CITY OF SALISBURY, MARYLAND

REGULAR MEETING ***DECEMBER 22, 2014***

PUBLIC OFFICIALS PRESENT

Council President Jacob R. Day *Council Vice President Laura Mitchell*
Councilwoman Eugenie P. Shields *Councilman John "Jack" R. Heath*
Councilman Timothy K. Spies

PUBLIC OFFICIALS NOT PRESENT

Mayor James Ireton, Jr.

IN ATTENDANCE

City Clerk Kimberly R. Nichols, CMC, City Administrator Tom Stevenson, City Attorney Mark Tilghman, Assistant Director Internal Services – Procurement & Parking Jennifer L. Miller, Deputy Director Public Works Amanda Pollack, interested citizens and members of the press
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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 to the flag of the United States of America.

COMMUNITY ORGANIZATION PRESENTATION

- *First Saturday – presented by Sarah Rayne and Sarah Halcott*

  Sarah Rayne and Sarah Halcott, Co-Chair and Vice-Chair, respectively, joined Council at the podium to speak about First Saturday.

  First Saturday, an extension of Third Friday, is a project of the Salisbury Arts & Entertainment District Committee and will focus on performing arts rather than visual arts. The First Saturday Committee has met monthly since October 2014 to plan the free, family-friendly monthly event for Salisbury's downtown, which will be sponsored by local businesses, restaurants, business partners, local music acts, volunteers, and more.

  Each event will feature a local band, which will be paid for their services. In an attempt to attract a wider audience, a small venue space will be created for 10 – 15 fine artists to display and sell their art.

  For more information, email 1stsaturdaysby@gmail.com or contact them on Facebook (1st Saturday).

ADOPTION OF LEGISLATIVE AGENDA

Mrs. Shields moved, Mr. Spies seconded, and the vote was unanimous to approve the Legislative Agenda as presented.

CONSENT AGENDA *– presented by City Clerk Kim Nichols*

The Consent Agenda was unanimously approved on a motion and seconded by Mr. Spies and Mrs. Shields, respectively:

- *December 1, 2014 work session minutes*
- *December 8, 2014 regular meeting minutes*
- *Manufacturing Exemption Request for Perdue Foods, LLC*
- *Resolution No. 2466 – authorizing the Chief of Police of the City of Salisbury to sign a Memorandum of Understanding between the Salisbury Police Department and the Maryland Office of Highway Safety and to accept grant funding for four (4) separate traffic safety programs each with their own conditions and grant funding amounts*

AWARD OF BIDS *– presented by Assistant Director of Internal Services – Procurement & Parking Jennifer L. Miller*

The Award of Bids, consisting of the following items, was unanimously approved on a motion by Mrs. Shields and seconded by Mr. Heath:

- *Award of Bid, Contract 111-15 – Design/Build for Salisbury Fire Department, New Station #2* — *$3,616,220.00*
- *Award of Bid, Contract 106-13 – Parkside HS Regional Lift Station Re-bid Contract 101-14 Mill Street Pumping Station Improvements* — *$1,782,000.00*
- *Declaration of Surplus – Bicycles – Salisbury Police Department* — *$00.00*

RESOLUTION *– presented by City Administrator Tom Stevenson*

- *Resolution No. 2467 – declaring December 26, 2014 as an additional 2014 Holiday for City employees*

  Mr. Spies moved, Mrs. Shields seconded, and the vote was unanimous to approve Resolution No. 2467 as presented.

ORDINANCES *– presented by City Attorney Mark Tilghman*

- *Ordinance No. 2307 – 2nd reading – approving an amendment of the FY 2015 General Fund Budget to appropriate funding for additional Fire Department personnel*

  Mrs. Shields moved and Mrs. Mitchell seconded to approve Ordinance No. 2307 for second reading.

Mr. Tilghman presented Ordinance No. 2307 for second reading.

One member of the public provided the following comments:

- *When the Safe Grant was received two years ago it was considered more than what Salisbury needed, perhaps like the million dollar fire boat*
- *Eleven of the fire personnel from that grant are now part time employees*
- *The City hired more fire personnel and now want four more*
- *This is excessive even though population has and structures are two years older*
- *Appropriate scheduling and utilizing staff is needed, not to provide for overtime*
- *New personnel requires budgeting and the City has eleven more part time people*
- *This should be accomplished within the current budget; don't increase the City property taxes next year to fund this as most people can't pay the extra money*

Ordinance No. 2308 for second reading was unanimously passed.

- *<u>Ordinance No. 2308 – 2nd reading</u> – approving an amendment of the funding for additional promotional fees to support the Shore Transit Circulator Program*

Mrs. Shields moved and Mrs. Mitchell seconded to approve Ordinance No. 2308 for second reading.

Council comments included the following:

- *Council received the hourly numbers from Mr. Bellacicco but haven't received anything from the downtown businesses (Mr. Stevenson will discuss with Ms. Kordzikowski)*
- *Requested to see the revenue from the Advertising on the trolley*
- *Would like to see the program at least partially self-sufficient, if not entirely self-sufficient*
- *Willing to say this is worth the citizens' money to improve Downtown Salisbury but would like to know if this budget amendment will be necessary every quarter*
- *The trolley should pay for itself and be supported by the merchants and vendors who benefit from it*
- *Discussion held on eliminating Saturdays*
- *Determined there was a return on the City's investment since most people spend $20 - $30 per downtown visit, but would like to see the actual numbers from the merchants*

Ordinance No. 2308 for second reading was unanimously passed.

- *<u>Ordinance No. 2309 – 1st reading</u> – to designate Riverside Drive, from West College Avenue to Mill Street, as a "NO PARKING" zone*

Mr. Spies moved and Mrs. Mitchell seconded to approve Ordinance No. 2309 for first reading.

After Mr. Tilghman presented the ordinance for first reading, one member of the public provided the following comments:

- *You would assume anytime a bike lane is designated on a City street it would automatically be designated as a NO PARKING zone, but that's not the case*
- *This a an important part of the Bike Plan – Phase II (re-striping the bike lanes on Riverside Drive)*
- *There already is a twenty year existing bike lane on Riverside Drive*
- *The places where people have been parking are already causing obstruction for people who are trying to use the bike lane*
- *Ordinance No. 2309 is key for making Salisbury a bicycle-friendly community*

Ms. Pollack reported that Public Works will initially install three extra signs in each direction, and the Police will alert Public Works if more signs are needed. The variable message boards will be placed for public information on the area streets to alert the residents about the NO PARKING zone.

Ordinance No. 2309 for first reading was unanimously approved.

ADJOURNMENT

Council President Day adjourned the Legislative Session at 7:05 p.m.

Kimberly R. Nichols

City Clerk

Council President

JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

TERENCE ARRINGTON
ASSISTANT CITY ADMINISTRATOR

City of Salisbury

MARYLAND

Salisbury
All-America City
2010

125 NORTH DIVISION STREET
SALISBURY, MARYLAND 21801
Tel: 410-548-3190 Procurement
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KEITH A. CORDREY
DIRECTOR OF INTERNAL SERVICES

JENNIFER MILLER
ASST. DIRECTOR OF INTERNAL SERVICES

Council Agenda – Award of Bids

December 22, 2014

1.	Award of Bid – Contract 111-15 Design/Build for Salisbury Fire Dept., New Station #2	$3,616,220.00
2.	Award of Bid – Contract Contract 106-13 Parkside HS Regional Lift Station Re-bid Contract 101-14Mill Street Pumping Station Improvements	$1,782,000.00
3.	Declaration of Surplus – Bicycles Salisbury Police Department	$ 0.00

JAMES IRETON, JR.
MAYOR

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JENNIFER MILLER
ASST. DIRECTOR OF INTERNAL SERVICES

Council Agenda

December 22, 2014

TO: Mayor and City Council

SUBJECT: Award of Bid
Contract 111-15 Design/Build for Salisbury Fire Dept, New Station 2

The City of Salisbury Internal Services Department, Procurement Division, received a request from the Salisbury Fire Department to solicit bids for Contract 111-15 Design/Build for Salisbury Fire Department, New Station 2. This project will furnish all labor, materials and equipment necessary for the construction of a new fire station at the intersection of Naylor and Brown Streets.

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 four (4) vendors submitted a bid by the due date and time of Wednesday, November 26, 2014, 2:30 p.m.:

Vendor	Total Bid
Harkins Contracting, Inc.	$3,661,220.00
GGI Builders, Inc.	$4,225,582.00
Scheibel Construction	$4,272,000.00
Gardner & Gardner	$4,329,018.00

Harkins Contracting, Inc. was the apparent low bidder. After a thorough review of the proposals by Design Atlantic, the architect of record for the project, and the Internal Services Department, Procurement Division, Harkins Contracting was determined to be the lowest responsible and responsive bidder. The City's past construction project experiences with Harkins Contracting, in addition to positive reference checks, support the recommendation of both Design Atlantic and the Salisbury Fire Department to award the bid to Harkins Contracting.

There are sufficient funds to cover this award in the following account:

Capital Projects-Fire Station 30100-513026-43005

The Procurement Department requests Council's approval to award Contract 111-15 Design/Build for Salisbury Fire Department, New Station #2, to Harkins Contracting, LLC, in the amount of $3,661,220.

Sincerely,

Jennifer Miller
Assistant Director of Internal Services – Procurement and Parking

SALISBURY FIRE DEPARTMENT

From the Office of the Fire Chief

To: Jennifer Miller, Deputy Dir. Finance – Procurement **Date:** 04 December 2014

From: Richard A. Hoppes, Chief of the Department

Subject: Recommendation to Award of Bid for Fire Station 2 Project

Pursuant to a thorough review from the City Procurement Department and Design Atlantic, of the bid proposals from all vendors, this memorandum serves as the formal department recommendation to award the bid to Harkins Construction, Inc. in the amount of $3,661,220 for the Fire Station Construction Project

A total of four (4) bids were received, ranging in costs from $3,661,220 to $4,329,018. The low, responsive, and qualified bidder was Harkins Construction Company, Inc. The other responsive bidders were Gillis-Gilkerson Builders (GGI), Scheibel Construction (SCI), and Gardiner & Gardiner Construction (GGC).

Please add this to the award of bids content for the upcoming 22 December 2014 Council Legislative Agenda. Should you require additional information please do not hesitate to call on me at rhoppes@ci.salisbury.md.us or at 410-548-3120 X 103.

This is a Department Specific Communication Intended for Internal Use Only
Unauthorized Use is Strictly Prohibited

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KEITH A. CORDREY
DIRECTOR OF INTERNAL SERVICES

JENNIFER MILLER
ASST. DIRECTOR OF INTERNAL SERVICES

Council Agenda

December 22, 2014

TO: Mayor and City Council

SUBJECT: Award of Bid
Contract 106-13 Parkside High School Regional Lift Station &
Re-bid of 101-14 Mill Street Pumping Station Improvements

The City of Salisbury Internal Services Department, Procurement Division, received a request from the Salisbury Public Works to solicit bids for Contract 106-13 Parkside High School Regional Lift Station and to re-bid Contract 101-14 as Mill Street Pumping Station Improvements only. This combined project will construct a new lift station at Parkside High School and also make modifications to the existing Mill Street Pumping Station.

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 five (5) vendors submitted a bid by the due date and time of Tuesday, August 26, 2014 at 2:30 p.m.

Vendor	Total Bid
Bearing Construction	$1,782,000.00
George & Lynch, Inc.	$1,887,500.00
M2 Construction, LLC	$2,055,000.00
JJID, Inc.	$2,069,000.00
Harper & Sons, Inc.	$2,282,930.00

All bids came in higher than the estimated construction budget of $1,579,655.00, and thus Salisbury Public Works "value-engineered" the project to reduce costs without sacrificing necessary work or componentry. The three lowest responsible and responsive bidders were given the opportunity to submit a "Best and Final Offer (BAFO)", and the City was presented with the following proposals:

Vendor	Best and Final Offer (BAFO)
Bearing Construction	$1,721,692.00
George & Lynch, Inc.	$1,756,126.00
M2 Construction, LLC	Unresponsive

Bearing Construction was the lowest responsible and responsive bidder for the "Best and Final Offer". The Salisbury Public Works department felt that further reductions to the scope of work would negatively impact the project, and thus a budget amendment has been done to complete the revised scope of work, less all deducts as noted in the "Best and Final Offer".

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

Parkside Lift Station	30200-513026-55015	$1,497,442.00
Mill Street Pump Station	86078-513026-49010	$ 224,250.00

The Procurement Department requests Council's approval to award Contract 106-13 Parkside HS Regional Lift Station and Re-bid Contract 101-14 Mill Street Pumping Station Upgrades to Bearing Construction in the amount of $1,721,692.00.

Sincerely,

Jennifer Miller

Jennifer Miller
Assistant Director of Internal Services – Procurement and Parking

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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 S. Moulds, P.E., Director of Public Works
	Paul B. Mauser, E.I., Project Engineer
Date:	November 24, 2014
Re:	Contract No. 106 – 13 Parkside High School Regional Lift Station & Rebid of 101-14 Mill Street Pumping Station Improvements

Salisbury Public Works (SPW) recently advertised the contract for Construction for the Parkside High School Regional Lift Station & Rebid of 101-14 Mill Street Pumping Station Improvements project. The proposals included providing services to construct a new lift station at Parkside High School as well as provide modifications to the existing pump station at the intersection of Mill Street and Church Street. The projects will be constructed as defined in the approved Plans and Specifications.

Bids were opened on Friday, September 5, 2014 at 2:30 p.m. from five contractors:

Bearing Construction	$1,782,000.00
George & Lynch, Inc.	$1,887,500.00
M2 Construction, LLC	$2,055,000.00
JJID, Inc.	$2,069.000.00
Harper & Sons, Inc.	$2,282,930.00

Bearing Construction was the lowest responsible and responsive bidder. However, since all five construction bids came in over the total project budget of $1,579,655.00, the Department of Public Works performed value-engineering to reduce the overall cost of the project. These measures, which included deleting non-critical items and relocating a water line, will neither impact the project negatively nor reduce the quality or reliability of the upgrades. A "Best and Final Offer" was then requested from the three lowest bidders, the results of which are shown here:

Vendor	Original Bid	Total Deduct Value	Best and Final Offer
Bearing Construction	$1,782,000.00	$60,308.00	$1,721,692.00
George & Lynch, LLC	$1,887,500.00	$131,374.00	$1,756,126.00
M2 Construction, LLC	$2,055,000.00	Unresponsive	$2,055,000.00

Further reductions to the project are not recommended; therefore a budget amendment has been completed to close the gap between the original estimated budget for the project and the low bid submitted by Bearing Construction for their "Best and Final Offer". Bearing Construction has significant experience in wastewater treatment plant and pumping station improvement projects throughout Delmarva, and in addition to the Department of Public Works having positive past experiences with Bearing Construction, additional reference checks were favorable as well.

Salisbury Public Works recommends that this contract be awarded to Bearing Construction in the amount of $1,721,692.00. Funding is available in the following accounts:

Parkside Lift Station	30200-513026-55015	$1,497,442.00
Mill Street Pump Station	86078-513026-49010	$ 224,250.00

Paul B. Mauser, E.I.
Project Engineer

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

Contract No. 106-13
Parkside High School Regional Lift Station & Re-bid Mill Street Pump Station upgrade
September 5, 2014 at 2:30 P.M.

	QTY	UM	Vendor		Vendor		Vendor		Vendor		Vendor	
VENDOR			M2 Construction, LLC DBA HRI Construction, LLC, 901 Stony Battery Rd., PO Box 39, Landisville, PA 17538		George & Lynch, Inc., 150 Lafferty Lane, Dover, DE 19901		HBI, Inc., 100 Julian Lane, Bear, DE 19701		Bearing Construction, Inc., 805 Shine Smith Rd., Smithsville, MD 21658		Harper & Sons, Inc., 9071 Centreville Rd., Easton, MD 21601	
Item:			Each	Total	Each	Total	Each	Total	Each	Total	Each	Total
Schedule A: Parkside High School Regional Lift Station Section G1025 M & P Paragraph 1.02		LS		$1,156,300.00		$1,165,000.00		$1,222,990.00		$1,108,607.00		$1,402,500.00
Schedule B												
1B. Mobilization and Demobilization		LS		$170,015.00		$40,000.00		$150,000.00		$100,000.00		$220,000.00
2B. Survey and Statement		LS		$4,700.00		$8,000.00		$8,000.00		$5,000.00		$20,000.00
3B. Implement Sediment and Erosion Control		LS		$3,450.00		$4,000.00		$7,500.00		$4,000.00		$5,000.00
4B. Implement Traffic Control Plan		LS		$10,800.00		$31,100.00		$5,000.00		$15,000.00		$20,000.00
5B. Site Grading and Tree Replacement		LS		$14,000.00		$5,200.00		$15,000.00		$20,000.00		$5,400.00
6B. Furnish Submersible Pump Spare	1	EA		$21,000.00		$19,000.00		$22,000.00		$18,800.00		$22,600.00
7B. Furnish Portable Bypass Pump	1	EA		$64,000.00		$59,000.00		$55,000.00		$60,000.00		$75,800.00
8B. Furnish Sewer Gas Monitor	1	EA		$3,400.00		$2,250.00		$1,000.00		$4,100.00		$1,500.00
9B. Demolition and Modification to Existing Lift Station		LS		$21,000.00		$19,500.00		$15,000.00		$3,250.00		$25,000.00
10B. Implement Temporary Bypass Pumping		LS		$48,000.00		$24,200.00		$40,000.00		$39,100.00		$50,000.00
11B. Furnish and Install Gravity Sewer 8"	27	LF	$ 225.00	$6,075.00	$172.00	$4,644.00	$300.00	$8,100.00	$124.00	$3,348.00	$30.00	$810.00
12B. Furnish and Install Gravity Sewer 10"	115	LF	$ 800.00	$12,000.00	$282.00	$4,230.00	$400.00	$6,000.00	$200.00	$3,000.00	$150.00	$2,250.00
13B. Furnish and Install Gravity Sewer 30"	45	LF	$ 610.00	$27,450.00	$316.00	$14,220.00	$500.00	$22,500.00	$615.00	$27,675.00	$310.00	$13,950.00
14B. Furnish and Install Precast Manhole 6'	20	VF	$ 925.00	$18,500.00	$736.00	$14,720.00	$1,000.00	$20,000.00	$317.00	$6,340.00	$550.00	$11,000.00
15B. Furnish and Install Precast Manhole 4'	20	VF	$ 925.00	$18,500.00	$793.00	$15,860.00	$750.00	$15,000.00	$105.00	$2,100.00	$300.00	$6,000.00
16B. Furnish and Install MH Frame & Cover 24"	3	EA	$ 1,200.00	$3,600.00	$ 284.00	$852.00	$ 900.00	$2,700.00	$ 250.00	$750.00	$ 500.00	$1,500.00
17B. Furnish and Install Force Main 14"	55	LF	$ 245.00	$13,475.00	$ 620.00	$34,100.00	$ 600.00	$33,000.00	$ 317.00	$17,435.00	$ 75.00	$4,125.00
18B. Mill Asphalt Surface Course	45	SY	$ 20.00	$900.00	$ 262.00	$11,790.00	$ 50.00	$2,250.00	$ 45.00	$2,025.00	$ 100.00	$4,500.00
19B. Furnish and Install Asphalt Base Course 19mm	4	TN	$ 2,600.00	$10,400.00	$1,865.00	$7,460.00	$ 400.00	$1,600.00	$150.00	$600.00	$200.00	$800.00
20B. Furnish and Install Asphalt Surface Course 9.5mm	4	TN	$ 2,600.00	$10,400.00	$2,132.00	$8,528.00	$ 40.00	$1,600.00	$150.00	$600.00	$200.00	$800.00
21B. Furnish and Install Graded Aggregate Base CR-6	11	CY	$ 50.00	$550.00	$416.00	$4,576.00	$ 200.00	$2,200.00	$60.00	$660.00	$10.00	$110.00
22B. Prepare Red Line As-Built Drawings		LS		$3,000.00		$5,250.00	$ 2,500.00	$2,500.00	$2,500.00	$2,500.00	$50.00	$5,000.00
23B. Furnish and Install #57 Stone	75	CY	$ 23.00	$1,725.00	$ 64.00	$4,800.00	$ 75.00	$5,625.00	$60.00	$4,500.00	$60.00	$4,500.00
24B Furnish and Place Select Borrow Fill	405	CY	$ 30.00	$12,150.00	$40.00	$16,200.00	$ 25.00	$10,125.00	$12.00	$4,860.00	$25.00	$10,125.00
25B. Remove Unsuitable Material	405	CY	$ 10.00	$4,050.00	$22.00	$8,910.00	$ 10.00	$4,050.00	$12.00	$12,150.00	$20.00	$8,100.00
26B. Landscape Allowance (Material + Sales Tax)		LS		$2,500.00		$2,500.00		$2,500.00		$2,500.00		$2,500.00
27B. Electrical Utility Service Extension Upgrade Allowance		LS		$30,000.00		$30,000.00		$30,000.00		$30,000.00		$30,000.00
28B. Telephone Utility Service Extension Upgrade Allowance		LS		$7,000.00		$7,000.00		$7,000.00		$7,000.00		$7,000.00
29B. Allowance - System Integration		LS		$9,860.00		$9,860.00		$9,860.00		$9,860.00		$9,860.00
Sub-Total Schedule B				$552,500.00		$417,750.00		$503,110.00		$405,253.00		$568,230.00
Schedule C												
1C. Excavation Below Subgrade	20	CY	100	$2,000.00	$86.00	$1,720.00	$20.00	$400.00		$240.00		$800.00
2C. Furnishing and Placing Gravel Bedding	420	CY	35	$700.00	$64.00	$1,280.00	$75.00	$1,500.00		$1,200.00		$1,600.00
3C. Furnishing and Placing Select Fill	100	CY	38	$3,800.00	$40.00	$4,000.00	$25.00	$2,500.00		$1,500.00		$2,500.00
4C. Remove Unsuitable Material	100	CY	10	$1,000.00	$22.00	$2,200.00	$10.00	$1,000.00		$2,000.00		$2,000.00
5C. Miscellaneous Excavation and Refill	100	CY	15	$1,500.00	$51.00	$5,100.00	$20.00	$2,000.00		$7,000.00		$3,500.00
6C. Furnishing and Placing 4000 PSI Concrete	40	CY	150	$6,000.00	$230.00	$9,200.00	$175.00	$7,000.00		$10,000.00		$10,000.00
7C. Proctor Testing	4	EA	375	$1,500.00	$300.00	$1,200.00	$250.00	$1,000.00		$200.00		$1,800.00
8C. Density Testing	20	EA	35	$700.00	$335.00	$6,700.00	$125.00	$2,500.00		$1,000.00		$6,000.00
Sub-Total Schedule C				$17,200.00		$31,400.00		$17,900.00		$18,140.00		$28,200.00
Total Base Bid				$1,726,000.00		$1,614,150.00		$1,744,000.00		$1,532,000.00		$1,998,930.00
Schedule D-Add Alternate												
1D Furnish and Install Mill Street Pumping Station Improvements (Inclusive of System Integrator & Landscaping Allowance)		LS		$329,000.00		$273,350.00		$325,000.00		$250,000.00		$284,000.00
Sub-Total Schedule D				$329,000.00		$273,350.00		$325,000.00		$250,000.00		$284,000.00
Total Schedules A thru D				$2,055,000.00		$1,887,500.00		$2,069,000.00		$1,782,000.00		$2,282,930.00
Received Addendum 1 & 2												
			Less Best and Final	Unresponsive		($131,374.00)				($60,308.00)		
			Net	$2,055,000.00		$1,756,126.00			$0.00	$1,721,692.00		

JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
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KEITH A. CORDREY
DIRECTOR OF INTERNAL SERVICES

JENNIFER MILLER
ASST. DIRECTOR OF INTERNAL SERVICES

Council Agenda

December 22, 2014

TO: Mayor and City Council

RE: Declaration of Surplus – Bicycles
Salisbury Police Department

The City of Salisbury Internal Services Department – Procurement Division received a request from the Salisbury Police Department to declare 35 bicycles surplus. All items were found, forfeited or unclaimed, and attempts to return items to known owners have been unsuccessful. It is the request of the Salisbury PD that items are either sold at auction or donated locally. A detailed list of the items is included.

The Procurement Division requests Council's approval to declare the noted items "surplus" and to allow the Salisbury PD to dispose of them as requested.

Sincerely,

Jennifer Miller

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

City of Salisbury

Salisbury
All-America City
2010

JAMES IRETON JR.
MAYOR

TOM STEVENSON
CITY ADMINISTRATOR

Maryland

699 W. SALISBURY PARKWAY
SALISBURY, MD 21801
TEL: 410-548-3165

BARBARA DUNCAN
CHIEF OF POLICE

November 13, 2014

To: Jennifer Miller

From: Major Scott Kolb

Subject: Recommendation for Surplus of Bicycles

I am requesting that the attached list of bicycles be deemed surplus. These bicycles will be sold through Property Room. Com and/ or will be donated locally.

Respectfully,

Scott Kolb
Administrative Commander

Police Department

Salisbury, Maryland

MEMORANDUM 193-14

November 7, 2014

To: Major S. Kolb
Sgt. J. Felts
Purchasing Department

From: Teresa Tyndall
Property Custodian

Subject: Auction of Unclaimed Property

Attached is a copy of the 35 bicycles, from the Salisbury Police Department's Property Vault which were found, forfeited or unclaimed. These items will be sold, with your approval, at the Property Room.Com Auction. All known owners of this property have been contacted either by mail or by phone and have made no attempt to claim this property.

Please review the list and advise if you have any questions.

Distribution

Chief of Police
Administrative Commander
Administrative Sergeant
CALEA: 84.1.7

Property Number	Brand Name	Model	Description	Serial Number
2013-36679			Men's bicycle	
2014-19207	Genesis	Onex	Cruiser	GS110807987
2014-24374	Huffy		Beach cruiser, white, silver	
2014-28909 1of 2	Mongoose		BMX, gray	SNFSD13HP184P
2014-28909 2 of 2	Next		18spd, Mountain, Blue	L030829001
2014-30031	Schwinn		Red, Men's, Mountain	SNMNG12B48797
2014-30035	Pacific	Explores	Blue,Orange	A10602929
2014-30050			Red, Mountain	
2014-30076 1 of 2	Huffy		Beach cruiser, blue	SNHEJ09G81589
2014-30076 2of2	Huffy	Magna	Metallic Green	G1207003641
2014-30226	Schwinn	Starlet	Teal	ACA0ZG086818
2014-30394	Murray		Red, boys	E1511054
2014-30531	Ultra Cruz		Purple, 24"	00K0013839
2014-30908	Roadmaster		Blue	SCM988105473
2014-32820	Monark	Silver King	Green	HR0446033
2014-33347 1of3	Huffy	Rival	Mountain, White	AL12H0
2014-33347 2of3	Quasar	Catapult	Green, Silver	C501031
2014-33347 3of3	Schwinn	Hurricane	Red, cruisin	S3J89101
2014-33494	Diamondback		Blue	S6P09H024705
2014-33701	Quest	Sierra	15speed Hardtail,Mountain	LWHJ003553
2014-34229	Genesis		Black, White	C5091202314
2014-34232	Magna	Great Divide	Black, White	DJEC074842
2014-34328	Next		Black	LWLK001821
2014-34412	Montgomery Ward		Black, Men's	
2014-34518	Schwinn		Blue, 21 speed	SNHUA06F01900
2014-34539	Murray	Hardtail	White, Mountain, 12 speed	MOK5399693
2014-35028	Mongoose		BMX,Blue, Boys	8SNfsd13552364
2014-35335	Huffy		Blue	AL11L127471
2014-35693	Schwinn		Men's, Blue,Silver	SNHUA05E39693

Property Number	Brand Name	Model	Description	Serial Number
2014-36119			Blue,Orange,spraypained, Mountain	AL13H007717
2014-36266	Trek		Men's,Mountain,Green,Silver	ITK2G21645
2014-36848	Rage	Thruster	Orange, Youth	G1304124136
2014-36937 1of 2	Schwinn		Beach Cruiser, Green,white	SNESD10AK3765
2014-36937 2of2		BMX	Black/white,spraypainted	K105G014
2014-37053	Avigo	Rattlesnake	Lime Green	