

CITY OF SALISBURY, MARYLAND

REGULAR MEETING

JUNE 10, 2019

PUBLIC OFFICIALS PRESENT

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

*Mayor Jacob R. Day
Councilwoman Angela M. Blake
Councilwoman April Jackson*

IN ATTENDANCE

City Administrator Julia Glanz, Deputy City Administrator Andy Kitzrow, Finance Director Keith Cordrey, Procurement Director Jennifer Miller, Department of Infrastructure and Development Director Amanda Pollack, Business Development Director Laura Soper, Neighborhood Relations Manager Kevin Lindsay, Fire Chief John Tull, Fire Deputy Chief James Gladwell, City Clerk Kim 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 Heath called the meeting to order and invited Pastor Dana Stauffer of the Fruitland Campus-Emmanuel Wesleyan Church to the podium to deliver the City Invocation, followed by the Pledge of Allegiance to the flag of the United States of America.

PRESENTATION

Mayor Jacob R. Day thanked President Heath, Councilwoman Blake, and Councilman Ireton for participating in the June 1, 2019 Pride on the Plaza celebration. Several cities across the United States recognize and celebrate June as LGBTQ Pride Month. The rainbow flag, also known as the LGBTQ Pride Flag, has been a symbol of pride and the LGBTQ social movements since the 1970’s. Flying the flag on the Plaza symbolizes the City’s celebration of diversity and support.

Mayor Day then presented the proclamation to recognize June 2019 as LGBTQ Pride Month in the City and encouraged all citizens to reflect on ways in which they can live and work together, with the commitment to mutual respect and understanding.

ADOPTION OF LEGISLATIVE AGENDA

Ms. Jackson moved, Mr. Boda 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. Ireton and Ms. Jackson, respectively:

- May 6, 2019 Work Session Minutes
- May 13, 2019 Council Meeting Minutes
- May 20, 2019 Work Session Minutes
- Resolution No. 2950 – approving the appointment of Lisa Howard to the Sustainability Advisory Committee for term ending June 2022
- Resolution No. 2951- declaring that Brandon C. Brittingham Realtor, PC is eligible to receive Enterprise Zone benefits for property located at 107 Williamsport Circle, Salisbury, MD

RESOLUTIONS – presented by City Administrator Julia Glanz

- Resolution No. 2952- to sign a memorandum of understanding with Salisbury University to allow the university to utilize portions of the Plant Street right-of-way to redevelop out of use industrial properties and to provide a safe multi-modal path to the student body and general public

Mr. Boda moved, Ms. Blake seconded, and the vote was unanimous to approve Resolution No. 2952.

- Resolution No. 2953- to adjust city street right of way by exchanging certain sections of land with 500 Riverside Realty, LLC near the intersection of Mill Street, Riverside Drive, Camden Avenue and West Carroll Street

Ms. Jackson moved, Mr. Boda seconded, and the vote was unanimous to approve Resolution No. 2953.

- Resolution No. 2954- accepting a donation of three trolley style vehicles and spare parts from Tri-County Council, Shore Transit Division

Ms. Jackson moved, Mr. Ireton seconded, and the vote was unanimous to approve Resolution No. 2954.

- Resolution No. 2955- accepting a donation of ten fishing poles from Timothy Spies for use at the Adventure Camp at the Salisbury Zoo and other youth programs

Ms. Blake moved, Ms. Jackson seconded, and the vote was unanimous to approve Resolution No. 2955.

- Resolution No. 2956- accepting donations from Salisbury Sunrise Rotary Foundation Inc. for the Housing and Community Development Department Neighborhood Walks/ Pop-up Bus Stops

FY20 BUDGET ORDINANCES – presented by City Attorney Mark Tilghman

- **Ordinance No. 2539**- 2nd reading- appropriating the necessary funds for the operation of the government and administration of the City of Salisbury for the period July 1, 2019 to June 30, 2020, establishing the levy for the General Fund for the same fiscal period and establishing the appropriation for the Water and Sewer, Parking Authority, City Marina and Storm Water Funds

Mr. Boda moved, Ms. Jackson seconded, and the vote was unanimous to approve Ordinance No. 2539, as amended.

- **Ordinance No. 2540**- 2nd reading- to establish that there is no rate change for water and sewer rates. It is effective for all bills dated October 1, 2019 and thereafter unless and until subsequently revised or changed.

Ms. Jackson moved, Ms. Blake seconded, and the vote was unanimous to approve Ordinance No. 2540.

- **Ordinance No. 2541**- 2nd reading- to set fees for FY2020 and thereafter unless and until subsequently revised or changed

Ms. Blake moved, Mr. Boda seconded, and the vote was unanimous to approve Ordinance No. 2541, as amended.

ORDINANCES – presented by City Attorney Mark Tilghman

- **Ordinance No. 2544**- 2nd reading- approving an amendment of the City's Capital Project Fund Budget to reallocate funding for the Riverside Circle Project

Mr. Ireton moved, Ms. Blake seconded, and the vote was unanimous to approve Ordinance No. 2544 for first reading.

- **Ordinance No. 2545**- 2nd reading- approving a budget amendment of the FY2019 General fund to appropriate additional funds for electricity for Street Lighting

Mr. Boda moved, Ms. Jackson seconded, and the vote was unanimous to approve Ordinance No. 2545 for second reading.

- **Ordinance No. 2546**- 1st reading- to amend the Salisbury Municipal Code by adding a new Section, Chapter 5.68 concerning Hotel Licensing and Inspection

Ms. Jackson moved, Mr. Boda seconded, and the vote was unanimous to approve Ordinance No. 2546 for second reading.

Mr. Tilghman would include the following language to the ordinance for second reading: "Licenses to be issued will be effective on January 1, 2020."

- **Ordinance No. 2547**- 1st reading- creating bicycle facilities on South Boulevard, Carroll Avenue, West Market Street, North Park Drive, South Park Drive, Northwood Drive, Middle Neck Drive and College Avenue in accordance with the Maryland Manual on Uniform Traffic Control Devices, Chapter 9, and as designated by the 2017 Salisbury Bicycle Network Plan

Ms. Jackson moved, Ms. Blake seconded, and the vote was unanimous to approve Ordinance No. 2547 for first reading.

AWARD OF BIDS – presented by Procurement Director Jennifer Miller

The Award of Bids, consisting of the following items, was unanimously approved on a motion by Mr. Boda that was seconded by Ms. Jackson:

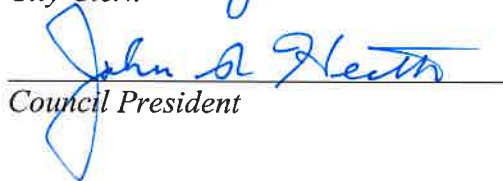
- ITB 19-123, Riverside Roundabout Construction \$1,486,495.30
- ITB 19-126, Three (3) Ford Police Utility Vehicles \$ 103,615.68
- ITB A-19-111, Body-Worn Cameras and Fleet Cameras \$ 69,804.00*
(*multi-year, renewable contract)
- RFP 19-102, Auditing Services (*multi-year, renewable contract) \$ 45,000.00*

Council discussed the vast differences in the bids for the auditing services, which led into further discussion of the City’s annual audit. Finance Director Keith Cordrey explained the first year with a new firm takes a significant amount of effort to get acquainted with the client.

ADJOURNMENT

With no further business to discuss, the meeting adjourned at 7:03 p.m.


City Clerk


Council President



City of
Salisbury
Jacob R. Day, Mayor

COUNCIL AGENDA – Award of Bids

June 10, 2019

- | | |
|---|----------------|
| 1. ITB 19-123
Riverside Roundabout Construction | \$1,486,495.30 |
| 2. ITB 19-126
Three (3) Ford Police Utility Vehicles | \$ 103,615.68 |
| 3. ITB A-19-111
Body-Worn Cameras and Fleet Cameras
(*multi-year, renewable contract) | \$ 69,804.00* |
| 4. RFP 19-102
Auditing Services
(*multi-year, renewable contract) | \$ 45,000.00* |

Department of Procurement
125 N Division St., #104 Salisbury, MD 21801
410-548-3190 (fax) 410-548-3192
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City of
Salisbury
Jacob R. Day, Mayor

To: Mayor and City Council
From: Jennifer Miller
Director of Procurement
Date: June 10, 2018
Subject: Award of Bid
ITB 19-123 Riverside Roundabout Construction

The Department of Procurement received a request from the Department of Infrastructure and Development to solicit bids for ITB 19-123 Riverside Roundabout Construction. The scope of work for this solicitation called for a qualified contractor who will furnish all labor, materials, equipment and incidentals necessary for the construction of the Riverside Roundabout, located at the intersection of Riverside Drive, West Carroll Street, Camden Avenue, and Mill Street in Salisbury, MD.

The Department of Procurement followed standard competitive bidding practices by advertising in the Daily Times, posting the solicitation on the City of Salisbury's Procurement Portal and on the State of Maryland's procurement website, eMaryland Marketplace. One (1) vendor submitted a bid by the due date and time of April 4, 2019 at 2:30 p.m.:

Vendor	Total Bid
George & Lynch, Inc.	\$1,520,702.30

George & Lynch, Inc. was deemed responsive and responsible, but the bid come in over budget. Section 2.32.050.C.1.d "Procedure for Competitive Bidding" of the Salisbury Code of Ordinances states that in the event only one responsible bidder has submitted a responsive bid, the procurement may be negotiated with the sole bidder. The Department of Infrastructure and Development worked with the contractor to value engineer the project, resulting in a negotiated contract value of \$1,486,495.30. Funds are available in the following accounts:

98117-513026-42003 Riverside Circle FY17 Bond Pool
98118-513026-42003 Riverside Circle FY18 Bond Pool

The Department of Procurement concurs with the recommendation submitted by the Department of Infrastructure and Development, and thereby requests Council's approval to award Contract RFP 19-123 Riverside Roundabout Construction to George & Lynch, Inc. in the amount of \$1,486,495.30.

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City of
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To: Jennifer Miller, Director of Procurement
 From: Amanda H. Pollack, Director of Infrastructure & Development *AP*
 Date: May 24, 2019
 Re: Contract ITB 19-123 – Award of Bids for Riverside Roundabout Construction

The Department of Infrastructure and Development recently worked with the Procurement Department to advertise a bid for the Riverside Roundabout Construction. The construction involves the remodeling of the intersection of Mill Street, Camden Avenue, West Carroll Street and Riverside Drive into a fully functioning Roundabout. The work includes Maintenance of Traffic (MOT), demolition, curb, gutter and sidewalk, milling, full depth paving, streetlights, stormwater management and signalization for the various stages of the MOT.

Bids were opened on Thursday, April 4, 2019 at 2:30 PM. for Contract ITB 19-123. One bid was received. George & Lynch, Inc. was determined to be a responsive and responsible bidder with a total base bid of \$1,520,702.30. The bid was reviewed in detail and items such as the pricing of paving, curb and gutter were all found to be consistent with Citywide contract projects.

The Engineer's construction estimate was \$1,488,812.90 and the available budget was \$1,326,000.00. Since the only bid was \$194,702.30 above the City's budget for the project, the City sought a resolution by having a value engineering meeting with the bidder. George & Lynch submitted the attached price revision spreadsheet dated April 24, 2019. The value engineering resulted in a reduction of \$34,207.00. The scope modifications included reducing message board to three for a period of 10 days, removing flowable fill for pipes abandoned in place, elimination of a 48" manhole, using existing piping through bulkhead for outfall, and using highway rated HDPE storm drain pipe in lieu of Reinforced Concrete Pipe. As a result, the revised base bid price is \$1,486,495.30.

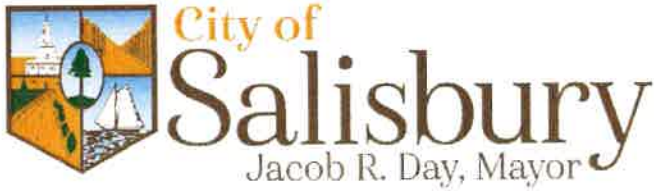
Company	Base Bid	Value Engineering	Revised Bid
George & Lynch, Inc.	\$1,520,702.30	(\$34,207.00)	\$1,486,495.30

The Department of Infrastructure and Development reviewed the bid in accordance with the contract documents. Staff called references for George & Lynch and each was complementary of the work performed and would hire the contractor again. The Department of Infrastructure and Development recommends awarding the contract to George & Lynch, Inc. for \$1,486,495.30 for the work specified in the Invitation to Bid 19-123. Funds are available in the following accounts:

98117-513026-42003 \$ 160,495.30
 98118-513026-42003 \$1,326,000.00

Amanda H. Pollack

Amanda H. Pollack, P.E.
 Director of Infrastructure & Development



To: Mayor and City Council
From: Jennifer Miller
Director of Procurement
Date: June 10, 2019
Subject: Award of Bid
ITB 19-126 Three Ford Police Utility Vehicles

The Department of Procurement received a request from the Salisbury Police Department to solicit bids for three 2019 or 2020 model year Ford Police Utility Vehicles, without upfitting.

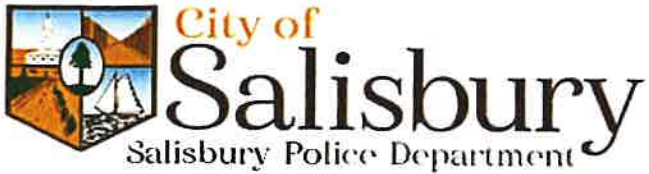
The Procurement Department followed standard competitive bidding practices by advertising in the Daily Times, on the City of Salisbury's Procurement Portal, and advertising on the State of Maryland's website, eMaryland Marketplace. A total of three (3) vendors submitted a bid by the due date and time of April 30, 2019 at 2:30 p.m.:

<u>Vendor</u>	<u>Item</u>	<u>Delivery ARO</u>	<u>Total Price</u>
Lindsay Ford, LLC (Wheaton, MD)	2020 Ford Interceptor	22-24 weeks	\$106,200.00
Hertrich Fleet Services (Milford, DE)	2020 Ford Interceptor	150 days	\$104,679.00
Apple Ford, LLC (Columbia, MD)	2020 Ford Interceptor	120 days	\$103,615.68

The lowest responsive and responsible bidder was Apple Ford, which also has the shortest delivery lead time (approx. 17 weeks). Funds are available in the Salisbury Police Department Vehicles Account, 21021-577025.

The Procurement Department requests Council's approval to award Contract ITB 19-126 Ford Police Utility Vehicles to Apple Ford, LLC, in the amount of \$103,615.68.

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To: Director of Procurement

From: Police Department

Ref: Award Recommendation for Bid # ITB 19-126

Date: May 14, 2019

In reference to Invitation to Bid # ITB 19-126 for (3) Three Ford Police Utility Vehicles, the Salisbury Police Department has reviewed the documents from the (3) Three Vendors that responded ... Apple Ford, Hertrich Fleet Services, and Lindsay Ford of Wheaton. Upon reviewing the documents, Lindsay Ford had the highest bid and the longest estimated time for delivery so they were removed from consideration. Therefore, Apple Ford and Hertrich Fleet Services were compared. Apple Ford had the lowest bid and the shortest estimated time for delivery, but did not include "Sync" in their bid. Hertrich Fleet Services' bid was \$1,063.32 (\$354.44 per vehicle) higher and their estimated delivery was (30) thirty days longer than Apple Fords' bid. However, Hertrich Fleet Services' bid did include "Sync" as specified in the bid specifications. Additional research was done in reference to the difference between Bluetooth Connectivity (which is standard in the 2020 Ford Police Utility Vehicles) and Sync Capability and it was determined that Bluetooth Connectivity would meet the Police Department's needs. Therefore, based on the fact that Apple Ford had the lowest bid and the shortest estimated delivery time; the Police Department is recommending awarding Bid # ITB 19-126 to Apple Ford.

Respectfully,

Col. D. Meienschein #0165

A handwritten signature in blue ink, appearing to read "D. Meienschein", written over the typed name.

Sgt. Scott M. Elliott #1130

A handwritten signature in blue ink, appearing to read "Sgt. Scott M. Elliott", written over the typed name.



699 W. Salisbury Parkway
Salisbury, MD 21801
410-548-3165
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City of
Salisbury
 Jacob R. Day, Mayor

To: Mayor and City Council
From: Jennifer Miller
 Director of Procurement
Date: June 10, 2019
Subject: Award of Contract
 ITB A-19-111 Body-Worn Cameras and In-Fleet Cameras

In November 2015, the Salisbury City Council approved Contract 114-16 "Purchase of Body Camera System" for the Salisbury Police Department to purchase 70 Axon body camera systems, supporting software and data storage from TASER International. At a contract cost of \$178,831.20, this complete system integrated with the TASER products and the Evidence.com data storage system that were in use by the Salisbury Police Department at that time.

In April of 2019, the Department of Procurement received a request from the Salisbury Police Department to enter into a new, multi-year contract for up to five (5) consecutive fiscal years with Axon Enterprises, Inc. (formerly TASER International), for cyclical equipment replacement and the continued software licensing and data storage for the body worn cameras and in-fleet cameras currently utilized by the police department. While the initial term of the contract is one (1) year, the City has the option to renew all or portions of this contract with the same terms and conditions as the original contract for four, (1) one-year terms, contingent upon sufficient budget appropriations and mutual agreement between the City and the Vendor.

The features of the new agreement will include:

- A body camera + license to upload for every officer (73)
- A license to access Evidence.com for every administrator (21)
- 10 TB of additional body camera storage (SPD is currently using ~6 TB)
- Three in-car camera systems to be installed in FY20
- Auto-tagging for all body & fleet cameras
- New body cameras every 2.5 years, new Fleet cameras every 5 years
- Discounts for new equipment purchases

The negotiated pricing for this contract, to begin in FY20 and continuing through FY24 (contingent upon sufficient yearly budget appropriations by the City of Salisbury), will be as follows:

Payment	Amount
Year 1 (FY20)	\$69,804.00
Year 2 (FY21)	\$69,804.00
Year 3 (FY22)	\$69,804.00
Year 4 (FY23)	\$69,804.00
Year 5 (FY24)	\$69,804.00
Total Payments	\$349,020.00

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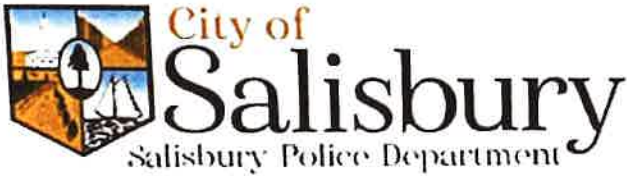
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Section 2.32.050.C.5.e "Procedure for Sole Source Procurement" of the Salisbury Code of Ordinances, sole source procurement exists "whenever the director determines that there is only one available source for the subject of a procurement contract and he/she may award the contract without competition to that source".

More accurately defined as a "single source procurement" (in which two or more vendors can supply the commodity, i.e., "body cameras", but the department selects one vendor over the others), it would be strategically advantageous to remain committed to the current system of Axon products, as a complete system replacement would be cost prohibitive.

Pending Council approval of the FY20 budget at tonight's Council meeting (June 10, 2019), the Department of Procurement hereby requests Council approval to award Contract ITB A-19-111 Body-Worn Cameras and In-Fleet Vehicles to Axon Enterprises, Inc. It is intended that all subsequent renewal requests to be processed under the Contract Extension clause will be handled in future years by the Department of Procurement, with no additional Council approval requirement.

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To: Director of Procurement

From: Police Department

Ref: New Multi-Year Body-Cam Contract

Date: April 25, 2019

In reference to Quote Q-200677-43574.949DD from Axon Enterprises for a new multi-year Body-Cam contract, the Police Department is recommending that the City enter in to the new contract. The Police Department has been utilizing the Axon Body-Cams for approximately (3) three years and has been very satisfied with the performance of the Body-Cams and the associated software. The Department has also recently begun installing the Axon Fleet In-Car camera systems in to their Patrol Vehicles. The Axon Body-Cams and Fleet In-Car camera systems integrate with each other and the Axon Evidence.com software suite. Based on the integrated use of these products and the fact that they are performing satisfactorily, it would be counterproductive and cost prohibitive to switch to a different Vendor. Additionally, by entering in to a Multi-Year contract the City would be shielded from any future price increases for the next (5) five years and would also have concrete figures for future budgeting cycles. Considering all of these factors, the Police Department feels that entering in to the Multi-Year contract is in in the best interest of the City both operationally and financially.

Respectfully,

Sgt. Scott M. Elliott #1130

Col. D. Meienschein #0165


04-25-19



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City of
Salisbury
Jacob R. Day, Mayor

To: Mayor and City Council
From: Jennifer Miller
Director of Procurement
Date: June 10, 2019
Subject: Award of Bid
RFP 19-102 Auditing Services

The Department of Procurement received a request from the Department of Finance to solicit proposals from qualified and experienced Certified Public Accountant firms to audit the financial statements for the City of Salisbury, Mitchell Landing and the Zoo Commission for up to four (4) consecutive fiscal years, FY19 through FY22. While the initial term of the contract is one (1) year, the Contract Extension clause incorporated into the solicitation 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 three, (1) one-year terms, contingent upon sufficient budget appropriations and mutual agreement between the City and the Vendor.

The Department of Procurement followed standard competitive bidding practices by advertising in the Daily Times and posting the solicitation on both the City of Salisbury's Procurement Portal and on the State of Maryland's website, eMaryland Marketplace. A total of seven (7) vendors submitted proposals by the due date and time of February 21, 2019 at 2:30 p.m. The vendors' technical proposals were evaluated by committee according to the criteria established in the solicitation document, and pricing was opened for those proposals that received a minimum qualifying score of at least 70% of the technical points available.

The evaluation criteria included the following:

<u>Criteria – Technical Proposal</u>	<u>Maximum Pts</u>
Expertise, experience and qualifications	35
Previous project performance history	20
Experience with municipal government work	15
Geographic location relative to City	5
<u>Criteria – Price Proposal</u>	<u>Maximum Pts</u>
Price and billable rates	25

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Composite scoring results are as follows:

<u>Vendor</u>	<u>Composite Score</u>	<u>Pricing (4 years combined total)</u>
PKS & Company PA (Salisbury, MD)	91	\$180,000
SB & Company, LLC (Hunt Valley, MD)	86	\$207,000
Barbacane, Thorton & Company, LLP (Wilmington, DE)	81	\$293,500
Zelenhofske Axelrod, LLC (Harrisburg, PA)	76	\$286,255
Murphy & Murphy CPA, LLC (La Plata, MD)	75	\$269,800
Cohn Reznick LLP (Baltimore, MD)	73	\$397,650
Weyrich, Cronin & Sorra, LLC (Lutherville, MD)	72	\$292,250

On April 22, 2019, the Department of Procurement issued an Intent to Award to the highest ranked respondent, PKS & Company PA, as further discussion was necessary to facilitate a successful formal award.

Pending Council approval of the FY20 budget at tonight's Council meeting (June 10, 2019), the Department of Procurement hereby requests Council approval to award contract RFP 19-102 Auditing Services, to PKS & Company PA, in the amount of \$45,000 for an FY19 Audit Engagement. It is intended that all subsequent renewal requests to be processed under the Contract Extension clause will be handled in future years by the Department of Procurement, with no additional Council approval requirement.

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