

**86th Regular Session  
Mayor and City Council  
October 22, 2019  
Agenda**

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**7:00 PM - October 22, 2019 - REGULAR SESSION** -*Council Chamber, 2nd Floor, City Hall*

**I. CALL TO ORDER**

Mayor Robert E. Bruchey, II

**II. INVOCATION**

**III. PLEDGE TO THE FLAG**

**IV. ANNOUNCEMENTS**

- A. A. Rules of Procedure – *Effective October 22, 2019*
- B. Use of cell phones during meetings is restricted.
- C. All correspondence for distribution to Elected Officials should be provided to the City Clerk and should include a copy for the City Clerk for inclusion in the official record.
- D. Meeting Schedule:
  - 1. Tuesday, November 5, 2019 – Work Session at 4:00 p.m.
  - 2. Wednesday, November 6, 2019 – Pre-Legislative Forum with Washington County Delegation
  - 3. Tuesday, November 12, 2019 – Work Session at 4:00 p.m.
  - 4. Tuesday, November 19, 2019 – Work Session at 4:00 p.m.
  - 5. Tuesday, November 26, 2019 – Regular Session at 7:00 p.m.

**V. PROCLAMATION**

- A. Economic Development Week
- B. Great American Smoke Out 2019 – *Marie Hawse*

**VI. GUESTS**

Gridiron Classic MVP Presentation

**VII. AGENDA ITEM CITIZEN COMMENTS**

*(shall be limited to topics listed for consideration on that meeting's agenda)*

**VIII. MINUTES**

(September 10, 2019, September 17, 2019, and September 24, 2019)

**IX. CONSENT**

**C. Community and Economic Development**

- 1. Community Development Block Grant Consultant Services for Consolidated Plan 2020-2024 – Urban Design Ventures, LLC (Homestead, PA) \$ 46,000.00
- 2. Snow and Ice Abatement Contract – Botanica Inc. (Boonsboro, MD) Variable

#### **D. Fire**

1. 2020 Police Inceptor Utility Vehicle – Keystone Ford (Chambersburg, PA) \$52,729.91

#### **E. Information Technology**

1. Building Blocks Software Purchase, Installation, and Migration – Opportunity Space, Inc. (d.b.a. “Tolemi”) (Boston, MA) \$12,000.00
2. MUNIS Transparency Module Annual Maintenance Agreement Renewal – Tyler Technologies, Inc. (Dallas, TX) \$11,669.90

#### **F. Police**

1. Cyanoacrylate Fuming Chamber – Foster & Freeman (Sterling, VA) \$17,055.91

#### **G. Public Works**

1. Bulk Road Salt – Morton Salt (Chicago, IL) \$61.80/ton

#### **H. Utilities**

1. Light - Substation Class Vacuum Reclosers - Eaton Power Systems (Waukesha, WI) \$52,815.00
2. Light – Replacement of Bucket Truck #132 with Ford F-550 Chassis – National Auto Fleet Group (Watsonville, CA) \$112,481.81
3. Wastewater – Collection System Rehabilitation Phase 1A Additional Work – Mr. Rehab, LLC. (Mechanicsburg, PA) \$136,886.36
4. Water – Change Order Request – Hazen and Sawyer (Baltimore, MD) \$55,158.00
5. Water – Annual Software Support and Service Agreement at Willson Plant for SCADA – ABB Inc. (Wickliffe, OH) \$67,100.00

### **X. UNFINISHED BUSINESS**

A. *No Unfinished Business*

### **XI. NEW BUSINESS**

- A. Approval of a Resolution: Authorizing Naming Intersections of Wesel Boulevard
- B. Approval of a Resolution: Authorizing, Approving and Directing the Entry into a Negotiation Class in Pending Litigation Against Contributors of Opioid Addiction Crisis
- C. Approval of a Resolution: Entering into an Art Donation Agreement with the Thomas Kennedy Center and Antonio Tobias Mendez
- D. Approval of City Center Holiday Parking Program
- E. Approval of New Full-time Employee: Water Distribution Foreman
- F. Approval of Funding for a Community Coalition Lobbyist

### **XII. GENERAL CITIZEN COMMENTS**

A. *(shall be open to any issue within the subject matter jurisdiction of the Council)*

### **XIII. CITY ADMINISTRATOR'S COMMENTS**

### **XIV. MAYOR AND COUNCIL COMMENTS**

### **XV. ADJOURN**



**REQUIRED MOTION  
MAYOR AND CITY COUNCIL  
HAGERSTOWN, MARYLAND**

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**Topic:**

Mayor Robert E. Bruchey, II

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**



**REQUIRED MOTION  
MAYOR AND CITY COUNCIL  
HAGERSTOWN, MARYLAND**

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**Topic:**

- A. Rules of Procedure – *Effective October 22, 2019*
- B. Use of cell phones during meetings is restricted.
- C. All correspondence for distribution to Elected Officials should be provided to the City Clerk and should include a copy for the City Clerk for inclusion in the official record.
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  - 5. Tuesday, November 26, 2019 – Regular Session at 7:00 p.m.

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**REQUIRED MOTION  
MAYOR AND CITY COUNCIL  
HAGERSTOWN, MARYLAND**

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**Topic:**

Economic Development Week

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**REQUIRED MOTION  
MAYOR AND CITY COUNCIL  
HAGERSTOWN, MARYLAND**

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**Topic:**

Great American Smoke Out 2019 – *Marie Hawse*

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**REQUIRED MOTION  
MAYOR AND CITY COUNCIL  
HAGERSTOWN, MARYLAND**

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**Topic:**

Gridiron Classic MVP Presentation

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**REQUIRED MOTION  
MAYOR AND CITY COUNCIL  
HAGERSTOWN, MARYLAND**

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**Topic:**

*(shall be limited to topics listed for consideration on that meeting's agenda)*

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**REQUIRED MOTION  
MAYOR AND CITY COUNCIL  
HAGERSTOWN, MARYLAND**

---

**Topic:**

(September 10, 2019, September 17, 2019, and September 24, 2019)

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

**File Name**

Motion.minutes.docx

**Description**

Motion

## **REQUIRED MOTION**

### **MAYOR AND CITY COUNCIL HAGERSTOWN, MARYLAND**

**Date:** October 22, 2019

**TOPIC:** **Approval of Minutes**

|                   |              |
|-------------------|--------------|
| Charter Amendment | _____        |
| Code Amendment    | _____        |
| Ordinance         | _____        |
| Resolution        | _____        |
| Other             | <u>  X  </u> |

**MOTION:** I hereby move for the approval of minutes, as presented, for the Mayor and Council meetings held on September 10, 2019, September 17, 2019, and September 24, 2019.

DATE OF PASSAGE: October 22, 2019

# **REQUIRED MOTION MAYOR AND CITY COUNCIL HAGERSTOWN, MARYLAND**

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## **Topic:**

Community Development Block Grant Consultant Services for Consolidated Plan 2020-2024 – Urban Design Ventures, LLC (Homestead, PA) \$ 46,000.00

## **Mayor and City Council Action Required:**

Staff is requesting that the Mayor & City Council award the contract for CDBG Planning to Urban Design Ventures, LLC. The contract would be fully funded with the City's CDBG program funds.

## **Discussion:**

The City of Hagerstown is an Entitlement Recipient of Federal funds from the United States Department of Housing and Urban Development (HUD). The statutes for grant programs set forth three (3) basic goals to:

- 1) develop viable urban communities, by providing decent housing;
- 2) Provide a suitable living environment; and
- 3) to expand economic opportunities principally for low and moderate income individuals and families.

In order to meet these goals, HUD requires Entitlement Recipients to prepare a Consolidated Plan, a five year strategy supported by annual action plans to develop a unified vision and approach to community development actions.

The Consolidated Plan consists of a five-year strategic plan and an annual action plans. The strategic plan contains three parts:

- 1) a housing, homeless, and community and economic development needs assessment,
- 2) a housing market analysis; and
- 3) long-term strategies to meet priority needs.

With assistance from the City, the Consultant will complete the planning and preparation of the City's five-year plan. The Consultant must complete the plan by March 3, 2020, to allow time for public hearings and the 30-day public comment period, adoption by the City Council, and for submission to HUD by mid-May 2020.

Consultants will also work with Staff to develop the City's Analysis of Impediments to Fair Housing Choice to satisfy the requirements of the Housing and Community Development Act of 1974, as amended. This Act requires that any community receiving Community Development Block Grant (CDBG) funds affirmatively further fair housing. As a result, the City is charged with conducting its CDBG program in compliance with the Federal Fair Housing Act. The responsibility of compliance extends to nonprofit organizations and other entities which receive federal funds through the City.

As a federal entitlement community, the City has specific fair housing planning responsibilities, which include:

- Conducting an Analysis of Impediments to Fair Housing Choice;
- Developing actions to overcome the effects of identified impediments to fair housing; and
- Maintaining records to support the jurisdiction's initiatives to affirmatively further fair housing.



Further, the City must:

- Analyze housing discrimination and work towards its elimination;
- Promote fair housing choice for all;
- Provide racially and ethnically inclusive patterns of housing occupancy;
- Promote housing that is physically accessible to, and usable by all people; and
- Foster compliance with the nondiscrimination provisions of the Fair Housing Act.

An RFP was issued in August of 2019 for CDBG planning consultant services and the low bidder for the project is Urban Design Ventures, LLC., based in Homestead, PA with a proposal of \$46,000. Urban Design Ventures, LLC was the City's consultant for development and delivery of the previous CDBG Five-year Consolidated Plan. Staff recommend awarding the contract to Urban Design Ventures, LLC.

**Funding Plan**

The FY20 CDBG budget was constructed based on conservative estimates of CDBG Program Income and the related Administrative Cap. Initially, no administration funding was specifically budgeted for the Consolidated Plan to ensure compliance with the regulatory cap. CDBG program income projections are now high enough to create sufficient cap space to cover the necessary planning costs. CDBG funding is available to be shifted from the \$150,000 Public Facility Loan line item as it is now projected that no eligible public facility loans are likely to occur in FY20.

**Financial Impact:**

**Recommendation:**

Staff seek Mayor and City Council approval of a contract to hire a consulting firm to aid in the development of a Community Development Block Grant (CDBG) five-year Consolidated Plan which will encompass FY 2021-2025, and the FY2021 Annual Action Plan as well as an Analysis of Impediments to Fair Housing Choice.

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

**File Name**

Consent\_-\_DCED\_-\_CDBG\_Consolidated\_Plan.pdf

**Description**

Consent - CDBG  
Consultant Services

**City of Hagerstown  
Mayor and Council  
Purchase / Contract Information  
Meeting of 10/22/2019**

**Do Not Complete This Section**  
Approved Consent Agenda: \_\_\_\_\_  
New Business: \_\_\_\_\_

Originating Department: DCED By: Jonathan Kerns  
Account Number: 1050001-530909 Account / Project Name: CDBG Consolidated Plan  
Budget Amount: 0 Account Balance: 0 Year: FY20 CIP Control No. \_\_\_\_\_  
Unbudgeted \$: 46,000 Source of Funds: CDBG funding from unexpended CDBG public facility  
loans line item 1050007-603554

| Quantity | Description                                                                                           | Value    |
|----------|-------------------------------------------------------------------------------------------------------|----------|
| 1        | CDBG Consolidated Plan PY 2020-2024, Action Plan PY 2020, and Analysis of Impediments to Fair Housing | \$46,000 |
|          |                                                                                                       |          |
|          |                                                                                                       |          |

**TOTAL VALUE OF PROJECT:** \$46,000

**ABOVE TO BE USED FOR:**

Consultant to develop Community Development Block Grant Consolidated Plan for Program Years  
2020-2024, Annual Action Plan for Program Year 2020, and an Analysis of Impediments to Fair Housing.

**Recommended Vendor:**

Business Name: Urban Design Ventures, LLC  
Address: 212 East Seventh Avenue  
City, State: Homestead, PA 15120  
Bid/Proposal/Quote No.: P1697.20

| OTHER VENDORS:                        |             |              |
|---------------------------------------|-------------|--------------|
| Firm                                  | City/State  | Total Amount |
| Chrysalis, Research + Consulting, LLC | Atlanta, GA | \$61,150     |
|                                       |             |              |
|                                       |             |              |
|                                       |             |              |
|                                       |             |              |

**(1) Department Manager**

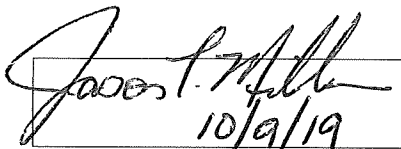
CDBG planning documents required per CDBG regulations.  
Urban Design Ventures, LLC, was previously procured for the City's most recent CDBG Five Year Consolidated Plan and Analysis of Impediments to Fair Housing.  
All costs for consultant to be sourced from the CDBG budget.  
CDBG funds available from unexpended public facility loan line Item.

  
10/8/19

Signature / Date

**(2) Purchasing Agent:**

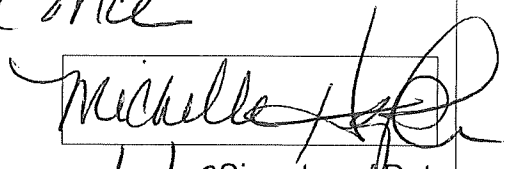
*Recommend Approval.*

  
10/9/19

Signature / Date

**(3) Finance Manager:**

*Recommend approval. There is funding identified to cover this service & a budget amendment will be completed once approved.*

  
10/9/19

Signature / Date

**(4) City Administrator's Recommendation:**

*Recommend Approval*

  
10/11/19

Signature / Date



## CITY OF HAGERSTOWN, MARYLAND

Department of Community and Economic Development

To: Scott Nicewarner, City Administrator

From: Lauren Metz, Planning & Outreach Coordinator  
Jonathan Kerns, Community Development Manager

Date: October 9, 2019

RE: **Consultant Selection for CDBG 5-Year Consolidated Plan**

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Staff seek Mayor and City Council approval of a contract to hire a consulting firm to aid in the development of a Community Development Block Grant (CDBG) five-year Consolidated Plan which will encompass FY 2021-2025, and the FY2021 Annual Action Plan as well as an Analysis of Impediments to Fair Housing Choice.

### **Mayor & Council Action Requested**

Staff is requesting that the Mayor & City Council award the contract for CDBG Planning to Urban Design Ventures, LLC. The contract would be fully funded with the City's CDBG program funds.

### **Background**

The City of Hagerstown is an Entitlement Recipient of Federal funds from the United States Department of Housing and Urban Development (HUD). The statutes for grant programs set forth three (3) basic goals to:

- 1) develop viable urban communities, by providing decent housing;
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In order to meet these goals, HUD requires Entitlement Recipients to prepare a Consolidated Plan, a five year strategy supported by annual action plans to develop a unified vision and approach to community development actions.

The Consolidated Plan consists of a five-year strategic plan and an annual action plans. The strategic plan contains three parts:

- 1) a housing, homeless, and community and economic development needs assessment,
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### 3) long-term strategies to meet priority needs.

With assistance from the City, the Consultant will complete the planning and preparation of the City's five-year plan. The Consultant must complete the plan by March 3, 2020, to allow time for public hearings and the 30-day public comment period, adoption by the City Council, and for submission to HUD by mid-May 2020.

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An RFP was issued in August of 2019 for CDBG planning consultant services and the low bidder for the project is Urban Design Ventures, LLC., based in Homestead, PA with a proposal of \$46,000. Urban Design Ventures, LLC was the City's consultant for development and delivery of the previous CDBG Five-year Consolidated Plan. Staff recommend awarding the contract to Urban Design Ventures, LLC.

### **Funding Plan**

The FY20 CDBG budget was constructed based on conservative estimates of CDBG Program Income and the related Administrative Cap. Initially, no administration funding was specifically budgeted for the Consolidated Plan to ensure compliance with the regulatory cap. CDBG program income projections are now high enough to create sufficient cap space to cover the necessary planning costs. CDBG funding is available to be shifted from the \$150,000 Public Facility Loan line item as it is now projected that no eligible public facility loans are likely to occur in FY20.

Attachments: \* Consolidated Plan Proposal Tabulation

c. Jill Thompson, Director DCED

City Of Hagerstown  
Finance Department  
Tabulation Report

Consolidated Plan 2020-2024,  
Action Plan PY20 & Analysis of  
Impediments to Fair Housing  
P1697.20  
9/11/19 @ 2:00PM  
Tyler French

Title:  
No:  
Deadline Date/Time:  
Contact Person:

|                      |                                           |                            |
|----------------------|-------------------------------------------|----------------------------|
| Company Name:        | Chrysalis Research and Consulting,<br>LLC | Urban Design Ventures, LLC |
| Total Proposal Price | \$61,150.00                               | \$46,000.00                |
| Vendor Forms         | X                                         | X                          |

**REQUIRED MOTION  
MAYOR AND CITY COUNCIL  
HAGERSTOWN, MARYLAND**

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**Topic:**

Snow and Ice Abatement Contract – Botanica Inc. (Boonsboro, MD) Variable

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

**File Name**

Consent\_-\_PCAD\_-\_Snow\_and\_Ice\_Abatement\_Contract.pdf

**Description**

Consent - Snow and Ice  
Abatement

**City of Hagerstown  
Mayor and Council  
Purchase / Contract Information  
Meeting of 10/22/19**

**Do Not Complete This Section**  
Approved Consent Agenda: \_\_\_\_\_  
New Business: \_\_\_\_\_

Originating Department: Planning & Code Admin. By: Kathleen Maher & Paul Fulk  
Account Number: 0114001-5344 Account / Project Name: Snow & Ice Abatement  
Budget Amount: \$150,000 Account Balance: \$129,500 Year: FY20 CIP Control No. \_\_\_\_\_  
Unbudgeted \$: \_\_\_\_\_ Source of Funds: \_\_\_\_\_

| Quantity | Description                   | Value    |
|----------|-------------------------------|----------|
|          | Snow & Ice Abatement Contract | Variable |
|          |                               |          |
|          |                               |          |

**TOTAL VALUE OF PROJECT:** Variable

**ABOVE TO BE USED FOR:**

The purpose of this contract is to provide abatement services for the removal of snow and ice from public Sidewalks in the city that remain uncleared after snow event.

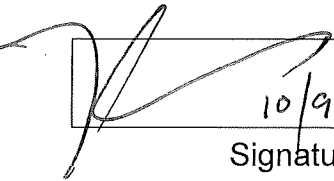
**Recommended Vendor:**

Business Name: Botanica Inc.  
Address: 18349 Lappans Rd.  
City, State: Boonsboro, MD 21713  
Bid/Proposal/Quote No.: RFP-19-M-24

| OTHER VENDORS:                 |               |              |
|--------------------------------|---------------|--------------|
| Firm                           | City/State    | Total Amount |
| JNL Construction Services, LLC | Baltimore, MD | Variable     |
|                                |               |              |
|                                |               |              |
|                                |               |              |
|                                |               |              |
|                                |               |              |

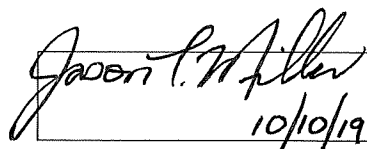


(1) Department Manager

 10/9/19  
Signature / Date

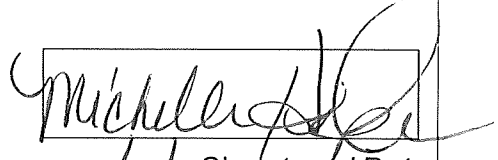
(2) Purchasing Agent:

*Recommend Approval.*

 10/10/19  
Signature / Date

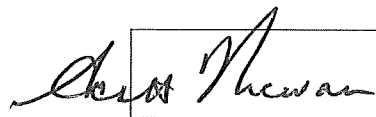
(3) Finance Manager:

*Approve*

 10/10/19  
Signature / Date

(4) City Administrator's Recommendation:

*Recommend Approval*

 10/11/19  
Signature / Date



# CITY OF HAGERSTOWN, MARYLAND

Planning and Code Administration Department

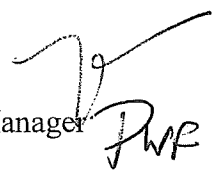
## MEMORANDUM

TO: Scott Nicewarner, City Administrator

FROM: Kathleen A. Maher, Planning Director  
Paul W. Fulk, Neighborhood Services Manager

SUBJECT: Snow & Ice Abatement Contract

DATE: October 9, 2019



### MAYOR AND CITY COUNCIL ACTION REQUESTED

Planning and Code Administration Department staff recommend that the Mayor and City Council award the contract for Snow & Ice Abatement services to Botanica Enterprises, Inc. of Boonsboro, MD.

### PURPOSE OF THE CONTRACT

The purpose of this contract is to provide abatement services for the removal of snow and ice from public sidewalks in the city that remain uncleared after a snow event.

### IMPACT ON GENERAL FUND

The City has budgeted \$150,000 in our department's Property Abatement account for this fiscal year and to date we have expended \$20,500 on a variety of abatement activities (demolition, unsanitary conditions, etc.). The amount of funds expended by the City on Snow and Ice Abatement is extremely variable depending upon the number of storms, how much snow falls, how quickly snow melts, etc. In the last three fiscal years, the City had no billings for this type of abatement activity. In FY 2016, the City billed property owners for \$1,780.00 for Snow and Ice Abatement.

### BID SELECTION

The City sought bids for Snow & Ice Abatement services and received two bids. Per the bid documents, the official low bid is determined by hourly rate for labor submitted. The low bid by that parameter is JLN Construction. JNL Construction's overall charges per property in their proposal would be extremely higher than the other contractor. Due to concerns over the higher abatement bills for the work performed under this contract, staff are reluctant to enter into a contract with JNL Construction for Snow & Ice Abatement. While not the low bid on hourly rate for labor, Botanica was the overall low bid for the variety of services bid that are related to this contract (e.g., hourly rate for labor, hourly

Snow & Ice Abatement Contract

October 9, 2019

Page 2

rate for removal equipment, service call fee). Staff recommends awarding the contract to Botanica.

c: Emily McFarland, Neighborhood Services Programs Coordinator  
Blaine Mowen, Chief Code Official  
Michelle Hepburn, Finance Director  
Jennifer Keefer, City Attorney

**REQUIRED MOTION  
MAYOR AND CITY COUNCIL  
HAGERSTOWN, MARYLAND**

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**Topic:**

2020 Police Inceptor Utility Vehicle – Keystone Ford (Chambersburg, PA) \$52,729.91

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

**File Name**

Consent\_-\_Fire\_-\_2020\_Police\_Inceptor\_Utility\_Base.pdf

**Description**

Consent - Vehicle

**City of Hagerstown  
Mayor and Council  
Purchase / Contract Information  
Meeting of October 22, 2019**

**Do Not Complete This Section**  
Approved Consent Agenda: \_\_\_\_\_  
New Business: \_\_\_\_\_

Originating Department: Fire 5842 By: Steve Lohr, Fire Chief  
Account Number: 4512001-~~584503~~-C0010 Account / Project Name: ~~584503~~ 5842  
Budget Amount: \$65,000 Account Balance: ~~\$125,000~~ 65,000 Year: 20 CIP Control No. C0010  
Unbudgeted \$: 0 Source of Funds: CIP funds – GF PB RESERVE

| Quantity | Description                                              | Value      |
|----------|----------------------------------------------------------|------------|
| 1        | 2020 Police Interceptor Utility Base AWD                 | 40,655.00  |
| 1        | Lights, Sirens, Mounts & Emergency accessories, computer | 17,129.91  |
| 1        | Costars – Emergency Responder Vehicle Discount           | (5,055.00) |
|          |                                                          |            |

**TOTAL VALUE OF PROJECT:**

**52,729.91**

**ABOVE TO BE USED FOR:**

This vehicle will be assigned to the Fire Chief.

**Recommended Vendor:**

Business Name: Keystone Ford  
Address: 301 Walker Road  
City, State: Chambersburg, PA 17201  
Bid/Proposal/Quote No.: Co-Star 013-130

**OTHER VENDORS:**

| Firm | City/State | Total Amount |
|------|------------|--------------|
|      |            |              |
|      |            |              |
|      |            |              |
|      |            |              |
|      |            |              |

(1) Department Manager *Recommend Approval. This vehicle was originally programmed/approved to be replaced in FY15. It has been deferred 4-budjet cycles to address higher priority needs in the light duty fleet. We anticipate a long lead time on the chassis from Ford. Approved budget item in FY20. This estimate is well under the suggested amount and includes mobile radio installation.*

*Ann E. John* 10/9/19  
Signature / Date

(2) Purchasing Agent:

*Recommend Approval.*

*Jacobs T. Miller*  
10/10/19  
Signature / Date

(3) Finance Manager:

*Recommend approval. There is adequate funding included in the FY20 approved budget for this vehicle replacement.*

*Michael H. Spivey*  
10/10/19  
Signature / Date

4) City Administrator's Recommendation:

*Recommend Approval*

*Scott Sherman* 10/11/19  
Signature / Date



|                                               |
|-----------------------------------------------|
| <b>CITY OF HAGERSTOWN</b>                     |
| <b>VEHICLE/EQUIPMENT REPLACEMENT SCHEDULE</b> |
| <b>DISPOSAL INFORMATION/JUSTIFICATION</b>     |
| <b>n</b>                                      |

Department: Fire Division: \_\_\_\_\_

Vehicle Call #: F05-9097 Model Yr: 2005 Serial #: 1GNDT13S162179097

Make: Chevrolet Model: Trail Blazer

Vehicle Description: Sport Utility Vehicle

Mileage/Hours: 66,000+ Repair Costs to Date: \*\$6,071.79

# of Service Orders: \_\_\_\_\_ Condition: FAIR

**Reason(s) for Replacement:**

|                                     |                             |                                                                                                                                                                        |
|-------------------------------------|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/>            | Deteriorating Condition     |                                                                                                                                                                        |
| <input type="checkbox"/>            | Undersized for Type of Work |                                                                                                                                                                        |
| <input checked="" type="checkbox"/> | Hours and/or Age            |                                                                                                                                                                        |
| <input checked="" type="checkbox"/> | Other (explain in detail)   | Vehicle will be repurposed as a light duty service vehicle. It may be used as an emergency response vehicle in the event of a major incident with call back personnel. |

Is purchase an addition to the fleet? Yes

Reason for addition: Battalion Command Vehicle

**Disposition:**

|                                     |                      |                      |
|-------------------------------------|----------------------|----------------------|
| <input checked="" type="checkbox"/> | Addition             |                      |
| <input type="checkbox"/>            | Transfer within City |                      |
| <input type="checkbox"/>            | Disposal             | Salvage Value: _____ |
| <input type="checkbox"/>            | Junked               |                      |

**Notes:**

\*Repair cost tracked from 6/2010 to present - No records prior

Prepared By: Julie Statler Date: 10/22/2019





Prepared for: , City Of Hagerstown

1 East Franklin St, 2nd Floor

Hagerstown, MD 21740

Office: 301-739-8577

---

## 2020 Police Interceptor Utility AWD Base (K8A)

Price Level: 25

---



*OK, sed  
10/9/19*

### Client Proposal

Prepared by:

Chad M Sites

Office: 717-709-6263

Email: [csites@keystoneford.com](mailto:csites@keystoneford.com)

Quote ID: HagFire2

Date: 10/09/2019



Keystone Ford | 301 Walker Road, Chambersburg, Pennsylvania, 172013507

Office: 717-264-5104 | Fax: 717-264-1718



**Prepared for:**

City Of Hagerstown

Prepared by: Chad M Sites

10/09/2019

Keystone Ford | 301 Walker Road Chambersburg Pennsylvania | 172013507

**2020 Police Interceptor Utility AWD Base (K8A)**

Price Level: 25 | Quote ID: HagFire2

**Pricing Summary - Single Vehicle****MSRP***Vehicle Pricing*

|                    |                    |
|--------------------|--------------------|
| Base Vehicle Price | \$40,615.00        |
| Options & Colors   | -\$1,155.00        |
| Upfitting          | \$0.00             |
| Destination Charge | \$1,195.00         |
| <b>Subtotal</b>    | <b>\$40,655.00</b> |

*Pre-Tax Adjustments*

| Code | Description              |             |
|------|--------------------------|-------------|
| 22   | 911 Rapid Response quote | \$17,129.91 |
| 37   | Costars Contract 013-130 | -\$5,055.00 |

---

|              |                    |
|--------------|--------------------|
| <b>Total</b> | <b>\$52,729.91</b> |
|--------------|--------------------|

---

Customer Signature

---

Acceptance Date

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

**REQUIRED MOTION  
MAYOR AND CITY COUNCIL  
HAGERSTOWN, MARYLAND**

---

**Topic:**

Building Blocks Software Purchase, Installation, and Migration – Opportunity Space, Inc.  
(d.b.a. “Tolemi”) (Boston, MA) \$12,000.00

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

**File Name**

Consent\_-\_IT\_-\_Building\_Blocks.pdf

**Description**

Consent - Building Blocks

**City of Hagerstown  
Mayor and Council  
Purchase / Contract Information  
Meeting of 10/22/2019**

Do Not Complete This Section  
Approved Consent Agenda: \_\_\_\_\_  
New Business: \_\_\_\_\_

Originating Department: IT & Support Services By: Jim Snyder, IT Manager  
Account Number: CIP 045-C0739 Account / Project Name: Info Tech - Expenditures  
Budget Amount: \$12,000 Account Balance: \$64,000 Year: FY20 CIP Control No. 045-C0739  
Unbudgeted \$: \$0.00 Source of Funds: Capital Improvement Project

| Quantity | Description                                                       | Value       |
|----------|-------------------------------------------------------------------|-------------|
| 1        | Building Blocks – software purchase, installation, and migration. | \$12,000.00 |
|          | Includes five (5) end-user licenses                               |             |
|          |                                                                   |             |

**TOTAL VALUE OF PROJECT:** \$12,000.00

**ABOVE TO BE USED FOR:**

Purchase, installation, set-up, and data migration of Building Blocks software. Covers annual maintenance and support from Tolemi (vendor) and five (5) end-user licenses.

**Recommended Vendor:**

Business Name: OpportunitySpace, Inc. (d.b.a. "Tolemi")  
Address: 76 Summer Street  
City, State: Boston, MA 02110  
Bid/Proposal/Quote No.: \_\_\_\_\_

**OTHER VENDORS:**

| Firm                                         | City/State | Total Amount |
|----------------------------------------------|------------|--------------|
| Tolemi is the Sole Source for this software. |            |              |
|                                              |            |              |
|                                              |            |              |
|                                              |            |              |
|                                              |            |              |

(1) Department Manager

Price includes annual support and maintenance software plus five (5) end-user licenses.  
This is an approved Capital Improvement Project in the FY19-FY20 budget (CIP045-C0739).

*Janet Sel* 9/23/19

(2) Purchasing Agent:

*Recommend Approval.*

*Jacob L. Miller*  
10/9/19

Signature / Date

(3) Finance Manager:

*Recommend approval. Funding was included  
in the FY20 approved budget for this  
purchase*

*Michael H. [Signature]*  
10/9/19

Signature / Date

(4) City Administrator's Recommendation:

*Recommend Approval*

*Ann Thuma* 10/11/19

Signature / Date



## CITY OF HAGERSTOWN, MARYLAND

Information Technology & Support Services – James R. Snyder, IT  
Manager

September 12, 2019

TO: Scott Nicewarner, City Administrator  
FROM: James R. Snyder, Information Technology Manager  
RE: BuildingBlocks Software Purchase

The City of Hagerstown's Planning and Code Administration Department (PCAD) has researched and requested to purchase a software package called BuildingBlocks (from vendor Tolemi). BuildingBlocks is an all-in-one property, location, and spatial information system. It is a map-based application that connects and updates data held in different systems and formats across departments & agencies. Any administrator can find the answers they need in seconds, run advanced spatial analysis, and automate reports in a single interface. BuildingBlocks interfaces with data in our Geographical Information System (GIS) and MUNIS (City Financial System Software), allowing a complete and up-to-date profile on every property within the municipality.

The cost associated with this software covers the purchase, installation, configuration, and data loads necessary in order to utilize the product, as well as consultation and instruction from the Tolemi vendor. It also includes five (5) end-user licenses. This expense is budgeted for FY19-FY20, listed under Capital Improvement Project 045-C0739.

|                         |              |
|-------------------------|--------------|
| BuildingBlocks Software | \$ 12,000.00 |
|-------------------------|--------------|

**REQUESTED M&C ACTION:** I am formally requesting permission from the City Administrator, Mayor, and City Council to approve the described budgeted purchase so that we may obtain the described BuildingBlocks software, enhancing the capability of our PCAD employees to service the City of Hagerstown's Planning and Code Administration needs.

**REQUIRED MOTION  
MAYOR AND CITY COUNCIL  
HAGERSTOWN, MARYLAND**

---

**Topic:**

MUNIS Transparency Module Annual Maintenance Agreement Renewal – Tyler Technologies, Inc. (Dallas, TX) \$11,669.90

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

**File Name**

Consent\_-\_IT\_-\_MUNIS.pdf

**Description**

Consent - MUNIS



**City of Hagerstown  
Mayor and Council  
Purchase / Contract Information  
Meeting of 10-22-19**

Do Not Complete This Section  
Approved Consent Agenda: \_\_\_\_\_  
New Business: \_\_\_\_\_

Originating Department: Technology & Support Services By: James R. Snyder, IT Manager

Account Number: 0107200-537702 Account / Project Name: MUNIS Transparency Module Maintenance Renewal

Budget Amount: \$11,669.90 Account Balance: ~~63,922.41~~ 28,230 Year: FY19- FY20 CIP Control No. \_\_\_\_\_

Unbudgeted \$: \_\_\_\_\_ Source of Funds: General Fund

| Quantity | Description                                             | Value       |
|----------|---------------------------------------------------------|-------------|
| 1        | MUNIS Transparency Module Maintenance Agreement Renewal | \$11,669.90 |
|          |                                                         |             |
|          |                                                         |             |

**TOTAL VALUE OF PROJECT:** \$11,669.90

**ABOVE TO BE USED FOR:**

Renewal of MUNIS Transparency Module Maintenance Agreement for FY2019-FY2020. This system allows citizens to access public financial information directly from the City's website.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Recommended Vendor:**

Business Name: Tyler Technologies, Inc.

Address: PO Box 203556

City, State: Dallas, TX 75320-3556

Bid/Proposal/Quote No.: \_\_\_\_\_

| OTHER VENDORS:                                    |            |              |
|---------------------------------------------------|------------|--------------|
| Firm                                              | City/State | Total Amount |
| THIS IS A SOLE SOURCE DUE TO PROPRIETARY SOFTWARE |            |              |
|                                                   |            |              |
|                                                   |            |              |

**(1) Department Manager**

Annual renewal for licensing and support for the City's online Financial Transparency Module. This system, accessed via [www.hagerstownmd.org](http://www.hagerstownmd.org), is one of the top visited pages on the city website.

*Janet S. [Signature]* 9/23/19

Signature / Date

**(2) Purchasing Agent:**

*Recommend Approval.*

*Jaron L. Miller*  
10/9/19

Signature / Date

**(3) Finance Manager:**

*Recommend approval for this continuing software support/maintenance.*

*Michelle [Signature]*  
10/9/19

Signature / Date

**(4) City Administrator's Recommendation:**

*Recommend Approval*

*Chris [Signature]* 10/11/19

Signature / Date



## CITY OF HAGERSTOWN, MARYLAND

Information Technology & Support Services – James R. Snyder, IT  
Manager

September 23, 2019

TO: Scott Nicewarner, City Administrator

FROM: James R. Snyder, Information Technology Manager

RE: MUNIS Transparency Module Annual Maintenance Agreement Renewal

The City of Hagerstown has recently received its annual maintenance agreement renewal from Tyler Technologies for the MUNIS Transparency Module. This system allows citizens to access public financial information directly from the City's website ([www.hagerstownmd.org](http://www.hagerstownmd.org)), and is one of the highest visited web pages on the city's website. This expense is budgeted for FY19-FY20 out of our general operating expenses.

|                                                                |              |
|----------------------------------------------------------------|--------------|
| MUNIS Transparency Module Annual Maintenance Agreement Renewal | \$ 11,669.90 |
|----------------------------------------------------------------|--------------|

**REQUESTED M&C ACTION:** I am formally requesting permission from the City Administrator, Mayor, and City Council to approve the described budgeted purchase so that we may renew our annual licensing agreement with Tyler Technologies, allowing for uninterrupted support of our MUNIS Transparency Module for our citizens, which is accessed via the city website.

**REQUIRED MOTION  
MAYOR AND CITY COUNCIL  
HAGERSTOWN, MARYLAND**

---

**Topic:**

Cyanoacrylate Fuming Chamber – Foster & Freeman (Sterling, VA) \$17,055.91

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

**File Name**

CONSENT\_AGENDA.pdf

FOSTER\_+\_FREEMAN.pdf

ARROWHEAD\_FORENSICS.pdf

ATTESTOR.pdf

Consent\_-\_Police\_-\_Cyanoacrylate\_Fuming\_Chamber.pdf

**Description**

Consent Agenda

Quote - Foster + Freeman

Quote - Arrowhead  
Forensics

Quote - Attestor

Consent - Signed -  
Cyanoacrylate

Do Not Complete This Section:  
APPROVED FOR:  
CONSENT AGENDA \_\_\_\_\_  
NEW BUSINESS \_\_\_\_\_

**\*(See Department Manager's Comments)**

| <u>QUANTITY</u> | <u>DESCRIPTION</u>                  | <u>VALUE</u>        |
|-----------------|-------------------------------------|---------------------|
| <u>1</u>        | <u>Cyanoacrylate Fuming Chamber</u> | <u>\$ 17,055.91</u> |
| <u> </u>        | <u> </u>                            | <u> </u>            |
| <u> </u>        | <u> </u>                            | <u> </u>            |
| <u> </u>        | <u>TOTAL VALUE</u>                  | <u>\$ 17,055.91</u> |

ABOVE TO BE USED FOR:

Replacement chamber for Western Maryland Regional Crime Lab. Price includes maintenance agreement and installation.

**RECOMMENDED VENDOR:**

**BUSINESS NAME:** Foster + Freeman (V-4486)

**ADDRESS:** 46030 Manekin Plaza, Suite 170

CITY, STATE: Sterling, Virginia 20166

**BID/PROPOSAL/QUOTE NO.:** \_\_\_\_\_ (Circle one)

**OTHER VENDORS:**

[illegible]

COMMENTS

(1) DEPARTMENT MANAGER:

Cheryl Pawley 9/24/19  
Signature/Date

(2) PURCHASING AGENT:

\_\_\_\_\_  
Signature/Date

(3) FINANCE MANAGER:

\_\_\_\_\_  
Signature/Date

(4) CITY ADMINISTRATOR'S RECOMMENDATION:

\_\_\_\_\_  
Signature/Date

**FOSTER AND FREEMAN USA Inc**  
 46030 MANEKIN PLAZA, SUITE 170  
 STERLING, VA 20166  
 TEL: 888 445 5048  
 FAX: 888 445 5049  
 E-Mail: [usoffice@fosterfreeman.com](mailto:usoffice@fosterfreeman.com)  
 Federal Tax ID No 56-2316854  
 GST/HST No. 81939 6300 RT0001

**Your Reference** RFQ-MVC1000XL w/ UV Module

**Our Reference** C106913 - USA

**Quote Reference** Q159628

**Date** Thursday, September 19, 2019

Western Maryland Regional Crime Laboratory  
 Hagerstown Police Department  
 50 N. Burhans Blvd.  
 Hagerstown Maryland 21740  
 USA

Attention: Ms. Jessica Shaffer

**QUOTATION Q159628 (NON SP) - FOR THE SUPPLY OF:**

| LINE | PRODUCT DESCRIPTION                                                             | QTY | UNIT PRICE    | SUB TOTAL     |
|------|---------------------------------------------------------------------------------|-----|---------------|---------------|
| 1    | <b>MVC-1000/XL COMPLETE WITH UV LAMP x 1 (254nm) OPTION (MVC-1000/XL/UVKIT)</b> | 1   | US\$12,024.91 | US\$12,024.91 |

Comprising:

MVC-1000/XL SUPERGLUE FUMING CABINET (MVC-1000/XL)  
 Extended height bench-top fuming cabinet for the development of latent fingerprints. Provides a treatment environment isolated from the laboratory, complete with an internal activated carbon based self-cleaning system. Safety glass windows all round and solid roof.  
 - LED illumination mounted in roof and side, to enhance visibility and contrast of prints  
 Displays:  
 - glue heater temperature, humidity & status of cycle  
 Internal air circulation  
 - fan assisted, uniformity of temperature, humidity  
 Operating modes:  
 - manual and automatic  
 Humidity level:  
 - variable from 60 to 90% RH accuracy better than+ or - 5%RH in the temperature range 15 to 25C  
 Cyanoacrylate evaporation temperature:  
 - dual temperature 120 deg. C (for standard superglue) and up to 230 deg. C (for Polycyano).  
 Cyanoacrylate fume exposure (auto mode):  
 - programmable 3 to 90 mins, default setting is 15mins  
 Cyanoacrylate fume cleansing:  
 - 15mins with activated carbon filter, three filters supplied (one fitted plus two spares)  
 - 100 cleansing cycles per filter  
 Residual internal fume concentration (post 10min clean):  
 - less than 0.3ppm (the occupational exposure standard for ethyl

1610000 5833  
 60325

cyanoacrylate)

Shelving:

- the cabinet has a rigid base with rail and shelf to suspend or support exhibits as required.

Compliance:

- CE & RoHS compliant

(Foster & Freeman Ltd reserve the right to change specification without prior notice).

Foster & Freeman Cyanobloom Fingerprint Developer is supplied

- Ethyl-2-cyanoacrylate

- shelf life 6 months stored between 5deg C & 25deg C

- shelf life 12 months stored between 0deg C & 5deg C

- low viscosity

- 10 x 20g bottle

- 10g sample pot of POLYCYANO and measuring scoop (0.6g)

with instructions

- data sheet including Health and Safety information

- pack of 100 foil dishes, base diameter 50mm

Universal power supply unit:

- input 100 or 230V output to cabinet 220W, 24V

External dimensions:

- height 1080mm, width 615mm, depth 628mm, (42.5 x 24.2 x 24.7 inches)

Internal dimensions:

- height 1010mm, width 555mm, depth 580mm, (39.7 x 21.8 x 22.8 inches)

Door:

- height 670mm, width 377mm, (26.3 x 14.8 inches)

For safe operation this product must be connected to a mains power outlet with a protective earth contact. Do NOT connect this product to an incompatible mains supply.

NOTE: IF THE LOCAL POWER SUPPLY IS POTENTIALLY UNSTABLE WE RECOMMEND THE USE OF A UPS POWER SUPPLY

UVC (254nm, 55W) MODULE FOR MVC-1000 (MVC1-SWUV)

- UVC (254nm, 55W) module for MVC-1000

- removable in quartz envelope, (one required)

UV LIGHT STORAGE ENCLOSURE FOR MVC-1000

(MVC1/UVSU)

- to hold 1 x MVC S/W UV lamp

**2 ANNUAL SERVICE CONTRACT, VALIDITY BEGINNING AT EXPIRATION OF 1-YEAR FACTORY WARRANTY CIRCA NOVEMBER 2020 (NON SP)**

1 US\$2,281.00 US\$2,281.00

Covering the following equipment: (1) MVC1000/XL/UVKIT

Includes:

- one annual site visit by Foster & Freeman service specialist to perform preventative maintenance, install software updates (if applicable), and advise customer on equipment status.

- additional site visits for repairs, as deemed necessary by Foster & Freeman.

- all parts and labor for repairs.

Notes:

- excludes consumable items, batteries , bulbs and damage



**PAGE 3 OF QUOTATION Q159628**

caused by misuse

- pre-existing faults are not covered under this contract
  - support may be limited if software or hardware has become obsolete. In this event Foster & Freeman will advise alternative options accordingly.
-

Total value of goods: US\$14,305.91

1 day on site installation and training. Cost is inclusive of travel and accommodation expenses. US\$1,800.00

Shipping & Handling (to 1 US location) \$950.00

**TOTAL PRICE**                      **USD**                      **US\$17,055.91**

=====

**DESPATCH PERIOD:** 10-12 weeks  
**(FROM FACTORY)**

**TERMS OF DELIVERY:** Price includes packing, duties and delivery to lab, excluding local sales tax.

**TERMS OF PAYMENT:** Nett 30 Days from date of invoice  
Please note that a surcharge of 3% will apply to all credit card payments

**BANK DETAILS:** United Bank, McLean, VA. Routing No. 056004445, Foster & Freeman USA Inc., Account No. 70061289

**WARRANTY:** One year from date of installation

**VALIDITY:** This quotation is valid until 19 December 2019

*The above prices are in US Dollars and are only valid for equipment supplied and installed within the USA and Canada.*

**SIGNED:**

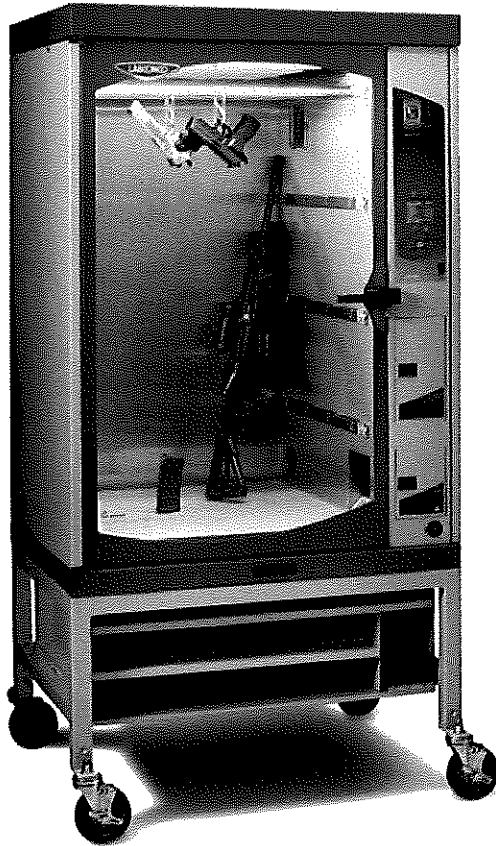
Amy Temenak  
Administrator

GALLERY

PRODUCT DESCRIPTION

REVIEWS

TAGS



NEW

## Capture BT Fuming Chamber - Tin Drop

PART NO: A-3170000-25382A

\$15,161.60

This benchtop chamber with microprocessor control automates the Cyanoacrylate (CA) fuming of evidence. The programmable operating system combines the control and monitoring of all critical parameters in the Super Glue fuming process with the precision to store and easily repeat specified programs. Its spacious interior with shelving system maximizes fuming capacity and accommodates large evidence including long guns.

Get Notifications

### Product Specifications:

- Type 304 brushed stainless steel interior with removable perforated floor, four stainless steel hanging rods (26.9" long x 3/8" dia.) and quick-release sidewall brackets mounted at four heights.
- Powder-coated steel exterior
- Interior space of 19 cubic feet and 58.6" diagonal dimension
- Built-in humidifier and compartment with 500 ml water bottle
- Built-in CA fuming compartment with heater plate
- Tempered safety glass door with electronic door lock to prevent opening during the fuming cycle. Includes power outage override.
- Interior LED light for illumination and 30-minute end-of-fuming-cycle alert
- ECM recirculation blower
- Exhaust blower
- Full-color, eye-level LCD control screen for display of programs, program parameters, number of completed fuming cycles, filter life remaining, low level water reservoir and open door alerts
- Microprocessor-controlled operating system for
- Adjustable chamber humidity to 80% +/- 5% relative humidity
- Adjustable pre-fuming humidity incubation for old evidence hydration
- Adjustable fuming temperature up to 600 degrees F within +/- 1%
- Adjustable fuming and exhaust times
- Automated cyanoacrylate tin drop for microburst
- Stores up to 20 programs
- Standby exhaust mode to refresh chamber air when not in use
- Diagnostic mode to calibrate sensors
- Audible/visual alert for program cycle completion
- Acti-Vent Smart Controls with programmable purge time, standby exhaust mode and cleaning mode
- Drawer, 28" w x 13" d x 1.5" h (71 x 33 x 4 cm) with flush-mounted disappearing handle and 5" x 6" platform
- One each Prefilter, Carbon Filter and Humidifier Filter are included and accessible from inside the chamber
- Four leveling feet, 10' (3 meter) power cord and plug
- Super Glue, fuming dishes, and purified water are required (not included)
- Shipping weight 350 lbs. (159 kg)

FREE T-SHIRT  
GET DETAILS



QUANTITY:

1

[ADD TO QUOTE](#)

[ADD TO COMPARE](#)

ADD TO CART

EMAIL TO A FRIEND

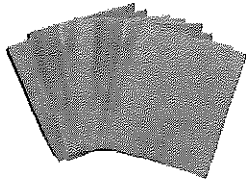
ADDITIONAL INFORMATION

DOWNLOADS

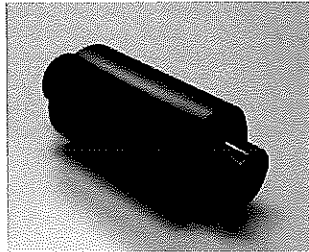


## YOU MAY ALSO BE INTERESTED IN THE FOLLOWING PRODUCT(S)

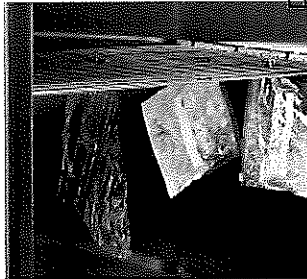
Check items to add to the cart or select all



Main Prefilter - Carbon - f...  
\$81.25



Capture BT Fuming Chamber -...  
\$173.00



Capture BT Fuming Chamber -...  
\$320.00



Capture BT Fuming Chamber -...  
\$490.00

Get Notifications



**Attestor Forensics U.S. Inc.**  
1171 Apple Rd  
Quakertown, Pennsylvania 18951  
United States of America

Attestor Forensics U.S. Inc., 1171 Apple Rd, Quakertown, Pennsylvania 18951, USA

**Western Maryland Regional Crime Laboratory**  
Ms Jessica M. Shaffer  
Hagerstown Police Department  
50 N. Burhans Blvd.  
MD 21740 Hagerstown



+1-215-804-4092  
+1-215-804-4092  
US@attestor-forensics.com  
www.attestor-northamerica.com

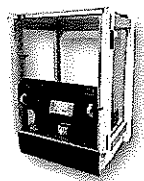
## Quotation

Quote no. Q100136  
Customer ref. 644439  
Your reference  
Contact Alex Gieser  
Page 1 of 4  
Date 05/09/2019

| Product Ref | Qty | Unit price | Amount |
|-------------|-----|------------|--------|
|-------------|-----|------------|--------|

### Position 1 MEGAfume S61

|         |     |               |               |
|---------|-----|---------------|---------------|
| 1121042 | 1 p | 11,294.12 USD | 11,294.12 USD |
|---------|-----|---------------|---------------|



Cyanoacrylate (Superglue) Fuming Chamber for the development of fingerprints on non-porous surfaces (small size model)

#### MECHANICAL DESIGN CONCEPT:

- development chamber with smooth glass surface and exoskeleton for easy and effective cleaning
- no frame elements on the inside
- all around smooth surfaces without recesses or grooves
- all around visibility by 3 sides + chamber top + front door made from single pane safety glass
- full size safety glass door for convenient access and good visibility to monitor the development
- 2 shelf levels with stable retainer system, completely removable for cleaning
- 2 stainless steel shelves and 5 stainless steel hanging rods to hold or support evidence

| Product Ref | Qty | Unit price | Amount |
|-------------|-----|------------|--------|
|-------------|-----|------------|--------|

- integrated, removable fan system for uniform distribution of humidity and fumes
- integrated humidifier and glue fuming system
- integrated illumination system from 4 sides, controlled together or individually for better visibility of print development

**DOOR INTERLOCK:**

- process controlled, electro-mechanical door interlock
- emergency opening system

**AIR FILTER SYSTEM:**

- integrated fully automatic air filter system, using standardised activated carbon filter cartridge
- standard air cleansing time 15 minutes
- residual fume concentration after a 15 min cleaning cycle less than 0.3 ppm
- plain text information about filter saturation level and replacement prompt
- disables chamber from further use with saturated filter
- plain text & pictured step by step filter replacement guide on control system
- 1 standard filter cartridge included, containing 4.0 kg activated carbon, suitable for typically 120 cycles  
(actual filter lifetime depending on amount and type of fuming agent)
- advanced filter management, reflecting amount and type of fuming agent used

**CONTROL SYSTEM:**

- multilingual & interactive plain text and graphical user interface with permanent display of process status
- full colour 7" touch panel display 155 x 86 mm
- up to 4 pre-programmable development routines (combinations of humidity, humidity incubation time, fuming temperature & fuming time, average filter intake) for e.g. standard cyanoacrylate, various fluorescent cyanoacrylates (powders or liquids)
- full-automatic, semi-automatic or manual operation mode
- relative humidity of air inside the chamber adjustable and programmable between 60%rh and 90%rh
- relative humidity incubation time programmable and adjustable between 0 minutes and 100 minutes
- fuming temperature adjustable and programmable between 100°C and 230°C
- fuming time programmable and adjustable between 0 minutes and 100 minutes
- all automatic & pre-programmed processes allow manual override by one button operation
- acoustic and optical alert at process completion
- evidence preserving mode after process completion
- restricted, standard and super user modes, allowing or restricting access to certain adjustments, offering fast & efficient one button operations or plain text & pictured step by step operation guide

**PROCESS DATA LOGGER SYSTEM**

- continuous recording of pre-programmed or manually adjusted process parameter set points and actual values
- continuous recording of additional system information, e.g. door unlocked, process interrupted, error messages etc.

**DIMENSIONS AND WEIGHTS (HxWxD):**

- external: 95 x 68 x 75 cm
- internal: 75 x 58 x 61 cm
- door aperture: 74 x 57 cm

| Product Ref | Qty | Unit price | Amount |
|-------------|-----|------------|--------|
|-------------|-----|------------|--------|

- weight: approx. 75 kg

**ELECTRICAL DATA:**

- voltage/current: 230V AC / 5A / 50Hz
- 110-120V AC or 60Hz version on request
- power requirements: max. 500 W

**OPTIONAL ADD-ONS (must be ordered separately):**

- UVS61 UV-C decontamination unit for MEGAFume S61
- VSS 61 Vertical Support System for e.g. long shaft rifles, baseball bats or similar (under development)
- PSS 61 Pin Support System for e.g. drinking bottles & cans, handguns or similar (under development)
- CHP 61 Set of 50 ml Cyanoacrylat, 10 clamps, 10 hooks and 200 foil dishes

**ADDITIONAL CONSUMABLES (must be ordered separately):**

- MFF 61 Replacement Activated Carbon Filter Cartridge

**Position 2 UVS61 DNA Decontamination Unit for MEGAFume S61**

|         |     |              |                     |
|---------|-----|--------------|---------------------|
| 1121062 | 1 p | 1,174.12 USD | <b>1,174.12 USD</b> |
|---------|-----|--------------|---------------------|

Unit for DNA Interior-Decontamination via UV-C tubes (suitable for MEGAFume S61)

- power supply and control electronic for UV-C unit
- slide-in UV-C unit with 2x 18W UV-C (254nm) fluorescent tubes
- connection of the unit via special connector inside the development chamber
- control via menu on touch panel display
- 1 replacement UV-C tube (254nm)

**Position 3 CHP61 Starter Kit for MEGAFume**

|         |     |            |                   |
|---------|-----|------------|-------------------|
| 1121074 | 1 p | 174.12 USD | <b>174.12 USD</b> |
|---------|-----|------------|-------------------|

comprising:

- 50 ml Cyanoacrylate
- 10 clamps with hook, stainless steel
- 10 hooks, stainless steel
- 200 foil dishes

**Position 4 Packing/Shipping**

|         |   |              |                     |
|---------|---|--------------|---------------------|
| 1120860 | 1 | 1,800.00 USD | <b>1,800.00 USD</b> |
|---------|---|--------------|---------------------|

| <i>Product Ref</i>                         | <i>Qty</i> | <i>Unit price</i> | <i>Amount</i>     |
|--------------------------------------------|------------|-------------------|-------------------|
| <b>Position 5    Installation/Training</b> |            |                   |                   |
| 1120866                                    | 1          | 450.00 USD        | <b>450.00 USD</b> |

Total value: 14,892.35 USD

**Total amount: 14,892.35 USD**

**Delivery time:**

Usually 8 - 10 weeks from receipt of order.

Due to a higher capacity utilisation, we are currently expecting longer delivery times of approx. 18 weeks.

**Terms of delivery:**

This price covers packaging and estimated shipping.

Accurate shipping costs including applicable duties will be calculated upon request or included on final invoice.

**Terms of payment:**

30 days from date of invoice.

**Warranty:**

1 year from date of delivery.

**Valid until:**

08/09/2019

Best regards

Alex Gieser  
President

This quotation has been issued subject to our General Terms and Conditions of Sale, which we are happy to send you on request.



[illegible]

COMMENTS

(1) DEPARTMENT MANAGER:

Cheryl Pawley 9/24/19  
Signature/Date

(2) PURCHASING AGENT:

Recommend Approval.

Jason L. Miller 10/9/19  
Signature/Date

(3) FINANCE MANAGER:

Recommend approval of this purchase already  
completed ~~under~~ and paid with 100% federal  
grant funds.

Michelle Hefner  
Signature/Date 10/9/19

(4) CITY ADMINISTRATOR'S RECOMMENDATION:

Recommend Approval

Steve Newman 10/11/19  
Signature/Date



**Your Reference** RFQ-MVC1000XL w/ UV Module

**Our Reference** C106913 - USA

**Quote Reference** Q159628

**Date** Thursday, September 19, 2019

Western Maryland Regional Crime Laboratory  
Hagerstown Police Department  
50 N. Burhans Blvd.  
Hagerstown Maryland 21740  
USA

Attention: Ms. Jessica Shaffer

**QUOTATION Q159628 (NON SP) - FOR THE SUPPLY OF:**

| LINE | PRODUCT DESCRIPTION                                                      | QTY | UNIT PRICE    | SUB TOTAL     |
|------|--------------------------------------------------------------------------|-----|---------------|---------------|
| 1    | MVC-1000/XL COMPLETE WITH UV LAMP x 1 (254nm) OPTION (MVC-1000/XL/UVKIT) | 1   | US\$12,024.91 | US\$12,024.91 |

Comprising:

MVC-1000/XL SUPERGLUE FUMING CABINET (MVC-1000/XL)  
Extended height bench-top fuming cabinet for the development of latent fingerprints. Provides a treatment environment isolated from the laboratory, complete with an internal activated carbon based self-cleaning system. Safety glass windows all round and solid roof.  
- LED illumination mounted in roof and side, to enhance visibility and contrast of prints

Displays:

- glue heater temperature, humidity & status of cycle  
Internal air circulation

- fan assisted, uniformity of temperature, humidity

Operating modes:

- manual and automatic

Humidity level:

- variable from 60 to 90% RH accuracy better than + or - 5%RH in the temperature range 15 to 25C

Cyanoacrylate evaporation temperature:

- dual temperature 120 deg. C (for standard superglue) and up to 230 deg. C (for Polycyano).

Cyanoacrylate fume exposure (auto mode):

- programmable 3 to 90 mins, default setting is 15mins

Cyanoacrylate fume cleansing:

- 15mins with activated carbon filter, three filters supplied (one fitted plus two spares)

- 100 cleansing cycles per filter

Residual internal fume concentration (post 10min clean):

- less than 0.3ppm (the occupational exposure standard for ethyl

1610000 5833  
60325

**PAGE 2 OF QUOTATION Q159628**

cyanoacrylate)

Shelving:

- the cabinet has a rigid base with rail and shelf to suspend or support exhibits as required.

Compliance:

- CE & RoHS compliant

(Foster & Freeman Ltd reserve the right to change specification without prior notice).

Foster & Freeman Cyanobloom Fingerprint Developer is supplied

- Ethyl-2-cyanoacrylate

- shelf life 6 months stored between 5deg C & 25deg C

- shelf life 12 months stored between 0deg C & 5deg C

- low viscosity

- 10 x 20g bottle

- 10g sample pot of POLYCYANO and measuring scoop (0.6g)

with instructions

- data sheet including Health and Safety information

- pack of 100 foil dishes, base diameter 50mm

Universal power supply unit:

- input 100 or 230V output to cabinet 220W, 24V

External dimensions:

- height 1080mm, width 615mm, depth 628mm, (42.5 x 24.2 x 24.7 inches)

Internal dimensions:

- height 1010mm, width 555mm, depth 580mm, (39.7 x 21.8 x 22.8 inches)

Door:

- height 670mm, width 377mm, (26.3 x 14.8 inches)

For safe operation this product must be connected to a mains power outlet with a protective earth contact. Do NOT connect this product to an incompatible mains supply.

NOTE: IF THE LOCAL POWER SUPPLY IS POTENTIALLY UNSTABLE WE RECOMMEND THE USE OF A UPS POWER SUPPLY

UVC (254nm, 55W) MODULE FOR MVC-1000 (MVC1-SWUV)

- UVC (254nm, 55W) module for MVC-1000

- removable in quartz envelope, (one required)

UV LIGHT STORAGE ENCLOSURE FOR MVC-1000

(MVC1/UVSU)

- to hold 1 x MVC S/W UV lamp

|          |                                                                                                                          |          |                     |                     |
|----------|--------------------------------------------------------------------------------------------------------------------------|----------|---------------------|---------------------|
| <b>2</b> | <b>ANNUAL SERVICE CONTRACT, VALIDITY BEGINNING AT EXPIRATION OF 1-YEAR FACTORY WARRANTY CIRCA NOVEMBER 2020 (NON SP)</b> | <b>1</b> | <b>US\$2,281.00</b> | <b>US\$2,281.00</b> |
|----------|--------------------------------------------------------------------------------------------------------------------------|----------|---------------------|---------------------|

Covering the following equipment: (1) MVC1000/XL/UVKIT

Includes:

- one annual site visit by Foster & Freeman service specialist to

- perform preventative maintenance, install software updates (if applicable), and advise customer on equipment status.

- additional site visits for repairs, as deemed necessary by Foster & Freeman.

- all parts and labor for repairs.

Notes:

- excludes consumable items, batteries, bulbs and damage

---

**PAGE 3 OF QUOTATION Q159628**

caused by misuse

- pre-existing faults are not covered under this contract
  - support may be limited if software or hardware has become obsolete. In this event Foster & Freeman will advise alternative options accordingly.
-

Total value of goods: US\$14,305.91

1 day on site installation and training. Cost is inclusive of travel and accommodation expenses. US\$1,800.00

Shipping & Handling (to 1 US location) \$950.00

TOTAL PRICE USD US\$17,055.91

DESPATCH PERIOD: 10-12 weeks  
(FROM FACTORY)

TERMS OF DELIVERY: Price includes packing, duties and delivery to lab, excluding local sales tax.

TERMS OF PAYMENT: Nett 30 Days from date of invoice  
Please note that a surcharge of 3% will apply to all credit card payments

BANK DETAILS: United Bank, McLean, VA. Routing No. 056004445, Foster & Freeman USA Inc., Account No. 70061289

WARRANTY: One year from date of installation

VALIDITY: This quotation is valid until 19 December 2019

*The above prices are in US Dollars and are only valid for equipment supplied and installed within the USA and Canada.*

**SIGNED:**

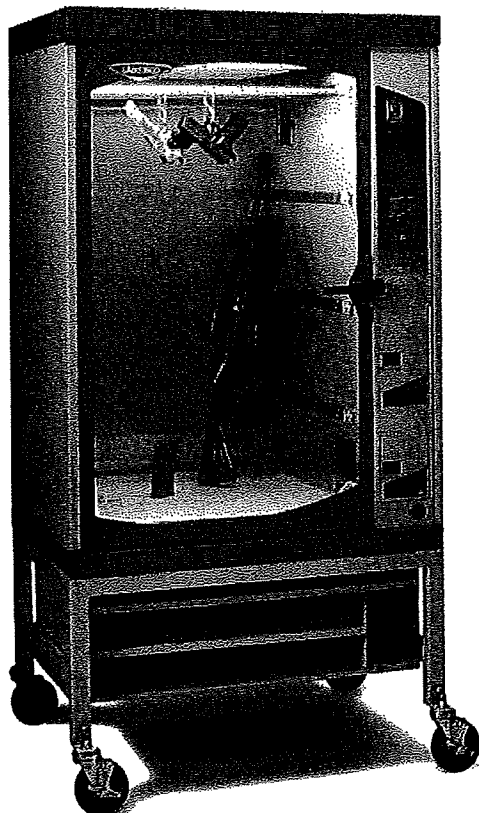
Amy Temenak  
Administrator

GALLERY

PRODUCT DESCRIPTION

REVIEWS

TAGS



NEW

## Capture BT Fuming Chamber - Tin Drop

PART NO: A-3170000-25382A

\$15,161.60

This benchtop chamber with microprocessor control automates the Cyanoacrylate (CA) fuming of evidence. The programmable operating system combines the control and monitoring of all critical parameters in the Super Glue fuming process with the precision to store and easily repeat specified programs. Its spacious interior with shelving system maximizes fuming capacity and accommodates large evidence including long guns.

Get Notifications

### Product Specifications:

- Type 304 brushed stainless steel interior with removable perforated floor, four stainless steel hanging rods (26.9" long x 3/8" dia.) and quick-release sidewall brackets mounted at four heights.
- Powder-coated steel exterior
- Interior space of 19 cubic feet and 58.6" diagonal dimension
- Built-in humidifier and compartment with 500 ml water bottle
- Built-in CA fuming compartment with heater plate
- Tempered safety glass door with electronic door lock to prevent opening during the fuming cycle. Includes power outage override.
- Interior LED light for illumination and 30-minute end-of-fuming-cycle alert
- ECM recirculation blower
- Exhaust blower
- Full-color, eye-level LCD control screen for display of programs, program parameters, number of completed fuming cycles, filter life remaining, low level water reservoir and open door alerts
- Microprocessor-controlled operating system for
- Adjustable chamber humidity to 80% +/- 5% relative humidity
- Adjustable pre-fuming humidity incubation for old evidence hydration
- Adjustable fuming temperature up to 600 degrees F within +/- 1%
- Adjustable fuming and exhaust times
- Automated cyanoacrylate tin drop for microburst
- Stores up to 20 programs
- Standby exhaust mode to refresh chamber air when not in use
- Diagnostic mode to calibrate sensors
- Audible/visual alert for program cycle completion
- Acti-Vent Smart Controls with programmable purge time, standby exhaust mode and cleaning mode
- Drawer, 28" w x 13" d x 1.5" h (71 x 33 x 4 cm) with flush-mounted disappearing handle and 5" x 6" platform
- One each Prefilter, Carbon Filter and Humidifier Filter are included and accessible from inside the chamber
- Four leveling feet, 10' (3 meter) power cord and plug
- Super Glue, fuming dishes, and purified water are required (not included)
- Shipping weight 350 lbs. (159 kg)



QUANTITY:



ADD TO QUOTE ♥

ADD TO COMPARE ♦♦

ADD TO CART

EMAIL TO A FRIEND

ADDITIONAL INFORMATION

DOWNLOADS

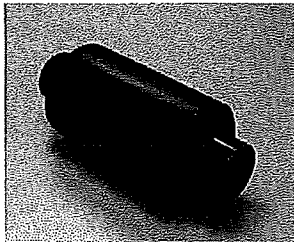


### YOU MAY ALSO BE INTERESTED IN THE FOLLOWING PRODUCT(S)

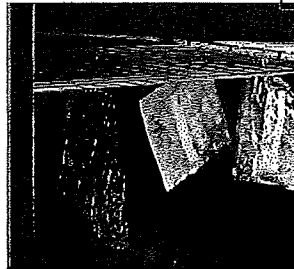
Check items to add to the cart or select all



Main Prefilter - Carbon - f...  
\$81.25



CApture BT Fuming Chamber -...  
\$173.00



CApture BT Fuming Chamber -...  
\$320.00



CApture BT Fuming Chamber -...  
\$490.00

Get Notifications





**Attestor Forensics U.S. Inc.**  
1171 Apple Rd  
Quakertown, Pennsylvania 18951  
United States of America

Attestor Forensics U.S. Inc., 1171 Apple Rd, Quakertown, Pennsylvania 18951, USA

**Western Maryland Regional Crime Laboratory**  
Ms Jessica M. Shaffer  
Hagerstown Police Department  
50 N. Burhans Blvd.  
MD 21740 Hagerstown

+1-215-804-4092  
+1-215-804-4092  
US@attestor-forensics.com  
www.attestor-northamerica.com

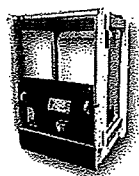
## Quotation

Quote no. Q100136  
Customer ref. 644439  
Your reference  
Contact Alex Gieser  
Page 1 of 4  
Date 05/09/2019

| Product Ref | Qty | Unit price | Amount |
|-------------|-----|------------|--------|
|-------------|-----|------------|--------|

### Position 1 MEGAfume S61

|         |     |               |               |
|---------|-----|---------------|---------------|
| 1121042 | 1 p | 11,294.12 USD | 11,294.12 USD |
|---------|-----|---------------|---------------|



Cyanoacrylate (Superglue) Fuming Chamber for the development of fingerprints on non-porous surfaces (small size model)

#### MECHANICAL DESIGN CONCEPT:

- development chamber with smooth glass surface and exoskeleton for easy and effective cleaning
- no frame elements on the inside
- all around smooth surfaces without recesses or grooves
- all around visibility by 3 sides + chamber top + front door made from single pane safety glass
- full size safety glass door for convenient access and good visibility to monitor the development
- 2 shelf levels with stable retainer system, completely removable for cleaning
- 2 stainless steel shelves and 5 stainless steel hanging rods to hold or support evidence

| <i>Product Ref</i> | <i>Qty</i> | <i>Unit price</i> | <i>Amount</i> |
|--------------------|------------|-------------------|---------------|
|--------------------|------------|-------------------|---------------|

- integrated, removable fan system for uniform distribution of humidity and fumes
- integrated humidifier and glue fuming system
- integrated illumination system from 4 sides, controlled together or individually for better visibility of print development

#### DOOR INTERLOCK:

- process controlled, electro-mechanical door interlock
- emergency opening system

#### AIR FILTER SYSTEM:

- integrated fully automatic air filter system, using standardised activated carbon filter cartridge
- standard air cleansing time 15 minutes
- residual fume concentration after a 15 min cleaning cycle less than 0.3 ppm
- plain text information about filter saturation level and replacement prompt
- disables chamber from further use with saturated filter
- plain text & pictured step by step filter replacement guide on control system
- 1 standard filter cartridge included, containing 4.0 kg activated carbon, suitable for typically 120 cycles  
(actual filter lifetime depending on amount and type of fuming agent)
- advanced filter management, reflecting amount and type of fuming agent used

#### CONTROL SYSTEM:

- multilingual & interactive plain text and graphical user interface with permanent display of process status
- full colour 7" touch panel display 155 x 86 mm
- up to 4 pre-programmable development routines (combinations of humidity, humidity incubation time, fuming temperature & fuming time, average filter intake) for e.g. standard cyanoacrylate, various fluorescent cyanoacrylates (powders or liquids)
- full-automatic, semi-automatic or manual operation mode
- relative humidity of air inside the chamber adjustable and programmable between 60%rh and 90%rh
- relative humidity incubation time programmable and adjustable between 0 minutes and 100 minutes
- fuming temperature adjustable and programmable between 100°C and 230°C
- fuming time programmable and adjustable between 0 minutes and 100 minutes
- all automatic & pre-programmed processes allow manual override by one button operation
- acoustic and optical alert at process completion
- evidence preserving mode after process completion
- restricted, standard and super user modes, allowing or restricting access to certain adjustments, offering fast & efficient one button operations or plain text & pictured step by step operation guide

#### PROCESS DATA LOGGER SYSTEM

- continuous recording of pre-programmed or manually adjusted process parameter set points and actual values
- continuous recording of additional system information, e.g. door unlocked, process interrupted, error messages etc.

#### DIMENSIONS AND WEIGHTS (HxWxD):

- external: 95 x 68 x 75 cm
- internal: 75 x 58 x 61 cm
- door aperture: 74 x 57 cm

| <i>Product Ref</i> | <i>Qty</i> | <i>Unit price</i> | <i>Amount</i> |
|--------------------|------------|-------------------|---------------|
|--------------------|------------|-------------------|---------------|

- weight: approx. 75 kg

**ELECTRICAL DATA:**

- voltage/current: 230V AC / 5A / 50Hz
- 110-120V AC or 60Hz version on request
- power requirements: max. 500 W

**OPTIONAL ADD-ONS (must be ordered separately):**

- UVS61 UV-C decontamination unit for MEGAfume S61
- VSS 61 Vertical Support System for e.g. long shaft rifles, baseball bats or similar (under development)
- PSS 61 Pin Support System for e.g. drinking bottles & cans, handguns or similar (under development)
- CHP 61 Set of 50 ml Cyanacrylat, 10 clamps, 10 hooks and 200 foil dishes

**ADDITIONAL CONSUMABLES (must be ordered separately):**

- MFF 61 Replacement Activated Carbon Filter Cartridge

**Position 2 UVS61 DNA Decontamination Unit for MEGAfume S61**

|         |     |              |                     |
|---------|-----|--------------|---------------------|
| 1121062 | 1 p | 1,174.12 USD | <b>1,174.12 USD</b> |
|---------|-----|--------------|---------------------|

Unit for DNA Interior-Decontamination via UV-C tubes (suitable for MEGAfume S61)

- power supply and control electronic for UV-C unit
- slide-in UV-C unit with 2x 18W UV-C (254nm) fluorescent tubes
- connection of the unit via special connector inside the development chamber
- control via menu on touch panel display
- 1 replacement UV-C tube (254nm)

**Position 3 CHP61 Starter Kit for MEGAfume**

|         |     |            |                   |
|---------|-----|------------|-------------------|
| 1121074 | 1 p | 174.12 USD | <b>174.12 USD</b> |
|---------|-----|------------|-------------------|

comprising:

- 50 ml Cyanoacrylate
- 10 clamps with hook, stainless steel
- 10 hooks, stainless steel
- 200 foil dishes

**Position 4 Packing/Shipping**

|         |   |              |                     |
|---------|---|--------------|---------------------|
| 1120860 | 1 | 1,800.00 USD | <b>1,800.00 USD</b> |
|---------|---|--------------|---------------------|

---

| <i>Product Ref</i>                         | <i>Qty</i> | <i>Unit price</i> | <i>Amount</i>     |
|--------------------------------------------|------------|-------------------|-------------------|
| <b>Position 5    Installation/Training</b> |            |                   |                   |
| 1120866                                    | 1          | 450.00 USD        | <b>450.00 USD</b> |

---

Total value: 14,892.35 USD

---

**Total amount: 14,892.35 USD**

---

**Delivery time:**

Usually 8 - 10 weeks from receipt of order.

Due to a higher capacity utilisation, we are currently expecting longer delivery times of approx. 18 weeks.

**Terms of delivery:**

This price covers packaging and estimated shipping.

Accurate shipping costs including applicable duties will be calculated upon request or included on final invoice.

**Terms of payment:**

30 days from date of invoice.

**Warranty:**

1 year from date of delivery.

**Valid until:**

08/09/2019

Best regards

Alex Gieser  
President

This quotation has been issued subject to our General Terms and Conditions of Sale, which we are happy to send you on request.

**REQUIRED MOTION  
MAYOR AND CITY COUNCIL  
HAGERSTOWN, MARYLAND**

---

**Topic:**

Bulk Road Salt – Morton Salt (Chicago, IL) \$61.80/ton

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

**File Name**

Consent\_-\_Public\_Works\_-\_Bulk\_Road\_Salt.pdf

**Description**

Consent - Signed - Bulk  
Road Salt

**City of Hagerstown  
Mayor and Council  
Purchase / Contract Information  
Meeting of 10/22/19**

**Do Not Complete This Section**  
Approved Consent Agenda: \_\_\_\_\_  
New Business: \_\_\_\_\_

Originating Department: Public Works By: Eric B. Deike, Director  
Account Number: 0121001-5591 Account / Project Name: Snow Removal-Chemicals  
Budget Amount: \$123,000 Account Balance: \$123,000 Year: 19/20 CIP Control No. N/A  
Unbudgeted \$: \_\_\_\_\_ Source of Funds: General Fund

| Quantity | Description    | Value           |
|----------|----------------|-----------------|
| 1        | Bulk Road Salt | \$61.80 per ton |
|          |                |                 |
|          |                |                 |
|          |                |                 |
|          |                |                 |

**TOTAL VALUE OF PROJECT:** \$61.80 per ton

**ABOVE TO BE USED FOR:**

Used to melt snow and ice from city streets and alleys.

**Recommended Vendor:**

Business Name: Morton Salt, Inc.  
Address: 444 West Lake St, Suite 3000  
City, State: Chicago, IL 60606 (855) 665-4540  
Bid/Proposal/Quote No.: Washington County PUR-1443

| OTHER VENDORS:         |                   |              |
|------------------------|-------------------|--------------|
| Firm                   | City/State        | Total Amount |
| Cargill, Inc.          | Olmsted, OH       | \$63.81/ton  |
| Eastern Salt Company   | Lowell, MA        | \$67.50/ton  |
| Mid-Atlantic Salt, LLC | Gladwyne, PA      | \$70.00/ton  |
| Compass Minerals       | Overland Park, KS | No Bid       |
|                        |                   |              |
|                        |                   |              |
|                        |                   |              |

(1) **Department Manager:** This is a Washington County Government bid that includes the City of Hagerstown. Morton Salt, Inc. was the supplier of bulk road salt in FY19 at the contract price of \$61.95 per ton.

EBD 9/30/19

Signature / Date

(2) **Purchasing Agent:**

Recommend Approval.

Jean L. Miller  
10/3/19

Signature / Date

(3) **Finance Manager:**

Recommend approval for this necessary item.  
There is \$123K in the FY20 approved budget but  
total spent will depend on  
amount used/needed as  
result of the weather.

Michelle Jefferson  
10/3/19

Signature / Date

(4) **City Administrator's Recommendation:**

Recommend Approval

Scott McNamee 10/11/19

Signature / Date

**REQUIRED MOTION  
MAYOR AND CITY COUNCIL  
HAGERSTOWN, MARYLAND**

---

**Topic:**

Light - Substation Class Vacuum Reclosers - Eaton Power Systems (Waukesha, WI)  
\$52,815.00

**Mayor and City Council Action Required:**

Electric Division requests approval for purchase of Voltage Regulators from Eaton Power Systems in the amount of \$52,815.00

**Discussion:**

Required to provide proper overcurrent protection from the substation to the HLD distribution system.

**Financial Impact:**

\$100,000 available in FY20 between CIP C0776 - Breaker Replacement and CIP C0778 - Substation Upgrades

**Recommendation:**

Recommend purchase directly through the manufacturer, Eaton Power Systems Division. The City of Hagerstown's formal bid B1699.20 resulted with no submissions. Prices are subject quarterly adjustments and total cost could be higher or lower based on quantities ordered.

**Motion:**

**Action Dates:**

Regular Session 10/22/2019

**ATTACHMENTS:**

**File Name**

Consent - \_Utilities\_ - Light -  
\_Substation\_Class\_Vacuum\_Reclosers.pdf

**Description**

Consent - Signed -  
Substation Class Vacuum  
Reclosers



[illegible]

(1) DEPARTMENT MANAGER:

Recommend purchase directly through the manufacturer, Eaton Power Systems Division. The City of Hagerstown's formal bid B1699.20 resulted with no submissions.

Purchases will be on an as needed basis and for improvements to the Wesel Substation. Purchase cost may be allocated to either CIP C0776 - Breaker Replacement (\$40k available) or CIP C0778 - Substation Upgrade (\$60k available).

Prices are subject quarterly adjustments and total cost could be higher or lower based on quantities ordered.

*Nathan Lutinger*

10/9/2019

SIGNATURE/DATE

(2) PURCHASING AGENT:

*Recommend Approval.  
Will need all vendor setup documents as  
vendor is not established in MUNIS.*

*Joan T. Miller* 10/10/19

SIGNATURE/DATE

(3) FINANCE MANAGER:

*Recommend approval.*

*Michelle Lee* 10/10/19

SIGNATURE/DATE

(4) CITY ADMINISTRATOR:

*Recommend Approval*

*Scott McQuinn* 10/11/19

SIGNATURE/DATE



Powering Business Worldwide

Cooper Power Systems, LLC  
Customer Support Center  
1319 Lincoln Ave  
Waukesha, WI 53186  
Phone: (262)-524-3300  
www.eaton.com/cooperpowerseries

## Customer Quotation

Page 1 of 5

### Sold-to address

CITY OF HAGERSTOWN  
51 WEST MEMORIAL BOULEVARD  
HAGERSTOWN MD 21740-6211  
US

### Ship-to address

CITY OF HAGERSTOWN  
51 WEST MEMORIAL BOULEVARD  
HAGERSTOWN MD 21740-6211  
US

Quotation Number Date  
**BRDO929877 10/07/2019**  
Cust. purchase order no. Cust. no.  
**CITY OF HAGERSTOWN 60522**  
Prepared By  
**Medina Diez**  
Validity period  
**10/07/2019 to 11/06/2019**  
Bid Date  
**10/07/2019**  
Sales Representative  
**900001315 / COLE STEVENSON PSD3**  
Customer Service Contact  
**OPEN (ISR NORTHEAST)**

**Incoterms:** Pre-Paid - Destination FOB  
DESTINATION - FREIGHT PR

**Payment Terms:** Net 30 Days

THIS DOCUMENT INCORPORATES AND IS SUBJECT TO THE ATTACHED TERMS AND CONDITIONS.

| Item                            | Quantity | UOM | Description | Material No | Price | Ext. Value |
|---------------------------------|----------|-----|-------------|-------------|-------|------------|
| <b>Cust.item Catalog Number</b> |          |     |             |             |       |            |
| <b>Cust.Material Number</b>     |          |     |             |             |       |            |

|                                            |   |    |                                                                  |                                                     |           |           |
|--------------------------------------------|---|----|------------------------------------------------------------------|-----------------------------------------------------|-----------|-----------|
| 40                                         | 3 | EA | Type VWE Three-Phase Recloser, 15kV<br>Commodity code 8535210000 | KVWE RECLOSER<br>3.000 Country of origin US WI Z120 | 17,605.00 | 52,815.00 |
| <b>Quoted Lead-time in Weeks - 7 Weeks</b> |   |    |                                                                  |                                                     |           |           |

#### Additional Product Group Characteristics

VWE GROUP Basic Types  
Closing Coil Code  
Low Voltage Closing Option,VWE  
Factory Assembly  
Substation Mtg. Options  
Substation Mtg. Options  
Inspection Options:  
Shipment Type:  
Domestic Packaging

KVWE VWE Type Recloser  
7 125 Vdc  
KA742R7 120Vac Close  
Pack Hangers with Recloser  
KA89WV1 Basic Substation Frm  
KA89WV5 Mtg Brkt for 2X Cntrl  
No Customer Inspection Req'd  
Domestic Shipment  
KIE1503-1 Std Dom Pkg (IE-1617

|    |   |    |                                                                       |                                           |           |  |
|----|---|----|-----------------------------------------------------------------------|-------------------------------------------|-----------|--|
| 50 | 3 | EA | Type KME6Y2 Yard Mnt Control, Ver.2, Std<br>Commodity code 8537109160 | KME6Y2<br>3.000 Country of origin US Z110 | Price inc |  |
|----|---|----|-----------------------------------------------------------------------|-------------------------------------------|-----------|--|

#### Additional Product Group Characteristics

KME6Y2 Control Basic Type:  
KME6Y2 Usage Type  
KME6Y2 Control Connections  
KME6Y2 Primary Power Code  
KME6Y2 Current Sensing  
KME6Y2 Voltage Connection  
KME6Y2 Cabinet Option  
KME6Y2 Front Panel Option  
KME6Y2 I/O Contact Options  
KME6Y2 Communications Options  
KME6Y2 Language Option:

KME6Y2 Control, Ver2, Yard Mnt  
WE/VWE/VS/Aux.Pwr-Nova Group  
1 14-Pin Control Cable Conn.  
2 48Vdc to 125Vdc Primary Pwr  
1 Amp CT Input  
1 Wye Connected Voltage Input  
1 Mild Steel Cabinet  
1 Domestic Panel wo IVS  
1 Std 3in/5out,12-250V Std Con  
5 Ethernet F/O:WIRE MTRJ/RJ45  
E English Language

10/04/2019

12:23:04



Powering Business Worldwide

Cooper Power Systems, LLC  
Customer Support Center  
1319 Lincoln Ave  
Waukesha, WI 53186  
Phone: (262)-524-3300  
www.eaton.com/cooperpowerseries

## Customer Quotation

Page 2 of 5

Quotation no./Date  
BRDO929877 / 10/07/2019

| Item                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Quantity | UOM | Description | Material No | Price | Ext. Value |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----|-------------|-------------|-------|------------|
| Cust.item Catalog Number                                                                                                                                                                                                                                                                                                                                                                                                                                        |          |     |             |             |       |            |
| Cust.Material Number                                                                                                                                                                                                                                                                                                                                                                                                                                            |          |     |             |             |       |            |
| KA18ME Control Cable, LENGTH: 10 Feet                                                                                                                                                                                                                                                                                                                                                                                                                           |          |     |             |             |       |            |
| Shipment Type: Domestic Shipment                                                                                                                                                                                                                                                                                                                                                                                                                                |          |     |             |             |       |            |
| This product is manufactured with ProView application software. The ProView 4.0 or greater application software is a controlled product and is subject to the U.S. Export Administration regulations and other U.S. Laws. The ECCN number is 5D002 and the license exception is ENC/RETAIL. The CCATS (Commodity Classification Automated Tracking System) number is G033166. THIS INFORMATION IS ONLY APPLICABLE TO THE AES FILING WHEN EXPORTED FROM THE USA. |          |     |             |             |       |            |
| The Form6 Control (ProView 5.0 Expanded Memory Module only) carries a ten (10) year limited warranty from date of shipment. The standard warranty period applies to all other components associated with the control.                                                                                                                                                                                                                                           |          |     |             |             |       |            |
| Product Subtotal                                                                                                                                                                                                                                                                                                                                                                                                                                                |          |     |             |             |       | 52,815.00  |
| Final amount in USD                                                                                                                                                                                                                                                                                                                                                                                                                                             |          |     |             |             |       | 52,815.00  |



*Powering Business Worldwide*

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## Customer Quotation

Page 3 of 5

### Quotation no./Date

BRDO929877 / 10/07/2019

**Sales Contact:** COLE STEVENSON PSD3 / 804-739-6050



## Terms and Conditions

### 1. Applicable Terms and Conditions

(a) These terms and conditions of sale establish the rights, obligations, and remedies of Buyer and Seller that apply to any order issued by Buyer for the purchase of Seller's products and/or services (#Products#). No additional or different terms or conditions, whether contained in Buyer's purchase order form or in any other document or communication pertaining to Buyer's order, will be binding on Seller unless accepted in writing by an authorized representative of Seller. Seller expressly objects to and rejects any additional or different terms and conditions, which shall be ineffective.

(b) If Seller's order acknowledgement, invoice, other document, or electronic transmittal including or attaching these terms and conditions is found to be an acceptance of an offer, acceptance is expressly made conditional upon Buyer's assent solely to these terms and conditions, and acceptance of any part of Products delivered by Seller shall be deemed to constitute such assent by Buyer. If the order acknowledgement, invoice, other document, or electronic transmittal including or attaching these terms and conditions constitutes an offer, Buyer's acceptance of the offer is hereby limited to the terms of the offer.

### 2. Price, Payment Terms, and Title

(a) All prices represent those in effect at the time of quotation and are subject to change without notice. Unless prices are bid or quoted as "firm," Seller reserves the right to invoice at prices in effect at the date of shipment, regardless of any prior bid and whether notice was received by Buyer. Unless otherwise indicated, prices are stated in United States dollars and are exclusive of shipping, handling, shipping insurance, duties, and sales, use, excise or similar taxes. Export packaging or any other special handling requested by Buyer will be at Buyer's expense. A service charge of \$25 will be assessed for any order less than \$250. Seller requires a minimum \$100 emergency handling charge for all orders that require shipment the same day or next day.

(b) Buyer acknowledges that the pricing of the Products has been set based on the agreed allocation of risks contained in these terms and conditions. If, notwithstanding the provisions of these terms and conditions, a court of competent jurisdiction determines that Buyer's terms and conditions apply to an order, then Seller shall have the right to either (i) modify the prices (including retroactively) according to the additional level of risk and responsibility that Buyer's terms and conditions require Seller to undertake; or (ii) cancel the order any time after such a determination without liability for the termination other than for the Products already delivered on these terms and conditions.

(c) Unless different credit terms have been extended to Buyer in writing by Seller, payment terms are net 30 days after delivery or date of invoice, whichever first occurs, in the currency invoiced. Seller reserves the right to modify or withdraw credit terms at any time without notice. If Buyer fails to fulfill the terms of payment, Seller may defer further shipments to Buyer or, at its option, cancel the unshipped portions of Buyer's orders. Buyer agrees to pay interest on all past due invoices at the lesser of 18% per annum, compounded monthly, or the highest contractual rate allowable under the law.

(d) Until full payment of all obligations of the Buyer for an order, Seller reserves the title (but not the risk of loss) to all Products furnished under that order. If the Buyer defaults in payment or performance or becomes subject to insolvency, receivership or bankruptcy proceedings or makes an assignment for the benefit of creditors, or without the consent of Seller voluntarily or involuntarily sells, transfers, leases or permits any lien or attachment on the Products, Seller may treat all amounts then or thereafter owing by Buyer to be immediately due and payable and Seller at its election may repossess Products for which Buyer has not paid in full. In the event of repossession of Products under this section or under the section entitled "Security Interest," Buyer agrees that Seller may enter the premises where the Products may be located and remove them without notice and without being liable to Buyer for such repossession. Buyer will not set off invoiced amounts or any portion thereof against sums that are due or may become due from Seller, its parents, affiliates, or subsidiaries. Buyer grants Seller a security interest in Products for which title has passed to Buyer, products in which Products are incorporated, and Products that Seller sells (including all Products acquired hereafter from Seller, and all accessions, substitutions, replacements, and additions, and any proceeds from sale or disposition of Products), as security for performance by Buyer of all of its payment obligations under these terms and conditions (including obligations regarding future advances). Buyer consents to Seller's execution of any documents to evidence and perfect this security interest, and agrees to execute the same if requested by Seller.

### 3. Delivery and Risk of Loss

(a) Unless otherwise agreed in writing, all deliveries of Products will be EXW (Incoterms 2000) Seller's facility. Products will be packed in Seller's standard commercial shipping packages. Charges for shipping may not reflect net transportation costs paid by Seller. Buyer shall reimburse Seller for all costs of storage and handling incurred by Seller after the date that Seller is prepared to make shipment.

(b) Delivery and shipping dates are approximate and represent Seller's best estimate of the time required to make delivery or shipment. Time is not of the essence with respect to the transactions covered by these terms and conditions, except with respect to Buyer's obligation to make all related

payments. Seller's obligations under these terms and conditions will be dependent upon Seller's ability to obtain necessary raw materials and components. Seller shall have the right to make partial deliveries and to ship up to forty (40) days in advance of shipping date.

### 4. Acceptance

Acceptance shall occur, if not before, when Buyer fails to reject within ten (10) days after delivery of the Products. Buyer may rightfully reject only when a reasonable inspection shows that the Products fail to conform substantially to the specifications for the Products. Buyer waives any right to revoke acceptance. Buyer's remedies for any nonconformity detected after acceptance are limited to those expressly provided in these terms and conditions for breach of warranty.

### 5. Limited Warranty

(a) Seller warrants to each original Buyer of Products that Products are, at the time of delivery to the Buyer, in good working order and conform to Seller's official published specifications, provided that no warranty is made with respect to any Products, component parts, or accessories manufactured by others but supplied by Seller.

(b) Seller's obligation under this warranty for any Product proved not to be as warranted within the applicable warranty period is limited to, at its option, replacing the Product, refunding the purchase price of the Product, or using reasonable efforts to repair the Product during normal business hours at any authorized service facility of Seller. All costs of transportation of any Product claimed not to be as warranted and of any repaired or replacement Product to or from such service facility shall be borne by Buyer.

(c) Seller may require the return of any Product claimed not to be as warranted to one of its facilities as designated by Seller, transportation prepaid by Buyer, to establish a claim under this warranty. The cost of labor for removing a Product and for installing a repaired or replacement Product shall be borne by Buyer. Replacement parts provided under the terms of this warranty are warranted for the remainder of the warranty period of the Products in which they are installed to the same extent as if such parts were original components. Warranty services provided under these terms and conditions do not assure uninterrupted operations of Products; Seller shall not be liable for damages caused by any delays involving warranty service.

(d) The warranty period for Products is the shorter of twelve (12) months from the date of installation or eighteen (18) months from the date of shipment unless otherwise agreed by Seller in writing.

(e) EXCEPT FOR THE EXPRESS WARRANTY SET FORTH ABOVE, SELLER PROVIDES PRODUCTS AS-IS AND MAKES NO OTHER REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED, STATUTORY OR OTHERWISE, REGARDING THE PRODUCTS, THEIR FITNESS FOR ANY PARTICULAR PURPOSE, THEIR MERCHANTABILITY, THEIR QUALITY, THEIR NONINFRINGEMENT, OR OTHERWISE. IN NO EVENT SHALL SELLER BE LIABLE FOR THE COST OF PROCUREMENT OR INSTALLATION OF SUBSTITUTE GOODS.

### 6. LIMITATION OF LIABILITY

IN NO EVENT WILL SELLER BE LIABLE FOR ANY SPECIAL DAMAGES, CONSEQUENTIAL DAMAGES, INDIRECT DAMAGES, INCIDENTAL DAMAGES, STATUTORY DAMAGES, EXEMPLARY OR PUNITIVE DAMAGES, LOSS OF PROFITS, LOSS OF REVENUE, LIQUIDATED DAMAGES, OR LOSS OF USE, EVEN IF INFORMED OF THE POSSIBILITY OF SUCH DAMAGES. SELLER'S LIABILITY FOR DAMAGES ARISING OUT OF OR RELATED TO A PRODUCT SHALL IN NO CASE EXCEED THE PURCHASE PRICE OF THE PRODUCT FROM WHICH THE CLAIM ARISES. TO THE EXTENT PERMITTED BY APPLICABLE LAW, THESE LIMITATIONS AND EXCLUSIONS WILL APPLY WHETHER SELLER'S LIABILITY ARISES OR RESULTS FROM BREACH OF CONTRACT, BREACH OF WARRANTY, TORT (INCLUDING BUT NOT LIMITED TO NEGLIGENCE, GROSS NEGLIGENCE, MALICE, OR INTENTIONAL CONDUCT), STRICT LIABILITY, BY OPERATION OF LAW, OR OTHERWISE.

### 7. Cancellation and Return of Products

Orders shall not be subject to cancellation or modification either in whole or in part without Seller's written consent and then only with terms that will reimburse Seller for reasonable termination charges, including all progress billings and all incurred direct manufacturing costs. Seller's written consent must be given in advance of Buyer's return of Products for credit. Seller reserves the right to cancel any sale of Products without liability to Buyer (except for refund of monies already paid), if the manufacture or sale of the goods is or becomes technically or economically impractical.

### 8. Force Majeure

Seller shall not be liable for any failure to perform or delay in performing its obligations resulting directly or indirectly from or contributed to by any acts of God, acts of Buyer or those under Buyer's control, acts of government or other civil or military authorities, priorities, strikes, or other labor disputes, fires, accidents, floods, epidemics, war, riot, embargoes, delays in transportation, lack of or inability to obtain raw materials, components, labor, fuel or supplies, or other circumstances beyond Seller's reasonable control ("Force Majeure Event"). If Seller elects, the time for performance shall be extended by a period of time equal to the time lost because of any delays caused by reasons of a Force

## Terms and Conditions

Majeure Event. Should Seller be prevented from completing Buyer's order or any part thereof because of any Force Majeure Event, then Buyer agrees promptly upon request and upon receipt of invoice therefor, to pay Seller for any Product or Products then completed.

### 9. Work Product

"Work Product" shall include, without limitation, all designs, discoveries, creations, works, devices, masks, models, work in progress, service deliverables, inventions, products, special tooling, computer programs, procedures, improvements, developments, drawings, notes, documents, business processes, information and materials made, conceived or developed by Seller alone or with others that result from or relate to the Products. All Work Product shall at all times be and remain the sole and exclusive property of Seller. Buyer hereby agrees to irrevocably assign and transfer to Seller and does hereby assign and transfer to Seller all of its worldwide right, title and interest in and to the Work Product including all associated intellectual property rights. Buyer hereby waives any and all moral and other rights in any Work Product or any other intellectual property created, developed or acquired in respect of the Products. Seller will have the sole right to determine the treatment of any Work Product, including the right to keep it as trade secret, execute and file patent applications on it, to use and disclose it without prior patent application, to file registrations for copyright or trademark in its own name or to follow any other procedure that Seller deems appropriate. All tools and equipment supplied by Buyer to Seller shall remain the sole property of Seller.

### 10. Confidentiality

(a) Buyer may acquire knowledge of Seller Confidential Information (as defined below) in connection with Products and/or its performance hereunder and agrees to keep Seller Confidential Information in confidence during and following termination or expiration of this Agreement. "Seller Confidential Information" includes but is not limited to all information, whether written or oral, in any form, including, without limitation, information relating to the research, development, products, methods of manufacture, trade secrets, business plans, customers, vendors, finances, personnel data, Work Product, and other material or information considered proprietary by Seller relating to the current or anticipated business or affairs of Seller that is disclosed directly or indirectly to Buyer. In addition, Seller Confidential Information means any third party's proprietary or confidential information disclosed to Buyer in the course of providing Products to Buyer.

(b) Buyer agrees not to copy, alter or directly or indirectly disclose any Seller Confidential Information. Additionally, Buyer agrees to limit its internal distribution of Seller Confidential Information to Buyer's employees who have a need to know, and to take steps to ensure that the dissemination is so limited. In no event will Buyer use less than the degree of care and means that it uses to protect its own information of like kind, but in any event not less than reasonable care to prevent the unauthorized use of Seller Confidential Information. Buyer may disclose Seller Confidential Information that is required to be disclosed pursuant to a requirement of a government agency or law but only after Buyer provides prompt notice to Seller of such requirement and gives Seller the opportunity to challenge or limit the scope of the disclosure.

(c) Buyer further agrees not to use Seller Confidential Information except in the course of performing hereunder and will not use such Seller Confidential Information for its own benefit or for the benefit of any third party. All Seller Confidential Information is and shall remain the property of Seller. Upon Seller's written request, Buyer shall return, transfer or assign to Seller all Seller Confidential Information, including all Work Product, and all copies containing Seller Confidential Information.

### 11. Patent Indemnity

In the event any Product is made in accordance with drawings, samples or manufacturing specifications designated by Buyer, Buyer agrees to indemnify, defend, and hold Seller harmless from any and all damages, costs and expenses (including attorney's fees) relating to any claim arising from or relating to the design, distribution, manufacture, marketing, sale, or use of the Product or arising from or relating to a claim that such Product furnished to Buyer by Seller, or the use thereof, infringes any claim of any patent, foreign or domestic, and Buyer agrees at its own expense to undertake the defense of any suit against Seller brought upon such claim or claims.

### 12. Changes in Product Design or Manufacture

Seller shall have the right to change, discontinue or modify the design and construction of any of its products and to substitute material equal to or superior to that originally specified.

### 13. Software License

Software, if included with a Product, is hereby licensed and not sold. The license is nonexclusive, and is limited to use with the Product with which it is included. No other use is permitted and Seller retains for itself (or, if applicable, its suppliers) all title and ownership to any software delivered hereunder, all of which contains confidential and proprietary information and which ownership includes without limitation all rights in patents, copyrights, trademarks and trade secrets. Buyer shall not attempt any sale, transfer, sublicense, reverse compilation or disassembly (save to the extent expressly permitted by law) or redistribution of the software. Buyer shall not copy, disclose or display any such software, or otherwise make it available to others.

### 14. Compliance with Laws

Buyer shall comply with all laws and regulations applicable to Products including all applicable import and export laws and regulations. Buyer and Buyer's Agent shall provide all information requested by Seller relating to Seller's voluntary or mandatory compliance with any law or regulation, and Buyer shall indemnify Seller for any losses incurred by Seller arising from Buyer's or Buyer's Agent's failure to provide the information requested by Seller.

### 15. Waiver

No waiver of any provision of these terms and conditions (or any right or default hereunder) shall be effective unless in writing and signed by an authorized representative Seller. Any such waiver shall be effective only for the instance given, and shall not operate as a waiver with respect to any other rights or obligations under these terms and conditions or applicable law in connection with any other instances or circumstances.

### 16. Language

The parties have expressly required that these terms and conditions be prepared in the English language. Les parties aux présentes ont expressément exigé que les présents termes et les bons de commandes émis aux termes des présentes soient rédigés en langue Anglaise.

### 17. Choice of Law and Dispute Resolution

Except as set forth below, these terms and conditions shall be governed by and construed in accordance with the laws of the State of Texas, without reference to its choice of law rules. If both Seller and Buyer are incorporated under the laws of Canada or a province of Canada, these terms and conditions shall be governed by and construed in accordance with the laws of the Province of Ontario and the federal laws of Canada. If Buyer is incorporated in the United States, any claim or litigation arising out of or relating to Products shall be brought exclusively in a court of competent jurisdiction in Harris County, Texas. If Buyer is incorporated outside of the United States, any dispute will be resolved by arbitration in Houston, Texas, by three arbitrators and under the International Chamber of Commerce Rules of Arbitration. The language of the arbitration will be English. In all cases, Buyer and Seller expressly exclude from application the United Nations Convention on Contracts for the International Sale of Goods.

### 18. Assignment

Buyer may not assign, transfer or subcontract the performance of its services, or any of its rights and/or obligations hereunder, without Seller's prior written consent.

### 19. Severability

If any provision of these terms and conditions is determined to be illegal, invalid, or unenforceable, the validity and enforceability of the remaining provisions of these terms and conditions will not be affected and, in lieu of such illegal, invalid, or unenforceable provision, there will be added, as part of these terms and conditions, one or more provisions as similar in terms as may be legal, valid and enforceable under applicable law.

11012017

CPS

**REQUIRED MOTION  
MAYOR AND CITY COUNCIL  
HAGERSTOWN, MARYLAND**

---

**Topic:**

Light – Replacement of Bucket Truck #132 with Ford F-550 Chassis – National Auto Fleet Group (Watsonville, CA) \$112,481.81

**Mayor and City Council Action Required:**

The Light Department requests approval for purchase using the City of Hagerstown's membership with Sourcewell [formerly known as NJPA (National Joint Powers Alliance)] in the amount of \$112,481.81.

**Discussion:**

This vehicle is used to maintain, inspect, and repair the electric distribution system.

**Financial Impact:**

\$200,000 available in Electric Fund FY20 CIP C0090 - Transportation Equipment

**Recommendation:**

**Motion:**

**Action Dates:**

Regular Session 10/22/2019

**ATTACHMENTS:**

**File Name**

Consent\_-\_Utilities\_-\_Light\_-\_Bucket\_Truck\_132.pdf  
SK0225\_Quotation.pdf  
Vehicle\_Replacement\_Form\_Veh\_132\_FY20.pdf  
Unit\_132\_Repair\_and\_Maintenance\_Cost.pdf

**Description**

Consent - Signed -  
Replacement of Bucket  
Truck 132  
Price Quotation  
Replacement Justification  
Repair History



AMOUNT

(1) DEPARTMENT MANAGER:

Recommend purchase using the City of Hagerstown's membership with Sourcewell [formerly known as NJPA (National Joint Powers Alliance)]. National Fleet to provide Ford F-550 Chassis to Equipment Technology (ETI) in Oklahoma City, OK for mounting and installation of 37' aerial bucket system.  
Over \$52,000 in repairs have been made to unit 132 since 2008

*Nathan Lutzinger*

10/9/2019

SIGNATURE/DATE

(2) PURCHASING AGENT:

*Recommend Approval.  
Will need all vendor documents as vendor  
is not established in MUNIS.*

*Jason T. Miller* 10/10/19

SIGNATURE/DATE

(3) FINANCE MANAGER:

*Recommend approval. The city is a member of  
NJPA who completes bid/vendor search. There is  
adequate funding in the FY20 approved budget  
for this vehicle replacement.*

*Michelle [Signature]* 10/10/19

SIGNATURE/DATE

(4) CITY ADMINISTRATOR:

*Recommend Approval*

*Steve Newman* 10/11/19

SIGNATURE/DATE



|                                               |
|-----------------------------------------------|
| <b>CITY OF HAGERSTOWN</b>                     |
| <b>VEHICLE/EQUIPMENT REPLACEMENT SCHEDULE</b> |
| <b>DISPOSAL INFORMATION/JUSTIFICATION</b>     |
| <b>FISCAL YEAR 2019/20</b>                    |

Department: Utilities Division: Electric (Light)

Vehicle Call #: 132 Model Yr: 2008 Serial #: 1FDAF56R98EA08369

Make: Ford Model: F-550 Chassis

Vehicle Description: Altec Aerial Bucket Truck

Mileage/Hours: 53,700 Repair Costs to Date: \$52,697

# of Service Orders: 103 Condition: Fair

**Reason(s) for Replacement:**

|                                     |                             |
|-------------------------------------|-----------------------------|
| <input checked="" type="checkbox"/> | Deteriorating Condition     |
| <input type="checkbox"/>            | Undersized for Type of Work |
| <input type="checkbox"/>            | Hours and/or Age            |
| <input checked="" type="checkbox"/> | Other (explain in detail)   |

Design flaws in both the aerial system and the vehicle chassis are in need of constant monitoring, maintenance, and repair.

Is purchase an addition to the fleet? No

Reason for addition: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Disposition:**

|                                     |                      |
|-------------------------------------|----------------------|
| <input type="checkbox"/>            | Addition             |
| <input type="checkbox"/>            | Transfer within City |
| <input checked="" type="checkbox"/> | Disposal/Auction     |
| <input type="checkbox"/>            | Junked               |

Salvage Value: \$10,000

**Notes:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Prepared By: Nathan Fridinger Date: 10/9/2019





# National Auto Fleet Group

A Division of Chevrolet of Watsonville

490 Auto Center Drive, Watsonville, CA 95076

(855) 289-6572 • (831) 480-8497 Fax

Fleet@NationalAutoFleetGroup.com

9/27/2019

Quote ID: 11619

Order Cut Off Date: TBA

Hagerstown Light Department

425 E. Baltimore St.

Hagerstown, Maryland, 21740

Dear Hagerstown Light Department,

National Auto Fleet Group is pleased to quote the following vehicle(s) for your consideration.

**One (1) New/Unused (2020 Ford Super Duty F-550 DRW (F5H) XL 4WD Reg Cab 145" WB 60" CA, ETI Equipment (details enclosed). )** and delivered to your specified location, each for

|                                   | One Unit     |
|-----------------------------------|--------------|
| Contract Price                    | \$49,725.00  |
| ETI Equipment (details enclosed). | \$62,756.81  |
| Tax (0.0000 %)                    | \$0.00       |
| Tire fee                          | \$0.00       |
| Total                             | \$112,481.81 |

- per the attached specifications.

This vehicle(s) is available under the **Sourcewell (Formerly Known as NJPA) Contract 120716-NAF**. Please reference this Contract number on all purchase orders to National Auto Fleet Group. Payment terms are Net 20 days after receipt of vehicle.

Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.

Sincerely,

Jesse Cooper  
Account Manager  
Email: Fleet@NationalAutoFleetGroup.com  
Office: (855) 289-6572  
Fax: (831) 480-8497

Quoting Department  
Account Manager  
Fleet@NationalAutoFleetGroup.com  
(855) 289-6572



**GMC**

**In order to Finalize your Quote, please submit this purchase packet to your governing body for Purchase Order Approval. Once you issue a Purchase Order please send by:**

**Fax: (831) 480-8497**

**Mail: National Auto Fleet Group  
490 Auto Center Drive  
Watsonville, CA 95076**

**Email: Fleet@nationalautofleetgroup.com**

**We will then send a W-9 if you need one**

**Please contact our main office with any questions:  
1-855-289-6572**



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A Division of Chevrolet of Watsonville

490 Auto Center Drive, Watsonville, CA 95076

(855) 289-6572 • (831) 480-8497 Fax

Fleet@NationalAutoFleetGroup.com

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Sincerely,

Jesse Cooper  
Account Manager  
Email: Fleet@NationalAutoFleetGroup.com  
Office: (855) 289-6572  
Fax: (831) 480-8497

Quoting Department  
Account Manager  
Fleet@NationalAutoFleetGroup.com  
(855) 289-6572



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490 Auto Center Drive  
Watsonville, CA 95076**

**Email: Fleet@nationalautofleetgroup.com**

**We will then send a W-9 if you need one**

**Please contact our main office with any questions:  
1-855-289-6572**





Equipment Technology, LLC  
341 NW 122<sup>nd</sup> Street  
Oklahoma City, OK 73114  
Phone: 888-748-3841  
Fax: 405-755-6829  
E-mail: sales@eti1.com

## QUOTATION

Quote ID: SK0225

Page 1 of 5

**Customer:** Hagerstown Light Dept (MD)  
425 E Baltimore St  
Hagerstown MD 21740-6105

**Quote Number:** SK0225  
**Quote Date:** 6/7/2019  
**Quote valid until:** 9/22/2019  
**Customer Ref:**

**Contact:**  
**Phone:** (301) 790-2600  
**Fax:**

**Salesperson:** Hamilton  
**Prepared By:** skillian

| QTY | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     | <b>Chassis Info - Purchased by ETI</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 1   | 2020 Chassis                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 1   | FORD F550 TRUCK CHASSIS<br>4X4<br>19500 lb. GVWR<br>60" Cab To Axle<br>6.7L Diesel Engine<br>6 Speed Automatic Transmission with PTO opening<br>225/70RX19.5 Max Traction Tires<br>Rear Fuel Tank<br>Painted Oxford White<br>AM/FM Stereo Radio<br>Air Conditioning<br>Engine Block Heater<br>Extra Heavy front suspension package, Order code 67X<br>Limited slip rear axle<br>6 Upfitter Switches<br>Exhaust Extended to Edge of Body<br>POWER EQUIPMENT GROUP<br>BACK UP ALARM                                             |
| 1   | Additional components required for model year 2017+ Ford Super Duty chassis, with a 19.5k GVWR.                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 1   | Ford angled DEF tank filler bracket                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|     | <b>Equipment Technology, LLC Aerial Device</b><br><b>ETC Series</b><br><b>Combination: Articulated / Telescopic</b><br><b>Shear Ball Rotation Bearing</b><br><b>Body Harness with Deceleration Lanyard</b><br><b>Two Operators and Maintenance Manuals</b><br><b>ETC37IH</b><br><b>41' 9" Working Height</b><br><b>36' 9" Ground to Bottom of Bucket</b><br><b>28' Side Reach with End Mount Bucket</b><br><b>Continuous Rotation</b><br><b>Fiberglass Inner Boom</b><br><b>Hoses Inside Boom Are Contained in a Cat Trac</b> |
| 1   | Lower Boom w/ Fiberglass Insert for ETC37                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 1   | Upper Boom Assembly for ETC37IH                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 1   | Pedestal (41.75)(Standard for ETC37)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 1   | End Mount Bucket Bracket with 180 Degree Hydraulic Rotator                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 1   | Turret assembly for ETC37                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 1   | Manual emergency lowering valve at bucket controls                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 1   | Start/Stop at basket                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 1   | Emergency Power at basket                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |



Equipment Technology, LLC  
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## QUOTATION

Quote ID: SK0225

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| QTY | DESCRIPTION                                                                                                                                                                                                                                                                                                 |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1   | Switch at lower controls wired to unit options                                                                                                                                                                                                                                                              |
| 1   | Non-Metallic 4-Function Single-Handle Control with Hydraulic Tool Circuit with flow divider and pressure relief.                                                                                                                                                                                            |
| 1   | Powder Paint White with ETI Powder Coating Process                                                                                                                                                                                                                                                          |
| 1   | Bucket, 24 X 30 L/STEP RH CTRL                                                                                                                                                                                                                                                                              |
| 1   | Levelride Stabilizer Bar, Over Frame for 2017 Ford's                                                                                                                                                                                                                                                        |
| 1   | Ford F450/F550<br>Sumosprings on front axle                                                                                                                                                                                                                                                                 |
| 1   | Two Inclinometers<br>One centered in cab in view of driver<br>One CS rear - right of Triple ID Light                                                                                                                                                                                                        |
| 1   | ETI Steel Body                                                                                                                                                                                                                                                                                              |
| 1   | Side Box - Street Side<br>With stainless steel door rods and hinges.<br>Also with primer in compartments and neoprene seal around doors.<br>Compartment Layout 108A<br>Height=40"<br>Compartment Depth 20"<br>Front Compartment=33" Width<br>Wheel Well Compartment=48" Width<br>Rear Compartment=27" Width |
| 1   | Side Box - Curb Side<br>With stainless steel door rods and hinges.<br>Also with primer in compartments and neoprene seal around doors.<br>Compartment Layout 108A<br>Height=40"<br>Compartment Depth 20"<br>Front Compartment=33" Width<br>Wheel Well Compartment=48" Width<br>Rear Compartment=27" Width   |
| 1   | Width=96"                                                                                                                                                                                                                                                                                                   |
| 1   | Integrated Tailshelf Length=36"                                                                                                                                                                                                                                                                             |
| 1   | 56" Floor Width<br>Integrated Unit Mounting                                                                                                                                                                                                                                                                 |
| 1   | Wheelwell, street side, ringed wheel chock holder front and Ford fuel filler rear                                                                                                                                                                                                                           |
| 1   | Smoothplate Top on Streetside                                                                                                                                                                                                                                                                               |
| 1   | Latch, compartment rotary, stainless steel                                                                                                                                                                                                                                                                  |
| 1   | Gas Cylinder Door Holders for vertical doors and chains for the horizontal door                                                                                                                                                                                                                             |
| 1   | Master Lock System with a handle on the streetside at the front                                                                                                                                                                                                                                             |
| 1   | Install six strips of 31.5" LED Strip light. On/off switch in the cab. Mount vertically in all vertical compartments and at the top of compartment in the two horizontal compartments.                                                                                                                      |
| 1   | Wheelwell, curb side, blank                                                                                                                                                                                                                                                                                 |
| 1   | Smoothplate Top on Curbside                                                                                                                                                                                                                                                                                 |
| 1   | Latch, compartment rotary, stainless steel                                                                                                                                                                                                                                                                  |
| 1   | Gas cylinder door holders for vertical and chains for horizontal doors with a rubber bumper under hotstick door.                                                                                                                                                                                            |
| 1   | 6" yellow recycled composite tailboard with steel mounting brackets for 56" load area.                                                                                                                                                                                                                      |
| 1   | Tailshelf 36"-Steel Smoothplate                                                                                                                                                                                                                                                                             |
| 1   | ICC Bumper 90Wx9V-Pintle. (MGTW 10,000#, MAX TONGUE WEIGHT 1,200#) (CLASS IV)                                                                                                                                                                                                                               |
| 1   | Mudflaps installed.                                                                                                                                                                                                                                                                                         |



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| QTY  | DESCRIPTION                                                                                                                                                                |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | Arch Grab Handle on rear of body - Upright pipe is 10.5" ID wide and 27" OD high.                                                                                          |
| 1    | 12" Aluminum Grab Handle on rear of body on the curbside                                                                                                                   |
| 1    | Smoothplate Entryway Steps in side of 36" Tailshelf on Curbside with gripstrut step underneath.                                                                            |
| 1    | Body Clearance Lights - LED 3/4" Round 2 Red and 2 Amber                                                                                                                   |
| 1    | Reflectors                                                                                                                                                                 |
| 1    | Body Tail Lights - LED (stop/tail/turn) with license/tag light mounted on the SS rear as space allows.                                                                     |
| 1    | Backup Lights - LED                                                                                                                                                        |
| 1    | Triple ID Lights - LED                                                                                                                                                     |
| 1    | Paint body standard ETI White (108)                                                                                                                                        |
| 1    | Non-Skid on Cargo Area Floor and approximately 8" up walls                                                                                                                 |
| 1    | Non-Skid on Compartment Tops                                                                                                                                               |
| 1    | Non-Skid on Bumper                                                                                                                                                         |
| 1    | Non-Skid on Tailshelf                                                                                                                                                      |
| 1    | Non-Skid on Cargo Area Walls                                                                                                                                               |
| 1    | Boom Support and Bucket Support. Top support plate is 1/2" thick X 3" wide X 14" long.                                                                                     |
| 1    | Counterweight for Stability                                                                                                                                                |
| 2    | SS1-Adjustable Shelf                                                                                                                                                       |
| 8    | SS1-Dividers, Shelf/Drawer                                                                                                                                                 |
| 1    | SS2-Middle Shelf                                                                                                                                                           |
| 8    | SS2-Dividers, Shelf/Drawer                                                                                                                                                 |
| 11   | SS3-Fixed Material Hooks 4-3-4 *** 36" OFF OF FLOOR***                                                                                                                     |
| 2    | CS1-Adjustable Shelf                                                                                                                                                       |
| 8    | CS1-Dividers, Shelf/Drawer                                                                                                                                                 |
| 1    | CS2-Middle Shelf                                                                                                                                                           |
| 8    | CS2-Dividers, Shelf/Drawer                                                                                                                                                 |
| 11   | CS3-Fixed Material Hooks 4-3-4 *** 36" OFF OF FLOOR ***                                                                                                                    |
| 1    | Unit Safety Switch - Parking brake must be set before unit will operate                                                                                                    |
| 1    | 6 prong (pole) round trailer socket.<br>***NOTE INSTALL LOCATION***                                                                                                        |
| 1    | Combination pintle hitch with 2" ball                                                                                                                                      |
| 1    | Bucket Cover with foam insert for 24X30 bucket                                                                                                                             |
| 1    | 24X30 Bucket Liner-polyethylene                                                                                                                                            |
| 1    | Stainless steel grounding lug attached to frame. (Standard location is CS ICC Bumper angled gusset support).                                                               |
| 1    | surface mount clear LED strobe lights *** MOUNT 2 ON THE FRONT GRILL SS AND CS , MOUNT 2 ON THE REAR LIGHT CHANNEL VERTICALLY OUTBOARD OF THE BRAKE LIGHTS.                |
| 1    | 2 Rubber Wheel Chocks, 8.5Wx10.5Lx5.75H                                                                                                                                    |
| 1    | DOT Kit -- 5 LB. ABC fire extinguisher mounted in cab if there is no interference.<br>Triangle Warning Kit, Spare fuses for 2017+ Ford truck<br>Required per Federal Motor |
| 1240 | Delivery to destination. FOB: Hagerstown, MD                                                                                                                               |
| 1    | ETI warranty is two year parts and labor.<br>Lifetime structural warranty on the aerial device so long as the initial purchaser owns the product.                          |
| 1    | Headache Rack on front of body with flattened expanded metal.                                                                                                              |



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| QTY                      | DESCRIPTION                                                                                                                                                                                                                                      |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2                        | Strobe light mounting bracket. *** MOUNT OUTBOARD EACH SIDE OF HEADACHE RACK. ***                                                                                                                                                                |
| 2                        | Go light mounting bracket. *** MOUNT INBOARD OF STROBES EACH SIDE OF HEADACHE RACK. ***                                                                                                                                                          |
| 1                        | Low profile amber strobe model 241SF-AMBER. ***MOUNT OUTBOARD EACH SIDE OF HEADACHE RACK***                                                                                                                                                      |
| 2                        | Go light, LED wireless remote control spotlight model 20004. Permanent mount. Wired and fused directly to truck battery. ***MOUNT INBOARD OF STROBES ON EACH SIDE OF HEADACHE RACK***                                                            |
| 1                        | Two 4" round, white LED strobe lights, one on curbside and one on streetside OF TAILSHELF mounted with flasher.                                                                                                                                  |
| 1                        | Tail Channel for two additional 4" recessed lights.                                                                                                                                                                                              |
| 2                        | LED worklight mounted on the truck ***MOUNT 1 SS AND 1 CS ON REAR OF BODY WIRED TO COMPARTMENT LIGHTS ****                                                                                                                                       |
| 1                        | Vise Mount, drop in with 24" tall tube.*** WELD TO THE ICC BUMPER CS***                                                                                                                                                                          |
| 1                        | Wilton 676 Utility Vise 6.5" Jaw 5.5" Opening                                                                                                                                                                                                    |
| 1                        | Single vertical 1" pipe mounted on a flat plate that is attached to the rear of the ICC Bumper, centered, pipe is not to be higher than the tailshelf surface.*** Installed approximately 6" outside of the vertical SS upright for the ICC. *** |
| 1                        | Magnum Energy 1000 Watt Inverter with battery solenoid. *** INSTALL IN SS#1 TO WALL ABOVE TOP SHELF. WIRE KEY ON. ***                                                                                                                            |
| 1                        | Triplex take-up reel in body load area.*** LOCATION TO BE DETERMINED.***                                                                                                                                                                         |
| 1                        | 4 way roller assembly*** FOR TRIPLEX TO PASS THROUGH. LOCATION TO BE DETERMINED.***                                                                                                                                                              |
| 1                        | Top opening toolbox with gas shocks. 24" long, 20" wide, 20" high with vents. ***LOCATION TO BE DETERMINED ***                                                                                                                                   |
| 1                        | Aluminum elevated ladder rack 108" long w/roller at rear on Streetside, elevated to clear cab.*** 22" WIDE. ***                                                                                                                                  |
| 1                        | Wire storage bracket. 17" wide. Rod is 8-1/2" above bottom. ***INSTALLED SS OF TAILSHELF***                                                                                                                                                      |
| 1                        | Pre Delivery Inspection Ford Chassis<br>Weight Slip if needed<br>Delivery to the client<br>Payment Terms Net 30 Days                                                                                                                             |
| 1                        | PTO / PUMP FOR NEW 2020 FORD                                                                                                                                                                                                                     |
| 1                        | Storage box on top of CS bin, 108"LX14"HX20"W. Raise up lid w/shocks and draw latch. Lid opens from the load area. Full length divider IN CENTER OF BOX MAKING TOP AND BOTTOM.<br>(SBB20X108X12HT-CS)                                            |
| 2                        | Orange and Lime reflective Chevron angled fluorescent tape, 16" tall X 6' long panels. ***Reflector tape on tailshelf needs to cover as much as possible around lighting, all the way across ICC bumper, and on all of the rear of body bins.*** |
| Quote Total: \$62,756.81 |                                                                                                                                                                                                                                                  |

The following options may be added:

| QUANTITY | DESCRIPTION | PRICE EACH | AMOUNT | ADD TO QUOTE |
|----------|-------------|------------|--------|--------------|
|          |             |            |        | Yes / No     |

Customer must fill out the information below before the order can be processed...

|              |  |
|--------------|--|
| Accepted by: |  |
| Date:        |  |
| P.O. number: |  |

- ♦ Quoted price does not include any applicable taxes.
- ♦ Quote valid for 45 days.
- ♦ Terms are Due Upon Receipt unless prior credit arrangements are made at the time of order.

SK0225



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## Vehicle Configuration Options

|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ENGINE</b>               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Code</b>                 | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 99T                         | ENGINE: 6.7L 4V OHV POWER STROKE V8 TURBO DIESEL B20, -inc: Diesel Exhaust Fluid (DEF) tank, Intelligent Oil-Life Monitor, manual push-button engine-exhaust braking and split-shaft calibration compatibility, 4.10 Axle Ratio, 240 Amp Alternators                                                                                                                                                                                                                                             |
| <b>TRANSMISSION</b>         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Code</b>                 | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 44G                         | TRANSMISSION: TORQSHIFT 10-SPEED AUTOMATIC, -inc: selectable drive modes: normal, tow/haul, eco and deep sand/snow (STD)                                                                                                                                                                                                                                                                                                                                                                         |
| <b>TIRES</b>                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Code</b>                 | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| TGK                         | TIRES: 225/70RX19.5G BSW TRACTION (TGK), -inc: 4 traction tires on the rear and 2 traction tires on the front, Not recommended for over the road applications; could incur irregular front tire wear and/or NVH, Optional spare is 225/70Rx19.5G BSW traction                                                                                                                                                                                                                                    |
| <b>PRIMARY PAINT</b>        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Code</b>                 | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Z1                          | OXFORD WHITE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>PAINT SCHEME</b>         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Code</b>                 | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| ___                         | STANDARD PAINT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>SEAT TYPE</b>            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Code</b>                 | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| AS                          | MEDIUM EARTH GRAY, HD VINYL 40/20/40 SPLIT BENCH SEAT, -inc: center armrest, cupholder, storage and driver's side manual lumbar                                                                                                                                                                                                                                                                                                                                                                  |
| <b>AXLE RATIO</b>           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Code</b>                 | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| X8L                         | LIMITED SLIP W/4.88 AXLE RATIO                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>ADDITIONAL EQUIPMENT</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Code</b>                 | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 90L                         | POWER EQUIPMENT GROUP, -inc: Deletes passenger side lock cylinder, upgraded door-trim panel, Accessory Delay, Advanced Security Pack, SecuriLock Passive Anti-Theft System (PATS) and inclination/intrusion sensors, MyKey, owner controls feature, Power Locks, Remote Keyless Entry, Trailer Tow Mirrors w/Power Heated Glass, manual telescoping, heated convex spotter mirror and integrated clearance lamps/turn signals, Power Front Side Windows, 1-touch up/down driver/passenger window |

|                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 62R                   | TRANSMISSION POWER TAKE-OFF PROVISION, -inc: transmission mounted live drive and stationary mode PTO                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 41H                   | ENGINE BLOCK HEATER                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 68M                   | GVWR: 19,500 LB PAYLOAD PLUS UPGRADE PACKAGE, -inc: upgraded frame, rear-axle and low deflection/high capacity springs, Increases max RGAWR to 14, 706, Note: See Order Guide Supplemental Reference for further details on GVWR                                                                                                                                                                                                                                                                                                                       |
| 67X                   | EXTRA HEAVY-SERVICE SUSPENSION PACKAGE, -inc: pre-selected extra heavy-service front springs (see Order Guide Supplemental Reference for springs/FGAWR of specific vehicle configurations), Recommended only on vehicles which will permanently utilize aftermarket equipment such as heavy-duty winches, brush guards or other apparatus which loads the front axle to the specified Gross Axle Weight Rating (GAWR), Note 1: May result in a deterioration of ride quality, Note 2: Vehicle ride height will increase w/the addition of this package |
| 76C                   | EXTERIOR BACKUP ALARM (PRE-INSTALLED), -inc: Custom accessory                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>OPTION PACKAGE</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Code</b>           | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 660A                  | ORDER CODE 660A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

# 2020 Fleet/Non-Retail Ford Super Duty F-550 DRW XL 4WD Reg Cab 145" WB 60" CA

## WINDOW STICKER

2020 Ford Super Duty F-550 DRW XL 4WD Reg Cab 145" WB 60" CA

| CODE           | MODEL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | MSRP        |
|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| F5H            | 2020 Ford Super Duty F-550 DRW XL 4WD Reg Cab 145" WB 60" CA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | \$43,270.00 |
| <b>OPTIONS</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |             |
| 99T            | ENGINE: 6.7L 4V OHV POWER STROKE V8 TURBO DIESEL B20, -inc: Diesel Exhaust Fluid (DEF) tank, Intelligent Oil-Life Monitor, manual push-button engine-exhaust braking and split-shaft calibration compatibility, 4.10 Axle Ratio, 240 Amp Alternators                                                                                                                                                                                                                                                                                                   | \$9,325.00  |
| 44G            | TRANSMISSION: TORQSHIFT 10-SPEED AUTOMATIC, -inc: selectable drive modes: normal, tow/haul, eco and deep sand/snow (STD)                                                                                                                                                                                                                                                                                                                                                                                                                               | \$0.00      |
| TGK            | TIRES: 225/70RX19.5G BSW TRACTION (TGK), -inc: 4 traction tires on the rear and 2 traction tires on the front, Not recommended for over the road applications; could incur irregular front tire wear and/or NVH, Optional spare is 225/70Rx19.5G BSW traction                                                                                                                                                                                                                                                                                          | \$215.00    |
| Z1             | OXFORD WHITE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | \$0.00      |
| —              | STANDARD PAINT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | \$0.00      |
| AS             | MEDIUM EARTH GRAY, HD VINYL 40/20/40 SPLIT BENCH SEAT, -inc: center armrest, cupholder, storage and driver's side manual lumbar                                                                                                                                                                                                                                                                                                                                                                                                                        | \$0.00      |
| X8L            | LIMITED SLIP W/4.88 AXLE RATIO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | \$360.00    |
| 90L            | POWER EQUIPMENT GROUP, -inc: Deletes passenger side lock cylinder, upgraded door-trim panel, Accessory Delay, Advanced Security Pack, SecurILock Passive Anti-Theft System (PATS) and inclination/intrusion sensors, MyKey, owner controls feature, Power Locks, Remote Keyless Entry, Trailer Tow Mirrors w/Power Heated Glass, manual telescoping, heated convex spotter mirror and integrated clearance lamps/turn signals, Power Front Side Windows, 1-touch up/down driver/passenger window                                                       | \$915.00    |
| 62R            | TRANSMISSION POWER TAKE-OFF PROVISION, -inc: transmission mounted live drive and stationary mode PTO                                                                                                                                                                                                                                                                                                                                                                                                                                                   | \$0.00      |
| 41H            | ENGINE BLOCK HEATER                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | \$100.00    |
| 68M            | GVWR: 19,500 LB PAYLOAD PLUS UPGRADE PACKAGE, -inc: upgraded frame, rear-axle and low deflection/high capacity springs, Increases max RGAWR to 14, 706, Note: See Order Guide Supplemental Reference for further details on GVWR                                                                                                                                                                                                                                                                                                                       | \$1,155.00  |
| 67X            | EXTRA HEAVY-SERVICE SUSPENSION PACKAGE, -inc: pre-selected extra heavy-service front springs (see Order Guide Supplemental Reference for springs/FGAWR of specific vehicle configurations), Recommended only on vehicles which will permanently utilize aftermarket equipment such as heavy-duty winches, brush guards or other apparatus which loads the front axle to the specified Gross Axle Weight Rating (GAWR), Note 1: May result in a deterioration of ride quality, Note 2: Vehicle ride height will increase w/the addition of this package | \$125.00    |
| 76C            | EXTERIOR BACKUP ALARM (PRE-INSTALLED), -inc: Custom accessory                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | \$140.00    |
| 660A           | ORDER CODE 660A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | \$0.00      |

Please note selected options override standard equipment



|                                 |                    |
|---------------------------------|--------------------|
| <b>SUBTOTAL</b>                 | <b>\$55,605.00</b> |
| Advert/ Adjustments             | \$0.00             |
| Manufacturer Destination Charge | \$1,595.00         |
| <b>TOTAL PRICE</b>              | <b>\$57,200.00</b> |

Est City: N/A MPG  
Est Highway: N/A MPG  
Est Highway Cruising Range: N/A mi

Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

**Standard Equipment****MECHANICAL**

|                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------|
| Engine: 7.3L 2V DEVCT NA PFI V8 Gas                                                                               |
| Transmission: TorqShift 10-Speed Automatic -inc: selectable drive modes: normal, tow/haul, eco and deep sand/snow |
| 4.88 Axle Ratio                                                                                                   |
| GVWR: 18,000 lbs Payload Package                                                                                  |
| 50-State Emissions System                                                                                         |
| Transmission w/Oil Cooler                                                                                         |
| Electronic Transfer Case                                                                                          |
| Part-Time Four-Wheel Drive                                                                                        |
| 78-Amp/Hr 750CCA Maintenance-Free Battery w/Run Down Protection                                                   |
| HD 240 Amp Alternator                                                                                             |
| Towing Equipment -inc: Trailer Sway Control                                                                       |
| Trailer Wiring Harness                                                                                            |
| 11040lbs. Maximum Payload                                                                                         |
| HD Shock Absorbers                                                                                                |
| Front And Rear Anti-Roll Bars                                                                                     |
| Firm Suspension                                                                                                   |
| Hydraulic Power-Assist Steering                                                                                   |
| 40 Gal. Fuel Tank                                                                                                 |
| Single Stainless Steel Exhaust                                                                                    |
| Dual Rear Wheels                                                                                                  |
| Auto Locking Hubs                                                                                                 |
| Front Suspension w/Coil Springs                                                                                   |
| Leaf Rear Suspension w/Leaf Springs                                                                               |
| 4-Wheel Disc Brakes w/4-Wheel ABS, Front And Rear Vented Discs and Brake Assist                                   |
| Upfitter Switches                                                                                                 |

**EXTERIOR**

|                                                                            |
|----------------------------------------------------------------------------|
| Wheels: 19.5" Argent Painted Steel -inc: manual locking hubs               |
| Tires: 225/70Rx19.5G BSW A/P -inc: Optional spare is 225/70Rx19.5G BSW A/P |
| Clearcoat Paint                                                            |
| Black Front Bumper w/Black Rub Strip/Fascia Accent and 2 Tow Hooks         |
| Black Fender Flares                                                        |
| Black Side Windows Trim and Black Front Windshield Trim                    |
| Black Door Handles                                                         |
| Black Manual Side Mirrors w/Manual Folding                                 |
| Manual Extendable Trailer Style Mirrors                                    |

|                                                                                                 |
|-------------------------------------------------------------------------------------------------|
| Fixed Rear Window                                                                               |
| Light Tinted Glass                                                                              |
| Variable Intermittent Wipers                                                                    |
| Aluminum Panels                                                                                 |
| Front Splash Guards                                                                             |
| Black Grille                                                                                    |
| Front License Plate Bracket                                                                     |
| Fully Automatic Aero-Composite Halogen Auto High-Beam Daytime Running Lights Preference Setting |
| Headlamps w/Delay-Off                                                                           |
| Cab Clearance Lights                                                                            |

**ENTERTAINMENT**

|                                                                                                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Radio: AM/FM Stereo/MP3 Player -inc: 4 speakers                                                                                                                                               |
| Radio w/Seek-Scan                                                                                                                                                                             |
| Fixed Antenna                                                                                                                                                                                 |
| SYNC Communications & Entertainment System -inc: enhanced voice recognition, 911 Assist, 4.2" LCD center stack screen, AppLink, 1 smart-charging USB-C port and steering wheel audio controls |

**INTERIOR**

|                                                                                                                                                                                                                                                                                                                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4-Way Driver Seat -inc: Manual Recline and Fore/Aft Movement                                                                                                                                                                                                                                                               |
| 4-Way Passenger Seat -inc: Manual Recline and Fore/Aft Movement                                                                                                                                                                                                                                                            |
| Manual Tilt/Telescoping Steering Column                                                                                                                                                                                                                                                                                    |
| Gauges -inc: Speedometer, Odometer, Oil Pressure, Engine Coolant Temp, Tachometer, Transmission Fluid Temp, Engine Hour Meter, Trip Odometer and Trip Computer                                                                                                                                                             |
| Manual Air Conditioning                                                                                                                                                                                                                                                                                                    |
| Illuminated Locking Glove Box                                                                                                                                                                                                                                                                                              |
| Interior Trim -inc: Chrome Interior Accents                                                                                                                                                                                                                                                                                |
| Full Cloth Headliner                                                                                                                                                                                                                                                                                                       |
| Urethane Gear Shift Knob                                                                                                                                                                                                                                                                                                   |
| HD Vinyl 40/20/40 Split Bench Seat -inc: center armrest, cupholder, storage and driver's side manual lumbar                                                                                                                                                                                                                |
| Day-Night Rearview Mirror                                                                                                                                                                                                                                                                                                  |
| Passenger Visor Vanity Mirror                                                                                                                                                                                                                                                                                              |
| 2 12V DC Power Outlets                                                                                                                                                                                                                                                                                                     |
| Front Map Lights                                                                                                                                                                                                                                                                                                           |
| Fade-To-Off Interior Lighting                                                                                                                                                                                                                                                                                              |
| Full Vinyl/Rubber Floor Covering                                                                                                                                                                                                                                                                                           |
| Underhood Lights                                                                                                                                                                                                                                                                                                           |
| FordPass Connect 4G Wi-Fi Modem -inc: 4G LTE Wi-Fi hotspot that connects up to 10 devices (includes a complimentary trial subscription of 3 months or 3 gigabytes - whichever comes first, wireless service plan required after trial subscription ends, Visit att.com/ford to start complimentary trial and sign up for a |

wireless service plan), Remote start w/specific time scheduling, lock and unlock, locate parked vehicle and check vehicle status services are included for 1 year from the vehicle sale date as recorded by the dealer, Note: Ford Telematics and data services prep included for fleet only: FordPass Connect 4G Wi-Fi modem provides data to support telematics and data services including but not limited to vehicle location, speed, idle time, fuel, vehicle diagnostics and maintenance alerts, Device enables telematics services through Ford or authorized providers, Activate at [www.fleet.ford.com](http://www.fleet.ford.com) or call 833-FCS-FORD or 833-327-3673

|                                                    |
|----------------------------------------------------|
| Instrument Panel Covered Bin and Dashboard Storage |
|----------------------------------------------------|

|                        |
|------------------------|
| Manual 1st Row Windows |
|------------------------|

|                 |
|-----------------|
| Systems Monitor |
|-----------------|

|               |
|---------------|
| Trip Computer |
|---------------|

|                    |
|--------------------|
| Outside Temp Gauge |
|--------------------|

|                |
|----------------|
| Analog Display |
|----------------|

|                                         |
|-----------------------------------------|
| Manual Adjustable Front Head Restraints |
|-----------------------------------------|

|                |
|----------------|
| Air Filtration |
|----------------|

## SAFETY

|                            |
|----------------------------|
| Driveline Traction Control |
|----------------------------|

|                   |
|-------------------|
| Side Impact Beams |
|-------------------|

|                                                           |
|-----------------------------------------------------------|
| Dual Stage Driver And Passenger Seat-Mounted Side Airbags |
|-----------------------------------------------------------|

|                                                                      |
|----------------------------------------------------------------------|
| Dual Stage Driver And Passenger Front Airbags w/Passenger Off Switch |
|----------------------------------------------------------------------|

|                                              |
|----------------------------------------------|
| Safety Canopy System Curtain 1st Row Airbags |
|----------------------------------------------|

|                                                                     |
|---------------------------------------------------------------------|
| Outboard Front Lap And Shoulder Safety Belts -inc: Height Adjusters |
|---------------------------------------------------------------------|



|                                               |
|-----------------------------------------------|
| <b>CITY OF HAGERSTOWN</b>                     |
| <b>VEHICLE/EQUIPMENT REPLACEMENT SCHEDULE</b> |
| <b>DISPOSAL INFORMATION/JUSTIFICATION</b>     |
| <b>FISCAL YEAR 2019/20</b>                    |

**Department:** Utilities **Division:** Electric (Light)

Vehicle Call #: 132 Model Yr: 2008 Serial #: 1FDAF56R98EA08369

Make: Ford Model: F-550 Chassis

Vehicle Description: Altec Aerial Bucket Truck

Mileage/Hours: 53,700 Repair Costs to Date: \$52,697

# of Service Orders: 103 Condition: Fair

**Reason(s) for Replacement:**

|                                     |                             |                                                                                                                                    |
|-------------------------------------|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | Deteriorating Condition     |                                                                                                                                    |
| <input type="checkbox"/>            | Undersized for Type of Work |                                                                                                                                    |
| <input type="checkbox"/>            | Hours and/or Age            |                                                                                                                                    |
| <input checked="" type="checkbox"/> | Other (explain in detail)   | <u>Design flaws in both the aerial system and the vehicle chassis are in need of constant monitoring, maintenance, and repair.</u> |

Is purchase an addition to the fleet? No

Reason for addition: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Disposition:**

|                                     |                      |                                |
|-------------------------------------|----------------------|--------------------------------|
| <input type="checkbox"/>            | Addition             |                                |
| <input type="checkbox"/>            | Transfer within City |                                |
| <input checked="" type="checkbox"/> | Disposal/Auction     | Salvage Value: <u>\$10,000</u> |
| <input type="checkbox"/>            | Junked               |                                |

**Notes:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Prepared By: Nathan Fridinger Date: 10/9/2019

Search and Select:

|       |                    |                  |
|-------|--------------------|------------------|
| Units | Unit - Unit Number | 132 (Trucks) CMG |
|-------|--------------------|------------------|

Report Parameters:

|           |                                                   |
|-----------|---------------------------------------------------|
| R/O Work  | ALL R/O's (Internal Work, External Work, or Both) |
| R/O Costs | ALL Costs (Internal and External)                 |

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### 132 (Trucks) CMG

| RO Number                                          | RO Stage | Date             | Meter Reading | Mechanic/Vendor |              |              |              |
|----------------------------------------------------|----------|------------------|---------------|-----------------|--------------|--------------|--------------|
| 28111                                              |          | 8/7/2019         |               |                 |              |              |              |
| Vendor (Invoice)                                   | Date     | Work Description | Repair Reason | VMRS Code       | Parts Amount | Labor Amount | Total Amount |
|                                                    |          |                  | Routine Work  | 065-000-000     | \$0.00       | \$76.86      | \$76.86      |
| DIAGNOSE HYDRAULIC LEAK                            |          |                  |               |                 |              |              |              |
| Totals For 28111                                   |          |                  |               |                 | \$0.00       | \$76.86      | \$76.86      |
| 28121                                              |          | 8/7/2019         |               |                 |              |              |              |
| Vendor (Invoice)                                   | Date     | Work Description | Repair Reason | VMRS Code       | Parts Amount | Labor Amount | Total Amount |
|                                                    |          |                  | Routine Work  | 065-000-000     | \$0.00       | \$74.92      | \$74.92      |
| checked for hydraulic leak and removed covers      |          |                  |               |                 |              |              |              |
| Totals For 28121                                   |          |                  |               |                 | \$0.00       | \$74.92      | \$74.92      |
| 27219                                              |          | 2/1/2019         |               | Michael Cline   |              |              |              |
| Vendor (Invoice)                                   | Date     | Work Description | Repair Reason | VMRS Code       | Parts Amount | Labor Amount | Total Amount |
|                                                    |          |                  | Routine Work  | 040-000-000     | \$0.00       | \$58.74      | \$58.74      |
| OIL LEAK                                           |          |                  |               |                 |              |              |              |
| Totals For 27219                                   |          |                  |               |                 | \$0.00       | \$58.74      | \$58.74      |
| 27118                                              |          | 1/16/2019        | 51,893 Miles  | Michael Cline   |              |              |              |
| Vendor (Invoice)                                   | Date     | Work Description | Repair Reason | VMRS Code       | Parts Amount | Labor Amount | Total Amount |
|                                                    |          |                  | Routine Work  | PMS-000-000     | \$50.28      | \$29.37      | \$79.65      |
| PERFORM B-PM                                       |          |                  |               |                 |              |              |              |
| Totals For 27118                                   |          |                  |               |                 | \$50.28      | \$29.37      | \$79.65      |
| 26675                                              |          | 10/18/2018       |               | Michael Cline   |              |              |              |
| Vendor (Invoice)                                   | Date     | Work Description | Repair Reason | VMRS Code       | Parts Amount | Labor Amount | Total Amount |
|                                                    |          |                  | Routine Work  | MSC-000-000     | \$13.97      | \$146.85     | \$160.82     |
| EXHAUST SMELL IN CAB<br>BUCKET EMERGENCY PUMP INOP |          |                  |               |                 |              |              |              |
| Totals For 26675                                   |          |                  |               |                 | \$13.97      | \$146.85     | \$160.82     |
| 25514                                              |          | 3/15/2018        |               | Daniel Craigie  |              |              |              |

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### 132 (Trucks) CMG

| RO Number        | RO Stage | Date             | Meter Reading | Mechanic/Vendor |              |              |              |
|------------------|----------|------------------|---------------|-----------------|--------------|--------------|--------------|
| Vendor (Invoice) | Date     | Work Description | Repair Reason | VMRS Code       | Parts Amount | Labor Amount | Total Amount |
|                  |          |                  | Routine Work  | MSC-000-000     | \$0.00       | \$130.56     | \$130.56     |
|                  |          | DOT INSPECTION   |               |                 |              |              |              |
| Totals For 25514 |          |                  |               |                 | \$0.00       | \$130.56     | \$130.56     |

| 25245            |      | 1/23/2018        | 49,684 Miles  | Paul Yeager |              |              |              |
|------------------|------|------------------|---------------|-------------|--------------|--------------|--------------|
| Vendor (Invoice) | Date | Work Description | Repair Reason | VMRS Code   | Parts Amount | Labor Amount | Total Amount |
|                  |      |                  | Routine Work  | PMS-000-000 | \$50.28      | \$68.61      | \$118.89     |
|                  |      | PERFORM B-PM.    |               |             |              |              |              |
| Totals For 25245 |      |                  |               |             | \$50.28      | \$68.61      | \$118.89     |

| 24485            |      | 8/11/2017        |               | Fisher Auto Parts |              |              |              |
|------------------|------|------------------|---------------|-------------------|--------------|--------------|--------------|
| Vendor (Invoice) | Date | Work Description | Repair Reason | VMRS Code         | Parts Amount | Labor Amount | Total Amount |
|                  |      |                  | Routine Work  | MSC-000-000       | \$8.48       | \$0.00       | \$8.48       |
|                  |      |                  |               |                   |              |              |              |
| Totals For 24485 |      |                  |               |                   | \$8.48       | \$0.00       | \$8.48       |

| 23796            |      | 4/11/2017                        |               | Daniel Craigie |              |              |              |
|------------------|------|----------------------------------|---------------|----------------|--------------|--------------|--------------|
| Vendor (Invoice) | Date | Work Description                 | Repair Reason | VMRS Code      | Parts Amount | Labor Amount | Total Amount |
|                  |      |                                  | Routine Work  | MSC-000-000    | \$0.00       | \$130.56     | \$130.56     |
|                  |      | HYD LINE COVER<br>DOT INSPECTION |               |                |              |              |              |
| Totals For 23796 |      |                                  |               |                | \$0.00       | \$130.56     | \$130.56     |

| 23762            |      | 4/7/2017               |               | Daniel Craigie |              |              |              |
|------------------|------|------------------------|---------------|----------------|--------------|--------------|--------------|
| Vendor (Invoice) | Date | Work Description       | Repair Reason | VMRS Code      | Parts Amount | Labor Amount | Total Amount |
|                  |      |                        | Routine Work  | 065-000-000    | \$0.00       | \$65.28      | \$65.28      |
|                  |      | CHECKED HOSE FOR LEAKS |               |                |              |              |              |
| Totals For 23762 |      |                        |               |                | \$0.00       | \$65.28      | \$65.28      |



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### 132 (Trucks) CMG

| RO Number                                                                                                                                                         | RO Stage | Date             | Meter Reading | Mechanic/Vendor |              |              |              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------------|---------------|-----------------|--------------|--------------|--------------|
| 23746                                                                                                                                                             |          | 4/5/2017         |               | Daniel Craigie  |              |              |              |
| Vendor (Invoice)                                                                                                                                                  | Date     | Work Description | Repair Reason | VMRS Code       | Parts Amount | Labor Amount | Total Amount |
|                                                                                                                                                                   |          |                  | Routine Work  | 065-000-000     | \$0.00       | \$138.58     | \$138.58     |
| AMERICAN TEST REPAIRS                                                                                                                                             |          |                  |               |                 |              |              |              |
| Totals For 23746                                                                                                                                                  |          |                  |               |                 | \$0.00       | \$138.58     | \$138.58     |
| 23249                                                                                                                                                             |          | 1/4/2017         | 48,170 Miles  | Stanley Gunter  |              |              |              |
| Vendor (Invoice)                                                                                                                                                  | Date     | Work Description | Repair Reason | VMRS Code       | Parts Amount | Labor Amount | Total Amount |
|                                                                                                                                                                   |          |                  | Routine Work  | PMS-000-000     | \$91.38      | \$50.47      | \$141.85     |
| PERFORM B-PM                                                                                                                                                      |          |                  |               |                 |              |              |              |
| Totals For 23249                                                                                                                                                  |          |                  |               |                 | \$91.38      | \$50.47      | \$141.85     |
| 22678                                                                                                                                                             |          | 9/20/2016        |               | Stanley Gunter  |              |              |              |
| Vendor (Invoice)                                                                                                                                                  | Date     | Work Description | Repair Reason | VMRS Code       | Parts Amount | Labor Amount | Total Amount |
|                                                                                                                                                                   |          |                  | Routine Work  | 001-000-000     | \$145.88     | \$75.71      | \$221.59     |
| REPLACE A/C DRYER<br>CHARGE SYSTEM                                                                                                                                |          |                  |               |                 |              |              |              |
| Totals For 22678                                                                                                                                                  |          |                  |               |                 | \$145.88     | \$75.71      | \$221.59     |
| 22628                                                                                                                                                             |          | 9/9/2016         |               | Stanley Gunter  |              |              |              |
| Vendor (Invoice)                                                                                                                                                  | Date     | Work Description | Repair Reason | VMRS Code       | Parts Amount | Labor Amount | Total Amount |
|                                                                                                                                                                   |          |                  | Routine Work  | 001-000-000     | \$168.81     | \$529.94     | \$698.75     |
| CHECK A/C LEAK<br>LOCATE FREON LEAK<br>REMOVE DRYER AND HOSES<br>INSTALL A/C HOSES AND DRYER<br>LOCATE A/C LEAK REMOVE DRYER<br>CHARGE A/C<br>LOCATE ANOTHER LEAK |          |                  |               |                 |              |              |              |
| Totals For 22628                                                                                                                                                  |          |                  |               |                 | \$168.81     | \$529.94     | \$698.75     |
| 22580                                                                                                                                                             |          | 8/31/2016        |               | Stanley Gunter  |              |              |              |
| Vendor (Invoice)                                                                                                                                                  | Date     | Work Description | Repair Reason | VMRS Code       | Parts Amount | Labor Amount | Total Amount |
|                                                                                                                                                                   |          |                  | Routine Work  | 001-000-000     | \$0.00       | \$151.41     | \$151.41     |
| CHARGE A/C SYSTEM                                                                                                                                                 |          |                  |               |                 |              |              |              |
| Totals For 22580                                                                                                                                                  |          |                  |               |                 | \$0.00       | \$151.41     | \$151.41     |

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### 132 (Trucks) CMG

| RO Number        | RO Stage | Date                                         | Meter Reading | Mechanic/Vendor |              |              |              |
|------------------|----------|----------------------------------------------|---------------|-----------------|--------------|--------------|--------------|
| 22465            |          | 8/15/2016                                    | 47,768 Miles  | Stanley Gunter  |              |              |              |
| Vendor (Invoice) | Date     | Work Description                             | Repair Reason | VMRS Code       | Parts Amount | Labor Amount | Total Amount |
|                  |          |                                              | Routine Work  | 001-000-000     | \$0.00       | \$100.94     | \$100.94     |
|                  |          | CHECK A/C<br>REPLACE O-RING<br>CHARGE SYSTEM |               |                 |              |              |              |
| Totals For 22465 |          |                                              |               |                 | \$0.00       | \$100.94     | \$100.94     |
| 22268            |          | 7/6/2016                                     |               | Daniel Craigie  |              |              |              |
| Vendor (Invoice) | Date     | Work Description                             | Repair Reason | VMRS Code       | Parts Amount | Labor Amount | Total Amount |
|                  |          |                                              | Routine Work  | 001-000-000     | \$4.08       | \$138.58     | \$142.66     |
|                  |          | CHECKED AND CHARGED A/C                      |               |                 |              |              |              |
| Totals For 22268 |          |                                              |               |                 | \$4.08       | \$138.58     | \$142.66     |
| 22117            |          | 6/6/2016                                     |               | Michael Cline   |              |              |              |
| Vendor (Invoice) | Date     | Work Description                             | Repair Reason | VMRS Code       | Parts Amount | Labor Amount | Total Amount |
|                  |          |                                              | Routine Work  | 001-000-000     | \$2.04       | \$48.09      | \$50.13      |
|                  |          | RECHARGE A/C                                 |               |                 |              |              |              |
| Totals For 22117 |          |                                              |               |                 | \$2.04       | \$48.09      | \$50.13      |
| 21894            |          | 4/29/2016                                    |               | Stanley Gunter  |              |              |              |
| Vendor (Invoice) | Date     | Work Description                             | Repair Reason | VMRS Code       | Parts Amount | Labor Amount | Total Amount |
|                  |          |                                              | Routine Work  | MSC-000-000     | \$44.07      | \$302.82     | \$346.89     |
|                  |          | DOT INSPECTION<br>AMERICAN TEST REPAIRS      |               |                 |              |              |              |
| Totals For 21894 |          |                                              |               |                 | \$44.07      | \$302.82     | \$346.89     |
| 21837            |          | 4/15/2016                                    |               | RESLEY TIRES    |              |              |              |
| Vendor (Invoice) | Date     | Work Description                             | Repair Reason | VMRS Code       | Parts Amount | Labor Amount | Total Amount |
|                  |          |                                              | Routine Work  | 017-000-000     | \$489.34     | \$0.00       | \$489.34     |
| Totals For 21837 |          |                                              |               |                 | \$489.34     | \$0.00       | \$489.34     |
| 21769            |          | 4/6/2016                                     |               | Stanley Gunter  |              |              |              |

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### 132 (Trucks) CMG

| RO Number          | RO Stage | Date             | Meter Reading | Mechanic/Vendor |              |              |              |
|--------------------|----------|------------------|---------------|-----------------|--------------|--------------|--------------|
| Vendor (Invoice)   | Date     | Work Description | Repair Reason | VMRS Code       | Parts Amount | Labor Amount | Total Amount |
|                    |          |                  | Routine Work  | 065-000-000     | \$8.66       | \$100.94     | \$109.60     |
| REPLACE BOOM LINES |          |                  |               |                 |              |              |              |
| Totals For 21769   |          |                  |               |                 | \$8.66       | \$100.94     | \$109.60     |

| 21747            |      | 3/30/2016        |               | RESLEY TIRES |              |              |              |
|------------------|------|------------------|---------------|--------------|--------------|--------------|--------------|
| Vendor (Invoice) | Date | Work Description | Repair Reason | VMRS Code    | Parts Amount | Labor Amount | Total Amount |
|                  |      |                  | Routine Work  | 017-000-000  | \$168.22     | \$0.00       | \$168.22     |
|                  |      |                  |               |              |              |              |              |
| Totals For 21747 |      |                  |               |              | \$168.22     | \$0.00       | \$168.22     |

| 21712                                        |      | 3/23/2016        |               | Mitch Leizear |              |              |              |
|----------------------------------------------|------|------------------|---------------|---------------|--------------|--------------|--------------|
| Vendor (Invoice)                             | Date | Work Description | Repair Reason | VMRS Code     | Parts Amount | Labor Amount | Total Amount |
|                                              |      |                  | Routine Work  | 027-000-000   | \$267.22     | \$384.56     | \$651.78     |
| REPAIR TRANS PAN LEAK<br>TURNING ISSUE FIXED |      |                  |               |               |              |              |              |
| Totals For 21712                             |      |                  |               |               | \$267.22     | \$384.56     | \$651.78     |

| 21607                          |      | 3/8/2016         |               | Stanley Gunter |              |              |              |
|--------------------------------|------|------------------|---------------|----------------|--------------|--------------|--------------|
| Vendor (Invoice)               | Date | Work Description | Repair Reason | VMRS Code      | Parts Amount | Labor Amount | Total Amount |
|                                |      |                  | Routine Work  | 027-000-000    | \$0.00       | \$100.94     | \$100.94     |
| TIGHTEN TRANSMISSION PAN BOLTS |      |                  |               |                |              |              |              |
| Totals For 21607               |      |                  |               |                | \$0.00       | \$100.94     | \$100.94     |

| 21518                                                                                                         |      | 2/23/2016        |               | Mitch Leizear |              |              |              |
|---------------------------------------------------------------------------------------------------------------|------|------------------|---------------|---------------|--------------|--------------|--------------|
| Vendor (Invoice)                                                                                              | Date | Work Description | Repair Reason | VMRS Code     | Parts Amount | Labor Amount | Total Amount |
|                                                                                                               |      |                  | Routine Work  | 030-000-000   | \$0.00       | \$288.42     | \$288.42     |
| INSTALL NEW EMERGENCY BRAKE CABLE<br>FIGURED OUT CHECK ENGINE ISSUE<br>FINISHED TUNING AND CHECKED ALL FLUIDS |      |                  |               |               |              |              |              |
| Totals For 21518                                                                                              |      |                  |               |               | \$0.00       | \$288.42     | \$288.42     |

|       |  |          |  |                        |  |  |  |
|-------|--|----------|--|------------------------|--|--|--|
| 21451 |  | 2/6/2016 |  | Cumberland Truck Equip |  |  |  |
|-------|--|----------|--|------------------------|--|--|--|

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### 132 (Trucks) CMG

| RO Number        | RO Stage |                  | Date          | Meter Reading | Mechanic/Vendor |              |              |
|------------------|----------|------------------|---------------|---------------|-----------------|--------------|--------------|
| Vendor (Invoice) | Date     | Work Description | Repair Reason | VMRS Code     | Parts Amount    | Labor Amount | Total Amount |
|                  |          |                  | Routine Work  | MSC-000-000   | \$30.40         | \$0.00       | \$30.40      |
|                  |          |                  |               |               |                 |              |              |
| Totals For 21451 |          |                  |               |               | \$30.40         | \$0.00       | \$30.40      |

|                  |      |                  |               |               |              |              |              |
|------------------|------|------------------|---------------|---------------|--------------|--------------|--------------|
| 21437            |      | 2/4/2016         |               | KEYSTONE Ford |              |              |              |
| Vendor (Invoice) | Date | Work Description | Repair Reason | VMRS Code     | Parts Amount | Labor Amount | Total Amount |
|                  |      |                  | Routine Work  | MSC-000-000   | \$25.55      | \$0.00       | \$25.55      |
|                  |      |                  |               |               |              |              |              |
| Totals For 21437 |      |                  |               |               | \$25.55      | \$0.00       | \$25.55      |

| 21388            |      | 2/2/2016                                                   | Mitch Leizear |             |              |              |              |
|------------------|------|------------------------------------------------------------|---------------|-------------|--------------|--------------|--------------|
| Vendor (Invoice) | Date | Work Description                                           | Repair Reason | VMRS Code   | Parts Amount | Labor Amount | Total Amount |
|                  |      |                                                            | Routine Work  | MSC-000-000 | \$160.58     | \$192.28     | \$352.86     |
|                  |      | INSTALL MUFFLER<br>FIXED EMERGENCY BRAKE<br>REPLACE CABLES |               |             |              |              |              |
| Totals For 21388 |      |                                                            |               |             | \$160.58     | \$192.28     | \$352.86     |

|       |  |            |  |               |
|-------|--|------------|--|---------------|
| 20822 |  | 10/19/2015 |  | Mitch Leizear |
|-------|--|------------|--|---------------|

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**132 (Trucks) CMG**

| RO Number               | RO Stage | Date                                                                                                                                                                                                                                                                              | Meter Reading | Mechanic/Vendor |                    |                   |                    |
|-------------------------|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-----------------|--------------------|-------------------|--------------------|
| Vendor (Invoice)        | Date     | Work Description                                                                                                                                                                                                                                                                  | Repair Reason | VMRS Code       | Parts Amount       | Labor Amount      | Total Amount       |
|                         |          |                                                                                                                                                                                                                                                                                   | Routine Work  |                 | \$0.00             | \$0.00            |                    |
|                         |          | LOCATE EXHAUST LEAK                                                                                                                                                                                                                                                               |               |                 |                    |                   |                    |
|                         |          |                                                                                                                                                                                                                                                                                   | Routine Work  | 040-000-000     | \$10,221.97        | \$4,853.88        | \$15,075.85        |
|                         |          | PULLED TURBOS<br>WORKED ON TURBOS<br>FLUSH RADIATOR<br>TAKE APART ENGINE<br>FIXED PARKING BRAKE<br>TUNED TRUCK<br><br>FINISHED TRUCK<br>FINISH PUTTING ENGINE TOGETHER<br>TEST DRIVE<br>INSTALL NEW TUNING<br>BUILD ENGINE<br>BUILD MOTOR<br>PUT HEAD BACK ON AND TORQUED TO SPEC |               |                 |                    |                   |                    |
|                         |          |                                                                                                                                                                                                                                                                                   | Routine Work  | 043-000-000     | \$8.74             | \$380.88          | \$389.62           |
|                         |          | LOCATE EXHAUST LEAK<br>FOUND EXHAUST LEAK AT TURBO                                                                                                                                                                                                                                |               |                 |                    |                   |                    |
|                         |          |                                                                                                                                                                                                                                                                                   | Routine Work  | 071-000-000     | \$0.00             | \$499.91          | \$499.91           |
|                         |          | REMOVE CAB                                                                                                                                                                                                                                                                        |               |                 |                    |                   |                    |
| <b>Totals For 20822</b> |          |                                                                                                                                                                                                                                                                                   |               |                 | <b>\$10,230.71</b> | <b>\$5,734.67</b> | <b>\$15,965.38</b> |

| 20778                   |      | 10/9/2015         | Stanley Gunter |             |               |                |                |
|-------------------------|------|-------------------|----------------|-------------|---------------|----------------|----------------|
| Vendor (Invoice)        | Date | Work Description  | Repair Reason  | VMRS Code   | Parts Amount  | Labor Amount   | Total Amount   |
|                         |      |                   | Routine Work   | 014-000-000 | \$0.00        | \$47.61        | \$47.61        |
|                         |      | LOCATE BODY NOISE |                |             |               |                |                |
| <b>Totals For 20778</b> |      |                   |                |             | <b>\$0.00</b> | <b>\$47.61</b> | <b>\$47.61</b> |

| 20368                   |      | 8/6/2015                         | 45,826 Miles  | Paul Yeager |                 |                 |                 |
|-------------------------|------|----------------------------------|---------------|-------------|-----------------|-----------------|-----------------|
| Vendor (Invoice)        | Date | Work Description                 | Repair Reason | VMRS Code   | Parts Amount    | Labor Amount    | Total Amount    |
|                         |      |                                  | Routine Work  | PMS-000-000 | \$268.67        | \$102.92        | \$371.59        |
|                         |      | PERFORM B-PM. REPLACE BATTERIES. |               |             |                 |                 |                 |
| <b>Totals For 20368</b> |      |                                  |               |             | <b>\$268.67</b> | <b>\$102.92</b> | <b>\$371.59</b> |

|       |  |           |               |  |  |  |  |
|-------|--|-----------|---------------|--|--|--|--|
| 20254 |  | 7/20/2015 | Mitch Leizear |  |  |  |  |
|-------|--|-----------|---------------|--|--|--|--|

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| RO Number                                         | RO Stage | Date             | Meter Reading | Mechanic/Vendor |              |              |              |
|---------------------------------------------------|----------|------------------|---------------|-----------------|--------------|--------------|--------------|
| Vendor (Invoice)                                  | Date     | Work Description | Repair Reason | VMRS Code       | Parts Amount | Labor Amount | Total Amount |
|                                                   |          |                  | Routine Work  | 013-000-000     | \$40.99      | \$93.36      | \$134.35     |
| BAD BPA<br>INSTALLED NEW SWITCH AND CLEARED CODES |          |                  |               |                 |              |              |              |
| Totals For 20254                                  |          |                  |               |                 | \$40.99      | \$93.36      | \$134.35     |

| 20259                                                                                                                                                                                                                               |      | 7/17/2015        | Hagerstown Ford |             |              |              |              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|------------------|-----------------|-------------|--------------|--------------|--------------|
| Vendor (Invoice)                                                                                                                                                                                                                    | Date | Work Description | Repair Reason   | VMRS Code   | Parts Amount | Labor Amount | Total Amount |
|                                                                                                                                                                                                                                     |      |                  | Routine Work    | 030-000-000 | \$0.00       | \$106.39     | \$106.39     |
| CUSTOMER STATES THE WRENCH LIGHT IS COMING ON INTERMITTENTLY, WHEN THIS HAPPENS THE PTU IS BEING DISABLED AND PREVENTING THE BUCKET FROM OPERATING. NO CODES PRESENT IN ANY MODULES, INSPECTED OPERATION OF BUCKET, OK AT THIS TIME |      |                  |                 |             |              |              |              |
| Totals For 20259                                                                                                                                                                                                                    |      |                  |                 |             | \$0.00       | \$106.39     | \$106.39     |

| 20221                                                                          |      | 7/15/2015        | Mitch Leizear |             |              |              |              |
|--------------------------------------------------------------------------------|------|------------------|---------------|-------------|--------------|--------------|--------------|
| Vendor (Invoice)                                                               | Date | Work Description | Repair Reason | VMRS Code   | Parts Amount | Labor Amount | Total Amount |
|                                                                                |      |                  | Routine Work  | MSC-000-000 | \$0.00       | \$93.36      | \$93.36      |
| REFLASED COMPUTER IN TRUCK<br>FLASHED STOCK FILES<br>THEN FLASED TUNE SOFTWARE |      |                  |               |             |              |              |              |
| Totals For 20221                                                               |      |                  |               |             | \$0.00       | \$93.36      | \$93.36      |

| 19938            |      | 6/2/2015         | Daniel Craigie |             |              |              |              |
|------------------|------|------------------|----------------|-------------|--------------|--------------|--------------|
| Vendor (Invoice) | Date | Work Description | Repair Reason  | VMRS Code   | Parts Amount | Labor Amount | Total Amount |
|                  |      |                  | Routine Work   | MSC-000-000 | \$0.00       | \$114.04     | \$114.04     |
| Performed dot    |      |                  |                |             |              |              |              |
| Totals For 19938 |      |                  |                |             | \$0.00       | \$114.04     | \$114.04     |

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| RO Number        | RO Stage | Date                                                                                                                                                     | Meter Reading | Mechanic/Vendor |              |              |              |
|------------------|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-----------------|--------------|--------------|--------------|
| 19261            |          | 2/20/2015                                                                                                                                                |               | Scott Kiser     |              |              |              |
| Vendor (Invoice) | Date     | Work Description                                                                                                                                         | Repair Reason | VMRS Code       | Parts Amount | Labor Amount | Total Amount |
|                  |          |                                                                                                                                                          | Routine Work  | 034-000-000     | \$0.00       | \$65.67      | \$65.67      |
|                  |          | Replace clearance lights.                                                                                                                                |               |                 |              |              |              |
|                  |          |                                                                                                                                                          | Routine Work  | 042-000-000     | \$146.33     | \$394.02     | \$540.35     |
|                  |          | Check for coolant leak.<br>Replace radiator and hoses.                                                                                                   |               |                 |              |              |              |
| Totals For 19261 |          |                                                                                                                                                          |               |                 | \$146.33     | \$459.69     | \$606.02     |
| 19227            |          | 2/20/2015                                                                                                                                                | 42,722 Miles  | Paul Yeager     |              |              |              |
| Vendor (Invoice) | Date     | Work Description                                                                                                                                         | Repair Reason | VMRS Code       | Parts Amount | Labor Amount | Total Amount |
|                  |          |                                                                                                                                                          | Routine Work  | PMS-000-000     | \$61.44      | \$89.70      | \$151.14     |
|                  |          | PERFORM B-PM. ORDER AND PICK UP CAB MARKER LIGHT.                                                                                                        |               |                 |              |              |              |
| Totals For 19227 |          |                                                                                                                                                          |               |                 | \$61.44      | \$89.70      | \$151.14     |
| 19192            |          | 2/9/2015                                                                                                                                                 |               | T&R Tire        |              |              |              |
| Vendor (Invoice) | Date     | Work Description                                                                                                                                         | Repair Reason | VMRS Code       | Parts Amount | Labor Amount | Total Amount |
|                  |          |                                                                                                                                                          | Routine Work  | 017-000-000     | \$41.22      | \$0.00       | \$41.22      |
| Totals For 19192 |          |                                                                                                                                                          |               |                 | \$41.22      | \$0.00       | \$41.22      |
| 19236            |          | 2/9/2015                                                                                                                                                 |               | Daniel Craigie  |              |              |              |
| Vendor (Invoice) | Date     | Work Description                                                                                                                                         | Repair Reason | VMRS Code       | Parts Amount | Labor Amount | Total Amount |
|                  |          |                                                                                                                                                          | Breakdown     | 017-000-000     | \$0.00       | \$57.02      | \$57.02      |
|                  |          | roadcall. Removed tire and had repaired                                                                                                                  |               |                 |              |              |              |
| Totals For 19236 |          |                                                                                                                                                          |               |                 | \$0.00       | \$57.02      | \$57.02      |
| 18736            |          | 11/25/2014                                                                                                                                               |               | Hagerstown Ford |              |              |              |
| Vendor (Invoice) | Date     | Work Description                                                                                                                                         | Repair Reason | VMRS Code       | Parts Amount | Labor Amount | Total Amount |
|                  |          |                                                                                                                                                          | Routine Work  | 044-000-000     | \$0.00       | \$764.69     | \$764.69     |
|                  |          | CUSTOMER STATES THE CHECK ENGINE LIGHT IS ON, VEHICLE IS IN LIMP MODE, REPLACED EXHAUST GAS SENSOR, EXHAUST TEMP SENSOR AND TUBE, PERFORMED MANUAL REGEN |               |                 |              |              |              |
| Totals For 18736 |          |                                                                                                                                                          |               |                 | \$0.00       | \$764.69     | \$764.69     |

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|------------------|----------|-----------------------------------------------|---------------|-------------------|--------------|--------------|--------------|
| 18681            |          | 11/14/2014                                    |               | Fisher Auto Parts |              |              |              |
| Vendor (Invoice) | Date     | Work Description                              | Repair Reason | VMRS Code         | Parts Amount | Labor Amount | Total Amount |
|                  |          |                                               | Routine Work  | 050-000-000       | \$7.09       | \$0.00       | \$7.09       |
| Totals For 18681 |          |                                               |               |                   | \$7.09       | \$0.00       | \$7.09       |
| 18535            |          | 10/16/2014                                    |               | Hagerstown Ford   |              |              |              |
| Vendor (Invoice) | Date     | Work Description                              | Repair Reason | VMRS Code         | Parts Amount | Labor Amount | Total Amount |
|                  |          |                                               | Routine Work  | 065-000-000       | \$0.00       | \$132.65     | \$132.65     |
|                  |          | OIL LEAK AT ENGINE<br>REPAIR TRANS LINE       |               |                   |              |              |              |
| Totals For 18535 |          |                                               |               |                   | \$0.00       | \$132.65     | \$132.65     |
| 18508            |          | 10/14/2014                                    |               | Daniel Craigie    |              |              |              |
| Vendor (Invoice) | Date     | Work Description                              | Repair Reason | VMRS Code         | Parts Amount | Labor Amount | Total Amount |
|                  |          |                                               | Routine Work  | 040-000-000       | \$0.00       | \$114.04     | \$114.04     |
|                  |          | CHECK FOR ENGINE OIL LEAK                     |               |                   |              |              |              |
| Totals For 18508 |          |                                               |               |                   | \$0.00       | \$114.04     | \$114.04     |
| 18223            |          | 8/29/2014                                     |               | Scott Kiser       |              |              |              |
| Vendor (Invoice) | Date     | Work Description                              | Repair Reason | VMRS Code         | Parts Amount | Labor Amount | Total Amount |
|                  |          |                                               | Routine Work  | PMS-000-000       | \$149.42     | \$197.01     | \$346.43     |
|                  |          | B-Maint<br>Change hydraulic fluid and filter. |               |                   |              |              |              |
| Totals For 18223 |          |                                               |               |                   | \$149.42     | \$197.01     | \$346.43     |
| 18188            |          | 8/22/2014                                     |               | RESLEY TIRES      |              |              |              |
| Vendor (Invoice) | Date     | Work Description                              | Repair Reason | VMRS Code         | Parts Amount | Labor Amount | Total Amount |
|                  |          |                                               | Routine Work  | 017-000-000       | \$536.76     | \$0.00       | \$536.76     |
| Totals For 18188 |          |                                               |               |                   | \$536.76     | \$0.00       | \$536.76     |
| 17976            |          | 7/10/2014                                     |               | Fisher Auto Parts |              |              |              |



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|------------------|----------|------------------|---------------|---------------|-----------------|--------------|--------------|
| Vendor (Invoice) | Date     | Work Description | Repair Reason | VMRS Code     | Parts Amount    | Labor Amount | Total Amount |
|                  |          |                  | Routine Work  | 034-000-000   | \$34.20         | \$0.00       | \$34.20      |
|                  |          |                  |               |               |                 |              |              |
| Totals For 17976 |          |                  |               |               | \$34.20         | \$0.00       | \$34.20      |

|                  |      |                  |               |              |              |              |              |
|------------------|------|------------------|---------------|--------------|--------------|--------------|--------------|
| 17857            |      | 6/23/2014        |               | RESLEY TIRES |              |              |              |
| Vendor (Invoice) | Date | Work Description | Repair Reason | VMRS Code    | Parts Amount | Labor Amount | Total Amount |
|                  |      |                  | Routine Work  | 017-000-000  | \$528.74     | \$0.00       | \$528.74     |
|                  |      |                  |               |              |              |              |              |
| Totals For 17857 |      |                  |               |              | \$528.74     | \$0.00       | \$528.74     |

|                  |      |                  |               |             |              |              |              |
|------------------|------|------------------|---------------|-------------|--------------|--------------|--------------|
| 17768            |      |                  | 6/5/2014      |             | T&R Tire     |              |              |
| Vendor (Invoice) | Date | Work Description | Repair Reason | VMRS Code   | Parts Amount | Labor Amount | Total Amount |
|                  |      |                  | Routine Work  | 017-000-000 | \$0.00       | \$35.00      | \$35.00      |
|                  |      | FLAT REPAIR      |               |             |              |              |              |
| Totals For 17768 |      |                  |               |             | \$0.00       | \$35.00      | \$35.00      |

|                  |      |                  |               |             |              |                   |              |
|------------------|------|------------------|---------------|-------------|--------------|-------------------|--------------|
| 17701            |      | 5/28/2014        |               |             |              | Fisher Auto Parts |              |
| Vendor (Invoice) | Date | Work Description | Repair Reason | VMRS Code   | Parts Amount | Labor Amount      | Total Amount |
|                  |      |                  | Routine Work  | 034-000-000 | \$341.32     | \$0.00            | \$341.32     |
|                  |      |                  |               |             |              |                   |              |
| Totals For 17701 |      |                  |               |             | \$341.32     | \$0.00            | \$341.32     |

|       |  |           |  |              |
|-------|--|-----------|--|--------------|
| 17565 |  | 5/12/2014 |  | Allen Taylor |
|-------|--|-----------|--|--------------|

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| RO Number               | RO Stage | Date                                                                                                                                                                            | Meter Reading | Mechanic/Vendor |                 |                   |                   |
|-------------------------|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-----------------|-----------------|-------------------|-------------------|
| Vendor (Invoice)        | Date     | Work Description                                                                                                                                                                | Repair Reason | VMRS Code       | Parts Amount    | Labor Amount      | Total Amount      |
|                         |          |                                                                                                                                                                                 | Routine Work  | 001-000-000     | \$0.00          | \$98.51           | \$98.51           |
|                         |          | Pull vacuum on A/C for 1 hour and charge A/C                                                                                                                                    |               |                 |                 |                   |                   |
|                         |          |                                                                                                                                                                                 | Routine Work  | 002-000-000     | \$0.00          | \$131.34          | \$131.34          |
|                         |          | Window glass on drivers side rattles. Pull door panel and found inside of door skin broken .Repair inside of door skin and secure widow track.Put door panel back on.           |               |                 |                 |                   |                   |
|                         |          |                                                                                                                                                                                 | Routine Work  | 015-000-000     | \$0.00          | \$689.54          | \$689.54          |
|                         |          | Power steering acts up sometimes . Pull rad. shroud and hoses to get to fan belts. Belt bad and belt tens. pulley bad .5-13 Replace belt and all pulleys and put back together. |               |                 |                 |                   |                   |
|                         |          |                                                                                                                                                                                 | Routine Work  | 042-000-000     | \$207.65        | \$0.00            | \$207.65          |
|                         |          | Check engine light on for problem with thermostats.                                                                                                                             |               |                 |                 |                   |                   |
|                         |          |                                                                                                                                                                                 | Routine Work  | MSC-000-000     | \$0.00          | \$131.34          | \$131.34          |
|                         |          | Perform DOT inspection on truck.                                                                                                                                                |               |                 |                 |                   |                   |
| <b>Totals For 17565</b> |          |                                                                                                                                                                                 |               |                 | <b>\$207.65</b> | <b>\$1,050.73</b> | <b>\$1,258.38</b> |

| 17278                   |      | 3/25/2014                                            |               | Daniel Craigie |                 |                 |                 |
|-------------------------|------|------------------------------------------------------|---------------|----------------|-----------------|-----------------|-----------------|
| Vendor (Invoice)        | Date | Work Description                                     | Repair Reason | VMRS Code      | Parts Amount    | Labor Amount    | Total Amount    |
|                         |      |                                                      | Routine Work  | 042-000-000    | \$604.92        | \$228.08        | \$833.00        |
|                         |      | replaced radiator and filled with 4 gallons coolant. |               |                |                 |                 |                 |
| <b>Totals For 17278</b> |      |                                                      |               |                | <b>\$604.92</b> | <b>\$228.08</b> | <b>\$833.00</b> |

| 17312                   |      | 3/24/2014                                                                                                                                                                              |               | Hagerstown Ford |               |                 |                 |
|-------------------------|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-----------------|---------------|-----------------|-----------------|
| Vendor (Invoice)        | Date | Work Description                                                                                                                                                                       | Repair Reason | VMRS Code       | Parts Amount  | Labor Amount    | Total Amount    |
|                         |      |                                                                                                                                                                                        | Routine Work  | 040-000-000     | \$0.00        | \$763.49        | \$763.49        |
|                         |      | CHECK ENGINE LIGHT COMES ON, GOES IN LIMP MODE, PRESSURE TEST, RADIATOR AND EGR COOLANT SUPPLY HOSE LEAKING<br>CHECK ENGINE LIGHT COMES ON, GOES IN LIMP MODE, REPACED T-STATS AND CDP |               |                 |               |                 |                 |
| <b>Totals For 17312</b> |      |                                                                                                                                                                                        |               |                 | <b>\$0.00</b> | <b>\$763.49</b> | <b>\$763.49</b> |

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| RO Number                                                                                                                                | RO Stage | Date             | Meter Reading | Mechanic/Vendor |              |              |              |
|------------------------------------------------------------------------------------------------------------------------------------------|----------|------------------|---------------|-----------------|--------------|--------------|--------------|
| 17238                                                                                                                                    |          | 3/18/2014        |               | Paul Yeager     |              |              |              |
| Vendor (Invoice)                                                                                                                         | Date     | Work Description | Repair Reason | VMRS Code       | Parts Amount | Labor Amount | Total Amount |
|                                                                                                                                          |          |                  | Routine Work  | PMS-000-000     | \$126.50     | \$179.40     | \$305.90     |
| PERFORM B-PM. REPLACE FUEL FILTERS. CHECK FOR CODES IN COMPUTER. NONE IN MEMORY. ROAD TEST RAN FINE. MAKE APPTS FOR FRONT TIRES AND FEA. |          |                  |               |                 |              |              |              |
| Totals For 17238                                                                                                                         |          |                  |               |                 | \$126.50     | \$179.40     | \$305.90     |

| 17267                                                |      | 3/14/2014        |               | Hagerstown Ford |              |              |              |
|------------------------------------------------------|------|------------------|---------------|-----------------|--------------|--------------|--------------|
| Vendor (Invoice)                                     | Date | Work Description | Repair Reason | VMRS Code       | Parts Amount | Labor Amount | Total Amount |
|                                                      |      |                  | Routine Work  | 030-000-000     | \$0.00       | \$132.65     | \$132.65     |
| VEHICLE SHUTS OFF WHEN ACTIVATE PTO<br>REFLASHED PCM |      |                  |               |                 |              |              |              |
| Totals For 17267                                     |      |                  |               |                 | \$0.00       | \$132.65     | \$132.65     |

| 17050            |      | 2/7/2014         |               | Fisher Auto Parts |              |              |              |
|------------------|------|------------------|---------------|-------------------|--------------|--------------|--------------|
| Vendor (Invoice) | Date | Work Description | Repair Reason | VMRS Code         | Parts Amount | Labor Amount | Total Amount |
|                  |      |                  | Routine Work  | 034-000-000       | \$5.03       | \$0.00       | \$5.03       |
|                  |      |                  |               |                   |              |              |              |
| Totals For 17050 |      |                  |               |                   | \$5.03       | \$0.00       | \$5.03       |

| 16995                                |      | 1/30/2014        |               | Scott Kiser |              |              |              |
|--------------------------------------|------|------------------|---------------|-------------|--------------|--------------|--------------|
| Vendor (Invoice)                     | Date | Work Description | Repair Reason | VMRS Code   | Parts Amount | Labor Amount | Total Amount |
|                                      |      |                  | Routine Work  | 065-000-000 | \$5.99       | \$65.67      | \$71.66      |
| Check and adjust upper boom controls |      |                  |               |             |              |              |              |
| Totals For 16995                     |      |                  |               |             | \$5.99       | \$65.67      | \$71.66      |

| 16634            |      | 11/14/2013       |               | Hagerstown Ford |              |              |              |
|------------------|------|------------------|---------------|-----------------|--------------|--------------|--------------|
| Vendor (Invoice) | Date | Work Description | Repair Reason | VMRS Code       | Parts Amount | Labor Amount | Total Amount |
|                  |      |                  | Routine Work  | 050-000-000     | \$159.81     | \$0.00       | \$159.81     |
|                  |      |                  |               |                 |              |              |              |
| Totals For 16634 |      |                  |               |                 | \$159.81     | \$0.00       | \$159.81     |

|       |  |           |  |             |  |  |  |
|-------|--|-----------|--|-------------|--|--|--|
| 16322 |  | 10/8/2013 |  | Scott Kiser |  |  |  |
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|------------------------------------|----------|------------------|---------------|-----------------|--------------|--------------|--------------|
| Vendor (Invoice)                   | Date     | Work Description | Repair Reason | VMRS Code       | Parts Amount | Labor Amount | Total Amount |
|                                    |          |                  | Breakdown     | 044-000-000     | \$0.00       | \$65.67      | \$65.67      |
| Road call. Reset fuel pump switch. |          |                  |               |                 |              |              |              |
| Totals For 16322                   |          |                  |               |                 | \$0.00       | \$65.67      | \$65.67      |

| 16220                       |      | 9/9/2013         |               | Hagerstown Ford |              |              |              |
|-----------------------------|------|------------------|---------------|-----------------|--------------|--------------|--------------|
| Vendor (Invoice)            | Date | Work Description | Repair Reason | VMRS Code       | Parts Amount | Labor Amount | Total Amount |
|                             |      |                  | Routine Work  | 031-000-000     | \$0.00       | \$237.64     | \$237.64     |
| REPLACE OIL PRESSURE SWITCH |      |                  |               |                 |              |              |              |
| Totals For 16220            |      |                  |               |                 | \$0.00       | \$237.64     | \$237.64     |

| 16144            |      | 9/6/2013         | 32,129 Miles  | Scott Kiser |              |              |              |
|------------------|------|------------------|---------------|-------------|--------------|--------------|--------------|
| Vendor (Invoice) | Date | Work Description | Repair Reason | VMRS Code   | Parts Amount | Labor Amount | Total Amount |
|                  |      |                  | Routine Work  | PMS-000-000 | \$54.70      | \$65.67      | \$120.37     |
| B-Maint          |      |                  |               |             |              |              |              |
| Totals For 16144 |      |                  |               |             | \$54.70      | \$65.67      | \$120.37     |

| 16014            |      | 8/8/2013         |               | RESLEY TIRES |              |              |              |
|------------------|------|------------------|---------------|--------------|--------------|--------------|--------------|
| Vendor (Invoice) | Date | Work Description | Repair Reason | VMRS Code    | Parts Amount | Labor Amount | Total Amount |
|                  |      |                  | Routine Work  | 017-000-000  | \$376.46     | \$8.00       | \$384.46     |
|                  |      |                  |               |              |              |              |              |
| Totals For 16014 |      |                  |               |              | \$376.46     | \$8.00       | \$384.46     |

| 15915               |      | 7/22/2013        |               | SAFELITE AUTO GLASS |              |              |              |
|---------------------|------|------------------|---------------|---------------------|--------------|--------------|--------------|
| Vendor (Invoice)    | Date | Work Description | Repair Reason | VMRS Code           | Parts Amount | Labor Amount | Total Amount |
|                     |      |                  | Routine Work  | MSC-000-000         | \$0.00       | \$286.89     | \$286.89     |
| REPLACED WINDSHIELD |      |                  |               |                     |              |              |              |
| Totals For 15915    |      |                  |               |                     | \$0.00       | \$286.89     | \$286.89     |

|       |  |           |  |              |  |  |  |
|-------|--|-----------|--|--------------|--|--|--|
| 15737 |  | 6/21/2013 |  | Altec Direct |  |  |  |
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| RO Number                                                                                                                                                            | RO Stage | Date             | Meter Reading | Mechanic/Vendor |              |              |              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------------|---------------|-----------------|--------------|--------------|--------------|
| Vendor (Invoice)                                                                                                                                                     | Date     | Work Description | Repair Reason | VMRS Code       | Parts Amount | Labor Amount | Total Amount |
|                                                                                                                                                                      |          |                  | Routine Work  | MSC-000-000     | \$0.00       | \$2,407.31   | \$2,407.31   |
| REPLACED FILTER HOUSING, FITTINGS ON EXTENSION CYLINDER, UPPER BOOM WEAR PADS AND HARDWARE, SILICONE BOOTS, HOSE BRACKETS, SAFETY PLACARDS, TOPPED OFF HYD RESERVOIR |          |                  |               |                 |              |              |              |

**Totals For 15737**      **\$0.00**      **\$2,407.31**      **\$2,407.31**

| 15670            |      | 6/12/2013        |               | Fisher Auto Parts |              |              |              |
|------------------|------|------------------|---------------|-------------------|--------------|--------------|--------------|
| Vendor (Invoice) | Date | Work Description | Repair Reason | VMRS Code         | Parts Amount | Labor Amount | Total Amount |
|                  |      |                  | Routine Work  | 034-000-000       | \$3.20       | \$0.00       | \$3.20       |

**Totals For 15670**      **\$3.20**      **\$0.00**      **\$3.20**

| 15552                                                                                                                                                                                                                                                                                            |      | 5/28/2013        |               | Paul Yeager |              |              |              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|------------------|---------------|-------------|--------------|--------------|--------------|
| Vendor (Invoice)                                                                                                                                                                                                                                                                                 | Date | Work Description | Repair Reason | VMRS Code   | Parts Amount | Labor Amount | Total Amount |
|                                                                                                                                                                                                                                                                                                  |      |                  | Routine Work  | 067-000-000 | \$356.52     | \$970.38     | \$1,326.90   |
| REMOVE BUCKET AND TAKE TO BODY SHOP FOR REPAIRS. PICK UP FROM BODY SHOP.<br>American test list.<br>Tighten hydraulic filter.<br>Tightening fitting. replace hydraulic hoses. Weld boom rest bracket. Replace wear pad bolts, Tighten pin boss bolts. 5-30 AT Repair gouges in boom and touch up. |      |                  |               |             |              |              |              |

**Totals For 15552**      **\$356.52**      **\$970.38**      **\$1,326.90**

| 15431            |      | 5/9/2013         |                | Scott Kiser |              |              |              |
|------------------|------|------------------|----------------|-------------|--------------|--------------|--------------|
| Vendor (Invoice) | Date | Work Description | Repair Reason  | VMRS Code   | Parts Amount | Labor Amount | Total Amount |
|                  |      |                  | Dot inspection | MSC-000-000 | \$0.00       | \$131.34     | \$131.34     |
| DOT Inspection.  |      |                  |                |             |              |              |              |
|                  |      |                  | Routine Work   | PMS-000-000 | \$84.11      | \$65.67      | \$149.78     |
| B-Maint          |      |                  |                |             |              |              |              |

**Totals For 15431**      **\$84.11**      **\$197.01**      **\$281.12**

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| RO Number                 | RO Stage | Date             | Meter Reading | Mechanic/Vendor |              |              |              |
|---------------------------|----------|------------------|---------------|-----------------|--------------|--------------|--------------|
| 15249                     |          | 4/9/2013         |               | Scott Kiser     |              |              |              |
| Vendor (Invoice)          | Date     | Work Description | Repair Reason | VMRS Code       | Parts Amount | Labor Amount | Total Amount |
|                           |          |                  | Routine Work  | 017-000-000     | \$429.73     | \$32.84      | \$462.57     |
| Replace right front tire. |          |                  |               |                 |              |              |              |
| Totals For 15249          |          |                  |               |                 | \$429.73     | \$32.84      | \$462.57     |

| 15833            |      | 4/8/2013         |               | American Test Ctr |              |              |              |
|------------------|------|------------------|---------------|-------------------|--------------|--------------|--------------|
| Vendor (Invoice) | Date | Work Description | Repair Reason | VMRS Code         | Parts Amount | Labor Amount | Total Amount |
|                  |      |                  | Routine Work  | 79H-000-000       | \$490.00     | \$0.00       | \$490.00     |
|                  |      |                  |               |                   |              |              |              |
| Totals For 15833 |      |                  |               |                   | \$490.00     | \$0.00       | \$490.00     |

| 15466                                                                                                                                                 |      | 2/22/2013        |               | Altec Direct |              |              |              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|------|------------------|---------------|--------------|--------------|--------------|--------------|
| Vendor (Invoice)                                                                                                                                      | Date | Work Description | Repair Reason | VMRS Code    | Parts Amount | Labor Amount | Total Amount |
|                                                                                                                                                       |      |                  | Routine Work  | 065-000-000  | \$0.00       | \$157.00     | \$157.00     |
| UNIT SLOW<br>UPPER CONTROL INTERLOCK<br>TRAVELED TO CUSTOMERS LOCATION<br>FOUND UPPER CONTROL INTERLOCK OUT OF ADJUSTMENT<br>ADJUST INTERLOCK<br>TEST |      |                  |               |              |              |              |              |
| Totals For 15466                                                                                                                                      |      |                  |               |              | \$0.00       | \$157.00     | \$157.00     |

| 14764                                       |      | 1/17/2013        |               | Daniel Craigie |              |              |              |
|---------------------------------------------|------|------------------|---------------|----------------|--------------|--------------|--------------|
| Vendor (Invoice)                            | Date | Work Description | Repair Reason | VMRS Code      | Parts Amount | Labor Amount | Total Amount |
|                                             |      |                  | Routine Work  | 042-000-000    | \$71.08      | \$228.08     | \$299.16     |
| Replaced radiator hoses and filled coolant. |      |                  |               |                |              |              |              |
| Totals For 14764                            |      |                  |               |                | \$71.08      | \$228.08     | \$299.16     |

| 14735            |      | 1/4/2013         |               | RESLEY TIRES |              |              |              |
|------------------|------|------------------|---------------|--------------|--------------|--------------|--------------|
| Vendor (Invoice) | Date | Work Description | Repair Reason | VMRS Code    | Parts Amount | Labor Amount | Total Amount |
|                  |      |                  | Routine Work  | 017-000-000  | \$173.01     | \$0.00       | \$173.01     |
|                  |      |                  |               |              |              |              |              |
| Totals For 14735 |      |                  |               |              | \$173.01     | \$0.00       | \$173.01     |

|       |  |            |              |             |  |  |  |
|-------|--|------------|--------------|-------------|--|--|--|
| 14437 |  | 11/19/2012 | 26,484 Miles | Paul Yeager |  |  |  |
|-------|--|------------|--------------|-------------|--|--|--|

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| RO Number               | RO Stage | Date             | Meter Reading | Mechanic/Vendor |                 |                |                 |
|-------------------------|----------|------------------|---------------|-----------------|-----------------|----------------|-----------------|
| Vendor (Invoice)        | Date     | Work Description | Repair Reason | VMRS Code       | Parts Amount    | Labor Amount   | Total Amount    |
|                         |          |                  | Routine Work  | PMS-000-000     | \$156.97        | \$59.80        | \$216.77        |
| PERFORM B-PM.           |          |                  |               |                 |                 |                |                 |
| <b>Totals For 14437</b> |          |                  |               |                 | <b>\$156.97</b> | <b>\$59.80</b> | <b>\$216.77</b> |

| 14266                   |      | 9/27/2012        |               | Fisher Auto Parts |               |               |               |
|-------------------------|------|------------------|---------------|-------------------|---------------|---------------|---------------|
| Vendor (Invoice)        | Date | Work Description | Repair Reason | VMRS Code         | Parts Amount  | Labor Amount  | Total Amount  |
|                         |      |                  | Routine Work  | 034-000-000       | \$6.09        | \$0.00        | \$6.09        |
|                         |      |                  |               |                   |               |               |               |
| <b>Totals For 14266</b> |      |                  |               |                   | <b>\$6.09</b> | <b>\$0.00</b> | <b>\$6.09</b> |

| 14105                                    |      | 9/25/2012        |               | Scott Kiser |                 |                |                 |
|------------------------------------------|------|------------------|---------------|-------------|-----------------|----------------|-----------------|
| Vendor (Invoice)                         | Date | Work Description | Repair Reason | VMRS Code   | Parts Amount    | Labor Amount   | Total Amount    |
|                                          |      |                  | Routine Work  | 030-000-000 | \$165.80        | \$65.67        | \$231.47        |
| Test charging system. Replace batteries. |      |                  |               |             |                 |                |                 |
| <b>Totals For 14105</b>                  |      |                  |               |             | <b>\$165.80</b> | <b>\$65.67</b> | <b>\$231.47</b> |

| 13784                   |      | 8/7/2012         |               | Fisher Auto Parts |               |               |               |
|-------------------------|------|------------------|---------------|-------------------|---------------|---------------|---------------|
| Vendor (Invoice)        | Date | Work Description | Repair Reason | VMRS Code         | Parts Amount  | Labor Amount  | Total Amount  |
|                         |      |                  | Routine Work  | 034-000-000       | \$4.99        | \$0.00        | \$4.99        |
|                         |      |                  |               |                   |               |               |               |
| <b>Totals For 13784</b> |      |                  |               |                   | <b>\$4.99</b> | <b>\$0.00</b> | <b>\$4.99</b> |

| 13681                               |      | 7/20/2012        | 23,423 Miles  | Paul Yeager |                |                |                 |
|-------------------------------------|------|------------------|---------------|-------------|----------------|----------------|-----------------|
| Vendor (Invoice)                    | Date | Work Description | Repair Reason | VMRS Code   | Parts Amount   | Labor Amount   | Total Amount    |
|                                     |      |                  | Routine Work  | PMS-000-000 | \$86.86        | \$89.70        | \$176.56        |
| PERFORM B-PM. REPLACE FUEL FILTERS. |      |                  |               |             |                |                |                 |
| <b>Totals For 13681</b>             |      |                  |               |             | <b>\$86.86</b> | <b>\$89.70</b> | <b>\$176.56</b> |

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| RO Number        | RO Stage | Date             | Meter Reading  | Mechanic/Vendor |              |              |              |
|------------------|----------|------------------|----------------|-----------------|--------------|--------------|--------------|
| 13468            |          | 6/8/2012         | 22,597 Miles   | Scott Kiser     |              |              |              |
| Vendor (Invoice) | Date     | Work Description | Repair Reason  | VMRS Code       | Parts Amount | Labor Amount | Total Amount |
|                  |          |                  | Dot inspection | MSC-000-000     | \$24.45      | \$131.34     | \$155.79     |
| DOT - Inspection |          |                  |                |                 |              |              |              |
| Totals For 13468 |          |                  |                |                 | \$24.45      | \$131.34     | \$155.79     |

| 13436            |      | 5/9/2012         |               | Altec Direct |              |              |              |
|------------------|------|------------------|---------------|--------------|--------------|--------------|--------------|
| Vendor (Invoice) | Date | Work Description | Repair Reason | VMRS Code    | Parts Amount | Labor Amount | Total Amount |
|                  |      |                  | Routine Work  | 065-000-000  | \$818.91     | \$0.00       | \$818.91     |
|                  |      |                  |               |              |              |              |              |
| Totals For 13436 |      |                  |               |              | \$818.91     | \$0.00       | \$818.91     |

| 13212            |      | 4/20/2012        |               | CENTRAL TRUCK & TRAILER |              |              |              |
|------------------|------|------------------|---------------|-------------------------|--------------|--------------|--------------|
| Vendor (Invoice) | Date | Work Description | Repair Reason | VMRS Code               | Parts Amount | Labor Amount | Total Amount |
|                  |      |                  | Routine Work  | 065-000-000             | \$17.55      | \$0.00       | \$17.55      |
|                  |      |                  |               |                         |              |              |              |
| Totals For 13212 |      |                  |               |                         | \$17.55      | \$0.00       | \$17.55      |

| 13214                             |      | 4/17/2012        |               | Daniel Craigie |              |              |              |
|-----------------------------------|------|------------------|---------------|----------------|--------------|--------------|--------------|
| Vendor (Invoice)                  | Date | Work Description | Repair Reason | VMRS Code      | Parts Amount | Labor Amount | Total Amount |
|                                   |      |                  | Routine Work  | 065-000-000    | \$109.41     | \$1,311.46   | \$1,420.87   |
| Replaced hose assemblies in boom. |      |                  |               |                |              |              |              |
| Totals For 13214                  |      |                  |               |                | \$109.41     | \$1,311.46   | \$1,420.87   |

| 12920            |      | 3/2/2012         |               | Scott Kiser |              |              |              |
|------------------|------|------------------|---------------|-------------|--------------|--------------|--------------|
| Vendor (Invoice) | Date | Work Description | Repair Reason | VMRS Code   | Parts Amount | Labor Amount | Total Amount |
|                  |      |                  | Routine Work  | 065-000-000 | \$2,273.61   | \$0.00       | \$2,273.61   |
|                  |      |                  |               |             |              |              |              |
| Totals For 12920 |      |                  |               |             | \$2,273.61   | \$0.00       | \$2,273.61   |

|       |  |           |  |             |  |  |  |
|-------|--|-----------|--|-------------|--|--|--|
| 12904 |  | 2/27/2012 |  | Scott Kiser |  |  |  |
|-------|--|-----------|--|-------------|--|--|--|



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| RO Number        | RO Stage | Date                                             | Meter Reading | Mechanic/Vendor |              |              |              |
|------------------|----------|--------------------------------------------------|---------------|-----------------|--------------|--------------|--------------|
| Vendor (Invoice) | Date     | Work Description                                 | Repair Reason | VMRS Code       | Parts Amount | Labor Amount | Total Amount |
|                  |          |                                                  | Routine Work  | 065-000-000     | \$0.00       | \$65.67      | \$65.67      |
|                  |          | Check for hose pinch<br>Order new hose assemblys |               |                 |              |              |              |
| Totals For 12904 |          |                                                  |               |                 | \$0.00       | \$65.67      | \$65.67      |

| 12733            |      | 1/27/2012                                                                | 19,838 Miles  | Scott Kiser |              |              |              |
|------------------|------|--------------------------------------------------------------------------|---------------|-------------|--------------|--------------|--------------|
| Vendor (Invoice) | Date | Work Description                                                         | Repair Reason | VMRS Code   | Parts Amount | Labor Amount | Total Amount |
|                  |      |                                                                          | Routine Work  | 013-000-000 | \$0.00       | \$229.85     | \$229.85     |
|                  |      | Replace front and rear brake pads.<br>Replace front and left rear tires. |               |             |              |              |              |
|                  |      |                                                                          | Routine Work  | 017-000-000 | \$960.42     | \$0.00       | \$960.42     |
|                  |      |                                                                          | Routine Work  | PMS-000-000 | \$261.30     | \$98.51      | \$359.81     |
|                  |      | B-Maint                                                                  |               |             |              |              |              |
| Totals For 12733 |      |                                                                          |               |             | \$1,221.72   | \$328.36     | \$1,550.08   |

| 12349            |      | 11/7/2011                                                                 |               | Scott Kiser |              |              |              |
|------------------|------|---------------------------------------------------------------------------|---------------|-------------|--------------|--------------|--------------|
| Vendor (Invoice) | Date | Work Description                                                          | Repair Reason | VMRS Code   | Parts Amount | Labor Amount | Total Amount |
|                  |      |                                                                           | Routine Work  | 065-000-000 | \$523.85     | \$1,170.32   | \$1,694.17   |
|                  |      | Start to find leak in lower boom.<br>Replace and make 14 hydraulic hoses. |               |             |              |              |              |
| Totals For 12349 |      |                                                                           |               |             | \$523.85     | \$1,170.32   | \$1,694.17   |

| 12338            |      | 11/4/2011                                                                               |               | Daniel Craigie |              |              |              |
|------------------|------|-----------------------------------------------------------------------------------------|---------------|----------------|--------------|--------------|--------------|
| Vendor (Invoice) | Date | Work Description                                                                        | Repair Reason | VMRS Code      | Parts Amount | Labor Amount | Total Amount |
|                  |      |                                                                                         | Breakdown     | 065-000-000    | \$0.00       | \$57.02      | \$57.02      |
|                  |      | Road call to Fairview dr.<br>Leaking hoses in boom. filled with fluid to get boom down. |               |                |              |              |              |
| Totals For 12338 |      |                                                                                         |               |                | \$0.00       | \$57.02      | \$57.02      |

|       |  |           |  |             |  |  |  |
|-------|--|-----------|--|-------------|--|--|--|
| 11865 |  | 8/23/2011 |  | Paul Yeager |  |  |  |
|-------|--|-----------|--|-------------|--|--|--|

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| RO Number                                                                      | RO Stage | Date             | Meter Reading | Mechanic/Vendor |              |              |              |
|--------------------------------------------------------------------------------|----------|------------------|---------------|-----------------|--------------|--------------|--------------|
| Vendor (Invoice)                                                               | Date     | Work Description | Repair Reason | VMRS Code       | Parts Amount | Labor Amount | Total Amount |
|                                                                                |          |                  | Routine Work  | 030-000-000     | \$6.64       | \$89.70      | \$96.34      |
| TRACE AND REPAIR WIRING FOR LIGHT CHARGER BEHIND SEAT. TIGHTEN OIL DRAIN PLUG. |          |                  |               |                 |              |              |              |
| Totals For 11865                                                               |          |                  |               |                 | \$6.64       | \$89.70      | \$96.34      |

| 11710                                 |      | 7/29/2011        | 16,497 Miles  | Paul Yeager |              |              |              |
|---------------------------------------|------|------------------|---------------|-------------|--------------|--------------|--------------|
| Vendor (Invoice)                      | Date | Work Description | Repair Reason | VMRS Code   | Parts Amount | Labor Amount | Total Amount |
|                                       |      |                  | Routine Work  | PMS-000-000 | \$42.77      | \$179.40     | \$222.17     |
| PERFORM B-PM. PERFORM DOT INSPECTION. |      |                  |               |             |              |              |              |
| Totals For 11710                      |      |                  |               |             | \$42.77      | \$179.40     | \$222.17     |

| 11360            |      | 5/24/2011        | 14,817 Miles  | Paul Yeager |              |              |              |
|------------------|------|------------------|---------------|-------------|--------------|--------------|--------------|
| Vendor (Invoice) | Date | Work Description | Repair Reason | VMRS Code   | Parts Amount | Labor Amount | Total Amount |
|                  |      |                  | Routine Work  | PMS-000-000 | \$32.14      | \$59.80      | \$91.94      |
| PERFORM B-PM.    |      |                  |               |             |              |              |              |
| Totals For 11360 |      |                  |               |             | \$32.14      | \$59.80      | \$91.94      |

| 10558                                              |      | 1/10/2011        |               | Scott Kiser |              |              |              |
|----------------------------------------------------|------|------------------|---------------|-------------|--------------|--------------|--------------|
| Vendor (Invoice)                                   | Date | Work Description | Repair Reason | VMRS Code   | Parts Amount | Labor Amount | Total Amount |
|                                                    |      |                  | Routine Work  | 065-000-000 | \$13.96      | \$65.67      | \$79.63      |
| Make and install fittings for two hydraulic hoses. |      |                  |               |             |              |              |              |
| Totals For 10558                                   |      |                  |               |             | \$13.96      | \$65.67      | \$79.63      |

| 10247                 |      | 11/10/2010       |               | Scott Kiser |              |              |              |
|-----------------------|------|------------------|---------------|-------------|--------------|--------------|--------------|
| Vendor (Invoice)      | Date | Work Description | Repair Reason | VMRS Code   | Parts Amount | Labor Amount | Total Amount |
|                       |      |                  | Routine Work  | 065-000-000 | \$29.68      | \$65.67      | \$95.35      |
| Check and repair leak |      |                  |               |             |              |              |              |
| Totals For 10247      |      |                  |               |             | \$29.68      | \$65.67      | \$95.35      |

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| RO Number        | RO Stage | Date                                                | Meter Reading | Mechanic/Vendor |              |              |              |
|------------------|----------|-----------------------------------------------------|---------------|-----------------|--------------|--------------|--------------|
| 10199            |          | 11/3/2010                                           | 11,917 Miles  | Scott Kiser     |              |              |              |
| Vendor (Invoice) | Date     | Work Description                                    | Repair Reason | VMRS Code       | Parts Amount | Labor Amount | Total Amount |
|                  |          |                                                     | Routine Work  | 065-000-000     | \$48.06      | \$591.03     | \$639.09     |
|                  |          | Replace hoses in upper boom                         |               |                 |              |              |              |
| Totals For 10199 |          |                                                     |               |                 | \$48.06      | \$591.03     | \$639.09     |
| 10117            |          | 10/25/2010                                          |               | Scott Kiser     |              |              |              |
| Vendor (Invoice) | Date     | Work Description                                    | Repair Reason | VMRS Code       | Parts Amount | Labor Amount | Total Amount |
|                  |          |                                                     | Routine Work  | 065-000-000     | \$159.77     | \$328.35     | \$488.12     |
|                  |          | Make hydraulic hoses 15. Order fittings             |               |                 |              |              |              |
| Totals For 10117 |          |                                                     |               |                 | \$159.77     | \$328.35     | \$488.12     |
| 10110            |          | 10/22/2010                                          |               | Scott Kiser     |              |              |              |
| Vendor (Invoice) | Date     | Work Description                                    | Repair Reason | VMRS Code       | Parts Amount | Labor Amount | Total Amount |
|                  |          |                                                     | Breakdown     | 065-000-000     | \$0.00       | \$328.35     | \$328.35     |
|                  |          | Start to replace all hydraulic hoses in upper boom. |               |                 |              |              |              |
| Totals For 10110 |          |                                                     |               |                 | \$0.00       | \$328.35     | \$328.35     |
| 09896            |          | 9/16/2010                                           |               | Paul Yeager     |              |              |              |
| Vendor (Invoice) | Date     | Work Description                                    | Repair Reason | VMRS Code       | Parts Amount | Labor Amount | Total Amount |
|                  |          |                                                     | Routine Work  | 065-000-000     | \$7.32       | \$29.90      | \$37.22      |
|                  |          | FILL HYD TANK.                                      |               |                 |              |              |              |
| Totals For 09896 |          |                                                     |               |                 | \$7.32       | \$29.90      | \$37.22      |
| 09849            |          | 9/10/2010                                           | 11,437 Miles  | Paul Yeager     |              |              |              |
| Vendor (Invoice) | Date     | Work Description                                    | Repair Reason | VMRS Code       | Parts Amount | Labor Amount | Total Amount |
|                  |          |                                                     | Routine Work  | PMS-000-000     | \$121.15     | \$119.60     | \$240.75     |
|                  |          | PERFORM B-PM.                                       |               |                 |              |              |              |
| Totals For 09849 |          |                                                     |               |                 | \$121.15     | \$119.60     | \$240.75     |
| 09828            |          | 9/7/2010                                            | 11,364 Miles  | Allen Taylor    |              |              |              |

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|---------------------------------------------------------------------------|----------|------------------|---------------|-----------------|--------------|--------------|--------------|
| Vendor (Invoice)                                                          | Date     | Work Description | Repair Reason | VMRS Code       | Parts Amount | Labor Amount | Total Amount |
|                                                                           |          |                  | Routine Work  | 030-000-000     | \$164.44     | \$65.67      | \$230.11     |
| Truck wont start. Found 1 batt. bad. Replace both batt. Truck starts now. |          |                  |               |                 |              |              |              |
| Totals For 09828                                                          |          |                  |               |                 | \$164.44     | \$65.67      | \$230.11     |

| 09785                                                                         |      | 8/31/2010        |               | Daniel Craigie |              |              |              |
|-------------------------------------------------------------------------------|------|------------------|---------------|----------------|--------------|--------------|--------------|
| Vendor (Invoice)                                                              | Date | Work Description | Repair Reason | VMRS Code      | Parts Amount | Labor Amount | Total Amount |
|                                                                               |      |                  | Routine Work  | 030-000-000    | \$51.74      | \$57.02      | \$108.76     |
| Generator not working. Found bad 200 amp fuse replaced and checked operation. |      |                  |               |                |              |              |              |
| Totals For 09785                                                              |      |                  |               |                | \$51.74      | \$57.02      | \$108.76     |

| 09463            |      | 7/9/2010         | 10,619 Miles   | Scott Kiser |              |              |              |
|------------------|------|------------------|----------------|-------------|--------------|--------------|--------------|
| Vendor (Invoice) | Date | Work Description | Repair Reason  | VMRS Code   | Parts Amount | Labor Amount | Total Amount |
|                  |      |                  | Dot inspection | MSC-000-000 | \$4.14       | \$125.10     | \$129.24     |
| DOT Inspection   |      |                  |                |             |              |              |              |
| Totals For 09463 |      |                  |                |             | \$4.14       | \$125.10     | \$129.24     |

| 09175                                             |      | 5/18/2010        |               | Allen Taylor |              |              |              |
|---------------------------------------------------|------|------------------|---------------|--------------|--------------|--------------|--------------|
| Vendor (Invoice)                                  | Date | Work Description | Repair Reason | VMRS Code    | Parts Amount | Labor Amount | Total Amount |
|                                                   |      |                  | Routine Work  | 070-000-000  | \$0.00       | \$459.69     | \$459.69     |
| Clean up bucket and repair as needed and gelcoat. |      |                  |               |              |              |              |              |
| Totals For 09175                                  |      |                  |               |              | \$0.00       | \$459.69     | \$459.69     |

| 09109                                 |      | 5/10/2010        |               | Scott Kiser |              |              |              |
|---------------------------------------|------|------------------|---------------|-------------|--------------|--------------|--------------|
| Vendor (Invoice)                      | Date | Work Description | Repair Reason | VMRS Code   | Parts Amount | Labor Amount | Total Amount |
|                                       |      |                  | Routine Work  | 070-000-000 | \$0.00       | \$31.28      | \$31.28      |
| Replace body mount bolt and lock nut. |      |                  |               |             |              |              |              |
| Totals For 09109                      |      |                  |               |             | \$0.00       | \$31.28      | \$31.28      |

City of Hagerstown  
Repair Order History

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132 (Trucks) CMG

| RO Number        | RO Stage | Date                                                                                                                                                                                                                                             | Meter Reading | Mechanic/Vendor         |              |              |              |
|------------------|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------------------|--------------|--------------|--------------|
| 09009            |          | 4/22/2010                                                                                                                                                                                                                                        |               | Scott Kiser             |              |              |              |
| Vendor (Invoice) | Date     | Work Description                                                                                                                                                                                                                                 | Repair Reason | VMRS Code               | Parts Amount | Labor Amount | Total Amount |
|                  |          |                                                                                                                                                                                                                                                  | Routine Work  | MSC-000-000             | \$0.00       | \$62.55      | \$62.55      |
|                  |          | American Test list.<br>Repair bucket handle.                                                                                                                                                                                                     |               |                         |              |              |              |
| Totals For 09009 |          |                                                                                                                                                                                                                                                  |               |                         | \$0.00       | \$62.55      | \$62.55      |
| 09046            |          | 4/15/2010                                                                                                                                                                                                                                        |               | Altec Direct            |              |              |              |
| Vendor (Invoice) | Date     | Work Description                                                                                                                                                                                                                                 | Repair Reason | VMRS Code               | Parts Amount | Labor Amount | Total Amount |
|                  |          |                                                                                                                                                                                                                                                  | Routine Work  | 002-000-000             | \$690.08     | \$0.00       | \$690.08     |
| Totals For 09046 |          |                                                                                                                                                                                                                                                  |               |                         | \$690.08     | \$0.00       | \$690.08     |
| 08570            |          | 2/4/2010                                                                                                                                                                                                                                         |               | CENTRAL TRUCK & TRAILER |              |              |              |
| Vendor (Invoice) | Date     | Work Description                                                                                                                                                                                                                                 | Repair Reason | VMRS Code               | Parts Amount | Labor Amount | Total Amount |
|                  |          |                                                                                                                                                                                                                                                  | Routine Work  | 034-000-000             | \$10.54      | \$0.00       | \$10.54      |
| Totals For 08570 |          |                                                                                                                                                                                                                                                  |               |                         | \$10.54      | \$0.00       | \$10.54      |
| 08204            |          | 12/8/2009                                                                                                                                                                                                                                        | 8,497 Miles   | Allen Taylor            |              |              |              |
| Vendor (Invoice) | Date     | Work Description                                                                                                                                                                                                                                 | Repair Reason | VMRS Code               | Parts Amount | Labor Amount | Total Amount |
|                  |          |                                                                                                                                                                                                                                                  | Routine Work  | 79H-000-000             | \$21.85      | \$150.88     | \$172.73     |
|                  |          | Repair control guard on fiberglass bucket. Removed plastic guard from bucket and stop drill cracks and glue.Clean up guard and reinstall.                                                                                                        |               |                         |              |              |              |
| Totals For 08204 |          |                                                                                                                                                                                                                                                  |               |                         | \$21.85      | \$150.88     | \$172.73     |
| 08102            |          | 11/23/2009                                                                                                                                                                                                                                       | 8,301 Miles   | Allen Taylor            |              |              |              |
| Vendor (Invoice) | Date     | Work Description                                                                                                                                                                                                                                 | Repair Reason | VMRS Code               | Parts Amount | Labor Amount | Total Amount |
|                  |          |                                                                                                                                                                                                                                                  | Routine Work  | 002-000-000             | \$260.65     | \$392.28     | \$652.93     |
|                  |          | Pull seat and all belts and trim and remove rubber mat. Clean up floor and install new mat and trim to fit. Reinstall all trim and seat and belts and reinstall radio.<br>11-24 Go get floor mat and velcro strips and install on drivers floor. |               |                         |              |              |              |
| Totals For 08102 |          |                                                                                                                                                                                                                                                  |               |                         | \$260.65     | \$392.28     | \$652.93     |
| 08099            |          | 11/19/2009                                                                                                                                                                                                                                       |               | Allen Taylor            |              |              |              |

City of Hagerstown

## Repair Order History

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### 132 (Trucks) CMG

| RO Number        | RO Stage |                                                                                                  | Date          | Meter Reading | Mechanic/Vendor |              |              |
|------------------|----------|--------------------------------------------------------------------------------------------------|---------------|---------------|-----------------|--------------|--------------|
| Vendor (Invoice) | Date     | Work Description                                                                                 | Repair Reason | VMRS Code     | Parts Amount    | Labor Amount | Total Amount |
|                  |          |                                                                                                  | Routine Work  | 002-000-000   | \$0.00          | \$60.35      | \$60.35      |
|                  |          | Take out to Hag. Ford to have rubber mat looked at for warranty. Mat not covered. Order new mat. |               |               |                 |              |              |
| Totals For 08099 |          |                                                                                                  |               |               | \$0.00          | \$60.35      | \$60.35      |

|                                                     |      |                  |               |             |              |              |              |
|-----------------------------------------------------|------|------------------|---------------|-------------|--------------|--------------|--------------|
| 08067                                               |      | 11/17/2009       | 8,211 Miles   | Paul Yeager |              |              |              |
| Vendor (Invoice)                                    | Date | Work Description | Repair Reason | VMRS Code   | Parts Amount | Labor Amount | Total Amount |
|                                                     |      |                  | Routine Work  | PMS-000-000 | \$563.84     | \$110.86     | \$674.70     |
| PERFORM B-PM. TAKE TO RESLEY FOR TIRES AND PICK UP. |      |                  |               |             |              |              |              |
| Totals For 08067                                    |      |                  |               |             | \$563.84     | \$110.86     | \$674.70     |

|                                                                                                                                                                                             |      |                  |               |                 |              |              |              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|------------------|---------------|-----------------|--------------|--------------|--------------|
| 07889                                                                                                                                                                                       |      | 10/2/2009        |               | Hagerstown Ford |              |              |              |
| Vendor (Invoice)                                                                                                                                                                            | Date | Work Description | Repair Reason | VMRS Code       | Parts Amount | Labor Amount | Total Amount |
|                                                                                                                                                                                             |      |                  | Routine Work  | 070-000-000     | \$282.09     | \$0.00       | \$282.09     |
| ALTEC: BOOM SLOW INOP<br>CORRECTION: ARRIVE AT CUSTOMER LOCATION. REMOVE COVERS, CLEAN DEBRIS FROM UNDER VALVE SPOOL. ADJUST SYSTEM PRESS UP 200PSI. TO CORRECT. TEST UNIT REINSTALL COVERS |      |                  |               |                 |              |              |              |
| Totals For 07889                                                                                                                                                                            |      |                  |               |                 | \$282.09     | \$0.00       | \$282.09     |

|                  |      |                  |                |             |              |              |              |
|------------------|------|------------------|----------------|-------------|--------------|--------------|--------------|
| 07442            |      | 8/4/2009         | 6,854 Miles    | Scott Kiser |              |              |              |
| Vendor (Invoice) | Date | Work Description | Repair Reason  | VMRS Code   | Parts Amount | Labor Amount | Total Amount |
|                  |      |                  | Dot inspection | MSC-000-000 | \$12.90      | \$99.72      | \$112.62     |
| DOT Inspection   |      |                  |                |             |              |              |              |
| Totals For 07442 |      |                  |                |             | \$12.90      | \$99.72      | \$112.62     |

|                                              |      |                  |               |             |              |              |              |
|----------------------------------------------|------|------------------|---------------|-------------|--------------|--------------|--------------|
| 07300                                        |      | 7/9/2009         | 6,643 Miles   | Scott Kiser |              |              |              |
| Vendor (Invoice)                             | Date | Work Description | Repair Reason | VMRS Code   | Parts Amount | Labor Amount | Total Amount |
|                                              |      |                  | Routine Work  | 034-000-000 | \$351.13     | \$299.16     | \$650.29     |
| Install strobe lights in rear bumper and cab |      |                  |               |             |              |              |              |
| Totals For 07300                             |      |                  |               |             | \$351.13     | \$299.16     | \$650.29     |

|       |  |           |             |              |  |  |  |
|-------|--|-----------|-------------|--------------|--|--|--|
| 07014 |  | 5/26/2009 | 6,096 Miles | Allen Taylor |  |  |  |
|-------|--|-----------|-------------|--------------|--|--|--|

City of Hagerstown

## Repair Order History

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### 132 (Trucks) CMG

| RO Number                                                                                                                                   | RO Stage | Date             | Meter Reading | Mechanic/Vendor |              |              |              |
|---------------------------------------------------------------------------------------------------------------------------------------------|----------|------------------|---------------|-----------------|--------------|--------------|--------------|
| Vendor (Invoice)                                                                                                                            | Date     | Work Description | Repair Reason | VMRS Code       | Parts Amount | Labor Amount | Total Amount |
|                                                                                                                                             |          |                  | Routine Work  | 002-000-000     | \$0.00       | \$90.53      | \$90.53      |
| Take truck to Hag. Ford to get floor mat looked at because it is torn to shreds. They will call when they decide what they are going to do. |          |                  |               |                 |              |              |              |
| Totals For 07014                                                                                                                            |          |                  |               |                 | \$0.00       | \$90.53      | \$90.53      |

| 06951                                     |      | 5/12/2009        |               | Scott Kiser |              |              |              |
|-------------------------------------------|------|------------------|---------------|-------------|--------------|--------------|--------------|
| Vendor (Invoice)                          | Date | Work Description | Repair Reason | VMRS Code   | Parts Amount | Labor Amount | Total Amount |
|                                           |      |                  | Routine Work  | 065-000-000 | \$0.00       | \$24.93      | \$24.93      |
| Tighten hydraulic fittings at upper boom. |      |                  |               |             |              |              |              |
| Totals For 06951                          |      |                  |               |             | \$0.00       | \$24.93      | \$24.93      |

| 06932                                                                                                                                 |      | 5/7/2009         | 5,934 Miles   | Allen Taylor |              |              |              |
|---------------------------------------------------------------------------------------------------------------------------------------|------|------------------|---------------|--------------|--------------|--------------|--------------|
| Vendor (Invoice)                                                                                                                      | Date | Work Description | Repair Reason | VMRS Code    | Parts Amount | Labor Amount | Total Amount |
|                                                                                                                                       |      |                  | Routine Work  | 070-000-000  | \$0.00       | \$120.70     | \$120.70     |
| Bucket sheild cracked . Pull off and clean up and repair cracks and reinstall.Found more cracks in sheild, May have to order new one. |      |                  |               |              |              |              |              |
| Totals For 06932                                                                                                                      |      |                  |               |              | \$0.00       | \$120.70     | \$120.70     |

| 06918                                                      |      | 5/4/2009         |               | Scott Kiser |              |              |              |
|------------------------------------------------------------|------|------------------|---------------|-------------|--------------|--------------|--------------|
| Vendor (Invoice)                                           | Date | Work Description | Repair Reason | VMRS Code   | Parts Amount | Labor Amount | Total Amount |
|                                                            |      |                  | Routine Work  | MSC-000-000 | \$0.00       | \$349.54     | \$349.54     |
| Check American Test list order parts.<br>Replace winshiled |      |                  |               |             |              |              |              |
| Totals For 06918                                           |      |                  |               |             | \$0.00       | \$349.54     | \$349.54     |

| 06380                         |      | 2/12/2009        |               | Hagerstown Ford |              |              |              |
|-------------------------------|------|------------------|---------------|-----------------|--------------|--------------|--------------|
| Vendor (Invoice)              | Date | Work Description | Repair Reason | VMRS Code       | Parts Amount | Labor Amount | Total Amount |
|                               |      |                  | Recall        | 030-000-000     | \$0.00       | \$0.00       | \$0.00       |
| RECALL: REFLASH PCM & CLUSTER |      |                  |               |                 |              |              |              |
| Totals For 06380              |      |                  |               |                 | \$0.00       | \$0.00       | \$0.00       |

|       |  |           |             |             |  |  |  |
|-------|--|-----------|-------------|-------------|--|--|--|
| 06271 |  | 1/27/2009 | 5,200 Miles | Paul Yeager |  |  |  |
|-------|--|-----------|-------------|-------------|--|--|--|

City of Hagerstown

## Repair Order History

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### 132 (Trucks) CMG

| RO Number        | RO Stage | Date             | Meter Reading | Mechanic/Vendor |              |              |              |
|------------------|----------|------------------|---------------|-----------------|--------------|--------------|--------------|
| Vendor (Invoice) | Date     | Work Description | Repair Reason | VMRS Code       | Parts Amount | Labor Amount | Total Amount |
|                  |          |                  | Routine Work  | PMS-000-000     | \$41.81      | \$83.15      | \$124.96     |
| PERFORM B-PM.    |          |                  |               |                 |              |              |              |
| Totals For 06271 |          |                  |               |                 | \$41.81      | \$83.15      | \$124.96     |

| 06000                             |      | 12/9/2008        |               | Scott Kiser |              |              |              |
|-----------------------------------|------|------------------|---------------|-------------|--------------|--------------|--------------|
| Vendor (Invoice)                  | Date | Work Description | Repair Reason | VMRS Code   | Parts Amount | Labor Amount | Total Amount |
|                                   |      |                  | Routine Work  | 030-000-000 | \$138.84     | \$99.72      | \$238.56     |
| Replace and check generator fuse. |      |                  |               |             |              |              |              |
| Totals For 06000                  |      |                  |               |             | \$138.84     | \$99.72      | \$238.56     |

| 05946                                                                                                                                                                                               |      | 12/4/2008        |               | Paul Yeager |              |              |              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|------------------|---------------|-------------|--------------|--------------|--------------|
| Vendor (Invoice)                                                                                                                                                                                    | Date | Work Description | Repair Reason | VMRS Code   | Parts Amount | Labor Amount | Total Amount |
|                                                                                                                                                                                                     |      |                  | Routine Work  | MSC-000-000 | \$0.00       | \$52.65      | \$52.65      |
| PICK UP AT HAGERSTOWN FORD.<br>HAGERSTOWN FORD: CUSTOMER STATES HAS COOLANT LEAK IN LEFT FRT PRESSURE TEST & INSPECT. ACCESS ACCESSORY BRACKET AND LINES. REPLACED RADIATOR. EVACUTE & RECHARGE A/C |      |                  |               |             |              |              |              |
| Totals For 05946                                                                                                                                                                                    |      |                  |               |             | \$0.00       | \$52.65      | \$52.65      |

| 05573            |      | 9/16/2008        |               | T&R Tire    |              |              |              |
|------------------|------|------------------|---------------|-------------|--------------|--------------|--------------|
| Vendor (Invoice) | Date | Work Description | Repair Reason | VMRS Code   | Parts Amount | Labor Amount | Total Amount |
|                  |      |                  | Routine Work  | 017-000-000 | \$96.00      | \$0.00       | \$96.00      |
|                  |      |                  |               |             |              |              |              |
| Totals For 05573 |      |                  |               |             | \$96.00      | \$0.00       | \$96.00      |

| 05353                                   |      | 9/5/2008         | 3,876 Miles   | Scott Kiser |              |              |              |
|-----------------------------------------|------|------------------|---------------|-------------|--------------|--------------|--------------|
| Vendor (Invoice)                        | Date | Work Description | Repair Reason | VMRS Code   | Parts Amount | Labor Amount | Total Amount |
|                                         |      |                  | Routine Work  | 016-000-000 | \$0.00       | \$49.86      | \$49.86      |
| Check for damage and leaks. None found. |      |                  |               |             |              |              |              |
| Totals For 05353                        |      |                  |               |             | \$0.00       | \$49.86      | \$49.86      |

|       |  |          |             |             |  |  |  |
|-------|--|----------|-------------|-------------|--|--|--|
| 05329 |  | 9/2/2008 | 3,867 Miles | Scott Kiser |  |  |  |
|-------|--|----------|-------------|-------------|--|--|--|



City of Hagerstown

## Repair Order History

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### 132 (Trucks) CMG

| RO Number        | RO Stage | Date                                 | Meter Reading | Mechanic/Vendor |              |              |              |
|------------------|----------|--------------------------------------|---------------|-----------------|--------------|--------------|--------------|
| Vendor (Invoice) | Date     | Work Description                     | Repair Reason | VMRS Code       | Parts Amount | Labor Amount | Total Amount |
|                  |          | DOT inspection                       |               | MSC-000-000     | \$0.00       | \$99.72      | \$99.72      |
|                  |          | DOT Inspection                       |               |                 |              |              |              |
| Totals For 05329 |          |                                      |               |                 | \$0.00       | \$99.72      | \$99.72      |
| 05069            |          | 7/17/2008                            |               |                 |              |              |              |
| Vendor (Invoice) | Date     | Work Description                     | Repair Reason | VMRS Code       | Parts Amount | Labor Amount | Total Amount |
|                  |          |                                      |               |                 | \$0.00       | \$0.00       |              |
| Totals For 05069 |          |                                      |               |                 | \$0.00       | \$0.00       |              |
| 04605            |          | 5/15/2008                            | 2,691 Miles   | Paul Yeager     |              |              |              |
| Vendor (Invoice) | Date     | Work Description                     | Repair Reason | VMRS Code       | Parts Amount | Labor Amount | Total Amount |
|                  |          | Routine Work                         |               | PMS-000-000     | \$42.03      | \$55.43      | \$97.46      |
|                  |          | PERFORM B-PM.                        |               |                 |              |              |              |
| Totals For 04605 |          |                                      |               |                 | \$42.03      | \$55.43      | \$97.46      |
| 04016            |          | 2/25/2008                            |               | Paul Yeager     |              |              |              |
| Vendor (Invoice) | Date     | Work Description                     | Repair Reason | VMRS Code       | Parts Amount | Labor Amount | Total Amount |
|                  |          | Routine Work                         |               | 065-000-000     | \$0.00       | \$45.83      | \$45.83      |
|                  |          | CHANGE HYDRAULIC FILTER AND TOP OFF. |               |                 |              |              |              |
| Totals For 04016 |          |                                      |               |                 | \$0.00       | \$45.83      | \$45.83      |
| 03434            |          | 11/30/2007                           | 1,144 Miles   | Scott Kiser     |              |              |              |
| Vendor (Invoice) | Date     | Work Description                     | Repair Reason | VMRS Code       | Parts Amount | Labor Amount | Total Amount |
|                  |          | Routine Work                         |               | 034-000-000     | \$1.56       | \$99.72      | \$101.28     |
|                  |          | Install spot light in cab            |               |                 |              |              |              |
| Totals For 03434 |          |                                      |               |                 | \$1.56       | \$99.72      | \$101.28     |
| Totals           |          |                                      |               |                 | \$25,870.18  | \$26,827.24  | \$52,697.42  |
| Grand Totals     |          |                                      |               |                 | \$25,870.18  | \$26,827.24  | \$52,697.42  |

**REQUIRED MOTION  
MAYOR AND CITY COUNCIL  
HAGERSTOWN, MARYLAND**

---

**Topic:**

Wastewater – Collection System Rehabilitation Phase 1A Additional Work – Mr. Rehab, LLC.  
(Mechanicsburg, PA) \$136,886.36

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

**File Name**

Consent\_-\_Wastewater\_-\_Updated\_Rehab\_Phase\_1.pdf

**Description**

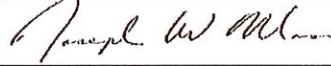
Consent - Signed -  
Collection System Rehab  
Phase 1



### Comments

**Department Manager (required on all unbudgeted items):**

The original Purchase Order issued to Mr Rehab on August 6, 2018 was for \$482,070.15. Change Order No. 1 was issued in the amount of \$207,235.21 on October 30, 2018 for additional work. To date \$608,342.92 has been spent and the Contractor has held or reduced his unit prices from his original bid. The Contractor will complete the additional \$361,886.36 of rehabilitation work as listed above based on those prices. Purchase Order 20190139 will be increased by \$136,886.36 to cover the additional work. The new amount of PO number 20190139 will be \$914,306.36. Wastewater Division Fund will be used to for the described improvements.



Water Operations Manager

October 22, 2019

Director of Utilities

October 22, 2019

Date

**Finance Department:** Recommend Approval

Signature

10/17/19

Date

**Finance Manager:**

Approve continuation for these projects listed. Adequate funding will be covered in the FY20 budget.



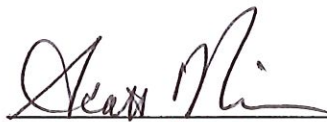
Signature

10/17/19

Date

**City Administrator's Recommendation:**

Recommend Approval



Signature

10/17/19

Date

**REQUIRED MOTION  
MAYOR AND CITY COUNCIL  
HAGERSTOWN, MARYLAND**

---

**Topic:**

Water – Change Order Request – Hazen and Sawyer (Baltimore, MD) \$55,158.00

**Mayor and City Council Action Required:**

Water Division - Hazen and Sawyer Construction Phase Engineering - Change Order to provide project close-out services for the Pumping Improvement Project (EWIP) and the Tank Mixing and Traveling Screen Project.

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

**File Name**

Consent\_-\_Utilities\_-\_Water\_-\_Change\_Order\_Request.pdf

**Description**

Consent - Signed - Change  
Order Request

|                 |   |
|-----------------|---|
| Approval For:   |   |
| Consent Agenda: | X |
| New Business:   |   |

| Quantity | Description                                                                                                  | Value        |
|----------|--------------------------------------------------------------------------------------------------------------|--------------|
| 1        | Change Order Request for Engineer-of-Record Regulatory Compliance Assistance and Construction Phase Services | \$ 55,158.00 |
|          |                                                                                                              |              |
|          |                                                                                                              |              |
|          |                                                                                                              |              |
|          | TOTAL                                                                                                        | \$ 55,158.00 |

(New PO will be created for this change)

**Amount**

[illegible]

Comments

Department Manager (required on all unbudgeted items):

Change Order to PO 20171014-01 for Construction Service due to Time Extension of the Projects.  
projects were expected to be completed in FY19 , adequate funding is available in the Water Fund.

\* These

\*New PO will be created for this change.  
PO 20171014 fully liquidated in computer system.



Water Operations Manager

10/1/2019

Date

Finance Department:

Recommend Approval.



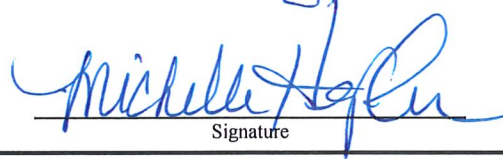
Signature

10/10/19

Date

Finance Manager:

Recommend approval. A budget amendment will  
be completed once this change order is approved.



Signature

10/10/19

Date

City Administrator's Recommendation:

Recommend Approval



Signature

10/11/19

Date





Hazen and Sawyer  
1 South Ste., Ste 1150  
Baltimore, MD 21202 • 410-539-7681

September 6, 2019

Mr. Bill Luhn  
Water Operations Manager  
City of Hagerstown Utilities Department: Water Division  
51 West Memorial Blvd  
Hagerstown, MD 21740

Re: City of Hagerstown  
Traveling Water Screens, Water Storage  
Mixing Systems, and Pumping Improvements  
Projects  
Hagerstown PO No. 20171014-01  
Hazen Project No. 30065-016

**Change Order Request for  
Additional Engineer-of-Record Regulatory  
Compliance Assistance and Construction  
Phase Services**

Dear Mr. Luhn:

The purpose of this letter is to provide a proposed scope and fee for additional Engineer-of-Record Regulatory Compliance Assistance and Construction Phase services for the above referenced projects to include close-out of the traveling water screen replacement and pumping improvements at the RC Willson WTP, pumping improvements at Pump Station No. 4, and mixing system installation at four (4) water storage facilities, as requested by the City of Hagerstown (City). Hazen and Sawyer (Hazen) is proposing to amend the fee for this project to provide additional office-based, on-site support, and regulatory compliance assistance during the construction completion phase and following construction. The remainder of this letter provides the basis for the proposed Contract amendment. Hazen has been assisting the City with EPA and MDE compliance associated with this project dating back to 2011 and has been assisting the City with clean water related projects dating back to 2005. These projects are critical to the City's long term compliance with environmental regulations (Stage 2 Disinfection By-Products Rule, the NPDES requirements of the Clean Water Act, and the Filter Backwash Recycle Rule) and the working relationship that has been formed between the City, Hazen, and MDE will be crucial to the success of this project.

The City's Project Engineer, Matthew Mohler, PE, will continue to assist in field inspection associated these projects. Hazen staff will coordinate with you and Mr.



Mohler to ensure all projects are covered and needs are being met on the concurrent projects.

## **BACKGROUND**

Hazen prepared the design documents associated with the traveling water screen replacements and pumping improvements at the RC Willson WTP, pumping improvements at Pump Station No. 4, and mixing system installation at four (4) water storage facilities. These projects are currently under construction and nearing completion. This amendment will cover additional work completed by Hazen during the course of construction, which was required to keep the project on schedule and address additional system needs. Work completed during construction included preparation of various Requests for Proposal (RFP) that were issued to the Contractor for execution during construction, as well as a mixing system analysis for the installation of mixing systems at the City's two (2) Hortonsphere style water storage tanks. Additionally, due to the critical nature of these projects and the changes to the treatment facility and distribution system that will result from these projects once construction is complete, the City has requested that Hazen provide additional services to close-out the construction phase and continue with select services after construction. This assistance will help position the City for compliance with EPA and MDE regulations. Hazen will continue to serve as the City's Engineer-of-Record for Regulatory Compliance.

### RC WILLSON WATER TREATMENT PLANT – TRAVELING WATER SCREEN REPLACEMENT (CITY PROJECT NUMBER C0863)

The work under construction for the RC Willson Water Treatment Plant – Traveling Water Screen Replacement project is generally described as, but is not limited to, removal and replacement of the existing traveling water screens, installation of a new control panel for the traveling screens including a local PLC and integrated with existing ultrasonic level instrumentation and the plant DCS, installation of heat tracing on the existing spray wash lines for the traveling screens, removal of existing and placement of new submerged 30" gate valves with new stems, guides and electric actuators, removal of existing and placement of new 20" gate valves on the filter backwash return pipelines, removal of existing and placement of new stems and guides for the two 20" filter backwash return valves, of architectural and structural repairs and improvements at the Traveling Screen Building, replacement of electrical equipment at the Traveling Screen Building, demolition of existing and installation of a new motor control center supplying power for the traveling water screens and other equipment.

### WATER STORAGE MIXING IMPROVEMENTS (CITY PROJECT NUMBER C0651)

The work under construction for the Water Storage Mixing Improvements project is generally described as, but is not limited to, the installation of mixing systems in four (4) existing water storage standpipes, the installation of ultrasonic level transmitters in two (2) existing water storage tanks, and all associated electrical, controls, and site work.

**WATER PUMPING IMPROVEMENTS AT THE RC WILLSON WTP LOW SERVICE PUMPS AND FINISHED WATER PUMP STATION NO. 4 (CITY PROJECT NUMBER C0651)**

The work under construction for the Water Pumping Improvements project is generally described as, but is not limited to, the installation of four (4) low service pumps at the RC Willson Water Treatment Plant and the three (3) pumps at Pump Station No. 4, as well as ancillary equipment and controls.

**SCOPE OF SERVICES**

Hazen and Sawyer is proposing to amend the scope to serve as the City's professional engineering representative in those phases of the project to which this Amendment applies, and will give consultation and advice to the City during the performance of their services. The engineering services to be performed under this contract are as follows:

**Additional Engineer-of-Record Regulatory Compliance Assistance and Construction Phase Services:**

Hazen shall provide the following additional project support services for each of the three (3) projects. These project support services are in addition to those previously scoped under Hagerstown PO No. 20171014-01 and are necessary for construction completion.

**Task 1A Project Management**

Hazen will continue to submit invoices to the City on a monthly basis during the construction completion phase. Included with each invoice will be a monthly progress report. Hazen will lead progress meetings and distribute meeting minutes, review and assist in negotiating and processing change orders as needed, assist in resolution of field issues, assist in monitoring the Contractors testing and quality control (QC) process.

**Task 1B Permit Coordination**

As needed during the construction completion phase, Hazen, will assist the City in ensuring permits remain active during construction and prepare/submit correspondence to the regulators (i.e. MDE) to ensure documentation is provided

and approved, including the following:

1. MDE Water and Sewerage Construction Permit.

**Task 1C Meetings**

Hazen will continue to attend meetings with the Contractors during the construction completion phase, such as progress meetings, and other project-related meetings. Hazen will assist in the preparation and distribution of the agenda and meeting minutes; Hazen will conduct the meetings as necessary.

**Task 1D As-Needed Site Inspection**

The scope of work for as-needed site inspection services will include:

1. Furnish a resident project representative to the City, on an as-needed basis, to observe progress and quality of the work of the construction contractors and assist in determining if the work is, in general, proceeding in accordance with the Contract Documents. Part-time resident is anticipated when critical work is being completed on all three (3) projects and covering the work when the City's Project Engineer is not available.
2. Review and observe field work, review payment quantities, determine acceptability of work items, etc., for compliance with approved contract documents.
3. Determine acceptability of work items, etc., for compliance with approved contract documents.
4. Maintain a daily log describing the activities and construction progress of the construction contractor(s) for those days he/she is on-site. Daily reports shall be prepared and submitted within two (2) days, including photo documentation of construction progress through daily construction photos. If something critical occurs onsite, Hazen will notify the City prior to submitting a daily report.
5. Review payment quantities and make recommendation for payment.
6. Review the Contractor's schedule.
7. Coordinate receipt and distribution of shop drawings, requests for information, and Contractor change order requests. Review Contractor Change Order's and provide recommendation to the City.

8. Oversight and maintenance of the document management system for the project.
9. Maintain records of deviations from construction drawings and review the Contractor's redline field drawings. Responsibility for providing detailed as-built information to Hazen for Hazen preparation of "Record Drawings" will be the sole responsibility of the Contractor(s).
10. Participation in monthly progress meetings.
11. Assist the City in identifying and resolving field issues.
12. Assistance in coordination with City and third party agencies.
13. Receive and review all test results (required and/or ordered by the Contractor, Project Representative, or City) and notify City immediately of any unsatisfactory results.
14. Assist in Substantial and Final Completion inspections.

Hazen will report to the City whenever Hazen believes that any work:

- will not produce a completed project that conforms to the Contract Documents
- will jeopardize the integrity of the design concept of the completed project as a functioning whole as indicated in the Contract Documents
- has been damaged
- does not meet the requirements of any inspection, test or required approval

Hazen will advise the City of any work that Hazen believes should be corrected, rejected, uncovered for inspection, or requires special testing, inspection or approval. Notification of urgent items or problems will be communicated to the City by phone that day.

The resident project representative shall have no authority regarding the following:

- a. Authorization of any deviation from the contract documents or approval of any substitute materials or equipment. Deviation from the contract documents or approval of any substitute materials or equipment must be authorized by the City.
- b. Performance of any of the responsibilities of the contractor(s),

subcontractor(s), or the contractor's superintendent.

- c. Expediting work for the contractor(s).
- d. Advice or directions relative to any aspect of the means, methods, techniques, sequences, or procedures of construction unless such is specifically called for in the Contract Documents.
- e. Advice or directions regarding safety precautions and programs in connection with the work, unless such is specifically called for in the Contract Documents.
- f. Neither the professional activities of Hazen, nor the presence of Hazen or their employees and subcontractors shall be construed to imply that Hazen has any responsibility for methods of work performance, superintendence, sequencing of construction, or safety, on or about the job site. The Contractor is solely responsible for job site safety. Hazen agrees to comply with OSHA and City safety requirements whenever on site.

The Contractor shall provide any necessary geotechnical testing services, including concrete cylinder tests and soil compaction tests. No additional testing services have been included in this Scope of Work.

Hazen shall provide the following office support services for each of the three (3) projects:

#### **Task 1E Document Management System**

Hazen shall continue to utilize an electronic document management system to provide a paperless project environment. Platform shall be a Sharepoint front end with Procore back end for storage of all project information. System is currently set up such that the Contractor can submit all RFIs, shop drawings, and schedules electronically and Hazen will provide comments, submittal markups, and responses back in electronic format. All meeting notes, Contract Documents, daily reports, schedules, etc. will be available to the City and Contractor on either Sharepoint or Procore. All project documentation will be saved and provided to the City at the end of the project on a thumb drive.

#### **Task 1F Requests for Proposal**

As requested by the City, Hazen prepared multiple RFPs over the course of construction, including RFPs for the Traveling Water Screen Project and the Water Storage Mixing System Project. These RFPs were issued to the Contractors and work was observed by Hazen field staff, where necessary.

**Task 1G Additional Mechanical Inspections**

Select additional mechanical inspections will take place, including the following:

- Raw Water Pumps
- Finished Water Pumps
- Miscellaneous Valves
- Mechanical piping
- Miscellaneous equipment installation (ie., priming system connection, etc.)

**Task 1H Additional Electrical/Controls Inspections**

Select additional electrical inspections will take place, including the following:

- motor control centers
- variable frequency drives
- pump instrumentation
- equipment control panels

It is anticipated that local Hazen staff will perform the majority of these inspections.

**Task 1I Substantial and Final Completion Inspections**

Engineers from Hazen will perform substantial and final completion inspections of the completed projects with representatives from the City. Complete a punch list for each inspection. Each inspection is anticipated to take one and one half (1-1/2) days.

**Task 1J Record Drawings**

Compile and deliver to the City, upon completion of the work, a complete set of record drawings conforming to information furnished to Hazen by the construction contractor. Emphasis shall be placed on underground and concealed facilities. This set of documents shall consist of reproducible record drawings showing the reported location of work. Record drawings will be prepared using electronic AutoCAD files. In that record drawings are based on information provided by others, Hazen cannot and do not warrant their accuracy.

**Task 1K Additional Compliance Monitoring Assistance**

Hazen will continue to assist the City in quarterly MCL monitoring and calculations of TTHM and HAA5 levels, as well as nitrification control monitoring that the City conducts within their distribution system. Hazen will assist the City in revising the nitrification control monitoring plan, if necessary, based on data analyzed.

## **ASSUMPTIONS**

1. It is assumed that this project will continue to be nearly 100% paperless with submittals (comments, markups, and responses), RFIs and other correspondence being performed electronically. Some limited printing has been included in the Fee Estimate, in the event the City requests some minimal printing. Hazen plans on utilizing a document control system Procore with a Sharepoint site for the submission of submittals, RFIs and associated comments and responses.

## **SCHEDULE**

We will continue to work on this project, which is under construction now. Work is anticipated to be completed by April 30, 2019.

## **DELIVERABLES**

1. Progress Meeting Agendas and Meeting Minutes
2. Requests for Proposal – electronic files associated with all RFPs will be provided
3. Daily Inspection Reports
4. Record Drawings (based on Contractors As-Builts)

## **ADDITIONAL SERVICES**

Additional Services for which compensation is not included will be provided upon written authorization. Additional Services and related engineering fees will be itemized, stated, and agreed upon before work is undertaken and completed. If authorized in writing by the City, the Engineer shall provide additional services as follows:

1. Engineering services beyond the original construction contract completion date. It is expressly understood that overruns of engineering costs beyond Owner approved time extensions may be reimbursed indirectly by the

Contractor as liquidated damages. It is noted that this Amendment covers some additional work beyond the original completion date, which the City agreed upon with the impacted Contractors.

2. Extended services related to default of construction Contractor and subsequent efforts associated with Surety companies or their Contractors.
3. Services not expressly included in the above scope of work.

## **BREAKDOWN OF CHANGE ORDER AMOUNT**

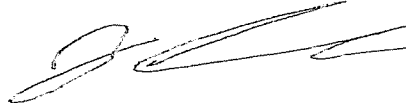
The breakdown of the change order request is shown in Attachment A.

|                                                        |    |            |
|--------------------------------------------------------|----|------------|
| Current Purchase Order (No. 20171014-01) Value:        | \$ | 516,694.04 |
| Additional Compliance and Construction Phase Services: | \$ | 55,158.00  |

For the reasons outlined above, Hazen and Sawyer respectfully requests that the City consider amending our Purchase Order (No. 20171014-01) for Engineer-of-Record Regulatory Compliance Assistance and Additional Construction Phase Services, as noted above. As discussed, the approved Purchase Order would increase to \$571,852.04.

We hope that this letter provides sufficient detail and documentation to support our request. If you should have any questions please contact me.

Very truly yours,  
**HAZEN AND SAWYER**



Jeremy T. Hise, P.E.  
Senior Associate/Project Manager

Cc: A. Duke, Hazen & Sawyer



CITY OF HAGERSTOWN, MD  
Traveling Water Screens, Water Storage Mixing Systems, and Pumping Improvements Projects  
Hagerstown PO No. 20171014-01

Amendment - Additional Engineer-of Record Regulatory Compliance Assistance and Construction Phase Services

Attachment A

| LABOR COSTS                                                                                    |                                              | STAFFING HOURS                        |               |             |                                                        |                              |                       |                       |                |
|------------------------------------------------------------------------------------------------|----------------------------------------------|---------------------------------------|---------------|-------------|--------------------------------------------------------|------------------------------|-----------------------|-----------------------|----------------|
| TASK DESCRIPTION                                                                               | Employee Classification                      | Vice President/<br>Technical<br>QA/QC | Sr. Associate | Associate   | Senior<br>Principal<br>Engineer/Resid<br>ent Inspector | Principal<br>Engineer        | Designer-<br>Drafting | Assistant<br>Engineer | Subtotal Hours |
|                                                                                                | Average Hourly Rate                          | \$70.93                               | \$56.08       | \$49.39     | \$41.82                                                | \$38.28                      | \$37.53               | \$30.77               |                |
| Additional Engineer-of-Record Regulatory Compliance Assistance and Construction Phase Services |                                              |                                       |               |             |                                                        |                              |                       |                       |                |
| 1A                                                                                             | Project Management                           | 2                                     | 12            |             |                                                        | 6                            |                       |                       | 20             |
| 1B                                                                                             | Permit Coordination                          |                                       | 8             | 8           |                                                        |                              |                       |                       | 16             |
| 1C                                                                                             | Meetings                                     |                                       | 24            |             |                                                        |                              |                       |                       | 24             |
| 1D                                                                                             | As-Needed Site Inspection                    |                                       |               |             | 60                                                     |                              |                       |                       | 60             |
| 1E                                                                                             | Document Management System                   |                                       | 4             |             |                                                        |                              |                       | 16                    | 20             |
| 1F                                                                                             | Requests for Proposal                        |                                       | 24            |             | 24                                                     |                              | 24                    | 16                    | 88             |
| 1G                                                                                             | Additional Mechanical Inspections            |                                       |               | 16          |                                                        |                              |                       |                       | 16             |
| 1H                                                                                             | Additional Electrical/Controls Inspections   |                                       |               | 16          |                                                        |                              |                       |                       | 16             |
| 1I                                                                                             | Substantial and Final Completion Inspections |                                       | 16            |             |                                                        | 16                           |                       |                       | 32             |
| 1J                                                                                             | Record Drawings                              |                                       | 8             | 8           |                                                        |                              | 16                    | 40                    | 72             |
| 1K                                                                                             | Additional Compliance Monitoring Assistance  |                                       | 16            | 16          |                                                        |                              |                       | 24                    | 56             |
| Subtotal Hours                                                                                 |                                              | 2                                     | 112           | 64          | 84                                                     | 22                           | 40                    | 96                    | 420            |
| Direct Labor Costs (\$)                                                                        |                                              | \$ 141.86                             | \$ 6,280.96   | \$ 3,160.96 | \$ 3,512.88                                            | \$ 842.16                    | \$ 1,501.20           | \$ 2,953.92           | \$ 18,394      |
| Labor Cost at 2.89 Multiplier (\$)                                                             |                                              | \$ 409.98                             | \$ 18,157.97  | \$ 9,135.17 | \$ 10,152.22                                           | \$ 2,433.84                  | \$ 4,338.47           | \$ 8,536.83           | \$ 53,158      |
| OTHER DIRECT COSTS                                                                             |                                              |                                       |               |             |                                                        |                              |                       |                       |                |
| Miscellaneous Travel Expenses (Mileage, Flights, Hotel, etc.)                                  |                                              |                                       |               |             |                                                        |                              |                       |                       |                |
|                                                                                                |                                              |                                       |               |             |                                                        | Qty                          | Unit                  | Unit Cost             | Cost           |
|                                                                                                |                                              |                                       |               |             |                                                        | 1                            | LS                    | \$ 2,000              | \$ 2,000       |
|                                                                                                |                                              |                                       |               |             |                                                        | Total Direct Cost            |                       |                       |                |
|                                                                                                |                                              |                                       |               |             |                                                        | \$ 2,000                     |                       |                       |                |
| SUMMARY OF COSTS                                                                               |                                              |                                       |               |             |                                                        |                              |                       |                       |                |
|                                                                                                |                                              |                                       |               |             |                                                        | Total for Labor              |                       |                       |                |
|                                                                                                |                                              |                                       |               |             |                                                        | \$ 53,158                    |                       |                       |                |
|                                                                                                |                                              |                                       |               |             |                                                        | Other Direct Costs           |                       |                       |                |
|                                                                                                |                                              |                                       |               |             |                                                        | \$ 2,000                     |                       |                       |                |
|                                                                                                |                                              |                                       |               |             |                                                        | Total Estimated Project Cost |                       |                       |                |
|                                                                                                |                                              |                                       |               |             |                                                        | \$ 55,158                    |                       |                       |                |

**REQUIRED MOTION  
MAYOR AND CITY COUNCIL  
HAGERSTOWN, MARYLAND**

---

**Topic:**

Water – Annual Software Support and Service Agreement at Willson Plant for SCADA – ABB Inc. (Wickliffe, OH) \$67,100.00

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

**File Name**

**Description**

Consent\_-\_Water\_-\_  
\_Annual\_Software\_Support\_and\_Service\_at\_Willson\_Plant\_for\_SCADA.pdf

Consent - Signed  
- Annual Software  
Support and  
Service  
Agreement

|                 |   |
|-----------------|---|
| Approval For:   |   |
| Consent Agenda: | X |
| New Business:   |   |

| Quantity | Description                                                        | Value        |
|----------|--------------------------------------------------------------------|--------------|
| 1        | Annual Software Support and Service at the Willson plant for SCADA | \$ 67,100.00 |
|          |                                                                    |              |
|          |                                                                    |              |
|          |                                                                    |              |
|          |                                                                    |              |
|          |                                                                    |              |
|          | TOTAL                                                              | \$ 67,100.00 |

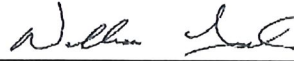
Maintenance period 1/1/20 - 12/31/20

[illegible]

Comments

Department Manager (required on all unbudgeted items):

ABB SCADA Annual Renewal - Software Support and Upgrades. Sole-Source - Annual Service Agreement for Existing SCADA Software.



Water Operations Manager

10/1/2019

Date

Finance Department:

Recommend Approval.



Signature

10/10/19

Date

Finance Manager:

Recommend approval. This maintenance cost will be split across FY20 & FY21. There is adequate funding in the FY20 approved budget for current fiscal year portion. It is anticipated that FY21 budget will include remaining balance/funding.



Signature

10/10/19

Date

City Administrator's Recommendation:

Recommend Approval



Signature

10/11/19

Date





## 4 Commercial Summary

Water Care Support Contract – One Year Contract:  
The Contract starts January 01, 2020 ending December 31, 2020.

| Part Number | Description                            | Price           |
|-------------|----------------------------------------|-----------------|
| PGC-ENH-01  | Water Care – Enhanced 1-year agreement | \$ 67,100 Total |

### Optional Services\*

| Part Number | Description                                                      | Price            |
|-------------|------------------------------------------------------------------|------------------|
| 1 n/a       | Remote Access Link                                               | \$ 3,500 Annual  |
| 2 n/a       | Onsite Field Service: 40 hours with T&L expenses                 | \$ 12,122 Annual |
| 3 n/a       | Onsite Instrumentation Field Service: 40 hours with T&L expenses | \$ 12,122 Annual |

\* Optional Services pricing valid when purchased at the same time as this Water Care contract.

### 4.1 Purchase Order

PLEASE NOTE NEW SUBMISSION EMAIL ADDRESS.

This is a One Year Contract, please submit your purchase order referencing proposal number EGR-190819-1 for the full duration of the Contract. The Purchase Order needs to cover the full duration with line items for each year. Invoice dates are as follows:

| Line Item | Part Number | Description | Invoice Date | Price     |
|-----------|-------------|-------------|--------------|-----------|
| 1         | PGC-ENH-01  | Year 1      | 1/1/2020     | \$ 67,100 |
| TOTAL     |             |             |              | \$ 67,100 |

Payment due NET-30 unless otherwise specified in a master agreement. The above table does not reflect any options. Should any options be purchased, the invoice amount in the above table needs to be increased by the annual amount of the option(s).

**REQUIRED MOTION  
MAYOR AND CITY COUNCIL  
HAGERSTOWN, MARYLAND**

---

**Topic:**

*No Unfinished Business*

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**REQUIRED MOTION  
MAYOR AND CITY COUNCIL  
HAGERSTOWN, MARYLAND**

---

**Topic:**

Approval of a Resolution: Authorizing Naming Intersections of Wesel Boulevard

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

**File Name**

Naming\_Intersection\_of\_Wesel\_Boulevard.pdf

**Description**

Authorizing Naming  
Intersections of Wesel  
Boulevard

## REQUIRED MOTION

### MAYOR & CITY COUNCIL HAGERSTOWN, MARYLAND

**DATE:** October 22, 2019

**TOPIC:** Approval of a Resolution: Authorizing Naming Intersections of Wesel Boulevard

|                   |              |
|-------------------|--------------|
| Charter Amendment | _____        |
| Code Amendment    | _____        |
| Ordinance         | _____        |
| Resolution        | <u>  X  </u> |
| Other             | _____        |

**MOTION:** I hereby move to authorize naming two intersections on Wesel Boulevard as “Rhine Way” and “Sister City Drive”. The first intersects with Wesel Boulevard to the northeast of Lowe’s , and the second intersects with Wesel Boulevard to the south of Lowe’s.

DATE OF PASSAGE: 10/22/2019



**CITY OF HAGERSTOWN, MARYLAND**

**A RESOLUTION TO DESIGNATE AND NAME TWO UNNAMED  
INTERSECTIONS ON WESEL BOULEVARD AS  
“RHINE WAY” AND “SISTER CITY DRIVE”**

**RECITALS**

**WHEREAS**, pursuant to its police powers, the City of Hagerstown maintains a system of streets, alleys and ways within the corporate limits of the City for the benefit of its citizenry; and

**WHEREAS**, this system of streets, alleys and ways includes two unnamed intersections on Wesel Boulevard, the first of which intersects with Wesel Boulevard to the northeast of the Lowe’s shopping center, and the second which intersects with Wesel Boulevard to the southwest of the Lowe’s retail building; and

**WHEREAS**, safety issues have arisen in connection with these unnamed intersections, specifically that emergency services experience confusion and delayed response when receiving calls to respond to these unnamed intersections; and

**WHEREAS**, the Mayor and Council has determined that naming these intersections will decrease confusion and increase emergency services’ ability to respond accurately and promptly; and

**WHEREAS**, all adjacent landowners have been notified of this intended change and provided an opportunity to respond and comment; and

**WHEREAS**, naming these unnamed intersections will not require any address changes to adjacent properties; and

**WHEREAS**, the Mayor and Council have determined that it is in the best interests of the citizens of the City of Hagerstown to name these currently unnamed intersections;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the City of Hagerstown, Maryland, as its duly constituted legislative body as follows:

1. That the foregoing recitals be and are incorporated herein as if restated verbatim.
2. That the street that intersects with Wesel Boulevard to the northeast of the Lowe’s shopping center be and is hereby named “Rhine Way”, as depicted in the map attached hereto as “Exhibit A” and incorporated herein.

3. That the street that intersects with Wesel Boulevard to the southwest of the Lowe's retail structure be and is hereby named "Sister City Drive", as depicted in the map attached hereto as "Exhibit A" and incorporated herein.
4. That the Hagerstown Engineer Department and any other department be and is hereby authorized to take such other and further action as may be necessary or advisable to effectuate the purposes of this Resolution.

**BE IT FURTHER RESOLVED** that this Resolution shall become effective immediately upon its approval.

WITNESS AND ATTEST  
AS TO CORPORATE SEAL

MAYOR AND COUNCIL OF THE  
CITY OF HAGERSTOWN, MARYLAND

\_\_\_\_\_  
Donna K. Spickler, City Clerk

\_\_\_\_\_  
Robert E. Bruchey, II, Mayor

Date of Introduction: October 22, 2019  
Date of Passage: October 22, 2019  
Effective Date: October 22, 2019

PREPARED BY:  
SALVATORE & MORTON  
CITY ATTORNEY



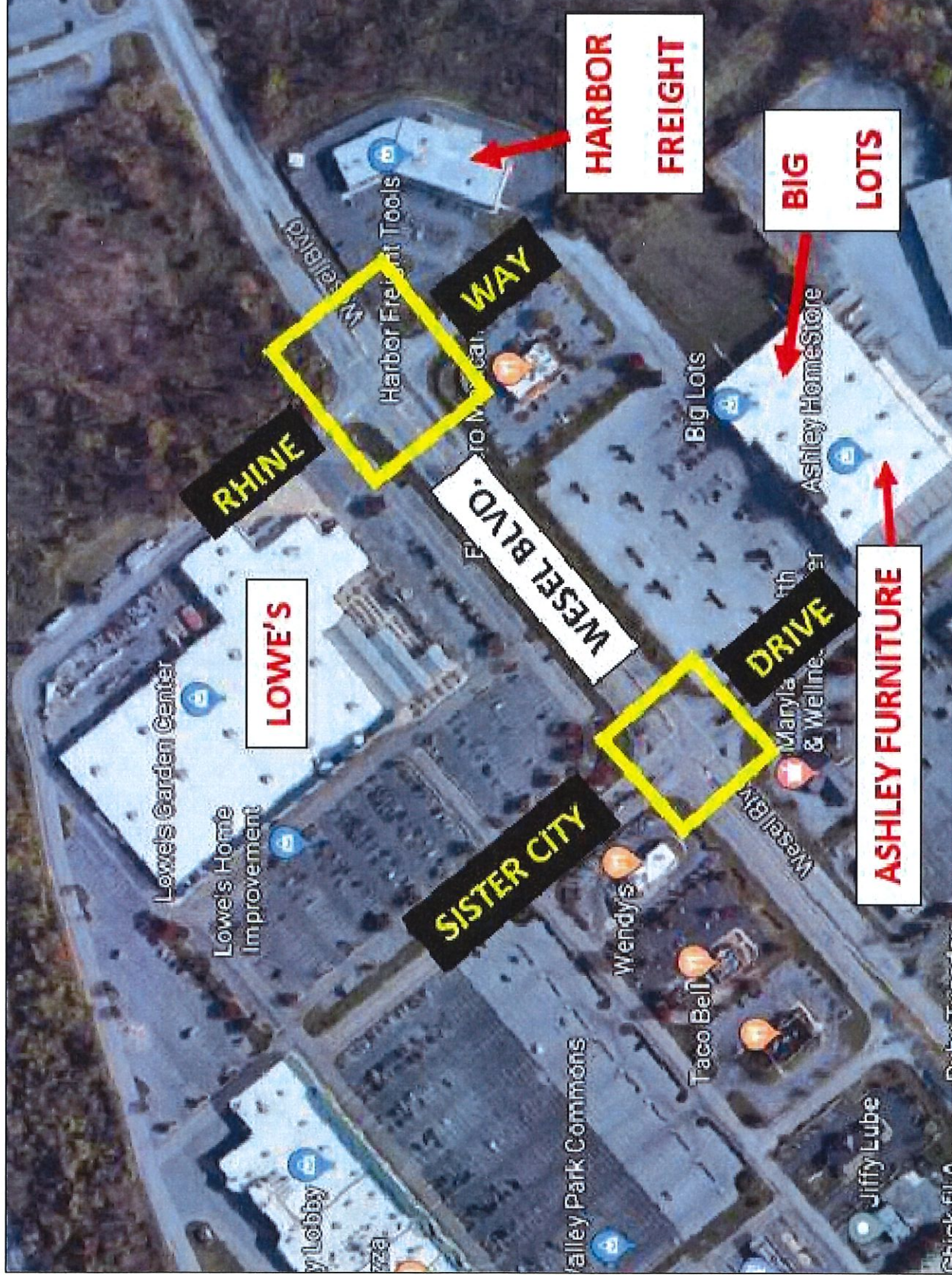


Exhibit A

**REQUIRED MOTION  
MAYOR AND CITY COUNCIL  
HAGERSTOWN, MARYLAND**

---

**Topic:**

Approval of a Resolution: Authorizing, Approving and Directing the Entry into a Negotiation Class in Pending Litigation Against Contributors of Opioid Addiction Crisis

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

**File Name**

Resolution - Entry into Negotiation Class -  
\_Opioid\_Addiction\_Crisis.pdf

**Description**

Motion and Resolution -  
Entry into Negotiation Class  
- Opioid Addiction Crisis

## REQUIRED MOTION

### MAYOR & CITY COUNCIL HAGERSTOWN, MARYLAND

**DATE:** October 22, 2019

**TOPIC:** Approval of a Resolution: Authorizing, Approving and Directing the Entry into a Negotiation Class in Pending Litigation Against Contributors of Opioid Addiction Crisis

|                   |              |
|-------------------|--------------|
| Charter Amendment | _____        |
| Code Amendment    | _____        |
| Ordinance         | _____        |
| Resolution        | <u>  X  </u> |
| Other             | _____        |

**MOTION:** I hereby move for Mayor and Council approval of a resolution to authorize the Law Firms to enter into the Negotiation Class and to represent the City in the negation of a classwide settlement against contributors of the Opioid addiction crises.

After careful consideration, the Mayor and City Council have decided that it is in the best interest of the City enter into the Negotiation Class certified by the judge presiding over the MDL by an Order dated September 11, 2019.

DATE OF PASSAGE: 10/22/2019

EFFECTIVE DATE: 10/22/2019

CITY OF HAGERSTOWN, MARYLAND

**A RESOLUTION OF THE CITY OF HAGERSTOWN, MARYLAND, A MUNICIPAL CORPORATION (“CITY”) AUTHORIZING, APPROVING AND DIRECTING THE ENTRY INTO A NEGOTIATION CLASS IN PENDING LITIGATION AGAINST CONTRIBUTORS OF OPIOID ADDICTION CRISIS.**

**RECITALS**

WHEREAS, the City is experiencing serious Opioid use as a result of the ready availability of the drug and its abuse; and,

WHEREAS, the City by Legal Services Agreement dated April 4, 2018, has retained various Law Firms to advise and represent the City regarding litigation and the award of damages from the contributors of opioids within the City.

WHEREAS, the said Law Firms have filed suit on behalf of the City in the United States District Court for the Northern District of Ohio, MDL 2804, Case no.:1:17-md-2804 (“the MDL”);

WHEREAS, by Order dated September 11, 2019, the judge presiding over the MDL has certified a Negotiation Class, whereby Plaintiffs may negotiate classwide settlements, on a voluntary basis, with Defendants who make, distribute and sell opioids nationwide; and

WHEREAS, after careful consideration, the Mayor and City Council have decided that it is in the best interest of the City to enter into the Negotiation Class.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF HAGERSTOWN, MARYLAND, AS ITS DULY CONSTITUTED LEGISLATIVE BODY AS FOLLOWS:

Section 1. The foregoing recitals be and are hereby incorporated herein by reference; and

Section 2. The City hereby authorizes the Law Firms to enter into the Negotiation Class and to represent the City in the negotiation of a classwide settlement against contributors of the Opioid addiction crises.

Section 3. The City hereby authorizes and approves, or confirms authorization and approval of the City’s entry into the Negotiation Class. The Mayor be and is hereby authorized to execute and deliver any documentation necessary to effectuate the purpose of this Resolution .

Section 4. If any section, paragraph, or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Resolution.

Section 5. BE IT FURTHER RESOLVED that this Resolution shall become effective immediately upon its approval.

ATTEST:

MAYOR AND COUNCIL

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Donna Spickler, City Clerk

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Robert E. Bruchey, II

Date of Introduction: October 22, 2019  
Date of Passage: October 22, 2019  
Effective Date: October 22, 2019

PREPARED BY:  
SALVATORE & MORTON, LLC  
City Attorneys:

**REQUIRED MOTION  
MAYOR AND CITY COUNCIL  
HAGERSTOWN, MARYLAND**

---

**Topic:**

Approval of a Resolution: Entering into an Art Donation Agreement with the Thomas Kennedy Center and Antonio Tobias Mendez

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

**File Name**

Art\_Donation\_Agreement\_with\_Thomas\_Kennedy\_Center.pdf

**Description**

Resolution to Enter into an Art Donation Agreement with the Thomas Kennedy Center and Antonio Tobias Mendez



## REQUIRED MOTION

### MAYOR & CITY COUNCIL HAGERSTOWN, MARYLAND

**DATE:** October 22, 2019

**TOPIC:** Approval of a Resolution to Enter into an Art Donation Agreement with The Thomas Kennedy Center and Antonio Tobias Mendez

|                   |              |
|-------------------|--------------|
| Charter Amendment | _____        |
| Code Amendment    | _____        |
| Ordinance         | _____        |
| Resolution        | <u>  X  </u> |
| Other             | _____        |

**MOTION:** I hereby move to approve a Resolution to authorize an Agreement with The Kennedy Center and Antonio Tobias Mendez, for the ownership rights and maintenance of artwork located at Thomas Kennedy Park.

DATE OF PASSAGE: 10/22/2019

**CITY OF HAGERSTOWN, MARYLAND**

**RESOLUTION TO AUTHORIZE THE ENTRY INTO AN  
ART DONATION AGREEMENT WITH THE THOMAS KENNEDY CENTER AND  
ANTONIO TOBIAS MENDEZ REGARDING THE  
OWNERSHIP RIGHTS AND MAINTENANCE OF  
ARTWORK LOCATED AT  
THOMAS KENNEDY PARK**

**WHEREAS**, the City of Hagerstown ("City") is a Maryland Municipal Corporation existing under and by virtue of the laws of the State of Maryland; and

**WHEREAS**, the Thomas Kennedy Center ("Center") is a non-profit organization existing to promote the accomplishments of Thomas Kennedy; and

**WHEREAS**, Thomas Kennedy was a distinguished member of the Maryland State Senate and General Assembly and courageously led the effort to allow for rights of Jewish Americans in Maryland; and

**WHEREAS**, the City owns the property at 28-50 East Baltimore Street, now established as Thomas Kennedy Park ("Park"); and

**WHEREAS**, a bronze sculpture of Thomas Kennedy ("Artwork") has been constructed and installed at the Park pursuant to an agreement between the City and the Center with respect to certain construction details and funding, and pursuant to an agreement between the Center and Antonio Tobias Mendez ("Artist"), the artist and creator of the Artwork; and

**WHEREAS**, the City, the Center, and the Artist (collectively "the Parties") desire to enter into an agreement to formally establish the rights and obligations of the Parties with respect to ownership, maintenance, certain reproduction rights, and other matters; and

**WHEREAS**, the Mayor and Council find it to be in the best interests of the citizens of the City to enter into this Art Donation Agreement with the Thomas Kennedy Center and Antonio Tobias Mendez;

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the City of Hagerstown, as its duly constituted legislative body as follows:

1. The foregoing recitals be and are hereby incorporated herein by reference.
2. That the Mayor be and is hereby authorized to execute and deliver the Memorandum of Understanding, a copy of which is attached hereto and incorporated herein by reference.
3. That the Mayor be and is hereby authorized to execute and deliver any further documentation that may be necessary to effectuate the purpose of this resolution.



**NOW, THEREFORE, BE IT FURTHER RESOLVED**, by the Mayor and Council for Hagerstown, Maryland that this Resolution shall become effective immediately upon its passage.

WITNESS:

MAYOR AND CITY COUNCIL OF THE  
CITY OF HAGERSTOWN, MARYLAND

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Donna K. Spickler  
City Clerk

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Robert Bruchey, II, Mayor

Date of Introduction: N/A  
Date of Passage: October 22, 2019  
Effective Date: October 22, 2019

PREPARED BY:  
SALVATORE & MORTON, LLC  
CITY ATTORNEYS

**ARTWORK DONATION AGREEMENT**  
**between**  
**THE CITY OF HAGERSTOWN, MARYLAND**  
**and**  
**THE THOMAS KENNEDY CENTER**  
**and**  
**ANTONIO TOBIAS MENDEZ**  
**for**  
***THOMAS KENNEDY MEMORIAL***

THIS ARTWORK DONATION AGREEMENT (this "Agreement") is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2019, by and between the CITY OF HAGERSTOWN, MARYLAND, a Maryland municipal corporation (the "City") and THE THOMAS KENNEDY CENTER, a non-profit organization, and ANTONIO TOBIAS MENDEZ ("Artist").

WHEREAS, the Thomas Kennedy Center (the "Center") previously commissioned Artwork titled "Thomas Kennedy Memorial" (the "Artwork") from the Artist pursuant to the terms of an agreement titled "Original Artwork Commission Agreement" ("Commission Agreement") entered into by the Center and the Artist on \_\_\_\_\_, 2017; and

WHEREAS, the Center and the City entered into an agreement concerning the construction of the park in which the Artwork is installed entitled "Agreement Concerning Thomas Kennedy Park at East Baltimore Street" ("Construction Agreement") on \_\_\_\_\_, 2017; and

WHEREAS, the Artwork has been completed and installed in a park located in Hagerstown, Maryland; and

WHEREAS, the Center has agreed to donate the Artwork to the City; and

WHEREAS, the Mayor and City Council have approved the donation of the Artwork; and

WHEREAS, the Artist approves the donation pursuant to the terms hereinafter set forth;

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, the sufficiency of which is hereby acknowledged, the parties agree as follows:

1. The Center agrees to donate to the City Thomas Kennedy Memorial (the "Artwork") in substantially the same form as particularly described in "Exhibit A," attached hereto and incorporated herein by this reference.

2. Neither the Center nor the Artist shall be responsible or held liable for any damage to the Artwork, its surfaces or environment caused by the City's personnel, contracted employees, visitors or others that are beyond the control of the Center and/or the Artist.

3. To the extent that there is conflict, this Agreement supersedes both the Commission Agreement and the Construction Agreement.

4. Risk of loss shall remain with the Center until execution of this Agreement. Upon execution of this Agreement, risk of loss shall pass to the City. Title to the Artwork shall pass to City upon execution of this Agreement.

5. Identification; Ownership; VARA.

(a) It is understood that Artist conveyed to the Center the physical Artwork and certain other rights, all of which the Center is conveying to the City as described in this Agreement. The Artist is retaining copyright in the Work and all other rights not expressly granted to the City in this Agreement or otherwise retained by the Center in the Commission Agreement. Artist shall place a copyright notice on the Artwork, the size and location of such notice shall be subject to approval by the City. Notwithstanding any rights retained by the Artist or the Center, the City may, on a perpetual, worldwide, royalty-free basis, reproduce the Artwork for publicity purposes incidental to its public exhibition of the Artwork at the City park or the promotion of the City provided that, to the extent reasonably practicable, all such reproductions bear, or materials otherwise reference, appropriate credit to Artist and a copyright notice.

(b) Artist expressly reserves every right available to him at common law and under the U.S. Copyright Act (including the Visual Artists Rights Act) to control the making and dissemination of copies or reproductions of the Artwork, except as those rights are expressly licensed to City hereunder or are otherwise limited by this Agreement.

(c) City shall have the perpetual non-exclusive right and license to make and reproduce photographic images and/or video images of the Artwork for its own non-commercial purposes. For the purposes of this Agreement, the following are among those uses deemed to be permissible reproductions for non-commercial purposes: reproduction on City's websites, brochures and pamphlets pertaining to the City park and the services provided by City therein; reproduction in books, postcards, calendars, public relations, and similar materials designed to promote City, the City park, and/or the services or products of the City. Non-commercial purposes may also include reproduction of images of the Artwork in a publication created to memorialize the dedication of the Artwork.

(d) Artist acknowledges and agrees that while on display at the City park, the Artwork may be incidentally included in photographs, films, and in other media depictions of the City park, including the facilities, personnel or grounds, that are created by third parties, and may appear as editorial matter in newspapers, magazines, periodicals,



books, motion picture films and/or video recordings and that the City cannot control what credit, if any, is given to the Artist by such third parties.

(f) Artist shall retain portfolio rights to reproductions of images of the Artwork and shall also be allowed to access the City park at reasonable times, to photograph the Artwork, and shall retain the right to use such photographs for Artist's promotion purposes.

6. Graphic Reproduction Rights: Three-Dimensional Reproduction Rights. City shall have the non-exclusive right to create graphic, and certain three-dimensional reproductions of the Artwork.

(a) In the event City incorporates graphic or three-dimensional reproductions of the Artwork in products including, without limitation, tee shirts and other items of apparel, novelties, and prints (collectively, "Products") for commercial use and sold by City or an entity acting on City's behalf, then City shall pay to Artist a royalty in an amount not to exceed fifteen percent (15%) of the net profits attributable to the sales of the Products, the percentage amount of such royalty to be negotiated on an individual Product basis. If the City creates, or requests the Artist to create, a reproduction of the Artwork to be used for fundraising, the City must request permission, not to be unreasonably withheld, and if granted to the City, the City will ensure that credit is given to the Artist as the creator. Royalties will not apply to Products sold or given away as part of a fundraising program.

(b) All graphic and three-dimensional reproductions of the Artwork shall be subject to Artist's prior written approval, not to be unreasonably withheld, conditioned or delayed. Upon submission to Artist of a printer's proof, maquette or other embodiment of the proposed graphic reproduction, Artist shall provide his approval (not to be unreasonably withheld, conditioned or delayed) or disapproval (and the reason for disapproval) to City within fourteen (14) working days, and no response from Artist shall be automatically considered an approval, provided that limited edition sculptural works based on the Artwork shall be created only under Artist's supervision and the royalty to be paid to Artist therefor shall be negotiated in good faith on a case-by-case basis.

(c) The Artist retains the right to make, exhibit, offer for sale three-dimensional reproductions on a limited basis, The Full Scale bronze figure (Artwork) is to be a "Unique" work, because the Artwork may become widely identified with the City and the City park, the Artist must have the City's written approval prior to making or exhibiting, and/or offering a second casting of the Full Scale bronze figure for sale. The City grants to the Artist permission to reproduce the Maquette along with any derivatives such as the cropped portrait bust in a limited edition of twelve bronzes with one Artist Proof, paid for by the Artist.

(d) The Artwork and any reproductions thereof shall contain, to the extent reasonably practicable, a credit to the Artist and a copyright notice in substantially the following form: Copyright © [Artist's name, date of publication].

7. Integrity: Repair; Warranty: Indemnity.

(a) In the event damage to the Artwork occurs during the Warranty Period (as such term is defined below) and such damage is unrelated to any defect and requires restoration or repair, City shall offer the Artist the first opportunity to restore or repair the Artwork, and Artist may either perform such work himself, or supervise or consult in its performance. City shall pay to the Artist reasonable costs and fees associated with such restoration or repair (unless such damage resulted from a breach of the Artist's warranty hereunder). Any such reasonable costs and fees associated with the Artist's restoration or repair of the Artwork must first be approved by the City before the Artist commences such restorative or repair work. In the event Artist is unable or unwilling to undertake such restoration or repair, City shall consult with Artist with respect to any restoration or repair. After execution of this Agreement, City is solely responsible for maintenance of the Artwork and City shall maintain the Artwork pursuant to the maintenance instructions attached hereto and made a part hereof as Exhibit B.

(b) City shall not distort, destroy, or otherwise alter the Artwork without first offering to return ownership of the Artwork to Artist and affording Artist a reasonable opportunity to reclaim the Artwork by removing it whole at his own expense. In the event such distortion, mutilation, destruction, or other alteration occurs, whether by action of City or otherwise, and in addition to such other rights and remedies as he may have, Artist shall have the right to have his name removed from the Artwork and to no longer have the Artwork attributed to him as its creator. If the Artist declines to reclaim the Artwork, then the Center shall have a reasonable opportunity to repossess the Artwork by removing it whole as his or her own expense.

In the event that the City closes the Thomas Kennedy Park or fails to maintain the Park at the normal and customary standards and as prevailing at the time of the execution of this Agreement, then the Center may repossess the engraved benches and such other artifacts that refer and/or reflect upon the life and legacy of Thomas Kennedy.

(c) Artist warrants that the Artwork will be free from defects in materials and workmanship for a period of one (1) year after the date of installation of the Artwork ("Warranty Period"), said date of installation being May 5, 2019, and that Artist shall make all necessary repairs and replacements to correct such defects at no charge to City during the Warranty Period. City agrees to maintain the Artwork according to Artist's maintenance instructions. The Artist's maintenance instructions are set forth in Exhibit B. If for any reason the Artwork should need repair, City will contact Artist and offer him first opportunity to repair or restore the Final Work.

(d) If, after the expiration of the Warranty Period, the City observes any damage to the Artwork requiring restoration or repair or any defect(s) in the Artwork that is curable, the City shall consult with the Artist to discuss the required treatment and/or repairs of the damage or defect(s) in the Artwork. Any treatment(s) or repair(s) made after expiration of the Warranty Period shall be carried out in consultation with the Artist, but the Artist shall no longer have a first right of refusal to treat and/or repair the Artwork. The City will engage a qualified objects conservator with demonstrated experience in the conservation of



outdoor bronzes to undertake any restoration, repairs, or treatments beyond that called for by the routine maintenance described in Exhibit B.

(e) The Artwork that is the subject of this Agreement is a unique or original product of the Artist's creative efforts and does not infringe upon any copyright, or, to the Artist's knowledge, any common law right, proprietary right, or other rights of a like or similar nature. The Artwork is free and clear of any liens from any sources whatever.

8. Force Majeure: Injury or Death of Artist.

(a) No party shall be liable for the failure to perform or delay in performing with respect to any provision of this Agreement to the extent performance in the customary manner shall be prevented, hindered, or delayed in whole or in part by transportation conditions, strikes, riots, earthquakes, floods or other acts of God, compliance with an act or request of a governmental authority or persons purporting to act with governmental authority (including, but not limited to, orders or actions in response to shortages of fuel or other energy sources, or of raw materials), labor unrest (whether or not involving its own employees) or any other event that is not reasonably within such party's control.

9. Insurance: Title. Except as otherwise provided herein, title to the Artwork shall pass from Center to City upon execution of this Agreement. Risk of loss shall pass to City upon execution of this Agreement.

10. Binding Effect: Assigns. This Agreement will bind and ensure to the benefit of City, its successors and assigns, Center, its successors and assigns, and Artist, his heirs, personal representatives, successors and assigns.

11. Notices. All notices, requests, consents, and other communications required or permitted to be given hereunder to either party [*i.e.* City Signatory and the Artist) by the other will be in writing and will be deemed to have been duly given if delivered personally or by courier (*i.e.* FedEx or similar service), sent by registered or certified mail, postage prepaid (notices mailed will be deemed to have been given on the date sent), to the addresses of the parties set forth above or to such other address as either party may designate from time to time.

12. Headings. The headings used herein are for convenience only, and the parties agree that such headings are not to be construed to be part of this Agreement or to be used in determining the meaning or interpretation of this Agreement.

13. Entire Agreement. This Agreement sets forth the entire agreement and understanding of the parties relating to the subject matter hereof, and supersedes all prior agreements, arrangements and understandings, written or oral, between the parties relating to the subject matter hereof.



14. Governing Law. This Agreement shall be governed by, and construed in accordance with, the laws of the State of Maryland.

15. Severability. The provisions of this Agreement shall be severable such that the invalidity of any provision, or portion thereof, shall not affect the enforceability of the remaining provisions.

16. Amendment: Waivers. This Agreement may be amended, modified, superseded, canceled, renewed or extended and the terms or covenants hereof may be waived, only by a written instrument executed by both parties hereto, or in the case of a waiver, by the party waiving compliance. The failure of either party at any time or times to require performance of any provision hereof will in no manner affect the right at a later time to enforce the same. No waiver by either party of the breach of any term or covenant contained in this Agreement, whether by conduct or otherwise, in any one or more instances, will be deemed to be, or construed as, a further or continuing waiver of any such breach, or a waiver of the breach of any other term or covenant contained in this Agreement.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed as of the date first above written.

WITNESS/ATTEST:

CITY OF HAGERSTOWN:

\_\_\_\_\_  
Donna Spickler, City Clerk

By: \_\_\_\_\_  
Robert E. Bruchey, II, Mayor

THOMAS KENNEDY CENTER

\_\_\_\_\_  
Witness

By: \_\_\_\_\_  
Monda Sagalkin, President

ARTIST:

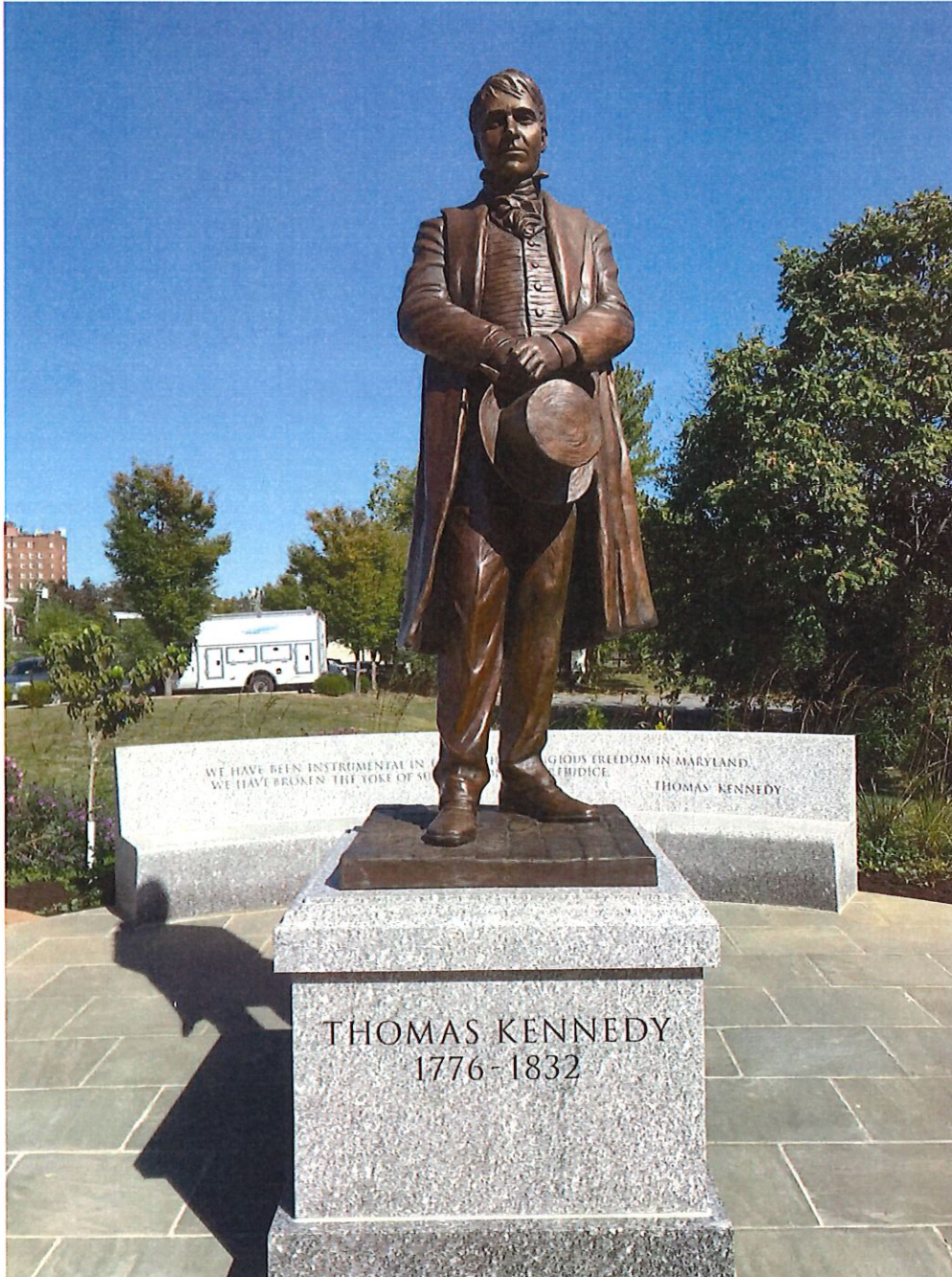
\_\_\_\_\_  
Witness

By: \_\_\_\_\_  
Antonia Tobias Mendez, Artist

## Exhibit A

### Description of Work

A seven and one-half foot bronze standing figure of Thomas Kennedy in a coat, holding a top hat. The figure is installed upon a medium grey granite pedestal.



**REQUIRED MOTION  
MAYOR AND CITY COUNCIL  
HAGERSTOWN, MARYLAND**

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**Topic:**

Approval of City Center Holiday Parking Program

**Mayor and City Council Action Required:**

Approval of the holiday parking hours for the parking decks. See the attached memorandum.

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

**File Name**

Holiday\_Parking.pdf

**Description**

Holiday Parking Hours  
memo plus Motion Sheet





## CITY OF HAGERSTOWN, MARYLAND

Public Works Department

(301)739-8577 ext. 178

October 7, 2019

To: Scott Nicewarner, City Administrator

From: Eric B. Deike, Public Works Director *EBD*

RE: Holiday Parking Hours

### **MAYOR AND COUNCIL ACTION REQUESTED**

Staff is looking for the approval of modified parking hours for the two parking decks (University District Parking Deck and Arts & Entertainment District Parking Deck) during the holiday season.

### **DISCUSSION**

Staff is proposing that the holiday parking program would include free parking each Friday evening through the weekend starting on Friday December 6th. Beginning at 5:00 PM on Fridays, the cost to park in the decks would be \$0. The gates would remain down but would automatically rise to allow entry as vehicles approach the deck.

The previous weekend is the Thanksgiving holiday. Parking will be free on the streets, parking lots and parking decks from Thursday November 28<sup>th</sup> (Thanksgiving Day) through Sunday December 1<sup>st</sup>. Besides being a holiday, the weekend also includes the tree lighting in the Square, Holly Fest and Christkindl Markt in downtown.

New Years Day is on a Wednesday this year. Staff is proposing parking to remain free through Tuesday December 31<sup>st</sup> for the Donut Drop and on Wednesday January 1<sup>st</sup> for the New Years Day holiday. Parking operations in the parking decks would return to normal on Thursday January 2<sup>nd</sup>.

### **FINANCIAL IMPACT**

The financial impact will be minimal at the University District Deck (UD) as this is used infrequently on weekends. The impact will be more substantial at the Arts & Entertainment District Parking Deck (A&E). The impact would be an estimated loss of \$400 to \$600 per weekend.

### **RECOMMENDATION**

Staff recommends free holiday parking on the weekends in the parking decks as previously described. Attached is a motion sheet outlining the proposed hours.

Cc: J. Rodgers, Parking System Supervisor  
M. Hepburn, Finance Director

**REQUIRED MOTION**  
**MAYOR AND CITY COUNCIL**  
**HAGERSTOWN, MARYLAND**

**DATE:** October 22, 2019

**TOPIC:** **Approval of City Center Holiday Parking Program**

Charter Amendment

Code Amendment

Ordinance

Resolution

✓ Other

**MOTION:** I hereby move for Mayor and Council to approve the City Center Holiday Parking Program that allows for free parking each weekend commencing at 5:00 PM Friday evenings and all day Saturday and Sunday in the University District Parking Deck and Arts & Entertainment District Parking Deck beginning Friday December 6, 2019 through Friday December 27, 2019. Additionally, free parking will be extended through Monday December 30, 2019, Tuesday December 31, 2019 and January 1, 2020. Normal parking operations will resume on Thursday January 2, 2020.

Parking at the street meters and parking lot meters will continue to be free after 5:00 PM weekdays and all day Saturday and Sunday as it is normally throughout the year.

DATE OF PASSAGE: OCTOBER 22, 2019

**REQUIRED MOTION  
MAYOR AND CITY COUNCIL  
HAGERSTOWN, MARYLAND**

---

**Topic:**

Approval of New Full-time Employee: Water Distribution Foreman

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

**File Name**

Motion\_-\_Water\_-\_FT\_Dist\_Foreman.pdf

**Description**

Motion - Water Distribution  
Foreman

## REQUIRED MOTION

### MAYOR AND CITY COUNCIL HAGERSTOWN, MARYLAND

**Date:** October 22, 2019

**TOPIC:** Approval of New Full-time Employee: Water Distribution Foreman

|                   |              |
|-------------------|--------------|
| Charter Amendment | _____        |
| Code Amendment    | _____        |
| Ordinance         | _____        |
| Resolution        | _____        |
| Other             | <u>  X  </u> |

**MOTION:** I hereby move for Mayor and Council approval of a full-time staff position to support the growing needs of the Water Distribution System. This position would be funded temporarily by overfilling a full-time supervisory position. As soon as the next position becomes vacant, it will become unfunded.

DATE OF PASSAGE: October 22, 2019

**REQUIRED MOTION  
MAYOR AND CITY COUNCIL  
HAGERSTOWN, MARYLAND**

---

**Topic:**

Approval of Funding for a Community Coalition Lobbyist

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**

**ATTACHMENTS:**

**File Name**

motion.community\_lobbyist\_Oct\_19.pdf

**Description**

Motion - Coalition  
Participation



## REQUIRED MOTION

### MAYOR AND CITY COUNCIL HAGERSTOWN, MARYLAND

**Date:** October 22, 2019

**TOPIC:** Approval of Funding for a Community Coalition Lobbyist

|                   |              |
|-------------------|--------------|
| Charter Amendment | _____        |
| Code Amendment    | _____        |
| Ordinance         | _____        |
| Resolution        | _____        |
| Other             | <u>  X  </u> |

**MOTION:** I hereby move for Mayor and Council authorization of the expenditure of \$5,000.00 from the General Fund in order to contribute toward hiring John Favazza with the firm of Mannis, Canning & Associates, as the Community Coalition Lobbyist. Other committed partners include the Washington County Commissioners, Hagerstown Community College, Washington County Library System, Town of Williamsport, Visit Hagerstown, Washington County Chamber of Commerce, CHIEF (Washington County Industrial Foundation), and Greater Hagerstown Committee.

DATE OF PASSAGE: October 22, 2019

**REQUIRED MOTION  
MAYOR AND CITY COUNCIL  
HAGERSTOWN, MARYLAND**

---

**Topic:**

*(shall be open to any issue within the subject matter jurisdiction of the Council)*

**Mayor and City Council Action Required:**

**Discussion:**

**Financial Impact:**

**Recommendation:**

**Motion:**

**Action Dates:**