

CITY OF SALISBURY, MARYLAND

REGULAR MEETING

NOVEMBER 9, 2015

PUBLIC OFFICIALS PRESENT

*Council President Jacob R. Day
Council Vice President Laura Mitchell
Councilwoman Eugenie P. Shields*

*Mayor James Ireton, Jr.
Councilman John "Jack" R. Heath
Councilman Timothy K. Spies*

IN ATTENDANCE

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

MEDITATION – 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 and invited Pastor Chris Martin from SonLife Community Church to provide the City Invocation. Everyone present then stood and recited the Pledge of Allegiance.

PRESENTATIONS

- **Salisbury-Wicomico Youth Civics Council (SWYCC) Swearing In**
Assistant City Administrator Julia Glanz reported the goal of the SWYCC was to empower youths in grades 8-12 to foster a commitment to civic engagement in their communities and give them a strong voice in local affairs. The youth council will present researched proposals to the City and County Councils and relevant City and County Departments, and be mentored by elected/community officials throughout their terms.

Since its inception three years ago, the SWYCC has had about thirty participants in the program. Its first public meeting was held last year where students presented proposals to members of the City and County Councils, Board of Education and other community leaders. Past successful projects include the Wicomico County's first high school spelling bee (awarding a scholarship to the winner) and expansion of the Peer-to-Peer after school math tutoring program. Scholarships were awarded to outstanding members of the SWYCC.

The following students were sworn-in to office by Mark Bowen, Clerk of the Circuit Court: Bilal Chaudhry; Ethan Barney; Joshua Yoon; Ahmed Admed; Adit Abraham; Sumit Sharma; Steve Lee; Pranav Papali; Banuja Munasinghe; Roge 'la Polk; Jordan Hughes; Schyler Sample; Emily Gutierrez; Savannah Scott; and Michael Li.

- **Risk Management Services Awards presentation**

City Administrator Tom Stevenson reported that he and Jeanne Loyd attended LGIT's 28th Annual Meeting on October 29, 2015 and learned that the City of Salisbury was recipient of the Risk Management Award. In order to receive the award, the City must demonstrate a commitment to loss reduction, receive ongoing training to adhere to LGITs management guidelines, and must score 100% on the criteria to receive the award. Out of the hundreds of members of LGIT, Salisbury was one of only 13 municipalities receiving the award.

Mr. Stevenson recognized Human Resources Manager Jeanne Loyd at the podium, noting she was mostly responsible for the City's compliance with the requirements. He thanked Ms. Loyd for her hard work and dedication and presented the award to Mayor and Council.

- **Community Organization Presentation – Wicomico County Library Homework Help Center**

Andrea Berstler, Executive Director, Wicomico County Library, joined Council to discuss the Library's Homework Help Center, created to help students complete their homework.

The Homework Help Center began with a \$1,500.00 grant from the Friends of the Library. The Library provided the work space, school supplies, computer access, online data base help, access to the schools' online data bases and online homework system, printouts, and adult supervision. A retired teacher works part-time managing the project and volunteers.

The Homework Help Center opened on September 28, 2015 and has had over 130 children visit in grades ranging from Pre-K to College. All major school subjects are covered. Salisbury Police officers volunteer every Sunday afternoon and interact with the children. Students are asking for these services at the Library's two branches in Pittsville and the Centre. Mrs. Berstler expects smaller versions of the program in both branches very soon.

Ms. Berstler asked for assistance from the City by providing school supplies or recruiting volunteers to help. Mayor Ireton suggested Council could donate leftover funds from their election campaigns to the Library for the Homework Help Center.

The Homework Help Center hours are Mondays and Wednesdays, 3:00 pm to 5:00 pm; Tuesdays and Thursdays, 4:00 pm to 8:00 pm; and Sundays 1 pm to 5:00 pm.

For more information: www.wicomicolibrary.org

ADOPTION OF LEGISLATIVE AGENDA

Mr. Spies moved, Mr. Heath seconded and the vote was unanimous to approve the legislative agenda as presented.

CONSENT AGENDA – presented by City Clerk Kim Nichols

The Consent Agenda consisting of the following items was approved on a unanimous vote in favor on a motion by Mrs. Shields that was seconded by Mr. Spies:

- **October 12, 2015** regular meeting minutes
- **October 19, 2015** closed session minutes
- **October 19, 2015** work session minutes
- **October 26, 2015** regular meeting minutes
- **Resolution No. 2567** – approving the reappointment of Sarah Rayne to the Zoo Commission at the conclusion of her current term, being December 31, 2015 for term ending December 31, 2018

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 Mrs. Mitchell:

- RFP 02-16, Financial Lease Services \$2,022,000.00
- Contract 103-16, SFD Ambulances \$ 917,317.93
- Various Capital Equipment, Salisbury Department of Public Works \$ 915,246.52

RESOLUTIONS – presented by City Administrator Tom Stevenson

- **Resolution No. 2568** - to purchase improved real property located at 709 W. Isabella Street from Josefina Hristov and Marcial Saint Dic in furtherance of the goals of the Community Development Initiative

Mrs. Shields moved, Mr. Heath seconded and the vote was unanimous to approve Resolution No. 2568 as presented.

ORDINANCES – presented by City Attorney Mark Tilghman

- **Ordinance No. 2359** – 2nd reading - to amend Chapter 15.24 Housing Standards of the Salisbury City Code to provide additional life safety standards for non-conforming multi-unit structures

Mr. Spies moved and Mrs. Shields seconded to approve Ordinance No. 2359 for second reading.

Mr. Tilghman reported that at the first reading of the ordinance he was asked to restructure the ordinance to clarify that it would apply only to converted multi-family dwellings. He renumbered the ordinance to create a new section, making it clear that this section would only apply to such structures. The definition was added clarifying that this

section applies only to converted multi-family dwellings (structure containing more than one dwelling that was originally constructed as a single-family dwelling). The definition was discussed with Mr. Holland and President Day. The code will follow the State Code (already applicable under the City Code) for both smoke alarms and carbon monoxide alarms. Mr. Tilghman reported that the updated ordinance addresses Council's concerns.

Ordinance No. 2359 for second reading, was unanimously approved.

- **Ordinance No. 2360** – 2nd reading- *to amend Chapter 15.24 Housing Standards of the Salisbury City Code to change Building Official to Housing Official and to change BOCA Mechanical Code to National Fuel Gas Code and to otherwise correct portions of the text*

Mr. Spies moved, Mrs. Mitchell seconded, and the vote was unanimous to approve Ordinance No. 2360 for second reading.

- **Ordinance No. 2361** – 2nd reading- *amending Chapter 8.04.050 of the Salisbury Municipal Code to provide for the enforcement of this section by the Chief of Police, the Fire Chief and the Director of Neighborhood Services and Code Compliance*

Mr. Heath moved, Mrs. Mitchell seconded, and the vote was unanimous to approve Ordinance No. 2361 for second reading.

- **Ordinance No. 2362** – 2nd reading- *approving a budget amendment of the FY 2016 General Fund to appropriate funds for the replacement of survey equipment*

Mrs. Mitchell moved, Mrs. Shields seconded, and the vote was unanimous to approve Ordinance No. 2362 for second reading.

- **Ordinance No. 2363** – 2nd reading- *approving an amendment of the FY 2016 General Fund Budget to appropriate funds for the purchase and installation of fencing for Phase 1 of the Salisbury Skatepark*

Mrs. Shields moved, Mrs. Mitchell seconded, and the vote was unanimous to approve Ordinance No. 2363 for second reading.

- **Ordinance No. 2364** – 2nd reading - *amending Chapter 3, Revenue and Finance, of the City Code by adding Chapter 3.22 for the purpose of establishing an advanced telecommunications systems property tax credit*

Mr. Heath moved, Mr. Spies seconded, and the vote was unanimous to approve Ordinance No. 2364 for second reading.

President Day welcomed Delegate Carl Anderton, who arrived at 6:40 p.m.

At 6:47 p.m., Mrs. Shields moved, Mr. Spies seconded, and the vote was unanimous to convene in Closed Session to obtain legal advice on a legal matter and to discuss a matter directly related

to a negotiating strategy or the contents of a bid or proposal before a contract is awarded or bids are opened, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process in accordance with the Annotated Code of Maryland §10-508(a)(14).

With no further business to discuss, the Legislative Session was adjourned and Council reconvened in Closed Session at 6:50 p.m.

CITY OF SALISBURY, MARYLAND
CLOSED SESSION
NOVEMBER 9, 2015

TIME & PLACE: 6:50 p.m., Government Office Building – Council Chambers, Room 301
PURPOSE: to obtain legal advice on a legal matter and to discuss a matter directly related to a negotiating strategy if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process

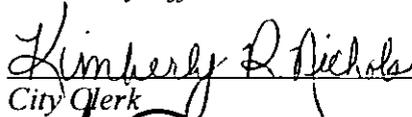
VOTE TO CLOSE: Unanimous

CITATION: Annotated Code of Maryland §10-508(a)(7)(14)

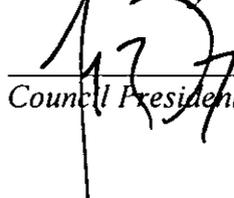
PRESENT: Council President Jacob R. Day, Mayor James Ireton, Jr., Council Vice President Laura Mitchell, Councilwoman Eugenie P. Shields, Councilman John “Jack” R. Heath, Councilman Timothy K. Spies, City Clerk Kim Nichols, City Administrator Tom Stevenson, Assistant City Administrator Julia Glanz, and City Attorney Mark Tilghman

The City Council convened in Legislative Session in Room #301 in the Government Office Building at 6:00 p.m. Mrs. Shields moved, Mr. Spies seconded, and the vote was unanimous to convene in Closed Session for the purpose of obtaining legal advice on a legal matter and to discuss a matter directly related to a negotiating strategy if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process in accordance with the Annotated Code of Maryland §10-508(a)(3)(14). The Closed Session began at 6:50 p.m.

At 7:10 p.m., on a motion and seconded by Mr. Spies and Mrs. Mitchell, respectively, and by unanimous vote in favor, the Closed Session was adjourned and Council reconvened in open session. President Day reported that while in Closed Session Council had agreed to meet with University Officials to discuss a property easement.



City Clerk



Council President

City of Salisbury



MARYLAND

JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

JULIA GLANZ
ASSISTANT CITY ADMINISTRATOR

Salisbury



2010

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

KEITH A. CORDREY
DIRECTOR OF INTERNAL SERVICES
PROCUREMENT DIVISION

COUNCIL AGENDA – Award of Bids

November 9, 2015

- | | |
|--|----------------|
| 1. RFP 02-16
Financial Lease Services | \$2,022,000.00 |
| 2. Contract 103-16
SFD Ambulances | \$ 917,317.93 |
| 3. Various Capital Equipment
Salisbury Department of Public Works | \$ 915,246.52 |

City of Salisbury



MARYLAND

JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
INTERIM CITY ADMINISTRATOR

JULIA GLANZ
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

November 9, 2015

TO: Mayor and City Council

SUBJECT: Award of Bid
Contract RFP 02-16: Financial Lease Services

The Procurement Department received a request from the Internal Services Department to obtain lease services for several pieces of equipment which were approved by Council in the FY16 budget. The bid was then developed as a "Master Lease Financing Program" which will allow the City of Salisbury to contract for the acquisition of capital equipment items, furnishings or systems by financing the acquisition through a lessor. The initial period of this agreement will be for two years, with renewal options for three (3) additional one (1) year terms.

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 5 vendors were sent bid packages with one (1) vendor, Banc of America Public Capital Corporation, submitting a responsive bid by the due date and time of October 7, 2015 at 3:00 P.M. Three Vendors elected to submit a no bid. Rates are based on Federal Reserve Publication H.15, Selected Interest Rate Swap with a set mark-up percentage.

Equipment	Budgeted Purchase Amount	5 YR Rate	Yearly Payment	5 YR Total Payments	Prepayment Penalty
Ambulance (3)	\$912,000	1.3933%	\$187,482.37	\$937,411.83	None*
Equipment	Budgeted Purchase Amount	7 YR Rate	Yearly Payment	7 YR Total Payments	Prepayment Penalty
Dump Truck (2)	\$290,000	1.6821%	\$43,530.29	\$304,712.04	None*
Aerial Bucket Truck (1)	\$190,000	1.6821%	28,519.58	\$199,638.92	None*
Street Sweeper (1)	\$215,000	1.6821%	\$32,272.46	\$225,907.20	None*
Refuse Truck (1)	\$265,000	1.6821%	\$39,777.68	\$278,443.76	None*
Sewer Jet Truck (1)	\$150,000	1.6821%	\$22,515.67	\$157,609.68	None*
Grand Totals:	\$2,022,000		\$354,098.05	\$2,103,723.20	

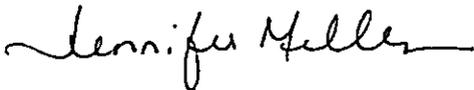
(*No prepayment penalty after the midpoint of lease term)

Banc of America Public Capital Corporation, a division of Bank of America, is one of the largest financial institutions in United States. The annual payments as noted above are projected to be less than the funds that were budgeted in FY16 to make the annual payments (note, however, that the actual payment may be more or less than noted above depending on the final equipment purchase amount and the H.15 rate at lease closing date):

			<u>Available</u>
Three Ambulances	Fire Dept.	24035-558600	\$199,333
One Dump Truck	Streets	31150-558600	\$ 24,718
One Dump Truck	Water Branch	82076-558600	\$ 24,100
One Aerial Bucket Truck	Traffic Control	22000-558600	\$ 30,500
One Street Sweeper	Street Sweeping	60820-558600	\$ 37,200
One Refuse Truck	Waste Collection	32061-558600	\$ 43,810
One Sewer Jetter	Sewer Branch	86085-558600	<u>\$ 24,100</u>
Total FY16 Budget for Lease Payments:			\$ 383,761

The Procurement Department recommends awarding Contract RFP 02-16, Financial Lease Services, to Banc of America Public Capital Corporation, as they were the only responsive and responsible respondent to the Request for Proposal.

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

JULIA GLANZ
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

November 9, 2015

TO: Mayor and City Council

SUBJECT: Award of Bid
Contract 103-16
SFD Ambulances

The City of Salisbury Internal Services Department, Procurement Division, received a request from the Salisbury Fire Department to solicit bids for Contract 103-16 Ambulance.

The Procurement Department followed standard competitive bidding 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 two (2) vendors submitted a bid by the due date and time of September 15, 2015 at 2:30 p.m.:

DPC Emergency Equipment	\$317,917.78 per unit
Atlantic Emergency Services	\$304,105.98 per unit

The bid documents were reviewed by the Procurement Department and Atlantic Emergency Services was determined to be the lowest responsible and responsive bidder. The Salisbury Fire Department has budgeted for the purchase of three (3) ambulances in FY16; delivery lead time is expected to be five to six months after receipt of order. If award is approved by City Council, the Procurement Department will secure lease financing from the vendor that is awarded the contract for "RFP 02-16 Financial Lease Services".

Funds of \$917,317.93 are available in the SFD Vehicles Account, 24035-577025.

The Procurement Department requests Council's approval to award Contract 103-16 Ambulance to Atlantic Emergency Services in the amount of \$917,317.93 for a total of three (3) ambulances.

Sincerely,

Jennifer Miller

Assistant Director of Internal Services – Procurement and Parking



*From the Office
of the
Fire Chief*

To: Jennifer Miller, Deputy Dir. Finance – Procurement **Date:** 15 September 2015

From: Richard A. Hoppes, Chief of the Department

Subject: Recommendation to Award of Bid for Project # 103-16 (Ambulances)

Pursuant to a thorough review from the City Procurement Department and the Salisbury Fire Department, of the bid proposals from all vendors for Bid # 103-16, this memorandum serves as the formal department recommendation to award the bid to Atlantic Emergency Solutions, Inc. in the amount of \$912,317.93 to purchase three (3) ambulances for the department.

A total of two (2) bids were received, ranging in costs from \$912,317.93 to \$953753.33. The low, responsive, and qualified bidder was Atlantic Emergency Solutions, Inc. The other responsive bidder was DPC Emergency Vehicles, Inc.

Please add this to the award of bids content for the earliest possible 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**

City of Salisbury



MARYLAND

JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

JULIA GLANZ
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

November 9, 2015

TO: Mayor and City Council

SUBJECT: Award of Bids
Capital Equipment for Public Works

The City of Salisbury Internal Services Department, Procurement Division, received a request from several divisions within the Department of Public Works to purchase multiple capital equipment items via cooperative & piggyback purchasing programs.

Per Section SC 16-3 "General Policy of Competitive Bidding, Exceptions" of the City of Salisbury Charter, competitive bidding procedures performed by the City of Salisbury are not necessary or appropriate in the following circumstance:

"(9) Contracts in which the City receives a contract price negotiated by the State, County, or other governmental entity pursuant to a valid contract."

This Charter designation, therefore, allows the City of Salisbury to procure items that were competitively bid and awarded at a State level (via a State contract) and to also participate in cooperative purchasing programs. The Department of Public Works has budgeted for and now wishes to secure the following items:

<u>Item</u>	<u>Acct</u>	<u>Price</u>	<u>Source</u>	<u>Vendor</u>
Dump Truck	31150-577025	\$144,212	State of DE contract	Barr International
Dump Truck	82076-577025	\$144,212	State of DE contract	Barr International
Street Sweeper	60820-577025	\$214,665	HGACBuy	Mid-Atlantic Waste Systems
Refuse Truck	32061-577025	\$262,236.80	NJPA	Mid-Atlantic Waste Systems
Sewer Jet Truck	86085-577025	\$149,930.72	NJPA	Mid-Atlantic Waste Systems

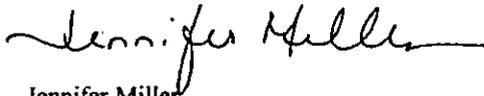
HGACBuy, or The Houston-Galveston Area Council (H-GAC) is a unit of local government and a political subdivision of the State of Texas. All products offered through HGACBuy have been awarded by virtue of a public competitive process. The contracts awarded by the H-GAC Board are then made available to local governments nationwide through the HGACBuy Cooperative Purchasing Program. The City of Salisbury is a long-standing member of HGACBuy through the execution of an Interlocal Contract, which sets out the conditions, requirements and processes of the procurement.

NJPA, or National Joint Powers Alliance, is a municipal national contracting agency which establishes and provides nationally leveraged and competitively solicited purchasing contracts under the guidance of the Uniform Municipal Contracting Law. Joint Powers laws enable members such as the City of Salisbury to legally purchase through their awarded contracts. As with HGACBuy, the City of Salisbury is a long-time member of the NJPA.

The Procurement Division has obtained copies of all of the contracts. We have confirmed the accuracy of the pricing quoted to the City of Salisbury and the contract termination dates, and there are sufficient funds in the accounts noted above to move forward with the purchases. If award of all noted items is approved by City Council, the Procurement Department will secure lease financing from the vendor that is awarded the contract for "RFP 02-16 Financial Lease Services".

The Procurement Department respectfully requests Council's approval to award the purchases of the various capital equipment items to the vendors noted above.

Sincerely,

A handwritten signature in black ink, appearing to read "Jennifer Miller", with a long horizontal flourish extending to the right.

Jennifer Miller
Assistant Director of Internal Services – Procurement and Parking

City of Salisbury



MARYLAND



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

JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

JULIA GLANZ
ASSISTANT CITY ADMINISTRATOR

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

To: Jennifer Miller, Asst. Director of Internal Services
From: Michael S. Moulds, P.E., Director of Public Works
Date: October 23, 2015
Re: Acquisition of Department of Public Works Vehicles

The Salisbury Department of Public Works Streets Division has funds allocated in the FY 2016 budget to purchase a replacement Dump Truck with Plow and Salt Body in the amount of \$150,000.00. The City has secured the funding in these amounts for the purchase and the Department is prepared to proceed with the acquisition of this vehicle.

In the Salisbury Charter, Article XVI, Purchase and Sales; City Property Inventory of the City Charter, Section 16-3 General Policy of competitive bidding; exceptions provides for exceptions to the City's competitive bidding processes. The City of Salisbury is currently piggy backing off of the State of Delaware contract.

Normally, the competitive bidding process must be conducted for the purchase of such items. However, Section 16-3 of the City Charter provides for exceptions to this process including "(9) Contracts in which the City receives a contract price negotiated by the State, County or other government entity pursuant to a valid contract". This exception ensures efficiency and cost effectiveness for the City in that it saves valuable time in the acquisition process and also saves the City the normal costs associated with advertising and conducting a formal bid process.

Based on this information, we would like to request that a Purchase Transaction be initiated with Barr International of Salisbury, MD, to complete the procurement of the dump truck for \$144,212.00. Funding for the vehicle is available in the FY2016 budget account #31150-577025.

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


Michael S. Moulds, PE
Director of Public Works

10/23/15
Date

City of Salisbury



MARYLAND



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

JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

JULIA GLANZ
ASSISTANT CITY ADMINISTRATOR

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

To: Jennifer Miller, Asst. Director of Internal Services
From: Michael S. Moulds, P.E., Director of Public Works
Date: October 23, 2015
Re: Acquisition of Department of Public Works Vehicles

The Salisbury Department of Public Works Utilities Division has funds allocated in the FY 2016 budget to purchase a replacement Dump Truck with Plow and Salt Body in the amount of \$150,000.00. The City has secured the funding in these amounts for the purchase and the Department is prepared to proceed with the acquisition of this vehicle.

In the Salisbury Charter, Article XVI, Purchase and Sales; City Property Inventory of the City Charter, Section 16-3 General Policy of competitive bidding; exceptions provides for exceptions to the City's competitive bidding processes. The City of Salisbury is currently piggy backing off of the State of Delaware contract.

Normally, the competitive bidding process must be conducted for the purchase of such items. However, Section 16-3 of the City Charter provides for exceptions to this process including "(9) Contracts in which the City receives a contract price negotiated by the State, County or other government entity pursuant to a valid contract". This exception ensures efficiency and cost effectiveness for the City in that it saves valuable time in the acquisition process and also saves the City the normal costs associated with advertising and conducting a formal bid process.

Based on this information, we would like to request that a Purchase Transaction be initiated with Barr International of Salisbury, MD, to complete the procurement of the dump truck for \$144,212.00. Funding for the vehicle is available in the FY2016 budget account #82076-577025.

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

Michael S. Moulds, PE
Director of Public Works

10/23/15
Date

City of Salisbury



MARYLAND



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

JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

JULIA GLANZ
ASSISTANT CITY ADMINISTRATOR

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

To: Jennifer Miller, Asst. Director of Internal Services
From: Michael S. Moulds, P.E., Director of Public Works
Date: October 23, 2015
Re: Acquisition of Department of Public Works Vehicles

The Salisbury Department of Public Works Streets Division has funds allocated in the FY 2016 budget to purchase a replacement Street Sweeper in the amount of \$231,750.00. The City has secured the funding in these amounts for the purchase and the Department is prepared to proceed with the acquisition of this vehicle.

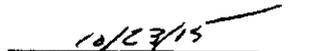
In the Salisbury Charter, Article XVI, Purchase and Sales; City Property Inventory of the City Charter, Section 16-3 General Policy of competitive bidding; exceptions provides for exceptions to the City's competitive bidding processes. The City of Salisbury is currently piggy backing off of the HGAC Buy Cooperative Agreement.

Normally, the competitive bidding process must be conducted for the purchase of such items. However, Section 16-3 of the City Charter provides for exceptions to this process including "(9) Contracts in which the City receives a contract price negotiated by the State, County or other government entity pursuant to a valid contract". This exception ensures efficiency and cost effectiveness for the City in that it saves valuable time in the acquisition process and also saves the City the normal costs associated with advertising and conducting a formal bid process.

Based on this information, we would like to request that a Purchase Transaction be initiated with Mid-Atlantic Waste Systems of Easton, MD, to complete the procurement of the street sweeper for \$214,665.00. Funding for the vehicle is available in the FY2016 budget account #60820-577025.

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


Michael S. Moulds, PE
Director of Public Works


Date

City of Salisbury



MARYLAND



JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

JULIA GLANZ
ASSISTANT CITY ADMINISTRATOR

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, Asst. Director of Internal Services
From: Michael S. Moulds, P.E., Director of Public Works
Date: October 23, 2015
Re: Acquisition of Department of Public Works Vehicles

The Salisbury Department of Public Works has funds allocated in the FY 2016 budget to purchase a replacement Sanitary Side Loader Refuse Truck in the amount of \$272,950.00. The City has secured the funding in these amounts for the purchase and the Department is prepared to proceed with the acquisition of this vehicle.

In the Salisbury Charter, Article XVI, Purchase and Sales; City Property Inventory of the City Charter, Section 16-3 General Policy of competitive bidding; exceptions provides for exceptions to the City's competitive bidding processes. The City of Salisbury is currently piggy backing off of the State of Maryland, NJPA contract #112014-THC.

Normally, the competitive bidding process must be conducted for the purchase of such items. However, Section 16-3 of the City Charter provides for exceptions to this process including "(9) Contracts in which the City receives a contract price negotiated by the State, County or other government entity pursuant to a valid contract". This exception ensures efficiency and cost effectiveness for the City in that it saves valuable time in the acquisition process and also saves the City the normal costs associated with advertising and conducting a formal bid process.

Based on this information, we would like to request that a Purchase Transaction be initiated with Mid-Atlantic Waste Systems of Easton, MD, to complete the procurement of the sanitary refuse truck for \$262,236.80. Funding for the vehicle is available in the FY2016 budget account #32061-577025.

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


Michael S. Moulds, PE
Director of Public Works

10/23/15
Date

City of Salisbury



MARYLAND

Salisbury



2010

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

JAMES IRETON, JR.
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

JULIA GLANZ
ASSISTANT CITY ADMINISTRATOR

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

To: Jennifer Miller
Assistant Director Internal Services
Procurement Division

From: Walter Webster
Water Utilities Superintendent

Date: October 16, 2015

RE: Acquisition for Sewer Jet Truck

Funds were allocated in the FY2016 budget to purchase the new sewer jet truck at an estimated cost of \$150,000.00. The City has secured the funding in this amount for this purchase and the Water Utilities Department is prepared to proceed with the acquisition of this vehicle.

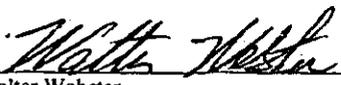
The new sewer jet is an essential part of the Water Utilities CMOM (Capacity assurance, Management, Operation and Maintenance) Program. The sewer jet is used for cleaning and clearing blockages in sewer mains, sewer cleanouts, sewer manholes and the storm drainage system that includes storm water mains, laterals and catch basins. The sewer jet also is used to haul water for plants and washing down sidewalks and other surfaces.

In the Salisbury Charter, Article XVI, Purchases and Sales; City Property Inventory of the City Charter, Section 16-3 General policy of competitive bidding; exceptions provides for exceptions to the City's competitive bidding processes. The City of Salisbury is currently piggy backing off of the State of Maryland, NJPA contract #022014-SCA.

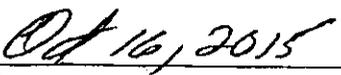
Normally, the competitive bidding process must be conducted for the purchase of such items. However, Section 16-3 of the City Charter provides for exceptions to this process including "(9) Contracts in which the City receives a contract price negotiated by the State, County or other governmental entity pursuant to a valid contract". This exception ensures efficiency and cost effectiveness for the City in that it saves valuable time in the acquisition process and also saves the City the normal costs associated with advertising and conducting a formal bid process.

Based on this information, we would like to request that a Purchase Transaction be initiated with Mid-Atlantic Waste Systems of Easton, MD, to complete the procurement of the new sewer jet truck 800-A for \$149,930.72. Funding for the equipment is available in the FY2016 budget account #86085-577025.

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



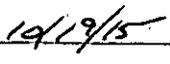
Walter Webster
Water Utilities Superintendent



Date



Michael S. Moulds, PE
Director of Public Works



Date