

CITY OF SALISBURY, MARYLAND

REGULAR MEETING

SEPTEMBER 22, 2014

PUBLIC OFFICIALS PRESENT

*Council President Jacob R. Day
Mayor James Ireton, Jr.*

*Council Vice President Laura Mitchell
Councilman John "Jack" R. Heath*

Councilman Timothy K. Spies

PUBLIC OFFICIALS NOT PRESENT

Councilwoman Eugenie P. Shields

IN ATTENDANCE

City Clerk Kimberly R. Nichols, CMC, City Administrator M. Thomas Stevenson, City Attorney Mark Tilghman, Assistant Director Internal Services – Procurement Jennifer Miller, interested citizens and members of the press

CITY INVOCATION – PLEDGE OF ALLEGIANCE

The City Council met in regular session at 6:00 p.m. in Council Chambers. Council President Day called the meeting to order. Following a moment of silent meditation, those in attendance recited the Pledge of Allegiance.

PRESENTATIONS

- *Certificate of Recognition – Diane C. Nelson, CMC, Assistant City Clerk, presented by Mayor James Ireton, Jr. and Council President Jacob R. Day*

Mayor Ireton and President Day presented the Certificate of Recognition to Diane C. Nelson, CMC, Assistant City Clerk and congratulated her for recently receiving the IAAP (International Association of Administrative Professionals) DE-MD-DC Division's 2013 – 2014 "KEY TO OUR SUCCESS" Award, the 2013 – 2014 NED "YOU'RE THE BEST" Award, and for being personally recognized as the Tri-County Chapter received the distinguished 2013 – 2014 "CHAPTER OF EXCELLENCE" Awards. Mayor Ireton and President Day thanked Ms. Nelson for her dedication and excellent service to the City of Salisbury Mayor's Office, City Council, and citizens of Salisbury.

- Community Organization presentation – Salisbury Zoological Park’s “Story Time” – presented by Karen Lutz, Salisbury Zoo Docent

Karen Lutz was welcomed to the podium to tell the public about “Story Time” at the Salisbury Zoo. “Story Time” is held every Tuesday from 10:00 a.m. – 11:00 a.m. from March through November in the Education Building. Age-appropriate books are read to children ages 3 to 5 about animals, conservation, recycling, and the environment.

ADOPTION OF LEGISLATIVE AGENDA

Mrs. Mitchell moved, Mr. Spies seconded, and the vote was unanimous (4-0) to approve the Legislative Agenda.

CONSENT AGENDA – presented by City Clerk Kim Nichols

The Consent Agenda was unanimously approved on a 4-0 vote in favor on a motion and seconded by Mrs. Mitchell and Mr. Spies, respectively:

- *August 18, 2014 closed session minutes (separate envelope)*
- *August 25, 2014 regular meeting minutes*
- *August 25, 2014 closed session minutes A (separate envelope)*
- *August 25, 2014 closed session minutes B (separate envelope)*
- *August 27, 2014 special meeting minutes*
- *September 2, 2014 work session minutes*
- *September 2, 2014 closed session minutes (separate envelope)*
- *September 2, 2014 special meeting minutes*
- *September 8, 2014 regular meeting minutes*
- *Resolution No. 2445 - approving the reappointment of Dr. Francis I. Kane to the Ethics Commission for term ending 9/30/2018*
- *Resolution No. 2446 - approving the reappointment of Dr. Amal K. Ali to the City Park Committee for term ending 10/2017*
- *Resolution No. 2447 - accepting grant funds from the Governor’s Office of Crime Control & Prevention (GOCCP) to pay for latent fingerprint exams*

AWARD OF BIDS – presented by Assistant Director of Internal Services – Procurement Jennifer Miller

The Award of Bids, consisting of the following items, was unanimously approved on a 4-0 vote on a motion by Mr. Spies that was seconded by Mr. Heath:

- *Contract 104-15 Northside & Southside Pumping Station Upgrades - \$3,691,188.00*

- *Contract A-03-15 Miscellaneous Chemicals - \$730,620.34*
- *RFP 01-15 Engineering Construction Services for Northside & Southside Pumping Station Improvements - \$240,900.00*
- *Declaration of Surplus – Salisbury WWTP – Incubators - \$0.00*

RESOLUTION – presented by City Administrator Tom Stevenson

- *Resolution No. 2448 – authorizing the City of Salisbury to issue and sell two separate series of General Obligation Bonds for up to \$4,009,000 to fund the Facility Renovation – Fire Station #2 Project and up to \$2,800,000 to refund 2004 Bonds*

On a motion and seconded by Mr. Spies and Mrs. Mitchell, respectively, Resolution No. 2448 was unanimously approved as presented.

ORDINANCE – presented by City Attorney Mark Tilghman

- *Ordinance No. 2301 – 2nd reading – to amend Section 2.32.050 by adding a Subsection D which establishes a Small Business, Veteran-Owned Small Business and Disabled-Veteran-Owned Small Business preferences in the Award of City Contracts*

On a motion and seconded by Mr. Spies and Mr. Heath, respectively, and by unanimous vote in favor, Ordinance No. 2301 was passed for second reading.

PUBLIC COMMENTS

The following comments were received by two members of the public:

- *Expressed concern about the Daily Times’ September 12, 2014 article about City-owned property (Lot #30) being developed by a private developer*
- *Did not agree with the proposed project on Lot #30*
- *Invited the Public to the Wicomico County Public Candidates Forum on October 15, 2014 at Wor-Wic Community College from 7 p.m. to 9 p.m.*

ADJOURNMENT

There being no further business to discuss, Mr. Day adjourned the meeting at 6:50 p.m.

Kimberly R. Nichols

 City Clerk

Laura Mitchell

 Council Vice President

City of Salisbury



MARYLAND

JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

TERENCE ARRINGTON
ASSISTANT CITY ADMINISTRATOR

Salisbury



2010

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

KEITH A. CORDREY
DIRECTOR OF INTERNAL SERVICES

JENNIFER MILLER
ASST. DIRECTOR OF INTERNAL
SERVICES

Council Agenda – Award of Bids

September 22, 2014

- | | |
|--|----------------|
| 1. Award of Bid – Contract 104-15
Northside & Southside Pumping Station Upgrades | \$3,691,188.00 |
| 2. Award of Bid – Contract A-03-15
Miscellaneous Chemicals | \$ 730,620.34 |
| 3. Award of Bid – RFP 01-15
Engineering Construction Services for Northside & Southside
Pumping Station Improvements | \$ 240,900.00 |
| 4. Declaration of Surplus
Salisbury WWTP - Incubators | \$ 0.00 |

City of Salisbury



MARYLAND



125 NORTH DIVISION STREET
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CITY ADMINISTRATOR

TERENCE ARRINGTON
ASSISTANT CITY ADMINISTRATOR

Council Agenda

September 22, 2014

TO: Mayor and City Council

SUBJECT: Award of Bid
Contract 104-15
Northside & Southside Pumping Station Upgrades

The City of Salisbury Internal Services Department, Procurement Division, received a request from the Public Works Department to solicit bids for Contract 104-15 Northside & Southside Pump Station Upgrades. The project will furnish all labor, materials, and equipment necessary for the Northside and Southside Pumping Station Upgrades as indicated on the Contract Drawings and Specifications in the bid document. This contract encompasses civil, structural, mechanical, and electrical modifications both inside and outside the pumping stations.

The Procurement Department 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 three (3) vendors submitted a bid by the due date and time of Tuesday, August 26, 2014 at 2:30 p.m.

Vendor	Schedule A - Base Bid	Schedule B - Allowances	Total Bid (A+B)
Bearing Construction, Inc.	\$3,650,000	\$481,565	\$4,131,565
JJIG, Inc.	\$4,213,817	\$583,000	\$4,796,817
W.M. Schlosser Company, Inc.	\$4,166,000	\$804,525	\$4,970,525

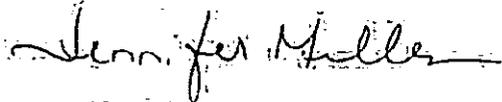
All bids came in higher than the engineer's estimate of \$3,340,200 and thus the scope of work will be reduced so as come into alignment with the available budget and not sacrifice necessary work. There are additional details in the department memo that speak to the nature of the reductions. After the necessary adjustments are made to the scope of work, "Schedule A - Base Bid" will be awarded at \$3,495,863, and "Schedule B - Allowances" will be awarded at \$195,325, for a grand total of \$3,691,188.

The vendor that submitted the lowest responsive and responsible bid was Bearing Construction. Brown and Caldwell, an engineering consulting firm, worked in conjunction with the Salisbury Public Works department to review in detail the bid package submitted by Bearing Construction. Reference checks yielded positive results, and as such it has been recommended that the bid be awarded to Bearing Construction.

There are sufficient funds to cover this purchase in account 30200-513026-55511 Water & Sewer Construction.

The Procurement Department requests Council's approval to award Contract 104-15 Northside and Southside Pumping Station Upgrades to Bearing Construction, Inc., in the amount of \$3,691,188.

Sincerely,

A handwritten signature in black ink that reads "Jennifer Miller". The signature is written in a cursive style with a horizontal line extending to the right.

Jennifer Miller,

Assistant Director of Internal Services – Procurement and Parking

City of Salisbury



MARYLAND



JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

TERENCE ARRINGTON
ASSISTANT CITY ADMINISTRATOR

125 NORTH DIVISION STREET
SALISBURY, MARYLAND 21801
Tel: 410-548-3170
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MICHAEL S MOULDS, P.E.
DIRECTOR OF PUBLIC WORKS

To: Jennifer Miller, Assistant Director of Internal Services – Procurement & Parking
From: Michael Moulds, Director of Public Works
Date: September 3, 2014
Re: Contract 104-15 Northside & Southside Pumping Station Upgrades

Please process the Award of Bids for the Northside & Southside Pumping Station Upgrades. The upgrades were identified in the Wastewater Treatment Plant Corrective Action Plan which was developed by Brown and Caldwell in June 2010. The Northside and Southside Pumping Stations are the two primary pumping stations that transmit flow directly to the WWTP. The stations are the most critical in the City. The upgrades include adding low flow pumps, diminutors, odor control systems and bypass piping connections at each station. Public Works would like to have the improvements to these stations completed before the WWTP Upgrade begins next summer.

Bids were opened on Tuesday, August 26, 2014 at 2:30 p.m. Bids were received from three contractors. The attached bid tabulation offers a breakdown of the bids provided from each contractor. A summary of the bids is as follows:

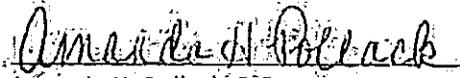
General Contractor	Schedule A Base Bid	Schedule B Unit Price Items	Total Bid (Schedules A + B)
Bearing Construction, Inc.	\$ 3,650,000.00	\$ 481,565.00	\$ 4,131,565.00
JJID, Inc.	\$ 4,213,817.00	\$ 583,000.00	\$ 4,796,817.00
W. M. Schlosser Company, Inc.	\$ 4,166,000.00	\$ 804,525.00	\$ 4,970,525.00

The Engineer's Estimate for the Total Bid was \$3,340,200. Since the bids were higher than the estimate, the scope will be reduced to fit within the available budget. The unit price items in Schedule B primarily consist of concrete rehabilitation methods for inside the pumping stations and wet wells. The concrete rehabilitation inside the wet wells will not be accepted at this time since they are believed to be in good condition. However, this work will be considered for a future change order pending the evaluation of the concrete surfaces during construction.

The prices bid also included a stipulated price of \$100,537 for a spare pump, which will be not accepted at this time and deducted from the base bid. Two additional deducts are noted in the attached letter from Brown and Caldwell dated September 2, 2014.

Brown and Caldwell and Public Works reviewed all bid packages. Bearing Construction, Inc. was the lowest, responsive, responsible bidder. Brown and Caldwell contacted references of Bearing Construction and received favorable feedback, as noted in the attached letter.

Public Works recommends Salisbury City Council award this contract to Bearing Construction, Inc. in the amount of \$3,691,188.00. Funds were provided by the FY12 General Obligation Bond and are available in account number 30200-513026-55511.



Amanda H. Pollack, P.E.
Deputy Director



Michael S. Moulds, P.E.
Director of Public Works

309 E. Morehead Street
Suite 160
Charlotte, NC 28202
Tel: 704-358-7204
Fax: 704-358-7205
www.browncaldwell.com

September 2, 2014



Amanda H. Pollack, P.E.
Deputy Director
City of Salisbury
Department of Public Works
125 N. Division St., Room 202
Salisbury, MD 21801

143534

Subject: City Contract No. 104-15, Northside and Southside Pumping Station Improvements

Dear Ms. Pollack:

According to the bid tabulation received on August 26, 2014, Bearing Construction is the lowest bidder for the construction of the above referenced project.

We have reviewed the bid documents provided by Bearing Construction and found everything in order. We also contacted all three of their references and were informed of very positive past performance. To our knowledge, City staff has also had positive experience working with Bearing Construction in recent years. As such, we recommend awarding the contract to Bearing Construction to the amount of \$3,691,188 of which \$3,495,863 is a lump sum/base amount and \$195,325 is an allowance amount based on unit cost, requiring City's authorization and actual quantity takeoffs before proceeding with the work.

Note that, in coordination with the Contractor and City staff, value engineering was performed as detailed in the table below to reduce the overall cost of the project. This value engineering reduced the overall effort by \$440,377; from the original bid of \$4,131,565 down to a new total of \$3,691,188. The savings realized from the deductions noted do not affect critical items of the project nor reduce the quality or reliability of the project.

If you should have any additional questions, please feel free to contact me at the phone number above or by email at ganipsitakis@brwncald.com.

Ms. Amanda Pollack
City of Salisbury
September 2, 2014
Page 2

Schedule A: Base Bid (Lump Sum)		
Original Amount A	\$	3,650,000
Deduct 1	\$	100,537 For removing the spare pumps. Spare parts shall remain.
Deduct 2	\$	53,600 For changing the primary bypass pump from diesel to electrically-driven. Electricity shall be provided by the City.
Revised Amount A	\$	3,495,863
Schedule B: Allowances (Unit Costs)		
Original Amount B	\$	481,565
Deduct 3	\$	268,600 For removing all wet well concrete rehabilitation work.
Deduct 4	\$	17,640 For removing bypass pumping observation beyond working hours, since Contractor will perform anyway at no additional cost.
Revised Amount B	\$	195,325
Revised Total (A+B)	\$	3,691,188

Very truly yours,

Brown and Caldwell



George Anipsitakis, PhD, PE, BCEE
Project Manager

City of Salisbury



MARYLAND

JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

TERENCE ARRINGTON
ASSISTANT CITY ADMINISTRATOR



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KEITH A. CORDREY
DIRECTOR OF INTERNAL SERVICES

JENNIFER MILLER
ASST. DIRECTOR OF INTERNAL
SERVICES

Council Agenda

September 22, 2014

TO: Mayor and City Council

SUBJECT: Award of Bid
Contract A-03-15 Miscellaneous Chemicals

The City of Salisbury Internal Services Department, Procurement Division, received a request from the Public Works Department to solicit bids for A-03-15 Miscellaneous Chemicals. The bid was a solicitation for a twelve (12) month supply of miscellaneous chemicals for use at both municipal water plants and the wastewater treatment plant. There were 11 different types of chemicals specified on the bid documents.

The Procurement Department followed standard bid practices by advertising in the Daily Times, on the City of Salisbury's website, utilizing the City's vendor list, and advertising on the State of Maryland's website, eMaryland Marketplace. A total of twelve (12) vendors submitted a bid by the due date and time of Tuesday, August 5, 2014 at 3:30 p.m. No single supplier bid each of the 11 chemicals and therefore the contract will be awarded to multiple vendors.

The Zinc Polyphosphate was bid in concentrated liquid form, which is a change from the current powder form. Salisbury Public Works requested a review and evaluation of each of the four submissions of this particular chemical by the Maryland Department of the Environment (MDE), and all were approved.

All chemicals except the Ferric Chloride met the requirements of the specifications. The Ferric Chloride from Kemira Water Solutions, Inc, exceeds some of the metals concentrations limits as set forth in the specification documents; however, it is anticipated that these levels will not have a negative impact on the operation of the treatment process. PVA Technologies, the other bidder for this chemical, has similar concentration levels.

Public Works has reviewed the bids in accordance with the bid documents, reviewed specifications, and has requested contracts be awarded to the vendors that submitted the lowest responsible and responsive bids for the noted chemicals:

Chemical	Location	Vendor	Bid Price
Chlorine 1-ton containers	WWTP	Kuehne	\$20,440.00
Chlorine 150lb. containers	WTP	JCI Jones Chemical, Inc.	\$17,820.00
Sulfur Dioxide 1-ton containers	WWTP	JCI Jones Chemical, Inc.	\$39,237.50
Hydrofluorosilicic Acid	WTP	Key Chemical, Inc.	\$52,255.00
Sodium Hydroxide 25% Caustic Soda	WTP	Univar USA, Inc.	\$185,400.00
Zinc Polyphosphate	WTP	Klénzoid, Inc.	\$93,144.00
Sodium Hydroxide 25%	WWTP	Intercoastal Trading, Inc.	\$3,740.00
Sodium Hypochlorite 12%	WWTP	Intercoastal Trading, Inc.	\$46,550.00
Sodium Hypochlorite 12%	WTP	Intercoastal Trading, Inc.	\$7,350.00
Caustic Potash (KOH) 45%	WWTP	Coyne Chemical	\$2,787.84
Drinking Water Grade Hydrated Lime 50lb bags	WTP	Intercoastal Trading	\$13,496.00
Ferric Chloride 38% - 42%	WWTP	Kemira Water Solutions, Inc.	\$248,400.00
TOTAL:			\$730,620.34

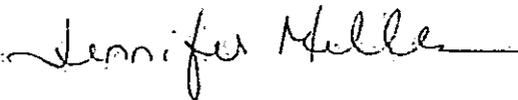
Additional details about the chemicals and the bid proposals are noted in the department memo.

There are sufficient funds to cover this purchase in the following accounts:

86083-546004 Chemicals	=	\$361,155.34
82075-546004 Chemicals	=	\$369,465.00
TOTAL		\$730,620.34

The Procurement Department requests Council's approval to award Contract A-03-15 to the above noted vendors in the amounts detailed.

Sincerely,



Jennifer Miller

Assistant Director of Internal Services – Procurement and Parking

CITY OF SALISBURY
DEPARTMENT OF PUBLIC WORKS

August 19, 2014

TO: Jennifer Miller – Director of Internal Services

FROM: Michael Moulds. -- Director of Public Works

SUBJECT: Recommendation for Award
Contract No A-03-15
Miscellaneous Chemicals – Wastewater Treatment Plant (WWTP)

Bids were opened August 5, 2014 at 3:30 PM from 12 different vendors. Bidders responded as follows to furnish and deliver a twelve (12) month supply of miscellaneous Chemicals to the WWTP as requested per the specifications and bid documents for Contract No. A-03-15:

1. Chlorine 1 ton containers:

- | | |
|------------------------------|----------|
| • Univar USA, Inc. | \$28,032 |
| • JCI Jones Chemical, Inc. | \$23,360 |
| • Intercoastal Trading, Inc. | \$42,194 |
| • Kuehne, Company | \$20,440 |

Salisbury Public Works, upon review and evaluation of the bids submitted, recommends this portion of the contract be awarded in the amount of \$20,440 to *Kuehne Company*, for furnishing, delivery and pick up of Chlorine 1 ton containers to the Salisbury WWTP at 1142 Marine Road, Salisbury, Maryland.

The bid amount of \$20,440 is the lowest of all bids submitted for supplying Chlorine 1 ton cylinders and represents a fair market value to provide the City with Chlorine. All bid packages have been reviewed for their completeness and checked for math errors and irregularities. All bids were complete with regards to signing and dating each page of the bid form package and completed affidavits.

Upon review, evaluation, and comparison of the bids by *Salisbury Public Works*, it was found that *Kuehne Company* met all of the requirements of the specifications with no exceptions. Therefore, it is recommended that this portion of *Contract No. A-03-15* be awarded to *Kuehne Company* in the amount of \$20,440 for Chlorine 1 ton containers meeting this portion of the requirements of the contract specifications.

2. Sulfur Dioxide 1 ton containers:

- Univar USA, Inc. \$40,150
- JCI Jones Chemical, Inc. \$39,237.50
- Intercoastal Trading, Inc. \$69,350

Salisbury Public Works, upon review and evaluation of the bids submitted, recommends this portion of the contract be awarded in the amount of \$39,237.50 to *JCI Jones Chemical Inc.* for furnishing and delivering Sulfur Dioxide in one ton containers to the WWTP.

The bid amount from *JCI Jones Chemical, Inc.* of \$39,237.50 is the lowest bid and given the bidding environment, this cost represents a fair market value for this chemical. All bid packages have been reviewed for their completeness and checked for math errors and irregularities. All bids were checked with regard to signing /dating each page of the bid form package and complete affidavits.

Upon review, evaluation and comparison of the bids by Salisbury Public Works, it was found that JCI Jones Inc. met all of the requirements of the specifications with no exceptions.

In light of the aforementioned, the \$39,237.50 is justified, for which no exceptions were listed by the vendor, to provide the required chemical. Therefore, it is recommended that this portion of *Contract No. A-03-15* be awarded to *JCI Jones, Inc.* for the amount of \$39,237.50 for *Sulfur Dioxide* 1 ton containers meeting the requirements of this portion of the contract.

3. Sodium Hypochlorite 12%

- Intercoastal Trading \$46,550
- Coyne Chemical \$53,561

Salisbury Public Work, upon review and evaluation of the bids submitted, recommends this portion of the contract be awarded in the amount of \$46,550, (@ \$2.45 per gallon for 19,000 gallons), to *Intercoastal Trading, Inc* for furnishing and delivering 19,000 gallons of Sodium Hypochlorite, (12%), to the WWTP on Marine Road and South Side Pumping Station located on Ridge Road.

The vendor, *Intercoastal Trading, Inc.*, was the low bid submitted for this chemical and given the bidding environment, this cost represents a fair market value for the chemical. All bid packages have been reviewed for their completeness and checked for math errors and irregularities. All bids were complete with regard to signing and dating each page of the bid form package and completed affidavits.

Upon review, evaluation and comparison of the bids by *Salisbury Public Works*, it has been determined that *Intercoastal Trading, Inc.* met all of the requirements of the specifications with no exceptions.

In light of the aforementioned, the \$46,550, (at \$2.45 per gallon), is justified for which no exceptions were listed by the vendor to provide the required chemical. Therefore, it is recommended that this portion of Contract No. A-03-15 be awarded to *Intercoastal Trading Inc.* in the amount of \$46,550 for Sodium Hypochlorite (12%) meeting the requirements of this portion of the contract specifications.

4. Ferric Chloride 38% - 42%

- Kemira Water Solutions, Inc \$248,400
- PVS Technologies Inc. \$308,400

Salisbury Public Works, upon review and evaluation of the bids submitted, recommends this portion of the contract be awarded in the amount of \$248,400 to *Kemira Water Solutions, Inc.* for furnishing and delivering Ferric Chloride to the WWTP.

The bid amount, \$248,400 is the lowest bid and represents a fair market value for the chemical. 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, and completed affidavits.

Upon review, evaluation and comparison of the bids by *Salisbury Public Works*, it was found that *Kemira Water Solutions, Inc.* met all of the requirements of the specifications with exceptions for some of the metals concentrations which exceeded the specified limits as spelled out in the bid documents. Upon further review however, these exceedances do not appear to be of a magnitude that would cause issues for our treatment process. The other vendor for ferric chloride, *PVS Technologies*, has similar exceedances.

In light of the aforementioned, the bid from Kemira Water Solutions, Inc. is justified and it is recommended that this portion of *Contract A-03-15* be awarded to *Kemira Water Solutions, Inc.* for \$248,400 for Ferric Chloride 38% - 42% meeting the requirements of this portion of the contract specifications.

5. Caustic Potash (KOH) 45%

- Intercoastal Trading \$3,300.00
- Coyne Chemical \$2,787.84

Salisbury Public Works, upon review and evaluation of the bids submitted, recommends this portion of the contract be awarded in the amount of \$2,787.84 to *Coyne Chemical* for furnishing and delivering Caustic Potash to the WWTP.

The bid amount, \$2,787.84 is the lowest bid and represents a fair market value for the chemical. 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, and completed affidavits.

Upon review, evaluation and comparison of the bids by *Salisbury Public Works*, it was found that *Coyne Chemical, Inc.* met all of the requirements of the specifications.

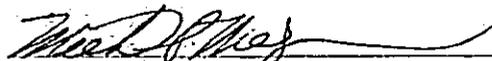
In light of the aforementioned, the bid from Coyne Chemical, Inc. is justified and it is recommended that this portion of *Contract A-03-15* be awarded to *Coyne Chemical, Inc.* for \$2,787.84 for Caustic Potash 45% meeting the requirements of this portion of the contract specifications.

WWTP Total Contract No. A-03-15 Bid Award Tabulation:

<u>Chemical</u>	<u>Vendor</u>	<u>Cost \$</u>
Chlorine 1 ton containers	Kuehne	\$20,440
Sulfur Dioxide 1 ton containers	Jones	\$39,237.50
Sodium Hypochlorite 12%	Intercoastal	\$46,550
Ferric Chloride 38% - 42%	Kemira Water Solutions Inc.	\$248,400
Caustic Potash 45%	Coyne Chemical	\$2,787.84
	Total	\$357,415.34

No additional funds appropriation is required for this purchase, since funds are available with the WWTP budget.

Funds are available to cover the cost of the above chemicals from Account No. 86083-54-60-04.


 Michael Moulds, P.E. Director
 Public Works Department

**CITY OF SALISBURY
DEPARTMENT OF PUBLIC WORKS**

September 3, 2014

TO: Jennifer Miller – Director of Internal Service

FROM: Michael Moulds, P.E. – Director of Public Works

SUBJECT: Recommendation for Award
Contract No. A-03-15
Miscellaneous Chemicals – Water Treatment Plant (WTP)

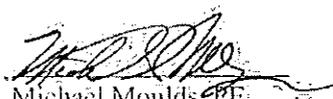
Bids were opened August 5, 2014 at 2:30 PM for Contract number A-03-15 "Miscellaneous Chemicals" from twelve vendors. Bidders responded as follows to furnish and deliver a twelve (12) month supply of Miscellaneous Chemicals. The Salisbury Public Works Department has reviewed the bids in accordance with the contract documents, reviewed references and the bid tabulation sheet and has chosen to award the contract in parts to the low bid vendor as detailed below.

1. Zinc Polyphosphate:

- | | | |
|----------------------------|-------------|------------------------------|
| • Klenzoid, Inc. | \$.72 /lb | 129366 lb x .72 = \$93,144 |
| • George S. Coyne Chemical | \$.97 /lb | 129366 lb x .97 = \$125,485 |
| • Shannon Chemical | \$ 1.17 /lb | 129366 lb x 1.17 = \$151,358 |
| • F2 Industries | \$ 1.50 /lb | 129366 lb x 1.50 = \$194,049 |

Salisbury Public Works, upon review and evaluation of the bids submitted, recommends this portion of the contract be awarded in the amount of \$93,144.00 to the low bid, Klenzoid, Inc. for furnishing and delivering Liquid Zinc Polyphosphate to the WTP. Bids for liquid zinc polyphosphate were reviewed and evaluated by Maryland Department of the Environment. MDE approved all four vendors. It was determined that all bidders liquid product were equal and The City of Salisbury could choose any of the four qualified vendors. The City has decided to go with the low bid vendor.

Funds are available to cover the cost of the above chemicals from Account No. 82075-546004.


Michael Moulds, P.E.
Director of Public Works

**CITY OF SALISBURY
DEPARTMENT OF PUBLIC WORKS**

August 25, 2014

TO: Jennifer Miller – Director of Internal Service
FROM: Michael Moulds, P.E. – Director of Public Works
SUBJECT: Recommendation for Award
Contract No. A-03-15
Miscellaneous Chemicals – Water Treatment Plant (WTP)

Bids were opened August 5, 2014 at 2:30 PM for Contract number A-03-15 "Miscellaneous Chemicals" from twelve vendors. Bidders responded as follows to furnish and deliver a twelve (12) month supply of Miscellaneous Chemicals. The Salisbury Public Works Department has reviewed the bids in accordance with the contract documents, reviewed references and the bid tabulation sheet and has chosen to award the contract in parts to various vendors as detailed below.

1. Chlorine 150 lb containers:

- JCI Jones Chemical Inc. \$.66 /lb 27000 lb x .66 = \$17,820.00
- Intercoastal Trading, Inc. \$.91 /lb 27000 lb x .91 = \$24,570.00
- Univar USA, Inc. \$.95 /lb 27000 lb x .95 = \$25,650.00
- Coyne Chemical Co., Inc. \$3.23/lb 27000 lb x 3.23 = \$87,210.00

Salisbury Public Works, upon review and evaluation of the bids submitted, recommends this portion of the contract be awarded in the amount of \$17,820.00 to the low bid, JCI Jones Chemical, Inc. for furnishing and delivering Chlorine 150 lb containers to the WTP.

2. Sodium Hydroxide 25%:

- Univar USA, Inc. \$618.00/dry ton x 300/dry ton = \$185,400
- Kuehne Company \$625.00/dry ton x 300/dry ton = \$187,500
- Intercoastal Trading, Inc. \$672.00/dry ton x 300/dry ton = \$201,600

Salisbury Public Works, upon review and evaluation of the bids submitted, recommends this portion of the contract be awarded in the amount of \$185,400 to Univar USA, Inc. for furnishing and delivering Sodium Hydroxide 25% to the WTP. Funds of \$109,236.00 are currently available on an FY13 purchase order to another vendor. We are changing vendors due to low bid price. Upon award of contract the old purchase order will be cancelled and the funds will be allocated to a purchase order with the new vendor. The remainder of the funds are available in the FY15 budget account # 82075-546004.

3. Sodium Hypochlorite 12%

- Intercoastal Trading, Inc. \$2.45/gal x 3000/gal = \$7,350
- George S. Coyne Chemical \$2.82/gal x 3000/gal = \$8,460

Salisbury Public Works, upon review and evaluation of the bids submitted, recommends this portion of the contract be awarded in the amount of \$7350, to Intercoastal Trading, Inc for

furnishing and delivering Sodium Hypochlorite 12% to the WTP (Wor Wic Water Tower and Perdue Booster Station).

4. Drinking Water Grade Hydrated Lime 50 lb bags:

- Intercoastal Trading, Inc. $\$2760/\text{lb} \times 48,900/\text{lb} = \$13,496$
- Coyne Chemical Co., Inc. $\$.3454/\text{lb} \times 48,900/\text{lb} = \$16,890$

Salisbury Public Works, upon review and evaluation of the bids submitted, recommends this portion of the contract be awarded in the amount of \$13,496, to Intercoastal Trading Inc. for furnishing and delivering Drinking Water Grade Hydrated Lime in 50 lb bags to the WTP.

5. Hydrofluosilicic Acid: (bulk)

- Key Chemical, Inc. $\$497.67 \times 105 \text{ tons} = \$52,255$
- Thatcher Company of New York $\$740.00 \times 105 \text{ tons} = \$77,700$
- George S. Coyne Chemical $\$748.28 \times 105 \text{ tons} = \$78,569$
- Intercoastal Trading, Inc. $\$760.00 \times 105 \text{ tons} = \$79,800$

Salisbury Public Works, upon review and evaluation of the bids submitted, recommends this portion of the contract be awarded in the amount of \$52,255 to Key Chemical, Inc. for furnishing and delivering Hydrofluosilicic Acid to the WTP.

The bid amount, \$497.67 per ton is the lowest bid meeting all of the contract requirements. Funds of \$52,255 are currently available on an FY12 purchase order to another vendor. Upon award of contract, the old purchase order will be cancelled and the funds will be allocated to a purchase order with the new vendor.

WTP Total Contract No. A-3-15 Bid award tabulation:

Chemical	Vendor	Cost \$
• Chlorine 150 lb containers	JCI Jones Chemical	17,820
• Sodium Hydroxide 25%	Univar USA, Inc.	185,400
• Sodium Hypochlorite 12%	Intercoastal Trading, Inc.	7,350
• Drinking Water Grade Lime 50# bags	Intercoastal Trading, Inc.	13,496
• Hydrofluosilicic Acid	Key Chemical	52,255
		276,321

Funds are available to cover the cost of the above chemicals from Account No. 82075-546004 and on previous purchase orders that will be cancelled and re-allocated to the new vendors.



Michael Moulds, PE
Director of Public Works

CITY OF SALISBURY
DEPARTMENT OF PUBLIC WORKS

September 9, 2014

TO: Jennifer Miller – Assistant Director of Internal Services, Procurement
FROM: Michael Moulds. – Director of Public Works

SUBJECT: Recommendation for Award
Contract No A-03-15
Miscellaneous Chemicals – Wastewater Treatment Plant (WWTP)

Bids were opened August 5, 2014 at 3:30 PM from 12 different vendors. Bidders responded as follows to furnish and deliver a twelve (12) month supply of miscellaneous Chemicals to the WWTP as requested per the specifications and bid documents for Contract No. A-03-15:

1. Sodium Hydroxide 25%

Salisbury Public Works, upon review and evaluation of the bids submitted, recommends this portion of the contract be awarded in the amount of \$3,740 to *Intercoastal Trading* for furnishing and delivering Sodium Hydroxide to the WWTP.

The bid amount \$3,740 was the only bid received on this chemical and represents a fair market value for the chemical. All bid packages were complete with regard to signing / dating each page of the bid form package and completed affidavits.

Upon review, evaluation and comparison of the bids by Salisbury Public Works, it was found that *Intercoastal Trading* met all of the requirements of the specifications.

In light of the aforementioned, the bid from *Intercoastal Trading* is justified and it is recommended that this portion of Contract A-03-15 be awarded to *Intercoastal Trading* for \$3,740 for Sodium Hydroxide 25% meeting the requirements for this portion of the contract specifications.

No additional funds appropriation is required for this purchase, since funds are available with the WWTP budget. Funds are available to cover the cost of the above chemicals from Account No. 86083-546004.


Michael Moulds, P.E. Director
Public Works Department

City of Salisbury



MARYLAND

Salisbury



2010

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

KEITH A. CORDREY
DIRECTOR OF INTERNAL SERVICES

JENNIFER MILLER
ASST. DIRECTOR OF INTERNAL
SERVICES

JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

TERENCE ARRINGTON
ASSISTANT CITY ADMINISTRATOR

Council Agenda

September 22, 2014

TO: Mayor and City Council

SUBJECT: Award of Bid
RFP 01-15 Engineering Construction Services for
Northside & Southside Pumping Station Improvements

The City of Salisbury Internal Services Department, Procurement Division, received a request from the Public Works Department to solicit bids for RFP 01-15 Engineering Construction Services for Northside & Southside Pump Station Improvements. The project includes construction administration and inspection services for a project which will add pumps, dimminutors, odor control systems, and piping modifications at the two primary pumping stations that transmit flow to the Salisbury Wastewater Treatment Plant.

The Procurement Department 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 submitted a bid by the due date and time of Tuesday, August 5, 2014 at 2:30 p.m. A three-person evaluation committee of Salisbury Public Works employees reviewed the vendor proposals and ranked each proposer on a scale of zero (unacceptable) to four (superior) according to the evaluation criteria established in the RFP:

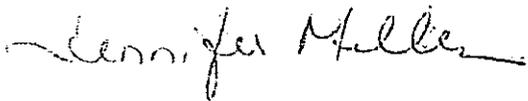
Weighting Factor	Criterion
30%	Expertise, experience, and qualifications of the Vendor, its personnel and proposed subcontractors as related to the Scope of Services, and understanding of the Scope of Services.
30%	Price and billable rates.
20%	Experience working with municipal governments and municipal projects with emphasis on projects with the City and Wicomico County or similar type municipalities and performance on all projects within the last three years.
20%	Geographic location of the Vendor relative to the location of the City and the Vendor's ability to respond to routine everyday type requests.

Vendor	Construction Administration Services	Inspection Services	Total	Hourly Inspection Rate (Normal/Overtime)	Composite Score	Rank
Whitman, Requardt & Associates, Inc.	\$52,500.00	\$160,160.00	\$212,660.00	\$77.00 / \$95.00	3.68	1
GHD, Inc.	\$54,735.00	\$188,775.00	\$243,510.00	\$90.00 / \$90.00	3.25	2
EA Engineering	\$56,704.00	\$139,672.00	\$196,376.00	\$69.84 / \$69.84	3.13	3
Hazen and Sawyer	\$46,916.32	\$164,318.34	\$211,234.66	\$88.27 / \$107.88	3.00	4
George, Miles & Buhr	\$89,000.00	\$149,000.00	\$238,000.00	\$75.00 / \$75.00	2.85	5
URS Corporation	\$72,800.00	\$182,100.00	\$254,900.00	\$72.00 / \$108.00	2.63	6

Whitman, Requardt & Associates, Inc was determined by the evaluation committee to have presented the best proposal due to their clear understanding of the work required and past experience with similar projects. In addition to the lump sum bid price of \$212,660, Public Works will include 320 hours of additional inspection time on the purchase order to cover unanticipated events, for an award total of \$240,900. There are sufficient funds to cover this purchase in account 30200-513020-55512 Water & Sewer Engineering/Architectural.

The Procurement Department requests Council's approval to award RFP 01-15 to Whitman, Requardt & Associates in the amount of \$240,900.

Sincerely,



Jennifer Miller
Assistant Director of Internal Services – Procurement and Parking

City of Salisbury



MARYLAND

JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

TERENCE ARRINGTON
ASSISTANT CITY ADMINISTRATOR

Salisbury



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

MICHAEL S MOULDS, P.E.
DIRECTOR OF PUBLIC WORKS

To: Jennifer Miller, Assistant Director of Internal Services – Procurement & Parking
From: Michael Moulds, Director of Public Works
Date: August 29, 2014
Re: RFP 01-15 Northside & Southside Pump Station Improvements Construction Services

Salisbury Public Works recently advertised a Request for Proposals for Engineering Construction Services for the Northside & Southside Pump Station Improvements. The improvements were identified in the Wastewater Treatment Plant Corrective Action Plan which was developed by Brown and Caldwell. The design of the improvements was performed by Brown and Caldwell, who will assume the role of the Engineer of Record. Brown and Caldwell has a limited scope during construction including reviewing all technical submittals, responding to Requests for Information, reviewing change orders and providing the Engineer of Record certification that the work was generally completed in accordance with the design.

The Construction Services RFP is to provide an Engineer to act as the Owner's representative and coordinate Construction Administration Services with the Owner, the Engineer of Record, and the Contractor. Additionally, the Engineer will provide a full time Inspector at the site. The Construction Services scope includes chairing the pre-construction meeting and monthly progress meetings and issuing minutes, reviewing the schedule, reviewing and responding to Requests for Information, proposed change orders and work change directives, reviewing monthly partial payment applications, reviewing and acting on submittals and testing, developing a punch list and preparing recommendations of Substantial Completion and Final Acceptance.

Six firms submitted proposals to RFP 01-15 8-14 Northside & Southside Pump Station Improvements Construction Services on August 5, 2014 at 2:30 p.m.: EA Engineering, GHD, Inc., George, Miles & Buhr, Hazen and Sawyer, URS Corporation, and Whitman, Requardt & Associates, Inc.

Each evaluator on the selection committee ranked the six respondents based upon the evaluation criteria established in the RFP. The criteria and weighting factor is shown below:

- 30% Expertise, experience, and qualifications of the Vendor, its personnel and proposed subcontractors as related to the Scope of Services, and understanding of the Scope of Services.
- 30% Price and billable rates.

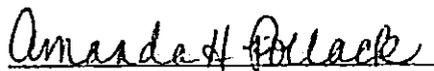
- 20% Experience working with municipal governments and municipal projects with emphasis on projects with the City and Wicomico County or similar type municipalities and performance on all projects within the last three years.
- 20% Geographic location of the Vendor relative to the location of the City and the Vendor's ability to respond to routine everyday type requests.

The rating scale is from zero to four with zero being unacceptable and four being superior. After completing a detailed independent review, the selection committee then met to compare individual rankings and to develop a composite ranking of each firm. The proposed contract costs and the composite rankings are provided below:

Consultant	Construction Administration Services	Inspection Services	Total Construction Services	Inspection Hourly Rate (Normal Hours / Overtime Hours)	Composite Score	Ranking
Whitman, Requardt & Associates, Inc.	\$52,500.00	\$160,160.00	\$212,660.00	\$77.00 / \$95.00	3.68	1
GHD, Inc.	\$54,735.00	\$188,775.00	\$243,510.00	\$90.00 / \$90.00	3.25	2
EA Engineering	\$56,704.00	\$139,672.00	\$196,376.00	\$69.84 / \$69.84	3.13	3
Hazen and Sawyer	\$46,916.32	\$164,318.34	\$211,234.66	\$88.27 / \$107.88	3.00	4
George, Miles & Buhr	\$89,000.00	\$149,000.00	\$238,000.00	\$75.00 / \$75.00	2.85	5
URS Corporation	\$72,800.00	\$182,100.00	\$254,900.00	\$72.00 / \$108.00	2.63	6

The selection committee believes that Whitman, Requardt & Associates, Inc. presented the best team to successfully complete this project due to their clear understanding of the scope of work and successful completion of similar projects for the City of Salisbury.

Please issue a Purchase Order to Whitman, Requardt & Associates, Inc. in the amount of \$240,900 for the scope of work specified in RFP 01-15. In addition to the Construction Services lump sum price of \$212,660, the Purchase Order will include 120 hours of additional inspection at normal hourly rates at \$77.00/hour and 200 hours of overtime inspection rates at \$95.00/hour. The additional inspection will be authorized by Public Works in advance of use and will only be used for unforeseen circumstances. Funds are available in the account 30200-513020-55512.


 Amanda H. Pollack, P.E.
 Deputy Director


 Michael S. Moulds, P.E.
 Director of Public Works

City of Salisbury



MARYLAND

Salisbury



2010

125 NORTH DIVISION STREET
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Fax: 410-548-3192

JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
ACTING CITY ADMINISTRATOR

TERENCE ARRINGTON
ASSISTANT CITY ADMINISTRATOR

KEITH A. CORDREY
DIRECTOR OF INTERNAL SERVICES
PROCUREMENT DIVISION

COUNCIL AGENDA

September 22, 2014

TO: Mayor and City Council
RE: Declaration of Surplus –Incubators
Salisbury WWTP

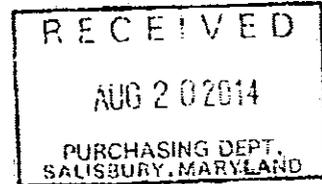
The City of Salisbury Internal Services Department – Procurement Division received a request from the Salisbury Waste Water Treatment Plant to declare as surplus two incubators. The incubators were purchased in 1970 and 1990, and due to their age and condition are not sufficient to meet lab needs. The units would be taken to a metal recycler for disposal.

The Procurement Division requests Council's approval to declare these item "surplus" and to allow the Public Works Divisions to proceed with proper disposal of the units.

Sincerely,

Jennifer Miller
Asst. Director of Internal Services - Procurement and Parking

MEMO:



To: Jennifer Miller
Date: August 15, 2014
From: Al Porianda, Salisbury WWTP
Re: Asset Disposal (Lab)

Hello Jennifer:

Please see attached two Asset Control Forms for two old and worn out sample incubators that Barbara Hearne, (our lab supervisor), wishes to "junk."

These two incubators are non-functional and parts are probably impossible to find since both units are over 30 years old with one approximately 40 years old.

Please see attached note from Mike Moulds indicating his agreement for our request to "junk" these units.

Please let me know if you need any more information.

Thanks,

A handwritten signature in cursive script, appearing to read "Al Porianda".

Al Porianda
Superintendent
Salisbury WWTP

CITY OF SALISBURY
PART I
ASSET CONTROL FORM

Incubator
(high temp)

Department WWTP

ID Tag Number Assigned: 00335

Make: Precision Scientific Purchased Date: approx: 1970

Model: Belco Incubator Original Cost: _____

Serial Number: _____ Est. useful Life: 15 yrs. - 20 yrs.

Description (brief):

Incubator high temp

*****PART II
DISPOSAL

When item needs to be disposed, return this form to PROCUREMENT DIVISION after completion of the following:

Please declare this item surplus because:

Rented inside and out, this equipment is no longer used for any testing purposes

RECOMMEND item to be _____ (check one)

- _____ SOLD
- JUNKED
- _____ Lost/Stolen
- _____ TRADED-IN

X DATE: 7/23/14

X Signature: Barbara Stearns
X Title: Lab Director

AA 7-23-14

COUNCIL declared this item SURPLUS on _____
Item has been:

- _____ SOLD
- _____ JUNKED
- _____ Lost/Stolen
- _____ TRADED-IN

DATE: _____

Signature: _____
Asst. Dir. Internal Services-Procurement Division

Copy to FINANCE _____

Date

CITY OF SALISBURY
PART I
ASSET CONTROL FORM

Incubator
(Low temp)

Department WWTIP

ID Tag Number Assigned: 00331

Make: Precision Scientific Purchased Date: approx: 1990

Model: low temp incubator 815 Original Cost: _____

Serial Number: _____ Est. useful Life: 15-20 yrs.

Description (brief):

Incubator used for BOD samples

*****PART II

DISPOSAL

When item needs to be disposed, return this form to PROCUREMENT DIVISION after completion of the following:

Please declare this item surplus because:

runs hot fan is noisy; taken out of use over 5 yrs ago.

RECOMMEND item to be . . . (check one)

- SOLD
- JUNKED
- Lost/Stolen
- TRADED-IN

DATE: 7-25-14

Signature: Barbara Deane
Title: Lab Director

AD 7-25-14

COUNCIL declared this item SURPLUS on _____

Item has been:

- SOLD
- JUNKED
- Lost/Stolen
- TRADED-IN

DATE: _____

Signature: _____
Asst. Dir. Internal Services-Procurement Division

Copy to FINANCE _____

Date