

**CITY OF SALISBURY, MARYLAND**

**SPECIAL MEETING**

**NOVEMBER 7, 2011**

**PRESENT**

*Council President Terry E. Cohen  
Councilwoman Laura Mitchell*

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

**IN ATTENDANCE**

*City Clerk Brenda Colegrove, MMC, City Administrator John Pick, ICMA-CM, Assistant City Administrator Loré Chambers, City Attorney Paul Wilber, Public Works Director Teresa Gardner, Acting Internal Services Director Gerri Moore, Assistant Director Internal Services-Procurement Catrice Parsons, and interested citizens and members of the press.*

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**CALL TO ORDER**

*Council President Cohen called the special meeting to order at 4:30 p.m. in Conference Room 306 of the Government Office Building.*

**ADOPTION OF LEGISLATIVE AGENDA**

*The legislative agenda, as presented, was unanimously adopted on a motion by Mrs. Mitchell and seconded by Mr. Spies.*

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

*On a motion by Mrs. Campbell and seconded by Mrs. Mitchell, the following item was unanimously approved:*

- *Contract A-22-12 Citywide Bituminous Concrete* *\$113,750*  
*George & Lynch Inc.*  
*Acct. #31000-534304*

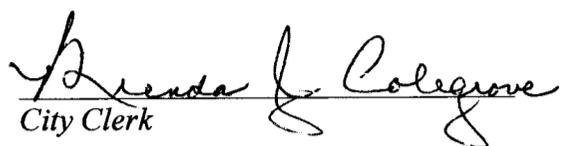
**ORDINANCE** – *presented by City Attorney Paul Wilber*

- *Ordinance No. 2177 - 1<sup>st</sup> reading - approving an amendment of the FY12 General Fund Budget to appropriate additional funds (\$147,000 – General Fund Revenue Capital Lease Proceeds; \$21,000 – General Fund Current Surplus Available) for the lease/purchase of a front-end loader*

*Ordinance No. 2177 for first reading passed unanimously on a motion and a second by Mr. Spies and Mrs. Mitchell, respectively.*

**ADJOURNMENT**

*The special meeting adjourned at 4:44 p.m.*

  
City Clerk

  
Council President

# City of Salisbury



MARYLAND

Salisbury



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

November 07, 2011

1. Award of A-22-12 Citywide Bituminous Concrete \$113,750.00

in the amount of \$113,750.00. There are sufficient funds for this work available in the following account:

Account # 31000-534304	Streets-Lots	\$633,000.00
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MARYLAND

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2010

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## COUNCIL AGENDA

**November 07, 2011**

TO: Mayor and City Council

SUBJECT: Recommendation of Award Contract # A-22-12

### Citywide Bituminous Concrete

The City of Salisbury Internal Services Department-Procurement Division, received a request from Salisbury Public Works (SPW) to solicit bids for Citywide Bituminous Concrete.

Under Contract A-22-12, 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 twelve (12) vendors were sent bid packages with two (2) vendors submitting a bid by the due date and time, October 20, 2011 at 2:30 p.m., ranging from the lowest bid of \$113,750.00 to the highest bid of \$177,187.50.

#### Base Bid Cost

<b>George &amp; Lynch Inc.</b>	<b>\$113,750.00</b>
American Paving Inc.	\$177,187.50

An analysis of the bid documents was conducted by SPW and a recommendation has been made to award Contract A-22-12 for the Citywide Bituminous Concrete to George & Lynch Inc. in the amount of \$113,750.00. There are sufficient funds for this work available in the following account:

Account # 31000-534304	Streets-Lots	\$633,000.00
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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 & Lynch Inc in the amount of \$113,750.00. Additional details are noted in the department memo.

Thank you,



Catrice L. Parsons

Assistant Director of Internal Services-Procurement & Parking

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# City of Salisbury



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MAYOR

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MARYLAND

PUBLIC WORKS  
TERESA GARDNER, P.E.  
DIRECTOR

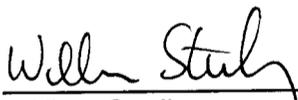
TO: Catrice Parsons, Assistant Director of Internal Services-Procurement  
FROM: William Sterling, Project Manager  
DATE: October 26, 2011  
SUBJECT: Award of Contract A-22-12  
Citywide Bituminous Concrete

The City of Salisbury maintains a Citywide Street Paving Program, as such Salisbury Public Works ("SPW") selects streets each year that need to be paved based upon multiple criteria. Evaluation criteria used to determine streets in need of repair consist of traffic count, age of paving, surface roughness, rutting, amount of patches and deflection in surface based upon a heavy load being applied. It is the goal of SPW to pave Carroll Street (Route 13 to Snow Hill Road) and North Division Street (Isabella Street to Route 50) in the fall of 2011. SPW budgeted \$633,000.00 in account number 31000-534304 Streets – Lots for FY2011. The balance of funds in account number 31000-534304 Streets-Lots will be used in the spring 2012 paving program.

Bids were opened on Thursday October 20, 2011 at 2:30 p.m. for Contract A-22-12 "Citywide Bituminous Concrete". SPW received two (2) responses to this contract. Below is a summary of the bids received:

	<u>Base Bid Project Cost</u>
George & Lynch Inc.	\$ 113,750.00
American Paving Inc.	\$ 177,187.50

SPW reviewed the bids in accordance with the contract documents, reviewed references, and has chosen to award the contract to George & Lynch Inc, who was the lowest responsive and responsible bidder. As previously stated funds are available in account number 31000-534304 Streets-Lots.

  
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William Sterling  
Project Manager

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