

Terry L. Baker, *President*
Jeffrey A. Cline, *Vice
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BOARD OF COUNTY COMMISSIONERS

October 31, 2017

Agenda

- 09:30 A.M. INVOCATION AND PLEDGE OF ALLEGIANCE
CALL TO ORDER, *President Terry L. Baker*
APPROVAL OF MINUTES – October 24, 2017
- 09:35 A.M. COMMISSIONERS' REPORTS AND COMMENTS
- 09:40 A.M. REPORTS FROM COUNTY STAFF
- 09:55 A.M. CITIZENS PARTICIPATION
- 10:00 A.M. AWARD OF PUR-1365 SWIMMING POOL AND WATER / WASTE WATER
TREATMENT CHEMICALS - *Brandi Naugle, Buyer, Purchasing Department and Dan
Divito, Deputy Director, Department of Water Quality*
- 10:05 A.M. AWARD OF PUR-1362 BULK GASOLINE, DIESEL FUEL DELIVERIES – *Brandi
Naugle, Buyer, Purchasing Department*
- 10:10 A.M. REVIEW OF BENCHMARK PERFORMANCE – POTOMAC VALLEY FIRE
COMPANY, CODE OF PUBLIC LAWS FOR WASHINGTON COUNTY, MD,
SECTION 10-402(a) – *David Hays, Director, Division of Emergency Services and James
Sprecher Jr., President, WCVFRA*
- 10:15 A.M. SOLE SOURCE CONTRACT AWARD, PUR-1373 ELECTRONIC DOOR
CONTROLS AND INTERCOM SYSTEM UPGRADE AT THE WASHINGTON
COUNTY DETENTION CENTER - *Rick Curry, Director, Purchasing Department and
Major Craig Rowe, Detention Center*
- 10:20 A.M. CONSENSUS DISCUSSION FOR TEXT AMENDMENT – RZ-16-005 – *Jill Baker,
Chief Planner, Department of Planning and Zoning*
- 10:25 A.M. CONOCOCHEAGUE TREATMENT PLAN ENR UPGRADE – *Mark Bradshaw,
Deputy Director, Division of Environmental Management*
- 10:30 A.M. CAPACITY MANAGEMENT PROJECT – SHOWALTER ROAD – *Mark Bradshaw,
Deputy Director, Division of Environmental Management*

10:35 A.M. PRESENTATION OF WINNER OF THE 2017 FARM OF THE YEAR – *Leslie Hart, Department of Business Development, Kassie Lewis, Director of Business Development and Dan Norris, President of Wash Co Agriculture Marketing Advisory Committee*

10:40 A.M. REVISED AND UPDATED POLICIES – *Stephanie Stone, Director of Health and Human Services and Kendall McPeak, Assistant County Attorney*

10:45 A.M. CLOSED SESSION

(To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals; to consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State; and to consult with counsel to obtain legal advice on a legal matter.)

11:45 A.M. JOINT ECONOMIC DEVELOPMENT COMMISSIONER AND BOARD OF COUNTY COMMISSIONER LUNCHEON

01:00 P.M. ADJOURNMENT



Agenda Report Form

Open Session Item

SUBJECT: Bid Award (PUR-1365) Swimming Pool and Water/Wastewater Treatment Chemicals

PRESENTATION DATE: October 31, 2017

PRESENTATION BY: Brandi Naugle, CPPB, Buyer – Purchasing Department and Dan Divito, Deputy Director – Department of Water Quality

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

<u>Product/ (Estimated Annual Usage)</u>	<u>Vendor</u>	<u>Unit Price</u>	<u>Unit of Measure</u>
Item #12 - Sodium Hypochlorite (110 drums)	Univar USA, Inc. Middletown, PA	\$2.425/gal.	55-Gallon Drum
Item #14 – Caustic Soda (Sodium Hydroxide) (11,935 pounds)	Univar USA, Inc. Middletown, PA	\$3.06/gal.	55-Gallon Drum
Item #15 – Ferrous Chloride Solution (14,000 bulk gallons)	Kemira Water Solutions, Inc. Lawrence, KS	\$.92/gal.	Gallon Bulk
Item #16A – Hydrofluosilic Acid (H ₂ SiF ₆) (75 gallons)	Univar USA, Inc. Middletown, PA	\$12.90/gal.	15-Gallon Pail
Item #16B – Hydrofluosilic Acid (H ₂ SiF ₆) (165 gallons)	Univar USA, Inc. Middletown, PA	\$6.53/gal.	55-Gallon Drum
Item #17 – DelPac 2000 (Polyaluminum Chloride Hydroxide Sulfate Solution) 144,000 Pounds	USALCO Baltimore Plant Baltimore, MD	\$.11/lb.	Bulk Pounds
Item #19 – Sodium Hypochlorite (47 Drums)	Univar USA, Inc. Middletown, PA	\$2.425/gal.	55-Gallon Drum

Product/ (Estimated Annual Usage)	Vendor	Unit Price	Unit of Measure
Item #20 – Cyanuric Acid (100-200 pounds)	Amato Industries, Inc./ AMCHLOR Silver Spring, MD	\$1.58/lb.	Pound
Item #21 – Calcium Chloride (500 – 600 pounds)	Amato Industries, Inc./ AMCHLOR Silver Spring, MD	\$.4312/lb.	Pound
Item #22 – Muriatic Acid (20-40 Pounds)	Amato Industries, Inc./ AMCHLOR Silver Spring, MD	\$10.00/lb.	Pound
Item #24 – DelPAC 2020 (Polyaluminum Hydroxychlorosulfate Solution) 40 Drums	Univar USA, Inc. Middletown, PA	\$3.71/lb.	55-Gallon Drums
Item #30 – Bacterial Enzymatic Powder (1,500 pounds)	Maryland Company, Inc. Baltimore, MD	\$9.88/lb.	Pound
Item #33 – DelPAC 2000 (Aluminum Chloride Hydroxide Sulfate) (4-55 gallon drums)	Univar USA, Inc. Middletown, PA	\$4.53/gal.	55-Gallon Drum
Item #34 – Liquid Aluminum Sulfate (8,000 gallons)	Univar USA, Inc. Middletown, PA	\$1.49/gal.	Gallon Bulk
Item #35 – Micro C 2000 (48 – 240 Gallon Totes)	Univar USA, Inc. Middletown, PA	\$3.48/gal.	240 Gallon Tote

REPORT-IN-BRIEF: The County accepted bids on October 4, 2017 for the swimming pool and water/wastewater treatment chemical requirements for County using departments as well as for the City of Hagerstown. The bid was advertised in the local newspaper, on the State of Maryland’s “*eMaryland Marketplace*” website, and on the County’s website. The term of this Contract is for a one (1) year period tentatively beginning December 1, 2017 with no options for renewal. The above recommendations are for the County’s requirements only; the City of Hagerstown shall make its awards independently from the County.

DISCUSSION: N/A

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

CONCURRENCES: County using departments.

ALTERNATIVES: N/A

ATTACHMENTS: The complete Bid Tabulation may be viewed on-line at:
<https://www.washco-md.net/wp-content/uploads/2017/10/purch-pur-1365-bidtab.pdf>

AUDIO/VISUAL NEEDS: N/A

PUR-1365
Swimming Pool / Water / WasteWater Treatment Chemicals

Bid Item No.	Description / (Delivered Price per Unit of Measure)	Delivered Price Per	Unit of Measure	Amato Industries, Inc / Amchlor Silver Spring, MD	Brenntag Northeast, Inc. Reading, PA	Carus Corporation Peru, IL	Chemrite, Inc. Buford, GA	George S. Coyne Chemical Co., Inc. Croydon, PA	JCI Jones Chemicals, Inc. Milford, VA
1	Liquid Chlorine (City of Hagerstown)	Cylinder	1-Ton Cylinder	No Bid	No Bid	No Bid	No Bid	No Bid	\$600.00 *
2	Aqueous Ammonia 19% (City of Hagerstown)	Pound	Pound Bulk	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
3	Ferric Chloride (City of Hagerstown)	Dry Ton	Dry Ton	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
4	Sodium Hypochlorite (City of Hagerstown)	Gallon	Gallon Bulk	\$1.91	No Bid	No Bid	No Bid	No Bid	No Bid
5	12.5% Sodium Hypochlorite (City of Hagerstown)	Gallon	Gallon Bulk	\$2.25	No Bid	No Bid	No Bid	No Bid	No Bid
6	Powdered Activated Carbon (City of Hagerstown)	Ton	50-Pound Bag	No Bid	No Bid	No Bid	No Bid	\$2,272.37 *	No Bid
7	Polyaluminum Chloride (PAC) (City of Hagerstown)	Dry Ton	Dry Ton	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
8	Cyanuric Acid (City of Hagerstown)	Pound	Pound	\$1.58	No Bid	No Bid	No Bid	No Bid	No Bid
9	Caustic Soda (Sodium Hydroxide) (City of Hagerstown)	Gallon	Gallon Bulk	No Bid	\$1.148	No Bid	No Bid	No Bid	No Bid
10	Sulfuric Acid 93% - 95% (City of Hagerstown)	Gallon	Gallon Bulk	No Bid	\$1.352	No Bid	No Bid	No Bid	No Bid
11	Calcium Chloride (City of Hagerstown)	Pound	50-Pound Container	\$0.4312	No Bid	No Bid	No Bid	No Bid	No Bid
12	Sodium Hypochlorite (Washington County DWQ)	Gallon	55-Gallon Drum	\$4.95	No Bid	No Bid	No Bid	\$2.479 *	No Bid
13	Potassium Permanganate (City of Hagerstown)	Pound	55-Pound Pail	No Bid	\$3.42	No Bid	\$1.81 *	\$1.6998 *	No Bid
14	Caustic Soda (Sodium Hydroxide) (Washington County DWQ)	Gallon	55-Gallon Drum	No Bid	No Bid	No Bid	No Bid	\$3.462 *	No Bid
15	Ferrous Chloride Solution (Washington County DWQ)	Gallon	Gallon Bulk	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
16A	Hydrofluosilicic Acid (H2SiF6) (Washington County DWQ)	Gallon	15-Gallon Pail	No Bid	No Bid	No Bid	No Bid	\$19.666	No Bid
16B	Hydrofluosilicic Acid (H2SiF6) (Washington County DWQ)	Gallon	55-Gallon Drum	No Bid	No Bid	No Bid	No Bid	\$65.674	No Bid

PUR-1365
Swimming Pool / Water / WasteWater Treatment Chemicals

Bid Item No.	Description / (Delivered Price per Unit of Measure)	Delivered Price Per	Unit of Measure	Amato Industries, Inc / Amchlor Silver Spring, MD	Brenntag Northeast, Inc. Reading, PA	Carus Corporation Peru, IL	Chemrite, Inc. Buford, GA	George S. Coyne Chemical Co., Inc. Croydon, PA	JCI Jones Chemicals, Inc. Milford, VA
17	DelPac 2000 (Polyaluminum Chloride Hydroxide Sulfate Solution) (Washington County DWQ)	Pound	Pound Bulk	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
18	3" Tablet Chlorine (Calcium Hypochlorite) (City of Hagerstown DWQ)	Pound	50 - 100 Pound Drum	\$3.69	No Bid	No Bid	\$1.97 *	\$2.0198 *	No Bid
19	Sodium Hypochlorite (Washington County Parks)	Gallon	55-Gallon Drum	\$2.59	No Bid	No Bid	No Bid	No Bid	No Bid
20	Cyanuric Acid (Washington County Parks)	Pound	Pound	\$1.58	No Bid	No Bid	No Bid	No Bid	No Bid
21	Calcium Chloride (Washington County Parks)	Pound	50-Pound Container	\$0.4312	No Bid	No Bid	No Bid	No Bid	No Bid
22	Muriatic Acid (Washington County)	Pound	15-Gallon Pail Pound	\$10.00	No Bid	No Bid	No Bid	No Bid	No Bid
23	Sodium Bisulfite (38% - 40%) (City of Hagerstown)	Pound	600-Gallon Tote	No Bid	\$0.7331	No Bid	No Bid	\$0.2408 *	No Bid
24	DelPAC 2020 (Polyaluminum Hydroxychlorosulfate Solution) (Washington County DWQ)	Gallon	55-Gallon Drum	No Bid	No Bid	No Bid	No Bid	\$4.029 *	No Bid
25	Sodium Fluorosilicate (City of Hagerstown)	Pound	50-Pound Bag	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
26	Defoamer – Anti-Foam (City of Hagerstown)	Gallon	55-Gallon	No Bid	No Bid	No Bid	No Bid	\$8.113 *	No Bid
27	Thioguard (55% - 65% Magnesium Hydroxide) (City of Hagerstown)	Gallon	Gallon Bulk	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
28	Polymer (Zetag 7563) (City of Hagerstown)	Pound	55-Pound Bag	No Bid	No Bid	No Bid	No Bid	\$2.579 *	No Bid
29	Methanol (City of Hagerstown)	Gallon	Gallon Bulk	No Bid	\$1.67	No Bid	No Bid	No Bid	No Bid
30	Bacterial Enzymatic Powder (Washington County DWQ)	Pound	50-Pound Containers (1/2 pound packets)	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
31	Poly-Orthophosphate Solution (SLI-5250) (City of Hagerstown)	Pound	Pound Bulk	No Bid	No Bid	\$0.347	No Bid	\$0.342 *	No Bid

Swimming Pool / Water / WasteWater Treatment Chemicals

Bid Item No.	Description / (Delivered Price per Unit of Measure)	Delivered Price Per	Unit of Measure	Amato Industries, Inc / Amchlor Silver Spring, MD	Brenntag Northeast, Inc. Reading, PA	Carus Corporation Peru, IL	Chemrite, Inc. Buford, GA	George S. Coyne Chemical Co., Inc. Croydon, PA	JCI Jones Chemicals, Inc. Milford, VA
32	50% Caustic Soda (Sodium Hydroxide) (City of Hagerstown)	Gallon	Gallon Bulk	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
33	DelPac 2000 (Aluminum Chloride Hydroxide Sulfate) (Washington County DWQ)	Gallon	55-Gallon Drum	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
34	Liquid Aluminum Sulfate (Washington County DWQ)	Gallon	Gallon Bulk	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
35	MicroC 2000 (Washington County DWQ)	Gallon	240-Gallon Tote	No Bid	No Bid	No Bid	No Bid	\$3.525 *	No Bid
36	Polymer (Zetag 8814) (City of Hagerstown)	Gallon	Gallon Bulk	No Bid	No Bid	No Bid	No Bid	\$10.856 *	No Bid

Exceptions:**Amato Industries, Inc./Amchlor - None****Brenntag Northeast, Inc. - None****Carus Corporation - None****Chemrite, Inc. -**

1 #13 - Not domestically made!

Potassium Permanganate is not domestically made.

Exceptions:**George S. Coyne Chemical Co., Inc.**

1 #6 - Bidding Hydrodarco B. Min 1 pallet, 50 Bags/Dely

2 #12 - Min 7 Drums/Dely

3 #13 - Min 1 Pallet/Dely

4 #14 - Min 8 Drums/Dely

5 #18 - Bidding on NSF Certified Accu Tab SI Tablets. Min 2 Pallets/Dely

6 #23 - Bidding a 330 gal Tote

7 #24 - Bidding CES PACI 900S

8 #26 - Bidding FF 410

9 #28 - Bidding on Zetag 7563 as specified. Min 1 Pallet/Dely

10 #31 - Bidding on CP 722

11 #35 - Bidding on Micro C 2000 as Specified. Min 3 Totes/Dely

12 #36 - Bidding on Zetag 8814 as Specified

Exceptions:**Chemrite, Inc.**

1 #13 - Pricing corrected per information provided.

2 #18 - Pricing corrected per information provided.

Exceptions:**JCI Jones Chemicals, Inc.**

1 #1 - Mandatory Safety Seminar Required

PUR-1365
Swimming Pool / Water / WasteWater Treatment Chemicals

Bid Item No.	Description / (Delivered Price per Unit of Measure)	Delivered Price Per	Unit of Measure	Kemira Water Solutions Lawrence, KS	Maryland Bichemical Company, Inc. Bel Air, MD	Maryland Chemical Compnay, Inc. Baltimore, MD	Polydyne, Inc. Riceboro, GA	Premier Magnesia, LLC Wayne, PA	PVS Technologies, Inc. Detroit, MI
1	Liquid Chlorine (City of Hagerstown)	Cylinder	1-Ton Cylinder	No Bid			N/A	No Bid	No Bid
2	Aqueous Ammonia 19% (City of Hagerstown)	Pound	Pound Bulk	No Bid			N/A	No Bid	No Bid
3	Ferric Chloride (City of Hagerstown)	Dry Ton	Dry Ton	\$495.00 *			N/A	No Bid	\$604.00
4	Sodium Hypochlorite (City of Hagerstown)	Gallon	Gallon Bulk	No Bid			N/A	No Bid	No Bid
5	12.5% Sodium Hypochlorite (City of Hagerstown)	Gallon	Gallon Bulk	No Bid			N/A	No Bid	No Bid
6	Powdered Activated Carbon (City of Hagerstown)	Ton	50-Pound Bag	No Bid			N/A	No Bid	No Bid
7	Polyaluminum Chloride (PAC) (City of Hagerstown)	Dry Ton	Dry Ton	No Bid			N/A	No Bid	No Bid
8	Cyanuric Acid (City of Hagerstown)	Pound	Pound	No Bid			N/A	No Bid	No Bid
9	Caustic Soda (Sodium Hydroxide) (City of Hagerstown)	Gallon	Gallon Bulk	No Bid			N/A	No Bid	No Bid
10	Sulfuric Acid 93% - 95% (City of Hagerstown)	Gallon	Gallon Bulk	No Bid			N/A	No Bid	No Bid
11	Calcium Chloride (City of Hagerstown)	Pound	50-Pound Container	No Bid			N/A	No Bid	No Bid
12	Sodium Hypochlorite (Washington County DWQ)	Gallon	55-Gallon Drum	No Bid			N/A	No Bid	No Bid
13	Potassium Permanganate (City of Hagerstown)	Pound	55-Pound Pail	No Bid			N/A	No Bid	No Bid
14	Caustic Soda (Sodium Hydroxide) (Washington County DWQ)	Gallon	55-Gallon Drum	No Bid			N/A	No Bid	No Bid
15	Ferrous Chloride Solution (Washington County DWQ)	Gallon	Gallon Bulk	\$0.92 *			N/A	No Bid	No Bid
16A	Hydrofluosilicic Acid (H2SiF6) (Washington County DWQ)	Gallon	15-Gallon Pail	No Bid			N/A	No Bid	No Bid
16B	Hydrofluosilicic Acid (H2SiF6) (Washington County DWQ)	Gallon	55-Gallon Drum	No Bid			N/A	No Bid	No Bid

PUR-1365
Swimming Pool / Water / WasteWater Treatment Chemicals

Bid Item No.	Description / (Delivered Price per Unit of Measure)	Delivered Price Per	Unit of Measure	Kemira Water Solutions Lawrence, KS	Maryland Bichemical Company, Inc. Bel Air, MD	Maryland Chemical Compnay, Inc. Baltimore, MD	Polydyne, Inc. Riceboro, GA	Premier Magnesia, LLC Wayne, PA	PVS Technologies, Inc. Detroit, MI
17	DelPac 2000 (Polyaluminum Chloride Hydroxide Sulfate Solution) (Washington County DWO)	Pound	Pound Bulk	\$0.1174 *			N/A	No Bid	No Bid
18	3" Tablet Chlorine (Calcium Hypochlorite) (City of Hagerstown DWQ)	Pound	50 - 100 Pound Drum	No Bid			N/A	No Bid	No Bid
19	Sodium Hypochlorite (Washington County Parks)	Gallon	55-Gallon Drum	No Bid			N/A	No Bid	No Bid
20	Cyanuric Acid (Washington County Parks)	Pound	Pound	No Bid			N/A	No Bid	No Bid
21	Calcium Chloride (Washington County Parks)	Pound	50-Pound Container	No Bid			N/A	No Bid	No Bid
22	Muriatic Acid (Washington County)	Pound	15-Gallon Pail Pound	No Bid			N/A	No Bid	No Bid
23	Sodium Bisulfite (38% - 40%) (City of Hagerstown)	Pound	600-Gallon Tote	No Bid			N/A	No Bid	No Bid
24	DelPAC 2020 (Polyaluminum Hydroxychlorosulfate Solution) (Washington County DWQ)	Gallon	55-Gallon Drum	No Bid			N/A	No Bid	No Bid
25	Sodium Fluorosilicate (City of Hagerstown)	Pound	50-Pound Bag	No Bid			N/A	No Bid	No Bid
26	Defoamer – Anti-Foam (City of Hagerstown)	Gallon	55-Gallon	No Bid	\$7.11 *		N/A	No Bid	No Bid
27	Thioguard (55% - 65% Magnesium Hydroxide) (City of Hagerstown)	Gallon	Gallon Bulk	No Bid			N/A	\$2.57 *	No Bid
28	Polymer (Zetag 7563) (City of Hagerstown)	Pound	55-Pound Bag	No Bid			N/A	No Bid	No Bid
29	Methanol (City of Hagerstown)	Gallon	Gallon Bulk	No Bid			N/A	No Bid	No Bid
30	Bacterial Enzymatic Powder (Washington County DWQ)	Pound	50-Pound Containers (1/2 pound packets)	No Bid	\$9.87 *	\$9.88	N/A	No Bid	No Bid
31	Poly-Orthophosphate Solution (SLI-5250) (City of Hagerstown)	Pound	Pound Bulk	No Bid			N/A	No Bid	No Bid

PUR-1365
Swimming Pool / Water / WasteWater Treatment Chemicals

Bid Item No.	Description / (Delivered Price per Unit of Measure)	Delivered Price Per	Unit of Measure	Kemira Water Solutions Lawrence, KS	Maryland Biochemical Company, Inc. Bel Air, MD	Maryland Chemical Compnay, Inc. Baltimore, MD	Polydyne, Inc. Riceboro, GA	Premier Magnesia, LLC Wayne, PA	PVS Technologies, Inc. Detroit, MI
32	50% Caustic Soda (Sodium Hydroxide) (City of Hagerstown)	Gallon	Gallon Bulk	No Bid			N/A	No Bid	No Bid
33	DelPac 2000 (Aluminum Chloride Hydroxide Sulfate) (Washington County DWQ)	Gallon	55-Gallon Drum	No Bid			N/A	No Bid	No Bid
34	Liquid Aluminum Sulfate (Washington County DWQ)	Gallon	Gallon Bulk	No Bid			N/A	No Bid	No Bid
35	MicroC 2000 (Washington County DWQ)	Gallon	240-Gallon Tote	No Bid		\$3.25 *	\$3.193 *	No Bid	No Bid
36	Polymer (Zetag 8814) (City of Hagerstown)	Gallon	Gallon Bulk	No Bid			N/A	No Bid	No Bid

Exceptions:

Kemira Water Solutions

- 1 #3 - Kemira PIX-111
- 2 #15 - Kemira PIX-201. \$150.00 per stop
- 3 #17 - Kemira PAX-XL6

Exceptions:

Maryland Biochemical Company, Inc.

- 1 #26 - MB 012 SF
- 2 #30 - MB 12 BP

Exceptions:

Maryland Chemical Co., Inc.

- 1 #35 - Providing Flosett to Ft. Detrick as Equivalent to Micro C. Great results, see SDS attached

Exceptions:

Polydyne, Inc.

- 1 #35 - Polydyne Inc. is bidding our equivalent product, Floset 22 (\$0.310/Lb. X 10.3 Lbs/Gal.)

Exceptions:

Premier Magnesia LLC

- 1 #27 - Minimum 3,500 gallons per

PUR-1365

Swimming Pool / Water / WasteWater Treatment Chemicals

Bid Item No.	Description / (Delivered Price per Unit of Measure)	Delivered Price Per	Unit of Measure	Shannon Chemical Corporation Malvern, PA	Univar USA, Inc. Middletown, PA	USALCO Baltimore Plant, LLC Baltimore, MD
1	Liquid Chlorine (City of Hagerstown)	Cylinder	1-Ton Cylinder	No Bid	\$600.00	No Bid
2	Aqueous Ammonia 19% (City of Hagerstown)	Pound	Pound Bulk	No Bid	\$0.11 *	No Bid
3	Ferric Chloride (City of Hagerstown)	Dry Ton	Dry Ton	No Bid	No Bid	No Bid
4	Sodium Hypochlorite (City of Hagerstown)	Gallon	Gallon Bulk	No Bid	\$2.09	No Bid
5	12.5% Sodium Hypochlorite (City of Hagerstown)	Gallon	Gallon Bulk	No Bid	\$1.44	No Bid
6	Powdered Activated Carbon (City of Hagerstown)	Ton	50-Pound Bag	No Bid	\$2,454.60	No Bid
7	Polyaluminum Chloride (PAC) (City of Hagerstown)	Dry Ton	Dry Ton	No Bid	No Bid	\$2,016.00
8	Cyanuric Acid (City of Hagerstown)	Pound	Pound	No Bid	No Bid	No Bid
9	Caustic Soda (Sodium Hydroxide) (City of Hagerstown)	Gallon	Gallon Bulk	No Bid	\$0.946	No Bid
10	Sulfuric Acid 93% - 95% (City of Hagerstown)	Gallon	Gallon Bulk	No Bid	\$1.35	No Bid
11	Calcium Chloride (City of Hagerstown)	Pound	50-Pound Container	No Bid	No Bid	No Bid
12	Sodium Hypochlorite (Washington County DWQ)	Gallon	55-Gallon Drum	No Bid	\$2.425	No Bid
13	Potassium Permanganate (City of Hagerstown)	Pound	55-Pound Pail	No Bid	\$3.5436	No Bid
14	Caustic Soda (Sodium Hydroxide) (Washington County DWQ)	Gallon	55-Gallon Drum	No Bid	\$3.06	No Bid
15	Ferrous Chloride Solution (Washington County DWQ)	Gallon	Gallon Bulk	No Bid	No Bid	No Bid
16A	Hydrofluosilicic Acid (H ₂ SiF ₆) (Washington County DWQ)	Gallon	15-Gallon Pail	No Bid	\$12.90	No Bid
16B	Hydrofluosilicic Acid (H ₂ SiF ₆) (Washington County DWQ)	Gallon	55-Gallon Drum	No Bid	\$6.53	No Bid

PUR-1365
Swimming Pool / Water / WasteWater Treatment Chemicals

Bid Item No.	Description / (Delivered Price per Unit of Measure)	Delivered Price Per	Unit of Measure	Shannon Chemical Corporation Malvern, PA	Univar USA, Inc. Middletown, PA	USALCO Baltimore Plant, LLC Baltimore, MD
17	DelPac 2000 (Polyaluminum Chloride Hydroxide Sulfate Solution) (Washington County DWO)	Pound	Pound Bulk	No Bid	No Bid	\$0.11
18	3" Tablet Chlorine (Calcium Hypochlorite) (City of Hagerstown DWQ)	Pound	50 - 100 Pound Drum	No Bid	\$1.96	No Bid
19	Sodium Hypochlorite (Washington County Parks)	Gallon	55-Gallon Drum	No Bid	\$2.425	No Bid
20	Cyanuric Acid (Washington County Parks)	Pound	Pound	No Bid	No Bid	No Bid
21	Calcium Chloride (Washington County Parks)	Pound	50-Pound Container	No Bid	No Bid	No Bid
22	Muriatic Acid (Washington County)	Pound	15-Gallon Pail Pound	No Bid	No Bid	No Bid
23	Sodium Bisulfite (38% - 40%) (City of Hagerstown)	Pound	600-Gallon Tote	No Bid	No Bid	No Bid
24	DelPAC 2020 (Polyaluminum Hydroxychlorosulfate Solution) (Washington County DWQ)	Gallon	55-Gallon Drum	No Bid	\$3.71	No Bid
25	Sodium Fluorosilicate (City of Hagerstown)	Pound	50-Pound Bag	No Bid	\$0.6207	No Bid
26	Defoamer – Anti-Foam (City of Hagerstown)	Gallon	55-Gallon	No Bid	No Bid	No Bid
27	Thioguard (55% - 65% Magnesium Hydroxide) (City of Hagerstown)	Gallon	Gallon Bulk	No Bid	No Bid	No Bid
28	Polymer (Zetag 7563) (City of Hagerstown)	Pound	55-Pound Bag	No Bid	No Bid	No Bid
29	Methanol (City of Hagerstown)	Gallon	Gallon Bulk	No Bid	\$1.38	No Bid
30	Bacterial Enzymatic Powder (Washington County DWQ)	Pound	50-Pound Containers (1/2 pound packets)	No Bid	No Bid	No Bid
31	Poly-Orthophosphate Solution (SLI-5250) (City of Hagerstown)	Pound	Pound Bulk	\$0.384/#	No Bid	No Bid

PUR-1365
Swimming Pool / Water / WasteWater Treatment Chemicals

Bid Item No.	Description / (Delivered Price per Unit of Measure)	Delivered Price Per	Unit of Measure	Shannon Chemical Corporation Malvern, PA	Univar USA, Inc. Middletown, PA	USALCO Baltimore Plant, LLC Baltimore, MD
32	50% Caustic Soda (Sodium Hydroxide) (City of Hagerstown)	Gallon	Gallon Bulk	No Bid	\$2.05	No Bid
33	DelPac 2000 (Aluminum Chloride Hydroxide Sulfate) (Washington County DWQ)	Gallon	55-Gallon Drum	No Bid	\$4.53	No Bid
34	Liquid Aluminum Sulfate (Washington County DWQ)	Gallon	Gallon Bulk	No Bid	\$1.49	No Bid
35	MicroC 2000 (Washington County DWQ)	Gallon	240-Gallon Tote	No Bid	\$3.48	No Bid
36	Polymer (Zetag 8814) (City of Hagerstown)	Gallon	Gallon Bulk	No Bid	No Bid	No Bid

Exceptions:

Univar USA, Inc.

1 #2 - wet lb.



Open Session Item

SUBJECT: Contract Award (PUR-1362) for Gasoline and Diesel Fuel Deliveries

PRESENTATION DATE: October 31, 2017

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

RECOMMENDED MOTION: Move to award the bids for Gasoline and Diesel Fuel Deliveries contracts to the responsive, responsible bidders who submitted the lowest bids.

1. Contract for **gasoline and diesel tank-wagon deliveries** to **A, C & T Company, Inc. of Hagerstown, MD** at the unit prices stated for Option I in its bid dated October 3, 2017.
2. Contract for **gasoline transport deliveries** to **Petroleum Traders Corporation of Fort Wayne, IN** at the unit prices stated for Option I in its bid dated October 2, 2017.
3. Contract for **diesel transport deliveries** to **IPC (USA), Inc. of Columbia, MD** at the unit prices stated for Option I in its bid dated September 28, 2017.

REPORT-IN-BRIEF: The following tabulations listed below were made from the bids received on October 4, 2017 based on estimated quantities for the contract period that is tentatively to start on December 1, 2017 and end November 30, 2018. The contracts are for a one (1) year term with no option to renew. These are requirements contracts and the County guarantees neither a maximum nor a minimum quantity.

The bid was advertised on the State of Maryland’s “*eMaryland Marketplace*” web site and on the County’s web site, and in the local newspaper. Nine (9) bids were received. Thirty-One (31) persons/companies registered/downloaded the bid document on-line. The bids were evaluated based on the Oil Price Information Service (OPIS) pricing index publication and the bidder’s bid factor; bids were submitted as follows:

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

<u>Vendor</u>	<u>Transport Loads Total Bid</u>	<u>Tank-wagon Loads Total Bid</u>
A, C & T Co., Inc. Hagerstown, MD	\$658,903.24	\$127,440.59

Cato, Inc. Salisbury, MD	\$654,229.30	No Bid
IPC (USA), Inc. Columbia, MD	No Bid	No Bid
Mansfield Oil Co. of Gainesville, GA	\$659,253.51	\$137,236.30
Metro Petroleum, Inc. of Mt. Airy, MD	\$688,115.38	No Bid
Papco, Inc. Aston, PA	\$648,734.65	No Bid
Petroleum Traders Corp. Fort Wayne, IN	\$647,470.00	\$137,535.44
Pinnacle Petroleum Huntington Beach, CA	No Bid	No Bid
TAC Energy Dallas, TX	\$666,664.73	No Bid

DIESEL: OPTION 1 *(multiple contract award)*

<u>Vendor</u>	<u>Transport Loads Total Bid</u>	<u>Tank-wagon Loads Total Bid</u>
A, C & T Co., Inc. Hagerstown, MD	\$1,133,873.96	\$113,598.29
Cato, Inc. Salisbury, MD	\$1,125,286.05	No Bid
IPC (USA), Inc. Columbia, MD	\$1,121,972.61	No Bid
Mansfield Oil Co. of Gainesville, GA	\$1,152,064.09	\$121,882.48
Metro Petroleum, Inc. of Mt. Airy, MD	\$1,187,971.00	No Bid

Papco, Inc. Aston, PA	\$1,129,478.57	No Bid
Petroleum Traders Corp. Fort Wayne, IN	\$1,138,269.34	\$122.875.83
Pinnacle Petroleum Huntington Beach, CA	No Bid	No Bid
TAC Energy Dallas, TX	\$1,147,480.16	No Bid

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

<u>Vendor</u>	<u>Transport/Tankwagon Loads</u>	<u>Total Bid</u>
A, C & T Co. Inc. Hagerstown, MD		\$2,031,858.97
Cato, Inc. Salisbury, MD	No Bid	
IPC (USA), Inc. Columbia, MD	No Bid	
Mansfield Oil Co. of Gainesville, Inc.	\$2,065,031.29	
Metro Petroleum, Inc. of Mt. Airy, MD	No Bid	
Papco, Inc. Aston, PA	No Bid	
Petroleum Traders Corp. Fort Wayne, IN	\$2,046,150.61	
Pinnacle Petroleum Huntington Beach, CA York, PA	\$2,104,459.08	
TAC Energy Dallas, TX	No Bid	

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

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

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: The complete Bid Tabulation may be viewed on-line at:
<https://www.washco-md.net/wp-content/uploads/2017/10/purch-pur-1362-bidtab.pdf>

AUDIO/VISUAL NEEDS: N/A

PUR-1362
Bulk Gasoline and Diesel Fuel Deliveries

OPTION 1

		A.C. & T. Co., Inc. Hagerstown, MD					CATO, Inc. Salisbury, MD			
		A	B	C	D	E	B	C	D	E
Item	OPIS Price as of 08-24-17	Bidder +/- Factor	OPIS Price + Bidder Factor (A + B) Per Gallon	Approx. Gallon Usage	Net Delivered (C X D)	Bidder +/- Factor	OPIS Price + Bidder Factor (A + B) Per Gallon	Approx. Gallon Usage	Net Delivered (C X D)	
Sec. I	Gasoline Unleaded 87 Octane CBOB Ethanol (10%) Tank-wagon	<i>\$1.554</i>	\$0.1815	\$1.7355	64,387	\$111,743.64	N/A	64,387		
	Gasoline Unleaded 89 Octane CBOB Ethanol (10%) Tank-wagon	<i>\$1.6652</i>	\$0.1815	\$1.8467	8,500	\$15,696.95	N/A	8,500		
	Total Sum Gasoline Tank-wagon Deliveries as Described in Section I				\$127,440.59					
Sec. II	Gasoline Unleaded 87 Octane CBOB Ethanol (10%) Transport	<i>\$1.554</i>	\$0.0275	\$1.5815	208,000	\$328,952.00	\$0.0159	\$1.5699	208,000	\$326,539.20
	Gasoline Unleaded 89 Octane CBOB Ethanol (10%) Transport	<i>\$1.6652</i>	\$0.0275	\$1.6927	194,926	\$329,951.24	\$0.0159	\$1.6811	194,926	\$327,690.10
	Total Sum Gasoline Transport Deliveries as Described in Section II				\$658,903.24			\$654,229.30		
Sec. III	Total Sum Diesel Tank-wagon Deliveries as Described in Section III No. 2-D Diesel Ultra Low Sulfur	<i>\$1.6468</i>	\$0.1715	\$1.8183	62,475	\$113,598.29	N/A	62,475		
Sec. IV	Total Sum Diesel Transport Deliveries as Described in Section IV No. 2-D Diesel Ultra Low Sulfur	<i>\$1.6468</i>	\$0.0300	\$1.6768	676,213	\$1,133,873.96	\$0.0173	\$1.6641	676,213	\$1,125,286.05

*Corrected calculations based on bidder factors and 8/24/17 OPIS price.

PUR-1362
Bulk Gasoline and Diesel Fuel Deliveries

OPTION 1	A.C. & T. Co., Inc. Hagerstown, MD	CATO, Inc. Salisbury, MD
Winter Chemical Additive Protection (cost per gallon):	\$0.0400	\$0.0350
Winter Chemical Additive Protection Product Name:	Legal Diesel Additive 1400 LHF	Legal Desiel Fuel Additive 1400 LHF
Manufacturer's Name:	Innospec	Innospec

PUR-1362
Bulk Gasoline and Diesel Fuel Deliveries

OPTION 2

OPTION 2		A.C. & T. Co., Inc. Hagerstown, MD					CATO, Inc. Salisbury, MD			
		A	B	C	D	E	B	C	D	E
Item	OPIS Price as of 08-24-17	Bidder +/- Factor	OPIS Price + Bidder Factor (A + B) Per Gallon	Approx. Gallon Usage	Net Delivered (C X D)	Bidder +/- Factor	OPIS Price + Bidder Factor (A + B) Per Gallon	Approx. Gallon Usage	Net Delivered (C X D)	
Sec. I	Gasoline Unleaded 87 Octane CBOB Ethanol (10%) Tank-wagon	<i>\$1.5540</i>	\$0.1790	\$1.7330	64,387	\$111,582.67		64,387	\$0.00	
Sec. I	Gasoline Unleaded 89 Octane CBOB Ethanol (10%) Tank-wagon	<i>\$1.6652</i>	\$0.1790	\$1.8442	8,500	\$15,675.70		8,500	\$0.00	
Sec. II	Gasoline Unleaded 87 Octane CBOB Ethanol (10%) Transport	<i>\$1.5540</i>	\$0.0260	\$1.5800	208,000	\$328,640.00		208,000	\$0.00	
Sec. II	Gasoline Unleaded 89 Octane CBOB Ethanol (10%) Transport	<i>\$1.6652</i>	\$0.0260	\$1.6912	194,926	\$329,658.85		194,926	\$0.00	
Sec. III	Total Sum Diesel Tank-wagon Deliveries as Described in Section III No. 2-D Diesel Ultra Low Sulfur	<i>\$1.6468</i>	\$0.1690	\$1.8158	62,475	\$113,442.11		62,475	\$0.00	
Sec. IV	Total Sum Diesel Transport Deliveries as Described in Section IV No. 2-D Diesel Ultra Low Sulfur	<i>\$1.6468</i>	\$0.0285	\$1.6753	676,213	\$1,132,859.64		676,213	\$0.00	
OPTION 2 Total Sum Bid of All Section Totals (Sections 1-4)		\$2,031,858.97					\$0.00			

*Corrected calculations based on bidder factors and 8/24/17 OPIS price.

**PUR-1362
Bulk Gasoline and Diesel Fuel Deliveries**

OPTION 2	A.C. & T. Co., Inc. Hagerstown, MD	CATO, Inc. Salisbury, MD
Winter Chemical Additive Protection (cost per gallon):	\$0.0400	
Winter Chemical Additive Protection Product Name:	Legal Diesel Additive 1400 LHF	
Manufacturer's Name:	Innospec	

NOTES:

A.C. & T. - None

CATO, Inc. - None

*Corrected Calculations based on Bidder Factor Provided.

PUR-1362
Bulk Gasoline and Diesel Fuel Deliveries

OPTION 1

		IPC (USA), Inc. Columbia, MD				Mansfield Oil Company of Gainesville, Inc. Gainesville, GA				
		A	B	C	D	E	B	C	D	E
Item	OPIS Price as of 08-24-17	Bidder +/- Factor	OPIS Price + Bidder Factor (A + B) Per Gallon	Approx. Gallon Usage	Net Delivered (C X D)	Bidder +/- Factor	OPIS Price + Bidder Factor (A + B) Per Gallon	Approx. Gallon Usage	Net Delivered (C X D)	
Sec. I	Gasoline Unleaded 87 Octane CBOB Ethanol (10%) Tank-wagon	<i>\$1.5540</i>		64,387	No bid	\$0.3141	\$1.8681	64,387	\$120,281.35	
	Gasoline Unleaded 89 Octane CBOB Ethanol (10%) Tank-wagon	<i>\$1.6652</i>		8,500	No bid	\$0.3295	\$1.9947	8,500	\$16,954.95	
	Total Sum Gasoline Tank-wagon Deliveries as Described in Section I			\$0.00				\$137,236.30		
Sec. II	Gasoline Unleaded 87 Octane CBOB Ethanol (10%) Transport	<i>\$1.5540</i>		208,000	No bid	\$0.0364	\$1.5904	208,000	\$330,803.20	
	Gasoline Unleaded 89 Octane CBOB Ethanol (10%) Transport	<i>\$1.6652</i>		194,926	No bid	\$0.0198	\$1.6850	194,926	\$328,450.31	
	Total Sum Gasoline Transport Deliveries as Described in Section II							\$659,253.51		
Sec. III	Total Sum Diesel Tank-wagon Deliveries as Described in Section III No. 2-D Diesel Ultra Low Sulfur	<i>\$1.6468</i>		62,475	No bid	\$0.3041	\$1.9509	62,475	\$121,882.48	
Sec. IV	Total Sum Diesel Transport Deliveries as Described in Section IV No. 2-D Diesel Ultra Low Sulfur	<i>\$1.6468</i>	\$0.0124	\$1.6592	676,213	\$1,121,972.61	\$0.0569	\$1.7037	676,213	\$1,152,064.09

*Corrected calculations based on bidder factors and 8/24/17 OPIS price.

PUR-1362
Bulk Gasoline and Diesel Fuel Deliveries

OPTION 1	IPC (USA), Inc. Columbia, MD	Mansfield Oil Company of Gainesville, Inc. Gainesville, GA
Winter Chemical Additive Protection (cost per gallon):	\$0.0200	\$0.0250
Winter Chemical Additive Protection Product Name:	Diesel Treat 2000	ColdPRO
Manufacturer's Name:	Schaffer Manufacturing	Arsenal

PUR-1362
Bulk Gasoline and Diesel Fuel Deliveries

OPTION 2

		IPC (USA), Inc. Columbia, MD				Mansfield Oil Company of Gainesville, Inc. Gainesville, GA			
		A	B	C	D	E	B	C	D
Item	OPIS Price as of 08-24-17	Bidder +/- Factor	OPIS Price + Bidder Factor (A + B) Per Gallon	Approx. Gallon Usage	Net Delivered (C X D)	Bidder +/- Factor	OPIS Price + Bidder Factor (A + B) Per Gallon	Approx. Gallon Usage	Net Delivered (C X D)
Sec. I	Gasoline Unleaded 87 Octane CBOB Ethanol (10%) Tank-wagon	<i>\$1.5540</i>			No bid	\$0.2941	\$1.8481	64,387	\$118,993.61
Sec. I	Gasoline Unleaded 89 Octane CBOB Ethanol (10%) Tank-wagon	<i>\$1.6652</i>			No bid	\$0.3095	\$1.9747	8,500	\$16,784.95
Sec. II	Gasoline Unleaded 87 Octane CBOB Ethanol (10%) Transport	<i>\$1.5540</i>			No bid	\$0.0339	\$1.5879	208,000	\$330,283.20
Sec. II	Gasoline Unleaded 89 Octane CBOB Ethanol (10%) Transport	<i>\$1.6652</i>			No bid	\$0.0173	\$1.6825	194,926	\$327,963.00
Sec. III	Total Sum Diesel Tank-wagon Deliveries as Described in Section III No. 2-D Diesel Ultra Low Sulfur	<i>\$1.6468</i>			No bid	\$0.2841	\$1.9309	62,475	\$120,632.98
Sec. IV	Total Sum Diesel Transport Deliveries as Described in Section IV No. 2-D Diesel Ultra Low Sulfur	<i>\$1.6468</i>			No bid	\$0.0544	\$1.7012	676,213	\$1,150,373.56
OPTION 2 Total Sum Bid of All Section Totals (Sections 1-4)		\$0.00				\$2,065,031.29 *			

*Corrected calculations based on bidder factors and 8/24/17 OPIS price.

PUR-1362
Bulk Gasoline and Diesel Fuel Deliveries

OPTION 2	IPC (USA), Inc. Columbia, MD	Mansfield Oil Company of Gainesville, Inc. Gainesville, GA
Winter Chemical Additive Protection (cost per gallon):		\$0.0250
Winter Chemical Additive Protection Product Name:		ColdPRO
Manufacturer's Name:		Arsenal

Notes:

IPC (USA), Inc. - None

Mansfield Oil Co. of Gainsville, Inc.

The following taxes are not included in the bid differential, but if applicable, will be shown as line items on your invoice:

Diesel:

Federal Lust - \$.001/gal
 Federal Oil Spill - \$.00214/gal
 Md Fuel Tax - \$.3455/gal
 Md ENV Fee - \$001905/gal

Gasoline E10-Reg & E10-MID

Federal Lust - \$.001/gal
 Federal Oil Spill - \$.001926/gal
 Md Fuel Tax - \$.338/gal
 Md ENV Fee - \$001905/gal

PUR-1362
Bulk Gasoline and Diesel Fuel Deliveries

OPTION 1

		Metro Petroleum, Inc. Mt. Airy, MD				Papco, Inc. Aston, PA				
		A	B	C	D	E	B	C	D	E
Item	OPIS Price as of 08-24-17	Bidder +/- Factor	OPIS Price + Bidder Factor (A + B) Per Gallon	Approx. Gallon Usage	Net Delivered (C X D)	Bidder +/- Factor	OPIS Price + Bidder Factor (A + B) Per Gallon	Approx. Gallon Usage	Net Delivered (C X D)	
Sec. I	Gasoline Unleaded 87 Octane CBOB Ethanol (10%) Tank-wagon	<i>\$1.5540</i>		64,387					No bid	
	Gasoline Unleaded 89 Octane CBOB Ethanol (10%) Tank-wagon	<i>\$1.6652</i>		8,500					No bid	
	Total Sum Gasoline Tank-wagon Deliveries as Described in Section I			\$0.00				\$0.00		
Sec. II	Gasoline Unleaded 87 Octane CBOB Ethanol (10%) Transport	<i>\$1.5540</i>	\$0.10	\$1.654	208,000	\$344,032.00	\$0.0116	\$1.5656	208,000	\$325,644.80 *
	Gasoline Unleaded 89 Octane CBOB Ethanol (10%) Transport	<i>\$1.6652</i>	\$0.10	\$1.7652	194,926	\$344,083.38 *	-\$0.0077	\$1.6575	194,926	\$323,089.85 *
	Total Sum Gasoline Transport Deliveries as Described in Section II			\$688,115.38 *				\$648,734.65 *		
Sec. III	Total Sum Diesel Tank-wagon Deliveries as Described in Section III No. 2-D Diesel Ultra Low Sulfur	<i>\$1.6468</i>			62,475				No bid	
Sec. IV	Total Sum Diesel Transport Deliveries as Described in Section IV No. 2-D Diesel Ultra Low Sulfur	<i>\$1.6468</i>	\$0.10	1.7568	676,213	\$1,187,971.00	\$0.0235	\$1.6703	676,213	\$1,129,478.57 *

*Corrected calculations based on bidder factors and 8/24/17 OPIS price.

PUR-1362
Bulk Gasoline and Diesel Fuel Deliveries

OPTION 1

	Metro Petroleum, Inc. Mt. Airy, MD	Papco, Inc. Aston, PA
Winter Chemical Additive Protection (cost per gallon):	\$0.0400	\$0.0250
Winter Chemical Additive Protection Product Name:	Diesel Treat 137-B Fuel Conditioner	Antigel - 3000 - CF
Manufacturer's Name:	Schaeffer Oil	C & S Scientific

PUR-1362
Bulk Gasoline and Diesel Fuel Deliveries

OPTION 2

OPTION 2		Metro Petroleum, Inc. Mt. Airy, MD				Papco, Inc. Aston, PA			
		A	B	C	D	E	B	C	D
Item	OPIS Price as of 08-24-17	Bidder +/- Factor	OPIS Price + Bidder Factor (A + B) Per Gallon	Approx. Gallon Usage	Net Delivered (C X D)	Bidder +/- Factor	OPIS Price + Bidder Factor (A + B) Per Gallon	Approx. Gallon Usage	Net Delivered (C X D)
Sec. I	Gasoline Unleaded 87 Octane CBOB Ethanol (10%) Tank-wagon	<i>\$1.5540</i>		64,387	No bid				No Bid
Sec. I	Gasoline Unleaded 89 Octane CBOB Ethanol (10%) Tank-wagon	<i>\$1.6652</i>		8,500	No bid				No Bid
Sec. II	Gasoline Unleaded 87 Octane CBOB Ethanol (10%) Transport	<i>\$1.5540</i>		208,000	No bid				No Bid
Sec. II	Gasoline Unleaded 89 Octane CBOB Ethanol (10%) Transport	<i>\$1.6652</i>		194,926	No bid				No Bid
Sec. III	Total Sum Diesel Tank-wagon Deliveries as Described in Section III No. 2-D Diesel Ultra Low Sulfur	<i>\$1.6468</i>		62,475	No bid				No Bid
Sec. IV	Total Sum Diesel Transport Deliveries as Described in Section IV No. 2-D Diesel Ultra Low Sulfur	<i>\$1.6468</i>		676,213	No bid				No Bid
OPTION 2 Total Sum Bid of All Section Totals (Sections 1-4)				\$0.00				\$0.00	

*Corrected calculations based on bidder factors and 8/24/17 OPIS price.

**PUR-1362
Bulk Gasoline and Diesel Fuel Deliveries**

OPTION 2	Metro Petroleum, Inc. Mt. Airy, MD	Papco, Inc. Aston, PA
Winter Chemical Additive Protection (cost per gallon):	\$0.0400	No Bid
Winter Chemical Additive Protection Product Name:	Diesel Treat 137-B Fuel Conditioner	
Manufacturer's Name:	Schaeffer Oil	

Notes:

Metro Petroleum, Inc. - None

Papco, Inc. - None

PUR-1362
Bulk Gasoline and Diesel Fuel Deliveries

OPTION 1

		Petroleum Traders Corporation Fort Wayne, IN					Pinnacle Petroleum Huntington Beach, CA			
		A	B	C	D	E	B	C	D	E
Item	OPIS Price as of 08-24-17	Bidder +/- Factor	OPIS Price + Bidder Factor (A + B) Per Gallon	Approx. Gallon Usage	Net Delivered (C X D)	Bidder +/- Factor	OPIS Price + Bidder Factor (A + B) Per Gallon	Approx. Gallon Usage	Net Delivered (C X D)	
Sec. I	Gasoline Unleaded 87 Octane CBOB Ethanol (10%) Tank-wagon	<i>\$1.5540</i>	\$0.3200	\$1.8740	64,387	\$120,661.24			No Bid	
	Gasoline Unleaded 89 Octane CBOB Ethanol (10%) Tank-wagon	<i>\$1.6652</i>	\$0.3200	\$1.9852	8,500	\$16,874.20			No Bid	
	Total Sum Gasoline Tank-wagon Deliveries as Described in Section I				\$137,535.44			\$0.00		
Sec. II	Gasoline Unleaded 87 Octane CBOB Ethanol (10%) Transport	<i>\$1.5540</i>	\$0.0088	\$1.5628	208,000	\$325,062.40			No Bid	
	Gasoline Unleaded 89 Octane CBOB Ethanol (10%) Transport	<i>\$1.6652</i>	-\$0.0112	\$1.6540	194,926	\$322,407.60			No Bid	
	Total Sum Gasoline Transport Deliveries as Described in Section II				\$647,470.00			\$0.00		
Sec. III	Total Sum Diesel Tank-wagon Deliveries as Described in Section III No. 2-D Diesel Ultra Low Sulfur	<i>\$1.6468</i>	\$0.3200	\$1.9668	62,475	\$122,875.83			No Bid	
Sec. IV	Total Sum Diesel Transport Deliveries as Described in Section IV No. 2-D Diesel Ultra Low Sulfur	<i>\$1.6468</i>	\$0.0365	\$1.6833	676,213	\$1,138,269.34			No Bid	

*Corrected calculations based on bidder factors and 8/24/17 OPIS price.

**PUR-1362
Bulk Gasoline and Diesel Fuel Deliveries**

OPTION 1

	<p align="center">Petroleum Traders Corporation Fort Wayne, IN</p>	<p align="center">Pinnacle Petroleum Huntington Beach, CA</p>
<p>Winter Chemical Additive Protection (cost per gallon):</p>	<p align="center">\$0.0250</p>	
<p>Winter Chemical Additive Protection Product Name:</p>	<p align="center">Diesel Treat 2000 Ultra Low Sulfur Winter Premium (#13ULSSW)</p>	
<p>Manufacturer's Name:</p>	<p align="center">Schaffer Manufacturing Company</p>	

PUR-1362
Bulk Gasoline and Diesel Fuel Deliveries

OPTION 2

		Petroleum Traders Corporation Fort Wayne, IN					Pinnacle Petroleum Huntington Beach, CA			
		A	B	C	D	E	B	C	D	E
Item	OPIS Price as of 08-24-17	Bidder +/- Factor	OPIS Price + Bidder Factor (A + B) Per Gallon	Approx. Gallon Usage	Net Delivered (C X D)	Bidder +/- Factor	OPIS Price + Bidder Factor (A + B) Per Gallon	Approx. Gallon Usage	Net Delivered (C X D)	
Sec. I	Gasoline Unleaded 87 Octane CBOB Ethanol (10%) Tank-wagon	<i>\$1.5540</i>	\$0.3200	\$1.8740	64,387	\$120,661.24	\$0.4900	\$2.0440	64,387	\$131,607.03
	Gasoline Unleaded 89 Octane CBOB Ethanol (10%) Tank-wagon	<i>\$1.6652</i>	\$0.3200	\$1.9852	8,500	\$16,874.20	\$0.4900	\$2.1552	8,500	\$18,319.20
Sec. II	Gasoline Unleaded 87 Octane CBOB Ethanol (10%) Transport	<i>\$1.5540</i>	\$0.0088	\$1.5628	208,000	\$325,062.40	\$0.0540	\$1.6080	208,000	\$334,464.00
	Gasoline Unleaded 89 Octane CBOB Ethanol (10%) Transport	<i>\$1.6652</i>	-\$0.0112	\$1.6540	194,926	\$322,407.60	\$0.0540	\$1.7192	194,926	\$335,116.78
Sec. III	Total Sum Diesel Tank-wagon Deliveries as Described in Section III No. 2-D Diesel Ultra Low Sulfur	<i>\$1.6468</i>	\$0.3200	\$1.9668	62,475	\$122,875.83	\$0.4900	\$2.1368	62,475	\$133,496.58
Sec. IV	Total Sum Diesel Transport Deliveries as Described in Section IV No. 2-D Diesel Ultra Low Sulfur	<i>\$1.6468</i>	\$0.0365	\$1.6833	676,213	\$1,138,269.34	\$0.0560	\$1.7028	676,213	\$1,151,455.50 *
OPTION 2 Total Sum Bid of All Section Totals (Sections 1-4)		\$2,046,150.61					\$2,104,459.08 *			

*Corrected calculations based on bidder factors and 8/24/17 OPIS price.

**PUR-1362
Bulk Gasoline and Diesel Fuel Deliveries**

OPTION 2	Petroleum Traders Corporation Fort Wayne, IN	Pinnacle Petroleum Huntington Beach, CA
Winter Chemical Additive Protection (cost per gallon):	\$0.0250	\$0.03
Winter Chemical Additive Protection Product Name:	Diesel Treat 2000 Ultra Low Sulfur Winter Premium (#13ULSSW)	CFI (Cold Flo Improver)
Manufacturer's Name:	Schaffer Manufacturing Company	Innospec

Notes:

Petroleum Traders Corporation - None

Pinnacle Petroleum - None

PUR-1362
Bulk Gasoline and Diesel Fuel Deliveries

OPTION 1

		Truman Arnold Companies dba Tac Energy Dallas, Tx				
		A	B	C	D	E
Item	OPIS Price as of 08-24-17	Bidder +/- Factor	OPIS Price + Bidder Factor (A + B) Per Gallon	Approx. Gallon Usage	Net Delivered (C X D)	
Sec. I	Gasoline Unleaded 87 Octane CBOB Ethanol (10%) Tank-wagon	<i>\$1.5540</i>				No Bid
	Gasoline Unleaded 89 Octane CBOB Ethanol (10%) Tank-wagon	<i>\$1.6652</i>				No Bid
	Total Sum Gasoline Tank-wagon Deliveries as Described in Section I		\$0.00			
Sec. II	Gasoline Unleaded 87 Octane CBOB Ethanol (10%) Transport	<i>\$1.5540</i>	\$0.0710	\$1.6250	208,000	\$338,000.00
	Gasoline Unleaded 89 Octane CBOB Ethanol (10%) Transport	<i>\$1.6652</i>	\$0.0209	\$1.6861	194,926	\$328,664.73
	Total Sum Gasoline Transport Deliveries as Described in Section II		\$666,664.73			
Sec. III	Total Sum Diesel Tank-wagon Deliveries as Described in Section III No. 2-D Diesel Ultra Low Sulfur	<i>\$1.6468</i>				No Bid
Sec. IV	Total Sum Diesel Transport Deliveries as Described in Section IV No. 2-D Diesel Ultra Low Sulfur	<i>\$1.6468</i>	\$0.0516	\$1.6984	676,213	\$1,148,480.16

*Corrected calculations based on bidder factors and 8/24/17 OPIS price.

PUR-1362
Bulk Gasoline and Diesel Fuel Deliveries

OPTION 1	Truman Arnold Companies dba Tac Energy Dallas, Tx
Winter Chemical Additive Protection (cost per gallon):	\$0.0350
Winter Chemical Additive Protection Product Name:	Legal Diesel Fuel Additive 1400 LHF
Manufacturer's Name:	Innospec

Bulk Gasoline and Diesel Fuel Deliveries

OPTION 2

Truman Arnold Companies dba Tac Energy
Dallas, Tx

Item	A	B	C	D	E
	OPIS Price as of 08-24-17	Bidder +/- Factor	OPIS Price + Bidder Factor (A + B) Per Gallon	Approx. Gallon Usage	Net Delivered (C X D)
Sec. I Gasoline Unleaded 87 Octane CBOB Ethanol (10%) Tank-wagon	\$1.5540				No Bid
Gasoline Unleaded 89 Octane CBOB Ethanol (10%) Tank-wagon	\$1.6652				No Bid
Sec. II Gasoline Unleaded 87 Octane CBOB Ethanol (10%) Transport	\$1.5540				No Bid
Gasoline Unleaded 89 Octane CBOB Ethanol (10%) Transport	\$1.6652				No Bid
Sec. III Total Sum Diesel Tank-wagon Deliveries as Described in Section III No. 2-D Diesel Ultra Low Sulfur	\$1.6468				No Bid
Sec. IV Total Sum Diesel Transport Deliveries as Described in Section IV No. 2-D Diesel Ultra Low Sulfur	\$1.6468				No Bid
OPTION 2 Total Sum Bid of All Section Totals (Sections 1-4)		\$0.00			

*Corrected calculations based on bidder factors and 8/24/17 OPIS price.

**PUR-1362
Bulk Gasoline and Diesel Fuel Deliveries**

OPTION 2	Truman Arnold Companies dba Tac Energy Dallas, Tx
	N/A
	N/A
	N/A

Notes:

Truman Arnold Companies dba TAC Energy

Accessorial delivery charges are due as follows: Split fee - \$45.00,
Demurrage - \$80 per hour after 1 hour.

All prices assume payment terms of Net 20 Dod via EFT/ACH

Offer is subject to TAC's general terms and conditions



Open Session Item

SUBJECT: Review of Benchmark Performance - Potomac Valley Fire Company
Strategic Firefighter Staffing Plan Implementation

PRESENTATION DATE: October 31, 2017

PRESENTATION BY: R. David Hays - Division of Emergency Services and James L. Sprecher Jr. - President, WCVFRA

RECOMMENDATION: Motion to accept the DES Strategic Firefighter Staffing Plan and Re-organization as drafted and submitted by the Division of Emergency Services. Acceptance of the Plan will also authorize the Director of Emergency Services to begin the immediate implementation of Phase 1 as outlined, and to implement the Division of Emergency Services staff re-alignment as outlined in the document. The motion also includes the authorization of necessary funding for Phase I and the Division of Emergency Services realignments and orders the execution of budget transfers as submitted by the Office of Budget and Finance.

REPORT-IN-BRIEF: On May 27 of 2017, the W.C.B.O.C.C.'s directed the Director of Emergency Services to draft a career fire fighter staffing plan for Washington County. The Firefighter Staffing Plan, when approved, is an effort to augment the shortage of volunteer firefighters throughout Washington County, MD. The W.C.B.O.C.C.'s actions followed a presentation by the WCVFRA and the Division of Emergency Services on critical volunteer staffing shortages within Washington County. Specific to this presentation was the Potomac Valley Vol. Fire Company staffing shortages and their request for County firefighter staffing assistance.

The Division of Emergency Services has worked collectively with the WCVFRA to draft this plan to be utilized as a career firefighter staffing road map moving forward.

The firefighter staffing plan, as presented, includes 5 Phases of firefighter staffing support. The firefighter staffing plan is designed to anticipate the future need and provide a template for supplemental career firefighter staffing. The firefighter staffing plan identifies the associated cost for each Phase as additional firefighter staffing needs are identified and approved. There is no established implementation timeline included in the Strategic Firefighter Staffing plan, as it is expected to move forward only as additional career staffing needs are identified and approved. Phase 1 includes the hiring of 8 full time firefighters. Phase I also includes funding for the use of existing part time career firefighters that will work in Vol. fire stations throughout Washington County.

DISCUSSION: The first goal with implementation of the County firefighter staffing will be to work with the Potomac Valley Vol. Fire Company to begin providing County fire fighter assistance as staffing is hired and available under this plan. County firefighters will work in support of the existing corporations volunteer and career firefighters. Additional County firefighter staffing may be provided to other fire stations throughout Washington County, as requested and available.

FISCAL IMPACT: FY 18 \$494,000.00

CONCURRENCES: Director – Division of Emergency Services
WCVFRA
ESAC

ALTERNATIVES: Maintain current status

ATTACHMENTS: Quarterly Response Statistics (countywide)
Monthly response Statistics (January - present)
Proposed DES Org Structure
DES Firefighter Staffing Plan
Job Descriptions

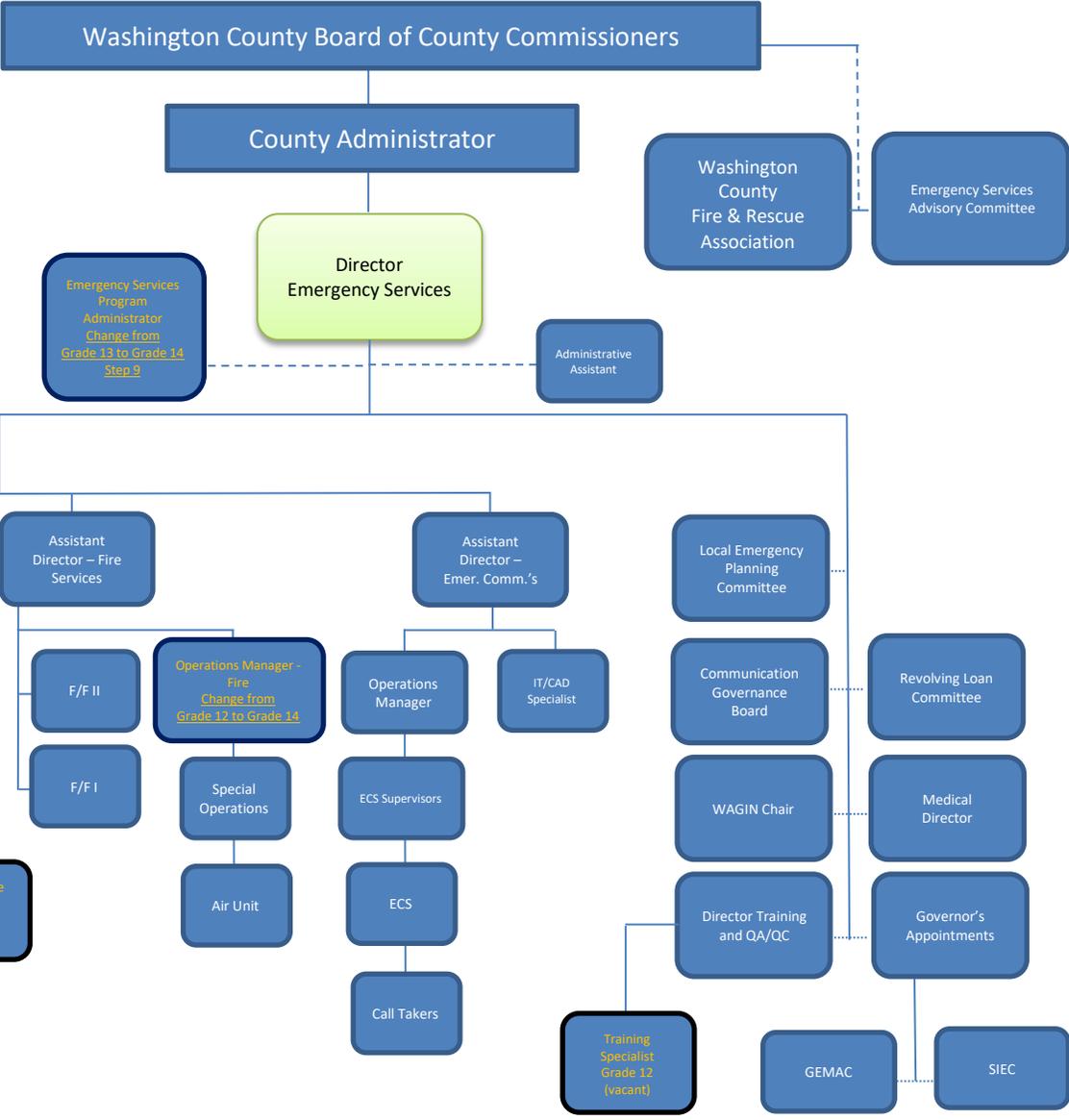
AUDIO/VISUAL NEEDS: None

Division of Emergency Services

24/72 hr. Shift Work Payscale (non-exempt employees only)

Washington County, MD

Position	Grade	1	2	3	4	5	6	7	8	9	10	11	12	13	14
			103.50%	103.50%	103.50%	103.50%	103.50%	103.50%	103.50%	103.50%	103.50%	103.50%	103.50%	103.50%	103.50%
EMS Capt	13	\$47,330.00	\$48,986.55	\$50,701.08	\$52,475.62	\$54,312.26	\$56,213.19	\$58,180.65	\$60,216.98	\$62,324.57	\$64,505.93	\$66,763.64	\$69,100.37	\$71,518.88	\$74,022.04
Fire Capt		\$21.67	\$22.43	\$23.21	\$24.03	\$24.87	\$25.74	\$26.64	\$27.57	\$28.54	\$29.54	\$30.57	\$31.64	\$32.75	\$33.89
FF/PM	12	\$42,900.00	\$44,401.50	\$45,955.55	\$47,564.00	\$49,228.74	\$50,951.74	\$52,735.05	\$54,580.78	\$56,491.11	\$58,468.30	\$60,514.69	\$62,632.70	\$64,824.85	\$67,093.71
FF/LT		\$19.64	\$20.33	\$21.04	\$21.78	\$22.54	\$23.33	\$24.15	\$24.99	\$25.87	\$26.77	\$27.71	\$28.68	\$29.68	\$30.72
FF2-Tech	11	\$39,720.00	\$41,110.20	\$42,549.06	\$44,038.27	\$45,579.61	\$47,174.90	\$48,826.02	\$50,534.93	\$52,303.65	\$54,134.28	\$56,028.98	\$57,990.00	\$60,019.65	\$62,120.33
ALS1-PM		\$18.19	\$18.82	\$19.48	\$20.16	\$20.87	\$21.60	\$22.36	\$23.14	\$23.95	\$24.79	\$25.65	\$26.55	\$27.48	\$28.44
FF1/EMT	10	\$36,780.00	\$38,620.00	\$39,970.00	\$41,370.00	\$42,820.00	\$44,320.00	\$45,870.00	\$47,480.00	\$49,140.00	\$50,860.00	\$52,640.00	\$54,483.00	\$56,389.00	\$58,363.00
		\$16.84	\$17.68	\$18.30	\$18.94	\$19.61	\$20.29	\$21.00	\$21.74	\$22.50	\$23.29	\$24.10	\$24.95	\$25.82	\$26.72
EMT	9	\$34,060.00	\$35,760.00	\$37,010.00	\$38,310.00	\$39,650.00	\$41,040.00	\$42,480.00	\$43,970.00	\$45,510.00	\$47,100.00	\$48,749.00	\$50,455.00	\$52,221.00	\$54,048.00
		\$15.60	\$16.37	\$16.95	\$17.54	\$18.15	\$18.79	\$19.45	\$20.13	\$20.84	\$21.57	\$22.32	\$23.10	\$23.91	\$24.75
Recruit	8	\$31,530.00	\$33,110.00	\$34,270.00	\$25,470.00	\$36,710.00	\$37,990.00	\$39,320.00	\$40,700.00	\$42,120.00	\$43,590.00	\$45,116.00	\$46,695.00	\$48,329.00	\$50,021.00
		\$14.44	\$15.16	\$15.69	\$11.66	\$16.81	\$17.39	\$18.00	\$18.64	\$19.29	\$19.96	\$20.66	\$21.38	\$22.13	\$22.90



Washington County Board of County Commissioners

County Administrator

Washington County Fire & Rescue Association

Emergency Services Advisory Committee

Director Emergency Services

Emergency Services Program Administrator
Change from Grade 13 to Grade 14 Step 9

Administrative Assistant

Assistant Director - EM

Assistant Director - EMS

Assistant Director - Fire Services

Assistant Director - Emer. Comm.'s

Local Emergency Planning Committee

EM Specialist Remains Grade 12 (Grant Funded)

EM Volunteers

EMS Captain Change from Grade 12 to Grade 13

ALS I

Quality Assurance Officer Grade 13 (vacant)

F/F II

F/F I

Operations Manager - Fire Change from Grade 12 to Grade 14

Special Operations

Air Unit

Operations Manager

ECS Supervisors

ECS

Call Takers

IT/CAD Specialist

Communication Governance Board

WAGIN Chair

Director Training and QA/QC

Training Specialist Grade 12 (vacant)

Revolving Loan Committee

Medical Director

Governor's Appointments

GEMAC

SIEC



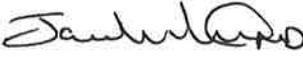
*Division of Emergency Services
Washington County, Maryland*

16232 Elliott Parkway Williamsport, MD 21795
240-313-4360 Fax: 240-313-4361

Office of the Medical Director

Date: July 18, 2017

To: R. David Hays
Director

From: Janelle Martin, M.D. 
Jurisdictional Medical Director

Re: EMS Supervision

I am writing to support your proposal to codify the oversight of the provision of emergency medical services within Washington County. At present, there exists some confusion as to the daily oversight and administration within the EMS Operational Program. The establishment of a formal supervisory program will hopefully clarify this issue.

I believe that supervision by the current employees in the 1811, 1812 and Duty 75 units will further enhance the ability of the system to provide excellent patient care. The providers in these positions bring with them years of experience and have at this point in their careers, interacted with and treated a number of critically ill patients. "Recognition prime decision making" is a model of how people make quick, effective decisions when faced with complex situations. This concept is a key component of treating critically ill or injured patients where seconds count. Below is a list of some of the areas where a designated supervisor will be of great benefit.

Critically Ill or Injured Patients: The supervisor brings not only a second set of advanced life support trained hands to the scene of critical calls, it more importantly brings a provider who in all likelihood has handled a patient in a similar situation. While these calls are low frequency, they are very high in the risk and liability category and simple errors can and do have devastating results. Additionally, the intent is to train all jurisdictionally approved supervisory personnel in advanced techniques such as rapid sequence intubation.

Quality Assurance: These positions would be able to provide real-time evaluation of the delivery of both basic and advanced life support care. By being present on scenes, they can see first-hand the type of care being delivered and offer praise or constructive criticism in a timely fashion. This would be coupled with the current retrospective quality assurance review to further enhance our patient care. In addition, the supervisors would be trained to investigate quality assurance issues and be able to report their findings to the jurisdictional Medical Review Committee.

Field Training: The supervisory personnel also bring another level to the field training program. They would be expected to serve in the capacity of Field Training Supervisors within the current internship program. This position would take an active role in the mentoring of new providers and students and ensure that they progress through the program in a timely fashion.

Logistical Support: Currently, the Division has a single provider assigned to this task even though it spans all shifts and companies. The use of several supervisor vehicles to replace supplies at the hospital and individual stations will enable the transport units to stay within their response areas and be available for emergency responses. Additionally, the supervisors would be responsible for the oversight of the controlled substances programs and be available to respond and handle any discrepancies in real time. Please remember that all of the controlled substances are purchased and administered under my Drug Enforcement Agency license.

Complaint Investigation: As you are aware, from time to time, we receive complaints from various parties. By having identified, on duty supervisory staff, these complaints would be received and handled in a timely fashion. This is invaluable when dealing with these types of issues not only for the complainant but also for the staff members that are the object of the complaint.

Infection Control: Currently, there is no centralized infection control officer on duty 24/7. The supervisory staff would serve in this capacity and assist providers in identifying an exposure, obtaining prompt and specific initial care, ensuring follow up care is completed and completing all the necessary documentation and tracking.

Significant Incident Response: Just as in the case of critical patients, these types of incidents are rare but require a specialized response by trained personnel. These incidents include mass casualty responses, active assailant scenes, hazardous materials incidents and facility evacuations. The ability to deploy staff specifically trained to respond and mitigate these types of incidents is crucial to a successful outcome.

Hospital Liaison: Supervisors are able to serve as the single point of contact for medical facilities. This enables them to respond to inquiries in a rapid fashion and resolve issues quickly and efficiently. The ability for the supervisor to develop a professional relationship with the management staff of the receiving facilities cannot be understated. The trust developed over time allows issues to be resolved quickly and only increases the trust level between all parties.

I certainly understand the angst of the field staff when they hear the term supervisor. This is compounded by the fact that those in the supervisory positions may not be employed by the same employer as the field staff they oversee. While this may seem insurmountable, I believe that once the program is implemented, they will come to appreciate the increased responsiveness and flexibility that a designated supervisory program brings to the system. I look forward to working with you in developing and implementing this most vital program.

Firefighter – Captain (EMS)
Division of Emergency Services

Grade 13

GENERAL RESPONSIBILITIES:

This is technical-level work in the areas of emergency medical care, fire suppression, technical rescue and hazardous materials. Responsibilities include response to fire, rescue and medical incidents; provide support functions including vehicle and equipment maintenance, emergency responses, records and reporting duties, and emergency medical treatment including but not limited to medical and trauma emergencies. Plans, organizes, directs and controls medical service functions within applicable laws, codes, rules and regulations.

The work performed affects the rescue and safety of individuals and the protection of property and the environment. Operations are in accordance with established policies and procedures, which must be adhered to, and requires initiative and resourcefulness, analysis of problems and emergency situations and judgment in the selection of the appropriate course of action. The work requires periods of strenuous physical effort and involves exposure to heat, dirt, inclement weather and other unpleasant conditions. An employee in this classification is regularly exposed to the risk of injury or disease, requiring the use of protective clothing and strict adherence to safety precautions.

ESSENTIAL TASKS:

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

1. Working in conjunction with volunteer and career personnel at the corporation level, respond to and participate in medical emergencies, structural firefighting, technical rescue, auto extrication, hazardous materials incidents and other emergency operations as required.
2. Drives and operates emergency vehicles under emergency and non-emergency conditions.
3. Performs advanced life support medical care including but not limited to assessment, treatment and transportation of medical and trauma patients to an appropriate health care facility.
4. Performs fire and rescue activities including but not limited to fire suppression; vehicle and machinery extrication; and, operations level support on confined space rescue, swift water rescue, structural and trench collapse and high-angle rescue responses.
5. Assist the Assistant Director – EMS where necessary with the jurisdictional Quality Assurance/Quality Improvement and Provider Education programs.
6. Performs inspections and basic preventative maintenance at prescribed intervals on all vehicles and equipment to insure operational readiness.
7. Executes comprehensive fire, rescue and/or emergency medical reports documenting emergency and non-emergency responses.
8. Assists with routine or scheduled housekeeping duties at fire/rescue station.
9. Assists with routine administrative tasks and perform other related duties as required.
10. Participates in cleaning and preventative maintenance activities concerning fire, rescue and emergency medical apparatus.
11. Participates in special projects as directed.
12. Through training sessions, exercises, publications and other means, maintain a working knowledge of current technologies, equipment, certification requirements and other areas pertinent to the operation.
13. Perform other related duties as assigned.

Firefighter – Captain (EMS)

Page –2-

QUALIFICATIONS AND REQUIREMENTS:

A comparable amount of training and experience may be substituted for the minimum qualifications.

1. Must be 18 years old at the time of the written examination.
2. High School graduate or equivalent acceptable to the State of Maryland.
3. Minimum five years of fire and rescue operational experience.
4. Minimum two years service as certified National Registry Emergency Medical Technician – Intermediate or Paramedic.
5. Current National Registry certification as a National Registered – Paramedic (NR-P). *Note:* Full and permanent employment shall only be granted with a valid Maryland Paramedic license and jurisdictional affiliation at time of employment.
6. In addition, other completion of courses through the Maryland Fire and Rescue Institute (Pro Board certification preferred) in Firefighter II, Hazardous Materials – Operations, WMD – Awareness and Emergency Vehicle Operator recommended. Completion of Instructor I and Vehicle and Machinery Extrication following employment.
7. Completion of National Incident Management System (NIMS/ICS) 100, 200, 300, 400, 700, 800 and valid certification in cardiopulmonary resuscitation/AED.
8. Preference may be given to applicants with additional advanced training in emergency medical care, fire suppression, hazardous materials or technical rescue disciplines.
9. Extensive knowledge of local, state and national laws and standards as they apply to the fields of fire, rescue and emergency medical care.
10. Ability to maintain personnel and medical information confidential in accordance with the applicable laws and regulations.
11. Knowledge of DES and VFRA policies and procedures, standard operating procedures and Washington County personnel rules and regulations; knowledge of the budgetary process and procedures.
12. Working knowledge of Washington County geography and surrounding areas.
13. Proficient in use of computer applications including but not limited to word processing, spreadsheets, email, and ‘Firehouse’ and ‘EMEDS’ incident reporting systems.
14. Ability to effectively analyze technical data, to write and maintain complex records, research and prepare reports relating to public safety and operations.
15. Ability to establish and maintain effective working relationships with volunteer or career firefighters and officers, municipal employees, elected officials, media and the general public.
16. Strong and effective spoken and written (English) communications skills, including public speaking.

PHYSICAL REQUIREMENTS:

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone (wearing and using a headset) and personal contact as normally defined by the ability to see, read, hear, handle or feel objects and related equipment, such as, but not limited to personal computer, calculator, copier, fax machine, radio console, etc. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching and handling, pushing and pulling. Must have the ability to lift, push, and pull in excess of 100 lbs.

With proper personal protective equipment, perform various functions under emergency conditions including operating environments immediately dangerous to life and health (IDLH) with appropriate personal protective equipment.

Firefighter – Captain (EMS)
Page –3-

SPECIAL REQUIRMENTS:

1. Possession of valid Maryland class C driver's license (or equivalent license from state of residence).
2. Available for scheduled shift work hours and mandatory callback during emergency situations.
3. Successful completion of a written examination, practical skills and physical strength assessment and oral interview board.
4. Successful completion of a pre-employment physical including respirator clearance and drug testing (following a conditional offer of employment).
5. Successful completion of a background investigation (following a conditional offer of employment).
6. This position subject to random drug and alcohol testing.

Non-exempt

10/2017

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

GENERAL RESPONSIBILITIES:

This is technician-level work in fire suppression, hazardous materials, rescue and emergency medical care. The work performed affects the rescue and safety of individuals and the protection of property and the environment. Operations are in accordance with established policies and procedures, which must be adhered to, and requires initiative and resourcefulness, analysis of problems and emergency situations and judgment in the selection of the appropriate course of action. The work requires periods of strenuous physical effort and involves exposure to heat, dirt, inclement weather and other unpleasant conditions. An employee in this classification is regularly exposed to the risk of injury or disease, requiring the use of protective clothing and strict adherence to safety precautions.

ESSENTIAL TASKS:

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

1. Responds to and participates in firefighting, technical rescue, auto extrication, hazardous materials incidents, medical emergencies and other emergency operations as required.
2. Drives and operates emergency vehicles under emergency and non-emergency conditions.
3. Performs fire suppression activities; including but not limited to, fire attack, vehicle and machinery extrication and victim rescue, and exposure protection, ventilation, over haul and property preservation.
4. Performs hazardous materials activities including but not limited to investigation, "hot-zone" entry and mitigation of emergencies involving hazardous materials, biological and weapons of mass destruction (WMD).
5. Performs basic life support emergency medical care as required.
6. Performs inspections and basic preventative maintenance at prescribed intervals on all vehicles and equipment to insure operational readiness.
7. Executes comprehensive fire, rescue and/or emergency medical reports documenting emergency and non-emergency responses.
8. Assists with routine or scheduled housekeeping duties at fire and rescue station.
9. Assists with routine administrative tasks and perform other related duties as required.
10. Participates in cleaning and preventative maintenance activities concerning fire, rescue and emergency medical apparatus.
11. Participates in special projects as directed.
12. Through training sessions, exercises, publications and other means, maintain a working knowledge of current technologies, equipment, certification requirements and other areas pertinent to the operation.
13. Perform other related duties as assigned.

Firefighter I

Page -2-

QUALIFICATIONS AND REQUIREMENTS:

A comparable amount of training and experience may be substituted for the minimum qualifications.

1. **Must be 21 years** old at the time of the written examination.
2. High School graduate or equivalent acceptable to the State of Maryland.
3. Completion of courses through the Maryland Fire and Rescue Institute (or Pro Board certification) in Firefighter II, Vehicle and Machinery Extrication, Emergency Vehicle Operator and Emergency Medical Technician – Basic.
4. Completion of a Hazardous Materials Technician Program.
5. Completion of National Incident Management System (NIMS/ICS) 100, 200, 700, 800.
6. Valid certification in cardiopulmonary resuscitation (CPR)/AED.
7. Preference may be given to applicants with additional advanced training in fire suppression, hazardous materials, confined space rescue, water emergencies, structural and trench collapse, rope rescue and emergency medical care.
8. Knowledge of local, state and national laws and standards as they apply to the fields of fire, rescue and emergency medical care.
9. Working knowledge of Washington County geography and surrounding areas.
10. Proficient in use of computer applications including but not limited to word processing, spreadsheets, email, and 'Firehouse' and 'EMAIS' incident reporting systems.
11. Ability to effectively analyze technical data, to write and maintain complex records, research and prepare reports relating to public safety and operations.
12. Ability to establish and maintain effective working relationships with volunteer or career firefighters and officers, municipal employees, elected officials, media and the general public.
13. Strong and effective spoken and written (English) communications skills, including public speaking.

PHYSICAL REQUIREMENTS:

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone (wearing and using a headset) and personal contact as normally defined by the ability to see, read, hear, handle or feel objects and related equipment, such as, but not limited to personal computer, calculator, copier, fax machine, radio console, etc. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching and handling, pushing and pulling. Ability to perform various functions under emergency conditions including operating in environments immediately dangerous to life and health (IDLH) with appropriate personal protective equipment.

SPECIAL REQUIREMENTS:

1. Possession of valid Maryland Class D driver's license (or equivalent license from state of residence).
2. Available for varied work hours, as needed, and available for on-call basis for emergency situations.
3. Successful completion of a written examination, physical agility test and oral interview board.
4. Successful completion of a pre-employment physical including respirator clearance and drug testing (following a conditional offer of employment).
5. Successful completion of a background investigation (following a conditional offer of employment).
6. This position subject to random drug and alcohol testing.

GENERAL RESPONSIBILITIES:

This is technical-level work in fire suppression, hazardous materials, technical rescue and emergency medical care. The work performed affects the rescue and safety of individuals and the protection of property and the environment. Operations are in accordance with established policies and procedures, which must be adhered to, and requires initiative and resourcefulness, analysis of problems and emergency situations and judgment in the selection of the appropriate course of action. The work requires periods of strenuous physical effort and involves exposure to heat, dirt, inclement weather and other unpleasant conditions. An employee in this classification is regularly exposed to the risk of injury or disease, requiring the use of protective clothing and strict adherence to safety precautions.

ESSENTIAL TASKS:

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

1. Responds to and participates in firefighting, technical rescue, auto extrication, hazardous materials incidents, medical emergencies and other emergency operations as required.
2. Drives and operates emergency vehicles under emergency and non-emergency conditions.
3. Performs fire suppression activities including but not limited to fire attack, victim rescue, and exposure protection, ventilation, over haul and property preservation.
4. Performs technical rescue activities including but not limited to confined space entry and rescue; swift water rescue; high-angle rescue; structural collapse; trench collapse; and, vehicle and machinery extrication.
5. Performs hazardous materials activities including but not limited to investigation, "hot-zone" entry and mitigation of emergencies involving hazardous materials, biological and weapons of mass destruction (WMD).
6. Performs basic life support emergency medical care as required.
7. Performs inspections and basic preventative maintenance at prescribed intervals on all vehicles and equipment to insure operational readiness.
8. Executes comprehensive fire, rescue and/or emergency medical reports documenting emergency and non-emergency responses.
9. Assists with routine or scheduled housekeeping duties at fire and rescue station.
10. Assists with routine administrative tasks and perform other related duties as required.
11. Participates in cleaning and preventative maintenance activities concerning fire, rescue and emergency medical apparatus.
12. Participates in special projects as directed.
13. Through training sessions, exercises, publications and other means, maintain a working knowledge of current technologies, equipment, certification requirements and other areas pertinent to the operation.
14. Perform other related duties as assigned.

QUALIFICATIONS AND REQUIREMENTS:

A comparable amount of training and experience may be substituted for the minimum qualifications.

1. **Must be 21 years** old at the time of the written examination.
2. High School graduate or equivalent acceptable to the State of Maryland.
3. Completion of courses through the Maryland Fire and Rescue Institute or Pro Board certification in Firefighter II, WMD – Awareness, Vehicle and Machinery Extrication, Emergency Vehicle Operator and Emergency Medical Technician – Basic.
4. Completion of a Hazardous Materials Technician Program and technician level program in three of the following classes: Confined Space, Swift Water Rescue, Trench, Structural Collapse or Rope Rescue.
5. Completion of National Incident Management System (NIMS/ICS) 100,200,700,800.
6. Valid certification in cardiopulmonary resuscitation (CPR)/AED.
7. Preference may be given to applicants with additional advanced training in fire suppression, hazardous materials, confined space rescue, water emergencies, structural and trench collapse, rope rescue and emergency medical care.
8. Extensive knowledge of local, state and national laws and standards as they apply to the fields of fire, rescue and emergency medical care.
9. Working knowledge of Washington County geography and surrounding areas.
10. Proficient in use of computer applications including but not limited to word processing, spreadsheets, email, and 'Firehouse' and 'EMAIS' incident reporting systems.
11. Ability to effectively analyze technical data, to write and maintain complex records, research and prepare reports relating to public safety and operations.
12. Ability to establish and maintain effective working relationships with volunteer or career firefighters and officers, municipal employees, elected officials, media and the general public.
13. Strong and effective spoken and written (English) communications skills, including public speaking.

PHYSICAL REQUIREMENTS:

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone (wearing and using a headset) and personal contact as normally defined by the ability to see, read, hear, handle or feel objects and related equipment, such as, but not limited to personal computer, calculator, copier, fax machine, radio console, etc. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching and handling, pushing and pulling. Ability to perform various functions under emergency conditions including operating in environments immediately dangerous to life and health (IDLH) with appropriate personal protective equipment.

SPECIAL REQUIREMENTS:

1. Possession of valid Maryland non-commercial Class D driver's license (or equivalent license from state of residence).
2. Available for varied work hours as needed and available for on-call basis for emergency situations.
3. Successful completion of a written examination, physical agility test and oral interview board.
4. Successful completion of a pre-employment physical including respirator clearance and drug testing (following a conditional offer of employment).
5. Successful completion of a background investigation (following a conditional offer of employment).
6. This position subject to random drug and alcohol testing.

DES Strategic Staffing Plan

**WASHINGTON COUNTY
BOARD OF COUNTY
COMMISSIONERS**

Program Scope

The Code of Public Law for Washington County, MD states that the BOCC's are the "Authority Having Jurisdiction" and therein, hold the responsibility to ensure the safe, effective and efficient delivery of fire and emergency medical services to the citizens of Washington County, MD

Washington Counties emergency service staffing (fire) predominantly consist as a volunteer workforce, with a combination of volunteer and career staffing being utilized for the delivery of Emergency medical services (EMS). Currently, volunteer fire departments augment their daily volunteer staffing with a part time employee workforce who are maintained as employees of the volunteer corporations. While somewhat successful over the previous 4 years,

Over the past several years, fire and EMS services have continued to experience a steady decline in the number of active fire fighters and emergency medical staffing. Additionally, there is also a steady decline to the hours the volunteers have available for station standby and call responses. The decline in these numbers has produced a concerning increase in station response failures in addition to increases in understaffed fire and EMS unit responses. The fire and EMS staffing situation has progressed to a point where additional fire fighting and emergency medical staffing is now needed. County firefighter staffing assistance has been requested and is needed by at least 1 volunteer fire department and it should be expected that additional request for similar assistance will be forthcoming.

The staffing initiative outlined within this document is intended to add additional support the volunteer workforce by employing County firefighters and EMS workers who will work with the volunteer corporations in support of fire and EMS operations for Washington County.

Current Situation

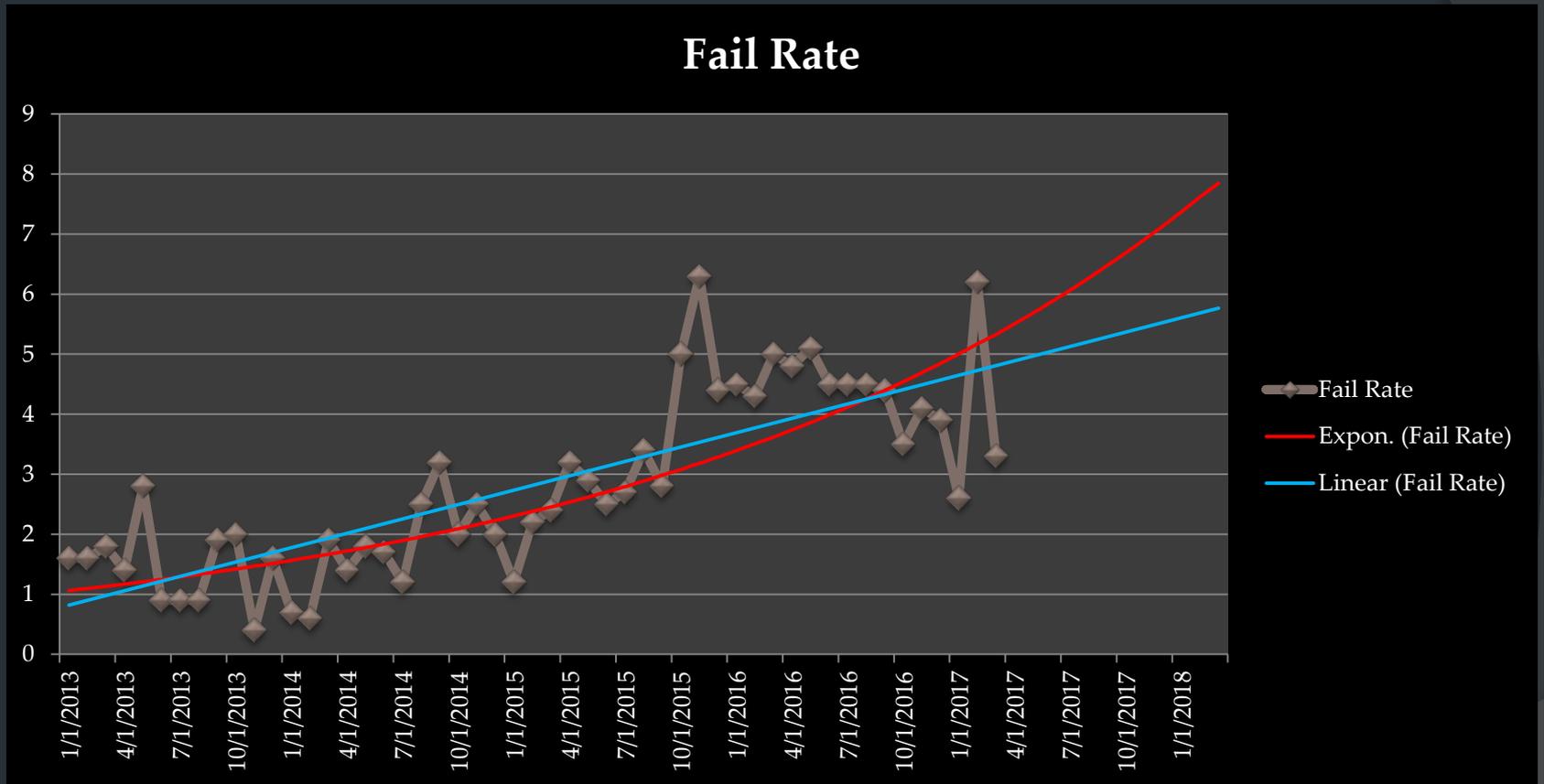
- Resolution Number RS-2014-17
 - Potomac Valley performance deficiencies has triggered the Resolutions review process
 - Two or more quarters of greater than a 5% fail rate in a 2 year period
 - 3rd Q 2015 5.4% Fail
 - 2nd Q 2016 12.1% Fail
 - 2nd Q 2017 5.6% Fail
 - 3rd Q 2017 5.0% Fail

- Potomac Valley has initiated requests for County (DES) staffing
 - 1st request in February of 2016
 - 2nd request in February of 2017

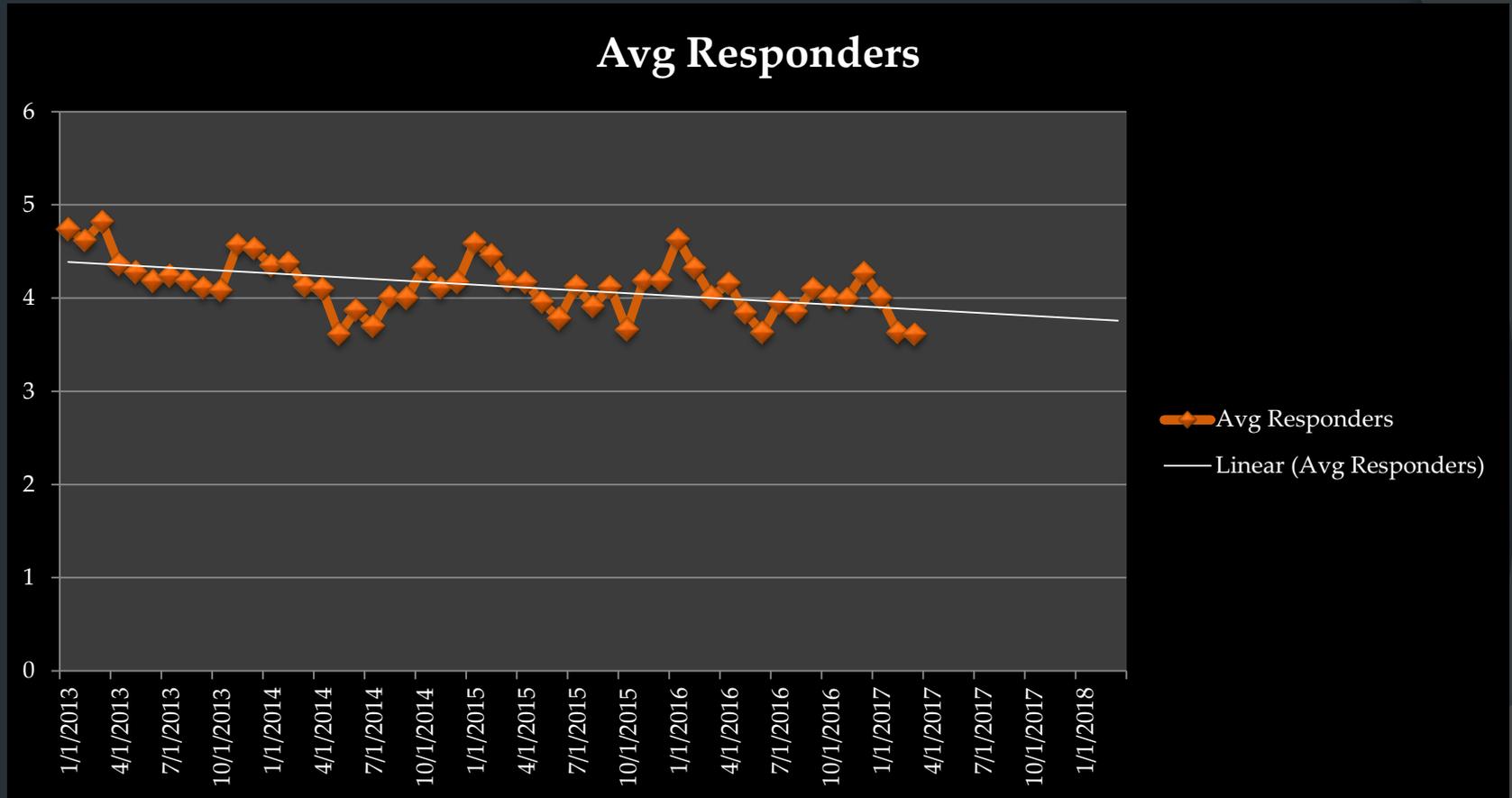
- Potomac Valley First Due Response Area:
 - 25 square miles
 - 5% of county calls for service

- Pool of active volunteers and the number of hours they have available continues to decline
 - This continues to be a County-wide problem with no foreseeable resolution

County-Wide Statistics



County-Wide Statistics



Current DES Abilities

- ◎ Current Staffing (limited)
 - DES Special Operations Station
 - 19 part time firefighters
 - Currently staff 2 firefighters, 24 hours/day.
 - Covering 17,520 part time hours annually
 - DES ALS Chase Paramedics (1811 and 1812)
 - 8 full time paramedics
 - Currently DES staffs 2 paramedic chase cars, 24 hours/day
- ◎ It is anticipated that other County volunteer stations will likely request DES (County) F/F staffing
 - Other volunteer stations are suffering similar staffing challenges (volunteer shortages)

Recommendation and Planning

- ◎ Re-align the use of the current Special Operations part-time staffing
(in addition to the budgeted part time hours)
 - Allows the immediate placement of firefighters to assist Co. 11 as needed, after October 1, 2017
 - Change part time Firefighter/Technicians' title to Firefighter II;
 - Grade 11 (new DES pay scale)
 - Provides 19 part-time Firefighter II's that would be available to help staff Co.11 and other volunteer stations, as needed

Recommendation and Planning (continued)

- ◎ DES would hire 8 full time Personnel, replacing the current Special Operations part-time staff hours with full time staff hours.
 - The current part time Special Operations Staff would be utilized for the County-Wide firefighter staffing initiative
 - 8 full time Firefighter II's (FF/Techs); grade 11 (shift work - 24/72 work schedule)
 - Grade 11 \$39,720.00 annually

Recommendation and Planning

(continued)

- ◎ Firefighter II – Field Operations (part time staff)
 - Existing DES part time staff would now be scheduled to work at volunteer corporations that are in need of assistance
 - Co. 11 – Significant number of swift water rescues.
 - placing a technician there significantly improves the safety of the citizens and the emergency responders in the system
- ◎ Firefighter II – Special Operations (full time staff)
 - Firefighter/EMT
 - Technical rescue technicians
 - Water
 - Confined Space
 - Trench
 - High Angle
 - Hazardous Materials
 - Swift Water
 - Guaranty of coverage with full time staff

Reasons for Recommendations

- ◎ Full-time employees
 - Guaranty of coverage for our special operations responsibilities
 - Helps to stabilize work schedules
 - Covers a critical resource need
 - Primary special operations resource for Washington County
 - County becomes the primary employer of FT staff
 - FT staff would be available for mandatory work hours throughout the County (if needed)
- ◎ Continued use of part-time staff (volunteer stations)
 - Flexibility for use throughout Washington County (as needed)
 - Personnel can be scheduled where and when needed
 - Increases protection levels to the citizens and improves the safety of our responders
 - Additional drivers/firefighters
 - Rescue technicians
 - HazMat technicians
 - Part-time personnel used to fill Spec Ops vacancies

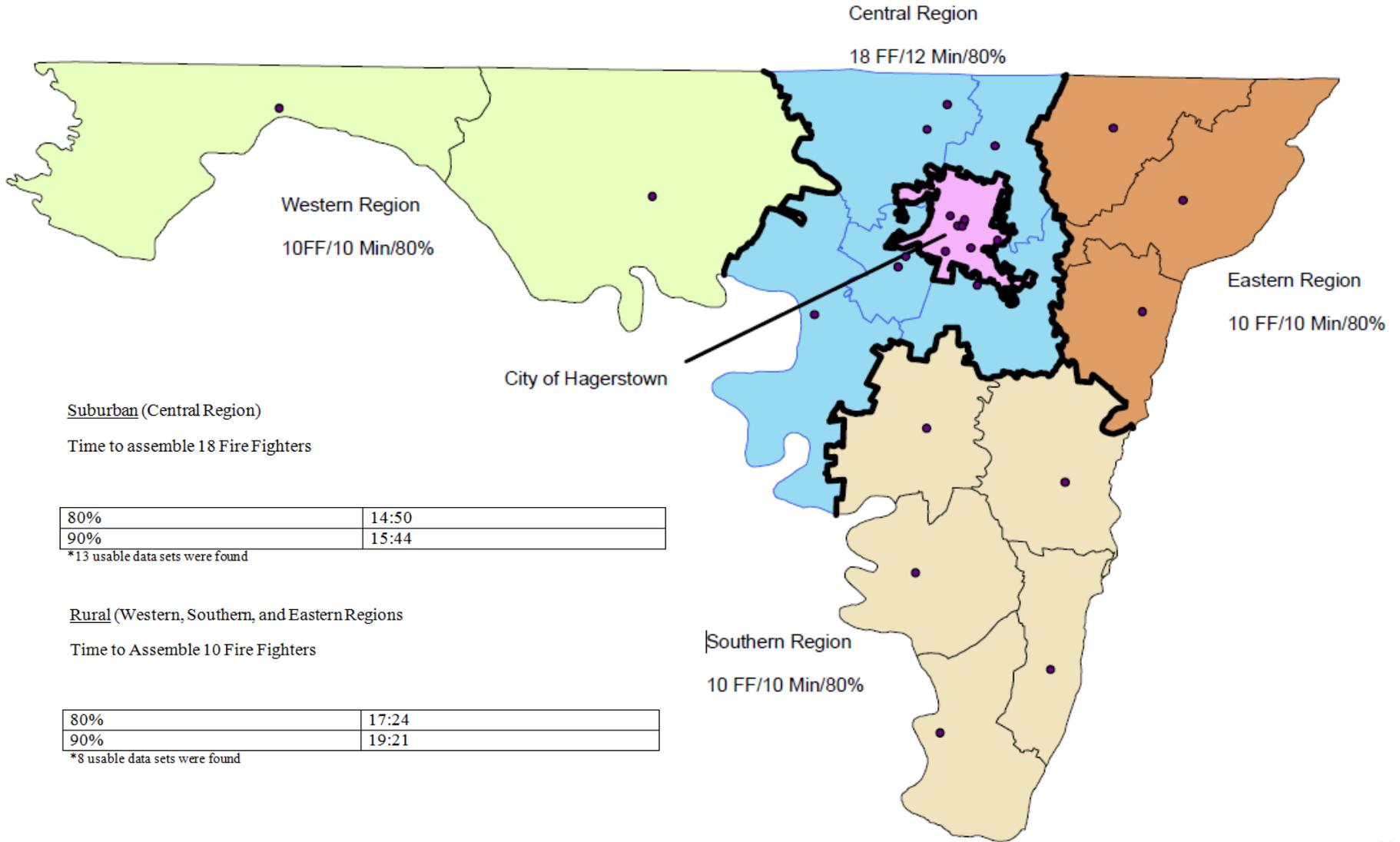
Service Improvements

- ⦿ In 2016, Washington County adopted a “Standards of Cover” (SOC)
 - Established measurable goals for service delivery in all areas of Washington County
 - Measurement are based upon geographical challenges, facility locations, and population density
- ⦿ The SOC is based on 2 national response standards
 - NFPA 1710 (career) and 1720 (volunteer or combination)
- ⦿ Core elements of the SOC
 - Staffing Levels
 - How many certified fire fighters do we need?
 - How many certified fire fighters can we get there?
 - Response Time
 - How long does it take us to get there?

Important Points to Remember:

- Potomac Valley's situation isn't *the* problem; it's an indicator of a systemic problem in Washington County
- 1st Domino effect, others will follow
- Despite various ongoing incentives, volunteerism continues to decrease in Washington County and throughout the State of Maryland
- In emergency service delivery, time is truly of the essence
 - Minutes and seconds count
- When we send too few resources (responders) to dangerous, dynamic, and rapidly deteriorating situations, **BAD THINGS ARE LIKELY TO HAPPEN!**
- In order to implement an effective solution that will provide timely and reliable emergency services to the citizens, Washington County should seek federal grant opportunities in FY18 to help fund additional staffing in FY19 budget year

Washington County Fire Standards of Cover Regional Map



Suburban (Central Region)

Time to assemble 18 Fire Fighters

80%	14:50
90%	15:44

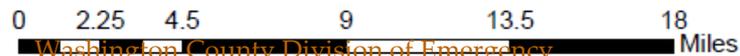
*13 usable data sets were found

Rural (Western, Southern, and Eastern Regions)

Time to Assemble 10 Fire Fighters

80%	17:24
90%	19:21

*8 usable data sets were found

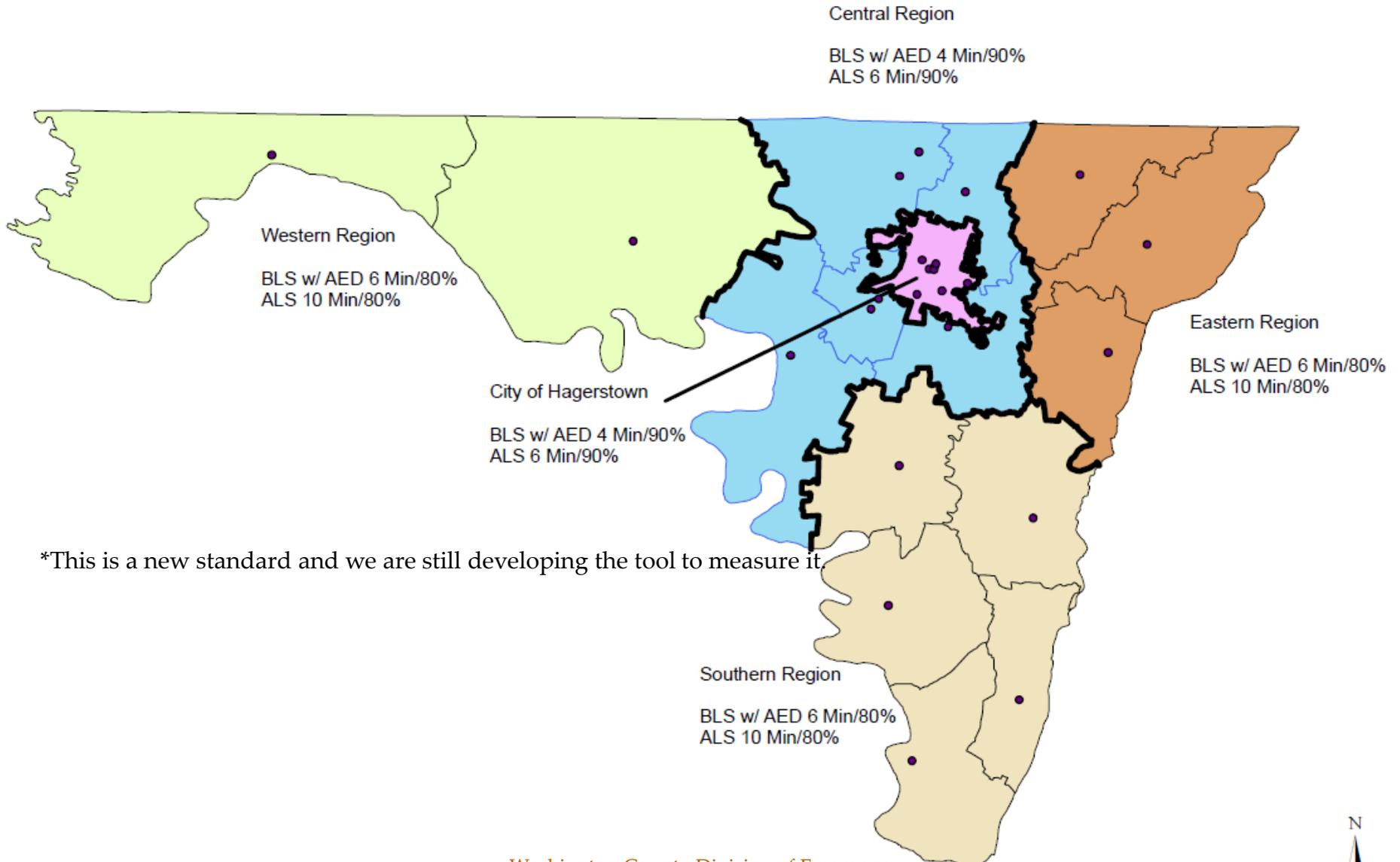


Washington County Division of Emergency Services

*City of Hagerstown following NFPA 1710



Washington County EMS Standards of Cover Regional Map



*This is a new standard and we are still developing the tool to measure it.



Improvements within DES

- ◎ Internal re-org - DES Staff
 - Better aligns DES personnel with current priorities and objectives
 - Improves the ability of DES to assist the volunteer departments as they deliver essential services
 - Annual budgetary savings
- ◎ Re-org of ALS staffing/classification
 - Change ALS Tech II's (Captain EMS) from Grade 12 to Grade 13 Step 9 to align grades for future growth of system.
 - Helps to set the path forward as the systems needs (specifically staffing) continue to grow without creating the need for future re-structuring within the Division.

Internal Re-org

- Move Jen Swisher from ECC Administrations Manager to new position – Emergency Services Programs Manager
 - Manage programs that collectively function throughout the Division (ie Tele-Staff Scheduling Program, Tow Board, Nice Recording System).
 - Upgrade to Grade 14, Step 8
 - Currently Grade 13, Step 10
 - Annual Salary Increase of \$ 2,877.00
- Move Tom Brown from ECC Trainer to EM Specialist
 - Currently funded
 - No change in salary or grade
- Sam Anderson moves from EM Specialist to new position - Operations Manager
 - Assist with programs management, Air Unit and Special Operations Stations, as well as the supervision of 27 firefighting personnel
 - Upgrade to Grade 14, Step 1
 - Currently Grade 12 Step 1
 - Annual salary increase of \$7,497.00
- Re-org creates \$ 10,374.00 budget change, however it refocuses current administrative staff to positions that directly align with the operational priorities of the emergency services.
- The DES re-org does not increase the number administrative full time staffing positions.

Budgetary Impacts (Firefighters Only)

- ◎ Current FY18 Budgeted salaries (part time)
 - \$ 328,000.00 (Special Operations firefighters)
- ◎ Full time personnel, hired October 1, 2017
 - Will incur a FY18 budgetary impact (salaries) of $\frac{3}{4}$ of the year
 - \$ Additional 375,000.00 FY18 (\$ 62,500.00 FTE)
 - 8 FF II's hired and placed at the Special Operations Station
 - \$ 8,000.00 for the hiring process (year 1)
 - \$ 25,000.00 for uniforms and PPE (year 1)
 - Total impact on **FY18 budget = \$ 408,000.00**
- ◎ Recurring salary/benefits (future years)
 - (FY19 and beyond)
 - \$ 500,000 (full time staff added in FY18)

Firefighter (EMS Captain)

- Supplemental and experienced ALS staff help to prevent mistakes, improve patient care by providing additional ALS resources and oversight
- Support Advanced Life Support Training Programs
- Aid in the training and assessment of provider skills
- Provides an extra provider on critical calls
- Assists with EMS logistics and supplies, helping to keep ambulances in service by reducing restocking turn around times in remote areas of the County.
- Assist with specialized ALS skills/procedures/drugs
- Expressly recommended and endorsed by the Medical Director (letter attached)

Benefits

◎ Fire

- Enables DES to begin providing limited staffing to the volunteer companies
- Dedicated staffing at Special Operations
 - Available for mandatory holdovers and reporting
 - Stabilizes the Special Operations workforce

◎ EMS

- Creates the grade structure necessary for future system buildout.

◎ DES administrative reorganization

- Reduction in administrative personnel cost
- Realignment of positions with current priorities

Summary of Additional Budgetary Impacts (Staff Salaries, hiring and uniforms)

	<u>FY18 (partial year)</u>	<u>FY19 (first full year)</u>
○ Firefighters	= \$ 375,000.00	\$ 500,000.00
○ <u>Re-org</u>	= \$ 10,374.00	\$ 10,374.00
○ Total	= \$ 385,374.00	\$ 510,374.00
○ Hiring	= \$ 8,000.00	
○ Uniforms	= \$ 25,000.00	
○ Summary		
Total	= \$418,374.00	\$510,374.00

Projected Staffing - Fire

- Phase I Fire Fighter Staffing: (see previous slide for cost breakouts)
 - Existing Part Time Staffing
 - 17,520 hours of part time hours available
 - Utilized to provide limited assistance with the staffing of the volunteer fire stations
 - Provides the ability to vary hours to meet daily staffing needs
 - Hours staffed will be dependent on a stations need
 - Additional Staffing
 - (2) FT Firefighters (4 shifts)
 - (8) FT Firefighter I's at Special Operations (3 shifts)
 - Replaces the part time hours currently allocated to the special operation station.

Specific Notes:

- Phase I of this plan “IS NOT” a fire fighter staffing solution.
- Phase I is a first step in a continuing process that is intended to help identify and build a sustainable staffing solution (volunteer and career) for the emergency services in Washington County.
- This plan is not intended to replace volunteers, their service, or their contributions. Simply put, it cannot and will not.
- This firefighter staffing plan is intended to augment the volunteer fire and EMS companies unwavering dedication and commitment to our communities.

Projected Staffing - Fire

- ◎ Phase II Fire Fighter Staffing:
 - Existing from previous phase:
 - (8) FT Firefighters at Special Ops (\$500,000)
 - Additions
 - (2) FT Battalion Chiefs (day work) - \$175,000/yr.
 - Supervision and management of 60 fire fighters.
 - 8 hired under Phase I
 - 62 hired under Phase II
 - (60) FT Firefighters (three shifts) – \$3.75M/yr.
 - One FT position at each volunteer fire company
 - (62) total FT positions
 - DES will apply for Safer Grant (see breakout below)
 - SAFER Grant (75/75/35) \$3.75 M/yr
 - YR1: \$2.19M grant / \$937,500 local
 - YR2: \$2.19M grant / \$937,500 local
 - YR3: \$1.32M grant / \$2.44M local
 - YR4: \$3.75M Safer Grant Expires
 - Covers firefighters only
 - Will not cover supervisors (\$175,000 additional cost outlined above)
- Total Salary/Benefits (includes Phase I and II) = \$4.43M

Projected Staffing - Fire

- ◎ Phase III Fire Fighter Staffing:
 - Existing staffing from previous phase (daily)
 - (2) FT Battalion Chiefs
 - (2) Firefighters at Special Ops
 - (8) total firefighters
 - (1) FT Firefighter at each station
 - Carry over cost from Phase I and II – \$4.43M
 - Additional staffing
 - 2nd Firefighter at 8 stations
 - (32) F/F's
 - (90) total FT positions
 - Additional \$2M
 - Total Salary/Benefits = \$6.43M

Projected Staffing - Fire

- ◎ Phase IV Fire Fighter Staffing:
 - Existing from previous phase:
 - (2) FT Battalion Chiefs
 - (2) Firefighters at Special Ops
 - (1) FT Firefighter at each station
 - (1) Additional FT Firefighter at 8 stations
 - Carryover cost from Phases I, II and III - \$6.43M
 - Additions
 - 2nd Firefighter at remaining 7 stations
 - (28) F/F's
 - Additional \$1.75M
- Total Salary/Benefits = \$8.18M

Projected Staffing - Fire

○ Phase V Fire Fighter Staffing:

- Existing from previous phases:
 - (2) FT Battalion Chiefs (remain day)
 - (2) Firefighters at Special Ops (shift)
 - (2) Firefighters at each station (shift)
 - Carryover cost from Phases I, II and III - \$8.18M
- Additions
 - Add 3rd Battalion Chief (Shift)
 - (4) Battalion Chiefs
 - Additional \$350,000
 - 3rd Firefighter at 3 stations (shift)
 - (12) F/F's
 - Additional \$750,000
- Total Salary/Benefits = \$9.28M
- If 24/48 hour schedule utilized – additional savings of \$1.5M/year
 - (-25) additional F/F's
 - With longevity (wages, retirement and benefits), the \$1.5M savings could exponentially increase each year

What Happens to the Current Staffing Funding to the Vol. Stations (\$25,000.00)?

- ⦿ Each county vol. fire station receives \$25,000.00 annually for use in providing fire fighter staffing.
 - Funding is for employees of the vol. stations to supplement vol. drivers as needed.
 - Many departments are also providing additional funding from fund raising activities to cover additional career hours.
 - 4 departments do not currently employ any career staffing.
- ⦿ The Strategic Fire Fighter Staffing Plan proposes that the vol. station staffing funding (\$25,000.00) is maintained; keeping it in place until such time a vol. station does one of the following;
 1. A vol. stations career staffing cost drop below the \$25,000.00 and the station falls below the 95% quarterly performance benchmark (per Resolution RS-2014-17).
 1. In these instances, DES will notify the WCVFRA per Resolution #RS-2014-17
 2. The WCVFRA will investigate and make recommendations to the department for improvement.
 3. If the WCVFRA recommendation includes career staffing, it is expected that the vol. department would hire vol. corporation staffing; at which point the vol. department can also begin to utilize the County staffing provided through DES through the monthly schedule.
 4. At this point, a reduction in county staffing subsidy would only equal the difference between the career staffing money expended by the vol. department and the \$25,000.00 County subsidy.
 2. The WCVFRA request full County staffing on behalf of a vol. fire station (and the request is granted by the BoCC's), per the applicable phase of this plan.

Who gets what staffing and when do they get it?

- ⦿ This plan is based on expected that each county vol. fire station will continue it's current career staffing initiatives.
- ⦿ Continue to work hard on volunteer staffing initiatives.
- ⦿ Continue to employ and utilize the vol. fire departments career staffing before asking for county staffing assistance on any given day.
- ⦿ Prepare and work from a monthly driver schedule as much as possible.
 - Vol. department schedules will most likely be requested by the 15th of each month, with distribution of the DES staffing schedule by the 22nd of each month.
 - This will allow DES to work to secure supplemental staffing to a particular station with as much advance notice as possible.
- ⦿ Vol. stations should provide as much advance notice to DES of their staffing needs (monthly or daily).
 - DES will attempt to cover “short notice staffing” for the vol. fire stations to the extent staffing and funding is available.
 - In most instances, previously assigned county staffing will not be pulled from a vol. station that already has County staffing assigned to fill late notification staffing needs by another vol. fire department.
 - The “full time staffing” assigned to the Special Operations Station will not be removed from Special Operations Shifts to augment the vol. fire station staffing needs.

What are the County staffing shifts going to look like?

- It is expected that most part time County staff (Phase I) normally would be assigned to 8 hour shifts (07:30 – 14:30 hrs., 14:30 – 23:30 hrs. and 23:30 – 07:30 hr. shifts). This could change based upon additional dialog.
- DES will schedule 2 PT staff from 07:30 – 14:30 hrs. each day.
 - This will provide 2 people each day that can be reassigned to a vol. staffing in instances where short notice staffing is needed.
 - The benefit in this approach is that it does not prematurely burn large blocks of budgeted hours during times when staffing may not be needed.
 - This approach also works to provide some regularity to the part time staff as they are assigned to the vol. stations.
- Depending on needed flexibility in vol. station staffing assignments, the County part time staffing shifts may be modified to better align with the defined vol. station staffing needs or staff availability.
- There may be times when staffing is requested by vol. stations whereas County staff will continue through a shift to help eliminate broken or split shifts for the County part time staff.
 - This could assist in stability for the County part time staff workforce and may be necessary to help normalize some of the scheduled hours.
- FT staff at Special Operations will work either a 24/72 or a 24/48 w/ Kelly Shift schedule (yet to be finalized with County Staff).

Recommended Pay Scale (2018)

Position	Grade	Pay Range (FY18 Scale)
Director	Grade 19	\$77,207 - \$120,740
Assistant Director	Grade 16	\$61,289 - \$95,834
Division Chief (Future Planning)	Grade 15	\$56,742 - \$88,767
Batt. Chief (Future Planning)	Grade 14	\$52,542 - \$82,184
Captain (Re-class) Fire EMS (Paramedic)	Grade 13 Move current ALS II to Grade 13, Step 9 (new DES pay scale)	\$47,330 - \$74,022
FF - Paramedic FF – Lieutenant (Future Planning)	Grade 12	\$42,900 – \$67,093
FFII - Technician, ALS I - Paramedic	Grade 11	\$39,720 – \$62,120.33
FFI/EMT	Grade 10	\$36,780 – 58,363
Recruit	Grade 9	\$34,060 – 54,048



Open Session Item

SUBJECT: Sole Source Contract Award (PUR-1373) - Electronic Door Controls and Intercom System Upgrade at the Washington County Detention Center

PRESENTATION DATE: October 31, 2017

PRESENTATION BY: Rick Curry, CPPO – Director of Purchasing and Major Craig Rowe – Washington County Detention Center

RECOMMENDED MOTION: Move to authorize the Sole Source Procurement to upgrade the electronic door controls and the intercom system at the Washington County Detention Center from **Montgomery Technology Systems, LLC** (MTS) of Greenville, AL in the amount of **\$89,750.00**.

REPORT-IN-BRIEF: The Purchasing Department received a request for the procurement of upgrading the electronic door and intercom system at the Washington County Detention Center. The Detention Center wishes to apply Sections 1-106.2(a), sections (1) & (2) of the Code of Local Public Laws of Washington County, Maryland, to the procurement requested. These sections state that a sole source procurement is authorized and permissible when: (1) Only one source exists that meets the County's requirements and (2) The compatibility of equipment, accessories, or replacement parts is the paramount consideration.

The upgrade will replace aging equipment which is outdated and becoming hard to locate replacement parts. The new control stations will have similar functionality of the existing system. MTS will integrate some of the existing equipment (existing field devices, cabling, cabinets, and countertops as is except where otherwise noted). MTS will assist in troubleshooting problems with the existing field devices. The County will be responsible for providing the network for the system operation. The installation is expected to be completed within four (4) weeks after receipt of ordering the equipment, which has a six (6) weeks lead time.

This request requires the approval of four of the five Commissioners in order to proceed with a sole source procurement. If approved, the following remaining steps of the process will occur as outlined by the law: 1) Not more than ten (10) days after the execution and approval of a contract under this section, the procurement agency shall publish notice of the award in a newspaper of general circulation in the County and 2) An appropriate record of the sole source procurement shall be maintained as required.

DISCUSSION: N/A

FISCAL IMPACT: Funding is available in the Department's Capital Improvement Plan (CIP) account 30-11320-BLD089.

CONCURRENCES: Sheriff Doug Mullendore

ALTERNATIVES: N/A

ATTACHMENTS: Quote Tab Matrix

AUDIO/VISUAL NEEDS: N/A

	Montgomery Technology Systems, LLC Greenville, AL	Metroplex Control Systems, Inc. San Antonio, TX	Inertech Security Frederick, MD
Electronic Door Control & Intercom System Upgrade	\$89,750.00	\$258,200.00	\$124,536.00

Comparable proposal to MTS

2



INTERTECH SECURITY

INTERTECH SECURITY
5430 Mt. Zion Road
Suite 101
Frederick, MD 21703
301.624.1800
888.681.9911
Fax: 301.624.1853
INTERTECHSECURITY.COM

September 30, 2013

Washington County Detention Center
ATTN: Terry Hill
500 Western Maryland Parkway
Hagerstown, MD 21740

Re: Ref. No. 13-0892-BUDGETARY-Washington County Detention Center-MTI Upgrade Project

Dear Terry:

Thank you for your confidence in Intertech Security. Our company is dedicated to ensuring a successful outcome to each project and to Washington County Detention Center's overall security program. A summary of this project follows.

EXECUTIVE SUMMARY

Washington County Detention Center has requested a proposal from Intertech Security to design and install a security solution inclusive of upgrading the existing MTI Door Control System at its 500 Western Maryland Parkway, Hagerstown, MD location. This solution has been designed to address the concerns and issues recently discussed.

Unless otherwise indicated or specified, Intertech Security will supply all equipment required for this solution. Additionally, Intertech Security will install, program, and test all field devices, head-end equipment, and software. A detailed listing of specific system components is provided below. Intertech Security's specific scope of services for this project is also included.

Please call if you have questions or require further clarification of this proposal. Prices quoted are good for 30 days from date of this proposal. In order to schedule this project for completion, please sign the bottom of the last page of this proposal and return it to me at your earliest convenience.

Thank you for the opportunity to be of service. We look forward to working with you.

Sincerely,

Candi Gray
Client Relationship Manager

Systems Overview

Washington County Detention Center has requested a proposal to upgrade the existing MTI analog door control system to a digital platform at its 500 Western Maryland Parkway, Hagerstown, MD location.

The existing MTI Door Control System will need to be upgraded using embedded controllers to achieve Washington County's request.

Intertech Security proposes to install a fully functional and operational MTI locking and intercom control system.

Intertech Security will combine the following existing control panels and replace with four (4) touchscreen control stations:

1. CP-E & CP-F
2. CP-CD, & CP-1
3. CP-A and CP-B
4. CC1 (including six (6) additional doors/gates)

The new control stations will have the full functionality of the existing control stations/panels. CP-E1 will be upgraded to a handheld device.

Intertech Security will reuse existing system inputs and outputs including termination boards, decoder boards and driving relays for this solution. No new field devices are provided as part of this quote.

All programming, engineering & software required for system operation will be provided by Intertech Security.

Each of the proposed four (4) control station will include a 22" touchscreen monitor. The new control stations will have the same functionality as the existing graphic panels/touchscreens.

This solution will allow the existing fiber backbone from Main Control to each of the control locations to be utilized. Washington County Detention Center will be required to provide and pull Cat6 cables from each of the four control rooms to each of the four proposed network switches. Network switch locations TBD.

This proposal includes two 8-hour system training sessions.

All equipment removed from Washington County Detention Center for this solution will be left onsite with Terry Hill, unless otherwise instructed.

Client to provide dedicated 120 VAC, network connection(s), network address(es), and firewall rule(s) where required. Refer to 'Notes and Assumptions' in this proposal for additional considerations to the scope of services provided herein.

SYSTEM COMPONENTS

MANUFACTURE	QTY	DESCRIPTION
HP	4	Work Stations. A control station is comprised of an HP dc8300 small form factor computer and an APC BR1300LCD UPS. A UPS will be provided which is capable of supplying fifteen (15) minutes of runtime once main power has been lost.
ELO	4	22" Elo Touchscreen Monitors
MTI	1	Symbol Handheld Device
Linksys	2	Linksys Wireless Access Points
MTI	4	Embedded Controllers
MTI	4	Data Loop Boards
Lambda	4	Lambda Power Supplies
MTI	4	Digital Amplifiers
MTI	6	Opto Couplers
ProCurve	4	ProCurve 24 Port Network Switch 2620-24 10 /100/1000
MTI	4	20x20 Cabinets

INVESTMENT

TOTAL INVESTMENT\$ 124,536.00

Price Includes

- Bill Of Materials as indicated
- Miscellaneous material and supplies required to install Bill of Materials
- Shipping and Freight
- Engineering Labor
- Installation Labor
- Project Management Labor
- Training as included in Scope of Work

All equipment is covered by the standard manufacturer's warranty* which customer may optionally upgrade to one of Intertech Security's Signature Service Plans. All installation labor warranted for 12 months after job's completion which customer may optionally upgrade to one of Intertech Security's Signature Service Plans. (Warranty provisions do not apply to existing systems and equipment; *new equipment is warranted by the manufacturer or, if the manufacturer coverage is less than 12 months, by Intertech Security for the balance of 12 months from job completion.)

This proposal does not include tax. Intertech Security requires a copy of Tax Exempt Certificate to provide services on a tax-exempt basis.

PROGRESS PAYMENT SCHEDULE: Unless otherwise noted by Intertech Security, progress invoices will be submitted in monthly draws, with an initial progress invoice for mobilization and/or equipment, to be delivered upon execution of contract. Progress invoices will be determined by a percentage of completion as of the final day of that month.

PAYMENT TERMS: All invoices are due net upon receipt unless otherwise noted by Intertech Security. Upon receipt of payment for the initial progress invoice and a signed purchase order, a Project Manager will contact the client to schedule the project. **Work on site will not begin until the initial progress payment is received.** Intertech Security reserves the right to charge interest for any invoice over 45 days old. The interest rate charged will be the full amount allowed by law.

STANDARD WARRANTY

- PARTS:** All parts will be repaired or replaced at Intertech Security's option for one-year from project completion, in accord with the terms, conditions and costs contained herein.
- LABOR:** Labor is warranted for one-year from project completion. All labor to correct routine, non-emergency service problems is provided only during Intertech Security normal working hours, excluding holidays.
- EMERGENCY SERVICE:** Emergency Charge is 1.5 times the service rate per hour in affect at the time of service for calls after Intertech Security working hours (calls after 2:00 pm may be considered after hours if same day service is required). Intertech Security recognized holidays are charged at 2 times the service rate per hour in affect at the time of service.
- EXCLUDED**
- HARDWARE:** Any equipment connected to the system not specifically associated with access control, VIDEO SURVEILLANCE or intrusion detection.
- SOFTWARE:** Software is warranted to perform and operate in accordance with published specifications at the time of sale. In the event of a program defect, the sole obligation of Intertech Security shall be to make available all published modifications that correct program problems which are published within one (1) year from date of purchase, provided Purchaser has returned the Registration Form delivered with the software package.

Purchaser will be required to pay such labor charges as are scheduled by Intertech Security during the balance of the warranty period on a time and materials basis. The warranty will not apply to any product or installation which has been misused, abused, or altered.

THE ONLY WARRANTY PROVIDED INTERTECH SECURITY IS THE LIMITED WARRANTY STATED ABOVE WHICH SHALL NOT EXTEND BEYOND THE PERIOD STATED ABOVE. INTERTECH SECURITY MAKES NO OTHER WARRANTIES, EXPRESSED, IMPLIED, OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. NO RESPONSIBILITY IS ASSUMED FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES EVEN IF INTERTECH SECURITY'S SYSTEM SALES AND ENGINEERING PERSONNEL HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

THE WARRANTY PERIOD WILL COMMENCE WHEN CLIENT HAS BENEFICIAL USE OF THE SYSTEM, OR COMPLETION OF SYSTEM INSTALLATION, WHICHEVER OCCURS FIRST.

INTERTECH MAKES NO WARRANTY, EXPRESS OR IMPLIED, THAT THE SYSTEMS IT INSTALLS OR THE SERVICES IT FURNISHES WILL AVERT OR PREVENT OCCURRENCES, OR THE CONSEQUENCES THEREFROM, WHICH THE SYSTEMS AND SERVICES ARE DESIGNED TO DETECT.

Note that for your convenience, Intertech Security offers Signature Service Plans which can provide:

- Shorter Telephone Response Times, reducing the standard 60 minute telephone response to 30 or 15 minutes;
- Faster On-site Arrival Times, reducing the standard next business day to 8 hours or 4 hours;
- Replacement Parts Coverage, upgrading the standard manufacturer repair to replacement availability or locally stocked replacement availability;
- Extension of coverage from business hours to 24/7;
- Priority in scheduling consistent with service plan level;
- Discounts on non-covered service calls consistent with service plan level;
- Preventive Maintenance;
- Availability of telephone technical support and other benefits consistent with service plan level.

In the absence of an optional Signature Service Plan, the 1-year Standard Warranty above applies.

NOTES AND ASSUMPTIONS

GENERAL

- A. All installation labor, final connections, and testing shall be performed during normal business hours of Monday through Friday 8:00 AM to 5:00 PM.
- B. It's assumed that all existing electronic equipment that will be re-used is in good working condition and fully adjusted for proper operation by others. Any equipment requiring repairs or adjustments for proper functionality will be considered to be out of the scope of the contract (unless specifically included in the proposal Intertech Security) and will be billed to client at pricing consistent with this proposal.
- C. All 120VAC electrical requirements to Intertech Security equipment shall be provided and installed by others to Intertech Security specified locations.
- D. All LAN connections and phone lines to Intertech Security equipment shall be provided and installed by others to Intertech Security specified locations.
- E. Standard one-year warranty applies to equipment supplied by Intertech Security.
- F. Standard one-year warranty applies to labor supplied by Intertech Security.
- G. The customer is required to provide a single point of contact for all project communications and decisions. Timely responses are required to meet project timelines and budgets.
- H. Supply and installation of conduit or wire mold, except where noted herein, furnished with drag lines is not included.
- I. Provision of space for and a suitable operating environment for Data Collection Panel equipment in field locations as well as, equipment at the monitoring/control location is not included and is responsibility of the customer.
- J. Additional Materials and/or Work: Data for the preparation of the proposal is based on existing site conditions and/or site plans and blueprints available to Intertech Security at the time the proposal was prepared. Any changes in site conditions and/or blue-prints which occur after proposal preparation that may have cost and/or operational impact will be subject to a change order which may be above or below the original proposal (contract) price.
- K. Lightning Protection: Equipment furnished and installed by Intertech Security is provided with the equipment manufacturer's standard lightning and/or transient protection. NO GUARANTEE IS PROVIDED AGAINST EQUIPMENT AND/OR SYSTEM DAMAGE DUE TO EITHER LIGHTNING AND/OR LINE POWER TRANSIENTS.

ACCESS CONTROL

- A. It's assumed that any electronic door hardware is provided, installed, and fully adjusted for proper operation by others and will not pull over 0.5 Amps at 24VDC. Any hardware requiring more amperage or any mechanical adjustments for proper functionality will be considered to be out of the scope of the contract and will be billed to client at pricing consistent with this proposal.
- B. The client will populate the card holder database and define/program access levels, time zones, personnel data, programming maps, alarm message definitions and instructions, and any user defined data.
- C. If applicable, Client shall provide and install a server-class PC, meeting or exceeding recommended specifications for provided Access Control Software, unless otherwise noted in the System Description.
- D. If a server-class PC is provided by Intertech Security, service and maintenance shall be provided by the PC vendor. Intertech Security is only responsible for support of the Access Control software application.
- E. Client shall provide and install workstation-class PC's for all remote view stations, as needed, unless otherwise indicated in the System Description.
- F. Fire Alarm Release at Intertech Security designated location is the responsibility of the customer and fire alarm service provider for the site.
- G. Supply and/or installation of doors, locks, hardware and other structural changes except as specifically noted herein is not included.
- H. Elevator travel cable, cab device installation, and control interface by others.



3

MCS Detention
12903 Delivery Drive
San Antonio, Texas 78247
www.mcsdet.com
Phone 210.495.5245
Fax 210.495.5635

QUOTATION

Friday, September 27, 2013

Mr. Terry Hill
Washington County Sheriff's Office
500 Western Maryland Parkway
Hagerstown, MD 21740

RE: Washington County Jail Control System Retrofit, Hagerstown, MD

1.0 INTRODUCTION

Metroplex Control Systems, Inc. (MCS) is pleased to present this for your system needs on the above referenced project. If there are any questions or should you require additional information, please feel free to contact us.

2.0 SCOPE OF WORK

MCS will provide the system(s) as per our scope of work contained within. This quotation is based on owner supplied documentation and observations made during our visit to the site on Wednesday, August 14, 2013. I have noted any clarifications or exceptions below.

Upgrades to existing control system to include;

- 2.1 **Survey** – Before beginning any work, MCS will dispatch one system engineer and one service technician to the site to survey and test the existing system including all doors and intercoms. At the conclusion of this test we will prepare for the owner a written report documenting the current condition of the system and field devices. Any pre-existing problems can be addressed by the facility maintenance staff or by MCS under a separate purchase order.
- 2.2 **Engineering** - Once the survey is complete we will engineer the new system. Screen shots, product data and schedules will be provided to the owner before the new system is shipped to the site.
- *2.3 **Demolition** - (One control room at a time) Remove and turn over to the owner existing control panels CC1, CP-A, CP-B, CP-1, CP-CD, CP-E, CP-E1, and CP-F. **Demo existing MTI decoder boards, power supplies and intercom amplifiers. Remove all unnecessary wiring.**
- 2.4 **Owner Provided Network** – During the demolition phase the owner will provide the new copper based (CAT5e) network wiring between all the existing control rooms. MCS will provide and install all new network switches.
- 2.5 **Installation** – Starting with Central control, MCS will install the new system touchscreen (22" Wide-format) along with the new Omron based PLC controller system. All existing MTI 22 series locking and 29 series audio boards shall be interfaced into the new system via MCS U300 encoder/decoder replacement modules. The existing MTI 41 series intercom amplifier shall be replaced. All system power supplies shall be replaced. Existing door power supplies shall be

- cleaned, checked and reused. A new rack-mounted uninterruptible power supply (UPS) with 5 minutes of backup power shall be provided at each control room.
- 2.6 **New Intercoms** – New surface mounted intercoms shall be provided at dayrooms A, B, C, D, E, and F. Any additional raceway shall be provided by the owner.
 - 2.7 **Housing E Dayroom Touchscreen** – The existing panel in dayroom E shall be replaced with an All-in-one Touchscreen unit. The existing wall enclosure shall be reused.
 - 2.8 **Alternate 1** – Under this option we will replace the existing housing H control panel and GE PLC with a new touchscreen and Omron PLC. This system will be incorporated into the new system network. Owner to extend network wiring to housing H.
 - 2.9 **Alternate 2** – Under this option, the existing housing E panel will be removed and replaced with a new MAXkey PDA system. System to include one PDA, PoE network switch and two wireless access points to be installed in the dayroom ceiling. Owner to supply conduit and CAT5e wiring to each wireless access point.

3.0 REQUIREMENTS

Our Scope of Work is based on the following requirements:

Network
Wiring
Not Inc!

- 3.1 New raceway shall be provided by others. MCS to provide requirements.
- 3.2 New copper based network wiring shall be provided by others. MCS to provide requirements.
- 3.3 All existing MTI device boards shall be reused.
- 3.4 Since the project includes retrofit work in the existing working facility it shall be understood that during the course of the changeover from the existing system to the new system there shall be periods of individual or multiple system downtime. While we will make every effort to keep system downtime to a minimum, it is an inevitable part of the work.
- 3.5 **Our price is based on** the owner making every effort to make the existing areas available and providing sufficient escorts and security personnel needed by our crews to help keep the durations of this phase of the work as short as possible.

4.0 INCLUSIONS

MCS Includes the following for our Scope of Work:

- 4.1 Panel (headend) terminations
- 4.2 Field device mounting and termination (new devices only)
- 4.3 Engineering/Drafting/Coordination
- 4.4 Submittals Touchscreen Screen-Shot Review
- 4.5 Permits (as needed)
- 4.6 Material and equipment as listed
- 4.7 Testing
- 4.8 Final Inspection/Certification
- 4.9 Training including DVD copy of training session
- 4.10 Operation/Maintenance Manuals and As-Built Drawings

~~5.0~~ EXCLUSIONS

MCS Excludes the following:

- 5.1 **Conduit/raceway system**, including junction boxes, pull boxes, ladder tray, wireways, J hooks, D hooks, etc as defined by NEC. MCS to assist electrician in design of conduit requirements, locations and routing after award of contract.
- 5.2 **Wire/Cable and wire/cable installation**
- 5.3 Installation of pneumatic tubing if in separate conduit from door wire.
- 5.4 All Standard Supply voltages above 30 volts AC/DC including 120VAC supply circuits
- 5.5 Attendance to Daily or Weekly Job Site Meetings unless crews are on site and are requested to attend.
- * 5.6 **Cost of random Drug Testing or Screening**
- * 5.7 **Full time Project Management or Field Superintendent on Job Site.**
- 5.8 Temporary power, lighting, site water, trash removal
- 5.9 Security caulking, grouting, fire wall penetration patching
- 5.10 Concrete work for Equipment Rack bases, Intercom Pedestal bases, Cameras Pole bases. MCS to provide requirements.
- 5.11 Repairing or replacement of existing field devices or equipment to be reused.
- 5.12 Grounding.
- 5.13 Commercial hardware including power supplies, door position switches, electric locks or repair thereof.
- 5.14 Detention hardware including door position switches, electric locks or associated doors or door hardware or repair thereof.

6.0 PROJECT TIMING AND DELIVERY

MCS will provide submittals within 12 weeks ARO.

7.0 WARRANTY

One year Parts and Labor

8.0 COST ANALYSIS

QUOTATION PRICE: **\$ 258,200.00**
ALTERNATES 1 (Housing H System): **\$ 24,700.00**
ALTERNATES 2 (MAXkey System)(DEDUCT):..... **<\$ 3,500.00>**

- 8.1 **BONDS/TAXES/FREIGHT:** This price does not include any applicable taxes, bonds or bond premium. If a tax exemption certificate is not provided, the bidder is not responsible for tax. MCS can provide a bond if required for an extra fee of 2%. Freight is included in the price above.
- 8.2 **PRICING GUARANTEE:** Because of conditions beyond our control, this quotation is effective only for period of (60) days from the date above. Terms of payment are net thirty (30) days from invoice. No cash discounts for prepayment. Any order based on this quotation shall be subject to approval and acceptance by MCS. No MBE/WBE/SBE content has been included in this quote due to the "security and specialty" nature of our work.

If you have any questions please feel free to call at (210) 495-5245.

Michael Moran
Sales & Marketing

Michael Moran



12903 Delivery Drive
San Antonio, TX 78247
Dir: 210.798.2957
Cell: 210.241.1493
Corp: 210.495.5245
Fax: 210.495.5635
mmoran@mcsdet.com
mcsdet.com

BUDGETARY PROPOSAL

Washington County Detention Center's Authorized Signature of Acceptance

Signature _____

Company _____

Date _____

Title _____

Intertech Security Authorized Signature of Acceptance

Signature _____

Date September 30, 2013 _____

Title Client Relationship Manager/Candi Gray _____



October 23, 2017

Subject: Washington County Detention Center, MD – MTI Control System

Montgomery Technology Systems, LLC (MTS) is pleased to provide a quote for all necessary material and labor for a complete and fully functional control and intercom system for the above referenced project. MTS is proposing to provide a Montgomery Technology, Inc. (MTI) control system. MTI has been in business for over 30 years and has completed over 2000 installations in the detention market. This quote is based on original project documents.

Control System

MTS will provide and install a MTI Firefly control system to replace the existing system. MTS will replace the existing processors with MTI 91795 Embedded Controllers. MTS will provide new digital intercom amplifiers to replace the existing intercom amplifiers.

MTS will provide and install five (5) control stations to replace the following existing stations:

1. CP-A and CP-B
2. CP-CD and CP-1
3. CP-E and CP-F
4. CP-E1
5. Central Control

The new control stations will have similar functionality of the existing system. A control station includes a HP EliteDesk 800 G3 Small Form Factor computer, a 22" Elo touchscreen monitor and a microphone for intercommunications. MTS will pull Cat6 cabling between the control stations and associated equipment rooms.

MTS will integrate the existing ONVIF compliant Pelco and Bosch camera equipment with the MTI control system. The Central Control station will include one (1) 22" spot monitor for camera call ups. MTS will reuse all existing camera equipment and cabling as is.

MTS will provide a new UPS for all head end equipment and control stations. On-line UPS systems will be utilized. The UPS system will be sized to provide fifteen (15) minutes of run time for all systems included in this quote.

The county will be responsible for providing the network necessary for system operation.

MTS will reuse existing field devices, cabling, cabinets and countertops as is except where otherwise noted. MTS will assist in troubleshooting problems with existing field devices. Once an existing field device is found to be defective, it will be the facility's responsibility to repair or replace the existing device.

Pricing

MTS is pleased to provide the above scope of work for a **total of \$89,750.**



Warranty

1. MTS provides the manufacturers standard warranty that all products are to be free of defects in material and workmanship for a period of one year from date of substantial completion.
2. Conditions of the warranty apply only to materials supplied as part of this quote.
3. MTS is neither responsible for damage caused by acts of God nor neglect or abuse by others who have gained access to the equipment.

Lead Times and Submittals

1. MTS will provide submittals within six (6) weeks of receipt of contract.
2. MTS will provide all necessary material within six (6) weeks of receipt of approved submittals.
3. MTS will complete the installation within four (4) weeks of materials arriving onsite.

Terms of Payment

1. All pricing is good for 30 days from date of quote.
2. All invoices will be paid within 30 days from invoice date.
3. All invoices not paid within 30 days will be subject to a 1.5% per 30-day late charge.
4. All invoices not paid within 60 days will result in the account being put on Credit Hold.
5. A tax exemption certificate must be provided for each project.

If I can be of any assistance or answer any questions, please do not hesitate to call me at 800-392-8292.

Sincerely,

Michelle Gafford



Agenda Report Form

Open Session Item

SUBJECT: Consensus Discussion for Text Amendment – RZ-16-005

PRESENTATION DATE: October 31, 2017

PRESENTATION BY: Jill Baker, Chief Planner, Washington County Department of Planning and Zoning

RECOMMENDED MOTION: Consensus on changes to the proposed text amendments and potential need for 2nd Public Hearing.

REPORT-IN-BRIEF: Application was made to amend several sections of the Zoning Ordinance by updating, correcting, and clarifying language pertaining to various aspects of zoning regulation including mobile home replacements, accessory building setbacks, and convenience stores. The Planning Commission held a public input meeting on October 17, 2016. No public input was received during the public rezoning meeting. A public hearing was held on February 28, 2017 and public testimony was received regarding several sections of the amendments. County Commissioners discussed the proposed amendments after the public hearing held on February 28, 2017 and provided questions and directions for Staff to follow up on the application.

DISCUSSION: Detailed discussion of the amendments can be found in the Staff Report and Analysis dated October 3, 2016 and in the Follow-up Staff Report and Analysis dated August 15, 2017, both attached hereto.

FISCAL IMPACT: None

ALTERNATIVES: N/A

ATTACHMENTS: Staff Report and Analysis dated October 3, 2016
Proposed text amendments
Planning Commission Recommendation dated January 23, 2017
Follow-up Staff Report and Analysis dated October, 2017



DEPARTMENT OF PLANNING & ZONING
COMPREHENSIVE PLANNING | LAND PRESERVATION | FOREST CONSERVATION | GIS

RZ-16-005

October 3, 2016

WASHINGTON COUNTY ZONING ORDINANCE
STAFF REPORT AND ANALYSIS

ARTICLES 3, 4, 11, 12, 14, 22, 28A

Proposal: Application is being made to amend several sections of the Zoning Ordinance by updating, correcting, and clarifying language pertaining to various aspects of zoning regulation.

Staff Report: It is every jurisdiction's goal to provide a clearly defined ordinance that limits inconsistencies and interpretation. The purpose of these amendments is to clarify various sections of our Zoning Ordinance to reduce observed errors, ambiguous language, and regulations conflicting internally within the Ordinance as well as in other Ordinances.

Analysis: Several amendments are being proposed as part of this application. A brief outline of each amendment is listed below.

- A) The first amendment proposed as part of this application relates to alcohol production uses including breweries, wineries, and distilleries. Currently, the Zoning Ordinance provides direction on farm breweries and wineries as well as limited commercial breweries and wineries. This amendment seeks to build upon these uses and address new regulations approved by the State related to the licensing of such facilities.

Several new manufacturing license types have been approved by the State over the last few legislative sessions. First, two new types of breweries, pub-breweries and micro-breweries have been included as types of manufacturing facilities. Both are considered limited commercial manufacturing and are primarily associated with complementing retail uses such as restaurants and retail liquor stores. The amendments relating to these uses include:

- Adding new definitions for limited commercial brewery (aka micro-brewery) and pub brewery;
- Inclusion of micro-breweries as a permitted use in the Business Local (and thereby also permitted in the Business General 'BG', Planned Business 'PB', and Highway Interchange 'HI' zoning districts) and Rural Business 'RB' districts;
- Inclusion of micro-breweries as special exception uses in the rural area districts of Agriculture (Rural) 'AR', Environmental Conservation 'EC', Preservation 'P', and Rural Village 'RV'; and

120 West Washington Street, 2nd Floor | Hagerstown, MD 21740 | P: 240.313.2430 | F: 240.313.2431 | TDD: 7-1-1

- Inclusion of pub breweries as permitted uses in the BL (and thereby also permitted in the BG, PB, and HI zoning districts) and RB districts.

The State has also added a new manufacturing license for limited commercial distilleries. This new classification strictly limits the amount and distribution of the manufactured product. The amendments relating to this topic include:

- Adding a new definition limited commercial distillery;
- Adding a new definition of commercial distillery to better clarify the difference between uses;
- Inclusion of limited commercial distilleries as a permitted use in the BL (and thereby also permitted in the BG, PB, and HI zoning districts) and RB districts; and
- Inclusion of limited commercial distilleries as special exception uses in the rural area districts of A(R), EC, P, and RV.

Finally, in an effort to streamline all of the different types of alcohol manufacturing license as uses in the Zoning Ordinance, minor adjustments have been made to the definitions section to align them with State regulations.

- B) The next proposed amendment seeks to resolve an oversight in the application and implementation of mineral extractive operations in the rural areas of the County. Prior to the Rural Area rezoning in 2005, mineral extractive operations were categorized in terms of their size and intensity. The classifications were defined as low, moderate, and high volume operations. When the Rural Area rezoning was adopted the definitions of these operations remained; however, the uses were not explicitly included in the Table of Land Use Regulations. Instead they were consolidated into one level of intensity and only permitted in the Industrial, Mineral 'IM' overlay district.

Recent changes in Maryland Department of the Environment definition and licensing of smaller extractive operations has prompted the County to review its current handling of these uses in the Zoning Ordinance. The amendments proposed as part of this application seek to restore the original delineation of separate levels of extractive operation and reinstate the uses as they were permitted prior to the Rural Area Rezoning. The amendments include allowing low volume operations to be permitted uses in the AR, EC, P, RB, and IM overlay districts, moderate volume operations to be special exception uses in the AR, EC, P, RB, and IM overlay districts, and high volume operations to only be permitted with an IM overlay district.

- C) The next set of amendments proposed as part of this application corresponds to uses that relate to automotive sales, service, and repair. There are currently multiple references to different aspects of automotive care that are redundant or conflicting. The purpose of these amendments is to identify the different automotive care uses and include them in the appropriate zoning category.

The primary complaints received relating to automotive care is regarding noise and fumes emanating from the facilities. To reduce the amount of friction between uses, it is important to consider what types of work can be done near incompatible uses such as residential areas. Typically, auto body repair and larger mechanical work such as transmission repair can cause elevated levels of noise. For this reason the focus of these amendments is to limit the types of repair work in commercial zoning districts that are intended for less intense uses. To achieve this balance the following amendments are recommended:

- Revise the definition of Automotive Service Station to include less intense automotive care work such as detailing;
 - Revise the Service Garage definition to include service for both minor and major repairs including auto body work;
 - Include Automotive Service Station as a permitted use in the BL (and thereby also permitted in the BG, PB, and HI zoning districts) and RB districts; and
 - Include Service Garage as a permitted use in the BG (and thereby also permitted in the PB and HI zoning districts) and RB districts.
- D) Accessory structures are the topic of the next amendment; specifically, the placement of accessory structures. Currently, Section 4.10(b).5 allows setbacks of accessory structures from roadways to be at least the same as the side yard setback in the district. This has inadvertently caused issues with neighbors who don't wish to see accessory structures such as pools, sheds, etc. in front yards. This also has the potential to create issues with highway right-of-way dedications and future road widening. To rectify this issue we are recommending deletion of this section in its entirety.
- E) The next amendment listed on the attachment is a simple correction to rectify a referencing error. In Section 4.26 there is a referral made to Section 21.32 of the Ordinance. This section does not exist and the correct reference should be to Section 21.42.
- F) Occasionally it is brought to our attention that there are some uses that are not included within the Zoning Ordinance that perhaps should be included. Car wash facilities have recently been pointed out as not being specifically listed in the Ordinance as a use. In the past car wash facilities have been most associated with other automotive care facilities and were therefore interpreted to be part of the overall care of the vehicle. As additional stand-alone facilities are being developed it has been determined that there is a need for a specific line item for car wash facilities. It is recommended that they be permitted in the BL (and thereby also permitted in the BG, PB, and HI zoning districts).
- G) As part of a recent development proposal, Commissioners were presented with a request from the developer to revisit the definition of convenience stores. Currently convenience stores are permitted in the BL (and thereby also permitted in the PB and HI zoning

districts) district and are limited to a gross floor area of 5,000 square feet that is to include the area used for gasoline sales. At the time the developer wished to build a larger convenience store but the definition puts strict limits on the size with no mitigation if the developer wished to have a larger store. To create more flexibility in the size of these types of uses, staff is proposing to amend the definition of a convenience store to eliminate the size restriction. Alternatively, to adhere to the purpose statements of the BL district to restrict commercial development where “services are needed by a neighborhood population”, the size restriction of 5,000 square feet or less gross floor area has been added as a caveat to the use. In the more intensive BG district, the convenience store use has been added without caveat thereby removing a size limit.

To further clarify the difference between a convenience store and grocery store, Staff has proposed adding a new definition for Grocery Store/Supermarket. The intent is to define a different intensity level between the two uses.

- H) Another area of the Zoning Ordinance that has been identified as needing revision is related to placement and location of mobile/manufactured homes. First, the Ordinance currently includes a rather archaic definition of mobile home. The current definition was derived from initial Federal legislation enacting the permitting of this type of housing. Just as any other use in the ordinance, these uses have evolved and changed over time. These units are now larger and can be multi-sectional. In order to better serve these residents, it is recommended to update the definition to include the new term ‘manufactured home’ and reference the changes that have occurred in the industry.

The new larger dimensions and multi-sectional nature of these uses also conflict with replacement regulations outlined in the Ordinance. When the Ordinance was first enacted in 1973, the only form of mobile home built was what is referred to as a ‘single wide’ unit generally measuring 10 to 12 feet wide and 50 to 60 feet long. Currently manufactured homes can be built in single or multiple sections typically spanning up to 1200 square feet or more of living space. Currently, Section 22.54 states that replacement units must be installed on the same site as the existing unit. It is becoming more and more difficult for residents to replace existing units that are smaller with newer units. Therefore, it is recommended to revise this section of the Ordinance to be more flexible and allow for replacement homes to be placed similarly to any other type of housing.

- I) The final amendment proposed as part of this application relates to the definition of an essential utility. More specifically the treatment of sewerage pumping stations. As part of the current definition of essential utility equipment, above ground pumping stations are specifically excluded from the list of items deemed “essential”. This has prompted the County and other water quality agencies to make application to the Board of Zoning Appeals to seek a special exception to install an above ground pumping station. As part of one of the latest BZA hearing opinions, the members agreed that pumping stations, regardless of their location above or below ground, should be considered ‘essential’ and

not put through the special exception process. Likewise, Staff at the Department of Water Quality has expressed concern over the definition not included pumping stations as essential utility equipment. Based on the BZA opinion and Staff comments it is recommended that the definition of essential utility equipment be amended to include pumping stations.

Staff Recommendation: Based upon feedback and comments from other government agencies, developers, property owners, and the general public, Staff recommends approval of these amendments in order to provide consistent implementation of our land use policies and regulations.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jill L. Baker". The signature is fluid and cursive, written over a light blue horizontal line.

Jill L. Baker
Chief Planner

RZ-16-005
 PROPOSED TEXT AMENDMENTS FOR PUBLIC HEARING
 CLEAN-UP AMENDMENTS

(1) ARTICLE 3 – DISTRICTS ESTABLISHED; ZONING MAPS, DISTRICT BOUNDARIES; LAND USE REGULATIONS (RURAL AREA USES) is amended as follows:

Section 3.3 (1) Table of Land Use Regulations

A(R)-Agriculture (Rural)
 EC-Environmental Conservation
 P-Preservation
 RV-Rural Village RB-Rural Business IM-Industrial Mineral

Table No. 3.3(1)
 TABLE OF LAND USE REGULATIONS
 (RURAL AREA USES)

LAND USES	A(R)	EC	P	RV	RB	IM
J. Housing						
Mobile/ Manufactured Homes	P	P	P	N	N	N
K. Manufacturing						
Brewery, Commercial with a valid Class 5 manufacturing license	SE	SE	SE	SE	P	N
Brewery, Farm with a valid Class 8 manufacturing license	P	P	P	P	P	N
Brewery, Limited Commercial (micro-brewery) with a valid Class 7 manufacturing license	SE	SE	SE	SE	P	N
Brewery, Pub with a valid Class 6 manufacturing license provided the pub is located within, or immediately adjacent to, the restaurant where the brewed beverage is to be sold to the public.	N	N	N	N	P	N
Distillery, Limited Commercial with a valid Class 9 manufacturing	SE	SE	SE	SE	P	N
Wineries, Farm with a valid Class 4 manufacturing license	P	P	P	P	P	N
Wineries, Commercial with a valid Class 3 manufacturing license	SE	SE	SE	SE	P	N
Wineries, Limited Commercial with a Class 4 manufacturing license	SE	SE	SE	SE	P	N
L. Mining						
Mineral extraction, mineral processing, mineral related uses, and mineral based manufacturing	N	N	N	N	N	P
Mineral extractive operations, Low volume; subject to the performance standards in Section 4.12. A grading plan containing the information required in Section 15.3(a)-(h) showing the existing and proposed surface contours and providing for the revegetation of the property shall be submitted to the County for approval.	P	P	P	N	P	P
Mineral extractive operations, Moderate volume; subject to the performance standards in Section 4.12 and the requirements of Sections 15.4, 15.5 and 25.6. A grading plan containing the information required in section 15.3(a)-(h) showing the existing and proposed surface contours and providing for the revegetation of the property shall be submitted to the County for approval.	SE	SE	SE	N	P	P
Mineral extractive operations, High volume; subject to the performance standards in Section 4.12 and regulations in Article 15.	N	N	N	N	N	P
P. Retail and Wholesale Trade						
Auto Sales and Services	N	N	N	N	P	N
Automotive Service Station	N	N	N	N	P	N
Garage, Service	N	N	N	N	P	N

P-Permitted
SE-Special Exception
A-Accessory
N-Not Permitted

(2) ARTICLE 4 – GENERAL PROVISIONS is amended as follows:

Section 4.10 Accessory Structures

(b) Use limitations.

~~5. In all districts wherein single family and two family dwellings are permitted, accessory structures shall not be located closer to public or private road right-of-way or rear lot line than the side yard requirements for a single family or two family dwelling in that district, except as provided in Section 23.5(b).~~

Section 4.26 Solar Energy Generating Systems

The purpose of this section is to establish regulations to facilitate the installation and construction of Solar Energy Generating Systems as defined in Section 28A (hereinafter “SEGS”) for landowners, subject to reasonable restrictions which will preserve the public health and safety.

SEGS shall be permitted as a land use as specified in Section 3.3 and 21.~~32-42~~ of this ordinance. However, SEGS shall be prohibited as a use in defined Priority Preservation Areas, Rural Legacy Areas, and Antietam Overlay zones.

(3) ARTICLE 11 “BL” BUSINESS, LOCAL DISTRICT is amended as follows:

Section 11.1 Principal Permitted Uses

(a) Local retail goods sales and service shops, including:

Automobile accessory sales

Automotive Service Station

Automotive Sales

Car Wash

Convenience store/food mart; provided the cumulative area of the building and fuel canopy do not exceed 5,000 square feet

~~Dairy products store~~

~~Food and~~ Grocery stores

(j) Distillery, Limited Commercial with a valid Class 9 manufacturing license.

(k) Brewery, Limited Commercial with a valid Class 7 manufacturing license.

(l) Brewery, Pub with a valid Class 6 manufacturing license provided the pub is located within, or immediately adjacent to, the restaurant where the brewed beverage is to be sold to the public.

(m) Winery, Limited Commercial with a valid Class 4 manufacturing license.

~~(n)~~ When it can be determined that an unlisted use is functionally similar to a listed principal permitted use by inclusion in the same 6 digit North American Industry Classification System (NAICS), the use may also be permitted in the Business, Local District as if it were listed as a principal permitted use herein.

If a proposed use is not listed and cannot be determined to be functionally similar in character to a listed use by reference to its 6 digit NAICS Code, the use is not permitted in the Business, Local District except when approved by the Board of Appeals as a special exception as stated in Section 11.3.

~~(o)~~ Structures and uses existing prior to assignment of the current Business, Local District that are not listed as principal permitted uses are considered non-conforming uses and are permitted subject to the guidelines governing such uses in Section 4.3.

(4) ARTICLE 12 “BG” BUSINESS, GENERAL DISTRICT is amended as follows:

Section 12.1 Principle Permitted Uses

(a) Retail trades, businesses and services, including but not limited to the following and any use permitted in the BL District, subject to the use regulations specified in that district.

Automotive Service Station
Convenience Store/Food mart
Garage, Service

(5) ARTICLE 14 “IG” INDUSTRIAL, GENERAL DISTRICT is amended as follows:

Section 14.1 Principle Permitted Uses

(a) Uses of a general industrial nature, but not limited to the following:

Manufacture and bottling of alcoholic beverage- including commercial breweries, distilleries, and wineries.

(6) ARTICLE 22 SPECIAL PROVISIONS; DIVISION V – MOBILE HOME PARKS, TRAVEL TRAILER PARKS AND MOBILE HOMES NOT IN MOBILE HOME PARKS OR TRAVEL TRAILER PARKS is amended as follows:

Section 22.54 Mobile Homes

(c) Replacement:

(2) ~~Except in the A(R), EC, and P Districts, the replacing mobile home must be set on the same site as the replaced mobile home~~A replacement mobile home must be placed so as to meet the building setbacks of the district in which it will reside. The existing mobile home shall be -with the latter being- removed from the property no later than thirty (30) days from the zoning permit issuance date of the replacement unit. If the existing mobile home does not currently conform to the prescribed setbacks in the district which it resides, a replacement mobile

home may use the same setbacks as the current mobile home but shall not be placed any closer to property boundaries than exists at the time of replacement.

(7) **ARTICLE 28A DEFINITIONS** is amended as follows:

Automotive Service Station:

A ~~building, lot, or both, facility~~ where gasoline, oil, grease, batteries, tires, and automobile accessories may be supplied and dispensed at retail prices, and where automobile servicing, detailing, and minor repairs are provided. Uses at a service station do not include major mechanical and body work, storage of automobiles not in operating condition, or other work involving noise, glare, fumes, smoke, or other characteristics to an extent greater than normally found in such stations. A service station is not a repair and service garage or a body shop.

Brewery, ~~Commercial~~:

An establishment with facilities for manufacturing, storage, and bottling malt beverages for sale on-site or through wholesale or retail outlets. Breweries shall be further defined as follows: -in accordance with a valid Class 5 manufacturing license from the State of Maryland. A commercial brewery is a brewery that does not meet the definition of a Farm Brewery. Accessory uses may include beer tasting rooms at which beer tasting occurs, accessory food sales related to the beer tasting, and the sale of beer produced on site. The area for beer tasting, accessory food sales related to the beer tasting, and sales of beer produced on-site shall not exceed 25 percent of the area of the structures located on-site and being used for manufacturing and bottling.

A. Commercial Brewery: An establishment authorized by the State of Maryland through a valid Class 5 Manufacturers License. Such establishments may conduct tours of the licensed premises and have tasting areas not to exceed 25 percent of the area of the structures located on-site and being used for manufacturing and bottling.

B. Brewery, Farm Brewery: An establishment authorized by the State of Maryland through a valid Class 8 manufacturing license. Such establishments shall be located on a farm with a producing hopfield or similar growing area which may have facilities for brewing, processing, bottling, packaging, and storage of beer on the premises where the owner or lessee manufactures beer, -in accordance with a valid Class 8 manufacturing license from the State of Maryland. If the Farm Brewery produces beer on site, at a minimum, Farm Breweries must produce at least 2 acres of the agricultural products used in processing the beer on-site at the Farm Brewery. Accessory uses at the Farm Brewery may include tasting rooms at which beer tasting occurs, accessory food sales related to the beer tasting, sales of novelty and gift items related to the beer and processing facility, sales of beers produced on-site, occasional promotional events, and guided tours. The area for beer tasting, accessory food sales related to the beer tasting, and sales of novelty and gift items related to the beer and processing facility shall not exceed 25 percent of the area of the structures located at the farm and being used for the Farm Brewery. A Farm Brewery and its accessory uses shall be considered a bona fide and normal agricultural activity and an agricultural land management activity. A Zoning Permit and Site Plan approval is

not required for a Farm Brewery that includes a tasting room, accessory food sales related to the beer tasting, sales of novelty and gift items related to the beer. Notwithstanding the foregoing, a Farm Brewery with a tasting room shall be required to file with the County Division of Plan Review and Permitting, evidence that the vehicular access to the Farm Brewery used by patrons satisfies the County sight distance requirements set forth in the County's "Policy for Determining Adequacy of Existing Highways" if such vehicular access is onto a County public road.

C. Limited Commercial Brewery (aka Micro-brewery) - An establishment authorized by the State of Maryland through a valid Class 7 manufacturing license. Such establishments may conduct tours of the licensed premises and have tasting areas. Other accessory uses may include accessory food sales related to the tasting and the sale of beers produced on site. The area for tasting, accessory food sales related to the tasting, and sales of beer produced on-site shall not exceed 25 percent of the area of the structures located on-site and being used for manufacturing and bottling.

D. Pub Brewery – An establishment authorized by the State of Maryland through a valid Class 6 manufacturing license. Such establishments are permitted with the express intent to service restaurants or other dining establishments. Therefore, the pub brewery must be located within, or immediately adjacent to the restaurant or other dining establishment where the brewed beverage is to be sold to the public.

Convenience Food Store/Food Mart:

~~Any retail establishment offering for sale: prepackaged or preprocessed food products, household items, and other goods commonly associated with the same primarily engaged in the sale of a limited line of items such as pre-packaged and/or freshly made food products, household goods, periodicals, etc. and having a gross floor area of 5,000 square feet or less.~~ Such establishments may also sell gasoline at retail prices. The area utilized for the sale of gasoline shall be considered as part of the gross floor area.

Distillery:

An establishment with facilities for distilling, rectifying, storage, and bottling of brandy, rum, whiskey, alcohol, and neutral spirits for sale on-site or through wholesale or retail outlets. Distilleries shall be further defined as follows:

A. Commercial Distillery: An establishment authorized by the State of Maryland through a valid Class 1 or Class 2 Manufacturers License. Such establishments may conduct tours of the licensed premises and have tasting areas not to exceed 25 percent of the area of the structures located on-site and being used for manufacturing and bottling.

B. Limited Commercial Distillery: An establishment authorized by the State of Maryland through a valid Class 9 manufacturing license. Such establishments

may conduct tours of the licensed premises and have tasting areas. Other accessory uses may include accessory food sales related to the tasting and the sale of spirits produced on site. The area for tasting, accessory food sales related to the tasting, and sales of spirits produced on-site shall not exceed 25 percent of the area of the structures located on-site and being used for manufacturing and bottling.

Essential Utility Equipment:

This term comprises underground or overhead electrical, gas, communications, water or sewerage systems, including electrical poles, towers or pole structures, wires, lines, mains, drains, sewers, sewerage pumping stations (including above ground stations), conduits, cables, fire alarm boxes, public telephone stations, police call boxes, traffic signals, hydrants, regulating and measuring devices, and the structures in which they are housed, and other similar equipment and accessories in connection therewith. It does not include Commercial Communications Towers, nor does it include buildings, yards, stations used for storage, repair, or processing of equipment material, and does not include building yards, stations, or substations for transforming, boosting, or switching, or pumping purposes, where such facilities are constructed on the ground.

Garage:

Garage, Service: A garage, other than a residential garage, where motor vehicles, trailers, or other types of equipment are stored, equipped for operation, repaired, or kept for remuneration, hire or saleserviced for minor and major repair including auto body repair. Uses at a service garage do not include storage of automobiles not in operating condition or other work involving noise, glare, fumes, smoke, or other characteristics to an extent greater than normally found in such facilities.

Grocery Stores/Supermarkets:

A retail establishment primarily engaged in the sale of a general line of food products such as canned and frozen foods, fresh produce, and prepared meats, fish, and/or poultry. Such establishments may also sell gasoline at retail prices.

Mobile/Manufactured Home:

~~A detached structure with the following characteristics:~~

~~It is designed for long term occupancy and containing sleeping accommodations, a flush toilet, a tub or shower bath, and kitchen facilities with plumbing and electrical connections provided for attachment to outside systems, and;~~

~~It is designed for transportation after fabrication on streets or highways on its own wheels, or on flatbeds or other trailers, or detachable wheels, and;~~

~~It arrives at the site where it is to be occupied complete and ready for occupancy except for minor and incidental unpacking and assembly operations, location on jacks or other temporary or permanent foundations, connections to utilities and the like.~~

~~A travel trailer is not a mobile home. See "Travel Trailer".~~

~~A prefabricated home built entirely in a factory under a federal building code administered by the US Department of Housing and Urban Development (HUD Code) that is attached to a permanent chassis to assure the initial and continued transportability of the home. These prefabricated homes may be single or multi-sectional and are transported to the site and installed. This definition does not include travel trailers (See "Travel Trailer"). For clarification the terms "mobile home" and "manufactured home" are synonymous and may be used interchangeably.~~

~~Winery, Commercial:~~

~~An establishment with facilities for manufacturing, storage, and bottling wine for sale on- site or through wholesale or retail outlets. Wineries shall be further defined as follows: in accordance with a valid Class 3 manufacturing license from the State of Maryland. A commercial winery is a winery that does not meet the definition of a Farm Winery. Accessory uses may include wine tasting rooms at which wine tasting occurs, accessory food sales related to wine tasting, and the sale of wine produced on site. The area for wine tasting, accessory food sales related to the wine tasting, and sales wine produced on-site shall not exceed 25 percent of the area of the structures located at the and being used for manufacturing and bottling.~~

~~A. Commercial Winery – An establishment authorized by the State of Maryland through a valid Class 3 manufacturing license. Such establishments may conduct tours of the licensed premises and have tasting areas not to exceed 25 percent of the structures located on-site and being used for manufacturing and bottling.~~

~~B. Winery, Farm Winery - An establishment authorized by the State of Maryland through a valid Class 4 manufacturing license. Such establishments shall be located on a farm with a producing vineyard, orchard, or similar growing area which may have facilities for fermenting, processing, bottling, packaging, and storage of wine, sparkling wine and/or juice on the premises where the owner or lessee manufactures wine and/or sparkling wine. ~~in accordance with a valid Class 4 manufacturing license from the State of Maryland.~~ If the Farm Winery produces wine, sparkling wine and/or juice on the premises, the Farm Winery must produce at least 2 acres of the agricultural products used in processing the wine, sparkling wine and/or juice on-site at the Farm Winery. Accessory uses at the Farm Winery may include tasting rooms at which wine tasting occurs, accessory food sales related to the wine tasting, sales of novelty and gift items related to the wine and the vineyard, sales of wines produced on-site, occasional promotional events related to the wine and the vineyard, and guided tours. The area for wine tasting, accessory food sales related to the wine tasting, and sales of novelty and gift items related to the wine and the vineyard shall not exceed 25 percent of the area of the structures located at the farm and being used for the Farm Winery. A Farm Winery and its accessory uses shall be considered a bona fide and normal agricultural activity and an agricultural land management activity. A Zoning Permit and Site Plan approval is not required for a Farm Winery that includes a tasting room, accessory food sales related to the wine tasting, sales of novelty and gift items related to the wine and the vineyard, sales of wines produced on-site. Notwithstanding the foregoing, a Farm Winery with a tasting~~

room shall be required to file with the County Division of Plan Review and Permitting evidence that the vehicular access to the Farm Winery used by patrons satisfies the County sight distance requirements set forth in the County's "Policy for Determining Adequacy of Existing Highways" if such vehicular access is onto a County public road.

C. Limited Commercial Winery – An establishment authorized by the State of Maryland through a valid Class 4 manufacturing license. Such establishments may conduct tours of the licensed premises and have tasting areas. Other accessory uses may include accessory food sales related to the tasting and the sale of spirits produced on site. The area for tasting, accessory food sales related to the tasting, and sales of spirits produced on-site shall not exceed 25 percent of the area of the structures located on-site and being used for manufacturing and bottling.

January 23, 2017

RZ-16-005

**APPLICATION FOR TEXT AMENDMENT
PLANNING COMMISSION RECOMMENDATION**

RECOMMENDATION

On October 17, 2016, the Planning Commission held a public rezoning meeting to consider text amendments to the Washington County Zoning Ordinance and to take public input on those amendments. The Washington County Planning Commission took action at its regular meeting held on Monday, December 5, 2016 to recommend approval of Text Amendment RZ-16-005 to the Board of County Commissioners. No public input was received during the public rezoning meeting.

Copies of the application, Staff Report and minutes of the October 17, 2016 public rezoning meeting and the December 5, 2016 regular meeting are attached.

Respectfully submitted,

Stephen T. Goodrich, Director
Washington County Department of
Planning & Zoning

JLB/STG/dse

Attachments

cc: Kirk Downey
file

**WASHINGTON COUNTY ZONING ORDINANCE
FOLLOW UP STAFF REPORT AND ANALYSIS**

ARTICLES 3, 4, 11, 12, 14, 22, 28A

Case synopsis: Application has been made to amend several sections of the Zoning Ordinance. The proposed amendments will update, correct, and clarify language as well as remove errors, ambiguous language, and conflicts within the Ordinance as well as with other Ordinances.

There are nine distinct topics being contemplated for this case:

- A) Alcohol manufacturing land uses including breweries, wineries, and distilleries;
- B) Delineation of different levels of use intensity for Mineral Extractive Operations;
- C) Clarification of uses related to automotive sales, service, and repair;
- D) Accessory uses permitted in front yard setbacks;
- E) Administrative error correction to Section 4.26;
- F) Inclusion of car washes as listed uses in the Ordinance;
- G) Revised definition of convenience stores and allowance in other districts;
- H) Definition and building setbacks for manufactured/mobile homes and replacements;
and
- I) Classification of sewerage pumping stations as essential utilities.

Previous testimony and Commissioner Discussion: A public hearing before the Board of County Commissioners was held on February 28, 2017 for the purpose of taking public testimony on the various text amendments proposed as part of this case. Three people testified as part of the public hearing (1 in person and 2 written comments). Mr. William Skomski Sr. was the only individual testifying in person that day. His testimony included comments in favor of the proposed amendments relating to the new definitions for the different types of breweries.

The first piece of written testimony provided during the public hearing was from Mr. Robert Clemson who wrote his opposition to the proposed amendments that eliminated accessory structures from being permitted in the front yard of any zoning district. This topic was also of concern to several Commissioners.

The other piece of written testimony provided during the public hearing was from Brad Fulton on behalf of AC&T. He commented in favor of the proposed changes regarding convenience stores.

Analysis: Three of the nine topics proposed for amendment drew public comment. A fourth topic drew comments from the Commissioners. Staff will attempt to provide further analysis of these sections below and offer alternative proposals where appropriate. It should be noted that any significant change to the amendments as proposed may require a second public hearing to take further testimony on the changes.

Issue 1 - Alcohol manufacturing land uses including breweries, wineries, and distilleries:

The purpose of these amendments is to align the Zoning Ordinance definitions of various types of alcohol manufacturing uses to those approved by the State through their regulatory process for alcohol manufacturing licenses. Currently, the zoning ordinance provides direction on farm breweries and wineries as well as limited commercial breweries and wineries. Over the last few legislative sessions the State has approved several new types of alcohol manufacturing licenses including limited commercial brewery (aka micro-brewery), pub breweries, and limited commercial distillery. These new uses also caused some minor changes in definitions to the ordinance to align with State regulations.

Testimony received on this issue was positive and in favor of the amendment. There were no questions or concerns expressed. No further changes are recommended.

Issue 2 – Accessory uses permitted in front yard setbacks:

After further review and discussion with the Zoning Staff it appears that the initial description of this amendment may not have been accurate. The purpose of the amendment is not to eliminate the establishment of accessory structures in a person's front yard all together. Rather the amendment is to remove the provision that allows the accessory structure to be located closer to road right-of-ways than that of a principal use. Allowing structures to be located within such close proximity to the public road network will likely cause acquisition issues in the future when highways need to be expanded or repaired. Staff still recommends deleting this section of the Ordinance with the understanding that we are not limiting accessory uses from being placed in the front of a principle use. Accessory uses still need to meet the front yard setback the same as a principle structure.

The alternative would be to leave the provision in as it stands.

Issue 3 – Revised definitions of convenience stores and allowance in other districts:

As stated previously, testimony was received from one individual who was in favor of the amendment because they were seeking to establish a new convenience store in the Rural Area and these amendments would permit larger stores to be created. This testimony brought to light an unintended consequence not considered by Staff at the time of the hearing. When this amendment was considered and drafted by Staff there was a focus on the effects of the change within the designated urban areas of the County. The impact of the amendments within Rural Area districts was mistakenly overlooked.

This oversight was highlighted when a rezoning request was received just before the public hearing on these text amendments. A rezoning application was submitted requesting the Rural Business district in a rural area to establish a convenience store that exceeded the 5000 square foot limit in the definition at that time. The pending amendment to remove the size limit from the definition would have the effect of allowing a convenience store in a rural area with no size limitations potentially allowing a use far exceeding the intent of the Rural Business. While the

rezoning case was withdrawn before formal public testimony could be heard, Planning Staff received numerous comments prior to the hearing date from the general public that this type and intensity of use was out of place in the rural area and should not be allowed.

In addition, recent interpretations of the ordinance have illustrated the evolution of a traditional convenience store from a simple shopping mart with gas pumps into a mixed use center that has retail sales, food sales, and seating areas for customers. This has caused confusion and needs to be clarified further.

Given these factors, Staff believes that this issue needs more review and consideration before adoption. Therefore, Planning staff recommends that all of the text amendments related to the convenience store use be removed from consideration for further study.

Issue 4 – Definition and building setbacks for manufactured/mobile homes and replacements:

While this issue did not receive public testimony, members of the Board of County Commissioners had concerns relating to the setback requirements of replacement mobile homes.

Specifically, the Commissioners were concerned with regard to changes to Section 22.54. This section of the Ordinance currently requires mobile home replacements to be installed on the same site as the existing unit. As noted during the public hearing, these types of housing units have evolved and changed over time so that newer units are larger than those first introduced in the 1970s. These larger units would appear to make it impossible for the owner to replace an existing smaller unit with new larger units on the same site. To resolve this issue, Staff is proposing to eliminate the requirement to replace mobile homes on the same site as the existing unit and replace the language to require new units to meet the setbacks of the existing zoning district. There is also a provision that if the existing unit is currently located closer to the property boundary than allowed by the current zoning district, the owner may still use the non-conforming setback of the existing unit but may not encroach upon the property line further.

One question asked during the meeting was the frequency of which requests are received for replacement mobile homes. Staff from the Department of Plan Review searched the Permits Plus database and found that between January 1, 2007, and April 15, 2017 a total of one hundred twenty-seven (127) mobile home replacement permits had been issued by the County. In addition, seventy-five (75) of those permits were issued in existing mobile home parks which are not governed by this provision. Mobile home parks/subdivisions are governed by Section 22.5 of the Zoning Ordinance and have special provisions for layout and design of said park/subdivision. That leaves fifty-two (52) permits issued over the last 10 years for individual properties in the County. None of these permits have needed variance relief from the Board of Zoning Appeals relating to setbacks because they were already in compliance with the district setbacks.

Staff also researched Zoning Ordinances from several nearby jurisdictions including Frederick County, Allegany County, City of Hagerstown, City of Cumberland, Town of Boonsboro, and the Town of Smithsburg. It appears that all of the mentioned jurisdictions treat non-conforming

structures the same way. The structure may remain non-conforming until such time the structure is removed or demolished. Staff believes that this should be the standard held to in Washington County as well. Given the history of this issue and that there have not been any variances needed by the BZA to provide relief from current setback requirements; we believe that this trend will likely continue. However, in those cases where placement of the new dwelling may create a hardship, there are measures of relief that can be provided. First, the proposed language specifically states that if the placement of a new structure cannot reside within the established setbacks of the zoning district for reasonable issues such as lot size or width, existing setbacks can still apply. Also, if there are other hardships related to the placement relief is available from the Board of Zoning Appeals.

With this information in mind, Staff recommends leaving the language as proposed and withdrawing this portion of the proposed amendment.



Agenda Report Form

Open Session Item

SUBJECT: Conococheague Treatment Plant ENR Upgrade

PRESENTATION DATE: October 31, 2017

PRESENTATION BY: Mark D Bradshaw, PE, Deputy Director, Division of Environmental Management

RECOMMENDED MOTION: Move to approve Change Order #3 for HRI Bridge Company, Inc. in the amount of \$76,058.00.

REPORT-IN-BRIEF: 1. Increase the size of the platform around the centrifuge by four feet (4'), so the platform matched the dimension of the centrifuge. For more detailed information, please refer to HRI's Letter 025A dated October 6, 2017. Increase the contract amount by \$7,335.00 and adds one (1) calendar days to the contract.

2. We include the Davis Bacon Wage rate in the specification at time of advertising, but new set of wage rate were published while the project was being advertised. The law states that if a new set of wage rates are published ten (10) days prior to bid opening, they must be included in the specification. A new set of wage rates were published, but the County failed to issue to prospective bids so bids were submitted based on the old wage rates. The increase between the wage rates was \$1.25 per hour, thus the Contractor is requesting the difference. For more detailed information, please see HRI's Letter 027 dated August 28, 2017 for more information. Increase the contract amount by \$6,165.00.

3. The existing SCADA system only has eight (8) different alarm points. The Win 911 Alarm Notification Software has virtually unlimited alarm points, thus making operations more efficient. For more detailed information, please see HRI's Letter 032A dated October 6, 2017 for more information. Increase the contract amount by \$2,230.00 and adds two (2) calendar days to the contract.

4. The centrifuge hoist beam had to be extend due to a conflict with trough drains. While demo the concrete for the beam support, electrical conduits were discovered, so the Contractor had to continue the demo at a much slower pace and had to relocate some of the existing conduits. For more detailed information, please see HRI's Letter 028A dated September 19, 2017 for more information. Increase the contract amount by \$4,899.00 and adds one (1) calendar day to the contract.

5. The plans called for solid top grating to be installed over the re-aeration channel of the post anoxic tank. The solid top grating would not allow the air to escape from the channel so punched plank "vented " grating was installed. For more detailed information, please see HRI's Letter 022 dated August 26, 2017 for more information. Increase the contract amount by \$4,942.00.

6. During the installation of the new equipment, it was discovered that the oil pressure switches on the existing primary aerators had been by-passed because they didn't function. For more detailed information, please refer to HRI's Letter 021A dated September 18 2017. Increase the contract amount by \$3,030.00 and adds one (1) calendar days to the contract.

7. The Contractor wasn't able to work due to bad weather. For more detailed information, please refer to HRI's Letter 026A dated September 19, 2017. Increase the contract amount by \$4,780.00 and adds eight (8) calendar days to the contract.

8. In order to meet structural load requirements, two (2) additional structural supports had to be added to the BioMag mixer support steel. For more detailed information, please refer to HRI's Letter 019A dated September 18, 2017. Increase the contract amount by \$2,373.00 and adds one (1) calendar days to the contract.

9. Based on RFI # 50 response, the sump was changed from precast to cast in place. For more detailed information, please refer to HRI's Letter 024A dated September 19, 2017. Increase the contract amount by \$11,698.00.

10. Ovivo's shop drawing showed a wall extension for the primary aerator, but the contract documents didn't show a wall extension. In order to receive Ovivo's warranty, the wall extension had to be added to the three (3) existing oxidation ditches. For more detailed information, please refer to HRI's Letter 020 dated September 18, 2017. Increase the contract amount by \$19,724.00 and adds seven (7) calendar days to the contract.

11. During the submittal review, it was determine that the height of five slide gates needed to be increased. For more detailed information, please refer to HRI's Letter 023A dated October 17, 2017. Increase the contract amount by \$2,932.00 and adds ten (10) calendar days to the contract.

12. The roofing contractor had to install an additional one (1") inch of insulation over the entire roof beyond what was called for on the plans in order to match details on the plans. This is a scale job and the wage rate that were published didn't include a roof rate, so we applied for the rate after the contract was awarded. DOL response established a higher rate then anticipated. The roofer requested the difference between what was submitted and DOL response. For more detailed information, please refer to HRI's Letter 031A dated October 17, 2017. Increase the contract amount by \$5,950.00.

DISCUSSION: Due to actual construction conditions and design issues, several changes are proposed to the Conococheague WwTP ENR upgrade as outlined above. These modifications are required to maintain the daily operations of the WwTP; facilitate construction and ensure proper operation of new process in the future. Failure to proceed with the proposed changes would result in additional operations/maintenance costs of the upgrade WwTP and prevent construction from occurring as required to meet State regulations.

FISCAL IMPACT: There are adequate funds in TRP018 to cover this change order.

CONCURRENCES:

ALTERNATIVES: N/A

ATTACHMENTS: Change Order #3 with attachments

AUDIO/VISUAL NEEDS: N/A

**BOARD OF COUNTY COMMISSIONERS OF
WASHINGTON COUNTY MARYLAND
100 WEST WASHINGTON STREET, HAGERSTOWN, MARYLAND 21740-4735
CHANGE ORDER**

TO: HRI Bridge Company A/K/A HRI, Inc.
Consultant: 1750 West College Avenue
Contractor: State College, PA 16801
Vendor:

Change Order No. Purchase Order No.

Contract No. P/S Account No.

Project Title: Date:

The contract time will: increase decrease remain the same by: calendar days working days

Description of Change:

1. Increase the size of the centrifuge platform.
2. Pay the difference between the Ironworks wage rate that was included in the specification and the actual wage rate.
3. Upgrade the SCADA System to Win 911.
4. Relocate the Centrifuge Hoist Beam modification.
5. Revise the post anoxic tank grating from solid top grating to punched plank "vented " grating.
6. Replace the oil pressure switches on the existing primary aerators.
7. Time extension for weather delay.
8. Add additional structure support for BioMag mixer.
9. Install a cast in place sump for the BioMag Screen.
10. Add wall extension for primary aerators.
11. Slide gate height adjustment.
12. Roofer wage rates and additional roof insulation.

Reason for Change:

1. Increase the size of the platform around the centrifuge by four feet (4'), so the platform matched the dimension of the centrifuge. For more detailed information, please refer to HRI's Letter 025A dated October 6, 2017. Increase the contract amount by \$7,335.00 and adds one (1) calendar days to the contract.
2. We include the Davis Bacon Wage rate in the specification at time of advertising, but new set of wage rate were published while the project was being advertised. The law states that if a new set of wage rates are published ten (10) days prior to bid opening, they must be included in the specification. A new set of wage rates were published, but the County failed to issue to prospective bids so bids were submitted based on the old wage rates. The increase between the wage rates was \$1.25 per hour, thus the Contractor is requesting the difference. For more detailed information, please see HRI's Letter 027 dated August 28, 2017 for more information. Increase the contract amount by \$6,165.00.
3. The existing SCADA system only has eight (8) different alarm points. The Win 911 Alarm Notification Software has virtually unlimited alarm points, thus making operations more efficient. For more detailed information, please see HRI's Letter 032A dated October 6, 2017 for more information. Increase the contract amount by \$2,230.00 and adds two (2) calendar days to the contract.
4. The centrifuge hoist beam had to be extend due to a conflict with trough drains. While demo the concrete for the beam support, electrical conduits were discovered, so the Contractor had to continue the demo at a much slower pace and had to relocate some of the existing conduits. For more detailed information, please see HRI's Letter 028A dated September 19, 2017 for more information. Increase the contract amount by \$4,899.00 and adds one (1) calendar day to the contract.
5. The plans called for solid top grating to be installed over the re-aeration channel of the post anoxic tank. The solid top grating would not allow the air to escape from the channel so punched plank "vented " grating was installed. For more detailed information, please see HRI's Letter 022 dated August 26, 2017 for more information. Increase the contract amount by \$4,942.00.
6. During the installation of the new equipment, it was discovered that the oil pressure switches on the existing primary aerators had been by-passed because they didn't function. For more detailed information, please refer to HRI's Letter 021A dated September 18 2017. Increase the contract amount by \$3,030.00 and adds one (1) calendar days to the contract.
7. The Contractor wasn't able to work due to bad weather. For more detailed information, please refer to HRI's Letter 026A dated September 19, 2017. Increase the contract amount by \$4,780.00 and adds eight (8) calendar days to the contract.
8. In order to meet structural load requirements, two (2) additional structural supports had to be added to the BioMag mixer support steel. For more detailed information, please refer to HRI's Letter 019A dated September 18, 2017. Increase the contract amount by \$2,373.00 and adds one (1) calendar days to the contract.

9. Based on RFI # 50 response, the sump was changed from precast to cast in place. For more detailed information, please refer to HRI's Letter 024A dated September 19, 2017. Increase the contract amount by \$11,698.00.
10. Ovivo's shop drawing showed a wall extension for the primary aerator, but the contract documents didn't show a wall extension. In order to receive Ovivo's warranty, the wall extension had to be added to the three (3) existing oxidation ditches. For more detailed information, please refer to HRI's Letter 020A dated September 18, 2017. Increase the contract amount by \$19,724.00 and add seven(7) calendar days to the contract.
11. During the submittal review, it was determined that the height of five slide gates needed to be increased. For more detailed information, please refer to HRI's Letter 023A dated October 17, 2017. Increase the contract amount by \$2,932.00 and add ten (10) calendar days to the contract.
12. The roofing contractor had to install an additional one (1") inch of insulation over the entire roof beyond what was called for on the plans in order to match details on the plans. This is a scale job and the wage rate that were published didn't include a roof rate, so we applied for the rate after the contract was awarded. DOL response established a higher rate than anticipated. The roofer requested the difference between what was submitted and DOL response. For more detailed information, please refer to HRI's Letter 031A dated October 17, 2017. Increase the contract amount by \$5,950.00.

The completion date, incorporating the changes included in this change order, is:	May 31, 2018
The original contract sum was:	\$23,759,050.00
Net changes by previous change orders:	\$104,589.62
Contract sum prior to this change order:	\$23,863,639.62
By this Change Order, the contract sum will be changed by:	\$76,058.00
The new contract sum including this change order will be:	\$23,939,697.62

The Consultant/Contractor/Vendor shall not commence with the work described hereon until this form is executed by all agents.

Consultant:	<input type="text"/>	Finance:	<input type="text"/>
Contractor/Vendor:	<input type="text"/>	Purchasing:	<input type="text"/>
Approving Agency:	<input type="text"/>	County Administrator:	<input type="text"/>

Outside County Entities: Please email the signed form to ChangeOrder@washco-md.net.



Agenda Report Form

Open Session Item

SUBJECT: Capacity Management Project – Showalter Road

PRESENTATION DATE: October 31, 2017

PRESENTATION BY: Mark D Bradshaw, PE, Deputy Director, Division of Environmental Management

RECOMMENDED MOTION: Move to approve Change Order #3 for C. William Hetzer, Inc. in the amount of \$102,788.95.

REPORT-IN-BRIEF: Adjust the bid quantities to match ACTUAL FIELD quantities. Please refer to attached spreadsheet for detailed individual bid item adjustment.

DISCUSSION: The ACTUAL FIELD quantities varied from the bid quantities due to site conditions and developmental plans being approved after this project was advertised for bid.

FISCAL IMPACT: There are adequate funds in LIN 042 to cover this change order.

CONCURRENCES:

ALTERNATIVES: N/A

ATTACHMENTS: Change Order #3 with attachments

AUDIO/VISUAL NEEDS: N/A

PUR-1330
Capacity Management Project - Showalter Road

Item No.	Item Description	Unit	Bid Qty.	Unit Price	Total Price	Field Qty.	Total Price
101	Mobilization/Demobilization	LS	1	\$88,440.00	\$88,440.00	1	\$88,440.00
102	Clearing, Grubbing & Clean-up	LS	1	\$5,690.00	\$5,690.00	1	\$5,690.00
103	Erosion and Sediment Control	LS	1	\$1,100.00	\$1,100.00	1	\$1,100.00
104	Seeding Disturbed Areas	SY	9,615	\$0.70	\$6,730.50	10440	\$7,308.00
105	3" Electrical Conduit & 400 MCM Copper Wire & 1 ough Copper Ground	LF	930	\$65.00	\$60,450.00	1043	\$67,795.00
106	Connect to Force Main @ Route 11	LS	1	\$8,670.00	\$8,670.00	1	\$8,670.00
107	Connection to Existing Manhole #15-717	LS	1	\$1,700.00	\$1,700.00	1	\$1,700.00
108	Connection to Existing Manhole #15-1144	LS	1	\$1,860.00	\$1,860.00	1	\$1,860.00
109	Grinder Pump System	LS	1	\$51,770.00	\$51,770.00	1	\$51,770.00
110	8" HDPE DR 11 Force Main	LF	2,767	\$47.00	\$130,049.00	2762	\$129,814.00
111	8" Plug Valve	EA	2	\$1,900.00	\$3,800.00	3	\$5,700.00
112	3" HDPE DR 11 Force Main	LF	5,305	\$26.50	\$140,582.50	5300	\$140,450.00
113	3" Plug Valve	EA	6	\$690.00	\$4,140.00	6	\$4,140.00
114	Pavement Repair	SY	1,800	\$52.00	\$93,600.00	2310	\$120,120.00
115	Double Air Release Valve and Vacuum Vault	LS	1	\$10,460.00	\$10,460.00	1	\$10,460.00
116	Furnish & Install Force Main Flushing Connection	EA	3	\$4,000.00	\$12,000.00	3	\$12,000.00
117	Furnish & Install Air Release Valve & Manhole	EA	2	\$5,990.00	\$11,980.00	2	\$11,980.00
118	Standard Frame & Cover	EA	2	\$465.00	\$930.00	3	\$1,395.00
119	Survey & Construction Stakeout	LS	1	\$5,840.00	\$5,840.00	1	\$5,840.00
120	Maintenance of Traffic	LS	1	\$6,620.00	\$6,620.00	1	\$6,620.00
121	Casing of 3" HDPE Force Main	LF	240	\$235.00	\$56,400.00	459	\$107,865.00
122	Casing of 8" HDPE Force Main	LF	200	\$355.00	\$71,000.00	265	\$94,075.00
Base Bid Items 101 through 122					\$773,812.00	\$884,792.00	
C-1	Select Backfill (Approved Earth & Shale) as directed	CY	100	\$34.00	\$3,400.00	69	\$2,346.00
C-2	Select Backfill (DCR) as directed	CY	100	\$39.50	\$3,950.00	0	\$0.00
C-3	Miscellaneous Excavation as directed	CY	100	\$39.50	\$3,950.00	0	\$0.00
C-4	2500-PSI Concrete for Cradles, Bedding, and Encasements as directed	CY	10	\$165.00	\$1,650.00	20	\$3,300.00
Total Sum Contingent Items C-1 through C-4					\$12,950.00	\$5,646.00	
Change Orders							
CO#1	Add SS Manhole	LS	1	\$9,390.00	\$9,390.00	1	\$9,390.00
CO#2.1	Upgrade electrical Panel	LS	1	\$715.05	\$715.05	1	\$715.05
CO#2.2	Electrical Conduit Credit	LS	930	-\$7.85	-\$7,300.50	1043	-\$8,187.55
					\$2,804.55	\$1,917.50	
					\$789,566.55	\$892,355.50	

**BOARD OF COUNTY COMMISSIONERS OF
WASHINGTON COUNTY MARYLAND
100 WEST WASHINGTON STREET, HAGERSTOWN, MARYLAND 21740-4735
CHANGE ORDER**

TO: C. William Hetzer, Inc.
PO Box 506
Hagerstown, MD 21741

Change Order No. 3 (Final) Purchase Order No. Washco22303 RQ10475

Contract No. PUR - 1330 P/S Account No. 515000-32-42010-LIN042-CNST00000

Project Title: Capacity Management Project - Showalter Road Date: Oct 10, 2017

The contract time will: increase decrease remain the same by: 0 calendar days working days

Description of Change:

1. Adjust bid quantities to match field quantities.

Reason for Change:

1. To adjust bid quantities to reflect ACTUAL FIELD quantities. Please refer to attached spreadsheet for detailed individual bid item adjustment. Increase contract amount by \$102,788.95.

The completion date, incorporating the changes included in this change order, is:	Nov 18, 2017
The original contract sum was:	\$786,762.00
Net changes by previous change orders:	\$2,804.55
Contract sum prior to this change order:	\$789,566.55
By this Change Order, the contract sum will be changed by:	\$102,788.95
The new contract sum including this change order will be:	\$892,355.50

The Consultant/Contractor/Vendor shall not commence with the work described hereon until this form is executed by all agents.

Consultant:

Finance:

Contractor/Vendor: John M. Kieffer, P.E.
Digitally signed by John M. Kieffer, P.E.
Date: 2017.10.12 15:42:35 -0400

Purchasing:

Approving Agency: Julie Pippel
Digitally signed by Julie Pippel
DN: cn=Julie Pippel, o=Washington County, ou=Environmental Management, email=jpippel@washco.md.net, c=US
Date: 2017.10.16 08:43:53 -0400

County Administrator:

Outside County Entities: Please email the signed form to ChangeOrder@washco-md.net.



Open Session Item

SUBJECT: Presentation of Winner of the 2017 Farm of the Year

PRESENTATION DATE: October 31, 2017

PRESENTATION BY: Leslie Hart, WC Department of Business Development
Kassie Lewis, WC Department of Business Development, Director
Dan Norris, President of Washington County Agriculture
Marketing Advisory Committee

RECOMMENDED MOTION: No motion. Plaque will be presented to the winning Farm of the Year for 2017.

REPORT-IN-BRIEF: The Farm of the Year award showcases excellence in agriculture and promotes a greater understanding of the challenges faced by today's farmers.

DISCUSSION:

FISCAL IMPACT:

CONCURRENCES:

ALTERNATIVES:

ATTACHMENTS: Leslie Hart will obtain the Farm of the Year plaque for presentation by the BOCC.

AUDIO/VISUAL NEEDS:



Agenda Report Form

Open Session Item

SUBJECT: Revised and Updated Policies

PRESENTATION DATE: October 31, 2017

PRESENTATION BY: Stephanie Stone, Director of Health and Human Services and Kendall McPeak, Assistant County Attorney

RECOMMENDED MOTION: To approve the Policies (EB, PR, RMS) under the purview of the Health and Human Services Department which have been provided to the Commissioners.

REPORT-IN-BRIEF: The Division of Health and Human Services has been working with the County Attorney's Office to update and revise policies. These revised policies must then be approved and accepted by the Board of County Commissioners. Revised and reviewed policies will allow the department to create an updated employee handbook for all current and new employees.

DISCUSSION: The Human Resources staff has worked to revise Employee Benefit (EB), Personnel (PR) and Risk Management/Safety (RMS) policies. As policies have been updated, staff has been working with the Kendall McPeak, Assistant County Attorney for their office's input. Some policies have been updated and/or consolidated, and others address County, State and Federal regulations that may have changed over time. Some policies may not have changed at all, but with new administration and the upcoming upgrade to the Oracle Cloud by the end of the year, it is time to bring all policies for your information and discussion. Attached you will find the list of all policies requiring Commissioner approval with an explanation of changes which have been made to previous policies.

All but three policies were provided to the Commissioners in notebook form on October 17, 2017. Three additional completed policies were provided to the Commissioners on October 24, 2017 so that all policies under the purview of the Health and Human Services Department will have the most up to date commissioner approval. With these policies approved, this will allow HR to provide an updated employee handbook by the end of the year for your review. In addition to the updates, we will have the capabilities to post all policies and the updated handbook on our website this year accessible to all staff.

FISCAL IMPACT: None

CONCURRENCES: County Attorney, County Administrator

ALTERNATIVES: Allow policies to stand as written

ATTACHMENTS: Health and Human Services Policies spreadsheet.

AUDIO/VISUAL NEEDS: N/A

Health and Human Services Policies

Employee Benefits		Remarks
EB-1	Tuition Reimbursement Program	No changes proposed; affirm policy as drafted with renewal date to confirm continuity of effectiveness
EB-2	ABOLISH - Workers Comp	Consolidated in RMS-1 Risk Management/Safety Program
EB-3	Holidays	No changes proposed; affirm policy as drafted with renewal date to confirm continuity of effectiveness
EB-4	Short Term Disability Policy	Revisions to ensure all rules and guidelines are captured
EB-5	COBRA and Other Continuation Rights	Formerly Retirement-Extended Insurance Coverage; revisions to update in accordance with applicable law
EB-6	ABOLISH - Retirement - Buy Back	No longer applicable; program does not exist
EB-7	ABOLISH - Employee Incentive program	No longer applicable; program does not exist
EB-8	ABOLISH - Employee Personal Days	Consolidated in PR-34 Leave Policy
EB-9	Employee Sick Leave Incentive	Minor changes to accord with current practice
EB-10	ABOLISH - Advanced Vacation Pay	No longer applicable; program does not exist
EB-12	House Keys 4 Washington County Employees Program	No changes proposed; affirm policy as drafted with renewal date to confirm continuity of effectiveness
EB-13	ABOLISH - Annual Physical Benefit	Consolidated in PR-34 Leave Policy
EB-14	Employee Assistance Program (EAP)	No changes proposed; affirm policy as drafted with renewal date to confirm continuity of effectiveness
EB-15	Insurance/Benefit Credit	New policy to include pro-rated credit and two-employee eligibility
Personnel		Remarks
PR-1	ABOLISH - Criminal Background Checks	Consolidated in PR-24 Hiring Process
PR-2	Progressive Disciplinary and Dismissal Policy	No changes proposed; affirm policy as drafted with renewal date to confirm continuity of effectiveness
PR-3	ABOLISH - Employment Continuation Beyond Normal Retirement Age	No longer applicable; program does not exist
PR-4	ABOLISH - Exams	Consolidated in PR-24 Hiring Process
PR-5	Alcohol Use and Substance Abuse Testing	Minor changes to accord with current practice
PR-5A	Alcohol-Free and Drug-Free Workplace	No changes proposed; affirm policy as drafted with renewal date to confirm continuity of effectiveness

PR-5B	Public Transportation Dept. Alcohol Misuse and Prohibited Drug Use Policy	No changes proposed; affirm policy as drafted with renewal date to confirm continuity of effectiveness
PR-6	ABOLISH - Washington County AIDS Policy	No longer applicable; program does not exist
PR-7	ABOLISH - Employment of Family Members	Consolidated in PR-24 Hiring Process
PR-8	ABOLISH - Compensatory Time	No longer applicable; program does not exist
PR-9	County Employees as Reservists or Active Duty Military Personnel	No changes proposed; affirm policy as drafted with renewal date to confirm continuity of effectiveness
PR-10	Guidelines for the Temporary Upgrade of Employees	No changes proposed; affirm policy as drafted with renewal date to confirm continuity of effectiveness
PR-11	Guidelines for Reduction of County Workforce	Minor changes to add additional guideline content
PR-12	County Employees as Active Volunteer Fire or Rescue Personnel	May be minor changes required to accord with current practice
PR-13	Harassment and Discrimination - Guidelines and Procedures	Revisions and updates per federal/state law
PR-14	ABOLISH - Employee Residency Requirement	Consolidated in PR-24 Hiring Process
PR-15	Family and Medical Leave (FMLA)	Potential updates per federal/state law
PR-16	Inclement Weather Policy	Updates to accord with local media outlets
PR-17	Modified Duty Procedure	Changes to accord with current practice
PR-18	Wage and Salary Classification Program	Potential changes based on Salary Study results
PR-19	Performance Management System	Changes to accord with current practice
PR-20	ABOLISH - Internet Use	Contents already contained within IT policy
PR-21	Violence in the Workplace	May be minor changes required to accord with federal/state law
PR-22	ABOLISH - Boards and Commissions In County Commissioner/Clerk Policies	Subject matter under County Clerk's purview
PR-23	ABOLISH - Washington Co./HOTSPOTS Mentoring Program	No longer applicable; program does not exist
PR-24	Hiring Process	PR-1 Criminal Background Checks, PR-4 Exams, PR-7 Employment fo Family Members, PR-14 Employee Residency Requirement, and PR-28 Job Posting Policy and Procedure
PR-25	Use of Official Cars and Equipment	Changes to accord with current practice
PR-26	Whistleblower Policy	No changes proposed; affirm policy as drafted with renewal date to confirm continuity of effectiveness
PR-27	Employee Dress Code	Changes to accord with current practice
PR-28	ABOLISH - Job Posting Policy and Procedure	Consolidated in PR-24 Hiring Process

PR-29	Compensation Reclassification Policy	Potential changes based on Salary Study results
PR-30	Employee Sick Leave Bank Policy	Potential changes to accord with current practice
PR-31	ADA: ADA/ADAAA Policy	New policy required to comply with federal/state law
PR-32	Reasonable Accommodation Due to Pregnancy	New policy required to comply with federal/state law
PR-33	Service Animals	No changes proposed; affirm policy as drafted with renewal date to confirm continuity of effectiveness
PR-34	Leave Policy	New policy consolidating and updating EB-8 Employee Personal Days and EB-13 Annual Physical Benefit
PR-35	Confidentiality Policy	Personnel Records, Closed Meetings, Federal Laws - ie HIPPA
PR-36	Tobacco Free Campus	Proposed new policy for adoption
Risk Management/Safety		Remarks
RMS-1	Risk Management/Safety Program	No changes proposed; affirm policy as drafted with renewal date to confirm continuity of effectiveness