



**BERLIN MAYOR AND COUNCIL
Meeting Agenda**

**Berlin Town Hall
10 William Street
Monday, August 21, 2023
*Rescheduled from August 14, 2023***

Please note that the times indicated below are approximate and that additional timing protocols may be indicated for specific agenda items.

5:00 PM CALL TO ORDER, REGULAR SESSION – Council Chambers

1. 5:05 PM UPDATES:

- a) Poll-Vote Updates:
 - i. Town Hall Brick Work – Mayor Zack Tyndall
 - ii. Electric Utility Meter Truck Purchase – Electric Utility Director Tim Lawrence
- b) Council Chambers Water Damage Remediation

2. 5:15 PM ITEM(S) FOR APPROVAL:

- a) Motion 2023-25: RFP 2024-1 Powellton Avenue Well Building Addition Project – Water Resources Director Jamey Latchum
- b) Motion 2023-26: Approval of RFP 2023-07 Bid Award Stormwater Management Upgrades Phase II: Pine St., Franklin Ave., and Nelson St. – Water Resources Director Jamey Latchum
- c) Motion 2023-27: Community Parks and Playgrounds Program Application for the Complete Replacement of Large Play Unit at Dr. William Henry Park – Town Administrator Mary Bohlen
- d) Motion 2023-28: Berlin Skatepark Site Recommendation – Mayor Zack Tyndall
- e) Motion 2023-29: Building & Grounds Laborer Position – Town Administrator Mary Bohlen & Human Resources Director Kelsey Jensen

3. 5:35 PM COMMENTS FROM THE PUBLIC

Any person who may wish to speak on a matter at the Regular Session may be heard during COMMENTS FROM THE PUBLIC for a period of five (5) minutes or such time as may be deemed appropriate by the Mayor. Anyone wishing to be heard shall state their name, street name, and subject on which they wish to speak.

4. 5:45 PM COMMENTS FROM THE COUNCIL

5. 5:50 PM COMMENTS FROM THE MAYOR

6. 5:55 PM COMMENTS FROM THE PRESS

7. 6:00 PM ADJOURNMENT

To access the Meeting via Facebook, please click the blue Facebook icon at the top of any page on www.berlinmd.gov, or type @townofberlinmd in the Facebook search bar.

QR code links to online packet. Anyone having questions about the meetings mentioned above or needing special accommodations should contact Town Administrator Mary Bohlen at (410) 641-2770. Written materials in alternate formats





REPORT MEMO

MEETING DATE: August 21, 2023

SUBJECT: Town Hall Brick Work

FROM: Kate Daub, Administrative Assistant

SUMMARY

On August 3, 2023, water damage and mold were discovered within the northern-facing wall of the Town Hall Council Chambers during routine maintenance. As part of the remediation process, East Coast Masonry came on-site to evaluate the exterior brick wall of the building. It was determined the north wall is in need of mortar joint and brickwork repair to prevent further structural and water damage. In addition, East Coast Masonry recommended repairing joints and holes in the existing brick on the eastside, westside, and southside walls of the building.

The breakdown of costs for the proposed work is as follows:

1. Northside of Building Repairs (mortar joint and brickwork repair): \$24,000
2. Eastside, Westside, and Southside of Building (cosmetic repairs): \$12,000

FINANCIAL IMPACT

The financial impact is the total cost of repairs in the amount of \$36,000 from Capital Outlay Building and Grounds (01-5130-5255).

Given the nature of the damage and the time-sensitivity for the repair work needed, a poll vote of the Mayor and Council was conducted on Tuesday, August 8, 2023, which resulted in a unanimous decision to move forward with all repairs proposed by East Coast Masonry in the amount of \$36,000.

Name	Counted toward Quorum				
	Aye	No	Abstain	Recused	Absent
Dean Burrell, VP	X				
Steve Green	X				
Jack Orris	X				
Shaneka Nichols	X				
Jay Knerr	X				
<i>Voting Tally</i>	5				

Kate Daub
Administrative Assistant

East Coast Masonry



East Coast Masonry, LLC

12441 Caterpillar Rd., Unit 30

Bishopville, MD. 21813

Tammy.EastCoastMasonry@gmail.com

Proposal / Contract

Proposal submitted to: Town of Berlin

Work to be performed at: Town Hall Building

10 Williams St Berlin, MD

Date: August 8, 2023

Office (443) 727-3277

Fax (443) 727-3276

Project: Town Hall Building Repairs

We propose to repair mortar joints and brick work as follows

Northside of building- the north wall is in need of more work to prevent structural damage and to also prevent future water damage. Access needs to be given by neighbors for East Coast Masonry to be on their property and roof so that the repairs can be done. Sections of damaged brick will be cut out and replaced. **Price \$ 24,000.00.**

Eastside, Westside and Southside of building- Point up missing joints, grind out damaged joints and holes in brick. Work is cosmetic only. **Price \$ 12,000.00**

Proposal includes all materials guaranteed as specified and above performed with drawings and specifications for the above work and completed in a substantial workmanlike manner for the

sum of: \$ _____ Dollars.

*** ALL ROAD CONTROL NEEDS TO BE PROVIDED BY TOWN OF BERLIN***

*** THE MORTAR AND BRICK WILL NOT MATCH THE EXISTING BUILDING***

*** PRICES ARE ONLY VALID FOR 30 DAYS***

The above prices, specs and conditions are satisfactory and are hereby accepted. You are authorized to complete this contract as specified. Payment will be outlined.

Date of Acceptance: 08/08/2023

Signature: Tammy Dean

Signature: Kelmy Gunn

Kelsey Jensen

From: Kelsey Jensen
Sent: Tuesday, August 8, 2023 1:53 PM
To: Steve Green; Jack Orris; Jay Knerr; Shaneka Nichols; Dean Burrell
Cc: Zackery Tyndall; Mary Bohlen; David Gaskill; Kate Daub
Subject: Town Hall Brick Work - POLL VOTE REPLY TO ME ONLY
Attachments: Town of Berlin Proposal - Town Hall.docx

Good afternoon all:

So as you know, the building is in bad shape with the bricks on the north side (behind the dais). We must repair the bricks ASAP or any issues may continue. They cannot pinpoint it to the bricks or the roof, so to be safe a roofer will be out as well to evaluate that possibility. They believe it to be a combination of the two, in order to maintain the structural stability of the building we would recommend any necessary repairs be completed asap. I do not know the price for the royal plus repairs at this time but the demo of the damages is complete. We are hopeful that insurance will end up covering these costs, but I'm not sure if they will be quick enough with their decision, and they said to do whatever we have to do and they will reimburse us if they find it to be a covered claim. But if not covered, we did have funding in the FY24 budget for Town Hall Renovations

Attached you will find a quote to make the needed repairs to the brickwork. I would recommend we do all of the repairs now so we do not end up in this situation again. This includes major repairs to the north side of the building \$24,000 (which may end up being covered) and minor mortar and cosmetic repairs to the remaining three sides of the building \$12,000. For a total of \$36,000. I am looking for approval from you all via a poll vote to move forward with all of the needed changes, we may as well while they make the northside changes, then it is all done at the same time. We originally planned to do an RFP, but due to the nature of this damage, we must move forward quickly. This contractor is someone who has done repair work for the Town in the past.

Please **REPLY TO ONLY ME** and let me know your vote on moving forward with all of the repairs needed at \$36,000. This will then be an item on the next agenda to inform the public of the poll vote determination. I did also discuss this at length with Mary and the Mayor and they agree with moving forward with the recommended repairs.

Thank you,
Kelsey



Kelsey Jensen - Human Resources Director
Town of Berlin

10 William Street, Berlin, MD 21811

Office: 410-973-2289 | Fax: 410-641-2316
kjensen@berlinmd.gov | berlinmd.gov

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Kelsey Jensen

From: Steve Green
Sent: Tuesday, August 8, 2023 1:58 PM
To: Kelsey Jensen
Subject: Re: Town Hall Brick Work - POLL VOTE REPLY TO ME ONLY

Hi Kelsey,
Vote to approve the work as spelled out.

Thanks — Steve

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Steve Green - Council Member
Town of Berlin

10 William Street, Berlin, MD 21811

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Mobile: 410-430-6799
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From: Kelsey Jensen <kjensen@berlinmd.gov>
Sent: Tuesday, August 8, 2023 1:52:33 PM
To: Steve Green <sgreen@berlinmd.gov>; Jack Orris <jorris@berlinmd.gov>; Jay Knerr <jknerr@berlinmd.gov>; Shaneka Nichols <snichols@berlinmd.gov>; Dean Burrell <dburrell@berlinmd.gov>
Cc: Zackery Tyndall <ztyndall@berlinmd.gov>; Mary Bohlen <mbohlen@berlinmd.gov>; David Gaskill <dgaskill@berlinmd.gov>; Kate Daub <kdaub@berlinmd.gov>
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Kelsey Jensen

From: Dean Burrell
Sent: Tuesday, August 8, 2023 2:03 PM
To: Kelsey Jensen
Subject: Re: Town Hall Brick Work - POLL VOTE REPLY TO ME ONLY

I vote to approve.

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Dean Burrell - Councilmember
Town of Berlin

10 William Street, Berlin, MD 21811

Office: 410-641-3858 | Fax: 410-641-2316
dburrell@berlinmd.gov | berlinmd.gov

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Kelsey Jensen

From: Jack Orris
Sent: Tuesday, August 8, 2023 2:29 PM
To: Kelsey Jensen
Subject: Re: Town Hall Brick Work - POLL VOTE REPLY TO ME ONLY

Thank you, Kelsey,

I don't mean to go on a thing here but, I believe this is an admin call and the mayor has to authority to approve this without Council vote, given the approved budget has a line dedicated to renovations for town hall—albeit faster than we all anticipated.

I'd also go on record saying that a post should be issued as well as to all media outlets what's going on and that the council voted to move forward. That post should be rather quickly instead of next meeting. This will also inform the public of what's going on.

All this being said, I concur with the mayor's recommendation.

Thanks!
-Jack

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Jack Orris - Councilmember
Town of Berlin

10 William Street, Berlin, MD 21811

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jorris@berlinmd.gov | berlinmd.gov

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Kelsey Jensen

From: Shaneka Nichols
Sent: Tuesday, August 8, 2023 2:35 PM
To: Kelsey Jensen
Subject: Re: Town Hall Brick Work - POLL VOTE REPLY TO ME ONLY

Hey Kelsey,
My vote is to approve needed changes for repairs

Shaneka



Shaneka Nichols - Councilmember
Town of Berlin

10 William Street, Berlin, MD 21811

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Mobile: 410-726-3017
snichols@berlinmd.gov | berlinmd.gov

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Kelsey Jensen

From: Jay Knerr
Sent: Tuesday, August 8, 2023 3:25 PM
To: Kelsey Jensen
Subject: Re: Town Hall Brick Work - POLL VOTE REPLY TO ME ONLY

I vote yes, move ahead with the repairs

Jay

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Jay Knerr - Councilmember
Town of Berlin

10 William Street, Berlin, MD 21811

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Mobile: 410-726-2309

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REPORT MEMO

MEETING DATE: August 21, 2023

SUBJECT: Electric Utility Vehicle Purchase

FROM: Tim Lawrence, Electric Utility Director

SUMMARY

The Town of Berlin Electric Utility Department sought the approval of the Mayor and Council to move forward with the purchase of a 2023 Chevrolet 1500 Silverado Truck. This truck was listed as a \$40,000 line item in the Approved FY24 Budget as part of Account 10-5620-5255 under the description Ford F150 Meter Truck.

Two quotes were received for this vehicle:

1. IG Burton Berlin Chevrolet in the amount of \$44,178.00
2. Pittsville Ford in the amount of \$53,058.00

FINANCIAL IMPACT

The financial impact is the cost of the truck per the quote received from IG Burton Berlin Chevrolet in the amount of \$44,178.00. The Electric Utility Department also requested the transfer of \$4,178.00 from Capital Outlay Funds (Account 10-5620-5255) to cover the balance.

Following a request for a Purchase Order number from IG Burton Chevrolet to lock in the quoted price of \$44,178.00, a poll vote of the Mayor and Council was conducted on Wednesday, August 9, 2023, seeking approval to transfer \$4,178.00 from Capital Outlay Funds (Account 10-5620-5255) to cover the balance of the purchase.

The results of the poll vote are as follows:

Name	Counted toward Quorum				
	Aye	No	Abstain	Recused	Absent
Dean Burrell, VP	X				
Steve Green	X				
Jack Orris	*				
Shaneka Nichols	X				
Jay Knerr	X				
<i>Voting Tally</i>	4				

* A response was not received from Councilmember Orris.

Tim Lawrence
Electric Utility Director

Kate Daub

From: Tim Lawrence
Sent: Wednesday, August 9, 2023 3:44 PM
To: Zackery Tyndall; Steve Green; Jack Orris; Dean Burrell; Shaneka Nichols; Jay Knerr; Mary Bohlen
Cc: Natalie Saleh, CPM; Kate Daub
Subject: Motion 2023-30, Approval of Purchase-Electric Utility Pickup
Attachments: Staff Report MD Electric Utility Truck.docx

The attached motion was on the Council agenda for the August 14th, 2023, meeting. I am asking for approval on the motion. So, I can have a PO number created to give to IG Burton Chevrolet tomorrow. I am concerned that they may not honor the quoted price of \$44,178.00. If we wait until the August 21st meeting to approve. Vehicle pricing changes daily. They have been holding the vehicle for two weeks waiting on a PO number. The \$4,178.00 is being transferred from within the same budget line item. From one vehicle to another. The funds were approved in 2024 budget for both vehicles to be purchased.

Tim



Tim Lawrence - Electric Utility Director
Town of Berlin

10 William Street, Berlin, MD 21811

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tlawrence@berlinmd.gov | berlinmd.gov

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Kate Daub

From: Steve Green
Sent: Wednesday, August 9, 2023 3:55 PM
To: Kate Daub
Subject: RE: Motion 2023-30, Approval of Purchase-Electric Utility Pickup

Hi Kate,
I will make a motion to approve the purchase 2023-30 as outlined by Tim. Or second or vote for Depending on the order of email you receive.

Take good care!
Steve



Steve Green - Council Member
Town of Berlin
10 William Street, Berlin, MD 21811
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Mobile: 410-430-6799
sgreen@berlinmd.gov | berlinmd.gov

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Cc: Natalie Saleh, CPM <nsaleh@berlinmd.gov>; Kate Daub <kdaub@berlinmd.gov>; Kelsey Jensen <kjensen@berlinmd.gov>
Subject: Re: Motion 2023-30, Approval of Purchase-Electric Utility Pickup

Good afternoon everyone,

Please respond directly to to Kate regarding this request and DO NOT reply all. Kate will take care of summarizing the vote and ensuring it is properly reported on our next agenda.

Thank you,
Zack



Zackery Tyndall - Mayor
Town of Berlin
10 William Street, Berlin, MD 21811
Office: 410-641-1954 | Fax: 410-641-2316
ztyndall@berlinmd.gov | berlinmd.gov

Kate Daub

From: Jay Knerr
Sent: Wednesday, August 9, 2023 4:03 PM
To: Kate Daub
Subject: FW: Motion 2023-30, Approval of Purchase-Electric Utility Pickup
Attachments: Staff Report MD Electric Utility Truck.docx

I approve of the IG Burton Chevy Truck purchase

Jay



Jay Knerr - Councilmember
Town of Berlin

10 William Street, Berlin, MD 21811

Office: |
Mobile: 410-726-2309
jknerr@berlinmd.gov | berlinmd.gov

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From: Tim Lawrence <tlawrence@berlinmd.gov>
Sent: Wednesday, August 9, 2023 3:44 PM
To: Zackery Tyndall <ztyndall@berlinmd.gov>; Steve Green <sgreen@berlinmd.gov>; Jack Orris <jorris@berlinmd.gov>; Dean Burrell <dburrell@berlinmd.gov>; Shaneka Nichols <snichols@berlinmd.gov>; Jay Knerr <jknerr@berlinmd.gov>; Mary Bohlen <mbohlen@berlinmd.gov>
Cc: Natalie Saleh, CPM <nsaleh@berlinmd.gov>; Kate Daub <kdaub@berlinmd.gov>
Subject: Motion 2023-30, Approval of Purchase-Electric Utility Pickup

The attached motion was on the Council agenda for the August 14th, 2023, meeting. I am asking for approval on the motion. So, I can have a PO number created to give to IG Burton Chevrolet tomorrow. I am concerned that they may not honor the quoted price of \$44,178.00. If we wait until the August 21st meeting to approve. Vehicle pricing changes daily. They have been holding the vehicle for two weeks waiting on a PO number. The \$4,178.00 is being transferred from within the same budget line item. From one vehicle to another. The funds were approved in 2024 budget for both vehicles to be purchased.

Tim



Tim Lawrence - Electric Utility Director
Town of Berlin

10 William Street, Berlin, MD 21811

Office: 410-629-1713 | Fax: 410-641-4853
tlawrence@berlinmd.gov | berlinmd.gov

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Kate Daub

From: Dean Burrell
Sent: Wednesday, August 9, 2023 6:39 PM
To: Kate Daub
Subject: Fwd: Motion 2023-30, Approval of Purchase-Electric Utility Pickup

I vote to approve

Get [Outlook for iOS](#)



Dean Burrell - Councilmember

Town of Berlin

10 William Street, Berlin, MD 21811

Office: 410-641-3858 | **Fax:** 410-641-2316

dburrell@berlinmd.gov | berlinmd.gov

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From: Zackery Tyndall <ztyndall@berlinmd.gov>
Sent: Wednesday, August 9, 2023 3:53:03 PM
To: Tim Lawrence <tlawrence@berlinmd.gov>; Steve Green <sgreen@berlinmd.gov>; Jack Orris <jorris@berlinmd.gov>; Dean Burrell <dburrell@berlinmd.gov>; Shaneka Nichols <snichols@berlinmd.gov>; Jay Knerr <jknerr@berlinmd.gov>; Mary Bohlen <mbohlen@berlinmd.gov>
Cc: Natalie Saleh, CPM <nsaleh@berlinmd.gov>; Kate Daub <kdaub@berlinmd.gov>; Kelsey Jensen <kjensen@berlinmd.gov>
Subject: Re: Motion 2023-30, Approval of Purchase-Electric Utility Pickup

Good afternoon everyone,

Please respond directly to Kate regarding this request and DO NOT reply all. Kate will take care of summarizing the vote and ensuring it is properly reported on our next agenda.

Thank you,
Zack



Zackery Tyndall - Mayor

Town of Berlin

10 William Street, Berlin, MD 21811

Office: 410-641-1954 | **Fax:** 410-641-2316

ztyndall@berlinmd.gov | berlinmd.gov

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Kate Daub

From: Shaneka Nichols
Sent: Wednesday, August 9, 2023 9:57 PM
To: Kate Daub
Subject: Fwd: Motion 2023-30, Approval of Purchase-Electric Utility Pickup

Good Evening Kate,
Sorry to be responding so late. I had a late day at work. I vote to approve the PO for the new vehicle.

Shaneka



Shaneka Nichols - Councilmember
Town of Berlin
10 William Street, Berlin, MD 21811
Office: |
Mobile: 410-726-3017
snichols@berlinmd.gov | berlinmd.gov

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From: Zackery Tyndall <ztyndall@berlinmd.gov>
Sent: Wednesday, August 9, 2023 3:53:03 PM
To: Tim Lawrence <tlawrence@berlinmd.gov>; Steve Green <sgreen@berlinmd.gov>; Jack Orris <jorris@berlinmd.gov>; Dean Burrell <dburrell@berlinmd.gov>; Shaneka Nichols <snichols@berlinmd.gov>; Jay Knerr <jknerr@berlinmd.gov>; Mary Bohlen <mbohlen@berlinmd.gov>
Cc: Natalie Saleh, CPM <nsaleh@berlinmd.gov>; Kate Daub <kdaub@berlinmd.gov>; Kelsey Jensen <kjensen@berlinmd.gov>
Subject: Re: Motion 2023-30, Approval of Purchase-Electric Utility Pickup

Good afternoon everyone,

Please respond directly to to Kate regarding this request and DO NOT reply all. Kate will take care of summarizing the vote and ensuring it is properly reported on our next agenda.

Thank you,
Zack



Zackery Tyndall - Mayor
Town of Berlin
10 William Street, Berlin, MD 21811
Office: 410-641-1954 | **Fax:** 410-641-2316
ztyndall@berlinmd.gov | berlinmd.gov

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Vehicle Locator

Dealer Information

IG BURTON BERLIN CHEVROLET
10419 OLD OCEAN CITY BLVD
BERLIN, MD 21811
Phone: 410-641-0444
Fax: 410-641-0165

3GCPDAEK0PG234891

Model Year: 2023

Make: Chevrolet

Model: 1500 Silverado

CK10743-4WD, Crew Cab

PEG: 1WT-Work Truck Preferred Equipment Group

Primary Color: GAZ-Summit White

Trim: H1T-1WT/1FL-Cloth, Jet Black, Interior Trim

Engine: L3B-Engine: 2.7L, Turbo

Transmission: MQE-8-Speed Automatic

Event Code: 5000-Delivered to Dealer

Order #: CHVZ36

MSRP: \$47,585.00

Order Type: TRE-Retail Stock

Stock #: N/A

Inventory Status: Available

Additional Vehicle Information

GM Marketing Information

Vehicle Options

Chargeable Options

	MSRP
1SZ-WT VALUE PACKAGE DISCOUNT & 2.7L TURBO HIGH-OUTPUT ENGINE CREDIT	-\$2,000.00
BAQ-1WT/1LT Work Truck Package	\$175.00
PEB-1WT Value Package	\$1,190.00
QDV-Tires: 265/70 R17 All Terrain, Blackwall	\$200.00
R7N-Customer Choice	-\$50.00
U2K-SiriusXM Satellite Radio (subscription)	\$100.00
UE1-OnStar Communication System	\$475.00

No Cost Options

C5W-GVW Rating 7000 Lbs
FE9-Federal Emissions
GU6-Rear Axle: 3.42 Ratio
L3B-Engine: 2.7L, Turbo
MQE-8-Speed Automatic
RD6-Wheels: 17" Steel - Painted Ultra Silver



Vehicle Locator

Dealer Information

IG BURTON BERLIN CHEVROLET
10419 OLD OCEAN CITY BLVD
BERLIN, MD 21811
Phone: 410-641-0444
Fax: 410-641-0165

3GCPDAEK0PG234891

Model Year: 2023

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Model: 1500 Silverado

CK10743-4WD, Crew Cab

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Trim: H1T-1WT/1FL-Cloth, Jet Black, Interior Trim

Engine: L3B-Engine: 2.7L, Turbo

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Order #: CHVZ36

MSRP: \$47,585.00

Order Type: TRE-Retail Stock

Stock #: N/A

Inventory Status: Available

Additional Vehicle Information

GM Marketing Information

Vehicle Options

Chargeable Options

	MSRP
1SZ-WT VALUE PACKAGE DISCOUNT & 2.7L TURBO HIGH-OUTPUT ENGINE CREDIT	-\$2,000.00
BAQ-1WT/1LT Work Truck Package	\$175.00
PEB-1WT Value Package	\$1,190.00
QDV-Tires: 265/70 R17 All Terrain, Blackwall	\$200.00
R7N-Customer Choice	-\$50.00
U2K-SiriusXM Satellite Radio (subscription)	\$100.00
UE1-OnStar Communication System	\$475.00

No Cost Options

C5W-GVW Rating 7000 Lbs
FE9-Federal Emissions
GU6-Rear Axle: 3.42 Ratio
L3B-Engine: 2.7L, Turbo
MQE-8-Speed Automatic
RD6-Wheels: 17" Steel - Painted Ultra Silver

Other Options

1WT-Work Truck Preferred Equipment Group
 AQQ-Keyless Remote Entry
 AZ3-Seats: Front 40/20/40 Split-Bench, Full Feature
 C49-Defogger, Rear Window, Electric
 E63-Durabed
 H1T-1WT/1FL-Cloth, Jet Black, Interior Trim
 K34-Cruise Control
 KW5-Alternator, 220 AMP
 PCV-1WT Convenience 1 Package
 QK1-Standard Tailgate

 SAF-Spare Tire Lock
 UE4-Following Distance Indicator
 UHX-Lane Keep Assist/Departure Warning
 UKJ-Sensor, Front Pedestrian Braking

 UVB-Rear Vision Camera, HD
 VK3-Front License Plate Mounting Provisions

 Z82-Trailer Package

AKO-Glass, Deep Tinted
 AU3-Power Door Locks
 BG9-Floor Covering: Rubberized Vinyl, Black

 DLF-Mirrors, O/S: Power, Heated
 GAZ-Summit White
 IOR-Chevrolet Infotainment, 7" Color Screen
 K47-Heavy Duty Air Filter
 NZZ-Skid Plate
 PRF-3 Years of Onstar Remote Access
 R6Y-OPD / Focused Ordering Configuration Not Desired
 TQ5-Headlamps, Intellibeam
 UEU-Sensor, Forward Collision Alert
 UHY-Automatic Emergency Braking
 UQF-Speaker System: Standard Sound System
 V76-Recovery Hooks
 XCQ-Tire, Spare: 265/70 R17 All Season, Blackwall

"~" indicates vehicle belongs to Trading Partner's inventory

Disclaimer:

GM has tried to make the pricing information provided in this summary accurate. Please refer to actual vehicle invoice, however, for complete pricing information. GM will not make any sales or policy adjustments in the case of inaccurate pricing information in this summary.

MSRP - 47585

Fleet - 42488
 Price

Linux - +640

Steps +1050
 w/ one
 for Bed

44178



REPORT MEMO

DATE: August 16, 2023

SUBJECT: Council Chambers Water Damage Remediation

FROM: Kate Daub, Administrative Assistant

SUMMARY

On August 3, 2023, water damage and mold were discovered within the northern-facing wall of the Town Hall Council Chambers during routine maintenance. After it was determined there were no safety and/or environmental risks present following the results of testing, Town staff worked with external contractors, including Royal Plus Inc., to determine the path forward regarding necessary demolition and remediation of the area. A mitigation invoice, as well as a repairs invoice, were generated by Royal Plus for the scope of work required. This documentation along with the masonry bid for the exterior brickwork of the building was sent to the insurance adjuster from the Local Government Insurance Trust (LGIT).

The breakdown of costs for the proposed work is as follows:

1. Mitigation: \$3,541.97*
2. Repairs: \$8,901.93*

* The amounts indicated reflect the costs provided at the time this memo was drafted.

FINANCIAL IMPACT

Currently, there is no financial impact for the Town of Berlin until the insurance claims are processed and a final determination is received from LGIT.

Kate Daub
Administrative Assistant



Royal Plus, Inc.

Royal Plus, Inc.
201 Belt Street
Snow Hill, MD 21863

Client: Town of Berlin
Property: 10 William Street
Berlin, MD 21811

Home: (443) 624-2362

Operator: CODY

Estimator: Cody Erb
Position: NE Senior Estimator
Company: Royal Plus, Inc.
Business: 11048 Cathell Road
Berlin, MD 21811

Business: (443) 497-1788
E-mail: Cody@RoyalPlus.com

Reference:
Company: Royal Plus, Inc.
Business: 201 Belt Street
Snow Hill, MD 21863

Business: (410) 677-3473
E-mail: Cody@RoyalPlus.com

Type of Estimate: Water Damage

Date Entered: 8/9/2023

Date Assigned: 8/3/2023

Price List: MDSA8X_AUG23

Labor Efficiency: Restoration/Service/Remodel

Estimate: M-1223-MIT

File Number: M-1223-MIT

This is an invoice for emergency water extraction/mitigation services performed by Royal Plus, Inc. This invoice does not represent repair or reconstruction work. A separate estimate for repair/reconstruction will be forwarded upon request.



Royal Plus, Inc.

Royal Plus, Inc.
201 Belt Street
Snow Hill, MD 21863

M-1223-MIT Second Floor

Conference Room

Height: 8'

DESCRIPTION	QTY	UNIT PRICE	TOTAL
1. Tear out baseboard and bag for disposal - up to Cat 3	20.00 LF @	1.13 =	22.60
2. Tear out trim and bag for disposal - up to Cat 3	20.00 LF @	1.13 =	22.60
<i>*For the chair rail.</i>			
3. Tear out trim and bag for disposal - up to Cat 3	16.00 LF @	1.13 =	18.08
<i>*For the window casing.</i>			
4. Tear out wet drywall, cleanup, bag - Cat 3	160.00 SF @	1.70 =	272.00
5. Add-on cost for tearing out glued-on drywall	160.00 SF @	0.54 =	86.40
6. Tear out and bag wet insulation - Category 3 water	160.00 SF @	1.29 =	206.40
7. Clean stud wall	160.00 SF @	0.92 =	147.20
<i>*For where all materials were removed due to CAT 3 exposure.</i>			
8. Apply plant-based anti-microbial agent to the surface area	160.00 SF @	0.34 =	54.40
<i>*For where all materials were removed.</i>			
9. Clean and deodorize carpet	1,749.06 SF @	0.60 =	1,049.44
10. Negative air fan/Air scrubber (24 hr period) - No monit.	3.00 DA @	77.55 =	232.65
<i>*One air scrubber for three days.</i>			
11. Add for HEPA filter (for negative air exhaust fan)	0.25 EA @	207.18 =	51.80
<i>*One filter for the air scrubber. Depreciated 1/4 of life value under one loss.</i>			
12. Dehumidifier (per 24 hr period)- 110-159 ppd - No monitor.	3.00 EA @	112.75 =	338.25
<i>*One dehumidifier for three days.</i>			
13. Containment Barrier/Airlock/Decon. Chamber	160.00 SF @	1.08 =	172.80
14. Peel & seal zipper	1.00 EA @	13.83 =	13.83

General Conditions

DESCRIPTION	QTY	UNIT PRICE	TOTAL
15. Emergency service call - during business hours	1.00 EA @	192.14 =	192.14
16. Equipment setup, take down, and monitoring (hourly charge)	6.00 HR @	68.56 =	411.36
17. Equipment decontamination charge - per piece of equipment	2.00 EA @	40.07 =	80.14
18. Haul debris - per pickup truck load - including dump fees	1.00 EA @	159.46 =	159.46



Royal Plus, Inc.

Royal Plus, Inc.
201 Belt Street
Snow Hill, MD 21863

Grand Total Areas:

1,401.33	SF Walls	1,749.06	SF Ceiling	3,150.39	SF Walls and Ceiling
1,749.06	SF Floor	194.34	SY Flooring	175.17	LF Floor Perimeter
0.00	SF Long Wall	0.00	SF Short Wall	175.17	LF Ceil. Perimeter
1,749.06	Floor Area	1,807.89	Total Area	1,401.33	Interior Wall Area
1,600.50	Exterior Wall Area	177.83	Exterior Perimeter of Walls		
0.00	Surface Area	0.00	Number of Squares	0.00	Total Perimeter Length
0.00	Total Ridge Length	0.00	Total Hip Length		



Royal Plus, Inc.

Royal Plus, Inc.
201 Belt Street
Snow Hill, MD 21863

Summary

Line Item Total	3,531.55
Material Sales Tax	10.42
Replacement Cost Value	\$3,541.97
Net Claim	\$3,541.97

Cody Erb
NE Senior Estimator



Royal Plus, Inc.

Royal Plus, Inc.
201 Belt Street
Snow Hill, MD 21863

Recap of Taxes

	Material Sales Tax (6%)	Manuf. Home Tax (6%)	Storage Tax (6%)
Line Items	10.42	0.00	0.00
Total	10.42	0.00	0.00



Royal Plus, Inc.
Royal Plus, Inc.
201 Belt Street
Snow Hill, MD 21863

Recap by Room

Estimate: M-1223-MIT

Area: Second Floor		
Conference Room	2,688.45	76.13%
<hr/>		
Area Subtotal: Second Floor	2,688.45	76.13%
General Conditions	843.10	23.87%
<hr/>		
Subtotal of Areas	3,531.55	100.00%
<hr/>		
Total	3,531.55	100.00%

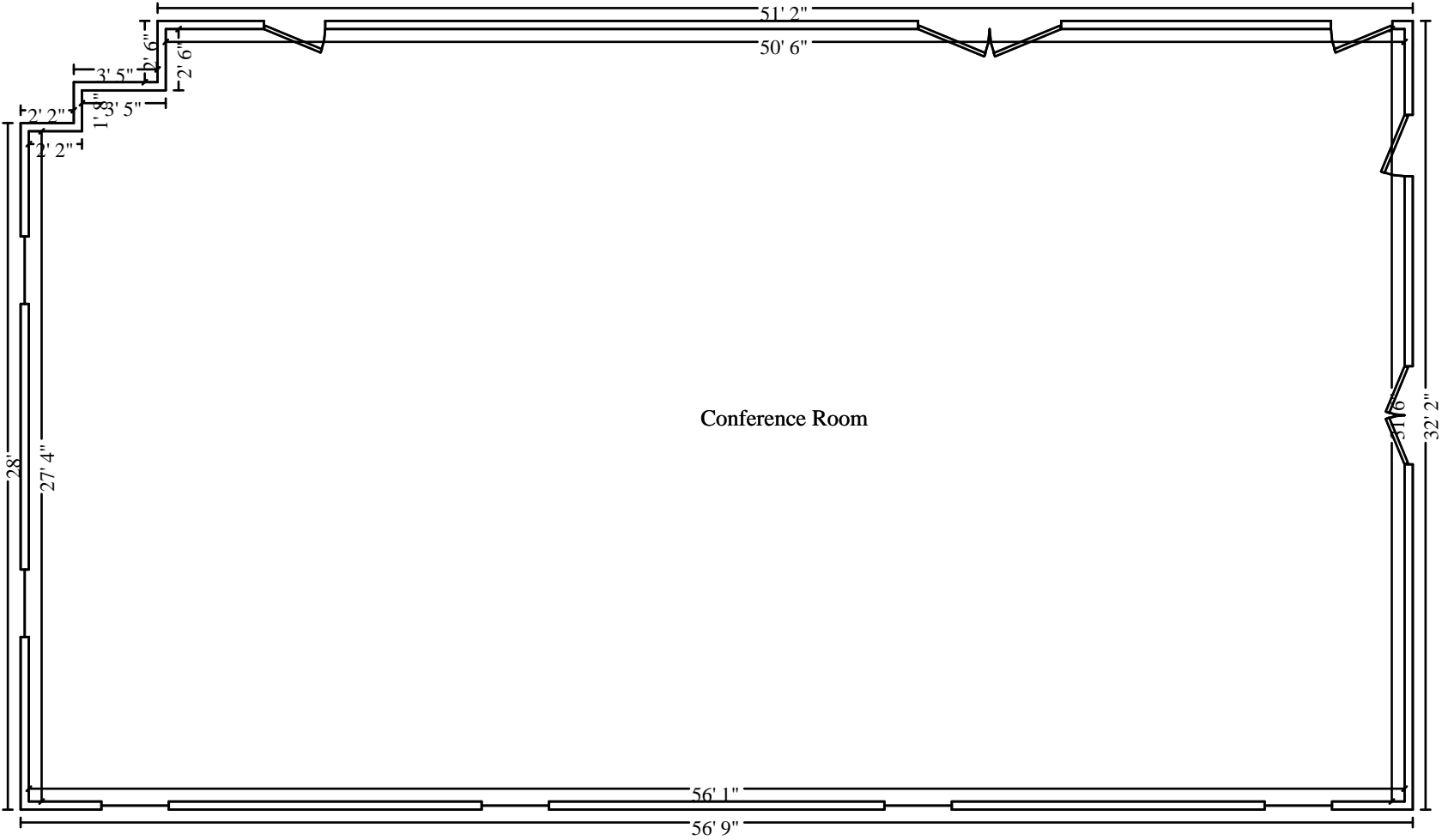


Royal Plus, Inc.

Royal Plus, Inc.
201 Belt Street
Snow Hill, MD 21863

Recap by Category

Items	Total	%
CLEANING	1,196.64	33.78%
GENERAL DEMOLITION	787.54	22.23%
WATER EXTRACTION & REMEDIATION	1,547.37	43.69%
Subtotal	3,531.55	99.71%
Material Sales Tax	10.42	0.29%
Total	3,541.97	100.00%





Royal Plus, Inc.

Royal Plus, Inc.
201 Belt Street
Snow Hill, MD 21863

Client: Town of Berlin
Property: 10 William Street
Berlin, MD 21811

Home: (443) 624-2362

Operator: CODY

Estimator: Cody Erb
Position: NE Senior Estimator
Company: Royal Plus, Inc.
Business: 11048 Cathell Road
Berlin, MD 21811

Business: (443) 497-1788
E-mail: Cody@RoyalPlus.com

Reference:
Company: Royal Plus, Inc.
Business: 201 Belt Street
Snow Hill, MD 21863

Business: (410) 677-3473
E-mail: Cody@RoyalPlus.com

Type of Estimate: Structure

Date Entered: 8/9/2023

Date Assigned: 8/3/2023

Price List: MDSA8X_AUG23

Labor Efficiency: Restoration/Service/Remodel

Estimate: M-1223-STR

File Number: M-1223-STR

This estimate is for the repairs to the above listed property. This is an estimate of the cost to repair said damages. Any unforeseen conditions will be addressed with supplemental estimate/contract or signed change order. Any changes to the scope of work at property owners request will be addressed by supplemental estimate/contract or signed change order. Material selections that exceed allowances will be addressed with signed change order. Any additional work for code upgrades dictated by the Fire Marshal or Building Inspector will be addressed with supplemental estimate/contract or signed change order. The cost of permits is not included in the estimate at this time as it is not possible to calculate cost until the City has reviewed the scope of work and assessed the permit fee. The permit fee will be supplemented upon issuance of the permit.



Royal Plus, Inc.

Royal Plus, Inc.
201 Belt Street
Snow Hill, MD 21863

M-1223-STR

Second Floor

Conference Room

Height: 8'

DESCRIPTION	QTY	UNIT PRICE	TOTAL
1. Tackless strip - per LF	27.25 LF @	0.78 =	21.26
2. Lay existing carpet - Labor only	315.00 SF @	0.79 =	248.85
<i>*For stretching the carpet back up to the wall as needed.</i>			
3. Baseboard - 4 1/4"	20.00 LF @	5.08 =	101.60
4. Seal (1 coat) & paint (2 coats) baseboard	175.17 LF @	2.15 =	376.62
5. Bead board - 1/4" to 3/8" hardwood	61.25 SF @	3.66 =	224.18
6. Seal & paint paneling	613.08 SF @	1.20 =	735.70
7. Seal (1 coat) & paint (2 coats) chair rail	175.17 LF @	2.17 =	380.12
8. Batt insulation - 4" - R13 - paper / foil faced	160.00 SF @	0.98 =	156.80
9. 5/8" drywall - hung, taped, floated, ready for paint	160.00 SF @	2.27 =	363.20
10. Additional cost for gluing drywall	160.00 SF @	0.23 =	36.80
11. Tape joint for new to existing drywall - per LF	36.00 LF @	6.61 =	237.96
12. Seal the surface area w/PVA primer - one coat	160.00 SF @	0.58 =	92.80
13. Paint more than the floor perimeter - two coats	788.25 SF @	1.01 =	796.13
14. Floor protection - plastic and tape - 10 mil	1,749.06 SF @	0.31 =	542.21
15. Mask and prep for paint - tape only (per LF)	350.33 LF @	0.61 =	213.70
<i>*For along the top of the chair rail and ceiling.</i>			
16. Remove Window trim set (casing & stop)	15.00 LF @	0.56 =	8.40
<i>*For the one window where trim wasn't removed yet but still needs removed due to moisture behind the trim.</i>			
17. Window trim set (casing & stop)	30.00 LF @	6.21 =	186.30
<i>*For the two windows on the wall where drywall was removed.</i>			
18. Seal & paint door or window opening (per side)	2.00 EA @	31.98 =	63.96
<i>*For the two windows where trim is being replaced - One side only.</i>			
19. Window blind - horizontal or vertical - Detach & reset	2.00 EA @	39.02 =	78.04
20. R&R Outlet	2.00 EA @	22.31 =	44.62
<i>*For the outlets where they are exposure from the removed drywall.</i>			
21. Megohmmeter check electrical circuits - single circuit	1.00 EA @	107.98 =	107.98
<i>*For checking the single circuit in the panel where outlets are located.</i>			
22. Thermostat - Detach & reset	1.00 EA @	63.62 =	63.62
23. Exit sign - Detach & reset	2.00 EA @	72.82 =	145.64
24. Detach & Reset Cold air return cover - Extra large	1.00 EA @	25.99 =	25.99
25. Contents - move out then reset - Extra large room	1.00 EA @	279.67 =	279.67
26. Final cleaning - construction - Commercial	1,749.06 SF @	0.24 =	419.77

General Conditions

DESCRIPTION	QTY	UNIT PRICE	TOTAL
M-1223-STR		8/9/2023	Page: 2



Royal Plus, Inc.

Royal Plus, Inc.
 201 Belt Street
 Snow Hill, MD 21863

CONTINUED - General Conditions

DESCRIPTION	QTY	UNIT PRICE	TOTAL
27. Floor protection - cardboard and tape <i>*For from the front of the building to the affected room.</i>	750.00 SF @	0.56 =	420.00
28. General Laborer - per hour <i>*For general staging labor through commercial building.</i>	4.00 HR @	63.52 =	254.08
29. Commercial Supervision / Project Management - per hour <i>*Project supervision from start to finish due to commercial building.</i>	4.00 HR @	82.77 =	331.08
30. Haul debris - per pickup truck load - including dump fees <i>*For partial pick-up truck debris removal.</i>	0.50 EA @	159.46 =	79.73

Grand Total Areas:

1,401.33 SF Walls	1,749.06 SF Ceiling	3,150.39 SF Walls and Ceiling
1,749.06 SF Floor	194.34 SY Flooring	175.17 LF Floor Perimeter
0.00 SF Long Wall	0.00 SF Short Wall	175.17 LF Ceil. Perimeter
1,749.06 Floor Area	1,807.89 Total Area	1,401.33 Interior Wall Area
1,600.50 Exterior Wall Area	177.83 Exterior Perimeter of Walls	
0.00 Surface Area	0.00 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	



Royal Plus, Inc.

Royal Plus, Inc.
201 Belt Street
Snow Hill, MD 21863

Summary

Line Item Total	7,036.81
Material Sales Tax	84.67
Subtotal	7,121.48
Overhead	1,068.26
Profit	712.19
Replacement Cost Value	\$8,901.93
Net Claim	\$8,901.93

Cody Erb
NE Senior Estimator



Royal Plus, Inc.

Royal Plus, Inc.
201 Belt Street
Snow Hill, MD 21863

Recap of Taxes, Overhead and Profit

	Overhead (15%)	Profit (10%)	Material Sales Tax (6%)	Manuf. Home Tax (6%)	Storage Tax (6%)
Line Items	1,068.26	712.19	84.67	0.00	0.00
Total	1,068.26	712.19	84.67	0.00	0.00



Royal Plus, Inc.
Royal Plus, Inc.
201 Belt Street
Snow Hill, MD 21863

Recap by Room

Estimate: M-1223-STR

Area: Second Floor		
Conference Room	5,951.92	84.58%
<hr/>		
Area Subtotal: Second Floor	5,951.92	84.58%
General Conditions	1,084.89	15.42%
<hr/>		
Subtotal of Areas	7,036.81	100.00%
<hr/>		
Total	7,036.81	100.00%

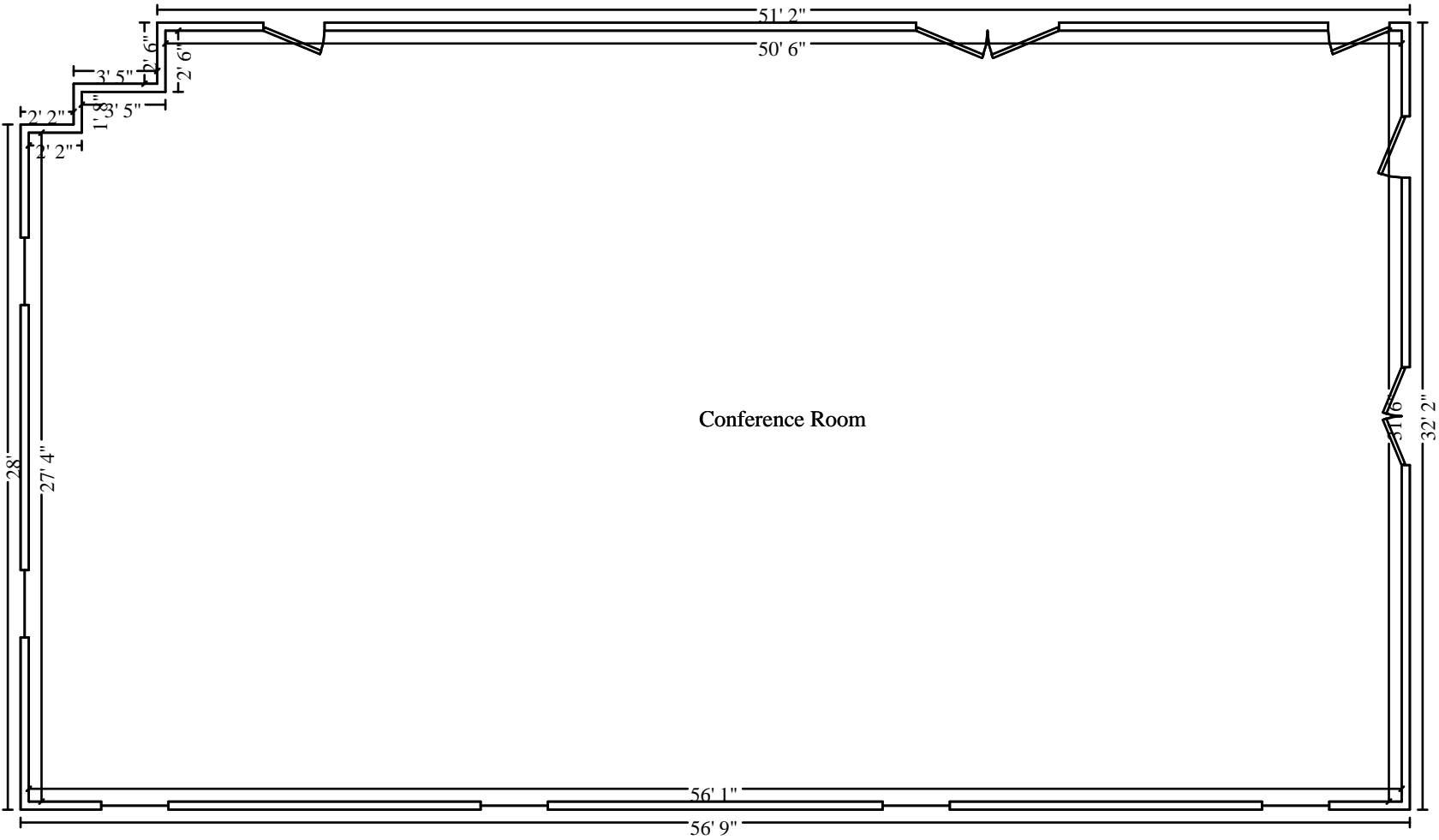


Royal Plus, Inc.

Royal Plus, Inc.
201 Belt Street
Snow Hill, MD 21863

Recap by Category

O&P Items	Total	%
CLEANING	419.77	4.72%
CONTENT MANIPULATION	279.67	3.14%
GENERAL DEMOLITION	519.37	5.83%
DRYWALL	637.96	7.17%
ELECTRICAL	141.36	1.59%
FLOOR COVERING - CARPET	270.11	3.03%
FINISH CARPENTRY / TRIMWORK	287.90	3.23%
HEAT, VENT & AIR CONDITIONING	89.61	1.01%
INSULATION	156.80	1.76%
LABOR ONLY	585.16	6.57%
LIGHT FIXTURES	145.64	1.64%
PANELING & WOOD WALL FINISHES	224.18	2.52%
PAINTING	3,201.24	35.96%
WINDOW TREATMENT	78.04	0.88%
O&P Items Subtotal	7,036.81	79.05%
Material Sales Tax	84.67	0.95%
Overhead	1,068.26	12.00%
Profit	712.19	8.00%
Total	8,901.93	100.00%





Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811

Phone 410-641-2770 Fax 410-641-2316

www.berlinmd.gov

August 7, 2023

Mayor Zack Tyndall
10 William Street
Berlin, MD 21811

Dear Mayor Tyndall,

As you are aware, the Town of Berlin Water Resources Department will be undertaking several projects in Fiscal Year 2024 (FY24). The Department, along with Town Administrator Mary Bohlen and Finance Director Natalie Saleh, has worked to ensure sufficient working capital is allocated to support these projects through to their completion. However, please accept this letter as a request to reassign funding as outlined in the adopted FY24 budget. Doing so would create financial flexibility and allow for project operations to continue in a fiscally sound manner.

The Town of Berlin has been notified of eligibility for three financial assistance loans from the Maryland Department of the Environment (MDE). An overview of these loans is listed below. *Please note that official confirmation for the awards has not been received and prior to acceptance of any loan, approval will be requested of the Mayor and Council. Amounts will be modified if necessary.*

- \$867,640.00: Well 4 Water Supply and Treatment Upgrades (financial assistance via 50/50 loan and grant funding)
- \$172,040.00: Lead Service Line Inventory (financial assistance via 50/50 loan and grant funding)
- \$1,126,400.00: Lead Service Line Replacement (financial assistance via 50/50 loan and grant funding). This loan and grant are a 50/50 loan with principal forgiveness, but I understand keeping it simple.)

Additionally, the Mayor and Council approved the reallocation of \$500,000 from the previously assigned Wastewater Treatment Plant upgrade toward the design and construction of Well 4.

OVERVIEW OF MAJOR WATER DEPARTMENT INITIATIVES IN FY24

The FY24 Adopted Budget included funding for the following projects:

- Powellton Avenue Building Replacement: a new well-house building budgeted at \$385,000. This project would be funded using \$285,000 from ARPA funds and \$100,000 from carry-forward capital reserves.
- Broad Street Lift Station: The project is a carry-forward item in the amount of \$1,000,000 using ARPA funds.
- William Street Lead Service Lines and Valve/Hydrant Replacement: The project is budgeted at \$620,000 (\$500,000 for lead service line replacement; \$120,000 for valve replacement and fire hydrant installation).
- William Street Lift Station Upgrades: The project has begun using carry-forward monies from FY22.
- *Nelson, Franklin, and Pine Street Storm Water Improvements: Projected budgeted at \$783,000 (\$400,000 from Maryland Coastal Bays Funding and \$383,000 from Town funding).

*The Request for Proposal (RFP) for this project went out to bid on June 2, 2023, and closed on July 17, 2023. Two bids were received with the lowest bid coming in at \$1,312,510.00. As the budget includes an amount of \$783,000, this results in a balance of -\$529,510.00 for the project.

After taking the above into consideration, I would like to propose the following recommendations to reallocate FY24 Water Utility Funding:

1. Transfer \$500,000 of ARPA funding (previously reassigned to the Well 4 project) for the Nelson, Franklin, and Pine Street Storm Water Improvements to fulfill the funding needed to complete project.
2. Transfer \$120,000 from the William Street Lead Lines and Valves Replacement project to Broad Street. This would create adequate funding to remove the water main from underneath the new brewery, Berlin Beer Company, and result in a balance of \$500,000 for William Street.
3. In addition, it is recommended that \$100,000 of the \$500,000 balance remain assigned to William Street Valve and Fire Hydrant replacement which will leave a balance of \$400,000 of the total William Street FY24 budget to be used for future lead service line replacement for Flower, Branch, Schoolfield, and Elizabeth Streets.

If you have any questions regarding the information presented in this letter, please do not hesitate to contact me directly. Thank you, in advance, for your willingness to consider this request.

Jamey Latchum
Water Resources Director
Town of Berlin



MOTION OF THE MAYOR AND COUNCIL 2023-25

A Motion of the Mayor and Council of the Town of Berlin to APPROVE THE REQUEST FOR PROPOSAL, RFP 2024-01 POWELLTON AVENUE WELL BUILDING ADDITION, BID DOCUMENT AS PREPARED BY DAVIS, BOWEN, FRIEDEL, INC.

APPROVED THIS ____ DAY OF _____, 2023 BY THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND BY AFFIRMATIVE VOTE OF ____ TO ____ OPPOSED, WITH ____ ABSTAINING AND ____ ABSENT.

Dean Burrell, Sr. Vice President of the Council

Approved this ____ day of _____, 2023 by the Mayor of the Town of Berlin.

Zackery Tyndall, Mayor, President of the Council

ATTEST: _____
Mary Bohlen, Town Administrator



STAFF REPORT

TO: Mayor and Council

FROM: Jamey Latchum, Water Resources Director

MEETING DATE: August 14, 2023

SUBJECT: Powellton Avenue Well Building Addition

SUMMARY

The Town of Berlin Water Resources Department is seeking approval from the Mayor and Council to authorize the Request for Proposal (RFP) for the demolition of the existing and aging Well #1 building and its infrastructure. The proposal would include furnishing and constructing a new well building including a bathroom, chemical storage, containment wall, HVAC, plumbing, electrical and controls, modification to existing process piping to include an exterior water filling station, and all ancillary work as included in the bid documents.

Additionally, the Water Resources Department has received the proposed bid document, RFP # 2024-01, from Davis, Bowen, and Friedel, Inc. which is included with this Staff Report. We are asking for the Mayor and Council to review and approve the document in order to continue with the RFP process.

FINANCIAL IMPACT

This project is included in the adopted Fiscal Year 2024 budget, which consists of ARPA funding in the amount of \$285,000 and an additional \$100,000 allocated as part of the Water Utility Budget.

OPTIONS FOR CONSIDERATION

None.

STAFF RECOMMENDATION

Approve RFP #2024-01 Powellton Avenue Well Building Addition.

Jamey Latchum
Town of Berlin, MD

DRAFT RFP #2024-01 Powellton Avenue Well Building Addition

ADVERTISEMENT

TOWN OF BERLIN
REQUEST FOR PROPOSALS
RFP # 2024-01
Powellton Avenue Well Building Addition

Due Date: _____
Time: _____ EST

The Town of Berlin is seeking Proposals for the demolition of an existing well building, furnishing and constructing a new well building including a bathroom, chemical storage and containment wall, HVAC, plumbing, electrical and controls, modification to existing process piping to include an exterior water filling station, and all ancillary work as included in the bid documents. The existing water supply well is required to stay operational during construction, being a critical component in the Town's water supply system. The new building will need to be constructed around the existing one. After the new building is constructed, the existing building will then be demolished and properly disposed.

Qualified contractors are encouraged to visit the Town of Berlin website at berlinmd.gov/government/request-for-proposals/ or contact the Director of Water Resources, Jamey Latchum at 410-641-3845/jlatchum@berlinmd.gov for the official RFP. EEO.



DRAFT RFP #2024-01 Powellton Avenue Well Building Addition

GENERAL INFORMATION

NOTICE: Notice is hereby given that proposals will be received by the Town of Berlin, Maryland for the completion of work described herein, by submitting to the Town by the date and time and at the location as indicated herein.

RFP # 2024-01

Powellton Avenue Well Building Addition

Due Date: _____

Time: _____ EST

Deliver submittals to:

Jamey Latchum, Director of Water Resources
Town of Berlin
10 William St.
Berlin, MD. 21811
Attn: RFP #2024-01

The Town of Berlin (the "Town") is seeking Contractor ("Bidder") proposals for the demolition of an existing well building, furnishing and constructing a new well building, and all ancillary work. All work is located in the Town of Berlin, Maryland 21811. Proposals must be submitted to the address above, by the date and time, and in the format indicated herein.

It is the responsibility of potential bidders to thoroughly review this Request for Proposal and ensure their full understanding of the same.

Proposals received after the due date/time will not be considered. Bidders accept all risks of late delivery of emailed, mailed, or shipped submittals regardless of fault.

The Town of Berlin reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This Request for Proposals ("RFP") does not obligate the Town to pay any costs incurred by bidders in the preparation and submission of their proposal. Furthermore, the RFP does not obligate the Town to accept or contract for any expressed or implied services.

It is the Town of Berlin's policy to assure that no person shall, on the grounds of race, color, religion, sex or national origin, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against.

The Town is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality, disability, or sexual orientation. The successful bidder ("Contractor") must comply with the Town of Berlin's equal opportunity requirements.

ABOUT BERLIN: The Town of Berlin is a community of approximately 5,000 people located on Maryland's eastern shore. The Town operates under a Strong Mayor form of government. Berlin provides the following services to the community's residents: police, public works, parks, water, wastewater, stormwater, electricity, economic development, planning, code enforcement, engineering (under contract), and general administration. The Town operates on a one-year budget cycle from July 1 through June 30.



DRAFT RFP #2024-01 Powellton Avenue Well Building Addition

A. SCOPE OF SERVICES

The Town of Berlin seeks to enter into a contract with a qualified Contractor for the demolition of an existing well building, furnishing and constructing a new well building, and all ancillary work for the Town of Berlin's Powellton Avenue Well Building Addition Project. All work shall be performed in accordance with the Contract Documents, including this RFP, Drawings, Technical Specifications, and the applicable general requirements of the *Town of Berlin Design and Construction Standards for Water, Sewer, and Roadway Systems*.

B. SPECIFICATIONS

1. Refer to the attached technical specifications for additional information.

C. MINIMUM REQUIREMENTS

1. Work shall be started within 60 calendar days of Notice to Proceed).
2. Contract Time: Work shall be completed within 180 calendar days of start date. Liquidated Damages of \$500 per day shall be charged to the Contractor to cover cost overruns beyond the Contract Time.
3. Contractor is responsible for, at a minimum:
 - a. Notification of appropriate agencies as required by regulations prior to start of work.
 - b. Complete traffic control as required.
 - c. Arrangements for staging of equipment and materials; the Town of Berlin shall assist in determining suitable locations, however, if non-Town owned property is used for staging, it shall be the full responsibility of the contractor to enter into any agreement(s) with property owners, including negotiation and any compensation required.
4. Contractor shall ensure that personnel working on site shall be appropriately supervised to ensure the completion of duties per the contract.
5. Contractor and their personnel shall conduct themselves in a professional manner and shall take reasonable care to ensure the safety and comfort of residents and visitors to the Town.
6. Contractor shall take reasonable care to ensure the cleanliness of the streets, sidewalks, parking areas and other affected areas during deliveries.
7. Workday hours shall begin no earlier than 8:00 AM and shall end no later than 5:00 PM, including set-up and clean-up, Monday through Friday, excluding scheduled holidays. Work outside the hours indicated above shall be done only with the express permission of the Town.
8. All work shall comply with the Code of the [Town of Berlin, Article III Noise, §14-43\(4\)](#).
9. Contractor shall warranty their work for a minimum period of two years (2-years) from project acceptance.
10. In addition to the section indicated above, Contractor shall adhere to all other applicable regulations of the Town of Berlin, State of Maryland and any other entity or agency with authority over projects of this nature.



DRAFT RFP #2024-01 Powellton Avenue Well Building Addition

D. CONTACT INFORMATION

Director of Water Resources, Jamey Latchum
Berlin Town Hall
10 William Street
Berlin, MD 21811
Phone: 410-641-3845
Email: jlatchum@berlinmd.gov

All questions and concerns must be submitted to Mr. Latchum; information gathered from any other individual, including other employees of the Town unless specified by Mr. Latchum, may not be used in the preparation of this bid.

It is the responsibility of the bidder to make a full assessment of any factors which will influence the appropriate completion and final cost of the project.

E. MINIMUM REQUIREMENTS FOR CONTRACTORS

1. A minimum of five (10) years' experience with completing municipal building construction projects.
2. A minimum of three (5) years' experience with completing process pipe installation projects.
3. Appropriate licensure, certifications, permits, and insurance required for completion of the project.

F. SUBMITTAL REQUIREMENTS

Dates and times applicable to RFP #2024-01 are on the following page. Responses to RFP #2024-01 must include the following information:

1. Statement of all relevant licensure, certifications and qualifications as applicable for the completion of the project. Proof of such shall be required prior to issuance of Notice to Proceed.
2. A minimum of three (3) references relating to the services being requested with full name, title, address, phone number, email; references from Maryland municipalities preferred.
3. The completed Cost Proposal as included in this RFP.
4. The completed Signature page as included in this RFP.
5. The completed List of Proposed sub-contractors (if applicable) included with the Cost Proposal page.
6. Additionally, bidders are encouraged to submit a narrative describing the expectations for execution of the contract within the Town of Berlin to include:
 - Scheduling of work to include a general idea of progression of work.
 - An estimate of the number of personnel expected to be onsite at a given time.
 - Any specific needs the contractor anticipates.
 - Any other information the bidder feels is relevant for consideration.
7. Printed and electronic or email submittals will be accepted. Regardless of the delivery method, it is the responsibility of the bidder to ensure delivery by the deadline.



DRAFT RFP #2024-01 Powellton Avenue Well Building Addition

8. If printed, the Town encourages double-sided printing where appropriate. Complete submission should not exceed 20 sheets of paper and must be in a sealed envelope addressed to;

Town of Berlin RFP #2024-01
Attn: J. Latchum, Director of Water Resources
10 William Street
Berlin, MD 21811

9. If electronic (via USB drive), USB must be clearly labeled: "TOB RFP #2024-01"
10. If via email, send to jlatchum@berlinmd.gov with the subject "RFP #2024-01 Powellton Avenue Well Building Addition".

- **PROPRIETARY PROPOSAL MATERIAL:** Any proprietary information revealed in the proposal should be clearly identified as such.

- **SIGNATURES:** Proposal shall be signed by one of the legally authorized officers of said corporation. If awarded the contract, the Contract shall also be so executed.



DRAFT RFP #2024-01 Powellton Avenue Well Building Addition

G. DEADLINES AND IMPORTANT DATES:

(September XX, 2023) EST – MANDATORY Pre-Bid Meeting: Pre-bid Meeting shall be held at Town Hall, 10 William Street, Berlin, MD 21811 and will be followed by site visit(s) if requested.

(September XX, 2023) EST – Deadline to submit questions: Questions from potential Bidders are due via email to jlatchum@berlinmd.gov. Please note: With the exception of questions asked during site visit(s), questions received after this deadline, and questions that are phoned, faxed, sent through regular mail, or submitted via any other method or to any other email address will not be accepted. Oral responses or responses to questions submitted in any other format or to any other person will be non-binding. Individual responses to questions will not be provided; all questions and answers will be compiled into one document to be posted as indicated below.

(September XX, 2023) EST – Posting of responses: Responses to questions from potential Bidders will be posted at the following link by the deadline. It is the responsibility of potential Bidders to visit the website for this information <http://berlinmd.gov/government/request-for-proposals/>.

(October XX, 2023) EST – Due Date for Proposals: Proposals shall be submitted per the Submittal Requirements as indicated on the preceding page(s) and must be received by the deadline, at which time proposals will be publicly opened and read aloud at Berlin Town Hall, 2nd Floor Conference Room, 10 William Street, Berlin, MD 21811. Proposals received after that date and time will not be considered. Regardless of the delivery method, it is the responsibility of the bidder to ensure delivery by the deadline.

H. EVALUATION CRITERIA AND AWARD OF CONTRACT

The following shall be considered in evaluating submissions and awarding a contract:

- Experience of Contractor with similar projects.
- Information acquired from municipal references.
- Overall quality of proposal.
- Project understanding.
- Anticipated project cost.
- Anticipated project schedule.

The Town may select a limited number of bidders for in-person interviews before a selection committee.

The Town reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the Town to pay any costs incurred by bidders in the preparation and submission of their qualifications. Furthermore, the RFP does not obligate the Town to accept or contract for any expressed or implied services.

It is the practice of the Town to make award based on the lowest responsible bid. The Town reserves the right to accept or reject any and all submissions and the right to award contract based on factors other than cost.

• **CONTRACT AWARD:** The Town reserves the right to make an award without further discussion of the submittals. The installer selected as the apparently successful contractor will be expected to enter into a contract with the Town. Following notification of selection, the successful bidder review and execute the Standard Town Agreement. The Town shall not be bound, or in any way obligated, until both parties have executed the agreement. No party may incur any chargeable costs prior to the execution of the final Contract.



DRAFT RFP #2024-01 Powellton Avenue Well Building Addition

- **CONTRACT NEGOTIATION:** The Town reserves the right to negotiate all elements of the submittals, proposals, terms and conditions, and/or scope of work as part of the contract negotiation process prior to any formal authorization of the Contract by the Town.

Unless specifically negotiated and mutually agreed upon, all applicable specifications of this Request for Proposals shall be considered as terms of the contract and shall not be overwritten or eliminated by conflicting language in the actual contract document.

- **EQUAL OPPORTUNITY EMPLOYMENT:** The successful contractor or contractors must comply with the Town of Berlin equal opportunity requirements. The Town of Berlin is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality or disability.

- **TITLE VI:** It is the Town of Berlin's policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities.

- **INSURANCE REQUIREMENTS:** The Town shall be named as an Additional Insured on the successful bidder's contract. Insurance coverage needs to be in at least the following amounts:

- a. Commercial/General Liability: Each Occurrence - \$1,000,000; medical expenses - \$10,000
- b. Vehicle Liability: \$1,000,000
- c. Workers Compensation: \$1,000,000

The cost of such insurance shall be paid by the contractor.

It shall be the responsibility of the successful contractor to ensure that appropriate insurance is maintained by any subcontractors associated with the project.

- **HOLD HARMLESS:** The Town of Berlin and their consultants shall be held harmless against claims for injuries to persons or damages to property, errors, omissions or professional liability that may arise from or in connection with the performance of work hereunder by the selected contractor, his agents, representatives, employees or subcontractors.

- **NON-ENDORSEMENT:** As a result of the selection of a contractor to supply products and/or services to the Town, the Town does not agree to the contractor's reference to the Town in any literature, promotional material, brochures, sales presentation or the like without the express written consent of the Town.

- **COMPLIANCE WITH LAWS, REGULATIONS, AND POLICIES:** In addition to nondiscrimination and affirmative action compliance requirements previously listed, the contractor or contractors ultimately awarded a contract shall comply with federal, state and local laws, statutes and ordinances relative to the execution of the work and other applicable provisions. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects, including satisfaction of any outstanding payables to the Town of Berlin, whether related to the Contractor's business or personal account(s).



DRAFT RFP #2024-01 Powellton Avenue Well Building Addition

Contractor: _____

COST PROPOSAL

Please note: The Town of Berlin is exempt from Maryland Sales Tax – information to be provided upon request as applicable.

The following table should be included within the proposal submission.

ITEM NO.	DESCRIPTION OF WORK	SIZE OR DEPTH	UNIT	EST QTY	UNIT PRICE	TOTAL PRICE
1.	Mobilization, Bonds, and Insurance (Max. 3% of Total Bid)	--	LS	--		
2.	Furnish and Install Sediment and Erosion Control Measures and Other Site Permit Requirements.	--	LS	--		
3.	Demolition of Existing Building	--	LS	--		
4.	Construction of Proposed Building	--	LS	--		
5.	Site and Building Process Piping.	--	LS	--		
CONTINGENCIES						
6.	Miscellaneous Excavation and Test Pitting*	--	CY	10		
7.	Excavation Below Subgrade and Gravel Refill*	--	CY	10		
8.	Furnish and Install Select Fill*	--	CY	10		
9.	Furnish and Place Miscellaneous 4000 psi Concrete*	--	CY	5		
Total Base Bid (Items 1 – 9) \$ _____						
(Written Amount) _____						

***Contingencies shall only be used if and as directed by the Engineer.**



DRAFT RFP #2024-01 Powellton Avenue Well Building Addition

Contractor: _____

Proposed Subcontractors:

Individual/Firm Name and Tax ID Number	Address	Proposed work to be completed

Please attach additional sheet(s) or continue list on reverse if necessary.



DRAFT RFP #2024-01 Powellton Avenue Well Building Addition

Contractor: _____

SIGNATURES

I, the undersigned, am an authorized agent of the firm listed below and am authorized to submit the attached Cost Proposal for the RFP as indicated above. I certify that all information included herein is true and correct to the best of my knowledge. I further acknowledge the conditions and requirements expressed in the RFP and the agreement to adhere to same.

Signature: _____ Date: _____

Printed Name: _____

Firm Name: _____ Tax/EIN: _____

DBA (if different than above): _____

Address: _____

City, State Zip: _____

Phone: _____





MOTION OF THE MAYOR AND COUNCIL 2023-26

A motion of the Mayor and Council of the Town of Berlin to award RFP 2023-07 STORMWATER MANAGEMENT UPGRADES PHASE II – PINE STREET, FRANKLIN AVENUE, AND NELSON STREET TO DAVID A. BRAMBLE, INC. in the amount of \$1,312,510.00, WHICH EXCLUDES THE ALTERNATIVE BID ITEMS.

APPROVED THIS ____ DAY OF _____, 20____ BY THE COUNCIL OF THE TOWN OF BERLIN, MARYLAND BY AFFIRMATIVE VOTE OF ____ TO ____ OPPOSED, WITH ____ ABSTAINING AND ____ ABSENT.

Dean Burrell, Sr. Vice President of the Council

APPROVED THIS ____ DAY OF _____, 20____ BY THE MAYOR OF THE TOWN OF BERLIN.

Zackery Tyndall, Mayor, President of the Council

ATTEST: _____
Mary Bohlen, Town Administrator

August 15, 2023

Ms. Mary Bohlen
Town Administrator
Town of Berlin
10 William Street
Berlin, Maryland 21811

**Subject: Stormwater Management Upgrades Phase 2: Pine St.,
Franklin., Ave and Nelson St. Project
Bid Package Review, Tabulation, and Recommendation**

Dear Ms. Bohlen:

Bids were received on July 17, 2023 for the Stormwater Management Upgrades Phase 2: Pine St., Franklin., Ave and Nelson St. Project. Two bids were received: David A. Bramble Inc., and Kinsley Construction Inc. On behalf of the Town of Berlin, EA Engineering, Science and Technology, Inc., PBC (EA) has reviewed each of these bids for completeness. EA's review consisted of tabulating the two bids, reviewing of the bid packages in accordance with the Contract Documents, and a reference background vetting. Both bids presented a complete bid package consisting of a Bid Form, Proposal Bond, and Certificate of Insurance. A Bid Tabulation is attached to this letter for reference.

The low bidder, as presented in the Bid Tabulation, is David A. Bramble Inc. EA understands that the Town has an established working history with David A. Bramble and recently successfully completed similar utility projects within the Town of Berlin. EA and the Town met with Holden Smith with David A. Bramble Inc. to discuss possible value engineering options. Mr. Smith stated that project is mostly unit price, and that potential cost savings would most likely be evaluating the quantity for line items during the pre-construction meeting. EA understands the Town may consider evaluating the limit of pavement restoration and/or sidewalk to reduce the quantity of these line items and ultimately a reduction on construction cost.

As the Town is aware, the Maryland Coastal Bays Program has entered into a Memorandum of Understanding with the Town to provide \$400,000 in funding for this project. Based on the review of their bid package, EA recommends that Town of Berlin consider David A. Bramble for award of the Stormwater Management Upgrades Phase 2: Pine St., Franklin., Ave and Nelson St. Project in the amount of \$1,312,510 which excludes the alternative bid items.

Respectfully yours,
EA ENGINEERING, SCIENCE, AND TECHNOLOGY, INC., PBC



Darl Kolar, P.E., BCEE
Project Manager

Cc: Jamey Latchum, Town of Berlin

Stormwater Management Upgrades Phase 2: Pine St., Franklin Ave., and Nelson St.

Bid Tabulation

August 15, 2023

				Bramble		Kinsley		Average	
ITEM	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	UNIT COST	TOTAL ITEM	UNIT COST	TOTAL ITEM	UNIT COST	TOTAL ITEM
1	Mobilization and Demobilization and Ancillary Items	1	LS	\$ 97,475.00	\$ 97,475.00	\$ 234,754.00	\$ 234,754.00	\$ 137,409.67	\$ 137,409.67
2	Erosion and Sediment Controls	1	LS	\$ 50,000.00	\$ 50,000.00	\$ 34,400.00	\$ 34,400.00	\$ 30,133.33	\$ 30,133.33
3	Driveway Restoration	15	EA	\$ 650.00	\$ 9,750.00	\$ 7,132.00	\$ 106,980.00	\$ 3,194.00	\$ 47,910.00
4	Town of Berlin Pavement Restoration	2,470	SY	\$ 58.00	\$ 143,260.00	\$ 82.00	\$ 202,540.00	\$ 63.47	\$ 156,762.67
5	72” SHA Precast Concrete Manhole	4	EA	\$ 8,200.00	\$ 32,800.00	\$ 8,480.00	\$ 33,920.00	\$ 7,280.00	\$ 29,120.00
6	Town of Berlin Precast Single WR Inlet	11	EA	\$ 5,200.00	\$ 57,200.00	\$ 5,210.00	\$ 57,310.00	\$ 4,630.00	\$ 50,930.00
7	Town of Berlin Precast Double WR Inlet	1	EA	\$ 8,320.00	\$ 8,320.00	\$ 6,910.00	\$ 6,910.00	\$ 6,836.67	\$ 6,836.67
8	Demolition and Offsite Disposal	1	LS	\$ 145,000.00	\$ 145,000.00	\$ 133,250.00	\$ 133,250.00	\$ 109,416.67	\$ 109,416.67
9	Sewer Lateral – 123 Cedar Ave.	1	EA	\$ 21,100.00	\$ 21,100.00	\$ 21,500.00	\$ 21,500.00	\$ 16,600.00	\$ 16,600.00
10	Sewer Laterals	5	EA	\$ 6,730.00	\$ 33,650.00	\$ 12,375.00	\$ 61,875.00	\$ 7,368.33	\$ 36,841.67
11	8” SDR-35 PVC Gravity Sewer	260	LF	\$ 195.00	\$ 50,700.00	\$ 138.00	\$ 35,880.00	\$ 137.00	\$ 35,620.00
12	8” D.I. Pipe	40	LF	\$ 480.00	\$ 19,200.00	\$ 2,187.00	\$ 87,480.00	\$ 931.00	\$ 37,240.00
13	Town of Berlin Precast Sewer Manhole	1	EA	\$ 8,150.00	\$ 8,150.00	\$ 7,430.00	\$ 7,430.00	\$ 7,393.33	\$ 7,393.33
14	Watermain Deflection	1	EA	\$ 10,000.00	\$ 10,000.00	\$ 11,420.00	\$ 11,420.00	\$ 11,140.00	\$ 11,140.00
15	Water Service Lateral	6	EA	\$ 6,000.00	\$ 36,000.00	\$ 5,830.00	\$ 34,980.00	\$ 5,343.33	\$ 32,060.00
16	8” Watermain Valve	1	EA	\$ 9,400.00	\$ 9,400.00	\$ 2,725.00	\$ 2,725.00	\$ 6,361.67	\$ 6,361.67
17	Town of Berlin Curb and Gutter	1700	LF	\$ 43.00	\$ 73,100.00	\$ 49.95	\$ 84,915.00	\$ 42.98	\$ 73,071.67
18	Town of Berlin Sidewalk	800	SY	\$ 107.50	\$ 86,000.00	\$ 133.45	\$ 106,760.00	\$ 110.32	\$ 88,253.33
19	Precast 14”x23” Class IV ERCP	120	LF	\$ 213.00	\$ 25,560.00	\$ 215.60	\$ 25,872.00	\$ 216.87	\$ 26,024.00
20	Precast 19”x30” Class IV ERCP	960	LF	\$ 260.00	\$ 249,600.00	\$ 225.60	\$ 216,576.00	\$ 251.87	\$ 241,792.00
21	Precast 29”x45” Class IV Elliptical ERCP	136	LF	\$ 375.00	\$ 51,000.00	\$ 334.75	\$ 45,526.00	\$ 336.58	\$ 45,775.33
22	15” ADS N-12 Pipe	200	LF	\$ 160.00	\$ 32,000.00	\$ 137.80	\$ 27,560.00	\$ 147.27	\$ 29,453.33
23	Precast 15” Class IV RCP	48	LF	\$ 165.00	\$ 7,920.00	\$ 191.50	\$ 9,192.00	\$ 168.83	\$ 8,104.00
24	Traffic Control	1	LS	\$ 20,000.00	\$ 20,000.00	\$ 58,220.00	\$ 58,220.00	\$ 30,073.33	\$ 30,073.33
25	Furnish and Install Select Fill	825	CY	\$ 20.00	\$ 16,500.00	\$ 25.00	\$ 20,625.00	\$ 19.60	\$ 16,170.00
26	Verizon Utility Relocation and Encasement and Gas Utility Excavation	1	LS	\$ 18,825.00	\$ 18,825.00	\$ 36,650.00	\$ 36,650.00	\$ 28,491.67	\$ 28,491.67
	SUBTOTAL				\$ 1,312,510.00		\$ 1,705,250.00		\$ 1,338,984.33
27	Add Alt. 1 – Additional Water Service Laterals on Franklin Ave. and Nelson St.	10	EA	\$ 6,800.00	\$ 68,000.00	\$ 5,830.00	\$ 58,300.00	\$ 6,210.00	\$ 62,100.00
28	Add Alt. 2 – Additional Sewer Laterals on Franklin Ave. and Nelson St.	8	EA	\$ 7,500.00	\$ 60,000.00	\$ 13,700.00	\$ 109,600.00	\$ 8,066.67	\$ 64,533.33
29	Add Alt. 3 – 2” Mill and Overlay on Franklin Ave. and Nelson St.	2100	SY	\$ 22.10	\$ 46,410.00	\$ 29.50	\$ 61,950.00	\$ 24.80	\$ 52,080.00
	SUBTOTAL				\$ 174,410.00		\$ 229,850.00		\$ 178,713.33
	PROJECT TOTAL				\$ 1,486,920.00		\$ 1,935,100.00		\$ 1,517,697.67

BID FORM

**PROJECT IDENTIFICATION: STORMWATER MANAGEMENT UPGRADES
PHASE 2: PINE ST., FRANKLIN AVE., AND NELSON ST.**

THIS BID IS SUBMITTED TO: Town of Berlin – Town Council, Owner

ADDRESS: 10 William Street
Berlin, Maryland 21811
Attention: Mary Bohlen – Town Administrator

1. The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an agreement with Owner in the form included in the Contract Documents to perform and furnish all Work as specified or indicated in the Contract Documents for the Contract Price and within the Contract Time indicated in this Bid and in accordance with the other terms and conditions of the Contract Documents.
2. Bidder accepts all of the terms and conditions of the Advertisement and Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. This Bid will remain subject to acceptance for sixty days after the day of Bid opening. Bidder will sign and submit the Agreement with the Bonds and other documents required by the Bidding Requirements within fifteen days after the date of Owner's Notice of Award.
3. In submitting this Bid, Bidder represents, as more fully set forth in the Agreement, that:
 - a. Bidder has examined copies of all the Bidding Documents and of the following Addenda (receipt of all which is hereby acknowledged):

Date(s)	Number(s)
<u>07/07/2023</u>	<u>1</u>
<u>07/13/2023</u>	<u>1</u>

- b. Bidder has familiarized self with the nature and extent of the Contract Documents, Work, site, locality, and all local conditions and Laws and Regulations that in any manner may affect cost, progress, performance, or furnishing of the Work.

- c. Bidder has obtained and carefully studied (or assumes responsibility for obtaining and carefully studying) all such examinations, investigations, explorations, tests, and studies which pertain to the subsurface or physical conditions at the site or otherwise may affect the cost, progress, performance, or furnishing of the Work as Bidder considers necessary for the performance or furnishing of the Work at the Contract Price, within the Contract Time and in accordance with the other terms and conditions of the Contract Documents, including specifically the provisions of paragraph 4.02 of the General Conditions; and no additional examinations, investigations, explorations, tests, reports, or similar information or data are or will be required by Bidder for such purposes.
 - d. Bidder has reviewed and checked all information and data shown on or indicated on the Contract Documents with respect to existing Underground Facilities at or contiguous to the site and assumes responsibility for the accurate location of said Underground Facilities. No additional examinations, investigations, explorations, tests, reports, or similar information or data in respect of said Underground Facilities are or will be required by Bidder in order to perform and furnish the Work at the Contract Price, within the Contract Time and in accordance with the other terms and conditions of the Contract Documents, including specifically the provisions of paragraph 4.04 of the General Conditions.
 - e. Bidder has correlated the results of all such observations, examinations, investigations, explorations, tests, reports, and studies with the terms and conditions of the Contract Documents.
 - f. Bidder has given Engineer written notice of all conflicts, errors, or discrepancies that it has discovered in the Contract Documents and the written resolution thereof by Engineer is acceptable to Bidder.
 - g. This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm, or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization, or corporation: Bidder has not directly or indirectly induced or solicited any other bidder to submit a false or sham Bid; Bidder has not solicited or induced any person, firm, or corporation to refrain from bidding; and Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over the Owner.
4. Bidder will complete the Work within ninety (150) calendar days from receipt of the Notice to Proceed for the following price as indicated on the Bid Form.

BID FORM
TOWN OF BERLIN, MARYLAND
STORMWATER MANAGEMENT UPGRADES
Phase 2: Pine St., Franklin Ave., and Nelson Street.

ITEM NO.	ITEM DESCRIPTION	QTY	UNIT	COST PER UNIT (\$)	TOTAL ITEM COST (\$)
1	Mobilization and Demobilization and Ancillary Items	1	LS	97,475.00	97,475.00
2	Erosion and Sediment Controls	1	LS	50,000.00	50,000.00
3	Driveway Restoration	15	EA	650.00	9,750.00
4	Town of Berlin Pavement Restoration	2,470	SY	58.00	143,260.00
5	72" SHA Precast Concrete Manhole	4	EA	8,200.00	32,800.00
6	Town of Berlin Precast Single WR Inlet	11	EA	5,200.00	57,200.00
7	Town of Berlin Precast Double WR Inlet	1	EA	8,320.00	8,320.00
8	Demolition and Offsite Disposal	1	LS	145,000.00	145,000.00
9	Sewer Lateral – 123 Cedar Ave.	1	EA	21,100.00	21,100.00
10	Sewer Laterals	5	EA	6,730.00	33,650.00
11	8" SDR-35 PVC Gravity Sewer	260	LF	195.00	50,700.00
12	8" D.I. Pipe	40	LF	480.00	19,200.00
13	Town of Berlin Precast Sewer Manhole	1	EA	8,150.00	8,150.00
14	Watermain Deflection	1	EA	10,000.00	10,000.00
15	Water Service Lateral	6	EA	6,000.00	36,000.00
16	8" Watermain Valve	1	EA	9,400.00	9,400.00
17	Town of Berlin Curb and Gutter	1,700	LF	43.00	73,100.00
18	Town of Berlin Sidewalk	800	SY	107.50	86,000.00
19	Precast 14"x23" Class IV ERCP	120	LF	213.00	25,560.00
20	Precast 19"x30" Class IV ERCP	960	LF	260.00	249,600.00
21	Precast 29"x45" Class IV Elliptical ERCP	136	LF	375.00	51,000.00
22	15" ADS N-12 Pipe	200	LF	160.00	32,000.00
23	Precast 15" Class IV RCP	48	LF	165.00	7,920.00
24	Traffic Control	1	LS	20,000.00	20,000.00
25	Furnish and Install Select Fill	825	CY	20.00	16,500.00
26	Verizon Utility Relocation and Encasement and Gas Utility Excavation	1	LS	18,825.00	18,825.00
Total Base Bid Items		TOTAL=			\$1,312,510.00
27	Add Alt. 1 – Additional Water Service Laterals on Franklin Ave. and Nelson St.	10	EA	6,800.00	68,000.00
28	Add Alt. 2 – Additional Sewer Laterals on Franklin Ave. and Nelson St.	8	EA	7,500.00	60,000.00
29	Add Alt. 3 – 2" Mill and Overlay on Franklin Ave. and Nelson St.	2,100	SY	22.10	46,410.00
Total Add Alternate Bid for Items		TOTAL=			\$174,410.00

Written Total Base Bid Price: One Million, Three Hundred Twelve Thousand, Five Hundred Ten

Dollars and Zero Cents

Written Total Add Alternate Bid Price: One Hundred Seventy Four Thousand, Four Hundred Ten

Dollars and Zero Cents

5. The following documents are attached to and made a condition of this Bid:

- a. Required bid Security in the form of bond or cashier's check.
- b. A tabulation of Subcontractors, Suppliers, and other persons and organizations required to be identified in this Bid.
- c. Bidder's Qualification Statement with supporting data.

6. Communications concerning this Bid shall be addressed:

Mary Bohlen – Town Administrator

Town of Berlin
10 William Street
Berlin, Maryland
(410) 641-4144

7. The terms used in this Bid which are defined in the General Conditions of the Construction Contract included as part of the Contract Documents have the meanings assigned to them in the General Conditions.

SUBMITTED ON July 17, _____, 2023.

If Bidder is:

An Individual

By _____ (SEAL)
(Individual's Name)

doing business at

Business Address: _____

Phone Number: _____

A Partnership

By _____ (SEAL)
(Firm Name)

(General Partner)

Business Address: _____

Phone Number: _____

A Corporation

By David A. Bramble, Inc. (SEAL)
(Corporation Name)

Maryland

(State of Incorporation)

By Paul C. Bramble
(Name of Person Authorized to Sign)

Paul C. Bramble, President

(Title)

(Corporate Seal)

Attest Millie C. Clough (SEAL)
(Secretary) Millie C. Clough

Business Address: P.O. Box 419

Chestertown, MD 21620

Phone Number: 410-778-3023



A Joint Venture

By _____
(Name)

(Address)

By _____
(Name)

(Address)

(Each joint venture must sign. The manner of signing for each individual, partnership, and corporation that is a party of the joint venture should be in the manner indicated above.)

PROPOSAL BOND

KNOW ALL MEN BY THESE PRESENTS, that David A. Bramble, Inc.

(CONTRACTOR)

hereinafter called the PRINCIPAL and Liberty Mutual Insurance Company

(SURETY)

hereinafter called the SURETY, are hereby held and firmly bound unto Town of Berlin Mayor and Council, 10 William Street, Berlin, Maryland hereinafter called the OWNER, in the penal sum of FIVE-PERCENT-OF-BID Dollars (\$5%-of-bid) for the payment of which sum, well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, executors, administrations, successors, and assigns.

The condition of the above obligation is such that, whereas, the PRINCIPAL has submitted to the OWNER a certain PROPOSAL attached hereto and hereby made a part hereof, to enter into a CONTRACT in writing, for the Construction of the STORMWATER MANAGEMENT UPGRADES - PHASE 2: PINE STREET, FRANKLIN AVENUE, AND NELSON STREET project, Town of Berlin, Maryland.

NOW, THEREFORE,

- a. If said PROPOSAL shall be rejected by the OWNER, or in the alternative,
- b. If within five (5) days of notice from the OWNER or the OWNER'S AGENT of the OWNER'S intention to award a CONTRACT to the PRINCIPAL in accordance with the PROPOSAL, the PRINCIPAL shall duly execute and deliver a PERFORMANCE BOND and PAYMENT BOND in the amounts required and in the forms set forth in the CONTRACT DOCUMENTS under which the PROPOSAL was submitted with a Surety or Sureties as required by said CONTRACT DOCUMENTS and in the event of acceptance of his PROPOSAL by the OWNER shall within the period specified therefor, enter into a written CONTRACT with the OWNER in accordance with the Bid as accepted and furnish to the OWNER proper evidence of insurance coverage as required the CONTRACT DOCUMENTS.

Then this obligation shall be void, otherwise the same shall remain in full force and effect; it being expressly understood and agreed that the liability of the SURETY for any and all default of the PRINCIPAL or claims hereunder shall in no event exceed the penal amount of this obligation as herein stated.

The SURETY, for value received stipulates and agrees that the obligation of said SURETY and its bond shall be in no way impaired or affected by any extension of the time within which the OWNER may accept such PROPOSAL and said SURETY does hereby waive notice of any such extension.

PROPOSAL BOND

KNOW ALL MEN BY THESE PRESENTS, that David A. Bramble, Inc.
(CONTRACTOR)
hereinafter called the PRINCIPAL and Liberty Mutual Insurance Company
(SURETY)
hereinafter called the SURETY, are hereby held and firmly bound unto Town of Berlin Mayor and Council, 10 William Street, Berlin, Maryland hereinafter called the OWNER, in the penal sum of FIVE-PERCENT-OF-BID Dollars (\$5%-of-bid) for the payment of which sum, well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, executors, administrations, successors, and assigns.

The condition of the above obligation is such that, whereas, the PRINCIPAL has submitted to the OWNER a certain PROPOSAL attached hereto and hereby made a part hereof, to enter into a CONTRACT in writing, for the Construction of the STORMWATER MANAGEMENT UPGRADES - PHASE 2: PINE STREET, FRANKLIN AVENUE, AND NELSON STREET project, Town of Berlin, Maryland.

NOW, THEREFORE,

- a. If said PROPOSAL shall be rejected by the OWNER, or in the alternative,
- b. If within five (5) days of notice from the OWNER or the OWNER'S AGENT of the OWNER'S intention to award a CONTRACT to the PRINCIPAL in accordance with the PROPOSAL, the PRINCIPAL shall duly execute and deliver a PERFORMANCE BOND and PAYMENT BOND in the amounts required and in the forms set forth in the CONTRACT DOCUMENTS under which the PROPOSAL was submitted with a Surety or Sureties as required by said CONTRACT DOCUMENTS and in the event of acceptance of his PROPOSAL by the OWNER shall within the period specified therefor, enter into a written CONTRACT with the OWNER in accordance with the Bid as accepted and furnish to the OWNER proper evidence of insurance coverage as required the CONTRACT DOCUMENTS.

Then this obligation shall be void, otherwise the same shall remain in full force and effect; it being expressly understood and agreed that the liability of the SURETY for any and all default of the PRINCIPAL or claims hereunder shall in no event exceed the penal amount of this obligation as herein stated.

The SURETY, for value received stipulates and agrees that the obligation of said SURETY and its bond shall be in no way impaired or affected by any extension of the time within which the OWNER may accept such PROPOSAL and said SURETY does hereby waive notice of any such extension.

IN WITNESS THEREOF, the PRINCIPAL and SURETY have executed this instrument under their several seals this 17th day of July, 2023, the name and corporate seal of each corporate party being hereby affixed and these presents duly signed by its proper officers, pursuant to authority of its governing body.

In presence of

(INDIVIDUAL PRINCIPAL) SEAL

(ADDRESS) (BUSINESS ADDRESS)

(INDIVIDUAL PRINCIPAL) SEAL

(ADDRESS) (BUSINESS ADDRESS)

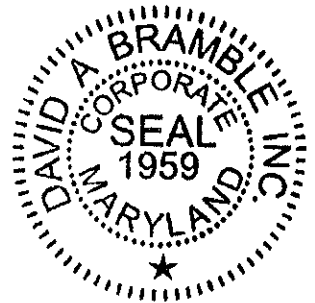
Attest: Mimi C. Dougherty

David A. Bramble, Inc.
(CORPORATE PRINCIPAL)

(BUSINESS ADDRESS)
P.O. Box 419
Chestertown, MD 21620

BY: Paul C. Bramble BY:
Paul C. Bramble, President

Affix Corporate Seal



Witness:

Liberty Mutual Insurance Company
(CORPORATE SURETY)

1001 4th Avenue, Suite 1700
Seattle, WA 98154

(BUSINESS ADDRESS)

BY: Bridget A. Magee BY: Colin M. Montgomery
Bridget A. Magee Affix Corporate Seal Colin M. Montgomery, Attorney-in-Fact





MOTION OF THE MAYOR AND COUNCIL 2023-27

A Motion of the Mayor and Council of the Town of Berlin AUTHORIZING THE APPLICATION TO THE COMMUNITY PARKS AND PLAYGROUNDS PROGRAM FOR STATE FISCAL YEAR 2025 FOR THE COMPLETE REPLACEMENT OF THE LARGE PLAY UNIT AT DR. WILLIAM HENRY PARK.

It has been determined that the large, red and yellow play unit at Henry Park, which was purchased in 2001, has, through ordinary wear-and-tear and age, become difficult to repair and maintain. Therefore, the Mayor and Council authorize staff to develop and submit a grant application for the removal of the existing unit, reconfiguration of the play area, and purchase and installation of a replacement unit, as well as certain accessory items such as swings and benches, and required play surfacing and curbing.

Staff is requesting approval for a total project NOT TO EXCEED \$250,000, with 90% to be requested in grant funding and 10% in cash or in-kind Town match. This project would be requested for inclusion in the FY25 budget.

APPROVED THIS ____ DAY OF _____, 2023 BY THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND BY AFFIRMATIVE VOTE OF ____ TO ____ OPPOSED, WITH ____ ABSTAINING AND ____ ABSENT.

Dean Burrell, Sr. Vice President of the Council

Approved this ____ day of _____, 2023 by the Mayor of the Town of Berlin.

Zackery Tyndall, Mayor, President of the Council

ATTEST: _____
Mary Bohlen, Town Administrator

Proposal for Town of Berlin

Prepared by



08-11-2023
Job # 166788-01

Henry Park Playground



800.235.2440 | gametime.com

Henry Park Playground Berlin, MD

Design • Build • PLAY!



Colors Shown:

*Spring Green Plastic, Blue Decks, Periwinkle Posts,
Azure Accent Metal, Blue Net, Blue Swings, Blue HDPE
Purple-White 2-Color HDPE, Shades - (1) Lime & (2) Turquoise*

Henry Park Playground Berlin, MD

Design • Build • PLAY!





GameTime c/o Cunningham Recreation
 PO Box 240981
 Charlotte, NC 28224
 800.438.2780
 704.525.7356 FAX

08/09/2023
 Quote #
 166788-01-01

Henry Park Playground

Town of Berlin
 Attn: Cody Chesser
 10 William Street
 Berlin, MD 21811
 Phone: 410-641-3845
 cchesser@berlinmd.gov

Ship to Zip 21811

Quantity	Part #	Description	Unit Price	Amount
1	RDU	GameTime - 5-12 Yr Old Powerscape Structure [Deck:Pvc:_____] [Accent:_____] [Accent2:_____] [Basic:_____] [Arch:_____] [RotoPlastic:_____] [HDPE:_____] [2ColorHDPE:_____] [Fabric1:_____] [Cabling:_____] (9) 80001 -- 49"Tri Punched Steel Deck (1) 80687 -- Handhold/Kick Plate Pkg (1) 80924 -- Double Seat (1) 81483 -- 90 Deg Loop Ladder Link (1) 90003 -- Wide Triangle Deck (2) 90004 -- Two Piece Hex Deck (1) 90157 -- Triple Slide (1) 90207 -- Overhead Ladder Access Package (2) 90266 -- 8' Upright, Alum (1) 90267 -- 9' Upright, Alum (3) 90268 -- 10' Upright, Alum (8) 90269 -- 11' Upright, Alum (5) 90272 -- 14' Upright, Alum (1) 90299 -- 7'-6"/8' Wavy Tree Climber (1) 90366 -- Sloped Funnel Climber W/Barrier (1) 90575 -- Scramble Up (6'-6" To 8'-0") (1) 90581 -- Wide Deck Climber Archway (Barrier) (1) 90621 -- Ergo Climber (6'-0") (1) 90653 -- 3'-6"/4'-0" Zip Swerve Slide Left (1) 90790 -- Sloped Funnel Climber Barrier (Dbl) (1) 90835 -- 3-in-a-Row Panel Blw Deck (1) 90843 -- Double Twin Spiral (1) 90870 -- Splitter 8' (1) 91100 -- 5'-6"/6'-6" Double Bubble Climber	\$144,940.00	\$144,940.00



GameTime c/o Cunningham Recreation
PO Box 240981
Charlotte, NC 28224
800.438.2780
704.525.7356 FAX

08/09/2023
Quote #
166788-01-01

Henry Park Playground

Quantity	Part #	Description	Unit Price	Amount
		(1) 91139 -- Entryway - Barrier		
		(7) 91209 -- Climber Entryway - Barrier		
		(1) 91321 -- Erratic Climber 4'0"-5'0"		
		(1) 91334 -- Climber Offset Entryway (Barrier)		
		(1) 91500 -- Olympus Climber - 5'0 thru 6'0 attac		
		(1) 91561 -- Flower Spinner Panel		
		(1) 91572 -- Answer Ball Half Panel		
		(1) 91578 -- Animal Race Panel		
		(1) 91608 -- 15' Sunblox Umbrella Canopy		
		(1) 91609 -- 15' Sunblox Umbrella Canopy		
		(1) 91618 -- Hi-Line Climbing Link 1' Rise (1 dk)		
		(1) 91646 -- Circle Climb Mini 2'-4'		
		(1) 91716 -- Modern Transfer w/Barrier 2' Rise		
		(1) 91739 -- Narrows Climber (3'-4'6")		
		(1) 91787 -- 5' Quiver Climber		
		(1) 91798 -- 14' Sunblox Hex Canopy		
		(2) G90269 -- 11' Upright, Galv		
		(7) G90271 -- 13' Upright, Galv		
		(1) G90273 -- 15' Upright, Galv		
1	6143	GameTime - Whirlwind Seat Straight (F/S) [Accent:_____][Roto Plastic:_____]	\$936.00	\$936.00
1	8662	GameTime - Walking The Plank [Deck:Pvc:_____]	\$2,439.00	\$2,439.00
1	5959SP	GameTime - VistaTree Top 2 [Accent:_____][Basic:_____][Netting:_____]	\$18,291.00	\$18,291.00
1	18827	GameTime - Primetime Swing Add A Bay 3 1/2" X 8' [Basic:_____]	\$1,113.00	\$1,113.00
2	SS8696	GameTime - Encl Tot Seat 3 1/2"/8' High W/Clevis	\$492.00	\$984.00
4	161292	GameTime - Wear Mat 44"x48"	\$308.00	\$1,232.00
1	INSTALL	MISC - Installation of Above Equipment	\$57,815.00	\$57,815.00
3	161290	GameTime - Geo-Textile 2250 Sqft Roll	\$1,092.00	\$3,276.00
1	161291	GameTime - Geo-Textile 1125 Sqft Roll	\$544.00	\$544.00
350	EWf	GT-Impax - Engineered Wood Fiber Safety Surfacing (CY)- <ul style="list-style-type: none"> • Area: 7078 Sq.Ft. • Thickness (Compacted): 12" 	\$31.85	\$11,147.50
1	INSTALL	MISC - EWF & Geotextile Installation	\$9,538.00	\$9,538.00



GameTime c/o Cunningham Recreation
 PO Box 240981
 Charlotte, NC 28224
 800.438.2780
 704.525.7356 FAX

08/09/2023
 Quote #
 166788-01-01

Henry Park Playground

Quantity	Part #	Description	Unit Price	Amount
1	INSTALL	MISC - Demo/Site Prep- <ul style="list-style-type: none"> Remove/dispose existing play structure and single bay swing Remove/dispose existing EWF Rework existing plastic borders 	\$21,730.00	\$21,730.00
1	178749	GameTime - Owner's Kit	\$84.00	\$84.00
1	INSTALL	MISC - Ancillary Services- Receive, offload, inventory, deliver to site, trash disposal, seed & straw disturbed areas	\$1,235.00	\$1,235.00
Contract: OMNIA #2017001134			Sub Total	\$275,304.50
			Discount	(\$51,565.41)
			Freight	\$12,692.00
			Total	\$236,431.09

Comments

- Site must be free of obstructions and accessible.
- Existing plastic borders to be re-used.
- EXTENDED LEAD TIME: Please be advised this quote contains products which may require extended lead times ranging from 12-18 weeks.



GameTime c/o Cunningham Recreation
PO Box 240981
Charlotte, NC 28224
800.438.2780
704.525.7356 FAX

08/09/2023
Quote #
166788-01-01

Henry Park Playground

GAMETIME - TERMS & CONDITIONS:

- **PRICING:** Due to volatile economic demand, pricing is valid for 30 days. Pricing is subject to change. Request updated pricing when purchasing from quotes more than 30 days old.
- **TERMS OF SALE:** For equipment & material purchases, Net 30 days from date of invoice for governmental agencies and those with approved credit. All others, full payment for equipment, taxes and freight up front. Balance for services & materials due upon completion or as otherwise negotiated upon credit application review. Pre-payment may be required for equipment orders totaling less than \$5,000.
Payment by VISA, MasterCard, or AMEX is accepted (**If you elect to pay by credit card, GameTime charges a 2.50% processing fee that is assessed on the amount of your payment. This fee is shown as a separate line item and included in the total amount charged to your credit card. You have the option to pay by check, ACH or Wire without any additional fees.**). Checks should be made payable to Playcore Wisconsin, Inc. d/b/a GameTime unless otherwise directed. **Any order exceeding \$300,000 will require progress payments during the course of completion.**
- **CREDIT APPLICATION:** Required for all non-governmental agencies and those entities who have not purchased from GameTime within the previous twelve calendar months.
- **FINANCE CHARGE:** A 1.5% monthly finance charge (or maximum permitted by law) will be added to all invoices over 30 days past due.
- **CASH WITH ORDER DISCOUNT:** Orders for GameTime equipment paid in full at time of order via check or electronic funds transfer (EFT) are eligible for a 3% cash-with-order (CWO) discount.
- **ORDERS:** All orders shall be in writing by purchase order, signed quotation or similar documentation. Purchase orders must be made out to Playcore Wisconsin, Inc. d/b/a GameTime.
- **FREIGHT CHARGES:** Shipments shall be F.O.B. destination. Freight charges prepaid and added separately.
- **SHIPMENT:** Standard Lead time is **10-12 weeks** (some items may take longer) after receipt and acceptance of purchase order, credit application, color selections and approved drawings or submittals.
- **PACKAGING:** All goods shall be packaged in accordance with acceptable commercial practices and marked to preclude confusion during unloading and handling.
- **RECEIPT OF GOODS:** Customer shall coordinate, receive, unload, inspect and provide written acceptance of shipment. Any damage to packaging or equipment must be noted when signing delivery ticket. If damages are noted, receiver must submit a claim to Cunningham Recreation within 15 Days. Receiver is also responsible for taking inventory of the shipment and reporting any concealed damage or discrepancy in quantities received within 60 days of receipt.
- **RETURNS:** Returns are only available on shipments delivered within the last 60 days. A 25% (min.) restocking fee will be deducted from any credit due. Customer is responsible for all packaging & shipping charges. Credit is based on condition of items upon return. All returns must be in unused and merchantable condition. GameTime reserves the right to deduct costs associated with restoring returned goods to merchantable condition. Uprights & custom products cannot be returned.
- **TAXES:** Sales tax is shown as a separate line item when included. A copy of your tax exemption certificate must be submitted at time of order or taxes will be added to your invoice.

INSTALLATION CONDITIONS:

- **ACCESS:** Site should be clear, level and allow for unrestricted access of trucks and machinery.
- **STORAGE:** Customer is responsible for providing a secure location to off-load and store the equipment during the installation process. Once equipment has delivered to the site, the owner is responsible should theft or vandalism occur unless other arrangements are made and noted on the quotation.
- **FOOTER EXCAVATION:** Installation pricing is based on footer excavation through earth/soil only. Customer shall be responsible for unknown conditions such as buried utilities (public & private), tree stumps, rock, or any concealed materials or conditions that may result in additional labor or materials cost.
- **UTILITIES:** Installer will contact 811 to locate all public utilities prior to layout and excavation of any footer holes. Owner is responsible for locating any private utilities.
- **ADDITIONAL COSTS:** Pricing is based on a single mobilization for installation unless otherwise noted. Price includes ONLY what is stated in this quotation. If additional site work or specialized equipment is required, pricing is subject to change.



GameTime c/o Cunningham Recreation
PO Box 240981
Charlotte, NC 28224
800.438.2780
704.525.7356 FAX

08/09/2023
Quote #
166788-01-01

Henry Park Playground

ACCEPTANCE OF QUOTATION:

Acceptance of this proposal indicates your agreement to the terms and conditions stated herein.

Accepted By (printed): _____ Title: _____

Telephone: _____ Fax: _____

P.O. Number: _____ Date: _____

Purchase Amount: **\$236,431.09**

SALES TAX EXEMPTION CERTIFICATE #: _____

(PLEASE PROVIDE A COPY OF CERTIFICATE)

Salesperson's Signature

Customer Signature

BILLING INFORMATION:

Bill to: _____

Contact: _____

Address: _____

Address: _____

City, State: _____ Zip: _____

Tel: _____ Fax: _____

E-mail: _____

SHIPPING INFORMATION:

Ship to: _____

Contact: _____

Address: _____

Address: _____

City, State: _____ Zip: _____

Tel: _____ Fax: _____

E-mail: _____

COMPLIANCE

Industry standards set a minimum level that playground manufacturers must meet. We meet or exceed those standards, because we understand that the ultimate playground offers peace of mind, as well as playful experiences.

AMERICAN SOCIETY FOR TESTING AND MATERIALS (ASTM)

Several key people at GameTime, including our Manager of Compliance and Standards, serve on the ASTM committee that sets the standards for the entire playground industry. GameTime products conform to that standard, ASTM F1487- 07, the Standard Consumer Safety Performance Specification for Playground Equipment for Public Use.

CPSC

The Consumer Product Safety Commission is an independent agency within the United States Federal Government with the authority to inform the public of current product safety performance information and recommended practices. The CPSC first published their guidelines for public playgrounds in 1981 and have updated their publication since then. The current CPSC Handbook for Public Playground Safety, publication #325, is an excellent guide for owners and operators of public play environments.

IPEMA EQUIPMENT CERTIFICATION

GameTime is one of the founding members of IPEMA, and several of our people serve as board members, committee members and chairpersons of the association. In the interest of public playground safety, IPEMA provides a 3rd party certification, to validate conformance to established standards. Our use of the IPEMA seal is your assurance that GameTime has received written validation from an independent lab that the products associated with the seal conform with the ASTM standard, as well as the Canadian CSA standard CAN Z-614. A list of our validated products may be found on the IPEMA website, www.ipema.org.

IPEMA SURFACING CERTIFICATION

GameTime's GT Impax product provides you with the assurance that our surfacing has been certified as compliant to the appropriate ASTM standard. In the interest of public playground safety, IPEMA provides a third party certification to validate a manufacturer's conformance to the ASTM F-1292-99 Standard Specification for Impact Attenuation of Surface Systems Under And Around Playground Equipment. The use of the IPEMA Certification Seal signifies that the manufacturer has received written validation from the independent laboratory that the product associated with the use of the seal conforms with the requirements of ASTM F1292-99. A complete list of our validated products may be found on the IPEMA website at www.ipema.com.

ADA

GameTime is the only manufacturer to have a lab partnership with an Institute for children with special needs, so that we can develop and test our accessible products before bringing them to market. GameTime is the only manufacturer to meet accessibility guidelines on all of its pre-designed PowerScope and PrimeTime playground plans. We also recommend accessible surfacing options. For more information, log on to www.access-board.gov

ISO 9001:2000

GameTime is the first playground manufacturer to obtain the ISO9001:2000 standard. In order to obtain this certification, the company's manuals, policies, objectives and quality procedures are closely examined during a surveillance audit by ISO representatives. Strict attention is paid to policies and procedures in manufacturing, communication channels, system monitoring, customer relations and order processing, which are reviewed for consistency and standards. Companies who meet the standard are awarded the ISO designation.

TUV

An international organization that is a European Union Notified and Competent Body, providing testing and certification. Use of the TUV seal demonstrates that products have passed a comprehensive testing procedure based upon the European Harmonized Standard for Commercial Playground Equipment, and that the GameTime plant is regularly monitored by TUV.



- 1 100% recyclable plastics are manufactured using efficient processes
- 2 Steel tubing is 100% recyclable and contains 50% post-consumer recycled materials
- 3 100% recycled plastic lumber
- 4 Aluminum uprights are 100% recyclable and contain 65% pre-consumer and 10% post-consumer recycled content
- 5 100% recyclable plastics
- 6 Steel decks and stairs are 100% recyclable and contain 30% pre-consumer and 68% post-consumer recycled content
- 7 100% recycled plastic curbs



ENVIRONMENTAL RESPONSIBILITY

Environmentally responsible play systems that last for decades, not years.

OUR PLAYGROUNDS ARE DESIGNED FOR FAMILIES AND TO MINIMIZE THE IMPACT ON THE PLANET WHERE WE PLAY.

It's our responsibility to act as stewards of our planet and its natural resources. It's also our mission to create fun, active, and innovative places for families to gather and play. Our environmental sustainability efforts are intended to help ensure children of today can take their grandchildren to playgrounds in the future. Our approach to stewardship and sustainability encompasses every aspect of our company - from the way we manufacture our products to how we do business. Children learn many valuable life skills on playgrounds. We've learned some important lessons, too. We continuously strive to be environmentally responsible and to make sure future generations benefit from our efforts.

RECYCLING (ANNUAL)

Cardboard: 28.55 tons

Paper: 12.25 tons

Scrap plastics: 37,586 lbs.

Computer equipment: 5,526 lbs.

Plastic bottles: 23,850

Fluorescent bulbs: (4') 428

Ballasts: 83 lbs.

Fork lift batteries: 48 lbs.

PVC trimmings: 1,681 lbs.

Steel: 2,791,275 lbs.

Aluminum: 27,965 lbs.

Cartridges: 260

Trash can lids: 220 lbs.

Polyurea (liquid): 100 gal.

125,000 INDIVIDUAL PARTS 400,000 SQUARE FEET ONE ENVIRONMENTAL COMMITMENT

- We work with our suppliers to source the most environmentally preferable materials for our products.
- We include as much pre-consumer and post-consumer recycled content in our products as possible – without compromising the quality, durability, and performance.
- We're updating light fixtures, upgrading air compressors, and conducting energy audits because every small improvement leads to significant reductions in our overall environmental impact.
- We've implemented a variety of initiatives to reduce water consumption in our facilities, including the use of high-efficiency technology for product painting and washing.
- We recycle the vast majority of waste at our manufacturing facility, including 100% of manufacturing process waste like scrap metal, rotationally molded plastic and paper. We recycle the majority of our administrative waste, too.

INSURANCE

GameTime has \$51 Million in product liability insurance.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/02/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Marsh USA, Inc. Two Alliance Center 3560 Lenox Road, Suite 2400 Atlanta, GA 30326 Attn: Atlanta.CertRequest@marsh.com / Fax: 212-948-4321 CN102326389-CAS-GAUWX-19-20	CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS:														
INSURED GameTime A Division of PlayCore WI, Inc. 150 PlayCore Drive SE Fort Payne, AL 35967	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Evanston Insurance Company</td> <td>35378</td> </tr> <tr> <td>INSURER B : Travelers Property Casualty Company Of America</td> <td>25674</td> </tr> <tr> <td>INSURER C : ACE Property And Casualty Ins Co</td> <td>20699</td> </tr> <tr> <td>INSURER D : The Travelers Indemnity Company of America</td> <td>25666</td> </tr> <tr> <td>INSURER E : National Union Fire Ins Co. of Pittsburgh PA</td> <td>19445</td> </tr> <tr> <td>INSURER F : The Charter Oak Fire Insurance Co.</td> <td>25615</td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Evanston Insurance Company	35378	INSURER B : Travelers Property Casualty Company Of America	25674	INSURER C : ACE Property And Casualty Ins Co	20699	INSURER D : The Travelers Indemnity Company of America	25666	INSURER E : National Union Fire Ins Co. of Pittsburgh PA	19445	INSURER F : The Charter Oak Fire Insurance Co.	25615
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COVERAGES **CERTIFICATE NUMBER:** ATL-004720415-32 **REVISION NUMBER:** 12

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> SIR \$250,000 Per Occ. GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		MKL V2PBC000367	08/01/2019	08/01/2020	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ EXCLUDED PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COM/PO/AGG \$ 4,000,000 POLICY AGGREGATE \$ 10,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY		TJ-CAP-9D897065TIL-19	08/01/2019	08/01/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Comp./Coll. Ded.: \$1,000 \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 25,000		XOOG71549501 001	08/01/2019	08/01/2020	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
F	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	UB-2N106953-19-51-R UB-2N159031-19-51-K UB-7J602089-19-14-G (See Additional Page.)	08/01/2019 08/01/2019 08/01/2019	08/01/2020 08/01/2020 08/01/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
E	Excess Umbrella		BE 015899319	08/01/2019	08/01/2020	Each Occurrence 15,000,000 Aggregate 15,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
For Information Only

CERTIFICATE HOLDER

GameTime A Division of PlayCore Wisconsin, Inc. 150 PlayCore Drive SE Fort Payne, AL 35967	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE of Marsh USA Inc. Manashi Mukherjee <i>Manashi Mukherjee</i>
---	---

ACORD 25 (2016/03)

The ACORD name and logo are registered marks of ACORD

© 1988-2016 ACORD CORPORATION. All rights reserved.

GameTime's per occurrence insurance policy is one of the strongest in the industry. By definition, a Per Occurrence policy provides coverage for an accident that occurred during the term of the policy, even if the policy is subsequently changed or terminated. This is superior to a Claims Made policy, which does not provide such coverage. The certificate pictured is for informational purposes only, and may not be current. A copy of the current certificate is available on request.

WARRANTY

GameTime offers a comprehensive warranty on all of our products.

For the purpose of this warranty, “lifetime” encompasses no specific term of years, but rather that the Seller warrants to its original customer for as long as the original customer owns the product, and uses the product for its intended purpose, that the product and all its parts will be free from defects in material and manufacturing workmanship.

- **Lifetime limited warranty** on PowerScape®, PrimeTime®, Xscape® & IONiX® and Modern City® uprights.
- **Lifetime limited warranty** on Tru-Loc® connections and upright bolt-through connections.
- **Lifetime limited warranty** on all hardware.
- **Twenty-Year limited warranty** on Timber Décor & Timbers recycled plastic lumber.
- **Fifteen-Year limited warranty** on metal decks, pipes, rungs, rails, loops, braces, and footbucks.
- **Fifteen-Year limited warranty** on rotationally-molded products.
- **Fifteen-Year limited warranty** on VistaRope™ nylon bearings and ring junction pieces.
- **Ten-Year limited warranty** on GTFit®, THRIVE® and Challenge Course posts & bars.
- **Ten-Year limited warranty** on site furnishings against structural failure.
- **Ten-Year limited warranty** on SunBlox products.
- **Ten-Year limited warranty** on fiberglass and DHPL signage.
- **Ten-Year limited warranty** on VistaRope™ WeaveTech™ cables.
- **Five-Year limited warranty** on Tuff Forms® structures, including TuffCrete and PolyShield.
- **Five-Year limited warranty** on nylon-covered cable net climbers and components.
- **Five-Year limited warranty** on GT Symphony Freenotes™ Harmony Park components.
- **Five-Year limited warranty** on Super Seats.
- **Five-Year limited warranty** on premature wear of VistaRope cables.
- **Three-Year limited warranty** on EveryBODY Plays® polyurea coated foam & rubber strips.
- **Three-Year limited warranty** on SaddleMates rubber and “C”-springs.
- **Three-Year limited warranty** on rubber seat and rubber mats for net events.
- **One-Year limited warranty** on Challenge Course timing components.
- **One-Year limited warranty** on all other GameTime products.

TO THE EXTENT PERMITTED BY LAW, THESE WARRANTIES ARE EXPRESSLY IN LIEU OF ANY OTHER IMPLIED OR EXPRESSED WARRANTIES OR REPRESENTATIONS BY ANY PERSON, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS. Warranties do not cover damage caused by vandalism or abuse. Warranty claims must be filed within the applicable warranty period and accompanied by a copy of the original invoice or GameTime invoice number.



MOTION OF THE MAYOR AND COUNCIL 2023-28

A Motion of the Mayor and Council of the Town of Berlin DESIGNATING HERON PARK (CURRENT PARCEL 410) AS THE FUTURE LOCATION OF A TOWN OF BERLIN SKATEPARK.

The Skatepark Workgroup, consisting of:

Mayor Zack Tyndall	Mary Hedlesky, We Heart Berlin
Councilmember Steve Green	Mary Bohlen, Town Administrator
Mike Wiley, Parks Commission	James Charles, Public Works Director
Sarah Hooper, Parks Commission	Dave Engelhart, Planning Director
Laura Stearns, Parks Commission	Kate Daub, Administrative Assistant/Liaison to the Parks Commission
Tony Weeg We Heart Berlin	Sara Gorfinkel, Executive Administrative Assistant
Jeff Smith We Heart Berlin	

met on July 31, 2023, and discussed the pros and cons associated with various proposed locations for a Skatepark in Henry Park, Stephen Decatur Park, Heron Park, or the Worcester County Northern Athletic Complex. The consensus was to put forth Heron Park as the ideal location for a future skate park (specifically parcel 410). A consensus poll of the Parks Commission supports this location and recommends it to the Mayor and Council.

Upon approval of this Motion, We Heart Berlin will begin moving forward with fundraising to complete the necessary design work, surveys, engineering, stormwater mitigation, and evaluate their needs for electric, water, and sewer services. The Town of Berlin will provide a Letter(s) of Support as needed for those fundraising efforts.

The intent is for the Town of Berlin to also seek grant funds through the Community Parks and Playgrounds Program in the 2024 funding round.

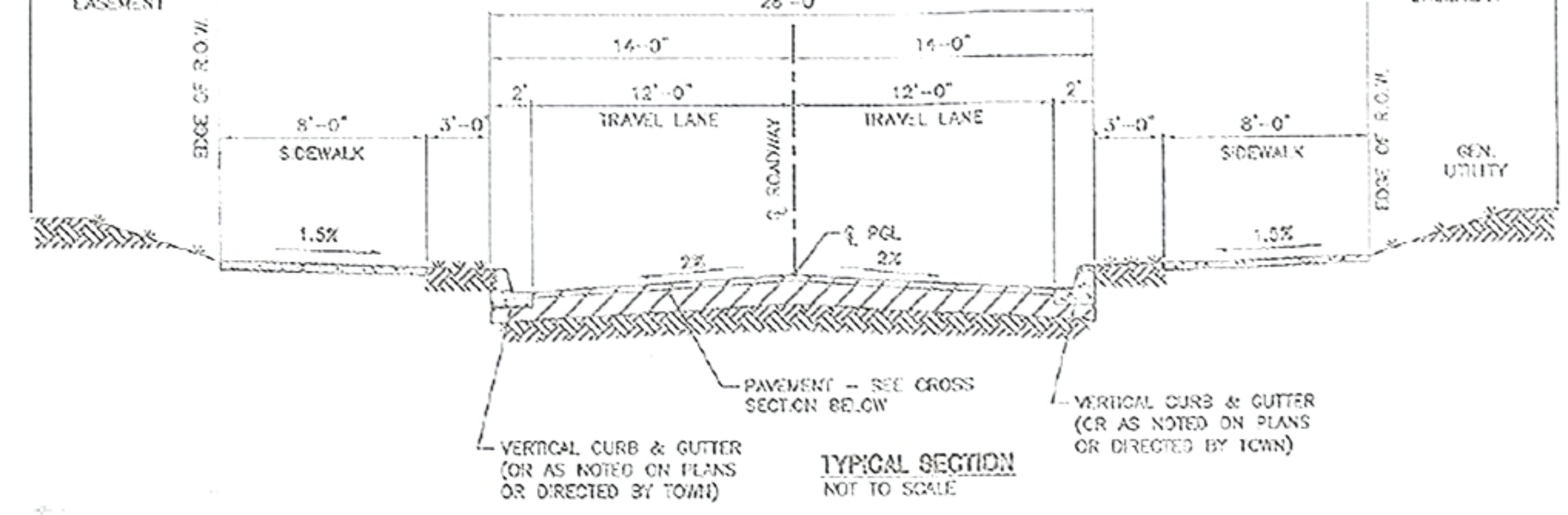
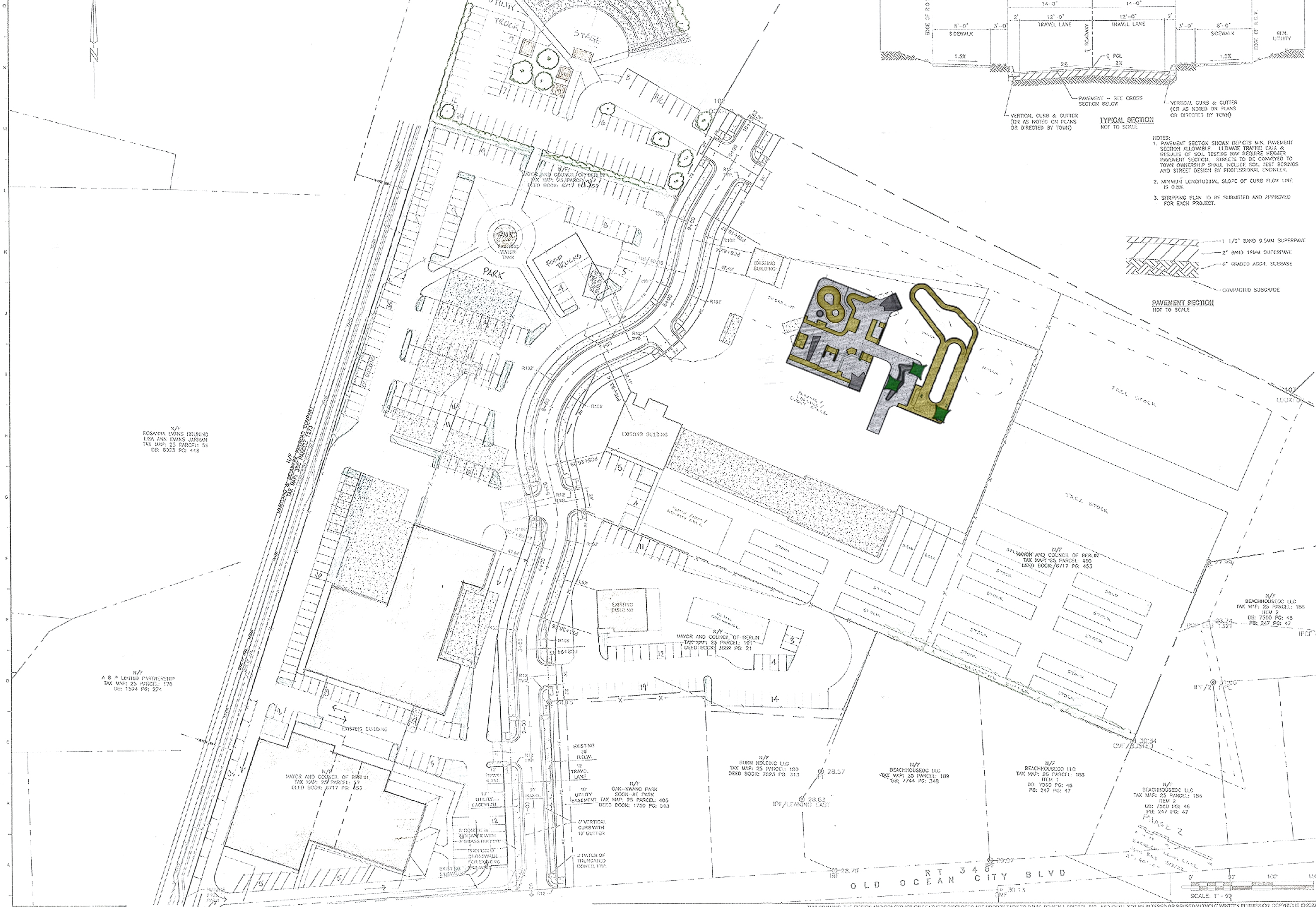
APPROVED THIS ____ DAY OF _____, 2023 BY THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND BY AFFIRMATIVE VOTE OF ____ TO ____ OPPOSED, WITH ____ ABSTAINING AND ____ ABSENT.

Dean Burrell, Sr. Vice President of the Council

Approved this ____ day of _____, 2023 by the Mayor of the Town of Berlin.

Zackery Tyndall, Mayor, President of the Council

ATTEST: _____
Mary Bohlen, Town Administrator



- NOTES:
1. PAVEMENT SECTION SHOWN DEPICTS MIN. PAVEMENT SECTION ALLOWABLE. ULTIMATE TRAFFIC DATA & RESULTS OF SOL. TESTING MAY REQUIRE HEAVIER PAVEMENT SECTION. SHEETS TO BE CONVEYED TO TOWN OWNERSHIP SHALL INCLUDE SOL. TEST RESULTS AND STREET DESIGN BY PROFESSIONAL ENGINEERS.
 2. MINIMUM LONGITUDINAL SLOPE OF CURB FLOW LINE IS 0.5%.
 3. STRIPPING PLAN TO BE SUBMITTED AND APPROVED FOR EACH PROJECT.
- 1 1/2" BAND 9.5MM SUPERPAVE
2" BAND 15MM SUPERPAVE
6" GRADED AGG. SUBBASE
COMPACTED SUBGRADE
- PAVEMENT SECTION
NOT TO SCALE

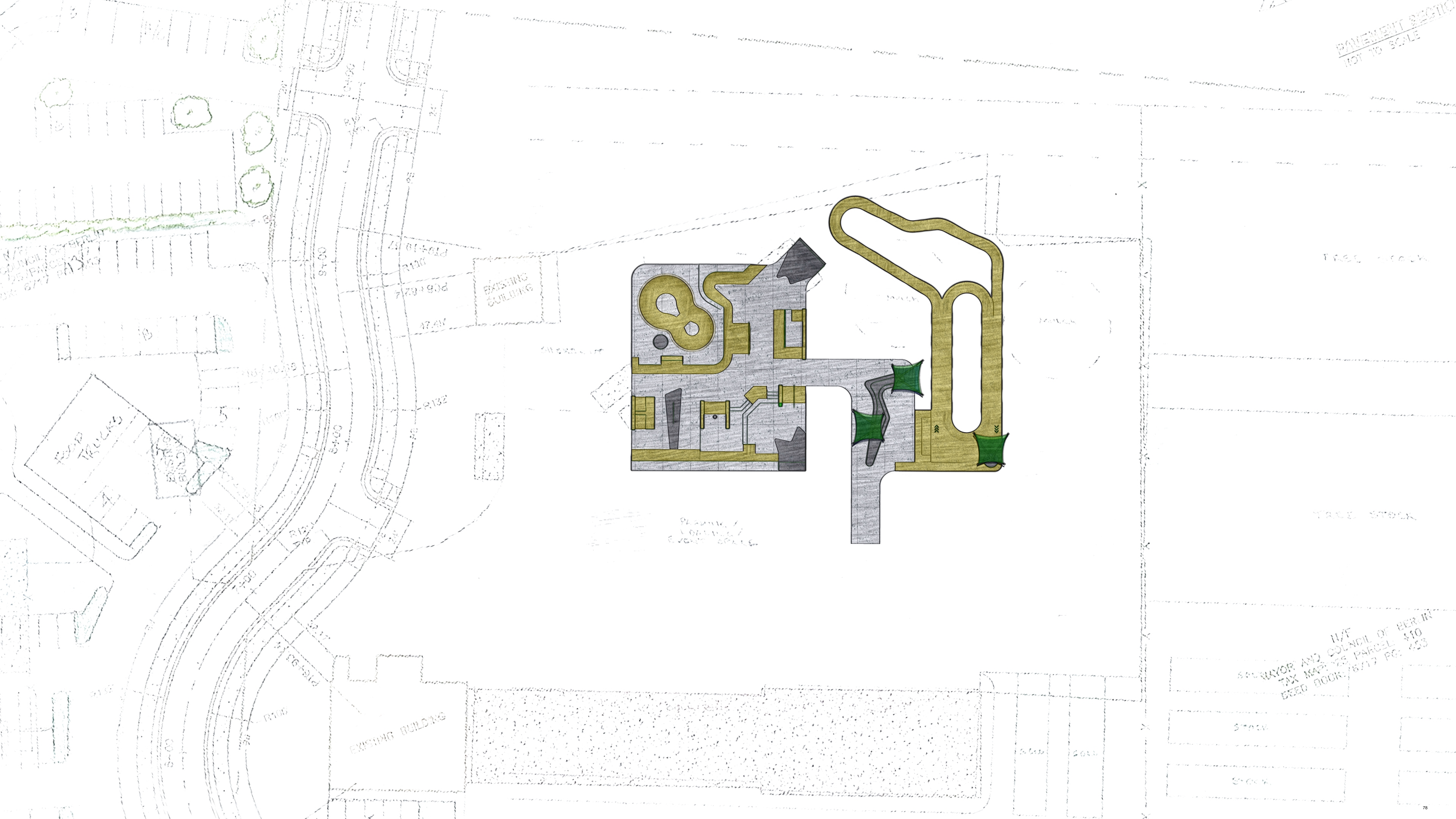
DAVIS BOWEN & FRIEDEL, INC.
ARCHITECTS - ENGINEERS - SURVEYORS
410.245.0091
410.245.1244
410.245.0244

HERON PARK ROADWAY
RT 346 OLD OCEAN CITY BLVD
TOWN OF BERLIN, MARYLAND

DATE	JANUARY 2023
SCALE	1" = 50'
DESIGNER	ADM
PROJECT NO.	00504002
CONCEPT SITE PLAN	

C-000

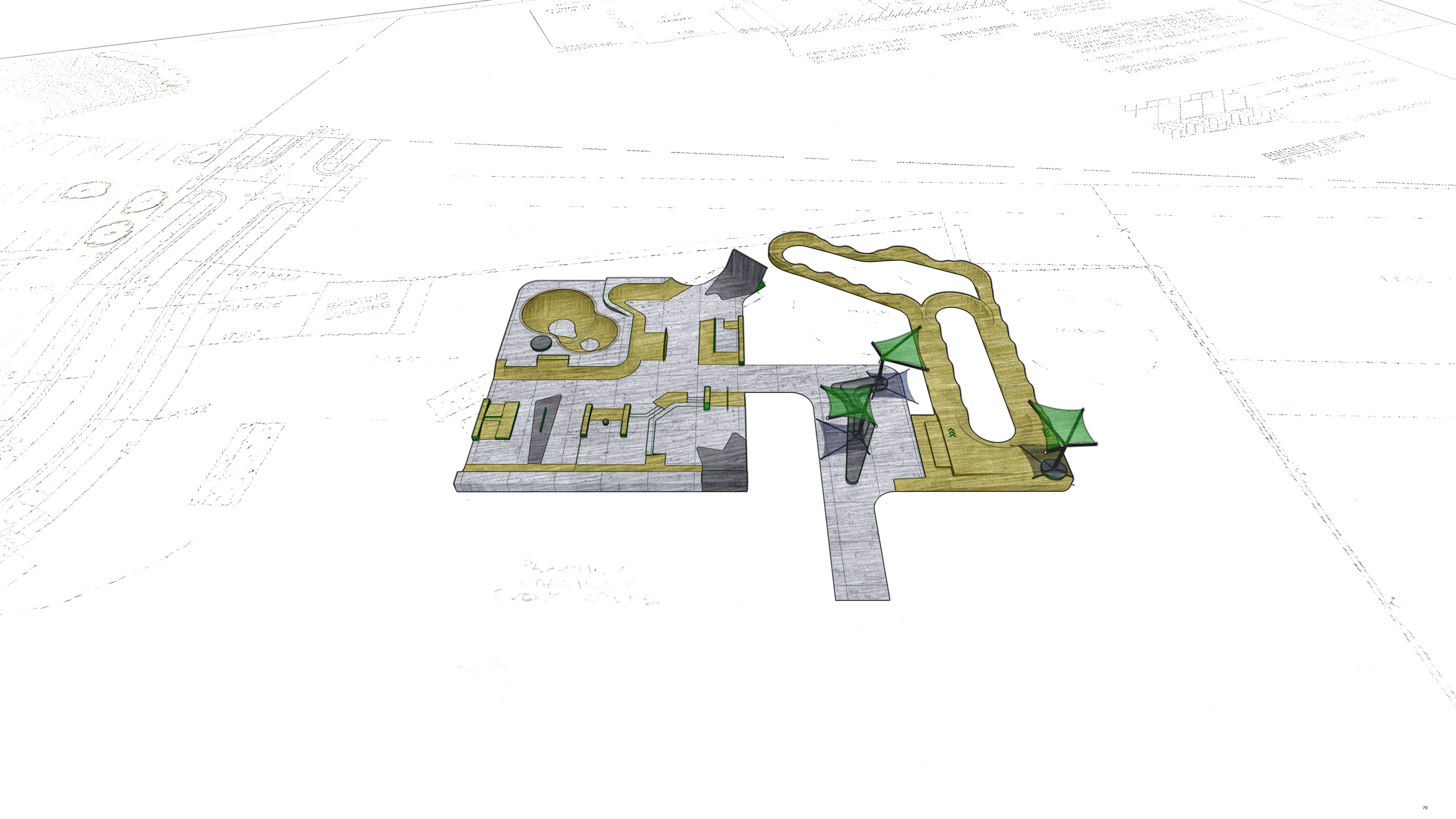
PAVEMENT SECTION
NOT TO SCALE



1/1/7
SARAWAY AND COUNCIL OF BERLIN
TAX MAP 25 PARCEL 410
DEED BOOK 6717 PG 653

STOCK

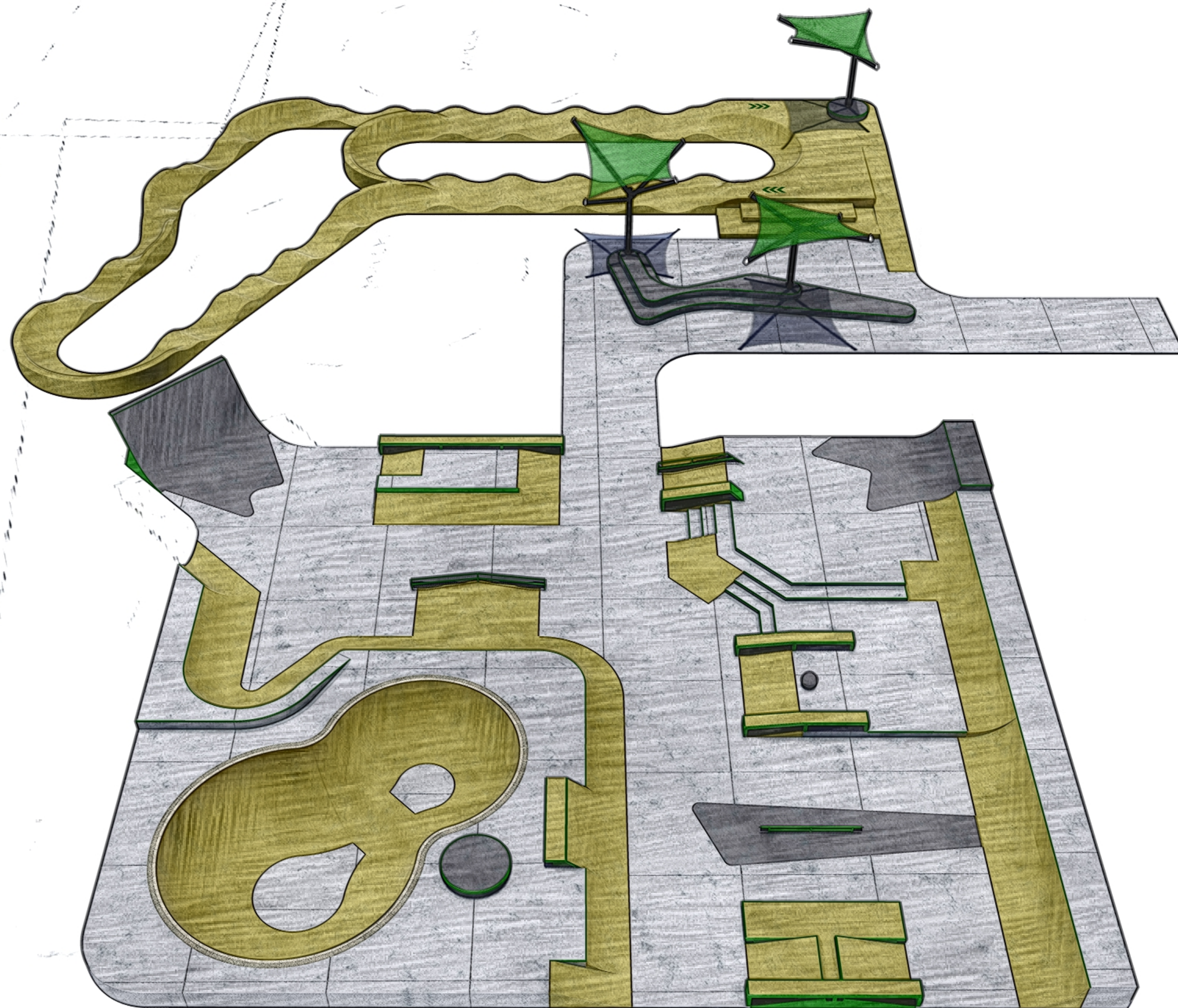
STOCK

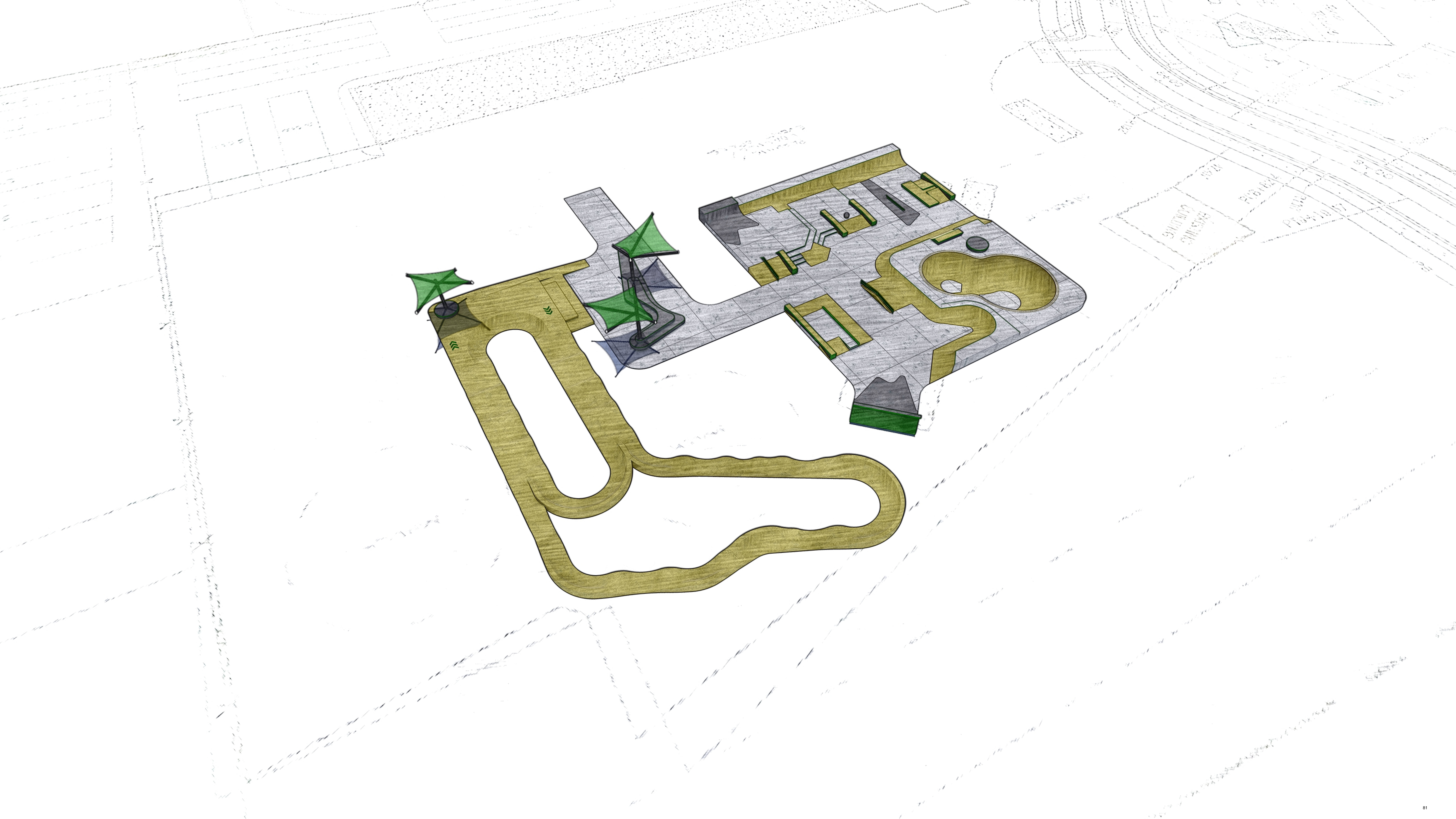


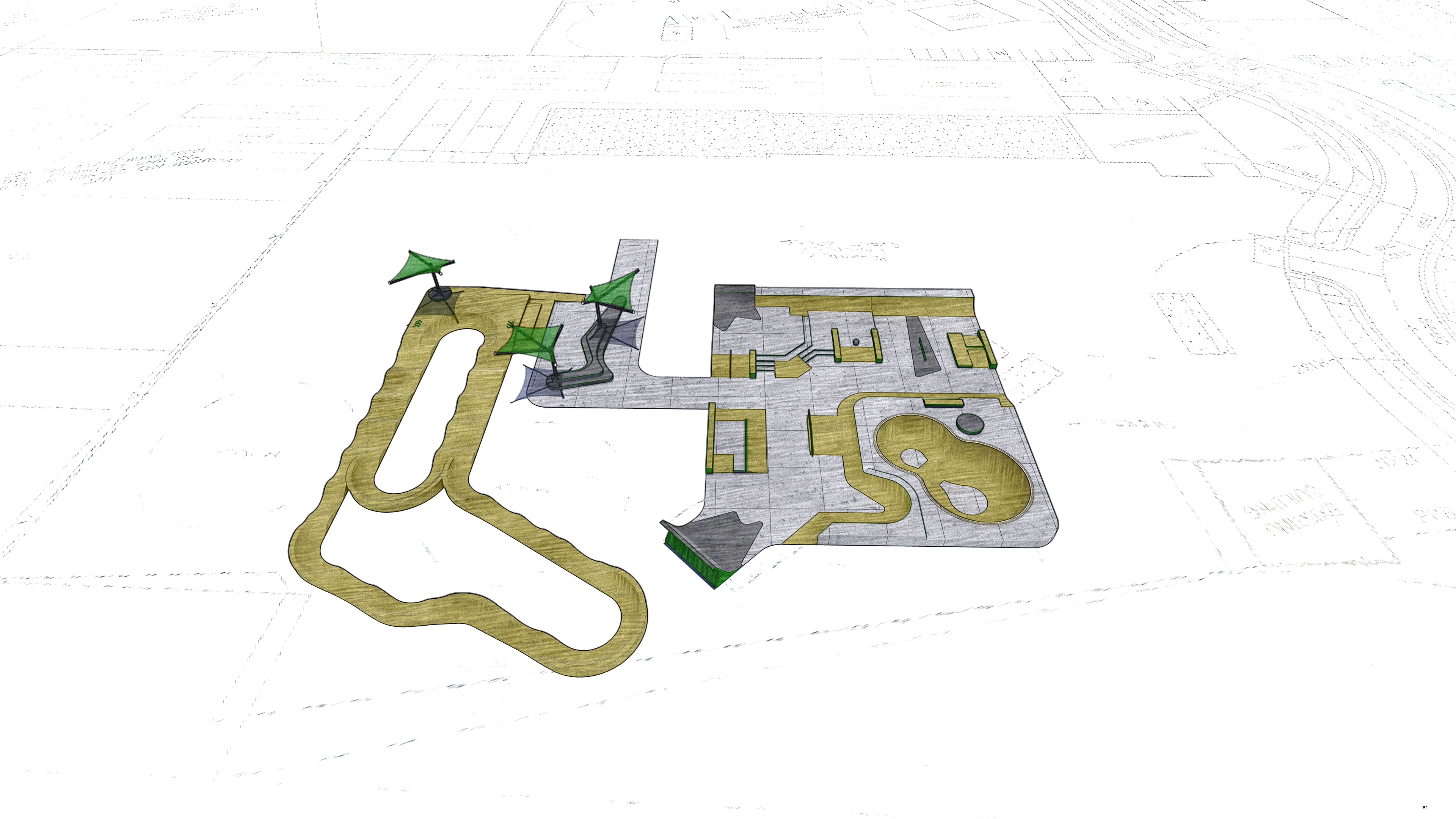
PLAN 1000
LAYOUT OF
EXISTING SPACE

EXISTING
BUILDING

PARKING LOT
100 TO 200









MOTION OF THE MAYOR AND COUNCIL 2023-29

A Motion of the Mayor and Council of the Town of Berlin AUTHORIZING THE HIRING OF A MAINTENANCE AND CUSTODIAL WORKER AND NECESSARY BUDGET AMENDMENTS ACCORDINGLY.

It has been determined that having a staff position of Maintenance and Custodial Worker will best serve the needs of the Town of Berlin. The position will be funded for FY24 as outlined in the attached staff report, dated August 14, 2023 and the appropriate budget amendment(s) will be presented at a future date as appropriate.

APPROVED THIS ____ DAY OF _____, 2023 BY THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND BY AFFIRMATIVE VOTE OF ____ TO ____ OPPOSED, WITH ____ ABSTAINING AND ____ ABSENT.

Dean Burrell, Sr. Vice President of the Council

Approved this ____ day of _____, 2023 by the Mayor of the Town of Berlin.

Zackery Tyndall, Mayor, President of the Council

ATTEST: _____
Mary Bohlen, Town Administrator



STAFF REPORT

TO: Mayor and Council

FROM: Mary Bohlen, Town Administrator

MEETING DATE: August 14, 2023

SUBJECT: Maintenance and Custodial Worker

SUMMARY

Historically, the Town has filled its cleaning and light maintenance needs through both on-staff personnel and contracted services. Currently, a cleaning contractor is responsible for cleaning Town Hall restrooms and kitchens, Planning restrooms, and the public restrooms on William Street and at Henry Park. They have said that they will no longer be able to clean the Henry Park restrooms. All other spaces - offices and common/public areas - in Town Hall and Planning are cleaned by Admin, Finance, and Planning personnel. Public Works, Electric, and Water Resources personnel perform maintenance, light construction, and repairs. No cleaning or other services have been available to other Town facilities, excepting the Police Department and the Welcome Center which contracts directly for cleaning services.

Staff has reviewed the pros and cons of the various iterations of staffing to perform the necessary duties and concludes that the most efficient and effective way to address these needs will be to restore the on-staff position. This will provide a staff member that will be available during business hours to perform the necessary tasks and allow some flexibility for after-hours, weekend, or special events if needed.

FINANCIAL IMPACT

The proposed hourly wage would be \$18.00 (\$37,440 annual full-time), which is the minimum starting wage offered by the Town for full-time personnel. Wages and benefits will be funded by utilizing the cost savings from the termination of the current cleaning contract, as well as funding from the currently budgeted, but unfilled, Administration position - it is anticipated that that position will remain vacant until at least October, leaving the unspent portion of the budget for July, August and September of FY24 available.

OPTIONS FOR CONSIDERATION

Continue utilizing the current cleaning contractor, who has recently requested to reduce the scale of their contract to eliminate the Henry Park restrooms and continue to have other Departments' personnel perform tasks outside that contract.

STAFF RECOMMENDATION

Restore the Maintenance and Custodial Worker position.



TOWN OF BERLIN JOB DESCRIPTION

Job Title: Maintenance and Custodial Worker
Department: Public Works/Buildings & Grounds
Reports To: Public Works Director
FLSA Status: Non-exempt
Prepared By: Human Resources Director, KJ
Prepared Date: 07.06.2023

OBJECTIVES:

Full Time employment with benefits. This position is scheduled for 40 hours a week and occasionally may be subject to weekends, holidays, events, or evening hours. This position reports to the Public Works Director. Provides custodial, general maintenance, and minor repairs for Town Offices/Buildings and Public Restrooms.

JOB DUTIES:

Specific job duties and responsibilities include, but are not limited to the following:

- 1) Performs miscellaneous maintenance and repairs including, but not limited to raising and lowering flags, replacing lightbulbs, moving furniture, making minor repairs, paint touchups, using hand tools, and troubleshooting equipment.
- 2) Performs miscellaneous cleaning to include, sweeping, mopping, vacuuming, washing windows, dusting and polishing furniture, cleaning and disinfecting bathrooms and kitchen areas, collecting rubbish in and around town facilities, maintaining cleanliness of common areas, including exteriors of buildings, and occasionally cleans individual offices.
- 3) Keeps an inventory of needed supplies and orders supplies as needed.
- 4) Maintains visual appeal of town property.
- 5) Prioritizes work assignments and completes work as assigned.
- 6) Maintains a clean, safe, and sanitary work environment.
- 7) Ensures all chair lift, sprinkler, fire extinguishers, and fire alarm inspections are kept up to date.
- 8) Coordinates outside contractors and third-party vendors as needed.
- 9) Assists supervisor with budget development for supplies and other appropriate needs.
- 10) Acts as the point of contact for routine or immediate cleaning needs throughout town facilities.
- 11) Other duties as assigned.

EDUCATION AND LICENSING:

Minimum High School Diploma or GED with at least two (2) years' experience in similar work. Pre-employment background check will be required. Pre-employment and periodic review of Motor Vehicle Records may be required. Must have a valid Class C driver's license.

JOB KNOWLEDGE AND SKILLS:

Through knowledge of building cleaning practices, supplies and equipment, and the ability to use them economically and efficiently. Knowledge of basic tools, their application, and the ability to make repairs and perform maintenance. Basic computer operating skills preferred. Dependability is a must. Ability to work well with little supervision. Ability to read and interpret documents such as safety rules, operating maintenance instructions, and procedure manuals. Ability to write routine maintenance reports and brief correspondence. Ability to speak and communicate with the general public and employees. Basic skills in painting, plumbing, and simple appliance repairs. Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

WORK CONDITIONS & PHYSICAL REQUIREMENTS:

The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to fumes or airborne particles and toxic or caustic chemicals. The employee is occasionally exposed to moving mechanical parts and the risk of electrical shock. The noise level in the work environment is usually moderate.

Ability to pass a physical exam if needed. While performing the duties of this job, the employee is regularly required to use hands and fingers, to handle, feel, and reach. Ability to climb or balance, stoop, kneel, crouch, or crawl. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

RESPONSIBILITY & AUTHORITY:

Responsible for maintaining the skills necessary to perform the work required. This position is subject to all other general personnel regulations and procedures of the Town of Berlin, including disciplinary policy and grievance procedures.

ADMINISTRATIVE, SUPERVISORY, AND OPERATIONAL REPORTING:

Reports directly to the Public Works Director.

RELATIONSHIPS:

Must possess human relations skills and the ability to work well with coworkers, consultants, vendors, outside agencies, and the general public.