



100 West Washington Street, Suite 1101 | Hagerstown, MD 21740-4735 | P: 240.313.2200 | F: 240.313.2201  
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## BOARD OF COUNTY COMMISSIONERS

July 02, 2024

### OPEN SESSION AGENDA

- 9:00 AM INVOCATION AND PLEDGE OF ALLEGIANCE  
CALL TO ORDER, *President John F. Barr*  
APPROVAL OF MINUTES: *June 11, 2024*
- 9:05 AM COMMISSIONERS' REPORTS AND COMMENTS
- 9:15 AM STAFF COMMENTS
- 9:20 AM CITIZEN PARTICIPATION
- 9:30 AM YOUTH MERITORIOUS AWARD PRESENTATION  
*Richard Lesh, Grant Manager, Grant Management and Board of County Commissioners*
- 9:40 AM REVISIONS TO THE CURRENT BYLAWS FOR THE BUILDING CODE BOARD OF APPEALS TO ANTICIPATE AUTOMATIC APPEALS FOR "UNSAFE STRUCTURES" AMENDMENTS  
*Greg Cartrette, Code Official/Director, Permits and Inspections; Rosalinda Pascual, Deputy County Attorney*
- 9:45 AM CONTRACT AWARD (PUR-1685) ENGINEERING SERVICES REQUIREMENTS CONTRACT  
*Rick Curry, Director, Purchasing; Scott Hobbs, Director, Engineering*
- CONTRACT RENEWAL (PUR-1696) ORACLE PRODUCTS AND SERVICES FOR INFORMATION TECHNOLOGY DEPARTMENT  
*Rick Curry, Director, Purchasing; Joshua O'Neal, Chief Technical Officer, Information Technology*
- 9:55 AM REJECTION OF REQUEST FOR QUOTE (Q-24-786) VMWARE INFRASTRUCTURE PRODUCTION SUPPORT AND SUBSCRIPTION RENEWAL  
*Brandi Naugle, Buyer, Purchasing; Joshua O'Neal, Chief Technical Officer, Information Technology*

10:00 AM CONTRACT RENEWAL (PUR-1620) DUMPSTER SERVICES AT CONOCOCHEAGUE WWTP AND CLEAN COUNTY  
*Brandi Naugle, Buyer, Purchasing; Mark Bradshaw, Director, Environmental Management*

CONTRACT RENEWAL (PUR-1611) JANITORIAL SERVICES FOR WASHINGTON COUNTY  
*Brandi Naugle, Buyer, Purchasing; Danny Hixon, Deputy Director, Buildings, Grounds and Facilities*

10:10 AM WASHINGTON COUNTY COMMISSION FOR WOMEN, COMMISSIONER CONTINGENCY FUNDING REQUEST  
*Michelle Gordon, County Administrator*

10:15 AM 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 the investment of public funds; and To consult with counsel to obtain legal advice on a legal matter)*

12:15 PM RECONVENE IN OPEN SESSION

ADJOURNMENT



Open Session Item

**SUBJECT:** Youth Meritorious Award Presentation

**PRESENTATION DATE:** July 2, 2024

**PRESENTATION BY:** Richard Lesh & Board of County Commissioners

**RECOMMENDED MOTION:** No motion or action is requested or recommended.

**REPORT-IN-BRIEF:** Throughout the school year the Board of County Commissioners present “Youth Meritorious Awards” to students attending both public and private schools or those being home schooled in Washington County. The following individual has been selected based on his scholastic achievement, leadership qualities, community service performed or other positive contributions to his community.

This exceptional youth has consistently worked and distinguished himself as model student and member of our County.

It is my pleasure to present the following youth for recognition today:

**Clayton Bartos- Homeschool (Keedysville)**

Parent(s) – Angie Bartos

Nominated by Rachel Souders

**DISCUSSION:** N/A

**FISCAL IMPACT:** N/A

**CONCURRENCES:** N/A

**ALTERNATIVES:** N/A

**ATTACHMENTS:** N/A

**AUDIO/VISUAL NEEDS:** N/A



Open Session Item

**SUBJECT:** Revisions to the current bylaws for the Building Code Board of Appeals to anticipate automatic appeals for “Unsafe Structures” amendments

**PRESENTATION DATE:** Tuesday, July 2, 2024

**PRESENTATION BY:** Greg Cartrette, Code Official, and Rosalinda Pascual, Assistant County Attorney

**RECOMMENDED MOTION:** Motion to approve the proposed revisions to the Building Code Board of Appeals bylaws

**REPORT-IN-BRIEF:** The current bylaws for the Building Code Board of Appeals are outdated due to numerous issues, but most importantly, they do not reflect the local amendments to the IEBC that were approved at the Public Hearing conducted before this Board on June 4<sup>th</sup>, 2024. The proposed changes include an update to the address of the Board of Appeals, updates to the mission statement and listed priorities to include appeals brought forth by the Code Official as a result of the “Unsafe Structures” amendment approved on June 4<sup>th</sup>, and revisions to address inconsistencies in regard to Officer positions, membership, and mandatory meetings.

**DISCUSSION:** The Board of County Commissioners has the authority to approve amendments to the bylaws of boards and commissions pursuant to PR-22. As a result of the amendments to the IEBC approved on June 4<sup>th</sup>, there is an anticipated increase in appeals that the Board of Appeals will need to meet and decide upon. The County is accepting applications for the Board of Appeals vacancies; thus it would be most efficient to have updated bylaws ready for the Board of Appeals.

The most substantive change is clarifying that the Board of Appeals’ authority to hear appeals includes those brought forth by the Code Official on behalf of the property owners whose properties are deemed unsafe, in accordance with the local amendments of Section 115 of the IEBC approved on June 4<sup>th</sup>. The revisions also clarify the Code Official’s role with the Board of Appeals and expands the industries represented by its members.

**FISCAL IMPACT:** N/A

**CONCURRENCES:** N/A

**ATTACHMENTS:** Proposed revisions of bylaws with track changes

**RESOLUTION NO. RS-2024-**

**RESOLUTION APPROVING REVISIONS TO THE CURRENT BYLAWS  
FOR THE BUILDING CODE BOARD OF APPEALS**

**Recitals**

By an ordinance titled “An Ordinance to Repeal Certain Provisions of the 1987 BOCA Basic Building Code and to Reenact Said Code With Changes Relating to Definition of “Code Official” and the Procedure for Appealing Decisions Relating to Said Code” and recorded December 12, 1989, the Board of County Commissioners of Washington County, Maryland, (the *Board*) created the Board of Building Appeals, which is now known as the Washington County Building Code Board of Appeals (the *Board of Appeals*).

The Board adopted the current Building Codes, promulgated by the International Code Council, with local amendments through multiple ordinances, Most recently, the International Existing Building Code with local amendments were revised and approved at a public hearing on June 4<sup>th</sup>, 2024. The current bylaws of the Board of Appeals are outdated due to these recent local amendments.

The Board believes it to be in the best interests of the citizens and residents of Washington County, Maryland, that this resolution and the revised Bylaws be adopted.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of Washington County, Maryland, that all provisions of any previous resolution concerning the Commission that are inconsistent with this resolution or the Commission’s Bylaws be, and hereby are, repealed.

**AND BE IT FURTHER RESOLVED**, that the Bylaws of the Board of Appeals (Exhibit A) are hereby approved.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2024.

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF WASHINGTON COUNTY, MARYLAND

\_\_\_\_\_  
Dawn L. Marcus, Clerk

BY: \_\_\_\_\_  
John F. Barr, President

Approved as to form  
and legal sufficiency:

\_\_\_\_\_  
Rosalinda Pascual  
Assistant County Attorney

Mail to:  
County Attorney's Office  
100 W. Washington Street, Suite 1101  
Hagerstown, Maryland 21740

Exhibit A



**WASHINGTON COUNTY BUILDING CODE BOARD OF APPEALS**

**BYLAWS**

**(in accordance with Policy PR-22, Boards and Commissions)**

**Article I**

**Name and Principal Office**

The name of the Board is the Washington County Building Code Board of Appeals (the Board.) The principal office of the Board is located at the Washington County Administrative Annex, ~~80 West Baltimore Street~~ 747 Northern Avenue, Hagerstown, Maryland.

**Article II**

**Mission Statement**

The Board shall have the responsibility to hear and decide appeals to orders, decisions, or determinations made by the Washington County Building Code Official ("Code Official") relative to the application and interpretation of the Building Code. In exercising the above-mentioned responsibilities, the Board may, in conformity with the provisions of law and the Washington County Building Code (as amended and which includes all building codes enforced by the County's Code Official), reverse or affirm, wholly or partly, or may modify the order, requirement, decision, or determination appealed from, and make such order, requirement, decision, or determination as ought to be made.

**Article III**

**Priorities**

The Board shall:

- A. Accept any appeal brought forth by any person or entity having ~~as~~ construction or renovation project subject to the Building Code aggrieved by an order, decision, or determination of the Washington County Building Code Official in his/her administration of the Washington County Building Code (as amended). Such appeal shall be taken by filing a Notice of Appeal with the Board within seven (7) days of the determination. Also accept any appeal brought forth by the Code Official pertaining to properties deemed unsafe.
- B. Hear an appeal brought forth by the Code Official for properties deemed unsafe or when an Appellant alleges:
  1. that the Building Code, or any rules, or regulations, or procedures adopted thereunder, has been incorrectly interpreted;
  2. that a provision of the Building Code does not fully apply due to the unique circumstances of the project;
  3. that an alternative construction method is equally good or better and fully satisfies the spirit and intent of the Building Code.
- C. Undertake the task of gathering and disseminating information from and about the Washington County Building Code;
- D. Have no authority to waive the requirements of the Building Code;

E. Render all decisions and findings in writing within thirty (30) days to the appellant with a duplicate copy to the CodeBuilding Official.

#### **Article IV Membership**

A. **Composition.** The Board shall be comprised of five (5) individual voting members appointed by the Board of County Commissioners: ~~(the “Commissioners”)~~ and the Washington County Building Code Official. The Board shall consist of members who are qualified by experience and/or training to pass on matters pertaining to building construction and must include a member or members familiar with the electrical, plumbing, mechanical, and construction trades and/or architecture or engineering. The individual voting member may not be an employee of the County. The Washington County Building Code Official will act as an ex-officio non-voting member.

B. **Terms.** Standing ex officio non-voting members are not term-limited. Terms of the individual voting members shall be three (3) years, as outlined in Washington County Policy PR-22, Boards and Commissions. The original term of one (1) member shall be for one (1) year; the original term of one (1) member shall be for two (2) years; and the original term of the remaining members shall be for three (3) years. Subsequent terms of all five (5) members shall be for three (3) years. Members of the Board shall be eligible for reappointment for one (1) consecutive term only, and, following the second consecutive 3-year term, shall be eligible for reappointment only following an intervening one (1) year period. A one- or two-year term will not be considered a full term for the purpose of these term limits.

#### **C. Termination of Membership and Vacancies**

1. Membership on the Board may be terminated by voluntary withdrawal or by removal by the Commissioners. Any member may withdraw from membership by giving written notice to the Board chair of such intention.

2. The Board may recommend to the Commissioners that the membership of an individual member be terminated based on one or more of the following criteria:

- a. inadequate attendance including excused and unexcused absences;
- b. breach of confidentiality;
- c. action/behavior that is inappropriate or inconsistent with County policy; and

3. The Commissioners shall have the authority to remove any member of the Board at any time when, in its sole and absolute discretion, the best interest of the community shall be served.

4. Any vacancy occurring in the Board for any reason shall be filled for the unexpired term by the Commissioners.

#### **Article V Officers**

A. **Elected Officers.** Members of the Board shall elect from among their members a chair, vice-chair, and secretary. Notwithstanding any provision of these bylaws, no member may simultaneously hold more than one office. The officers shall have the duties and powers usually attendant upon such officers and other duties and powers not inconsistent herewith as may be provided by the Board and/or the Commissioners.



B. **Terms.** The ~~chair and vice-chair~~ officers shall take office at the close of the Annual Meeting and shall serve for a term of one (1) year. Officers are eligible for reelection or reappointment for one (1) additional year. Vacancies occurring during a term of office must be filled for the unexpired balance of the term of office. When a vacancy in the office of the chair occurs, the vice-chair shall automatically succeed to the office of chair.

C. **Chair.** The chair shall:

1. Preside as the chief officer of the Board and shall be present at all meetings of the Board;
2. Serve as a non-voting ex-officio member of all sub-committees and appoint the chair of each sub-committee from among the members;
3. Ensure that proper records are maintained;
4. Communicate to the Board such matters and make such suggestions as may in the chair's opinion tend to promote the achievement of the goals outlined in these bylaws; and,
5. Perform such other duties as are necessarily incidental to the office.

D. **Vice-Chair.** The vice-chair shall perform all duties of the chair during his or her absence.

E. **Secretary.** The secretary shall maintain minutes of the meetings (if required) and when necessary provide notice of meetings to members of the Board. The secretary shall keep record of the proceedings of each meeting, which shall include the vote of each member on each question, or if absent or failing to vote, indicating such fact; the names and addresses of all witnesses; a summary of facts on which the decision is based; the decision rendered; and other official actions of the Board. ~~The position of Secretary shall be assigned by the Building Code Official.~~

F. **Officer Removal, Resignation, and Vacancies**

1. The Board may recommend to the Commissioners that a member serving as an officer be removed from his or her officer position based on one or more of the following criteria:

- a. inadequate attendance including excused and unexcused absences;
- b. breach of confidentiality;
- c. actions/behavior that in the opinion of the Board is inappropriate or inconsistent with policy; and

2. The Commissioners shall have the authority to remove any member from an officer position of the Board at any time when, in its sole and absolute discretion, the best interest of the community shall be served.

3. In the event of an officer vacancy that is caused by removal, resignation, or any other reason, the Board shall elect a member to fill the vacancy. The election shall take place at the next regularly scheduled meeting following the effective date of the vacancy. A member elected to fill a vacancy shall serve out the remainder of the officer's term left vacant. The partial term served shall not be applied to the term limits.

## **Article VI Meetings**

A. **Meetings.** Meetings shall be subject to the Open Meetings Act and members of the public shall be permitted to attend all meetings except as provided by law. General parliamentary

rules, as set forth in Robert’s Rules of Order, as amended from time to time, shall govern, when not in conflict with these bylaws.

1. **Regular Meetings.** The Board will meet whenever it has appeals to decide. Each member of the Board shall be notified at least one (1) week in advance of any changes in the time or date of meetings. No member of the Board shall sit in a meeting of or voice on any matter in which he or she is personally or financially interested.

2. **Annual and Quarterly Meetings.** The Board will meet at least once a year with or without any scheduled appeals to select the Officers from amongst its members per Article V of these Bylaws. Additionally, the Board may meet quarterly, with or without any scheduled appeals, to discuss any Personnel matters, any revisions to the Building Code, and/or any other business relevant to the Board and for which cannot be postponed until the Annual Meeting.

B. **Attendance.** All members shall be required to attend the Board meetings as scheduled. Failure to attend these meetings may be at the discretion of the Board and result in the following:

1. A third missed meeting in any fiscal year may result in a letter to the member from the chair regarding the attendance policy.

2. Disassociation from the Board as a voting member may occur after the third unexcused absence of regularly scheduled meetings in any fiscal year.

C. **Quorum.** Fifty-one percent (51%) of the total membership shall constitute a quorum. If such a majority is not present at any time, the presiding officer shall adjourn the meeting until a quorum is present.

D. **Sub-committees.** Other standing or special sub-committees of the Board may be formed by the Board as deemed necessary.

## **Article VII Fiscal Year and Budget**

A. **Fiscal Year.** The fiscal year of the Board shall begin on the 1st day of July and end on the last day of June.

B. **Budget.** No budget will be provided to the Board unless deemed necessary by the Commissioners.

## **Article VIII Amendments to Bylaws**

These bylaws may be amended, repealed, modified, or altered, in whole or in part, by the Commissioners, in their sole and absolute discretion. If such an amendment or change is proposed by the Board, such proposal must be submitted in writing and approved at a meeting of the Board. The proposal to amend these bylaws and the text of the proposed amendment must be included in the notice of the next meeting of the Board. At that time, the Board shall vote on the proposed amendment. Such proposed amendments shall be recommended to the Commissioners only if the proposal receives a quorum vote of the Board.

Approved and adopted this \_\_\_\_\_ day of ~~June~~March, 2024~~19~~

ATTEST:

Kristawn L. Marcust, *County Clerk*

John Jeffrey A. BarrCline, *President*  
Board of County Commissioners of  
Washington County, Maryland

Approved for form and legal sufficiency:

Rosalinda Pascual  
Assistant County Attorney

DRAFT



## Agenda Report Form

Public

### Open Session Item

**SUBJECT:** Contract Award (PUR-1685) Engineering Services Requirements Contract

**PRESENTATION DATE:** July 2, 2024

**PRESENTATION BY:** Rick Curry, CPPO, Director of Purchasing and Scott Hobbs, P.E., Director, Division of Engineering

**RECOMMENDED MOTION:** Move to award a *primary* requirements contract for Engineering Services for the responsive, responsible proposal with the lowest price proposal amount at the specified unit costs and estimated hours (no minimum or maximum guaranteed); and as permitted in the Request for Proposals, a “*stand-by list*” of consultants

**REPORT-IN-BRIEF:** The services under this contract consist of providing engineering support by qualified engineering consultant firms to perform engineering services for projects in the ten-year Washington County Capital Improvement Plan (CIP) and general operating budget and unanticipated emergencies. The duration of the contract shall be for a period of two (2) years, with an option by the County to renew for up to three (3) additional one (1) year periods. Under the terms of the contract, other political jurisdictions within the County may utilize the services provided as a result of this contract. This is a requirements contract; therefore, services will be utilized on an as-needed basis at the respective hourly unit prices for each discipline with no guarantee of a maximum or minimum number of hours.

Project assignments will be issued in two (2) distinct manners through this contract. Assignments with a fee of no more than \$50,000 will be given to the designated responsive-responsible Consultant with the lowest price proposal: Brudis & Associates, Inc., (BAI). Assignments with fees anticipated to exceed \$50,000 will have a defined scope of work specified and distributed to the firm with the lowest cost proposal and all firms on the stand-by list. All firms then will submit a proposal to complete the work defined. The firm with the lowest cost proposal will then be given the assignment. The County has limited the stand-by list to a maximum of five (5) firms, one (1) of which is the designated responsive-responsible Consultant with the lowest overall price proposal. Assignment value will be determined when the Consultant applies the necessary man-hours and his standard rates to the individual assignment. The assignment will be given to the Consultant which requires the lowest fee.

In order to determine which proposal offered the overall lowest cost to the County for this recommended contract award, each proposer submitted hourly rates for various employee classifications or positions. The lowest cost proposal was determined by applying the quoted rates to a position matrix that identified an approximate number of hours by position the County expects to utilize over the next twelve (12) months.

Notice of the RFP was advertised on the County’s web site with access to downloading the RFP, on the State’s “eMaryland Marketplace” web site, and in the local newspaper. There were one hundred

twenty-three (123) downloads of the document on-line and twenty-two (22) firms were represented at the pre-proposal conference. Six (6) firms responded with proposals. After evaluation of Qualifications & Experience submittals, six (6) firms were considered responsive, and their Price Proposals were opened and evaluated (see attached Price Proposal Tabulation).

**DISCUSSION:** N/A

**FISCAL IMPACT:** Funds are budgeted in various Capital Improvement Plan (CIP) and General Operating Budget project accounts for the as-required services.

**CONCURRENCES:** Coordinating Committee

**ALTERNATIVES:** N/A

**ATTACHMENTS:** N/A

**AUDIO/VISUAL NEEDS:** N/A



## Agenda Report Form

### Open Session Item

**SUBJECT:** Contract Renewal (PUR-1696) Oracle Products and Services for Information Technology Department

**PRESENTATION DATE:** July 2, 2024

**PRESENTATION BY:** Rick F. Curry, CPPO, Purchasing Director; Josh O'Neal, Chief Technology Officer, Information Systems

**RECOMMENDED MOTION:** Move to renew the contract for Oracle Products and Services for the Information Technology Department with Mythics, LLC of Virginia Beach, VA based on its quote in the amount of \$314,732.76.

**REPORT-IN-BRIEF:** The service under this contract provides cloud services, which consist of Planning and Budgeting, Fusion Financials, Fusion Purchasing, Fusion Transactional Business Intelligence, Fusion Self Service Procurement, Human Capital Management, Payroll, and Fusion Time and Labor. The cloud-based applications are suites that can help businesses streamline operations, automate processes, and make data driven decisions. This contract is for two (2) years, with an option by the County to renew for three (3) additional consecutive one (1) year period tentatively to commence July 14, 2024. The initial award was awarded under the OMNI Partners, Public Sector contract R190801 to Mythics, LLC.

**DISCUSSION:** N/A

**FISCAL IMPACT:** Funding in the amount of \$312,710 is available in the department's account 5150180-10-11000 for these products and services.

**CONCURRENCES:** N/A

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Mythics, Inc. Quote

**AUDIO/VISUAL NEEDS:** N/A



4525 Main St., Suite 1500  
Virginia Beach, VA 23462  
Fed Tax ID# 54-1987871

Sales Rep: Anna Keane

Email: akeane@mythics.com

Phone: 757.362.1863

Company Name: Washington County

Cloud Account Admin: Kim Edlund

Email: kedlund@washco.md.net

Mythics Quote: **WC-Fusion-041724**  
Contract: **TCPN Contract R190801**  
Price Valid Thru: **July 15, 2024**

Data Center Region: North America  
Renewal Term: 15-Jul-2024 to 14-Jul-2025

| Line Item                                  | Oracle Cloud Service                                     | Cloud Part Number | Service Metric    | Service Period | Service Quantity | Extended Price |
|--|--|-------------------|-------------------|----------------|------------------|----------------|
| 1  | Planning and Budgeting Cloud Service                     | B73946            | Hosted Named User | 12             | 100              | 47,716.91      |
| 2  | Fusion Financials Cloud Service                          | B69711            | Hosted Named User | 12             | 25               | 59,646.13      |
| 3  | Fusion Purchasing Cloud Service                          | B69717            | Hosted Named User | 12             | 10               | 13,917.43      |
| 4  | Fusion Transactional Business Intelligence Cloud Service | B84576            | Hosted Named User | 12             | 200              | 59,646.13      |
| 5  | Fusion Self Service Procurement Cloud Service            | B69721            | Hosted Named User | 12             | 200              | 6,362.25       |
| 6  | Human Capital Management Base Cloud Service              | B85800            | Hosted Employee   | 12             | 1500             | 77,539.97      |
| 7  | Payroll Cloud Service for United States                  | B86334            | Hosted Employee   | 12             | 1150             | 32,010.09      |
| 8  | Fusion Time and Labor Cloud Service                      | B75365            | Hosted Named User | 12             | 1500             | 17,893.84      |
| SaaS Total Renewal Option Year (2024-2025) |  |                   |                   |                |                  | \$314,732.76   |
| SUBTOTAL CONSULTING SERVICES FEES:         |  |                   |                   |                |                  | \$0.00         |

|                     |                     |
|---------------------|---------------------|
| <b>*TOTAL PRICE</b> | <b>\$314,732.76</b> |
|---------------------|---------------------|

\*Applicable State taxes will be added unless an exemption is provided.

Electronic Delivery: By confirming, referencing or placing an order based on this quote, you are agreeing that the software products or cloud services being purchased are for electronic delivery only and there is no transfer of tangible property.

**Terms and Conditions**

This estimate is an invitation to you to purchase products and/or services from Mythics. Your order is subject to Mythics' acceptance and to applicable Oracle terms and conditions per reference to an existing agreement/contract or a newly executed agreement accompanying your order. The services period for the cloud services commences on the date stated in this ordering document. If no date is specified, then the "Cloud Services Start Date" for each cloud service will be the date that the end user is issued access that enables the end user to activate the end user's cloud services (the "Cloud Services Start Date").

You acknowledge that in reliance on this order, Mythics will issue a non-cancellable order with its supplier for products or services purchased. Non-Payment will constitute an immediate default of this contract and upon notice from Mythics, End-User shall be prohibited from continued use of software licensed and/or services until payment has been received in full for outstanding balance.

You agree that Mythics has the right to terminate your services or support with Oracle due to non-payment. You agree that this order is placed pursuant to the terms and conditions of TCPN Contract R190801

- Data Center Region:** Notwithstanding the reference to "North America" as the Data Center Region in the table above, Oracle agrees that for the duration of the service period in this ordering document all environments of the end user's data will reside in data centers located in the continental United States. Oracle may provide technical support for the Cloud Services in this ordering document globally.
- No Auto-Renewal:** Notwithstanding any statement to the contrary in the service specifications, You expressly agree that the cloud services acquired under this order will not auto-renew.
- Option Years:** You must provide Mythics a minimum of 30 days notice prior to the expiration of a service term of the end user's intent to exercise an Option Year and you must execute an order for the new option period prior to the expiration date of the existing service period. The cloud services listed above may not be renewed at the option year pricing listed above if: (i) Oracle is no longer making such cloud services generally available to customers, or (ii) You are seeking to cancel or reduce the number of user licenses of the cloud services set forth in this ordering document.

Payment of this order is due in full in accordance with the above referenced terms. This is a non-cancellable order.

**Purchasing Instructions:**

Please reference Mythics Quote WC-Fusion-041724 and include the following statements in your Purchase Order:

- This order is placed pursuant to the terms and conditions of : TCPN Contract R190801
- Reference Mythics Quote WC-Fusion-041724
- Reference Mythics Address: 4525 Main St. Suite 1500 Va Beach, VA 23462
- Payment Terms: Cloud Service Quarterly in Arrears NET 30





## Agenda Report Form

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### Open Session Item

**SUBJECT:** Rejection of Request for Quote (Q-24-786) VMWare Infrastructure Production Support and Subscription Renewal

**PRESENTATION DATE:** July 2, 2024

**PRESENTATION BY:** Brandi Naugle, CPPO, Buyer, Purchasing Department, and Joshua O'Neal, Chief Technical Officer, Information Technology

**RECOMMENDED MOTION:** Move to take action, in the best interest of the County and to request the quotation for the VMWare Infrastructure Production Support and Subscription Renewal be rejected due to the quotation not providing the most current product information due to a product buyout and request approval to re-advertise.

**REPORT-IN-BRIEF:** Notice of the Request for Quotation (RFQ) was listed on the State of Maryland's "eMaryland Marketplace Advantage" (eMMA) website, on the County's website, and on the new online bidding system through Euna/ION Wave. Forty-Nine (49) persons/companies registered/downloaded the quote document online and two (2) quotes were received for these services; both were deemed non-responsive.

**DISCUSSION:** N/A

**FISCAL IMPACT:** N/A

**CONCURRENCES:** N/A

**ALTERNATIVES:** N/A

**ATTACHMENTS:** N/A

**AUDIO/VISUAL NEEDS:** N/A





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Open Session Item

**SUBJECT:** Contract Renewal (PUR-1620) Dumpster Services at Conococheague WwTP and Clean County

**PRESENTATION DATE:** July 2, 2024

**PRESENTATION BY:** Brandi Naugle, CPPO, Buyer, Purchasing Department; Mark Bradshaw, Division Director of Environmental Management

**RECOMMENDED MOTION:** Move to renew the contract for the Dumpster Services at Conococheague WwTP and Clean County to BFI Waste Services, LLC dba Republic Services of Hagerstown, MD based on its letter dated June 13, 2024 requesting a 4.8% increase for FY'25, based on the US Bureau of Labor and Statistics Consumer Price Index.

**REPORT-IN-BRIEF:** The County accepted bids for the Dumpster Services at Conococheague WwTP and Clean County on May 31, 2023, and was awarded by the board on June 13, 2023. The bid was advertised on the State of Maryland's "*eMaryland Marketplace*" (eMMA) website and the County's website, and in the local newspaper. A total sum bid proposal was requested for the work, based on the unit pricing and estimated quantities set forth in the Form of a Proposal. The County guarantees no minimum or maximum number of services. The required on-call services are for the removal and disposal of waste from the above-referenced locations. Twelve (12) persons/companies registered and downloaded the bid document online and one (1) bid was received. The Contract period was for a one-year period which commenced August 1, 2023, with an option by the County to renew for up to two (2) additional consecutive one (1) year periods, subject to written notice given by the County at least sixty (60) calendar days in advance of its expiration date. If the Bidder wishes to renew the Contract, he/she must submit a letter of intent to the County's Director of Purchasing at least ninety (90) calendar days prior to the expiration of each contract year. The County reserves the right to accept or reject any request for renewal and any increase in costs for each specified location that the Bidder may request. This will be the first of two (2) optional one (1) year periods for renewal.

**DISCUSSION:** N/A

**FISCAL IMPACT:** Funds are budgeted in the department's account 545050-40-40010 for these services.

**CONCURRENCES:** Division Director of Environmental Management

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Letter of Intent to renew and CPI.



11710 Greencastle Pike. Hagerstown, Maryland 21740  
o 301.223.7272 f 301.223.8875 w republicservices.com

June 13, 2024

Washington County Purchasing Department  
Washington County Administration Complex  
100 West Washington Street  
Third Floor, Room 3200  
Hagerstown, MD 21740

RE: Contract Extension and Rate Adjustment effective 8/1/24 for Contract  
Dumpster Service at Conococheague WWTP and Clean County (Bid No. PUR-  
1620)

Dear Ms. Naugle,

On behalf of Republic Services of Hagerstown team, I would like to thank you for the opportunity of servicing Washington County Dumpster Service at Conococheague WWTP and Clean County service's needs. We take pride in the quality of service that we offer to our valued customers. Our objective is to provide you with the kind of service that has made us a premier provider of solid waste services.

In reference to our agreement for providing Dumpster Service at Conococheague WWTP and Clean County, we respectfully request that all rates for services we provide be adjusted by 4.8% based on CPI-Water/Sewer/Trash collection services effective 8/1/24. As you are probably aware, like many businesses we have incurred numerous cost increases including labor, steel, tires, and fuel over the last year. We appreciate your consideration of the aforementioned requests.

We appreciate your business and if you have any questions, please feel free to contact me at your convenience. We are proud of the partnership we share with the Washington County.

Sincerely,

A handwritten signature in black ink, appearing to read "John Neyman", written over a white background.

John Neyman  
Manager Municipal Services  
[jneyman@republicservices.com](mailto:jneyman@republicservices.com)  
[302-420-5987](tel:302-420-5987)



| Expenditure category  | Relative importance Apr. 2024 | Unadjusted percent change |                    | Seasonally adjusted percent change |                     |                    |
|---|-------------------------------|---------------------------|--------------------|------------------------------------|---------------------|--------------------|
|   |                               | May 2023-May 2024         | Apr. 2024-May 2024 | Feb. 2024-Mar. 2024                | Mar. 2024-Apr. 2024 | Apr. 2024-May 2024 |
| Housing at school, excluding board <sup>(13)</sup>                  | 0.241                         | 4.1                       | 0.0                | 0.3                                | 0.3                 | 0.3                |
| Other lodging away from home including hotels and motels            | 1.257                         | -1.7                      | 1.7                | 0.0                                | -0.3                | -0.2               |
| Owners' equivalent rent of residences <sup>(13)</sup>               | 26.627                        | 5.7                       | 0.4                | 0.4                                | 0.4                 | 0.4                |
| Owners' equivalent rent of primary residence <sup>(13)</sup>        | 25.304                        | 5.6                       | 0.4                | 0.4                                | 0.4                 | 0.4                |
| Tenants' and household insurance <sup>(1)(2)</sup>                  | 0.408                         | 4.3                       | 0.5                | 0.5                                | -0.1                | 0.5                |
| Water and sewer and trash collection services <sup>(2)</sup>        | 1.089                         | 4.8                       | -0.1               | 0.3                                | 0.4                 | 0.1                |
| Water and sewerage maintenance                                      | 0.765                         | 5.2                       | 0.0                | 0.5                                | 0.5                 | 0.2                |
| Garbage and trash collection <sup>(1)(10)</sup>                     | 0.324                         | 3.8                       | -0.3               | -0.1                               | 0.2                 | -0.3               |
| Household operations <sup>(1)(2)</sup>                              |                               |                           |                    | 0.8                                | -1.2                |                    |
| Domestic services <sup>(1)(2)</sup>                                 |                               |                           |                    | 0.9                                | -2.1                |                    |
| Gardening and lawn care services <sup>(1)(2)</sup>                  |                               |                           |                    |                                    |                     |                    |
| Moving, storage, freight expense <sup>(1)(2)</sup>                  | 0.144                         | -1.2                      | 0.0                | 0.7                                | 2.1                 | 0.0                |
| Repair of household items <sup>(1)(2)</sup>                         |                               |                           |                    |                                    |                     |                    |
| Medical care services   | 6.488                         | 3.1                       | 0.3                | 0.6                                | 0.4                 | 0.3                |
| Professional services   | 3.574                         | 2.2                       | 0.2                | 0.0                                | 0.2                 | 0.3                |
| Physicians' services <sup>(1)</sup>                                 | 1.800                         | 1.4                       | 0.0                | 0.1                                | 0.1                 | 0.0                |
| Dental services   | 0.891                         | 5.1                       | 1.0                | -0.4                               | 0.3                 | 1.2                |
| Eyeglasses and eye care <sup>(1)(6)</sup>                           | 0.331                         | 3.4                       | -0.1               | 0.0                                | 0.9                 | -0.1               |
| Services by other medical professionals <sup>(1)(6)</sup>           | 0.552                         | -0.6                      | 0.0                | 0.6                                | -0.8                | 0.0                |
| Hospital and related services <sup>(1)</sup>                        | 2.327                         | 7.3                       | 0.3                | 1.2                                | 0.6                 | 0.3                |
| Hospital services <sup>(1)(14)</sup>                                | 1.995                         | 7.2                       | 0.5                | 1.0                                | 0.6                 | 0.5                |
| Inpatient hospital services <sup>(1)(3)(14)</sup>                   |                               | 6.5                       | 0.4                | 0.6                                | 0.8                 | 0.4                |
| Outpatient hospital services <sup>(1)(3)(6)</sup>                   |                               | 7.9                       | 0.5                | 1.3                                | 0.4                 | 0.5                |
| Nursing homes and adult day services <sup>(14)</sup>                | 0.168                         | 5.9                       | 0.4                | -0.2                               | 0.4                 | 0.6                |
| Care of invalids and elderly at home <sup>(1)(5)</sup>              | 0.164                         | 11.1                      | -2.5               | 5.9                                | 0.1                 | -2.5               |
| Health insurance <sup>(1)(5)</sup>                                  | 0.587                         | -7.7                      | 0.5                | 1.2                                | 0.3                 | 0.5                |
| Transportation services   | 6.531                         | 10.5                      | 0.2                | 1.5                                | 0.9                 | -0.5               |
| Leased cars and trucks <sup>(1)(11)</sup>                           | 0.525                         | 4.3                       |                    |                                    |                     |                    |
| Car and truck rental <sup>(2)</sup>                                 | 0.136                         | -8.8                      | -0.7               | -0.8                               | -4.6                | -1.2               |
| Motor vehicle maintenance and repair <sup>(1)</sup>                 | 1.242                         | 7.2                       | 0.3                | 1.7                                | 0.0                 | 0.3                |
| Motor vehicle body work <sup>(1)</sup>                              | 0.056                         | 1.3                       | -0.9               |                                    |                     | -0.9               |
| Motor vehicle maintenance and servicing <sup>(1)</sup>              | 0.570                         | 6.1                       | 0.6                | 0.8                                | -0.2                | 0.6                |
| Motor vehicle repair <sup>(1)(2)</sup>                              | 0.526                         | 9.5                       | 0.0                | 3.1                                | 0.0                 | 0.0                |
| Motor vehicle insurance   | 2.939                         | 20.3                      | -0.3               | 2.6                                | 1.8                 | -0.1               |
| Motor vehicle fees <sup>(1)(2)</sup>                                | 0.541                         | 3.4                       | -0.1               | 0.2                                | 0.9                 | -0.1               |
| State motor vehicle registration and license fees <sup>(1)(2)</sup> | 0.288                         | 1.6                       | 0.0                | 0.0                                | 0.2                 | 0.0                |
| Parking and other fees <sup>(1)(2)</sup>                            | 0.231                         | 5.9                       | -0.4               | 0.4                                | 1.7                 | -0.4               |
| Parking fees and tolls <sup>(2)(3)</sup>                            |                               | 7.2                       | 0.2                | 1.3                                | 2.5                 | -0.2               |

**Footnotes**

- (1)\_Not seasonally adjusted.
- (2)\_Indexes on a December 1997=100 base.
- (3)\_Special index based on a substantially smaller sample.
- (4)\_Indexes on a December 2007=100 base.
- (5)\_Indexes on a December 2005=100 base.
- (6)\_Indexes on a December 1986=100 base.
- (7)\_Indexes on a December 1993=100 base.
- (8)\_Indexes on a December 2009=100 base.
- (9)\_Indexes on a December 1990=100 base.
- (10)\_Indexes on a December 1983=100 base.
- (11)\_Indexes on a December 2001=100 base.
- (12)\_Indexes on a December 2019=100 base.
- (13)\_Indexes on a December 1982=100 base.
- (14)\_Indexes on a December 1996=100 base.



Open Session Item

**SUBJECT:** Contract Renewal (PUR-1611) Janitorial Services for Washington County

**PRESENTATION DATE:** July 2, 2024

**PRESENTATION BY:** Brandi Naugle, CPPO, Buyer, Purchasing Department; Danny Hixon, Deputy Director, Buildings, Grounds and Facilities

**RECOMMENDED MOTION:** Move to renew the Janitorial Services contract under Option No. 1 to Jasso Maintenance LLC, of Rockville, MD based on its letter dated June 12, 2024 requesting a 7% increase for FY'25.

**REPORT-IN-BRIEF:** The County accepted bids for the Janitorial Services on April 26, 2023 and was approved by the board on August 8, 2023. The bid was advertised on the State of Maryland's "*eMaryland Marketplace*" (eMMA) website and the County's website, and in the local newspaper. Sixty-Two (62) persons/companies registered and downloaded the bid document online and twelve (12) bids were received; one bid was deemed non-responsive. The contract term was for one (1) year with an option by the County to renew for up to four (4) additional consecutive one (1) year periods, this is the first of four (4) one (1) year renewals. The County reserves the right to accept or reject any request for renewal by the Bidder and any increase in monthly costs for each specified building.

**DISCUSSION:** N/A

**FISCAL IMPACT:** Funds are budgeted for these services within each using department's FY'25 operating budget account under maintenance services.

**CONCURRENCES:** Public Works Director

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Letter of Intent to Renew, dated June 12, 2024.

**AUDIO/VISUAL NEEDS:** N/A

**JASSO MAINTENANCE LLC**  
**P.O. BOX 10325**  
**GAITHERSBURG, MARYLAND 20898**  
**PHONE: (301) 252-8807**  
**FAX: (301) 987-1513**  
*EMAIL: JJASSO1010@GMAIL.COM*

*Date:*

*June 12, 2024*

To Ms Brandi Naugle  
Washington County Purchasing  
Washington County Administration Complex

Jasso Maintenance LLC is requesting a renewal of PUR-611 Janitorial Service prior to its expiration date. In addition we are requesting a (7%) Increase to the current pricing. Your consideration in this matter is greatly appreciated.

Sincerely  
  
President



## Agenda Report Form

### Open Session Item

**SUBJECT:** Washington County Commission for Women, Commissioner Contingency Funding Request

**PRESENTATION DATE:** July 2, 2024

**PRESENTATION BY:** Michelle Gordon, County Administrator

**RECOMMENDATION:** Move to approve the request for Commissioner Contingency funding for the Washington County Commission for Women in the amount of \$5,000, for direct expenses associated with the TEDxHagerstownWomen event in 2024.

**REPORT-IN-BRIEF:** Discussion regarding a request for funding of \$5,000 from the Washington County Commission for Women for direct expenses associated with the TEDxHagerstownWomen event to be held in the fall of 2024.

**DISCUSSION:** Discussion regarding a request for funding of \$5,000 from the Washington County Commission for Women (WCCW) for direct expenses associated with the TEDxHagerstownWomen event to be held in the fall of 2024. The WCCW sponsored this event in 2022 and 2023. The event was held at the HCC Kepler Theatre and it showcased five (5) Washington County women each year. To date, this event has online views of the TEDx talks exceeding 8,700.

Part of the mission and purpose of the WCCW is to educate the community on women's issues, promote the role of women, advocate on behalf of women and celebrate the accomplishments of women. By partnering with TEDxHagerstownWomen, WCCW will be able to amplify the accomplishments of County residents on a global platform. Additionally, the event directs attention to critical problems faced by women, generates conversation and positively impacts potential changes.

**FISCAL IMPACT:** \$5,000 from Commissioner Contingency funds.

**CONCURRENCES:** Kelcee Mace, CFO as to sufficiency of available funding.

**ALTERNATIVES:** Deny the request for Commissioner Contingency funding.

**ATTACHMENTS:** Request for Funding from Washington County Commission for Women dated April 10, 2024

**AUDIO/VISUAL NEEDS:** None



WASHINGTON COUNTY  
COMMISSION

*for Women*



April 10, 2024

Dear Michelle Gordon:

To celebrate the accomplishments of women in Washington County, the Commission for Women was a proud sponsor of TEDxHagerstownWomen in 2022 and 2023. The event, held at Hagerstown Community College Kepler Theatre, showcased five Washington County Women each year. To date, the online views of these talks have exceeded 8,700!

Whereas the mission and purpose of the Commission include educating the community on women's issues, promoting the role of women, advocating on behalf of women, and celebrating the accomplishments of women, we feel strongly that partnering with TEDxHagerstownWomen fulfills the mission by amplifying the accomplishments of county residents on a global platform. The event directs attention to critical problems confronting women while addressing big ideas that ignite conversation and positively effect change.

We are requesting \$5,000 for account 216100-10-00000. Would the County kindly support our continued partnership with TEDxHagerstownWomen to ensure that this highly-regarded and well-attended event will continue for a third consecutive year?

*Beth Harvey*

*Mary Hendricks*

*Cheryl G. Gandy*

*Danielle Sweeney*

*Laurie Chrysler*

*John Hulse*  
*Erin Weber*

Cc: Commissioner Randy Wagner