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BOARD OF COUNTY COMMISSIONERS

August 8, 2023

OPEN SESSION AGENDA

- 9:00 AM INVOCATION AND PLEDGE OF ALLEGIANCE
CALL TO ORDER, *Vice President Jeffrey A. Cline*
APPROVAL OF MINUTES: *July 19, 2023*
July 25, 2023
- 9:05 AM COMMISSIONERS' REPORTS AND COMMENTS
- 9:15 AM STAFF COMMENTS
- 9:20 AM CITIZEN PARTICIPATION
- 9:30 AM PUBLIC HEARING – AMEND THE ADOPTED MARYLAND AGRICULTURAL
LAND PRESERVATION FIND (MALPF) EASEMENT PROGRAM PRIORITY
RANKING CRITERIA
Jill Baker, Director, Planning and Zoning

Convene as the Board of Health

- 10:00 AM SEXUAL RISK AVOIDANCE EDUCATION PROGRAM (SRAE)
Earl Stoner, Health Officer, Washington County Health Department

Reconvene as the Washington County Board of County Commissioners

- 10:10 AM PAY INCREASE FOR CHIEF ELECTION JUDGES
Barry Jackson, Director, Board of Elections
- 10:20 AM MULTI-SIGNATURE CHANGE ORDER FOR COMPREHENSIVE HEALTH
CARE SERVICES FOR INMATES – APPROVAL OF THE CHANGE ORDER
Major Craig Rowe, Warden, Washington County Sheriff's Office – Detention Center
- 10:25 AM INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-23-0124) TWO
VEHICLES FOR THE DEPARTMENT OF WATER QUALITY (DWQ)
*Rick Curry, Director, Purchasing; Mark Bradshaw, Director, Environmental
Management*
- INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-23-0123) TWO
CHEVROLET EQUINOX FOR THE SHERIFF'S OFFICE
*Rick Curry, Director, Purchasing; Alan Matheny, Fleet Logistics and Commercial
Vehicle Enforcement, Washington County Sheriff's Office*

- 10:30 AM REJECTION OF QUOTE (Q-23-759) FOR PURCHASE AND INSTALLATION OF ONE (1) NEW COILING STEEL DOOR
Brandi Naugle, Buyer, Purchasing; Joe Moss, Deputy Director Engineering Sewer, Water Quality
- RESCIND CONTRACT AWARD (PUR-1611) – JANITORIAL SERVICES FOR WASHINGTON COUNTY
Brandi Naugle, Buyer, Purchasing; Danny Hixon, Deputy Director, Buildings, Grounds and Facilities
- CONTRACT AWARD (PUR-1611) - JANITORIAL SERVICES FOR WASHINGTON COUNTY
Brandi Naugle, Buyer, Purchasing; Danny Hixon, Deputy Director, Buildings, Grounds and Facilities
- 10:40 AM WASHINGTON COUNTY GAMING COMMISSION’S ANNUAL REPORT AND FISCAL YEAR 2023 GAMING FUND ALLOCATION ANNOUNCEMENT
Susan Buchanan, Director, Grant Management; Sam Cool, Chairman, Washington County Gaming Commission
- 10:55 AM POLICE RECRUITMENT AND RETENTION GRANT – APPROVAL TO ACCEPT AWARDED FUNDING
Cody Miller, Quartermaster/Grant Manager, Washington County Sheriff’s Office; Rachel Souders, Senior Grant Manager, Grant Management
- 11:00 AM FIREFIGHTER CAREER LADDER
Michelle Gordon, Acting County Administrator; David Hays, Director, Emergency Services
- 11:10 AM BUDGET ADJUSTMENT FOR UNBUDGETED COSTS - *Michelle Gordon, Acting County Administrator*
- *POLICE ACCOUNTABILITY BOARD AND COUNTY ATTORNEY*
 - *HUMANE SOCIETY OF WASHINGTON COUNTY*
 - *WATER LINE EXTENSION IN HANCOCK*
 - *OUTSIDE LEGAL SERVICES*
 - *SOFTWARE*
 - *REDISTRIBUTE FY23 BUDGETED VACANCY SAVINGS*
 - *PARKS AND RECREATION CAPITAL IMPROVEMENT FY23 BUDGET ADJUSTMENT*

11:20 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; To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State and To consult with counsel to obtain legal advice on a legal matter)*

12:40 PM RECONVENE IN OPEN SESSION

12:40 PM SECOND STAFF COMMENTS

ADJOURNMENT



Agenda Report Form

Open Session Item

SUBJECT: PUBLIC HEARING – Amend the adopted Maryland Agricultural Land Preservation Fund (MALPF) Easement Program Priority Ranking Criteria

PRESENTATION DATE:

PRESENTATION BY: Jill Baker, Director, Dept. of Planning & Zoning

RECOMMENDED MOTION: Approve/Deny an amendment to the MALPF priority ranking formula criteria “Distance to the Urban Growth Area (UGA)” from maximum points given to properties furthest from the UGA to maximum points given to properties closest to the UGA.

REPORT-IN-BRIEF: The purchase of permanent land preservation easements through the Maryland Agricultural Land Preservation Program (MALPP) is the largest part of Washington County’s rural preservation strategy. All applications are ranked using the adopted Priority Ranking formula which assigns points for such things as quality of soils, proximity to other preserved lands, agricultural status, economic viability, and relationship to other land use areas in the County. The Agricultural Land Preservation Advisory Board reviews applications annually and makes recommendations to the Board of County Commissioners (BoCC) as to which applicants to make financial offers based on their priority ranking.

DISCUSSION: Amendments can be made to the priority ranking criteria; however, the amendments must be approved by both the BoCC and the State MALPF Board. During a regular meeting held in May 2023, the Agricultural Land Preservation Advisory Board approved a recommendation to revise one of the criteria in the priority ranking formula related to the category of “Distance to the UGA.” This category currently awards more points to applicants further from growth areas on the basis that large, contiguous blocks of farmland in historically agrarian areas create a more sustainable and economically viable agricultural environment. This policy is reflected in COMAR and the MALPF Task Force’s Ranking Guidelines and has been a historic success in Washington County. The Ag Board’s proposed revision will alter the ranking system to give priority to applicants closer to growth areas, on the basis that those properties are at a higher risk of development, and therefore, must be prioritized in the ranking.

FISCAL IMPACT: No fiscal impact to County General Fund.

CONCURRENCES: Agricultural Land Preservation Advisory Board

ALTERNATIVES: n/a

ATTACHMENTS: Maryland Annotated Code Section 2-509 - Foundation regulations and procedures for sale of easements; Priority Ranking Narrative

AUDIO/VISUAL NEEDS: None

Md. Agriculture Code Ann. § 2-509

Copy Citation

Current with all legislation from the 2022 Regular Session of the General Assembly; including legislation ratified by the voters at the November 2022 election.

- [Michie's™ Annotated Code of Maryland](#)
- [Agriculture \(Titles 1 — 16\)](#)
- [Title 2. Department of Agriculture. \(Subts. 1 — 21\)](#)
- [Subtitle 5. Maryland Agricultural Land Preservation Foundation. \(§§ 2-501 — 2-519\)](#)

§ 2-509. Foundation regulations and procedures for sale of easements.

(a)

(1) The Foundation shall follow the provisions under this section for the easement application process.

(2) The Foundation shall adopt regulations and procedures for:

(i) Evaluation of land for which application is made to sell an easement; and

(ii) Purchase of easements, including the purchase of easements under an installment purchase agreement.

(b) Regulations and procedures adopted by the Foundation for the purchase of easements shall provide that:

(1) One or more owners of land actively devoted to agricultural use may file an application with the county governing body requesting the purchase of an easement by the Foundation on the land owned by the applicants. The application shall include maps and descriptions of the current use of land for the proposed easement, and any other information required by the Foundation to evaluate the land for purchase of an easement.

(2) Upon receipt of an application to purchase an easement the local governing body shall refer the application and accompanying materials both to the agricultural preservation advisory board and to the county planning and zoning body.

(i) After the referral of an application, the agricultural preservation advisory board shall advise the county governing body as to whether or not the land for the proposed easement meets the qualifications established by the Foundation under subsection (d) of this section, and whether or not the advisory board recommends the purchase of the easement.

(ii) In making its recommendation, the county agricultural preservation advisory board shall:

1. Take into consideration criteria and standards established by the Foundation under this subtitle, current local regulations, local patterns of land development, the kinds of development pressures currently existing on the land for the proposed easement, State smart growth goals, and any locally established priorities for the preservation of agricultural land; and

2. Recommend for ranking any application that qualifies and meets the priorities established by the county governing body for the preservation of agricultural land.

(iii) After the referral of an application, the county planning and zoning body shall advise the local governing body as to whether or not the purchase of the easement is compatible with existing and approved county plans and overall county policy, and whether or not the planning and zoning body recommends the purchase of the easement.

(3) If either the agricultural preservation advisory board or the planning and zoning body recommends approval, the county governing body shall hold a public hearing on the application for the proposed easement. Adequate notice of the hearing shall be given to all owners whose land would be encumbered by the proposed easement and all owners whose land is contiguous to the land for the proposed easement.

(4) In deciding whether to approve the application, the county governing body shall receive the recommendation of the county agricultural preservation advisory board established under § 2-504.1 of this subtitle.

(5)

- (i) After the receipt of the application and the recommendations of the agricultural preservation advisory board and the county planning and zoning body, the county governing body shall render a decision as to whether or not the application shall be recommended to the Foundation for approval.
- (ii) If the county governing body decides to recommend approval of the application, it shall notify the Foundation and forward to the Foundation:
1. The application and all accompanying materials, including the recommendations of the advisory board and county planning and zoning body;
 2. A ranking of all applications based on:
 - A. The county governing body's locally established priorities as approved by the Foundation, which for purposes of enhancing competitive bidding may include a system that ranks properties in ascending order with respect to the proportion obtained by dividing the asking price by the value of the easement; and
 - B. Guidelines adopted by the Foundation under subsection (d) of this section; and
 3. A statement of the total current development rights on the land for the proposed easement, which shall include the total number of development rights that have been subdivided or transferred.
- (iii) If the county governing body recommends denial of the application, it shall inform the Foundation and the applicants.
- (c) Regulations and procedures adopted by the Foundation for the purchase and monitoring of easements may not require, in Garrett County or Allegany County, a natural gas rights owner or lessee to subordinate its interest to the Foundation's interest if the Foundation determines that exercise of the natural gas rights will not interfere with an agricultural operation conducted on land subject to an easement.
- (d) Regulations and criteria developed by the Foundation relating to land which may be considered for purchase of an easement shall provide that:
- (1) Subject to item (2) of this subsection, land shall meet productivity, acreage, and locational criteria determined by the Foundation to be necessary for the continuation of farming;
 - (2) As long as all other criteria are met, land that is at least 50 acres in size or is contiguous to other permanently preserved land shall qualify for purchase of an easement;
 - (3) The Foundation shall attempt to preserve the minimum number of acres which may reasonably be expected to promote the continued availability of agricultural suppliers and markets for agricultural goods;
 - (4) Land within the boundaries of a 10-year water and sewer service district may be considered for purchase of an easement only if that land is outstanding in productivity and is of significant size;
 - (5) Land may be considered for purchase of an easement only if the county regulations governing the land permit the activities listed under § 2-513(a) of this subtitle; and
 - (6) Land be evaluated for:
 - (i) Location in a priority preservation area of the county;
 - (ii) Soil and other land characteristics associated with agricultural and silvicultural productivity;
 - (iii) Agricultural and silvicultural production and contribution to the agricultural and silvicultural economy; and
 - (iv) Any other unique county considerations that support the goals of the program.

History

1977, ch. 883; 1986, ch. 5, § 1; 1994, ch. 3, § 1; 1995, ch. 3, § 1; 1996, ch. 10, § 1; 1999, ch. 653; 2000, ch. 61, § 1; 2001, ch. 642; 2003, ch. 117; 2004, ch. 189; 2005, ch. 25, § 1; 2006, ch. 192; 2007, ch. 650; 2012, ch. 180; 2014, ch. 287.

APPENDIX D
AGRICULTURAL PRESERVATION CHECKLIST
FOR EASEMENT ESTABLISHMENT

APPLICATION NO. _____ APPLICANT'S NAME _____

The following criteria will be listed with a possible point value next to each criterion. To the right of the possible point value is a place to assign the total number of points that is applicable to the specific parcel being considered in relationship to that particular criterion.

I. AGRICULTURAL STATUS

Objective: To determine whether the land is presently engaged in a viable farming operation, has a high productive capability, and is likely to stay in agriculture.

<u>Criteria:</u>	<u>Possible Points Value</u>	<u>Total Points Assigned</u>
Existing Parcel Size		
(a) 200 or more contiguous acres	(1.0)*	
(b) 100 or more contiguous acres but is characterized by special capabilities or production as a result of special conditions	(.8)*	
(c) Less than 100 contiguous acres	(.6)*	
Soil criteria from Soil Capability Class Using LESA System	Points ranging from (0 - 25)**	

*To calculate points to be assigned to this criterion multiply the possible soils point value by the point value assigned under "Existing Parcel Size."

**Using the LESA system ½ the point total under criteria are derived from soil capability class and ½ the point total is derived from the soil productivity score.

<u>Criteria:</u>	<u>Possible Points Value</u>	<u>Total Points Assigned</u>
2. Agricultural Status	(12)	_____
A. Lots developed or withheld since owner acquired Property, calculated as % of lots remaining Any developed lots up to 3 can be classified as family lots Any acreage withheld will be penalized.		_____
1. 100%	(5)	
2. up to 90% remaining	(3)	
3. up to 80% remaining	(2)	
4. up to 70% remaining	(1)	
5. Less than 70%	(0)	
B. District density. Greater than 300 acre block	(7)	_____

3. Previous Applicant-Have they applied for easement sale before?	(1)	_____
4. Proximity to other easement properties	(25)	_____
(a) Contiguous	(25)	
(b) Less than or = 1/4 mile	(20)	
(c) Less than or = 1/2 miles	(15)	
(d) Less than or = 1 mile	(10)	
(e) Less than or = 2 miles	(5)	
(f) Over 2 miles	(0)	
Weight system: Agricultural Easement (1.0)		
Open Space (0.5)		
5. Economic Viability	(9)	_____
_a. Intensively farmed operation	(5)	
Moderately intensive operation	(3)	
Low intensity operation	(1)	
i. Type of farm operation		_____
ii. Describe numbers of animals, etc.		_____
b. Water Availability		
Excellent	(4)	
Good	(3)	
Marginal	(1)	
i. List natural water sources		_____
ii. Number of wells		_____
6. Is property in a Priority Preservation Area	(5)	
Yes	(5)	
No	(0)	
7. Soil Conservation Plan	(0-5)	_____
8. Agricultural Miscellaneous	(11)	_____
(a) In the owner "actively engaged" in the farm operation ? 2 points		
i. Describe role in farm operation		_____
ii. How many years		_____
(b) Does the farm have long term chances for success?/Adaptability to other ag uses. 2 points		
i. Describe management plan		_____
ii. Other indications of adaptable uses		_____

- (c) Are best management practices (BMP) being used

On the farm? **5 points.** Describe _____

- (d) Capital intensity. Is the equipment and

Facilities in good working order? 2 points

DEVELOPMENT STATUS

9. Relationship of the district to the municipal boundaries of incorporated places within the Urban Growth Area or Town Growth Areas* (5 points)

For # 9, the following point system shall be used:

- a. Less than or = .5 mile ~~0 points~~ **5 points**
- b. Less than or = 1 mile ~~1 point~~ **4 points**
- c. Less than or = 1.5 miles ~~2 points~~ **3 points**
- d. Less than or = 2 miles ~~3 points~~ **2 points**
- e. Less than or = 2.5 miles ~~4 points~~ **1 point**
- f. Over 2.5 miles ~~5 points~~ **0 points**

10. A development intensity number will be calculated for each election district. This is computed by dividing the number of residential subdivisions that have been approved in the 5 preceding years by the number of square miles in that election district. A point total shall be assigned as follows:

<u>Development intensity</u>	<u>Points</u>
Over 12	5 points
9-12	4 points
6-9	3 points
3-6	2 points
1-3	1 points
less than 1	0 points

11. Competitive Bidding **2 points**

The bidding will work as such:

- a. The value of the easement is determined by MALPF.
- b. The discount is calculated by comparing the amount per acre you are willing to sell an easement verses the MALPF determined actual easement value.
- c. The percentage of discounted value adds points to your overall ranking.

50% or above you will receive 2 points
40 % up to less than 50% you will receive 1 1/2 points
30% up to less than 40% you will receive 1 point
20% up to less than 30% you will receive 1/2 point
Less than 20% will receive 0 points



Agenda Report Form

Open Session Item

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

SUBJECT: Sexual Risk Avoidance Education Program (SRAE)

PRESENTATION DATE: August 8, 2023

PRESENTATION BY: Earl Stoner, Health Officer, Washington County Health Department

RECOMMENDED MOTION: (WCHD RFP2024-02) The Health Department is recommending that the Board of Health award the contract to Girls Incorporated of Washington County in the amount of \$64,328.00 for contract period of July 1st, 2023, through June 30th, 2024.

REPORT-IN-BRIEF: SRAE is a grant that is targeted to implement comprehensive sexual health education to adolescents in Washington County Public Schools. Implement the State & CDC approved abstinence curriculum to 6th grade students. There will also be parent/student workshops and presentations throughout the year. Girls Incorporated was the sole bidder for this procurement. The RFP was published on the eMaryland Marketplace and on the health department's website.

DISCUSSION: N/A

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

CONCURRENCES: N/A

ATTACHMENTS: Contract is attached

STATE OF MARYLAND
MARYLAND DEPARTMENT OF HEALTH
FY24 F724N-0881 SRAE
Girls Incorporated of Washington County

THIS CONTRACT (the "Contract"), is made as of 1st day of July, 20 23 by and between the
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 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.

The scope of work or solicitation dated XXX is attached and incorporated by reference as Exhibit X. The Contractor's bid or proposal dated _____ is attached and incorporated by references as Exhibit _____. If there If 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 23 through June 30th, 20 24.

3. Compensation and Method of Payment.

(a) **Compensation.** The total compensation for services to be rendered by the Contractor shall not **exceed** \$64,328.00. Award period 7/1/23-9/30/23 as F724A \$21,649. & Award period 10/1/23-6/30/24 as F724B \$42,679.

(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. 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 [Danielle Stahl](#).**

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 5 Washington County Public School
2. Provide the 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. Resume 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 funds, (WCDH), 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

B. 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**



Agenda Report Form

Open Session Item

SUBJECT: Pay Increase for Chief Election Judges

PRESENTATION DATE: August 8, 2023

PRESENTATION BY: Barry Jackson, Director, Board of Elections.

RECOMMENDED MOTION: Approval of \$50 increase per day worked for Chief Judges from \$250 to \$300.

REPORT-IN-BRIEF: HB1200, effective October 1, 2023, sets a minimum daily pay for election judges at \$250. Chief Judges are the managers of the polling place with greater responsibility and have been historically paid a higher fee than other election judges

DISCUSSION: The new requirement in election law means that all election judges in Washington County will be paid higher than the previously budgeted amount for chief judges in 2024 and beyond, which is \$225. The Washington County Board of Elections respectfully requests that the pay for chief election judges be set at \$300. Other local jurisdictions around the state are following suit, as evidenced in the attached presentation.

FISCAL IMPACT: \$5,600. See attached presentation for more detail.

CONCURRENCES:

ALTERNATIVES:

ATTACHMENTS: Ch_157_hb1200E.pdf; New Election Judge Pay Projections-Primary2024.xls; Election Judge Pay.ppt

AUDIO/VISUAL NEEDS: Ability to advance slides in PowerPoint presentation

Chapter 157

(House Bill 1200)

AN ACT concerning

Elections – Election Judges – Minimum Compensation

FOR the purpose of establishing a minimum training course compensation and minimum daily compensation for election judges; requiring the State Board of Elections to reimburse each local board a certain amount of certain compensation that is paid to each returning election judge and to develop and implement a certain market campaign; and generally relating to compensation for election judges.

BY repealing and reenacting, with amendments,
Article – Election Law
Section 10–205
Annotated Code of Maryland
(2022 Replacement Volume and 2022 Supplement)

SECTION 1. BE IT ENACTED BY THE GENERAL ASSEMBLY OF MARYLAND,
That the Laws of Maryland read as follows:

Article – Election Law

10–205.

(A) IN THIS SECTION, “COMPENSATION” INCLUDES STIPENDS FOR
TRANSPORTATION, TRAINING, AND BONUS PAYMENTS.

~~[(a)] (B) (1) A local board may fix the compensation of election judges within the limits authorized for this purpose by the county’s governing body.~~

(I) THE COUNTY GOVERNING BODY SHALL PROVIDE
SUFFICIENT FUNDING TO MEET THE MINIMUM COMPENSATION LEVELS REQUIRED
UNDER THIS SECTION.

(II) WITHIN THE LIMITS AUTHORIZED BY THE COUNTY
GOVERNING BODY, A LOCAL BOARD MAY FIX THE COMPENSATION OF ELECTION
JUDGES ABOVE THE MINIMUM COMPENSATION LEVELS REQUIRED UNDER THIS
SECTION.

(2) A local board shall pay an election judge for:

(I) EACH COURSE OF INSTRUCTION REQUIRED UNDER §
10–206(G)(1) OF THIS SUBTITLE THAT THE ELECTION JUDGE COMPLETES; AND

(II) each election day and each early voting day that the election judge actually serves.

(3) (I) ~~THE~~ FOR EACH ELECTION JUDGE WHO HAS NOT PREVIOUSLY SERVED AS AN ELECTION JUDGE, THE COMPENSATION FOR EACH ELECTION DAY AND EACH EARLY VOTING DAY ACTUALLY SERVED MAY NOT BE LESS THAN SHALL BE AT LEAST \$250 PER DAY FOR EACH ELECTION JUDGE.

(II) FOR EACH ELECTION JUDGE WHO HAS PREVIOUSLY SERVED AS AN ELECTION JUDGE, THE COMPENSATION FOR EACH ELECTION DAY AND EACH EARLY VOTING DAY ACTUALLY SERVED SHALL BE AT LEAST \$100 MORE PER DAY THAN THE COMPENSATION PROVIDED TO AN ELECTION JUDGE WHO HAS NOT PREVIOUSLY SERVED AS AN ELECTION JUDGE.

(4) THE COMPENSATION FOR EACH COMPLETED COURSE OF INSTRUCTION REQUIRED UNDER § 10-206(G)(1) OF THIS SUBTITLE MAY NOT BE LESS THAN SHALL BE AT LEAST \$50.

(C) THE STATE BOARD SHALL REIMBURSE EACH LOCAL BOARD FOR \$50 OF THE EXTRA COMPENSATION REQUIRED UNDER SUBSECTION (B)(3)(II) OF THIS SECTION THAT IS PAID TO EACH RETURNING ELECTION JUDGE.

(D) (1) THE STATE BOARD SHALL DEVELOP AND PROVIDE TO THE LOCAL BOARDS A MARKETING CAMPAIGN TO RECRUIT INDIVIDUALS TO SERVE AS ELECTION JUDGES IN POLLING PLACES IN THE STATE.

(2) THE MARKETING CAMPAIGN SHALL:

(I) DISSEMINATE INFORMATION ON THE IMPORTANCE OF ELECTION JUDGES;

(II) DISSEMINATE INFORMATION ON HOW TO APPLY TO BE AN ELECTION JUDGE, ELIGIBILITY REQUIREMENTS, AND COMPENSATION; AND

(III) TARGET DIVERSE VOTER POPULATIONS, INCLUDING MULTILINGUAL INDIVIDUALS.

[(b) (1) In Allegany County, the compensation for each day actually served may not be less than:

(i) \$100 per day for each chief election judge; and

(ii) \$80 per day for every other election judge.

(2) (i) In Baltimore City, the compensation for each election day or early voting day actually served shall be:

- and
1. not less than \$200 per day for each chief election judge;
 2. not less than \$150 per day for every other election judge.

(ii) 1. In Baltimore City, except as provided in subsubparagraph 2 of this subparagraph, an election judge shall receive \$20 as compensation for completing the course of instruction required under § 10–206(g)(1) of this subtitle.

2. Unless the local board excuses the election judge from service, an election judge who fails to serve on election day or on an early voting day may not receive the compensation authorized under this subparagraph.

(3) In Baltimore County, the compensation for each election day or early voting day actually served shall be:

- (i) \$225 per day for each chief election judge; and
- (ii) \$162.50 per day for every other election judge.

(4) In Calvert County, the compensation for each election day or early voting day actually served shall be:

- (i) \$200 per day for each chief election judge; and
- (ii) \$175 per day for every other election judge.

(5) In Harford County, the compensation for each election day or early voting day actually served shall be:

- (i) not less than \$160 per day for each chief election judge; and
- (ii) not less than \$125 per day for every other election judge.

(6) (i) In Prince George's County, the compensation for each election day or early voting day actually served shall be not less than:

1. \$250 per day for two chief election judges; and
2. \$200 per day for every other election judge.

(ii) 1. In Prince George's County, except as provided under subsubparagraph 2 of this subparagraph, election judges and alternate election judges shall receive \$50 as compensation for completing the course of instruction required under § 10–206 of this subtitle.

2. An election judge or alternate election judge may not receive the compensation authorized under this subparagraph if the election judge refuses to serve on an election day or on an early voting day, unless the local board excuses the election judge.

(7) (i) In Washington County, the compensation for each election day or early voting day actually served shall be:

1. \$175 per day for each chief election judge, plus a mileage allowance as determined by the Washington County Board; and

2. \$150 per day for every other election judge.

(ii) In Washington County, a chief election judge or election judge who successfully completes a course of instruction in poll working shall be eligible for additional compensation, if approved by the Washington County Board and provided for in the county budget.]

SECTION 2. AND BE IT FURTHER ENACTED, That this Act shall take effect October 1, 2023.

Approved by the Governor, April 24, 2023.

02000-WILLIAMSPORT HS	BMD JUDGE	50	250	100	350
	PROVISIONAL/SDR	50	250	100	350
	TECHNICAL JUDGE	50	250	100	350
	CHIEF JUDGE	50	300	100	400
	CHIEF JUDGE	50	300	100	400
	GREETER	50	250	100	350
	GREETER	50	250	100	350
	CHECK IN JUDGE	50	250	100	350
	CHECK IN JUDGE	50	250	100	350
	CHECK IN JUDGE	50	250	100	350
	CHECK IN JUDGE	50	250	100	350
	CHECK IN JUDGE	50	250	100	350
	CHECK IN JUDGE	50	250	100	350
	CHECK IN JUDGE	50	250	100	350
	VOTING JUDGE	50	250	100	350
	VOTING JUDGE	50	250	100	350
	VOTING JUDGE	50	250	100	350
	VOTING JUDGE	50	250	100	350
	BMD JUDGE	50	250	100	350
	BMD JUDGE	50	250	100	350
	PROVISIONAL/SDR	50	250	100	350
	PROVISIONAL/SDR	50	250	100	350
	TECHNICAL JUDGE	50	250	100	350
03001-POTOMAC TOWER	CHIEF JUDGE	50	300	100	400
	CHIEF JUDGE	50	300	100	400
	CHECK IN JUDGE	50	250	100	350
	CHECK IN JUDGE	50	250	100	350
	CHECK IN JUDGE	50	250	100	350
	CHECK IN JUDGE	50	250	100	350
	CHECK IN JUDGE	50	250	100	350
	VOTING JUDGE	50	250	100	350
	VOTING JUDGE	50	250	100	350
	BMD JUDGE	50	250	100	350
	BMD JUDGE	50	250	100	350
	PROVISIONAL/SDR	50	250	100	350
	CHIEF JUDGE	50	300	100	400
03002-GIRL'S INC.	CHIEF JUDGE	50	300	100	400
	GREETER	50	250	100	350
	CHECK IN JUDGE	50	250	100	350
	CHECK IN JUDGE	50	250	100	350
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	CHECK IN JUDGE	50	250	100	350
	VOTING JUDGE	50	250	100	350
	VOTING JUDGE	50	250	100	350
	VOTING JUDGE	50	250	100	350
	VOTING JUDGE	50	250	100	350
	BMD JUDGE	50	250	100	350
	BMD JUDGE	50	250	100	350
	PROVISIONAL/SDR	50	250	100	350
	PROVISIONAL/SDR	50	250	100	350
	TECHNICAL JUDGE	50	250	100	350
04000-CLEAR SPRING HS	CHIEF JUDGE	50	300	100	400
	CHIEF JUDGE	50	300	100	400
	GREETER	50	250	100	350
	CHECK IN JUDGE	50	250	100	350
	CHECK IN JUDGE	50	250	100	350
	CHECK IN JUDGE	50	250	100	350
	CHECK IN JUDGE	50	250	100	350
	CHECK IN JUDGE	50	250	100	350
	VOTING JUDGE	50	250	100	350
	VOTING JUDGE	50	250	100	350
	VOTING JUDGE	50	250	100	350
	VOTING JUDGE	50	250	100	350
	BMD JUDGE	50	250	100	350
	BMD JUDGE	50	250	100	350
	PROVISIONAL/SDR	50	250	100	350

[illegible]

	50	300	100	400
08000-PLEASANT VALLEY I CHIEF JUDGE				
GREETER	50	300	100	400
CHECK IN JUDGE	50	250	100	350
CHECK IN JUDGE	50	250	100	350
CHECK IN JUDGE	50	250	100	350
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CHECK IN JUDGE	50	250	100	350
VOTING JUDGE	50	250	100	350
VOTING JUDGE	50	250	100	350
BMD JUDGE	50	250	100	350
PROVISIONAL/SDR	50	250	100	350
TECHNICAL JUDGE	50	250	100	350
09000-LETTERSBURG RURI				
CHIEF JUDGE	50	300	100	400
GREETER	50	250	100	350
CHECK IN JUDGE	50	250	100	350
CHECK IN JUDGE	50	250	100	350
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CHECK IN JUDGE	50	250	100	350
VOTING JUDGE	50	250	100	350
VOTING JUDGE	50	250	100	350
BMD JUDGE	50	250	100	350
PROVISIONAL/SDR	50	250	100	350
TECHNICAL JUDGE	50	250	100	350
10001-SOUTH HAGERSTON				
CHIEF JUDGE	50	300	100	400
GREETER	50	250	100	350
CHECK IN JUDGE	50	250	100	350
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VOTING JUDGE	50	250	100	350
VOTING JUDGE	50	250	100	350
BMD JUDGE	50	250	100	350
PROVISIONAL/SDR	50	250	100	350
TECHNICAL JUDGE	50	250	100	350
10002-ROCKLAND WOOD:				
CHIEF JUDGE	50	300	100	400
GREETER	50	250	100	350
CHECK IN JUDGE	50	250	100	350
CHECK IN JUDGE	50	250	100	350
CHECK IN JUDGE	50	250	100	350
VOTING JUDGE	50	250	100	350
VOTING JUDGE	50	250	100	350
BMD JUDGE	50	250	100	350
PROVISIONAL/SDR	50	250	100	350
PROVISIONAL/SDR	50	250	100	350
TECHNICAL JUDGE	50	250	100	350
10003-EASTERN ELEMENT				
CHIEF JUDGE	50	300	100	400
CHIEF JUDGE	50	300	100	400
CHECK IN JUDGE	50	250	100	350
CHECK IN JUDGE	50	250	100	350

14002-FORT RITCHIE COM	VOTING JUDGE	50	250	100	350
	BMD JUDGE	50	250	100	350
	PROVISIONAL/SDR	50	250	100	350
	TECHNICAL JUDGE	50	250	100	350
	CHIEF JUDGE	50	300	100	400
	CHIEF JUDGE	50	300	100	400
	GREETER	50	250	100	350
	CHECK IN JUDGE	50	250	100	350
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	CHECK IN JUDGE	50	250	100	350
15000-BIG POOL COMMU	VOTING JUDGE	50	250	100	350
	BMD JUDGE	50	250	100	350
	PROVISIONAL/SDR	50	250	100	350
	TECHNICAL JUDGE	50	250	100	350
	CHIEF JUDGE	50	300	100	400
	CHIEF JUDGE	50	300	100	400
	CHECK IN JUDGE	50	250	100	350
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	CHECK IN JUDGE	50	250	100	350
	CHECK IN JUDGE	50	250	100	350
16000-GREENBRIER ELEM	VOTING JUDGE	50	250	100	350
	BMD JUDGE	50	250	100	350
	PROVISIONAL/SDR	50	250	100	350
	TECHNICAL JUDGE	50	250	100	350
	CHIEF JUDGE	50	300	100	400
	CHIEF JUDGE	50	300	100	400
	CHECK IN JUDGE	50	250	100	350
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	CHECK IN JUDGE	50	250	100	350
17000-BESTER ELEMENTA	VOTING JUDGE	50	250	100	350
	BMD JUDGE	50	250	100	350
	PROVISIONAL/SDR	50	250	100	350
	TECHNICAL JUDGE	50	250	100	350
	CHIEF JUDGE	50	300	100	400
	CHIEF JUDGE	50	300	100	400
	GREETER	50	250	100	350
	CHECK IN JUDGE	50	250	100	350
	CHECK IN JUDGE	50	250	100	350
	CHECK IN JUDGE	50	250	100	350
18001-BETHEL UNITED ME	VOTING JUDGE	50	250	100	350
	BMD JUDGE	50	250	100	350
	PROVISIONAL/SDR	50	250	100	350
	TECHNICAL JUDGE	50	250	100	350
	CHIEF JUDGE	50	300	100	400
	CHIEF JUDGE	50	300	100	400
	GREETER	50	250	100	350
	CHECK IN JUDGE	50	250	100	350
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	PROVISIONAL/SDR	50	250	100	350
	PROVISIONAL/SDR	50	250	100	350
	TECHNICAL JUDGE	50	250	100	350
22001-TRINITY LUTHERAN	CHIEF JUDGE	50	250	100	350
	CHIEF JUDGE	50	300	100	400
	CHECK IN JUDGE	50	250	100	350
	CHECK IN JUDGE	50	250	100	350
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	VOTING JUDGE	50	250	100	350
	VOTING JUDGE	50	250	100	350
	BMD JUDGE	50	250	100	350
	PROVISIONAL/SDR	50	250	100	350
22002-PANGBORN ELEME	TECHNICAL JUDGE	50	250	100	350
	CHIEF JUDGE	50	300	100	400
	CHIEF JUDGE	50	250	100	350
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	VOTING JUDGE	50	250	100	350
	BMD JUDGE	50	250	100	350
	PROVISIONAL/SDR	50	250	100	350
23000-HERITAGE ACADEMY	TECHNICAL JUDGE	50	250	100	350
	CHIEF JUDGE	50	300	100	400
	GREETER	50	300	100	400
	CHECK IN JUDGE	50	250	100	350
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	VOTING JUDGE	50	250	100	350
	BMD JUDGE	50	250	100	350
	PROVISIONAL/SDR	50	250	100	350
24000-WACOHU GRANGE	TECHNICAL JUDGE	50	250	100	350
	CHIEF JUDGE	50	300	100	400
	CHIEF JUDGE	50	300	100	400
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	VOTING JUDGE	50	250	100	350
	BMD JUDGE	50	250	100	350
	PROVISIONAL/SDR	50	250	100	350
25001-BETHEL GARDENS C	TECHNICAL JUDGE	50	250	100	350
	CHIEF JUDGE	50	300	100	400
	CHIEF JUDGE	50	300	100	400
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	VOTING JUDGE	50	250	100	350
	BMD JUDGE	50	250	100	350
	PROVISIONAL/SDR	50	250	100	350
	TECHNICAL JUDGE	50	250	100	350
	CHIEF JUDGE	50	300	100	400
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	VOTING JUDGE	50	250	100	350
	VOTING JUDGE	50	250	100	350
	BMD JUDGE	50	250	100	350
	PROVISIONAL/SDR	50	250	100	350
	TECHNICAL JUDGE	50	250	100	350
	CHIEF JUDGE	50	300	100	400
	CHIEF JUDGE	50			

BMD JUDGE	50	250	100	350
PROVISIONAL/SDR	50	250	100	350
TECHNICAL JUDGE	50	250	100	350
25002-WESTERN HEIGHTS CHIEF JUDGE	50	300	100	400
CHIEF JUDGE	50	300	100	400
GREETER	50	250	100	350
GREETER	50	250	100	350
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VOTING JUDGE	50	250	100	350
BMD JUDGE	50	250	100	350
PROVISIONAL/SDR	50	250	100	350
TECHNICAL JUDGE	50	250	100	350
25003-SALEM AVENUE ELI CHIEF JUDGE	50	250	100	350
CHIEF JUDGE	50	300	100	400
GREETER	50	300	100	400
GREETER	50	250	100	350
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VOTING JUDGE	50	250	100	350
VOTING JUDGE	50	250	100	350
BMD JUDGE	50	250	100	350
PROVISIONAL/SDR	50	250	100	350
TECHNICAL JUDGE	50	250	100	350
26001-WASHINGTON COU CHIEF JUDGE	50	300	100	400
CHIEF JUDGE	50	300	100	400
GREETER	50	250	100	350
CHECK IN JUDGE	50	250	100	350
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VOTING JUDGE	50	250	100	350
VOTING JUDGE	50	250	100	350
BMD JUDGE	50	250	100	350
PROVISIONAL/SDR	50	250	100	350
TECHNICAL JUDGE	50	250	100	350
26002-LINCOLNSHIRE ELI CHIEF JUDGE	50	300	100	400
CHIEF JUDGE	50	300	100	400
GREETER	50	250	100	350
CHECK IN JUDGE	50	250	100	350
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CHECK IN JUDGE	50	250	100	350
VOTING JUDGE	50	250	100	350
VOTING JUDGE	50	250	100	350
VOTING JUDGE	50	250	100	350
BMD JUDGE	50	250	100	350
PROVISIONAL/SDR	50	250	100	350
TECHNICAL JUDGE	50	250	100	350
27001-FOUNTAINDALE ELI CHIEF JUDGE	50	300	100	400
CHIEF JUDGE	50	300	100	400

Reduction in training costs is because we reduced the number of election judges required on election day from 687 to 573. This is because we reduced the number of polling places in the county from 49 to 40.

Election Judge Pay

Previous Elections

- Chief Judges \$225
- All other judges \$175

2022 General Election

- Chief Judges \$275
- All other judges \$225



House Bill 1200

- The compensation for each election judge “shall be at least \$250 per day.” (§10-205(B)(3)(I))
- The compensation for “each election judge who has previously served as an election judge...shall be at least \$100 more per day...” (§10-205(B)(3)(II))
- Training pay “shall be at least \$50.” (§10-205(B)(4))
- “The State Board shall reimburse each local board for \$50 of the extra compensation...” (§10-205(C))
- Local Boards of Elections (LBE) may compensate election judges at a higher rate than \$250, “within the limites authorized by the county governing body.” (§10-205(B)(1)(II))



Similarly Sized Counties



Carroll County

- **129,085 Active Registered Voters**

2022

- **Chief Judges \$240**
- **Provisional/SDR \$195**
- **Tech Judges \$220**
- **All Others \$175**

2024

- Chief Judges \$330**
- Provisional/SDR \$270**
- Tech Judges \$320**
- All Others \$250**



Charles County

- **122,344 Active Registered Voters**

2022

- **Chief Judges \$270**
- **Provisional/SDR \$270**
- **All Others \$225**

2024

- **Chief Judges \$300**
- **Provisional/SDR \$300**
- **All Others \$250**

- **Note:** Judges who return memory sticks get additional \$50.
Judges who help set up on Monday night get additional \$50.



Frederick County

- **198,785 Active Registered Voters**

2022

- **Chief Judges \$225**
- **All Others \$175**

2024

- Chief Judges \$300**
- All Others \$250**



Harford County

- **191,676 Active Registered Voters**

2022

- **Chief Judges \$315**
- **Provisional/SDR \$275**
- **All Others \$250**

2024

- **Chief Judges \$315**
- **Provisional/SDR \$275**
- **All Others \$250**

- **Note:** Judges who return memory sticks get additional \$25.
Judges who help set up on Monday night get additional \$25.



St. Mary's County

- **75,367 Active Registered Voters**

2022

- **Chief Judges \$250**
- **Provisional/SDR \$225**
- **All Others \$200**

2024

- Chief Judges \$300**
- Provisional/SDR \$275**
- All Others \$250**



Western Maryland Counties



Allegany County

- 43,846 Active Registered Voters

2022

- Chief Judges \$225
- All Others \$175

2024

- Chief Judges \$300
- All Others \$250



Garrett County

- 20,671 Active Registered Voters

2022

- Chief Judges \$275
- All Others \$250

2024

- Chief Judges \$275
- All Others \$250



Washington County Request

2024 and Beyond

- Chief Judges \$300
- All Others \$250



Additional Cost to the County

- **Early Voting**
 - 16 Total Days (2 EV sites X 8 days)
 - 2 Chief Judges per site per day
 - $32 \times \$50 = \$1,600$
- **Election Day**
 - 40 Polling Places
 - 2 Chief Judges per polling place
 - $80 \times \$50 = \$4,000$

Total Cost to the County = \$5,600





Agenda Report Form

Open Session Item

SUBJECT: Multi-Signature change order for Comprehensive Health Care Services for Inmates – Approval of the Change Order.

PRESENTATION DATE: August 8, 2023

PRESENTATION BY: Major Craig Rowe, Warden, Washington County Sheriff's Office, Detention Center.

RECOMMENDED MOTION: Move to approve the Multi-Signature Change Order from \$2,133,338.34 to \$2,393,338.34, an increase of \$260,000 for claims that will be reimbursed by the State.

REPORT-IN-BRIEF: The Washington County Sheriff's Office, Detention Division is requesting approval of the multi-signature change order so that invoices for catastrophic billing can be paid and then submitted to the State for reimbursement.

DISCUSSION: The contract with PrimeCare Medical, Inc. states in the "scope of work, section W" that "The Center shall also, upon receiving the appropriate documentation from the contractor, file for and reimburse the contractor for any funds received from the State of Maryland for any individual inmate in excess of \$25,000 per fiscal year pursuant to Maryland Code, Correctional Services Articles, Section 9-405." The detention center must pay these funds out of the budget in order then invoice the State of Maryland in order to receive reimbursement. These are unbudgeted FY23 costs due to not having prior knowledge of what inmates and medical conditions would be incarcerated in any given year.

FISCAL IMPACT: Initially \$260,000 but those funds will be reimbursed to the General fund when received from the State.

CONCURRENCES: Purchasing Department

ALTERNATIVES: Deny approval then funds will have to be paid from FY24 which was not budgeted for.

ATTACHMENTS: Multi-Signature Change Order Form

AUDIO/VISUAL NEEDS:

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

TO: PrimeCare Medical, Inc.
Consultant: 3940 Locust Lane
Contractor: Harrisburg, PA. 17109
Vendor: Attn: Derek Hughes

Change Order No. Purchase Order No.

Contract No. Oracle Account No.

Project Title: Date:

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

Description of Change:

Change is needed for the June Billing and for paying the medical bills for inmates in excess of \$25,000 which is reimbursed by the State of Maryland once we have proof of payment submitted.

Reason for Change:

The contract with PrimeCare states in "scope of work, section W" that "The Center shall also, upon receiving the appropriate documentation from the Contractor, file for and reimburse the Contractor for any funds received from the State of Maryland for any individual inmate in excess of \$25,000 per fiscal year pursuant to Maryland Code, Correctional Services Articles, Section 9-405." The Detention Center has paid \$131,783.18 to date in overages for inmates that comes out of the budget with reimbursement from the State going into the general fund. On January 6, 2023 \$52,893.22 was deposited into 229100-10-00000 for FY22 overages. These overages cannot be budgeted for due to not having prior knowledge these inmates would have the medical conditions that they have. There is a remaining monthly payment of \$177,778.19 plus an additional \$112,669.79 in overages to be paid. \$260,000 additional needed on the Purchase Order to pay these bills.

The completion date, incorporating the changes included in this change order, is:

The original contract sum was:

Net changes by previous change orders:

Contract sum prior to this change order:

By this Change Order, the contract sum will be changed by:

The new contract sum including this change order will be:

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

Consultant:

Finance:

Contractor/Vendor:

Purchasing:

Approving Agency: Major Craig Rowe
Digitally signed by Major Craig Rowe
Date: 2023.07.18 12:33:33 -04'00'

County Administrator:

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



Agenda Report Form

Open Session Item

SUBJECT: Intergovernmental Cooperative Purchase (INTG-23-0124) Two Vehicles for the Department of Water Quality (DWQ)

PRESENTATION DATE: August 8, 2023

PRESENTATION BY: Rick Curry, CPPO, Director, Purchasing Department; Mark Bradshaw, P.E., Division Director, Environmental Management.

RECOMMENDATION: Move to authorize by Resolution, DWQ to purchase one (1) 2022 F350 Ford truck with a utility body in the amount of \$57,152 and one (1) 2023 F150 Ford 4x4 pick-up in the amount of \$47,638 for the total cost in the amount of \$104,790 from Apple Ford Lincoln of Columbia, MD and to utilize another jurisdiction's contract that was awarded by Baltimore County Public School (Contracts #00004504).

REPORT-IN-BRIEF: DWQ is requesting to purchase the two (2) vehicles to replace vehicles that exceed the County's Vehicle and Equipment Types and Usage Guidelines. 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 vehicles will be sold 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 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 vehicles in accordance with the Public Local Laws referenced above that participation would result in cost benefits or in administrative efficiencies.

The County will benefit with the direct cost savings in the purchase of these vehicles because of 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 these vehicles by utilizing the Baltimore County, MD contract and eliminating our county's bid process would result in an administrative and cost savings for DWQ and Purchasing Department in preparing specifications.

DISCUSSION: N/A

FISCAL IMPACT: Funds are budgeted in department's Capital Improvement Budget (CIP) budget VEH007 and VEH010.

CONCURRENCES: N/A

ATTACHMENTS: Apple Ford Lincoln's quote.



Fleet/Government Sales

8800 Stanford Blvd. Columbia, MD 21045

Quote for 2023 Ford F-150 Riding Baltimore County Contract #00004504

Vehicle	2023 Ford F-150 4x4	\$50,070
5.0	5.0 V8 Gas	
XL	101A Prep Code	
145	145" Wheelbase	
53A	Trailer Tow package	
68L	Bed Utility	
18B	Running Boards	
BL	Bed Liner	\$699
TT	Temp Tag	\$19
BCD	Baltimore County Discount	-\$1,350
GPC	Government Price Concession	-\$1,800
Delivery Days	15	
	Net Price Per Truck:	\$47,638
Quantity: 1	Total Price	\$47,638

Please contact me with any questions, changes, or to finalize your order. I look forward to hearing from you. You can reach me at 443-539-1281 or by e-mail at: NRuby@AppleFord.com.

Thank you,
Noah Ruby



Fleet/Government Sales

8800 Stanford Blvd. Columbia, MD 21045

Quote for 2022 Ford F-350 Stock 227825F Riding Baltimore County Contract #00004504

Vehicle	2022 Ford F-350	\$61,583
6.2	6.2 V8 Gas	
XL	610A Prep Package	
X4N	3.73 Limited Slip	
872	Rearview Camera	
96V	XL Value Package	
52B	Trailer Brake Controller	
Utl	8' Utility Body	
TT	TEMP TAG	\$19
GPC	Government Price Concession	-\$3,100
BCD	Baltimore County Discount	-\$1,350
Interior	Vinyl Bench	
Delivery Days	1	
	Net Price Per Truck:	
Quantity: 1	Total Price	\$57,152

Please contact me with any questions, changes, or to finalize your order. I look forward to hearing from you. You can reach me at 443-539-1281 or by e-mail at: NRuby@AppleFord.com.

Thank you,
Noah Ruby

RESOLUTION NO. RS-2023-

(Intergovernmental Cooperative Purchase [INTG-23-0119] Two (2) Ford Pick-Up Trucks for the Department of Water Quality)

RECITALS

The Code of the 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 Water Quality seeks to purchase one (1) 2022 Ford F-350 Pick-Up Truck with a Utility Body for a total cost of \$57,152, together with one (1) 2023 F-150 Pick-Up Truck for a total cost of \$47,638, from Apple Ford Lincoln Mercury of Columbia, Maryland, by utilizing the contract awarded by the government of Baltimore County, Maryland, to Apple Ford Inc. (Contract No. 00004504).

The County will benefit from direct cost savings in the purchase of the said two (2) Ford Pick-Up Trucks under the Contract No. 00004504 awarded by the government of Baltimore County, Maryland, to Apple Ford Inc. because of economies of scale said contract will leverage. Additionally, the County will realize a savings through administrative efficiencies as a result of not preparing, soliciting, and evaluating a bid. Utilizing the said contract and eliminating the County's bid process will result in administrative and cost savings for the Department of Water Quality in preparing specifications and the Purchasing Department in preparing necessary documents.

NOW, THEREFORE, BE IT RESOLVED by the Board, pursuant to §1-106.3 of the Public Local Laws, to authorize by Resolution the purchase of one (1) 2022 Ford F-350 Pick-Up Truck with a Utility Body for a total cost of \$57,152, together with one (1) 2023 F-150 Pick-Up Truck for a total cost of \$47,638, from Apple Ford Lincoln Mercury of Columbia, Maryland, by utilizing the

contract awarded by the government of Baltimore County, Maryland, to Apple Ford Inc.
(Contract No. 00004504).

Adopted and effective this eighth day of August, 2023.

ATTEST:

BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND

Dawn L. Marcus, Clerk

BY: _____
Jeffrey A. Cline, Vice President

Approved as to form
and legal sufficiency:

Kirk C. Downey
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: Intergovernmental Cooperative Purchase (INTG-23-0123) Two (2) Chevrolet Equinox for the Sheriff's Office

PRESENTATION DATE: August 8, 2023

PRESENTATION BY: Rick Curry, CPPO, Director, Purchasing Department; Alan Matheny, Fleet Logistics and Commercial Vehicle Enforcement, Sheriff's Office.

RECOMMENDATION: Move to authorize by Resolution, the Sheriff's Office to purchase two (2) new 2024 Chevrolet Equinox in the amount of \$26,372 each; for the total cost in the amount of \$52,744 from Hertrich Fleet Services, Inc. of Milford, DE and to utilize another jurisdiction's contract that was awarded by Howard County, MD (Contract #4400004546).

REPORT-IN-BRIEF: The Sheriff's Office is requesting to purchase two (2) Equinox to replace two vehicles that exceed the County's Vehicle and Equipment Types and Usage Guidelines. 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 vehicles will be sold 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 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 vehicles in accordance with the Public Local Laws referenced above that participation would result in cost benefits or in administrative efficiencies.

The County will benefit with the direct cost savings in the purchase of these vehicles because of 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 these vehicles by utilizing the Howard County's contract and eliminating our county's bid process would result in an administrative and cost savings for the Sheriff's Office and Purchasing Department in preparing specifications.

DISCUSSION: N/A

FISCAL IMPACT: Funds are budgeted in the department's Capital Improvement Budget (CIP) 600300-30-11310-VEH006.

CONCURRENCES: Sheriff

ATTACHMENTS: Hertrich's quote.

WASHINGTON COUNTY SHERIFF'S OFFICE INTER-OFFICE PURCHASE CONTROL REQUEST

Date Requested: 7/12/2023

Purchase From: Hertrich Fleet Services 800-698-9825	
Vendor Address: 1427 Bay Road, Milford, DE 19963	

Susan Hickey shickey@hertrichfleet.com

Attention:

Deliver To: Washington County Sheriff's Office
145 IKO Way Suite 103
Hagerstown, MD 21740

Account/P.O. #:

Attention: Sergeant Alan Matheny

Quantity	Catalogue #	Complete & Detailed Description of Material	Unit Cost	Amount
2	1xx26	2024 Chevrolet Equinox AWD 4Dr LS w1LS	\$ 26,372.00	\$ 52,744.00
2	1LS	LS Preferred Equipment Group		\$ -
2	5CY	P225/65R17 Tires All Season blackwall		\$ -
2	AKO	Glass Deep tinted rear		\$ -
2	AR9	Seats, Front Bucket		\$ -
2	FX6	Axle, 3.87 Final Drive Ratio		\$ -
2	HC8	Medium Ash Gray, Premium Cloth Seat Trim		\$ -
2	IOR	Audio System, Chevrolet Infotainment 3 System 7"		\$ -
		Diagonal Color Touchscreen AM/FM Stereo		\$ -
2	LSD	Engine, 1.5L Turbo DOHC 4-cylinder SIDI VVT		\$ -
2	MNH	Transmission, 6-Speed Automatic, Electronically		\$ -
		Controlled with Overdrive		\$ -
2	NE1	Emissions Maryland State Requirements		\$ -
2	RZS	Wheels, 17" Aluminum		\$ -
				\$ -
1	GXD	Color Sterling Gray		\$ -
1	GJV	Color Riptide Blue		\$ -
				\$ -
		Using Howard County Contract # 400004546		\$ -
				\$ -
				\$ -
				\$ -
		TOTAL COST		\$ 52,744.00

Requested By: _____

Signature Of: _____

WASHINGTON COUNTY SHERIFF'S OFFICE INTER-OFFICE PURCHASE CONTROL REQUEST

Date Requested:

7/12/2023

Purchase From:	Hertrich Fleet Services 800-698-9825
----------------	--------------------------------------

Vendor Address: 1427 Bay Road, Milford, DE 19963

Susan Hickey shickey@hertrichfleet.com

Attention:

Deliver To: Washington County Sheriff's Office

145 IKO Way Suite 103

Hagerstown, MD 21740

Account/P.O. #:

Attention: Sergeant Alan Matheny

Quantity	Catalogue #	Complete & Detailed Description of Material	Unit Cost	Amount
2	1xx26	2024 Chevrolet Equinox AWD 4Dr LS w1LS	\$ 26,372.00	\$ 52,744.00
2	1LS	LS Preferred Equipment Group		\$ -
2	5CY	P225/65R17 Tires All Season blackwall		\$ -
2	AKO	Glass Deep tinted rear		\$ -
2	AR9	Seats, Front Bucket		\$ -
2	FX6	Axle, 3.87 Final Drive Ratio		\$ -
2	HC8	Medium Ash Gray, Premium Cloth Seat Trim		\$ -
2	IOR	Audio System, Chevrolet Infotainment 3 System 7"		\$ -
		Diagonal Color Touchscreen AM/FM Stereo		\$ -
2	LSD	Engine, 1.5L Turbo DOHC 4-cylinder SIDI VVT		\$ -
2	MNH	Transmission, 6-Speed Automatic, Electronically		\$ -
		Controlled with Overdrive		\$ -
2	NE1	Emissions Maryland State Requirements		\$ -
2	RZS	Wheels, 17" Aluminum		\$ -
				\$ -
1	GXD	Color Sterling Gray		\$ -
1	GJV	Color Riptide Blue		\$ -
				\$ -
		Using Howard County Contract # 400004546		\$ -
				\$ -
				\$ -
				\$ -
				\$ -
		TOTAL COST		\$ 52,744.00

Requested By:

Signature Of:

RESOLUTION NO. RS-2023-

(Intergovernmental Cooperative Purchase Price Increase [INTG-23-0123] Chevrolet Equinox for the Sheriff's Office)

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 Sheriff's Office is requesting to purchase two (2) new 2024 Chevrolet Equinox in the amount of \$26,372 each, for the total cost of \$52,744 from Hertrich Fleet Services, Inc., of Milford, Delaware, and to utilize another jurisdiction's contract that was awarded by Howard County, Maryland (contract #400004546).

Eliminating the County's bid process will result in administrative and cost savings for the Sheriff's Department. The County will benefit with direct cost savings because of the economy 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 Sheriff's Department is hereby authorized to purchase two (2) new 2024 Chevrolet Equinox in the amount of \$26,372 each, for the total cost of \$52,744, from Hertrich Fleet Services, Inc., of Milford, Delaware, and to utilize another jurisdiction's contract that was awarded by Howard County, Maryland (contract #400004546).

Adopted and effective this ____ day of August, 2023.

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:

Kirk C. Downey
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: Rejection of Quote - (Q-23-759) for Purchase and Installation of One (1) New Coiling Steel Door

PRESENTATION DATE: August 8, 2023

PRESENTATION BY: Brandi Naugle, CPPB, Buyer and Joe Moss, P.E., Department of Water Quality, Deputy Director, Engineering Services

RECOMMENDED MOTION: Move to take action, in the best interest of the County and to request that the quote for the Purchase and Installation of One (1) New Coiling Steel Door for the Department of Water Quality be rejected due to the quote exceeding the estimated budget and we are also requesting permission to re-advertise to solicit pricing for the Purchase and Installation of one (1) New Coiling Steel Door for the Department of Water Quality.

REPORT-IN-BRIEF: Notice of the Request for Quote (RFQ) was listed on the State of Maryland's "eMaryland Marketplace Advantage" (eMMA) website and on the County's website. Eighteen (18) persons/companies registered/downloaded the bid document online and one (1) bid was received for this unit.

DISCUSSION: N/A

FISCAL IMPACT: N/A

CONCURRENCES: Mark Bradshaw, Division Director of Environmental Management

ALTERNATIVES: N/A

ATTACHMENTS: Bid Tabulation Matrix

AUDIO/VISUAL NEEDS: N/A

Q-23-759

Purchase and Installation of One (1) New Coiling Steel Door

		United Enterprises Construction Greencastle, PA	
Item No.	Item Description	Unit Price	Delivery Date
1	Purchase and Installation of one (1) new Coiling Steel Door	\$53,837.00	90 days from award or better
Total Lump Sum Bid Price		\$53,837.00	

Remarks/Exceptions: None



Agenda Report Form

Open Session Item

SUBJECT: Rescind Contract Award (PUR-1611) – Janitorial Services for Washington County

PRESENTATION DATE: August 8, 2023

PRESENTATION BY: Brandi Naugle, CPPB, Buyer, Purchasing Department; Danny Hixon, Deputy Director, Buildings, Grounds and Facilities

RECOMMENDED MOTION: Move to relieve FEF Cleaning Inc., of Hollsopple, PA from the contract without prejudices for the contracted cleaning services in Washington County Office Buildings approved by the Board of County Commissioners of Washington County on June 6, 2023, for the \$232,534 annually.

REPORT-IN-BRIEF: Due to unforeseen circumstances within the contracted company and misquoted pricing on their part, the vendor has determined that it is not advantageous for their company to continue the required services at the pricing previously submitted. The difference in the revised pricing submitted by the vendor would increase the County's cost by an additional \$88,526 annually. A conference call was held with the vendor to try and resolve this issue, which did not result in a favorable solution for either party.

The County accepted bids for the Janitorial Services on April 26, 2023. The bid was advertised on the State of Maryland's "*eMaryland Marketplace*" (eMMA) website and the County's website, and in the local newspaper. The contract term is for one (1) year with an option by the County to renew for up to four (4) additional consecutive one (1) year periods tentatively commencing July 1, 2023. The County reserves the right to accept or reject any request for renewal by the Bidder and any increase in monthly costs for each specified building.

FISCAL IMPACT: Funds are budgeted for these services within each using department's FY'24 operating budget account under maintenance services.

CONCURRENCES: Public Works Director

ALTERNATIVES: N/A

ATTACHMENTS: Bid Tabulation Matrix, and Email for requested increase.

AUDIO/VISUAL NEEDS: N/A

**PUR-1611
Janitorial Services**

OPTION NO. 1: To award Location Nos. 1 to 8 to one (1) contractor

Associated Building Maintenance Co., Inc. Crofton, MD	Beck & Call Professional Services, LLC Baltimore, MD	Diversified Services Group, Inc. Germantown, MD	FEF Cleaning, Inc. Hollisopple, PA
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Location No. 1 - County Administration Complex:

A - Annual Price	\$96,370.07	\$74,400.00	\$73,468.52	\$46,050.00
B - Annual Strip/Wax & Buff Hard Floors	\$1,471.75	\$5,540.00	\$368.42	\$200.00
C - Annual Window Cleaning	\$4,482.50	\$3,025.00	\$1,520.00	\$250.00
Sub-Total Annual Price (A, B, & C Location No. 1)	* \$102,324.32	* \$82,965.00	* \$75,356.94	* \$46,500.00

Location No. 2 - Court House & Court House Annex:

A - Annual Price	\$92,230.58	\$77,040.00	\$71,631.81	\$49,928.00
B - Annual Strip/Wax & Buff Hard Floors	\$174.00	\$1,008.00	\$203.71	\$100.00
C - Annual Window Cleaning	\$3,036.00	\$1,010*	\$752.50	\$50.00
Sub-Total Annual Price (A, B, & C Location No. 2)	* \$95,440.58*	* \$78,048.00*	* \$72,588.02	* \$50,078.00

Location No. 3 - Administrative Annex Building:

A - Annual Price	\$32,040.23	\$37,800.00	\$23,877.27	\$14,976.00
B - Annual Strip/Wax & Buff Hard Floors	\$186.00	\$350.00	\$54.32	\$50.00
C - Annual Window Cleaning	\$1,409.10	\$400.00	\$0.00	\$50.00
Sub-Total Annual Price (A, B, & C Location No. 3)	* \$33,635.33	* \$38,550.00	* \$23,931.59	* \$15,076.00

**PUR-1611
Janitorial Services**

OPTION NO. 1: To award Location Nos. 1 to 8 to one (1) contractor

Associated Building Maintenance Co., Inc. Crofton, MD	Beck & Call Professional Services, LLC Baltimore, MD	Diversified Services Group, Inc. Germantown, MD	FEF Cleaning, Inc. Hollsopple, PA
--	---	--	--

Location No. 4 - County Office Building:

A - Annual Price	\$72,945.24	\$61,176.00	\$55,101.39	\$39,560.00
B - Annual Strip/Wax & Buff Hard Floors	\$2,653.00	\$900.00	\$1,162.21	\$500.00
C - Annual Window Cleaning	\$1,133.00	\$300.00	\$102.50	\$50.00
Sub-Total Annual Price (A, B, & C Location No. 4)	* \$76,731.24	* \$62,376.00	* \$56,366.10	* \$40,110.00

Location No. 5 - Extension Services Office Building/Rural Heritage Museum Office:

A - Annual Price	\$25,488.04	\$22,800.00	\$18,367.13	\$11,520.00
B - Annual Strip/Wax & Buff Hard Floors	\$529.50	\$300.00	\$154.64	\$250.00
C - Annual Window Cleaning	\$250.00	\$300.00	\$0.00	\$50.00
Sub-Total Annual Price (A, B, & C Location No. 5)	* \$26,267.54	* \$23,400.00	* \$18,521.77	* \$11,820.00

Location No. 6 - Division of Emergency Services:

A - Annual Price	\$25,488.04	\$24,000.00*	\$18,367.13	\$21,520.00
B - Annual Strip/Wax & Buff Hard Floors	\$261.60	\$300.00	\$0.00	\$500.00
C - Annual Window Cleaning	\$1,287.00	\$300.00	\$0.00	\$50.00
Sub-Total Annual Price (A, B, & C Location No. 6)	* \$27,036.64	* \$24,600.00*	* \$18,367.13	* \$22,070.00

**PUR-1611
Janitorial Services**

OPTION NO. 1: To award Location Nos. 1 to 8 to one (1) contractor

Associated Building Maintenance Co., Inc. Crofton, MD	Beck & Call Professional Services, LLC Baltimore, MD	Diversified Services Group, Inc. Germantown, MD	FEF Cleaning, Inc. Hollsopple, PA
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Location No. 7 - Women, Infants & Children (WIC) and Distribution Center Warehouse Location:

A - Annual Price	\$16,483.26	\$33,543.00	\$13,775.35	\$34,560.00
B - Annual Strip/Wax & Buff Hard Floors	\$2,000.00	\$600.00	\$0.00	\$500.00
C - Annual Window Cleaning	\$606.10	\$400.00*	\$0.00	\$50.00
Sub-Total Annual Price (A, B, & C Location No. 7)	* \$19,089.36	* \$34,543.00*	* \$13,775.35	* \$35,110.00

Location No. 8 - Sheriff's Department:

A - Annual Price	\$22,486.44	\$36,639.96	\$18,367.13	\$11,520.00
B - Annual Strip/Wax & Buff Hard Floors	\$1,120.00	\$990.00	\$0.00	\$200.00
C - Annual Window Cleaning	\$1,274.90	\$300.00	\$0.00	\$50.00
Sub-Total Annual Price (A, B, & C Location No. 8)	* \$24,881.34	* \$37,929.96	* \$18,367.13	* \$11,770.00
TOTAL LUMP SUM BID for OPTION NO. 1: (Sum of * items Location Nos. 1 through 8)	\$405,406.35*	\$382,411.96*	\$297,274.03	\$232,534.00

**PUR-1611
Janitorial Services**

OPTION NO. 2: To award Location Nos. 1 to 8 to one (1) contractor

Associated Building Maintenance Co., Inc. Crofton, MD	Beck & Call Professional Services, LLC Baltimore, MD	Diversified Services Group, Inc. Germantown, MD	FEF Cleaning, Inc. Hollsopple, PA
--	---	--	--

Location No. 1 - County Administration Complex:

A - Annual Price	\$109,136.13	No Bid	\$73,468.52	\$46,050.00
B - Annual Strip/Wax & Buff Hard Floors	\$1,189.25	No Bid	\$368.42	\$200.00
C - Annual Window Cleaning (Interior)	\$4,686.25	No Bid	\$1,520.00	\$250.00
Sub-Total Annual Price (A, B, & C Location No. 1)	\$115,011.63*	No Bid	\$75,356.94	\$46,500.00

Location No. 2 - Court House & Court House Annex:

A - Annual Price	\$107,844.48	No Bid	\$71,631.81	\$49,928.00
B - Annual Strip/Wax & Buff Hard Floors	\$232.00	No Bid	\$203.71	\$100.00
C1 - Annual Window Cleaning	\$3,174.00	No Bid	\$752.50	\$50.00
Sub-Total Annual Price (A, B, & C Location No. 2)	\$111,250.48	No Bid	\$72,588.02	\$50,078.00

Location No. 3 - Administrative Annex Building:

A - Annual Price	\$36,219.52	No Bid	\$23,877.27	\$14,976.00
B - Annual Strip/Wax & Buff Hard Floors	\$248.00	No Bid	\$54.32	\$50.00
C - Annual Window Cleaning	\$1,473.15	No Bid	\$0.00	\$50.00
Sub-Total Annual Price (A, B, & C Location No. 3)	\$37,940.67	No Bid	\$23,931.59	\$15,076.00

**PUR-1611
Janitorial Services**

Associated Building Maintenance Co., Inc. Crofton, MD	Beck & Call Professional Services, LLC Baltimore, MD	Diversified Services Group, Inc. Germantown, MD	FEF Cleaning, Inc. Hollisopple, PA
--	---	--	---

Location No. 4 - County Office Building:

A - Annual Price	\$82,584.47	No Bid	\$55,101.39	\$39,560.00
B - Annual Strip/Wax & Buff Hard Floors	\$3,979.50	No Bid	\$1,162.21	\$500.00
C - Annual Window Cleaning	\$1,184.50	No Bid	\$102.50	\$50.00
Sub-Total Annual Price (A, B, & C Location No. 4)	\$87,748.47*	No Bid	\$56,366.10	\$40,110.00

Location No. 5 - Extension Services Office Building/Rural Heritage Museum Office:

A - Annual Price	\$28,792.60	No Bid	\$18,367.13	\$11,520.00
B - Annual Strip/Wax & Buff Hard Floors	\$706.00	No Bid	\$154.64	\$250.00
C - Annual Window Cleaning	\$250.00	No Bid	\$0.00	\$50.00
Sub-Total Annual Price (A, B, & C Location No. 5)	\$29,748.60	No Bid	\$18,521.77	\$11,820.00

Location No. 6 - Division of Emergency Services Facility:

A - Annual Price	\$28,792.60	No Bid	\$18,367.13	\$21,520.00
B - Annual Window Cleaning	\$348.80	No Bid	\$0.00	\$500.00
C - Annual Strip/Wax & Buff Hard Floors	\$1,345.50	No Bid	\$0.00	\$50.00
Sub-Total Annual Price (A, B, & C Location No. 6)	\$30,486.90	No Bid	\$18,367.13	\$22,070.00

**PUR-1611
Janitorial Services**

Associated Building Maintenance Co., Inc. Crofton, MD	Beck & Call Professional Services, LLC Baltimore, MD	Diversified Services Group, Inc. Germantown, MD	FEF Cleaning, Inc. Hollsopple, PA
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Location No. 7 - Women Infants & Children (WIC) Location:

A - Annual Price	\$18,585.86	No Bid	\$13,775.35	\$34,560.00
B - Annual Window Cleaning	\$3,000.00	No Bid	\$0.00	\$500.00
C - Annual Strip/Wax & Buff Hard Floors	\$633.65	No Bid	\$0.00	\$50.00
Sub-Total Annual Price (A, B, & C Location No. 7)	\$22,219.51	No Bid	\$13,775.35	\$35,110.00

Location No. 8 - Sheriff's Department

A - Annual Price	\$25,390.36	No Bid	\$18,367.13	\$11,520.00
B - Annual Strip/Wax & Buff Hard Floors	\$1,440.00	No Bid	\$0.00	\$200.00
C - Annual Window Cleaning	\$1,332.85	No Bid	\$0.00	\$50.00
Sub-Total Annual Price (A, B, & C Location No. 8)	\$28,163.21	No Bid	\$18,367.13	\$11,770.00

ADDITIONAL OPTIONAL RATES:

Additional Carpet Cleaning, as required (per square foot)	\$0.215	No Bid	\$0.25	\$0.50
Hourly Labor Rate per person for Additional Services as required. Regular (per hour)	\$28.78	No Bid	\$17.52	\$15.00
Hourly Labor Rate per person for Additional Services as required Saturdays, Sundays and Holidays: (per hour)	\$46.26	No Bid	\$26.26	\$23.00

****Corrected Claculations Bassed on Unit Pricing***

**PUR-1611
Janitorial Services**

OPTION NO. 1: To award Location Nos. 1 to 8 to one (1) contractor

Golden, Inc. Towson, MD	Islas General Cleaning Services Gaithersburg, MD	Jasso Maintenance, LLC Rockville, MD	L.T. Services, Inc. Falls Church, VA
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Location No. 1 - County Administration Complex:

A - Annual Price	\$62,400.00	\$65,000.00	\$70,584.00	\$115,268.52
B - Annual Strip/Wax & Buff Hard Floors	\$1,080.00	\$10,000.00	\$925.00	\$1,712.57
C - Annual Window Cleaning	\$2,400.00	\$60,500.00*	\$1,000.00	\$3,630.00
Sub-Total Annual Price (A, B, & C Location No. 1)	* \$65,880.00	* \$135,500.00*	* \$72,509.00	* \$120,611.09

Location No. 2 - Court House & Court House Annex:

A - Annual Price	\$52,800.00	\$65,000.00	\$68,952.00	\$111,894.84
B - Annual Strip/Wax & Buff Hard Floors	\$1,200.00	\$10,000.00	\$383.00	\$1,213.85
C - Annual Window Cleaning	\$800.00	\$6,500.00	\$1,000.00	\$10,780.00
Sub-Total Annual Price (A, B, & C Location No. 2)	* \$54,800.00	* \$81,500.00	* \$70,335.00	* \$123,888.69

Location No. 3 - Administrative Annex Building:

A - Annual Price	\$36,000.00	\$25,000.00	\$23,568.00	\$42,570.00
B - Annual Strip/Wax & Buff Hard Floors	\$700.00	\$8,000.00	\$136.00	\$300.78
C - Annual Window Cleaning	\$400.00	\$6,000.00	\$500.00	\$660.00
Sub-Total Annual Price (A, B, & C Location No. 3)	* \$37,100.00	* \$39,000.00	* \$24,204.00	* \$43,530.78

**PUR-1611
Janitorial Services**

OPTION NO. 1: To award Location Nos. 1 to 8 to one (1) contractor

Golden, Inc. Towson, MD	Islas General Cleaning Services Gaithersburg, MD	Jasso Maintenance, LLC Rockville, MD	L.T. Services, Inc. Falls Church, VA
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Location No. 4 - County Office Building:

A - Annual Price	\$52,800.00	\$60,000.00	\$53,040.00	\$90,186.72
B - Annual Strip/Wax & Buff Hard Floors	\$1,000.00	\$6,500.00	\$2,918.00	\$4,817.46
C - Annual Window Cleaning	\$600.00	\$4,500.00	\$1,000.00	\$3,300.00
Sub-Total Annual Price (A, B, & C Location No. 4)	* \$54,400.00	* \$71,000.00	* \$56,958.00	* \$98,304.18

Location No. 5 - Extension Services Office Building/Rural Heritage Museum Office:

A - Annual Price	\$33,600.00	\$25,000.00	\$17,544.00	\$33,923.88
B - Annual Strip/Wax & Buff Hard Floors	\$800.00	\$8,000.00	\$388.00	\$921.01
C - Annual Window Cleaning	\$500.00	\$6,000.00	\$500.00	\$2,486.00
Sub-Total Annual Price (A, B, & C Location No. 5)	* \$34,900.00	* \$39,000.00	* \$18,432.00	* \$37,330.89

Location No. 6 - Division of Emergency Services:

A - Annual Price	\$16,800.00	\$25,000.00	\$17,544.00	\$32,779.32
B - Annual Strip/Wax & Buff Hard Floors	\$400.00	\$8,000.00	\$388.00	\$427.87
C - Annual Window Cleaning	\$300.00	\$6,000.00	\$500.00	\$660.00
Sub-Total Annual Price (A, B, & C Location No. 6)	* \$17,500.00	* \$39,000.00	* \$18,432.00	* \$33,867.19

**PUR-1611
Janitorial Services**

OPTION NO. 1: To award Location Nos. 1 to 8 to one (1) contractor

Golden, Inc. Towson, MD	Islas General Cleaning Services Gaithersburg, MD	Jasso Maintenance, LLC Rockville, MD	L.T. Services, Inc. Falls Church, VA
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Location No. 7 - Women, Infants & Children (WIC) and Distribution Center Warehouse Location:

A - Annual Price	\$49,200.00	\$70,000.00	\$11,424.00	\$32,204.16
B - Annual Strip/Wax & Buff Hard Floors	\$800.00	\$10,000.00	\$200.00	\$3,635.50
C - Annual Window Cleaning	\$500.00	\$5,000.00	\$500.00	\$660.00
Sub-Total Annual Price (A, B, & C Location No. 7)	* \$50,500.00	* \$85,000.00	* \$12,124.00	* \$36,499.66*

Location No. 8 - Sheriff's Department

A - Annual Price	\$44,400.00	\$40,000.00	\$11,424.00	\$34,959.24
B - Annual Strip/Wax & Buff Hard Floors	\$1,000.00	\$7,000.00	\$200.00	\$1,423.36
C - Annual Window Cleaning	\$400.00	\$4,500.00	\$500.00	\$5,522.00
Sub-Total Annual Price (A, B, & C Location No. 8)	* \$45,800.00*	* \$51,500.00	* \$12,124.00	* \$41,904.60
TOTAL LUMP SUM BID for OPTION NO. 1: (Sum of * items Location Nos. 1 through 8)	\$360,880.00*	\$541,500.00*	\$285,118.00	\$535,937.08*

**PUR-1611
Janitorial Services**

OPTION NO. 2: To award Location Nos. 1 to 8 to one (1) contractor

Golden, Inc. Towson, MD	Islas General Cleaning Services Gaithersburg, MD	Jasso Maintenance, LLC Rockville, MD	L.T. Services, Inc. Falls Church, VA
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Location No. 1 - County Administration Complex:

A - Annual Price	\$62,400.00	No Bid	\$70,584.00	\$109,430.64
B - Annual Strip/Wax & Buff Hard Floors	\$1,080.00	No Bid	\$925.00	\$1,712.57
C1 - Annual Window Cleaning (Interior)	\$2,400.00	No Bid	\$1,000.00	\$3,630.00
Sub-Total Annual Price (A, B, & C Location No. 1)	\$65,880.00	No Bid	\$72,509.00	\$114,773.21

Location No. 2 - Court House & Court House Annex:

A - Annual Price	\$52,800.00	No Bid	\$68,952.00	\$107,238.96
B - Annual Strip/Wax & Buff Hard Floors	\$1,200.00	No Bid	\$383.00	\$1,213.85
C1 - Annual Window Cleaning	\$800.00	No Bid	\$1,000.00	\$10,780.00
Sub-Total Annual Price (A, B, & C Location No. 2)	\$54,800.00	No Bid	\$70,335.00	\$119,232.81

Location No. 3 - Administrative Annex Building:

A - Annual Price	\$36,000.00	No Bid	\$23,568.00	\$35,655.96
B - Annual Strip/Wax & Buff Hard Floors	\$700.00	No Bid	\$136.00	\$300.78
C1 - Annual Window Cleaning	\$400.00	No Bid	\$500.00	\$660.00
Sub-Total Annual Price (A, B, & C Location No. 3)	\$37,100.00	No Bid	\$24,204.00	\$36,616.74

**PUR-1611
Janitorial Services**

Golden, Inc. Towson, MD	Islas General Cleaning Services Gaithersburg, MD	Jasso Maintenance, LLC Rockville, MD	L.T. Services, Inc. Falls Church, VA
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Location No. 4 - County Office Building:

A - Annual Price	\$52,800.00	No Bid	\$53,040.00	\$84,348.72
B - Annual Strip/Wax & Buff Hard Floors	\$1,200.00	No Bid	\$2,918.00	\$4,817.46
C - Annual Window Cleaning	\$800.00	No Bid	\$1,000.00	\$3,300.00
Sub-Total Annual Price (A, B, & C Location No. 4)	\$54,800.00	No Bid	\$56,958.00	\$92,466.18

Location No. 5 - Extension Services Office Building/Rural Heritage Museum Office:

A - Annual Price	\$33,600.00	No Bid	\$17,544.00	\$26,549.04
B - Annual Strip/Wax & Buff Hard Floors	\$800.00	No Bid	\$388.00	\$921.01
C - Annual Window Cleaning	\$500.00	No Bid	\$500.00	\$2,486.00
Sub-Total Annual Price (A, B, & C Location No. 5)	\$34,900.00	No Bid	\$18,432.00	\$29,956.05

Location No. 6 - Division of Emergency Services Facility:

A - Annual Price	\$16,800.00	No Bid	\$17,544.00	\$26,941.32
B - Annual Window Cleaning	\$400.00	No Bid	\$388.00	\$660.00
C - Annual Strip/Wax & Buff Hard Floors	\$300.00	No Bid	\$500.00	\$427.87
Sub-Total Annual Price (A, B, & C Location No. 6)	\$17,500.00	No Bid	\$18,432.00	\$28,029.19

**PUR-1611
Janitorial Services**

Golden, Inc. Towson, MD	Islas General Cleaning Services Gaithersburg, MD	Jasso Maintenance, LLC Rockville, MD	L.T. Services, Inc. Falls Church, VA
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Location No. 7 - Women Infants & Children (WIC) Location:

A - Annual Price	\$49,200.00	No Bid	\$11,424.00	\$25,981.68
B - Annual Window Cleaning	\$800.00	No Bid	\$200.00	\$660.00
C - Annual Strip/Wax & Buff Hard Floors	\$500.00	No Bid	\$500.00	\$3,635.50
Sub-Total Annual Price (A, B, & C Location No. 7)	\$50,500.00	No Bid	\$12,124.00	\$30,277.18

Location No. 8 - Sheriff's Department

A - Annual Price	\$44,400.00	No Bid	\$11,424.00	\$29,121.24
B - Annual Strip/Wax & Buff Hard Floors	\$1,000.00	No Bid	\$200.00	\$1,423.36
C - Annual Window Cleaning	\$400.00	No Bid	\$500.00	\$5,522.00
Sub-Total Annual Price (A, B, & C Location No. 8)	\$45,800.00*	No Bid	\$12,124.00	\$36,066.60

ADDITIONAL OPTIONAL RATES:

Additional Carpet Cleaning, as required (per square foot)	No Bid	\$0.60	\$0.11	\$0.22
Hourly Labor Rate per person for Additional Services as required. Regular (per hour)	No Bid	\$120.00	\$17.00	\$30.00
Hourly Labor Rate per person for Additional Services as required Saturdays, Sundays and Holidays: (per hour)	No Bid	\$160.00	\$17.00	\$50.00

**PUR-1611
Janitorial Services**

OPTION NO. 1: To award Location Nos. 1 to 8 to one (1) contractor

P2 Cleaning Services, LLC Laurel, MD	Queen of Clean DMV Falling Waters, WV	Sentral Services, LLC Kengington, MD	SG & Associates, LLC Hagerstown, MD
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Location No. 1 - County Administration Complex:

A - Annual Price	\$88,155.48	\$46,805.99	\$85,613.28	\$74,534.40
B - Annual Strip/Wax & Buff Hard Floors	\$1,051.25	\$330.00	\$1,682.00	\$250.00
C - Annual Window Cleaning	\$3,862.70	\$440.00	\$2,489.00	\$200.00
Sub-Total Annual Price (A, B, & C Location No. 1)	* \$93,069.43	* \$47,575.99	* \$89,784.28	* \$74,984.40

Location No. 2 - Court House & Court House Annex:

A - Annual Price	\$85,951.59	\$66,275.55	\$83,570.77	\$54,503.28
B - Annual Strip/Wax & Buff Hard Floors	\$769.00	\$302.50	\$930.00	\$250.00
C - Annual Window Cleaning	\$1,782.20	\$165.00	\$860.00	\$200.00
Sub-Total Annual Price (A, B, & C Location No. 2)	* \$88,502.79	* \$66,743.05	* \$85,360.77	* \$54,953.28

Location No. 3 - Administrative Annex Building:

A - Annual Price	\$28,650.53	\$16,775.28	\$28,024.00	\$18,633.60
B - Annual Strip/Wax & Buff Hard Floors	\$450.00	\$110.00	\$310.00	\$100.00
C - Annual Window Cleaning	\$800.00	No Bid	\$700.00	\$100.00
Sub-Total Annual Price (A, B, & C Location No. 3)	* \$29,900.53	* \$16,885.28	* \$29,034.00	* \$18,833.60

**PUR-1611
Janitorial Services**

OPTION NO. 1: To award Location Nos. 1 to 8 to one (1) contractor

P2 Cleaning Services, LLC Laurel, MD	Queen of Clean DMV Falling Waters, WV	Sentral Services, LLC Kengington, MD	SG & Associates, LLC Hagerstown, MD
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Location No. 4 - County Office Building:

A - Annual Price	\$66,116.61	\$50,136.35	\$64,597.67	\$41,925.60
B - Annual Strip/Wax & Buff Hard Floors	\$2,653.00	\$550.00	\$5,040.70	\$250.00
C - Annual Window Cleaning	\$780.00	\$55.00	\$300.00	\$100.00
Sub-Total Annual Price (A, B, & C Location No. 4)	* \$69,549.61	* \$50,741.35	* \$69,938.37	* \$42,275.60

Location No. 5 - Extension Services Office Building/Rural Heritage Museum Office:

A - Annual Price	\$22,038.87	\$16,885.55	\$21,728.94	\$18,633.60
B - Annual Strip/Wax & Buff Hard Floors	\$450.00	\$165.00	\$882.50	\$150.00
C - Annual Window Cleaning	\$350.00	No Bid	\$300.00	\$100.00
Sub-Total Annual Price (A, B, & C Location No. 5)	* \$22,838.87	* \$17,050.55	* \$22,911.44	* \$18,883.60

Location No. 6 - Division of Emergency Services:

A - Annual Price	\$22,038.87	\$26,400.00	\$23,203.96	\$18,633.60
B - Annual Strip/Wax & Buff Hard Floors	\$2,400.00	\$440.00	\$436.00	\$150.00
C - Annual Window Cleaning	\$300.00	\$65.00	\$300.00	\$100.00
Sub-Total Annual Price (A, B, & C Location No. 6)	* \$24,738.87	* \$26,905.00	* \$23,939.96	* \$18,883.60

**PUR-1611
Janitorial Services**

OPTION NO. 1: To award Location Nos. 1 to 8 to one (1) contractor

P2 Cleaning Services, LLC Laurel, MD	Queen of Clean DMV Falling Waters, WV	Sentral Services, LLC Kengington, MD	SG & Associates, LLC Hagerstown, MD
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Location No. 7 - Women, Infants & Children (WIC) and Distribution Center Warehouse Location:

A - Annual Price	\$55,097.17	\$47,685.55	\$46,649.97	\$27,950.40
B - Annual Strip/Wax & Buff Hard Floors	\$2,000.00	\$550.00	\$3,800.00	\$200.00
C - Annual Window Cleaning	\$300.00	No Bid	\$350.00	\$100.00
Sub-Total Annual Price (A, B, & C Location No. 7)	* \$57,397.17	* \$48,235.55	* \$50,799.97	* \$28,250.40

Location No. 8 - Sheriff's Department

A - Annual Price	\$27,548.59	\$23,842.78	\$22,407.69	\$37,267.20
B - Annual Strip/Wax & Buff Hard Floors	\$640.00	\$275.00	\$1,280.00	\$250.00
C - Annual Window Cleaning	\$750.00	No Bid	\$384.00	\$100.00
Sub-Total Annual Price (A, B, & C Location No. 8)	* \$28,938.59	* \$24,117.78	* \$24,071.69	* \$37,617.20
TOTAL LUMP SUM BID for OPTION NO. 1: (Sum of * items Location Nos. 1 through 8)	\$414,935.86*	\$298,254.55*	\$395,840.48	\$294,681.68

**PUR-1611
Janitorial Services**

OPTION NO. 2: To award Location Nos. 1 to 8 to one (1) contractor

P2 Cleaning Services, LLC Laurel, MD	Queen of Clean DMV Falling Waters, WV	Sentral Services, LLC Kengington, MD	SG & Associates, LLC Hagerstown, MD
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Location No. 1 - County Administration Complex:

A - Annual Price	\$89,918.58	No Bid	No Bid	\$74,534.40
B - Annual Strip/Wax & Buff Hard Floors	\$1,051.25	No Bid	No Bid	\$250.00
C1 - Annual Window Cleaning (Interior)	\$3,862.70	No Bid	No Bid	\$200.00
Sub-Total Annual Price (A, B, & C Location No. 1)	\$94,832.53	No Bid	No Bid	\$74,984.40

Location No. 2 - Court House & Court House Annex:

A - Annual Price	\$87,670.62	No Bid	No Bid	\$54,503.28
B - Annual Strip/Wax & Buff Hard Floors	\$769.00	No Bid	No Bid	\$250.00
C1 - Annual Window Cleaning	\$1,782.20	No Bid	No Bid	\$200.00
Sub-Total Annual Price (A, B, & C Location No. 2)	\$90,221.82	No Bid	No Bid	\$54,953.28

Location No. 3 - Administrative Annex Building:

A - Annual Price	\$29,223.54	No Bid	No Bid	\$18,633.60
B - Annual Strip/Wax & Buff Hard Floors	\$450.00	No Bid	No Bid	\$100.00
C1 - Annual Window Cleaning	\$800.00	No Bid	No Bid	\$100.00
Sub-Total Annual Price (A, B, & C Location No. 3)	\$30,473.54	No Bid	No Bid	\$18,833.60

**PUR-1611
Janitorial Services**

P2 Cleaning Services, LLC Laurel, MD	Queen of Clean DMV Falling Waters, WV	Sentral Services, LLC Kengington, MD	SG & Associates, LLC Hagerstown, MD
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Location No. 4 - County Office Building:

A - Annual Price	\$67,438.94	No Bid	No Bid	\$41,925.60
B - Annual Strip/Wax & Buff Hard Floors	\$2,653.00	No Bid	No Bid	\$250.00
C - Annual Window Cleaning	\$780.00	No Bid	No Bid	\$100.00
Sub-Total Annual Price (A, B, & C Location No. 4)	\$70,871.94	No Bid	No Bid	\$42,275.60

Location No. 5 - Extension Services Office Building/Rural Heritage Museum Office:

A - Annual Price	\$22,479.65	No Bid	No Bid	\$18,633.60
B - Annual Strip/Wax & Buff Hard Floors	\$450.00	No Bid	No Bid	\$150.00
C - Annual Window Cleaning	\$350.00	No Bid	No Bid	\$100.00
Sub-Total Annual Price (A, B, & C Location No. 5)	\$23,279.65	No Bid	No Bid	\$18,883.60

Location No. 6 - Division of Emergency Services Facility:

A - Annual Price	\$22,479.65	No Bid	No Bid	\$18,633.60
B - Annual Window Cleaning	\$2,400.00	No Bid	No Bid	\$150.00
C - Annual Strip/Wax & Buff Hard Floors	\$300.00	No Bid	No Bid	\$100.00
Sub-Total Annual Price (A, B, & C Location No. 6)	\$25,179.65	No Bid	No Bid	\$18,883.60

**PUR-1611
Janitorial Services**

P2 Cleaning Services, LLC Laurel, MD	Queen of Clean DMV Falling Waters, WV	Sentral Services, LLC Kengington, MD	SG & Associates, LLC Hagerstown, MD
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Location No. 7 - Women Infants & Children (WIC) Location:

A - Annual Price	\$56,199.12	No Bid	No Bid	\$27,950.40
B - Annual Window Cleaning	\$2,000.00	No Bid	No Bid	\$200.00
C - Annual Strip/Wax & Buff Hard Floors	\$300.00	No Bid	No Bid	\$100.00
Sub-Total Annual Price (A, B, & C Location No. 7)	\$58,499.12	No Bid	No Bid	\$28,250.40

Location No. 8 - Sheriff's Department

A - Annual Price	\$28,099.56	No Bid	No Bid	\$37,267.20
B - Annual Strip/Wax & Buff Hard Floors	\$640.00	No Bid	No Bid	\$250.00
C - Annual Window Cleaning	\$750.00	No Bid	No Bid	\$100.00
Sub-Total Annual Price (A, B, & C Location No. 8)	\$29,489.56	No Bid	No Bid	\$37,617.20

ADDITIONAL OPTIONAL RATES:

Additional Carpet Cleaning, as required (per square foot)	\$0.18	No Bid	\$0.15	\$0.38
Hourly Labor Rate per person for Additional Services as required. Regular (per hour)	\$25.00	No Bid	\$25.00	\$21.64
Hourly Labor Rate per person for Additional Services as required Saturdays, Sundays and Holidays: (per hour)	\$25.00	No Bid	\$37.50*	\$28.10

PUR-1611
Janitorial Services

Remarks/Exceptions:

Associated Bldg Maintenance did not provide an Authorization for Access to Records

Beck & Call Professional Services did not provide Additional Optional Rates

Beck & Call Professional Services did not complete Authorization for Access to Records

Beck & Call Professional Services Exception:

Option No. 1 Location No. 7 Item C. Apparent written error price listed as Three Hundred Cents

Diversified Services did not provide an Authorization for Access to Records

Golden, Inc. did not provide an Authorization for Access to Records

Golden, Inc. did not provide Additional Optional Rates

L.T. Services, Inc. did not provide Authorization for Access to Records

Queen of Clean DMV did not provide Additional Optional Rates

Sentral Services, LLC did not provide an Authorization for Access to Records. Will provide this form upon award.

Sentral Services, LLC Exception:

Hourly Rate per person for Additional Services as required:

Saturdays, Sundays, and Holidays: (per hour)

Listed: \$37.50

Listed: \$50.00/ Hour Holidays

Listed: Minimum 4 Hour Charge

From: [Naugle, Brandi](#)
To: [Naugle, Brandi](#)
Subject: FW: Rebid
Date: Thursday, August 3, 2023 2:44:00 PM

From: FEF Cleaning Inc. <fefcleaning@outlook.com>
Sent: Wednesday, August 2, 2023 11:17 AM
To: Naugle, Brandi <bnaugle@washco-md.net>
Subject: Rebid

WARNING!! This message originated from an **External Source**. Please use proper judgment and caution when opening attachments, clicking links, or responding to this email.
Any claims of being a County official or employee should be disregarded.

Building #1 cac

\$76800 annual building

\$200 strip wax

\$250 windows

\$77250 total annual

Building #2 courthouse

\$74880 annual building

\$100 strip wax

\$50 windows

\$75030 total annual

Building #3 annex

\$19200 annual building

\$50 strip wax

\$50 windows

\$19300 total annual

Building #4 cob

\$57600 annual building

\$500 strip wax

\$50 windows

\$58150 total annual

Building #5 extension office

\$19200 annual building

\$250 strip wax

\$50 windows

\$19500 total annual

Building 6 emergency services (no change)

\$21520 annual building
\$500 strip wax
\$50 windows
\$22070 total annual

Building 7 wic (no change)
\$34560 annual building
\$500 strip wax
\$50 windows
\$35110 total annual

Building #8 sheriff
\$14400 annual building
\$200 strip wax
\$50 windows
\$14650 total annual



Agenda Report Form

Open Session Item

SUBJECT: Contract Award (PUR-1611) Janitorial Services for Washington County

PRESENTATION DATE: August 8, 2023

PRESENTATION BY: Brandi Naugle, CPPB, Buyer, Purchasing Department; Danny Hixon, Deputy Director, Buildings, Grounds and Facilities

RECOMMENDED MOTION: Move to award the Janitorial Services contract to the responsible, responsive, bidder under Option No. 1 to Jasso Maintenance LLC, of Rockville, MD for the total amount of \$285,118 annually and unit cost as follows: Additional carpet cleaning as required (per square foot) \$.11, Hourly labor rate per person for additional services as required, regular rate per hour \$17.00, and Hourly labor rate per person for additional services as required Saturdays, Sundays and Holidays \$17.00.

REPORT-IN-BRIEF: The County accepted bids for the Janitorial Services on April 26, 2023. The bid was advertised on the State of Maryland's "*eMaryland Marketplace*" (eMMA) website and the County's website, and in the local newspaper. Sixty-Two (62) persons/companies registered and downloaded the bid document online and twelve (12) bids were received; one bid was deemed non-responsive. The contract term is for one (1) year with an option by the County to renew for up to four (4) additional consecutive one (1) year periods tentatively commencing September 2023. The County reserves the right to accept or reject any request for renewal by the Bidder and any increase in monthly costs for each specified building.

DISCUSSION: N/A

FISCAL IMPACT: Funds are budgeted for these services within each using department's FY'24 operating budget account under maintenance services.

CONCURRENCES: Public Works Director

ALTERNATIVES: N/A

ATTACHMENTS: Bid Tabulation Matrix

AUDIO/VISUAL NEEDS: N/A

**PUR-1611
Janitorial Services**

OPTION NO. 1: To award Location Nos. 1 to 8 to one (1) contractor

Associated Building Maintenance Co., Inc. Crofton, MD	Beck & Call Professional Services, LLC Baltimore, MD	Diversified Services Group, Inc. Germantown, MD	FEF Cleaning, Inc. Hollisopple, PA
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Location No. 1 - County Administration Complex:

A - Annual Price	\$96,370.07	\$74,400.00	\$73,468.52	\$46,050.00
B - Annual Strip/Wax & Buff Hard Floors	\$1,471.75	\$5,540.00	\$368.42	\$200.00
C - Annual Window Cleaning	\$4,482.50	\$3,025.00	\$1,520.00	\$250.00
Sub-Total Annual Price (A, B, & C Location No. 1)	* \$102,324.32	* \$82,965.00	* \$75,356.94	* \$46,500.00

Location No. 2 - Court House & Court House Annex:

A - Annual Price	\$92,230.58	\$77,040.00	\$71,631.81	\$49,928.00
B - Annual Strip/Wax & Buff Hard Floors	\$174.00	\$1,008.00	\$203.71	\$100.00
C - Annual Window Cleaning	\$3,036.00	\$1,010*	\$752.50	\$50.00
Sub-Total Annual Price (A, B, & C Location No. 2)	* \$95,440.58*	* \$78,048.00*	* \$72,588.02	* \$50,078.00

Location No. 3 - Administrative Annex Building:

A - Annual Price	\$32,040.23	\$37,800.00	\$23,877.27	\$14,976.00
B - Annual Strip/Wax & Buff Hard Floors	\$186.00	\$350.00	\$54.32	\$50.00
C - Annual Window Cleaning	\$1,409.10	\$400.00	\$0.00	\$50.00
Sub-Total Annual Price (A, B, & C Location No. 3)	* \$33,635.33	* \$38,550.00	* \$23,931.59	* \$15,076.00

**PUR-1611
Janitorial Services**

OPTION NO. 1: To award Location Nos. 1 to 8 to one (1) contractor

Associated Building Maintenance Co., Inc. Crofton, MD	Beck & Call Professional Services, LLC Baltimore, MD	Diversified Services Group, Inc. Germantown, MD	FEF Cleaning, Inc. Hollsopple, PA
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Location No. 4 - County Office Building:

A - Annual Price	\$72,945.24	\$61,176.00	\$55,101.39	\$39,560.00
B - Annual Strip/Wax & Buff Hard Floors	\$2,653.00	\$900.00	\$1,162.21	\$500.00
C - Annual Window Cleaning	\$1,133.00	\$300.00	\$102.50	\$50.00
Sub-Total Annual Price (A, B, & C Location No. 4)	* \$76,731.24	* \$62,376.00	* \$56,366.10	* \$40,110.00

Location No. 5 - Extension Services Office Building/Rural Heritage Museum Office:

A - Annual Price	\$25,488.04	\$22,800.00	\$18,367.13	\$11,520.00
B - Annual Strip/Wax & Buff Hard Floors	\$529.50	\$300.00	\$154.64	\$250.00
C - Annual Window Cleaning	\$250.00	\$300.00	\$0.00	\$50.00
Sub-Total Annual Price (A, B, & C Location No. 5)	* \$26,267.54	* \$23,400.00	* \$18,521.77	* \$11,820.00

Location No. 6 - Division of Emergency Services:

A - Annual Price	\$25,488.04	\$24,000.00*	\$18,367.13	\$21,520.00
B - Annual Strip/Wax & Buff Hard Floors	\$261.60	\$300.00	\$0.00	\$500.00
C - Annual Window Cleaning	\$1,287.00	\$300.00	\$0.00	\$50.00
Sub-Total Annual Price (A, B, & C Location No. 6)	* \$27,036.64	* \$24,600.00*	* \$18,367.13	* \$22,070.00

**PUR-1611
Janitorial Services**

OPTION NO. 1: To award Location Nos. 1 to 8 to one (1) contractor

Associated Building Maintenance Co., Inc. Crofton, MD	Beck & Call Professional Services, LLC Baltimore, MD	Diversified Services Group, Inc. Germantown, MD	FEF Cleaning, Inc. Hollsopple, PA
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Location No. 7 - Women, Infants & Children (WIC) and Distribution Center Warehouse Location:

A - Annual Price	\$16,483.26	\$33,543.00	\$13,775.35	\$34,560.00
B - Annual Strip/Wax & Buff Hard Floors	\$2,000.00	\$600.00	\$0.00	\$500.00
C - Annual Window Cleaning	\$606.10	\$400.00*	\$0.00	\$50.00
Sub-Total Annual Price (A, B, & C Location No. 7)	* \$19,089.36	* \$34,543.00*	* \$13,775.35	* \$35,110.00

Location No. 8 - Sheriff's Department:

A - Annual Price	\$22,486.44	\$36,639.96	\$18,367.13	\$11,520.00
B - Annual Strip/Wax & Buff Hard Floors	\$1,120.00	\$990.00	\$0.00	\$200.00
C - Annual Window Cleaning	\$1,274.90	\$300.00	\$0.00	\$50.00
Sub-Total Annual Price (A, B, & C Location No. 8)	* \$24,881.34	* \$37,929.96	* \$18,367.13	* \$11,770.00
TOTAL LUMP SUM BID for OPTION NO. 1: (Sum of * items Location Nos. 1 through 8)	\$405,406.35*	\$382,411.96*	\$297,274.03	\$232,534.00

**PUR-1611
Janitorial Services**

OPTION NO. 2: To award Location Nos. 1 to 8 to one (1) contractor

Associated Building Maintenance Co., Inc. Crofton, MD	Beck & Call Professional Services, LLC Baltimore, MD	Diversified Services Group, Inc. Germantown, MD	FEF Cleaning, Inc. Hollsopple, PA
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Location No. 1 - County Administration Complex:

A - Annual Price	\$109,136.13	No Bid	\$73,468.52	\$46,050.00
B - Annual Strip/Wax & Buff Hard Floors	\$1,189.25	No Bid	\$368.42	\$200.00
C - Annual Window Cleaning (Interior)	\$4,686.25	No Bid	\$1,520.00	\$250.00
Sub-Total Annual Price (A, B, & C Location No. 1)	\$115,011.63*	No Bid	\$75,356.94	\$46,500.00

Location No. 2 - Court House & Court House Annex:

A - Annual Price	\$107,844.48	No Bid	\$71,631.81	\$49,928.00
B - Annual Strip/Wax & Buff Hard Floors	\$232.00	No Bid	\$203.71	\$100.00
C1 - Annual Window Cleaning	\$3,174.00	No Bid	\$752.50	\$50.00
Sub-Total Annual Price (A, B, & C Location No. 2)	\$111,250.48	No Bid	\$72,588.02	\$50,078.00

Location No. 3 - Administrative Annex Building:

A - Annual Price	\$36,219.52	No Bid	\$23,877.27	\$14,976.00
B - Annual Strip/Wax & Buff Hard Floors	\$248.00	No Bid	\$54.32	\$50.00
C - Annual Window Cleaning	\$1,473.15	No Bid	\$0.00	\$50.00
Sub-Total Annual Price (A, B, & C Location No. 3)	\$37,940.67	No Bid	\$23,931.59	\$15,076.00

**PUR-1611
Janitorial Services**

Associated Building Maintenance Co., Inc. Crofton, MD	Beck & Call Professional Services, LLC Baltimore, MD	Diversified Services Group, Inc. Germantown, MD	FEF Cleaning, Inc. Hollisopple, PA
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Location No. 4 - County Office Building:

A - Annual Price	\$82,584.47	No Bid	\$55,101.39	\$39,560.00
B - Annual Strip/Wax & Buff Hard Floors	\$3,979.50	No Bid	\$1,162.21	\$500.00
C - Annual Window Cleaning	\$1,184.50	No Bid	\$102.50	\$50.00
Sub-Total Annual Price (A, B, & C Location No. 4)	\$87,748.47*	No Bid	\$56,366.10	\$40,110.00

Location No. 5 - Extension Services Office Building/Rural Heritage Museum Office:

A - Annual Price	\$28,792.60	No Bid	\$18,367.13	\$11,520.00
B - Annual Strip/Wax & Buff Hard Floors	\$706.00	No Bid	\$154.64	\$250.00
C - Annual Window Cleaning	\$250.00	No Bid	\$0.00	\$50.00
Sub-Total Annual Price (A, B, & C Location No. 5)	\$29,748.60	No Bid	\$18,521.77	\$11,820.00

Location No. 6 - Division of Emergency Services Facility:

A - Annual Price	\$28,792.60	No Bid	\$18,367.13	\$21,520.00
B - Annual Window Cleaning	\$348.80	No Bid	\$0.00	\$500.00
C - Annual Strip/Wax & Buff Hard Floors	\$1,345.50	No Bid	\$0.00	\$50.00
Sub-Total Annual Price (A, B, & C Location No. 6)	\$30,486.90	No Bid	\$18,367.13	\$22,070.00

**PUR-1611
Janitorial Services**

Associated Building Maintenance Co., Inc. Crofton, MD	Beck & Call Professional Services, LLC Baltimore, MD	Diversified Services Group, Inc. Germantown, MD	FEF Cleaning, Inc. Hollsopple, PA
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Location No. 7 - Women Infants & Children (WIC) Location:

A - Annual Price	\$18,585.86	No Bid	\$13,775.35	\$34,560.00
B - Annual Window Cleaning	\$3,000.00	No Bid	\$0.00	\$500.00
C - Annual Strip/Wax & Buff Hard Floors	\$633.65	No Bid	\$0.00	\$50.00
Sub-Total Annual Price (A, B, & C Location No. 7)	\$22,219.51	No Bid	\$13,775.35	\$35,110.00

Location No. 8 - Sheriff's Department

A - Annual Price	\$25,390.36	No Bid	\$18,367.13	\$11,520.00
B - Annual Strip/Wax & Buff Hard Floors	\$1,440.00	No Bid	\$0.00	\$200.00
C - Annual Window Cleaning	\$1,332.85	No Bid	\$0.00	\$50.00
Sub-Total Annual Price (A, B, & C Location No. 8)	\$28,163.21	No Bid	\$18,367.13	\$11,770.00

ADDITIONAL OPTIONAL RATES:

Additional Carpet Cleaning, as required (per square foot)	\$0.215	No Bid	\$0.25	\$0.50
Hourly Labor Rate per person for Additional Services as required. Regular (per hour)	\$28.78	No Bid	\$17.52	\$15.00
Hourly Labor Rate per person for Additional Services as required Saturdays, Sundays and Holidays: (per hour)	\$46.26	No Bid	\$26.26	\$23.00

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**PUR-1611
Janitorial Services**

OPTION NO. 1: To award Location Nos. 1 to 8 to one (1) contractor

Golden, Inc. Towson, MD	Islas General Cleaning Services Gaithersburg, MD	Jasso Maintenance, LLC Rockville, MD	L.T. Services, Inc. Falls Church, VA
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Location No. 1 - County Administration Complex:

A - Annual Price	\$62,400.00	\$65,000.00	\$70,584.00	\$115,268.52
B - Annual Strip/Wax & Buff Hard Floors	\$1,080.00	\$10,000.00	\$925.00	\$1,712.57
C - Annual Window Cleaning	\$2,400.00	\$60,500.00*	\$1,000.00	\$3,630.00
Sub-Total Annual Price (A, B, & C Location No. 1)	* \$65,880.00	* \$135,500.00*	* \$72,509.00	* \$120,611.09

Location No. 2 - Court House & Court House Annex:

A - Annual Price	\$52,800.00	\$65,000.00	\$68,952.00	\$111,894.84
B - Annual Strip/Wax & Buff Hard Floors	\$1,200.00	\$10,000.00	\$383.00	\$1,213.85
C - Annual Window Cleaning	\$800.00	\$6,500.00	\$1,000.00	\$10,780.00
Sub-Total Annual Price (A, B, & C Location No. 2)	* \$54,800.00	* \$81,500.00	* \$70,335.00	* \$123,888.69

Location No. 3 - Administrative Annex Building:

A - Annual Price	\$36,000.00	\$25,000.00	\$23,568.00	\$42,570.00
B - Annual Strip/Wax & Buff Hard Floors	\$700.00	\$8,000.00	\$136.00	\$300.78
C - Annual Window Cleaning	\$400.00	\$6,000.00	\$500.00	\$660.00
Sub-Total Annual Price (A, B, & C Location No. 3)	* \$37,100.00	* \$39,000.00	* \$24,204.00	* \$43,530.78

**PUR-1611
Janitorial Services**

OPTION NO. 1: To award Location Nos. 1 to 8 to one (1) contractor

Golden, Inc. Towson, MD	Islas General Cleaning Services Gaithersburg, MD	Jasso Maintenance, LLC Rockville, MD	L.T. Services, Inc. Falls Church, VA
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Location No. 4 - County Office Building:

A - Annual Price	\$52,800.00	\$60,000.00	\$53,040.00	\$90,186.72
B - Annual Strip/Wax & Buff Hard Floors	\$1,000.00	\$6,500.00	\$2,918.00	\$4,817.46
C - Annual Window Cleaning	\$600.00	\$4,500.00	\$1,000.00	\$3,300.00
Sub-Total Annual Price (A, B, & C Location No. 4)	* \$54,400.00	* \$71,000.00	* \$56,958.00	* \$98,304.18

Location No. 5 - Extension Services Office Building/Rural Heritage Museum Office:

A - Annual Price	\$33,600.00	\$25,000.00	\$17,544.00	\$33,923.88
B - Annual Strip/Wax & Buff Hard Floors	\$800.00	\$8,000.00	\$388.00	\$921.01
C - Annual Window Cleaning	\$500.00	\$6,000.00	\$500.00	\$2,486.00
Sub-Total Annual Price (A, B, & C Location No. 5)	* \$34,900.00	* \$39,000.00	* \$18,432.00	* \$37,330.89

Location No. 6 - Division of Emergency Services:

A - Annual Price	\$16,800.00	\$25,000.00	\$17,544.00	\$32,779.32
B - Annual Strip/Wax & Buff Hard Floors	\$400.00	\$8,000.00	\$388.00	\$427.87
C - Annual Window Cleaning	\$300.00	\$6,000.00	\$500.00	\$660.00
Sub-Total Annual Price (A, B, & C Location No. 6)	* \$17,500.00	* \$39,000.00	* \$18,432.00	* \$33,867.19

**PUR-1611
Janitorial Services**

OPTION NO. 1: To award Location Nos. 1 to 8 to one (1) contractor

Golden, Inc. Towson, MD	Islas General Cleaning Services Gaithersburg, MD	Jasso Maintenance, LLC Rockville, MD	L.T. Services, Inc. Falls Church, VA
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Location No. 7 - Women, Infants & Children (WIC) and Distribution Center Warehouse Location:

A - Annual Price	\$49,200.00	\$70,000.00	\$11,424.00	\$32,204.16
B - Annual Strip/Wax & Buff Hard Floors	\$800.00	\$10,000.00	\$200.00	\$3,635.50
C - Annual Window Cleaning	\$500.00	\$5,000.00	\$500.00	\$660.00
Sub-Total Annual Price (A, B, & C Location No. 7)	* \$50,500.00	* \$85,000.00	* \$12,124.00	* \$36,499.66*

Location No. 8 - Sheriff's Department

A - Annual Price	\$44,400.00	\$40,000.00	\$11,424.00	\$34,959.24
B - Annual Strip/Wax & Buff Hard Floors	\$1,000.00	\$7,000.00	\$200.00	\$1,423.36
C - Annual Window Cleaning	\$400.00	\$4,500.00	\$500.00	\$5,522.00
Sub-Total Annual Price (A, B, & C Location No. 8)	* \$45,800.00*	* \$51,500.00	* \$12,124.00	* \$41,904.60
TOTAL LUMP SUM BID for OPTION NO. 1: (Sum of * items Location Nos. 1 through 8)	\$360,880.00*	\$541,500.00*	\$285,118.00	\$535,937.08*

**PUR-1611
Janitorial Services**

OPTION NO. 2: To award Location Nos. 1 to 8 to one (1) contractor

Golden, Inc. Towson, MD	Islas General Cleaning Services Gaithersburg, MD	Jasso Maintenance, LLC Rockville, MD	L.T. Services, Inc. Falls Church, VA
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Location No. 1 - County Administration Complex:

A - Annual Price	\$62,400.00	No Bid	\$70,584.00	\$109,430.64
B - Annual Strip/Wax & Buff Hard Floors	\$1,080.00	No Bid	\$925.00	\$1,712.57
C1 - Annual Window Cleaning (Interior)	\$2,400.00	No Bid	\$1,000.00	\$3,630.00
Sub-Total Annual Price (A, B, & C Location No. 1)	\$65,880.00	No Bid	\$72,509.00	\$114,773.21

Location No. 2 - Court House & Court House Annex:

A - Annual Price	\$52,800.00	No Bid	\$68,952.00	\$107,238.96
B - Annual Strip/Wax & Buff Hard Floors	\$1,200.00	No Bid	\$383.00	\$1,213.85
C1 - Annual Window Cleaning	\$800.00	No Bid	\$1,000.00	\$10,780.00
Sub-Total Annual Price (A, B, & C Location No. 2)	\$54,800.00	No Bid	\$70,335.00	\$119,232.81

Location No. 3 - Administrative Annex Building:

A - Annual Price	\$36,000.00	No Bid	\$23,568.00	\$35,655.96
B - Annual Strip/Wax & Buff Hard Floors	\$700.00	No Bid	\$136.00	\$300.78
C1 - Annual Window Cleaning	\$400.00	No Bid	\$500.00	\$660.00
Sub-Total Annual Price (A, B, & C Location No. 3)	\$37,100.00	No Bid	\$24,204.00	\$36,616.74

**PUR-1611
Janitorial Services**

Golden, Inc. Towson, MD	Islas General Cleaning Services Gaithersburg, MD	Jasso Maintenance, LLC Rockville, MD	L.T. Services, Inc. Falls Church, VA
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Location No. 4 - County Office Building:

A - Annual Price	\$52,800.00	No Bid	\$53,040.00	\$84,348.72
B - Annual Strip/Wax & Buff Hard Floors	\$1,200.00	No Bid	\$2,918.00	\$4,817.46
C - Annual Window Cleaning	\$800.00	No Bid	\$1,000.00	\$3,300.00
Sub-Total Annual Price (A, B, & C Location No. 4)	\$54,800.00	No Bid	\$56,958.00	\$92,466.18

Location No. 5 - Extension Services Office Building/Rural Heritage Museum Office:

A - Annual Price	\$33,600.00	No Bid	\$17,544.00	\$26,549.04
B - Annual Strip/Wax & Buff Hard Floors	\$800.00	No Bid	\$388.00	\$921.01
C - Annual Window Cleaning	\$500.00	No Bid	\$500.00	\$2,486.00
Sub-Total Annual Price (A, B, & C Location No. 5)	\$34,900.00	No Bid	\$18,432.00	\$29,956.05

Location No. 6 - Division of Emergency Services Facility:

A - Annual Price	\$16,800.00	No Bid	\$17,544.00	\$26,941.32
B - Annual Window Cleaning	\$400.00	No Bid	\$388.00	\$660.00
C - Annual Strip/Wax & Buff Hard Floors	\$300.00	No Bid	\$500.00	\$427.87
Sub-Total Annual Price (A, B, & C Location No. 6)	\$17,500.00	No Bid	\$18,432.00	\$28,029.19

**PUR-1611
Janitorial Services**

Golden, Inc. Towson, MD	Islas General Cleaning Services Gaithersburg, MD	Jasso Maintenance, LLC Rockville, MD	L.T. Services, Inc. Falls Church, VA
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Location No. 7 - Women Infants & Children (WIC) Location:

A - Annual Price	\$49,200.00	No Bid	\$11,424.00	\$25,981.68
B - Annual Window Cleaning	\$800.00	No Bid	\$200.00	\$660.00
C - Annual Strip/Wax & Buff Hard Floors	\$500.00	No Bid	\$500.00	\$3,635.50
Sub-Total Annual Price (A, B, & C Location No. 7)	\$50,500.00	No Bid	\$12,124.00	\$30,277.18

Location No. 8 - Sheriff's Department

A - Annual Price	\$44,400.00	No Bid	\$11,424.00	\$29,121.24
B - Annual Strip/Wax & Buff Hard Floors	\$1,000.00	No Bid	\$200.00	\$1,423.36
C - Annual Window Cleaning	\$400.00	No Bid	\$500.00	\$5,522.00
Sub-Total Annual Price (A, B, & C Location No. 8)	\$45,800.00*	No Bid	\$12,124.00	\$36,066.60

ADDITIONAL OPTIONAL RATES:

Additional Carpet Cleaning, as required (per square foot)	No Bid	\$0.60	\$0.11	\$0.22
Hourly Labor Rate per person for Additional Services as required. Regular (per hour)	No Bid	\$120.00	\$17.00	\$30.00
Hourly Labor Rate per person for Additional Services as required Saturdays, Sundays and Holidays: (per hour)	No Bid	\$160.00	\$17.00	\$50.00

**PUR-1611
Janitorial Services**

OPTION NO. 1: To award Location Nos. 1 to 8 to one (1) contractor

P2 Cleaning Services, LLC Laurel, MD	Queen of Clean DMV Falling Waters, WV	Sentral Services, LLC Kengington, MD	SG & Associates, LLC Hagerstown, MD
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Location No. 1 - County Administration Complex:

A - Annual Price	\$88,155.48	\$46,805.99	\$85,613.28	\$74,534.40
B - Annual Strip/Wax & Buff Hard Floors	\$1,051.25	\$330.00	\$1,682.00	\$250.00
C - Annual Window Cleaning	\$3,862.70	\$440.00	\$2,489.00	\$200.00
Sub-Total Annual Price (A, B, & C Location No. 1)	* \$93,069.43	* \$47,575.99	* \$89,784.28	* \$74,984.40

Location No. 2 - Court House & Court House Annex:

A - Annual Price	\$85,951.59	\$66,275.55	\$83,570.77	\$54,503.28
B - Annual Strip/Wax & Buff Hard Floors	\$769.00	\$302.50	\$930.00	\$250.00
C - Annual Window Cleaning	\$1,782.20	\$165.00	\$860.00	\$200.00
Sub-Total Annual Price (A, B, & C Location No. 2)	* \$88,502.79	* \$66,743.05	* \$85,360.77	* \$54,953.28

Location No. 3 - Administrative Annex Building:

A - Annual Price	\$28,650.53	\$16,775.28	\$28,024.00	\$18,633.60
B - Annual Strip/Wax & Buff Hard Floors	\$450.00	\$110.00	\$310.00	\$100.00
C - Annual Window Cleaning	\$800.00	No Bid	\$700.00	\$100.00
Sub-Total Annual Price (A, B, & C Location No. 3)	* \$29,900.53	* \$16,885.28	* \$29,034.00	* \$18,833.60

**PUR-1611
Janitorial Services**

OPTION NO. 1: To award Location Nos. 1 to 8 to one (1) contractor

P2 Cleaning Services, LLC Laurel, MD	Queen of Clean DMV Falling Waters, WV	Sentral Services, LLC Kengington, MD	SG & Associates, LLC Hagerstown, MD
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Location No. 4 - County Office Building:

A - Annual Price	\$66,116.61	\$50,136.35	\$64,597.67	\$41,925.60
B - Annual Strip/Wax & Buff Hard Floors	\$2,653.00	\$550.00	\$5,040.70	\$250.00
C - Annual Window Cleaning	\$780.00	\$55.00	\$300.00	\$100.00
Sub-Total Annual Price (A, B, & C Location No. 4)	* \$69,549.61	* \$50,741.35	* \$69,938.37	* \$42,275.60

Location No. 5 - Extension Services Office Building/Rural Heritage Museum Office:

A - Annual Price	\$22,038.87	\$16,885.55	\$21,728.94	\$18,633.60
B - Annual Strip/Wax & Buff Hard Floors	\$450.00	\$165.00	\$882.50	\$150.00
C - Annual Window Cleaning	\$350.00	No Bid	\$300.00	\$100.00
Sub-Total Annual Price (A, B, & C Location No. 5)	* \$22,838.87	* \$17,050.55	* \$22,911.44	* \$18,883.60

Location No. 6 - Division of Emergency Services:

A - Annual Price	\$22,038.87	\$26,400.00	\$23,203.96	\$18,633.60
B - Annual Strip/Wax & Buff Hard Floors	\$2,400.00	\$440.00	\$436.00	\$150.00
C - Annual Window Cleaning	\$300.00	\$65.00	\$300.00	\$100.00
Sub-Total Annual Price (A, B, & C Location No. 6)	* \$24,738.87	* \$26,905.00	* \$23,939.96	* \$18,883.60

**PUR-1611
Janitorial Services**

OPTION NO. 1: To award Location Nos. 1 to 8 to one (1) contractor

P2 Cleaning Services, LLC Laurel, MD	Queen of Clean DMV Falling Waters, WV	Sentral Services, LLC Kengington, MD	SG & Associates, LLC Hagerstown, MD
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Location No. 7 - Women, Infants & Children (WIC) and Distribution Center Warehouse Location:

A - Annual Price	\$55,097.17	\$47,685.55	\$46,649.97	\$27,950.40
B - Annual Strip/Wax & Buff Hard Floors	\$2,000.00	\$550.00	\$3,800.00	\$200.00
C - Annual Window Cleaning	\$300.00	No Bid	\$350.00	\$100.00
Sub-Total Annual Price (A, B, & C Location No. 7)	* \$57,397.17	* \$48,235.55	* \$50,799.97	* \$28,250.40

Location No. 8 - Sheriff's Department

A - Annual Price	\$27,548.59	\$23,842.78	\$22,407.69	\$37,267.20
B - Annual Strip/Wax & Buff Hard Floors	\$640.00	\$275.00	\$1,280.00	\$250.00
C - Annual Window Cleaning	\$750.00	No Bid	\$384.00	\$100.00
Sub-Total Annual Price (A, B, & C Location No. 8)	* \$28,938.59	* \$24,117.78	* \$24,071.69	* \$37,617.20
TOTAL LUMP SUM BID for OPTION NO. 1: (Sum of * items Location Nos. 1 through 8)	\$414,935.86*	\$298,254.55*	\$395,840.48	\$294,681.68

**PUR-1611
Janitorial Services**

OPTION NO. 2: To award Location Nos. 1 to 8 to one (1) contractor

P2 Cleaning Services, LLC Laurel, MD	Queen of Clean DMV Falling Waters, WV	Sentral Services, LLC Kengington, MD	SG & Associates, LLC Hagerstown, MD
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Location No. 1 - County Administration Complex:

A - Annual Price	\$89,918.58	No Bid	No Bid	\$74,534.40
B - Annual Strip/Wax & Buff Hard Floors	\$1,051.25	No Bid	No Bid	\$250.00
C1 - Annual Window Cleaning (Interior)	\$3,862.70	No Bid	No Bid	\$200.00
Sub-Total Annual Price (A, B, & C Location No. 1)	\$94,832.53	No Bid	No Bid	\$74,984.40

Location No. 2 - Court House & Court House Annex:

A - Annual Price	\$87,670.62	No Bid	No Bid	\$54,503.28
B - Annual Strip/Wax & Buff Hard Floors	\$769.00	No Bid	No Bid	\$250.00
C1 - Annual Window Cleaning	\$1,782.20	No Bid	No Bid	\$200.00
Sub-Total Annual Price (A, B, & C Location No. 2)	\$90,221.82	No Bid	No Bid	\$54,953.28

Location No. 3 - Administrative Annex Building:

A - Annual Price	\$29,223.54	No Bid	No Bid	\$18,633.60
B - Annual Strip/Wax & Buff Hard Floors	\$450.00	No Bid	No Bid	\$100.00
C1 - Annual Window Cleaning	\$800.00	No Bid	No Bid	\$100.00
Sub-Total Annual Price (A, B, & C Location No. 3)	\$30,473.54	No Bid	No Bid	\$18,833.60

**PUR-1611
Janitorial Services**

P2 Cleaning Services, LLC Laurel, MD	Queen of Clean DMV Falling Waters, WV	Sentral Services, LLC Kengington, MD	SG & Associates, LLC Hagerstown, MD
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Location No. 4 - County Office Building:

A - Annual Price	\$67,438.94	No Bid	No Bid	\$41,925.60
B - Annual Strip/Wax & Buff Hard Floors	\$2,653.00	No Bid	No Bid	\$250.00
C - Annual Window Cleaning	\$780.00	No Bid	No Bid	\$100.00
Sub-Total Annual Price (A, B, & C Location No. 4)	\$70,871.94	No Bid	No Bid	\$42,275.60

Location No. 5 - Extension Services Office Building/Rural Heritage Museum Office:

A - Annual Price	\$22,479.65	No Bid	No Bid	\$18,633.60
B - Annual Strip/Wax & Buff Hard Floors	\$450.00	No Bid	No Bid	\$150.00
C - Annual Window Cleaning	\$350.00	No Bid	No Bid	\$100.00
Sub-Total Annual Price (A, B, & C Location No. 5)	\$23,279.65	No Bid	No Bid	\$18,883.60

Location No. 6 - Division of Emergency Services Facility:

A - Annual Price	\$22,479.65	No Bid	No Bid	\$18,633.60
B - Annual Window Cleaning	\$2,400.00	No Bid	No Bid	\$150.00
C - Annual Strip/Wax & Buff Hard Floors	\$300.00	No Bid	No Bid	\$100.00
Sub-Total Annual Price (A, B, & C Location No. 6)	\$25,179.65	No Bid	No Bid	\$18,883.60

**PUR-1611
Janitorial Services**

P2 Cleaning Services, LLC Laurel, MD	Queen of Clean DMV Falling Waters, WV	Sentral Services, LLC Kengington, MD	SG & Associates, LLC Hagerstown, MD
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Location No. 7 - Women Infants & Children (WIC) Location:

A - Annual Price	\$56,199.12	No Bid	No Bid	\$27,950.40
B - Annual Window Cleaning	\$2,000.00	No Bid	No Bid	\$200.00
C - Annual Strip/Wax & Buff Hard Floors	\$300.00	No Bid	No Bid	\$100.00
Sub-Total Annual Price (A, B, & C Location No. 7)	\$58,499.12	No Bid	No Bid	\$28,250.40

Location No. 8 - Sheriff's Department

A - Annual Price	\$28,099.56	No Bid	No Bid	\$37,267.20
B - Annual Strip/Wax & Buff Hard Floors	\$640.00	No Bid	No Bid	\$250.00
C - Annual Window Cleaning	\$750.00	No Bid	No Bid	\$100.00
Sub-Total Annual Price (A, B, & C Location No. 8)	\$29,489.56	No Bid	No Bid	\$37,617.20

ADDITIONAL OPTIONAL RATES:

Additional Carpet Cleaning, as required (per square foot)	\$0.18	No Bid	\$0.15	\$0.38
Hourly Labor Rate per person for Additional Services as required. Regular (per hour)	\$25.00	No Bid	\$25.00	\$21.64
Hourly Labor Rate per person for Additional Services as required Saturdays, Sundays and Holidays: (per hour)	\$25.00	No Bid	\$37.50*	\$28.10

PUR-1611
Janitorial Services

Remarks/Exceptions:

Associated Bldg Maintenance did not provide an Authorization for Access to Records

Beck & Call Professional Services did not provide Additional Optional Rates

Beck & Call Professional Services did not complete Authorization for Access to Records

Beck & Call Professional Services Exception:

Option No. 1 Location No. 7 Item C. Apparent written error price listed as Three Hundred Cents

Diversified Services did not provide an Authorization for Access to Records

Golden, Inc. did not provide an Authorization for Access to Records

Golden, Inc. did not provide Additional Optional Rates

L.T. Services, Inc. did not provide Authorization for Access to Records

Queen of Clean DMV did not provide Additional Optional Rates

Sentral Services, LLC did not provide an Authorization for Access to Records. Will provide this form upon award.

Sentral Services, LLC Exception:

Hourly Rate per person for Additional Services as required:

Saturdays, Sundays, and Holidays: (per hour)

Listed: \$37.50

Listed: \$50.00/ Hour Holidays

Listed: Minimum 4 Hour Charge



Agenda Report Form

Open Session Item

SUBJECT: Washington County Gaming Commission's Annual Report and Fiscal Year 2023 Gaming Fund Allocation Announcement

PRESENTATION DATE: August 8, 2023

PRESENTATION BY: Susan Buchanan, Director, Office of Grant Management; Sam Cool, Chair, Washington County Gaming Commission

RECOMMENDED MOTION: This presentation is for informational purposes only. No motion or action is requested.

REPORT-IN-BRIEF: The Washington County Gaming Commission wishes to present their annual report to the Board of County Commissioners and to announce the Commission's fiscal year 2023 funding decisions. In fiscal year 2023, the Gaming Commission had available \$2,543,030.34 for distribution to local charitable organizations and the Volunteer Fire & Rescue Association. This figure reflects a decrease in revenues of \$47,982.59 when compared to the previous fiscal year. In accordance with State Statute, 50% of the funding received is allocated to the Washington County Volunteer Fire & Rescue Association and the remaining has been allocated to charitable organizations in Washington County.

DISCUSSION: In May of 2023, the Gaming Commission received 85 funding applications from 73 charitable organizations. The total amount of funding requested from those 85 applications was \$2,992,551.51. The applications were reviewed and considered by each Commissioner. After review, group deliberations and a gaming hearing in June, the Gaming Commission determined appropriate funding allocations based on the published and approved "Guidelines for Distribution of Gaming Funds" which is consistent with the State Statute governing the distribution of such funds.

FISCAL IMPACT: There is no fiscal impact to the Washington County general fund.

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Funding Allocation Press Release (to be provided during presentation).

AUDIO/VISUAL NEEDS: N/A



Agenda Report Form

Open Session Item

SUBJECT: Police Recruitment and Retention Grant – Approval to Accept Awarded Funding

PRESENTATION DATE: August 8, 2023

PRESENTATION BY: Cody Miller, Quartermaster/Grants Manager, Washington County Sheriff's Office and Rachel Souders, Sr. Grant Manager, Office of Grant Management

RECOMMENDED MOTION: Move to approve the acceptance of funding awarded under the FY24 Police Recruitment and Retention Grant Program from the Governor's Office of Crime Prevention, Youth, and Victim Services in the amount of \$30,000.

REPORT-IN-BRIEF: The Washington County Sheriff's Office has been awarded \$30,000 from the FY24 Police Recruitment and Retention (PRAR) Grant Program for the purpose of retention incentives and recruitment efforts.

DISCUSSION: The Police Recruitment and Retention (PRAR) Grant Program provides funding to recruit and retain qualified sworn law enforcement officers, particularly for expenses that are not covered in local budgets. The Governor's Office of Crime Prevention, Youth, and Victim Services has awarded the Washington County Sheriff's Office \$30,000 in grant funding; \$20,327 will be used to purchase new boots for all deputies and \$9,673 will be used for a billboard advertisement to boost recruitment.

FISCAL IMPACT: Will provide the Washington County Sheriff's Office with \$30,000 for retention and recruitment objectives.

CONCURRENCES: Susan Buchanan, Director, Office of Grant Management

ALTERNATIVES: Deny acceptance of the award

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A



Agenda Report Form

Open Session Item

SUBJECT: Firefighter Career Ladder

PRESENTATION DATE: August 8, 2023

PRESENTATION BY: Michelle Gordon, Acting County Administrator; David Hays, Director of Emergency Services

RECOMMENDATION: Approve the career ladder for Firefighters and the creation of the Firefighter Recruit and Firefighter job classifications.

REPORT-IN-BRIEF: Discussions with the Division of Emergency Services, Human Resources, Budget & Finance and the County Administrator's office outlined the need for the development of a career ladder for employees in Firefighter roles. Staff is recommending that we create two (2) new job classifications titled as follows: 1) Firefighter Recruit; and, 2) Firefighter. The creation of a career ladder will enable the department to recruit individuals with little to no experience and promote employees during the year as they attain the proper certifications and experience. Additionally, this initiative will open the pool of potential candidates to those recent graduates of the WCPS Boyd J. Michael, III Technical High School, Fire & Rescue Academy. No additional positions are being requested at this time.

DISCUSSION: Staff is recommending that we create two (2) new job classifications titled as follows: 1) Firefighter Recruit, DES grade 2; and, 2) Firefighter, DES grade 3. Currently, potential candidates must meet the minimum qualifications as outlined in the job description for a Firefighter / Fire Apparatus Operator (FF/FAO), DES grade 4 in order to begin employment in County Fire Operations. This position requires that candidates currently possess certain certifications and a Maryland Class B Drivers' license. Those requirements limit the number of potential candidates that are able to apply for vacant positions creating a hardship for the department and County residents.

The establishment of these new job classifications creates a "career ladder" that will enable the department to recruit individuals with little to no experience and promote employees during the year as they attain the proper certifications and experience. Career ladders also promote staff retention, motivate the workforce to improve their skills, attract talented candidates who want to develop a career, and show our staff that they are valued. Additionally, this initiative will foster a collaborative effort with WCPS. This initiative will open the doors to the pool of potential candidates who are recent graduates of the WCPS Boyd J. Michael, III Technical High School, Fire & Rescue Academy retaining and employing those talented individuals in Washington County. Based the number of current vacancies (5) in this department, no additional positions are being requested at this time.

FISCAL IMPACT: Based on the number of current vacancies (5) in this department and the fact that the new job classifications are lower grades than those currently authorized in the budget, this initiative will be budget neutral.

CONCURRENCES: None

ALTERNATIVES: None

ATTACHMENTS: DES Grade Scale; Firefighter Recruit Job Description; Firefighter Job Description

AUDIO/VISUAL NEEDS: None

Washington County Government
FY24 DES Field Staff Salary Scale (2496 work hours) FINAL
6/24/2023

		STEP																			
Grade	Position	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
		Base	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%
8	Batt Chief	68,465	70,188	71,935	73,732	75,579	77,476	79,423	81,420	83,466	85,563	87,709	89,906	92,152	94,449	96,820	99,241	101,712	104,258	106,854	109,524
		27.43	28.12	28.82	29.54	30.28	31.04	31.82	32.62	33.44	34.28	35.14	36.02	36.92	37.84	38.79	39.76	40.75	41.77	42.81	43.88
7	Captain	63,373	64,946	66,568	68,241	69,938	71,685	73,482	75,329	77,201	79,123	81,095	83,117	85,188	87,310	89,482	91,728	94,024	96,371	98,792	101,263
		25.39	26.02	26.67	27.34	28.02	28.72	29.44	30.18	30.93	31.70	32.49	33.30	34.13	34.98	35.85	36.75	37.67	38.61	39.58	40.57
6	FF/LT	58,681	60,154	61,651	63,199	64,771	66,394	68,066	69,763	71,510	73,308	75,130	77,002	78,924	80,895	82,917	84,989	87,110	89,282	91,503	93,800
		23.51	24.10	24.70	25.32	25.95	26.60	27.27	27.95	28.65	29.37	30.10	30.85	31.62	32.41	33.22	34.05	34.90	35.77	36.66	37.58
5	FF-Tech	54,338	55,686	57,084	58,506	59,979	61,476	63,024	64,596	66,219	67,866	69,564	71,311	73,083	74,905	76,777	78,699	80,671	82,692	84,764	86,886
	FF-PM	21.77	22.31	22.87	23.44	24.03	24.63	25.25	25.88	26.53	27.19	27.87	28.57	29.28	30.01	30.76	31.53	32.32	33.13	33.96	34.81
4	FF/FAO	50,319	51,567	52,865	54,188	55,536	56,934	58,356	59,804	61,302	62,824	64,397	66,019	67,667	69,364	71,086	72,858	74,680	76,552	78,474	80,446
		20.16	20.66	21.18	21.71	22.25	22.81	23.38	23.96	24.56	25.17	25.80	26.45	27.11	27.79	28.48	29.19	29.92	30.67	31.44	32.23
3	Firefighter	46,575	47,748	48,947	50,170	51,418	52,716	54,038	55,386	56,759	58,182	59,629	61,127	62,650	64,222	65,820	67,467	69,164	70,886	72,659	74,481
		18.66	19.13	19.61	20.10	20.60	21.12	21.65	22.19	22.74	23.31	23.89	24.49	25.10	25.73	26.37	27.03	27.71	28.40	29.11	29.84
2	Recruit	43,106	44,179	45,277	46,401	47,549	48,747	49,970	51,218	52,491	53,814	55,162	56,534	57,957	59,405	60,902	62,425	63,997	65,595	67,242	68,915
		17.27	17.70	18.14	18.59	19.05	19.53	20.02	20.52	21.03	21.56	22.10	22.65	23.22	23.80	24.40	25.01	25.64	26.28	26.94	27.61
1	Reserved (Future)																				

Washington County
FY24 DES Field Sta
6/24/2023

		STEP																			
Grade	Position	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
		+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%	+ 2.5%
8	Batt Chief	112,270	115,066	117,936	120,881	123,901	126,996	130,166	133,411	136,756	140,175	143,670	147,264	150,958	154,727	158,596	162,564	166,633	170,801	175,069	179,437
		44.98	46.10	47.25	48.43	49.64	50.88	52.15	53.45	54.79	56.16	57.56	59.00	60.48	61.99	63.54	65.13	66.76	68.43	70.14	71.89
7	Captain	103,784	106,380	109,050	111,771	114,566	117,437	120,382	123,402	126,497	129,667	132,912	136,232	139,626	143,121	146,690	150,359	154,128	157,972	161,916	165,959
		41.58	42.62	43.69	44.78	45.90	47.05	48.23	49.44	50.68	51.95	53.25	54.58	55.94	57.34	58.77	60.24	61.75	63.29	64.87	66.49
6	FF/LT	96,146	98,542	101,013	103,534	106,130	108,776	111,496	114,292	117,137	120,058	123,053	126,123	129,268	132,488	135,807	139,202	142,671	146,241	149,885	153,629
		38.52	39.48	40.47	41.48	42.52	43.58	44.67	45.79	46.93	48.10	49.30	50.53	51.79	53.08	54.41	55.77	57.16	58.59	60.05	61.55
5	FF-Tech	89,057	91,279	93,550	95,896	98,292	100,739	103,260	105,830	108,476	111,197	113,967	116,813	119,733	122,728	125,798	128,943	132,163	135,458	138,852	142,322
	FF-PM	35.68	36.57	37.48	38.42	39.38	40.36	41.37	42.40	43.46	44.55	45.66	46.80	47.97	49.17	50.40	51.66	52.95	54.27	55.63	57.02
4	FF/FAO	82,468	84,540	86,661	88,833	91,054	93,325	95,647	98,043	100,489	103,010	105,581	108,227	110,922	113,693	116,538	119,459	122,454	125,524	128,669	131,889
		33.04	33.87	34.72	35.59	36.48	37.39	38.32	39.28	40.26	41.27	42.30	43.36	44.44	45.55	46.69	47.86	49.06	50.29	51.55	52.84
3	Firefighter	76,353	78,250	80,196	82,193	84,240	86,337	88,483	90,705	92,976	95,297	97,668	100,115	102,611	105,181	107,802	110,498	113,268	116,089	118,984	121,955
		30.59	31.35	32.13	32.93	33.75	34.59	35.45	36.34	37.25	38.18	39.13	40.11	41.11	42.14	43.19	44.27	45.38	46.51	47.67	48.86
2	Recruit	70,637	72,409	74,231	76,078	77,975	79,922	81,919	83,965	86,062	88,209	90,405	92,676	94,998	97,369	99,815	102,311	104,857	107,478	110,173	112,919
		28.30	29.01	29.74	30.48	31.24	32.02	32.82	33.64	34.48	35.34	36.22	37.13	38.06	39.01	39.99	40.99	42.01	43.06	44.14	45.24
1	Reserved (Future)																				



JOB TITLE:	Firefighter (Full Time)	GRADE:	DES Grade 3
DEPARTMENT:	Division of Emergency Services	FLSA STATUS:	Non-Exempt
REPORTS TO:	Lieutenant or Captain		

GENERAL RESPONSIBILITIES:

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

ESSENTIAL TASKS:

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

1. Responds to and participates in firefighting, technical rescue, auto extrication, hazardous materials incidents, medical emergencies, and other emergency operations as required.
2. Drives and operates emergency vehicles (< 20,000lbs) under emergency and non-emergency conditions.
3. Performs fire suppression activities; including but not limited to, fire attack, vehicle and machinery extrication and victim rescue, and exposure protection, ventilation, overhaul, and property preservation.
4. Performs prehospital emergency medical care as required.
5. Performs inspections, preventative maintenance, and cleaning of vehicles and equipment to ensure operational readiness.
6. Executes comprehensive fire, rescue and/or emergency medical reports documenting emergency and non-emergency responses.
7. Assists with routine or scheduled housekeeping duties at fire and rescue station.
8. Assists with routine administrative tasks and performs other related duties as required.
9. Participates in special projects as directed.

Firefighter

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10. Through training sessions, exercises, publications, and other means; maintains a working knowledge of current technologies, equipment, certification requirements and other areas pertinent to the operation.
11. Perform other related duties as assigned.

QUALIFICATIONS AND REQUIREMENTS:

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

- **Must be 18 years** old at the time of hire.
- High School graduate or GED.
- Possession of valid Maryland Class C driver's license (or equivalent license from state of residence).
- Course or certification prerequisites:
 - Firefighter I (Maryland Fire and Rescue Institute, Pro Board or IFSAC certification)
 - Emergency Medical Technician or higher (Maryland, National Registry, or reciprocating state)
- Preference may be given to applicants with additional advanced training in fire suppression, hazardous materials, confined space rescue, water emergencies, structural and trench collapse, rope rescue and emergency medical care.
- Knowledge of local, state, and national laws and standards as they apply to the fields of fire, rescue, and emergency medical care.
- Proficient in use of computer applications including but not limited to word processing, spreadsheets, email, and capable of learning various reporting software programs (i.e., ESO, eMEDS).
- Ability to effectively analyze technical data, to write and maintain complex records, research, and prepare reports relating to public safety and operations.
- Ability to establish and maintain effective working relationships with volunteer and/or career firefighters and officers, municipal employees, elected officials, media, and the general public.
- Strong and effective spoken and written (English) communications skills, including public speaking.

PHYSICAL REQUIREMENTS:

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone (wearing and using a headset) and personal contact as



Firefighter

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normally defined by the ability to see, read, hear, handle, or feel objects and related equipment, such as, but not limited to personal computer, calculator, copier, fax machine, radio console, large vehicles, hydraulic tools, firefighting, and rescue tools, etc. Must have the ability to respond to the spontaneous physical demands of comprehensive fire/rescue and EMS duties, all of which involve standing, walking, moving, climbing, lifting, carrying, bending, kneeling, crawling, reaching, handling, pushing and pulling. Ability to perform various functions under emergency conditions including operating in environments immediately dangerous to life and health (IDLH) with appropriate personal protective equipment (PPE), including self-contained breathing apparatus and encapsulated hazardous material PPE. Ability to perform emergency operations in confined spaces, in near-zero visibility conditions, and at extreme heights.

SPECIAL REQUIREMENTS:

1. Available for varied work hours (including days, evenings, overnights, holidays, consecutive shifts, and mandatory overtime shifts), as needed, and available on an on-call basis for emergency situations.
2. Successful completion of a physical agility test and oral interview board.
3. Successful completion of a pre-employment physical including respirator clearance and drug testing (following a conditional offer of employment).
4. Successful completion of fingerprint background investigation.
5. Successful completion of a background investigation.
6. Successful completion of a psychological evaluation (following a conditional offer of employment).
7. Successful completion of all Washington County Fire/EMS Recruit Academy. Successful completion is defined as attaining a passing grade in each course as defined by the specific curriculum or the academy handbook.
8. This position subject to random drug and alcohol testing.
9. The probationary period for this position is 12 months.

Non-Exempt
06/07/2023



JOB TITLE:	Recruit (Full Time)	GRADE:	DES Grade 2
DEPARTMENT:	Division of Emergency Services	FLSA STATUS:	Non-Exempt
REPORTS TO:	PSTC Fire Rescue Training Officer		

GENERAL RESPONSIBILITIES:

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

ESSENTIAL TASKS:

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

1. Responds to and participates in firefighting, technical rescue, auto extrication, hazardous materials incidents, medical emergencies, and other emergency operations as required.
2. Drives and operates emergency vehicles (< 20,000lbs) under emergency and non-emergency conditions.
3. Performs fire suppression activities; including but not limited to, fire attack, vehicle and machinery extrication and victim rescue, and exposure protection, ventilation, overhaul, and property preservation.
4. Performs prehospital emergency medical care as required.
5. Performs inspections, preventative maintenance, and cleaning of vehicles and equipment to ensure operational readiness.
6. Executes comprehensive fire, rescue and/or emergency medical reports documenting emergency and non-emergency responses.
7. Assists with routine or scheduled housekeeping duties at fire and rescue station.
8. Assists with routine administrative tasks and performs other related duties as required.
9. Participates in special projects as directed.

10. Through training sessions, exercises, publications, and other means; obtains/maintains a working knowledge of current technologies, equipment, certification requirements and other areas pertinent to the operation.
11. Perform other related duties as assigned.

QUALIFICATIONS AND REQUIREMENTS:

- **Must be 18 years** old at the time of hire.
- High School graduate or GED.
- Possession of valid Maryland Class C driver's license (or equivalent license from state of residence).
- Preference may be given to applicants with additional advanced training in fire suppression, hazardous materials, confined space rescue, water emergencies, structural and trench collapse, rope rescue and emergency medical care.
- Proficient in use of computer applications including but not limited to word processing, spreadsheets, email, and capable of learning various reporting software programs.
- Ability to write reports relating to public safety and operations.
- Ability to establish and maintain effective working relationships with volunteer and/or career firefighters and officers, municipal employees, elected officials, media, and the general public.
- Strong and effective spoken and written (English) communications skills, including public speaking.

PHYSICAL REQUIREMENTS:

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone (wearing and using a headset) and personal contact as normally defined by the ability to see, read, hear, handle, or feel objects and related equipment, such as, but not limited to personal computer, calculator, copier, fax machine, radio console, large vehicles, hydraulic tools, firefighting, and rescue tools, etc. Must have the ability to respond to the spontaneous physical demands of comprehensive fire/rescue and EMS duties, all of which involve standing, walking, moving, climbing, lifting, carrying, bending, kneeling, crawling, reaching, handling, pushing and pulling. Ability to perform various functions under emergency conditions including operating in environments immediately dangerous to life and health (IDLH) with appropriate personal protective equipment (PPE), including self-contained breathing apparatus and encapsulated hazardous material PPE. Ability to perform emergency operations in confined spaces, in near-zero visibility conditions, and at extreme heights.

SPECIAL REQUIREMENTS:

1. Available for varied work hours (including days, evenings, overnights, holidays, consecutive shifts, and mandatory overtime shifts), as needed, and available on an on-call basis for emergency situations.
2. Successful completion of a physical agility test and oral interview board.
3. Successful completion of a pre-employment physical including respirator clearance and drug testing (following a conditional offer of employment).
4. Successful completion of fingerprint background investigation.
5. Successful completion of a background investigation.
6. Successful completion of a psychological evaluation (following a conditional offer of employment).
7. Successful completion of all Washington County Fire/EMS Recruit Academy. Successful completion is defined as attaining a passing grade in each course as defined by the specific curriculum, or the academy handbook. Upon successful completion of the Washington County Fire/EMS Recruit Academy and graduation, the employee will promote from Recruit to Firefighter with the associated increase in wages.
8. The Firefighter Recruit will work a forty-eight (48) hour work week, normally M-F (may include nights weekends as directed) while assigned to the Washington County Fire/EMS Academy
9. Upon successful completion of the Washington County Fire/EMS Recruit Academy, the employee will be assigned a 24/48 hr. shift (2,496 hours annually) with a fixed Kelly Day.
10. This position is subject to random drug and alcohol testing.
11. The probationary period for this position is 12 months.

Non-Exempt

08/01/2023



Agenda Report Form

Open Session Item

SUBJECT: Budget Adjustment for unbudgeted costs

PRESENTATION DATE: August 8, 2023

PRESENTATION BY: Michelle Gordon, Acting County Administrator

RECOMMENDATION: Move to approve the budget adjustment as presented.

REPORT-IN-BRIEF: Establish FY24 Budget for the Police Accountability Board.

DISCUSSION: The Police Accountability Board was established through the Maryland Police Accountability Act of 2021 – Police Discipline and Law Enforcement Programs and Procedures Act (Act). This Act required that each county of the State of MD establish a Police Accountability Board (PAB). The County enacted Ordinance 2022-10 on June 7, 2022 to establish the Washington county, Maryland, Police Accountability Board. The Act further requires that each county establish an administrative charging committee to review the findings of law enforcement agency investigations and make recommendations for potential administrative action.

Lastly, the Act further requires that each county establish the budget and staff for the PAB. A FY24 budget adjustment has been generated to create the FY24 budget for this newly formed board and is expenditures are estimated at \$25,000.

FISCAL IMPACT: \$25,000 to be funded by reducing the County's additional contribution to the Pension Fund

CONCURRENCES: Kelcee Mace, Interim Chief Financial Officer

ALTERNATIVES: None

ATTACHMENTS: Budget Adjustment Form 10600_07_19_2023_FY24

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.

Department Head Authorization

Division Director / Elected Official Authorization

Budget & Finance Director Approval

County Administrator Approval

County Commissioners Approval

Transaction/Post-Finance

Deputy Director - Finance

Preparer, if applicable

Required approval with date

If applicable with date

Required approval with date

Required approval with date

Required > \$ 25,000 with date

Kelcee Mace
Digitally signed by Kelcee Mace
Date: 2023.07.19 12:25:1 -0400

Expenditure / Account Number	Fund Number	Department Number	Project Number	Grant Number	Activity Code	Department and Account Description	Increase (Decrease) + / -
500005	10	10600				County Attorney - Wages-Part Time	25,000
500130	10	11200				General Operations - Pension	-25,000

Explain Budget Adjustment

In accordance with Maryland Policy Accountability Act of 2021 and Ordinance 2022-10 (dated June 7, 2022) titled Washington County, Maryland, Policy Accountability Ordinance, a FY24 budget adjustment is needed to establish a budget for the Police Accountability Board.

Required Action by
County Commissioners

☐

No Approval Required

☒

Approval Required

Approval Date if
Known

Aug 8, 2023

[illegible]



Agenda Report Form

Open Session Item

SUBJECT: Budget Adjustment for unbudgeted costs

PRESENTATION DATE: August 8, 2023

PRESENTATION BY: Michelle Gordon, Acting County Administrator

RECOMMENDATION: Move to approve the budget adjustment as presented.

REPORT-IN-BRIEF: FY24 Budget Adjustment to fund the recently approved contract with the Humane Society of Washington County and the recently approved addition of one (1) position in the County Attorney's office.

DISCUSSION: This FY24 Budget Adjustment is needed in order to fund the recently approved contract with the Humane Society of Washington County in the amount of \$368,470. This budget adjustment also includes funding for the recently approved addition of one (1) position in the County Attorney's office in the amount of \$122,170. Both adjustments total \$490,640.

FISCAL IMPACT: \$490,640 to be funded by reducing the County's additional contribution to the Pension Fund in the amount of \$90,640 and increasing revenue for the Admission and Amusement Tax by \$400,000.

CONCURRENCES: Kelcee Mace, Interim Chief Financial Officer

ALTERNATIVES: None

ATTACHMENTS: Budget Adjustment Form 10600_06_08_2023_FY24

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.

Department Head Authorization

Division Director / Elected Official Authorization

Budget & Finance Director Approval

County Administrator Approval

County Commissioners Approval

Kimberly K Edlund

Digitally signed by Kimberly K Edlund
Date: 2023.06.23 14:12:44 -04'00'

Transaction/Post-Finance

Deputy Director - Finance

Preparer, if applicable

Debra Dickey
Digitally signed by Debra Dickey
Date: 2023.06.19 10:45:18 -04'00'

Required approval with date

If applicable with date

Required approval with date

Jun 23, 2023

Required approval with date

Required > \$ 25,000 with date

Expenditure / Account Number	Fund Number	Department Number	Project Number	Grant Number	Activity Code	Department and Account Description	Increase (Decrease) + / -
500000	10	10600				Full-Time Wages County Attorney	79,280
500100	10	10600				FICA	6,070
500120	10	10600				Health Insurance	16,000
500125	10	10600				Other Insurance	30
500130	10	10600				Pension	20,610
500140	10	10600				Workers Compensation	180
502000	10	93100				Humane Society - Allocation	368,470
400510	10	00000				Admission and Amusement Tax	400,000
500130	10	11200				Pension - General Operations	-90,640

Explain
Budget Adjustment

Budget adjustment needed to add an additional Assistant County Attorney Position into the FY2024 budget for the County Attorney department. Also adjusting for the increase in the allocation to Humane Society from \$1,531,530 to \$1,900,000. The Commissioners have also decided to not eliminate Admission and Amusement tax.

Required Action by
County Commissioners

☐

No Approval Required

☒

Approval Required

Approval Date if
Known

[illegible]



Agenda Report Form

Open Session Item

SUBJECT: Budget Adjustment for unbudgeted costs

PRESENTATION DATE: August 8, 2023

PRESENTATION BY: Michelle Gordon, Acting County Administrator

RECOMMENDATION: Move to approve the budget adjustment as presented.

REPORT-IN-BRIEF: Establish FY24 CIP Budget for the Water Line Extension in Hancock that was approved on July 11, 2023.

DISCUSSION: On July 11, 2023, the Commission ratified the Memorandum of Understanding (MOU) between the County, the Town of Hancock, and Bruceton Farm Services Inc to provide funding in an amount up to and not to exceed \$139,278.34. The funding is needed to construct an eight (8) inch water line extension on Main Street in Hancock to promote business development in that area.

FISCAL IMPACT: \$139,279.00 funding from CIP Reserves

CONCURRENCES: Kelcee Mace, Interim Chief Financial Officer

ALTERNATIVES: None

ATTACHMENTS: Budget Adjustment Form 10600_07_19_2_2023_FY24

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.

Department Head Authorization

Division Director / Elected Official Authorization

Budget & Finance Director Approval

County Administrator Approval

County Commissioners Approval

Kelcee Mace

Digitally signed by Kelcee Mace
Date: 2023.07.19 10:28:24 -04'00'

Transaction/Post -Finance

Deputy Director - Finance

Preparer, if applicable

Kelcee Mace
Digitally signed by Kelcee Mace
Date: 2023.07.19 10:28:15 -04'00'

Required approval with date

If applicable with date

Required approval with date

Required approval with date

Required > \$ 25,000 with date

Expenditure / Account Number	Fund Number	Department Number	Project Number	Grant Number	Activity Code	Department and Account Description	Increase (Decrease) + / -
498710	30	10500	ADM002		0000	Capital Transfer - General (Reserve)	139,279
599999	30	1050	ADM002		OTHR	Contingency - General Fund	139,279

Explain
Budget Adjustment

During the July 11, 2023 meeting, the BOCC approved contribution of \$139,278.34 towards a water line extension in Hancock. CIP Reserves was the approved funding source.

Required Action by
County Commissioners

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No Approval Required

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Approval Required

Approval Date if
Known

Jul 11, 2023



Agenda Report Form

Open Session Item

SUBJECT: Budget Adjustment for unbudgeted costs

PRESENTATION DATE: August 8, 2023

PRESENTATION BY: Michelle Gordon, Acting County Administrator

RECOMMENDATION: Move to approve the budget adjustment as presented.

REPORT-IN-BRIEF: Increase the FY24 budget for contractual services in the County Attorney's office.

DISCUSSION: Increase in funding for the County Attorney's office is needed to fund unplanned contractual costs associated with outside legal services.

FISCAL IMPACT: \$187,000 funded by reducing contributions to the Pension Fund

CONCURRENCES: Kelcee Mace, Interim Chief Financial Officer

ALTERNATIVES: None

ATTACHMENTS: Budget Adjustment Form 10600_07_19_2_2023_FY24

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
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Department Head Authorization

Division Director / Elected Official Authorization

Budget & Finance Director Approval

County Administrator Approval

County Commissioners Approval

Transaction/Post-Finance

Deputy Director - Finance

Preparer, if applicable

Kelcee Mace

Digitally signed by Kelcee Mace
Date: 2023.07.19 10:25:51 -0400

Required approval with date

If applicable with date

Required approval with date

Required approval with date

Required > \$ 25,000 with date

Expenditure / Account Number	Fund Number	Department Number	Project Number	Grant Number	Activity Code	Department and Account Description	Increase (Decrease) + / -
515000	10	10600				County Attorney - Contracted/Purchased Services	187,000
500130	10	11200				General Operations - Pension	-187,000

Explain
Budget Adjustment

FY24 budget adjustment needed for unplanned, contractual legal services.

Required Action by
County Commissioners

☐

No Approval Required

☒

Approval Required

Approval Date if
Known

Aug 8, 2023

[illegible]



Agenda Report Form

Open Session Item

SUBJECT: Budget Adjustment for unbudgeted costs

PRESENTATION DATE: August 8, 2023

PRESENTATION BY: Michelle Gordon, Acting County Administrator

RECOMMENDATION: Move to approve the budget adjustment as presented.

REPORT-IN-BRIEF: Increase the FY24 budget for software in the County's IT Department.

DISCUSSION: Increase in funding for the County Information Technology Department is needed to fund unplanned software costs that were approved on 4/18/2023.

FISCAL IMPACT: \$227,512 funded by a one-time use of General Fund Reserves

CONCURRENCES: Kelcee Mace, Interim Chief Financial Officer

ALTERNATIVES: None

ATTACHMENTS: Budget Adjustment Form 11000_07_19_2023_FY24

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.

Department Head Authorization

Division Director / Elected Official Authorization

Budget & Finance Director Approval

County Administrator Approval

County Commissioners Approval

Kelcee Mace

Digitally signed by Kelcee Mace
Date: 2023.07.19 10:27:18 -04'00'

Kimberly K. Edlund

Digitally signed by Kimberly K. Edlund
Date: 2023.07.19 09:46:53 -04'00'

Transaction/Post -Finance

Deputy Director - Finance

Preparer, if applicable

Kimberly K.
Edlund

Digitally signed by Kimberly K.
Edlund
Date: 2023.07.19 09:46:53 -04'00'

Required approval with date

If applicable with date

Required approval with date

07/19/2023

Required approval with date

Required > \$ 25,000 with date

Expenditure / Account Number	Fund Number	Department Number	Project Number	Grant Number	Activity Code	Department and Account Description	Increase (Decrease) + / -
515180	10	11000				IT - Software	227,512
490090	10	00000				Fund Balance Reserve	227,512

Explain
Budget Adjustment

The Commissioners approved a network detection and monitoring system to be allocated from reserve funding.

Required Action by
County Commissioners

☐

No Approval Required

☒

Approval Required

Approval Date if
Known

04/18/2023

[illegible]



Agenda Report Form

Open Session Item

SUBJECT: Budget Adjustment for unbudgeted costs

PRESENTATION DATE: August 8, 2023

PRESENTATION BY: Michelle Gordon, Acting County Administrator

RECOMMENDATION: Move to approve the budget adjustment as presented.

REPORT-IN-BRIEF: Redistribute the FY23 budgeted Vacancy Savings in the General Fund based on actual experience.

DISCUSSION: This FY23 Budget revision is needed to reallocate vacancy savings between several departments. Vacancy savings will be redistributed based on actual experience rather than on original estimates made during the FY23 budget process. This budget adjustment has no financial impact and is budget neutral.

FISCAL IMPACT: None-Budget Neutral

CONCURRENCES: Kelcee Mace, Interim Chief Financial Officer

ALTERNATIVES: None

ATTACHMENTS: Budget Adjustment Form General Fund Vacancy Savings FY23

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.

Department Head Authorization

Division Director / Elected Official Authorization

Budget & Finance Director Approval

County Administrator Approval

County Commissioners Approval

Transaction/Post -Finance

Deputy Director - Finance

Preparer, if applicable

Required approval with date

If applicable with date

Required approval with date

Required approval with date

Required > \$ 25,000 with date

Expenditure / Account Number	Fund Number	Department Number	Project Number	Grant Number	Activity Code	Department and Account Description	Increase (Decrease) + / -
500161	10	10200				Circuit Court - Wage Reserve	-60,000
500161	10	10220				State's Attorney - Wage Reserve	-75,000
500161	10	10500				Budget & Finance -Wage Reserve	-25,000
500161	10	10600				County Attorney - Wage Reserve	-40,000
500161	10	10700				Human Resources - Wage Reserve	-75,000
500161	10	10800				Planning & Zoning - Wage Reserve	25,000
500161	10	11000				Information Technology - Wage Reserve	-75,000
500161	10	11320				Detention Center - Wage Reserve	450,000
500161	10	1440				911 Communications - Wage Reserve	-125,000

Explain
Budget Adjustment

To redistribute the FY23 budgeted vacancy savings in General Fund to departments based on actual experience.

Required Action by
County Commissioners

☐ No Approval Required



Approval Required

Approval Date if
Known



Agenda Report Form

Open Session Item

SUBJECT: Parks and Recreation Capital Improvement FY23 Budget Adjustment

PRESENTATION DATE: August 8, 2023

PRESENTATION BY: Michelle Gordon, Acting County Administrator

RECOMMENDED MOTION: A motion to approve a budget transfer in the amount of \$25,000 to the Park Bathroom Renovations project from the Park Equipment/Surfacing Replacement project, and to allow staff to make necessary program adjustments for the expenses to be state Local Parks and Playground Infrastructure reimbursable.

REPORT-IN-BRIEF: The County received and applied state Local Parks and Playground Infrastructure (LPPI) funds towards multiple park modernization projects. Funds were programmed into four (4) County CIP accounts covering the various types of park improvements. The bathroom renovation expenses have exceeded the original budget whereas other project areas have been under budget. All LPPI project costs are eligible for 100% state reimbursement.

DISCUSSION: LPPI funds are being used to complete park modernization projects at nine locations. A budget adjustment is proposed to transfer funds between the REC037 Park Equipment/Surfacing Replacement account and REC046 Park Bathroom Upgrade Bathroom account. An associated LPPI program adjustment is requested to allow the County to seek reimbursement from the state for the expenses. As the programmed park modernization work nears completion, future adjustments will be required to fully utilize all available grant funds available since LPPI is considered a non-reoccurring funding source.

FISCAL IMPACT: \$0 net

CONCURRENCES: Kelcee Mace, Interim Chief Financial Officer

ALTERNATIVES: N/A

ATTACHMENTS: Budget Adjustment 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.

Department Head Authorization

Division Director / Elected Official Authorization

Budget & Finance Director Approval

County Administrator Approval

County Commissioners Approval

Andrew Eshleman

Digitally signed by Andrew Eshleman
Date: 2023.07.20 10:51:50 -04'00'

Required approval with date

If applicable with date

Required approval with date

Required approval with date

Required > \$ 25,000 with date

Transaction/Post -Finance

Deputy Director - Finance

Preparer, if applicable

Kelcee Mace

Digitally signed by Kelcee Mace
Date: 2023.07.20 09:58:15 -04'00'

Expenditure / Account Number	Fund Number	Department Number	Project Number	Grant Number	Activity Code	Department and Account Description	Increase (Decrease) + / -
498410	30	11900	REC046		0000	Capital Grant - State	25,000
599999	30	11900	REC046		CNST	Parks Bathroom Upgrades	25,000
498410	30	11900	REC037		0000	Capital Grant - State	-25,000
599999	30	11900	REC037		EQPT	Park Equipment/Surfacing Replacement	-25,000

Explain
Budget Adjustment

Renovation costs for the park bathrooms exceeded the budgeted amount. Other park modernizations are under budget. A budget adjustment is proposed from the under budget park equipment account to the park bathrooms account. All expenses will be state local parks and playground infrastructure reimbursable.

Required Action by
County Commissioners

☐ No Approval Required

☒ Approval Required

Approval Date if
Known

