



**BERLIN MAYOR AND COUNCIL**  
**Meeting Agenda**

**Berlin Town Hall**  
**10 William Street**

**Monday, July 11, 2016**

**6:00 PM EXECUTIVE SESSION – Conference Room**

- A. Pursuant to Section §3-305(b)(1) – To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals.
- B. Pursuant to Section §3-305(b)(3) – To consider the acquisition of real property for a public purpose and matters directly related thereto.
- C. Pursuant to Section §3-305(b)(7) – To consult with counsel to obtain legal advice on a legal matter.
- D. Pursuant to Section §3-305(b)(14) – Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

**7:00 PM REGULAR SESSION – Council Chambers**

- 1. Approval of the Minutes for:
  - a. Executive Session of 6/13/16
  - b. Statement of Closure for Executive Session of 6/13/16
  - c. Regular Session of 6/13/16
- 2. Request from Habitat for Humanity for project assistance.
- 3. Contracts:
  - a. Southern Corrosion water tower maintenance addendum– Water Resources Director Jane Kreiter
  - b. EA Stormwater Management On-Call Services modification – Town Administrator Laura Allen
  - c. Hudson Branch offline wetland construction contract award – Town Administrator Laura Allen
  - d. Water/Sewer installation at Dollar General – Town Administrator Laura Allen
  - e. Berlin Police Station construction contract award – Police Chief Arnold Downing

4. Special Events:
  - a. National Night Out – Police Chief Arnold Downing
  - b. Berlin Crab Feast – Economic and Community Development Director Ivy Wells
5. Resolution 2016-11 Community Legacy Grant – Economic and Community Development Director Ivy Wells
6. Public Hearings:
  - a. 2016-05 – Amending Chapter 4, Article II ‘Dogs’ – Administrative Services Director Mary Bohlen
  - b. 2016-06 – Amending Chapter 22, Article III, ‘Parks’ – Administrative Services Director Mary Bohlen
7. Departmental Reports:
  - a. Finance Director – Natalie Saleh
  - b. Administrative Services Director – Mary Bohlen
  - c. Water Resources/Public Works – Jane Kreiter
  - d. Electric – Tim Lawrence
  - e. Police – Arnold Downing
  - f. Planning – Dave Engelhart
  - g. Managing Director – Jeff Fleetwood
  - h. Economic and Community Development Director – Ivy Wells
8. Town Administrator’s Report
9. Comments from the Mayor
10. Comments from the Council
11. Comments from the Public
12. Comments from the Press
13. Adjournment



**BERLIN MAYOR AND COUNCIL**  
**Meeting MINUTES**  
**Berlin Town Hall**  
**10 William Street**

**Monday, June 13, 2016**

**7:00 PM           REGULAR SESSION – Council Chambers**

**Present:** Mayor Gee Williams, Councilmembers Thom Gulyas, Lisa Hall, Elroy Brittingham, Sr, Dean Burrell and Town Attorney Dave Gaskill

**Absent:** Councilmember Troy Purnell

**Staff Present:** Town Administrator Laura Allen, Managing Director Jeff Fleetwood, Planning Director Dave Engelhart, Water Resources and Public Works Director Jane Kreiter, Finance Director Natalie Saleh, Economic and Community Development Director Ivy Wells, Director of Electric Utility Tim Lawrence, Administrative Services Director Mary Bohlen and Chief of Police Arnold Downing

**Staff Absent:**

1. Approval of the Minutes for:
  - a. Executive Session of 5/23/16

On the motion of Councilmember Gulyas, the Executive Session minutes of May 23, 2016 were approved by the following vote:

Name	Counted toward Quorum			Present but recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Lisa Hall	X				
Troy Purnell					X
Thom Gulyas	X				
<i>Voting Tally</i>	4	0			1

- b. The Mayor read Statement of Closure for 5/23/16.

c. Regular Session of 5/23/16

On the motion of Councilmember Gulyas, the Regular Session minutes of May 23, 2016 were approved by the following vote:

Name	Counted toward Quorum			Present but recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Lisa Hall	X				
Troy Purnell					X
Thom Gulyas	X				
<i>Voting Tally</i>	4	0			1

2. Contract Renewals – Mary Bohlen, Administrative Director

a. Angel's Touch Cleaning Service

The contract for FY17 is \$1,000 higher than FY16, this is due to the change in who is supplying paper products. For FY16 the Town of Berlin supplied paper products. For FY17, Angel's Touch will be providing paper products. Overall, all departments are satisfied with the services and quality provided.

On the motion of Councilmember Brittingham, Angel's Touch Cleaning Service contract for one year at a cost of \$37,500.0 was approved by the following vote:

Name	Counted toward Quorum			Present but recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Lisa Hall	X				
Troy Purnell					X
Thom Gulyas	X				
<i>Voting Tally</i>	4	0			1

b. Card's Technology –

The contract is the same as FY16, same level of service same coverage. There are no changes.



Name	Counted toward Quorum			Present but recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Lisa Hall	X				
Troy Purnell					X
Thom Gulyas	X				
<i>Voting Tally</i>	4	0			1

3. Special Events

a. Music on Main – Ivy Wells, Economic and Community Development Director Ms. Wells appeared before the Council on behalf of ‘Music on Main’. This has become an every 2<sup>nd</sup> Friday tradition along with Art Stroll. Steve Frene owner of Victorian Charm has had a ‘drop-in’ style band outside the building and it has grown so much that it tends to run over into Commerce Street. For safety factors, the request is to close Commerce Street after the bank closes at 6:00 PM. This will allow for more ‘drop in’ musicians’ adding to the entertainment mix. The Town will provide barricades for the event.

On the motion of Councilmember Hall, Special Event ‘Music on Main’ was approved by the following vote:

Name	Counted toward Quorum			Present but recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Lisa Hall	X				
Troy Purnell					X
Thom Gulyas	X				
<i>Voting Tally</i>	4	0			1

b. Second Friday Art Strolls / Jefferson Street -Heather Layton

Heather Layton of Berlin Arts and Entertainment along with Robin Tomaselli presented a Special Event to have Jefferson Street closed during 2<sup>nd</sup> Friday Art Stroll, this would be the gathering place for all artists. It would allow each artist more room to set up and show their wares. Each business along the street has been contacted and has no issues or problems with the closure. This closure would begin on July 8, 2016. Councilmember Burrell asked that when the majority of events are approved next year that this event be on the list as well. This prompted the Mayor to encourage Berlin Arts Council to work in conjunction with Ivy Wells, the Economic and Community Development Director.

On the motion of Councilmember Burrell, Special Event ‘Second Friday Art Strolls’ Jefferson Street closure was approved by the following vote:

Name	Counted toward Quorum			Present but recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Lisa Hall	X				
Troy Purnell					X
Thom Gulyas	X				
<i>Voting Tally</i>	4	0			1

4. Public Hearing

- a. Ordinance 2016-03 – Stormwater Code Clarification, Laura Allen, Town Administrator

The Ordinance says the Town controls site design with authorization to do inspections for environmental site designs for specific design manual. The hearing was opened at 7:35PM; the Mayor asked if there was anyone from the County, State or public wanting to address the Council. There being no one from the County, State or public that wanted to address the Council the Public Hearing was closed at 7:37PM.

On the motion of Councilmember Burrell Ordinance 2016-03 was approved by the following vote:

Name	Counted toward Quorum			Present but recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Lisa Hall	X				
Troy Purnell					X
Thom Gulyas	X				
<i>Voting Tally</i>	4	0			1

- b. Ordinance 2016-04 - FY17 Budget Adoption – Natalie Saleh, Finance Director

The Mayor noted the budget has been an on-going process. He offered thanks to the Council and Department Heads for their continued efforts at utilizing the money in its most efficient manner. The largest expenditure is the new Berlin Police Department. These monies came from Slot Revenue. In essence, the Town is paying itself back over the next 10-12 years. The public hearing opened at 7:38PM, the Mayor asked if there was anyone from the County, State or public wanting to address the Council. There being no one from the County, State or public that wanted to address the Council the Public Hearing was closed at 7:39PM.

On the motion of Councilmember Brittingham, Ordinance 2016-04, FY17 budget was approved by the following vote:

Name	Counted toward Quorum			Present but recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Lisa Hall	X				
Troy Purnell					X
Thom Gulyas	X				
<i>Voting Tally</i>	4	0			1

Annexation Resolution 2016-07 - Annexing the remaining portion of Berlin Falls Park, Tax Map Number 25, Parcel 52, parcel 410 and the northern portion of Parcel 57 – Laura Allen, Town Administrator

The above-mentioned spaces are ‘The Ponds’ that are currently outside Town limits. The Mayor added that this is an appropriate R1 designation, but never will there be a residential area in Berlin Falls Park. The public hearing opened at 7:45PM, the Mayor asked if there was anyone from the County, State or public wanting to address the Council. There being no one from the County, State or public that wanted to address the Council the Public Hearing was closed at 7:46PM.

On the motion of Councilmember Hall, Annexation Resolution 2016-07 was approved by the following vote:

Name	Counted toward Quorum			Present but recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Lisa Hall	X				
Troy Purnell					X
Thom Gulyas	X				
<i>Voting Tally</i>	4	0			1

5. Motions of the Mayor and Council – 2016-26
  - a. Resident Inspector – Arnold Downing, Chief of Police
  - b. Construction Administration – Arnold Downing, Chief of Police

The Mayor explained that having a Resident Inspector and Contractor would enable the facilitation of process much quicker. This gives the Town Administrator as well as the Chief of Police direct access to what is happening throughout the project.



On the motion of Councilmember Burrell, Motion 2016-26 was approved by the following vote: (Resident Inspector \$63,900.00, Service Cost 39,358.00)

Name	Counted toward Quorum			Present but recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Lisa Hall	X				
Troy Purnell					X
Thom Gulyas	X				
<i>Voting Tally</i>	4	0			1

6. Introduction of Ordinances

- a. 2016-05 – Amending Chapter 4, Article II ‘Dogs’ – Mary Bohlen, Administrative Services Director

This change inserts the description of the word leash and wording requiring a leash when off the owner’s property.

- b. 2016-06 – Amending Chapter 22, Article III, ‘Parks’ – Mary Bohlen, Administrative Services Director

Language clarified in article referring to Chapter 4.

**Public Hearings on Ordinances 2016-05 and 2016-06 to be held June 27, 2016**

7. Departmental Reports:

- a. Finance Director – Natalie Saleh

The data is being reviewed as it goes into Tyler has begun. This process is called ‘scrubbing’. There will be a Tyler representative on site next week; this will be a very busy time for the Billing Department. In the Finance Department, they have completed the third check run through the Tyler system. Staff has been encouraged to go into the test system and work around in it, this is the place to learn and try your skills. The Mayor stated that, it appeared we were making progress and had a good transition team all this while giving outstanding customer service. Councilmember Burrell asked how the scrubbed data looked. Ms. Saleh commented that there was occasionally a missing zip code or a hiccup in data, but nothing major. The goal is to run parallel with the Logics software in July.

- b. Administrative Services Director – Mary Bohlen

The Community newsletter went out today. Saturday June 18<sup>th</sup> starts the summer movie series. The election dates and outline of the process have been posted, dates are on the web page and legal advertising will begin in mid-August. Advertising for Hudson Branch and Flower Street offline wetlands has started with a pre-bid meeting scheduled for June 23<sup>rd</sup> and bid opening, planned July 1, 2016.

- c. Water Resources/Public Works – Jane Kreiter

There was a leak this week on Harrison Avenue that has been fixed, Councilmember Burrell asked about the bids on Branch Street, Ms. Kreiter replied that there were either no

bids, the second bid was higher than estimated, but not out of reach. Flower Street culvert, we are still waiting for the permits from MDE and we will be going out to bid within the next two weeks with a completion date of before school starts. Part of this project will make the existing ditch more of an S turn, instead of an L shaped turn.

d. Electric – Tim Lawrence

All engines have passed emissions testing. All streetlights have been installed at Cannery Village. A control box was moved at Berlin Falls Park. The scheduled power outage from the previous week lasted one minute. The Visitors Center is on track to have lights replaced to LED lights inside. There was a pole installed at the Dollar General site, the rest of the power is underground.

e. Police – Arnold Downing

There is the upcoming bid opening on 6/17/16. Just a reminder that school will be out soon, and to be careful on the streets.

f. Planning – Dave Engelhart

The bikeways grant was sent off in time, the Town received a confirmation. Mr. Engelhart thanked Ivy Wells, Mary Bohlen and Kate Patton for their help. The Arby's and Royal Farms are progressing as expected. Mr. Engelhart expected some progress from Berlin Activities Depot within the next two weeks.

g. Managing Director – Jeff Fleetwood

Berlin Falls Park continues to have esthetic work done, including directional arrows on cement at the driveway entrance and exit. The Electric Department is putting up security lights. Three seasonal employees have been on-boarded. A UHC (United Health Care) Representative from Chicago is scheduled for a meeting. LGIT (Local Government Insurance Trust) has a planned walk –thru the end of this week.

h. Economic and Community Development Director – Ivy Wells

There are many new businesses popping up in the nooks and crannies of the Town. Main Street is bustling more than ever, and that enthusiasm is carrying over to the side streets. This Saturday this little Miss and Mr. Peach contest will be held. Fireworks are on tap for July 3 at 9:15PM. Ms. Wells is working on a map of prime viewing spots for the fireworks. There will be no parking at the Berlin Falls Parks itself where the fireworks are being discharged. Banners have been ordered. The new design of the Merchant Map has been completed.

8. Town Administrator's Report

No report

9. Comments from the Mayor

The Mayor touched on the recent events of the mass shooting in Orlando, Florida and spoke of human kindness and tolerance.

10. Comments from the Council

GULYAS – Councilmember Gulyas, agreed with the Mayor on his statement

HALL – Councilmember Hall encouraged the public to be on the alert, use your eye and ears. If something seems wrong, call 911 and let a first responder be the judge.

BRITTINGHAM – Councilmember Brittingham shared that while the Oceans East during the pre-construction meetings and during the construction phase, the Flower St. residents wanted no trucks going down that road.

BURRELL – Councilmember Burrell, seconded the Mayors statements about the tragedy in Orlando.

11. Comments from the Public – Jerome Wharton Jr

What is the status of the Stormwater project on Branch and Hudson? Water Resources and Public Works Director Ms. Kreiter stated that we would be moving forward in mid to late July.

12. Comments from the Press – None

13. On the motion of Councilmember Burrell, the meeting was adjourned at 8:35 PM.

Name	Counted toward Quorum			Present but recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Lisa Hall	X				
Troy Purnell					X
Thom Gulyas	X				
<i>Voting Tally</i>	4	0			1

Minutes Respectfully Submitted,

  
Vicki Magin



MOTION OF THE MAYOR AND COUNCIL 2016-27

A MOTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN TO APPROVE A REQUEST BY HABITAT FOR HUMANITY FOR THEIR PROPOSED PROJECT AT 21 JEFFERSON STREET AS FOLLOWS:

- Letter of Support
- Agreement for financing EDU's
- Relocation of a utility pole at the Town's expense

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2016 BY THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND BY AFFIRMATIVE VOTE OF \_\_\_\_\_ TO \_\_\_\_\_ OPPOSED, WITH \_\_\_\_\_ ABSTAINING.

\_\_\_\_\_  
Elroy Brittingham, Sr. Vice President

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2016 by the Mayor of the Town of Berlin.

\_\_\_\_\_  
Wm. Gee Williams, III, Mayor

ATTEST: \_\_\_\_\_  
Laura Allen  
Town Administrator



Habitat for Humanity Worcester County, Inc.  
Po. Box 1327  
Berlin, MD 21811  
410.208.4440  
[inquire@habitatworcester.org](mailto:inquire@habitatworcester.org)

7/5/16

**RE: Request for Local Resolution and Project Support**

Dear Ms. Allen,

Habitat for Humanity of Worcester County, Inc. is requesting the opportunity to present to the Mayor and Council at the July 11<sup>th</sup>, 2016 meeting regarding our proposed project to be located at 21 Jefferson Street.

We will be seeking the following:

- A general letter of support
- Permission to place 10% down on the 2 required EDU's, with the remainder of the total cost (\$33,372) to be paid monthly over a period of 5 years at 0% interest
- That the Mayor and Council agree to absorb the cost to move a utility pole located on the property, which we have been informed will be required.

We thank you in advance for your assistance with this matter.

Kind Regards,

Andrea Bowland DocuSigned by:

*Andrea Bowland*

Executive Director

Habitat for Humanity Worcester County, Inc.



MOTION OF THE MAYOR AND COUNCIL 2016-28

A MOTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN APPROVING AN ADDENDUM TO THE CONTRACT WITH SOUTHERN CORROSION FOR THE ADDITION OF THE 250,000 GALLON 346 EAST SPHEROID ELEVATED WATER TANK AT AN ADDITIONAL COST OF \$16,376.00; THEREBY BRINGING THE TOTAL CONTRACT TO A COST OF \$32,265.00.

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2016 BY THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND BY AFFIRMATIVE VOTE OF \_\_\_\_\_ TO \_\_\_\_\_ OPPOSED, WITH \_\_\_\_\_ ABSTAINING.

\_\_\_\_\_  
Elroy Brittingham, Sr. Vice President

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2016 by the Mayor of the Town of Berlin.

\_\_\_\_\_  
Wm. Gee Williams, III, Mayor

ATTEST: \_\_\_\_\_  
Laura Allen  
Town Administrator



## Engineered Tank Care Agreement

This Agreement made and entered into as of the Effective Date: \_\_\_\_\_, by and between SOUTHERN CORROSION, INC., a North Carolina corporation, having its principle office at 738 Thelma Rd, Roanoke Rapids, North Carolina, (hereinafter referred to as "Southern Corrosion") and the Town of Berlin, Maryland (hereinafter referred to as the "Owner"):

### WITNESSETH

The Owner desires that Southern Corrosion perform certain maintenance service on the water tanks known as the 200,000 Gallon Franklin Ave Standard Elevated Water Tank and the 250,000 Gallon 346 East Spheroid Elevated Water Tank as described in the proposal which is attached hereto and by reference made a part here of (the "Maintenance Services"); and Southern Corrosion desires to perform such Maintenance Services described in said proposal selected by the Owner upon the terms and conditions set forth in this Agreement.

Now, therefore, in consideration of the mutual promises and covenants set forth herein the parties hereto agree as follow:

1. DEFINITIONS. For the purposes of this Agreement, the following definitions apply:

(a) "Effective date" shall mean the date on which this Agreement, executed by the Owner, is accepted by Southern Corrosion by the execution thereof by its appropriate corporate officers at its principal office.

2. TERMS OF MANAGEMENT AGREEMENT. The initial term of this Agreement shall be for a period of twelve (12) months commencing on the Effective Date, unless otherwise terminated or canceled as provided in Paragraph 7. The initial term shall be automatically extended successive additional periods of twelve (12) months each unless the Owner notifies Southern Corrosion in writing sixty (60) days prior to the expiration of the then existing term that it does not extend this Agreement.

3. PERFORMANCE OF MAINTENANCE SERVICES. Southern Corrosion shall perform the Maintenance Services selected by the Owner and described in proposal attached hereto and by reference made a part hereof.

4. CHARGES. The Owner shall pay Southern Corrosion charges for Maintenance Services selected by Owner as set forth on the proposal attached hereto and by reference made a part hereof. All charges shall be due and payable upon receipt of Southern Corrosion's invoice therefor.

5. REPRESENTATIONS BY THE OWNER. The Owner hereby makes the following representations and warranties:

(a) The Owner has full power and lawful authority to execute and deliver this Agreement and to consummate and perform the transactions contemplated hereby. This Agreement constitutes the valid obligation of the Owner legally binding upon the Owner and enforceable against the Owner in accordance with its terms.

6. REPRESENTATIONS BY SOUTHERN CORROSION. Southern Corrosion represents and warrants to Owner all of which represents and warranties that:

(a) That Southern Corrosion is fully authorized to enter into this Management Agreement. Southern Corrosion has full corporate power and lawful authority to execute and deliver this Agreement and to consummate and perform the transactions contemplated hereby. This Agreement constitutes the valid obligation of Southern Corrosion legally binding upon Southern Corrosion and enforceable against Southern Corrosion in accordance with its terms.

7. TERMINATION/CANCELLATION. This Agreement may be terminated/canceled by Southern Corrosion if Owner is in default of any provision hereof and such default has not been cured within twenty (20) days after notice of default is given to Owner or Owner becomes insolvent or seeks protection voluntarily or involuntarily under any Bankruptcy Law.

(a) In the event of any termination/cancellation of this Agreement, Southern Corrosion may (1) declare all amounts owed to Southern Corrosion to be immediately due and payable, (2) cease performance of all Maintenance Service hereunder without liability to Owner.

(b) In the event of default hereunder, Owner agrees to pay interest at the highest legal rate on all sums due under the Agreement and all costs of collection including a reasonable attorney's fee of fifteen percent(15%) of said amount due Southern Corrosion.

(c) The foregoing rights and remedies shall be cumulative and in addition to all other rights and remedies available in law or in equity to Southern Corrosion.

8. LIMITATION OF LIABILITY. In no event shall Southern Corrosion be liable to Owner for indirect, special or consequential damages or lost profits arising out of or related to this Management Agreement of the performance or breach thereof even if Southern Corrosion has been advised of the possibility thereof. Southern Corrosion's liability to Owner hereunder if any, shall in no event exceed the total of the amounts Owner has paid Southern Corrosion hereunder.

9. EXCUSABLE DELAY. Southern Corrosion shall not be liable for any delays or failure in performance of Maintenance Services hereunder if such delays or failures are due to strikes, inclement weather, acts of god or other causes beyond Southern Corrosion's reasonable control.

10. REGULATIONS. Performance of the Maintenance Services is predicated on work practices, methods, and procedures legal as of the effective date. Subsequently enacted regulations that effect or alter Southern Corrosion's work practices, methods, and procedures, to perform, or add additional burdens to performance, will be grounds for renegotiating the amount of payment originally agreed upon.



11. GENERAL.

(a) Notices. Notice of the breach of any covenant, warranty or other provision of the Agreement and all communications and notices provided for in this Agreement shall be deemed given when in writing, addressed to the parties at the addresses set forth below, and deposited, certified mail, postage prepaid in the United States mail:

Owner:

Town of Berlin  
10 William Street  
Berlin, MD 21811

Southern Corrosion Inc.  
738 Thelma Rd  
Roanoke Rapids, NC 27870

(b) Assignment. This Agreement may not be assigned by either party without the prior written consent of the other party, which consent by either party shall not be unreasonably withheld.

(c) Governing Law. This Agreement shall be construed in accordance with the laws of the State of Maryland.

(d) Entire Agreement. This Agreement is an integrated document and contains the entire agreement between the parties. No modifications, extensions, or waiver of this Agreement or any of the provisions hereof, nor any representation, promise or condition relating to the Agreement shall be binding upon the parties hereto unless made in writing and signed by the parties hereto.

(e) Binding effects. The provisions of this Agreement shall bind and insure to the benefit of Southern Corrosion and the Owner, and their successors, legal representatives and assigns.

IN WITNESS WHEREOF the parties have hereto executed this Agreement in the manner provided by Law, this the day and year first above written.

ATTEST:

SOUTHERN CORROSION, INC.

\_\_\_\_\_  
Asst. Secretary

BY: \_\_\_\_\_

President

(Corporate Seal)

ATTEST:

TOWN OF BERLIN

BY: \_\_\_\_\_



Date: May 17, 2016

Customer: Town of Berlin, MD

Tanks: 250,000 Gallon 346 East Spheroid Elevated Water Tank

## Year 1 - 2016

### 1) Repaint Tank Exterior:

- a) Pressure wash all exterior surfaces using 4,000 psi pressure washers or higher.
- b) Clean all rusted areas using hand & power tools in accordance with SSPC surface preparation methods #2 & #3.
- c) Apply a prime coat of an epoxy-mastic primer to all bare metal surfaces at 2.5 to 3.5 mils dry film thickness.
- d) Apply two (2) full finish coats of acrylic paint to all exterior surfaces applied at 1.5 to 2.5 mils dry film thickness per coat.
- e) Reapply the sign as it currently appears.

### 2) Repaint Interior Wet Area:

- a) Abrasive blast all rusted interior surfaces to bare metal in accordance with SSPC surface preparation method #10, near white grade. Abrasive blast all remaining interior surfaces in accordance with SSPC surface preparation method #7, brush blast.
- b) Apply a full prime coat of epoxy that is NSF approved for contact with potable water to all interior surfaces at 4 to 5 mils dry film thickness.
- c) Apply a "stripe coat" of epoxy that is NSF approved for contact with potable water to all weld seams, applied using paint brushes and rollers at 2 to 3 mils dry film thickness.
- d) Apply a full finish coat of epoxy that is NSF approved for contact with potable water to all interior surfaces at 4 to 5 mils dry film thickness.
- e) Caulk any interior unwelded roof lap seams using sikaflex 1a polyurethane caulk.
- f) Test abrasive blast debris for the 8 RCRA heavy metals using the TCLP method.
- g) Dispose of abrasive blast debris in accordance with Federal, State, and Local regulations.
- h) Sterilize tank interior using AWWA Disinfection Method #2, spray method.

### 3) Repaint Interior Dry Area:

- a) Abrasive blast all rusted interior surfaces to bare metal in accordance with SSPC surface preparation method #6, commercial grade. All remaining interior surfaces will be brush blasted in accordance with SSPC surface preparation method #7, brush blast.
- b) Apply two (2) full coats of epoxy paint to all interior dry surfaces at 3 to 4 mils dry film thickness per coat.

- c) Test abrasive blast debris for the 8 RCRA heavy metals using the TCLP Method.
- d) Dispose of abrasive blast debris in accordance with Federal, State, and Local regulations.

**4) Inspection report.**

## Year 2 – 2017

- 1) Visual inspection and repairs uncovered through inspection.**

## Year 3 – 2018

- 1) Visual inspection and repairs uncovered through inspection.**

## Year 4 – 2019

- 1) Visual inspection and repairs uncovered through inspection.**

## Year 5 – 2020

- 1) Visual inspection and repairs uncovered through inspection.**

## Year 6 – 2021

- 1) Visual inspection and repairs uncovered through inspection.**

**2) Wash Out tank interior:**

- a) Wash out tank interior to remove accumulated sediment. Clean interior floor surfaces and shell wall surfaces that can be reached from the floor using 4,000 psi pressure washers or higher.
- b) All debris will be removed from the tank and piled adjacent to the tank. Disposal of the debris will be the responsibility of others.
- c) Sterilize the tank interior using AWWA Disinfection Method #2, spray method.

**3) Inspection report.**

## Year 7 – 2022

- 1) Visual inspection and repairs uncovered through inspection.**

## Year 8 – 2023

- 1) **Visual inspection and repairs uncovered through inspection.**
- 2) **Repaint Tank Exterior:**
  - a) Pressure wash all exterior surfaces using 4,000 psi pressure washers or higher.
  - b) Clean all rusted areas using hand and power tools in accordance with SSPC surface preparation methods #2 & #3.
  - c) Apply a prime coat of an epoxy-mastic primer to all bare metal surfaces at 2.5 to 3.5 mils dry film thickness.
  - d) Apply two (2) full finish coats of acrylic paint to all exterior surfaces applied at 1.5 to 2.5 mils dry film thickness per coat.
  - e) Reapply the sign as it currently appears.

## Year 9 – 2024

- 1) **Visual inspection and repairs uncovered through inspection.**

## Year 10 – 2025

- 1) **Visual inspection and repairs uncovered through inspection.**

## Schedule Continuation

The tank will be visually inspected every year. The tank interior wet area will be washed out at 5 year intervals and an inspection report provided, until 15 years has elapsed from the last time the interior wet area was recoated. The tank interior wet and interior dry areas will be recoated at 15 year intervals. The tank exterior will be recoated at 7 year intervals.

## After Year 10

The next wash out & report is scheduled for Year 11 of the Service (Year 2026), the next repainting of the tank exterior is scheduled for Year 15 of the Service (Year 2030), and the next repainting of the tank interior is scheduled for Year 16 of the Service (2031).

At no time does the service include the complete abrasive blasting of the exterior of the tank.

## Pricing & Terms

Necessary repair of any coatings or appurtenances noted during our inspections will be added to our service schedule at no additional cost. These necessary repairs include paint failed areas and areas of corrosion. If the coating is continuing to protect the steel from corrosion, paint repair is not necessary. The definition of paint failure does not include loss of gloss, color fading, mildew, discoloration, or any other defects that are aesthetic. The procurement of any permits required by the State of Maryland or any other governmental body or agency will be the responsibility of the Owner.

Emergency service will apply during the entire period. We will guarantee a 24 hour response time. Corrective maintenance noted during our inspections will be added to our schedule at no added expense. Our annual premium for the first year of the service is \$32,265.00 per year. All subsequent year premiums will be the total of the immediate prior year's premium amount plus the % change in the CPI (Consumer Price Index) for that previous contract year (ie. Year 2 premium equals Year 1 premium plus the % change in the CPI for contract Year 1).

Due to the much greater value of the services provided in the first nine years compared with the annual premium charged, additional payments will be due in the following years if the service is cancelled. The following payments are due upon notice of cancellation:

If the 2<sup>nd</sup> Year of the service is cancelled, an additional payment of \$101,705 is due.  
If the 3<sup>rd</sup> Year of the service is cancelled, an additional payment of \$76,203 is due.  
If the 4<sup>th</sup> Year of the service is cancelled, an additional payment of \$49,427 is due.  
If the 5<sup>th</sup> Year of the service is cancelled, an additional payment of \$32,600 is due.  
If the 6<sup>th</sup> Year of the service is cancelled, an additional payment of \$29,904 is due.  
If the 7<sup>th</sup> Year of the service is cancelled, an additional payment of \$6,301 is due.  
If the 8<sup>th</sup> Year of the service is cancelled, an additional payment of \$26,216 is due.  
If the 9<sup>th</sup> Year of the service is cancelled, an additional payment of \$21,654 is due.

Each year represents a 12 month period beginning with the effective date of the contract, rather than the actual calendar year. The Owner will be given the opportunity to schedule the yearly work at any time during the 12 month period that represents the contract term. The annual premium is due within 30 days of the contract date. Annual premiums can be structured monthly, quarterly, semiannually or annually. Pick terms that best suit your needs. Premiums quoted are firm for 60 days.



MOTION OF THE MAYOR AND COUNCIL 2016-29

A MOTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN APPROVING THE AMENDMENT TO THE EA ENGINEERING, SCIENCE AND TECHNOLOGY, INC. (EA) STORMWATER MANAGEMENT ON-CALL SUPPORT SERVICES CONTRACT IN THE AMOUNT OF \$57,500.00

APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2016 BY THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND BY AFFIRMATIVE VOTE OF \_\_\_\_ TO \_\_\_\_ OPPOSED, WITH \_\_\_\_ ABSTAINING.

\_\_\_\_\_  
Elroy Brittingham, Sr. Vice President

Approved this \_\_\_\_ day of \_\_\_\_\_, 2016 by the Mayor of the Town of Berlin.

\_\_\_\_\_  
Wm. Gee Williams, III, Mayor

ATTEST: \_\_\_\_\_  
Laura Allen  
Town Administrator



# STAFF REPORT

**To:** Mayor and Members of the Town Council  
**From:** Town Administrator Laura Allen *LA*  
**Date:** July 11, 2106  
**Subject:** EA Engineering, Science, and Technology Inc. Contract Modification

---

## RECOMMENDATION

Staff recommends the Council approve a motion amending the Stormwater Management On-Call Support Services Contract with EA Engineering, Science and Technology Inc. (EA) in the amount of \$57,500.

## EXECUTIVE SUMMARY

EA has worked under a Stormwater Management On-Call Support Services Contract (Contract) with the Town of Berlin since July 1, 2010. The firm has been instrumental in assisting the Town in implementing the Stormwater Ordinance and obtaining grants for the design and construction of stormwater projects. Town staff has a good working relationship with EA, finding their work to be consistently good and their employees very accessible. There is a small balance on the current Contract, and staff recommends adding \$57,500 in order for work in the key areas of stormwater management reviews, grant applications, USDA Environmental Reports, FEMA floodplain analysis and general stormwater support to continue through the rest of the fiscal year.

The Contract modification letter is attached.

## FISCAL IMPACT

The Contract amendment amount is \$57,500 which will be funded from the professional services, stormwater review and capital project accounts budgeted in the Stormwater Fund.

## ANALYSIS

As a result of the Request For Qualifications (RFQ) process completed in June 2010, the Town entered into a Stormwater Management On-Call Support Services Contract with EA on July 1, 2010. The original amount of the Contract was \$20,000. Since then, the Contract has been modified six times:

- May 2011 for \$20,000,
- March 2012 for \$40,000,
- March 2013 for \$40,000,
- December 2013 for \$45,000
- October 2014 for \$45,000, and
- September 2015 for \$57,500.

Approving the recommended motion would add \$57,500,000 to the Contract, bringing the total to \$325,000.

EA has expertise in stormwater that Town staff does not

Under the Contract, EA provides assistance with:

- Stormwater management reviews,
- Grant applications including Maryland Emergency Management Agency and the Department of Natural Resources. The granting agencies typically require water flow analysis (e.g. HEC-RAS model) to measure downstream impacts of proposed projects and a cost/benefit analysis as part of the application,
- FEMA floodplain analysis, and
- General stormwater support services including site reviews, and impervious surface calculations.

Work is assigned to EA on an as needed basis when their expertise is required.

Some costs are recoverable

The Contract cost associated with stormwater management review is funded through development application fees. Also, the work completed as part of a grant application is reimbursable or considered as part of the matching requirement.

Rates remain the same

EA is not proposing a rate increase. The last rate increase occurred in September of 2015.

Attachment:

- Proposed Contract Modification





EA Engineering, Science,  
and Technology, Inc., PBC

11202 Racetrack Road Unit 103  
Ocean Pines, MD 21811  
Telephone: 410-641-5341  
Fax: 410-641-5349  
www.eaest.com

June 29, 2016

Laura Allen, ICMA-CM, CPFO  
Town Administrator  
Town of Berlin  
10 Williams Street  
Berlin, MD 21811

**RE: Stormwater Management On-Call Support Services – 0790360G Contract Modification**

Dear Ms. Allen:

EA Engineering, Science, and Technology, Inc., PBC (EA) is pleased to submit this contract modification proposal for on-call stormwater management support services for the Town of Berlin to continue on-going work. The Town Council approved the Department of Water Resources recommendation to utilize EA as the On-Call Stormwater Management Engineer in 2010 and EA was contracted for on-call stormwater management services. Over the course of this on-call contract, EA has successfully assisted the Town in obtaining grant funding close to \$2M.

EA recognizes the continued importance of securing funding sources for the needed stormwater management improvements. With EA's assistance, the Town continues to see success through the award of grant funding. Over the last year, the Town, with EA's assistance, received grant awards from the Federal Emergency Management Administration (FEMA), the Department of Housing and Urban Development (DHCD) and the Department of Natural Resources (DNR). It is under this contract that EA assists the Town with the stormwater related grant applications which has resulted in the establishment of strong relationships with several key funding agencies. This modification proposal includes budget to continue these efforts along with the completion of stormwater management reviews and stormwater design tasks for emergency repairs. A list of anticipated stormwater related tasks is described below.

- Stormwater Support Services – Effort under this category routinely consists of miscellaneous tasks and general stormwater inquiries, investigations and site assessments, including inquires and adjustments associated with stormwater utility fees and proper allocation to owners. Effort also includes coordination with the Mayor and attendance and preparation for the Mayor and Council Meetings which EA was specifically requested to attend. EA does not include effort for the attendance at the Mayor and Council meetings not specifically requested to attend. Further, effort includes site visits to investigate stormwater management concerns, meetings with Town personnel, grant solicitation assistance and other coordination efforts. EA estimates a budget amount of \$4,000.
- Stormwater Management Reviews– As the Town's representative, EA reviews the stormwater management designs from engineering consultants for development projects within the Town of Berlin. Specifically, EA is responsible for the review and communication of the review comments for each of the Concept, Site Development and Final Plan. EA reviews each submittal and prepares a completed checklist along with a detailed letter clearly explaining the comments. EA truly acts as an extension of the Town's staff in this capacity and is available to the applicant



for inquiries and meetings for clarification of the Town's code and stormwater ordinance. Effort under this task is recovered by the Town through the collection of required fees from the applicants. EA estimates a budget amount of \$7,500 for the anticipated number of reviews based on historical volume of reviews.

- Stormwater Construction Inspection– As the Town's representative, EA provides periodic inspections of the stormwater components as projects develop within the town. EA attends the preconstruction meeting and provides feedback to the Town, Developer and Engineer regarding the stormwater inspection and notification process. EA estimates a budget amount of \$5,000 for the anticipated number of reviews based on historical volume of reviews.
- DHCD Grant Assistance – The Town was awarded a grant for \$800,000 for the Hudson Branch Stormwater Project. EA will assist the Town in meeting several requirements stipulated under the grant. Most significantly is the assurance that the design and Contract Documents include the required documentation. Further, effort includes assisting the Town with required tracking of the construction activities, reporting requirements and contract close-out. Additional effort includes assisting the Town with applications for payment which require backup of expenses and hours expended in accordance with Davis-Bacon wage rates. It is important to note that effort following the grant award can be identified as a reimbursable expense to DHCD. Thus, effort expended by EA and/or the Town can be submitted for request for reimbursement as a part of the award. EA estimates a budget amount of \$11,500.
- DNR Grant Assistance – The Town was awarded a grant for \$964,000 for the Hudson Branch Stormwater Project. EA will assist the Town in meeting several requirements stipulated under the grant. DNR requires progress reports be submitted to assure the project is on schedule and in accordance with the grant award and contract. EA will assist the Town in the preparation of these reports. It is important to note that effort following the grant award can be identified as a reimbursable expense to DNR. Thus, effort expended by EA and/or the Town can be submitted for request for reimbursement as a part of the award. EA estimates a budget amount of \$11,500.
- Design of Stormwater Management Improvements – With the expansion of the Town staff to inspect more facilities, the Town has identified needed stormwater management and conveyance system improvements and required emergency repairs. When these are identified, the Town relies on EA to take immediate action to visit the site, meet and discuss the observances with Town staff, review video material of existing piping, determine feasible options and present budgetary estimates for the improvements and/or retrofits. Following the recommendations, EA assists the Town staff with presenting this information to the Mayor and Council for advisement of the necessary improvements. Effort under this category also includes evaluating and seeking permit requirements, preparing design documents, bid solicitation and construction management and inspection. EA estimates a budget amount of \$18,000.

EA will continue to provide stormwater management support services on a Time and Materials basis in accordance with the existing rate schedule. EA proposes that the stormwater management on-call services contract 0790360 be funded with an additional amount of \$57,500.00. Please note that this proposal is to increase the current on call budget amount and effort on new tasks will not be expended without the authorization of the Town. Invoicing for this project will continue to be tailored for the Town's preference for procurement purposes as well as accompanied by a detailed progress report describing the effort authorized and expended for that period.



EA values our current working relationship with the Town of Berlin and looks forward to this opportunity to continue to serve on your behalf. If you require any additional information or have any questions, please feel free to contact me at 410-641-5341.

Sincerely,

A handwritten signature in black ink, appearing to read 'Darl Kolar'. The signature is written in a cursive, flowing style.

Darl Kolar, BCEE, P.E.  
Project Manager

Enclosures

Cc: Jane Kreiter, Director of Water Resources, Town of Berlin



**MOTION OF THE MAYOR AND COUNCIL 2016-30**

A MOTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN APPROVING THE AWARD OF CONTRACT FOR THE HUDSON BRANCH AND FLOWER STREET OFFLINE WETLANDS PROJECT TO A-DEL CONSTRUCTION COMPANY IN THE AMOUNT OF \$421,150.00

APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2016 BY THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND BY AFFIRMATIVE VOTE OF \_\_\_\_ TO \_\_\_\_ OPPOSED, WITH \_\_\_\_ ABSTAINING.

\_\_\_\_\_  
Elroy Brittingham, Sr. Vice President

Approved this \_\_\_\_ day of \_\_\_\_\_, 2016 by the Mayor of the Town of Berlin.

\_\_\_\_\_  
Wm. Gee Williams, III, Mayor

ATTEST: \_\_\_\_\_  
Laura Allen  
Town Administrator



EA Engineering, Science,  
and Technology, Inc., PBC

11202 Racetrack Road Unit 103  
Ocean Pines, MD 21811  
Telephone: 410-641-5341  
Fax: 410-641-5349  
www.eaest.com

July 7, 2016

Ms. Laura Allen  
Town Administrator  
Town of Berlin  
10 Williams Street  
Berlin, Maryland 21811

**Subject: Hudson Branch and Flower Street Offline Wetlands Project  
Bid Package Review, Tabulation and Recommendation**

Dear Ms. Allen:

Bids were received on July 7, 2016 for the Hudson Branch and Flower Street Offline Wetlands Project. Two bids were received from A-Del Construction Company, Inc. and Clean Venture Inc. On behalf of the Town of Berlin, EA Engineering, Science and Technology, Inc., PBC (EA) has reviewed each of these bids for completeness. Our review consisted of tabulating the two received bids and reviewing for completeness of the bid packages in accordance with the Contract Documents. A Bid Tabulation is attached to this letter for reference.

The low bidder, as presented in the Bid Tabulation, is A-Del Construction Company, Inc. (A-Del) who presented a complete bid package with proposal bond. EA understands that A-Del has recently completed two stormwater management projects for the Town of Berlin consisting of the West Street Culvert Replacement Project and the Tripoli Street Stormwater Pipe Replacement Project. Based on discussions and feedback from the Town of Berlin Department of Water Resources, EA understands that the Town is pleased with the workmanship provided by A-Del for the above mentioned stormwater management projects. Further, EA has experience with A-Del successfully completing a sewer force main project for Worcester County, Maryland and a Stormwater Management Retrofit Project for the Town of South Bethany, Delaware.

Based on the review of their bid package and experience completing successful projects for the Town of Berlin, EA recommends that Town of Berlin consider A-Del Construction Company, Inc. for award of the Hudson Branch and Flower Street Offline Wetlands Project.

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

A handwritten signature in black ink, appearing to read 'Darl Kolar', is written over a white background.

Darl Kolar, P.E., BCEE  
Project Manager

Cc: Mary Bohlen, Town of Berlin

BID TAB

HUDSON BRANCH AND FLOWER STREET OFFLINE WETLANDS PROJECT  
 TOWN OF BERLIN, MARYLAND  
 JULY 2016

ITEM	ITEM DESCRIPTION	ESTIMATED QTY	UNIT	A-Del Construction Company, Inc.		Clean Venture Inc.		AVERAGE
				COST PER	TOTAL ITEM	COST PER	TOTAL ITEM	
1	MOBILIZATION AND DEMOBILIZATION	1	LS	\$ 31,700.00	\$ 31,700.00	\$ 25,000.00	\$ 25,000.00	\$ 28,350.00
2	RELOCATION OF EXISTING PLAYGROUND EQUIPMENT	1	LS	\$ 22,000.00	\$ 22,000.00	\$ 13,000.00	\$ 13,000.00	\$ 17,500.00
3	CLEARING AND GRUBBING	1	LS	\$ 25,700.00	\$ 25,700.00	\$ 24,000.00	\$ 24,000.00	\$ 24,850.00
4	EXCAVATION AND SITE GRADING	1	LS	\$ 67,000.00	\$ 67,000.00	\$ 161,500.00	\$ 161,500.00	\$ 114,250.00
5	OFFSITE DISPOSAL OF EXCAVATED BORROW MATERIAL	13,000	TONS	\$ 12.25	\$ 159,250.00	\$ 9.50	\$ 123,500.00	\$ 141,375.00
6	FENCING AND LOCKING GATE	1	LS	\$ 16,000.00	\$ 16,000.00	\$ 21,000.00	\$ 21,000.00	\$ 18,500.00
7	RIPRAP WEIRS AND SLOPE PROTECTION	1	LS	\$ 11,000.00	\$ 11,000.00	\$ 9,000.00	\$ 9,000.00	\$ 10,000.00
8	EROSION AND SEDIMENT CONTROL	1	LS	\$ 29,500.00	\$ 29,500.00	\$ 18,000.00	\$ 18,000.00	\$ 23,750.00
9	SITE RESTORATION	1	LS	\$ 53,000.00	\$ 53,000.00	\$ 19,000.00	\$ 19,000.00	\$ 36,000.00
10	BYPASS PUMPING	1	LS	\$ 6,000.00	\$ 6,000.00	\$ 14,000.00	\$ 14,000.00	\$ 10,000.00
<b>TOTAL BID</b>					<b>\$ 421,150.00</b>	<b>Total:</b>	<b>\$ 428,000.00</b>	<b>\$ 424,575.00</b>

**BID FORM**

A-Del

**PROJECT IDENTIFICATION: Town of Berlin – Hudson Branch and Flower Street  
Offline Wetlands Project**

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

**ADDRESS: 10 Williams Street  
Berlin, Maryland 21811  
Attention: Laura Allen ICMA-CM, CPFO -- Town Administrator**

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

Date(s)
<u>7/1/2016</u>
_____
_____

Number(s)
<u>ADDENDUM # 1</u>
_____
_____

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

- c. Bidder has obtained and carefully studied (or assumes responsibility for obtaining and carefully studying) all such examinations, investigations, explorations, tests, and studies which pertain to the subsurface or physical conditions at the site or otherwise may affect the cost, progress, performance, or furnishing of the Work as Bidder considers necessary for the performance or furnishing of the Work at the Contract Price, within the Contract Time and in accordance with the other terms and conditions of the Contract Documents, including specifically the provisions of paragraph 4.02 of the General Conditions; and no additional examinations, investigations, explorations, tests, reports, or similar information or data are or will be required by Bidder for such purposes.
  - d. Bidder has reviewed and checked all information and data shown on or indicated on the Contract Documents with respect to existing Underground Facilities at or contiguous to the site and assumes responsibility for the accurate location of said Underground Facilities. No additional examinations, investigations, explorations, tests, reports, or similar information or data in respect of said Underground Facilities are or will be required by Bidder in order to perform and furnish the Work at the Contract Price, within the Contract Time and in accordance with the other terms and conditions of the Contract Documents, including specifically the provisions of paragraph 4.04 of the General Conditions.
  - e. Bidder has correlated the results of all such observations, examinations, investigations, explorations, tests, reports, and studies with the terms and conditions of the Contract Documents.
  - f. Bidder has given Engineer written notice of all conflicts, errors, or discrepancies that it has discovered in the Contract Documents and the written resolution thereof by Engineer is acceptable to Bidder.
  - g. This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm, or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization, or corporation: Bidder has not directly or indirectly induced or solicited any other bidder to submit a false or sham Bid; Bidder has not solicited or induced any person, firm, or corporation to refrain from bidding; and Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over the Owner.
4. Bidder will complete the Work within sixty (60) calendar days from receipt of the Notice to Proceed for the following price as indicated on the Bid Form.



**BID FORM**  
**HUDSON BRANCH AND FLOWER STREET OFFLINE WETLANDS PROJECT**  
**TOWN OF BERLIN, MARYLAND**

ITEM NO.	ITEM DESCRIPTION	QTY	UNIT	COST PER UNIT (\$)	TOTAL ITEM COST (\$)	
1	Mobilization and Demobilization	1	LS	31,700	31,700.00	
2	Relocation of Existing Playground Equipment	1	LS	22,000	22,000.00	
3	Clearing and Grubbing	1	LS	25,700	25,700.00	
4	Excavation and Site Grading	1	LS	67,000	67,000.00	
5	Offsite Disposal of Excavated Borrow Material	13,000	Tons	12.25	159,250.00	
6	Fencing and Locking Gate	1	LS	16,000	16,000.00	
7	Riprap Weirs and Slope Protection	1	LS	11,000	11,000.00	
8	Erosion and Sediment Control	1	LS	29,500	29,500.00	
9	Site Restoration	1	LS	53,000	53,000.00	
10	Bypass Pumping	1	LS	6,000	6,000.00	
<b>TOTAL</b>	Total Base Bid for Items 1 Through 10				Total	421,150.00

Written Price: FOUR HUNDRED TWENTY ONE THOUSAND ONE HUNDRED FIFTY DOLLARS <sup>00</sup>/<sub>100</sub>

Notes:

1. Bid prices must be entered for all items on the schedule. Total amount bids submitted without bid prices being entered on individual items will be rejected. Extensions will be subject to verification by the Owner. In case of variation between the unit price and the extension, the unit price will be considered the bid. In case of variation between the individual bid item prices and the total amount, the individual bid prices will be considered the bid.
2. A modification to a bid which provides for a single adjustment to the total amount bid should state the application of the adjustment to each respective unit price and lump sum price affected. If the modification is not so apportioned, the single adjustment will be applied to Item No. 1 in the Bid Form.

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

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

6. Communications concerning this Bid shall be addressed:

Laura Allen ICMA-CM, CPFO - Town Administrator

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

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

SUBMITTED ON July 7<sup>th</sup>, 2016

If Bidder is:

An Individual

By \_\_\_\_\_ (SEAL)  
(Firm Name)

\_\_\_\_\_  
(Doing Business At)

Business Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

A Partnership

By \_\_\_\_\_ (SEAL)  
(Firm Name)

\_\_\_\_\_  
(General Partner)

Business Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

A Corporation

By A-DEL CONSTRUCTION CO., INC. (SEAL)  
(Corporation Name)

DELAWARE  
(State of Incorporation)

By [Signature]  
(Name of Person Authorized to Sign)

PRESIDENT  
(Title)

(Corporate Seal)

Attest [Signature] (SEAL)  
(Secretary)

Business Address: 10 ADEL DRIVE  
NEWARK, DE 19702

Phone Number: 302/453-8286

A Joint Venture

By \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

By \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

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

## PROPOSAL BOND

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

The condition of the above obligation is such that, whereas, the PRINCIPAL has submitted to the  
OWNER a certain PROPOSAL attached hereto and hereby made a part hereof, to enter into a  
CONTRACT in writing, for the Construction of the Hudson Branch and Flower Street Off-Line  
Wetlands, Town of Berlin, Maryland.

NOW, THEREFORE,

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

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





POWER OF ATTORNEY

Farmington Casualty Company
Fidelity and Guaranty Insurance Company
Fidelity and Guaranty Insurance Underwriters, Inc.
St. Paul Fire and Marine Insurance Company
St. Paul Guardian Insurance Company

St. Paul Mercury Insurance Company
Travelers Casualty and Surety Company
Travelers Casualty and Surety Company of America
United States Fidelity and Guaranty Company

Attorney-In Fact No. 229526

Certificate No. 006400766

KNOW ALL MEN BY THESE PRESENTS: That Farmington Casualty Company, St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company are corporations duly organized under the laws of the State of Connecticut, that Fidelity and Guaranty Insurance Company is a corporation duly organized under the laws of the State of Iowa, and that Fidelity and Guaranty Insurance Underwriters, Inc., is a corporation duly organized under the laws of the State of Wisconsin (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint

Marina A. Kenney, Sally Phillips, Francis J. Curran, and Cori Riddle

of the City of Philadelphia, State of Pennsylvania, their true and lawful Attorney(s)-in-Fact, each in their separate capacity if more than one is named above, to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed and their corporate seals to be hereto affixed, this 10th day of June, 2015.

Farmington Casualty Company
Fidelity and Guaranty Insurance Company
Fidelity and Guaranty Insurance Underwriters, Inc.
St. Paul Fire and Marine Insurance Company
St. Paul Guardian Insurance Company

St. Paul Mercury Insurance Company
Travelers Casualty and Surety Company
Travelers Casualty and Surety Company of America
United States Fidelity and Guaranty Company



State of Connecticut
City of Hartford ss.

By: [Signature]
Robert L. Raney, Senior Vice President

On this the 10th day of June, 2015, before me personally appeared Robert L. Raney, who acknowledged himself to be the Senior Vice President of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

In Witness Whereof, I hereunto set my hand and official seal. My Commission expires the 30th day of June, 2016.



[Signature]
Marie C. Tetreault, Notary Public

BID FORM *Clean Venture*

PROJECT IDENTIFICATION: Town of Berlin - Hudson Branch and Flower Street  
Offline Wetlands Project

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

ADDRESS: 10 Williams Street  
Berlin, Maryland 21811  
Attention: Laura Allen ICMA-CM, CPFO - Town Administrator

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

Date(s)	Number(s)
<u>7/1/16</u>	<u># 1</u>
<u>          </u>	<u>          </u>
<u>          </u>	<u>          </u>

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



- c. Bidder has obtained and carefully studied (or assumes responsibility for obtaining and carefully studying) all such examinations, investigations, explorations, tests, and studies which pertain to the subsurface or physical conditions at the site or otherwise may affect the cost, progress, performance, or furnishing of the Work as Bidder considers necessary for the performance or furnishing of the Work at the Contract Price, within the Contract Time and in accordance with the other terms and conditions of the Contract Documents, including specifically the provisions of paragraph 4.02 of the General Conditions; and no additional examinations, investigations, explorations, tests, reports, or similar information or data are or will be required by Bidder for such purposes.
  - d. Bidder has reviewed and checked all information and data shown on or indicated on the Contract Documents with respect to existing Underground Facilities at or contiguous to the site and assumes responsibility for the accurate location of said Underground Facilities. No additional examinations, investigations, explorations, tests, reports, or similar information or data in respect of said Underground Facilities are or will be required by Bidder in order to perform and furnish the Work at the Contract Price, within the Contract Time and in accordance with the other terms and conditions of the Contract Documents, including specifically the provisions of paragraph 4.04 of the General Conditions.
  - e. Bidder has correlated the results of all such observations, examinations, investigations, explorations, tests, reports, and studies with the terms and conditions of the Contract Documents.
  - f. Bidder has given Engineer written notice of all conflicts, errors, or discrepancies that it has discovered in the Contract Documents and the written resolution thereof by Engineer is acceptable to Bidder.
  - g. This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm, or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization, or corporation; Bidder has not directly or indirectly induced or solicited any other bidder to submit a false or sham Bid; Bidder has not solicited or induced any person, firm, or corporation to refrain from bidding; and Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over the Owner.
4. Bidder will complete the Work within sixty (60) calendar days from receipt of the Notice to Proceed for the following price as indicated on the Bid Form.

BID FORM  
 HUDSON BRANCH AND FLOWER STREET OFFLINE WETLANDS PROJECT  
 TOWN OF BERLIN, MARYLAND

ITEM NO.	ITEM DESCRIPTION	QTY	UNIT	COST PER UNIT (\$)	TOTAL ITEM COST (\$)
1	Mobilization and Demobilization	1	L.S	25,000	25,000
2	Relocation of Existing Playground Equipment	1	L.S	13,000	13,000
3	Clearing and Grubbing	1	L.S	24,000	24,000
4	Excavation and Site Grading	1	L.S	161,500	161,500
5	Offsite Disposal of Excavated Borrow Material	13,000	Tons	9.50	123,500
6	Fencing and Locking Gate	1	L.S	21,000	21,000
7	Riprap Weirs and Slope Protection	1	L.S	9,000	9,000
8	Erosion and Sediment Control	1	L.S	18,000	18,000
9	Site Restoration	1	L.S	19,000	19,000
10	Bypass Pumping	1	L.S	14,000	14,000
<b>TOTAL</b>	<b>Total Base Bid for Items 1 Through 10</b>			<b>Total</b>	<b>478,000</b>

Written Price: Four Hundred and Twenty Eight Thousand and 00/100

Notes:

1. Bid prices must be entered for all items on the schedule. Total amount bids submitted without bid prices being entered on individual items will be rejected. Extensions will be subject to verification by the Owner. In case of variation between the unit price and the extension, the unit price will be considered the bid. In case of variation between the individual bid item prices and the total amount, the individual bid prices will be considered the bid.
2. A modification to a bid which provides for a single adjustment to the total amount bid should state the application of the adjustment to each respective unit price and lump sum price affected. If the modification is not so apportioned, the single adjustment will be applied to Item No. 1 in the Bid Form.

5. The following documents are attached to and made a condition of this Bid:
  - a. Required bid Security in the form of bond or cashier's check.
  - b. A tabulation of Subcontractors, Suppliers, and other persons and organizations required to be identified in this Bid.
  - c. Bidder's Qualification Statement with supporting data.
  
6. Communications concerning this Bid shall be addressed:
 

Laura Allen ICMA-CM, CPFO - Town Administrator  
 Town of Berlin - 10 Williams Street - Berlin, Maryland - (410) 641-4144
  
7. The terms used in this Bid which are defined in the General Conditions of the Construction Contract included as part of the Contract Documents have the meanings assigned to them in the General Conditions.

SUBMITTED ON July, 1, 2016

If Bidder is:

An Individual

By \_\_\_\_\_ (SEAL)  
 (Firm Name)

\_\_\_\_\_  
 (Doing Business At)

Business Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

A Partnership

By \_\_\_\_\_ (SEAL)  
(Firm Name)

\_\_\_\_\_  
(General Partner)

Business Address: \_\_\_\_\_

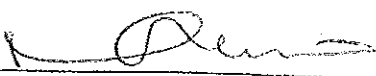
Phone Number: \_\_\_\_\_

A Corporation

By Clean Venture, Inc. (SEAL)  
(Corporation Name)

New Jersey

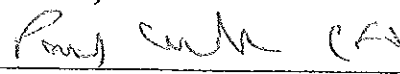
\_\_\_\_\_  
(State of Incorporation)

By Michael Persico   
(Name of Person Authorized to Sign)

President

\_\_\_\_\_  
(Title)

(Corporate Seal)

Attest  (A) (SEAL)  
(Secretary)

Business Address: 201 South first Street  
Elizabeth, NJ 07206

Phone Number: 908-355-5800

A Joint Venture

By \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

By \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

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

# Corporate Acknowledgement

STATE OF NEW JERSEY

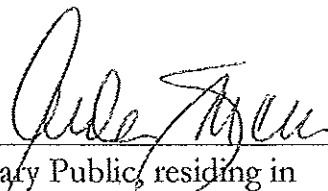
COUNTY OF UNION

On this 29 day of JUNE the year 2016, before me AIDA GARCIA,

NOTARY PUBLIC personally appeared MICHAEL S. PERSICO

personally known to me (or proved to me on the basis of satisfactory evidence) to be the person who executed the within instrument as president (or secretary) or on behalf of the corporation therein named and acknowledged to me that the corporation executed it.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed by Official Seal, the date and year first above written.

My Commission expires 08/06/2019   
Notary Public, residing in \_\_\_\_\_

**AIDA GARCIA**  
**NOTARY PUBLIC OF NEW JERSEY**  
**My Commission Expires 8/6/2019**

## PROPOSAL BOND

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

The condition of the above obligation is such that, whereas, the PRINCIPAL has submitted to the  
OWNER a certain PROPOSAL attached hereto and hereby made a part hereof, to enter into a  
CONTRACT in writing, for the Construction of the Hudson Branch and Flower Street Off-Line  
Wetlands, Town of Berlin, Maryland.

NOW, THEREFORE,

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

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

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

IN WITNESS WHEREOF, the PRINCIPAL and SURETY have executed this instrument under their several seals this 28th day of June, 2016, the name and corporate seal of each corporate party being hereby affixed and these presents duly signed by its proper officers, pursuant to authority of its governing body.

In presence of

\_\_\_\_\_  
(INDIVIDUAL PRINCIPAL) SEAL

\_\_\_\_\_  
(ADDRESS) (BUSINESS ADDRESS)

\_\_\_\_\_  
(INDIVIDUAL PRINCIPAL) SEAL

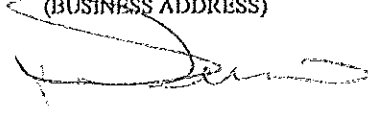
\_\_\_\_\_  
(ADDRESS) (BUSINESS ADDRESS)

Attest: 

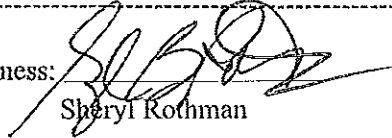
Clean Venture, Inc.  
(CORPORATE PRINCIPAL)

201 South First Street  
Elizabeth, NJ 07206  
(BUSINESS ADDRESS)

BY:  BY:

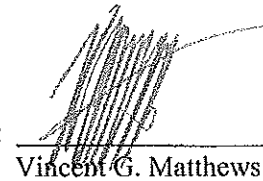


Affix Corporate Seal

Witness:   
Sheryl Rothman

Berkley Insurance Company  
(CORPORATE SURETY)

475 Steamboat Road  
Greenwich, CT 06830  
(BUSINESS ADDRESS)

BY:   
Vincent G. Matthews

BY: Attorney-In-Fact  
Affix Corporate Seal



POWER OF ATTORNEY  
BERKLEY INSURANCE COMPANY  
WILMINGTON, DELAWARE

NOTICE: The warning found elsewhere in this Power of Attorney affects the validity thereof. Please review carefully.

KNOW ALL MEN BY THESE PRESENTS, that BERKLEY INSURANCE COMPANY (the "Company"); a corporation duly organized and existing under the laws of the State of Delaware, having its principal office in Greenwich, CT, has made, constituted and appointed, and does by these presents make, constitute and appoint: *David M. Solimine; Emil W. Sollimine; or Vincent G. Matthews of Kore Insurance Holdings, LLC of Livingston, NJ* its true and lawful Attorney-in-Fact, to sign its name as surety only as delineated below and to execute, seal, acknowledge and deliver any and all bonds and undertakings, with the exception of Financial Guaranty Insurance, providing that no single obligation shall exceed Fifty Million and 00/100 U.S. Dollars (U.S.\$50,000,000.00), to the same extent as if such bonds had been duly executed and acknowledged by the regularly elected officers of the Company at its principal office in their own proper persons.

This Power of Attorney shall be construed and enforced in accordance with, and governed by, the laws of the State of Delaware, without giving effect to the principles of conflicts of laws thereof. This Power of Attorney is granted pursuant to the following resolutions which were duly and validly adopted at a meeting of the Board of Directors of the Company held on January 25, 2010:

RESOLVED, that, with respect to the Surety business written by Berkley Surety Group, the Chairman of the Board, Chief Executive Officer, President or any Vice President of the Company, in conjunction with the Secretary or any Assistant Secretary are hereby authorized to execute powers of attorney authorizing and qualifying the attorney-in-fact named therein to execute bonds, undertakings, recognizances, or other suretyship obligations on behalf of the Company, and to affix the corporate seal of the Company to powers of attorney executed pursuant hereto; and said officers may remove any such attorney-in-fact and revoke any power of attorney previously granted; and further

RESOLVED, that such power of attorney limits the acts of those named therein to the bonds, undertakings, recognizances, or other suretyship obligations specifically named therein, and they have no authority to bind the Company except in the manner and to the extent therein stated; and further

RESOLVED, that such power of attorney revokes all previous powers issued on behalf of the attorney-in-fact named; and further

RESOLVED, that the signature of any authorized officer and the seal of the Company may be affixed by facsimile to any power of attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligation of the Company; and such signature and seal when so used shall have the same force and effect as though manually affixed. The Company may continue to use for the purposes herein stated the facsimile signature of any person or persons who shall have been such officer or officers of the Company, notwithstanding the fact that they may have ceased to be such at the time when such instruments shall be issued.

IN WITNESS WHEREOF, the Company has caused these presents to be signed and attested by its appropriate officers and its corporate seal hereunto affixed this 9<sup>th</sup> day of July, 2015.

Attest:

(Seal)

By

[Signature]  
Ira S. Lederman  
Senior Vice President & Secretary

Berkley Insurance Company

By

[Signature]  
Jeffrey M. Hafter  
Senior Vice President

WARNING: THIS POWER INVALID IF NOT PRINTED ON BLUE "BERKLEY" SECURITY PAPER.

STATE OF CONNECTICUT )

) ss:

COUNTY OF FAIRFIELD )

Sworn to before me, a Notary Public in the State of Connecticut, this 9<sup>th</sup> day of July, 2015, by Ira S. Lederman and Jeffrey M. Hafter who are sworn to me to be the Senior Vice President and Secretary, and the Senior Vice President, respectively, of Berkley Insurance Company.

MARIA C. RUNDBAKEN  
NOTARY PUBLIC  
MY COMMISSION EXPIRES  
APRIL 30, 2019

[Signature]  
Notary Public, State of Connecticut

CERTIFICATE

I, the undersigned, Assistant Secretary of BERKLEY INSURANCE COMPANY, DO HEREBY CERTIFY that the foregoing is a true, correct and complete copy of the original Power of Attorney; that said Power of Attorney has not been revoked or rescinded and that the authority of the Attorney-in-Fact set forth therein, who executed the bond or undertaking to which this Power of Attorney is attached, is in full force and effect as of this date.

Given under my hand and seal of the Company, this 28<sup>th</sup> day of June, 2016.

(Seal)

[Signature]  
Andrew M. Tuma

WARNING - Any unauthorized reproduction or alteration of this document is prohibited. This power of attorney is void unless seals are readable and the certification seal at the bottom is embossed. The background imprint, warning and confirmation (on reverse) must be in blue ink.

# Surety Acknowledgement

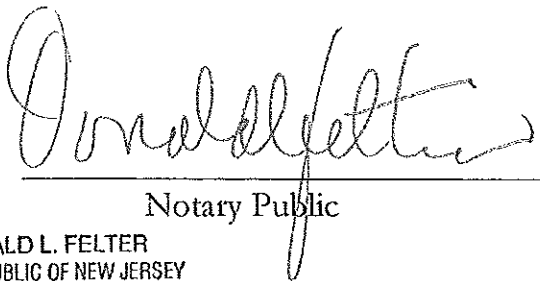
State of New Jersey

County of Essex

On this 28th day of June in the year 2016 before me personally came Vincent G. Matthews to me known, who, being by me duly sworn, did depose and say that he resides in New York, New York that he/she is the Attorney-In-Fact for

**Berkley Insurance Company**

the corporation described in and which executed the attached instrument; that he/she knows the seal of the said corporation; that the seal affixed to the said instrument is such corporate seal; and that it was affixed by Order of the Board of Directors of the said corporation, and that he/she signed his/her name thereto by like order.



\_\_\_\_\_  
Notary Public

DONALD L. FELTER  
NOTARY PUBLIC OF NEW JERSEY  
My Commission Expires Sept. 16, 2017

# BERKLEY INSURANCE COMPANY

## STATUTORY BALANCE SHEET DECEMBER 31, 2015 (AMOUNTS IN THOUSANDS)

### Admitted Assets

Bonds	\$	8,870,177
Common & Preferred Stocks		3,285,217
Cash & Short Term Investments		567,599
Premiums Receivable		1,396,912
Other Assets		<u>2,989,424</u>
<u>Total Admitted Assets</u>	\$	<u>17,109,329</u>

### Liabilities & Surplus

Loss & LAE Reserves	\$	8,753,797
Unearned Premium Reserves		2,503,622
Other Liabilities		<u>556,351</u>

Total Liabilities \$ 11,813,770

Common Stock	\$	43,000
Preferred Stock		10
Additional Paid In Capital		2,818,041
Unassigned Surplus		<u>2,434,508</u>

Total Policyholders' Surplus \$ 5,295,559

Total Liabilities & Surplus \$ 17,109,329

### Officers:

President: William Robert Berkley, Jr.  
Secretary: Ira Seth Lederman  
Treasurer: Eugene George Ballard

### Directors:

William Robert Berkley,  
(Chairman)  
William Robert Berkley, Jr.  
Eugene George Ballard  
Paul James Hancock  
Carol Josephine LaPunzina  
Ira Seth Lederman  
Carl Fred Madsen

# State of Maryland

## APPLICATION FOR BUSINESS LICENSE



2016

LICENSE NO. 30057336

CONTROL NO. 30346661  
04857345

# 16

APPLICATION ONLY - NOT A LICENSE

DISTINCT SUBDIVISION INDEX 90 County
CONTROLLER/AUDIT CONTROL NO. /F02874477
SUPERVISOR OF ASSESSMENTS STOCKY, 0
CO. TREASURER 02/12/2016
TOWN TREASURER
OFFICE USE ONLY <b>APR 04 2016</b>
APPLICANT MUST COMPLETE THE FOLLOWING SECTION
BUS. LOC. CITY OR TOWN
SOCIAL SECURITY/FED. TAX NO. *****9233
TYPE OF BUSINESS CONSTRUCTION
TELEPHONE NO. 410 368 9170
SIGNATURE OF OWNER, PARTNER OR CORP. OFFICER ALL COPIES OF APPLICATION MUST BE RETURNED

MAILING NAME & ADDRESS  
**CLEAN VENTURE INC  
2931 WHITTINGTON AVE  
BALTIMORE MD 21230**

LOCATION NAME & ADDRESS  
**CLEAN VENTURE INC  
201 SOUTH FIRST STREET  
ELIZABETH NJ 07206**

CODE	UNIT	TYPE OF LICENSE	NO OF LIC	COST	PENALTY	DATE OF ISSUE MO DAY YR
66	060	OUT-OF-STATE CONTRACTOR	1	60.00		
						MONTHS PAID 12
						DELINQUENT PURCHASE OF LICENSE AFTER MAY 31 IS SUBJECT TO 10% PENALTY PLUS 2% EACH MONTH THEREAFTER. PENALTY APPLIES TO LICENSE COST ONLY NOT ISSUING FEE.
			ISSUING FEES	2.00		
			TOTAL	62.00		ACCOUNT DUE 62.00
			WORKER'S COMPENSATION NO. WC386343207			
			RETURN WITH REMITTANCE PAYABLE TO:	LAVINIA G ALEXANDER, CLERK OF CIRCUIT COURT 100 N. CALVERT STREET, ROOM 627 BALTIMORE, MARYLAND 21202 (410)333-3790		



MOTION OF THE MAYOR AND COUNCIL 2016-31

A MOTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN APPROVING THE AWARD OF CONTRACT FOR THE INSTALLATION OF A WATER AND SEWER TAP FOR DOLLAR GENERAL (DECATUR STREET) TO REYNOLDS EXCAVATING IN THE AMOUNT OF \$24,700.00.

APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2016 BY THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND BY AFFIRMATIVE VOTE OF \_\_\_\_ TO \_\_\_\_\_ OPPOSED, WITH \_\_\_\_ ABSTAINING.

\_\_\_\_\_  
Elroy Brittingham, Sr. Vice President

Approved this \_\_\_\_ day of \_\_\_\_\_, 2016 by the Mayor of the Town of Berlin.

\_\_\_\_\_  
Wm. Gee Williams, III, Mayor

ATTEST: \_\_\_\_\_  
Laura Allen  
Town Administrator

Reynolds Excavating, Inc.

30939 Cedar Dr.  
Princess Anne, MD 21853

# ESTIMATE

Date	Estimate #
5/23/2016	2321635

Name / Address
TOWN OF BERLIN

JOB
-----

Terms	Project

Description
WATER AND SEWER TAP FOR DOLLAR GENERAL 329EL CAT EXCAVATOR SEWER CORE INTO MANHOLE BOX 57 STONE LABOR SUPPLIES FILL DIRT HAULING JUST FOR ROAD AREA  329EL CAT EXCAVATOR SUPPLIES TAPPING WATER MAIN OVERHEAD&PROFIT  EXCLUSIONS, TRAFFIC CONTROL,CR6 FOR THE ROAD,PATCHING ROAD

	<b>Total</b>	\$24,700.00
--	--------------	-------------

Phone #	Fax #
410-651-0770	410-651-3889

Customer Signature \_\_\_\_\_

# PROPOSAL



GOODY HILL GROUNDWORK, INC.  
9539 Goody Hill Road  
Berlin, Maryland 21811  
410.629.0966  
410.629.0967 fax

Town Of Berlin  
10 William Street  
Berlin, MD 21811

PHONE 410-641-2414 FAX: 410-641-3576

DATE: June 22, 2016  
JOB NUMBER B-062216-048  
JOB NAME: Dollar General water/sewer  
ADDRESS: Decatur Street  
CITY/STATE/ZIP: Berlin, MD 21811

We hereby submit specifications and estimate to install proposed water connection and service to 208 Broad Street.

#### PRICING INCLUDES:

1. Mobilization of requisite equipment and labor.
2. Testpitting for conflicting utilities
3. Excavate, and locate existing 10" water main.
4. Sawcut asphalt for open cut installation of water service and sewer service.
5. Furnish and install one Mueller 2" corp stop AWWA x IPS and 10" x 2" service saddle on existing water main.
6. Provide 2" tap on water main.
7. Furnish and install +/-150 LF of 2" DR-9 HDPE water pipe from main to proposed meter location.
8. Furnish and install one Mueller 2" curbstop valve and B&T curb box.
9. Install Mid States 20 x 30 meter frame for 2" meter, and lid with TR; install water meter. Water meter, frame and pit setter to be provided and paid for by other.
10. Core drill sanitary manhole for proposed 6' sewer service, demo and rebuild brick flowchannel.
11. Furnish and install +/- 150 LF of 6" SDR-35 sanitary main to property line.
12. Install 6" x 6" cleanout at property line.
13. Includes incidental dewatering, shoring, and trench box.
14. Seed and stabilize all disturbed areas.
15. Install compacted stone sub base and asphalt millings over road trench.

#### PRICING EXCLUDES.

1. Furnishing meter frame, pit setter or water meter.
2. Use taxes, permits and licenses.
3. A payment and/or performance bond.
4. Road closure/traffic control

We hereby propose to furnish labor and materials—complete in accordance with the above specifications, for the sum of Thirty-Five Thousand Dollars (\$35,000.00) with payments to be made as follows: Upon completion of job.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accident, weather, or delays beyond our control. This proposal subject to acceptance within 30 days and it is void thereafter at the option of the undersigned.

Authorized Signature Scott A. Savage, Pres

#### ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.  
ACCEPTED:

Signature \_\_\_\_\_

DATE \_\_\_\_\_

Signature \_\_\_\_\_



MOTION OF THE MAYOR AND COUNCIL 2016-32

A MOTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN APPROVING THE AWARD OF CONTRACT FOR THE CONSTRUCTION OF THE BERLIN POLICE DEPARTMENT BUILDING TO WILLOW CONSTRUCTION, LLC IN THE AMOUNT OF \$2,539,900.00.

APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2016 BY THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND BY AFFIRMATIVE VOTE OF \_\_\_\_ TO \_\_\_\_ OPPOSED, WITH \_\_\_\_ ABSTAINING.

\_\_\_\_\_  
Elroy Brittingham, Sr. Vice President

Approved this \_\_\_\_ day of \_\_\_\_\_, 2016 by the Mayor of the Town of Berlin.

\_\_\_\_\_  
Wm. Gee Williams, III, Mayor

ATTEST: \_\_\_\_\_  
Laura Allen  
Town Administrator





**Berlin Police Department**  
10 WILLIAM STREET  
BERLIN, MARYLAND 21811

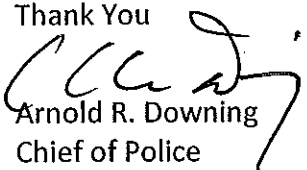
July 6, 2016


To: Mayor and Council

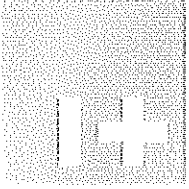
RE: Police Department Bid Summary

On the attached you will find a bid summary from the four responding bidders. As you can see with the three competitive bids the difference was only \$94,500 base bid and \$865 alternate bid. After discussing with Crosby and Associates we did an adjusted base bid with Willow and Gillis and those bids returned with a difference of only \$13,000. A savings of over \$170,000 from the original bid was adjusted during this process. After discussion with Crosby and Associates and their review of Willow's divisional breakdown (attached) it is the recommendation of the Berlin Police Department (and Crosby's) to continue the process with Willow Construction and award them the contract to begin construction.

Thank You

  
Arnold R. Downing  
Chief of Police

Divisional Breakdown		07/01/16
	<b>Berlin Police Station</b>	
	Berlin, Maryland	
Code	Description	Total
010000	General Conditions	218,391
010010	Insurances and Bonds	29,069
021900	Termite Protection	1,388
023000	Site Construction	289,925
029000	Landscaping	23,504
033000	Cast-In-Place Concrete	81,128
042000	Unit Masonry	196,081
054000	Cold-Formed Metal Framing	78,628
054400	Cold-Formed Metal Trusses	178,553
055000	Metal Fabrications	11,512
061000	Rough Carpentry	35,120
061643	Sheathing and Weather Barrier	16,405
062013	Exterior Finish Carpentry	7,319
064100	Architectural Wood Casework	11,264
071900	Water Repellents	3,404
072100	Rigid Insulation	12,404
072200	Thermal Insulation	19,205
073100	Architectural Shingles	48,819
079200	Joint Sealants	16,743
081113	Doors, Frames and Hardware	123,132
083113	Access Doors and Frames	1,523
083463	Detention Doors and Frames	58,244
083600	Sectional Overhead Steel Doors	10,866
084113	Entrances and Storefronts	25,049
089119	Fixed Gable Louvers	4,252
092116	Gypsum Board Assemblies	39,804
093000	Ceramic Tile	20,168
095000	Acoustical Ceilings	35,643
095753	Security Ceiling Assemblies	40,107
096500	Resilient Flooring	10,305
096723	Resinous Flooring	19,417
096813	Tile Carpeting	8,927
099100	Painting	16,525
102113	Metal Toilet Compartments	3,014
102800	Washroom Accessories	4,565
104000	Signage	624
104416	Fire Extinguishers, Cabinets and Accessories	2,827
105100	Lockers	23,105
107516	Ground-Set Flagpoles	15,886
111700	Teller and Service Equipment	3,922
111900	Detention Furniture	33,187
130660	Bullet Resistant Storefront and Frame Assembly	96,297
211313	Fire Sprinkler Protection	54,467
230000	Mechanical	249,458
260000	Electrical	335,554
323113	Chain Link Fence and Gates	24,170
<b>Total Proposal Sum</b>		<b>2,539,900</b>



**CROSBY &  
ASSOCIATES**

Architecture + Planning + Interiors + Community Engagement

**BERLIN POLICE STATION**

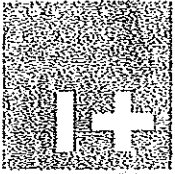
June 29, 2016

Decatur Street, Berlin, MD

**ADJUSTED BID TABULATION**

<b>1. <u>BIDDER:</u></b>	GGI Builders, Inc., Salisbury
<b><u>BASE BID AMOUNT:</u></b>	\$2,698,865.00
<b><u>VE DEDUCT AMOUNT:</u></b>	(\$145,603.00)
<b><u>ADJUSTED BID AMOUNT:</u></b>	\$2,553,262.00
<b>2. <u>BIDDER:</u></b>	Willow Construction, LLC, Easton
<b><u>BASE BID AMOUNT:</u></b>	\$2,710,000.00
<b><u>VE DEDUCT AMOUNT:</u></b>	(\$170,100.00)
<b><u>ADJUSTED BID AMOUNT:</u></b>	\$2,539,900.00

513 Court Lane  
The Highcourt Center  
Cambridge, MD 21613  
Tel. 410.221.6508  
Cell 410.476.1133



**CROSBY &  
ASSOCIATES**

Architecture + Planning + Interiors + Community Engagement

**BERLIN POLICE STATION**

June 22, 2016

Decatur Street, Berlin, MD

**ADJUSTED BASE BID (VALUE-ENGINEERING ITEMS)**

1. **BIDDER:** Willow Construction, LLC
  
2. **BASE BID AMOUNT: (As-bid price on 6/17/16)** \$ 2,710,000
  
3. **VALUE ENGINEERING ITEMS:**
  - a. Reduce number of ballistic-glazed window openings from 13 to 6 (eliminate at Admin Secretary, Interview/Conference, Training Room and at Gym). Storefront at Vestibule 02 remains ballistic-rated. See Spec 08 41 13 for non-ballistic windows. \$ -35,555
  
  - b. Eliminate ballistic protection (Opaque Armor) at walls. \$ -35,000
  
  - c. Change carpet tile to broadloom carpet (equal to Mannington Everywear III). \$ -7,631
  
  - d. Delete 13 sunshades at exterior. \$ -22,703
  
  - e. Reduce number of personnel lockers to 10 men and 2 women. \$ -5,072
  
  - f. Change electrified locks to electrified strikes. Delete access card readers. \$ -20,332
  
  - g. Delete canopies (2). \$ -26,417
  
  - h. Change light fixtures from LED to compact fluorescents in Sally Port. \$ +1,264

513 Court Lane  
The Highcourt Center  
Cambridge, MD 21613  
Tel. 410.221.6508  
Cell 410.476.1133



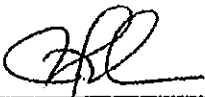
- i. Delete folding stair from room 50, CHASE.  
(Framed opening in attic floor is not deleted.) \$ -4,984
- j. Room 42, PROPERTY and room 43, DRUG  
STORAGE: delete security (steel plank) ceiling  
and replace with gypsum board ceiling, painted. \$ -13,670
- 4. **TOTAL VE ITEMS AMOUNT (DEDUCT):** \$ -170,100  
(Sum of lines 3a through 3j)
- 5. **ADJUSTED BASE BID AMOUNT:** \$ 2,539,900  
(Line 2 minus line 4)

**\*\*Direct all questions to the Architect, in writing: Alan Brock, [abrock@ca-aia.com](mailto:abrock@ca-aia.com) (410) 598-1666\*\***

**\*\*Adjusted Base Bids shall be submitted in duplicate in a sealed envelope to the office of the Architect, 513 Court Lane, Cambridge, MD by no later than 1:00 p.m. on Wednesday, June 29, 2016. Late bids will not be accepted. Electronic submissions will not be accepted. Bids will be opened privately.\*\***

**BIDDER acknowledges receipt of the following ADDENDA:**

ADDENDUM # <u>  1  </u>	Date: <u>6/22/16</u>	ADDENDUM # <u>      </u>	Date: <u>      </u>
ADDENDUM # <u>      </u>	Date: <u>      </u>	ADDENDUM # <u>      </u>	Date: <u>      </u>
ADDENDUM # <u>      </u>	Date: <u>      </u>	ADDENDUM # <u>      </u>	Date: <u>      </u>

Submitted by:  President  
 Signature Michael S. Hiner Title

Willow Construction, LLC 400 Maryland Avenue, Easton MD  
 Company Name Address

20046633 6/29/16  
 License Number Date

**GILLIS  
GILKERSON**



---

---

*Berlin Police Department*

*Town of Berlin*

*Berlin, Maryland*

---

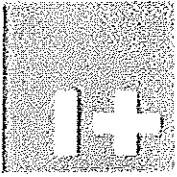
---

*Proposal for:  
New Construction*

**Adjusted Base Bid  
(Value Engineering Items)**

29 June 2016

*Prepared by:*  
GGI Builders, Inc. T/A  
Gillis Gilkerson



**CROSBY &  
ASSOCIATES**

Architecture + Planning + Interiors + Community Engagement

**BERLIN POLICE STATION**  
Decatur Street, Berlin, MD

June 22, 2016

**ADJUSTED BASE BID (VALUE-ENGINEERING ITEMS)**

1. **BIDDER:** GGI Builders, Inc. T/A Gillis Gilkerson
2. **BASE BID AMOUNT: (As-bid price on 6/17/16)** \$ 2,698,865.00
3. **VALUE ENGINEERING ITEMS:**
- a. Reduce number of ballistic-glazed window openings from 13 to 6 (eliminate at Admin Secretary, Interview/Conference, Training Room and at Gym). Storefront at Vestibule 02 remains ballistic-rated. See Spec 08 41 13 for non-ballistic windows. \$ (25,500.00)
  - b. Eliminate ballistic protection (Opaque Armor) at walls. \$ (40,500.00)
  - c. Change carpet tile to broadloom carpet (equal to Mannington Everywear III). \$ (2,000.00)
  - d. Delete 13 sunshades at exterior. \$ (19,840.00)
  - e. Reduce number of personnel lockers to 10 men and 2 women. \$ (4,960.00)
  - f. Change electrified locks to electrified strikes. Delete access card readers. \$ (18,470.00)
  - g. Delete canopies (2). \$ (21,333.00)
  - h. Change light fixtures from LED to compact fluorescents in Sally Port. \$ N/C

513 Court Lane  
The Highcourt Center  
Cambridge, MD 21613  
Tel. 410.221.6508  
Cell 410.476.1133



- i. Delete folding stair from room 50, CHASE.  
(Framed opening in attic floor is not deleted.) \$(9,000.00)
- j. Room 42, PROPERTY and room 43, DRUG  
STORAGE: delete security (steel plank) ceiling  
and replace with gypsum board ceiling, painted. \$(4,000.00)
- 4. **TOTAL VE ITEMS AMOUNT (DEDUCT):** \$ (145,603.00)  
(Sum of lines 3a through 3j)
- 5. **ADJUSTED BASE BID AMOUNT:** \$ 2,553,262.00  
(Line 2 minus line 4)

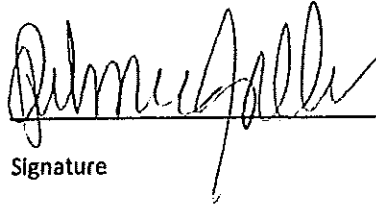
**\*\*Direct all questions to the Architect, in writing: Alan Brock, [abrock@ca-aia.com](mailto:abrock@ca-aia.com) (410) 598-1666\*\***

**\*\*Adjusted Base Bids shall be submitted in duplicate in a sealed envelope to the office of the Architect, 513 Court Lane, Cambridge, MD by no later than 1:00 p.m. on Wednesday, June 29, 2016. Late bids will not be accepted. Electronic submissions will not be accepted. Bids will be opened privately.\*\***

**BIDDER acknowledges receipt of the following ADDENDA:**

ADDENDUM # <u>One (1)</u>	Date: <u>5/11/16</u>	ADDENDUM # <u>Four (4)</u>	Date: <u>6/13/16</u>
ADDENDUM # <u>Two (2)</u>	Date: <u>5/23/16</u>	ADDENDUM # <u>ONE (1)</u>	Date: <u>6/22/16</u>
ADDENDUM # <u>Three (3)</u>	Date: <u>6/06/16</u>	ADDENDUM # _____	Date: _____

Submitted by:

  
Signature

CEO  
Title

GGI Builders, Inc. T/A Gillis Gilkerson  
Company Name

212 W. Main Street, Suite 305  
Salisbury, MD 21801  
Address

129080  
License Number

29 June 2016  
Date







i. Delete folding stair from room 50, CHASE. (Framed opening in attic floor is not deleted.) \$ \_\_\_\_\_

j. Room 42, PROPERTY and room 43, DRUG STORAGE: delete security (steel plank) ceiling and replace with gypsum board ceiling, painted. \$ \_\_\_\_\_

4. **TOTAL VE ITEMS AMOUNT (DEDUCT):** \$ \_\_\_\_\_  
(Sum of lines 3a through 3j)

5. **ADJUSTED BASE BID AMOUNT:** \$ \_\_\_\_\_  
(Line 2 minus line 4)

**\*\*Direct all questions to the Architect, in writing: Alan Brock, [abrock@ca-aia.com](mailto:abrock@ca-aia.com) (410) 598-1666\*\***

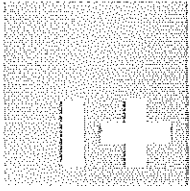
**\*\*Adjusted Base Bids shall be submitted in duplicate in a sealed envelope to the office of the Architect, 513 Court Lane, Cambridge, MD by no later than 1:00 p.m. on Wednesday, June 29, 2016. Late bids will not be accepted. Electronic submissions will not be accepted. Bids will be opened privately.\*\***

**BIDDER acknowledges receipt of the following ADDENDA:**

ADDENDUM # _____	Date: _____	ADDENDUM # _____	Date: _____
ADDENDUM # _____	Date: _____	ADDENDUM # _____	Date: _____
ADDENDUM # _____	Date: _____	ADDENDUM # _____	Date: _____

**Submitted by:**

_____	_____
Signature	Title
_____	_____
Company Name	Address
_____	_____
License Number	Date



CROSBY &  
ASSOCIATES

Architecture + Planning + Interiors + Community Engagement

## NEW BERLIN POLICE STATION – ADJUSTED BIDS (VE ITEMS)

Decatur Street, Berlin, MD 21811

June 22, 2016

The following document provides additional information and/or clarifications to bidders for the referenced project. Each Bidder MUST acknowledge receipt of this addendum on the Bid Forms. Failure to do so will invalidate the Bidder's proposal.

### ADDENDUM #1

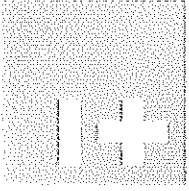
1. Revised "Adjusted Bid Form": A revised form is attached, listing Addenda. Bidders must acknowledge receipt of addenda on this form.
  
2. Requests for Clarification / Requests for Information:
  - a. QUESTION: "My electrical contractor is telling me that the compact fluorescent lights will cost more than the specified LED fixtures? Please clarify how to handle this item."  
RESPONSE: Show the difference in cost between the base bid (LED fixtures) items and the CF fixtures. If this is an increase in cost, list it as a positive (ADD) amount instead of a negative (DEDUCT) amount.
  - b. QUESTION: "Do you have a new layout for the lockers? The factory will need this to figure the correct parts and pieces required."  
RESPONSE: See next page.

BY:

Alan J. Brock  
Project Architect

513 Court Lane  
The Highcourt Center  
Cambridge, MD 21613  
Tel. 410.221.6508  
Cell 410.476.1133





**CROSBY &  
ASSOCIATES**

Architecture + Planning + Interiors + Community Engagement

**BERLIN POLICE STATION**

Decatur Street, Berlin, MD 21811

June 17, 2016

**BID SUMMARY**

- |  |   |
|--|---|
| <b>1. <u>BIDDER:</u></b>                 | GGI Builders, Inc. T/A Gillis-Gilkerson |
| <b><u>BASE BID AMOUNT:</u></b>           | \$2,698,865.00                          |
| <b><u>BID AMOUNT WITH ALTERNATE:</u></b> | \$2,675,865.00                          |
| <br>                                     |   |
| <b>2. <u>BIDDER:</u></b>                 | Willow Construction, LLC                |
| <b><u>BASE BID AMOUNT:</u></b>           | \$2,710,000.00                          |
| <b><u>BID AMOUNT WITH ALTERNATE:</u></b> | \$2,675,000.00                          |
| <br>                                     |   |
| <b>3. <u>BIDDER:</u></b>                 | Harkins Contracting, Inc.               |
| <b><u>BASE BID AMOUNT:</u></b>           | \$2,860,000.00                          |
| <b><u>BID AMOUNT WITH ALTERNATE:</u></b> | \$2,793,454.00                          |
| <br>                                     |   |
| <b>4. <u>BIDDER:</u></b>                 | Hunter Allied of Maryland, Inc.         |
| <b><u>BASE BID AMOUNT:</u></b>           | \$3,348,000.00                          |
| <b><u>BID AMOUNT WITH ALTERNATE:</u></b> | \$3,307,000.00                          |

513 Court Lane  
The Highcourt Center  
Cambridge, MD 21613  
Tel. 410.221.6508  
Cell 410.476.1133



## TOWN OF BERLIN PARK RESERVATION FORM



**THIS FORM MUST BE COMPLETED AND DELIVERED TO TOWN HALL WITH DEPOSIT IN ORDER TO CONFIRM RESERVATION. NO VERBAL RESERVATIONS WILL BE ACCEPTED.**

TODAY'S DATE: 07/05/2016      EVENT/ACTIVITY DATE: 08/02/2016      TIME FROM: 4:00 pm      TO: 7:00 pm  
 Anticipated # of attendees \_\_\_\_\_

NAME: SPO Jeannine Jerscheid      ADDRESS: 10 Williams St.  
Berlin, MD 21811

PHONE: (410) 641-1333      EMAIL: jjerscheid@berlinmdpd.org

ORGANIZATION: Berlin Police      WILL EVENT INVOLVE SALE OF GOODS OR SERVICES:  YES  NO  
 (IF APPLICABLE)      If yes, Business Use of Park Application must be completed and approved by the Mayor and Council. Form must be submitted no less than 60 days prior to the event.

DESCRIPTION OF EVENT/ACTIVITY: National Night Out 2016

### FACILITY REQUESTED-Check all that apply

<input checked="" type="checkbox"/> <b>Dr. William Edward Henry Park, Flower Street:</b>		Water needed? (hose bib turned on only by request) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Full Use <input checked="" type="checkbox"/> Partial Use <input type="checkbox"/>			
<input checked="" type="checkbox"/> Pavilion Deposit of \$50.00 per day required	<input checked="" type="checkbox"/> Basketball Courts #1 <input checked="" type="checkbox"/> #2 <input checked="" type="checkbox"/> #3 <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Picnic Tables # needed <u>10</u>	<input checked="" type="checkbox"/> Play Equipment

<input type="checkbox"/> <b>Stephen Decatur Park, Tripoli Street:</b>		Water needed? (hose bib turned on only by request) <input type="checkbox"/> Yes <input type="checkbox"/> No	
Full Use <input type="checkbox"/> Partial Use <input type="checkbox"/>			
<input type="checkbox"/> Pavilion Deposit of \$50.00 per day required	<input type="checkbox"/> Tennis Courts #1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/> #4 <input type="checkbox"/>	<input type="checkbox"/> Picnic Tables # needed _____	<input type="checkbox"/> Play Equipment

**Notes/Comments:** Will start set up at 0730 on 8/2/2016

### FEES:

ELECTRIC: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Electric fee will be \$10.00 per day.	Pavilion: \$50 X ____ (# of days) = _____ Electric: \$10 X ____ (# of days) = _____	Total Due: _____ Note Deposit of \$25.00 will be returned to user if park is left in good condition after use.
--	--	---

I, the undersigned have been provided with a copy of the Park rules and regulations and I understand that I must adhere to the same rules. If I fail to adhere to the Park rules and regulations, the Town of Berlin reserves the right to refuse to reserve the park in my name in the future. Deposits for use of the pavilion and electric must be paid at time of reservation or date will not be held. I am responsible for collection and removal of all trash associated with my event. I understand that vehicles are not permitted in the parks beyond the parking lots. NO EXCEPTIONS.

Signature: SPO Jerscheid      Date: 7/5/2016

Office Use:	Date: _____
Clerk: _____ Deposit Pd: \$ _____ Date: \$ _____	Refund: <input type="checkbox"/> YES <input type="checkbox"/> NO PO #: _____



SPECIAL EVENT  
REQUEST FOR ELECTRIC



This form is in addition to the "Town Street Closure/Request for Services form. This form must be completed if electric service is required for any vendor/activity for an event. It is the event organizer's responsibility to coordinate with vendors regarding their electric needs; Berlin Electric Department staff will be glad to assist with any questions. Form must be signed and appropriate contact information provided to be considered. "Same as last year" will not be accepted for any category.

Today's Date: 07/05/2016 Event start time: 4:00 pm

Date(s) of the event: 08/02/2016 Event end time: 7:00 pm

Name of Event: National Night Out 2016

Number of vendors/activities needing electric service: Approx. 4-5

Contact Name: SPO J. Jerscheid Contact Phone (Day): (410) 641-1333

Sponsoring Organization Berlin Police Email: jjerscheid@berlinmdpd.org

Signature: *SPO J Jerscheid* Date: 07/05/2016

Printed Name: SPO J Jerscheid

Side 2 must be completed.

NOTE: Electric service is available only in specific locations.

1. Complete the reverse of this form to determine vendors' electric needs. Your vendors should know their requirements.
2. Contact the Berlin Electric Department to discuss needs and to assist in determining the best location for specific vendors/activities requiring electric service.

Electric Utility Director Tim Lawrence  
410-629-1713  
tlawrence@berlinmd.gov

Reviewed by the Electric Utility Department: Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



SPECIAL EVENT  
TOWN STREET CLOSURE/REQUEST FOR SERVICES



This form must be completed in order to hold an event in the Town of Berlin on public streets or property. Additional documents from the Town of Berlin, or another entity, may be required. Please provide as much information as possible. Form must be signed and appropriate contact information provided to be considered. "Same as last year" will not be accepted for any category.

**FORM MUST BE COMPLETED AND SUBMITTED:**

**NO LESS THAN 60 DAYS IN ADVANCE OF THE EVENT IF STATE ROADS ARE TO BE CLOSED (SEE PAGE 2)  
NO LESS THAN 30 DAYS IN ADVANCE OF ANY OTHER EVENT**

Today's Date: 07/05/2016

Event  
Start time: 4:00 pm

Road Closure  
Start: 4:00 pm

Requested Date(s) of the event: 08/02/2016

End time: 7:00 pm

End: 7:00 pm

Name of Event: National Night Out

Location of Event: Henry Park \*

Estimated number of attendees: 500

\*If activity is in either Stephen Decatur or Henry Park, Parks Reservation form must be complete.

Applicant Name: SPO J Jerscheid

Applicant Cell Phone: (443) 235-0299

Sponsoring Organization or Business Name:  
Berlin Police Department

Email: jjerscheid@berlinmdpd.org

Person(s) to Contact Day of Event: Name: Jeannine Jerscheid, Cell # (443) 235-0299  
Name: Chief Downing, Cell # (443) 235-0202

Description of event: National Night Out, event to bring community together to build relationships between citizens, the police, and various community groups.

The event sponsor hereby agrees to the following conditions:

1. The Town of Berlin, its representative(s) and/or agent(s) will be held harmless for any loss, damage, or liability incurred in connection with the event.
2. The event sponsor is appropriately insured. Proof of insurance may be required; if the event sponsor does not possess the appropriate insurance, the Town of Berlin may require the purchase of one-time event insurance through the Town of Berlin's insurance carrier.
3. The event sponsor will be responsible for any costs incurred by the Town as a result of damage done during the course of the event to Town-owned, rented, or leased properties.
4. The event sponsor and/or its participating vendors are responsible for obtaining any licenses, permits, rights-of-way, etc. for the event, including any permits required by the Worcester County Health Department, the State Highway Administration or any other agencies as appropriate. Any fees or other conditions associated with such will be the sole responsibility of the event sponsor and/or its participating vendors.
5. Activities must occur within the time frame(s) specified. It is the sponsoring organization's responsibility to ensure that vendors, performers, etc. do not set-up earlier than agreed, and will begin break-down of booths, equipment, etc. promptly. Vendors, etc. must be clear of the street/area within one hour of event ending. Private property remaining beyond one hour will be removed from the street.

By my signature below I identify myself as the representative of the above-named organization and/or the individual responsible for adherence to the conditions as set forth.

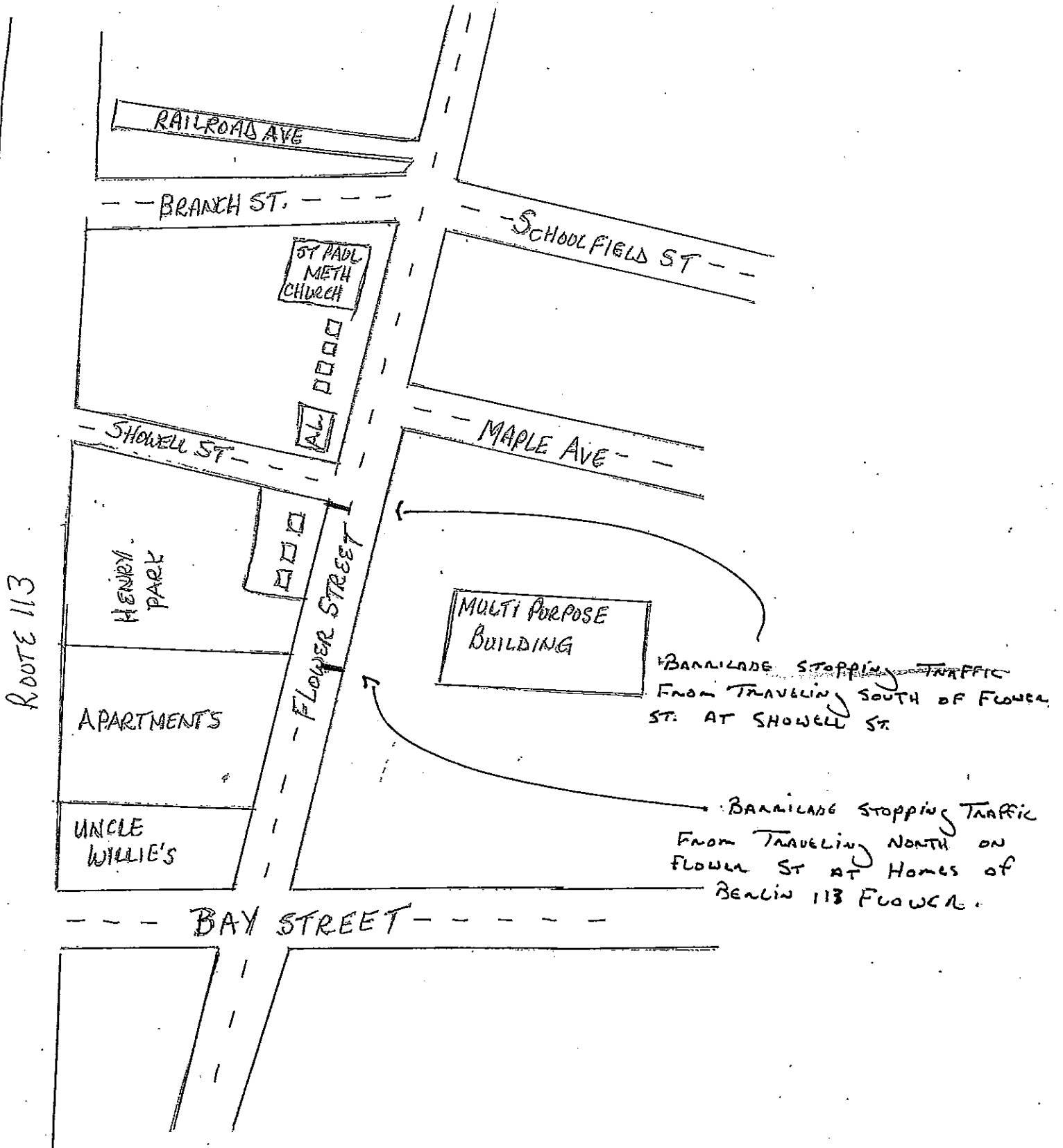
Signature: SPO J Jerscheid Date: 07/05/2016

Printed Name: SPO J Jerscheid

Approved by the Mayor and Council on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. \_\_\_\_\_ For \_\_\_\_\_ Opposed \_\_\_\_\_ Abstain.



# ROAD CLOSURE MAP FOR FLOWER STREET + HENRY PARK



**DETAILS OF EVENT:**

Shaded areas for office use only

<b>Street Closure</b>		Note: Location map is required detailing streets to be blocked. Additionally, a State Highway Administration Request for Road Closure may be required.	
Will event require the closure of street(s)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Barricade locations must be marked on map.	
Blockage/Closure Time:	Start: 4:00 pm	End: 7:00 pm	If streets to be closed are Main Street, Bay Street, Broad Street, Old Ocean City Blvd., or William Street, for more than one hour, State Highway Administration Road Closure Form must be completed. State Highway Form submitted if applicable? <input type="checkbox"/>
Will on-street parking need to be cleared?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Notes: # of barricades <u>8</u> Barricades to be dropped off: <u>12 pm 8/2</u> Time/Date	No-Parking signs to be placed: _____ Time/date Must be placed 24 hours prior to event.
Will parking areas need to be cleared/closed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

<b>Electric</b>		Note: The Electric Department will assist with completion of Service Form.	
Will there be vendors or activities requiring access to electricity?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Request for Electric Service form required including information from each vendor/activity requiring electric. Request for Electric Form submitted? <input type="checkbox"/>	
Will there be banners to be hung?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, Request to Hang Banner form needed. Banner Form submitted? <input type="checkbox"/>	

<b>Other Items/Services:</b>		If applicable, items listed are in addition to those normally in place.	
Trash cans	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	# Required _____	Trash cans to be placed: <u>Around Park</u> Time/date <u>8/2 12pm</u>
Picnic Tables and/or Chairs	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	# Required _____ # Required _____	To be placed: <u>At Pavilion</u> Time/date <u>8/2 12 pm</u>
Stage	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Location to be placed must be marked on map.	Stage to be placed: _____ Time/date
Porta-potties	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	# Standard <u>2</u> # Accessible <u>1</u>	Porta-potties will be placed in the alley on Pitts Street: _____ Time/date
Signs: Other than banners or parking	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Informational signs during the event not applicable.	If signs are for the promotion of the event (yard signs, temporary billboards, banners other than those hung by the Town Electric Department, etc.) a Sign Permit may be required. Planning Office review _____ Date Sign Permit needed/submitted? <input type="checkbox"/>
Will there be vendors/individuals selling goods or services as part of the event?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Vendor's Application and Certification for Peddling and Soliciting will be required for EACH vendor participating in the event. If event/activity is in a municipal park a Business Use of Park Application will be required IN ADDITION to Vendor's Application and Certification for Peddling and Soliciting. Vendor's Permit(s) needed/submitted? <input type="checkbox"/>	

Additional Forms Required:	Yes	No	Date Rec'd	Initials
State Highway Administration Request for Road Closure				
Park Reservation Application and Permit				
Request for Electric Service				
Request for Banner Placement				
Sign Permit				
Vendor's Application and Certification for Peddling and Soliciting				
Business Use of Park Application				
Proof of Insurance				
Other:				

**DETAILS OF EVENT: Please copy this page as needed.**

Vendor: Berlin PD Phone: (410) 641-1333

Primary Contact: Chief Downing

Vendor Type: Non Profit

Load Information

Lighting	_____	KW
Cooking	_____	KW
Water Heating	_____	KW
Miscellaneous	_____	KW
Specify Unusual Motors	_____	KW
Other: <u>Ice Cooler</u>	_____	KW
Total Load	_____	KW
Specify Voltage	_____	KW

Location of Service: \_\_\_\_\_  
(determined w/Electric Department)

Vendor: \_\_\_\_\_ Phone: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Vendor Type: \_\_\_\_\_

Load Information

Lighting	_____	KW
Cooking	_____	KW
Water Heating	_____	KW
Miscellaneous	_____	KW
Specify Unusual Motors	_____	KW
Other: _____	_____	KW
Total Load	_____	KW
Specify Voltage	_____	KW

Location of Service: \_\_\_\_\_  
(determined w/Electric Department)

Vendor: Son Rise Church Phone: (410) 629-1901

Primary Contact: Daryl McCreedy

Vendor Type: Non Profit

Load Information

Lighting	_____	KW
Cooking	_____	KW
Water Heating	_____	KW
Miscellaneous	_____	KW
Specify Unusual Motors	_____	KW
Other: _____	_____	KW
Total Load	_____	KW
Specify Voltage	_____	KW

Location of Service: \_\_\_\_\_  
(determined w/Electric Department)

Vendor: \_\_\_\_\_ Phone: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Vendor Type: \_\_\_\_\_

Load Information

Lighting	_____	KW
Cooking	_____	KW
Water Heating	_____	KW
Miscellaneous	_____	KW
Specify Unusual Motors	_____	KW
Other: _____	_____	KW
Total Load	_____	KW
Specify Voltage	_____	KW

Location of Service: \_\_\_\_\_  
(determined w/Electric Department)

Vendor: Worcester Youth Phone: (410) 641-4598

Primary Contact: \_\_\_\_\_

Vendor Type: Non Profit

Load Information

Lighting	_____	KW
Cooking	_____	KW
Water Heating	_____	KW
Miscellaneous	_____	KW
Specify Unusual Motors	_____	KW
Other: _____	_____	KW
Total Load	_____	KW
Specify Voltage	_____	KW

Location of Service: \_\_\_\_\_  
(determined w/Electric Department)

Vendor: \_\_\_\_\_ Phone: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Vendor Type: \_\_\_\_\_

Load Information

Lighting	_____	KW
Cooking	_____	KW
Water Heating	_____	KW
Miscellaneous	_____	KW
Specify Unusual Motors	_____	KW
Other: _____	_____	KW
Total Load	_____	KW
Specify Voltage	_____	KW

Location of Service: \_\_\_\_\_  
(determined w/Electric Department)



**SPECIAL EVENT  
TOWN STREET CLOSURE/REQUEST FOR SERVICES**



This form must be completed in order to hold an event in the Town of Berlin on public streets or property. Additional documents from the Town of Berlin, or another entity, may be required. Please provide as much information as possible. Form must be signed and appropriate contact information provided to be considered. "Same as last year" will not be accepted for any category.

**FORM MUST BE COMPLETED AND SUBMITTED:**

**NO LESS THAN 60 DAYS IN ADVANCE OF THE EVENT IF STATE ROADS ARE TO BE CLOSED (SEE PAGE 2)  
NO LESS THAN 30 DAYS IN ADVANCE OF ANY OTHER EVENT**

Today's Date: 6-17-16

Event Start time: 1pm Road Closure Start: 10am

Requested Date(s) of the event: Sat. October 1

End time: 5pm End: 7pm

Name of Event: Berlin Crab Feast

Location of Event: Main Street \*

Estimated number of attendees: 500

\*If activity is in either Stephen Decatur or Henry Park, Parks Reservation form must be complete.

Applicant Name: Ivy Wells

Applicant Cell Phone: 410-707-4441

Sponsoring Organization or Business Name: Berlin Main Street

Email: iwells@berlinmd.gov

Person(s) to Contact Day of Event: Name: Ivy Wells, Cell # 410-707-4441  
Name: \_\_\_\_\_, Cell # \_\_\_\_\_

Description of event: Crab feast fundraiser for Berlin Main Street  
All you can eat crabs, steamed on olemensis  
LIVE Broadcast from 9.7.1, Adult Crab Races, Beer

The event sponsor hereby agrees to the following conditions:

1. The Town of Berlin, its representative(s) and/or agent(s) will be held harmless for any loss, damage, or liability incurred in connection with the event.
2. The event sponsor is appropriately insured. Proof of insurance may be required; if the event sponsor does not possess the appropriate insurance, the Town of Berlin may require the purchase of one-time event insurance through the Town of Berlin's insurance carrier.
3. The event sponsor will be responsible for any costs incurred by the Town as a result of damage done during the course of the event to Town-owned, rented, or leased properties.
4. The event sponsor and/or its participating vendors are responsible for obtaining any licenses, permits, rights-of-way, etc. for the event, including any permits required by the Worcester County Health Department, the State Highway Administration or any other agencies as appropriate. Any fees or other conditions associated with such will be the sole responsibility of the event sponsor and/or its participating vendors.
5. Activities must occur within the time frame(s) specified. It is the sponsoring organization's responsibility to ensure that vendors, performers, etc. do not set-up earlier than agreed, and will begin break-down of booths, equipment, etc. promptly. Vendors, etc. must be clear of the street/area within one hour of event ending. Private property remaining beyond one hour will be removed from the street.

By my signature below I identify myself as the representative of the above-named organization and/or the individual responsible for adherence to the conditions as set forth.

Signature: Ivy Wells Date: 6-17-16

Printed Name: Ivy Wells

Approved by the Mayor and Council on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. For \_\_\_\_\_ Opposed \_\_\_\_\_ Abstain.

Shaded areas for office use only

**DETAILS OF EVENT:**

<b>Street Closure</b>		Note: Location map is required detailing streets to be blocked. Additionally, a State Highway Administration Request for Road Closure may be required.	
Will event require the closure of street(s)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Barricade locations must be marked on map.	
Blockage/Closure Time:	Start: <u>10am</u> End: <u>7pm</u>	If streets to be closed are Main Street, Bay Street, Broad Street, Old Ocean City Blvd., or William Street, for more than one hour, State Highway Administration Road Closure Form must be completed. <input type="checkbox"/>	
Will on-street parking need to be cleared?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Notes: # of barricades <u>6</u>	No-Parking signs to be placed:
Will parking areas need to be cleared/closed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Barricades to be dropped off: <u>9-30-16</u> Time/Date <u>2pm</u>	<u>9-30-16</u> Time/date Must be placed 24 hours prior to event.

<b>Electric</b>		Note: The Electric Department will assist with completion of Service Form.	
Will there be vendors or activities requiring access to electricity?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Request for Electric Service form required including information from each vendor/activity requiring electric. <input checked="" type="checkbox"/>	
Will there be banners to be hung?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Request for Electric Form submitted? <input checked="" type="checkbox"/>	
		If yes, Request to Hang Banner form needed. Banner Form submitted? <input checked="" type="checkbox"/>	

<b>Other Items/Services:</b>		If applicable, items listed are in addition to those normally in place.	
Trash cans	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	# Required <u>10-15</u>	Trash cans to be placed: <u>10-7-16</u> Time/date <u>10am</u>
Picnic Tables and/or Chairs	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	# Required _____ # Required _____	To be placed: _____ Time/date
Stage	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Location to be placed must be marked on map.	Stage to be placed: <u>9-30-16</u> Time/date <u>4pm</u> <u>by clock</u>
Porta-potties	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	# Standard <u>2</u> # Accessible <u>1</u>	Porta-potties will be placed in the alley on Pitts Street: <u>9-30-16</u> Time/date <u>4pm</u>
Signs: Other than banners or parking	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Informational signs during the event not applicable.	If signs are for the promotion of the event (yard signs, temporary billboards, banners other than those hung by the Town Electric Department, etc.) a Sign Permit may be required. Planning Office review _____ Date Sign Permit needed/submitted? <input type="checkbox"/>
Will there be vendors/individuals selling goods or services as part of the event?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Vendor's Application and Certification for Peddling and Soliciting will be required for EACH vendor participating in the event. If event/activity is in a municipal park a Business Use of Park Application will be required IN ADDITION to Vendor's Application and Certification for Peddling and Soliciting. <input type="checkbox"/>	

Additional Forms Required:	Yes	No	Date Rec'd	Initials
State Highway Administration Request for Road Closure	<input checked="" type="checkbox"/>			<u>ST</u>
Park Reservation Application and Permit				
Request for Electric Service	<input checked="" type="checkbox"/>			<u>ST</u>
Request for Banner Placement	<input checked="" type="checkbox"/>			<u>ST</u>
Sign Permit				
Vendor's Application and Certification for Peddling and Soliciting				
Business Use of Park Application				
Proof of Insurance				
Other:				



SPECIAL EVENT  
REQUEST FOR ELECTRIC



This form is in addition to the "Town Street Closure/Request for Services form. This form must be completed if electric service is required for any vendor/activity for an event. It is the event organizer's responsibility to coordinate with vendors regarding their electric needs; Berlin Electric Department staff will be glad to assist with any questions. Form must be signed and appropriate contact information provided to be considered. "Same as last year" will not be accepted for any category.

Today's Date: 6-17-16

Event start time: 1pm

Date(s) of the event: Sat. October 1

Event end time: 5pm

Name of Event: Crab feast fundraiser

Number of vendors/activities needing electric service: 3

Contact Name: Ivy Wells

Contact Phone (Day): 410-707-4441

Sponsoring Organization: Berlin Main Street

Email: iwells@berlinmd.gov

Signature: *Ivy Wells*

Date: 6-17-16

Printed Name: Ivy Wells

Side 2 must be completed.

NOTE: Electric service is available only in specific locations.

1. Complete the reverse of this form to determine vendors' electric needs. Your vendors should know their requirements.
2. Contact the Berlin Electric Department to discuss needs and to assist in determining the best location for specific vendors/activities requiring electric service.

Electric Utility Director Tim Lawrence  
410-629-1713  
tlawrence@berlinmd.gov

Reviewed by the Electric Utility Department: Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DETAILS OF EVENT: Please copy this page as needed.**

Vendor: DJ Phone: 410-251-1151

Primary Contact: BKashuba

Vendor Type: Music

Load Information

Lighting	_____	KW
Cooking	_____	KW
Water Heating	_____	KW
Miscellaneous	_____	KW
Specify Unusual Motors	_____	KW
Other:	_____	KW
Total Load	_____	KW
Specify Voltage	_____	KW

Location of Service: \_\_\_\_\_  
(determined w/Electric Department)

Vendor: Fin City Phone: \_\_\_\_\_

Primary Contact: Patrick

Vendor Type: Beer Truck

Load Information

Lighting	_____	KW
Cooking	_____	KW
Water Heating	_____	KW
Miscellaneous	_____	KW
Specify Unusual Motors	_____	KW
Other:	_____	KW
Total Load	_____	KW
Specify Voltage	_____	KW

Location of Service: \_\_\_\_\_  
(determined w/Electric Department)

Vendor: Hooper's Crab House Phone: \_\_\_\_\_

Primary Contact: Patrick

Vendor Type: Cooking / Steaming

Load Information

Lighting	_____	KW
Cooking	_____	KW
Water Heating	_____	KW
Miscellaneous	_____	KW
Specify Unusual Motors	_____	KW
Other:	_____	KW
Total Load	_____	KW
Specify Voltage	_____	KW

Location of Service: \_\_\_\_\_  
(determined w/Electric Department)

Vendor: \_\_\_\_\_ Phone: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Vendor Type: \_\_\_\_\_

Load Information

Lighting	_____	KW
Cooking	_____	KW
Water Heating	_____	KW
Miscellaneous	_____	KW
Specify Unusual Motors	_____	KW
Other:	_____	KW
Total Load	_____	KW
Specify Voltage	_____	KW

Location of Service: \_\_\_\_\_  
(determined w/Electric Department)

Vendor: \_\_\_\_\_ Phone: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Vendor Type: \_\_\_\_\_

Load Information

Lighting	_____	KW
Cooking	_____	KW
Water Heating	_____	KW
Miscellaneous	_____	KW
Specify Unusual Motors	_____	KW
Other:	_____	KW
Total Load	_____	KW
Specify Voltage	_____	KW

Location of Service: \_\_\_\_\_  
(determined w/Electric Department)

Vendor: \_\_\_\_\_ Phone: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Vendor Type: \_\_\_\_\_

Load Information

Lighting	_____	KW
Cooking	_____	KW
Water Heating	_____	KW
Miscellaneous	_____	KW
Specify Unusual Motors	_____	KW
Other:	_____	KW
Total Load	_____	KW
Specify Voltage	_____	KW

Location of Service: \_\_\_\_\_  
(determined w/Electric Department)



Electric Locations:

- REVIEW WITH ELECTRIC DEPARTMENT.  
Request for Electric Service must be completed. Circle # where electric is needed
1. West/Main Parking
  2. Town Parking (Artisan's Way)
  3. Taylor Bank (Commerce)
  4. Pitt St. (1st Pole)
  5. Broad St. (1st Pole)
  6. Jefferson St. (1st Pole)
  7. Sign post-Town Center (Main/Bay)
  8. Secondary Pedestal feed for hotel tree (only after dark)
  9. Baker St. (1st Pole)

Office Use only:

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

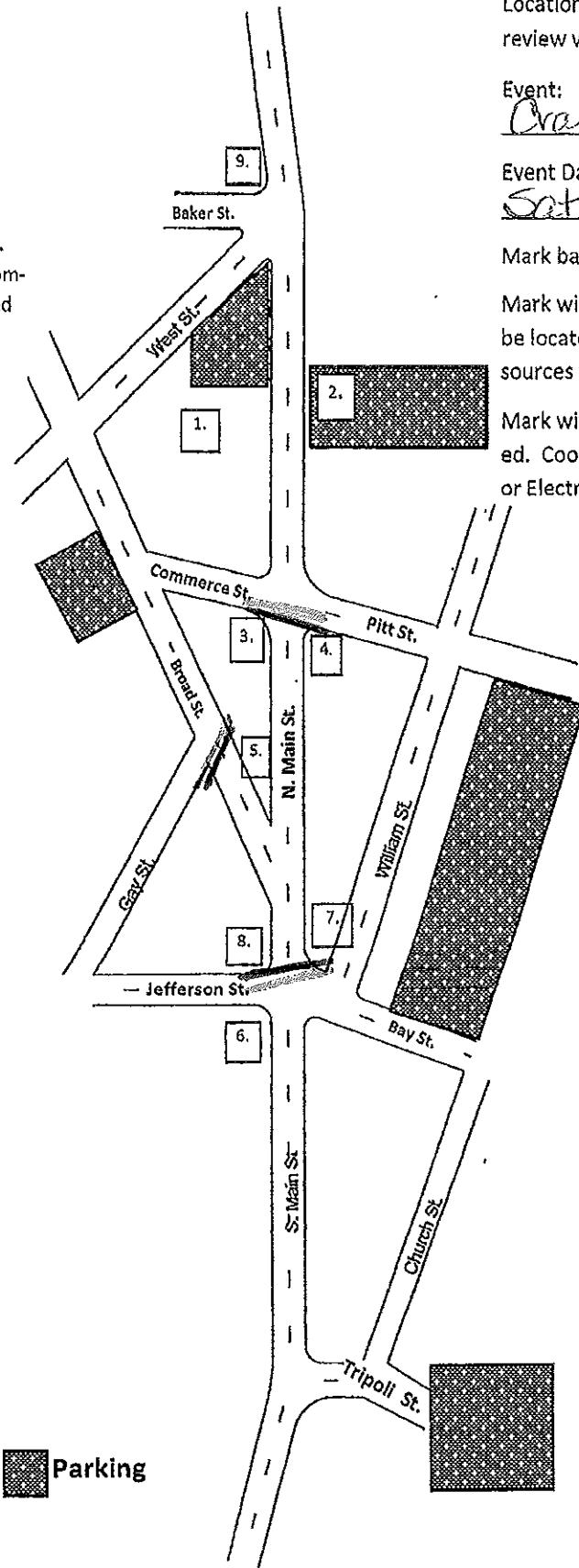
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



MAP FOR STREET CLOSURE AND SERVICES

Location of all services dependent on review with appropriate department.

Event: Crab feast

Event Date: Sat October 1

Mark barricade locations with red line.

Mark with "P" where porta-pottles are to be located. Coordination with Water Resources will be required.

Mark with "S" where stage is to be located. Coordination with Public Works and/or Electric Department may be required.

- Potties
- Barricades
- Alcohol Barriers
- Electric

Parking





# Maryland State Highway Administration Special Event Permit – Data Sheet

Event: Crab Feast  
 Start Date: Saturday October 1, 2016 End Date: Saturday October 1, 2016  
 Start Time: 1pm End Time: 5pm  
 Purpose/Type: Crab feast fundraiser  
 Organizer: Berlin Main Street  
 Contact Person Ivy Wells Daytime Phone: 410-707-4441  
 and Address: 10 William Street Evening Phone: 410-707-4441  
 Email Address: iwells@berlinmd.gov

No. of Participants: 500 No. of Vehicles/Units: \_\_\_\_\_ Rain/Snow Date: 10-2-16  
 Proposed Route (Written Description): Commerce & Main to Jefferson & Main.  
Broad & Main to Broad & Gay Street

Will you be occupying all or part of a highway travel lane: No  Yes   
 Will you be closing all or part of a roadway: No  Yes   
 If Yes to either of the above, where? \_\_\_\_\_

Have you requested Local Police assistance\*: No  Yes  Number: 1  
 Have you requested Maryland State Police assistance\*: No  Yes  Number: \_\_\_\_\_

**\*THE EVENT ORGANIZER IS RESPONSIBLE FOR OBTAINING LOCAL AND/OR STATE POLICE ASSISTANCE\***

- CIRCLE OR UNDERLINE THE DISTRICT(S) AND COUNTY(S) YOUR EVENT WILL TAKE PLACE IN
- DISTRICT 1: Dorchester/Somerset/Wicomico/Worcester
  - DISTRICT 2: Carolina/Cecil/Kent/Queen Anne/s Talbot
  - DISTRICT 3: Montgomery/Prince George's
  - DISTRICT 4: Baltimore/Hartford
  - DISTRICT 5: Anne Arundel/Calvert/Charles/St. Mary's
  - DISTRICT 6: Allegany/Garrett/Washington
  - DISTRICT 7: Carroll/Howard/Frederick

- ATTACH THE FOLLOWING**
- Map of affected routes
  - Traffic Control Plan (included details of how intersections will be controlled, a detour plan, locations of police officers/volunteers and locations of traffic control devices, as appropriate)
  - Complete the attached Lane Closure Permit/Schedule Summary Application and (Follow instructions of this Permit)
  - Other event details: \_\_\_\_\_

(Contact the District Office to determine what, if any, additional information will be required for your event)

\*\*\*Submit completed Data Sheet and attached Signature Sheet to SHA no later than 60 DAYS prior to your event.

*Maryland State Highway Administration – District 1  
Lane Closure Permit/Schedule Summary*

<input checked="" type="checkbox"/> Lane Closure Permit	<input type="checkbox"/> Detour	<input type="checkbox"/> Special Request (i.e., ramps)
<input type="checkbox"/> Normal Hours Closure	<input type="checkbox"/> Lane Closure Schedule	<input type="checkbox"/> Other:
Date: <u>6-17-16</u>	District: <u>1</u>	County: <u>Worcester</u>
Contract No.: _____	Utility Permit No.: _____	Bridge No.: _____
Route Number (and Name) and Exit Number: _____		
Project/Work Zone Limits: (Not by Stations)	from <u>Commerce &amp; Main to Main &amp; Jefferson Street</u> to <u>Main &amp; Broad to Broad &amp; Gay Streets</u>	
Type of Work:	_____	
Permittee's Name & Address:	_____	

SHA Contact Person: <u>Jana Potvin</u>			
Contact Numbers:	<u>410-677-4046</u>		<u>410-543-16598</u>
	Work	Car/Beeper	E-Mail Fax #
Permittee Contact Person:	_____		
Contact Numbers:	_____	_____	_____
	Work	Car/Beeper	E-Mail Fax #

**LANE CLOSURE DESCRIPTION**

Requested Date(s): <u>10-1-16</u>	Days of Week: <u>Saturday</u>
Requested Time Period (s): <u>10am - 7pm</u>	
Travel Direction of Closure:	<input type="checkbox"/> N <input type="checkbox"/> S <input type="checkbox"/> E <input type="checkbox"/> W <input type="checkbox"/> Inner Loop <input type="checkbox"/> Outer Loop
Closed Lanes:	<input type="checkbox"/> LS <input type="checkbox"/> #1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/> #4 <input type="checkbox"/> #5 <input type="checkbox"/> RS <input type="checkbox"/> Other:
ADC Map Page:	Coordinates:
SHA Traffic Control Standard(s):	_____

District Approval: _____	Date: _____
Coordinate With: _____	Changed: _____
Phone Number: _____	Denied: _____

- o Request for lane closure must be made at least two (2) business working days (48 hours) prior to actual closure. *Weekend and Monday request must be in by Wednesday.*
- o Permits can be faxed or sent via electronic mail to Permittee.
- o Permittee must coordinate with the Project Engineer, if working within Construction Work Zone Limits, in order to receive permission to work in that area.
- o Permittee is responsible for implementation of all traffic control devices which must be in compliance with noted traffic control standard and the MUTCD.
- o This permit is subject to revocation at the discretion of the SHA.
  - o Permittee must have a copy of the approved permit at the work site.



# Maryland State Highway Administration Special Event Permit – Data Sheet

EVENT: Crab Feast

**ORGANIZER'S ACKNOWLEDGEMENT:** I/We hereby affirm that the ORGANIZER of this EVENT and all PARTICIPANTS will comply with the Laws of the State of Maryland and any applicable county and municipal statutes and ordinances and will adhere to the terms and conditions set forth in the PERMIT. My/Our signature(s) below confirm that the ORGANIZER and all PARTICIPANTS agree to hold harmless from any liability, incurred by them or to others associated with this EVENT, the various government agencies providing assistance for this EVENT. The ORGANIZER may be required to obtain Liability and Property Damage Insurance with limits of at least \$300,000 per incident/\$1,000,000 aggregate.

ORGANIZER: Berlin Main Street  
PLEASE PRINT NAME

REPRESENTATIVE: Ivy Wells  
PLEASE PRINT NAME

SIGNATURE: [Signature]  
PLEASE SIGN

**TERMS AND CONDITIONS:**

- 1) The EVENT shall adhere to the route, number of participants and vehicles (not more than 10% higher than the number of this Permit), date(s) and times shown on the attached sheet(s).
- 2) The ORGANIZER shall ensure that the approved TRAFFIC CONTROL PLAN is followed.
- 3) The ORGANIZER shall ensure that the approved Lane Closure Permit/Schedule Summary Application is followed. The ORGANIZER shall activate the Lane Closure Permit before the beginning of the event, and deactivate the Lane Closure Permit at the end of the event.
- 4) In the event of winter weather during the event, SHA will require access to all State Highways for weather related operations. This may require cancellation of the event.
- 5) Immediately following the event, the ORGANIZER shall clean up all litter, temporary signs and other event materials and return the roadway to a condition equal to or better than its condition before the event.
- 6) Additional stipulations: \_\_\_\_\_

**AGENCY APPROVALS**

Before signing and giving approval for your agency, consider the following:

- 1) Ensure you have the approval authority to sign for your agency to commit manpower and resources.
- 2) Ensure you have looked over the entire application package, including the Route Map, Traffic Control Plan and Lane Closure Permit. If you identify any problems, have the event organizer address them prior to signing.
- 3) If reimbursement is required, ensure you have mutually agreed upon the amount (in writing) and terms under which payment will be made.

Local Government ( _____ ):	_____	_____	_____
AGENCY	SIGNATURE	PRINTED NAME	DATE
Local Government ( _____ ):	_____	_____	_____
AGENCY	SIGNATURE	PRINTED NAME	DATE
Local Government ( _____ ):	_____	_____	_____
AGENCY	SIGNATURE	PRINTED NAME	DATE
Maryland State Police: _____	_____	_____	_____
	SIGNATURE	PRINTED NAME	DATE
State Highway Administration: _____	_____	_____	_____
	SIGNATURE	PRINTED NAME	DATE





**SPECIAL EVENT  
REQUEST TO HANG BANNER**



This form is in addition to the "Town Street Closure/Request for Services form". Banners to be hung must meet the specifications listed below. Form must be signed and appropriate contact information provided to be considered. "Same as last year" will not be accepted for any category.

Today's Date: 6-17-16

Dates banners to be hung: \_\_\_\_\_ to 10-3-16

Date(s) of the event: 10-1-16

Please note: Hanging of banners is dependent on a number of factors, including weather, availability of personnel/equipment, and placement of banners for other events.

Name of Event: Crab Feast Fundraiser

Contact Name: Ivy Wells

Contact Phone (Day): 410-707-4441

Sponsoring Organization: Berlin Main Street

Email: iwells@berlinmd.gov

Signature: [Handwritten Signature]

Date: 6-17-16

Printed Name: Ivy Wells

**Banner Specifications:**

1. Must be made of a strong, durable material with wind stabilizing holes cut into it.
2. Must have grommets every 2' along the top and bottom
3. Must not exceed 22' in length and be between 34" and 36" in width.

**Available Locations: please check desired location(s)**

- North Main & Harrison Ave (near Fire Company)
- South Main & Buckingham (near Worcester Preparatory)
- Bay & Flower Street

**NOTE:**

1. Suitable locations for banners are limited; the Town of Berlin cannot hang banners on private property/privately owned structures, poles, etc.
1. The Berlin Electric Department reserves the right to refuse to hang any banner for any reason within their discretion.
2. It is the responsibility of the organization to purchase and supply the banner(s).
3. The organization is responsible for delivering the banner to the Berlin Electric Department and for picking-up the banner after display. Banners not picked up within 30 days following the date of the event may be destroyed/disposed of.

**Questions:**

Electric Utility Director Tim Lawrence  
410-629-1713  
tlawrence@berlinmd.gov

Reviewed by the Electric Utility Department: Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## RESOLUTION NO. 2016-11

RESOLUTION OF THE TOWN OF BERLIN MAYOR AND COUNCIL APPROVING THE APPLICATION AND RECEIPT OF FINANCING FOR A COMMUNITY LEGACY PROJECT (THE "PROJECT") FURTHER DESCRIBED IN THE APPLICATION DATED JULY 11, 2016 (THE "APPLICATION"), TO BE FINANCED EITHER DIRECTLY BY THE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (THE "DEPARTMENT") OF THE STATE OF MARYLAND OR THROUGH OTHER DEPARTMENTS OR AGENCIES OF THE STATE OF MARYLAND.

WHEREAS, THE TOWN OF BERLIN MAYOR AND COUNCIL recognizes that there is a significant need for reinvestment and revitalization of the communities in WORCESTER COUNTY; and,

WHEREAS, the Department, through Community Legacy Programs, or in cooperation with other State departments or agencies, may provide some or all of the financing for the Project (the "Project Financing") in order to assist in making it financially feasible; and

WHEREAS, the Project is located within a priority funding area under Section 5-7B-02 of the Smart Growth Act and the Project will conform to the local zoning code; and

WHEREAS, the applicable law and regulations require approval of the Project and the Project Financing by THE TOWN OF BERLIN MAYOR AND COUNCIL and, where appropriate, by the chief elected executive official of the local subdivision;

NOW, THEREFORE BE IT RESOLVED THAT, THE TOWN OF BERLIN MAYOR AND COUNCIL hereby endorses the Project in the Sustainable Community Area; and, HEREBY approves the request for financial assistance in the form of a grant or loan, up to the amount of \$130,000; and

BE IT FURTHER RESOLVED THAT, the chief elected executive official be, and is hereby requested to endorse this Resolution, thereby indicating his approval thereof; and,

BE IT FURTHER RESOLVED THAT, THE DIRECTOR OF ECONOMIC AND COMMUNITY DEVELOPMENT is hereby authorized to execute documents and take any action necessary to carry out the intent of these resolutions; and,

BE IT FURTHER RESOLVED THAT, copies of this Resolution are sent to the Secretary of the Department of Housing and Community Development of the State of Maryland.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2016 by the Mayor and Council of the Town of Berlin, Maryland, by affirmative vote of \_\_\_\_\_ to \_\_\_\_\_ opposed, with \_\_\_\_\_ abstaining.

\_\_\_\_\_  
Elroy Brittingham, Vice President

ATTEST:

\_\_\_\_\_  
Wm. Gee Williams, III, Mayor

\_\_\_\_\_  
Laura Allen, Town Administrator



ORDINANCE NO. 2016-05

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND,  
A MARYLAND MUNICIPAL CORPORATION, Amending Chapter 4, Article II, "Dogs".

BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN THAT Chapter 4, "Animals", Article II, "Dogs", Sections 4-19 and 20 be amended as follows:

1. That the term "Leash" and its definition be added to Sec. 4-19. "Definitions" in its appropriate alphabetical position, as follows:

*Leash* means a chain, rope, or strap attached to the collar or harness of an animal, especially a dog, and used to lead it or hold it in check.

2. That section 4-20 be repealed and replaced in its entirety as follows:

~~Sec. 4-20. --Running at large restricted.~~

~~(a) — No owner of a dog, whether such dog is licensed or unlicensed, shall permit such dog to run at large off the premises of the owner in the town, nor shall such owner allow a dog to engage in the actions which constitute a public nuisance as herein defined.~~

~~(b) — A dog shall be deemed to be running at large if, off the premises of the owner, the dog is not restrained by a leash, no longer than eight feet, which is held by the owner or master.~~

Sec. 4-20. Running at large restricted; Leash required.

(a) No owner of a dog shall permit such dog to run at large off the premises of the owner in the town.

(b) All dogs must be restrained by a leash which is held by the owner or the owner's agent, unless on the premises of the owner.

THIS ORDINANCE was introduced and read at a meeting of the Town Council held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, and thereafter a statement of the substance of the Ordinance was published as required by law.

A PUBLIC HEARING was held and this Ordinance was adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by the Mayor and Council of the Town of Berlin, Maryland, by affirmative vote of \_\_\_\_\_ in favor to \_\_\_\_\_ opposed, with \_\_\_\_\_ abstaining.

\_\_\_\_\_  
Elroy Brittingham, Vice President



This Ordinance was approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by the Mayor of the Town of Berlin and was therefore effective twenty (20) calendar days later on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Wm. G. Williams, III, Mayor

ATTEST:

\_\_\_\_\_  
Laura Allen, Town Administrator



ORDINANCE NO. 2016-06

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN, MARYLAND, A MARYLAND MUNICIPAL CORPORATION, Amending Chapter 22, Article III, "Parks".

BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN THAT Chapter 22, Article III, "Parks", Section 22-49, "Rules and Regulations" §(3) be amended as follows:

(3) ~~No animal of any type shall be allowed to occupy the parks of the town except if said animal is on a leash and under the control of the owner or owner's agent.~~ **All applicable provisions of Chapter 4, "Animals" shall apply.**

THIS ORDINANCE was introduced and read at a meeting of the Town Council held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, and thereafter a statement of the substance of the Ordinance was published as required by law.

A PUBLIC HEARING was held and this Ordinance was adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by the Mayor and Council of the Town of Berlin, Maryland, by affirmative vote of \_\_\_\_\_ in favor to \_\_\_\_\_ opposed, with \_\_\_\_\_ abstaining.

\_\_\_\_\_  
Elroy Brittingham, Vice President

This Ordinance was approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ by the Mayor of the Town of Berlin and was therefore effective twenty (20) calendar days later on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Wm. G. Williams, III, Mayor

ATTEST:

\_\_\_\_\_  
Laura Allen, Town Administrator



**TOWN OF BERLIN**  
 10 William Street  
 Berlin, MD 21811

# PURCHASE ORDER

AGENDA ITEM 8.

PO Number: 201600026

Date: 06/30/2016

Requisition #: 201600026

Vendor #: 0000480

**ISSUED TO:** CATO OIL CO., INC.  
 P O BOX 1030  
 SALISBURY, MD 21803

**SHIP TO:** Berlin Powet Plant  
 309 William Street  
 Berlin, MD 21811

ITEM	UNITS	DESCRIPTION	GL ACCT #	PROJ ACCT #	PRICE	AMOUNT
1	8,000	Diesel Fuel Low Sulfur #2	10-5610-5631		1.59	12,700.00

Authorized by: \_\_\_\_\_

<b>SUBTOTAL:</b>	12,700.00
<b>TOTAL TAX:</b>	0.00
<b>SHIPPING:</b>	0.00
<b>TOTAL</b>	12,700.00

1. Original invoice with remittance slip must be sent to: Town of Berlin, 10 William Street, Berlin, MD 21811.
2. Payment may be expected within 30 days of receipt of goods and invoice.
3. C.O.D. shipment will not be accepted.
4. Purchase Order numbers must appear on all shipping containers, packing slips and invoices. Failure to comply with the above request may delay payment.
5. All goods are to be shipped F.O.B. Destination unless otherwise stated.
6. All materials and services are subject to approval based on the description on the face of the purchase order or appendages thereof. Substitutions are not permitted without approval of the Requesting Department. Material not approved will be returned at no cost to the Town.
7. All goods and equipment must meet or exceed all necessary city, state and federal standards and regulations.
8. Vendor or manufacturer bears risk of loss or damage until property received and/or installed.
9. Seller acknowledges that the buyer is an equal opportunity employer. Seller will comply with all equal opportunity laws and regulations that are applicable to it as a supplier of the buyer.
10. The Town is exempt from all federal excise and state tax -- ID# 52-6000776

Accounts Payable (410) 641-2770 FAX (410) 641-2316