

**CITY OF SALISBURY, MARYLAND**

**REGULAR MEETING**

**JUNE 11, 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, Public Works Director Teresa Gardner, Acting Director Internal Services Gerri Moore, Assistant Internal Services – Procurement Director Catrice Parsons, 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.*

**ADOPTION OF LEGISLATIVE AGENDA**

*Mrs. Campbell moved and Mrs. Shields seconded to adopt the legislative agenda as presented.*

*Mrs. Mitchell moved, Mrs. Shields seconded, and the vote was unanimous to amend the agenda by adding Ordinance No. 2206 - to approve a budget amendment of the FY12 Water & Sewer Fund budget to appropriate funds received through the settlement of the lawsuit, to follow Ordinance No. 2204.*

*Mrs. Mitchell moved and Mrs. Shields seconded to amend the agenda by adding Resolution No. 2173 - to designate Bateman Street from two-way to one-way westbound between South Division Street and Wayne Street (Eastern leg), following Resolution No. 2169.*

*Mrs. Campbell questioned whether a resolution was appropriate for designating the traffic change. Mr. Tilghman stated that the code provides for the Mayor's designation of this pursuant to the rules adopted by him and then approved by Council. Since there are no rules, the*

delegation empowered to the Mayor is incomplete. He opined that the street could be closed by ordinance, or by empowerment of the Mayor if the Mayor could provide the rules, and have Council approve them, prior to the street being closed. Mr. Tilghman indicated a resolution was inappropriate for this action.

Mrs. Shields moved, Mrs. Mitchell seconded, and the vote was unanimous to amend the previous amendment by making Resolution No. 2173 an ordinance, named Ordinance No. 220 7, and adding it to the legislative agenda after Ordinance No. 2206.

Mrs. Campbell moved, Mr. Spies seconded, and the vote was unanimous to amend the agenda by removing Resolution No. 2169 - accepting a grant from Salisbury University for Streetscape Improvements for the Onley Road/Bateman Street Project from the agenda and moving it tentatively to a June 18, 2012 Special Meeting.

Mrs. Mitchell moved to table Resolution No. 2170 - amending the City of Salisbury Charter Sections SC1-20 (Article I Incorporation and General Government); SC2-1 and SC2-2 (Article II The Council); SC3-1 (Article III The Mayor); and SC6-7, SC6-9 and SC6-15 (Article VI Elections) for the following reasons: to eliminate staggered elections in the City of Salisbury such that in November 2015 all five (5) Councilmembers and the Mayor shall be elected at the same time to serve four-year terms; to provide for the election of the mayor for a term to run until November 2015; to enlarge Election District 1 pursuant to the 2010 census and to provide for the Election of one (1) Councilmember from that District for a term to run until November 2015; to reduce Election District 2 pursuant to the 2010 census and to provide for the Election of one (1) Councilmember from that district for a term to run until November 2015; to provide that as of the General Election of November 2015 District 1 shall be further increased in area and District 2 shall be further decreased in area such that two (2) Councilmembers shall be elected from District 1 and three (3) Councilmembers shall be elected from District 2; and to update the Charter language and eliminate inconsistency in the sections amended.

The motion died for lack of a second.

The legislative agenda, as amended, was adopted on a 4 – 0 vote, with Ms. Cohen, Mrs. Shields, Mrs. Campbell, and Mr. Spies voting aye and Mrs. Mitchell 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. Campbell and a second by Mrs. Mitchell:

- April 2, 2012 work session
- Manufacturing Exemption request for Viskon Air

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

*Catrice Parsons*

*Mrs. Campbell motioned and Mr. Spies seconded to approve the Award of Bids.*

*Mrs. Shields motioned and Mr. Spies seconded to amend the Award of Bids by removing the Bateman Street & South Division Street (\$70,000) and Onley Road & South Division Street (\$5,200) projects from Change Order #4 Contract Number A-7-09 R2 Curb, Gutter, and Sidewalk Program. These removed items relating to the Onley/Bateman Intersection Project will be approved in a separate change order after acceptance of the Streetscape Grant from Salisbury University.*

*The total for Change Order #4 Contract Number A-7-09 R2 Curb, Gutter, and Sidewalk Program was changed to \$41,550.00.*

*The Award of Bids, as amended, and consisting of the following items, was unanimously approved.*

- *Award Contract #111-12 Market Street Sewer Lateral - \$44,999.00*
- *Change Order #4 Contract Number A-7-09 R2 Curb, Gutter, and Sidewalk Program - \$41,550*
- *Award Contract RFP 10-12 Property & Casualty Insurance - \$333,758.00*
- *Award Contract 103-12 Salisbury WWTP Plant Drain Pump Station- \$875,000.00*

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

- *Ordinance No. 2202 – 2<sup>nd</sup> reading – FY12 budget amendment to purchase properties at tax sale, along with associated costs*

*Mrs. Mitchell motioned and Mrs. Campbell seconded to approve Ordinance No. 2202 for 2<sup>nd</sup> reading.*

*Mrs. Mitchell motioned, Mrs. Shields seconded, and the vote was unanimous to amend Ordinance No. 2202 by reducing the numbers from five (5) to four (4) in accordance with the associated numbers, as read by Mark Tilghman.*

*Mrs. Campbell motioned, Mr. Spies seconded, and the vote was unanimous to amend line 9 by removing “a number” and inserting “identified and Council approved” after the word “of.”*

*Ordinance No. 2202, as amended, was unanimously approved.*

- *Ordinance No. 2204 – 2<sup>nd</sup> reading – FY12 budget amendment to appropriate funds received from the Maryland Emergency Management Agency (MEMA)*

*Mrs. Shields motioned and Mrs. Mitchell seconded to approve Ordinance No. 2204 for 2<sup>nd</sup> reading.*

*Mr. Spies motioned, Mrs. Shields seconded, and the vote was unanimous to amend Ordinance No. 2204 by removing “; and” from line 18 and inserting a period at the end. Ordinance No. 2204 for 2<sup>nd</sup> reading, as amended, was unanimously approved.*

- *Ordinance No. 2206 – 1<sup>st</sup> reading – approving a budget amendment of the FY12 Water and Sewer Fund Budget to appropriate funds received through the settlement of a lawsuit.*

*Mrs. Shields motioned and Mrs. Campbell seconded to approve Ordinance No. 2206 for first reading.*

*Mr. Spies motioned, Mrs. Mitchell seconded, and the vote was unanimous to amend Ordinance No. 2206 by replacing the word “it’s” with the word “its” in the second “WHEREAS” paragraph.*

*Ordinance No. 2206, for first reading, as amended, was unanimously approved.*

- *Ordinance No. 2207- 1<sup>st</sup> 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 indicators 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*

*Mrs. Campbell moved and Mr. Spies seconded to approve Ordinance No. 2207.*

*The following comments were received from two members of the public:*

- *many accidents happen on Milford Street*
- *area traffic is being heavily impacted by Salisbury University*
- *this will create a much more dangerous situation*
- *this is the best proposed solution to the problem*
- *asked Council to support this ordinance*

*Mrs. Mitchell moved, Mrs. Shields seconded, and the vote was unanimous to amend Ordinance No. 2207 for first reading with the changes outlined by Mr. Tilghman with language to coincide with the ordinance he read during the legislative session.*

*Ordinance No. 2207, for first reading, was unanimously approved.*

*(Council took a recess from 8:30 p.m. to 8:40 p.m.)*

**CHARTER AMENDMENT** – presented by City Attorney Mark Tilghman

- *Resolution No. 2170 - amending the City of Salisbury Charter Sections SC1-20 (Article I Incorporation and General Government); SC2-1 and SC2-2 (Article II The Council); SC3-1 (Article III The Mayor); and SC6-7, SC6-9 and SC6-15 (Article VI Elections) for the following reasons: to eliminate staggered elections in the City of Salisbury such that in November 2015 all five (5) Councilmembers and the Mayor shall be elected at the same time to serve four-year terms; to provide for the election of the Mayor for a term to run until November 2015; to enlarge Election District 1 pursuant to the 2010 Census and to provide for the election of one (1) Councilmember from that district for a term to run until November 2015; to reduce Election District 2 pursuant to the 2010 census and to provide for the election of one (1) councilmember from that district for a term to run until November 2015; to provide that as of the General Election of November 2015 District 1 shall be further increased in area and District 2 shall be further decreased in area such that two (2) Councilmembers shall be elected from District 1 and three (3) Councilmembers shall be elected from District 2; and to update the charter language and eliminate inconsistency in the sections amended.*

*Mrs. Campbell motioned and Mr. Spies seconded to amend Resolution No. 2170 with the changes outlined by Mr. Tilghman during the discussion and in the handout he provided. The amendment 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.*

*Resolution No. 2170, as amended, was approved on a 3 – 2 vote, with Ms. Cohen, Mrs. Campbell, and Mr. Spies voting aye, and Mrs. Mitchell and Mrs. Shields voting nay.*

**PUBLIC COMMENTS**

*No public comments were received.*

**ADJOURNMENT**

*The legislative meeting adjourned at 9:20 p.m.*

CITY OF SALISBURY, MARYLAND  
CLOSED SESSION  
MAY 29, 2012

**TIME & PLACE:** 2:04 p.m., Government Office Building – Conference Room 306  
**PURPOSE:** Consult with legal counsel and staff regarding possible settlements related to the Wastewater Treatment Plant lawsuit

*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, Mayor James Ireton, Jr. (arrived at 2:18 p.m.), City Clerk Kimberly R. Nichols, City Administrator John Pick, Public Works Director Teresa Gardner, Acting Internal Services Director Gerri Moore, City Attorney Mark Tilghman, Attorneys Howard Goldberg and Paul Wilber*

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*During the Council's May 29, 2012 open session, at 2:04 p.m., Mr. Spies moved to convene in closed session for the purpose of consulting with legal counsel and staff to discuss possible settlements with two companies involved in the Wastewater Treatment Plant lawsuit. Mrs. Shields seconded and the vote was unanimous.*

*Attorney Howard Goldberg reviewed the settlement documents which were prepared in accordance with the consensus reached by Mayor Ireton and City Council in the May 7 & 8, 2012 closed session.*

*Council reached unanimous consensus regarding the language of a City press release, which will be released after a settlement check is received. Council also reached unanimous consensus regarding a settlement amount to be accepted from one of the companies named in the lawsuit.*

*At 4:23 p.m. on a motion and a second by Mr. Spies and Mrs. Mitchell, respectively, the vote was unanimous to adjourn the closed session and return to open session for its adjournment.*

**CITY OF SALISBURY, MARYLAND**  
**CLOSED SESSION**  
**JUNE 7, 2012**

*TIME & PLACE: 5:45 p.m., Government Office Building – Conference Room 306*  
*PURPOSE: Consult with legal counsel and staff to discuss pending or potential litigation concerning the possible release of a party from a contract and litigation/negotiations related to the Wastewater Treatment Plant lawsuit*  
*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, Public Works Director Teresa Gardner, Acting Internal Services Director Gerri*

Moore, Assistant Director Internal Services – Procurement Catrice  
Parsons, City Attorney Mark Tilghman, Attorney Paul Wilber  
Councilwoman Eugenie P. Shields

ABSENT:

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During the Council's June 7, 2012 special meeting, Mr. Spies moved to convene in closed session for the purpose of discussing pending or potential litigation concerning the possible release of a party from a contract and litigation/negotiations related to the Wastewater Treatment Plant. Mrs. Campbell seconded and the vote was unanimous **to close the meeting**.

Attorney Paul Wilber reviewed settlement documents between the City of Salisbury and a party named in the Wastewater Treatment Plant lawsuit.

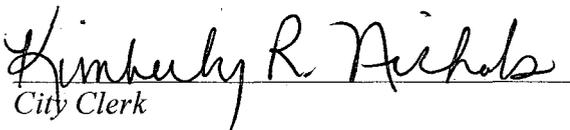
At 6:00 p.m. on a motion and a second by Mrs. Campbell and Mr. Spies, respectively, and by unanimous vote, Council recessed the closed session to return to open session to adopt Resolution No. 2172 – approving the settlement agreement by and between the City of Salisbury and Trojan Technologies and Safeco Insurance Company of America, and authorizing the Mayor and Council President to sign this agreement on behalf of the City of Salisbury.

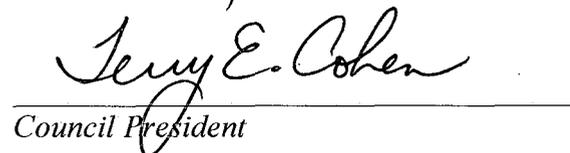
Council re-convened in closed session at 6:10 p.m. to discuss the possible release of a party from a contract. Public Works Director Teresa Gardner briefed Council on the situation and suggested canceling the contract with the party.

By unanimous consensus, and with City Solicitor Tilghman's recommendation, Council authorized staff to proceed with canceling the contract.

Acting Director of Internal Services Gerri Moore notified Council of the pending payment to Attorney Howard Goldberg and reviewed the payment calculations. Ms. Moore will contact the City's auditor to obtain instructions for recording the receipt of funds from the various settlements.

At 7:10 p.m., Mrs. Mitchell moved, Mr. Spies seconded, and the vote was unanimous to adjourn the closed session 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

JAMES IRETON, JR.  
MAYOR

JOHN R. PICK  
CITY ADMINISTRATOR

LORÉ L. CHAMBERS  
ASSISTANT CITY ADMINISTRATOR

GERRI L. MOORE  
ACTING DIRECTOR OF INTERNAL  
SERVICES  
PROCUREMENT DIVISION

## COUNCIL AGENDA

June 11, 2012

- |    |  |              |
|----|--|--------------|
| 1. | Award Contract #111-12 Market Street Sewer Lateral                           | \$44,999.00  |
| 2. | Change Order #4 Contract Number A-7-09 R2 Curb, Gutter, and Sidewalk Program | \$116,750.00 |
| 3. | Award Contract RFP 10-12 Property & Casualty Insurance                       | \$333,758.00 |
| 4. | Award Contract 103-12 Salisbury WWTP Plant Drain Pump Station                | \$875,000.00 |

# City of Salisbury



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SALISBURY, MARYLAND 21801  
Tel: 410-548-3190  
Fax: 410-548-3192

GERRI L. MOORE  
ACTING DIRECTOR OF INTERNAL  
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MAYOR

JOHN R. PICK  
CITY ADMINISTRATOR

LORÉ L. CHAMBERS  
ASSISTANT CITY ADMINISTRATOR

## COUNCIL AGENDA

June 11, 2012

TO: Mayor and City Council  
SUBJECT: Contract Award 111-12  
Market Street Sewer Lateral

The City of Salisbury Internal Services Department-Procurement Division, received a request from Salisbury Public Works ("SPW") to solicit bids for construction services for the Market Street Sewer Lateral project. This project was a rebid since no bids were received by the original due date and time.

Under contract 111-12, the Procurement Division requested bids for the aforementioned project. 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 one (1) vendor was sent the bid package with one (1) vendor submitting a bid by the due date and time of May 8, 2012 at 12:00 P.M, as noted below.

- TK Construction .....\$46,551.00

SPW has reviewed the bids in accordance with the contract documents, reviewed references, and the evaluation criteria and since the bid was over the allotted budget SPW reduced the services by agreeing to produce as-built drawings in house versus having the vendor produce these. SPW is requesting Council's approval to award contract 111-12 to TK Construction in the amount of \$44,999.00 which was the only responsive and responsible vendor.

Funds are available in account number 84080-513020 "Engineering/Architecture".

Thank you,

Catrice L. Parsons  
Assistant Director Internal Services-Procurement and Parking

# City of Salisbury



MARYLAND

Salisbury



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

Tel: 410-548-3170

Fax: 410-548-3107

PUBLIC WORKS  
TERESA GARDNER, P.E.  
DIRECTOR

JAMES IRETON, JR.  
MAYOR

JOHN R. PICK  
CITY ADMINISTRATOR

LORÉ L. CHAMBERS  
ASSISTANT CITY ADMINISTRATOR

**TO:** Catrice Parsons – Assistant Director of Internal Services-Procurement Division  
**FROM:** Dallas Baker – Acting Supervisory Civil Engineer-Salisbury Public Works  
**SUBJECT:** Award of Bid Recommendation for Contract No. 111-12  
Construction Services for Market Street Sewer Lateral  
**DATE:** May 18, 2012

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Bids were opened on Wednesday, May 16, 2012 at 2:30 p.m. for the rebid of Contract No. 111-12 for Construction Services for the Market Street Sewer Lateral. This was a rebid of the project from May 2, 2012. After the first advertisement, no bids were received. Vendors were contacted to determine the reason for the lack of bids, one responded that the job was too small, one responded that they weren't interested in this kind of work, and a third vendor responded that they mistakenly thought the bid due date was May 5, 2012. The City rebid the project and one (1) bid was received:

TK Construction: \$46,551.00

The bid exceeded the budgeted amount for this project of \$45,000.00. Therefore, Purchasing entered into negotiations with TK to reduce the cost of the work. Salisbury Public Works (SPW) reduced the scope of work by agreeing to develop the as-built drawings of the sewer lateral in-house. Consequently, TK reduced their bid to \$44,999.00.

SPW has reviewed the bid in accordance with the contract documents and is recommending awarding the project to TK Construction. TK Construction is a local Salisbury contractor with an excellent reputation. They have successfully worked for the City before on a wide range of infrastructure projects and they are on the City's approved contractor list.

Funds are available in the Sewer Engineering / Architecture account, number 84080-513020.

Prepared by:

Dallas Baker, P.E.  
Acting Supervisory Civil Engineer

Approved by:

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

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Fax: 410-548-3192

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ASSISTANT CITY ADMINISTRATOR

## COUNCIL AGENDA

June 11, 2012

TO: Mayor and City Council

SUBJECT: Change Order #4 to Contract No. A-7-09 R2  
Curb, Gutter, and Sidewalk

The City of Salisbury Internal Services Department, Procurement Division, received a request from Salisbury Public Works (SPW) to process Change Order #4 for Contract No. A-7-09 R2 *Curb, Gutter, and Sidewalk Program* in the amount of \$116,750.00; with Malone & Phillips. This Change Order proposes to add projects to a yearly contract for needed and funded projects. Additional details are noted in the department memo.

Funds are available in the following account numbers:

22000-577032	Traffic/Pedestrian Signals
31150-546006	Operating
30100-428300-10008	Onley Bateman Intersection
86083-523600	Skilled Services-Maintenance

The Department of Internal Services-Procurement Division requests Council's approval to approve Change Order #4 as noted above to Malone & Phillips in the amount of \$116,750.00.

Thank you,

Catrice L. Parsons

Assistant Director Internal Services-Procurement and Parking

# City of Salisbury



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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  
Date: June 01, 2012  
Subject: Change Order No. 4 - Contract No. A-7-09 R2- P.O. 02120220  
Citywide Concrete Program

Salisbury Public Works requests the City of Salisbury Internal Services Department, Procurement Division to process Change Order #4, in the amount of \$116,750.00. This contract is a yearly contract and is utilized as funds are made available for requested projects.

The Camden Avenue and College Avenue Intersection Improvement Project will replace the existing traffic control infrastructure to meet current Maryland Manual on Uniform Traffic Control Devices Guidelines (MdMUTCD). As part of this project, this change order will upgrade the existing handicap accessible ramps located at the intersection of Camden Avenue and College Avenue to meet current ADA regulations. This project has been approved by the State of Maryland to utilize the state aid program, "State Aid in lieu of Federal Aid", funds. After the work has been completed and accepted by the City, the State will reimburse 80% of the actual cost of this work. The remaining 20% will be the responsibility of the City.

Funds will be encumbered from the following accounts for the work mentioned above:

22000-577032 (Traffic/Pedestrian Signals).....	\$ 5,500.00
31150-546006 (Operating).....	\$ <u>12,500.00</u>
Total	\$ 18,000.00

The Bateman Street and South Division Street Improvements Project includes curbing the intersection to only allow one way traffic in a westerly direction on Bateman and to widen the grass plot and sidewalk on the south side of Bateman Street from South Division Street to Wayne Street. This amount of \$70,000 for Streetscape improvements will be reimbursed by Salisbury University on July 01, 2012 when they receive funding under their budget.

Funds will be encumbered from the following account for the work mentioned above:

30100-428300-10008 (Bateman & S. Division Street).....	\$ 70,000.00
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This portion of the work is for curb, gutter and sidewalk improvements which include A.D.A. handicap ramps on both sides of Onley Road and at the South Division Street crossing.

Funds will be encumbered from the following account for the work mentioned above:

30100-428300-10008 (Bateman & S. Division Street).....\$ 5,200.00

This portion of this change order is for the installation of curb, gutter, sidewalk and other miscellaneous concrete work requested by the Wastewater Treatment Plant (WWTP).

Funds will be encumbered from the following account for the work mentioned above:

86083-523600 (Skilled Services-Maintenance).....\$ 23,550.00

Funds are available in the following accounts for this portion of the Camden Avenue and College Avenue Intersection Improvement Project, the Bateman Street & Onley Road intersection improvements and WWTP Improvements:

22000-577032 (Traffic/Pedestrian Signals).....	\$ 5,500.00
31150-546006 (Operating).....	\$ 12,500.00
30100-428300-10008 (Bateman & S. Division Street).....	\$ 70,000.00
30100-428300-10008 (Onley Road & S. Division Street).....	\$ 5,200.00
86083-523600 (Skilled Services-Maintenance).....	\$ <u>23,550.00</u>
Total	\$ 116,750.00

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 : 4  
INITIATION DATE : 12-05-11  
CONTRACT DATE : 12-05-11  
ACCOUNT NO : See Below

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

The Camden Avenue and College Avenue Intersection Improvement Project final intent is to replace the existing traffic control infrastructure to meet current Maryland Manual on Uniform Traffic Control Devices Guidelines (MdMUTCD). As part of this project, this change order will provide the seed funding necessary to upgrade the existing handicap accessible ramps located at the intersection of Camden Avenue and College Avenue to meet current ADA regulations. This project has been approved by the State of Maryland to utilize the state aid program, "State Aid in lieu of Federal Aid", for the project. After the work has been completed and accepted by the City, the State will reimburse 80% of the actual cost of this work. The remaining 20% will be the responsibility of the City.

The Bateman Street and South Division Improvements Project includes curbing the intersection to only allow one way traffic in a westerly direction on Bateman and to widen the grass plot and sidewalk on the south side of Bateman Street from South Division Street to Wayne Street.

The Onley Road portion of the work is for curb, gutter & sidewalk to include A.D.A. handicap ramps installed on both sides of Onley Road and where it intersects South Division Street.

This portion of this change order is for the installation of curb, gutter, sidewalk and other miscellaneous concrete work requested by the Waste Water Treatment Plant (WWTP).

Funds are available in the following accounts for this portion of the Camden Avenue and College Avenue Intersection Improvement Project, the Bateman Street & Onley Road intersection improvements and WWTP Improvements:

22000-577032 (Traffic/Pedestrian Signals).....	\$ 5,500.00
31150-546006 (Operating).....	\$ 12,500.00
30100-428300-10008 (Bateman & S. Division Street).....	\$ 70,000.00
30100-428300-10008 (Onley Road & S. Division Street).....	\$ 5,200.00
86083-523600 (Skilled Services-Maintenance).....	\$ <u>23,550.00</u>
Total	\$ 116,750.00

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>79,000.30</u>
The Contract Sum prior to this Change Order was .....	\$ <u>110,357.53</u>
The Contract Sum will be <b>increased</b> by this Change Order #4 .....	\$ <u>116,750.00</u>
The new Contract Sum including this Change Order will be.....	\$ <u>227,107.53</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 .....	
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 \_\_\_\_\_  
Geri Moore  
Acting Director of Internal Services

BY \_\_\_\_\_

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

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

\_\_\_\_\_  
Title

DATE \_\_\_\_\_

DATE \_\_\_\_\_

DATE \_\_\_\_\_

# City of Salisbury



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Fax: 410-548-3192

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MAYOR

JOHN R. PICK  
CITY ADMINISTRATOR

LORÉ L. CHAMBERS  
ASSISTANT CITY ADMINISTRATOR

## COUNCIL AGENDA

June 11, 2012

TO: Mayor and City Council  
SUBJECT: Contract Award 10-12  
Property & Casualty Insurance

The City of Salisbury Internal Services Department-Procurement Division, received a request from the Mayor's Office to solicit bids for an insurance consultant in July 2011 with the intent to utilize the consultant to solicit bids for property and casualty insurance. The Procurement department received three bid submissions for the consulting services. With the Mayor's Office approval the services were awarded to Alternative Insurance Management, LLC ("AIM").

Under RFP 10-12, the Procurement Division, with AIM's assistance, requested bids for the aforementioned project. 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 twenty (20) vendors were sent bid packages with one (1) vendor submitting a bid by the due date and time of May 4, 2012 at 2:30 p.m., as noted below.

- Local Government Insurance Trust.....\$338,758.00

The Mayor's Office, Purchasing Department, and AIM have reviewed the bid in accordance with the contract document and the evaluation criteria and are requesting Council's approval to award RFP 10-12 to LGIT in the amount of \$338,758.00 which was the only responsive and responsible vendor. Funds are budgeted for various departments under account number 555010 "Liability Insurance" for FY13.

Thank you,

Catrice L. Parsons  
Assistant Director Internal Services-Procurement and Parking

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INTER

OFFICE

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# MEMO

## Office of the Mayor

**To:** City Council  
**From:** John R. Pick   
**Subject:** Property and Casualty Insurance  
**Date:** June 5, 2012

The Mayor's Office solicited bids for an Insurance Consultant in July 2011. As a result of bid submission from three firms (Alternative Insurance Management, LLC, Associated Insurance Management, Inc., and Insurance Buyers Council, Inc.) the Purchasing Department checked references, reviewed bid submissions, and with the approval of the Mayor's Office, awarded the Consulting Services to Alternative Insurance Management, LLC (AIM).

The City with AIM's assistance solicited bids for Property and Casualty Insurance. Bid Documents were sent to twenty (20) vendors. The City along with AIM conducted a pre-bid conference on January 30, 2012. On May 04, 2012 at 2:30 p.m. bids were opened. The City received one bid submission from LGIT.

The Mayor's Office, Purchasing, and AIM have reviewed the bid in accordance with the contract documents and the evaluation criteria, they have reviewed references and are recommending to award the Contract to LGIT in the amount of \$333,758.00.

AIM is recommending that the City increase the property insurance deductible from \$1,000.00 to \$10,000.00, increase the automobile comprehensive insurance deductible from \$250.00 to \$5,000.00, and increase the excess coverage from \$1,000,000.00 to \$4,000,000.00. This recommendation would help the City realize a savings of \$95,574.00 or 22% and would add needed insurance coverage in case of a major catastrophic loss.

Funds are budgeted for various departments under account number 555010 "Liability Insurance" for FY13.

cc: Mayor Ireton  
Lore' Chambers  
Gerri Moore  
Cátrice Parsons  
Kim Nichols

H://MAYOR'SOFFICE/MEMOCOUNCILINSURANCEBID

cc: Mayor Ireton  
Lore' Chambers  
Gerri Moore  
Catrice Parsons  
Kim Nichols

H://MAYOR'SOFFICE/MEMOCOUNCILINSURANCEBID

# 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

June 11, 2012

TO: Mayor and City Council  
SUBJECT: Award to Contract # 103-12  
WWTP Plant Drain Pump Station

The City of Salisbury Internal Services Department-Procurement Division, received a request from Salisbury Public Works ("SPW") to solicit bids for the WWTP Plant Drain Pump Station project.

Under Contract # 103-12, the Procurement Division requested bids for this project. 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 four (4) vendors were sent bid packages with four (4) vendors submitting bids by the due date and time, May 22, 2012 at 2:30 p.m., as noted below.

<u>Vendor</u>	<u>Bid Price</u>
JJID	\$875,000.00
Bearing Construction	\$1,080,000.00
Hopkins Construction, Inc.	\$1,184,000.00
Harkins Contracting, Inc.	\$1,340,000.00

SPW has reviewed the bids in accordance with the contract documents, reviewed references, and the evaluation criteria and is requesting to award the bid to JJID in the amount of \$875,000.00, contingent upon MDE approval of the bid package.

There are sufficient funds to cover this project in account numbers 84080-577020 "Improvements Other Than Buildings" (\$323,156.45.00) and 86078-513026-55510 "Construction" (\$551,843.55).

Thank you,

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

# City of Salisbury



MARYLAND



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

PUBLIC WORKS  
TERESA GARDNER, P.E.  
DIRECTOR

JAMES IRETON, JR.  
MAYOR

JOHN R. PICK  
CITY ADMINISTRATOR

LORÉ CHAMBERS  
ASSISTANT CITY ADMINISTRATOR

TO: Catrice Parsons, Assistant Director of Internal Services-Procurement  
FROM: Teresa Gardner, Director of Public Works  
DATE: May 30, 2012  
SUBJECT: Award of Contract 103-12  
Salisbury WWTP Plant Drain Pump Station

The existing Plant Drain Pump Station does not have sufficient capacity to pump current recycle flows to the head of the WWTP. Both pumps which were originally installed in the pump station are out-of-service and a portable pump is used to transfer a portion of the recycle flow back to the headworks. As part of the Corrective Action Plan, Brown and Caldwell recommended replacement of the existing pump station with one capable of handling flows up to 2 mgd.

Bids for this project were opened on Tuesday, May 22, 2012 at 2:30 p.m. from four firms. The attached bid tabulation offers a breakdown of the bid totals provided from each contractor. The following is a summary of these bids:

	<u>Total Bid</u>
JJID	\$875,000
Bearing Construction	\$1,080,000
Hopkins Construction, Inc.	\$1,184,000
Harkins Contracting, Inc.	\$1,340,000

SPW reviewed all bid packages with the understanding that the project was most recently estimated at \$640,000 by Brown and Caldwell. The scope of the project increased from the time it was budgeted at the end of FY11. For this project \$360,000 was budgeted as interim maintenance in the Sewer Engineering Other Than Building Account 84080-577020. Additional funding in the amount of \$655,414 is available in the WWTP Revisions Upgrade Account 86078-513026-55510.

JJID was the lowest, responsive, responsible bidder with a bid of \$875,000 and previously performed well on other projects based upon the references provided. Given the price bid and company qualifications, SPW recommends awarding the contract for the Salisbury WWTP Plant Drain Pump Station to JJID in the amount of \$875,000 contingent upon MDE approval of the bid package.

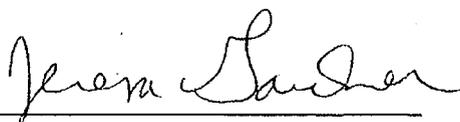
The contingency of the award recommendation is based on the City's desire to seek reimbursement for this project from MDE should funds become available.

Sufficient funds are available in the following accounts to fund the project in the amount of \$875,000 to JJID.

<u>Account Name</u>	<u>Account Number</u>	<u>Amount</u>
Sewer Engineering Improvements Other Than Buildings	84080-577020	\$323,156.45
WWTP Revisions Upgrade	86078-513026-55510	\$551,843.55



Dallas Baker, P.E.  
Acting Supervisory Civil Engineer



Approved: Teresa Gardner, P.E.  
Director of Public Works