

Terry L. Baker, *President*
Jeffrey A. Cline, *Vice President*



John F. Barr
Wayne K. Keefer
LeRoy E. Myers, Jr.

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WWW.WASHCO-MD.NET

BOARD OF COUNTY COMMISSIONERS

November 14, 2017

Agenda

- 10:00 A.M. INVOCATION AND PLEDGE OF ALLEGIANCE
CALL TO ORDER, *President Terry L. Baker*
APPROVAL OF MINUTES – NOVEMBER 7, 2017
- 10:05 A.M. COMMISSIONERS' REPORTS AND COMMENTS
- 10:10 A.M. REPORTS FROM COUNTY STAFF
- 10:15 A.M. CITIZENS PARTICIPATION
- 10:20 A.M. INTERGOVERNMENTAL COOPERATIVE PURCHASE (PUR1343) HAG.
REGIONAL AIRPORT VIRTUAL PERIMETER MONITORING SYSTEMS (VPMS)
UPGRADES – *Brandi Naugle, Buyer, Purchasing Department and Phil Ridenour,
Director, Hagerstown Regional Airport*
- 10:25 A.M. CONTRACTS AWARD (PUR-1364) HAULING OF SCRAP TIRES FROM THE
FORTY WEST LANDFILL FOR RECYCLING – *Brandi Naugle, Buyer, Purchasing
Department and Dave Mason, Deputy Director, Division of Environmental Management*
- 10:30 A.M. PUMP STATION (PO#1) UPGRADES – *Mark Bradshaw, Deputy Director, Division of
Environmental Management*
- 10:35 A.M. YOUTH MERITORIOUS AWARD PRESENTATION – *Stephanie Lapole, Grant
Management and the Board of County Commissioners*
- 10:45 A.M. CONVEYANCE OF REAL PROPERTY TO CARMEL ENTERPRISES, LLC. – *Susan
Small, Real Property Administrator, Division of Engineering*
- 10:50 A.M. ECONOMIC DEVELOPMENT COMMISSION – *Robert Slocum, County Administrator*
- 10:55 A.M. PROGRESS UPON LEGAL RECOMMENDATIONS - *Robert Slocum, County
Administrator and John Martirano, County Attorney*
- 11:05 A.M. CLOSED SESSION (*To discuss the appointment, employment, assignment, promotion, discipline,
demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom
this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals*)
- 11:30 A.M. ADJOURNMENT



Agenda Report Form

Open Session Item

SUBJECT: Intergovernmental Cooperative Purchase (PUR-1343) - Hagerstown Regional Airport Virtual Perimeter Monitoring Systems (VPMS) Upgrades

PRESENTATION DATE: November 14, 2017

PRESENTATION BY: Brandi Naugle, CPPB, Buyer – Purchasing Department and Phil Ridenour – Director, Hagerstown Regional Airport

RECOMMENDED MOTION: Move to authorize by Resolution the approval of the purchase and upgrade of wireless technology for the Virtual Perimeter Monitoring Systems from **Skyline Technology Solutions** of Glen Burnie, MD at the contracted unit prices totaling **\$149,883.18** based on the contract awarded by Carroll County Government (RFP #49-F-2-13/14).

REPORT-IN-BRIEF: Section 106.3 of the Public Local Laws of Washington County grants authorization for the County to procure goods or services under contracts entered into by other government entities. On items over \$50,000, a determination to allow or participate in an intergovernmental cooperative purchasing arrangement shall be by Resolution and shall indicate that the participation will provide cost benefits to the county or result in administrative efficiencies and savings or provide other justification for the arrangement.

Acquisition of the equipment by utilizing the Carroll County Government's contract and eliminating our County's bid process would result in administrative efficiencies for the Hagerstown Regional Airport and the Purchasing Department as well as overall better pricing due to economies of scale offered by the subject contract. The contract term is effective September 1, 2017 through August 31, 2018.

DISCUSSION: N/A

FISCAL IMPACT: Funding in the amount of \$341,116.00 is available in the department's Capital Improvement Plan (CIP) account COM026; there is Grant (MAA-GR-18-005) participation from Maryland Aviation Administration (MAA) in the amount \$112,500 to cover the State's portion of the allowable costs, the County's portion of the allowable costs is \$37,383.18.

CONCURRENCES: Director of the Division of Public Works

ALTERNATIVES: N/A

ATTACHMENTS: Skyline Network's quote dated October 9, 2017 and Maryland Aviation Administration's grant agreement letter dated October 18, 2017. Carroll County Government Contract.

AUDIO/VISUAL NEEDS: N/A



Skyline Technology Solutions

PROPOSAL

6956-F Aviation Boulevard
Glen Burnie, MD 21061
Phone: 410-766-1993
Fax: 410-766-5774

Proposal #: 9537
Date: 10/09/2017
Terms: Net 30 Days
Sales Person: Kendra D Collier

NO LIMITS.

Prepared For:

Hagerstown Regional Airport
18434 Showalter Rd
Hagerstown, MD 21742

Location:

Hagerstown Regional Airport
18434 Showalter Rd
Hagerstown, MD 21742

Proposed Service:

Skyline's Budgetary Proposal follows the CCPN contract number: RFP 49-F-2-13/14

Skyline to:

- Install (1) NEMA4X enclosure, (1) hardened POE gigabit switch and (1) wireless transceiver at T-Hanger Gate (Priority 1)
- Install (1) NEMA4X enclosure, (1) hardened POE gigabit switch and (2) wireless transceivers at T-Hanger Gate Repeater location (Priority 1)
- Install (1) NEMA4X enclosure, (1) hardened POE gigabit switch and (1) wireless transceiver at Royal Aircraft Location (Priority 2)
- Install (1) NEMA4X enclosure, (1) hardened POE gigabit switch and (1) wireless transceiver at East Ramp/Hangar 17 (Priority 3)
- Install (1) NEMA4X enclosure, (1) hardened POE gigabit switch and (1) wireless transceiver at DST (Priority 4)
- Install (1) NEMA4X enclosure, (1) hardened POE gigabit switch and (1) wireless transceiver at Fuel Farm (Priority 4)
- Install (1) NEMA4X enclosure, (1) hardened POE gigabit switch and (1) wireless transceiver at Hanger 65 (Priority 4)
- Install (2) NEMA4X enclosures, (2) hardened POE gigabit switches and (7) wireless transceivers on Main Terminal Roof (Priority 4)
- Run (2) new CAT6 Cables from Main Terminal Roof to Server Room
- Remove NEMA enclosures and wireless transceivers being replaced

Each Wireless transceiver includes the following options:

- 200Mbps Bandwidth License
- AES Encryption License
- 5-Year advance replacement manufacturer's warranty upgrade (from Standard 2-Year Manufacturer's warranty)

Skyline must perform a full day detailed site survey prior to ordering equipment



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Any changes to the scope of work must be addressed through change orders
 Skyline to provide bucket truck for all work except Hangar 65
 Proposal includes \$8000 Electrical Contractor allowance to accommodate any modifications to the 110VAC electrical power to each location. Hagerstown Regional Airport will be responsible for any electrical work needed beyond the cost of the allowance
 Price assumes all cameras and cabling are in full working order
 Price does not include any camera replacements or troubleshooting
 Price does not include any camera cabling replacements or troubleshooting
 Price assumes Skyline will use Hagerstown Regional Airport's 60' boom lift for all work done at Hangar 65
 Price assumes each wireless transceiver location has existing functional 110 VAC circuit with 20' of the wireless transceiver
 Price includes the following spares to be kept by Hagerstown Regional Airport:
 - (1) Wireless transceiver
 - (1) Hardened switch
 - (1) Hardened switch Power Supply

NUMBER	DESCRIPTION	QTY	UNIT COST	TOTAL
FM1300T-HW	Fluidmesh 1300 OTTO, single MIMO AC radio device, 30 Mbit/s Ethernet Throughput, 4.9-5.8 GHz with integrated panel antennas. The device Skyline Cost \$1525.00 + 10%	17	\$1,678.60	\$28,536.20
FM1300T-200	Enable 200Mbit/s ethernet throughput in FM1300T Devices Skyline cost \$1575.00 + 10%	17	\$1,732.50	\$29,452.50
FM-AES	AES Plug-in. Enables AES-bit hardware-based encryption on one Fluidmesh product. One plug-in is required for each hardware device Skyline Cost \$210.00 + 10%	17	\$234.00	\$3,978.00
FM1300-EEW-5Y	Limited Warranty Extension to 5 Years and Enhanced Warranty including Advanced Replacement for FM1300 OTTO. The plan is valid Skyline Cost \$402.50 + 10%	17	\$442.75	\$7,526.75



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HGX-UMOUNT	L-Com Universal Tube Antenna Mount with 90 degree Adjustable Tilt with a 5" x 7" (127 x 179 mm) wide mounting flange. Fully extended the Skyline cost \$17.99 + 10%	16	\$28.08	\$449.28
NB181608-100	L-Com 120 VAC 18x16x8 " Weatherproof enclosure Skyline Cost \$280.25 + 10%	10	\$308.27	\$3,082.75
HGX-PMT28	L-Com pole mount Skyline Cost \$49.50 + 10%	10	\$54.45	\$544.50
PD1041	Hardened (-40°C - 75°C) Gigabit PoE Surge Protection Device, supporting 10/100/1000BaseT and 802.3at PoE pass through surge Skyline Cost \$55.25 + 10%	25	\$60.77	\$1,519.38
EX78931-0VB	Hardened Managed 16-port Gigabit Ethernet Switch - 12 copper(8 x PoE) and 4 SFP ports Skyline cost \$1461.85 + 10%	11	\$1,754.22	\$19,296.42
SDR-480-48	Industrial (-25C - 70C) 480W Power Supply, Input: 90VAC - 260VAC, Output: 48VDC @ 10 A, DIN Rail Mount, Terminal Block Connections Skyline Cost \$133.00 + 10%	11	\$146.30	\$1,609.30
6NF4	Cat 6 OSP outdoor cable Skyline Cost \$213.00 + 10%	1	\$234.30	\$234.30
Project Installation	Miscellaneous items for projects	1	\$1,438.80	\$1,438.80
Security Labor (Hrs)	Security Labor (Hrs)	355	\$101.00	\$35,855.00
Service	Electrical Contractor Allowance	1	\$8,000.00	\$8,000.00
Bucket Truck or Lift	Bucket Truck or Lift Pass-thru	19	\$440.00	\$8,360.00

*Non-taxable Freight included if applicable.

***By signing below or issuing a purchase order or sending an email approval or providing a contract for services constitutes acceptance of this proposal and its attached terms & conditions:**

Customer Signature: **X** _____
 Printed Name: _____
 Date: _____

LABOR	\$35,855.00
MATERIALS & FREIGHT*	\$114,028.18
SUB TOTAL	\$149,883.18
DISCOUNT	\$0.00
SALES TAX	\$0.00
TOTAL	\$149,883.18

1. EXCLUSIONS: Unless specifically included in writing herein the following are excluded from this estimate: Permits (electrical or other), telephone lines, network connections & service, wireless service, electrical power, conduit, raceway, monitoring, lighting and any equipment or service not specifically provided for herein.
2. WARRANTY: All SKYLINE equipment installed as part of a new installation is warranted parts and labor for one calendar year from the first day of beneficial use unless otherwise noted. All warranty work shall be performed during normal business hours of 8AM to 5PM Monday to Friday except State & Federal Holidays. It is our policy to exclude from coverage and/or support, any equipment that has been provided & installed by SKYLINE if that equipment has been serviced, altered, changed, upgraded or added on to, by any person or entity other than an authorized SKYLINE employee. Repairs made necessary by violation of this policy will be billable at prevailing rates. No additional warranties are provided for where existing equipment is utilized unless specifically included herein.
3. COMMENCEMENT: Work starts 4-6 weeks after receipt of order & deposit payment. All work will be performed during normal business hours of 7AM to 5PM EST Monday to Friday except State & Federal Holidays.
4. EXPIRATION: Pricing quoted herein valid for 15 calendar days.
5. DEPOSIT: 50 Per Cent of total contract due upon acceptance of proposal(s) unless otherwise indicated. Progressive billing may be required if project exceeds one month in duration.
6. TAX: If price does not include/reflect taxes, tax will be billed with final invoice unless tax exempt forms are provided.
7. WAGE SCALE: Wage Scales (Federal, State, and City, Local or other) that are required but not provided in advance and in writing to SKYLINE will result in additional labor charges being assessed based on the requirement of the scale.
8. EXISTING EQUIPMENT: This proposal assumes all existing devices & cabling are fully functional and ready to use. Existing equipment & cable found inoperative, broken, or otherwise unusable will be replaced as an above contract cost.
9. FIRE CODE COMPLIANCE: The SKYLINE system has been designed in good faith with the full intention of meeting the local Fire Marshal requirements; however SKYLINE can't always anticipate how the design will be received by the local authorities. Therefore any design changes, submittal packages, permits or repairs required to meet local Fire Marshal approval shall be considered an above contract cost.
10. LIQUIDATED DAMAGES - SKYLINE'S LIMITS OF LIABILITY: It is understood that SKYLINE is not an insurer; that insurance for whatever reason or purpose and in whatever amount shall be obtained by Customer, if any is desired; that the sums payable hereunder to SKYLINE by Customer are based upon the value of services offered and the scope of liability undertaken and such sums are not related to the value of property belonging to Customer or to others located on Customer's premises.
11. INDEMNITY: Customer does not seek indemnity by this Agreement from SKYLINE and specifically waives any rights for indemnity for any damages or losses caused by hazards to Customers, Invitees, Guests, or property. Since it is agreed that the Customer retains the sole responsibility of the life and safety of all persons in the protected premises, and for protecting against losses to his own property or the property of others in the protected premises, Customer agrees to indemnify, defend and hold harmless SKYLINE from any and all such claims and lawsuits including the payment of all damages, expenses, costs, and attorney fees incurred by SKYLINE, its employees and agents, from and against all claims, lawsuits and losses, by persons not a party to this Agreement, against SKYLINE for failure of its equipment or services in any respect, alleged to be caused by the improper operation of the system, whether due to malfunctioning or non-functioning of the system, or by the negligence, active or passive, of SKYLINE.
12. EXPECTATIONS: SKYLINE makes no warranty, express or implied, that the systems it installs or the service it furnishes will avert or prevent occurrences, or the consequences therefrom, which the systems and services are designed to detect. Customer agrees that SKYLINE shall not be liable for any of Customer's losses or damages, irrespective of origin, to person or property, whether directly or indirectly caused by performance or non-performance of obligations imposed by this agreement or by negligent acts or omissions of SKYLINE, its agents or employees.
13. WAIVER: The Customer does hereby waive and release any rights of recovery against SKYLINE that it may have hereunder. It is agreed that it is impractical and impossible to fix actual damages which may arise from situations where there may be a failure of services provided, due to the uncertain value of Customer's property or the property of others kept on the protected premises which may be lost, stolen, destroyed, damaged or otherwise affected by occurrences which the system is designed to detect or avert.
14. LIABILITY LIMITATION: If SKYLINE should become liable for any losses or damages attributable to a failure of systems or services in any respect, its total liability to Customer shall be limited to \$250.00, which the Customer agrees is reasonable. The payment of this amount shall be SKYLINE'S sole and exclusive liability regardless of the amount of loss or damage incurred by the Customer. No suit or action shall be brought against SKYLINE more than one (1) year after the accrual of the cause of action therefore.
15. FALSE ALARMS: The State of Maryland & each county therein have False Alarm Laws permitting law enforcement agencies to site alarm users who have excessive false alarms. Under no conditions will SKYLINE assume financial responsibility for fines associated with citations stemming from false alarms. It is the customer's responsibility to routinely check the law for changes & to comply.
16. ALARM/FIRE SYSTEMS COMMUNICATIONS LINES: Customer acknowledges that when activated, the system is designed to seize the Customer's telephone service and the customer will not be able to place other telephone calls, including calls to the 911 emergency operator. A dedicated telephone line is recommended.
17. DELAYS: SKYLINE assumes no liability for delays in installations of the equipment or for the consequence there from. However caused, or for interruptions of service for the consequences therefrom due to a declared state of emergency, strikes, riots, floods, terrorism, acts of God or any cause beyond the control of SKYLINE. SKYLINE will not be required to provide service to the customer while interruption of service due to any such cause shall continue and for a reasonable period thereafter. DELAYS caused by the customer not providing access to the site are billable at prevailing rates.
18. RADIO AND COMMUNICATIONS: Problems, interruptions, inoperability and interference of a communication device; whether it be wireless, direct connect, telephone, DSL, Cable Modem, T-1, internet, fiber optic, coaxial cable or a combination thereof or similar too are not provided for unless specifically included in writing herein.
19. SEVERABILITY: If any of the provisions of this Agreement shall be determined to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.
20. MODIFICATIONS - Modifications to this agreement must be in writing; dated and signed by a SKYLINE executive.
21. DEFAULT: Failure to pay any amount when due shall give SKYLINE, in addition to any other remedies, the right to terminate any and all agreements and to charge interest at the legal rate of eighteen percent (18%) per year on all delinquent amounts. A \$35.00 per month administrative processing fee applies for all late invoices. Customer agrees to pay all costs, expenses and fees of SKYLINE'S enforcement of this agreement, including collections expenses, attorney's fees, court costs and administrative fees.
22. JURISDICTION: This Agreement will be governed by the laws of the State of Maryland.
23. CANCELLATION: Cancelled orders are subject to a 25% restocking charge. No order may be cancelled after 3 business days. Custom orders cannot be cancelled.
24. NETWORKING: All networking requirements will be provided for by the customer unless specifically included within the scope of work herein. This includes but is not limited to programming of computers, routers, hubs, firewalls, modems, IP addresses, network masks, gateways, port forwarding, adding/deleting/changing users, etc. Cost associated with SKYLINE equipment inoperability that was caused by the customer's network is billable.
25. CONTRACTS: Burglar Alarm System, Nurse Call System, Fire Alarm System, Maintenance and Support contracts have a term of FIVE years and are billed annually in advance, and are subject to annual rate increase(s). Excessive false alarms and/or excessive alarm activations may result in an increase in monitoring fees. Any arrears may result in contract suspension or cancellation and moneys collected for this and other services may be reapplied to open balances. If a contract is terminated by the customer, the customer remains responsible for the balance of all the unpaid years remaining. The contract will not be prorated under any conditions. If a monitoring contract is suspended for non-payment, a \$75.00 Suspension fee and when resolved, a \$75.00 reactivation fee will be assessed.
26. SOFTWARE APPLICATIONS: All Smart Phone, Tablet, iPhone, Android, Windows or similar portable and wireless devices and its associated software applications are not covered under any warranty or contract. Costs or issues associated with the installation, operation or performance of these devices and or associated applications is not provided for.
27. TERMINATION: SKYLINE reserves the right to cancel any contract for late payment, non-profitability or if deems the contract to not be in its own best interest.
28. VERSION: The terms & conditions specified herein supersede all previous versions as referenced by the version date on the top of this document.



Maryland Department of Transportation
The Secretary's Office

Larry Hogan
Governor

Boyd k. Rutherford
Lt. Governor

Pete K. Rahn
Secretary

October 18, 2017



The Honorable Terry L. Baker
President
County Commissioners of Washington County
Room 226
100 West Washington Street
Hagerstown MD 21740

Dear Commissioner Baker:

Thank you for the service the Hagerstown Regional Airport-Richard A. Henson Field provides the citizens and businesses of Maryland. Regional airports play an important role in Maryland's quality transportation system.

Transportation facilities like Hagerstown Regional Airport-Richard A. Henson Field provide the local economy with jobs and other benefits that create strong and livable communities. For this reason, I am pleased to provide assistance through the Statewide Aviation Grant program to the County Commissioners of Washington County. The Maryland Department of Transportation Maryland Aviation Administration (MDOT MAA) will grant funds for a security system upgrade at Hagerstown Regional Airport-Richard A. Henson Field.

The total cost of the projects is \$150,000, and the State will pay up to \$112,500 of that amount. This partnership and shared commitment of the State of Maryland and the County Commissioners of Washington County is an example of how to best use our financial resources to fuel the local economy while improving Maryland's aviation gateways.

This Administration will continue to enhance Maryland's airport system through funding for well qualified projects that benefit our citizens. The MDOT MAA will forward the grant agreement between the State of Maryland and County Commissioners of Washington County. If you have any additional questions or comments, please do not hesitate to contact Mr. Ricky D. Smith, Sr., MDOT MAA Executive Director, at 410-859-7060 or rsmith4@bwiairport.com. Mr. Smith will be happy to assist you.

Sincerely,

Pete K. Rahn
Secretary

cc: Mr. Phil Ridenour, C.M., Director, Hagerstown Regional Airport-Richard A. Henson Field
Mr. Ricky D. Smith, Sr., Executive Director, MDOT MAA

PURCHASE ORDER



Invoice To:
 Carroll County Government
 Attention: Technology Services
 225 North Center Street
 Westminster, MD 21157

DATE	PO NO.
10/23/17	11480
Purchase Order # Must Appear on All Correspondence	
PAGE NO.	REF DOC NO.
Page 1 of 2	86091

CARROLL COUNTY, MARYLAND
 225 North Center Street
 Westminster, MD 21157-5194
 410-386-2181 – Toll Free 1-888-302-8978
 Fax: 410-840-8929

Vendor No:
 Skyline Network Engineering, LLC
 6200-C Georgetown Blvd
 Eldersburg, MD 21784

Ship To:
 Carroll County Government
 Attention: Technology Services
 225 North Center Street
 Westminster, MD 21157

DATE REQUIRED	SHIP VIA	F.O.B.	TERMS	DEPARTMENT
As Required	Best Way	Destination	Net 30 days	Technology Services

QUANTITY	UNIT/MEASURE	ITEM DESCRIPTION	UNIT COST	EXTENDED COST
		<p>TERM CONTRACT to cover the cost of the Public Network Project Management & Network Operations Management Services as per RFP# 49-F-2-13/14 & Proposal Dated July 1, 2013. Current rates as of 8/11/17 attached.</p> <p>Revision to reflect annual maintenance 11/1/17-10/31/18- \$70,475</p> <p>Effective September 1, 2017 through August 31, 2018.</p> <p>Skyline Contact: Brian Hackenberg @ 410-553-2600 County Contact: Mark Ripper @ 410-386- 2053</p> <p>This purchase order is for the sole purpose of meeting Carroll County Government's financial obligations for this project.</p>		

Authorized By: Mike Myers

(TAX EXEMPT NO. 3000114-4)

This order is subject to the terms and conditions accompanying this document and acceptance of this order constitutes an acceptance of all the terms and conditions set forth in such form as well as those shown or referred to on the face of this order.

PURCHASE ORDER TERMS AND CONDITIONS

DELIVERY AND TRANSPORTATION

- A. Seller shall deliver the goods or provide the service according to the terms set forth on this Purchase Order. Time is of the essence of this order. Seller's failure to meet the delivery date(s) shall constitute a material breach.
- B. No variations shall be made to the delivery date(s) unless accepted in writing by Buyer.
- C. If Seller has reason to believe one or more of the delivery dates will not be met, Seller shall give Buyer prompt notice. If Seller does not meet one or more delivery dates, or if seller notifies Buyer that it anticipates not being able to meet one or more of the delivery dates, Buyer, at its sole discretion, may obtain substitute goods, material, or services from an alternate source. Buyer may recover from Seller damages the difference between the cost of the substituted goods, material, or services and the contract price together with any incidental or consequential damages, less expenses saved in consequence of Seller's breach.

WARRANTIES

In addition to any warranties provided by law, Seller expressly warrants that the goods, materials, or services: (1) shall be of good quality and workmanship, and free from all defects, latent or patent; (2) shall conform to the drawings, specifications, descriptions and samples, if any, furnished or specified by Buyer; and (3) shall be suitable and sufficient for the intended purposes represented by Seller.

SPECIFICATIONS AND INSPECTION

- A. Seller shall not substitute goods, materials, or services for those specified or proposed without Buyer's written authorization.
- B. All goods, materials and services which are the subject of this order shall be subject to Buyer's inspection and acceptance.
- C. If the goods, materials, or services do not conform and are rejected, Seller shall pay Buyer's inspection expenses.
- D. Buyer may reject any goods, material, or services which Buyer finds to be defective in material or workmanship or which otherwise fail to meet the specifications, proposal, or requirements of this order. If Buyer rejects part of the order, Buyer may adjust Seller's account proportionally, reducing the amount owed Seller by the value of the portion rejected.
- E. Buyer shall notify Seller within a reasonable time following rejection of the order, in whole or in part. Within ten (10) days of notice of rejection, Seller shall provide Buyer with reasonable instructions regarding the disposition of the rejected goods, material or services. Buyer shall comply with any reasonable instructions. Seller shall pay all handling and transportation costs Buyer incurs for the rejected goods. If Seller does not provide reasonable instructions within ten (10) days after receiving notice of rejections, Buyer may return the rejected goods to Seller at Seller's risk and expense.

CANCELLATION AND TERMINATION

- A. Buyer may cancel this order, in whole or in part, without liability to Seller at any time before Seller begins work or incurs expenses for the order.
- B. Buyer may terminate this order in whole or in part, without liability to Seller except to pay for goods, materials, or services provided or expenses incurred before termination, if any of the following occur: (1) Seller becomes insolvent; (2) Seller files a voluntary petition in bankruptcy; (3) an involuntary petition to have Seller declared bankrupt is filed; (4) a receiver or trustee is appointed for Seller; (5) Seller executes an agreement or assignment for the benefit of creditors; (6) Seller breaches any of the terms of this agreement; (7) Seller fails to make progress on this order so as to endanger its performance; (8) the occurrence of fire, act of God, or other event beyond Buyer's control which makes Buyer's performance impracticable or impossible; or (9) any other cause.
- C. If Buyer terminates the order pursuant to this Agreement, Seller shall immediately cease work and incurs no additional expenses relating to this order except as Buyer may direct in its termination notice. Buyer shall pay Seller an amount as negotiated between Buyer and Seller for goods, materials, or services provided before termination. If Buyer and Seller are unable to agree on the amount to be paid, Buyer will pay Seller, and Seller hereby agrees to accept in full payment: (1) the stipulated price for goods, materials, or services completed and received before termination; and (2) Seller's cost and expense for unfinished work and raw materials on hand required for completion of the order, provided, however, that Seller shall take reasonable steps to mitigate its cost and expense for unfinished work and raw material on hand.

CHANGE ORDERS

Buyer may require changes in this order- including, but not limited to, changes in drawings, designs, specifications, method of inspections, method of packing, order periods, rate or method of shipment, and place of delivery- by advising Seller in writing. Adjustments to the order's cost resulting from a change order shall be in writing and binding upon Buyer and Seller. No change order or price adjustment shall be binding on Buyer unless in writing signed by Buyer's authorized representative.

PAYMENT

Buyer shall pay Seller in accordance with the terms, if any, expressed in the order. Unless agreed otherwise in writing, Buyer shall pay Seller only after receipt of all goods, materials, or services ordered are inspected and accepted. Seller shall not deliver goods, materials, or services to Buyer "COD", unless Buyer instructs otherwise in writing. Cash Discount periods shall be computed from the date Buyer last received the goods, material, or services, or receipt of Seller's invoice, whichever is later.

REMEDIES

The remedies reserved to Buyer in this Agreement are in addition to any other remedies available under law. Buyer's failure to enforce explicit waiver of any breach of this Agreement shall not constitute a waiver of future breaches.

USE OF INFORMATION

- A. All specifications, drawings, sketches, models, technical information, and data (hereinafter "information") furnished to Seller for this Order shall remain Buyer's property and shall be returned to Buyer upon request. All information provided by Buyer shall be confidential and may be used by Seller only to fill this Order.
- B. Information provided by Seller shall not be confidential and shall be free from restriction (other than patent infringement), unless Buyer agrees otherwise in writing.

COMPLIANCE WITH LAWS

Seller shall comply with all applicable state, federal and local laws, rules and regulations.

INDEMNITY

Seller indemnifies, holds harmless and defends Buyer from all suits, actions, legal proceedings, claims, demands, damages, costs, expenses, attorney's fees and court costs arising out of this Order.

INDEPENDENT CONTRACTOR STATUS

- A. If this contract is for the purchase of services in conjunction with goods or materials, Seller is an Independent Contractor and shall not be construed as, nor shall it represent itself as, Buyer's employee.
- B. The work to be performed under this purchase order will be performed entirely at Seller's risk. Seller is responsible for the condition of tools and equipment used in performing the work. Seller indemnifies Buyer for all liability or loss arising out of Seller's performance of the work.
- C. If this Agreement is a purchase of services-either solely or in conjunction with purchase of goods or material-for the duration of the work, Seller shall maintain worker's compensations insurance for its employees if required by law, and shall provide Buyer with proof of compliance with this requirement before beginning work. If Seller fails to maintain worker's compensation insurance on its employees for the duration of this Agreement, Seller shall indemnify Buyer for any claims against its worker's compensation policy; and
- D. If this Agreement is a purchase of services-either solely or in conjunction with purchase of goods or material-for the duration of the work, Seller shall maintain property and casualty insurance in amounts as required by Buyer. Seller shall provide Buyer with a Certificate of Insurance as proof of coverage upon Buyer's request.

APPLICABLE LAW

This Agreement shall be interpreted and enforced under the laws of the State of Maryland. Seller agrees to submit to the jurisdiction of Maryland Courts.

DELEGATION

Seller may not delegate its duties under this Agreement without Buyer's written consent.



Agenda Report Form

Open Session Item

SUBJECT: Contracts Award (PUR-1364) Hauling of Scrap Tires from the Forty West Landfill for Recycling

PRESENTATION DATE: November 14, 2017

PRESENTATION BY: Brandi Naugle, CPPB, Buyer – Purchasing Department and Dave Mason, P.E. Deputy Director – Division of Environmental Management

RECOMMENDED MOTION: Move to award the contract for Hauling of Scrap Tires for Recycling to the responsible, responsive bidder, **Emanuel Tire Company of Baltimore, Maryland**, based on estimated annual quantities at unit costs for the sum total cost of \$13,600.00.

REPORT-IN-BRIEF: The contract is for one (1) year, with an option by the County to renew for up to three (3) additional consecutive one (1) year periods. The contract tentatively commencing January 1, 2018. The bid was advertised on the State of Maryland’s “eMaryland Marketplace” website and on the County’s web-site; and in the local newspaper. Eighteen (18) registrants/vendors accessed the County’s website and we received two (2) bids on October 18, 2017 as stated on the bid tab matrix.

DISCUSSION: N/A

FISCAL IMPACT: Solid Waste Department has sufficient funds (\$12,000.00) remaining in account 588030-21-21200 Recycling - Tires and (\$63,000) remaining in 212000-21-588040 Recycling – Other, for this contract.

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: The complete Bid Tabulation may be viewed at:
<https://www.washco-md.net/wp-content/uploads/2017/10/purch-pur-1364-bidtab.pdf>

AUDIO/VISUAL NEEDS: N/A

**Hauling of Scrap Tires
PUR-1364**

Tire Type	Est. Tons	Emanuel Tire, LLC Baltimore, MD		The Dirt Express, Co. Glenburnie, MD	
		Cost per Ton	Total Cost	Cost per Ton	Total Cost
Part I: Mixed Auto & Truck </= 24" Rim - Removal/Recycling/Disposal	50	\$200.00	\$10,000.00	\$230.00	\$11,500.00
Part II: Agriculture/ Equipment > 24" Rim - Removal/Recycling/Disposal	18	\$200.00	\$3,600.00	\$290.00	\$5,220.00
Sum Total Cost Mixed and Equipment		\$13,600.00		\$16,720.00	



Agenda Report Form

Open Session Item

SUBJECT: Pump Station (PO#1) Upgrades

PRESENTATION DATE: November 14, 2017

PRESENTATION BY: Mark D Bradshaw, PE – Deputy Director

RECOMMENDED MOTION: Move to approve Change Order #2 for Callas Contractor, Inc. in the amount of \$87,997.78.

REPORT-IN-BRIEF: The existing pump controller will not work with the upgrades so a new pump controller needs to be installed.

The VFD drives had to be relocated from where they were shown on the plans in order to comply with the electrical code.

DISCUSSION: During the installation of the VFDs it was discovered that the location on the plans wouldn't comply with the electrical code for clear space. The VFD had to be relocated along with the existing Bihlertech controller. Since the VFDs had to be relocated, additional equipment had to be relocated in order for the VFDs to comply with the electrical code clearance distance. For more information see Callas' letter dated 10-12-17. Increase contract amount by \$47,071.15.

Once the equipment was relocated, we contacted the Bihlertech rep for startup. At this time the Bihlertech rep informed us that the existing controller wouldn't work with the new VFDs. The Bihlertech controller will only communicate with Toshiba VFD drives and that we need to purchase the Toshiba drives from them. We obtained a price quote from the rep for the new Toshiba drives and felt it was excessive. We were able to locate the Toshiba drives from another vendor for less, but the Bihlertech reps wouldn't program the Bihlertech controller unless we purchased the drives from them. We then obtained quotes for a new controller and those quotes were less than the new drives, thus we elected to install a new controller. For more information see Callas' letter dated 10-20-17. Increase contract amount by \$40,926.63.

FISCAL IMPACT: There are adequate funds in LIN 041 to cover this change order.

CONCURRENCES: Deputy Director of Engineering Services

ALTERNATIVES: N/A

ATTACHMENTS: Change Order #2 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: Callas Contractor, Inc.
 Consultant: 10549 Downsville Pike
 Contractor: Hagerstown, MD 21740
 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:

2.1 Relocate proposed VFDs, proposed gas monitoring equipment, proposed flow meter, existing control, and extending the by-pass pumping.
 2.2 Pump control panel.

Reason for Change:

2.1 During the installation of the VFDs it was discovered that the location on the plans wouldn't comply with the electrical code for clear space. The VFD had to be relocated along with the existing Bihlertech controller. Since the VFDs had to be relocated, additional equipment had to be relocated in order for the VFDs to comply with the electrical code clearance distance. For more information see Callas' letter dated 10-12-17. Increase contract amount by \$47,071.15.

2.2 Once the equipment was relocated, we contacted the Bihlertech rep for startup. At this time the Bihlertech rep informed us that the existing controller wouldn't work with the new VFDs. The Bihlertech controller will only communicate with Toshiba VFD drives and that we need to purchase the Toshiba drives from them. We obtained a price quote from the rep for the new Toshiba drives and felt it was excessive. We were able to locate the Toshiba drives from another vendor for less, but the Bihlertech reps wouldn't program the Bihlertech controller unless we purchased the drives from them. We then obtained quotes for a new controller and those quotes were less than the new drives, thus we elected to install a new controller. For more information see Callas' letter dated 10-20-17. Increase contract amount by \$40,926.63.

The completion date, incorporating the changes included in this change order, is:	<input type="text" value="Jul 23, 2017"/>
The original contract sum was:	<input type="text" value="\$717,800.00"/>
Net changes by previous change orders:	<input type="text" value="\$6,186.47"/>
Contract sum prior to this change order:	<input type="text" value="\$723,986.47"/>
By this Change Order, the contract sum will be changed by:	<input type="text" value="\$87,997.78"/>
The new contract sum including this change order will be:	<input type="text" value="\$811,984.25"/>

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

Consultant:

Finance:

Contractor/Vendor: Digitally signed by James A. Bothell Jr.
Date: 2017.11.02 14:10:17 -0400

Purchasing:

Approving Agency: Mark D Bradshaw

Digitally signed by Mark D
Bradshaw
Date: 2017.11.06 13:05:36 -0500

County Administrator:

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

Callas Contractors, Inc.

10549 Downsville Pike
Hagerstown, MD 21740
Ph : (301)739-8400

Letter of Transmittal

To: Mark Bradshaw
Wash Co Div Envir Management
Dept of Engineering Services
16232 Elliott Parkway
Willamsport, MD 21795
Ph: 240-313-2600 Fax: 240-313-2601

Transmittal #: 67
Date: 10/12/2017
Job: 16-091 Wmspt Pump Station Upgrades

Subject: Change Request - COR #002: 16-091-002 VFD & Control Panel Relocation

- WE ARE SENDING YOU**
- Attached
 - Under separate cover via Email the following items:
 - Shop drawings
 - Prints
 - Plans
 - Samples
 - Copy of letter
 - Change order
 - Specifications
 - Change Request

Document Type	Copies	Date	No.	Description
Change Request	1	10/11/17	COR #002	16-091-002 VFD & Control Panel Relocation

THESE ARE TRANSMITTED as checked below:

- For approval
- Approved as submitted
- Resubmit ___ copies for approval
- For your use
- Approved as noted
- Submit ___ copies for distribution
- As requested
- Returned for corrections
- Return ___ corrected prints
- For review and comment
- Other
- FOR BIDS DUE
- PRINTS RETURNED AFTER LOAN TO US

Remarks:

Copy To: File (Callas Contractors, Inc.), Leather, James (Callas Contractors, Inc.)

From: Bothell, Jr., James A. (Callas Contractors, Inc.)

Signature: James A Bothell Jr

Callas Contractors, Inc.

10549 Downsville Pike
Hagerstown, MD 21740
Ph : (301)739-8400
Fax: (301) 790-7946

CHANGE REQUEST

TO:
Wash Co Div Envir Management
Dept of Engineering Services
16232 Elliott Parkway
Williamsport, MD 21795
Attn: Mark Bradshaw
Ph: 240-313-2600 Fax: 240-313-2601

DATE: 10/11/17
CCI JOB NO.: 16-091-002
CHANGE ORDER REQUEST NO.: COR #002
OWNER APPROVED CO NO.:

PROJECT NAME: Wmspt Pump Station Upgrades (16-091) - Williamsport, MD
ARCHITECT PROJECT NO.:

DESCRIPTION OF WORK: Provide material, labor and equipment to:
 * Relocate the VFD's to the South wall to meet National Electric Code Space Requirements
 * Relocate the Bihlertech Pump Control Panel, Flowmeter Control Panel and Gas Detection Monitors to accommodate and ease installation.
 * Repairs to the SpectraShield Liner System
 * Piping changers per redesign.
 * Bypass pumping & fuel during redesign

CONTRACTOR/ SUPPLIER	COST CODE	MATERIAL	LABOR	EQUIP	SUB- CONTRACT	OTHER
Supervision	01-020		3,796.00			
Temp Telephone	01-320	400.00				
Pick-Up Trucks	01-440			1,725.00		
Processing Piping	15-040	6,710.60				
Processing Piping/Surge Valve Credit	15-040	(2,601.24)				
Pumping/Bypass	02-600	19,186.00				
Pumping/Fuel	02-600	1,843.76				
Special Coatings/Advanced Rehabilitation	09-380				1,200.00	
Electrical - Antietam Electric	16-010				4,650.00	
Labor Burden @	65.00 %		2,467.40			
Applicable sales tax not included in prices.						
SUBDIRECT COST		25,539.12	6,263.40	1,725.00	5,850.00	

ADD-ON	PERCENT	BASE	TOTAL
OH&P SELF	20.00%	33,527.52	6,705.50
OH & P SUB	5.00%	5,850.00	292.50
BOND	1.50%	46,375.52	695.63

CHANGE ORDER SUMMARY	TIME EXTENSION: The right is reserved to claim for a time extension later.	TOTAL AMOUNT \$ 47,071.15
Cc: File (Callas Contractors, Inc.), Leather, James (Callas Contractors, Inc.)		

Callas Contractors, Inc.

10549 Downsville Pike
Hagerstown, MD 21740
Ph : (301)739-8400
Fax: (301) 790-7946

CHANGE REQUEST

TO:
Wash Co Div Envir Management
Dept of Engineering Services
16232 Elliott Parkway
Williamsport, MD 21795
Attn: Mark Bradshaw
Ph: 240-313-2600 Fax: 240-313-2601

DATE: 10/11/17
CCI JOB NO.: 16-091-002
CHANGE ORDER REQUEST NO.: COR #002
OWNER APPROVED CO NO.:

PROJECT NAME: Wmspt Pump Station Upgrades (16-091) - Williamsport, MD
ARCHITECT PROJECT NO.:

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* Relocate the VFD's to the South wall to meet National Electric Code Space Requirements
* Relocate the Bihlertech Pump Control Panel, Flowmeter Control Panel and Gas Detection Monitors to accommodate and ease installation.
* Repairs to the SpectraShield Liner System
* Piping changers per redesign.
* Bypass pumping & fuel during redesign

Please sign and return (1) copy to our office. Retain one copy for your files.

ACCEPTED:

BY: _____ BY: James A. Borkhell Jr
DATE: _____ DATE: 10/11/2017



Bid Proposal for WASHINGTON CO PS UPGRADE PO#1 REV

CALLAS CONTRACTING
 Job Location: WILLIAMSPORT, MD
 Bid Date: 10/26/2016 02:00 p.m.
 HD Supply Bid #: 189148

HD Supply Waterworks
 117 Industrial Circle
 Martinsburg, WV 25402
 Phone: 304-263-6986
 Fax: 304-263-7009

Seq#	Qty	Item/Alias	Description	Units	Price	Ext Price
10			PUMPS BY GORMAN RUPP CO			
20			AERATION SYSTM BY ENVIREP			
30			SS PIPING AND FITTINGS BY AERA TION SYSTEM BY ENVIREP			
40	2	NS	10X8 FLG 90 PRIMED DI C110	EA	820.86	1,641.72
50	1	NS	8" FLGXFLG DI PIPE 1'3" PRIMED	EA	292.86	292.86
60	1	NS	8" FLGXFLG DI PIPE 2'5" PRIMED	EA	334.29	334.29
70	2	24I08T040F	8X4 FLG TEE (I) C/L DI C110	EA	742.27	1,484.54
80	2	NS	8X6 FLG 90 DI C110 PRIMED	EA	512.91	1,025.82
90			FLOW METER BY ABB			
100	2	NS	PEF,6,F1,CI,NBR,CR*GS-6A-HD8 6" FLG PLUG VALVE WITH WORM GE	EA	1,373.33	2,746.66
110	1	24I069F	6 FLG 90 BEND(I) C/L DI C110	EA	256.00	256.00
120	2	NS	10" FLG BASE 90 DI C110 PR	EA	1,022.07	2,044.14
130	2	NS	10" FLG X FLARE PRIMED	EA	302.00	604.00
140	2	NS	10" FXF 10'-0" PRIMED	EA	951.76	1,903.52
150	2	NS	10" FXPE 8'-8" PRIMED	EA	740.71	1,481.42
160	1	NS	PEF,8,F1,CI,NBR,CR*GS-6A-HD8 8" FLG PLUG VALVE WITH WORM GE	EA	1,675.56	1,675.56
170	1	24I089F	8 FLG 90 BEND(I) C/L DI C110	EA	466.29	466.29
180	1	24T04R03FPR	4X3 FLG REDUCER PRIMED DI USA C110	EA	118.86	118.86
190	1	NS	SRA,3,3000A,F1,DI,70P,CS-S2NBR 3" FLG SURGE RELEIF VALVE APCO	EA	2,601.24	2,601.24
200	2		8X2" FILLER FLANGE DI C110	EA	157.14	314.28
210	1	NS	PEF,3,F1,CI,NBR,CR*GS-6A-CW8 3" FLG PLUG VALVE WITH WORM GE	EA	960.00	960.00
220	1	NS	CHAIN FOR 3" PLUG VALVE 10' LO	EA	98.82	98.82
230	1	NS	6" FLGXFLG 3'-1-7/8" DIP PRIME	EA	280.09	280.09
240	1	NS	6" FLGXFLG 2'0" DIP PRIMED	EA	250.07	250.07
250	1	NS	8" FXF 9' - 4-3/4" PRIMED	EA	782.24	782.24
260	1	NS	3" FXF 1' - 1" PRIMED	EA	211.54	211.54
270	1	NS	3" FXF 0'-8" PRIMED	EA	146.73	146.73
280	1	NS	3" FXPE 7'-0" PRIMED	EA	455.48	455.48
290	1	24T039FBPR	3 FLG BASE 90 PRIMED DI USA C110	EA	179.20	179.20
300	1	NS	6" FXF 2'-2" W/1 FLG LOOSE PRM	EA	255.21	255.21
310			LINK SEALS AS NEEDED			
320	29	96LS400SS	LINK SEAL LS-400-SS 8" DIP PENETRATIONS	EA	18.35	532.15
330	18	96LS315SS	LINK SEAL LS-315-SS 3" DIP PENETRATIONS	EA	11.44	205.92
340	30	96LS300SS	LINK SEAL LS-300-SS 3" IPS STEEL PENETRATIONS	EA	7.12	213.60
350	12	96LS200SS	LINK SEAL LS-200-SS	EA	7.12	85.44
360	2	NS	3 FLG 45 PRIMED DI	EA	116.46	232.92
370	1	NS	3 FLGXFLG DI PIPE 1'6" PRIMED	EA	190.86	190.86
380			FLANGE BOLT KITS AS NEEDED VERIFY QTY			
390	7	24AFBNGF03RAZ	3X1/8 FLG ACC RR FF ZINC B&N&G	EA	9.31	65.17
400	2	24AFBNGF04RAZ	4X1/8 FLG ACC RR FF ZINC B&N	EA	11.99	23.98
410	7	24AFBNGF06RAZ	6X1/8 FLG ACC RR FF ZINC B&N&G	EA	18.62	130.34
420	6	24AFBNGF08RAZ	8X1/8 FLG ACC RR FF ZINC B&N&G	EA	20.12	120.72
430	6	24AFBNGF10RAZ	10X1/8 FLG ACC RR FF ZINC B&N&G	EA	30.77	184.62
440	1	24AFBNGF08RAS	8X1/8 FLG ACC RR FF 304SS B&N	EA	45.71	45.71



01 116 County Road 17
Bryan, OH 43506

INVOICE

Invoice No: 2005

Date: 9/14/2017

Due Date: 10/14/2017

Terms: Net 30

Bill To:

Callas Contractors Inc
10549 Downsville Pike

Job No: 1093

PO #: PUR-1326

Hagerstown, MD 21740

Project Name: Williamsport Pump Station

Description	Quantity	Unit	Unit Price	Extended Price
Repairs to the SpectraShield Liner system into Williamsport Pump station	1.00	LSUM	1,200.00	1,200.00

Thank You For Your Business!

Phone: (419) 636-2684 **Fax:** (419) 636-7437

Email: purchasing@artcoatingtech.com

Invoice Total: 1,200.00
Retainage: 120.00
Total Due: 1,080.00



P.O. Box 316
 Williamsport, MD 21795
 Phone 301-223-1152
 FAX 301-223-1155
 Email – antietamec@myactv.net

To:	JR Bothell	# Pages:	1	Date:	10/10/17
Company:	Callas Contractors	Notes EMAILED			
Phone #					

RE: VFD Relocation to meet National Electric Code Space Requirements - CHANGE ORDER

SCOPE:

1. Meet onsite with Washington County electrical inspectors and Department of Water Quality personnel to determine actual spacing requirements and acceptable solutions that meet all National Electric Code(NEC) requirements. After meeting, a plan was put together and approved, to move the VFD's from the shown location on the contract documents to the South wall.
2. The Bihlertech Pump Control Panel, Flowmeter Control Panel, and Gas Detection monitors were also relocated as necessary to accommodate and ease installation.
3. The following cost reflects an extra cost for conduit, wire, fittings, and associated material and labor to perform the extra work.

DESCRIPTION	Amount
Conduit, wire, fittings, and associated material and labor to perform the extra work necessary to meet NEC requirements.	\$4,650.00
TOTAL	\$4,650.00

TERMS, CONDITIONS & EXCLUSIONS:

1. Quote is good for 30 days.
2. Installation would require about 5 working days.
3. Material availability is in stock after approval.

If there are any questions concerning this proposal, please call.

Celia Palmer, President



A. C. & T. Co., Inc.

INVOICE

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PETROLEUM PRODUCTS
LIQUID WASTE HANDLING

P.O. BOX 4217
HAGERSTOWN, MD 21741-4217
301-582-2700
WWW.ACANDT.COM

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CONVENIENCE STORES
MOBILE STORAGE

CALLAS CONTRACTORS
10549 DOWNSVILLE PK
HAGERSTOWN MD

Page 1

Always At Your Service

INVOICE NO. 3A
135,136
DATE
9/13/2017

21740

NET 15 DAYS

1-013-7019.000
ACCOUNT NO.

TERMS

REFERENCE NUMBER	DELIVERY DATE	DESCRIPTION	QUANTITY	RATE	AMOUNT	TOTAL
135136	9/13/17	15 PPM DYED ULSD 15 ppm sulfur dyed ULSD Non-road or tax exempt use only.	DT 219.0	2.129/GL	466.25	
135136		MARYLAND SALES TAX		.0600	27.98	
Total this invoice ---->						\$494.23

RECEIVED
SEP 18 2017
By _____

IMPORTANT - SEE REVERSE SIDE FOR CONDITIONS OF SALE

A. C. & T CO., INC. CERTIFIES THAT ALL MOTOR VEHICLE FUEL TAX WILL BE PAID AS REQUIRED BY LAW. Return One Copy of the Invoice with payment

PLEASE PAY LAST AMOUNT IN THIS COLUMN

SEP 27 2017

Posted VDR ARTFUEL

Job/Acct Wmsot Pump Station

Job Eq 16091 D #

CC 1492 Amt. 494.23

PM Discount

PMT APPVD Mail Date

 Per PO

 PO Exceeded

42427-28*



A. C. & T. Co., Inc.

INVOICE

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MOBILE STORAGE

CALLAS CONTRACTORS
10549 DOWNSVILLE PK
HAGERSTOWN MD

21740

Page 1

Always At Your Service

133,575
INVOICE NO.
133,575
DATE
9/01/2017

NET 15 DAYS
TERMS

1-013-7819.000
ACCOUNT NO.

REFERENCE NUMBER	DELIVERY DATE	DESCRIPTION	QUANTITY	RATE	AMOUNT	TOTAL
133575	9/01/17	15 PPM DYED ULSD 15 ppm sulfur dyed ULSD Non-road or tax exempt use only.	DT 118.8	2.009/6L	238.67	
133575		MARYLAND SALES TAX		.0600	14.32	
Total this invoice ---->						\$252.99

SEP 13 2017

Posted _____ VDR ACT FUEL

Job/Acct. Kmspt Pump Station

Job Eq 16091 D # _____

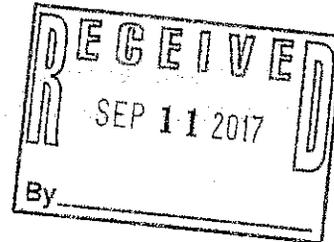
CC 142 Amt. 252.99

PM [Signature] Discount _____

PMT APPVD [Signature] Mail Date _____

Per PO _____

PO Exceeded _____



IMPORTANT - SEE REVERSE SIDE FOR CONDITIONS OF SALE

A.C. & T CO., INC. CERTIFIES THAT ALL MOTOR VEHICLE FUEL TAX WILL
BE PAID AS REQUIRED BY LAW.

Return One Copy of the invoice with payment

PLEASE PAY LAST AMOUNT
IN THIS COLUMN

42427-28*



A. C. & T. Co., Inc.

INVOICE

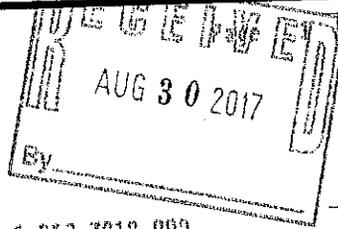
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TRANSPORT SERVICES
HEATING AND COOLING SERVICES
CONVENIENCE STORES
MOBILE STORAGE

CALLAS CONTRACTORS
10549 DUNNSVILLE PK
HAGERSTOWN MD

21740



Always At Your Service

133 107
INVOICE NO.
133,107
DATE
8/25/2017

1-013-7019.000
ACCOUNT NO.

NET 15 DAYS
TERMS

REFERENCE NUMBER	DELIVERY DATE	DESCRIPTION	QUANTITY	RATE	AMOUNT	TOTAL
133107	8/25/17	15 PPM DYED ULSD 15 ppm sulfur dyed ULSD Non-road or tax exempt use only.	47.6	1.919/6L	91.34	
133107		MARYLAND SALES TAX		.0600	5.48	
		Total this invoice ---->				96.82

AUG 30 2017

Posted ACT FUEL

Job/Acct. Msppt Pump Station

Job Eq 16091 D# _____

CC 143 Amt. 96.82

PM OP Discount _____

PMT APPVD OP Mail Date _____

Per PO _____

PO Exceeded _____

IMPORTANT - SEE REVERSE SIDE FOR CONDITIONS OF SALE

PLEASE PAY LAST AMOUNT
IN THIS COLUMN

A.C. & T. CO., INC. CERTIFIES THAT ALL MOTOR VEHICLE FUEL TAX WILL
BE PAID AS REQUIRED BY LAW. Return One Copy of the invoice with payment



A. C. & T. Co., Inc.

INVOICE

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TRANSPORT SERVICES
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CONVENIENCE STORES
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CALLAS CONTRACTORS
10549 DOWNSVILLE PK
HAGERSTOWN MD 21740

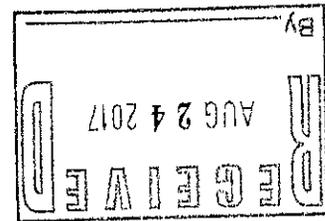
Page 1

Always At Your Service

416,086
INVOICE NO.
416,086
DATE
8/18/2017

TERMS NET 15 DAYS ACCOUNT NO. 1-013-7019.000

REFERENCE NUMBER	DELIVERY DATE	DESCRIPTION	QUANTITY	RATE	AMOUNT	TOTAL
132381	8/18/17	15 PPM DYED ULSD 15 ppm sulfur dyed ULSD Non-road or tax exempt use only.	DT 172.1	1.8590/GL	319.93	
		MARYLAND SALES TAX		6.00 %	19.20	
Total this invoice ---->						\$339.13
715						



IMPORTANT - SEE REVERSE SIDE FOR CONDITIONS OF SALE

A.C. & T CO., INC. CERTIFIES THAT ALL MOTOR VEHICLE FUEL TAX WILL BE PAID AS REQUIRED BY LAW. Return One Copy of the invoice with payment

PLEASE PAY LAST AMOUNT IN THIS COLUMN

PLEASE PAY FROM THIS INVOICE

Budget customers this is a delivery receipt only

Signature _____

AUG 30 2017

Posted YDR ACT FILED

Job/Acct. Wm'sot Pump Station

Job Eq. 16091 D # _____

CC 142 Amt. 339.13

PM OR Discount _____

PMT APP'VD _____ Mail Date _____

Per PO 103613

PO Exceeded _____

42427-28*



A. C. & T. Co., Inc.

INVOICE

ATING FUEL
PROPANE
PORTABLE RESTROOMS
PETROLEUM PRODUCTS
LIQUID WASTE HANDLING

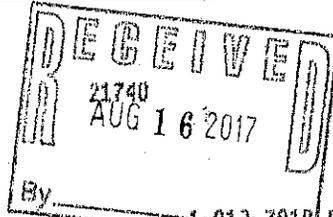
P.O. BOX 4217
HAGERSTOWN, MD 21741-4217
301-582-2700
WWW.ACANDT.COM

TRANSPORT SERVICES
HEATING AND COOLING SERVICES
CONVENIENCE STORES
MOBILE STORAGE

CALLAS CONTRACTORS
10549 DOWNSVILLE PK
HAGERSTOWN MD

Page 1

Always At Your Service



131,908
INVOICE No. 131,908
DATE 8/11/2017

NET 15 DAYS
TERMS

By: [Signature] 1-013-7017-000
ACCOUNT NO.

REFERENCE NUMBER	DELIVERY DATE	DESCRIPTION	QUANTITY	RATE	AMOUNT	TOTAL
131908	8/11/17	15 PPM DYED ULSD DT 15 ppm sulfur dyed ULSD Non-road or tax exempt use only.	182.5	1.939/GAL	353.87	
131908		MARYLAND SALES TAX		.0600	21.23	
Total this invoice ---->						5375.10

IMPORTANT - SEE REVERSE SIDE FOR CONDITIONS OF SALE

A.C. & T CO., INC. CERTIFIES THAT ALL MOTOR VEHICLE FUEL TAX WILL BE PAID AS REQUIRED BY LAW.

Return One Copy of the invoice with payment.

PLEASE PAY LAST AMOUNT IN THIS COLUMN

AUG 23 2017 VDR ACT FUEL

Posted _____

Job/Acct. Wmsot Pump Station

Job Eq 16091 D # _____

CC 142 Amt 375.10

PM [Signature] Discount _____

PMT A/P/D [Signature] Mail Date _____

Per PO _____

PO Exceeded _____

42427-28*



A. C. & T. Co., Inc.

INVOICE

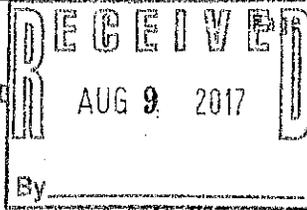
HEATING FUEL
PROPANE
PORTABLE RESTROOMS
PETROLEUM PRODUCTS
LIQUID WASTE HANDLING

P.O. BOX 4217
HAGERSTOWN, MD 21741-4217
301-582-2700
WWW.ACANDT.COM

TRANSPORT SERVICES
HEATING AND COOLING SERVICES
CONVENIENCE STORES
MOBILE STORAGE

GALLAS CONTRACTORS
10549 DOWNSVILLE PK
HAGERSTOWN MD

21740



Always At Your Service

191,205
INVOICE NO.
191,205
DATE
8/04/2017

NET 15 DAYS
TERMS

1-017-7019-000
ACCOUNT NO.

REFERENCE NUMBER	DELIVERY DATE	DESCRIPTION	QUANTITY	RATE	AMOUNT	TOTAL
131205	8/04/17	15 PPM DYED ULSD 15 ppm sulfur dyed ULSD Non-road or tax exempt use only.	DT 138.9	1.939/6L	269.33	
131205		MARYLAND SALES TAX		.0600	16.16	
Total this invoice ---->						\$285.49

IMPORTANT - SEE REVERSE SIDE FOR CONDITIONS OF SALE

A.C. & T CO., INC. CERTIFIES THAT ALL MOTOR VEHICLE FUEL TAX WILL BE PAID AS REQUIRED BY LAW. Return One Copy of the Invoice with payment

PLEASE PAY LAST AMOUNT IN THIS COLUMN

AUG 16 2017 DR ACT FUEL

Postion _____
 Job/Acct Wmopt Pump Station
 Job Eq 14291 D # _____
 CC 142 Amt. 285.49
 PM [Signature] Discount _____
 PMT AP'D [Signature] Mail Date _____
 Per PO _____
 PO Exceeded _____

42423-28*



Let's Solve Water



Sold by:

Invoice

Branch 002

221 Commerce Drive
Upper Marlboro, MD 20774-8762
Tel: 301-390-3806
Fax: 301-390-3810

Remit to: Xylem Dewatering Solutions, Inc.

28611 Network Place
Chicago, IL 60673-1286
Phone: 856-467-3636

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Callas Contractors Inc
10549 Downsville Pike
Hagerstown, MD 21740-1733

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Callas Contractors Inc
10436 Governor Lane
Williamsport, MD 21795

Cust. No.	Invoice Date	Invoice No.
00003005	09-29-2017	400743483

Page 1 of 3

Customer PO	Ordered By	Contract Date	Rental Contract #	Sales Representative	Order Taken By	Payment Terms	
63547	Mr. JR Bothell	05-15-2017	202015290	Thomas A. Vance	Thomas A. Vance	Net 30	
QTY	ITEM	DESCRIPTION		PER	D/W/M	RATE	AMOUNT
1	D-61891	Rental 09/04/2017 Thru 09/15/2017 *Return*		2	W		
		CD150M 6" 4045D-T2 SB CS • 6" FQD Suction x 6" FL Discharge					
1	D-62281	CD150M 6" 4045T280SP2-T3 SB 90G CS • 6" FQD Suction x 6" FL Discharge		2	W		
1	FTC50-497	500 Gallon Fuel Cube W/Dbl Wall & Skid		2	W		
1	PLT183	PrimeGuard Level Transducer		2	W		
2	HSCM060020F1NR	6" x 20' Composite Hose W/150#FL		2	W		
1	CAPGMA000R	PrimeGuard Float Set		2	W		
3	HSCM060010F1NR	6" x 10' Composite Hose W/150#FL		2	W		
3	VLAR020PTY01R	2" Combination Air Valve ARI D-025-2		2	W		
2	HSWS060010QDSR	6" x 10' Black Water Suction Hose W/QD		2	W		
3	VLCCK060F1C00R	6" Check Valve W/150#FL		2	W		

ALL PAST DUE INVOICES ARE SUBJECT TO
1 1/2% PER MONTH SERVICE CHARGE



Sold by:

Invoice

Branch 002

221 Commerce Drive
Upper Marlboro, MD 20774-8762
Tel: 301-390-3806
Fax: 301-390-3810

Remit to:

Xylem Dewatering Solutions, Inc.

28611 Network Place
Chicago, IL 60673-1286
Phone: 856-467-3636

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Callas Contractors Inc
10549 Downsville Pike
Hagerstown, MD 21740-1733

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Callas Contractors Inc
10436 Governor Lane
Williamsport, MD 21795

Cust. No.	Invoice Date	Invoice No.
00003005	09-29-2017	400743483

Page 2 of 3

Customer PO	Ordered By	Contract Date	Rental Contract #	Sales Representative	Order Taken By	Payment Terms
63547	Mr. JR Bothell	05-15-2017	202015290	Thomas A. Vance	Thomas A. Vance	Net 30
QTY	ITEM	DESCRIPTION	PER	DW/M	RATE	AMOUNT
2	TE060F1F1F1F00R	6" Tee W/150#FL	2	W		
4	BN06090F1F001R	6" 90 Degree Bend W/150#FL	2	W		
3	BN06045F1F000R	6" 45 Degree Bend W/150#FL	2	W		
2	ACCESSORYR	8" x 15ft SDR17 HDPE suction tube with 90 Bend with 6" MQD	2	W		
3	ACCESSORYR	6" FL x 6" FL x 6" FL w/2" Ball Valve w/2" CG (Tee)	2	W		
4	ACCESSORYR	1/4" x 25ft fuel line	2	W		
8	ACCESSORYR	1/4" fuel line clamps	2	W		
4	ACCESSORYR	12"x5ft sdr32.5 hdpe pipe (use as suction support & discharge)	2	W		
2	ACCESSORYR	1x20 leak off hose	2	W		
144	ACCESSORYR	3/4" x5" nuts & bolts	2	W		
15	ACCESSORYR	6" Flange Gaskets	2	W		

ALL PAST DUE INVOICES ARE SUBJECT TO
1 1/2% PER MONTH SERVICE CHARGE



Invoice
 Branch 002
 221 Commerce Drive
 Upper Marlboro, MD 20774-8762
 Tel: 301-390-3806
 Fax: 301-390-3810

Sold by:
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 Callas Contractors Inc
 10549 Downsville Pike
 Hagerstown, MD 21740-1733

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 Callas Contractors Inc
 10436 Governor Lane
 Williamsport, MD 21795

Remit to: Xylem Dewatering Solutions, Inc.
 28611 Network Place
 Chicago, IL 60673-1286
 Phone: 856-467-3636

Cust. No.	Invoice Date	Invoice No.
00003005	09-29-2017	400743483

Page 3 of 3

Customer PO	Ordered By	Contract Date	Rental Contract #	Sales Representative	Order Taken By	Payment Terms
63547	Mr. JR Bothell	05-15-2017	202015290	Thomas A. Vance	Thomas A. Vance	Net 30
QTY	ITEM	DESCRIPTION	PER	D/W/M	RATE	AMOUNT
1	ACCESSORYR	6" Steel Blind Flange	2	W		
1	ACCESSORYR	Wire Basket	2	W		
Rental 08/31/2017 Thru 09/15/2017 *Return*						
2	BN06045QDDG000R	6" 45 Degree QD Bend	2	D		
1	SUCTIONHOSER	6" x 5.5' (end to end) Black Water Suction Hose w/QD	2	D		
Rental 09/14/2017 Thru 09/15/2017 *Return*						
1	SUCTIONHOSER	6" x 5.5' (end to end) black water suction hose w/QD	2	D		
Rental		\$ 7,240.00	Labor		\$ 0.00	
Shipping		\$ 0.00	Misc. Charges		\$ 0.00	
Taxes		\$ 434.40				
Total Invoice						\$ 7,674.40

ALL PAST DUE INVOICES ARE SUBJECT TO
 1.12% PER MONTH SERVICE CHARGE

Xylem

Let's Solve Water



Sold by:

Invoice
 Branch 002
 221 Commerce Drive
 Upper Marlboro, MD 20774-8762
 Tel: 301-390-3806
 Fax: 301-390-3810

Remit to: Xylem Dewatering Solutions, Inc.
 28611 Network Place
 Chicago, IL 60673-1286
 Phone: 856-467-3636

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 10549 Downsville Pike
 Hagerstown, MD 21740-1733

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Callas Contractors Inc
 10436 Governor Lane
 Williamsport, MD 21795

Cust. No.	Invoice Date	Invoice No.
00003005	08-27-2017	400732844

Page 3 of 3

Customer PO	Ordered By	Contract Date	Rental Contract #	Sales Representative	Order Taken By	Payment Terms
63547	Mr. JR Bothell	05-15-2017	202015290	Thomas A. Vance	Thomas A. Vance	Net 30
QTY	ITEM	DESCRIPTION	PER	DW/M	RATE	AMOUNT
1	ACCESSORYR	6" Steel Blind Flange	1	M		
1	ACCESSORYR	Wire Basket	1	M		

SEP - 6 2017 YDR XYLEM
 Job/Acct. *Wmport Pump Station*
 Job Eq *1001* D # _____
 CC *66D* Amt *115166*
 PM *JK* Discount _____
 PMT APPYD Mail Date _____
 Per PO *63547*
 PO Exceeded _____

Rental	Labor	Shipping	Misc Charges	Taxes
\$ 10,860.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 651.60
Total Invoice				\$ 11,511.60

ALL PAST DUE INVOICES ARE SUBJECT TO
 1 1/2% PER MONTH SERVICE CHARGE

HDSUPPLY®

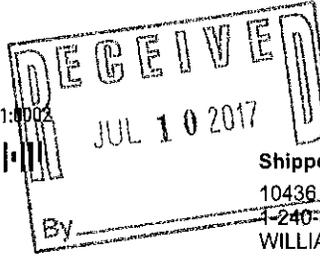
WATERWORKS

INVOICE

Invoice # H397422
 Invoice Date 7/03/17
 Account # 153277
 Sales Rep JASON DAILEY
 Phone # 304-263-6986
 Branch # 514 Martinsburg, WV
 Total Amount Due \$1,658.35

1830 Craig Park Court
 St. Louis, MO 63146

Remit To:
 HD SUPPLY WATERWORKS, LTD.
 PO BOX 28330
 ST LOUIS, MO 63146



599 1 MB D.423 E0103X I0153 D2819331350 S2 P4413468 0001:0002



CALLAS CONTRACTING
 10549 DOWNSVILLE PIKE
 HAGERSTOWN MD 21740-1733

Shipped to:
 10436 GOVENOR LANE
 240-818-7012 JIM
 WILLIAMSPORT, MD

CUSTOMER JOB- WILLIAM PS UPGRADE

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered	Date Shipped	Customer PO #	Job Name	Job #	Bill of Lading	Shipped Via	Invoice #
6/23/17	6/30/17	63679	PS UPGRADE	WILLIAM		CARRIERHDSUPPLY	H397422

Product Code	Description	Quantity			Price	UM	Extended Price
		Ordered	Shipped	B/O			
2508FF0100	8 FLGXFLG DI PIPE 1'0"	2	2		782.24000	EA	1,564.48

JUL 12 2017 VDR HDSUP
 Posted _____
 Job/Acct. Wmspt Pump Station
 Job Eq 16091 D # _____
 CC 1504 Amt. 1658.35
 PM JR Discount _____
 PMT APP'VD _____ Mail Date _____
JR Per PO 63679
 PO Exceeded _____



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 Local Experience
 Local Service, Nationwide®

Freight	Delivery	Handling	Restock	Misc.		Subtotal:	1,564.48
						Other:	0.00
						Tax:	93.87
						Invoice Total:	\$1,658.35

Terms: NET 30

Ordered By:

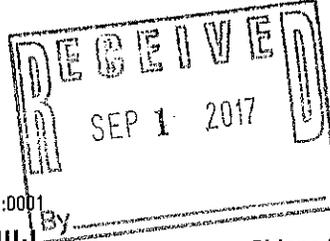
This transaction is governed by and subject to HD Supply Waterworks' standard terms and conditions, which are incorporated by reference and accepted. To review these terms and conditions, please visit: www.waterworks.hdsupply.com/TandC.

CORE & MAIN

INVOICE

1830 Craig Park Court
St. Louis, MO 63146

Invoice #	H617765
Invoice Date	8/30/17
Account #	153277
Sales Rep	JASON DAILEY
Phone #	304-263-6986
Branch #	514
Total Amount Due	\$4,252.06



Remit To:
CORE & MAIN LP
 PO BOX 28330
 ST LOUIS, MO 63146

537 1 MB 0.423 E0059X 10077 02788065215 S2 P4588067 0001:0001



CALLAS CONTRACTING
 10549 DOWNSVILLE PIKE
 HAGERSTOWN MD 21740-1733

Shipped to:
 10436 GOVENOR LANE
 1-240-818-7012 JIM
 WILLIAMSPORT, MD

CUSTOMER JOB- WILLIAM PS UPGRADE

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered	Date Shipped	Customer PO #	Job Name	Job #	Bill of Lading	Shipped Via	Invoice #
8/08/17	8/29/17	63679	PS UPGRADE	WILLIAM		CARRIERHDSUPPLY	H617765

Product Code	Description	Quantity		B/O	Price	UM	Extended Price
		Ordered	Shipped				
241089F	8 FLG 90 BEND(I) C/L DI C110 BID SEQ# 170	1	1		466.29000	EA	466.29
19214996894	6" FLGXFLG 3'-1-7/8" DIP PRIME BID SEQ# 200	1	1		280.09000	EA	280.09
24AFBNGF08RAS	8X1/8 FLG ACC RR FF 304SS B&N BID SEQ# 410	2	2		45.71000	EA	91.42
2508FF0100	8 FLGXFLG DI PIPE 1'0"	1	1		782.24000	EA	782.24
24108R06F	8X6 FLG CONC REDUCER(I) C/L DI C110	1	1		292.00000	EA	292.00
19214996895	6" FXF 0'-10" LONG PRIMED	1	1		309.00000	EA	309.00
19214996941	6" FXF 2'-4-1/8" LONG PRIMED	1	1		437.00000	EA	437.00
19214996942	8" FXF 4'-11-7/8" LONG PRIMED	1	1		807.00000	EA	807.00
74890560821616	890-56-08216-16 8" HYMAX GRIP COUPLING 8.50-9.40 OD	1	1		440.20000	EA	440.20
24AFBNGF08RAZ	8X1/8 FLG ACC RR FF ZINC B&N&G	6	6		17.69000	EA	106.14

Freight	Delivery	Handling	Restock	Misc.	Subtotal:	4,011.38
					Other:	0.00
					Tax:	240.68
					Invoice Total:	\$4,252.06

Terms: NET 30

Ordered By:

This transaction is governed by and subject to CORE & MAIN's standard terms and conditions, which are incorporated by reference and accepted.
 To review these terms and conditions, please visit: www.waterworks.hdsupply.com/TandC.

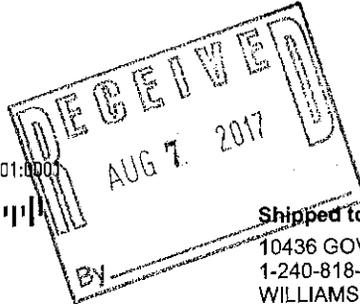
HD SUPPLY WATERWORKS

INVOICE

Invoice # H489750
 Invoice Date 8/02/17
 Account # 153277
 Sales Rep JASON DAILEY
 Phone # 304-263-6986
 Branch # 514 Martinsburg, WV
 Total Amount Due \$1,480.01

1830 Craig Park Court
St. Louis, MO 63146

Remit To:
 HD SUPPLY WATERWORKS, LTD.
 PO BOX 28330
 ST LOUIS, MO 63146



11471 MB 0.423 E0104X I0133 D2714351601 S2 P4509925 0001:0001



CALLAS CONTRACTING
 10549 DOWNSVILLE PIKE
 HAGERSTOWN MD 21740-1733

Shipped to:
 10436 GOVENOR LANE
 1-240-818-7012 JIM
 WILLIAMSPORT, MD

CUSTOMER JOB- WILLIAM PS UPGRADE

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered	Date Shipped	Customer PO #	Job Name	Job #	Bill of Lading	Shipped Via	Invoice #
7/13/17	8/01/17	63679	PS UPGRADE	WILLIAM		CARRIERHDSUPPLY	H489750

Product Code	Description	Quantity		B/O	Price	UM	Extended Price
		Ordered	Shipped				
2406F2106SS304	6 MEGA-FLG 2106 W/SS 304 BOLTS	2	2		191.52000	EA	383.04
2408F2108SS304	8 MEGA-FLG 2108 W/SS 304 BOLTS	1	1		282.12000	EA	282.12
2506FF0100	[REDACTED]	1	1		[REDACTED]		[REDACTED]
24I039F	[REDACTED]	1	1		[REDACTED]		[REDACTED]
2506FP0900	6 FLGXPE DI PIPE 9'0" C/L	1	1		469.58000	EA	469.58

AUG - 9 2017 VDR HD SUPPLY
 Posted _____
 Job/Acct. Wmspt Pump Station
 Job Ec. 16091 D # _____
 CC 1504 Amt. 1480.01
 PM OK Discount _____
 PMT APPVD _____ Mail Date _____
OK Per PO 63679
 PO Exceeded _____

1139.79

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 Local Experience
 Local Service, Nationwide®

Freight Delivery Handling Restock Misc.

Subtotal: [REDACTED]
 Other: 0.00
 Tax: [REDACTED]
 Invoice Total: [REDACTED]

Terms: NET 30

Ordered By:

This transaction is governed by and subject to HD Supply Waterworks' standard terms and conditions, which are incorporated by reference and accepted. To review these terms and conditions, please visit: www.waterworks.hdsupply.com/TandC.

RECEIVED
OCT - 2 2017

Antietam Water Service, Inc.
303 West Wilson Blvd.
Hagerstown, MD 21740

Invoice

Date: 9/21/2017
Invoice #: 24286

Phone # (301) 791-5370
Fax # (301) 733-8330

Bill To	Ship to
Callas Contractors 10549 Downsville Pike Hagerstown, MD 21740 301-739-8400	P. O. #10436 Governor's Lane Blvd.

Terms	Due Date	Rep	Ship Date	
Due on receipt	9/21/2017		9/21/2017	
Item	Quantity	Description	Rate	Amount
Sales-Pool 3000 g... Del 2BP	5	Sales-Pool 3000 gallons	22.00	110.00T
	5	Delivery 3000 gallons 15,000 gallons on 9/12/17	86.68	433.40
Sales-Pool 3000 g... Del 2BP	9	Sales-Pool 3000 gallons	22.00	198.00T
	9	Delivery 3000 gallons 27,000 gallons on 9/19/17	86.68	780.12
Sales-Pool 3000 g... Del 2BP Sales-Pool 2000 g... Del 4AP	5	Sales-Pool 3000 gallons	22.00	110.00T
	5	Delivery 3000 gallons	86.68	433.40
	2	Sales-Pool 2000 gallons	16.00	32.00T
	2	Delivery 2000 gallons 19,000 gallons on 9/20/17	63.04	126.08

OCT - 4 2017 VDR ANT/WAT
 Posted
 Job/Acct. Wmspt Pump Station
 Job Eq 16091 D # _____
 CC 1106 Amt. 2170.00
 PM [Signature] Discount _____
 PMT APPVD [Signature] Mail Date _____
 Per PO 3811
 PO Exceeded _____

Sales Tax (6.0%)	\$27.00
Total	\$2,250.00
Payments/Credits	\$0.00
Balance Due	\$2,250.00
Previous Balance	\$2,170.00

Callas Contractors, Inc.

10549 Downsville Pike
Hagerstown, MD 21740
Ph : (301)739-8400

Letter of Transmittal

To: Mark Bradshaw
Wash Co Div Envir Management
Dept of Engineering Services
16232 Elliott Parkway
Willamsport, MD 21795
Ph: 240-313-2600 Fax: 240-313-2601

Transmittal #: 70
Date: 10/20/2017
Job: 16-091 Wmspt Pump Station Upgrades

Subject: Change Request - COR #003R1: 16-091-003 Pump Control Panel Replacement

- WE ARE SENDING YOU**
- Attached
 - Shop drawings
 - Copy of letter
 - Prints
 - Change order
 - Under separate cover via Email the following items:
 - Plans
 - Specifications
 - Samples
 - Change Request

Document Type	Copies	Date	No.	Description
Change Request	1	10/20/17	COR #003R1	16-091-003 Pump Control Panel Replacement

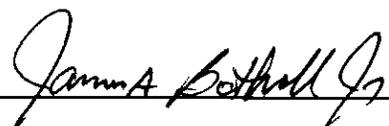
THESE ARE TRANSMITTED as checked below:

- For approval
- For your use
- As requested
- For review and comment
- FOR BIDS DUE
- Approved as submitted
- Approved as noted
- Returned for corrections
- Other
- PRINTS RETURNED AFTER LOAN TO US
- Resubmit ___ copies for approval
- Submit ___ copies for distribution
- Return ___ corrected prints

Remarks:

Copy To: File (Callas Contractors, Inc.), Leather, James (Callas Contractors, Inc.)

From: Bothell, Jr., James A. (Callas Contractors, Inc.)

Signature: 

Callas Contractors, Inc.

10549 Downsville Pike
Hagerstown, MD 21740
Ph : (301)739-8400
Fax: (301) 790-7946

CHANGE REQUEST

TO:
Wash Co Div Envir Management
Dept of Engineering Services
16232 Elliott Parkway
Williamsport, MD 21795
Attn: Mark Bradshaw
Ph: 240-313-2600 Fax: 240-313-2601

DATE: 10/20/17
CCI JOB NO.: 16-091-003
CHANGE ORDER REQUEST NO.: COR #003R1
OWNER APPROVED CO NO.:

PROJECT NAME: Wmspt Pump Station Upgrades (16-091) - Williamsport, MD
ARCHITECT PROJECT NO.:

DESCRIPTION OF WORK: Material, labor and equipment to:

1. Remove the existing Bihlertech Pump Control Panel and install a temporary Pump Control Panel (furnished by WASHCO), as directed by Mark Bradshaw, Washington County Department of Water Quality Control, to facilitate start-up of new pumps and electrical equipment. Test temporary pump control panel and pump operation to ensure safe pump station operation, until a new control panel design is submitted and approved.
2. The county has chosen Allied Control Services, Inc. as a supplier for an approved pump control panel and separate bubbler level control system. The equipment is to be purchase and installed by Antietam Electric. Startup and technical support is being provided by Allied and Antietam.
3. The following cost reflects an extra cost for conduit, wire, fittings, associated material, and labor to perform the extra work.

Terms, Conditions and Exclusions:

1. Quote is good for 30 days
2. Installation would require about 2-3 working days.
3. Material availability is 4-5 weeks.
4. Startup assistance is included
5. Bypass pumping supplied by owner.
6. No programming or software is included. all control panel parts and services are as quoted to the county directly. antietam Electric is ONLY purchasing and installing equipment discussed by ALLIED and Washington county Department of Water Quality employees. Additional charges may be incurred if compnents don't work as anticipated or intended.

CONTRACTOR/ SUPPLIER	COST CODE	MATERIAL	LABOR	EQUIP	SUB- CONTRACT	OTHER
Supervision	01-020		560.00			
Small Tools	01-500	25.00				
Pick-Up Trucks	01-440			160.00		
Electrical - Misc	16-010		400.00			
Electrical - Antietam	16-010				36,380.00	
Labor Burden @	65.00 %		624.00			
Applicable sales tax not included in prices.						
SUBDIRECT COST		25.00	1,584.00	160.00	36,380.00	

ADD-ON	PERCENT	BASE	TOTAL
OH&P SELF	20.00%	1,769.00	353.80
OH & P SUB	5.00%	36,380.00	1,819.00
BOND	1.50%	40,321.80	604.83

Callas Contractors, Inc.

10549 Downsville Pike
Hagerstown, MD 21740
Ph : (301)739-8400
Fax: (301) 790-7946

CHANGE REQUEST

TO:
Wash Co Div Envir Management
Dept of Engineering Services
16232 Elliott Parkway
Williamsport, MD 21795
Attn: Mark Bradshaw
Ph: 240-313-2600 Fax: 240-313-2601

DATE: 10/20/17
CCI JOB NO.: 16-091-003
CHANGE ORDER REQUEST NO.: COR #003R1
OWNER APPROVED CO NO.:

PROJECT NAME: Wmspt Pump Station Upgrades (16-091) - Williamsport, MD
ARCHITECT PROJECT NO.:

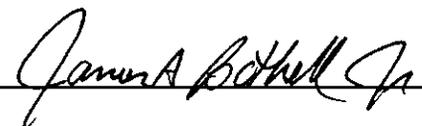
DESCRIPTION OF WORK: Material, labor and equipment to:
1. Remove the existing Bihlertech Pump Control Panel and install a temporary Pump Control Panel (furnished by WASHCO), as directed by Mark Bradshaw, Washington County Department of Water Quality Control, to facilitate start-up of new pumps and electrical equipment. Test temporary pump control panel and pump operation to ensure safe pump station operation, until a new control panel design is submitted and approved.
2. The county has chosen Allied Control Services, Inc. as a supplier for an approved pump control panel and separate bubbler level control system. The equipment is to be purchase and installed by Antietam Electric. Startup and technical support is being provided by Allied and Antietam.
3. The following cost reflects an extra cost for conduit, wire, fittings, associated material, and labor to perform the extra work.

Terms, Conditions and Exclusions:
1. Quote is good for 30 days
2. Installation would require about 2-3 working days.
3. Material availability is 4-5 weeks.
4. Startup assistance is included
5. Bypass pumping supplied by owner.
6. No programming or software is included. all control panel parts and services are as quoted to the county directly. antietam Electric is ONLY purchasing and installing equipment discussed by ALLIED and Washington county Department of Water Quality employees. Additional charges may be incurred if components don't work as anticipated or intended.

CHANGE ORDER SUMMARY Cc: File (Callas Contractors, Inc.), Leather, James (Callas Contractors, Inc.)	TIME EXTENSION: The right is reserved to claim for a time extension later.	TOTAL AMOUNT \$ 40,926.63
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Please sign and return (1) copy to our office. Retain one copy for your files.

ACCEPTED:

BY: _____ BY: 

DATE: _____ DATE: 10/20/2017



P.O. Box 316
 Williamsport, MD 21795
 Phone 301-223-1152
 FAX 301-223-1155
 Email – antietamecc@myactv.net

To:	JR Bothell	# Pages:	2	Date:	10/16/17
Company:	Callas Contractors	Notes EMAILED			
Phone #:	301-739-8400				

RE: Pump Control Panel Replacement - CHANGE ORDER

SCOPE:

1. Remove the existing Bihlertech Pump Control Panel and install a temporary Pump Control Panel (furnished by WASHCO), as directed by Mark Bradshaw, Washington County Department of Water Quality County, to facilitate start-up of new pumps and electrical equipment. Test temporary pump control panel and pump operation to ensure safe pump station operation, until a new control panel design is submitted and approved.
2. The County has chosen Allied Control Services Inc. as a supplier for an approved pump control panel and separate bubbler level control system. The equipment is to be purchased and installed by Antietam Electric. Startup and technical support is being provided by Allied and Antietam.
3. The following cost reflects an extra cost for conduit, wire, fittings, associated material, and labor to perform the extra work.

DESCRIPTION	AMOUNT
TOTAL	\$36,380.00



P.O. Box 316
Williamsport, MD 21795
Phone 301-223-1152
FAX 301-223-1155
Email – antietamec@myactv.net

TERMS, CONDITIONS & EXCLUSIONS:

1. Quote is good for 30 days.
2. Installation would require about 2-3 working days.
3. Material availability is 4-5 weeks.
4. Startup assistance is included.
5. No bypass pumping is included. No temporary electric.
6. No programming or software is included. All control panel parts and services are as quoted to the county directly. Antietam Electric is ONLY purchasing and installing equipment discussed by ALLIED and Washington County Department of Water Quality employees. Additional charges may be incurred if components don't work as anticipated or intended.

If there are any questions concerning this proposal, please call.

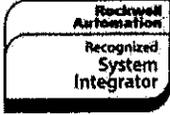
A handwritten signature in black ink, appearing to read 'Celia Palmer', is written over a light blue horizontal line.

Celia Palmer, President



ALLIED CONTROL SERVICES, INC.

611 GARFIELD AVE. • P.O. BOX 234 • WEST POINT, PA 19486
Phone: 215-699-2855
Fax: 215-699-9030



October 4, 2017

To: Washington County Maryland / Division of Environmental Management / Department of Engineering Services
Attention: Mark D. Bradshaw, Deputy Director
Subject: Pump Station Control Panel Replacement

Mark,

Per our discussion and based on the existing pump station documentation provided, we are pleased to submit for your consideration the following quotation. ACS, Inc. will provide the following equipment and services:

Item	Quantity	Description
1	1	NEMA 12 Pump Control Panel with Allen Bradley CompactLogix PLC, Maple Systems10" Operator Interface Terminal, Intrinsically Safe Barriers, Surge Protection, Float Backup Control System, UPS, Cellular Modem, and Accessories. <i>(Please reference ACS, Inc. provided sample drawings for full panel details)</i>
2	Lot	Onsite Startup, Configuration, Testing, and Operator Training
3	1	Self-Contained Automatic Bubbler System (0.0-20.0 Feet) <i>(See attached data sheet for details)</i>
4	1	Operation & Maintenance Manual (Printed & Electronic Versions)

Exclusions

Item	Description
1	Conduit, cable, tubing, wiring, electrical terminations, or installation of any kind are not included
2	Local/State Taxes or any kind are not included

Terms

Item	Description
1	Control Panels & Integration: 1 Week
2	Bubbler System: 4-5 Weeks
3	Freight: West Point, Pennsylvania - Freight Included to Job Site
4	Payment: Net 30 Days from Date of Invoice with Progress Payments Based on Schedule of Values

TOTAL PRICE	\$24,920.00
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Thank you again for the opportunity to provide a quotation for this project. If you have any questions, please give me a call, or email me at mmamzic@alliedcontrol.com

Regards,

Matthew Mamzic
Systems Engineer
O: 215.699.2855
C: 215.520.0042
mmamzic@alliedcontrol.com



Board of County Commissioners of Washington
County, Maryland

Agenda Report Form

Open Session Item

SUBJECT: Youth Meritorious Award Presentation

PRESENTATION DATE: Tuesday, November 14, 2017

PRESENTATION BY: Stephanie Lapole, Grant Management & Board of County Commissioners

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

REPORT-IN-BRIEF: The following individuals have been selected for the Youth Meritorious Award for the month of November. They were selected based on their scholastic achievement, leadership qualities, community service performed or other positive contributions to their school or community.

November 2017 – Taylor Shay – Northern Middle School
Parent(s) – Richard and Fran Shay
Hometown – Hagerstown, MD
Nominated by Heather Williams

November 2017 – Megan Domenico – Smithsburg Middle School
Parent(s) – James and Beth Demenico
Hometown – Hagerstown, MD
Nominated by Jessika Crews

January 2017 – Morgan Demenico – Smithsburg High School
Parent(s) – James and Beth Demenico
Hometown – Hagerstown, MD
Nominated by Jessika Crews

DISCUSSION: N/A

FISCAL IMPACT: N/A

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Student Summaries

AUDIO/VISUAL NEEDS: N/A

Youth Meritorious Award Summary for

Taylor Shay

8th Grade Student

Northern Middle School

Nominated By: Heather Williams

Parent(s) – Richard and Fran Shay

Heather Williams endorsed the following:

Taylor is an outstanding student and leader at her school. She strives for excellent grades and is routinely on the honor roll. Taylor is also an 8th grade mentor to approximately ten 6th grade students. She works with these students with social issues, as well as academic concerns that come along with transitioning to middle school. Taylor is current Ms. Potomac Upstanding Teen and she is running for the title of Ms. Frostburg in February 2018. She does quite a bit of community service and providing information on dyslexia, which she has struggled with in the past. Taylor is a kind and caring young lady who should definitely be considered for this award.

Youth Meritorious Award Summary for

Megan Domenico

8th Grade Student

Smithsburg Middle School

Nominated By: Jessika Crews

Parent(s) – James and Beth Domenico

Jessika Crews endorsed the following:

Megan is an excellent, well rounded candidate for this award. Having known Megan for several years, I have had the privilege of seeing her grow into a wonderful, thoughtful young lady. Megan is an outstanding student and takes her academics very seriously. As a member of the Teen Leadership Council, Megan strives to set a good example for those under her leadership. Megan is also involved with the Yearbook and Art Clubs after school. Aside from an academic star, Megan also excels on the court as a terrific volleyball and basketball player. Megan has been her team's captain for several seasons, and does a great deal to keep her teammates motivated and focused.

Balancing both school and athletics is a true testament to how deserving of this award Megan is. Megan is also a role model to other students as she is a WEB leader and helps extensively with the incoming 6th grade students at school. She also spends much of her free time helping others outside of school by volunteering for many events with the Washington County Recreation Department and Youth Volleyball League. Having two smaller younger siblings, Megan is great with kids and helps with them often at her church. Megan is extensively involved with her church's events such as Vacation Bible School, FCA, Youth Group, Trunk or Treat, Youth Band, and various other things. Giving back to the community is important to Megan because she enjoys helping out at the local REACH shelter and nursing home.

Youth Meritorious Award Summary for

Morgan Domenico

10th Grade Student

Smithsburg High School

Nominated By: Jessika Crews

Parent(s) – James and Beth Domenico

Jessika Crews endorsed the following:

Morgan is an excellent, well rounded candidate for this award. Having known Morgan for several years, I have had the privilege of seeing her grow into a wonderful, thoughtful young lady. Morgan is an outstanding student and takes her academics very seriously. As a member of National Junior Honor Society during her middle school years, Morgan strived to keep her grades at the highest in order to be an inducted member. Aside from an academic star, Morgan also excels on the court as a terrific volleyball, basketball, and softball player. Balancing both school and athletics is a true testament to how deserving of this award Morgan is. Morgan is also a role model to other students as she was a WEB leader as part of her middle school years and helped extensively with the incoming 6th grade students at school. She also spends much of her free time helping others outside of school by volunteering for many events with the Washington County Recreation Department and Youth Volleyball League. Having two smaller younger siblings, Morgan is great with kids and helps with them often at her church. Morgan is extensively involved with her church's events such as Vacation Bible School, FCA, Young Life, Trunk or Treat, Youth Band, and various other things. Giving back to the community is important to Morgan because she enjoys helping out at the local REACH shelter and nursing home.



Open Session Item

SUBJECT: Conveyance of Real Property to Carmel Enterprises, LLC

PRESENTATION DATE: November 14, 2017

PRESENTATION BY: Susan Small, Real Property Administrator, Division of Engineering

RECOMMENDED MOTION: Move to adopt the Ordinance declaring 4,815 square feet, more or less, situate in Election District No. 25, Washington County, Maryland, along the northwesterly and northeasterly sides of North Jonathan Street in the City of Hagerstown, Maryland, (the "Property"), as surplus property and to approve the conveyance of the same and authorize the execution of necessary documentation to finalize the conveyance.

REPORT-IN-BRIEF: The County's intent to convey the Property was duly advertised on October 24, 31, and November 7, 2017.

DISCUSSION: It has been determined by the County that the Property is not needed for public use and is being conveyed in exchange for a parcel of land from Carmel Enterprises, LLC, in equal size, which is contiguous with the County-owned parcel and which is needed for a proposed new parking lot for the County.

FISCAL IMPACT: No fiscal impact.

CONCURRENCES: Director of Engineering

ALTERNATIVES: N/A

ATTACHMENTS: Proposed Ordinance

ORDINANCE NO. ORD-2017-_____

**AN ORDINANCE TO DECLARE CERTAIN REAL PROPERTY
AS SURPLUS PROPERTY AND TO APPROVE THE CONVEYANCE OF SAID
REAL PROPERTY**

BE IT ORDAINED by the County Commissioners of Washington County, Maryland (the "County"), as follows:

1. It is hereby established and declared that the real property described on Exhibit A (the "Property") is no longer needed for a public purpose or a public use.

2. The County believes that it is in the best interest of the citizens of Washington County to convey the Property and Notice of Intention of Washington County To Convey was duly advertised pursuant to Section 1-301, Code of the Public Local Laws of Washington County, Maryland, in *The Herald-Mail*, a daily newspaper of general circulation, on October 24, 31 and November 7, 2017.

3. The President of the Board of County Commissioners of Washington County, Maryland, and the County Clerk be, and they hereby are, authorized and directed to execute and attest, respectively, for and on behalf of the County, a deed conveying the Property to Carmel Enterprises, LLC, for no monetary consideration.

ADOPTED this ____ day of _____, 2017.

ATTEST:

BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND

Vicki C. Lumm, Clerk

BY: _____
Terry L. Baker, President

Approved as to form
and legal sufficiency:

John M. Martirano
County Attorney

EXHIBIT A

All that parcel of land situate in Election District No. 25 of Washington County, Maryland, situate in the City of Hagerstown along the southwesterly side of West Franklin Street between North Jonathan Street and North Prospect Street (formerly North Walnut Street) more particularly described as follows:

Beginning for the outline hereof at a Magnetic Nail previously set in asphalt, at or near the northwesterly corner of an existing concrete block building known as 49 Jonathan Street for the end of the first (1st) or North 31 degrees 55 minutes 01 second East 73.60 foot line of Parcel No. 1 in a deed from Mohammed Azadi, a/k/a Morris Azadi, and Ash Azadi to the Board of County Commissioners of Washington County, Maryland, dated April 14, 2016 and recorded among the Land Records of Washington County, Maryland, in Liber 5204, folio 77 (the "Grantor's deed"); thence running with the southwesterly right-of-way line of West Franklin Street on a bearing to agree with Maryland Grid (NAD 83/91)

1. South 31 degrees 55 minutes 01 second East 58.73 feet to a point; thence by a new Right of Way line
2. South 58 degrees 04 minutes 59 seconds West 82.05 feet to a point second (2nd) or North 31 degrees 55 minutes 01 second East 73.60 foot line in the Grantor's deed; thence with a portion of said line
3. North 31 degrees 55 minutes 01 second East 58.73 feet to a point; thence with the third (3rd) line for Parcel No. 2 and the fourth (4th) line for Parcel No. 1
4. South 58 degrees 04 minutes 59 seconds West 82.05 feet to the point of beginning, containing an area of 4,815 square feet or 0.1105 acres of land, more or less.

Being a portion of the parcel of land, together with the improvements thereon, conveyed by Mohammed Azadi, a/k/a Morris Azadi, and Ash Azadi unto the Grantor herein by deed dated April 14, 2016 and recorded among the Land Records of Washington County, Maryland, in Liber 5204, folio 77.



Agenda Report Form

Open Session Item

SUBJECT: Economic Development Commission

PRESENTATION DATE: Tuesday, November 14, 2017

PRESENTATION BY: Robert Slocum, County Administrator

RECOMMENDED MOTION: Move to include business expense account for the Economic Development Commission Board, with the exception of ex-officio members

REPORT-IN-BRIEF: The Economic Development Commission (EDC) is made up of a total of 12 representatives, which include 6 representatives on the executive Board. Boards with pay include the Election Board, The Planning Commission, The Zoning Appeals Board, the Electrical Board and the Plumbing Board. The Women's Board is provided a spending account.

DISCUSSION: The EDC is charged with the following Strategic Priorities aligned with the Washington Count Division of Business development:

- Assist with the retention and growth of existing businesses
- Attract new businesses to Washington County emphasizing targeted industries
- Facilitate workforce development for existing and target businesses
- Identify and prioritize economic development infrastructure needs and opportunities
- Support continued cooperation within the public and private sectors toward achieving economic development objectives

To successfully accomplish the mission, the EDC members must remain current on various industry topics and networking. This proposal will allow each member an annual spending account on a reimbursement basis for eligible expenses. Eligible expenses will include meals, travel, conferences, and seminars which benefit the County in economic development. Expense approval will be determined by the executive board.

FISCAL IMPACT: To establish an account of \$500 for each of the 6 Executive Board Members (\$3,000) and \$250 for each of the 6 Board members (\$1,500) for a total cost of \$4,500.00 .

CONCURRENCES:

ALTERNATIVES: Alternatives include to do nothing, change the recommended amounts

ATTACHMENTS:

AUDIO/VISUAL TO BE USED: N/A

	DBD Annual Budget	Travel, meals, hotel, parking	Conferences, seminars	Business entertainment	Advertising
Total	\$ 194,800.00	\$ 35,600.00	\$ 7,650.00	\$ 8,600.00	\$ 62,150.00
Anticipated Expense & paid	\$ 115,000.00	\$ 11,500.00	\$ 5,570.00	\$ 7,760.00	\$ 18,613.00
Balance	\$ 79,800.00	\$ 24,100.00	\$ 2,080.00	\$ 840.00	\$ 43,537.00

Large expenses to date

Agricultural App	\$ 4,000.00
Economic Dev Week activities	\$ 5,000.00
Advertising	\$ 18,613.00
Salesforce	\$ 7,500.00
Research database service	\$ 7,000.00
SBDC	\$ 25,000.00
Web hosting service	\$ 4,900.00
Dues, subscriptions	\$ 7,300.00
Business entertainment	\$ 7,760.00

NOTES

Additional advertising expenses are planned to develop advanced manufacturing marketing strategy to include print, apps, videos, etc.

Typical year end DBD balance is few thousand dollars or less



Agenda Report Form

Open Session Item

SUBJECT: Progress upon Legal Recommendations

PRESENTATION DATE: Tuesday, November 14, 2017

PRESENTATION BY: Robert Slocum, County Administrator

RECOMMENDED MOTION: N/A

REPORT-IN-BRIEF: On October 3, 2017, the BOCC received and approved legal recommendations to improve various County duties and obligations to Citizens and Staff.

The appropriate staff has been assigned to each action. The recommendations, approved actions, and a status update upon each action are attached.

DISCUSSION: Policy updates formally presented to the BOCC on October 31, 2017, and November 7, 2017 are currently under review. The policy updates are closely related to some of the legal recommendations. Staff will address all policy update comments received from the BOCC and present the policy updates again on November 28, 2017.

FISCAL IMPACT: The appropriate and timely execution of duties and obligations, with the policies and actions above, will provide clear and consistent guidance to staff, thereby providing the best possible work environment, saving County resources and improving efficiency.

CONCURRENCES: County Attorney

ALTERNATIVES: Alternatives include to do nothing or otherwise change the current direction

ATTACHMENTS: Legal Recommendation Summaries with current status

AUDIO/VISUAL TO BE USED: N/A

Complaint Related Legal Recommendations

Recommendation 1: “The County should enforce its procedure for confidentiality receiving, investigating, and resolving employee complaints.”

Action: A review of and recommendation upon Health and Human Services will be brought before the BOCC. The reorganization will identify the position responsible for receiving, processing, and tracking complaints with both urgency and confidentiality.

Status: Organization and reporting recommendations formally presented to the BOCC November 14, 2017

Recommendation 2: “All County Employees and Commissioners should be reminded that rumor spreading and the unauthorized disclosure of confidential information will not be tolerated.”

Action: A policy regarding confidentiality, now in draft form, will be presented to the BOCC in October with other new and updated policies.

Status: Policy recommendations formally presented October 31, 2017 are now under review by the BOCC

Recommendation 3: “The County’s overbroad harassment policy should be revised to comport with the legal definition of Sex Harassment and provide greater clarity on appropriate workplace conduct.”

Action: The harassment policy will be revised to better identify unprofessional and inappropriate behavior. The revision will be presented to the BOCC in October with other new and updated policies.

Status: Policy recommendations formally presented October 31, 2017 are now under review by the BOCC

Recommendation 4: “All Commissioners and County employees should receive training on the County’s revised harassment policy and whistleblower policy and should acknowledge their review of the County Handbook.”

Action: A review of and recommendation upon Health and Human Services will be brought before the BOCC. The reorganization will identify the position responsible to plan, schedule, and document all training; health, safety, harassment and other.

Status: Organization and reporting recommendations formally presented to the BOCC November 14, 2017

Recommendation 5: “LeRoy Myers, the other Commissioners, and County directors and officers should receive management training on workplace expectations and protocols to promote increased workplace productivity and professionalism.”

Action: LeRoy Myers, all Commissioners and Senior Staff will be scheduled to receive training to improve workplace productivity and professionalism. New and innovative methods will be recommended to the BOCC to incent workplace productivity.

Status: Health and Human Services has been assigned to address training under the recommended new organization and assignment of duties. Current policies are recommended for adoption prior to initiating training.

Confidentiality Legal Recommendations

Recommendation 1: “Washington County should update the Telecommunications Policy.”

Action: The Telecommunications Policy will be reviewed and presented to the BOCC in October with other new and updated policies.

Status: Policy recommendations formally presented October 31, 2017 are now under review by the BOCC

Recommendation 2: “Washington County should update and enforce the current Ethics Policy.”

Action: The Ethics Policy will be reviewed in light of similar policies for other jurisdictions and the State.

Status: The County Attorney’s Office has initiated the Action approved by the BOCC

Recommendation 3: “Washington County should ban the use of “ported” communications to private email addresses.”

Action: The appropriate staff in the County will be consulted in light of this recommendation.

Status: Information Systems has modified ported accounts to retain a copy of messages for County records

Recommendation 4: Washington County should plan Commissioner meeting schedules to extend meeting time and on-site presence.”

Action: Meeting Schedules will continue to include evening meetings with all municipalities and Maugansville as well as work sessions and visits to companies, agencies, and events.

Status: The BOCC meeting schedule for the next six months, January through June will be posted in November

Recommendation 5: “Washington County should prohibit the use of private cell phones in closed session.”

Action: A policy will be drafted to address this recommendation. The policy will be presented to the BOCC in October with other new and updated policies.

Status: Policy recommendations formally presented October 31, 2017 are now under review by the BOCC

Recommendation 6: Washington County should implement a media relations policy in order to streamline media queries from reporters and reduce competitive outreach to media members.”

Action: The policy pertaining to media contact will be reviewed in light of this recommendation.

Status: The Media policy recommendation will be assigned to the Vacant Director of Public Relations and Marketing; now advertised.