

CITY OF SALISBURY, MARYLAND

REGULAR MEETING

OCTOBER 22, 2018

PUBLIC OFFICIALS PRESENT

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

*Mayor Jacob R. Day
Councilwoman April Jackson
Councilman R. Hardy Rudasill*

IN ATTENDANCE

City Administrator Julia Glanz, Deputy City Administrator Andy Kitzrow, Fire Chief John Tull, Human Resources Director Jeanne Loyd, Procurement Director Jennifer Miller, City Clerk Kimberly R. Nichols, City Attorney Mark Tilghman, and interested citizens.

CITY INVOCATION – PLEDGE OF ALLEGIANCE

The City Council met in regular session at 6:00 p.m. in Council Chambers. Council President John R. Heath called the meeting to order and invited Elder Tyrone Cooper of New Dimensions Family Ministries to the podium to provide the City Invocation, followed by the Pledge of Allegiance to the flag of the United States of America. President Heath acknowledged the Salisbury University students in the audience attending for a class and Ryan Duvall from Boy Scout Troop #151 who, by attending, completed his requirements for communications badge.

PRESENTATION – presented by Mayor Jacob R. Day

• **Economic Development Week Proclamation**

Mayor Jacob R. Day presented the proclamation declaring the week of October 21 – 27, 2018 as Economic Development Week in the City of Salisbury and asked all to join in recognizing the importance of investing in businesses. He thanked Salisbury-Wicomico Economic Development Executive Director Dave Ryan and Executive Administrator Rebecca Maldonado (both unable to attend the meeting) for their exceptional service to the community. Mayor Day also acknowledged and thanked City of Salisbury Business Development Director Laura Soper and Office Associate Amy Zaprowski for working to attract businesses to the City and overseeing a variety of economic development activities.

ADOPTION OF LEGISLATIVE AGENDA

Mr. Ireton moved, Ms. Jackson 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 unanimously approved on a motion and seconded by Mr. Boda and Mr. Ireton, respectively:

- *October 8, 2018 Council Meeting Minutes*
- *October 8, 2018 Closed Session Minutes*
- *October 15, 2018 Special Meeting Minutes*
- *October 15, 2018 Work Session Minutes*
- *Resolution No. 2872- approving the appointment of Jane Messenger to the Historic District Commission for term ending October 2021*
- *Resolution No. 2873- approving the appointment of Alexander McRae to the Bicycle and Pedestrian Advisory Committee for term ending October 2021*

President Heath thanked Ms. Messenger and Mr. McRae for serving on the City on a board.

AWARD OF BIDS – *presented by Director of Procurement Jennifer Miller*

Ms. Jackson moved and Mr. Boda seconded to approve the following Award of Bids, which were presented by Ms. Miller:

- *ITB A-19-101 Salisbury Fire Department EMS Medical Supplies (FY19 budget for EMS Medical Supplies) \$37,000*

Mr. Heath asked if the bidders were aware they might not be awarded the entire contract, and Ms. Miller said that it was specified in the bid document.

Mr. Ireton said it seemed like quite a lot of medical supplies for \$37,000 and asked if the bid was done this way because no single vendor supplied everything needed by the City. Ms. Miller said this was the first time EMS Medical Supplies was bid out as a category. Previously, as the Fire Department needed supplies that fell over a certain dollar amount, since they were recurring supplies, they needed to get three quotes. The schedule format used in this bid was the most efficient, enabling the City to take advantage of aggregated savings from the various vendors.

The Award of Bids was approved by unanimous vote in favor.

RESOLUTION – *presented by City Administrator Julia Glanz*

- **Resolution No. 2874**– *to change the Employee Handbook Section 0505(K.)(1.) Family Leave to require 12 months of employment after using paid parental leave*

Mr. Boda moved, Ms. Jackson seconded, and the vote was unanimous to approve Resolution No. 2874 as presented.

MOTION TO CONVENE IN CLOSED SESSION

As there were no comments from the public, at 6:23 p.m. President Heath called for a motion to convene in Closed Session to obtain legal advice on a legal matter in accordance with the Annotated Code of Maryland §3-305(b)(7). Mr. Ireton moved, Mr. Rudasill seconded, and the vote was unanimous. Council immediately convened in Closed Session.

CONVENE IN OPEN SESSION / REPORT TO PUBLIC

While in Closed Session, at 6:40 p.m., Mr. Boda moved, Mr. Ireton seconded, and the vote was unanimous to close the Closed Session. Council immediately convened in Open Session whereby President Heath reported that Council had met in Closed Session and received an update on the negotiations of a contract.

With no further business to discuss, the Open Session adjourned at 6:42 p.m.

**CITY OF SALISBURY, MARYLAND
CLOSED SESSION
OCTOBER 22, 2018**

TIME & PLACE: 6:40 p.m., Government Office Building, Council Chambers, Room 301
PURPOSE: to consult with counsel to obtain legal advice on a legal matter
VOTE TO CLOSE: Unanimous (5-0)
CITATION: Annotated Code of Maryland §§3-305(b)(7)
PRESENT: Council President John "Jack" R. Heath, Mayor Jacob R. Day, Council Vice-President Muir Boda, Councilwoman April Jackson, Councilman James Ireton, Jr., Councilman R. Hardy Rudasill, City Administrator Julia Glanz, Deputy City Administrator Andy Kitzrow, Procurement Director Jennifer Miller, City Clerk Kimberly Nichols, and City Attorney Mark Tilghman

The City Council convened in Legislative Session on October 22, 2018 in Council Chambers, Room #301 of the Government Office Building. At 6:40 p.m., Mr. Ireton moved, Mr. Rudasill seconded, and the vote was unanimous to convene in Closed Session to consult with counsel on a legal matter.

Mayor Jacob R. Day and City Attorney Mark Tilghman reported on the final details of the draft contract negotiations and fielded questions surrounding the site and the agreed upon timeline.

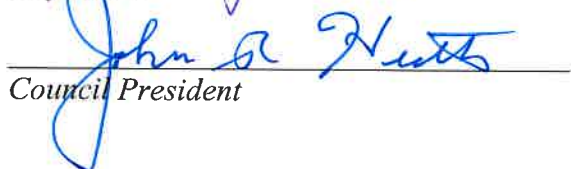
At 6:40 p.m., the Closed Session adjourned on a motion by Mr. Boda, which was seconded by Mr. Ireton and approved by unanimous vote in favor.

Council then immediately convened in Open Session and President Heath reported to the Public that Council had met in Closed Session and received an update on a contract negotiation.

Thereafter, the Open Session adjourned.



City Clerk



Council President



City of
Salisbury
Jacob R. Day, Mayor

COUNCIL AGENDA – Award of Bids

October 22, 2018

1. ITB A-19-101 \$37,000 (FY19 budget for EMS Medical Supplies)
SFD EMS Medical Supplies



City of
Salisbury
Jacob R. Day, Mayor

To: Mayor and City Council
From: Jennifer Miller
Director of Procurement
Date: October 22, 2018
Subject: Award of Bid
ITB A-19-101 EMS Medical Supplies

The Department of Procurement issued an Invitation to Bid for the purchase and delivery of EMS Supplies for the Salisbury Fire Department. The resulting award will constitute a "Requirements" contract. While the City has attempted to identify the estimated amounts of each item bid to cover its requirements, the quantity of items ordered may be different than that submitted for bidding. No minimum purchase was implied or guaranteed; thereby, the City reserves the right to decrease or increase the quantities acknowledged in the solicitation document, and said modifications do not constitute a change order. Additionally, the solicitation included a Contract Extension clause. This provides the City with the option to renew all or portions of this contract with the same terms and conditions as the original contract for two, (1) one-year terms, contingent upon sufficient budget appropriations and mutual agreement between the City and the Vendor. All subsequent renewals shall be reviewed and processed by the Department of Procurement.

The City followed standard bidding practices by advertising in the Daily Times, posting the solicitation on the City of Salisbury's Procurement Portal, notifying the City's bidder list, and advertising on the State of Maryland's website, eMaryland Marketplace. Fourteen (14) vendors submitted a bid by the due date and time of August 9, 2018, at 2:30 p.m., with one bid deemed non-responsive due to illegible and conflicting information.

The bid solicitation stated that it was the City's intent to award by schedule, and that vendors who did not submit a complete schedule may be excluded from consideration; in either case, the award would be made in the best interest of the City. This criterion was established so that the Salisbury Fire Department could procure all or most items within a schedule from the same vendor, thereby creating efficiencies in the purchasing process. Bid prices were evaluated first by "lowest complete bid schedule" (all items within a category had bid prices supplied) and then by "lowest partial bid schedule" (most all items within a category had bid prices supplied). In the event of a partial bid schedule, we took great care to recommend an award to a vendor whose comparable pricing was lower and the number of no-bid items was minimized (missing two or fewer items so as to minimize the number of non-contract items and reduce the number of single-purchase vendors).

The vendors listed below were chosen as they were either the lowest complete bid schedule or the lowest partial bid schedule on comparable items, and in all cases to vendors whose products were as requested and not deemed to be inferior.

Department of Procurement
125 N Division St., #104 Salisbury, MD 21801
410-548-3190 (fax) 410-548-3192
www.salisbury.md




City of
Salisbury
Jacob R. Day, Mayor

Schedule	Description	Vendor	Complete or Partial Schedule
A	Airway Supplies	Southeastern Emergency Equipment	Complete
B	Intravenous Supplies	Bound tree Medical, LLC	Partial (1 item No Bid)
C	Glucometer Supplies	Concordance Healthcare Solutions, LLC	Complete
D	Trauma/Bleeding Supplies	Bound Tree Medical, LLC	Complete
E	Misc. Supplies	Southeastern Emergency Equipment	Partial (1 Item No Bid)
F	LifePak 15 Supplies	Bound Tree Medical, LLC	Complete
G – Items 162-170	Physio Control Supplies	Southeastern Emergency Equipment	Complete
G – Items 171-181	Physio Control Supplies – no substitutes	Stryker	Complete

An award to multiple suppliers affords the City the opportunity to purchase, by category, the most cost effective items in an efficient manner. Purchase orders will be issued as supplies are needed. The FY19 budget for EMS Supplies (24035-546016) is \$37,000.



MEMORANDUM

To: Jennifer Miller, Director of Procurement
From: John W. Tull, Fire Chief 
Subject: Invitation to Bid #ITB-A-19-101
Date: August 24, 2018

The Fire Department has completed its evaluation of the proposed EMS medical supplies from the qualified bidders as supplied by your Department. According to the established invitation to bid, the City reserves the right to award the contract to multiple vendors. With that being said, the Department would like to award Invitation to Bid #ITB-A-19-101 to the following vendors:

- | | |
|---|---------------------------------------|
| • Schedule "A" – Airway Supplies | Southeastern Emergency Equipment |
| • Schedule "B" – Intravenous Supplies | Bound Tree Medical, LLC |
| • Schedule "C" – Glucometer Supplies | Concordance Healthcare Solutions, LLC |
| • Schedule "D" – Trauma/Bleeding Supplies | Bound Tree Medical, LLC |
| • Schedule "E" – Miscellaneous Supplies | Southeastern Emergency Equipment |
| • Schedule "F" – LifePak 15 Supplies | Bound Tree Medical, LLC |
| • Schedule "G" – Physio Control Supplies | |
| ○ Items 162 – 170 | Southeastern Emergency Equipment |
| ○ Items 171 – 181 | Stryker |

This request to award ITB-A-19-101 to the above-named companies is based on low-bid and Sole source items based on products that are tested and tied to our device specifications and clinical integrity and performance.

Should you have any questions or require additional information, please do not hesitate to contact me.