

**AS AMENDED ON NOVEMBER 23, 2009**

**CITY OF SALISBURY, MARYLAND**

**#22 MEETING**

**NOVEMBER 9, 2009**

**PRESENT**

*Council President Louise Smith  
Councilwoman Deborah S. Campbell  
Councilwoman Eugenie P. Shields*

*Council Vice President Gary A. Comegys  
Councilwoman Terry E. Cohen  
Mayor James Ireton, Jr.*

**IN ATTENDANCE**

*City Clerk Brenda Colegrove, MMC, City Administrator John Pick, ICMA-CM, Assistant City Administrator Loré Chambers, City Attorney Paul Wilber, Acting Public Works Director Chip Messick, Internal Services Director Pam Oland, Community Development Director Deborah Stam, Police Chief Allan Webster, and Members of the Press.*

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**CONVENING - ADOPTION OF AGENDA**

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

*The agenda, as presented, was unanimously approved on a motion by Mr. Comegys and seconded by Mrs. Campbell.*

**SPECIAL PRESENTATION** – *presented by Mayor James Ireton, Jr., Council President Louise Smith and Police Chief Allan Webster*

*Retired Police Officer 1st Class Clifton Shearin was presented a Certificate of Appreciation and a shadowbox for his twenty-seven years of service to the City of Salisbury and the Salisbury Police Department.*

**CERTIFICATE OF APPRECIATION** – *presented by Mayor James Ireton, Jr. and Council President Louise Smith*

*Community Development Director Deborah Stam was the recipient of a Certificate of Appreciation for her outstanding work on Salisbury's 2009-2013 Consolidated Plan and submitting to HUD the only plan this year not requiring revision prior to approval.*

**CONSENT AGENDA** – presented by City Clerk Brenda Colegrove

On a motion and a second by Ms. Cohen and Mr. Comegys, respectively, the Consent Agenda consisting of the following items was unanimously approved:

- October 26, 2009 minutes
- November 2, 2009 Special Meeting minutes
- Resolution No. 1851 – accepting grant funds of \$35,407 awarded for the COPS Hiring Support/Recovery Program offered through the Governor’s Office of Crime Control and Prevention to be used to train and provide equipment for four police officers hired under the COPS Program
- Resolution No. 1852 – accepting \$4,500 in federal grant funds awarded through the United States Department of Justice to provide for overtime reimbursement to officers participating in additional enforcement activity related to controlled dangerous substance violations
- Resolution No. 1853 – accepting American Recovery and Reinvestment Act grant funds of \$38,000 for the Fitzwater Street storm drain replacement and \$50,000 for the Beaglin Park Dam upgrades and rescinding Resolution No. 1792
- Resolution No. 1854 – reappointment of Bruce Williams to the Building Board of Adjustments and Appeals for a term ending October 2014

**AWARD OF BIDS** – presented by Internal Services Director Pam Oland

Mr. Comegys moved and Ms. Cohen seconded to approve the Award of Bids as follows:

1. Declaration of surplus – vehicles -0-
2. Recommendation of bid award – Contract #103-10 \$148,471.00  
City vehicles (Ford’s National Automart, Kip Killmon’s  
Tysons Ford and Hertrich Fleet Services)  
Account No. 86083-577025 P/W WWTP vehicles - \$53,606.00  
Account No. 82076-577025 P/W W & S vehicles - \$25,300.00  
Account No. 31150-577025 P/W Streets vehicles - \$25,573.00  
Account No. 21021-577025 Police vehicles - \$43,992.00

Mrs. Campbell moved to vote on each vehicle separately in Item #1. Ms. Cohen seconded and the motion passed unanimously.

**Item #1**

- 2000 Chevy 2500 ¾ utility truck – All voted in favor with the exception of Mrs. Campbell who voted nay.
- 1999 Chevy ¾ ton pickup truck – All voted in favor with the exception of Mrs. Campbell who voted nay.
- 1990 Chevy C1500 pickup truck – Unanimously approved.

Item #2 – Unanimously approved.

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

- Resolution No. 1855 – approving changes to the Employee Handbook
  - updating Table of Contents
  - adding language to the employment benefits section to reflect the current offering of flexible spending accounts; employee's ability to purchase supplemental insurance; and addressing when benefit changes may be made
  - describing supplemental insurance and flexible spending account benefits
  - clarifies City's position regarding military pay (total pay vs. base pay)
  - correction to bereavement leave section to include bereavement pay for death of a child
  - including language that if an employee is called as a witness for a grievance hearing that they must appear or they can be subject to disciplinary action

*Resolution No. 1855 passed unanimously on a motion by Mr. Comegys and seconded by Ms. Cohen.*

- Resolution No. 1856 – declaring that Advanced Property Rental is eligible to receive Enterprise Zone benefits for the office building located at 550 Riverside Drive

*Mrs. Campbell moved and Mr. Comegys seconded to approve Resolution No. 1856. Mrs. Campbell moved and Ms. Cohen seconded to alter the words to reflect that the land costs are separate and not included in the \$841,500. City Administrator John Pick clarified that the tax assessor looks at the property and assesses the value the property – actual benefit is based on the assessment. Mrs. Campbell subsequently withdrew her motion, but requested that Administration amend the paperwork that was presented to Council to articulate that the land value was separate and was not included in the \$841,500 figure.*

*Resolution No. 1856 passed unanimously.*

- Resolution No. 1857 – authorizing a refund (\$1,769.84) to the Wicomico County Housing Authority of tax sale proceeds relating to five properties and a write-off (\$34,511.12) of all remaining tax liabilities related to Wicomico Leased Housing Authority properties in Salisbury and authorizing the mayor to sign a Cooperation Agreement with the Wicomico County Housing Authority to provide for a payment in lieu of taxes for Housing Authority properties located in the City

*Resolution No. 1857 was unanimously approved on a motion by Mrs. Campbell and seconded by Ms. Cohen.*

**PUBLIC COMMENTS**

Thirteen citizens commented on the following issues:

- Restricting parking for better visibility at 4-way intersections
- Salisbury University's Master Plan and the impact on the City
- Recycling and enforcement of multi-family recycling ordinance (copy of recommendations attached to original minutes)
- Crime in the City
- Leadership (copy of comments attached to original minutes)
- Selection of new fire chief
- Fireboat

At 7:29 p.m., Mr. Comegys moved to convene in closed session on a litigation matter as permitted under the Annotated Code of Maryland Sections 10-508(a)(7)(8). Mrs. Shields seconded and the vote was unanimous.

The regular meeting adjourned at 7:30 p.m.

CITY OF SALISBURY, MARYLAND  
CLOSED SESSION  
NOVEMBER 9, 2009

TIME & PLACE: 7:29 p.m. – Council Chambers (Room 301) - Government Office Building  
PURPOSE: Litigation  
VOTE TO CLOSE: Unanimous  
CITATION: Annotated Code of Maryland Sections 10-508(a)(7)(8)  
PRESENT: Council President Louise Smith, Council Vice President Gary Comegys, Councilwoman Deborah Campbell (left 8:17 p.m.), Councilwoman Terry Cohen, Councilwoman Eugenie Shields, Mayor James Ireton, Jr., City Clerk Brenda Colegrove, City Administrator John Pick, City Attorney Paul Wilber

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At 7:29 p.m., in Council Chambers (Room 301 - Government Office Building), Mr. Comegys moved to convene in closed session for a litigation matter as permitted under the Annotated Code of Maryland Sections 10-508(a)(7)(8). Mrs. Shields seconded and the vote was unanimous.

Mayor Ireton and City Attorney Paul Wilber provided an overview to Council on the lawsuit filed last week. No action was taken since this was a briefing only. At 8:20 p.m., on a motion and a second by Ms. Cohen and Mrs. Shields, respectively, the closed session adjourned.

  
City Clerk

  
Council President

STATEMENT FOR CLOSING A MEETING

Location: GOB - Council Chambers

Date: 11/9/09

Time: 7:29 pm

Motion: Comegys

Seconded By: Shields

Vote to Close Session:

	AYE	NAY	ABSTAIN	ABSENT
Deborah S. Campbell	{✓}	{ }	{ }	{ }
Terry E. Cohen	{✓}	{ }	{ }	{ }
Gary A. Comegys	{✓}	{ }	{ }	{ }
Eugenie P. Shields	{✓}	{ }	{ }	{ }
Louise Smith	{✓}	{ }	{ }	{ }

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:

*Litigation*

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REASON FOR CLOSING:

*Receive update on lawsuit*

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Louise Smith  
Council President  
City of Salisbury

11/9/09 Council Mtg  
James Trader

Recycling Committee Recommendations To The Mayor & Council of Salisbury (7/15/2009)

1. Require mandatory recycling by all property owners, and rental unit occupants.
2. Issue I.D. badges to committee members to use when talking with residents on recycling.
3. Use the recycled logo/symbol on all paperwork generated by the city offices.
4. In large letters - "reduce, re-use, recycle" on all city vehicles in suitable visible areas.
5. Revise & up-date the recycling brochure on the city's recycle program.
  - a. provide information on the city WEB Site on recycling.
6. Provide information decals on recycling on household trash receptacles.
  - a. institute a trash inspection program, and decal violation notices if recyclable items are found. Stop trash pickup until corrected. Provide violation fines.
7. Ordinance No. 1874, Recycling - Multi-Family Dwelling Units , effective 10/1/2003
  - a. enforce the ordinance.
  - b. fines collected - to be credited to/used only in the city recycle program.
  - c. revise item F to read, line 3, shall provide to each unit a method of collection approved by the Dept. of Public Works of the City of Salisbury, as well as the location and storage areas for all recyclable Materials.
8. Have a weekly news release plan utilizing all public media.
  - a. report which city areas have the best participation and which need improvement.
  - b. publicize scheduled Recycle Committee meetings and other recycle activities.
9. Have the Committee members, City officials to meet with County officials to discuss mutual goals, problems (tires, freon gas) and revenue sharing for materials placed by city residents at County drop-off stations.
10. Require properly located recycle collection containers during the Salisbury Festival with clearly visible wording "for recycling only" - NOE FOR TRASH.
11. Resolution No. 1491, Recycling Advisory Committee Adopted 2/26/2007
  - a. revise Item 2, Membership - you can't be both a voluntary member and a member appointed by the Mayor & Council, Line 4 - delete requirement to have 2 members from each of the 4 city quadrants.
  - b. Item 3 - the Dept. of public Works shall provide a secretary and other administrative support to the committee.
12. Monies from the sale of collected recyclable items during neighborhood clean-up should be used only in the city recycle program.
13. Make an educational video or public educational program on PAC\*14 on city recycling.

By: James R. Trader, member 

11/09/2009

In the 1970's Robert Greenleaf published an essay titled "The Servant as Leader." From that beginning the concept of servant leadership has evolved and become a model of enlightened leadership in business, government, the military, and in nonprofit organizations. Greenleaf's principles are particularly relevant to those who swear to serve the public as elected or appointed officials.

Greenleaf stated, "The servant leader is servant first ... it begins with the natural feeling that one wants to serve, to serve first ... That person is sharply different from one who aspires to lead first, perhaps because of the need to assuage an unusual power drive or to acquire material possessions ... the leader first and the servant first are two extreme types."

Greenleaf proposed a test for leaders.

"Do those served grow as persons? Do they, while being served, become healthier, wiser, freer, more autonomous, more likely themselves to become servants?"

What actions do we expect from our leaders?

- Integrity
- Candor
- Trust of others
- Support for others
- Showing appreciation
- Consistent application of policies

There are a few particular actions the servant leader avoids

- Micromanaging
- Demanding transparency of others while acting in secret
- Classifying criticism or opposing views as distractions

Last week, I had occasion to view a display of certificates of accreditation awarded the SPD. The most recent reaccreditation was a meritorious 3 year accreditation.

On an occasion when the Harrisburg, PA police department was awarded reaccreditation, the mayor noted that there were approximately 21,000 police and law enforcement organizations in the US with only about 500 accredited. He went on to state,

The national status of accreditation means that the ... Bureau of Police has established and maintained the highest standards associated with training, operations, policy, and procedure.

In characterizing members of his police department, the mayor said

It is a career that requires dedication, integrity, sensitivity, and strength of mind, body spirit, and character. .. The mayor then noted that he saw those qualities in the sworn members of his police department and the civilian staff.

He concluded by praising the officers and support staff for the many ways they make a difference in the lives of others and in the life of the community.

It is clear that the mayor recognized that the accreditation process revealed that his department was lead by highly qualified, enlightened servant leaders.

Don Cathcart  
1027 Heron Ct  
Salisbury, MD  
21804

# City of Salisbury



MARYLAND

**PAMELA B. OLAND**

DIRECTOR OF INTERNAL SERVICES

**PURCHASING DIVISION**  
DEPARTMENT OF INTERNAL SERVICES  
125 N. DIVISION STREET, ROOM 104  
SALISBURY, MD 21801  
410-548-3190  
FAX: 410-548-3192

## COUNCIL AGENDA

**November 9, 2009**

Page No.

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|----|--|--------------|
| 1. | Declaration of Surplus-Vehicles  | -0-          |
| 2. | Recommendation of Bid Award –Contract # 103-10<br>City Vehicles<br>Account Nos. (86083-577025 P/W WWTP Vehicles-\$53,606.00),<br>(82076-577025 P/W W & S Vehicles-\$25,300.00),<br>(31150-577025 P/W Streets Vehicles-\$25,573.00)<br>(21021-577025 Police Vehicles-\$43,992.00) | \$148,471.00 |

# City of Salisbury



MARYLAND

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**PURCHASING DIVISION**  
DEPARTMENT OF INTERNAL SERVICES  
125 N. DIVISION STREET, ROOM 104  
SALISBURY, MD 21801  
410-548-3190  
FAX: 410-548-3192

## COUNCIL AGENDA

November 9, 2009

TO: Mayor and City Council

SUBJECT: Surplus Items Vehicles

The City of Salisbury Internal Services Department, Procurement Division, received a request from Salisbury Public Works (SPW) to declare the following items surplus:

Department	Item	VIN #	Mileage	Condition
SPW-W & S	2000 Chevy 2500 ¾ Utility Truck (Unit # W-2)	1GCGC29U9YE367243	72,410	Fair/Poor
SPW-WWTP	1999 Chevy ¾ Ton Pickup Truck (Unit # STP-42)	1GCGCZ9R7XF081556	98,979	Fair/Poor
SPW-Streets	1990 Chevy C1500 Pickup Truck (Unit #S-22)	2GCEC14H1L1136889	154,523	Poor

Upon declaration of surplus, these vehicles will accepted as a trade-in for the purchase of replacement vehicles, as approved by Council in the FY2010 budget.

Thank you.

Karen D. Reddersen  
Assistant Director of Internal Services-Procurement Division

**Salisbury Public Works  
Water and Sewer Branch**

To: Karen Reddersen  
From: Mike Oates  
Subject: Surplus Utility Truck W-2  
Date: October 29, 2009  
Cc: Lynn Wright

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The Water and Sewer Branch recommends W-2, a utility service truck be declared surplus. This truck is a 2000 Chevy 2500 ¾ Ton Utility Truck, VIN number 1GCGC29U9YE367243 and is in fair to below fair condition. Mileage is 72,410.

This utility truck is to be replaced, as approved in the 2010 budget; Water Vehicles (see account number 82076-577025). This truck is to be traded in.

*Mike Oates*

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Mike Oates  
Water & Sewer Branch Superintendent

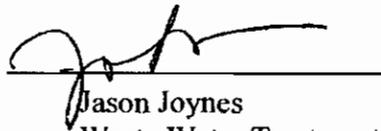
**Salisbury Public Works  
Water and Sewer Branch**

To: Karen Reddersen  
From: Jason Joynes  
Subject: Surplus Utility Truck STP-42  
Date: October 30, 2009  
Cc: Dave Winslow

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The Waste Water Treatment Sewer Branch recommends STP-42, a utility service truck be declared surplus. This truck is a model 1999 Chevrolet ¾ ton pickup, VIN number 1GCGCZ9R7XF081556 and is in fair to below fair condition. Mileage is 98,979.

This utility truck is to be replaced, as approved in the 2010 budget; Waste Water Treatment Vehicles (see account number 86083-577025). This truck is to be traded in upon declaration of surplus by City Council.



Jason Joynes  
Waste Water Treatment Branch Assistant Superintendent

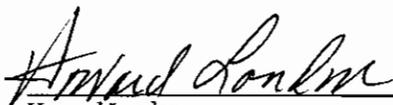


**Salisbury Public Works  
Service Center  
Lake Street & Mack Avenue  
Salisbury MD 21801**

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**TO:** Karen Reddersen  
**FROM:** Howard Landon and Mike Ross  
**DATE:** October 29, 2009  
**SUBJECT:** Surplus Vehicle – S-22, 1990 Chevrolet C1500 pick up

I am requesting that the Council declare S-22, a 1990 Chevy C1500 pick up, to be surplus. The VIN# is 2GCEC14H1L1136889, and the vehicle has 154,523 miles on it. The Garage considers the truck to be in poor condition. This vehicle is approved to be replaced in this years budget, after it is declared surplus it will be traded-in for \$500.

  
Howard Landon 10-30-09

  
Mike Ross

410-548-3177  
410-548-3181 fax

# City of Salisbury



**PAMELA B. OLAND**  
DIRECTOR OF INTERNAL SERVICES

**PURCHASING DIVISION**  
DEPARTMENT OF INTERNAL SERVICES  
125 N. DIVISION STREET, ROOM 104  
SALISBURY, MD 21801  
410-548-3190  
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MARYLAND

## COUNCIL AGENDA

**November 9, 2009**

TO: Mayor and City Council

SUBJECT: Recommendation of Vehicle Award

The City of Salisbury Internal Services Department, Procurement Division, received requests from Salisbury Public Works (SPW) and the Salisbury Police Department (SPD) for vehicles in FY2010. Under Contract # 103-10, the Procurement Division requested bid documents for the FY2010 annual vehicle contract. The Procurement Division followed standard bid practices by advertising in the Daily Times, on the City of Salisbury website, the State of Maryland's web page-EMaryland Marketplace and utilizing the City's vendor database. A total of nine (9) dealerships/organizations were sent bid packages with six dealerships submitting bid documents by the due date and time of October 16, 2009 at 2:30 p.m. Attached is a summary of bid results with low bid vendors noted in bold.

After review of submitted bids, the Procurement Division requests Council's approval to accept the following bid from Ford's National Automart, who was the low bid vendor that met the specifications:

### **SPW-WWTP**

2010 Ford F-350 1- Ton Pickup w/Utility Body @ \$25,606.00

After review of the submitted bids, the Procurement Division requests Council's approval to accept the following bids from Kip Killmon's Tysons Ford, who was the low bid vendor that met the specifications:

### **SPW-W & S**

2010 Ford F350 1-Ton Crew Cab Utility Truck @ \$25,300.00 (inc. \$2,300.00 trade-in)

### **SPW-WWTP**

2010 Ford F250 ¾ Ton Pickup w/Utility Body @ \$28,000.00 (inc. \$1,200 trade-in)

After review of the submitted bids, the Procurement Division requests Council's approval to accept the following bids from Hertrich Fleet Services, who was the low bid vendor that met the specifications:

**SPW-Streets**

2010 Ford F250 ¾ Ton 2-Door Supercab @ \$25,573.00 (inc. \$500.00 trade-in)

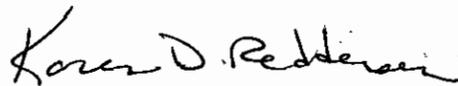
**Salisbury Police Department**

2010 Ford Crown Vic Police Package (2) @ \$43,992.00 (total)

There are sufficient funds in the following FY2010 budget accounts (86083-577025 P/W-WWTP Vehicles-\$53,606.00), (82076-577025 P/W-W & S Vehicles-\$25,300.00), (31150-577025 P/W-Streets Vehicles-\$25,573.00), and (21021-577025-Police Vehicles-\$43,992.00) to cover the costs of the direct purchase vehicles.

After review of the submitted bids, the Department of Internal Services-Procurement Division requests Council's approval to accept the bids as noted above from Ford's National Automart, Kip Killmon's Tysons Ford and Hertrich Fleet Services, in the amount of \$148,471.00.

Thank you.



Karen D. Reddersen  
Assistant Director of Internal Services-Procurement



**Salisbury Public Works  
Wastewater Treatment Branch**

Date: October 28, 2009  
To: Karen Reddersen, Assistant Director of Internal Services- Procurement Division  
From: Gregory Stevens, Water Division Chief  
Subject: Recommendation of Award, Contract No. 103-10  
1 Ton Pickup with Utility Body - WWTP

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Bids for City Vehicles Contract 103-10 were opened on Friday, October 16, 2009. Wastewater Treatment Branch personnel reviewed the bids for the above referenced vehicle. The four vendors providing bids for this utility vehicle are:

<b>Vendor:</b>	<b>Price</b>	<b>Radio Inst.</b>	<b>Total</b>
Ford National Automart, NJ	\$24,906.00	\$700.00	\$25,606.00
Kip Killmon's Tysons Ford, VA	\$25,800.00	\$700.00	\$26,500.00
Hertrich Fleet Services, DE	\$26,477.00	\$700.00	\$27,177.00
Bob Bell Chevrolet, MD	\$30,266.00	\$700.00	\$30,966.00

The Wastewater Treatment Branch personnel after careful review and evaluation of these bids recommends award of the bid to Ford National Automart, NJ for the 1 Ton Pickup w/Utility Body in the amount of \$25,606.00. This vendor provided the lowest responsive responsible bid. Funds are available in account number 86083-577025 Vehicles.



Greg Stevens, PE  
Water Division Chief

Cc: Tom Tengman, Walt Smullen, Tina Roach

## Salisbury Public Works Water and Sewer Branch

To: Karen Reddersen  
From: Mike Oates and Greg Stevens  
Subject: One-Ton Crew Cab Utility Truck, W-2  
Date: October 26, 2009  
Cc: Tom Tengman, Walt Smullen, and Lynn Wright

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The Water and Sewer Branch recommends acceptance of the quote provided by Kip Killmon's Tysons Ford, 8201 Leesburg Pike, Vienna, VA 22182 for a new 2010 Ford F 350, one-ton crew cab utility truck. This vendor provided the lowest bid that met the specifications, **\$25,300.00**.

The existing Utility Truck, W-2 is to be traded as part of the contract.

The five (5) vendors providing bids for this truck are:

Vendor:	Price	Radio Install	Trade-in	Total
Kip Killmon's Tysons Ford, VA	\$26,900.00	\$700.00	\$2,300.00	\$25,300.00
Ford National Automart, New Jersey	\$27,689.88	\$700.00	\$2,000.00	\$26,389.88
Wiswell Auto.com, MD	\$30,580.00	\$700.00	\$3,000.00	\$28,280.00
Bob Bell Chevrolet, MD	\$28,929.00	\$700.00	\$200.00	\$29,429.00
Hertrich Fleet Services, DE	\$28,680.00	\$700.00	\$3,500.00	\$25,880.00

The funds are available in the approved 2010 budget; Water Vehicles account number 82076-577025.

Purchase requisition # 6422 was previously provided.

*Mike Oates*

Mike Oates  
Water & Sewer Branch Superintendent  
Tel. 410-548-3105

*Greg Stevens*

Greg Stevens, PE  
Water Division Chief  
Tel. 410-548-3185

**Salisbury Public Works  
Wastewater Treatment Branch**

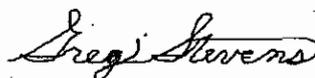
Date: October 28, 2009  
To: Karen Reddersen, Assistant Director of Internal Services- Procurement Division  
From: Gregory Stevens, Water Division Chief  
Subject: Recommendation of Award, Contract No. 103-10  
¾ Ton Crew Cab Pickup with Utility Body - WWTP

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Bids for City Vehicles Contract 103-10 were opened on Friday, October 16, 2009. Wastewater Treatment Branch personnel reviewed the bids for the above referenced vehicle. The five (5) vendors providing bids for this utility vehicle are:

<b>Vendor:</b>	<b>Price</b>	<b>Radio Inst.</b>	<b>Trade-in</b>	<b>Total</b>
Kip Killmon's Tysons Ford, VA	\$28,500.00	\$700.00	\$1,200.00	\$28,000.00
Ford National Automart, NJ	\$28,529.00	\$700.00	\$1,150.00	\$28,079.00
Hertrich Fleet Services, DE	\$28,639.00	\$700.00	\$1,200.00	\$28,139.00
Bob Bell Chevrolet, MD	\$29,986.00	\$700.00	\$ 100.00	\$30,586.00
Criswell Auto.com, MD	\$30,994.00	\$700.00	\$ 800.00	\$30,894.00

The Wastewater Treatment Branch after careful review and evaluation of these bids recommends award of the bid to Kip Killmon's Tysons Ford, 8201 Leesburg Pike, Vienna, VA 22182 for the ¾ Ton Crew Cab Pickup w/Utility Body in the amount of \$28,000. This vendor provided the lowest responsive responsible bid. Utility Vehicle STP-42 is offered in trade. Funds are available in account number 86083-577025 Vehicles.



Greg Stevens, PE  
Water Division Chief

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Cc: Tom Tengman, Walt Smullen, Tina Roach



**Salisbury Public Works  
Service Center  
Lake Street & Mack Avenue  
Salisbury MD 21801**

**TO:** Karen Reddersen  
**FROM:** Mike Ross and Chip Messick  
**DATE:** October 21, 2009  
**SUBJECT:** Replacement for S-22

We received five (5) bids for the replacement with trade-in of the Street Division's S-22 pickup. The bidders and amounts are as follows:

DEALER	TRADE-IN	TOTAL COST LESS TRADE
Criswell Auto.com	\$100.00	\$28,229.00
Bob Bell Chevrolet	N/A	\$28,276.00
Fords Nat'l Automart	N/A	\$25,787.88
Tyson's Ford	\$300.00	\$25,600.00
Hertrich Fleet Services	\$500.00	\$25,573.00

After reviewing all the specifications returned to us, we recommend awarding to Hertrich Fleet Services to purchase a 2010 Ford F250 pickup truck with the trade in. They submitted the lowest bid while still meeting all the requirements we requested for the vehicle. The funds for this purchase were approved in the FY10 budget year, account number 31150-577025 (Streets-Vehicles).

Thank you,

*Mike Ross*

Mike Ross

*Chip Messick*

Chip Messick

10/28/09

Phone: 410-548-3177  
Fax: 410-548-3181

Police Department

Salisbury, Maryland

MEMORANDUM – 157-09

October 20, 2009

TO: Chief Webster (CJ)

FROM: PFC Danny Parsons

SUBJECT: New Vehicles – Bid Award

On October 20, 2009 I received paperwork from Salisbury City Purchasing showing they sent our request for bids on new police vehicles to seven different companies. The paperwork shows that five companies returned bids. The lowest bid received was from Hertrich Fleet Services in Milford, Delaware. The bid paperwork sent by Hertrich Fleet Services shows the vehicle specifications that we requested for our new police vehicles.

The Salisbury Police Department has purchased numerous police vehicles from Hertrich Fleet Services in the past. Hertrich Fleet Services is a reputable company and has proven in the past to stand behind the vehicles they have sold to the Salisbury Police Department. Hertrich Fleet Services sent a bid in the amount of \$43,992.00 for the two police vehicles we want to purchase. In the Salisbury Police Department vehicle account (account# 21021577025), we currently have \$45,526.67. If the bid is awarded to Hertrich Fleet Services it will not exceed what is currently in our vehicle account. I am respectfully requesting that we award the bid to Hertirch Fleet Services.

Respectfully Submitted,

  
PFC Danny Parsons  
Quartermaster

DISTRIBUTION  
Chief's Office  
Major Livingston  
Captain Meienschein