

**CITY OF SALISBURY, MARYLAND**

**#17 MEETING**

**OCTOBER 11, 2010**

**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, Assistant City Administrator Loré Chambers, City Solicitor Paul Wilber, Public Works Director Teresa Gardner, Acting Fire Chief Rick Hoppes, Internal Services Director Pam Oland, and interested Citizens 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. Council President Smith called the meeting to order. The Lord's Prayer and the Pledge of Allegiance were recited. Mrs. Shields moved and Ms. Cohen seconded to adopt the agenda as presented. Mrs. Campbell moved to remove Resolution No. 1985 (approving participation in the Early Retiree Reinsurance Program) from the Consent Agenda for discussion immediately following the Consent Agenda. Ms. Cohen seconded and the amendment passed unanimously. The agenda, as amended, was unanimously adopted.*

**PRESENTATION TO CRIME SOLVERS**

*Mr. Henry Tilman, President of Crime Solvers, accepted a \$5,000 donation from the Salisbury Area Property Owners Association (SAPOA).*

**CERTIFICATE OF RECOGNITION** – *presented by City Administrator John Pick and Council President Louise Smith*

*Scout Bradley Cullen, Troop #817 Elks Lodge, received a Certificate of Recognition for saving the lives of three people from possible drowning while vacationing in Nags Head, North Carolina in August 2010.*

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

The Consent Agenda, consisting of the following items, was unanimously approved on a motion by Ms. Cohen and seconded by Mr. Comegys:

- *September 27, 2010 minutes*
- *Resolution No. 1980 - appointment of Barbara Loreman to the Historic District Commission for a term ending December 31, 2011 (completing unexpired term of Joe DiCarlo)*
- *Resolution No. 1981 - accepting the donation of a tree for the Doverdale Playground donated by Shore Corps/PALS in collaboration with the Safe Street's Community Mobilization initiative and other community organizations in celebration of Playday*
- *Resolution No. 1984 - accepting the donation of miscellaneous firefighting tools and equipment (valued at over \$20,000) from Salisbury Fire Department, Inc. (Fire Station #16) for the Salisbury Fire Department*
- *Manufacturing exemption request from Cadista Pharmaceuticals Inc. granting an exemption from personal property tax for equipment purchased in 2009 – benefiting by a total savings of \$31,438 in personal property tax over the next five years*

**RESOLUTION** – presented by Internal Services Director Pam Oland

- *Resolution No. 1985 - approving participation in the Early Retiree Reinsurance Program for the City*

*Resolution No. 1985 passed unanimously on a motion by Mrs. Campbell and seconded by Mr. Comegys.*

**PUBLIC HEARING / ADOPTION** – presented by City Administrator John Pick

- *Resolution No. 1982 - approving the calculation of maximum permitted rates for Limited Basic Service and regulated equipment rates and installation charges as set forth in Comcast's rate filing dated July 31, 2010 (Forms 1240 and 1205)*

*No public comments were received. On a motion by Ms. Cohen and seconded by Mrs. Campbell, Resolution No. 1982 passed unanimously.*

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

- *Ordinance No. 2125 - 1<sup>st</sup> reading - amending the FY11 General Fund Budget to provide additional funds to cover repairs of the slate roof and gutters at Poplar Hill Mansion*

*Ordinance No. 2125 for first reading passed unanimously on a motion by Ms. Cohen and seconded by Mrs. Campbell.*

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

- *Resolution No. 1983 - accepting donations of \$262,000 from the Delmarva Zoological Society for the construction of Phases I and II of the new Animal Health Clinic at the Salisbury Zoological Park*

*Resolution No. 1983 passed unanimously on a motion and a second by Mrs. Shields and Mr. Comegys, respectively. Council President Louise Smith and City Administrator John Pick accepted the \$262,000 check from Mr. JP Dubuque, Chairman of the Delmarva Zoological Society.*

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

*Mrs. Campbell moved and Mr. Comegys seconded to approve the following Award of Bids:*

1. *Surplus of items – Bicycles* -0-  
*Unanimously approved*
2. *Surplus of items – Veters Rescue Airbags* -0-  
*Unanimously approved*
3. *Renewal of EMS Billing Contract #101-05* 8.5%  
*Medical Claim Aid*

*Mrs. Campbell moved and Ms. Cohen seconded to remove the EMS Billing Contract #101-05 from the Award of Bids for discussion at a work session. The motion failed with Mrs. Campbell and Ms. Cohen voting aye; Mrs. Shields, Mrs. Smith and Mr. Comegys voting nay. Ms. Cohen moved and Mrs. Campbell seconded that the EMS billing contract be renewed for a period of one year and the process of assessing what other contracts and rates are out there begin as soon as possible. The motion passed unanimously.*

4. *Contract #117-10 Animal Health Building – Zoo* \$762,265.00  
*Joseph Zimmer, Inc.*  
*Unanimously approved*

**PUBLIC COMMENTS**

*Comments from two residents related to:*

- *Homestead Tax Credit*
- *Wicomico County Executive candidacy*

*At 7:10 p.m., Mrs. Shields moved to convene in closed session for a personnel matter as permitted under the Annotated Code of Maryland Section 10-508(a)(1). Mr. Comegys seconded and the vote was unanimous.*

*The regular meeting adjourned at 7:11 p.m.*

*CITY OF SALISBURY, MARYLAND  
CLOSED SESSION  
OCTOBER 11, 2010*

*TIME & PLACE: 7:10 p.m. - Council Chambers (Room 301) - Government Office Building  
PURPOSE: Personnel matter  
VOTE TO CLOSE: Unanimous  
CITATION: Annotated Code of Maryland Section 10-508(a)(1)  
PRESENT: Council President Louise Smith, Council Vice President Gary Comegys  
(left 8:45 p.m.) Councilwoman Deborah Campbell, Councilwoman Terry  
Cohen, Councilwoman Eugenie Shields (left 8:40 p.m.), City Clerk Brenda  
Colegrove, Mayor James Ireton, Jr., City Administrator John Pick, Jeffrey  
Simpson, Ernest Leatherbury, Jr.*

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*At 7:10 p.m., in Council Chambers, Mrs. Shields moved to convene in closed session for a personnel matter (appointment) as permitted under the Annotated Code of Maryland Section 10-508(a)(1). Mr. Comegys seconded and the vote was unanimous. Mrs. Shields recused herself from the Police Chief interview/discussion. Mr. Comegys left after the Fire Chief interview/discussion.*

*The Council interviewed the candidates put forth by Mayor Ireton for the positions of Fire Chief and Police Chief. Mayor Ireton was advised of their consent for the Fire Chief, but no consent for the Police Chief was given. At 10:13 p.m., on a motion and a second by Ms. Cohen and Mrs. Campbell, respectively, the closed session was unanimously adjourned.*

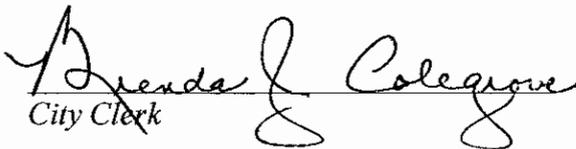
CITY OF SALISBURY, MARYLAND  
CLOSED SESSION  
OCTOBER 19, 2010

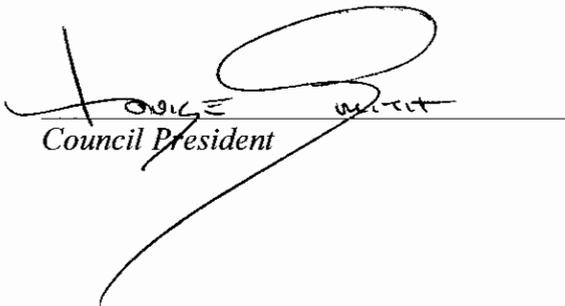
*TIME & PLACE:* 4:36 p.m. – Conference Room 306 - Government Office Building  
*PURPOSE:* Personnel matter  
*VOTE TO CLOSE:* Unanimous  
*CITATION:* Annotated Code of Maryland Section 10-508(a)(1)  
*PRESENT:* Council President Louise Smith, Council Vice President Gary Comegys  
Councilwoman Deborah Campbell, Councilwoman Terry Cohen,  
Councilwoman Eugenie Shields, City Clerk Brenda Colegrove, Mayor  
James Ireton, Jr., Barbara Duncan

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*At 4:36 p.m., in Conference Room 306, Mrs. Shields moved to convene in closed session for a personnel matter (appointment) as permitted under the Annotated Code of Maryland Section 10-508(a)(1). Mrs. Campbell seconded. After a brief discussion, the motion to close passed unanimously.*

*The Council interviewed the candidate put forth by Mayor Ireton for the position of Police Chief and advised the Mayor of their consent. At 6:25 p.m., upon a motion by Mr. Comegys and seconded by Mrs. Shields, the closed session was unanimously adjourned.*

  
City Clerk

  
Council President

STATEMENT FOR CLOSING A MEETING

Location: Rm 301 - GAB

Date: 10/11/10

Time: 7:10 pm

Motion: Shields

Seconded By: Comegys

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:

*Police & Fire Chief Appointments - Interviews*

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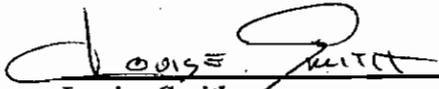
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REASON FOR CLOSING:

*Personnel matter*

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Louise Smith  
Council President  
City of Salisbury

**STATEMENT FOR CLOSING A MEETING**

Location: Rm 306 - GAB

Date: 10/19/10

Time: 4:38 pm

Motion: Shields

Seconded By: Campbell

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**

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- (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:

Appointment of Police Chief - Interview

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REASON FOR CLOSING:

Personnel

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Louise Smith  
 Louise Smith  
 Council President  
 City of Salisbury

# City of Salisbury



MARYLAND

JAMES IRETON, JR.  
MAYOR

JOHN R. PICK  
CITY ADMINISTRATOR

LORÉ CHAMBERS  
ASSISTANT CITY ADMINISTRATOR

125 NORTH DIVISION STREET  
SALISBURY, MARYLAND 21801  
Tel.: 410-548-3190  
Fax: 410-548-3192

PAMELA B. OLAND  
DIRECTOR OF INTERNAL SERVICES  
PROCUREMENT DIVISION

## COUNCIL AGENDA

October 11, 2010

- |    |  |              |
|----|--|--------------|
| 1. | Surplus of Items-Bicycles in Property          | -0-          |
| 2. | Surplus of Items - Veters Rescue Airbags (10)  | -0-          |
| 3. | Renewal of EMS Billing Contract #101-05        | \$115,894.05 |
| 4. | Contract #117-10 Animal Health Building -- Zoo | \$762,265.00 |

# City of Salisbury



JAMES IRETON, JR.  
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PAMELA B. OLAND  
DIRECTOR OF INTERNAL SERVICES  
PROCUREMENT DIVISION

MARYLAND

COUNCIL AGENDA

October 11, 2010

TO: Mayor and City Council

SUBJECT: Surplus Bicycles

The City of Salisbury Internal Services Department, Procurement Division, received a request from Salisbury Police Department to declare the following bicycles as surplus:

Property Number	Brand	Model	Description	Serial Number
09-3696	Huffy		Blue & Pink Bike	SNHEE04L27330
09-8613			Grey/Purple Bike	64890595
09-13459	Harley Davidson			DM07A19343
09-14371	RDMaster	Mt. Fury		R4416WMDT08K15JA
09-15439	Free Spirit		Red Beach Cruiser	
09-17543	Mongoose		24" Purple Bike	P4FY731356
09-19727	Next		Red Bike	7694431
09-21942	Hard Rock	Specialized	Red/Blk	C2OD4784
09-22056	Huffy		Boys Blue/Yellow	AL08J011886
09-22836	Dyno VFR		BMX Bike	S8IT13846
09-22977	Schwinn	Point Beach		SNFSD08G18308
09-26458			Lgt Blue Moped	652149
09-27479	Next		18" Grn Bike	GS080452183
09-29348	Air Raid	Free Agent	Blk in Color	U00765058
09-29552	Huffy		Blk Bike	UNK. SERIAL #
09-30389	Huffy	Stone Mtn		KL05G001625
09-31338	Mongoose	Silver Estes	21 SPD	
09-31813	Next		Pink Bike	8575-83C
09-32856	GT		Grn GT Mtn Bike	D4HE02967
09-35154	Baccio		Yel/Blk Motor Bike	6FFWBT6A891000099
09-35959	Next		Purple/Blk	00-TD34643
09-36407	Vertical		Sil/Aluminum 21SPD	
09-36816			18SSP Org/Sil Mtn	
09-36868	Schwinn		Teal	GV064691

09-36868	Mongoose		Sil/Grn	VC2C018105
09-38085	Magna	Outreach	Purple Bike	97TD37U1
09-38241	Royce		Red in color	
09-38740			Red Moped	385942
09-38755	Fury		Red Mtn Bike	
09-40077	Mongoose	Hyundai		ACG03G014342
09-40077	Mongoose	Rebell		SNACB08C08719
09-40624	Next	Monterey Bay		JF070305442
09-41309			Girls Pink/Blu Bike	
09-41687		Element	Blu/Sil Bike	SNFSD65A957
09-41843	Huffy	Rock Ridge	18SPD Mtn Bike	
09-41869			Blu/Wht Childs Bike	JNNEJ07H24576
09-42600	Huffy		Blu/Pnk	SNHEE05E7291
09-43563	Mongoose		Purple Girls Bike	C000625089
09-43745	Equator		Pretty Lady Bike	851398
08-43753	Kent		Sil/Red/Blk	A21290564

Salisbury Police Department has made every possible attempt to locate an owner. The bicycles are in poor and inoperable condition.

Should the above noted items be declared surplus by City Council, they will be taken to a local recycle center for scrap. Any monies received for these bicycles will be deposited into the City's general fund.

Thank you,



Pamela B. Oland  
Director of Internal Services

# City of Salisbury



MARYLAND

JAMES IRETON, JR.  
MAYOR

JOHN R. PICK  
CITY ADMINISTRATOR

LORÉ CHAMBERS  
ASSISTANT CITY ADMINISTRATOR

699 W. SALISBURY PARKWAY  
SALISBURY, MARYLAND 21801  
Tel.: 410-548-3165  
Fax: 410-548-5173

IVAN E. BARKLEY  
CHIEF OF POLICE  
SALISBURY POLICE DEPARTMENT

To: Tom Tinman, Acting Assistant Director of Internal Services

From: Major Meienschein

Date: August 20, 2010

Subject: Request for Surplus of Bicycles in Property

I am requesting that the attached list of bicycles and mopeds be surplus by the City of Salisbury. The items have been maintained 90 days or longer and the items have no known owners. Every possible attempt has been made by our property custodians to locate an owner, with no success. The bicycles are in poor or inoperable condition. They will be taken to the local recycle center for scrap. Any monies received for these bicycles will be deposited into the City's general fund. There are approximately 40 bicycles on the list. Any bikes that are deemed operable will be set aside for auction at a later date. The bikes are currently stored in such a manner that the operability cannot be immediately determined.

The items are taking up valuable space in our property storage area, causing us not to be able to properly store items within our established directives.

Major David Meienschein  
Administrative Commander

**SALISBURY POLICE DEPARTMENT BICYCLE LOG**

<b>DATE RECEIVED</b>	<b>PROPERTY NUMBER</b>	<b>BRAND NAME</b>	<b>MODEL</b>	<b>DESCRIPTION</b>	<b>SERIAL NUMBER</b>	<b>RELEASED</b>
02-03-09	09-3696	HUFFY		BLUE & PINK BIKE	SNHEE04L27330	
03-16-09	09-8613			GREY/PURPLE BIKE	64890595	
04-22-09	09-13459	HARLEY DAVIDSON			DM07A19343	
04-29-09	09-14371	RDMASTER	MT. FURY		R4416WMDT08K15J A	
05-07-09	09-15439	FREE SPIRIT		RED BEACH CRUISER		
05-22-09	09-17543	MONGOOSE		24" PURPLE BIKE	P4FY31356	
06-06-09	09-19727	NEXT		RED BIKE	7694431	
06-23-09	09-21942	HARD ROCK	SPECIALIZED	RED/BLK	C2OD4784	
06-24-09	09-22056	HUFFY		BOYS BLUE/YELLOW	AL08J011886	
06-30-09	09-22836	DYNO VFR		BMX BIKE	S8TT13846	
06-30-09	09-22977	SCHWINN	POINT BEACH		SNFSD08G18308	
07-27-09	09-26458			LGT BLUE MOPED	652149	
08-05-09	09-27479	NEXT		18"GRN BIKE	GS080452183	
08-20-09	09-29348	AIR RAID	FREE AGENT	BLK IN COLOR	U00765058	
08-22-09	09-29552	HUFFY		BLK BIKE	UNK.SERIAL #	
08-28-09	09-30389	HUFFY	STONE MTN		KL05G001625	
09-05-09	09-31338	MONGOOSE	SILVER ESTES	21 SPD		
09-09-09	09-31813	NEXT		PINK BIKE	8575-83C	
09-16-09	09-32856	GT		GRN GT MTN BIKE	D4HE02967	

10-03-09	09-35154	BACCIO		YEL/BLK MOTOR BIKE	6FFWBT6A8910000 99	
10-09-09	09-35959	NEXT		PURPLE/BLK	00-TD34643	
10-12-09	09-36407	VERTICAL		SIL/ALUMINUM 21SPD		
10-16-09	09-36816			18SPD ORG/SIL MTN		
10-16-09	09-36868	SCHWINN		TEAL	GV064691	
10-16-09	09-36868	MONGOOSE		SIL/GRN	VC2C018105	
10-25-09	09-38085	MAGNA	OUTREACH	PURPLE BIKE	97TD37U1	
10-26-09	09-38241	ROYCE		RED IN COLOR		
10-30-09	09-38740			RED MOPED	385942	
10-30-09	09-38755	FURY		RED MTN BIKE		
11-10-09	09-40077	MONGOOSE	HYNDAI		ACG03G014342	
11-10-09	09-40077	MONGOOSE	REBELL		SNACB08C08719	
11-14-09	09-40624	NEXT	MONTEREY BAY		JF070305442	
11-20-09	09-41309			GIRLS PINK/BLUE BIKE		
11-23-09	09-41687		ELEMENT	BLU/SILV BIKE	SNFSD65A957	
11-25-09	09-41843	HUFFY	ROCK RIDGE	18SPD MTN BIKE		
11-25-09	09-41869			BLUE/WHT CHILDS BIKE	JNNEJ07H24576	
12-02-09	09-42600	HUFFY		BLUE/PINK	SNHEE05E7291	
12-10-09	09-43563	MONGOOSE		PURPLE GIRLS BIKE	C000625089	
12-11-09	09-43745	EQUATOR		PRETTY LADY BIKE	851398	
12-11-09	09-43753	KENT		SIL/RED/BLK	A21290564	

SPD 060

(Revised 03/94)

# City of Salisbury



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PAMELA B. OLAND  
DIRECTOR OF INTERNAL SERVICES  
PROCUREMENT DIVISION

MARYLAND

## COUNCIL AGENDA

October 11, 2010

TO: Mayor and City Council

SUBJECT: Recommendation of Surplus of Rescue Airbags

The City of Salisbury Internal Services Department, Procurement Division, received a request from the Salisbury Fire Department, to declare 10 Vetter Rescue Airbags which are 12 to 15 years old and have exceeded their useful life as surplus .

The attached memo from Richard A. Hoppes, Acting Fire Chief details the replacement of these as part of their annual budget allocation.

After review of the submitted documents, the Department of Internal Services- Procurement Division requests Council's approval to grant surplus status of these 10 Vetter Rescue Airbags so they may be destroyed and disposed.

Thank you.

Pamela B. Oland

Director of Internal Services

# Fire Department

## City of Salisbury

*Departmental*

# MEMO

**To:** Mark Reilly, Deputy Director Internal Services

**Date:** 04 October 2010

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

**Subject:** Surplus of Rescue Airbags

The Maintenance and Supply Section officer, Lt. Hoppes, has notified me that we have a number of pieces of rescue airbags that have failed during the annual service testing process. The manufacturer's recommendation for the life expectancy of rescue airbags is between twelve (12) to fifteen (15) years. We had these items tested and they began to catastrophically fail in the testing process and we asked the vendor to stop the testing.

The Station # 16 Volunteer group has agreed to fund the replacement of these items as a part of their annual budget allocation to the operations of the SFD. The following is a list of the items we are requesting to surplus:

- Vetter Rescue Airbag - S/N 820360
- Vetter Rescue Airbag - S/N 02995660
- Vetter Rescue Airbag - S/N 02995662
- Vetter Rescue Airbag - S/N 02995269
- Vetter Rescue Airbag - S/N 03995972
- Vetter Rescue Airbag - S/N 924164
- Vetter Rescue Airbag - S/N 923799
- Vetter Rescue Airbag - S/N 924111
- Vetter Rescue Airbag - S/N 923905
- Vetter Rescue Airbag - S/N 923826

I have directed Lt. Hoppes to remove these items from service and box them up to prevent them from inadvertently being placed in service. By virtue of this memorandum I am

asking to have these items declared surplus with the intent to dispose/destroy them to prevent them from being utilized in any emergency operation, thus avoiding a potential litigious situation for the department and the City. Should you have need of further information please do not hesitate to call on me.

# City of Salisbury



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MARYLAND

PAMELA B. OLAND  
DIRECTOR OF INTERNAL SERVICES  
PROCUREMENT DIVISION

## COUNCIL AGENDA

October 11, 2010

TO: Mayor and City Council

SUBJECT: Recommendation of Award

Contract Renewal# 101-05

EMS Billing

The City of Salisbury Internal Services Department, Procurement Division, received a request from the Salisbury Fire Department, to renew Contract# 101-05 with Medical Claim-Aid of Denton, MD.

The vendor has agreed to hold the rate for billing services from the previous contract at 8.5%. The Salisbury Fire Department is pleased with the service provided by Medical Claim-Aid.

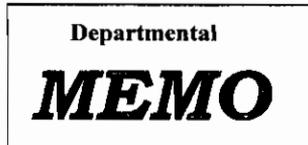
There are sufficient funds in Account Number (24035-513069) to cover this contract. This is a variable cost contract based on number of EMS service calls provided by the Salisbury Fire Department. In FY 2010, a total of \$115,894.05 was expended for this service.

After review of the submitted documents, the Department of Internal Services-Procurement Division requests Council's approval to renew the contract for a one-year period for Medical Claim Aid at a rate of 8.5%.

Thank you.

Pamela B. Oland  
Director of Internal Services

# Fire Department



# City of Salisbury

**To:** Mark Reilly,  
Assistant Director of Internal Services,  
Procurement Division

**Date:** 10 September 2010

**From:** Richard A. Hoppes, Acting Chief of the Department

**Subject:** EMS Billing Vendor Contract - Renewal

The contract (#101-05) with the City's EMS Billing vendor, Medical Claim-Aid (MCA) of Denton, Maryland, is due to expire on 31 December 2010. The original contract was awarded in 2005 for a period of three (3) years and renewed in 2008 for a period of three (3) years.

The Fire Department has been extremely pleased with its partnership with MCA. They have provided information and personnel training when requested to do so on numerous occasions. They've also provided monthly reports to both the Fire and Finance Departments and have also provided additional information and recommendations when requested to do so.

MCA has again agreed to maintain the current pricing schedule for an additional three (3) years time frame should the City desire to renew the current contract. It is my recommendation that the City Council approves renewal of the existing contract with the EMS billing vendor, Medical Claim-Aid, for a period of three (3) years.

If you have questions or require additional information please let me know.

cc: Mr. John R. Pick, City Administrator  
File

JAMES IRETON, JR.  
MAYOR

JOHN R. PICK  
CITY ADMINISTRATOR

LORÉ CHAMBERS  
ASSISTANT CITY ADMINISTRATOR

# City of Salisbury



MARYLAND

125 NORTH DIVISION STREET  
SALISBURY, MARYLAND 21801  
Tel.: 410-548-3190  
Fax: 410-548-3192

PAMELA B. OLAND  
DIRECTOR OF INTERNAL SERVICES  
PROCUREMENT DIVISION

## COUNCIL AGENDA

October 11, 2010

TO: Mayor and City Council

SUBJECT: Recommendation of Award Contract # 117-10

Animal Health Building Salisbury Zoological Park

The City of Salisbury Internal Services Department, Procurement Division, received a request from Salisbury Department of Public Works to award the above contract.

To maintain accreditation, the Salisbury Zoological Park was in need of an Animal Health Building which has animal holding areas, surgery room, necropsy room, and an office area. In 2009, Davis, Bowen and Freidel (DBF) was awarded a contract to provide a design for the new building. It was the goal to make this building as green and energy efficient as possible which includes geothermal heating & air and maximum use of exterior light. Over the past year Salisbury Public Works has worked with DBF to complete a design that would meet the needs of the City.

Initial funding for this project was from a 2009 Improvement Bond, a Historic grant and donations from the Delmarva Zoological Society. The grant funds and donations have been accepted through previous resolutions. Originally, it was our intent to complete the construction of the building with the initial funding; however after donations were not meeting the engineers estimate the project was broken down into 3 phases.

Bids were opened on Friday, July 16, 2010, at 2:30 p.m. from eleven different contractors. The bids for complete construction ranged from a low bid of \$1,414,000.00 to a high bid of \$1,673,000.00. The attached bid tabulation offers a breakdown of the bid totals provided from

each contractor. Based on funding availability, the City is recommending that we award the contract for just Phases 1 & 2. Bidders responded as follows for Phases 1 & 2:

Harkins Contracting Inc.	\$ 877,900.00
Joseph Zimmer Inc.	\$ 762,265.00
Gillis Gilkerson, Inc.	\$1,209,687.00
Griffith & Co. Inc.	\$ 864,293.00
Harper & Sons inc.	\$ 993,875.00
K-LO Construction, Inc.	\$ 929,726.00
Emory Hill & Co.	\$1,040,000.00
RBCI Corp.	\$ 830,973.00 (no bid bond)
North Point Builders, Inc.	\$1,343,000.00
Willow Construction, LLC	\$1,152,000.00
J A Argetakis Contracting Inc.	\$1,033,500.00

Salisbury Public Works reviewed all bid packages. Joseph Zimmer Inc. was the lowest, responsive, responsible bidder with a bid of \$762,265.00 for phases 1 & 2. Their bid was 4.0% below the engineer's estimate of \$800,000.00. Joseph Zimmer Inc. received outstanding recommendations from each of the references contacted and their skill in project management by meeting deadlines and budgets was noted on multiple occasions. Based on the price bid and company qualifications, Salisbury Public Works recommends awarding the Phases 1 & 2 of the Contract for the Animal Health Building at Salisbury Zoological Park to Joseph Zimmer, Inc in the amount of \$762,265.00.

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 Joseph Zimmer, Inc. in the amount of \$762,265 for Phases 1 & 2.

Thank you.

  
Pamela B. Oland

Director of Internal Services

**City of Salisbury**  
**DEPARTMENT OF PUBLIC WORKS**

TO: Mark Reilly, Assistant Director of Internal Services-Procurement

FROM: William Sterling, Department of Public Works

DATE: October 05, 2010

SUBJECT: Award of Contract No. 117-10  
Animal Health Building Salisbury Zoological Park

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To maintain accreditation, the Salisbury Zoological Park was in need of an Animal Health Building which has animal holding areas, surgery room, necropsy room, and an office area. In 2009, Davis, Bowen and Freidel (DBF) was awarded a contract to provide a design for the new building. It was our goal to make this building as green and energy efficient as possible which includes geothermal heating & air and maximum use of exterior light. Over the past year Salisbury Public Works has worked with DBF to complete a design that would meet the needs of the City.

Funding for this project is from a 2009 Improvement Bond, a Historic Grant and donations from the Delmarva Zoological Society. The Grant funding and donation for this project have been accepted from a previous resolutions. Originally, it was our intent to complete the construction of the building with the initial funding; however after donations were not meeting the engineers estimate the project was broken down into 3 phases.

Bids were opened on Friday, July 16, 2010, at 2:30 p.m. from eleven different contractors. The bids for complete construction ranged from a low bid of \$1,414,000.00 to a high bid of \$1,673,000.00. The attached bid tabulation offers a breakdown of the bid totals provided from each contractor. Based upon available funding, the City has decided to award the contract for just Phase I and II. Bidders responded as follows for Phases 1 & 2:

Harkins Contracting Inc.	\$ 877,900.00
Joseph Zimmer Inc.	\$ 762,265.00
Gillis Gilkerson, Inc.	\$1,209,687.00
Griffith & Co. Inc.	\$ 864,293.00
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Salisbury Public Works reviewed all bid packages. Joseph Zimmer Inc. was the lowest, responsive, responsible bidder with a bid of \$762,265.00 for phases 1 & 2. Their bid was 4.0% below the engineer's estimate of \$800,000.00. Joseph Zimmer Inc. received outstanding recommendations from each of the references contacted and their skill in project management by meeting deadlines and budgets was noted on multiple occasions. Based on the price bid and company qualifications, Salisbury Public Works recommends awarding the Contract for the Animal Health Building at Salisbury Zoological Park to Joseph Zimmer, Inc in the amount of \$762,265.00.

  
\_\_\_\_\_  
William Sterling  
Project Manager

Contract No. 117-10  
Animal Health Building  
July 16, 2010 2:30 P.M.

		Vendor	Vendor	Vendor	Vendor	Vendor	Vendor	Vendor
<b>VENDOR</b>		Harkins Contracting, Inc., P O Box 3216, Salisbury, MD 21802	Joseph Zimmer, Inc., 2225 Northwood Drive, Salisbury, MD 21801	Gillis Gilkerson, Inc., P O Box 282, Salisbury, MD 21801	Gnffith & Co., 32 Church Street, NW, Vienna, VA 22183	Harper & Sons, Inc., 9071 Centreville Road, Eston, MD 21601	K-LO Construction, inc., 2005 Sansbury Rd., Upper Marlboro, MD 20774	Emory Hill and Company, 10 Corporate Circle, Suite 100, New Castle, DE 19720
Item:	Qty.							
Base Bid Lump Sum	LS	\$1,465,000.00	\$1,564,000.00	\$1,433,800.00	\$1,659,000.00	\$1,433,191.00	\$1,590,000.00	\$1,525,000.00
Phase I Lump Sum	LS	\$211,400.00	\$171,395.00	\$226,043.00	\$350,000.00	\$245,715.00	\$237,313.00	\$120,000.00
Phase II Lump Sum	LS	\$666,500.00	\$590,870.00	\$983,644.00	\$425,000.00	\$748,160.00	\$692,413.00	\$920,000.00
Phase III Lump Sum	LS	\$587,100.00	\$601,735.00	\$224,113.00	\$884,000.00	\$439,317.00	\$660,274.00	\$485,000.00
Alt. # 1 Furnish & Install Animal Enclosures	LS	\$199,300.00	\$194,275.00	\$171,100.00	\$197,390.00	\$166,529.00	\$206,580.00	\$198,000.00
Alt. # 2 Furnish & Install Generator	LS	\$58,200.00	\$54,600.00	\$57,750.00	\$72,000.00	\$60,000.00	\$47,500.00	\$59,000.00
<b>Total</b>		<b>\$1,722,500.00</b>	<b>\$1,812,875.00</b>	<b>\$1,662,650.00</b>	<b>\$1,928,390.00</b>	<b>\$1,659,720.00</b>	<b>\$1,844,080.00</b>	<b>\$1,782,000.00</b>
Addendum 1		Y	Y	Y	Y	Y		
Addendum 2		Y	Y	Y	Y	Y		
Addendum 3		Y	Y	Y	Y	Y		
Addendum 4		Y	Y	Y	Y	Y		
Addendum 5		Y	Y	Y	Y	Y		
Addendum 6		Y	Y	Y	Y	Y		
Addendum 7		Y	Y	Y	Y	Y		
Addendum 8		Y	Y	Y	Y	Y		
		<b>Vendor</b>	<b>Vendor</b>	<b>Vendor</b>	<b>Vendor</b>	<b>Vendor</b>	<b>Vendor</b>	<b>Vendor</b>
<b>VENDOR</b>		RBCI Corp., 29516 Canvasback Drive #200, Easton, MD 21601	NorthPoint Builders, Inc., 4210 North Point Blvd., Baltimore, MD 2122	Willow Construction, LLC, 400 Maryland Ave., Easton, MD 21601	J A Argetakis Contracting Co., Inc., 3723 Easton Ave., Baltimore, MD 21224			
Item:	Qty.							
Base Bid Lump Sum	LS	\$1,185,324.00	\$1,673,000.00	\$1,414,000.00	\$1,590,000.00			
Phase I Lump Sum	LS	\$208,454.00	\$240,000.00	\$180,000.00	\$318,000.00			
Phase II Lump Sum	LS	\$622,519.00	\$1,103,000.00	\$972,000.00	\$715,500.00			
Phase III Lump Sum	LS	\$354,351.00	\$330,000.00	\$262,000.00	\$556,500.00			
Alt. # 1 Furnish & Install Animal Enclosures	LS	\$186,263.00	\$219,000.00	\$197,300.00	\$186,000.00			
Alt. # 2 Furnish & Install Generator	LS	\$53,000.00	\$66,000.00	\$53,200.00	\$47,500.00			
<b>Total</b>		<b>\$1,424,587.00</b>	<b>\$1,978,000.00</b>	<b>\$1,664,500.00</b>	<b>\$1,823,500.00</b>			
Addendum 1		Y	Y	Y	Y			
Addendum 2		Y	Y	Y	Y			
Addendum 3		Y	Y	Y	Y			
Addendum 4		Y	Y	Y	Y			
Addendum 5		Y	Y	Y	Y			
Addendum 6		Y	Y	Y	Y			
Addendum 7		Y	Y	Y	Y			
Addendum 8		Y	Y	Y	Y			