

# AGENDA

## WORCESTER COUNTY COMMISSIONERS

Worcester County Government Center, Room 1101, One West Market Street, Snow Hill, Maryland 21863

January 16, 2018

- |  | <u>Item #</u> |
|--|---------------|
| 9:00 AM - Meet in Commissioners' Conference Room - Room 1103 Government Center, One West Market Street, Snow Hill, Maryland - Vote to Meet In Closed Session   |               |
| 9:01 - Closed Session: Discussion regarding hiring a Director of Recreation and Parks, and a MIS Document Imaging Supervisor for the Treasurer's Office, proposed reclassification in Environmental Programs; posting to fill vacancies for an Accounting Clerk III in the Treasurer's Office, an Office Assistant III in Tourism, and Economic Development Director; receiving legal advice from Counsel; and performing administrative functions   |               |
| 10:00 - Call to Order, Prayer, Pledge of Allegiance  |               |
| 10:01 - Report on Closed Session; Review and Approval of Minutes   |               |
| 10:02 - Presentation of Commendation - Berlin Pop Warner Junior Varsity Football Team Champions  | 1             |
| 10:10 -  |               |
| 10:20 - L. Taylor - Board of Education: Showell Elementary School Pre-Construction Phase Funding   | 2             |
| 10:30 - M. Franklin - Atlantic General Hospital: 2018 Hospital & Health System Update  | 3             |
| 10:40 -  |               |
| 10:50 - P. Jackson - Board of Elections: Warehouse and Office Space Request  | 4             |
| 11:00 - Chief Administrative Officer: Administrative Matters   | 5-20          |
| (Housing Rehabilitation Bid Awards - Housing and Septic project; Findings of Fact and Resolution Approving Shady Side Village RPC; Out-of-State Travel Request for 2018 American Planning Association National Conference; Scheduling a Public Hearing to Adopt 2017 National Electrical Code with local Amendments; Delaware Elevator Service Contract Renewal; Award of Bid for Mystic Harbour Effluent Discharge Disposal Connection; Proposed Lewis Road Sewer Extension Project Preliminary Engineering Report; Newark Water Tower Antenna Space Lease Proposal; P25 Radio Project 5-Site Acceptance Proposal; Radio Interoperability MOU with Wicomico County; Review Bids for Anritsu Radio Analyzer; Review Bids for 3 <sup>rd</sup> Floor Training Room A/V System; 911 Dispatch Flooring Renovation; Proposed Employee Events and Programs for 2018; Pending Board Appointments; and potentially other administrative matters) |               |
| 11:10 -  |               |
| 11:20 -  |               |
| 11:30 -  |               |
| 11:40 -  |               |
| 11:50 -  |               |
| 12:00 - Questions from the Press   |               |
| Lunch  |               |
| 1:00 PM - County Salary Work Session   | 21            |
| 1:10 -   |               |
| 1:20 -   |               |
| 1:30 -   |               |

**AGENDAS ARE SUBJECT TO CHANGE UNTIL THE TIME OF CONVENING**

**Hearing Assistance Units Available** - see Kelly Shannahan, Asst. CAO.

Please be thoughtful and considerate of others.

**Turn off your cell phones & pagers during the meeting!**

# DRAFT

## Minutes of the County Commissioners of Worcester County, Maryland

January 2, 2018

Diana Purnell, President  
Theodore J. Elder, Vice President  
Anthony W. Bertino, Jr.  
Madison J. Bunting, Jr.  
James C. Church  
Merrill W. Lockfaw, Jr.  
Joseph M. Mitrecic

Following a motion by Commissioner Bertino, seconded by Commissioner Elder, the Commissioners unanimously voted to meet in closed session at 9:00 a.m. in the Commissioners' Conference Room to discuss legal and personnel matters permitted under the provisions of Section 3-305(b)(1) and (7) of the General Provisions Article of the Annotated Code of Maryland and to perform administrative functions. Also present at the closed session were Harold L. Higgins, Chief Administrative Officer; Kelly Shannahan, Assistant Chief Administrative Officer; Maureen Howarth, County Attorney; Kim Moses, Public Information Officer; and Stacey Norton, Human Resources Director. Topics discussed and actions taken included: hiring Brooks Crosswell as a Roads Worker I for the Roads Division of Public Works; transferring Wade Pusey from a Scale Operator to a Landfill Operator I, and agreeing to advertise to fill the vacant Scale Operator position; and transferring Kevin Seyfert from Animal Control Officer in the Sheriff's Office to Transfer Station Attendant for the Solid Waste Division of Public Works; receiving legal advice from counsel; and performing administrative functions.

After the closed session, the Commissioners reconvened in open session. Commissioner Purnell called the meeting to order and announced the topics discussed during the morning closed session.

The Commissioners reviewed and approved the December 19, 2017 open session minutes as amended and the closed session minutes as presented.

The Commissioners presented a proclamation recognizing January as National Mentoring Month to Jonathan Spencer of Big Brothers/Big Sisters (BBBS) and challenged caring, responsible adults to start something big this year in the life of a Little, that's a young person age six or older, by becoming mentors. Mr. Spencer advised that a study undertaken by BBBS identified that mentoring results in improved academic, personal, and social behavior in at-risk youth, and of the Littles who participated in the study, 94% said they have a lot or some confidence that they will achieve their goals, 93% said that having adults who care and look out for them is very important to help them achieve their goals, and 80% said they feel their Bigs, adult mentors, help them a lot.

Pursuant to the request of Warden Donna Bounds and upon a motion by Commissioner

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Elder, the Commissioners unanimously authorized Warden Bounds to sign the Memorandum of Understanding (MOU) both now and in the future between the County Jail and Peninsula Regional Medical Center (PRMC), with PRMC to provide forensic services to the County Jail in compliance with Prison Rape Elimination Act standards. In response to a question by Commissioner Mitrecic, Warden Bounds advised that Atlantic General Hospital and PRMC staff work together to provide these services, with program supervision provided by PRMC.

Pursuant to the request of Emergency Services Director Fred Webster and upon a motion by Commissioner Lockfaw, the Commissioners unanimously authorized Commission President Purnell to sign the MOU between the Maryland Department of Information Technology (DoIT) and the County Commissioners of Worcester County, Maryland for connectivity to a fiber backbone for all 9-1-1 communications positions, the new radio system, and initial testing connections for the County Library system and Board of Education (BOE). Mr. Webster explained that Emergency Services has been working with DoIT and Skyline Technology Solutions to develop and deploy a Countywide fiber optic network, known as the Worcester County Public Network, to support multiple public safety projects, general County government, the County Library system, and the BOE, and the signed MOU is due to the State no later than January 3, 2018.

In response to a question by Commissioner Bertino, Mr. Webster advised that, while the fiber backbone runs down MD Rt. 589, the Ocean Pines Association (OPA) is responsible for extending that connectivity to public safety agencies within its jurisdiction.

Pursuant to the request of Environmental Programs Director Bob Mitchell and upon a motion by Commissioner Lockfaw, the Commissioners unanimously authorized Commission President Purnell to sign the No Cost Extension of Funding Agreement with the Maryland Department of the Environment (MDE) to fund the development of a watershed plan for the Maryland Coastal Bays watershed in Worcester County. Mr. Mitchell explained that the Memorandum of Agreement the County entered into with MDE in 2015 to fund the watershed study expired December 31, 2017, and while County staff already submitted the final draft plan to MDE and the Environmental Protection Agency (EPA), the new agreement will provide them with the time all agencies involved need to revise and rework the plan.

Pursuant to the request of Public Information Officer Kim Moses and upon a motion by Commissioner Mitrecic, the Commissioners unanimously authorized Commission President Purnell to sign a letter supporting Diakonia Inc.'s application for continued funding through the Supportive Services for Veterans Families (SSVF) Program grant from the U.S. Department of Veterans Affairs, with funds to continue providing housing stabilization services, case management, and other supportive services to provide security, stability, and life-enhancing services to veterans in crisis.

Public Works Director John Tustin met with the Commissioners to request to waive the standard bid process and accept the bid award through the National Joint Power Alliance for the purchase and installation of a Rotary SM300 vehicle lift and the removal of the former lift at a total cost of \$33,421.75, as an emergency replacement in the Fleet Maintenance Division of

Public Works, with funding to be granted as an approved over-expenditure. In response to a question by Commissioner Lockfaw, Mr. Tustin explained that funds to replace this equipment were not included in the FY17 budget because both lifts were operating optimally until about six months ago, when staff noticed the first signs of corrosion in one of the two vehicle lifts. When the equipment was inspected December 4, 2017, it was recommended that the same lift be taken out of service immediately due to age, corrosion, and normal wear-and-tear and replaced. Commissioner Mitrecic stated that, because there was only a price variance of \$505.02 between the two proposal submitted to the County, he would prefer to award the contract to the local vendor, Salisbury Automotive, Inc. of Salisbury, Maryland, at a total cost of \$33,926.77.

Upon some discussion and upon a motion by Commissioner Mitrecic, the Commissioners unanimously agreed to waive the standard bid process and accept the contract from Salisbury Automotive at a total cost of \$33,926.77 for the purchase and installation of the new lift and the removal of the former lift.

Pursuant to the recommendation of Mr. Tustin in response to the request of Maryland and Delaware Railroad Company General Manager Sam Pate and upon a motion by Commissioner Lockfaw, the Commissioners unanimously agreed to remove STOP signs at all “at grade” railroad crossings where there has been no trains running, which include Basket Switch, Cedartown, and Timmons Roads, and to replace those signs with Yield signs. Mr. Tustin explained that a yield sign is sufficient, as it clearly indicates that the motorist is responsible for yielding to moving trains, when and if train traffic resumes.

The Commissioners reviewed a request from Assistant Chief Administrative Officer Kelly Shannahan for out-of-state travel to attend the American Planning Association (APA) National Conference in New Orleans from April 21-24, 2018 at a total cost for travel, hotel, and meals of \$2,595 to maintain his Certified Planner status. In response to a question by Commissioner Bertino, Mr. Shannahan advised that he is the only American Institute of Certified Planners (AICP) certified planner among County staff, and he plans to attend as many sessions and mobile workshops as possible to expand his planning knowledge and earn sufficient continuing professional development credits to meet both 2018 and 2019 requirements to retain his AICP certification. Following some discussion and upon a motion by Commissioner Mitrecic, the Commissioners unanimously approved the request for Mr. Shannahan to attend the conference.

The Commissioners reviewed and discussed various board appointments.

Upon a nomination by Commissioner Bunting, the Commissioners unanimously agreed to appoint Gregory Wilkins to the Soil Conservation District Supervisors for the remainder of a five-year term expiring December 31, 2021 to replace Eugene Magee who resigned.

Upon nominations by Commissioner Elder, the Commissioners unanimously agreed to reappoint Brooks Clayville to the Planning Commission for a five-year term expiring December 31, 2022 and Scott Tingle to the Housing Review Board for a three-year term expiring December 31, 2020.

The Commissioners conducted a public hearing on the requested five-year Capital

Improvement Plan (CIP) FY19 - FY23. Chief Administrative Officer Harold Higgins informed the Commissioners and the public that the CIP is strictly a planning document the County will use in preparing future operating budgets, anticipating the future financial needs of the County and to identify possible funding resources; therefore, a project's inclusion in the CIP does not constitute a guarantee of future approval or funding from the County. Budget Accountant Kim Reynolds reviewed the CIP and advised that projects totaling \$100,293,055 are proposed over the five-year period. She stated that, of the proposed projects, \$8,859,128 or 8.83% are proposed to be funded by the General Fund and \$54,323,785 or 54.17% from general bond funds. The remaining portion would be funded by user fees, grant funds, State match funds, State loans, enterprise fund bonds or a local bank loan.

In response to a question by Commissioner Bertino, Public Works Director John Tustin advised that work to repair the Ocean Pines Branch Library roof is currently in design, and they hope to begin construction by fall 2018.

Commissioner Purnell opened the floor to receive public comment.

There being no public comment, Commissioner Purnell closed the hearing.

Upon a motion by Commissioner Bertino, the Commissioners unanimously adopted Resolution No. 18-1 approving and adopting the Worcester County Five-Year Capital Improvement Plan - FY19 to FY23 as presented.

The Commissioners recessed until 10:40 a.m.

The Commissioners conducted a public hearing to receive public comment on an application submitted by Attorney Hugh Cropper, IV on behalf of Kathleen Clark to establish a Residential Planned Community (RPC) floating zone on the 4.82-acre property known as Shady Side Village, located on the southerly side of MD Rt. 707 (Old Bridge Road), west of Greenridge Lane, and more specifically identified on Tax Map 26 as Parcel 157, which is proposed for the development of 36 duplex units and one single-family unit, with one point of access from MD Rt. 707. Staff members present at the hearing were Development Review and Permitting (DRP) Director Ed Tudor and Zoning Administrator Jennifer Keener. County Attorney Maureen Howarth informed the public of the procedure in the RPC hearing. She then swore in those individuals who planned to give testimony during the hearing.

Mr. Tudor stated that the project, which is proposed for development on property located within an Existing Developed Areas land use category, is consistent with uses outlined in the Comprehensive Plan for infill residential development and R-4 General Residential District zoning to encourage a diverse range of housing types and affordability within a traditional neighborhood development while still utilizing conservative design features. Ms. Keener advised that the project is consistent with surrounding densities and development types, and includes proposed open space totaling approximately 2.2 acres, consisting of 2.02 acres of uplands and 0.18 acre of non-tidal wetlands, with 0.14 acre of active recreation, 0.5 acre of passive recreation, and 1.56 acres left in a natural state. She advised that the project would provide protection to the sensitive wetland areas and received a favorable recommendation by the Planning Commission. She further stated that the project will not have an adverse impact on local traffic and traffic patterns, a water main is available to the property for connection, and additional sewer equivalent dwelling units (EDUs) will need to be transferred and/or purchased, with the applicant agreeing

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to transfer seven existing EDUs and purchase two additional EDUs. Therefore, the Planning Commission gave a favorable recommendation to the request to establish the RPC floating zone for Shady Side Village.

Mr. Cropper concurred with staff's findings and asked the Commissioners to accept these findings as his testimony as well.

Land Planner Bob Hand advised that the proposed project is to be a duplex and single-family residential development with 37 units at a proposed density of 7.92 units per acre, no commercial uses, 1.4 acres or 47% of acreage to be provided for open space, with 0.5 acre or 35.7% of open space to be set aside for passive recreation, while only 20% is required.

Property owner Kathy Clark confirmed that she has seven EDUs that can be transferred to the property, and she has arranged to purchase the additional two EDUs needed for this project, pending this RPC approval.

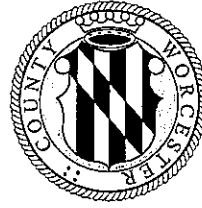
Commissioner Purnell opened the floor to receive public comment.

There being no further public comment, Commissioner Purnell closed the hearing.

Upon a motion by Commissioner Church, the Commissioners unanimously adopted the Planning Commission's Findings of Fact and approved the RPC.

The Commissioners answered questions from the press, after which they adjourned to meet again on January 16, 2018.

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HAROLD L. HIGGINS, CPA  
CHIEF ADMINISTRATIVE OFFICER  
MAUREEN F.L. HOWARTH  
COUNTY ATTORNEY

COMMISSIONERS  
MADISON J. BUNTING, JR., PRESIDENT  
DIANA PURNELL, VICE PRESIDENT  
ANTHONY W. BERTINO, JR.  
JAMES C. CHURCH  
THEODORE J. ELDER  
MERRILL W. LOCKFAW, JR.  
JOSEPH M. MITRECIĆ

OFFICE OF THE  
COUNTY COMMISSIONERS

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

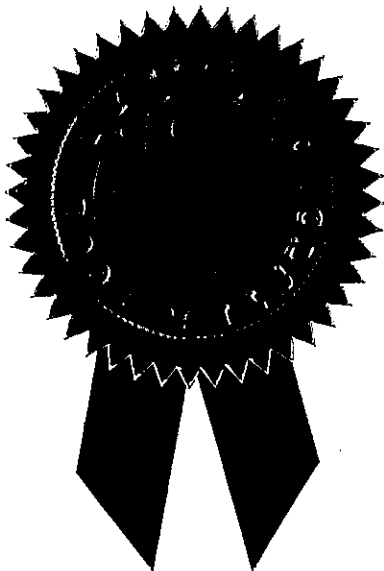
### COMMENDATION

**WHEREAS**, the Berlin Pop Warner Junior Varsity Football Team, the Seahawks, exemplified excellence, winning the 2017 Eastern Region Division III Championship Title at the ESPN Wide World of Sports Complex; and

**WHEREAS**, we express tremendous pride in Seahawks Junior Varsity team president Tony Morris, vice president and team mom Anne Waples, head coach Jul Airey assistant coaches John Archer and Deandre Matthews, and team members #52 Austin Airey, #5 Jace Acher, #22 Shaki Bowen, #59 Jalon Brittingham, #35 Rynell Brittingham Jr., #1 Derron Doughty Jr., #87 Hayden Elsner, #88 Justin Fisher, #54 Jerald Grant, #30 Zi' Mere Handy, #25 Mason Houck, #11 Jonathan Johnson, #36 A'zavion Manuel, #91 Michael Mumford, #34 Jack Quisgard, #33 Deagan Risser, #95 Camrin Stoner, #23 Zach Tindley, #55 Austin Trimble, #15 Nasier Tull, #71 Jordan Wingert, and #75 Samuel Woodley.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Seahawks Junior Varsity Football Team members and coaches** for their hard work and dedication in attaining the Eastern Region Division III Championship Title and express to them our pride in their outstanding accomplishment.

Executed under the Seal of the County of Worcester, State of Maryland, this 16<sup>th</sup> day of January, in the Year of Our Lord Two Thousand and Eighteen.



\_\_\_\_\_  
Diana Purnell, President

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Theodore J. Elder, Vice President

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Anthony W. Bertino, Jr.

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Madison J. Bunting, Jr.

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James C. Church

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Merrill W. Lockfaw, Jr.

\_\_\_\_\_  
Joseph M. Mitrecic



# The Board of Education of Worcester County

6270 Worcester Highway  
Newark, Maryland 21841  
www.worcesterk12.org  
Telephone: (410) 632-5000  
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LOUIS H. TAYLOR  
Superintendent of Schools

H. STEPHEN PRICE  
Chief Operating Officer

JOHN R. QUINN, Ed.D.  
Chief Academic Officer

VINCENT E. TOLBERT, CPA  
Chief Financial Officer

Board Members

WILLIAM L. GORDY  
President

J. DOUGLAS DRYDEN  
Vice-President

BARRY Q. BRITTINGHAM, SR.

ERIC W. CROPPER, SR.

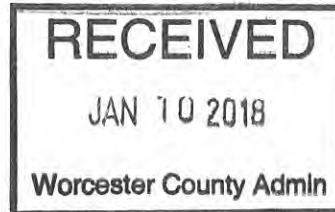
ELENA J. MCCOMAS

ROBERT A. ROTHERMEL, JR.

SARA D. THOMPSON

January 16, 2018

Ms. Diana Purnell, President  
Worcester County Commissioners  
Worcester County Government Center  
One W. Market Street, Room 1103  
Snow Hill, Maryland 21863



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Dear President Purnell:

The Board of Education has completed the Design Development phase of design for the Showell Elementary Replacement School project. The Design Development documents have been approved by the Maryland Department of General Services and the project Architect is in the process of completing the final phase of design, the Construction Documents. We anticipate forwarding the Construction Documents to the State for review at the end of January.

We have received State approval of \$2.5 million of our FY 2019 Capital Improvement Program request of \$4,336,000 for the Showell project. On December 7, 2017, we appeared before the State Superintendent and the Interagency Committee on School Construction (IAC) to appeal for the remainder of our request and we are tentatively scheduled to appear before the Board of Public Works on January 24, 2018 to make a final request for the FY19 CIP funding.

At the December Board of Education meeting, the Board approved the recommendation of the Superintendent and the Construction Management Selection Committee to contract with Oak Contracting, LLC to perform all construction management services for the Showell Elementary project.

We are seeking funding to proceed with the pre-construction and bidding phases of the Showell project. Our \$375,000 funding request will allow us to complete the pre-construction and marketing of the project and to solicit and receive bids from interested contractors. We are currently scheduled to open bids for the project on June 13, 2018. Upon compilation of bids and approval by the Board of Education, we will seek County Commissioner approval of the bids and authorization to proceed to construction.

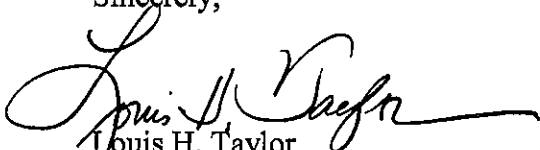
It is our belief that we have been successful in addressing our school construction needs because of the combined efforts of our Board of Education, County Commissioners, state legislators and community members. It is our hope that with the ongoing support of the County Commissioners, we will continue to provide all Worcester County children with excellent educational facilities.





The Board of Education and I want to thank and commend you for your continued support of our school system. I look forward to meeting with you on January 16<sup>th</sup> to discuss our funding request for the Showell Elementary Replacement School project.

Sincerely,



Louis H. Taylor  
Superintendent of Schools

LT:jjp

cc: Board of Education Members  
Mr. Harold Higgins

The Commissioners met with Superintendent of Schools Louis Taylor on the anniversary of his first year in his new position to review and discuss the Board of Educations's (BOE's) proposed FY18 Capital Improvement Plan (CIP) request. Also in attendance were BOE President William Gordy, Chief Operating Officer Steve Price, Chief Academic Officer Dr. John Quinn, Chief Financial Officer Vince Tolbert, Facilities Manager Joe Price, and Teachers Association President Beth Shockley-Lynch. Mr. Taylor thanked the Commissioners for the strong-working relationship that exists between the two boards and for their ongoing support of the BOE to provide exceptional educational opportunities for Worcester County students. Mr. Taylor stated that the CIP has been developed in accordance with Maryland Interagency Committee for Public School Construction (IAC) regulations. He further advised that the CIP is consistent with the Worcester County CIP and incorporates all prior recommendations of the County Commissioners regarding future school construction needs. He then reviewed the proposed CIP, which includes replacing Showell Elementary School (SES) at an estimated cost of \$42,406,000, with total requested State funding of \$8,672,000 and County funding of \$33,734,000, with bidding scheduled for September 2018 and construction starting in January 2019; Stephen Decatur Middle School (SDMS) 16,300-square-foot addition at a total estimated cost of \$9,463,000, with requested planning approval for FY20; Pocomoke Middle School Systemic Roof Replacement at an estimated cost of \$3.35 million in FY22; and Snow Hill Middle School Systemic Roof Replacement at an estimated cost of \$3.58 million in FY23.

Upon a motion by Commissioner Bertino, the Commissioners unanimously approved the BOE FY19 CIP as presented.

The Commissioners met with Superintendent of Schools Lou Taylor to review the latest schematic design plans to replace the Showell Elementary School (SES). Also in attendance were Board of Education (BOE) President Bill Gordy and members Doug Dryden and Elena McComas, Chief Operating Officer Steve Price, Chief Financial Officer Vince Tolbert, Facilities Planner Joe Price, and Showell Elementary School Principal Diane Schwartz.

Mr. Taylor thanked the Commissioners for approving design funding for SES in November 2016. He stated that thanks to their ongoing partnership with the Commissioners, the BOE recently completed the third phase of design, schematic design, refined concept, site and floor plans, while consistently focusing on cost saving measures.

Mr. Price reviewed a PowerPoint outlining the schematic designs for the new SES that included the background, design process, conceptual design review, design opportunities, schematic design, working estimate, and the schedule moving forward, all of which were designed with student safety (crime prevention through environmental design) and cost savings in mind. He reviewed revised schematic plan advantages, which included a simpler design that allowed them to reduce the exterior perimeter wall by 214 linear feet; keep the portable classrooms in place during construction, to save \$240,000 in relocation costs; eliminate 39 exterior classroom doors; improve safety with a fully-protected courtyard surrounded by 18 rooms; the use of cost-effective and durable materials; simplified structural design and building massing; simplifying, and consolidating mechanical, electrical, plumbing, technology, and fire protection designs, with improved solar orientation and fewer exterior security cameras and lighting. He stated that this simplified design saves money and improves safety and security as the length of corridor space deputies would be required to traverse in the event of an emergency has been reduced. He then advised that they separated the cafetorium from the previously proposed shared gymnasium and cafeteria space and created two separate spaces to comply with the Code of Maryland Regulations (COMAR) that all new construction/major renovations in Maryland public schools shall provide a separate gymnasium. He advised that the revised plans replaced the previously proposed geothermal system with a hybrid heating and air conditioning system that will eliminate the need to drill 300 wells on the site and save approximately \$1 million, for an overall approximate savings of \$1.2 million to date for a revised SES construction estimate of \$33,502,569, with the project to go out to bid in August 2018, with construction to begin in March 2019 and to be completed by July 2021.

Commissioner Bertino commended school officials and the Commissioners, noting that it is amazing what can be accomplished when they work together. Commissioner Bunting thanked the BOE for meeting with them and sharing this good news.

# WORKING ESTIMATE

## Estimated Showell Elementary Building & Site Construction Costs:

<b>New Construction Scope:</b>	<b>96,582</b>	<b>SF from Schematic Plans</b>
<b>Building Construction Cost:</b>	<b>\$ 29,481,379</b>	<b>Average of the three estimates</b>
<b>Site Development:</b>	<b>\$ 3,000,000</b>	<b>County Pro Forma Estimate</b>
<b>Demolition of Existing School/Portables</b>	<b>\$ 300,000</b>	<b>County Pro Forma Estimate</b>
<b>LEED Silver Cost</b>	<b>\$ 0</b>	<b>County Pro Forma Estimate</b>
<hr/>		
<b>subtotal construction cost:</b>	<b>\$ 32,781,379</b>	
<b>construction contingency</b>	<b>\$ 721,190</b>	<b>2.2% Contingency</b>
<b>Building &amp; Site Construction Cost:</b>	<b>\$ 33,502,569</b>	

# COST ESTIMATES

<b>Estimated Building &amp; Site Construction Cost:</b>	<b>\$ 33,502,569</b>	<b>(From Previous Slide)</b>
<b>Moveable Equipment Cost (FF&amp;E):</b>	<b>\$ 1,297,000</b>	<b>County Pro Forma estimate</b>
<b>Technology:</b>	<b>\$ 811,000</b>	<b>County Pro Forma estimate</b>
<b>Architect/Engineer Fee:</b>	<b>\$ 2,502,961</b>	<b>7.0% of Est. Construction Cost</b>
<b>CM Fee and General Conditions</b>	<b>\$ 2,650,000</b>	<b>County Pro Forma estimate</b>
<b>Miscellaneous (Advertising, asbestos)</b>	<b>\$ 603,000</b>	<b>County Pro Forma estimate</b>
<b>Portables</b>	<b>\$ 240,000</b>	<b>County Pro Forma estimate</b>
<b>Building Commissioning</b>	<b>\$ 600,000</b>	<b>County Pro Forma estimate</b>
<u><b>Playground Equipment</b></u>	<u><b>\$ 200,000</b></u>	<u><b>County Pro Forma estimate</b></u>
<b>subtotal overall project cost:</b>	<b>\$ 42,406,530</b>	
<b>projected maximum state allowance:</b>	<b>- \$ 7,537,000</b>	
 <b>TOTAL Local Funding Request:</b>	 <b>\$ 34,869,530</b>	

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## DESIGN | CONSTRUCTION MILESTONES

Ed. Spec. / Conceptual Plan to WCBOE	08.16.2016
Ed. Spec. / Conceptual Plan to Commissioners	09.20.2016
Ed. Spec to IAC	11.01.2016
Schematic Design to WCBOE	03.21.2017
Schematic Design to IAC	04.06.2017
Design Development Documents to IAC	08.01.2017
Construction Documents to IAC	02.01.2018
Bidding Phase	08.01.2018 – 12.01.2018
Contractor Mobilization	02.01.2019
Construction Start	03.01.2019
Construction Complete	07.01.2021

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Worcester County  
 Showell Elementary School Pro Forma Cost  
 As of September 30, 2015

Project Costs			%
Construction (90,000 sq ft @ \$282)		\$ 25,380,000	68.3%
Site Development	3,000,000		8.1%
Demolition	300,000	3,300,000	0.8%
		\$ 28,680,000	
* Contingency (2%)		600,000	1.6%
Other			
** LEED Silver Cost			
FFE	1,297,000		3.5%
Technology	811,000		2.2%
* A/E Fee (5%)	1,500,000		4.0%
* Construction Mgt Fee (6%)	1,800,000		4.8%
General Conditions	850,000		2.3%
Miscellaneous	603,000		1.6%
Portables	240,000		0.6%
* Building Commissioning (2%)	600,000		1.6%
Playground Equipment	200,000	7,901,000	0.5%
<b>Total</b>		<b>\$ 37,181,000</b>	<b>100.0%</b>

\*Base amount used to calculate A&E, Construction Mgt fee,  
 Contingency & Commission \$ 30,000,000

\*\*LEED requirements included in Construction cost  
 Square Footage Allotment 90,000

Cost per above analysis	\$ 37,181,000
Projected amount for inflation (2% for 3yrs)	1,755,000
Sub total	38,936,000
State Funding projection	8,956,000
County Estimated Bond Amount	\$ 29,980,000

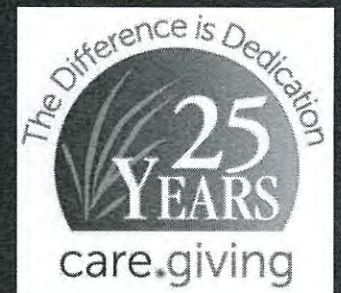
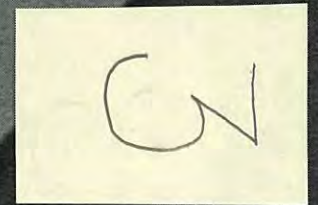
Annual Debt Service Estimate \$ 2,772,000

**APPROVED**  
 Worcester County Commissioners  
 Date HH 10/6/15

# Atlantic General Hospital & Health System

## 2017 In Review

## What's Coming in 2018





The Difference is Dedication

25  
YEARS

care.giving

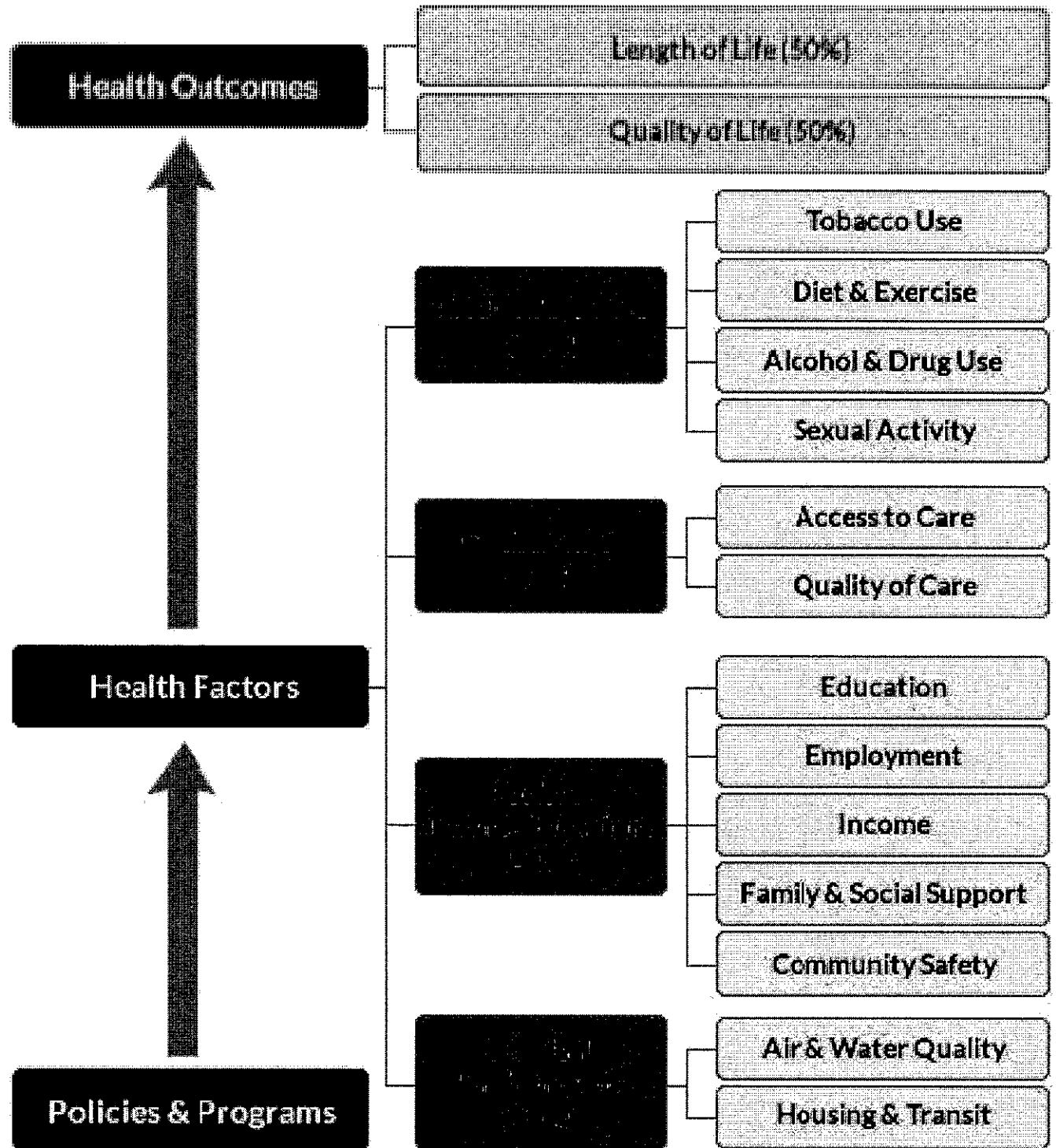
# Atlantic General Hospital & Health System

## Our Mission:

To create a coordinated care delivery system that will provide access to quality care, personalized service and education to improve individual and community health.



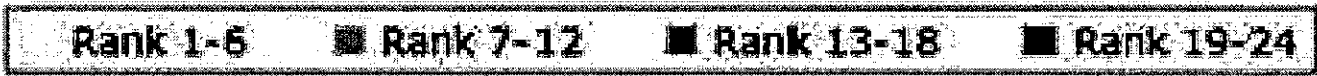
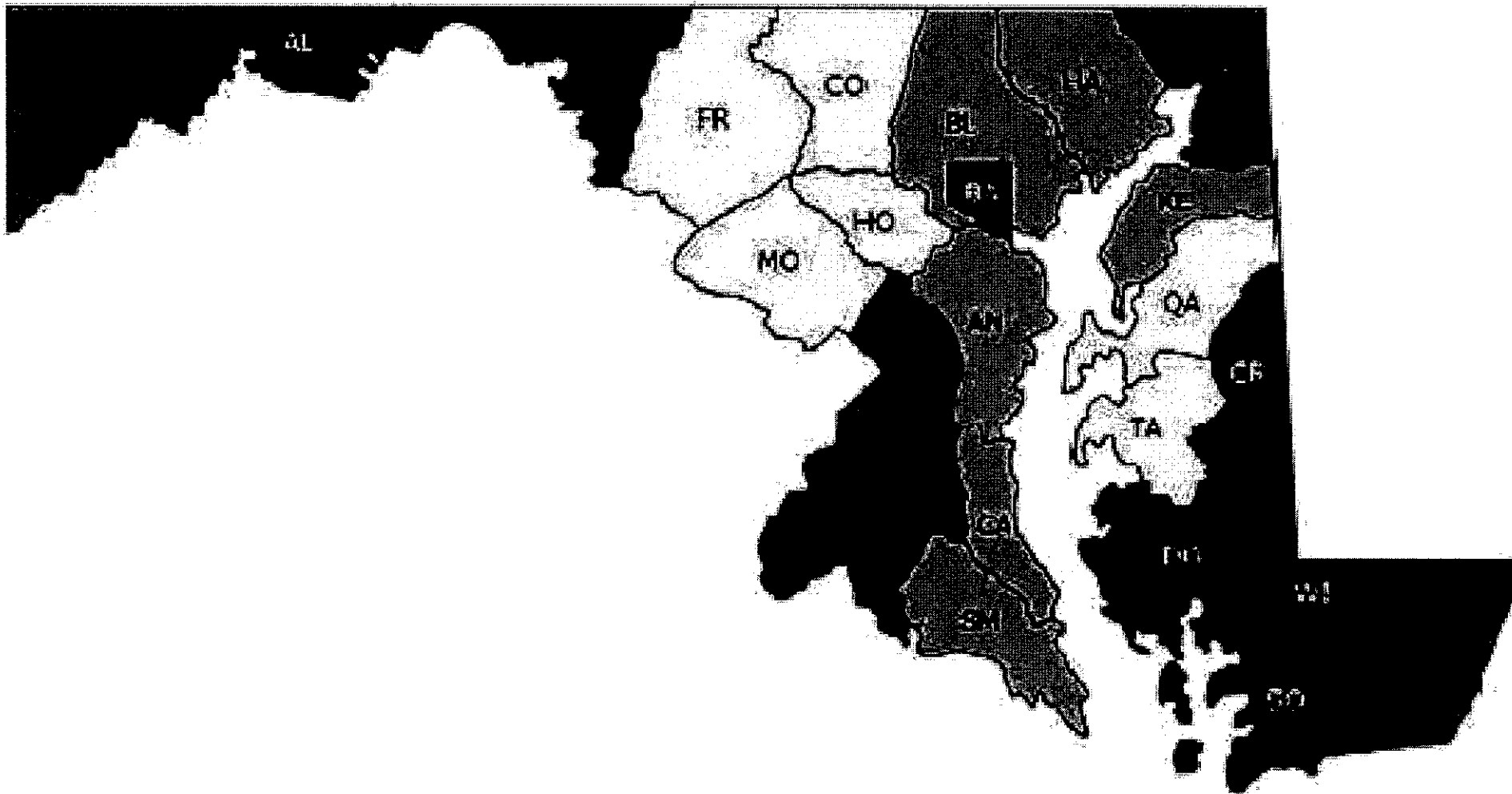
# 2017 County Health Rankings for Maryland



# HOW DO COUNTIES RANK FOR HEALTH FACTORS?

The blue map displays Maryland's summary ranks for health factors, based on weighted scores for health behaviors, clinical care, social and economic factors, and the physical environment.

Lighter shades indicate better performance in the respective summary rankings. Detailed information on the underlying measures is available at [countyhealthrankings.org](http://countyhealthrankings.org)

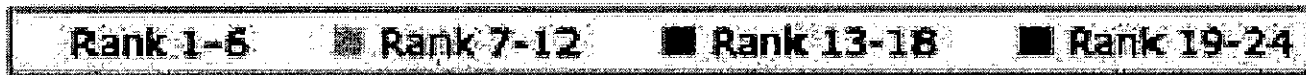
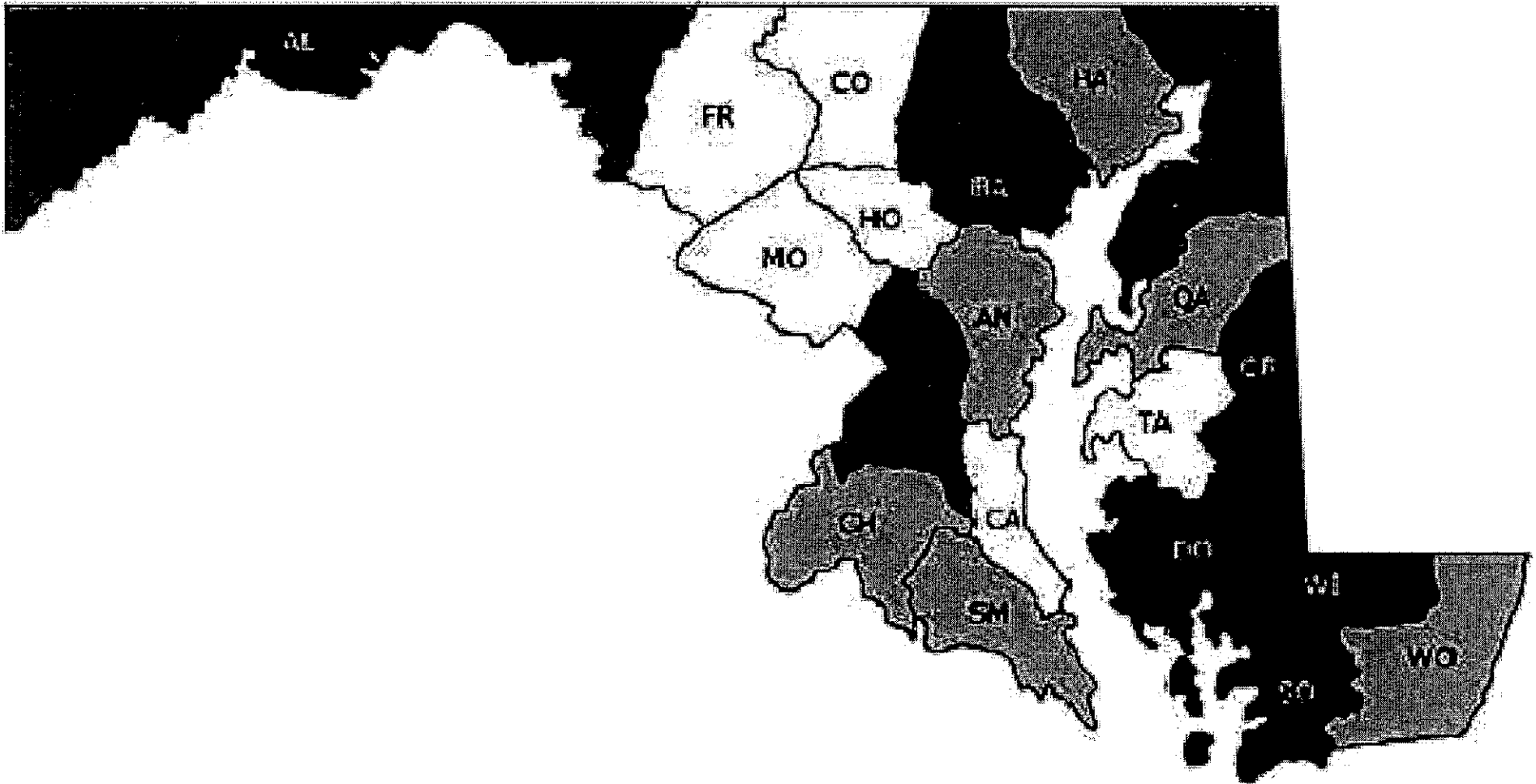


County	Rank	County	Rank	County	Rank
Allegany	19	Carroll	4	Harford	8
Anne Arundel	9	Cecil	18	Howard	1
Baltimore	11	Charles	13	Kent	12
Baltimore City	24	Dorchester	22	Montgomery	2
Calvert	7	Frederick	3	Prince George's	16
Caroline	21	Garrett	14	Queen Anne's	6
				St. Mary's	10
				Talbot	5
				Washington	17
				Wicomico	20
				Worcester	15

# HOW DO COUNTIES RANK FOR HEALTH OUTCOMES?

The green map below shows the distribution of Maryland's health outcomes, based on an equal weighting of length and quality of life.

Lighter shades indicate better performance in the respective summary rankings. Detailed information on the underlying measures is available at [countvhealthrankings.org](http://countvhealthrankings.org).



County	Rank	County	Rank	County	Rank	County	Rank
Allegany	18	Cecil	15	Howard	2	St. Mary's	6
Anne Arundel	11	Charles	12	Kent	18	Talbot	6
Baltimore City	24	Dorchester	23	Montgomery	1	Washington	17
Caldwell	8	Frederick	4	Prince George's	14	Wicomico	20
Caroline	21	Garrett	16	Queen Anne's	7	Worcester	10

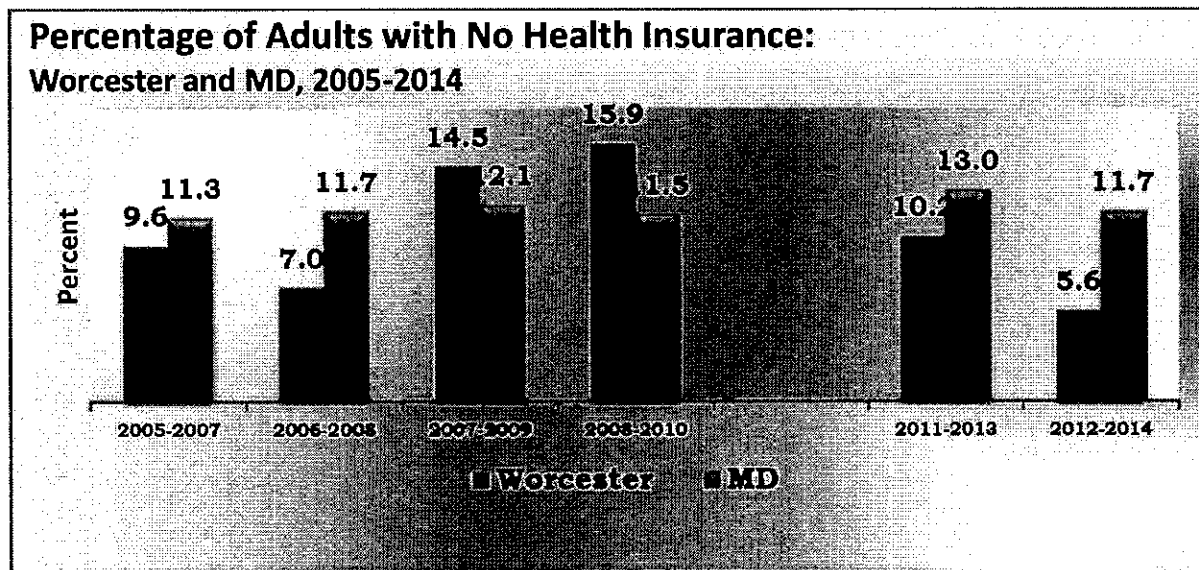
6

# Assessing Healthcare for our Community

Access to health care means having "the timely use of personal health services to achieve the best health outcomes."

Attaining good access to care requires three discrete steps:

- Gaining entry into the health care system
- Accessing a health care location where needed services are provided
- Finding a health care provider with whom the patient can communicate and trust

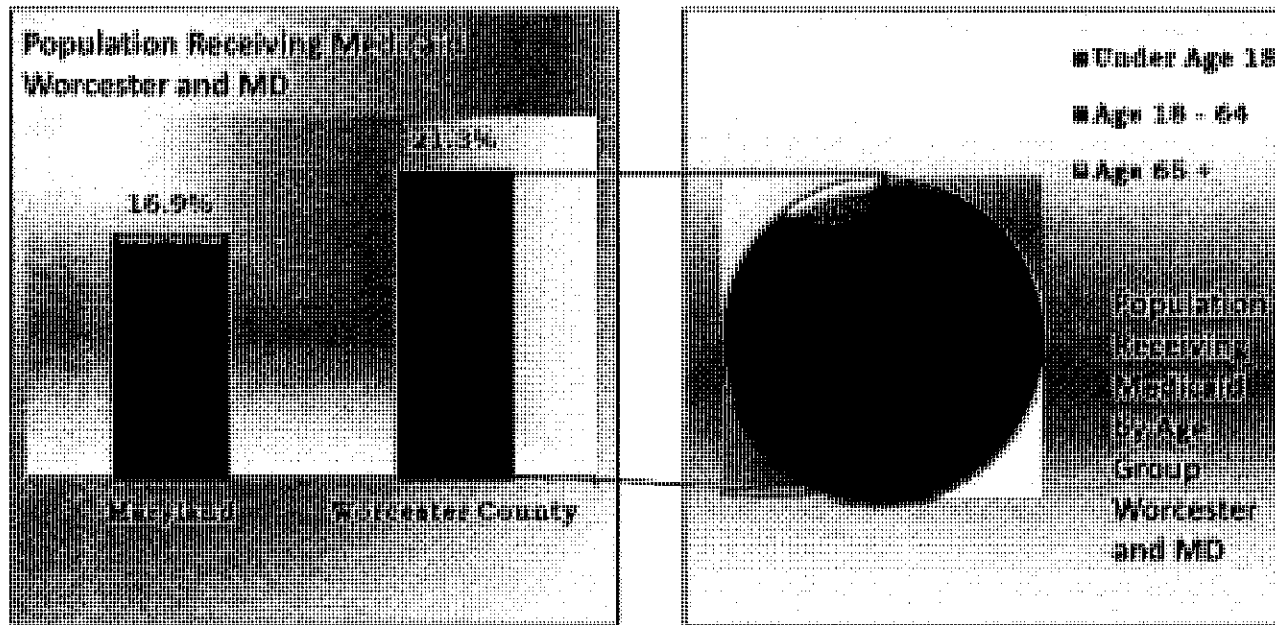


Health insurance status affects access to health care. Study shows that uninsured adults in the US have less access to recommended care, receive poorer quality of care, and experience worse health outcomes than insured adults do

# Assessing Healthcare for our Community

Medicaid and Medicare programs play a significant role in providing health care coverage to the county's population.

Based on recent figures, 21% of the county's population is enrolled in Medicaid; nearly half of those are adults between the ages of 18-64



Data Source: US Census Bureau, American Community Survey, 2010-14. Source geography: Tract

As the Worcester population grows older, the number of **Medicare** beneficiaries also has been growing steadily.

In 2014, there were 13,043 Medicare beneficiaries who have both Part A and Part B coverage up from 22% in 2007 to 25% of the county population.



# Worcester County Population, 2006-2015

## Demographic and Socioeconomic Characteristics

General Characteristics	Worcester	Maryland
Population	51,540	6,006,401
Median Age (years)	49.4	38.4
Under 5 years	4.4%	6.1%
Under 18 years	17.7%	22.4%
65 years and over	26.0%	14.1%
Non-Hispanic White	79.9%	52.0%
Non-Hispanic Black	13.4%	29.4%
Hispanic or Latino origin	3.4%	9.5%
Asian	1.4%	6.4%
Other	1.9%	2.6%
Poverty & Income		
Median household income	\$55,691	\$73,851
All age in poverty	11.9%	10.4%
Under age 18 in poverty	20.5%	13.8
Ages 5-7 in families in poverty	20.1%	13.2%
Employment		
Total population 16+ in civilian labor force	58.9%	67.9%
Unemployment (2015)	10.6%	5.2%

Source: U.S. Census Bureau 2015, 2014 Small Area Income & Poverty Estimates

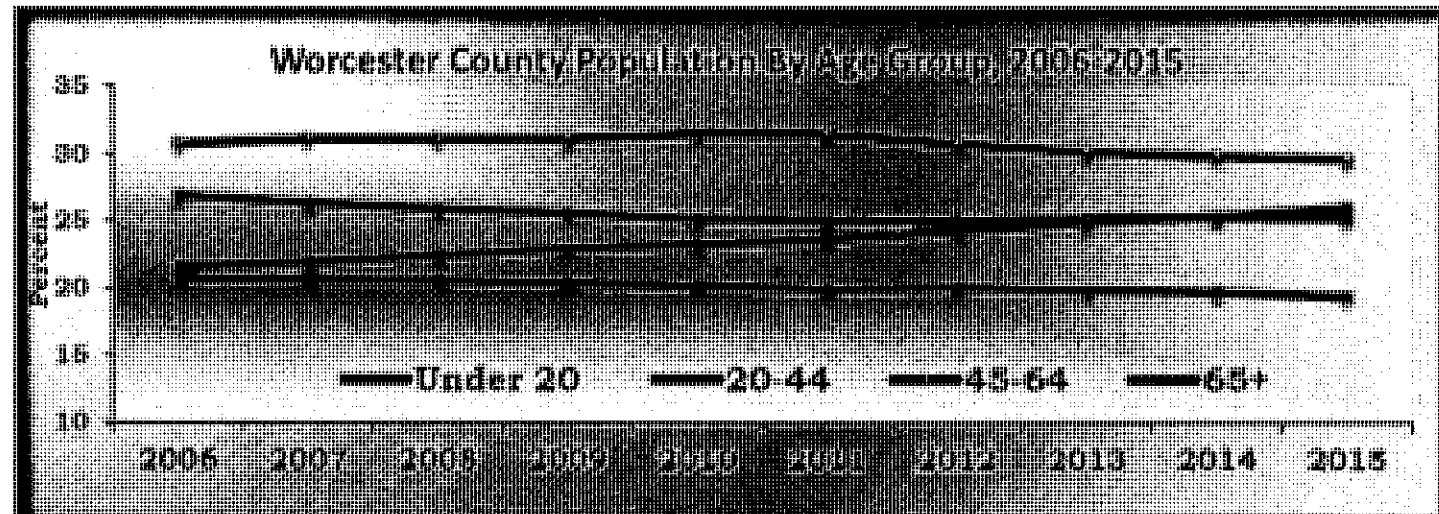
Worcester county population is older and less diverse than the state. Non-Hispanic white accounts for 80 percent of the county population compared to 52 percent in the state.

In 2015 more than one in four residents were 65 years and older (26%), ranking second highest in the state next to Talbot County.

Worcester also has the second highest median age (49.4) in Maryland.

While the overall 2015 population estimate declined by 0.3% from 2014, the proportion of people aged 65 and over increased by 11%.

That percentage is projected to increase to 32.2% in 2030.

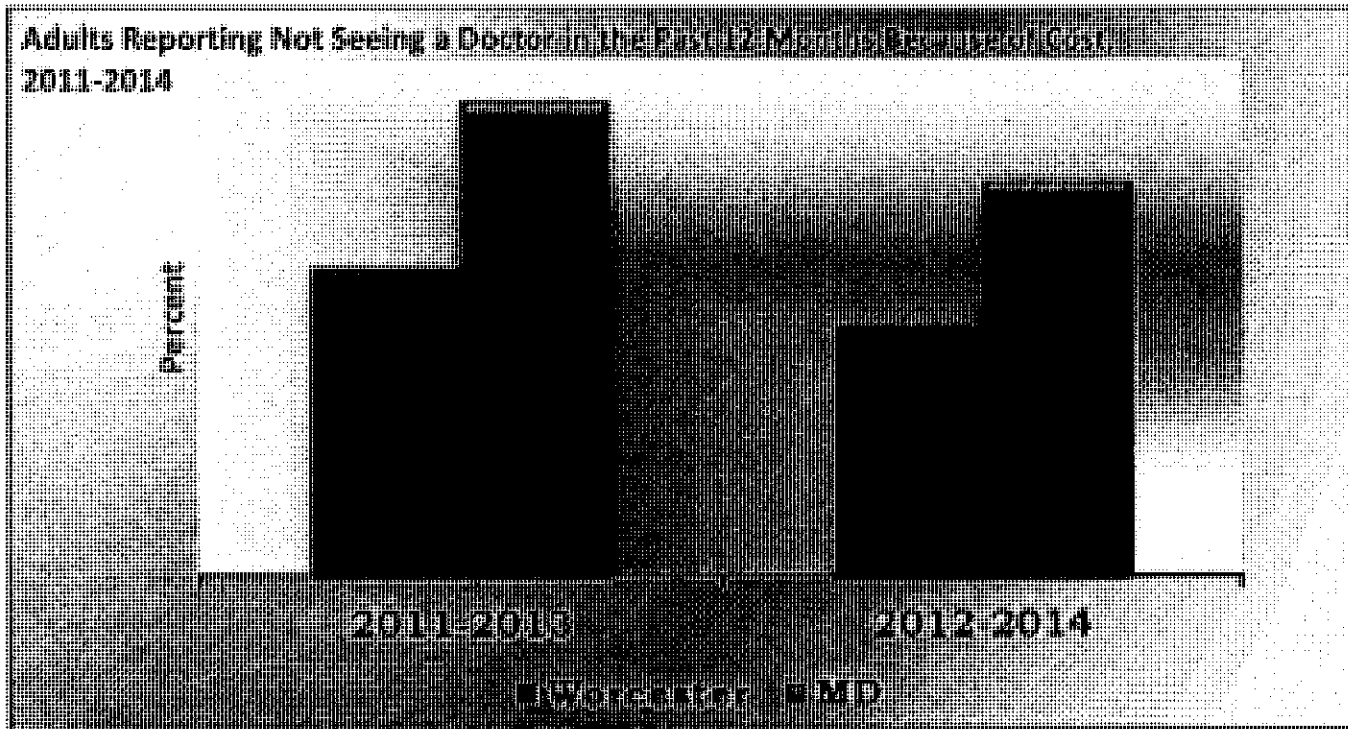


Source: US Census Bureau



# Assessing Healthcare for our Community

Between 2012-2014, in Worcester County approximately 9.5% of adults reported they have not seen a doctor in the past year because of cost.



Source: MD BRFSS



# Assessing Healthcare for our Community

Primary Care and Mental Health FTEs and Population Ratios, 2016

County	Primary Care FTE	Primary Care Provider to Population Ratio	Mental Health FTE	Mental Health Provider to Population Ratio
Worcester	30.6	1:1,667	3.0	1:16,833
Wicomico	59.5	1:1,666	8.2	1:12,092
Somerset	5.4	1:3,961	0.3	1:85,944
Maryland	3,771.2	1:1,534	574.4	1:10,086

Source: MD DHMH, Primary Care Office, 2016 Primary Care Need assessment. Primary Care FTE: Includes family practice, general practice, internal medicine, obstetric and gynecology and pediatric. Mental Health FTE includes psychiatrists.

Worcester County is designated as both a Health Professional Shortage Area (HPSA) and a Medically Underserved Area/Population (MUA/P).

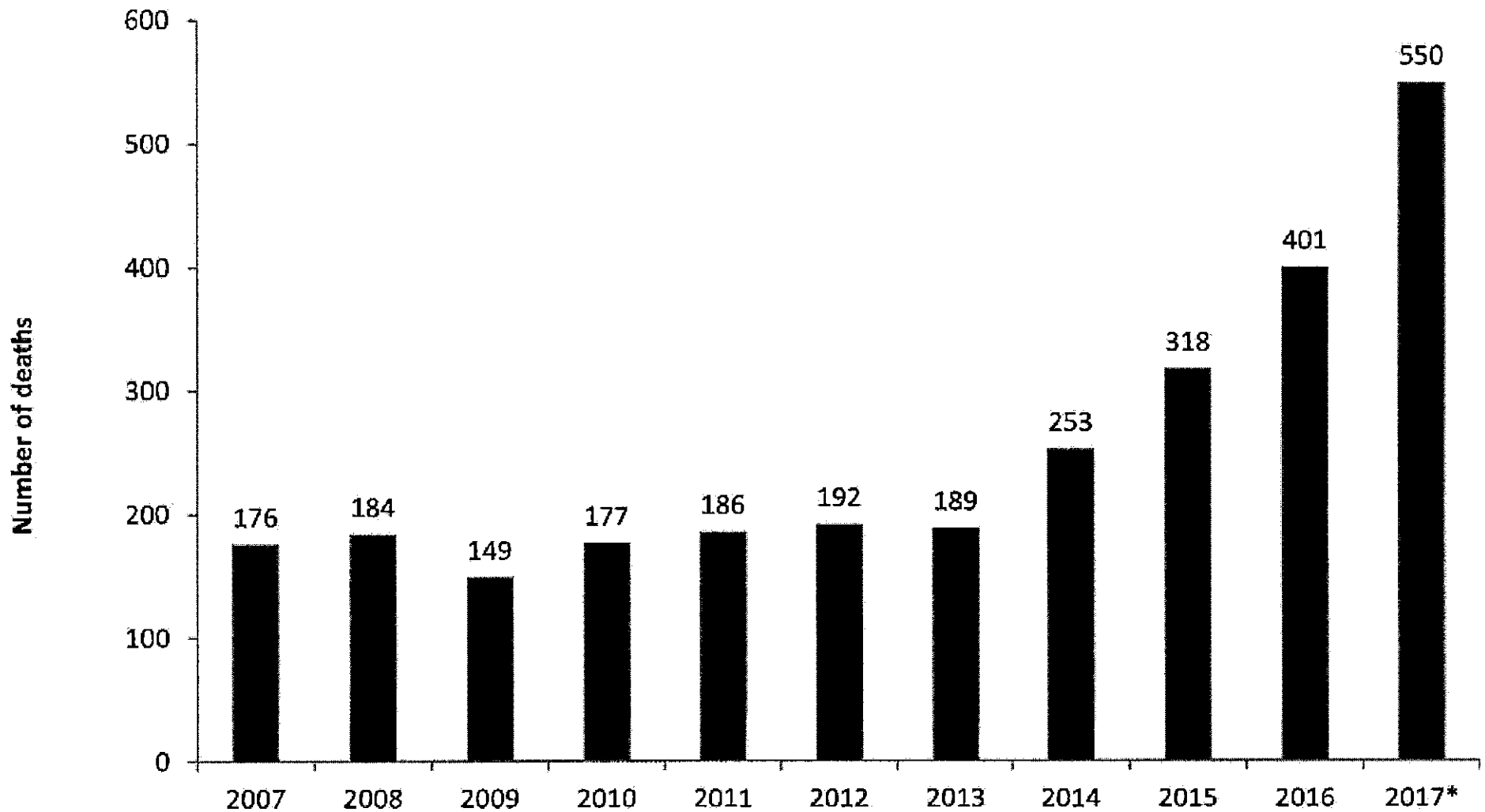
This shortage designation could mean limited access to health care, longer wait times for patients, or overuse of emergency system of care.

As of 2016, the full-time-equivalent (FTE) primary care physician ratio in Worcester County is 1:1,667, less than the state value (1:1,534).

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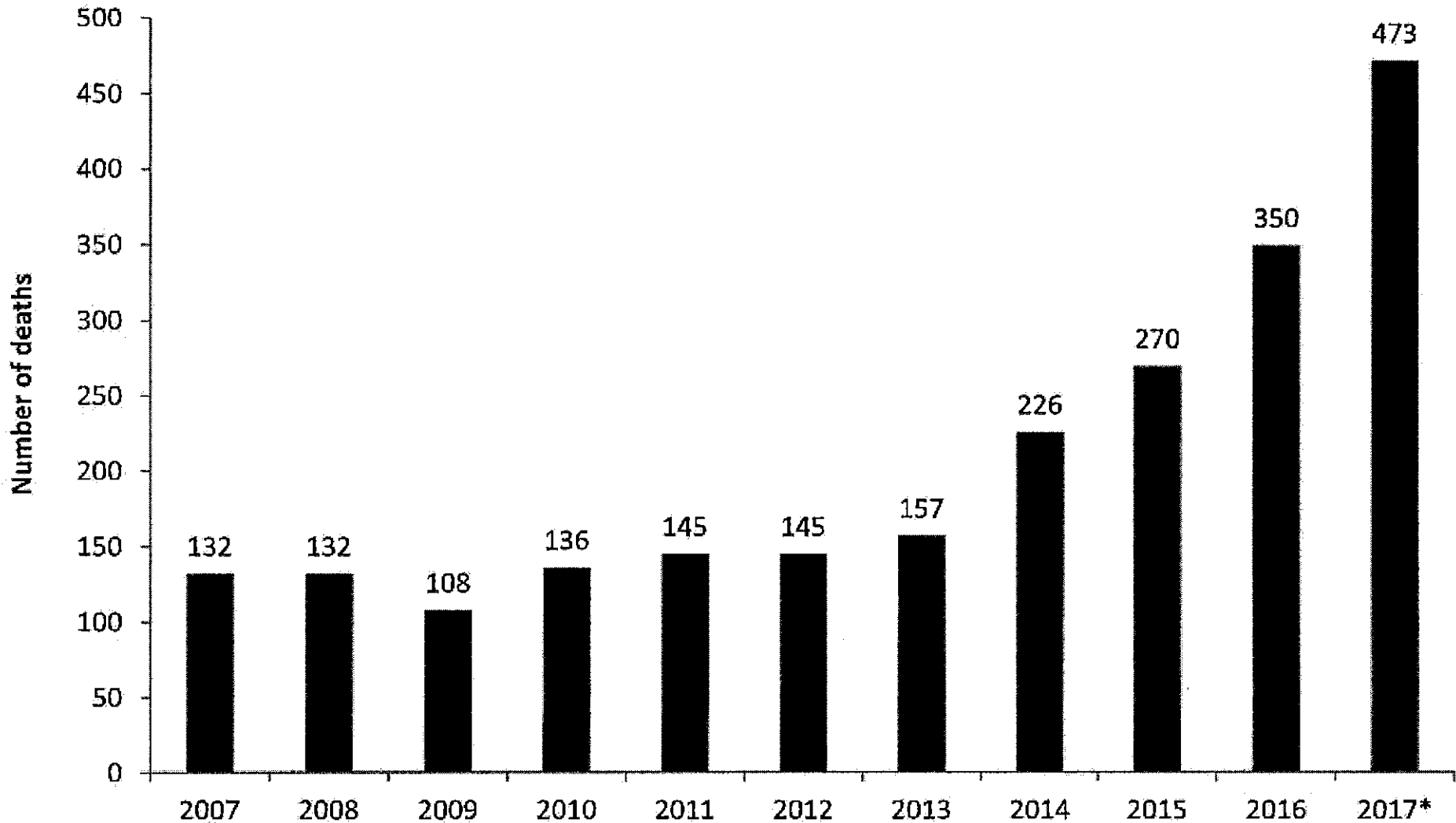


**Figure 1. Total Number of Unintentional Intoxication Deaths Occurring in Maryland from January-March of Each Year.\***



2017 counts are preliminary.

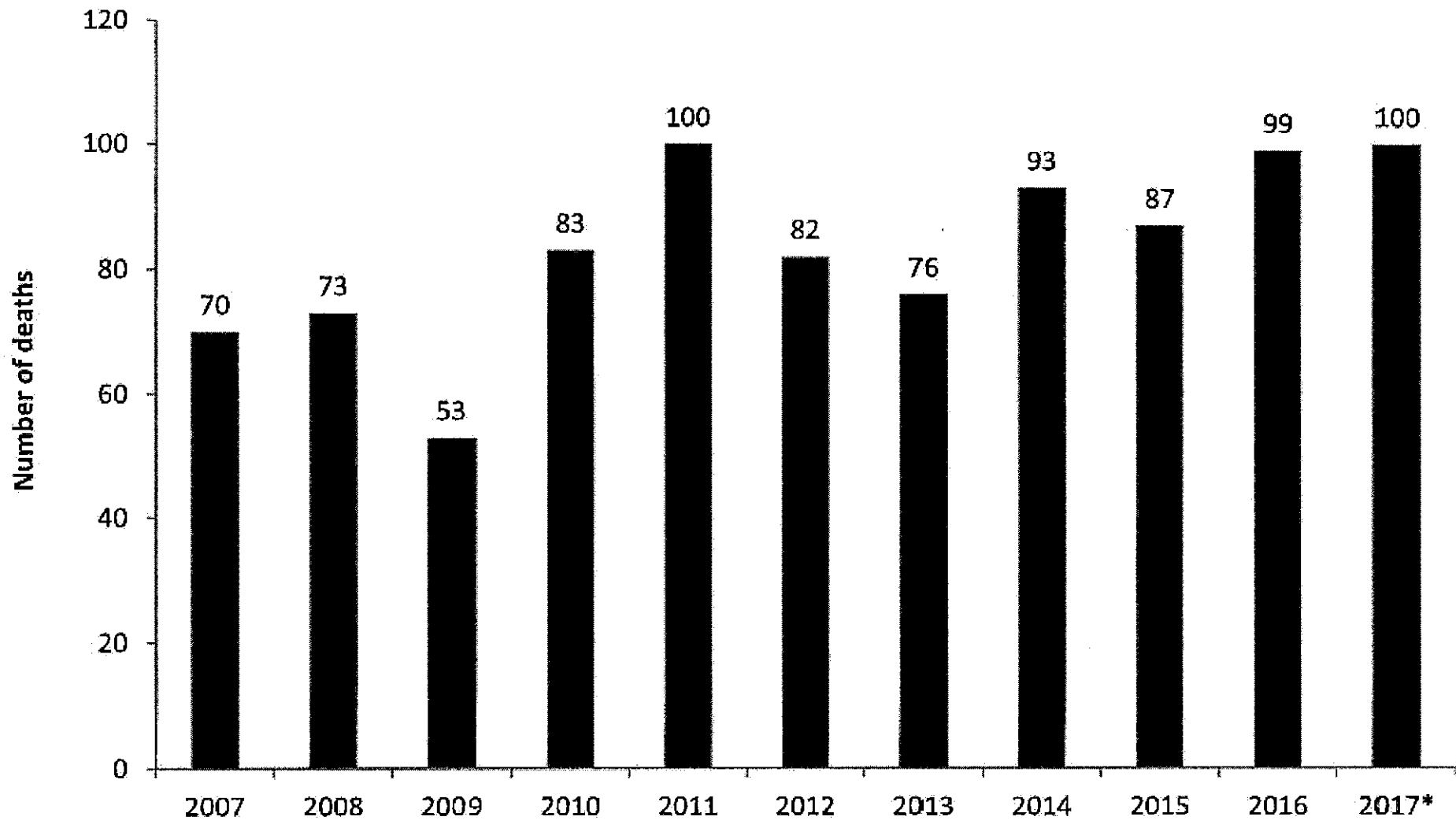
**Figure 2. Number of Opioid-Related Deaths Occurring in Maryland from January through March of Each Year.\***



13

\*2017 counts are preliminary.

**Figure 5. Number of Prescription Opioid-Related Deaths Occurring in Maryland from January through March of Each Year.\***



h/

\*2017 counts are preliminary.

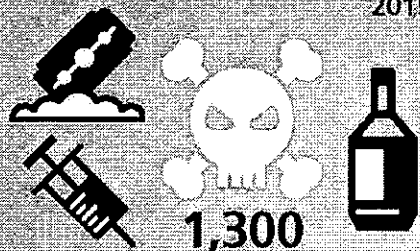
# Behavioral Health in Crisis

Marylanders Struggle to Get the Care They Need

[www.mhaonline.org](http://www.mhaonline.org)

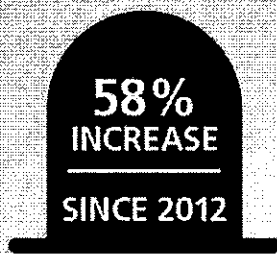


## DRUG & ALCOHOL RELATED DEATHS ON THE RISE 2015



1,300

Drug & Alcohol Related Deaths



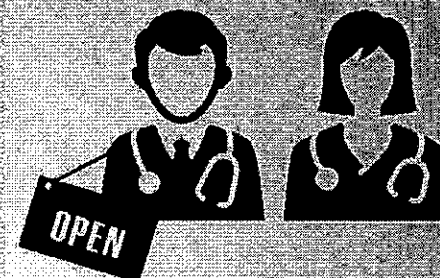
## LACK OF COMMUNITY RESOURCES

State Psychiatric Hospitals



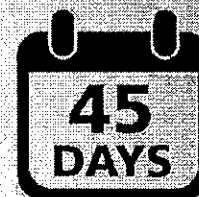
Subsequent investments in community-based services have been insufficient to meet demand

## MEDICAL PROFESSIONALS CAN'T KEEP UP

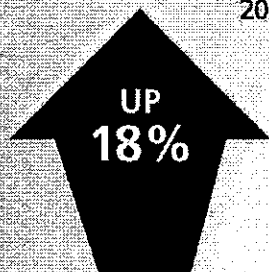


Only 14%

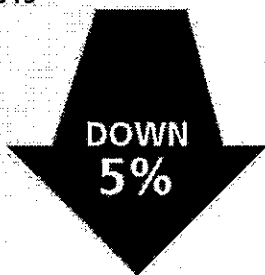
of psychiatrists on Maryland's health exchange were accepting new patients and were able to book appointments within



## BEHAVIORAL HEALTH-RELATED EMERGENCY DEPARTMENT VISITS UP 2013-2015



Behavioral health-related



All other visits

How you can **HELP**

Support a fair **annual increase** in reimbursement for community behavioral health professionals; pass legislation that **improves reimbursement** for telehealth services so medical professionals can treat more patients.

# A System in Crisis

- **Between 2013 and 2015, behavioral health visits to emergency departments rose 18 percent**
- **Readmissions rate for mental health and substance use disorder patients was 16.3 percent in 2015, nearly 4 percentage points higher than for non-behavioral health patients**
- **In 2015, nearly 1,300 Marylanders died from drug or alcohol intoxication**

## **WE NEED:**

- **Addiction Recovery modifications to private health plans, Medicare rules to provide adequate coverage for addiction treatment**
- **Access to crisis beds for 24 hour holding until treatment can be obtained**
- **Post treatment recovery support through transitional housing, care coordinator for support through the first year.**

# Assessing Healthcare for our Community

In coordination with the local health departments, neighboring hospitals and community stakeholders, AGH conducts a community needs assessment.

The needs assessment is a primary tool used by the Hospital to determine its community benefit plan, which outlines how the Hospital will give back to the community in the form of health care and other community services to address unmet community health needs

## Priority Areas

Access to Health Services

Cancer

Respiratory Disease and Smoking

Nutrition, Physical Activity & Weight

Diabetes

Heart Disease & Stroke

Mental Health

Opioid Abuse

Arthritis, Osteoporosis &

Chronic Back Pain

The identified needs were prioritized based on the following criteria:

- size and severity of the problem determined by what percentage of the population is affected by risks
- health system's ability to impact the need
- availability of resources

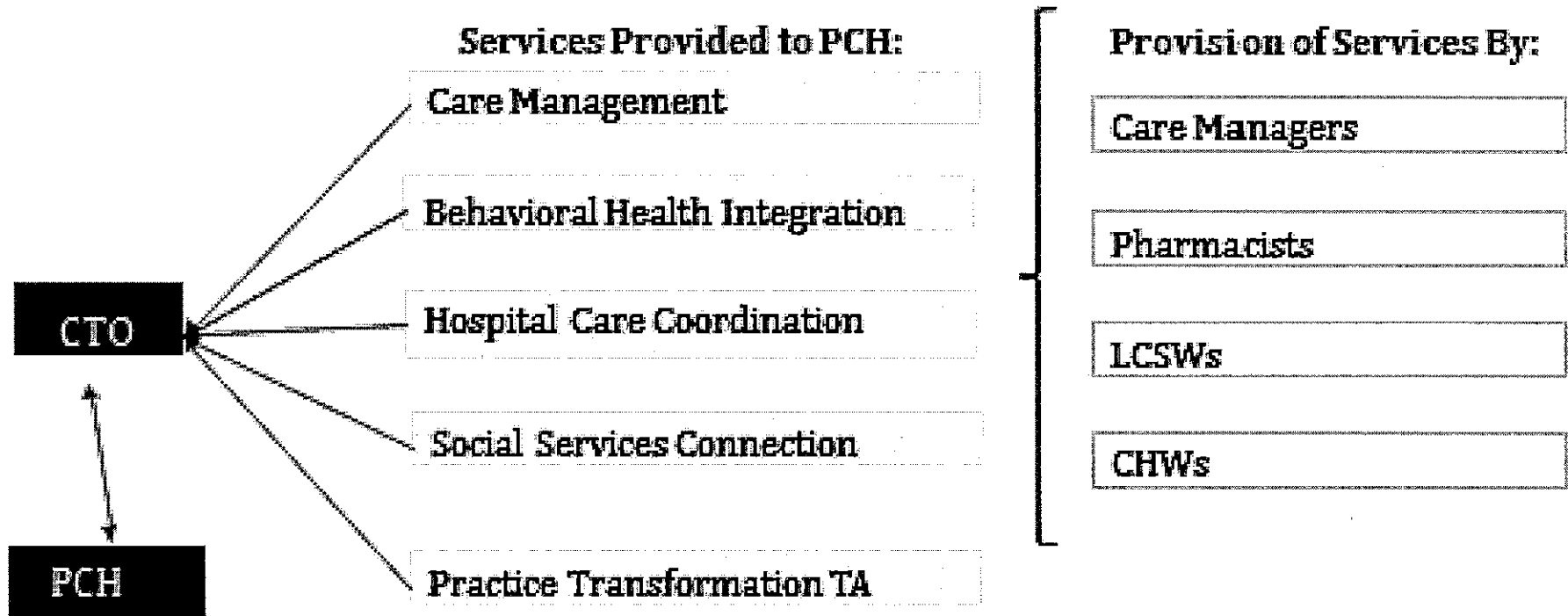
Based on those criteria several areas were chosen to be the most important for the hospital to focus on.

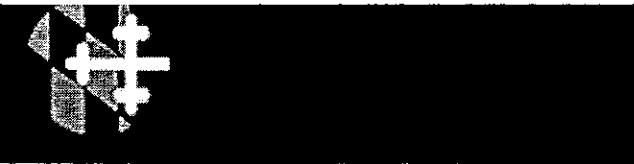




# Care Transformation Organizations

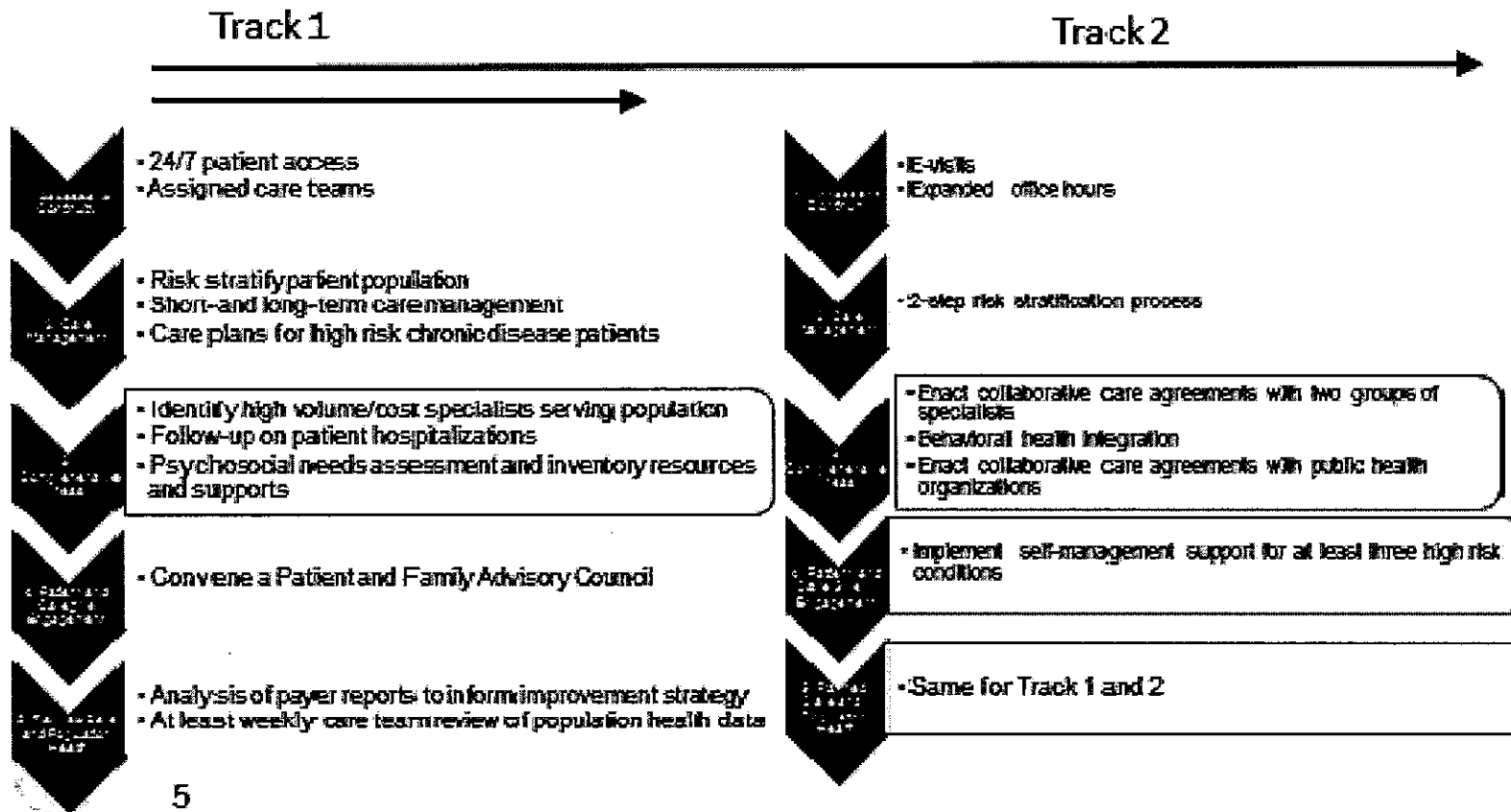
Designed to assist the practice meet the 5 primary care functions





# Maryland Primary Care Program

## Primary Care Functions

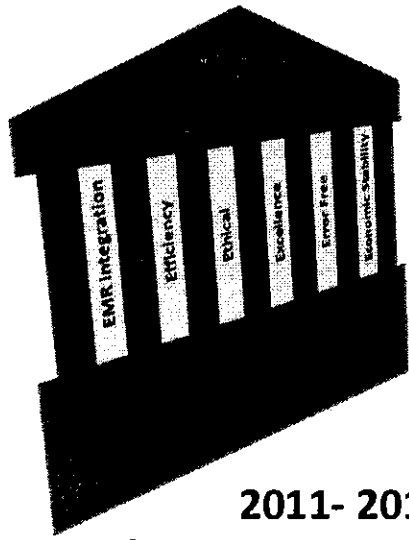


### Five key functions:

- ✓ access & continuity
- ✓ comprehensiveness & coordination
- ✓ care management
- ✓ patient & caregiver engagement
- ✓ planned care & population health



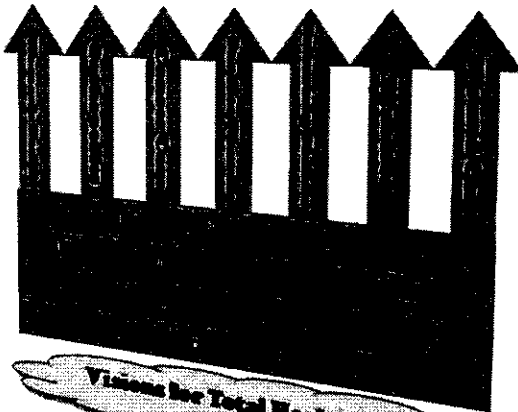
# 2020 Strategic Vision



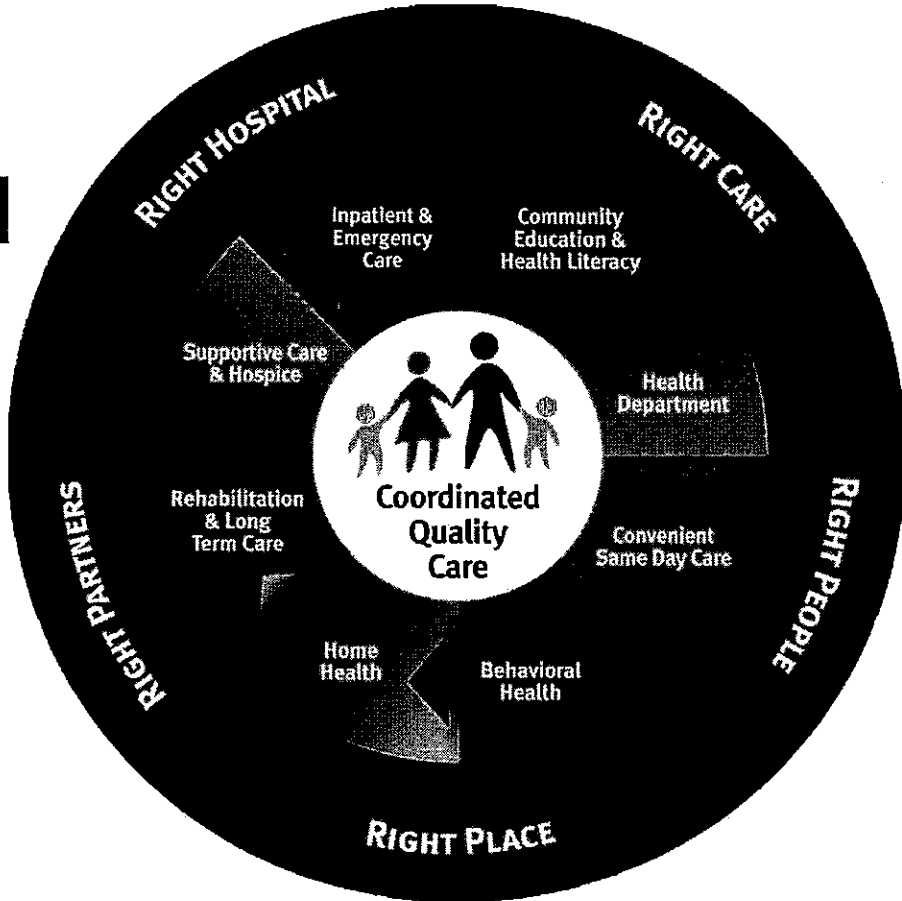
2011- 2015  
Strategies



Atlantic General Hospital/Health System - 2010



2006 - 2010  
Strategies



2016- 2020  
Strategic Plan





## ATLANTIC GENERAL 2020 VISION

# care.coordination

### VISION

To be the leader in caring for people and advancing health for the residents of and visitors to our community.

### MISSION

To create a coordinated care delivery system that will provide access to quality care, personalized service and education to improve individual and community health.



# Atlantic General 2018 Goals

## Focused on the “Quadruple Aim”

- Improving the health of the population
- Enhancing patient experience and patient outcomes
- Reducing the healthcare costs of the population
- Care of the Physicians/Providers

## AGH Goals and Strategic Planning

- Continue to build on the progress achieved under our 2020 Vision 5-Year Strategic Plan
- Restructure Vice President of Practice Administration focus
- Developed by considering how we can improve caring for our community in a more patient/community centered model of care to meet the “quadruple aim”.
  - **Right Care**
  - **Right People**
  - **Right Place**
  - **Right Partners**
  - **Right Hospital**



# Strategic Investment In Our Community

## The Atlantic General Hospital Foundation \$10 million capital campaign

Support will allow us to achieve our total investment of \$35,000,000 investment into 5 facility upgrades improving health care for our community.



# New Bond Financing September, 2017

The table below reflects the \$20M Refinance & \$20M New Money Bond issuances- The weighted average synthetic fixed rate for the Bonds will be 3.14% as of September 1, 2017 (the effective date) and 3.20% as of June 1, 2020 (the end of the draw down period).

	MHHEFA Series A	MHHEFA Series B	Town of Berlin BQ Bonds
Fixed Rate:	2.80	3.34	3.19

# John H. “Jack” Burbage Regional Cancer Care Center

- ***New 18,000 sq. ft. center, located at the corner of Rt. 113 and Rt. 346***
- **21st Century Oncology Partnership**
  - The premier provider of cancer care services across multiple modalities
  - America’s largest radiation oncology service
- **University of Maryland Marlene and Steward Greenebaum Cancer Center Partnership**
  - Recognized as a National Cancer Institute
  - Our providers will offer high-quality, coordinated care through virtual technology, including telemedicine conferencing

## Comprehensive Women’s Health Center

- 3-D Mammography screening
- Bone density screening
- Ultrasound services
- Lab services
- Private rooms for physician counseling
- Pre-conception counseling
- Pregnancy testing

## Modernization of our Patient Care Areas

A newly-renovated inpatient care area, located on the 2<sup>nd</sup> floor of the hospital, will provide greater efficiency for nursing care and provide improved lines-of-sight to beds from a new and more central nursing and physician working station.

25





# Surgical Facilities Renovation

Redesign the existing surgical services unit and adjacent areas to incorporate the latest technology to enhance best practices in pre-operative care, surgical care and post-operative care:

- Larger operating rooms to accommodate advanced laparoscopic and orthopedic surgical procedures.
- Allow for expansion of services in Bariatric, Urology, Gynecology, Specialized Breast and Lung clinics focused on the disease and cancer care.
- Redesign of central sterile facilities.
- Provide private consultation room for patients in pre-admission and post-operative areas.

# Expansion of Emergency & Outpatient Services

Redesign the existing surgical services unit and adjacent areas to improve workflows and utilize best practices in pre-operative care, surgical care and post-operative care:

- Increase the total number of treatment areas
- Consolidate and integrate triage and protocols for improved patient flow
- Add a dedicated space for patient consultation, counseling and making follow-up appointments
- Improve patient privacy and comfort
- Increase security capabilities

9/26



# Women's Health

The Women's Health Services Center is equipped to provide the following diagnostic and therapy treatments:

- 3-D Mammography screening
- Bone density screening
- Ultrasound services
- Lab services
- Private rooms for physician counseling
- Pre-conception counseling
- Pregnancy testing



# Vision for Regional Cancer Care



**Groundbreaking  
Completion**

**July 2017  
Early 2018**



# Building Partnerships that Matter

## 21st Century Oncology

- The premier provider of cancer care services across multiple modalities
- America's largest radiation oncology service

## University of Maryland Marlene and Stewart Greenebaum Cancer Center

- Recognized as a National Cancer Institute Comprehensive Cancer Center
- Our providers will offer high-quality, coordinated care through virtual technology, including telemedicine conferencing



# THE DAILY TIMES

PART OF THE USA TODAY NETWORK



of the parking lot at Acme  
in City, where a large  
lasts had gathered on  
AFF PHOTO BY MEGAN

n City  
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's  
alling

## A COZY HOSPITAL? AGH SAYS YES



# Living Our Principles and Our Goals

Right Partners/ Right People/  
Right Care...



# FY18 Strategic Initiatives

## ➤ Project Management Office

*Goals: Provide Right Care in the Right Place  
Reduce Costs*

## ➤ Outpatient Nutrition Services Program

*Goals: Provide Right Care in the Right Place*

## ➤ Communications Systems

*Goals: Improve patient experience and quality of care*

## ➤ Medication Therapy Management

*Goals: Provide care in the Right Place  
Reduce Readmissions*

## ➤ Integrative Health Services

*Goals: Provide Right Care in  
the Right Place*



# AGH Succeeding in the Current Maryland System

AGH received positive scaling for MHAC, RRIP & QBR, impacting FY18 rates

▶ MHAC Scaling	positive .62%	or \$240,672
▶ RRIP Scaling	positive 1%	or \$389,660
▶ QBR Scaling	positive .68%	or \$260,000
		<hr/>
		<b>\$890,332</b>

Estimated total positive scaling  
incentive bonus in FY18 rates for  
quality initiatives:

**>\$890,000!**





# How Triple Aim Achieved

## ▶ Telemedicine

- Rehab Program for Berlin Rehabilitation and Nursing Home
- USDA Grant for deploying in-home telemonitoring systems for high-risk patients



# How Triple Aim Achieved

## ▶ Transitions in Care Program

- Patient Centered Medical Home team coordinated follow-up visits, reinforced discharge instructions, and provided reminders to at-risk patients after discharge



# How Triple Aim Achieved

## ▶ Prescription Concierge Service

- AGHRx RediScripts Pharmacy staff began bedside delivery and payment for discharge medication as well as medication education.



# How Triple Aim Achieved

## ▶ Condition R Program

- Immediate intervention by a registered nurse case manager for any patient in the ER with a previous admission within last 30 days
- Case manager meets with patient/family to set up a personal plan of care to treat underlying chronic conditions that may have led to ER visit.

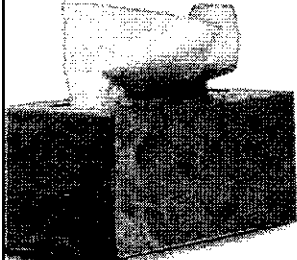


# How Triple Aim Achieved

## ► Population Health Education

- Information regarding the proper utilization of the ER and importance of selecting a PCP provided by ER discharge staff, through health fairs and via post cards

**... Atlantic  
ImmediCare  
costs less  
than the ER.**



And does much of what an ER does.

When you or someone in your family needs quick medical attention, why pay more than you have to? Our two Atlantic ImmediCare locations are ready to serve you when you need us, with many of the same services any ER would provide at considerably less cost for minor care.

We offer:

- Quick, convenient, *affordable* care
- Just walk in — no appointments, no hassles
- Treatment for many accidents, illnesses and injuries
- Free, off-street parking

We're staffed with board-certified physicians, nurse practitioners and physician assistants. And we're affiliated with Atlantic General Hospital, Worcester County's only hospital.

For great care with a smaller bill, come to ImmediCare.



# How Triple Aim Achieved

## ▶ IT Systems and Infrastructure

- PERKS electronic medical record
  - Clinician Portal – real-time communication and tracking by all providers involved in a patient’s care
  - Patient Portal – facilitates partnership between patient and provider
- Tracking/identification of at-risk patient groups
- Analyses to pinpoint areas for care delivery improvements
- Telemedicine partnerships that remove barriers to care

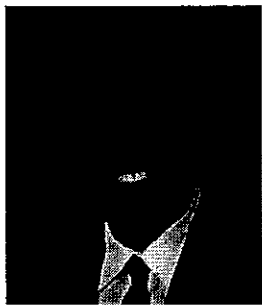


# Access to Primary & Specialty Care



## Pain Management

Wadid Zaky, MD  
*Berlin, MD*



## Women's Health

Brandi Musselman, MD  
*Selbyville, DE*

Kevin J. Lee, MD  
*West Ocean City, MD*

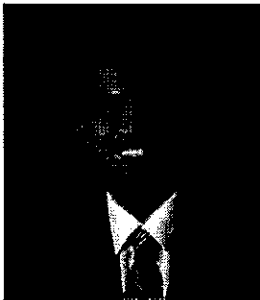


## Urology


James P. Cherry, MD  
*Berlin, MD*



# Access to Primary & Specialty Care

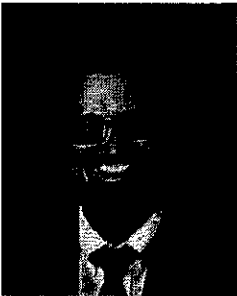


**Endocrinology**  
Faustino Macuha, MD  
*Ocean Pines, MD*



**Family Medicine**

Oswaldo Nicastro, MD  
*Ocean Pines, MD*

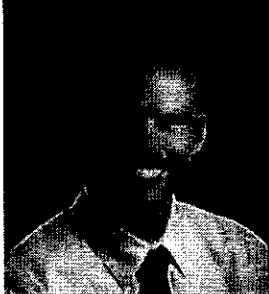



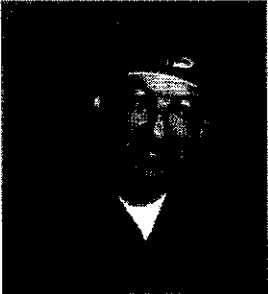
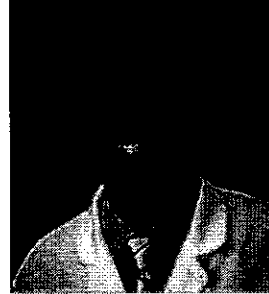
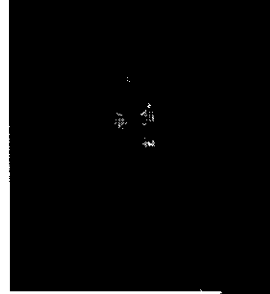
Kieran Py, MD  
*Ocean View, DE*

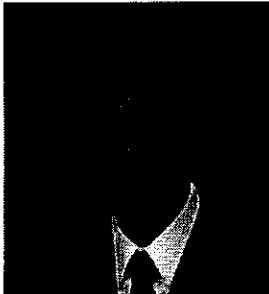





# Access to Primary & Specialty Care

		<b>Dermatology</b> Curtis D. Asbury, MD Sara Moghaddam, MD <i>Selbyville, DE</i>
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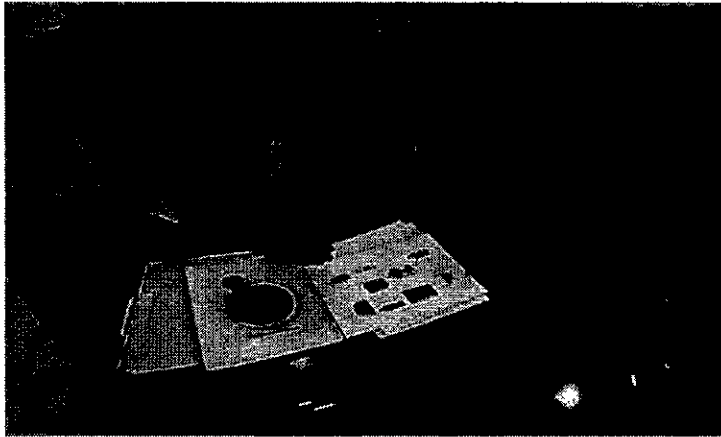
<b>General Surgery &amp; Bariatrics</b> Alae Zarif, MD Meshach Heenatigala, MD Xin Zhong, MD <i>Berlin, MD &amp; West Fenwick, DE</i>			
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<b>Medical Oncology</b> Rabindra Paul, MD Rupa Gupta, MD <i>Berlin, MD</i>		
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# Pioneers in Health Literacy Improvement

Health concepts should no longer be confined to health and biology classes.



**Health Literacy Integration:** Weaving health concepts into existing math, science, reading and social studies lessons to increase students' exposure to this information, thus increasing their understanding.

- As of the 2016-2017 school year, the IHLP now serves more than 2600 students.
- During the 2016-2017 school year, the IHLP team began pilot programs in grades seven and eight.
- This year we are planning a survey of all graduating seniors to be able to provide a base-line for evaluation of the program over time

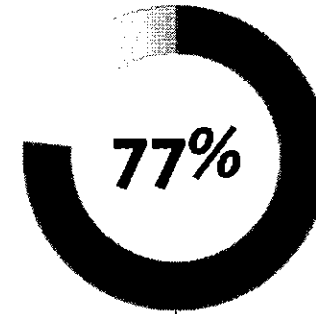
# HEALTHY WORKFORCE, HEALTHY STAFF: AGH Prioritizes Wellness

With the help of BHS, AGH introduced a wellness program that gives employees countless ways to prioritize their overall well-being and help them lower blood pressure, BMI and cholesterol.

Implemented the *Associates Getting Healthy* wellness program with the goal of developing a culture that empowers associates and families to adopt and maintain a healthy lifestyle.

To ensure the program's success, AGH focused on seven key areas to drive participation and encourage long-term wellness changes:

- Establishing Incentives
- Encouraging a Personal Commitment to Health
- Providing Coaching and Resources
- Establishing Trust
- Providing Ongoing Education
- Encouraging Friendly Competition
- Continually Engaging Employees



of eligible associates  
participate in the  
AGH wellness  
program

Medical claims  
were **20%** lower  
than expected  
in 2016.

AGH participants  
have experienced  
**510** instances  
of health  
improvements in  
key wellness areas.

hh



# Awarded Best in Benefits



# BEST IN BENEFITS

PRESENTED TO  
Atlantic General Hospital



**Out of 147 Employers**

**Representing 79,364 employees and \$47.3 billion  
in health care dollars**



# Year over Year Comparison

## FY16

<b>We Billed:</b>	<b>\$156,123,842</b>
<b>We Received:</b>	<b>\$114,944,563</b>
<b>Cost of Care:</b>	<b>\$112,904,430</b>
<b>Operating Margin:</b>	<b>\$2,040,133</b>
<b>Community Support:</b>	<b>\$783,510</b>
<b>Total Margin:</b>	<b>\$2,424,119</b>
<b>(State Assessment:</b>	<b>\$2,660,634)</b>

## FY17

<b>We Billed:</b>	<b>\$162,112,256</b>
<b>We Received:</b>	<b>\$117,741,640</b>
<b>Cost of Care:</b>	<b>\$117,268,308</b>
<b>Operating Margin:</b>	<b>\$473,336</b>
<b>Community Support:</b>	<b>\$1,171,325</b>
<b>Total Margin:</b>	<b>\$3,193,306</b>
<b>(State Assessment:</b>	<b>\$2,426,988)</b>

Admissions	3,409
Ave. Length of Stay (days)	3.5
Patient Days of Care	12,084
Emergency Visits	38,363
Laboratory Visits (outpatient)	29,285
Radiology Visits (outpatient)	27,131
Surgeries (inpatient/outpatient)	7,423
Physician Visits (AGHS)	92,634
Cardiologist/Pulmonary	3,891
EKG/EEG visits (outpatient)	

Admissions	3,269
Ave. Length of Stay (days)	3.5
Patient Days of Care	11,513
Emergency Visits	38,186
Laboratory Visits (outpatient)	28,171
Radiology Visits (outpatient)	28,485
Surgeries (inpatient/outpatient)	8,211
Physician Visits (AGHS)	95,559
Cardiologist/Pulmonary	4,294
EKG/EEG visits (outpatient)	



# State “Sick Tax” Medicaid Assessments

- **Hospital Assessments through the BPW still total nearly \$400 million statewide.**
- **Total State mandated hospital assessments for 2018 for AGH are \$3,645,757.**

LH



# Community Impact

## Atlantic General Hospital and Health System

### The Economy & Quality of Life

Maintains more than **850 positions** for local residents.

**Total payroll of over \$48 million**, which is spent in the Eastern Shore communities of Maryland, Virginia and Delaware.

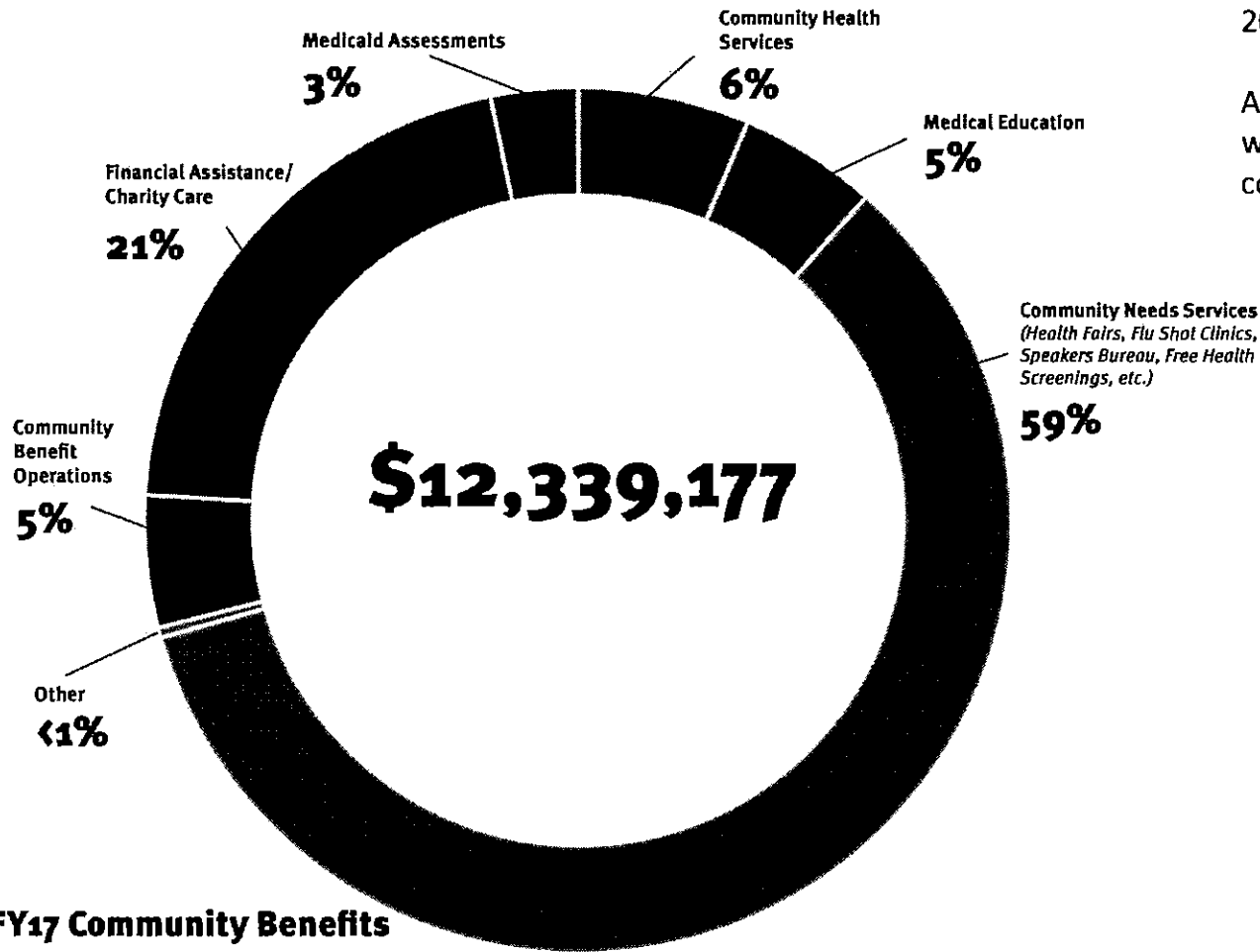
### Medical Staff of 227 includes:

Anesthesiologists/Pain Management	Nephrologist
Cardiologists	Neurodevelopmental Disabilities Specialists
Dermatologists	Neurologists
Emergency Medicine Physicians	Nurse Practitioners
Endocrinologist	Oncologists/Hematologists
Family Practitioners	Ophthalmologists
Gastroenterologists	Orthopedic Surgeons
General Surgeons	Pediatricians
Gynecologists	Physician Assistants
Hospitalists	Psychiatrists
Infectious Disease Specialist	Pulmonologists
Intensivists	Radiologists
Internists	Rheumatologist
	Urologist

# Community Impact

Mission-driven health education and services provided to the community free of charge, or at reduced cost, from July 2015 – June 2016.

A value of more than \$12.7 million, with 45,411 encounters with the community.



bh

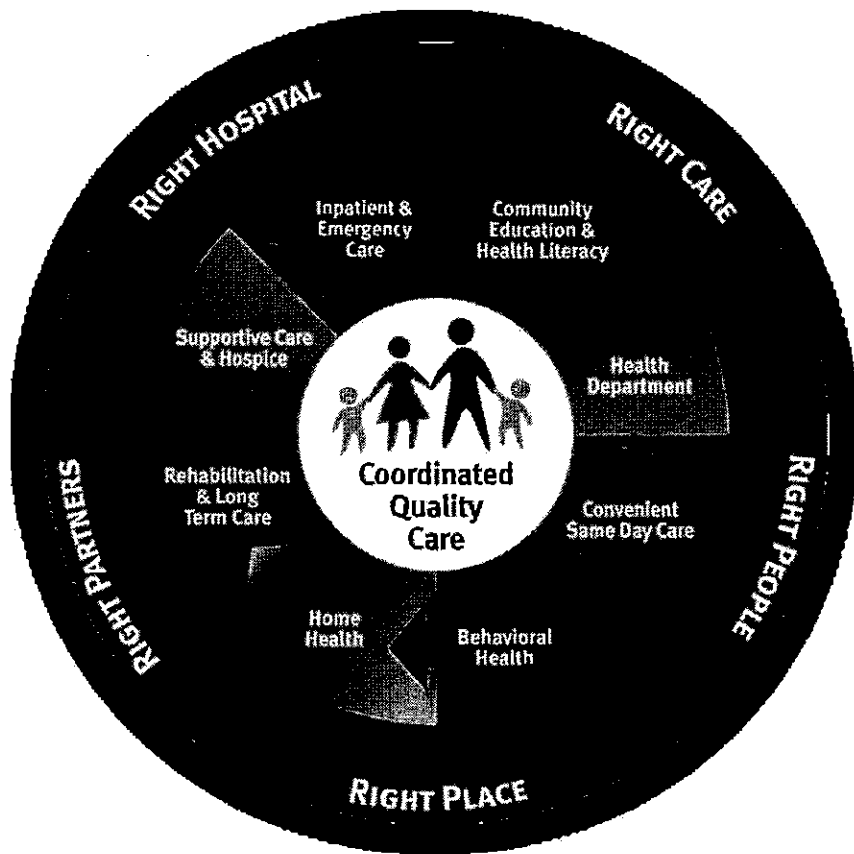




# Atlantic General Hospital & Health System

## Our Vision:

To be the leader in caring for people and advancing health for the residents of and visitors to our community.



care.coordination



TEL: 410-632-1194  
FAX: 410-632-3131  
E-MAIL: admin@co.worcester.md.us  
WEB: www.co.worcester.md.us



4

COMMISSIONERS  
MADISON J. BUNTING, JR., PRESIDENT  
DIANA PURNELL, VICE PRESIDENT  
ANTHONY W. BERTINO, JR.  
JAMES C. CHURCH  
THEODORE J. ELDER  
MERRILL W. LOCKFAW, JR.  
JOSEPH M. MITRECIC

OFFICE OF THE  
COUNTY COMMISSIONERS

HAROLD L. HIGGINS, CPA  
CHIEF ADMINISTRATIVE OFFICER  
MAUREEN F.L. HOWARTH  
COUNTY ATTORNEY

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

January 10, 2018

TO: Worcester County Commissioners  
FROM: Harold L. Higgins, Chief Administrative Officer HH  
SUBJECT: Worcester County Board of Elections Office and Warehouse Request

\*\*\*\*\*

Attached you will find a memo from Election Director Patricia Jackson of the Worcester County Board of Elections requesting that the County lease office and warehouse space at the Royal Plus Building located at 201 Belt Street in Snow Hill. By way of background on this request, in December 2015 we authorized the Board of Elections to store their voting equipment in the Worcester County Liquor Control warehouse in Snow Hill as a way to help solve their space needs and to provide additional revenues to the Liquor Control Enterprise Fund. Unfortunately, the promise of State payments for warehouse space never came to fruition. In February of 2017, we met with the Elections Board staff to advise that the County was in the process of winding up Liquor Control Operations and therefore they would need to identify a new storage location for their voting equipment. Elections Board staff researched available options in Snow Hill and we were unable to identify a mutually agreeable location. In July of 2017, we advised that although Liquor Control had vacated the warehouse, they were welcome to use the storage facility for another year. We also considered the option of renovating the former Liquor Control warehouse and offices for use by the Elections Board. In late July, we were advised by the Elections Board staff that they were not interested in relocating to the former Liquor Control facility due to roof issues and mold. In August we hired Sussex Environmental to perform testing on air quality and the reported mold issue. Sussex Environmental reported that no mold was observed on the voting equipment although mold spores were present on some surfaces in the warehouse and recommended that basic cleaning be performed. Soon thereafter, the Local Elections Board staff involved the State Elections Board Staff which has unnecessarily complicated this matter. However, putting those matters aside, we have continued to provide direction to the Local Elections Board staff since September 2017 regarding the information required for Commissioners' consideration of their office and warehouse relocation proposal. I am pleased to report that earlier today we received their formal request.

With regard to their proposal, I suggest that you conceptually approve a short-term lease of no more than 3-years for use of the Royal Plus Building at 201 Belt Street to meet the

minimum space requirements of the Elections Board with the understanding that the County will endeavor to renovate their current facility at 100 Belt Street for future relocation. While the Local Elections Board has indicated that they need 8,344 square feet of space at Royal Plus, we have estimated that somewhere between 2,700 to 4,500 square feet will be sufficient since the Elections Board can use the current meeting and training rooms at the Government Center. Specifically, we concur with their request for 2,400 square feet of office space, but we believe that up to 2,000 square feet of warehouse space will be sufficient for their equipment. In accordance with State law, the County is responsible for funding the reasonable expenses of the Local Board for office space. "Each local board office shall be sufficient to accommodate the local board's staff, equipment and public visitors." We believe up to 4,500 square feet of office and warehouse space to be sufficient and recommend the Commissioners' approval of a 3-year lease agreement for up to 4,500 total square feet of space at the Royal Plus Building at 201 Belt Street.

If you should have any questions or concerns regarding this matter, please contact me.



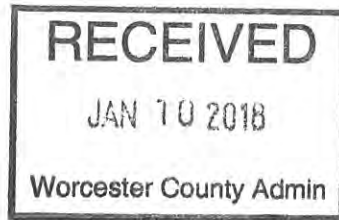
BOARD OF ELECTIONS

*Worcester County*

100 BELT STREET

SNOW HILL, MARYLAND

21863-1300



TO: Commissioner President Diana Purnell  
FROM: Patricia Jackson, Election Director  
SUBJECT: Warehouse  
DATE: January 9, 2018

The Worcester County Board of Elections is requesting that the Commissioners approve a lease of approximately 8,000 square feet at Royal Plus Building located at 201 Belt Street, Snow Hill for the Board of Elections office and warehouse. This space will allow the Board of Elections office to conduct the election preparation, Early Voting, Election day, and post-election day tasks. This includes the preparation of the voting system equipment, training of election judges, logic and accuracy testing public demonstrations Early Voting and Election day monitoring, and all the post-election canvasses and election certification in one location. This request is the result of the mold issues discovered at the warehouse formerly located at the Liquor Control Building on Snow Hill Rd which necessitated the complete evacuation of that location, in addition to unsafe conditions of the Belt Street location.

Currently, the majority of the voting system and other election equipment and supplies are being stored at the State Board of Elections Central Warehouse in Glen Burnie, Anne Arundel County. Without a local warehouse facility to prepare for the 2018 elections, the Worcester county local board of elections management and staff will have to prepare for the election out of the Glen Burnie facility and the Worcester 100 Belt St. location. There are several issues and risks associated with this approach and additional costs to include travel and transportation of the equipment from and to the Glen Burnie facility, along with travel time from and to Glen Burnie and the accommodations for the staff to stay overnight in Glen Burnie when election training and testing is necessary.

The facility will need approximately 2,400 square feet for office space and 5,600 square feet for our warehouse/storage space. This would allow us to be able to continue providing service to the public and also to store records, election equipment and materials and to conduct Judges' training, L & A testing, public demos, and all pre and post-election canvasses at the same location.

The State is required to reimburse the County for 50% of most of the warehouse lease payment. The reimbursable costs are based on the space required to store the voting system equipment and to perform certain voting system functions.

The estimated costs based on a five-year lease at the Royal Plus 201 Belt Street location would be as follows: Office space \$26,400 and warehouse space \$39,200, for a yearly total of \$65,600; however, with the State 50% reimbursement, the total annual cost would be reduced by \$19,600, for a total of \$46,000 (\$3,834/month).

Below are the high-level estimates for the costs associated with the move to the 201 Belt Street location. The costs of utilities (electricity) are not included in the lease, neither are the costs for janitorial services or security. In addition, and based on discussions with the realtor, we are unaware of any significant escalation costs from the estimates provided below during the 5 year lease term however, I have used our FY18 budgeted projections for this purpose, estimating in the extra square footage, as below:

	Year 1	Year 2	Year 3	Year 4	Year 5	Total Est. Cost
Office Space	26,400	26,400	26,400	26,400	26,400	132,000
Warehouse Space	39,200	39,200	39,200	39,200	39,200	196,000
Less the State's Reimbursement	-19,000	-19,000	-19,000	-19,000	-19,000	-95,000
Electricity*	10,000	10,000	10,000	10,000	10,000	50,000
Janitorial Services**	5,500	5,500	5,500	5,500	5,500	27,500
Security (cameras and alarm)***	500	500	500	500	500	2,500
Other Costs (e.g. taxes, landscaping, snow removal)						
<b>TOTAL ESTIMATED COSTS</b>	<b>62,600</b>	<b>62,600</b>	<b>62,600</b>	<b>62,600</b>	<b>62,600</b>	<b>313,000</b>

Figure 1 - Estimated Costs for 5-Year Lease

\*Current budgeted electricity for 3,100 square foot office is \$6,000 annually, estimated \$10,000 for 8,000 sq. ft.

\*\* Current budgeted janitorial services is \$2,700 for 3,000 sq. ft. office, estimated \$5,500 for 8,000 sq. ft.

\*\*\*Current budget alarm monitoring \$204 for 3,000 sq. ft.; estimated \$500 for alarm monitoring and security cameras

Your help in expediting this request is greatly appreciated as we are now in the midst of preparing for the 2018 Gubernatorial primary election in June and really need to have the local office and warehouse facility secured as soon as possible.

Let us know what you need from the Worcester County Board of Elections to do to help facilitate the finalizing of a lease at the Royal Plus 201 Belt Street facility for use as the election offices and warehouse.

Please feel free to contact me with any questions or concerns you may have regarding this request.

CC: Lou Ann Trummel, Board President  
Kay Hickman, Board Vice-President  
Gwen Cordner, Board Member  
Col. Ed Rodier, Board Member  
Hinson Finney, Board Member  
Linda Lamone, State Board of Elections Administrator  
Nikki Charlson, State Board of Elections, Deputy Administrator  
Keith Ross, State Board of Elections, Assistant Deputy for Project Management

Attachments:

- (1) Chart detailing buildings toured, researched
- (2) Copy of letter from realtor with square footage lease costs

Location Chart

Location #	Location	Considerations and Issues Identified
1	Former Worcester County Developmental Center Offices E. Market Street	The outside parking lot is not paved. Interior of building needs extensive renovation, since one part of the building is numerous cubicles (used for computer training for residents of the Developmental Center) and the floor is plywood. The ceiling will need to be replaced due to water damage (I am not sure about condition of roof), one room has severe water damage and the basement had standing water in it the day we toured facility. No alarm system installed.
2	Quonset hut behind old firehouse, Green Street.	This building was large enough, but also needs major renovations (walls and ceilings installed). The floor area is a large open area; however, there is no heat or air conditioning inside the building. No alarm system installed.
3	Old Shockley & Humphries warehouse located at 4432 W. Market Street.	Teresa called about this building, however, we were informed the building is for sale only and not for lease. We did not physically tour building, however there were pictures online. The sales price was \$165,000.
4	The old liquor store at intersection of Rt 113 and Market Street	Building not large enough for our needs.

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Location Chart

	(across from McDonalds).	
5	The old PNC Bank Building on River Street	This building is for sale and not for lease. We did not personally tour this site due to price. Sales price is \$389,000.
6	Old Central Implement Building (and former Liquor Control Office) at 433 W. Market Street	This building is older and needs major renovations. Walls will need to be installed. No heating or air conditioning inside building. No alarm system installed.
7	Current Artiques building located at 301 N Washington Street.	This building is in the flood zone and has experienced some flooding this past year. We did not tour the inside of the building.
8	Royal Plus Building, 201 Belt Street.	The offices in the building are already set up and need no renovations other than installing a separate door for Election Office public access and having the existing alarm system armed. The warehouse portion of Royal Plus will need walls installed along with alarm system and heat/ac controls. I am attaching a letter from Gary Weber, Realtor, for lease costs based on five year period of \$7 per square foot for warehouse and \$11 per square foot for office space.

7



# Newport Bay Realty

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300 N Washington St, Snow Hill, MD 21863, 410-632-2532 fax 410-632-1672

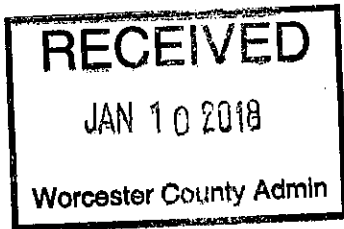
Dear Patty:

As Discussed the office space (2,440 square feet) would be \$11 square foot and warehouse space (6,000 square feet) would be \$7 per square foot.

The owner would be interested in leasing warehouse space only at \$7 per square foot. The owner will make alterations to the space for privacy and security.

We would require a 5 year lease at these rates.

Best, Gary



DEPARTMENT OF  
DEVELOPMENT REVIEW AND PERMITTING

### Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1201  
SNOW HILL, MARYLAND 21863

TEL: 410.632.1200 / FAX: 410.632.3008

[www.co.worcester.md.us/drp/drpindex.htm](http://www.co.worcester.md.us/drp/drpindex.htm)

5

ZONING DIVISION  
BUILDING DIVISION  
ADMINISTRATIVE DIVISION

DATA RESEARCH DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICES DIVISION

# Memorandum

**To:** Worcester County Commissioners  
**CC:** File  
**From:** Jo Ellen Bynum *[Signature]*  
**Date:** 1/10/2018  
**Re:** Housing Rehabilitation Bid Recommendation- General Rehab

A bid opening was held on Monday, January 8 for general rehabilitation and handicap accessibility work to be performed on a home located in the Stockton area. This project will be funded through a combination of CDBG grant, Shore Up and AHSP grant funding.

Page

Bids were received from three home improvement contractors as follows:

- 3 - Colossal Contractors- \$ 67,540
- 7 - Allstate Renovation- \$ 26,300
- 11 - Shoreman Construction- \$19,400

After reviewing the bids it is my recommendation that the County accept the bid from Shoreman Construction at \$19,400. Shoreman has successfully completed many projects for the Program over the past several years and is the low bidder for this project. This quote falls within a reasonable range of the Program Inspector's estimated project cost of \$22,391.08. Copies of the Competitive Bid Worksheet and Shoreman's bid are attached for your review.

# Competitive Bid Worksheet

## Item: Housing Rehabilitation Project in Stockton Smith Property

Bid Deadline/Opening Date: 1:00 P.M., Monday, January 8, 2018

Bids Received by deadline = 3

Lillian Smith Property  
5907 George Island Landing Road  
Stockton, MD 21864

Contractor's Submitting Bids

Total Quote

**Colossal Contractors, Inc.**  
4601 Sandy Spring Road  
Burtonsville, MD 20866

\$67,540

**Allstate Renovation**  
P.O. Box 303  
Trappe, MD 21673

\$26,300

**Shoreman Construction Co., Inc.**  
606 East Pine Street  
Delmar, MD 21875

\$19,400

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\_\_\_\_\_



# Colossal Contractors, Inc.

4601 Sandy Spring Road Burtonsville, Md 20866 • Tel: 301-476-9060 • Fax: 301-476-9064

www.colossalcontractors.com  
**ATTENTION: THIS BID FORM MUST BE REPRODUCED ON YOUR COMPANY LETTERHEAD AND BE SUBMITTED WITH YOUR BID PACKAGE. ALL PAGES OF WORK SCOPE WITH LINE ITEM PRICING DETAIL MUST BE INCLUDED. ANY MISSING INFO OR WORDING MAY DISQUALIFY YOUR BID. THE BID PACKAGE IS ALSO AVAILABLE ON-LINE AT www.co.worcester.md.us**

### BID FORM

**\*must be signed to be valid**

**Property of Lillian Smith  
5907 George Island Landing Road  
Stockton, MD 21864**


I have reviewed the specifications and provisions for rehabilitation work on the above referenced property and understand said requirements. I hereby propose to perform this work for the total price of:

Total Quote : \$ 67,540.00

Date available to start : 03/01/18

Anticipated completion date: 03/31/18

Date: 01/05/18

  
 \_\_\_\_\_  
 Signature  
 Juan R. Navarro  
 \_\_\_\_\_  
 Typed Name  
 President  
 \_\_\_\_\_  
 Title  
 Colossal Contractors, Inc.  
 \_\_\_\_\_  
 Company Name  
 4601 Sandy Spring Rd.  
 \_\_\_\_\_  
 Address  
 Burtonsville, MD 20866  
 \_\_\_\_\_  
 301-476-9060  
 \_\_\_\_\_  
 Phone Number(s)  
 122805                      08/09/18  
 \_\_\_\_\_  
 MHIC License #                      Expiration Date

Lillian Smith  
5907 George Island Landing Road  
Stockton, MD 21864  
443-365-7012

12/12/17

### SCOPE OF WORK

#### A. Demolition

1. Remove decking and railings as necessary to extend rear landings and ramp section one (1) foot.

2. Remove two (2) storm doors, two (2) entry doors and associated trim.

3. Remove seven (7) windows.

4. Remove pull-down stairway.

Price \$ 2,890.00  
(Items A. 1-4)

5. Remove toilet, toilet to be saved to be re-installed.

6. Remove fiberglass tub/shower.

7. Remove three (3) handicapped bars in current tub to be reinstalled

8. Remove vanity.

9. Remove portion of bathroom tile flooring and underlayment and portion of drywall as necessary for removal of existing tub/shower and installation of new ADA shower.

Price \$ 4,000.00 AHSP  
(Items A. 5-9)

#### B. Foundations

1. Provide and install new crawlspace insulated access door.

Price \$ \$850.00

2. Dig and place concrete, minimum 2500 PSI per code for five (5) new pier footings for ramp and landing extension.

Price \$ 3,050.00 AHSP  
(Item B.2.)

#### C. Framing

1. Framing as necessary for new shower, HC bars, exterior framing as necessary for HC ramp and landings to extend existing (1) foot at rear. All pressure treated lumber, galvanized fasteners, railings height and spacing per County Code.

Price \$ 1,800.00 AHSP

#### D. Roofing

1. Tear off all shingles down to bare plywood and install wide drip edge, minimum 30 # wide felt paper underlayment, 30 year architectural shingle (TAMC) or equal). All to be installed per manufacturer's instructions.

2. Remove and replace rear plumbing vent boot. Install per manufacturer's instructions.

3. Remove portion of downspout at right side of house that impedes wheelchair. Turn and dump to rear.

Price \$ 14,050.00

Page 1 of 3

Office Use Only:

AHSP = \$ \_\_\_\_\_

All other items = \$ \_\_\_\_\_

Lillian Smith  
5907 George Island Landing Road  
Stockton, MD 21864  
443-365-7012

12/12/17

**E. Exterior**

1. Provide and install seven (7) new white vinyl, insulated glass, Low-E argon gas filled Energy Star labeled single hung windows with screens. All windows to be caulked, flextaped and Tyvec taped.

2. Provide and install two (2) contractor grade Energy Star rated insulated steel entry doors with standard Kwikset or equal locksets and deadbolts. Doors to be set in metal sill pans, and caulked. All new door exterior trim to be painted and caulked.

3. Provide and install (2) new Larson or equal storm doors with screens.

4. All windows and doors to have all jambs spray foamed with low expanding foam for air stoppage.

5. Replace one (1) piece of damaged vinyl lap siding to match existing and secure all existing siding that is loose.

6. Secure vinyl soffit at right side of house roof peak.

Price \$ 12,050.00

**F. Interior**

1. New drywall to be 1/2" water resistant in bathroom as required for renovations. Drywall to be screwed and glued.

2. Re-install existing HC grab bars in new shower area.

Price \$ 1,200.00 AHSP  
(Items E.1. & 2.)

3. Provide and install one (1) new HD fire rated pull down stairway.

4. Drywall repairs as necessary due to renovations.

5. Provide new interior trim to match existing as close as possible at new entry doors and re-work of all window interior trim as necessary due to new window installations.

Price \$ 3,100.00  
(Items E. 3-5)

**G. Flooring and Painting**

1. Replace tile and underlayment as necessary due to shower renovations. Tile to match existing as close as possible.

Price \$ 1,600.00 AHSP  
(Item G.1.)

2. Painting of all new work, drywall, window and door interior trim, new exterior door slabs interior and exterior and exterior door trim. Prime and finish paint two coats, Sherwin Williams or equal to match existing.

Price \$ 3,600.00

**H. Electrical**

1. Have existing 200 Amp panel opened and inspected by qualified electrician.

2. Install three (3) new GFCI outlets, two (2) interior, one (1) in kitchen and one (1) in bathroom, and one (1) exterior with cover box. Install three (3) outlet cover plates.

Page 2 of 3

Office Use Only:

AHSP = \$ \_\_\_\_\_

All other items = \$ \_\_\_\_\_

Lillian Smith  
5907 George Island Landing Road  
Stockton, MD 21864  
443-365-7012

12/12/17

3. Have electrician inspect and correct range wiring as necessary, currently sparking.
4. Provide two (2) contractor grade exterior light fixtures, one at each entry door.
5. Repair light at living room paddle fan/light fixture.
6. Replace bathroom exhaust fan and duct to exterior by soffit per Code.
7. Replace existing hallway smoke detector and install new ones in each bedroom, three (3).

Price \$ 6,850.00

#### I. Plumbing

1. Re-work bathroom tub drain and supply lines as necessary for new ADA shower, provide and install new ADA compliant shower unit.
2. Provide and install new shower faucet with slide bar hand held sprayer.
3. Provide and install one (1) new wall hung 29 inch ADA compliant sink with protective drian pads.
4. Provide and install one (1) new ADA compliant sink faucet and new shut-off valves for new sink.
5. Reinstall existing toilet.

Price \$ 6,250.00 AHSP  
(Items I. 1-5)

6. Provide and install new kitchen sink faucet, repair leaks at kitchen sink drains.
7. Replace front hose bib.
8. Replace laundry area gray box and supply valves.
9. Replace water heater with same size as existing, high efficiency.
10. Extend dryer duct to exterior and provide and install new dryer hood. Duct through floor to be solid metal as well as main duct per Code.

Price \$ 6,250.00  
(Items I. 6-10)

**CONTRACTOR TO OBTAIN ALL NECESSARY COUNTY AND OR LOCAL PERMITS AND OBTAIN PERMIT INSPECTIONS AS REQUIRED. ALSO RESPONSIBLE FOR CLEAN UP AND HAUL AWAY OF ALL CONSTRUCTION RELATED DEBRIS. ALL WORK TO BE COMPLETED IN A WORKMANLIKE MANNER PER CURRENT IRC CODE.**

Total Price \$ 67,540.00

I have reviewed and hereby accept the above specifications as written.

Lillian Smith 12-12-17  
Owner Date

Page 3 of 3

Office Use Only:

AHSP = \$ \_\_\_\_\_

All other items = \$ \_\_\_\_\_

# AllState

Renovation & New Homes Inc.

P.O. Box 303  
Trappe, Md. 21673  
M.H.I.C. 41373 • M.H.B.R. 4560  
443-880-2257  
allstaterenovation@yahoo.com

### BID FORM

\*must be signed to be valid

Property of Lillian Smith  
5907 George Island Landing Road  
Stockton, MD 21864

I have reviewed the specifications and provisions for rehabilitation work on the above referenced property and understand said requirements. I hereby propose to perform this work for the total price of:

Total Quote : \$ 26,300.00

Date available to start: *Week of Jan 22*  
Anticipated completion date: *Feb 19<sup>th</sup> - 28<sup>th</sup> complete*

Date: 1/8/2018

*Leo Kuehman*  
Signature  
Leo Kuehman  
Typed Name  
President  
Title  
Allstate Renovation  
Company Name  
P.O. Box 303  
Address  
Trappe Md 21673  
443-880-2257  
Phone Number(s)  
413 73      7/29/2018  
MHIC License #      Expiration Date



Lillian Smith  
5907 George Island Landing Road  
Stockton, MD 21864  
443-365-7012

12/12/17

### SCOPE OF WORK

#### A. Demolition

1. Remove decking and railings as necessary to extend rear landings and ramp section one (1) foot.
2. Remove two (2) storm doors, two (2) entry doors and associated trim.
3. Remove seven (7) windows.
4. Remove pull-down stairway.

Price \$ 750.  
(Items A. 1-4)

5. Remove toilet, toilet to be saved to be re-installed.
6. Remove fiberglass tub/shower.
7. Remove three (3) handicapped bars in current tub to be reinstalled
8. Remove vanity.
9. Remove portion of bathroom tile flooring and underlayment and portion of drywall as necessary for removal of existing tub/shower and installation of new ADA shower.

Price \$ 475. AHSP  
(Items A. 5-9)

#### B. Foundations

1. Provide and install new crawlspace insulated access door.
2. Dig and place concrete, minimum 2500 PSI per code for five (5) new pier footings for ramp and landing extension.

Price \$ 250  
Price \$ 800 AHSP  
(Item B.2.)

#### C. Framing

1. Framing as necessary for new shower, HC bars, exterior framing as necessary for HC ramp and landings to extend existing (1) foot at rear. All pressure treated lumber, galvanized fasteners, railings height and spacing per County Code.

Price \$ 2,400 AHSP

#### D. Roofing

1. Tear off all shingles down to bare plywood and install wide drip edge, minimum 30 # wide felt paper underlayment, 30 year architectural shingle (TAMC) or equal. All to be installed per manufacturer's instructions.

2. Remove and replace rear plumbing vent boot. Install per manufacturer's instructions.
3. Remove portion of downspout at right side of house that impedes wheelchair. Turn and dump to rear.

Price \$ 5.175

Office Use Only:

AHSP = \$ \_\_\_\_\_

All other items = \$ \_\_\_\_\_

Lillian Smith  
5907 George Island Landing Road  
Stockton, MD 21864  
443-365-7012

12/12/17

#### E. Exterior

1. Provide and install seven (7) new white vinyl, insulated glass, Low-E argon gas filled Energy Star labeled single hung windows with screens. All windows to be caulked, flextaped and Tyvec taped.
2. Provide and install two (2) contractor grade Energy Star rated insulated steel entry doors with standard Kwikset or equal locksets and deadbolts. Doors to be set in metal sill pans, and caulked. All new door exterior trim to be painted and caulked.
3. Provide and install (2) new Larson or equal storm doors with screens.
4. All windows and doors to have all jambs spray foamed with low expanding foam for air stoppage.
5. Replace one (1) piece of damaged vinyl lap siding to match existing and secure all existing siding that is loose.
6. Secure vinyl soffit at right side of house roof peak.

Price \$ 4,900

#### F. Interior

1. New drywall to be 1/2" water resistant in bathroom as required for renovations. Drywall to be screwed and glued.
2. Re-install existing HC grab bars in new shower area.
3. Provide and install one (1) new HD fire rated pull down stairway.
4. Drywall repairs as necessary due to renovations.
5. Provide new interior trim to match existing as close as possible at new entry doors and re-work of all window interior trim as necessary due to new window installations.

Price \$ 750 AHSP  
(Items E.1. & 2.)

Price \$ 800  
(Items E. 3-5)

#### G. Flooring and Painting

1. Replace tile and underlayment as necessary due to shower renovations. Tile to match existing as close as possible.

Price \$ 450 AHSP  
(Item G.1.)

2. Painting of all new work, drywall, window and door interior trim, new exterior door slabs interior and exterior and exterior door trim. Prime and finish paint two coats, Sherwin Williams or equal to match existing.

Price \$ 1400

#### H. Electrical

1. Have existing 200 Amp panel opened and inspected by qualified electrician.
2. Install three (3) new GFCI outlets, two (2) interior, one (1) in kitchen and one (1) in bathroom, and one (1) exterior with cover box. Install three (3) outlet cover plates.

Page 2 of 3

Office Use Only:

AHSP = \$ \_\_\_\_\_

All other items = \$ \_\_\_\_\_

Lillian Smith  
5907 George Island Landing Road  
Stockton, MD 21864  
443-365-7012

12/12/17

3. Have electrician inspect and correct range wiring as necessary, currently sparking.
4. Provide two (2) contractor grade exterior light fixtures, one at each entry door.
5. Repair light at living room paddle fan/light fixture.
6. Replace bathroom exhaust fan and duct to exterior by soffit per Code.
7. Replace existing hallway smoke detector and install new ones in each bedroom, three (3).

Price \$ 1,900

**I. Plumbing**

1. Re-work bathroom tub drain and supply lines as necessary for new ADA shower, provide and install new ADA compliant shower unit.
2. Provide and install new shower faucet with slide bar hand held sprayer.
3. Provide and install one (1) new wall hung 29 inch ADA compliant sink with protective drian pads.
4. Provide and install one (1) new ADA compliant sink faucet and new shut-off valves for new sink.
5. Reinstall existing toilet.

Price \$ 4,300 AHSP  
(Items I. 1-5)

6. Provide and install new kitchen sink faucet, repair leaks at kitchen sink drains.
7. Replace front hose bib.
8. Replace laundry area gray box and supply valves.
9. Replace water heater with same size as existing, high efficiency.
10. Extend dryer duct to exterior and provide and install new dryer hood. Duct through floor to be solid metal as well as main duct per Code.

Price \$ 1,950  
(Items I. 6-10)

**CONTRACTOR TO OBTAIN ALL NECESSARY COUNTY AND OR LOCAL PERMITS AND OBTAIN PERMIT INSPECTIONS AS REQUIRED. ALSO RESPONSIBLE FOR CLEAN UP AND HAUL AWAY OF ALL CONSTRUCTION RELATED DEBRIS. ALL WORK TO BE COMPLETED IN A WORKMANLIKE MANNER PER CURRENT IRC CODE.**

Total Price \$ 26,300

I have reviewed and hereby accept the above specifications as written.

Lillian Smith 12-12-17  
Owner Date

Office Use Only:

AHSP = \$ \_\_\_\_\_

All other items = \$ \_\_\_\_\_

**ATTENTION: THIS BID FORM MUST BE REPRODUCED ON YOUR COMPANY LETTERHEAD AND BE SUBMITTED WITH YOUR BID PACKAGE. ALL PAGES OF WORK SCOPE WITH LINE ITEM PRICING DETAIL MUST BE INCLUDED. ANY MISSING INFO OR WORDING MAY DISQUALIFY YOUR BID. THE BID PACKAGE IS ALSO AVAILABLE ON-LINE AT [www.co.worcester.md.us](http://www.co.worcester.md.us)**

**BID FORM**

**\*must be signed to be valid**

**Property of Lillian Smith  
5907 George Island Landing Road  
Stockton, MD 21864**

I have reviewed the specifications and provisions for rehabilitation work on the above referenced property and understand said requirements. I hereby propose to perform this work for the total price of:

Total Quote : \$ 19,400.00

Date available to start : 1-12-2018  
Anticipated completion date: 2-2-2018

Date: 1-7-2018



Signature  
WILLIAM C. HEARN, JR.

Typed Name  
PRESIDENT

Title  
SHOREMAN CONSTRUCTION CO

Company Name  
608 E. PINE ST.

Address  
DELMAR, MD 21875

410-896-3200 443-359-0091

Phone Number(s)  
5059 10-11-2019

MHIC License #      Expiration Date

Lillian Smith  
5907 George Island Landing Road  
Stockton, MD 21864  
443-365-7012

12/12/17

### SCOPE OF WORK

#### A. Demolition

1. Remove decking and railings as necessary to extend rear landings and ramp section one (1) foot.
2. Remove two (2) storm doors, two (2) entry doors and associated trim.
3. Remove seven (7) windows.
4. Remove pull-down stairway.

Price \$ 310.00  
(Items A. 1-4)

5. Remove toilet, toilet to be saved to be re-installed.
6. Remove fiberglass tub/shower.
7. Remove three (3) handicapped bars in current tub to be reinstalled
8. Remove vanity.
9. Remove portion of bathroom tile flooring and underlayment and portion of drywall as necessary for removal of existing tub/shower and installation of new ADA shower.

Price \$ 630.00 AHSP  
(Items A. 5-9)

#### B. Foundations

1. Provide and install new crawlspace insulated access door.  
Price \$ 250.00
2. Dig and place concrete, minimum 2500 PSI per code for five (5) new pier footings for ramp and landing extension.  
Price \$ 250.00 AHSP  
(Item B.2.)

#### C. Framing

1. Framing as necessary for new shower, HC bars, exterior framing as necessary for HC ramp and landings to extend existing (1) foot at rear. All pressure treated lumber, galvanized fasteners, railings height and spacing per County Code.

Price \$ 1,800.00 AHSP

#### D. Roofing

1. Tear off all shingles down to bare plywood and install wide drip edge, minimum 30 # wide felt paper underlayment, 30 year architectural shingle (TAMC) or equal. All to be installed per manufacturer's instructions.
2. Remove and replace rear plumbing vent boot. Install per manufacturer's instructions.
3. Remove portion of downspout at right side of house that impedes wheelchair. Turn and dump to rear.

Price \$ 5,750.00

Office Use Only:

AHSP = \$ \_\_\_\_\_

All other items = \$ \_\_\_\_\_

Lillian Smith  
5907 George Island Landing Road  
Stockton, MD 21864  
443-365-7012

12/12/17

### E. Exterior

1. Provide and install seven (7) new white vinyl, insulated glass, Low-E argon gas filled Energy Star labeled single hung windows with screens. All windows to be caulked, flextaped and Tyvec taped.
2. Provide and install two (2) contractor grade Energy Star rated insulated steel entry doors with standard Kwikset or equal locksets and deadbolts. Doors to be set in metal sill pans, and caulked. All new door exterior trim to be painted and caulked.
3. Provide and install (2) new Larson or equal storm doors with screens.
4. All windows and doors to have all jambs spray foamed with low expanding foam for air stoppage.
5. Replace one (1) piece of damaged vinyl lap siding to match existing and secure all existing siding that is loose.
6. Secure vinyl soffit at right side of house roof peak.

Price \$ 4,700.00

### F. Interior

1. New drywall to be 1/2" water resistant in bathroom as required for renovations. Drywall to be screwed and glued.
2. Re-install existing HC grab bars in new shower area.
3. Provide and install one (1) new HD fire rated pull down stairway.
4. Drywall repairs as necessary due to renovations.
5. Provide new interior trim to match existing as close as possible at new entry doors and re-work of all window interior trim as necessary due to new window installations.

Price \$ 450.00 AHSP  
(Items E.1. & 2.)

Price \$ 2,150.00  
(Items E. 3-5)

### G. Flooring and Painting

1. Replace tile and underlayment as necessary due to shower renovations. Tile to match existing as close as possible.

Price \$ 350.00 AHSP  
(Item G.1.)

2. Painting of all new work, drywall, window and door interior trim, new exterior door slabs interior and exterior and exterior door trim. Prime and finish paint two coats, Sherwin Williams or equal to match existing.

Price \$ 300.00

### H. Electrical

1. Have existing 200 Amp panel opened and inspected by qualified electrician.
2. Install three (3) new GFCI outlets, two (2) interior, one (1) in kitchen and one (1) in bathroom, and one (1) exterior with cover box. Install three (3) outlet cover plates.

Page 2 of 3

Office Use Only:

AHSP = \$ \_\_\_\_\_

All other items = \$ \_\_\_\_\_

Lillian Smith  
5907 George Island Landing Road  
Stockton, MD 21864  
443-365-7012

12/12/17

3. Have electrician inspect and correct range wiring as necessary, currently sparking.
4. Provide two (2) contractor grade exterior light fixtures, one at each entry door.
5. Repair light at living room paddle fan/light fixture.
6. Replace bathroom exhaust fan and duct to exterior by soffit per Code.
7. Replace existing hallway smoke detector and install new ones in each bedroom, three (3).

Price \$ 725.00

### I. Plumbing

1. Re-work bathroom tub drain and supply lines as necessary for new ADA shower, provide and install new ADA compliant shower unit.
2. Provide and install new shower faucet with slide bar hand held sprayer.
3. Provide and install one (1) new wall hung 29 inch ADA compliant sink with protective drian pads.
4. Provide and install one (1) new ADA compliant sink faucet and new shut-off valves for new sink.
5. Reinstall existing toilet.

Price \$ 575.00 AHSP  
(Items I. 1-5)

6. Provide and install new kitchen sink faucet, repair leaks at kitchen sink drains.
7. Replace front hose bib.
8. Replace laundry area gray box and supply valves.
9. Replace water heater with same size as existing, high efficiency.
10. Extend dryer duct to exterior and provide and install new dryer hood. Duct through floor to be solid metal as well as main duct per Code.

Price \$ 1,150.00  
(Items I. 6-10)

**CONTRACTOR TO OBTAIN ALL NECESSARY COUNTY AND OR LOCAL PERMITS AND OBTAIN PERMIT INSPECTIONS AS REQUIRED. ALSO RESPONSIBLE FOR CLEAN UP AND HAUL AWAY OF ALL CONSTRUCTION RELATED DEBRIS. ALL WORK TO BE COMPLETED IN A WORKMANLIKE MANNER PER CURRENT IRC CODE.**

Total Price \$ 1,400.00

I have reviewed and hereby accept the above specifications as written.

Lillian Smith 12-12-17  
Owner Date

Page 3 of 3

Office Use Only:

AHSP = \$ \_\_\_\_\_

All other items = \$ \_\_\_\_\_

**WORCESTER COUNTY HOUSING REHABILITATION PROGRAM  
CONTRACTOR QUALIFICATION FORM**

Contractor SHOREMAN CONSTRUCTION CO

Address 606 E. PINE ST.  
DELMAR, MD 21875

Phone Number 410-896-3200

Federal I.D. or S.S. # 52-1951288

Insurance Company, Agent, & Coverages: CINCINNATI INSURANCE  
EACH OCCURRENCE \$1,000,000 GENERAL 2,000,000

List of Company Officers: BILL HEARLITZ

List of Licenses Currently Held:

<u>5059</u>	<u>10-11-2019</u>
MHIC Number	Exp. Date
<u>6624</u>	<u>06-01-2019</u>
MBR Number	Exp. Date
<u>9874</u>	<u>6-29-18</u>
MDE Lead Cert.	Exp. Date
<u>9873</u>	<u>06-20-2019</u>
EPA Lead Cert.	Exp. Date

Trade References (2)

<u>DEALERS QUIZING</u>	<u>410-742-3288</u>
Name	Phone
<u>SHURE DISTRIBUTORS</u>	<u>410-749-2121</u>
Name	Phone

Client References (2)

_____	Name	_____	Phone
_____	Name	_____	Phone

Is contractor in a State of Bankruptcy? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Is contractor on HUD's debarred list? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is contractor any of the following? (not required to qualify)

- \_\_\_\_\_ Minority Business Enterprise
- \_\_\_\_\_ Women's Business Enterprise
- \_\_\_\_\_ Disadvantaged Business Enterprise
- \_\_\_\_\_ Section 3 Employer



Conflict of Interest Disclosure  
Contractor\*

All businesses submitting bids for projects and activities which include funding through the Maryland Community Development Block Grant Program must disclose any potential conflict of interest. A conflict of interest may occur if the business owner/principals are related to or have a business relationship with an employee, officer or elected official of Worcester County. If it is determined there is a conflict of interest or potential conflict of interest, you may not be selected even if your bid is determined to be the lowest, most qualified. The County can request for the State of Maryland CDBG Program to review and make a determination which could result in a waiver allowing for approval.

1. Are owner(s)/principal(s) ever been an employee, agent, consultant, officer, elected official or appointed official of Worcester County?  Yes  No  
If yes, please identify: \_\_\_\_\_
2. Are owner(s)/principal(s) related (including through marriage or domestic partnership) to an employee, agent, consultant, officer, elected or appointed official of Worcester County?  Yes  No  
If yes, please identify: \_\_\_\_\_
3. Do owner(s)/principal(s) have a business or professional relationship with anyone identified under Question #1?  Yes  No  
If yes, please identify: \_\_\_\_\_

I/We certify that the above information is true and correct. I/We understand that providing false statements or information is grounds for termination of assistance and is punishable under federal law.

Signed: William C. Hearn, Jr.

Date: 1-06-2018

Name: WILLIAM C. HEARN, JR. (Print)

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

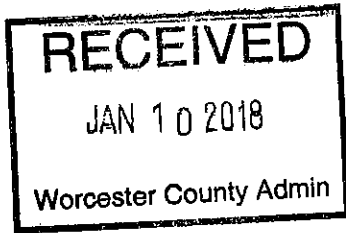
Name: \_\_\_\_\_ (Print)

\*For all non-construction contracts and for single family housing rehabilitation only

9/2017

For Grantee Use Only:

CDBG Grant Number:	Date Received:
Conflict of Interest Disclosed:	Conflict of Interest Date:
Date Submitted:	Waiver Granted:
	Waiver Denied:



6

DEPARTMENT OF  
DEVELOPMENT REVIEW AND PERMITTING


### Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1201  
SNOW HILL, MARYLAND 21863  
TEL: 410.632.1200 / FAX: 410.632.3008  
[www.co.worcester.md.us/drp/drpindex.htm](http://www.co.worcester.md.us/drp/drpindex.htm)

ZONING DIVISION  
BUILDING DIVISION  
ADMINISTRATIVE DIVISION

DATA RESEARCH DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICES DIVISION

# Memorandum

**To:** Worcester County Commissioners  
**CC:** File  
**From:** Jo Ellen Bynum   
**Date:** 1/10/2018  
**Re:** Housing Rehabilitation Bid Recommendation- Septic Installation

A bid opening was held on Monday, January 8 for septic work to be performed in conjunction with the construction of a replacement home in the Berlin area. This project will be funded through a combination of CDBG grant, a State Special Loan and AHSP grant funding.

Page Bids were received from two septic installers as follows:

- 3 - ASAP Services Corp- \$ 6,526
- 7 - Lighthouse Self Storage/Clark Disposal- \$ 6,400

After reviewing the bids, I recommend accepting the bid submitted by ASAP Services Corp in the amount of \$6,526 as the only comprehensive bid. Lighthouse Self Storage/Clark Disposal noted on the scope of work that electric was not included in their price.

Copies of the Competitive Bid Worksheet and both septic installer bids are attached for your review.

# Competitive Bid Worksheet

## Item: Housing Rehabilitation - Septic Installation Project

Bid Deadline/Opening Date: 1:00 P.M., Monday, January 8, 2018

Bids Received by deadline = 2\*

Edward & Mabel Lockwood Property  
10313 Dinges Road  
Berlin, MD 21811

Contractor's Submitting Bids

Total Quote

**ASAP Services Corp.**  
P.O. Box 3664  
Salisbury, MD 21802-3664

\$6,526

**Lighthouse Self Storage/Clark Disposal**  
32113 Lighthouse Road  
Selbyville, DE 19975

\$5,900 . \$6,400

\*Postmarked 1/3/18, delayed due to blizzard  
- arrived at 4:25 pm on 1/8/18 - Commissioners  
authorized acceptance - opened at 8:20 am on 1/9/18  
by Kelly Shannahan, witnessed by Diane Downing

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**A.S.A.P. Pumping Service**  
P.O. Box 3664  
Salisbury, MD 21802  
410-860-0707 Fax: 410-860-0681

www.asapservicescorp.com

**Property of Edward & Mabel Lockwood**  
**10313 Dinges Road**  
**Berlin, MD 21811**

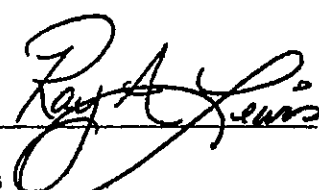
I have reviewed the specifications and provisions for rehabilitation work on the above referenced property and understand said requirements. I hereby propose to perform this work for the total price of:

Total Quote : \$ \$6,526.00

Date available to start Phase 1: Feb. 2018

Anticipated completion date of Phase 1: Feb. 2018

Date: Jan. 3, 2018

  
Signature  
Ray A. Lewis  
Typed Name  
President/Owner  
Title  
A.S.A.P. Pumping Service  
Company Name  
P.O. Box 3664  
Address  
Salisbury, MD 21802  
  
410-860-0707; 410-546-2199  
Phone Number(s)  
N/A  
MHIC License #      Expiration Date

**A.S.A.P. Pumping Service**  
P.O. Box 3664  
Salisbury, MD 21802  
410-860-0707 Fax: 410-860-0681

www.asapservicescorp.com

Edward & Mabel Lockwood  
10313 Dinges Road  
Berlin, MD 21811  
410-641-1519

12/12/17

Septic Scope of Work

- Obtain septic permit (include \$275 permit fee)
- 165 feet of drainfield with 3 foot wide trenches
- Dig out to 36 inches and backfill with approved sand to a depth of 24 inches below the ground surface at the soil profile (bottom of stone is 24 inches)
- Utilize existing 1000 gallon septic tank; need for lift station and pump is probable, include in price
- System is to be properly graded and stabilized with seed and a layer of straw

Phase 1: Installation of tank and drain field as specified above \$ 6,276.00  
(prior to new home construction)

Phase 2: Final hook-up to new home \$ 250.00  
(upon completion of construction on new home)

Total Project Cost = \$ 6,526.00

Conflict of Interest Disclosure  
Contractor\*

All businesses submitting bids for projects and activities which include funding through the Maryland Community Development Block Grant Program must disclose any potential conflict of interest. A conflict of interest may occur if the business owner/principals are related to or have a business relationship with an employee, officer or elected official of Worcester County. If it is determined there is a conflict of interest or potential conflict of interest, you may not be selected even if your bid is determined to be the lowest, most qualified. The County can request for the State of Maryland CDBG Program to review and make a determination which could result in a waiver allowing for approval.

1. Are owner(s)/principal(s) ever been an employee, agent, consultant, officer, elected official or appointed official of Worcester County ?  Yes  No  
If yes, please identify: \_\_\_\_\_
2. Are owner(s)/principal(s) related (including through marriage or domestic partnership) to an employee, agent, consultant, officer, elected or appointed official of Worcester County ?  
 Yes  No If yes, please identify: \_\_\_\_\_
3. Do owner(s)/principal(s) have a business or professional relationship with anyone identified under Question #1?  Yes  No  
If yes, please identify: \_\_\_\_\_

I/We certify that the above information is true and correct. I/We understand that providing false statements or information is grounds for termination of assistance and is punishable under federal law.

Signed: Ray A. Lewis

Date: Jan. 3, 2018

Name: Ray A. Lewis (Print)

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_ (Print)

\*For all non-construction contracts and for single family housing rehabilitation only

9/2017

For Grantee Use Only:

Conflict of Interest Does not exist	Conflict of Interest exists
Waiver Granted	Waiver Denied

**Jo Ellen Bynum**

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**From:** Lynn - ASAP Services Corp. [lynne@asapservicescorp.com]  
**Sent:** Wednesday, January 10, 2018 8:41 AM  
**To:** Jo Ellen Bynum  
**Subject:** FW: Property of Edward & Mabel Lockwood

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**From:** Lynn - ASAP Services Corp. [mailto:lynne@asapservicescorp.com]  
**Sent:** Wednesday, January 10, 2018 8:39 AM  
**To:** 'jbynum@co.worcester.md.us' <jbynum@co.worcester.md.us>  
**Subject:** Property of Edward & Mabel Lockwood

This is to confirm that the sealed bid for work on the property of Edward & Mabel Lockwood did include electric.

If you have any questions give me a call.

Sincerely,

Lynne Mitchell  
ASAP Services  
410-860-0707

**ATTENTION: THIS BID FORM MUST BE REPRODUCED ON YOUR COMPANY LETTERHEAD AND BE SUBMITTED WITH YOUR BID PACKAGE. ALL PAGES OF WORK SCOPE WITH LINE ITEM PRICING DETAIL MUST BE INCLUDED. ANY MISSING INFO OR WORDING MAY DISQUALIFY YOUR BID. THE BID PACKAGE IS ALSO AVAILABLE ON-LINE AT [www.co.worcester.md.us](http://www.co.worcester.md.us)**

**BID FORM**

**\*must be signed to be valid**

**Property of Edward & Mabel Lockwood  
10313 Dinges Road  
Berlin, MD 21811**

I have reviewed the specifications and provisions for rehabilitation work on the above referenced property and understand said requirements. I hereby propose to perform this work for the total price of:

Total Quote : \$ 5900.00

Date available to start Phase 1: Feb 1

Anticipated completion date of Phase 1: Feb 15

Date: 1-8-18



Signature

Doug E IANIC

Typed Name

Owner

Title

E. IANIC D.3 pers

Company Name

32112 Lighthouse Rd

Address

Selbyville DE 19875

410-352-9790

Phone Number(s)

MHIC License #

Expiration Date



Edward & Mabel Lockwood  
10313 Dinges Road  
Berlin, MD 21811  
410-641-1519

12/12/17

### Septic Scope of Work

- Obtain septic permit (include \$275 permit fee)
- 165 feet of drainfield with 3 foot wide trenches
- Dig out to 36 inches and backfill with approved sand to a depth of 24 inches below the ground surface at the soil profile (bottom of stone is 24 inches)
- Utilize existing 1000 gallon septic tank; need for lift station and pump is probable, include in price
- System is to be properly graded and stabilized with seed and a layer of straw

Phase 1: Installation of tank and drain field as specified above \$ 5900.00  
(prior to new home construction)

Phase 2: Final hook-up to new home \$ 500.00  
(upon completion of construction on new home)

Total Project Cost = \$ 6400.00

*No electric hook-up included in price!*

Conflict of Interest Disclosure  
Contractor\*

All businesses submitting bids for projects and activities which include funding through the Maryland Community Development Block Grant Program must disclose any potential conflict of interest. A conflict of interest may occur if the business owner/principals are related to or have a business relationship with an employee, officer or elected official of Worcester County. If it is determined there is a conflict of interest or potential conflict of interest, you may not be selected even if your bid is determined to be the lowest, most qualified. The County can request for the State of Maryland CDBG Program to review and make a determination which could result in a waiver allowing for approval.

1. Are owner(s)/principal(s) ever been an employee, agent, consultant, ~~officer~~, elected official or appointed official of Worcester County?  Yes  No  
If yes, please identify: \_\_\_\_\_
2. Are owner(s)/principal(s) related (including through marriage or domestic partnership) to an employee, agent, consultant, officer, elected or appointed official of Worcester County?  
 Yes  No If yes, please identify: \_\_\_\_\_
3. Do owner(s)/principal(s) have a business or ~~professional~~ relationship with anyone identified under Question #1?  Yes  No  
If yes, please identify: \_\_\_\_\_

I/We certify that the above information is true and correct. I/We understand that providing false statements or information is grounds for termination of assistance and is punishable under federal law

Signed: \_\_\_\_\_

Date: 1-2-18

Name: Don CHARL (Print)

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_ (Print)

\*For all non-construction contracts and for single family housing rehabilitation only

9/2017

For Grantee Use Only:

CDBG Grant Number	Date Received
<input type="checkbox"/> Conflict of Interest does not exist	<input type="checkbox"/> Conflict of Interest exists
Date Sent to State	Waiver Granted
	Waiver Denied

**WORCESTER COUNTY HOUSING REHABILITATION PROGRAM  
CONTRACTOR QUALIFICATION FORM**

Contractor CLARK Disposal

Address 32113 Lighthouse Rd  
Selbyville DE 19975

Phone Number 410-352-9750

Federal I.D. or S.S. # 45-1535077

Insurance Company, Agent, & Coverages: Avery Hall, Kathy Bennett

List of Company Officers: Douglas B. Clark  
Tommie E. Clark

List of Licenses Currently Held:

MHIC Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

MBR Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

MDE Lead Cert. \_\_\_\_\_ Exp. Date \_\_\_\_\_

EPA Lead Cert. \_\_\_\_\_ Exp. Date \_\_\_\_\_

Trade References (2) Pillars Procast 302-349-5528  
Name Phone  
Towers Concrete 1-800-770-9128  
Name Phone

Client References (2) Ocean Drive 1-302-292-2588  
Name Phone  
John Soltz 410-641-0127  
Name Phone

Is contractor in a State of Bankruptcy? \_\_\_\_\_ Yes  No  
Is contractor on HUD's debarred list? \_\_\_\_\_ Yes  No

Is contractor any of the following? (not required to qualify)  
 Minority Business Enterprise  
 Women's Business Enterprise  
 Disadvantaged Business Enterprise  
 Section 3 Employer

## Kelly Shannahan

---

**From:** Kelly Shannahan  
**Sent:** Monday, January 8, 2018 4:54 PM  
**To:** commissioners  
**Cc:** Jo Ellen Bynum (office)  
**Subject:** Bid Opening This Afternoon - Seeking Your Permission to Open Bid Delayed by Post Office

**Importance:** High

County Commissioners:

I performed a bid opening this afternoon at 1:00 pm on the following 3 projects:

- Housing Rehabilitation
- Housing Rehabilitation – Septic
- Mystic Harbour Effluent Discharge Disposal Connection

At 4:25 pm, the postman delivered our mail to the office which included a bid for the Housing Rehabilitation - Septic project. The envelope was postmarked at the Bishopville Post Office with a date of January 3, 2018. This was the first delivery of mail that we have received since the blizzard which began on Wednesday evening, January 3, 2018.

Given the following facts:

- the bidder clearly submitted their bid on Wednesday of last week in anticipation that we would receive their bid before the bid deadline at 1:00 pm, January 8, 2018, and
- they had no way of knowing the results of today's bid opening at the time they submitted their bid, and
- because the delay in delivery was due to no fault of their own

I recommend that you waive the bid deadline for this particular bid for the reasons stated above and authorize me to accept the bid and open it in the office on Tuesday in front of at least one witness and allow Jo Ellen Bynum to consider this bid in her recommendation for award.

I look forward to your reply.

Thanks,

**Kelly Shannahan**  
Assistant Chief Administrative Officer

Worcester County Administration  
Room 1103 Government Center  
One West Market Street  
Snow Hill, MD 21863-1195  
410-632-1194  
410-632-3131 (fax)

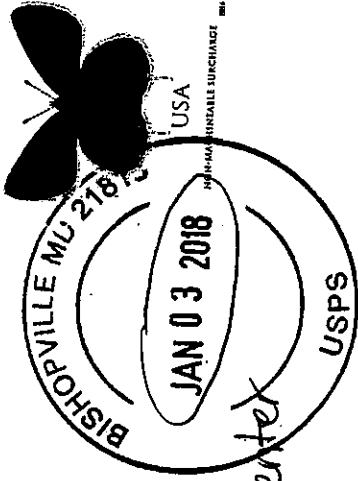
Approved by Commissioners!

- Bertino
- Bunting
- Lockfaw
- Purnell
- Church

Lighthouse Self Storage  
38113 Lighthouse Road  
Seaboard, Delaware 19975

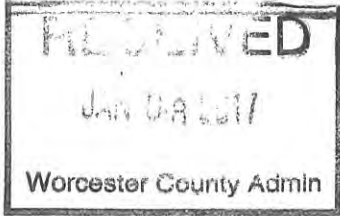
**RECEIVED**  
JAN 08 2018  
Worcester County Admin

Mail Delivered by USPS  
at 4:25pm - delayed due  
to Blizzard on 1/4/18



Wor. Co. Commissioners  
Wor. Co. Government Center  
One West Market St.  
Room 1103  
Snow Hill, Md. 21863

Housing Rehabilitation Section ~~Dept~~ 0002



DEPARTMENT OF  
DEVELOPMENT REVIEW AND PERMITTING

**Worcester County**

GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1201  
SNOW HILL, MARYLAND 21863

TEL: 410-632-1200 / FAX: 410-632-3008  
[www.co.worcester.md.us/drp/drpindex.htm](http://www.co.worcester.md.us/drp/drpindex.htm)

MEMORANDUM

7

ZONING DIVISION  
BUILDING DIVISION  
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICE DIVISION

TO: Harold Higgins, Chief Administrative Officer  
FROM: Edward A. Tudor, Director, Development Review and Permitting *EAT*  
DATE: January 3, 2018  
RE: Shady Side Village RPC – Kathleen Clark



Attached please find the County Commissioners’ Finding of Fact and Resolution drafted by Jennifer K. Keener, Zoning Administrator, for the above referenced Step I residential planned community application which was heard by the County Commissioners on January 2, 2018. I have reviewed the documents and find that they are satisfactory and would therefore recommend that the County Commissioners adopt and execute these findings and resolution.

I would like to note to the County Commissioners that § ZS 1-315(k)(2)A.4. of the *Zoning and Subdivision Control Article* states that “[a]ny residential planned community approved by the County Commissioners must be unconditionally accepted as approved, in writing by the applicant requesting such use within ninety days after approval by the County Commissioners.” The regulations further state that “[f]ailure to so accept, in writing, any such residential planned community so approved by the County Commissioners shall be considered a rejection and abandonment by the applicant of the approval, and thereafter any such residential planned community so approved shall be null and void and of no effect whatsoever.” Thus, the applicants will need to sign some form of documentation accepting the approval and the conditions imposed by the County Commissioners. I have taken the liberty of preparing an addendum to the resolution for signature by the applicant accepting the approval and associated conditions.

If you have any questions, or need any further clarification, please do not hesitate to contact me.

EAT: jkk  
Attachment

DRAFT

IN THE MATTER OF THE REQUEST \*  
FOR ESTABLISHMENT OF A \*  
RESIDENTIAL PLANNED COMMUNITY \*  
FLOATING ZONE \*  
KATHLEEN CLARK \*  
BERLIN, MARYLAND \*

SHADY SIDE VILLAGE

\*\*\*\*\*

FINDINGS OF FACT

Subsequent to a public hearing held on January 2, 2018 and after a review of the entire record, all pertinent plans and all testimony, the Worcester County Commissioners hereby make the following findings as the County Commissioners' findings of fact pursuant to the provisions of §ZS 1-315(k)(2)A.4 of the Worcester County Zoning Ordinance. These findings are made relative to the request submitted by Kathleen Clark for the establishment of a residential planned community (RPC) floating zone for the proposed RPC project known as Shady Side Village. Furthermore, these findings are made relative to the Step I plan as submitted as part of the original application.

Regarding the relationship of the RPC with the Comprehensive Plan, zoning regulations and other established policy guidelines: The County Commissioners find that the subject property is currently in the "Existing Developed Areas" land use category of the Comprehensive Plan. One aspect of this land use category is to identify areas to be utilized for infill residential development. The project is consistent with surrounding densities and type of development. It is also providing protection to the sensitive wetland areas that are an important environmental feature. Connectivity to main transportation networks are another feature of the proposed development that are consistent with the Comprehensive Plan. Access will be via a single commercial entrance onto MD Route 707 (Old Bridge Road), therefore limiting multiple points of access.

Relative to consistency with the zoning regulations, the County Commissioners find that the project site is zoned R-4 General Residential District, the R-4 District being a zoning classification in which residential planned communities are permitted. It also finds that the project as proposed complies with those requirements cited in §ZS 1-315 relative to maximum density, maximum limitation for residential uses, minimum requirement for common use open

space and recreational areas, and types of permitted uses. The County Commissioners therefore conclude that the submittals relative to the proposed project comply with the requirements cited in §ZS 1-315(k)(2)A1.

Regarding the general location of the site and its relationship to existing land uses in the immediate vicinity: The County Commissioners find that the subject property is located on the southerly side of MD Route 707 (Old Bridge Road), west of Greenridge Lane. This area can best be characterized as mainly residential land uses of varying types. The R-4 General Residential District encourages infill development and higher densities to encourage traditional neighborhood development. The County Commissioners conclude that the proposed use as a duplex and single-family development is consistent with existing land uses in the vicinity.

Regarding the availability and adequacy of public facilities, services and utilities to meet the needs of the RPC and the long-term implications the project would have on subsequent local development patterns and demand for public facilities and services: The County Commissioners find that the property proposed to be developed into the Shady Side Village RPC is presently zoned R-4 General Residential District. The surrounding developed lands are similarly zoned for residential uses. Due to the sites' R-4 General Residential District zoning classification, duplex and single-family residential development at a density of eight dwelling units per one acre is permitted by zoning. Furthermore, residential planned communities of the same density are permitted by that zoning district. Thus, the proposed density of 7.92 dwelling units per acre was anticipated for this immediate vicinity. In addition, the development proposes to cluster the residential dwelling units in an effort to avoid the Critical Area 100' buffer while preserving the existing forested areas and wetlands, which is encouraged by the Comprehensive Plan. Therefore, the County Commissioners conclude that the proposed Shady Side Village RPC will not have an adverse long-term implication on development patterns in the area.

Relative to certain public facilities, public water and sewer is available to serve the proposed development. The property owner testified that seven (7) EDU's currently under her ownership will be transferred to the subject property, and that two (2) additional EDU's will be purchased. The County Commissioners conclude that the proposed Shady Side Village RPC will not have an adverse long-term implication on development patterns in the area and there are adequate public facilities, services and utilities to serve the proposed development without any significant impacts to public facilities or services.

Regarding the consistency of the RPC with the general design standards as contained in Subsections (j)(1) through (j)(5): The County Commissioners find that the development has taken steps to protect the sensitive areas on the subject property, such as the tract of existing forested areas and non-tidal wetlands located within the 100' Critical Area buffer. The open space provided exceeds the minimum required under the RPC regulations. There are minor



impacts to the non-tidal wetlands buffer proposed along the westerly property line where the rear landings/ patios are being proposed.

Relative to the general layout and clustering of the development, the County Commissioners find that the proposed RPC consists of clustered duplex buildings, one single-family dwelling and minimizing land impacts, especially to environmentally sensitive lands, while maximizing contiguous open spaces. The traffic circulation patterns promote connectivity within the proposed development, and limit access to the public road system to one commercial entrance. A sidewalk is proposed to be provided along the MD Route 707 road frontage for future connections. The County Commissioners conclude that the RPC has demonstrated consistency with the general design standards contained in §ZS 1-315(j)(1) through (j)(5).

Regarding the relationship of the RPC's proposed construction schedule, including any phasing, and the demand for and timely provision of public facilities, services and utilities necessary to serve the project: The County Commissioners find that construction is anticipated to commence in the fall of 2018 according to the applicant's narrative, with the phasing of the project done based on market demand. The recreational areas will be prorated based on the number of units constructed in the individual phases.

Regarding the capacity of the existing road network to provide suitable vehicular access for the RPC, the appropriateness of any existing or proposed improvements to the transportation network, the adequacy of the pedestrian and bicycle circulation, and the proposed means of connectivity of the project to surrounding residential, commercial and recreational development and uses: The County Commissioners find that the Step I plan indicates that there will be one point of access for vehicular traffic onto MD Route 707 (Old Bridge Road). As previously stated, no traffic study is required, just a Commercial Access Permit from the State Highway Administration. Relative to the adequacy of pedestrian and bicycle circulation, the road network appears to serve these functions, and a sidewalk will be provided along the front property line should connectivity be provided for in the future. The County Commissioners conclude that the access point to MD Route 707 (Old Bridge Road) will not have a significantly adverse impact on traffic patterns in the area.

Regarding the relationship of the proposed method of wastewater disposal and provision of potable water service with the goals, objectives and recommendations of the Comprehensive Plan, Comprehensive Water and Sewer Plan, and other established policy guidelines: The County Commissioners find that, according to the comments provided by the Department of Environmental Programs, the development is currently served by public sewer via the West Ocean City service area. An additional nine (9) sewer EDU's will have to be purchased based on the number of proposed units. Per the owner's statements at the public hearing, they have seven (7) EDU's that can be transferred to the property, and they will be purchasing two (2) EDU's to

meet the minimum required as specified by the Department of Environmental Programs. In addition, per the Technical Review Committee comments provided by the Department of Environmental Programs, the development has the ability to connect to the Mystic Harbour Sanitary Service Area and will need to submit an application to purchase thirty-seven (37) water EDU's.

Based upon their review, the County Commissioners hereby approve the request for the establishment of the residential planned community floating zone for the Shady Side Village RPC.

Adopted as of this 2<sup>nd</sup> day of January, 2018. Reduced to writing and signed this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Harold L. Higgins  
Chief Administrative Officer

\_\_\_\_\_  
Diana Purnell, President

\_\_\_\_\_  
Theodore J. Elder, Vice President

\_\_\_\_\_  
Anthony W. Bertino, Jr.

\_\_\_\_\_  
Madison J. Bunting, Jr.

\_\_\_\_\_  
James C. Church

\_\_\_\_\_  
Merrill W. Lockfaw, Jr.

\_\_\_\_\_  
Joseph M. Mitrecic

**DRAFT**

RESOLUTION NO. 18 - \_\_\_\_

**RESOLUTION ESTABLISHING THE SHADY SIDE VILLAGE  
RESIDENTIAL PLANNED COMMUNITY FLOATING ZONE**

WHEREAS, pursuant to Section ZS 1-315 of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland, Kathleen Clark, owner, has filed an application for the establishment of a Residential Planned Community (RPC) Floating Zone on approximately 4.82 acres of land shown on Tax Map 26 as Parcel 157, located on the southerly side of MD Route 707 (Old Bridge Road), west of Greenridge Lane, in the Tenth Tax District of Worcester County, said residential planned community designated as Shady Side Village RPC; and

WHEREAS, the said application was referred to the Worcester County Planning Commission which gave the application a favorable recommendation during its review on November 2, 2017; and

WHEREAS, subsequent to a public hearing held on January 2, 2018, following due notice and all procedures as required by Sections ZS 1-315, 1-113, and ZS 1-114 of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland, the County Commissioners made the finding that the establishment of a Residential Planned Community Floating Zone on the subject property would be compatible with the Worcester County Comprehensive Plan and the Worcester County Zoning and Subdivision Control Article.

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County, that the land partitioned by Kathleen Clark, shown on Tax Map 26 as Parcel 157, and consisting of approximately 4.82 acres of land, is hereby approved and established as a Residential Planned Community Floating Zone in accordance with the provisions of §ZS 1-315 of the Worcester County Zoning and Subdivision Control Article.

AND, BE IT FURTHER RESOLVED that the effective date of this Resolution shall be nunc pro tunc, January 2, 2018.

PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

ATTEST:

\_\_\_\_\_  
Harold L. Higgins  
Chief Administrative Officer

COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND

\_\_\_\_\_  
Diana Purnell, President

\_\_\_\_\_  
Theodore J. Elder, Vice President

\_\_\_\_\_  
Anthony W. Bertino, Jr.

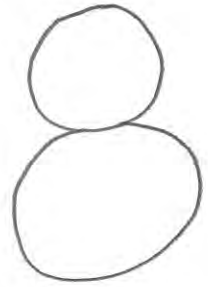
\_\_\_\_\_  
Madison J. Bunting, Jr.

\_\_\_\_\_  
James C. Church

\_\_\_\_\_  
Merrill W. Lockfaw, Jr.

\_\_\_\_\_  
Joseph M. Mitrecic

**DRAFT**



ZONING DIVISION  
BUILDING DIVISION  
DATA RESEARCH DIVISION

DEPARTMENT OF  
DEVELOPMENT REVIEW AND PERMITTING  
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ADMINISTRATIVE DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICE DIVISION

MEMORANDUM

TO: Harold L. Higgins, Chief Administrative Officer  
FROM: Edward A. Tudor, Director  
DATE: January 9, 2018  
RE: Request for Out-of-State Travel - American Planning Association (APA)  
2018 National Conference

\*\*\*\*\*

As you may recall from Kelly Shannahan's recent request for out-of-state travel, the APA National Conference is being held from April 21 to April 24, 2018 in New Orleans. In years past, as many as five members of my staff attended the APA conference in any given year. As a result of the tighter fiscal constraints from the economic downturn, I eliminated all requests for this very valuable training for many years. Last year I requested \$2,291 in funding so that Jennifer Keener, Zoning Administrator, could attend the 2018 conference and the County Commissioners graciously approved this funding. A copy of my approved budget page for this expense is attached herewith. While Ms. Keener is not currently AICP certified as is Mr. Shannahan, the educational opportunities available at the conference will be invaluable in the performance of her daily tasks here and in her future pursuit of the certification.

In summary, I respectfully request the County Commissioners' approval of out-of-state travel for Ms. Keener to attend the 2018 APA conference at a cost of up to the \$2,291 previously approved for this purpose.

If you have any questions please let me know.

cc: Jennifer Keener, Zoning Administrator



# Expense Budget Transaction Report

Budget Year of 2018

Budget Level at Adopted Budget

S/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>Department 1008 - Development/Review/Permits</b>				
<b>Account 6100.100 - Administrative Expense Dues and Subscriptions</b>				
100.1008.6100.100	American Planning Association - Ed, Phyllis	2.00	380.00	760.00
100.1008.6100.100	American Planning Association - Jennifer	1.00	245.00	245.00
100.1008.6100.100	American Planning Association MD Affiliate-Ed, Phyllis, Jennifer	3.00	27.00	81.00
100.1008.6100.100	County Engineers Association	1.00	25.00	25.00
100.1008.6100.100	MD Alcohol Association	1.00	150.00	150.00
100.1008.6100.100	Md Building Officials Association	5.00	20.00	100.00
100.1008.6100.100	MD State Geographic Committee	1.00	200.00	200.00
100.1008.6100.100	MSGIC - MD State Geographic Information Committee	1.00	200.00	200.00
100.1008.6100.100	National Fire Protection Association	1.00	175.00	175.00
<b>Account 6100.100 - Administrative Expense Dues and Subscriptions Totals</b>		<b>Transactions</b>	<b>9</b>	<b>\$1,936.00</b>
<b>Account 6110.090 - Supplies &amp; Equipment Computers &amp; Printers</b>				
100.1008.6110.090	Dell Latitude E5450 Laptop	2.00	1,210.00	2,420.00
100.1008.6110.090	Samsung Tablet	2.00	400.00	800.00
<b>Account 6110.090 - Supplies &amp; Equipment Computers &amp; Printers Totals</b>		<b>Transactions</b>	<b>2</b>	<b>\$3,220.00</b>
<b>Account 6130.010 - Equipment Maintenance Copier Lease</b>				
100.1008.6130.010	Xerox Copier Lease	1.00	5,663.00	5,663.00
<b>Account 6130.010 - Equipment Maintenance Copier Lease Totals</b>		<b>Transactions</b>	<b>1</b>	<b>\$5,663.00</b>
<b>Account 6130.060 - Equipment Maintenance Software Licensing</b>				
100.1008.6130.060	ARC Pad 10 Software License	2.00	265.00	530.00
100.1008.6130.060	Auto Cad LT Annual License Fee	1.00	300.00	300.00
<b>Account 6130.060 - Equipment Maintenance Software Licensing Totals</b>		<b>Transactions</b>	<b>2</b>	<b>\$830.00</b>
<b>Account 7000.020 - Travel, Training &amp; Expense Board Member Allowance</b>				
100.1008.7000.020	BZA Member Reimbursement 7@\$50 per meeting	12.00	350.00	4,200.00
100.1008.7000.020	Electrical Board Reimbursement 7@\$50 per meeting	9.00	350.00	3,150.00
100.1008.7000.020	Housing Board Member Reimbursement 7@\$50 per meeting	4.00	350.00	1,400.00
100.1008.7000.020	Milage Reimbursement BZA and PC	1.00	500.00	500.00
100.1008.7000.020	PC Member Reimbursement 7@\$50 per meeting	12.00	350.00	4,200.00
<b>Account 7000.020 - Travel, Training &amp; Expense Board Member Allowance Totals</b>		<b>Transactions</b>	<b>5</b>	<b>\$13,450.00</b>
<b>Account 7000.040 - Travel, Training &amp; Expense Continuing Education/Certificati</b>				
100.1008.7000.040	Building Insp. Cont. Ed B. Bradshaw, J. Quillen, P. Miller, T.	5.00	40.00	200.00
<b>Account 7000.040 - Travel, Training &amp; Expense Continuing Education/Certificati Totals</b>		<b>Transactions</b>	<b>1</b>	<b>\$200.00</b>
<b>Account 7000.060 - Travel, Training &amp; Expense Educational Training</b>				
100.1008.7000.060	On-Line GIS Training K. Henry, M. Dunlevy, T. Wimbrow	3.00	1,000.00	3,000.00
<b>Account 7000.060 - Travel, Training &amp; Expense Educational Training Totals</b>		<b>Transactions</b>	<b>1</b>	<b>\$3,000.00</b>
<b>Account 7000.100 - Travel, Training &amp; Expense Meetings/Conferences/Shows</b>				
100.1008.7000.100	Delmarva GIS Conference K. Henry, M. Dunlevy, T. Wimbrow	3.00	100.00	300.00
100.1008.7000.100	MD Emergency Management Association Conference K. Henry	1.00	150.00	150.00
100.1008.7000.100	Natl APA Conference New Orleans 4/18 - Jennifer Keener	1.00	2,291.00	2,291.00
100.1008.7000.100	Turgis Conference at Towson University K. Henry, M. Dunlevy, T.	3.00	80.00	240.00

# 2018 National Planning Conference



MENU

Enter keyword or phrase

Search

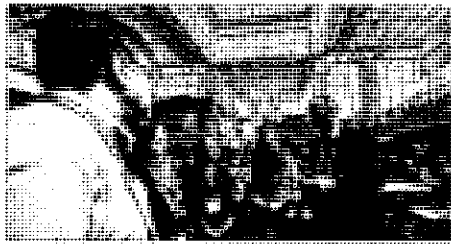
## About NPC18

[National Planning Conference \(/conference/\)](/conference/) > [About NPC18](#)

## About NPC18

APA's 2018 National Planning Conference is the premier planning event of the year. NPC18 will bring together the hottest topics, the latest tools, and the leading voices with something new to say.

With hundreds of sessions and cutting-edge presentations on offer, you can dig deeper into your specialty or explore new topics.



### Strong Roots. Big Plans.

NPC18 isn't just about planning — it's about building a community of great planners.

- [Why Attend NPC18? \(/conference/whyattend/\)](/conference/whyattend/)
- [General Information \(/conference/information/\)](/conference/information/)
- [CM & CEU Credits \(/conference/credits/\)](/conference/credits/)
- [The Venue \(/conference/venue/\)](/conference/venue/)
- [News & Media \(/conference/news/\)](/conference/news/)

[Register Now \(/conference/registration/\)](/conference/registration/)

We bring together thousands of planners, planning commissioners, appointed and elected officials, and students to discuss fresh ideas and innovative planning. The National Planning Conference is the best place to find a mentor, connect with colleagues, and meet planners from around the world.

This year's program includes numerous networking opportunities and the Career Zone's popular Mentor Match, Resume Clinic, and Employer Connection.

#### NPC18 REGISTRATION INCLUDES:

- All sessions
- Welcome Reception at the National World War II Museum

- Opening and closing keynotes
- Exhibitor Meet and Greet Reception at the Exhibit Hall
- Awards Luncheon invitation\*  
(full paid registration only – see Policies (/conference/registration/policies/#FullPaid)for details)
- Access to PowerPoint presentations after the conference
- Access to session recordings after the conference

*\*Important! If you plan to attend the Awards Luncheon, be sure to reserve a ticket before the conference begins. Space is limited, and we expect all available tickets to be claimed.*

### Use Our Conference-at-a-Glance for a Snapshot

**CONFERENCE AT A GLANCE**

SATURDAY, APRIL 21	SUNDAY, APRIL 22	MONDAY, APRIL 23	TUESDAY, APRIL 24
<p>8:00 AM - 10:00 AM: Opening Keynote</p> <p>10:00 AM - 12:00 PM: Educational Sessions</p> <p>12:00 PM - 1:00 PM: Deep Dive Breakfast</p> <p>1:00 PM - 2:00 PM: Welcome Reception</p>	<p>8:00 AM - 10:00 AM: Educational Sessions</p> <p>10:00 AM - 12:00 PM: Exhibit Hall Open</p> <p>12:00 PM - 1:00 PM: Deep Dive Breakfast</p> <p>1:00 PM - 2:00 PM: Exhibitor Meet &amp; Greet</p>	<p>8:00 AM - 10:00 AM: Educational Sessions</p> <p>10:00 AM - 12:00 PM: Exhibit Hall Open</p> <p>12:00 PM - 1:00 PM: Awards Luncheon</p> <p>1:00 PM - 2:00 PM: Deep Dive Breakfast</p>	<p>8:00 AM - 10:00 AM: Educational Sessions</p> <p>10:00 AM - 12:00 PM: Exhibit Hall Open</p> <p>12:00 PM - 1:00 PM: Closing Keynote</p>

AIA Leadership, Exhibit, and other related sessions are scheduled throughout the conference, please check the online program or the AIA NPC18 app for specific times.

### Where Has NPC Been? Where Is It Going?

[Future & Previous Conferences \(/conference/future-previous/\)](/conference/future-previous/)

# Why Attend NPC18?

## Start With Three Great Reasons

- 1. Move to the Forefront:** Join the conversation about current issues, trends, challenges, and solutions that are shaping planning today. Get smarter at sessions and workshops offering the latest and best in professional planning education.
- 2. Grow Your Network:** Grab this chance to boost your career and further your personal and professional goals. Meet old friends, renew acquaintances, and build key relationships.
- 3. Explore New Orleans During Its Tricentennial:** New Orleans is celebrating a major milestone in 2018 — the 300th anniversary of the city's founding. As the birthplace of jazz, home to Creole and Cajun cuisine, and a multicultural metropolis, New Orleans epitomizes strong roots and big plans. While you're in town, visit both old and new neighborhoods — each with its own unique character — to see how planning in the city has evolved over the last three centuries.

## Making the Case to Attend

There are as many reasons to attend APA's National Planning Conference as there are planners. We're highlighting just 10 — five for you and five to help you make the case to your boss.



### Reasons for You

#### **Planning keeps changing.**

Every year NPC brings together the hottest topics, the latest tools, and the leading voices with something new to say about what matters most to you.

**You've arrived — and want the planning world to know.**



For students and recent grads, NPC is the best place to build a network of professional contacts, peers, and mentors.

### **You're ready for a career move.**

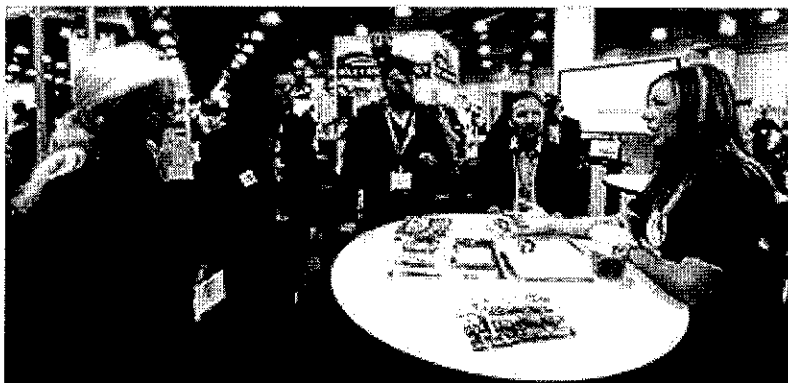
Whether you're actively job hunting or just scoping out your options, you can make good use of APA's Career Zone. Plus, you'll come away loaded with new contacts.

### **It's time for a fresh look.**

With hundreds of sessions to explore, you can dive deeper into your specialty, stretch into different areas, and go home with a whole new outlook.

### **The global view is amazing.**

Engage with people from all over the world who have similar questions to yours — and who may have the answers.



## Reasons for Your Boss

**You'll be a more effective employee.**

What you learn will help you work smarter, faster, and better.

**You'll bring back new ideas.**

You'll return with new ideas, solutions, and skills to raise the level of play for your whole team.

**You'll make valuable connections.**

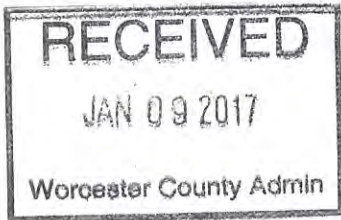
Conference contacts can be real lifesavers when you face an unexpected challenge.

**You'll pick up new tools.**

The Exhibit Hall and Tech Zone might have the solutions your office has been looking for.

**You'll save money ...**

... if you register by February 22. Plus you can get APA's discount at partner hotels.



9

DEPARTMENT OF  
DEVELOPMENT REVIEW AND PERMITTING

**Worcester County**

GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1201  
SNOW HILL, MARYLAND 21863

TEL: 410-632-1200 / FAX: 410-632-3008  
[www.co.worcester.md.us/drp/drpindex.htm](http://www.co.worcester.md.us/drp/drpindex.htm)

ZONING DIVISION  
BUILDING DIVISION  
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICE DIVISION

MEMORANDUM

Proposed Public Hearing  
on February 20, 2018

TO: Harold L. Higgins, Chief Administrative Officer  
FROM: Edward A. Tudor, Director  
DATE: January 9, 2018  
RE: Board of Electrical Examiners Recommendations

\*\*\*\*\*

Attached herewith you will find a letter from Mr. Kenneth Lambertson, Sr., Chairman of the Board of Electrical Examiners, transmitting the Board's unanimous recommendation that the County Commissioners adopt the 2017 National Electrical Code (NEC) with the carryover of our local amendments from the 2014 NEC. The proposed local amendments also reflect the revision of the definition of a minor electrical installation as amended by Bill 15-2.

In addition to Mr. Lambertson's letter, I have also included a draft advertisement for the required public hearing, a draft resolution of adoption, Resolution 15-6 that adopted the 2014 version of the NEC, and a copy of Bill 15-2 that amended the definition of a minor electrical installation.

You will note that the Board is recommending that the adoption of the resolution and the enforcement of the new code become effective on June 1, 2018 to allow for sufficient time for the industry to prepare for the change.

As always, I will be available to discuss the matter with you and the County Commissioners at your convenience. In the interim, if you have any questions please let me know.



DEPARTMENT OF  
DEVELOPMENT REVIEW AND PERMITTING

**Worcester County**

GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1201  
SNOW HILL, MARYLAND 21863

TEL: 410-632-1200 / FAX: 410-632-3008  
[www.co.worcester.md.us/drp/drpindex.htm](http://www.co.worcester.md.us/drp/drpindex.htm)

ZONING DIVISION  
BUILDING DIVISION  
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICE DIVISION

Worcester County Commissioners

Government Center

1 West Market Street Room 1103

Snow Hill, MD 21863

Ref: Adoption of the 2107 National Electric Code

Dear Honorable Commissioners:

On behalf of the Worcester County Board of Electrical Examiners (the Board) I am writing to respectfully request the County Commissioner's consideration and approval in adopting the 2017 version of the National Electrical Code. The Board discussed the adoption of the new code at our last meeting and it was unanimously carried that we recommend adoption of the 2017 code with all of our previous local amendments. We further recommend that the definition of "Minor Electrical Installation" in the local amendments be updated to reflect the change in the definition as a result of Bill 15-2, Electrical Standards, which was passed on May 19<sup>th</sup> 2015.

Thank you for your consideration of this proposal. Should you have any questions or need additional information please do not hesitate to contact me.

Sincerely,

Kenneth Lambertson, Sr., Chairman

Worcester County Board of Electrical Examiners

SUBTITLE II  
Electrical Standards

**§ BR 2-201. Adoption of electrical code.**

- (a) Adoption by resolution. The County Commissioners shall, by resolution, after a public hearing upon at least fifteen days notice, adopt or amend an electrical code for the purpose of establishing rules and regulations for the installation, renewal, extension and reception of electrical wiring and electrical apparatus in existing buildings, structures or outdoor electrical displays or signs or in the construction, reconstruction, alteration or repair of buildings, structures or outdoor electrical displays or signs. The 1975 National Electrical Code as recommended by the National Fire Protection Association shall be in effect until amended or changed pursuant hereto.
- (b) Adopted code shall govern. When the terms of the electrical code so adopted are inconsistent with the terms hereof, the terms hereof shall be governing.
- (c) Work to conform to code. The code shall govern all electrical work regardless of whether or not such work is required to be done by licensed personnel or inspection hereunder.

**§ BR 2-202. Definitions.**

As used in this Subtitle, the following terms shall have the meanings indicated:

**BOARD** — The Worcester County Board of Electrical Examiners.

**CUT-IN CARD** — The written authorization from the electrical inspector or authorized inspection agency to the power company in order to connect power to an electrical system.

**DEPARTMENT OF LICENSES AND PERMITS** — The Worcester County Department of Licenses and Permits or such other county department as the County Commissioners designate by resolution.

**ELECTRICAL WIRING SYSTEMS** — Includes all electrical apparatus, electrical wiring, electrical fixtures and electrical supplies used as a part of any installation for the transmission or utilization of electrical energy. This shall include all equipment necessary to operate the physical plant and ventilating, heating, air-conditioning, refrigeration and water-heating systems, provided that said term shall not include portable lamps, electrical appliances and special manufacturing equipment separable from permanently fixed plug-in receptacles.

**ELECTRICAL WORK** — Any work performed on electrical wiring systems, including low-voltage wiring systems, such as but not limited to lighting, controls, communications, burglar and fire alarms. [Amended 5-19-2015 by Bill No. 15-2]

**ELECTRICIAN GENERAL** — A person authorized hereby by license to engage in electrical work on single phase electrical services and circuits of two hundred forty volts or less in non-hazardous locations in residential, commercial and agricultural structures and having a sufficient knowledge of such type or types as determined by the Board. [Amended 5-19-2015 by Bill No. 15-2]

**DRAFT**

January 16, 2018

TO: *The Daily Times* Group and *Ocean City Today* Group  
FROM: Kelly Shannahan, Assistant Chief Administrative Officer

Please print the attached Notice of Public Hearing in *The Daily Times/Worcester County Times/Ocean Pines Independent & Ocean City Digest/Ocean City Today* on February 1, 2018 and February 8, 2018.

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**NOTICE OF PUBLIC HEARING**

**ADOPTION OF  
2017 NATIONAL ELECTRICAL CODE WITH LOCAL AMENDMENTS**

**WORCESTER COUNTY, MARYLAND**

Notice is hereby given pursuant to Section BR 2-201(a) of the Building Regulations Article of the Code of Public Local Laws of Worcester County, Maryland that the County Commissioners of Worcester County will hold a public hearing to receive public comments on the proposed adoption of the 2017 National Electrical Code, with local amendments, as recommended by the Board of Electrical Examiners of Worcester County, to be effective June 1, 2018. Said public hearing will be held on:

**TUESDAY, FEBRUARY 20, 2018**  
**at 10:30 A.M.** in the  
COUNTY COMMISSIONERS' MEETING ROOM  
ROOM 1101 - GOVERNMENT CENTER  
One West Market Street, Snow Hill, Maryland 21863

Copies of the 2017 National Electrical Code, with local amendments, as recommended by the Board of Electrical Examiners of Worcester County are available for inspection at the Department of Development Review and Permitting, Worcester County Government Center, One West Market Street, Room 1201, Snow Hill, Maryland 21863 and may be reviewed during the regular business hours of 8:00 A.M. to 4:30 P.M., Monday through Friday (except Holidays). A full copy of the proposed local amendments may also be viewed online at [www.co.worcester.md.us](http://www.co.worcester.md.us).

All interested citizens are encouraged to attend the hearing and express their views on this proposed action. Both written and oral testimony will be accepted.

WORCESTER COUNTY COMMISSIONERS

RESOLUTION NO. 18 - \_\_\_\_

RESOLUTION ADOPTING THE  
2017 NATIONAL ELECTRICAL CODE  
WITH LOCAL AMENDMENTS

DRAFT

WHEREAS, pursuant to Section § BR 2-201 of the Building Regulations Article of the Code of Public Local Laws of Worcester County, Maryland, the County Commissioners may adopt an Electrical Code; and

WHEREAS, the County Commissioners adopted the 2014 version of the National Electrical Code with amendments by Resolution No. 15-6 on April 21, 2015; and

WHEREAS, the County Commissioners received a recommendation from the Board of Electrical Examiners of Worcester County, Maryland to adopt the 2017 version of the National Electrical Code with local amendments to replace the 2014 version; and

WHEREAS, the County Commissioners held a duly advertised public hearing as required by Section § BR 2-201 of the Building Regulations Article of the Code of Public Local laws of Worcester County, Maryland on \_\_\_\_\_ to consider adoption of the 2017 version of the National Electrical Code with local amendments;

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County, Maryland that:

Section 1. The National Electrical Code, 2014 edition, is hereby repealed and replaced by the National Electrical Code, 2017 edition, with the following local amendments and additions as recommended by the Board of Electrical Examiners of Worcester County:

Section 2. Article 547.5(A) is hereby amended and adopted as follows:

**547.5(A) Wiring Systems.** Types UF, copper SE cables, rigid nonmetallic conduit, liquid tight flexible nonmetallic conduit, with approved termination fittings, shall be the wiring methods employed. All wiring in concealed attic spaces shall only be installed in either rigid nonmetallic conduit or liquidtight flexible nonmetallic conduit. Article 398 and Article 502 wiring methods shall be permitted for areas described in Section 547.1(A). Informational note: See Sections 300.7, 352.44 and 355.44 for installation of raceway systems exposed to widely different temperatures.

Section 3. Article 547.5(B) is hereby amended and adopted as follows:

**547.5(B) Mounting.** All boxes and fittings shall be steel, or approved plastic with totally sealed, unused knock-outs with wiring entering from the bottom only, and shall comply with Section 547.5. All cables shall be secured within 200 mm (8 ins.) Of each cabinet, box or fitting. Nonmetallic boxes, fittings, conduit, and cables shall be permitted to be mounted directly to any building surface covered by covered by this Article without maintaining the 6 mm (1/4 in.) airspace in accordance with 300.6(D).

Section 4. Article 547.8 is hereby amended and adopted as follows:

**547.8 Luminaires (Lighting Fixtures).** Lighting fixtures installed in agricultural buildings shall be porcelain or approved plastic and shall comply with 547.8(A) through (C).

Section 5. A new Article shall be numbered Article 547.11 and is adopted as follows:

**547.11 Prefabricated Steel Truss Agricultural Houses.** All prefabricated steel truss agricultural houses shall comply with the provisions of Article 547 and shall also meet the following standards:

- (a) Wooden runs or supports shall be used for all wiring to be secured to and shall be secured to the framing of the building.
- (b) All insulation shall be laid over the top of all overhead boxes to prevent exposure to temperature variation and condensation.
- (c) All wiredrops shall be protected from chafing or wire damage due to movement, expansion coefficient or contraction.

Section 6. The following definition shall be added to Article 100 Definitions:

MINOR ELECTRICAL INSTALLATION - An electrical installation which is single phase, of twenty amperes/one hundred twenty volts AC or less and installed in an existing structure, the installation of decorative outdoor lighting operating at a nominal 48 volts DC or less and associated cabling and luminaries or electrical wiring systems operating at a nominal 48 volts DC or less such as but not limited to controls, communications, burglar alarms, audio, video and information technology systems when installed in one- and two-family dwelling units.

AND, BE IT FURTHER RESOLVED that this Resolution shall take effect on June 1, 2018.

PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

ATTEST:

COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND

\_\_\_\_\_  
Harold L. Higgins  
Chief Administrative Officer

\_\_\_\_\_  
Diana Purnell, President

\_\_\_\_\_  
Theodore J. Elder, Vice President

\_\_\_\_\_  
Anthony W. Bertino, Jr.

\_\_\_\_\_  
Madison J. Bunting, Jr.

\_\_\_\_\_  
James C. Church

\_\_\_\_\_  
Merrill W. Lockfaw, Jr.

\_\_\_\_\_  
Joseph M. Mitrecic

**DRAFT**



RESOLUTION NO. 15 - 6

Tudu

**RESOLUTION ADOPTING THE 2014 NATIONAL ELECTRICAL CODE  
WITH LOCAL AMENDMENTS**

WHEREAS, pursuant to Section § BR 2-201 of the Building Regulations Article of the Code of Public Local Laws of Worcester County, Maryland, the Worcester County Commissioners may adopt an Electrical Code; and

WHEREAS, the County Commissioners adopted the 2002 version of the National Electrical Code with amendments on February 4, 2003; and

WHEREAS, the County Commissioners have received a recommendation from the Board of Electrical Examiners of Worcester County to adopted the 2014 version of the National Electrical Code with local amendments to replace the 2002 version; and

WHEREAS, the County Commissioners held a duly advertised public hearing as required by Section § BR 2-201 of the Building Regulations Article of the Code of Public Local laws of Worcester County, Maryland on April 21, 2015 to consider adoption of the 2014 version of the National Electrical Code with local amendments;

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County, Maryland that:

Section 1. The National Electrical Code, 2002 edition, is hereby repealed and replaced by the National Electrical Code, 2014 edition, with the following local amendments and additions as recommended by the Board of Electrical Examiners of Worcester County:

Section 2. Article 547.5(A) is hereby amended and adopted as follows:

**547.5(A) Wiring Systems.** Types UF, copper SE cables, rigid nonmetallic conduit, liquid tight flexible nonmetallic conduit, with approved termination fittings, shall be the wiring methods employed. All wiring in concealed attic spaces shall only be installed in either rigid nonmetallic conduit or liquid-tight flexible nonmetallic conduit. Article 398 and Article 502 wiring methods shall be permitted for areas described in Section 547.1(A). Informational note: See Sections 300.7, 352.44 and 355.44 for installation of raceway systems exposed to widely different temperatures.

Section 3. Article 547.5(B) is hereby amended and adopted as follows:

**547.5(B) Mounting.** All boxes and fittings shall be steel, or approved plastic with totally sealed, unused knock-outs with wiring entering from the bottom only, and shall comply with Section 547.5. All cables shall be secured within 200 mm (8 ins.) Of each cabinet, box or fitting. Nonmetallic boxes, fittings, conduit, and cables shall be permitted to be mounted directly to any building surface covered by covered by this Article without maintaining the 6 mm (1/4 in.) airspace in accordance with 300.6(D).

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- (a) Wooden runs or supports shall be used for all wiring to be secured to and shall be secured to the framing of the building.
- (b) All insulation shall be laid over the top of all overhead boxes to prevent exposure to temperature variation and condensation.
- (c) All wire-drops shall be protected from chafing or wire damage due to movement, expansion coefficient or contraction.


Section 6. The following definition shall be added to Article 100 Definitions:

**MINOR ELECTRICAL INSTALLATION** - An electrical installation which is single phase, of twenty amperes/one hundred twenty volts AC or less and installed in an existing structure, the installation of decorative outdoor lighting consisting of pre-wired and pre-fabricated factory enclosed transformers without any terminations or splices with a nominal output of twenty-four volts DC or less and associated cabling and luminaires that can be plugged into an outdoor electrical outlet previously installed by a licensed electrician or the installation of individual solar-powered lamps.

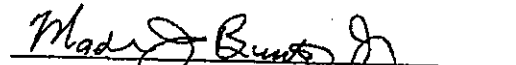
AND, BE IT FURTHER RESOLVED that this Resolution shall take effect on July 1, 2015.

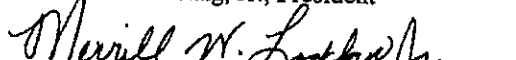
PASSED AND ADOPTED this 21<sup>st</sup> day of April, 2015.


ATTEST:


  
Harold L. Higgins  
Chief Administrative Officer

WORCESTER COUNTY COMMISSIONERS

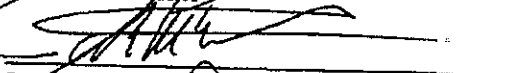
  
Madison J. Bunting, Jr., President

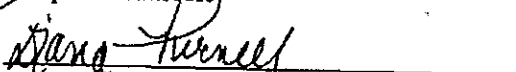
  
Merrill W. Lockfaw, Jr., Vice President

  
Anthony W. Bertino, Jr.

  
James C. Church

  
Theodore J. Elder

  
Joseph M. Mitreic

  
Diana Purnell

COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND

BILL 15-2

BY: Commissioners Bertino, Bunting, Church, Lockfaw, Mitrecic and Purnell  
INTRODUCED: March 17, 2015  
AMENDED: MAY 19, 2015

A BILL ENTITLED

AN ACT Concerning

Building Regulations - Electrical Standards

For the purpose of amending the Building Regulations Article, Title 2 - Construction Regulations, Subtitle II - Electrical Standards, to revise and add certain definitions, establish a continuing education requirement, and to correct inconsistencies with regard to license renewals.

Section 1. BE IT ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that the definition of "ELECTRICAL WORK" as contained in Subsection § BR 2-202 of the Building Regulations Article of the Code of Public Local Laws of Worcester County, Maryland be repealed and reenacted to read as follows:

**ELECTRICAL WORK** — Any work performed on electrical wiring systems, including low voltage wiring systems, such as but not limited to lighting, controls, communications, burglar and fire alarms.

Section 2. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that the definition of "ELECTRICIAN GENERAL" as contained in Subsection § BR 2-202 of the Building Regulations Article of the Code of Public Local Laws of Worcester County, Maryland be repealed and reenacted to read as follows:

**ELECTRICIAN GENERAL** — A person authorized hereby by license to engage in electrical work on single phase electrical services and circuits of two hundred and forty volts or less in nonhazardous locations in residential, commercial and agricultural structures and having a sufficient knowledge of such type or types as determined by the Board.

Section 3. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that the definition of "MINOR ELECTRICAL INSTALLATION" as contained in Subsection § BR 2-202 of the Building Regulations Article of the Code of Public Local Laws of Worcester County, Maryland be repealed and reenacted to read as follows:

**MINOR ELECTRICAL INSTALLATION** — An electrical installation which is single phase, of twenty amperes/one hundred twenty volts AC or less and installed in an existing structure, the installation of decorative outdoor lighting consisting of pre-wired and pre-fabricated factory enclosed transformers without any terminations or splices with a nominal output of twenty-four OPERATING AT A NOMINAL 48 volts DC or less and associated cabling and luminaries that can be plugged into an outdoor electrical outlet previously installed by a licensed electrician, or the installation of individual solar-powered lamps. OR ELECTRICAL WIRING SYSTEMS OPERATING AT A NOMINAL 48 VOLTS DC OR LESS SUCH AS BUT NOT LIMITED TO

CONTROLS, COMMUNICATIONS, BURGLAR ALARMS, AUDIO, VIDEO AND INFORMATION TECHNOLOGY SYSTEMS WHEN INSTALLED IN ONE- AND TWO-FAMILY DWELLING UNITS.

Section 4. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that Subsection § BR 2-202 of the Building Regulations Article of the Code of Public Local Laws of Worcester County, Maryland be amended by the addition of a definition of "NONHAZARDOUS LOCATION" to read as follows:

NONHAZARDOUS LOCATION — Any location not determined to be a hazardous (Classified) location pursuant to Article 500 of the National Electrical Code, as from time to time amended, duly adopted pursuant to § BR 2-201(a) hereof.

Section 5. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that Subsection § BR 2-208(b) of the Building Regulations Article of the Code of Public Local Laws of Worcester County, Maryland be repealed and reenacted to read as follows:

- (b) Electrician general. In order to be licensed as an Electrician General, a person must pass the test given by the Worcester County Board of Electrical Examiners for an Electrician General's license. To be eligible to take the Electrician General's test, a person must, for at least four consecutive years preceding the taking of such test, have been actively engaged in those fields of work outlined for an Electrician General under § BR 2-202 of this Subtitle under the supervision of a duly licensed Master Electrician or Electrician General, which may be a licensed Master Electrician or Electrician General of another jurisdiction recognized in Worcester County. One year of training in a technical school or college may be substituted for not more than one year of this requirement. An Electrician General must be at least eighteen years of age. The determination of eligibility to take the Electrician General's test and the determination of passage or failure of such test shall be the province of the Board of Electrical Examiners of Worcester County.

Section 6. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that Subsection § BR 2-208 of the Building Regulations Article of the Code of Public Local Laws of Worcester County, Maryland be amended by the addition of a new Subsection (f) to read as follows:

- (f) Continuing education. Beginning with those licenses which will expire on the last day of December 2015 and henceforth with each subsequent bi-annual application for renewal of a license, in addition to the renewal fee and any other required information, each applicant shall provide proof of continuing education from a course or training based on any article or update of the duly adopted National Electrical Code (NEC) or based on any code of standard of the National Fire Prevention Association (NFPA) that relates to the provision of electrical services totaling not less than the following amounts, at least one half of which must be obtained in a classroom setting:
- (1) One Continuing Education Unit (CEU) of training in accordance with the standards of the American National Standards Institution (ANSI)/International Association for Continuing Education and Training (IACET); or
  - (2) Ten hours of continuing education from a provider approved by the Maryland Department of Labor, Licensing and Regulation (DLLR), Division of Occupational and

Professional Licensing; or

- (3) Any combination of (1) and (2) above that totals ten hours of continuing education.

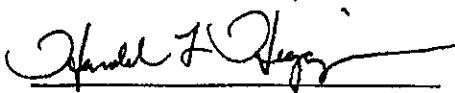
Section 7. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that Subsection § BR 2-214(a) of the Building Regulations Article of the Code of Public Local Laws of Worcester County, Maryland be repealed and reenacted to read as follows:

- (a) Expiration. Licenses shall expire on the thirty-first day of the second December following the license's issuance or renewal.

Section 8. BE IT FURTHER ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that this Bill shall take effect on July 1, 2015.

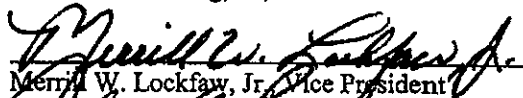
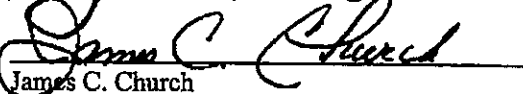
PASSED this 19<sup>th</sup> day of May, 2015.

ATTEST:

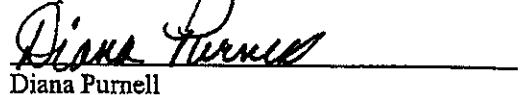


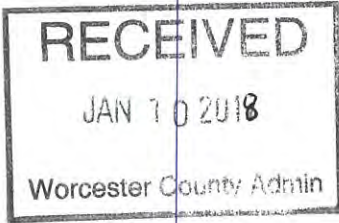
Harold L. Higgins  
Chief Administrative Officer

WORCESTER COUNTY COMMISSIONERS

  
Madison J. Bunting, Jr., President  
Merrill W. Lockfaw, Jr., Vice President  
Anthony W. Bertino, Jr.  
James C. Church

Theodore J. Elder

  
Joseph M. Mitrećić  
Diana Purnell



10

Worcester County  
DEPARTMENT OF PUBLIC WORKS  
6113 TIMMONS ROAD  
SNOW HILL, MARYLAND 21863

JOHN H. TUSTIN, P.E.  
DIRECTOR

JOHN S. ROSS, P.E.  
DEPUTY DIRECTOR

TEL: 410-632-5623  
FAX: 410-632-1753

MEMORANDUM

**TO:** Harold L. Higgins, Chief Administrative Officer  
**FROM:** John S. Ross, P.E., Deputy Director  
**DATE:** January 10, 2018  
**SUBJECT:** Delaware Elevator Service Contract

DIVISIONS

**MAINTENANCE**  
TEL: 410-632-3766  
FAX: 410-632-1753

**ROADS**  
TEL: 410-632-2244  
FAX: 410-632-0020

**SOLID WASTE**  
TEL: 410-632-3177  
FAX: 410-632-3000

**FLEET MANAGEMENT**  
TEL: 410-632-5675  
FAX: 410-632-1753

**WATER AND WASTEWATER**  
TEL: 410-641-5251  
FAX: 410-641-5185

Delaware Elevator has been providing monthly elevator inspections, maintenance and repairs to maintain the County's eight (8) elevators since 1992. Their twenty five (25) plus years of service, quick response time for breakdowns and attentiveness to customer care continue to provide the County with the confidence that ensures reliability and NFPA code compliance for these elevators. Delaware Elevator has recognized the importance of their long-term relationship with the County and has offered to reduce their current rates for monthly inspection and maintenance service. Their current annual fee for their inspection and maintenance is \$22,764.00. Delaware Elevator's latest proposal as attached reduces their annual fee to \$20,448.00 resulting in savings of \$2,316.00 for the first year. The proposal also includes a reduction in their standard annual rate increase of 7.5% to 5% which occurs on the contract anniversary date each year.

In conclusion, it is with the above stated and the attached that it is recommended and requested that the County waive bidding and execute a new contract with Delaware Elevator at the proposed lower pricing. Funding for this service is included in each departments FY18 budget and should be considered for the FY19 requested budgets.

Should you have any questions and or concerns, please feel free to contact me.

Attachment

cc: Ken Whited

# DELAWARE ELEVATOR

P.O. BOX 412 • SALISBURY, MD 21803 • PHONE 410-749-3489  
Fax 410-749-2116, Service • Fax 410-749-4503, Engineering • Fax 410-341-4303, Estimating • Fax 410-341-7220, Accounting

## DELAWARE ELEVATOR, INC.

### ELEVATOR MAINTENANCE AGREEMENT

To: WORCESTER COUNTY  
DEPARTMENT OF PUBLIC WORKS  
6113 TIMMONS ROAD  
SNOW HILL, MD 21863

**PROPOSAL #M17303R**

(Hereinafter called YOU)

**DELAWARE ELEVATOR, INC.**  
(Hereinafter called Company)  
through our office located at:

2210 Allen Drive  
Salisbury, MD 21801

Agrees to service the elevator equipment described herein on the following terms and conditions.

In your building located at:

**PLEASE REFER TO ATTACHMENT "A"**

#### EQUIPMENT DESCRIPTION

Type	Quantity	Manufacturer	Elev ID	Landings/Openings
------	----------	--------------	---------	-------------------

**PLEASE REFER TO ATTACHMENT "A"**

**I. WHAT IS INCLUDED**

The Company will use its employees, trained for this work and supervised by the Company's technical management personnel to do the following:

A. Perform a scheduled program of examinations, lubrications, adjustments and cleaning.

B. When conditions warrant, in the judgement of the Company, replace or repair the following: (unless excluded)

- |   |  |
|---|--|
| Hoisting Machines and Machine Brakes                  | Load Weighing and Dispatching Devices              |
| Motor Generators or Solid State Motor Drive           | Hydraulic Fluid                                    |
| Controls, Selector, Dispatch, Signal and Relay Panels | Hydraulic Fluid Reservoirs                         |
| Hoisting Motors                                       | Guide Shoe Gibs or Rollers                         |
| Selector Motors and Drives                            | Control Cables                                     |
| Worms, Gears, Bearings, and Rotating Elements         | Car and counterweight Safeties                     |
| Brake Coils, Linings, Shoes and Pins                  | Overspeed Governors                                |
| Drive, Governor, Deflector and Buffers                | Door Protective Devices                            |
| Compensating Sheaves and their Contacts               | Mufflers and Silencers                             |
| Limit Landing, Leveling, and Slow Down Switches       | Anti-Creep Devices                                 |
| Brushes, Commutators, Windings and Coils              | Operating Buttons and Switches                     |
| Contacts, Relays, Resistors and Transistors           | Hatch Door Interlocks and Gate Operating Equipment |
| Solid State Panels, Boards and Control Devices        | Compensating Cables or Chains                      |
| Hydraulic Power Units                                 | Packing & Seals for Hydraulic Pistons              |
| Hydraulic Valves, both Manual and Automatic           |  |

C. Furnish and apply lubricants as compounded to the Company's specifications.

D. Lubricate guide rails except for roller guide installations.

E. Re-lamp all elevator signals, but only during regularly scheduled visits.

F. Periodically equalize the tension on the hoisting cables.

G. Perform an annual No-Load, Low-Speed Test of the car and counter weight, safeties, governors and buffers.

H. Analyze periodically the equipment when deemed appropriate by the Company.

I. Periodically clean elevator hatchway equipment, including rails, door hangers, car tops, hatchway switches and buffers.

J. Make replacements, adjustments and repairs to the equipment required by reason of ordinary wear and tear, that is included in Section I.

K. Upon written request from Purchaser, recommend additional equipment or modifications of existing equipment to discourage vandalism to, or misuse of, any part of the equipment.

L. Perform annual pressure relief test and/or annual safety test.

M. Monitoring of the elevator emergency phone will be provided by Delaware Elevator. It is the responsibility of Owner to have a working phone line. Phone must be programmed to Delaware Elevator.

**II. WHAT IS NOT INCLUDED**

- A. Repair and/or replacement of the following items:
- |   |   |
|---|---|
| Cylinders & Pistons   | Cover Plates for Signal Fixtures                                |
| Casings and Buried Piping   | Music Systems, Heating Systems, and/or Air Conditioning Systems |
| Sills and/or conduits   | Door Hardware and Hinges  |
| Hoistway Gates, Doors, Frames and Sills   | Smoke and Heat Sensors  |
| Hoistway Enclosures   | Main Line Power Switches, Fuses                                 |
| Emergency Car Lights, Alarm Bells, Batteries, and all battery powered Equipment | Breakers and Feeders to Elevator Control Equipment              |
| Car Enclosures (including Panels,   | Tank heaters  |

- |   |  |
|---|--|
| Doors, Gates, Ventilation Equipment   | Communication Systems, telephones, Computers, Servers, Remote Monitors, Software |
| Ceilings, Diffusers, Light Tubes and Bulbs, Card Readers, Key Switches/Key Pads | Security Systems   |
| Handrails, Mirrors, Carpets and applied Floor Coverings)                        | Hoisting and Governor Cables & their Fastenings                                  |
| Pipe and Pipe Fitting located above Ground                                      |  |
| Oil Coolers   | Main Structural Items, (to include rails, rail brackets and inserts)             |

B. Call backs and/or damages caused by fluctuations beyond 10% plus or minus the rated voltages, electrical power surges, spikes, brown outs, or lightning storms.

C. Full Load Safety Tests, Independent Inspectors fees, re-inspection fees, or any other State fees.

D. Additional features, attachments or replacements with parts of different design when recommended or directed by government authorities or insurance carriers.

E. Replacements, repairs or adjustments caused by vandalism, water, accidents, storms, fire department, misuse, obsolescence and/or proprietary equipment/tools. Obsolete items (defined as parts, components or equipment either 25 or more years from original installation, or no longer available from the original equipment manufacturer or an industry parts supplier, replaceable only by refabrication).

**III. PURCHASER'S RESPONSIBILITIES**

A. The prices and services as outlined herein are based upon the Purchaser furnishing to the Company legible, current wiring diagrams for the equipment to be serviced.

B. The Purchaser is to provide the Company with free and full access to the equipment for the performance of its services.

C. Safe working conditions in and around the equipment is essential to the performance of this agreement and must be maintained by the Purchaser.

D. In the event of any change in ownership, management or tenancy of the premises, the Purchaser shall advise the Company not less than thirty (30) days prior to such change of the name and the address of the person to be the responsible party. New agreement shall be under the same terms and conditions with new ownership. Purchaser shall continue to be liable for payments under the agreement, until such time new agreement with change of ownership is executed.

E. Purchaser shall not permit others to make alterations, additions, adjustments, repairs or replacements to the equipment being serviced hereunder.

F. To report immediately any condition which may indicate the need for correction, service or maintenance before the next regular examination.

G. To remove the elevator from service and to preclude public access thereto in the event of malfunction, and to immediately notify the company thereof.

H. Purchaser agrees to keep the elevator machine room and elevator pit free of rubbish.

**HOURS OF SERVICE**

All work will be performed during the regular working hours of regular working days of the elevator trade, unless otherwise specified below, 8 a.m. - 5 p.m. Monday - Friday.

The Company will provide emergency minor adjustment call-back service:   
 During regular working hours of the regular working days only   
 On Overtime call-backs, we will absorb the worked hours at single time rates and you will be charged for the overtime premium portion only at our regular billing rates.

On a 24-hour, 7 day a week basis. Limited to two team hours of overtime.



**PRORATIONS**

The items listed on the schedule below show considerable wear and will have to be replaced in the near future. To provide you with the maximum service from these items, the company is accepting them in their present condition with the understanding that you agree to pay, in addition to the base amount of this proposal, an extra at the time the items listed are first replaced. The charge for this replacement will be determined by prorating the total cost of replacing the individual items. You will agree to pay for that portion of the list of the items used prior to the date of this contract, and the Company agrees to pay for that portion used since the date of this contract.

**SCHEDULE OF PARTS TO BE PRO-RATED**

**EXCLUSIONS:**

Exclusions are described below and incorporated as part of this agreement.

**IV. LIMITS OF LIABILITY**

1. The Company assumes no liability for:

- a. Injuries or damages to persons or property except injuries or damages caused by the Company's acts or omissions.
- b. Death, injury or other damage to or caused by unauthorized persons in, on, or about the elevator, including the elevator's roof, cables, shaft and the equipment for its operation.
- c. Death, injury or other damages caused by design defects in the Purchaser's equipment not the correction of any such design defects.
- d. Any loss, damage, or delay caused by acts of vandalism, strikes, lockouts, fire explosion, theft, floods, riot, civil commotion, war, malicious mischief, acts of God, or by any cause beyond the Company's reasonable control, and, in no event shall the Company be liable for consequential damages.

**V. EFFECTIVE DATE**

This agreement shall be for a term of five (5) years commencing at 12:01 midnight on \_\_\_\_\_ and ending at 12:00 midnight on \_\_\_\_\_. This agreement shall be renewed automatically for additional terms of five (5) years unless terminated by written notice by either party, mailed and post marked at least ninety (90) days prior to the end of the term or any renewal thereof.

**VI. CONTRACT PRICE**

1. The price for this service shall be: \$1,704.00  
One Thousand Seven Hundred Four Dollars  
per month, payable monthly.

This price as established herein is based upon the existing use and occupancy of Purchaser's facility. Future changes in these factors may alter significantly the Company's ability to provide the specified services at the contract price. In the event of such change, the Company will notify the Purchaser in writing of a recommended modification of this agreement. If the parties can not agree to such modification, either party may terminate this agreement ninety (90) days from the mailing of the written notice.

2. Commencing on the first anniversary date of this agreement, and on each subsequent anniversary date, the contract price shall be increased 5%.

3. Payments in arrears for thirty (30) days or more shall be considered

delinquent and shall be increased by a finance charge of 2% per month. Payments not received within sixty (60) days shall constitute a breach of contract and the Company may, in the event of such breach, terminate this agreement by giving thirty (30) days written notice. The balance in full of this contract is then due.

**VII. ACCEPTANCE**

a. This proposal, when signed and accepted by the Purchaser and approved by an authorized representative of the Company, shall constitute the agreement between the parties, and all prior representations or agreements, whether written or verbal, are superseded.

b. If the Purchaser's acceptance or subsequent renewal of this agreement is in the form of a purchase order or similar document, the provisions of this agreement shall govern in the event of conflict or omission.

**DELAWARE ELEVATOR, INC.**

\_\_\_\_\_  
Terri Sterling

Date \_\_\_\_\_

\_\_\_\_\_  
Accepted by:

\_\_\_\_\_  
Printed Name:

\_\_\_\_\_  
Title:

Date \_\_\_\_\_

Approval for Delaware Elevator:

\_\_\_\_\_

Date \_\_\_\_\_

**WORCESTER COUNTY**  
**ELEVATOR BREAKDOWN**  
 (Attachment A/Proposal #M17303R)

**Worcester Co. Courthouse**  
**1 West Market Street**  
**Snow Hill, MD 21863**

**Elevator Phone Monitoring is Not Included in the Proposal**

<u>Elevator I.D.</u>	<u>Type</u>	<u>Manufacturer</u>	<u>Landings/Openings</u>	<u>Monthly Pricing</u>
WO-1324/ Washington St.	Hydraulic	Otis	2/2	\$213.00
WO-1000/ Franklin St.	Hydraulic	Southeastern	3/3	\$213.00
WO-2073/ Prisoner Transport	Hydraulic	Virginia Controls	3/3	\$213.00

**Worcester Tri-County**  
**100 Pearl Street**  
**Snow Hill, MD 21863**

**Elevator Phone Monitoring is Not Included in the Proposal**

<u>Elevator I.D.</u>	<u>Type</u>	<u>Manufacturer</u>	<u>Landings/Openings</u>	<u>Monthly Pricing</u>
WO-1192	Hydraulic	Cemco	2/2	\$213.00

**Worcester Co. Government Center**  
**1 West Market St.**  
**Snow Hill, MD 21863**

**Elevator Phone Monitoring is Not Included in the Proposal**

<u>Elevator I.D.</u>	<u>Type</u>	<u>Manufacturer</u>	<u>Landings/Openings</u>	<u>Monthly Pricing</u>
WO-2044	Hydraulic	Virginia Controls	4/4	\$213.00

**Worcester Co. State's Attorney**  
**106 Franklin Ave.**  
**Snow Hill, MD 21863**

**Elevator Phone Monitoring is Included in the Proposal**

<u>Elevator I.D.</u>	<u>Type</u>	<u>Manufacturer</u>	<u>Landings/Openings</u>	<u>Monthly Pricing</u>
WO-2279	Hydraulic	Virginia Controls	3/3	\$213.00

**Worcester Co. Health Department**  
**6040 Public Landing Rd.**  
**Snow Hill, MD 21863**

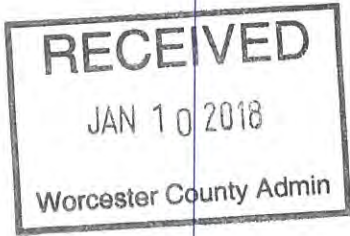
**Elevator Phone Monitoring is Included in the Proposal**

<u>Elevator I.D.</u>	<u>Type</u>	<u>Manufacturer</u>	<u>Landings/Openings</u>	<u>Monthly Pricing</u>
WO-2233	Hydraulic	Virginia Controls	2/2	\$213.00

**Worcester Co. Library**  
**10003 Coastal Highway**  
**Ocean City, MD 21842**

**Elevator Phone Monitoring is Included in the Proposal**

<u>Elevator I.D.</u>	<u>Type</u>	<u>Manufacturer</u>	<u>Landings/Openings</u>	<u>Monthly Pricing</u>
WO-2255	Hydraulic	Virginia Controls	3/3	\$213.00



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Worcester County  
DEPARTMENT OF PUBLIC WORKS  
6113 TIMMONS ROAD  
SNOW HILL, MARYLAND 21863  
MEMORANDUM

JOHN H. TUSTIN, P.E.  
DIRECTOR

JOHN S. ROSS, P.E.  
DEPUTY DIRECTOR

TEL: 410-632-5623  
FAX: 410-632-1753

**TO:** Harold L. Higgins, Chief Administrative Officer  
**FROM:** John S. Ross, P.E., Deputy Director  
**DATE:** January 10, 2018  
**SUBJECT:** Bid Recommendation – Mystic Harbour  
Effluent Discharge Disposal Connection

On Monday January 8, 2018, bids were opened for construction of the Mystic Harbour Effluent Disposal Connection. This connection includes the pumps, piping and operational controls needed to convey effluent from the Mystic Harbour Wastewater Treatment Plant to the Eagle's Landing Golf Course for reuse. The bids opened are summarized as follows and attached for your review:

DIVISIONS

MAINTENANCE  
TEL: 410-632-3766  
FAX: 410-632-1753

ROADS  
TEL: 410-632-2244  
FAX: 410-632-0020

SOLID WASTE  
TEL: 410-632-3177  
FAX: 410-632-3000

FLEET  
MANAGEMENT  
TEL: 410-632-5675  
FAX: 410-632-1753

WATER AND  
WASTEWATER  
TEL: 410-641-5251  
FAX: 410-641-5185

Bidder	Bid Price	Page
Somerset Well Drilling Westover MD	\$696,076	7
JJID, Inc. Bear, DE	\$905,000	31

After opening, the bids were referred to Davis, Bowen and Friedel, the design engineers for the project. Their recommendation as outlined in the attached letter is to award the bid to Somerset Well Drilling. They also recommend accepting the Add/Deduct alternate for a three-pump station instead of the duplex. This will reduce the bid price to \$687,988.

The Department of Public Works has a significant amount of experience working with Somerset Well Drilling not only in the well drilling field but with piping and pump installation as well. While this would be the largest piping and pump installation project that Somerset Well Drilling has completed for the Department, they are qualified to perform the work.

In reviewing the project budget, although the bids came in slightly higher than expected, there are adequate contingency funds to complete the project. Prior to final award, we will need to work with UDSA to confirm this funding.

Based on the information above, we recommend the County Commissioners award the contract for the Mystic Harbour Effluent Disposal Connection Project to Somerset Well Drilling in the amount of \$687,988 contingent on approval from USDA.

If you have any questions, please contact me.

Attachments

cc: John H. Tustin, P. E., Director  
Jessica Wilson, CPA, Enterprise Fund Controller

January 9, 2018

*Michael R. Wigley, AIA, LEED AP  
W. Zachary Crouch, P.E.  
Michael E. Wheelerton, AIA  
Jason P. Lorr, P.E.  
Ring W. Lardner, P.E.*

Worcester County  
Department of Public Works  
1000 Shore Lane  
Ocean Pines, MD 21811

Attn: Mr. John Ross, P.E.  
Deputy Director of Public Works

RE: Mystic Harbor Effluent Discharge Disposal Project  
Bid Award  
Worcester County, Maryland  
DBF # 0085B030

Mr. Ross:

The correspondence is in response to the Bids opened on January 8, 2018. The bids were opened and read publicly. Two (2) Bids were received with the apparent low bidder being Somerset Well Drilling Company, Inc. in the amount of \$696,076.00 for the base bid. The bid form acknowledged all addendum and included bid bond, sub-contractors list, certification of bidder, business license, and major products list. All documentation was not provided with the bid as required by the specifications. The missing documentation was provided on January 9<sup>th</sup>, 2018, once requested. The sub-contractors list also appears to be missing a directional bore Sub-Contractor. Somerset Well Drilling has indicated that Eastern Shore Trenching is the sub-contractor for this portion of work. The directional bore is approximately 18% of the overall contract. The sub-contractor requirements fall within the parameters of the specifications.

The additional bidder was JJID, Inc. The cost difference between the apparent low bidder and the next price bid for the collective project was \$208,924.00. The cost bid by the apparent low bidder was \$63,041.50 above the Engineers estimate of \$633,034.50.

The Bid included an Add/Deduct which would substitute a triplex pump station (Bid Item AD-1 - \$184,203) for a duplex pump station (Bid Item #2 - \$192,291). Davis, Bowen, & Friedel, Inc, makes the recommendation that the Add/Deduct item be accepted for a savings of \$8,088.00.

Davis, Bowen & Friedel, Inc., recommends that the County wave informalities with the bid documents and award to the apparent low bidder, Somerset Well Drilling Company, Inc. for

construction of the Mystic Harbor Effluent Discharge Disposal Project in the amount of \$687,988 including the cost savings from the Add/Deduct Bid Item. Our recommendation is contingent upon available funding and concurrence of the funding agency, the United States Department of Agriculture.

Should you have any questions, comments, concerns, or would like to discuss this further, please feel free to call me at your convenience.

Sincerely,  
DAVIS, BOWEN & FRIEDEL, INC.



Aaron K. Goller, P.E.  
Project Manager

AKG  
N:\00\085B\085B030 - MYSTIC HARBOR\MYSTIC HARBOR WWTP\BIDDING\ROSS 010917 AKG.DOC



**Engineers Estimate**

Project Name: Mystic Harbour Effluent Discharge Disposal

DBF Project Number: 0085B030.A01

January 7, 2018

ITEM NO.	DESCRIPTION OF WORK	SIZE OR DEPTH	UNIT	EST QTY	UNIT PRICE	TOTAL PRICE
1	Mobilization, Bonds, and Insurance (Max. 5% of Base Bid)	--	LS	1	\$ 30,144.50	\$ 30,144.50
2	Furnish and Install Effluent DUPLEX Pump Station (Complete)	--	LS	1	\$ 180,000.00	\$ 180,000.00
3	Furnish and Install Forcemain	6"	LF	1525	\$ 90.00	\$ 137,250.00
4		8"	LF	18	\$ 180.00	\$ 3,240.00
5		12"	LF	20	\$ 150.00	\$ 3,000.00
6	Furnish and Install Ductile Iron Forcemain (Between Mystic Harbor Tank and Pump Station - including bypass)	6"	LF	50	\$ 105.00	\$ 5,250.00
7	Furnish and Install Forcemain by Directional Bore	6"	LF	212	\$ 175.00	\$ 37,100.00
8	Furnish and Install Flow Meter Vault	6"	EA	1	\$ 15,625.00	\$ 15,625.00
9		8"	EA	1	\$ 16,625.00	\$ 16,625.00
10	Furnish and Install Automated Valve Vault	--	LS	1	\$ 27,750.00	\$ 27,750.00
11	Clean and Perform CCTV Inspection of the Pond Connector Pipe	--	LF	350	\$ 20.00	\$ 7,000.00
12	Furnish and Install all Materials and Labor Required for the Eagles Landing Pond Weir	--	LS	1	\$ 22,000.00	\$ 22,000.00
13	Furnish and Install Materials and Labor for the Installation of the Rip Rap Outfall at the Eagles Landing Golf Course Pond	--	LS	1	\$ 8,000.00	\$ 8,000.00
14	Furnish and Install Plug Valves	6"	EA	8	\$ 2,300.00	\$ 18,400.00
15	Furnish and Install Electrical Equipment and Programming	--	LS	1	\$ 75,000.00	\$ 75,000.00
16	Furnish and Install Materials and Labor to Provide Piping Modifications and Cleaning to the Castaways Tank	--	LS	1	\$ 15,000.00	\$ 15,000.00
<b>Contingency Items (if and as directed by Engineer)</b>						
17	Miscellaneous Excavation & Backfill for Test Pitting	--	CY	75	\$ 30.00	\$ 2,250.00
18	Furnish & Place Select Backfill	--	CY	400	\$ 40.00	\$ 16,000.00
19	Excavation Below Subgrade & Gravel Refill	--	CY	60	\$ 90.00	\$ 5,400.00
20	Furnish & Place Miscellaneous Concrete	--	CY	10	\$ 400.00	\$ 4,000.00
21	Furnish and Install Additional Fittings NOT Shown on the Plans	All Sizes and Types	LBS	1,000	\$ 4.00	\$ 4,000.00
<b>Add/Deduct (if approved by the Owner)</b>						
AD-1	Furnish and Install Effluent TRIPLEX Pump Station (Complete) (If accepted, Bid Item 2 would be Deducted and AD-1 added)	--	LS	1	\$ 270,000.00	\$ 270,000.00
<b>TOTAL BID - ITEMS 1-21:</b>						<b>\$633,034.50</b>

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**DAVIS  
BOWEN &  
FRIEDEL, INC.**

**Bid Tabulation**

Project Name: Mystic Harbour Effluent Discharge Disposal

DBF Project Number: 0085B030.A01

January 8th, 2018, 1:00 PM

ITEM NO.	DESCRIPTION OF WORK	SIZE OR DEPTH	UNIT	EST QTY	Somerset		JJJD	
					UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1	Mobilization, Bonds, and Insurance (Max. 5% of Base Bid)	--	LS	1	\$ 34,813.00	\$ 34,813.00	\$ 41,000.00	\$ 41,000.00
2	Furnish and Install Effluent DUPLEx Pump Station (Complete)	--	LS	1	\$ 192,291.00	\$ 192,291.00	\$ 205,000.00	\$ 205,000.00
3	Furnish and Install Forcemain	6"	LF	1525	\$ 70.26	\$ 107,146.50	\$ 80.00	\$ 122,000.00
4		8"	LF	18	\$ 127.62	\$ 2,297.16	\$ 200.00	\$ 3,600.00
5		12"	LF	20	\$ 60.95	\$ 1,219.00	\$ 175.00	\$ 3,500.00
6	Furnish and Install Ductile Iron Forcemain (Between Mystic Harbor Tank and Pump Station - including bypass)	6"	LF	50	\$ 208.00	\$ 10,400.00	\$ 200.00	\$ 10,000.00
7	Furnish and Install Forcemain by Directional Bore	6"	LF	212	\$ 85.82	\$ 18,193.84	\$ 100.00	\$ 21,200.00
8	Furnish and Install Flow Meter Vault	6"	EA	1	\$ 19,495.00	\$ 19,495.00	\$ 12,500.00	\$ 12,500.00
9		8"	EA	1	\$ 23,670.00	\$ 23,670.00	\$ 15,000.00	\$ 15,000.00
10	Furnish and Install Automated Valve Vault	--	LS	1	\$ 28,268.00	\$ 28,268.00	\$ 35,000.00	\$ 35,000.00
11	Clean and Perform CCTV Inspection of the Pond Connector Pipe	--	LF	350	\$ 20.00	\$ 7,000.00	\$ 24.00	\$ 8,400.00
12	Furnish and Install all Materials and Labor Required for the Eagles Landing Pond Weir	--	LS	1	\$ 23,000.00	\$ 23,000.00	\$ 30,000.00	\$ 30,000.00
13	Furnish and Install Materials and Labor for the Installation of the Rip Rap Outfall at the Eagles Landing Golf Course Pond	--	LS	1	\$ 7,000.00	\$ 7,000.00	\$ 2,800.00	\$ 2,800.00
14	Furnish and Install Plug Valves	6"	EA	8	\$ 1,725.00	\$ 13,800.00	\$ 2,000.00	\$ 16,000.00
15	Furnish and Install Electrical Equipment and Programming	--	LS	1	\$ 171,000.00	\$ 171,000.00	\$ 335,000.00	\$ 335,000.00
16	Furnish and Install Materials and Labor to Provide Piping Modifications and Cleaning to the Castaways Tank	--	LS	1	\$ 16,475.00	\$ 16,475.00	\$ 15,000.00	\$ 15,000.00
<b>Contingency Items (if and as directed by Engineer)</b>								
17	Miscellaneous Excavation & Backfill for Test Pitting	--	CY	75	\$ 34.50	\$ 2,587.50	\$ 60.00	\$ 4,500.00
18	Furnish & Place Select Backfill	--	CY	400	\$ 23.00	\$ 9,200.00	\$ 30.00	\$ 12,000.00
19	Excavation Below Subgrade & Gravel Refill	--	CY	60	\$ 34.50	\$ 2,070.00	\$ 100.00	\$ 6,000.00
20	Furnish & Place Miscellaneous Concrete	--	CY	10	\$ 115.00	\$ 1,150.00	\$ 250.00	\$ 2,500.00
21	Furnish and Install Additional Fittings NOT Shown on the Plans	All Sizes and Types	LBS	1,000	\$ 5.00	\$ 5,000.00	\$ 4.00	\$ 4,000.00
<b>Add/Deduct (if approved by the Owner)</b>								
AD-1	Furnish and Install Effluent TRIPLEX Pump Station (Complete) (If accepted, Bid Item 2 would be Deducted and AD-1 added)	--	LS	1	\$ 184,203.00	\$ 184,203.00	\$ 205,000.00	\$ 205,000.00
<b>TOTAL BID - ITEMS 1-21:</b>					<b>\$696,076.00</b>		<b>\$905,000.00</b>	

I certify this tabulation is true and accurate based on information compiled from two (2) bids received on January 8th, 2018 at 1:00PM, for the Mystic Harbour Effluent Discharge Disposal for Worcester County Public Works.

Aaron K. Goller, P.E., Project Manager, Davis, Bowen & Friedel, Inc.

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# Competitive Bid Worksheet

**Item: Mystic Harbour Effluent Discharge Disposal Connection**

Bid Deadline/Opening Date: 1:00 P.M., January 8, 2018

Bids Received by deadline = 2

Vendor's Submitting Bids

Total Base Bid Price

**JJID, Inc.**  
100 Julian Lane  
Bear, DE 19701

\$905,000

**Somerset Well Drilling Co., Inc.**  
P.O. Box 67  
Westover, MD 21871

\$696,076

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**ARTICLE 5 – BASIS OF BID**

5.01 Bidder will complete the Work in accordance with the Contract Documents for the following price(s):

ITEM NO.	DESCRIPTION OF WORK	SIZE OR DEPTH	UNIT	EST QTY	UNIT PRICE	TOTAL PRICE
1.	Mobilization, Bonds, and Insurance (Max. 5% of Base Bid)	--	LS	--	34,813.00	34,813.00
2.	Furnish and Install Effluent <u>DUPLEX</u> Pump Station (Complete)	--	LS	--	192,291.00	192,291.00
3.	Furnish and Install Forcemain	6"	LF	1,525	70.26	107,146.50
4.		8"	LF	18	127.62	2,297.16
5.		12"	LF	20	60.95	1219.00
6.	Furnish and Install Ductile Iron Forcemain (Between Mystic Harbor Tank and Pump Station – including bypass)	6"	LF	50	208.00	10,400.00
7.	Furnish and Install Forcemain by Directional Bore	6"	LF	212	85.82	18,193.84
8.	Furnish and Install Flow Meter Vault	6"	EA	1	19,495.00	19,495.00
9.		8"	EA	1	23,670.00	23,670.00
10.	Furnish and Install Automated Valve Vault	--	LS	--	28,268.00	28,268.00
11.	Clean and Perform CCTV Inspection of the Pond Connector Pipe		LF	350	20.00	7,000.00
12.	Furnish and Install all Materials and Labor Required for the Eagles Landing Pond Weir	--	LS	--	23,000.00	23,000.00
13.	Furnish and Install Materials and Labor for the Installation of the Rip Rap Outfall at the Eagles Landing Golf Course Pond	--	LS	--	7,000.00	7,000.00
14.	Furnish and Install Plug Valves	6"	EA	8	1,725.00	13,800.00
15.	Furnish and Install Electrical Equipment and Programming	--	LS	--	171,000.00	171,000.00
16.	Furnish and Install Materials and Labor to Provide Piping Modifications and Cleaning to the Castaways Tank	--	LS	--	16,475.00	16,475.00

<b>Contingency Items (if and as directed by Engineer)</b>						
17.	Miscellaneous Excavation & Backfill for Test Pitting	--	CY	75	34.50	2587.50
18.	Furnish & Place Select Backfill	--	CY	400	23.00	9,200.00
19.	Excavation Below Subgrade & Gravel Refill	--	CY	60	34.50	2,070.00
20.	Furnish & Place Miscellaneous Concrete	--	CY	10	115.00	1,150.00
21.	Furnish and Install Additional Fittings <u>NOT</u> Shown on the Plans	All Sizes and Types	LBS	1,000	5.00	5,000.00
<b>Add/Deduct (if approved by the Owner)</b>						
AD-1	Furnish and Install Effluent <u>TRIPLEX</u> Pump Station (Complete) (If accepted, Bid Item 2 would be Deducted and AD-1 added)	--	LS	--	184,203.00	184,203.00
<b>TOTAL BASE BID (1 through 21) \$</b>					<b>696,076.00</b>	
<b>(Written Amount)</b>						
<b>Six hundred ninety six thousand seventy six dollars</b>						

- 5.02 Bidder acknowledges that (1) each Bid Unit Price includes an amount considered by Bidder to be adequate to cover Contractor's overhead and profit for each separately identified item, and (2) estimated quantities are not guaranteed, and are solely for the purpose of comparison of Bids, and final payment for all unit price Bid items will be based on actual quantities, determined as provided in the Contract Documents.

#### **ARTICLE 6 – TIME OF COMPLETION**

- 6.01 Bidder agrees that the Work will be substantially complete and will be completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions on or before the dates or within the number of calendar days indicated in the Agreement.
- 6.02 Bidder accepts the provisions of the Agreement as to liquidated damages.

#### **ARTICLE 7 – ATTACHMENTS TO THIS BID**

- 7.01 The following documents are submitted with and made a condition of this Bid:
- A. Required Bid Bond;
  - B. Listing of Proposed Subcontractors;
  - C. List of Major Products or Equipment;
  - D. State of MD contractor license; or evidence that Contractor has initiated the license process and a written covenant to obtain such license prior to the award of the Contract.
  - E. Certification Regarding Compliance with Equal Opportunity Requirements/Non-Segregated Facilities Certification;

**ARTICLE 9 – BID SUBMITTAL**

**BIDDER:**

Somerset Well Drilling Co Inc

By:

Signature

*Thomas Hall*

Printed name

Thomas Hall / President

Attest:

Signature

*Melissa N. Malone*

Printed name

Melissa Malone

Title:

Comptroller

Submittal Date:

1/8/2017

Address for giving notices:

Somerset Well Drilling Co Inc

PO Box 67

Westover, Md 21871

Telephone Number:

410.0~651.3721

Fax Number:

410.651.5255

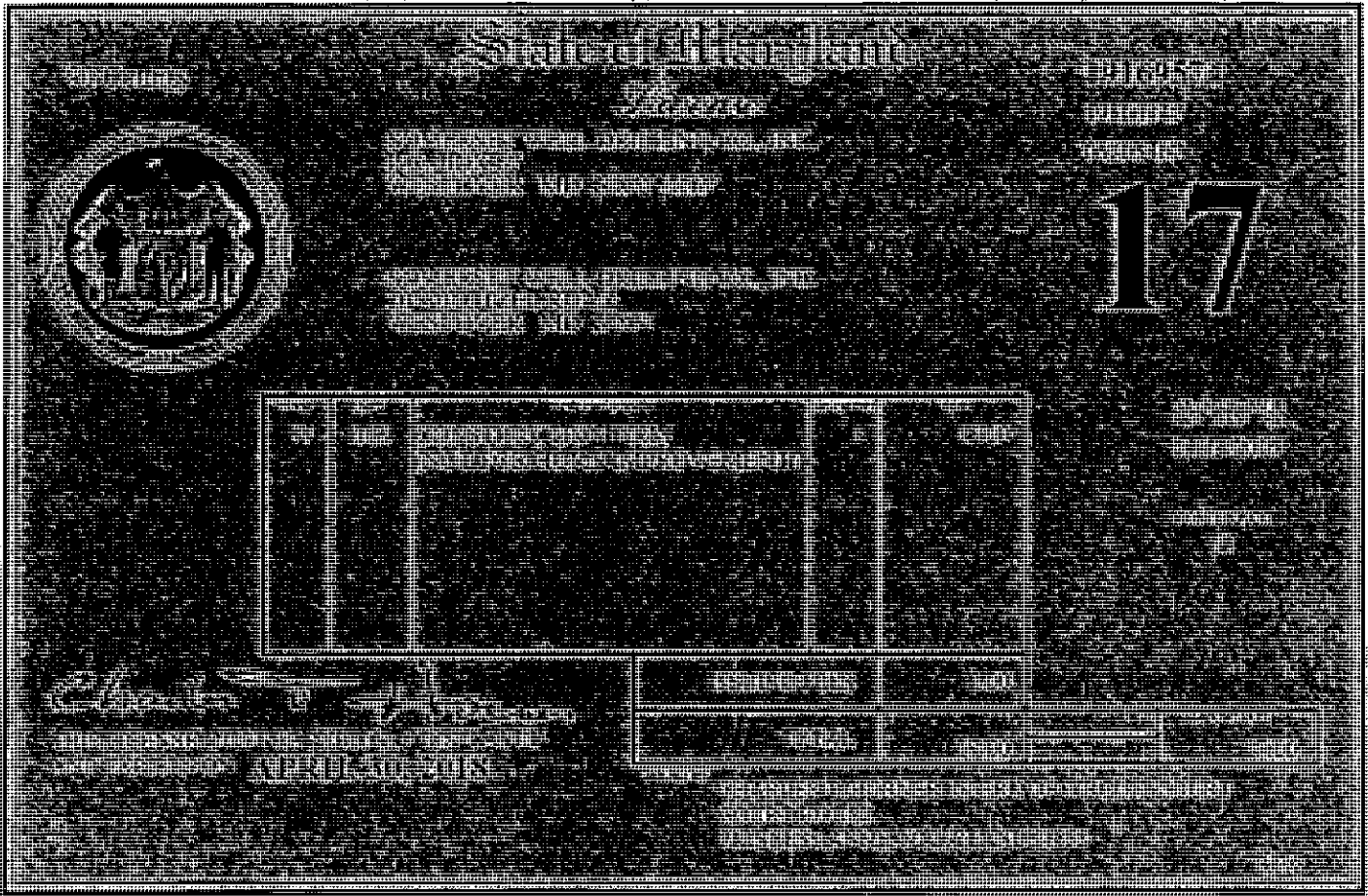
Contact Name and e-mail address:

Drilling@somersetwell.com

Bidder's License No.:

19045431

**Affix Corporate Seal  
and Acknowledge  
All Addenda**



The information below is for the Clerk's Office use only, customers can disregard.

These barcodes are for use with the new Cashiering System. When your site is upgraded, you will be given instructions for their use.

These barcodes must be scanned in order for RCS:

Scan this one first



\*19\$150\$119800347\$119169574\*

Scan this one second



\*15.00\$M0.00\$M0.00\$M2.00\*



5. **AFFILIATED COMPANIES:**

Name: Peninsula Water Conditioning

Address: 404 LRL Ln  
Fruitland, Md 21826

6. **TYPE OF ORGANIZATION:**

SOLE PROPRIETORSHIP

Name of Owner: \_\_\_\_\_

Doing Business As: \_\_\_\_\_

Date of Organization: \_\_\_\_\_

PARTNERSHIP

Date of Organization: \_\_\_\_\_

Type of Partnership: \_\_\_\_\_

Name of General Partner(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CORPORATION

State of Organization: Maryland

Date of Organization: 1/2/1992

Executive Officers:

- President: Thomas Hall

- Vice President(s): \_\_\_\_\_

\_\_\_\_\_

- Treasurer: Mike Hall

- Secretary: \_\_\_\_\_

LIMITED LIABILITY COMPANY

State of Organization: \_\_\_\_\_

Date of Organization: \_\_\_\_\_

Members: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

JOINT VENTURE

Sate of Organization: \_\_\_\_\_

Date of Organization: \_\_\_\_\_

Form of Organization: \_\_\_\_\_

Joint Venture Managing Partner

- Name: \_\_\_\_\_

- Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Joint Venture Managing Partner

- Name: \_\_\_\_\_

- Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Joint Venture Managing Partner

- Name: \_\_\_\_\_

- Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

7. LICENSING

Jurisdiction: Maryland

Type of License: Business

License Number: 19169574

Jurisdiction: \_\_\_\_\_

Type of License: \_\_\_\_\_

License Number: \_\_\_\_\_

8. CERTIFICATIONS

CERTIFIED BY: \_\_\_\_\_

Disadvantage Business Enterprise: \_\_\_\_\_

Minority Business Enterprise: \_\_\_\_\_

Woman Owned Enterprise: \_\_\_\_\_

Small Business Enterprise: \_\_\_\_\_

Other ( \_\_\_\_\_ ): \_\_\_\_\_

9. BONDING INFORMATION

Bonding Company: BB&T -Atlantic Risk Management

Address: 5850 Waterloo Road, Suite 240  
Columbia, MD. 21045

Bonding Agent: Richard Montgomery

Address: Same

Contact Name: Richard Montgomery

Phone: 410.480.4400



Aggregate Bonding Capacity: 16,000,000.00

Available Bonding Capacity as of date of this submittal: 15,250,000.00

**10. FINANCIAL INFORMATION**

Financial Institution: Not Applicable

Address: Not Applicable

Account Manager: Not Applicable

Phone: Not Applicable

~~INCLUDE AS AN ATTACHMENT AN AUDITED BALANCE SHEET FOR EACH OF THE LAST 3 YEARS -~~ Not Applicable

**11. CONSTRUCTION EXPERIENCE:**

Current Experience:

List on **Schedule A** all uncompleted projects currently under contract (If Joint Venture list each participant's projects separately).

Previous Experience:

List on **Schedule B** all projects completed within the last 5 Years (If Joint Venture list each participant's projects separately).

Has firm listed in Section 1 ever failed to complete a construction contract awarded to it?

YES  NO

If YES, attach as an Attachment details including Project Owner's contact information.

Has any Corporate Officer, Partner, Joint Venture participant or Proprietor ever failed to complete a construction contract awarded to them in their name or when acting as a principal of another entity?

YES  NO

If YES, attach as an Attachment details including Project Owner's contact information.

Are there any judgments, claims, disputes or litigation pending or outstanding involving the firm listed in Section 1 or any of its officers (or any of its partners if a partnership or any of the individual entities if a joint venture)?

YES  NO

If YES, attach as an Attachment details including Project Owner's contact information.

**12. SAFETY PROGRAM:**

Name of Contractor's Safety Officer: \_\_\_\_\_

Include the following as attachments:

~~Provide as an Attachment Contractor's (and Contractor's proposed Subcontractors and Suppliers furnishing or performing Work having a value in excess of 10 percent of the total amount of the Bid) OSHA No. 500 Log & Summary of Occupational Injuries & Illnesses for the past 5 years.~~

~~Provide as an Attachment Contractor's (and Contractor's proposed Subcontractors and Suppliers furnishing or performing Work having a value in excess of 10 percent of the total amount of the Bid) list of all OSHA Citations & Notifications of Penalty (monetary or other) received within the last 5 years (indicate disposition as applicable) IF NONE SO STATE.~~

~~Provide as an Attachment Contractor's (and Contractor's proposed Subcontractors and Suppliers furnishing or performing Work having a value in excess of 10 percent of the total amount of the Bid) list of all safety citations or violations under any state all received within the last 5 years (indicate disposition as applicable) IF NONE SO STATE.~~

~~Provide the following for the firm listed in Section V (and for each proposed Subcontractor furnishing or performing Work having a value in excess of 10 percent of the total amount of the Bid) the following (attach additional sheets as necessary):~~

~~Workers' compensation Experience Modification Rate (EMR) for the last 5 years:~~

YEAR	_____	EMR	_____
YEAR	_____	EMR	_____
YEAR	_____	EMR	_____
YEAR	_____	EMR	_____
YEAR	_____	EMR	_____

~~Total Recordable Frequency Rate (TRFR) for the last 5 years:~~

YEAR	_____	TRFR	_____
YEAR	_____	TRFR	_____
YEAR	_____	TRFR	_____
YEAR	_____	TRFR	_____
YEAR	_____	TRFR	_____

Total number of man hours worked for the last 5 Years:

YEAR	_____	TOTAL NUMBER OF MAN HOURS	_____
YEAR	_____	TOTAL NUMBER OF MAN HOURS	_____
YEAR	_____	TOTAL NUMBER OF MAN HOURS	_____
YEAR	_____	TOTAL NUMBER OF MAN HOURS	_____
YEAR	_____	TOTAL NUMBER OF MAN HOURS	_____

Provide Contractor's (and Contractor's proposed Subcontractors and Suppliers furnishing or performing Work having a value in excess of 10 percent of the total amount of the Bid) Days Away From Work, Days of Restricted Work Activity or Job Transfer (DART) incidence rate for the particular industry or type of Work to be performed by Contractor and each of Contractor's proposed Subcontractors and Suppliers) for the last 5 years:

YEAR	_____	DART	_____
YEAR	_____	DART	_____
YEAR	_____	DART	_____
YEAR	_____	DART	_____
YEAR	_____	DART	_____

13. EQUIPMENT:

MAJOR EQUIPMENT: Pump Station

List on Schedule C all pieces of major equipment available for use on Owner's Project.

- Freedmier Duplex pump Skid
- Gormann Rupp Triplex Pump Skid

I HEREBY CERTIFY THAT THE INFORMATION SUBMITTED HEREWITH, INCLUDING ANY ATTACHMENTS, IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

NAME OF ORGANIZATION: Somerset Well Drilling Co Inc  
 BY: S. Thomas Hall  
 TITLE: President  
 DATED: 1/8/2018

NOTARY ATTEST: Melvin W. Melton

SUBSCRIBED AND SWORN TO BEFORE ME  
THIS 8th DAY OF January 2018

NOTARY PUBLIC - STATE OF Massachusetts  
MY COMMISSION EXPIRES: March 30, 2018

**REQUIRED ATTACHMENTS**

1. Schedule A (Current Experience).
2. Schedule B (Previous Experience).
3. Schedule C (Major Equipment).
4. Audited balance sheet for each of the last 3 years for firm named in Section 1.
5. Evidence of authority for individuals listed in Section 7 to bind organization to an agreement.
6. Resumes of officers and key individuals (including Safety Officer) of firm named in Section 1.
- ~~7. Required safety program submittals listed in Section 13.~~
8. Additional items as pertinent.

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**SCHEDULE A**

**CURRENT EXPERIENCE**

Project Name	Owner's Contact Person	Design Engineer	Contract Date	Type of Work	Status	Cost of Work
North Dorchester HS	Name: Dorchester PS Address: Telephone:	Name: Gipe Company: Telephone:	3/17	Water Plant	90% comp	430K
North Dorchester Hs	Name: Dorchester PS Address: Telephone:	Name: Gipe Company: Telephone:	10/16	Geothermal	95%	750K
Town Of Delmar	Name: Town of Delmar Address: Telephone:	Name: DBF Company: Telephone:	6/13	Well	95%	230K
West Salisbury Elem	Name: Wicomico Commisioners Address: Telephone:	Name: GIPE Company: Telephone:	1/17	Geothermal	95%	600K
	Name: Address: Telephone:	Name: Company: Telephone:				
	Name: Address: Telephone:	Name: Company: Telephone:				
	Name: Address: Telephone:	Name: Company: Telephone:				

bl

**SCHEDULE B**

PREVIOUS EXPERIENCE (Include ALL Projects Completed within last 5 years)

Project Name	Owner's Contact Person	Design Engineer	Contract Date	Type of Work	Status	Cost of Work
City of Fruitland WW	Name: City of Fruitland Address: Telephone:	Name: GMB Company: Telephone:	11/16	Water treatment	Comp	48K
Sharptown Well	Name: Town Of Sharptown Address: Telephone:	Name: DBF Company: Telephone:	3/15	Water plant/ Well	Comp	212K
	Name: Address: Telephone:	Name: Company: Telephone:				
	Name: Address: Telephone:	Name: Company: Telephone:				
	Name: Address: Telephone:	Name: Company: Telephone:				
	Name: Address: Telephone:	Name: Company: Telephone:				
	Name: Address: Telephone:	Name: Company: Telephone:				
	Name: Address: Telephone:	Name: Company: Telephone:				

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SCHEDULE C - LIST OF MAJOR EQUIPMENT AVAILABLE

ITEM		PURCHASE DATE	CONDITION	ACQUIRED VALUE
2004	Ford F750 Crane Truck 69	FRPVF75J24V680328		
2012	Versa-Drill V100NG 632038	2NP3LN9XXDM181482		
2007	Sterling Acterra Dump Tr 71	2FZACGDC37AX44217		
2002	17Ton Crane Terex 3470 632022	1HTMMAAN33590550		
2006	International 4300 SBA 61	1HTMMAANX6H320834		
1999	Int'l with Th40 Rig 632010	1HTSCAAMOXH576533		
	Th 40 Rig- drilling 632005	n/a		
2009	Versa-Drill V-50GTRX n/a	TBD1294		
2009	Peterbilt 4200 Vac	2NPRLN0X79M769970		
2007	Peterbilt/Versa Drill 43	2NPLLD9X67M674042		
1991	Int'l Tank Truck n/a	1HTNANSN4MH371484		
1980	F1250 Int'l Drill Rig	CF257KGB19875		
2015	Peterbilt 348 Tanker 632011	2NP3XJEX2FM256116		
2013	Int'l Crane 72	1HTJSSKK0DH198209		
2012	Peterbilt Vac 632027	2NP3LN0X5CM143332		
2004	Peterbilt CF15 Rig 632000	2NPNLD0X24M824441		
2005	Mack CV713 Tanker 41	1M2AG11C65M026158		
2003	Peterbilt 330 CF15 Rig	2NPNLDOX53M591430		
2001	Int'l Flatbed 632021	1HTSHAARX1H328472		
2015	Int'l 7300 Drill Rig 73	1HTWBAAN8FH517998		
2008	Int'l 4300 Flatbed 74	1HTMMAANX8H648449		
2005	Int'l 4300 Flatbed 75	1HTMMAAN65H135730		
2015	Versa Drill V100NG 632039	2NP3LJ9X2FM263637		

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**CERTIFICATION OF BIDDER**

This is to certify that the undersigned Bidder, Somerset Well Drilling Co Inc on the 8 day of January, 2018, for Worcester County entitled Mystic Harbor Effluent Discharge Disposal the following:

1. This Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization or corporation;
2. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham bid;
3. Bidder has not solicited or induced any individual or entity to refrain from bidding; and
4. Bidder has not engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract. For the purposes of this Paragraph:
  - a. "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the bidding process;
  - b. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the bidding process to the detriment of Owner, (b) to establish bid prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;
  - c. "collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish bid prices at artificial, non-competitive levels; and
  - d. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

CORPORATE SEAL

Signature of Bidder

Thomas Hall

BY: Thomas Hall

Attest:

Melvin Malou  
Secretary

Sworn and subscribed before me this 8th day of January, 2018.

My commission expires My Commission Expires  
March 30, 2018

Melvin N. Malou  
Notary Public



**LISTING OF SUBCONTRACTORS**

This document is an Attachment to the Bid Form and is a legally binding part thereof.

**Each Bidder shall complete this "Listing of Subcontractors" in its entirety.** Failure to do so may render the Bid Form non-responsive and may be grounds for its rejection by Owner.

No one Sub-Contractor shall have in excess of 50% of the Total Contract price.

Subcontractor Name & Address	Type of Work	Subcontract Amount
Break Water construction	Environmental piping & Site	150K
Bilbrough Electric	Electrical & Controls	150

Total Subcontracted Amount: \$ 300

Percent of Total Contract: 40 %



**ARTICLE 1 – BID RECIPIENT**

1.01 This Bid is submitted to:

**OFFICE OF THE COUNTY COMMISSIONERS  
ROOM 1103  
WORCESTER COUNTY GOVERNMENT CENTER  
ONE WEST MARKET STREET  
SNOW HILL, MARYLAND 21863**

The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

**ARTICLE 2 – BIDDER’S ACKNOWLEDGEMENTS**

2.01 Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. This Bid will remain subject to acceptance for 60 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

**ARTICLE 3 – BIDDER’S REPRESENTATIONS**

3.01 In submitting this Bid, Bidder represents that:

A. Bidder has examined and carefully studied the Bidding Documents, and any data and reference items identified in the Bidding Documents, and hereby acknowledges receipt of the following Addenda:

<u>Addendum No.</u>	<u>Addendum, Date</u>
Addendum #1	Dec 20, 2017
Addendum #2	Jan 3, 2018
_____	_____
_____	_____

B. Bidder has visited the Site, conducted a thorough, alert visual examination of the Site and adjacent areas, and become familiar with and satisfied itself as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.

C. Bidder is familiar with and has satisfied itself as to all Laws and Regulations that may affect cost, progress, and performance of the Work.

D. Bidder has carefully studied all: (1) reports of explorations and tests of subsurface conditions at the Site and all drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings, and (2) reports and drawings relating to Hazardous Environmental Conditions, if any, at the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings.

E. Bidder has considered the information known to Bidder itself; information commonly known to contractors doing business in the locality of the Site; information and observations

### BID BOND

Any singular reference to Bidder, Surety, Owner or other party shall be considered plural where applicable.

**BIDDER (Name and Address):** Somerset Well Drilling Company, Inc.  
30170 Ritzel Road  
Westover, MD 21871

**SURETY (Name, and Address of Principal Place of Business):** Travelers Casualty and Surety Company of America  
111 Schilling Road, Mail Stop B1825  
Hunt Valley, MD 21031

**OWNER (Name and Address):** WORCESTER COUNTY COMMISSIONERS  
OFFICE OF THE COUNTY COMMISSIONERS, ROOM 1103  
WORCESTER COUNTY GOVERNMENT CENTER  
ONE WEST MARKET STREET  
SNOW HILL, MARYLAND 21863

**BID**

Bid Due Date: January 8, 2018

Description (Project Name— Include Location):

Mystic Harbor Effluent Discharge Disposal

**BOND**

Bond Number: Bid Bond

Date: January 8, 2018

Penal sum Five Percent of Amount Bid \$ (5%)

(Words)

(Figures)

Surety and Bidder, intending to be legally bound hereby, subject to the terms set forth below, do each cause this Bid Bond to be duly executed by an authorized officer, agent, or representative.

**BIDDER**

**SURETY**

Somerset Well Drilling Company, Inc. (Seal)  
Bidder's Name and Corporate Seal

Travelers Casualty and Surety Company of America (Seal)  
Surety's Name and Corporate Seal

By: J. Thomas Hall  
Signature

By: [Signature]  
Signature (Attach Power of Attorney)

Thomas Hall  
Print Name

Richard A. Montgomery  
Print Name

President  
Title

Attorney-in-Fact  
Title

Attest: [Signature]  
Signature

Attest: Gwen R. Lombardi  
Signature

Title Project Manager

Title Witness

*Note: Addresses are to be used for giving any required notice.*

*Provide execution by any additional parties, such as joint venturers, if necessary.*

1. Bidder and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors, and assigns to pay to Owner upon default of Bidder the penal sum set forth on the face of this Bond. Payment of the penal sum is the extent of Bidder's and Surety's liability. Recovery of such penal sum under the terms of this Bond shall be Owner's sole and exclusive remedy upon default of Bidder.
2. Default of Bidder shall occur upon the failure of Bidder to deliver within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents.
3. This obligation shall be null and void if:
  - 3.1 Owner accepts Bidder's Bid and Bidder delivers within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents, or
  - 3.2 All Bids are rejected by Owner, or
  - 3.3 Owner fails to issue a Notice of Award to Bidder within the time specified in the Bidding Documents (or any extension thereof agreed to in writing by Bidder and, if applicable, consented to by Surety when required by Paragraph 5 hereof).
4. Payment under this Bond will be due and payable upon default of Bidder and within 30 calendar days after receipt by Bidder and Surety of written notice of default from Owner, which notice will be given with reasonable promptness, identifying this Bond and the Project and including a statement of the amount due.
5. Surety waives notice of any and all defenses based on or arising out of any time extension to issue Notice of Award agreed to in writing by Owner and Bidder, provided that the total time for issuing Notice of Award including extensions shall not in the aggregate exceed 120 days from the Bid due date without Surety's written consent.
6. No suit or action shall be commenced under this Bond prior to 30 calendar days after the notice of default required in Paragraph 4 above is received by Bidder and Surety and in no case later than one year after the Bid due date.
7. Any suit or action under this Bond shall be commenced only in a court of competent jurisdiction located in the state in which the Project is located.
8. Notices required hereunder shall be in writing and sent to Bidder and Surety at their respective addresses shown on the face of this Bond. Such notices may be sent by personal delivery, commercial courier, or by United States Registered or Certified Mail, return receipt requested, postage pre-paid, and shall be deemed to be effective upon receipt by the party concerned.
9. Surety shall cause to be attached to this Bond a current and effective Power of Attorney evidencing the authority of the officer, agent, or representative who executed this Bond on behalf of Surety to execute, seal, and deliver such Bond and bind the Surety thereby.
10. This Bond is intended to conform to all applicable statutory requirements. Any applicable requirement of any

applicable statute that has been omitted from this Bond shall be deemed to be included herein as if set forth at length. If any provision of this Bond conflicts with any applicable statute, then the provision of said statute shall govern and the remainder of this Bond that is not in conflict therewith shall continue in full force and effect.

11. The term "Bid" as used herein includes a Bid, offer, or proposal as applicable.



POWER OF ATTORNEY

Farmington Casualty Company
Fidelity and Guaranty Insurance Company
Fidelity and Guaranty Insurance Underwriters, Inc.
St. Paul Fire and Marine Insurance Company
St. Paul Guardian Insurance Company

St. Paul Mercury Insurance Company
Travelers Casualty and Surety Company
Travelers Casualty and Surety Company of America
United States Fidelity and Guaranty Company

Surety Bond No. Bld Bond

Principal: Somerset Well Drilling Company, Inc.

OR

Project Description: MYSTIC HARBOR EFFLUENT DISCHARGE DISPOSAL

Obligee: WORCESTER COUNTY COMMISSIONERS

KNOW ALL MEN BY THESE PRESENTS: That Farmington Casualty Company, St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company, are corporations duly organized under the laws of the State of Connecticut, that Fidelity and Guaranty Insurance Company is a corporation duly organized under the laws of the State of Iowa, and that Fidelity and Guaranty Insurance Underwriters, Inc. is a corporation duly organized under the laws of the State of Wisconsin (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint Richard A. Montgomery of the City of Columbia, State of MD, their true and lawful Attorney-in-Fact, to sign, execute, seal and acknowledge the surety bond(s) referenced above.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed and their corporate seals to be hereto affixed, this 24th day of June, 2016.

Farmington Casualty Company
Fidelity and Guaranty Insurance Company
Fidelity and Guaranty Insurance Underwriters, Inc.
St. Paul Fire and Marine Insurance Company
St. Paul Guardian Insurance Company

St. Paul Mercury Insurance Company
Travelers Casualty and Surety Company
Travelers Casualty and Surety Company of America
United States Fidelity and Guaranty Company



State of Connecticut

City of Hartford ss.

By:

Signature of Robert L. Raney
Robert L. Raney, Senior Vice President

On this the 24th day of June, 2016, before me personally appeared Robert L. Raney, who acknowledged himself to be the Senior Vice President of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

In Witness Whereof, I hereunto set my hand and official seal.

My Commission expires the 30th day of June, 2021.



Signature of Marie C. Tetreault
Marie C. Tetreault, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company, which resolutions are now in full force and effect, reading as follows:

**RESOLVED**, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

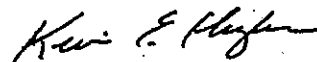
**FURTHER RESOLVED**, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

**FURTHER RESOLVED**, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

**FURTHER RESOLVED**, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, Kevin E. Hughes, the undersigned, Assistant Secretary, of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which is in full force and effect and has not been revoked.

**IN TESTIMONY WHEREOF**, I have hereunto set my hand and affixed the seals of said Companies this 8th day of January, 2018



Kevin E. Hughes, Assistant Secretary



To verify the authenticity of this Power of Attorney, call 1-800-421-3880 or contact us at [www.travelersbond.com](http://www.travelersbond.com). Please refer to the Attorney-In-Fact number, the above-named individuals and the details of the bond to which the power is attached.



JJID

**ARTICLE 5 – BASIS OF BID**

5.01 Bidder will complete the Work in accordance with the Contract Documents for the following price(s):

ITEM NO.	DESCRIPTION OF WORK	SIZE OR DEPTH	UNIT	EST QTY	UNIT PRICE	TOTAL PRICE
1.	Mobilization, Bonds, and Insurance (Max. 5% of Base Bid)	--	LS	--	41,000.00	41,000.00
2.	Furnish and Install Effluent <u>DUPLEX</u> Pump Station (Complete)	--	LS	--	205,000.00	205,000.00
3.	Furnish and Install Forcemain	6"	LF	1,525	80.00	122,000.00
4.		8"	LF	18	200.00	3,600.00
5.		12"	LF	20	175.00	3,500.00
6.	Furnish and Install Ductile Iron Forcemain (Between Mystic Harbor Tank and Pump Station – including bypass)	6"	LF	50	200.00	10,000.00
7.	Furnish and Install Forcemain by Directional Bore	6"	LF	212	100.00	21,200.00
8.	Furnish and Install Flow Meter Vault	6"	EA	1	12,500.00	12,500.00
9.		8"	EA	1	15,000.00	15,000.00
10.	Furnish and Install Automated Valve Vault	--	LS	--	35,000.00	35,000.00
11.	Clean and Perform CCTV Inspection of the Pond Connector Pipe		LF	350	24.00	8,400.00
12.	Furnish and Install all Materials and Labor Required for the Eagles Landing Pond Weir	--	LS	--	30,000.00	30,000.00
13.	Furnish and Install Materials and Labor for the Installation of the Rip Rap Outfall at the Eagles Landing Golf Course Pond	--	LS	--	2,800.00	2,800.00
14.	Furnish and Install Plug Valves	6"	EA	8	2000.00	16,000.00
15.	Furnish and Install Electrical Equipment and Programming	--	LS	--	335,000.00	335,000.00
16.	Furnish and Install Materials and Labor to Provide Piping Modifications and Cleaning to the Castaways Tank	--	LS	--	15,000.00	15,000.00

Contingency Items (if and as directed by Engineer)						
17.	Miscellaneous Excavation & Backfill for Test Pitting	--	CY	75	60.00	4,500.00
18.	Furnish & Place Select Backfill	--	CY	400	30.00	12,000.00
19.	Excavation Below Subgrade & Gravel Refill	--	CY	60	100.00	6,000.00
20.	Furnish & Place Miscellaneous Concrete	--	CY	10	250.00	2,500.00
21.	Furnish and Install Additional Fittings <u>NOT</u> Shown on the Plans	All Sizes and Types	LBS	1,000	4.00	4,000.00
Add/Deduct (if approved by the Owner)						
AD-1	Furnish and Install Effluent <u>TRIPLEX</u> Pump Station (Complete) (If accepted, Bid Item 2 would be Deducted and AD-1 added)	--	LS	--	205,000.00	205,000.00
<p><b>TOTAL BASE BID (1 through 21) \$</b> <u>905,000.00</u></p> <p>(Written Amount) <u>Nine Hundred and Five Thousand Dollars and <math>\frac{00}{100}</math> Cents</u></p>						

5.02 Bidder acknowledges that (1) each Bid Unit Price includes an amount considered by Bidder to be adequate to cover Contractor's overhead and profit for each separately identified item, and (2) estimated quantities are not guaranteed, and are solely for the purpose of comparison of Bids, and final payment for all unit price Bid items will be based on actual quantities, determined as provided in the Contract Documents.

**ARTICLE 6 -- TIME OF COMPLETION**

6.01 Bidder agrees that the Work will be substantially complete and will be completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions on or before the dates or within the number of calendar days indicated in the Agreement.

6.02 Bidder accepts the provisions of the Agreement as to liquidated damages.

**ARTICLE 7 -- ATTACHMENTS TO THIS BID**

7.01 The following documents are submitted with and made a condition of this Bid:

- A. Required Bid Bond;
- B. Listing of Proposed Subcontractors;
- C. List of Major Products or Equipment;
- D. State of MD contractor license; or evidence that Contractor has initiated the license process and a written covenant to obtain such license prior to the award of the Contract.
- E. Certification Regarding Compliance with Equal Opportunity Requirements/Non-Segregated Facilities Certification;

- F. If Bid amount exceeds \$10,000, signed Compliance Statement (RD 400-6). Refer to specific equal opportunity requirements set forth in the Supplemental General Conditions;
  - G. If Bid amount exceeds \$25,000, signed Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions (AD-1048);
  - H. If Bid amount exceeds \$100,000, signed RD Instruction 1940-Q, Exhibit A-1, Certification for Contracts, Grants, and Loans; and
  - I. Certification of Bidder
- 7.02 The Bidder's failure to provide a proper and current copy of its contractor license or evidence in writing that it has initiated the license process may result in rejection of its Bid.

#### **ARTICLE 8 – DEFINED TERMS**

- 8.01 The terms used in this Bid with initial capital letters have the meanings stated in the Instructions to Bidders, the General Conditions, and the Supplementary Conditions.

**ARTICLE 1 – BID RECIPIENT**

1.01 This Bid is submitted to:

**OFFICE OF THE COUNTY COMMISSIONERS  
ROOM 1103  
WORCESTER COUNTY GOVERNMENT CENTER  
ONE WEST MARKET STREET  
SNOW HILL, MARYLAND 21863**

The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

**ARTICLE 2 – BIDDER’S ACKNOWLEDGEMENTS**

2.01 Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. This Bid will remain subject to acceptance for 60 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

**ARTICLE 3 – BIDDER’S REPRESENTATIONS**

3.01 In submitting this Bid, Bidder represents that:

A. Bidder has examined and carefully studied the Bidding Documents, and any data and reference items identified in the Bidding Documents, and hereby acknowledges receipt of the following Addenda:

<u>Addendum No.</u>	<u>Addendum, Date</u>
#1	12/20/17
#2	1/3/18

- B. Bidder has visited the Site, conducted a thorough, alert visual examination of the Site and adjacent areas, and become familiar with and satisfied itself as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
- C. Bidder is familiar with and has satisfied itself as to all Laws and Regulations that may affect cost, progress, and performance of the Work.
- D. Bidder has carefully studied all: (1) reports of explorations and tests of subsurface conditions at the Site and all drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings, and (2) reports and drawings relating to Hazardous Environmental Conditions, if any, at the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings.
- E. Bidder has considered the information known to Bidder itself; information commonly known to contractors doing business in the locality of the Site; information and observations

obtained from visits to the Site; the Bidding Documents; and any Site-related reports and drawings identified in the Bidding Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder; and (3) Bidder's safety precautions and programs.

- F. Bidder agrees, based on the information and observations referred to in the preceding paragraph, that no further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this Bid for performance of the Work at the price bid and within the times required, and in accordance with the other terms and conditions of the Bidding Documents.
- G. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.
- H. Bidder has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and confirms that the written resolution thereof by Engineer is acceptable to Bidder.
- I. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance and furnishing of the Work.
- J. The submission of this Bid constitutes an incontrovertible representation by Bidder that Bidder has complied with every requirement of this Article, and that without exception the Bid and all prices in the Bid are premised upon performing and furnishing the Work required by the Bidding Documents.

#### ARTICLE 4 – BIDDER'S CERTIFICATION

##### 4.01 Bidder certifies that:

- A. This Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization, or corporation;
- B. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid;
- C. Bidder has not solicited or induced any individual or entity to refrain from bidding; and
- D. Bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract. For the purposes of this Paragraph 4.01.D:
  - 1. "corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value likely to influence the action of a public official in the bidding process;
  - 2. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the bidding process to the detriment of Owner, (b) to establish bid prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;
  - 3. "collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish bid prices at artificial, non-competitive levels; and
  - 4. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.
- E. There has been no violation of copyrights or patent rights in manufacturing, producing or selling the product or services shipped or ordered as a result of this Bid. The successful

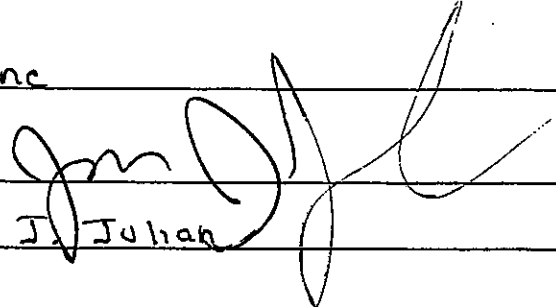
Bidder shall, at his own expense, defend any and all actions or suits charging such infringements, and will save Worcester County, and its appointed and elected officials, officers, partners, directors, employees, and agents harmless from any and all liability, loss, or expense occasioned by any such violation.

ARTICLE 9 – BID SUBMITTAL

BIDDER:

J.J.I.D., Inc

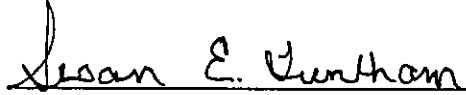
By:  
Signature



Printed name

James J. Julian

Attest:  
Signature



Printed name

Susan E. Trentham

Title:

President / CEO

Submittal Date:

1/8/18

Address for giving notices:

The Corporation Trust  
2405 York Road #201  
Lutherville, Timonium, MD 21093-2264

Telephone Number:

302-836-0444

Fax Number:

302-836-4275

Contact Name and e-mail address:

James J. Julian  
jjj@jjid.com

Bidder's License No.:

MD

Affix Corporate Seal  
and Acknowledge  
All Addenda

90 County

# State of Maryland License

07128776

07957019

07702949



JJID INC  
100 JULIAN LN  
BEAR DE 19701

JJID INC  
100 JULIAN LN  
BEAR DE 19701

# 17

CODE	UNIT	TYPE OF LICENSE	NO OF LIC	COST
66	050	OUT-OF-STATE CONTRACTOR	1	50.00

DATE OF ISSUE  
MO DAY YR  
04/11/2017

MONTHS PAID  
12

ISSUING FEES	2.00		
TOTAL	52.00	AMOUNT PAID	52.00

THIS LICENSE MUST BE PUBLICLY DISPLAYED  
AND EXPIRES ON **APRIL 30, 2018**

ISSUED BY  
CHARLENE M. NOTARCOLA, CLERK OF THE COURT  
129 EAST MAIN STREET, ROOM 108  
ELKTON, MARYLAND 21921-5971

SHY

The information below is for the Clerk's Office use only, customers can disregard.

These barcodes are for use with the new Cashiering System. When your site is upgraded, you will be given instructions for their use.

These barcodes must be scanned in order for RCS:

Scan this one first



\*07\$150\$107957019\$107128776\*

Scan this one second



\*50.00\$M0.00\$M0.00\$M2.00\*



## QUALIFICATIONS STATEMENT

**THE INFORMATION SUPPLIED IN THIS DOCUMENT IS CONFIDENTIAL TO THE EXTENT PERMITTED BY LAWS AND REGULATIONS**

**1. SUBMITTED BY:**

Official Name of Firm:

J.J.I.D., Inc.

Address:

100 Julian Lane

Bear, DE 19701

**2. SUBMITTED TO:**

Worcester County c/o Davis, Bowen +

Friedel

**3. SUBMITTED FOR:**

J.J.I.D., Inc

Owner:

Baltimore County

Project Name:

Twin Rivers Pumping Station

Contact Charles Ingram

cingram@baltimorecountymd.gov

410-887-4139

**TYPE OF WORK:**

Complete Pump Station Replacement

**4. CONTRACTOR'S CONTACT INFORMATION**

Contact Person:

James J. Jolian

Title:

President / CEO

Phone:

302-836-0414

Email:

jjjolian@jjid.com

5. AFFILIATED COMPANIES:

Name: N/A

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. TYPE OF ORGANIZATION:

SOLE PROPRIETORSHIP

Name of Owner: \_\_\_\_\_

Doing Business As: \_\_\_\_\_

Date of Organization: \_\_\_\_\_

PARTNERSHIP

Date of Organization: \_\_\_\_\_

Type of Partnership: \_\_\_\_\_

Name of General Partner(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CORPORATION

State of Organization: Delaware

Date of Organization: 1995

Executive Officers:

- President: James J. Julian

- Vice President(s): Joseph R. Julian  
\_\_\_\_\_  
\_\_\_\_\_

- Treasurer: James J. Julian

- Secretary: Joseph R. Julian

LIMITED LIABILITY COMPANY

State of Organization:

---

Date of Organization:

---

Members:

---

---

---

---

JOINT VENTURE

State of Organization:

---

Date of Organization:

---

Form of Organization:

---

Joint Venture Managing Partner

- Name:

---

- Address:

---

---

---

Joint Venture Managing Partner

- Name:

---

- Address:

---

---

Joint Venture Managing Partner

- Name:

---

- Address:

---

7. LICENSING

Jurisdiction: Maryland

Type of License: Out of State Contractor

License Number: 07128776

Jurisdiction: Delaware

Type of License: Resident Contractor

License Number: 1995111092

8. CERTIFICATIONS

CERTIFIED BY:

Disadvantage Business Enterprise: N/A

Minority Business Enterprise: \_\_\_\_\_

Woman Owned Enterprise: \_\_\_\_\_

Small Business Enterprise: \_\_\_\_\_

Other ( \_\_\_\_\_ ): \_\_\_\_\_

9. BONDING INFORMATION

Bonding Company: The Hartford Fire Insurance Co.

Address: 100 Enterprise Drive #300  
Rockaway NJ 07866

Bonding Agent: Steve Raffuel

Address: 20 Nassau St. #406  
Princeton, NJ 08542

Contact Name: Steve Raffuel

Phone: 609-924-2426

Aggregate Bonding Capacity: 50,000,000

Available Bonding Capacity as of date of this submittal: 25,000,000

**10. FINANCIAL INFORMATION**

Financial Institution: Not Applicable

Address: Not Applicable

Account Manager: Not Applicable

Phone: Not Applicable

INCLUDE AS AN ATTACHMENT AN AUDITED BALANCE SHEET FOR EACH OF THE LAST 3 YEARS - Not Applicable

**11. CONSTRUCTION EXPERIENCE:**

Current Experience:

List on **Schedule A** all uncompleted projects currently under contract (If Joint Venture list each participant's projects separately).

Previous Experience:

List on **Schedule B** all projects completed within the last 5 Years (If Joint Venture list each participant's projects separately).

Has firm listed in Section 1 ever failed to complete a construction contract awarded to it?

YES  NO

If YES, attach as an Attachment details including Project Owner's contact information.

Has any Corporate Officer, Partner, Joint Venture participant or Proprietor ever failed to complete a construction contract awarded to them in their name or when acting as a principal of another entity?

YES  NO

If YES, attach as an Attachment details including Project Owner's contact information.

Are there any judgments, claims, disputes or litigation pending or outstanding involving the firm listed in Section 1 or any of its officers (or any of its partners if a partnership or any of the individual entities if a joint venture)?

YES  NO

If YES, attach as an Attachment details including Project Owner's contact information.

**12. SAFETY PROGRAM:**

Name of Contractor's Safety Officer: \_\_\_\_\_

Include the following as attachments:

~~Provide as an Attachment Contractor's (and Contractor's proposed Subcontractors and Suppliers furnishing or performing Work having a value in excess of 10 percent of the total amount of the Bid) OSHA No. 500 Log & Summary of Occupational Injuries & Illnesses for the past 5 years.~~

~~Provide as an Attachment Contractor's (and Contractor's proposed Subcontractors and Suppliers furnishing or performing Work having a value in excess of 10 percent of the total amount of the Bid) list of all OSHA Citations & Notifications of Penalty (monetary or other) received within the last 5 years (indicate disposition as applicable) IF NONE SO STATE.~~

~~Provide as an Attachment Contractor's (and Contractor's proposed Subcontractors and Suppliers furnishing or performing Work having a value in excess of 10 percent of the total amount of the Bid) list of all safety citations or violations under any state all received within the last 5 years (indicate disposition as applicable) IF NONE SO STATE.~~

~~Provide the following for the firm listed in Section V (and for each proposed Subcontractor furnishing or performing Work having a value in excess of 10 percent of the total amount of the Bid) the following (attach additional sheets as necessary):~~

~~Workers' compensation Experience Modification Rate (EMR) for the last 5 years:~~

YEAR	_____	EMR	_____
YEAR	_____	EMR	_____
YEAR	_____	EMR	_____
YEAR	_____	EMR	_____
YEAR	_____	EMR	_____

~~Total Recordable Frequency Rate (TRFR) for the last 5 years:~~

YEAR	_____	TRFR	_____
YEAR	_____	TRFR	_____
YEAR	_____	TRFR	_____
YEAR	_____	TRFR	_____
YEAR	_____	TRFR	_____

Total number of man hours worked for the last 5 Years:

YEAR	_____	TOTAL NUMBER OF MAN HOURS	_____
YEAR	_____	TOTAL NUMBER OF MAN HOURS	_____
YEAR	_____	TOTAL NUMBER OF MAN HOURS	_____
YEAR	_____	TOTAL NUMBER OF MAN HOURS	_____
YEAR	_____	TOTAL NUMBER OF MAN HOURS	_____

Provide Contractor's (and Contractor's proposed Subcontractors and Suppliers furnishing or performing Work having a value in excess of 10 percent of the total amount of the Bid) Days Away From Work, Days of Restricted Work Activity or Job Transfer (DART) incidence rate for the particular industry or type of Work to be performed by Contractor and each of Contractor's proposed Subcontractors and Suppliers) for the last 5 years:

YEAR	_____	DART	_____
YEAR	_____	DART	_____
YEAR	_____	DART	_____
YEAR	_____	DART	_____
YEAR	_____	DART	_____

13. EQUIPMENT:

MAJOR EQUIPMENT: Pump Station

List on Schedule C all pieces of major equipment available for use on Owner's Project.

See Attachment

I HEREBY CERTIFY THAT THE INFORMATION SUBMITTED HERewith, INCLUDING ANY ATTACHMENTS, IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

NAME OF ORGANIZATION: J. J. I. D. Inc  
 BY: [Signature]  
 TITLE: President  
 DATED: 1-8-18

NOTARY ATTEST:

SUBSCRIBED AND SWORN TO BEFORE ME  
 THIS 8<sup>th</sup> DAY OF January, 2018

NOTARY PUBLIC - STATE OF Delaware  
 MY COMMISSION EXPIRES: 09-14-20

REQUIRED ATTACHMENTS

1. Schedule A (Current Experience).
2. Schedule B (Previous Experience).
3. Schedule C (Major Equipment).
4. Audited balance sheet for each of the last 3 years for firm named in Section 1.
5. Evidence of authority for individuals listed in Section 7 to bind organization to an agreement.
6. Resumes of officers and key individuals (including Safety Officer) of firm named in Section 1.
- ~~7. Required safety program submittals listed in Section 13.~~
8. Additional items as pertinent.



See Attachment

SCHEDULE A

CURRENT EXPERIENCE

Project Name	Owner's Contact Person Name: Address: Telephone:	Design Engineer Name: Company: Telephone:	Contract Date	Type of Work	Status	Cost of Work
	Name: Address: Telephone:	Name: Company: Telephone:				
	Name: Address: Telephone:	Name: Company: Telephone:				
	Name: Address: Telephone:	Name: Company: Telephone:				
	Name: Address: Telephone:	Name: Company: Telephone:				
	Name: Address: Telephone:	Name: Company: Telephone:				
	Name: Address: Telephone:	Name: Company: Telephone:				
	Name: Address: Telephone:	Name: Company: Telephone:				

**JJID, Inc**  
**Contract Status**  
**October 30, 2017**

<b>Job Name</b>	<b>Revised Contract</b>	<b>% Compl</b>	<b>Estimated Construction Completion</b>
DelDot Milltown PCC	4,240,000	83.0%	Dec-17
DelDot PCC Patch Sussex Cty	965,375	96.6%	Dec-17
DelDot Sinkhole North	2,116,782	95.3%	Apr-18
DelDot Pipe-Sussex Cty	930,900	99.0%	Dec-17
DelDot Industrial Parkway	18,451,353	53.9%	Dec-18
DelDot Interstate Patch	4,459,839	36.9%	Dec-18
DelDot Decking	2,339,000	0.0%	Dec-18
DelDot DuPont RD	4,255,329	0.0%	Dec-18
DelDot Petersen Pond	582,995	0.0%	Dec-18
<b>Total Delaware</b>	<b>38,341,573</b>		
MSHA Galena 301 Bridge	2,576,376	35.9%	May-18
Baltimore- Thompson Pump Sta.	1,883,350	3.6%	Dec-18
<b>Total Maryland</b>	<b>4,459,726</b>		

48

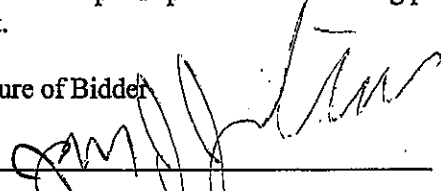
**CERTIFICATION OF BIDDER**

This is to certify that the undersigned Bidder, J.J.I.D. Inc on the 8<sup>th</sup> day of January, 2018, for Worcester County entitled Mystic Harbor Effluent Discharge Disposal the following:

1. This Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization or corporation;
2. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham bid;
3. Bidder has not solicited or induced any individual or entity to refrain from bidding; and
4. Bidder has not engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract. For the purposes of this Paragraph:
  - a. "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the bidding process;
  - b. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the bidding process to the detriment of Owner, (b) to establish bid prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;
  - c. "collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish bid prices at artificial, non-competitive levels; and
  - d. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

CORPORATE SEAL

Signature of Bidder

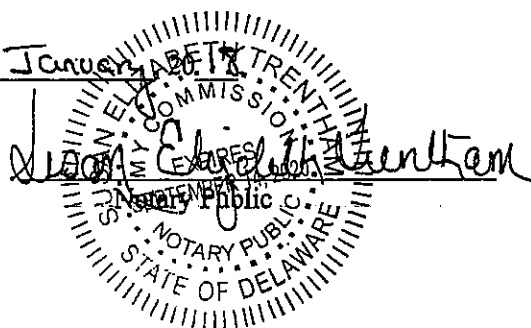


BY: James J. Julian  
President

Attest: Leson E. Venham  
Asst. Secretary

Sworn and subscribed before me this 8<sup>th</sup> day of January

My commission expires 09-14-20



**LISTING OF SUBCONTRACTORS**

This document is an Attachment to the Bid Form and is a legally binding part thereof.

Each Bidder shall complete this "Listing of Subcontractors" in its entirety. Failure to do so may render the Bid Form non-responsive and may be grounds for its rejection by Owner.

No one Sub-Contractor shall have in excess of 50% of the Total Contract price.

---

Subcontractor Name & Address	Type of Work	Subcontract Amount
John W. Teider, Inc.	Electric / SCADA	\$ 280,000.00

Total Subcontracted Amount: \$ 280,000.00

Percent of Total Contract: \_\_\_\_\_ %



Any singular reference to Bidder, Surety, Owner or other party shall be considered plural where applicable.

**BIDDER (Name and Address):**

JJID, Inc.  
 100 Julian Lane  
 Bear, DE 19701

**SURETY (Name, and Address of Principal Place of Business):**

Hartford Fire Insurance Company  
 One Hartford Plaza  
 Hartford, CT 06155

**OWNER (Name and Address):**

Worcester County  
 One West Market Street, Room 1103  
 Snow Hill, MD 21863

**BID**

Bid Due Date: January 8, 2018

Description (Project Name— Include Location): Mystic Harbor Effluent Discharge Disposal Contract 0085 B030

**BOND**

Bond Number: n/a bid bond

Date: January 8, 2018

Penal sum Five Percent of Amount Bid -

\$ 5%

(Words)

(Figures)

Surety and Bidder, intending to be legally bound hereby, subject to the terms set forth below, do each cause this Bid Bond to be duly executed by an authorized officer, agent, or representative.

**BIDDER**

JJID, Inc.

(Seal)

Bidder's Name and Corporate Seal

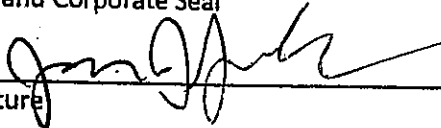
**SURETY**

Hartford Fire Insurance Company

(Seal)

Surety's Name and Corporate Seal

By:



Signature

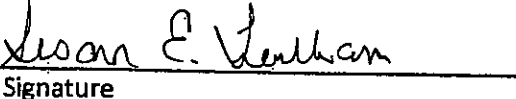
James J. Julian

Print Name

President/CEO

Title

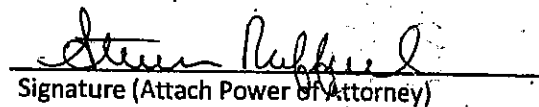
Attest:



Signature

Title Asst Corp Secretary

By:



Signature (Attach Power of Attorney)

Steven Raffuel

Print Name

Attorney-in-Fact

Title

Attest:



Signature

Title Michelle McGinn, Witness

Note: Addresses are to be used for giving any required notice.

Provide execution by any additional parties, such as joint venturers, if necessary.

1. Bidder and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors, and assigns to pay to Owner upon default of Bidder the penal sum set forth on the face of this Bond. Payment of the penal sum is the extent of Bidder's and Surety's liability. Recovery of such penal sum under the terms of this Bond

shall be Owner's sole and exclusive remedy upon default of Bidder.

2. Default of Bidder shall occur upon the failure of Bidder to deliver within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents.

3. This obligation shall be null and void if:

3.1 Owner accepts Bidder's Bid and Bidder delivers within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents, or

3.2 All Bids are rejected by Owner, or

3.3 Owner fails to issue a Notice of Award to Bidder within the time specified in the Bidding Documents (or any extension thereof agreed to in writing by Bidder and, if applicable, consented to by Surety when required by Paragraph 5 hereof).

4. Payment under this Bond will be due and payable upon default of Bidder and within 30 calendar days after receipt by Bidder and Surety of written notice of default from Owner, which notice will be given with reasonable promptness, identifying this Bond and the Project and including a statement of the amount due.

5. Surety waives notice of any and all defenses based on or arising out of any time extension to Issue Notice of Award agreed to in writing by Owner and Bidder, provided that the total time for issuing Notice of Award including extensions shall not in the aggregate exceed 120 days from the Bid due date without Surety's written consent.

6. No suit or action shall be commenced under this Bond prior to 30 calendar days after the notice of default required in Paragraph 4 above is received by Bidder and Surety and in no case later than one year after the Bid due date.

7. Any suit or action under this Bond shall be commenced only in a court of competent jurisdiction located in the state in which the Project is located.

8. Notices required hereunder shall be in writing and sent to Bidder and Surety at their respective addresses shown on the face of this Bond. Such notices may be sent by personal delivery, commercial courier, or by United States Registered or Certified Mail, return receipt requested, postage pre-paid, and shall be deemed to be effective upon receipt by the party concerned.

9. Surety shall cause to be attached to this Bond a current and effective Power of Attorney evidencing the authority of the officer, agent, or representative who executed this Bond on behalf of Surety to execute, seal, and deliver such Bond and bind the Surety thereby.

10. This Bond is intended to conform to all applicable statutory requirements. Any applicable requirement of any applicable statute that has been omitted from this Bond shall be deemed to be included herein as if set forth at length. If any provision of this Bond conflicts with any applicable statute, then the provision of said statute shall govern and the remainder of this Bond that is not in conflict therewith shall continue in full force and effect.

11. The term "Bid" as used herein includes a Bid, offer, or proposal as applicable.

# POWER OF ATTORNEY

Direct Inquiries/Claims to:  
**THE HARTFORD**  
 BOND, T-12  
 One Hartford Plaza  
 Hartford, Connecticut 06155  
 Bond.Claims@thehartford.com  
 call: 888-266-3488 or fax: 860-757-5835

**KNOW ALL PERSONS BY THESE PRESENTS THAT:**

**Agency Code: 13-653536**

- Hartford Fire Insurance Company, a corporation duly organized under the laws of the State of Connecticut
- Hartford Casualty Insurance Company, a corporation duly organized under the laws of the State of Indiana
- Hartford Accident and Indemnity Company, a corporation duly organized under the laws of the State of Connecticut
- Hartford Underwriters Insurance Company, a corporation duly organized under the laws of the State of Connecticut
- Twin City Fire Insurance Company, a corporation duly organized under the laws of the State of Indiana
- Hartford Insurance Company of Illinois, a corporation duly organized under the laws of the State of Illinois
- Hartford Insurance Company of the Midwest, a corporation duly organized under the laws of the State of Indiana
- Hartford Insurance Company of the Southeast, a corporation duly organized under the laws of the State of Florida

having their home office in Hartford, Connecticut, (hereinafter collectively referred to as the "Companies") do hereby make, constitute and appoint, **up to the amount of Unlimited :**

Steven Raffuel of PRINCETON, New Jersey

their true and lawful Attorney(s)-in-Fact, each in their separate capacity if more than one is named above, to sign its name as surety(ies) only as delineated above by , and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

In Witness Whereof, and as authorized by a Resolution of the Board of Directors of the Companies on May 6, 2015 the Companies have caused these presents to be signed by its Senior Vice President and its corporate seals to be hereto affixed, duly attested by its Assistant Secretary. Further, pursuant to Resolution of the Board of Directors of the Companies, the Companies hereby unambiguously affirm that they are and will be bound by any mechanically applied signatures applied to this Power of Attorney.



*John Gray*

John Gray, Assistant Secretary

*M. Ross Fisher*

M. Ross Fisher, Senior Vice President

STATE OF CONNECTICUT }  
 COUNTY OF HARTFORD } ss. Hartford

On this 11th day of January, 2016, before me personally came M. Ross Fisher, to me known, who being by me duly sworn, did depose and say: that he resides in the County of Hartford, State of Connecticut; that he is the Senior Vice President of the Companies, the corporations described in and which executed the above instrument; that he knows the seals of the said corporations; that the seals affixed to the said instrument are such corporate seals; that they were so affixed by authority of the Boards of Directors of said corporations and that he signed his name thereto by like authority.



CERTIFICATE

*Nora M. Stranko*

Nora M. Stranko  
 Notary Public

My Commission Expires March 31, 2018

I, the undersigned, Assistant Vice President of the Companies, DO HEREBY CERTIFY that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which is still in full force effective as of January 8, 2018  
 Signed and sealed at the City of Hartford.



*Kevin Heckman*

Kevin Heckman, Assistant Vice President



# HARTFORD FIRE INSURANCE COMPANY

Hartford, Connecticut

Financial Statement December 31, 2016

Statutory Basis

## ASSETS

U.S. Government Bonds .....	\$	470,088,488
Bonds of Other Governments .....		157,991,464
State, County Municipal		
Miscellaneous Bonds .....		11,611,543,509
Stocks .....		5,786,059,500
Short Term Investments .....		736,098,910
	\$	<u>18,761,781,851</u>
Real Estate .....	\$	339,635,607
Cash .....		80,698,904
Agents' Balances (Under 90 Day) .....		2,963,110,122
Other Invested Assets .....		494,826,985
Miscellaneous .....		2,800,534,297
Total Admitted Assets .....	\$	<u>25,540,585,746</u>

## LIABILITIES

Reserve for Claims	\$	
and Claim Expense .....		7,803,571,492
Reserve for Unearned Premiums .....		2,123,228,931
Reserve for Taxes, License		
and Fees .....		57,955,851
Miscellaneous Liabilities .....		3,041,210,461
Total Liabilities .....	\$	<u>13,025,964,735</u>
Capital Paid In	\$	55,320,000
Surplus .....		<u>12,459,301,011</u>
Surplus as regards Policyholders .....	\$	<u>12,514,621,011</u>
Total Liabilities, Capital		
and Surplus .....	\$	<u>25,540,585,746</u>

STATE OF CONNECTICUT  
 COUNTY OF HARTFORD  
 CITY OF HARTFORD

} 58.

Michael R. Hazel, Vice President and Controller, and Allen R. Craig, Assistant Secretary of the Hartford Fire Insurance Company, being duly sworn, each depose and say that the foregoing is a true and correct statement of the said company's financial condition as of December 31, 2016.

Subscribed and sworn to before me this  
 20th day of April, 2017.

Laurie Hansen

Notary Public

Laurie Hansen  
 NOTARY PUBLIC  
 State of Connecticut  
 My Commission Expires  
 December 31, 2018

Michael R. Hazel  
 Vice President and Controller

Allen R. Craig  
 Assistant Secretary



December 18, 2017

Re: JJID, Inc.

To Whom It May Concern:

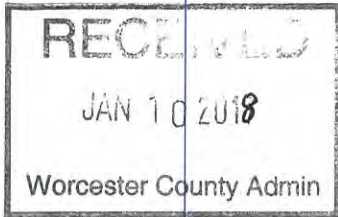
It has been the privilege of the Hartford Fire Insurance Company to provide surety bonds on behalf of JJID, Inc. Over the past few years JJID, Inc., has performed and we have issued performance and payment bonds aggregating approximately \$50 million dollars. In our opinion JJID, Inc. remains properly financed, well equipped and capably managed.

Hartford Fire Insurance Company provides a \$25,000,000 single project / \$50,000,000 aggregate surety program to JJID, Inc. As always, Hartford Fire Insurance Company reserves the right to perform normal underwriting at the time of any bond request, including, without limitation, prior review and approval of relevant contract documents, bond forms, and project financing.

Hartford Fire Insurance Company is listed on the U.S. Treasury Department's Listing of Approved Sureties Circular 570 and is rated "A" by A.M. Best & Company.

Very truly yours,

Steven G Raffuel  
Attorney-in-Fact  
Hartford Fire Insurance Company



12

**Worcester County**  
**DEPARTMENT OF PUBLIC WORKS**  
6113 TIMMONS ROAD  
SNOW HILL, MARYLAND 21863

JOHN H. TUSTIN, P.E.  
DIRECTOR

JOHN S. ROSS, P.E.  
DEPUTY DIRECTOR

TEL: 410-632-5623  
FAX: 410-632-1753

**MEMORANDUM**

**TO: Harold L. Higgins, Chief Administrative Officer**  
**FROM: John S. Ross, P.E., Deputy Director**  
**DATE: January 10, 2018**  
**SUBJECT: Lewis Road Preliminary Engineering Report**

**DIVISIONS**

Attached is the Preliminary Engineering Report for extending sewer service to the Lewis Road Area. The three options examined for service to Lewis Road are as follows:

**MAINTENANCE**  
TEL: 410-632-3766  
FAX: 410-632-1753

- Alternative I - Gravity Collection System and Pump Station
- Alternative II - Pressure Sewer system using Grinder Pumps and small diameter force main
- Alternative III - A hybrid system between Alternatives I and II using a gravity sewer system but serving properties on the ends with Grinder Pumps to reduce pipeline depth.

**ROADS**  
TEL: 410-632-2244  
FAX: 410-632-0020

The following summarizes financial concerns:

**SOLID WASTE**  
TEL: 410-632-3177  
FAX: 410-632-3000

Alternative	Project Cost	Annual cost	Present Worth
I	\$1,604,583	\$9,152	\$1,769,305
II	\$947,709	\$19,380	\$1,315,579
III	\$1,272,699	\$12,114	\$1,555,384

**FLEET MANAGEMENT**  
TEL: 410-632-5675  
FAX: 410-632-1753

Finally, the report discusses non-monetary issues such as system reliability and long term operational concerns. Given these issues, it is recommended that the construction be of Alternative I, gravity sewer and central pump station. Although this is the most expensive option, it provides the most reliable system while minimizing annual maintenance costs.

**WATER AND WASTEWATER**  
TEL: 410-641-5251  
FAX: 410-641-5185

We are requesting the County Commissioners approve the report and allow staff to move forward with investigating potential funding sources for the project. If you have any questions, please contact me.

Attachment

cc: John H. Tustin, P. E., Director  
Jessica Wilson, CPA, Enterprise Fund Controller

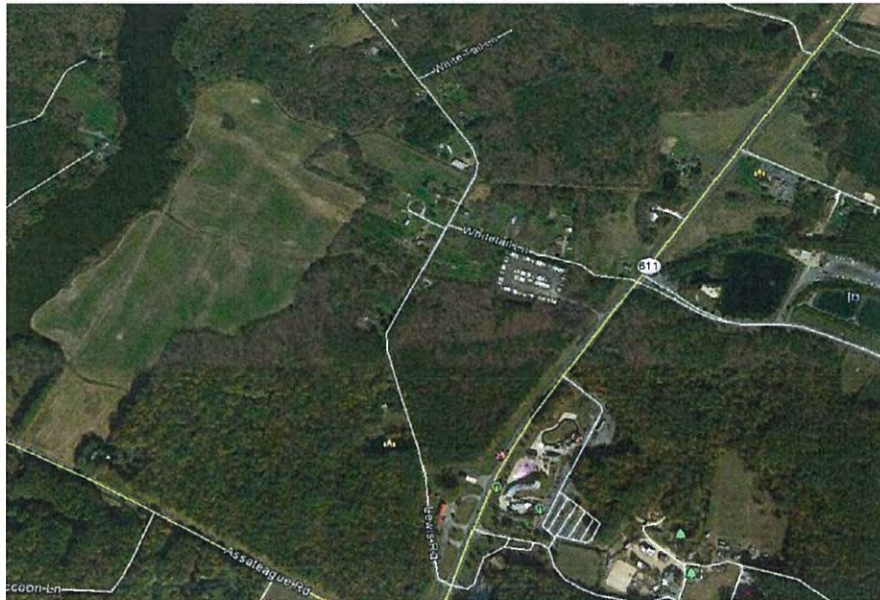
1a



# WORCESTER COUNTY, MARYLAND

## LEWIS ROAD SEWER EXTENSION

### PRELIMINARY ENGINEERING REPORT



Prepared by:

**DAVIS, BOWEN & FRIEDEL, INC.**

601 East Main Street

Suite 100

Salisbury, MD 21804

(410) 543-9091

NOVEMBER 2017

**WORCESTER COUNTY PUBLIC WORKS**

**LEWIS ROAD SEWER EXTENSION  
PRELIMINARY ENGINEERING REPORT**

**DBF #0085B036.A01**

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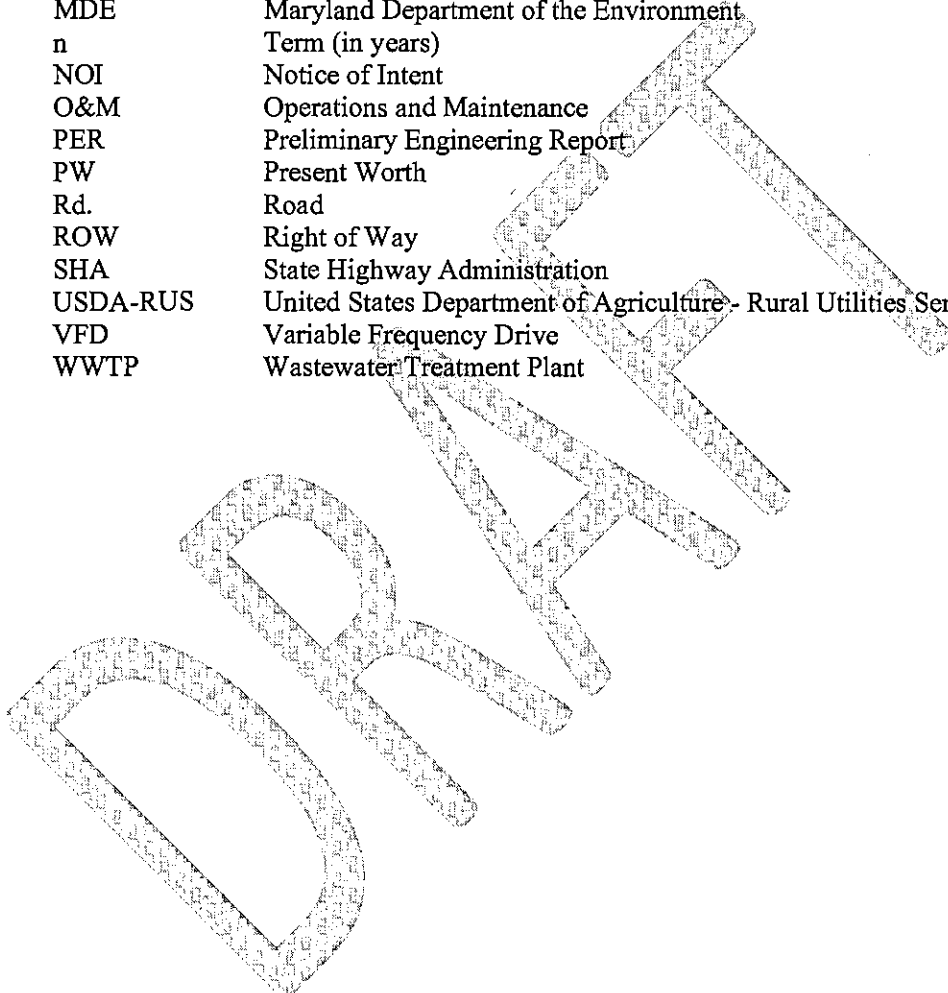
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ABBREVIATIONS

A	Annuity
AWWA	American Water Works Association
EDU	Equivalent Dwelling Unit
EPA	Environmental Protection Agency
F	Future Value
gpm	Gallons Per Minute
HUD	Housing and Urban Development
i	Interest Rate
MDE	Maryland Department of the Environment
n	Term (in years)
NOI	Notice of Intent
O&M	Operations and Maintenance
PER	Preliminary Engineering Report
PW	Present Worth
Rd.	Road
ROW	Right of Way
SHA	State Highway Administration
USDA-RUS	United States Department of Agriculture- Rural Utilities Service
VFD	Variable Frequency Drive
WWTP	Wastewater Treatment Plant





1. PROJECT PLANNING

The preliminary engineering report has been contracted by the Worcester County Public Works Department for the Lewis Road Sewer Extension. The study site is located east of Berlin, Worcester County, Maryland. The study will provide information, analyze alternatives, and propose a course of action for the necessary sewer improvements for the Lewis Road area. The report was composed according to Interagency Memorandum dated January 16, 2013 from the United States Department of Agriculture (USDA-RUS), Environmental Protection Agency (EPA), Department of Housing and Urban Development (HUD), and Indian Health Service contributors.

a. Location

The Lewis Road site is located in northeastern Worcester County, Maryland, east of Berlin near the intersection of Stephen Decatur Highway (State Route 611) and Assateague Road (State Route 376). The site extends northwest by approximately 1.25 miles. See Figures 2-1, 2-2, and 2-3 at the end of Section 2 for maps showing the vicinity, location, and planning area.

b. Environmental Resources Present

An Environment Report will be completed for the proposed site pursuant to USDA-RUS Bulletin 1794A-602. During the completion of the Environment Report, local, state, and federal agencies will be contacted to identify any potential environmental impacts generated by the proposed project.

The project will be located within Worcester County Right of Ways (ROW), easements previously obtained by Worcester County, or property to be purchased by the County.

The area is currently served by individual septic systems that serve each individual parcel to which the system was installed.

The goal of the proposed project is to eliminate sources of groundwater contamination by removing individual septic systems from parcels along Lewis Road. The septic systems are failing due to age, soils, and high-water tables increasing the contamination within the surficial aquifer.

c. Population Trends

The West Ocean City area is the nearest population center to Lewis Road, for which data is available. The population data obtained from the 2010 census provide adequate information to project population for the 20-year planning period by utilizing the growth projection from the Maryland Department of Planning. The data is listed in the table below.

Table 1.1: West Ocean City Projections, 2000 to 2040

Year	2000	2010	2020	2030	2040
Population	3,311	4,375	4,404	4,482	4,537

Source: Maryland Department of Planning Historical and Projected Population for Maryland Jurisdictions – Annualized Growth Rates August 2017 (Appendix A)

The 2010 census data is shown in Appendix A for the West Ocean City area as it is the closest designated census data point to the Lewis Road area. Lewis Road is outside of the incorporated limits of the West Ocean City and has a Berlin 21811 zip code.

d. Community Engagement

Prior to authorization of the PER, the County Commissioners held a community meeting to discuss the possible construction of a public sewer system on Lewis Road. The community members were provided information on the scope of the study and the potential fees associated with the study. Preliminary estimates were provided for the possible preliminary cost of the construction for the public sewer collection system. After the presentation, the community consensus was to proceed with the preliminary engineering study to determine feasibility.

Once the PER is completed, another public meeting will be held with the with the County Commissioners regarding the proposed project. Representatives from the Worcester County Department of Public Works and Davis, Bowen, & Friedel, Inc., would be present to answer questions and concerns from property owners. The four alternatives discussed in the following report will be discussed, including; the construction of a gravity sewer system, with a centralized pump station; installation of individual simplex grinder stations for each residential/commercial parcel with a small diameter forcemain; a combination of gravity sewer and grinder pumps connected to a centralized pump station; and a no action alternative. Cost estimates and projected layouts would be made available for each option.

DRAFT

2. EXISTING FACILITIES

a. Location Map

The Lewis Road sewer service area is located at the junction of Lewis Road (Rd.) and Stephen Decatur Highway (State Route 611), and follows Lewis Rd. approximately 7000 feet north. The area hosts 44 properties, of which 30 are currently occupied and 36 are currently being served with water service. The area serves a fire station, church, restaurant, and residential properties. The locations of the existing facilities are mapped in Figure 2-1, 2-2 and 2-3.

b. History

Wastewater disposal on Lewis Road is currently provided by private septic systems. The septic systems are of various ages as many are original to the homes they serve. The oldest structures in the area are believed to be from the 1920's. Many of the existing septic systems are failing or are highly susceptible to failure due to high water tables and poor soils.

A public water system was constructed in the area in 2007.

c. Condition of Existing Facilities

Currently the area has a water distribution system that was installed in 2007. Water is provided by an 8" diameter C-900 PVC watermain that traverse the length of Lewis Rd. During the installation of the watermain project, a 4" diameter force-main was installed for future use from the Landings WWTP through an easement on parcel 149 to Lewis Rd.

All developed properties along Lewis Rd. are served by existing septic systems. The septic systems are believed to be highly susceptible to failure due to high water tables in the area.

d. Financial Status of any Existing Facilities

Currently, the area has no existing sewer infrastructure therefore there is no existing sewer debt for the collection system. The treatment of the wastewater for the area would be accomplished through the Landings WWTP where capacity has been reserved for the properties.

Water infrastructure was installed in 2007. The water infrastructure was constructed at no cost to the residents as a condition of allowing the Landings Development WWTP to construct and use shallow groundwater injection wells for effluent disposal.

Worcester County currently bills quarterly for water usage.

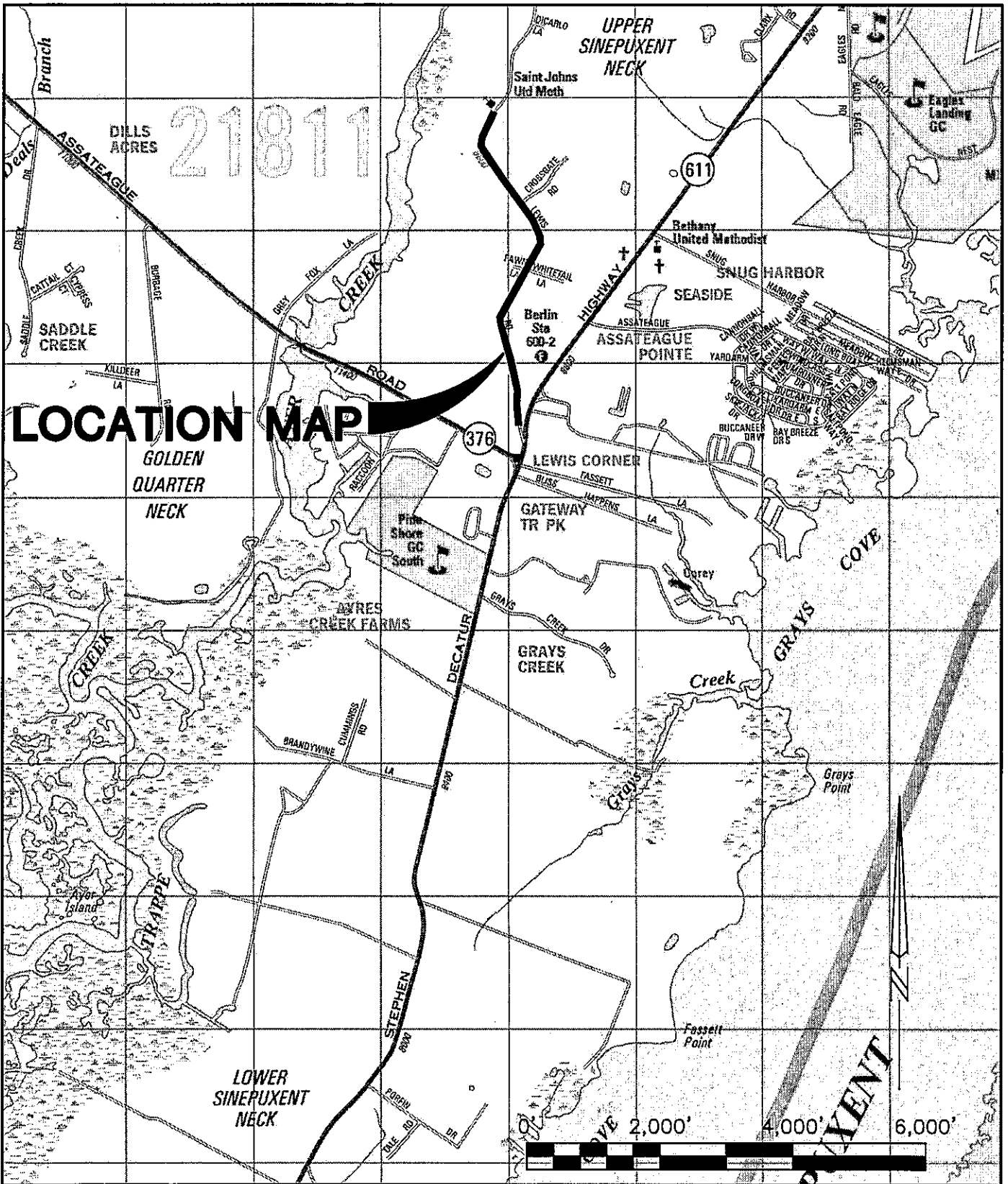
**Table 2.1: Tabulation of Users within Lewis Road**

Classification	Number of EDU's
Residential	47
Commercial	9
Governmental	1
Church	4

e. Water/Energy/Waste Audits

There are not any water/energy/waste audits applicable to this project.

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# LOCATION MAP

21811

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**DAVIS,  
BOWEN &  
FRIEDEL, INC.** ARCHITECTS ENGINEERS SURVEYORS

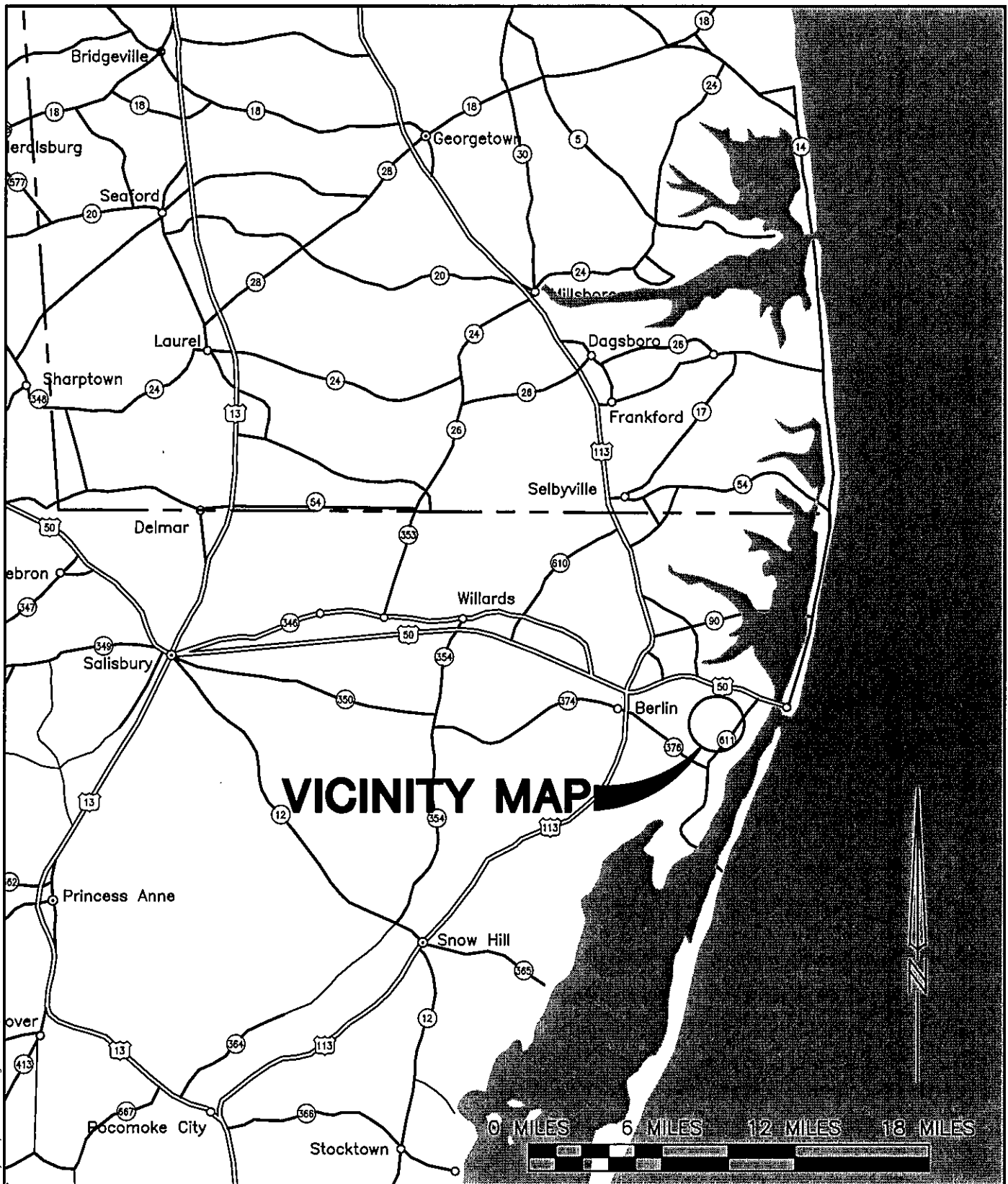
21

**PROJECT LOCATION MAP  
LEWIS ROAD SEWER EXTENSION  
WORCESTER COUNTY, MARYLAND  
PRELIMINARY ENGINEERING REPORT**

SALISBURY, MARYLAND (410) 543-9091  
MILFORD, DELAWARE (302) 424-1441  
EASTON, MARYLAND (410) 770-4744

Date: 9/25/2017      Scale: 1" = 2,000'      Proj.No.: 0085B036.A01

DRAFT



O:\0085\0085B036.A01\vicinity Map 8.5X11.dwg Oct 05, 2017 - 11:23am



**DAVIS,  
BOWEN &  
FRIEDEL, INC.** ARCHITECTS ENGINEERS SURVEYORS

SALISBURY, MARYLAND (410) 543-0091  
MILFORD, DELAWARE (302) 424-1441  
EASTON, MARYLAND (410) 770-4744

**2.2**

**PROJECT LOCATION MAP  
LEWIS ROAD SEWER EXTENSION  
WORCESTER COUNTY, MARYLAND  
PRELIMINARY ENGINEERING REPORT**

Date: 9/25/2017

Scale: 1" = 6 MILES

Proj.No.: 0085B036.A01

DRAFT



O:\0085\0085B036.A01\parcels to be served 8.5 X 11.dwg Oct 05, 2017 - 11:23am



23



DAVIS,  
BOWEN &  
FRIEDEL, INC. ARCHITECTS ENGINEERS SURVEYORS

SALISBURY, MARYLAND (410) 843-9091  
MILFORD, DELAWARE (302) 424-1441  
EASTON, MARYLAND (410) 770-4744

**PARCELS TO BE SERVED  
LEWIS ROAD SEWER EXTENSION  
WORCESTER COUNTY, MARYLAND  
PRELIMINARY ENGINEERING REPORT**

Date: 9/25/2017

Scale: 1" = 800'

Proj.No.: 0085B036.A01

DRAFT

3. NEED FOR PROJECT

a. Health, Sanitation, and Security

The proposed project will provide a centralized sewer collection system to the 44-parcels located along Lewis Road where the project is to be implemented. The existing septic systems in the area are susceptible to failure due to high water tables and soils conditions. Septic systems are also known to increase nutrient loading within the surficial aquifer.

The study area is located in a low-income area, where a failed septic system would place a high burden on the property owner due to the replacement and repair costs.

b. Aging Infrastructure

There is currently no centralized sewage collection system within the study area. All parcels are served by private septic systems. The ages of the existing septic systems are unknown but many are believed to be original to the homes. The age of the structures within the area vary but stretch as far back as the 1920's.

c. Reasonable Growth

The study area consists of 44 parcels, 36 of these parcels are currently served by water and private septic systems. The proposed centralized sewer system would be sized to serve these 36 lots as well as the 8 infill lots. The capacity for the infill lots would be reserved, allowing the property owners to connect to the centralized sewer system in the future. There is no known planned development in the area. The project would have the capacity to service the area over the 20-year planning period.

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4. ALTERNATIVES CONSIDERED

ALTERNATIVE I – Installation of a Gravity Sewer System and Central Grinder Pump Station

a. Description

This alternative explores the option of constructing a gravity sewer collection system with a centralized pump station. This alternative will provide a reliable sewer system with low maintenance cost.

b. Design Criteria

Table 4.1: Design Criteria for Alternative I

Parameter	Value
Materials	AWWA C-900
System Sizing	Domestic demands
Collection System	10 States Standards
Pressure Testing	AWWA C-900
Pump Station	MDE Sewerage Guidelines
Capacities	MDE Sewerage Guidelines / 10 States Standards

c. Map

Maps of this alternative are shown in Figure 4-1A, 4-1B, 4-1C, 4-1D, & 4-1E.

d. Environmental Impacts

Environmental impacts for this option would be limited. The layout of the sewer system would be designed to keep the majority of the disturbances located within existing road beds. Although the majority of the work is anticipated to be in paved areas, wetlands and coastal bays permitting may be required. An exemption would be required from the current stormwater regulations since minimal impervious area would be created.

e. Land Requirements

All sewer mains and forcemains for the project would be located within existing right of ways and easements. It is anticipated that Worcester County would need to obtain a parcel, approximately 50' x 50' to house a centralized pump station.

f. Potential Construction Problems

Alternative I will encounter construction issues regarding traffic control. The sewers mains would be located within paved areas requiring a traffic control plan including flagging, lane closures, and detours.

The depth of the gravity sewer and pump station would encounter groundwater, requiring dewatering.

The area is currently served by a public water system. Therefore, a plan would need to be developed to allow the sewer system to be constructed with minimal disruptions to water service for the residents.

g. Sustainability Considerations

i. Water and Energy Efficiency

Variable Frequency Drives (VFD) would be installed to allow the pumps to operate at maximum efficiency.

ii. Green Infrastructure

The nature of the alternative does not allow for many chances to include green infrastructure. The use of recycled asphalt within the pavement will occur throughout the project. Utilization of recycled millings as a road base would be further reviewed during design to determine the feasibility.

iii. Other

This alternative creates additional facilities for the Worcester County; the additional facilities would provide a reliable sanitary solution for waste disposal for residents as well as decrease nutrient loadings entering the surficial aquifer.

h. Cost Estimates

A detailed cost estimate is provided in Appendix E. A breakdown of the annual operations and maintenance costs are shown in Appendix F.

Table 4.2: Alternative I Cost Estimate

Parameter	Cost
Construction	\$1,245,768.03
Construction Contingency	\$124,576.80
Non-Construction Costs	\$234,238.25
Annual Operations and Maintenance	\$9,151.99



**dbf** DAVIS, BOWEN & FRIEDEL, INC. ARCHITECTS ENGINEERS SURVEYORS

**ALTERNATIVE: 1  
4.1A  
KEY MAP**

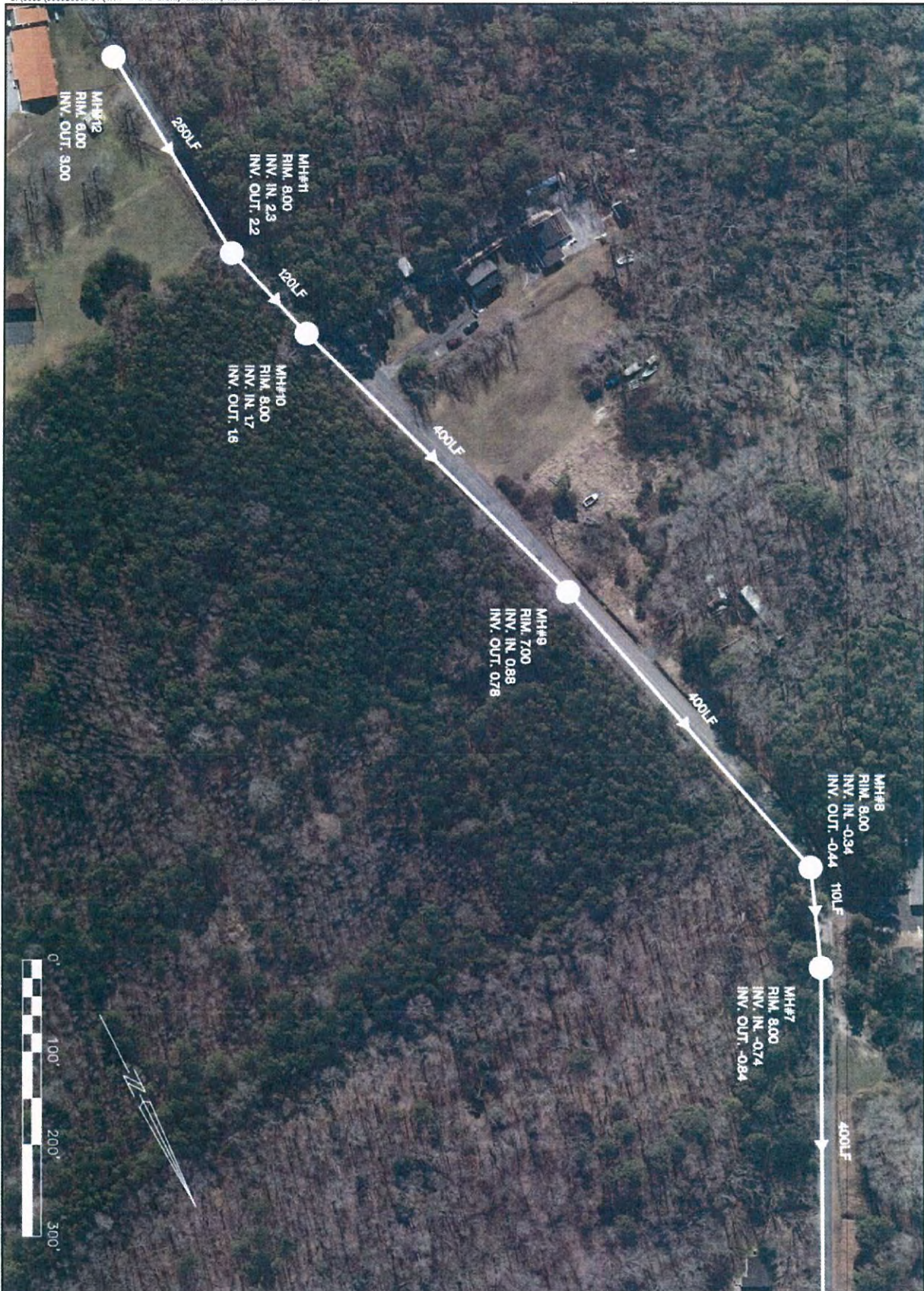
**GRAVITY SEWER SITE PLAN  
LEWIS ROAD SEWER EXTENSION  
PRELIMINARY ENGINEERING REPORT  
WORCESTER COUNTY, MARYLAND**


SALISBURY, MARYLAND (410) 543-9091  
MILFORD, DELAWARE (302) 424-1441  
EASTON, MARYLAND (410) 770-4744

Date: NOV. 2017

Scale: 1" = 300'


Proj.No.: 0085B036.A01



 <b>DAVIS, BOWEN &amp; FRIEDEL, INC.</b> ARCHITECTS ENGINEERS SURVEYORS	<b>ALTERNATIVE I 4.1B</b>	<b>GRAVITY SEWER SITE PLAN LEWIS ROAD SEWER EXTENSION PRELIMINARY ENGINEERING REPORT WORCESTER COUNTY, MARYLAND</b>	
	SALISBURY, MARYLAND (410) 543-9091 MILFORD, DELAWARE (302) 424-1441 EASTON, MARYLAND (410) 770-4744	Date: NOV. 2017	Scale: 1" = 400'





 <b>DAVIS, BOWEN &amp; FRIEDEL, INC.</b> ARCHITECTS ENGINEERS SURVEYORS	<b>ALTERNATIVE: I</b> <b>4.1C</b>	<b>GRAVITY SEWER SITE PLAN</b> <b>LEWIS ROAD SEWER EXTENSION</b> <b>PRELIMINARY ENGINEERING REPORT</b> <b>WORCESTER COUNTY, MARYLAND</b>	
	SALISBURY, MARYLAND (410) 543-9091 MILFORD, DELAWARE (302) 424-1441 EASTON, MARYLAND (410) 770-4744	Date: NOV. 2017	Scale: 1" = 100'



	<b>DAVIS, BOWEN &amp; FRIEDEL, INC.</b> ARCHITECTS ENGINEERS SURVEYORS	<b>ALTERNATIVE I 4.1D</b>	<b>GRAVITY SEWER SITE PLAN LEWIS ROAD SEWER EXTENSION PRELIMINARY ENGINEERING REPORT WORCESTER COUNTY, MARYLAND</b>
	SALISBURY, MARYLAND (410) 543-9091 MILFORD, DELAWARE (302) 424-1441 EASTON, MARYLAND (410) 770-4744	Date: NOV. 2017	Scale: 1" = 100'



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ALTERNATIVE: I  
4.1E

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**GRAVITY SEWER SITE PLAN  
LEWIS ROAD SEWER EXTENSION  
PRELIMINARY ENGINEERING REPORT  
WORCESTER COUNTY, MARYLAND**

Date: NOV. 2017      Scale: 1" = 100'      Proj.No.: 0085B036.A01

ALTERNATIVE II – Installation of Small Diameter Forcemain and individual Grinder Stations

a. Description

Alternative II explores the option of replacing the existing septic system with individual grinder stations for each parcel, pumping from each lot through small diameter PVC force main to the Wastewater Treatment Facility. Alternative II would provide a reliable sewer system with low maintenance cost.

b. Design Criteria

Table 4.3: Design Criteria for Alternative II

Parameter	Value
Materials	ASTM D 1785 & ASTM D 2467
System Sizing	Domestic demands
Collection System	10 States Standards
Pressure Testing	ASTM D 1785 & ASTM D 2467

c. Map

Maps of this alternative are shown in Figure 4-2A, 4-2B, 4-2C, 4-2D, & 4-2E.

d. Environmental Impacts

Environmental impacts may be of concern for this option due to the location of the project. The layout of the sewer system would be designed to keep the disturbances to a minimum by trenching in the small diameter forcemain. Although the majority of the work is anticipated to be in paved areas, wetlands and coastal bays permitting may be required. An exemption would be required from the current storm water regulations since minimal impervious area would be created.

e. Land Requirements

The project would be located within existing right of ways and easements. As such, it is not anticipated that additional easements or land acquisitions would be required.

f. Potential Construction Problems

This alternative will encounter construction issues regarding traffic control. The majority of the work would be completed outside of the paved area but due to the location the work would require a traffic control plan including flagging, lane closures, and detours.

The area is currently served by a public water system. Therefore, a plan would need to be developed to allow the centralized sewer system to be constructed with minimal disruptions to water service for the residents.

g. Sustainability Considerations

i. Water and Energy Efficiency

This alternative does not provide many opportunities to include water and/or energy efficiency.

ii. Green Infrastructure

The nature of the alternative does not allow for many chances to include green infrastructure. The use of recycled asphalt within the pavement will occur throughout the project. Utilization of recycled millings as a road base would be further reviewed during design to determine the feasibility.

iii. Other

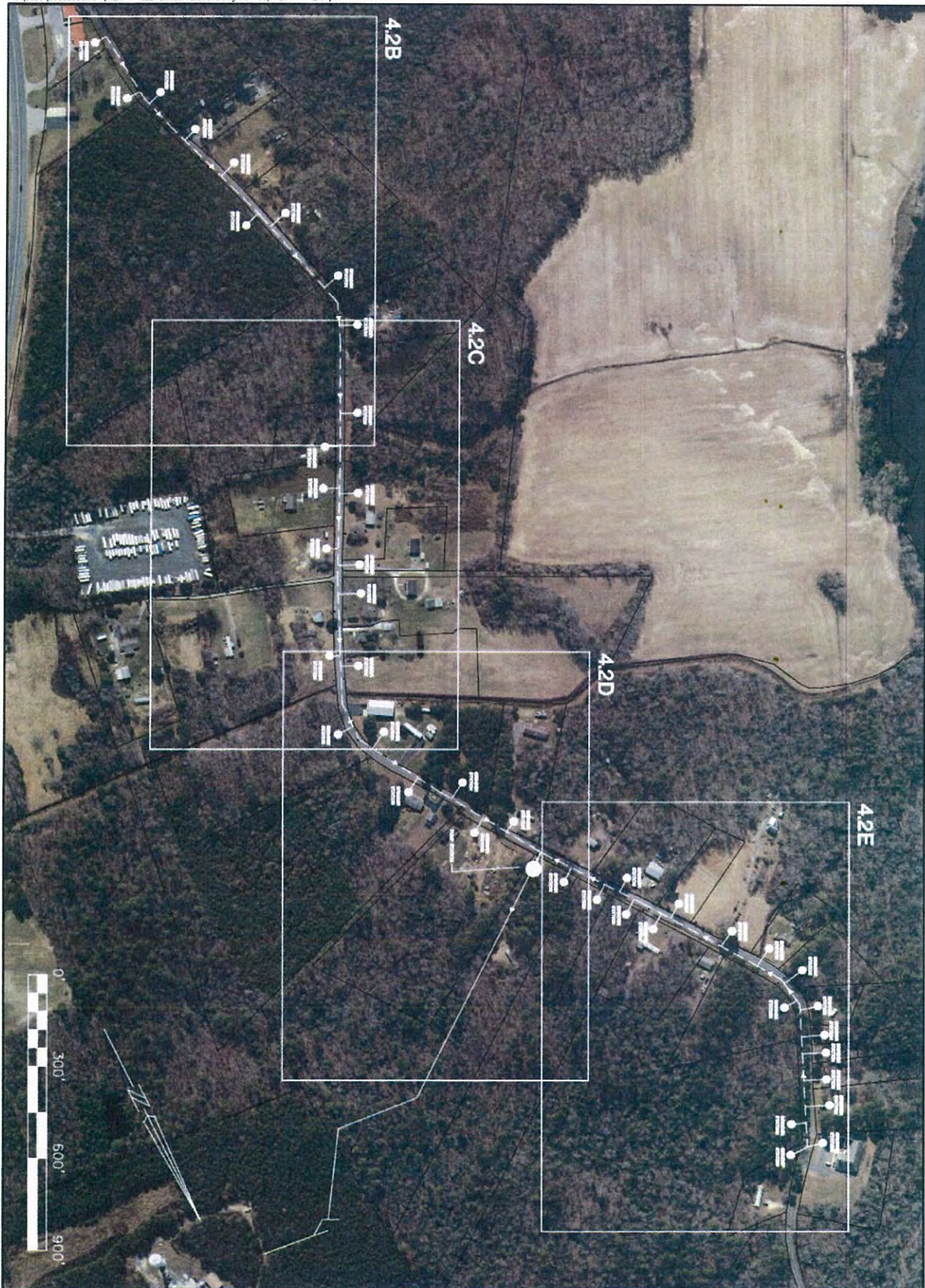
This alternative creates additional facilities for the Worcester County; the additional facilities would provide a reliable sanitary solution for waste disposal for residents as well as decrease nutrient loadings entering the surficial aquifer.


h. Cost Estimates

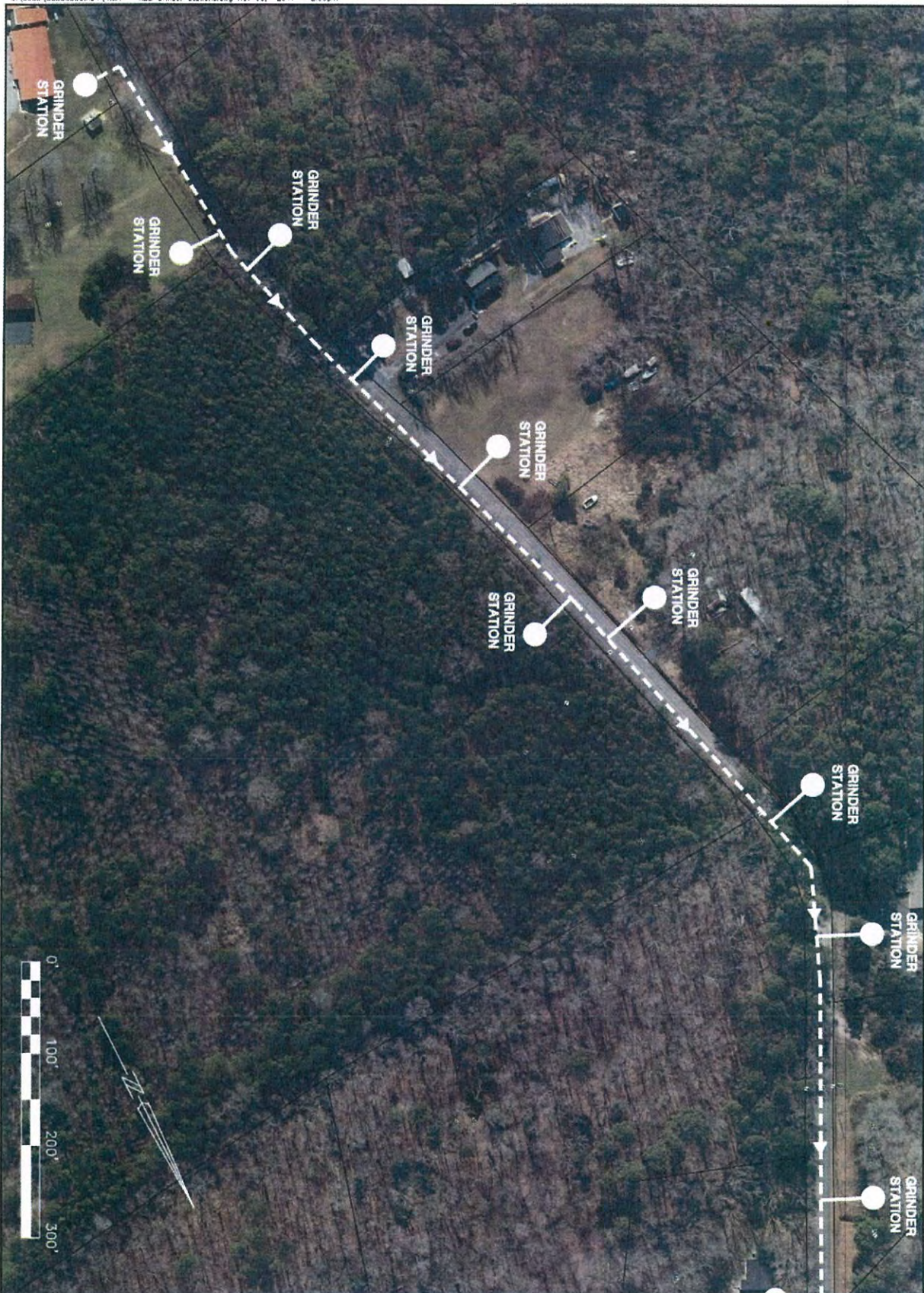
A detailed cost estimate is provided in Appendix E. A breakdown of the annual operations and maintenance costs are shown in Appendix F.


Table 4.4: Alternative II Cost Estimate

Parameter	Cost
Construction	\$732,585.53
Construction Contingency	\$73,258.55
Non-Construction Costs	\$141,865.35
Annual Operations and Maintenance	\$19,380.00



 <b>DAVIS, BOWEN &amp; FRIEDEL, INC.</b> ARCHITECTS ENGINEERS SURVEYORS	<b>ALTERNATIVE II 4.2A KEY MAP</b>	<b>GRINDER STATIONS LEWIS ROAD SEWER EXTENSION PRELIMINARY ENGINEERING REPORT WORCESTER COUNTY, MARYLAND</b>	
	SALISBURY, MARYLAND (410) 543-9091 MILFORD, DELAWARE (302) 424-1441 EASTON, MARYLAND (410) 770-4744	Date: NOV. 2017	Scale: 1" = 300'



 <b>DAVIS, BOWEN &amp; FRIEDEL, INC.</b> ARCHITECTS ENGINEERS SURVEYORS	ALTERNATIVE II 4.2B	<b>GRINDER STATIONS LEWIS ROAD SEWER EXTENSION PRELIMINARY ENGINEERING REPORT WORCESTER COUNTY, MARYLAND</b>
	SALISBURY, MARYLAND (410) 543-8091 MILFORD, DELAWARE (302) 424-1441 EASTON, MARYLAND (410) 770-4744	Date: NOV. 2017
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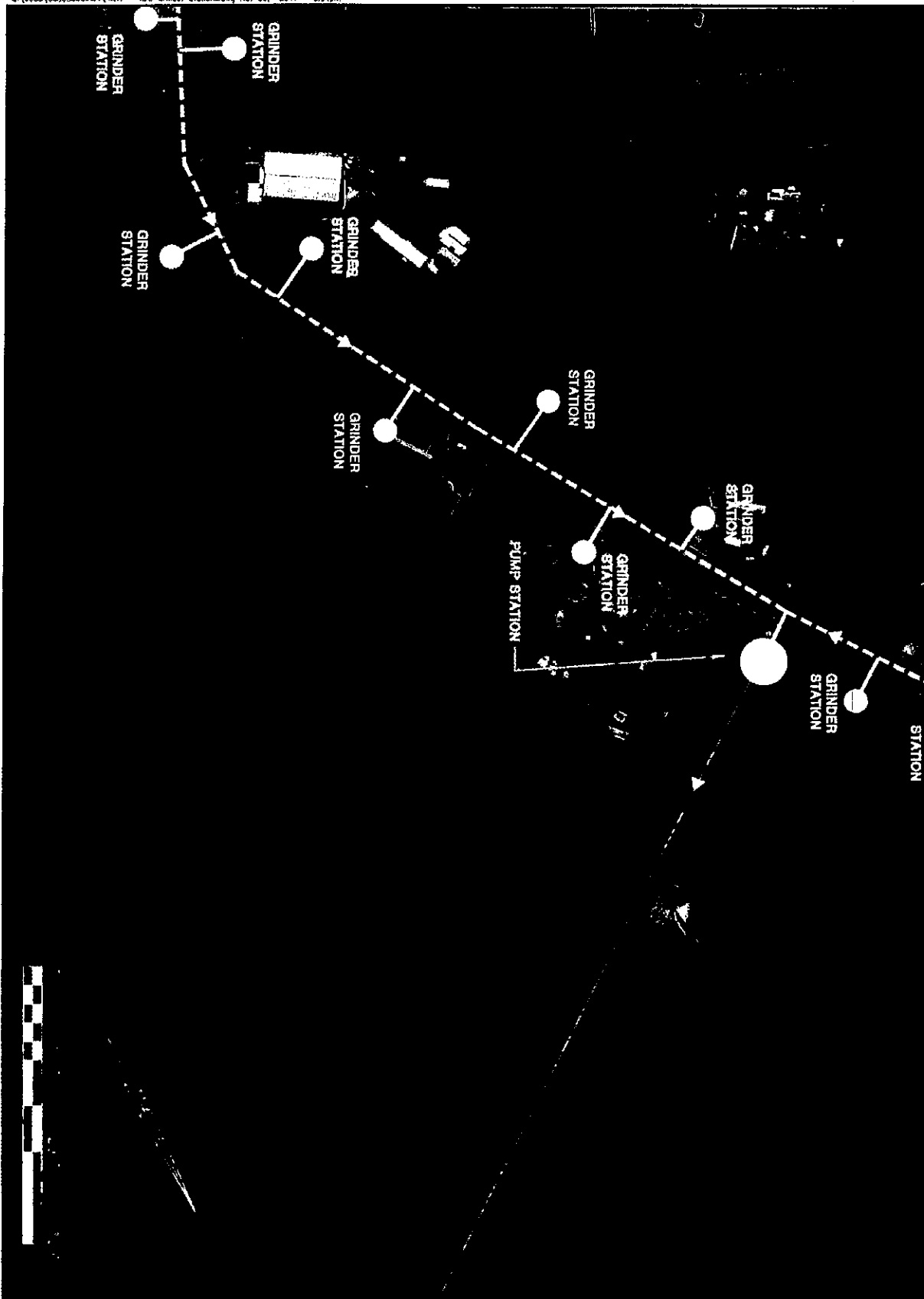
ALTERNATIVE II 42C


SALISBURY, MARYLAND (410) 543-9091  
 MILFORD, DELAWARE (302) 424-1441  
 EASTON, MARYLAND (410) 770-4744

**GRINDER STATIONS**  
**LEWIS ROAD SEWER EXTENSION**  
**PRELIMINARY ENGINEERING REPORT**  
**WORCESTER COUNTY, MARYLAND**


Date: NOV. 2017      Scale: 1" = 100'      Proj.No.: 0085B036.A01





 <b>DAVIS, BOWEN &amp; FRIEDEL, INC.</b> ARCHITECTS ENGINEERS SURVEYORS	<b>ALTERNATIVE II</b> <b>42D</b>	<b>GRINDER STATIONS</b> <b>LEWIS ROAD SEWER EXTENSION</b> <b>PRELIMINARY ENGINEERING REPORT</b> <b>WORCESTER COUNTY, MARYLAND</b>	
	SALISBURY, MARYLAND (410) 543-9081 MILFORD, DELAWARE (302) 424-1441 EASTON, MARYLAND (410) 770-4744	Date: NOV. 2017	Scale: 1" = 100'



 <b>DAVIS, BOWEN &amp; FRIEDEL, INC.</b> ARCHITECTS ENGINEERS SURVEYORS	<b>ALTERNATIVE II 4.2E</b>		<b>GRINDER STATIONS LEWIS ROAD SEWER EXTENSION PRELIMINARY ENGINEERING REPORT WORCESTER COUNTY, MARYLAND</b>	
	SALISBURY, MARYLAND (410) 543-9091 MILFORD, DELAWARE (302) 424-1441 EASTON, MARYLAND (410) 770-4744	Date: NOV. 2017	Scale: 1" = 100'	Proj.No.: 0085B036.A01

ALTERNATIVE III – Hybrid System - Gravity Sewer, Small Diameter Forcemain with individual Grinder Stations, and a Centralized Pump Station

a. Description

Alternative III explores the option of constructing individual grinder pumps for residences at the extremities of the system, with a gravity sewer system located in the centralized areas. A centralized pump station would be required the grinder stations would pump through a small diameter forcemain, into the gravity sewer system. The gravity system would convey sewage to a centralized pump station where the sewage would be pumped to the WWTP. The Gravity Sewer system would be extended to the maximum extent possible while keeping pipe excavations under 10 feet in depth.

b. Design Criteria

Table 4.5: Design Criteria for Alternative III

Parameter	Value
Materials	AWWA C-900 / ASTM D 1785 & ASTM D 2467
System Sizing	Domestic demands
Collection System	10 States Standards
Pressure Testing	AWWA C-900 / ASTM D 1785 & ASTM D 2467
Pump Station	MDE Sewerage Guidelines

c. Map

Maps of this alternative are shown in Figure 4-3A, 4-3B, 4-3C, 4-3D, & 4-3E.

d. Environmental Impacts

Environmental impacts for this option would be limited. The layout of the sewer system would be designed to keep the majority of the disturbances located within existing road beds. Although the majority of the work is anticipated to be in paved areas, wetlands and coastal bays permitting may be required. An exemption would be required from the current storm water regulations since minimal impervious area would be created.

e. Land Requirements

All sewer mains and forcemains for the project would be located within existing right of ways and easements. It is anticipated that Worcester County would need to obtain a parcel, approximately 50' x 50' to house a centralized pump station.

f. Potential Construction Problems

Alternative III will encounter construction issues regarding traffic control. The sewers mains would be located within paved areas requiring a traffic control plan including flagging, lane closures, and detours.

The depth of the gravity sewer and pump station would encounter groundwater, requiring dewatering.

That area is currently served by a public water system. Therefore, a plan would need to be developed to allow the sewer system to be constructed with minimal disruptions to water service for the residents.

g. Sustainability Considerations

i. Water and Energy Efficiency

Variable Frequency Drives (VFD) would be installed to allow the pumps to operate at maximum efficiency.

ii. Green Infrastructure

The nature of the alternative does not allow for many chances to include green infrastructure. The use of recycled asphalt within the pavement will occur throughout the project. Utilization of recycled millings as a road base would be further reviewed during design to determine the feasibility.

iii. Other

This alternative creates additional facilities for the Worcester County; the additional facilities would provide a reliable sanitary solution for waste disposal for residents as well as decrease nutrient loadings entering the surficial aquifer.

h. Cost Estimates

A detailed cost estimate is provided in Appendix E. A breakdown of the annual operations and maintenance costs are shown in Appendix F.

Table 4.6: Alternative III Cost Estimate

Parameter	Cost
Construction	\$986,604.78
Construction Contingency	\$98,606.48
Non-Construction Costs	\$187,488.60
Annual Operations and Maintenance	\$12,113.66



 <b>DAVIS, BOWEN &amp; FRIEDEL, INC.</b> ARCHITECTS ENGINEERS SURVEYORS	ALTERNATIVE: III 4.3A KEY MAP	<b>COMBINATION G.S &amp; GRINDER STATIONS LEWIS ROAD SEWER EXTENSION PRELIMINARY ENGINEERING REPORT WORCESTER COUNTY, MARYLAND</b>	
	SALISBURY, MARYLAND (410) 543-9091 MILFORD, DELAWARE (302) 424-1441 EASTON, MARYLAND (410) 770-4744	Date: NOV. 2017	Scale: 1" = 300'



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ALTERNATIVE III  
4.3B

**COMBINATION G.S & GRINDER STATIONS  
LEWIS ROAD SEWER EXTENSION  
PRELIMINARY ENGINEERING REPORT  
WORCESTER COUNTY, MARYLAND**

Date: NOV. 2017	Scale: 1" = 400'	Proj.No.: 0085B036.A01
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 <b>DAVIS, BOWEN &amp; FRIEDEL, INC.</b> ARCHITECTS ENGINEERS SURVEYORS	ALTERNATIVE: III 4.3C	<b>COMBINATION G.S &amp; GRINDER STATIONS LEWIS ROAD SEWER EXTENSION PRELIMINARY ENGINEERING REPORT WORCESTER COUNTY, MARYLAND</b>	
	SALISBURY, MARYLAND (410) 543-9081 MILFORD, DELAWARE (302) 424-1441 EASTON, MARYLAND (410) 770-4744	Date: NOV. 2017	Scale: 1" = 100'



 <b>DAVIS, BOWEN &amp; FRIEDEL, INC.</b> ARCHITECTS ENGINEERS SURVEYORS	<b>ALTERNATIVE: III</b> <b>4.3D</b>	<b>COMBINATION G.S &amp; GRINDER STATIONS</b> <b>LEWIS ROAD SEWER EXTENSION</b> <b>PRELIMINARY ENGINEERING REPORT</b> <b>WORCESTER COUNTY, MARYLAND</b>
	SALISBURY, MARYLAND (410) 543-9091 MILFORD, DELAWARE (302) 424-1441 EASTON, MARYLAND (410) 770-4744	Date: NOV. 2017





 <b>DAVIS, BOWEN &amp; FRIEDEL, INC.</b> ARCHITECTS ENGINEERS SURVEYORS	ALTERNATIVE: III 4.3E	<b>COMBINATION G.S. &amp; GRINDER STATIONS LEWIS ROAD SEWER EXTENSION PRELIMINARY ENGINEERING REPORT WORCESTER COUNTY, MARYLAND</b>
	SALISBURY, MARYLAND (410) 543-9091 MILFORD, DELAWARE (302) 424-1441 EASTON, MARYLAND (410) 770-4744	Date: NOV. 2017

ALTERNATIVE IV – NO ACTION

a. Description

Alternative IV is the “no action” alternative.

b. Design Criteria

The “no action” alternative does not have any design criteria.

c. Map

A map is not necessary for this alternative.

d. Environmental Impacts

The “no action” alternative does not pose a threat for environmental impacts.

e. Land Requirements

No land will need to be purchased or acquired for this alternative.

f. Potential Construction Problems

This section does not apply to this alternative.

g. Sustainability Considerations

i. Water and Energy Efficiency

The nature of this alternative does not allow for efficiency.

ii. Green Infrastructure

The nature of this alternative does not allow for any green infrastructure.

iii. Other

This alternative does not have any other sustainability considerations.

h. Cost Estimates

No additional costs would be seen by the Worcester County Public Works. Although individual parcels may require the reconstruction of portions of the septic system as they fail.

Table 4.7: Alternative IV Cost Estimate

Parameter	Cost
Construction	\$0.00
Construction Contingency	\$0.00
Non-Construction Costs	\$0.00
Annual Operations and Maintenance	\$0.00

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5. SELECTION OF AN ALTERNATIVE

a. Life Cycle Cost Analysis

Present worth cost analysis for the alternatives was completed using the following technique.

$$PW = PW_{\text{construction costs}} + PW_{\text{non-construction costs}} + PW_{\text{O\&M}} - PW_{\text{Salvage}}$$

$$PW_{\text{O\&M}} = A_{\text{O\&M}} \left( \frac{(1+i)^n - 1}{i(1+i)^n} \right)$$

$$PW_{\text{Salvage}} = \frac{F_{\text{Salvage}}}{(1+i)^n}$$

*PW = present worth*

*A = annuity*

*F = future value*

*i = the real federal discount rate (3.25%)*

*n = the term of analysis (30 years)*

The present worth of the alternatives is summarized in the table below.

Table 5.1: Present Worth Analysis

	Alternative I	Alternative II	Alternative III	Alternative IV
Present Worth of Construction Costs ( $PW_{\text{Construction Costs}}$ )	\$1,370,344.83	\$805,843.80	\$1,139,053.03	\$0.00
Present Worth of Non-Construction Costs ( $PW_{\text{Non-construction costs}}$ )	\$225,238.25	\$141,865.35	\$186,390.50	\$0.00
Annuity of O&M ( $A_{\text{O\&M}}$ )	\$9,151.99	\$19,380.00	\$12,113.66	\$0.00
Present Worth of O&M ( $PW_{\text{O\&M}}$ )	\$173,722.32	\$367,869.56	\$229,940.49	\$0.00
Future Value of Salvage ( $F_{\text{Salvage}}$ )	\$0.00	\$0.00	\$0.00	\$0.00
Present Worth of Salvage ( $PW_{\text{Salvage}}$ )	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Present Worth (PW)</b>	<b>\$1,769,305.40</b>	<b>\$1,315,578.56</b>	<b>\$1,555,384.02</b>	<b>\$0.00</b>

b. Non-Monetary Factors

The factors used for evaluating the alternatives are present worth (cost), providing a reliable sewer system, and operation & maintenance.

Of these alternatives, providing the reliable sewer system is the most important and given the highest weighting percentage.

The percentages for each factor are as follows:

**Table 5.2: Weighting Percentages**

<b>Present Worth</b>	30%
<b>Provide Reliable Sewer System</b>	50%
<b>O&amp;M</b>	20%

In scoring the alternatives, a qualitative ranking will be used with a “1” assigned to the least desirable alternative and a “4” assigned to the most desirable alternative.

**Table 5.3: Scoring of the Alternatives**

Alternative	Present Worth (30%)		Provide Reliable Sewer System (50%)		O&M (20%)		Total Weighted Score
	Score	Weighted Score	Score	Weighted Score	Score	Weighted Score	
<b>I</b>	1	0.3	4	2.0	3	0.6	<b>2.9</b>
<b>II</b>	3	0.9	2	1.0	1	0.2	<b>2.1</b>
<b>III</b>	2	0.6	3	1.5	2	0.4	<b>2.5</b>
<b>IV</b>	4	1.2	1	0.5	4	0.8	<b>2.5</b>

6. PROPOSED PROJECT (RECOMMENDED ALTERNATIVE)

a. Preliminary Project Design

The recommended alternative is ALTERNATIVE I – Installation of a Gravity Sewer System with a Central Pump Station. This alternative will provide a reliable sewer system with a low operation and maintenance cost.

i. Wastewater/Reuse:

Collection System

The collection system would consist of a gravity sewer system with a central grinder pump station. The collection system would be constructed of approximately 4720 feet of 8” and 10” PVC gravity sewer. Each parcel would have a lateral with a cleanout located at the property line. Homeowners would be required to connect to the lateral utilizing an outside contractor. The collection system would run to a centralized pump station along Lewis Road.

Pumping Stations

A single pump station would be constructed on a 50’ x 50’ parcel. The pump station would consist of submersible pumps, a generator, a bypass pump connection, controls, SCADA, and miscellaneous site work. The pump station would be located in a central location with a pumping rate of approximately 60 gpm.

Treatment

The wastewater would be conveyed from each home to the Landings Wastewater Treatment Plant. The County maintains the facility so no additional maintenance or operational costs would be required by the County Public Works.

b. Project Schedule

The next step in implementing the project would be to complete the environmental report to determine mitigation and permitting requirements. From the preliminary engineering report and environmental report, the design and permitting process can begin. The funding agency approval shall also be acquired once all permits are received.

Design and permitting is estimated to take 240 days or 8 months due to the environmental permitting requirements as well as the size of the site. After all approvals are secured, the project would be bid to allow for the selection of a contractor. The bidding and award process is estimated to take 60-75 days or 2.5 months. After bidding and award, the construction contract is estimated to be 180 days or six months. All timeframes for project tasks are estimated. See Table 6-1 below.

**Table 6.1: Project Schedule**

<b>Project Task</b>	<b>Timeframe</b>
<b>Design &amp; Permitting</b>	8 Months
<b>Bidding</b>	2.5 Months
<b>Construction</b>	6 Months

c. Permit Requirements

Due to the nature of the project, permitting requirements are based on the exact routing of the piping. Project plans shall be submitted to the Worcester Conservation District to ensure adequate sediment and erosion control measures. An NOI issued through MDE may be required if the projected disturbances exceed one (1) acre. With a pump station being constructed, an MDE Construction permit would be required. The project would be submitted to Worcester County Roads for approval to construct within the County right of ways. Submission may be required to Coastal Bays, and to MDE should any wetland encroachments occur. Wetlands delineations may be required. The project would receive final approval from the Worcester County Public Works prior to bidding and construction. The funding agencies shall also approve the project prior to bidding.

d. Sustainability Considerations

i. Water and Energy Efficiency

Variable Frequency Drives (VFD) would be installed to allow the pumps to operate at maximum efficiency.

ii. Green Infrastructure

The nature of the alternative does not allow for many chances to include green infrastructure. The use of recycled asphalt within the pavement will occur throughout the project. Utilization of recycled millings as a road base would be further reviewed during design to determine the feasibility.

iii. Other

This alternative creates additional facilities for the Worcester County; the additional facilities would provide a reliable sanitary solution for waste disposal for residents as well as decrease nutrient loadings entering the surficial aquifer.

e. Total Project Cost Estimate (Engineer’s Opinion of Probable Cost)

The Total Project Cost Estimate is included in Appendix E.

f. Annual Operating Budget

i. Income

The proposed project will increase the income for the Worcester County Public Works due to the number of users would increase by 44 EDU’s. User tabulations and budgetary information is provided in Sections 1.c. and 2.d. The County’s existing rate schedule has

been included in the appendix for reference. Rates may need to be valued to pay for any proposed improvements.

ii. Annual O&M Costs

The proposed project will not include any additional personnel costs, administrative costs, treatment costs, accounting and auditing fees, legal fees, interest, utilities, insurance, monitoring and testing, supplies, chemicals, residuals disposal, office supplies, printing, or professional services. The project would not increase the number of personnel currently employed by the Worcester County Public Works.

The infrastructure would be maintained by the existing personnel due to the low maintenance requirements. The maintenance on the proposed gravity sewer infrastructure is anticipated to be minimal. O&M costs for the pump station are included in the appendix and would include maintenance of the site including grass cutting, pump repairs, fueling generator, and attendance at the site to review operations are believed to be the major O&M requirements.

iii. Debt Repayments

The anticipated debt service requested for financing through USDA would be on a 30-year loan at an estimated rate of 3.25% would be \$93,210.05. This would calculate to approximately \$128 per EDU. The repayment does not take into consideration any grants that may be awarded.

iv. Reserves

Debt Service Reserve

Reserve fund is required for this project funded through the General Obligation Bond.

Short-Lived Asset Reserve

The proposed project includes short lived assets that have to be considered. Most of the assets associated with this project are considered long-lived assets. This eventual replacement should be funded with long-term capital financing.

Table 6.2: Short Lived Assets

Assets	Recurrence (yrs)	Unit Price	Total Price (20 yrs)
Minor pump station repairs	3 yrs	\$500.00	\$3,333.33
Replace lift station pumps	10 yrs	\$12,000.00	\$24,000.00
Repair/replace lift station controls	15 yrs	\$500.00	\$666.67
Repair manholes	8 yrs	\$1,100.00	\$2,750.00
Check & clean manholes	20 yrs	\$1,100.00	\$1,100.00
Clean/flush sewers lines	5 yrs	\$1,000.00	\$4,000.00
Replace grinder stations (10 Pumps)	5 yrs	\$15,000.00	\$60,000.00
Repair/replace grinder station controls (10 Panels)	15 yrs	\$1,000.00	\$1,333.33



7. CONCLUSIONS AND RECOMMENDATIONS

This study recommends that the Worcester County Public Works construct a gravity sewer system with a centralized grinder pump station as indicated in Alternative I. This alternative provides the most reliable sewer system with low maintenance cost.

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Worcester County  
DEPARTMENT OF PUBLIC WORKS  
6113 TIMMONS ROAD  
SNOW HILL, MARYLAND 21863

JOHN H. TUSTIN, P.E.  
DIRECTOR

JOHN S. ROSS, P.E.  
DEPUTY DIRECTOR

TEL: 410-632-5623  
FAX: 410-632-1753

MEMORANDUM

**TO:** Harold L. Higgins, Chief Administrative Officer  
**FROM:** John H. Tustin, P.E., Director *JHT*  
**DATE:** January 9, 2018  
**SUBJECT:** Newark Sanitary Service Area Antenna Space Lease

DIVISIONS

**MAINTENANCE**  
TEL: 410-632-3766  
FAX: 410-632-1753

**ROADS**  
TEL: 410-632-2244  
FAX: 410-632-0020

**SOLID WASTE**  
TEL: 410-632-3177  
FAX: 410-632-3000

**FLEET  
MANAGEMENT**  
TEL: 410-632-5675  
FAX: 410-632-1753

**WATER AND  
WASTEWATER**  
TEL: 410-641-5251  
FAX: 410-641-5185

.....

For some time now, we have been working with the County Attorney and representatives of Verizon Wireless (Verizon) to negotiate an antenna space lease agreement whereby Verizon would lease space on the Newark Water Tower for installation and operation of communication equipment. The result of those negotiations is the attached "Antenna Mounting Space Lease Agreement."

In summary, this is a 5-year agreement with the potential for 4 additional 5-year renewals. The Newark Sanitary Service Area would be paid \$24,000 annually with annual increases of 2% for the term of the agreement.

We are requesting the County Commissioners approve the agreement as presented. If you have any questions, please contact me.

Attachment

cc: John S. Ross, P. E., Deputy Director  
Jessica Wilson, CPA, Enterprise Fund Controller

1a

**Antenna Mounting Space Lease Agreement Between  
County Commissioners of Worcester County, Maryland And  
Cellco Partnership d/b/a Verizon Wireless**

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## ANTENNA MOUNTING SPACE LEASE AGREEMENT

This Antenna Mounting Space Lease (the "Lease Agreement"), made this \_\_\_\_ day of \_\_\_\_\_, 2017, by and between the County Commissioners of Worcester County, MARYLAND, with an address of, One West Market Street, Snow Hill, Maryland 21863, hereinafter referred to as "Lessor", and Celco Partnership d/b/a Verizon Wireless, with an address of One Verizon Way, Mail Stop 4AW100, Basking Ridge, New Jersey 07920, hereinafter referred to as "Lessee".

**WHEREAS**, the Lessee is in need of antenna mounting space at a location at which the Lessor owns a water tank, known and designated as the **Newark Water Tank** located at Mill Street, Newark, Worcester County, Maryland (the "Water Tank"), said property being more particularly identified as Tax Map 40 Parcel 226, Tax Account 04-006801; and

**WHEREAS**, the Lessor has identified antenna mounting space on the Water Tank and certain land adjacent thereto for Lessee's ground based equipment, and Lessor is willing to lease said space to the Lessee; and

**WHEREAS**, the Lessor has determined that leasing antenna mounting space to users who will not interfere with the Lessor's communications systems will benefit the public and the Lessor by minimizing the number of telecommunications facilities erected in Worcester County; and

**WHEREAS**, the Lessee is willing to give assurances that its use of the leased antenna mounting space will not interfere with the Lessor's communications systems.

**NOW, THEREFORE**, for and in consideration of the mutual covenants and conditions set forth herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

### 1. PREMISES:

(A) The Lessor hereby leases to the Lessee and the Lessee hereby leases from the Lessor that specific land area and antenna mounting space, as more particularly described in the Site Utilization Plan (also known as the Lease Exhibits), attached hereto as Exhibit A, which is located on or near the Water Tank (the "Premises"), for the term, at the rent, and upon all of the conditions and agreements set forth herein. Lessee and its employees, agents and contractors shall also have a non-exclusive right of ingress and egress in the location of the "Right of Way" as shown on the Lease Exhibits.

(B) By taking possession of the Premises, the Lessee accepts them in the condition in which they may then be, and waives any right or claim against the Lessor arising out of the current condition of the Premises, including the improvements thereon, the appurtenances thereto, and the equipment thereof.

### 2. TERM:

(A) The initial term of this Lease Agreement shall be for a period of Five (5) years and shall commence ("Commencement Date") on the earlier of (i) January 31, 2019, or (ii) the first day of the month in which Lessee commences installation of Lessee's Equipment (defined below) at the Premises, and shall terminate on the date that is five (5) years thereafter. This term and any renewal terms are collectively referred to herein as the "Term". If the Commencement

Date is determined based on Section 2(A)(ii) [i.e., determined based on commencement], then the Lessor and Lessee shall acknowledge such Commencement Date in writing (the "Commencement Date Acknowledgement") promptly after such date occurs.

- (B) The Lessee shall have the option to extend this Lease Agreement for Four (4) additional Five (5) year Terms by giving the Lessor written notice of its intention to do so at least six (6) months prior to the end of the then current Term; provided, however, that the Lessee at and up to the time of said renewal is not in default under this Lease Agreement past any applicable notice and cure period.

### 3. RENT:

- (A) The Lessee shall pay to the Lessor the sum of Twenty-Four Thousand Dollars (\$24,000) as rent for the twelve (12) month period, beginning on the Commencement Date. For each subsequent twelve (12) month period remaining in any Term of this Lease Agreement, rent shall be paid in an amount as calculated in Paragraph 3(B) of this Lease Agreement. All payments by the Lessee to the Lessor under Paragraph 3 of this Lease Agreement shall be referred to herein as "Rent." Rent shall be paid in advance in equal monthly installments on the first day of each month, except that the first payment of Rent shall be made within ninety (90) days after the Commencement Date. By way of illustration of the preceding sentence, if the Commencement Date is January 1, Lessee shall send to the Lessor the rental payments for January 1, February 1, March 1 and April 1 by April 1. Rent shall be made payable to the Lessor Department of Finance or to such other person, in such other form, or to such other place as the Lessor may, from time to time, designate in writing at least thirty (30) days in advance of any Rent due date.
- (B) The annual rent shall increase on each anniversary of the Commencement Date by two percent (2%) over the previous year, rounded up to the nearest whole dollar, during the initial term and any extension terms.
- (C) For any party to whom rental payments are to be made, Lessor or any successor in interest of Lessor hereby agrees to provide to Lessee (i) a completed, current version of Internal Revenue Service Form W-9, or equivalent; (ii) complete and fully executed state and local withholding forms if required; and (iii) other documentation to verify Lessor's or such other party's right to receive rental as is reasonably requested by Lessee. Rental shall accrue in accordance with this Lease Agreement, but Lessee may not deliver rental payments for up to 90 days after the requested documentation has been received by Lessee.

### 4. [INTENTIONALLY DELETED]

### 5. USE OF PREMISES:

- (A) The Lessee agrees to use the Premises solely for the purposes of construction, erection, reconstruction, operation, maintenance, repair, and removal of a communications facility per the equipment and area as approved in the Lease Exhibits (collectively "Permitted Use"), together with any Permitted Alterations (as defined below). All structures and equipment intended to be used on the Premises and the frequencies of operation of such equipment are set forth in detail in Exhibit B (collectively, including approved modifications and additions, "Lessee's Equipment"). Notwithstanding anything herein to the contrary, Lessee shall be

entitled to use any frequencies that Lessee has a license or other authorized from the Federal Communications Commission (whether or not such frequencies are identified in Exhibit B) provided that the use of such frequencies by Lessee comply with all of the terms of this Lease Agreement, including, without limitation, Section 5(C) below.

- (B)** The Lessor, through the Department of Public Works reserves the right to approve all construction methods, materials, arrangement and restorations prior to placing the Lessee's Equipment into operation.
- (C)** The Lessee agrees that its use of the Premises shall not interfere in any way, including through radio frequency interference, with any operations of the communications equipment of Lessor or the Lessor's existing tenants (collectively, "Lessor's Operation"). In the event that the Lessor believes, in the Lessor's sole judgment and opinion, that Lessee is causing any interference with the Lessor's Operations, the Lessor shall give oral notice to Lessee Network Operations Center at (800) 621-2622, and written notice of the interference to the Lessee. Immediately upon receiving notice of the interference, the Lessee shall dispatch authorized representatives to inspect and test the Lessee's Equipment. The Lessor may perform, or cause to be performed, a technical evaluation to determine the cause of interference. The Lessor shall not, as a part of a technical evaluation, disconnect, terminate, or interrupt the electrical service to the Lessee's Equipment during the six (6) hours immediately after giving notice of the interference. If, during the twelve (12) hours after the initial notice of the interference, the Lessor considers the results of any inspections or tests performed by the Lessee or any technical evaluations performed by the Lessor, and the Lessor determines that the Lessee is causing interference to the Lessor's Operation, the Lessor shall notify the Lessee of the Lessor's determination, and the Lessee shall immediately cease interfering with the Lessor's Operation. In any event, if the Lessee fails to cease its interference with the Lessor's Operation within twelve (12) hours of the initial notice of interference from the Lessor, the Lessor shall have the right to take whatever steps it deems necessary, in its sole judgment and discretion, to remedy the interference.
- (D)** For a period of thirty (30) calendar days after the Lessor determines that the Lessee caused interference and that the interference was not remedied within twelve (12) hours of the initial notice as required, the Lessee may request to remain on the Premises and perform intermittent testing of potential cures during hours specified by the Lessor. At the completion of thirty (30) calendar days after the Lessor determines that the Lessee caused interference, the Lessee shall provide the Lessor a report of the Lessee's actions and proof that the Lessee is no longer the cause of interference.
- (E)** Except for costs to repair or replace Lessee's equipment damaged by the Lessor in connection with its negligence acts, if the Lessor takes action pursuant to and in accordance with this Paragraph, the Lessee shall not be entitled to recover any damages or losses from the Lessor, including lost profits and any incidental, consequential, or other damages to the Lessee.
- (F)** Lessee acknowledges to and consent to Lessor allowing other carriers on the Water Tank; provided, however, that Lessor agrees that it shall not, nor shall Lessor allow other carriers to, install equipment on the Water Tank that causes interference with Lessee's Equipment.

(G) The parties acknowledge that there may not be an adequate remedy at law for noncompliance with the provisions of this Section and therefore, either party shall have the right to equitable remedies, such as, without limitation, injunctive relief and specific performance.

**6. INTERMODULATION STUDY:** Prior to the completion of the installation of the Lessee's Equipment, Lessee shall obtain and provide to Lessor, at Lessee's expense, an intermodulation study indicating that the operation of the Lessee's wireless communication facilities, of which the Lessee's Equipment is a part, will not interfere with any nearby Lessor facilities or other facilities in place prior to Lessee's Equipment.

**7. HOLD HARMLESS:**

(A) Lessee accepts the Premises in their present condition. To the extent permitted by law, Lessee agrees to indemnify, hold harmless, and defend Lessor, its officers, agents, servants, employees, contractors, subcontractors and assigns, from any and all suits, claims, demands, liabilities, damages, costs, and reasonable expenses (including legal fees), related to any death, incident, injury, property damage or lien to the extent arising from the installation, use, maintenance, repair, and removal of Lessee's Facilities, except Lessee shall not hold harmless, defend and/or indemnify Lessor, its officers, agents, servants, employees, contractors and subcontractors from any suit, claim, demand etc caused by the negligence or willful misconduct of Lessor, its officers, agents, employees, contractors or subcontractors.

(B) To the extent permitted by law, Lessee further agrees to defend any suits, claims, demands, actions, or proceedings brought against Lessor based upon any such injury, incident, death, loss, damage, from any and all fines and/or citations from any local, state, or federal agency as a result of any violation of any laws, rules, or regulations of any local, state or federal agency, caused by Lessee in its use of the Premises for the installation, operation or maintenance of its equipment. Lessee's defense obligation hereunder shall be limited to the proportion of any allocable share of any joint negligence or willful misconduct, except Lessee shall not defend Lessor, its officers, agents, servants, employees, contractors and subcontractors from any suit, claim, demand, etc., caused by the negligence or willful misconduct of Lessor, its officers, agents, servants employees, contractors or subcontractors.

(C) Lessor warrants that Premises meets all Federal, State and local laws and regulations. Lessor agrees to assume all risks of injury or death to its employees or workmen from any causes whatever. Lessor further agrees to indemnify and save harmless the Lessee, its officers, agents, servants, employees, assigns, contractors, and subcontractors from any and all suits, claims, demands, liability, damage, and cost or expense in respect to any and all loss of life or injury or damage to person or property of any person, firm, or corporation (including the parties hereto, their officers, agents, servants, employees, contractors and subcontractors) sustained in any manner and arising out of activities of the Lessor, its agents, employees, contractors, and subcontractors. Lessor further agrees to indemnify and save harmless the Lessee, its officers, agents, servants, employees, assigns, contractors and subcontractors from any and all fines and/or citations from any local, state, or federal agency as a result of violation of any laws, rules, or regulations of such agencies arising out of the activities of the Lessor, its agents, servants, employees, contractors, or subcontractors sustained while in or about the Premises. Notwithstanding anything to the contrary contained herein, Lessor shall not hold harmless and indemnify Lessee, its officers, agents, employees, contractors and subcontractors from any

suit, claim, demand, etc., arising out of the negligence or willful misconduct of Lessee, its officers, agents, employees, contractors or subcontractors.

## **8. INSTALLATION:**

- (A)** The Lessee's Equipment shall not be installed without prior written approval of the Lessor, except for Permitted Alterations.
- (B)** Prior to the Commencement Date of this Lease Agreement, with prior notice to the Lessor, the Lessee shall have access to the Premises at such times as the Lessor and the Lessee mutually agree for the purposes of undertaking any necessary tests, studies, and inspections relating to the Lessee's Permitted Use of the Premises and at such times as the Lessor and the Lessee mutually agree.
- (C)** In the event the Lessee is unable to utilize the Premises for the purpose stated herein, and terminates this Lease Agreement in accordance herewith, the Lessee agrees that it shall restore portions of the Premises that have been damaged, modified, or altered by or on behalf of the Lessee as nearly as possible to their original condition.
- (D)** The Lessee shall submit to the Lessor for the Lessor's written approval detailed plans (as the "Construction Drawings") for site utilization for the Lessee's Equipment. No installation shall commence until the Lessor has approved the plans. Once the Construction Drawings are approved, no changes or modifications may be made without prior Lessor approval. The Lessor reserves the right to reject any proposed change or modification for any reason. The Lessee shall pay for all costs and expense relating to the installation of the Lessee's Equipment. The Lessee shall pay for all damage caused by its installation or removal of the Lessee's Equipment, including, without limitation, relining or recoating of Water Tank required as a result of damage caused by the installation or removal of Lessee's Equipment. Notwithstanding anything herein to the contrary, Lessee shall have the right, without Lessor's approval, to: (i) make any modifications, alterations, improvements or additions to its ground-based equipment so long as the same is contained within Lessee's leased area and does not involve any excavation, digging or other ground disturbance, and/or (ii) replace any of Lessee's Equipment located on the Water Tank with like or similar equipment provided that Lessee provides Lessor with a reasonable description of such replacement work to take place on the Water Tank and Lessee schedules the performance thereof with Lessor at a time reasonably acceptable to Lessor (collectively, "Permitted Alterations").
- (E)** The Lessee shall, at its sole cost and expense, obtain all Federal, State, County and other permits and authorizations required to construct, operate, or otherwise implement its use of the Premises and Lessee's Equipment, including but not limited to, any variance, special exception, or zoning certificates. The Lessee shall provide the Lessor with copies of all permits and authorizations, and no installations or other work will be performed by the Lessee until such permits and authorizations are submitted to the Lessor.
- (F)** Except with respect to Permitted Alterations, Lessor reserves the right to approve all construction methods, materials, arrangement and restorations prior to placing the Lessee's Equipment into operation.



- (G) The Lessor must approve the general contractors chosen by the Lessee to install and maintain the Lessee's Equipment and that said installation, maintenance, and operation will in no way damage or interfere with the Lessor's Operation, including use of the Water Tank. The Lessee shall install only such of the Lessee's Equipment that has been approved by the Lessor, except for Permitted Alterations.
- (H) No installation on the Water Tank shall be undertaken by the Lessee at any time without the prior written consent and approval of the Lessor, except for Permitted Alterations.
- (I) This Lease Agreement is conditioned upon the Lessee delivering to the Lessor a Letter of Credit or a Surety Bond in the amount of Fifty Thousand Dollars (\$50,000.00) as security for removal of any of the Lessee's Equipment left by the Lessee and any necessary repairs or maintenance following termination of this Lease Agreement when this Lease Agreement has been signed by the Lessee and is presented to the Lessor for signatures. Such Letter of Credit or Surety Bond shall be delivered to: Attn: Director of Public Works, Department of Public Works, 6113 Timmons Rd, Snow Hill, Maryland 21863. Should the Lessee fulfill the terms of this Lease Agreement as to removal of Lessee's Equipment and necessary repairs and maintenance following termination of this Lease Agreement, then the Letter of Credit or Surety Bond shall be returned to the Lessee.
- (J) In the event that any of the Lessee's Equipment is not approved for installation and, as a result of such disapproval, the Lessee is unable to use the Premises for the Permitted Use, the Lessee may elect to terminate this Lease Agreement in accordance with the terms of this Lease Agreement.
- (K) No materials or techniques shall be used which will cause corrosion or rust or deterioration of the Water Tank structure or its appurtenances.
- (L) At the Lessor's discretion, all installation, repair, maintenance, or other activities of the Lessee requiring access to the Water Tank structure shall be performed in the presence of and shall be subject to the direct inspection of a designated employee or agent of the Lessor. Such representative of the Lessor shall have the authority to direct any employee or agent of the Lessee who is working on the Water Tank to cease any activity when such direction is necessary to protect the Lessor property or the Lessor's Operation.
- (M) The Lessee shall perform all work in a good and workmanlike manner, and in such a manner as to not interfere with any aspect of Lessor property or the Lessor's Operation.

#### **9. MAINTENANCE AND NORMAL OPERATIONS:**

- (A) The Lessee shall have access to the Water Tank only under the terms and conditions set forth in this Lease Agreement. The Lessee shall notify the Department of Public Works as identified in Paragraph 27 of this Lease Agreement, of its desire and intention to perform any non-emergency maintenance on the Lessee's Equipment which requires access to the Water Tank at least thirty-six (36) hours before such work commences. Should the Lessee require immediate access to the Water Tank for emergency repairs, the Lessee shall secure permission from the Lessor's Department of Public Works representative as identified in this Lease Agreement.

- (B)** The Lessee shall maintain the Lessee's Equipment in proper operating condition and maintain the site in satisfactory condition as to appearance and safety. The Lessee shall inspect the Lessee's Equipment which is attached to the Water Tank on a regular basis, but in no event less than annually, and upon receipt of written request from Lessor, Lessee shall submit a written statement of its findings to the Lessor. Lessor shall maintain the Water Tank in compliance with all applicable laws and in sufficient condition so that Lessee may reasonably and safely access and operate the Lessee's Equipment.
- (C)** Other than Permitted Alterations, no changes or modifications from the approved Lease Exhibits or Construction Drawings may be made without prior Lessor approval. The Lessor reserves the right to reject any proposed change or modification that will affect Lessor's operations
- (D)** The Lessee shall be responsible for the removal of the Lessee's Equipment at any time requested by the Lessor to allow the Lessor to perform maintenance on the Water Tank. The Lessor shall give the Lessee at least ninety (90) days prior written notice of when the maintenance will begin (except in the case of emergency repairs or maintenance, in which event Lessor shall provide as much notice as is practicable under the circumstances). The Lessee acknowledges that it understands that the Lessor cannot indicate in advance the exact length of any maintenance period and that a maintenance period may be in excess of 120 days. The Lessor shall not be responsible for any relocating of the Lessee's Equipment, including securing a temporary location, obtaining all permits and other required approvals, and protecting and relocating Lessee's Equipment during any maintenance period. In the event the Lessee wants to install a temporary communications site on the Water Tank property for the duration of the maintenance work, the Lessee must obtain approval from the Lessor for its use and location. An approved temporary communications site, also referred to as a cell on wheels or COW, is a portable cell site that consists of a cellular antenna tower and electronic radio transceiver equipment on a truck or trailer. The Lessor reserves the right to deny approval of a COW if it unreasonably interferes with the Lessor's use of or access to the property.
- (E)** It is the responsibility of the Lessee to maintain Lessee's Equipment.
- (F)** Lessee's Equipment must meet applicable legal requirements with respect to the noise emitted by Lessee's Equipment. Upon written notice from the Lessor that any of Lessee's Equipment emits noises that violates applicable legal requirements, the Lessee shall take all steps necessary to correct and reduce the noise to satisfy applicable legal requirements. If within thirty (30) days of receipt of such notification the Lessee is unable to bring the noise to legal levels, the Lessee shall immediately remove or replace Lessee's Equipment causing the noise.
- (G)** The parties recognize that Lessee is only leasing a small portion of the Water Tank property and that Lessee shall not be responsible for any environmental condition or issue except to the extent resulting from Lessee's specific activities and responsibilities. In the event that Lessee encounters any hazardous substances that do not result from its activities, Lessee may relocate its facilities to avoid such hazardous substances to a mutually agreeable location or, if Lessee desires to remove at its own cost all or some the hazardous substances or materials (such as soil) containing those hazardous substances, Lessor agrees to sign any necessary

waste manifest associated with the removal, transportation and/or disposal of such substances.

**10. MODIFICATION REQUESTS:** During the term of the lease, if the Lessee wants to make any change or modification to the Lessee's Equipment, the Lessee shall make its request in writing and specify in detail the proposed change or modification. The Lessor will respond to any such request within twenty (20) working days of receipt. The Lessor reserves the right to reject any proposed change or modification that will affect Lessor's operation. The Lessor will not unreasonably withhold its approval of a request for such a modification. If modifications to Lessee's Equipment are requested, Lessee's Equipment may include no more than fifteen (15) panel antennas and associated components. A change or modification made solely within the interior of the Lessee's equipment cabinet(s) is not considered a change or modification for which the Lessor's consent is required. If an additional inspection is required by the Lessor in connection with a modification request, prior to performing the inspection the Lessor shall notify Lessee that an inspection is required and Lessee may then elect to either: (a) proceed with such modification request, whereupon Lessee shall pay to the Lessor the actual and reasonable cost of such inspection (not to exceed \$5,000) within thirty (30) days after receipt of a reasonable detailed invoice therefor; or (b) withdraw its modification request.

**11. UTILITIES:**

- (A) Should the Lessee require electrical power, telephone, or utilities of any kind for any purpose, the Lessee shall be responsible for acquiring such utilities and for ensuring that they are separately metered from the Lessor's utilities. The Lessee shall pay all charges for all utilities used by the Lessee on the Premises directly to the utility provider.
- (B) The Lessee is solely responsible for any backup emergency power system it may require, and Lessor acknowledges and agrees that Lessee may install, operate and maintain a back-up power generator within Lessee's leased ground space.
- (C) The Lessee shall be responsible for the expansion or improvement of the utility services, under the supervision of the Lessor, should the Lessee require such expansion or improvement. The Lessee shall be responsible for the installation from the site of existing utility services to the Lessee's Equipment. The Lessor shall not be liable in damages or otherwise for any failure or interruption of any utility service being furnished to the Premises and no such failure or interruption shall entitle the Lessee to terminate this Lease Agreement. At Lessee's request, Lessor shall grant Lessee or the applicable utility provider an easement or right of way for any utilities required for Lessee's use of the premises. Without limiting the foregoing, Lessee shall have the right to install, operate, maintain, repair and replace utility facilities within the "Right of Way(s)" as shown on the Lease Exhibits attached hereto.

**12. PEACEFUL POSSESSION:** The Lessor covenants that the Lessee, upon the payment of Rent and the performance of the covenants and conditions of this Lease Agreement, shall and may peaceably and quietly have, hold, and enjoy the Premises for the term of this Lease Agreement. The Lessor expressly reserves the right to enter into additional or subsequent Leases of portions of the Water Tank with others, provided, however, that no subsequent Lease shall interfere with the rights of the Lessee under this Lease Agreement.

**13. TAXES:** The Lessee is solely responsible for any and all taxes assessed by reason of the installation by the Lessee of the Lessee's Equipment, which taxes shall be paid promptly by the Lessee when due.

**14. LESSEE'S PROPERTY:**

(A) The Lessee's Equipment placed on the Premises by the Lessee shall be and remain the property of the Lessee, and upon the termination of the Lease Agreement, the Lessee shall enter onto the Premises and remove Lessee's Equipment, including fixtures. Upon removal of Lessee's Equipment by the Lessee, the Lessee agrees to repair and restore any damage caused to the Premises, including the Water Tank, by the removal of Lessee's Equipment to its condition prior to installation (reasonable wear and tear excepted). However, the Lessee may request prior approval from the Lessor to leave in place any item which is directly connected to the Water Tank, the removal of which would affect the structure of the Water Tank. Such items shall then become the property of the Lessor, without the requirement of any or further compensation. Notwithstanding anything herein to the contrary, the parties agree that only so much of the item needed to ensure the integrity of the Water Tank may be left on the Water Tank under this Paragraph. Nothing contained in this Paragraph or in this Lease Agreement shall presume or infer that the Lessee shall have or has any right to hold over; and, at such time, the Lessee shall be a tenant at sufferance. Further, the Lessee shall be subject to immediate judicial proceedings to enforce this Paragraph and all other provisions of this Lease Agreement.

(B) Subject to Paragraph (A) of this section, the Lessee shall, within thirty (30) calendar days after the expiration or other termination of this Lease Agreement, remove all of the Lessee's Equipment from the Premises. In the event of labor disputes, adverse weather conditions, acts of God, or any other condition beyond the reasonable control of the Lessee, which shall prevent the removal of the Lessee's Equipment from the Premises within the thirty (30) calendar day period, the Lessee shall be allowed an additional reasonable period of time to remove such equipment. In the event that the Lessee fails to remove any of the Lessee's Equipment from the Premises within thirty (30) calendar days (or additional period allowed as set forth herein), the Lessor shall have the equipment removed and disposed of at the Lessee's expense.

**15. MATERIALS AND CLAIMS:** All materials furnished for any work done on the Premises by the Lessee shall be at the Lessee's sole cost and expense. The Lessee agrees to protect the Premises and the Lessor from all claims of contractors, laborers, and materialmen claiming by, through or under Lessee.

**16. INSURANCE:** The Lessee and its contractors and subcontractors shall provide certificates of insurance prior to access of the Premises. At all times during the term of this Lease Agreement, including the time for removal of Lessee's Equipment as provided for in this Lease Agreement, the Lessee shall, and shall require its contractors and subcontractors to obtain substantially the same coverage as required of Lessee, obtain, pay all premiums for, and file with the Lessor Department of Public Works, current certificates of insurance representing:

(A) Commercial general liability insurance with limits of \$2,000,000 for bodily injury (including death) and property damage each occurrence. Said insurance shall insure, on an occurrence

basis, against liability of Lessee or its employees arising out of or in connection with the Lessee's use of the Premises, all as provided for herein. The insurance certificates shall include the County Commissioners of Worcester County, Maryland, 1 West Market Street, Snow Hill, Maryland 21863, as the certificate holder and include them as an additional insured as their interest may appear under this Lease Agreement.

- (B) Within thirty (30) days from execution of this Lease Agreement, the Lessee shall deliver to the Lessor a certificate of insurance evidencing compliance with the insurance requirements of this Lease Agreement. Such initial certificate and subsequent policies or certificates shall include the County Commissioners of Worcester County, Maryland, 1 West Market Street, Snow Hill, Maryland 21863, as the certificate holder and include the County Commissioners of Worcester County, Maryland as an additional insured as their interest may appear under this Agreement. Insurance certificates shall be delivered to: County Administration at 1 West Market Street, Snow Hill, Maryland 21863, with copies to Attn: Director of Public Works, Department of Public Works, 6113 Timmons Road, Snow Hill, Maryland 21863.
- (C) The policies required by this Lease Agreement shall be in a form reasonably satisfactory to the Lessor. Upon receipt of notice from its insurer(s) that the policy is terminated, Lessee shall provide Lessor with written notice of said cancellation within thirty (30) days. The Lessee shall, in the event of any such cancellation notice, obtain and file with the Lessor certificates of insurance evidencing replacement of any coverage required herein within thirty (30) calendar days following receipt by Lessee of the notice of cancellation.

**17. OPERATION OF LESSOR'S EQUIPMENT:** The Lessor shall maintain and operate the equipment constituting the Lessor's Operations in compliance with all applicable regulations of the Federal Communications Commission. If the Lessee has reason to believe that the Lessor's equipment is interfering with the operation of the Lessee's Equipment, the Lessee shall give oral and written notice of suspected interference to the Lessor. Within forty-eight (48) hours of receipt of such notice, the Lessor shall dispatch authorized representatives to inspect and test the Lessor's Operation and equipment. If, after a technical evaluation, the Lessor determines that the Lessor's Operation is causing interference with the operation of the Lessee's Equipment, the Lessor shall promptly correct the condition which causes such interference, UNLESS the Lessor determines that the correction of the condition is not necessary to achieve compliance with Federal Communications Commission regulations and is not in the Lessor's best interest. In that event, the Lessee shall have the right to terminate the Lease Agreement, and, upon such termination by Lessee, the Lessor shall refund to the Lessee a prorated amount of Rent paid in advance.

**18. REPAIRS AND RESTORATION:**

- (A) If at any time during the Term hereof the Water Tank is destroyed or damaged other than through acts or omissions of the Lessee, the Lessor shall advise Tenant within thirty (30) days of said damage or destruction of the Lessor's intent to repair or reconstruct. If the Lessor determines that the Water Tank is no longer required by the Lessor, then the Lessor may elect not to repair or reconstruct and may terminate this Lease Agreement. In the event that the Lessor terminates this Lease Agreement pursuant to this Paragraph, the Lessor shall refund to the Lessee a prorated amount of the Rent paid to the date of termination and Lessee shall remove Lessee's Equipment.

- (B)** If the Lessor repairs or restores the Water Tank, the Lessee shall continue its Permitted Use to the extent reasonably practicable from the standpoint of prudent business management. If the Lessee's Permitted Use of the Premises is impaired during the period of repair or restoration, the term of the Lease Agreement shall be extended for a period equal to the period during which the Lessee's Permitted Use was impaired (and Lessee's payments of Rent shall be abated during any period of time in which the Permitted Use is impaired). The Lessee shall have no other claim against the Lessor for any damage, including for destruction, repair, restoration, loss of use, lost profits, or other incidental or consequential damages. Upon completion of such repair or restoration, the Lessee shall promptly re-equip the Premises to a condition substantially equal to that which existed prior to the damage or destruction, if the Lessee continues its operations on the Premises. Notwithstanding anything herein to the contrary, if Lessee's Permitted Use is impaired in excess of one hundred eighty (180) days, then Lessee may terminate this Agreement by written notice at any time prior to Lessor's completion of restoration of the Water Tank but not prior to the 180 days.
- (C)** In the event of damage to or destruction of the Water Tank, the Lessor shall have no obligation to restore or repair Lessee's Equipment, to pay for the restoration or repair of Lessee's Equipment, or for any damages as a result thereof, including for loss of use and lost profits.

#### **19. TERMINATION:**

- (A)** In the event that: (1) the Lessee makes proper application for any required governmental permits or approvals, including, without limitation, any variance or special exception under applicable Zoning regulations, but the application is denied or (2) approval of the application is subsequently vacated by a final order of a Court of competent jurisdiction, or (3) the Lessor disapproves any of the Lessee's Equipment identified on Exhibit B and such disapproval results in the Lessee's inability to use the Premises for the Permitted Use (any of which events shall hereafter be referred to as "Denial"), the Lessee may elect to terminate this Lease Agreement as provided in this Paragraph. Lessee must notify the Lessor in writing within ninety (90) calendar days of the receipt of notice of Denial that the Lessee elects to terminate this Lease Agreement. In the event the Lessee elects to terminate this Lease Agreement pursuant to this Paragraph prior to the Commencement Date, the Lessee shall not be responsible for payment of Rent due under this Lease Agreement if termination occurs prior to the Commencement Date. If termination pursuant to this Paragraph occurs on or after the Commencement Date, the Lessor shall refund to the Lessee a prorated amount of the Rent paid
- (B)** The Lessee may voluntarily terminate this Lease Agreement 60 days after written notification to the Lessor. Lessee's Equipment must be removed within 60 days of written notification to Lessor Department of Public Works. Except as otherwise specifically provided in this Lease Agreement, the Lessee shall not be entitled to a refund or rebate of any portion of the Rent paid hereunder. If the Lessee ceases to use the Premises for the Permitted Use, including any approved change or modification thereto, for a period of 180 days or more, the Lessee shall remove all the Lessee's Equipment, as required by this Lease Agreement, and vacate the Premises. Rent as set forth in this Lease Agreement must be paid until the Lease is terminated and all of the Lessee's equipment has been removed from the Premises.

(C) The Lessor may terminate this Lease Agreement after the fifth (5<sup>th</sup>) anniversary of the Commencement Date by providing Lessee with not less than twenty-four (24) months prior notice if Lessor has determined, in its sole discretion, that it is going take the Water Tank out of service and dismantle the same. If the Lessor elects to terminate the Lease Agreement under this Paragraph, as the Lessee's sole remedy, the Lessor shall refund to the Lessee a prorated amount of the Rent paid.

**(D) DEFAULT AND EFFECT OF DEFAULT:** Each of the following events shall constitute a default of this Lease Agreement by the Lessee ("Default"): (1) the Lessee's failure to pay Rent or other sums herein specified within ten (10) calendar days after receipt of written notice of said default; or (2) the Lessee's failure to perform or comply with any of the conditions or covenants of this Lease Agreement and such failure continuing for a period of thirty (30) calendar days after written notice to the Lessee (provided, however, that if due to the nature of the Default it cannot reasonably be cured within thirty (30) days and Lessee has commenced curing the same within thirty (30) days after receipt of notice of the Default from Lessor, then such cure period may be extended by written approval of Lessor to a certain date as reasonably approved by Lessor). In the event of Default, the Lessor may, at its sole discretion, provide the Lessee with thirty (30) days written notice of its intent to terminate this Lease Agreement, without prejudice to any other remedy which the Lessor might be entitled to pursue, including the Lessor's rights under this Lease Agreement to eliminate any interference caused by the Lessee's Equipment. No portion of Rent or the inspection fee shall be refunded in the event of a termination based on Default.

**20. HOLDING OVER:** Any holding over after the expiration of the term hereof, with the consent of the Lessor, shall be construed to be a tenancy at sufferance, and, for each month or any part thereof, the Lessor shall be entitled to payment of the annual Rents (as calculated pursuant to this Lease Agreement) divided by twelve (12).

**21. AGREEMENT ASSIGNMENT:** Except as otherwise provided herein, the Lessee shall neither sell, assign or transfer this Lease Agreement nor sublet this Lease Agreement without the prior written approval of the Lessor, which approval may be withheld in the sole and absolute subjective discretion of the Lessor. The Lessor agrees that the Lessee may assign this Lease Agreement in its entirety (and in no event, less than all of the Premises) to any entity which is parent, subsidiary or affiliate of the Lessee, controls or is controlled by or under common control with the Lessee, is merged or consolidated with the Lessee, or purchases a majority or controlling interest in the ownership or assets of the Lessee in the market defined by the FCC in which the property is located. Notwithstanding anything to the contrary in this Lease, the Lessee may assign, mortgage, pledge, hypothecate or otherwise transfer without consent its interest in this Lease to any financing entity or agent on behalf of any financing entity to whom the Lessee (i) has obligations for borrowed money or in respect of guarantees thereof, or (ii) has obligations under or with respect to letters of credit, bankers acceptances and similar facilities or in respect of guarantees thereof, provided any such action by the Lessee shall not in any way reduce, diminish or negate any rights or interests of the Lessor under this Lease, especially the Lessee's obligations set forth in the first two sentences of this Paragraph 22.

**22. BINDING EFFECT:** All of the terms, covenants, rights, liabilities and conditions of this Lease Agreement apply to and are binding upon the respective heirs, executors, administrators, successors, and assigns of the parties.

**23. SEVERABILITY:** In the event any portion of this Lease Agreement is found to be unconstitutional, invalid, illegal, null or void, by a court of competent jurisdiction, it is the intent of the Lessor and Lessee to sever only the invalid portion or provision, and that the remainder of the Lease Agreement shall be enforceable and valid, unless deletion of the invalid portion would defeat the clear purpose of the Lease Agreement.

**24. HEADINGS:** The Paragraph captions contained in this Lease Agreement are for convenience only and shall not be considered in the construction or interpretation of any provision hereof.

**25. PRIOR AGREEMENTS:** This Lease Agreement contains all of the agreements of the parties hereto with respect to any matter covered or mentioned in this Lease Agreement, and no agreement or understanding pertaining to any such matter shall be effective for any purpose. This Lease Agreement shall not be amended except by an agreement in writing signed by the parties hereto or their respective successors in interest.

**26. NOTICES:**

(A) All notices and demands required in this Lease Agreement shall be deemed duly served if sent by one party to the other party, registered or certified mail, return receipt requested, postage prepaid, or by commercial courier, provided the courier's regular business is delivery service and provided further that it guarantees delivery to the addressee by the end of the next business day following the courier's receipt from the sender, to the address of said party set forth below or to such other address as said party may from time to time designated in writing:

LESSEE: Cellco Partnership d/b/a Verizon Wireless  
180 Washington Valley Road  
Bedminster, New Jersey 07921  
Attention: Network Real Estate

LESSOR: County Commissioners of Worcester County, Maryland  
1 West Market Street  
Snow Hill, Maryland 21863

WITH COPIES TO: Worcester County Department of Public Works  
6113 Timmons Road  
Snow Hill, Maryland 21863

**CONTACTS FOR ORDINARY AND EMERGENCY ACCESS TO WATER TANK FACILITIES:**

- Contact Water and Wastewater Division at (410) 641-5251.

(B) The Lessor's proper name for this site is "Newark Water Tank Cell Site". This name must be used by Lessee on all written and verbal communication with the Lessor.

**27. WAIVERS:** No waiver by the Lessor of any provision of this Lease Agreement shall be deemed to be a waiver of any other provision hereof or of any subsequent breach of the Lessee of the same or any consent or approval shall not be deemed to render unnecessary the obtaining of the Lessor's consent to or approval of any subsequent act by the Lessee whether or not similar to the act so consented to or approved.



**28. RECORDING:** The Lessee shall not record this Lease Agreement without the written consent of the Lessor.

**29. GOVERNING LAW, JURISDICTION AND VENUE:** This Lease Agreement shall be governed by the internal laws of Maryland, without giving effect to its choice of law provisions, and any action brought by or between the parties shall vest jurisdiction and venue exclusively in the Courts located in Worcester County, Maryland.

**30. GOVERNMENTAL IMMUNITY:** With respect to any tort claims, the Lessor and its "employees", as defined in the Local Government Tort Claims Act, §§5-301 *et seq.* of the *Courts and Judicial Proceedings Article*, do not waive their right to assert governmental immunity, do not waive their right to assert any defenses and do not waive their right to assert any limitations of liability as may be provided for by law. No provision of this Lease Agreement modifies and/or waives any provision of the Local Government Tort Claims Act.

**31. THIRD PARTY BENEFICIARY:** It is specifically agreed between the parties executing this Lease Agreement that it is not intended by any of the provisions of this Lease Agreement to create in the public or any member thereof, third party beneficiary status in connection with the performance of the obligations herein without the written consent of the Lessor and notwithstanding its concurrence in or approval of the award of any contract or subcontract or the solicitation thereof in fulfilling the obligations of the Lease Agreement.

**32. NO INDIVIDUAL LIABILITY:** No elected official, appointed official, employee, servant, agent or law enforcement officer shall be held personally liable under this Lease Agreement and any extension or renewals thereof because of its enforcement or attempted enforcement provided they are acting within the course and scope of their employment or governmental duties and responsibilities.

**33. SUFFICIENT APPROPRIATIONS:** The Lessor's financial obligations, if any, under this Lease Agreement require sufficient appropriations and authorization being made by the Lessor for the performance of this Lease Agreement. In the event sufficient appropriations are not made for the Lessor's financial obligations under this Lease, Lessee may, at its option, (a) perform all or a portion of the Lessor's financial obligations and offset the actual amounts spent against its rent obligations hereunder (whereupon Lessee shall provide invoices for all such amounts in form and substance reasonably acceptable to the Lessor at least 30 days prior to the offset of rent), or (b) terminate this Lease Agreement upon notice to Lessor.

[signature page follows]

IN WITNESS THEREOF, the parties hereto have caused this Lease Agreement to be duly executed as of the day and year first above written.

WITNESS/ATTEST:

\_\_\_\_\_

LESSEE:  
Cellco Partnership d/b/a Verizon  
Wireless

BY: \_\_\_\_\_ (SEAL)

PRINT NAME: Thomas O'Malley

TITLE: Director - Network Field

Engineering

DATE: \_\_\_\_\_

ATTEST:

\_\_\_\_\_

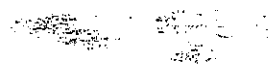
LESSOR:  
County Commissioners of Worcester  
County Maryland

BY: \_\_\_\_\_ (SEAL)

PRINT NAME: Diana Purnell

TITLE: President

DATE: \_\_\_\_\_



**EXHIBIT A**

Description of leased space: certain space on the top of LESSOR's water tower sufficient for the installation and maintenance of LESSEE's antennas and other accessory communications equipment and mounts (ii) an approximately 12' x 17' parcel of land near the base of the tower sufficient for the installation and maintenance of LESSEE's equipment pad for cabinets, remote radio heads, back-up generator equipment and other accessory communications and utility equipment; (iii) an approximately 3' x 10' parcel of land for the installation and maintenance of LESSEE's propane tank and pad for the storage of propane to fuel LESSEE's back-up generator; (iv) space running between and among the above spaces for poles, cables, wires, conduits, ice bridge(s) and pipes (v) a non-exclusive right of way for ingress and egress, seven (7) days a week, twenty-four (24) hours a day, on foot or motor vehicle, including trucks, and for the installation and maintenance of utility wires, poles, cables, conduits, and pipes over, under, or along a variable width right-of-way extending from the nearest public right-of-way, Hill Street, to the tower; and (vi) such additional non-exclusive rights of way over, under and/or through the Property connecting LESSEE's equipment to electrical, telephone, fiber and/or other utility facilities located within the Property.

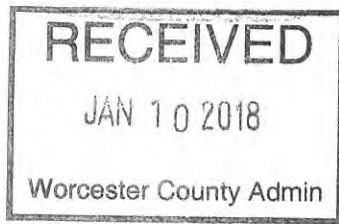
See attached Exhibits A-1, A-2 and A-3.

**EXHIBIT B*****LESSEE EQUIPMENT INVENTORY & SPECIFICATIONS***

***Lessee is authorized to install, maintain and operate the following equipment:***

- Equipment located in a 12' x 17' equipment pad area, including, without limitation, equipment cabinets, remote radio heads, back-up generator and other accessory communications and utility equipment, together with a 3' x 10' pad for LESSEE's propane generator tank
- Up to fifteen (15) panel antennas (approximately 150'-8" rad center)
- Up to three (3) hybri-flex cables
- Up to eighteen (18) coax cables
- Up to twenty four (24) diplexers, TMA's, and/or remote radio heads
- Up to three (3) bias-T
- Up to fifteen (15) RET cables
- Up to six (6) distribution boxes


**Exact specifications of Lessee's Equipment to be set forth in more detail in the Construction Drawings to be approved by Lessor in accordance with Section 8(D) of this Lease Agreement.**



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FRED E. WEBSTER, JR.  
DIRECTOR

EMERGENCY SERVICES  
**Worcester County**  
GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1002  
SNOW HILL, MARYLAND 21863-1193  
TEL: 410-632-1311  
FAX: 410-632-4686

To: Harold Higgins, Chief Administrative Officer  
From: Fred Webster, Director of Emergency Services   
Re: Wicomico County Radio MOU  
Date: 9 January 2018

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Attached is a Memorandum of Understanding with Wicomico County for mutual use of public safety radio system. This agreement provides for administrative and technical policy to allow each party to share radio programming information for the purposes of public safety interoperability. In doing so Law Enforcement, Fire Department and Emergency Medical Services personnel from each county will be able to access the adjoining radio system for the purposes of mutual aid.

This agreement has been reviewed as to form and content by the Worcester County and Wicomico County Attorneys. As such, I respectfully request that the County Commissioners execute this agreement in the interest of public safety.

I am available to answer any questions that may arise at your convenience.

Cc: James Hamilton  
Robert Rhode

**MEMORANDUM OF UNDERSTANDING  
(MOU)**

**DRAFT**

**BETWEEN**

**WICOMICO COUNTY, MARYLAND  
AND  
WORCESTER COUNTY, MARYLAND  
REGARDING THE INTEROPERABILITY AND  
SHARING OF SYSTEM INFORMATION**

THIS MEMORANDUM OF UNDERSTANDING (MOU) made this \_\_\_\_\_ day of \_\_\_\_\_, 2018, by and between the Wicomico County, Maryland, and the County Commissioners of Worcester County, Maryland.

**WITNESSETH:**

WHEREAS, effective radio communications between responding public safety agencies is critical to the safety of citizens and responders; and

WHEREAS, Wicomico County is implementing a County-wide radio system; and

WHEREAS, Worcester County, Maryland operates and maintains a County-wide radio system; and

WHEREAS, Worcester County, Maryland, and Wicomico County, Maryland, are entering into a communications agreement which provides for the interoperability between the separate radio systems.

NOW, THEREFORE, that and in consideration of this MOU by and between the parties hereto, and for other good and valuable consideration, the adequacy of which is hereby acknowledged, Worcester County, Maryland, and Wicomico County, Maryland, do hereby promise and agree as follows:

1. This MOU shall constitute a frequency sharing agreement between the parties per 47 C.F.R Part 97.179.
2. Worcester County, Maryland and Wicomico County, Maryland will exchange talk group/code plug information within 30 days of the execution of this MOU and whenever relevant changes are made that impact the other party to continue the level of interoperability present today.
3. Worcester County, Maryland and Wicomico County, Maryland, will each be responsible for their respective systems' maintenance.

4. The parties, by and through their respective Directors of Emergency Services, shall adopt Standard Operating Procedures for the daily execution of this MOU.
5. Any documentation or other information relating to the radio systems including code plugs, circuit routing, addressing schemes, talkgroups, fleet maps, encryption, or programming maintained or utilized by the parties subject to this MOU are law enforcement records normally exempt from disclosure under the Maryland Public Information Act. The parties agree that FOIA (5 U.S.C. § 552), Privacy Act (5 U.S.C. § 552a) and the Department of Homeland Security privacy regulations, 6 C.F.R. Part 5, will take precedent over any conflict with Maryland public disclosure laws. The parties agree to keep all such information strictly confidential unless compelled to release it under federal law or non-conflicting State of Maryland law.
6. Each County will accept, through a specifically designated employee, the system key to the other county. The system key cannot be shared with any one other than the designated person in the respective county, unless written approval is received from the respective county.
7. Each party hereto (an "Indemnitor") shall defend, indemnify and hold harmless, to the extent permitted by law, the other party hereto, its employees, agents and officials (the "Indemnitees") from any and all liabilities, claims, suits, or demands including attorney's fees and court costs which may be incurred or made against the Indemnitees, resulting from any act or omission committed in the performance of the duties imposed by and performed under this MOU by an Indemnitor or its agents, employees, or officials.
8. The provisions of this MOU may be amended by mutual consent of the Parties. No additions to, or alterations of, the terms of this MOU shall be valid unless made in writing and formally approved by the governing bodies of each county, and executed by the duly authorized official of each Party.
9. If any section or part of this MOU is held by a court to be invalid, such action shall not affect the validity of any other part of this MOU.
10. This MOU contains all of the agreements of the Parties with respect to the subject matter covered or mentioned herein, and no prior agreements shall be effective to the contrary.
11. All notices and invoices given under this MOU shall be made in writing and sent to the persons and addresses below:

**DRAFT**

**FOR WICOMICO:**

R. Wayne Strausburg  
Director of Administration  
125 North Division Street, Room 303  
P.O. Box 870  
Salisbury, Maryland 21803

**FOR WORCESTER:**

Harold L. Higgins  
Chief Administrative Officer  
One West Market Street, Room 1103  
Snow Hill, MD 21863  
410-632-1195

NOW, THEREFORE, BE IT RESOLVED that this Memorandum of Understanding may be terminated by either party upon thirty (30) days written notice.

BE IT FURTHER RESOLVED that this Memorandum of Understanding will be in effect until either party elects to terminate the agreement.

SIGNED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

ATTEST/WITNESS

WICOMICO COUNTY, MARYLAND

\_\_\_\_\_  
Witness

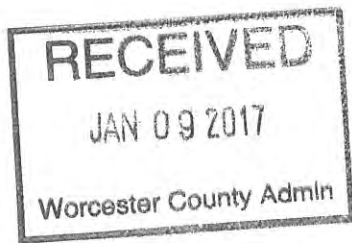
By \_\_\_\_\_ (SEAL)  
Bob Culver, County Executive

WORCESTER COUNTY, MARYLAND

\_\_\_\_\_  
Witness

By \_\_\_\_\_ (SEAL)  
Diana Purnell, President





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FRED E. WEBSTER, JR.  
DIRECTOR

EMERGENCY SERVICES  
**Worcester County**  
GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1002  
SNOW HILL, MARYLAND 21863-1193  
TEL: 410-632-1311  
FAX: 410-632-4686

To: Harold Higgins, Chief Administrative Officer  
From: Fred Webster, Director of Emergency Services   
Re: Anritsu Radio Analyzer  
Date: 9 January 2018

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The Department of Emergency Services received five bids on 4 December 2017 for a **Anritsu Master Land Mobile Radio Modulation Analyzer** for the department's Electronic Services division. Bids included both new and demo units.

Money for the purchase, not to exceed \$35,000, was approved in encumbered funds money at your 3 October 2017 meeting. At bid opening the bids ranged from \$36,826.15 to \$40,180. It is therefore recommended that you formal reject all bids as over budget. The Department will revisit this in the FY19 budget process as the need still exist for this unit.

I am available to answer any questions that may arise at your convenience.

Cc: James Hamilton  
Robert Rhode

# Competitive Bid Worksheet

## Item: Anritsu S412E LMR Master Land Mobile Radio Modulation Analyzer

Bid Deadline/Opening Date: 1:00 P.M., December 11, 2017

Bids Received by deadline = 4

Vendor's Submitting Bids

Page

Total Delivered Price

**Avalon Test**  
1205 Activity Drive  
Vista, CA 92081

③

\$40,180 # 36,826.15 - Demo

⑦

1,826.15  
Price Difference

**Talley**  
160 Jony Drive  
Carlsbad, NJ 07072

⑩

\$37,155.20

**Anritsu Company**  
490 Jarvis Drive  
Morgan Hill, CA 95037

⑬

\$37,060.00

2,060 Price  
Difference

**Primus Electronics Corporation**  
4180 E. Sand Ridge Road  
Morris, IL 60450

⑳

\$39,785.83

\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_

\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_

**BID FORM**

**Anritsu S412E LMR Master Land Mobile Radio Modulation Analyzer**

I/we have reviewed the specifications and provisions for furnishing One (1) Anritsu S412E LMR Master LMR Modulation Analyzer and understand said requirements. I/we hereby propose to furnish the equipment as specified:

Make: Anritsu

Model: S412E

Total bid price: \$40,180.00

The product will be delivered within 30 calendar days from receipt of written order.

**BID MUST BE SIGNED TO BE VALID**

Date: November 15th, 2017

Signature: 

Typed Name: Paul Geisterfer

Title: Sales Associate

Firm: Avalon Equipment Corporation

Address: 1205 Activity Drive Vista California 92081

Phone: Office:(760) 536-0191 Direct: (760) 295-1340



**Avalon Equipment Corporation**  
Technology Rents Here

1205 Activity Drive  
Vista, CA 92081  
Phone: (888) 542-8256 (toll free)  
Fax: (760) 536-0184

# SALES QUOTE

Page:1

Sales Quote Number: SQ018108  
Sales Quote Date: 11/14/17

Customer Number: C63890

Ref:

**Customer:**

Worcester County Emergency Ser  
ATTN: Fred Webster  
County Commissioners rm 1103  
One West Market Street  
Snow Hill, MD 21863  
USA

Your Salesperson is: Paul Geisterfer  
Extension:  
pgeisterfer@avalontest.com

**Avalon Equipment is pleased to offer you the following Terms of Sale:**

ITEM		QTY	PRICE EA
<b>Anritsu ANR-15NNF50-3.0C</b>		<b>1</b>	<b>430.00</b>
	Test Port Cable Armored, 3.0 Meter, N (m) to N (f), 6.0 GHz		
ANR-15RDN50-3.0	Test Port Cable Armored, 3.0 Meter, N (m) to 7/16 DIN(m), 6.0 GHz	1	660.00
ANR-15NN50-3.0C	Test Port Extension Cable, Armored, 3.0 meters, DC to 6 GHz, N(m) - N(m)	1	430.00
ANR-2000-1528-R	ANR-2000-1528-R GPS Antenna	1	75.00
<b>Anritsu ANR-OSLNF50A-8</b>		<b>1</b>	<b>575.00</b>
	Coaxial Calibration Kit; Type N(f); DC to 8 GHz; 50 Ohm		
<b>Anritsu ANR-S412E</b>		<b>1</b>	<b>13,950.00</b>
	LMR Master™ Land Mobile Radio Modulation Analyzer		
ANR-S412E-0006	ANR-S412E 6 GHz Coverage on Spectrum Analyzer	1	4,000.00
ANR-S412E-0010	ANR-S412E High Voltage Variable Bias Tee	1	650.00
ANR-S412E-0015	ANR-S412E Vector Voltmeter	1	695.00
ANR-S412E-0025	ANR-S412E Interference Analyzer	1	1,805.00
ANR-S412E-0031	ANR-S412E GPS Built-in Receiver	1	465.00
ANR-S412E-0431	ANR-S412E Coverage Mapping	1	2,500.00
ANR-S412E-0509	ANR-S412E AM/FM/PM Analyzer	1	650.00
ANR-S412E-0521	ANR-S412E P25 & P25 Phase 2 Analyzer	1	4,400.00
ANR-S412E-0522	ANR-S412E P25 & P25 Phase 2 Coverage Mapping	1	1,875.00
ANR-S412E-0591	ANR-S412E DMR2 Analyzer	1	4,400.00
ANR-S412E-0592	ANR-S412E DMR2 Talk-Out Coverage	1	1,875.00
ANR-S412E-0098	ANR-S412E ANSI Z540-1-1994 Std calibration	1	745.00

**Total 40,180.00**  
All prices USD

Should you have a question or wish to order, please contact me immediately. Regards, Paul Geisterfer



**Avalon Equipment Corporation**  
Technology Rents Here

1205 Activity Drive  
Vista, CA 92081  
Phone: (888) 542-8256 (toll free)  
Fax: (760) 536-0184

# SALES QUOTE

Page:2

Sales Quote Number: SQ018108  
Sales Quote Date: 11/14/17

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## Terms and Conditions

---

Test Equipment(s) comes with a 1-year warranty and 10-day acceptance period.  
Test Equipment(s) comes with all standard accessories unless otherwise specified.  
ISO 9001 calibration is standard with 17025 calibration available at a modest price.  
Prices do not include sales tax or freight charges.  
All units are shipped FOB Vista, CA. Choice and method TBD by customer.  
Prices are based on availability of specific unit(s) updated and subject to prior sales or rental.  
Payment terms are pre-pay through credit card, certified funds, wire transfer, or bank letter of credit prior to shipment.  
Terms are available up to Net 30-days at these prices, but must be approved through Avalon's Credit Department.  
All future correspondence regarding this contract should reference quote number:  
Quote is valid for 30 days from date of issue.  
Complete terms and conditions are available on the Avalon web site @ [www.avalontest.com](http://www.avalontest.com)

# AVALON TEST EQUIPMENT

**TEST WITH CONFIDENCE™**

Hello and thank you for sending us your solicitation!

This page is simply a statement of assurance regarding the unit you are requesting.

The unit comes with standard accessories, which are the items listed in Section 4, subsection A.

New units come standard with Anritsu warranty coverage of 3 years.

Demo and used units come with an Avalon warranty of 1 year, purchase of an Anritsu warranty can be made should you require an Anritsu warranty.

The S412E with the options selected meets the LMR VNA and SA requirements laid out in section B.

We are grateful for the solicitation you sent us, and the opportunity it presents to provide you with excellent service.

Should you need calibrations/repairs of current equipment, rentals, rent-to-owns, or purchases of equipment, please email us at [Sales@avalontest.com](mailto:Sales@avalontest.com) and we can send you a formal quote.

For more information regarding our products and services, visit [www.Avalontest.com](http://www.Avalontest.com)

**AVALON**  
TEST EQUIPMENT

ISO 9001:2008

---

Paul Geisterfer

INSIDE SALES ASSOCIATE

1205 Activity Drive | Vista, CA 92081 | O 760.536.0191

[www.avalontest.com](http://www.avalontest.com)

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**BID FORM**

**Anritsu S412E LMR Master Land Mobile Radio Modulation Analyzer**

I/we have reviewed the specifications and provisions for furnishing One (1) Anritsu S412E LMR Master LMR Modulation Analyzer and understand said requirements. I/we hereby propose to furnish the equipment as specified:

Make: Anritsu

Model: S412E Demo

Total bid price: \$36,826.15

The product will be delivered within 30 calendar days from receipt of written order.

**BID MUST BE SIGNED TO BE VALID**

Date: November 15th, 2017

Signature: 

Typed Name: Paul Geisterfer

Title: Sales Associate

Firm: Avalon Equipment Corporation

Address: 1205 Activity Drive Vista California 92081

Phone: Office:(760) 536-0191 Direct: (760) 295-1340



**Avalon Equipment Corporation**  
Technology Rents Here

1205 Activity Drive  
Vista, CA 92081  
Phone: (888) 542-8256 (toll free)  
Fax: (760) 536-0184

# SALES QUOTE

Page:1

Sales Quote Number: SQ018111  
Sales Quote Date: 11/14/17

Customer Number: C63890  
Ref:

**Customer:**

Worcester County Emergency Ser  
ATTN: Fred Webster  
County Commissioners rm 1103  
One West Market Street  
Snow Hill, MD 21863  
USA

Your Salesperson is: Paul Geisterfer  
Extension:  
pgeisterfer@avalontest.com

**Avalon Equipment is pleased to offer you the following Terms of Sale:**

ITEM		QTY	PRICE EA
	New		
<b>Anritsu ANR-15NNF50-3.0C</b>		<b>1</b>	<b>430.00</b>
	Test Port Cable Armored, 3.0 Meter, N (m) to N (f), 6.0 GHz		
ANR-15RDN50-3.0	Test Port Cable Armored, 3.0 Meter, N (m) to 7/16 DIN(m), 6.0 GHz	1	660.00
ANR-15NN50-3.0C	Test Port Extension Cable, Armored, 3.0 meters, DC to 6 GHz, N(m) - N(m)	1	430.00
ANR-2000-1528-R	ANR-2000-1528-R GPS Antenna	1	75.00
<b>Anritsu ANR-OSLNF50A-8</b>		<b>1</b>	<b>575.00</b>
	Coaxial Calibration Kit; Type N(f); DC to 8 GHz; 50 Ohm		
	Below is pricing for a demo unit (excellent condition lightly used)		
<b>Anritsu ANR-S412E</b>		<b>1</b>	<b>12,694.50</b>
	LMR Master™ Land Mobile Radio Modulation Analyzer + accessories		
ANR-S412E	ANR-S412E 6 GHz Coverage on Spectrum Analyzer	1	3,640.00
ANR-S412E	ANR-S412E High Voltage Variable Bias Tee	1	591.50
ANR-S412E	ANR-S412E Vector Voltmeter	1	632.45
ANR-S412E	ANR-S412E Interference Analyzer	1	1,642.55
ANR-S412E	ANR-S412E GPS Built-in Receiver	1	423.15
ANR-S412E	ANR-S412E Coverage Mapping	1	2,275.00
ANR-S412E	ANR-S412E AM/FM/PM Analyzer	1	591.50
ANR-S412E	ANR-S412E P25 & P25 Phase 2 Analyzer	1	4,004.00
ANR-S412E	ANR-S412E P25 & P25 Phase 2 Coverage Mapping	1	1,706.25
ANR-S412E	ANR-S412E DMR2 Analyzer	1	4,004.00
ANR-S412E	ANR-S412E DMR2 Talk-Out Coverage	1	1,706.25
ANR-S412E	ANR-S412E Fresh ANSI Z540-1-1994 Std calibration	1	745.00

**Total 36,826.15**  
 All prices USD





**Avalon Equipment Corporation**  
Technology Rents Here

1205 Activity Drive  
Vista, CA 92081  
Phone: (888) 542-8256 (toll free)  
Fax: (760) 536-0184

## SALES QUOTE

Page:2

Sales Quote Number: SQ018111  
Sales Quote Date: 11/14/17

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### Terms and Conditions

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Test Equipment(s) comes with a 1-year warranty and 10-day acceptance period.  
Test Equipment(s) comes with all standard accessories unless otherwise specified.  
ISO 9001 calibration is standard with 17025 calibration available at a modest price.  
Prices do not include sales tax or freight charges.  
All units are shipped FOB Vista, CA. Choice and method TBD by customer.  
Prices are based on availability of specific unit(s) updated and subject to prior sales or rental.  
Payment terms are pre-pay through credit card, certified funds, wire transfer, or bank letter of credit prior to shipment.  
Terms are available up to Net 30-days at these prices, but must be approved through Avalon's Credit Department.  
All future correspondence regarding this contract should reference quote number:  
Quote is valid for 30 days from date of issue.  
Complete terms and conditions are available on the Avalon web site @ [www.avalontest.com](http://www.avalontest.com)

**BID FORM**

**Anritsu S412E LMR Master Land Mobile Radio Modulation Analyzer**

I/we have reviewed the specifications and provisions for furnishing One (1) Anritsu S412E LMR Master LMR Modulation Analyzer and understand said requirements. I/we hereby propose to furnish the equipment as specified:

Make: Anritsu Model: S412E

Total bid price: \$37,155.20

The product will be delivered within 30 calendar days from receipt of written order.

**BID MUST BE SIGNED TO BE VALID**

Date: 11/30/17

Signature: 

Typed Name: Seth Berkowitz

Title: Account Manager

Firm: Talley, Inc.

Address: 12976 Sandoval St.

Santa Fe Springs, CA 90670

Phone: 800-366-2269



QUOTATION 924262

Corporate Address  
12976 Sandoval Street  
Santa Fe Springs, CA 90670  
800.949.7079  
sales@talleycom.com

Date: 11/22/17  
Prepared By: SETH BERKOWITZ  
Email: SBERKOWITZ@TALLEYCOM.COM  
Phone: 800-949-7079

Page: 1 OF 2  
Requested By: FRED WEBSTER  
Customer P/O:  
Release #:  
Job #:  
Ship To: WORCESTER CNTY DEPT EMRGY SVS  
1 WEST MARKET STREET  
ROOM 1002  
SNOW HILL, MD 21863

Bill To: 136729  
WORCESTER CNTY DEPT EMRGY SVS  
1 WEST MARKET STREET  
ROOM 1002  
SNOW HILL, MD 21863

Terms: NET 30 DAYS

Ship Via: BEST METHOD - GROUND

Product Description	Quantity	Unit Price	U/M	Extended Price
<b>WILS412E</b> LMR Master,500 kHz to 1600 MHz Cable/Antenna Analyzer	1	13166.2900	EA	13,166.29
<b>WIL760-243-R</b> S3XXE SiteMaster Wheeled Transit Case, FAA app'd, RoHS	1	330.3400	EA	330.34
<b>WILOSLN50A-8</b> Coaxial Calibration Kit, N-Male, DC to 8 GHz, 50 Ohms	1	495.5100	EA	495.51
<b>WIL2000-1528-R</b> Magnet Mount GPS Ant(3-5V) w/ SMA Conn & 15' Extension Cable	1	67.4200	EA	67.42
<b>WILS412E-0006</b> Option 6, 6 GHz Coverage on Spectrum Analyzer	1	3775.2900	EA	3,775.29
<b>WILS412E-0010</b> Option 10, High Voltage Variable Bias Tee	1	613.4800	EA	613.48
<b>WILS412E-0015</b> Option 15, Vector Voltmeter	1	655.9600	EA	655.96
<b>WILS412E-0025</b> Option 25, Interference Analyzer	1	1703.9500	EA	1,703.95
<b>WILS412E-0031</b> Option 31, GPS Built-In Receiver	1	438.8800	EA	438.88

Continued

NOTE: All quotes are FOB origin unless otherwise specified. Freight charges and taxes are determined at the time of shipping. Quotations are valid for 30 days. All quotes subject to Talley terms and conditions.





QUOTATION 924262

Corporate Address  
12976 Sandoval Street  
Santa Fe Springs, CA 90670  
800.949.7079  
sales@talleycom.com

Date: 11/22/17  
Prepared By: SETH BERKOWITZ  
Email: SBERKOWITZ@TALLEYCOM.COM  
Phone: 800-949-7079

Page: 2 OF 2  
Requested By: FRED WEBSTER  
Customer P/O:  
Release #:

Bill To: 136729  
WORCESTER CNTY DEPT EMRGY SVS  
1 WEST MARKET STREET  
ROOM 1002  
SNOW HILL, MD 21863

Job #:  
Ship To: WORCESTER CNTY DEPT EMRGY SVS  
1 WEST MARKET STREET  
ROOM 1002  
SNOW HILL, MD 21863

Terms: NET 30 DAYS

Ship Via: BEST METHOD - GROUND

Product Description	Quantity	Unit Price	U/M	Extended Price
<b>WILS412E-0431</b> Option 431, Coverage Mapping	1	2359.5500	EA	2,359.55
<b>WILS412E-0509</b> Option 509, AM/FM/PM Analyzer	1	613.4800	EA	613.48
<b>WILS412E-0521</b> Option 521, P25 Analyzer	1	4152.8100	EA	4,152.81
<b>WILS412E-0522</b> Option 522, P25 Coverage	1	1769.6600	EA	1,769.66
<b>WILS412E-0591</b> Option 591, DMR2 Analyzer	1	4152.8100	EA	4,152.81
<b>WILS412E-0592</b> Option 592, DMR2 Talk-Out Coverage	1	1769.6600	EA	1,769.66
<b>WIL15NNF50-1.5C</b> Test Port Cable Armored, 1.5M N-Male to N-Female, 6 GHz	1	297.3000	EA	297.30
<b>WIL15NN50-1.5C</b> Test Port Cable Armored, 1.5M N-Male to N-Male, 6 GHz	1	297.3000	EA	297.30
<b>WIL15ND50-1.5C</b> Test Port Cable Armored, 1.5M ALT-SKU#15ND50-1.5C N-Male to 7/16 DIN Male, 6 GHz	1	495.5100	EA	495.51

Shop Online: www.Talleycom.com

Accepted By: \_\_\_\_\_  
Date: \_\_\_\_\_

MDSE Total 37,155.20  
Tax TBD  
Est. Freight TBD  
Total 37,155.20

NOTE: All quotes are FOB origin unless otherwise specified. Freight charges and taxes are determined at the time of shipping. Quotations are valid for 30 days. All quotes subject to Talley terms and conditions. 12

**BID FORM**

**Anritsu S412E LMR Master Land Mobile Radio Modulation Analyzer**

I/we have reviewed the specifications and provisions for furnishing One (1) Anritsu S412E LMR Master LMR Modulation Analyzer and understand said requirements. I/we hereby propose to furnish the equipment as specified:

Make: Anritsu

Model: S412E

Please see a complete list of products in the attached quote - SQ8283

Total bid price: \$37,060.00

The product will be delivered within 45 calendar days from receipt of written order.

**BID MUST BE SIGNED TO BE VALID**

Date: 07 December 2017

Signature: 

Typed Name: Pamela Wilton

Title: Sr. Order Administrator

Firm: Anritsu Company

Address: 490 Jarvis Drive

Morgan Hill, CA 95037

Phone: 408-201-1441

<p>WORCESTER COUNTY GOVERNMENT CENTER ONE WEST MARKET STREET SNOW HILL, MD 21863 UNITED STATES</p>	<p>Fred Webster Phone: 410-632-1311</p>	<p>Quote Effective From: 12/7/2017 Quote Valid Through: 1/6/2018 Date Prepared: 12/7/2017</p>
<p>Pam Wilton Phone: 1-800-ANRITSU (267-4878) Anritsu Company 490 Jarvis Drive Morgan Hill, CA 95037 Fax: 408-201-1855 E-Mail: acus.orders@anritsu.com Please Reference Quote: SQ8283</p>	<p>Anritsu Sales: GREGG TOBACK Phone: 631-675-0647 E-Mail: gregg.toback@anritsu.com</p>	<p>Payment Terms: NET 30 DAYS (upon approved credit)</p> <p>Currency: USD</p> <p>Freight: SHIPPING POINT Order will ship UPS BLUE PP&amp;A unless otherwise specified on Purchase Order</p> <p>Customer Reference: Anritsu Master LMR Mod Analyzr</p>

**Important Information:**

**Discounted demonstration equipment is available for select models. This equipment is backed by the product's standard new equipment warranty. For availability and pricing, please contact the Anritsu Customer Support Center at 1-(800)-ANRITSU (267-4878).**

All of our products include complimentary Technical Support available at 1-800-ANRITSU (267-4878), 7:30am -6:00pm Central Standard Time Monday through Friday excluding U.S. Public Holidays.

All prices shown are Anritsu List Price before tax. Prices exclude any sales, value added or similar tax. To claim exemption from sales tax you must provide a valid Tax Exemption Certificate, referencing Anritsu Company as the vendor, together with your Purchase Order.

These commodities are subject to U.S. Department of Commerce Export Regulations. Diversion contrary to U.S. Law prohibited. This quotation is valid for end use in the U.S. only. All quotations are subject to end-use/user verification and approval.

This quotation is for solicitation purposes only and does not constitute an offer.

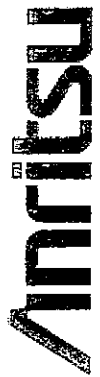
Preservation, packaging and packing in accordance with manufacturer's standard commercial practice, unless otherwise stated.



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Comments

Line	Qty	Part No.	Description	Unit Price	Total Price
1	1	S412E	LMR MASTER, 500 KHZ - 1600 MHZ LAND MOBILE RADIO MODULATION ANALYZER AND SIGNAL GENERATOR, VECTOR NETWORK ANALYZER, SPECTRUM ANALYZER, SUPPLIED WITH 3YEAR WARRANTY COVERAGE	13,950.00	13,950.00
2	1	S412E-0006	OPTION 6, 6 GHZ COVERAGE ON SPECTRUM ANALYZER	4,000.00	4,000.00
3	1	S412E-0010	OPTION 10, HIGH VOLTAGE VARIABLE BIAS TEE	650.00	650.00
4	1	S412E-0015	OPTION 15, VECTOR VOLTMETER	695.00	695.00
5	1	S412E-0025	OPTION 25, INTERFERENCE ANALYZER (OPTION 31 IS RECOMMENDED)	1,805.00	1,805.00
6	1	S412E-0031	OPTION 31, GPS RECEIVER (REQUIRES GPS ANTENNA, SOLD SEPARATELY)	465.00	465.00
7	1	S412E-0431	OPTION 431, COVERAGE MAPPING (REQUIRES OPTION 31)	2,500.00	2,500.00
8	1	S412E-0509	OPTION 509, AM/FM/PM ANALYZER WITH COVERAGE MAPPING (OPTIONS 31 AND 431 ARE REQUIRED FOR UTILIZATION OF COVERAGE MAPPING FEATURE)	650.00	650.00
9	1	S412E-0521	OPTION 521, P25 AND P25 PHASE 2 ANALYZER	4,400.00	4,400.00
10	1	S412E-0522	OPTION 522 P25 & P25 PHASE 2 COVERAGE (REQUIRES OPTIONS 31 AND 521)	1,875.00	1,875.00
11	1	S412E-0592	OPTION 592, DMR TALK-OUT COVERAGE (REQUIRES OPTIONS 31 AND 591)	1,875.00	1,875.00



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Line	Qty	Product	Description	Unit	Price	Total
12	1	S412E-0099	OPTION 99, PREMIUM CALIBRATION	4-6 ARO	900.00	900.00
13	1	15NN50-1.5C	TEST PORT EXTENSION CABLE, ARMORED, 1.5 METERS, DC TO 6 GHZ, N(M) - N(M), 50. SUPPLIED WITH 90 DAY WARRANTY COVERAGE	4-6 ARO	315.00	315.00
14	1	15NNF50-1.5C	TEST PORT EXTENSION CABLE, ARMORED, 1.5 METERS, DC TO 6.0 GHZ, N(M) - N (F),50 . SUPPLIED WITH 90 DAY WARRANTY COVERAGE	4-6 ARO	315.00	315.00
15	1	15ND50-1.5C	TEST PORT EXTENSION CABLE, ARMORED, 1.5 METERS, DC TO 6 GHZ, N(M) - 7/16 DIN (M). SUPPLIED WITH 90 DAY WARRANTY COVERAGE	4-6 ARO	525.00	525.00
16	1	2000-1528-R	MAGNET MOUNT GPS ANTENNA (ACTIVE 3-5V) WITH SMA CONNECTOR AND 4.6 M (15 FT) EXTENSION CABLE (REQUIRED FOR UNITS WITH OPTION 31). SUPPLIED WITH 1 YEAR WARRANTY COVERAGE	4-6 ARO	75.00	75.00
17	1	TOSLN50A-8	COAXIAL CALIBRATION KIT, TYPE N(M), DC TO 8 GHZ, 50 OHM.SUPPLIED WITH 1 YEAR WARRANTY COVERAGE	4-6 ARO	1,040.00	1,040.00
18	1	2000-1619-R	PRECISION OPEN/SHORT/LOAD, 7/16 DIN(F), DC TO 6.0 GHZ, 50 . SUPPLIED WITH 1 YEAR WARRANTY COVERAGE	4-6 ARO	675.00	675.00
19	1	760-243-R	TRANSIT CASE (RECOMMENDED CASE FOR ALL HANDHELD PRODUCTS). SUPPLIED WITH 90 DAY WARRANTY COVERAGE	4-6 ARO	350.00	350.00

Total List Price: 37,060.00

Total: USD 37,060.00





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### **ANRITSU EXTENDED SERVICE (ES) PROGRAM DESCRIPTION**

Our Extended Service (ES) options allow customers to lock in maintenance cost savings at the time of equipment purchase for maximum benefit and to experience the peace of mind associated with buying support beyond the equipment's original warranty. Each option extends the benefits of factory warranties to provide 2, 3, or 5 years of service and delivers quality on-site or return to Anritsu Service Center repairs and calibrations.

Please call 1-800-ANRITSU (267-4878) for more information.

If you would like to receive an ISO17025 compliant Certificate of Calibration with your new unit, you will need to order Option 98. If you also need calibration data with the Certificate order Option 99 instead of Option 98.

On site repair and calibration support options are not available in all states. Please contact your local Sales Engineer to check availability in your area.

- **Option ES210 Return to Anritsu Repair Only (no calibration)**

Option ES210 extends the repair portion of the product's factory warranty to 2 years. Your Anritsu Service Center provides all labor and material needed for repair. This option excludes calibration after repair and routine calibration/verification.

- **Option ES310 Return to Anritsu Repair Only (no calibration)**

Option ES310 extends the repair portion of the product's factory warranty to 3 years. Your Anritsu Service Center provides all labor and material needed for repair. This option excludes calibration after repair and routine calibration/verification.

- **Option ES312 Return to Anritsu Standard Calibration**

Option ES312 provides 3 years of return to Anritsu Service Center Z540 calibrations at factory-recommended intervals, enabling you to maintain equipment in compliance with ANSI/NCSL Z540-1-1994.

Included are the following:

- Pre-calibration test data for out of tolerance parameters
- a Certificate of Calibration which attests to compliance with ANSI/NCSL Z540-1-1994 and NIST traceability
- a calibration sticker indicating the date of calibration and the recommended recalibration date
- a free calibration after any repair performed by Anritsu

- **Option ES313 Return to Anritsu Repair & Standard Calibration**

Option ES313 extends the repair portion of the product's factory warranty to 3 years and provides 3 years of return to Anritsu Service Center Z540 standard calibrations at factory-recommended intervals. Your Anritsu Service Center provides all labor and material needed for repair.

Included are the following:

- Pre-calibration test data for out of tolerance parameters
- a Certificate of Calibration which attests to compliance with ANSI/NCSL Z540-1-1994 and NIST traceability
- a calibration sticker indicating the date of calibration and the recommended recalibration date
- a free calibration after any repair performed by Anritsu

- **Option ES315 Return to Anritsu Premium Calibration**

Option ES315 provides 3 years of return to Anritsu Service Center Z540 calibrations at factory-recommended intervals.

Included are the following:

- Pre-calibration test data for out of tolerance parameters
- a Certificate of Calibration which attests to compliance with ANSI/NCCL Z540-1-1994 and NIST traceability
- a calibration sticker indicating the date of calibration and the recommended recalibration date
- a free calibration after any repair performed by Anritsu
- **Option ES316 Return to Anritsu Repair & Premium Calibration**

Option ES316 extends the repair portion of the product's factory warranty to 3 years and provides 3 years of return to Anritsu Service Center Z540 premium calibrations at factory-recommended intervals. Your Anritsu Service Center provides all labor and material needed for repair.

Included are the following:

- a Certificate of Calibration which attests to compliance with ANSI/NCCL Z540-1-1994 and NIST
- a full set of before and after adjustment test data
- a calibration sticker indicating the date of calibration and the recommended recalibration date
- a free calibration after any repair performed by Anritsu
- **Option ES510 Return to Anritsu Repair Only (no calibration)**

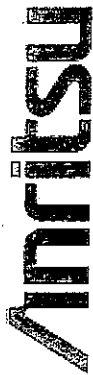
Option ES510 extends the repair portion of the product's factory warranty to 5 years. Your Anritsu Service Center provides all labor and material needed for repair. This option excludes calibration after repair and routine calibration/verification.

- **Option ES512 Return to Anritsu Standard Calibration**

Option ES512 provides 5 years of return to Anritsu Service Center Z540 calibrations at factory-recommended intervals, enabling you to maintain equipment in compliance with ANSI/NCCL Z540-1-1994.

Included are the following:

- Pre-calibration test data for out of tolerance parameters
- a Certificate of Calibration which attests to compliance with ANSI/NCCL Z540-1-1994 and NIST traceability
- a calibration sticker indicating the date of calibration and the recommended recalibration date
- a free calibration after any repair performed by Anritsu



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• **Option ES513 Return to Anritsu Repair & Standard Calibration**

Option ES513 extends the repair portion of the product's factory warranty to 5 years and provides 5 years of return to Anritsu Service Center Z540 standard calibrations at factory-recommended intervals. Your Anritsu Service Center provides all labor and material needed for repair.

Included are the following:

- Pre-calibration test data for out of tolerance parameters
- a Certificate of Calibration which attests to compliance with ANSI/NCSL Z540-1-1994 and NIST traceability
- a calibration sticker indicating the date of calibration and the recommended recalibration date
- a free calibration after any repair performed by Anritsu
- **Option ES515 Return to Anritsu Premium Calibration**

Option ES515 provides 5 years of return to Anritsu Service Center Z540 calibrations at factory-recommended intervals:

Included are the following:

- a Certificate of Calibration which attests to compliance with ANSI/NCSL Z540-1-1994 and NIST traceability
- a full set of before and after adjustment test data
- a calibration sticker indicating the date of calibration and the recommended recalibration date
- a free calibration after any repair performed by Anritsu

• **Option ES516 Return to Anritsu Repair & Premium Calibration**

Option ES516 extends the repair portion of the product's factory warranty to 5 years and provides 5 years of return to Anritsu Service Center Z540 premium calibrations at factory-recommended intervals. Your Anritsu Service Center provides all labor and material needed for repair.

Included are the following:

- a Certificate of Calibration which attests to compliance with ANSI/NCSL Z540-1-1994 and NIST traceability
- a full set of before and after adjustment test data
- a calibration sticker indicating the date of calibration and the recommended recalibration date
- a free calibration after any repair performed by Anritsu

**TERMS AND CONDITIONS OF SALE**



1. **Order of Precedence**
  - a. All orders are subject to written approval and acceptance by Anritsu Company ("Anritsu") at its home office in Morgan Hill, California, and are expressly conditioned upon the Terms and Conditions of Sale set forth herein.
  - b. A Buyer's purchase order which may be set forth on a form purporting to expand, alter, or amend these terms and conditions is expressly rejected and does not and will not become a part of any resulting agreement between the Buyer and Anritsu unless expressly accepted in writing by an authorized signatory of Anritsu. Partial performance on the part of Anritsu and/or Buyer shall conclusively establish an agreement based only on the terms and conditions herein set forth.
2. **Prices**

Unless otherwise stated, all prices are exclusive of insurance and all taxes including state and local use, sales, property (ad valorem) and similar taxes. When applicable, such taxes will appear as separate line items on our invoices.
3. **Payment and Security Terms**
  - a. Should Buyer become delinquent in the payment of any sum due Anritsu, after ten (10) days from the date of written notice to Buyer, Anritsu shall not be obligated to continue performance under any agreement with Buyer.
  - b. Buyer hereby grants and Anritsu reserves a purchase money security interest in each product purchased hereunder, and in any proceeds thereof, for the amount of its purchase price. Upon request by Anritsu, Buyer shall sign any document required to perfect such security interest. Payment in full of the purchase price of any product purchased hereunder shall release the security interest on that product.
4. **Delivery**

We will make every reasonable effort to meet any estimated delivery date set forth on our quotation and confirmed in our acknowledgment to your order. However, Anritsu is not liable for any loss (consequential or otherwise) due to delay in performance or shipment hereunder because of any unforeseen circumstances or causes beyond our control.
5. **Warranty**
  - a. All Anritsu Products come with a standard warranty against defects in materials and workmanship. Anritsu's obligation covers repairing, or at our option, replacing products which prove to be defective during the warranty period. For specific warranty information please visit [www.anritsu.com](http://www.anritsu.com). All products shall be returned with transport charges prepaid to Anritsu. Anritsu's obligation is limited to its original direct customer, or its distributor's original direct end use customer only; the warranty is not transferable. Anritsu shall have no responsibility under this warranty concerning apparent defects, which have been caused by misuse, improper application or installation, neglect, unauthorized repair or negligence in use. Software licenses and support agreements are also non transferable.
  - b. **THE WARRANTY SET FORTH ABOVE IS EXCLUSIVE AND NO OTHER WARRANTY, WHETHER WRITTEN OR ORAL, IS EXPRESSED OR IMPLIED. ANRITSU SPECIFICALLY DISCLAIMS THE IMPLIED WARRANTY OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.**
6. **Limitation of remedies and Liabilities**

THE REMEDIES PROVIDED HEREIN ARE BUYER'S SOLE AND EXCLUSIVE REMEDIES, IN NO EVENT SHALL ANRITSU BE LIABLE FOR DIRECT, INDIRECT, SPECIAL, INCIDENTAL, OF CONSEQUENTIAL DAMAGES (INCLUDING LOSS OF PROFITS) WHETHER BASED ON CONTRACT, TORT OR ANY OTHER LEGAL THEORY.
7. **Miscellaneous**
  - a. **Cancellations**
    - (i) Orders for Non-Standard, Custom, or Build to order products may not be cancelled, or the Products returned by buyer. Anritsu will notify Buyer at the time of placement of the order that the order may not be cancelled, nor the Product returned absent material defect.
    - (ii) Software License and Support Agreements are may be cancelled upon sixty (60) days advance written notice. Payments previously made are not refundable.
    - (iii) Orders for Standard, Catalog Products, Commercial Off the Shelf (COTS) Products may be cancelled up to thirty (30) days prior to the scheduled shipping date with no fees or penalties. If Buyer requests cancellation within thirty (30) days of the scheduled shipping date, Anritsu reserves the right to charge a twenty five percent (25%) cancellation and re-stocking fee.
  - b. **Shipment Rescheduling.** Buyer may reschedule shipment dates for Standard, Catalog Product, and COTS Products at no fee, for out to ninety (90) days, upon giving Anritsu not less than ten (10) days advance, written notice.
  - c. **Returns.** Buyer may return a Product via a Return Materials Authorization ("RMA") within thirty (30) days of the date of invoice. Following evaluation and approval by Anritsu, a standard re-stocking fee of twenty five percent (25%) of the order value will be assessed. All returned Products must be in new and unused condition.
  - d. **Notices.** Any required notices shall be given in writing at the address of each party set forth on the reverse side hereof, or at such other address as either party may substitute by written notice to the other party.
  - e. **Termination.** Anritsu reserves the right, as well as any other remedy, to terminate this agreement or to suspend further deliveries under this agreement in the event Buyer does not comply with the terms of payment.
  - f. **Waiver.** Any waiver on the part of Anritsu of any term and/or condition contained herein shall be a waiver as to such term or condition only and shall not be construed to be a waiver of any other provisions hereunder.
  - g. **Interest and Attorney's Fees.** Should Anritsu be required to utilize the services of an attorney or resort to any legal proceedings to collect any amount due from Buyer, then Buyer shall be liable, in addition to interest at the maximum legal rate from the date such amount is due, for reasonable attorney's fees and/or court costs.
  - h. **Export.** Buyer shall not export or re-export technical data of any goods or products supplied by Anritsu directly or through others, to the proscribed countries, or foreign nationals of those countries and/or denied parties, listed in Section 746, 764 and associated or successor sections of the U.S. Export Administration Regulations unless properly authorized by the U.S. government.
  - i. **Choice of Law.** This agreement, and the rights of the parties hereunder, shall be interpreted and determined by the laws of the State of California, and all disputes shall be subjected to the jurisdiction of the courts with in the State of California.

**BID FORM**

**Anritsu S412E LMR Master Land Mobile Radio Modulation Analyzer**

I/we have reviewed the specifications and provisions for furnishing One (1) Anritsu S412E LMR Master LMR Modulation Analyzer and understand said requirements. I/we hereby propose to furnish the equipment as specified:


Make: Anritsu Model: S412E

Total bid price: \$ 39,785.83

The product will be delivered within 28-42\* calendar days from receipt of written order.

**BID MUST BE SIGNED TO BE VALID**

Date: 12/8/17

Signature: 

Typed Name: Sue Hendrick

Title: Business Dev., Gov't

Firm: Primus Electronics Corp.

Address: 4180 E. Sand Ridge Rd.

Morris, IL 60450

Phone: (800) 435-1636

\* Anritsu is closed the last 2 weeks of December. Lead time would start in January.



# QUOTE

Page	1
Quote No.	635702
Quote Date	12/06/17

Primus Electronics Corporation  
4180 E. Sand Ridge Rd  
Morris, IL 60450

Tel: 815-436-8945

Fax: 800-767-7605

BILL TO:

CUST #: 315900

SHIP TO:

WORCESTER COUNTY GOV'T CENTER  
ONE WEST MARKET STREET  
SNOW HILL, MD 21863

GOVERNMENT QUOTES ONLY

Tel:

Fax:

Customer PO	Company Contact	Entered By	Sales Rep
Anritsu S412E bid		SKH	SKH

Date Requested

Shipping Method

12/06/17

UPS COMPLETE

Part Number	Description	Qty	Unit Price	Extension	Lead Time
S412E	LMR MASTER 500kHz-1.6GHz	1	13316.00	13,316.00	4-6 weeks
760-243-R	TRANSIT CASE	1	334.10	334.10	stock
OSLN50A-8	Coaxial Calibration Kit, Type N(fm), DC to 8 GHz; 50ohm	1	501.15	501.15	stock
15NN50-1.5C	1.5M TEST PORT CABLE NM/NM	3	300.70	902.10	4-6 weeks
15NNF50-1.5C	TEST CABLE 1.5METER-NM/NF	3	300.70	902.10	4-6 weeks
15ND50-1.5C	1.5 METER TEST CABLE NM/7/16M	3	501.15	1,503.45	4-6 weeks
2000-1528-R	MAG MOUNT GPS ANTENNA	1	71.60	71.60	4-6 weeks
S412E-0006	6GHZ COVERAGE ON SPECT ANALYZER	1	3818.20	3,818.20	4-6 weeks
S412E-0010	Option 10, High Voltage Variable Bias Tee	1	620.46	620.46	4-6 weeks
S412E-0015	VECTOR VOLTMETER OPTION	1	663.41	663.41	4-6 weeks
S412E-0025	ANALYZER INTERFACE	1	1722.96	1,722.96	4-6 weeks
S412E-0031	GPS BUILT IN RECEIVER OPTION	1	443.87	443.87	4-6 weeks
S412E-0431	COVERAGE MAPPING OPTION	1	2386.37	2,386.37	4-6 weeks
S412E-0509	AM/FM/PM ANALYZER	1	620.46	620.46	4-6 weeks
S412E-0521	P25 ANALYZER	1	4200.00	4,200.00	4-6 weeks
S412E-0522	P25 COVERAGE OPTION	1	1789.80	1,789.80	4-6 weeks
S412E-0591	OPTION 591 CMR2 ANALYZER SUPPLIED	1	4200.00	4,200.00	4-6 weeks
S412E-0592	Option 592, DMR2 Talk-Out Coverage (Requires Options 31 and 591)	1	1789.80	1,789.80	4-6 weeks

no freight charges for one complete shipment  
Fred Webster, Director of Emergency Services  
(410)632-1311

Subtotal Taxable	NonTaxable	Freight	Misc.	Tax 0.000 (%)	Less Deposit	Total
39,785.83	0.00	0.00	0.00	0.00	0.00	39,785.83

Standard Orders: Primus requires material to be in its original unused condition to be returned, unless there is a manufacturer defect. Buyer must return item(s) within 60 days of ship date to be eligible for a refund.

No return of eligible products will be accepted by Primus without a Return Material Authorization number (RMA), which will be issued at Primus' sole discretion.

Product returned to Primus by Buyer for no fault of Primus will be subject to a 15% restocking/handling fee.

Custom Orders: Custom orders are non-returnable for any reason other than product defect.

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## INSTRUCTIONS TO BIDDERS

### 1. BIDS

Bids should be submitted in sealed envelope(s) clearly marked in the lower left-hand corner "Anritsu". Bids received after the bid deadline as specified in the Notice to Bidders will not be considered

### 2. BID FORMS

Bids are to be submitted on forms provided in this package. Bid forms are to be completed in their entirety and all requested information provided. Where indicated, bids are to be signed by an individual authorized by the bidding company. Incomplete or unsigned bid forms are cause for rejection of the bid.

### 3. TAXES

The County is exempt from all Federal and State taxes. Your prices should reflect same.

### 4. SPECIFICATIONS

Anritsu S412E LMR Master LMR Modulation Analyzer inclusive of the following standard features and options:

- A. The S412E LMR Master includes data analysis software, soft carrying case, rechargeable/field-replaceable battery, AC/DC power supply, 12V automobile cigarette lighter adapter and user's guide. *\$ 13,316.00*
- B. The S412E LMR Master includes standard LMR Analyzer, Vector Network Analyzer and Spectrum Analyzer.
- C. Shall include a hard sided (Pelican Style) transit case sized to accommodate the device and all specified accessories. *760-243-R \$ 334.10*
- D. Shall include calibrated test load for performing vector analysis on transmission lines. *OSLN50A-8 \$ 501.15*
- E. Shall include 3-6' test quality jumper cable from S412E to "N" Male Connector *(3) 15NNS0-1.5C \$ 300.70 ea (5' jumper)*
- F. Shall include 3-6' test quality jumper cable from S412E to "N" Female Connector *(3) 15NNF50-1.5C \$ 300.70 ea (5' jumper)*
- G. Shall include 3-6' test quality jumper cable from S412E to "7/16 DIN Male Connector" *(3) 15ND50-1.5C \$ 501.15 ea (5' jumper)*
- H. Anritsu 2000-1528-R GPS Antenna *\$ 71.60*
- I. Anritsu Opt. 0006 6 GHz Coverage on Spectrum Analyzer *\$ 3,818.20*

- J. Anritsu Opt. 0010 High Voltage Variable Bias Tee  
\$ 620.46
- K. Anritsu Opt. 0015 Vector Voltmeter  
\$ 663.41
- L. Anritsu Opt. 0025 Interference Analyzer  
\$ 1,722.96
- M. Anritsu Opt. 0031 GPS Built-in Receiver  
\$ 443.87
- N. Anritsu Opt. 0431 Coverage Mapping  
\$ 2,386.37
- O. Anritsu Opt. 0509 AM/FM/PM Analyzer  
\$ 620.46
- P. Anritsu Opt. 0521 P25 & P25 Phase 2 Analyzer  
\$ 4,200.00
- Q. Anritsu Opt. 0522 P25 & P25 Phase 2 Coverage Mapping  
\$ 1,789.80
- R. Anritsu Opt. 0591 DMR2 Analyzer  
\$ 4,200.00
- S. Anritsu Opt. 0592 DMR2 Talk-Out Coverage  
\$ 1,789.80

5. OTHER REQUIREMENTS

- A. Device shall be calibrated in accordance with ANSI Z540-1-1994.
- B. Device shall be delivered within not more than 60 days of bid award.





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FRED E. WEBSTER, JR.  
DIRECTOR

EMERGENCY SERVICES  
**Worcester County**  
GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1002  
SNOW HILL, MARYLAND 21863-1193  
TEL: 410-632-1311  
FAX: 410-632-4686

To: Harold Higgins, Chief Administrative Officer  
From: Fred Webster, Director of Emergency Services   
Re: Audio Visual Equipment  
Date: 9 January 2018

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The Department of Emergency Services received sealed bids on Monday, 4 December 2017 for an **Audio Visual Equipment Package** to be coordinated through the department's IT Division. This equipment was to be used to replace the current 17 year old rear screen projection TV and VCR/DVD equipment currently shared between the two 3<sup>rd</sup> floor training rooms. Three bidders submitted bids ranging from \$19,639 to \$91,313. The low bid was still \$3,639 higher than the \$16,000 allotted for the project. We are therefore recommending rejection of all bids.

As an alternative the Department of Emergency Services IT division will look at less expensive alternatives that can be performed by in-house county staff.

I am available to answer any questions that may arise at your convenience.

Cc: Brian Jones  
Stacey Norton

# Competitive Bid Worksheet

**Item: Provide and Install 2 Audio-Video Systems for the  
Government Center - 3<sup>rd</sup> Floor Training Rooms**

Bid Deadline/Opening Date: 1:00 P.M., December 11, 2017

Bids Received by deadline = 3

## Vendor's Submitting Bids

## Total Bid Price

Page

(3)

**Visual Sound Inc.**  
485 Parkway Drive  
Broomall, PA 19008

\*91,313

(15)

**Absolute Security Group, Inc.**  
300 Mill Street, Suite A  
Salisbury, MD 21801

\*19,639 + 3,639.00  
price difference

(35)

**Sound Advice Audio Specialties**  
6425 Freedom Way  
Salisbury, MD 21801

opt. #1 - \*31,292 - (35)  
opt. #2 - 41,800 - (39)

(43)

Bids specifications

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**BID FORM**

**A/V System for 3<sup>rd</sup> Floor Multipurpose Room**

I/we have reviewed the specifications and provisions for installing Two (2) A/V systems that includes a minimum of two wired microphones and or two wireless microphones, two video screens, two 6000 lumen (minimum) ceiling mounted projectors, and twelve ceiling mounted loudspeakers, HDMI and VGA connections and remote control electronics. Both systems can operate independently, or can be combined as one system. I/we hereby propose to furnish The System as specified:

Make: VARIETY Model: VARIETY  
Year system was first manufactured: VARIETY BY MANUFACTURER  
Total bid price for the system including delivery and set up: \$ 91,313  
The System will be delivered within 45 calendar days from receipt of written order.  
Installation and acceptance of the system expected within 60 calendar days.

**BID MUST BE SIGNED TO BE VALID**

Date: 11/30/17 Signature: [Signature]  
Typed Name: TOM VEELANDI  
Title: SENIOR ACCOUNT MANAGER  
Firm: VISUAL SOUND INCORPORATED  
Address: 1642 SULPHUR SPRING ROAD  
HALETHORPE, MD 21227  
Phone: (410) 409 - 8295



November 14, 2017

Mr. Brian Jones  
Information Technology Manager  
Worcester County Government Center  
1 West Market Street  
Snow Hill, MD 21863

Re: VSI Proposal No. 17-2549 (Divisible Training Room)

Dear Brian,

Thank you for affording Visual Sound, a certified Women-Owned Business Entity (WBE), the opportunity to offer a proposal to provide a complete audio-visual upgrade for the Hess Conference Room located at the Baltimore Museum of Art.

I have reviewed our notes from our previous meeting with Bobby Hoffman, the engineer for your project, and have summarized the capabilities and functionality you expect from this new system in our Statement of Work (SOW) below.

**Section A, System Description and Intent**, defines the work to be completed. If we are mistaken with any of our statements, or you would like further clarification, please do not hesitate to let me know.

**Section B, Notes and Clarifications**, details our understanding of responsibilities as they relate to this project and explains any assumptions we have made in the preparation of this proposal.

**Section C, Terms and Conditions**, explains our system warranty, anticipated delivery schedule, payment terms, etc.

**Section D, Enhanced Service Plan**, describes our optional One or Three Year Enhanced Service Plan for installation projects.

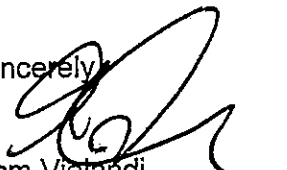
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**INSTALLATION PROPOSAL 17-2549**

**\$91,313**

Attached to this letter is a Bill of Materials listing the equipment that we plan to utilize on this project and, at a time convenient for you, I would be pleased to discuss in greater detail with you. If you have any proposal questions, please do not hesitate to call me at 410 409 8295. I look forward to answering any questions you may have and to your favorable consideration of this proposal.

Sincerely,



Tom Vielandi  
Senior Account Manager  
Visual Sound, Inc.

4

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## A.) SYSTEM DESCRIPTION & INTENT

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**Intent** Worcester County would like an audio-visual system for a divisible conference room in their government center. This conference room will most likely be used for: new employee orientations, training videos/educational sessions, chamber meetings, etc. The new system will allow Worcester County to use the space as 1 open space or create 2 separate spaces. For the purpose of this scope, we will call these rooms A and B, with A being the main presentation room. Visual Sound will present a solution to satisfy the user requirements, as well as allow for seamless collaboration, user control, and easy integration for future expansion. The system is described in more detail below.

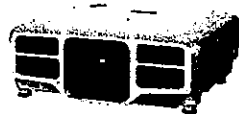
**Conference Room A:** Conference Room A will have control over both rooms, with a wireless touch-panel located near the entrance. Room A will have a wall plate with HDMI, VGA/A for a direct connection from the presenter's laptop to the projector. The projector will be used with a motorized screen and a side display for additional viewing. There will be a wireless microphone for audience participation, and a lavalier microphone for the presenter. There will also be an Air Media device, which will allow participants to connect and present to the display using their laptops or mobile devices. The elements of this room are as follows:

**A. Video:**

- i. Visual Sound will provide and install one (1) wall plate transmitter, which will route signals from a laptop, using a single cable, back to the main processor.



- ii. Visual Sound will provide and install a ceiling mounted Epson 6000 Lumen Laser projector.



This projector has a native WUXGA resolution with 4K enhancement and built-in edge blending for various applications.

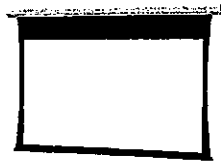
- iii. Visual Sound will provide and install a universal projector mounted suspended with a 18-24" pipe from the ceiling.



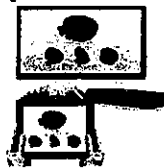
- iv. Visual Sound will provide and install a 70" Sharp commercial display on a swing arm mount for additional supplemental viewing for the rear of the room.



- v. Visual Sound will provide and install one ceiling recessed 113" D projection screen. This screen is a tab-tensioned motorized screen.

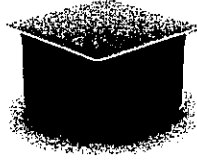


- vi. Visual Sound will provide and install one (1) Crestron Air Media device near the projector.



**B. Audio:**

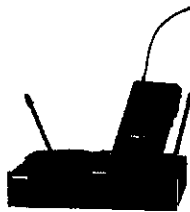
- i. Visual Sound will provide and install three (3) premium in-ceiling speakers, which will provide ample coverage to fill the room, while keeping the sound localized to the room. These speakers are an ideal solution for the divisible conference room because they will not pass as much audio, as traditional in-ceiling speakers would, to Conference Room B when the rooms are divided.



- ii. Visual Sound will provide and install one (1) amplifier to power the three speakers. This amplifier will be used for sound reinforcement and distribution.



- iii. Visual Sound will provide and install one (1) wireless microphone system with: microphone receiver, lavalier microphone, and handheld wireless microphones.



- iv. Visual Sound will provide and install one (1) Audio Digital Signal Processor. This processor will be used as a fixed platform for routing audio signals and echo cancellation.



**Conference Room B:** Conference Room B will function as either overflow for Conference Room A or as a standalone room. This room will have a wall plate for laptop connections, identical to the one in Conference Room A. However, this room will only have a small volume control mounted in the wall, which can be used for the speakers in Conference Room B when the rooms are divided. There will be two (2) displays in the room, a wireless microphone, lavalier microphone, 3 speakers, and a wireless collaboration device.

**A. Video**

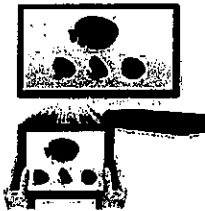
- i. Visual Sound will provide and install one (1) wall plate, identical to the one in Conference Room A, for laptop connections.



- ii. Visual Sound will provide and install two (2) 80" Sharp Commercial displays (which can be landscape or portrait) for either additional viewing from Conference Room A or viewing for Conference Room B when the rooms are separated. These displays will be mounted on tilt wall mounts and have mirrored content.



- iii. Visual Sound will provide and install one (1) Crestron Air Media device, behind one of the displays, for wireless collaboration and presentation.



**B. Audio**

- i. Visual Sound will provide and install one (1) wireless microphone for audience participation, regardless of whether the rooms are divided.



- ii. Visual Sound will provide and install three (3) premium in-ceiling speakers, which will provide ample coverage to fill the room, while keeping the sound localized to the room.



- iii. Visual Sound will provide and install one (1) amplifier to power the three speakers. This amplifier will be used for sound reinforcement and distribution.



- iv. Visual Sound will provide and install one (1) wall mounted volume control to adjust the volume in Conference Room B when the rooms are divided

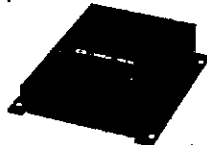


**Overall Control:**

- i. Visual Sound will provide and install one (1) Crestron DMPS300, which will serve as the main processor for signal routing, switching, and device/function control



- ii. Visual Sound will provide and install one (1) 5 port POE switch to link the control processor with the other equipment.



- iii. Visual Sound will provide and install four (4) digital media receivers; one at each display location for scaling and communication from the processor



- iv. Visual Sound will provide and install one (1) DM-DA for the two displays with mirrored content in Conference Room B
- v. Visual Sound will provide and install one (1) TST-902 nine (9) inch wireless touch-panel, which will be docked in the wall in Conference Room A. We will also install one (1) TST-652 six (6) inch touch panel in conference room B to allow for separate control while Room A is in use.



This Touch panel can be programmed, but not limited to, the following functions:

- All On/Off
- Volume Up/Dn
- Source selection
- Conference Room A standalone
- Conference Room B standalone
- Conference Rooms together
- Screen Up/Dn

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#### **B.) NOTES & CLARIFICATIONS**

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1. The Customer will provide or be responsible for:
  - a. Designating a key customer representative to act as a point of contact. This individual will coordinate the activities of internal customer departments and services required for successful completion of the project.
  - b. Suitable AC Power distribution for the AV equipment as required. All related AC outlets activated during AV system setup.
  - c. All permits and passes required for Visual Sound personnel.
  - d. Temporary storage area for AV equipment and installation material (equipment, cables, connectors, etc.).
  - e. A designated trash area(s) for all packing material.
2. Related Notes
  - a. This proposal assumes the use of non-union labor on site.
  - b. The installation schedule is based upon uninterrupted and consecutive daily installation during normal business hours.
  - c. Visual Sound will assign a Project Manager as a single point of contact during the life of this project.
  - d. Any delay or interruption in providing access to Visual Sound personnel to the AV installation areas may impact the scheduled completion date and/or incur additional charges.
  - e. Should additional work be required that by its nature could not have been known or determined at the time this SOW was created, a written change order describing the additional work and any related expenses will be required.
  - f. Prices based upon plenum cable.



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## C.) GENERAL TERMS AND CONDITIONS

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### 1) PRICING VALIDITY

- The pricing quoted in this proposal shall remain valid for a period of thirty (30) calendar days. After this time, Visual Sound reserves the right to amend its proposal price to reflect any increased equipment prices or changes required by new regulations.

### 2) PAYMENT TERMS (UPON CREDIT APPROVAL):

- 50% deposit with order
- 40% at the beginning of installation of the project
- 10% at final system acceptance or after beneficial use of the system

### 3) ESTIMATED DELIVERY:

- 6-8 weeks after receipt of order.

### 4) TAXES

- Payment of all required taxes remains the responsibility of the Customer. Visual Sound is authorized and obligated to collect sales tax, and shall do so unless the Customer furnishes a valid tax exemption certificate, or notifies us of their intention to direct pay.

### 5) FREIGHT

- Visual Sound will prepay all freight charges and then add that total to the final invoice.

### 6) STANDARD WARRANTY

- Visual Sound warrants workmanship including cabling and connectors for a period of 30 days. The individual components of the system are covered by their respective manufacturer's warranty and are not covered under this warranty. Optional One and Three Year Enhanced Service Plans are available. See attached Bill of Materials.

### 7) CONFIDENTIALITY

- This proposal includes information that shall not be used, duplicated or disclosed to any third parties without the written consent of Visual Sound, Inc. All brands, product names, trademarks, and registered trademarks appearing in this document are the property of their respective owners.



**D.) ENHANCED SERVICE PLAN**

**ONE & THREE-YEAR ENHANCED SERVICE PLAN**

- The system proposed includes a complete One (1) or Three (3) Year Optional Maintenance and Support Service plan with the following features and benefits:
  - All labor and parts necessary to restore the system to working condition (except consumable supplies i.e, batteries, lamps, etc).
  - 24 hr. priority guaranteed next day response via e-mail or telephone (Next business day).
  - Unlimited on-site or in-shop corrective maintenance.
  - Unlimited telephone support staffed by a qualified technician familiar with the equipment installed.
  - Removal and reinstallation of equipment.
  - All travel and freight costs.
  - Loaner equipment to restore limited operation (if available).
  - All work performed during Normal Business Hours: Monday – Friday 8:30AM – 5:00PM except observed holidays.

Note: The provided plan does not include coverage for previously installed equipment or other (CFE) Customer Furnished Equipment unless specifically noted in the proposal.

TOTAL PRICE FOR PROPOSAL NO. 17-2549 WITH ONE -YEAR ENHANCED SERVICE PLAN  
\$96,165 \_\_\_\_\_ (Initial)

TOTAL PRICE FOR PROPOSAL NO. 17-2549 WITH THREE -YEAR ENHANCED SERVICE PLAN  
\$104,482 \_\_\_\_\_ (Initial)

**ACKNOWLEDGMENT AND APPROVAL**

I acknowledge and confirm that I have read this Statement of Work and accept and approve the proposal as described. As above, I understand should additional work be required that could not have been known or determined at the time this Statement of Work was executed, a written change order describing the additional work and any related expenses will be required.

*This Statement of Work must be signed and returned to Visual Sound before the work can begin. Please return signed agreement along with your Purchase Order via email (to your Account Manager) or fax to Visual Sound at 410-737-0188.*

Customer Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Purchase Order Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Desired Completion Date

12

Prepared For:  
 Worcester County Government  
 Attn: Brian Jones  
 bjones@co.worcester.md.us  
 (410) 632-9301



Project # 17-2549 Rev1  
 Account Manager Tom Vielandi  
 Date 11/14/2017  
 Valid Until 12/14/2017  
 Page 1

**EQUIPMENT LIST**

itm	Manufacturer	Qty	Model	Description	Unit Price	Extension
1				<u>VIDEO</u>	\$0.00	\$0.00
2				CONFERENCE RM A	\$0.00	\$0.00
3	Epson	1	V11H735020	PROL1100ULASER3LCD6000L	\$6,800.00	\$6,800.00
4	Epson	1	V12H004M08	MIDDLETHROWLENS1FORGANDL	\$1,120.00	\$1,120.00
5	Chief Manufacturing	1	RPMAUW	UNIVERSAL RPMA	\$187.00	\$187.00
6	Chief Manufacturing	1	CMS012018W	ADJ. PIPE 12" TO 18" WHITE	\$89.00	\$89.00
7	Chief Manufacturing	1	CMS495	ANGLED SUSPENDED CEILING ADAPTER	\$53.00	\$53.00
8	Sharp	1	PN-E703	Exceptionally large 70" Class (69-1/2" Diagonal) Full Color Professional LED Monitor. Edge-lit LED backlight. Provides over	\$4,347.00	\$4,347.00
9	Middle Atlantic	1	VDM-800-M	VISION MOUNT,800,MOTION	\$221.00	\$221.00
10	Da-Lite Screen Company	1	34539FLSR	ADVANTAGE TNSD 113D DMHC	\$2,190.00	\$2,190.00
11	Crestron	1	AM-101	AirMedia® Presentation Gateway	\$1,067.00	\$1,067.00
12				CONFERENCE RM B	\$0.00	\$0.00
13	Sharp	2	PN-E803	Spectacularly large 80" Class (80" Diagonal) Full Color Professional LED Monitor. Full array LED backlight. 24/7 Rated with 3-year On	\$6,874.00	\$13,748.00
14	Middle Atlantic	2	VDM-800-T	VISION MOUNT,800,T	\$110.00	\$220.00
15	Crestron	1	AM-101	AirMedia® Presentation Gateway	\$1,067.00	\$1,067.00
16				<u>AUDIO</u>	\$0.00	\$0.00
17				CONFERENCE RM A	\$0.00	\$0.00
18	Shure	1	SLX14/85-J3	Includes SLX1 and WL185 Microflex® Cardioid Lavalier Microphone	\$591.00	\$591.00
19	Bose Corporation	3	777189-0210	EdgeMax EM180 In-Ceiling Premium Loudspeaker White	\$527.00	\$1,581.00
20	Bose Corporation	3	788330-0110	EdgeMax EM90/180 Grill Black	\$34.00	\$102.00
21	BIAMP Systems	1	TesiraFORTE DAN AI	TesiraFORTE DSP fixed I/O server with 12 analog inputs, 8 analog outputs, 8 channels configurable USB audio and 32 x 32 channels	\$2,132.00	\$2,132.00
22	Bose Corporation	1	743375-1410	PowerShare PS602 Amplifier 120V NA	\$999.00	\$999.00
23	Shure	1	SLX24/SM58-J3	Includes SLX2/SM58 Handheld Transmitter with SM58 Microphone	\$539.00	\$539.00
24				CONFERENCE RM B	\$0.00	\$0.00
25	Bose Corporation	3	788330-0110	EdgeMax EM90/180 Grill Black	\$34.00	\$102.00
26	Bose Corporation	3	777189-0210	EdgeMax EM180 In-Ceiling Premium Loudspeaker White	\$527.00	\$1,581.00

Prepared For:  
 Worcester County Government  
 Attn: Brian Jones  
 bjones@co.worcester.md.us  
 (410) 632-9301



Project # 17-2549 Rev1  
 Account Manager Tom Vielandi  
 Date 11/14/2017  
 Valid Until 12/14/2017  
 Page 2

27	Bose Corporation	1	743375-1410	PowerShare PS602 Amplifier 120V NA	\$999.00	\$999.00
28	Shure	1	SLX14/85-J3	Includes SLX1 and WL185 Microflex® Cardioid Lavalier Microphone	\$591.00	\$591.00
29	Shure	1	SLX24/SM58-J3	Includes SLX2/SM58 Handheld Transmitter with SM58 Microphone	\$539.00	\$539.00
30				<b>CONTROL AND NETWORK</b>	\$0.00	\$0.00
31	Crestron	1	DMPS3-300-C	3-Series® DigitalMedia™ Presentation System 300	\$4,267.00	\$4,267.00
32	PAKEDGE	1	WX-1	WAP	\$734.00	\$734.00
33	Crestron	1	PW-4818DU	90W PoDM Power Pack for DMPS	\$167.00	\$167.00
34	Crestron	2	DM-TX-200-C-2G-W-T	Wall Plate DigitalMedia 8G+® Transmitter 200, White Textured	\$934.00	\$1,868.00
35	Crestron	1	DM-DA4-4K-C	1:4 4K HDMI® to DM 8G+® & HDBaseT® Splitter	\$1,800.00	\$1,800.00
36	Crestron	4	DM-RMC-4K-SCALER-C	4K DigitalMedia 8G+® Receiver & Room Controller w/Scaler	\$1,200.00	\$4,800.00
37	Crestron	1	TST-602-B-T	5.7" Wireless Touch Screen, Black Textured	\$2,134.00	\$2,134.00
38	Crestron	1	TST-600-DS-B-S	Table Dock for TST-600 & TST-602, Black Smooth; includes TST-600-IMCW and PW-2407WU	\$400.00	\$400.00
39	Crestron	1	TST-902	8.7" Wireless Touch Screen	\$2,534.00	\$2,534.00
40	Crestron	1	TST-902-DSW	Wall Dock for TST-902	\$1,000.00	\$1,000.00
41	Crestron	1	CEN-GWEXER	infiNET EX® & ER Wireless Gateway	\$300.00	\$300.00
42	PAKEDGE	1	SE-8P4	8 PORT / 4 PORT POE SWITCH	\$267.00	\$267.00
43				<b>EQUIPMENT STORAGE</b>	\$0.00	\$0.00
44	Middle Atlantic	1	C5-FF27-2	C5 FURN FRAME,27D,2 BAY	\$1,208.00	\$1,208.00
45	Middle Atlantic	1	C5K1A1SSHB3ZP00 1	C5PK,1X27X32,SOTA,H,ZP,B3 ( GLAMOUR CHERRY FINISH )	\$933.00	\$933.00
46	Middle Atlantic	1	PDS-615R	6OUT SEQUENCED 1X15A POWE	\$383.00	\$383.00
47	Middle Atlantic	1	HHCM-1	1SP HINGED HORIZ CBL MGR	\$40.00	\$40.00
48	Middle Atlantic	1	PD-815RA-PL	POWER CENTER W/ANOD FACE	\$183.00	\$183.00

**Installation Materials \$5,430.00**  
**Equipment \$63,883.00**  
**Installation Services \$22,000.00**  
**System Sub-Total \$91,313.00**  
**System Total with 1 yr Enhanced Service Plan \$96,165.00**  
**System Total with 3 yr Enhanced Service Plan \$104,482.00**

**Plus Applicable Taxes**

**BID FORM**

**A/V System for 3<sup>rd</sup> Floor Multipurpose Room**

I/we have reviewed the specifications and provisions for installing Two (2) A/V systems that includes a minimum of two wired microphones and or two wireless microphones, two video screens, two 6000 lumen (minimum) ceiling mounted projectors, and twelve ceiling mounted loudspeakers, HDMI and VGA connections and remote control electronics. Both systems can operate independently, or can be combined as one system. I/we hereby propose to furnish The System as specified:

Make: Genq (Projectors) Model: SX914

Year system was first manufactured: 2001

Total bid price for the system including delivery and set up: \$19,639.<sup>00</sup>

The System will be delivered within 14 calendar days from receipt of written order.

Installation and acceptance of the system expected within 30 calendar days.

**BID MUST BE SIGNED TO BE VALID**

Date: 12/8/17

Signature: J.R. Waddell / Stephen T. Smith

Typed Name: Jay R. Waddell / STEPHEN T. SMITH V.P.

Title: Sales Consultant

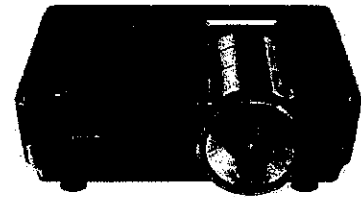
Firm: Absolute Security Group, Inc.

Address: 300 A Mill St.  
Salisbury, MD 21801

Phone: 410.860.0620

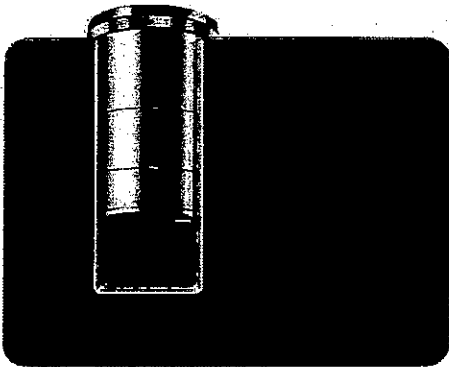
DIGITAL  
PROJECTOR

# SX914

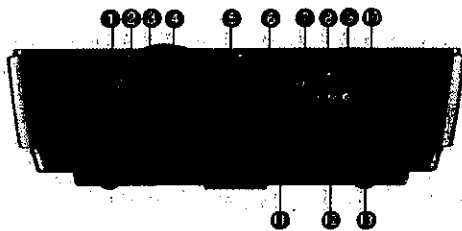


## Features

- Native XGA (1024 x 768) Resolution
- 6,000 ANSI Lumens, 6,500:1 High Contrast Ratio
- Big Zoom Ratio: 1.6
- Vertical Len Shift Support
- DLP® 3D via PC & Blu-Ray/DVD Player
- SRSWOW HD™ Audio Compatible
- Full LAN Function Support (Control, Display & Audio)



## Input and Output Terminals



- |                             |                              |
|-----------------------------|------------------------------|
| ① LAN                       | ⑦ Component Video in         |
| ② USB (Type Mini B)         | ⑧ S-Video In (Mini DIN 4pin) |
| ③ USB (Type A)              | ⑨ Audio In L & R (RCA)       |
| ④ HDMI x 2                  | ⑩ Audio in/Out (Mini Jack)   |
| ⑤ Computer in (D-sub 15pin) | ⑪ RS232 (DB-9pin)            |
| ⑥ Monitor Out (D-sub 15pin) | ⑫ Composite Video in (RCA)   |
|                             | ⑬ Mic                        |



## Specifications

Projection System	DLP®
Native Resolution	XGA(1024x768)
Brightness	6,000AL
Contrast Ratio	6,500:1
Display Color	1.07 Billion Colors
Lens	F=2.1-2.63, f=21.70-34.94mm
Aspect Ratio	Native 4:3 (5 aspect ratio selectable)
Throw Ratio	1.5-2.4 (65.6"±3% @ 2m)
Image Size (Diagonal)	30"~300"
Zoom Ratio	1.6±2%
Lamp Type	350W
Lamp (Normal/Economic Mode)*	1500/2000 hours
Keystone Adjustment	1D, Vertical +/- 40 degrees
Projection Offset	Vertical: 115%-125%±5%
Resolution Support	VGA(640 x 480) to UXGA(1600 x 1200)
Horizontal Frequency	15K-102KHz
Vertical Scan Rate	23-120Hz
Compatibility	HDTV Compatibility: 480i, 480p, 576i, 576p, 720p, 1080i, 1080p Video Compatibility: NTSC, PAL, SECAM, 3D Compatibility: Frame Sequential: Up to 480i Frame Packing: Up to 24 Hz 1080p Side by Side: Up to 60Hz 1080i Top Bottom: Up to 24Hz 1080p
Interface	Computer in (D-sub 15pin) x 2(Share with component) Monitor out (D-sub 15pin) x 1 Composite Video in (RCA) x 1 S-Video in (Mini DIN 4pin) x 1 Component video in x 1 HDMI x 2 Audio in (Mini Jack) x 1 Audio in (L/R) x 1 Audio out (Mini Jack) x 1 Microphone in (Mini Jack) x 1 Speaker 10W x 2 USB (Type A) x 2 (USB Reader & Wireless Display & Remote Desktop) USB (Type mini B) x 1 (Download & page/down) RJ45 x 1(LAN Control & LAN Display & Audio) RS232 (DB-9pin) x 1 DC 12V Trigger (3.5mm Jack) x 1 IR Receiver x 2 (Front+rear)
Dimensions (WxHxD)	17.6" x 6.0" x 13.2" (446 x 152 x 336 mm)
Weight	13.7 lbs (6.2kg)
Power Supply	AC 100 to 240 V, 50/60 Hz
Power Consumption	525 W (max), Standby<0.5W
Audible Noise	35/30 dBA (Normal/Economic mode)
Languages	Arabic/Bulgarian/ Croatian/ Czech/ Danish/ Dutch/ English/ Finnish/ French/ German/ Greek/ Hindi/ Hungarian/ Italian/ Indonesian/ Japanese/ Korean/ Norwegian/ Polish/ Portuguese/ Romanian/ Russian/ Simplified Chinese/Spanish/ Swedish/ Turkish/ Thai/ Traditional Chinese (28 Languages)
Picture Mode	Dynamic/Presentation/sRGB/Cinema/(3D)/User 1/User 2
Accessories (Standard)	Remote Control w/ Battery, Power Cord, User Manual CD QSG, Warranty Card, VGA (D-sub 15pin) Cable, Lens Cover
Accessories (Optional)	Spare Lamp Kit P/N: 5J.J8K05.001 Ceiling Mount Kit P/N: 5J.J4N10.001 3D Glasses P/N: 5J.J7K25.001
UPC / Part #	8400460-2646-1 / 9H.J8K77.15A
Limited Warranty	1 Year Parts/Labor; 180 days or 500 hours of lamp life.

\*Lamp life results will vary depending on environmental conditions and usage. Actual product's features and specifications are subject to change without notice.

SX914 06-20-13-BQus



BenQ America Corp.  
15375 Barranca Parkway, Suite A-205, Irvine, CA 92618 Tel: (949) 255-9500 www.BenQ.us

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Product names, logos, brands, and other trademarks featured or referred to in this material are the property of their respective trademark holders.  
Specifications subject to change without notice.

# BenQ

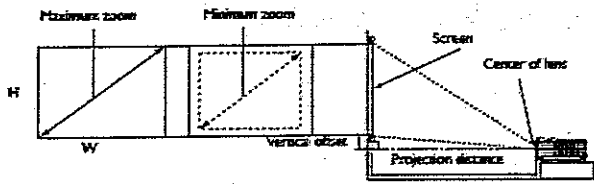
Enjoyment Matters



# SX914 Digital Projector

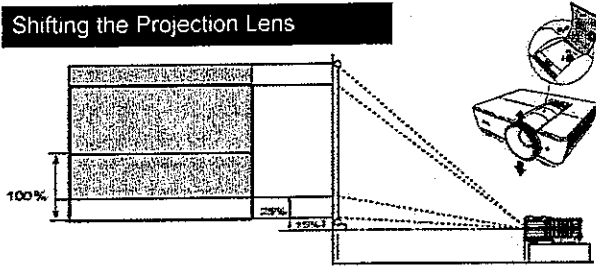
## Distance Chart

The screen aspect ratio is 16:9 and the projected picture is 16:9



Diagonal Inch	Screen Size mm	H inch	W inch	Distance from screen (inch)			Vertical offset (inch)		
				Min distance Max zoom	Average	Max distance Min zoom	Max offset 125%	Min offset 115%	Mid offset 120%
50	1270	30	40	60.7	79.2	97.6	3.7	2.2	2.9
60	1524	36	48	72.9	95.0	117.1	4.5	2.7	3.5
70	1178	42	56	85.1	110.9	136.6	5.2	3.1	4.2
80	2032	48	64	97.2	126.7	156.1	5.9	3.5	4.8
90	2286	54	72	109.4	142.5	175.6	6.7	4.1	5.4
100	2540	60	80	121.6	158.4	195.2	7.5	4.5	5.9
110	2794	66	88	133.8	174.2	214.7	8.3	4.9	6.6
120	3048	72	96	145.9	190.0	234.2	9.0	5.4	7.2
130	3302	78	104	158.1	205.9	253.7	9.7	5.8	7.7
140	3556	84	112	170.2	221.7	273.2	10.5	6.2	8.4
150	3810	90	120	182.4	237.6	292.8	11.2	6.7	9.0
160	4064	96	128	194.6	253.4	312.3	12.0	7.2	9.6
170	4318	102	136	206.7	269.2	331.8	12.7	7.6	10.1
180	4572	108	144	218.8	285.1	351.3	13.5	8.1	10.7
190	4826	114	152	231.0	300.9	370.8	14.2	8.5	11.4
200	5080	120	160	243.1	316.8	390.3	15.0	9.0	12.0
250	6350	150	200	304.0	395.9	487.9	18.7	11.2	15.0
300	7620	180	240	364.8	475.2	585.6	22.5	13.5	17.9

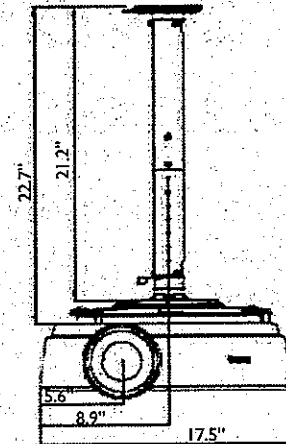
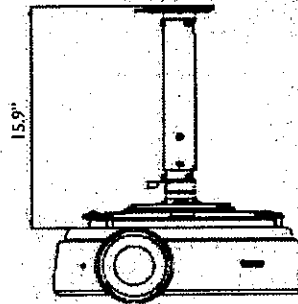
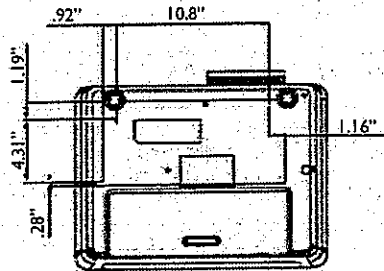
## Shifting the Projection Lens



## Ceiling Mount Chart

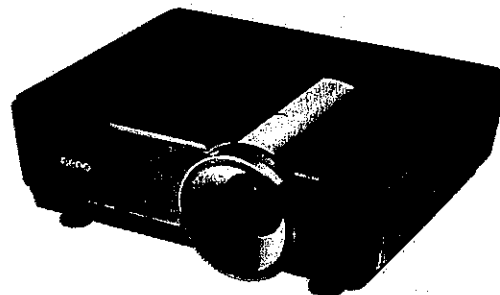
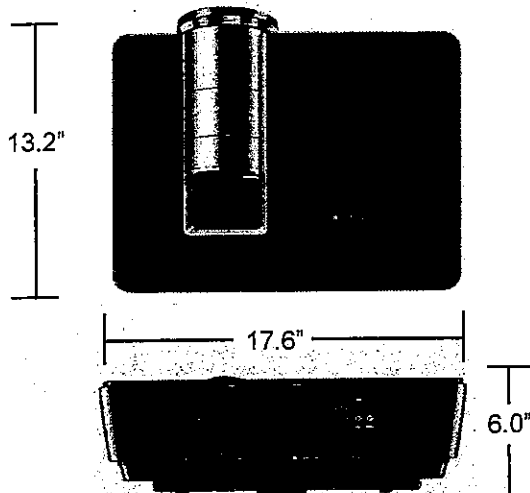
Ceiling Mount screw: M4 (Max L=25 mm; Min L = 20mm)

Units: inch



## Dimensions

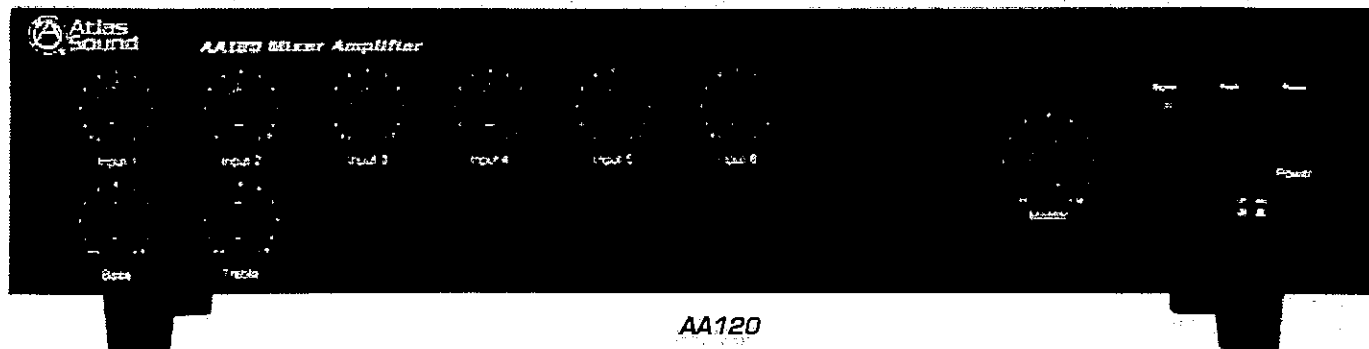
Units: inch





# AA120

## 120 Watt Strategy Series Mixer Amplifier



AA120

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### Features

- 5 Mic Inputs w/ Phantom Power
- 1 Stereo Aux Line Input
- Input 1 Has VOX Send
- Tape Output
- Dual Line Outputs
- Pre Out/Power in Patch
- Remote and VOX Activated Mute
- Zone 1 Output 120 Watts
- Zone 2 Output 1 Watts @ 8Ω
- VCA Level Control
- Bridge I/O (Mix Bus Combining)
- Special Low Cut Filter is 6 dB/Octave at 400Hz and also Bypasses Front Panel Bass Control To Allow Use with Paging Horns like the Atlas Sound APX40TN and AP-15T

### Applications

The AA120 is a 120 Watt six input channel mixer amplifier engineered with unique features to assist the contractor or installer in today's commercial business audio environment. It is designed for distributed paging and background music (BGM) systems, small to medium speech privacy systems, and in applications where music on hold (MOH) plus paging is required.

### General Description

With five microphone/line inputs and one stereo line input, the AA120 will accommodate a variety of input sources including paging microphones, CD players, and digital music receivers. This six input mixer amplifier features muting and output options along with a very unique Bridge In/Out feature to allow combining of multiple amplifiers in ballroom applications without the need for external relays. VCA remote level control circuitry is included which may be assigned to the BGM input or globally for the entire amplifier.

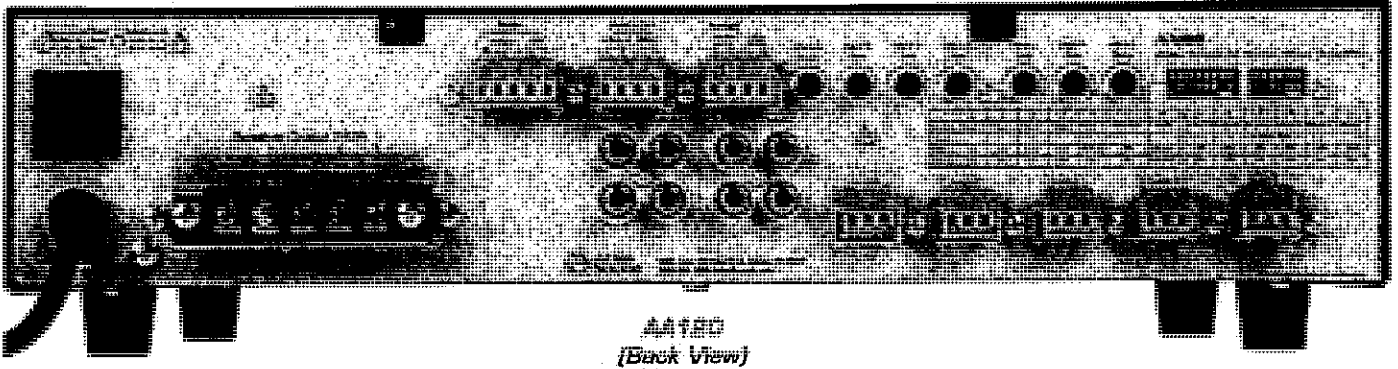
The output power of 120 Watts will match nicely with Atlas Sound FAP, SM, SD, and GD Series loudspeakers. 25V, 70.7V, 100V, and 8Ω outputs are provided.

### Specifications

Power Output	120W RMS @25V/70.7V/100V8Ω
Frequency Response	50Hz – 20kHz (±3dB)
THD+N	<1% at rated power (1kHz)
Sensitivity	
Input 1	Line/Tel 316mV (-10dBV) 10kΩ (600Ω w/ optional transformer) Mic .316mV~3.16mV (-70dBV~-50dBV)
Inputs 2-5	Line 316mV (-10dBV) 10kΩ Mic .316mV~3.16mV (-70dBV~-50dBV)
Input 6	Line 300mV/100mV (-10dBV/-20dBV) Selectable
Outputs	Main: Transformer coupled, balanced, 8Ω, 25V, 70V, and 100V Zone 2- 8Ω Unbalanced 1W, 2.83 V Zone 2- 600Ω Balanced 1.5V
Signal to Noise Ratio	Mic > 55dB Line > 55dB Telephone > 75dB
Tone Controls	Bass ±10dB @ 100Hz Treble ±10dB @ 10kHz
Indicators	Power, Signal, Peak
Power Consumption	300 Watts
Width	16.54" (420mm)
Height	4.219" (107mm)
Depth	14.06" (357mm)
Weight	26.44 lbs (12kg)



1601 JACK MCKAY BLVD. ENNIS, TEXAS 75119 U.S.A.  
TELEPHONE: (800) 876-3333  
FAX (800) 765-3435



## Architect and Engineer Specifications

The mixer/amplifier shall be Atlas Sound Model AA120. The mixer/amplifier shall control and mix up to six input signals and deliver an audio output of 120 Watts into 8 $\Omega$ , 25V, 70.7V, and 100V. The amplifier output shall be transformer isolated with a frequency response 50Hz – 20kHz (-3dB) with less than 0.5% THD at rated output. The output regulation shall be less than 2dB, no load to full load. It shall be capable of operation from a 110/120VAC 50Hz/60Hz line. The amplifier shall have thermal and short circuit protection.

The mixer/amplifier shall have a switch-selectable MIC/TEL balanced input to accept either low impedance microphone or Tel/Line Level signals with -50/-10dBv sensitivity. The MIC/TEL input impedance shall be 10k $\Omega$  or 600 $\Omega$  with optional input transformer. The MIC/TEL input shall include an auto mute (VOX Mute) sensitivity control. The MUTE SENSE control will allow threshold adjustment of mute activation. The mixer/amplifier shall include four switch selectable MIC/Line inputs. The MIC/Line input impedance shall each be 10k $\Omega$ . The mixer/amplifier shall have defeatable global Phantom power. The mixer/amplifier shall include a stereo summing auxiliary input, unbalanced, -10dBv, with dual-RCA jacks. The Auxiliary input impedance shall be 10k $\Omega$ . The mixer/amplifier shall include two Zone 2 outputs, a 1 Watt at 8 $\Omega$  output and a transformer isolated 600 $\Omega$  output with a maximum level of 1.5V. The Zone 2 outputs shall be assigned to the auxiliary input and has one rear panel rotary level control for both outputs. The mixer/amplifier rear panel input and output interconnects shall be via Phoenix and terminal connectors. The mixer/amplifier Mute assignment for Inputs 2-6 is via a rear panel dipswitch. Input Mute is accomplished via the REMOTE MUTE function, controlled by an external switch closure or via Input 1 VOX. The Mute assignment shall not affect the Zone 2 output.

The mixer/amplifier shall have a 400Hz 6dB per octave low cut filter. The filter can be defeated via the dipswitch located on the rear panel. When engaged, the Bass Tone control is bypassed. The mixer/amplifier shall have a Tape-Out RCA unbalanced output. The Tape -Out shall be Pre Tone and the Low Cut Filter. The mixer/amplifier shall have a Line A and Line B RCA unbalanced output. The Line outputs are POST Master Level, tone controls, Low Cut Filter, and Power Amp In. The mixer/amplifier shall have a Pre-Out RCA unbalanced output. The Pre Out shall be POST Tone, Low Cut Filter and Pre Master Level. The mixer/amplifier shall have a Power Amp input for use with an external signal processor. The Power Amp In shall be Pre Master Level. Both the Line and Pre Outputs shall be calibrated to 0dBv and equals 1V RMS out.

The mixer/amplifier shall incorporate a balanced Bridge Input/Output allowing multiple amplifiers to be combined on one mixed bus. The Bridge input shall be activated via an external switch closure. The mixer amplifier shall incorporate VCA remote level control circuitry for either Master or Auxiliary level via an optional external 10K potentiometer.

The AA120 front panel shall include volume controls for Inputs 1-6 and one Master Level control. System Signal, Peak and Power LEDs shall also be incorporated. The mixer/amplifier front panel shall also include Bass and Treble tone controls (100Hz and 10kHz,  $\pm$ 10dB). The tone controls shall not affect the Zone 2 output. The mixer/amplifier front panel shall include an AC Mains power switch.

A rear panel AC receptacle (unswitched) shall be included for connection of external equipment. Dimensions (W x H x D) shall be 16.54" (420.1mm) x 4.21" (107.1mm) x 14.06" (357.1mm). Front panel finish and material shall be black ABS resin and case finish and material shall be black powder coated sheet steel.

The optional rack-mount bracket kit shall be an Atlas Sound AARMK2-0.

The optional input one transformer shall be an Atlas Sound AAIT-600.

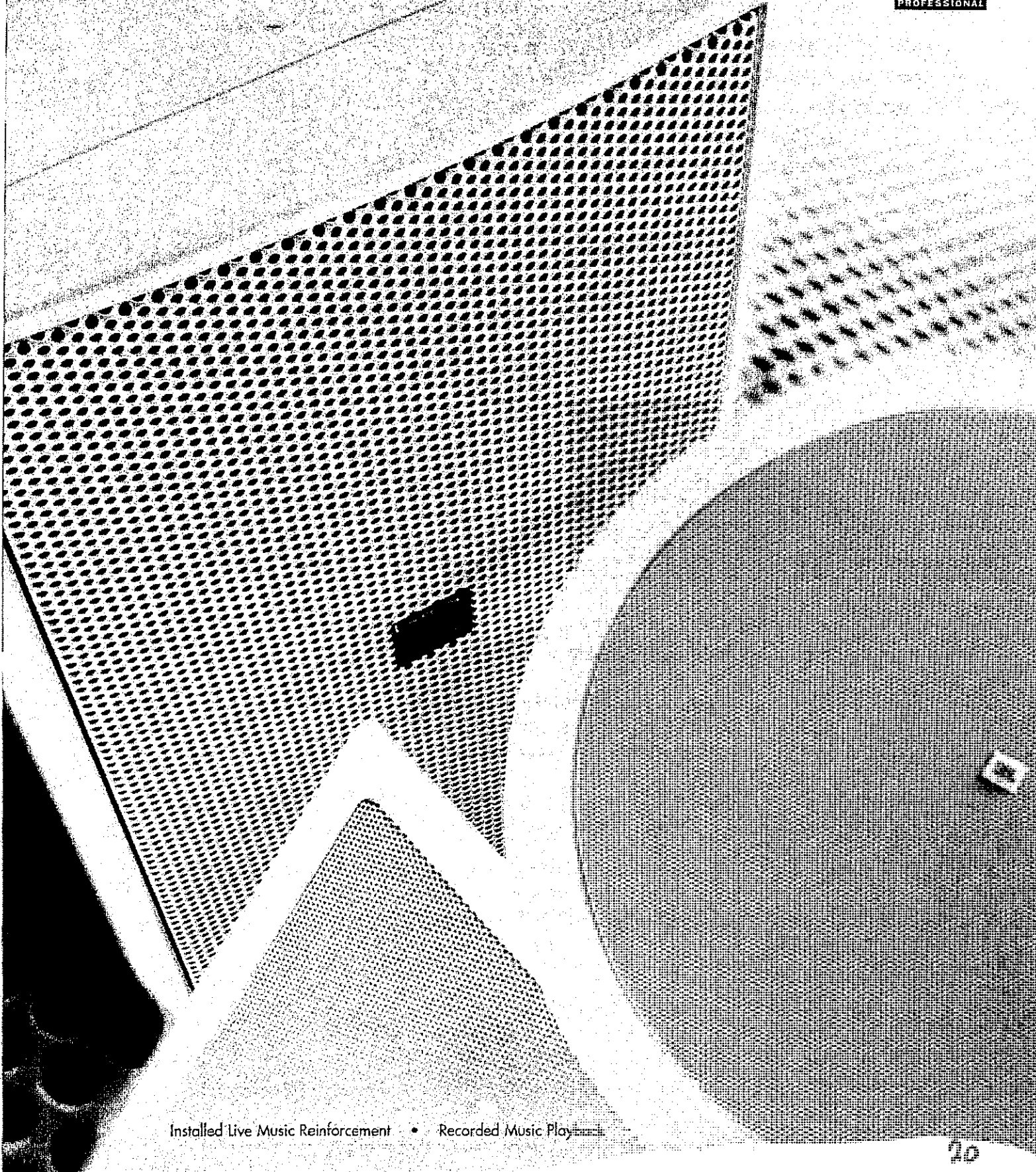
The optional level security covers shall be an Atlas Sound AAVCC-5.

The optional VCA 10k $\Omega$  level control shall be an Atlas Sound AAVC-10K.

Business Music Systems • Indoor/Outdoor • Background Music/Paging Systems • Foreground Music • A/V Sound Reinforcement

# CONTROL® CONTRACTOR

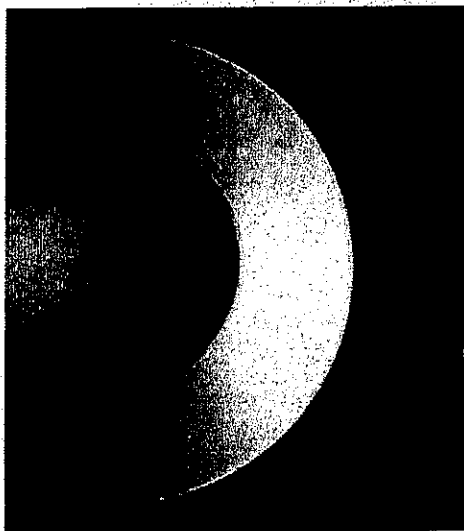
LOUDSPEAKER SYSTEMS



Installed Live Music Reinforcement • Recorded Music Playback



***JBL Control Contractor Series are built from the ground up with exclusive JBL components that benefit from over 60 years of JBL research and development – the benchmarks for audio performance in all professional loudspeaker applications.***



## **The JBL Control® Heritage**

The goal of any professional sound installation is to provide the best Performance, Reliability and Value. Installations built on the solid foundation of the JBL heritage meet these goals because nowhere else can the professional contractor achieve the flexibility, adaptability and superb sound quality of the JBL Control Contractor line.

Spanning a complete range of surface mount, in-ceiling and in-wall models, the variety of solutions offered by the Control Contractor Series give you complete mastery of any architectural, aesthetic or system performance requirement.

JBL engineers have made the art and science of loudspeaker specification and installation easy to manage. Simply select the JBL Control Contractor loudspeaker appropriate for the architectural, form factor and sonic requirements. The resulting sound system will always deliver on its promise of Performance, Reliability and Value.

# CEILING LOUDSPEAKERS

The JBL Control Contractor Ceiling Speakers are designed and built from the ground up with both the installer's and the end-user's needs in mind. Backed by our decades of experience in developing the right products for the installation industry, the comprehensive line of ceiling speakers allow you to concentrate on ensuring a successful installation and a satisfied client.

## Compact Ceiling Speakers

The Control 24C Micro models feature low-profile backcans to fit into restricted depth ceilings. Low distortion and a smooth natural sound make these ideal for a wide variety of applications. JBL's Control 24C and 26C redefine fidelity in compact in-ceiling speakers. Computer-optimized vented enclosures deliver warm, smooth bass response, and combined with the system's full spectrum frequency response and low distortion, customer comfort is assured throughout the listening area. Low impedance versions are at 16 $\Omega$ , allowing paralleling of up to 4 speakers on a 4 $\Omega$ -capable amplifier. Optional Control 24CT and 26CT add 70V/100V multi-tap transformers for use in distributed line systems.

## All-in-One Speaker Assembly

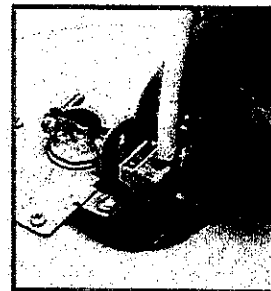
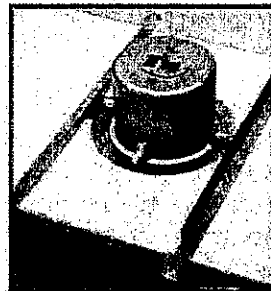
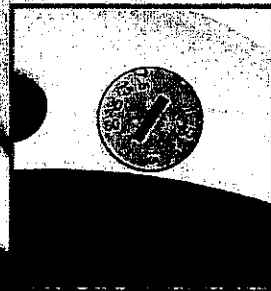
JBL ceiling speakers are packaged as complete assemblies, including integral backcan, front grille, above-ceiling backing and tile bridge support hardware. Constant voltage models include transformers pre-installed inside the speaker assembly. Optional rough-in brackets are available for new construction projects.

## Convenient Installation

Installation is easy. The entire installation can be accomplished without requiring access above the ceiling. Bracketry for suspended ceiling is included. Inputs are attached to an included, removable locking connector with separate loop-out terminals that can be pre-wired allowing ultra-fast snap-on installation. The input terminal plate provides strain relief for either bare wire, plenum cable or flexible conduit.

## Safety Approved

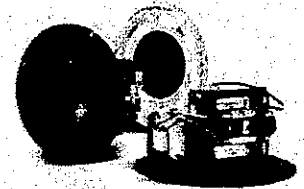
JBL ceiling speakers are UL1480 agency listed for use in air handling spaces. The securely enclosed terminal box meets safety codes.



## Medium Format Ceiling Speakers

Control 200 Series, with a high power 6.5" coaxial woofer and compression-type high frequency driver, is designed for applications where superior musical impact, voice clarity and high sound levels are required. Widest coverage in its class ensures that a small number of speakers cover a large area, while at the same time precision pattern control ensures that everyone within the listening area hears the same high-quality mix of sound. An all-in-one model allows for quick installation, while versions with independent backcans are suitable for pre-install construction.

\* Medium Format Ceiling Speakers are not listed in the specs page. Please refer to the Control 200 brochure for specific models and specifications.



## Large Format Ceiling Speakers

The Control 300 Series are designed for the most demanding high level installations. Featuring extremely high output 8" and 12" woofers and compression-type high frequency drivers, the Control 300 Series combines extremely high SPL with industry-leading pattern control for outstanding high fidelity performance and clarity, even at very high sound levels.

\* Large Format Ceiling Speakers are not listed in the specs page. Please refer to the Control 300 brochure for specific models and specifications.



# SURFACE-MOUNT LOUDSPEAKERS

Anchoring the JBL Control Contractor Series are the most versatile line of surface-mount models anywhere, offering features and quality you expect from JBL. High versatility, ease of installation, weather resistance, overload protection, variety of finishes, and JBL premium high fidelity sound quality position these speakers as the very best in the field.

## Constant Voltage Versions

In addition to standard 8 $\Omega$  models, built-in transformers in 70V/100V dedicated versions allow these models to be used in distributed speaker systems. The versatile Control 25AV, 29AV and 30 are capable of both low impedance and 70V/100V operation, all in one.

## Match Any Décor

At the heart of the industrial design is the flexibility to fit into any architectural environment. Speakers are paintable and textured surfaces are designed to match any décor.

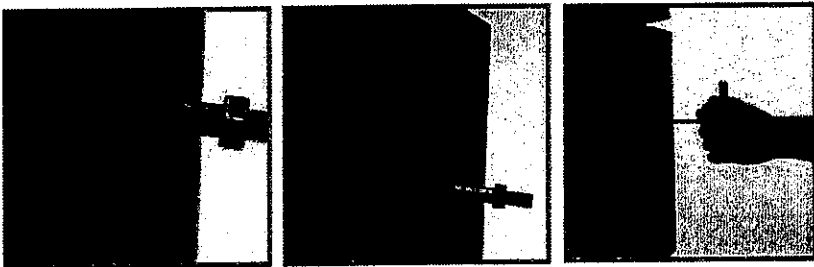
## SonicGuard™ Overload Protection

JBL's exclusive SonicGuard Overload Protection guards against damage from overpowering. Incorporated in all non-transformer models, SonicGuard's inaudible protection ensures that each speaker will deliver full fidelity sound throughout its full power range.

## Weather Resistant

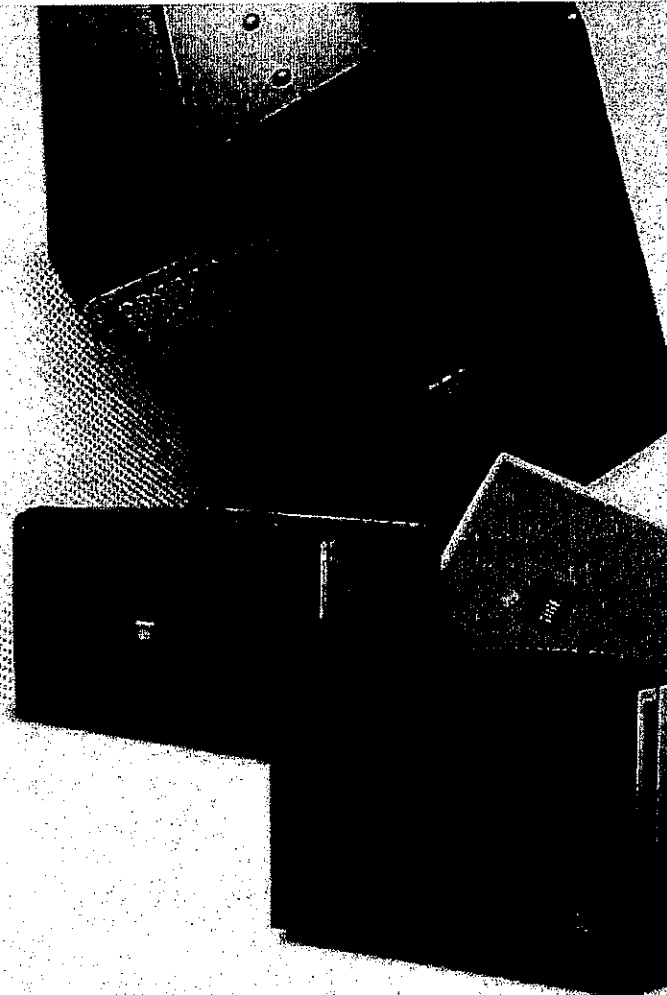
All models are built with a high degree of weather resistance\*. Advanced materials add years to speaker life outdoors. An extra level of outdoor capability is built into the Control 25AV, 29AV, 30 and SB210, which feature a protective cover for input connections, stainless steel or thermoset-composite grilles and multi-layer WeatherMax™ grille backing on the Control 30 and SB210 to protect against driving rain.

\*SB-2 is for indoor only.



## InvisiBall® Mounting System & Installation Versatility

JBL's exclusive, patented InvisiBall Mounting System (most models) allows for quick, easy, theft-resistant installation with the built-in mount secured by a few turns of a standard hex wrench. Ceiling-mount adapters are available for Control 23, 25, 28, 29AV and 30. In addition, Control 29AV, 30 and SB210 contain suspension points, and optional U-brackets provide ultimate versatility of installation.



## Surface-Mount Subwoofers

JBL's surface-mount subwoofers include all the features necessary to create extended-spectrum sound when combined with other Control Contractor Series models.

Control SB-2 works with a stereo left/right source. The built-in crossover with high-pass L/R satellite outputs works especially well with Control 23 satellite speakers. No electronic crossover or additional power amps are needed. Mounting brackets are available for corner, wall or ceiling suspension.

- CCS6000 System — Combining a Control SB-2 with four Control 23 satellite speakers creates a full spectrum system with a 38 Hz — 22 kHz frequency response.

Control SB210 dual 10" subwoofer provides maximum subwoofer output and weather resistance, accommodating either mono or stereo systems. For versatility, three optional input modules are available:

- MTC-210-SAT contains built-in crossover allowing connection of satellite speakers, either stereo or mono, and selection for either 4 $\Omega$  or 8 $\Omega$  satellite loading. This system matches superbly with Control 28 and Control 29AV as satellite speakers.
- MTC-210T allows sub to be driven from a 70V or 100V distributed line.
- MTC-210T-SAT combines both 70V/100V input and built-in crossover for 4 $\Omega$  or 8 $\Omega$  satellite loudspeakers, resulting in subwoofer/satellite modules within a distributed speaker system.

# IN-WALL LOUDSPEAKERS

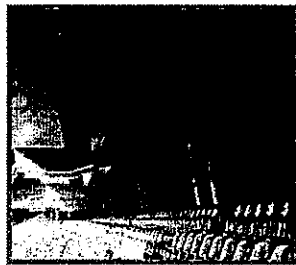
Control 126W and 128W are premium in-wall loudspeakers designed for applications where top performance from a loudspeaker with minimal visual impact is required.

The high-performance polymer-coated aluminum woofer, aimable pure titanium dome tweeter and sophisticated crossover network provide natural sound, even coverage and smooth, wide frequency response. These speakers fit into the wall space of typical stud wall construction. Rough-in frames are available for new construction projects.



## Design Flexibility

All JBL Control Contractor systems are constructed with a similar sonic signature allowing mixing and matching of any of the various models while maintaining smooth, even coverage throughout. You can easily design a system for a restaurant, retail store, hotel, club, house of worship or any commercial space regardless of size, configuration, architectural design or budget.







# SPECIFICATIONS

## CEILING SPEAKERS

### Control 24C Micro Shallow-Depth Ceiling Speaker

Components:	4.5" Woofer, .5" Tweeter
Frequency Range:	85 Hz - 25 kHz
Power Capacity:	30 Watts Continuous Program 15 Watts Continuous Pink Noise
Sensitivity:	86 dB, 1W, 1m
Coverage:	150°
Nominal Impedance (C24C Micro):	8Ω
70V/100V Taps (C24CT Micro):	8W, 4W, & 2W, & 1W, (plus 0.5W at 70V)
Termination:	Screw-down barrier strip
Dimensions (H x Dia):	106 x 195 mm (4.2 x 7.7 in)



### C24CT MicroPlus High Output Shallow-Depth Ceiling Speaker

Components:	4" Woofer, .5" Titanium Tweeter
Frequency Range:	80 Hz - 25 kHz
Sensitivity:	85 dB, 1W, 1m
Coverage:	150°
70V/100V Taps:	25W & 12W, (plus 6W at 70V)
Termination:	Screw-down barrier strip
Dimensions (H x Dia):	106 x 195 mm (4.2 x 7.7 in)



### Control 24C Compact Ceiling Speaker

Components:	4" Woofer, .75" Titanium Tweeter
Frequency Range:	80 Hz - 20 kHz
Power Capacity:	80 Watts Continuous Program 40 Watts Continuous Pink Noise
Sensitivity:	86 dB, 1W, 1m
Coverage:	130°
Nominal Impedance (C24C):	16Ω
70V/100V Taps (C24CT):	30W, 15W, & 7.5W, (plus 3.7W at 70V)
Termination:	Removable locking terminals in sealed compartment with cable strain relief
Dimensions (H x Dia):	200 x 195 mm (7.9 x 7.7 in)



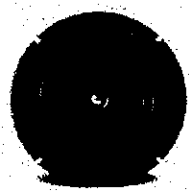
### Control 26C High Output Ceiling Speaker

Components:	6.5" Woofer, .75" Titanium Tweeter
Frequency Range:	75 Hz - 20 kHz
Power Capacity:	150 Watts Continuous Program 75 Watts Continuous Pink Noise
Sensitivity:	89 dB, 1W, 1m
Coverage:	110°
Nominal Impedance (C26C):	16Ω
70V/100V Taps (C26CT):	60W, 30W, & 15W, (plus 7.5W at 70V)
Termination:	Removable locking terminals in sealed compartment with cable strain relief
Dimensions (H x Dia):	210 x 252 mm (8.3 x 9.9 in)



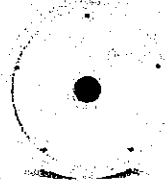
### Control 26-DT Driver Assembly

Components:	8" Compatible Woofer, .75" Titanium Tweeter
Frequency Range:	70 Hz - 20 kHz
Sensitivity:	89 dB, 1W, 1m
Coverage:	90°
70V/100V Taps:	60W, 30W, & 15W, (plus 7.5W at 70V)
Termination:	Screw locking barrier strip
Dimensions (H x Dia):	Standard 8" driver mounting, 120 mm (4.8 in) deep



### Control 19CS In-Ceiling Subwoofer

Components:	8" Low Frequency Driver
Frequency Range:	42 Hz - 200 kHz
Power Capacity:	200 Watts Continuous Program 100 Watts Continuous Pink Noise
Sensitivity:	95 dB, 1W, 1m
Nominal Impedance (C19CS):	8Ω
70V/100V Taps (C19CST):	60W, 30W, & 15W, (plus 7.5W at 70V)
Termination:	Removable locking terminals in sealed compartment with cable strain relief
Dimensions (H x Dia):	345 x 345 mm (13.6 x 13.6 in)



\* Medium and Large Format Ceiling Speakers are not listed on this spec page.

Please refer to JBL's Control 200 and Control 300 brochures for specific models and specifications.

## IN-WALL SPEAKERS

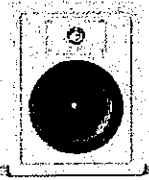
### Control 126W

Components:	6.5" Woofer, 1" Tweeter
Frequency Range:	38 Hz - 20 kHz
Power Capacity:	100 Watts Continuous Program 50 Watts Continuous Pink Noise
Sensitivity:	88 dB, 1W, 1m
Nominal Impedance:	8Ω
Termination:	Screw-down Euroblock
Dimensions (H x W x D):	280 x 215 x 105 mm (11 x 8.5 x 4.1 in)



### Control 128W

Components:	8" Woofer, 1" Tweeter
Frequency Range:	30 Hz - 20 kHz
Power Capacity:	120 Watts Continuous Program 60 Watts Continuous Pink Noise
Sensitivity:	90 dB, 1W, 1m
Nominal Impedance:	8Ω
Termination:	Screw-down Euroblock
Dimensions (H x W x D):	334 x 257 x 110 mm (13.1 x 10.1 x 4.3 in)



# SURFACE-MOUNT SPEAKERS

All available in Black or White (except Control SB-2)

## Control 23 & 23T Ultra-Compact Speaker

Components: 3.5" Woofer, 5" Titanium Tweeter  
 Frequency Range: 85 Hz - 22 kHz  
 Power Capacity: 50 Watts Continuous Program  
 25 Watts Continuous Pink Noise  
 Sensitivity: 86 dB, 1W, 1m  
 Nominal Impedance (C23): 8Ω  
 70V/100V Taps (C23T): 5W at 70V, 10W or 100V  
 Termination: Spring Terminals  
 Dimensions (H x W x D): 193 x 140 x 111 mm (7.6 x 5.5 x 4.4 in)

## Control 25 & 25T Compact Speaker

Components: 5.25" woofer, .75" titanium tweeter  
 Frequency Range: 80 Hz - 16 kHz  
 Power Capacity: 150 Watts Continuous Program  
 75 Watts Continuous Pink Noise  
 Sensitivity: 88 dB, 1W, 1m  
 Nominal Impedance (C25): 8Ω  
 70V/100V Taps (C25T): 30W, 15W & 7.5W, (plus 3.7W at 70V)  
 Termination: Spring Terminals  
 Dimensions (H x W x D): 236 x 188 x 149 mm (9.3 x 7.4 x 5.8 in)

## Control 25AV Indoor/Outdoor Monitor Speaker

Components: 5.25" Woofer, .75" Titanium tweeter  
 Frequency Range: 70 Hz - 23 kHz  
 Power Capacity: 200 Watts Continuous Program  
 100 Watts Continuous Pink Noise  
 Sensitivity: 87 dB, 1W, 1m  
 Nominal Impedance & 70V/100V Taps: 8Ω and 60W, 30W, & 15W, (plus 7.5W at 70V)  
 Termination: Screw terminals, plus included weather cover for terminal panel.  
 Dimensions (H x W x D): 236 x 186 x 159 mm (9.3 x 7.4 x 6.3 in)

## Control 28 & 28T-60 High Output Speaker

Components: 8" Woofer, 1" Titanium Tweeter  
 Frequency Range: 60 Hz - 16 kHz  
 Power Capacity: 175 Watts Continuous Program  
 87 Watts Continuous Pink Noise  
 Sensitivity: 92 dB, 1W, 1m  
 Coverage: 90° x 90°  
 Nominal Impedance (C28): 8Ω  
 70V/100V Taps (C28T-60): 60W, 30W, & 15W, (plus 7.5W at 70V)  
 Termination: Spring Terminals  
 Dimensions (H x W x D): 380 x 280 x 220 mm (15.0 x 11.0 x 8.6 in)

## Control 29AV-1 High Output Indoor/Outdoor Monitor Speaker

Components: 8" LF Driver, 1" Titanium Compression Driver  
 Frequency Range: 37 Hz - 18 kHz  
 Power Capacity: 300 Watts Continuous Program  
 150 Watts Continuous Pink Noise  
 Sensitivity: 90 dB, 1W, 1m  
 Coverage: 110° x 85°, rotatable horn  
 Nominal Impedance & 70V/100V Taps: 8Ω and 110W, 55W, & 28W, (plus 14W at 70V)  
 Termination: Screw terminals, plus included weather cover for terminal panel.  
 Dimensions (H x W x D): 520 x 306 x 277 mm (20.5 x 12.0 x 10.9 in)

## Control 30 Indoor/Outdoor 3-Way Maximum Bandwidth Speaker

Components: 10" LF Driver, 5" Midrange, 1" Titanium Compression Driver  
 Frequency Range: 38 Hz - 17 kHz  
 Power Capacity: 500 Watts Continuous Program  
 250 Watts Continuous Pink Noise  
 Sensitivity: 93 dB, 1W, 1m  
 Coverage: 120° x 110°  
 Nominal Impedance & 70V/100V Taps: 4Ω and 150W, 75W, & 38W, (plus 19W at 70V)  
 Termination: Screw terminals, plus included weather cover for terminal panel.  
 Dimensions (H x W x D): 593 x 372 x 345 mm (23.3 x 14.6 x 13.5 in)

## Control SB-2 Stereo Subwoofer

Components: 10" Low Frequency Driver  
 Frequency Range: 38 Hz - 160 Hz  
 Power Capacity: 170 Watts Continuous Program x 2  
 88 Watts Continuous Pink Noise x 2  
 Sensitivity: 100 dB, 1W, 1m (both inputs driven, on-wall)  
 Nominal Impedance: 8Ω x 2  
 Termination: Spring terminals  
 Dimensions (H x W x D): 394 x 585 x 343 mm (15.5 x 23.0 x 13.5 in)

## Control SB210 High Power Dual 10" Subwoofer

Components: Two 10" Low Frequency Drivers  
 Frequency Range: 42 Hz - 200 Hz  
 Power Capacity: 400 Watts Continuous Program x 2  
 200 Watts Continuous Pink Noise x 2  
 Sensitivity: 95 dB, 1W, 1m (both inputs driven, on-wall)  
 Nominal Impedance: 8Ω x 2  
 Termination: Screw terminals, plus included weather cover for terminal panel.  
 Dimensions (H x W x D): 355 x 590 x 570 mm (14 x 23.3 x 22.5 in)

# ACCESSORIES



MTC-xxUB\* U-Brackets



MTC-xxCM\* Ceiling Brackets



MTC-xxH\* Horizontal Array Brackets



MTC-xxV\* Vertical Array Brackets

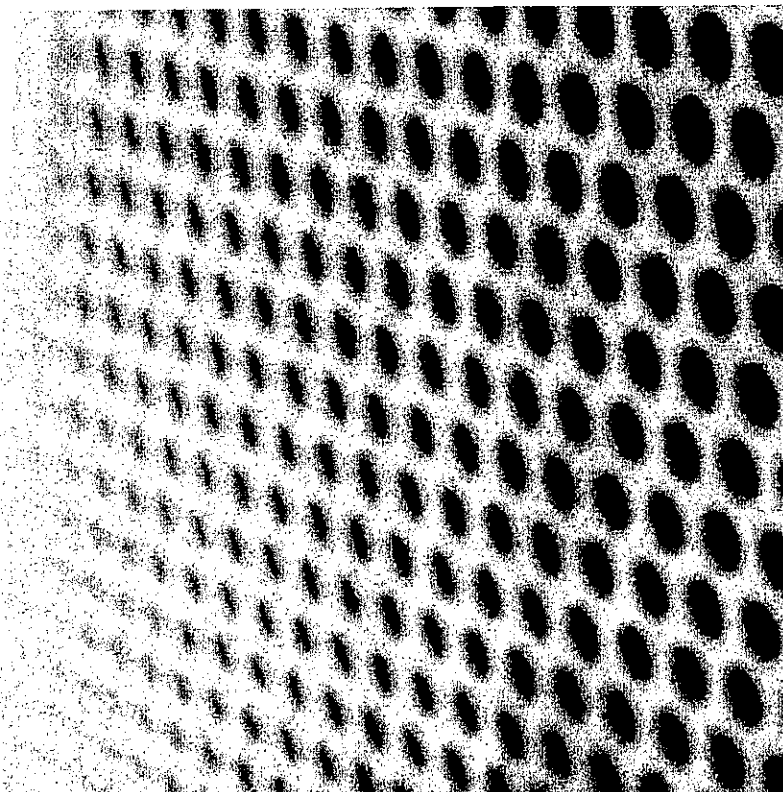


Three MTC-xxH\* as Cluster Module Bracket

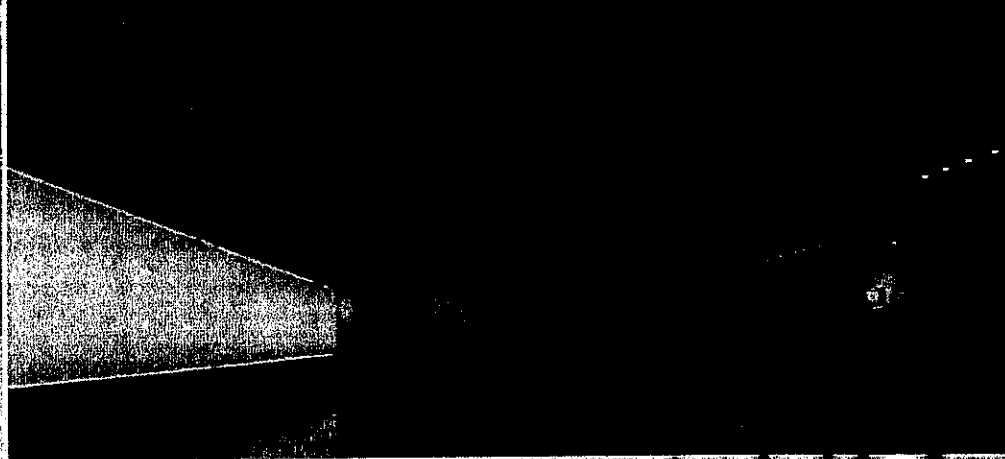
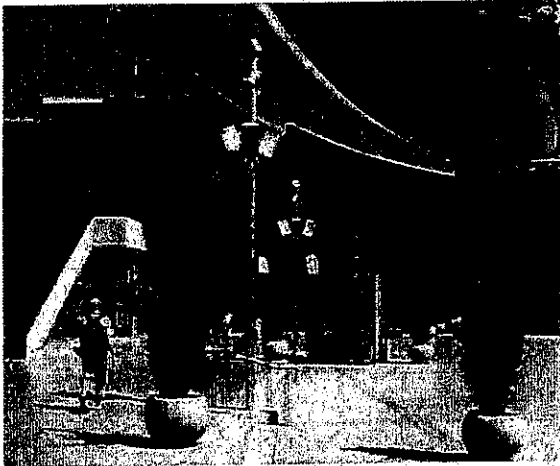


SB-2 Brackets

\* These accessories come in different sizes. Not available for all models.



Retail Stores  
Restaurants  
Hotels  
Houses of Worship  
Convention Facilities  
Music Cafes  
Leisure Venues  
Boardrooms  
Sports Bars & Lounges  
Delay / Fill Systems  
Theme Parks



Fitness Clubs  
Professional Offices  
Underbalcany  
Lobbies  
Reception / Waiting Rooms  
Airports  
Ancillary Areas  
Cruise Ships  
Museums



A Harman International Company


www.jblpro.com  
8500 Balboa Boulevard  
Northridge, CA 91329 USA

PRG-UNV(-S)(-W)  
PRG-1(-S)(-W)

# PRG Precision Gear Projector Mount

For Multimedia Projectors up to 50 lb (22 kg)

Peerless' PRG Precision Gear Projector Mount is simplifying the way image alignment is done. The patent-pending precision gear design allows exact tilt and roll image positioning by either simply turning two adjustment knobs with a Phillips screw driver, or use the tool-less option by extending the knobs to adjust by hand. Just set the precision gear to the desired position to secure it in place – it will hold its position even during projector maintenance. With Peerless' PRG Precision Gear Projector Mount, just set it and forget it. No more adjustment screws. No more micro adjustments. No more hassles.

 Max load: 50 lb (22 kg)

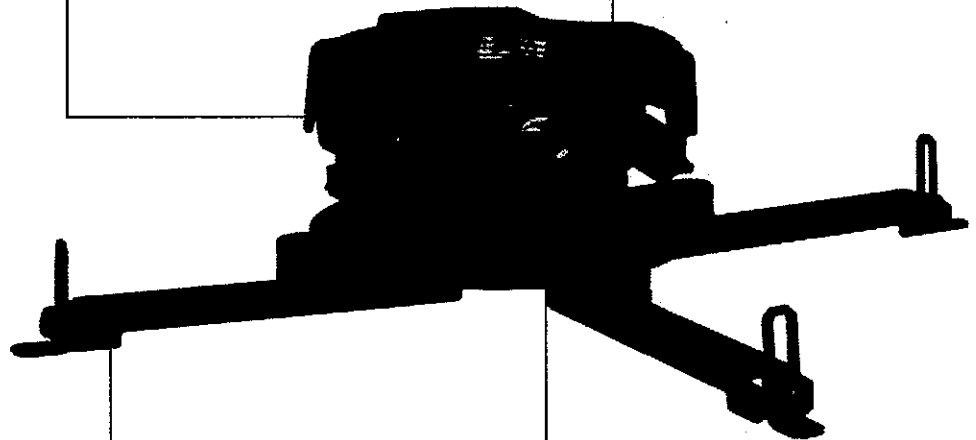
## FEATURES

- Patent-pending precision gears provides exact projector image alignment
- Two adjustment knobs control projector image alignment
- Pre-assembled design reduces installation time
- Horizontal wrench access slots make flush mounting installations fast and easy
- Cable management allows cables to be routed through projector mount out of sight
- "U" shaped pitch bracket allows for hassle free cable routing
- Quick-release mechanism to easily service projector
- Spider® Universal Adapter Plate extends up to 17.63" (448 mm) to fit most projector models
- Pre-installed security screws provide optional tilt and roll lock to prevent tampering with adjustment knobs
- Specifications:

Tilt: ±20°  
Roll: ±10°  
Swivel: 360° when mounted on extension column  
±15° when flush mounted on ceilings

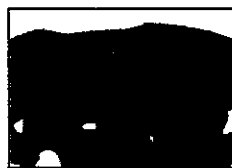
■ **PIN-POINT IMAGE ALIGNMENT**  
Achieve pin-point image alignment by simply turning the adjustment knobs by hand or with a Phillips screwdriver

■ **SIMPLE FLUSH INSTALLATION**  
Enables fast and easy flush mounting installation with horizontal wrench access slots



■ **UNIVERSAL COMPATIBILITY**  
Spider® Universal Adapter Plate extends up to 17.63" (448 mm) to fit most projector models

■ **PATENT-PENDING PRECISION GEARS**  
Reduces installation time and delivers pin-point image alignment



Precision Gear Technology



"U" Pitch Bracket for Easy Cable Routing



Exclusive Horizontal Wrench Access Slot



**RoHS**  
2002/95/EC

**Model Numbers**

PRG-UNV(-S)(-W): PRG Precision Projector Mount with Spider® Universal Adapter Plate  
 PRG-1(-S)(-W): PRG Precision Projector Mount (PAP model adapter plate required)

**Product Specifications**

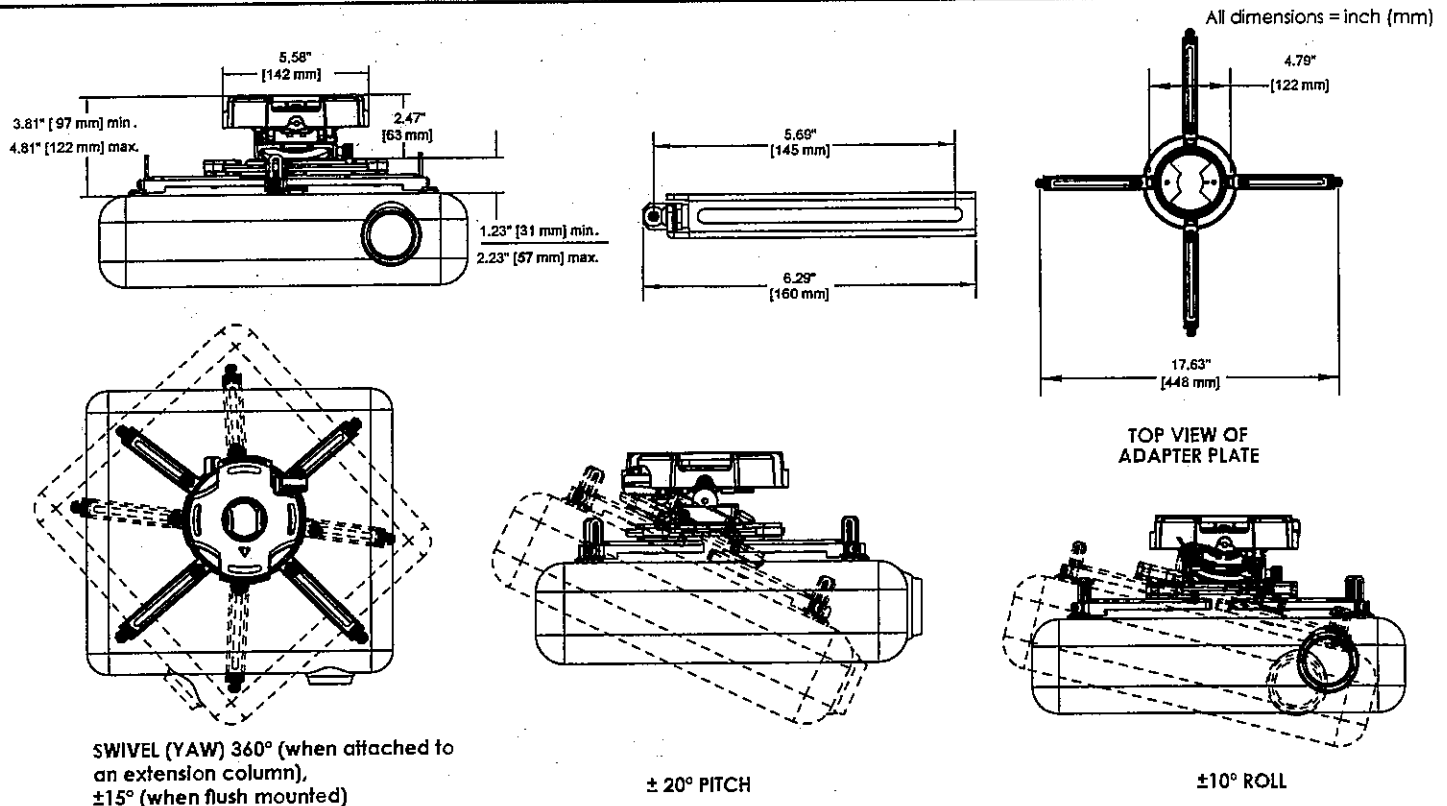
	DIMENSIONS (W x H x D)	PRODUCT WEIGHT	LOAD CAPACITY	FINISH	AVAILABLE COLORS
PRG-UNV(-S)(-W)	8.5"-17.63" x 3.81"-4.81" x 8.5"-17.63" (216-448 x 97-122 x 216-448 mm)	3.08 lb (1.4 kg)	50 lb (22 kg)	Scratch resistant fused epoxy	PRG-UNV: Black
PRG-1(-S)(-W)	5.58" x 2.47" x 5.58" (142 x 63 x 142 mm)	1.56 lb (.71 kg)			PRG-UNV-S: Silver PRG-UNV-W: White PRG-1: Black PRG-1-S: Silver PRG-1-W: White

**Package Specifications**

	PACKAGE SIZE (W x H x D)	PACKAGE SHIP WEIGHT	PACKAGE UPC CODE	PACKAGE CONTENTS	UNITS IN PACKAGE
PRG-UNV(-S)(-W)	6.19" x 2.81" x 11.63" (157 x 71 x 295 mm)	3.78 lb (1.7 kg)	PRG-UNV: 735029249887 PRG-UNV-S: 735029249894 PRG-UNV-W: 735029249900	PRG Precision Gear Projector Mount, Spider® Universal Adapter Plate, mounting and projector attachment hardware, assembly instructions	1
PRG-1(-S)(-W)	6.5" x 3" x 7.125" (165 x 76 x 181 mm)	1.82 lb (.83 kg)	PRG-1: 735029249856 PRG-1-S: 735029249863 PRG-1-W: 735029249870	PRG Precision Gear Projector Mount, mounting attachment hardware, assembly instructions	

**Accessories**

CMJ Models, ACC570, ACC571, ACC912: Ceiling Kits  
 ACC840/845: Anti-Vibration Mount  
 ADJ, EXT and EXA/B/C: Extension Columns  
 ACC800/850 & ACC852/856: Cable Management Adapter  
 ACC830: Side-to-Side Adjuster  
 PWA14 & EXA/B: Wall Mount Arm  
 ACC050: Stability Kit



**ARCHITECTS SPECIFICATIONS**

The PRG-Precision Gear Projector Mount shall be a Peerless model \_\_\_\_\_ and shall be located where indicated on the plans. It shall feature 20° pitch (pitch), 10° roll, 360° swivel (yaw) (when attached to an extension column), and 15° swivel (when flush mounted). It shall have a 50 lb load capacity. It shall be constructed of aluminum alloy finished in black, white, or silver. Assembly and installation shall be done according to instructions provided by the manufacturer.

### Specifications—VCB Targa

\_\_\_\_\_ video conferencing backgrounds, size \_\_\_\_\_ h. x \_\_\_\_\_ w., Electrically operated 110-120V AC, 60 Hz. 3-wire motor mounted inside screen roller, 1.1 amp draw, instantly reversible, lifetime lubricated, with internal thermal overload protector and electric brake, with preset limits. Roller to be 3" (76 mm) dia. metal, mounted on rubber insulated supports. Bottom of background attached to weighted dowel. Case of 22 gauge steel with flat back design and scratch-resistant white polyester finish. Case formed from one piece steel. Endcaps finished to match case, forming universal hanging brackets. 3-position control switch to stop or reverse unit at any point. Switch complete with coverplate. Entire unit certified by Underwriters' Laboratories, Inc. for the U.S. and Canada. Specifications subject to change without notice.

### Dimensions and Data

#### Please Mark Appropriate Selections

##### Select Background:

- Printed (You will be required to provide additional information, including artwork, properly sized and 150 dpi. Please contact Draper)
- Neutral
  - Reef  Glacier  Beach
  - Savannah  Desert  Tundra
- Chroma Key
  - Blue
  - Green

##### Select Motor and Controls:

##### Standard Voltage Motor and Control Options:

- 110-120V AC (standard)
  - Optional Quiet Motor <sup>1</sup>
- Please Note: These motors come with one 110V-120V AC 3-position wall switch (silver wall plate with black rocker)*
- \_\_\_\_\_ Total number of 110-120V AC switches (operate independently)
    - Substitute white switch(es) for silver wall plate with black rocker
    - Optional Key Operated Switch
      - Power Supply Key Switch (On-off)
      - 3-Position Key Control
      - 3-Position Switch with Hinged Key-Locking Coverplate

##### Low Voltage Motor and Control Options:

- Optional External LVC-IV Low Voltage Control Module
  - Optional Motor with Built-in Low Voltage Controller
  - Optional Quiet Motor with Built-in Low Voltage Controller <sup>2</sup>
- Please Note: Select Control Options for Low Voltage from below.*
- 24 Volt 3-Button Switch Number of 24V switches: \_\_\_\_\_
  - Radio Frequency Remote Control (only with 24v)
  - Infrared Remote Control (only with 24v)
  - Optional Key Operated Switch
    - Power Supply Key Switch (On-off)
    - 3-Position Switch with Hinged Key-Locking Coverplate

##### Optional Accessories:

- Mounting Brackets
  - 6" (152 mm) Bracket
- Optional Floating Mounting Brackets (for wall and ceiling)

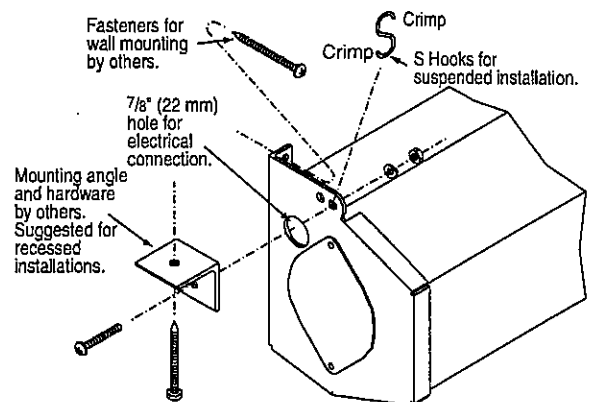
1 Quiet Motor Size Limitations							
AV	AV	NTSC	NTSC	HDTV	HDTV	16:10	16:10
(inches)	(cm)	(inches)	(cm)	(inches)	(cm)	(inches)	(cm)
144" x 144"	366 x 366	200"	508	184"	467	189"	480

2 Quiet Motor with Built-in Low Voltage Controller Size Limitations:							
AV	AV	NTSC	NTSC	HDTV	HDTV	16:10	16:10
(inches)	(cm)	(inches)	(cm)	(inches)	(cm)	(inches)	(cm)
108" x 144"	274 x 366	180"	457	184"	467	165"	419

### Dimensions & Data

Size H x W (inches)	Size H x W (cm)	Case Length (inches)	Case Length (kg)	Net Weight (lbs.)	Net Weight (kg)	Qty
96" x 70"	244 x 178	76½"	194	37	17	
108" x 70"	274 x 178	76½"	194	38	17	
120" x 70"	305 x 178	76½"	194	39	18	
132" x 70"	335 x 178	76½"	194	40	18	
144" x 70"	366 x 178	76½"	194	41	19	
96" x 84"	244 x 213	90½"	230	37	17	
108" x 84"	274 x 213	90½"	230	38	17	
120" x 84"	305 x 213	90½"	230	39	18	
132" x 84"	335 x 213	90½"	230	40	18	
144" x 84"	366 x 213	90½"	230	41	19	
96" x 96"	244 x 244	103"	262	45	21	
108" x 96"	274 x 244	103"	262	46	21	
120" x 96"	305 x 244	103"	262	46	21	
132" x 96"	335 x 244	103"	262	48	22	
144" x 96"	366 x 244	103"	262	49	22	
96" x 108"	244 x 274	115"	292	50	23	
108" x 108"	274 x 274	115"	292	51	23	
120" x 108"	305 x 274	115"	292	52	24	
132" x 108"	335 x 274	115"	292	53	24	
144" x 108"	366 x 274	115"	292	54	25	
96" x 120"	244 x 305	127"	323	61	28	
108" x 120"	274 x 305	127"	323	62	28	
120" x 120"	305 x 305	127"	323	63	29	
132" x 120"	335 x 305	127"	323	64	29	
144" x 120"	366 x 305	127"	323	65	30	
96" x 144"	244 x 366	151"	384	70	30	
108" x 144"	274 x 366	151"	384	71	32	
120" x 144"	305 x 366	151"	384	72	32	
132" x 144"	335 x 366	151"	384	73	33	
144" x 144"	366 x 366	151"	384	74	33	

### Methods of Installation



*Please Note: If using "S" Hooks, for added safety, crimp both ends of the "S" Hooks so the VCB Targa cannot come off.*

PROJECT: \_\_\_\_\_

ARCHITECT: \_\_\_\_\_

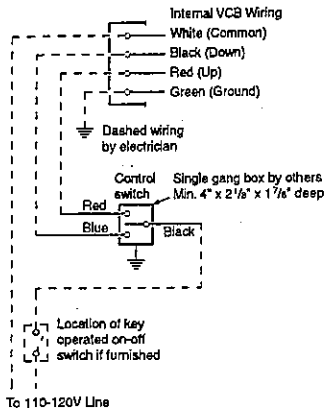
CONTRACTOR: \_\_\_\_\_

SUPPLIER: \_\_\_\_\_

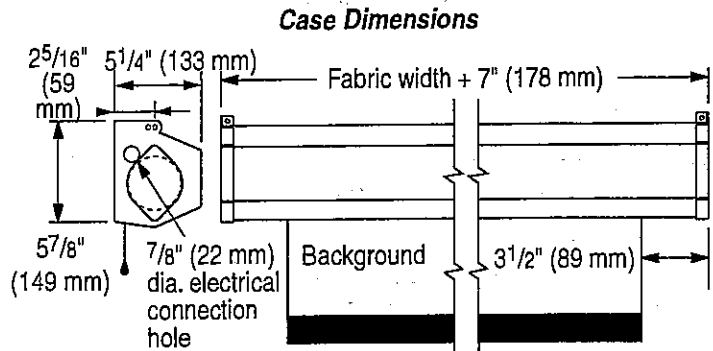
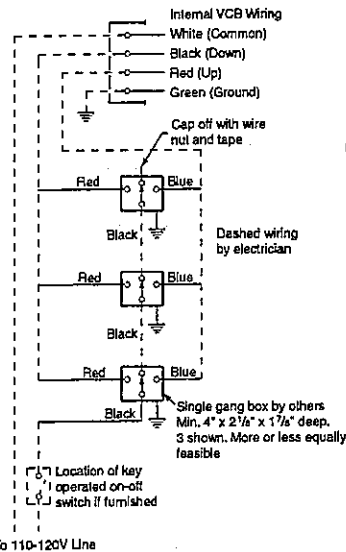
DATE: \_\_\_\_\_ REVISED: \_\_\_\_\_ 30

## Wiring Diagrams\*

### 110-120V Motor Single Station Control

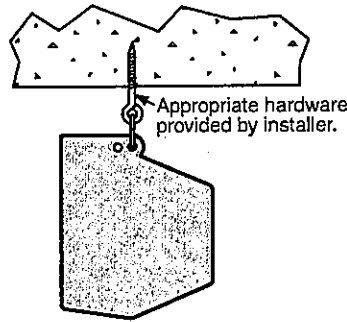


### Multiple Station Control

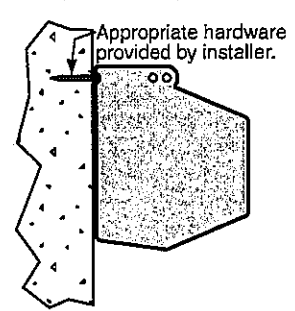


### Types of Installation

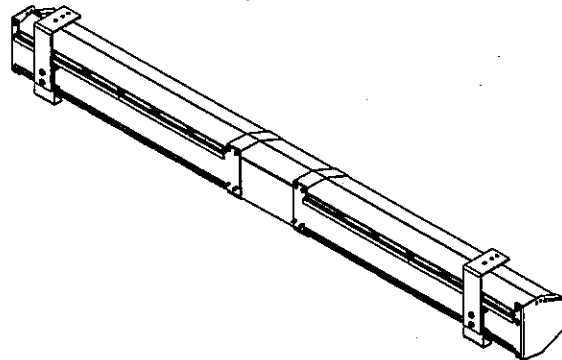
#### Suspended



#### Wall Mounted



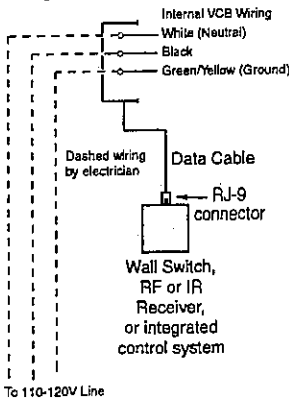
#### Floating Mounting Bracket



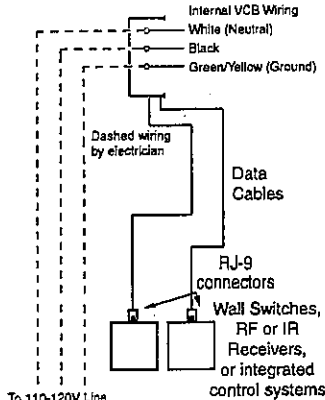
**Please Note: For external low voltage (LVC-IV), serial (LVC-IV) and network (LVC-IV & LS100) wiring diagrams, please consult instructions for those modules.**

### 110-120V Motor and Quiet Motor with Built-in Low Voltage Controller

#### Single Low Voltage Control

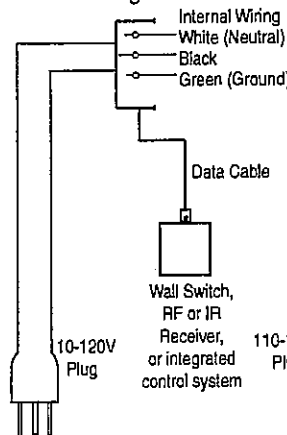


#### Multiple Low Voltage Controls

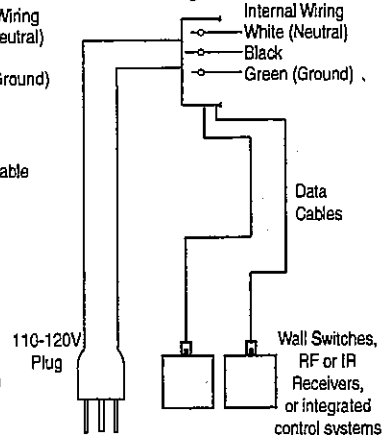


### Wiring Diagrams—Plug & Play 110-120V Motor with Built-in Low Voltage Controller

#### Single Low Voltage Control



#### Multiple Low Voltage Controls



**\*For more information and wiring diagrams for serial and network communication, please see wiring diagrams supplied with individual items.**

PROJECT: \_\_\_\_\_  
 SUPPLIER: \_\_\_\_\_  
 DATE: \_\_\_\_\_ REVISED: \_\_\_\_\_

# Targa



Electrically Operated Projection  
Screen With Motor-In-Roller

# by DRAPER

### Specifications—Targa

\_\_\_\_\_ projection screens, size \_\_\_\_\_ h.  
x \_\_\_\_\_ w., Electrically operated 110-120V  
AC, 60 Hz. 3-wire motor mounted inside screen roller, 1.1  
amp draw, instantly reversible, lifetime lubricated, with internal  
thermal overload protector and electric brake, with preset limits.  
Roller to be 3" dia. metal, mounted on rubber insulated sup-  
ports. Viewing surface to be fire retardant and mildew resistant.  
Matt White XT1000E and Contrast Grey XH800E viewing sur-  
faces are certified to GREENGUARD standards for low chemical emissions  
into indoor air during product usage. For more information, visit [ul.com/gg](http://ul.com/gg).  
Note: Matt White XT1000E surfaces up to 10' high will be seamless. Bottom of  
viewing surface attached to weighted dowel. Case of 22 ga. steel with flat back  
design and scratch-resistant white polyester finish. Case formed from one



piece steel. Endcaps finished to match case, forming universal hanging brack-  
ets. 3-position control switch to stop or reverse screen at any point. Switch  
complete with cover plate. Optional white aluminum Ceiling Opening Trim Kit  
available to trim opening when screen is to be recessed above the ceiling.  
Entire unit certified by Underwriters' Laboratories, Inc. for the U.S. and Canada.  
**Downloadable 3-part specifications are available at [www.draperinc.com](http://www.draperinc.com).**  
Specifications subject to change without notice.

### Dimensions & Data

#### AV Format

Size H x W	Case Length	Net Wt. (lbs.)	Qty.	Size H x W	Case Length	Net Wt. (lbs.)	Qty.
50" x 50"	56½"	26		7' x 9'	115"	47	
60" x 60"	66½"	30		9' x 9'	115"	49	
70" x 70"	76½"	35		8' x 10'	127"	54	
84" x 84"	90½"	40		10' x 10'	127"	58	
72" x 96"	103"	44		9' x 12'	151"	61	
96" x 96"	103"	45		12' x 12'	151"	74	

Nominal Diagonal	Image Area H x W	Overall Size	Case Length	Net Wt. (lbs.)	Qty.
---------------------	---------------------	-----------------	----------------	-------------------	------

#### 4:3 NTSC Video Format

6'	42½" x 56½"	46½" x 59½"	66½"	30	
7'	50" x 66½"	53½" x 69½"	76½"	35	
100"	60" x 80"	64" x 83½"	90½"	40	
10'	69" x 92"	73" x 96"	103"	44	
11'	78" x 104"	83" x 108"	115"	47	
150"	87" x 116"	92" x 120"	127"	54	
15'	105" x 140"	109" x 144"	151"	61	
200"	118" x 158"	123" x 162"	169"	77	

#### 16:9 HDTV Format

65" <sup>3</sup>	31¾" x 56½"	43¾" x 59½"	66½"	29	
73" <sup>3</sup>	36" x 64"	48" x 69½"	76½"	34	
82" <sup>3</sup>	40½" x 72"	52½" x 74"	81"	36	
92" <sup>3</sup>	45" x 80"	57" x 83½"	90½"	40	
100" <sup>3</sup>	49" x 87"	61" x 91"	98"	43	
106" <sup>3</sup>	52" x 92"	64" x 96"	103"	43	
110" <sup>3</sup>	54" x 96"	66" x 100"	107"	45	
119"	58" x 104"	62" x 108"	115"	46	
133"	65" x 116"	69" x 120"	127"	54	
161" <sup>4</sup>	79" x 140"	84" x 144"	151"	70	
184"	90" x 160"	95" x 164"	171"	77	

#### 16:10 Format

67" <sup>3</sup>	35¾" x 56½"	47¼" x 59½"	66½"	29	
76" <sup>3</sup>	40" x 64"	52" x 69½"	76½"	34	
85" <sup>3</sup>	45" x 72"	57" x 74"	81"	36	
94" <sup>3</sup>	50" x 80"	62" x 83½"	90½"	40	
109" <sup>3</sup>	57½" x 92"	69½" x 96"	103"	44	
113" <sup>3</sup>	60" x 96"	72" x 100"	107"	45	
123"	65" x 104"	69" x 108"	115"	46	
137"	72½" x 116"	76½" x 120"	127"	54	
165"	87½" x 140"	92½" x 144"	151"	70	
189"	100" x 160"	105" x 164"	171"	85	

#### Custom Size

<sup>3</sup>These sizes include 12" black drop as standard.

Also available in 1.85:1, 2.35:1 and 15:9 Formats. Contact Draper.

# DRAPER

Targa screens are available in larger sizes.  
See Targa-LargeSizes submittal form.

411 S. Pearl St., Spiceland, IN 47385 USA ■ 765-987-7999  
[www.draperinc.com](http://www.draperinc.com) ■ fax 765-987-7142  
Copyright © 2017 Draper Inc. Form Targa\_Sub17 Printed in U.S.A.

### Please Mark Appropriate Selections

#### Select Viewing Surface:

- Matt White XT1000E (1.0 gain): GREENGUARD Gold certified
- Argent White XH1500E (1.5 gain) (Thru 8' x 10')
- Contrast Grey XH800E (0.8 gain): GREENGUARD Gold certified
- Other: \_\_\_\_\_

#### Select Motor and Controls:

##### Standard Voltage Motor and Control Options:

- 110-120V AC (standard)
- Optional Quiet Motor<sup>1</sup>

Please Note: These motors come with one 110V-120V AC 3-position wall  
switch (silver wall plate with black rocker).

- Total number of 110-120V AC switches (operate independently)
- Substitute white switch(es) for silver wall plate with black rocker
- Optional Key Operated Switch
  - Power Supply Key Switch (On-off)
  - 3-Position Key Control
  - 3-Position Switch with Hinged Key-Locking Coverplate

#### Low Voltage Motor and Control Options:

- Optional External LVC-IV (Low Voltage Control Module)
- Optional Motor with Built-in LVC-IV (increases case length by 2")
- Optional Quiet Motor with Built-in LVC-IV (increases case length by 2")<sup>2</sup>

Please Note: Select Control Options for Low Voltage from below.

- 24 Volt 3-Button Switch Number of 24V switches: \_\_\_\_\_
- Radio Frequency Remote Control (only with 24v)
- Infrared Remote Control (only with 24v)
- Optional Key Operated Switch
  - Power Supply Key Switch (On-off)
  - 3-Position Switch with Hinged Key-Locking Coverplate
- Optional Video Interface Control (not compatible with other controls)
  - VIC-115  Override Switch
  - VIC-12  Override Switch
  - VIC-6  Override Switch

(VICs are compatible only with the  
Override Switch, and not with any  
other wall switches or controls)

#### Optional Accessories:

- Mounting Brackets
  - 6" Bracket
- Optional Floating Mounting Brackets (for wall and ceiling)
- Extra Screen Drop (Total screen height cannot exceed 12")<sup>3</sup>
  - Same color as viewing surface (standard on AV format screens)
  - Black (standard on all other formats)

Length of total drop (including standard 12" on some sizes—see grid  
at below)<sup>2</sup> \_\_\_\_\_
- Black Masking Borders (Optional on AV format sizes; standard all others)
- Optional Ceiling Opening Trim Kit for Recessed Installations<sup>4</sup>

1 Quiet Motor Size Limitations				
	AV	NTSC	HDTV	16:10
OptiView Surfaces	144" x 144"	200"	184"	189"

2 Quiet Motor with Built-in Low Voltage Controller Size Limitations				
	AV	NTSC	HDTV	16:10
OptiView Surfaces	108" x 144"	180"	184"	165"

<sup>4</sup> Draper recommends 12" extra drop when ordering Ceiling Opening Trim Kit. The Ceiling Opening  
Trim Kit is for use in an acoustical, drop ceiling only. Not recommended for drywall or hard ceilings.

PROJECT: \_\_\_\_\_

ARCHITECT: \_\_\_\_\_

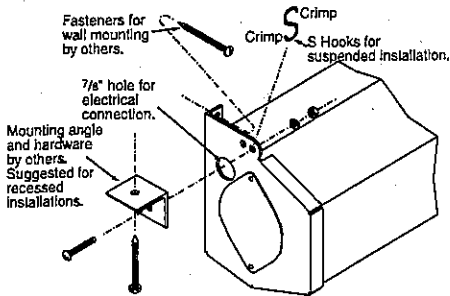
CONTRACTOR: \_\_\_\_\_

SUPPLIER: \_\_\_\_\_

DATE: \_\_\_\_\_ REVISED: \_\_\_\_\_ 32

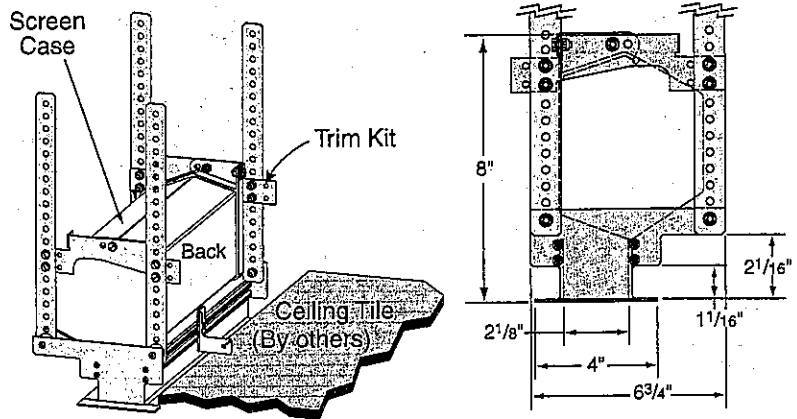


## Methods of Installation



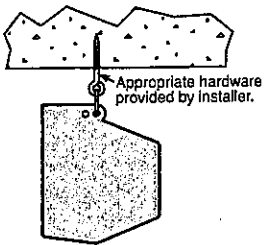
**Please Note:** If using "S" Hooks, for added safety, crimp both ends of the "S" hooks so the screen cannot come off.

## Optional Ceiling Opening Trim Kit

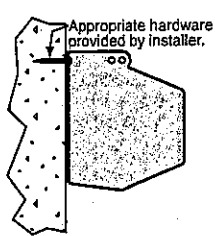


## Types of Installation

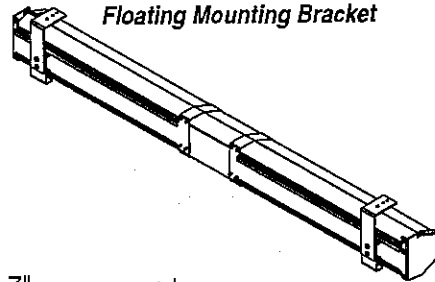
### Suspended



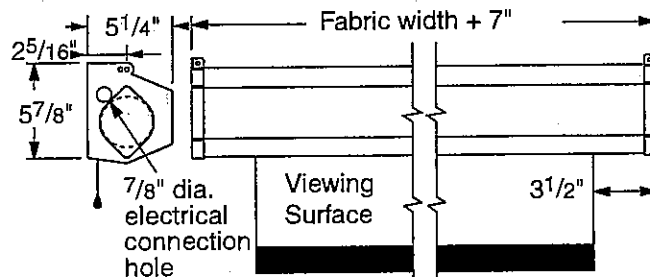
### Wall Mounted



### Floating Mounting Bracket



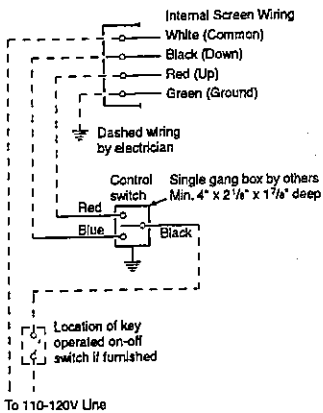
## Case Dimensions



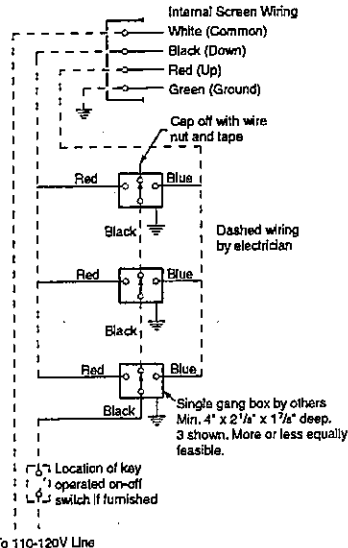
**PLEASE NOTE:** Built-In LVC-IV will increase overall case length by 2".

## Wiring Diagrams\*

### 110-120V Motor Single Station Control

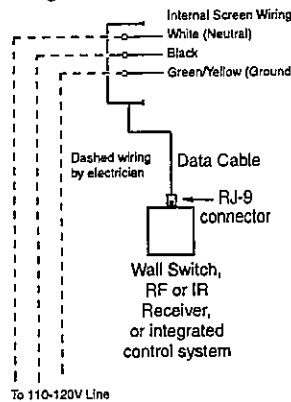


### Multiple Station Control

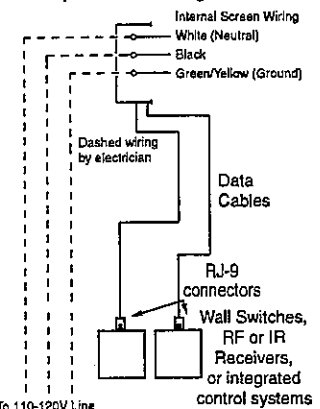


### 110-120V Motor and Quiet Motor with Built-in Low Voltage Controller

#### Single Low Voltage Control



#### Multiple Low Voltage Controls



\* For more information and wiring diagrams for serial and network communication, please see wiring diagrams supplied with individual items.

**Please Note:** For low voltage (LVC-IV not built-in), serial (LVC-IV) and network (LVC-IV & LS100) wiring diagrams, please consult instructions for those modules.

PROJECT: \_\_\_\_\_  
 SUPPLIER: \_\_\_\_\_  
 DATE: \_\_\_\_\_ REVISED: \_\_\_\_\_

# Product Specifications

## SM48 Cardioid Dynamic Microphone

### Overview

The SM48 is a rugged cardioid dynamic microphone with great sound and durable construction for reliable use in spoken word and karaoke vocal performance applications. Available with or without an on/off switch, and comes with a swivel adapter and carrying pouch for many of the benefits of the SM58 at an affordable price.

### Features

- Cardioid pickup pattern rejects off-axis sound and provides superior gain before feedback
- Frequency response tailored for vocals, with brightened midrange and bass rolloff to control proximity effect
- Shock-mounted cartridge for exceptional ruggedness and reduced handling noise
- Built-in "pop" filter that reduces explosive breath sounds and wind noise
- Supplied stand adapter and carrying/storage bag
- Lockable On/Off switch (SM48S only)
- Legendary Shure quality and ruggedness

### Available Models

SM48	Includes Stand Adapter and Zippered Pouch
SM48S	With Lockable On/Off Switch. Includes Swivel Adapter and a Zippered Pouch

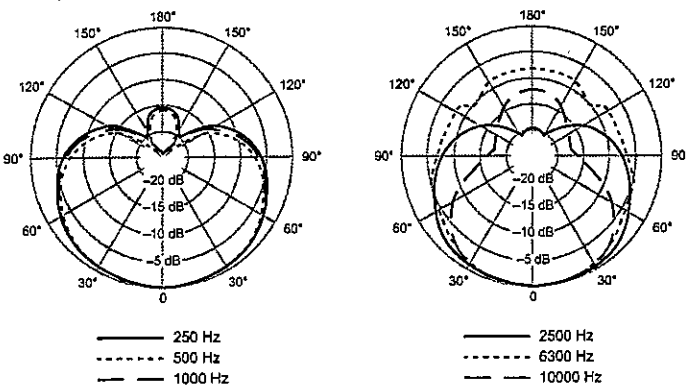
### Specifications

Type	Dynamic
Frequency Response	55 to 14,000 Hz
Polar Pattern	Cardioid
Impedance	Microphone rating impedance is 150 $\Omega$ (270 $\Omega$ actual) for connection to microphone inputs rated at 19 to 300 $\Omega$
Output Level (at 1,000 Hz)	Open Circuit Voltage: -57.5 dBV/Pa (1.3 mV) 1 Pa = 94 dB SPL
Polarity	Positive pressure on diaphragm produces positive voltage on pin 2 with respect to pin 3.
Connector	Three-pin professional audio (XLR), male
Net Weight	370 grams (13.1 oz)
Packaged Weight	672 grams (1 lb, 8.5 oz)
Dimensions	166 mm (6-17/32 in.) L x 54.2 mm (2-9/64 in.) W

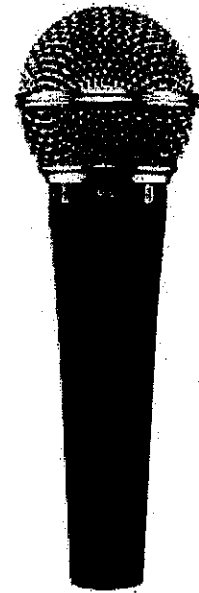
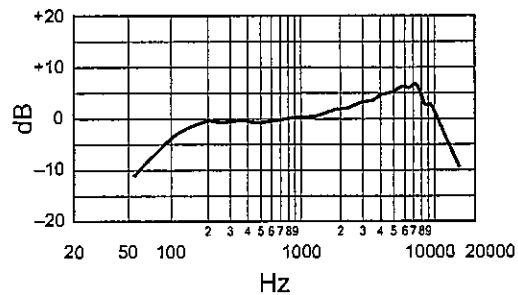
### Optional Accessories and Replacement Parts

A25D	Microphone Clip	A55M, A55HM	Isolation Mount	C25F	7.6 m Cable (25 ft)
A58WS	Windscreens	A26M	Dual Mount	RK81S	On/Off Switch
R136	Cartridge	RK248G	Screen and Grille Assembly	RK40P	Plug Assembly
S37A, S39A	Desk Stand				

### Polar pattern



### Frequency response



SM48

**SHURE**<sup>®</sup>

LEGENDARY  
PERFORMANCE™

www.shure.com

**BID FORM**

**A/V System for 3<sup>rd</sup> Floor Multipurpose Room**

I/we have reviewed the specifications and provisions for installing Two (2) A/V systems that includes a minimum of two wired microphones and or two wireless microphones, two video screens, two 6000 lumen ceiling mounted projectors, and twelve ceiling mounted loudspeakers, HDMI and VGA connections and remote control electronics. Both systems can operate simultaneously or can combine as one system. I/we hereby propose to furnish The System as specified:

Make: Custom Model: N/A

Year system was first manufactured: 2017

Total bid price for the system including delivery and set up: Training Rm. Option 1 : \$31,292.<sup>00</sup>  
Training Rm. Option 2 : \$41,800.<sup>00</sup>

The System will be delivered within 30 calendar days from receipt of written order.

Installation and acceptance of the system expected within 30 calendar days.

**BID MUST BE SIGNED TO BE VALID**

Date: 12/11/17

Signature: Jeff Wharton

Typed Name: Jeff Wharton

Title: President

Firm: Sound Advice Audio Specialties, Inc.

Address: 6425 Freedom Way  
Salisbury, MD 21801

Phone: (410) 572-5623







**BID FORM**

**A/V System for 3<sup>rd</sup> Floor Multipurpose Room**

I/we have reviewed the specifications and provisions for installing Two (2) A/V systems that includes a minimum of two wired microphones and or two wireless microphones, two video screens, two 6000 lumen ceiling mounted projectors, and twelve ceiling mounted loudspeakers, HDMI and VGA connections and remote control electronics. Both systems can operate simultaneously or can combine as one system. I/we hereby propose to furnish The System as specified:

Make: Custom Model: WS/A

Year system was first manufactured: 2017

Total bid price for the system including delivery and set up: Training Rm. Option 1 : \$ 31,292.<sup>00</sup>  
Training Rm. Option 2 : \$ 41,800.<sup>00</sup>

The System will be delivered within 30 calendar days from receipt of written order.

Installation and acceptance of the system expected within 30 calendar days.

**BID MUST BE SIGNED TO BE VALID**

Date: 12/11/17

Signature: Jeff Wharton

Typed Name: Jeff Wharton

Title: President

Firm: Sound Advice Audio Specialties, Inc.

Address: 6425 Freedom Way  
Salisbury, MD 21801

Phone: (410) 572-5623









**SOUND  
ADVICE**  
AUDIO SPECIALTIES

Sound Advice Audio Specialties  
6425 Freedom Way  
Salisbury, Maryland 21801

Phone: 410-572-5623  
Fax: 410-572-5623  
Email: trusound123@gmail.com  
URL: soundadviceaudio.net

**Quotation: Worcester County Training Room Equipment Rack (Add Alt.1)**

**TO: Brian Jones**

**Quotation #:0004  
Date: 12/7/17**

Your Order #	Our Order #	Sales Rep.	FOB	Ship Via	Terms	Tax ID	Proposed Shipping Date
		Jeff Wharton					

Quantity	Description	Unit Price	Amount
1	Strong 22U Lockable Floor Component Rack with Casters 44"H with Internal Cooling System Misc. Vent Panels, Blank Plates and Wire Management Labor for Installation		
		<i>Balance Due</i>	<b>\$1,514.00</b>

**Quotation prepared by: Jeff Wharton**

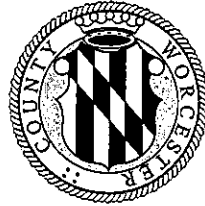
This is a quotation on the goods named, subject to the conditions noted below:

50% of the equipment cost in advance before ordering.

Comments: If you should have any questions or wish to make any changes, feel free to call me.

To accept this quotation, sign here and return: \_\_\_\_\_ Date \_\_\_\_\_

TEL: 410-632-1194  
FAX: 410-632-3131  
E-MAIL: admin@co.worcester.md.us  
WEB: www.co.worcester.md.us



COMMISSIONERS  
MADISON J. BUNTING, JR., PRESIDENT  
DIANA PURNELL, VICE PRESIDENT  
ANTHONY W. BERTINO, JR.  
JAMES C. CHURCH  
THEODORE J. ELDER  
MERRILL W. LOCKFAW, JR.  
JOSEPH M. MITRECIĆ

OFFICE OF THE  
COUNTY COMMISSIONERS

HAROLD L. HIGGINS, CPA  
CHIEF ADMINISTRATIVE OFFICER  
MAUREEN F.L. HOWARTH  
COUNTY ATTORNEY

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

November 9, 2017

**FAXED**  
11/9/17 @ 8:45am

TO: *The Daily Times* Group and *Ocean City Today* Group  
FROM: Kelly Shannahan, Assistant Chief Administrative Officer *KL*

Please print the attached Notice to Bidders in *The Daily Times/Worcester County Times/Ocean Pines Independent* and *Ocean City Digest/Ocean City Today* on November 16, 2017. Thank you.

### NOTICE TO BIDDERS

#### Provision and Installation of Two (2) Audio-Video Systems for Worcester County Government Center Training Rooms Worcester County, Maryland

The Worcester County Commissioners are currently accepting bids for the provision and installation of **two (2) Audio -Video Systems for the Training Rooms in the Worcester County Government Center** for the Information Technology Division of the Department of Emergency Services. Bid specification packages and bid forms are available from the Office of the County Commissioners, Room 1103 - Worcester County Government Center, One West Market Street, Snow Hill, Maryland 21863, obtained online obtained online under the "Bids" drop-down menu in the lower right hand side of the home page at [www.co.worcester.md.us](http://www.co.worcester.md.us) or by calling the Commissioners' Office at 410-632-1194 to request a package by mail. **Sealed bids will be accepted until 1:00 PM, Monday, December 11, 2017** in the Office of the County Commissioners at the above address, at which time they will be opened and publicly read aloud. Envelopes shall be marked "**Bid for Audio-Video Systems**" in the lower left-hand corner. After opening, bids will be forwarded to the Department of Emergency Services for tabulation, review and recommendation to the County Commissioners for their consideration at a future meeting. In awarding the bid, the Commissioners reserve the right to reject any and all bids, waive formalities, informalities and technicalities therein, and to take whatever bid they determine to be in the best interest of the County considering lowest or best bid, quality of goods and work, time of delivery or completion, responsibility of bidders being considered, previous experience of bidders with County contracts, or any other factors they deem appropriate. All inquiries shall be directed to Brian Jones, Information Technology Manager, at 410-632-5610, ext. 1522.

## INSTRUCTIONS TO BIDDERS

### 1. BIDS

Bids should be submitted in sealed envelope(s) clearly marked in the lower left-hand corner "A/V System Bid". Bids received after the bid deadline as specified in the Notice to Bidders will not be considered

### 2. BID FORMS

Bids are to be submitted on forms provided in this package. Bid forms are to be completed in their entirety and all requested information provided. Where indicated, bids are to be signed by an individual authorized by the bidding company. Incomplete or unsigned bid forms are cause for rejection of the bid.

### 3. TAXES

The County is exempt from all Federal and State taxes. Your prices should reflect same.

### 4. PRE-BID INSPECTION

Pre-bid inspections may be scheduled with Information Technology Manager Brian Jones at 410-632-9301. Scheduling of inspections is necessary due to the space available in the room the system will be located in.

### 5. SCOPE OF WORK

Install new A/V System in an area designated by the County. System shall consist of two (2) A/V systems that include a minimum of two wired microphones and or two wireless microphones, two video screens, two 6000 lumen (minimum) ceiling mounted projectors, and twelve ceiling mounted loudspeakers, HDMI and VGA connections and remote control electronics. Both systems are to be designed to operate independently, or can be combined as one system. All work must be done while not interrupting previously scheduled meetings. The day of the install will be coordinated with the County IT Manager to minimize downtime of County operations.

### 6. SPECIFICATIONS

A. Perform any necessary room/site preparation work.

- B. Provide IT Manager with any necessary specifications if additional AC wiring is required to support the new system.
- C. Provide IT Manager with any necessary specifications if additional cooling or ventilation is require for the new system.
- D. Install necessary racks and hardware required to support the new system if needed.
- E. Once operational and accepted remove all packing materials, trash, etc. from room in which system has been installed.

7. **OTHER REQUIREMENTS**

- A. Onsite user training for each Information Technology and any other interested staff member.
- B. Administrative training for County IT staff.

Room Size

Total with two combined rooms: 29'4" W x 54'8" L

Small half: 29'4" W x 23'5" L

Large half: 29'4" W x 31'4" L

**BID FORM**

**A/V System for 3<sup>rd</sup> Floor Multipurpose Room**

I/we have reviewed the specifications and provisions for installing Two (2) A/V systems that includes a minimum of two wired microphones and or two wireless microphones, two video screens, two 6000 lumen (minimum) ceiling mounted projectors, and twelve ceiling mounted loudspeakers, HDMI and VGA connections and remote control electronics. Both systems can operate independently, or can be combined as one system. I/we hereby propose to furnish The System as specified:

Make: \_\_\_\_\_ Model: \_\_\_\_\_

Year system was first manufactured: \_\_\_\_\_

Total bid price for the system including delivery and set up: \_\_\_\_\_

The System will be delivered within \_\_\_\_\_ calendar days from receipt of written order.

Installation and acceptance of the system expected within \_\_\_\_\_ calendar days.

**BID MUST BE SIGNED TO BE VALID**

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Typed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

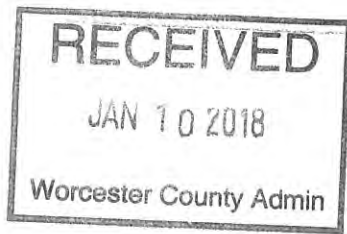
Vendor List for Audio Video Project



1. Baltimore Sound Engineering, Inc.  
6308 Blair Hill Lane  
Baltimore, MD 21209  
Attn: David Soul  
Phone: 410-583-8900  
Fax: 410-583-9535
  
2. Visual Sound  
1642 Sulphur Spring Road  
Baltimore, MD 21227  
Attn: Tom Vielandi  
Phone: 410-409-8295  
Email: [tvielandi@visualsound.com](mailto:tvielandi@visualsound.com)
  
3. AVI-SPL DC Office  
540 Huntmar Park Dr, Suite B  
Herndon, VA 20170  
Phone: 703-796-9011  
Fax: 703-796-9047
  
4. Delmarva Tele-Plus, Inc.  
300 B Mill Street  
Salisbury, MD 21801  
Attn: Bill Tingle, JR.  
Phone: 410-546-5150  
Fax: 410-548-2265
  
5. Sound Advice Audio Specialties  
6425 Freedom Way  
Salisbury, MD 21801  
Attn: Jeff Wharton  
Phone: 410-572-5623  
Email: [trusound@ezy.net](mailto:trusound@ezy.net)  
Fax: 410-572-5623

Impact Technology Group  
913 S.H. Rd  
Salisbury 21804

Electronic Interiors  
12417 Ocean Gateway #32  
Ocean City Md  
21842



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FRED E. WEBSTER, JR.  
DIRECTOR

EMERGENCY SERVICES  
**Worcester County**  
GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1002  
SNOW HILL, MARYLAND 21863-1193  
TEL: 410-632-1311  
FAX: 410-632-4686

To: Harold Higgins, Chief Administrative Officer  
From: Fred Webster, Director of Emergency Services   
Re: Dispatch Flooring Renovation  
Date: 9 January 2018

---

The Department of Emergency Services, as part of a comprehensive renovation of the primary 9-1-1 center, requires the replacement of the raised access flooring system. This technical flooring system consists of support members and removable panels for the purposes of access for cabling installation, cabling maintenance and general servicing of the sub-floor area.

The Department has worked diligently to identify vendors capable of supplying, installing and maintaining this specialized flooring system as well as determining general market costs for the proposed flooring solution. In doing so the Department identified Bergvik North America, INC of Salisbury, MD as a manufacturer and installer of these systems with a significant resume of experience working in Maryland 9-1-1 centers. Additionally, pricing provided by Bervik was found to be highly competitive with general pricing in the region.

To that end, to insure prompt and reliable local service, I request that the County Commissioners waive bidding as being in the best interest of the county and award procurement to Bergvik North America, INC in the amount of \$23,900.00 for replacement of the raised access floor system within the Worcester County 9-1-1 Center dispatch center and equipment room. Sufficient funding is available in an established account to cover the cost of this as well as other cost associated with the room renovation.

I am available to answer any questions that may arise at your convenience.

Cc: James Hamilton





BERGVIK NORTH AMERICA, INC.  
2040 Shipley Drive, Bldg. C-3  
Salisbury, Maryland 21801  
Tel. 410 548 1449  
Fax. 410 548 2630  
[www.bergvik.com](http://www.bergvik.com)

Consignee  
Worchester County  
Mr. James Hamilton  
Snow Hill  
Maryland

Peter Brandstrom  
Tel. +1 410 548 1449  
[peter.brandstrom@bergvik.com](mailto:peter.brandstrom@bergvik.com)

Our reference  
Scott Hughes  
  
Telephone  
619-636-0771

Quotation date  
12/08/2017

Quotation No.  
**120817-4**

## QUOTATION

### Project: Raised Floor for Court House project in Snow Hill

Dear James,

Referring to your inquiry, we are pleased to offer Raised Flooring for the above project. It will be both a new Tech Floor system, and a used Tate Concore 1250 Panel system as shown below. The quotation is based on the documents and information shown below;

This quotation is based on measurements taken on site, as well as a RussBassett drawing.

The price on page 2 are for all necessary component needed as will be shown on our floor layout CAD-drawing no. *to come after receipt of formal purchase order*

#### Floor specifications:

##### Equipment Server Room

Uniform distributed load UDL: 210 psf  
Point load: <0.12" defl. at 665 lbs point load  
Floor height: Existing pedestals/ substructure to stay  
Used Panel & Surface finish: Tate Concore 1250 panel xxxx  
Total floor area: 320 ft<sup>2</sup> (20'x16')

##### Dispatch Center

Uniform distributed load UDL: 210 psf  
Point load: <0.12" defl. at 665 lbs point load  
Floor height: 8 inches  
Surface finish: M335 Granite Laminate  
Total floor area: 935 ft<sup>2</sup> (33'.2" x 29'.4")

**TOTAL: \$23 900.00**

2

**Included in scope of work:**

- AutoCAD access floor layout drawings (for Dispatch only), based on receipt of scaled DWG-format floorplan.
- Attic stock of floor panels and pedestals.

**Not included in scope of work:**

- Building Permits
- Structural Stamp
- Grounding of new raised access floor.
- Accessories such as Ramps, Railing, Border Fascia, grommets, etc.

**Equipment Server Room**

BNA Art.No.	Units	Description
44-SRGT-1	187	Tate Concore 1250 w Grey Twirl laminate (used panels)

**Equipment Server Room**

02-10337	4	Foamtape 15x16 mm for use between walls & perimeter panels. 10 m/roll
30-0702	2	Double floor panel lifter
30-9101	7	TF Pedestal Glue for 50 pedestals
36-0200	338	TF pedestal type DE for FFH= 8" +/- 3/4" level adjustment
52-5191	260	M335 Granite Laminate panel, 24"x24" with alu backing & black edge trim.

<b>Total Material Cost</b>	<b>\$16 400.00</b>
<b>Freight charge:</b>	<b>\$1 900.00</b>
<b>Installation Charge, 1 deployment:</b>	<b>\$5 600.00</b>

**TOTAL:** **\$23 900.00**

# TERMS

The proposal is subject to intervening sales

Price validity

Offered prices are valid excl. MD Sales & Use Tax and for undivided delivery (when otherwise not incl. in the proposal).

Terms of delivery

Delivered to Snow Hill, MD

Way of delivery

Truck Freight.

Delivery time - standard terms

2-3 weeks after written confirmed order

Terms of payment

Net 30 days from invoice date.

Proposal valid until

1/8/2018. For delivery no later than 2/8/2018.

Component standard

According to Bergvik North America's standard.

Warranty with Bergvik Laminate

5 years from invoice date. The warranty covers material only provided that the product has been installed and maintained according to Bergvik instructions.

*Note! The warranty is valid only when the products are stored and handled inside, not exposed to rain or snow, and exposed to relative humidity RH of max 80% for maximum 8 hours.*

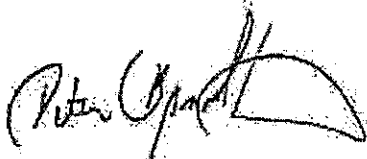
General conditions

If not otherwise stated above, General conditions according to ECE 188 shall apply.

Salisbury, Maryland 12/8/2017

Yours sincerely,

Bergvik Flooring N.A, Inc.



Peter Brandstrom  
President



## An aesthetically beautiful 911 Center with full Flexibility



### CASE FACTS

The mission from Harford County Emergency Services to Bergvik Flooring was to install an aesthetically pleasing, quality raised floor with a fully lateral stable sub-structure and only 1/3 as many pedestals to avoid obstructions and speed up installation.

### THIS IS HARFORD COUNTY EMERGENCY SERVICES

Harford County 911 Center dispatcher coordinates resources for the public and the first responders answering the call for emergency assistance. Twelve volunteer Fire and Ambulance Companies protect the citizens of Harford County. The Harford County Council in early 2008 approved funds for the new Emergency Operations Center that stands here today.

When Harford County Emergency Services was designing their new building they knew what they wanted when it came to their raised floor design in the Dispatch Center; a quality raised floor with matching A0040 Oak laminate surface finishes on Panels, Stairs, Border Fascia's and Ramp to maximize the aesthetics in the Dispatch Center. That is why the Iso Floor from Bergvik was a perfect match for Harford and it became their choice.

Since the Iso Floor also is the only raised floor system on the market where one can install the entire sub-structure without the panels, it allowed all other sub contractors to do their under-floor installations without removing and damaging the panels. It's the floor for the future.





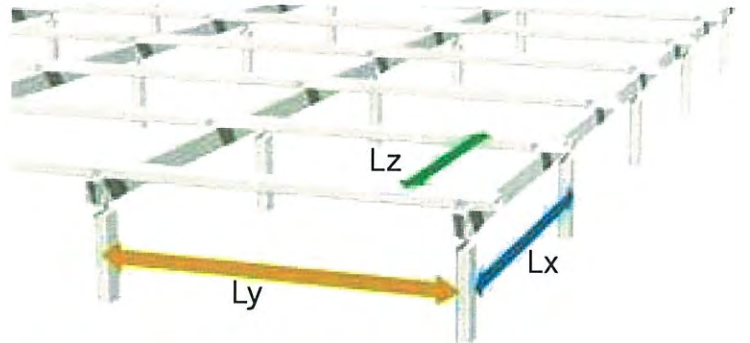
Bergvik's Iso Floor for the 911 Dispatch Center was built in two levels, with a 18 & 42 inch (450 & 1065 mm) finished floor height to provide a higher Supervisor platform area in the center of the dispatch center.

The Bergvik laminate finish, extremely wear resistant and easy to clean, is so durable that cumbersome chair mats are not needed. Chairs with casters for hard surface floors glide smoothly around workstations. Panels are available in standard 24 x 24 inch size, but can also be fabricated in custom sizes if required. Best of all, the floor carries an unrivaled 5-year warranty.

The total area of the Iso Floor installation was about 8800 SF (835 m<sup>2</sup>). The architect for the project was Edmeades & Stromdahl in Bel Air, Maryland. Bramic in Pickering, Canada supplied the console furniture. Moultrie Manufacturing in Moultrie, Georgia supplied the railings.



The flexible and adaptable Iso Floor construction allows de-signing for loads of up to 800 lbf/sf (40 kN/m<sup>2</sup>.) Distances between support members (Lx, Ly, Lz) are the factors guiding the static design load.



Distributor:  
Console Cleaners  
Chehalis, WA 98532  
Phone: 855-227-2329

Manufacturer:  
Bergvik North America Inc.  
www.bergvik.com





19

HAROLD L. HIGGINS, CPA  
CHIEF ADMINISTRATIVE OFFICER  
MAUREEN F.L. HOWARTH  
COUNTY ATTORNEY

COMMISSIONERS  
MADISON J. BUNTING, JR., PRESIDENT  
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ANTHONY W. BERTINO, JR.  
JAMES C. CHURCH  
THEODORE J. ELDER  
MERRILL W. LOCKFAW, JR.  
JOSEPH M. MITRECIC

OFFICE OF THE  
COUNTY COMMISSIONERS

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

January 10, 2018

TO: Harold L. Higgins, Chief Administrative Officer  
FROM: Kelly Shannahan, Assistant Chief Administrative Officer *KL*  
SUBJECT: Proposed Employee Events and Programs - 2018

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As you are aware, over the past several years the County Commissioners have sponsored events and programs for Worcester County Government employees to improve morale and demonstrate their support and appreciation of County staff. These events have been extremely successful and sincerely appreciated by County employees. Therefore, I am proposing that the County Commissioners approve the following "Worcester County Government Employee Appreciation" events and programs for 2018:

1. **Night at The Shorebirds** - Friday, June 8, 2018 at 7:05 pm vs. Hagerstown Suns, with fireworks after the game. Tickets would be free for each employee with additional tickets for family and friends sold for \$5 each. Total cost to the County would be \$1,000 (for 200 tickets), less income from ticket sales. In 2017, we needed 222 tickets, with 107 distributed to staff and 115 sold to family and friends for a net cost of \$535 to the County.
2. **Jolly Roger Day** - Saturday, August (Exact Day To Be Determined), 2018 from 10:00 am until 6:00 pm. This event is at **no cost to the County** as we sell wristbands to County employees and their family and friends at the generous pricing offered by Buddy Jenkins and the Jolly Roger staff as follows: \$12 per person for the day at Splash Mountain; with add-ons including 2-hour Go-Kart rides (\$12), Extreme Rides (\$12), Amusement Rides and Mini Golf (\$7) and/or Mini Golf (\$3). Last year a total of 1,175 employees, family and friends attended.
3. **County Commissioners' Outstanding Employee Recognition Program** - This program began in 2014 and has been quite successful. At each meeting, the County Commissioners randomly choose a County staff member who has been nominated by their Department Head or Supervisor to be recognized for their exemplary service to the County. The selected employee receives a \$50 gift card at a local restaurant which is personally presented by the Chief Administrative Officer (and County Commissioners if they wish) along with a "Thank You" from the County Commissioners. Public Information Officer Kim Moses provides a write-up for each employee in the County Employees' Newsletter. The total annual budget for this program is \$1,200.

Please present the above proposal to the County Commissioners for their review and approval. If you should have any questions or concerns, please feel free to contact me.



# Delmarva Shorebirds Group

## Contract/Receipt

**Phone: (410) 219-3112**  
**Fax: (410) 219-9164**  
 Worcester County Government  
 Kelly Shanahan  
 1 W Market St Rm 1103  
 Snow Hill MD 21863  
 410-632-1194

**Special Requests:**  
 Fireworks Night!

62014
Invoice #
1/9/2018
Order Date
Josh Knupp
Sales Rep
Line of Business
Customer '18 Ren
Account Status
<b>FUNDRAISER</b>

**EVENT DATE: 6/8/2018    Hagerstown Suns    7:05 pm    Fireworks!**

TICKETS	QTY	DESCRIPTION	PRICE EA	EXTENDED PRICE
FUND	200	Fundraiser - Upper Reserved Tickets	\$5.00	\$1,000.00

RENTALS	QTY	DESCRIPTION	PRICE EA	EXTENDED PRICE

OTHER	QTY	DESCRIPTION	PRICE EA	EXTENDED PRICE

**Method of Payment**

VISA  
  MC  
  Discover  
  AMEX  
  Check  
  Cash

Credit Card Number	CC Name	CC Exp

**POLICIES & PROCEDURES**

- 30% of the total amount is required upon booking of the event.
- Final payment and final attendee numbers are required 3 weeks (21 days) prior to game date. There are no refunds or exchanges upon receiving full or partial payment. Additions to group size are subject to availability. Reduction in group size of more than 20% cannot be accommodated and a minimum of 80% of the original total, as provided in this contract, will be due and payable in any event.
- In the event that an official game is not completed, all rain policies apply. The rain policy for the Executive Club, Hardball Cafe, Picnic Deck, and Suite are as follows: In the event that an official game is not completed and food was not served, tickets may be rescheduled for another date or exchanged for equal value in Upper Reserved tickets for a future game. Tickets which were validated by the attendant, and/or received food may only be exchanged for Upper Reserved tickets to a future game.
- ND OUTSIDE FOOD OR BEVERAGES ALLOWED IN THE STADIUM.
- PARKING is \$4 per car, \$10 per bus.

TICKETS:	\$1,000.00
RENTALS:	
OTHER:	
S & H:	

<b>TOTAL:</b>	\$1,000.00
PAYMENTS:	

**BALANCE DUE:** \$1,000.00

*Final Headcount  
and Payment Due:*

Make Checks payable to:  
 Delmarva Shorebirds  
 P.O. Box 1557  
 Salisbury, MD 21802

<b>DEPOSIT DUE BY:</b>	<b>DEPOSIT DUE:</b>

\_\_\_\_\_  
*Signature of Approval:*

# 2018 SHOREBIRDS SCHEDULE

APRIL						
SUN	MON	TUES	WED	THUR	FRI	SAT
1	2	3	4	5 7:05	6 7:05	7 7:05
				ASH	ASH	ASH
8 2:05	9 7:05	10 7:05	11 10:35	12	13	14
ASH	HIC	HIC	HIC	LWD	LWD	LWD
15	16	17	18	19 7:05	20 7:05	21 7:05
LWD	HAG	HAG	HAG	LWD	LWD	LWD
22 2:05	23 7:05	24 7:05	25 7:05	26 10:35	27	28
LWD	KAN	KAN	KAN	KAN	HIC	HIC
29	30					
HIC	OFF					

MAY						
SUN	MON	TUES	WED	THUR	FRI	SAT
		1 7:05	2 7:05	3 10:35	4 7:05	5 7:05
		GVL	GVL	GVL	AUG	AUG
6 2:05	7 7:05	8	9	10	11	12
AUG	AUG	OFF	LEX	LEX	LEX	COL
13	14	15	16	17 7:05	18 7:05	19 7:05
COL	COL	COL	OFF	HAG	HAG	HAG
20 2:05	21	22	23	24	25 7:05	26 7:05
HAG	HIC	HIC	HIC	HIC	LWD	LWD
27 2:05	28 2:05	29	30	31		
LWD	LWD	KAN	KAN	KAN		

JUNE						
SUN	MON	TUES	WED	THUR	FRI	SAT
					1	2
					CSC	CSC
3	4	5 7:05	6 7:05	7 7:05	8 7:05	9 6:35
CSC	OFF	GBO	GBO	GBO	HAG	HAG
10 2:05	11	12	13	14	15	16
HAG	KAN	KAN	KAN	KAN	WV	WV
17	18	19	20	21 7:05	22 7:05	23 7:05
WV	ALL	STAR	BREAK	KAN	KAN	KAN
24 2:05	25 7:05	26 7:05	27	28	29	30
HAG	HAG	HAG	GBO	GBO	GBO	LWD

JULY						
SUN	MON	TUES	WED	THUR	FRI	SAT
1	2	3	4 6:05	5 7:05	6 7:05	7 7:05
LWD	LWD	LWD	HAG	HAG	HAG	HIC
8 5:05	9 7:05	10	11	12	13	14
HIC	HIC	OFF	CSC	CSC	CSC	WV
15	16	17	18	19 7:05	20 7:05	21 7:05
WV	WV	WV	OFF	GBO	GBO	GBO
22 5:05	23	24	25	26	27	28
GBO	HAG	HAG	HAG	HAG	KAN	KAN
29	30 7:05	31 7:05				
KAN	LWD	LWD				

AUGUST						
SUN	MON	TUES	WED	THUR	FRI	SAT
			1 7:05	2 7:05	3 7:05	4 7:05
			LWD	CSC	CSC	CSC
5 5:05	6	7	8	9	10	11
CSC	OFF	ROM	ROM	ROM	COL	COL
12	13	14	15 7:05	16 7:05	17 7:05	18 7:05
COL	COL	OFF	CSC	CSC	CSC	ROM
19 5:05	20 7:05	21 7:05	22	23	24	25
ROM	ROM	ROM	OFF	GBO	GBO	GBO
26	27 7:05	28 7:05	29 7:05	30 7:05	31	
GBO	HIC	HIC	HIC	HIC	LWD	

SEPTEMBER						
SUN	MON	TUES	WED	THUR	FRI	SAT
						1
						LWD
2	3					
LWD	LWD					

Home Game	DEL Delmarva Shorebirds	ASH Asheville Tourists
Road Game	GBO Greensboro Grasshoppers	AUG Augusta GreenJackets
10:35 AM Game	HAG Hagerstown Suns	COL Columbia Fireflies
Fireworks	HIC Hickory Crawdads	CSC Charleston RiverDogs
	KAN Kannapolis Intimidators	GVL Greenville Drive
	LWD Lakewood BlueClaws	LEX Lexington Legends
	WVP West Virginia Power	ROM Rome Braves



TEL: 410-632-1194  
FAX: 410-632-3131  
E-MAIL: admin@co.worcester.md.us  
WEB: www.co.worcester.md.us



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HAROLD L. HIGGINS, CPA  
CHIEF ADMINISTRATIVE OFFICER  
MAUREEN F.L. HOWARTH  
COUNTY ATTORNEY

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OFFICE OF THE  
COUNTY COMMISSIONERS

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

January 10, 2018

TO: Worcester County Commissioners  
FROM: Kelly Shannahan, Assistant Chief Administrative Officer *KL*  
SUBJECT: Pending Board Appointments - Terms Beginning January 1, 2018

---

Attached, please find copies of the Board Summary sheets for the remaining County Boards or Commissions (14) which have current vacancies (25 total). They are as follows: Commission on Aging Board (5), Agricultural Reconciliation Board (1), Drug & Alcohol Abuse Council (2), Housing Review Board (1), Local Management Board/Initiative to Preserve Families Board (1), Local Development Council for the Ocean Downs Casino (3), Lower Shore Workforce Investment Board (1), Property Tax Assessment Appeal Board (1, with 3 nominees to Governor), Recreation Advisory Board (1), Social Services Board (2), Solid Waste Advisory Committee (1), Tourism Advisory Committee (1), Water and Sewer Advisory Council - Ocean Pines (2), and Commission for Women (3). I have circled the members whose terms have expired on each of these boards.

Most of these Boards and Commissions specify that current members' terms will expire on December 31<sup>st</sup>. Current members will continue to serve beyond their term until they are either reappointed or a replacement is named. Please consider these reappointments or new appointments as soon as possible so I can notify the board members and staff contacts as soon as possible to restore full membership to each of these County Boards and Commissions.

## **Pending Board Appointments - By Commissioner**

- District 1 - Lockfaw** p. 11 - Local Development Council for Ocean Downs Casino (Ron Taylor - for remainder of term through 2018) - 4-year  
p. 15 - Social Services Board (Tracey Cottman) - 3-year

**District 2 - Purnell** All District Appointments received. Thank You!  
Please consider nominations for At-Large positions listed below - "All Commissioners"

**District 3 - Church** All District Appointments received. Thank You!  
Please consider nominations for At-Large positions listed below - "All Commissioners"

**District 4 - Elder** All District Appointments received. Thank You!  
Please consider nominations for At-Large positions listed below - "All Commissioners"

- District 5 - Bertino** p. 9 - Housing Review Board (Donna Dillon) - 3-year  
p. 11 - Local Development Council for Ocean Downs Casino (Jim Rosenberg) - 4-year  
p. 15 - Social Services Board (Cathy Gallagher) - 3-year  
p. 19 - Tourism Advisory Committee (Teresa Travatello) - 4-year  
p. 20 - Water and Sewer Advisory Council - Ocean Pines (Frederick Stiehl and Michael Reilly) - 4-year  
p. 21 - Commission for Women (Charlotte Cathell) - 3-year

- District 6 - Bunting** p. 14 - Recreation Advisory Board (Chris Klebe) - 4-year  
p. 20 - Water and Sewer Advisory Council - Ocean Pines (Frederick Stiehl and Michael Reilly) - 4-year

**District 7 - Mitreic** All District Appointments received. Thank You!  
Please consider nominations for At-Large positions listed below - "All Commissioners"

### **All Commissioners**

- p. 6 - (1) Agricultural Reconciliation Board (Betty McDermott - At-Large) - 4-year  
p. 7 - (1) Drug and Alcohol Abuse Council (Rev. Bill Sterling - Knowledge on Substance Abuse Issues) - 4-year  
p. 10 - (1) Local Management Board (Eloise Henry Gordy) - 3-year  
p. 11 - (1) Local Development Council for Ocean Downs Casino (David Massey - At-Large - business or institution representative in immediate proximity to Ocean Downs) - 4-year  
p. 12 - (1) Lower Shore Workforce Investment Board (Donna Weaver - Business Representatives) - 4-year  
p. 13 - Property Tax Assessment Appeal Board (Robert D. Rose - Pocomoke area) - must submit 3 nominees to Governor for his consideration in making this appointment - 5-year  
p. 20 - (2) Water and Sewer Advisory Council - Ocean Pines (Frederick Stiehl and Michael Reilly) - 4-year  
p. 21 - (2) Commission for Women (Alice Jean Ennis - At-Large-Pocomoke, and Eloise Henry Gordy - At-Large-Snow Hill) - 3-year

### **All Commissioners (Awaiting Nominations)**

- p. 3 - (5) Commission on Aging Board (George "Tad" Pruitt and Bonnie C. Caudell - Snow Hill, Lloyd Parks - Girdletree, Larry Walton - Ocean Pines, and Clifford Gannett - Pocomoke) - self-appointed by Commission on Aging & confirmed by County Commissioners- 3-year to Sept 30  
p. 17 - (1) Solid Waste Advisory Committee (Steve Brown - upon nomination from Town of Ocean City) - 4-year

## COMMISSION ON AGING BOARD

Reference: By Laws of Worcester County Commission on Aging  
- As amended July 2015

Appointed by: Self-Appointing/Confirmed by County Commissioners

Function: Supervisory/Policy Making

Number/Term: Not less than 12; 3 year terms, may be reappointed  
Terms Expire September 30

Compensation: None

Meetings: Monthly, unless otherwise agreed by a majority vote of the Board

Special Provisions: At least 50% of members to be consumers or volunteers of services provided by Commission on Aging, with a representative of minorities and from each of the senior centers; one County Commissioner; and Representatives of Health Department, Social Services and Board of Education as Ex-Officio members

Staff Contact: Worcester County Commission on Aging, Inc. - Snow Hill  
Rob Hart, Executive Director (410-632-1277)

**Current Members:**

<u>Member's Name</u>	<u>Resides/Represents</u>	<u>Years of Term(s)</u>
George "Tad" Pruitt	Snow Hill	05-08-11-14, 14-17
Lloyd Parks	Girdletree	08-11-14, 14-17
Larry Walton	Ocean Pines	*13-14, 14-17
Bonnie C. Caudell	Snow Hill	*09-11-14, 14-17
Clifford Gannett	Pocomoke	*12-14, 14-17
Tommy Tucker	Snow Hill	09-12-15, 15-18
Tommy Mason	Pocomoke	15-18
Helen Whaley	Berlin	*16-18
Fred Grant	Snow Hill	*15-16, 16-19
Joyce Cottman	Berlin	*16, 16-19
Cynthia Malament	Berlin	07-10-13-16, 16-19
Rebecca Cathell	Agency - Maryland Job Service	
Lou Taylor	Agency - Worcester County Board of Education	
Roberta Baldwin	Agency - Worcester County Department of Social Services	
Rebecca Jones	Agency - Worcester County Health Department	
Madison J. Bunting, Jr.	Worcester County Commissioners' Representative	

\* = Appointed to fill an unexpired term

Prior Members:

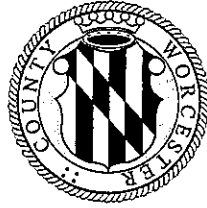
Since 1972

Virginia Harmon  
 Maude Love  
 Dr. Donald Harting  
 John C. Quillen  
 Violet Chesser  
 William Briddell  
 Harrison Matthews  
 John McDowell  
 Mildred Brittingham  
 Maurice Peacock  
 Father S. Connell  
 Rev. Dr. T. McKelvey  
 Samuel Henry  
 Rev. Richard Hughs  
 Dorothy Hall  
 Charlotte Pilchard  
 Edgar Davis  
 Margaret Quillen  
 Lenore Robbins  
 Mary L. Krabill  
 Leon Robbins  
 Claire Waters  
 Thelma Linz  
 Oliver Williams  
 Michael Delano  
 Father Gardiner  
 Iva Baker  
 Minnie Blank  
 Thomas Groton III  
 Jere Hilbourne  
 Sandy Facinoli  
 Leon McClafin  
 Mabel Scott  
 Wilford Showell  
 Rev. T. Wall  
 Jeaninne Aydelotte  
 Richard Kasabian  
 Dr. Fred Bruner  
 Edward Phillips  
 Dorothy Elliott  
 John Sauer  
 Margaret Kerbin  
 Carolyn Dorman  
 Marion Marshall  
 Dr. Francis Ruffo  
 Dr. Douglas Moore  
 Hibernia Carey  
 Charlotte Gladding  
 Josephine Anderson  
 Rev. R. Howe  
 Rev. John Zellman  
 Jessee Fassett  
 Delores Waters  
 Dr. Terrance A. Greenwood  
 Baine Yates  
 Wallace T. Garrett  
 William Kuhn (86-93)  
 Mary Ellen Elwell (90-93)  
 Faye Thomes

Mary Leister (89-95)  
 William Talton (89-95)  
 Sunder Henry (89-95)  
 Josephine Anderson  
 Saunders Marshall (90-96)  
 Louise Jackson (93-96)  
 Carolyn Dorman (93-98)  
 Constance Sturgis (95-98)  
 Connie Morris (95-99)  
 Jerry Wells (93-99)  
 Robert Robertson (93-99)  
 Margaret Davis (93-99)  
 Dr. Robert Jackson (93-99)  
 Patricia Dennis (95-00)  
 Rev. C. Richard Edmund (96-00)  
 Viola Rodgers (99-00)  
 Baine Yates (97-00)  
 James Shreeve (99-00)  
 Tad Pruitt (95-01)  
 Rev. Walter Reuschling (01-02)  
 Armond Merrill, Sr. (96-03)  
 Gene Theroux  
 Blake Fohl (98-05)  
 Constance Harmon (98-05)  
 Catherine Whaley (98-05)  
 Wayne Moulder (01-05)  
 Barbara Henderson (99-05)  
 Gus Payne (99-05)  
 James Moeller (01-05)  
 Rev Stephen Laffey (03-05)  
 Anne Taylor (01-07)  
 Jane Carmean (01-07)  
 Alex Bell (05-07)  
 Inez Somers (03-08)  
 Joanne Williams (05-08)  
 Ann Horth (05-08)  
 Helen Richards (05-08)  
 Peter Karras (00-09)  
 Vivian Pruitt (06-09)  
 Doris Hart (08-11)  
 Helen Heneghan (08-10)  
 Jack Uram (07-10)  
 Robert Hawkins (05-11)  
 Dr. Jon Andes  
 Lloyd Pullen (11-13)  
 John T. Payne (08-15)  
 Sylvia Sturgis (07-15)  
 Gloria Blake (05-15)  
 Dr. Jerry Wilson (Bd. of Ed.)  
 Peter Buesgens (Social Services)  
 Deborah Goeller (Health Dept.)

\* = Appointed to fill an unexpired term

TEL: 410-632-1194  
FAX: 410-632-3131  
E-MAIL: admin@co.worcester.md.us  
WEB: www.co.worcester.md.us



OFFICE OF THE  
COUNTY COMMISSIONERS

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

November 13, 2017

HAROLD L. HIGGINS, CPA  
CHIEF ADMINISTRATIVE OFFICER  
MAUREEN F.L. HOWARTH  
COUNTY ATTORNEY

COMMISSIONERS  
MAOISON J. BUNTING, JR., PRESIDENT  
DIANA PURNELL, VICE PRESIDENT  
ANTHONY W. BERTINO, JR.  
JAMES C. CHURCH  
THEODORE J. ELDER  
MERRILL W. LOCKFAW, JR.  
JOSEPH M. MITRECIC

Rob Hart, Executive Director  
Commission on Aging  
4767 Snow Hill Rd  
Snow Hill, MD 21863

RE: Nominations for Members of the Commission on Aging Board

Dear Mr. Hart:

As I believe you are aware, the terms of the following five members of the Worcester County Commission on Aging Board of Directors expired on September 30, 2017:

Tad Pruitt	Snow Hill
Lloyd Parks	Girdletree
Larry Walton	Ocean Pines
Bonnie Caudell	Snow Hill
Clifford Gannett	Pocomoke City

Please discuss this matter with the Commission on Aging Board and submit their nominations for new appointments or reappointments to fill these vacancies as soon as possible in order to restore full membership to the Commission on Aging Board of Directors.

Thank you for your attention to this matter. If you should have any questions or concerns, please feel free to contact me at this office.

Sincerely,

Kelly Shannahan  
Assistant Chief Administrative Officer

KS/fac  
cc: Worcester County Commissioners  
Board Book  
H:\CCBOARDS\Commission on Aging request for nominations.wpd

## AGRICULTURAL RECONCILIATION BOARD

Reference: Public Local Law § ZS 1-346 (Right to Farm Law)

Appointed by: County Commissioners

Function: Regulatory  
 Mediate and arbitrate disputes involving agricultural or forestry operations conducted on agricultural lands and issue opinions on whether such agricultural or forestry operations are conducted in a manner consistent with generally accepted agricultural or forestry practices and to issue orders and resolve disputes and complaints brought under the Worcester County Right to Farm Law.

Number/Term: 5 Members/4-Year Terms - Terms expire December 31st

Compensation: None - Expense Reimbursement as provided by County Commissioners

Meetings: At least one time per year, more frequently as necessary

Special Provisions: - All members must be County residents  
 - Two Members chosen from nominees of Worcester County Farm Bureau  
 - One Member chosen from nominees of Worcester County Forestry Board  
 - Not less than 2 but not more than 3 members shall be engaged in the agricultural or forestry industries

Staff Contact: Dept. of Development Review & Permitting  
 - Edward A. Tudor, Director (410-632-1200, ext. 100)  
 County Agricultural Extension Agent - As Consultant to the Board  
 - Doug Jones, District Manager, Resource Conservation District - (632-3109, x112)

**Current Members:**

<u>Member's Name</u>	<u>Nominated By</u>	<u>Ag/Forest Industry</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Betty McDermott	At-Large	No	Ocean Pines	*09-09-13, 13-17
Tom Babcock	At-Large	No	Whaleyville	14-18
Dean Ennis	Farm Bureau	Yes	Pocomoke	06-10-14, 14-18
Stacey Esham	Forestry Bd.	Yes	Berlin	12-16, 16-20
Brooks Clayville	Farm Bureau	Yes	Snow Hill	00-04-08-12-16, 16-20

**Prior Members: Since 2000**

Michael Beauchamp (00-06)  
 Phyllis Davis (00-09)  
 Richard G. Holland, Sr. (00-12)  
 Rosalie Smith (00-14)

\* = Initial terms staggered

## DRUG AND ALCOHOL ABUSE COUNCIL

Reference: PGL Health-General, Section 8-1001

Appointed by: County Commissioners

Functions: Advisory  
Develop and implement a plan for meeting the needs of the general public and the criminal justice system for alcohol and drug abuse evaluation, prevention and treatment services.

Number/Term: At least 18 - At least 7 At-Large, and 11 ex-officio (also several non-voting members)  
At-Large members serve 4-year terms; Terms expire December 31

Compensation: None

Meetings: As Necessary

Special Provisions: Former Alcohol and Other Drugs Task Force was converted to Drug and Alcohol Abuse Council on October 5, 2004.

Staff Contact: Jack Orris, Council Secretary, Health Department (410-632-1100, ext. 1038)  
Doug Dods, Council Chair, Sheriff's Office (410-632-1111)

### Current Members:

<u>Name</u>	<u>Representing</u>	<u>Years of Term(s)</u>
<b><u>At-Large Members</u></b>		
Rev. Bill Sterling	Knowledge of Substance Abuse Issues	13-17 <i>moved/replace</i>
Eric Gray (Christina Purcell)	Substance Abuse Treatment Provider	*15-18
Sue Abell-Rodden	Recipient of Addictions Treatment Services	10-14, 14-18
Colonel Doug Dods	Knowledgeable on Substance Abuse Issues	04-10 (advisory), 10-14, 14-18
Jim Freeman, Jr.	Knowledgeable on Substance Abuse Issues	04-11-15, 15-19
Jennifer LaMade	Knowledgeable on Substance Abuse Issues	*12-15, 15-19
Kat Gunby	Substance Abuse Prevention Provider	*16-19
Kim Moses	Knowledgeable on Substance Abuse Issues	08-12-16, 16-20
Dr. Roy W. Cragway, Jr.	Knowledgeable on Substance Abuse Issues	*17-20
Colleen Wareing	Knowledge of Substance Abuse Treatment	*06-09-13-17, 17-21

### **Ex-Officio Members**

Rebecca Jones	Health Officer	Ex-Officio, Indefinite
Roberta Baldwin	Social Services Director	Ex-Officio, Indefinite
Spencer Lee Tracy, Jr.	Juvenile Services, Regional Director	Ex-Officio, Indefinite
Trudy Brown	Parole & Probation, Regional Director	Ex-Officio, Indefinite
Beau Oglesby	State's Attorney	Ex-Officio, Indefinite
Burton Anderson	District Public Defender	Ex-Officio, Indefinite
Sheriff Reggie Mason (Doug Dods)	County Sheriff	Ex-Officio, Indefinite
William Gordy (Eloise Henry Gordy)	Board of Education President	Ex-Officio, Indefinite
Diana Purnell	County Commissioners	Ex-Officio, Indefinite
Judge Thomas Groton (Jen Bauman)	Circuit Court Administrative Judge	Ex-Officio, Indefinite
Judge Gerald Purnell (Tracy Simpson)	District Court Administrative Judge	Ex-Officio, Indefinite
Donna Bounds	Warden, Worcester County Jail	Ex-Officio, Indefinite

### Advisory Members

Lt. Earl W. Starnier	Maryland State Police	Since 2004
Charles "Buddy" Jenkins	Business Community - Jolly Roger Amusements	
Chief Ross Buzzuro (Lt. Rick Moreck)	Ocean City Police Dept.	
Leslie Brown	Hudson Health Services, Inc.	

### Prior Members:

Since 2004

Vince Gisriel	Aaron Dale
Michael McDermott	Garry Mumford
Marion Butler, Jr.	Sharon Smith
Judge Richard Bloxom	Jennifer Standish
Paula Erdie	Karen Johnson (14-17)
Tom Cetola	
Gary James (04-08)	
Vickie Wrenn	
Deborah Winder	
Garry Mumford	
Judge Theodore Eschenburg	
Andrea Hamilton	
Fannie Birckhead	
Sharon DeMar Reilly	
Lisa Gebhardt	
Jenna Miller	
Dick Stegmaier	
Paul Ford	
Megan Griffiths	
Ed Barber	
Eloise Henry-Gordy	
Lt. Lee Brumley	
Ptl. Noal Waters	
Ptl. Vicki Fisher	
Chief John Groncki	
Chief Arnold Downing	
Frank Pappas	
Captain William Harden	
Linda Busick (06-10)	
Sheriff Chuck Martin	
Joel Todd	
Diane Anderson (07-10)	
Joyce Baum (04-10)	
James Yost (08-10)	
Ira "Buck" Shockley (04-13)	
Teresa Fields (08-13)	
Frederick Grant (04-13)	
Doris Moxley (04-14)	
Commissioner Merrill Lockfaw	
Kelly Green (08-14)	
Sheila Warner - Juvenile Services	
Chief Bernadette DiPino - OCPD	
Chief Kirk Daugherty -SHPD	
Mike Shamburek - Hudson Health	
Shirleen Church - BOE	
Tracy Tilghman (14-15)	
Marty Pusey (04-15)	
Debbie Goeller	
Peter Buesgens	



## HOUSING REVIEW BOARD

Reference: Public Local Law §BR 3-104

Appointed by: County Commissioners

Function: Regulatory/Advisory  
To decide on appeals of code official's actions regarding the Rental Housing Code. Decide on variances to the Rental Housing Code.  
Review Housing Assistance Programs.

Number/Term 7/3 year terms  
Terms expire December 31st

Compensation: \$50 per meeting (policy)

Meetings: As Needed

Special Provisions: Immediate removal by Commissioners for failure to attend meetings.

Staff Support: Development Review & Permitting Department  
Jo Ellen Bynum, Housing Program Administrator - 410-632-1200, x 1171

**Current Members:**

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Terms(s)</u>
Donna Dillon	D-5, Bertino	Ocean Pines	08-11-14, 14-17
Sharon Teagle	D-2, Purnell	Ocean Pines	00-12-15, 15-18
Jake Mitrecic	D-7, Mitrecic	Ocean City	15-18
C. D. Hall	D-1, Lockfaw	Pocomoke	10-13-16, 16-19
Debbie Hileman	D-6, Bunting	Ocean Pines	10-13-16, 16-19
John Glorioso	D-3, Church	Ocean Pines	*06-11-14-17, 17-20
Scott Tingle	D-4, Elder	Snow Hill	14-17, 17-20

**Prior Members:**

Phyllis Mitchell	Albert Bogdon (02-06)
William Lynch	Jamie Rice (03-07)
Art Rutter	Howard Martin (08)
William Buchanan	Marlene Ott (02-08)
Christina Alphonsi	Mark Frostrom, Jr. (01-10)
Elsie Purnell	Joseph McDonald (08-10)
William Freeman	Sherwood Brooks (03-12)
Jack Dill	Otho Mariner (95-13)
Elbert Davis	Becky Flater (13-14)
J. D. Quillin, III (90-96)	Ruth Waters (12-15)
Ted Ward (94-00)	
Larry Duffy (90-00)	
Patricia McMullen (00-02)	
William Merrill (90-01)	
Debbie Rogers (92-02)	
Wardie Jarvis, Jr. (96-03)	

\* = Appointed to fill an unexpired term

# WORCESTER COUNTY'S INITIATIVE TO PRESERVE FAMILIES BOARD

Previously - Local Management Board; and Children, Youth and Family Services Planning Board

Reference: Commissioners' Resolution No. 09-3, adopted on January 6, 2009

Appointed by: County Commissioners

Functions: Advisory/Policy Implementation/Assessment and Planning  
 - Implementation of a local, interagency service delivery system for children, youth and families;  
 - Goal of returning children to care and establishment of family preservation within Worcester County;  
 - Authority to contract with and employ a service agency to administer the State Service Reform Initiative Program

Compensation: \$50 Per Meeting for Private Sector Members

Number/Term: 9 members/5 Public Sector, 4 Private Sector with 3-year terms  
 51% of members must be public sector  
 Terms expire December 31<sup>st</sup>

Meetings: Monthly

Staff Contact: Jessica Sexauer, Director, Local Management Board - (410) 632-3648  
 Jennifer LaMade - Local Management Board - (410) 632-3648

**Current Members:**

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides/Representing</u>	<u>Years of Term(s)</u>
Eloise Henry Gordy	At-Large - J. Purnell	Snow Hill	*07-08-11-14, 14-17
Mark Frostrom	At-Large - Lockfaw	Pocomoke City	*99-12, 12-15, 15-18
Ira "Buck" Shockley	At-Large - D. Purnell	Snow Hill	03-09-12, 13-16, 16-19
Amy Rothermel	At-Large - Mitrecic	Ocean City	17-20
Jennifer LaMade	<i>Ex officio</i>	Core Service Agency	Indefinite
Rebecca Jones	<i>Ex officio</i>	Health Department	Indefinite
Sheila Warner	<i>Ex officio</i>	Juvenile Justice	Indefinite
Louis H. Taylor	<i>Ex officio</i>	Board of Education	Indefinite
Roberta Baldwin	<i>Ex officio</i>	Department of Social Services	Indefinite

**Prior Members (since 1994):**

Tim King (97)	Rev. Pearl Johnson (05-07)	Jerry Redden
Sandra Oliver (94-97)	Peter Fox (05-07)	Jennifer Standish
Velmar Collins (94-97)	Lou Etta McClaflin (04-07)	Anne C. Turner
Catherine Barbierri (95-97)	Bruce Spangler (04-07)	Marty Pusey
Ruth Geddie (95-98)	Sharon DeMar Reilly	Virgil L. Shockley
Rev. Arthur George (94-99)	Kathy Simon	Dr. Jon Andes (96-12)
Kathay Danna (94-99)	Vickie Stoner Wrenn	Dr. Ethel M. Hines (07-13)
Sharon Teagle (97-99)	Robin Travers	Deborah Goeller
Jeanne Lynch (98-00)	Jordan Taylor (09)	Andrea Watkins (13-17)
Jamie Albright (99-01)	Aaron Marshall (09)	
Patricia Selig (97-01)	Allen Bunting (09)	
Rev. Lehman Tomlin (99-02)	LaTrele Crawford (09)	
Sharon Doss	Sheriff Charles T. Martin	
Rick Lambertson	Joel Todd, State's Attorney	
Cyndy B. Howell	Ed Montgomery (05-10)	
Sandra Lanier (94-04)	Edward S. Lee (07-10)	
Dr. James Roberts (98-04)	Toni Keiser (07-10)	
Dawn Townsend (01-04)	Judy Baumgartner (07-10)	
Pat Boykin (01-05)	Claudia Nagle (09-10)	
Jeannette Tresler (02-05)	Megan O'Donnell (10)	
Lou Taylor (02-05)	Kiana Smith (10)	
Paula Erdie	Christopher Bunting (10)	
	Simi Chawla (10)	

**LOCAL DEVELOPMENT COUNCIL  
FOR THE OCEAN DOWNS CASINO**

Reference: Subsection 9-1A-31(c) - State Government Article, Annotated Code of Maryland

Appointed by: County Commissioners

Function: Advisory  
Review and comment on the multi-year plan for the expenditure of the local impact grant funds from video lottery facility proceeds for specified public services and improvements; Advise the County on the impact of the video lottery facility on the communities and the needs and priorities of the communities in the immediate proximity to the facility.

Number/Term: 15/4 year terms; Terms Expire December 31

Compensation: None

Meetings: At least semi-annually

Special Provisions: Membership to include State Delegation (or their designee); one representative of the Ocean Downs Video Lottery Facility, seven residents of communities in immediate proximity to Ocean Downs, and four business or institution representatives located in immediate proximity to Ocean Downs.

Staff Contacts: Kim Moses, Public Information Officer, 410-632-1194  
Maureen Howarth, County Attorney, 410-632-1194

**Current Members:**

<u>Member's Name</u>	<u>Nominated By</u>	<u>Represents/Resides</u>	<u>Years of Term(s)</u>
Ron Taylor °	Dist. 1 - Lockfaw	Resident - Pocomoke	*09-10, 10-14
Jim Rosenberg °	Dist. 5 - Boggs	Resident - Ocean Pines	09-13, 13-17
David Massey °	At-Large	Business - Ocean Pines	09-13, 13-17
Cam Bunting °	At-Large	Business - Berlin	*09-10-14, 14-18
James N. Mathias, Jr. °		Maryland Senator	09-10-14, 14-18
Mary Beth Carozza		Maryland Delegate	14-18
Charles Otto		Maryland Delegate	14-18
Roxane Rounds	Dist. 2 - Purnell	Resident - Berlin	*14-15, 15-19
Michael Donnelly	Dist. 7 - Mitrecic	Resident - Ocean City	*16-19
Mark Wittmyer	At-Large	Business - Ocean Pines	15-19
Mayor Charlie Dorman	Dist. 4 - Elder	Resident - Snow Hill	12-16, 16-20
Rod Murray °	Dist. 6 - Bunting	Resident - Ocean Pines	*09-12-16, 16-20
Mayor Rick Meehan °	At-Large	Business - Ocean City	*09-12-16, 16-20
Mayor Gee Williams °	Dist. 3 - Church	Resident - Berlin	09-13-17, 17-21
Bobbi Sample	Ocean Downs Casino	Ocean Downs Casino	17-indefinite

**Prior Members:**

Since 2009

J. Lowell Stoltzfus ° (09-10)	Todd Ferrante ° (09-16)
Mark Wittmyer ° (09-11)	Joe Cavilla (12-17)
John Salm ° (09-12)	
Mike Pruitt ° (09-12)	
Norman H. Conway ° (09-14)	
Michael McDermott (10-14)	
Diana Purnell ° (09-14)	
Linda Dearing (11-15)	

\* = Appointed to fill an unexpired term/initial terms staggered  
° = Charter Member

**LOWER SHORE WORKFORCE INVESTMENT BOARD**  
(Previously Private Industry Council Board - PIC)

Reference: Workforce Investment Act of 1998, Section 117

Appointed by: County Commissioners

Functions: Advisory/Regulatory  
Provide education and job training opportunities to eligible adults, youth and dislocated workers who are residents of Somerset, Wicomico and Worcester counties.

Number/Term: 24 - 5 Worcester County, 7 At-Large (by Tri-County Council), 12 Other  
2, 3 or 4-year terms; Terms expire September 30

Compensation: None

Meetings: Quarterly (January, April, July, October) on the 2<sup>nd</sup> Wednesday

Special Provisions: Board must be at least 51% business membership.  
Chair must be a businessperson

Staff Contact: Lower Shore Workforce Alliance  
Milton Morris, Workforce Director (410-341-3835, ext 6)  
One-Stop Job Market, 31901 Tri-County Way, Suite 215, Salisbury, MD 21804

Current Members (Worcester County - also members from Wicomico, Somerset and Tri-County Council):

<u>Name</u>	<u>Resides/Agency</u>	<u>Term</u>	<u>Representing</u>
Donna Weaver	Berlin	*08-09-13, 13-17	Business Rep.
Geoffrey Failla	Whaleyville	*15-18	Business Rep.
Jason Cunha	Pocomoke	*16-18	Business Rep.
Walter Maizel	Bishopville	*12, 12-16, 16-20	Private Business Rep.
Robert "Bo" Duke	Ocean City	*17, 17-21	Business Rep.

Prior Members: Since

Baine Yates	Heidi Kelley (07-08)
Charles Nicholson (98-00)	Bruce Morrison (05-08)
Gene Theroux (97-00)	Margaret Dennis (08-12)
Jackie Gordon (98-00)	Ted Doukas (03-13)
Caren French (97-01)	Diana Nolte (06-14)
Jack Smith (97-01)	John Ostrander (07-15)
Linda Busick (98-02)	Craig Davis (13-17)
Edward Lee (97-03)	
Joe Mangini (97-03)	
Linda Wright (99-04)	
Kaye Holloway (95-04)	
Joanne Lusby (00-05)	
William Greenwood (97-06)	
Gabriel Purnell (04-07)	
Walter Kissel (03-07)	

## PROPERTY TAX ASSESSMENT APPEAL BOARD

Reference: Annotated Code of Maryland, Tax-Property Article, §TP 3-102

Appointed by: Governor (From list of 3 nominees submitted by County Commissioners)  
- Nominees must each fill out a resume to be submitted to Governor  
- Nominations to be submitted 3 months before expiration of term

Function: Regulatory  
- Decides on appeals concerning: real property values and assessments, personal property valued by the supervisors, credits for various individuals and groups as established by State law, value of agricultural easements, rejection of applications for property tax exemptions.

Number/Term: 3 regular members, 1 alternate/5-year terms  
Terms Expire June 1st

Compensation: \$15 per hour (maximum \$90 per day), plus travel expenses

Meetings: As Necessary

Special Provisions: Chairman to be designated by Governor

Staff Contact: Department of Assessments & Taxation (410-632-1196)

### Current Members:

<u>Robert D. Rose</u>	<u>Pocomoke City</u>	<u>*06-07, 07-12, 12-17</u>
Howard G. Jenkins	Ocean Pines	03-04, *04-08, 08-13, 13-18
Gary M. Flater (Alternate)	Snow Hill	13-18
Larry R. Fry	Ocean Pines	*10-13-14 (alt.), 14-19

C) = Chairman

### Prior Members: Since 1972

Wilford Showell	Mary Yenney (98-03)
E. Carmel Wilson	Walter F. Powers (01-04)
Daniel Trimper, III	Grace C. Purnell (96-04)
William Smith	George H. Henderson, Jr. (97-06)
William Marshall, Jr.	Joseph A. Calogero (04-09)
Richard G. Stone	Joan Vetare (04-12)
Milton Laws	
W. Earl Timmons	
Hugh Cropper	
Lloyd Lewis	
Ann Granados	
John Spurling	
Robert N. McIntyre	
William H. Mitchell (96-98)	
Delores W. Groves (96-99)	

\* = Appointed to fill an unexpired term

## RECREATION ADVISORY BOARD

Reference: County Commissioners' Action 6/13/72 and Resolution of 12/27/83 and Resolution 97-51 of 12/23/97 and Resolution 03-6 of 2/18/03

Appointed by: County Commissioners

Function: Advisory  
 Provide the County with advice and suggestions concerning the recreation needs of the County and recommendations regarding current programs and activities offered.  
 Review and comment on proposed annual Recreation Department budget.

Number/Term: 7/4-year term  
 Terms expire December 31st

Compensation: \$50 per meeting expense allowance, subject to funding

Meetings: At least quarterly, more frequently as necessary

Special Provisions: One member nominated by each County Commissioner

Staff Support: Recreation Department - Lisa Gebhardt (410) 632-2144

**Current Members:**

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Chris Klebe	D-6, Bunting	Bishopville	*11-13, 13-17
Alvin Handy	D-2, Purnell	Ocean City	06-10-14, 14-18
John Gehrig	D-7, Mitrecic	Ocean City	14-18
Shawn Johnson	D-4, Elder	Snow Hill	15-19
Mike Hooks	D-1, Lockfaw	Pocomoke	12-16, 16-20
Missy Denault	D-5, Bertino	Berlin	*15-16, 16-20
Norman Bunting, Jr.	D-3, Church	Berlin	*16-17, 17-21

**Prior Members:** Since 1972

Howard Taylor	Cyrus Teter	Gregory Purnell (83-96)	Sonya Bounds (12-15)
Arthur Shockley	Warren Mitchell	Vernon Redden, Jr. (83-98)	Burton Anderson (05-15)
Rev. Ray Holsey	Edith Barnes	Richard Ramsay (93-98)	William Regan (02-16)
William Tingle	Glen Phillips	Mike Daisy (98-99)	
Mace Foxwell	Gerald Long	Cam Bunting (95-00)	
Nelson Townsend	Lou Ann Garton	Charlie Jones (98-03)	
J.D. Townsend	Milton Warren	Rick Morris (03-05)	
Robert Miller	Ann Hale	Gregory Purnell (97-06)	
Jon Stripling	Claude Hall, Jr.	George "Eddie" Young (99-08)	
Hinson Finney	Vernon Davis	Barbara Kissel (00-09)	
John D. Smack, Sr.	Rick Morris	Alfred Harrison (92-10)	
Richard Street	Joe Lieb	Janet Rosensteel (09-10)	
Ben Nelson	Donald Shockley	Tim Cadotte (02-12)	
Shirley Truitt	Fulton Holland (93-95)	Craig Glovier (08-12)	
		Joe Mitrecic (10-14)	

\* = Appointed to fill an unexpired term

## SOCIAL SERVICES BOARD

Reference: Human Services Article - Annotated Code of Maryland - Section 3-501

Appointed by: County Commissioners

Functions: Advisory  
 Review activities of the local Social Services Department and make recommendations to the State Department of Human Resources.  
 Act as liaison between Social Services Dept. and County Commissioners.  
 Advocate social services programs on local, state and federal level.

Number/Term: 9 to 13 members/3 years  
Terms expire June 30th

Compensation: None - (Reasonable Expenses for attending meetings/official duties)

Meetings: 1 per month (Except June, July, August)

Special Provisions: Members to be persons with high degree of interest, capacity & objectivity, who in aggregate give a countywide representative character.  
Maximum 2 consecutive terms, minimum 1-year between reappointment  
 Members must attend at least 50% of meetings  
 One member (ex officio) must be a County Commissioner  
 Except County Commissioner, members may not hold public office.

Staff Contact: Roberta Baldwin, Director of Social Services - (410-677-6806)

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Tracey Cottman	D-1, Lockfaw	Pocomoke City	*15-17
Cathy Gallagher	D-5, Boggs	Ocean Pines	*13-14, 14-17
Diana Purnell	ex officio - Commissioner		14-18
Faith Coleman	D-4, Elder	Snow Hill	15-18
Harry Hammond	D-6, Bunting	Bishopville	15-18
Voncelia Brown	D-3, Church	Berlin	16-19
Maria Campione-Lawrence	D-7, Mitreic	Ocean City	16-19
Mary White	At-Large	Berlin	*17-19
Nancy Howard	D-2, Purnell	Ocean City	(09-16), 17-20

\* = Appointed to fill an unexpired term

## SOCIAL SERVICES BOARD

(Continued)

### Prior Members: (Since 1972)

James Dryden	Naomi Washington (01-02)
Sheldon Chandler	Lehman Tomlin, Jr. (01-02)
Richard Bunting	Jeanne Lynch (00-02)
Anthony Purnell	Michael Reilly (00-03)
Richard Martin	Oliver Waters, Sr. (97-03)
Edward Hill	Charles Hinz (02-04)
John Davis	Prentiss Miles (94-06)
Thomas Shockley	Lakeshia Townsend (03-06)
Michael Delano	Betty May (02-06)
Rev. James Seymour	Robert "BJ" Corbin (01-06)
Pauline Robertson	William Decoligny (03-06)
Josephine Anderson	Grace Smearman (99-07)
Wendell White	Ann Almand (04-07)
Steven Cress	Norma Polk-Miles (06-08)
Odetta C. Perdue	Anthony Bowen (96-08)
Raymond Redden	Jeanette Tressler (06-09)
Hinson Finney	Rev. Ronnie White (08-10)
Ira Hancock	Belle Redden (09-11)
Robert Ward	E. Nadine Miller (07-11)
Elsie Bowen	Mary Yenny (06-13)
Faye Thomes	Dr. Nancy Dorman (07-13)
Frederick Fletcher	Susan Canfora (11-13)
Rev. Thomas Wall	Judy Boggs (02-14)
Richard Bundick	Jeff Kelchner (06-15)
Carmen Shrouck	Laura McDermott (11-15)
Maude Love	Emma Klein (08-15)
Reginald T. Hancock	Wes McCabe (13-16)
Elsie Briddell	Nancy Howard (09-16)
Juanita Merrill	Judy Stinebiser (13-16)
Raymond R. Jarvis, III	Arlette Bright (11-17)
Edward O. Thomas	
Theo Hauck	
Marie Doughty	
James Taylor	
K. Bennett Bozman	
Wilson Duncan	
Connie Quillin	
Lela Hopson	
Dorothy Holzworth	
Doris Jarvis	
Eugene Birckett	
Eric Rauch	
Oliver Waters, Sr.	
Floyd F. Bassett, Jr.	
Warner Wilson	
Mance McCall	
Louise Matthews	
Geraldine Thweat (92-98)	
Darryl Hagy (95-98)	
Richard Bunting (96-99)	
John E. Bloxom (98-00)	
Katie Briddell (87-90, 93-00)	
Thomas J. Wall, Sr. (95-01)	
Mike Pennington (98-01)	
Desire Becketts (98-01)	

\* = Appointed to fill an unexpired term

Updated: November 21, 2017  
Printed: November 22, 2017



## SOLID WASTE ADVISORY COMMITTEE

Reference: County Commissioners' Resolution 5/17/94 and 03-6 on 2/18/03

Appointed by: County Commissioners

Function: Advisory  
Review and comment on Solid Waste Management Plan, Recycling Plan, plans for solid waste disposal sites/facilities, plans for closeout of landfills, and to make recommendations on tipping fees.

Number/Term: 11/4-year terms; Terms expire December 31st.

Compensation: \$50 per meeting expense allowance, subject to annual appropriation

Meetings: At least quarterly

Special Provisions: One member nominated by each County Commissioner; and one member appointed by County Commissioners upon nomination from each of the four incorporated towns.

Staff Support: Solid Waste - Solid Waste Superintendent - Mike Mitchell - (410-632-3177)  
Solid Waste - Recycling Coordinator - Mike McClung - (410-632-3177)  
Department of Public Works - John Tustin - (410-632-5623)

### Current Members:

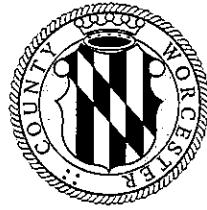
<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Steve Brown	Town of Ocean City		*10-13, 13-17
George Linvill	D-1, Lockfaw	Pocomoke	14-18
George Dix	D-4, Elder	Snow Hill	*10-10-14, 14-18
James Rosenberg	D-5, Bertino	Ocean Pines	*06-10-14, 14-18
Mike Poole	D-6, Bunting	Bishopville	11-15, 15-19
Michael Pruitt	Town of Snow Hill		*15, 15-19
Bob Augustine	D-3, Church	Berlin	16-20
Granville Jones	D-7, Mitrecic	Berlin	*15-16, 16-20
George Tasker	Town of Pocomoke City		*15-16, 16-20
Wendell Purnell	D-2, Purnell	Berlin	97-09-13-17, 17-21
Jamey Latchum	Town of Berlin		*17, 17-21

### Prior Members: (Since 1994)

Ron Cascio (94-96)	Richard Malone (94-01)	John C. Dorman (07-10)
Roger Vacovsky, Jr. (94-96)	William McDermott (98-03)	Robert Hawkins (94-11)
Lila Hackim (95-97)	Fred Joyner (99-03)	Victor Beard (97-11)
Raymond Jackson (94-97)	Hugh McFadden (98-05)	Mike Gibbons (09-14)
William Turner (94-97)	Dale Pruitt (97-05)	Hank Westfall (00-14)
Vernon "Corey" Davis, Jr. (96-98)	Frederick Stiehl (05-06)	Marion Butler, Sr. (00-14)
Robert Mangum (94-98)	Eric Mullins (03-07)	Robert Clarke (11-15)
Richard Rau (94-96)	Mayor Tom Cardinale (05-08)	Bob Donnelly (11-15)
Jim Doughty (96-99)	William Breedlove (02-09)	Howard Sribnick (10-16)
Jack Peacock (94-00)	Lester D. Shockley (03-10)	Dave Wheaton (14-16)
Hale Harrison (94-00)	Woody Shockley (01-10)	

\* = Appointed to fill an unexpired term

TEL: 410-632-1194  
FAX: 410-632-3131  
E-MAIL: admin@co.worcester.md.us  
WEB: www.co.worcester.md.us



OFFICE OF THE  
COUNTY COMMISSIONERS

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

November 9, 2017

HAROLD L. HIGGINS, CPA  
CHIEF ADMINISTRATIVE OFFICER  
MAUREEN F.L. HOWARTH  
COUNTY ATTORNEY

COMMISSIONERS  
MADISON J. BUNTING, JR., PRESIDENT  
DIANA PURNELL, VICE PRESIDENT  
ANTHONY W. BERTINO, JR.  
JAMES C. CHURCH  
THEODORE J. ELDER  
MERRILL W. LOCKFAW, JR.  
JOSEPH M. MITRECIC

Honorable Richard W. Meehan  
Mayor & Council of Ocean City  
P. O. Box 158  
Ocean City, MD 21842

RE: Nomination of Ocean City Representative on the Worcester County Solid Waste Advisory Committee

Dear Mayor Meehan:

Please be advised that the Worcester County Commissioners recently began to consider appointments to various County boards and commissions for which members' terms are scheduled to expire at the end of this year. Upon review of our records, we recently determined that Steve Brown, the Town of Ocean City's representative on the Worcester County Solid Waste Advisory Committee, is scheduled to expire on December 31, 2017. Since the establishing resolution for the Solid Waste Advisory Committee provides that one member shall be nominated from each of the incorporated towns, we would appreciate receiving your nomination for this upcoming vacancy as soon as possible so that the Commissioners can make this appointment in November or December of this year.

Thank you for your attention to this matter. If you should have any questions or concerns, please feel free to contact either me or Kelly Shannahan, Assistant Chief Administrative Officer, at this office.

Sincerely,

Madison J. Bunting, Jr.  
President

MJB/KS/fac  
cc: Kelly Shannahan, Assistant Chief Administrative Officer  
Board Book  
H:\CCBOARDS\OC Request for Solid Waste Board.wpd

## TOURISM ADVISORY COMMITTEE

Reference: County Commissioners' Resolution of May 4, 1999 and 03-6 of 2/18/03

Appointed by: County Commissioners

Function: **Advisory**  
 Advise the County Commissioners on tourism development needs and recommend programs, policies and activities to meet needs, review tourism promotional materials, judge tourism related contests, review applications for State grant funds, review tourism development projects and proposals, establish annual tourism goals and objectives, prepare annual report of tourism projects and activities and evaluate achievement of tourism goals and objectives.

Number/Term: 7/4-Year term - Terms expire December 31st

Compensation: \$50 per meeting expense allowance

Meetings: At least bi-monthly (6 times per year), more frequently as necessary

Special Provisions: One member nominated by each County Commissioner

Staff Contact: Tourism Department - Lisa Challenger (410-632-3110)

**Current Members:**

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)<sup>2</sup></u>	
Teresa Travatello	D-5, Boggs	Ocean Pines	09-13, 13-17	<i>Resigned / Replace</i>
Gregory Purnell	D-2, Purnell	Berlin	14-18	
Barbara Tull	D-1, Lockfaw	Pocomoke	03-11-15, 15-19	
Molly Hilligoss	D-4, Elder	Snow Hill	*15, 15-19	
Isabel Morris	D-6, Bunting	Bishopville	11-15, 15-19	
Elena Ake	D-3, Church	West Ocean City	*16, 16-20	
Lauren Taylor	D-7, Mitrecic	Ocean City	13-17, 17-21	

**Prior Members: Since 1972**

- |                                   |                             |
|-----------------------------------|-----------------------------|
| Isaac Patterson <sup>1</sup>      | Barry Laws (99-03)          |
| Lenora Robbins <sup>1</sup>       | Klein Leister (99-03)       |
| Kathy Fisher <sup>1</sup>         | Bill Simmons (99-04)        |
| Leroy A. Brittingham <sup>1</sup> | Bob Hulburd (99-05)         |
| George "Buzz" Gering <sup>1</sup> | Frederick Wise (99-05)      |
| Nancy Pridgeon <sup>1</sup>       | Wayne Benson (05-06)        |
| Marty Batchelor <sup>1</sup>      | Jonathan Cook (06-07)       |
| John Verrill <sup>1</sup>         | John Glorioso (04-08)       |
| Thomas Hood <sup>1</sup>          | David Blazer (05-09)        |
| Ruth Reynolds (90-95)             | Ron Pilling (07-11)         |
| William H. Buchanan (90-95)       | Gary Weber (99-03, 03-11)   |
| Jan Quick (90-95)                 | Annemarie Dickerson (99-13) |
| John Verrill (90-95)              | Diana Purnell (99-14)       |
| Larry Knudsen (95)                | Kathy Fisher (11-15)        |
| Carol Johnsen (99-03)             | Linda Glorioso (08-16)      |
| Jim Nooney (99-03)                |                             |

\* = Appointed to fill an unexpired term  
 1 = Served on informal ad hoc committee prior to 1990, Committee abolished between 1995-1999  
 2 = All members terms reduced by 1-year in 2003 to convert to 4-year terms

**WATER AND SEWER ADVISORY COUNCIL  
OCEAN PINES SERVICE AREA**

Reference: County Commissioners' Resolution of November 19, 1993

Appointed by: County Commissioners

Function: Advisory  
Advise Commissioners on water and sewer needs of the Service Area; review amendments to Water and Sewer Plan; make recommendations on policies and procedures; review and recommend charges and fees; review annual budget for the service area.

Number/Term: 5/4-year terms  
Terms Expire December 31

Compensation: Expense allowance for meeting attendance as authorized in the budget.

Meetings: Monthly

Special Provisions: Must be residents of Ocean Pines Service Area

Staff Support: Department of Public Works - Water and Wastewater Division  
John Ross - (410-641-5251)

**Current Members:**

<u>Name</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Frederick Stiehl	Ocean Pines	*06-08-12, 12-16
Michael Reilly	Ocean Pines	*14-17 ← Resigned / Replace
James Spicknall	Ocean Pines	07-10-14, 14-18
Bob Poremski	Ocean Pines	*17-19
Gregory R. Sauter, P.E.	Ocean Pines	17-21

**Prior Members: (Since 1993)**

- Andrew Bosco (93-95)
- Richard Brady (96-96, 03-04)
- Michael Robbins (93-99)
- Alfred Lotz (93-03)
- Ernest Armstrong (93-04)
- Jack Reed (93-06)
- Fred Henderson (04-06)
- E. A. "Bud" Rogner (96-07)
- David Walter (06-07)
- Darwin "Dart" Way, Jr. (99-08)
- Aris Spengos (04-14)
- Gail Blazer (07-17)
- Mike Hegarty (08-17)

\* = Appointed to fill an unexpired term

## COMMISSION FOR WOMEN

Reference: Public Local Law CG 6-101

Appointed by: County Commissioners

Function: Advisory

Number/Term: 11/3-year terms; Terms Expire December 31

Compensation: None

Meetings: At least monthly (3<sup>rd</sup> Tuesday at 5:30 PM - alternating between Berlin and Snow Hill)

Special Provisions: 7 district members, one from each Commissioner District  
 4 At-large members, nominations from women's organizations & citizens  
 4 Ex-Officio members, one each from the following departments: Social Services, Health & Mental Hygiene, Board of Education, Public Safety  
 No member shall serve more than six consecutive years

Contact: Eloise Henry-Gordy, Chair  
 Worcester County Commission for Women - P.O. Box 1712, Berlin, MD 21811

**Current Members:**

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Charlotte Cathell	D-5, Bertino	Ocean Pines	*09-11-14, 14-17
Alice Jean Ennis	At-Large	Pocomoke	14-17
Eloise Henry-Gordy	At-Large	Snow Hill	08-11-14, 14-17
Teola Brittingham	D-2, Purnell	Berlin	*16-18
Michelle Bankert	D-3, Church	West Ocean City	*14-15, 15-18
Bess Cropper	D-6, Bunting	Berlin	15-18
Nancy Fortney	D-7, Mitrecic	Ocean City	12-15, 15-18
Lauren Mathias Williams	At-Large	Berlin	*16-18
Hope Carmean	D-4, Elder	Snow Hill	*15-16, 16-19
Mary E. (Liz) Mumford	At-Large	Ocean City	*16, 16-19
Julie Phillips	Board of Education		13-16, 16-19
Shannon Chapman	Dept of Social Services		*17-19
Tamara White	D-1, Lockfaw	Pocomoke City	17-20
Kelly O'Keane	Health Department		17-20
Cristi Graham	Public Safety - Sheriff's Office		17-20

**Prior Members: Since 1995**

Ellen Pilchard <sup>c</sup> (95-97)	Carole P. Voss (98-00)	Gloria Bassich (98-03)
Helen Henson <sup>c</sup> (95-97)	Martha Bennett (97-00)	Carolyn Porter (01-04)
Barbara Beaubien <sup>c</sup> (95-97)	Patricia Ilczuk-Lavanceau (98-99)	Martha Pusey (97-03)
Sandy Wilkinson <sup>c</sup> (95-97)	Lil Wilkinson (00-01)	Teole Brittingham (97-04)
Helen Fisher <sup>c</sup> (95-98)	Diana Purnell <sup>c</sup> (95-01)	Catherine W. Stevens (02-04)
Bernard Bond <sup>c</sup> (95-98)	Colleen McGuire (99-01)	Hattie Beckwith (00-04)
Jo Campbell <sup>c</sup> (95-98)	Wendy Boggs McGill (00-02)	Mary Ann Bennett (98-04)
Karen Holck <sup>c</sup> (95-98)	Lynne Boyd (98-01)	Rita Vaeth (03-04)
Judy Boggs <sup>c</sup> (95-98)	Barbara Trader <sup>c</sup> (95-02)	Sharyn O'Hare (97-04)
Mary Elizabeth Fears <sup>c</sup> (95-98)	Heather Cook (01-02)	Patricia Layman (04-05)
Pamela McCabe <sup>c</sup> (95-98)	Vyolatus Ayres (98-03)	Mary M. Walker (03-05)
Teresa Hammerbacher <sup>c</sup> (95-98)	Terri Taylor (01-03)	Norma Polk Miles (03-05)
Bonnie Platter (98-00)	Christine Selzer (03)	Roseann Bridgman (03-06)
Marie Velong <sup>c</sup> (95-99)	Linda C. Busick (00-03)	Sharon Landis (03-06)

\* = Appointed to fill an unexpired term  
 c = Charter member

Prior Members: Since 1995 (continued)

Dr. Mary Dale Craig (02-06)  
Dee Shorts (04-07)  
Ellen Payne (01-07)  
Mary Beth Quillen (05-08)  
Marge SeBour (06-08)  
Meg Gerety (04-07)  
Linda Dearing (02-08)  
Angela Hayes (08)  
Susan Schwarten (04-08)  
Marilyn James (06-08)  
Merilee Horvat (06-09)  
Jody Falter (06-09)  
Kathy Muncy (08-09)  
Germaine Smith Garner (03-09)  
Nancy Howard (09-10)  
Barbara Witherow (07-10)  
Doris Moxley (04-10)  
Evelyne Tyndall (07-10)  
Sharone Grant (03-10)  
Lorraine Fasciocco (07-10)  
Kay Cardinale (08-10)  
Rita Lawson (05-11)  
Cindi McQuay (10-11)  
Linda Skidmore (05-11)  
Kutresa Lankford-Purnell (10-11)  
Monna Van Ess (08-11)  
Barbara Passwater (09-12)  
Cassandra Rox (11-12)  
Diane McGraw (08-12)  
Dawn Jones (09-12)  
Cheryl K. Jacobs (11)  
Doris Moxley (10-13)  
Kutresa Lankford-Purnell (10-12)  
Terry Edwards (10-13)  
Dr. Donna Main (10-13)  
Beverly Thomas (10-13)  
Caroline Bloxom (14)  
Tracy Tilghman (11-14)  
Joan Gentile (12-14)  
Carolyn Dorman (13-16)  
Arlene Page (12-15)  
Shirley Dale (12-16)  
Dawn Cordrey Hodge (13-16)  
Carol Rose (14-16)  
Mary Beth Quillen (13-16)  
Debbie Farlow (13-17)  
Corporal Lisa Maurer (13-17)  
Laura McDermott (11-16)



21

# Worcester County

Government Center  
Department of Human Resources  
One West Market Street, Room 1301  
Snow Hill, Maryland 21863-1213  
410-632-0090  
Fax: 410-632-5614

STACEY E. NORTON  
Human Resources Director  
HOPE CARMEAN  
Benefits Manager  
EDDIE CARMAN  
Risk Manager

KELLY BRINKLEY  
Volunteer Services Manager  
ANN HANKINS  
Human Resources Specialist  
TARA ARMSTRONG  
Office Assistant IV

**To:** Harold Higgins, Chief Administrative Officer  
**From:** Stacey Norton, Human Resources Director *Stacey Norton*  
**Date:** January 9, 2018  
**Subject:** County Salary Work Session - Proposal for Revised County Classification Plan

As requested by the County Commissioners and in preparation for the County Salary Work Session on January 16, 2018, I have reviewed the current Worcester County Classification Plan. As a significant part of my review for this phase of our Comprehensive Compensation Analysis, I have evaluated our hourly positions in comparison to wages for other employers in the surrounding counties. As a result, I have determined that there are numerous Worcester County positions that are not competitive. Therefore, in an effort to improve our rate of recruitment and retention of County staff, I am recommending immediate implementation of a cost neutral proposal to reclassify several County positions which will revise the grades of certain hourly positions.

As a first phase of our Comprehensive Compensation Analysis and Action Plan, I suggest the following priorities for reclassifications:

- 1) Ensure compliance with minimum wage. The current minimum wage is \$9.25 per hour (as of July 1, 2017) and will increase to \$10.10 per hour on July 1, 2018.
- 2) Focus on the hourly positions with the highest rate of turnover.
- 3) Focus on the lowest paid positions with a goal to compensate all staff at least at grade 8.
- 4) All hourly supervisors to be compensated at least at grade 15.

I am therefore requesting that we immediately reclassify the positions listed on the attached spreadsheet by revising the grades as indicated. Staff currently holding these positions would receive an increase in pay due to their reclassified grade, but would remain at their current step under the Salary Scale. As proposed, the reclassifications would affect 32 positions at an approximate cost of \$222,589 for general fund employees. Furthermore, the reclassifications would affect 7 enterprise fund employees at an approximate cost of \$68,248. The total cost to implement Phase 1 of the Comprehensive Compensation Analysis and Action Plan would be \$290,837.

After consulting with Budget Officer, Kathy Whited, we have determined that these reclassifications can be funded in our current budget due to savings from employee retirements and vacant positions. Please note that these reclassifications are separate and apart from any step or Cost of

Living Adjustment (COLA) which may be requested and approved in the FY 19 budget. We plan to continue our evaluation and will request additional reclassifications in the requested FY 19 budget as a second phase of our Comprehensive Compensation Analysis and Action Plan. While this current proposal will not necessarily make these County positions competitive with the local market, it is clearly a much needed step in that direction.

I look forward to discussing this further on Tuesday, January 16, 2018. Thank you for your consideration.

Attachments



**FY 18 GENERAL FUND PROPOSED HOURLY JOB GRADE CHANGES**

COUNT	DEPARTMENT	JOB TITLE	CURRENT GRADE	SD	CURRENT STARTING RATE	PROPOSED GRADE	PROPOSED STARTING RATE
1	TREASURER	DOCUMENT IMAGER I	2		9.16	7	11.70
2	RECREATION	SWIM AIDE	2		9.39	8	12.27
3	MAINTENANCE	CUSTODIAL WORKER I	4		10.10	8	12.27
4	TREASURER	DOCUMENT IMAGER II	3		9.63	8	12.27
5	MAINTENANCE	CUSTODIAL WORKER I	6		11.13	8	12.27
6	LIBRARY	LIBRARY SERVICES ASSISTANT I	6		11.13	8	12.27
7	TOURISM	WELCOME CENTER GREETER	6		11.13	8	12.27
8	TREASURER	ACCOUNTING CLERK 1	7		11.70	8	12.27
9	MAINTENANCE	MAINTENANCE WORKER I	7		11.70	8	12.27
10	ROADS	ROADS WORKER I	7		11.70	8	12.27
11	TREASURER	DOCUMENT IMAGER III	8		12.27	9	12.89
12	MAINTENANCE	MAINTENANCE WORKER II	8		12.27	9	12.89
13	ROADS	ROADS WORKER II	8		12.27	10	13.53
14	MAINTENANCE	MAINTENANCE WORKER III	9		12.89	10	13.53
15	ROADS	ROADS WORKER III	9		12.89	11	14.20
16	MAINTENANCE	BUILDING MAINTENANCE MECHANIC I	10		13.53	11	14.20
17	MAINTENANCE	CHIEF CUSTODIAN	10		13.53	15	17.27
18	ROADS	ROADS WORKER IV	10		13.53	12	14.92
19	MAINTENANCE	MAINTENANCE WORKER IV	11		14.20	12	14.92
20	TOURISM	WELCOME CENTER MANAGER	11		14.20	15	17.27
21	MAINTENANCE	GROUNDS CREW LEADER	12		14.92	15	17.27
22	ROADS	ROADS WORKER V	12		14.92	13	15.67
23	PUBLIC WORKS MOSQUITO CONTROL	FOREMAN	12		14.92	15	17.27
24	TREASURER	ACCOUNTING MANAGER	13		15.67	15	17.27
25	RECREATION	RECREATION PROGRAM MANAGER I	13		15.67	15	17.27
26	PARKS	PARKS CREW LEADER	13		15.67	15	17.27
27	DRP	BUILDING HOUSING INSPECTOR/ PLAN REVIEWEER I	14		16.44	15	17.27
28	EMERGENCY SERVICES	COMMUNICATION CLERK III	14	YES	16.44	15	17.27
29	MAINTENANCE	BUILDING MAINTENANCE MECHANIC II	14		16.44	15	17.27
30	DRP	BUILDING HOUSING INSPECTOR/ PLAN REVIEWEER II	16		18.13	17	19.04
31	MAINTENANCE	BUILDING MAINTENANCE MECHANIC III	16		18.13	17	19.04
32	HUMAN RESOURCES	BENEFITS MANAGER	19		20.99	20	22.05

NOTE: Some of these positions are part time  
SD = Shift Differential

**FY 18 ENTERPRISE FUND PROPOSED HOURLY JOB GRADE CHANGES**

<b>COUNT</b>	<b>DEPARTMENT</b>	<b>JOB TITLE</b>	<b>CURRENT GRADE</b>	<b>CURRENT STARTING RATE</b>	<b>PROPOSED GRADE</b>	<b>PROPOSED STARTING RATE</b>
1	SOLID WASTE	RECYCLE WORKER I	7	11.70	8	12.27
2	SOLID WASTE	TRANSFER STATION ATTENDANT	7	11.70	8	12.27
3	WATER & WASTE WATER	MAINTENANCE WORKER I	7	11.70	8	12.27
4	WATER & WASTE WATER	MAINTENANCE WORKER II	8	12.27	9	12.89
5	WATER & WASTE WATER	CONSTRUCTION CREW LEADER	12	14.92	15	17.27
6	WATER & WASTE WATER	CREW LEADER	12	14.92	15	17.27
7	WATER & WASTE WATER	CONSTRUCTION EXPEDITER	13	15.67	15	17.27

WORCESTER COUNTY  
FY 2017/2018 Salary Scale

0.01%

COLA

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	Step 21	
Grade 1	18,138 697.60 8.72	18,574 714.40 8.93	19,074 733.60 9.17	19,531 751.20 9.39	20,051 771.20 9.64	20,530 789.60 9.87	21,050 809.60 10.12	21,549 828.80 10.36	22,110 850.40 10.63	22,651 871.20 10.89	23,234 893.60 11.17	23,795 915.20 11.44	24,419 939.20 11.74	25,002 961.60 12.02	25,626 985.60 12.32	26,270 1,010.40 12.63	26,915 1,035.20 12.94	27,622 1,062.40 13.28	28,288 1,088.00 13.60	29,016 1,116.00 13.95	29,723 1,143.20 14.29	Grade 1
Grade 2	19,053 732.80 9.16	19,531 751.20 9.39	20,030 770.40 9.63	20,509 788.80 9.86	21,029 808.80 10.11	21,549 828.80 10.36	22,110 850.40 10.63	22,630 870.40 10.88	23,234 893.60 11.17	23,795 915.20 11.44	24,398 938.40 11.73	24,981 960.80 12.01	25,626 985.60 12.32	26,229 1,008.80 12.61	26,915 1,035.20 12.94	27,602 1,061.60 13.27	28,267 1,087.20 13.59	28,995 1,115.20 13.94	29,702 1,142.40 14.28	30,430 1,170.40 14.63	31,200 1,200.00 15.00	Grade 2
Grade 3	20,030 770.40 9.63	20,509 788.80 9.86	21,029 808.80 10.11	21,528 828.00 10.35	22,069 848.80 10.61	22,630 870.40 10.88	23,213 892.80 11.16	23,774 914.40 11.43	24,398 938.40 11.73	24,981 960.80 12.01	25,605 984.80 12.31	26,229 1,008.80 12.61	26,894 1,034.40 12.93	27,581 1,060.80 13.26	28,246 1,086.40 13.58	28,974 1,114.40 13.93	29,702 1,142.40 14.28	30,410 1,169.60 14.62	31,179 1,199.20 14.99	31,990 1,230.40 15.38	32,781 1,260.80 15.76	Grade 3
Grade 4	21,008 808.00 10.10	21,528 828.00 10.35	22,069 848.80 10.61	22,610 869.60 10.87	23,171 891.20 11.14	23,754 913.60 11.42	24,378 937.60 11.72	24,960 960.00 12.00	25,584 984.00 12.30	26,208 1,008.00 12.60	26,874 1,033.60 12.92	27,560 1,060.00 13.25	28,226 1,085.60 13.57	28,954 1,113.60 13.92	29,682 1,141.60 14.27	30,389 1,168.80 14.61	31,179 1,199.20 14.99	31,970 1,229.60 15.37	32,760 1,260.00 15.75	33,571 1,291.20 16.14	34,403 1,323.20 16.54	Grade 4
Grade 5	22,027 847.20 10.59	22,589 868.80 10.86	23,171 891.20 11.14	23,754 913.60 11.42	24,357 936.80 11.71	24,939 959.20 11.99	25,563 983.20 12.29	26,187 1,007.20 12.59	26,874 1,033.60 12.92	27,560 1,060.00 13.25	28,226 1,085.60 13.57	28,933 1,112.80 13.91	29,661 1,140.80 14.26	30,368 1,168.00 14.60	31,158 1,198.40 14.98	31,949 1,228.80 15.36	32,739 1,259.20 15.74	33,550 1,290.40 16.13	34,382 1,322.40 16.53	35,256 1,356.00 16.95	36,150 1,390.40 17.38	Grade 5
Grade 6	23,150 890.40 11.13	23,733 912.80 11.41	24,357 936.80 11.71	24,939 959.20 11.99	25,563 983.20 12.29	26,166 1,006.40 12.58	26,853 1,032.80 12.91	27,539 1,059.20 13.24	28,205 1,084.80 13.56	28,912 1,112.00 13.90	29,640 1,140.00 14.25	30,368 1,168.00 14.60	31,138 1,197.60 14.97	31,928 1,228.00 15.35	32,718 1,258.40 15.73	33,530 1,289.60 16.12	34,362 1,321.60 16.52	35,235 1,355.20 16.94	36,130 1,389.60 17.37	37,024 1,424.00 17.80	37,939 1,459.20 18.24	Grade 6
Grade 7	24,336 936.00 11.70	24,918 958.40 11.98	25,542 982.40 12.28	26,166 1,006.40 12.58	26,832 1,032.00 12.90	27,518 1,058.40 13.23	28,184 1,084.00 13.55	28,912 1,112.00 13.90	29,619 1,139.20 14.24	30,347 1,167.20 14.59	31,117 1,196.80 14.96	31,907 1,227.20 15.34	32,698 1,257.60 15.72	33,509 1,288.80 16.11	34,341 1,320.80 16.51	35,214 1,354.40 16.93	36,109 1,388.80 17.36	37,003 1,423.20 17.79	37,918 1,458.40 18.23	38,875 1,495.20 18.69	39,832 1,532.00 19.15	Grade 7
Grade 8	25,522 981.60 12.27	26,146 1,005.60 12.57	26,811 1,031.20 12.89	27,498 1,057.60 13.22	28,163 1,083.20 13.54	28,891 1,111.20 13.89	29,619 1,139.20 14.24	30,326 1,166.40 14.58	31,096 1,196.00 14.95	31,886 1,226.40 15.33	32,677 1,256.80 15.71	33,488 1,288.00 16.10	34,320 1,320.00 16.50	35,194 1,353.60 16.92	36,088 1,388.00 17.35	36,982 1,422.40 17.78	37,898 1,457.60 18.22	38,834 1,493.60 18.67	39,811 1,531.20 19.14	40,810 1,569.60 19.62	41,829 1,608.80 20.11	Grade 8
Grade 9	26,811 1,031.20 12.89	27,498 1,057.60 13.22	28,163 1,083.20 13.54	28,870 1,110.40 13.88	29,578 1,137.60 14.22	30,306 1,165.60 14.57	31,075 1,195.20 14.94	31,866 1,225.60 15.32	32,656 1,256.00 15.70	33,467 1,287.20 16.09	34,299 1,319.20 16.49	35,173 1,352.80 16.91	36,046 1,386.40 17.33	36,962 1,421.60 17.77	37,877 1,456.80 18.21	38,792 1,492.00 18.65	39,790 1,530.40 19.13	40,789 1,568.80 19.61	41,808 1,608.00 20.10	42,848 1,648.00 20.60	43,909 1,688.80 21.11	Grade 9
Grade 10	28,142 1,082.40 13.53	28,850 1,109.60 13.87	29,557 1,136.80 14.21	30,285 1,164.80 14.56	31,054 1,194.40 14.93	31,845 1,224.80 15.31	32,635 1,255.20 15.69	33,446 1,286.40 16.08	34,278 1,318.40 16.48	35,152 1,352.00 16.90	36,026 1,385.60 17.32	36,941 1,420.80 17.76	37,835 1,455.20 18.19	38,771 1,491.20 18.64	39,749 1,528.80 19.11	40,768 1,568.00 19.60	41,787 1,607.20 20.09	42,806 1,646.40 20.58	43,888 1,688.00 21.10	44,990 1,730.40 21.63	46,114 1,773.60 22.17	Grade 10
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	Step 21	

WORCESTER COUNTY  
FY 2017/2018 Salary Scale

0.01%

COLA

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	Step 21	
Grade 11	29,536 1,136.00 14.20	30,264 1,164.00 14.55	31,054 1,194.40 14.93	31,845 1,224.80 15.31	32,635 1,255.20 15.69	33,426 1,285.60 16.07	34,258 1,317.60 16.47	35,131 1,351.20 16.89	36,005 1,384.80 17.31	36,920 1,420.00 17.75	37,814 1,454.40 18.18	38,750 1,490.40 18.63	39,728 1,528.00 19.10	40,726 1,566.40 19.58	41,766 1,606.40 20.08	42,786 1,645.60 20.57	43,867 1,687.20 21.09	44,970 1,729.60 21.62	46,093 1,772.80 22.16	47,237 1,816.80 22.71	48,402 1,861.60 23.27	Grade 11
Grade 12	31,034 1,193.60 14.92	31,824 1,224.00 15.30	32,614 1,254.40 15.68	33,405 1,284.80 16.06	34,237 1,316.80 16.46	35,110 1,350.40 16.88	35,984 1,384.00 17.30	36,899 1,419.20 17.74	37,794 1,453.60 18.17	38,730 1,489.60 18.62	39,707 1,527.20 19.09	40,706 1,565.60 19.57	41,746 1,605.60 20.07	42,765 1,644.80 20.56	43,846 1,686.40 21.08	44,949 1,728.80 21.61	46,072 1,772.00 22.15	47,195 1,815.20 22.69	48,381 1,860.80 23.26	49,608 1,908.00 23.85	50,835 1,955.20 24.44	Grade 12
Grade 13	32,594 1,253.60 15.67	33,405 1,284.80 16.06	34,216 1,316.00 16.45	35,090 1,349.60 16.87	35,963 1,383.20 17.29	36,878 1,418.40 17.73	37,773 1,452.80 18.16	38,709 1,488.80 18.61	39,686 1,526.40 19.08	40,685 1,564.80 19.56	41,704 1,604.00 20.05	42,744 1,644.00 20.55	43,805 1,684.80 21.06	44,907 1,727.20 21.59	46,030 1,770.40 22.13	47,174 1,814.40 22.68	48,360 1,860.00 23.25	49,587 1,907.20 23.84	50,794 1,953.60 24.42	52,062 2,002.40 25.03	53,394 2,053.60 25.67	Grade 13
Grade 14	34,195 1,315.20 16.44	35,069 1,348.80 16.86	35,942 1,382.40 17.28	36,858 1,417.60 17.72	37,752 1,452.00 18.15	38,688 1,488.00 18.60	39,666 1,525.60 19.07	40,664 1,564.00 19.55	41,683 1,603.20 20.04	42,723 1,643.20 20.54	43,784 1,684.00 21.05	44,886 1,726.40 21.58	46,010 1,769.60 22.12	47,154 1,813.60 22.67	48,318 1,858.40 23.23	49,546 1,905.60 23.82	50,773 1,952.80 24.41	52,042 2,001.60 25.02	53,352 2,052.00 25.65	54,683 2,103.20 26.29	56,056 2,156.00 26.95	Grade 14
Grade 15	35,922 1,381.60 17.27	36,837 1,416.80 17.71	37,731 1,451.20 18.14	38,667 1,487.20 18.59	39,645 1,524.80 19.06	40,643 1,563.20 19.54	41,662 1,602.40 20.03	42,682 1,641.60 20.52	43,763 1,683.20 21.04	44,866 1,725.60 21.57	45,989 1,768.80 22.11	47,112 1,812.00 22.65	48,298 1,857.60 23.22	49,525 1,904.80 23.81	50,752 1,952.00 24.40	52,000 2,000.00 25.00	53,331 2,051.20 25.64	54,662 2,102.40 26.28	56,014 2,154.40 26.93	57,408 2,208.00 27.60	58,864 2,264.00 28.30	Grade 15
Grade 16	37,710 1,450.40 18.13	38,646 1,486.40 18.58	39,624 1,524.00 19.05	40,622 1,562.40 19.53	41,642 1,601.60 20.02	42,661 1,640.80 20.51	43,742 1,682.40 21.03	44,845 1,724.80 21.56	45,968 1,768.00 22.10	47,091 1,811.20 22.64	48,277 1,856.80 23.21	49,504 1,904.00 23.80	50,710 1,950.40 24.38	51,979 1,999.20 24.99	53,269 2,048.80 25.61	54,621 2,100.80 26.26	55,994 2,153.60 26.92	57,387 2,207.20 27.59	58,822 2,262.40 28.28	60,299 2,319.20 28.99	61,797 2,376.80 29.71	Grade 16
Grade 17	39,603 1,523.20 19.04	40,602 1,561.60 19.52	41,621 1,600.80 20.01	42,640 1,640.00 20.50	43,722 1,681.60 21.02	44,803 1,723.20 21.54	45,926 1,766.40 22.08	47,070 1,810.40 22.63	48,235 1,855.20 23.19	49,462 1,902.40 23.78	50,690 1,949.60 24.37	51,958 1,998.40 24.98	53,248 2,048.00 25.60	54,600 2,100.00 26.25	55,952 2,152.00 26.90	57,346 2,205.60 27.57	58,802 2,261.60 28.27	60,258 2,317.60 28.97	61,755 2,375.20 29.69	63,315 2,435.20 30.44	64,875 2,495.20 31.19	Grade 17
Grade 18	41,600 1,600.00 20.00	42,619 1,639.20 20.49	43,680 1,680.00 21.00	44,782 1,722.40 21.53	45,906 1,765.60 22.07	47,029 1,808.80 22.61	48,214 1,854.40 23.18	49,442 1,901.60 23.77	50,648 1,948.00 24.35	51,917 1,996.80 24.96	53,206 2,046.40 25.58	54,558 2,098.40 26.23	55,931 2,151.20 26.89	57,304 2,204.00 27.55	58,760 2,260.00 28.25	60,216 2,316.00 28.95	61,714 2,373.60 29.67	63,274 2,433.60 30.42	64,834 2,493.60 31.17	66,498 2,557.60 31.97	68,120 2,620.00 32.75	Grade 18
Grade 19	43,659 1,679.20 20.99	44,762 1,721.60 21.52	45,885 1,764.80 22.06	47,008 1,808.00 22.60	48,194 1,853.60 23.17	49,421 1,900.80 23.76	50,627 1,947.20 24.34	51,896 1,996.00 24.95	53,186 2,045.60 25.57	54,538 2,097.60 26.22	55,890 2,149.60 26.87	57,283 2,203.20 27.54	58,718 2,258.40 28.23	60,195 2,315.20 28.94	61,672 2,372.00 29.65	63,232 2,432.00 30.40	64,792 2,492.00 31.15	66,456 2,556.00 31.95	68,078 2,618.40 32.73	69,805 2,684.80 33.56	71,531 2,751.20 34.39	Grade 19
Grade 20	45,864 1,764.00 22.05	46,987 1,807.20 22.59	48,152 1,852.00 23.15	49,379 1,899.20 23.74	50,606 1,946.40 24.33	51,854 1,994.40 24.93	53,165 2,044.80 25.56	54,496 2,096.00 26.20	55,848 2,148.00 26.85	57,242 2,201.60 27.52	58,698 2,257.60 28.22	60,154 2,313.60 28.92	61,651 2,371.20 29.64	63,190 2,430.40 30.38	64,771 2,491.20 31.14	66,414 2,554.40 31.93	68,037 2,616.80 32.71	69,763 2,683.20 33.54	71,490 2,749.60 34.37	73,278 2,818.40 35.23	75,130 2,889.60 36.12	Grade 20
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	Step 21	

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WORCESTER COUNTY  
FY 2017/2018 Salary Scale

0.01%

COLA

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	Step 21	
Grade 21	48,131	49,338	50,565	51,834	53,123	54,475	55,827	57,221	58,635	60,112	61,610	63,170	64,730	66,373	67,995	69,722	71,448	73,237	75,088	76,939	78,874	Grade 21
	1,851.20	1,897.60	1,944.80	1,993.60	2,043.20	2,095.20	2,147.20	2,200.80	2,255.20	2,312.00	2,369.60	2,429.60	2,489.60	2,552.80	2,615.20	2,681.60	2,748.00	2,816.80	2,888.00	2,959.20	3,033.60	
	23.14	23.72	24.31	24.92	25.54	26.19	26.84	27.51	28.19	28.90	29.62	30.37	31.12	31.91	32.69	33.52	34.35	35.21	36.10	36.99	37.92	
Grade 22	50,544	51,792	53,102	54,434	55,786	57,179	58,614	60,091	61,568	63,128	64,688	66,331	67,954	69,680	71,406	73,195	75,046	76,898	78,832	80,787	82,805	Grade 22
	1,944.00	1,992.00	2,042.40	2,093.60	2,145.60	2,199.20	2,254.40	2,311.20	2,368.00	2,428.00	2,488.00	2,551.20	2,613.60	2,680.00	2,746.40	2,815.20	2,886.40	2,957.60	3,032.00	3,107.20	3,184.80	
	24.30	24.90	25.53	26.17	26.82	27.49	28.18	28.89	29.60	30.35	31.10	31.89	32.67	33.50	34.33	35.19	36.08	36.97	37.90	38.84	39.81	
Grade 23	53,061	54,413	55,765	57,158	58,573	60,050	61,547	63,086	64,646	66,290	67,912	69,618	71,365	73,154	75,005	76,856	78,790	80,725	82,763	84,822	86,965	Grade 23
	2,040.80	2,092.80	2,144.80	2,198.40	2,252.80	2,309.60	2,367.20	2,426.40	2,486.40	2,549.60	2,612.00	2,677.60	2,744.80	2,813.60	2,884.80	2,956.00	3,030.40	3,104.80	3,183.20	3,262.40	3,344.80	
	25.51	26.16	26.81	27.48	28.16	28.87	29.59	30.33	31.08	31.87	32.65	33.47	34.31	35.17	36.06	36.95	37.88	38.81	39.79	40.78	41.81	
Grade 24	55,723	57,117	58,531	60,008	61,506	63,045	64,605	66,248	67,870	69,576	71,323	73,112	74,963	76,814	78,728	80,683	82,722	84,781	86,902	89,066	91,312	Grade 24
	2,143.20	2,196.80	2,251.20	2,308.00	2,365.60	2,424.80	2,484.80	2,548.00	2,610.40	2,676.00	2,743.20	2,812.00	2,883.20	2,954.40	3,028.00	3,103.20	3,181.60	3,260.80	3,342.40	3,425.60	3,512.00	
	26.79	27.46	28.14	28.85	29.57	30.31	31.06	31.85	32.63	33.45	34.29	35.15	36.04	36.93	37.85	38.79	39.77	40.76	41.78	42.82	43.90	
Grade 25	58,510	59,987	61,464	63,024	64,584	66,206	67,850	69,534	71,282	73,070	74,922	76,773	78,686	80,642	82,680	84,739	86,861	89,024	91,250	93,538	95,888	Grade 25
	2,250.40	2,307.20	2,364.00	2,424.00	2,484.00	2,546.40	2,609.60	2,674.40	2,741.60	2,810.40	2,881.60	2,952.80	3,026.40	3,101.60	3,180.00	3,259.20	3,340.80	3,424.00	3,509.60	3,597.60	3,688.00	
	28.13	28.84	29.55	30.30	31.05	31.83	32.62	33.43	34.27	35.13	36.02	36.91	37.83	38.77	39.75	40.74	41.76	42.80	43.87	44.97	46.10	
Grade 25 Shift	61,443	62,962	64,542	66,144	67,808	69,493	71,240	73,029	74,880	76,710	78,624	80,600	82,618	84,677	86,819	88,962	91,208	93,454	95,826	98,197	100,672	Grade 25 Shift
	2,363.20	2,421.60	2,482.40	2,544.00	2,608.00	2,672.80	2,740.00	2,808.80	2,880.00	2,950.40	3,024.00	3,100.00	3,177.60	3,256.80	3,339.20	3,421.60	3,508.00	3,594.40	3,685.60	3,776.80	3,872.00	
	29.54	30.27	31.03	31.80	32.60	33.41	34.25	35.11	36.00	36.88	37.80	38.75	39.72	40.71	41.74	42.77	43.85	44.93	46.07	47.21	48.40	

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**FY 18 GENERAL FUND PROPOSED HOURLY JOB GRADE CHANGES**

COUNTY COMMISSIONERS

DEPARTMENT	JOB TITLE	CURRENT GRADE	SHIFT DIFFERENTIAL	CURRENT STARTING RATE	PROPOSED GRADE	PROPOSED STARTING RATE
COUNTY COMMISSIONERS	OFFICE ASSISTANT III	11		14.20	None at this time	
COUNTY COMMISSIONERS	BUDGET ACCOUNTANT	20		22.05	None at this time	

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**FY 18 GENERAL FUND PROPOSED HOURLY JOB GRADE CHANGES**

CIRCUIT COURT

DEPARTMENT	JOB TITLE	CURRENT GRADE	SHIFT DIFFERENTIAL	CURRENT STARTING RATE	PROPOSED GRADE	PROPOSED STARTING RATE
CIRCUIT COURT	OFFICE ASSISTANT VI	13		15.67	None at this time	
CIRCUIT COURT	JUDICIAL ASSISTANT	14		16.44	None at this time	
CIRCUIT COURT	CIVIL ASSIGNMENT COMMISSIONER	16		18.13	None at this time	
CIRCUIT COURT	CRIMINAL ASSIGNMENT COMMISSIONER	16		18.13	None at this time	
CIRCUIT COURT	JURY COMMISSIONER	16		18.13	None at this time	
CIRCUIT COURT	BAILIFF			\$85/day	None at this time	

**FY 18 GENERAL FUND PROPOSED HOURLY JOB GRADE CHANGES**

DRP

DEPARTMENT	JOB TITLE	CURRENT GRADE	SHIFT DIFFERENTIAL	CURRENT STARTING RATE	PROPOSED GRADE	PROPOSED STARTING RATE
DRP	LICENSE/PERMIT CLERK I	11		14.20	None at this time	
DRP	OFFICE ASSISTANT III	11		14.20	None at this time	
DRP	LICENSE PERMIT CLERK II	12		14.92	None at this time	
DRP	BHZ INSPEC / PLAN REV I	14		16.44	15	17.27
DRP	ZONING INSPECTOR I	14		16.44	None at this time	
DRP	CUSTOMER SERVICE REPRESENTATIVE	14		16.44	None at this time	
DRP	BHZ INSPEC / PLAN REV II	16		18.13	17	19.04
DRP	DRP SPECIALIST II	16		18.13	None at this time	
DRP	LIQUOR LIC ADMINISTRATOR	17		19.04	None at this time	
DRP	BHZ INSPEC / PLAN REV III	18		20.00	None at this time	
DRP	PLANNER II	18		20.00	None at this time	
DRP	GEOLOGIST	19		20.99	None at this time	
DRP	LIQUOR LIC INSPECTOR	20		22.05	None at this time	



**FY 18 GENERAL FUND PROPOSED HOURLY JOB GRADE CHANGES**

ECONOMIC DEVELOPMENT

DEPARTMENT	JOB TITLE	CURRENT GRADE	SHIFT DIFFERENTIAL	CURRENT STARTING RATE	PROPOSED GRADE	PROPOSED STARTING RATE
ECONOMIC DEVELOPMENT	OFFICE ASSISTANT V	13		15.67	None at this time	

**FY 18 GENERAL FUND PROPOSED HOURLY JOB GRADE CHANGES**

EMERGENCY SERVICES & IT

DEPARTMENT	JOB TITLE	CURRENT GRADE	SHIFT DIFFERENTIAL	CURRENT STARTING RATE	PROPOSED GRADE	PROPOSED STARTING RATE
EMERGENCY SERVICES	COMMUNICATIONS CLERK TRAINEE	11		14.20	None at this time	
EMERGENCY SERVICES	COMMUNICATIONS CLERK I	12		14.92	None at this time	
EMERGENCY SERVICES	COMMUNICATIONS CLERK II	13		20.00	None at this time	
EMERGENCY SERVICES	COMMUNICATIONS CLERK III	14		20.99	15	17.27
IT	IT TECHNICIAN	17		19.04	None at this time	
IT	DATABASE ADMIN. PROG. TRAINEE	18		20.00	None at this time	
IT	IT ANALYST	19		20.99	None at this time	
IT	HELP DESK COORDINATOR	22		24.30	None at this time	

**FY 18 GENERAL FUND PROPOSED HOURLY JOB GRADE CHANGES**

**ENVIRONMENTAL PROGRAMS**

<b>DEPARTMENT</b>	<b>JOB TITLE</b>	<b>CURRENT GRADE</b>	<b>SHIFT DIFFERENTIAL</b>	<b>CURRENT STARTING RATE</b>	<b>PROPOSED GRADE</b>	<b>PROPOSED STARTING RATE</b>
ENVIRONMENTAL PROGRAMS	OFFICE ASSISTANT III	11		14.20	None at this time	
ENVIRONMENTAL PROGRAMS	OFFICE ASSISTANT IV	12		14.92	None at this time	
ENVIRONMENTAL PROGRAMS	ENVIRON.HEALTH SPEC. TRAINEE	16		18.13	None at this time	
ENVIRONMENTAL PROGRAMS	NATURAL RESOURCES INSPECTOR II	16		18.13	None at this time	
ENVIRONMENTAL PROGRAMS	NATURAL RESOURCES SPECIALIST II	16		18.13	None at this time	
ENVIRONMENTAL PROGRAMS	NATURAL RESOURCES PLANNER I	16		18.13	None at this time	
ENVIRONMENTAL PROGRAMS	PLUMBING INSPECTOR II	18		20.00	None at this time	
ENVIRONMENTAL PROGRAMS	ENVIRONMENTAL SANITARIAN III	19		20.99	None at this time	
ENVIRONMENTAL PROGRAMS	NATURAL RESOURCES INSPECTOR III	19		20.99	None at this time	
ENVIRONMENTAL PROGRAMS	NATURAL RESOURCES PLANNER V	21		23.14	None at this time	

**FY 18 GENERAL FUND PROPOSED HOURLY JOB GRADE CHANGES**

FIRE MARSHAL

DEPARTMENT	JOB TITLE	CURRENT GRADE	SHIFT DIFFERENTIAL	CURRENT STARTING RATE	PROPOSED GRADE	PROPOSED STARTING RATE
FIRE MARSHAL	OFFICE ASSISTANT III	11		14.20	None at this time	
FIRE MARSHAL	DEPUTY FIRE MARSHAL - INSPECTOR	16		18.13	None at this time	
FIRE MARSHAL	DEPUTY FIRE MARSHAL - INVESTIGATOR I	17		19.04	None at this time	
FIRE MARSHAL	DEPUTY FIRE MARSHAL - INVESTIGATOR II	19		20.99	None at this time	
FIRE MARSHAL	CHIEF DEP FIRE MARSHAL	25		28.13	None at this time	

**FY 18 GENERAL FUND PROPOSED HOURLY JOB GRADE CHANGES**

HUMAN RESOURCES

DEPARTMENT	JOB TITLE	CURRENT GRADE	SHIFT DIFFERENTIAL	CURRENT STARTING RATE	PROPOSED GRADE	PROPOSED STARTING RATE
HUMAN RESOURCES	OFFICE ASSISTANT IV	12		14.92	None at this time	
HUMAN RESOURCES	HUMAN RESOURCES SPECIALIST	18		20.00	None at this time	
HUMAN RESOURCES	BENEFITS MANAGER	19		20.99	20	22.05

**FY 18 GENERAL FUND PROPOSED HOURLY JOB GRADE CHANGES**

JAIL

DEPARTMENT	JOB TITLE	CURRENT GRADE	SHIFT DIFFERENTIAL	CURRENT STARTING RATE	PROPOSED GRADE	PROPOSED STARTING RATE
JAIL	IMMIGRATION DETAINEE RECORDS SPECIALIST	11		14.20	None at this time	
JAIL	OFFICE ASSISTANT III	11		14.20	None at this time	
JAIL	OFFICE ASSISTANT VI	14		16.44	None at this time	
JAIL	CORRECTIONAL OFFICER TRAINEE	17	YES	20.00	None at this time	
JAIL	CERTIFIED CORRECTIONAL OFFICER	18	YES	20.99	None at this time	
JAIL	REGISTERED NURSE	19		20.99	None at this time	
JAIL	PRIVATE FIRST CLASS	19	YES	22.05	None at this time	
JAIL	CORPORAL	20	YES	23.14	None at this time	
JAIL	SERGEANT	22	YES	25.51	None at this time	
JAIL	KITCHEN MANAGER	22	YES	25.51	None at this time	
JAIL	LIEUTENANT	23	YES	26.79	None at this time	
JAIL	CAPTAIN	24	YES	28.13	None at this time	

Note: Not all officers receive shift differential as it depends on scheduled hours worked

**FY 18 GENERAL FUND PROPOSED HOURLY JOB GRADE CHANGES**

LIBRARY

DEPARTMENT	JOB TITLE	CURRENT GRADE	SHIFT DIFFERENTIAL	CURRENT STARTING RATE	PROPOSED GRADE	PROPOSED STARTING RATE
LIBRARY	CUSTODIAL WORKER	4		10.10	8	12.27
LIBRARY	LIBRARY SERVICES ASSISTANT I	6		11.13	8	12.27
LIBRARY	LIBRARY SERVICES ASSISTANT II	10		13.53	None at this time	
LIBRARY	YOUTH SERVICES SPECIALIST	12		14.92	None at this time	
LIBRARY	LIBRARY OFFICE ASSISTANT V	13		15.67	None at this time	
LIBRARY	ASSISTANT BRANCH LIBRARY MANAGER	13		15.67	None at this time	
LIBRARY	TECHNICAL SERVICES MANAGER	17		19.04	None at this time	
LIBRARY	COMMUNITY SERVICES COORDINATOR	19		20.99	None at this time	
LIBRARY	YOUTH SERVICES MANAGER	19		20.99	None at this time	
LIBRARY	BRANCH LIBRARY MANAGER	19		20.99	None at this time	
LIBRARY	ASSISTANT DIRECTOR	22		24.30	None at this time	

**FY 18 ENTERPRISE FUND PROPOSED HOURLY JOB GRADE CHANGES**

LIQUOR CONTROL

DEPARTMENT	JOB TITLE	CURRENT GRADE	SHIFT DIFFERENTIAL	CURRENT STARTING RATE	PROPOSED GRADE	PROPOSED STARTING RATE
LIQUOR CONTROL	STORE CLERK II	7		11.70	None at this time	
LIQUOR CONTROL	ASSISTANT STORE MANAGER	9		12.89	None at this time	
LIQUOR CONTROL	STORE MANAGER	10		13.53	None at this time	



**FY 18 GENERAL FUND PROPOSED HOURLY JOB GRADE CHANGES**

PARKS

DEPARTMENT	JOB TITLE	CURRENT GRADE	SHIFT DIFFERENTIAL	CURRENT STARTING RATE	PROPOSED GRADE	PROPOSED STARTING RATE
PARKS	PARKS WORKER I	7		11.70	None at this time	
PARKS	PARKS WORKER II	8		12.27	None at this time	
PARKS	PARKS WORKER II - BOAT RAMPS	8		12.27	None at this time	
PARKS	PARKS WORKER III	9		12.89	None at this time	
PARKS	PARKS WORKER IV	10		13.53	None at this time	
PARKS	PARKS WORKER V	11		14.20	None at this time	
PARKS	PARKS CREW LEADER	13		15.67	15	17.27

**FY 18 GENERAL FUND PROPOSED HOURLY JOB GRADE CHANGES**

**RECREATION**

DEPARTMENT	JOB TITLE	CURRENT GRADE	SHIFT DIFFERENTIAL	CURRENT STARTING RATE	PROPOSED GRADE	PROPOSED STARTING RATE
RECREATION	SWIM AIDE	2		9.16	8	12.27
RECREATION	MAINTENANCE WORKER II	8		12.27	None at this time	
RECREATION	REC PRG MONITOR *	8		12.27	None at this time	
RECREATION	SWIM INSTRUCTOR	9		12.89	None at this time	
RECREATION	OFFICE ASSISTANT II	10		13.53	None at this time	
RECREATION	OFFICE ASSISTANT IV	12		14.92	None at this time	
RECREATION	RECREATION PROGRAM MGR I	13		15.67	15	17.27
RECREATION	RECREATION PROGRAM MGR II	18		20.00	None at this time	
RECREATION	RECREATION PROGRAM MGR III	19		20.99	None at this time	
RECREATION	RECREATION PROGRAM & MARKETING SUPERVISOR	21		23.14	None at this time	

**FY 18 GENERAL FUND PROPOSED HOURLY JOB GRADE CHANGES**

**SHERIFF'S OFFICE**

DEPARTMENT	JOB TITLE	CURRENT GRADE	SHIFT DIFFERENTIAL	CURRENT STARTING RATE	PROPOSED GRADE	PROPOSED STARTING RATE
SHERIFF'S OFFICE	OFFICE ASSISTANT III	11		14.20	None at this time	
SHERIFF'S OFFICE	OFFICE ASSISTANT IV	12		14.92	None at this time	
SHERIFF'S OFFICE	ANIMAL CONTROL OFFICER	12		14.92	None at this time	
SHERIFF'S OFFICE	CBI OFFICE ASSISTANT VI	14		16.44	None at this time	
SHERIFF'S OFFICE	CET OFFICE ASSISTANT VI	14		16.44	None at this time	
SHERIFF'S OFFICE	CONTRACTUAL XING GUARD	14		16.44	None at this time	
SHERIFF'S OFFICE	CHIEF ANIMAL CONTROL OFFICER	14		16.44	None at this time	
SHERIFF'S OFFICE	ASST CHIEF ANIMAL CONTROL OFFICER	14		16.44	None at this time	
SHERIFF'S OFFICE	DEPUTY SHERIFF TRAINEE	17	YES	20.00	None at this time	
SHERIFF'S OFFICE	HEROIN COORDINATOR/ANALYST	18		20.00	None at this time	
SHERIFF'S OFFICE	PROCESSING OFFICER/SECURITY MONITOR	18		20.00	None at this time	
SHERIFF'S OFFICE	PROPERTY MANAGER	18		20.00	None at this time	
SHERIFF'S OFFICE	P/T COURT DEPUTY - GOVT CENTER	19		20.99	None at this time	
SHERIFF'S OFFICE	P/T COURT DEPUTY - CT HOUSE	19		20.99	None at this time	
SHERIFF'S OFFICE	P/T DEPUTY INVESTIGATOR	19		20.99	None at this time	
SHERIFF'S OFFICE	P/T COURT DEPUTY	19		20.99	None at this time	
SHERIFF'S OFFICE	SECURITY MONITOR -NON SWORN	19		20.99	None at this time	
SHERIFF'S OFFICE	DEPUTY SHERIFF -SCHOOL SECURITY	19		20.99	None at this time	
SHERIFF'S OFFICE	DEPUTY SHERIFF	19	YES	22.05	None at this time	
SHERIFF'S OFFICE	P/T COURT DEPUTY SUPERVISOR	20		22.05	None at this time	
SHERIFF'S OFFICE	DEPUTY FIRST CLASS	20	YES	23.14	None at this time	
SHERIFF'S OFFICE	CORPORAL	22	YES	25.51	None at this time	
SHERIFF'S OFFICE	SERGEANT	24	YES	28.13	None at this time	
SHERIFF'S OFFICE	LIEUTENANT	25	YES	29.54	None at this time	

Note: Not all deputies receive shift differential as it depends on scheduled hours worked

**FY 18 GENERAL FUND PROPOSED HOURLY JOB GRADE CHANGES**

STATE'S ATTORNEY

DEPARTMENT	JOB TITLE	CURRENT GRADE	SHIFT DIFFERENTIAL	CURRENT STARTING RATE	PROPOSED GRADE	PROPOSED STARTING RATE
STATE'S ATTORNEY	OFFICE ASSISTANT III	11		14.20	None at this time	
STATE'S ATTORNEY	OFFICE ASSISTANT IV	12		14.92	None at this time	
STATE'S ATTORNEY	VICTIM WITNESS COORDINATOR	14		16.44	None at this time	
STATE'S ATTORNEY	COMMUNITY SERVICE PROGRAM	16		18.13	None at this time	
STATE'S ATTORNEY	EXECUTIVE ASSISTANT	17		19.04	None at this time	

**FY 18 GENERAL FUND PROPOSED HOURLY JOB GRADE CHANGES**

TOURISM & WELCOME CENTER

DEPARTMENT	JOB TITLE	CURRENT GRADE	SHIFT DIFFERENTIAL	CURRENT STARTING RATE	PROPOSED GRADE	PROPOSED STARTING RATE
TOURISM	OFFICE ASSISTANT III	11		14.20	None at this time	
TOURISM	SOCIAL MEDIA COORDINATOR	16		18.13	None at this time	
WELCOME CENTER	WELCOME CENTER GREETER	6		11.13	8	12.27
WELCOME CENTER	WELCOME CENTER MANAGER	11		14.20	15	17.27

**FY 18 GENERAL FUND PROPOSED HOURLY JOB GRADE CHANGES**

TREASURER

DEPARTMENT	JOB TITLE	CURRENT GRADE	SHIFT DIFFERENTIAL	CURRENT STARTING RATE	PROPOSED GRADE	PROPOSED STARTING RATE
TREASURER	DOCUMENT IMAGER I	2		9.16	7	11.70
TREASURER	DOCUMENT IMAGER II	3		9.63	8	12.27
TREASURER	ACCOUNTING CLERK I	7		11.70	8	12.27
TREASURER	DOCUMENT IMAGER III	8		12.27	9	12.89
TREASURER	ACCOUNTING CLERK II	10		13.53	None at this time	
TREASURER	DOCUMENT IMAGER IV	10			None at this time	
TREASURER	ACCOUNTING CLERK III	11		14.20	None at this time	
TREASURER	ACCOUNTING CLERK IV	12		14.92	None at this time	
TREASURER	DOCUMENT IMAGING TECHNICIAN	12			None at this time	
TREASURER	ACCOUNTING MANAGER	13		15.67	15	17.27
TREASURER	PAYROLL SPECIALIST	13		15.67	None at this time	
TREASURER	IT TECHNICIAN	17		19.04	None at this time	

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**FY 18 GENERAL FUND PROPOSED HOURLY JOB GRADE CHANGES**

**PUBLIC WORKS**

<b>DEPARTMENT</b>	<b>JOB TITLE</b>	<b>CURRENT GRADE</b>	<b>SHIFT DIFFERENTIAL</b>	<b>CURRENT STARTING RATE</b>	<b>PROPOSED GRADE</b>	<b>PROPOSED STARTING RATE</b>
PUBLIC WORKS	OFFICE ASSISTANT III	11		14.20	None at this time	
PUBLIC WORKS	OFFICE ASSISTANT IV	12		14.92	None at this time	
PUBLIC WORKS	VEHICLE & EQUIPMENT MECHANIC III	14		16.44	None at this time	
PUBLIC WORKS	VEHICLE & EQUIPMENT MECHANIC IV	15		17.27	None at this time	

**FY 18 GENERAL FUND PROPOSED HOURLY JOB GRADE CHANGES**

**MAINTENANCE**

DEPARTMENT	JOB TITLE	CURRENT GRADE	SHIFT DIFFERENTIAL	CURRENT STARTING RATE	PROPOSED GRADE	PROPOSED STARTING RATE
MAINTENANCE	CUSTODIAL WORKER I	4		10.10	8	12.27
MAINTENANCE	CUSTODIAL WORKER I	6		11.13	8	12.27
MAINTENANCE	MAINTENANCE WORKER I	6		11.13	8	12.27
MAINTENANCE	MAINTENANCE WORKER I	7		11.70	8	12.27
MAINTENANCE	MAINTENANCE WORKER II	8		12.27	9	12.89
MAINTENANCE	MAINTENANCE WORKER III	9		12.89	10	13.53
MAINTENANCE	BUILDING MAINT MECHANIC I	10		28.13	11	14.20
MAINTENANCE	CHIEF CUSTODIAN	10		13.53	15	17.27
MAINTENANCE	MAINTENANCE WORKER IV	11		14.20	12	14.92
MAINTENANCE	OFFICE ASSISTANT IV	12		14.20	None at this time	
MAINTENANCE	GROUNDS CREW LEADER	12		14.92	15	17.27
MAINTENANCE	BUILDING MAINT MECHANIC II	14		20.99	15	17.27
MAINTENANCE	BUILDING MAINT MECHANIC III	16		19.04	17	19.04
MAINTENANCE	BUILDING MAINT MECHANIC V	24		18.13	None at this time	

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**FY 18 GENERAL FUND PROPOSED HOURLY JOB GRADE CHANGES**

MOSQUITO CONTROL

DEPARTMENT	JOB TITLE	CURRENT GRADE	SHIFT DIFFERENTIAL	CURRENT STARTING RATE	PROPOSED GRADE	PROPOSED STARTING RATE
MOSQUITO CONTROL	FOREMAN	12		14.92	15	17.27

**FY 18 GENERAL FUND PROPOSED HOURLY JOB GRADE CHANGES**

ROADS

DEPARTMENT	JOB TITLE	CURRENT GRADE	SHIFT DIFFERENTIAL	CURRENT STARTING RATE	PROPOSED GRADE	PROPOSED STARTING RATE
ROADS	ROADS WORKER I	7		11.70	8	12.27
ROADS	ROADS WORKER II	8		12.27	10	13.53
ROADS	ROADS WORKER III	9		12.89	11	14.20
ROADS	ROADS WORKER IV	10		13.53	12	14.92
ROADS	OFFICE ASSISTANT III	11		14.20	None at this time	
ROADS	OFFICE ASSISTANT IV	12		14.92	None at this time	
ROADS	ROADS WORKER V	12		14.92	13	15.67
ROADS	VEH & EQUIP MECHANIC I	13		15.67	None at this time	
ROADS	VEH & EQUIP MECHANIC III	14		16.44	None at this time	
ROADS	ROADS FOREMAN	15		17.27	None at this time	
ROADS	TRAFFIC CONTROL FOREMAN	15		17.27	None at this time	
ROADS	INVENTORY SHOP FOREMAN	15		17.27	None at this time	

**FY 18 ENTERPRISE FUND PROPOSED HOURLY JOB GRADE CHANGES**

**SOLID WASTE**

DEPARTMENT	JOB TITLE	CURRENT GRADE	SHIFT DIFFERENTIAL	CURRENT STARTING RATE	PROPOSED GRADE	PROPOSED STARTING RATE
SOLID WASTE	RECYCLE WORKER I	7		11.70	8	12.27
SOLID WASTE	TRANSFER STATION ATTENDANT	7		11.70	8	12.27
SOLID WASTE	RECYCLE WORKER II	8		12.27	None at this time	
SOLID WASTE	SCALE OPERATOR	9		12.89	None at this time	
SOLID WASTE	LANDFILL OPERATOR I	9		12.89	None at this time	
SOLID WASTE	UTILITY MECHANIC II	10		13.53	None at this time	
SOLID WASTE	LANDFILL OPERATOR II	10		13.53	None at this time	
SOLID WASTE	RECYCLE WORKER III	10		13.53	None at this time	
SOLID WASTE	OFFICE ASSISTANT IV	12		14.92	None at this time	
SOLID WASTE	LANDFILL OPERATOR III	12		14.92	None at this time	
SOLID WASTE	LANDFILL CREW LEADER	12		14.92	None at this time	
SOLID WASTE	VEHICLE & UTILITLY MECH. II	13		15.67	None at this time	
SOLID WASTE	LANDFILL FOREMAN	15		17.27	None at this time	
SOLID WASTE	RECYCLING FOREMAN	15		17.27	None at this time	

**FY 18 ENTERPRISE FUND PROPOSED HOURLY JOB GRADE CHANGES**

**WATER & WASTE WATER**

DEPARTMENT	JOB TITLE	CURRENT GRADE	SHIFT DIFFERENTIAL	CURRENT STARTING RATE	PROPOSED GRADE	PROPOSED STARTING RATE
WATER & WASTE WATER	MAINTENANCE WORKER I	7		11.70	8	12.27
WATER & WASTE WATER	MAINTENANCE WORKER II	8		12.27	9	12.89
WATER & WASTE WATER	EQUIPMENT OPERATOR	10		13.53	None at this time	
WATER & WASTE WATER	PLANT OPERATOR TRAINEE	10		13.53	None at this time	
WATER & WASTE WATER	OFFICE ASSISTANT III	11		14.20	None at this time	
WATER & WASTE WATER	INVENTORY CLERK III	11		14.20	None at this time	
WATER & WASTE WATER	PLANT OPERATOR I	11		14.20	None at this time	
WATER & WASTE WATER	CONSTRUCTION CREW LEADER	12		14.92	15	17.27
WATER & WASTE WATER	CREW LEADER	12		14.92	15	17.27
WATER & WASTE WATER	CONSTRUCTION EXPEDITER	13		15.67	15	17.27
WATER & WASTE WATER	PLANT OPERATOR II	13		15.67	None at this time	
WATER & WASTE WATER	PLANT OPERATOR III	14		16.44	None at this time	
WATER & WASTE WATER	PLANT OPERATOR IV	16		18.13	None at this time	
WATER & WASTE WATER	PUBLIC WORKS CONSTRUCTION TECHNICIAN	17		19.04	None at this time	
WATER & WASTE WATER	INSTRUMENT TECHNICIAN	17		19.04	None at this time	
WATER & WASTE WATER	CONSTRUCTION SUPERVISOR	18		20.00	None at this time	
WATER & WASTE WATER	ASSISTANT CHEF PLANT OPERATOR	18		20.00	None at this time	
WATER & WASTE WATER	SCADA TECHNICIAN	23		25.51	None at this time	