



100 West Washington Street, Suite 1101 | Hagerstown, MD 21740-4735 | P: 240.313.2200 | F: 240.313.2201
WWW.WASHCO-MD.NET

BOARD OF COUNTY COMMISSIONERS

February 15, 2022

OPEN SESSION AGENDA

- 10:00 AM MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE
CALL TO ORDER, *President Jeffrey A. Cline*
APPROVAL OF MINUTES: *February 8, 2022*
- 10:05 AM COMMISSIONERS' REPORTS AND COMMENTS
- 10:10 AM STAFF COMMENTS
- 10:15 AM CITIZEN PARTICIPATION (*citizens are required to submit a request to participate to khart@washco-md.net or by calling 240.313.2204 at least 24 hours in advance of the meeting*)
- 10:20 AM BOYS AND GIRLS CLUB OF WASHINGTON COUNTY - BUILDING PROJECT
Addie Nardi, Executive Director, Boys and Girls Club of Washington County
- 10:35 AM UTILITY BUDGET TRANSFER
Mark Bradshaw, Director, Environmental Management
- 10:40 AM STATE SURPLUS PROPERTY
Todd Moser, Real Property Administrator, Engineering
- 10:45 AM CONTRACT RENEWAL (PUR-1403) - LANDFILL INSPECTION SERVICES - REQUIREMENTS CONTRACT
Brandi Naugle, Buyer, Purchasing and Dave Mason, Deputy Director, Solid Waste
- 10:50 AM REJECTION/EXTENSION/REBID – CONTRACT (PUR-1453) - UNIFORM FOR JUDICIAL AND PATROL DEPUTIES
Brandi Naugle, Buyer, Purchasing and Douglas Mullendore, Sheriff
- 10:55 AM SOLE SOURCE PROCUREMENT (PUR-1535) – LAERDAL – SIM CAPTURE SYSTEM
Brandi Naugle, Buyer, Purchasing and Kevin Lewis, Director Training Quality Assurance and Control, Emergency Services
- 11:00 AM SOLE SOURCE PROCUREMENT (PUR-1532) - BODY WORN CAMERAS
Rick F. Curry, Director, Purchasing and Major Pete Lazich, Sheriff's Office

- 11:05 AM REQUIRED UPGRADE TO 911 PHONE SYSTEM – REQUEST FOR APPROVAL
TO APPLY FOR FUNDS AND ACCEPT AS AWARDED
*Rachel Souders, Senior Grant Manager, Grant Management and Brian Albert,
Assistant Director, Emergency Communications*
- 11:10 AM HSWC REQUEST FOR FUNDING TO REPLACE FIELD SERVICE VAN
*Colin Berry, Executive Director, Humane Society and Crystal Mowery, Field Service
Director, Humane Society*
- 11:15 AM CHANGE TO THE WASHINGTON COUNTY ANIMAL CONTROL ORDINANCE
– CAT HOLDS
*Crystal Mowery, Field Service Director, Humane Society and Colin Berry, Executive
Director, Humane Society*
- 11:25 AM INFORMATION TECHNOLOGY RECLASSIFICATION AND
REORGANIZATION OF DUTIES
Joshua O’Neal, Director, Information Systems
- 11:30 AM CLOSED SESSION - *(To discuss the appointment, employment, assignment, promotion, discipline,
demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over
whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals)*
- 12:05 PM RECONVENE IN OPEN SESSION

ADJOURNMENT



Open Session Item

SUBJECT: Boys & Girls Club of Washington Co. (BGCWC) Building Project

PRESENTATION DATE: February 15, 2022

PRESENTATION BY: Addie Nardi, Executive Director, Boys and Girls Club of Washington County

RECOMMENDED MOTION: N/A

REPORT-IN-BRIEF: The BGCWC is embarking on a replacement project of its main clubhouse at 805 Pennsylvania Ave. The leadership of the organization want to loop the county into the plans.

DISCUSSION: To explain the project and share updates with the Board of County Commissioners.

FISCAL IMPACT: \$8,000,000

CONCURRENCES: N/A

ATTACHMENTS: PowerPoint Presentation

AUDIO/VISUAL NEEDS: PowerPoint Presentation

What's New at the Club?



Boys & Girls Club of Washington County



- 81st year in Hagerstown
- After school and summer programming
- Primarily from lower income areas
 - » 60% male, 40% female
 - » 80% black, brown or bi-racial
 - » Members come from 17 Washington County Public Schools
- » Programming in five core program areas that closely align with the developmental need of young people, including The Arts, Education, Health & Wellness, Leadership & Service, Sports & Recreation



2021-2022 School Year



- 4 sites in Washington County
 - As of last Friday, we had
 - 381 Registered Members
 - 160 Teens
 - 146 Elementary School Members
 - Four vans run from 2:30-6:30 transporting from schools to the clubs and home in the evening.
 - Average Daily Attendance of 137



PROJECT BOUNCEBACK



- As the result of a multi-year partnership with the Governor's Office of Crime Prevention, Youth and Victim Services, the BGCWC and other clubs in the state received funding through Governor Hogan's Project Bounceback.
- While a portion of our funding is going into outreach into Allegany and Garrett Counties, half of our funding is going into outreach in Washington County. This includes putting a mobile club unit into neighborhoods in the county who cannot get to one of our clubs because of transportation limitations.
 - We are currently targeting:
 - The Bradford
 - Halfway Manor
 - Oak Ridge



A Pictorial Tour of 805 Pennsylvania Avenue



A Pictorial Tour of 805 Pennsylvania Avenue



SECU delivering
games from a
games drive they
held for us.



A Pictorial Tour of 805 Pennsylvania Avenue



Crumbling
facade



A Pictorial Tour of 805 Pennsylvania Avenue



Summer
camp
members
lining up in
the games
room to
head to the
pool.



A Pictorial Tour of 805 Pennsylvania Avenue



Buckets line the windows for leaks
when it rains...

The bathrooms are inadequate for
safety considerations and the
plumbing is old and prone to
clogging.

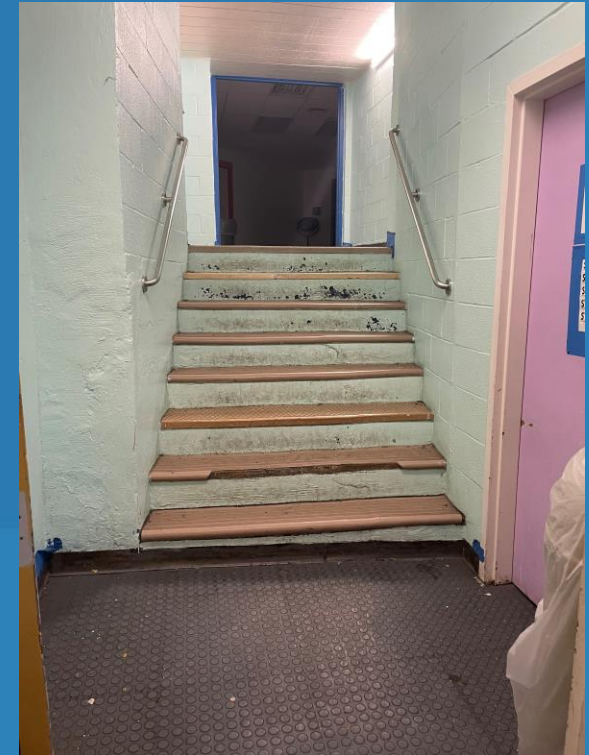
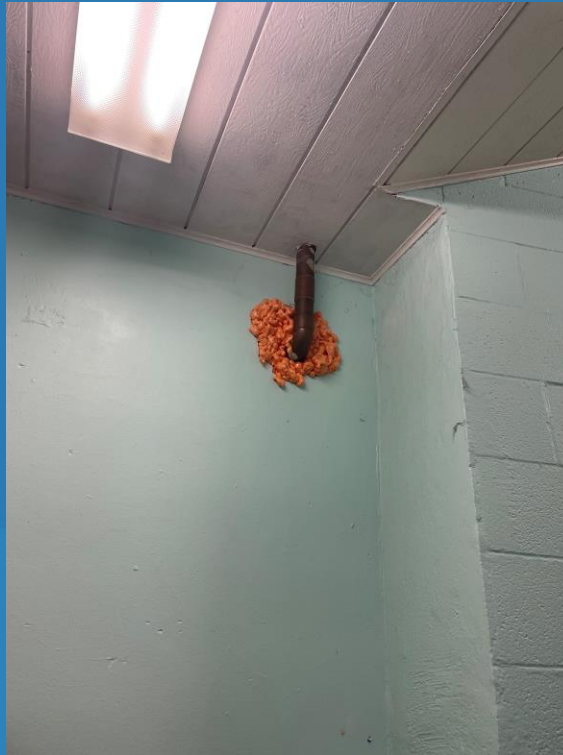


A Pictorial Tour of 805 Pennsylvania Avenue

Club members
love playing
games during
their time with
us.



A Pictorial Tour of 805 Pennsylvania Avenue



In various places in the building we've had holes in walls and stairs becoming trip hazards.



A Pictorial Tour of 805 Pennsylvania Avenue

Members utilized our staff office during distance learning so safely participate in their online classes.



A Pictorial Tour of 805 Pennsylvania Avenue



The kitchen off of the office has evidence of mold and is the main source of rodent infestations. The window in the office has vines growing through it from the abandoned house next door.



A Pictorial Tour of 805 Pennsylvania Avenue



The gymnasium in its heyday.



A Pictorial Tour of 805 Pennsylvania Avenue

While the gym remains the biggest draw and is in decent shape, the lights are systematically breaking and no one has been able to fix them permanently.



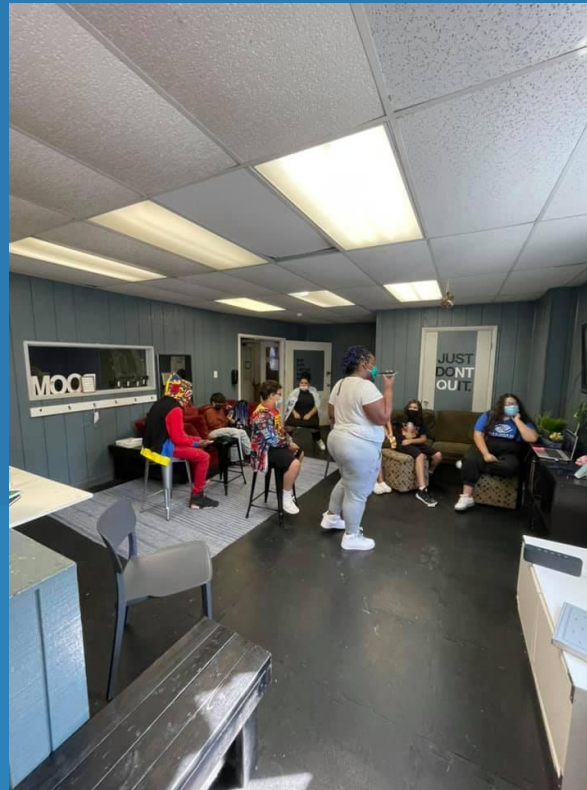
A Pictorial Tour of 805 Pennsylvania Avenue

The four lights in the southern corner of the gymnasium have been out for years. More lights go out each year.



A Pictorial Tour of 805 Pennsylvania Avenue

Our pre-teen room was converted to make space for all of our teens this year.



A Pictorial Tour of 805 Pennsylvania Avenue

The building has no central HVAC unit. It is currently heated by a 50-year-old underground storage tank and window units are placed around the building for the summer.



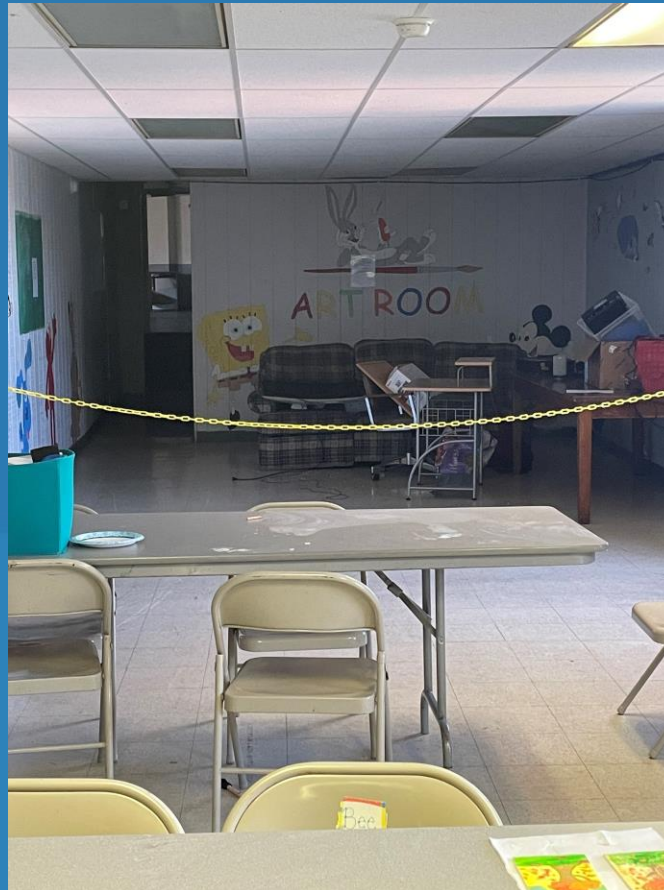
A Pictorial Tour of 805 Pennsylvania Avenue

The open area on the second floor has served as space for dance, distance learning, meals and programming.



A Pictorial Tour of 805 Pennsylvania Avenue

The space, along with the arts & crafts room and teen center, has been deemed unsafe for members at this point due to inadequate lighting, ventilation, mold and water damage.



A Pictorial Tour of 805 Pennsylvania Avenue

The arts & crafts room was a bright, fun space for members to create and escape.



A Pictorial Tour of 805 Pennsylvania Avenue



Prolonged water damage created a rotting window pane, mold and crumbling plaster.



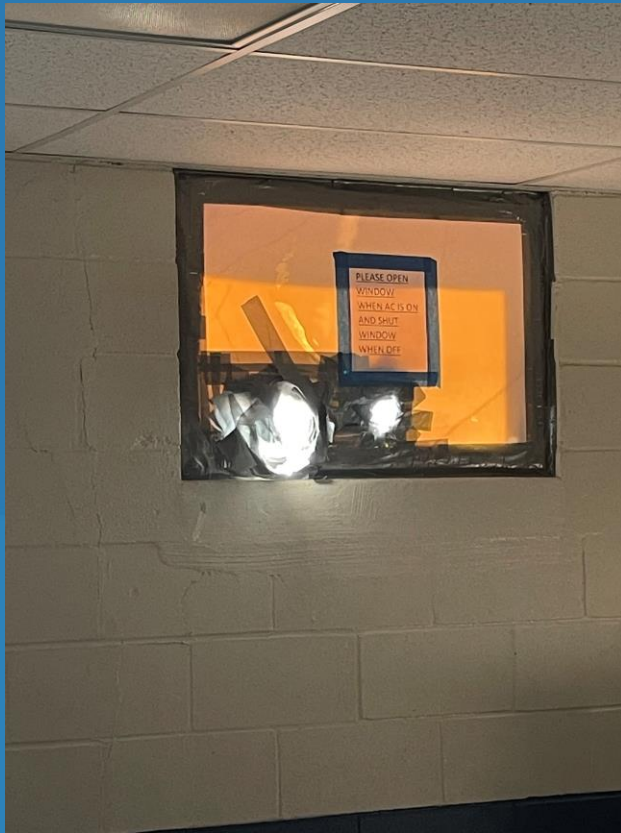
A Pictorial Tour of 805 Pennsylvania Avenue



The teen center served as a place for our high school kids to safely hang out.



A Pictorial Tour of 805 Pennsylvania Avenue



It is
currently
unusable.



What's Next?



Through the generous donation of an additional 1.25 acres from the Blaine Family, the BGCWC has an opportunity to replace the existing building with a state of the art 32,000 square foot club.



What's Next?



Bushey, Feight, Morin Architects have donated their architectural services to the project.



CONCEPTUAL RENDERING
5/15/2021



What's Next?



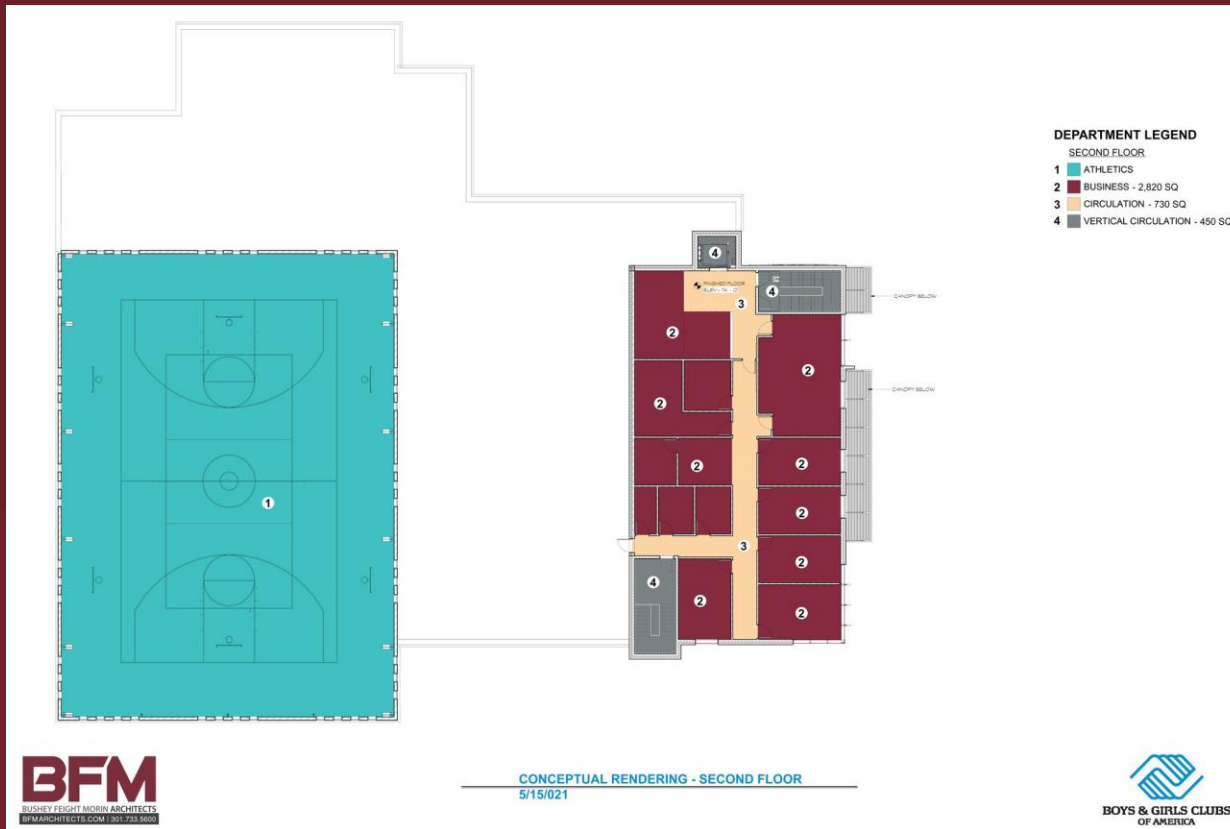
The project has raised just over \$2.3 million through the generous support of the Fletcher Foundation, Callas Foundation, Bowman Family Foundation and our board of directors. We also have \$2 million reserved for us in Governor Hogan's capital budget.



What's Next?



With this project, we'll have the chance to bring redevelopment to a crumbling neighborhood and serve up to 250 community youth.



What's Next?



HOWEVER

This comes with an \$8 million price tag and a race against time for the current building.



BFM
BUSHEY FEIGHT MORIN ARCHITECTS
BFMARCHITECTS.COM | 301.733.5600

CONCEPTUAL RENDERING
5/15/2021





THANK YOU





Open Session Item

SUBJECT: Utility Budget Transfer

PRESENTATION DATE: February 15, 2022

PRESENTATION BY: Mark Bradshaw, PE – DEM Director

RECOMMENDED MOTION: Approve the budget transfer.

REPORT-IN-BRIEF: Water Quality requests approval to transfer funds from Contingency Utility Admin (ADM003) to the Pump Station Upgrades Various Location (LIN034) in the amount of \$47,000.00

DISCUSSION: When Cedar Spring Pump Station was constructed in 2006, temporary above ground power was ran to the station. The understanding was once Halfway Boulevard was extended and utilities installed, the pump station would connect to permanent power and the temporary power would be removed. Since Halfway Boulevard hasn't been extended, the temporary power is still in place.

A new economic development project is proposed to be constructed where the temporary power is located so it must be removed and relocated to accommodate construction. First Energy has determined the cost to be \$46,669.72 to complete this work

FISCAL IMPACT: Without the budget transfer, we will be unable to relocate the temporary power to the Cedar Spring Pump Station.

CONCURRENCES: None

ALTERNATIVES: None

ATTACHMENTS: Budget Transfer Form

AUDIO/VISUAL NEEDS: None



Washington County, Maryland Budget Adjustment Form

Print Form

- Budget Amendment - Increases or decrease the total spending authority of an accounting fund or department
- Budget Transfer - Moves revenues or expenditures from one account to another or between budgets or funds.

Transaction/Post - Finance
 Deputy Director - Finance
 Preparer, if applicable

Digitally signed by Kelcee Mace
 Date: 2022.01.31 09:43:53 -05'00'

Digitally signed by Mark D Bradshaw
 Date: 2022.01.31 09:44:52 -05'00'

Required approval with date
 Jan 31, 2022

If applicable with date
 Jan 31, 2022

Required approval with date

Required approval with date

Required approval with date

Required > \$ 25,000 with date

Department Head Authorization
 Digitally signed by Mark D Bradshaw
 Date: 2022.01.31 07:43:44 -05'00'

Division Director / Elected Official Authorization
 Digitally signed by Mark D Bradshaw
 Date: 2022.01.31 07:43:53 -05'00'

Budget & Finance Director Approval

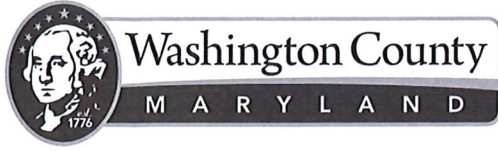
County Administrator Approval

County Commissioners Approval

Expenditure / Account Number	Fund Number	Department Number	Project Number	Grant Number	Activity Code	Department and Account Description	Increase (Decrease) +/-
498740	37	40010	ADM003		0000	Capital Transfer - Utility Admin	-47,000
599999	37	40010	ADM003		CNST	WQ - Contingency Admin	-47,000
498740	32	42010	LIN034		0000	Capital Transfer - Utility Admin	47,000
599999	32	42010	Lin034		CNST	WQ-Pump Station Upgrades- Various Location	47,000

Explain Budget Adjustment
 Money is needed to relocate the temporary power going to the Cedar Springs pump station.

Required Action by County Commissioners
 No Approval Required
 Approval Required
 Approval Date if Known
 Feb 15, 2022



Open Session Item

SUBJECT: State Surplus Property

PRESENTATION DATE: February 15, 2022

PRESENTATION BY: Todd Moser, Real Property Administrator, Division of Engineering

RECOMMENDED MOTION: Arrive at a consensus to decline acquisition of state surplus property.

REPORT-IN-BRIEF: The State of Maryland has declared a property located within the City limits of Hagerstown located on Virginia Avenue to be surplus property.

DISCUSSION: In accordance with Maryland Department of Transportation Policy and Procedures, the State has offered the County first right of refusal.

County staff has reviewed the property and determined the property would serve no immediate or future use to the County.

FISCAL IMPACT: N/A

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: State Clearance Package, Aerial map

AUDIO/VISUAL NEEDS: N/A



Larry Hogan
Governor
Boyd K. Rutherford
Lt. Governor
Gregory Slater
Secretary
Tim Smith, P.E.
Administrator

December 29, 2021

Mr. Todd Moser
Real Property Administrator
Division of Engineering
80 W. Washington Street
Hagerstown MD 21740

Dear Mr. Moser:

The Maryland Department of Transportation State Highway Administration (MDOT SHA) anticipates the sale of MC# 21-2728 identified as the former John Gaines and Sam Abdullah properties, Item No's 65520/65521 and further described in the attached Salient Fact Sheet with Property Plat, Tax and Location Maps.

In accordance with Maryland Department of Transportation Policy and Procedures, before proceeding with any other sales activity, we will allow you a period of **60 days** to review the attached information, request additional information and to notify us of your interest, in writing, concerning the property as offered. This review period shall expire on **March 1, 2022**, without further notice. Please be aware that in most cases an interest in the property would require the purchase of the property based on an appraised value or, in a few cases, a cost-plus interest basis. Additionally, we are not interested in a conveyance on any exchange basis.

Should you have an interest in acquiring the subject property, please contact this office, in writing, on or before the expiration of the review period. Any other extension for your consideration of this property must be requested, in writing, within the review period and shall be subject to specific written approval from this office.

If you have no interest in the property, please notify the following individual at your earliest convenience. In either case, we request you provide all responses to:

Ms. Mashel Wakil
Real Property and Clearance Program Coordinator
Office of Real Estate and Economic Development
Maryland Department of Transportation The Secretary's Office
7201 Corporate Center Drive, MS 470
Hanover MD 21076
Phone: 410-865-1234
Fax: 410-865-1385
email: mwakil@mdot.maryland.gov

Salient Fact Sheet

Conveyance of Real Property

Maryland Department of Transportation State Highway Administration
Office of Real Estate

Date of Preparation: August 2, 2021 **Refer to MC#:** 21-2728
Property Name: John Gaines/ Sam Abdullah
Property Item/Reference # 65520/ 65521 **Internal Clearance:** July 5, 2021
Plat No: 49515 **Dated:** October 29, 1985
Location: Located at the intersection of Virginia Ave and Old Virginia Avenue,
Hagerstown, Washington County.

SDAT Property Tax Information:

County:	Washington	Tax Map #:	310	Parcel:	Adjoins 1029
Grid:		Block:	(Insert #)	Account #	(Insert #)

Type of Transaction: Disposition
Acreage: Containing a total of 5,837 square feet or 0.134 acres of land +/-
Improved: No
Description of Improvements: N/A
Consideration: TBD
Federal Approval: N/A

Additional Notes/Info: MDOT SHA acquired the subject property in 1980 as part of a project to build a bridge over the Norfolk & Western railroad tracks to eliminate a dangerous railroad crossing. US Route 11 was later relocated onto Burhans Blvd and the roadway adjacent to the subject properties was conveyed to The City of Hagerstown in 1988. MDOT SHA has no further need to maintain the guardrail or slope on the property given that the adjoining roads were conveyed. The adjoining owner proposes to acquire these parcels to construct a fence around the perimeter of the parcels to prevent illegal parking.

The following information is provided subject to Appraisal and is in no way warranted:

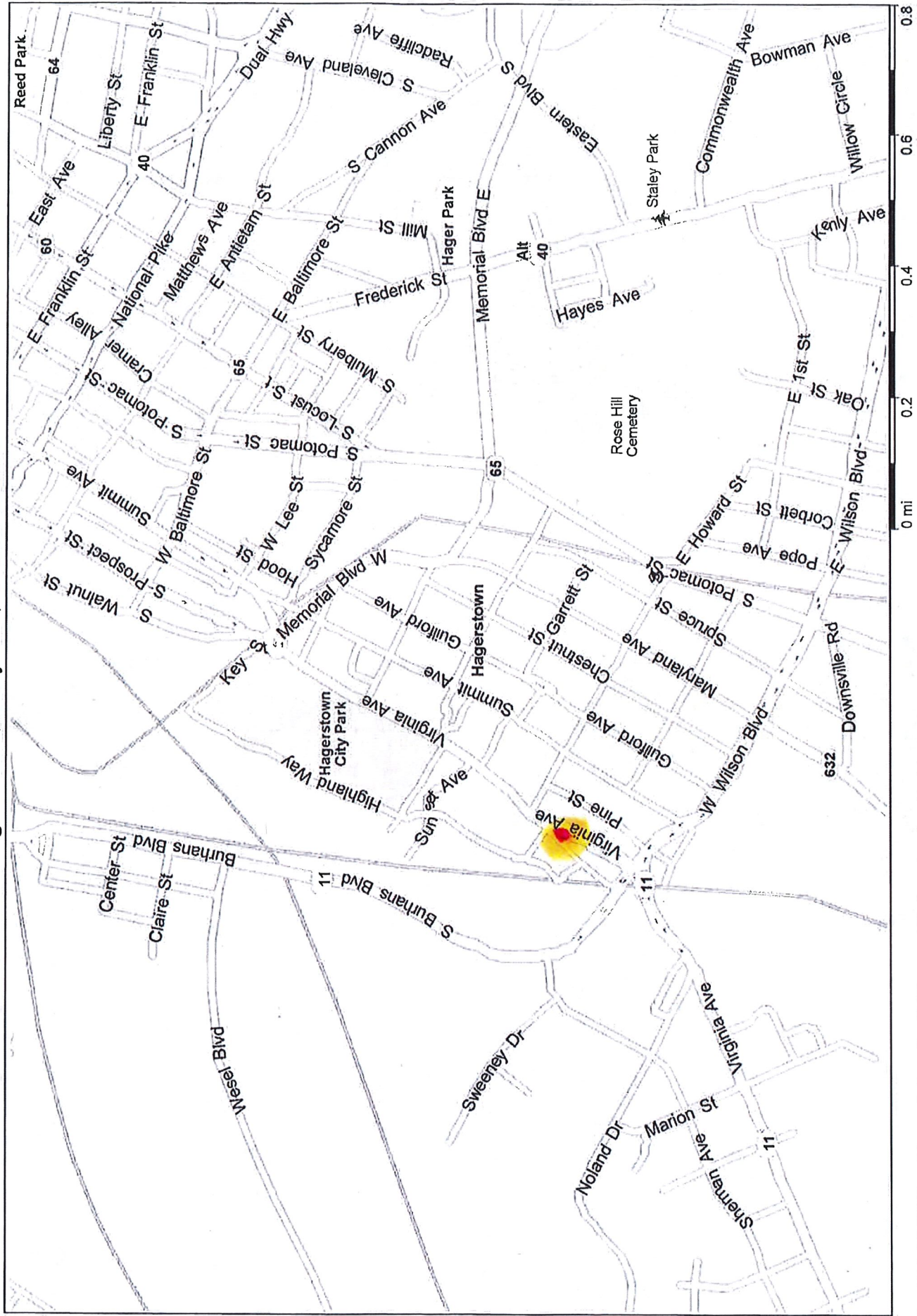
Assumed Zoning: Residential
Utilities Available: All utilities are available
Estimated Market Value: TBD

Prepared by:

Dwayne Kershner
Real Property Supervisor, Office of Real Estate
Maryland Department of Transportation State Highway Administration
707 N. Calvert Street
Baltimore MD, 21202


Phone: 410-545-2807
Fax: 410-209-5023
email: dkershner@mdot.maryland.gov

Hagerstown, Maryland, United States





Legend

 Property Boundary

Location Map

Project: W 446-053-671
Item No.: 65520, 65521-Parcel 2
Former: John Gaines, Sam Abdullah
FMIS: AZ074A3J
5/19/2021

Latitude: 39.630022
Longitude: -77.734929
Topo Quad: Hagerstown
County: Washington
Scale 1:1,000

0 50 100 200 Feet



Please Note: Property boundary is approximate.

Maryland SHA Surplus Property



John Gaines / Sam Abdullah
Plat No. 49515
5,837 Sq.Ft or 0.134 Acres

Legend

- Surplus Property
- Parcel Boundaries

0 25 50 75 100 feet

Union Place

Virginia Avenue

Burchans Boulevard

Pine Street

Virginia Avenue



Agenda Report Form

Open Session Item

SUBJECT: Contract Renewal (PUR-1403) Landfill Inspection Services – Requirements Contract

PRESENTATION DATE: February 15, 2022

PRESENTATION BY: Brandi Naugle, CPPB, Buyer, Purchasing Department and Dave Mason, P. E., Deputy Director, Solid Waste Department

RECOMMENDED MOTION: Motion to renew the contract with *BAI Group, LLC* for a one (1) year period commencing March 13, 2022 at the same terms and conditions with the exception of a rate increase of 2.4% for construction inspection and engineering services based on its letter of request dated January 17, 2022 as follows:

	Awarded Contract Rate	Renewed Contract Rates	Proposed Contract Rates	Proposed Contract Rates
		<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
Construction Inspector:				
Hourly Rate for Straight Time:	\$65.00	\$66.95	\$68.69	\$70.34
Hourly Rate for Overtime:	\$65.00	\$66.95	\$68.69	\$70.34
Senior Construction Inspector:				
Hourly Rate for Straight Time:	\$83.00	\$85.49	\$87.71	\$89.82
Hourly Rate for Overtime:	\$83.00	\$85.49	\$87.71	\$89.82
Project Manager:				
Hourly Rate for Straight Time:	\$118.00	\$121.54	\$124.70	\$127.69
Hourly Rate for Overtime:	\$118.00	\$121.54	\$124.70	\$127.69
Certification Engineer:				
Hourly Rate for Straight Time:	\$118.00	\$121.54	\$124.70	\$127.29
Hourly Rate for Overtime:	\$118.00	\$121.54	\$124.70	\$127.29

REPORT-IN-BRIEF: The services under this contract consist of providing inspection services for landfill related construction projects located throughout the County. The projects involve the construction of sanitary landfill floor construction, landfill capping, leachate collection systems, leachate storage tanks, sediment basins, leachate collection pump station construction, earthwork, landscaping, building construction inspection, mechanical and electrical systems, monitoring wells and other related tasks. This is a requirements contract; inspectors are utilized on an as-needed basis with no guarantee of minimum or maximum number of hours. The duration of the contract is for a period of one (1) year that began March 13, 2019 with an option by the County to renew for up to four (4) additional consecutive one (1) year periods.

DISCUSSION: N/A

FISCAL IMPACT: Funds are budgeted in individual project accounts for these services.

CONCURRENCES: Division Director of Environmental Management

ALTERNATIVES: N/A

ATTACHMENTS: BAI Group, LLC's letter dated January 17, 2022

AUDIO/VISUAL NEEDS: N/A



January 17, 2022

Purchasing Director
Washington County Coordinating Committee
100 West Washington Street
Room 3200
Hagerstown, MD 21740-4748

**RE: Letter of Intent to Renew Contract
Landfill Inspection Services Requirement Contract (PUR-1403)**

Dear Director:

Please accept this correspondence from BAI Group, LLC (BAI) as our Letter of Intent to enter into a one-year contract renewal term for the referenced contract (PUR-1403 for "Landfill Inspection Services"). The one-year contract renewal period would commence at the conclusion of the term of our current agreement which ends March 12, 2022. Concurrently, we request a 2.4% increase to our schedule of labor rates for the coming one-year term. This increase is based on data from the U.S. Bureau of Labor and Statistics.¹ A tabular explanation of the increases follows:

Rate Category		Current Contract Year Rate	New Contract Year Rate
Construction Inspector	Straight Time	\$ 68.69 /hr	\$ 70.34 /hr
	Overtime	\$ 68.69 /hr	\$ 70.34 /hr
Senior Construction Inspector	Straight Time	\$ 87.71 /hr	\$ 89.82 /hr
	Overtime	\$ 87.71 /hr	\$ 89.82 /hr
Project Manager	Straight Time	\$ 124.70 /hr	\$ 127.69 /hr
	Overtime	\$ 124.70 /hr	\$ 127.69 /hr
Certification Engineer	Straight Time	\$ 124.70 /hr	\$ 127.69 /hr
	Overtime	\$ 124.70 /hr	\$ 127.69 /hr

If you have any questions, please do not hesitate to contact me.

Sincerely,

BAI Group Inc.

James B. Echard, P.E.
President

¹ 2.4% obtained for the 12-month change in the Employment Cost Index from lower right of page 2 of report from the BLS titled "Hagerstown Area Economic Summary," dated January 07, 2022.



Open Session Item

SUBJECT: Rejection/Extension/Rebid – Contract (PUR-1453) – Uniform for Judicial and Patrol Deputies.

PRESENTATION DATE: February 15, 2022

PRESENTATION BY: Brandi Naugle, CPPB, Buyer, Purchasing Department and Sheriff Douglas Mullendore

RECOMMENDED MOTION: Move to take action, in the best interest of the County and to request that the bid renewal for the contract PUR-1453 Uniform for Judicial and Patrol Deputies with Howard Uniform Company, of Baltimore, MD based on its letter dated February 2, 2022 requesting an increase rate of 7.75% be denied due to the increase being considered excessive. Also, in the best interest of the County we ask for approval to extend the contract with Howard Uniform for an additional ninety (90) days under the same terms, conditions and pricing to re-advertise to solicit new pricing.

REPORT-IN-BRIEF: On January 28, 2020, the Board originally awarded a contract for the Uniforms for Judicial and Patrol Deputies, based on the bid submitted January 7, 2020 by Howard Uniform Company. The contract term is for one (1) year with five (5) additional one-year renewal options. This would be the second of the five (5) one-year renewal options. The County reserves the right to accept or reject any request for renewal by the Bidder and any increase in cost.

County personnel have had discussions with the vendor to reduce the requested increases, but those discussions have been unsuccessful. Modest inflation was expected for contract pricing; however, the renewal request has exceeded this amount. Rejection of the renewal would result in advertising to solicit new pricing of the services which does not guarantee a lower price but would provide the opportunity of securing one.

DISCUSSION: N/A

FISCAL IMPACT: N/A

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Renewal request from Howard Uniform Company's dated February 2, 2022.



HOWARD UNIFORM COMPANY

1915 Annapolis Rd. • Baltimore, MD 21230
(410) 727-3086 • FAX (410) 727-3142

February 2, 2022

Brandi J. Naugle, CPPB
Washington County Purchasing Department
Washington County Administration Complex
100 West Washington Street, Room 3200
Hagerstown, MD 21740
Phone: 240.313.2330

Ms. Naugle,

Thank you for the business that we have received under PUR-1453 (Uniform for Judicial & Patrol Deputies). We are interested in renewing this contract for another year and per our conversation and in light of your budget situation, we have gone back and revised our increase down to 7.75% on all items instead of the 7.75%-10% increase request. As you know from the economic environment, inflation is affecting everyone and we are only passing along increases we are receiving from our suppliers. Documentation from our suppliers is attached for your reference.

Please let us know if you need anything else from our side and we do appreciate your business and hope we can renew our contract based on this increase request.

Thank you,

A handwritten signature in blue ink that reads 'Manish Butani'.

Manish Butani



Agenda Report Form

Open Session Item

SUBJECT: Sole Source Procurement (PUR-1535) – Laerdal – Sim Capture System

PRESENTATION DATE: February 15, 2022

PRESENTATION BY: Brandi Naugle, CPPB, Buyer and Kevin Lewis, Director Training Quality Assurance & Control – Division of Emergency Services (DES)

RECOMMENDED MOTION: Move to authorize a Sole Source procurement of a Sim Capture System to integrate with the existing Laerdal medical equipment in the amount of \$27,358.50 for the first year of service; and \$ 24,152 for years 2 through 5; for the total sum of \$51,527.32 from Laerdal Medical Corporation of Wappingers Falls, NY and contingent upon the approval of the *Agreement* by the County Attorney.

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

With the construction of the Public Safety Training Center on Sharpsburg Pike, the purchase of an integration package compatible with existing equipment is necessary; this turnkey solution is being installed to the Laerdal mannequins and equipment in which the County already owns. The system is supplied by Laerdal and is known as SimCapture System.

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

DISCUSSION:

FISCAL IMPACT: Funds are available in the Division of Emergency Services Capital Improvement Plan (CIP) account 600600-30-11430-VEH009.

CONCURRENCES: Division Director of Emergency Services

ALTERNATIVES: N/A

ATTACHMENTS: Laerdal Quote #Q-510010 dated, November 30, 2021

AUDIO/VISUAL NEEDS: N/A



Laerdal[®]
helping save lives

Laerdal Medical Corporation
167 Myers Corners Road
Wappingers Falls, NY 12590
Phone Order To: 877-LAERDAL
Fax Order To: (800) 227-1143
Email: customerservice@laerdal.com

Natalie Holloway
natalie.holloway@laerdal.com

To prevent any delays in processing your purchase, please include your quote # when ordering.

DATE: 11/30/2021
ATTN: Kevin Lewis
+12403134363
klewis@washco-md.net

QUOTE NUMBER: Q-510010
CREDIT TERMS: 30 days
EXPIRATION DATE: 3/29/2022

BILL TO: 31488247
WC Emergency Services
16232 Elliott Parkway
Williamsport MD 21795

Year 1 Cost

QTY	PRODUCT	DESCRIPTION	TERM (MONTHS)	LIST PRICE	UNIT PRICE	EXTENDED PRICE
1	227-10950	SimCapture Enterprise Cloud Annual Subscription	12	\$6,038.00	\$6,038.00	\$6,038.00
1	227-83150E	SimCapture Enterprise Cloud Installation		\$1,700.00	\$1,700.00	\$1,700.00
1	227-VT1015SC-EC	Utilizing SimCapture Enterprise Cloud Admin Setup Virtual Training		\$860.00	\$860.00	\$860.00
1	227-VT2025SC-EC	Utilizing SimCapture Enterprise Cloud Features & Functions Virtual Training		\$860.00	\$860.00	\$860.00
1	227-VT3025SC-EC	Utilizing SimCapture Enterprise Cloud Course & Evaluations Virtual Training		\$860.00	\$860.00	\$860.00
1	227-VT4025SC-EC	Utilizing SimCapture Enterprise Cloud Calendar & Reporting Virtual Training		\$860.00	\$860.00	\$860.00

QTY	PRODUCT	DESCRIPTION	TERM (MONTHS)	LIST PRICE	UNIT PRICE	EXTENDED PRICE
1	227-30050	ADV AV PKG PTZ(2)Mic,Camera(2),DSP,INSTL Advanced AV Package to allow high quality audio recording using two microphones and Video recording with two Pan/Tilt/Zoom (PTZ) Camera; have the ability to add extra cameras to this package if requested. This package will have the following features two 720p ceiling-mounted video cameras with pan/tilt and optical zoom capabilities for video capture, two broadcast quality choir microphones to one broadcast quality DSP with full-featured microphone processing and Automatic Gain Control		\$11,355.00	\$11,355.00	\$11,355.00
2	227-31250	Node Add-On PTZ Camera 1 PTZ Camera, INSTL This package will have the following features; one 720p ceiling-mounted video camera with pan/tilt and optical zoom capabilities for video capture.		\$2,271.00	\$2,271.00	\$4,542.00
1	227-83025	SimCapture Site Survey, 1 day		\$0.00	\$0.00	\$0.00
1	227-40850	HDMI to IP Encoder Pkg This package will include HDMI Video Encoder and cables/adapters to turn a Video output of a device or computer to stream over IP to SimCapture.		\$283.50	\$283.50	\$283.50
Year 1 Cost TOTAL:						\$27,358.50

Subscription Cost Year 2 through 5

QTY	PRODUCT	DESCRIPTION	TERM (MONTHS)	LIST PRICE	UNIT PRICE	EXTENDED PRICE
1	227-10950	SimCapture Enterprise Cloud Annual Subscription Year 2	12	\$6,038.00	\$6,038.00	\$6,038.00
1	227-10950	SimCapture Enterprise Cloud Annual Subscription Year 3	12	\$6,038.00	\$6,038.00	\$6,038.00
1	227-10950	SimCapture Enterprise Cloud Annual Subscription Year 4	12	\$6,038.00	\$6,038.00	\$6,038.00
1	227-10950	SimCapture Enterprise Cloud Annual Subscription Year 5	12	\$6,038.00	\$6,038.00	\$6,038.00
Subscription Cost Year 2 through 5 TOTAL:						\$24,152.00

ITEM TOTAL : \$51,510.50
 SHIPPING/HANDLING : \$16.82
 TAX : \$0.00
 ADDITIONAL CHARGE/CREDIT : \$0.00
TOTAL : \$51,527.32

There are various payment options; please see bottom of your quote for further clarification.
Appropriate Sales Tax will be added to invoice – Pricing and Availability are subject to change
Shipping/Handling costs will be added to invoice

By Accepting this Quote, the following terms are hereby incorporated into customer's order:

Products:

Products that are currently on contract will be removed immediately if manufacturing or distribution of the product is discontinued.

Payment:

Net 30 Days for approved open accounts; CIA; Credit Cards accepted. Financing options now available – sample leasing payment terms follow.

Lease term 24 months: USD 2,146.97 *

Lease term 36 months: USD 1,431.31 *

Lease term 48 months: USD 1,073.49 *

* Quoted payments do not include Interest, Taxes, Maintenance, Cancellation fees or Insurance. Quotes are subject to credit approval and may change without notice.

Warranty:

One(1) year warranty on manufactured products and 90 day warranty on refurbished products

Two(2) year parts replacement warranty with technical assistance by phone on all Hill-Rom refurbished products

Delivery:

Delivery of product to a specific location within your building, if requested is at an additional charge and not included in this quote

Training:

Training will be scheduled within a year of the customer's agreed upon due date.

CANCELLATION or RESCHEDULING of EDUCATIONAL or TECHNICAL SERVICES WILL RESULT IN CANCELLATION/RESCHEDULING FEES.

7 DAYS OR LESS: 100% of Course / Service Cost

8 DAYS to 2 WEEKS: 75% of Course / Service Cost

15 DAYS to 20 DAYS: 50% of Course / Service Cost

3 WEEKS or MORE: NO FEE

Customer will be required to submit a new PO to reschedule a cancelled course / service.



Agenda Report Form

Open Session Item

SUBJECT: Sole Source Procurement - (PUR-1532) Body Worn Cameras

PRESENTATION DATE: February 15, 2022

PRESENTATION BY: Rick F. Curry, CPPO, Director of Purchasing and Major, Pete Lazich, Washington County Sheriff's Office

RECOMMENDATION: Move to authorize, a Sole Source Procurement for the approval of the Axon Management System subscription that includes thirty-three (33) additional body worn cameras, licensing, evidence storage for the Patrol Division at the Sheriff's Office from Axon Enterprise, Inc. of Scottsdale, AZ at contracted prices totaling \$58,956 for a one (1) year period based on contract pricing and to utilize a contract that was awarded by the State of MD DoIT (solicitation #060B249002).

REPORT-IN-BRIEF: October 2019, this Board approved the subscription fee of \$38,280 for fifty-eight (58) body cameras from Axon Management System. The State of Maryland passed a law requiring that all patrol officers had to wear a body camera, the department had to request the additional of thirty-three (33) cameras, which increased the subscription cost for the additional cameras.

The Purchasing Department received a request from the Sheriff's Office Patrol Division regarding the procurement of the additional thirty-three (33) body cameras. The Sheriff's Office wishes to apply Sections 1-106.2(a)(1) & (2) of the Code of Local Public Laws of Washington County, Maryland, to the procurement requested. These sections state that a sole source procurement is authorized and permissible when: (1) Only one source exists that meets the County's requirements and (2) The compatibility of equipment, accessories, or replacement parts is the paramount consideration.

DISCUSSION: The Axon body-worn camera will improve officer safety and efficiency with real-time situational awareness. Officers can capture the truth in every situation. With video evidence being at the heart of the record, law enforcement can get to the truth faster where citizens file complaints against officers. The department can quickly explore associated evidence in one integrated system, giving detectives and officers access to new insights and actionable facts. The contract subscription period is five (5) years with a cost in the amount of \$253,428, which the department will have to budget for years 4 and 5 to continue the program. Subscription cost are as follows:

Payment	Amount
Year 1	\$38,280
Year 2	\$38,280
Year 3	\$58,956
Year 4	\$58,956
Year 5	\$58,956
Five (5) Year Total	\$253,428

FISCAL IMPACT: Funding in the amount of is budgeted in the department's account 515180-10-11310.

CONCURRENCES: Sheriff Mullendore

ALTERNATIVES: N/A

ATTACHMENTS: Axon's Quote dated August 2, 2019

AUDIO/VISUAL NEEDS: N/A



Axon Enterprise Inc.
 PO BOX 29661
 DEPARTMENT 2018
 PHOENIX, AZ 85038-9661
 Ph: 1-480-991-0797, option 5, option 1
arinquies@axon.com
www.axon.com
 TIN: 86-0741227
 DUNS Number: 832176382

Invoice

Invoice ID INUS028777
 Date 01-Nov-21
 Page 1 of 5
 Sales Order
 Requisition
 Your Ref
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 Invoice Account 114503
 Terms of Delivery FCA

BILL TO

Washington County Sheriff's Office - MD
 500 Western Maryland Pkwy Frnt ENT
 Hagerstown, MD 21740-5125
 USA

SHIP TO

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 500 Western Maryland Pkwy Frnt ENT
 Hagerstown, MD 21740-5125
 USA

Line No.	Ship to*	Quote No.	Item Number	Description	Quantity	Unit Price	Amount
				Bundled Description	Quantity	Unit Price	Amount
				Dynamic Bundle	1.00	58,956.00	58,956.00
1	1	QL-18420076	73841	EVIDENCE.COM BASIC LICENSE PAYMENT Tax Date 01-Nov-21	1.00	180.00	180.00 ✓
2	1	QL-18471920	87065	TECH ASSURANCE PLAN BODY 2 CAMERA PAYMENT Tax Date 01-Nov-21	2.00	252.00	504.00 ✓
3	1	QL-18485504	73309	AXON CAMERA REFRESH ONE Tax Date 01-Nov-21	2.00	0.00	
4	1	QL-18639694	87026	TECH ASSURANCE PLAN DOCK 2 ANNUAL PAYMENT Tax Date 01-Nov-21	4.00	318.00	1,272.00 ✓
5	1	QL-18660539	73689	MULTI-BAY BWC DOCK 1ST REFRESH Tax Date 01-Nov-21	2.00	0.00	
6	1	QL-18660287	73309	AXON CAMERA REFRESH ONE Tax Date 01-Nov-21	33.00	0.00	

PAYMENT REMITTANCE INFORMATION

For ACH/EFT Payment: (Preferred Method)		For Wire Transfers		For Check Payments Mail To:	For Overnight Check Payments Mail
Account Name	Axon Enterprise, Inc.	Beneficiary	Axon Enterprise, Inc.	Axon Enterprise, Inc.	Axon Enterprise, Inc.
Account Number	634912729	Account Number	634912729	PO BOX 29661	JPMorgan Chase (AZ1-2170)
Bank Routing No	122100024	Bank Routing No	021000021	DEPARTMENT 2018	Attn: Axon Enterprises 29661-2018
Reference No	INUS028777	SWIFT Code	CHASUS33	PHOENIX, AZ 85038-9661	1820 E Sky Harbor Circle South,
		Reference No	INUS028777	Reference No INUS028777	Phoenix AZ 85034
					Reference No INUS028777

Please reference the invoice number on your ACH, Wire or Check payment and send to AR@axon.com

Important Note: By selecting the wire transfer payment method, you agree to accept the processing & transaction fees charged by the bank relating to this wire transfer



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Line No.	Ship to*	Quote No.	Item Number	Description	Quantity	Unit Price	Amount
7	1	QL-18680062	73835	AUTO TAGGING LICENSE PAYMENT Tax Date 01-Nov-21	33.00	108.00	3,564.00 ✓
8	1	QL-18686528	80014	BASIC EVIDENCE.COM LICENSE: YEAR 3 PAYMENT Tax Date 01-Nov-21	58.00	180.00	10,440.00 ✓
9	1	QL-18682138	85110	EVIDENCE.COM INCLUDED STORAGE Tax Date 01-Nov-21	580.00	0.00	
10	1	QL-18694654	87055	TECH ASSURANCE PLAN 6-BAY BODY 2 DOCK PAYMENT Tax Date 01-Nov-21	2.00	354.00	708.00 ✓
11	1	QL-18696033	87065	TECH ASSURANCE PLAN BODY 2 CAMERA PAYMENT Tax Date 01-Nov-21	33.00	252.00	8,316.00 ✓
12	1	QL-18686739	73837	EVIDENCE.COM PROFESSIONAL LICENSE PAYMENT Tax Date 01-Nov-21	3.00	468.00	1,404.00 ✓
13	1	QL-18688324	85070	TECH ASSURANCE PLAN ANNUAL PAYMENT, BODYCAM Tax Date 01-Nov-21	58.00	240.00	13,920.00 ✓

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Account Name	Axon Enterprise, Inc.	Beneficiary	Axon Enterprise, Inc.	Axon Enterprise, Inc.	Axon Enterprise, Inc.
Account Number	634912729	Account Number	634912729	PO BOX 29661	JPMorgan Chase (AZ1-2170)
Bank Routing No	122100024	Bank Routing No	021000021	DEPARTMENT 2018	Attn: Axon Enterprises 29661-2018
Reference No	INUS028777	SWIFT Code	CHASUS33	PHOENIX, AZ 85038-9661	1820 E Sky Harbor Circle South,
		Reference No	INUS028777	Reference No INUS028777	Phoenix AZ 85034
					Reference No INUS028777

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Line No.	Ship to*	Quote No.	Item Number	Description	Quantity	Unit Price	Amount
14	1	QL-18693779	85035	EVIDENCE.COM STORAGE Tax Date 01-Nov-21	10,000.00	0.75	7,500.00 ✓
15	1	QL-18776377	73841	EVIDENCE.COM BASIC LICENSE PAYMENT Tax Date 01-Nov-21	28.00	180.00	5040.00 ✓
16	1	QL-18695762	80024	PRO EVIDENCE.COM LICENSE: YEAR 3 PAYMENT Tax Date 01-Nov-21	11.00	468.00	5,148.00 ✓
17	1	QL-18697239	73831	10 GB EVIDENCE.COM A-LA- CART STORAGE PAYMENT Tax Date 01-Nov-21	200.00	4.80	960.00 ✓
18	1	QL-18698672	85110	EVIDENCE.COM INCLUDED STORAGE Tax Date 01-Nov-21	330.00	0.00	

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Account Number	634912729	Account Number	634912729	PO BOX 29661	JPMorgan Chase (AZ1-2170)
Bank Routing No	122100024	Bank Routing No	021000021	DEPARTMENT 2018	Attn: Axon Enterprises 29661-2018
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Sales Amount	58,956.00
Misc. Charges	0.00
Discount	0.00
Sales Tax	0.00
Total	58,956.00
Amount Received	0.00
BALANCE DUE	USD 58,956.00

Payment Due 01-Dec-21

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Page	5 of 5
Sales Order	
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***Tax Note**

Ship-to-address Legend*

- 1 500 Western Maryland Pkwy Frnt ENT
 Hagerstown, MD 21740-5125
 USA

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Open Session Item

SUBJECT: Required Upgrade to 911 Phone System – Request for Approval to Apply for Funds and Accept as Awarded

PRESENTATION DATE: February 15, 2022

PRESENTATION BY: Rachel Souders, Senior Grant Manager, Office of Grant Management, and Brian Albert, Assistant Director of Emergency Communications, Division of Emergency Services

RECOMMENDED MOTION: Move to approve submission of an application for \$35,825.90 in funding to the MD 911 Board, and accept funding as awarded, for a required upgrade to the current 911 phone system.

REPORT-IN-BRIEF: The Division of Emergency Services is requesting approval to submit an application for funding in the amount of \$35,825.90 to the MD 911 Board, and accept funding as awarded.

DISCUSSION: This funding is for a software package that is a required upgrade to the current 911 phone system and is necessary to move forward with the ESInet project that has already been approved by the Commissioners and the MD 911 Board.

FISCAL IMPACT: Will provide \$35,825.90 to the Division of Emergency Services.

CONCURRENCES: Susan Buchanan, Director, Office of Grant Management

ALTERNATIVES: Deny request to submit application for funding.

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A



Agenda Report Form

Open Session Item

SUBJECT: HSWC Request for Funding to Replace Field Service Van

PRESENTATION DATE: February 15, 2022

PRESENTATION BY: Humane Society of Washington County: Colin Berry, Executive Director, and Crystal Mowery, Field Service Director

RECOMMENDED MOTION: I move to approve funding in the amount of \$60,000 to replace Field Services Van # 14.

REPORT-IN-BRIEF: HSWC is requesting funding to replace Field Services Van # 14 .

DISCUSSION: One Field Service van used to enforce our county ordinances has broken down in the last six months. Repair estimates were between \$ 3,000 and \$6,000 and simply did not make sense given the age and mileage on the vehicles. A second vehicle has been recommended by the County Highway Department to be replaced due to the high milage. The upkeep and repairs are beyond the value of the vehicle.

FISCAL IMPACT: The total cost to replace the vehicle is \$60,000

CONCURRENCES: N/A

ALTERNATIVES: Disapprove Funding

ATTACHMENTS: 1. Purchase order for Field Service Van

AUDIO/VISUAL NEEDS: N/A

Prepared for: Ms. CRYSTAL MOWER, HSWCMD

Office: 240-707-8009

Email: CMOWERY@HSWCMD.ORG

2022 F-250 4x4 SD Super Cab 8' box 164" WB SRW XL (X2B)

Price Level: 240



Client Proposal

Prepared by:

CHUCK WADE

Office: 301-733-3673

Quote ID: wchsx2b

Date: 11/02/2021



CHUCK WADE | 1714 MASSEY BLVD, HAGERSTOWN, MD, 21740

Office: 301-733-3673 | Fax: 301-733-5098

Prepared for: Ms. CRYSTAL MOWER

HSWCMD

Prepared by: CHUCK WADE

11/02/2021

CHUCK WADE | 1714 MASSEY BLVD HAGERSTOWN MD | 21740



2022 F-250 4x4 SD Super Cab 8' box 164" WB SRW XL (X2B)

Price Level: 240 | Quote ID: wchsx2b

Ms. CRYSTAL MOWER, HSWCMD

Office: 240-707-8009

Email: CMOWERY@HSWCMD.ORG

Re: Quote ID wchsx2b 11/02/2021

Dear Ms. MOWER,

Thank you very much for your interest in acquiring a vehicle from our dealership. We concur that your interest is well deserved. We hope that an outstanding product lineup and our dedication to customer service will enhance your ownership experience should you decide to buy a vehicle from us.

Attached, please find additional information that I hope will assist you in making a more informed decision. Please feel free to contact me at any time as I would truly appreciate the opportunity to be of service to you.

Sincerely,

CHUCK WADE

Prepared for: Ms. CRYSTAL MOWER



HSWCMD

Prepared by: CHUCK WADE

11/02/2021

CHUCK WADE | 1714 MASSEY BLVD HAGERSTOWN MD | 21740

2022 F-250 4x4 SD Super Cab 8' box 164" WB SRW XL (X2B)

Price Level: 240 | Quote ID: wchsx2b

Table of Contents

Description	Page
Cover Page	1
Cover Letter	2
Table of Contents	3
Selected Equip & Specs	4
Warranty	14
As Configured Vehicle	15
Pricing Summary - Single Vehicle	17
Window Sticker	18

Prepared for: Ms. CRYSTAL MOWER

HSWCMD

Prepared by: CHUCK WADE

11/02/2021

CHUCK WADE | 1714 MASSEY BLVD HAGERSTOWN MD | 21740



2022 F-250 4x4 SD Super Cab 8' box 164" WB SRW XL (X2B)

Price Level: 240 | Quote ID: wchsx2b

Selected Equip & Specs

Dimensions

• Exterior length: 254.4" • Cab to axle: 56.1" • Exterior width: 80.0" • Exterior height: 81.4" • Wheelbase: 164.0" • Front track: 68.3" • Rear track: 67.2" • Turning radius: 27.1' • Min ground clearance: 8.5" • Front legroom: 43.9" • Rear legroom: 33.5" • Front headroom: 40.8" • Rear headroom: 40.3" • Front hiproom: 62.5" • Rear hiproom: 64.7" • Front shoulder room: 66.7" • Rear shoulder room: 65.8" • Passenger volume: 116.0cu.ft. • Approach angle: 17.8 deg • Departure angle: 21 deg • Cargo volume: 31.6cu.ft. • Maximum cargo volume: 31.6cu.ft.

Powertrain

• 385hp 6.2L SOHC 16 valve V-8 engine with variable valve control, SMPI • Recommended fuel : regular unleaded • federal • TorqShift-G 6 speed automatic transmission with overdrive • Part-time • Fuel Economy Cty: N/A • Fuel Economy Highway: N/A

Suspension/Handling

• Front Mono-beam non-independent suspension with anti-roll bar, HD shocks • Rear rigid axle leaf spring suspension with HD shocks • Firm ride Suspension • Hydraulic power-assist re-circulating ball Steering • Front and rear 17 x 7.5 argent steel wheels • LT245/75SR17 EBSW AS front and rear tires

Body Exterior

• 4 doors • Reverse opening left rear passenger • Reverse opening right rear passenger * **Driver and passenger power remote heated, manual folding door mirrors with turn signal indicator * Turn signal indicator in mirrors** • Black door mirrors • Black bumpers • Class V trailer hitch with trailer sway control • Clearcoat paint • Front and rear 17 x 7.5 wheels • 2 front tow hook(s)

Convenience

• Manual air conditioning with air filter * **Power windows * Driver and passenger 1-touch up * Driver and passenger 1-touch down * Remote power door locks with 2 stage unlock and illuminated entry** • Manual tilt steering wheel • Manual telescopic steering wheel * **Day-night rearview mirror with auto-dimming** • FordPass Connect 4G internet access • 911 Assist emergency SOS • Wireless phone connectivity • AppLink smart device integration • 2 1st row LCD monitors • Front and rear cupholders • Passenger visor mirror • Full overhead console * **Driver and passenger door bins * Rear door bins**

Seats and Trim

• Seating capacity of 6 • Front 40-20-40 split-bench seat • 4-way driver seat adjustment • Manual driver lumbar support • 4-way passenger seat adjustment • Centre front armrest with storage • 60-40 folding rear split-bench seat

Entertainment Features

• AM/FM stereo radio • SYNC external memory control • Steering wheel mounted radio controls • 4 speakers • Streaming audio • Fixed antenna

Lighting, Visibility and Instrumentation

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for: Ms. CRYSTAL MOWER



HSWCMD

Prepared by: CHUCK WADE

11/02/2021

CHUCK WADE | 1714 MASSEY BLVD HAGERSTOWN MD | 21740

2022 F-250 4x4 SD Super Cab 8' box 164" WB SRW XL (X2B)

Price Level: 240 | Quote ID: wchsx2b

Selected Equip & Specs (cont'd)

- Halogen aero-composite headlights • Delay-off headlights • Auto on/off headlights • Variable intermittent front windshield wipers • Light tinted windows • Front reading lights • Tachometer • Oil pressure gauge • Compass • Outside temperature display • Low tire pressure warning • Trip computer • Trip odometer

Safety and Security

- 4-wheel ABS brakes • Brake assist with hill hold control • 4-wheel disc brakes • AdvanceTrac w/Roll Stability Control Electronic stability control • ABS and driveline traction control • Dual front impact airbag supplemental restraint system with passenger cancel • Dual seat mounted side impact airbag supplemental restraint system • Safety Canopy System curtain 1st and 2nd row overhead airbag supplemental restraint system * **Remote activated perimeter/approach lighting** * **Power remote door locks with 2 stage unlock and panic alarm** * **Security system with SecuriLock immobilizer** • MyKey restricted driving mode • Manually adjustable front head restraints • 3 manually adjustable rear head restraints

Dimensions

General Weights

* Curb	6,134 lbs.	GVWR	10,000 lbs.
Payload	3,460 lbs.		

Front Weights

Front GAWR	5,600 lbs.	* Front curb weight	3,884 lbs.
Front axle capacity	6,000 lbs.	Front spring rating	5,600 lbs.
Front tire/wheel capacity	6,390 lbs.		

Rear Weights

Rear GAWR	6,340 lbs.	* Rear curb weight	2,250 lbs.
Rear axle capacity	6,200 lbs.	Rear spring rating	6,340 lbs.
Rear tire/wheel capacity	6,390 lbs.		

Trailer Type

Type	Regular	Class	V
Hitch	Yes	Trailer sway control	Yes

General Trailering

5th-wheel towing capacity	12500 lbs.	Gooseneck towing capacity	12500 lbs.
Towing capacity	12500 lbs.	GCWR	19500 lbs.

Fuel Tank type

Capacity	34 gal.
----------------	---------

Off Road

Approach angle	18 deg	Departure angle	21 deg
Ramp breakover angle	21 deg	Min ground clearance	8 "
Load floor height	37 "		

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Prepared for: Ms. CRYSTAL MOWER

HSWCMD

Prepared by: CHUCK WADE

11/02/2021

CHUCK WADE | 1714 MASSEY BLVD HAGERSTOWN MD | 21740

2022 F-250 4x4 SD Super Cab 8' box 164" WB SRW XL (X2B)

Price Level: 240 | Quote ID: wchsx2b

Selected Equip & Specs (cont'd)*Interior cargo*

Cargo volume	31.6 cu.ft.	Maximum cargo volume	31.6 cu.ft.
--------------------	-------------	----------------------------	-------------

Powertrain*Engine Type*

Block material	Iron	Cylinders	V-8
Head material	Aluminum	Ignition	Spark
Injection	Sequential MPI	Liters	6.2L
Orientation	Longitudinal	Recommended fuel	Regular unleaded
Valves per cylinder	2	Valvetrain	SOHC
Variable valve control	Yes		

Engine Spec

Bore	4.02"	Compression ratio	9.8:1
Displacement	379 cu.in.	Stroke	3.74"

Engine Power

SAEJ1349 AUG2004 compliant	Yes	Output	385 HP @ 5,750 RPM
Torque	430 ft.-lb @ 3,800 RPM		

Alternator

Amps	157
------------	-----

Battery

Amp hours	72	Cold cranking amps	650
Run down protection	Yes		

Transmission

Electronic control	Yes	Lock-up	Yes
Overdrive	Yes	Speed	6
Type	Automatic		

Transmission Gear Ratios

1st	4.17	2nd	2.34
3rd	1.52	4th	1.14
5th	0.87	6th	0.69
Reverse Gear ratios	3.4		

Transmission Torque Converter

Stall ratio	2.01
-------------------	------

Transmission Extras

Driver selectable mode	Yes	Sequential shift control	SelectShift
Oil cooler	Regular duty		

Drive Type

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Price Level: 240 | Quote ID: wchsx2b

Selected Equip & Specs (cont'd)

4wd type	Part-time	Type	Four-wheel
<i>Drive Feature</i>			
Traction control	ABS and driveline	Locking hub control	Auto
Transfer case shift	Electronic		
<i>Drive Axle</i>			
Ratio	3.73		
<i>Exhaust</i>			
Material	Stainless steel	System type	Single
<i>Emissions</i>			
CARB	Federal		
<i>Fuel Economy</i>			
Fuel type	Gasoline		
<i>Fuel Economy (Alternate 1)</i>			
Fuel type	E85		
<i>Acceleration</i>			
0-60 mph (s)	6.77		
<i>1/4 Mile</i>			
Seconds	15.2	Speed	91 mph
<i>Skid Pad</i>			
Lateral acceleration (g)	0.6		
<i>Slalom</i>			
Speed	50 mph		

Driveability

<i>Brakes</i>			
ABS	4-wheel	ABS channels	4
Type	4-wheel disc	Vented discs	Front and rear
<i>Brake Assistance</i>			
Brake assist	Yes	Hill hold control	Yes
<i>Suspension Control</i>			
Ride	Firm	Electronic stability control	Stability control with anti-roll
<i>Front Suspension</i>			
Independence	Mono-beam non-independent	Anti-roll bar	Regular

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Price Level: 240 | Quote ID: wchsx2b

Selected Equip & Specs (cont'd)

Front Spring

Type Coil Grade Regular

Front Shocks

Type HD

Rear Suspension

Independence Rigid axle Type Leaf

Rear Spring

Type Leaf Grade HD

Rear Shocks

Type HD

Steering

Activation Hydraulic power-assist Type Re-circulating ball

Steering Specs

of wheels 2

Exterior

Front Wheels

Diameter 17" Width 7.50"

Rear Wheels

Diameter 17" Width 7.50"

Front and Rear Wheels

Appearance Argent Material Steel
Covers Hub

Front Tires

Aspect 75 Diameter 17"
Sidewalls BSW Speed S
Tread AS Type LT
Width 245mm LT load rating E
RPM 645

Rear Tires

Aspect 75 Diameter 17"
Sidewalls BSW Speed S
Tread AS Type LT
Width 245mm LT load rating E
RPM 645

Spare Tire

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2022 F-250 4x4 SD Super Cab 8' box 164" WB SRW XL (X2B)

Price Level: 240 | Quote ID: wchsx2b

Selected Equip & Specs (cont'd)

Type Full-size

Wheels

Front track 68.3"
Turning radius 27.1'

Rear track 67.2"
Wheelbase 164.0"

Body Features

Body material Aluminum
Front tow hook(s) 2

Side impact beams Yes

Body Doors

Door count 4
Right rear passenger Reverse opening

Left rear passenger Reverse opening

Exterior Dimensions

Length 254.4"
Body height 81.4"
*** Axle to end of frame 47.6"**
Frame yield strength (psi) 50000.0
Front bumper to back of cab 146.3"

Body width 80.0"
Cab to axle 56.1"
Frame section modulus 10.7cu.in.
Front bumper to Front axle 38.2"

Safety

Airbags

Driver front-impact Yes
Overhead Safety Canopy System curtain 1st and 2nd row
Passenger side-impact Seat mounted

Driver side-impact Seat mounted
Passenger front-impact Cancellable

Seatbelt

Rear centre 3 point Yes

Height adjustable Front

Security

Immobilizer SecuriLock
Restricted driving mode MyKey

*** Panic alarm Yes**

Seating

Passenger Capacity

Capacity 6

Front Seats

Split 40-20-40

Type Split-bench

Driver Seat

Fore/aft Manual
Way direction control 4

Reclining Manual
Lumbar support Manual

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Selected Equip & Specs (cont'd)*Passenger seat*

Fore/aft	Manual	Reclining	Manual
Way direction control	4		

Front Head Restraint

Control	Manual	Type	Adjustable
---------------	--------	------------	------------

Front Armrest

Centre	Yes	Storage	Yes
--------------	-----	---------------	-----

Rear Seats

Descriptor	Split-bench	Facing	Front
Folding	60-40	Folding position	Fold-up cushion
Type	Fixed		

Rear Head Restraints

Control	Manual	Type	Adjustable
Number	3		

Front Seat Trim

Material	Vinyl	Back material	Vinyl
----------------	-------	---------------------	-------

Rear Seat Trim Group

Material	Vinyl	Back material	Carpet
----------------	-------	---------------------	--------

Convenience*AC And Heat Type*

Air conditioning	Manual	Air filter	Yes
Underseat ducts	Yes		

Audio System

Radio	AM/FM stereo	Radio grade	Regular
Seek-scan	Yes	External memory control	SYNC

Audio Speakers

Speaker type	Regular	Speakers	4
--------------------	---------	----------------	---

Audio Controls

Steering wheel controls	Yes	Voice activation	Yes
Streaming audio	Bluetooth yes		

Audio Antenna

Type	Fixed
------------	-------

LCD Monitors

1st row	2	Primary monitor size (inches)	4.2
---------------	---	-------------------------------------	-----

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Selected Equip & Specs (cont'd)

Convenience Features

* Retained accessory power	Yes	12V DC power outlet	2
Emergency SOS	911 Assist	Wireless phone connectivity	Bluetooth
Smart device integration	App link		

Door Lock Activation

* Type	Power with 2 stage unlock	* Remote	Keyfob (front doors)
* Integrated key/remote	Yes		

Door Lock Type

* **Tailgate/rear door lock** ... **Included with power door locks**

Door Locks Extra FOB Controls

Remote engine start Smart device only

Instrumentation Type

Appearance Analog

Instrumentation Gauges

Tachometer	Yes	Oil pressure	Yes
Engine temperature	Yes	Transmission fluid temp	Yes
Engine hour meter	Yes		

Instrumentation Warnings

Oil pressure	Yes	Engine temperature	Yes
Battery	Yes	Lights on	Yes
Key	Yes	Low fuel	Yes
Door ajar	Yes	Service interval	Yes
Brake fluid	Yes	Low tire pressure	Tire specific

Instrumentation Displays

Clock	In-radio display	Compass	Yes
Exterior temp	Yes	Systems monitor	Yes

Instrumentation Feature

Trip computer	Yes	Trip odometer	Yes
---------------------	-----	---------------------	-----

Steering Wheel Type

Material	Urethane	Tilting	Manual
Telescoping	Manual		

Front Side Windows

* **Window 1st row activation** **Power**

Windows Rear Side

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Price Level: 240 | Quote ID: wchsx2b

Selected Equip & Specs (cont'd)

* 2nd row activation **Power**

Window Features

* 1-touch down **Driver and passenger**

* 1-touch up **Driver and passenger**

Tinted **Light**

Front Windshield

Wiper **Variable intermittent**

Rear Windshield

Window **Fixed**

Interior

Passenger Visor

Mirror **Yes**

Rear View Mirror

Day-night **Yes**

* **Auto-dimming** **Yes**

Headliner

Coverage **Full**

Material **Cloth**

Floor Trim

Coverage **Full**

Covering **Vinyl/rubber**

Trim Feature

Gear shifter material **Urethane**

Interior accents **Chrome**

Lighting

Dome light type **Fade**

Front reading **Yes**

* **Illuminated entry** **Yes**

Variable IP lighting **Yes**

Overhead Console Storage

Storage **Yes**

Type **Full**

Storage

* **Driver door bin** **Yes**

Front Beverage holder(s) **Yes**

Glove box **Locking**

* **Passenger door bin** **Yes**

Illuminated **Yes**

Rear yes **Yes**

Instrument panel **Covered bin**

Dashboard **Yes**

* **Rear door bins** **Yes**

Legroom

Front **43.9"**

Rear **33.5"**

Headroom

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Price Level: 240 | Quote ID: wchsx2b

Selected Equip & Specs (cont'd)

Front	40.8"	Rear	40.3"
<i>Hip Room</i>			
Front	62.5"	Rear	64.7"
<i>Shoulder Room</i>			
Front	66.7"	Rear	65.8"
<i>Interior Volume</i>			
Passenger volume	116.0 cu.ft.		

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Price Level: 240 | Quote ID: wchsx2b

Warranty

Standard Warranty

Basic

Distance 36,000 miles Months 36 months

Powertrain

Distance 60,000 miles Months 60 months

Corrosion Perforation

Distance Unlimited miles Months 60 months

Roadside Assistance

Distance 60,000 miles Months 60 months

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CHUCK WADE | 1714 MASSEY BLVD HAGERSTOWN MD | 21740



2022 F-250 4x4 SD Super Cab 8' box 164" WB SRW XL (X2B)

Price Level: 240 | Quote ID: wchsx2b

As Configured Vehicle

Description	MSRP
Base Vehicle	
Base Vehicle Price (X2B)	\$40,535.00
Packages	
Order Code 600A	N/C
<i>Includes:</i>	
<i>- Engine: 6.2L 2-Valve SOHC EFI NA V8 Flex-Fuel</i>	
<i>- Transmission: TorqShift-G 6-Spd Auto w/SelectShift</i>	
<i>- 3.73 Axle Ratio</i>	
<i>- GVWR: 10,000 lb Payload Package</i>	
<i>- Tires: LT245/75Rx17E BSW A/S (4)</i>	
<i>Spare may not be the same as road tire.</i>	
<i>- Wheels: 17" Argent Painted Steel</i>	
<i>Includes painted hub covers/center ornaments.</i>	
<i>- HD Vinyl 40/20/40 Split Bench Seat</i>	
<i>Includes center armrest, cupholder, storage and driver's side manual lumbar.</i>	
<i>- Radio: AM/FM Stereo w/MP3 Player</i>	
<i>Includes 4 speakers.</i>	
<i>- SYNC Communications & Entertainment System</i>	
<i>Includes enhanced voice recognition with 911 Assist, 4.2" LCD center stack screen, AppLink and 1 smart-charging USB-C port.</i>	
Powertrain	
Engine: 6.2L 2-Valve SOHC EFI NA V8 Flex-Fuel	Included
Transmission: TorqShift-G 6-Spd Auto w/SelectShift	Included
3.73 Axle Ratio	Included
GVWR: 10,000 lb Payload Package	Included
Wheels & Tires	
Tires: LT245/75Rx17E BSW A/S (4)	Included
<i>Spare may not be the same as road tire.</i>	
Wheels: 17" Argent Painted Steel	Included
<i>Includes painted hub covers/center ornaments.</i>	
Seats & Seat Trim	
HD Vinyl 40/20/40 Split Bench Seat	Included
<i>Includes center armrest, cupholder, storage and driver's side manual lumbar.</i>	
Other Options	
164" Wheelbase	STD
Power Equipment Group	\$915.00

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2022 F-250 4x4 SD Super Cab 8' box 164" WB SRW XL (X2B)

Price Level: 240 | Quote ID: wchsx2b

As Configured Vehicle (cont'd)

Description	MSRP
<p><i>Deletes passenger-side lock cylinder. Includes upgraded door trim panel.</i></p> <p><i>Includes:</i></p> <ul style="list-style-type: none"> - Accessory Delay - Trailer Tow Mirrors w/Power Heated Glass <i>Includes manual folding, manually telescoping, heated convex spotter mirror and integrated clearance lamps and turn signals.</i> - Advanced Security Pack <i>Includes SecuriLock Passive Anti-Theft System (PATS) and inclination/intrusion sensors.</i> - Power Locks - Power Tailgate Lock - Power Front & Rear Seat Windows <i>Includes 1-touch up/down driver/passenger window.</i> - Remote Keyless Entry 	-\$625.00
<p>Pickup Box Delete</p> <p><i>Deletes tie-down hooks, tailgate, rearview camera, 7/4 pin connector and center high-mounted stop lamp (CHMSL) (only on vehicles over 10,000 lbs. GVWR). Incomplete vehicle package - requires further manufacture and certification by a final stage manufacturer. In addition, Ford urges manufacturers to follow the recommendations of the Ford Incomplete Vehicle Manual and the Ford Truck Body Builder's Layout Book (and applicable supplements).</i></p> <p><i>Includes:</i></p> <ul style="list-style-type: none"> - Rear Bumper Delete - Spare Wheel, Tire, Carrier & Jack Delete 	\$415.00
<p>Rear View Camera & Prep Kit</p> <p><i>Pre-installed content includes cab wiring, frame wiring to the rear most cross member and video display with 4" display. Upfitters kit includes camera with mounting bracket, 14' jumper wire and camera mounting, aiming instructions and electrochromic mirror.</i></p>	STD
<p>Monotone Paint Application</p>	Included
<p>Radio: AM/FM Stereo w/MP3 Player</p> <p><i>Includes 4 speakers.</i></p> <p><i>Includes:</i></p> <ul style="list-style-type: none"> - SYNC Communications & Entertainment System <i>Includes enhanced voice recognition with 911 Assist, 4.2" LCD center stack screen, AppLink and 1 smart-charging USB-C port.</i> 	STD
<p>Emissions</p>	STD
<p>50-State Emissions System</p>	STD
<p>Interior Color</p>	N/C
<p>Medium Earth Gray</p>	N/C
<p>Exterior Color</p>	N/C
<p>Iconic Silver Metallic</p>	N/C
SUBTOTAL	\$41,240.00
Destination Charge	\$1,695.00
TOTAL	\$42,935.00

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11/02/2021

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2022 F-250 4x4 SD Super Cab 8' box 164" WB SRW XL (X2B)

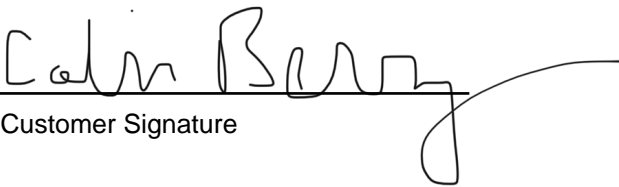
Price Level: 240 | Quote ID: wchsx2b

Pricing Summary - Single Vehicle

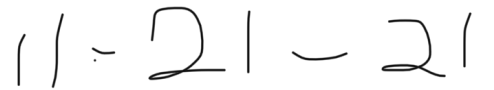
	MSRP
<i>Vehicle Pricing</i>	
Base Vehicle Price	\$40,535.00
Options	\$705.00
Colors	\$0.00
Upfitting	\$0.00
Fleet Discount	\$0.00
Destination Charge	\$1,695.00
Subtotal	\$42,935.00

Pre-Tax Adjustments

Code	Description	MSRP
DISCOUNT	DISCOUNT AND REBATE	-\$6,595.00
Total		\$36,340.00



Customer Signature



Acceptance Date

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11/02/2021



CHUCK WADE | 1714 MASSEY BLVD HAGERSTOWN MD | 21740

2022 F-250 4x4 SD Super Cab 8' box 164" WB SRW XL (X2B)

Price Level: 240 | Quote ID: wchsx2b

Major Equipment

(Based on selected options, shown at right)

6.2L V-8 SOHC w/SMPI 385hp
TorqShift-G 6 speed automatic w/OD

- * 4-wheel ABS
- * Traction control
- * Battery with run down protection
- * Advance Trac w/Roll Stability Control
- * Tinted glass
- * Streaming audio
- * Dual power remote heated mirrors
- * 17 x 7.5 steel wheels
- * Driver and front passenger seat mounted side airbags
- * Tachometer
- * Underseat ducts
- * 60-40 folding rear split-bench
- * Class V hitch
- * Rear axle capacity: 6200 lbs.
- * Rear spring rating: 6340 lbs.
- * Frame Yield Strength 50000 psi
- * Axle to end of frame: 47.6"

Exterior: Iconic Silver Metallic
Interior: Medium Earth Gray

- * Brake assistance
- * LT 245/75R17 E BSW AS S-rated tires
- * Firm suspension
- * Air conditioning
- * AM/FM stereo with seek-scan, external memory control
- * Daytime running
- * Variable intermittent wipers
- * Dual front airbags w/passenger cancel
- * SecuriLock immobilizer
- * Message Center
- * Reclining front split-bench seats
- * Audio control on steering wheel
- * Front axle capacity: 6000 lbs.
- * Front spring rating: 5600 lbs.
- * Frame section modulus: 10.7 cu.in.
- * Cab to axle: 56.1"

Fuel Economy

As Configured Vehicle

MSRP

STANDARD VEHICLE PRICE	\$40,535.00
Order Code 600A	N/C
Engine: 6.2L 2-Valve SOHC EFI NA V8 Flex-Fuel	Included
Transmission: TorqShift-G 6-Spd Auto w/SelectShift	Included
3.73 Axle Ratio	Included
GVWR: 10,000 lb Payload Package	Included
Tires: LT245/75Rx17E BSW A/S (4)	Included
Wheels: 17" Argent Painted Steel	Included
HD Vinyl 40/20/40 Split Bench Seat	Included
164" Wheelbase	STD
Monotone Paint Application	STD
Radio: AM/FM Stereo w/MP3 Player	Included
50-State Emissions System	STD
SYNC Communications & Entertainment System	Included
Power Equipment Group	\$915.00
Accessory Delay	Included
Trailer Tow Mirrors w/Power Heated Glass	Included
Advanced Security Pack	Included
Power Locks	Included

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2022 F-250 4x4 SD Super Cab 8' box 164" WB SRW XL (X2B)

Price Level: 240 | Quote ID: wchsx2b

Major Equipment

City
N/A



Hwy
N/A

As Configured Vehicle

MSRP

Power Tailgate Lock	Included
Power Front & Rear Seat Windows	Included
Remote Keyless Entry	Included
Iconic Silver Metallic	N/C
Medium Earth Gray	N/C
Pickup Box Delete	-\$625.00
Rear View Camera & Prep Kit	\$415.00
Rear Bumper Delete	Included
Spare Wheel, Tire, Carrier & Jack Delete	Included

SUBTOTAL	\$41,240.00
Destination Charge	\$1,695.00
TOTAL	\$42,935.00

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ESTABLISHED 1868

TELEPHONE:
800-834-7922

SWAB WAGON COMPANY, INC.
ELIZABETHVILLE, PA. 17023

NOVEMBER 29, 2021

HUMANE SOCIETY OF WASHINGTON COUNTY
13011 MAUGANSVILLE ROAD
HAGERSTOWN, MD 21740

ATTENTION - CRYSTAL MOWERY

QUOTE FOR ONE (1) SWAB ARF.95 ANIMAL TRANSPORT BODY AND EQUIPMENT TO BE INSTALLED ONTO SUITABLE FORD ¾ OR 1 TON CAB AND CHASSIS WITH SINGLE REAR WHEELS, 56" CAB-TO-AXLE DIMENSION, R-134A AIR CONDITIONING SYSTEM, PICK-UP BOX DELETE (CODE 66D) REAR VIEW CAMERA PREP KIT (CODE 872), AND FUEL TANK FORWARD OF REAR AXLE BY SWAB WAGON COMPANY, INC.

BASE PRICE INCLUDING INSTALLATION ONTO CHASSIS. \$ 14,225.00

OPTIONS REQUESTED:

TWO (2) - (1) EACH BODY SIDE - SCENE LIGHTS.	\$ 460.00
FLOOR DECK TILES.	\$ 395.00
REAR TEMPERATURE MONITOR.	\$ 190.00
SAFETY DOORS (SET OF SIX)	\$ STANDARD
AIR CONDITIONING WITH HEATING.	\$ 2,700.00
PAINT BODY OTHER THAN WHITE.	\$ 2,400.00
TWO (2) SLIDE OUT RACKS FOR ANIMAL CARRIERS/TRAPS.	\$ 650.00
SIX (6) CARRIERS FOR ABOVE RACKS.	\$ <u>320.00</u>
INSTALL FORD SUPPLIED REAR VIEW CAMERA (CODE 872) AND PREFORM FIELD OF VIEW CONFORMITY TESTING TO MEET FMVSS 111 REGULATIONS.	\$ 360.00
TOTAL	\$ 21,340.00

SHIPPING – CUSTOMER TO PICK-UP COMPLETED UNIT AT SWAB PLNT IN ELIZABETHVILLE, PA.

DELIVERY ESTIMATE - 160 TO 180 DAYS FROM RECEIPT OF PURCHASE ORDER BASED ON 11/29/21 BACK LOG OF ORDERS. DELIVERY ESTIMATE CAN CHANGE BASED ON BACKLOG OF ORDERS AT TIME OF RECEIPT OF PURCHASE ORDER OR DELAYS DUE TO SUPPLY CHAIN DISRUPTIONS.

CHASSIS DROP SHIP TO SWAB FROM FORD. SWAB FORD DROP SHIP NUMBER #88DMM4.

TERMS - NET ON RECEIPT OF COMPLETED/APPROVED UNIT.

QUOTE VALID UNTIL DECEMBER 15, 2021.

SHOULD YOU HAVE ANY QUESTIONS PLEASE CALL ME ANYTIME AT 1-800-834-7922.

SUBMITTED BY:

APPROVED - 11/26/2021

Fred Margerum

FRED MARGERUM
VICE PRESIDENT
SWAB WAGON COMPANY, INC.

Crystal Mowery

HUMANE SOCIETY OF WASHINGTON COUNTY



Agenda Report Form

Open Session Item

SUBJECT: Change to the Washington County Animal Control Ordinance – Cat Holds

PRESENTATION DATE: February 15, 2022

PRESENTATION BY: Crystal Mowery and Colin Berry

RECOMMENDED MOTION: To change the current 5 day stray hold (Section 39 (a) for felines only to match Maryland State Law (10-617)

REPORT-IN-BRIEF: The current 5 day hold for felines is detrimental to the overall health and live release rate of the felines in our care.

DISCUSSION: Studies have shown that the longer the cats are in our care, the higher risk they are of illness due to stress. Once a cat becomes ill, it extends their stay even longer, often weeks. In 2021 of the 1, 912 cats that came in a strays, only 2.8% were reclaimed by their owners. Over the past 5 years, of the 8,566 stray cats that came to HSWC, only 2% were reclaimed. HSWC makes every effort to reunite pets with their owners. We post the animals in the Herald Mail, post them on social media, scan for microchips and track lost reports that are filed with our office.

Every year we struggle to find room to keep the continual influx of cats coming into the shelter. Reducing the current 5 day hold to 3 will help tremendously to expedite getting the cats into new homes sooner, thus freeing space for other strays to come into the shelter and greatly reducing illness and stress among the population.

FISCAL IMPACT: None

CONCURRENCES: N/A

ALTERNATIVES: None

ATTACHMENTS: None

AUDIO/VISUAL NEEDS: None



Open Session Item

SUBJECT: Information Technology Reclassification and Reorganization of Duties

PRESENTATION DATE: February 15, 2022

PRESENTATION BY: Joshua O'Neal, Division Director of Information Systems

RECOMMENDATION: Motion to approve the reclassification of various positions and advertisement of the newly reclassified vacancies.

REPORT-IN-BRIEF: In December 2021, a vacancy occurred in the department of Information Technology for a Senior Support Specialist, Grade 15 position. At that time, I decided to rearrange some duties and responsibilities and reassign this position's duties amongst my current staff.

- IT Services Specialist (Cole Snyder) reclassified from Grade 12 to Network Engineer III, Grade 15
- Tech Support Analyst II (Damien Reisch) reclassified from Grade 13 to Tech Support Analyst III, Grade 14
- Tech Support Analyst I (Crista Repp) reclassified from Grade 12 to Tech Support Analyst II, Grade 13
- Senior Tech Analyst (vacant) reclassified from Grade 15 to Tech Support Analyst II, Grade 13
- Software Support Specialist (vacant) reclassified from Grade 12 to Help Desk Support Analyst II, Grade 9

DISCUSSION: In the past several months as the outgoing Senior Tech Analyst approached retirement, their duties were successfully transferred among several members of the department staff to ensure uninterrupted workflow until a replacement could be brought onboard and trained. This transfer of duties was highly successful, resulting in a smoother experience for all concerned. In light of their efforts, this reorganization seeks to make adjustments to existing staff positions to maintain the current distribution of duties.

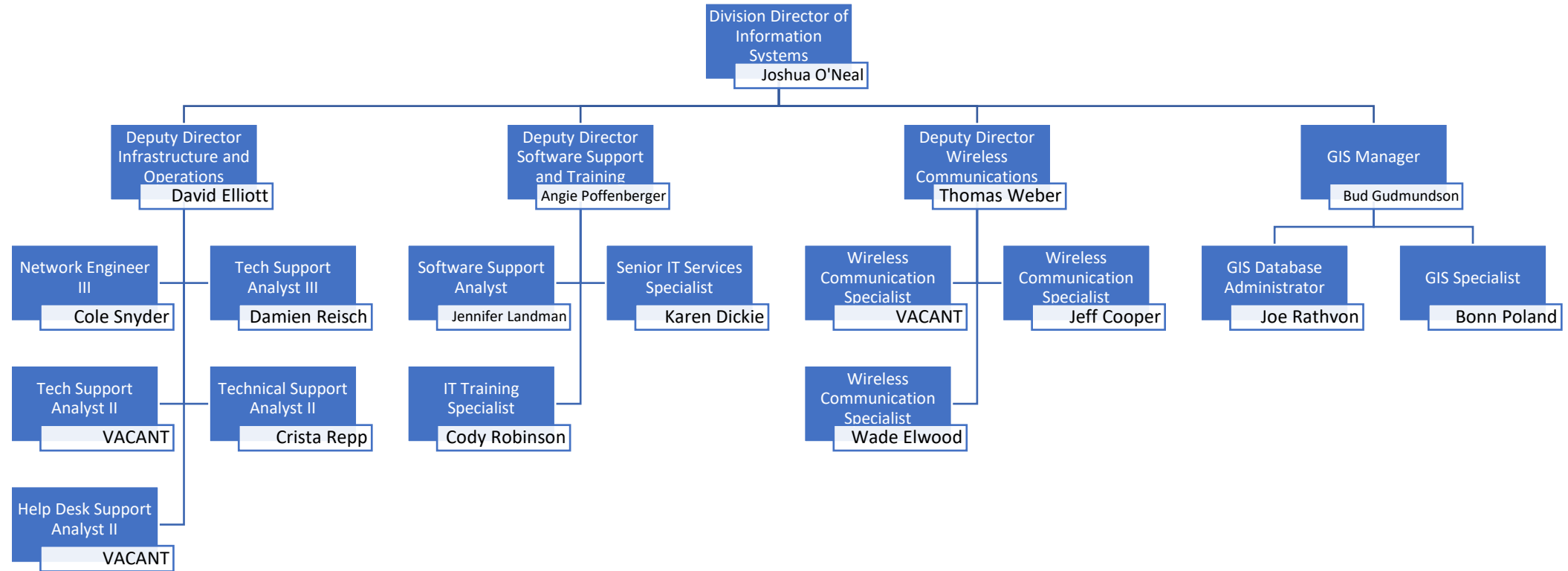
FISCAL IMPACT: \$2,558 in savings to the County per fiscal year

CONCURRENCES: John Martirano, County Administrator
Deborah Condo, Interim Director Human Resources

ATTACHMENTS: Organizational Chart, Job descriptions

Division of Information Systems

Organizational Hierarchy (Proposed)





JOB TITLE:	Help Desk Support Analyst II	GRADE	9
DEPARTMENT:	Information Systems	FLSA STATUS:	Exempt
REPORTS TO:	Deputy Director		

GENERAL DEFINITION OF WORK:

Under the guidance of the Deputy Director, perform technical and administrative work in the analysis, evaluation, installation and maintenance of computer systems, data storage systems, local area and wireless networks, and associate peripherals.

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. Configures and installs computer and network hardware which includes desktops, laptops, monitors, thin clients, printers, servers, switches, access points, peripherals, etc.
2. Repairs and upgrades computer hardware which includes desktops, servers, printers, thin-clients peripherals, etc.
3. Troubleshoots software related problems including operating systems, general and specialized business applications.
4. Install and configure software on desktops, laptops, and virtual machines.
5. Recommends improvements and modifications to desktop, laptop, server, network and data storage systems.
6. Installs, maintains, and troubleshoots Microsoft Windows desktop and server operating systems.
7. Assists in cabling infrastructure (copper & fiber), telephony, and virtual desktop installation.
8. Assists in training County staff to use computer systems.
9. Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of the capabilities and limitations of computer hardware and software; general knowledge of the fundamentals of the operation and logic of computer equipment and related principles, practices and techniques; ability to understand and apply basic hardware/software documentation; ability to develop computer reports that present accurate and relevant information in a usable format; general knowledge of programming languages and available software packages; general knowledge of the principles of computer systems, procedures analysis and design; ability to effectively manage projects, including maintenance of schedules and timetables, and preparation of reports on project status; ability to train or instruct on-line users in the use of computer equipment and operating procedures; ability to communicate ideas effectively both orally and in writing; ability to establish effective working relationships with users, vendors and associates.

EDUCATION AND EXPERIENCE:

1. Associates' Degree (AA/BS) from an accredited college or university in Computer Science or Information Technology.
2. Two (2) years of experience in performing technical support activities, computer hardware and peripheral repair, network and software troubleshooting, firewall/security administration and end user support.

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

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, pushing, pulling, lifting, fingering, grasping, and repetitive motions;

vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of a valid driver's license.

Human Resources:

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



JOB TITLE:	Network Engineer III	GRADE	15
DEPARTMENT:	Information Technology	FLSA STATUS:	Exempt
REPORTS TO:	Deputy Director – Infrastructure & Operations		

GENERAL DEFINITION OF WORK:

Under the general guidance of the Deputy Director, perform complex and highly technical work involving the design, implementation, configuration, administration, trouble-shooting, maintenance, and testing of the County's data communications and information infrastructure according to established policy.

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.)

Responsible for installing, coordinating, supporting, maintaining, and troubleshooting local and wide area network (LAN/WAN) and broadband wireless (radio/microwave) infrastructure.

Responsible for determining, establishing, and coordinating the appropriate levels of access and privileges for system administrators, operators, and users.

Manages the installation, configuration, coordination, and administration of 802.11 and broadband wireless networks, supervisory control and data acquisition (SCADA) systems, network security systems, and Internet security appliances and services (firewalls, anti-spam/virus, intrusion detection/prevention, security certificates, and virtual private networks).

Responsible for monitoring the data communications infrastructure and network access portals for possible failures or faults and takes corrective action.

Coordinates vendor or third party assistance in the event of a major system malfunction, including hardware, software, network, or operational system failures.

Researches and recommends upgrades, enhancements and improvements to the County's data communications infrastructure.

Maintain technical knowledge/proficiency by attending/participating in appropriate educational classes, training and seminars.

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of LAN/WAN technology, data communications and network access methods, communication protocols (TCP/IP) and techniques; thorough knowledge of directory services, security principles and methods; thorough knowledge of server operating systems and client server systems; thorough knowledge of principles and practices of network data storage systems, cloud technology, hardware virtualization technology and electronic mail (e-mail) systems; ability to operate state of the art computers; ability to analyze and identify problems and develop logical conclusions and effective solutions; ability to communicate effectively both orally and in writing; ability to prepare written and oral presentations; ability to prepare technical documentation; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Bachelors Degree (BA/BS) from an accredited college or university in Computer Science or Information Technology.

Seven (7) years experience in TCP/IP network operations, LAN\WAN design and implementation, router\switch configuration, communication protocols, firewall\security administration, computer operations and user support.

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

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, balancing,

stooping, kneeling, crouching, reaching, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of a valid driver's license.

Information Systems: 6/21

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



JOB TITLE:	Technical Support Analyst II	GRADE	13
DEPARTMENT:	Information Systems	FLSA STATUS:	Exempt
REPORTS TO:	Deputy Director		

GENERAL DEFINITION OF WORK:

Under the general guidance of the Deputy Director, perform difficult technical and administrative work in the analysis, evaluation, installation and maintenance of computer systems, local area networks, and associate peripherals according to established policy.

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.)

General duties and responsibilities:

1. Reviews system requirements and specifications; contacts appropriate hardware and software vendors for pricing; prepares purchase documents; orders products from vendors; verifies receipt of ordered products; processes packing slips and updates inventory accordingly.
2. Researches long-range needs and recommends improvements and modifications to computer systems and network infrastructure.
3. Trains County staff to use computer systems.
4. Assists and coordinates vendor or third-party assistance in the event of a major system malfunction, including hardware, software, network, or operational system failures.
5. Maintain technical knowledge/proficiency by attending/participating in appropriate educational classes, training and seminars.
6. Performs related tasks as required.

Desktop & Workstation Administration & support related duties and responsibilities assignment:

1. Configures, tests, delivers, and installs new computer hardware which includes desktops, laptops, monitors, printers, servers, etc.
2. Repairs and upgrades computer hardware which includes desktops, servers, printers, etc.; assists in network cable and miscellaneous hardware installation.
3. Configures, tests, delivers, and installs software products on user's computers and servers.
4. Troubleshoots software problems including workstation and server operating systems, general and specialized applications.
5. Reviews, tests, and installs vendor supplied software patches and fixes to user's computers, servers, and other hardware.

Network Administration & Support related duties and responsibilities assignment:

1. Responsible for installing, coordinating, supporting, maintaining, and troubleshooting local and wide area network (LAN/WAN) infrastructure.
2. Responsible for determining, establishing, and coordinating the appropriate levels of access and privileges for system administrators, operators, and users.
3. Assists in the installation, configuration, coordination, and administration of 802.11 and broadband wireless networks, supervisory control and data acquisition (SCADA) systems, network security systems, and Internet security appliances and services (firewalls, anti-spam/virus, intrusion detection/prevention, security certificates, and virtual private networks).
4. Coordinates vendor or third-party assistance in the event of a major system malfunction, including hardware, software, network, or operational system failures.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the capabilities and limitations of computer hardware and software; thorough knowledge of LAN/WAN technology, TCP/IP data protocols and network access methods and techniques; thorough knowledge of directory services, security principles and methods; ability to operate state-of-the-art computers; ability to analyze and identify problems and develop logical conclusions and effective solutions; ability to understand and utilize hardware/software documentation; general knowledge of the principles of computer systems, procedures analysis and design; ability to effectively manage projects, ability to communicate effectively both orally and in writing; ability to prepare written and oral presentations; ability to prepare technical documentation; ability to establish and maintain effective working relationships with peers, associates and the general public.

EDUCATION AND EXPERIENCE:

1. Bachelors' Degree (BA/BS) from an accredited college or university in Computer Science or Information Technology.
2. Six (6) years of experience in performing technical support activities, computer and hardware repair, network and software troubleshooting, network hardware operations and configuration, TCP/IP communication protocols, firewall/security administration and end user support.

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

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of a valid driver's license.

Human Resources: 06/13, 01/19

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



JOB TITLE:	Technical Support Analyst II	GRADE	13
DEPARTMENT:	Information Systems	FLSA STATUS:	Exempt
REPORTS TO:	Deputy Director		

GENERAL DEFINITION OF WORK:

Under the general guidance of the Deputy Director, perform difficult technical and administrative work in the analysis, evaluation, installation and maintenance of computer systems, local area networks, and associate peripherals according to established policy.

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.)

General duties and responsibilities:

1. Reviews system requirements and specifications; contacts appropriate hardware and software vendors for pricing; prepares purchase documents; orders products from vendors; verifies receipt of ordered products; processes packing slips and updates inventory accordingly.
2. Researches long-range needs and recommends improvements and modifications to computer systems and network infrastructure.
3. Trains County staff to use computer systems.
4. Assists and coordinates vendor or third-party assistance in the event of a major system malfunction, including hardware, software, network, or operational system failures.
5. Maintain technical knowledge/proficiency by attending/participating in appropriate educational classes, training and seminars.
6. Performs related tasks as required.

Desktop & Workstation Administration& support related duties and responsibilities assignment:

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3. Configures, tests, delivers, and installs software products on user's computers and servers.
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4. Coordinates vendor or third-party assistance in the event of a major system malfunction, including hardware, software, network, or operational system failures.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the capabilities and limitations of computer hardware and software; thorough knowledge of LAN/WAN technology, TCP/IP data protocols and network access methods and techniques; thorough knowledge of directory services, security principles and methods; ability to operate state-of-the-art computers; ability to analyze and identify problems and develop logical conclusions and effective solutions; ability to understand and utilize hardware/software documentation; general knowledge of the principles of computer systems, procedures analysis and design; ability to effectively manage projects, ability to communicate effectively both orally and in writing; ability to prepare written and oral presentations; ability to prepare technical documentation; ability to establish and maintain effective working relationships with peers, associates and the general public.

EDUCATION AND EXPERIENCE:

1. Bachelors' Degree (BA/BS) from an accredited college or university in Computer Science or Information Technology.
2. Six (6) years of experience in performing technical support activities, computer and hardware repair, network and software troubleshooting, network hardware operations and configuration, TCP/IP communication protocols, firewall/security administration and end user support.

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

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of a valid driver's license.

Human Resources: 06/13, 01/19

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