, Public Works Director Teresa Gardner, Greg Stevens, Kevin Koval
ABSENT: Council Vice President Gary Comegys

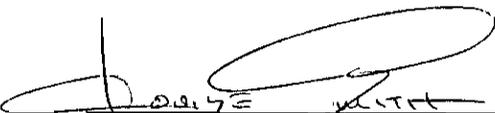
At 7:10 p.m., in Council Chambers (Room 301), Mrs. Shields moved and Ms. Cohen seconded to convene in closed session to consult with legal counsel as permitted under the Annotated Code of Maryland Sections 10-508(A)(7)(8). The vote was unanimous to close.

The Council received an overview of the January 20, 2011 meeting with the Maryland Department of the Environment concerning the wastewater treatment plant repairs. No action was taken by Council.

At 7:40 p.m., the vote was unanimous to adjourn the closed session on a motion and a second by Mrs. Campbell and Mrs. Shields, respectively.



Assistant City Clerk



Council President

City of Salisbury



JAMES IRETON, JR.
MAYOR

JOHN R. PICK
CITY ADMINISTRATOR

LORÉ CHAMBERS
ASSISTANT CITY ADMINISTRATOR

MARYLAND

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

PAMELA B. OLAND
DIRECTOR OF INTERNAL SERVICES
PROCUREMENT DIVISION

COUNCIL AGENDA

February 14, 2011

1.	Surplus of Items from Fire Dept. Storage	\$0
2.	Surplus of Medic 2 Ambulance	\$0
3.	Change Order #2 for Contract 101-11 Parking Garage LED Lights	\$11,515.00
4.	Change Order #1 for Contract ARRA 207-10-1 Concrete, Curb & Gutter	\$40,000.00
5.	Award of Bid for Fitzwater Lift Station Project RFP 04-11	\$119,996.00
6.	Award of Bid for replacement of Medic 2 Ambulance (A2)	\$201,931.00

City of Salisbury



JAMES IRETON, JR.
MAYOR

JOHN R. PICK
CITY ADMINISTRATOR

LORÉ CHAMBERS
ASSISTANT CITY ADMINISTRATOR

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PAMELA B. OLAND
DIRECTOR OF INTERNAL SERVICES
PROCUREMENT DIVISION

MARYLAND

COUNCIL AGENDA

February 14, 2011

TO: Mayor and City Council

SUBJECT: Surplus Items from Storage - Salisbury Fire Dept.

The City of Salisbury Internal Services Department, Procurement Division, received a request from the Salisbury Fire Department Volunteer section to declare the following items as surplus (the condition of the items are listed on the memo from the department):

- Item #1 – (3) Circul Aire hose dryer units
- Item #2 - (1) Hose Expander
- Item #3 - (2) Craftsman tool chests
- Item #4 - (1) ADF Steel Ceiling Breach & Pull Machine

These items are of no longer used by the Department and they have asked that they be removed as surplus property. After investigating the value of all the items, it is recommended that the items highest value is to be sold as recyclable scrap metal. As such Procurement is seeking the Council's authorization to declare the property listed as surplus property.

Thank you.

Thomas Tengman
Acting Assistant Director of Internal Services-Procurement Division



*From the
Office of the
Chief*

To: Mark Reilly
Assistant Director Internal Services
Procurement Division

Date: 28 January 2011

From: Jeff Simpson, Chief of the Department

A handwritten signature in black ink, appearing to be "JS", located to the right of the "From:" field.

Subject: Declaration of Surplus Property

The Salisbury Fire Department has identified the following items from storage that are available to be declared as surplus property. After investigating the value of all the items, it is recommended that the items highest value is to be sold as recyclable scrap metal.

Item #1 - (3) Circul Aire hose dryer units
Serial: #10357 & #15020 (operating) #10358 (out of service)
Purchased: New in 1975
Current condition: Poor
Current location: Fire station #2
Market Value: \$100

Item #2 - (1) Hose Expander
Serial: # unknown, Model: # 4249
Purchased: New in 1980
Current condition: Poor – last used in 2007
Current location: Storage
Market Value: <\$100

Item #3 - (2) Craftsman tool chests
Current condition: Damaged and unusable
Current location: Storage
Market Value: < \$25

Item #4 - (1) ADF Steel Ceiling Breach & Pull Machine
Purchased: New in 2001
Current condition: Excellent
Current location: Training Center
Market value: \$3000

These items are of no longer used by the Department and we ask that they be removed as surplus property.

Should you have any questions or require additional information please feel free to contact me immediately.

cc: Mr. John Pick, City Administrator
File

City of Salisbury



JAMES IRETON, JR.
MAYOR

JOHN R. PICK
CITY ADMINISTRATOR

LORÉ CHAMBERS
ASSISTANT CITY ADMINISTRATOR

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PAMELA B. OLAND
DIRECTOR OF INTERNAL SERVICES
PROCUREMENT DIVISION

MARYLAND COUNCIL AGENDA

February 14, 2011

TO: Mayor and City Council

SUBJECT: Surplus Item – Trade-in of 2005 Medtec 4300 International Ambulance

The City of Salisbury Internal Services Department, Procurement Division, received a request from the Salisbury Fire Department Volunteer section to declare the following item as surplus/trade-in (additional information about vehicle is listed on department memo):

2005 Medtec 4300 International Ambulance

This fleet vehicle has been identified for replacement and approved in the FY2011 Fire Department budget. Due to the excessive mileage, associated maintenance costs and lower quality riding conditions, SFD is requesting disposition of this vehicle.

This equipment will be traded in towards a replacement ambulance upon declaration of surplus by City Council.

Thank you.

Thomas Tengman

Acting Assistant Director of Internal Services-Procurement Division

Fire Department

City of Salisbury

*From the
Office of the
Chief*

To: Mark Reilly
Assistant Director Internal Services
Procurement Division

Date: 2 February 2011

From: Jeff Simpson, Chief of the Department 

Subject: Declaration of Surplus / Trade-In Property - Apparatus

The Salisbury Fire Department has identified the following vehicle that is available to be declared as surplus / Trade-In property:

Vehicle #1 – 2005 Medtec 4300 International Ambulance
VIN: 1HTMNAAM25H123726
Engine: International D220
Transmission: Allison 4-speed automatic
Suspension: Air ride system
Purchased: New
Current condition: Poor
Current assignment: Medic 2 at station 2
Current mileage: 116,780

This fleet vehicle has been identified for replacement and approved in the FY2011 Fire Department budget. Due to the excessive mileage, associated maintenance costs and lower quality riding conditions, we are requesting disposition of this vehicle.

Should you have any questions or require additional information please feel free to contact me immediately.

cc: Mr. John Pick, City Administrator
File

City of Salisbury



JAMES IRETON, JR.
MAYOR

JOHN R. PICK
CITY ADMINISTRATOR

LORÉ CHAMBERS
ASSISTANT CITY ADMINISTRATOR

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PAMELA B. OLAND
DIRECTOR OF INTERNAL SERVICES
PROCUREMENT DIVISION

MARYLAND

COUNCIL AGENDA

February 14, 2011

TO: Mayor and City Council

SUBJECT: Change Order No. 2, Contract 101-11
Parking Garage LED Lighting Replacement

The City of Salisbury Internal Services Department, Procurement Division, received a request from the Salisbury Parking Authority to process Change Order No. 2 for Contract 101-11, *Parking Garage Lighting Replacement*, in the amount of \$11,515.00.

This change order provides for additional 14 LED lighting fixtures in the City of Salisbury Parking Garage. The original bid document called for 217 light fixtures. During installation it was discovered there were 221 fixtures to be replaced. In addition to this, it has been determined 10 additional light fixtures are needed to eliminate dark shadowed areas in the basement portion of the parking garage.

There are sufficient funds in 31154-546012-29022 (\$11,515.00 Equipment Supplies-Lawton Loan Program) to cover the cost of this change order as the original budgeted amount for this project is \$142,800.00 and this change order only increases the total to \$136,652.00. The Department of Internal Services-Procurement Division requests Council's approval to approve Change Order #2 as noted above to McIntyre's Electrical Service, Inc., the city's contractor, in the amount of \$11,515.00.

Thank you,

Thomas Tengman
Acting Assistant Director of Internal Services - Procurement Division

City of Salisbury



MARYLAND

JAMES IRETON, JR.
MAYOR

JOHN R. PICK
CITY ADMINISTRATOR

LORÉ CHAMBERS
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PAMELA B. OLAND
DIRECTOR OF INTERNAL SERVICES
PROCUREMENT DIVISION

February 7, 2011

To: Pamela Oland

From: Thomas Tengman, Acting Assistant Director Internal Services-Procurement Division *TT*

Subject: Change Order No. 2, Contract 101-11

The Parking Authority requests City of Salisbury Internal Services-Procurement Division to process Change Order No. 2 for Contract 101-11, Parking Garage Lighting Replacement from McIntyre Electrical, Inc., as follows:

Increase quantity of LED low bay garage light fixtures, Model PKG-304-5M-PD-04-C-UL-SV-525, by 14. The original bid document called for 217 light fixtures. During installation it was discovered there were 221 fixtures to be replaced. In addition to this, it has been determined 10 additional light fixtures are needed to eliminate dark shadowed areas in the basement portion of the parking garage.

There are sufficient funds in 31154-546012-29022 (\$11,515.00 Equipment Supplies-Lawton loan Program) to cover the cost of this change order.

Additionally, please extend the contract end date 30 days from February 28, 2011 to March 31, 2011.

CHANGE ORDER

PROJECT: **Contract No. 101-11**
Parking Garage LED Lighting Replacement

P.O. NO: **2110208**

TO: **McIntyre's Electrical Service, Inc.**
304 E. Main St.
Fruitland, MD 21826

CHANGE ORDER NO 2
INITIATION DATE: February 2, 2011
CONTRACT DATE: November 23, 2011
ACCOUNT NO: 31154-546012-29022

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

Additional quantity of 4 lights needed to complete project. 10 additional lights needed to eliminate dark corners. Total of 14 light fixtures.

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>125,137.00</u>
Net change by previously authorized Change Orders	\$ <u>0.00</u>
The Contract Sum prior to this Change Order was	\$ <u>125,137.00</u>
The Contract Sum will be (increased) , (decreased) , (unchanged) by this Change Order	\$ <u>11,515.00</u>
The new Contract Sum including this Change Order will be.....	\$ <u>136,652.00</u>
The Contract Time will be (increased) , (decreased) , (unchanged) by this Change Order by (30) days or () weeks	
The date of substantial completion as of the date of this Change Order therefore is	<u>March 31, 2011</u>

AUTHORIZED:

BY _____
Pamela B. Oland
Director of Internal Services

BY _____
John D. McIntyre, President
McIntyre's Electrical Svc., Inc.

BY _____
Mark Reilly, Assistant Director
Internal Services – Procurement Div.

DATE _____

DATE _____

DATE _____

BY _____
Pamela Oland
Director of Internal Services

BY _____
Louise Smith
President, City Council

BY _____
Paul Wilber
City Solicitor

DATE _____

DATE _____

DATE _____

City of Salisbury



JAMES IRETON, JR.
MAYOR

JOHN R. PICK
CITY ADMINISTRATOR

LORÉ CHAMBERS
ASSISTANT CITY ADMINISTRATOR

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PAMELA B. OLAND
DIRECTOR OF INTERNAL SERVICES
PROCUREMENT DIVISION

MARYLAND COUNCIL AGENDA

February 14, 2011

TO: Mayor and City Council

SUBJECT: Change Order #1 for Contract ARRA 207-10-1 Dover Street Concrete Curb & Gutter

The City of Salisbury Internal Services Department, Procurement Division, received a request from Community Development to process Change Order #1 for Contract # ARRA 207-10-1 Dover Street Concrete Combination Curb & gutter in the amount of \$40,000.00, for the following work effort. This recommendation is made pursuant to the memo from the Office of Community Development.

Funds requested from below Community Development Block Grant will be utilized to perform concrete work to include new curb, gutter and sidewalk on Johnson Street as part of the Dover Street Project

Funding for this project will be available in the following account:

Acct. No. 12800-546006-73006 Community Development Block Grant.....	\$ 212.22
Acct. No. 12800-546006-70028 Community Development Block Grant.....	\$28,266.00
Acct. No. 12800-546006-70034 Community Development Block Grant.....	\$11,521.78

The Department of Internal Services-Procurement Division requests Council's approval to approve Change Order # 1 as noted above Santos Construction Co. Inc., the city's contractor, in the amount of \$40,000.00. The new contract sum will be \$90,254.00.

Thank you.

Thomas Tengman
Acting Assistant Director Internal Services – Procurement Division

Office of Community Development

MEMO

**To: Tom Tengman, Acting Assistant Director,
Internal Services - Procurement**

From: Deborah Stam, Director of Community Development

**Subject: Change Order No. 1 - Contract No. ARRA 207-10-1 -
Doverdale Sidewalk Creation - Concrete**

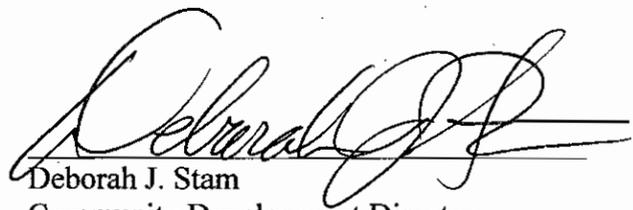
Date: February 8, 2011

The Community Development Department of the City of Salisbury hereby requests that the Internal Services Department, Procurement Division process Change Order No. 1 for Contract No. ARRA 207-10-1 – Doverdale Sidewalk Creation – Concrete in the amount of \$40,000 for the following work effort:

1. Construct additional sidewalks in the Doverdale neighborhood on Johnson Street (and possibly Vaden Avenue and Brown Street) to utilize the remaining CDBG-R and CDBG funds that have been set aside for this project. These funds are available because the original concrete contract amount came in under the budgeted estimate.

The funds for this contract change order are available from the following accounts:

Account # 12800-546006-73006.....	\$212.22
Account # 12800-546006-70028.....	\$28,266.00
Account # 12800-546006-70034.....	\$11,521.78


Deborah J. Stam
Community Development Director

CC: John Pick
Bill Sterling

CHANGE ORDER

PROJECT: ARRA 207-10-1
Concrete, Combination Curb & Gutter

P.O. NO.: 02100456-04

TO: Santos Construction Co. Inc.
5711 Woodcliff Road, Suite 101
Bowie, MD 21801

CHANGE ORDER NO: 1
INITIATION DATE: 01/26/11
CONTRACT DATE: 6-07-10
ACCOUNT NO: 12800-546006-73006----\$ 212.22
12800-546006-70028----\$28,266.00
12800-546006-70034----\$11,521.78

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

- 1. The first purpose of the change order is increase the contract amount to cover extra work to be performed on Johnson Street in association with the Community Development Block Grant.

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..... \$ 50,254.00
Net change by previously authorized Change Order(s) ...n/a..... \$ 00
The Contract Sum prior to this Change Order was \$ 50,254.00
The Contract Sum will be (**increased**), (~~decreased~~), (~~unchanged~~) by this
Change Order No. 1..... \$ 40,000.00
The new Contract Sum including this Change Order will be..... \$ 90,254.00
The Contract Time will be (**increased**) (~~decreased~~) (~~unchanged~~) by this
Change Order by () calendar days or (12) weeks
The date of substantial completion as of the date of this Change Order
therefore is April 01, 2011

AUTHORIZED:

BY _____
Deborah Stam
Director of Community Development

Contractor

BY _____
Mark Reilly, Assistant Director
of Internal Services - Procurement

DATE _____

DATE _____

DATE _____

BY _____
Pam Oland, Director
Salisbury Internal Services

BY _____
Louise Smith
President, Salisbury Council

BY _____
Paul D. Wilber
Salisbury Solicitor

DATE _____

DATE _____

DATE _____

City of Salisbury



JAMES IRETON, JR.
MAYOR

JOHN R. PICK
CITY ADMINISTRATOR

LORÉ CHAMBERS
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PAMELA B. OLAND
DIRECTOR OF INTERNAL SERVICES
PROCUREMENT DIVISION

MARYLAND COUNCIL AGENDA

February 14, 2011

TO: Mayor and City Council

SUBJECT: Recommendation of Award Contract RFP 04-11

Engineering Services for Replacing/Upgrading Fitzwater Street Lift Station

The City of Salisbury Internal Services Department, Procurement Division, received a request from Salisbury Public Works (SPW) to solicit bids for the Engineering Services for Replacing/Upgrading Fitzwater Street Lift Station.

Bids were sent to twenty two (22) vendors with nine (9) vendors submitting proposals. Salisbury Public Works (SPW) has reviewed and rated the proposals in accordance with the evaluation criteria in the RFP and recommends awarding the project to George, Miles & Buhr (GMB). Detailed reasoning for award recommendation is on department memo. Price ranges on proposals received ranged from a low of \$87,367.00 to a high of \$441,000.00.

The low bidder (Solutions) is not being recommended for award of this contract based on the following reasons:

- Price is only 20% of the total weighting for rating system
- Concerns about the low bidder's lack of experience with the City
- Some unfavorable references
- Volume of work needing to be outsourced to other firms
- Size of the firm relative to the size of the project

An analysis of the bid documents was conducted by SPW and a recommendation has been made to award Contract RFP 04-11 for the Engineering Services for Replacing/Upgrading Fitzwater Street Lift Station to George, Miles & Buhr (GMB) in the amount of \$119,996.00. There are sufficient funds for this work available in the Sewer Engineering Account number 84080-513020.

After review of the submitted bids, the Department of Internal Services-Procurement Division requests Council's approval to accept the bid as noted above from George, Miles & Buhr (GMB) in the amount of \$119,996.00.

Thank you,

Thomas Tengman
Acting 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

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

Tel: 410-548-3170

Fax: 410-548-3107

PUBLIC WORKS
TERESA GARDNER, P.E.
DIRECTOR

January 13, 2011

MEMORANDUM

TO: Mark Reilly – Assistant Director of Internal Services
Procurement Division

FROM: Dallas Baker – Project Engineer
Salisbury Public Works

SUBJECT: Award of Bid Recommendation for RFP 04-11
Engineering Services for Replacing / Upgrading Fitzwater Street Lift
Station

CC: Dale Pusey
Greg Stevens
Tom Messick
File

We have received nine (9) responses to the subject Request for Proposals (RFP), see the attached bid tabulation sheet for a summary of the prices bid. Salisbury Public Works (SPW) has reviewed and rated the proposals in accordance with the evaluation criteria in the RFP and recommends awarding the project to George, Miles & Buhr (GMB). GMB is a local, reputable firm with sufficient staff to complete the design in a timely and responsive manner. GMB's approach was the most detailed and provided a clear understanding of the scope of work. SPW has worked with GMB in the past, most recently on five (5) other sewage lift stations where they have shown they have the expertise to provide the City with a quality finished product. GMB is able to handle not only the civil design of the project but also the electrical / mechanical design as well as the Surveying. Furthermore, GMB's outstanding record of responsiveness to the City combined with their average change order amount of 1% of total construction cost and ability to respond in a timely manner reinforced this consensus. Copies of the formal evaluation results are attached.

SPW does not recommend including Alternate No. 1 (structural evaluation of the associated downstream force main) with the project. The alternate was included to determine the condition of the force main and if it needed to be replaced. However, the main in question broke and failed in December 2010, as such, it is obvious that it needs to be replaced.

Memo: Mark Reilly
January 13, 2011
Page 2

SPW recommends including 168 hours of construction inspection time with the project at the rates listed under Inspection Services at a cost of \$12,096.00. The supplemental construction inspection will allow SPW to augment the City's own inspection forces with additional personnel that have technical expertise and will be able to aid the City in evaluating the construction progress and completion of various items within the lift station.

The low bidder (Solutions) is not being recommended for award of this contract based on the following reasons:

- Price is only 20% of the total weighting for rating system
- Concerns about the low bidder's lack of experience with the City
- Some unfavorable references
- Volume of work needing to be outsourced to other firms
- Size of the firm relative to the size of the project

It can also be noted that the hourly rates for Solutions is equivalent to GMB's which leads SPW to conclude that Solutions will provide significantly less work effort than the project requires. All of the preceding items negatively affected Solutions overall rating which is why they are not being recommended for the award of this project.

The total recommended award amount for this contract is **\$119,996.00**. The project is economically feasible for the City with \$120,000 being available to cover the cost of this work in the Sewer Engineering Account, number 84080-513020.

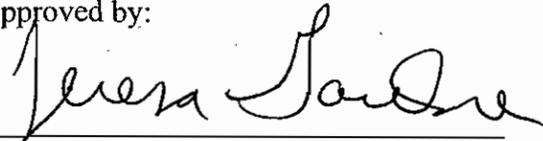
Thank you for your assistance on this and past requests.

Prepared by:



Dallas Baker, P.E.
Project Engineer

Approved by:



Teresa Gardner, P.E.
Director, Salisbury Public Works

Award of Bid Selection Criteria:		Engineering Services for Replacing/Upgrading Fitzwater Street Lift Station, RFP 04-11																	
		Solutions		GMB		URS		DBF		Arto		Becker Morgan		WRA		Landmark		RKK	
		rating	score	rating	score	rating	score	rating	score	rating	score	rating	score	rating	score	rating	score	rating	score
25% 1. Expertise, experience and qualifications of the bidder, its personnel, and proposed subcontractors as related to the Scope of Services.		3	0.75	4	1	2	0.5	4	1	2	0.5	4	1	4	1	2	0.5	2	0.5
20% 2. Performance on all projects within the last three years.		2	0.4	4	0.8	2	0.4	3.5	0.7	2	0.4	3.5	0.7	3	0.6	2	0.4	2	0.4
20% 3. Price and billable rates		4	0.8	3.5	0.7	3	0.6	3	0.6	3	0.6	2	0.4	2	0.4	2	0.4	0	0
10% 4. Current and projected workload and ability to complete the work in a timely manner.		2	0.2	4	0.4	2	0.2	4	0.4	2	0.2	4	0.4	3	0.3	2	0.2	2	0.2
10% 5. Experience working with municipal governments and municipal projects with emphasis on projects with the City of Salisbury and Wicomico County or similar type Municipalities.		3	0.3	4	0.4	2	0.2	3.5	0.35	2	0.2	3.5	0.35	3.5	0.35	2	0.2	2	0.2
10% 6. Size of the firm submitting the bid relative to the size of the project.		2	0.2	4	0.4	4	0.4	3	0.3	3	0.3	3	0.3	4	0.4	3	0.3	4	0.4
5% 7. Geographic location of the Firm relative to the location of the City of Salisbury and the Firm's ability to respond to routine everyday type requests.		3	0.15	4	0.2	2	0.1	4	0.2	2	0.1	4	0.2	3	0.15	3	0.15	3	0.15
Total Score			2.8		3.90		2.4		3.55		2.3		3.35		3.2		2.15		1.85

City of Salisbury



JAMES IRETON, JR.
MAYOR

JOHN R. PICK
CITY ADMINISTRATOR

LORÉ CHAMBERS
ASSISTANT CITY ADMINISTRATOR

125 NORTH DIVISION STREET
SALISBURY, MARYLAND 21801
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PAMELA B. OLAND
DIRECTOR OF INTERNAL SERVICES
PROCUREMENT DIVISION

MARYLAND

COUNCIL AGENDA

February 14, 2011

TO: Mayor and City Council

SUBJECT: Recommendation of Award
Purchase of Replacement Ambulance (A2)

The City of Salisbury Internal Services Department, Procurement Division, received a request from the Salisbury Fire Department to purchase a replacement ambulance. The FY2011 lease purchase was approved by City Council to procure this item through lease purchase at an estimated cost of \$206,000.00. The purchase of this vehicle allows the Fire Department to replace poorly operating equipment as noted in their surplus request.

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. Under HGACBuy Contract #AM04-10, the City of Houston – Galveston, Texas had already developed specifications similar to ours, and had also awarded a contract to a reputable ambulance manufacturer for a vehicle very similar to the one the Salisbury Fire Department seeks to replace Ambulance 2. A number of local governments have successfully utilized this contract.

After review of Contract # AM04-10 and the submitted proposal by Fesco Emergency Sales and Horton Emergency Vehicles, the Department of Internal Services requests council approval to award the lease purchase of the replacement ambulance in the amount of \$201,931.00 (\$209,431 - \$7,500 trade-in allowance). Based on this information, the Department of Internal Services – Procurement Division requests Council's approval to award the purchase of the ambulance to Fesco Emergency Sales of Elkridge, MD. Funding for the project is available in the FY2011 Budget Account # 24035-558600.

Thank you.

Thomas Tengman
Acting Assistant Director of Internal Services-Procurement Division

Fire Department

City of Salisbury

*From the
Office of the
Chief*

To: Mark Reilly
Assistant Director Internal Services
Procurement Division

Date: 2 February 2011

From: Jeff Simpson, Chief of the Department 

Subject: Acquisition of Replacement Ambulance (A2)

The Salisbury Fire Department's approved FY2011 budget includes the replacement of an ambulance at an estimated cost of \$206,000.00. The City has secured the funding in this amount for the project and the Fire Department is prepared to proceed with the acquisition of this vehicle.

The vehicle currently serving as Ambulance 2 (A2) is a 2005 Medtec 4300 International with over 116,000 miles and a lifetime maintenance cost of greater than \$42,000.00.

In preparation for the replacement of our Ambulance fleet, a workgroup was assigned to investigate the needs of the organization, the public and to research the various nationally accepted safety and functionality standards for EMS apparatus. The workgroup was also tasked to develop and publish specifications document for these new apparatus. Subsequently, specifications were created, a document was published and a cost estimate was established for the proposed vehicle.

In the Salisbury Charter, **Article XVI, Purchases and Sales; City Property Inventory of the City Charter, Section 16-3 General policy of competitive bidding; exceptions** provides for exceptions to the City's competitive bidding processes.

Normally the competitive bidding process must be conducted for the purchase of items such as fire apparatus. However, Section 16-3 of the City Charter provides for exceptions to this process including "(9) Contracts in which the City receives a contract price negotiated by the State, County or other governmental entity pursuant to a valid contract". This exception ensures efficiency and cost effectiveness for the City in that it saves valuable time in the acquisition process and also save the City the normal costs associated with advertising and conducting a formal bid process. Subsequently, the Salisbury Fire Department performed research to determine if another fire department had developed ambulance specifications that were similar to those developed by the workgroup. As a result of this research it was discovered that the City of Houston- Galveston, Texas had already developed specifications

similar to ours, and had also awarded a contract to a reputable ambulance manufacturer for a vehicle very similar to the one the Salisbury Fire Department seeks to replace Ambulance 2.

Of specific interest in our specification and that of the Houston-Galveston, Texas contract is the emphasis on EMS provider and patient safety. The reputable ambulance manufacturer noted, is the industry leader in providing the safety needs required. This system uses a proprietary safety air bag system to protect all occupants of the vehicle. The specific specifications as indicated in the Houston-Galveston, Texas bid invitation AM04-10 is included as an attached copy for your review.

Based on this information, we would like to request that a Purchase Trade Transaction be initiated with Fesco Emergency Sales of Elkridge Md. to complete the procurement of the ambulance. Funding for the project is available in the FY2011 Budget Account # 24035-558600. In addition, a surplus / trade assessment memo has been provided outlining the value of the current Medtec ambulance to be replaced in our fleet.

Should you have any questions or require additional information please feel free to contact me immediately.

cc: Mr. John Pick, City Administrator
File

STATEMENT FOR CLOSING A MEETING

Location: Council Chambers
Room 301-G0B

Date: 2/14/11
Time: 7:10 pm

Motion: Shields

Seconded By: COHEN

Vote to Close Session:

	AYE	NAY	ABSTAIN	ABSENT
Deborah S. Campbell	{ <input checked="" type="checkbox"/> }	{ }	{ }	{ }
Terry E. Cohen	{ <input checked="" type="checkbox"/> }	{ }	{ }	{ }
Gary A. Comegys	{ }	{ }	{ }	{ <input checked="" type="checkbox"/> }
Eugenie P. Shields	{ <input checked="" type="checkbox"/> }	{ }	{ }	{ }
Louise Smith	{ <input checked="" type="checkbox"/> }	{ }	{ }	{ }

STATUTORY AUTHORITY TO CLOSE SESSION

State Government Article §10-508(a):

- (1) To discuss:
- { } (i) The appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or
 - { } (ii) Any other personnel matter that affects one or more specific individuals.
- (2) { } To protect the privacy or reputation of individuals with respect to a matter that is not related to public business.
- (3) { } To consider the acquisition of real property for a public purpose and matters directly related thereto.
- (4) { } To consider a preliminary matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State.
- (5) { } To consider the investment of public funds.
- (6) { } To consider the marketing of public services.
- (7) To consult with counsel to obtain legal advice on a legal matter.
- (8) To consult with staff, consultants, or other individuals about pending or potential litigation.

- (9) { } To conduct collective bargaining negotiations or consider matters that relate to the negotiations.
- (10) { } To discuss public security, if the public body determines that public discussions would constitute a risk to the public or public security, including:
- (i) the deployment of fire and police services and staff; and
 - (ii) the development and implementation of emergency plans.
- (11) { } To prepare, administer or grade a scholastic, licensing, or qualifying examination.
- (12) { } To conduct or discuss an investigative proceeding on actual or possible criminal conduct.
- (13) { } To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter.
- (14) { } Before a contract is awarded or bids are opened, discuss a matter directly related to a negotiation strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

TOPICS TO BE DISCUSSED:

Update on WWTP litigation

REASON FOR CLOSING:

Pending litigation - consult with legal counsel


Louise Smith
Council President
City of Salisbury