



100 West Washington Street, Suite 1101 | Hagerstown, MD 21740-4735 | P: 240.313.2200 | F: 240.313.2201
WWW.WASHCO-MD.NET

BOARD OF COUNTY COMMISSIONERS
October 29, 2019
OPEN SESSION AGENDA

08:00 A.M. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE
CALL TO ORDER, *President Jeffrey A. Cline*
APPROVAL OF MINUTES – October 22, 2019

08:05 A.M. CLOSED SESSION

(To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals; To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State; To consult with counsel to obtain legal advice on a legal matter; & To consult with staff, consultants, or other individuals about pending or potential litigation; To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the development of fire and police services and staff; and (ii) the development and implementation of emergency plans.)

10:00 A.M. RECONVENE IN OPEN SESSION

10:05 A.M. COMMISSIONERS' REPORTS AND COMMENTS

10:15 A.M. REPORTS FROM COUNTY STAFF

10:25 A.M. CITIZENS PARTICIPATION

10:30 A.M. PRESENTATION OF FARM OF THE YEAR 2019-2020 – *Leslie Hart, Agricultural Business Specialist, Department of Business Development, Susan Small, Director, Department of Business Development and Jill Miller, President of the AG Marketing Advisory Committee*

10:40 A.M. INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-19-0024) ONE (1) NEW 2020 FORD SUPER DUTY F-550 REGULAR CAB TRUCK WITH SUMMIT JOURNEYMAN ELECTRIC CRANE – *Brandi Naugle, CPPB, Buyer, Purchasing Department and Mark Bradshaw, PE, Deputy Director, Engineering Services, Department of Water Quality*

10:45 A.M. CONTRACT AWARD (PUR-1444) FOR GASOLINE AND DIESEL FUEL DELIVERIES – *Brandi Naugle, CPPB, Buyer, Purchasing Department*

10:50 A.M. BID AWARD (PUR-1445) – SWIMMING POOL AND WATER/WASTEWATER TREATMENT CHEMICALS – *Brand Naugle, CPPB, Buyer, Purchasing Department and Jeremy Mose, Deputy Director, Water Quality*

- 10:55 A.M. CONTRACT AWARD (PUR-1446) – FINANCIAL ADVISOR SERVICES – *Rick Curry, CPPO, Director, Purchasing Department and Kelcee Mace, Deputy Director, Division of Budget and Finance*
- 11:00 A.M. CONTRACT AWARD (PUR-1447) – EMERGENCY SERVICES SPECIAL PROCEDURES AND AUDITING SERVICES – *Rick Curry, CPPO, Director, Purchasing Department, Sara Greaves, Chief Financial Officer and R. David Hays, Director, Division of Emergency Services*
- 11:15 A.M. ALTERNATE MITIGATION CONTRIBUTION FORMULA CHANGES – *Kirk C. Downey, County Attorney and Stephen T. Goodrich, Director, Department of Planning and Zoning*
- 11:25 A.M. SOLID WASTE SUPERVISOR CONSOLIDATION PLAN – *David A. Mason, P.E., Deputy Director, Division of Environmental Management*
- 11:45 A.M. BRUCE BEREANO LETTER OF SERVICE – *Robert Slocum, County Administrator*
- 11:50 P.M. RECESS

EVENING MEETING AT THE MAUGANSVILLE RURITAN

Location: 18007 Maugans Avenue, Hagerstown, MD

- 06:00 P.M. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE
CALL TO ORDER, *President Jeffrey A. Cline*
- 06:05 P.M. TOWN OF MAUGANSVILLE LEADERS' REPORTS AND COMMENTS
- 06:10 P.M. COMMISSIONERS' REPORTS AND COMMENTS
- 06:20 P.M. REPORTS FROM COUNTY STAFF
- 06:30 P.M. CITIZENS PARTICIPATION
- 06:40 P.M. ADJOURNMENT



Agenda Report Form

Open Session Item

SUBJECT: Presentation of Farm of the Year 2019-2020

PRESENTATION DATE: October 29, 2019

PRESENTATION BY: Leslie Hart, Agricultural Business Specialist, Department of Business Development, Susan Small, Director, Department of Business Development and Jill Miller, President of the AG Marketing Advisory Committee

RECOMMENDED MOTION: N/A

REPORT-IN-BRIEF: The 2019-2020 Farm of the Year has been selected. Members from the Farm of the Year will be in attendance at the BOCC meeting. Presentation of plaque and certificate to the owners by the BOCC.

DISCUSSION: N/A

FISCAL IMPACT: N/A

CONCURRENCES: Susan Small, Director, Business Development

ALTERNATIVES: N/A

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: Photo will be taken with Farm of the Year and BOCC Leslie Hart will bring wooden Proclamation and outdoor Plaque



Open Session Item

SUBJECT: Intergovernmental Cooperative Purchase (INTG -19-0024) One (1) New 2020 Ford Super Duty F-550 Regular Cab Truck with Summit Journeyman Electric Crane

PRESENTATION DATE: October 29, 2019

PRESENTATION BY: Brandi Naugle, CPPB, Buyer, Purchasing Department and Mark Bradshaw, PE, Deputy Director, Engineering Services, Department of Water Quality

RECOMMENDED MOTION: Move to authorize by Resolution, the Washington County Department of Water Quality to purchase one (1) new 2020 Ford Super Duty F-550 DRW XL 4WD Regular Cab Truck with a Summit Journeyman Electric Crane from 72 Hour LLC, dba National Auto Fleet Group of Watsonville, CA; at a cost of \$92,678.00 and to utilize another jurisdiction's contract, Sourcewell contract number 120716-NAF (Formally known as NJPA, National Joint Powers Association) that was awarded by Sourcewell for the period of January 17, 2017 through January 17, 2021 with an option to renew up to one additional one year term.

REPORT-IN-BRIEF: On July 3, 2019 the county advertised an Invitation to Bid for one (1) New Pickup truck with the same specifications as the above listed vehicle and received no bids.

The Code of the Public Laws of Washington County, Maryland (the Code) §1-106.3 provides that the Board of County Commissioners may procure goods and services through a contract entered into by another governmental entity, in accordance with the terms of the contract, regardless of whether the County was a party to the original contract. If the Board of County Commissioners determines that participation by Washington County would result in cost benefits or administrative efficiencies, it could approve the purchase of this vehicles in accordance with the Code referenced above by resolving that participation would result in cost benefits or in administrative efficiencies.

The County will benefit with direct cost savings in the purchase of this vehicle because of the economies of scale this contract has leveraged. Acquisition of this vehicle by utilizing the Sourcewell contract and eliminating our County's bid process would result in administrative efficiencies and cost savings for the Washington County Department of Water Quality and Purchasing Department. I am confident that any bid received as a result of an independent County solicitation would exceed the spend savings that Sourcewell's contract provides through this agreement.

DISCUSSION: N/A

FISCAL IMPACT: Funds are budgeted in the Department of Water Quality's Capital Improvement Plan (CIP) account (VEH010).

CONCURRENCES: Dan Divito, Director of Water Quality.

ALTERNATIVES: 1. Re-Advertise a formal bid and the County could possibly incur a higher cost for the purchase, or 2. Do not award the purchase of the truck.

ATTACHMENTS: 72 Hour LLC dba National Auto Fleet Group quote, October 14, 2019.

AUDIO/VISUAL NEEDS: N/A



National Auto Fleet Group

A Division of Chevrolet of Watsonville

490 Auto Center Drive, Watsonville, CA 95076

[855] 289-6572 • [831] 480-8497 Fax

Fleet@NationalAutoFleetGroup.com

9/13/2019

10/14/2019 Re-Configured

Quote ID: **11465 R1**

Order Cut Off Date: **TBA**

Mr Mark Bradshaw
Washington County Dept of Water Quality
16232 Elliott Parkway
Williamsport, Maryland, 21795

Dear Mark Bradshaw,

National Auto Fleet Group is pleased to quote the following vehicle(s) for your consideration.

One (1) New/Unused (2020 Ford Super Duty F-550 DRW (F5H) XL 4WD Reg Cab 169" WB 84" CA, Summit Truck Equipment Quote) and delivered to your specified location, each for

	One Unit
Contract Price	\$42,435.00
Summit Truck Equipment Quote	\$50,243.00
Tax (0.0000 %)	\$0.00
Tire fee	\$0.00
Total	\$92,678.00

- per the attached specifications.

This vehicle(s) is available under the **Sourcewell (Formerly Known as NJPA) Contract 120716-NAF** . Please reference this Contract number on all purchase orders to National Auto Fleet Group. Payment terms are Net 20 days after receipt of vehicle.

Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.

Sincerely,

Jesse Cooper
Account Manager
Email: Fleet@NationalAutoFleetGroup.com
Office: (855) 289-6572
Fax: (831) 480-8497

Quoting Department
Account Manager
Fleet@NationalAutoFleetGroup.com
(855) 289-6572



In order to Finalize your Quote, please submit this purchase packet to your governing body for Purchase Order Approval. Once you issue a Purchase Order please send by:

Fax: (831) 480-8497

**Mail: National Auto Fleet Group
490 Auto Center Drive
Watsonville, CA 95076**

Email: Fleet@nationalautofleetgroup.com

We will then send a W-9 if you need one

**Please contact our main office with any questions:
1-855-289-6572**



Summit Truck Bodies

Date: 10-08-2019 Rev: 0
 QUOTE IS VALID FOR 30 DAYS

David Thornberry
 (740) 516-7371 - Mobile
 dthornberry@summitbodies.com

To: Ben Rodriguez
 National Auto Fleet Group
 490 Auto Center Drive, Watsonville, CA 95076
 855-289-6572

Again, I want to thank you for the opportunity to serve your needs. Feel free to contact me directly with any questions at (740) 516-7371

FITS TRUCK TYPE	SERVICE BODY TYPE	PAYMENT TERMS	STE / VIN
2020 Gas Ford F550 4X4	Summit Series 7 132" Body	Due on receipt	TBD

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	<p>Summit 7 Series 11 Foot Body, Summit Journeyman 622E Electric Crane - Rated at 36,000 ft-lbs, Summit Aluminum Drawer Package, Welder Riser, Standard Headboard with LED Stop, Turn and Tail Lights. LED Compartment and Body Lights. Standard Line-X areas: Cargo Area, Bumper Work Surface and step, Wheel well reinforcement, Lower edge of body, Top of sidepacks, Fronts of sidepacks. Standard Rubberized body undercoat.</p> <p>Installed On:</p> <p>Customer Supplied - 2020 Ford F550 4X4, 19,500 GVW, Low Deflection Package, 7.3L 2V DEVCT NA PFI V8 Gas, TorqShift 10-Speed Automatic</p> <p>Customer to ship chassis to 990 Vernon Rd., Wathena, KS 66090 for upfitting. Chassis assumed to be upfit ready. Any additional chassis modification will be added to cost. Freight quoted using a drive-away company for delivery</p>	50,243.00	50,243.00

Please sign below or list PO number(s) to place order for this Equipment

Accepted By: _____ Date _____

Please e-mail to: dthornberry@summitbodies.com

TOTAL PRICE	50,243.00
DOC CHARGE	
DELIVERY	Included to Hagerstown, MD
TOTAL INVESTMENT	50,243.00

*Price does not include any applicable taxes

P.O. Box 800 Fort Lupton, CO 80621
WWW.Summitbodies.com

David Thornberry
 (740) 516-7371 - Mobile
 dthornberry@summitbodies.com

Body Construction as follows:

- 12ga Galvannealed Steel American Mill - 132" long
- 1/8" Aluminum Doors with Full Length Aluminum Piano Style Hinges
- Automotive Style Weather Stripping Around all Compartment Doors
- Gas Strut Door Closers
- Compression Latches with Three Point Contact
- 22" Deep Side-packs
- Grab Handles Installed on Rear of Body
- 50" Wide Cargo Floor
- 6000# flush mount swivel D-rings installed in cargo area (three per side)
- 12" High Aluminum Tailgate

Driver Side:

- Side-pack - All Compartments 50" High

D1-D2 Combined: 58.5" Wide Compartment

- Summit Aluminum Drawer Pack with Three(3) 3", Three(3) 5", and One(1) 7" Drawers 38" Wide x 18" Deep - All drawers rated @ 500# and mounted on roller slides. Includes Full Compartment Width Shelf (58.5") with Adjustable Dividers mounted on top of Drawer Pack.
- Two(2) Adjustable Aluminum Shelves with Dividers, Located under Full Width Shelf in Rear Section of Split Compartment

D - 3: 43" Wide Compartment - Over Wheel Well

- One(1) Adjustable Aluminum Shelf with Dividers

D - 4: 30.5" Wide Compartment

- Two(2) Adjustable Aluminum Shelves with Dividers

Passenger Side:

- Side-pack - 62" High First Compartment, Remainder of Compartments 50" High

P - 1: 36" Wide Compartment

- Combination Compartment with Front Section Reinforced and Vented for Torch Bottles - Includes Bolt-in Tank Retainer and Ratchet Strap
- Three(3) Adjustable Aluminum Shelves with Dividers, Located in Rear of Partitioned Compartment

P - 2: 22.5" Wide Compartment

- Two(2) Adjustable Aluminum Shelves with Dividers

P - 3: 43" Wide Compartment - Over Wheel Well

- One(1) Adjustable Aluminum Shelf with Dividers

P - 4: 30.5" Wide Compartment

- Crane Pedestal, Crane Controls, and Body Control Panel

Electrical Features:

- 12v LED Light Fixture in Each Compartment with Switches Installed in Crane Pedestal Compartment
- Compartment Lights Automatically Turn On When Park Brake Is Set
- Two(2) Six-Position Switch Panels Installed One(1) in Cab and One(1) in Passenger Side Rear Compartment for Controlling Work and Compartment Lights
- Four(4) Rectangular LED Work Lights
 - Two(2) Installed on Headache Rack Rear Facing
 - Two(2) Installed on Rear of Body Rear Facing
- Backup alarm installed under bumper

Additional Features:

- Rear Outrigger - Full Manual (Manual In/Out - Manual Up/Down)
- 24" Tool Bumper with Door Each Side and Divider in Compartment - Standard Automotive Style 2" Receiver Hitch 10,000# Maximum
 - Grip Strut on Bumper Step
- Seven way RV style trailer plug
- Mount for Wilton 1765 Vise (Shipped Loose)
- One(1) Hose Retainer (Shipped Loose)
- Installation of Chassis Supplied Backup Camera

Crane Electric Summit Journeyman 622E Rated at 36,000 ft-lbs

- Capacity Rating 3600# @ 10' - 2250# @ 16' - 1640# @ 22'
- Maximum Vertical Lift From Crane Base: 22'-2"
- Maximum Horizontal Lift From Centerline of Crane: 21'-10"
- Winch Specification: Rope Diameter 5/16" - Line pull speed 30 ft/min - Rotation (worm gear) Continuous 360 degree power
- Boom Elevation: -10 to + 75 degrees
- 2 Stage Boom: 1st Stage: Hydraulic 71 3/4", 2nd Stage Hydraulic 72" , Standard Boom Length 9' 10" from Centerline of Crane
- 12V Electric over Hydraulic Power Supply (1.3 gpm @ 2800 psi)

Welder and Welder Accessories:

- Welder Riser (Welder Not Included)

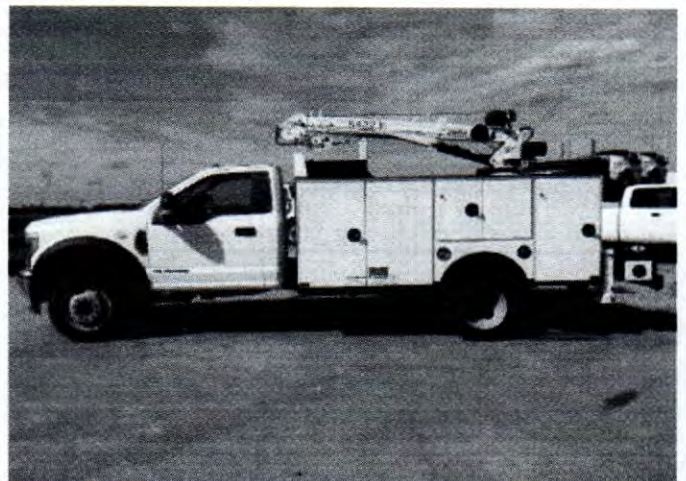
Paint and Placards:

- Paint Body Single Stage White
- Epoxy Primer Seal for Adhesion
- Rubberized Undercoat Applied to Underside of Body
- Safety Placards and Decals
- Parts and Operations Manuals for All Furnished Equipment

Bed-Liner Applied To:

- Cargo Area
- Bumper Top and Step
- Lower Edge of Side-packs (Full Length)
- Front of Side-packs (Full Length)
- Top of Side-packs (Full Length)
- Wheel Wells

Pictures of a Similar Unit (May Not Reflect Actual)







DRAWER PACKS

FEATURES

- New and improved drawer systems design!
- Attractive and corrosion free lightweight .125 aluminum construction
- Single action extruded aluminum handle assembly for ease of use
- Lockable drawers with replaceable key cylinders to help protect your tools & parts.
- Fully extendable heavy-duty 600 lbs* ball bearing slides for durability
- Lock-in & lock-out slides: Allow technicians the ability to lock-out drawers when parked on uneven surfaces.
- Removable drawer makes it easy to bring the tools to the job.
- Telescoping integrated top shelf with divider to make the most use out of your valuable space.
- Optional egg-crating is available to organize small tools & parts.
- Optional work tray to increase work surface.
- Powder coat options add color & durability
- Cycle, load, shock, impact damage, incline & vibration tested.

SPECIFICATIONS

- 600lbs. rated drawer slides
- Drawer combinations in 3", 5", 7" depths
- Custom widths from 12" - 50" in 2" increments
- Custom depths from 12" to 24" in 2" increments
- Overall drawer depth = drawer depth + 1" for the latch assembly
- Custom riser heights starting from .5"



PARTS BIN

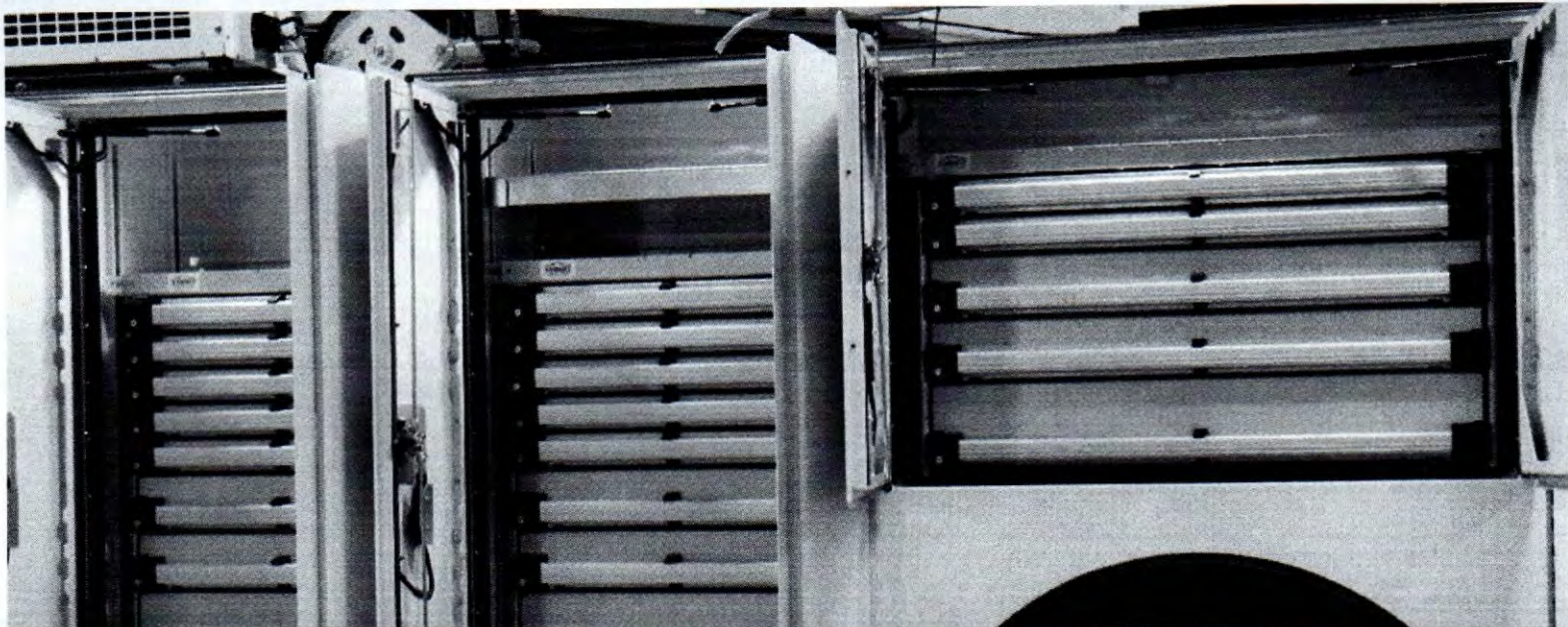
FEATURES

- Attractive and corrosion free lightweight .125 aluminum construction.
- Weld-free design improves surfaces edges and finishes.
- Pull style handles for easy access.
- Effortlessly remove drawers as needed.
- Removable door enclosure with a carabiner to hold doors closed and prevent the drawers from shifting. You can easily find compatible paddle locks to replace the carabiner.
- Telescoping integrated top shelf is adjustable to fit your compartment.
- Each bin drawer includes removable aluminum dividers to help organize small parts.
- Custom design to make the most of your storage space.

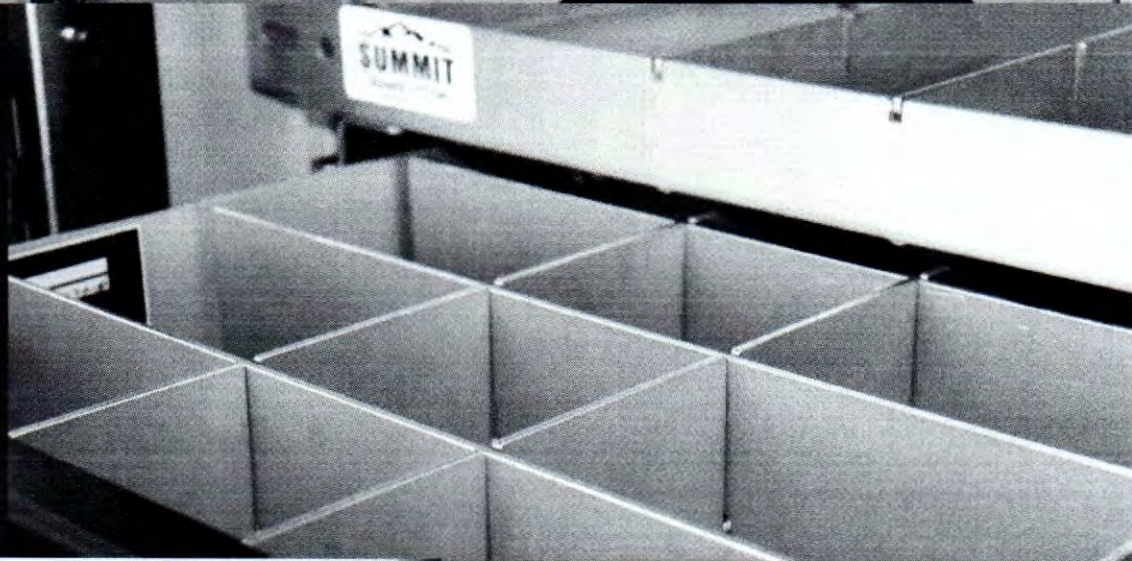
SPECIFICATIONS

- Overall Parts Bin Depth: 18.25"
- Drawer Size: 6" width by 3" Height
- Standard Riser: 3.25"





**OPTIONAL
EGG
CRATING
AVAILABLE!**

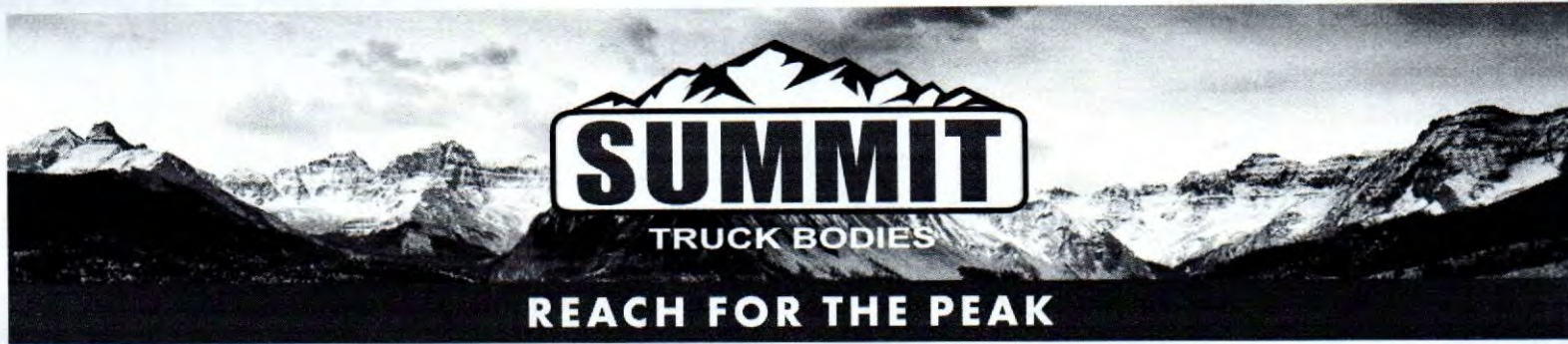


**BRING STYLE AND COLOR
TO YOUR DRAWER PACKS
AND HAVE THEM
WRAPPED TO MATCH
YOUR SERVICE TRUCK
GRAPHICS.**

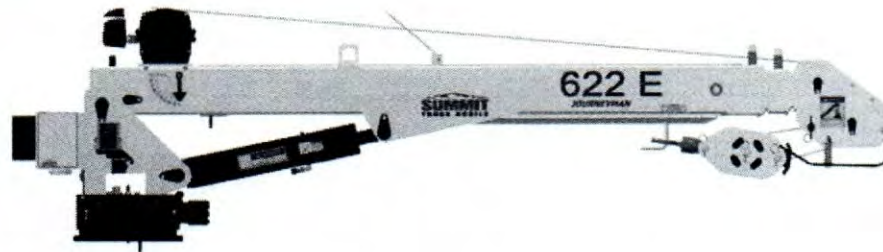


SUMMIT DRAWER SYSTEMS LIMITED LIFETIME WARRANTY

Summit Drawer Systems stands behind our product value, quality and reliability. Our limited warranty covers the materials and workmanship of our products. Visit our website to view the complete warranty.

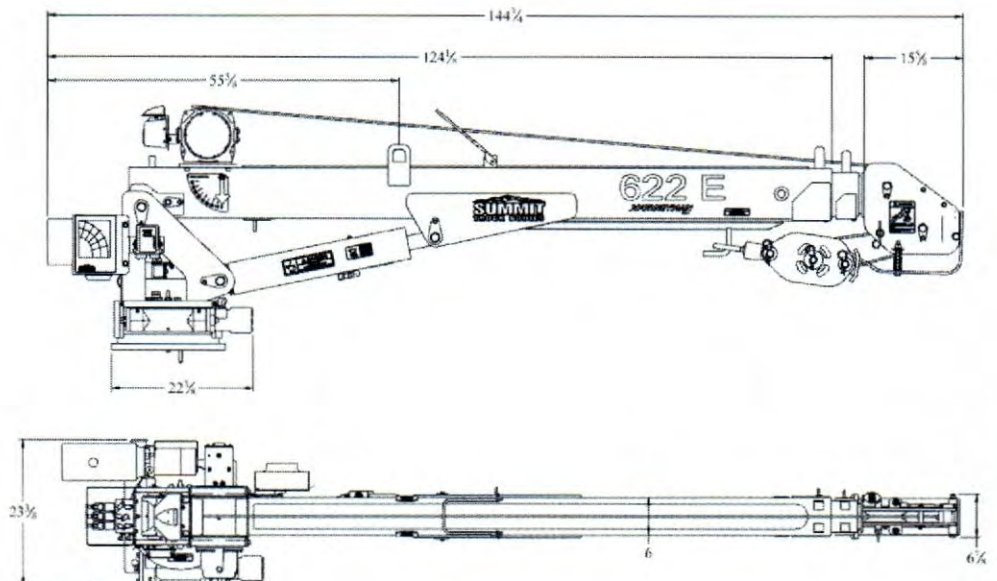
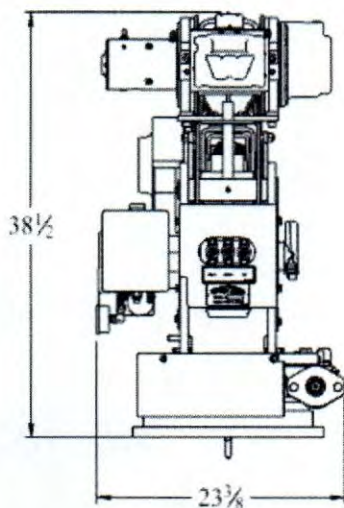


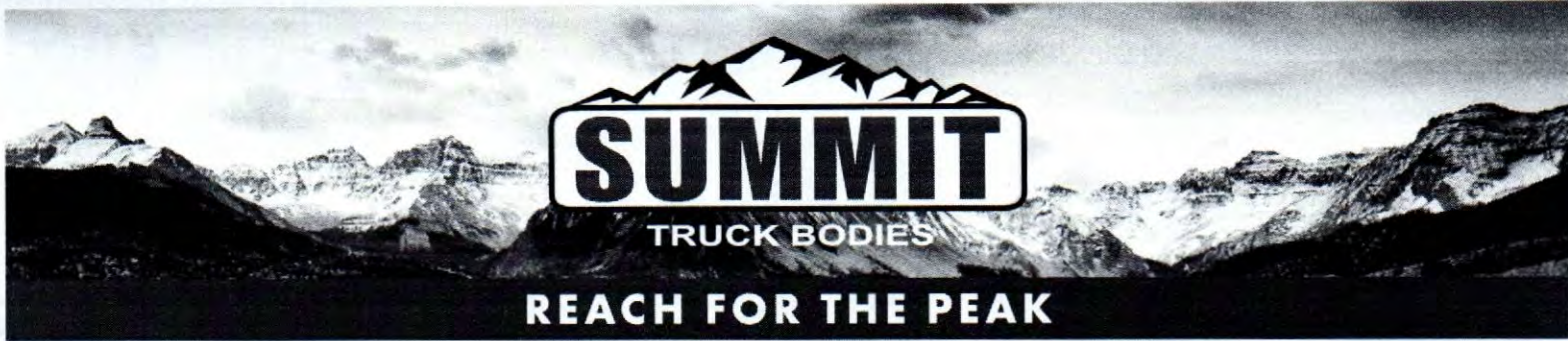
ELECTRIC CRANE MODEL 622E



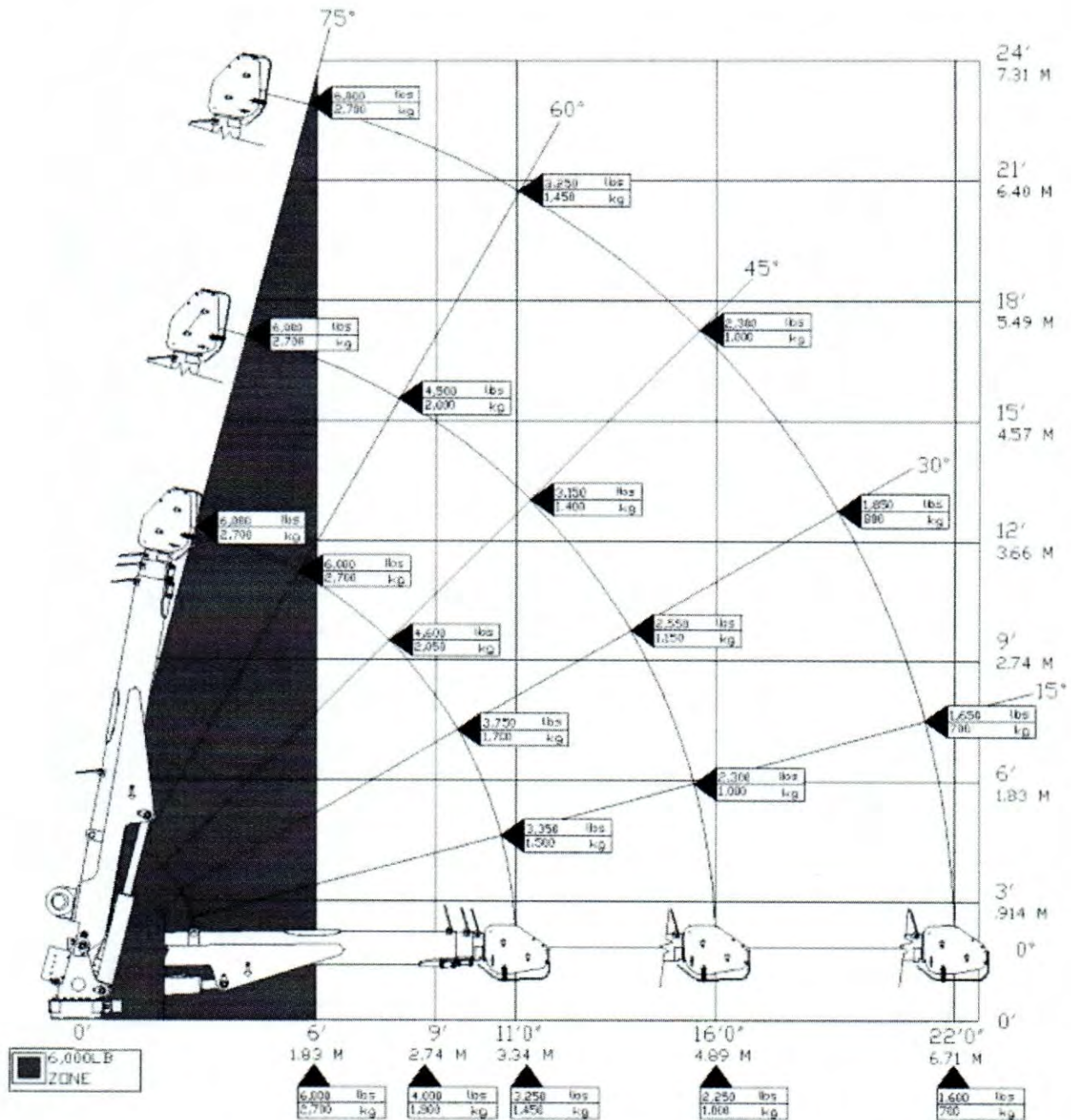
SPECIFICATIONS

▶ Max Lifting Capacity	6,000 lbs. (2721.5 kg)	▶ Max. Double Part Line	6,000 lbs. (2720 kg)
▶ Crane Rating	36,000 ft-lbs. (48.8 kN-m)	▶ Rotation	360° Continuous
▶ Standard Boom Length	9' 10" (2.9 m) from CL of Crane	▶ Lifting Capacities	3,600 lbs. @ 10' (1632 kg @ 3.0 m)
▶ Boom Extension	1st Stage Hydraulic 71 3/4" (1.8 m) 2nd Stage Hydraulic 72" (1.8 m)		2,250 lbs. @ 16' (1020 kg @ 4.8 m)
▶ Max. Horizontal Reach	21' 10" (6.6 m) from CL of Crane	▶ Mounting Space Req'd	18" x 18" (45.7 cm x 45.7 cm)
▶ Boom Elevation	-10° to +75°	▶ Approx. Ship Weight	1,817 lbs. (825 kg)
▶ Rope Diameter	5/16" (0.79 cm)	▶ Controls	Wireless Control System Standard
▶ Max. Winch Line Pull Speed	30 ft/min (9.1 m/min)	▶ Power Supply Req'd	12VDC Hydraulic Power Unit
▶ Max. Single Part Line	3,000 lbs. (1360 kg)		1.3 gpm (4.9 lpm) @ 2800 psi





CRANE MODEL 622E



WEIGHT OF LOAD HANDLING DEVICES ARE PART OF THE LOAD LIFTED AND MUST BE DEDUCTED FROM THE CAPACITY. MAXIMUM 1-PART LINE CAPACITY IS 2000LBS (907KG), FOR GREATER LOADS, USE 2-PART LINE.

7-SERIES

For lighter applications, we offer the 7-Series service body which is designed for a 19,500 GVW chassis. It can accept any crane up to a 6,000 lb. capacity and is constructed of 12 ga. galvanized steel and aluminum doors. It is an ideal option for those who require the additional maneuverability that a smaller truck provides. Ease of use and flexibility make it an excellent choice for many fleets.

CONSTRUCTION

Body Weight 4,980 lbs.
Width 94"
Length 11'
Body Rating 38,000 ft. lbs.
Materials 12 gauge

CARGO DECK

Width 50"
Depth 132"

SIDE PACK

Height 50-62"
Depth 22"

OTHER DIMENSIONS

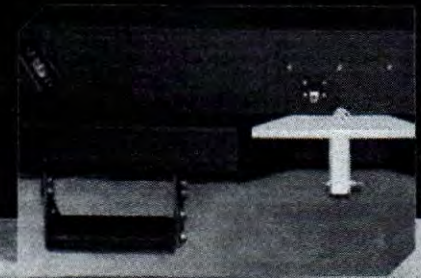
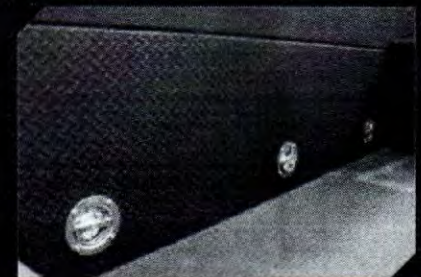
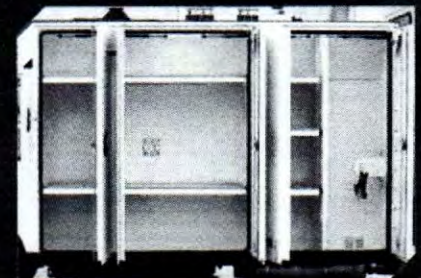
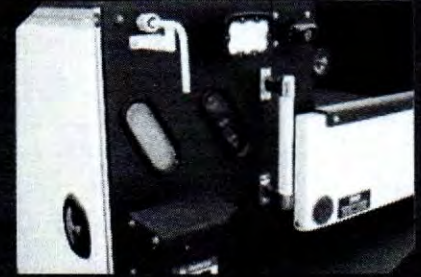
Workbench Depth 24"
Tailgate Height 12"
Storage Capacity 150 cu. ft.



READY FOR ANYTHING

PAINT

- Three step paint process - phosphate wash, PPG epoxy primer and PPG Delfleet top coat
- Single stage finish coat on all external areas of body and accessories carries 5 year PPG warranty against rust and corrosion
- Endless color options (base / clear also available upon request)
- Line-X coating on bed, bumper, side pack top, side pack front, and full length of bottom edge of sidepack
- Rubberized undercoating applied to entire underside of body to optimize longevity



BODY FEATURES

- Galvanized steel body construction (10 and 12 Ga.)
- 1/8" aluminum bolt on doors with internal frame
 - Full length piano style stainless steel hinges
 - 5000 hours of salt testing done by PPG
- Automotive style bulb seal weather stripping around all compartment doors
- Three point compression style compartment latches keyed alike
- Extruded aluminum drip rail installed above compartment doors
- 3/16" tread plate cargo area floor
- Fully integrated crane structure
- 6000 lb flush mount swivel D-rings installed in cargo area (three per side)
- 24" deep storage compartment rear bumper
- Bumper step with integrated grip-strut incorporated in rear bumper
- Standard automotive style receiver hitch
 - 2.5" 18,000 lb. on 8-10 series bodies
 - 2" 10,000 lb. on 7 series bodies
- Infinitely adjustable shelves in compartments
 - 14 Ga aluminum or galvanized adjustable shelves with center dividers
- Knurled grab handles on rear of body
- 12" aluminum slam style tail gate
- Torch bottle compartment
- Reinforced flush mounting blocks
- Safety placard and decals



Summit Warranty

- Body Structure 5 year limited
- Paint 5 year PPG warranty
- Crane Structure 5 year limited
- Crane remote 1 year
- ASE Control Panel and Components 1 year
- Summit Drawer Pack(s) Limited lifetime
- Hydraulic System 1 year
- Includes PTO, Pump, Hoses, Valves Etc.

Misc. Parts 12 months

Individual components or options will carry their own manufacturer's warranty

All warranties are subject to terms and conditions

Please see full warranty disclosures
Summit Warranty Contact Information
866-985-3100

Parts and Service EXT 7726

NOTE:

IN THE INTEREST OF CONTINUING PRODUCT IMPROVEMENT DIMENSIONS AND EQUIPMENT POSITION SUBJECT TO CHANGE. Summit makes adjustments to the chassis suspension to keep it level. It is the customer's responsibility to make final adjustments after the truck is loaded. Any additional suspension modifications needed are the sole responsibility of the end user.



Vehicle Configuration Options

ENGINE	
Code	Description
99N	ENGINE: 7.3L 2V DEVCT NA PFI V8 GAS, (STD)
TRANSMISSION	
Code	Description
44G	TRANSMISSION: TORQSHIFT 10-SPEED AUTOMATIC, -inc: selectable drive modes: normal, tow/haul, eco and deep sand/snow (STD)
TIRES	
Code	Description
TGM	TIRES: 225/70RX19.5G BSW TRACTION, -inc: 4 traction tires on the rear and 2 A/P tires on the front, Optional spare is 225/70Rx19.5G BSW A/P
PRIMARY PAINT	
Code	Description
Z1	OXFORD WHITE
PAINT SCHEME	
Code	Description
—	STANDARD PAINT
SEAT TYPE	
Code	Description
AS	MEDIUM EARTH GRAY, HD VINYL 40/20/40 SPLIT BENCH SEAT, -inc: center armrest, cupholder, storage and driver's side manual lumbar
AXLE RATIO	
Code	Description
X8L	LIMITED SLIP W/4.88 AXLE RATIO
ADDITIONAL EQUIPMENT	
Code	Description
90L	POWER EQUIPMENT GROUP, -inc: Deletes passenger side lock cylinder, upgraded door-trim panel, Accessory Delay, Advanced Security Pack, SecuriLock Passive Anti-Theft System (PATS) and inclination/intrusion sensors, MyKey, owner controls feature, Power Locks, Remote Keyless Entry, Trailer Tow Mirrors w/Power Heated Glass, manual telescoping, heated convex spotter mirror and integrated clearance lamps/turn signals, Power Front Side Windows, 1-touch up/down driver/passenger window
67B	397 AMP ALTERNATORS
52B	TRAILER BRAKE CONTROLLER, -inc: smart trailer tow connector, Verified to be compatible w/electronic actuated drum brakes only

86S	LOW DEFLECTION PACKAGE, -inc: 2-inch spacer blocks, Recommended for rear-biased loading, such as wrecker/retriever applications
473	SNOW PLOW PREP PACKAGE, -inc: pre-selected springs (see Order Guide Supplemental Reference for springs/FGAWR of specific vehicle configurations), Note 1: Restrictions apply; see Supplemental Reference or Body Builders Layout Book for details, Note 2: Also allows for the attachment of a winch
68M	GVWR: 19,500 LB PAYLOAD PLUS UPGRADE PACKAGE, -inc: upgraded frame, rear-axle and low deflection/high capacity springs, Increases max RGAWR to 14, 706, Note: See Order Guide Supplemental Reference for further details on GVWR
18B	PLATFORM RUNNING BOARDS
942	DAYTIME RUNNING LAMPS (DRL), -inc: The non-controllable 942 Daytime Running Lamps (DRL) replace the standard Daytime Running Lamps (DRL) on/off cluster controllable
872	REAR VIEW CAMERA & PREP KIT, -inc: loose camera and wiring bundle
OPTION PACKAGE	
Code	Description
660A	ORDER CODE 660A

2020 Fleet/Non-Retail Ford Super Duty F-550 DRW XL 4WD Reg Cab 169" WB 84" CA

WINDOW STICKER

2020 Ford Super Duty F-550 DRW XL 4WD Reg Cab 169" WB 84" CA

CODE	MODEL	MSRP
F5H	2020 Ford Super Duty F-550 DRW XL 4WD Reg Cab 169" WB 84" CA	\$43,440.00
OPTIONS		
99N	ENGINE: 7.3L 2V DEVCT NA PFI V8 GAS, (STD)	\$0.00
44G	TRANSMISSION: TORQSHIFT 10-SPEED AUTOMATIC, -inc: selectable drive modes: normal, tow/haul, eco and deep sand/snow (STD)	\$0.00
TGM	TIRES: 225/70RX19.5G BSW TRACTION, -inc: 4 traction tires on the rear and 2 A/P tires on the front, Optional spare is 225/70Rx19.5G BSW A/P	\$190.00
Z1	OXFORD WHITE	\$0.00
—	STANDARD PAINT	\$0.00
AS	MEDIUM EARTH GRAY, HD VINYL 40/20/40 SPLIT BENCH SEAT, -inc: center armrest, cupholder, storage and driver's side manual lumbar	\$0.00
X8L	LIMITED SLIP W/4.88 AXLE RATIO	\$360.00
90L	POWER EQUIPMENT GROUP, -inc: Deletes passenger side lock cylinder, upgraded door-trim panel, Accessory Delay, Advanced Security Pack, SecuriLock Passive Anti-Theft System (PATS) and inclination/intrusion sensors, MyKey, owner controls feature, Power Locks, Remote Keyless Entry, Trailer Tow Mirrors w/Power Heated Glass, manual telescoping, heated convex spotter mirror and integrated clearance lamps/turn signals, Power Front Side Windows, 1-touch up/down driver/passenger window	\$915.00
67B	397 AMP ALTERNATORS	\$115.00
52B	TRAILER BRAKE CONTROLLER, -inc: smart trailer tow connector, Verified to be compatible w/electronic actuated drum brakes only	\$270.00
86S	LOW DEFLECTION PACKAGE, -inc: 2-inch spacer blocks, Recommended for rear-biased loading, such as wrecker/retriever applications	\$110.00
473	SNOW PLOW PREP PACKAGE, -inc: pre-selected springs (see Order Guide Supplemental Reference for springs/FGAWR of specific vehicle configurations), Note 1: Restrictions apply; see Supplemental Reference or Body Builders Layout Book for details, Note 2: Also allows for the attachment of a winch	\$250.00
68M	GVWR: 19,500 LB PAYLOAD PLUS UPGRADE PACKAGE, -inc: upgraded frame, rear-axle and low deflection/high capacity springs, Increases max RGAWR to 14, 706, Note: See Order Guide Supplemental Reference for further details on GVWR	\$1,155.00
18B	PLATFORM RUNNING BOARDS	\$320.00
942	DAYTIME RUNNING LAMPS (DRL), -inc: The non-controllable 942 Daytime Running Lamps (DRL) replace the standard Daytime Running Lamps (DRL) on/off cluster controllable	\$45.00
872	REAR VIEW CAMERA & PREP KIT, -inc: loose camera and wiring bundle	\$415.00
660A	ORDER CODE 660A	\$0.00

Please note selected options override standard equipment

SUBTOTAL	\$47,585.00
Advert/ Adjustments	\$0.00
Manufacturer Destination Charge	\$1,595.00
TOTAL PRICE	\$49,180.00

Est City: N/A MPG
Est Highway: N/A MPG
Est Highway Cruising Range: N/A mi

Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

Standard Equipment

MECHANICAL

Engine: 7.3L 2V DEVCT NA PFI V8 Gas
Transmission: TorqShift 10-Speed Automatic -inc: selectable drive modes: normal, tow/haul, eco and deep sand/snow
4.88 Axle Ratio
GVWR: 18,000 lbs Payload Package
50-State Emissions System
Transmission w/Oil Cooler
Electronic Transfer Case
Part-Time Four-Wheel Drive
78-Amp/Hr 750CCA Maintenance-Free Battery w/Run Down Protection
HD 240 Amp Alternator
Towing Equipment -inc: Trailer Sway Control
Trailer Wiring Harness
10950lbs. Maximum Payload
HD Shock Absorbers
Front And Rear Anti-Roll Bars
Firm Suspension
Hydraulic Power-Assist Steering
40 Gal. Fuel Tank
Single Stainless Steel Exhaust
Dual Rear Wheels
Auto Locking Hubs
Front Suspension w/Coil Springs
Leaf Rear Suspension w/Leaf Springs
4-Wheel Disc Brakes w/4-Wheel ABS, Front And Rear Vented Discs and Brake Assist
Upfitter Switches

EXTERIOR

Wheels: 19.5" Argent Painted Steel -inc: Hub covers/center ornaments not included
Tires: 225/70Rx19.5G BSW A/P -inc: Optional spare is 225/70Rx19.5G BSW A/P
Clearcoat Paint
Black Front Bumper w/Black Rub Strip/Fascia Accent and 2 Tow Hooks
Black Fender Flares
Black Side Windows Trim and Black Front Windshield Trim
Black Door Handles
Black Manual Side Mirrors w/Manual Folding
Manual Extendable Trailer Style Mirrors
Fixed Rear Window

Light Tinted Glass
Variable Intermittent Wipers
Aluminum Panels
Front Splash Guards
Black Grille
Front License Plate Bracket
Fully Automatic Aero-Composite Halogen Auto High-Beam Daytime Running Lights Preference Setting Headlamps w/Delay-Off
Cab Clearance Lights

ENTERTAINMENT

Radio: AM/FM Stereo w/MP3 Player -inc: 4 speakers
Radio w/Seek-Scan
Fixed Antenna
SYNC Communications & Entertainment System -inc: enhanced voice recognition, 911 Assist, 4.2" LCD center stack screen, AppLink, 1 smart-charging USB-C port and steering wheel audio controls

INTERIOR

4-Way Driver Seat -inc: Manual Recline and Fore/Aft Movement
4-Way Passenger Seat -inc: Manual Recline and Fore/Aft Movement
Manual Tilt/Telescoping Steering Column
Gauges -inc: Speedometer, Odometer, Oil Pressure, Engine Coolant Temp, Tachometer, Transmission Fluid Temp, Engine Hour Meter, Trip Odometer and Trip Computer
FordPass Connect 4G LTE WiFi Mobile Hotspot Internet Access
Manual Air Conditioning
Illuminated Locking Glove Box
Interior Trim -inc: Chrome Interior Accents
Full Cloth Headliner
Urethane Gear Shift Knob
HD Vinyl 40/20/40 Split Bench Seat -inc: center armrest, cupholder, storage and driver's side manual lumbar
Day-Night Rearview Mirror
Passenger Visor Vanity Mirror
2 12V DC Power Outlets
Front Map Lights
Fade-To-Off Interior Lighting
Full Vinyl/Rubber Floor Covering
Underhood Lights
Smart Device Remote Engine Start
Instrument Panel Covered Bin and Dashboard Storage
Manual 1st Row Windows

Systems Monitor

Trip Computer

Outside Temp Gauge

Analog Display

Manual Adjustable Front Head Restraints

Air Filtration

SAFETY

Driveline Traction Control

Side Impact Beams

Dual Stage Driver And Passenger Seat-Mounted Side Airbags

Dual Stage Driver And Passenger Front Airbags w/Passenger Off Switch
--

Safety Canopy System Curtain 1st Row Airbags
--

Outboard Front Lap And Shoulder Safety Belts -inc: Height Adjusters



Open Session Item

SUBJECT: Contract Award (PUR-1444) for Gasoline and Diesel Fuel Deliveries

PRESENTATION DATE: October 29, 2019

PRESENTATION BY: Brandi Naugle, CPPB, Buyer, Purchasing Department

RECOMMENDED MOTION: Move to award the bids for gasoline and diesel fuel transport deliveries and gasoline and diesel fuel tank-wagon deliveries under Option No. 1, Four (4) separate contracts to the responsive, responsible bidders who submitted the lowest bids.

1. Contract for **gasoline tank-wagon deliveries** to **A. C. & T. Company, Inc of Hagerstown, MD** at the unit prices stated in its bid dated October 8, 2019.
2. Contract for **gasoline transport deliveries** to **Petroleum Traders Corporation of Fort Wayne, IN.** at the unit prices stated in its bid dated October 7, 2019.
3. Contract for **diesel tank-wagon deliveries** to **A. C. & T. Company, Inc of Hagerstown, MD** at the unit prices stated in its bid dated October 8, 2019.
4. Contract for **diesel transport deliveries** to **Petroleum Traders Corporation of Fort Wayne, IN.** at the unit prices stated in its bid dated October 7, 2019.

REPORT-IN-BRIEF: The following tabulations listed below were made from the bids received on October 9, 2019 based on estimated quantities for the contract period that is tentatively to begin on December 1, 2019 and end November 30, 2020. The contracts are for a one (1) year term with no option to renew. These are requirements contracts and the County guarantees neither a maximum nor a minimum quantity.

The bid was advertised on the State of Maryland's eMMA "eMaryland Marketplace Advantage" web site, on the County's web site, and in the local newspaper. Twenty-Four (24) persons/companies registered/downloaded the bid document on-line and six (6) bids were received, one (1) of which was deemed non-responsive. The bids were evaluated based on the Oil Price Information Service (OPIS) pricing index publication and the bidder's bid factor; bids were submitted as follows:

GASOLINE: OPTION NO. 1 *(multiple contract award)*

<u>Vendor</u>	<u>Transport Loads Total Bid</u>	<u>Tank-wagon Loads Total Bid</u>
A, C & T Co., Inc. Hagerstown, MD	\$708,324.34	\$137,859.74

Colonial Oil Industries, Inc. Savannah, GA	\$708,963.99	NO BID
East River Energy, Inc. Guilford, CT	\$710,276.66	NO BID
Mansfield Oil Company Gainesville, GA	\$695,929.92	NO BID
PAPCO, Inc. Aston, PA	\$678,927.66	NO BID
Petroleum Traders Corporation Fort Wayne, IN	\$678,077.24	NO BID

DIESEL: OPTION 1 *(multiple contract award)*

<u>Vendor</u>	<u>Transport Loads Total Bid</u>	<u>Tank-wagon Loads Total Bid</u>
A, C & T Co., Inc. Hagerstown, MD	\$1,275,110.00	\$134,341.17
Colonial Oil Industries, Inc. Savannah, GA	\$1,277,010.14	NO BID
East River Energy, Inc. Guilford, CT	\$1,267,189.19	NO BID
Mansfield Oil Company Gainesville, GA	\$1,276,813.57	NO BID
PAPCO, Inc. Aston, PA	\$1,256,510.91	NO BID
Petroleum Traders Corporation Fort Wayne, IN	\$1,256,436.45	NO BID

GASOLINE & DIESEL: OPTION II *(single contract award)*

<u>Vendor</u>	<u>Transport/Tankwagon Loads Total Bid</u>
A, C & T Co., Inc. Hagerstown, MD	\$2,252,684.44

Colonial Oil Industries, Inc. Savannah, GA	NO BID
East River Energy, Inc. Guilford, CT	NO BID
Mansfield Oil Company Gainesville, GA <i>*NON-RESPONSIVE – PROPOSAL INCOMPLETE</i>	\$1,972,743.49
PAPCO, Inc. Aston, PA	NO BID
Petroleum Traders Corporation Fort Wayne, IN	\$2,222,696.64

DISCUSSION: The contract requirements for the City of Hagerstown, Washington County Public Schools and Hagerstown Community College are also included in the above recommendations. Those entities will also make their own formal contract awards.

FISCAL IMPACT: Funds are available in various departmental operating budgets for fuels.

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: The complete Bid Tabulation may be viewed on-line at:
<https://www.washco-md.net/wp-content/uploads/purch-pur-1444-bidtab.pdf>

AUDIO/VISUAL NEEDS: N/A

**PUR-1444
Bulk Gasoline and Diesel Fuel**

OPTION 1

		A.C. & T. Co., Inc. Hagerstown, MD				Colonial Oil Industries, Inc. Savannah, GA				
		A	B	C	D	E	B	C	D	E
Item	OPIS Newsletter Price as of <i>09-02-19</i>	Bidder +/- Factor	OPIS Price + Bidder Factor (A + B) Per Gallon	Approx. Gallon Usage	Net Delivered (C X D)	Bidder +/- Factor	OPIS Price + Bidder Factor (A + B) Per Gallon	Approx. Gallon Usage	Net Delivered (C X D)	
Sec. I	Gasoline Unleaded 87 Octane CBOB Ethanol (10%) Tank-wagon	\$1.6727	\$0.2265	\$1.8992	63,387	\$120,384.59	No Bid	No Bid	63,387	No Bid
	Gasoline Unleaded 89 Octane CBOB Ethanol (10%) Tank-wagon	\$1.8294	\$0.2265	\$2.0559	8,500	\$17,475.15	No Bid	No Bid	8,500	No Bid
	Total Sum Gasoline Tank-wagon Deliveries as Described in Section I		\$137,859.74				No Bid			
Sec. II	Gasoline Unleaded 87 Octane CBOB Ethanol (10%) Transport	\$1.6727	\$0.0700	\$1.7427	194,000	\$338,083.80	\$0.0739	\$1.7466	194,000	\$338,840.40
	Gasoline Unleaded 89 Octane CBOB Ethanol (10%) Transport	\$1.8294	\$0.0700	\$1.8994	194,925	\$370,240.54	\$0.0694	\$1.8988	194,925	\$370,123.59
	Total Sum Gasoline Transport as Described in Section II		\$708,324.34				\$708,963.99			
Sec. III	Total Sum Diesel Tank-wagon Deliveries as Described in Section III No. 2-D Diesel Ultra Low Sulfur	\$1.8736	\$0.2165	\$2.0901	64,275	\$134,341.17	No Bid	No Bid	64,275	No Bid
Sec. IV	Total Sum Diesel Transport Deliveries as Described in Section IV No. 2-D Diesel Ultra Low Sulfur	\$1.8736	\$0.0725	\$1.9461	655,213	\$1,275,110.00	\$0.0754	\$1.9490	655,213	\$1,277,010.14

Sec. I

Sec. II

Sec. III

Sec. IV

**PUR-1444
Bulk Gasoline and Diesel Fuel**

OPTION 1

	<p align="center">A.C. & T. Co., Inc. Hagerstown, MD</p>	<p align="center">Colonial Oil Industries, Inc. Savannah, GA</p>
<p>Winter Chemical Additive Protection (cost per gallon):</p>	<p align="center">Tank-wagon at Rack: \$.0300/gal. Transport: \$.0500/gal.</p>	<p align="center">\$0.0235</p>
<p>Winter Chemical Additive Protection Product Name:</p>	<p align="center">Tank-wagon at Rack: CFI 1902 Transport: 137 ULSW Diesel Treat 2000</p>	<p align="center">Diesel Fuel Supplement + Cetane Boost</p>
<p>Manufacturer's Name:</p>	<p align="center">Tank-wagon at Rack: Innospec Transport: Schaeffer Manufacturing</p>	<p align="center">Power Service</p>

Bulk Gasoline and Diesel Fuel

OPTION 2

		A.C. & T. Co., Inc. Hagerstown, MD				Colonial Oil Industries, Inc. Savannah, GA				
		A	B	C	D	E	B	C	D	E
Item		OPIS Newsletter Price as of 09-02-19	Bidder +/- Factor	OPIS Price + Bidder Factor (A + B) Per Gallon	Approx. Gallon Usage	Net Delivered (C X D)	Bidder +/- Factor	OPIS Price + Bidder Factor (A + B) Per Gallon	Approx. Gallon Usage	Net Delivered (C X D)
Sec. I	Gasoline Unleaded 87 Octane CBOB Ethanol (10%) Tank-wagon	<i>\$1.6727</i>	\$0.2240	\$1.8967	63,387	\$120,226.12	No Bid	No Bid	63,387	No Bid
	Gasoline Unleaded 89 Octane CBOB Ethanol (10%) Tank-wagon	<i>\$1.8294</i>	\$0.2240	\$2.0534	8,500	\$17,453.90	No Bid	No Bid	8,500	No Bid
	Total Sum Gasoline Tank-wagon Deliveries as Described in Section I					\$137,680.02			No Bid	
Sec. II	Gasoline Unleaded 87 Octane CBOB Ethanol (10%) Transport	<i>\$1.6727</i>	\$0.0675	\$1.7402	194,000	\$337,598.80	No Bid	No Bid	194,000	No Bid
	Gasoline Unleaded 89 Octane CBOB Ethanol (10%) Transport	<i>\$1.8294</i>	\$0.0675	\$1.8969	194,925	\$369,753.23	No Bid	No Bid	194,925	No Bid
	Total Sum Gasoline Transport as Described in Section II					\$707,352.03			No Bid	
Sec. III	Total Sum Diesel Tank-wagon Deliveries as Described in Section III No. 2-D Diesel Ultra Low Sulfur	<i>\$1.8736</i>	\$0.2140	\$2.0876	64,275	\$134,180.49	No Bid	No Bid	64,275	No Bid
Sec. IV	Total Sum Diesel Transport Deliveries as Described in Section IV No. 2-D Diesel Ultra Low Sulfur	<i>\$1.8736</i>	\$0.0700	\$1.9436	655,213	\$1,273,471.90	No Bid	No Bid	655,213	No Bid
Total Sum Bid of All Section Totals (Sections I-IV)						\$2,252,684.44			No Bid	

**PUR-1444
Bulk Gasoline and Diesel Fuel**

OPTION 2

	A.C. & T. Co., Inc. Hagerstown, MD	Colonial Oil Industries, Inc. Savannah, GA
Winter Chemical Additive Protection (cost per gallon):	Tank-wagon at Rack: \$.0300/gal. Transport: \$.0500/gal.	No Bid
Winter Chemical Additive Protection Product Name:	Tank-wagon at Rack: CFI 1902 Transport: 137ULSW Diesel Treat 2000	No Bid
Manufacturer's Name:	Tank-wagon at Rack: Innospec Transport: Schaeffer Manufacturing	No Bid

NOTES:

A.C.&T. Co. Inc.

Option 2 Total Sum Bid of All Section Totals = \$2,252,684.44

A.C.&T. Co. Inc. total \$2,252,684.30

Bulk Gasoline and Diesel Fuel

OPTION 1		East River Energy, Inc. Guilford, CT				Mansfield Oil Company of Gainesville, Inc. Gainesville, GA			
		A	B	C	D	E	B	C	D
Item	OPIS Newsletter Price as of 09-02-19	Bidder +/- Factor	OPIS Price + Bidder Factor (A + B) Per Gallon	Approx. Gallon Usage	Net Delivered (C X D)	Bidder +/- Factor	OPIS Price + Bidder Factor (A + B) Per Gallon	Approx. Gallon Usage	Net Delivered (C X D)
Gasoline Unleaded 87 Octane CBOB Ethanol (10%) Tank-wagon	<i>\$1.6727</i>	No Bid	No Bid	63,387	No Bid	No Bid	No Bid	63,387	No Bid
Gasoline Unleaded 89 Octane CBOB Ethanol (10%) Tank-wagon	<i>\$1.8294</i>	No Bid	No Bid	8,500	No Bid	No Bid	No Bid	8,500	No Bid
Total Sum Gasoline Tank-wagon Deliveries as Described in Section I		No Bid				No Bid			
Gasoline Unleaded 87 Octane CBOB Ethanol (10%) Transport	<i>\$1.6727</i>	\$0.0653	\$1.7380	194,000	\$337,169.22	\$0.0459	\$1.7186	194,000	\$333,408.40
Gasoline Unleaded 89 Octane CBOB Ethanol (10%) Transport	<i>\$1.8294</i>	\$0.0847	\$1.9141	194,925	\$373,107.44	\$0.0304	\$1.8598	194,925	\$362,521.52
Total Sum Gasoline Transport as Described in Section II		\$710,276.66				\$695,929.92			
Total Sum Diesel Tank-wagon Deliveries as Described in Section III No. 2-D Diesel Ultra Low Sulfur	<i>\$1.8736</i>	No Bid	No Bid	64,275	No Bid	No Bid	No Bid	64,275	No Bid
Total Sum Diesel Transport Deliveries as Described in Section IV No. 2-D Diesel Ultra Low Sulfur	<i>\$1.8736</i>	\$0.0604	\$1.9340	655,213	\$1,267,189.19	\$0.0751	\$1.9487	655,213	\$1,276,813.57

**PUR-1444
Bulk Gasoline and Diesel Fuel**

OPTION 1	East River Energy, Inc. Guilford, CT	Mansfield Oil Company of Gainesville, Inc. Gainesville, GA
Winter Chemical Additive Protection (cost per gallon):	\$0.0450	\$.02/gal.
Winter Chemical Additive Protection Product Name:	Innospec	300 ULSW ArticShield
Manufacturer's Name:	Innospec	Schaeffer Manufacturing Company

Bulk Gasoline and Diesel Fuel

OPTION 2		East River Energy, Inc. Guilford, CT				Mansfield Oil Company of Gainesville, Inc. Gainesville, GA			
		A	B	C	D	E	B	C	D
Item	OPIS Newsletter Price as of 09-02-19	Bidder +/- Factor	OPIS Price + Bidder Factor (A + B) Per Gallon	Approx. Gallon Usage	Net Delivered (C X D)	Bidder +/- Factor	OPIS Price + Bidder Factor (A + B) Per Gallon	Approx. Gallon Usage	Net Delivered (C X D)
Gasoline Unleaded 87 Octane CBOB Ethanol (10%) Tank-wagon	<i>\$1.6727</i>	No Bid	No Bid	63,387	No Bid	No Bid	No Bid	63,387	No Bid
Gasoline Unleaded 89 Octane CBOB Ethanol (10%) Tank-wagon	<i>\$1.8294</i>	No Bid	No Bid	8,500	No Bid	No Bid	No Bid	8,500	No Bid
Total Sum Gasoline Tank-wagon Deliveries as Described in Section I		No Bid				No Bid			
Gasoline Unleaded 87 Octane CBOB Ethanol (10%) Transport	<i>\$1.6727</i>	No Bid	No Bid	194,000	No Bid	No Bid	No Bid	194,000	No Bid
Gasoline Unleaded 89 Octane CBOB Ethanol (10%) Transport	<i>\$1.8294</i>	No Bid	No Bid	194,925	No Bid	No Bid	No Bid	194,925	No Bid
Total Sum Gasoline Transport as Described in Section II		No Bid				No Bid			
Total Sum Diesel Tank-wagon Deliveries as Described in Section III No. 2-D Diesel Ultra Low Sulfur	<i>\$1.8736</i>	No Bid	No Bid	64,275	No Bid	No Bid	No Bid	64,275	No Bid
Total Sum Diesel Transport Deliveries as Described in Section IV No. 2-D Diesel Ultra Low Sulfur	<i>\$1.8736</i>	No Bid	No Bid	655,213	No Bid	No Bid	No Bid	655,213	No Bid
Total Sum Bid of All Section Totals (Sections I-IV)		No Bid				\$1,972,743.49			

**PUR-1444
Bulk Gasoline and Diesel Fuel**

OPTION 2	East River Energy, Inc. Guilford, CT	Mansfield Oil Company of Gainesville, Inc. Gainesville, GA
Winter Chemical Additive Protection (cost per gallon):	N/A	\$.02/gal.
Winter Chemical Additive Protection Product Name:	N/A	300 ULSW ArticShield
Manufacturer's Name:	N/A	Schaeffer Manugacturing Company

NOTES:
Mansfield Oil Co.
 Non-Responsive due to Proposal incomplete

Bulk Gasoline and Diesel Fuel

OPTION 1

		PAPCO, Inc. Aston, PA				Petroleum Traders Corporation Fort Wayne, IN				
		A	B	C	D	E	B	C	D	E
Item		OPIS Newsletter Price as of 09-02-19	Bidder +/- Factor	OPIS Price + Bidder Factor (A + B) Per Gallon	Approx. Gallon Usage	Net Delivered (C X D)	Bidder +/- Factor	OPIS Price + Bidder Factor (A + B) Per Gallon	Approx. Gallon Usage	Net Delivered (C X D)
Sec. I	Gasoline Unleaded 87 Octane CBOB Ethanol (10%) Tank-wagon	<i>\$1.6727</i>	No Bid	No Bid	63,387	No Bid	No Bid	No Bid	63,387	No Bid
	Gasoline Unleaded 89 Octane CBOB Ethanol (10%) Tank-wagon	<i>\$1.8294</i>	No Bid	No Bid	8,500	No Bid	No Bid	No Bid	8,500	No Bid
Total Sum Gasoline Tank-wagon Deliveries as Described in Section I			No Bid				No Bid			
Sec. II	Gasoline Unleaded 87 Octane CBOB Ethanol (10%) Transport	<i>\$1.6727</i>	-\$0.0067	\$1.6794	194,000	\$325,807.56	\$0.0011	\$1.6738	194,000	\$324,717.20
	Gasoline Unleaded 89 Octane CBOB Ethanol (10%) Transport	<i>\$1.8294</i>	-\$0.0178	\$1.8116	194,925	\$353,120.10	-\$0.0166	\$1.8128	194,925	\$353,360.04
	Total Sum Gasoline Transport as Described in Section II		\$678,927.66				\$678,077.24			
Sec. III	Total Sum Diesel Tank-wagon Deliveries as Described in Section III No. 2-D Diesel Ultra Low Sulfur	<i>\$1.8736</i>	No Bid	No Bid	64,275	No Bid	No Bid	No Bid	64,275	No Bid
Sec. IV	Total Sum Diesel Transport Deliveries as Described in Section IV No. 2-D Diesel Ultra Low Sulfur	<i>\$1.8736</i>	\$0.0441	\$1.9177	655,213	\$1,256,510.91	\$0.0440	\$1.9176	655,213	\$1,256,436.45

**PUR-1444
Bulk Gasoline and Diesel Fuel**

OPTION 1	PAPCO, Inc. Aston, PA	Petroleum Traders Corporation Fort Wayne, IN
Winter Chemical Additive Protection (cost per gallon):	\$0.0250	\$0.0300
Winter Chemical Additive Protection Product Name:	Antigel - 3000 CF	Diesel Treat 2000 Ultra Low Sulfur Winter Premium (#13ULSSW)
Manufacturer's Name:	C&S Scientific	Schaeffer Manufacturing Company

Bulk Gasoline and Diesel Fuel

OPTION 2

Item		PAPCO, Inc. Aston, PA				Petroleum Traders Corporation Fort Wayne, IN				
		A	B	C	D	E	B	C	D	E
		OPIS Newsletter Price as of 09-02-19	Bidder +/- Factor	OPIS Price + Bidder Factor (A + B) Per Gallon	Approx. Gallon Usage	Net Delivered (C X D)	Bidder +/- Factor	OPIS Price + Bidder Factor (A + B) Per Gallon	Approx. Gallon Usage	Net Delivered (C X D)
Sec. I	Gasoline Unleaded 87 Octane CBOB Ethanol (10%) Tank-wagon	\$1.6727	No Bid	No Bid	63,387	No Bid	\$0.2000	\$1.8727	63,387	\$118,704.83
	Gasoline Unleaded 89 Octane CBOB Ethanol (10%) Tank-wagon	\$1.8294	No Bid	No Bid	8,500	No Bid	\$0.2000	\$2.0294	8,500	\$17,249.90
Total Sum Gasoline Tank-wagon Deliveries as Described in Section I			No Bid				135,954.73			
Sec. II	Gasoline Unleaded 87 Octane CBOB Ethanol (10%) Transport	\$1.6727	No Bid	No Bid	194,000	No Bid	\$0.0241	\$1.6968	194,000	\$329,179.20
	Gasoline Unleaded 89 Octane CBOB Ethanol (10%) Transport	\$1.8294	No Bid	No Bid	194,925	No Bid	\$0.0241	\$1.8535	194,925	\$361,293.49
Total Sum Gasoline Transport as Described in Section II			No Bid				690,472.69			
Sec. III	Total Sum Diesel Tank-wagon Deliveries as Described in Section III No. 2-D Diesel Ultra Low Sulfur	\$1.8736	No Bid	No Bid	64,275	No Bid	\$0.2000	\$2.0736	64,275	\$133,280.64
Sec. IV	Total Sum Diesel Transport Deliveries as Described in Section IV No. 2-D Diesel Ultra Low Sulfur	\$1.8736	No Bid	No Bid	655,213	No Bid	\$0.0540	\$1.9276	655,213	\$1,262,988.58
Total Sum Bid of All Section Totals (Sections I-IV)			No Bid				\$2,222,696.64			

**PUR-1444
Bulk Gasoline and Diesel Fuel**

OPTION 2	PAPCO, Inc. Aston, PA	Petroleum Traders Corporation Fort Wayne, IN
Winter Chemical Additive Protection (cost per gallon):	No Bid	\$0.0300
Winter Chemical Additive Protection Product Name:	No Bid	Diesel Treat 2000 Ultra Low Sulfur Winter Premium (#13ULSSW)
Manufacturer's Name:	No Bid	Schaeffer Manufacturing Company

NOTES:

PAPCO, Inc.

Option No. 1 Section II / Total Sum Gasoline Transport as Described in Section II = \$678,927.66. PAPCO, Inc. total = \$678,927.67



Agenda Report Form

Open Session Item

SUBJECT: Bid Award (PUR-1445) Swimming Pool and Water/wastewater Treatment Chemicals

PRESENTATION DATE: October 29, 2019

PRESENTATION BY: Brandi Naugle, CPPB, Buyer, Purchasing Department and Jeremy Mose, Deputy Director, Water Quality

RECOMMENDED MOTION: Move to award the bids for Swimming Pool and Water/Wastewater Treatment Chemicals to the responsive, responsible bidders with the lowest bids for each item.

<u>Product/ (Estimated Annual Usage)</u>	<u>Vendor</u>	<u>Unit Price</u>	<u>Unit of Measure</u>
Item #12 - Sodium Hypochlorite (110 drums)	Univar Solutions USA Morrisville, PA	\$2.39/gal.	55-Gallon Drum
Item #14 – Caustic Soda (Sodium Hydroxide) (11,935 gallons)	George S. Coyne Co. Croydon, PA	\$1.8984/gal.	55-Gallon Drum
Item #15 – Ferrous Chloride Solution (14,000 bulk gallons)	NO BID	\$/gal.	Gallon Bulk
Item #16A – Hydrofluosilic Acid (H ₂ SiF ₆) (75 gallons)	Univar Solutions USA Morrisville, PA	\$9.98/gal.	15-Gallon Pail
Item #16B – Hydrofluosilic Acid (H ₂ SiF ₆) (165 gallons)	George S. Coyne Co. Croydon, PA	\$4.3571/gal.	55-Gallon Drum
Item #17 – DelPac 2000 (Polyaluminum Chloride Hydroxide Sulfate Solution) 144,000 Pounds	USALCO Baltimore, MD	\$0.1389/lb.	Bulk Pounds
Item #19 – Sodium Hypochlorite (47 Drums)	Chem2o, LLC Herdon, PA	\$2.35/gal.	55-Gallon Drum
Item #20 – Cyanuric Acid (100-200 pounds)	Amato Industries Inc. Silver Spring, MD	\$2.68/lb.	Pound
Item #21 – Calcium Chloride (500 – 600 pounds)	Amato Industries Inc. Silver Spring, MD	\$1.65/lb.	Pound

Product/ (Estimated Annual Usage)	Vendor	Unit Price	Unit of Measure
Item #22 – Muriatic Acid (20-40 Pounds)	Amato Industries Inc. Silver Spring, MD	\$20.00/lb.	Pound
Item #24 – DeIPAC 2020 (Polyaluminum Hydroxychlorosulfate Solution) 18 Drums	Univar Solutions USA Morrisville, PA	\$4.59/lb.	55-Gallon Drums
Item #29 – Bacterial Enzymatic Powder (1,500 pounds)	Maryland Chemical Company, Inc. Baltimore, MD	\$9.28/lb.	Pound
Item #32 – DeIPAC 2000 (Aluminum Chloride Hydroxide Sulfate) (4 55-gallon drums)	Univar Solutions USA Morrisville, PA	\$5.92/gal.	55-Gallon Drum
Item #33 – Liquid Aluminum Sulfate (8,000 gallons)	Univar Solutions USA Morrisville, PA	\$1.65/gal.	Gallon Bulk
Item #34 – Micro C 2000	Univar Solutions USA Morrisville, PA	\$3.81/gal.	240 Gal.Tote
Item #37 – Magnetite	NO BID	\$/lb.	Pound Bulk

REPORT-IN-BRIEF: The County accepted bids on October 9, 2019 for the swimming pool and water/wastewater treatment chemical requirements for County using departments as well as for the City of Hagerstown, which was advertised on the State of Maryland’s “eMMA “*eMaryland Marketplace Advantage*” website, on the County’s website and in the local newspaper. Forty (40) persons/companies registered/downloaded the bid, and sixteen (16) bids were received. The term of this contract is for a one (1) year period tentatively beginning December 1, 2019 and ending November 30, 2020 with no options for renewal. The above recommendations are for the County’s requirements only; the City of Hagerstown shall make its awards independently from the County.

DISCUSSION: N/A

FISCAL IMPACT: Funds are available in various accounts for chemicals for the Department of Water Quality facilities and Parks and Facilities Department.

CONCURRENCES: County using departments.

ALTERNATIVES: N/A

ATTACHMENTS: The complete Bid Tabulation may be viewed on-line at: <https://www.washco-md.net/wp-content/uploads/purch-pur-1445-bidtab.pdf>

AUDIO/VISUAL NEEDS: N/A

PUR-1445

Swimming Pool / Water / WasteWater Treatment Chemicals

Bid Item No.	Description / (Delivered Price per Unit of Measure)	Delivered Price Per	Unit of Measure	Amato Industries, Inc./Amchlor Silver Spring, MD	Brenntag Northeast, LLC Reading, PA	Chem2o, LLC Herndon, PA	George S. Coyne Chemical Company Inc.	Innovative Water Care Alphoretta, GA	JCI Jones Chemicals, Inc. Milford, VA
1	Liquid Chlorine (City of Hagerstown)	Cylinder	1-Ton Cylinder	N/A	No Bid	No Bid	No Bid	No Bid	\$600.00
2	Aqueous Ammonia 19% (City of Hagerstown)	Pound	Pound Bulk	N/A	\$0.1639 *	No Bid	No Bid	No Bid	No Bid
3	Ferric Chloride (City of Hagerstown)	Dry Ton	Dry Ton	N/A	No Bid	No Bid	No Bid	No Bid	No Bid
4	Sodium Hypochlorite (City of Hagerstown)	Gallon	Gallon Bulk	\$2.16	No Bid	\$1.88	No Bid	No Bid	No Bid
5	12.5% Sodium Hypochlorite (City of Hagerstown)	Gallon	Gallon Bulk	\$2.16	No Bid	No Bid	No Bid	No Bid	No Bid
6	Powdered Activated Carbon (City of Hagerstown)	Ton	50-Pound Bag	N/A	No Bid	No Bid	\$1,891.1290 *	No Bid	No Bid
7	Polyaluminum Chloride (PAC) (City of Hagerstown)	Wet Ton	Wet Ton	N/A	No Bid	No Bid	No Bid	No Bid	No Bid
8	Cyanuric Acid (City of Hagerstown)	Pound	Pound	\$2.68	No Bid	No Bid	No Bid	No Bid	No Bid
9	Caustic Soda (Sodium Hydroxide) (City of Hagerstown)	Gallon	Gallon Bulk	N/A	\$0.898	No Bid	No Bid	No Bid	No Bid
10	Sulfuric Acid 93% - 95% (City of Hagerstown)	Gallon	Gallon Bulk	N/A	\$1.48	No Bid	No Bid	No Bid	No Bid
11	Calcium Chloride (City of Hagerstown)	Pound	50-Pound Container	\$1.65	No Bid	No Bid	No Bid	No Bid	No Bid
12	Sodium Hypochlorite (Washington County DWQ)	Gallon	55-Gallon Drum	\$12.90	\$2.89 *	No Bid	\$4.4497 *	No Bid	No Bid
13	Potassium Permanganate (City of Hagerstown)	Pound	55-Pound Pail	N/A	\$3.47	No Bid	No Bid	No Bid	No Bid
14	Caustic Soda (Sodium Hydroxide) (Washington County DWQ)	Gallon	55-Gallon Drum	N/A	\$3.17 *	No Bid	\$1.8984 *	No Bid	No Bid
15	Ferrous Chloride Solution (Washington County DWQ)	Gallon	Gallon Bulk	N/A	No Bid	No Bid	No Bid	No Bid	No Bid
16A	Hydrofluosilicic Acid (H2SiF6) (Washington County DWQ)	Gallon	15-Gallon Pail	N/A	No Bid	No Bid	\$8.2171 *	No Bid	No Bid
16B	Hydrofluosilicic Acid (H2SiF6) (Washington County DWQ)	Gallon	55-Gallon Drum	N/A	No Bid	No Bid	\$4.3571 *	No Bid	No Bid
16C	Hydrofluosilicic Acid (H2SiF6) (City of Hagerstown)	Gallon	Gallon Mini Bulk	N/A	No Bid	No Bid	\$7.0764	No Bid	No Bid
16D	Hydrofluosilicic Acid (H2SiF6) (City of Hagerstown)	Gallon	15-Gallon Drum	N/A	No Bid	No Bid	\$3.3545	No Bid	No Bid

PUR-1445
Swimming Pool / Water / WasteWater Treatment Chemicals

Bid Item No.	Description / (Delivered Price per Unit of Measure)	Delivered Price Per	Unit of Measure	Amato Industries, Inc./Amchlor Silver Spring, MD	Brenntag Northeast, LLC Reading, PA	Chem2o, LLC Herndon, PA	George S. Coyne Chemical Company Inc.	Innovative Water Care Alphoretta, GA	JCI Jones Chemicals, Inc. Milford, VA
17	DelPac 2000 (Polyaluminum Chloride Hydroxide Sulfate Solution) (Washington County DWQ)	Pound	Pound Bulk	N/A	No Bid	No Bid	No Bid	No Bid	No Bid
18	3" Tablet Chlorine (Calcium Hypochlorite) (City of Hagerstown DWQ)	Pound	50 - 100 Pound Drum	\$2.50 *	No Bid	No Bid	\$2.3687 *	\$2.115 *	No Bid
19	Sodium Hypochlorite (Washington County Parks)	Gallon	55-Gallon Drum	\$12.90 *	No Bid	\$2.35	No Bid	No Bid	No Bid
20	Cyanuric Acid (Washington County Parks)	Pound	Pound	\$2.68	No Bid	No Bid	No Bid	No Bid	No Bid
21	Calcium Chloride (Washington County Parks)	Pound	50-Pound Container	\$1.65	No Bid	No Bid	No Bid	No Bid	No Bid
22	Muriatic Acid (Washington County Parks)	Pound	15-Gallon Pail Pound	\$20.00 *	No Bid	No Bid	No Bid	No Bid	No Bid
23	Sodium Bisulfite (38% - 40%) (City of Hagerstown)	Pound	600-Pound Drum	N/A	No Bid	No Bid	\$0.2698	No Bid	No Bid
24	DelPAC 2020 (Polyaluminum Hydroxychlorosulfate Solution) (Washington County DWQ)	Gallon	55-Gallon Drum	N/A	No Bid	No Bid	\$5.4398 *	No Bid	No Bid
25	Sodium Fluorosilicate (City of Hagerstown)	Pound	50-Pound Bag	N/A	No Bid	No Bid	\$0.6956	No Bid	No Bid
26	Defoamer – Anti-Foam (City of Hagerstown)	Gallon	55-Gallon	N/A	No Bid	No Bid	\$9.0988 *	No Bid	No Bid
27	Thioguard (55% - 65% Magnesium Hydroxide) (City of Hagerstown)	Gallon	Gallon Bulk	N/A	No Bid	No Bid	No Bid	No Bid	No Bid
28	Methanol (City of Hagerstown)	Gallon	Gallon Bulk	N/A	\$1.59	No Bid	No Bid	No Bid	No Bid
29	Bacterial Enzymatic Powder (Washington County DWQ)	Pound	50-Pound Containers (1/2 pound packets)	N/A	No Bid	No Bid	No Bid	No Bid	No Bid
30	Poly-Orthophosphate Solution (SLI-5250) (City of Hagerstown)	Pound	Pound Bulk	N/A	No Bid	No Bid	\$0.4321 *	No Bid	No Bid
31A	50% Caustic Soda (Sodium Hydroxide) (City of Hagerstown)	Gallon	Gallon Bulk	N/A	No Bid	No Bid	No Bid	No Bid	No Bid
31B	25% Caustic Soda (Sodium Hydroxide) (City of Hagerstown)	Gallon	Gallon Bulk	N/A	No Bid	No Bid	No Bid	No Bid	No Bid

PUR-1445

Swimming Pool / Water / WasteWater Treatment Chemicals

Bid Item No.	Description / (Delivered Price per Unit of Measure)	Delivered Price Per	Unit of Measure	Amato Industries, Inc./Amchlor Silver Spring, MD	Brenntag Northeast, LLC Reading, PA	Chem2o, LLC Herndon, PA	George S. Coyne Chemical Company Inc.	Innovative Water Care Alphoretta, GA	JCI Jones Chemicals, Inc. Milford, VA
32	DelPac 2000 (Aluminum Chloride Hydroxide Sulfate) (Washington County DWQ)	Gallon	55-Gallon Drum	N/A	No Bid	No Bid	No Bid	No Bid	No Bid
33	Liquid Aluminum Sulfate (Washington County DWQ)	Gallon	Gallon Bulk	N/A	No Bid	No Bid	No Bid	No Bid	No Bid
34	MicroC 2000 (Washington County DWQ)	Gallon	240-Gallon Totes	N/A	No Bid	No Bid	\$3.9745 *	No Bid	No Bid
35	Polymer (Zetag 8814) (City of Hagerstown)	Gallon	Gallon Bulk	N/A	No Bid	No Bid	\$11.9969	No Bid	No Bid
36	Morton Salt (City of Hagerstown)	Pound	Pound Bulk	N/A	No Bid	No Bid	No Bid	No Bid	No Bid
37	Magnetite (Washington County DWQ)	Pound	Pound Bulk	N/A	No Bid	No Bid	No Bid	No Bid	No Bid

Corrected calculations based on Unit Pricing

Remarks / Exceptions:

Amato

- Item No. 18 (50-lb)
- Item No. 19 (\$2.41 Gallon Bulk Only)
- Item No. 22 (\$3,000.00 / 15-Gal Drum No Deposit)

Brenntag Northeast LLC.

- Item No. 2 (Solution Pound)
- Item No. 12 (Minimum delivery 4 drums)
- Item No. 14 (Minimum delivery of 4 drums)

Remarks / Exceptions:

George S. Coyne Chemical Co. Inc.

- Item No. 6 (Minimum 8,000 lbs. per delivery)
- Item No. 12 (4 drums minimum combined delivery)
- Item No. 14 (Ten drums minimum per delivery)
- Item No. 16A (5 drums minimum per delivery)
- Item No. 16B (3 drums minimum per delivery)
- Item No. 18 (Minimum 2 pallets per delivery)
- Item No. 24 (Minimum 4 drums per delivery)
- Item No. 26 (Minimum 2 drums per delivery)
- Item No. 30 (Bidding CP-722)
- Item No. 34 (Minimum three totes per delivery)

Innovative Water Care

*Item No. 18 (50 lb pails delivered 24x units on a pallet net 1200 lbs.)

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Swimming Pool / Water / WasteWater Treatment Chemicals

Bid Item No.	Description / (Delivered Price per Unit of Measure)	Delivered Price Per	Unit of Measure	Kuehne Chemical Company, Inc. Kearny, NJ	Maryland Biochemical Company, Inc. Bel Air, MD	Maryland Chemical Company, Inc. Baltimore, MD	Premier Magnesia, LLC Waynesville, NC	PVS Minibulk, Inc. Detroit, MI
1	Liquid Chlorine (City of Hagerstown)	Cylinder	1-Ton Cylinder	\$1,500.00	No Bid	No Bid	No Bid	No Bid
2	Aqueous Ammonia 19% (City of Hagerstown)	Pound	Pound Bulk	No Bid	No Bid	\$0.155 *	No Bid	No Bid
3	Ferric Chloride (City of Hagerstown)	Dry Ton	Dry Ton	No Bid	No Bid	No Bid	No Bid	\$653.00 *
4	Sodium Hypochlorite (City of Hagerstown)	Gallon	Gallon Bulk	\$5.00	No Bid	No Bid	No Bid	No Bid
5	12.5% Sodium Hypochlorite (City of Hagerstown)	Gallon	Gallon Bulk	\$5.00	No Bid	No Bid	No Bid	\$1.98
6	Powdered Activated Carbon (City of Hagerstown)	Ton	50-Pound Bag	No Bid	No Bid	No Bid	No Bid	No Bid
7	Polyaluminum Chloride (PAC) (City of Hagerstown)	Wet Ton	Wet Ton	No Bid	No Bid	No Bid	No Bid	No Bid
8	Cyanuric Acid (City of Hagerstown)	Pound	Pound	No Bid	No Bid	No Bid	No Bid	No Bid
9	Caustic Soda (Sodium Hydroxide) (City of Hagerstown)	Gallon	Gallon Bulk	\$1.3333	No Bid	No Bid	No Bid	No Bid
10	Sulfuric Acid 93% - 95% (City of Hagerstown)	Gallon	Gallon Bulk	No Bid	No Bid	No Bid	No Bid	No Bid
11	Calcium Chloride (City of Hagerstown)	Pound	50-Pound Container	No Bid	No Bid	No Bid	No Bid	No Bid
12	Sodium Hypochlorite (Washington County DWQ)	Gallon	55-Gallon Drum	No Bid	No Bid	No Bid	No Bid	No Bid
13	Potassium Permanganate (City of Hagerstown)	Pound	55-Pound Pail	No Bid	No Bid	No Bid	No Bid	No Bid
14	Caustic Soda (Sodium Hydroxide) (Washington County DWQ)	Gallon	55-Gallon Drum	No Bid	No Bid	No Bid	No Bid	No Bid
15	Ferrous Chloride Solution (Washington County DWQ)	Gallon	Gallon Bulk	No Bid	No Bid	No Bid	No Bid	No Bid
16A	Hydrofluosilicic Acid (H2SiF6) (Washington County DWQ)	Gallon	15-Gallon Pail	No Bid	No Bid	No Bid	No Bid	No Bid
16B	Hydrofluosilicic Acid (H2SiF6) (Washington County DWQ)	Gallon	55-Gallon Drum	No Bid	No Bid	No Bid	No Bid	No Bid
16C	Hydrofluosilicic Acid (H2SiF6) (City of Hagerstown)	Gallon	Gallon Mini Bulk	No Bid	No Bid	No Bid	No Bid	No Bid
16D	Hydrofluosilicic Acid (H2SiF6) (City of Hagerstown)	Gallon	15-Gallon Drum	No Bid	No Bid	No Bid	No Bid	No Bid

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Swimming Pool / Water / WasteWater Treatment Chemicals

Bid Item No.	Description / (Delivered Price per Unit of Measure)	Delivered Price Per	Unit of Measure	Kuehne Chemical Company, Inc. Kearny, NJ	Maryland Biochemical Company, Inc. Bel Air, MD	Maryland Chemical Company, Inc. Baltimore, MD	Premier Magnesia, LLC Waynesville, NC	PVS Minibulk, Inc. Detroit, MI
17	DelPac 2000 (Polyaluminum Chloride Hydroxide Sulfate Solution) (Washington County DWQ)	Pound	Pound Bulk	No Bid	No Bid	No Bid	No Bid	No Bid
18	3" Tablet Chlorine (Calcium Hypochlorite) (City of Hagerstown DWQ)	Pound	50 - 100 Pound Drum	No Bid	No Bid	\$2.325 *	No Bid	No Bid
19	Sodium Hypochlorite (Washington County Parks)	Gallon	55-Gallon Drum	No Bid	No Bid	No Bid	No Bid	No Bid
20	Cyanuric Acid (Washington County Parks)	Pound	Pound	No Bid	No Bid	No Bid	No Bid	No Bid
21	Calcium Chloride (Washington County Parks)	Pound	50-Pound Container	No Bid	No Bid	No Bid	No Bid	No Bid
22	Muriatic Acid (Washington County Parks)	Pound	15-Gallon Pail Pound	No Bid	No Bid	No Bid	No Bid	No Bid
23	Sodium Bisulfite (38% - 40%) (City of Hagerstown)	Pound	600-Pound Drum	No Bid	No Bid	No Bid	No Bid	No Bid
24	DelPAC 2020 (Polyaluminum Hydroxychlorosulfate Solution) (Washington County DWQ)	Gallon	55-Gallon Drum	No Bid	No Bid	No Bid	No Bid	No Bid
25	Sodium Fluorosilicate (City of Hagerstown)	Pound	50-Pound Bag	No Bid	No Bid	No Bid	No Bid	No Bid
26	Defoamer – Anti-Foam (City of Hagerstown)	Gallon	55-Gallon	No Bid	\$7.18	No Bid	No Bid	No Bid
27	Thioguard (55% - 65% Magnesium Hydroxide) (City of Hagerstown)	Gallon	Gallon Bulk	No Bid	No Bid	No Bid	\$2.69 *	No Bid
28	Methanol (City of Hagerstown)	Gallon	Gallon Bulk	No Bid	No Bid	No Bid	No Bid	No Bid
29	Bacterial Enzymatic Powder (Washington County DWQ)	Pound	50-Pound Containers (1/2 pound packets)	No Bid	\$9.83 *	\$9.28 *	No Bid	No Bid
30	Poly-Orthophosphate Solution (SLI-5250) (City of Hagerstown)	Pound	Pound Bulk	No Bid	No Bid	No Bid	No Bid	No Bid
31A	50% Caustic Soda (Sodium Hydroxide) (City of Hagerstown)	Gallon	Gallon Bulk	No Bid	No Bid	No Bid	No Bid	No Bid
31B	25% Caustic Soda (Sodium Hydroxide) (City of Hagerstown)	Gallon	Gallon Bulk	No Bid	No Bid	No Bid	No Bid	\$1.59

PUR-1445

Swimming Pool / Water / WasteWater Treatment Chemicals

Bid Item No.	Description / (Delivered Price per Unit of Measure)	Delivered Price Per	Unit of Measure	Kuehne Chemical Company, Inc. Kearny, NJ	Maryland Biochemical Company, Inc. Bel Air, MD	Maryland Chemical Company, Inc. Baltimore, MD	Premier Magnesia, LLC Waynesville, NC	PVS Minibulk, Inc. Detroit, MI
32	DelPac 2000 (Aluminum Chloride Hydroxide Sulfate) (Washington County DWQ)	Gallon	55-Gallon Drum	No Bid	No Bid	No Bid	No Bid	No Bid
33	Liquid Aluminum Sulfate (Washington County DWQ)	Gallon	Gallon Bulk	No Bid	No Bid	No Bid	No Bid	No Bid
34	MicroC 2000 (Washington County DWQ)	Gallon	240-Gallon Totes	No Bid	No Bid	No Bid	No Bid	No Bid
35	Polymer (Zetag 8814) (City of Hagerstown)	Gallon	Gallon Bulk	No Bid	No Bid	No Bid	No Bid	No Bid
36	Morton Salt (City of Hagerstown)	Pound	Pound	No Bid	No Bid	\$0.249 *	No Bid	No Bid
37	Magnetite (Washington County DWQ)	Pound	Pound Bulk	No Bid	No Bid	No Bid	No Bid	No Bid

Remarks / Exceptions:

Maryland Biochemical Co.

Item No. 29 (Shipped in 25 pound plastic bucket 50-8oz bags)

Maryland Chemical Co.

Item No. 2 (Minimum 45,000 # delivery specifications provided upon request)

Item No. 18 (55 lb pails Accutabs SI minimum order 36x55lb / pallet 1,980lbs)

Item No. 29 (packaged in 25lb containers MD Grease Buster incumbent product)

Item No. 36 (Minimum delivery 2 skids 49x50 lb/skid clean & protect)

Premier Magnesia, LLC

Item No. 27 (Equivalent wet lb pricing is \$0.209/wet lb.)

PVS Minibulk, Inc.

Item No. 3 (Minibulk delivered, True minibulk Deliveries, with PVS Driver on each delivery)

PUR-1445

Swimming Pool / Water / WasteWater Treatment Chemicals

Bid Item No.	Description / (Delivered Price per Unit of Measure)	Deliverd Price Per	Unit of Measure	PVS Technologies, Inc. Detroit, MI	Shannon Chemical Corporation Malvern, PA	Univar Solutions USA, Inc. (FKA Univar USA Inc.)	USALCO Baltimore Plant, LLC Baltimore, MD	Pencco Felipe, Texas
1	Liquid Chlorine (City of Hagerstown)	Cylinder	1-Ton Cylinder	No Bid	No Bid	\$850.00	No Bid	No Bid
2	Aqueous Ammonia 19% (City of Hagerstown)	Pound	Pound Bulk	No Bid	No Bid	\$0.165	No Bid	No Bid
3	Ferric Chloride (City of Hagerstown)	DryTon	Dry Ton	\$567.00	No Bid	No Bid	No Bid	No Bid
4	Sodium Hypochlorite (City of Hagerstown)	Gallon	Gallon Bulk	No Bid	No Bid	No Bid	No Bid	No Bid
5	12.5% Sodium Hypochlorite (City of Hagerstown)	Gallon	Gallon Bulk	No Bid	No Bid	\$2.25	No Bid	No Bid
6	Powdered Activated Carbon (City of Hagerstown)	Ton	50-Pound Bag	No Bid	No Bid	\$2,900.00 *	No Bid	No Bid
7	Polyaluminum Chloride (PAC) (City of Hagerstown)	WetTon	Wet Ton	No Bid	No Bid	No Bid	\$318.40	No Bid
8	Cyanuric Acid (City of Hagerstown)	Pound	Pound	No Bid	No Bid	No Bid	No Bid	No Bid
9	Caustic Soda (Sodium Hydroxide) (City of Hagerstown)	Gallon	Gallon Bulk	No Bid	No Bid	\$0.823 *	No Bid	No Bid
10	Sulfuric Acid 93% - 95% (City of Hagerstown)	Gallon	Gallon Bulk	No Bid	No Bid	\$1.91 *	No Bid	No Bid
11	Calcium Chloride (City of Hagerstown)	Pound	50-Pound Container	No Bid	No Bid	No Bid	No Bid	No Bid
12	Sodium Hypochlorite (Washington County DWQ)	Gallon	55-Gallon Drum	No Bid	No Bid	\$2.39 *	No Bid	No Bid
13	Potassium Permanganate (City of Hagerstown)	Pound	55-Pound Pail	No Bid	No Bid	\$3.40	No Bid	No Bid
14	Caustic Soda (Sodium Hydroxide) (Washington County DWQ)	Gallon	55-Gallon Drum	No Bid	No Bid	\$2.96 *	No Bid	No Bid
15	Ferrous Chloride Solution (Washington County DWQ)	Gallon	Gallon Bulk	No Bid	No Bid	No Bid	No Bid	No Bid
16A	Hydrofluosilicic Acid (H2SiF6) (Washington County DWQ)	Gallon	15-Gallon Pail	No Bid	No Bid	\$9.980 *	No Bid	No Bid
16B	Hydrofluosilicic Acid (H2SiF6) (Washington County DWQ)	Gallon	55-Gallon Drum	No Bid	No Bid	\$5.65 *	No Bid	No Bid
16C	Hydrofluosilicic Acid (H2SiF6) (City of Hagerstown)	Gallon	Gallon Mini Bulk	No Bid	No Bid	No Bid	No Bid	No Bid
16D	Hydrofluosilicic Acid (H2SiF6) (City of Hagerstown)	Gallon	15-Gallon Drum	No Bid	No Bid	\$9.98 *	No Bid	No Bid

PUR-1445
Swimming Pool / Water / WasteWater Treatment Chemicals

Bid Item No.	Description / (Delivered Price per Unit of Measure)	Deliverd Price Per	Unit of Measure	PVS Technologies, Inc. Detroit, MI	Shannon Chemical Corporation Malvern, PA	Univar Solutions USA, Inc. (FKA Univar USA Inc.)	USALCO Baltimore Plant, LLC Baltimore, MD	Pencco Felipe, Texas
17	DelPac 2000 (Polyaluminum Chloride Hydroxide Sulfate Solution) (Washington County DWQ)	Pound	Pound Bulk	No Bid	No Bid	No Bid	\$0.1389 *	No Bid
18	3" Tablet Chlorine (Calcium Hypochlorite) (City of Hagerstown DWQ)	Pound	50 - 100 Pound Drum	No Bid	No Bid	\$2.12 *	No Bid	No Bid
19	Sodium Hypochlorite (Washington County Parks)	Gallon	55-Gallon Drum	No Bid	No Bid	\$2.39 *	No Bid	No Bid
20	Cyanuric Acid (Washington County Parks)	Pound	Pound	No Bid	No Bid	No Bid	No Bid	No Bid
21	Calcium Chloride (Washington County Parks)	Pound	50-Pound Container	No Bid	No Bid	No Bid	No Bid	No Bid
22	Muriatic Acid (Washington County Parks)	Pound	15-Gallon Pail Pound	No Bid	No Bid	No Bid	No Bid	No Bid
23	Sodium Bisulfite (38% - 40%) (City of Hagerstown)	Pound	600-Pound Drum	No Bid	No Bid	\$0.2878	No Bid	No Bid
24	DelPAC 2020 (Polyaluminum Hydroxychlorosulfate Solution) (Washington County DWQ)	Gallon	55-Gallon Drum	No Bid	No Bid	\$4.59	No Bid	No Bid
25	Sodium Fluorosilicate (City of Hagerstown)	Pound	50-Pound Bag	No Bid	No Bid	No Bid	No Bid	No Bid
26	Defoamer – Anti-Foam (City of Hagerstown)	Gallon	55-Gallon	No Bid	No Bid	No Bid	No Bid	No Bid
27	Thioguard (55% - 65% Magnesium Hydroxide) (City of Hagerstown)	Gallon	Gallon Bulk	No Bid	No Bid	No Bid	No Bid	No Bid
28	Methanol (City of Hagerstown)	Gallon	Gallon Bulk	No Bid	No Bid	\$1.65	No Bid	No Bid
29	Bacterial Enzymatic Powder (Washington County DWQ)	Pound	50-Pound Containers (1/2 pound packets)	No Bid	No Bid	No Bid	No Bid	No Bid
30	Poly-Orthophosphate Solution (SLI-5250) (City of Hagerstown)	Pound	Pound Bulk	No Bid	\$0.442	No Bid	No Bid	No Bid
31A	50% Caustic Soda (Sodium Hydroxide) (City of Hagerstown)	Gallon	Gallon Bulk	No Bid	No Bid	No Bid	No Bid	No Bid
31B	25% Caustic Soda (Sodium Hydroxide) (City of Hagerstown)	Gallon	Gallon Bulk	No Bid	No Bid	No Bid	No Bid	No Bid

PUR-1445
Swimming Pool / Water / WasteWater Treatment Chemicals

Bid Item No.	Description / (Delivered Price per Unit of Measure)	Delivered Price Per	Unit of Measure	PVS Technologies, Inc. Detroit, MI	Shannon Chemical Corporation Malvern, PA	Univar Solutions USA, Inc. (FKA Univar USA Inc.)	USALCO Baltimore Plant, LLC Baltimore, MD	Penco Felipe, Texas
32	DelPac 2000 (Aluminum Chloride Hydroxide Sulfate) (Washington County DWQ)	Gallon	55-Gallon Drum	No Bid	No Bid	\$5.92	No Bid	No Bid
33	Liquid Aluminum Sulfate (Washington County DWQ)	Gallon	Gallon Bulk	No Bid	No Bid	\$1.65	No Bid	No Bid
34	MicroC 2000 (Washington County DWQ)	Gallon	240-Gallon Totes	No Bid	No Bid	\$3.81 *	No Bid	No Bid
35	Polymer (Zetag 8814) (City of Hagerstown)	Gallon	Gallon Bulk	No Bid	No Bid	No Bid	No Bid	No Bid
36	Morton Salt (City of Hagerstown)	Pound	Pound Bulk	No Bid	No Bid	\$0.21 *	No Bid	No Bid
37	Magnetite (Washington County DWQ)	Pound	Pound Bulk	No Bid	No Bid	No Bid	No Bid	No Bid

Remarks / Exceptions:

Penco - Sent a letter of No Bid

Univar Solutions USA, Inc.

- Item No. 6 (40lb Bag Hydrosarco B Minimum order 50 bags - 1 pallet)
- Item No. 9 (Caustic Soda (Sodium Hydroxide 25%))
- Item No. 10 (Sulfuric Acid 93% 66B)
- Item No. 12 (Minimum order 4 drums)
- Item No. 14 (Minimum order 4 drums 25% Caustic Soda)
- Item No. 16A (Assay Basis 23-25%)
- Item No. 16B (Assay Basis 23-25%)
- Item No. 16D (Assay Basis 23-25%)
- Item No. 18 (24 pail minimum One Pallet)
- Item No. 19 (Minimum order 4 drums)
- Item No. 34 (265 gallon non-returnable tote)
- Item No. 36 (49 Bag Minimum One Pallet)

Remarks / Exceptions:

USALCO Baltimore Plant, LLC

- Item No. 17 (per wet pound)



Open Session Item

SUBJECT: Contract Award (PUR-1446) Financial Advisor Services

PRESENTATION DATE: October 29, 2019

PRESENTATION BY: Rick Curry, CPPO, Director, Purchasing Department and Kelcee Mace, Deputy Director, Division of Budget & Finance

RECOMMENDATION: Move to award the contract for financial advisor services to the responsive, responsible firm with the lowest total 5-year proposal value, plus out-of-pocket expenses related to bond issues; and the hourly rates for each employee classification to be used for any required Extra Work.

REPORT-IN-BRIEF: The following persons served as members on the selection committee: Deputy County Administrator (Chairperson Designee), Director of Budget & Finance, Deputy Director of Budget & Finance, County Senior Accountant, and the Director of Purchasing. One (1) proposal was received for the subject services. The firms' Qualifications & Experience/Technical Proposals were considered to be responsive by the Committee and their Price Proposal were opened (see attached Proposal Tabulation Sheet). Notice of the Request for Proposal (RFP) was published on the County's web site, the State's e-Maryland Marketplace eMMA web site, and in the local newspaper. Fifty-three (53) persons/firms accessed the RFP document from the County web site. It should be noted that the RFP incorporated financial advisory services that may be required during the term of the contract that are in addition to the bond issue financial advisor services. For your easy reference, attached is a copy of Section III of the RFP outlining the Scope of Services. The initial term of this contract is for a one (1) year period tentatively to commence December 1, 2019 and ending November 30, 2020, with an option by the Board to renew for up to four (4) consecutive one (1) year periods thereafter based on the annual lump sum fees proposed by the successful firm.

DISCUSSION: N/A

FISCAL IMPACT: CIP – Bond Issuance Cost, Account No. 30-10500-ADM001

CONCURRENCES: As recommended by the Coordinating Committee

ALTERNATIVES: N/A

ATTACHMENTS: (1) RFP Section III – Scope of Services

AUDIO/VISUAL NEEDS:

III. SCOPE OF SERVICES:

- A. Financial Advisory Services for an estimated \$85 million in financing over a five (5) year period to include:
1. Preparation of bond issues, including recommendations on the size and timing of bond sales; refunding opportunities; structuring of sales on competitive vs. negotiated bonds; bond maturity schedules; provisions for issuance of additional bonds and redemption prior to maturity; call premiums; registration; provision for handling and investment of bond funds; covenants as to the establishment of funded interest or reserve funds; investment procedures; closing instructions; and other matters which may assist in obtaining the lowest practical interest cost and the widest competition for their purchase.
 2. Assistance with preparation and distribution of Preliminary Official Statement, Notice of Sale, Official Statement and other documents and materials required to facilitate all bond sales.
 3. Verification of bond bids on competitive bond issues and review of underwriting proposals for negotiation transactions.
 4. Assistance in the preparation of legal and financing documents in coordination with bond counsel, underwriters counsel, county staff, and others.
 5. Development of rating agency strategy, assist with preparation of rating agency presentation material, schedule meetings with rating agencies, organize and coordinate County and staff rehearsals and presentations, coordinate itinerary for rating agency visits as required with the objective of maintaining and improving, when applicable, the rating assigned to the County. (Out-of-pocket expenses related to these services are not to be included in the annual lump sum fees.)
- B. All firms responding to this proposal shall demonstrate the capabilities and experience to conduct the following scope of services if requested:
1. Formulation of financing plans, including presentations of alternative financial programs and strategies taking into consideration: construction schedules; appropriate debt structures; timing; impact on tax rates and taxpayers; credit ratings; coordination with other issues; new tax laws; assessment of current climate of the capital markets.
 2. Develop and take primary responsibility for quantitative analysis of structuring alternatives for debt issues including sizing, structure, and term of issue, provide computer modeling, comparison of alternatives.
 3. Assist and advise in the development of debt limits, debt service coverage ratios, reserve funds, compliance with debt affordability policies or other debt policies as requested.

4. Assist the County in updating its financial strategies and policies when requested. This includes analyzing short, intermediate and long-term financing options.
5. Be available for consultation to render advice and recommendations regarding all financial aspects of the County as may be requested by the County.
6. Identify policy issues and direction(s) related to effective administration of the Capital Program.
7. Provide general advice on tax issues, particularly compliance with respect to arbitrage rebate, but not including any arbitrage rebate calculations.
8. Develop financial analysis programs and computer models to be used in conjunction with the County's financing programs.
9. Assist with long-term forecasting regarding debt and related issues.
10. Provide pricing analysis and comparisons following bond sale, document pricing results, and provide written report to County with respect to final pricing.
11. Upon request, assist in reviewing and analyzing legislation that may have a financial impact on the County.
12. Assist when conducting surveys of the financial activities of other major government operations and utilities.
13. Review the existing Long-Range Financial Plan, provide an analysis of the proposed funding methods and potential options including analysis of the structure of the finance plan, discuss issues or difficulties which may be foreseen and the strategies to deal with such issues.
14. Assist with obtaining required debt authorizations from the legislative body.
15. Attend various meetings, including meetings of the Board of County Commissioners.



Agenda Report Form

Open Session Item

SUBJECT: Contract Award (PUR-1447) Emergency Services Special Procedures and Auditing Services

PRESENTATION DATE: October 29, 2019

PRESENTATION BY: Rick Curry, CPPO, Director, Purchasing Department, Sara Greaves, Chief Financial Officer and R. David Hays, Director, Division of Emergency Services

RECOMMENDATION: Move to award the contract for the Emergency Services Special Procedures and Auditing Services to the responsive, responsible firm with the lowest total proposal for the Attestation – Special Procedures plus schedule of Professional Fees for Supplemental Services, if required by the County and lowest total proposal for the Auditing – Financial Procedures plus schedule of Professional Fees for Supplemental Services, if required by the County.

REPORT-IN-BRIEF: The following persons served as members on the selection committee: County Administrator, County Chief Financial Officer (Committee Chairperson), Director of Budget & Finance, Director of Purchasing and Director of Emergency Services. Four (4) proposals were received for the subject services. The four (4) firms' Qualifications & Experience/Technical Proposals were considered to be responsive by the Committee and their Price Proposals were opened (see attached Proposal Tabulation Sheet). Notice of the Request for Proposal (RFP) was published on the County's web site, the State's e-Maryland Marketplace Advantage (eMMA) web site, and in the local newspaper. Fifty-three (53) persons/firms accessed the RFP document from the County's web site.

The County's Budget & Finance Department will be overseeing the work of the qualified firm of certified public accountants to perform a set of special procedures and an audit of the financial statements of eight (8) independent emergency services companies and the Washington County Volunteer Fire & Rescue Association. The reporting period will be considered the most recently completed and submitted (to the County) reporting period, either 6/30/2018 or 12/31/2018, in accordance with the companies' year-end. These audits are to be performed in accordance with the provisions contained in the Request for Proposal (RFP) which consist of, but not limited to Attestation Engagement, Reports Related to the Special Procedures, Audit Engagement (Financial Statements), Reports to be issued for Audit and Irregularities and illegal acts.

DISCUSSION: N/A

FISCAL IMPACT: Funds are budgeted in account 500155-10-11520 for these services.

CONCURRENCES: As recommended by the Coordinating Committee

ALTERNATIVES: N/A

ATTACHMENTS: (1) RFP Section I - Scope of Services

AUDIO/VISUAL NEEDS: N/A

A. Scope of Work to be Performed

1. Attestation Engagement - Special Procedures – An audit opinion is not provided for the following procedures. Instead, the audit firms report will be in the form of procedures performed and findings thereof. If applicable, sampling will be used to test the below procedures for reasonable assurance of the population.

To meet the requirements of this request for proposals, the procedures shall be performed in accordance with Attestation standards, as set forth by the American Institute of Certified Public Accountants.

- a. Identify employee benefit programs and report on whether there is an existing policy in place for those programs.
- b. ERISA Compliance – 401K contributions, distributions, and fiscal management of the retirement program should be evaluated for compliance with ERISA and the Department of Labor. The Firm will select 100% of employees for two non-consecutive pay periods to determine the following based on the plan document:
 - i. Deferrals are withheld in accordance with the plan document and remitted timely
 - ii. Employer contributions were calculated appropriately and remitted timely
 - iii. In addition, determine if the Summary Plan Description, Summary Annual Report, and annual 5500 filing is available and completed correctly.
- c. Test and report on the organization’s compliance with Department of Labor regulations as they pertain to payroll of workers, including compensation of overtime and compensatory time payments.
 - i. Review W2’s and 1099’s for appropriate reporting of either employee or contractor.
 - ii. Select 100% of employees for two (2) pay periods in one year to test that overtime and compensatory accruals are calculated in accordance with DOL standards.
 - iii. Test 100% of employees for year-end compensatory time carryover/loss according to policy.
- d. Review and report on the payroll process, controls, procedures, and authorities
 - i. Report on whether payroll is processed internally or outsourced, and by whom.
 - ii. Report any material weakness in internal control as defined in

auditing standards.

- e. Gain an understanding of control and how transactions are initiated, approved, and recorded. Determine and report on the level of involvement of board members:
 - i. If Board members are independent of the organization's operations and financial recordkeeping.
 - ii. If Board members are required to approve certain transactions, and if so, name those transactions.
 - iii. If Board members are required to sign checks
 - iv. Level of reporting to the Board and if it is transactional.
 - v. Activities/transactions routinely or not routinely reported to the Board.
- f. Review and report on the budget process, including who prepares the budget and who in the organization has authority to authorize expenditures, including dollar thresholds.
- g. Review and report on the payables process, including who has authorization to disburse funds and identify check signors and whether the system in place requires two signatures.
- h. Conduct a review using a sample of 10% of expenditures over one thousand (\$1,000) dollars and evaluate if the expenditure is consistent with the Emergency Services Fiscal Policy (Attachment No. 6). If the expenditure is questionable, list the expenditure in the report. Include payee, amount, and purpose of expenditure.
- i. Conduct a review using a sample of 5% of expenditures under one thousand (\$1,000) dollars and evaluate if the expenditure is consistent with the Emergency Services Fiscal Policy (Attachment No. 6). If the expenditure is questionable, list the expenditure in the report. Include payee, amount, and purpose of expenditure.
- j. Conduct a review of 100% of overnight and/or out of county travel expenditures and report findings to include the date of expenditure, related dates of travel, destination, purpose of trip, amounts spent, and number of attendees. The number of trips for travel is estimated at less than five (5) per company per year.
- k. Review and report on, using a current vendor list or list of payee's, related parties such as employees, volunteers, and/or board members or their family members and if they exist as vendors. If there are transactions with a related party, determine the appropriateness of the payment and report on it.

1. Gain in an understanding and document controls surrounding cash on hand and bank accounts.
 - i. Report on controls and procedures for cash deposits including timeliness of deposits, whether or not cash is always deposited or held within the company or on a person, and procedures for cash expenditures. Include procedures for cash received during fundraisers.
 - ii. Report on membership drive revenue recorded in the companies' ledger and compare to a donation listing of households and amounts. List the discrepancy and any identifiable reason for it.
 - iii. Review and report on bank reconciliation procedures and if they are performed appropriately and timely.
- m. Billing Revenue
 - i. Determine and report upon the run sheet reconciliation process for all calls.
 - ii. Determine and report upon a daily, weekly, or monthly, call review to ensure there is a patient care report for all patient encounters.
 - iii. Determine and report how patient care reports are processed for billing.
- n. Fundraising activities – Report on any volunteer pay found for time spent on fundraising activities or at those activities.
- o. Review and report on the 990 and if it is complete, accurate, and filed on a timely basis.

Reports Related to the special procedures

- a. The County will require a report outlining each of the above procedures performed and the findings thereof. The report should be specific. If sampling occurred, the document should specify the type and quantity of sampling. Although no specific procedure is required, if through performance of items “a” through “n”, a discovery is made that indicates waste or fraud, or potential for substantial savings that should be reported as a separate item.
2. Audit Engagement – Financial Statements - To meet the requirements of this request for proposals, the audit shall be performed in accordance with auditing standards generally accepted in the United States of America, as set forth by the American Institute of Certified Public Accountants.

The County desires the auditor to express an opinion on the fair presentation of each companies' financial statements in conformity with generally accepted

accounting principles.

This audit will include examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, the audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Reports to be issued for Audit The audit will include obtaining an understanding of the Organization and its environment, including internal control, enough to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Organization, or to acts by management or employees acting on behalf of the Organization.

- a. A report on the fair presentation of the financial statements in conformity with generally accepted accounting principles.
 - b. A report on compliance and internal control over financial reporting based on an audit of the financial statements.
- B. Documents to be provided:
- Emergency Services Fiscal Policy (Attachment 6)
 - Example of executed staffing agreement for each company (Attachment 7)
- C. Irregularities and illegal acts. Auditors shall be required to make an immediate, written report of all irregularities and illegal acts of which they become aware to the Chief Financial Officer.
- D. All working papers and reports must be retained, at the auditors' expense, for a minimum of three (3) years, unless the firm is notified in writing by the County of the need to extend the retention period.



Open Session Item

SUBJECT: Alternate Mitigation Contribution (AMC) formula changes

PRESENTATION DATE: October 29, 2019

PRESENTATION BY: Kirk C. Downey, County Attorney and Stephen T. Goodrich, Director, Department of Planning and Zoning

RECOMMENDED MOTION: Motion to approve the resolution to amend the Alternate Mitigation Contribution formula by increasing the value of variables C (the pupil generation rate) and D (the total number of years a typical student spends in all schools).

REPORT-IN-BRIEF: The County Commissioners received a presentation from Planning Department staff on the development and use of the Alternate Mitigation Contribution (AMC), a 2014 amendment to the APFO, that can be employed to achieve development plan approval when affected schools are over capacity. Following that presentation, Commissioners determined that variable D in the AMC formula (accounting for the number of years a typical student would utilize a public-school seat) should be changed from 13 years to 14 years to reflect the implementation of Pre-Kindergarten enrollments.

DISCUSSION: During evaluation and preparation of the change to variable D by staff, it was determined appropriate to consider updates to any of the other variables. Variable C, the average pupil generation rate, is subject to changes over time. At the request of County staff, Washington County Public Schools planning staff provided updated pupil generation rates. The rates for 2019 have increased slightly from the figures currently used (2016) and are proposed for inclusion in the change to the AMC formula.

FISCAL IMPACT: The actual increase in AMC revenues that are directed toward school CIP projects cannot be determined because it is dependent on the number and type of new residential units that may be approved in the future which is unknown. Generally, the increases in the values of variables C and/or D will equate to an increase in AMC revenues.

CONCURRENCES: N/A

ALTERNATIVES: Adopt changes to only variable D of the AMC formula or do not adopt any changes to the formula.

ATTACHMENTS: Resolution, AMC worksheet with options and Pupil Generation Rates 2006-2019

AUDIO/VISUAL NEEDS: None

RESOLUTION NO. RS-2019-

**A RESOLUTION TO ESTABLISH THE VALUES OF FACTORS FOR USE
IN DETERMINING AN ALTERNATE MITIGATION CONTRIBUTION
PURSUANT TO ARTICLE 5 OF THE ADEQUATE PUBLIC FACILITIES
ORDINANCE**

RECITALS

On October 22, 2013, the Board of County Commissioners of Washington County, Maryland (the *Board*) amended Article V of the Adequate Public Facilities Ordinance (the *Ordinance*) to provide a means for developers to pay an Alternate Mitigation Contribution (AMC) when schools in the area of the development fail to meet standards for adequacy due to certain population figures.

Section 5.8 of the Ordinance sets forth a formula with factors that are used to compute a developer's AMC contribution.

On October 22, 2013, the Board established, by Resolution No. RS-2013-14, the value of the factors set forth in Section 5.8(b) of the Ordinance.

The passage of time and the expansion of pre-kindergarten schooling has resulted in the need to update the values of the factors

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Washington County, Maryland, that pursuant to Section 5.8(g) of the Ordinance, the values of the factors set forth in Section 5.8(b) and necessary to calculate the Alternate Mitigation Contribution are hereby established as follows:

"A" is \$41,198.55;

"B" is 50, for a fifty (50) year life expectancy for the building;

"C" is set forth on the 2019 line of the attached table entitled "2019 Calculated Pupil Generation Rates and Approved Pupil Generation Rates 2006 through 2019;"

"D" is 14; and

"E" is the number of dwelling units, per type (i.e., single family, apartment, and/or town home), proposed in the new development.

Adopted and effective this ____ day of October, 2019.

ATTEST:

BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND

Krista L. Hart, Clerk

BY: _____
Jeffrey A. Cline, President

Approved as to form
and legal sufficiency:

Kirk C. Downey
County Attorney

Mail to:
Office of the County Attorney
100 W. Washington Street, Suite 1101
Hagerstown, MD 21740

Attachment

ALTERNATE MITIGATION CONTRIBUTION worksheet for:																	
Pupil Gen. rate updated to figures app'd by BCC April 2016																	
complete shaded areas with development information																	
use line appropriate for type of unit																	
use TOTAL at bottom of page if there is more than 1 type of unit and sum AMC column																	
(A/B x C) x D x E = Alternate Mitigation Contribution																	
A = average cost of a school seat												41198.55					
B = life expectancy (50 years)												50					
C = average pupil generation rate for type of development												.20(APT) or .18(TH) or .27(SF)					
D = total # of years typical student spends in all schools (6 in elementary, 3 in middle and 4 in high school = 13)												13					
E = # of units in development												# of units					
AMC APARTMENTS																	
		A	B		C		D		E		AMC		CHANGE FROM ORIGINAL				
				=								\$	%				
	original	\$ 41,198.55	/50	=	\$ 823.97	x .20 =	\$ 164.79	x 13=	\$ 2,142.32	x		=	\$ -				
	C only	\$ 41,198.55	/50	=	\$ 823.97	x .20 =	\$ 164.79	x 13=	\$ 2,142.32	x		=	\$ -	\$ - 0			
	D only	\$ 41,198.55	/50	=	\$ 823.97	x .20 =	\$ 164.79	x 14=	\$ 2,307.12	x		=	\$ -	\$ 164.79 8%			
	C & D	\$ 41,198.55	/50	=	\$ 823.97	x .20 =	\$ 164.79	x 14=	\$ 2,307.12	x		=	\$ -	\$ 164.79 8%			
AMC TOWN HOMES																	
		A	B		C		D		E								
	original	\$ 41,198.55	/50	=	\$ 823.97	x .18 =	\$ 148.31	x 13=	\$ 1,928.09	x		=	\$ -				
	C only	\$ 41,198.55	/50	=	\$ 823.97	x .19 =	\$ 156.55	x 13=	\$ 2,035.21	x		=	\$ -	\$ 107.12 6%			
	D only	\$ 41,198.55	/50	=	\$ 823.97	x .18 =	\$ 148.31	x 14=	\$ 2,076.41	x		=	\$ -	\$ 148.31 8%			
	C & D	\$ 41,198.55	/50	=	\$ 823.97	x .19 =	\$ 156.55	x 14=	\$ 2,191.76	x		=	\$ -	\$ 263.67 14%			
AMC SINGLE FAMILY																	
		A	B		C		D		E								
	original	\$ 41,198.55	/50	=	\$ 823.97	x .27 =	\$ 222.47	x 13=	\$ 2,892.14	x		=	\$ -				
	C only	\$ 41,198.55	/50	=	\$ 823.97	x .29 =	\$ 238.95	x 13=	\$ 3,106.37	x		=	\$ -	\$ 214.23 7%			
	D only	\$ 41,198.55	/50	=	\$ 823.97	x .27 =	\$ 222.47	x 14=	\$ 3,114.61	x		=	\$ -	\$ 222.47 8%			
	C & D	\$ 41,198.55	/50	=	\$ 823.97	x .29 =	\$ 238.95	x 14=	\$ 3,345.32	x		=	\$ -	\$ 453.18 16%			

2019 Calculated Pupil Generation Rates and Approved Pupil Generation Rates 2006 through 2019											No of Developments
Approval Year	School Year	Elementary School			Middle School			High School			
		SF	TH	MF	SF	TH	MF	SF	TH	MF	
2006	2005-2006	0.38	0.16	0.06	0.14	0.03	0.03	0.20	0.05	0.06	N/A
2007	2006-2007	0.40	0.23	0.08	0.15	0.06	0.02	0.18	0.08	0.07	10.00
2008	2007-2008	0.41	0.22	0.08	0.15	0.06	0.02	0.17	0.08	0.07	14.00
2009	2008-2009	0.39	0.24	0.16	0.17	0.07	0.08	0.17	0.07	0.10	14.00
2010	2009-2010	0.38	0.26	0.18	0.18	0.07	0.08	0.19	0.09	0.11	16.00
2011	2010-2011	0.42	0.21	0.28	0.20	0.07	0.11	0.22	0.10	0.12	16.00
2012	2011-2012	0.41	0.19	0.30	0.18	0.08	0.12	0.24	0.09	0.11	17.00
2013	2012-2013	0.43	0.24	0.36	0.17	0.10	0.15	0.23	0.10	0.16	17.00
2014	2013-2014	0.42	0.27	0.34	0.17	0.09	0.14	0.24	0.10	0.16	17.00
2015	2014-2015	0.41	0.30	0.33	0.17	0.09	0.14	0.23	0.13	0.17	17.00
2016	2015-2016	0.43	0.33	0.33	0.18	0.10	0.13	0.21	0.11	0.14	15.00
2017*	2016-2017	0.43	0.33	0.32	0.19	0.11	0.14	0.20	0.13	0.12	15.00
2018*	2017-2018	0.45	0.35	0.27	0.21	0.14	0.12	0.21	0.15	0.12	15.00
2019**	2018-2019	0.43	0.32	0.31	0.22	0.11	0.12	0.22	0.14	0.16	15.00
<i>2016/2019 Difference</i>		<i>0.00</i>	<i>-0.01</i>	<i>-0.02</i>	<i>0.04</i>	<i>0.01</i>	<i>-0.01</i>	<i>0.01</i>	<i>0.03</i>	<i>0.02</i>	

2016 Pupil Generation Rates were adopted by the Board of County Commissioners on April 19, 2016 and are currently utilized in the Adequate Public Facilities Ordinance (APFO) calculations.

*Sent to Washington County in March 2017 and March 2018 - Not adopted

** For consideration by the Board of County Commissioners

SF = Single-Family Dwelling (single family, duplex, semi-attached, mobile home units)

TH = Townhome Dwelling (three (3) or more attached units)

MF = Multi-Family Dwelling (apartments/condominium units)

Based on use and occupancy (U&O) permit data through December 31, 2018 provided from County and Municipal Planning Departments.

Based on actual student counts from WCPS student information database (Synergy) through January 2019.



Open Session Item

SUBJECT: Solid Waste Supervisor Consolidation Plan

PRESENTATION DATE: October 29, 2019

PRESENTATION BY: David A. Mason, P.E. Deputy Director, Division of Environmental Management

RECOMMENDED MOTION: Motion to approve the Solid Waste Supervisor Consolidation Plan and revised Job Descriptions.

REPORT-IN-BRIEF: Due to a retirement in January, the operations and various positions at the landfill have been reviewed for efficiencies.

DISCUSSION: Several recommendations are as follows:

- Consolidate the position of Assistant Solid Waste Director (Grade 15) and the Recycling and Operations Coordinator (Grade 14) into the Superintendent of Landfill and Recycling Operations (Grade 15). Both positions are currently being fulfilled by Tony Drury through the Recycling and Operations Coordinator position.
- A new position, "Operations Supervisor" (Grade 11), is being requested to replace an existing operator (grade 10) position. The goal would be for a current qualified operator to apply for this position. This position will still act as an operator but will also oversee the daily operations of the landfill, oversee equipment repairs, meet with the MDE inspector and handle customer service issues in the absence of the Deputy Director or Superintendent. This would enhance and provide for the required supervisory oversight at the landfill.

FISCAL IMPACT: Estimated savings of \$85,000 (Increases to two existing positions of \$9K offset by the elimination of one FT position of \$94K). While this does represent a savings, elimination of one position was previously factored into the existing FY2020 budget, therefore, this savings is not additional, but has already been programmed.

CONCURRENCES: County Administrator, Chief Financial Officer, Director, Human Resource, Director, Division of Environmental Management

ALTERNATIVES: N/A

ATTACHMENTS: Job Descriptions

AUDIO/VISUAL NEEDS: None



JOB TITLE:	Solid Waste Operator/Operations Supervisor	GRADE	11
DEPARTMENT:	Solid Waste	FLSA STATUS:	Non-Exempt
REPORTS TO:	Deputy Director of Solid Waste		

GENERAL DEFINITION OF WORK:

Performs difficult technical and intermediate administrative work supervising employees and skilled work operating heavy construction and related equipment at a municipal solid waste landfill to local, state and federal regulations which include inspecting, weighing waste and landfill activities. Direction is provided by the Deputy Director. Supervision is exercised over subordinate personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS AS OPERATIONS SUPERVISOR:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Operates landfill compactor, dozer, grader, scraper, backhoe, gradall, roller, sweeper, semi-truck and trailer, dump truck, tub grinder, plow truck, excavator, bucket truck, forklift and articulated trucks.
2. Excavates earth to facilitate construction of future landfill cells.
3. Constructs sediment-erosion control ponds, swales, ditches.
4. Compacts trash in daily land filling operations.
5. Covers trash daily with earth or other materials (i.e. tarp).
6. Clears trees and vegetation from land for landfill construction.
7. Reclaims landfill cells when full. Covers, seeds and mulches.
8. Repairs storm damage and erosion on landfill slopes and throughout facility grounds.
9. Ensures patrons dispose of refuse at appropriate site by giving direction to proper unloading areas.
10. Inspects incoming waste stream for unacceptable material.
11. Assists with snow removal and ice control.
12. Assists mechanics in repair and maintenance of equipment.
13. Performs related tasks as required or as assigned.
14. Answers questions arising about business waste, scale operations concerns' and employee issues in the absence of the Deputy Director or Superintendent.
15. Oversees the disposal of municipal, commercial and industrial wastes, performing appropriate tests and working with management to resolve any potential problems.
16. Works with local business on special waste for all kinds of different material. Reviews test results before delivery. Performs free liquids test before disposal. Inspects material.
17. Completes interview for hire of new employees with the Superintendent and Deputy Director. Recommends appropriate candidate for hire. Trains new employees.
18. Meet with Department of Environment Inspector to discuss landfill activities. Ensures operating permit is maintained and that the landfill is built as designed.
19. Listens to and resolves complaints. Explains landfill regulations to residents and businesses.
20. Assures all activity falls within the Maryland Department of Environment (MDE) guidelines to include contractors working outside permit hours, assuring patrons are off site at closing, conducting compliance inspections with MDE, etc.
21. Opens and closes facility.
22. Answers questions concerning weights and tickets with the ability to deal courteously and tactfully with the public.
23. Directs traffic to proper unloading area. Ensures unloading areas are kept neat and orderly.
24. Visually inspects loads of waste and observes for unacceptable waste. Estimates weight of vehicles based on experience in the event the scales would be out of operation.
25. Maintains recycling drop off sites, picks up material around sites, moves material to ensure a clean and safe environment.
26. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of the operating procedures of various makes and types of heavy duty construction equipment; of the safe operating limits of heavy equipment; of the maintenance and repair of heavy equipment and gasoline and diesel engines; ability to operate all types of heavy construction equipment; to make minor repairs to heavy equipment and to assist with complex repairs to the equipment under the guidance of an automotive mechanic; to understand and execute instructions; to deviate within specified limits from instructions when field conditions warrants changes; to keep records; to train equipment operators; and to perform other related landfill maintenance functions; ability to act as the on-site eyes that perform inspection of the entire waste stream; ability to operate machinery in close proximity to general public and haulers; and ability to always be alert and safety conscience. General knowledge of the operation of a weigh station; general knowledge of transfer station policies; some knowledge of recycling operations; ability to use calculator in making simple arithmetic calculations; ability to write legibly and make written reports; ability to use computer system; ability to maintain detailed records; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and considerable experience in the operation of heavy construction and automotive equipment.

PHYSICAL REQUIREMENTS:

This is work requiring the exertion of 50 to 80 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires stooping, kneeling, reaching, standing, walking, pulling, lifting, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, noise, atmospheric conditions, and oils. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

SPECIAL REQUIREMENTS:

Possession of an appropriate valid CDL class B driver's license with tanker endorsement or ability to obtain 9 months of hire. Ability to work six (6) days a week (minimum 48 hour/week operation).

3/2019

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.



JOB TITLE:	Superintendent of Landfill and Recycling Operations	GRADE	15
DEPARTMENT:	Solid Waste	FLSA STATUS:	Non-Exempt
REPORTS TO:	Deputy Director of Solid Waste		

GENERAL DEFINITION OF WORK:

Performs difficult technical and intermediate administrative work supervising employees at a lined municipal solid waste landfill and several transfer stations to local, state and federal regulations which include overseeing excavating, grading, placing refuse and rubble, compacting, daily cover, inspecting and weighing waste and billing all accounts. Performs responsible professional and administrative functions developing, implementing and coordinating a County wide recycling program; managing the County sponsored recycling programs related to compliance with numerous environmental codes; and meeting the recycling goals as defined by the Maryland Recycling Act. Coordinates landfill activities with Operation Supervisor. Direction is provided by the Deputy Director. Supervision is exercised over subordinate personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Design, implement and manage a variety of County-wide recycling and waste reuse/reduction programs for residential and business customers.
2. Develop and administer a County-wide public education programs on recycling and related solid waste and environmental programs, including educational materials that match curriculum guidelines for teachers,
3. Advises residents/businesses/industries on waste reduction, recycling and solid waste disposal options.
4. Analyzes solid waste and recycling data from business, industry, and government.
5. Supervises monitoring/care of remote and on-site recycling drop off sites, including areas for used motor oil/antifreeze, auto batteries, tires, metals, and cardboard, and composting and mulching operations.
6. Prepares reports required by the Maryland Department of the Environment and for departmental purposes.
7. Provides input and direction in the preparation of the County's Solid Waste and Recycling Plan.
8. Monitors County recycling services contracts. Participates in drafting/reviewing policy for the County's Solid Waste Department.
9. Organizes and manages special recycling and solid waste events. Leads tours of solid waste and recycling facilities. Represents the County as a guest speaker on solid waste/recycling issues.
10. Serves as a liaison for County as directed on related committees.
11. Develops and purchases advertisements and prepares news releases for media. Markets products from composting/mulching operation.
12. Prepares and maintains database of disposal/recycling/waste reduction options for staff and community use.
13. Prepares budgets and requests for proposals.
14. Collaborates with regional Maryland Department of the Environment staff concerning regulatory compliance.
15. Compiles annual reports and submit to State Department of the Environment.
16. Ability to work evenings and weekends as required to perform outreach to the recycling community.
17. Search, apply and institute grants for various Solid Waste and Recycling programs. Prepares reports for Grant Agencies per grant requirements.
18. Interacts with the local business community and residential customers regarding landfill regulations and policies; enforces these regulations and attempts to resolve any complaints/problems.

19. Assures all activity falls within the Maryland Department of Environment (MDE) guidelines to include contractors working outside permit hours, assuring patrons are off site at closing, conducting compliance inspections with MDE, etc.
20. Responsible for keeping MSDS book on site up to date and check equipment and facilities for safety.
21. Investigates accidents, incidents and completes all necessary reports for Human Resources.
22. Answers questions arising about business waste, scale operations concerns and employee issues.
23. Assists with interviews and recommendations for hire of new employees. Assists with training of new employees.
24. Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the practices and techniques of recycling and clean community programs; thorough knowledge of program objectives, procedures and organization; general knowledge of modern office practices, procedures and equipment; ability to devise detailed procedures and methodologies; ability to plan and organize the work of volunteers; ability to communicate ideas effectively, both orally and in writing; ability to prepare reports and records; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Possession of a Bachelor's Degree in Environmental Management, Business, Civil/Environmental Engineering or a related field, considerable experience in developing and/or managing recycling or waste reduction programs in the public or private sector; experience working with community groups and general landfill operations.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires standing, pushing, pulling, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is rarely subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate valid driver's license. Possession of a certification in Managing Municipal solid Waste Recycling Systems, Managing Composting Programs, or similar, or ability to obtain within 2 years of employment.

Revised: 9/2016, 10/2019

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.



Board of County Commissioners of Washington County, Maryland

Agenda Report Form

Open Session Item

SUBJECT: Bruce Bereano letter of services

PRESENTATION DATE: October 29, 2019

PRESENTATION BY: Robert Slocum, County Administrator

RECOMMENDED MOTION: For consideration of Mr. Bereano's request

REPORT-IN-BRIEF: Correspondence sent to the Board of County Commissioners by Mr. Bereano for consideration to represent and serve the Commissioners as their government relations consultant and lobbyist in Annapolis during the upcoming 2020 session of the General Assembly.

DISCUSSION: N/A

FISCAL IMPACT: N/A

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Letter from Bruce Bereano

AUDIO/VISUAL NEEDS: None

THE OFFICE OF
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410-269-5330 BALTIMORE AREA
301-261-1100 WASHINGTON D.C. AREA
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BRUCE@LOBBYANNAPOLIS.NET

*Washington County Board of
County Commissioners, MD*

2019 OCT 17

*Received by:
County Clerk*

October 11, 2019

The Honorable Jeff Cline
President
Washington County Commissioners
100 West Washington Street, Room 226
Hagerstown, Maryland 21740

Dear President Cline:

In preparation for the upcoming 2020 Session of the Maryland General Assembly which convenes January 8, 2020, and for calendar year 2020, I write to propose to the Washington County Commissioners to represent and serve the Commissioners as their government relations consultant and lobbyist in Annapolis during the upcoming 2020 session of the General Assembly and before the Executive Branch of State Government. The term of my representation would be the calendar year of 2020.

I have appreciated and enjoyed representing the County for the past 3 years and I would be happy and willing to continue to act in such a capacity for the proposed same fee of \$10,000 plus reimbursement for any reasonable and necessary expenses such as mileage and travel, lobbying registration fee, duplication costs, etc.

The scope and nature of the government relations and lobbying services I would provide the Washington County Commissioners would include the following:

1. Making available the depth and breadth of my relationships and network, and experience developed over the past 48 years in government and politics in Maryland;
2. Provide government and political strategic advice and counsel concerning relationships with government elected and appointed officials;
3. Arrange and attend meetings for the County Commissioners with key legislative and executive branch officials;
4. Advise and inform the County Commissioners of particular events and functions which are good networking opportunities and ways to increase the presence and involvement in relationship development for the County;

5. Focus my efforts and attention on areas of interest and agenda of the County with the legislature and executive branches of government as requested;
6. Meet and work with Washington County Commissioners as and when requested concerning issues, problems and assistance I can render with State government officials, agencies;
7. Register as a lobbyist for the Washington County Commissioners as required by law and comply with all legal requirements;
8. Customary and usual professional lobbying and government relations activities and efforts on behalf of the Washington County Commissioners;
9. Assist in advocating and representing Washington County on legislation as indicated;
10. Keep the Washington County Commissioners fully informed of my activities and efforts on their behalf and maintain current and clear communications in this regard;
11. Assist in securing meetings with key government appointed and elected officials and attend any and all such meetings which are arranged;
12. Provide any other and further services and functions as requested and desired by the County Commissioners relative to my role and function;
13. Attend all Washington County Delegation meetings during the legislative session and work in harmony and coordination with the Washington County legislative Delegation and be of assistance;
14. Work closely with the Washington County Commissioners on their legislative agenda and priorities for the 2020 legislative session;

It is also understood and agreed that you hereby certify and declare that Bruce C. Bereano hereby is authorized to act as a lobbyist and government relations representative on behalf of the Washington County Commissioners for the time period of January 1, 2020 through December 31, 2020 as to matters between them.

I would very much appreciate the opportunity to work with the Washington County Commissioners, and you can be assured of my fullest professional and dedicated services.

Please feel free to discuss this matter further with me or let me know any questions you or the other Commissioners may have. I of course am willing and available to meet with the County Commissioners to further discuss and decide this matter. If this

arrangement is agreeable and acceptable please sign and return to me one of the enclosed copies for my files. Thanking you in advance for your consideration and time, I am

Sincerely,



Bruce C. Bereano

Intending to be legally bound, the parties have duly executed this Agreement below:

Washington County Commissioners

By:

The Honorable Jeff Cline
President
Washington County Commissioners
100 West Washington Street, Room 226
Hagerstown, Maryland 21740

Date: _____



Bruce C. Bereano

191 Duke of Gloucester Street
Annapolis, Maryland 21401

Date: _____

10/15/19