

MAYOR AND COUNCIL MEETING
TUESDAY, JUNE 14, 2016
After the 7:00 PM Public Hearing

AGENDA

- 1. CALL TO ORDER, PLEDGE, AND ROLL CALL**
- 2. MAYOR'S REMARKS**
 - a. Recognition of Brunswick High School State Baseball Champions
 - b. Graduation Speech Reading
 - c. "If I Were Mayor" Semi-Finalist Recognition
 - d. Honorary History Commission Appointment
 - e. Economic Development Commission Appointment
 - f. Brunswick Main Street Presentation
- 3. APPROVAL OF MINUTES**
 - a. Closed Meetings – May 10 & 24, 2016
 - b. Public Hearing – May 10, 2016
 - c. Mayor & Council Meetings – May 10, 2016
- 4. CITIZENS' FORUM (PETITIONS, REMONSTRANCES, AND COMMUNICATIONS)**
- 5. INTRODUCTION AND ADOPTION OF RESOLUTIONS AND ORDINANCES**
 - a. Special Ordinance Number 521 – Fiscal Year 2017 Budget – second reading & vote
- 6. REPORT OF OFFICERS - COUNCIL – COMMITTEES**
- 7. CONSENT AGENDA**
 - a. City Trash and Waste Collection and Removal Contract Renewal
 - b. Purchase Approval – Public Works – PO4438 – HD Supply
 - c. Purchase Approval – Utilities – 01-17W – Hach
 - d. Purchase Approval – Utilities – WW124 – Compressor Air Service
 - e. Market Place at Brunswick Crossing - Public Works Agreement Package - Public Water
 - f. Brunswick Crossing – Water & Sewer – Final Acceptance Sewer Outfall S-6
 - g. Brunswick Crossing - Phase I Mass Grading – Guarantee Reduction
 - h. Brunswick Crossing – Water & Sewer – Final Acceptance Phase IC
 - i. Brunswick Crossing – Phase IIA Mass Grading – Guarantee Reduction
 - j. Brunswick Crossing – Water & Sewer Final Acceptance – Phase IIA-1
 - k. Brunswick Crossing – Water & Sewer Final Acceptance and Performance Bond Release – Phase IIA2-Part 1
 - l. Brunswick Crossing – Section IIA-2 Part 2 – Public Works Agreement Package (Public Paving)
 - m. Brunswick Crossing - Section IIA-2 Part 2 – Public Works Agreement Package (Public Storm Drain)
 - n. Brunswick Crossing - Section IIA-2 Part 2 – Public Works Agreement Package (Public Water & Sewer)
 - o. Brunswick Crossing – Section IIIA Part 1- Public Works Agreement Package (Public Paving)
 - p. Brunswick Crossing – Section IIIA Part 1 – Public Works Agreement Package (Public

- Storm Drain)
- q. Brunswick Crossing – Section IIIA Part 1 – Public Works Agreement Package (Public Water & Sewer)
 - r. Brunswick Crossing – Section IIIA Part 2 – Public Works Agreement Package (Public Paving)
 - s. Brunswick Crossing – Section IIIA Part 2 – Public Works Agreement Package (Public Storm Drain)
 - t. Brunswick Crossing – Section IIIA Part 2 – Public Works Agreement Package (Public Water & Sewer)

8. UNFINISHED BUSINESS

9. NEW BUSINESS

10. MISCELLANEOUS AND APPROPRIATIONS

11. ADJOURNMENT

6/10/2016 3:46 PM

MAYOR AND COUNCIL MEETING
June 14, 2016

Suggested Motions

Agenda item 2d – Appointment of Honorary History Commissioner

“I move to approve the appointment of Ruth Staples as an Honorary History Commission Member.”

Agenda item 2e – Appointment of Economic Development Commissioner

“I move to approve the appointment of Brent Hart as an Economic Development Commission Member.”

Agenda item 3a – 3c – Approval of Minutes

“I move to approve the Closed Minutes from May 10 & 24, 2016; Public Hearing Minutes from May 10, 2016; and Mayor & Council Meeting Minutes from May 10, 2016.”

Agenda item 5a – Special Ordinance 521 – Fiscal Year 2017 Budget

“I move to approve Special Ordinance 521, which adopts the Fiscal Year 2017 General, Enterprise, and Capital budgets.”

Agenda item 7a – 7t – Consent Agenda

“I move to approve the Consent Agenda item.”

Certificate of Appreciation

for

Brunswick Railroader Baseball Team 2016 Maryland State 1A Champions

Presented for exemplary performance during the season
and for becoming the 2016 Maryland State 1A Champions.

Karin B. Tome, Mayor

Certificate of Appreciation

for

Grant Brown

Presented for being a semi-finalist in the Maryland
Municipal League's "If I Were Mayor" Contest.
Congratulations on your hard work.

Karin B. Tome, Mayor

Oath of Office

I, Ruth Staples, do solemnly swear that I will support the Constitution of the United States of America and the laws and Constitution of the State of Maryland, and that I will, to the best of my ability, diligently and faithfully execute the duties of my office as an Honorary History Commissioner, City of Brunswick, Frederick County, Maryland.

Ruth Staples

Sworn to and subscribed before me, Mayor of Brunswick, Maryland this 14th day of June, 2016.

Karin B. Tome
Mayor of Brunswick

Oath of Office

I, Brent Hart, do solemnly affirm that I will support the Constitution of the United States of America and the laws and Constitution of the State of Maryland, and that I will, to the best of my ability, diligently and faithfully execute the duties of my office for the Economic Development Commission, City of Brunswick, Frederick County, Maryland.

Brent Hart

June 14, 2016 – September, 2018

Sworn to and subscribed before me, Mayor of Brunswick, Maryland this 14th day of June, 2016.

Karin B. Tome
Mayor of Brunswick

City of Brunswick
Mayor and Council Public Hearing Minutes
Tuesday, May 10, 2016, 7:00 P.M.

The May 10, 2016 City of Brunswick Public Hearing was convened at 7:00 P.M. by Mayor Karin Tome at Brunswick City Hall. The following members and staff were present: Karin Tome, Mayor; Angel White, Mayor Pro Tem; Ellis Burruss, Carroll Jones, Harry Lashley, and Walt Stull, Council Members; Bob McGrory, City Administrator; Milt Frech, Chief of Police, Patrick Hoffmaster, Utility Superintendent, Carrie Myers, Office Manager; and Kim Miller, Accountant.

Mr. McGrory gave background regarding Resolution 2016-03 – Purchase of 811 West Potomac Street. Mr. McGrory stated the intended use for this property would be to house a new Public Works building and possibly other future uses. No public comment was received.

Mr. McGrory gave background regarding Special Ordinance Number 520 – Fiscal Year 2016 Budget Amendment. This was the second public hearing on this topic. No public comment was received.

Mr. McGrory and Ms. Miller gave background regarding Special Ordinance Number 521 – Fiscal Year 2017 Budget. Special Meetings have been scheduled for May and June to discuss and further develop the proposed budget. No public comment was received.

Ms. White made a motion to adjourn the Public Hearing at 7:14 p.m. Mr. Burruss seconded, and the motion passed 5-0.

Submitted by: Carrie Myers

Approved By: _____
Mayor Date

Witnessed By: _____
City Administrator Date

City of Brunswick
Mayor and Council Meeting Minutes
Tuesday, May 10, 2016, 7:14 P.M.

The May 10, 2016 City of Brunswick Mayor and Council meeting was called to order at 7:14 p.m. by Mayor Karin Tome at Brunswick City Hall. The following members and staff were present: Karin Tome, Mayor; Angel White, Mayor Pro Tem; Ellis Burruss, Carroll Jones, Harry Lashley and Walt Stull, Council Members; Bob McGrory, City Administrator; Milt Frech, Chief of Police; Patrick Hoffmaster, Utility Superintendent; Carrie Myers, Office Manager; and Kim Miller, Accountant.

Mayor Tome read the following statements:

The Brunswick City Council met in closed session on May 10, 2016 at 6:00 P.M. at City Hall to discuss personnel matters and to consider the acquisition of real property for a public purpose and matters related directly thereto. The authority to close this meeting is found in Article 10-508 of the Annotated Code of Maryland. Mayor Tome, Mayor Pro Tem White, Council Members Burruss, Jones, Lashley, and Stull, and City Administrator McGrory were present. All members present voted to close the meeting. The Council discussed the following items:

- Personnel matters – discussed a proposed employment offer in the Public Works and Administration departments.
- Real Property Acquisition – discussed the details regarding possible acquisition of a parcel of real property for a public purpose and the means to facilitate such acquisition.

No actions were taken.

The Brunswick City Council met in closed session on March 21, 2016 at 5:00 P.M. at City Hall to discuss personnel matters and to consider the acquisition of real property for a public purpose and matters related directly thereto. The authority to close this meeting is found in Article 10-508 of the Annotated Code of Maryland. Mayor Tome, Mayor Pro Tem White, Council Members Burruss, Jones, Lashley, Snoots, and Stull, and City Administrator McGrory were present. All members present voted to close the meeting. The Council discussed the following items:

- Personnel matters – discussed employee transitions and specific personnel issues in the Police and Administration departments.
- Real Property Acquisition – discussed the possible acquisition of several parcels of real property for a public purpose and the means to facilitate such acquisition.

The Council voted unanimously that to authorize the City to execute a real estate purchase

contract or bid on real property at an upcoming auction.
No other actions were taken.

Mayor's Remarks

- Mayor Tome appointed Connie Koenig to the Board of Election Supervisors. Mr. Stull made a motion to consent to the appointment. Mr. Burruss seconded the motion, which passed 5-0. Mayor Tome administered the oath of office to Ms. Koenig.
- Mayor Tome appointed Vicki Dearing, Bruce Funk, Mike Ward, and John Faith to the History Commission. Mr. Lashley made a motion to consent to the appointments. Ms. White seconded the motion, which passed 5-0.
- Mayor Tome administered the oath of office to new police officers Gary Cline and Kevin Linehan. Chief Frech added comments regarding the officers' backgrounds and qualifications.
- Mayor Tome promoted Jim Ledwell to Lieutenant and administered the oath of office.

Approval of Minutes

- Closed Meeting – February 9, 2016
- Closed Meeting – March 8, 2016
- Closed Meeting – March 21, 2016
- Closed Meeting – April 12, 2016
- Public Hearing – April 12, 2016
- Mayor & Council – April 12, 2016
- Mayor & Council Special Meeting – April 21, 2016

Mr. Burruss made a motion to accept the minutes. Ms. White seconded the motion, which passed 5-0.

Citizens' Forum (Petitions, Remonstrances, and Communications)

Comments were offered from Jim Castle, President of the Brunswick Potomac Foundation; Christian, 210 Jefferson Pike, Knoxville; and Eric Beasley, 27 East E Street.

Introduction and Adoption of Resolutions and Ordinances

- Resolution 2016-02 – Purchase of 40-42 West Potomac Street

Mr. Lashley read the resolution. Ms. White made a motion to approve Resolution 2016-02, authorizing the purchase of 40-42 West Potomac Street. Mr. Burruss seconded the motion, which passed 5-0.

- Resolution 2016-03 – Purchase of 811 West Potomac Street

Mr. Burruss read the resolution. Mr. Burruss made a motion to approve Resolution 2016-03, authorizing the purchase of 811 West Potomac Street. Mr. Lashley seconded the motion, which passed 5-0.

- Special Ordinance Number 520 – Fiscal Year 2016 Budget Amendment

Mr. McGrory discussed the proposed amendments to the FY2016 budget. Ms. White made a

motion to approve Special Ordinance Number 520, version B, to amend the Fiscal Year 2016 budget. Mr. Lashley seconded the motion, which passed 5-0.

- Special Ordinance Number 521 – Fiscal Year 2017 Budget

Mr. McGrory and Ms. Miller gave a detailed slideshow presentation regarding the proposed Fiscal Year 2017 budget. Topics of discussion included constant yield tax rates, staff numbers, open positions, COLA increases for employees, healthcare costs, K-9 police units, grant funding, revenues and expenses, etc.

Council Members discussed various projects they would like to see included in the budget.

Mr. McGrory presented a proposed meeting schedule for the remainder of the budget planning. Mr. Burruss made a motion to hold Special Meetings on May 8, 2016 and June 3, 2016, as well as the regular meeting on June 14, 2016. Mr. Lashley seconded the motion, which passed 5-0.

Report of Officers – Council – Committees

Mr. McGrory discussed the upcoming consent agenda item. No questions were received from the Council regarding staff reports.

Council Members provided updates on their Committee activities, including announcements related to the City of Brunswick Economic Development Commission, Brunswick Family Campground, Brunswick Senior Center, Fire Department, Ambulance Department, Greater Brunswick Area Chamber of Commerce, Brunswick Heritage Museum, Canal Towns, Brunswick Main Street, Park Heights Cemetery, and Sustainable Brunswick.

Consent Agenda

- Approval of Purchase Order #AD-2016-34 – Community Legacy Grant – Train Station Renovation HVAC Replacement

Mr. Burruss made a motion to approve the consent agenda. Mr. Stull seconded the motion, which passed 5-0.

Unfinished Business

- Yard Waste

Ms. White made a motion to add one Sunday per month, after the first Saturday yard waste drop-off event every month, from 12-3pm to the 2016 schedule. Mr. Lashley seconded the motion, which passed 5-0.

- Website Update

Ms. Myers gave an update of the new website progress. She stated she will work with a graphic designer beginning next week and hoped to complete the website within 60 days.

New Business

- City Plan of Organization

Mr. McGrory stated this update is to reflect one additional Police Officer position. Mr. Stull made a motion to approve the Plan of Organization, effective May 10, 2016. Mr. Burruss

seconded the motion, which passed 5-0.

- Sidewalks Program

Ms. White discussed the responsibility of homeowners to maintain sidewalks adjacent to their properties. She stated that this has been a long-standing ordinance in the Brunswick Code, not something the Council is changing at this time. Mr. Jones added that the proposed sidewalk program is an incentive to assist homeowners and that the program is completely voluntary.

Mr. McGrory stated this program has lots of moving components. A lengthy discussion ensued. Mr. Burruss made a motion to table this discussion until the next meeting. Ms. White seconded the motion, which passed 5-0.

Adjournment

Mr. Stull moved to adjourn the meeting. Ms. White seconded the motion, which passed 5-0. The meeting was adjourned at 10:20 p.m.

Submitted by: Carrie Myers

Approved By: _____
Mayor Date

Witnessed By: _____
City Administrator Date

CITY OF BRUNSWICK WWTP MONTHLY FLOW REPORT

Total Influent Flow --- 23.58 Million Gallons

Total Effluent Flow --- 21.21 Million Gallons

Rain ---7.30 INCHES

Sludge to Landfill ---85.23 TONS

Submitted By --- Patrick Hoffmaster

Date 6/4/16

We seen several days of high flows into the WWTP this month from all the rain I & I

Brunswick WWTP Operations & Projects May 2016

- 1) Ran Belt Press twice weekly
- 2) Backflushed SBR's bi-weekly
- 3) Cleaned Pista Grit vacuum bowl weekly
- 4) Calibrated the Nitrate analyzer
- 5) Re-started #3 SBR
- 6) Micro-Tech installed a new drive on #3 SBR blower
- 7) Generators at plant and pump stations were inspected
- 8) New employee Jesse Powers first day was 5/27/16
- 9) Performed all weekly and monthly maintenance
- 10) Generators were all re-fueled for summer storm season
- 11) Finished water & mudwell pump hoist system installed

CITY OF BRUNSWICK MONTHLY WATER FLOW REPORT

	<u>Monthly Total</u>	<u>Daily Average</u>
Water from springs.....	<u>3.72</u>	*M.G. <u>0.12</u> M.G.
Water pumped from Potomac River.....	<u>13.03</u>	M.G. <u>0.42</u> M.G.
Total.....	<u>16.75</u>	M.G. <u>0.54</u> M.G.
Finished water pump from Plant...	<u>13.19</u>	M.G. <u>0.43</u> M.G.

Submitted By Patricia Hoffmeyer
Date 6-4-16

*Million Gallons

WATER PLANT PROJECTS & MAINTENANCE –May 2016

- 1) Tested all chlorine gas detectors
- 2) Calibrated all chemical feeders
- 3) Received chemical deliveries of Caustic, Acid, Del-pac, Hypo-chlorite, Carbon and Potassium Permanganate
- 4) Drained and cleaned both sedimentation basins
- 5) Replaced the West end frost p[roof sample hydrant
- 6) Trimmed and mowed at the Intake and Springs
- 7) Drained and cleaned the del-pac day storage tank
- 8) Hach performed quarterly maintenance on all 1720D turbidimeters
- 9) Replaced the Batteries in the WTP emergency generator
- 10) Re-fueled all generators for summer storm season
- 11) Installed the old gas powered back up generator system at Yourtee Springs after the new LP fuel powered generator failed
- 12) Replaced oil and suction tubing in the Carbon feed system
- 13) Roberts Electric Motors removed the drive off of # 1 Carbon feeder to make repairs
- 14) Replaced the permanganate feeder at the Intake



THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

Department of Public Works Mayor & Council Monthly Report for May 2016

Water Line Repairs and Maintenance

Cleaning out water boots, Putting out deployers & checking
Flow meters

Sewer Line Repairs

Jetter Maintenance

Water Valve Maintenance

N/A

Fire Hydrant Maintenance

Flushing of Hydrants

Street Repair and Maintenance

Hot mixing of new water main (4th Ave)
Filling in pot holes

CIP Projects

N/A

Storm Drain Maintenance

Cleaning as Needed

Miscellaneous Tasks and Maintenance

Working at pool, marking Miss Utility Tickets, install sign along
Petersville Rd., & at Public Works. Did side walk inspection, filled in
Pot holes along tow-path, repair gate & fence at Kim Weddle Park

Construction and Contractor Support

N/A

Water Meters

Safety

MAY 2016 WATER METER/ SAFETY REPORT

Meters:

Settlements – 35
Replacements – 5
Repairs – 9
High Bill Investigations – 5
New Meter Installs – 4
Meter Inspections – 15
U&O Inspections – 15
Cut-offs- 0

Managed the City's Pool Meter Program by assembling, distributing, retrieving and recording the pool meters as requested by City water/ sewer customers.

Safety:

Distributed and placed fire extinguishers that were returned to us by Westminster Fire Extinguisher Service after re-charging and servicing.

Replaced Material Safety Data Sheets (MSDS) with updated Safety Data Sheets (SDS) as they became available.



Brunswick Police Department Monthly Report

Reporting Month and Year: May 2016

Traffic Enforcement Activity

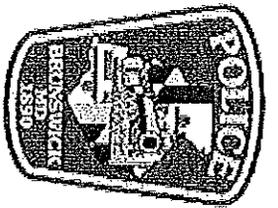
	Month	YTD	PY Month	PY YTD
Maryland State Citations:	28	110	57	184
Maryland State SEROS:	19	41	7	23
Warning Citations:	94	293	101	343
Parking Citations:	18	98	13	119

Parking Enforcement Revenue

	Month	YTD	PY Month	PY YTD
Fines Collected:	*	*	*	*
Meter Collections:	*	*	*	*

Crime Report

	Month	YTD	PY Month	PY YTD
Calls for Service	941	4224	1220	6275
Homicide	0	0	0	0
Rape	1	1	0	0
Robbery	0	0	0	0
Assault	12	52	19	53
B&E	2	9	2	6
Theft	7	21	8	21
Auto Theft	0	0	0	0
Motor Vehicle Accidents	14	55	8	39



Brunswick Police Department
Listing of Arrests
May 1, 2016 to June 30, 2016

CaseID	Date	Time	Charge	Status	Person Type	Officer	Disposition
2016003586	05/04/2016	17:41	DISORDERLY CONDUCT	CLOSED/CLEARED	ADULT	KEVIN LINEHAN	CLEARED BY ARREST
2016003587	05/05/2016	01:50	ASSAULT, 2ND DEGREE (SIMPLE ASSAULT)	CLOSED/CLEARED	JUVENILE	CHRISTOPHER HANDLER	CLEARED BY ARREST
2016003619	05/06/2016	23:52	ASSAULT, 2ND DEGREE (SIMPLE ASSAULT)	CLOSED/CLEARED	ADULT	KEVIN LINEHAN	CLEARED BY ARREST
2016003636	05/07/2016	14:40	FAILURE TO APPEAR	CLOSED/CLEARED	ADULT	KEVIN LINEHAN	CLEARED BY ARREST
2016003736	05/10/2016	19:57	DISORDERLY CONDUCT	CLOSED/CLEARED	ADULT	CHRISTOPHER HANDLER	CLEARED BY ARREST
2016003812	05/13/2016	23:15	DRIVING UNINSURED VEHICLE	CLOSED/CLEARED	ADULT	CHRISTOPHER HANDLER	CLEARED BY ARREST
2016003825	05/15/2016	07:50	DRIVING VEH W/O OWNER'S CONSENT	CLOSED/CLEARED	ADULT	KEVIN LINEHAN	CLEARED BY ARREST
2016003893	05/18/2016	17:57	ASSAULT, 2ND DEGREE (SIMPLE ASSAULT)	CLOSED/CLEARED	JUVENILE	KEVIN LINEHAN	CLEARED BY ARREST
2016003937	05/19/2016	22:07	DRIVING ON SUSPENDED OUT OF STATE LICENSE	CLOSED/CLEARED	ADULT	CHRISTOPHER HANDLER	CLEARED BY ARREST
2016002439	05/20/2016	18:00	BURGLARY, 1ST DEGREE (BREAKING AND ENTERING)	CLOSED/CLEARED	ADULT	JAMES LEDWELL	CLEARED BY ARREST
2016003959	05/20/2016	22:17	ASSAULT, 2ND DEGREE (SIMPLE ASSAULT)	CLOSED/CLEARED	JUVENILE	JAMES LEDWELL	CLEARED BY ARREST
2016003893	05/21/2016	22:55	ASSAULT, 2ND DEGREE (SIMPLE ASSAULT)	CLOSED/CLEARED	JUVENILE	KEVIN LINEHAN	CLEARED BY ARREST
2016003993	05/22/2016	14:09	DESTRUCTION OF PROPERTY- DWELLING	CLOSED/CLEARED	JUVENILE	JAMES LEDWELL	CLEARED BY ARREST
2016004192	05/30/2016	20:23	DISORDERLY CONDUCT/DISTURB PEACE	CLOSED/CLEARED	ADULT	JAMES LEDWELL	CLEARED BY ARREST
2016003885	06/04/2016	19:49	ROGUE AND VAGABOND	CLOSED/CLEARED	ADULT	JAMES LEDWELL	CLEARED BY ARREST
2016004325	06/05/2016	07:14	HARASSMENT-ANNOYING PHONE CALLS	CLOSED/CLEARED	ADULT	WILBUR JESSON	CLEARED BY ARREST

Total Number of Arrests: 16



Brunswick Police Department
Call Type Counts Listing
May 1, 2016 to June 30, 2016

Call Type	Counts
MISSING PERSON	6
NARCOTICS - FCPD SEND TWO CARS	8
NOISE COMPLAINT	5
NOTIFICATIONS	1
OPEN OR 911 HANG-UP	42
OVERDOSE - SEND AMBULANCE	7
PARKING VIOLATIONS	20
PATROL CHECK (BRUNSWICK)	245
PERSONAL INJURY ACCIDENT	2
POLICE INFORMATION	12
POLICE TRAINING / EDUCATION	8
PROPERTY DAMAGE ACCIDENT	12
RELAY OR 10-5	4
REPO / TOW AWAY	2
REQUEST OFFICER	88
RESIDENTIAL	7
RESIDENTIAL BURGLARY - REPORT ONLY	2
ROADWAY HAZARD	4
SCHOOL	1
SELECTIVE ENFORCEMENT TRAFFIC OR SPEED	19
SPECIAL ASSIGNMENTS	9
STANDBY	1
SUICIDE - ATTEMPTED ALSO	2
SUSPICIOUS ACTIVITY / VEHICLE OR PERSON	8
SUSPICIOUS PERSON	3
SUSPICIOUS VEHICLE	12
TALKS / CRIME PREVENTION / COMMUNITY RELATIONS	6
THEFT / STOLEN / SHOPLIFTING - EXCEPT VEHICLE	15
TOW-A-WAY BY TOW COMPANY	2
TRAFFIC COMPLAINT/ ALSO TRAFFIC DETAIL	3
TRESPASSING	4
VEHICLE STOP (BRUNSWICK)	125
VEHICLE THEFT / UNAUTHORIZED USE	2



Brunswick Police Department
Call Type Counts Listing
May 1, 2016 to June 30, 2016

Call Type	counts
ABANDONED / UNATTENDED VEHICLE	1
ANY SEX OFFENSE / RAPE	1
ASSAULT - OCCURED EARLIER	1
ASSAULT IN PROGRESS - ALERT TONE	2
ASSAULT WITH INJURY	1
ASSIST FIRE DEPARTMENT	13
ASSIST OTHER PD (SHERIFF)	25
ATTEMPT TO LOCATE - ADD TO LOOKOUT FILE	8
BANK ALARM	1
CHILD / JUVENILE ABUSE	1
COMMERCIAL	9
COURT - BPD	7
COURT PAPERWORK	1
DESTRUCTION OF PROPERTY / VANDALISM	9
DISABLED VEHICLE	4
DISORDERLY CONDUCT - INTOXICATED SUBJECT	5
DISTURBANCE - ALL GATHERINGS	11
DOMESTIC	8
DOMESTIC IN PROGRESS - ALERT TONE	5
DUMPING / LITTERING	1
EMERGENCY EVALUATION	5
EVICTON	1
EXTRA DUTY	4
FOLLOW UP - ALL TYPES	42
FOUND PROPERTY	3
FRAUD	8
FUNERAL ESCORT	2
GRAFITTI	1
HARRASSMENT	3
HIT AND RUN PROPERTY DAMAGE	4
JUVENILE COMPLAINT	4
MENTAL PERSON	4



*Brunswick Police Department
Call Type Counts Listing
May 1, 2016 to June 30, 2016*

<i>Call Type</i>	<i>Counts</i>
VERBAL DISPUTE - NON DOMESTIC	2
WALKING PATROL	42
WARRANT SERVICE (BPD)	1
WELFARE CHECKS	14

Total Number of Calls: 941

Date

Property Owner
Address
Address

Action Needed RE: Vacant Non-Residential Structures Ordinance and required license

PROPERTY ADDRESS: _____

The City of Brunswick has identified the property listed above as being vacant for more than six (6) continuous months. **The Vacant Non-Residential Structures Ordinance requires a property owner to apply for a Vacant Non-Residential Structure License and pay the required non-refundable annual fee within thirty (30) days of this notification letter.**

Background: The City of Brunswick adopted the Vacant Non-Residential Structures Ordinance (Number 518; hereafter "Ordinance"), on September 8, 2015. "The purpose of the Ordinance is to promote and assure public safety, health, and welfare; to prevent deterioration of vacant non-residential structures in the City of Brunswick; to support property values; and to encourage responsible management and use of vacant non-residential structures through licensing and inspection." A full copy of the Ordinance is enclosed and may be found at www.BrunswickMD.gov.

The Ordinance states that any non-residential structure located in the City of Brunswick is required to be licensed if it meets one of the following definitions:

VACANT NON-RESIDENTIAL STRUCTURE – Any non-residential structure that is vacant for a continuous six (6) month period. For properties with multiple structures, such as shopping centers with pad sites or apartment complexes, if any individual structure is vacant for a continuous six (6) month period, that structure shall be subject to the terms of this chapter. For calculation of the continuous six (6) month period required to satisfy the definition of Vacant Non-Residential Structure, the following periods of time shall not be included: (i) the one (1) year period immediately following the issuance of a use and occupancy permit for new construction; and (ii) any period of time during which active work is being legally performed pursuant to a valid permit issued by the City.

VACANT BLIGHTED NON-RESIDENTIAL STRUCTURE – Any non-residential structure that is (1) vacant with a pending action to foreclose a mortgage or deed of trust, (2) is vacant with blighted conditions, or (3) has been placarded by the City as uninhabitable. For properties with multiple structures, such as shopping centers with pad sites or apartment complexes, if any individual structure meets this definition, that individual structure within the larger property shall be subject to the terms of this ordinance.

The licensing process also requires inspection of the vacant structure. All inspections conducted hereunder shall be conducted by the City to ensure compliance with all applicable property maintenance, fire, and other City codes and Section 6 of the Ordinance.

Please submit the required Vacant Non-Residential Structure License form and non-refundable check in the amount of \$ _____ made payable to: City of Brunswick, by [date] _____.

Please contact Terri Householder, Economic Development Coordinator, or Todd Shepherd, Code Enforcement Officer, at 301-834-7500, or CityHall@BrunswickMD.gov for further information and assistance.

Sincerely,

The City of Brunswick



THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

ANNUAL APPLICATION FOR VACANT NON-RESIDENTIAL STRUCTURE LICENSE

Applicant Name:	
Applicant Address:	
Primary Phone #:	
Secondary Phone #:	
Fax #:	
Email Address:	

Property being Registered:	
----------------------------	--

Resident Agent (if corporation or LLC):	
---	--

Agent Address:	
Primary Phone #:	
Secondary Phone #:	
Fax #:	
Email Address:	

Emergency Contact (if different from applicant):	
--	--

Primary Phone #:	
Secondary Phone #:	
Email Address:	

Annual Licensing Fee (fee is non-refundable):	\$
Inspection Fee (fee is non-refundable):	\$ 75.00
Total Amount Due (add two rows above)	\$

- Vacant Non-Residential Structure
 - (1) Two hundred fifty dollars (\$250.00) at initial application
 - (2) Five hundred dollars (500.00) at first annual application renewal
 - (3) One thousand dollars (\$1,000.00) at second and each subsequent annual application renewal
- Inspection Fee -- Seventy five dollars (\$75.00)

Checks should be made payable to the City of Brunswick

Please read Page 2 for important additional information.

I DECLARE UNDER PENALTIES OF PERJURY THAT I HAVE EXAMINED THIS REGISTRATION STATEMENT AND ALL ATTACHMENTS AND THEY ARE TRUE, CORRECT AND COMPLETE. I ALSO DECLARE THAT I AM THE/AN OWNER OR HAVE SPECIFIC APPROVAL OF OWNER(S) TO ACT AS AGENT FOR THIS STATEMENT.

Owner/ Agent Signature (mandatory)	Printed Name	Date
------------------------------------	--------------	------

What properties need to be licensed?

The Ordinance of the City of Brunswick, states that any non-residential structure located in the City of Brunswick is required to be licensed if it meets one of the following definitions.

- **Vacant Non-Residential Structure** – Any non-residential structure that is vacant for a continuous six (6) month period. For properties with multiple structures, such as shopping centers with pad sites or apartment complexes, if any individual structure is vacant for a continuous six (6) month period, that structure shall be subject to this requirement.
- **Vacant Blighted Non-Residential Structure** – Any non-residential structure that is
 1. Vacant with a pending action to foreclose a mortgage or deed of trust
 2. Vacant with blighted conditions
 3. Has been placarded by the City as uninhabitable. For properties with multiple structures, such as shopping centers with pad sites, or apartment complexes, if any individual structure meets this definition, that individual structure shall be subject to the terms within the larger property requirement.

Why is licensing required?

In order to ensure the safety of first responders and emergency personnel, as well as the health and safety of the general public and to support property values within the City, vacant structures within the corporate limits of the City of Brunswick must be licensed and regularly inspected.

How long is the license valid?

One year. We will send you a license renewal form each year before the anniversary date, as long as you own the structure and it remains vacant. Please contact the office if you sell the property or it is no longer vacant.

Are any vacant non-residential structures exempt from being licensed?

Yes. For the calculation of the continuous six (6) month period required to satisfy the definition of a Vacant Non-Residential Structure, the following periods of time shall not be included:

1. The one (1) year period immediately following the Issuance of a use and occupancy permit for new construction.
2. Any time period during which active work is being legally performed pursuant to a valid permit issued by the City.

What is included in the inspection?

Interior inspections are limited to the vacant portion(s) of the structure to assure compliance with all applicable property maintenance, fire, and other City codes for unoccupied structures. Inspectors will be examining the general interior, attic & basement, plumbing, mechanical systems, and fire protection, with a focus on ensuring the structure is safe and sound and will not present a danger to any responding emergency personnel. The building maintains the structure enough to ensure there is minimal negative economic effect on the neighborhood. A full checklist of all items included in an inspection is available from City Hall.

Are there any additional maintenance requirements?

Yes. In addition to meeting the inspection to requirements noted above, an owner of a Vacant Non-Residential Structure or Vacant Blighted Non-Residential Structure shall maintain the structure to the following standards:

- A. Exterior lighting at all entry doors.
 1. Shall be illuminated from dusk to dawn.
 2. Shall be directed downward and away from adjoining premises.
 3. Shall maintain one foot-candle of light measured at one foot above the ground to a minimum distance of twenty feet from the center of any entry door. Exterior lighting is not required at any entry door where street lighting meets the minimum illumination level of this section. Doors not capable of deadbolt locks shall be secured in an approved manner.
- B. All entry doors shall have engaged deadbolt locks.
- C. All exterior sliding doors shall have lift and slide protection.
- D. All windows shall have lift and slide protection.
- E. All shrubbery, hedges, trees, or similar vegetation shall be maintained so that a clear view of the entry doors from the public sidewalk or street is not impeded.

How often are inspections conducted?

The exterior will be inspected annually. The interior of a vacant non-residential structure will be inspected in accordance with the following schedule:

- Vacant Non-Residential Structures – At first renewal and annually thereafter
- Vacant Blighted Non-Residential Structures – At initial application and on an annual basis thereafter

**Mayor & Council Meeting
Consent Agenda Summary
June 14, 2016**

The Council is being asked to consider the following items as the Consent Agenda:

7a City Trash and Waste Collection and Removal Contract Renewal

Key Sanitation would like to continue their contract at the same rate of \$6.28/unit for three more years.

7b Purchase Approval – Public Works – PO4438 – HD Supply

Purchase Order #4438 is for H.D. Supply for \$15,043.18 for the meters and software upgrades.

7c Purchase Approval – Utilities – 01-17W – Hach

Purchase Order #01-17W is for HACH for \$11,798.0 for a replacement and service contract on HACH equipment at the Water Treatment Plant.

7d Purchase Approval – Utilities – WW124 – Compressor Air Service

Purchase Order #WW124 is for Compressed Air Service for \$12,856.00 for replacement of a compressor at the Waste Water Treatment Plant.

7e Market Place at Brunswick Crossing - Public Works Agreement Package - Public Water

7f Brunswick Crossing – Water & Sewer – Final Acceptance Sewer Outfall S-6

7g Brunswick Crossing - Phase I Mass Grading – Guarantee Reduction

7h Brunswick Crossing – Water & Sewer – Final Acceptance Phase IC

7i Brunswick Crossing – Phase IIA Mass Grading – Guarantee Reduction

7j Brunswick Crossing – Water & Sewer Final Acceptance – Phase IIA-1

**7k Brunswick Crossing – Water & Sewer Final Acceptance and Performance Bond Release – Phase IIA2-
Part 1**

7l Brunswick Crossing – Section IIA-2 Part 2 – Public Works Agreement Package (Public Paving)

7m Brunswick Crossing - Section IIA-2 Part 2 – Public Works Agreement Package (Public Storm Drain)

7n Brunswick Crossing - Section IIA-2 Part 2 – Public Works Agreement Package (Public Water & Sewer)

7o Brunswick Crossing – Section IIIA Part 1- Public Works Agreement Package (Public Paving)

7p Brunswick Crossing – Section IIIA Part 1 – Public Works Agreement Package (Public Storm Drain)

7q Brunswick Crossing – Section IIIA Part 1 – Public Works Agreement Package (Public Water & Sewer)

7r Brunswick Crossing – Section IIIA Part 2 – Public Works Agreement Package (Public Paving)

7s Brunswick Crossing – Section IIIA Part 2 – Public Works Agreement Package (Public Storm Drain)

7t Brunswick Crossing – Section IIIA Part 2 – Public Works Agreement Package (Public Water & Sewer)

Items 7e-7t are Planning and Zoning functions associated with Brunswick Crossing.

**City of Brunswick
Trash and Waste Collection and Removal**

THIS CONTRACT dated this ___ day of _____, by and between the City of Brunswick, Maryland (hereinafter referred to as the City) and Key Sanitation, Inc. (hereinafter referred to as the Contractor).

Recitals

WHEREAS, the Mayor and Council of the City of Brunswick, herein referred to as the City, is a municipal corporation and body politic of the State of Maryland, and it requires trash and waste collection and removal, and competitively bid for this service in 2013 as detailed in Attachment 1, incorporated and attached herein; and

WHEREAS, Contractor operates a waste collection business and/or service, and it submitted a bid to fulfill the requirements of the City in 2013 and wishes to extend the same terms at this time; and

WHEREAS, after thorough consideration of the bid submitted by the Contractor for the trash and waste collection and removal needs of the City; and

NOW, THEREFORE, for and in consideration of the mutual promises and covenants set forth herein, City and Contractor, for themselves and for their respective personal representatives, heirs, successors and assigns, do hereby agree as follows:

1. Term - This contract governs the trash and waste collection and removal services performed by the Contractor commencing on July 1, 2016, and continuing through June 30, 2019.

Deleted: July 1, 2013, and continuing through June 30, 2016.

2. Payment - For the services rendered to the City by the Contractor, under the terms of this contract, the City shall pay the Contractor \$6.28 per unit (2,263 units total) per month for thirty-six months, or \$511,619.04 total. Contractor shall bill the City in monthly installments of \$14,211.64.

Deleted: 2,100

Deleted: 474,768.00

Deleted: 13,188.00.

3. Services - Contractor shall provide trash and waste collection and removal work as set forth herein.

1.1 SCOPE

This contract between the City and the Contractor, agrees to provide trash and waste collection and removal services in accordance with the terms contained herein.

- A. The contractor shall provide the necessary personnel and equipment to satisfactorily collect and remove trash from approximately ~~2,263~~ units on a weekly basis, provide twice yearly bulk trash events, provide yard waste collection services, and provide commercial recycling services with an optional commercial business pick-up recycling program to be established in the future, as detailed in Attachment 2, incorporated and attached herein.

Deleted: 2,100

1.2 SAFETY AND INDEMNIFICATION

- A. Contractor shall take all necessary precautions for the safety of employees on the work site and shall erect and properly maintain at all times all necessary safeguards for the protection of the workmen and public.
- B. The Contractor will perform services with the degree of skill and judgment which is normally exercised by recognized professionals with respect to services of a similar nature.
- C. It is agreed that the Contractor shall be responsible for any loss, personal injury, deaths and/or damages that may be done or suffered by any persons solely by reasons of the vendor's negligence or failure to perform any of the obligations which this obligates them to perform.
- D. The vendor hereby agrees to indemnify and hold harmless the City and it's employees from any loss, cost, damages and other expenses suffered or incurred by the City solely by reason of the Contractor's negligence or failure to perform any of the said obligations. The vendor shall take proper safety and health precautions to protect their work, their employees, the public and the property of others from any damages or injury resulting solely from the performance of their work described herein.
- E. The City shall not be liable for any injuries to the employees, agents or assignees of the vendor arising out of or during the course of employment relating to this agreement.

1.3 CONTRACTOR'S PERSONNEL

The Contractor will be required to comply with the following provisions or be responsible to see that each person employed by them at the location performs the duties as specified and comply with these provisions:

A. Supervision

1. The contractor shall provide adequate supervision and appropriate training to assure competent performance of the work. The contractor or authorized agent will make sufficient inspections to ensure that the work is performed as required by this contract.
2. The contractor's supervisors shall be thoroughly familiar with all phases of contract work.
3. Supervisors shall be well qualified to operate all equipment and/of devices under their charge and to train personnel in its operation.

B. Employees

1. A fully qualified force shall be maintained throughout the period of this contract with a sufficient number of workers to perform all required services within the hours indicated by the schedule. These workers shall be thoroughly instructed by their supervisors as to required duties and methods of performance. All personnel will receive close and continuing first line supervision. Additionally, all personnel shall maintain a courteous and respectful attitude toward the public at all times. At no time shall there be any soliciting or requesting of gratuities of any type.
2. The contractor is not allowed to employ illegal aliens to perform any services in the City facilities.

C. Removal of Contractor's Employees

The contractor agrees to utilize only experienced, responsible and capable people in the performance of the work. The City may require that the contractor remove from the job covered by this contract, employees who endanger persons or property or whose continued employment under this contract is inconsistent with the interest of the City.

D. Safety and Accident Prevention

The contractor shall conform to all safety regulations, security regulations and fire prevention regulations, and requirements covering the areas in effect at any time during the performance of the contract. The contractor agrees to take all

reasonable steps to prevent accidents and preserve the life and good health. The contractor shall be responsible for instructing his workers in appropriate safety measures and shall not permit them to place tools and other equipment in traffic lanes or other locations in such a manner as to create a safety hazard.

1.4 CONTRACT ADMINISTRATION

This contract will be performed under the direction and inspection of the Project Manager who will oversee the standards of this contract. The Project Manager does not have the authority to make or approve any changes or alterations of the terms, conditions or specifications of this contract. The Mayor and/or City Council has the sole authority to make or approve changes to this contract. All questions and concerns relative to interpretation of specifications, terms and conditions of this contract award shall be directed to:

Carrie A. Myers
Office Manager – Brunswick City Hall
City of Brunswick
One West Potomac Street
Brunswick, Maryland 21716

1.5 INSURANCE

- A. The contractor shall have in force and shall maintain, at its own expense, insurance in not less than the following amounts during the performance of service called for under the contract.
1. Workmen's Compensation Insurance - Covering the contractor's employees as required by Maryland Law.
 2. Comprehensive Bodily Injury and Property Damage Liability Insurance - Excluding automobiles owned or hired by the contractor or loaned to the contractor by the City, combined single limit coverage of \$5,000,000.
 3. The City shall be named as an additional insured party.

1.6 PERMITS AND LICENSE

The Contractor will obtain and have available for inspection, all necessary County and State licenses and permits as required by laws and regulations.

1.7 CONFIDENTIALITY/PROPRIETARY INFORMATION

The Contractor must give specific attention to the identification of those portions of this Contract which it deems to be confidential and proprietary information or trade secrets, and provide any justification of why such materials, upon request, should not be disclosed by the City in accordance with the Maryland Freedom of Information Act, 10-601 et. seq., State Government Article, Maryland Annotated Code. The bidder must clearly indicate each and every page that is deemed to be confidential, proprietary or a trade secret.

1.8 NON-DISCRIMINATION

The Contractor shall not discriminate against any worker, employee or applicant, or any member of the public because of religion, race, sex, age, physical or mental disability, or perceived disability. Discriminatory practices based upon the foregoing are declared to be contrary to the public policy of the City. Contractor agrees to be in full compliance with the federal mandates of the Americans with Disabilities Act.

1.9 DRUG AND ALCOHOL FREE WORKPLACE

The contractor shall comply with the City's Substance Abuse Policy, and shall remain in compliance throughout the term of the contract.

1.10 SEXUAL HARASSMENT

The City Government is committed to providing a work environment that is free from discrimination insults, intimidation, and other forms of harassment. The City prohibits sexual harassment. Sexual harassment may cause others unjustifiable offense, anxiety, and injury. Unwelcome sexual advances or requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment. Sexual harassment by contractor or subcontractor employees is prohibited. Sexual harassment may also constitute violations of criminal and civil laws of the State of Maryland and the United States. Any violation of sexual harassment constitutes a breach of contract, and thus the contractor will be required to remove the offender from the job-site.

1.11 CHANGE IN SCOPE OF WORK

The City reserves the right to change the scope of work as follows:

Should changes in this contract be desired by the City, the City shall advise the contractor of adjusted terms. The adjusted terms will be negotiated with the Contractor based on the rates quoted in the original contract.

IN WITNESS WHEREOF the ____ day of _____.

Mayor & Council of Brunswick:

Contractor:

| Karin B. Tome, Mayor

Brian Shumaker, Key Sanitation

Deleted: Robert E. Clark,
President



THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

City of Brunswick Trash and Waste Collection and Removal

THIS CONTRACT dated this 23rd day of July, 2013, by and between the City of Brunswick, Maryland (hereinafter referred to as the City) and Key Sanitation, Inc. (hereinafter referred to as the Contractor).

Recitals

WHEREAS, the Mayor and Council of the City of Brunswick, herein referred to as the City, is a municipal corporation and body politic of the State of Maryland, and it requires trash and waste collection and removal, as detailed in Attachment 1, incorporated and attached herein; and

WHEREAS, Contractor operates a waste collection business and/or service, and it submitted a bid to fulfill the requirements of the City; and

WHEREAS, after thorough consideration of the bid submitted by the Contractor for the trash and waste collection and removal needs of the City; and

NOW, THEREFORE, for and in consideration of the mutual promises and covenants set forth herein, City and Contractor, for themselves and for their respective personal representatives, heirs, successors and assigns, do hereby agree as follows:

1. Term - This contract governs the trash and waste collection and removal services performed by the Contractor commencing on July 1, 2013, and continuing through June 30, 2016.
2. Payment - For the services rendered to the City by the Contractor, under the terms of this contract, the City shall pay the Contractor \$6.28 per unit (2,100 units total) per month for thirty-six months, or \$474,768.00 total. Contractor shall bill the City in monthly installments of \$13,188.00.
3. Services - Contractor shall provide trash and waste collection and removal work as set forth herein.

1.1 SCOPE

This contract between the City and the Contractor, agrees to provide trash and waste collection and removal services in accordance with the terms contained herein.

- A. The contractor shall provide the necessary personnel and equipment to satisfactorily collect and remove trash from approximately 2,100 units on a weekly basis, provide twice yearly bulk trash events, provide yard waste collection services, and provide commercial recycling services with an optional commercial business pick-up recycling program to be established in the future, as detailed in Attachment 2, incorporated and attached herein.

1.2 SAFETY AND INDEMNIFICATION

- A. Contractor shall take all necessary precautions for the safety of employees on the work site and shall erect and properly maintain at all times all necessary safeguards for the protection of the workmen and public.
- B. The Contractor will perform services with the degree of skill and judgment which is normally exercised by recognized professionals with respect to services of a similar nature.
- C. It is agreed that the Contractor shall be responsible for any loss, personal injury, deaths and/or damages that may be done or suffered by any persons solely by reasons of the vendor's negligence or failure to perform any of the obligations which this obligates them to perform.
- D. The vendor hereby agrees to indemnify and hold harmless the City and it's employees from any loss, cost, damages and other expenses suffered or incurred by the City solely by reason of the Contractor's negligence or failure to perform any of the said obligations. The vendor shall take proper safety and health precautions to protect their work, their employees, the public and the property of others from any damages or injury resulting solely from the performance of their work described herein.
- E. The City shall not be liable for any injuries to the employees, agents or assignees of the vendor arising out of or during the course of employment relating to this agreement.

1.3 CONTRACTOR'S PERSONNEL

The Contractor will be required to comply with the following provisions or be responsible to see that each person employed by them at the location performs the duties as specified and comply with these provisions:

A. Supervision

1. The contractor shall provide adequate supervision and appropriate training to assure competent performance of the work. The contractor or authorized agent will make sufficient inspections to ensure that the work is performed as required by this contract.
2. The contractor's supervisors shall be thoroughly familiar with all phases of contract work.
3. Supervisors shall be well qualified to operate all equipment and/of devices under their charge and to train personnel in its operation.

B. Employees

1. A fully qualified force shall be maintained throughout the period of this contract with a sufficient number of workers to perform all required services within the hours indicated by the schedule. These workers shall be thoroughly instructed by their supervisors as to required duties and methods of performance. All personnel will receive close and continuing first line supervision. Additionally, all personnel shall maintain a courteous and respectful attitude toward the public at all times. At no time shall there be any soliciting or requesting of gratuities of any type.
2. The contractor is not allowed to employ illegal aliens to perform any services in the City facilities.

C. Removal of Contractor's Employees

The contractor agrees to utilize only experienced, responsible and capable people in the performance of the work. The City may require that the contractor remove from the job covered by this contract, employees who endanger persons or property or whose continued employment under this contract is inconsistent with the interest of the City.

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The contractor shall conform to all safety regulations, security regulations and fire prevention regulations, and requirements covering the areas in effect at any time during the performance of the contract. The contractor agrees to take all

reasonable steps to prevent accidents and preserve the life and good health. The contractor shall be responsible for instructing his workers in appropriate safety measures and shall not permit them to place tools and other equipment in traffic lanes or other locations in such a manner as to create a safety hazard.

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This contract will be performed under the direction and inspection of the Project Manager who will oversee the standards of this contract. The Project Manager does not have the authority to make or approve any changes or alterations of the terms, conditions or specifications of this contract. The Mayor and/or City Council has the sole authority to make or approve changes to this contract. All questions and concerns relative to interpretation of specifications, terms and conditions of this contract award shall be directed to:

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1. Workmen's Compensation Insurance - Covering the contractor's employees as required by Maryland Law.
 2. Comprehensive Bodily Injury and Property Damage Liability Insurance - Excluding automobiles owned or hired by the contractor or loaned to the contractor by the City, combined single limit coverage of \$5,000,000.
 3. The City shall be named as an additional insured party.

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The City reserves the right to change the scope of work as follows:

Should changes in this contract be desired by the City, the City shall advise the contractor of adjusted terms. The adjusted terms will be negotiated with the Contractor based on the rates quoted in the original contract.

IN WITNESS WHEREOF the 23rd day of July, 2013

Mayor & Council of Brunswick:

Karin B. Tome

Karin B. Tome, Mayor

Contractor:



~~Robert B. Clark, President~~

Brian Shumaker
Treasurer

KEY SANITATION, INCORPORATED

Action by Unanimous Consent in Writing of Directors in Lieu of Meeting

The undersigned, constituting all of the Directors of the Key Sanitation, Incorporated, pursuant to Section 2-408(c) of the Maryland Corporations and Associations Code Annotated, and in lieu of the annual Board of Directors meeting, do hereby consent as follows:

RESOLVED: that the following be and hereby are elected as officers of the Corporation to serve until the next annual meeting of the Board and until their successors are elected and qualified:

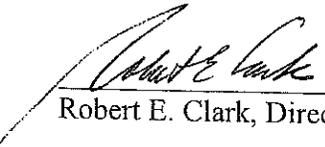
President: Robert E. Clark
Secretary: Barbara F. Shumaker
Treasurer: Brian Shumaker

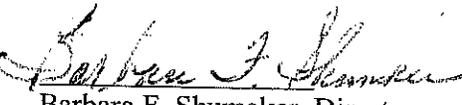
FURTHER RESOLVED: That in the absence of the President, the Treasurer shall be responsible for the day to day operations of the Corporation.

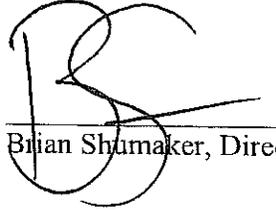
This action by Unanimous Consent in Writing shall be effective as of May 1, 2013.

This authorization for action shall be filed with the Secretary of the Corporation.

DIRECTORS:


Robert E. Clark, Director


Barbara F. Shumaker, Director


Brian Shumaker, Director



THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

City of Brunswick Trash and Waste Collection and Removal

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Recitals

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WHEREAS, Contractor operates a waste collection business and/or service, and it submitted a bid to fulfill the requirements of the City; and

WHEREAS, after thorough consideration of the bid submitted by the Contractor for the trash and waste collection and removal needs of the City; and

NOW, THEREFORE, for and in consideration of the mutual promises and covenants set forth herein, City and Contractor, for themselves and for their respective personal representatives, heirs, successors and assigns, do hereby agree as follows:

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- B. The Contractor will perform services with the degree of skill and judgment which is normally exercised by recognized professionals with respect to services of a similar nature.
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Office Manager – Brunswick City Hall
City of Brunswick
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 3. The City shall be named as an additional insured party.

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The Contractor must give specific attention to the identification of those portions of this Contract which it deems to be confidential and proprietary information or trade secrets, and provide any justification of why such materials, upon request, should not be disclosed by the City in accordance with the Maryland Freedom of Information Act, 10-601 et. seq., State Government Article, Maryland Annotated Code. The bidder must clearly indicate each and every page that is deemed to be confidential, proprietary or a trade secret.

1.8 NON-DISCRIMINATION

The Contractor shall not discriminate against any worker, employee or applicant, or any member of the public because of religion, race, sex, age, physical or mental disability, or perceived disability. Discriminatory practices based upon the foregoing are declared to be contrary to the public policy of the City. Contractor agrees to be in full compliance with the federal mandates of the Americans with Disabilities Act.

1.9 DRUG AND ALCOHOL FREE WORKPLACE

The contractor shall comply with the City's Substance Abuse Policy, and shall remain in compliance throughout the term of the contract.

1.10 SEXUAL HARASSMENT

The City Government is committed to providing a work environment that is free from discrimination insults, intimidation, and other forms of harassment. The City prohibits sexual harassment. Sexual harassment may cause others unjustifiable offense, anxiety, and injury. Unwelcome sexual advances or requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment. Sexual harassment by contractor or subcontractor employees is prohibited. Sexual harassment may also constitute violations of criminal and civil laws of the State of Maryland and the United States. Any violation of sexual harassment constitutes a breach of contract, and thus the contractor will be required to remove the offender from the job-site.

1.11 CHANGE IN SCOPE OF WORK

The City reserves the right to change the scope of work as follows:

Should changes in this contract be desired by the City, the City shall advise the contractor of adjusted terms. The adjusted terms will be negotiated with the Contractor based on the rates quoted in the original contract.

IN WITNESS WHEREOF the ____ day of _____.

Mayor & Council of Brunswick:

Karin B. Tome

Karin B. Tome, Mayor

Contractor:

Robert E. Clark, President



THE CITY OF BRUNSWICK MARYLAND

1 WEST POTOMAC STREET · BRUNSWICK, MARYLAND 21716 · (301) 834-7500

REQUEST FOR PROPOSAL TRASH AND WASTE COLLECTION AND REMOVAL

1. SUMMARY STATEMENT

It is the intent of this Request for Proposal to enable the City of Brunswick, herein referred to as "The City", to select one or more qualified contractors to provide Trash and Waste Collection and Removal Services at various locations throughout the City in accordance with the terms contained herein, and the City of Brunswick Code of Ordinances, Article 2, Title 1 - Collection and Removal of Refuse, herein incorporated as Attachment A.

2. ISSUING OFFICE

The issuing office is Brunswick City Hall, One West Potomac Street, Brunswick, Maryland, and it is the sole point of contact with the City for purposes of preparation and submission of responses to this Request for Proposal.

3. BID CLOSING DATE AND TIME

Sealed bids must be received at Brunswick City Hall no later than 4:00 pm on Friday, May 10, 2013. Bids arriving after the bid closing date and time will not be considered.

Bids will be opened at a public Mayor and Council Meeting on Tuesday, May 14, 2013. Bidders do not have to be present at bid opening.

Bids will be awarded at a public Mayor and Council Meeting on Tuesday, May 28, 2013. Contract will commence on July 1, 2013.

4. SITE VISITS

Bidders are encouraged to visit the facilities and service locations covered under this request. The submission of a bid is prima facie evidence that the contractor has examined the work sites, understands all work requirements, and is aware of all conditions that might impact work performance.

5. BID/PROPOSAL ACCEPTANCE

The City reserves the right in its sole and absolute discretion to accept or reject any and all bids or proposals, in whole or in part, which it may receive as a result of this solicitation and to waive

any or all minor irregularities. The City reserves the right to make a whole award, partial award, or no award at all. The City may, in its sole and absolute discretion, accept or reject any bid based upon what it deems to be in the best interest of the City. This invitation to bid shall not be considered or construed as an offer to enter into a contract and shall not be considered or construed as creating any property right or interest in the contract which may eventually be awarded.

6. CONFIDENTIALITY/PROPRIETARY INFORMATION

Any bidder which submits with its bid information which it deems to be confidential or proprietary information or which it deems to constitute a trade secret, and which requests that such information not be disclosed by the City in accordance with the Maryland Freedom of Information Act, 10-601 et. seq., State Government Article, Maryland Annotated Code, must specifically identify those portions of its bid which it believes to be confidential. The bidder must clearly indicate each and every page, section or provision that is deemed to be confidential, proprietary or a trade secret. It will not be sufficient to include within the bid a conclusive or summary statement that the bid is confidential. A bid accompanied by a blanket statement of confidentiality will be deemed non-compliant and will therefore be rejected.

7. CONTENTS OF BID

The bid submitted shall be signed by an officer or other person authorized to submit the bid and execute documents on behalf of the entity submitting the bid. The sealed bid shall contain the following information:

A. The dollar figure and amount at which it proposes to perform the services required under the terms of the contract. The bid amount should be provided on the attached bidder's sheet.

B. A statement certifying that the company will obtain a Surety Bond or Letter of Credit in an amount equal to 10% of bid amount naming the City as beneficiary thereunder and guaranteeing the offered bid price for a period of not less than 90 calendar days from the bid closing date and time. This period may be extended by mutual written agreement between the bidder and the City.

C. A statement detailing the bidder's similar contract experience for the last five years. The statement shall include a description of the type of work performed, the customer/project owner's name, address, contact name, and current telephone number, start date and duration of the contract(s) and the value of the contract(s). Experience should demonstrate the bidder's knowledge and ability to perform the work required under the contract with the City.

D. A brief but informative history of the business entity or individual, including the number of years in business, other former names under which the organization has operated and the organizational structure. Please also include a statement on the type and size of vehicles contractor would be using.

E. The annual contract/work dollar value and number of projects for the firm for the last three years.

F. A copy of the bidder's Maryland business license(s) authorizing it to perform the services required under the terms of the contract to be awarded.

8. 1.9 MINORITY BUSINESS ENTERPRISE CERTIFICATION

For purposes of this bid solicitation and any subsequent contract award, a bidder will be deemed a certified Minority Business Enterprise only if previously so determined within the last 12 months by the Frederick County (Maryland) Purchasing Department or the State of Maryland Minority Business Enterprise program.

9. AGREEMENT TO CONTRACT

By submitting a bid, the bidder agrees that, if the bid is accepted, it will enter into a contract with the City to perform the work and services specified in the contract and bid documents, and that it will do so at and for the price submitted in the bid.

10. SCOPE

Contractors will provide bid information on the attached bidder's sheet. Supplemental documentation may be included, however, bid will be dismissed if the attached sheet is not completed and returned as the main bid document. The bid will be based on the below specifications:

Payment for services will be made in monthly installments as billed by the contractor. Tipping fees for MSW or recyclables disposed of at the Reich's Ford Road landfill will be billed by the County directly to the City. The hauler will provide copies of scale house receipts to the City.

Fuel Surcharge or Discount – Implemented when diesel fuel prices increase or decrease by 15% based on the July 1, 2013 fuel cost as reported on the EIA Weekly Central Atlantic No. 2 Diesel Retail Prices.

Bid price should include a One (1) year and Three (3) year term beginning July 1, 2013. Collection days are Tuesday, Wednesday, Thursday, and Friday.

Section 1 - Pick-Up Per Unit Cost – The following items shall be included in this section:

Bids should be priced per unit. City reserves the right to increase or decrease the number of units during this contract at bid price per unit.

Hand pickups are described as trash collection without use of mechanical device. These pickups are commonly bagged trash from a variety sized receptacles.

Hand Pickups

Approximately 2,100 units (collected once/week)

Approximately 5 food service units (collected twice/week from a four-block downtown district)

Seasonal pickups are described as trash collection during sports related months, i.e., March through October (36 weeks).

Seasonal Pickups

Approximately 6 units (collected twice/week)

Container pickups are described as dumpster units.

Container Pickups

Two 6 yd Seasonal Dumps (Campground)

Three 4 yd Seasonal Dumps (Campground)

One 2 yd Seasonal Dump (Pool)

One 2 yd once a week Dump (Waste Water Treatment Plant)

One 4 yd once a week Dump (Apartment Building Dumpster – East Potomac Street)

One 6 yd once a week Dump (Apartment Building Dumpster – East Potomac Street)

Section 2 - Bulk Trash Cost

Bulk Trash events are required twice/year. Spring event is scheduled as a curbside pickup, fall event is scheduled as a drop-off event at the City Public Works Facility (30 yard container.)

Section 3 - Yard Waste Cost

The City operates a Yard Waste drop off program at Public Works throughout the year. Contractor will provide pickup services on an as-needed basis, approximately 50 dumpster pulls per year (30 yard container.)

Section 4 - Commercial Recycling Cost

The City currently provides a dumpster for commercial recycling at the Public Works facility. Contractor will provide pickup services on an as-needed basis, approximately 15-20 dumpster pulls per year. An optional bid rate to provide commercial recycling to City businesses will be accepted with this proposal.

Recycling Efforts

It is the intention of the City of Brunswick to significantly increase its overall recycling rate. Strong consideration will be given to bids which offer specific, workable plans to achieve this goal.

For questions, please contact Carrie Myers, City Hall Office Manager at assistant@brunswickmd.gov or 301-834-7500, ext. 1.

ATTACHMENT A

Article 2. Public Responsibilities

Title 1. Collection and Removal of Refuse

Section 3-2101. Definitions

In this Title, the following words, terms, phrases, and their derivations shall have the meanings indicated.

Animal. All dead animals, fowls and parts thereof, except bovine animals, hogs and animals of the horse kind which die on private property.

Garbage. Wood, coal or other plant derivatives which have been decomposed by combustion.

Miscellaneous Refuse: Broken glass, chinaware, grass, paper, rags, clothing, rubbish, and other debris.

Section 3-2102. Authority of Mayor and Council

(A) The Mayor and Council shall regulate and control the collection, removal and disposal of all refuse, including garbage, miscellaneous refuse, ashes and dead animals from dwellings and other places within the City of Brunswick.

(B) The Mayor and Council may enter into such annual agreements or contracts, including agreements or contracts with any corporation, partnership, person, political subdivision or public authority, to cause or provide for the collection, removal and/or disposal of all refuse.

(C) The Mayor and Council may employ personnel and trash collection vehicles for the collection, removal and/or disposal of all refuse.

(D) The Mayor and Council shall have approval and inspection authority over the location, condition and use of any final place of deposit, may issue permits for the use of dumping facilities, and may establish or contract for the use of a dumping facility.

(E) The Mayor may, in an emergency, extend the hours of scheduled refuse collection.

(F) The Mayor and Council may change the days and hours of refuse collection by advertising, in a newspaper of general circulation in the City, a 2-week advance notice of any change of schedule.

(G) The Mayor and Council may sell garbage collected within the City and retain the proceeds of any such sale.

(H) The Mayor and Council may establish and levy such fees as may be necessary to achieve the purposes of this Title, including, but not limited to, fees for the collection, removal and disposal of any refuse generated by businesses located within the City.

(I) The Mayor and Council may require that refuse of an animal or vegetable nature be separated from all other refuse and deposited, collected, removed and disposed separately.

(J) The Mayor or the Mayor's designee may enforce all prohibitions and standards set forth in this Title and in Article 1, Title 1 of this Chapter including, but not limited to, any action to remove or cause the removal, at the expense of the owner, of any garbage, refuse, rubbish, litter, junk vehicle, weeds or grass improperly maintained upon failure to remove within ten (10) days of a written notice of violation delivered to and posted at the address of the violation; such expense shall be billed to the owner, and if unpaid within thirty (30) days, such expense shall be recorded and indexed on the tax rolls and thereupon shall be a charge, until paid, levied upon the real property against which the removal charges have been made, and shall be collectible by a suit at law or by the same manner as delinquent municipal corporation taxes or charges levied against the property.

(K) The Mayor and Council of the City of Brunswick shall be authorized to establish and impose procedures regarding the placement of temporary dumpsters within City streets and alley ways, as demonstrated in Appendix A.

Revisor's Note: See Section 14-809 et seq. of the Tax-Property Article, Annotated Code of Maryland. If the County Tax Collector fails to institute tax sale procedures within 30 days of notice from the municipal tax collector, a municipality may use the provisions and procedures of Subtitle 8, Title 14 of the Tax-Property Article to sell a property for unpaid municipal incorporation taxes or charges. Also see Section 2(b)(33)(ii) and Section 2(b)(17) of Article 23A, Annotated Code of Maryland for municipal authority to establish reasonable charges against real property in the exercise of a governmental function authorized by law. Such charges may be recorded as a lien and collected as a municipal tax, subject to the limitations imposed by the Tax-Property Article of the Annotated Code of Maryland.

Section 3-2103. Prohibitions-Occupant

It shall be a violation of this Title to:

(A) Deposit garbage for collection from a single dwelling in quantities of more than five (5) bushels on any single collection day.

(B) Fail to keep refuse containers in a sanitary condition.

(C) Fail to secure refuse containers in an enclosed area on days not scheduled for collection.

(D) Fail to secure refuse containers with tight-fitting lids.

- (E) Deposit refuse for collection in containers exceeding 24 gallons.
- (F) Fail to bag, box or otherwise wrap garbage, sweeper dust, small scraps, grass, leaves, hedge clippings or other plant substances before placing in or alongside refuse containers.
- (G) Fail to reduce for collection tree trimmings, boxes and other oversize materials to tied bundles not exceeding a length of four (4) feet and a diameter of two (2) feet.
- (H) With the exception of deposits from storm drain inlets and street sweepings piled and placed by occupants onto a street or alley, deposit refuse for collection in or over the curb lines of a public street or alley.

Section 3-2104. Prohibitions-Refuse Collectors

It shall be a violation of this Title to:

- (A) Collect and remove garbage in a manner prejudicial to health.
- (B) Park or otherwise leave unattended within the City any vehicle containing refuse and regularly used for hauling or transporting refuse for any period of time in excess of what is necessary for the loading or unloading of such vehicle.
- (C) Fail to remove and dispose of any dead animal found lying on a public street or alley.
- (D) Fail to immediately remove and clean up spillage onto the streets or sidewalks.
- (E) Fail to collect refuse, including street sweepings and deposits from storm drain inlets, properly deposited for collection.
- (F) Overload within the City any vehicle used for hauling or transporting refuse.
- (G) Fail to maintain any vehicle in a sanitary and non-offensive condition while parked within or while hauling or transporting refuse within the City.

Section 3-2105. Collection Schedule

All refuse shall be collected and removed between the hours of 7:00 a.m. and 4:00 p.m. A full schedule and route description shall be maintained and posted at the City Hall by the City Clerk/Treasurer.

Section 3-2106. Special Pick-Ups

Oversized articles including, but not limited to, furniture, mattresses, appliances and bicycles, may be collected for disposal only upon arrangement for a special pick-up; residents must make special pick-up arrangements with the City at City Hall. A regular bulk pick-up shall be scheduled once quarterly with such a schedule maintained and posted at City Hall by the City Clerk/Treasurer.

Section 3-2107. Fees and Charges

The charge for any permit issued under the provisions of this Title shall be payable in advance; all other charges shall be billed and shall become due and payable within 30 days of the date of billing.

Section 3-2108. Agreements and Contracts

All agreements and contracts to collect, remove and/or dispose of refuse from the City shall require the vendor to:

(A) Comply with the City Code of Ordinances, all other applicable ordinances and resolutions enacted by the Mayor and Council, applicable state and federal statutes and regulations, and any lawfully issued City, state or federal order.

(B) Assign to the Mayor and Council an acceptable performance surety bond, or some other form of performance security acceptable to the Mayor and Council, in the amount of One Thousand Dollars (\$1,000).

(C) Carry liability, property damage and workers compensation insurance policies covering its agents, employees, vehicles and equipment, and issued by insurance carriers and in amounts acceptable to the Mayor and Council.

(D) Hold the Mayor and Council harmless from claims, and the defense of such claims, consequent or incident to the acts or omissions of any of the vendor's agents, employees, vehicles or equipment.

(E) Utilize vehicles equipped with standard garbage and refuse bodies, arched covers and sliding doors constructed of not less than 12 gauge steel and designed to prevent spillage.

(F) Collect, remove and dispose of refuse in accordance with a written statement of service, approved by the Mayor and Council, failure of which to perform would entitle the Mayor and Council to remove or cause to be removed such refuse, with the cost of such removal to be deducted from any money due the vendor by the Mayor and Council, to declare the contract at an end, to discharge the vendor, to retain any sums due the contractor for any loss the Mayor and Council may sustain, to employ another vendor or vendors for the remainder of the term, or to do the work by employees of the Mayor and Council, and to enter suit upon the surety bond or other accepted performance security of the vendor for any loss or damage which the Mayor and Council may have.

(G) Provide in writing prior notice of not less than thirty days of any intent to discontinue service for any cause, except for nonpayment of service charges; a copy of such notice shall be sent to the Mayor and Council.

(H) Provide alternate service within forty-eight (48) hours in the event of mishap or breakdown of regular equipment, or if collection service is missed for any reason.

Section 3-2109. Penalty for Violation

Any violation of the provisions of this Title shall be a municipal infraction as enumerated at Section 10-2202.

City of Brunswick
Trash and Waste Collection and Removal Bid Proposal
Checklist

Have you included:

- Completed Bidder's Sheet
- Statement of ability to obtain surety guarantee
- Statement of company experience
- Brief history of business and size/types of vehicles to utilize for contract
- Annual contract work value of company
- Copy of company's Maryland business license

Reminder: Sealed bids are due by 4pm on Friday, May 10, 2013.

**City of Brunswick
Trash and Waste Collection and Removal
Bidder's Sheet**

Company Name: _____

	One-Year Cost	Three-Year Cost
Section 1 - Pick-Up Per Unit Cost	\$	\$
Section 2 - Bulk Trash Cost (30 yard container)	\$	\$
Section 3 - Yard Waste Cost (30 yard container)	\$	\$
Section 4 - Commercial Recycling Cost – Public Works Dumpster Pull Only	\$	\$
Optional Section 4 - Optional Commercial Recycling Cost – Business Pick-Up	\$	\$

ATTENTION

ALL BRUNSWICK CITY RESIDENTS

Guidelines for Trash and Recycling Collection

All trash and/or recycling should be out by your curb by 6:00 am the morning of your collection schedule:

Recycling - All residents collected on TUESDAY *(every other)*

Trash - Per your current schedule (TUESDAY thru FRIDAY)

Galyn Manor - Collected on WEDNESDAY

? *Brunswick Crossing*

Holiday Schedule:

Recycling - Call Frederick County Recycling @ 301-696-2960 for schedule

Trash - HOLIDAYS THAT FALL ON MONDAYS DO NOT AFFECT ANY TRASH PICKUP. - THEREFORE, STAY WITH YOUR CURRENT SCHEDULE. If a holiday falls on one of the days of Tuesday thru Friday then move up one day from your current schedule. (Example: If your current collection day is Wednesday and the Holiday is Tuesday, then Thursday would be your Holiday pickup day.)

Only household trash is acceptable during regular collection. Bulk items, move ins, move outs, yard waste, cardboard boxes or any other recyclables will not be taken with normal trash collection.

Household trash must be in bags securely tied and can be placed in containers no larger than 30 gallons; loose trash in containers is not acceptable. Also, 90 gallon toters are not acceptable.

Bulk items and move ins/outs can be picked up by appointment. There is a minimum charge of \$25.00 for this service. Call Key Sanitation, Inc. @ 301-668-8282 to schedule a pickup.

~~Yard waste can be taken to the Thirteenth Avenue facility.~~

Cardboard boxes or any cardboard must be broken down and no larger than 2.5' X 2.5' and taped or tied into 6" bundles and placed at the curb for recycling on Tuesdays. Cardboard will be picked up whether or not any other recycling has been set out.

The Town encourages increased recycling participation. Please contact Frederick County Recycling @ 301-696-2960 for information or to have a blue bin dropped off at your place of residence.

Please contact Key Sanitation, Inc. @ 301-668-8282 for any trash service related questions. Thank you for your cooperation!

CITY OF BRUNSWICK AND KEY SANITATION, INC.

NOTICE

TO: TRASH CUSTOMERS – UNIT BLOCK OF EAST
POTOMAC STREET, UNIT BLOCK, 100 BLOCK,
AND 200 BLOCK OF WEST POTOMAC STREET

FROM: CITY OF BRUNSWICK & KEY SANITATION

REGARDING: TRASH SERVICE

Currently, the City of Brunswick contracts with Key Sanitation to collect trash from your business/residence twice weekly, on Tuesdays and Fridays.

The City would like to establish City-wide trash collection guidelines. Therefore, in keeping with the rest of the City's once per week trash collection policy, your trash will only be collected once per week on Tuesdays effective Monday, July 22, 2013.

We encourage residents and business owners to deposit whatever recyclable materials you may have at our Public Works facility, located at 600 Petersville Road. Recyclables may be dropped off on Mondays – Fridays between the hours of 7am – 3:30pm.

**City of Brunswick
Trash and Waste Collection and Removal
Bidder's Sheet**

May 10, 2013

Robert Clark
Pres.

Company Name: KEY SANITATION, INC

P.O. Box 3608 1301 Rosemont Ave. Fredrick Md 21705.

	One-Year Cost	Three-Year Cost
Section 1 - Pick-Up Per Unit Cost 6 28	\$ 158,256 ⁰⁰	\$ 474,768 ⁰⁰
Section 2 - Bulk Trash Cost CURB 1350- (30 yard container) 121 PULL	\$ 1350 ⁰⁰ 121 ⁰⁰	\$ 4,050 ⁰⁰ 363 ⁰⁰
Section 3 - Yard Waste Cost (30 yard container) 121 ⁰⁰ PULL	\$ 6,050 ⁰⁰	\$ 18,150 ⁰⁰
Section 4 - Commercial Recycling Cost - Public Works Dumpster Pull Only 111 ⁰⁰ PULL	\$ 1,665 ⁰⁰	\$ 4,995 ⁰⁰
TOTAL	\$ 167,442 ⁰⁰	\$ 502,326 ⁰⁰ TOTAL
Optional Section 4 - Optional Commercial Recycling Cost - Business Pick-Up 25 ⁰⁰ PER BUSINESS	\$ _____ CAN GIVE BETTER PRICE IF 10 OR MORE BUSINESSES	\$ _____ CAN NOT OBTAIN FROM CITY NUMBER OF BUSINESSES

CITY OF BRUNSWICK

OPERATION PLAN

Key Sanitation will continue to provide the excellent services that have been provided over the last 10 years.

The company will continue to use the same pickup schedule of **Tuesday, Wednesday, Thursday and Friday. Holiday schedule will be moved up a day** - the residents will not have any changes to the days of pickup.

To better serve the residents Key will use small 13 yard-single axle trucks as used in the past- helps in small alleys, and on hills, etc. The trucks are considerably less in weight than others used in the past reducing the amount of wear and tear on city streets and parking lots. The same crew will remain that has provided service for the last 10 years- Mario Membreno (Fat Cat) and helper. The crew is very personable, courteous and goes out of their way to provide excellent service. For example, the crew will pick up trash at the front door for senior citizens, disabled or handicapped residents at no extra charge to the resident. Missed pickups and late set out will be picked up within 24 hours of call.

The crew will also help in the increase of recycling by leaving any recyclable materials commingled (cardboard, plastics, and metal, etc.) and not disposing in the trash. **WE WILL NEED THE TOWNS SUPPORT IN OUR EFFORTS.**

Key will pick up trash from the five restaurants twice a week on Tuesday and Friday.

KEY SANITATION, INC.

COMPANY HISTORY

September 30, 2012

After working with a national company that merged with another national solid waste company, Bob Clark went to work with a smaller solid waste company that was purchased by a national company.

Bob liking the industry decided to start a company to service Frederick County, Maryland and decided to start Key Sanitation. Key Sanitation was established on March 1, 1999 when they purchased a used 25 yard rear load from the City of Frederick and was awarded the bulk trash collection for the entire county of Frederick. The company successfully completed the four month contract collecting a total of 435 ton of bulk items and was then awarded the contract for the next four years for the county. Key Sanitation was incorporated on June 22, 2000. Through extensive strategic planning, marketing, sales and quality professional service with that personal hometown touch the company has grown over the years.

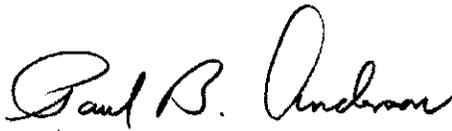
Bob Clark, President of Key Sanitation, Inc. is very proud of these accomplishments of the company.

STATE OF MARYLAND
Department of Assessments and Taxation

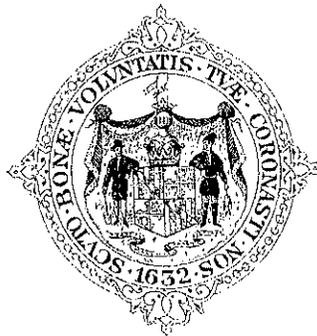
I, PAUL B. ANDERSON OF THE STATE DEPARTMENT OF ASSESSMENTS AND TAXATION OF THE STATE OF MARYLAND, DO HEREBY CERTIFY THAT THE DEPARTMENT, BY LAWS OF THE STATE, IS THE CUSTODIAN OF THE RECORDS OF THIS STATE RELATING TO THE FORFEITURE OR SUSPENSION OF CORPORATIONS, OR THE RIGHTS OF CORPORATIONS TO TRANSACT BUSINESS IN THIS STATE, AND THAT I AM THE PROPER OFFICER TO EXECUTE THIS CERTIFICATE.

I FURTHER CERTIFY THAT KEY SANITATION, INCORPORATED, INCORPORATED JUNE 22, 2000, IS A CORPORATION DULY INCORPORATED AND EXISTING UNDER AND BY VIRTUE OF THE LAWS OF MARYLAND AND THE CORPORATION HAS FILED ALL ANNUAL REPORTS REQUIRED, HAS NO OUTSTANDING LATE FILING PENALTIES ON THOSE REPORTS, AND HAS A RESIDENT AGENT. THEREFORE, THE CORPORATION IS AT THE TIME OF THIS CERTIFICATE IN GOOD STANDING WITH THIS DEPARTMENT AND DULY AUTHORIZED TO EXERCISE ALL THE POWERS RECITED IN ITS CHARTER OR CERTIFICATE OF INCORPORATION, AND TO TRANSACT BUSINESS IN MARYLAND.

IN WITNESS WHEREOF, I HAVE HEREUNTO SUBSCRIBED MY SIGNATURE AND AFFIXED THE SEAL OF THE STATE DEPARTMENT OF ASSESSMENTS AND TAXATION OF MARYLAND AT BALTIMORE ON THIS MAY 02, 2013.



Paul B. Anderson
Charter Division



301 West Preston Street, Baltimore, Maryland 21201
Telephone Balto. Metro (410) 767-1340 / Outside Balto. Metro (888) 246-5941
MRS (Maryland Relay Service) (800) 735-2258 TT/Voice
Fax (410) 333-7097



Irrevocable Standby Letter of Credit

Date of Issue:
May 8, 2013

Date of Expiration:
August 8, 2013

Beneficiary:
The City of Brunswick
1 West Potomac St.
Brunswick, MD 21716

Applicants:
Key Sanitation, Inc.
P.O. Box 3608
Frederick, MD 21705

Amount: \$18,000.00 U.S. Dollars

At the request and for the account of Key Sanitations, Inc (Applicants), we, Woodsboro Bank, 5 North Main Street, PO Box 36, Woodsboro, MD 21798 (Issuer), hereby issue this Irrevocable Standby Letter of Credit, numbered 562 (Letter of Credit) in favor of The City of Brunswick (Beneficiary). The maximum amount available under this Letter of Credit is USD \$18,000.00.

This Letter of Credit is issued on behalf of Applicants and is intended to guarantee the bid amount of \$180,000.00

This Letter of Credit expires on August 8, 2013 at 5:00 P. M.; however, it may be extended for a successive 90 day period upon receipt of a written agreement between the Applicants and the Beneficiary at least 30 days prior to the expiration date.

Demand for payment of an amount available under this Letter of Credit shall be type-written on the letterhead of the Beneficiary, signed on behalf of the Beneficiary and notarized. Demand must bear the clause ~ "Drawn under Woodsboro Bank, a Letter of Credit No. 562, dated May 8, 2013".

Any correspondence to the Issuer regarding this Letter of Credit should be addressed to the following:
Harry L. Weenkamp, Jr., Senior Vice President & Chief Lending Officer, 5 North Main Street, PO Box 36, Woodsboro, MD 21798.

Telephone inquiries to the Issuer regarding this Letter of Credit should be directed to the following:
Harry L. Weenkamp, Jr., Senior Vice President & Chief Lending Officer, 301-898-4785.

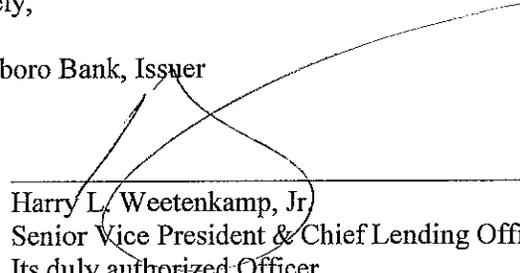
We engage with you that all documents presented in compliance with the terms of this Letter of Credit will be duly honored by us if delivered to our office located at 5 North Main Street, PO Box 36, Woodsboro, MD 21798, prior to 5:00 P.M., on or before the expiration date, or as extended in accordance with the foregoing.

Except as otherwise expressly stated, this credit is subject to the Uniform Customs and Practice for Documentary Credits (1993 Revisions, International Chamber of Commerce Publications No. 500).

Sincerely,

Woodsboro Bank, Issuer

By:



Harry L. Weetenkamp, Jr.
Senior Vice President & Chief Lending Officer
Its duly authorized Officer

May 10, 2013

**The State of Maryland and Frederick County
do not require a Business License to collect trash.**

Current Contracts March 2013
KEY SANITATION, INC.
BOB CLARK, PRESIDENT

CURRENT FREDERICK COUNTY MUNICIPALITIES
TRASH- RECYCLING-YARD WASTE SERVICES PROVIDED
BY KEY SANITATION, INC.

ANNUAL CONTRACT WORK

Town of Mt. Airy	\$ 324,000
Town of Middletown	195,000
Town of Thurmont	136,000
Town of New Market	60,000
Town of Myersville	45,000
Town of Burkittsville	15,000
Town of Brunswick	180,000
Village of Urbana	372,000
town of Woodsboro	27,000
Total Annual Revenue	\$ 1,354,000

**Current Contracts: March 2013
KEY SANITATION, INC.
BOB CLARK, PRESIDENT**

**CURRENT FREDERICK COUNTY MUNICIPALITIES
TRASH- RECYCLING-YARD WASTE SERVICES PROVIDED
BY KEY SANITATION, INC.**

Town of Mt. Airy	Wendi Peters	301-829-1424
Town of Brunswick	Rick Weldon	301-834-7500
Town of Middletown	Drew Bowen	301-371-6171
Town of Thurmont	Bill Blakeslee	301-271-7313
Town of Woodsboro	Mary Rice	301-898-3800
Town of New Market	Winslow Burhans	301-865-5544
Town of Myersville	Kristin Aleshire	301-293-4281
Town of Burkittsville	Debbie Burgoyne	301-834-6780

Reference letters attached

Keyref12



BURGESS AND COMMISSIONERS OF MIDDLETOWN

MUNICIPAL CENTER
31 West Main Street
Middletown, MD 21769

Phone:(301)-371-6171
Fax:(301)-371-6474
E-mail:
Office@ci.middletown.md.us

December 8, 2011

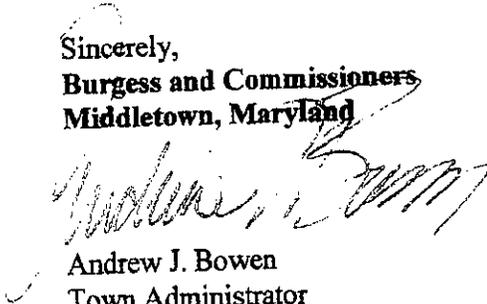
**RE: LETTER OF REFERENCE
KEY SANITATION, INC.**

To Whom It May Concern

The Town of Middletown started our solid waste removal contract with Key Sanitation, Inc. in fiscal year, 2003. We have received outstanding service from Bob Clark, President of Key Sanitation, Inc. They have been extremely responsive to the needs of the Town and have offered additional services not previously available. They respond quickly to complaints received by both Town Official and residents.

If you should have any questions regarding their service, please do not hesitate to contact me at 301.371.6171.

Sincerely,
**Burgess and Commissioners
Middletown, Maryland**


Andrew J. Bowen
Town Administrator

CC: File

TOWN OF EMMITSBURG

300A South Seton Avenue
Emmitsburg, Maryland 21727
301-600-6300 fax: 301-600-6313

Mayor
James E. Hoover
Town Manager
David Haller
Town Clerk
Donna DesPres

Board of Commissioners
Christopher Staiger, President
Glenn Blanchard
Clifford Sweeney
Joyce Rosensteel
Denise E. Etris

September 8, 2008

To: All Interested and Concerned Parties,

The Town of Emmitsburg earlier this year did extend its trash collection contract with Key Sanitation. The Town of Emmitsburg undertook this contract extension as a result of the outstanding service rendered to us by Key Sanitation over the last several of years. Key Sanitation's services have been exemplary in the areas of customer service and dependability. Mr. Robert Clark, President of Key Sanitation, was instrumental in the startup of the town's 'yard waste' collection program, a program that has been widely accepted, appreciated and utilized by our residents. Mr. Clark has also been very proactive in providing the town with suggested programs to enhance our trash and general household waste 'recycling'. Furthermore, the town has found Key Sanitation's rate structure to be very competitive with other firms in the area. I personally have worked with Key Sanitation and Mr. Clark for a number of years and highly recommend them.

Respectfully,



David L. Haller
Town Manager

M.KS0809-08
CC: MAYOR JAMES E. HOOVER



The Great Frederick Fair, Inc.



June 17, 2009

To Whom It May Concern:

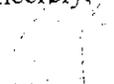
Letter of Reference for Key Sanitation Company

The Great Frederick Fair is pleased to provide a letter of reference for Robert Clark and Key Sanitation Company for waste collection and removal services as well as recycling initiatives.

The Great Frederick Fair has long had a professional working relationship with Mr. Clark and his company, and we find a conscientious effort and dedication in all that he is contracted to perform, prior to, during and following our annual event. Our firm also contracts with Mr. Clark on a year-round basis for trash and manure removal services.

I'd be happy to provide any additional information you may request.

Sincerely,


Becky Brashear, CFE
Executive Assistant

Letter of Reference for: Maryland State Fair



CITY OF BRUNSWICK

1 W. Potomac Street • Brunswick, Maryland 21716 • (301) 834-7500

December 6, 2011

Subject: Letter of Professional Reference

The purpose of this letter is to provide a current customer reference for Key Sanitation, the City of Brunswick solid waste collection contractor.

Key Sanitation has served as the collection contractor for the City of Brunswick for well over a decade, providing flexible, reliable and professional trash collection services.

Of particular note is the flexibility exhibited by Key Sanitation management relating to multi-day collections. Years ago, the City had issues with getting the trash collected from almost 2,000 households in the time covered by the contract.

Key Sanitation worked directly with City management to design a zone-based multi-day collection that has exceeded our expectations and satisfied our citizens. Further, Key has deployed smaller equipment that allows for collection services in a more compact and dense environment. The smaller trucks work especially well in our alleys and streets with higher on-street parking density.

In those instances where circumstances demand flexibility (most often that customers forget to set out trash on the designated day), Key personnel return to the route to pick up the trash. We consistently hear praise for the friendly and professional services rendered by Key Sanitation employees throughout the City.

We continue to be very satisfied with the work of Key Sanitation.

Sincerely,

Carroll A. Jones
Mayor of Brunswick



THE COMMISSIONERS OF THURMONT

10 Frederick Road
P.O. Box 17
Thurmont, Maryland 21788
301-271-7313
Fax: 301-271-2155

December 8, 2011

To Whom It May Concern:

Reference: Key Sanitation, Inc.

Key Sanitation has been the Town of Thurmont's trash hauler for the past five years.

During this period, Key's service to the Town has been excellent and responsive to any concern or need. This includes regular trash collection, Colorfest trash collection and Key has been very instrumental and helpful in working with the Town in support of our mandatory recycling program. Key Sanitation also is very proactive in advising the Town of suspected abusers of our trash and recycling policies.

Key Sanitation recommended a revised collection schedule of multiple pick-up dates dependent upon location that has proven to be very successful. Our residents have appreciated the fact that this system permits the use of smaller, quieter trash trucks.

We appreciate the superior service, cooperation and excellent working relationship established between Town Staff and Mr. Bob Clark and the Key Sanitation Staff.

Sincerely,

Bill Blakeslee
Chief Administrative Officer

Patrick T. Rockinberg
Mayor

Peter R. Helt
Council President



Council Members
WENDI W. PETERS
Secretary

DAVID M. BLAIS
DAVID W. PYATT
SCOTT D. STRONG

I am the Councilwoman directly responsible for recycling and sanitation services for the Town of Mount Airy. I write this letter of recommendation in support of Key Sanitation, Inc.

For over seven years, Mount Airy has received continuous outstanding service from Key Sanitation. In fact, Key Sanitation first received the contract award effective July 1, 2004 to provide trash and recycling services for the Town of Mount Airy and was subsequently awarded a contract extension in July 2007 and July 2011. Despite previously receiving bids from national and regional haulers, Key Sanitation has continuously offered the best value to the Town of Mount Airy. Key Sanitation supplies trash service for approximately 3,100 residents and recycling collection for approximately 1,875 Carroll County residents.

As a Councilwoman and taxpayer, I have been impressed with Key Sanitation and more important, Bob Clark and his dedicated employees. They consistently deliver first class service and are responsive to the customer, the residents of Mount Airy. I have received numerous remarks from citizens commenting on Key Sanitation's responsiveness, attention to detail and customer focused service.

The Town of Mount Airy recently began a pilot program in cooperation with Frederick County for singlestream collection of recyclables. Mr. Clark worked directly with the Town of Mount Airy and Frederick County to formulate the program. He continues to work directly with us as we analyze and fine tune the program. We have witnessed much success in this program. This success is due in large part to Bob Clark's commitment to communication, analysis and implementation of minor program revisions.

Overall, Key Sanitation, under the leadership of Bob Clark, has offered the Town of Mount Airy the best value, has made my job easier and more important, has consistently provided topnotch service to the citizens of Mount Airy. I am confident Key Sanitation will bring this same high quality service to your citizens. Please feel free to contact me should you wish to discuss this further. I can be reached at my cell 410-409-8348 or by email at wendipeters@msn.com.

Sincerely,

Wendi W. Peters
Councilwoman

Town of Burkittsville
P. O. Box 485
Burkittsville, MD 21718-0485
PH: 301-834-6780

RE: Letter of Recommendation

Key Sanitation, Inc.
P. O. Box 163
Attn: Robert E. Clark
Dickerson, MD 20842

Dear Bob:

On behalf of the Mayor & Council of the Town of Burkittsville, I would like to take this opportunity to thank you for the 12+ years of superb service that Key Sanitation has provided to our town for our refuse service.

As you are aware, Burkittsville is a small community (maybe the smallest one that your company provides service to) and although we do not have the larger budgets that I'm sure many of your clients have, you have consistently worked with our Town to provide excellent service to us for our regular trash pick up, yard waste pick up, bulk trash pick up and the annual Christmas tree pick up.

You have taken the time to work with the Mayor & Council during our contract renewal to insure that our Town is afforded the same customer service that you larger clients have, and done so at a cost that affordable to us and we do appreciate you working with us to keep our costs for these services at a minimal charge.

On occasion, if there is a pick up that was missed, be it regular trash service, yard waste, or Christmas trees, all we have had to do was make a call to you about this and you have taken it upon yourself to come out in your personal vehicle to collect what was missed.

Again, we appreciate your service to the Town of Burkittsville and would highly recommend your company, Key Sanitation, Inc., to provide your services to other towns or businesses in the future.

Sincerely,

Michele A. Beller
Clerk/Treasurer



Town Of Myersville

TOWN HALL
301 Main St., P.O. Box 295
Myersville, MD 21773

Town Office

Phone: 301-293-4281
Fax: 301-293-3080
MyersvilleMD.GovOffice2.com

March 23, 2012

RE: Key Sanitation

To Whom it May Concern:

On behalf of the Mayor and Council for the Town of Myersville please allow this letter to serve as a favorable recommendation in reference to the quality of service provided to the Town by Key Sanitation. The Town has contracted with Key Sanitation for nearly 10 years and have experienced a professional and accommodating relationship that has served the Town well both fiscally and operationally for that period.

Key Sanitation provides the Town with weekly residential solid waste and bulk collection disposal, yard waste removal, and solid waste and recycling dumpster service at several municipal facilities. While our solid waste management service needs have grown, Key Sanitation has been an effective partner in developing strategies to maximize efficiencies in operations which has reduced costs to the Town over time.

If you have any questions, please feel free to contact me at the Myersville Town Hall, at 301-293-4281 or via e-mail at kaleshire@myersville.org.

Sincerely,
MAYOR & COUNCIL
MYERSVILLE, MARYLAND

Kristin B. Aleshire
Myersville Town Manager

CC: Wayne S. Creadick, Jr., Mayor
File

CITY OF BRUNSWICK, MD
 1 WEST POTOMAC ST.
 BRUNSWICK, MD 21716

PURCHASE ORDER

VENDOR: H.O. Supply

DATE: 5/13/16

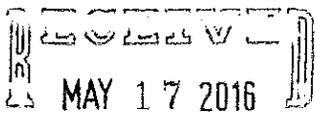
P.O. NO.: P.O. 4438

SHIP TO: P.W.'s
 20-532-23-8103 NW

INVOICE TO: City Administrator
 City Hall
 1 West Potomac St.
 Brunswick, MD 21716

1. Direct all payment inquiries to 301-834-7500.
2. Avoid partial invoices. Do not combine different purchase orders on one invoice.
3. Price to include F.O.B. delivery to building, applicable taxes and insurance, unless specifically stated otherwise.
4. Prepay all freight shipments.
5. Seller agrees to be bound by the terms and conditions on this order. No modifications or additions shall be binding upon purchaser unless agreed to in writing. Please place purchase order number on packing slips and invoices.

QUANTITY	DESCRIPTION	UNIT	PRICE	TOTAL
1)	1 Trimble Handheld / Belt Clip Receiver & charging cradles with Trade in	\$	5,500	5,500
2)	1 Software Upgrade "prepay 3yrs. of software maintenance"	\$	2,550	2,550
3)	21 5/8" T10 meters w/ Enhanced R900i & TTL antenna	\$	250.00	5,250
4)	6 5/8" X 3/4" T10 meters w/ Enhanced R900i & TTL antenna	\$	250.00	1,500
5)	14 5/8" Expander Wheels	\$	17.37	243.18



BY:

SHIPPING

N/A

TOTAL

\$ 15,043.18

Approved by: *John Kerstner*

FY '16 Handheld/ Software Upgrade and Meter Request:

Handheld/ Software:

1 -Trimble Handheld with Belt Clip receiver and charging cradles-
\$5500 (with trade-in of our DAP Handheld and Cradle)

1- Software upgrade (prepay 3 yrs of software maintenance) –
\$2550

Total : \$8050

Meters:

21 - 5/8" T10 Meters w/ Enhanced R900i & TTL antenna @
\$250 ea. = \$5250

6 – 5/8" x 3/4" T10 Meters w/ Enhanced R900i & TTL antenna @
\$250 ea. = \$1500

14 - 5/8" Expander Wheels @ \$17.37 ea. = \$243.18

Total : \$6993.18

Grand Total : \$15043.18

CITY OF BRUNSWICK, MD
1 WEST POTOMAC ST.
BRUNSWICK, MD 21716

PURCHASE ORDER

VENDOR:

HACH

SHIP TO:

WTP

DATE: 5-13-16

P.O. NO.: ~~0015~~ 01-171W

INVOICE TO: City Administrator
City Hall
1 West Potomac St.
Brunswick, MD 21716

1. Direct all payment inquiries to 301-834-7500.
2. Avoid partial invoices. Do not combine different purchase orders on one invoice.
3. Price to include F.O.B. delivery to building, applicable taxes and insurance, unless specifically stated otherwise.
4. Prepay all freight shipments.
5. Seller agrees to be bound by the terms and conditions on this order. No modifications or additions shall be binding upon purchaser unless agreed to in writing. Please place purchase order number on packing slips and invoices.

QUANTITY	DESCRIPTION	UNIT	PRICE	TOTAL
----------	-------------	------	-------	-------

REPLACEMENT + SERVICE CONTRACT ON HACH EQUIPMENT

\$11,798.00

WTP, 20-532-20-6112

2017 BUDGET YEAR!

RECEIVED
MAY 17 2016

BY:

SHIPPING

TOTAL

\$11,798.00

Approved by:

Pat Hoffman



HACH SERVICE PARTNERSHIP QUOTATION

Headquarters
P.O. Box 389
5600 Lindbergh Drive
Loveland, CO 80539-0389

Purchase Orders

Page : 1 of 5
Partnership Number : HACH127758

WebSite: www.hach.com

Remittance
2207 Collections Center Dr
Chicago, IL 60693

Wire Transfers
Bank of America
231 S. LaSalle St.
Chicago, IL 60604
Account: 8765602385
Routing (ABA): 026009593



Partnership Number : HACH127758 Version : 0.22 Quotation Date : 09-MAY-16

Hach Company Contact : Raycraft, Miranda E Service Partnership Phone : Expiration Date : 08-JUL-16

Customer Ref : renewal quote Customer Fax : 301-834-6473 Service Partnership Email : mraycraf@hach.com

Customer Phone : 301-834-7671 Customer Contact : HOFFMASTER, PATRICK Customer Email : wtp@brunswickmd.gov

Bill-To Account # 024885

Ship-To Account # 024885

Customer Name	CITY OF BRUNSWICK	Customer Name	CITY OF BRUNSWICK	Payment Terms:	Net 30
Address4		Address4	WTP	Billing Method:	Annually
Address1	1 WEST POTOMAC ST	Address1	308 E POTOMAC ST	Currency:	USD
Address2		Address2			
Address3		Address3			
City,State,PostalCode	BRUNSWICK-MD-21716	City,State,Postalcode	BRUNSWICK-MD-21716-1136		
Province/Country	US	Province/Country	US		

Line	Service Name	Start Date	End Date	Description/Serial Number	Line Total
1	FSPCL17	01-AUG-16	31-JUL-17	Fid Svc-2V CL17 CI(current):01-AUG-2016:31-JUL-2017 Field Service includes: All parts, labor, and travel for on-site repairs, 2 on-site calibrations per year, factory recommended maintenance (Including required parts), unlimited technical support calls, and free firmware updates. Please see service terms and conditions for additional details on our service plans, and to ensure you have an opportunity to review our environmental and safety requirements. 1.1 5440000 CL17 FINAL ASSEMBLY W/KITS ; 050600013119 1.2 5440000 CL17 FINAL ASSEMBLY W/KITS ; 071100020666	\$7,560.00



**HACH SERVICE PARTNERSHIP
QUOTATION**

Headquarters
P.O. Box 389
5600 Lindbergh Drive
Loveland, CO 80539-0389

Purchase Orders

Page :
Partnership Number :

2 of 5
HACH127758

WebSite: www.hach.com

Remittance
2207 Collections Center Dr
Chicago, IL 60693

Wire Transfers
Bank of America
231 S. LaSalle St.
Chicago, IL 60604
Account: 8765602385
Routing (ABA): 026009593

	1.3	5440000			CL17 FINAL ASSEMBLY W/KITS ; 071100020670	
	1.4	5440000			CL17 FINAL ASSEMBLY W/KITS ; 081000127357	
	1.5	5440000			CL17 FINAL ASSEMBLY W/KITS ; 050600013123	
	1.6	5440000			CL17 FINAL ASSEMBLY W/KITS ; 120700449450	
	1.7	5440000			CL17 FINAL ASSEMBLY W/KITS ; 120100428712	
2	FSP2100N		01-AUG-16	31-JUL-17	Fld Svc-1V 2100N Turb:01-AUG-2016:31-JUL-2017	\$371.00
	2.1	4700000			2100N LAB TURB, EPA 1821 ; 06050C021194	
3	BSPPLUSDR8XX SERIES		01-AUG-16	31-JUL-17	BenchPlus-DR8XX Series:01-AUG-16:31-JUL-17	\$210.00
	3.1	4847000			The Bench Service Plus includes: Factory repairs only, one Start-up or one PM/Calibration on site per year, unlimited technical support calls and free software upgrades on your instrument. Travel is included for one on-site visit. Additional visits may be billable. oo DR/890 COLORIMETER, HACH ; 051190C57217	
4	BSPSESION		01-AUG-16	31-JUL-17	Brch Svc-SensION All:01-AUG-2016:31-JUL-2017	\$111.00
	4.1	5175000			oo SENSION3 LAB PH METER, 115V ; 05110C930259	
5	FSPSS7		01-AUG-16	31-JUL-17	Fld Svc-2V Surface Scatter 7:01-AUG-2016:31-JUL-2017	\$826.00
	5.1	LPV431.99.00002			SS7 HACH SENSOR ASSY ; 121100458876	
6	FSP1720E		01-AUG-16	31-JUL-17	Fld Svc-4V 1720E Turb Sensor:01-AUG-2016:31-JUL-2017	\$2,720.00
	6.1	LPV417.99.00002			Field Service includes: All parts, labor, and travel for on-site repairs, 4 on-site calibrations per year, factory recommended maintenance (including required parts), unlimited technical support calls, and free firmware updates. Please see service terms and conditions for additional details on our service plans, and to ensure you have an opportunity to review our environmental and safety requirements. 1720E LR TURBIDITY SENSOR, HACH ; 120508208595	

	HACH SERVICE PARTNERSHIP QUOTATION	Page : 3 of 5 Partnership Number : HACH127758
	<i>Headquarters</i> P.O. Box 389 5600 Lindbergh Drive Loveland, CO 80539-0389 <i>Purchase Orders</i>	<i>WebSite:</i> www.hach.com

6.2	LPV417.99.00002			1720E LR TURBIDITY SENSOR, HACH ; 120508208596	
6.3	LPV417.99.00002			1720E LR TURBIDITY SENSOR, HACH ; 120508208615	
6.4	LPV417.99.00002			1720E LR TURBIDITY SENSOR, HACH ; 120508208618	
7	HACH PM 4 VISIT	01-AUG-16	31-JUL-17	4 ON SITE VISITS:01-AUG-2016:31-JUL-2017	\$0.00
	7.1	FIELD CONTRACT SITE		Field Service Contract site visit ; HACH127758	

Sub Total : \$11,798.00
Tax: \$0.00
Total : \$11,798.00

Partnership Notes :

All purchases of Hach Company products and/or services are expressly and without limitation subject to Hach Company's Terms & Conditions of Sale ("Hach TCS"), incorporated herein by reference and published on Hach Company's website at www.hach.com/terms. Hach TCS are incorporated by reference into each of Hach's offers or quotations, order acknowledgments, and invoice and shipping documents. The first of the following acts shall constitute an acceptance of Hach's offer and not a counteroffer and shall create a contract of sale ("Contract") in accordance with the Hach TCS, subject to Hach's final credit approval: (i) Buyer's issuance of a purchase order document against Hach's offer or quotation; (ii) Hach's acknowledgement of Buyer's order; or (iii) commencement of any performance by Hach in response to Buyer's order. Provisions contained in Buyer's purchase documents that materially alter, add to or subtract from the provisions of these Terms and Conditions of Sale shall be null and void and not considered part of the Contract

Customer Name : CITY OF BRUNSWICK

Customer P.O. Number : _____

Customer Reference Number : _____

TERMS & CONDITIONS OF SALE FOR HACH COMPANY PRODUCTS AND SERVICES

This document sets forth the Terms & Conditions of Sale for goods manufactured and/or supplied, and services provided, by Hach Company of Loveland, Colorado ("Hach") and sold to the original purchaser thereof ("Buyer"). Unless otherwise specifically stated herein, the term "Hach" includes only Hach Company and none of its affiliates. Unless otherwise specifically stated in a previously-executed written purchase agreement signed by authorized representatives of Hach and Buyer, these Terms & Conditions of Sale establish the rights, obligations and remedies of Hach and Buyer which apply to this offer and any resulting order or contract for the sale of Hach's goods and/or services ("Products").

1. APPLICABLE TERMS & CONDITIONS:

These Terms & Conditions of Sale are contained directly and/or by reference in Hach's offer, order acknowledgment, and invoice documents. The first of the following acts constitutes an acceptance of Hach's offer and not a counteroffer and creates a contract of sale ("Contract") in accordance with these Terms & Conditions: (i) Buyer's issuance of a purchase order document against Hach's offer; (ii) acknowledgement of Buyer's order by Hach; or (iii) commencement of any performance by Hach pursuant to Buyer's order. Provisions contained in Buyer's purchase documents (including electronic commerce interfaces) that materially alter, add to or subtract from the provisions of these Terms & Conditions of Sale are not a part of the Contract.

2. CANCELLATION:

Buyer may cancel goods orders subject to fair charges for Hach's expenses including handling, inspection, restocking, freight and invoicing charges as applicable, provided that Buyer returns such goods to Hach at Buyer's expense within 30 days of delivery and in the same condition as received. Buyer may cancel service orders on ninety (90) day's prior written notice and refunds will be prorated based on the duration of the service plan. Inspections and reinstatement fees may apply upon cancellation or expiration of service programs. Seller may cancel all or part of any order prior to delivery without liability if the order includes any Products that Seller determines may not comply with export, safety, local certification, or other applicable compliance requirements.

3. DELIVERY:

Delivery will be accomplished FCA Hach's facility located in Ames, Iowa or Loveland, Colorado, United States (incoterms 2010). For orders having a final destination within the U.S., legal title and risk of loss or damage pass to Buyer upon transfer to the first carrier. For orders having a final destination outside the U.S., legal title and risk of loss or damage pass to Buyer when the Products enter international waters or airspace or cross an international frontier. Hach will use commercially reasonable efforts to deliver the Products ordered herein within the time specified on the face of this Contract or, if no time is specified, within Hach's normal lead-time necessary for Hach to deliver the Products sold hereunder. Upon prior agreement with Buyer and for an additional charge, Hach will deliver the Products on an expedited basis. Standard service delivery hours are 8 am - 5 pm Monday through Friday, excluding holidays.

4. INSPECTION:

Buyer will promptly inspect and accept any Products delivered pursuant to this Contract after receipt of such Products. In the event the Products do not conform to any applicable specifications, Buyer will promptly notify Hach of such nonconformance in writing. Hach will have a reasonable opportunity to repair or replace the nonconforming product at its option. Buyer will be deemed to have accepted any Products delivered hereunder and to have waived any such nonconformance in the event such

	HACH SERVICE PARTNERSHIP QUOTATION	Page : 4 of 5 Partnership Number : HACH127758
	Headquarters P.O. Box 389 5600 Lindbergh Drive Loveland, CO 80539-0389 Purchase Orders	WebSite: www.hach.com

a written notification is not received by Hach within thirty (30) days of delivery.

6. PRICES & ORDER SIZES:

All prices are in U.S. dollars and are based on delivery as stated above. Prices do not include any charges for services such as insurance; brokerage fees; sales, use, inventory or excise taxes; import or export duties; special financing fees; VAT, income or royalty taxes imposed outside the U.S.; consular fees; special permits or licenses; or other charges imposed upon the production, sale, distribution, or delivery of Products. Buyer will either pay any and all such charges or provide Hach with acceptable exemption certificates, which obligation survives performance under this Contract. Hach reserves the right to establish minimum order sizes and will advise Buyer accordingly.

6. PAYMENTS:

All payments must be made in U.S. dollars. For Internet orders, the purchase price is due at the time and manner set forth at www.hach.com. Invoices for all other orders are due and payable NET 30 DAYS from date of the invoice without regard to delays for inspection or transportation, with payments to be made by check to Hach at the above address or by wire transfer to the account stated on the front of Hach's invoice, or for customers with no established credit, Hach may require cash or credit card payment in advance of delivery. In the event payments are not made or not made in a timely manner, Hach may, in addition to all other remedies provided at law, either: (a) declare Buyer's performance in breach and terminate this Contract for default; (b) withhold future shipments until delinquent payments are made; (c) deliver future shipments on a cash-with-order or cash-in-advance basis even after the delinquency is cured; (d) charge interest on the delinquency at a rate of 1-1/2% per month or the maximum rate permitted by law, if lower, for each month or part thereof of delinquency in payment plus applicable storage charges and/or inventory carrying charges; (e) repossess the Products for which payment has not been made; (f) recover all costs of collection including reasonable attorney's fees; or (g) combine any of the above rights and remedies as is practicable and permitted by law. Buyer is prohibited from setting off any and all monies owed under this from any other sums, whether liquidated or not, that are or may be due Buyer, which arise out of a different transaction with Hach or any of its affiliates. Should Buyer's financial responsibility become unsatisfactory to Hach in its reasonable discretion, Hach may require cash payment or other security. If Buyer fails to meet these requirements, Hach may treat such failure as reasonable grounds for repudiation of this Contract, in which case reasonable cancellation charges shall be due Hach. Buyer grants Hach a security interest in the Products to secure payment in full, which payment releases the security interest but only if such payments could not be considered an avoidable transfer under the U.S. Bankruptcy Code or other applicable laws. Buyer's insolvency, bankruptcy, assignment for the benefit of creditors, or dissolution or termination of the existence of Buyer, constitutes a default under this Contract and affords Hach all the remedies of a secured party under the U.C.C., as well as the remedies stated above for late payment or non-payment.

7. LIMITED WARRANTY:

Hach warrants that Products sold hereunder will be free from defects in material and workmanship and will, when used in accordance with the manufacturer's operating and maintenance instructions, conform to any express written warranty pertaining to the specific goods purchased, which for most Hach instruments is for a period of twelve (12) months from delivery. Hach warrants that services furnished hereunder will be free from defects in workmanship for a period of ninety (90) days from the completion of the services. Parts provided by Hach in the performance of services may be new or refurbished parts functioning equivalent to new parts. Any non-functioning parts that are repaired by Hach shall become the property of Hach. No warranties are extended to consumable items such as, without limitation, reagents, batteries, mercury cells, and light bulbs. All other guarantees, warranties, conditions and representations, either express or implied, whether arising under any statute, law, commercial usage or otherwise, including implied warranties of merchantability and fitness for a particular purpose, are hereby excluded. The sole remedy for Products not meeting this Limited Warranty is replacement, credit or refund of the purchase price. This remedy will not be deemed to have failed of its essential purpose so long as Hach is willing to provide such replacement, credit or refund.

8. INDEMNIFICATION:

Indemnification applies to a party and to such party's successors-in-interest, assignees, affiliates, directors, officers, and employees ("Indemnified Parties"). Hach is responsible for and will defend, indemnify and hold harmless the Buyer Indemnified Parties against all losses, claims, expenses or damages which may result from accident, injury, damage, or death due to Hach's breach of the Limited Warranty. This indemnification is provided on the condition that the Buyer is likewise responsible for and will defend, indemnify and hold harmless the Hach Indemnified Parties against all losses, claims, expenses or damages which may result from accident, injury, damage, or death due to the negligence or misuse or misapplication of any goods or services by the Buyer or any third party affiliated or in privity with Buyer.

9. PATENT PROTECTION:

Subject to all limitations of liability provided herein, Hach will, with respect to any Products of Hach's design or manufacture, indemnify Buyer from any and all damages and costs as finally determined by a court of competent jurisdiction in any suit for infringement of any U.S. patent (or European patent for Products that Hach sells to Buyer for end use in a member state of the E.U.) that has issued as of the delivery date, solely by reason of the sale or normal use of any Products sold to Buyer hereunder and from reasonable expenses incurred by Buyer in defense of such suit if Hach does not undertake the defense thereof, provided that Buyer promptly notifies Hach of such suit and offers Hach either (i) full and exclusive control of the defense of such suit when Products of Hach only are involved, or (ii) the right to participate in the defense of such suit when products other than those of Hach are also involved. Hach's warranty as to use patents only applies to infringement arising solely out of the inherent operation of the Products according to their applications as envisioned by Hach's specifications. In case the Products are in such suit held to constitute infringement and the use of the Products is enjoined, Hach will, at its own expense and at its option, either procure for Buyer the right to continue using such Products or replace them with non-infringing products, or modify them so they become non-infringing, or remove the Products and refund the purchase price (prorated for depreciation) and the transportation costs thereof. The foregoing states the entire liability of Hach for patent infringement by the Products. Further, to the same extent as set forth in Hach's above obligation to Buyer, Buyer agrees to defend, indemnify and hold harmless Hach for patent infringement related to (x) any goods manufactured to the Buyer's design, (y) services provided in accordance with the Buyer's instructions, or (z) Hach's Products when used in combination with any other devices, parts or software not provided by Hach hereunder.

10. TRADEMARKS AND OTHER LABELS:

Buyer agrees not to remove or alter any indicia of manufacturing origin or patent numbers contained on or within the Products, including without limitation the serial numbers or trademarks on nameplates or cast, molded or machined components.

11. SOFTWARE:

All licenses to Hach's separately-provided software products are subject to the separate software license agreement(s) accompanying the software media. In the absence of such terms and for all other software, Hach grants Buyer only a personal, non-exclusive license to access and use the software provided by Hach with Products purchased hereunder solely as necessary for Buyer to enjoy the benefit of the Products. A portion of the software may contain or consist of open source software, which Buyer may use under the terms and conditions of the specific license under which the open source software is distributed. Buyer agrees that it will be bound by any and all such license agreements. Title to software remains with the applicable licensor(s).

12. PROPRIETARY INFORMATION; PRIVACY:

"Proprietary Information" means any information, technical data or know-how in whatever form, whether documented, contained in machine readable or physical components, mask works or artwork, or otherwise, which Hach considers proprietary, including but not limited to service and maintenance manuals. Buyer and its customers, employees and agents will keep confidential all such Proprietary Information obtained directly or indirectly from Hach and will not transfer or disclose it without Hach's prior written consent, or use it for the manufacture, procurement, servicing or calibration of Products or any similar products, or cause such products to be manufactured, serviced or calibrated by or procured from any other source, or reproduce or otherwise appropriate it. All such Proprietary Information remains Hach's property. No right or license is granted to Buyer or its customers, employees or agents, expressly or by implication, with respect to the Proprietary Information or any patent right or other proprietary right of Hach, except for the limited use licenses implied by law. Hach will manage Customer's information and personal data in accordance with its Privacy Policy, located at <http://www.hach.com/privacypolicy>.

13. CHANGES AND ADDITIONAL CHARGES:

Hach reserves the right to make design changes or improvements to any products of the same general class as Products being delivered hereunder without liability or obligation to incorporate such changes or improvements to Products ordered by Buyer unless agreed upon in writing before the Products' delivery date. Services which must be performed as a result of any of the following conditions are subject to additional charges for labor, travel and parts: (a) equipment alterations not authorized in writing by Hach; (b) damage resulting from improper use or handling, accident, neglect, power surge, or operation in an environment or manner in which the instrument is not designed to operate or is not in accordance with Hach's operating manuals; (c) the use of parts or accessories not provided by Hach; (d) damage resulting from acts of war, terrorism or nature; (e) services outside standard business hours; (f) site prework not complete per proposal; or (g) any repairs required to ensure equipment meets manufacturer's specifications upon activation of a service agreement.

14. SITE ACCESS / PREPARATION / WORKER SAFETY / ENVIRONMENTAL COMPLIANCE:

In connection with services provided by Hach, Buyer agrees to permit prompt access to equipment. Buyer assumes full responsibility to back-up or otherwise protect its data against loss, damage or destruction before services are performed. Buyer is the operator and in full control of its premises, including those areas where Hach employees or contractors are performing service, repair and maintenance activities. Buyer will ensure that all necessary measures are taken for safety and security of working conditions, sites and installations during the performance of services. Buyer is the generator of any resulting wastes, including without limitation hazardous wastes. Buyer is solely responsible to arrange for the disposal of any wastes at its own expense. Buyer will, at its own expense, provide Hach employees and contractors working on Buyer's premises with all information and training required under applicable safety compliance regulations and Buyer's policies. If the instrument to be serviced is in a Confined Space, as that term is defined under OSHA regulations, Buyer is solely responsible to make it available to be serviced in an unconfined space. Hach service technicians will not work in Confined Spaces. In the event that a Buyer requires Hach employees or contractors to attend safety or compliance training programs provided by Buyer, Buyer will pay Hach the standard hourly rate and expense reimbursement for such training attended. The attendance at or completion of such training does not create or expand any warranty or obligation of Hach and does not serve to alter, amend, limit or supersede any part of this Contract.

	<p>HACH SERVICE PARTNERSHIP QUOTATION</p> <p><i>Headquarters</i> P.O. Box 389 5600 Lindbergh Drive Loveland, CO 80539-0389</p> <p><i>Purchase Orders</i></p>	<p>Page : 5 of 5 Partnership Number : HACH127758</p> <p><i>WebSite:</i> www.hach.com</p>	<p><i>Remittance</i> 2207 Collections Center Dr Chicago, IL 60693</p> <p><i>Wire Transfers</i> Bank of America 231 S. LaSalle St. Chicago, IL 60604 Account: 8765602385 Routing (ABA): 026009593</p>
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15. LIMITATIONS ON USE:

Buyer will not use any Products for any purpose other than those identified in Hach's catalogs and literature as intended uses. Unless Hach has advised the Buyer in writing, in no event will Buyer use any Products in drugs, food additives, food or cosmetics, or medical applications for humans or animals. In no event will Buyer use in any application any Product that requires FDA 510(k) clearance unless and only to the extent the Product has such clearance. Any warranty granted by Hach is void if any goods covered by such warranty are used for any purpose not permitted hereunder.

16. EXPORT AND IMPORT LICENSES AND COMPLIANCE WITH LAWS:

Unless otherwise specified in this Contract, Buyer is responsible for obtaining any required export or import licenses. Hach represents that all Products delivered hereunder will be produced and supplied in compliance with all applicable laws and regulations. Buyer will comply with all laws and regulations applicable to the installation or use of all Products, including applicable import and export control laws and regulations of the U.S., E.U. and any other country having proper jurisdiction, and will obtain all necessary export licenses in connection with any subsequent export, re-export, transfer and use of all Products and technology delivered hereunder. Buyer will not sell, transfer, export or re-export any Hach Products or technology for use in activities which involve the design, development, production, use or stockpiling of nuclear, chemical or biological weapons or missiles, nor use Hach Products or technology in any facility which engages in activities relating to such weapons. Buyer will comply with all local, national, and other laws of all jurisdictions globally relating to anti-corruption, bribery, extortion, kickbacks, or similar matters which are applicable to Buyer's business activities in connection with this Contract, including but not limited to the U.S. Foreign Corrupt Practices Act of 1977, as amended (the "FCPA"). Buyer agrees that no payment of money or provision of anything of value will be offered, promised, paid or transferred, directly or indirectly, by any person or entity, to any government official, government employee, or employee of any company owned in part by a government, political party, political party official, or candidate for any government office or political party office to induce such organizations or persons to use their authority or influence to obtain or retain an improper business advantage for Buyer or for Hach, or which otherwise constitute or have the purpose or effect of public or commercial bribery, acceptance of or acquiescence in extortion, kickbacks or other unlawful or improper means of obtaining business or any improper advantage, with respect to any of Buyer's activities related to this Contract. Hach asks Buyer to "Speak Up!" if aware of any violation of law, regulation or our Standards of Conduct ("SOC") in relation to this Contract. See <http://danaher.com/integrity-and-compliance> and www.danaherintegrity.com for a copy of the SOC and for access to our Helpline portal.

17. FORCE MAJEURE:

Hach is excused from performance of its obligations under this Contract to the extent caused by acts or omissions that are beyond its control of, including but not limited to Government embargoes, blockages, seizures or freeze of assets, delays or refusals to grant an export or import license or the suspension or revocation thereof, or any other acts of God; quarantines; labor strikes or lockouts; riots; strife; insurrections; civil disobedience or acts of criminals or terrorists; war; material shortages or delays in deliveries to Hach by third parties. In the event of the existence of any force majeure circumstances, the period of time for delivery, payment terms and payments under any letters of credit will be extended for a period of time equal to the period of delay. If the force majeure circumstances extend for six months, Hach may, at its option, terminate this Contract without penalty and without being deemed in default or in breach thereof.

18. NON ASSIGNMENT AND WAIVER:

Buyer will not transfer or assign this Contract or any rights or interests hereunder without Hach's prior written consent. Failure of either party to insist upon strict performance of any provision of this Contract, or to exercise any right or privilege contained herein, or the waiver of any breach of the terms or conditions of this Contract will not be construed as thereafter waiving any such terms, conditions, rights, or privileges, and the same will continue and remain in force and effect as if no waiver had occurred.

19. LIMITATION OF LIABILITY:

None of the Hach Indemnified Parties will be liable to Buyer under any circumstances for any special, treble, incidental or consequential damages, including without limitation, damage to or loss of property other than for the Products purchased hereunder; damages incurred in installation, repair or replacement; lost profits, revenue or opportunity; loss of use; losses resulting from or related to downtime of the products or inaccurate measurements or reporting; the cost of substitute products; or claims of Buyer's customers for such damages, howsoever caused, and whether based on warranty, contract, and/or tort (including negligence, strict liability or otherwise). The total liability of the Hach Indemnified Parties arising out of the performance or nonperformance hereunder or Hach's obligations in connection with the design, manufacture, sale, delivery, and/or use of Products will in no circumstance exceed in the aggregate a sum equal to twice the amount actually paid to Hach for Products delivered hereunder.

20. APPLICABLE LAW AND DISPUTE RESOLUTION:

The construction, interpretation and performance hereof and all transactions hereunder shall be governed by the laws of the State of Colorado, without regard to its principles or laws regarding conflicts of law. If any provision of this Contract violates any Federal, State or local statutes or regulations of any countries having jurisdiction of this transaction, or is illegal for any reason, said provision shall be self-deleting without affecting the validity of the remaining provisions. Unless otherwise specifically agreed upon in writing between Hach and Buyer, any dispute relating to this Contract which is not resolved by the parties shall be adjudicated in order of preference by a court of competent jurisdiction (i) in the State of Colorado, U.S.A. if Buyer has minimum contacts with Colorado and the U.S., (ii) elsewhere in the U.S. if Buyer has minimum contacts with the U.S. but not Colorado, or (iii) in a neutral location if Buyer does not have minimum contacts with the United States.

21. ENTIRE AGREEMENT & MODIFICATION:

These Terms & Conditions of Sale constitute the entire agreement between the parties and supersede any prior agreements or representations, whether oral or written. No change to or modification of these Terms & Conditions shall be binding upon Hach unless in a written instrument specifically referencing that it is amending these Terms & Conditions of Sale and signed by an authorized representative of Hach. Hach rejects any additional or inconsistent Terms & Conditions of Sale offered by Buyer at any time, whether or not such terms or conditions materially alter the Terms & Conditions herein and irrespective of Hach's acceptance of Buyer's order for the described goods and services.

CITY OF BRUNSWICK, MD
1 WEST POTOMAC ST.
BRUNSWICK, MD 21716

PURCHASE ORDER

VENDOR:

COMPRESSED AIR SERVICE

SHIP TO:

WWTP

DATE: 5-13-16

P.O. NO.: WW 124

INVOICE TO: City Administrator
City Hall
1 West Potomac St.
Brunswick, MD 21716

1. Direct all payment inquiries to 301-834-7500.
2. Avoid partial invoices. Do not combine different purchase orders on one invoice.
3. Price to include F.O.B. delivery to building, applicable taxes and insurance, unless specifically stated otherwise.
4. Prepay all freight shipments.
5. Seller agrees to be bound by the terms and conditions on this order. No modifications or additions shall be binding upon purchaser unless agreed to in writing. Please place purchase order number on packing slips and invoices.

QUANTITY	DESCRIPTION	UNIT	PRICE	TOTAL
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	CHAMPION HR100-25		\$9,670.00	
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	CHICAGO PNEUMATIC CPXYO DRYER		\$1,295.00	
	MICRON OIL FILTER/W FLOAT DRAIN		\$226.00	
	SERVICE LABOR		\$1,005.00	
	MISCELLANEOUS SUPPLIES		\$350.00	
	FORKLIFT TO LIFT A/C RENTAL		\$360.00	

WWTP. ACC. # 60-533-40-0007

RECEIVED
MAY 25 2016

BY: _____

SHIPPING

TOTAL

\$12,856.00

Approved by:

Patricia [Signature]

Compressed Air Services, Inc.

934 Sweeney Drive
 Suite 1A
 Hagerstown, Md.
 21740

Quotation

Date	Estimate #
4/14/2016	3579

Name / Address
City of Brunswick ATTN: Accounts Payable 1 West Potomac St. Brunswick MD 21716

Ship To
Water Department 306 East Potomac St. Brunswick MD 21716

P.O. No.	Terms	Due Date	Rep	Account #	FOB	Project	Other
	Net 30	5/14/2016					

Item	Description	Qty	Cost	Total
CADR5A54E	Champion HR10D-25 10 HP 230V 3 Phase Duplex 69.6 CFM & 175 PSI Mounted Starter Oil Monitor Auto Tank Drain Air Cooled After Cooler Vibration Isolators 250 Gallon Horizontal Tank	1	9,620.00	9,620.00
4102001449	Chicago Pneumatic CPX40 Dryer 120 V R134a Refrigerant	1	1,295.00	1,295.00
FT-65-S-1-G	1 Micron Oil Removal Filter w/Float Drain	1	226.00	226.00
Compressor Service-E...	Compressor Service Labor	1	1,005.00	1,005.00

Thank you for allowing us to quote!	<i>Paul Walker</i> WMP ACCL#	60 533-40-8007
		Subtotal
		Sales Tax (0.0%)
		Total

Phone #	Fax #	E-mail	Web Site
2404208132	2404208137	dnear@airheads.net	www.airheads.net

Compressed Air Services, Inc.

934 Sweeney Drive
 Suite 1A
 Hagerstown, Md.
 21740

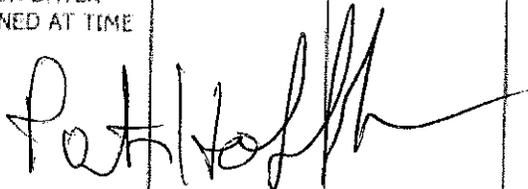
Quotation

Date	Estimate #
4/14/2016	3579

Name / Address
City of Brunswick ATTN: Accounts Payable 1 West Potomac St. Brunswick MD 21716

Ship To
Water Department 308 East Potomac St. Brunswick MD 21716

P.O. No.	Terms	Due Date	Rep	Account #	FOB	Project	Other
	Net 30	5/14/2016					

Item	Description	Qty	Cost	Total
Miscellaneous	Labor to remove old compressor, move new one to installation location, install new compressor, air dryer, inline filter and tie all into plant air.	1	350.00	350.00
Rental	Copper pipe, fittings, etc. Rental - all terrain forklift	1	360.00	360.00
<p>COMPRESSOR SHIPS FREIGHT FREE FREIGHT CHARGE FOR DRYER WOULD BE DETERMINED AT TIME OF SHIPMENT</p> 				

Thank you for allowing us to quote!

Subtotal \$12,856.00

Sales Tax (0.0%) \$0.00

Total \$12,856.00

60533-40-0007

Phone #	Fax #	E-mail	Web Site
2404208132	2404208137	dnear@airheads.net	www.airheads.net

Emailed 4-18-16

CAPITAL COMPRESSOR, INC.

7940 Penn Randall Place
Upper Marlboro, MD 20772
VOICE: 301-336-3712
FAX: 301-336-1349

FAX TRANSMITTAL

DATE: April 18, 2016

TO: Brunswick WWTP

ATTENTION: Mr. Pat Huffmaster

PHONE: Email: WTP@brunswickmd.gov

FROM: James Rushe

RE: QUOTE

Capital Compressor, Inc. will furnish and install a new Curtis 10 HP Duplex Reciprocating air compressor Model FCA10E71D1S and new 50 CFM Refrigerated air dryer w/oil removing filter and particulate filter.

BREAKDOWN:

- Alternating panel, Dual source
- 460 volt/3 Phase NEMA-1
- 120 gallon tank
- Duplex 10 HP, CFM 68.4
- Set and air piping
- 1 year warranty
- Haul away spoils
- By-pass valves around dryer
- NO Electric
- NO Overtime Labor

PRICE \$ 13,500.00

Thank you,
James Rushe
Capital Compressor, Inc.
P# 301-336-3712
F# 301-336-1349