

CITY OF SALISBURY, MARYLAND

REGULAR MEETING

JULY 9, 2012

PRESENT

*Council President Terry E. Cohen
Councilwoman Laura Mitchell
Mayor James Ireton, Jr.*

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

IN ATTENDANCE

City Clerk Kimberly R. Nichols, CMC, Assistant City Administrator Lore Chambers, Ph.D., City Attorney Mark Tilghman, Public Works Director Teresa Gardner, Acting Director of Internal Services Gerri Moore, Planning and Zoning Director Jack Lenox, and interested Citizens and Members of the Press.

MEDITATION – PLEDGE OF ALLEGIANCE

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

ADOPTION OF LEGISLATIVE AGENDA

Mrs. Campbell moved and Mrs. Mitchell seconded to adopt the legislative agenda as presented. Mr. Spies moved to amend the agenda by adding Resolution No. 2176 to follow immediately after the Award of Bids. On a second by Mrs. Campbell, the amendment passed on a 3-2 vote with Ms. Cohen, Mrs. Campbell and Mr. Spies voting aye and Mrs. Shields and Mrs. Mitchell voting nay. City Clerk Kim Nichols read the resolution into the record.

Mrs. Campbell moved to amend the agenda by adding Ordinance No. 2212 to follow immediately after Ordinance No. 2211, and removing the following minutes from the consent agenda to follow immediately after the consent agenda: April 16, 2012 work session, April 16, 2012 closed session minutes, and April 9, 2012 closed session minutes #1. On a second by Mrs. Shields, the amendment passed unanimously. The legislative agenda, as amended, was passed on a 3-2 vote with Ms. Cohen, Mrs. Campbell and Mr. Spies voting aye and Mrs. Mitchell and Mrs. Shields voting nay.

CONSENT AGENDA – presented by City Clerk Kim Nichols

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

- *April 9, 2012 regular meeting minutes*
- *April 9, 2012 closed session minutes #2*
- *April 23, 2012 regular meeting minutes*

MINUTES

- *April 9, 2012 closed session minutes #1*

Mrs. Campbell moved, Mr. Spies seconded, and the vote was unanimous to amend the April 9, 2012 closed session minutes #1 by removing the underscore on lines 17 and 23. The April 9, 2012 closed session minutes #1, as amended, unanimously passed.

- *April 16, 2012 work session minutes*

Mrs. Campbell moved, Mr. Spies seconded, and the vote was unanimous to amend the April 16, 2012 work session minutes by removing the underscore in lines 82 and 123, and replacing the "MOU" with "MOA" in lines 103 and 112 to stipulate it was a memorandum of agreement rather than a memorandum of understanding. The April 16, 2012 work session minutes, as amended, unanimously passed.

Mrs. Mitchell moved to amend line 77 by replacing the word "Mayor" with "Mr." Mrs. Campbell seconded and the amendment unanimously passed. The April 16, 2012 work session minutes, as amended, unanimously passed.

- *April 16, 2012 closed session minutes*

Mrs. Campbell moved and Mrs. Mitchell seconded to amend the April 16, 2012 closed session minutes by removing the underscore on lines 27 and 37. The amendment unanimously passed, and the April 16, 2012 closed session minutes, as amended, unanimously passed.

AWARD OF BIDS – presented by Acting Director of Internal Services Gerri Moore

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

- *Declaration of Surplus – Marine 1 (Salisbury Fire Department) - \$0.00*
- *Declaration of Surplus – Personal Protective Equipment (Salisbury Fire Department) - \$0.00*
- *Declaration of Surplus – Fire Hose (Salisbury Fire Department) - \$0.00*
- *Declaration of Surplus – Telephone Equipment (Salisbury Police Department) - \$0.00*
- *Declaration of Surplus – Unclaimed Property (Salisbury Police Department) - \$0.00*

- *Award Recommendation Contract #113-12 Foam Trailer - \$126,554.98*

RESOLUTIONS

- *Resolution No. 2176 – to clarify certain statements made by the media and by the Mayor regarding the position of a majority of Council members on a downtown plan advanced by the Mayor – presented by Councilman Timothy K. Spies*

Mr. Spies moved and Mrs. Campbell seconded to approve Resolution No. 2176. Mr. Spies moved to amend Resolution No. 2176 by replacing the word “remaining” with the word “significant” on the first line in number 3. Mrs. Campbell seconded and the amendment passed on a 3-2 vote, with Ms. Cohen, Mrs. Campbell, and Mr. Spies voting aye and Mrs. Mitchell and Mrs. Shields voting nay.

Mrs. Campbell moved and Mr. Spies seconded to amend Resolution No. 2176 by inserting the word “Loan” in number 1, line 4 after the word “Revolving.” The amendment passed on a 3-2 vote, with Ms. Cohen, Mrs. Campbell, and Mr. Spies voting aye and Mrs. Mitchell and Mrs. Shields voting nay.

Resolution No. 2176, as amended, passed on a 3-2 vote, with Mrs. Cohen, Mrs. Campbell, and Mr. Spies voting aye and Mrs. Mitchell and Mrs. Shields voting nay.

- *Resolution No. 2175 – approving a secondary and extra duty employment for Police Department personnel and authorizing the Chief of Police to enter into contracts which allow police officers to provide either uniform or non-uniform law enforcement services to private businesses and to also allow officers and civilian personnel to work non-law enforcement, non-contractual secondary employment - presented by Assistant City Administrator Loré Chambers, Ph.D*

Mrs. Shields moved and Mrs. Mitchell seconded to approve Resolution No. 2165. Mrs. Campbell moved to amend the resolution by removing on page 10, Exhibit A, the percentages listed in bullets 2, 3, and 4. Mrs. Mitchell seconded. After discussion, Mrs. Mitchell moved and Mr. Spies seconded to amend the previous amendment made by Mrs. Campbell by replacing the words “these percentages as listed above” with the word “amounts” in the second paragraph on page 10, and replacing the semi-colon with a colon. The amendment was unanimously passed.

Resolution No. 2175, as amended, was unanimously passed.

ORDINANCES – presented by City Attorney Mark Tilghman

- *Ordinance No. 2207 – 2nd reading – changing Bateman Street from two-way to one-way westbound between South Division Street and Wayne Street (eastern leg); prohibiting*

left-hand turns by vehicles from South Division Street onto Bateman Street; erecting a traffic signal and pedestrian indications at the intersection of Onley Road and South Division Street; establishing a bicycle lane on Bateman Street; and establishing pedestrian crosswalks at the Onley Road and South Division Street intersection

Mr. Spies moved and Mrs. Mitchell seconded to approve Ordinance No. 2207. Mr. Spies moved and Mrs. Shields seconded to amend the ordinance by replacing the word "indications" with "indicators" on line 6, and correct the spelling of the word "ordinance" on line 29. The amendment passed unanimously and Ordinance No. 2207, as amended for second reading, passed unanimously.

One member of the public spoke in favor of the proposed legislation.

- *Ordinance No. 2208 – 1st reading and public hearing – pursuant to Chapter 17.228 of Title 17, Zoning of the Salisbury Municipal Code and Section 4.04 of Article 66B of the Annotated Code of Maryland, and Article VI, Board of Zoning Appeals for the purpose of amending Section 17.12.090, adding Section 17.12.111, and amending Section 17.12.120, Board of Zoning Appeals procedure*

Mrs. Mitchell moved and Mr. Spies seconded to amend Ordinance No. 2208 by placing a "B" with a strikethrough (B) before the "D" on line 163, placing a "C" with a strikethrough (C) before the "E" on line 174, and inserting the word "and" on line 21 after "Council." Mr. Spies moved and Mrs. Campbell seconded to replace Mrs. Colegrove's name with Mrs. Nichols' name in the signature line. The amendments unanimously passed.

Ordinance No. 2208 for 1st reading, as amended, unanimously passed.

No public comments were received.

(Council recessed at 8:10 p.m. and re-convened at 8:20 p.m.)

- *Ordinance No. 2209 – 1st reading and public hearing – to authorize the operation of a day care center at 217 Beaglin Park Drive in a Light Business and Institutional District as required by Section 17.28.040B of the Salisbury Municipal Code*

Mr. Spies moved and Mrs. Shields seconded to approve Ordinance No. 2209. Mr. Spies moved, Mrs. Shields seconded, and the vote was unanimous to amend Ordinance No. 2209 by replacing the word "eminent" with "imminent" on page 9, number 5.b.

Ordinance No. 2209, as amended for first reading, was unanimously passed.

No public comments were received.

- Ordinance No. 2210 – 1st reading – FY2013 budget amendment to appropriate funds for the renegotiation of the City’s cable franchise agreement

On a motion by Mrs. Shields and seconded by Mr. Spies, Ordinance No. 2210 for 1st reading was unanimously passed.

- Ordinance No. 2211 – 1st reading – to repeal and reenact Chapter 2.04 – Ethics to comply with Maryland Code requirements for Ethics Legislation relating to the Ethics Commission, Conflicts of Interest, Financial Disclosure, Lobbying, Exemptions and Modifications, and Enforcement

On a motion by Mrs. Shields and seconded by Mr. Spies, Ordinance No. 2211 for 1st reading was unanimously passed.

- Ordinance No. 2212 – 1st reading – to amend the FY2013 Budget to provide funds for the continued acquisition of Comcate licensing

Mrs. Shields moved and Mrs. Mitchell seconded to approve Ordinance No. 2212 for first reading. Mrs. Mitchell moved, Mrs. Shields seconded, and the vote was unanimous to amend Ordinance No. 2212 by striking the word “for” on line 11 and replacing it with “of”, and inserting “budget” after the word “Compliance” on line 23.

Ordinance No. 2212 for first reading, as amended, was unanimously passed.

PUBLIC COMMENTS

The following remarks were received from two members of the public:

- *Downtown needs to be revitalized*
- *eliminate parking fees and surplus parking lots*
- *expand the public library*
- *County should be financially supporting the Zoo*
- *the old fire headquarters should be declared surplus*
- *never consider surplus parking lots along the Riverwalk*
- *Salisbury needs quality housing*
- *there are many vacant single family houses in Salisbury*
- *encourage owner occupied properties*
- *Council members should have a respectable, productive relationship*
- *can’t imagine trying to sell this area to anyone*

ADJOURNMENT

The meeting adjourned at 9:01 p.m.

*CITY OF SALISBURY, MARYLAND
CLOSED SESSION
JUNE 18, 2012*

TIME & PLACE: 5:31 p.m., Government Office Building – Conference Room 306
PURPOSE: Consult with legal counsel and staff regarding a legal matter related to litigation (Wastewater Treatment Plant); to interview the candidate for Director of Information Technology; to discuss land acquisition for public use; personnel review process; contractual questions for City Attorney
VOTE TO CLOSE: Unanimous
CITATION: Annotated Code of Maryland Sections 10-508(a)(i)(3)(7)(8)
PRESENT: Council President Terry E. Cohen, Council Vice President Deborah S. Campbell, Councilwoman Laura Mitchell (arrived at 5:35 p.m.), Councilwoman Eugenie P. Shields, Councilman Timothy K. Spies, City Administrator John Pick (left at 8:30 p.m.), Public Works Director Teresa Gardner, Acting Director Internal Services Gerri Moore, City Clerk Kimberly R. Nichols, City Attorney Mark Tilghman, and Attorneys Howard Goldberg and Paul Wilber

During the Council's June 18, 2012 open session, Mr. Spies moved to convene in closed session for the purpose of consulting with legal counsel and staff to obtain advice on a legal matter (Wastewater Treatment Plant), interview a candidate for Director of Information Technology, discuss land acquisition for public use, discuss the personnel review process, and to ask the City Attorney questions related to a contract. Mrs. Campbell seconded, the vote was unanimous, and the closed session began at 5:31 p.m.

Wastewater Treatment Plant Litigation

Mr. Goldberg reviewed a settlement offer made by one of the parties involved in the Wastewater Treatment Plant (WWTP) litigation. Council unanimously agreed to accept the offer based upon the recommendation of Mr. Goldberg. Mrs. Mitchell abstained from the vote due to possibly being acquainted with an employee from the company involved.

Council unanimously agreed not to make a demand on a settlement from one of the other companies involved in the WWTP litigation, at this particular time.

Interview – Director of Information Technology

Council conducted the interview of the Mayor's selection for Director of Information Technology. After discussion, Council unanimously approved of the candidate, and City Clerk

Nichols was asked to inform Mr. Pick of the decision.

Land Acquisition

Ms. Gardner discussed the appraisals on the property and recommended an environmental assessment be conducted prior to making an offer to purchase the property. Council reached unanimous consensus on a range in which to authorize Mr. Tilghman to make an offer on the property.

Personnel Review Process

After discussion, Council instructed City Clerk Nichols to inquire as to whether a formal review process is currently in place to evaluate the position. If so, Council would like a copy; if not, Council requested that one be developed.

Contractual questions

Several charges on the invoice in question were discussed. No action was taken by Council.

At 8:58 p.m., the vote was unanimous to adjourn the closed session on a motion and a second by Mr. Spies and Mrs. Shields, respectively, and return to open session.



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

July 09, 2012

1.	Fire Department Surplus-Marine 1	\$0.00
2.	Fire Department Surplus-Personal Protective Equipment	\$0.00
3.	Fire Department Surplus-Fire Hose	\$0.00
4.	Police Department Surplus-Telephone Equipment	\$0.00
5.	Police Department Surplus-Unclaimed Property	\$0.00
6.	Award Recommendation Contract #113-12 Foam Trailer	\$126,554.98

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COUNCIL AGENDA

July 09, 2012

To: Mayor and City Council

Subject: Surplus Items-Marine 1

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

Department	Description	VIN#	Model	Serial #
Fire Department	Marine 1w/motor	Unknown	1250V23FD	1B264455
Fire Department	1987 Boat Trailer	1ZE1LVY25HD014539		
Fire Department	Hale Pump w/motor	N/A		7662

Upon declaration of surplus, as approved by the Council, the aforementioned items 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



From the Office of the Fire Chief

To: Catrice Parsons, Director of Internal Services

Date: 05 June 2012

From: Richard A. Hoppes, Acting Fire Chief

Subject: Surplus Equipment – Marine 1

The Department has the equipment as described below that is immediately available for declaration as surplus property. By City Code, only the Council can authorize such a declaration. As such I am requesting that Council’s authorization to declare this property as surplus property and permission to dispose of in compliance with City code and/or policy.

The equipment is described as follows:

Unit Identification: Marine 1
Unit Description: 25’ Privateer Fiberglass Cuddy Cabin
VIN: Unknown
Motor: Mercury 4 stroke – 250hp (2006 XL BER)
M/N - 1250V23FD
S/N – 1B264455
Condition: Fair

Unit Description: 1987 Boat Trailer
VIN: 1ZE1LVY25HD014539
Condition: Fair

Unit Description: Hale pump with a Honda Gas Motor
VIN: N/A
S/N: 7662
Condition: Poor (Inoperable)

The declaration of surplus is pursuant to the delivery of our new fire rescue rapid response vessel. All useful equipment has been removed from the old vessel and placed in service on the new vessel or returned to the supply depot of the SFD for future use in another capacity.

By virtue of this memorandum I am asking to have these items declared surplus and be auctioned in accordance with City policy. Should you have questions or require additional information please feel free to contact me immediately.

cc: File

C:\Users\cparsons\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\70VT8D2\Surplus Marine 1_06-04-12.doc

**This is a Department Specific Communication Intended for Internal Use Only
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COUNCIL AGENDA

July 09, 2012

To: Mayor and City Council

Subject: Surplus Items-Personal Protective Equipment

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

Department	Description	Quantity
Fire Department	Turnout Coats	40
Fire Department	Turnout Pants	36

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

Thank You,

Catrice L. Parsons

Assistant Director Internal Services-Procurement and Parking



From the Office of the
Fire Chief

To: Catrice Parsons, Deputy Director Internal Services

Date: 04 June 2012

From: Richard A. Hoppes, Acting Fire Chief

Subject: Surplus of Personal Protective Equipment

The Maintenance and Supply Section officer, Lt. Hoppes, has notified me that we have a number of pieces of turn out gear that according to NFPA 1851, "Standard on the Selection, Care, and Maintenance of Protective Structural Fire Fighting and Proximity Fire Fighting – 2008 Edition", has reached or surpassed their usable life as an interior structural firefighting ensemble. The following is a list of those items and their associated (new/replacement) costs:

- Turnout Coats: 40 ea. X \$855.00 = \$34,200.00
- Turnout Pants: 36 ea. X \$635.00 = \$22,860.00

Total \$57,060.00

In accordance with NFPA 1851 Section 10.1.2, "Structural fire fighting ensembles and ensemble elements shall (emphasis added) be retired in accordance with 10.2.1, no more than 10 years (emphasis added) from the date the ensembles or ensemble elements were manufactured." This is further explained in Annex 'A' of the standard in Section A.10.1.2 where it states, "After discussion of the concept of mandatory retirement for protective elements, the consensus of the technical committee, led by the fire service segment, is that the life of a turnout suit is generally less than 10 years."

The standard also provides guidance on the proper method of disposing of the retired articles. According to Section 10.2.1, "Retired structural fire fighting ensembles and ensemble

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COUNCIL AGENDA

July 09, 2012

To: Mayor and City Council

Subject: Surplus Items-Fire Hose

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

Department	Description	Quantity
Fire Department	5" Supply Line	5 Sections
Fire Department	3" Supply Line	8 Sections
Fire Department	2.5" Attack Line	1 Section
Fire Department	1.75" Attack Line	8 Sections

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

Thank You,

Catrice L. Parsons

Assistant Director Internal Services-Procurement and Parking



From the Office of the Fire Chief

To: Catrice Parsons, Deputy Director Internal Services

Date: 04 June 2012

From: Richard A. Hoppes, Acting Fire Chief

Subject: Surplus of Fire Hose

The Maintenance and Supply Section officer, Lt. Hoppes, has notified me that we have a number of sections of fire hose that have failed their annual service test in accordance with NFPA 1962: Standard for the Inspection, Care, and Use of Fire Hose, Couplings, and Nozzles and the Service Testing of Fire Hose. Each of the sections of fire hose has reached or surpassed their usable life for fire suppression services. The following is a list of those items and their associated (new/replacement) costs:

- 5" supply line – 5 sections each @ \$ 589.00
- 3" supply line – 8 sections each @ \$ 217.00
- 2.5" attack line – 1 section @ \$ 158.00
- 1.75" attack line – 8 sections each @ \$ 113.00

Total \$5,743.00

The Department has contacted several City DPW sections to see if they can use the hose for non-firefighting purposes and did not find there to be a need for these items in other areas of the City. Therefore I have directed Lt. Hoppes to remove these items from service and box them up to prevent them from inadvertently being placed in service. By virtue of this memorandum I am asking to have these items declared surplus with the intent to dispose of them in accordance with the NFPA 1962 standard by destroying them to prevent them from being utilized as suppression equipment in the fire service, thus avoiding a potential litigious

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COUNCIL AGENDA

July 09, 2012

To: Mayor and City Council

Subject: Surplus Items-Telephone Equipment

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

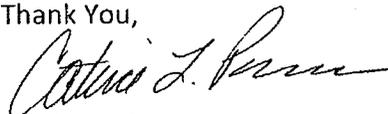
Model Number	Serial Number	SPD Number	Phone Description	Box Number
8024S-GT	11599663	1941	Black Analog Multi Line Phone	1
8024S-GT	IMP56576	N/A	Black Analog Multi Line Phone	1
8024S-GT	10414648	N/A	Black Analog Multi Line Phone	1
8024S-GT	10414394	N/A	Black Analog Multi Line Phone	1
8024S-GT	IMP56585	N/A	Black Analog Multi Line Phone	1
8024S-GT	10474948	N/A	Black Analog Multi Line Phone	1
8024S-GT	11153838	N/A	Black Analog Multi Line Phone	1
8024S-GT	IMP75655	1940	Black Analog Multi Line Phone	1
8024S-GT	IMP26321	N/A	Black Analog Multi Line Phone	1
8024S-GT	IMP26681	N/A	Black Analog Multi Line Phone	1
COM801SGT-R	R114967-0016	N/A	Black Analog Multi Line Phone	1
8101N-GT	10160256	N/A	Black Analog Multi Line Phone	1
8012S-GT	10116641	N/A	Black Analog Multi Line Phone	2
8012S-GT	10116645	N/A	Black Analog Multi Line Phone	2
8012S-GT	10116650	N/A	Black Analog Multi Line Phone	2
8012S-GT	10441814	N/A	Black Analog Multi Line Phone	2
8012S-GT	10164256	N/A	Black Analog Multi Line Phone	2
8012S-GT	10118386	N/A	Black Analog Multi Line Phone	2
8012S-GT	10118537	N/A	Black Analog Multi Line Phone	2
8012S-GT	10414644	N/A	Black Analog Multi Line Phone	2
8012S-GT	10414393	N/A	Black Analog Multi Line Phone	2
8012S-GT	10441813	N/A	Black Analog Multi Line Phone	2

8012S-GT	10444996	N/A	Black Analog Multi Line Phone	2
8012S-GT	10441797	N/A	Black Analog Multi Line Phone	2
8012S-GT	10414646	N/A	Black Analog Multi Line Phone	2
8012S-GT	10164350	N/A	Black Analog Multi Line Phone	2
8012S-GT	10441787	N/A	Black Analog Multi Line Phone	3
8024S-GT	10729470	N/A	Black Analog Multi Line Phone	3
8024S-GT	10035828	1934	Black Analog Multi Line Phone	3
8101N-GT	10160298	N/A	Black Analog Multi Line Phone	3
8101N-GT	11436676	N/A	Black Analog Multi Line Phone	3
8101N-GT	10153088	N/A	Black Analog Multi Line Phone	3
1B64X-GT	10268966	N/A	Black Analog Multi Line Phone	3
1B64X-GT	10268952	N/A	Black Analog Multi Line Phone	3
1B64X-GT	10355016	N/A	Black Analog Multi Line Phone	3
1B64X-GT	10355015	N/A	Black Analog Multi Line Phone	3
1B64X-GT	10250602	N/A	Black Analog Multi Line Phone	3
1B64X-GT	10268976	N/A	Black Analog Multi Line Phone	3
8024S-GT	IMP56582	N/A	Black Analog Multi Line Phone	4
8024S-GT	11631664	N/A	Black Analog Multi Line Phone	4
8024S-GT	11199002	N/A	Black Analog Multi Line Phone	4
8024S-GT	IMP56574	N/A	Black Analog Multi Line Phone	4
8024S-GT	IMP26687	N/A	Black Analog Multi Line Phone	4
8024S-GT	10624019	N/A	Black Analog Multi Line Phone	4
8024S-GT	11199003	N/A	Black Analog Multi Line Phone	4
8024S-GT	10277366	N/A	Black Analog Multi Line Phone	4
8024S-GT	IMP26335	N/A	Black Analog Multi Line Phone	4
8024S-GT	100025067	1939	Black Analog Multi Line Phone	4
8024S-GT	IMP45053	1942	Black Analog Multi Line Phone	4
8024S-GT	IMP26633	N/A	Black Analog Multi Line Phone	4
8012S-GT	10441798	N/A	Black Analog Multi Line Phone	5
8012S-GT	10118149	N/A	Black Analog Multi Line Phone	5
8012S-GT	10517517	N/A	Black Analog Multi Line Phone	5
8012S-GT	10118398	N/A	Black Analog Multi Line Phone	5
8012S-GT	11009097	N/A	Black Analog Multi Line Phone	5
8012S-PT	IMP34596	N/A	Black Analog Multi Line Phone	5
8012S-GT	10152964	N/A	Black Analog Multi Line Phone	5
8101N-GT	10160325	N/A	Black Analog Multi Line Phone	5
8101N-GT	10152969	N/A	Black Analog Multi Line Phone	5
8101N-GT	11436673	N/A	Black Analog Multi Line Phone	5
8101N-GT	10160332	N/A	Black Analog Multi Line Phone	5
8101N-GT	10160296	N/A	Black Analog Multi Line Phone	5
8101N-GT	10160299	N/A	Black Analog Multi Line Phone	5
8101N-GT	10160310	N/A	Black Analog Multi Line Phone	5
8101N-GT	10152967	N/A	Black Analog Multi Line Phone	5
8012S-GT	10118417	N/A	Black Analog Multi Line Phone	6
8012S-GT	10153071	N/A	Black Analog Multi Line Phone	6
8101N-GT	10160327	N/A	Black Analog Multi Line Phone	6
8101N-GT	10160326	N/A	Black Analog Multi Line Phone	6
8101N-GT	10153055	N/A	Black Analog Multi Line Phone	6
8101N-GT	10160315	N/A	Black Analog Multi Line Phone	6
8101N-GT	10153030	N/A	Black Analog Multi Line Phone	6
8101N-GT	10153026	N/A	Black Analog Multi Line Phone	6
8101N-GT	10153090	N/A	Black Analog Multi Line Phone	6
8101N-GT	10160300	N/A	Black Analog Multi Line Phone	6

8101N-GT	10152979	N/A	Black Analog Multi Line Phone	6
8101N-GT	IMP14507	N/A	Black Analog Multi Line Phone	6
8101N-GT	10160343	N/A	Black Analog Multi Line Phone	6
8101N-GT	10160341	N/A	Black Analog Multi Line Phone	6
VIKING INTERCOM	2096200-257204K	N/A	Black Analog Multi Line Phone	6
VIKING INTERCOM	2796052-257204K	N/A	Black Analog Multi Line Phone	6
8024S-GT	IMP56579	N/A	Black Analog Multi Line Phone	7
8024S-GT	IMP56618	N/A	Black Analog Multi Line Phone	7
8024S-GT	10039473	N/A	Black Analog Multi Line Phone	7
8024S-GT	100111945	N/A	Black Analog Multi Line Phone	7
8024S-GT	IMP26344	N/A	Black Analog Multi Line Phone	7
8024S-GT	10474949	N/A	Black Analog Multi Line Phone	7
8024S-GT	R114967-0023	N/A	Black Analog Multi Line Phone	7
COM8024SGT-R	10164337	N/A	Black Analog Multi Line Phone	7
8012S-GT	10164355	N/A	Black Analog Multi Line Phone	7
8012S-GT	10176333	N/A	Black Analog Multi Line Phone	7
8012S-GT	10414649	N/A	Black Analog Multi Line Phone	7
8012S-GT	10164267	N/A	Black Analog Multi Line Phone	7
8012S-GT	10441791	N/A	Black Analog Multi Line Phone	7
8012S-GT	10153096	N/A	Black Analog Multi Line Phone	7
1B64X-GT	10355036	N/A	Black Analog Multi Line Phone	8
1B64X-GT	10268946	N/A	Black Analog Multi Line Phone	8
1B64X-GT	10355013	N/A	Black Analog Multi Line Phone	8
8024S-GT	10467109	N/A	Black Analog Multi Line Phone	8
1B64X-GT	10355038	N/A	Black Analog Multi Line Phone	8
1B64X-GT	10355019	N/A	Black Analog Multi Line Phone	8
8024S-GT	10636284	N/A	Black Analog Multi Line Phone	8
8024S-GT	IMP91671	N/A	Black Analog Multi Line Phone	9
8024S-GT	12971677	N/A	Black Analog Multi Line Phone	9
8024S-GT	IMP78208	N/A	Black Analog Multi Line Phone	9

Upon declaration of surplus, as approved by the Council, the aforementioned items 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

June 6, 2012

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

From: Major David Meienschein

Subject: Recommendation for surplus (Comdial) Telephone Equipment

I am requesting that the attached list of Comdial telephone equipment be declared surplus by the City of Salisbury. This is the old antiquated analog telephone equipment purchased when the current SPD facility was built in 1996. This system was replaced in 2011 by a new digital Mitel IP based system. If approved for surplus it is recommended that these bicycles be auctioned at propertyroom.com. The total fair market value of this equipment is estimated at \$4,000.00.

David Meienschein
Major
Salisbury Police Department



Police Department
Salisbury, Maryland
MEMORANDUM 88-12
June 4, 2012

To: Major D. Meienschein
Purchasing Department

From: Ofc D. Parsons
Quartermaster

Subject: Auction of Departmental Property

Attached is a copy of the Salisbury Police Departments' departmental equipment that has been replaced/upgraded. These items will be sold, with your approval, at the Property Room.Com Auction.

Please review the list and advise if you have any questions.

Distribution

Chief of Police
Administrative Commander
Administrative Sergeant
CALEA: 84.1.7

MODEL NUMBER	SERIAL NUMBER	SPD NUMBER	BOX NUMBER	DESCRIPTION
8024S-GT	11599663	1941	1	Black analog multiline phone
"	IMP56576	NA	1	Black analog multiline phone
"	10414648	NA	1	Black analog multiline phone
"	10414394	NA	1	Black analog multiline phone
"	IMP56585	NA	1	Black analog multiline phone
"	10474948	NA	1	Black analog multiline phone
"	11153838	NA	1	Black analog multiline phone
"	IMP75655	1940	1	Black analog multiline phone
"	IMP26321	NA	1	Black analog multiline phone
"	IMP26681	NA	1	Black analog multiline phone
COM801SGT-R	R114967-0016	NA	1	Black analog multiline phone
8101N-GT	10160256	NA	1	Black analog multiline phone
8012S-GT	10116641	NA	2	Black analog multiline phone
"	10116645	NA	2	Black analog multiline phone
"	10116650	NA	2	Black analog multiline phone
"	10441814	NA	2	Black analog multiline phone
"	10164256	NA	2	Black analog multiline phone
"	10118386	NA	2	Black analog multiline phone
"	10118537	NA	2	Black analog multiline phone
"	10414644	NA	2	Black analog multiline phone
"	10414393	NA	2	Black analog multiline phone
"	10441813	NA	2	Black analog multiline phone
"	10444996	NA	2	Black analog multiline phone
"	10441797	NA	2	Black analog multiline phone
"	10414646	NA	2	Black analog multiline phone
"	10164350	NA	2	Black analog multiline phone
8012S-GT	10441787	NA	3	Black analog multiline phone
8024S-GT	10729470	NA	3	Black analog multiline phone
"	10035828	1934	3	Black analog multiline phone
8101N-GT	10160298	NA	3	Black analog multiline phone
"	11436676	NA	3	Black analog multiline phone
MODEL NUMBER	SERIAL NUMBER	SPD NUMBER	BOX NUMBER	Black analog multiline phone
"	10153088	NA	3	Black analog multiline phone
1B64X-GT	10268966	NA	3	Black analog multiline phone
"	10268952	NA	3	Black analog multiline phone
"	10355016	NA	3	Black analog multiline phone
"	10355015	NA	3	Black analog multiline phone

"	10250602	NA	3	Black analog multiline phone
"	10268976	NA	3	Black analog multiline phone
8024S-GT	IMP56582	NA	4	Black analog multiline phone
"	11631664	NA	4	Black analog multiline phone
"	11199002	NA	4	Black analog multiline phone
"	IMP56574	NA	4	Black analog multiline phone
"	IMP26687	NA	4	Black analog multiline phone
"	10624019	NA	4	Black analog multiline phone
"	11199003	NA	4	Black analog multiline phone
"	10277366	NA	4	Black analog multiline phone
"	IMP26335	NA	4	Black analog multiline phone
"	100025067	1939	4	Black analog multiline phone
"	IMP45053	1942	4	Black analog multiline phone
"	IMP26633	NA	4	Black analog multiline phone
8012S-GT	10441798	NA	5	Black analog multiline phone
"	10118149	NA	5	Black analog multiline phone
"	10517517	NA	5	Black analog multiline phone
"	10118398	NA	5	Black analog multiline phone
"	11009097	NA	5	Black analog multiline phone
8012S-PT	IMP34593	NA	5	Black analog multiline phone
8012S-GT	10152964	NA	5	Black analog multiline phone
8101N-GT	10160325	NA	5	Black analog multiline phone
"	10152969	NA	5	Black analog multiline phone
"	11436673	NA	5	Black analog multiline phone
"	10160332	NA	5	Black analog multiline phone
"	10160296	NA	5	Black analog multiline phone
"	10160299	NA	5	Black analog multiline phone
"	10160310	NA	5	Black analog multiline phone
"	10152967	NA	5	Black analog multiline phone
8012S-GT	10118417	NA	6	Black analog multiline phone
"	10153071	NA	6	Black analog multiline phone
8101N-GT	10160327	NA	6	Black analog multiline phone
"	10160326	NA	6	Black analog multiline phone
"	10153055	NA	6	Black analog multiline phone
"	10160315	NA	6	Black analog multiline phone
"	10153030	NA	6	Black analog multiline phone
"	10153026	NA	6	Black analog multiline phone
"	10153090	NA	6	Black analog multiline phone

"	10160300	NA	6	Black analog multiline phone
"	10152979	NA	6	Black analog multiline phone
"	IMP14507	NA	6	Black analog multiline phone
"	10160343	NA	6	Black analog multiline phone
"	10160341	NA	6	Black analog multiline phone
VIKING INTERCOM W-2000	2096200-257204K	NA	6	Black analog multiline phone
VIKING INTERCOM W-2000	2796052-257204K	NA	6	Black analog multiline phone
8024S-GT	IMP56579	NA	7	Black analog multiline phone
"	IMP56618	NA	7	Black analog multiline phone
"	10039473	NA	7	Black analog multiline phone
"	100111945	NA	7	Black analog multiline phone
"	IMP26344	NA	7	Black analog multiline phone
"	10474949	NA	7	Black analog multiline phone
"	R114967-0023	NA	7	Black analog multiline phone
COM8024SGT-R	10164337	NA	7	Black analog multiline phone
8012S-GT	10164355	NA	7	Black analog multiline phone
"	10176333	NA	7	Black analog multiline phone
"	10414649	NA	7	Black analog multiline phone
"	10164267	NA	7	Black analog multiline phone
"	10441791	NA	7	Black analog multiline phone
"	10153096	NA	7	Black analog multiline phone
1B64X-GT	10355036	NA	8	Black analog multiline phone
"	10268946	NA	8	Black analog multiline phone
"	10355013	NA	8	Black analog multiline phone
8024S-GT	10467109	NA	8	Black analog multiline phone
1B64X-GT	10355038	NA	8	Black analog multiline phone
"	10355019	NA	8	Black analog multiline phone
8024S-GT	10636284	NA	8	Black analog multiline phone
8024S-GT	IMP91671	NA	9	Black analog multiline phone
"	12971677	NA	9	Black analog multiline phone
"	IMP78208	NA	9	Black analog multiline phone

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

July 09, 2012

To: Mayor and City Council

Subject: Surplus Items-Unclaimed Property

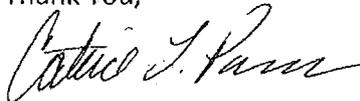
The City of Salisbury Internal Services Department-Procurement Division received a request from the Salisbury Police Department to declare the following unclaimed property surplus:

Property #	Brand Name	Model	Lawn Mowers Description	Serial #
2009-37405	Troybilt		Red push lawnmower	1E124K20951
2010-39743	Weedeater		Green push lawnmower	
Property #	Brand Name	Model	Scooter Description	Serial #
2012-10691	Special 8		Chrome Gas Scooter	
Property #	Brand Name	Model	Bicycles Description	Serial #
2008-21865	Kent	Road Tech		
2009-365			Yellow	
2009-2077	Power Climer		Pink & Black	69286562
2009-2348	Schwinn	Predator	Silver, BMX	ACS9H00619
2009-16161	Verticle P		Silver	
2009-23245		Beach Cruiser	Blue.	
2009-34765	Roadmaster	Ground Assault	Blue, Black, & White	SNSFD08FJ6207
2010-1814	Magna	Glacier Point	18 speed Green	01TD053638
2010-2920	HSB	Princess	Purple & Pink	ACA04F005690
2010-7750			Mountain, Men's Spray Painted Blue	
2010-20920	Mongoose	E-40	Yellow	M981204230
2010-26994	JR Viper			A0619AA98011934
2010-28495	Shark	Shimoa		LWIH071342
2010-31394	Kulana		Purple & Silver	SNFSD08LA3966
2010-32765			Red with rear pegs	
2010-36930	Mongoose		Black & Gray Mountain	SNFSD090
2010-42763	Glacier Point		Mountain	97TD835150

2011-21833	Mongoose		26" Black & Yellow	SNFSD10FM0498
2011-26143	Next	Chaos	Green	HS100807228
2011-26143	Schwinn		Green	
2011-26261			Gray	S8080602194
2011-26717		BMX	White & Red	AUV2000265
2011-28652	Trek 700	Multitrack	Black	
2011-31184	Huffy	Beach Cruiser		SNHEC10J10061
2011-31279	Next		Red	GL060504831
2011-35400	Simple Z		Red & Black	SNC080B0411
2011-36739	Murray	Banshee		SNFSD06H57029
2011-38738			Silver, Painted Baby Blue	DTCBJ007404
2011-39016		BMX	Black	S1007078601
2011-41420	Next	Power Climber	Mountain, Blue & Silver	DTCCF022187
2011-42636	Mongoose		Broken Frame-Red	SNFSD09EK9966
2011-42838	Rock Hopper	Specialized		
2011-43008		Beach Cruiser	White	
2011-43174	Roadmaster		Mountain-Red	S1H0135165
2011-44375		Beach Cruiser	Blue	K41104325
2011-45246	DXR		Mountain-Red	R3502UMB085S15JA
2012-11817	Sting Ray		Men's, Black	SNHUA04J36186
2011-46955	Murray		Red	J1032096
2011-48414	Roadmaster	Power Climber	Purple & Pink	RM60775216
2011-48441	Pacific	Explorer	Mountain-Purple, White, & Blue	TOY-0302-CA
2011-49119	Pacific	Evolution	Mountain-Blue 18-speed	FSD0815J1
2011-49284	Trek		Red	
2011-51238	Kent	Bayside	Blue	GS101019896
2011-51880	Schwinn	Ranger	Boys-Purple 21-speed	CS021837939
2012-3413	Huffy	Canyon	Mountains-Red Letters	80858HUFFY26608
2012-6041	Diamondback	Outlook	Silver	09C0009234
2012-8520	Huffy			K9952939
2012-9423	Jamis	Beach Cruiser	Blue	IG3L027
2012-9991	Mongoose	BMX	Blue	SNFSP10FF9241
2012-11054	Next	Beach Cruiser		CJ05103258
2012-11392	Schwinn	Beach Cruiser	Pink & Blue	SNFSD11B10404

Upon declaration of surplus, as approved by the Council, the aforementioned items 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



MARYLAND

JAMES IRETON, JR.
MAYOR

JOHN R. PICK
CITY ADMINISTRATOR

LORÉ CHAMBERS
ASSISTANT CITY ADMINISTRATOR

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BARBARA DUNCAN
CHIEF OF POLICE
SALISBURY POLICE DEPARTMENT

June 6, 2012

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

From: Major David Meienschein

Subject: Recommendation for surplus unclaimed property

I am requesting that the attached list of 52 bicycles, 1 gas scooter, and 2 push mowers from the Salisbury Police Department's property 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. If approved and declared surplus it is recommended that these bicycles be auctioned at propertyroom.com.

David Meienschein
Major
Salisbury Police Department



Police Department

Salisbury, Maryland

MEMORANDUM 86-12

June 4, 2012

To: Major D. Meienschein
Sgt. R Kaiser
Purchasing Department

From: Teresa Tyndall
Property Custodian

Subject: Auction of Unclaimed Property

Attached is a copy of the 52 bicycles, 1 gas scooter and 2 push mowers from the Salisbury Police Department's Property Vault which were found, forfeited or unclaimed. These items will be sold, with your approval, at the Property Room.Com Auction. All known owners of this property have been contacted either by mail or by phone and have made no attempt to claim this property.

Please review the list and advise if you have any questions.

Distribution

Chief of Police
Administrative Commander
Administrative Sergeant
CALEA: 84.1.7

**SURPLUSED BICYCLES FOR
PROPERTYROOMS.COM**

Property Number	Brand Name	Model	Description	Serial Number
2008-21865	Kent	Road Tech		
2009- 365			Yellow	
2009- 2077	Power Climer		Pink & Black	69286562
2009- 2348	Schwinn	Predator	Silver, BMX	ACS9H00619
2009- 16161	Verticle P		Silver	
2009-23245		Beach Cruiser	Blue	
2009-34765	Roadmaster	Ground Assault	Blue,Black,White	SNFSD08FJ6207
2010- 1814	Magna	Glacier Point	18speed, Green	01TD053638
2010- 2920	HSB	Princess	Purple, Pink	ACA04F005690
2010- 7750			Mountain,Men's,Spray painted blue	
2010-20920	Mongoose	E-40	yellow	M981204230
2010-26994	JR Viper			A06-019AA98011934
2010-28495	Shark	Shimoda		LWIH071342
2010-31394	Kulana		Purple,Silver	SNFSD08LA3966
2010-32765			Red,w/rear pegs	
2010-36930	Mongoose		Black,Gray, Mountain	SNFSD090
2010-42763	Glacier Point		Mountain	97TD835150
2011-21833	Mongoose		26", Black, Yellow	SNFSD10FM0498
2011-26143	Next	Chaos	Green	HS100807228
2011-26143	Schwinn		Green	
2011-26261			Gray	S8080602194
2011-26717		BMX	White, Red	AUV2000265
2011-28652	Trek 700	Multitrack	Black	
2011-31184	Huffy	Beach Cruiser		SNHEC10J10061
2011-31279	Next		Red	GL060504831
2011-35400	Simple Z		Red, Black	SNC080B0411
2011-36739	Murray	Banshee		SNFSD06H57029
2011-38738			Silver, Painted Baby Blue	DTCBJ007404
2011-39016		BMX	Black	S1007078601
2011-41420	Next	Power Climber	Mountain, Blue, Silver	DTCCF022187
2011-42636	Mongoose		Broken Frame, Red	SNFSD09EK9966
2011-42838	Rock Hopper	Specialized		
2011-43008		Beach Cruiser	White	

City of Salisbury



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LORÉ L. CHAMBERS
ASSISTANT CITY ADMINISTRATOR

COUNCIL AGENDA

July 09, 2012

TO: Mayor and City Council

SUBJECT: Award Recommendation for Contract #113-12
Foam Trailer Type II

The City of Salisbury Internal Services Department-Procurement Division, received a request from Salisbury Fire Department ("SFD") to solicit bids for a Type II Foam Trailer. The Procurement Division followed standard bid practices by advertising in the Daily Times, on the City of Salisbury's website, utilizing the City's vendor list, and advertising on the State of Maryland's website; eMaryland Marketplace. A total of eight(8) vendors were sent bid packages with one (1) vendor submitting a bid by the due date and time, June 08, 2012 at 2:30 p.m., as noted below.

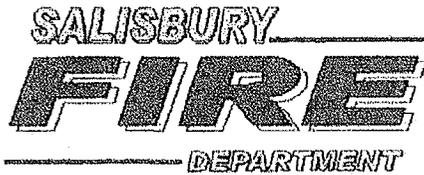
<u>Vendor</u>	<u>Bid Price</u>
G & G Metal Fabrication	\$126,554.98

There are sufficient funds to cover this project in account numbers 10500-577025-18001 "Vehicles".

After review of the submitted bid, the Department of Internal Services-Procurement Division requests Council's approval to accept the bid as noted above from G & G Metal Fabrication. Additional details are noted in the department memo.

Thank you,

Catrice L. Parsons
Assistant Director of Internal Services-Procurement & Parking



*From the
Office of the
Chief*

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

From: Richard A. Hoppes, Fire Chief

Subject: Award of Bid Recommendation for RFQ 113-12 Foam Trailer Type II

Date: June 21, 2012

In April of 2011, a fire protection review and gap analysis was conducted of three fuel oil and gasoline storage terminals as well as the Salisbury (MD) Fire Department at the request of the Wicomico County Emergency Management Division and the Wicomico County Local Emergency Planning Committee. The review was conducted to assist in determining the current level of fire protection at the terminals as well as the capabilities of the local fire department to effectively mitigate a major incident at one of the facilities; and recommend any improvements that may assist with closing any gaps that may exist. The review was conducted by Williams Fire and Hazard Control and consisted of one and one-half days of site visits to the above-referenced terminals, one-half day for fire department facility visit, on-site document review, personal interviews, and literature review of relevant codes, standards and best practices.

As a result of this review, recommendations were made to establish an adequate supply of firefighting foam and equipment that will deliver the required type and amount of foam solution in the event of fire or spill. The ability to rapidly deliver and apply adequate firefighting foam will be in the form of a trailer mounted delivery system and include all of the necessary equipment and appliances. The project will include a trailer with the capacity to carry two (2) three hundred thirty (330) gallon totes of foam concentrate piped into a central foam manifold for ease of operation. The connection of eductors, self-educting nozzles, master stream appliances, jet ratio controllers, a foam transfer pump, and/or an around the pump proportioner to the foam manifold shall be included with outlets for eductors (supplied). Also included in the project is the purchase of AR-AFFF 1% -3% foam concentrate.

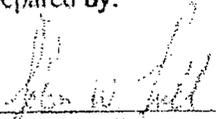
Bids were opened on Friday, June 8, 2012 at 2:30 p.m. for Contract 113-12 "Foam Trailer Type II". The City received one (1) response to RFQ 113-12. The Salisbury Fire Department has reviewed the bid in accordance with the contract documents, evaluation criteria, reviewed references, and has chosen to award the project to G & G Metal Fabrication in Sumter, SC who is the only responsive and responsible bidder.

Vendor
G & G Metal Fabrication

Pricing
\$126,554.98

The Salisbury Fire Department requests Council's approval to award RFQ 113-12 "Foam Trailer Type II" to G & G Metal Fabrication in Sumter, SC. The funds for this trailer have been made available through the 2011 Port Security Grant process and will be located in expense account number 10500-577025-18001 *Vehicles*.

Prepared by:



John W. Tull
Acting Deputy Chief

Approved by:



Richard A. Hoppes
Acting Fire Chief

cc: File