



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

**Berlin Town Hall**  
**10 William Street**  
**Monday, January 22, 2018**

**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)(7) – To consult with counsel to obtain legal advice on a legal matter.
- c. 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 01/08/18
  - b. Statement of Closure for Executive Session of 01/08/18
  - c. Regular Session of 01/08/18
2. Announcement of the 150<sup>th</sup> Berlin Anniversary Logo Winner  
Staff Contact – Economic and Community Development Director Ivy Wells
3. Worcester Youth and Family Presentation – Executive Director Steven Taylor
4. Motion 2018-02: Tennis Courts Contract Award  
Staff Contact – Administrative Services Director Mary Bohlen
5. Departmental Reports:
  - a. Administrative Services Director – Mary Bohlen
  - b. Water Resources/Public Works – Jane Kreiter
  - c. Electric – Tim Lawrence
  - d. Chief – Arnold Downing
  - e. Planning – Dave Engelhart
  - f. Economic and Community Development – Ivy Wells
  - g. Managing Director – Jeff Fleetwood

6. Town Administrator's Report
7. Comments from the Mayor
8. Comments from the Council
9. Comments from the Public
10. Comments from the Press
11. Adjournment

Anyone having questions about the meetings mentioned above or needing special accommodations should contact Laura Allen, Town Administrator at (410) 641-4144. Written materials in alternate formats for persons with disabilities are made available upon request.

*TTY users dial 7-1-1 in the State of Maryland.  
TTY users outside Maryland dial 1-800-735-2258*



**BERLIN MAYOR AND COUNCIL**  
**Meeting Minutes**  
**Monday, January 8, 2018**

**7:00 PM            REGULAR SESSION – Berlin Town Hall Council Chambers**

**Present:** Mayor Gee Williams, Vice-President Elroy Brittingham, Councilmembers Thom Gulyas, Zackery Tyndall, and Dean Burrell.

**Absent:** Councilmember Troy Purnell

**Staff Present:** Town Administrator Laura Allen, Police Chief Arnold Downing, Planning Director Dave Engelhart, Economic and Community Development Director Ivy Wells, Town Attorney David Gaskill, and Administrative Assistant Kelsey Jensen.

Following the Lord’s Prayer and Pledge of Allegiance, Mayor Williams called the meeting to order at approximately 7:10 PM.

1. Approval of the Minutes for:

a. Regular Session of 12/11/17:

On the motion of Councilmember Gulyas, the Regular Session Minutes of December 11, 2017 were approved by the following vote:

Name	Counted toward Quorum			Recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Troy Purnell					X
Thom Gulyas	X				
Zackery Tyndall	X				
<i>Voting Tally</i>	4				1

2. Certificates – Pop Warner National Champions – Berlin Seahawks.

Mayor Williams addressed the Pop Warner team and presented the coaching staff and players with certificates honoring their accomplishments.

3. Motion 2018-01 – Motion extending the tattoo ordinance moratorium for another 120 days beyond its initial approval.

Matthew Amey and Dana Helmuth were present and requested an extension of 120 days on the moratorium. They were looking forward to the Health Department and Town Attorney being present at the next meeting and believe they have a committee with great ideas. Councilmember Tyndall agreed. Mayor Williams advised that if they are complete with the ordinance before the 120 days is up they can bring it forward. Councilmember Burrell commented that he is looking for fantastic things from this group.

On the motion of Councilmember Tyndall, Motion 2018-01 was approved by the following vote:

Name	Counted toward Quorum			Recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Troy Purnell					X
Thom Gulyas	X				
Zackery Tyndall	X				
<i>Voting Tally</i>	4				1

4. Departmental Reports:

a. Police Chief – Arnold Downing

Chief Downing stated that it has been a busy winter already, there was a fire, a fatal accident, an injury accident, and busy winter events. He believes every department worked very well together and he is proud of his employees and the Public Works crews. Mayor Williams asked him to pass along gratitude to the Police and everyone else. Vice-President Brittingham asked for an update on the new Police Facility; Chief Downing said the building is complete they are waiting on the alarm system and for Comcast to finish setting up the phones. He is hopeful they will move into the new facility in February.

b. Planning and Zoning Director – David Engelhart

Mr. Engelhart reported that the Henry Park restroom footers are complete, but they cannot pour the concrete for the foundation until we have three nights over 24 degrees. Water Resources and the Electric Department are ready to assist in the installation of the new restrooms when they arrive. Councilmember Burrell thanked him for the update.

c. Economic and Community Development Director – Ivy Wells

Ms. Wells stated that the New Year's Eve double ball drop went well and had 500 people in attendance for the kids ball drop. Everyone was very impressed with the added security measures; and Lieutenant Jeffery Lawson was also impressed with the events and security. She is working on the RFQ for the wayfinding signs. January 12<sup>th</sup> ends the logo contest for the 150<sup>th</sup> anniversary of the Town. She will be attending the Maryland Economical Development Meeting on Thursday in Annapolis. Chief Downing stated that he believes this was a very big shopping season; Ms. Wells said it was, and the carriage rides were very popular. Ms. Wells also thanked Mayor Williams and Councilmember Gulyas for their help with bubble wrap on New Year's Eve.

5. Town Administrator's Report – Laura Allen

Ms. Allen presented photos of the snow storm from Friday that were provided by Mayor Williams. She stated that we are still working on snow clean up and have put down 20-25 tons of salt. State Highway Administration has been assisting in snow removal today. She thanked Public Works and Water Resources for their hard work. There were three water line breaks and no power outages. Vice-President Brittingham stated that the Town did a great job with clean up and department heads should relay that to their employees. Councilmember Tyndall thought taking the snow from downtown to Berlin Falls Park was a great idea.

Mr. Gregory Purnell thanked the Town for their work on Briddletown to make it a duel lane road. Mayor Williams stated that it is a County Road and they will inquire if they can have authorization during bad weather to clear the road. Ms. Allen stated that the wind drifts in that area make it difficult to keep clear.

6. Comments from the Mayor:



Mayor Williams gave an inspiring speech about the new year and our 150<sup>th</sup> year as a Town.

7. Comments from the Council:

Vice-President Brittingham said he would like to send something from the Council to the Mayor of Pocomoke, Mayor Bruce Morrison. Mayor Williams said he thinks that is a great idea and will think of what to send and get the Council's opinion before sending.

Councilmember Burrell stated he was happy with the response time when he had issues with his water in the middle of the night and would like to thank Ms. Kreiter and Mr. Smith for having their crew out so quickly. He thinks the Mayor's comments were well put and thoughtful, and he is proud to live in this Town, and proud of the Pop Warner team. Ms. Wells stated that we have two banners for the Pop Warner team to hang, but the weather has prevented that at this point.

8. Comments from the Audience

Brooks Davis on behalf of Wainwrights expressed concerns about the trash in his lot after events and would like the Town to be responsible for cleaning the lots after events. Mayor Williams asked Chief Downing to keep an eye on that property during events, and he explained that we cannot enter private property without an understanding/agreement in place. Mayor Williams asked Town Administrator Laura Allen, and Town Attorney David Gaskill to come up with an agreement that will allow us to help when needed. Councilmember Tyndall stated if it is happening there, it is probably happening in other areas and thanked Mr. Davis for allowing the Town to use that lot after hours. Vice-President Brittingham and Councilmember Burrell agreed and thanked Mr. Davis.

Ivory Smith the Vice-President of the NAACP thanked the Mayor for his thoughts on diversity and said he would like to see more of it in Berlin, especially to see more care on the other side of Berlin. Mayor Williams stated that he can always feel free to contact the Town with ideas and concerns he may have. Mr. Smith said he likes that Pop Warner is a diverse team and came together for an end goal. Councilmember Tyndall appreciated Mr. Smith for bringing the spotlight to the other side of Berlin. Councilmember Burrell stated that he believes Mr. Smith's perception is not the same as his own and does not think the other side of Berlin is neglected, he sees pride in the neighborhood. Mayor Williams explained that Main Street, has lights because it is not a residential area and our historic areas have different regulations on lighting. Mr. Smith said he would like to discuss this further, but appreciates the Council's time. Councilmember Burrell said he sees how progressive Berlin is in being able to have these conversations in a public setting.

9. Comments from the Press – none.

10. Adjournment:

On the motion of Councilmember Burrell, the Mayor and Council meeting was adjourned at approximately 8:30PM.

Name	Counted toward Quorum			Recused	Absent
	Aye	No	Abstain		
Elroy Brittingham, VP	X				
Dean Burrell	X				
Troy Purnell					X
Thom Gulyas	X				
Zackery Tyndall	X				
<i>Voting Tally</i>	4				1

Respectfully Submitted,



Kelsey Jensen  
Administrative Assistant

Announcement of the 150<sup>th</sup>  
Berlin Anniversary Logo  
Winner

– Economic and Community  
Development Director Ivy  
Wells



150<sup>TH</sup>  
Anniversary

● BERLIN, MARYLAND ●



Presentation:

Worcester Youth and Family  
Presentation

– Executive Director Steven Taylor



**MOTION OF THE MAYOR AND COUNCIL 2018-02**

**STEPHEN DECATUR PARK TENNIS COURTS PROJECT**

A MOTION OF THE MAYOR AND COUNCIL OF THE TOWN OF BERLIN TO APPROVE PROPOSALS AND RE-ALLOCATION OF FUNDS FOR THE STEPHEN DECATUR PARK TENNIS COURTS PROJECT AS REFLECTED BELOW:

1. Award of contract to Terra Firma of Delmarva, Inc. in an amount not to exceed \$84,798 for the tennis courts construction project.
2. Award of contract to Cunningham Recreation in the amount of \$11,738 for the purchase and installation of specified amenities.
3. Award of contract to Grasso Fence Co. in the amount of \$59,838 for the purchase and installation of fencing.
3. Allocation of additional funding from reserves in an amount not-to-exceed \$17,614.

APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2018 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 \_\_\_\_\_, 2018 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: Administrative Services Director Mary Bohlen *MB*

VIA: Town Administrator Laura Allen

CC: Berlin Parks Commission

MEETING DATE: January 22, 2018

SUBJECT: Bid award and funding allocation - Stephen Decatur Park Tennis Courts Project

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## RECOMMENDATION

Staff recommends approval of Motion of the Mayor & Council 2018-02:

1. Award of contract to Terra Firma of Delmarva, Inc. in an amount not to exceed \$84,798.00 for the tennis courts construction project.
2. Award of contract to Cunningham Recreation in the amount of \$11,738 for the purchase and installation of specified amenities.
3. Award of contract to Grasso Fence Co. in the amount of \$59,838.00 for the purchase and installation of fencing.
4. Approval of the re-allocation of funding from reserves. Re-allocation will only occur at the end of the project for the actual funds needed and is not expected to exceed \$17,614.

## EXECUTIVE SUMMARY

The final projected budget for the tennis courts project is \$299,603, which includes the construction activities, lighting, fencing, amenities and engineering. Projected funding is \$281,989. Based on these numbers the project shortfall is projected to be a maximum of \$17,614.

Terra Firma's bid was for \$183,653 and included all aspects of the project with the exception of lighting and engineering. Proposals have been solicited from Cunningham Recreation for the amenities and Grasso Fencing (originally sub-contractor to Terra Firma) for the purchase and installation of the fencing. These proposals, as reflected in the requested approvals, reduce Terra Firma's cost to not-to-exceed \$84,798.

**FISCAL IMPACT**

**SDP TENNIS COURTS PROJECT BUDGET COMPARISON**

**FUNDING SOURCES**

Community Parks & Playgrounds Grant	\$215,000
Program Open Space	\$20,000
Electric Department	<u>\$46,989</u>
<b>TOTAL FUNDING</b>	<b>\$281,989</b>

**EXPENSES (Recommended as bid)\***

Terra Firma (demolition excluding fence removal, court construction and associated)	\$84,798
Grasso Fence Co. (materials and installation of fence)	\$59,838
Cunningham Recreation (purchase & installation of benches, posts/nets, bike rack)	\$11,738
Lighting	\$115,489
Engineering	<u>\$27,740</u>
<b>PROJECTED EXPENSE</b>	<b>\$299,603</b>
Projected Shortfall	(\$17,614)

**POSSIBLE REDUCTION**

Fencing - Eliminate vinyl coating (estimate) **	(\$14,229)
<b>ADJUSTED PROJECTED EXPENSE</b>	<b>\$285,374</b>
Projected Shortfall	(\$3,385)

\*Above figures do not reflect Town personnel & equipment to remove and dispose of existing fence. These in-kind costs would apply to the Town's required match.

**BACKGROUND**

One of the primary factors which has led to the budgetary issues is the timing involved in the project. The Town applied for Community Parks and Playgrounds funding in August of 2014, but did not receive notification of award until November of 2015. Community Parks and Playgrounds does not allow for contingency in the application budget, therefore the budget which was developed for the application was probably out-of-date by the time the award was granted over a year later.

Additional factors include the discovery that the asphalt under the existing courts was considerably deeper than originally anticipated, which added cost to the overall project, and a delay in receiving completed plans and numerous revisions required by USTA. All of these factors allowed inflation and ordinary price increases to widen the gap between the original budget and the actual prices as bid.

In May, 2017 the Mayor and Council reviewed the engineers' proposed project, which had an initial estimate of \$372,000 and directed staff to reduce the scale and try to work within the original budget of \$236,500.00. At that time, DBF amended the specifications and reduced the cost estimate, bringing the overall projected budget to \$301,989.00.

In August, 2017 an application was submitted to Program Open Space for \$20,000, which was allocated to Berlin by Worcester County and must be spent by June 30, 2018. Notification of award was received in December, 2017.



Funding through USTA was not awarded, however they did provide technical expertise and their recommendations for the specifications will result in modern, ADA accessible courts which meet industry standards.

DBF has continued to work on the scale and specifications and negotiate with the low-bidder on the Town's behalf to further reduce the projected expense, bringing the projected budget to that which is reflected here. Additional cost savings are realized by contracting directly with vendors for the amenities and fencing, and by using Town personnel and equipment to remove and dispose of the existing fence.

To date, a total of approximately \$110,000 has been expended on lighting and engineering and \$80,000 drawn on the CPP grant.

## **ANALYSIS**

### **Staff has identified the following alternatives:**

1. Remove vinyl coating on the fence for an estimated item savings of \$14,229. Staff does not recommend this course as the fence will be subject to rust and other deterioration much sooner without the protective vinyl coating.
2. Do not complete the tennis courts reconstruction at this time, however, because the lighting has already been partially reimbursed by CPP, it will need to be installed. To complete installation, there will be an additional cost of \$24,000 for the crane service, plus Electric Department personnel and equipment. This will be covered by the Electric Department budget. Staff does not recommend this course as 1) the existing \$20,000 POS grant will be forfeit; and 2) the remainder of the Community Parks and Playgrounds grant will likely be forfeit – this will bear discussion with CPP program staff.

## **NEXT STEPS**

Staff recommendation is to award the contracts as presented, to Terra Firma of Delmarva, Inc., Cunningham Recreation and Grasso Fence Co. Following project completion, review actual revenue vs. expense and execute a budget amendment to cover any shortfall, which is not expected to exceed \$17,614.

## **CONCLUSION**

Completion of the tennis court project as recommended will provide virtually new tennis courts, which meet industry and ADA specifications and are expected to last for many years.

Attachments: Motion of the Mayor & Council 2018-02  
Bid Tabulation  
Cunningham Recreation Quote #128892  
Grasso Fence Co. Quote



Bid Tabulation (with Cost Reduction with Low Bidder)

Project Name: Deaneur Park Tennis Court Resurfacing  
 Bid Date/Time: October 20, 2017 @ 2 pm.  
 Bid Opening Location: Town of Berlin

DBF Project Number: 050A103

ITEM NO.	DESCRIPTION OF WORK	SIZE OR DEPTH	UNIT	EST QTY
1	Mobilization, Bonds, and Insurance (Max. 3% of Total Bid)	-	LS	-
2	Mix Existing Tennis Court Surface and Overlay with Base and Surface Course Paving	1.5" Depth	SY	3066
3	Furnish and Install Liquid Applied Acrylic Surface System, Inner and Outer Court Colors as Selected by Owner	-	LS	-
4	Furnish and Install Plywood Lines as Shown on Plans	-	LS	-
5	Furnish and Install Proposed Fencing and Gates as Shown on Plans (Demolition not covered)	10' Ht.	LF	930
5A	Provide Vinyl Coating for Fence System	10' Ht.	LF	930
6	Furnish and Install Asphalt Transitions Meeting ADA Standards	1.5" HMA 3" GAB	SY	20
7	Furnish and Install Proposed New Posts	-	EA	4
8	Furnish and Install Proposed Benches	15' Length	EA	4
9	Furnish and Install Proposed Bike Rack	-	EA	1
10	Furnish and Install Level Spreader	-	LF	130
11	Furnish and Install Sediment and Erosion Control Measures as Required	-	LS	-
<b>CONTINGENCIES:</b>				
12	Miscellaneous Excavation and Backfill for Test Pitting	-	CY	10
13	Excavation Below Subgrade and Gravel Refill	-	CY	10
14	Furnish and Place Street Backfill	-	CY	10
15	Furnish and Place 4,000 PSI Concrete	-	CY	10
16	Furnish and Install Crack Sealant to Existing Base Course Asphalt	-	LF	500
<b>TOTAL BID - ITEMS 1-16:</b>				<b>500</b>

1. Terra Firma of Delmarva, Inc.			
AS BID	UNIT PRICE	TOTAL PRICE	
	\$ 5,506.00	\$ 5,506.00	
	\$ 14.00	\$ 42,924.00	
	\$ 22,170.00	\$ 22,170.00	
	\$ 5,710.00	\$ 5,710.00	
	\$ 67,991	\$ 63,447.00	
	\$ 15.30	\$ 14,229.00	
	\$ 72.00	\$ 1,440.00	
	\$ 3,033.00	\$ 12,132.00	
	\$ 1,054.00	\$ 4,216.00	
	\$ 1,595.00	\$ 1,595.00	
	\$ 27.20	\$ 3,536.00	
	\$ 2,898.00	\$ 2,898.00	
	\$ 30.00	\$ 300.00	
	\$ 90.00	\$ 900.00	
	\$ 40.00	\$ 400.00	
	\$ 205.00	\$ 2,050.00	
	\$ 1.00	\$ 500.00	
		<b>\$183,653.00</b>	

Terra Firma of Delmarva, Inc.			
REDUCED PRICE	UNIT PRICE	TOTAL PRICE	
	\$ 5,506.00	\$ 5,506.00	
	\$ 14.00	\$ 42,924.00	
	\$ 22,170.00	\$ 22,170.00	
	\$ 5,710.00	\$ 5,710.00	
	\$ 72.00	\$ 1,440.00	
	\$ 2,898.00	\$ 2,898.00	
	\$ 30.00	\$ 300.00	
	\$ 90.00	\$ 900.00	
	\$ 40.00	\$ 400.00	
	\$ 205.00	\$ 2,050.00	
	\$ 1.00	\$ 500.00	
		<b>\$84,798.00</b>	

Cunningham Rec.			
MATERIAL & INSTALLATION COSTS	UNIT PRICE	TOTAL PRICE	
		\$ 7,672.00	
		\$ 3,151.00	
		\$ 915.00	
		\$ 2,898.00	
		\$ 300.00	
		\$ 900.00	
		\$ 400.00	
		\$ 2,050.00	
		\$ 500.00	
		<b>\$11,738.00</b>	

Grasso Fence Co.			
MATERIAL & INSTALLATION COSTS	UNIT PRICE	TOTAL PRICE	
		\$ 47,931.00	
		\$ 11,965.00	
		\$ 1,440.00	
		\$ 2,898.00	
		\$ 300.00	
		\$ 900.00	
		\$ 400.00	
		\$ 2,050.00	
		\$ 500.00	
		<b>\$59,838.00</b>	

Total Construction Costs			
ADJUSTED SCOPE & PRICE	UNIT PRICE	TOTAL PRICE	
		\$ 5,506.00	
		\$ 42,924.00	
		\$ 22,170.00	
		\$ 5,710.00	
		\$ 47,931.00	
		\$ 11,965.00	
		\$ 1,440.00	
		\$ 2,898.00	
		\$ 300.00	
		\$ 900.00	
		\$ 400.00	
		\$ 2,050.00	
		\$ 500.00	
		<b>\$156,574.00</b>	



**Cunningham Recreation**  
**PO Box 487**  
**Queenstown, MD 21658**  
**800-233-0529 FAX 410-827-8855**

**QUOTE**  
**#128892**

01/16/2018

**Town of Berlin - Tennis Courts**

Town of Berlin  
 Attn: Mary Bohlen  
 10 William Street  
 Berlin, MD 21811  
 Phone: 410-641-4314  
 Fax: 410-641-2316  
 mbohlen@berlinmd.gov

Project #: P90771  
 Ship To Zip: 21811

Quantity	Part #	Description	Unit Price	Amount
4	TPGS-35	Jaypro - 3.5" Galvanized Steel Permanent/ Semi Permanent Tennis Posts, Pair -  <ul style="list-style-type: none"> <li>• <b>FEATURES:</b></li> <li>• Tensioning Racket has Spring Loaded Safety Latch &amp; Removable Handle</li> <li>• Nets and Ground Sleeves Sold Separately</li> </ul>	\$369.00	\$1,476.00
4	TPL-5	Jaypro - Collegiate Model Tennis Net, 42 x 39" - 2.5mm Twisted Black -  <ul style="list-style-type: none"> <li>• <b>FEATURES:</b></li> <li>• Quadruple Stitched H/Duty Double Thick Headband w/ a 1/8" Vinyl Coated Steel Cable</li> <li>• Top 5 Rows are Double Mesh</li> <li>• Synthetic Bottom Edges &amp; Grommeted Side Ends</li> </ul>	\$169.00	\$676.00
4	TP-150G	Jaypro - Ground Sleeves for 3.5" Semi-Permanent Use, Pair	\$149.00	\$596.00
1	INSTALL	PSP - Installation of (4) Tennis Systems including ground sleeves through existing asphalt	\$4,880.00	\$4,880.00
4	PB-75PI	Jaypro - 7.5 Permanent Players Bench w/o Back -  <ul style="list-style-type: none"> <li>• <b>FEATURES:</b></li> <li>• 10" Wide Aluminum Seat Plank with 2" x 2" Heavy Duty Galvanized Steel Legs</li> </ul>	\$239.00	\$956.00
1	INSTALL	PSP - Installation of (4) Players Benches, through existing asphalt	\$2,195.00	\$2,195.00
1	HDWBR-7PC	Jaypro - 7 Bike Wave Rack - Powder Coated - Permanent	\$545.00	\$545.00
1	INSTALL	PSP - Installation of Bike Rack, in-ground, through grass	\$370.00	\$370.00





Cunningham Recreation  
 PO Box 487  
 Queenstown, MD 21658  
 800-233-0529 FAX 410-827-8855

QUOTE  
 #128892

01/16/2018

**Town of Berlin - Tennis Courts**

**\*\*\* Installation of tennis standards and ground sleeves through existing asphalt prior to resurfacing of the tennis courts. Ground sleeves and benches will be installed flush with the existing asphalt and include concrete. Customer will determine the height of the new asphalt and the layout of the curbs. \*\*\***

SubTotal:	\$11,694.00
Discount:	(\$297.00)
Tax:	\$0.00
Freight:	\$340.94
<b>Total Amount:</b>	<b>\$11,737.94</b>

**Pricing:** Prices are firm for 30 days unless otherwise noted. Above costs assume one shipment and one installation unless otherwise noted. Taxes will be shown as a separate line item if included. Any applicable taxes not shown will be applied to final invoice.

**Lead Time/Shipment:** Standard orders shipped 4 weeks after receipt of order and acceptance of your purchase order, color selections, approved submittals, (if required) unless otherwise noted. Custom equipment and shades may require a longer lead time. Surfacing lead time is approximately 2 weeks after scheduling request. It is the responsibility of the owner to offload and inventory equipment, unless other arrangements have been made. Missing or damaged equipment must be reported within 60 days of acceptance of delivery. Equipment may be sent in multiple shipments based on point of origin.

**Payment Terms:** Net 30 days subject to approval by Credit Manager. A signed P.O. made out to Cunningham Recreation or this signed quotation is required for all orders unless otherwise noted. A 1.5% per month finance charge will be imposed on all past due accounts. Equipment shall be invoiced separately from other services and shall be payable in advance of those services and project completion. Checks should be made payable to Cunningham Recreation unless otherwise directed.

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

Site should be clear, level and allow for unrestricted access of trucks and machinery. Customer is responsible for providing a secure location to off-load and store the equipment during the installation process. The customer is responsible for theft or damage of the equipment from the time the equipment is off-loaded until the installation of the equipment is complete, unless other arrangements are made and noted on the quotation. Price includes ONLY what is stated in this quotation. If additional site work or equipment is needed then the price is subject to change. Customer shall be responsible for unknown conditions such as buried utilities (public & private), tree stumps, rock, or any concealed materials or conditions that may result in additional labor or materials cost. Customer will be billed hourly or per job for any additional costs.

**Acceptance of quotation:**

Accepted By (printed): \_\_\_\_\_ Date: \_\_\_\_\_  
 Title: \_\_\_\_\_ P.O. No: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Purchase Amount: **\$11,737.94**

SALES TAX EXEMPTION CERTIFICATE #: \_\_\_\_\_

(PLEASE PROVIDE A COPY OF CERTIFICATE)

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





**Cunningham Recreation**  
PO Box 487  
Queenstown, MD 21658  
800-233-0529 FAX 410-827-8855

**QUOTE**  
**#128892**

01/16/2018

**Town of Berlin - Tennis Courts**

**ORDER INFORMATION:**

Bill to: \_\_\_\_\_ Ship to: \_\_\_\_\_  
Contact: \_\_\_\_\_ Contact: \_\_\_\_\_  
Address: \_\_\_\_\_ Address: \_\_\_\_\_  
Address: \_\_\_\_\_ Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

# Grasso Fence Co.

Over 35 years experience

(410) 860-2146 / Fax# (410) 860-0479

P.O. Box 116

Fruitland, MD 21826-9998

MDOT MBE #11-507

DELDOT MBE #1076

MHIC #75654

October 19, 2017

Name: TERRA FIRMA

Billing Address: PO BOX 478, DELMAR, DE 19940

Job Location: TENNIS COURT-STEPHEN DECATUR PARK BERLIN, MD

Phone #:

Fax#:

## Description

INSTALL 930LF OF 10'-9 GAUGE X 1-3/4" MESH CLASS 2B GREEN PVC COATED CHAINLINK FENCE AND FRAMEWORK, 5-4' GATES AND 1-6' DBL GATE. FENCE TO HAVE 1-5/8" TOP RAIL AND BRACES, 4" POSTS, BOTTOM 6 GAUGE COIL WIRE. GATES TO HAVE 2" FRAMES. ALL POSTS IN 3000PSI CONCRETE FOOTINGS. TOTAL-\$59,838.00..1/3 DOWN, BALANCE NET30

ALT-INSTALL IN ALL GALVANIZED 10' X 1-3/4" MESH CHAINLINK AND FRAMEWORK-\$47,933.00...1/3 DOWN, BALANCE NET30

Interest at 2% per month (annual percentage rate 24%) will be charged to any account past 30 days. All quotes are subject to conditions beyond GFC, LLC control. Customer is responsible for establishing property lines and marking private underground wires, utility lines, and sprinkler systems. GFC, LLC will have Utility Companies mark out public utility-owned lines. (Miss Utility). Customer is responsible for clearing brush, trees, and obstructions, roots, etc. from fence line. Customer is responsible for obtaining building permits. If GFC, LLC refers collection of balances due under this contract to an attorney, then attorney fees & court costs will be paid by the buyer. Any changes to this contract will incur additional charges. No refunds on SPECIAL ORDERS.

X

John Grasso  
President

X

Buyer