



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

**September 9, 2025**

### **OPEN SESSION AGENDA**

- 10:00 AM    INVOCATION AND PLEDGE OF ALLEGIANCE  
                 CALL TO ORDER, *President John F. Barr*  
                 APPROVAL OF MINUTES: *July 29, 2024*
- 10:05 AM    COMMISSIONERS' REPORTS AND COMMENTS
- 10:20 AM    STAFF COMMENTS
- 10:25 AM    1. PROCLAMATION FOR WASHINGTON GOES PURPLE  
                 *Board of County Commissioners to Cassandra Hershberger, Chair, Washington Goes Purple*

#### ***Convene as the Board of Health***

- 10:30 AM    2. TRUE YOU MARYLAND – GIRLS, INC. OF WASHINGTON COUNTY  
                 *Earl Stoner, Health Officer, Washington County Health Department*
3. PERSONAL RESPONSIBILITY EDUCATION PROGRAM (PREP) – GIRLS, INC.  
                 *Earl Stoner, Health Officer, Washington County Health Department*
4. SEXUAL RISK AVOIDANCE EDUCATION (SRAE) – GIRLS, INC. OF WASHINGTON COUNTY  
                 *Earl Stoner, Health Officer, Washington County Health Department*

#### ***Reconvene as the Board of County Commissioners of Washington County***

- 10:40 AM    5. CONSTRUCTION BID AWARD – CONCRETE FOUNDATION FOR THE FIRE TRAINING BURN BUILDING  
                 *Scott Hobbs, Director, Engineering*
- 10:45 AM    6. COMMUNITY RESCUE SERVICE SUB-STATION REQUEST/FUNDING  
                 *R. David Hays, Director, Emergency Services; Robert Buck, Chief, Community Rescue Service; James Sprecher, Jr., President, Washington County Volunteer Fire and Rescue Association*

- 10:50 AM      7. RESCIND BID AWARD (PUR-1736) – GROUNDS MAINTENANCE CHEMICALS FOR VARIOUS COUNTY DEPARTMENTS  
*Carin Bakner, Buyer, Purchasing; George Sweitzer, Superintendent, Black Rock Golf Course*
8. BID AWARD (PUR-1736) – GROUNDS MAINTENANCE CHEMICALS FOR VARIOUS COUNTY DEPARTMENTS  
*Carin Bakner, Buyer, Purchasing; George Sweitzer, Superintendent, Black Rock Golf Course*
9. INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-25-0208) ONE (1) SCHWARZE A8TE STREET SWEEPER FOR THE DEPARTMENT OF STORMWATER AND WATERSHED SERVICES  
*Carin Bakner, Buyer, Purchasing; Alex Reed, Watershed Specialist, Stormwater Watershed Services*
10. BID AWARD (PUR-1737) FIRE SERVICE TESTING/INSPECTION OF HOSE, PUMPS, LADDERS AND AERIAL DEVICES  
*Carin Bakner, Buyer, Purchasing; Eric Jacobs, Assistant Director-Operations, Emergency Services*
11. CONTRACT AWARD (PUR-1766) - BULK DELIVERY OF ROAD SALT  
*Carin Bakner, Buyer, Purchasing; Zane Rowe, Deputy Director, Highways Department*
- 11:05 AM      12. SOLE SOURCE AWARD (PUR-1770) – ANNUAL SUPPORT MAINTENANCE FOR ALL PRIORITY DISPATCH PROGRAMS FOR THE DEPARTMENT OF EMERGENCY COMMUNICATIONS  
*Brandi Kentner, Director, Purchasing; Alan Matheny, Director, Emergency Management and Communications*
13. INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-25-0205) – PURCHASE ONE (1) NEW T770 T4 BOBCAT TRACK LOADER FOR THE HAGERSTOWN REGIONAL AIRPORT  
*Brandi Kentner, Director, Purchasing; Neil Doran, Director, Hagerstown Regional Airport*
14. INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-25-0206) ONE (1) NEW 2026 FORD SUPER DUTY F-350 SRW CREW CAB 4X4 TRUCK WITH KNAPHEIDE SNOW REMOVAL PACKAGE FOR THE WASHINGTON COUNTY TRANSIT DEPARTMENT  
*Brandi Kentner, Director, Purchasing; Shawn Harbaugh, Director, Transit*

- 11:10 AM      15. INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-25-0207)  
FUEL MANAGEMENT SYSTEM – WASHINGTON COUNTY HIGHWAY  
DEPARTMENT  
*Brandi Kentner, Director, Purchasing; Zane Rowe Deputy Director, Highways  
Department*
16. INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-25-0198)  
LASERFICHE RENEWAL AGREEMENT FOR INFORMATION TECHNOLOGY  
*Brandi Kentner, Director, Purchasing; Joshua O'Neal, Chief Technical Officer,  
Information Technology*
17. SOLE SOURCE PROCUREMENT AWARD (PUR-1762) FOR HEALTHY  
FAMILIES HOME VISITING SERVICES  
*Brandi Kentner, Director, Purchasing; Richard Lesh, Grant Manager, Grant  
Management*
- 11:20 AM      18. FY26 CAPITAL BUDGET ADJUSTMENT - ARPA  
*Kelcee Mace, Chief Financial Officer*
19. FY26 CAPITAL BUDGET ADJUSTMENT – WATER FUND  
*Kelcee Mace, Chief Financial Officer*
- 11:25 AM      20. FY25 EXCESS OF REVENUES  
*Kelcee Mace, Chief Financial Officer*
- 11:40 AM      21. AMENDMENT OF JOB CREATION AND CAPITAL INVESTMENT REAL  
PROPERTY (JCRP) TAX CREDIT PROGRAM  
*Rosalinda Pascual, Deputy County Attorney; Linda Spence, Financial Programs  
Administrator, Business and Economic Development*
22. REPEALING OF PAD-READY SITE STIMULUS PROGRAM AND THE NEW  
JOBS TAX CREDIT PROGRAM  
*Rosalinda Pascual, Deputy County Attorney; Linda Spence, Financial Programs  
Administrator, Business and Economic Development*
- 11:50 AM      23. RECLASSIFICATION OF DEPUTY POSITION TO SERGEANT POSITION  
*Chip Rose, Director, Human Resources; Major Joel Footen, Washington County  
Sheriff's Office*
24. ASSISTANT MAINTENANCE SUPERVISOR OFFER, WILLIAM BLAIR  
*Chip Rose, Director, Human Resources; Mark Bradshaw, Director, Environmental  
Management*

11:55 AM 25. RECLASSIFICATION OF PERMIT SYSTEMS SPECIALIST (GRADE 11) AS PERMIT OPERATIONS MANAGER (GRADE 13)  
*Greg Cartrette, Director/Code Official, Permits & Inspections; Beck Gandy, Chief of Permitting, Permits & Inspections; Chip Rose, Director, Human Resources*

12:00 PM 26. AGRICULTURE – FACES OF FARMING PRESENTATION  
*Kelsey Keadle, Business Specialist – Agriculture, Business and Economic Development*

12:05 PM 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 (1). Personnel matters are confidential, precluding discussion in open session.*

- *Hiring Recommendation for open County position*
- *Hiring Recommendation for open County position*
- *Discussion of appointment to County Ethics Commission*

*To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State. Open session discussion would deter business from active engagement in discussion and sharing of proprietary information(4).*

- *Discussion of application for extension of foreign trade zone.*

*To consult with counsel to obtain legal advice on a legal matter (7). Open session discussion would breach attorney/client privilege.*

- *Status update and legal advice from County Attorney on County-involved legal matter*
- *Legal advice pertaining to interpretation of Code of Public Local Laws*
- *Legal advice pertaining to Bylaws of County Board*
- *Legal advice pertaining to contract interpretation.*

*To discuss public security. Public Body has determined open session discussion would constitute risk to public safety. (10)*

- *Discussion of development of fire and rescue services.)*

2:00 PM RECONVENE IN OPEN SESSION

ADJOURNMENT

***Citizens' comments regarding the items on this Agenda or any other item of County business may be directed to: [contactcommissioners@washco-md.net](mailto:contactcommissioners@washco-md.net).***

***You may also contact each Commissioner individually at:***

***John F. Barr, President: [jbarr@washco-md.net](mailto:jbarr@washco-md.net) or (240) 313-2205;***

***Jeffrey A. Cline, Vice President: [jcline@washco-md.net](mailto:jcline@washco-md.net) or (240) 313-2208;***

***Derek Harvey, Commissioner: [dharvey@washco-md.net](mailto:dh Harvey@washco-md.net) or (240) 313-2206;***

***Randal A. Leatherman, Commissioner: [rleatherman@washco-md.net](mailto:rleatherman@washco-md.net) or (240) 313-2209;***

***Randall E. Wagner, Commissioner: [rwagner@washco-md.net](mailto:rwagner@washco-md.net) or (240) 313-2207.***

***Additionally, you may contact Michelle Gordon, County Administrator at [mgordon@washco-md.net](mailto:mgordon@washco-md.net) or (240) 313-2202.***



## Agenda Report Form

### Open Session Item

**SUBJECT:** Proclamation for Washington Goes Purple

**PRESENTATION DATE:** September 9, 2025

**PRESENTATION BY:** Board of County Commissioners to Cassandra Hershberger, Chair, Washington Goes Purple

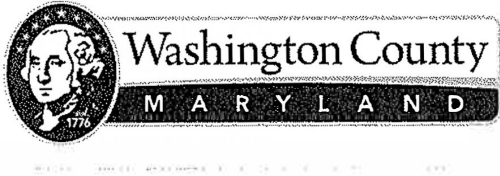
**REPORT-IN-BRIEF:** Proclamation Presentation

**WHEREAS,** National Recovery Month is a national observance held every September to promote and support treatment and recovery practices, the recovery community, the dedication of service providers and to increase public awareness surrounding mental health and addiction recovery, and;

**WHEREAS,** *Washington Goes Purple* is a local movement to bring awareness to this overwhelming epidemic in our community that has resulted in a coalition of professionals and volunteers focused on spreading awareness of the danger of misusing prescription pain medication and opioid drugs, and;

**WHEREAS,** preventing and overcoming mental and substance abuse disorder is essential to achieving healthy lifestyles, both physically and emotionally, and National Recovery Month continues to educate others about substance use disorders, the effectiveness of treatment and recovery services, and that recovery is possible.

**NOW THEREFORE,** we, the Board of County Commissioners of Washington County, Maryland, do hereby proclaim, September 2025 as “Washington Goes Purple – National Recovery Month” and urge all citizens to participate in this observance by lighting up the night with purple, the color of recovery, and to spread information on the dangers of opioids and other drugs in our community.



Board of County Commissioners of Washington County, Maryland

## Agenda Report Form

### Open Session Item

**NOTE:** The Board will need to convene as the *Board of Health* when considering this request.

**From:** Michelle Hutchinson, Purchasing-Washington County Health Dept.

**SUBJECT:** True You Maryland – Girls, Inc. Of Washington County

**PRESENTATION DATE:** September 9<sup>th</sup>, 2025

**PRESENTATION BY:** Earl Stoner, Health Officer

**RECOMMENDED MOTION:** The health department is recommending that the *Board of Health* approve the contract to Girls, Inc of Washington County in the amount of \$152,180.00 for funding legislated for the True You Maryland Adolescent Health Program. Girls Inc. of Washington County were the sole bid provided on RFP 2024-03. Girls Inc. of Washington County work closely with the Washington County Public Schools (WCPS) targeting the high schools. Contract period of July 1<sup>st</sup>, 2025, through June 30<sup>th</sup>, 2026.

**REPORT-IN-BRIEF:** True You Maryland is community-based program “Seventeen Days and Project AIM” along with the 3Ps curriculum and community intervention that is projecting to reach 150 individuals. WCHD staff will be involved in conducting observations of classes and intervention with the WCPS health teacher and community events. There will be entry and exit surveys provided for the students to complete when entering the program that Girls Inc will collect, monitor and report back to Washington County Health Department contract monitor, Danielle Stahl.

### DISCUSSION:

**FISCAL IMPACT:** 100% of the funding for this contract is provided through the Maryland Department of Health Administration. No additional funding is being requested.

### CONCURRENCES:

**ATTACHMENTS:** Contract

STATE OF MARYLAND  
MARYLAND DEPARTMENT OF HEALTH  
FY26 F566N-0802  
Girls Incorporated of Washington County

THIS CONTRACT (the "Contract"), is made as of the 15th day of August, 20 25 By and between the STATE OF MARYLAND, acting through the MARYLAND DEPARTMENT OF HEALTH, Washington County Health Department ("Department"), and

Girls Incorporated of Washington

("Contractor") whose principal office in Maryland is  
626 Washington Ave., Hagerstown, MD 21740

and whose principal business address is

Same

The parties agree as follows:

1. **Scope of Contract.**

- (a) The Contractor shall provide the following goods or services:

As stated in Maryland Optimal Adolescent Health Program/True You RFP 2024-03 with the option to renew the contract with the vendor for four (4) consecutive 1-year renewals if grant funding is available from the State. The RFP will be used as the basis of award for this grant for FY2024-FY2028. Funding for years FY2025-FY2028 is contingent of grant awards to the Washington County Health Department and is NOT guaranteed. Option year #2 will be FY26 (July 01, 2025 - June 30th, 2026).

The scope of work or solicitation dated N/A is attached and incorporated by reference as Exhibit A. The Contractor's bid or proposal dated N/A is attached and incorporated by references as Exhibit N/A. If there is any conflict between this Contract and any exhibits incorporated by reference, the terms of this contract shall govern. If there is any conflict among the Exhibits, the following order of precedence shall determine the prevailing provision: Exhibit A – the scope of work or solicitation and Exhibit B – the Contractor's bid or proposal.

- (b) **Changes.** This Contract may be amended only with the written consent of both parties. Amendments may not significantly change the scope of the Contract (including the Contract price).

2. **Term of Contract.** The term of this Contract shall be for the period of July 1st, 20 25 through June 30th, 20 26.

3. **Compensation and Method of Payment.**

- (a) **Compensation.** The total compensation for services to be rendered by the Contractor shall **not exceed \$152,180.00**. Invoices with supporting documentation are to be submitted to [wchd.invoice@maryland.gov](mailto:wchd.invoice@maryland.gov) and copy the contract monitor. Refer to Section 3 (d) for invoicing requirements.

- (b) **Method of Payment.** The Department shall pay the Contractor no later than thirty (30) days after services are rendered and the Department receives a proper invoice from the Contractor. Charges for late payment of invoices, other than as prescribed by Title 15, Subtitle 1, State Finance and Procurement Article, Maryland Code, are prohibited.

- (c) **Tax Identification Number.** The Contractor's Federal Tax Identification Number is 23-7052207. The Contractor's Social Security Number is \_\_\_\_\_ (Individual Contractor Only). Contractor's Federal Tax Identification Number (or Social Security Number - Individual Contractor Only) shall appear on all invoices submitted by the Contractor to the Department for payment.

- (d) **Invoicing.** All invoices for services shall be signed by the Contractor and submitted to [wchd.invoice@maryland.gov](mailto:wchd.invoice@maryland.gov). All invoices shall be submitted along with any supporting documentation to prove the expenses were incurred by the contractor. All invoices shall include the following information:

- Contractor name.
- Remittance address.
- Federal taxpayer identification number.
- Invoice period.
- Invoice date.
- Invoice number.
- Goods or services provided; and
- Amount due.

Invoices submitted without the required information and inclusive of the supportive documentation cannot be processed for payment until the Contractor provides the required information.

#### Supporting Documentation Requirements

The Washington County Health Department is required to ensure that all expenses disbursed under grant programs are made within the scope of the Condition of Awards and only appropriate expenses are reimbursed under the grant. As such, supporting documentation is required to support expenses invoiced under this contract.

- For reimbursement of salaries and related personnel costs, copies of payroll reports or other proof of payments/costs must be submitted along with the invoice. Reports must detail amounts paid to or on behalf of (salary and fringe costs) individual employees.
- For equipment purchases that are approved under the grant award, originals or copies of receipts for the equipment must be submitted along with the invoice.
- For any sub-contracted services allowable under the grant award, copies of invoices from the sub-contractors must be submitted along with the invoice. Sub-contracted services must be pre-approved by the Contract Monitor. Supportive documentation proving the costs and expenses of the sub-contractor will also need to be provided.
- For any supplies, utility costs, fuel purchases, or other expenses allowable for reimbursement under the grant award, copies of receipts or invoices must be submitted along with the invoice.

#### Onsite Visit/Audit

For service contracts, the Washington County Health Department will perform one or more onsite visits to ensure that services provided by the contractor are consistent with this contract and any applicable conditions of award. This site visit may include a financial review to audit the accuracy of invoices and billed expenses. If a visit is made to ensure that the service is being performed at a specific time, it may be unannounced.

4. **Procurement Officer.** The Department designates Michelle Hutchinson to serve as Procurement Officer for this Contract. All contact between the Department and the Contractor regarding all matters relative to this Contract shall be coordinated through the Procurement Officer.
5. **Disputes.** Disputes arising under this Contract shall be governed by State Finance and Procurement Article, Title 15, Subtitle 2, Part III, Annotated Code of Maryland, and by COMAR 21.10 Administrative and Civil Remedies. Pending resolution of a dispute, the Contractor shall continue to perform this Contract, as directed by the Procurement Officer.
6. **Termination for Convenience.** The State may terminate this Contract, in whole or in part, without showing cause upon prior written notification to the Contractor specifying the extent and the effective date of the termination. The State will pay all reasonable costs associated with this Contract that the Contractor has incurred up to the date of termination, and all reasonable costs associated with termination of the Contract. However, the Contractor may not be reimbursed for any anticipatory profits which have not been earned up to the date of termination. Termination here under, including the determination of the rights and obligations of the parties, shall be governed by the provisions of COMAR 21.07.01.12(A)(2).
7. **Termination for Default.** If the Contractor does not fulfill obligations under this Contract or violates any provision of this Contract, the Department may terminate the Contract by giving the Contractor written notice of termination. Termination under this paragraph does not relieve the Contractor from liability for any damage caused to the State. Termination hereunder, including the rights and obligations of the parties, shall be governed by the provisions of COMAR 21.07.01.11B.
8. **Termination for non-appropriation.** If funds are not appropriated or otherwise made available to support continuation in any fiscal year succeeding the first fiscal year, this Contract shall be terminated automatically as of

the beginning of the fiscal year for which funds are not available. The Contractor may not recover anticipatory profits or costs incurred after termination.

9. **Non-Discrimination in Employment.** The Contractor shall comply with the nondiscrimination provisions of federal and Maryland law, including, but not limited to, the employment provisions of §13-219 of the State Finance and Procurement Article, Maryland Code and Code of Maryland Regulations 21.07.01.08, and the commercial nondiscrimination provisions of Title 19, Subtitle 1, State Finance and Procurement Article, Maryland Code.
10. **Maryland Law Prevails.** The laws of Maryland shall govern the interpretation and enforcement of this Contract. The Maryland Uniform Computer Information Transactions Act (Commercial Law Article, Title 22 of the Annotated Code of Maryland) does not apply to this Contract or any software license acquired hereunder.
11. **Anti-Bribery.** The Contractor certifies that, to the Contractor's best knowledge, neither the Contractor; nor (if the Contractor is a corporation or partnership) any of its officers, directors, partners, or controlling stockholders; nor any employee of the Contractor who is directly involved in the business's contracting activities, has been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or of the United States.
12. **Contract Monitor- Contract Monitor is Cameron Dennison ([Cameron.dennison@maryland.gov](mailto:Cameron.dennison@maryland.gov)) Coordinator of Special Programs I.**

## Exhibit A

Implementation is dependent on grant and state level changes that may alter curricula, facilitation, or performance expectations.

### Girls Inc will:

- if directed, implement True You Maryland/MOAHP programming in a minimum of 4 Washington County Public Schools (WCPS) high schools.
- if required, distribute the entry and exit surveys to any students participating in the 3Ps curriculum
- Implement community-based programming, not limited to Seventeen Days and Project AIM to reach 150 individuals
- report performance measures to Washington County Health Department (WCHD) quarterly for students participating in the 3Ps curriculum or any community-based intervention
- allow WCHD staff to conduct observations of class sessions where the 3Ps curriculum or community intervention is used
- provide WCHD with copies of program curriculum and materials
- Provide WCHD with a calendar of classes and interventions and WCPS health teacher and outside community partner contact information. Any updates to calendars need to be submitted as changes occur.
- participate in Youth Advisory Board (YAB) planning and activities and attending all YAB partner and youth meetings
- attend systems team meetings
- submit monthly invoices along with supporting documentation as directed at 3 (a) Compensation and Method of Payment.

### WCHD will:

- Oversee YAB planning, meetings and activities.
- attend systems team meetings.
- collect performance measures quarterly.
- submit reports to Maryland Department of Health.
- work with WCPS and Girls Inc to ensure all grant requirements are met.

IN WITNESS THEREOF, the parties have executed this Contract as of the date hereinabove set forth.

**CONTRACTOR**  
**Girls Incorporated of Washington County**

**STATE OF MARYLAND**  
**MARYLAND DEPARTMENT OF HEALTH**  
**WASHINGTON COUNTY HEALTH DEPARTMENT**

By: \_\_\_\_\_ (Seal)

By: \_\_\_\_\_

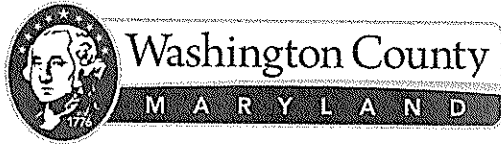
Maureen Grove, Executive Director  
(Printed Name and Title)

Earl Stoner, Health Officer  
(Printed Name and Title)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Attachment: Exhibit A - Scope of Work



Board of County Commissioners of Washington County, Maryland

## Agenda Report Form

### Open Session Item

**NOTE:** The Board will need to convene as the *Board of Health* when considering this request.

**From:** Michelle Hutchinson, Purchasing-Washington County Health Dept.

**SUBJECT:** Personal Responsibility Education Program (PREP) – Girls, Inc. of Washington County

**PRESENTATION DATE:** September 9<sup>th</sup>, 2025

**PRESENTATION BY:** Earl Stoner, Health Officer

**RECOMMENDED MOTION:** The health department is recommending that the *Board of Health* approve the contract to Girls, Inc of Washington County in the amount of \$51,264.00 for funding legislated for the Personal Responsibility Education Program (PREP) Health Program. Girls Inc. of Washington County were the sole bid provided on RFP 2024-01. Girls Inc. of Washington County work closely with the Washington County Public Schools (WCPS) targeting the high schools. Contract period of July 1<sup>st</sup>, 2025, through June 30<sup>th</sup>, 2026.

**REPORT-IN-BRIEF:** Personal Responsibility Education Program (PREP) is scheduled and implemented the comprehensive sexual education “Sex Has Consequences” curriculum with 9<sup>th</sup> graders in at eight (8) Washington County Public High Schools. Washington County Health Department (WCHD) staff will be involved in conducting observations of classes and intervention with the WCPS health teacher and community events. There will be entry and exit surveys provided for the students to complete when entering the program that Girls Inc will collect, monitor and report back to Washington County Health Department contract monitor, Amie Muraski.

### DISCUSSION:

**FISCAL IMPACT:** 100% of the funding for this contract is provided through the Maryland Department of Health Administration. No additional funding is being requested.

### CONCURRENCES:

**ATTACHMENTS:** Contract

STATE OF MARYLAND  
MARYLAND DEPARTMENT OF HEALTH  
FY26 F602 A/B-0802 PREP  
Girls, Incorporated of Washington County

THIS CONTRACT (the "Contract"), is made as of the 18th day of August, 20 25 by and between the STATE OF MARYLAND, acting through the MARYLAND DEPARTMENT OF HEALTH, Washington County Health Department ("Department"), and

Girls Incorporated of Washington County  
("Contractor") whose principal office in Maryland is  
626 Washington Ave., Hagerstown, MD 21742  
and whose principal business address is  
Same

The parties agree as follows:

1. **Scope of Contract.**

(a) The Contractor shall provide the following goods or services:  
As stated in the Personal Responsibility Education Program (PREP) RFP 2024-01 dated 04/13/2023 with the option to renew the contract with the vendor for an additional three (3) consecutive years if grant funding is available from the State. "This RFP will be used as the basis of award for this grant for FY2024 - FY2027. Funding for years FY2025-FY2027 is contingent of grant award to the Washington County Health Department and is NOT guaranteed".  
Option year # 2 will be FY26 (July 1st 2025 - June 30th 2026).

The scope of work or solicitation dated XXX is attached and incorporated by reference as Exhibit A. The Contractor's bid or proposal dated                      is attached and incorporated by references as Exhibit             . If there is any conflict between this Contract and any exhibits incorporated by reference, the terms of this contract shall govern. If there is any conflict among the Exhibits, the following order of precedence shall determine the prevailing provision:  
Exhibit A - the scope of work or solicitation and Exhibit B - the Contractor's bid or proposal.

(b) **Changes.** This Contract may be amended only with the written consent of both parties. Amendments may not significantly change the scope of the Contract (including the Contract price).

2. **Term of Contract.** The term of this Contract shall be for the period of July 1st, 20 25 through June 30th, 20 26.

3. **Compensation and Method of Payment.**

(a) **Compensation.** The total compensation for services to be rendered by the Contractor shall not exceed **\$51,264.00**. The Contractor must invoice within 30 days of the end of the award period.  
Breakdown as follows:  
\$11,481 as F602A (07/1/25-09/30/25)  
\$39,783 as F602B (10/01/25-06/30/26)

Invoices with supporting backup documentation are to be submitted to [wchd.invoice@maryland.gov](mailto:wchd.invoice@maryland.gov) and copy the contract monitor.  
Refer to Section 3 (d) for invoicing.

(b) **Method of Payment.** The Department shall pay the Contractor no later than thirty (30) days after the Department receives a proper invoice from the Contractor. Charges for late payment of invoices, other than as prescribed by Title 15, Subtitle 1, State Finance and Procurement Article, Maryland Code, are prohibited.

(c) **Tax Identification Number.** The Contractor's Federal Tax Identification Number is 23-7052207. The Contractor's Social Security Number is                      (Individual Contractor Only). Contractor's Federal Tax Identification Number (or Social Security Number - Individual Contractor Only) shall appear on all invoices submitted by the Contractor to the Department for payment.

- (d) **Invoicing.** All invoices for services shall be signed by the Contractor and submitted to [wchd.invoice@maryland.gov](mailto:wchd.invoice@maryland.gov). All invoices shall be submitted along with any supporting documentation to prove the expenses were incurred by the contractor. All invoices shall include the following information:

- Contractor name;
- Remittance address;
- Federal taxpayer identification number;
- Invoice period;
- Invoice date;
- Invoice number
- Goods or services provided; and
- Amount due.

Invoices submitted without the required information and inclusive of the supportive documentation cannot be processed for payment until the Contractor provides the required information.

#### **Supporting Documentation Requirements**

The Washington County Health Department is required to ensure that all expenses disbursed under grant programs are made within the scope of the Condition of Awards and only appropriate expenses are reimbursed under the grant. As such, supporting documentation is required to support expenses invoiced under this contract.

- For reimbursement of salaries and related personnel costs, copies of payroll reports or other proof of payments/costs must be submitted along with the invoice. Reports must detail amounts paid to or on behalf of (salary and fringe costs) individual employees.
- For equipment purchases that are approved under the grant award, originals or copies of receipts for the equipment must be submitted along with the invoice.
- For any sub-contracted services allowable under the grant award, copies of invoices from the sub-contractors must be submitted along with the invoice. Sub-contracted services must be pre-approved by the Contract Monitor. Supportive documentation proving the costs and expenses of the sub-contractor will also need to be provided.
- For any supplies, utility costs, fuel purchases, or other expenses allowable for reimbursement under the grant award, copies of receipts or invoices must be submitted along with the invoice.

#### **Onsite Visit/Audit**

For service contracts, the Washington County Health Department, will perform one or more onsite visits to ensure that services provided by the contractor are consistent with this contract and any applicable conditions of award. This site visit may include a financial review to audit the accuracy of invoices and billed expenses. If a visit is made to ensure that a service is being performed at a specific time, it may be unannounced.

4. **Procurement Officer.** The Department designates Michelle Hutchinson to serve as Procurement Officer for this Contract. All contact between the Department and the Contractor regarding all matters relative to this Contract shall be coordinated through the Procurement Officer.
5. **Disputes.** Disputes arising under this Contract shall be governed by State Finance and Procurement Article, Title 15, Subtitle 2, Part III, Annotated Code of Maryland, and by COMAR 21.10 Administrative and Civil Remedies. Pending resolution of a dispute, the Contractor shall continue to perform this Contract, as directed by the Procurement Officer.
6. **Termination for Convenience.** The State may terminate this Contract, in whole or in part, without showing cause upon prior written notification to the Contractor specifying the extent and the effective date of the termination. The State will pay all reasonable costs associated with this Contract that the Contractor has incurred up to the date of termination, and all reasonable costs associated with termination of the Contract. However, the Contractor may not be reimbursed for any anticipatory profits which have not been earned up to the date of termination. Termination hereunder, including the determination of the rights and obligations of the parties, shall be governed by the provisions of COMAR 21.07.01.12(A)(2).
7. **Termination for Default.** If the Contractor does not fulfill obligations under this Contract or violates any provision of this Contract, the Department may terminate the Contract by giving the Contractor written notice of termination. Termination under this paragraph does not relieve the Contractor from liability for any damages caused to the State. Termination hereunder, including the rights and obligations of the parties, shall be governed by the provisions of COMAR 21.07.01.11B.

8. **Termination for Non Appropriation.** If funds are not appropriated or otherwise made available to support continuation in any fiscal year succeeding the first fiscal year, this Contract shall be terminated automatically as of the beginning of the fiscal year for which funds are not available. The Contractor may not recover anticipatory profits or costs incurred after termination.
9. **Non-Discrimination in Employment.** The Contractor shall comply with the nondiscrimination provisions of federal and Maryland law, including, but not limited to, the employment provisions of §13-219 of the State Finance and Procurement Article, Maryland Code and Code of Maryland Regulations 21.07.01.08, and the commercial nondiscrimination provisions of Title 19, Subtitle 1, State Finance and Procurement Article, Maryland Code.
10. **Maryland Law Prevails.** The laws of Maryland shall govern the interpretation and enforcement of this Contract. The Maryland Uniform Computer Information Transactions Act (Commercial Law Article, Title 22 of the Annotated Code of Maryland) does not apply to this Contract or any software license acquired hereunder.
11. **Anti-Bribery.** The Contractor certifies that, to the Contractor's best knowledge, neither the Contractor; nor (if the Contractor is a corporation or partnership) any of its officers, directors, partners, or controlling stockholders; nor any employee of the Contractor who is directly involved in the business's contracting activities, has been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or of the United States.
12. **Contract Monitor –** The contract monitor is **Cameron Dennison ([cameron.dennison@maryland.gov](mailto:cameron.dennison@maryland.gov))** Coordinator of Special Programs I.

## EXHIBIT A

### Scope of Work/Specifications

1. Work with the Washington County Board of Education to schedule and implement the comprehensive sexual education Promoting Health Among Teens Comprehensive (3 R's) curriculum with 9<sup>th</sup> graders in designated Washington County Public High Schools (WCPS).
2. Implement the Parents Matter or other CDC approved parent engagement curriculum with parents.
3. Ensure that staff are certified to implement specified curriculum before implementing the curriculum.
4. Make referrals in order to link program participants and their families to health care and other resources as necessary.
5. Work with Washington County Board of Education to schedule 9<sup>th</sup> grade presentations "Sex has Consequences" presentations at the following schools: North Hagerstown High School, South Hagerstown High School, Williamsport High School, Smithsburg High School, Hancock High School, Clear Spring High School, Washington County Technical High School, Boonsbor High School and Barbara Ingram School for the Arts. Each presentation will include STI prevention, pregnancy prevention, sexting, substance abuse prevention, and ensure all information is medically accurate.
6. Preferably have both a male and female staff person to teach boys and girls. Resumes of each person must be included.
7. Promote Youth Advisory Board (YAB) during all classes/sessions to current 9<sup>th</sup> grade students.
8. Participate in training, webinars, conference calls and quarterly meetings.
9. Participate in annual site review.
10. Distribute the entry & exit surveys to any student participating in the curriculum and provide copies of the results to Washington County Health Department (WCHD).
11. Report performance measures to WCHD staff quarterly for the students participating in the curriculum.
12. Allow WCHD staff to conduct observations of class sessions where the curriculum is being used. Provide WCHD staff with copies of the curriculum and materials.
13. Work with WCHD staff to make sure all grant requirements are met.
14. Provide WCHD with a calendar of classes and WCPS health teacher contact information for each school. Any updates to calendars need to be submitted as changes occur.
15. When issuing or distributing statements, press releases, requests for proposals, bid solicitations, publications, or holding meetings or conferences that are funded all or in part with Maryland Department of Health Funds. (WCHD), the following statement should be included: *This (article, conference, publication, etc.) was supported by funds from the federal Department of Health and Human Services, Administration for Children and Families, through a grant to the Maryland Department of Health's Personal Responsibility Education Program.*

### Reporting Requirements

1. Submit narrative reports of program activities quarterly, including names and dates of presentations at schools.
2. Collect and compile demographic counts (per guidance of WCHD) of persons served.

IN WITNESS THEREOF, the parties have executed this Contract as of the date hereinabove set forth.

**CONTRACTOR**  
**Girls Incorporated of Washington County**

**STATE OF MARYLAND**  
**MARYLAND DEPARTMENT OF HEALTH**  
**WASHINGTON COUNTY HEALTH DEPARTMENT**

By: \_\_\_\_\_ (Seal)

By: \_\_\_\_\_

\_\_\_\_\_  
Maureen Grove, Executive Director  
(Printed Name and Title)

\_\_\_\_\_  
Earl Stoner, Health Officer  
(Printed Name and Title)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Attachments: Exhibit A: Scope of Work or Solicitation



## Agenda Report Form

### Open Session Item

**NOTE:** The Board will need to convene as the *Board of Health* when considering this request.

**From:** Michelle Hutchinson, Purchasing-Washington County Health Dept.

**SUBJECT:** Sexual Risk Avoidance Education (SRAE) – Girls, Inc. of Washington County

**PRESENTATION DATE:** September 9<sup>th</sup>, 2025

**PRESENTATION BY:** Earl Stoner, Health Officer

**RECOMMENDED MOTION:** The health department is recommending that the *Board of Health* approve the contract to Girls, Inc of Washington County in the amount of \$71,530.00 for funding legislated for the Sexual Risk Avoidance Education (SRAE) Health Program. Girls Inc. of Washington County were the sole bid provided on RFP 2024-02. Girls Inc. of Washington County work closely with the Washington County Public Schools (WCPS) targeting the Middle schools. Contract period of July 1<sup>st</sup>, 2025, through June 30<sup>th</sup>, 2026.

**REPORT-IN-BRIEF:** Sexual Risk Avoidance Education (SRAE) is scheduled and implemented the comprehensive abstinence sexual education curriculum with 6<sup>th</sup> graders in at least eight (8) Washington County Public Middle Schools. WCHD staff will be involved in conducting observations of classes and intervention with the WCPS health teacher and community events. There will be entry and exit surveys provided for the students to complete when entering the program that Girls Inc will collect, monitor and report back to Washington County Health Department contract monitor, Amie Muraski.

### DISCUSSION:

**FISCAL IMPACT:** 100% of the funding for this contract is provided through the Maryland Department of Health Administration. No additional funding is being requested.

### CONCURRENCES:

**ATTACHMENTS:** Contract

STATE OF MARYLAND  
MARYLAND DEPARTMENT OF HEALTH  
FY26 F724A/B-0802 SRAE  
Girls Incorporated of Washington County

THIS CONTRACT (the "Contract"), is made as of the 18th day of August, 20 25 by and between the STATE OF MARYLAND, acting through the MARYLAND DEPARTMENT OF HEALTH, Washington County Health Department ("Department"), and

Girls Incorporated of Washington County

("Contractor") whose principal office in Maryland is  
626 Washington Ave., Hagerstown, MD 21740

and whose principal business address is

Same

The parties agree as follows:

1. **Scope of Contract.**

(a) The Contractor shall provide the following goods or services:

As stated in the Sexual Risk Avoidance Education Program (SRAE) RFP 2024-02 dated 04/14/23 with the option to renew the contract with the vendor for an additional three (3) consecutive years if grant funding is available from the State. "This RFP will be used as the basis of this grant for FY2024-2027. Funding for years FY2025-FY2027 is contingent on grant award to the Washington County Health Department and is NOT guaranteed".  
Option year #2 will be FY26 (July 1st 2025-June 30th 2026).

The scope of work or solicitation dated XXX is attached and incorporated by reference as Exhibit A. The Contractor's bid or proposal dated XXX is attached and incorporated by references as Exhibit XXX. If there is any conflict between this Contract and any exhibits incorporated by reference, the terms of this contract shall govern. If there is any conflict among the Exhibits, the following order of precedence shall determine the prevailing provision: Exhibit A - the scope of work or solicitation and Exhibit B - the Contractor's bid or proposal.

(b) **Changes.** This Contract may be amended only with the written consent of both parties. Amendments may not significantly change the scope of the Contract (including the Contract price).

2. **Term of Contract.** The term of this Contract shall be for the period of July 1st, 20 25 through June 30th, 20 26.

3. **Compensation and Method of Payment.**

(a) **Compensation.** The total compensation for services to be rendered by the Contractor shall not exceed \$71,530.00. The Contractor must invoice within 30 days of the end of the award period.  
\$20,281 as F724A (07/01/25-09/30/25)  
\$51,249 as F724B (10/01/25-06/30/26)

Invoices with supporting documentation are to be submitted to [wchd.invoice@maryland.gov](mailto:wchd.invoice@maryland.gov) and copy the contract monitor.  
Refer to Section 3 (d) for invoicing requirements.

(b) **Method of Payment.** The Department shall pay the Contractor no later than thirty (30) days after the Department receives a proper invoice from the Contractor. Charges for late payment of invoices, other than as prescribed by Title 15, Subtitle 1, State Finance and Procurement Article, Maryland Code, are prohibited.

(c) **Tax Identification Number.** The Contractor's Federal Tax Identification Number is 23-7052207. The Contractor's Social Security Number is XXXXXX (Individual Contractor Only). Contractor's Federal Tax Identification Number (or Social Security Number - Individual Contractor Only) shall appear on all invoices submitted by the Contractor to the Department for payment.

- (d) **Invoicing.** All invoices for services shall be signed by the Contractor and submitted to [wchd.invoice@maryland.gov](mailto:wchd.invoice@maryland.gov). All invoices shall be submitted along with any supporting documentation to prove the expenses were incurred by the contractor. All invoices shall include the following information:

- Contractor name;
- Remittance address;
- Federal taxpayer identification number;
- Invoice period;
- Invoice date;
- Invoice number
- Goods or services provided; and
- Amount due.

Invoices submitted without the required information and inclusive of the supportive documentation cannot be processed for payment until the Contractor provides the required information.

#### **Supporting Documentation Requirements**

The Washington County Health Department is required to ensure that all expenses disbursed under grant programs are made within the scope of the Condition of Awards and only appropriate expenses are reimbursed under the grant. As such, supporting documentation is required to support expenses invoiced under this contract.

- For reimbursement of salaries and related personnel costs, copies of payroll reports or other proof of payments/costs must be submitted along with the invoice. Reports must detail amounts paid to or on behalf of (salary and fringe costs) individual employees.
- For equipment purchases that are approved under the grant award, originals or copies of receipts for the equipment must be submitted along with the invoice.
- For any sub-contracted services allowable under the grant award, copies of invoices from the sub-contractors must be submitted along with the invoice. Sub-contracted services must be pre-approved by the Contract Monitor. Supportive documentation proving the costs and expenses of the sub-contractor will also need to be provided.
- For any supplies, utility costs, fuel purchases, or other expenses allowable for reimbursement under the grant award, copies of receipts or invoices must be submitted along with the invoice.

#### **Onsite Visit/Audit**

For service contracts, the Washington County Health Department, will perform one or more onsite visits to ensure that services provided by the contractor are consistent with this contract and any applicable conditions of award. This site visit may include a financial review to audit the accuracy of invoices and billed expenses. If a visit is made to ensure that a service is being performed at a specific time, it may be unannounced.

4. **Procurement Officer.** The Department designates Michelle Hutchinson to serve as Procurement Officer for this Contract. All contact between the Department and the Contractor regarding all matters relative to this Contract shall be coordinated through the Procurement Officer.
5. **Disputes.** Disputes arising under this Contract shall be governed by State Finance and Procurement Article, Title 15, Subtitle 2, Part III, Annotated Code of Maryland, and by COMAR 21.10 Administrative and Civil Remedies. Pending resolution of a dispute, the Contractor shall continue to perform this Contract, as directed by the Procurement Officer.
6. **Termination for Convenience.** The State may terminate this Contract, in whole or in part, without showing cause upon prior written notification to the Contractor specifying the extent and the effective date of the termination. The State will pay all reasonable costs associated with this Contract that the Contractor has incurred up to the date of termination, and all reasonable costs associated with termination of the Contract. However, the Contractor may not be reimbursed for any anticipatory profits which have not been earned up to the date of termination. Termination hereunder, including the determination of the rights and obligations of the parties, shall be governed by the provisions of COMAR 21.07.01.12(A)(2).
7. **Termination for Default.** If the Contractor does not fulfill obligations under this Contract or violates any provision of this Contract, the Department may terminate the Contract by giving the Contractor written notice of termination. Termination under this paragraph does not relieve the Contractor from liability for any damages caused to the State. Termination hereunder, including the rights and obligations of the parties, shall be governed by the provisions of COMAR 21.07.01.11B.

8. **Termination for Non Appropriation.** If funds are not appropriated or otherwise made available to support continuation in any fiscal year succeeding the first fiscal year, this Contract shall be terminated automatically as of the beginning of the fiscal year for which funds are not available. The Contractor may not recover anticipatory profits or costs incurred after termination.
9. **Non-Discrimination in Employment.** The Contractor shall comply with the nondiscrimination provisions of federal and Maryland law, including, but not limited to, the employment provisions of §13-219 of the State Finance and Procurement Article, Maryland Code and Code of Maryland Regulations 21.07.01.08, and the commercial nondiscrimination provisions of Title 19, Subtitle 1, State Finance and Procurement Article, Maryland Code.
10. **Maryland Law Prevails.** The laws of Maryland shall govern the interpretation and enforcement of this Contract. The Maryland Uniform Computer Information Transactions Act (Commercial Law Article, Title 22 of the Annotated Code of Maryland) does not apply to this Contract or any software license acquired hereunder.
11. **Anti-Bribery.** The Contractor certifies that, to the Contractor's best knowledge, neither the Contractor; nor (if the Contractor is a corporation or partnership) any of its officers, directors, partners, or controlling stockholders; nor any employee of the Contractor who is directly involved in the business's contracting activities, has been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or of the United States.
12. **Contract Monitor – The contract monitor is Cameron Dennison ([cameron.dennison@maryland.gov](mailto:cameron.dennison@maryland.gov)) Coordinator of Special Programs I.**

## Exhibit A

### Scope of Work:

1. Work with the Washington County Board of Education to schedule and implement the comprehensive abstinence sexual education curriculum with 6th graders in at least 8 Washington County Public Middle Schools.
2. Provide abstinence or other CDC approved curriculum to the parents through activities and presentations.
3. Ensure that staff are certified to implement specified curriculum before implementing the curriculum.
4. Make referrals in order to link program participants and their families to health care and other resources as necessary.
5. Preferably have both a male and female staff person to teach boys and girls.
6. Resumes of each person must be included. Participate in training, webinars, conference calls and quarterly meetings
7. Participate in annual site review.
8. Distribute the entry & exit surveys to any student participating in the curriculum and provide copies of results to WCHD.
9. Report performance measures to WCHD staff quarterly for the students participating in the curriculum.
10. Allow WCHD staff to conduct observations of class sessions where the curriculum is being used. Provide WCHD staff with copies of the curriculum and materials.
11. Provide WCHD with a calendar of classes and WCPS health teacher contact information for each school. Any updates to calendars need to be submitted as changes occur.
12. Work with WCHD staff to make sure all grant requirements are met.
13. When issuing or distributing statements, press releases, request for proposals, bid solicitations, publications, or holding meeting or conferences that are funded all or in part with the Maryland Department of Health, (WCHD) funds , the following statement should be included: "This (article, conference, publication, etc.) was supported by funds from the Federal Department of Health and Human Services, Administration for Children and Families, through a grant to the Maryland Department of Health's Personal Responsibility Education Program".

### Reporting Requirements:

1. Submit narrative reports of program activities quarterly, including names and dates of presentations at schools.
2. Collect and compile demographic counts (per guidance of WCHD) of persons served.

IN WITNESS THEREOF, the parties have executed this Contract as of the date hereinabove set forth.

**CONTRACTOR**  
Girls Incorporated of Washington County

**STATE OF MARYLAND**  
**MARYLAND DEPARTMENT OF HEALTH**  
**WASHINGTON COUNTY HEALTH DEPARTMENT**

\_\_\_\_\_  
By: \_\_\_\_\_ (Seal)

\_\_\_\_\_  
By: \_\_\_\_\_

\_\_\_\_\_  
Maureen Grove, Executive Director  
(Printed Name and Title)

\_\_\_\_\_  
Earl Stoner, Health Officer  
(Printed Name and Title)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Attachments: Exhibit A: Scope of Work or Solicitation



## Agenda Report Form

### Open Session Item

**SUBJECT:** Construction Bid Award – Concrete Foundation for Fire Training Burn Building

**PRESENTATION DATE:** September 9, 2025

**PRESENTATION BY:** Scott Hobbs, Director, Division of Engineering

**RECOMMENDED MOTION:** Move to award the Concrete Foundation for Fire Training Burn Building contract to the lowest responsive, responsible bidder, Rockwell Construction Co., Inc. of Mercersburg PA, for a total sum bid amount of \$350,596.30.

**REPORT-IN-BRIEF:** The project was advertised on the State of Maryland's "eMaryland Marketplace Advantage (eMMA)" website, in the local newspaper, and on the County's electronic bid site. Twelve (12) companies downloaded the bid document online, and on September 3, 2025, the County accepted bids. Six (6) bids were received as listed below, and further detailed on the attached Bid Tabulation.

<u>Contractor:</u>	<u>Bid:</u>
Rockwell Construction Co., Inc.	\$350,596.30
INL Construction LLC	\$363,480.00
Conewago Enterprises, Inc.	\$427,247.00
Kinsley Construction, LLC	\$441,775.00
GRC General Contractor, Inc.	\$470,392.00
Callas Contractors, LLC	\$75,017,245.00

The bids have been evaluated, and the low bid is in order. The engineer's estimate is \$375,000.

**DISCUSSION:** This work is part of the construction of the tactical village at the Public Safety Training Center (18350 Public Safety Place). The tactical village is being constructed in phases, and will have various training props, structures, buildings, and facilities to simulate real-world conditions, and scenarios for police, fire, and emergency services personnel. The steel frame fire training tower/burn building will be erected on this project's reinforced concrete foundation. The fire training tower/burn building was presented to the Commissioners on April 15, 2025, and has been scheduled for delivery this fall. This project is a 60 consecutive calendar day contract with an anticipated notice to proceed in late September. Bid documents include liquidated damages in the amount of \$500 per calendar day for work beyond the completion date. The remaining site work for the tactical village including paving of the apparatus operator / defensive driving area will be advertised later this year.

**FISCAL IMPACT:** The project will utilize available funds from the Burn Building – PSTC Training Center budget (BLD107) in the Capital Improvement Plan (CIP).

**CONCURRENCES:** N/A

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Aerial Map, Bid Tabulation

**AUDIO/VISUAL TO BE USED:** Aerial Map

# Public Safety Training Center



Event Number ENG-25-05  
Event Title Concrete Foundation for Fire Training Burn Building  
Event Type ITB

Organization Washington County, MD  
Workgroup Division of Engineering

Line #	Description	QTY	UOM	Rockwell Construction Co., Inc.			INL Construction LLC			Conewago Enterprises, Inc.			Kinsley Construction, LLC			GRC General Contractor Inc.			Callas Contractors, LLC		
				Total Price	Unit	Extended	Total Price	Unit	Extended	Total Price	Unit	Extended	Total Price	Unit	Extended	Total Price	Unit	Extended	Total Price	Unit	Extended
1	101 Mobilization	1	LS	\$63,949.00		\$63,949.00	\$12,000.00		\$12,000.00	\$58,257.00		\$58,257.00	\$32,090.00		\$32,090.00	\$22,303.00		\$22,303.00	\$69,340.00		\$69,340.00
2	201 Unclassified Excavation	250	CY	\$58.20		\$14,550.00	\$45.00		\$11,250.00	\$280.00		\$70,000.00	\$270.00		\$67,500.00	\$138.98		\$34,745.00	\$129,000.00		\$32,250,000.00
3	202 Selected Backfill	200	CY	\$69.52		\$13,904.00	\$195.00		\$39,000.00	\$64.50		\$12,900.00	\$50.00		\$10,000.00	\$67.59		\$13,518.00	\$11,540.00		\$2,308,000.00
4	301 8 Inch HDPE Dual Wall Drain Pipe	20	LF	\$358.12		\$7,162.40	\$85.00		\$1,700.00	\$122.25		\$2,445.00	\$88.00		\$1,760.00	\$65.15		\$1,303.00	\$4,900.00		\$98,000.00
5	302 15 Inch HDPE Dual Wall Drain Pipe	40	LF	\$361.48		\$14,459.20	\$145.00		\$5,800.00	\$136.00		\$5,440.00	\$93.50		\$3,740.00	\$57.00		\$2,280.00	\$9,802.00		\$392,080.00
6	303 Precast Concrete Standard VPI Inlet	1	EA	\$7,927.00		\$7,927.00	\$5,200.00		\$5,200.00	\$12,500.00		\$12,500.00	\$7,150.00		\$7,150.00	\$7,461.00		\$7,461.00	\$9,100.00		\$9,100.00
7	401 Cast-In-Place Concrete Mix No. 6 for Burn Building Grade Beams and Interior Slab	150	CY	\$644.00		\$96,600.00	\$1,150.00		\$172,500.00	\$668.00		\$100,200.00	\$743.00		\$111,450.00	\$783.96		\$117,594.00	\$220,321.00		\$33,048,150.00
8	402 Cast-In-Place Concrete Mix No. 6 for Stair Grade Beam and Stair Piers	5	CY	\$2,145.00		\$10,725.00	\$1,300.00		\$6,500.00	\$519.00		\$2,595.00	\$680.00		\$3,400.00	\$1,265.60		\$6,328.00	\$122,680.00		\$12,247,400.00
9	403 Cast-In-Place Concrete Mix No. 6 for Exterior Slabs	55	CY	\$150.18		\$8,259.90	\$1,050.00		\$57,750.00	\$924.00		\$50,820.00	\$1,555.00		\$85,525.00	\$856.80		\$47,124.00	\$132,000.00		\$5,280,000.00
10	404 Cast-In-Place Concrete Mix No. 6 for Trench Drains	40	CY	\$2,269.00		\$90,760.00	\$1,250.00		\$50,000.00	\$2,577.00		\$103,080.00	\$2,865.00		\$114,600.00	\$5,294.50		\$211,780.00	\$3,500.00		\$140,000.00
11	801 3 Inch Gray Schedule 40 PVC Electrical Conduit	40	LF	\$162.27		\$6,490.80	\$22.00		\$880.00	\$98.25		\$3,930.00	\$55.00		\$2,200.00	\$28.85		\$1,154.00	\$3,500.00		\$140,000.00
12	802 2 Inch Gray Schedule 40 PVC Electrical Conduit	20	LF	\$307.00		\$6,140.00	\$17.00		\$340.00	\$97.00		\$1,940.00	\$53.00		\$1,060.00	\$17.55		\$351.00	\$3,500.00		\$70,000.00
13	803 2 Inch Polyethylene Underground Gas Pipe	20	LF	\$483.45		\$9,669.00	\$28.00		\$560.00	\$157.00		\$3,140.00	\$65.00		\$1,300.00	\$222.55		\$4,451.00	\$2,000.00		\$40,000.00



Agenda Report Form

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**Open Session Item**

**SUBJECT:**                **Community Rescue Service Sub-Station Request/Funding**

**PRESENTATION DATE:** September 9, 2025

**PRESENTATION BY:**    R. David Hays, Director, Division of Emergency Services  
                                 Robert Buck, Chief, Community Rescue Service  
                                 James Sprecher Jr., President, Washington County Volunteer Fire and  
                                 Rescue Association (WCVFRA)

**RECOMMENDATION:**    Motion to Authorize Community Rescue Service (CRS) to establish an additional sub-station, located at Antietam Fire Company Station in the north end of Hagerstown.

**REPORT-IN-BRIEF:**        As part of the ongoing process that evaluates potential new service needs, an evaluation of daily and hourly call loads was completed. Indications show the need to place an EMS transport unit within the northern sections of the City of Hagerstown. The approval to do so is needed by the Board of County Commissioners (BOCC) as the Authority Having Jurisdiction (AHJ).

**DISCUSSION:**                It has become a regular occurrence where many of the EMS ambulance resources from the more rural areas of Washington County are pulled into the City of Hagerstown. This subsequently creates an additional strain on these resources and often depletes the availability of EMS coverage to the citizens within those areas.

**FISCAL IMPACT:**            \$113,558.00 (Included in the DES FY26 Operating Budget)

**CONCURRENCES:**         R. David Hays, Director, Division of Emergency Services  
                                 Michelle Gordon, County Administrator  
                                 Kelcee Mace, Chief Financial Officer  
                                 James Sprecher Jr., President, WCVFRA

**ALTERNATIVES:**         N/A

**ATTACHMENTS:**         None



## Agenda Report Form

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### Open Session Item

**SUBJECT:** Rescind Bid Award (PUR-1736) – Grounds Maintenance Chemicals for Various County Departments

**PRESENTATION DATE:** September 9, 2025

**PRESENTATION BY:** Carin Bakner, CPPB, Buyer, Purchasing Department; George Sweitzer, Superintendent, Black Rock Golf Course

**RECOMMENDED MOTION:** Move to relieve Heritage Landscape Supply Group, Inc. of McKinney, TX from the contract without prejudices for the procurement of grounds maintenance chemicals for various County departments approved by the Board of County Commissioners of Washington County on June 10, 2025, for the specific listed chemicals on the Bid Tabulation Summary in which they submitted the lowest bid (a total of eight (8) chemicals).

**REPORT-IN-BRIEF:** Since the award notification, the vendor has been unreachable either by email or telephone to place orders for the chemicals. Several attempts to reach the vendor were made, and a deadline was provided for responding; all were met with no response from the vendor.

The County accepted bids for Grounds Maintenance Chemicals on May 21, 2025. The Invitation to Bid (ITB) was advertised on the State of Maryland's "*eMaryland Marketplace Advantage*" (eMMA) website, on the County's website, in the local newspaper and the County's new online bidding platform (Euna/Ionwave). The County reserves the right to reject any or all bids and to waive any informality or deficiency in bids received whenever such rejection or waiver is in the best interest of the County.

**FISCAL IMPACT:** Funds are budgeted for the chemicals in various operating accounts.

**CONCURRENCES:** Public Works Director

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Bid Tabulation Matrix

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

**PUR-1736**  
**Grounds Maintenance Chemicals**  
**Bid Tabulation Summary**

<b>Item #</b>	<b>Product</b>	<b>Vendor</b>	<b>Unit of Measure</b>	<b>FY25 Unit Price</b>	<b>FY26 Unit Price</b>
1	Acclaim Extra	Heritage Landscape Supply Group, Inc.	Gallon	\$714.50	\$651.00
8	2,4 D 34.4% Triclopyr 16.5%	Heritage Landscape Supply Group, Inc.	Gallon	N/A	\$37.18
10	Acelepryn 18.4%	Heritage Landscape Supply Group, Inc.	Quart	\$568.75	\$483.25
11	Dylox 420 SL	Heritage Landscape Supply Group, Inc.	Gallon	\$95.94	\$94.30
12	Head Way	Heritage Landscape Supply Group, Inc.	Gallon	\$536.00	\$536.00
16	Lontrel	Heritage Landscape Supply Group, Inc.	Quart	\$184.00	\$162.47
18	Glyphosate 41%	Heritage Landscape Supply Group, Inc.	Gallon	\$17.30	\$15.98
19	Mefenoxam 22.5%	Heritage Landscape Supply Group, Inc.	Gallon	\$360.00	\$351.04

**PUR-1736 Grounds Maintenance Chemicals  
for Black Rock Golf Course**

					Humana Chemicals, Inc		Pocono Turf Supply Co., Inc	
					Potomac, MD		Horsham, PA	
Line #	Description	QTY	UOM	Estimated	Unit	Extended	Unit	Extended
1	Acclaim ExtraEstimatedAnnual Usage/Case Type2-Gallons	1	Gallon	2	No Bid	No Bid	\$810.00	\$810.00
2	EnclaveEstimatedAnnual Usage/Case Type3- Cases/2 x 2.5 Gallons/5 Gallons per Case	1	Gallon	15	No Bid	No Bid	\$130.00	\$130.00
3	Propiconazole14.3 %EstimatedAnnual Usage/Case Type3-Cases/4 x 1 Gallon/or2 x 2.5 Gallons/4 Gallons/or 5 Gallons per Case	1	Gallon	15	No Bid	No Bid	\$56.00	\$56.00
4	PropamocarbHydrochloride 66.2 %EstimatedAnnual Usage/Case Type20- Cases/2 x 1 Gallon/2 Gallons per Case	1	Gallon	40	\$273.77	\$273.77	No Bid	No Bid
5	Bensumec – 4LFEstimatedAnnual Usage/Case Type5-Cases/2 x 2.5 Gallons/5 Gallons per Case	1	Gallon	25	No Bid	No Bid	\$183.75	\$183.75
6	Thiophonate Methyl46.2 %EstimatedAnnual Usage/Case Type40-Cases/2 x 2.5 Gallons/5 Gallons per Case	1	Gallon	200	\$54.35	\$54.35	\$48.00	\$48.00
7	Aluminum Tris WDG80 %EstimatedAnnual Usage/Case Type10-Cases/4 x 5.5 pounds/22 pounds per Case	1	Pound	220	\$43.48	\$43.48	\$20.55	\$20.55
8	2,4 D 34.4%Triclopyr 16.5%EstimatedAnnual Usage/Case Type15-Gallons/2 x 2.5 Gallons/5 Gallons per Case	1	Gallon	15	No Bid	No Bid	No Bid	No Bid

**PUR-1736 Grounds Maintenance Chemicals  
for Black Rock Golf Course**

					Humana Chemicals, Inc		Pocono Turf Supply Co., Inc	
					Potomac, MD		Horsham, PA	
Line #	Description	QTY	UOM	Estimated	Unit	Extended	Unit	Extended
9	Chlorothanlonil54 % 720 SFTEstimatedAnnual Usage/Case Type20-Cases/2 x 2.5 Gallons/5 Gallons per Case	1	Gallon	100	\$29.64	\$29.64	\$31.20	\$31.20
10	Acelepryn 18.4%EstimatedAnnual Usage/Case Type6 Gallons/2 Quart Bottles	1	Quart	24	No Bid	No Bid	\$488.25	\$488.25
11	Dylox 420 SLEstimatedAnnual Usage/Case Type4-Cases/2 x 2.5 Gallons/5 Gallons per Case	1	Gallon	20	No Bid	No Bid	\$109.95	\$109.95
12	Head WayEstimatedAnnual Usage/Case Type4-Cases/2 x 1 Gallon/2 Gallons per Case	1	Gallon	8	No Bid	No Bid	\$547.00	\$547.00
13	Tebuconazole38.7 %EstimatedAnnual Usage/Case Type25-Gallons/4 x 1 Gallon/4 Gallons per Case/or2 x 2.5 Gallons/5 Gallons per Case	1	Gallon	25	No Bid	No Bid	\$43.60	\$43.60
14	Imidacloprid21.4 %EstimatedAnnual Usage/Case Type20-Cases/4 x 1 Gallon/4 Gallons per Case	1	Case	80	\$199.44	\$199.44	\$43.75	\$43.75
15	PCNB40%EstimatedAnnual Usage/Case Type6-Cases/2 x 2.5 Gallons/5-Gallon Case	1	Gallon	30	No Bid	No Bid	\$88.26	\$88.26
16	LontrelEstimatedAnnual Usage/Case Type8 Gallons/1 Quart Bottle	1	Quart	32	No Bid	No Bid	\$205.00	\$205.00
17	Trinexapac – Ethyl11.3 %EstimatedAnnual Usage/Case Type2-Cases/2 x 2.5 Gallons/5 Gallons per Case	1	Gallon	10	No Bid	No Bid	\$116.00	\$116.00

**PUR-1736 Grounds Maintenance Chemicals  
for Black Rock Golf Course**

					Humana Chemicals, Inc		Pocono Turf Supply Co., Inc	
					Potomac, MD		Horsham, PA	
Line #	Description	QTY	UOM	Estimated	Unit	Extended	Unit	Extended
18	Glyphosate41 %EstimatedAnnual Usage/Case Type4-Cases/2 x 2.5 Gallons/5 Gallons per Case	1	Gallon	20	No Bid	No Bid	No Bid	No Bid
19	Mefenoxam22.5 %EstimatedAnnual Usage/Case Type40 Gallons/2 x 1 Case/2 Gallon Cases/ or 2 x 2.5 Gallons/5 Gallons per Case	1	Gallon	40	No Bid	No Bid	\$395.00	\$395.00
20	Bifenthrin 7.9%EstimatedAnnual Usage/Case Type2 Cases/8 Gallons/4 x 1 Gallons/4 Gallons per Case	1	Gallon	8	No Bid	No Bid	\$28.00	\$28.00
21	Paclobutrazol22.3 %EstimatedAnnual Usage/Case Type3-Gallons/2 x 1 Gallon Cases	1	Gallon	3	No Bid	No Bid	\$125.00	\$125.00
22	PhosguardEstimatedAnnual Usage/Case Type200-Gallons/2 x 2.5 Gallon Cases	1	Gallon	200	No Bid	No Bid	No Bid	No Bid
23	Fluazinam 40SCEstimatedAnnual Usage/Case Type40-Gallons/2 x 2.5 Gallon/5 Gallons per Case	1	Gallon	40	No Bid	No Bid	\$236.40	\$236.40
24	Signature XTRASTressgard EstimatedAnnual Usage/Case Type132 Pounds/5.5-pound Bottle	1	Bottle	24	No Bid	No Bid	\$210.40	\$210.40
25	MancozebEstimatedAnnual Usage/Case Type450 Pounds/12-pound Bags	1	Pound	450	No Bid	No Bid	\$5.35	\$5.35
26	Fairview Select, Traction, or generic equivalentEstimatedAnnual Usage/Case Type50 Gallons/2 x 2.5 Gallon/5 Gallons per Case	1	Gallon	50	No Bid	No Bid	\$175.00	\$175.00

**PUR-1736 Grounds Maintenance Chemicals  
for Black Rock Golf Course**

					Humana Chemicals, Inc		Pocono Turf Supply Co., Inc	
					Potomac, MD		Horsham, PA	
Line #	Description	QTY	UOM	Estimated	Unit	Extended	Unit	Extended
27	Prodiamine 40.7%EstimatedAnnual Usage/Case Type20 Gallons/4 x 1 Gallon/4 Gallon Case/ or2 x 2.5 Gallon/5 Gallons per Case	1	Gallon	20	No Bid	No Bid	\$79.50	\$79.50
28	Iprodione 23.3%EstimatedAnnual Usage/Case Type12 Cases/2 x 2.5 Gallon/5 Gallon Case	1	Gallon	60	No Bid	No Bid	\$66.50	\$66.50
29	Azoxystrobin 22.9%EstimatedAnnual Usage/Case Type5 Cases/4 x 1 Gallon/4 Gallons per Case	1	Gallon	20	No Bid	No Bid	\$92.00	\$92.00

**PUR-1736 Grounds Maintenance Chemicals  
for Black Rock Golf Course**

Line #	Description	QTY	UOM	Estimated	SiteOne Landscape Supply		Nutrien Ag Solutions	
					Cleveland, OH		Rosedale, MD	
					Unit	Extended	Unit	Extended
1	Acclaim ExtraEstimatedAnnual Usage/Case Type2-Gallons	1	Gallon	2	\$766.74	\$766.74	\$1,324.00	\$1,324.00
2	EnclaveEstimatedAnnual Usage/Case Type3- Cases/2 x 2.5 Gallons/5 Gallons per Case	1	Gallon	15	\$130.00	\$130.00	\$1,950.00	\$1,950.00
3	Propiconazole14.3 %EstimatedAnnual Usage/Case Type3-Cases/4 x 1 Gallon/or2 x 2.5 Gallons/4 Gallons/or 5 Gallons per Case	1	Gallon	15	\$67.97	\$67.97	\$760.80	\$760.80
4	PropamocarbHydrochloride 66.2 %EstimatedAnnual Usage/Case Type20- Cases/2 x 1 Gallon/2 Gallons per Case	1	Gallon	40	\$218.48	\$218.48	\$7,996.00	\$7,996.00
5	Bensumec – 4LFEstimatedAnnual Usage/Case Type5-Cases/2 x 2.5 Gallons/5 Gallons per Case	1	Gallon	25	\$188.53	\$188.53	\$3,925.00	\$3,925.00
6	Thiophonate Methyl46.2 %EstimatedAnnual Usage/Case Type40-Cases/2 x 2.5 Gallons/5 Gallons per Case	1	Gallon	200	\$46.54	\$46.54	\$7,776.00	\$7,776.00
7	Aluminum Tris WDG80 %EstimatedAnnual Usage/Case Type10-Cases/4 x 5.5 pounds/22 pounds per Case	1	Pound	220	\$20.53	\$20.53	\$4,378.00	\$4,378.00
8	2,4 D 34.4%Triclopyr 16.5%EstimatedAnnual Usage/Case Type15-Gallons/2 x 2.5 Gallons/5 Gallons per Case	1	Gallon	15	No Bid	No Bid	No Bid	No Bid

**PUR-1736 Grounds Maintenance Chemicals  
for Black Rock Golf Course**

					SiteOne Landscape Supply		Nutrien Ag Solutions	
					Cleveland, OH		Rosedale, MD	
Line #	Description	QTY	UOM	Estimated	Unit	Extended	Unit	Extended
9	Chlorothanlonil54 % 720 SFTEstimatedAnnual Usage/Case Type20-Cases/2 x 2.5 Gallons/5 Gallons per Case	1	Gallon	100	\$30.40	\$30.40	\$3,689.00	\$3,689.00
10	Acelepryn 18.4%EstimatedAnnual Usage/Case Type6 Gallons/2 Quart Bottles	1	Quart	24	\$488.25	\$488.25	\$12,694.50	\$12,694.50
11	Dylox 420 SLEstimatedAnnual Usage/Case Type4-Cases/2 x 2.5 Gallons/5 Gallons per Case	1	Gallon	20	\$123.32	\$123.32	\$1,913.40	\$1,913.40
12	Head WayEstimatedAnnual Usage/Case Type4-Cases/2 x 1 Gallon/2 Gallons per Case	1	Gallon	8	\$547.00	\$547.00	\$824.24	\$824.24
13	Tebuconazole38.7 %EstimatedAnnual Usage/Case Type25-Gallons/4 x 1 Gallon/4 Gallons per Case/or2 x 2.5 Gallons/5 Gallons per Case	1	Gallon	25	\$51.30	\$51.30	\$1,111.00	\$1,111.00
14	Imidacloprid21.4 %EstimatedAnnual Usage/Case Type20-Cases/4 x 1 Gallon/4 Gallons per Case	1	Case	80	\$160.00	\$160.00	\$2,755.20	\$2,755.20
15	PCNB40%EstimatedAnnual Usage/Case Type6-Cases/2 x 2.5 Gallons/5-Gallon Case	1	Gallon	30	\$88.26	\$88.26	\$2,647.80	\$2,647.80
16	LontrelEstimatedAnnual Usage/Case Type8 Gallons/1 Quart Bottle	1	Quart	32	\$186.08	\$186.08	\$1,276.24	\$1,276.24
17	Trinexapac – Ethyl11.3 %EstimatedAnnual Usage/Case Type2-Cases/2 x 2.5 Gallons/5 Gallons per Case	1	Gallon	10	\$118.35	\$118.35	No Bid	No Bid

**PUR-1736 Grounds Maintenance Chemicals  
for Black Rock Golf Course**

					SiteOne Landscape Supply		Nutrien Ag Solutions	
					Cleveland, OH		Rosedale, MD	
Line #	Description	QTY	UOM	Estimated	Unit	Extended	Unit	Extended
18	Glyphosate41 %EstimatedAnnual Usage/Case Type4-Cases/2 x 2.5 Gallons/5 Gallons per Case	1	Gallon	20	\$24.18	\$24.18	\$948.80	\$948.80
19	Mefenoxam22.5 %EstimatedAnnual Usage/Case Type40 Gallons/2 x 1 Case/2 Gallon Cases/ or 2 x 2.5 Gallons/5 Gallons per Case	1	Gallon	40	\$339.72	\$339.72	\$11,996.60	\$11,996.60
20	Bifenthrin 7.9%EstimatedAnnual Usage/Case Type2 Cases/8 Gallons/4 x 1 Gallons/4 Gallons per Case	1	Gallon	8	\$42.26	\$42.26	\$231.92	\$231.92
21	Paclobutrazol22.3 %EstimatedAnnual Usage/Case Type3-Gallons/2 x 1 Gallon Cases	1	Gallon	3	\$214.87	\$214.87	\$449.94	\$449.94
22	PhosguardEstimatedAnnual Usage/Case Type200-Gallons/2 x 2.5 Gallon Cases	1	Gallon	200	\$32.77	\$32.77	\$4,978.00	\$4,978.00
23	Fluazinam 40SCEstimatedAnnual Usage/Case Type40-Gallons/2 x 2.5 Gallon/5 Gallons per Case	1	Gallon	40	\$276.00	\$276.00	\$8,819.60	\$8,819.60
24	Signature XTRASTressgard EstimatedAnnual Usage/Case Type132 Pounds/5.5-pound Bottle	1	Bottle	24	\$210.40	\$210.40	\$27,772.80	\$27,772.80
25	MancozebEstimatedAnnual Usage/Case Type450 Pounds/12-pound Bags	1	Pound	450	\$6.16	\$6.16	\$2,632.50	\$2,632.50
26	Fairview Select, Traction, or generic equivalentEstimatedAnnual Usage/Case Type50 Gallons/2 x 2.5 Gallon/5 Gallons per Case	1	Gallon	50	\$260.90	\$260.90	\$13,045.00	\$13,045.00

**PUR-1736 Grounds Maintenance Chemicals  
for Black Rock Golf Course**

					SiteOne Landscape Supply		Nutrien Ag Solutions	
					Cleveland, OH		Rosedale, MD	
Line #	Description	QTY	UOM	Estimated	Unit	Extended	Unit	Extended
27	Prodiamine 40.7%EstimatedAnnual Usage/Case Type20 Gallons/4 x 1 Gallon/4 Gallon Case/ or2 x 2.5 Gallon/5 Gallons per Case	1	Gallon	20	\$79.19	\$79.19	\$1,377.80	\$1,377.80
28	Iprodione 23.3%EstimatedAnnual Usage/Case Type12 Cases/2 x 2.5 Gallon/5 Gallon Case	1	Gallon	60	\$74.45	\$74.45	\$3,599.40	\$3,599.40
29	Azoxystrobin 22.9%EstimatedAnnual Usage/Case Type5 Cases/4 x 1 Gallon/4 Gallons per Case	1	Gallon	20	\$186.20	\$186.20	\$1,279.60	\$1,279.60

**PUR-1736 Grounds Maintenance Chemicals  
for Black Rock Golf Course**

					Genesis Turfgrass, Inc		Heritage Landscape Supply Group, Inc.	
					Glen Rock, PA (HARD COPY)		McKinney, TX (HARD COPY)	
Line #	Description	QTY	UOM	Estimated	Unit	Extended	Unit	Extended
1	Acclaim ExtraEstimatedAnnual Usage/Case Type2-Gallons	1	Gallon	2	\$714.50	\$1,429.00	\$651.00	\$1,302.00
2	EnclaveEstimatedAnnual Usage/Case Type3-Cases/2 x 2.5 Gallons/5 Gallons per Case	1	Gallon	15	\$130.00	\$1,950.00	\$130.00	\$1,950.00
3	Propiconazole14.3 %EstimatedAnnual Usage/Case Type3-Cases/4 x 1 Gallon/or2 x 2.5 Gallons/4 Gallons/or 5 Gallons per Case	1	Gallon	15	\$44.32	\$664.80	\$53.42	\$801.30
4	PropamocarbHydrochloride 66.2 %EstimatedAnnual Usage/Case Type20- Cases/2 x 1 Gallon/2 Gallons per Case	1	Gallon	40	\$209.00	\$8,360.00	\$232.75	\$9,310.00
5	Bensumec – 4LFEstimatedAnnual Usage/Case Type5-Cases/2 x 2.5 Gallons/5 Gallons per Case	1	Gallon	25	\$159.56	\$3,989.00	\$163.02	\$4,075.50
6	Thiophonate Methyl46.2 %EstimatedAnnual Usage/Case Type40- Cases/2 x 2.5 Gallons/5 Gallons per Case	1	Gallon	200	\$37.54	\$7,508.00	\$43.30	\$8,660.00
7	Aluminum Tris WDG80 %EstimatedAnnual Usage/Case Type10-Cases/4 x 5.5 pounds/22 pounds per Case	1	Pound	220	\$18.42	\$4,052.40	\$38.25	\$8,415.00*
8	2,4 D 34.4%Triclopyr 16.5%EstimatedAnnual Usage/Case Type15-Gallons/2 x 2.5 Gallons/5 Gallons per Case	1	Gallon	15	\$39.18	\$587.70	\$37.18	\$557.70

**PUR-1736 Grounds Maintenance Chemicals  
for Black Rock Golf Course**

					Genesis Turfgrass, Inc		Heritage Landscape Supply Group, Inc.	
					Glen Rock, PA (HARD COPY)		McKinney, TX (HARD COPY)	
Line #	Description	QTY	UOM	Estimated	Unit	Extended	Unit	Extended
9	Chlorothanlonil54 % 720 SFTEstimatedAnnual Usage/Case Type20- Cases/2 x 2.5 Gallons/5 Gallons per Case	1	Gallon	100	\$24.35	\$2,435.00*	\$25.20	\$2,520.00
10	Acelepryn 18.4%EstimatedAnnual Usage/Case Type6 Gallons/2 Quart Bottles	1	Quart	24	\$488.25	\$11,718.00	\$483.25	\$11,598.00
11	Dylox 420 SLEstimatedAnnual Usage/Case Type4-Cases/2 x 2.5 Gallons/5 Gallons per Case	1	Gallon	20	\$98.34	\$1,966.80	\$94.30	\$1,886.00
12	Head WayEstimatedAnnual Usage/Case Type4-Cases/2 x 1 Gallon/2 Gallons per Case	1	Gallon	8	\$547.00	\$4,376.00	\$536.00	\$4,288.00
13	Tebuconazole38.7 %EstimatedAnnual Usage/Case Type25-Gallons/4 x 1 Gallon/4 Gallons per Case/or2 x 2.5 Gallons/5 Gallons per Case	1	Gallon	25	\$38.00	\$950.00*	\$39.90	\$997.50
14	Imidacloprid21.4 %EstimatedAnnual Usage/Case Type20-Cases/4 x 1 Gallon/4 Gallons per Case	1	Case	80	\$39.20	\$3,136.00	\$54.91	\$4,392.80
15	PCNB40%EstimatedAnnual Usage/Case Type6-Cases/2 x 2.5 Gallons/5-Gallon Case	1	Gallon	30	\$84.00	\$2,520.00	\$84.06	\$2,521.80
16	LontrelEstimatedAnnual Usage/Case Type8 Gallons/1 Quart Bottle	1	Quart	32	\$182.25	\$5,832.00	\$162.47	\$5,199.04
17	Trinexapac – Ethyl11.3 %EstimatedAnnual Usage/Case Type2-Cases/2 x 2.5 Gallons/5 Gallons per Case	1	Gallon	10	\$79.58	\$795.80	\$103.98	\$1,039.80

**PUR-1736 Grounds Maintenance Chemicals  
for Black Rock Golf Course**

					Genesis Turfgrass, Inc		Heritage Landscape Supply Group, Inc.	
					Glen Rock, PA (HARD COPY)		McKinney, TX (HARD COPY)	
Line #	Description	QTY	UOM	Estimated	Unit	Extended	Unit	Extended
18	Glyphosate41 %EstimatedAnnual Usage/Case Type4-Cases/2 x 2.5 Gallons/5 Gallons per Case	1	Gallon	20	\$16.74	\$334.80	\$15.98	\$319.60
19	Mefenoxam22.5 %EstimatedAnnual Usage/Case Type40 Gallons/2 x 1 Case/2 Gallon Cases/ or 2 x 2.5 Gallons/5 Gallons per Case	1	Gallon	40	\$352.50	\$14,100.00	\$351.04	\$14,041.60
20	Bifenthrin 7.9%EstimatedAnnual Usage/Case Type2 Cases/8 Gallons/4 x 1 Gallons/4 Gallons per Case	1	Gallon	8	\$22.48	\$179.84	\$27.90	\$223.20
21	Paclobutrazol22.3 %EstimatedAnnual Usage/Case Type3-Gallons/2 x 1 Gallon Cases	1	Gallon	3	\$114.00	\$342.00	\$155.50	\$466.50
22	PhosguardEstimatedAnnual Usage/Case Type200-Gallons/2 x 2.5 Gallon Cases	1	Gallon	200	\$23.18	\$4,636.00	\$33.20	\$6,640.00
23	Fluazinam 40SCEstimatedAnnual Usage/Case Type40-Gallons/2 x 2.5 Gallon/5 Gallons per Case	1	Gallon	40	\$198.95	\$7,958.00	\$251.36	\$10,054.40
24	Signature XTRASTresssgard EstimatedAnnual Usage/Case Type132 Pounds/5.5-pound Bottle	1	Bottle	24	\$210.40	\$5,049.60	\$210.40	\$5,049.60
25	MancozebEstimatedAnnual Usage/Case Type450 Pounds/12-pound Bags	1	Pound	450	\$4.85	\$2,182.50	\$7.02	\$3,159.00
26	Fairview Select, Traction, or generic equivalentEstimatedAnnual Usage/Case Type50 Gallons/2 x 2.5 Gallon/5 Gallons per Case	1	Gallon	50	\$168.00	\$8,400*	\$260.90	\$13,045.00

**PUR-1736 Grounds Maintenance Chemicals  
for Black Rock Golf Course**

					Genesis Turfgrass, Inc		Heritage Landscape Supply Group, Inc.	
					Glen Rock, PA (HARD COPY)		McKinney, TX (HARD COPY)	
Line #	Description	QTY	UOM	Estimated	Unit	Extended	Unit	Extended
27	Prodiamine 40.7%EstimatedAnnual Usage/Case Type20 Gallons/4 x 1 Gallon/4 Gallon Case/ or2 x 2.5 Gallon/5 Gallons per Case	1	Gallon	20	\$66.80	\$1,336.00*	\$158.00	\$3,160.00
28	Iprodione 23.3%EstimatedAnnual Usage/Case Type12 Cases/2 x 2.5 Gallon/5 Gallon Case	1	Gallon	60	\$59.40	\$3,564.00*	\$222.42	\$13,345.20
29	Azoxystrobin 22.9%EstimatedAnnual Usage/Case Type5 Cases/4 x 1 Gallon/4 Gallons per Case	1	Gallon	20	\$85.00	\$1,700.00	\$154.07	\$3,081.40

*\*Corrected Calculations based on Unit Pricing*

**Response Total**

Humana Chemicals, Inc.	\$600.00
Genesis Turf Grass, Inc.	\$4,255.79*
Pocono Turf Supply Co., Inc.	\$4,334.46
Heritage Landscape Supply Group, Inc.	\$4,780.78
Site One Landscape Supply	\$4,978.85
Nutrien Ag Solutions	\$132,153.14

**PUR-1736 Grounds Maintenance Chemicals  
for Black Rock Golf Course**

**Remarks/Exceptions:**

**SiteOne Landscape Supply**

#3 - LESCO Spectator Ultra  
#4 - Karma  
#6 - LESCO T-Storm  
#9 - LESCO Manicure 6FL  
#10 - Agency (1/2 Gallon Cont.)  
#12 - Agency  
#14 - LESCO Bandit 2F (4 x 1 gal./cs.)  
#17 - T-Nex (2 x 2.5 gal./cs)  
#18 - LESCO Prosecutor Pro  
#22 - LESCO Green Flo Phyte 0-0-18  
#23 - LESCO Drax  
#24 - Agency  
#25 - Manzate Prostick T&O 75 DF (6 lb./cont.)  
#26 - Traction  
#27 - LESCO Stonewall 4FL  
#28 - LESCO 18 Plus  
#29 - Artavia 2 SC

**Nutrien Ag Solutions**

#3 - 3 cases 2x2.5 gallons  
#10 - We are bidding 13 x .5 gal=6 G 2 QTS If you purchase  
8 bottles on 1 order the bottle unit price drops to \$879 each  
#12 - Substitute Artavia XCEL see label  
#18 - we are bidding on 10 single gallons  
#22 - We are subbing with Starphite 0-28-06 see label attached  
#25 - 450 lb. in 6 lb bags

**Remarks/Exceptions:**

**Genesis Turfgrass, Inc**

#10 - Acelepryn actually comes in 64 oz.  
(1/2 gal) units @ \$976.50/unit  
#22 - Substitute Fosphate for Phosguard -  
same product labeled for MD  
#23 Fluazinam in a 1 gal unit / 48 1 gal case = 4 gal/case

**Heritage Landscape Supply Group, Inc.**

#3 - QP Propiconazole 14.3 - 2.5GAL  
#4 - Propam Select - 1GAL  
#6 - Nufarm T-Methyl 4.5F  
#7 - Signature Xtra Stressgard  
#8 - Crossroad  
#9 - QP Chlorothalonil 720  
#10 - Acelepryn Agency  
#13 - QP Tebuconazole 3.6F - 1GAL  
#14 - Merit 2F  
#15 - Turfcide 400  
#17 - QP T-Nex 2.5  
#18 - Ranger Pro  
#19 - QP Mefanoxam 2AQ - 2.5GAL  
#20 - Upstar Gold  
#21 - Pac-Low SC  
#22 - HP Gravity Actaphos L  
#23 - Detour SC  
#25 - Nufarm Protect DF  
#26 - Nufarm Traction  
#27 - Barricade 4L - 1GAL  
#28 - Chipco 26GT  
#29 - QP Strobe 2L



## Agenda Report Form

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### Open Session Item

**SUBJECT:** Bid Award (PUR-1736) - Grounds Maintenance Chemicals for Various County Departments

**PRESENTATION DATE:** September 9, 2025

**PRESENTATION BY:** Carin Bakner, CPPB, Buyer, Purchasing Department, and George Sweitzer, Superintendent, Black Rock Golf Course

**RECOMMENDED MOTION:** Move to award the contract to the responsive, responsible companies with the lowest bids that meet the specifications for each chemical item (as indicated on the Bid Tabulation Summary) due to the rescission of the award to Heritage Landscape Supply Group, Inc., as presented for eight (8) chemicals. Tie bids were received for Item Nos. 10 and 12; therefore, it is required that the chemicals be awarded based on drawing lots in public, pursuant to Section 2.9 of the Washington County Procurement Policy Manual.

**REPORT-IN-BRIEF:** The County accepted bids on May 21, 2025. The Invitation to Bid (ITB) was advertised on the State of Maryland's (eMMA) "*eMaryland Marketplace Advantage*" website, on the County's website, in the local newspaper and on the County's new electronic bid site (Euna/Ionwave). Thirty-four (34) persons/companies registered/downloaded the bid document online. Six (6) bids were received. This contract provides the needed chemicals for the Black Rock Golf Course, County Highway Department, and Department of Water Quality; the City of Hagerstown may utilize the contract. The contract term is one (1) year tentatively commencing July 1, 2025, and ending June 30, 2026.

**DISCUSSION:** N/A

**FISCAL IMPACT:** Funds are budgeted for the chemicals in various operating accounts.

**CONCURRENCES:** Public Works Director

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Bid Tabulation Matrix

**PUR-1736**  
**Grounds Maintenance Chemicals**  
**Bid Tabulation Summary**

<b>Item #</b>	<b>Product</b>	<b>Vendor</b>	<b>Unit of Measure</b>	<b>FY25 Unit Price</b>	<b>FY26 Unit Price</b>
1	Acclaim Extra	Genesis Turfgrass, Inc.	Gallon	\$714.50	\$714.50
8	2,4 D 34.4% Triclopyr 16.5%	Genesis Turfgrass, Inc.	Gallon	N/A	\$39.18
10	Acelepryn 18.4%	(2) TIE BIDS	Quart	\$568.75	\$488.25
11	Dylox 420 SL	Genesis Turfgrass, Inc.	Gallon	\$95.94	\$98.34
12	Head Way	(2) TIE BIDS	Gallon	\$536.00	\$547.00
16	Lontrel	Genesis Turfgrass, Inc.	Quart	\$184.00	\$182.25
18	Glyphosate 41%	No Bid	Gallon	\$17.30	No Bid
19	Mefenoxam 22.5%	Genesis Turfgrass, Inc.	Gallon	\$360.00	\$352.50

\*Per the Purchasing Policy, quotes will be obtained in the open market for Item No. 18 due to No Bids received.

**PUR-1736 Grounds Maintenance Chemicals  
for Black Rock Golf Course**

					Humana Chemicals, Inc		Pocono Turf Supply Co., Inc	
					Potomac, MD		Horsham, PA	
Line #	Description	QTY	UOM	Estimated	Unit	Extended	Unit	Extended
1	Acclaim ExtraEstimatedAnnual Usage/Case Type2-Gallons	1	Gallon	2	No Bid	No Bid	\$810.00	\$810.00
2	EnclaveEstimatedAnnual Usage/Case Type3- Cases/2 x 2.5 Gallons/5 Gallons per Case	1	Gallon	15	No Bid	No Bid	\$130.00	\$130.00
3	Propiconazole14.3 %EstimatedAnnual Usage/Case Type3-Cases/4 x 1 Gallon/or2 x 2.5 Gallons/4 Gallons/or 5 Gallons per Case	1	Gallon	15	No Bid	No Bid	\$56.00	\$56.00
4	PropamocarbHydrochloride 66.2 %EstimatedAnnual Usage/Case Type20- Cases/2 x 1 Gallon/2 Gallons per Case	1	Gallon	40	\$273.77	\$273.77	No Bid	No Bid
5	Bensumec – 4LFEstimatedAnnual Usage/Case Type5-Cases/2 x 2.5 Gallons/5 Gallons per Case	1	Gallon	25	No Bid	No Bid	\$183.75	\$183.75
6	Thiophonate Methyl46.2 %EstimatedAnnual Usage/Case Type40-Cases/2 x 2.5 Gallons/5 Gallons per Case	1	Gallon	200	\$54.35	\$54.35	\$48.00	\$48.00
7	Aluminum Tris WDG80 %EstimatedAnnual Usage/Case Type10-Cases/4 x 5.5 pounds/22 pounds per Case	1	Pound	220	\$43.48	\$43.48	\$20.55	\$20.55
8	2,4 D 34.4%Triclopyr 16.5%EstimatedAnnual Usage/Case Type15-Gallons/2 x 2.5 Gallons/5 Gallons per Case	1	Gallon	15	No Bid	No Bid	No Bid	No Bid

**PUR-1736 Grounds Maintenance Chemicals  
for Black Rock Golf Course**

					Humana Chemicals, Inc		Pocono Turf Supply Co., Inc	
					Potomac, MD		Horsham, PA	
Line #	Description	QTY	UOM	Estimated	Unit	Extended	Unit	Extended
9	Chlorothanlonil54 % 720 SFTEstimatedAnnual Usage/Case Type20-Cases/2 x 2.5 Gallons/5 Gallons per Case	1	Gallon	100	\$29.64	\$29.64	\$31.20	\$31.20
10	Acelepryn 18.4%EstimatedAnnual Usage/Case Type6 Gallons/2 Quart Bottles	1	Quart	24	No Bid	No Bid	\$488.25	\$488.25
11	Dylox 420 SLEstimatedAnnual Usage/Case Type4-Cases/2 x 2.5 Gallons/5 Gallons per Case	1	Gallon	20	No Bid	No Bid	\$109.95	\$109.95
12	Head WayEstimatedAnnual Usage/Case Type4-Cases/2 x 1 Gallon/2 Gallons per Case	1	Gallon	8	No Bid	No Bid	\$547.00	\$547.00
13	Tebuconazole38.7 %EstimatedAnnual Usage/Case Type25-Gallons/4 x 1 Gallon/4 Gallons per Case/or2 x 2.5 Gallons/5 Gallons per Case	1	Gallon	25	No Bid	No Bid	\$43.60	\$43.60
14	Imidacloprid21.4 %EstimatedAnnual Usage/Case Type20-Cases/4 x 1 Gallon/4 Gallons per Case	1	Case	80	\$199.44	\$199.44	\$43.75	\$43.75
15	PCNB40%EstimatedAnnual Usage/Case Type6-Cases/2 x 2.5 Gallons/5-Gallon Case	1	Gallon	30	No Bid	No Bid	\$88.26	\$88.26
16	LontrelEstimatedAnnual Usage/Case Type8 Gallons/1 Quart Bottle	1	Quart	32	No Bid	No Bid	\$205.00	\$205.00
17	Trinexapac – Ethyl11.3 %EstimatedAnnual Usage/Case Type2-Cases/2 x 2.5 Gallons/5 Gallons per Case	1	Gallon	10	No Bid	No Bid	\$116.00	\$116.00

**PUR-1736 Grounds Maintenance Chemicals  
for Black Rock Golf Course**

					Humana Chemicals, Inc		Pocono Turf Supply Co., Inc	
					Potomac, MD		Horsham, PA	
Line #	Description	QTY	UOM	Estimated	Unit	Extended	Unit	Extended
18	Glyphosate41 %EstimatedAnnual Usage/Case Type4-Cases/2 x 2.5 Gallons/5 Gallons per Case	1	Gallon	20	No Bid	No Bid	No Bid	No Bid
19	Mefenoxam22.5 %EstimatedAnnual Usage/Case Type40 Gallons/2 x 1 Case/2 Gallon Cases/ or 2 x 2.5 Gallons/5 Gallons per Case	1	Gallon	40	No Bid	No Bid	\$395.00	\$395.00
20	Bifenthrin 7.9%EstimatedAnnual Usage/Case Type2 Cases/8 Gallons/4 x 1 Gallons/4 Gallons per Case	1	Gallon	8	No Bid	No Bid	\$28.00	\$28.00
21	Paclobutrazol22.3 %EstimatedAnnual Usage/Case Type3-Gallons/2 x 1 Gallon Cases	1	Gallon	3	No Bid	No Bid	\$125.00	\$125.00
22	PhosguardEstimatedAnnual Usage/Case Type200-Gallons/2 x 2.5 Gallon Cases	1	Gallon	200	No Bid	No Bid	No Bid	No Bid
23	Fluazinam 40SCEstimatedAnnual Usage/Case Type40-Gallons/2 x 2.5 Gallon/5 Gallons per Case	1	Gallon	40	No Bid	No Bid	\$236.40	\$236.40
24	Signature XTRASTressgard EstimatedAnnual Usage/Case Type132 Pounds/5.5-pound Bottle	1	Bottle	24	No Bid	No Bid	\$210.40	\$210.40
25	MancozebEstimatedAnnual Usage/Case Type450 Pounds/12-pound Bags	1	Pound	450	No Bid	No Bid	\$5.35	\$5.35
26	Fairview Select, Traction, or generic equivalentEstimatedAnnual Usage/Case Type50 Gallons/2 x 2.5 Gallon/5 Gallons per Case	1	Gallon	50	No Bid	No Bid	\$175.00	\$175.00

**PUR-1736 Grounds Maintenance Chemicals  
for Black Rock Golf Course**

					Humana Chemicals, Inc		Pocono Turf Supply Co., Inc	
					Potomac, MD		Horsham, PA	
Line #	Description	QTY	UOM	Estimated	Unit	Extended	Unit	Extended
27	Prodiamine 40.7%EstimatedAnnual Usage/Case Type20 Gallons/4 x 1 Gallon/4 Gallon Case/ or2 x 2.5 Gallon/5 Gallons per Case	1	Gallon	20	No Bid	No Bid	\$79.50	\$79.50
28	Iprodione 23.3%EstimatedAnnual Usage/Case Type12 Cases/2 x 2.5 Gallon/5 Gallon Case	1	Gallon	60	No Bid	No Bid	\$66.50	\$66.50
29	Azoxystrobin 22.9%EstimatedAnnual Usage/Case Type5 Cases/4 x 1 Gallon/4 Gallons per Case	1	Gallon	20	No Bid	No Bid	\$92.00	\$92.00

**PUR-1736 Grounds Maintenance Chemicals  
for Black Rock Golf Course**

					SiteOne Landscape Supply		Nutrien Ag Solutions	
					Cleveland, OH		Rosedale, MD	
Line #	Description	QTY	UOM	Estimated	Unit	Extended	Unit	Extended
1	Acclaim ExtraEstimatedAnnual Usage/Case Type2-Gallons	1	Gallon	2	\$766.74	\$766.74	\$1,324.00	\$1,324.00
2	EnclaveEstimatedAnnual Usage/Case Type3- Cases/2 x 2.5 Gallons/5 Gallons per Case	1	Gallon	15	\$130.00	\$130.00	\$1,950.00	\$1,950.00
3	Propiconazole14.3 %EstimatedAnnual Usage/Case Type3-Cases/4 x 1 Gallon/or2 x 2.5 Gallons/4 Gallons/or 5 Gallons per Case	1	Gallon	15	\$67.97	\$67.97	\$760.80	\$760.80
4	PropamocarbHydrochloride 66.2 %EstimatedAnnual Usage/Case Type20- Cases/2 x 1 Gallon/2 Gallons per Case	1	Gallon	40	\$218.48	\$218.48	\$7,996.00	\$7,996.00
5	Bensumec – 4LFEstimatedAnnual Usage/Case Type5-Cases/2 x 2.5 Gallons/5 Gallons per Case	1	Gallon	25	\$188.53	\$188.53	\$3,925.00	\$3,925.00
6	Thiophonate Methyl46.2 %EstimatedAnnual Usage/Case Type40-Cases/2 x 2.5 Gallons/5 Gallons per Case	1	Gallon	200	\$46.54	\$46.54	\$7,776.00	\$7,776.00
7	Aluminum Tris WDG80 %EstimatedAnnual Usage/Case Type10-Cases/4 x 5.5 pounds/22 pounds per Case	1	Pound	220	\$20.53	\$20.53	\$4,378.00	\$4,378.00
8	2,4 D 34.4%Triclopyr 16.5%EstimatedAnnual Usage/Case Type15-Gallons/2 x 2.5 Gallons/5 Gallons per Case	1	Gallon	15	No Bid	No Bid	No Bid	No Bid

**PUR-1736 Grounds Maintenance Chemicals  
for Black Rock Golf Course**

					SiteOne Landscape Supply		Nutrien Ag Solutions	
					Cleveland, OH		Rosedale, MD	
Line #	Description	QTY	UOM	Estimated	Unit	Extended	Unit	Extended
9	Chlorothanlonil54 % 720 SFTEstimatedAnnual Usage/Case Type20-Cases/2 x 2.5 Gallons/5 Gallons per Case	1	Gallon	100	\$30.40	\$30.40	\$3,689.00	\$3,689.00
10	Acelepryn 18.4%EstimatedAnnual Usage/Case Type6 Gallons/2 Quart Bottles	1	Quart	24	\$488.25	\$488.25	\$12,694.50	\$12,694.50
11	Dylox 420 SLEstimatedAnnual Usage/Case Type4-Cases/2 x 2.5 Gallons/5 Gallons per Case	1	Gallon	20	\$123.32	\$123.32	\$1,913.40	\$1,913.40
12	Head WayEstimatedAnnual Usage/Case Type4-Cases/2 x 1 Gallon/2 Gallons per Case	1	Gallon	8	\$547.00	\$547.00	\$824.24	\$824.24
13	Tebuconazole38.7 %EstimatedAnnual Usage/Case Type25-Gallons/4 x 1 Gallon/4 Gallons per Case/or2 x 2.5 Gallons/5 Gallons per Case	1	Gallon	25	\$51.30	\$51.30	\$1,111.00	\$1,111.00
14	Imidacloprid21.4 %EstimatedAnnual Usage/Case Type20-Cases/4 x 1 Gallon/4 Gallons per Case	1	Case	80	\$160.00	\$160.00	\$2,755.20	\$2,755.20
15	PCNB40%EstimatedAnnual Usage/Case Type6-Cases/2 x 2.5 Gallons/5-Gallon Case	1	Gallon	30	\$88.26	\$88.26	\$2,647.80	\$2,647.80
16	LontrelEstimatedAnnual Usage/Case Type8 Gallons/1 Quart Bottle	1	Quart	32	\$186.08	\$186.08	\$1,276.24	\$1,276.24
17	Trinexapac – Ethyl11.3 %EstimatedAnnual Usage/Case Type2-Cases/2 x 2.5 Gallons/5 Gallons per Case	1	Gallon	10	\$118.35	\$118.35	No Bid	No Bid

**PUR-1736 Grounds Maintenance Chemicals  
for Black Rock Golf Course**

					SiteOne Landscape Supply		Nutrien Ag Solutions	
					Cleveland, OH		Rosedale, MD	
Line #	Description	QTY	UOM	Estimated	Unit	Extended	Unit	Extended
18	Glyphosate41 %EstimatedAnnual Usage/Case Type4-Cases/2 x 2.5 Gallons/5 Gallons per Case	1	Gallon	20	\$24.18	\$24.18	\$948.80	\$948.80
19	Mefenoxam22.5 %EstimatedAnnual Usage/Case Type40 Gallons/2 x 1 Case/2 Gallon Cases/ or 2 x 2.5 Gallons/5 Gallons per Case	1	Gallon	40	\$339.72	\$339.72	\$11,996.60	\$11,996.60
20	Bifenthrin 7.9%EstimatedAnnual Usage/Case Type2 Cases/8 Gallons/4 x 1 Gallons/4 Gallons per Case	1	Gallon	8	\$42.26	\$42.26	\$231.92	\$231.92
21	Paclobutrazol22.3 %EstimatedAnnual Usage/Case Type3-Gallons/2 x 1 Gallon Cases	1	Gallon	3	\$214.87	\$214.87	\$449.94	\$449.94
22	PhosguardEstimatedAnnual Usage/Case Type200-Gallons/2 x 2.5 Gallon Cases	1	Gallon	200	\$32.77	\$32.77	\$4,978.00	\$4,978.00
23	Fluazinam 40SCEstimatedAnnual Usage/Case Type40-Gallons/2 x 2.5 Gallon/5 Gallons per Case	1	Gallon	40	\$276.00	\$276.00	\$8,819.60	\$8,819.60
24	Signature XTRASTressgard EstimatedAnnual Usage/Case Type132 Pounds/5.5-pound Bottle	1	Bottle	24	\$210.40	\$210.40	\$27,772.80	\$27,772.80
25	MancozebEstimatedAnnual Usage/Case Type450 Pounds/12-pound Bags	1	Pound	450	\$6.16	\$6.16	\$2,632.50	\$2,632.50
26	Fairview Select, Traction, or generic equivalentEstimatedAnnual Usage/Case Type50 Gallons/2 x 2.5 Gallon/5 Gallons per Case	1	Gallon	50	\$260.90	\$260.90	\$13,045.00	\$13,045.00

**PUR-1736 Grounds Maintenance Chemicals  
for Black Rock Golf Course**

					SiteOne Landscape Supply		Nutrien Ag Solutions	
					Cleveland, OH		Rosedale, MD	
Line #	Description	QTY	UOM	Estimated	Unit	Extended	Unit	Extended
27	Prodiamine 40.7%EstimatedAnnual Usage/Case Type20 Gallons/4 x 1 Gallon/4 Gallon Case/ or2 x 2.5 Gallon/5 Gallons per Case	1	Gallon	20	\$79.19	\$79.19	\$1,377.80	\$1,377.80
28	Iprodione 23.3%EstimatedAnnual Usage/Case Type12 Cases/2 x 2.5 Gallon/5 Gallon Case	1	Gallon	60	\$74.45	\$74.45	\$3,599.40	\$3,599.40
29	Azoxystrobin 22.9%EstimatedAnnual Usage/Case Type5 Cases/4 x 1 Gallon/4 Gallons per Case	1	Gallon	20	\$186.20	\$186.20	\$1,279.60	\$1,279.60

**PUR-1736 Grounds Maintenance Chemicals  
for Black Rock Golf Course**

					Genesis Turfgrass, Inc		Heritage Landscape Supply Group, Inc.	
					Glen Rock, PA (HARD COPY)		McKinney, TX (HARD COPY)	
Line #	Description	QTY	UOM	Estimated	Unit	Extended	Unit	Extended
1	Acclaim ExtraEstimatedAnnual Usage/Case Type2-Gallons	1	Gallon	2	\$714.50	\$1,429.00	\$651.00	\$1,302.00
2	EnclaveEstimatedAnnual Usage/Case Type3-Cases/2 x 2.5 Gallons/5 Gallons per Case	1	Gallon	15	\$130.00	\$1,950.00	\$130.00	\$1,950.00
3	Propiconazole14.3 %EstimatedAnnual Usage/Case Type3-Cases/4 x 1 Gallon/or2 x 2.5 Gallons/4 Gallons/or 5 Gallons per Case	1	Gallon	15	\$44.32	\$664.80	\$53.42	\$801.30
4	PropamocarbHydrochloride 66.2 %EstimatedAnnual Usage/Case Type20- Cases/2 x 1 Gallon/2 Gallons per Case	1	Gallon	40	\$209.00	\$8,360.00	\$232.75	\$9,310.00
5	Bensumec – 4LFEstimatedAnnual Usage/Case Type5-Cases/2 x 2.5 Gallons/5 Gallons per Case	1	Gallon	25	\$159.56	\$3,989.00	\$163.02	\$4,075.50
6	Thiophonate Methyl46.2 %EstimatedAnnual Usage/Case Type40- Cases/2 x 2.5 Gallons/5 Gallons per Case	1	Gallon	200	\$37.54	\$7,508.00	\$43.30	\$8,660.00
7	Aluminum Tris WDG80 %EstimatedAnnual Usage/Case Type10-Cases/4 x 5.5 pounds/22 pounds per Case	1	Pound	220	\$18.42	\$4,052.40	\$38.25	\$8,415.00*
8	2,4 D 34.4%Triclopyr 16.5%EstimatedAnnual Usage/Case Type15-Gallons/2 x 2.5 Gallons/5 Gallons per Case	1	Gallon	15	\$39.18	\$587.70	\$37.18	\$557.70

**PUR-1736 Grounds Maintenance Chemicals  
for Black Rock Golf Course**

					Genesis Turfgrass, Inc		Heritage Landscape Supply Group, Inc.	
					Glen Rock, PA (HARD COPY)		McKinney, TX (HARD COPY)	
Line #	Description	QTY	UOM	Estimated	Unit	Extended	Unit	Extended
9	Chlorothanlonil54 % 720 SFTEstimatedAnnual Usage/Case Type20- Cases/2 x 2.5 Gallons/5 Gallons per Case	1	Gallon	100	\$24.35	\$2,435.00*	\$25.20	\$2,520.00
10	Acelepryn 18.4%EstimatedAnnual Usage/Case Type6 Gallons/2 Quart Bottles	1	Quart	24	\$488.25	\$11,718.00	\$483.25	\$11,598.00
11	Dylox 420 SLEstimatedAnnual Usage/Case Type4-Cases/2 x 2.5 Gallons/5 Gallons per Case	1	Gallon	20	\$98.34	\$1,966.80	\$94.30	\$1,886.00
12	Head WayEstimatedAnnual Usage/Case Type4-Cases/2 x 1 Gallon/2 Gallons per Case	1	Gallon	8	\$547.00	\$4,376.00	\$536.00	\$4,288.00
13	Tebuconazole38.7 %EstimatedAnnual Usage/Case Type25-Gallons/4 x 1 Gallon/4 Gallons per Case/or2 x 2.5 Gallons/5 Gallons per Case	1	Gallon	25	\$38.00	\$950.00*	\$39.90	\$997.50
14	Imidacloprid21.4 %EstimatedAnnual Usage/Case Type20-Cases/4 x 1 Gallon/4 Gallons per Case	1	Case	80	\$39.20	\$3,136.00	\$54.91	\$4,392.80
15	PCNB40%EstimatedAnnual Usage/Case Type6-Cases/2 x 2.5 Gallons/5-Gallon Case	1	Gallon	30	\$84.00	\$2,520.00	\$84.06	\$2,521.80
16	LontrelEstimatedAnnual Usage/Case Type8 Gallons/1 Quart Bottle	1	Quart	32	\$182.25	\$5,832.00	\$162.47	\$5,199.04
17	Trinexapac – Ethyl11.3 %EstimatedAnnual Usage/Case Type2-Cases/2 x 2.5 Gallons/5 Gallons per Case	1	Gallon	10	\$79.58	\$795.80	\$103.98	\$1,039.80

**PUR-1736 Grounds Maintenance Chemicals  
for Black Rock Golf Course**

					Genesis Turfgrass, Inc		Heritage Landscape Supply Group, Inc.	
					Glen Rock, PA (HARD COPY)		McKinney, TX (HARD COPY)	
Line #	Description	QTY	UOM	Estimated	Unit	Extended	Unit	Extended
18	Glyphosate41 %EstimatedAnnual Usage/Case Type4-Cases/2 x 2.5 Gallons/5 Gallons per Case	1	Gallon	20	\$16.74	\$334.80	\$15.98	\$319.60
19	Mefenoxam22.5 %EstimatedAnnual Usage/Case Type40 Gallons/2 x 1 Case/2 Gallon Cases/ or 2 x 2.5 Gallons/5 Gallons per Case	1	Gallon	40	\$352.50	\$14,100.00	\$351.04	\$14,041.60
20	Bifenthrin 7.9%EstimatedAnnual Usage/Case Type2 Cases/8 Gallons/4 x 1 Gallons/4 Gallons per Case	1	Gallon	8	\$22.48	\$179.84	\$27.90	\$223.20
21	Paclobutrazol22.3 %EstimatedAnnual Usage/Case Type3-Gallons/2 x 1 Gallon Cases	1	Gallon	3	\$114.00	\$342.00	\$155.50	\$466.50
22	PhosguardEstimatedAnnual Usage/Case Type200-Gallons/2 x 2.5 Gallon Cases	1	Gallon	200	\$23.18	\$4,636.00	\$33.20	\$6,640.00
23	Fluazinam 40SCEstimatedAnnual Usage/Case Type40-Gallons/2 x 2.5 Gallon/5 Gallons per Case	1	Gallon	40	\$198.95	\$7,958.00	\$251.36	\$10,054.40
24	Signature XTRASTresssgard EstimatedAnnual Usage/Case Type132 Pounds/5.5-pound Bottle	1	Bottle	24	\$210.40	\$5,049.60	\$210.40	\$5,049.60
25	MancozebEstimatedAnnual Usage/Case Type450 Pounds/12-pound Bags	1	Pound	450	\$4.85	\$2,182.50	\$7.02	\$3,159.00
26	Fairview Select, Traction, or generic equivalentEstimatedAnnual Usage/Case Type50 Gallons/2 x 2.5 Gallon/5 Gallons per Case	1	Gallon	50	\$168.00	\$8,400*	\$260.90	\$13,045.00

**PUR-1736 Grounds Maintenance Chemicals  
for Black Rock Golf Course**

					Genesis Turfgrass, Inc		Heritage Landscape Supply Group, Inc.	
					Glen Rock, PA (HARD COPY)		McKinney, TX (HARD COPY)	
Line #	Description	QTY	UOM	Estimated	Unit	Extended	Unit	Extended
27	Prodiamine 40.7%EstimatedAnnual Usage/Case Type20 Gallons/4 x 1 Gallon/4 Gallon Case/ or2 x 2.5 Gallon/5 Gallons per Case	1	Gallon	20	\$66.80	\$1,336.00*	\$158.00	\$3,160.00
28	Iprodione 23.3%EstimatedAnnual Usage/Case Type12 Cases/2 x 2.5 Gallon/5 Gallon Case	1	Gallon	60	\$59.40	\$3,564.00*	\$222.42	\$13,345.20
29	Azoxystrobin 22.9%EstimatedAnnual Usage/Case Type5 Cases/4 x 1 Gallon/4 Gallons per Case	1	Gallon	20	\$85.00	\$1,700.00	\$154.07	\$3,081.40

*\*Corrected Calculations based on Unit Pricing*

**Response Total**

Humana Chemicals, Inc.	\$600.00
Genesis Turf Grass, Inc.	\$4,255.79*
Pocono Turf Supply Co., Inc.	\$4,334.46
Heritage Landscape Supply Group, Inc.	\$4,780.78
Site One Landscape Supply	\$4,978.85
Nutrien Ag Solutions	\$132,153.14

**PUR-1736 Grounds Maintenance Chemicals  
for Black Rock Golf Course**

**Remarks/Exceptions:**

**SiteOne Landscape Supply**

#3 - LESCO Spectator Ultra  
#4 - Karma  
#6 - LESCO T-Storm  
#9 - LESCO Manicure 6FL  
#10 - Agency (1/2 Gallon Cont.)  
#12 - Agency  
#14 - LESCO Bandit 2F (4 x 1 gal./cs.)  
#17 - T-Nex (2 x 2.5 gal./cs)  
#18 - LESCO Prosecutor Pro  
#22 - LESCO Green Flo Phyte 0-0-18  
#23 - LESCO Drax  
#24 - Agency  
#25 - Manzate Prostick T&O 75 DF (6 lb./cont.)  
#26 - Traction  
#27 - LESCO Stonewall 4FL  
#28 - LESCO 18 Plus  
#29 - Artavia 2 SC

**Nutrien Ag Solutions**

#3 - 3 cases 2x2.5 gallons  
#10 - We are bidding 13 x .5 gal=6 G 2 QTS If you purchase  
8 bottles on 1 order the bottle unit price drops to \$879 each  
#12 - Substitute Artavia XCEL see label  
#18 - we are bidding on 10 single gallons  
#22 - We are subbing with Starphite 0-28-06 see label attached  
#25 - 450 lb. in 6 lb bags

**Remarks/Exceptions:**

**Genesis Turfgrass, Inc**

#10 - Acelepryn actually comes in 64 oz.  
(1/2 gal) units @ \$976.50/unit  
#22 - Substitute Fosphate for Phosguard -  
same product labeled for MD  
#23 Fluazinam in a 1 gal unit / 48 1 gal case = 4 gal/case

**Heritage Landscape Supply Group, Inc.**

#3 - QP Propiconazole 14.3 - 2.5GAL  
#4 - Propam Select - 1GAL  
#6 - Nufarm T-Methyl 4.5F  
#7 - Signature Xtra Stressgard  
#8 - Crossroad  
#9 - QP Chlorothalonil 720  
#10 - Acelepryn Agency  
#13 - QP Tebuconazole 3.6F - 1GAL  
#14 - Merit 2F  
#15 - Turfcide 400  
#17 - QP T-Nex 2.5  
#18 - Ranger Pro  
#19 - QP Mefanoxam 2AQ - 2.5GAL  
#20 - Upstar Gold  
#21 - Pac-Low SC  
#22 - HP Gravity Actaphos L  
#23 - Detour SC  
#25 - Nufarm Protect DF  
#26 - Nufarm Traction  
#27 - Barricade 4L - 1GAL  
#28 - Chipco 26GT  
#29 - QP Strobe 2L



## Agenda Report Form

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### Open Session Item

**SUBJECT:** Intergovernmental Cooperative Purchase (INTG-25-0208) One (1) Schwarze A8TE Street Sweeper for the Department of Stormwater and Watershed Services.

**PRESENTATION DATE:** September 9, 2025

**PRESENTATION BY:** Carin Bakner, CPPB, Buyer, Purchasing Department, and Alex Reed, Watershed Specialist, Stormwater Watershed Services.

**RECOMMENDED MOTION:** Move to authorize by Resolution, for the Department of Stormwater Watershed Services to purchase one (1) 2026 Schwarze A8TE Street Sweeper from Atlantic Machinery, Inc. of Silver Spring, MD in the amount of \$484,653.00 and to utilize another jurisdiction's contract (Bid No. 26-07-0711) that was awarded by Virginia Sheriffs' Association.

**REPORT-IN-BRIEF:** The Department of Stormwater Watershed Services is requesting to purchase one (1) Schwarze A8TE Street Sweeper to replace the 2018 Schwarze A8TE Street Sweeper which will be advertised for sale on GovDeals.

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

The County will benefit with direct cost savings in the purchase of this street sweeper because of the economies of scale this buying group leveraged. I am confident that any bid received as a result of an independent County solicitation would exceed the spend savings that the Virginia Sheriffs' Association contract provides through this agreement. Additionally, the County will realize savings through administrative efficiencies as a result of not preparing, soliciting and evaluating a bid. This savings/cost avoidance would, I believe, be significant.

**DISCUSSION:** N/A

**FISCAL IMPACT:** Funds are budgeted in the Drainage - Stormwater Retrofits Capital Improvement Plan (CIP) account DNG039 for this purchase.

**CONCURRENCES:** Scott Hobbs, Director, Division of Engineering  
Mark Bradshaw, Director, Division of Environmental Management

**ALTERNATIVES:**

1. Process a formal bid and the County could possibly incur a higher cost for the purchase, or
2. Do not award the purchase of the street sweeper truck.

**ATTACHMENTS:** Atlantic Machinery, Inc. Quote dated August 22, 2025

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

## RESOLUTION NO. RS-2025-

### *(Intergovernmental Cooperative Purchase [INTG-25-0208] One [1] Schwarze A8TE Street Sweeper for the Department of Stormwater and Watershed Services)*

#### RECITALS

The Code of Public Local Laws of Washington County, Maryland (the "Public Local Laws"), § 1-106.3, provides that the Board of County Commissioners of Washington County, Maryland (the "Board"), "may procure goods and services through a contract entered into by another governmental entity in accordance with the terms of the contract, regardless of whether the county was a party to the original contract."

Subsection (c) of § 1-106.3 provides that "A determination to allow or participate in an intergovernmental cooperative purchasing arrangement under subsection (b) of this section shall be by resolution and shall either indicate that the participation will provide cost benefits to the county or result in administrative efficiencies and savings or provide other justifications for the arrangement."

The Department of Stormwater Watershed Services seeks to purchase one (1) 2026 Schwarze A8TE Street Sweeper from Atlantic Machinery, Inc. of Silver Spring, Maryland, in the amount of \$484,653.00, and to utilize another jurisdiction's contract (Bid No. 26-07-0711) that was awarded by the Virginia Sheriffs' Association.

Eliminating the County's bid process will result in administrative and cost savings for the County. The County will benefit with direct cost savings because of the economies of scale the aforementioned contract has leveraged. Additionally, the County will realize administrative efficiencies and savings as a result of not preparing, soliciting, and evaluating bids.

NOW, THEREFORE, BE IT RESOLVED by the Board, pursuant to § 1-106.3 of the Public Local Laws, that the Department of Stormwater Watershed Services is hereby authorized to enter into a one (1) year Laserfiche support and subscription renewal Agreement for the total sum of \$73,987.16 from MCCI of Tallahassee, Florida, based on the contract awarded by Omnia – National Cooperative Purchasing Alliance (NCPA) RFP #01-162.

Adopted and effective this \_\_\_\_ day of September, 2025.

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF WASHINGTON COUNTY, MARYLAND

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

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

Approved as to form  
and legal sufficiency:

\_\_\_\_\_  
Zachary J. Kieffer  
County Attorney

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

# ATLANTIC

## MACHINERY INC.

*Sewer and Street Equipment Specialists*

August 22, 2025

Washington County  
16232 Elliott Parkway  
Hagerstown, MD 21742

Attn: John Swauger

Re: Schwarze A8TE Storm Sweeper, VA SHERIFFS BID 26-07-0711, Item # 1570

Dear John,

Per our recent conversations, Atlantic Machinery, Inc. is pleased to quote a Schwarze street sweeper per the VA Sheriffs contract as follows:

A8TE TWISTER STANDARD EQUIPMENT (with power module selection)	
SWEeper ENGINE	PICKUP HEAD
John Deere 4045 Tier 4 engine	90" x 36" Sweeping Head with Rubber Blast Orifice
Fuel water separator	3/8" thick, 14" dia Pressure hose, 14" Suction Hose
3-point safety engine shutdown device	Sweeps-in-Reverse
Battery and 50 gallon fuel tank shared with chassis	Doublewide full length carbide drag shoes Warranted against wear-out, two years/2000 hours, prorated.
90 amp alternator	
2 year warranty on Aux Engine	DUST CONTROL SYSTEM
HYDRAULIC SYSTEM	Twin Electric diaphragm water pumps with inlet restriction indicator
25 gallon vented hydraulic reservoir, w/shut-off valves	60 PSI, 6 gpm Each pump
Tank mounted level and temperature indicator	Water tank capacity 250 gallons, polyethylene
Hydraulic pressure, 2500 psi	25-foot long fire hydrant fill hose
Spin-on 10 micron return filter	50 mesh cleanable filter, with shut off valve
9000 BTU oil to air radiator type oil cooler	Water spray nozzles shall be provided as follows:
12-volt DC hydraulic backup system	Five at pickup head, two nozzles inside hopper
DUST SEPERATOR	Two at gutter broom, per option selected
Centrifugal dust separator, 29000 cu in. with 1680 sq in door	Two nozzles in suction tube, two at front axle
HOPPER	An air purge system for flushing water lines
High strength stainless steel . 6 yd volumetric 5 yd useable	OPERATING CONTROLS AND INSTRUMENTS
Variable height dump 2' to 12' scissors lift	Aux engine control with full color display on console:
Screens - 3950 square inches, saw tooth design	Keyed ignition, electronic throttle, leaf bleeder,
Twin dumping cylinders, 53 degrees	Oil pressure gauge, water temperature gauge
Door hydraulically opened, closed and locked	Voltmeter, tachometer, and hour meter
15" X 27" inspection doors	Diagnostic gauge for Aux Engine, overweight warning
Shroud enclosing the auxiliary engine	Selectable sweep or lift in reverse, system standby, in-cab tilt, variable speed brooms. All other STD sweeper function switches included for standard and options selected
BLOWER	Swiveling console for left or right sweeping
Closed face turbine 10 curved blades, 32.75" dia. by 5" wide	SAFETY EQUIPMENT
500 Brinell hardness abrasion resistant steel	Two body props to lock hopper in raised position
Fully balanced within 1.5 grams on both sides	

# ATLANTIC

## MACHINERY INC.

*Sewer and Street Equipment Specialists*

Vacuum enhancer, w/indicator in cab	Rear Amber LED Strobe With Guard
Remote grease line for fan bearing	2 rear yellow alternating LED flashing lights
<b>SWEeper WARRANTY</b>	Slow moving vehicle emblem, backup alarm,
12 Months 1200 Hours	5-lb fire extinguisher, and a warning triangle kit.

POWER MODULE OPTIONS		
1	134HP John Deere Tier IVF (5 Year 5000 hour warranty Included)	\$375,053.00 includes 6% discount per contract. Total discount 17.55%

GUTTER BROOM OPTIONS			
1	Gutter Broom, Dual W/Power Tilt	203W42	Included
1	Gutter Broom, GEO Dual	203M91	\$4,958 (5%)
1	Standby, Full w/Throttle Ramp		STANDARD
1	Variable Speed Gutter Broom(S)		STANDARD

MISCELLANEOUS OPTIONS		
1	Remote Grease Fittings, Fan	STANDARD
1	Remote Grease Manifold 10 PT, Special Option	\$1,555.00(5%)
1	Four(4) Camera, split screen system	\$1,913.00(5%)

WATER SYSTEM OPTIONS			
1	Water Tank, Standard 250G	204J89	STANDARD
1	Water Tank, W/ Add. 350G (Custom Chassis, 24" longer Wheelbase Required)	SOR	\$7248.00(5%)
1	Water Tank Sight Gauge side of tank	203674	\$437.00(5%)
1	Water Tank Low Level Alarm & Ind.	203676	STANDARD
1	Spray Bar, Front	204E89	\$1,346.00(5%)
1	Spray Bar, Hopper Add. 4 Nozzles	203681	\$1,346.00(5%)
1	High Pressure Washdown W/ 50' Hose Reel		\$8,715.00(5%)
1	Water Fill Inline Y Strainer Special Option		\$650.00(5%)

HOPPER OPTIONS			
1	Hopper, Standard SS ~LIFETIME WARRANTY~	206B00	STANDARD
1	Hopper Drain - None or		
1	Hopper Vibrator	204J91	STANDARD
1	Hand Hose Power Boom HD W/ Power Extend (Remote Engine Throttle Included)		\$10,019.00(5%)
1	Hand Hose Extension 4' Front Bumper Mount - 2 Max (not compatible w/front magnet)		\$694.00(5%)
1	Hopper Deluge, Conical Spray		\$1,715.00(5%)
1	Hopper screen vibrator		\$1,741.00(5%)
1	Rear Stow & Go - Rear Tube holder Special Option		\$485.00(5%)
1	Low Hydraulic Level Indicator In-Cab		STANDARD

REAR LIGHTING OPTIONS		
1	Strobe, hopper three corner (Std)	STANDARD
1	Arrowboard, Traffic Guide (Not compatible with rear LED Barlight)	\$2,170.00(5%)

# ATLANTIC

## MACHINERY INC.

*Sewer and Street Equipment Specialists*

CAB LIGHTING OPTIONS			
1	Barlight, Cab LED 56"		\$1,458.00(5%)
1	Grill Mounted Strobes (2) (Conventional Cab Only)	Special Option	\$640.00(5%)

M2 CHASSIS OPTIONS			
1	Mirror, 12" Parabolic, Set	203616	\$650.00(5%)
1	Special Truck Chassis Price:	Freightliner DS with 300 HP and 3500 transmission 208" WB	\$132,314.00(4.47%)
1	Cummins L9 engine/after treatment – 5yrs/100k miles		\$2,575.00(0%)
1	Allison transmission – 5yrs/Unlimited		\$745.00(0%)
1	Front & Rear Axle – 5yrs/100K		\$350.00(0%)

SWEEPER EXTENDED WARRANTIES**			
1	STANDARD- 1 Year or 1200 hours		STANDARD
		TOTAL	\$558,777.00
		Total DISCOUNT	- 74,124.00

**NET:** **\$484,653.00**

**DELIVERY:** 240-300 days after receipt of order. Subject to prior sale.

**TERMS:** Purchase order and **NET Upon Delivery**.

**\*\*\*NOTE\*\*\***

*The above pricing does not include any applicable federal, state or local taxes. Due to the market conditions, pricing is subject to change.*

We look forward to working with you both and Washington County, MD. Please do not hesitate to call should you have any questions.

Sincerely,  
ATLANTIC MACHINERY INC.

Agreed,  
WASHINGTON COUNTY, MD

Trevor "T" Gardner, III  
Vice President



## Agenda Report Form

### Open Session Item

**SUBJECT:** Bid Award (PUR-1737) Fire Service Testing/Inspection of Hose, Pumps, Ladders and Aerial Devices

**PRESENTATION DATE:** September 9, 2025

**PRESENTATION BY:** Carin Bakner, CPPB, Buyer, Purchasing Department; Eric Jacobs, EFO, Assistant Director - Operations – Fire/EMS, Division of Emergency Services

**RECOMMENDATION:** Move to award the bid under Option No. 2, Group B to the responsive, responsible bidder Waterways of Southwest PA, LLC of Bethel Park, PA for a Total Sum Bid Price of \$57,600.60. Also, move to award the bid under Option No. 2, Group D to the responsive, responsible bidder American Test Center, Inc. of River Falls, WI for a Total Sum Bid Price of \$8,600.00. Tie bids were received under Option No. 2 for Groups A and C; therefore, it is required that the services be awarded based on drawing lots in public, pursuant to Section 2.9 of the Washington County Procurement Policy Manual.

**REPORT-IN-BRIEF:** On July 16, 2025, the County issued an Invitation to Bid (ITB) for the subject services. The Invitation to Bid (ITB) was advertised on the State of Maryland's (eMMA) "*eMaryland Marketplace Advantage*" website and on the County's new electronic bid site (Euna/Ionwave). Eleven (11) persons/companies viewed the bid document online, and four (4) bids were received.

The contract period is tentatively to begin October 1, 2025, with an option by the County to renew for up to two (2) additional consecutive one (1) year periods, subject to notice given by the County at least sixty (60) calendar days in advance of each period's expiration date. If the bidder wishes to renew the contract, he/she must submit a letter of intent to the Director of Purchasing at the location designated herein at least ninety (90) calendar days prior to the expiration of each contract period. The County reserves the right to accept or reject any request for renewal and any increase in unit cost for an inspection/testing. All other terms and conditions shall remain unchanged.

**DISCUSSION:** N/A

**FISCAL IMPACT:** Funds are budgeted in the Division of Emergency Services 515000-10-11525

**CONCURRENCES:** NA

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Bid Tabulation Matrix

PUR-1737  
Fire Service Testing-Inspection of Hoses, Pumps, Ladders Aerial Devices

OPTION NO. 1 (Award for All Services)				American Test Center, Inc River Falls, WI		Schufire LLC dba Waterway Wantagh, NY		Waterways of Southwest PA, LLC Bethel Park, PA		IIA Lifting Services, Inc Peoria, AZ	
Line #	Description	QTY	UOM	Unit	Extended	Unit	Extended	Unit	Extended	Unit	Extended
1	OPTION NO. 1 (Award for All Services):1. Fire Pump Testing	55	EA	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$400.00	\$22,000.00
2	OPTION NO. 1 (Award for All Services):2. Hose Testing – Diameter 1-1/2” – 2”	76433	LF	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$0.33	\$25,222.89
3	OPTION NO. 1 (Award for All Services):3. Hose Testing – Diameter 2-1/2” – 3”	31556	LF	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$0.33	\$10,413.48
4	OPTION NO. 1 (Award for All Services):4. Hose Testing – Diameter 4” - 5”	75010	LF	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$0.33	\$24,753.30
5	OPTION NO. 1 (Award for All Services):5. Hose Testing – Hard Suction	107	EA	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$30.00	\$3,210.00
6	OPTION NO. 1 (Award for All Services):6. Ground Ladder Testing – 10’ Folding (Attic)	63	EA	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$45.00	\$2,835.00
7	OPTION NO. 1 (Award for All Services):7. Straight Ladders Testing (12’ – 20’)	94	EA	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$45.00	\$4,230.00
8	OPTION NO. 1 (Award for All Services):8. Extension Ladders Testing (16’ – 28’)	81	EA	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$45.00	\$3,645.00
9	OPTION NO. 1 (Award for All Services):9. Extension Ladders (30’ – 45’)	14	EA	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$45.00	\$630.00
10	OPTION NO. 1 (Award for All Services):10. Aerial Device Testing – 75’ Ladders	3	EA	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$1,000.00	\$3,000.00
11	OPTION NO. 1 (Award for All Services):11. Aerial Device Testing – 105’ Skyarm	1	EA	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$1,000.00	\$1,000.00
12	OPTION NO. 1 (Award for All Services):12. Aerial Device Testing – 100’ Aerial	4	EA	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$1,000.00	\$4,000.00
13	OPTION NO. 1 (Award for All Services):13. Ladder truck / 5-Year Non-Destructive Test	8	EA	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$150.00	\$1,200.00
14	OPTION NO. 1 (Award for All Services):14. Re-Inspection Fee for Hose Testing – Diameter 1-1/2” – 2”	1	EA	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$0.33	\$0.33
15	OPTION NO. 1 (Award for All Services):15. Re-Inspection Fee for Hose Testing – Diameter 2-1/2” – 3”	1	EA	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$0.33	\$0.33
16	OPTION NO. 1 (Award for All Services):16. Re-Inspection Fee for Hose Testing – Diameter 4” – 5”	1	EA	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$0.33	\$0.33
17	OPTION NO. 1 (Award for All Services):17. Re-Inspection Fee for Hose Testing – Hard Suction	1	EA	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$30.00	\$30.00
18	OPTION NO. 1 (Award for All Services):18. Re-Inspection Fee for Ground Ladder Testing – 10’ Folding (Attic)	1	EA	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$45.00	\$45.00
19	OPTION NO. 1 (Award for All Services):19. Re-Inspection Fee for Straight Ladders Testing (12’ – 20’)	1	EA	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$45.00	\$45.00
20	OPTION NO. 1 (Award for All Services):20. Re-Inspection Fee for Extension Ladders Testing (16’ – 28’)	1	EA	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$45.00	\$45.00
21	OPTION NO. 1 (Award for All Services):21. Re-Inspection Fee for Extension Ladders (30’ – 45’)	1	EA	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$45.00	\$45.00
TOTAL SUM BID PRICE (Item Nos. 1 through 21)				No Bid		No Bid		No Bid		\$106,350.66	

OPTION NO. 2 (Individual Awards for Each Service)				American Test Center, Inc River Falls, WI		Schufire LLC dba Waterway Wantagh, NY		Waterways of Southwest PA, LLC Bethel Park, PA		IIA Lifting Services, Inc Peoria, AZ	
Line #	Description	QTY	UOM	Unit	Extended	Unit	Extended	Unit	Extended	Unit	Extended
22	OPTION NO. 2 (Individual Awards for Each Service):Group A22. Fire Pump Testing	55	EA	No Bid	No Bid	\$400.00	\$22,000.00	\$425.00	\$23,375.00	\$400.00	\$22,000.00
<b>TOTAL SUM BID PRICE FOR GROUP A</b>				<b>No Bid</b>		<b>\$22,000.00</b>		<b>\$23,375.00</b>		<b>\$22,000.00</b>	
23	OPTION NO. 2 (Individual Awards for Each Service):Group B23. Hose Testing – Diameter 1-1/2” – 2”	76433	LF	No Bid	No Bid	No Bid	No Bid	\$0.30	\$22,929.90	\$0.33	\$25,222.89
24	OPTION NO. 2 (Individual Awards for Each Service):Group B24. Hose Testing – Diameter 2-1/2” – 3”	31556	LF	No Bid	No Bid	No Bid	No Bid	\$0.30	\$9,466.80	\$0.33	\$10,413.48
25	OPTION NO. 2 (Individual Awards for Each Service):Group B25. Hose Testing – Diameter 4” - 5”	75010	LF	No Bid	No Bid	No Bid	No Bid	\$0.30	\$22,503.00	\$0.33	\$24,753.30
26	OPTION NO. 2 (Individual Awards for Each Service):Group B26. Hose Testing – Hard Suction	107	EA	No Bid	No Bid	No Bid	No Bid	\$25.00	\$2,675.00	\$30.00	\$3,210.00
27	OPTION NO. 2 (Individual Awards for Each Service):Group B27. Re-Inspection Fee for Hose Testing – Diameter 1-1/2” – 2”	1	EA	No Bid	No Bid	No Bid	No Bid	\$0.30	\$0.30	\$0.33	\$0.33
28	OPTION NO. 2 (Individual Awards for Each Service):Group B28. Re-Inspection Fee for Hose Testing – Diameter 2-1/2” – 3”	1	EA	No Bid	No Bid	No Bid	No Bid	\$0.30	\$0.30	\$0.33	\$0.33
29	OPTION NO. 2 (Individual Awards for Each Service):Group B29. Re-Inspection Fee for Hose Testing – Diameter 4” – 5”	1	EA	No Bid	No Bid	No Bid	No Bid	\$0.30	\$0.30	\$0.33	\$0.33
30	OPTION NO. 2 (Individual Awards for Each Service):Group B30. Re-Inspection Fee for Hose Testing – Hard Suction	1	EA	No Bid	No Bid	No Bid	No Bid	\$25.00	\$25.00	\$30.00	\$30.00
<b>TOTAL SUM BID PRICE FOR GROUP B</b>				<b>No Bid</b>		<b>No Bid</b>		<b>\$57,600.60</b>		<b>\$63,630.66</b>	
31	OPTION NO. 2 (Individual Awards for Each Service):Group C31. Ground Ladder Testing – 10’ Folding (Attic)	63	EA	\$45.00	\$2,835.00	No Bid	No Bid	\$1.75	\$110.25	\$45.00	\$2,835.00
32	OPTION NO. 2 (Individual Awards for Each Service):Group C32. Straight Ladders Testing (12’ – 20’)	94	EA	\$45.00	\$4,230.00	No Bid	No Bid	\$1.75	\$164.50	\$45.00	\$4,230.00
33	OPTION NO. 2 (Individual Awards for Each Service):Group C33. Extension Ladders Testing (16’ – 28’)	81	EA	\$45.00	\$3,645.00	No Bid	No Bid	\$1.75	\$141.75	\$45.00	\$3,645.00
34	OPTION NO. 2 (Individual Awards for Each Service):Group C34. Extension Ladders (30’ – 45’)	14	EA	\$45.00	\$630.00	No Bid	No Bid	\$1.75	\$24.50	\$45.00	\$630.00
35	OPTION NO. 2 (Individual Awards for Each Service):Group C35. Re-Inspection Fee for Ground Ladder Testing – 10’ Folding (Attic)	1	EA	\$45.00	\$45.00	No Bid	No Bid	\$1.75	\$1.75	\$45.00	\$45.00
36	OPTION NO. 2 (Individual Awards for Each Service):Group C36. Re-Inspection Fee for Straight Ladders Testing (12’ – 20’)	1	EA	\$45.00	\$45.00	No Bid	No Bid	\$1.75	\$1.75	\$45.00	\$45.00

## Fire Service Testing-Inspection of Hoses, Pumps, Ladders Aerial Devices

OPTION NO. 2 (Individual Awards for Each Service)				American Test Center, Inc River Falls, WI		Schufire LLC dba Waterway Wantagh, NY		Waterways of Southwest PA, LLC Bethel Park, PA		IIA Lifting Services, Inc Peoria, AZ	
Line #	Description	QTY	UOM	Unit	Extended	Unit	Extended	Unit	Extended	Unit	Extended
37	OPTION NO. 2 (Individual Awards for Each Service):Group C37. Re-Inspection Fee for Extension Ladders Testing (16' – 28')	1	EA	\$45.00	\$45.00	No Bid	No Bid	\$1.75	\$1.75	\$45.00	\$45.00
38	OPTION NO. 2 (Individual Awards for Each Service):Group C38. Re-Inspection Fee for Extension Ladders (30' – 45')	1	EA	\$45.00	\$45.00	No Bid	No Bid	\$1.75	\$1.75	\$45.00	\$45.00
<b>TOTAL SUM BID PRICE FOR GROUP C</b>				<b>\$11,520.00</b>		<b>No Bid</b>		<b>\$448.00</b>		<b>\$11,520.00</b>	
39	OPTION NO. 2 (Individual Awards for Each Service):Group D39. Aerial Device Testing – 75' Aerial	3	EA	\$600.00	\$1,800.00	No Bid	No Bid	No Bid	No Bid	\$1,000.00	\$3,000.00
40	OPTION NO. 2 (Individual Awards for Each Service):Group D40. Aerial Device Testing – 100' Aerial	1	EA	\$600.00	\$600.00	No Bid	No Bid	No Bid	No Bid	\$1,000.00	\$1,000.00
41	OPTION NO. 2 (Individual Awards for Each Service):Group D41. Aerial Device Testing – 105' Skyarm	4	EA	\$600.00	\$2,400.00	No Bid	No Bid	No Bid	No Bid	\$1,000.00	\$4,000.00
42	OPTION NO. 2 (Individual Awards for Each Service):Group D42. Ladder truck / 5-Year Non-Destructive Test	8	EA	\$475.00	\$3,800.00	No Bid	No Bid	No Bid	No Bid	\$150.00	\$1,200.00
<b>TOTAL SUM BID PRICE FOR GROUP D</b>				<b>\$8,600.00</b>		<b>No Bid</b>		<b>No Bid</b>		<b>\$9,200.00</b>	

Line(s)	Responding Supplier	Supplier Notes
42	American Test Center, Inc	NDT test is an add onto the annual inspection. Total price per 5 year is annual \$600 plus NDT \$475. ATC will not do a 5 year inspection without including the annual.
22	Schufire LLC dba Waterway	Pump testing will be performed within five continuous days.
26, 30, 31-38	Waterways of Southwest PA, LLC	Pricing is per Hard Suction
42	American Test Center, Inc	NDT test is an add onto the annual inspection. Total price per 5 year is annual \$600 plus NDT \$475. ATC will not do a 5 year inspection



## Agenda Report Form

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### Open Session Item

**SUBJECT:** Contract Award (PUR-1766) – Bulk Delivery of Road Salt

**PRESENTATION DATE:** September 9, 2025

**PRESENTATION BY:** Carin Bakner, CPPB, Buyer, Purchasing Department, and Zane Rowe, Deputy Director, Washington County Highway Department.

**RECOMMENDED MOTION:** Move to award the Primary contract for the purchase and delivery of Bulk Road Salt to the responsible, responsive bidder, Cargill, Incorporated – Road-Salt Safety, of North Olmsted, OH who submitted the price of \$76.85 per ton and to award the Secondary contract for the purchase and delivery of Bulk Road Salt to the responsible, responsive bidder, Morton Salt, Inc. of Chicago, IL who submitted the price of \$78.11 per ton.

**REPORT-IN-BRIEF:** On July 30, 2025, the County issued an Invitation to Bid (ITB) for Bulk Road Salt. The salt will be purchased on an as-needed basis to be used on county-maintained roads for snow and ice control. The County uses an average of fifteen thousand (15,000) tons of road salt annually. The contract period is to tentatively begin October 1, 2025, and end April 30, 2026. The above recommendations are for the County's requirements only; the City of Hagerstown shall make its award independently from the County. The County guarantees neither a minimum/maximum quantity of bulk road salt to be purchased under this contract.

The Invitation to Bid was posted on the State of Maryland's eMMA "*eMaryland Marketplace Advantage*" website and the County's new online bidding website (Euna/IonWave). Thirteen (13) persons/companies registered/downloaded the bid document online. On August 27, 2025, a total of five (5) bids were received.

**DISCUSSION:** N/A

**FISCAL IMPACT:** Funding in the amount of \$829,000 is available in the department's FY26 operating budget account 586025-20-20030.

**CONCURRENCES:** N/A

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Bid Matrix Tabulation

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

PUR-1766  
Bulk Road Salt

				Cargill, Incorporated- Salt, Road Safety North Olmsted, OH		Morton Salt, Inc. Chicago, IL		Mid-Atlantic Salt, LLC Gladwyne, PA		Deicing Depot, LLC Deerfield Beach, FL		Eastern Salt Co., Inc. Lowell, MA	
				Total Price		Total Price		Total Price		Total Price		Total Price	
Line #	Description	QTY	UOM	Unit	Extended	Unit	Extended	Unit	Extended	Unit	Extended	Unit	Extended
1	Bulk Road Salt (Per Ton - Delivered)	1	Ton/Delivered	\$76.85	\$76.85	\$78.11	\$78.11	\$85.00	\$85.00	\$97.00	\$97.00	\$102.00	\$102.00

**Supplier Notes:**

Mid-Atlantic Salt, LLC:

Some deliveries may occur within 2 business days. Our general delivery guideline is 3-5 business days. We will work as quickly as possible with respect to weather conditions and order size. We recommend ordering as early as possible and not waiting until the last minute with regard to snow events. Under no circumstances will we pay liquidated damages or any other additional costs.



## Agenda Report Form

### Open Session Item

**SUBJECT:** Sole Source Award (PUR-1770) – Annual Support Maintenance for all Priority Dispatch Programs for the Department of Emergency Communication

**PRESENTATION DATE:** September 9, 2025

**PRESENTATION BY:** Brandi Kentner, CPPO, Director of Purchasing, Alan Matheny, Director of Emergency Management and Communication

**RECOMMENDATION:** Move to award a contract for the purchase of Annual Support Maintenance for all Priority Dispatch Program for the Department of Emergency Communication, to Priority Dispatch of Salt Lake City, UT, for the total price of \$428,286, which includes annual maintenance and support for five years.

**REPORT-IN-BRIEF:** The purchase is for the Annual Support Maintenance License Renewal and Backup Card set License for all Priority Dispatch Programs. The International Academy of Emergency Dispatch is the only agency that tests and re-certifies for Priority Dispatch Emergency Medical, Fire, Police and Quality Assurance protocol training.

The Department of Emergency Communication wishes to apply Section 1-106.2(a)(2) of the Code of Public Laws of Washington County, Maryland, to procure the request. This section states that a sole source procurement is authorized and permissible when: The compatibility of equipment, accessories, or replacement parts is the paramount consideration.

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

**DISCUSSION:** N/A

**FISCAL IMPACT:** Funds are available in the department's operating budget 515180-10-11440 for this purchase. This is covered by the State 911 Board Grant

**ATTACHMENTS:** Priority Dispatch Quote dated April 29, 2025

110 Regent Street, Suite 500

Salt Lake City, UT 84111

USA

www.prioritydispatch.net

Prepared By: John Grisevich

Phone: (800) 363-9127

Direct: Ext. 229

Email: john.grisevich@prioritydispatch.net

Agency:

Agency ID#:

Quote #:

Date:

Offer Valid Through:

Payment Terms

Currency:

Washington County Emergency

Communication MD

991

Q-79668

4/29/2025

8/26/2025

Net 30

USD

Bill To:

Washington County Emergency Communication MD

16232 Elliott Pkwy

Williamsport, Maryland 21795-4083

United States

Ship To:

Washington County Emergency Communication MD

16232 Elliott Pkwy

Williamsport, Maryland 21795

United States

Product	Discipline	Qty	Amount
ONE Plan Maintenance Package System License Renewal, Services & Support	Medical;Fire;Police	1	USD 93,444.00
Shipping & Handling		1	USD 0.00
Year 1 start Aug 1st TOTAL:			USD 54,510.00

Product	Discipline	Qty	Amount
ONE Plan Maintenance Package System License Renewal, Services & Support	Medical;Fire;Police	1	USD 93,444.00
Year 2 TOTAL:			USD 93,444.00

Product	Discipline	Qty	Amount
ONE Plan Maintenance Package System License Renewal, Services & Support	Medical;Fire;Police	1	USD 93,444.00
Year 3 TOTAL:			USD 93,444.00

Product	Discipline	Qty	Amount
ONE Plan Maintenance Package System License Renewal, Services & Support	Medical;Fire;Police	1	USD 93,444.00
Year 4 TOTAL:			USD 93,444.00

Product	Discipline	Qty	Amount
ONE Plan Maintenance Package System License Renewal, Services & Support	Medical;Fire;Police	1	USD 93,444.00
Year 5 TOTAL:			USD 93,444.00

Quote Notes

Subtotal	USD 491,286.00
Discount	USD 63,000.00
Total	USD 428,286.00

Customer Signature:		Date:	
Customer Name:		Purchase Order ID:	
Expiration Date:			

TERMS AND CONDITIONS

This quote is valid for 120 days from date of issue. All prices quoted are exclusive of any applicable taxes, duties, or government assessments relating to this transaction, which are the sole obligation of Buyer. You can find it here: <https://prioritydispatch.net/licensing/>



## Agenda Report Form

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### Open Session Item

**SUBJECT:** Intergovernmental Cooperative Purchase (INTG-25-0205) – Purchase of One (1) New T770 T4 Bobcat Track Loader for the Hagerstown Regional Airport

**PRESENTATION DATE:** September 9, 2025

**PRESENTATION BY:** Brandi Kentner, CPPO, Director of Purchasing, and Neil Doran, Airport Director

**RECOMMENDED MOTION:** Move to authorize, by Resolution, for the Hagerstown Regional Airport to purchase of One (1) New T770 T4 Bobcat Track Loader from Bobcat of Hagerstown, MD., for the amount of \$101,084.57 and to utilize another jurisdiction's contract (020223-CEC) that was awarded by Sourcewell to Clark Equipment Company.

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

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

**DISCUSSION:** : The airport has never had a piece of equipment like this within its maintenance fleet. The Loader will allow for safe access and mowing of steep embankments, areas that cannot be reached with other Mowers. Additionally, the bucket and snow bucket attachments can be used for "dirt work" and for snow plowing in narrow areas of the airport such as within the terminal parking lot. The Loader is anticipated to replace two existing, aging pieces of equipment, including "Mower-3" a 1982 Ford Front End Loader/Back Mount Mower with 3,964 hours and 33 years of service and "Mower-4" a 1994 Sickle Bar Brush Hog with 1,569 hours and 31 years of service. Parts are no longer available for Mower-4 should it require them in the future. If approved, the department anticipates being able to sell both existing Mowers on GovDeals.com to recoup some of the cost of the Loader acquisition.

**FISCAL IMPACT:** Funds are budgeted with the Airport's EQP031 Budget 600300-35-45010-EQP031-VHCL-000000.

**CONCURRENCES:** Public Works Division Director

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Bobcat of Hagerstown Quote dated 8/12/25

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

## RESOLUTION NO. RS-2025-

### *(Intergovernmental Cooperative Purchase [INTG-25-0205] Purchase of One [1] New T770 T4 Bobcat Track Loader for the Hagerstown Regional Airport)*

#### RECITALS

The Code of Public Local Laws of Washington County, Maryland (the “Public Local Laws”), § 1-106.3, provides that the Board of County Commissioners of Washington County, Maryland (the “Board”), “may procure goods and services through a contract entered into by another governmental entity in accordance with the terms of the contract, regardless of whether the county was a party to the original contract.”

Subsection (c) of § 1-106.3 provides that “A determination to allow or participate in an intergovernmental cooperative purchasing arrangement under subsection (b) of this section shall be by resolution and shall either indicate that the participation will provide cost benefits to the county or result in administrative efficiencies and savings or provide other justifications for the arrangement.”

The Hagerstown Regional Airport seeks to purchase one (1) new T770 T4 Bobcat Track Loader from Bobcat of Hagerstown, Maryland, for the amount of \$101,084.57, and to utilize another jurisdiction’s contract (020223-CEC) that was awarded by Sourcewell to Clark Equipment Company.

Eliminating the County’s bid process will result in administrative and cost savings for the County. The County will benefit with direct cost savings because of the economies of scale the aforementioned contract has leveraged. Additionally, the County will realize administrative efficiencies and savings as a result of not preparing, soliciting, and evaluating bids.

NOW, THEREFORE, BE IT RESOLVED by the Board, pursuant to § 1-106.3 of the Public Local Laws, that the Hagerstown Regional Airport is hereby authorized to purchase one (1) new T770 T4 Bobcat Track Loader from Bobcat of Hagerstown, Maryland, for the amount of \$101,084.57, and to utilize another jurisdiction’s contract (020223-CEC) that was awarded by Sourcewell to Clark Equipment Company.

Adopted and effective this \_\_\_\_ day of September, 2025.

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF WASHINGTON COUNTY, MARYLAND

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

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

Approved as to form  
and legal sufficiency:

\_\_\_\_\_  
Zachary J. Kieffer  
County Attorney

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



Quotation Number: **JC1348397**  
 Quote Sent Date: **Aug 12, 2025**  
 Expiration Date: **Sep 11, 2025**  
 Prepared By: **Jason Crawford**  
 Phone: +18882439029  
 Email: jrcrawford@crowstoneope.com

Customer  
**Hagerstown Regional Airport**  
**Washington County**  
 18434 Showalter Rd  
 Hagerstown, MD, 21740  
 Phone: 301-573-0940

Contact  
**Terry Stouffer**  
 Phone: 301-573-0940  
 Email: t.stouffer@flyhgr.com

Dealer  
**Bobcat of Hagerstown, Hagerstown, MD**  
 16409 Fairview Rd  
 HAGERSTOWN, MD, 21740-1161

Item Name:	Item Number:	Quantity	Price Each	Total	Discount	Contract Price
<b>T770 T4 Bobcat Compact Track Loader</b>	M0285	1	91,432.00	91,432.00	32,000.99	59,431.01
<b>Standard Equipment:</b> 92 HP Turbo Tier 4 Diesel Engine Air Intake Heater (Automatically Activated) Auxiliary Hydraulics: Variable Flow Backup Alarm Bob-Tach Bobcat Interlock Control System (BICS) Controls: Hand and Foot (Manual) Cylinder Cushioning - Lift, Tilt Engine/Hydraulic Systems Shutdown Glow Plugs (Automatically Activated)		Horn Instrumentation: Engine Temp and Fuel Gauges, Hourmeter, RPM and Warning Indicators Lift Arm Support Lift Path: Vertical Lights, Front & Rear Operator Cab Includes: Adjustable Suspension Seat, Top & Rear Windows, Seat Bar, Seat Belt Roll Over Protective Structure (ROPS) meets SAE-J1040 & ISO 3471 Falling Object Protective Structure (FOPS) meets SAE-J1043 & ISO 3449, Level I; (Level II is available through Bobcat Parts) Parking Brake: Spring Applied, Pressure Released (SAPR) Solid Mounted Carriage with 5 Rollers Tracks: Rubber, 17.7" Wide C-Pattern Warranty: 2 years, or 2000 hours whichever occurs first				
<b>Deluxe Package</b>	M0285-P11-C14	1	11,467.00	11,467.00	3,876.57	7,590.43
<i>Included:</i> Deluxe Package: Enclosed HVAC Cab, Adjustable Heated Cloth Air Ride Seat, Power Bob-Tach, Keyless Ignition, Deluxe Display, Standard Lights, 7-Pin Attachment Control, Single Direction Bucket Positioning, Two-Speed Travel, Telematics - Machine IQ, 2yr Standard Telematics Subscription, Radio with Bluetooth, Ride Control, Reversing Fan,						
<b>Selectable Joystick Controls (SJC)</b>	M0285-R01-C04	1	981.00	981.00	331.77	649.23
<b>17.7" Multi-Bar Tracks</b>	M0285-R09-C05	1	883.00	883.00	298.76	584.24

High Flow Hydraulics	M0285-R03-C03	1	2,797.00	2,797.00	845.79	1,851.21
Bluetooth Radio Kit	46899213	1	941.00	941.00	465.39	475.61
Special Applications Polycarbonate Door Kit	7128395	1	2,744.00	2,744.00	465.22	2,278.78
Rear Camera Kit	7329670	1	1,812.00	1,812.00	612	1,200
36 Month/2000 Hour Full Extended Warranty	9974406	1	1,500.00	1,500.00	0	1,500
Total for T770 T4 Bobcat Compact Track Loader				114,557.00	38,996.49	<b>75,560.51</b>
80" Severe Duty Bucket	7326129	1	2,866.00	2,866.00	828.44	2,037.56
Bolt-On Cutting Edge, 80"	6718008	1	411.00	411.00	78.89	332.11
Total for 80" Severe Duty Bucket				3,277.00	907.33	<b>2,369.67</b>
Snow Pusher Pro, 9ft (108 in.) Includes angle blade and removable pusher box	7385514	1	11,086.00	11,086.00	3,092.32	7,993.68
Total for Snow Pusher Pro, 9ft (108 in.) Includes angle blade and removable pusher box				11,086.00	3,092.32	<b>7,993.68</b>
80" Brushcat (HF)	7233092	1	11,607.00	11,607.00	3,188.33	8,418.67
Total for 80" Brushcat (HF)				11,607.00	3,188.33	<b>8,418.67</b>
Quote Subtotal				140,527.00		94,342.53
360 LED ROOF KIT				1,531.00		1531
Dealer PDI				400		95,873.53
Tariff Surcharge				1,567.54		400
Freight Charge				1350		1567.54
Destination Charge				886		1350
Dealer Assembly Charge				1,007.50		886
Quote Total - USD				<b>142,058.00</b>	40,973.43	<b>\$101,084.57</b>

15

<b>Customer Acceptance:</b>	
Quotation Number: JC1348397	Purchase Order: _____
<b>Authorized Signature:</b>	
Print: _____	Sign: _____
Date: _____	Email: _____ Tax Exempt: Y <input type="checkbox"/> / N <input type="checkbox"/>



## Agenda Report Form

### Open Session Item

**SUBJECT:** Intergovernmental Cooperative Purchase (INTG-25-0206) One (1) New 2026 Ford Super Duty F-350 SRW Crew Cab 4X4 Truck with Knapheide snow removal package for the Washington County Transit Department

**PRESENTATION DATE:** September 9, 2025

**PRESENTATION BY:** Brandi Kentner, CPPO, Director of Purchasing Department and Shawn Harbaugh, Transit Director, Washington County Transit Department

**RECOMMENDATION:** Move to authorize by Resolution, the Washington County Transit Department to purchase One (1) New 2026 Ford Super Duty F-350 SRW (W3B) XL 4WD Crew Cab Truck with Knapheide snow plow in the amount of \$67,383.70 from National Auto Fleet Group of Watsonville, CA., and to utilize another jurisdiction's contract (091521-NAFG) that was awarded by Sourcewell to National Auto Fleet Group.

**REPORT-IN-BRIEF:** The Washington County Transit Department is requesting to purchase One (1) New 2026 Ford Super Duty F-350 SRW (W3B) XL 4WD Crew Cab Truck with Knapheide snow plow to replace a 2005 pickup with 38,936 miles that exceeds the County's Vehicle and Equipment Types and Usage Guidelines, and according to Federal Transit Administration (FTA) standards. The County initiated the Vehicle and Equipment Types and Usage Guideline in 2001. The County's replacement guidelines for less than 19,500 lbs. GVWR is recommended at a ten (10) year economic life cycle. The replaced vehicle will be sold on GovDeals. Concurrence for this purchase has been sought and approved by the Maryland Transit Administration (MTA).

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

The County will benefit from the direct cost savings in the purchase of this vehicle because of the economies of scale this contract has leveraged. Additionally, the County will realize savings through administrative efficiencies as a result of not preparing, soliciting, and evaluating a bid. Acquisition of the vehicle by utilizing the Sourcewell contract and eliminating our county's bid process would result in administrative and cost savings for the Washington County Transit Department and Purchasing Department in preparing specifications.

**FISCAL IMPACT:** Grant funds to support this purchase are available in our 600300-34-44010; EQPT VEH004, and split as follows: 80% Federal - 10% State - 10% Local.

**CONCURRENCES:** Division Director

**ATTACHMENTS:** National Auto Fleet Group quote dated 8/20/25

## RESOLUTION NO. RS-2025-

*(Intergovernmental Cooperative Purchase [INTG-25-0206] One [1] New 2026 Ford Super Duty F-350 SRW (W3B) XL 4WD Crew Cab Truck with Knapheide snowplow for the Washington County Transit Department)*

### RECITALS

The Code of Public Local Laws of Washington County, Maryland (the "Public Local Laws"), § 1-106.3, provides that the Board of County Commissioners of Washington County, Maryland (the "Board"), "may procure goods and services through a contract entered into by another governmental entity in accordance with the terms of the contract, regardless of whether the county was a party to the original contract."

Subsection (c) of § 1-106.3 provides that "A determination to allow or participate in an intergovernmental cooperative purchasing arrangement under subsection (b) of this section shall be by resolution and shall either indicate that the participation will provide cost benefits to the county or result in administrative efficiencies and savings or provide other justifications for the arrangement."

The Washington County Transit Department seeks to purchase One [1] New 2026 Ford Super Duty F-350 SRW (W3B) XL 4WD Crew Cab Truck with Knapheide snowplow in the amount of \$67,383.70 from National Auto Fleet Group of Watsonville, California, and to utilize another jurisdiction's contract (091521-NAFG) that was awarded by Sourcewell to National Auto Fleet Group.

Eliminating the County's bid process will result in administrative and cost savings for the County. The County will benefit with direct cost savings because of the economies of scale the aforementioned contract has leveraged. Additionally, the County will realize administrative efficiencies and savings as a result of not preparing, soliciting, and evaluating bids.

NOW, THEREFORE, BE IT RESOLVED by the Board, pursuant to § 1-106.3 of the Public Local Laws, that the Washington County Transit Department is hereby authorized to purchase One [1] New 2026 Ford Super Duty F-350 SRW (W3B) XL 4WD Crew Cab Truck with Knapheide snowplow in the amount of \$67,383.70 from National Auto Fleet Group of Watsonville, California, and to utilize another jurisdiction's contract (091521-NAFG) that was awarded by Sourcewell to National Auto Fleet Group.

Adopted and effective this \_\_\_\_ day of September, 2025.

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF WASHINGTON COUNTY, MARYLAND

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

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

Approved as to form  
and legal sufficiency:

\_\_\_\_\_  
Zachary J. Kieffer  
County Attorney

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



# National Auto Fleet Group

A Division of Chevrolet of Watsonville

490 Auto Center Drive, Watsonville, CA 95076

(855) 289-6572 • (831) 480-8497 Fax

Fleet@NationalAutoFleetGroup.com

8/14/2025

8/20/2025 Re-Configured

Quote ID: **32784 R3**

Order Cut Off Date: **TBA**

Mr Shawn Harbaugh  
Washington County Transit  
1000 West Washington Street  
Hagerstown, Maryland, 21740

Dear Shawn Harbaugh,

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

**One (1) New/Unused (2026 Ford Super Duty F-350 SRW (W3B) XL 4WD Crew Cab 6.75' Box 160" WB, L2851-2 Knapheide Upfit+Handling 8' Western Pro-Plow 3 )** and delivered to your specified location, each for

	One Unit (MSRP)	One Unit	Total % Savings	Total Savings
Contract Price	\$57,195.00	\$55,347.20	3.231 %	\$1,847.80
Tax (0.0000 %)		\$0.00		
L2851-2 Knapheide Upfit+Handling		\$12,336.50		
Courtesy Discount (\$300.00)				
Tire fee		\$0.00		
Total		\$67,383.70		

\*Per the attached specifications. Additional upfit options included; **Required: Invoice for chassis due on delivery to installer, invoice for upfit due thereafter upon completion.** This vehicle(s) is available under the **Sourcewell Contract 0921521-NAFG**. Please reference this number on all purchase orders to National Auto Fleet Group. Payment terms are Net 20 days after receipt of vehicle. Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.

Sincerely,

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

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



**GMC**



## Agenda Report Form

### Open Session Item

**SUBJECT:** Intergovernmental Cooperative Purchase (INTG-25-0207) Fuel Management System - Washington County Highway Department

**PRESENTATION DATE:** September 9, 2025

**PRESENTATION BY:** Brandi Kentner, CPPO, Director, Purchasing Department, and Zane Rowe, Deputy Director of Public Works - Highway

**RECOMMENDED MOTION:** Move to authorize by Resolution, the approval for the Washington County Highway Department to purchase three (3) Islander Prime Fuel Management Systems from PWI, of New Oxford, PA, for the total sum of \$53,105.19 and to utilize another jurisdiction's contract #081524-GVR that was awarded by Sourcwell to Gilbarco, Inc.

**REPORT-IN-BRIEF:** The “pedestals” are the main component used for fuel customer interaction to authorize a motor fuel dispenser via the use of a key fob device encoded with a unique radio frequency identification (RFID) for the vehicle. The customer must present the device to the built-in pedestal RFID reader, requiring additional input of personal identification number (PIN) and odometer. Only after the input is matched with the database, the customer can select a dispenser for refueling.

Existing Gasboy Islander PLUS pedestals at three (3) Highway Fleet fuel sites (except for Highway West) were placed online from CY2011 through 2017, and within the last year, Gasboy announced the end-of-life for the Islander PLUS product line, meaning no further orders are accepted, and support will eventually end. In the past two (2) years, LCD display backlighting failed on pedestals at two (2) sites, and used parts from eBay were acquired to remediate.

The upgraded Gasboy Islander PRIME pedestals are the next generation technology providing advanced features not available in the existing Gasboy Islander PLUS system, including a modern user interface with a multimedia color display and seamless integration with existing cloud-based fuel site management software.

The Gasboy Islander PRIME provides flexible fueling dispenser authorization and comprehensive data communication to the existing EKOS cloud management software for real-time tracking and analytics.

The Code of Public Laws of Washington County, Maryland (the Public Local Laws) §1-106.3 provides that the Board of County Commissioners may procure goods and services through a contract entered into by another governmental entity, in accordance with the terms of the contract, regardless of whether the County was a party to the original contract. Sourcwell took the lead in soliciting the resulting agreement. If the Board of County Commissioners determines that

participation by Washington County would result in cost benefits or administrative efficiencies, it could approve the purchase of the systems in accordance with the Public Local Laws referenced above by resolving that participation would result in cost benefits or in administrative efficiencies.

The County will benefit with direct cost savings in the purchase of this equipment because of the economies of scale this buying group leveraged. I am confident that any bid received as a result of an independent County solicitation would exceed the spend savings that the Sourcewell contract provides through this agreement. Additionally, the County will realize savings through administrative efficiencies as a result of not preparing, soliciting and evaluating a bid. This savings/cost avoidance would, I believe, be significant.

**DISCUSSION:** N/A

**FISCAL IMPACT:** Funds are available in the Highway Department's operating budget 20060-20-600400 for this purchase.

**CONCURRENCES:** Division Director

**ALTERNATIVES:**

1. Process a formal bid and the County could possibly incur a higher cost for the purchase, or
2. Do not award the purchase of the sewer cleaner truck.

**ATTACHMENTS:** PWI Quotes 031325-15917E, 15918E and 15919E dated 8/21/25

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

## RESOLUTION NO. RS-2025-

### *(Intergovernmental Cooperative Purchase [INTG-25-0207] Fuel Management System – Washington County Highway Department)*

#### RECITALS

The Code of Public Local Laws of Washington County, Maryland (the “Public Local Laws”), § 1-106.3, provides that the Board of County Commissioners of Washington County, Maryland (the “Board”), “may procure goods and services through a contract entered into by another governmental entity in accordance with the terms of the contract, regardless of whether the county was a party to the original contract.”

Subsection (c) of § 1-106.3 provides that “A determination to allow or participate in an intergovernmental cooperative purchasing arrangement under subsection (b) of this section shall be by resolution and shall either indicate that the participation will provide cost benefits to the county or result in administrative efficiencies and savings or provide other justifications for the arrangement.”

The Washington County Highway Department seeks to purchase three (3) Islander Prime Fuel Management Systems from PWI, of New Oxford, Pennsylvania, for the total sum of \$53,105.19, and to utilize another jurisdiction’s contract #081524-GVR that was awarded by Sourcewell to Gilbarco, Inc.

Eliminating the County’s bid process will result in administrative and cost savings for the County. The County will benefit with direct cost savings because of the economies of scale the aforementioned contract has leveraged. Additionally, the County will realize administrative efficiencies and savings as a result of not preparing, soliciting, and evaluating bids.

NOW, THEREFORE, BE IT RESOLVED by the Board, pursuant to § 1-106.3 of the Public Local Laws, that the Washington County Transit Department is hereby authorized to purchase three (3) Islander Prime Fuel Management Systems from PWI, of New Oxford, Pennsylvania, for the total sum of \$53,105.19, and to utilize another jurisdiction’s contract #081524-GVR that was awarded by Sourcewell to Gilbarco, Inc.

Adopted and effective this \_\_\_\_ day of September, 2025.

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF WASHINGTON COUNTY, MARYLAND

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

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

Approved as to form  
and legal sufficiency:

\_\_\_\_\_  
Zachary J. Kieffer  
County Attorney

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



**INCORPORATED**

"PRODUCING WITH INTEGRITY" Since 1948

PROPOSAL #031325-15917E

Page 1 of 3



P.O. BOX 67 211 LINCOLNWAY WEST NEW OXFORD, PA 17350 717-624-2111

TO: Washington County - Dept of Highways- Central	DATE: 08/21/2025	TERMS: NET 15	VALID FOR: 26Sept2025
STREET ADDRESS: 601 Northern Avenue	SALESMAN: Andrew Brumage	ESTIMATOR: Tyler Meckley	
CITY, STATE, ZIP CODE: Hagerstown, MD 21742	JOB LOCATION: Same		
ATTENTION OF: Jack Reynard			

**PWI is pleased to submit the following:**

**Equipment:**

- 1 - Islander PRIME - Electronic 9800 Series
- 1 - Islander PRIME – Stainless Steel Base

**Installation:**

- Remove existing fuel management system
- *Note: All existing electrical is proposed to be reused. Should the existing electrical be found unsuitable additional charges will apply.*
- Install new Gasboy Islander Prime in the same location as the existing fuel management system
- *Note: PWI is to use the existing EKOS software.*
- Interface pumps to the new fuel management system
- *Note: PWI expects that the existing Gasboy is communicating via RS-485. If there is no communication through the RS-485, extra charges will apply to update the current system.*
- *Note: If the customer is paying the \$179/mo. fee for EKOS, the Gasboy service offering is already included. If not, the customer will need to purchase GSS for an additional fee.*
- Test for proper operation

**Gasboy Islander Prime Fuel Management System-List Price: \$12,778.00**

**Gasboy Islander Prime Fuel Management System -Sourcewell Price: \$10,222.40**

**Gasboy Stainless Steel Pedestal-List Price: \$2,737.00**

**Gasboy Stainless Steel Pedestal-Sourcewell Price: \$2,189.60**

**Installation: \$4,300.00**

**Shipping: \$281.00**

**Tariff: \$708.73**

**TOTAL EQUIPMENT, INSTALLATION, TARIFFS, & SHIPPING: \$17,701.73**

**Note: Sourcewell Contract #081524-GVR**

*Note: All equipment to be reused outside the scope of above project is assumed to be in good condition and working order at the time of PWI's arrival. This includes but not limited to Existing Tanks, Submersible pumps, underground piping, building electrical panels and wiring and Relay boxes inside the store. **If the scope proposes to pull new wire through existing conduit. Should existing conduit be broken, or wires otherwise be unable to move freely, additional expenses will apply to make the dispensers functional. At this time, it will be brought to the owner's attention of the problem and a deposit will be secured before any additional work is performed. PWI will perform the repairs at a T&M rate of \$100 per hour, portal to portal, and a material margin of 20% over cost.***


NOTICE

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INBOUND FREIGHT	TAXES
Included	Exempt

THIS PROPOSAL IS SUBMITTED TO FURNISH XX LABOR XX MATERIALS IN ACCORDANCE WITH THE SPECIFICATIONS LISTED ABOVE AND THE CONDITIONS OF SALE AS LISTED ON THE REVERSE SIDE FOR THE SUM OF:

SEVENTEEN THOUSAND SEVEN HUNDRED ONE & 73/100 DOLLARS...\$17,701.73

THANK YOU FOR THIS OPPORTUNITY TO BE CONSIDERED AS YOUR SUPPLIER,		
PWI, INCORPORATED	ESTIMATOR	
ACCEPTANCE OF PROPOSAL		
THE ABOVE PRICING AND SPECIFICATIONS AS WELL AS THE CONDITIONS OF SALE LISTED ON THE REVERSE SIDE ARE AGREEABLE AND HEREBY ACCEPTED. YOU ARE AUTHORIZED TO PERFORM AS SPECIFIED. PAYMENT WILL BE MADE IN ACCORDANCE WITH YOUR TERMS NOTED ABOVE.		
DATE _____	TITLE _____	SIGNATURE _____
(SEE CONDITIONS ON REVERSE SIDE)		

**ACCEPTANCE** – This proposal, upon acceptance by the buyer within the period noted elsewhere in this agreement will constitute a bonafied contract with Seller, subject to all terms and conditions that follow and upon approval of Seller. It is expressly agreed that there are no promises, agreements, or understandings, oral or written, not specified in this contract. No waiver, alteration or modification of the terms and conditions of this contract shall be binding unless in writing and signed by the Seller. All of the provision hereof and all resulting order are to governed and construed according to the laws of the State of Pennsylvania. Any provision prohibited by the laws of this State shall be ineffective to the extent of such provision without invalidating or modifying the remaining provisions of this contract.

**EXCAVATION CLAUSE** – This proposal is predicted on the excavation and removal of normal, stable soil as defined in 29 CFR Part 1926. If types A, B, or C soils are encountered that may require additional excavation, sloping, backfilling, shoring, pumping, relocation of excavation, hold down devices, or any other additional costs, such costs will be borne by the Buyer at the Sellers current time, material, and subcontractor rate scale. Such conditions would include, but are not limited to: contaminated soil and/or liquids; underground rock, structures, cables, conduits, piping, poles, sewer lines, manholes, slabs, foundations, water, springs, running soil, shearing soil, or other conditions that may endanger personnel or property.

**TANK FLOTATION** – It is the Buyers responsibility to fill all underground storage tanks with product for ballast immediately upon notification by Seller. The Seller shall notify buyer at least eight hours prior to when the product will be needed. The Seller shall not be held responsible for contamination or loss of product used for ballast. If the tank is not filled as required, the buyer accepts responsibility for damages that may occur from the tanks floating and accepts all expenses required to reinstall the tanks at Sellers existing time and material rate. If the tanks are filled with water instead of product, there will be additional charges for the water filling and removing.

**INSTALLATION** – Buyer agrees to provide Seller full access to the job site during the installation process, and shall keep same clear and unobstructed. The Seller shall provide the installation in accordance with manufacturer's specifications and/or recognized industry standards. The Seller will not be responsible for any concrete slab not kept free of traffic by the Buyer for fifteen days. In the case of winter work, frost removal is not included, nor are any expensed that may be incurred to protect new concrete, unless specified elsewhere in this contract. Any circumstance, under the Buyers control, that causes a delay in the progress of the installation will result in an additional charge.

**WARRANTY** – The seller makes no warranty, express or implied whether of merchantability, fitness for purpose and any and all other representations to the Buyer except as follows: (a) if the installation is supplied by the Seller, the Seller warrants that the installation will be suitable for the purpose for which it was designed by the Seller and that all work shall be guaranteed free of defects of workmanship for a period of 1 year from date of completion: (b) if the finished part or component sold is not manufactured by the Seller, the Seller makes no warranties whatsoever as to such article. If such part or component is covered by a manufacturer's or supplier's warranty and such warranty may be extended to the Buyer, then such part or component is warranted only to the extent Seller is able to enforce such warranty. In enforcing such warranty it is understood the Seller shall have no obligation to initiate litigation unless the Buyer undertakes to pay all costs and expenses therefore, including but not limited to attorney's fees and indemnifies the Seller against any liabilities to Seller's vendors arising out of such litigation.

**TERMS** – Terms are Net fifteen (15) days on completion of all services or installation work in total, unless otherwise specified. Terms on equipment, unless otherwise specified are Net fifteen (15) days from date of delivery in total. Delivery to our plant for purposes of convenience or coordination shall be considered "Delivery" for billing purposes. A deposit will be required on all installation contracts. The Seller may require progress payment, covering the cost of materials and the cost of labor. The cost of labor will be predicated upon the percentage of completion of the contract. The Buyer will be sent an invoice monthly for the value of materials stored and/or for the value of work completed. The Buyer shall pay for the same within ten (10) days after deducting 10% retainage. The 10% retainage and the balance of other monies due shall be paid upon completion. In the event the Buyer fails to pay any progress payment within ten (10) days of the date of the Seller's invoice, the Seller may, upon two (2) days written notice to the Buyer, suspend work, terminate the contract, or exercise any other rights it may have without incurring any liability whatsoever to the Buyer. Such rights include but are not limited to recovering from the Buyer payment for work executed and for any proven loss sustained upon any materials, equipment, tools and the construction equipment and machinery. The seller reserves the right to charge the Buyer 1 ½% per month on past due balances. This represents an annual interest rate of 18%. The Buyer agrees to pay the Seller reasonable attorney's fees and court costs if its account is placed in the hands of an attorney for collection.

**SPECIAL FEES** – Unless otherwise stated, no provision is made in this contract for special fees, permits, licenses, etc. If Seller is requested to furnish same, such charges will be added to the contract price. The Buyer shall furnish all surveys necessary for proper installation. Easements for permanent structures or permanent changes in existing facilities shall be secured and paid for by the Buyer.

**INDEMNITY CLAUSE** – The Buyer agrees to hold the Seller safe and harmless against all loss and from all liability, claims, demands or suits for (a) bodily injury and property damage arising out of the work undertaken by the Seller, its employees, agents or its subcontractors and arising out of any other operation, no matter by whom performed for and on behalf of the Buyer, whether or not due in whole or in part to conditions, acts or omissions done or permitted by Buyer or Seller, except for such liability as is covered by the Seller's Workmen's Compensation insurance and (b) alleged or actual infringement of any letters patent, copyrights or trademarks, either domestic or foreign arising from the manufacture and/or sale of goods herein accordance with patterns, designs, specifications, drawings, directions or technical information of data furnished to the Seller by the Buyer.

**PRICES** – Prices quoted are for acceptance within 30 days and, unless otherwise specified, are subject to change or withdrawal without notice after that date. Due to the uncertainty of the prices of major components of this proposal, prices quoted are those currently in effect but may be significantly higher at time of delivery. Accordingly, such increases will be added to the contract amount. If increases are required, notification shall be given to the buyer for approval or cancellation of this contract. The Buyer may order changes in the work or the installation of additional equipment and the contract sum shall be increased accordingly. All such orders and increases shall be in writing, and the Buyer shall consent in writing to the extra charges before the Seller shall begin any changes or additional work.

**DELIVERY** – Delivery promises are contingent upon fires, strikes, accidents, lockout, work stoppages, war riot, availability of materials, acts of God, governmental action or regulation, or from other causes beyond the Seller's control. The Seller shall have no liability for any delay, failure to delivery, loss or damage, which might result there from. The Seller will endeavor to maintain schedules, but cannot guarantee to do so. Time for delivery shall not be of the essence of this contract. The Seller is not liable for any loss or damages resulting from delay, howsoever caused or occasioned. Delivery, unless otherwise specified, does not include unloading.

**RETURNS** – Material must not be returned to us without our written permission and shipping instructions. Material returned which was shipped as ordered and is without manufacturing defect will be subject to a 25% handling charge in addition to whatever expense may be necessary to restore the item to salable condition. Transportation charges on material returned must be prepaid.

**ERRORS** – Stenographic, clerical and mathematical errors made by the Seller in quotation, acknowledgments or invoices are subject to correction. Claims for shortages, defective goods, errors and allowances must be made within 10 days from date of invoice.

**EXCUSED DEFAULT** – It is mutually agreed by the parties hereto that neither party shall be held responsible for any losses resulting if the fulfillment of any terms or provisions of this agreement shall be delayed or prevented by revolution or other disorders, wars, acts of enemies, strikes, fires, floods, acts of God, acts of governmental authorities, or without limiting the foregoing, by any other cause not within the control of the party whose performance is interfered with, and which by the exercise of reasonable diligence, said party was unable to prevent, whether or not the class of clauses hereinabove enumerated.

**TITLE AND RISK OF LOSS** – Full risk of loss (including transportation delays and losses) shall pass to the Buyer upon delivery of products/equipment to the F.O.B. point. Title to and the right to possess each item of equipment are and shall remain vested in the Seller until the Buyer pays the entire purchase price. In the event the Buyer does not promptly pay the purchase price according to the terms hereof, or in the event the Buyer's credit or financial responsibility becomes impaired or unsatisfactory, as the Seller may determine, or in the event the Buyer fails to perform any condition or obligation, the Seller may, at its election, demand immediate payment in cash before making delivery, suspend delivery and terminate this contract, or mature the entire unpaid portion of the purchase price, in each event without notice and without any liability whatsoever to the Buyer. The Buyer's bankruptcy, receivership, or failure to pay any amount when due shall, at the option of the Seller, mature the entire unpaid portion of the purchase price without notice and the Seller may declare this contract terminated, enter the premises, and retake possession of said property, whereupon all payments made by the Buyer will be forfeited as liquidated damages, rentals and costs. The Buyer shall effect and maintain term fire, theft, and other casualty insurance including vandalism during the installation in amounts necessary to cover any losses resulting to the Seller for any losses or damage at the job site to the Seller's construction equipment or the equipment to be installed pursuant to this agreement, except any such loss or damage which is caused by the Seller's employees or agents. It is specially understood that the Buyer shall be responsible for any such loss or damage, which is not caused by the Seller, its employees or agents.



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PROPOSAL #031325-15918E

Page 1 of 3



P.O. BOX 67 211 LINCOLNWAY WEST NEW OXFORD, PA 17350 717-624-2111

TO: Washington County – Dept of Highways - South	DATE: 08/21/2025	TERMS: NET 15	VALID FOR: 26Sept2025
STREET ADDRESS: 6223 Coffman Farms Road	SALESMAN: Andrew Brumage	ESTIMATOR: Tyler Meckley	
CITY, STATE, ZIP CODE: Keedysville, MD 21756	JOB LOCATION: Same		
ATTENTION OF: Jack Reynard			

**PWI is pleased to submit the following:**

**Equipment:**

- 1 - Islander PRIME - Electronic 9800 Series
- 1 - Islander PRIME – Stainless Steel Base

**Installation:**

- Remove existing fuel management system
- *Note: All existing electrical is proposed to be reused. Should the existing electrical be found unsuitable additional charges will apply.*
- Install new Gasboy Islander Prime in the same location as the existing fuel management system
- *Note: PWI is to use the existing EKOS software.*
- Interface pumps to the new fuel management system
- *Note: PWI expects that the existing Gasboy is communicating via RS-485. If there is no communication through the RS-485, extra charges will apply to update the current system.*
- *Note: If the customer is paying the \$179/mo. fee for EKOS, the Gasboy service offering is already included. If not, the customer will need to purchase GSS for an additional fee.*
- Test for proper operation

**Gasboy Islander Prime Fuel Management System-List Price: \$12,778.00**

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**TOTAL EQUIPMENT, INSTALLATION, SHIPPING: \$17,701.73**

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INBOUND FREIGHT

**Included**

TAXES

**Exempt**

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THANK YOU FOR THIS OPPORTUNITY TO BE CONSIDERED AS YOUR SUPPLIER,

**PWI, INCORPORATED**

ESTIMATOR



ACCEPTANCE OF PROPOSAL

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DATE \_\_\_\_\_

TITLE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

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PROPOSAL #031325-15919E

Page 1 of 3



P.O. BOX 67 211 LINCOLNWAY WEST NEW OXFORD, PA 17350 717-624-2111

TO: Washington County – Dept of Highways - East	DATE: 08/21/2025	TERMS: NET 15	VALID FOR: 26Sept2025
STREET ADDRESS: 13230 Greensburg Rd	SALESMAN: Andrew Brumage	ESTIMATOR: Tyler Meckley	
CITY, STATE, ZIP CODE: Smithsburg, MD 21783	JOB LOCATION: Same		
ATTENTION OF: Jack Reynard			

**PWI is pleased to submit the following:**

**Equipment:**

- 1 - Islander PRIME - Electronic 9800 Series
- 1 - Islander PRIME – Stainless Steel Base

**Installation:**

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<b>Included</b>	<b>Exempt</b>

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**SEVENTEEN THOUSAND SEVEN HUNDRED ONE & 73/100 DOLLARS...\$17,701.73**

THANK YOU FOR THIS OPPORTUNITY TO BE CONSIDERED AS YOUR SUPPLIER,

**PWI, INCORPORATED**

ESTIMATOR



ACCEPTANCE OF PROPOSAL

THE ABOVE PRICING AND SPECIFICATIONS AS WELL AS THE CONDITIONS OF SALE LISTED ON THE REVERSE SIDE ARE AGREEABLE AND HEREBY ACCEPTED. YOU ARE AUTHORIZED TO PERFORM AS SPECIFIED. PAYMENT WILL BE MADE IN ACCORDANCE WITH YOUR TERMS NOTED ABOVE.

DATE \_\_\_\_\_ TITLE \_\_\_\_\_ SIGNATURE \_\_\_\_\_  
(SEE CONDITIONS ON REVERSE SIDE)

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**EXCAVATION CLAUSE** – This proposal is predicted on the excavation and removal of normal, stable soil as defined in 29 CFR Part 1926. If types A, B, or C soils are encountered that may require additional excavation, sloping, backfilling, shoring, pumping, relocation of excavation, hold down devices, or any other additional costs, such costs will be borne by the Buyer at the Sellers current time, material, and subcontractor rate scale. Such conditions would include, but are not limited to: contaminated soil and/or liquids; underground rock, structures, cables, conduits, piping, poles, sewer lines, manholes, slabs, foundations, water, springs, running soil, shearing soil, or other conditions that may endanger personnel or property.

**TANK FLOTATION** – It is the Buyers responsibility to fill all underground storage tanks with product for ballast immediately upon notification by Seller. The Seller shall notify buyer at least eight hours prior to when the product will be needed. The Seller shall not be held responsible for contamination or loss of product used for ballast. If the tank is not filled as required, the buyer accepts responsibility for damages that may occur from the tanks floating and accepts all expenses required to reinstall the tanks at Sellers existing time and material rate. If the tanks are filled with water instead of product, there will be additional charges for the water filling and removing.

**INSTALLATION** – Buyer agrees to provide Seller full access to the job site during the installation process, and shall keep same clear and unobstructed. The Seller shall provide the installation in accordance with manufacturer's specifications and/or recognized industry standards. The Seller will not be responsible for any concrete slab not kept free of traffic by the Buyer for fifteen days. In the case of winter work, frost removal is not included, nor are any expensed that may be incurred to protect new concrete, unless specified elsewhere in this contract. Any circumstance, under the Buyers control, that causes a delay in the progress of the installation will result in an additional charge.

**WARRANTY** – The seller makes no warranty, express or implied whether of merchantability, fitness for purpose and any and all other representations to the Buyer except as follows: (a) if the installation is supplied by the Seller, the Seller warrants that the installation will be suitable for the purpose for which it was designed by the Seller and that all work shall be guaranteed free of defects of workmanship for a period of 1 year from date of completion: (b) if the finished part or component sold is not manufactured by the Seller, the Seller makes no warranties whatsoever as to such article. If such part or component is covered by a manufacturer's or supplier's warranty and such warranty may be extended to the Buyer, then such part or component is warranted only to the extent Seller is able to enforce such warranty. In enforcing such warranty it is understood the Seller shall have no obligation to initiate litigation unless the Buyer undertakes to pay all costs and expenses therefore, including but not limited to attorney's fees and indemnifies the Seller against any liabilities to Seller's vendors arising out of such litigation.

**TERMS** – Terms are Net fifteen (15) days on completion of all services or installation work in total, unless otherwise specified. Terms on equipment, unless otherwise specified are Net fifteen (15) days from date of delivery in total. Delivery to our plant for purposes of convenience or coordination shall be considered "Delivery" for billing purposes. A deposit will be required on all installation contracts. The Seller may require progress payment, covering the cost of materials and the cost of labor. The cost of labor will be predicated upon the percentage of completion of the contract. The Buyer will be sent an invoice monthly for the value of materials stored and/or for the value of work completed. The Buyer shall pay for the same within ten (10) days after deducting 10% retainage. The 10% retainage and the balance of other monies due shall be paid upon completion. In the event the Buyer fails to pay any progress payment within ten (10) days of the date of the Seller's invoice, the Seller may, upon two (2) days written notice to the Buyer, suspend work, terminate the contract, or exercise any other rights it may have without incurring any liability whatsoever to the Buyer. Such rights include but are not limited to recovering from the Buyer payment for work executed and for any proven loss sustained upon any materials, equipment, tools and the construction equipment and machinery. The seller reserves the right to charge the Buyer 1 ½% per month on past due balances. This represents an annual interest rate of 18%. The Buyer agrees to pay the Seller reasonable attorney's fees and court costs if its account is placed in the hands of an attorney for collection.

**SPECIAL FEES** – Unless otherwise stated, no provision is made in this contract for special fees, permits, licenses, etc. If Seller is requested to furnish same, such charges will be added to the contract price. The Buyer shall furnish all surveys necessary for proper installation. Easements for permanent structures or permanent changes in existing facilities shall be secured and paid for by the Buyer.

**INDEMNITY CLAUSE** – The Buyer agrees to hold the Seller safe and harmless against all loss and from all liability, claims, demands or suits for (a) bodily injury and property damage arising out of the work undertaken by the Seller, its employees, agents or its subcontractors and arising out of any other operation, no matter by whom performed for and on behalf of the Buyer, whether or not due in whole or in part to conditions, acts or omissions done or permitted by Buyer or Seller, except for such liability as is covered by the Seller's Workmen's Compensation insurance and (b) alleged or actual infringement of any letters patent, copyrights or trademarks, either domestic or foreign arising from the manufacture and/or sale of goods herein accordance with patterns, designs, specifications, drawings, directions or technical information of data furnished to the Seller by the Buyer.

**PRICES** – Prices quoted are for acceptance within 30 days and, unless otherwise specified, are subject to change or withdrawal without notice after that date. Due to the uncertainty of the prices of major components of this proposal, prices quoted are those currently in effect but may be significantly higher at time of delivery. Accordingly, such increases will be added to the contract amount. If increases are required, notification shall be given to the buyer for approval or cancellation of this contract. The Buyer may order changes in the work or the installation of additional equipment and the contract sum shall be increased accordingly. All such orders and increases shall be in writing, and the Buyer shall consent in writing to the extra charges before the Seller shall begin any changes or additional work.

**DELIVERY** – Delivery promises are contingent upon fires, strikes, accidents, lockout, work stoppages, war riot, availability of materials, acts of God, governmental action or regulation, or from other causes beyond the Seller's control. The Seller shall have no liability for any delay, failure to delivery, loss or damage, which might result there from. The Seller will endeavor to maintain schedules, but cannot guarantee to do so. Time for delivery shall not be of the essence of this contract. The Seller is not liable for any loss or damages resulting from delay, howsoever caused or occasioned. Delivery, unless otherwise specified, does not include unloading.

**RETURNS** – Material must not be returned to us without our written permission and shipping instructions. Material returned which was shipped as ordered and is without manufacturing defect will be subject to a 25% handling charge in addition to whatever expense may be necessary to restore the item to salable condition. Transportation charges on material returned must be prepaid.

**ERRORS** – Stenographic, clerical and mathematical errors made by the Seller in quotation, acknowledgments or invoices are subject to correction. Claims for shortages, defective goods, errors and allowances must be made within 10 days from date of invoice.

**EXCUSED DEFAULT** – It is mutually agreed by the parties hereto that neither party shall be held responsible for any losses resulting if the fulfillment of any terms or provisions of this agreement shall be delayed or prevented by revolution or other disorders, wars, acts of enemies, strikes, fires, floods, acts of God, acts of governmental authorities, or without limiting the foregoing, by any other cause not within the control of the party whose performance is interfered with, and which by the exercise of reasonable diligence, said party was unable to prevent, whether or not the class of clauses hereinabove enumerated.

**TITLE AND RISK OF LOSS** – Full risk of loss (including transportation delays and losses) shall pass to the Buyer upon delivery of products/equipment to the F.O.B. point. Title to and the right to possess each item of equipment are and shall remain vested in the Seller until the Buyer pays the entire purchase price. In the event the Buyer does not promptly pay the purchase price according to the terms hereof, or in the event the Buyer's credit or financial responsibility becomes impaired or unsatisfactory, as the Seller may determine, or in the event the Buyer fails to perform any condition or obligation, the Seller may, at its election, demand immediate payment in cash before making delivery, suspend delivery and terminate this contract, or mature the entire unpaid portion of the purchase price, in each event without notice and without any liability whatsoever to the Buyer. The Buyer's bankruptcy, receivership, or failure to pay any amount when due shall, at the option of the Seller, mature the entire unpaid portion of the purchase price without notice and the Seller may declare this contract terminated, enter the premises, and retake possession of said property, whereupon all payments made by the Buyer will be forfeited as liquidated damages, rentals and costs. The Buyer shall effect and maintain term fire, theft, and other casualty insurance including vandalism during the installation in amounts necessary to cover any losses resulting to the Seller for any losses or damage at the job site to the Seller's construction equipment or the equipment to be installed pursuant to this agreement, except any such loss or damage which is caused by the Seller's employees or agents. It is specially understood that the Buyer shall be responsible for any such loss or damage, which is not caused by the Seller, its employees or agents.



## Agenda Report Form

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### Open Session Item

**SUBJECT:** Intergovernmental Cooperative Purchase (INTG-25-0198) Laserfiche Renewal Agreement for Information Technology

**PRESENTATION DATE:** September 9, 2025

**PRESENTATION BY:** Brandi Kentner, CPPO, Director of Purchasing; Josh O’Neal, Chief Technical Officer

**RECOMMENDATION:** Move to authorize by Resolution, the approval for Information Technology to enter into a one (1) year Laserfiche support and subscription renewal Agreement for the total sum of \$73,987.16 from MCCI of Tallahassee, FL. based on the contract awarded by Omnia – National Cooperative Purchasing Alliance (NCPA) RFP #01-162.

**REPORT-IN-BRIEF:** The agreement covers various types of annual Laserfiche support and subscription. The Laserfiche platform has allowed for our manual processes to be streamlined into an elegant digital workflow which has increased accessibility and searchability and has eliminated the paper trail. Using digital forms to standardize processes saves time on printing documents and maintaining hard copies. The system keeps a log for every task that shows what was done, who did it, and when it was done, which provides better transparency.

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 made 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.

The County will benefit from the direct cost savings in the purchase of these services because of the economies of scale this contract has leveraged. Additionally, the County will realize savings through administrative efficiencies as a result of not preparing, soliciting, and evaluating a bid. Acquisition of the computers by utilizing the Omnia contract and eliminating our county’s bid process would result in administrative and cost savings for the Department of Information Technologies and the Purchasing Department in preparing specifications.

**DISCUSSION:** N/A

**FISCAL IMPACT:** Funds are budgeted in the department’s account 515180-10-11000.

**ATTACHMENTS:** MCCI’s quote dated 8/20/25

## RESOLUTION NO. RS-2025-

### *(Intergovernmental Cooperative Purchase [INTG-25-0198] Laserfiche Renewal Agreement for Information Technology)*

#### RECITALS

The Code of Public Local Laws of Washington County, Maryland (the “Public Local Laws”), § 1-106.3, provides that the Board of County Commissioners of Washington County, Maryland (the “Board”), “may procure goods and services through a contract entered into by another governmental entity in accordance with the terms of the contract, regardless of whether the county was a party to the original contract.”

Subsection (c) of § 1-106.3 provides that “A determination to allow or participate in an intergovernmental cooperative purchasing arrangement under subsection (b) of this section shall be by resolution and shall either indicate that the participation will provide cost benefits to the county or result in administrative efficiencies and savings or provide other justifications for the arrangement.”

The Information Technology Department seeks to enter into a one (1) year Laserfiche support and subscription renewal Agreement for the total sum of \$73,987.16 from MCCI of Tallahassee, Florida, based on the contract awarded by Omnia – National Cooperative Purchasing Alliance (NCPA) RFP #01-162.

Eliminating the County’s bid process will result in administrative and cost savings for the County. The County will benefit with direct cost savings because of the economies of scale the aforementioned contract has leveraged. Additionally, the County will realize administrative efficiencies and savings as a result of not preparing, soliciting, and evaluating bids.

NOW, THEREFORE, BE IT RESOLVED by the Board, pursuant to § 1-106.3 of the Public Local Laws, that the Information Technology Department is hereby authorized to enter into a one (1) year Laserfiche support and subscription renewal Agreement for the total sum of \$73,987.16 from MCCI of Tallahassee, Florida, based on the contract awarded by Omnia – National Cooperative Purchasing Alliance (NCPA) RFP #01-162.

Adopted and effective this \_\_\_\_ day of September, 2025.

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF WASHINGTON COUNTY, MARYLAND

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

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

Approved as to form  
and legal sufficiency:

\_\_\_\_\_  
Zachary J. Kieffer  
County Attorney

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



**Bill To:**

Washington County  
Attention: Joshua O'Neal  
100 West Washington Street  
Hagerstown, MD 21740

<b>Invoice Number</b>	RN24299
<b>Invoice Date</b>	8/20/2025
<b>PO Number</b>	
<b>Payment Terms</b>	Net 30
<b>Customer ID</b>	WASHINMD01
<b>End Customer ID</b>	WashingtonCounty

**Reference:** Annual Billing for 2025-2026

Laserfiche Renewal Coverage Period: 10/1 - 9/30 OMNIA-NCPA 01-162

Description	Quantity	Unit Price	Extended Amount
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### Software Support (LF)

Laserfiche Rio ScanConnect (Legacy) - Basic Annual Support	3	\$32.7495	\$98.25
Laserfiche Rio Import Agent - Basic Annual Support	1	\$297.675	\$297.68
Laserfiche Rio Quick Fields Agent - Basic Annual Support	1	\$1984.5	\$1,984.50
Laserfiche Rio Quick Fields Core - Basic Annual Support	1	\$992.25	\$992.25
Laserfiche Rio SDK - Basic Annual Support	1	\$744.1875	\$744.19
Laserfiche Rio Forms Portal - Basic Annual Support	2	\$1586.613	\$3,173.23
Laserfiche Rio Pilot Public Portal - Basic Annual Support	1	\$4961.25	\$4,961.25
Laserfiche Rio Forms Professional (100-199 users) - Basic Annual Support	176	\$15.9705	\$2,810.81
Laserfiche Rio Records Management Edition Named Full User (100-199 users) - Basic Annual Support	176	\$175.728	\$30,928.13
Laserfiche Rio Connector (100-199 users) - Basic Annual Support	176	\$7.9905	\$1,406.33
<b>Subtotal</b>			<b>\$47,396.60</b>

### Subscription (LF)

Laserfiche Participant User Subscription (200-499 Users) - Basic Subscription	287	\$54.8625	\$15,745.54
<b>Subtotal</b>			<b>\$15,745.54</b>

### Supplemental Support Subscription (LF)

MCCi SLA for Laserfiche (125-249 Users)	1	\$7065.00	\$7,065.00
<b>Subtotal</b>			<b>\$7,065.00</b>

### Supplemental Support Subscription (M)

MCCi Process Administration Support Services for Laserfiche	1	\$3780.00	\$3,780.00
<b>Subtotal</b>			<b>\$3,780.00</b>

Subtotal	\$73,987.16
Downpayment Applied	-\$0.00
Sales Tax	\$0.00
Total Due	\$73,987.16

Electronic Payment Information:

MCCi, LLC

c/o Enterprise Bank

ABA: 081006162

Account: 1293909

(800) 342-2633

Thank you for your business.

Mail-in Payment Information

MCCi, LLC

c/o Enterprise Bank

P.O. Box 790379

St. Louis, MO 63179-0379

(800) 342-2633

3717 Apalachee Parkway, Suite 201  
Tallahassee, FL 32311



## Agenda Report Form

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### Open Session Item

**SUBJECT:** Sole Source Procurement Award (PUR-1762) for Healthy Families Home Visiting Services

**PRESENTATION DATE:** September 9, 2025

**PRESENTATION BY:** Brandi Kentner, CPPO, Purchasing Director, and Richard Lesh, Grant Manager, Office of Grant Management

**RECOMMENDED MOTION:** Motion to approve a Sole Source procurement to Washington County Health Department in the amount of \$250,232.50 for evidence-based home visiting services, aligning with Maryland's goals for early childhood development and poverty reduction, approval of the funding award from the Maryland State Department of Education and as approved by the Washington County Local Management Board at its meeting on Friday, June 20, 2025.

**REPORT-IN-BRIEF:** The Healthy Families Home Visiting Program is a comprehensive program modeled after a nationally renowned initiative. The goals of the program are to prevent child maltreatment through early intervention, promote healthy growth, development and strengthening the parent-child relationship. The purpose of the service to be provided is to fulfill the requirements contained in a Community Partnership Agreement to be entered into and dated on or about July 1, 2025, by and between the Board of County Commissioners of Washington County, Maryland and the State of Maryland acting through the Governor's Office for Children which, in turn, is acting through the Washington County Office of Grant Management (OGM). The contract is for a one-year period commencing on July 1, 2025, and ending June 30, 2026, with an option to renew for four (4) additional consecutive one (1) year periods through fiscal year 2030. It is the intent of the Local Management Board supported by the contract with the Maryland State Department of Education (MSDE) to support the operations of the Washington County Health Department to provide Home Visiting Services.

**DISCUSSION:** The OGM wishes to apply Section 1-106.2(a)(1) to the Code of Local Public Laws of Washington County, Maryland, to the procurement requested. This section states that sole source procurements are authorized and permissible when: (1) only one source exists that meets the County's requirements.

This request requires the approval of four (4) out of the five (5) Commissioners in order to proceed with a sole source procurement. If approved, the following remaining steps of the process will occur as outlined by the law: 1) Not more than ten (10) days after the execution and approval of a contract under this section, the procurement agency shall publish a notice of award in a newspaper of general circulation in the County, and 2) An appropriate record of the sole source procurement shall be maintained as required.

**FISCAL IMPACT:** The total funding allocated is \$250,232.50.No county funds are being requested.

**CONCURRENCES:** The Local Management Board approves the submission of the proposal and recommends the acceptance of the award.

**ALTERNATIVES:** Deny approval for submission of this request

**ATTACHMENTS:** Scope of Services

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

Healthy Families Home Visiting Services / Washington County Health Department  
Scope of Work for services provided July 1, 2025, through June 30, 2026

Scope of Work:

- A. Overview of the Healthy Families Home Visiting Model Program
1. Healthy Families (HF) is a national model program designed to help expectant and new parents get their children off to a healthy start. HF programs offer voluntary and free home visiting services to parents facing multiple challenges (e.g. elements that would add stressors to any home: single parent status, low income, substance abuse problems, victim of abuse or domestic violence, teen parenting, etc.) so that they have the support they need to better care for their children.
  2. The goals of the program are:
    - To promote positive parenting
    - To enhance child health and development
    - To prevent child abuse and neglect
  3. Healthy Families is built on a set of 12 research-based Critical Elements that provide a benchmark in which quality is measured. For additional information on the HFA Critical Elements, see [www.healthyfamiliesamerica.org](http://www.healthyfamiliesamerica.org).
  4. Staffing is a critical component of all HF programs, which places a high priority on recruiting highly qualified staff who not only have direct service experience, but who also have strong interpersonal and communication skills and a willingness to work with families from culturally diverse backgrounds. Historically, HF staff often possess college degrees or have attended some college courses.
  5. The HF program model has a strong emphasis on training in order to ensure delivery of quality services. HF program staff must complete the required trainings of the program model including:

**Primary Training** – establishes a framework for understanding the program and instructs staff in their specific roles as Family Assessment Workers (FAWs), Family Support Workers (FSWs), Supervisors and Program Managers.

**Wraparound Training** - complements primary training and covers the details of parent education and information on topics relevant to the needs of families

in a specific community. HF program sites typically reach out to members of their own communities to fulfill these training needs.

**Prenatal Training** - gives service providers strategies for supporting families during the prenatal period. Based upon best practice standards, with a special focus on the psycho-social issues facing expectant parents, home visitors will learn how to help parents enhance prenatal bonding, stimulate brain development and reduce stress, thereby increasing healthy mother and baby birth outcomes.

6. Some of the core HF services provided include:
  - a. Ensuring families have a medical provider
  - b. Sharing information on children's developmental processes
    - c. Assisting families in identifying their baby's needs and obtaining certain resources
    - d. Supporting families in the home while they respond to their child's and their own needs
  - e. Sharing ideas on caring for babies, toddlers, and young children
    - f. Linking families with other resources in the community for assistance with job placement, identification of day care providers, etc.
    - g. Assisting families in following up with recommended immunization schedules and other medical concerns
    - h. Helping families feel more empowered and in turn more likely to take action when needed
7. Healthy Families programs have an assessment process where all families within the target population are systematically assessed by a trained staff member, either prenatally or within two weeks of the birth of a child. Programs typically work with hospitals, clinics, and other community agencies that serve pregnant women and/or new parents to provide assessment services. Assessments enable staff to identify family needs and refer them to supportive services.
8. The Healthy Families program in Washington County must obtain or maintain their Credentialed Status from Prevent Child Abuse America.

9. The Healthy Families' contractor must maintain program process and outcomes data in the most recent PIMS software available from Prevent Child Abuse America/Healthy Families America. The following outcome data measures are the minimum targets expected of the selected Contractor.
  - a. 90% of families who enroll during 1<sup>st</sup> or 2<sup>nd</sup> trimester will have a child weighing 2500 grams or greater at birth
  - b. 90% of all target children will be current with immunizations through age 2 as recommended by AAP
  - c. 100% of target children will be screened for developmental delays at a minimum of semi-annually through age 2 and annually thereafter
  - d. 90% of children will be developing on target
  - e. 100% of children with suspected developmental delay will be referred to MITP or Child Find
  - f. 95% of families will access information and activities designed to promote positive parent-child interaction and child development skills
  - g. 95% of families will access information and activities designed to promote positive health and safety practices

These measures may be revised at the discretion of the OGM and the MSDE.

#### B. Parameters of the Award of Funds

1. The award of funds for Healthy Families Home Visiting Services will begin on July 1, 2025 and end June 30, 2026.
2. Renewal of this contract is at the discretion of the OGM and LMB acting on behalf of the BCC and is contingent upon the following: 1) the continual award of funds from MSDE, 2) the performance of the contractor and 3) the goals/outcomes desired from MSDE.

### III. POPULATION SERVED

HF programs offer home visiting services to parents facing multiple stressors including single parenting, low-income families, families with substance abuse problems, victims of abuse or domestic violence, etc. Due to funding limitations, programs should narrow their

target population to a particular geographic region, or a specific group based upon economic or other relevant risk factors.



## Agenda Report Form

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### Open Session Item

**SUBJECT:** FY26 Capital Budget Adjustment - ARPA

**PRESENTATION DATE:** September 9, 2025

**PRESENTATION BY:** Kelcee Mace, Chief Financial Officer

**RECOMMENDED MOTION:** Motion to approve budget adjustment as presented.

**REPORT-IN-BRIEF:** Staff is requesting approval of a budget adjustment to reallocate ARPA funds in the amount of \$277,227.

**DISCUSSION:** The Sharpsburg Well project is complete and has remaining ARPA funds in the amount of \$277,227. Staff is requesting to transfer \$230,436 of the fund to the Sharpsburg Water Meter Cradle Replacement project and \$46,791 to the Smithsburg WwTP project. Both projects were previously allocated portions of ARPA funds. The budget transfer will not increase the overall project budgets but will replace the use of Water and Sewer funds that will be placed in reserve for future use.

**FISCAL IMPACT:** \$277,227

**CONCURRENCES:** Michelle Gordon, County Administrator

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Budget Adjustment Form

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



# Washington County, Maryland

## Budget Adjustment Form

**Preparer:** signed by Garrett, Zane M. 8/8/2025, 8:54:56 AM

(?)

☒ Budget Amendment

☐ Budget Transfer

**Fiscal Year**

2026

**BOCC Approval Date (if known)**

MM/DD/YYYY

**Division Director / Elected Official Authorization**

Sign

Expenditure / Account Number	Fund Number	Department Number	Project Number	Grant Number	Activity Code	Department and Account Description	Increase (Decrease) +/-
498400	38	41010	LIN047		0000	Sharpsburg Well - ARPA	-277,227
599999	38	41010	LIN047		CNST	Controllable assets	-277,227
498400	38	41010	EQP068		0000	Sharpsubrg Water Meter Cradle Replaceme	230,436
498741	38	41010	EQP068		0000	Capital Transfer - Water	-230,436
498400	32	42010	TRP021		0000	Smithsburg WWTP - ARPA	46,791
498742	32	42010	TRP021		0000	Capital Transfer - Sewer	-46,791

**Explain Budget Adjustment**

The Sharpsburg well project is complete. Recommending excess ARPA funds be allocated to EQP068 in the amount of \$230,436 to help fund the installation of the water meter cradles. The remaining ARPA in the sharpsburg well project will be allocated to the Smithsburg WWTP project.

**Attach Additional Items**



## Agenda Report Form

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### Open Session Item

**SUBJECT:** FY26 Capital Budget Adjustment – Water Fund

**PRESENTATION DATE:** September 9, 2025

**PRESENTATION BY:** Kelcee Mace, Chief Financial Officer

**RECOMMENDED MOTION:** Motion to approve budget adjustment as presented.

**REPORT-IN-BRIEF:** Staff is requesting approval of a budget adjustment transfer \$50,000 of Water capital reserves to the General Water Treatment Plant Upgrades project TRP025.

**DISCUSSION:** On April 24, 2024, the Board of County Commissioners and Mayor and Council of Brunswick executed an agreement that the City of Brunswick would provide water to the Sandy Hook area in the event the County's wells were not sufficient to meet supply requirements. Staff is requesting to use capital reserves in the Water Fund to pay the City of Brunswick \$50,000 to reserve capacity for this purpose.

**FISCAL IMPACT:** \$50,000

**CONCURRENCES:** Michelle Gordon, County Administrator

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Budget Adjustment Form

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



# Washington County, Maryland

## Budget Adjustment Form

### Are external signatures needed?

☐ Yes ☒ No

(?)

☒ Budget Amendment

☐ Budget Transfer

**Fiscal Year \***

2026

**BOCC Approval Date (if known)**

09/09/2025

**Preparer, if applicable**

*Kelcee Mace* ✕

signed by Mace, Kelcee G.  
8/28/2025, 2:24:45 PM

**Department Head Authorization**

Sign

**Division Director / Elected Official Authorization**

Sign

☐ Click here to reorder rows

Expenditure / Account Number	Fund Number	Department Number	Project Number	Grant Number	Activity Code	Department and Account Description	Increase (Decrease) +/-
498741	38	41010	TRP025		0000 ▾	Capital Transfer - Water	50,000
599999	38	41010	TRP025		OTHR ▾	General WTP Improvements	50,000

[Add another row](#)

**Explain Budget Adjustment \***

Staff is requesting to use \$50,000 in Water CIP Reserves to make payment to the City of Brunswick to reserve capacity to provide an additional water source for Sandy Hook.

**Attach Additional Items**

**Submit**

**Save as Draft**



## Agenda Report Form

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### Open Session Item

**SUBJECT:** FY25 Excess of Revenues

**PRESENTATION DATE:** September 9, 2025

**PRESENTATION BY:** Kelcee Mace, Chief Financial Officer

**RECOMMENDED MOTION:** Motion to approve allocation of funding as presented or as amended by the BOCC.

**REPORT-IN-BRIEF:** Staff recommends putting \$5M into the pension fund and \$7.5M into the capital reserve fund for future use.

**DISCUSSION:** The FY25 excess of revenues over expenditures in the General Fund is approximately \$21.1M. This excess represents 4.8% of the FY25 approved budget of \$434.1M. An estimated \$8.6M of the excess is needed to maintain a cash reserve of 25% in the General Fund. Staff recommends allocating \$5M of the excess to the pension fund and the remaining \$7.5M to the capital reserve fund for future use. It is best practice that excess funds be used for one-time costs and not on-going operating costs.

A more detailed review of General Fund results for FY25 will be presented after the audit is complete and all final adjustments have been made.

**FISCAL IMPACT:** Approximately \$21.1M

**CONCURRENCES:** Michelle Gordon, County Administrator

**ALTERNATIVES:** N/A

**ATTACHMENTS:** N/A

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



## Agenda Report Form

### Open Session Item

**SUBJECT:** Amendment of Job Creation and Capital Investment Real Property (JCRP) Tax Credit Program

**PRESENTATION DATE:** Tuesday, September 9, 2025

**PRESENTATION BY:** Rosalinda Pascual, Deputy County Attorney, and Linda Spence, Financial Programs Administrator

**RECOMMENDED MOTION:** Motion to approve the ordinance amending the JCRP program and the resolution regulating the administration of the program.

**REPORT-IN-BRIEF:** Our JCRP program is authorized by Section 9-323(f) of the Tax-Property Article of the Annotated Code of Maryland. The General Assembly approved legislation to revise this statute and now the County Ordinance needs to be revised in accordance with these legislative updates.

**DISCUSSION:** Changes to the JCRP Program were recommended by the Department of Business and Economic Development to create more concise and effective tax credit programs that also financially benefits the County. This program is enabled by the state statute, which requires certain changes to be made legislatively. At the most recent legislative session, the County requested the General Assembly revise Section 9-323(f) to meet the changing needs of the County. The General Assembly approved the new legislation adopting the changes to the enabling statute, which include adding renovated premises to the definition of eligible properties, requiring greater amounts of capital investments in the program's third tier, and requiring greater numbers of jobs created to qualify for the program in all three tiers. The Ordinance also allows the Board to adopt regulations in administering the program. The DBED asks the Board to consider the regulations proposed in the draft resolution to ensure businesses in the Enterprise Zone use incentives specific to that program.

**FISCAL IMPACT:** The revised JCRP program reduces the five years' credits from 100% to 75% and adjusts the declining credits over the remaining 10 years of the 15-year program. Tier 1 also has reduced credits and reduces the number of years the tax credit is applicable. These changes provide meaningful incentives to encourage business investment and job creation while balancing long-term property tax revenue for Washington County.

### CONCURRENCES:

**ALTERNATIVE:** Reject or revise the draft ordinance and resolution

**ATTACHMENTS:** Draft Amended JCRP Program Ordinance; Draft JCRP Regulation Resolution

ORDINANCE NO. ORD-2025-\_\_\_\_

**ORDINANCE REPEALING AN ORDINANCE ADOPTING THE “WASHINGTON COUNTY, MARYLAND JOB CREATION AND CAPITAL INVESTMENT REAL PROPERTY TAX CREDITS ORDINANCE” AND REINSTATING WITH AMENDMENTS THE “WASHINGTON COUNTY, MARYLAND JOB CREATION AND CAPITAL INVESTMENT REAL PROPERTY TAX CREDITS ORDINANCE”**

**RECITALS**

By virtue of the authority contained in Maryland Code Annotated, *Tax-Property Article*, § 9-323, State law authorizes the Board of County Commissioners of Washington County, Maryland, to grant a Real Property Tax Credit against Washington County real property tax imposed on real property owned or leased by a new or expanding business entity that creates new jobs, provided that the new or expanding business meets specific eligibility requirements.

Pursuant to the cited authority, the Board of County Commissioners of Washington County, Maryland, adopted an Ordinance to be known as the “Washington County, Maryland Job Creation and Capital Investment Real Property Tax Credits Ordinance” (the “Ordinance”) for the purpose of encouraging the creation of jobs in Washington County, on May 3, 2016 (ORD-2016-10).

Legislation was passed in General Assembly repealing and reenacting, with amendments, Maryland Code Annotated, *Tax-Property Article*, § 9-323(f), effective June 1, 2025, which altered the eligibility requirements for the Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Board of County Commissioners of Washington County, Maryland, that the Ordinance entitled the “Ordinance Adopting the ‘Washington County, Maryland Job Creation and Capital Investment Real Property Tax Credits Ordinance’” dated May 3, 2016, (ORD-2016-10) be and is hereby repealed, and the “Washington County, Maryland Job Creation and Capital Investment Real Property Tax Credits Ordinance” is hereby reinstated with amendments as promulgated by legislation.

ADOPTED the \_\_\_\_ day of \_\_\_\_\_, 2025.

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF WASHINGTON COUNTY, MARYLAND

---

Dawn L. Marcus, Clerk

---

John F. Barr, President

Approved as to form and  
legal sufficiency:

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Rosalinda Pascual  
Deputy County Attorney

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

**WASHINGTON COUNTY, MARYLAND JOB CREATION  
AND CAPITAL INVESTMENT REAL PROPERTY TAX CREDITS ORDINANCE**

**Section 1. Tax Credit.**

The Treasurer shall allow a Tax Credit against the County real property tax imposed on real property owned or leased by a Business Entity if the Business Entity qualifies for the Tax Credit under this Ordinance.

**Section 2. Definitions.**

In this Ordinance, the following words have the meanings indicated:

(a) *Affiliate* means a person that directly or indirectly owns at least 80% of a Business Entity or at least 80% of which is owned, directly or indirectly, by a Business Entity (as Affiliate is defined in Maryland Code Annotated, *Tax-Property Article* § 9-323(f), as from time to time amended).

(b) *Assessment* means the assessment assigned to the New or Expanded Premises by the Maryland State Department of Assessments and Taxation.

(c) *Board* means the Board of County Commissioners of Washington County, Maryland.

(d) *Business Entity* means a person conducting a trade or business in the State that is subject to the State individual or corporate income tax or insurance premiums tax (as Business Entity is defined in Maryland Code Annotated, *Tax-Property Article* § 9-323(f), as from time to time amended).

(e) *County* means Washington County, Maryland.

(f) *Full-Time Position* means a position requiring at least 840 hours of an individual's time during at least 24 weeks in a 6-month period (as Full-Time Position is defined in Maryland Code Annotated, *Tax-Property Article* § 9-323(f), as from time to time amended).

~~(g) *New or Expanded Premises* means commercial or industrial real property, including a building or part of a building that has not been previously occupied, where a Business~~

~~Entity or its Affiliates locate to conduct business (as New or Expanded Premises is defined in Maryland Code Annotated, Tax Property Article § 9-323(f), as from time to time amended).~~

(g) *New, Renovated, or Expanded Premises* means commercial or industrial real property, including a building or part of a building that has not been previously occupied, where a business entity or its affiliates locate to conduct business (as New or Expanded Premises is defined in Maryland Code Annotated, Tax Property Article § 9-323(f), as from time to time amended).

(h) *New Permanent Full-Time Position* means a position that is a full-time position of indefinite duration; located in Washington County; newly created, as a result of the establishment, renovation, or expansion of a business facility in the County; and filled (as New Permanent Full-Time Position is defined in Maryland Code Annotated, Tax-Property Article § 9-323(f), as from time to time amended). Pursuant to Maryland Code Annotated, Tax-Property Article § 9-323(f), a New Permanent Full-Time Position does not include a position that is (A) created when an employment function is shifted from an existing business facility of the Business Entity or its Affiliates located in Washington County to another business facility of the same Business Entity or its Affiliates, if the position does not represent a net new job in the County; (B) created through a change in ownership of a trade or business; (C) created through a consolidation, merger, or restructuring of a Business Entity or its Affiliates, if the position does not represent a net new job in the County; (D) created when an employment function is contractually shifted from an existing Business Entity or its Affiliates located in the County to another Business Entity or its Affiliates, if the position does not represent a net new job in the County; or (E) filled for a period of less than twelve (12) months.

(i) *Notification Date* means the date on which a Business Entity provides written notice to the Board that the Business Entity intends to claim the Tax Credit and when the Business Entity expects to meet the requirements for claiming the Tax Credit as specified in Section 4 of this Ordinance.

(j) *Ordinance* means this Washington County, Maryland Job Creation and Capital Investment Real Property Tax Credits Ordinance, as from time to time amended.

(k) *State* means the State of Maryland.

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(l) *Tax Credit* means the Tax Credit granted under this Ordinance to a qualifying Business Entity against the County real property tax imposed on the New, Renovated, or Expanded Premises.

(m) *Treasurer* means the County Treasurer or the Treasurer's designee.

(n) *WCDBED* means the Washington County Department of Business & Economic Development.

### **Section 3. Qualifications for Tax Credit.**

(a) To qualify for the Tax Credit under this Ordinance, before a Business Entity, whether existing or newly located in the County, obtains the New, Renovated, or Expanded Premises or hires employees to fill the New Permanent Full-Time Position(s) at the New or Expanded Premises, the Business Entity must provide written notification to the Board, through the WCDBED, stating:

(1) that the Business Entity intends to claim the Tax Credit; and

(2) when the Business Entity expects to meet the requirements specified for the Tax Credit in Section 4 of this Ordinance.

(b) A Business Entity does not qualify for and, therefore, is ineligible to apply for a Tax Credit if:

(1) the Tax Credit has otherwise been granted on the New, Renovated, or Expanded Premises under this Ordinance for the taxable year in which the Tax Credit is claimed; or

(2) the Business Entity is a type of business entity that the Board, by resolution before the Notification Date, has made ineligible for the Tax Credit; or the New Permanent Full-Time Position(s) is a type of position that the Board, by resolution before the Notification Date, has made ineligible for the Tax Credit; or the New or Expanded Premises is located in a geographic area that the Board, by resolution before the Notification Date, has made ineligible for the Tax Credit; or

- (3) the Business Entity owes taxes to the County, including, but not limited to, real property, personal property, income, and recaptured taxes under this Ordinance.

#### **Section 4. Amount and Duration of Tax Credit; Pass-Through to Lessees.**

(a) To qualify for the Tax Credit under Section 4(a) of this Ordinance, an existing Business Entity (1) must obtain at least an additional 1,500 sq. ft. of New, Renovated, or Expanded Premises by purchasing newly constructed premises, constructing new premises, causing new premises to be constructed, renovating existing premises, or leasing previously unoccupied premises; and (2) must employ at least five<sup>4</sup> individuals in a New Permanent Full-Time Positions during a 12-month period during which the Business Entity also must obtain and occupy the New, Renovated, or Expanded Premises. The Tax Credit to the existing Business Entity shall equal a percentage of the amount of real property tax imposed on the Assessment of the New, Renovated, or Expanded Premises as follows: (i) 55<sup>2</sup>% during the first and second taxable years; (ii) 40<sup>3</sup>9% during the second third and fourth taxable years; and (iii) 25<sup>6</sup>% during the third fifth and sixth taxable years.

(b) To qualify for the Tax Credit under Section 4(b) of this Ordinance, a new Business Entity locating in the County (1) must obtain at least 2,500 sq. ft. of New, Renovated, or Expanded Premises by purchasing newly constructed premises, constructing new premises, causing new premises to be constructed, renovating existing premises, or leasing previously unoccupied premises; and (2) must employ at least twenty-five<sup>5</sup> individuals in New Permanent Full-Time Positions during a 24-month period during which the Business Entity also must obtain and occupy the New, Renovated, or Expanded Premises. The Tax Credit to the new Business Entity shall equal a percentage of the amount of real property tax imposed on the Assessment of the New, Ren~~m~~ovated, or Expanded Premises as follows: (i) 55<sup>3</sup>0% during the first and second taxable years; (ii) 40<sup>2</sup>0% during the third and fourth taxable years; (iii) and 25<sup>4</sup>0% during the fifth and sixth taxable years.

(c) To qualify for the Tax Credit under Section 4(c) of this Ordinance, an existing Business Entity in the County or a new Business Entity locating in the County (1) must invest at least \$2<sup>4</sup>0,000,000 in capital improvements to New, Renovated, or Expanded Premises in the County by purchasing newly constructed premises, constructing new premises, causing new premises to be constructed, renovating existing premises, or leasing previously unoccupied premises; and (2) must, as a result of the capital improvements, create two hundred<sup>4</sup>00 New Permanent Full-Time Positions. The Tax

Credit to the new or existing Business Entity shall equal a percentage of the amount of real property tax imposed on the Assessment of the New, Renovated, or Expanded Premises as follows: (i) ~~75+00%~~ for each of the first 5 taxable years; (ii) ~~705%~~ in ~~the sixth taxable year~~ taxable years 6 through 10; (iii) ~~6550%~~ in ~~the seventh taxable year; taxable years 11 through 15;~~ and (iv) ~~60-0%~~ in ~~the eighth taxable year taxable year 16 and each taxable year thereafter;~~ (v) 55% in the ninth taxable year; (vi) 50% in the tenth taxable year; (vii) 45% in the eleventh taxable year; (viii) 40% in the twelfth taxable year; (ix) 35% in the thirteenth taxable year; (x) 30% in the fourteenth taxable year; (xi) 25% in the fifteenth taxable year; and (xii) 0% in taxable year sixteen and each taxable year thereafter.

(d) In order to receive a Tax Credit as allowed under this Ordinance, the Business Entity, whether existing or newly located in the County, must continue to occupy the New, Renovated, or Expanded Premises and must maintain, as filled, the New Permanent Full-Time Position(s) for the requisite time periods, as applicable and as defined.

(e) The lessor of real property on which the Tax Credit has been granted shall reduce the amount of taxes for which a lessee Business Entity is contractually liable under the lease agreement by the amount of any Tax Credit granted pursuant to this Ordinance for improvements to the real property made by the lessee Business Entity.

(f) For Tax Credits granted under Paragraphs (a) and (b) of Section 4, and for Tax Credits granted under Paragraph (c) of Section 4, after the third, sixth and fiftisixteenth taxable years, respectively, a Business Entity shall no longer be eligible for the Tax Credit under this Ordinance pursuant to the WCDBED certification granted for the previous years. The Treasurer shall not allow further Tax Credit after said taxable years, unless the Business Entity meets anew all qualification requirements under this Ordinance, applies to the WCDBED for recertification, and is approved by the WCDBED to receive a new Tax Credit for tax years subsequent to the third, sixth, and fifsixteenth taxable year, as applicable.

(g) If, at any time during which a Business Entity claims the Tax Credit under this Ordinance, the Business Entity fails to satisfy any applicable qualification requirement, the Business Entity's eligibility for the Tax Credit under this Ordinance will be extinguished. The Treasurer shall not allow further Tax Credit under the certification. A tax credit, once extinguished, cannot be revived or reinstated.

## **Section 5. Recapture of Tax Credit.**

(a) For each year that a Business Entity receives the Tax Credit under this Ordinance, the Business Entity shall be required to continue to satisfy all applicable requirements under this Ordinance. If, at any time during the Tax Credit period, a Business Entity does not satisfy all applicable requirements under this Ordinance, then the Business Entity shall not receive the Tax Credit for the taxable year during which the failure occurs. The Tax Credit shall be due and owing to the County upon notice from the Treasurer to the Business Entity that the Tax Credit must be repaid.

(b) Interest shall accrue on any repayable Tax Credit at the rate established for overdue property taxes beginning thirty (30) days after the notice from the Treasurer.

(c) Any un-repaid Tax Credit is a lien on real and personal property owned by the Business Entity in the same manner as unpaid real property taxes under State and County law.

## **Section 6. Administration of Tax Credit; Time for Application.**

(a) When a Business Entity believes that it meets all eligibility requirements for the Tax Credit under this Ordinance and has complied with the qualification requirement in Section 3(a) by giving notice to the Board, the Business Entity shall request certification from the WCDBED, on an application form provided by the WCDBED, and shall provide sufficient information to show that all qualification requirements under this Ordinance and applicable State law have been met.

(b) Upon receipt of a request from a Business Entity for certification for the Tax Credit, the WCDBED shall:

- (1) determine the eligibility of the Business Entity for the Tax Credit according to the qualification requirements under this Ordinance;
- (2) notify the Maryland State Department of Assessments and Taxation and the Treasurer that a Business Entity has been approved for the Tax Credit; and
- (3) require submission of reports by the Business Entity for each year that the Tax Credit is sought, and during any requisite time period after any year when the

Tax Credit was provided, to verify that the Business Entity continues to satisfy all applicable qualification requirements under this Ordinance.

(c) As required by this Ordinance, a Business Entity must give notice to the Board and submit application for certification to the WCDBED by no later than October 31 of the preceding calendar year to ensure that the WCDBED is able to verify the Business Entity's eligibility and to notify the Maryland State Department of Assessments and Taxation and the Treasurer of the Business Entity's eligibility for the Tax Credit by no later than December 31 of the calendar year preceding the taxable year beginning on July 1 when the Business Entity is eligible for and intends to claim the Tax Credit.

(d) Under no circumstance will this Ordinance permit bundling of a Tax Credit granted under this Ordinance with any other Tax Credit, either granted under this Ordinance or any other local ordinance, rule, regulation, or code, to result in a tax refund or other payment to a Business Entity.

(e) A person who submits a false or fraudulent certification application to the WCDBED, withholds information to obtain the Tax Credit, or provides any false or fraudulent information to obtain the Tax Credit under this Ordinance, must repay the County all amounts previously credited for any and all years that Tax Credits were provided and all accrued interest and penalties that would apply to those amounts as overdue taxes. A person who, on behalf of a Business Entity or as an Affiliate, is found to have engaged in any conduct described in this sub-section, is liable for all court costs and expenses of the County in any civil action brought by the County against the person. The County may collect any repayable Tax Credit and otherwise enforce this Ordinance by any appropriate legal action.

(f) The Board may adopt regulations to administer this Ordinance.

RESOLUTION NO. RS-2025-\_\_

*(Resolution Adopting Regulations under the Washington County, Maryland Job Creation and Capital Investment Real Property Tax Credits Ordinance and Repealing Resolution No. RS-2017-10)*

The Board of County Commissioners of Washington County, Maryland, (the *Board*) adopted the Washington County, Maryland Job Creation and Capital Investment Real Property Tax Credits Ordinance, Ordinance No. ORD-2016-10, on May 3, 2016.

ORD-2016-10 provided for the adoption of Resolution No. RS-2017-10 on May 9, 2017, in which the Board enacted certain eligibility requirements business entities must meet in order to receive a real property tax credit under ORD-2016-10.

ORD-2016-10 has been repealed by the amended Job Creation and Capital Investment Real Property Tax Credits Ordinance (the *Ordinance*) adopted on September 9, 2025. Subsequently, RS-2017-10 is no longer applicable and the Board seeks to repeal RS-2017-10 as well.

Additionally, the Ordinance provides that the Board may adopt regulations to administer the Ordinance. The Board now wishes to adopt such a regulation to prevent duplication in incentives available to businesses in the Enterprise Zone as well as regulate wage requirements for one of the tiers of the JCRP program

NOW, THEREFORE BE IT RESOLVED THAT the Board of County Commissioners of Washington County, Maryland, hereby imposes the following eligibility requirements on projects seeking a tax credit under the Ordinance:

- (1) Business entities locating, renovating, or expanding within an Enterprise Zone are not eligible to participate in this program;
- (2) the Tax Credit under Section 4(c) of the Ordinance, withstanding all other requirements of the section, is available for any Business Entity that compensates 80% of their employees in New Permanent Full-Time Position(s) at least 200% of the prevailing federal minimum wage per Washington County Worker; and

BE IT FURTHER RESOLVED, that Resolution No. RS-2017-01 adopted by the Board of County Commissioners of Washington County, Maryland, on May 9, 2017, is hereby repealed.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2025.

ATTEST:

BOARD OF COUNTY COMMISSIONERS OF  
WASHINGTON COUNTY, MARYLAND

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

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

Approved as to form  
and legal sufficiency:

\_\_\_\_\_  
Rosalinda Pascual  
Deputy County Attorney

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



## Agenda Report Form

### Open Session Item

**SUBJECT:** Repealing of Pad-Ready Site Stimulus Program and the New Jobs Tax Credit Program

**PRESENTATION DATE:** Tuesday, September 9, 2025

**PRESENTATION BY:** Rosalinda Pascual, Deputy County Attorney, and Linda Spence, Financial Programs Administrator

**RECOMMENDED MOTION:** Approve the Resolution repealing the Pad-Ready Site Stimulus Program and the Ordinance repealing New Jobs Tax Credit Program

**REPORT-IN-BRIEF:** The Pad-Ready Site Stimulus Program and the New Jobs Tax Credit Program are redundant with the Job Creation and Capital Investment Real Property Tax Credit (JCRP) Program. Additionally, changes in the JCRP program are being proposed due to changes in its enabling legislation, which better reflect the needs to the County.

**DISCUSSION:** The Department of Business and Economic Development have recommended changes to three tax credit programs to better meet the needs of the County. The County has received legislative approval to revise the JCRP program to better meet the needs of the County and the businesses that utilize these tax credit programs. The Pad-Ready Site Stimulus Program and the New Jobs Tax Credit Program are underutilized and redundant in that each program overlaps with a portion or tier of the JCRP program.

**FISCAL IMPACT:** N/A

**CONCURRENCES:** N/A

**ALTERNATIVES:** reject the proposed resolution and ordinance, which will keep these programs active

**ATTACHMENTS:** Draft Pad-Ready Site Stimulus Program Repealing Resolution; Draft New Jobs Tax Credit Program Repealing Ordinance

**RESOLUTION NO. RS-25-\_\_**

**(Resolution to Repeal the Commercial Property Stimulus Program)**

**Recitals**

Md. Code, Tax–Property Article, § 9-323(a) provides that the Board of County Commissioners of Washington County, Maryland (*Board*) has the authority to grant a tax credit against the County property tax for new construction or improvements to existing property.

On October 25, 2011, the Board adopted Resolution No. RS-2011-18, which established the Pad-Ready Site Commercial Stimulus Program (*Program*) pursuant to that authority.

The Board repealed RS-2011-18 on November 6, 2012, and adopted and enacted RS-2012-19 which continued the Program with changes to the terms.

The Board repealed RS-2012-19 on October 27, 2015, and adopted and enacted RS-2015-21 which continued the Program with further changes to the terms.

The Board expressly finds that the repeal of that resolution, the termination of the Pad-Ready Site Commercial Stimulus Program, and the adoption of this resolution are in the best interests of the citizens of the County.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Washington County, Maryland, that Resolution No. RS-2015-21 adopted by the Board of County Commissioners of Washington County, Maryland on October 27, 2015, is hereby REPEALED, and that the Pad-Ready Site Commercial Stimulus Program is hereby TERMINATED.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2025.

ATTEST:

BOARD OF COUNTY COMMISSIONERS OF  
WASHINGTON COUNTY, MARYLAND

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

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

Approved as to form  
and legal sufficiency:

\_\_\_\_\_  
Rosalinda Pascual  
Deputy County Attorney

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

**ORDINANCE NO. ORD-2025-\_\_\_\_**

**AN ORDINANCE TO REPEAL AN ORDINANCE ENTITLED "AN ORDINANCE  
TO AMEND THE 'WASHINGTON COUNTY REAL AND PERSONAL  
PROPERTY TAX CREDIT ORDINANCE FOR BUSINESSES THAT CREATE  
JOBS'"**

**RECITALS**

By virtue of the authority contained in Section 9-230, Tax-Property Article, Annotated Code of Maryland, a local government is authorized to adopt a local program to provide tax credits for businesses creating jobs in the County.

The Board of County Commissioners of Washington County, Maryland (the "Board") adopted an ordinance entitled "An Ordinance to Repeal an Ordinance Entitled 'An Ordinance to Provide Tax Credits for Businesses Creating Jobs in Washington County, Maryland,' and to Enact an Ordinance Entitled 'Washington County Real and Personal Property Tax Credit Ordinance for Businesses that Create Jobs,'" on October 17, 2006 (ORD-06-14).

The Board determined that text changes were required concerning the Ordinance and amended said Ordinance on April 24, 2007 (ORD-07-01).

The Board expressly finds that the repeal of that Ordinance, the termination of the Washington County Real and Personal Property Tax Credit Ordinance for Businesses that Create Jobs, and the adoption of this repealing Ordinance are in the best interests of the citizens of the County.

NOW, THEREFORE, BE IT ORDAINED by the Board of County Commissioners of Washington County, Maryland, that ORD-06-14 adopted by the Board of County Commissioners of Washington County, Maryland, on October 17, 2006, is hereby REPEALED, that ORD-07-01 adopted by the Board of County Commissioners of Washington County, Maryland, on April 24, 2007, is hereby REPEALED, and that the Washington County Real and Personal Property Tax Credit Ordinance for Businesses that Create Jobs is hereby TERMINATED.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2025.

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF WASHINGTON COUNTY, MARYLAND

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

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

Approved as to form and  
legal sufficiency:

\_\_\_\_\_  
Rosalinda Pascual  
Deputy County Attorney

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



## Agenda Report Form

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### Open Session Item

**SUBJECT:** Reclassification of deputy position to sergeant position.

**PRESENTATION DATE:** September 9, 2025

**PRESENTATION BY:** Chip Rose, HR Director and Major Joel Footen, Washington County Sheriff's Office.

**RECOMMENDATION:** Staff is seeking approval to reclassify a deputy position to the rank of sergeant

**REPORT-IN-BRIEF:** Due to the increase in personnel (8 new positions). A new sergeant is needed for the span of control.

**DISCUSSION:** The Sheriff's office is creating a Special Enforcement Unit and it requires a sergeant's position for supervision of this unit. The special enforcement unit will concentrate on high crime areas within the county. They will be able to address traffic complaints, thefts from motor vehicles, residential thefts, and attend community events.

Since his appointment, the Sheriff has eliminated three sergeant positions and one lieutenant position. All 4 positions were moved back to deputy positions; they just need to reclaim one sergeant position.

**FISCAL IMPACT:** <\$10,000 per year.

**CONCURRENCES:** Michelle Gordon, County Administrator

**ALTERNATIVES:** Do not approve the position

**ATTACHMENTS:** Current organizational chart



## WCOSO Sworn Personnel

### Administrative Staff

Sheriff Brian Albert

1. Colonel Pete Lazich
2. Major Tood Kerns
3. Captain Joel Footen
4. Captain Josh McCauley
5. Lt. Dan Monn
6. Sgt. Carly Hose

### Patrol Shifts

#### Midnight Shift

##### Squad 1

1. Lt. Ben Jones
2. M/Dep. Jason Naylor
3. DFC Ashley Wilbraham
4. Dep. Aaron Garvin
5. DFC Nikolas McCoy

##### Squad 2

6. Sgt. Philip Rowe
7. DFC Luke Stoner
8. Dep. Zachary Dunlap
9. Dep. James Hines

##### Squad 3

10. Sgt. Kyle Snoderly
11. M/Dep. Ralph Stotler
12. Dep. Sean Banksom
13. DFC Stephen Bentley
14. Dep. Grant Nigh

##### Squad 1

1. Lt. David Forston
2. Sgt. Spencer Shank
3. Sgt. Mikhael Weaver
4. M/Dep. Jeffrey Miller
5. M/Dep. Gerardo Cerda
6. M/Dep. Jeremy Mauck
7. M/Dep. Mario Angelini (K-9)
8. M/Dep. Philip Schnurr
9. DFC Brett Colvin
10. DFC Brandon Dillman
11. DFC Sara Sutton
12. Dep. Sean Gagliardo
13. Dep. Dennis Keadle
14. Dep. Kaleb Ferguson
- 15.

### Specialized Units

#### CIU

1. Lt. Dave Haugh x2879
2. Sgt. Bryan Glines x2886
3. Det. Kevin Klappert x2186
4. Det. Andrew Koontz x2186
5. Det. Chris Everitts x2175
6. Det. Javier Montenegro x2874

#### DIFU

1. Det. Casey Swope x2191
- 2.
- 3.

#### NTF

1. Sgt. John Martin
2. Sgt. Clayton Stottlemeyer
3. M/Dep. Matt Defibaugh
4. M/Dep. Hunter McKinley
5. M/Dep. Joseph Collins

#### SRO

1. Sgt. Jason Willison
2. M/Dep. Matt Bragunier
3. M/Dep. Corey McCarthy
4. M/Dep. Troy Lipinski
5. M/Dep. Julia Wade

#### SEU

1. Sgt. David Carr
2. M/Dep. Jason Litten (K-9)
3. M/Dep. Joseph McCoy

### Additional

New Hires: (Non-academy at this Point)

1. Alexander Avey
2. Nathan Fann
3. Joseph Hayer - starts 08/04
4. Shawn Brown - starts 08/18

### Judicial Division

#### Field Training

- 1.
- 2.
- 3.
- 4.
- 5.

#### Academy

1. Sgt. Patrick Kemmerer

#### Recruits

1. Dep. Emma Hamilton
2. Dep. Griffin Delgaudio
3. Dep. Cole Weaver
4. Dep. Edward Lough
5. Dep. William Bourne Jr.

#### Courthouse

1. Capt. David Sanders x2532
2. Lt. James Grimm
3. M/Dep. Kylee Hill
4. M/Dep. Adam Parkolay
5. M/Dep. Noland Carbaugh
6. Dep. John Dill
7. Dep. Faith Weaver
- 8.

(Non-sworn law enf. Judicial)

M/Dep. Deidre Pepple  
M/Dep. Aaron Whittington  
Deputy Brian Statler  
Deputy Gary Quackenbos

#### Civil Process

1. M/Dep. Michael Gladhill
2. M/Dep. Michael Palladino
3. M/Dep. Scott Buskirk

6

Authorized Sworn Personnel = 115

Current Sworn Personnel = 111



Current Background Process = 4

Ryan Bell  
Tyler Miles

#### Pending Retirements

Kerns - Sept. 2025  
Martin - Sept. 2025

#### Pending Resignations

Liu - Late 2025

54

##### Squad 2

1. Lt. Mark Price
2. Sgt. Bryan Teets
3. Sgt. Vance Almy
4. M/Dep. Scott Smith
5. M/Dep. Charles Keyser
6. M/Dep. Cody Rhodes
7. M/Dep. Tim Atwell
8. M/Dep. Nicholas Shirey
9. M/Dep. Cole Smith
10. DFC Colton Sivic
11. DFC Roy Roberts
12. Dep. Dylane McCardell
13. Dep. Megan Sherbin
14. Dep. Collin Nigh
- 15.

##### Squad 3

1. Lt. Glendon Swick
2. Sgt. Matthew Sullivan
3. Sgt. Gar Lam
4. M/Dep. Mark Malloy
5. M/Dep. Jacob Demers
6. M/Dep. Nicholas Fazenbaker
7. M/Dep. Tyler George
8. M/Dep. Tyler Repp
9. DFC Alston Liu
10. Dep. David Whipple
11. Dep. Cody Schwartzbeck
12. Dep. Trenton Marker
- 13.
- 14.
- 15.

#### Notes:

MODIFIED DUTY  
PROBATIONARY EMPLOYEE

#### Pending Movements

Defibaugh - Sgt. as of 08/30 (shift unk)  
Lt. - TBA 08/30  
NTF - TBA  
DIFU - TBA

20

13

#### Community Deputies

1. M/Dep. Jasen Logsdon
2. M/Dep. Dakota Watkins

#### Day Reporting Center

1. M/Dep. Daniel Parks

18

#### Warrant Task Force

1. Sgt. Howard Ward
2. M/Dep. Shawn Marvich
3. M/Dep. Michael Broas
4. M/Dep. Aaron Taylor
5. M/Dep. Tara Little
6. M/Dep. Michael Hill
7. M/Dep. Michael Young
8. M/Dep. Zachary Kimmel



## Agenda Report Form

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### Open Session Item

**SUBJECT:** Assistant Maintenance Supervisor Offer, William Blair.

**PRESENTATION DATE:** September 9, 2025.

**PRESENTATION BY:** Chip Rose, HR Director and Mark Bradshaw, Director, Environmental Management.

**RECOMMENDATION:** Staff is seeking approval to offer William Blair the position #930: **Assistant Maintenance Supervisor** (Grade 13, Step 12 at \$85,904.00).

**REPORT-IN-BRIEF:** Tom Barnhart is retiring August 1, 2025. The interview panel included Scott Hose, Davina Yutzy, Mark Bradshaw, and Dominick Turano. William unanimously outscored the other candidates 135-121-110.

**DISCUSSION:** William has been an employee with Washington County for 24 years. Throughout that time, he has continually grown in his knowledge and abilities. He started as a Utility Worker and has risen to overseeing the pump shop as a Systems Mechanic III. He has continued to improve his skills by attending supervisor classes, water/wastewater equipment training, maintenance seminars, and has obtained a wastewater collection license. If you approve this offer, we'd also ask permission to backfill William's current role of Systems Mechanic III Grade 12, Step 1.

**FISCAL IMPACT:** N/A

**CONCURRENCES:** Michelle Gordon, County Administrator

**ALTERNATIVES:** N/A

**ATTACHMENTS:** N/A

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



## Agenda Report Form

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### Open Session Item

**SUBJECT:** Reclassification of Permit Systems Specialist (Grade 11) as Permit Operations Manager (Grade 13).

**PRESENTATION DATE:** September 9, 2025

**PRESENTATION BY:** Greg Cartrette, Director Permits & Inspections/Code Official, Becky Gander, Chief of Permitting; and Chip Rose, Director, Human Resources.

**RECOMMENDATION:** Staff is seeking a motion to create a Permit Operations Manager (grade 13) for the Permits & Inspection organization.

**REPORT-IN-BRIEF:** The Permit Systems Specialist was originally created to assist the Chief of Permitting with our permitting systems (Accela, ePlanSoft and Citizen Access). As the department has taken on additional responsibilities, the leaders are rethinking this role and see broader operational responsibilities this position could take on. We're asking for your support to repurpose the Grade 11 Permit Systems Specialist as a Grade 13 Permit Operations Manager.

**DISCUSSION:** With the start of the fiscal year, the department has taken on fire prevention responsibilities. Associated with this, we've reorganized our front office to increase our permitting efficiency; we've are responsible to manage 5 (five) boards within Permits and inspections; we still need someone responsible to train our staff on system updates or changes; we need to run daily reports to issue timely Use and Occupancy certificates; and more than ever we need someone who can perform as the acting Chief of Permitting when the Chief is out of the office. This all points to a role that can integrate system, operational, and people responsibilities whenever it's needed.

**FISCAL IMPACT:** Nominal increase (< \$15K) in budget which should be offset by fire prevention fees. For clarity, we're not asking to add a new position, we're asking to add responsibilities to an existing, already approved job.

**CONCURRENCES:** Michelle Gordon, County Administrator

**ALTERNATIVES:** No change

**ATTACHMENTS:** Job description for the Permit Operations Manager.

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

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<b>JOB TITLE:</b>	Permit Operations Manager	<b>GRADE:</b>	13
<b>DEPARTMENT:</b>	Division of Permits and Inspections	<b>FLSA STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Chief of Permitting		

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**GENERAL DEFINITION OF WORK:**

Performs professional and technical work, under the direction of the Chief of Permitting to assist with the daily operations and management of permit systems. Responsible for the functionality and data integrity associated with our permitting software: Accela, ePlanSoft and Citizen Access. Assists with the management of permit reviews and approvals. During her absence, acts on behalf of the Chief of Permitting. This position requires a high level of professionalism, computer knowledge, customer service and administrative experience.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

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

1. Assists the Chief of Permitting with the management and performance of the permitting software to include ePlanSoft, Accela Automation and Citizen Access to ensure permits are routed for review in a timely manner.
2. Monitors the permitting software on a daily basis to ensure electronic documents are received and uploaded appropriately to permits.
3. Monitors notifications received on document uploads and attaches to the appropriate permit.
4. Manages electronic permit revisions submitted through ePlanSoft to ensure the permit is routed back for review to all applicable agencies.
5. Assists and provides training to the public on matters pertaining to online permit submittals.
6. Performs extensive follow-up between permitting and outside agencies to ensure project reviews are completed in a timely manner.
7. Assist the public on matters pertaining to proposed and current projects.
8. Coordinates with other County, State and Federal agencies regarding permitting matters.
9. Serves as the Clerk to Animal Control, Electrical and Plumbing/HVAC Boards and attends monthly meetings and provides administrative support as needed.
10. Prepares documents and transcripts for submittal to the County Attorney on cases that have been appealed to Circuit Court.
11. Provides administrative assistance to the Chief of Permitting as needed.
12. Acts on behalf of the Chief of Permitting in the Chief's absence and uses initiative and judgement to see that permitting matters requiring immediate attention are handled in a manner as to minimize the effect of the Chiefs absence.
13. Maintains and releases driveway/utility bonds and checks

14. Meets weekly with the Chief of Permitting regarding matters pertaining to software and permitting and provides a report on the status of open projects under review.
15. Performs other duties as directed by the Chief of Permitting.
16. Performs related tasks as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Knowledge of permitting, zoning and land development processes, ordinances, regulations, and codes.
2. Thorough knowledge of the operations of the Division of Permits and Inspections.
3. General knowledge of basic research techniques and report writing.
4. Excellent record keeping ability and time management skills.
5. Ability to communicate effectively in a consistent professional manner.
6. Ability to establish and maintain a professional working relationship with employees and the public.

**EDUCATION AND EXPERIENCE:**

1. Extensive knowledge and experience with computer operating systems and software integration.
2. Five years of experience in customer service.
3. Experience with working and coordinating with government agencies.
4. Three years of experience in time management and customer follow-up.
5. One year of experience in the building and/or construction field.
6. High School Diploma or equivalent.
7. Two years of college relating to business, computer science and network administration preferred.

**PHYSICAL REQUIREMENTS:**

Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

**SPECIAL REQUIREMENTS:**

Ability to obtain and maintain a valid driver's license.

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

Rev: 08/25



## Agenda Report Form

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### Open Session Item

**SUBJECT:** Agriculture – Faces of Farming Presentation

**PRESENTATION DATE:** Tuesday, September 9, 2025

**PRESENTATION BY:** Kelsey Keadle, Business Specialist, Agriculture Department of Business and Economic Development

**RECOMMENDED MOTION:** N/A

**REPORT-IN-BRIEF:** “Faces of Farming” is an agricultural-focused video marketing campaign that will showcase two local Washington County farms every month, for one year. The “Faces of Farming” marketing videos will be showcased on the County’s website, as well as Facebook and other social media platforms, and will target a new industry and highlight a local farmer from that specific agricultural industry. Additionally, the Faces of Farming marketing campaign will be utilized in Washington County Public Schools as an agricultural education element focused on kindergarten to Fifth grade students to connect Washington County youth directly with local farms.

**DISCUSSION:** Washington County’s agricultural business represents the backbone of the County’s landscape. With almost 900 operating family farms and \$167,907,000 in market value of products sold, agriculture is the cornerstone of Washington County’s economy. The “Faces of Farming” marketing campaign will aim to educate residents in Washington County, along with the surrounding States and Counties, about the economic impact of the Ag industry. Additionally, these videos will be used for agricultural education to numerous streams around Washington County, such as, 4-H and FFA (Future Farmers of America) meetings, Ag Expo and Fair, and they will be available on the Washington County Ag App and website.

**FISCAL IMPACT:** N/A

**CONCURRENCES:** N/A

**ALTERNATIVES:** N/A

**ATTACHMENTS:** N/A

**AUDIO/VISUAL NEEDS:** Yes - Faces of Farming Videos: Linden Hall Farm and 2025 AG Week Cow Video