

CITY OF SALISBURY, MARYLAND

REGULAR MEETING

June 13, 2016

PUBLIC OFFICIALS PRESENT

*Council President John "Jack" R. Heath
Council Vice-President Laura Mitchell
Councilman James Ireton, Jr.*

*Mayor Jacob R. Day
Councilman Muir Boda
Councilwoman April Jackson*

IN ATTENDANCE

Assistant City Clerk Diane C. Nelson, City Administrator Tom Stevenson, City Attorney Mark Tilghman, Internal Services Director Keith Cordrey, Assistant Director Internal Services – Procurement & Parking Jennifer L. Miller, Senior Buyer – Procurement & Parking Michael Lowe, Fire Chief Rick Hoppes, Salisbury-Wicomico Planning and Zoning Director Jack Lenox, Public Works Director Mike Moulds, Neighborhood Services & Code Compliance Director Susan Phillips, District 38B-Wicomico County Delegate Carl Anderton, Jr. and interested citizens

MEDITATION – PLEDGE OF ALLEGIANCE

The City Council met in regular session at 6:00 p.m. in Council Chambers. Council President Heath called the meeting to order and invited Pastor Martin Hutchison from Community of Joy-Church of the Brethren to deliver the City Invocation; thereafter, the Pledge of Allegiance was recited, followed by a moment of silence to acknowledge the recent lives lost and significant trauma experienced by fellow citizens in Orlando, Florida.

COMMUNITY ORGANIZATION PRESENTATION

City of Salisbury Summer Youth Program – presented by City Administrator Tom Stevenson

Mr. Stevenson provided an overview of the Summer Youth Program which will offer job readiness skills to young people who may not otherwise receive the necessary exposure to succeed in the workplace; the goal is to have at least 10 students in the program working with Public Works to develop useful job competencies. Students will have an orientation to the program, open checking accounts, shadow employees, and hopefully establish connections that will be investments in their own futures. The City is partnering with Junior Achievement of the Eastern Shore and the Greater Salisbury Committee to see the program come to fruition. The City funded the program in the Fiscal Year 2017 Budget which begins on July 1, 2016. A monetary donation from the Greater Salisbury Committee will allow the program to begin prior to the new fiscal year. Mr. Stevenson concluded his remarks by thanking Council for its support of the program.

ADOPTION OF LEGISLATIVE AGENDA

Mrs. Mitchell moved, Ms. Jackson seconded, and the vote was unanimous to approve the legislative agenda as presented.

CONSENT AGENDA – presented by Assistant City Clerk Diane Nelson

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

- *April 26, 2016 Budget Session minutes*
- *Resolution No. 2637 – Reappointing George J. Mengason to the Zoo Commission for term ending May 2019*
- *Approving Manufacturing Exemption for Delmarva Printing, Inc. for equipment purchased in 2015*
- *Approving Manufacturing Exemption request for AHPHARMA, Inc. for equipment purchased in 2013 and 2014*

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

Mr. Boda moved and Ms. Jackson seconded to approve the Award of Bids consisting of the following items:

- *Contract 108-16 – Park WTP Aeration Unit Replacement*
- *Contract RFP 11-16 – Engineering Construction Services for Main Street Masterplan Phase 2*
- *Declaration of Surplus – Salisbury Fire Station #2*
- *Declaration of Surplus – SFD Ambulances A16-2 and A2*

After discussion, the Award of Bids was unanimously approved as presented.

RESOLUTIONS – presented by City Administrator Tom Stevenson

- **Resolution No. 2638** – *accepting a donation from the Greater Salisbury Committee for a Summer Youth Work Program*

Mrs. Mitchell moved, Ms. Jackson seconded, and after discussion the vote was unanimous to approve Resolution No. 2638 as presented.

ORDINANCES – presented by City Attorney Mark Tilghman

- **Ordinance No. 2388** – *2nd reading - to amend Chapter 2.14 Administration and Personnel of the Salisbury City Code to change the name of the Department of*

*Neighborhood Services & Code Compliance to Housing and Community Development
Department effective July 1, 2016*

Mrs. Mitchell moved, Mr. Boda seconded, and the vote was unanimous to approve Ordinance No. 2388 for second reading.

- **Ordinance No. 2389** – 1st reading – pursuant to Chapter 17.228 of Title 17, Zoning of the Salisbury Municipal Code and Section 4.04 of Article 66b of the annotated code of Maryland for the purpose of amending section 17.105.040.d, development standards in the riverfront redevelopment multi-use district #2

Mr. Boda moved, Ms. Jackson seconded, and after discussion the vote was unanimous to approve Ordinance No. 2389 for first reading.

- **Ordinance No. 2390** – 1st reading - approving an amendment of the FY 2016 General Fund budget to appropriate funding for the Summer Youth Work Program

Mr. Boda moved, Mrs. Mitchell seconded, and the vote was unanimous to approve Ordinance No. 2390 for first reading.

- **Ordinance No. 2391** – 1st reading - approving an amendment of the Fiscal Year 2016 Budget and the City's Capital Project Fund Budget to reallocate funding for the Main Street Masterplan Project

Mrs. Mitchell moved, Mr. Boda seconded, and after discussion the vote was unanimous to approve Ordinance No. 2391 for first reading.

- **Ordinance No. 2392** – 1st reading - approving a budget amendment of the FY2016 General Fund to appropriate funds for attorney fees

Mr. Ireton moved, Ms. Jackson seconded, and after discussion the vote was 4-1 to approve Ordinance No. 2392 for first reading, with Mr. Boda the dissenting vote.

With no Public Comments or further business to discuss, President Heath recognized Delegate Carl Anderton who was in attendance at the meeting. Councilman Ireton expressed appreciation for the moment of silence observed earlier in the meeting for the recent events in Orlando, Florida that resulted in lives lost; he invited all to attend an LGBTQ Pride event to be held Thursday, June 16, 2016 at 7:00 p.m. near the Peace Pole on Picnic Island in the City Park, in celebration of Pride Month and also in remembrance of the recent lives lost.

Thereafter, on a motion by Mrs. Mitchell, seconded by Ms. Jackson and approved on a unanimous vote in favor, President Heath adjourned the Legislative Session at 6:35 p.m.

CITY OF SALISBURY, MARYLAND
CLOSED SESSION
JUNE 6, 2016

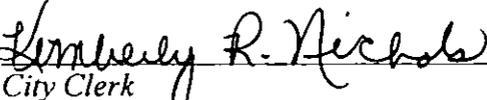
TIME & PLACE: 6:00 p.m., Government Office Building – Room 301
PURPOSE: Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process
VOTE TO CLOSE: Unanimous (3-0)
CITATION: Annotated Code of Maryland §10-508(a)(14)
PRESENT: Council Vice-President Laura Mitchell, Mayor Jacob R. Day, Councilman Muir Boda, Councilwoman April Jackson, Assistant City Administrator Julia Glanz, City Attorney Mark Tilghman, Planning & Zoning Director Jack Lenox, City Clerk Kim Nichols
ABSENT: Council President John R. Heath, Councilman James Ireton, Jr.

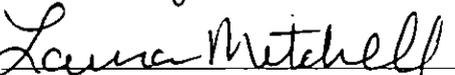
The City Council convened in Work Session on June 6, 2016 at 4:30 p.m. in Room 301 in the Government Office Building. At 6:00 p.m., Vice-President Mitchell called for a motion to convene in Closed Session for the following reason: before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process, in accordance with the Annotated Code of Maryland §10-508(a)(14). Council convened in Closed Session thereafter upon a motion and seconded by Mr. Boda and Ms. Jackson, respectively, and by unanimous vote in favor.

At 6:53 p.m., the Closed Session adjourned on a motion by Mr. Boda, which was seconded by Ms. Jackson, and approved by a 3-0 vote in favor. Council immediately convened in Open Session at which time Mrs. Mitchell reported to the public that Council had discussed changes to a contract in Closed Session, and no votes were cast concerning the matter.

Thereafter, the Open Session adjourned at 6:54 p.m.


Assistant City Clerk


City Clerk


Council President

City of Salisbury



MARYLAND

JACOB R. DAY
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

JULIA GLANZ
ASSISTANT CITY ADMINISTRATOR

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

KEITH A. CORDREY
DIRECTOR OF INTERNAL SERVICES

JENNIFER MILLER
ASST. DIRECTOR OF INTERNAL
SERVICES

COUNCIL AGENDA – Award of Bids

June 13, 2016

- | | |
|---|--------------|
| 1. Contract 108-16
Park WTP Aeration Unit Replacement | \$299,000.00 |
| 2. Contract RFP 11-16
Engineering Construction Services for Main Street Masterplan Phase 2 | \$225,656.00 |
| 3. Declaration of Surplus
Salisbury Fire Station #2 | \$ 0.00 |
| 4. Declaration of Surplus
SFD Ambulances A16-2 and A2 | \$ 0.00 |

**The following item is INFORMATION ONLY and does not require
Council Approval per Resolution 2506**

- | | |
|---|--------------|
| 5. Contract 107-15
Change Order #2
WWTP BNR/ENR Upgrade | \$134,233.79 |
|---|--------------|

City of Salisbury

JACOB R. DAY
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

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KEITH A. CORDREY
DIRECTOR OF INTERNAL SERVICES

JENNIFER MILLER
ASST. DIRECTOR OF INTERNAL
SERVICES

Council Agenda

May 23, 2016

TO: Mayor and City Council

SUBJECT: Award of Bid
Contract 108-16
Park WTP Aeration Unit Replacement

The City of Salisbury Internal Services Department, Procurement Division, received a request from the Department of Public Works to solicit bids for Contract 108-16 Park WTP Aeration Unit Replacement. The scope of work for this bid solicitation will furnish all of the labor, materials and equipment necessary for the replacement of two (2) new forced draft aerators.

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 two (2) vendors submitted a bid by the due date and time of Wednesday, February 17, 2016 at 2:30 p.m.

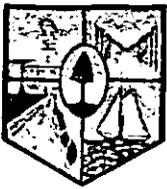
Vendor	Total Bid
M2 Construction	\$299,000.00
Clean Venture	\$389,000.00

Both bid responses were determined to be responsive and responsible, and M2 Construction was the apparent low bidder. The Department of Public Works conferred with MDE on the solution proposed by M2 Construction, and recommends awarding Contract 108-16 to said vendor. There are sufficient funds to cover this purchase in project account 97010-513026-50014.

The Procurement Department concurs with the recommendation submitted by the Department of Public Works and thereby requests Council's approval to award Contract 108-16 Park WTP Aeration Unit Replacement to M2 Construction in the amount of \$299,000.

Sincerely,

Jennifer Miller
Assistant Director of Internal Services – Procurement and Parking



City of
Salisbury
Jacob R. Day, Mayor

To: Jennifer Miller, Asst. Director of Internal Services – Procurement
From: Michael Moulds, Director of Public Works
Date: May 26, 2016
Re: Contract 108-16 Park WTP Aerator Replacement

Salisbury Public Works recently advertised a bid for the Park Water Treatment Plant Aerator Replacement. The aerator replacement includes demolition of the existing aerators, purchasing of two new forced draft aerators, piping modification, installing the two new units, filter media, and mounting the new blower motors within the aerator house. Additionally, two equipment pads will be included for the new blower motor locations and electrical wiring to the existing electrical box. During the work, the existing railing, doors, and wooden louvers will be removed and reinstalled.

Bids were opened on Wednesday, February 17, 2016 at 2:30 p.m. for Contract 108-16, Park WTP Aerator Replacement. Two (2) responses to this contract were received, as summarized below:

Company	Total Bid
M2 Construction	\$299,000
Clean Venture Inc	\$389,000

The bid review period was extended to June 19th, 2016 to allow SPW to review the specific replacement plan proposed by the low bidder with exceptions.

SPW reviewed the bids in accordance with the contract documents. M2 Construction is the lowest responsive and responsible bidder. SPW recommends awarding the contract to M2 Construction in the amount of \$299,000.00. There is funding available from the FY15 bond issue for the Aerator Replacement project in account number 97010-513026-50014.

Please issue a Purchase Order to M2 Construction in the amount of \$299,000.00 for the scope of work specified in Contract 108-16.

Tony Fascelli
Project Engineer

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

City of Salisbury

JACOB R. DAY
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

JULIA GLANZ
ASSISTANT CITY ADMINISTRATOR



MARYLAND

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KEITH A. CORDREY
DIRECTOR OF INTERNAL SERVICES

JENNIFER MILLER
ASST. DIRECTOR OF INTERNAL
SERVICES

Council Agenda

May 23, 2016

TO: Mayor and City Council

SUBJECT: Award of Contract – RFP 11-16
Engineering Construction Services for Main Street Masterplan Phase 2

The City of Salisbury Internal Services Department, Procurement Division, received a request from the Department of Public Works to solicit proposals for RFP 11-16 Engineering Construction Services for Main Street Masterplan Phase 2. This solicitation sought proposals from qualified and experienced firms to provide construction administration and inspection services for the first stage of the Main Street Masterplan construction, East Main Street from Route 13 to N. Division Street.

The Procurement Department followed standard proposal solicitation 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 Tuesday, March 15, 2016 at 2:30 p.m.

A selection committee was convened and each vendor was evaluated according to the criteria specified in the proposal document, then ranked on a scale of 0 (unacceptable) to 4 (superior):

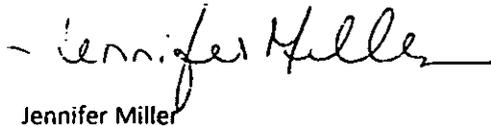
Weighting Factor	Criterion
35%	Expertise, experience, and qualifications of the Vendor, its personnel and proposed subcontractors as related to the Scope of Services, and understanding of the Scope of Services. Experience administering high profile street reconstruction projects in areas with businesses and residential units.
30%	Price and billable rates.
25%	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.
10%	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	Rank	Evaluation Score	CA Services	Inspection Services	Total	Inspection Hourly Rate (Normal/OT)
KCI Technologies	1	3.48	\$86,000	\$105,248	\$191,248	\$50.60/\$50.60
A. Morton Thomas & Assoc.	2	3.08	\$48,904	\$173,480	\$222,384	\$70.00/\$85.00
George, Miles & Buhr	3	2.60	\$279,415	\$170,085	\$449,500	\$85.00/\$128.00
Rauch, Inc.	4	1.99	\$140,000	\$120,000	\$260,000	\$75.00/\$100.00

KCI Technologies was determined by the evaluation committee to have presented the best value proposal due to their proposed approach, experience with the type of work requested and a favorable reference.

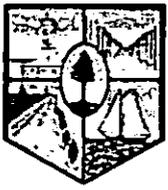
The Procurement Department concurs with the recommendation submitted by the Department of Public Works and thereby requests Council's approval to award RFP 11-16 Engineering Construction Services for Main Street Masterplan Phase 2 to KCI Technologies., in the amount of \$225,656.00, which will provide for construction administration, inspection and OT inspection. There are sufficient funds to cover this purchase in project account 98116-513020-48022.

Sincerely,



Jennifer Miller

Assistant Director of Internal Services – Procurement and Parking



City of
Salisbury
Jacob R. Day, Mayor

To: Jennifer L. Miller, Assistant Director of Internal Services – Procurement
From: Michael S. Moulds, P.E., Director of Public Works *MSM*
Date: May 16, 2016
Re: RFP 11-16 Main Street Masterplan Construction Services

Salisbury Public Works recently advertised a Request for Proposals for Engineering Construction Services for the Main Street Masterplan Phase 2. The Construction Services RFP is to provide an Engineer to act as the Owner's representative and coordinate Construction Administration Services with the Owner 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, preparing record drawings and preparing recommendations of Substantial Completion and Final Acceptance. The Construction Services scope also includes organizing informational meetings with business owners and residents, hosting a project website to convey information about schedule and traffic patterns, and developing press releases.

Four (4) firms submitted proposals to RFP 11-16 Main Street Masterplan Construction Services on March 15, 2016 at 2:30 p.m.: A. Morton Thomas & Associates, KCI Technologies, George, Miles & Buhr, and Rauch, Inc. Each evaluator on the selection committee ranked the respondents based upon the evaluation criteria established in the RFP. The criteria and weighting factor is shown below:

- 35% 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. Experience administering high profile street reconstruction projects in areas with businesses and residential units.
- 30% Price and billable rates.
- 25% 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.
- 10% 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:



City of
Salisbury
Jacob R. Day, Mayor

Consultant	Construction Administration Services	Inspection Services	Total Construction Services	Inspection Hourly Rate (Normal Hours / Overtime Hours)	Composite Score	Ranking
KCI Technologies	\$86,000	\$105,248	\$191,248	\$50.60 / \$50.60	3.48	1
A. Morton Thomas & Associates	\$48,904	\$173,480	\$222,384	\$70.00 / \$85.00	3.08	2
George, Miles & Buhr	\$279,415	\$170,085	\$449,500	\$85.00 / \$128.00	2.60	3
Rauch, Inc.	\$140,000	\$120,000	\$260,000	\$75.00 / \$100.00	1.99	4

The selection committee believes that KCI Technologies 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. KCI will staff the project out of their Dover, DE office and their proposed Inspector lives in Salisbury. KCI presented a comprehensive plan to convey information to the public.

Please issue a Purchase Order to KCI Technologies in the amount of \$225,656.00 for the scope of work specified in RFP 11-16. In addition to the Construction Services lump sum price of \$191,248, the Purchase Order will include 680 hours of additional inspection at the hourly rate of \$50.60/hour. By adding 520 hours, the Contractor can work a 50 hour work week (10 hours per week over the 52 week contract). Additionally, this provides for 160 hours of additional inspection which will be used for unforeseen circumstances, work during evenings or overnight, work on City holidays or work on Saturdays. Funds are available in the account 98116-513020-48022.

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

City of Salisbury



MARYLAND

JACOB R. DAY
MAYOR

M. THOMAS STEVENSON, JR.
CITY ADMINISTRATOR

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125 NORTH DIVISION STREET
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KEITH A. CORDREY
DIRECTOR OF INTERNAL SERVICES

JENNIFER MILLER
*ASST. DIRECTOR OF INTERNAL
SERVICES*

COUNCIL AGENDA

June 13, 2016

TO: Mayor and City Council

SUBJECT: Declaration of Surplus

The City of Salisbury Internal Services Department, Procurement Division, received a request from the Salisbury Fire Department to declare the existing Fire Station #2 as surplus. This property is located at 801 Brown Street and is being replaced by new Fire Station #2 on Brown and Naylor Streets. Additional details are noted in the department memo.

Upon declaration of surplus, as approved by Council, the Procurement Department will award a contract for demolition of the old Fire Station building.

Sincerely,

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



*From the Office
of the
Fire Chief*

RECEIVED

MAY 13 2016

PURCHASING DEPT.
SALISBURY, MARYLAND

Date: 11 May 2016

To: Jennifer Miller, Deputy Director of Internal Services - Procurement

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

Subject: Declaration of Surplus Property

The construction of the new Fire Station 2 on Brown and Naylor Streets is approximately eighty (80%) per cent complete. Upon completion of the construction, and acceptance of the new facility, the department will relocate its operations from the current fire station to the new building. It is our intention to completely vacate the building and cease its use as an operating fire station.

Pursuant with City Code and Policy I am submitting this information to you so that you may proceed with declaring the facility as surplus property. The intent is to demolish the building and return the land to the Morris Family in accordance with a previously entered into land swap agreement. This request is ahead of an award of bid for demolition and needs to be ratified before the award of bid can be made. The property should be available for demolition or about 01 July 2016.

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

City of Salisbury



MARYLAND

JACOB R. DAY
MAYOR

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CITY ADMINISTRATOR

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DIRECTOR OF INTERNAL SERVICES

JENNIFER MILLER
ASST. DIRECTOR OF INTERNAL
SERVICES

COUNCIL AGENDA

June 13, 2016

TO: Mayor and City Council

SUBJECT: Declaration of Surplus

The City of Salisbury Internal Services Department, Procurement Division, received a request from the Salisbury Fire Department to declare two ambulances, A16-2 and A2 as surplus (see departmental memo for additional details regarding each unit). Three new ambulances were ordered in November 2015 (Contract 103-16) from Atlantic Emergency Services and were recently delivered in late May 2016. As such, the two noted ambulances (A16-2 and A2) have been decommissioned and readied for Council's approval to be declared surplus. Once approved, the Procurement Department will work with the Salisbury Fire Department to dispose of the vehicles via an online auction sale.

Sincerely,

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



From the Office of the Fire Chief

Date: 11 May 2016

RECEIVED
MAY 11 2016
PURCHASING DEPT.
SALISBURY, MARYLAND

To: Jennifer Miller, Deputy Director of Internal Services, Procurement

From: Richard A. Hoppes, Fire Chief

RECEIVED
MAY 11 2016
PURCHASING DEPT.
SALISBURY, MARYLAND

Subject: Surplus Equipment – Ambulance A16-2 & A2

The Department has equipment (described below) that is immediately available for declaration as surplus property. By City Code, only the Council can authorize such a declaration. As such I am requesting that Council's authorization to declare these apparatus as surplus property and asking for permission to dispose of each in compliance with City code and/or policy.

The equipment is described as follows:

Unit Identification:	Ambulance 16-2
Unit Description:	2003 Ford E-450 / Wheeled Coach Ambulance
VIN:	1FDXE45F02HB15637
Motor:	7.3L Power Stroke Turbo Diesel
Transmission:	44E Automatic OD
Mileage:	73,745
Condition:	Fair

RECEIVED
MAY 13 2016
PURCHASING DEPT.
SALISBURY, MARYLAND

Unit Identification:	Ambulance 2
Unit Description:	2013 International Terrastar / Horton Ambulance
VIN:	1HTJSSKK1EH485625
Motor:	International MaxxForce
Transmission:	Allison – 1000 series Automatic
Mileage:	41,040
Condition:	Very Good

The declaration of surplus is pursuant to the delivery of our new ambulances. All useful equipment has been removed from the old units and placed in service on the new units or returned to the supply depot of the SFD for future use in another capacity.

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

cc: File



City of
Salisbury
Jacob R. Day, Mayor

Council Agenda

June 13, 2016

TO: Mayor and City Council

SUBJECT: Change Order #2
Contract 107-15 WWTP BNR/ENR Upgrade

Per Resolution 2506, which is specific to Contract 107-15, change orders in the amount of \$100,000 to \$150,000 are authorized to be approved by the Mayor and a City Council member selected by the President of the City Council. Once approved, the City Council shall be notified in writing within two business days following the approval of the Change Order. Lastly, all Change Orders shall be placed on the agenda of the next legislative meeting.

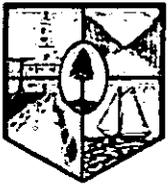
The City of Salisbury Internal Services Department, Procurement Division, received a request from the Salisbury Public Works Department on May 13 to review and process Change Order #2 for Contract 107-15 WWTP BNR/ENR Upgrade (BNR = Biological Nutrient Removal/ ENR = Enriched Nutrient Removal). This Change Order increases the contract cost by \$134,233.79 to address thirteen miscellaneous items. However, the total net change to the contract (which takes into account the deduction of Change Order #1 in the amount of -\$97,071) is \$37,162.79. A synopsis of the work specified in Change Order #2 is included in the attached departmental memo, however both the Department of Public Works and the Procurement Office have a 139-page document detailing the changes.

Change Order #2 was approved on May 25 by Mayor Jacob R. Day and City Council President John R. Heath, and notification of the approval was sent to the Administrative Office on May 27, 2016 requesting that such be forwarded to the City Council. The inclusion of this Change Order at tonight's legislative meeting is informational in nature, with no further approval required, and will serve to fulfill the requirement of Public Notification as defined in Resolution 2506.

Sincerely,

Jennifer Miller

Assistant Director of Internal Services – Procurement and Parking



City of
Salisbury
Jacob R. Day, Mayor

To: Jennifer L. Miller, Assistant Director of Internal Services – Procurement
From: Michael S. Moulds, P.E., Director of Public Works
Date: May 13, 2016
Re: Contract 107-15 WWTP BNR/ENR Upgrade
Change Order No. 2

Change Order No. 2 for Contract 107-15, the WWTP BNR/ENR Upgrade, is enclosed for review. The change order addresses thirteen miscellaneous items throughout the WWTP, as summarized below.

PCO #	Description	Amount
PCO3	Elevation conflicts with 8" potable water and 15" storm drain	\$ 7,738.00
PCO4	8" gate valve re-use and installation	\$ 2,032.00
PCO5	Replace existing catch basin #3	\$ 10,360.00
PCO7	Steel plate in Secondary Flow Distribution box	\$ 4,335.00
PCO8	Credit to eliminate a 6" and 10" plug valve	\$ (3,400.00)
PCO9	Credit for Electrical upgrades	\$ (19,911.00)
PCO11	Additional risers on 12" storm drain manhole	\$ 5,746.00
PCO12	Primary Clarifier Scum Box platform modifications	\$ 3,451.00
PCO16	Generator panel power feed modifications	\$ 1,240.00
PCO18	Painting in Solids building control room	\$ 1,797.00
PCO19	Force Account Work to test pit the 20" and 16" RAS lines	\$ 3,363.79
PCO20	New ductile iron Return Activated Sludge (RAS) pipe to replace PVC pipe	\$ 113,485.00
PCO21	Solids Building modifications	\$ 3,997.00
Total – Change Order No. 2		\$ 134,233.79

The most significant item from Change Order No. 2 was the installation of the Return Activated Sludge (RAS) pipe. The design planned for reusing an existing pipe for the RAS piping, however, after the pipe was uncovered with a test pit, it was determined that the pipe material was PVC. The records from the previous upgrade had incorrectly identified the pipe material. The RAS pipe is a critical component in the process. Public Works and the WWTP staff strongly support the need for ductile iron for this piping.

The recommendation for approval of Change Order No. 2 from GHD, the Construction Manager, is attached. The full change order proposal is referenced in the attached letter and is available for review at Public Works.

After the City's review and approval of this change order, it will be sent to the Maryland Department of the Environment (MDE) for funding agency approval. The grants and loans for the WWTP contract include 5% contingency on the construction contract. Pending approval of this change order, the net contract amount increase with all change orders to date will be \$37,162.79 or 0.07% of the total contract. Therefore, Public Works recommends funding this change order with the contingency allowance in the grants and loan. The breakdown of the change order amount by funding source shown below is an estimate and will be finalized upon MDE approval.

Please process Change Order No. 2 which results in an increase of \$134,233.79. The contract time is unchanged. The specific project accounts for this change order are as follows:

Account Number	Original Contract Amount	Revised Contract Amount (approved COs to date)	Change Order No. 2	Revised Contract Amount thru CO No. 2
Loan 97020-513026-29031	\$ 29,244,970.00	\$29,188,367.90	\$78,271.72	\$29,266,639.62
BNR Grant 97020-513026-29026	\$ 11,780,236.00	\$11,757,434.02	\$31,531.52	\$11,788,965.54
BRF/ENR Grant 97020-513026-29027	\$ 9,124,794.00	\$9,107,127.08	\$24,430.55	\$9,131,557.63
Total	\$ 50,150,000.00	\$50,052,929.00	\$134,233.79	\$50,187,162.79

Funding is available in the accounts listed above.

Per Resolution No. 2506, this change order falls under Tier 3 for change orders between \$100,000 and \$150,000. The required approvals are the Assistant Director of Internal Service, Procurement & Parking, the Mayor and the City Council President. Once approved, please place this on the next legislative agenda for the City Council for public informational purposes..