

AS AMENDED ON JULY 13, 2009

**CITY OF SALISBURY, MARYLAND**

**#13 MEETING**

**JUNE 22, 2009**

**PRESENT**

*Council President Louise Smith*

*Council Vice President Gary A. Comegys*

*Councilwoman Deborah S. Campbell*

*Councilwoman Terry E. Cohen*

*Councilwoman Eugenie P. Shields*

**ABSENT**

*Mayor James Ireton, Jr.*

**IN ATTENDANCE**

*City Clerk Brenda Colegrove, MMC, City Administrator John Pick, ICMA-CM, City Solicitor Paul Wilber, Building, Permitting and Inspections Director William Holland, Acting Fire Chief Rick Hoppes, Internal Services Director Pam Oland, Community Development Director Deborah Stam 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.*

*Ms. Cohen moved and Mr. Comegys seconded to approve the agenda as presented. Ms. Cohen moved to add Resolution No. 1800 (authorizing a 30-day extension to temporary travel-lane shifts and closures on Isabella Street) to the agenda and to remove item #3 from the Award of Bids (Contract #122-09 Oxidic Filter Recycle Piping). Mr. Comegys seconded and the amendment passed unanimously. The agenda, as amended, was unanimously approved.*

**BRIEFING** – presented by Pam Baker (Barbacane Thornton and Company)

*Ms. Baker provided an overview of the firm's plans to complete the City's FY09 audit. December 14, 2009 is the targeted date to present the audit to Council.*

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

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

- *June 8, 2009 minutes*
- *Resolution No. 1794 – allowing the City to join the Retiree Health Plan Trust previously created by the Wicomico County Board of Education and Wicomico County and to name the City of Salisbury's Trustees (John Pick, Pam Oland and Brenda Colegrove)*
- *Resolution No. 1795 – accepting American Recovery and Investment Act of 2009 Energy Efficiency and Conservation Block Grant funds in the amount of \$147,300 to be used for various energy projects*
- *Resolution No. 1796 – approving the City's Consolidated Plan for Program Years 2009-2013 and the Action Plan for Community Development Block Grant funds for CDBG Program Year 2009 and authorizing the mayor to submit the Consolidated Plan and CDBG 2009 Action Plan to HUD*
- *Resolution No. 1797 – authorizing the mayor to sign a Law Enforcement Services Agreement between the City and the Macerich Company for secondary employment of police officers at the Centre at Salisbury*
- *Resolution No. 1798 – appointment of Bob Nelson to the City Park Committee for a term ending June 2012*

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

*Mr. Comegys moved and Ms. Cohen seconded to approve the Award of Bids.*

- *Surplus of Items – Police Duty Weapon (PFC Clifton Shearin) -0-*  
*Vote: Unanimous*
- *Recommendation of Award Contract #121-09 \$76,581.00*  
*Diesel Truck for Hazardous Materials Response Trailer*  
*Acct. No. 24035-577025*  
*Barr Freightliner*  
*Vote: 3-2 (Mrs. Shields, Mrs. Smith and Mr. Comegys aye;*  
*Mrs. Campbell and Ms. Cohen nay)*
- *Recommendation of Award Contract #120-09 \$197,301.00*  
*Hazardous Materials Response Trailer*  
*Acct. Nos. 10500-425120-18000; 24035-577025*  
*Beltway International LLC*  
*Vote: 3-2 (Mrs. Shields, Mrs. Smith and Mr. Comegys aye;*  
*Mrs. Campbell and Ms. Cohen nay)*

**MANUFACTURING EXEMPTION REQUEST** – presented by Internal Services Director Pam Oland

*Ms. Cohen moved and Mr. Comegys seconded to approve a manufacturing exemption request for DiCarlo Precision Instruments for equipment purchased in 2008. The company would benefit from the exemption by a total savings of \$825 in personal property tax.*

*The manufacturing exemption request for DiCarlo Precision Instruments was unanimously approved.*

**ORDINANCE** – presented by City Attorney Paul Wilber and Building, Permitting and Inspections Director William Holland

- *Ordinance No. 2080 – 1<sup>st</sup> reading – amending Chapter 15.32, Plumbing Standards, of the Salisbury Municipal Code to adopt fats, oils and grease regulations*

*Mr. Comegys moved and Mrs. Campbell seconded to approve Ordinance No. 2080 for first reading. Ms. Cohen moved to amend Section 15.32.010B.1. of the Ordinance to reflect that fees shall be set by ordinance instead of resolution. Mr. Comegys seconded and the amendment passed unanimously. Ordinance No. 2080, as amended on first reading, passed unanimously.*

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

- *Resolution No. 1799 – authorizing a speed limit reduction (from 30 mph to 25 mph) for the Villages of Sleepy Hollow development*

*Resolution No. 1799 was unanimously approved on a motion and a second by Mr. Comegys and Mrs. Shields, respectively.*

- *Resolution No. 1800 – authorizing a 30-day extension (from June 27, 2009 to July 26, 2009) to temporary travel-lane shifts and closures on Isabella Street*

*Resolution No. 1800 passed unanimously on a motion by Ms. Cohen and seconded by Mrs. Campbell.*

**PUBLIC COMMENTS**

*Two members of the audience commented on the following:*

- *Wastewater Treatment Plant*
- *Better utilization of police officers*
- *No telephone listing in phone book for Neighborhood Services and Code Compliance*

*The meeting adjourned at 7:02 p.m.*

*CITY OF SALISBURY, MARYLAND  
CLOSED SESSION  
AS AMENDED ON JULY 13, 2009  
JULY 6, 2009*

*TIME & PLACE:* 3:30 p.m. – Conference Room 306 Government Office Building  
*PURPOSE:* Potential litigation/consult with legal counsel  
*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, Councilwoman Terry Cohen, Councilwoman Eugenie P. Shields, Mayor James Ireton, Jr., Assistant City Clerk Kim Nichols, City Administrator John Pick, Assistant City Administrator Loré Chambers, City Attorney Paul Wilber, Acting Public Works Director Chip Messick, Dave Winslow, Greg Stevens, Dr. Enos Stover (via teleconference), Dick Sedgley (via teleconference)

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*At 3:30 p.m., in Conference Room 306 of the Government Office Building, Council Vice President Gary Comegys moved to convene in closed session to consult with the city attorney and staff/consultants on a potential litigation issue as permitted under the Annotated Code of Maryland Section 10-508(a)(7)(8). Councilwoman Eugenie P. Shields seconded and the vote was unanimous.*

*After discussion, of the options presented, Council agreed to a course of action on this matter.*

*At 5:25 p.m., on a motion and a second by Council Vice President Gary Comegys and Councilwoman Eugenie P. Shields, respectively, the closed session adjourned.*

CITY OF SALISBURY, MARYLAND  
CLOSED SESSION  
JULY 6, 2009

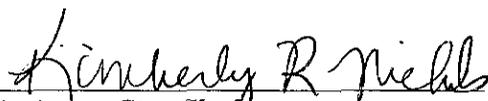
*TIME & PLACE:* 5:30 p.m. – Conference Room 306 Government Office Building  
*PURPOSE:* Acquisition of property/consult with legal counsel  
*VOTE TO CLOSE:* Unanimous  
*CITATION:* Annotated Code of Maryland Sections 10-508(a)(3)  
*PRESENT:* Council President Louise Smith, Council Vice President Gary Comegys, Councilwoman Deborah Campbell, Councilwoman Terry Cohen, Councilwoman Eugenie P. Shields, Mayor James Ireton, Jr., Assistant City Clerk Kim Nichols, City Administrator John Pick, Assistant City Administrator Loré Chambers, City Attorney Paul Wilber

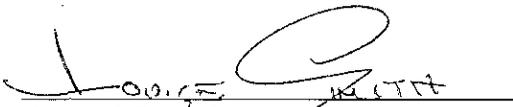
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*At 5:30 p.m., in Conference Room 306 of the Government Office Building, Council Vice President Gary Comegys moved to convene in closed session to consider the acquisition of real property for a public purpose and matters directly related thereto as permitted under the Annotated Code of Maryland Section 10-508(a)(3). Councilwoman Eugenie P. Shields seconded and the vote was unanimous.*

*Council agreed to move forward with acquisition of the property on a 4-1 vote with Mrs. Campbell voting nay.*

*At 5:48 p.m., on a motion and a second by Council Vice President Gary Comegys and Councilwoman Terry E. Cohen, respectively, the closed session adjourned.*

  
\_\_\_\_\_  
*Assistant City Clerk*

  
\_\_\_\_\_  
*Council President*

**STATEMENT FOR CLOSING A MEETING**

Location: Room 306 - G.O.B.

Date: 7-6-09

Time: 3:30 p.m.

Motion: Gary Comegys

Seconded By: Shanie Shields

Vote to Close Session:

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

**STATUTORY AUTHORITY TO CLOSE SESSION**

State Government Article §10-508(a):

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

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

TOPICS TO BE DISCUSSED:

*Potential litigation*

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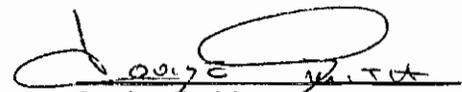
REASON FOR CLOSING:

*Consult with legal counsel / staff / consultants*

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Louise Smith  
Council President  
City of Salisbury

**STATEMENT FOR CLOSING A MEETING**

Location: Room 306 G.O.B

Date: 7-6-09

Time: 5:30 p.m.

Motion: Gary Comegys

Seconded By: Shanie Shields

Vote to Close Session:

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

**STATUTORY AUTHORITY TO CLOSE SESSION**

State Government Article §10-508(a):

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

- (9) {} To conduct collective bargaining negotiations or consider matters that relate to the negotiations.
- (10) {} To discuss public security, if the public body determines that public discussions would constitute a risk to the public or public security, including:
- (i) the deployment of fire and police services and staff; and
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- (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:

*acquisition of property*

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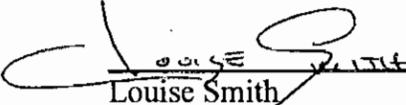
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REASON FOR CLOSING:

*Consult with legal counsel*

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Louise Smith  
Council President  
City of Salisbury

# 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  
FAX: 410-548-3192

MARYLAND

## COUNCIL AGENDA

June 22, 2009

Page No.

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|----|--|--------------|
| 1. | Surplus of Items-Police Duty Weapon  | -0-          |
| 2. | Recommendation of Award Contract # 121-09<br>Diesel Truck for Hazardous Materials Response Trailer<br>(Acct. No. 24035-577025)     | \$ 76,581.00 |
| 3. | Recommendation of Award Contract # 122-09<br>Oxic Filter Recycle Piping<br>(Acct. No. 86083-577020)                                | \$103,641.00 |
| 4. | Recommendation of Award Contract # 120-09<br>Hazardous Materials Response Trailer<br>(Acct. Nos. 10500-425120-18000; 24035-577025) | \$197,301.00 |

# City of Salisbury



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MARYLAND

## COUNCIL AGENDA

June 22, 2009

TO: Mayor and City Council

SUBJECT: Surplus Police Weapon

The City of Salisbury Internal Services Department, Procurement Division, received a request from the City of Salisbury Police Department to declare the following duty weapon from PFC Clifton Shearin as surplus property.

Glock Model #21, 45 caliber handgun      Serial # WG606

PFC Shearin will retire June 30, 2009 from the City of Salisbury Police force and it is customary to provide retired officers with their weapons upon retirement. With approval, once this item is declared surplus, it will be given to PFC Shearin.

Thank you.

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



147th

**POLICE DEPARTMENT**

**ALLAN J. WEBSTER, SR.**  
*Chief of Police*

# City of Salisbury



45th

**699 W. SALISBURY PARKWAY**  
**SALISBURY, MARYLAND 21801**

410-548-3165

June 1, 2009

To: Karen Redderson  
Procurement

From: PFC Shearin  
Quartermaster

Subject: Inventory (weapon)

The Salisbury Police Department has a history of giving retiring police officers their duty weapon as a retirement gift. With Chief Webster's approval, I am requesting the Salisbury City Council declare as surplus, one Glock, Model #21, 45 caliber handgun with serial number WG606. This weapon will be given to PFC Clifton Shearin, who will be retiring June 30, 2009.

Respectfully Submitted,

PFC Clifton Shearin  
Quartermaster

# City of Salisbury



**PAMELA B. OLAND**

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MARYLAND

## COUNCIL AGENDA

**June 22, 2009**

TO: Mayor and City Council

SUBJECT: Recommendation of Award Contract # 121-09  
Diesel Truck for Hazardous Materials Response Trailer

The City of Salisbury Internal Services Department, Procurement Division, received a request from Salisbury Fire Department (SFD) to solicit proposals for a diesel truck for a hazardous materials response trailer as noted in the attached memo. A hazardous materials response unit has been included in the SFD FY2010-2015 Capital Improvement Project report to replace the current 1983 hazardous materials unit. This current unit, donated to the department in 1999, is an International (soda) truck with 212,725 miles and the department has determined the unit has reached its expected service life as a hazardous materials response vehicle.

The SFD received notification from the Department of Homeland Security that a grant in the amount of \$175,000.00 was to be awarded to the City of Salisbury, with a 10% match from the City of \$17,500.00, for the purchase of a hazardous materials trailer. This results in a net grant award of \$157,500.00 from the Department of Homeland Security for the trailer. The purchase of a hazardous materials trailer requires the purchase of a tractor to pull this unit.

Under Contract 121-09, 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 proposal packages with two (2) vendors submitting a proposal by the due date and time, June 10, 2009 at 2:30 p.m.

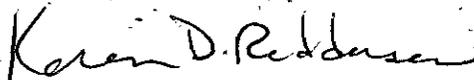
Bid results for the project are as follows:

Vendor	Base Bid
Barr Freightliner	\$76,581.00
Ferrara Fire Apparatus Inc.	\$80,423.00

An analysis of the bid documents was conducted by SFD, with a recommendation to award Contract #121-09 to the lowest, responsive and responsible bidder, Barr Freightliner, in the amount of \$76,581.00.

Upon approval, sufficient funds will be transferred to account number 24035-577025 (Vehicles) to cover the cost of this contract in the amount of \$76,581.00. Funds are available from the FY2009 Health Insurance Account #24035-502020. 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 Barr Freightliner, in the amount of \$76,581.00.

Thank you.



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

# Fire Department

## City of Salisbury

*Departmental*

# MEMO

**Date:** 11 June 2009

**To:** Karen Reddersen, Asst. Dir. of Internal Services, Procurement Division

**From:** Richard A. Hoppes, Acting Fire Chief 

**Subject:** Hazardous Materials Tractor Bid No. 121-09

The Fire Department's CIP FY 2010-2015 included the replacement of our Special Operations Hazardous Materials Response Unit (#FD10-02) at an estimated cost of \$450,000.00. The Capital Improvement Plan originally called for the unit to be purchased with bonded debt. The following memorandum shall serve as the Department's justification for moving forward with the acquisition of this unit utilizing grant funding and surplus FY2009 funds. This memorandum shall also provide brief background and explanatory information for all stakeholders to understand how we got to this point.

### **Background:**

The City of Salisbury Fire Department provides Special Operations services to the residents of the City and to areas outside of the City within the Salisbury Fire District. Additionally the City provides these services to all residents of Wicomico County outside of the Salisbury Fire District by a written agreement. The Department currently operates a 1983 International (soda) truck as HAZ-MAT 1. The vehicle was donated in 1999 for service as a hazardous materials response vehicle and currently has 212,725 miles on the odometer. The Department has determined that the unit has reached its expected service life as a reliable emergency response vehicle. A new vehicle designed specifically for service as a hazardous materials emergency response vehicle will permit a more effective and efficient deployment of resources.

The SFD has applied for numerous grant opportunities over the last five (5) years through the Assistance to Firefighters Grant (AFG) process. This grant is funded by the federal government and administered by the Department of Homeland Security (DHS) through the Federal Emergency Management Agency (FEMA). In the 2008 AFG process the department chose to apply for one of its capital improvement projects and identified the Special Operations Hazardous Materials Unit as the project that met the operational needs of the SFD and was most likely to be funded through the grants process based on the guidance provided by DHS as to priority projects under the Operations and Safety category. This category provided a means of applying for a Hazardous Materials Response trailer only. It should be noted that the DHS guidance document prohibited the application for a vehicle under this category therefore the tractor or power unit needed to pull the trailer did not qualify for funding.

In preparation for the replacement of HAZ-MAT 1 a department workgroup, comprised of members of the SFD Special Operations team, was assigned to investigate the needs of the organization and research the various nationally accepted standards for a Hazardous Materials Response unit. The workgroup developed a needs based tractor and trailer specification for a response unit that is fully capable of delivering the personnel and equipment necessary to mitigate a hazardous materials incident. The specifications were created with consideration given to all applicable standards including NFPA 1901, Standard for Automotive Fire Apparatus, 2009 Edition.

The Department did not receive awards for previous grant applications; however, late in 2008 and the beginning of 2009, DHS notified the SFD of an impending grant award. After lengthy discussions and negotiations with DHS the Department received notification of an award for the 2008 AFG process (Grant # EMW-2008-F-11352) for a trailer. The award amount was for \$175,000.00 less the City's obligation for a 10% match (\$17,500.00) for a net of \$157,500.00 total grant funds coming to the City coffers. This also generated the need to purchase a tractor to pull the trailer in order to take advantage of the grant award.

**Current Status:**

The workgroup finished and published a formal specifications document for the new Hazardous Materials Response Unit. The power unit is specified as a fifth wheel tractor with a four (4) door cab configuration with seating for five (5) responders and was required to be NFPA 1901 compliant and certified. Subsequently, those specifications were sent to the Internal Services Procurement Department for processing of a competitive bidding process for the tractor or power unit needed to pull the Hazardous Materials Response trailer. The bidding process followed all applicable current rules and regulations governing procurement and purchasing. SFD personnel reviewed the bid documents of the two companies that submitted bids, with the bid opening occurring on Wednesday, 10 June 2009 at 1430hrs. Bids were received from Barr Freightliner of Delmar, MD in the amount of \$76,581.00 and Ferrara Fire Apparatus of Holder, LA in the amount of \$80,423.00. An evaluation of the bid documents was completed and both submissions met the tractor specification without exceptions. The lowest bid for the tractor was in the amount of \$76,581.00 from Barr Freightliner. SFD's recommendation is to accept the lowest bid. The bid tabulation document is attached to this memorandum for reference.

Funding for the tractor or power unit in the amount of \$76,581.00 is available as surplus in FY09 Health Insurance Account # 24035-502020. Upon approval, \$76,581.00 will be transferred into the Vehicles Account # 24035-577025.

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

Diesel Tractor for Hazardous Materials Response Trailer

June 10 2009 2:30 P.M.

		Vendor	Vendor	Vendor	Vendor	Vendor
<b>VENDOR</b>		Barr Freightliner, Delmar, MD	Ferrara Fire Apparatus, Holder, LA 70744t			
<b>Item:</b>	<b>Qty.</b>					
Diesel Truck	1	\$76,581.00	\$80,423.00			
<b>Make/Model/Year</b>		Freightliner, Model M2-106, 2010	Freightliner, Model M2-106, 2010			
<b>Total</b>		\$76,581.00	\$80,423.00	\$0.00	\$0.00	\$0.00
<b>Delivery Days ARO</b>		90-120	105-135			
<b>Addendum 1 Received (Y/N)</b>		n	n			

# City of Salisbury



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

**PURCHASING DIVISION**  
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410-548-3190  
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MARYLAND

## COUNCIL AGENDA

**June 22, 2009**

TO: Mayor and City Council

SUBJECT: Recommendation of Award Contract # 122-09  
Oxic Filter Recycle Piping

The City of Salisbury Internal Services Department, Procurement Division, received a request from Salisbury Public Works to solicit proposals to furnish and install piping to recycle oxic filter effluent at the Wastewater Treatment Plant. This was recommended by the City's operational consultant to increase the flow of water through the oxic filters at the WWTP in order to improve the oxic filter treatment process.

Under Contract 122-09, the Procurement Division requested proposals 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 eight (8) vendors were sent proposal packages with three (3) vendors submitting a proposal by the due date and time, June 9, 2009 at 2:30 p.m.

Bid results for the project are as follows:

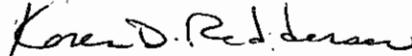
Vendor	Base Bid
George and Lynch, Inc.	\$103,641.00
American Paving Corporation	\$115,672.51
Harper & Sons, Inc.	\$147,603.00

An analysis of the bid documents was conducted by SPW, with a recommendation to award Contract #122-09 to the lowest, responsive and responsible bidder, George and Lynch, Inc., in the amount of \$103,641.00. The contract amount represents a fair market value for the work, thus the work is financially feasible and cost effective.

Upon approval and transfer of funds, sufficient funds will be available in Acct. No. 86083-577020 (Improvements Other Than Buildings) to cover the cost of this contract in the amount of \$103,641.00. Funds are available from Acct. No. 86083-577020-55008 (Improvements Other Than Buildings-Scenic Drive Lift Station Project) as the bid price for the Scenic Drive pumping station was awarded at less than the budgeted amount due to a favorable bidding environment.

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 and Lynch, Inc., in the amount of \$103,641.00.

Thank you.



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

**CITY OF SALISBURY**  
**DEPARTMENT OF PUBLIC WORKS**

June 15, 2009

**TO:** Karen Reddersen – Assistant Director of Internal Services  
**FROM:** Newell W. Messick III, Acting Director  
**SUBJECT:** Recommendation for Award  
Contract No. 122-09 Oxidic Filter Recycle Piping

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Upon recommendation of the City's operational consultant for the wastewater treatment plant (WWTP), Salisbury Public Works solicited bids for the referenced oxidic filter recycle piping work. The purpose of this piping work is to increase the flow of water through the oxidic filters at the WWTP to improve the performance of the oxidic filter treatment process.

Bids were opened Tuesday, June 9, 2009 at 2:30 PM from three contractors. Bidders responded as follows to furnish and install piping to recycle oxidic filter effluent at the WWTP as requested per the specifications and bid documents for Contract No. 122-09:

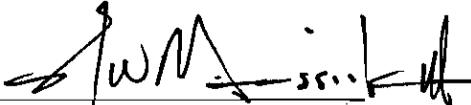
George & Lynch, Inc.	\$103,641.00
American Paving Corporation	\$115,672.51
Harper & Sons, Inc.	\$147,603.00

Salisbury Public Works, upon review and evaluation of the bids submitted, recommends this contract be awarded, in the amount of \$103,641.00, to George & Lynch, Inc. for furnishing and installing piping at the WWTP. The bid amount, \$103,641.00, is 10% lower than the next highest bid of \$115,672.51. This cost represents a fair market value for the work. All bid packages have been reviewed for their completeness and checked for math errors and irregularities. All bids were complete with regard to signing/dating each page of the bid form package, complete affidavits, and bid bond.

Upon review, evaluation, and comparison of the bids by Salisbury Public Works, it was found that George & Lynch, Inc. met all of the requirements of the specifications with no exceptions and was the low bidder. Therefore, it is recommended that Contract No. 122-09 be awarded to George & Lynch, Inc. in the amount of \$103,641.00, for furnishing and installing piping at the WWTP meeting the requirements of the contract specifications.

Funds are available to cover the cost of \$103,641.00 from Account No. 86083-577020 Improvements Other Than Buildings, upon transfer of funds in the amount of \$103,641.00 from Waste Treatment/Improvements Other than Buildings/ Scenic Drive lift Station Account No. 86083-577020- 55008. These funds are available because the bid price for this pumping station was less than account funds available due to a favorable bidding environment.

Thank you for your assistance on this and past requests.

  
Newell W. Messick III, PE  
Acting Director of Public Works

6/16/09

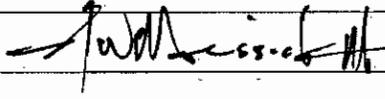
City of Salisbury, Maryland  
**TRANSFER OF FUNDS**

Mayor=s Office Use Only  
 File Number:

<b>Department:</b>	<b>Date of Request:</b> June 15, 2009
Public Works Dept.	

NO:	TRANSFER FROM ACCT #	TRANSFER TO ACCOUNT #	AMOUNT	JUSTIFICATION:
1	86083-577020 - 55008 Improvements Other Than Bldgs	86083-577020 - Improvements Other Than Bldgs	\$103,641.00	To furnish & install piping to Recycle Oxid Filter Effluent at WWTP & also closing project 86083-577020-55008
2				
3				
4				
5				
6				
7				

The Mayor is authorized to transfer funds by Section 7-28 of the City Charter.

APPROVALS	SIGNATURES	DATES
DEPARTMENT -RECOMMENDED		6-15-09
EXECUTIVE - AUTHORIZED		

CC: Finance & Appropriate Dept. (1)  
 Purchasing (2)

# 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  
FAX: 410-548-3192

MARYLAND

## COUNCIL AGENDA

**June 22, 2009**

TO: Mayor and City Council

SUBJECT: Recommendation of Award Contract # 120-09  
Hazardous Materials Response Trailer

The City of Salisbury Internal Services Department, Procurement Division, received a request from Salisbury Fire Department (SFD) to solicit proposals for a diesel truck for a hazardous materials response trailer as noted in the attached memo. A hazardous materials response unit has been included in the SFD FY2010-2015 Capital Improvement Project report to replace the current 1983 hazardous materials unit. This current unit, donated to the department in 1999, is an International (soda) truck with 212,725 miles and the department has determined the unit has reached its expected service life as a hazardous materials response vehicle.

The SFD received notification from the Department of Homeland Security that a grant in the amount of \$175,000.00 was to be awarded to the City of Salisbury, with a 10% match from the City of \$17,500.00, for the purchase of a hazardous materials trailer. This results in a net grant award of \$157,500.00 from the Department of Homeland Security for the trailer.

Under Contract 120-09, 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 six (6) vendors were sent proposal packages with three (3) vendors submitting a proposal by the due date and time, June 10, 2009 at 3:00 p.m.

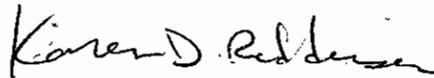
Bid results for the project are as follows:

Vendor	Base Bid
Beltway International LLC	\$197,301.00
Gerling and Associates, Inc.	\$212,437.00
Ferara Fire Apparatus, Inc.	\$247,519.00

An analysis of the bid documents was conducted by SFD, with a recommendation to award Contract #120-09 to the lowest, responsive and responsible bidder, Beltway International, LLC, in the amount of \$197,301.00.

Upon approval, funds are available in Acct. No. 10500-425120-18000 in the amount of \$157,500.00 (Grant Account-Dept of Homeland Security HazMat Trailer) and sufficient funds will be transferred to account number 24035-577025 (Vehicles) to cover the balance of this contract in the amount of \$39,801.00. Funds in the amount of \$22,000.00 are available from the FY2009 Health Insurance Account #24035-502020, with the balance of \$17,801.00 available from the Vehicle Maintenance Account (24035-534308). 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 Beltway International LLC, in the amount of \$197,301.00.

Thank you.



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

# Fire Department

## City of Salisbury

*Departmental*

# MEMO

**Date:** 11 June 2009

**To:** Karen Reddersen, Asst. Dir. of Internal Services, Procurement Division

**From:** Richard A. Hoppes, Acting Fire Chief 

**Subject:** Hazardous Materials Response Trailer Bid No. 120-09

The Fire Department's CIP FY 2010-2015 included the replacement of our Special Operations Hazardous Materials Response Unit (#FD10-02) at an estimated cost of \$450,000.00. The Capital Improvement Plan originally called for the unit to be purchased with bonded debt. The following memorandum shall serve as the Department's justification for moving forward with the acquisition of this unit utilizing grant funding and surplus FY2009 funds. This memorandum shall also provide brief background and explanatory information for all stakeholders to understand how we got to this point.

### **Background:**

The City of Salisbury Fire Department provides Special Operations services to the residents of the City and to areas outside of the City within the Salisbury Fire District. Additionally the City provides these services to all residents of Wicomico County outside of the Salisbury Fire District by a written agreement. The Department currently operates a 1983 International (soda) truck as HAZ-MAT 1. The vehicle was donated in 1999 for service as a hazardous materials response vehicle and currently has 212,725 miles on the odometer. The Department has determined that the unit has reached its expected service life as a reliable emergency response vehicle. A new vehicle designed specifically for service as a hazardous materials emergency response vehicle will permit a more effective and efficient deployment of resources.

The SFD has applied for numerous grant opportunities over the last five (5) years through the Assistance to Firefighters Grant (AFG) process. This grant is funded by the federal government and administered by the Department of Homeland Security (DHS) through the Federal Emergency Management Agency (FEMA). In the 2008 AFG process the department chose to apply for one of its capital improvement projects and identified the Special Operations Hazardous Materials Unit as the project that met the operational needs of the SFD and was most likely to be funded through the grants process based on the guidance provided by DHS as to priority projects under the Operations and Safety category. This category provided a means of applying for a Hazardous Materials Response trailer only. It should be noted that the DHS guidance document prohibited the application for a vehicle under this category therefore the tractor or power unit needed to pull the trailer did not qualify for funding.

In preparation for the replacement of HAZ-MAT 1 a department workgroup, comprised of members of the SFD Special Operations team, was assigned to investigate the needs of the organization and research the various nationally accepted standards for a Hazardous Materials Response unit. The workgroup developed a needs based tractor and trailer specification for a response unit that is fully capable of delivering the personnel and equipment necessary to mitigate a hazardous materials incident. The specifications were created with consideration given to all applicable standards including NFPA 1901, Standard for Automotive Fire Apparatus, 2009 Edition.

The Department did not receive awards for previous grant applications; however, late in 2008 and the beginning of 2009, DHS notified the SFD of an impending grant award. After lengthy discussions and negotiations with DHS the Department received notification of an award for the 2008 AFG process (Grant # EMW-2008-F-11352) for a trailer. The award amount was for \$175,000.00 less the City's obligation for a 10% match (\$17,500.00) for a net of \$157,500.00 total grant funds coming to the City coffers.

#### **Current Status:**

The workgroup finished and published a formal specifications document for the new Hazardous Materials Response Unit. The trailer is designed as a thirty-three foot (33') long unit that is configured with sixteen (16) compartments and was required to be NFPA 1901 compliant and certified. Subsequently, those specifications were sent to the Internal Services Procurement Department for processing of a competitive bidding process for the Hazardous Materials Response trailer. The bidding process followed all applicable current rules and regulations governing procurement and purchasing. SFD personnel reviewed the bid documents of the three companies that submitted bids, with the bid opening occurring on Wednesday, 10 June 2009 at 1500hrs. Bids were received from Beltway International LLC, Baltimore, MD in the amount of \$197,301.00, Gerling & Associates, Inc., Sunbury, OH in the amount of \$212,437.00, and Ferrara Fire Apparatus of Holder, LA in the amount of \$247,519.00. An evaluation of the bid documents was completed and all submissions met the trailer specification without exceptions. The lowest bid for the trailer was in the amount of \$197,301.00 from Beltway International LLC. SFD's recommendation is to accept the lowest bid. The bid tabulation document is attached to this memorandum for reference.

Funding for the trailer in the amount of \$197,301.00 will be taken from two sources. The first source is from the AFG award of \$157,500.00 which will be taken from the Grants Account # 10500 425120 18000 Dept of Homeland Sec Hazmat Trailer. The balance of \$39,801.00 is available in two separate accounts in the FY09 Operating Budget. In the Health Insurance Account # 24035-502020, \$22,000.00 will be taken from surplus available funds. In the Vehicle Maintenance Account # 24035-534308, \$17,801.00 will be taken from surplus available funds. Upon approval, \$39,801.00 will be transferred into the Vehicles Account # 24035-577025.

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

**Contract No. 120-09  
 Hazardous Materials Response Trailer  
 June10 2009 3:00 P.M.**

		<b>Vendor</b>	<b>Vendor</b>	<b>Vendor</b>	<b>Vendor</b>	<b>Vendor</b>
<b>VENDOR</b>		Beltway International LLC, Baltimore, MD 21227	Gerling & Associates, Inc., Sunbury, OH 43074	Ferara Fire Apparatus, Inc., Holden, LA 70744		
<b>Item:</b>	<b>Qty.</b>					
Hazardous Materials Response Trailer	1	\$197,301.00	\$212,437.00	\$247,519.00		
<b>Total</b>		<b>\$197,301.00</b>	<b>\$212,437.00</b>	<b>\$247,519.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Ship Days ARO</b>		120	120	180		
<b>Addendum 1 Received (Y/N)</b>		y	y	y		