

CITY OF SALISBURY, MARYLAND

REGULAR MEETING (VIA ZOOM MEETING)

JULY 27, 2020

PUBLIC OFFICIALS PRESENT

*President John “Jack” R. Heath
Councilwoman Angela M. Blake
Councilwoman April Jackson*

*Council Vice-President Muir Boda
Councilwoman Michele Gregory*

PUBLIC OFFICIALS ABSENT

Mayor Jacob R. Day

IN ATTENDANCE

City Administrator Julia Glanz, Deputy City Administrator Andy Kitzrow, Supervisory Civil Engineer Rick Baldwin, City Attorney Mark Tilghman, and City Clerk Kimberly Nichols

CITY INVOCATION – PLEDGE OF ALLEGIANCE

The City Council met in regular session at 6:02 p.m. via a Zoom Meeting. Council President John R. Heath called the meeting to order.

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 Kimberly Nichols

The Consent Agenda consisting of the following items was unanimously approved on a motion and seconded by Mr. Boda and Ms. Blake, respectively:

- **April 20, 2020** Budget Work Session Minutes
- **July 13, 2020** Legislative Session Minutes
- **Resolution No. 3049**- approving the reappointment of William Turner to the Revolving Loan Advisory Committee for the term ending August 2024

AWARD OF BIDS – presented by Procurement Director Jennifer Miller

The Award of Bids, consisting of the following items was unanimously approved by a motion and seconded by Ms. Jackson and Ms. Blake, respectively:

Award of Bid \$585,515.00, ITB 20-128, Police Department HVAC Replacement \$585,515.00

ORDINANCE- presented by City Attorney Mark Tilghman

- **Ordinance No. 2609**- 1st reading- accepting grant funds from the Governor's Office of Crime Control and Prevention in the amount of \$1,350 under the FY21 Body Armor Program (BARM) and amending the FY2021 Grant Fund Budget to appropriate these grant funds for the purchase of eight (8) new bullet proof vests (Level II Ballistic) for Salisbury Police Officers

Ms. Jackson moved, Ms. Gregory seconded, and the vote was unanimous to approve Ordinance No. 2609 for first reading.

- **Ordinance No. 2610**-1st reading- approving a budget amendment of the FY21 General Fund Budget to appropriate insurance proceeds received in FY21 to aid in the purchase of a new vehicle for the Police Fleet

Ms. Jackson moved, Mr. Boda seconded, and the vote was unanimous to approve Ordinance No. 2610 for first reading.

PUBLIC COMMENTS

Deputy City Administrator Andy Kitzrow announced that Bruce Wharton passed away today from COVID-19.

COUNCIL COMMENTS

President Heath asked everyone to continue practicing social distancing and to wear their masks.

City Administrator Julia Glanz

Ms. Glanz reported the new circle was open and looks great, with guard rails and cross walks to be installed the next day. The Gateway to Downtown and Camden signs would be installed soon.

Mr. Boda asked everyone to support their local businesses and restaurants, to stay safe and cool.

Ms. Jackson said Bruce Wharton was an outstanding man who helped the community for many years. She asked for a proclamation to be presented from the City of Salisbury. Wednesday, July 29, 2020 at 6:00 p.m. was the Community Mural Input Meeting at the VFW Post 10159.

Ms. Blake asked those who were healthy to donate blood, stay safe and out of the heat.

Ms. Gregory asked everyone to wear their masks

ADJOURNMENT

With no further business to discuss, the Legislative Session adjourned at 6:22 p.m.

Kimberly R. Nichols

City Clerk

John R. Kento

Council President



City of
Salisbury
Jacob R. Day, Mayor

COUNCIL AGENDA – Award of Bids

July 27, 2020

- | | |
|----------------------------------------------|--------------|
| 1. Award of Bid | \$585,515.00 |
| ITB 20-128 | |
| Salisbury Police Department HVAC Replacement | |



City of Salisbury

Jacob R. Day, Mayor

To: Mayor and City Council
From: Jennifer Miller
Director of Procurement
Date: July 27, 2020
Subject: Award of Bid
ITB 20-128 Salisbury Police Department HVAC Replacement

The Department of Procurement received a request from the Department of Infrastructure and Development to solicit bids from qualified and experienced contractors to furnish all labor, materials and equipment necessary to replace the HVAC system at the Salisbury Police Department.

The City followed standard bidding practices by publicly posting the solicitation on the City of Salisbury's Procurement Portal and the State of Maryland's website, eMaryland Marketplace Advantage. Three (3) vendors submitted a bid by the due date and time of July 1, 2020 at 2:30 p.m. The departmental memo provides a recap of the pricing submitted by vendor.

The Department of Procurement hereby requests Council's approval to award Contract ITB 20-128 to Electrical Automation Services, Inc. in the amount of \$585,515.00.



City of
Salisbury
Jacob R. Day, Mayor

To: Jennifer Miller, Director of Procurement
From: Amanda H. Pollack, Director Infrastructure & Development
Date: July 13, 2020
Re: ITB 20-128 Salisbury Police Station HVAC Replacement

The Department of Infrastructure and Development worked with the Department of Procurement to advertise an Invitation to Bid for replacement of the Salisbury Police Station HVAC system. The project includes the removal of the existing HVAC equipment that is past its expected lifespan and replacement with new equipment of greater efficiency. The goal is for improved conditioning of air in various spaces throughout the Police Station. The scope of work includes removal and replacement of sixty-four (64) water source heat pumps, the Chiller, a dedicated Outdoor Air System Unit, the Cooling Tower, an Electric Heater Unit, all controls, and start-up & commissioning.

Bids were opened on July 1, 2020. Three bids were received and are tabulated below:

Bidder	Total Bid
Electrical Automation Services, Inc.	\$585,515.00
Hancock and Son Plumbing, LLC	\$660,000.00
Denver_Elek, Inc.	\$972,300.00

The apparent low bidder, Electrical Automation Services, was deemed to be responsive and responsible to the requirements of the bid documents. Electrical Automation Services' bid documents and references were reviewed by GHD and deemed to be satisfactory for successful completion of this project. A letter dated July 9, 2020 from GHD is attached and includes reference checks and a recommendation of award.

The Department of Infrastructure and Development recommends awarding ITB 20-128 to Electrical Automation Services. Please issue a Purchase Order to Electrical Automation Services, Inc. in the amount of \$585,515.00 for the work specified in ITB 20-128. Funds are available in the following accounts:

98119-513026-43021	\$ 200,000.00
98119-513026-43024	\$ 385,515.00

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



July 9, 2020

Department of Procurement
City of Salisbury
125 N. Division Street, Room 104
Salisbury, MD 21801

Attn: Jennifer Miller, CPPO, CPPB
Director

Re: Recommendation for Award
City of Salisbury - Police Station HVAC Upgrades
GHD No. 11206269

Dear Ms. Jennifer Miller:

Three (3) bids were received and opened for the above referenced project on July 1, 2020. The bids are tabulated below:

Table 1: Bid Results

BIDDER	TOTAL BID
Electrical Automation Services, Inc.	\$585,515.00
Hancock and Son Plumbing, LLC	\$660,000.00
Denver-Elek, Inc.	\$972,300.00

Note: Pricing for Add Alternate #1 is not included in total bid price listed above

Electrical Automation Services, Inc., 3410 Mountain Road, Pasadena, MD 21122, is the apparent low bidder at \$585,515.00 and is \$74,485 (11.3%) less than the next lowest bid. The bid is approximately 18.8% less than the Engineer's estimate of \$720,640.00.

Based on a review of Electrical Automation Services, Inc.'s bid proposal, the apparent low bidder is deemed to be responsive and responsible to the requirements of the bid documents. In reviewing Electrical Automation Services, Inc.'s bid package, we were able to verify that they had complied with the bid proposal requirements.

Electrical Automation Services, Inc. provided the following document(s), which GHD has reviewed after the bid submission:

- List of References

References were provided by Electrical Automation Services, Inc., and all were contacted as part of the bid review process. Electrical Automation Services, Inc. has worked on several local chiller replacement, cooling tower replacement, and HVAC projects in the City of Salisbury and County of Wicomico. Summaries of reference are listed below:

Type of Project:	Replace Water Source Heat Pumps
Company Name:	Wicomico County Government Courthouse
Address:	28562 Owens Branch Road
City, State, Zip Code:	Salisbury, MD 21801
Contact Person:	Pate Matthews
Telephone Number:	410-572-4134
Dates of Service:	01/19/2019 - 08/15/2019
Date of Project Completion:	08/15/2019
Local Gov't Contact for Project:	Pate Matthews
Key Organization Contact:	Pate Matthews
Type of Project:	HVAC Replacement
Company Name:	Wicomico County Government Nursing Home
Address:	28562 Owens Branch Road
City, State, Zip Code:	Salisbury, MD 21801
Contact Person:	Pate Matthews
Telephone Number:	410-572-4134
Dates of Service:	01/21/20 to current
Date of Project Completion:	On hold for COVID 19
Local Gov't Contact for Project:	Pate Matthews
Key Organization Contact:	Pate Matthews
Type of Project:	Chiller Replacement
Company Name:	Wor-Wic Community College
Address:	32000 Campus Drive
City, State, Zip Code:	Salisbury, MD 21804
Contact Person:	Will Preneta
Telephone Number:	wpreneta@worwic.edu
Date of Service:	04/22/2019 - 04/25/2019
Date of Project Completion:	04/25/2019
Local Gov't Contact for Project:	n/a
Key Organization Contact:	Alison Canada 410-334-2918

Reference Project #1 - Wicomico County Government Courthouse – Replace WSHPs

Reference Project #2 - Wicomico County Government Nursing Home – HVAC Replacement

Based on a telephone conversation on July 9, 2020 with Pate Matthews, the following project areas for the 1st and 2nd referenced projects were reviewed:

Project Schedule: The owner was very satisfied with the Contractor's work schedule for the 1st project. The 2nd project has been placed on hold due to COVID-19.

Project Budget/Change Orders: The owner was satisfied with the Contractor's budget and very satisfied with change order levels.

Project Quality: The owner was very satisfied with the Contractor's work quality.

Summary: Owner would work with Contractor again and recommend them to other Owners

Reference Project #3 – Wor-Wic Community College

Based on a telephone conversation on July 9, 2020 with Will Preneta, the following project areas for the 3rd referenced project were reviewed:

Project Schedule: The owner was satisfied with the Contractor's work schedule

Project Budget/Change Orders: The owner was satisfied with the Contractor's budget and change order levels.

Project Quality: The owner was very satisfied with the Contractor's work quality.

Summary: Owner would work with Contractor again and recommend them to other Owners

Summary and Recommendation

Based on our review of Electrical Automation Services, Inc.'s bid and surveys of job references, it appears that they are capable of completing a project of this nature and size. We see no reason not to recommend the award of the project in the amount of \$585,515.00 to Electrical Automation Services, Inc.

If you have any questions regarding this recommendation of award, please feel free to contact either Vince Maillard or myself.

Sincerely,

GHD INC.

Dylan Desimone

Dylan Desimone
Senior Project Manager

CC: Vince Maillard, PE, GHD
Amanda Pollack, City of Salisbury
Richard Baldwin, City of Salisbury
Michael Lowe, City of Salisbury

Attachments: Contractor Bid Response