



OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

Snow Hill, Maryland

21863-1195

COMMISSIONERS
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CHIEF ADMINISTRATIVE OFFICER
CANDACE I. SAVAGE, CGFM
DEPUTY CHIEF ADMINISTRATIVE OFFICER
ROSCOE R. LESLIE
COUNTY ATTORNEY

COMMENDATION

WHEREAS, Kyle Petrov and Conner Shoff of Worcester Technical High School won first place in the Mobile Robotics middle school category at the 2026 Skills USA Maryland State Championships and fifth place in the National Championships this summer; and

WHEREAS, their achievements rank them among the top performing career and educational students in the nation for their creativity, innovation, teamwork, critical thinking, and decision-making skills.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby commend **Kyle Petrov** and **Conner Shoff** for excellence in their academic and vocational pursuits.

Executed under the Seal of the County of Worcester, State of Maryland, this day of 4th day of August, in the Year of Our Lord Two Thousand and Twenty-Six.

Theodore J. Elder, President

Madison J. Bunting, Jr., Vice President

Caryn G. Abbott

Anthony W. Bertino, Jr.

Eric J. Fiori

Joseph M. Mitrecic

Diana Purnell





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COUNTY ATTORNEY

COMMENDATION

WHEREAS, Jessica Liu of Worcester Technical High School won first place in the Medical Math category at the 2026 Skills USA Maryland State Championships and sixth place in the National Championships this summer; and

WHEREAS, her achievements rank her among the top performing career and educational students in the nation for her creativity, innovation, teamwork, critical thinking, and decision-making skills.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby commend **Jessica Liu** for excellence in her academic and vocational pursuits.

Executed under the Seal of the County of Worcester, State of Maryland, this 4th day of August, in the Year of Our Lord Two Thousand and Twenty-Six.



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COUNTY ATTORNEY

COMMENDATION

WHEREAS, Harper Hastings, Amelia Harper, and Kalli Rathel of Worcester Technical High School won first place in the Occupational Health and Safety category at the 2026 Skills USA Maryland State Championships and seventh place in the National Championships this summer; and

WHEREAS, their achievements rank them among the top performing career and educational students in the State of Maryland for their creativity, innovation, teamwork, critical thinking, and decision-making skills.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby commend **Harper Hastings, Amelia Harper, and Kalli Rathel** for excellence in their academic and vocational pursuits.

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ROSCOE R. LESLIE
COUNTY ATTORNEY

COMMENDATION

WHEREAS, Meara Emerick and Travis Sharar of Worcester Technical High School won first place in the Robotics Urban S&R middle school category at the 2026 Skills USA Maryland State Championships and eighth place in the National Championships this summer; and

WHEREAS, their achievements rank them among the top performing career and educational students in the nation for their creativity, innovation, teamwork, critical thinking, and decision-making skills.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby commend **Meara Emerick** and **Travis Sharar** for excellence in their academic and vocational pursuits.

Executed under the Seal of the County of Worcester, State of Maryland, this 4th day of August, in the Year of Our Lord Two Thousand and Twenty-Six.

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ROSCOE R. LESLIE
COUNTY ATTORNEY

COMMENDATION

WHEREAS, George Eggers won first place in the Computer Programming category at the 2026 Skills USA Maryland State Championships and ninth place in the National Championships this summer; and

WHEREAS, his achievements rank him among the top performing career and educational students in the nation for his creativity, innovation, critical thinking, and decision-making skills.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby commend **George Eggers** for excellence in his academic and vocational pursuits.

Executed under the Seal of the County of Worcester, State of Maryland, this 4th day of August, in the Year of Our Lord Two Thousand and Twenty-Six.

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ROSCOE R. LESLIE
COUNTY ATTORNEY

COMMENDATION

WHEREAS, Kysaiah Williams, Jack Phillips, Ella Connors, and Christina Esch of Worcester Technical High School won first place in the Entrepreneurship category at the 2026 Skills USA Maryland State Championships and tenth place in the National Championships this summer; and

WHEREAS, their achievements rank them among the top performing career and educational students in the State of Maryland for their creativity, innovation, teamwork, critical thinking, and decision-making skills.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby commend **Kysaiah Williams, Jack Phillips, Ella Connors, and Christina Esch** for excellence in their academic and vocational pursuits.

Executed under the Seal of the County of Worcester, State of Maryland, this 4th day of August, in the Year of Our Lord Two Thousand and Twenty-Six.



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ROSCOE R. LESLIE
COUNTY ATTORNEY

COMMENDATION

WHEREAS, Sydney Wade won first place in the Career and Technical Educator category at the 2026 Skills USA Maryland State Championships; and

WHEREAS, her achievements rank her among the top performing career and educational students in the State of Maryland for her creativity, innovation, critical thinking, and decision-making skills.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby commend **Sydney Wade** for excellence in her academic and vocational pursuits.

Executed under the Seal of the County of Worcester, State of Maryland, this 4th day of August, in the Year of Our Lord Two Thousand and Twenty-Six.



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ROSCOE R. LESLIE
COUNTY ATTORNEY

COMMENDATION

WHEREAS, Giovanni Palombi, Liam Wolff, and David Riddleberger of Worcester Technical High School won first place in the Community Service category at the 2026 Skills USA Maryland State Championships; and

WHEREAS, the achievements of these students rank them among the top performing career and educational students in the State of Maryland for their creativity, innovation, teamwork, critical thinking, and decision-making skills.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby commend **Giovanni Palombi, Liam Wolff, and David Riddleberger** for excellence in their academic and vocational pursuits.

Executed under the Seal of the County of Worcester, State of Maryland, this 4th day of August, in the Year of Our Lord Two Thousand and Twenty-Six.

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ROSCOE R. LESLIE
COUNTY ATTORNEY

COMMENDATION

WHEREAS, Nidhish Gupta and Daniel Kott of Worcester Technical High School won first place in the Robotics and Automation Technology category at the 2026 Skills USA Maryland State Championships; and

WHEREAS, the achievements of these students rank them among the top performing career and educational students in the nation for their creativity, innovation, teamwork, critical thinking, and decision-making skills.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby commend **Nidhish Gupta** and **Daniel Kott** for excellence in their academic and vocational pursuits.

Executed under the Seal of the County of Worcester, State of Maryland, this 4th day of August, in the Year of Our Lord Two Thousand and Twenty-Six.

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ROSCOE R. LESLIE
COUNTY ATTORNEY

COMMENDATION

WHEREAS, Catrina Donmoyer and Max McGuire of Worcester Technical High School won first place in the Robotics Urban S&R category at the 2026 Skills USA Maryland State Championships; and

WHEREAS, the achievements of these students rank them among the top performing career and educational students in the nation for their creativity, innovation, teamwork, critical thinking, and decision-making skills.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby commend **Catrina Donmoyer** and **Max McGuire** for excellence in their academic and vocational pursuits.

Executed under the Seal of the County of Worcester, State of Maryland, this 4th day of August, in the Year of Our Lord Two Thousand and Twenty-Six.



Theodore J. Elder, President

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ROSCOE R. LESLIE
COUNTY ATTORNEY

COMMENDATION

WHEREAS, Aidan Parks, Caleb Butler, Tyler MacPherson, and Jacobo Enriquez-Moreno of Worcester Technical High School won first place in the Team Works category at the 2026 Skills USA Maryland State Championships; and

WHEREAS, the achievements of these students rank them among the top performing career and educational students in the nation for their creativity, innovation, teamwork, critical thinking, and decision-making skills.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby commend **Aidan Parks, Caleb Butler, Tyler MacPherson, and Jacobo Enriquez-Moreno** for excellence in their academic and vocational pursuits.

Executed under the Seal of the County of Worcester, State of Maryland, this 4th day of August, in the Year of Our Lord Two Thousand and Twenty-Six.



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ROSCOE R. LESLIE
COUNTY ATTORNEY

COMMENDATION

WHEREAS, Hailey Renshaw of Worcester Technical High School won first place in the Future Farmers of America Agricultural Sales Contest on June 25, 2026; and

WHEREAS, her passion for agricultural education and her achievements rank her among the top performing career and educational students in the nation for her creativity, innovation, teamwork, critical thinking, and decision-making skills.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby commend **Hailey Renshaw** for excellence in her academic and vocational pursuits.

Executed under the Seal of the County of Worcester, State of Maryland, this 4th day of August, in the Year of Our Lord Two Thousand and Twenty-Six.



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COMMENDATION

WHEREAS, we commend Worcester Technical High School (WTHS) instructors and students for representing Worcester County with such excellence that the school received the Chapter of Excellence Gold Award during the 2026 Skills USA Maryland State Championships and both the Chapter of Excellence Gold Award and the Chapter of Distinction Gold Award during the National Championships; and

WHEREAS, due to exemplary student and instructor performances, WTHS is consistently named a SkillsUSA Maryland Chapter of Excellence and a National Chapter of Distinction.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby commend **Worcester Technical High School instructors** and **students** for their outstanding representation of Worcester County at the state and national levels.

Executed under the Seal of the County of Worcester, State of Maryland, this 4th day of August, in the Year of Our Lord Two Thousand and Twenty-Six.



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TEL: 410-632-5623
 FAX: 410-632-1753
 WEB: co.worcester.md.us



Worcester County
DEPARTMENT OF PUBLIC WORKS
 6113 TIMMONS ROAD
 SNOW HILL, MD 21863

DALLAS BAKER JR., P.E.
 DIRECTOR

JANA POTVIN
 DEPUTY DIRECTOR

MEMORANDUM

TO: Weston Young P.E., Chief Administrative Officer
 Candace Savage, CGFM, Deputy Chief Administrative Officer
FROM: Dallas Baker Jr., P.E., Director *Dallas Baker Jr*
DATE: July 14, 2026
SUBJECT: Emergency Generator Grant Application

Public Works is requesting Commissioner approval for an updated letter of funding commitment for a Maryland Department of Emergency Management (MDEM) grant covering the emergency generator at the Mystic Harbour Water Treatment Plant, Well House No. 2. The grant application required a letter committing 20% of the total project cost as a County match. On May 27, 2026, the Commissioners approved, via email, the request for the funding commitment letter with a County match equal to \$24,325.00. Since then, the cost estimate for the generator has increased, which raises the County match to \$32,125.00. A revised funding commitment letter is attached for Commissioner signature.

- | | | |
|------------|------------------|-----------------------|
| • Original | Grant: \$97,300 | Local Match: \$24,325 |
| • Updated | Grant: \$128,500 | Local Match: \$32,125 |

As a reminder, the Mystic Harbour Well House No. 2 does not have a generator. The treatment plant does, but without power to the well, water cannot be pumped to the plant to be treated, which would leave a significant portion of the MD 611 corridor without drinking water during extended storm events. Please let me know if there are any questions.

Attachment

CC: Ondrea Starzhevskiy
 Quinn Dittrich
 Jana Potvin
 Lee Beauchamp
 Shelby Mitch

TEL: 410-632-1194
WEB: www.co.worcester.md.us



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21863-1195

WESTON S. YOUNG, P.E.
CHIEF ADMINISTRATIVE OFFICER
CANDACE I. SAVAGE, CGFM
DEPUTY CHIEF ADMINISTRATIVE OFFICER
ROSCOE R. LESLIE
COUNTY ATTORNEY

07/14/26

Russell Strickland, Secretary
Maryland Department of Emergency Management
7229 Parkway Drive, Suite 200
Hanover, MD 21076

RE: Local Match Commitment –
Mystic Harbour Drinking Water Well Pump #2 Backup Generator

Dear Secretary Strickland:

FEMA's Hazard Mitigation Assistance program requires a non-federal contribution. This letter serves as Worcester County, Maryland's commitment to meet the non-federal matching fund requirements for the proposed Drinking water Well Pump #2 Backup Generator submitted for the FY 2024/FY 2025 Building Resilient Infrastructure and Communities (BRIC) grant program.

The proposed project consists of installing a permanent standby generator system at an existing community well pump facility located at or near 3 East Wind Drive, Berlin, Maryland 21811, in the Mystic Harbour / West Ocean City area of unincorporated Worcester County. The generator will provide backup power to the well pump and associated controls to support continued potable water service during utility outages.

Worcester County commits to providing the required non-federal match for this project. This non-federal match will be met through County funds.

Name of funding source: Worcester County, Maryland
Funding type: Cash / Local funds
Local matching fund requirement: \$32,125
Date of availability: July 1, 2026

Worcester County understands that the non-federal match must be available and eligible for use in accordance with applicable FEMA, BRIC, federal, state, and local requirements.

Please contact Dallas Baker Jr., Public Works Director, at 410-632-5623 or dbaker@worcestermd.gov if you have any questions.

Sincerely,

Theodore J. Elder
Commissioner President
Worcester County, Maryland



Worcester County Office of Tourism

104 West Market Street | Snow Hill MD 21863 | (410) 632-3110 | www.VisitMarylandsCoast.org

Memorandum

Date: July 27, 2026

To: Weston Young, Chief Administrative Officer
Worcester County Commissioners

Copy: Roscoe Leslie, County Attorney
Ondrea Starzhevskiy, Finance Officer

From: Melanie Pursel, Director
Worcester County Office of Tourism and Economic Development

Re: Public Hearing Request regarding support of re-designation of Enterprise Zone- Town of Berlin

I am respectfully requesting that a public hearing be scheduled before the County Commissioners regarding Worcester County's proposed application to the Maryland Department of Commerce for the continued redesignation of the Berlin Enterprise Zone.

As part of the redesignation process, the Maryland Department of Commerce requires a public hearing to allow for community input prior to the submission of the application.

The Enterprise Zone Program is designed to focus local and State resources on encouraging economic growth in economically distressed areas while supporting job creation and investment. Businesses that locate or expand within a designated Enterprise Zone may be eligible for significant incentives, including:

- Real property tax credits for up to 10 years on eligible improvements.
- State income tax credits for up to three years on wages paid to qualified new employees.

Continuing the Enterprise Zone designation will help Worcester County remain competitive in attracting new investment, supporting business expansion, encouraging redevelopment, and creating employment opportunities within the Town of Berlin.

If possible, I would appreciate having this item placed on an upcoming Commissioners' agenda so we can meet the State's application timeline. Please let me know if you need any additional information or supporting documentation.

Thank you for your time and consideration.

TEL: 410-632-5623
 FAX: 410-632-1753
 WEB: co.worcester.md.us



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 6113 TIMMONS ROAD
 SNOW HILL, MD 21863

DALLAS BAKER JR., P.E.
 DIRECTOR

JANA POTVIN
 DEPUTY DIRECTOR

TO: Weston Young P.E., Chief Administrative Officer
 Candace Savage, CGFM, Deputy Chief Administration Officer
FROM: Dallas Baker Jr., P.E., Director *Dallas Baker Jr*
DATE: July 14, 2026
SUBJECT: Citizen Scrap Tire Drop Off Day

Public Works is requesting Commissioner approval to hold the 2026 Citizen Scrap Tire Drop Off Day on Saturday, October 3, 2026, at the Worcester County Landfill. Citizens will be able to drop off their tires between the hours of 8 am and 1 pm. This event is for Worcester County residents only and is not open to any area businesses. We will only accept passenger and light truck tires. No agricultural tires will be accepted. Participating residents will be permitted to deliver up to a maximum of ten (10) scrap tires per vehicle, with one trip per resident limit. Advertising will appear in the County's newspapers, as well as The Daily Times. In the past four years, we have had 277 vehicles take advantage of this event, with 43 tons of tires being diverted from being dumped on the landfill or on the side of the highway. There is \$35,000 in FY 27 Recycling budget for Tire Recycling (account 100.1206.6700.620)

Please let me know if there are any questions.

Cc: David Candy, Landfill Superintendent
 Bob Keenan, Recycling Manager
 Edward Sargent, Recycling Crew Leader
 Jana Potvin, Deputy Director

TEL: 410-632-5623
 FAX: 410-632-1753
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DALLAS BAKER JR., P.E.
 DIRECTOR

JANA POTVIN
 DEPUTY DIRECTOR

TO: Weston Young P.E., Chief Administrative Officer
 Candace Savage, CGFM, Deputy Chief Administration Officer
FROM: Dallas Baker Jr., P.E., Director *Dallas Baker Jr*
DATE: July 14, 2026
SUBJECT: Household Hazardous Waste Day

Public Works is requesting Commissioner approval to schedule the annual Household Hazardous Waste Day for Saturday, October 31, 2026, from 10 am to 2 pm, at the Worcester County Central Landfill. The Maryland Department of the Environment and Maryland Environmental Service have been notified and have tentatively put us on their schedule for that day. The total cost for this event, including advertising, is expected to be around \$50,000. The funds for this are in the Recycling Budget account number 100.1206.6700.640.

The Worcester County Recycling Division will also collect electronics (computers, servers and laptops) at this event. The towns of Ocean City, Berlin, Snow Hill and Pocomoke will be notified about this event and will be invited to participate.

Please let me know if there are any questions.

cc: David Candy, Landfill Superintendent
 Bob Keenan, Recycling Manager
 Edward Sargent, Recycling Crew Leader
 Jana Potvin, Deputy Director



MEMORANDUM

To: Weston S. Young, Chief Administrative Officer
From: Rebecca Jones, RN, BSN MSN 
Health Officer
Date: 7/20/2026
Subject: Request to utilize Snow Hill Health Department for
mobile mammography

Tidal Health (TH) has a new mobile mammography van and has approached Worcester County Health Department on the possibility of bringing it to the Snow Hill location. TH was advised that the approval must come from the Commissioners since the county owns the property. TH has forwarded the attached MOU for consideration.

Please contact me if you have any questions or initial concerns.

Thanks so much!

RJ/km
Enclosure (MOU for Mobile Mammography)

MEMORANDUM OF UNDERSTANDING

This Memorandum of understanding (“MOU”) is entered into on _____ by the County Commissioners of Worcester County Maryland (County) and TidalHealth Peninsula Regional Inc.

Recitals

- A. County is the owner of a facility located at 6040 Public Landing Road, Snow Hill, Maryland, 21863 (Facility) which is used by the Worcester County Health Department (Health Department) to provide health-related services to the citizens of Worcester County.
- B. TidalHealth Peninsula Regional Inc. also provides health-related services to the citizens of Worcester County and wishes to offer mammography services through the Mobile Mammography Van on site using the County’s Facility.
- C. The County deems it an important service and wishes to assist TidalHealth Peninsula Regional Inc. to provide the services.

Terms

The parties agree as follows:

- 1. TidalHealth Peninsula Regional Inc. will provide mammography services through the use of their Mobile Mammography Van at the Facility.
- 2. TidalHealth Peninsula Regional Inc. must coordinate the use of and business hours for such space with the Health Department so as not to interfere with the operation of the Health Department.
- 3. The county will provide the referenced space that is presently located there.
- 4. TidalHealth Peninsula Regional Inc. will be responsible for providing its own supplies, support staff, hardware, equipment, etc.
- 5. TidalHealth Peninsula Regional Inc. assumes all liability for damage, injury, or death on account of its activities at the Facility.

6. TidalHealth Peninsula Regional Inc. is responsible for the conduct of its personnel, agents, and patients in using the Facility.
7. This agreement shall be reviewed annually or upon request by the Health Department and may be terminated by either party upon giving 30 days written notice to the other party.

The Parties agree to this MOU on the date stated above.

Attest:

**County Commissioners of
Worcester County, Maryland**

Weston S. Young
Chief Administrative Officer

_____(Seal)
Theodore J. Elder
President

Witness

**TidalHealth Peninsula Regional
Inc.**

_____(Seal)
By:



EMERGENCY SERVICES

Worcester County

GOVERNMENT CENTER

ONE WEST MARKET STREET, ROOM 1002

SNOW HILL, MARYLAND 21863-1193

TEL: 410.632.1311 FAX: 410.632.4686

To: County Commissioners; Chief Administrative Officer Weston Young

From: Chris Shaffer, Director

Date: July 14, 2026

Subject: Request of Approval – 2026 Assateague Radio Frequency Agreement

The Department of Emergency Services is requesting review and approval to finalize the agreement with Assateague Island National Seashore and their Radio Frequency Use Agreement. This is an agreement authorizing Worcester County Emergency Services can utilize their frequencies, for the essential purpose of joint operations and mutual aid incidents on Assateague Island and the surrounding areas.

Respectfully,

Chris M. Shaffer

Emergency Services Director

Office: 410-632-3080 Ext 1925

Cell: 443-944-1974

Email: cmsshaffer@worcestermd.gov

June 03, 2026

RADIO FREQUENCY USE AGREEMENT

between

Assateague Island National Seashore
and
Worcester County Emergency Services

Whereas the Code of Federal Regulations, Title 47, Telecommunications, Part 90 to the end, separates radio frequency usage into distinctive Governmental and non-Governmental bands, and

Whereas Sections 2.103 and 90.421 of the Federal Communications Commission (FCC) Rules and Regulations, and Parts 7.12 and 8.3.3 of the National Telecommunications and Information Administration (NTIA) Manual of Regulations and Procedures for Federal Radio Frequency Management (NTIA Manual), require a mutually approved arrangement for a Government radio station to use any frequency authorized to a non-Government radio station, and

Whereas **Assateague Island National Seashore** (hereinafter referred to as the NPS) requires radio communications access to the **Worcester County Emergency Services** (hereinafter referred to as the Cooperator) **multi-region radio system as described herein**, and the NPS further authorizes the Worcester County Emergency Services to utilize the frequencies listed in Channel 1 of this agreement for the purpose of mutual aid incidents on Assateague Island and the surrounding area.

NPS Channels

	RECEIVE FREQUENCY	TRANSMIT FREQUENCY	PRIMARY USE
Channel 1	<u>170.000 Mhz</u>	<u>169.40 Mhz</u>	<u>NPS LE –</u> (Restricted to Law Enforcement)

Worcester County Department of Emergency Services

Multi-Regional 700/800MHz P25 Trunked Radio System operated by Worcester County, MD and the Town of Ocean City, MD identified by P25 WACN 92F70.

Which are authorized solely to the cooperator for internal communications, and whereas such communications are essential for joint operations or mutual aid, this agreement is entered into. It provides for joint operations on non-Federal Government frequencies on a planned or scheduled basis in accordance with the following stipulations:

- 1) The NPS will submit a copy of this agreement through their authorized Radio Program Manager if required by NTIA and/or FCC requesting issuance of a radio frequency authorization (RFA). Should this be the case, operations are not authorized until the RFA is approved by the NTIA and FCC unless a prior agreement and supporting RFA exists.
- 2) Use of the authorized frequencies is restricted to intercommunications between the NPS and the Cooperator for the purpose of public safety and mutual aid communications.
- 3) Federal Government (NPS) operations under this agreement must conform in all respects to any restriction or limitation imposed by the FCC on the principal licensee (Cooperator).
- 4) The NPS will follow the communication procedures established by the Cooperator, send NPS Park Rangers to any training established by the Cooperator that is necessary to fulfill the terms of this

agreement, and the NPS shall bear all costs associated therewith.

- 5) The NPS will purchase its own equipment, and any equipment necessary for the NPS to operate on the system, and shall pay all expenses associated with the operation of said equipment on the system.
- 6) The Cooperator shall incur no additional costs as a result of NPS' use of the system, and the NPS shall bear all costs associated therewith.
- 7) All radios operated by NPS utilizing the system shall be programmed, serviced and repaired only by an authorized service station, and the NPS shall bear all costs associated with therewith.
- 8) Liability: To the full extent authorized by applicable law, the NPS and Worcester County Emergency Services shall be liable for the acts and omissions of their respective employees, officers, agents, and representatives in connection with this Agreement.
- 9) Legality of Agreement: Any obligations created by this Agreement which are hereafter determined by court of competent jurisdiction to be illegal are void, and neither party will be obligated to further perform as to such obligations. Should a nonmaterial provision of this Agreement be determined to be illegal and/or void, that provision will be severed, but the parties will continue to perform the lawful provisions hereof.
- 10) No change, alteration or amendment of this Agreement may be made except by the written consent of both parties.
- 11) Either party may cancel this agreement upon 90 days written notice to the other.
- 12) This agreement will be reviewed and re-certified every five years to validate continued operational requirements.

IN WITNESS WHEREOF, the parties have caused this instrument to be executed on the day and year written below:

_____ Signature and Date	_____ Signature and Date
_____ Andrew Brady	_____ Christopher Shaffer
_____ Typed Name	_____ Typed Name
_____ Chief Ranger- Acting	_____ Division Chief
_____ Title	_____ Title
_____ Assateague Island National Seashore	_____ Worcester County Emergency Services
_____ Organization	_____ Organization

File:

1. Original: - Park NPS Radio Coordinator
 - Worcester County Emergency Services

2. Copy : NPS Regional Radio Coordinator
 NPS Radio Program Management Division, Washington D.C. (WASO)

INFORMATION TO NPS STAFF RE LICENSING FOR COOPERATORS:

While the Federal Communications Commission (FCC) controls the use of non-government frequencies, it does not issue licenses to stations owned or operated by the federal government. The FCC will generally grant authority through the National Telecommunications and Information Administration (NTIA) for this operation when the requirements are well defined and the federal government is in direct support of a non-federal entity.

To obtain authority for the pre-planned use of a cooperator's frequency, submit an application along with a letter of authorization from the appropriate agency (typically the owner of the station). This is really only a letter of concurrence (only the FCC and the NTIA have the power to authorize use). ***The letter of concurrence must not be over 18 months old at the time it is submitted to the NPS Radio Program Office; the names of the signatories must be typed (for the FCC to be able to read who signed the document) as well as signed by the principals. Renewals may simply have the statement that the grantor and grantees still agree with the terms of the agreement, e.g. "STILL CONCUR" with a new signature, typed name, title and date affixed for each party to the agreement.***

When another agency or a federal cooperator needs to operate on one or more of the Service's frequencies, a letter of concurrence from the unit manager to that organization is warranted and authorized. A clause should be included to indicate that the concurrence takes effect only upon (1) the organization agreeing to abide by Departmental and NPS rules of operation and (2) the applicant presenting to the unit manager a copy of the FCC or NTIA license showing that the organization has obtained authority to use the Service's frequencies.

TEL: 410-632-5623
 FAX: 410-632-1753
 WEB: co.worcester.md.us



Worcester County
DEPARTMENT OF PUBLIC WORKS
 6113 TIMMONS ROAD
 SNOW HILL, MD 21863

DALLAS BAKER JR., P.E.
 DIRECTOR

JANA POTVIN
 DEPUTY DIRECTOR

MEMORANDUM

TO: Weston Young P.E., Chief Administrative Officer
 Candace Savage, CGFM, Deputy Chief Administrative Officer
FROM: Dallas Baker Jr., P.E., Director *Dallas Baker Jr.*
DATE: July 20, 2006
SUBJECT: Beech Tree Place Turnover Documents

Public Works is recommending approval of the Beech Tree Place Single Family Project, Tax Map 33 Parcel 298 and accepting the public water and wastewater utilities into the County's Mystic Harbour Water and Sewer system for operation.

Enclosed are the turnover documents including: Deed; Bill of Sale and Assignment form executed by the owner for turnover of the utilities; Release of Liens from the prime contractor; Release of Liens from the design engineer. These documents have been reviewed by the County Attorney and found to be acceptable. A maintenance bond is on file for this project in the amount of \$58,129 to warrant the public water and wastewater utilities for the next 2-years. As-Built record drawings are on file in the Water and Wastewater Office. The Enterprise Fund Controller has confirmed the developer has paid their outstanding escrow balance.

Please let me know if there are any questions.

Attachments

cc: Roscoe Leslie
 Jana Potvin
 Lee Beauchamp
 Quinn Dittrich

DEED, BILL OF SALE
AND
ASSIGNMENT

This Deed, Bill of Sale and Assignment made this 17 day of DECEMBER 2025, by and between Magnolia Court, LLC, "Developer" and County Commissioners of Worcester County, Maryland, "Commissioners".

WHEREAS, Developer, pursuant to all required permits, has constructed a certain Sanitary Facility, "Facility" pursuant to Section 5-307 of Public Works Article, the Code of Public Local Laws of Worcester County, Maryland on property generally described as Map 33 Parcel 298 and;

WHEREAS, Facility is now complete, free and clear of all mechanics and materialman's liens and encumbrances and ready to be transferred to Commissioners in accordance with prior Agreements and Section 5-307 as aforesaid, and;

WHEREAS, Facility is fully operational in accordance with all required permits and;

WHEREAS, all real or personal property lien holders have joined in herein or executed separate documents for the purpose of releasing any and all right, title and interest they may have in and to any of the property herein described.

NOW THEREFORE THIS DEED, BILL OF SALE, AND ASSIGNMENT WITNESSETH:

That for good and valuable consideration, receipt and sufficiency which is hereby acknowledged, the parties do hereby agree as follows:

1. All of the following described components, rights, permits, licenses, personal property, real property, easements and being all of the right title and interest of Developer associated with, in, and to Facility are hereby granted, conveyed and transferred unto Commissioners.
Approximately 665 LF of 2" PVC Forcemain, 720 LF of 8" PVC Water Main, and 2 fire hydrants.
2. Commissioners agree that the final inspection has been conducted of Facility and it is approved and accepted.
3. Commissioners hereby accept operational control and ownership of the Facility as herein set forth.
4. Developer warrants and agrees that construction of the Facility is in accordance with all permits and approvals.
5. Developer warrants for a period of two (2) years that the Facility is constructed in a workmanlike manner, in accordance with industry standards, is free and clear of all faulty materials, is properly designed for its intended use, is free of imperfections, and will operate in accordance with its design and further that it is free and clear of all liens and encumbrances and that written releases of all workers and suppliers have been delivered.

6. Lienholder hereby releases its lien upon any property hereby transferred.
7. Developer shall execute such other and further assurances hereof as Commissioners may require.

IN WITNESS WHEREOF, the hands and seals of the parties hereto, as of the date and year first above written.

DEVELOPER

By: [Signature] (SEAL)

ON BEHALF OF
COUNTY COMMISSIONERS OF
WORCESTER COUNTY

By: _____ (SEAL)
Weston Young, P.E., Chief Administrative Officer

LIENHOLDER

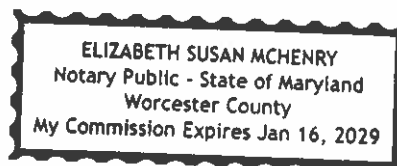
By: N/A (SEAL)

STATE OF MARYLAND, WORCESTER COUNTY, TO WIT:

I HEREBY CERTIFY, that on this 17th day of December, 2025, before the subscriber, a Notary Public in and for the State and County aforesaid, personally appeared Mitchell M. PARKER, known to me (or satisfactorily proven) to be the Managing member, named in the foregoing instrument, and executed the same in the capacity stated and for the purposes herein contained.

[Signature: Susan M. Henry]
Notary Public

Commission Expires: Jan 16, 2029



STATE OF MARYLAND, WORCESTER COUNTY, TO WIT:

I HEREBY CERTIFY, that on this _____ day of _____, 2023, before the subscriber, a Notary Public in and for the State and County aforesaid, personally appeared _____, known to me (or satisfactorily proven) to be the Chief Administrative Officer of Worcester County, and executed the same as such Chief Administrative Officer for the purposes herein contained.

Notary Public

Commission Expires: _____

STATE OF MARYLAND, WORCESTER COUNTY, TO WIT:

I HEREBY CERTIFY, that on this _____ day of _____, 2023, before the subscriber, a Notary Public in and for the State and County aforesaid, personally appeared _____, known to me (or satisfactorily proven) to be _____, Lienholder, and executed the same in the capacity stated and for the purposes herein contained.

Notary Public

Commission Expires: _____

RELEASE OF MECHANIC'S LIENS

The undersigned, general or sub-contractor, has provided services and/or materials for construction and improvements at the property owned by Magnolia Court, LLC, and described as follows: Residential property and improvements located at 1200 Block Snug Harbor Road in Berlin, MD 21811 and known as "Beech Tree Place", shown on the subdivision plan entitled the same, which is in whole the lands described by deed dated February 9, 2022 and recorded among the Land Records of Worcester County, Maryland in Book 8338, Page 422. Said improvements include sewer and water infrastructure for 9 single family detached dwelling units in the Beech Tree Place community as depicted on the Water and Sewer Construction Plans and the subsequent As-Built Water and Sewer Construction Plans.

In consideration of the sum of \$1.00 in hand paid, receipt whereof is acknowledged, and other benefits accruing to me, I do hereby waive, release and quit-claim a right that I now have or may hereafter have to lien upon the land and improvements above-described, by virtue of the laws of the State wherein said land is situate, or any amendments of said law; and I do further warrant that I have not and will not assign my claim for payment, nor my right to perfect a lien against said property, and that I have the right to exercise this waiver and release thereof.

The subscriber of this instrument respectively warrants that all laborers employed by me have been fully paid and that none of such laborers have any claim, demand, or lien against said premises; and further, that no chattel, mortgage, conditional bill of sale or retention of title agreement has been given or executed by the said owner or any general contractor or other party or any of us, for in or in connection with any material, appliances, machinery, fixtures or furnishings placed on or installed in the aforesaid premises.

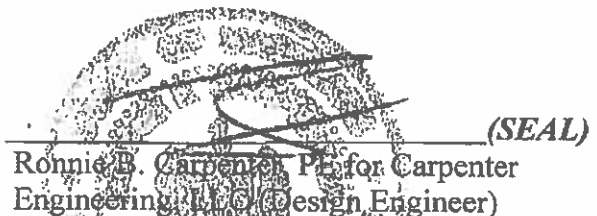
It is understood and agreed that the signature(s) affixed hereto are for all services rendered, work done and materials furnished heretofore and hereafter by the signer in any and all capacities, and is not only for a particular item against which the signature is affixed.

WITNESS the following signatures and seals this 1st day of October, 2024.

WITNESS:



Alisha A. Carpenter for Carpenter Engineering, LLC



(SEAL)

Ronnie B. Carpenter, PE, for Carpenter Engineering, LLC (Design Engineer)

(SEAL)

(SEAL)

RELEASE OF MECHANIC'S LIENS

The undersigned, general or sub-contractor, has provided services and/or materials for construction and improvements at the property owned by Magnolia Court LLC, and described as follows: Resident, property and improvements located at Snug Harbor Road, Worcester County, Berlin, MD.

In consideration of the sum of \$1.00 in hand paid, receipt whereof is acknowledged, and other benefits accruing to me, I do hereby waive, release and quit-claim a right that I now have or may hereafter have to lien upon the land and improvements above-described, by virtue of the laws of the State wherein said land is situate, or any amendments of said law; and I do further warrant that I have not and will not assign my claim for payment, not my right to perfect a lien against said property, and that I have the right to exercise this waiver and release thereof.

The subscriber of this instrument respectively warrants that all laborers employed by me have been fully paid and that none of such laborers have any claim, demand, or lien against said premises; and further, that no chattel, mortgage, conditional bill of sale or retention of title agreement has been given or executed by the said owner or any general contractor or other party or any of us, for in or in connection with any material, appliances, machinery, fixtures or furnishings placed on or installed in the aforesaid premises.

It is understood and agreed that the signature(s) affixed hereto are for all services rendered, work done and materials furnished heretofore and hereafter by the signer in any and all capacities, and is not only for a particular item against which the signature is affixed.

WITNESS the following signatures and seals this 27th day of February, 2025.

WITNESS:



Goody Hill Groundwork, Inc.

 (SEAL)
 Scott A. Savage, President

(SEAL)

(SEAL)

NOTES:

1. ALL WORK, MATERIALS, AND CONSTRUCTION METHODS SHALL BE IN ACCORDANCE WITH WORCESTER COUNTY DEPARTMENT OF PUBLIC WORKS.

2. ALL NECESSARY PERMITS, LICENSES, BONDS, INSURANCE POLICIES, ETC. REQUIRED BY LOCAL, STATE, AND/OR FEDERAL LAWS SHALL BE PROVIDED BY THE CONTRACTOR AT HIS/HER OWN EXPENSE.

3. EXISTING UTILITIES ARE SHOWN IN ACCORDANCE WITH INFORMATION PROVIDED BY THE RESPECTIVE UTILITY COMPANIES AT THE TIME THAT THIS PLAN WAS PREPARED.

THREE (3) DAYS PRIOR TO ANY CONSTRUCTION, THE CONTRACTOR SHALL CONTACT "MISS UTILITY" TO VERIFY THE LOCATION AND DEPTH OF UNDERGROUND UTILITIES. (PHONE 1-800-282-8555)

IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO VERIFY AND ALLOW FOR THE LOCATION OF ALL UNDERGROUND UTILITIES.

PRIOR TO ANY CONSTRUCTION, THE CONTRACTOR SHALL EXCAVATE IN THE AREA OF ANY POTENTIAL UTILITY CROSSING TO VERIFY THAT THE UTILITY WILL NOT INTERFERE WITH CONSTRUCTION. IF, AFTER UNCOVERING OF THE UTILITY, THERE IS ANY QUESTION CONCERNING A POSSIBLE CONFLICT, THE CONTRACTOR SHALL IMMEDIATELY CONTACT THE ENGINEER.

THE CONTRACTOR SHALL TAKE ALL NECESSARY PRECAUTIONS TO PROTECT ALL EXISTING UTILITIES AND MAINTAIN UNINTERRUPTED SERVICE. ANY AND ALL DAMAGES DONE TO THE UTILITIES DUE TO HIS/HER NEGLIGENCE SHALL BE IMMEDIATELY AND COMPETENTLY REPAIRED AT HIS/HER EXPENSE.

4. THE CONTRACTOR SHALL NOTIFY WORCESTER COUNTY DEPARTMENT OF PUBLIC WORKS AT LEAST 48 HOURS PRIOR TO COMMENCING WITH ANY LAND DISTURBING ACTIVITIES AND, UNLESS WAIVED BY THE WORCESTER COUNTY DEPARTMENT OF PUBLIC WORKS, SHALL BE REQUIRED TO HOLD A PRE-CONSTRUCTION MEETING AT THE PROJECT SITE.

5. UPON COMPLETION OF CONSTRUCTION, A SITE CONSTRUCTION "AS-BUILT" SHALL BE SUBMITTED TO THE WORCESTER COUNTY DEPARTMENT OF PUBLIC WORKS PRIOR TO USE AND OR OCCUPANCY OF THE PROPOSED SITE IMPROVEMENTS.

6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR REPLACEMENT OF DAMAGED OR DESTROYED LANDSCAPE.

7. PLAN LOCATIONS AND DIMENSIONS SHALL BE STRICTLY ADHERED TO UNLESS OTHERWISE DIRECTED BY THE ENGINEER.

8. THIS PLAN DOES NOT INCLUDE NECESSARY COMPONENTS FOR CONSTRUCTION SAFETY. ALL CONSTRUCTION MUST BE DONE IN COMPLIANCE WITH THE OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970 AND ALL RULES AND REGULATIONS THERETO APPURTENANT.

LEGEND

EXISTING CONTOUR

EXISTING GRADE

EXISTING TREE LINE

PROPOSED GRADE

PROPOSED CULVERT

PROPOSED ROAD SURFACE

PROPOSED CONCRETE WALKWAY

PROPOSED TREE LINE

PROPOSED DRAINAGE FLOW PATH

PROPOSED LEVEL SPREADER

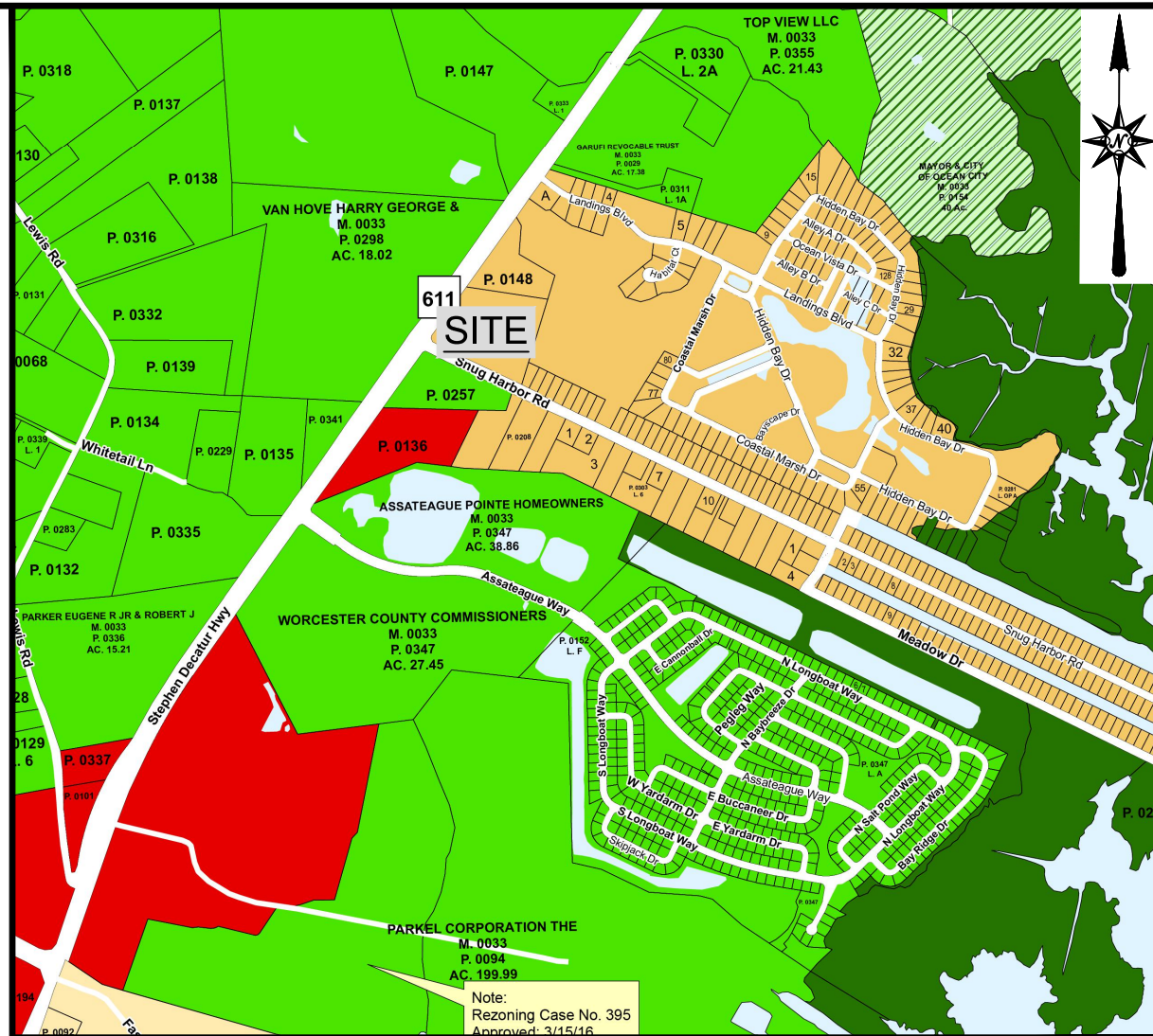
PROPOSED SEWER FORCEMAIN

PROPOSED WATER MAIN

PROPOSED FIRE HYDRANT

PROPOSED WATER SERVICE/METER

AS-BUILT DATA SHOWN HEREON IN RED. A RED CHECK MARK INDICATES THAT THE AS-BUILT CONDITIONS ARE IN CLOSE CONFORMANCE WITH THE APPROVED PLAN.



LOCATION MAP SCALE: 1" = 1,000'
BASE MAP TAKEN FROM OFFICIAL ZONING MAP 33

SITE DATA AND NOTES:

- TAX PARCEL NO.: TAX MAP 33, PARCEL 298
- OWNER: MAGNOLIA COURT, LLC
c/o MITCHELL PARKER
10425 KEYSER POINT ROAD
OCEAN CITY, MARYLAND 21842
(410) 430-8378 PHONE
- SITE ADDRESS: 1200 BLOCK SNUG HARBOR ROAD
BERLIN, MARYLAND 21811
- DEED REFERENCE: 8338/0422
- SITE AREA: 4.84 +/- ACS. (3.2 ACRES TO BE DISTURBED)
- LAND PLANNER: R. D. HAND & ASSOCIATES, INC.
c/o MR. ROBERT D. HAND
12302 COLLINS ROAD
BISHOPVILLE, MD 21813
(410)352-5623 PHONE
- CIVIL ENGINEER: CARPENTER ENGINEERING, LLC
c/o RONNIE B. CARPENTER, PE
P.O. BOX 3460
OCEAN CITY, MD 21843
(302)438-6745 PHONE (888)372-2844 FAX
- CONTRACTOR: TO BE DETERMINED
- TOPOGRAPHIC INFORMATION SHOWN HEREON IS BASED ON A FIELD RUN SURVEY COMPLETED BY FRANK G. LYNCH, JR. AND ASSOCIATES, INC.
- ACCORDING TO FEMA PANEL 240047 0170 H, DATED JULY 16, 2015, NO PORTION OF THIS PROPERTY LIES WITHIN THE 100-YEAR FLOOD PLAIN.
- ACCORDING TO CARPENTER ENGINEERING'S REVIEW OF THE TOPOGRAPHIC SURVEY, THE AREA WITHIN THE LIMITS OF DISTURBANCE DOES NOT CONTAIN AREAS MEETING THE DEFINITION OF STEEP SLOPES.
- NO PORTION OF THIS SITE LIES WITHIN THE LIMITS OF THE ATLANTIC COASTAL BAYS CRITICAL AREA.
- EXISTING ZONING: R-3, RESIDENTIAL
- THE PURPOSE OF THIS PLAN IS TO DEPICT THE WATER AND SEWER CONSTRUCTION FOR A RESIDENTIAL LAND DEVELOPMENT PROJECT PROPOSING 9 SINGLE FAMILY DWELLINGS ON INDIVIDUAL LOTS TO BE SOLD IN FEE SIMPLE WITH PUBLIC SEWER AND WATER FACILITIES.
- SEWER DEMAND: 9 SINGLE FAMILY DETACHED DWELLING UNITS AT 280 GPD (9 EDUs)
AVERAGE FLOW= 2,520 GPD
PEAK DEMAND**= 7 GPM

** DENOTES PEAK DEMAND AT INDIVIDUAL GRINDER STATIONS. TOTAL OF NINE (9) BASINS. THE DESIGN COMMON FORCEMAIN PEAK DEMAN IS 14 GPM.

16. THE PURPOSE OF THIS PLAN IS TO DEPICT THE AS-BUILT CONDITIONS OF THE WATER AND SEWER INFRASTRUCTURE CONSTRUCTED AS OF DECEMBER 27, 2024. THE AS-BUILT CONDITIONS DEPICTED HEREON IN RED ARE BASED ON A FIELD RUN SURVEY COMPLETED BY FRANK G. LYNCH, JR. AND ASSOCIATES, INC. SEWER SERVICES FOR INDIVIDUAL LOTS ARE STUBBED TO THE PROPERTY LINES AS SHOWN HEREON FOR SERVICE LINES WITH GRINDER STATIONS, WHICH ARE NOT INSTALLED AT THIS TIME.

CERTIFICATION OF PLAN ACCURACY:

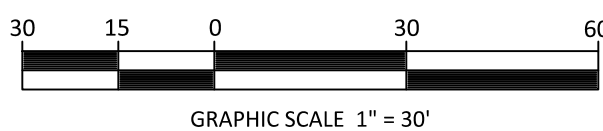
I, RONNIE B. CARPENTER, HEREBY CERTIFY THAT I AM A REGISTERED PROFESSIONAL ENGINEER WITH A BACKGROUND IN CIVIL ENGINEERING IN THE STATE OF MARYLAND AND THAT THE INFORMATION SHOWN ON THIS PLAN IS TRUE AND CORRECT TO THE ACCURACY REQUIRED BY ACCEPTED ENGINEERING STANDARDS. THE PROPOSED IMPROVEMENTS SHOWN HEREON HAVE BEEN DESIGNED AND CONSTRUCTED IN ACCORDANCE WITH THE REQUIREMENTS SET FORTH BY WORCESTER COUNTY DEPARTMENT OF PUBLIC WORKS.

PROFESSIONAL CERTIFICATION. I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND, LICENSE NO. #32667, EXPIRATION DATE JANUARY 17, 2026.

DATE

RONNIE B. CARPENTER, P.E.
MARYLAND PE #32667

AS-BUILT
WATER AND SEWER CONSTRUCTION PLANS
FOR
LOTS 1 THROUGH 9
BEECH TREE PLACE
SITUATE IN: BERLIN, WORCESTER COUNTY, MARYLAND

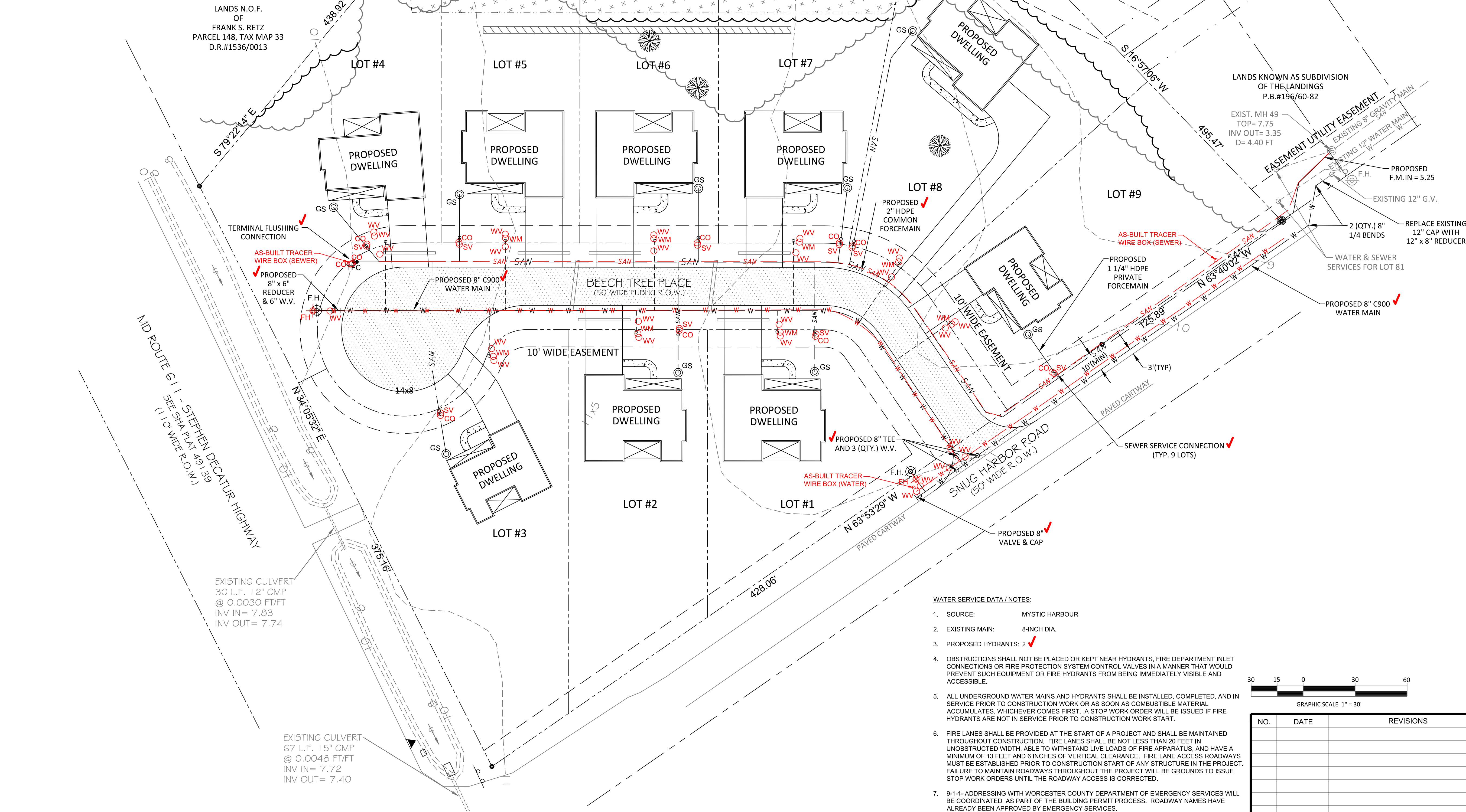


NO.	DATE	REVISIONS

Professional Civil Engineering Services	
P.O. Box 3460 Ocean City, Maryland 21843 Tel: (302) 438-6745 Fax: (888) 372-2844 Ronnie@CarpenterEngineeringLLC.com	
DATE: 03-30-2022	SCALE: 1" = 30'
DRAWN BY: R. CARPENTER	DRAWING NO.: #100-WS-2
CHECKED BY: R. CARPENTER	SHEET NO.: WS-2 OF WS-4

WATER SERVICE DATA / NOTES:

- SOURCE: MYSTIC HARBOUR
- EXISTING MAIN: 8-INCH DIA.
- PROPOSED HYDRANTS: 2 ✓
- OBSTRUCTIONS SHALL NOT BE PLACED OR KEPT NEAR HYDRANTS, FIRE DEPARTMENT INLET CONNECTIONS OR FIRE PROTECTION SYSTEM CONTROL VALVES IN A MANNER THAT WOULD PREVENT SUCH EQUIPMENT OR FIRE HYDRANTS FROM BEING IMMEDIATELY VISIBLE AND ACCESSIBLE.
- ALL UNDERGROUND WATER MAINS AND HYDRANTS SHALL BE INSTALLED, COMPLETED, AND IN SERVICE PRIOR TO CONSTRUCTION WORK OR AS SOON AS COMBUSTIBLE MATERIAL ACCUMULATES, WHICHEVER COMES FIRST. A STOP WORK ORDER WILL BE ISSUED IF FIRE HYDRANTS ARE NOT IN SERVICE PRIOR TO CONSTRUCTION WORK START.
- FIRE LANES SHALL BE PROVIDED AT THE START OF A PROJECT AND SHALL BE MAINTAINED THROUGHOUT CONSTRUCTION. FIRE LANES SHALL BE NOT LESS THAN 20 FEET IN UNOBSTRUCTED WIDTH, ABLE TO WITHSTAND LIVE LOADS OF FIRE APPARATUS, AND HAVE A MINIMUM OF 13 FEET AND 6 INCHES OF VERTICAL CLEARANCE. FIRE LANE ACCESS ROADWAYS MUST BE ESTABLISHED PRIOR TO CONSTRUCTION START OF ANY STRUCTURE IN THE PROJECT. FAILURE TO MAINTAIN ROADWAYS THROUGHOUT THE PROJECT WILL BE GROUNDS TO ISSUE STOP WORK ORDERS UNTIL THE ROADWAY ACCESS IS CORRECTED.
- 9-1-1 ADDRESSING WITH WORCESTER COUNTY DEPARTMENT OF EMERGENCY SERVICES WILL BE COORDINATED AS PART OF THE BUILDING PERMIT PROCESS. ROADWAY NAMES HAVE ALREADY BEEN APPROVED BY EMERGENCY SERVICES.



TEL: 410-632-5623
FAX: 410-632-1753
WEB: co.worcester.md.us



Worcester County
DEPARTMENT OF PUBLIC WORKS
6113 TIMMONS ROAD
SNOW HILL, MD 21863

DALLAS BAKER JR., P.E.
DIRECTOR

JANA POTVIN
DEPUTY DIRECTOR

MEMORANDUM

TO: Weston Young P.E., Chief Administrative Officer
Candace Savage, CGFM, Deputy Chief Administrative Officer
FROM: Dallas Baker Jr., P.E., Director *Dallas Baker Jr*
DATE: July 16, 2026
SUBJECT: W&WW Work Order System FY27 Renewal

Public Works is requesting Commissioner approval to renew the contract for the work order system for the Water & Wastewater Division from iWorQ Systems in the amount of \$31,000.00. Funding for this software was included in the approved FY 27 budget and is available in G/L Fund Support 510.6130.055. Costs increased by \$2,000 this year due to adding a permitting module to support tracking of developer project fees associated with water and sewer utility connections. The contract was previously reviewed by the County Attorney and was found to be satisfactory.

Please let me know if there are any questions.

Attachments

CC: Roscoe Leslie
Quinn Dittrich
Jana Potvin
Lee Beauchamp
Brian Jones
Ed Welch



Service Agreement

For iWorQ Applications and Services

Prepared for:

**Worcester County, MD
Crt House, 1 West Market Street
ROOM 112, Snow Hill, MD 21863
Population: 52460**

Prepared by:

**Michael Swanton
iWorQ Systems**

Agreement ID: 261853

AMENDMENTS & EXCEPTIONS

AMENDMENTS AND EXCEPTIONS TO STANDARD SERVICE AGREEMENT

This section outlines approved amendments and exceptions to standard terms. In the event of a conflict, the terms in this section shall supersede the standard terms of this Agreement, but only to the extent expressly stated herein. All other provisions of the Agreement remain unchanged and fully enforceable.

Amendment - Pro-Rated ARR Billing Terms

Pro-Rated Billing Terms

Recurring Fees:

Initial Invoice Date	Amount	Invoice Purpose	Initial Service Period
07-01-2026	\$3,333.33	Pro-Rated Invoice	07-01-2026 - 11-30-2026
Standard Invoice Date	Amount	Invoice Purpose	First Year Service Period
30 Days Prior to the Period Start	\$29,000.00	Annual Invoice	12-01-2026 - 11-30-2027

Setup Fees

Standard Invoice Date	Amount	Invoice Purpose	Service Period
30 Days Prior to the Period Start	\$2,000.00	Agreement Setup Amount	60 Days after Kickoff



Worcester County, MD hereafter known as ("Customer"), enters into THIS SERVICE AGREEMENT ("Agreement") with iWorQ Systems Inc. ("iWorQ") with its principal place of business 1125 West 400 North, Suite 102, Logan, Utah 84321.

1. SOFTWARE AS A SERVICE (SaaS) TERMS OF ACCESS:

iWorQ grants Customer a non-exclusive, non-transferable limited access to use iWorQ service(s), application(s) on iWorQ's authorized website for the fee(s) and terms listed in Appendix A. This agreement will govern all iWorQ application(s) and service(s) including the application(s) and service(s) listed in Appendix A.

2. CUSTOMER RESPONSIBILITY:

Customer acknowledges that they are receiving only a limited subscription to use the application(s), service(s), and related documentation, if any, and shall obtain no titles, ownership nor any rights in or to the application(s), service(s), and related documentation, all of which title and rights shall remain with iWorQ. Customer shall not permit any user to reproduce, copy, or reverse engineer any of the application(s), service(s) and related documentation. iWorQ is not responsible for the content entered into iWorQ's database or uploaded as a document or image.

3. TRAINING AND IMPLEMENTATION:

Customer agrees to provide the time, resources, and personnel to implement iWorQ's service(s) and application(s). iWorQ will assign a senior account manager and an account management team to implement service(s) and application(s). Typical implementation will take less than 60 days. iWorQ account managers will call twice per week, provide remote training once per week, and send weekly summary emails to the customer implementation team. iWorQ can provide project management and implementation documents upon request.

iWorQ will do ONE import of the Customer's data. This import consists of importing data, sent by the Customer, in an electronic relational database format. Acquisition of data is the responsibility of the client; iWorQ will not be involved in negotiation for data with third parties.

Customer must have clear ownership of all forms, letters, inspections, checklists, and data sent to iWorQ.

4. CUSTOMER DATA:

Customer data will be stored in AWS GovCloud. iWorQ will use commercially reasonable efforts to backup, store and manage customer data. iWorQ does backups twice per week and onsite backups twice per week. Customer can run reports and export data from iWorQ application(s) at any time.

Customer can pay iWorQ for additional data management services(s), onsite backups application(s) and other service(s).



Data upload and usage is provided to every customer. This includes uploading files up to 25MB and 100GB of managed data usage on AWS GovCloud. Additional upload file sizes and managed data usage sizes can be provided based on the application(s) and service(s) listed in Appendix A.

Customers can upload and store images with personal information like driver's license, and more. This data can be used by the customer to complete the permitting, licensing, or code enforcement processes. Customer understands that the data must be uploaded and stored in the sensitive data upload section of the iWorQ software for access and security purposes.

iWorQ is not responsible for: (1) For the content entered into iWorQ's database, (2) For images or documents scanned locally and uploaded by the iWorQ users, (3) For documents or images uploaded by citizen over the web, and (4) For data sent to the Customer by iWorQ.

5. CUSTOMER SUPPORT:

Customer support and training are FREE and available Monday-Friday, from 6:00 A.M. to 5:00 P.M. MST, for any authorized user with a login. iWorQ provides unlimited remote Customer training (through webinars), phone support, help files, and documentation. Basic support requests are typically handled the same day. iWorQ provides "Service NOT Software".

6. BILLING:

iWorQ will invoice Customer on an annual basis. iWorQ will send invoices by mail and by email to the address(s) listed in Appendix A. Terms of the invoice are net 30 days from the date of the invoice. Any billing changes will require that a new Service(s) Agreement be signed by the Customer.

Any additional costs imposed by the Customer including business licenses, fees, or taxes will be added to the Customer's invoice yearly. Support and services fees may increase in subsequent years but will increase no more than 5% per year.

Customer pricing is based on a 3 Year Term and reflects a discounted annual price. Changes to the Term or the Termination Policy (Section 7. Termination:), will affect the annual pricing and could double your annual cost. Customer reserves the right to pay the 3 Year Term upfront to secure discounted annual pricing

7. TERMINATION:

Either party may terminate this agreement after the initial 3-Year Term, without cause if the terminating party gives the other party sixty (60) days written notice. Should the Customer terminate any part of the application(s) and or service(s) the remaining balance will immediately become due. Should the Customer terminate any part of the application(s) and or service(s) a new Service(s) Agreement will need to be signed. Upon expiration of the Initial Term, this Agreement shall automatically be renewed for successive one (1) year terms unless either party provides notice of termination or non-renewal no less than sixty (60) days prior to expiration of the then-current term.



Upon termination of this Agreement, iWorQ will discontinue all application(s) and or service(s); iWorQ will provide customer with an electronic copy of all of Customer's data, if requested by the Customer (within 3-5 business days).

During the term of the Agreement, the Customer may request a copy of all of Customer's data, which shall be provided to Customer for a cost of no more than \$2500 per copy. Please note, if the Customer is not in compliance with the material terms and conditions of this Agreement, iWorQ will not be required to provide Customer with the data.

8. ACCEPTABLE USE:

Customer represents and warrants that the application(s) and service(s) will only be used for lawful purposes, in a manner allowed by law, and in accordance with reasonable operating rules, and policies, terms and procedures. iWorQ may restrict access to users upon misuse of application(s) and service(s).

9. MISCELLANEOUS PROVISIONS:

This Agreement will be governed by and construed in accordance with the laws of the State of Utah. Customer recognizes that iWorQ Systems is a software company located in Utah. Any changes to this section, including changes to the Venue or Forum, will be subject to an increase in their annual pricing.

10. CUSTOMER IMPLEMENTATION INFORMATION:

Primary Implementation Contact:

Name: Lee Beauchamp Title: W/WW Superintendent

Office Phone: 4106415251 Cell (required): 4104302366

Email: lrbeauchamp@worcestermd.gov

Secondary Implementation Contact:

Name: Jana Potvin Title: Deputy Director of Public Works

Office Phone: 4106415251 Cell (required): 4437366849

Email: jbpotvin@worcestermd.gov

**Portal Setup Contact:**Name: Lee Beauchamp Title: W/WW SuperintendentOffice Phone: 4106415251 Cell (required): 4104302366Email: lrbeauchamp@worcestermd.gov

(This person is responsible for placing the iWorQ Portal Link being placed on the agency's website within 90 days of the agreement signature. The iWorQ Portal Link will remain on agencies website for the entire Term of the agreement. If the iWorQ Portal Link is not placed on the city website within 90 days, the Agency agrees to pay an additional \$1,000 dollars towards setup costs (this is to cover iWorQ's time).

Portal Setup Contact Signature:
11. CUSTOMER BILLING INFORMATION:Billing Contact: Lee Beauchamp Title: W/WW SuperinendentBilling Address: 1000 Shore Lane, Berlin, MD 21811Office Phone: 4106415251 Cell: 4104302366Email: lrbeauchamp@worcestermd.gov

PO #: _____ Tax Exempt ID # (required): _____

Note: If a tax-exempt number is not provided, a 10% service increase will be added to the yearly invoice.

12. ACCEPTANCE:

The effective date of this Agreement is listed below. Authorized representatives of Customer and iWorQ have read the agreement and agree and accept all the terms.

Signature: _____

Effective Date: _____

Printed Name: _____

Title: _____

Office Phone: _____

Cell: _____

Unless otherwise stated, Service Period starts the first day of the month after signature and Effective Date.

**APPENDIX A
APPLICATIONS, SERVICES AND PRICING SCHEDULE**

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Standard Billing Terms

Recurring Fees:

Standard Invoice Date	Amount	Invoice Purpose	First Year Service Period
30 Days Prior to the Period Start	\$29,000.00	Annual Invoice	12-01-2026 - 11-30-2027

Setup Fees

Standard Invoice Date	Amount	Invoice Purpose	First Year Service Period
30 Days Prior to the Period Start	\$2,000.00	Agreement Setup Amount	60 Days after Kickoff

Annual Subscription Fees

Application ID	Classification	Application Name	Standard Pricing	Agreement Pricing
300	PKG - Existing	Facility Management	\$10,000.00	\$10,000.00
700	PKG - Existing	Facility Request	\$0.00	\$0.00
100	PKG - Existing	Work Management	\$0.00	\$0.00
300	IND - Existing	Water Management	\$2,500.00	\$2,500.00
300	IND - Existing	Sewer Management	\$2,500.00	\$2,500.00
300	PKG - Existing	Wastewater Treatment Plant	\$2,500.00	\$2,500.00
700	PKG - Existing	Facility Request Wastewater	\$0.00	\$0.00
100	PKG - Existing	Work Management Wastewater *(Purchased Text Status Updates Capability)	\$1,500.00	\$1,500.00
300	PKG - Added	Water Treatment Plant	\$4,000.00	\$4,000.00
700	PKG - Added	Facility Request Water	\$0.00	\$0.00



ITEM 9

100	PKG - Added	Work Management Water	\$0.00	\$0.00
ADD-7	Added	Additional Layers 1 Additional Layer	\$0.00	\$0.00
600	PKG - Added	Public Works Permits	\$4,000.00	\$4,000.00
1000	PKG - Added	Portal Home	\$0.00	\$0.00
ADD-16	IND - Added	GIS RestServices Public Works *Water Management *Sewer Management *Wastewater Treatment Plant *Water Treatment Plant	\$2,000.00	\$2,000.00

Subscription Fee Total (This amount will be invoiced each year) \$29,000.00

One-Time Setup

Service(s)	Agreement Pricing
Implementation and Setup Cost (Year 1)	\$2,000.00

Recurring Agreement Pricing \$29,000.00

Agreement Setup \$2,000.00

Total Due Year 1 \$31,000.00

NOTES AND SERVICE DESCRIPTION

- I. Invoice for the (Annual Subscription Fee Total + One-Time Total) will be sent out immediately upon execution of the contract. Payment terms are net 30 days from the invoice date.
- II. This Subscription Fee and Agreement have been provided at the Customer's request and is valid for 25 days.
- III. This cost proposal cannot be disclosed or used to compete with other companies.

UPGRADE AND ADD-ON NOTES

- I. This agreement combines existing services totaling \$ 19,000.00 with proposed added services totaling \$10,000.00 for a new annual total of \$29,000.00.

**ITEM 9**

- II. This agreement adds the Facility Management Water Treatment Plant Package, Public Works Permits Department Package, GIS Rest Services for Public Works and 1 Additional GIS Layer.
- III. iWorQ has offered to give Worcester County, MD one month of services on the additions free if this agreement is signed and returned by 6/30/2026. Offer has been factored into prorations invoice section of contract.

APPENDIX B PRODUCT DESCRIPTIONS

Package(s) Purchased

Public Works
Facilities Management, Water Treatment Plant, Wastewater Treatment Plant

Product Descriptions

Application / Feature	Asset Management	Facility Management Pkg.
Asset & Facility Management	x	x
Work Management		x
Internal Facilities Request		x
Available on Multiple Device Types	x	x
Capital Asset Layers*	x	x
OpenStreetMap w/ Quarterly Updates	x	x
Track & Manage work by location using OpenStreetMap	x	x
Configurable Dashboard, Fields, & Reports	x	x
Work & Maintenance History Tracking	x	x
Labor, Inventory, Parts & History Tracking	x	x
File Usage Allowance*	x	x
Sensitive File Uploads	x	x
Work Order Scheduling & Templates		x
Maintenance, Inspection, & Work Schedules		x
Create Work Orders from Work Requests		x
Online Employee Portal		x
Online Forms for Employees*		x

* Available for Expansion Purchase

Application / Feature	Asset Management	Facilities WWTP
Asset & Facility Management	x	x
Work Management		x
Internal Facilities Request		x



ITEM 9

Application / Feature	Asset Management	Facilities WWTP
Available on Multiple Device Types	x	x
Capital Asset Layers*	x	x
OpenStreetMap w/ Quarterly Updates	x	x
Track & Manage work by location using OpenStreetMap	x	x
Configurable Dashboard, Fields, & Reports	x	x
Work & Maintenance History Tracking	x	x
Labor, Inventory, Parts & History Tracking	x	x
File Usage Allowance*	x	x
Sensitive File Uploads	x	x
Work Order Scheduling & Templates		x
Maintenance, Inspection, & Work Schedules		x
Create Work Orders from Work Requests		x
Online Employee Portal		x
Online Forms for Employees*		x

Application / Feature	Asset Management	Facilities WTP
Asset & Facility Management	x	x
Work Management		x
Internal Facilities Request		x
Available on Multiple Device Types	x	x
Capital Asset Layers*	x	x
OpenStreetMap w/ Quarterly Updates	x	x
Track & Manage work by location using OpenStreetMap	x	x
Configurable Dashboard, Fields, & Reports	x	x
Work & Maintenance History Tracking	x	x
Labor, Inventory, Parts & History Tracking	x	x
File Usage Allowance*	x	x
Sensitive File Uploads	x	x
Work Order Scheduling & Templates		x
Maintenance, Inspection, & Work Requests		x
Create Work Orders from Work Requests		x
Online Employee Portal		x
Online Forms for Employees*		x



* Available for Expansion Purchase

* Available for Expansion Purchase

Public Works Permits

- Configurable Portal to easily apply for permits and track current applications online
- Available on Multiple Device Types
- Track Permits, Contractors and their licensing
 - Driveway, Right-of-Way, Street Opening
- Configure Fees, Track Payments
- Inspection and Plan Review Configuration and tracking
- Configurable Reporting
- OpenStreetMap w/ Quarterly Updates
- Access to iWorQ Letter Template Library
- 3 Custom Letters* & 3 Custom Web Forms*
- Includes Sensitive File Uploads

Portal Home

- Configurable Portal to house application, submission and search links
- Submit and track Permit Applications
- Submit and track Code Enforcement issues/complaints
- Submit and track License Applications
- Includes Sensitive File Uploads
- Includes 3 Custom Web Forms
- Online Citizen Messaging
- Built-In Automatic Workflow Capabilities

* Available for Expansion Purchase

Water Management

- Available on Multiple Device Types
- Track location, inspections, maintenance, and work orders (Work Management needed)
- Configurable Dashboard, Fields, & Reports
- 5 Capital Asset Layers on OpenStreetMap*
- Set Maintenance, Inspection, & Work Schedules
- OpenStreetMap w/ Quarterly Updates

* Available for Expansion Purchase

Sewer Management

- Available on Multiple Device Types
- Track location, inspections, maintenance, and work orders (Work Management needed)
- Configurable Dashboard, Fields, & Reports
- 5 Capital Asset Layers on OpenStreetMap*
- Set Maintenance, Inspection, & Work Schedules
- OpenStreetMap w/ Quarterly Updates

* Available for Expansion Purchase

Additional Layers

- (1) Additional Layers for GIS.

Note: Additional Layers can be purchased as needed: \$500/annually for each layer.

Work Management Text Status Updates

- Send text automatically to selected employees, when a work order's status is changed.
- Specifically for the Wastewater Treatment Plant Work Management Module.

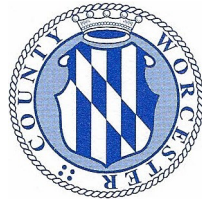
GIS REST Services Public Works - Monthly

(Water Management, Sewer Management, Wastewater Treatment Plant, Water Treatment Plant)

- iWorQ will be able to publish your agency's ESRI REST Services **monthly** if the following conditions are met:
 1. The REST Service URL is either a public access URL or the agency will allow iWorQ to be added to the user group of the data.
 - 1.1. User Group must have permission settings set to allow root access to pull the data.
 2. The REST Service data contains the information needed for the system functionality and field types match.
 - 2.1. The format of that data must conform to iWorQ Systems.

Note: If configuration changes (i.e. FTP location, name format, field changes, or interval for published updates) iWorQ will charge a minimum fee of \$500 with each additional hour of \$250 to accommodate new configuration changes.

TEL: 410-632-5623
 FAX: 410-632-1753
 WEB: co.worcester.md.us



Worcester County
DEPARTMENT OF PUBLIC WORKS
 6113 TIMMONS ROAD
 SNOW HILL, MD 21863

DALLAS BAKER JR., P.E.
 DIRECTOR

JANA POTVIN
 DEPUTY DIRECTOR

MEMORANDUM

TO: Weston Young P.E., Chief Administrative Officer
 Candace Savage, CGFM, Deputy Chief Administrative Officer
FROM: Dallas Baker Jr., P.E., Director *Dallas Baker Jr.*
DATE: July 16, 2026
SUBJECT: Purchase of 2 Enclosed Landscape Trailers

Public Works is requesting approval to purchase two new Haulmark enclosed landscape trailers with manufacturer-installed landscape equipment options for a total purchase price of \$28,489. The purchase is being made through the competitively bid Sourcewell Cooperative Purchasing Contract #092922-AGO, providing an overall discount of \$3,491 from standard pricing. After application of the cooperative purchasing discount, the total purchase price for both trailers is \$28,489. Funding for this purchase was included in the FY27 budget as follows:

- Account 100.1201.9010.010 – Trailer Purchases: Budgeted \$25,000
- Account 100.1201.6540.060 – Trailer Outfitting: Budgeted \$6,000

The purchase includes the following:

- 16-foot Haulmark Enclosed Landscape Trailer with manufacturer-installed landscape equipment accessory package and optional mounting brackets and holders: \$13,793
- 20-foot Haulmark Enclosed Landscape Trailer with manufacturer-installed landscape equipment accessory package and optional mounting brackets and holders: \$14,696

These trailers are being purchased as factory orders to ensure that all landscape equipment accessories, mounting brackets, and tool holders are professionally installed by the manufacturer during the construction of each trailer. Factory installation provides proper fit and finish, maintains the manufacturer's quality standards, and delivers fully outfitted trailers that are ready for service upon delivery without the need for additional modifications or installation by County staff.

These enclosed landscape trailers will enhance the Department's ability to securely transport landscaping equipment, improve operational efficiency, and protect equipment from weather and theft. The manufacturer-installed landscape accessory packages and mounting systems provide organized, safe storage for tools and equipment while maximizing usable trailer space.

Attachments

Cc: Jana Potvin, Michael Hutchinson, Ed Welch



ITEM 10
1503 McNaughton Ave.
Elkhart, IN 46514
Phone: (574) 264-9661

Date: 4/27/2023

To: Sourcewell Member

Subject: Authorized Approved Dealers for Sourcewell Contract

To whom it may concern,

American Cargo Group was awarded a contract for Sourcewell Solicitation Number: RFP #092922 (Trailers with Related Equipment, Accessories, and Services)

American Cargo Group's Sourcewell contract number is: 092922-AGO

As stated in our RFP response, American Cargo Group does not sell direct but rather through a select group of Authorized Dealers. Any Authorized Dealer selected to process a Sourcewell trailer order/purchase through this contact has met stringent requirements, is a dealer in good standing, and has agreed to all the terms and conditions outlined in the Sourcewell Contract.

This letter confirms that the dealer listed below is an official authorized dealer for American Cargo Group.

Trailer Capital USA LLC
11440 W. State Road 120
Middlebury, IN 46540
Primary Contact: Chet Samuels
Phone: (574) 444-8150
Email: chet@trailercapitalusa.com
Website: www.trailercapitalusa.com

Should you have any questions or require further assistance, please do not hesitate to contact our dedicated Fleet Sales Manager, Valerie Burleigh. Her contact information can be found below. We are here to help ensure that your trailer purchase through American Cargo Group is professional, timely, and accurate.

Sincerely,


Mike Nichols
Vice President Sales
American Cargo Group

Valerie Burleigh
Phone: 254-386-6702
Email: valerie.burleigh@americancargogroup.com





MSRP QUOTE

Sourcewell Contract 092221MGO

ITEM 10

Quote #: HM027519

Quote Title: SW - WORCESTER COUNTY

Quote Date: 07/01/2026

Modified Date: 07/01/2026

DEALER

TRAILER CAPITAL USA LLC

11440 W STATE ROAD 120
MIDDLEBURY, IN 46540

SALESPERSON: Jennifer Cook

PHONE: 574-607-3354

EMAIL: jennifer.cook@americancargogroup.com

WEB: www.trailercapitalusa.com

CUSTOMER

NAME: MICHAEL HUTCHINSON

COMPANY: WORCESTER COUNTY #21046

ADDRESS: 6113 TIMMONS RD

CITY/ST/ZIP: SNOW HILL, MD 21863

PHONE: 410-632-3766

EMAIL: MHUTCHINSON@WORCESTERMD.GO
V



STANDARD EQUIPMENT:

- ✓ 12 Volt LED Dome Light (Requires 12v Wall Switch)
- ✓ 3/8in PlexCore Sidewall Liner
- ✓ 12v Surface-Mount Switch
- ✓ 3/4in PlexCore Decking
- ✓ Sand Pad
- ✓ Sidewall Flow-Thru Vents
- ✓ Standard A-Frame Tongue
- ✓ ArmorTech on A-Frame and Rear End Rail
- ✓ 2-5/16in 14,000lb Coupler
- ✓ Crossmembers 16in On Center
- ✓ Center Drawbar
- ✓ License Plate Holder w/ Separate Light
- ✓ Transport
- ✓ LED Slim Line Clear Lens Tail Lights
- ✓ LED Clear Lens Amber Clearance Lights
- ✓ LED Clear Lens Red Clearance Lights
- ✓ LED Clear Lens Rear Clearance Light ID Bar
- ✓ ST205/75R15 Radial 5B Silver Mod Steel Wheel
- ✓ 2,000lb Top Wind Tongue Jack
- ✓ Steel Frame
- ✓ Dust-Resistant Frame Design
- ✓ Hat Section Roof Bows 16in On Center
- ✓ 3.5K Spring Ele Brake Axle, 4in Drop, 5b, EZ Lube

TRAILER

BRAND: Haulmark

MODEL: TS8520T2

COLOR: Polar White

REAR DOOR: 5000lb Rear Ramp Door (8'H Max) w/Ramp Extn.

INTERIOR HEIGHT: 7' 0"

OF AXLES: 2

GVWR: 7,000

PACKAGES:

MSRP

- ✓ #Landscape Package \$1,162.00
 - 1 12in Extended A-Frame Tongue (CDB required)
 - 1 Center Drawbar
 - 6 1,000lb Recessed Wall Mounted Rope-Ring
 - 1 14in x 14in Non-Powered Roof Vent
 - 1 12in of 3/4in PlexCore Kickplate
 - 1 12" Premium Aluminum Ramp Door Extension
 - 1 Heavy Duty Steel Ramp Door Transition
 - 1 PT Door Bar Lock Assembly
 - 1 Crossmembers 12in On Center

OPTIONAL EQUIPMENT:

QTY UOM MSRP

- ✓ UPG - 7'0" Approximate Inside Height 20 FT \$440.00
- ✓ UPG - 74-3/4in Tube Posts 20 FT \$0.00

WWW.HAULMARK.COM

Prices, Features and specifications subject to change without notice. Price Does NOT include Sales Tax. Indiana Tire Fee - 25 cents per tire. Temporary License Plate Fee, included. 3% Processing fee for card transactions.

Page 1 of 3



MSRP QUOTE

ITEM 10

Quote #: HM027519

Quote Title: SW - WORCESTER COUNTY

Quote Date: 07/01/2026

Modified Date: 07/01/2026

DEALER

TRAILER CAPITAL USA LLC

11440 W STATE ROAD 120
MIDDLEBURY, IN 46540

SALESPERSON: Jennifer Cook

PHONE: 574-607-3354

EMAIL: jennifer.cook@americancargogroup.com

WEB: www.trailercapitalusa.com

CUSTOMER

NAME: MICHAEL HUTCHINSON

COMPANY: WORCESTER COUNTY #21046

ADDRESS: 6113 TIMMONS RD

CITY/ST/ZIP: SNOW HILL, MD 21863

PHONE: 410-632-3766

EMAIL: MHUTCHINSON@WORCESTERMD.GO
V

STANDARD EQUIPMENT:

- ✓ 2in x 6in Tube Main Rails
- ✓ 5,000lb Square D-Ring with Welded Plate
- ✓ Bonded Exterior Sidewalls
- ✓ Vertical Posts 16in On Center
- ✓ Round Front
- ✓ 48in Beavertail
- ✓ 5000lb Rear Ramp Door (8'H Max) w/Ramp Extn.
- ✓ Breakaway Kit Assembly w/Charger
- ✓ Tag
- ✓ 20ft Long
- ✓ 94in Wide Rear Opening
- ✓ Round Roof
- ✓ 8/0 x 27" G3 Safety Chains with Slip Hook
- ✓ 8-1/2ft Wide
- ✓ 1-Piece Aluminum Roof
- ✓ Tandem Axle
- ✓ Center Caps on Wheels
- ✓ Smooth Aluminum Fenderettes
- ✓ 24in ATP Stoneguard
- ✓ Polar White .030 Aluminum Exterior
- ✓ Polar White .030 Aluminum Exterior
- ✓ Center Drawbar

OPTIONAL EQUIPMENT: QTY UOM MSRP

- | | | | |
|---|----|----|----------|
| ✓ UPG - 36 x 78 Side PT Door - RH Hinge - Recessed Step | 1 | EA | \$0.00 |
| ✓ Recessed Horizontal E-Track | 40 | FT | \$720.00 |
| Option Notes: (2) ROWS ON THE FLOOR, EVENLY SPACED | | | |
| ✓ Line Trimmer Rack(Pair of Verticals) | 1 | EA | \$385.00 |
| ✓ Back Pack Blower Rack | 2 | EA | \$312.00 |

WWW.HAULMARK.COM

Prices, Features and specifications subject to change without notice. Price Does NOT include Sales Tax. Indiana Tire Fee - 25 cents per tire. Temporary License Plate Fee, included. 3% Processing fee for card transactions.

Page 2 of 3

10 - 4



MSRP QUOTE

ITEM 10

Quote #: HM027519

Quote Title: SW - WORCESTER COUNTY

Quote Date: 07/01/2026

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DEALER

TRAILER CAPITAL USA LLC

11440 W STATE ROAD 120
MIDDLEBURY, IN 46540

SALESPERSON: Jennifer Cook

PHONE: 574-607-3354

EMAIL: jennifer.cook@americancargogroup.com

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CUSTOMER

NAME: MICHAEL HUTCHINSON

COMPANY: WORCESTER COUNTY #21046

ADDRESS: 6113 TIMMONS RD

CITY/ST/ZIP: SNOW HILL, MD 21863

PHONE: 410-632-3766

EMAIL: MHUTCHINSON@WORCESTERMD.GO
V

YOUR TRAILER

MODEL BASE PRICE	\$12,034.00
TOTAL PACKAGES	\$1,162.00
TOTAL OPTIONS	\$1,857.00
TRAILER TOTAL	\$15,053.00

DEALER CHARGES

DESTINATION CHARGES	\$1,300.00
DEALER SUPPLIED OPTIONS	\$0.00
DOC FEE	\$150.00
MSRP SAVINGS	\$0.00
SOURCEWELL DISCOUNT	\$1,807.00
TAX	\$0.00
GRAND TOTAL	\$14,696.00
DEPOSIT	\$0.00
BALANCE DUE	\$14,696.00

PO NUMBER: SOURCEWELL - WORCESTER
COUNTY

Trailer Capital USA LLC, the authorized selling dealer, must follow Indiana cargo trailer sales guidelines.

• Sales tax must be collected from residents of Arizona, California, Florida, Hawaii, Indiana, Massachusetts, Michigan, North Carolina, and South Carolina (unless the entity is tax-exempt*). All other states will have sales tax deferred to their home state for collection upon registration.

*If the customer is tax-exempt, all legal documentation (proof) must be provided to Trailer Capital USA LLC before the completion of the sale.

• Doc fee includes the completion of the Manufacturer's Certificate of Origin, tax documentation, temporary license plate, and shipment of paperwork to the customer.

• Preferred payment methods are ACH or check. Cards are accepted and carry a 3% processing fee.

PONUM: SOURCEWELL - WORCESTER COUNTY

WWW.HAULMARK.COM

Prices, Features and specifications subject to change without notice. Price Does NOT include Sales Tax. Indiana Tire Fee - 25 cents per tire. Temporary License Plate Fee, included. 3% Processing fee for card transactions.

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MSRP QUOTE

Sourcewell Contract 092922-AGG **ITEM 10**

Quote #: HM027520

Quote Title: SW - WORCESTER COUNTY 2

Quote Date: 07/01/2026

Modified Date: 07/01/2026

DEALER

TRAILER CAPITAL USA LLC

11440 W STATE ROAD 120
MIDDLEBURY, IN 46540

SALESPERSON: Jennifer Cook

PHONE: 574-607-3354

EMAIL: jennifer.cook@americancargogroup.com

WEB: www.trailercapitalusa.com

CUSTOMER

NAME: MICHAEL HUTCHINSON

COMPANY: WORCESTER COUNTY #21046

ADDRESS: 6113 TIMMONS RD

CITY/ST/ZIP: SNOW HILL, MD 21863

PHONE: 410-632-3766

EMAIL: MHUTCHINSON@WORCESTERMD.GO
V



STANDARD EQUIPMENT:

- ✓ 12 Volt LED Dome Light (Requires 12v Wall Switch)
- ✓ 3/8in PlexCore Sidewall Liner
- ✓ 12v Surface-Mount Switch
- ✓ 3/4in PlexCore Decking
- ✓ Sand Pad
- ✓ Sidewall Flow-Thru Vents
- ✓ Standard A-Frame Tongue
- ✓ ArmorTech on A-Frame and Rear End Rail
- ✓ 2-5/16in 14,000lb Coupler
- ✓ Crossmembers 16in On Center
- ✓ Center Drawbar
- ✓ License Plate Holder w/ Separate Light
- ✓ Transport
- ✓ LED Slim Line Clear Lens Tail Lights
- ✓ LED Clear Lens Amber Clearance Lights
- ✓ LED Clear Lens Red Clearance Lights
- ✓ LED Clear Lens Rear Clearance Light ID Bar
- ✓ ST205/75R15 Radial 5B Silver Mod Steel Wheel
- ✓ 2,000lb Top Wind Tongue Jack
- ✓ Steel Frame
- ✓ Dust-Resistant Frame Design
- ✓ Hat Section Roof Bows 16in On Center
- ✓ 3.5K Spring Ele Brake Axle, 4in Drop, 5b, EZ Lube

TRAILER

BRAND: Haulmark

MODEL: TS8516T2

COLOR: Polar White

REAR DOOR: 5000lb Rear Ramp Door (8'H Max) w/Ramp Extn.

INTERIOR HEIGHT: 7' 0"

OF AXLES: 2

GVWR: 7,000

PACKAGES:

MSRP

- ✓ #Landscape Package \$1,162.00
 - 1 12in Extended A-Frame Tongue (CDB required)
 - 1 Center Drawbar
 - 6 1,000lb Recessed Wall Mounted Rope-Ring
 - 1 14in x 14in Non-Powered Roof Vent
 - 1 12in of 3/4in PlexCore Kickplate
 - 1 12" Premium Aluminum Ramp Door Extension
 - 1 Heavy Duty Steel Ramp Door Transition
 - 1 PT Door Bar Lock Assembly
 - 1 Crossmembers 12in On Center

OPTIONAL EQUIPMENT:

QTY UOM MSRP

- ✓ UPG - 7'0" Approximate Inside Height 16 FT \$352.00
- ✓ UPG - 74-3/4in Tube Posts 16 FT \$0.00

WWW.HAULMARK.COM

Prices, Features and specifications subject to change without notice. Price Does NOT include Sales Tax. Indiana Tire Fee - 25 cents per tire. Temporary License Plate Fee, included. 3% Processing fee for card transactions.

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MSRP QUOTE

ITEM 10

Quote #: HM027520

Quote Title: SW - WORCESTER COUNTY 2

Quote Date: 07/01/2026

Modified Date: 07/01/2026

DEALER

TRAILER CAPITAL USA LLC

11440 W STATE ROAD 120
MIDDLEBURY, IN 46540

SALESPERSON: Jennifer Cook

PHONE: 574-607-3354

EMAIL: jennifer.cook@americancargogroup.com

WEB: www.trailercapitalusa.com

CUSTOMER

NAME: MICHAEL HUTCHINSON

COMPANY: WORCESTER COUNTY #21046

ADDRESS: 6113 TIMMONS RD

CITY/ST/ZIP: SNOW HILL, MD 21863

PHONE: 410-632-3766

EMAIL: MHUTCHINSON@WORCESTERMD.GO
V

STANDARD EQUIPMENT:

- ✓ 2in x 6in Tube Main Rails
- ✓ 5,000lb Square D-Ring with Welded Plate
- ✓ Bonded Exterior Sidewalls
- ✓ Vertical Posts 16in On Center
- ✓ Round Front
- ✓ 5000lb Rear Ramp Door (8'H Max) w/Ramp Extn.
- ✓ Breakaway Kit Assembly w/Charger
- ✓ Tag
- ✓ 16ft Long
- ✓ 94in Wide Rear Opening
- ✓ Round Roof
- ✓ 8/0 x 27" G3 Safety Chains with Slip Hook
- ✓ 8-1/2ft Wide
- ✓ 1-Piece Aluminum Roof
- ✓ Tandem Axle
- ✓ Center Caps on Wheels
- ✓ Smooth Aluminum Fenderettes
- ✓ 24in ATP Stoneguard
- ✓ Polar White .030 Aluminum Exterior
- ✓ Polar White .030 Aluminum Exterior
- ✓ Center Drawbar

OPTIONAL EQUIPMENT: QTY UOM MSRP

- | | | | |
|---|----|----|----------|
| ✓ UPG - 36 x 78 Side PT Door - RH Hinge - Recessed Step | 1 | EA | \$0.00 |
| ✓ Recessed Horizontal E-Track | 32 | FT | \$576.00 |
| Option Notes: (2) ROWS ON THE FLOOR, EVENLY SPACED | | | |
| ✓ Line Trimmer Rack(Pair of Verticals) | 1 | EA | \$385.00 |
| ✓ Back Pack Blower Rack | 2 | EA | \$312.00 |

WWW.HAULMARK.COM

Prices, Features and specifications subject to change without notice. Price Does NOT include Sales Tax. Indiana Tire Fee - 25 cents per tire. Temporary License Plate Fee, included. 3% Processing fee for card transactions.

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MSRP QUOTE

ITEM 10

Quote #: HM027520

Quote Title: SW - WORCESTER COUNTY 2

Quote Date: 07/01/2026

Modified Date: 07/01/2026

DEALER

TRAILER CAPITAL USA LLC

11440 W STATE ROAD 120
MIDDLEBURY, IN 46540

SALESPERSON: Jennifer Cook

PHONE: 574-607-3354

EMAIL: jennifer.cook@americancargogroup.com

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CUSTOMER

NAME: MICHAEL HUTCHINSON

COMPANY: WORCESTER COUNTY #21046

ADDRESS: 6113 TIMMONS RD

CITY/ST/ZIP: SNOW HILL, MD 21863

PHONE: 410-632-3766

EMAIL: MHUTCHINSON@WORCESTERMD.GO
V

YOUR TRAILER

MODEL BASE PRICE	\$11,240.00
TOTAL PACKAGES	\$1,162.00
TOTAL OPTIONS	\$1,625.00
TRAILER TOTAL	\$14,027.00

DEALER CHARGES

DESTINATION CHARGES	\$1,300.00
DEALER SUPPLIED OPTIONS	\$0.00
DOC FEE	\$150.00
MSRP SAVINGS	\$0.00
SOURCEWELL DISCOUNT	\$1,684.00
TAX	\$0.00
GRAND TOTAL	\$13,793.00
DEPOSIT	\$0.00
BALANCE DUE	\$13,793.00

PO NUMBER: SOURCEWELL - WORCESTER
COUNTY

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PONUM: SOURCEWELL - WORCESTER COUNTY

WWW.HAULMARK.COM

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TEL: 410-632-5623
 FAX: 410-632-1753
 WEB: worcestermd.gov



Worcester County
DEPARTMENT OF PUBLIC WORKS
 6113 TIMMONS ROAD
 SNOW HILL, MD 21863

DALLAS BAKER JR., P.E.
 DIRECTOR

JANA POTVIN
 DEPUTY DIRECTOR

MEMORANDUM

TO: Weston Young P.E., Chief Administrative Officer
 Candace Savage, CGFM, Deputy Chief Administrative Officer
FROM: Dallas Baker Jr., P.E., Director *Dallas Baker Jr.*
DATE: July 22, 2026
SUBJECT: Solid Waste RTV Purchase

Public Works requests Commissioner approval to purchase a new Kubota V Series, Rough Terrain Vehicle (RTV) at the cost of \$28,858.83. Funding is available within the Solid Waste Capital Equipment, Heavy Equipment Account (680.7002.9010.070). This purchase was included in the approved FY27 budget with an allocated amount of \$32,000. The equipment is available on the competitively bid Source Well Purchasing Program, contract RTVX2C-PKLH-1, which includes a discount of \$7,583.86 on the price.

The new unit will replace a 2016 John Deere RTV due to aging and overall deteriorating condition. This type of vehicle is used for transportation to monitoring wells, wet wells, pump stations, and other remote areas at the Landfill.

Please let me know if there are any questions.

Attachment

CC: Jana Potvin
 David Candy
 Ed Welch

Quote Provided By
Burke Equipment Company
ANDREW NELSON
11196 EAST SNAKE ROAD
Delmar, DE 19940
email: anelson@burkeequipment.com
phone: 3029220154

- Standard Features -

- Custom Options -



Kubota

V Series

RTVX2C-PKLH-1

*** EQUIPMENT IN STANDARD MACHINE ***

DIESEL ENGINE

Model Kubota D1105
3 Cyl. 68.5 cu in
+23.3 Gross Eng HP
75 Amp Alternator

TRANSMISSION

VHT-X
Variable Hydro Transmission
Forward Speeds:
Low 0 - 15 mph
High 0 - 25 mph
Reverse 0 - 17 mph
Limited-slip Front Differential
Rear differential lock

HYDRAULICS

Hydrostatic Power Steering
with manual tilt-feature
Hydraulic Cargo Dump
Hydraulic Oil Cooler

FLUID CAPACITY

Fuel Tank 7.9 gal
Cooling 8.3 qts
Engine Oil 4.3 qts
Transmission Oil 1.8 gal
Brake Fluid 0.4 qts

CARGO BOX

Width 57.7in
Length 40.5 in
Depth 11.2 in
Load Capacity 1102 lbs
Vol. Capacity 15.2 cu ft

+ Manufacturer Estimate

TIRES AND WHEELS

HDMP Tires 25 x 10 - 12, 6 ply

KEY FEATURES

Factory Cab with A/C, Heater,
Defroster
Digital Multi-meter
Fully-opening roll-down side
windows
Speedometer
Pre-wired w/ speakers/antenna for
stereo
Front Independent Adjustable
Suspension
Rear Independent Adjustable
Suspension
Brakes - Front/Rear Wet Disc
Rear Brake Lights / Front
Headlights
2" Hitch Receiver, Front and Rear
Deluxe 60/40 split bench seats
with driver's side seat adjustment
Underseat Storage Compartments
Deluxe Front Guard
(radiator guard, bumper, and lens
guard)

DIMENSIONS

Width 63.2 in
Height 81.9 in
Length 120.3 in
Wheelbase 80.5 in
Tow Capacity 1300 lbs
Ground Clearance 10.4 in
Suspension Travel 8 in
Turning Radius 13.1 ft

SAFETY EQUIPMENT

SAE J2194 & OSHA 1928 ROPS
Horn
Dash-mounted Parking Brake
Spark Arrestor Muffler
Retractable 2-point Seat Belts

RTVX2C-PKLH-1 Base Price: \$31,999.00

Selected Kubota Attachments

(1) AM/FM/XX/USB/DAB+/RBDs/CAN HD SHRT DN 77700-13485-AM/FM/XX/USB/DAB+/RBDs/CAN HD SHRT DN	\$334.00
(1) SUNVISORS (2) K7731-99270-SUNVISORS (2)	\$254.27
(2) SINGLE SIDE MIRROR - CAB (1) 77700-V5059-SINGLE SIDE MIRROR - CAB (1)	\$237.64
(1) WINCH KIT 3500LBS VRX ONE ROW 77700-11552-WINCH KIT 3500LBS VRX ONE ROW	\$606.49
(1) BACKUP ALARM K7591-99640-BACKUP ALARM	\$218.93
(1) CV-J GUARD KIT - REAR K7591-99160-CV-J GUARD KIT - REAR	\$157.77
(1) DELUXE CARGO BOX MOUNTING KIT 77700-V0838-DELUXE CARGO BOX MOUNTING KIT	\$71.60
(2) CARGO CLAMP (2) K7811-99560-CARGO CLAMP (2)	\$192.42
(1) DELUXE RTV CARGO BOX 77700-08760-DELUXE RTV CARGO BOX	\$399.99
Total Kubota Attachments:	\$2,473.11
Total Attachments:	\$2,473.11
Configured Price:	\$34,472.11
Sourcewell Discounts:	
Kubota Items:	(\$7,583.86)
Total Discount:	(\$7,583.86)
SUBTOTAL:	\$26,888.25
Kubota Item Fees:	
Dealer Assembly:	\$689.33
Freight Cost:	\$881.25
PDI:	\$400.00

Total Unit Price: \$28,858.83

Quantity Ordered: 1

Final Sales Price: \$28,858.83

Purchase Order Must Reflect Final Sales Price.

To order, place your Purchase Order directly with the quoting dealer

*All equipment specifications are as complete as possible as of the date on the quote. Additional attachments, options, or accessories may be added (or deleted) at the discounted price. All specifications and prices are subject to change. Taxes are not included. The PDI fees and freight for attachments and accessories quoted may have additional charges added by the delivering dealer. These charges will be billed separately. Prices for product quoted are good for 60 days from the date shown on the quote. All equipment as quoted is subject to availability.

TEL: 410-632-5623
 FAX: 410-632-1753
 WEB: co.worcester.md.us



Worcester County
DEPARTMENT OF PUBLIC WORKS
 6113 TIMMONS ROAD
 SNOW HILL, MD 21863

DALLAS BAKER JR., P.E.
 DIRECTOR

JANA POTVIN
 DEPUTY DIRECTOR

MEMORANDUM

TO: Weston S. Young, P.E. Chief Administrative Officer
 Candace Savage, CGFM Deputy Chief Administrative Officer
FROM: Dallas Baker, Jr., P.E., Director *Dallas Baker Jr*
DATE: July 20, 2026
SUBJECT: Road's Lease- CAT Roller

Public Works Roads Division is requesting Commissioner approval to lease a 2027 Caterpillar CB2.5 Paving Compaction Roller with a finance price of \$67,025 or \$1,122.16 monthly for 60 months. The approved FY27 operating budget (heavy equipment account - 100.1202.9010.070) included \$15,000 (\$1,250.00/monthly) for this lease purchase. The new roller is a replacement for the current 2008 Case Roller.

The quote for this roller reflects the competitively bid Sourcewell Contract 011723- CAT which is accompanied by a \$13,487.00 pricing discount. Terms of the lease include an optional \$9,680.00 buy-out at the end of the 60 months at a 4.99% fixed interest rate. The lease includes an extended warranty for 60 months/2000 hours and in-field service. Attached is the finance proposal and quote from Caterpillar. Public Works is requesting that the Commissioners authorize Administration authority to execute the lease agreement, and the financing agreement once the equipment is built and the agreement has been vetted through the County Attorney.

Attachments

Cc: Jana Potvin
 Ed Welch
 Kevin Lynch



Jul 14, 2026

WORCESTER COUNTY DPW

5764 Worcester Hwy
Snow Hill, MD 21863-2454

Attention: KEVIN LYNCH

RE: Quote 226596-03

Dear Kevin,

On behalf of Carter Machinery Company, Inc., thank you for the opportunity to offer this quote for your consideration.
Cat Model: CB2.5 Paving Compaction with all standard equipment in addition to the additional specifications

ID# : TBD **SERIAL NUMBER :** TBD **YEAR :** 2027 **HOURS :**

MACHINE SPECIFICATIONS

Description	Reference No
CB2.5 03A UTILITY COMPACTOR	562-0799
ENGINE, CAT C1.7	621-4038
OIL, HYD, STANDARD	574-6039
LIGHTING, TRAFFIC	663-7943
SEAT, WITH SAFETY SWITCH	573-5962
SUPPORT, FIXED FOR SEAT	364-2278
SEAT BELT, 3"	542-6995
ROPS, FOLDABLE, LOCKABLE	574-6088
TRAVEL CONTROL, STD	569-6569
TRAVEL CONTROL, CUP HOLDER	453-9461
PRODUCT LINK, CELLULAR PL243	577-1414
PLUG (NON SINGLE LIFT)	503-1603
GUARDS, BUMPER	569-8093
DRUM SCRAPER, FIXED	603-5146
INSTRUCTIONS, ANSI	574-6030
BALLAST, 440 LBS	572-3342
LIGHT, BEACON	625-9035
MIRROR, REAR VIEW	660-5143

ITEM 12

CAT LIST PRICE	\$70,980.00
SOURCEWELL CONTRACT 011723-CAT – 19%	<u>(-\$13,487.00)</u>
MACHINE SELL PRICE	\$57,493.00
FACTORY FREIGHT, PDI, DELIVERY, TRAINING	\$1,920.00
EXT WARRANTY	\$10,172.00
CSA	<u>\$4,145.00</u>
SUB TOTAL	\$73,730.00
DEALER ADDITIONAL DISCOUNT TO WORCESTER COUNTY	<u>(-\$7,205.00)</u>
NET BALANCE DUE	\$66,525.00

WARRANTY/EXTENDED COVERAGE

Extended Warranty:	CB2.5-60 Months/2000 Hours POWERTRAIN + HYDRAULICS + TECH, TTM: 50 Miles, 60Months Powertrain + Hydraulics + Tech
CSA	FILTER KITS THRU 1500HR, Carter will perform the 1st PM Service at 500hrs with Fluids & Filters in the field. Carter will provide Filter Kits only at 1000hr and 1500hr intervals to the customer.

F.O.B/TERMS: Worcester County Public Works

PAYMENT TERMS

Lease Terms

CASH WITH ORDER	BALANCE TO LEASE	TERM	MONTHLY PAYMENT	RATE	OPTIONAL BUY-OUT
\$0.00	\$67,025.00	60(monthly)	\$1,122.16	4.99	\$9,680.00

The above lease is based on the following:

- Taxes are extra on the monthly payments and the buy-out
- If the machine is not purchased at the end, then it must be returned in average condition with normal wear-and-tear
- The customer is responsible for all maintenance and repairs on the machine using genuine Cat parts only
- Tires, undercarriage, and all ground engaging tools (i.e. teeth, cutting edges) must be at 50% remaining, minimum, if the unit is not purchased at the end of the lease
- The above is subject to approval by Caterpillar Finance

Thank you for the opportunity to provide you a quote for your equipment needs. This quotation is valid for 30 days. All machines are subject to prior sale. If there are any questions, please do not hesitate to contact me.

Sincerely,

Jeff Cronshaw
Sales Representative
443-783-8248



PURCHASER	WORCESTER COUNTY DPW		<SAME>
ADDRESS	5764 WORCESTER HWY		
CITY/STATE	SNOW HILL, MD	COUNTY	WORCESTER
ZIP CODE	21863-2454	PHONE NO.	(410) 632-1194
CUSTOMER CONTACT:	KEVIN LYNCH		

CUSTOMER NUMBER	9508611	SALES TAX EXEMPTION # (if applicable)	N/A	PURCHASER PO		F.O.B.	Customer Site
-----------------	---------	---------------------------------------	-----	--------------	--	--------	---------------

TERMS OF SALE: Sourcewell Contract 011723-CAT							
NET PAYMENT ON RECEIPT OF INVOICE	☐	COD	☐	FINANCIAL SERVICES	☐	CSC	☒ LEASE
PAYMENT WITH ORDER	\$0.00	BALANCE TO FINANCE	\$67,025.00	INTEREST RATE	4.99		
PAYMENT PERIOD	MONTHLY	PAYMENT AMOUNT	\$1,122.16	NUMBER OF PAYMENTS	60	OPTIONAL BUY-OUT	\$9,680.00

DESCRIPTION OF EQUIPMENT ORDERED / PURCHASED			
MAKE: CAT	MODEL: CB2.5	YEAR: 2027	NEW ☒ USED ☐
ID #: TBD	SERIAL NUMBER: TBD	SMU: TBA	
CB2.5 03A UTILITY COMPACTOR	562-0799	BALLAST, 440 LBS	572-3342
ENGINE, CAT C1.7	621-4038	LIGHT, BEACON	625-9035
OIL, HYD, STANDARD	574-6039	MIRROR, REAR VIEW	660-5143
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GUARDS, BUMPER	569-8093		
DRUM SCRAPER, FIXED	603-5146		
INSTRUCTIONS, ANSI	574-6030		

YEAR	TRADE-IN EQUIPMENT	SERIAL NO.	AGREED VALUE	SELL PRICE	\$66,525.00
				EXT WARRANTY	Included
				CSA	Included
				NET BALANCE DUE	\$66,525.00
				AFTER TAX BALANCE	\$66,525.00
				DOCUMENT FEE	\$500.00

PURCHASER WARRANTS THAT TRADE-IN CONDITION UPON DELIVERY TO CARTER WILL BE MATERIALLY THE SAME AS THE CONDITION WHEN INSPECTED BY CARTER. TRADE-IN DISASSEMBLY REQUIRED BY PURCHASER FOR TRANSPORTATION.

TOTAL TRADE VALUE	
PAYOFF TO	AMOUNT
CUSTOMER TO PAY ☐	CARTER TO PAY ☐

BILL OF SALE: FOR VALUE RECEIVED, PURCHASER HEREBY BARGAINS AND SELLS, GRANTS AND DELIVERS UNTO CARTER MACHINERY CO., INC., GRANTEE, ALL OF PURCHASER'S RIGHTS, TITLE AND INTEREST IN THE USED EQUIPMENT DESCRIBED ABOVE OFFERED IN TRADE ON EQUIPMENT PURCHASED BY THIS ORDER. PURCHASER WARRANTS IT TO BE FREE AND CLEAR OF ALL CLAIMS, LIENS, ENCUMBRANCES AND SECURITY INTEREST EXCEPT AS SHOWN ABOVE.

☒ CATERPILLAR EQUIPMENT WARRANTY	INITIAL	☐ USED EQUIPMENT COVERAGE	INITIAL
WARRANTY AND EXTENDED COVERAGE ON THE EQUIPMENT COVERED BY THIS ORDER, IF ANY, HAS BEEN EXPLAINED TO PURCHASER. THE WARRANTY COVERAGE IS OUTLINED BELOW AND INDICATED BY THE BOX CHECKED HEREON. WARRANTY APPLICABLE INCLUDING EXPIRATION DATE WHERE NECESSARY: 12 Months/Unlimited Hours		WHEN THE EQUIPMENT COVERED BY THIS ORDER IS USED EQUIPMENT, THE PURCHASER IS BUYING THE EQUIPMENT AS-IS, WHERE-IS AND WITH NO REPRESENTATIONS OR WARRANTIES, UNLESS OTHERWISE SPECIFIED BELOW. COVERAGE APPLICABLE:	
CB2.5-60 MO/2000 HR POWERTRAIN + HYDRAULICS + TECH, TTM: 50 Miles, 60Months Powertrain + Hydraulics + Tech			

THE UNDERSIGNED WARRANTS THAT HE/SHE HAS AUTHORITY TO EXECUTE THIS SALES ORDER AND TO BIND SAID COMPANY TO THE TERMS CONTAINED HEREIN. PAYMENTS ARE TO BE IN ACCORDANCE WITH THE TERMS SET FORTH ON INVOICES AND SHALL BE DUE TO CARTER MACHINERY CO., INC. AT ITS OFFICE ADDRESS AS LISTED ABOVE. SEE ATTACHED TERMS AND CONDITIONS, PARAGRAPH 5. PRICE WILL BE ADJUSTED BASED ON PRICE IN EFFECT ON DATE OF SHIPMENT. THIS ORDER SUBJECT TO ACCEPTANCE BY AN OFFICER OF CARTER MACHINERY.

SEE ATTACHED FOR TERMS AND CONDITIONS WHICH ARE A PART HEREOF.

Carter Machinery Co., Inc.

Purchaser

Accepted By:	Date:	Accepted By:	WORCESTER COUNTY DPW	Date:
Title:	Machine Sales Representative			

FOR OFFICE USE: SALES MGR	FIN#:	Signed	Title:
		Corporation Partnership Individual Other	

SALES ORDER TERMS AND CONDITIONS

ITEM 12

This Sales Order, together with Carter's **Standard Warranties and Disclaimers** and any Application for Credit/Financing and addenda thereto, constitutes the "Agreement" between you and Carter Machinery Company, Inc. and its wholly owned subsidiaries (collectively, "Carter") relating to the matters set forth herein and identified on the front page. As used herein, the term "Products" refers to the machinery, equipment, parts, and services that are the subject of this Agreement. Notwithstanding anything to the contrary in any other document, the terms of this Agreement control over all conflicting terms provided by you, whether before or after this Agreement and whether or not signed or acknowledged by Carter.

1. Warranties and Disclaimers. ALL ORDERS ARE SUBJECT TO THE SEPARATE WRITTEN STATEMENT OF **CARTER'S STANDARD WARRANTIES AND DISCLAIMERS** ATTACHED HERETO AND INCORPORATED HEREIN. The same is available on Carter's website. EXCEPT AS PROVIDED IN THE SEPARATE WRITTEN STATEMENT, **THERE ARE NO WARRANTIES, EXPRESS OR IMPLIED, AS TO ANY MATTER WHATSOEVER, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.** No testing or examination of any Product by Carter constitutes or creates any type of warranty for that Product.

2. Limitation of Damages and Remedies. Carter shall not be liable for any indirect, consequential, incidental, special, punitive, lost profit, or cover damages of any nature whatsoever. The remedies provided herein are Customer's exclusive remedies.

3. Compliance with Laws; Indemnification. Customer assumes, at its own cost, the entire responsibility for complying with all laws, rules, regulations, codes, standards, requirements, and manufacturer's specifications pertaining to the Products, including the Occupational Safety and Health Act and the Federal Coal Mine Health and Safety Act. Customer acknowledges that Products may require additional safety guards or devices before they can be used and Customer assumes the entire responsibility for determining and installing such safety guards and devices. Customer shall indemnify, defend, and hold harmless Carter, its subsidiaries, affiliates, officers, directors, employees, agents, successors, and assigns, from and against all claims, suits, demands, injuries, fines, fees, losses, or damages of any kind, including attorneys' fees, whether to person or property (including death), actually or allegedly caused by or arising from, directly or indirectly, in whole or in part, any Product and/or any failure by Customer to comply with this Agreement, except that Customer is not obligated to indemnify Carter for injury or damage caused by or resulting solely from Carter's own negligence.

4. Prices, Shipping, and Taxes. Except as otherwise provided herein, prices of parts, supplies, and services are the prices established by Carter in effect at the time of delivery. Customer is responsible for, and shall reimburse Carter for, all shipping, transportation, and other delivery charges, including special order charges. In addition to any sales price, Customer shall also pay all excise, privilege, sales, use, and other taxes and tariffs when due.

5. Payment and Default. All invoices are due and payable according to the payment terms contained therein, or, if any invoice does not contain payment terms, upon receipt. In the event of nonpayment of any indebtedness when due, Carter may charge Customer a late charge of 2% per month computed on the unpaid indebtedness (or if prohibited by applicable law, the maximum lesser amount allowed by law). Failure to pay any amount when due or to otherwise comply with any term of this Agreement constitutes default. If Customer defaults, Customer shall pay Carter all costs and expenses incurred by Carter in enforcing this Agreement, including reasonable attorneys' fees (minimum 25% of any unpaid balance).

6. Time of Delivery, Force Majeure, and Risk of Loss. Carter makes no guaranty or warranty of the availability date of any Product and any such date specified in this Agreement or any quote is merely an estimated date of shipment or delivery. Performance by Carter is subject to "Force Majeure," which means all circumstances and actions whatsoever beyond the direct and immediate control of Carter, including but not limited to: Acts of God; war and riot; intervention of authorities or agencies of government, including for environmental preservation; embargoes; pandemics; epidemics; government-mandated quarantines, work stoppages, or import/export controls; vandalism; sabotage; strikes; lockouts; shortages or delays in the supply of fuel, power, raw materials, or component parts; any mechanical, electronic, or communications failure that prevents transmission or receipt of data; and any other cause beyond Carter's reasonable control. Carter shall not be liable for any loss or damage caused to Customer, nor shall Customer be entitled to cancel an order, for any failure of performance by Carter due to Force Majeure. Risk of loss passes to Customer upon delivery of a Product to Customer or to a common or contract carrier. Ownership of any Product passes to Customer only after initial payment is received.

7. Credit and Security Interest. Except as otherwise provided herein, prices of parts, supplies, and services are the prices established by Carter in effect at the time of delivery. Customer is responsible for, and shall reimburse Carter for, all shipping, transportation, and other delivery charges, including special order charges. In addition to any sales price, Customer shall also pay all excise, privilege, sales, use, and other taxes and tariffs when due.

8. Data Governance. Customer agrees that the collection, sharing, and use of data concerning Customer's personal information and the Products, for purposes of, at minimum and among other uses, ordinary diagnosing, servicing, and repair of Products, providing services to Customer and others, enabling Cat® Connect and other digital offerings, and for general business purposes. The collection, sharing and use of any such Customer data shall be subject to the following Statements and/or Services:

Data Governance Statement ("DGS") – describes Caterpillar's practices for collecting, sharing, and using data and information related to customers' machines, products, Devices, and/or other Assets and their associated worksites. Full details can be reviewed at <https://cartermachinery.link/DGS>

Remote Services ("RS")– Refers to Caterpillar's process for performing remote diagnostics and making available remote software and firmware updates and upgrades, such as configuration, patches, bug fixes, new or enhanced features, etc., for Assets and Devices. Full details can be reviewed at <https://cartermachinery.link/RS>

Acceptance of this agreement, absent any declination of the terms and services of the DGS and RS herein, constitutes your acceptance of the terms and conditions of the DGS and RS and also applies to any data and information previously collected by Caterpillar, its Distribution Networks or other affiliates. The DGS and RS may be updated and changed from time to time without notice to the Customer, and each such update or change shall remain binding on the Customer. If you wish to decline one or both of these items, you may do so by initialing below. However, be advised this may limit Carter Machinery's ability to support and service your machines, products, Devices, or other Assets and their associated worksites in a timely manner. In addition, your ability to access data generated by the forementioned may be restricted or removed entirely.

___ I hereby DECLINE the terms and conditions of the Cat Data Governance Statement ("DGS") AND Remote Services ("RS").

___ I hereby DECLINE the terms and conditions of Remote Services ("RS") ONLY

9. Miscellaneous. In the event Customer transfers ownership, lease, use, or operation of any Product or Asset to anyone else, Customer should notify Carter of the transfer, and also notify the transferee of the terms and location of the Data Governance Statement. **All contractors shall abide by the requirements of 29 CFR 471 Appendix A to Subpart A, 41 CFR 60.1.4(a), 60-300.5(a) and 60-741.5(a) and comparable state law, as applicable. These and state regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities. These and state regulations also require that contractors take affirmative action to employ and advance in employment individuals without regard to any such discriminatory bases.** This Agreement is governed by Virginia law (without regard to conflict of law rules) and entered in Virginia. **You agree that any dispute or claim that in any way relates to or arises from this Agreement or any order with Carter will be resolved exclusively in the state or federal courts in Norfolk or Roanoke, Virginia, and irrevocably submit to such jurisdiction and venue. YOU WAIVE ANY RIGHT TO JURY TRIAL and any defenses of lack of personal jurisdiction or forum non-conveniens.** A facsimile or electronic signature is valid as an original.

10. Please read the Cat® Embedded Software License Agreement ("Agreement") carefully, available at: [Caterpillar | Cat® Embedded Software License Agreement](#) The agreement governs your access to and use of software installed, embedded or otherwise resident on Cat® products, and all related documentation and provided data (see the agreement for comprehensive definitions).

Rev. 09/2020

INITIALS

Carter

Carter Machinery Company, Inc.

PO Box 3096

▪ Salem, Virginia 24153

▪ 540.387.1111

▪ 800.768.4200

WARRANTY AND EXTENDED COVERAGE FOR EQUIPMENT

Carter Machinery Co., Inc. ("Carter") agrees to provide Purchaser (identified below) Standard Warranty and Extended Coverage (if any) in accordance with the terms and conditions set forth below and attached pages for the equipment below and covered by the Sales Order/Rental Agreement.

Warranty and other coverage on the equipment, if any, have been explained to Purchaser. Please read all pages carefully before signing.

Caterpillar Warranty subject to qualification. If qualified, the following terms apply, based on Coverage Expiration - First to occur (months or hours) after retail purchase to first purchaser or lessee.

The Standard Warranty period is based on guidelines below:

12 Months/Unlimited Hours

Extended Coverage (if any):

CB2.5-60 Months/2000 Hours Powertrain + Hydraulics + Tech, TTM: 50 Miles, 60Months Powertrain + Hydraulics + Tech Included

Purchaser Name:: WORCESTER COUNTY DPW

Purchaser Address		City	State	Zip Code
5764 WORCESTER HWY		SNOW HILL	Maryland	21863-2454
Model	Product	Hour Meter	Serial Number	Yr. of Mfgr.
CB2.5	Paving Compaction		TBD	2027

If equipment covered by this order is Used Equipment, the equipment is sold/rent AS-IS, WHERE IS AND WITH NO REPRESENTATIONS OR WARRANTIES, unless otherwise specified above.

The undersigned acknowledges reading all pages and agrees to be bound by the foregoing terms and conditions.

Name:

Signed By:

CustomerSign

Date:

WarrantyDate

By: Jeff Cronshaw

Carter Machinery Company, Inc.

SEE ATTACHED FOR TERMS AND CONDITIONS WHICH ARE A PART HEREOF.

Terms and Conditions:**EXTENDED POWERTRAIN, HYDRAULIC AND TECHNOLOGY COVERAGE****1) Coverage:**

Carter covers the following powertrain, hydraulic and technology components installed at time of delivery on the Product to be free from mechanical breakdown due to defects in material and workmanship under normal use and service:

Differential	Engine (Excluding Radiator,	Final Drive Gear Trains	Pinion and Bevel Gear	Transfer Gear Group	Product Link System
Drive Axles	Alternator, Starter, Compressor,	(up to, but not including,	Steering Brakes	Universal Joints	Grade Control System
Drive Motor	Fan, Fan Drive Accessories	the sprockets)	Steering Clutches		Payload Systems
Drive Pumps	Power Take-Off and	Hydraulic pumps, motors,	Torque Converter		
Drive Shafts	Hydraulic Pumps)	valves and cylinders	Transmission		

The Extended Powertrain, Hydraulic and Technology Coverage is limited to the listed components. The external control linkages, external engine oil lines and external water lines are excluded.

2) Coverage Period: See previous page for details.**3) Travel and Mileage:**

From the date of original delivery through the sixth month, Carter will provide covered repair service at the Purchaser's machine location. From the seventh month through the remainder of the coverage period, Carter will provide covered repairs at one of Carter's facilities. After the first six months, all equipment transportation expenses or field service travel expenses shall be the Purchaser's responsibility.

4) Other Coverage Terms:

- (a) The Coverage is limited to labor and materials necessary to repair or replace items that Carter shall determine to be defective with new or repaired parts.
- (b) Purchaser shall provide, at its expense, labor and lifting equipment required to minimize job time and downtime in making repairs at the job site.
- (c) Although Carter will endeavor to provide covered repair service at convenient times, it only agrees to do so during regular weekday working hours. The overtime or premium time rate differential will be charged to Purchaser for covered repair service provided at other times.
- (d) All consumable items, such as lubricants, fuels and filters, necessary to complete a covered service will be charged to Purchaser.
- (e) Materials and labor provided under this coverage are covered only for the remainder of the original coverage period.

5) Special Conditions:

The Coverage is subject to the following:

- (a) Carter must perform all covered repairs
- (b) Purchaser will, at Purchaser's expense take oil samples in accordance with the Caterpillar recommended intervals as outlined in the machine's Operation and Maintenance Guide. Purchaser will follow Carter's recommendations based on samples processed through Carter's Fluids Analysis Lab. The purchaser is responsible to maintain a complete oil sample report file and take appropriate actions when oil analysis is performed by a lab other than Carter's Fluids Analysis Lab. If a problem is discovered during this coverage period, the purchaser is responsible to notify Carter of the problem and follow Carter's recommendations. Oil sample reports must be available to Carter if they are requested.
- (c) Purchaser will not subject covered products to extraordinary uses and will at all times operate and maintain them in accordance with the instructions outlined in any maintenance and operating instruction information furnished. Lubricating oil must meet or exceed the requirements specified by Caterpillar. Any damage that results from continued operation after a defect has been recognized by Purchaser, its agents or employees, is Purchaser's sole responsibility.
- (d) The Product may not be altered or modified in any manner which affects the mechanical operation as designed by the manufacturer.
- (e) In the event the product is enrolled in a Caterpillar Inc. Product Improvement Program, the Extended Powertrain plus Hydraulic Coverage will not apply to the improvement.
- (f) Exclusions from this coverage are routine maintenance and normal wear items (i.e., GET, batteries, tires, belts, etc.), adjustments needed to compensate for normal wear, adjustments to fuel settings or electronic unit injectors associated with engine performance, external hoses and lines except hydrostatic lines and hoses between the drive pump and motor, failures caused by oil consumption, gasket or seal leaks, mobile track belts, undercarriage, work tools manufactured by Caterpillar, attachments manufactured by Caterpillar, auxiliary equipment, work tools and attachments not manufactured by Caterpillar, Caterpillar Custom Shop modifications, Non-Caterpillar Technology (i.e. Trimble's Accugrade) and damage caused by collision, accident, flood, fire, vandalism, Acts of God, labor disputes (whether involving Carter or any other party) and other occurrences beyond the control of Carter.
- (g) Purchaser shall maintain the service meter in an operable condition and notify Carter of any service meter replacement.

IMPORTANT**6) Limitations and Disclaimers:**

THIS EXTENDED COVERAGE SUPPLEMENTS THE STANDARD FORM OF "CARTER WARRANTIES AND DISCLAIMERS," WHICH IS INCORPORATED HEREIN BY REFERENCE. THE STANDARD FORM, AS MODIFIED HEREIN, SHALL CONTROL EXCLUSIVELY ALL RIGHTS AND OBLIGATIONS OF THE PARTIES. **THERE ARE NO IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.** CARTER SHALL HAVE NO LIABILITY FOR INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES.



Customer Value Agreement (CVA) Acceptance

Customer Value Agreement Detail:
New Contract: Yes No N/A (circle one)
Contract Renewal: Yes No N/A (circle one)
Quote Number: 226596
Customer Worcester County Public Works
Phone: 410-632-1194
Email: klynch@worcestermd.gov
Fax:

Make	Model No.	Serial No.	Customer No.	Sales Rep	Sale Date
CAT	CB2.5	TBD	9508611	Jeff Cronshaw	TBD

Notes:

Carter will perform PM Services for the 500hr and 1000hr service interval with Fluids & Filter, labor and travel time, mileage included. Carter will provide 1500hr Filter Kit only to customer.

- Customer Value Agreement Category (check one)
- CVA – Dealer performed labor
 - CVA Kit – Dealer provided parts / customer performed labor
- Contract Term (check one)
- 12 months / 1000 hours
 - 36 months / 1500 hours
 - 36 months / 2000 hours
 - 36 months / 3000 hours
 - 36 months / 5000 hours
 - 48 months / 1500 hours
 - 48 months / 3000 hours
 - 48 months / 3500 hours
 - 48 months / 4000 hours
 - 48 months / 4500 hours
 - 60 months / 2500 hours
 - 60 months / 3000 hours
 - 60 months / 5000 hours
 - Other:

No, at this time, I elect not to use Carter Machinery Company to perform my Planned Maintenance

Customer Signature: Date:
Machine Sales Rep Signature: Jeff Cronshaw Date: 7-15-26

Terms and Conditions

Agreement between Carter Machinery Company and Customer

OBJECTIVE:

The objective of this Customer Value Agreement is to ensure that customers receive the benefits of consistent, thorough, and managed planned maintenance.

SERVICES PERFORMED:

Machine hours are monitored by Carter Machinery and customer will receive notification in advance of Planned Lubrication Maintenance service being due. Both scheduled lubrication Planned Maintenance or Planned Maintenance kits will be performed or shipped to customer based upon 500 hour intervals.

ADDITIONAL PARTS & LABOR: The agreement does not cover parts needed outside of the scope of the lubrication service or recommended repairs that are noted during the machine inspection. Customer can elect to address those issues or Carter will provide a service estimate. The customer will be responsible for the additional costs associated with those items.

LIMITATIONS: The intent of this agreement is to perform lubrication services and filter replacements at 500 hour intervals for the term of the contract. Not all services outlined in the Operations and Maintenance Manual are included in this pricing, these include but are not limited to: valve adjustments, torquing ROPS mounting bolts, charging brake and cushion hitch accumulators, adjusting wheel bearings, torquing wheel lug bolts/nuts, torquing draft arm flange bolts on scrapers, inspecting scraper ejector rollers, checking fire extinguisher charge, changing receiver dryers, etc.

CARTER MACHINERY COMPANY'S RESPONSIBILITIES:

- Monitor hour meter readings of customer asset(s) and coordinate scheduling of Planned Lubrication Maintenance work.
- Maintain service records on all repairs, planned maintenance services, provide fluid sampling analysis, and interpretation.
- Store and provide upon request, all inspections submitted via Cat Inspect App
- Carter performed services: Provide travel time & mileage, labor, filters, and oil to perform Planned Lubrication Maintenance services at specified 500 hour intervals. Travel time and mileage is included when machine is within Carter Machinery's territory. Additional charges will apply for machines outside of Carter Machinery's territory.
- Planned Maintenance filter kits to include filters and fluid sampling bottles ONLY.

CUSTOMER RESPONSIBILITIES:

- Perform all daily maintenance and inspections as outlined in the applicable Caterpillar and/or other Manufacturer's Operation and Maintenance Manual
- Any and all maintenance recommendations outside of the 500 hour specifications in the Manufacturer's Operation and Maintenance Manual
- Make equipment available at a reasonable work location accessible to Carter Machinery Planned Maintenance vehicle for scheduled maintenance during normal working hours unless otherwise agreed upon. If machine cannot be released at previously scheduled time, additional charges may apply.
- Provide and add daily make-up fluids (fuel, oil, coolant, grease) using fuel and lubricants that meet Manufacturer's specification.
- As confirmation customer-performed Planned Maintenance service is complete, submit inspection via Cat Inspect App. This enables Carter to reset the 500 hour service interval and notify the customer when the next service is due
- Perform external cleaning of the machine to include, but not limited to, radiator, belly pan(s), engine enclosure(s), all guards, axles, wheels, final drives, and undercarriage. If additional cleaning of machine is required in order for Carter to perform Planned Maintenance service additional charges may apply.
- Perform any adjustments and/or replacements as required by Operation and Maintenance Manual outside of lubrication services specified in this agreement.

NON-CATERPILLAR MACHINES

- Customer required to provide part numbers and fluid capacities.
- Non-Caterpillar machines will be serviced on a time and material basis until adequate data can be gathered for a flat rate to be established.
- If customer has the machine Operation & Maintenance manual they are to provide copies of the pages that contain the manufacturer recommended Planned Maintenance information. If unavailable, basic Planned maintenance schedule of a comparable Caterpillar machine will be applied

TERMS OF AGREEMENT:

Basic Planned Maintenance, for any machine enrolled under this agreement, must be performed in the original territory quoted. If Planned Maintenance service is completed outside of the original zone quoted, additional charges may apply. This agreement will be in effect for the duration of the contracted terms. The prices quoted are subject to change upon the expiration of this agreement. The agreement is renewable with a mutual understanding and documentation of new terms. If machine is sold, Planned Maintenance Agreement is non-transferable.

TERMINATION OF AGREEMENT:

Either party can terminate the agreement with a 30-day written notice. Upon termination, customer will pay Carter Machinery for all Planned Maintenance services performed prior to termination, or Carter Machinery will issue a credit for any overpayment, if applicable.

EXCEPTIONS:

Delays or failures to perform, caused by acts beyond the reasonable control of either parties to this agreement, shall not constitute a breach of this agreement when a reasonable effort is made to correct such delays or failure. The acts may include, but are not limited to: acts of war, severe acts of nature, supplier material shortages, riots, strikes, or government regulations imposed after the date of this agreement. Each party must notify the other within 3 business days if this part of the agreement is to be exercised.

WARRANTY AND INDEMNIFICATIONS:

Carter Machinery Company warrants that all work shall be performed in a workmanlike manner and that all fluids, oils, filters and other goods shall be new. Carter Machinery Company agrees to assign to customer all Manufacturers' warranties with respect to fluids, oil, filters and other goods supplied in connection with this agreement. The forgoing shall be expressly in lieu of all warranties of merchantability or fitness for a particular purpose, which warranties are hereby expressly disclaimed by Carter Machinery Company. In no event shall Carter Machinery Company be liable for indirect, special or consequential damages, including but not limited to: claims for loss of anticipated profits or other economic loss in connection with or arising from the furnishing, functioning, or use of any item of equipment or service provided for in this agreement.

Initial _____ Date _____

Finance Proposal

CUSTOMER

Name: COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND

Address 5764 Worcester Hwy

City SNOW HILL

State MD

Good if:

Acknowledged by Aug-14-2026

Funded by Aug-14-2026

CARTER MACHINERY COMPANY,
INCORPORATED D100

Sales person Cronshaw D100, Jeff

Dealer contact Megan Weber D100

Telephone _____

DEALER

Quote number 5096991

Fax Number _____

Quote Date 15-Jul-26

Quote Time 08:05:35 AM

FINANCE PROPOSAL

This is Caterpillar Financial Services Corporation's confirmation of the following finance proposal. This is a proposal only and is subject to credit approval, execution of documentation, and execution and approval of the application survey.

Finance Type Governmental Lease

Quoted By Megan Weber D100

Number of Payments 60 Monthly

Report Created By Megan Weber D100

Payments in Arrears

	<u>Model</u>	<u>Ann. Hours</u>	<u>Qty</u>	<u>Sale Price</u>	<u>Amount Financed</u>	<u>Payment</u>	<u>Balloon</u>	<u>Fixed Rate</u>
New	CB2.5-03	500	1	66,525.00	67,025.00	See Amort. Schedule	9,680.00	4.990%

Special Conditions:
CB2.5-03

Serial Number - , Model Year - 2027, Standard Environment;
Major Attachments-Canopy/OROPS; Blades/Buckets/Rippers-;
Manual Configuration and Work Tools:

Payment Structure – Asset
60 Monthly payment(s) 1,122.16
1 Stub payment(s) 9,680.00

	<u>Model</u>	<u>Insurance</u>	<u>Payment w/Insurance</u>
New	CB2.5-03	79.05	Amort. Sch.

The estimate for insurance is provided through Caterpillar Insurance Company and is not an offer to contract for insurance.

CONDITIONS

Insurance: The customer must provide evidence of physical damage and liability insurance in an amount and from an insurance carrier satisfactory to CFSC. CFSC must be named on the policies, as loss payee and additional insured, as applicable, and a certificate of insurance, in form and substance acceptable to CFSC, must be provided to CFSC.

Taxes: All taxes are the responsibility of the customer and may or may not be included in the above payment amount.

Equipment: The equipment cannot be delivered until all documents are executed by CFSC. All equipment must reside in the United States at all times.

Approval: This proposal is subject to, among other things, final pricing, credit approval and document approval by CFSC.

The terms and conditions outlined herein are not all-inclusive and are based upon information provided to date. This proposal may be withdrawn or modified by Lessor at anytime. This proposal does not represent an offer or commitment by CFSC to enter into a transaction or to provide financing and does not create any obligation for CFSC. A commitment to enter into the transaction described herein may only be extended by CFSC after this transaction has been approved by all appropriate credit and other authorities within CFSC.

Caterpillar Financial Services Corporation
2120 West End Avenue, Nashville, TN 37203
(615)-341-1000

We appreciate the opportunity to provide you a proposal for this transaction.

ITEM 12

Proposed by:

Acknowledged by:

Caterpillar Financial Services Corporation

COUNTY COMMISSIONERS OF Date
WORCESTER COUNTY, MARYLAND

EXHIBIT 2
Concluding Payment Schedule to
Government Agreement

Quote Number.....5096991

Dated _____, 20__

between

Caterpillar Financial Services Corporation

and

COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND

Description of Unit: CB2.5-03 Asphalt Compactor:

Number of Payments Made	Beginning Balance	Payment Amount	Balloon	Interest	Interest Rate	Concluding Payment (*)
1	67,025.00	1,122.16	0.00	278.71	4.99	66,181.55
2	66,181.55	1,122.16	0.00	275.20	4.99	65,334.59
3	65,334.59	1,122.16	0.00	271.68	4.99	64,484.11
4	64,484.11	1,122.16	0.00	268.15	4.99	63,630.10
5	63,630.10	1,122.16	0.00	264.60	4.99	62,772.54
		-----	-----	-----		
total		5,610.80	0.00	1,358.34		
6	62,772.54	1,122.16	0.00	261.03	4.99	61,911.41
7	61,911.41	1,122.16	0.00	257.45	4.99	61,046.70
8	61,046.70	1,122.16	0.00	253.85	4.99	60,178.39
9	60,178.39	1,122.16	0.00	250.24	4.99	59,306.47
10	59,306.47	1,122.16	0.00	246.62	4.99	58,430.93
11	58,430.93	1,122.16	0.00	242.98	4.99	57,551.75
12	57,551.75	1,122.16	0.00	239.32	4.99	56,668.91
13	56,668.91	1,122.16	0.00	235.65	4.99	55,782.40
14	55,782.40	1,122.16	0.00	231.96	4.99	54,892.20
15	54,892.20	1,122.16	0.00	228.26	4.99	53,998.30
16	53,998.30	1,122.16	0.00	224.54	4.99	53,100.68
17	53,100.68	1,122.16	0.00	220.81	4.99	52,199.33
		-----	-----	-----		
total		13,465.92	0.00	2,892.71		
18	52,199.33	1,122.16	0.00	217.06	4.99	51,294.23
19	51,294.23	1,122.16	0.00	213.30	4.99	50,385.37
20	50,385.37	1,122.16	0.00	209.52	4.99	49,472.73
21	49,472.73	1,122.16	0.00	205.72	4.99	48,556.29
22	48,556.29	1,122.16	0.00	201.91	4.99	47,636.04
23	47,636.04	1,122.16	0.00	198.09	4.99	46,711.97
24	46,711.97	1,122.16	0.00	194.24	4.99	45,784.05
25	45,784.05	1,122.16	0.00	190.39	4.99	44,852.28
26	44,852.28	1,122.16	0.00	186.51	4.99	43,916.63
27	43,916.63	1,122.16	0.00	182.62	4.99	42,977.09
28	42,977.09	1,122.16	0.00	178.71	4.99	42,033.64
29	42,033.64	1,122.16	0.00	174.79	4.99	41,086.27
		-----	-----	-----		
total		13,465.92	0.00	2,352.86		
30	41,086.27	1,122.16	0.00	170.85	4.99	40,134.96
31	40,134.96	1,122.16	0.00	166.89	4.99	39,179.69
32	39,179.69	1,122.16	0.00	162.92	4.99	38,220.45
33	38,220.45	1,122.16	0.00	158.93	4.99	37,257.22

ITEM 12

34	37,257.22	1,122.16	0.00	154.93	4.99	36,289.99
35	36,289.99	1,122.16	0.00	150.91	4.99	35,318.74
36	35,318.74	1,122.16	0.00	146.87	4.99	34,343.45
37	34,343.45	1,122.16	0.00	142.81	4.99	33,364.10
38	33,364.10	1,122.16	0.00	138.74	4.99	32,380.68
39	32,380.68	1,122.16	0.00	134.65	4.99	31,393.17
40	31,393.17	1,122.16	0.00	130.54	4.99	30,401.55
41	30,401.55	1,122.16	0.00	126.42	4.99	29,405.81
		-----	-----	-----		
total		13,465.92	0.00	1,785.46		
42	29,405.81	1,122.16	0.00	122.28	4.99	28,405.93
43	28,405.93	1,122.16	0.00	118.12	4.99	27,401.89
44	27,401.89	1,122.16	0.00	113.95	4.99	26,393.68
45	26,393.68	1,122.16	0.00	109.75	4.99	25,381.27
46	25,381.27	1,122.16	0.00	105.54	4.99	24,364.65
47	24,364.65	1,122.16	0.00	101.32	4.99	23,343.81
48	23,343.81	1,122.16	0.00	97.07	4.99	22,318.72
49	22,318.72	1,122.16	0.00	92.81	4.99	21,289.37
50	21,289.37	1,122.16	0.00	88.53	4.99	20,255.74
51	20,255.74	1,122.16	0.00	84.23	4.99	19,217.81
52	19,217.81	1,122.16	0.00	79.91	4.99	18,175.56
53	18,175.56	1,122.16	0.00	75.58	4.99	17,128.98
		-----	-----	-----		
total		13,465.92	0.00	1,189.09		
54	17,128.98	1,122.16	0.00	71.23	4.99	16,078.05
55	16,078.05	1,122.16	0.00	66.86	4.99	15,022.75
56	15,022.75	1,122.16	0.00	62.47	4.99	13,963.06
57	13,963.06	1,122.16	0.00	58.06	4.99	12,898.96
58	12,898.96	1,122.16	0.00	53.64	4.99	11,830.44
59	11,830.44	1,122.16	0.00	49.19	4.99	10,757.47
60	10,757.47	1,122.16	9,680.00	44.69	4.99	0.00
		-----	-----	-----		
total		7,855.12	9,680.00	406.14		
total		67,329.60	9,680.00	9,984.60		

(*)Does not include any rent payment or other amount then due.

Initialed: _____
(Lessee)

TEL: 410-632-5623
 FAX: 410-632-1753
 WEB: co.worcester.md.us



Worcester County
DEPARTMENT OF PUBLIC WORKS
 6113 TIMMONS ROAD
 SNOW HILL, MD 21863

DALLAS BAKER JR., P.E.
 DIRECTOR

JANA POTVIN
 DEPUTY DIRECTOR

TO: Weston Young P.E., Chief Administrative Officer
 Candace Savage, CGFM, Deputy Chief Administration Officer
FROM: Dallas Baker Jr., P.E., Director *Dallas Baker Jr*
DATE: July 16, 2026
SUBJECT: Ocean Pines WWTP – Overhead Pipe Protection Project Change Order #1

Public Works is requesting Commissioner approval of a \$6,152.00 change order to the Pro Coat, LLC. contract for Overhead Pipe Corrosion Protection at the Ocean Pines Wastewater Treatment Plant. The original contract amount of \$46,290.00 was approved by the Commissioners at the April 7, 2026 meeting. Funds available for the additional work in the Ocean Pines Treatment Plant, Systems Maintenance Wastewater Treatment Plant Maintenance account 555.8003.6500.030.

This change order will add an additional section of pipe to the scope of work that was not included in the original contract. At the time of the contract issuance, other work was taking place near the additional pipe which would have prevented the contractor from painting the pipe, therefore it was left out of the scope. The contractor has performed all other work in the contract to standard and within budget.

Please let me know if there are any questions.

Attachments

CC: Jana Potvin
 Lee Beauchamp
 Quinn Dittrich



**QUOTATION FOR:
WORCESTER COUNTY**

**DATE: JUNE 12, 2026
PREPARED BY: SEAN FISHER
QUOTE VALID: JULY 12, 2026**

PROJECT ID: OCEAN PINES WWTP ADDITIONAL PIPES

PRO COAT LLC WILL PROVIDE THE FOLLOWING:

- Power wash all surfaces in preparation for new coating
- Power tool clean all areas of flaking paint
- Spot Prime bare surfaces as needed
- Install 1 prime coat of Tnemec Series 132 @ 4-8 mils
- Install 2 coats of Tnemec series 1095 @ 2-3 mils per coat

TOTAL JOB PRICE: \$6,152.00

- NOTES:**
- Payment terms: Net 15days. 2% per month assessed on overdue payments.
 - 30% Deposit required before start of project.
 - Prevailing Wages do **NOT** apply to this project.
 - This document shall form a material part of and shall be incorporated by reference into all contracts awarded to Pro Coat LLC, which are directly related to the aforementioned Project.
 - All services provided for herein are subject to Pro Coat, LLC's Terms and Conditions attached hereto and incorporated herein by reference.

Bruce S. Ennis	Date	Customer Signature	Date
----------------	------	--------------------	------

Pro Coat LLC – EIN / FED TAX ID # 26-0761578 - MD LICENSE 22483737 - DE LICENSE 2007605534
VA – CLASS B LICENSE – 2705 133350 –
 Phone # 410-749-7491 Fax # 443-944-9924

PRO COAT, LLC

TERMS AND CONDITIONS

General – terms & conditions

1. Pro Coat will supply all labor, materials and equipment for the above project with the exception of water, electric, dumpster, and sanitary facilities.
2. All work to be performed during normal working hours 7:00 am until 4:00 pm Monday thru Friday.
3. Color texture mock ups must be signed off on by the owner prior to coatings application.
4. Pro Coat LLC takes no responsibility for contaminants including but not limited to dust, odors, fumes and / or overspray as might occur during either surface preparation and / or painting. If special ventilation and or protection is required, it will be at the owner's and or general contractors expense
5. The owner will provide adequate lighting throughout the building during installation.
6. Prior to Pro Coat commencing work, the owner or general contractor will have the work areas cleared of all debris, equipment and / or personal belongings such as furniture and moveable fixtures.
7. Substrate (surface to be coated) must be sound & ready to receive coatings. Generally, freshly coated plywood and lumber must have been cured for a minimum of six (6) months prior to coatings applications. Freshly poured concrete must have thirty (30) day cure time prior to coatings.
8. Unforeseen conditions may be revealed, especially after removal of existing coatings materials. Examples are – including but not limited to: rotting wood, spalling concrete, additional thickness of anticipated coating to be removed, undulation of surfaces. Such unforeseen conditions and potential change or work plans and associated costs must be addressed prior to coatings work begins.
9. Pro Coat will be provided by Owner or General Contractor a two week notice minimum prior to initial mobilization or subsequent re-mobilizations. Two-week notification will likewise be provided for changes to schedules.
10. No finishes will be installed prior to painting to begin by Pro Coat. Finishes include, but not limited to: floor finishes, wooden trim, interior doors, electric fixtures, outlets, & switches, wall paper, cabinets, vanities, shower / tub etc.
11. Any repair or rework due to damages by others to paint & finishes provided by Pro Coat are consider changes to scope of work and will require written change order authorization to be completed.

Painting jobs – terms & conditions:

1. Ambient (weather) conditions, including but not limited to: substrate temperature, dew point, humidity, have to fall within manufacturer specifications & parameters in order for work to be conducted. Work will be delayed if necessary until proper ambient conditions are met.
2. The owner or general contractor will insure that interior ambient / weather conditions including temperature, meet the minimum standards for ambient weather conditions as stated on material technical data sheets. Any devises and associated costs to condition the substrate, whether headers, dehumidifiers etc. are solely for the account, and the responsibility of the owner or general contractor.
3. All paint proposals are based on one color unless otherwise specified.
4. Drywall point ups will occur between the prime and first (top) coat unless agreed to otherwise. This proposal and price quote includes only one touch up resulting from one point up of drywall. Additional point ups and touch ups will be for the owners account and treated as a change order item.

Epoxy Floor Systems – terms and conditions:

1. Pro Coat will be provided exclusive access to floors for approximately _____ consecutive days during the installation.
2. Newly poured concrete must be cured a minimum of thirty (30) days prior to any epoxy coating being applied.
3. It is understood that an appropriate moisture barrier is in place to mitigate and control moisture vapor transmission through concrete which will possibly cause defects in the epoxy coatings.
4. Pro Coat LLC shall warrant workmanship to be defect free and not cause the floor to fail or suffer a loss of adhesion from the concrete substrate. Pro Coat LLC shall warrant our workmanship concurrent with the manufacturer for the term of one year from the date of completion. This warranty is based upon the intended floor use and regularly cleaned following manufacturer instructions and maintenance. Accidental damages will be excluded from the warranty and repaired "at cost" on an "as required" basis as will abuse or other forms of damage. This warranty does not cover lost adhesion due to osmotic, or hydro-static, vapor pressure or capillary moisture conditions.
5. Our price does not include a vapor barrier test on concrete, which we recommend.
6. No concrete sealers (such as cure-and-seal) shall have been applied onto new concrete surfaces. In the event that a sealer has been applied, the owner will be responsible for the cost of removal, prior to epoxy coatings to begin.
7. This epoxy system will follow the existing contour of the floor and will not change the substrate pitch or levelness. This system will not hide imperfections, cracks, voids or spalls in the concrete.
8. The owner or general contractor will insure that there is no possibility of moisture intrusion during installation including curing times. They will insure that all floor drains are operational and that there are no leaks from the roof or any other sources that will allow moisture to come in contact with the epoxy finish and that will diminish the appearance and functionality of the system.
9. The owner or general contractor will insure that the floors are dry and at a minimum temperature of 68 degrees f. prior to starting the epoxy floor installation.



Worcester County Government

One West Market Street | Room 1103 | Snow Hill MD 21863-1195

(410) 632-1194 | (410) 632-3131 (fax) | admin@co.worcester.md.us | www.co.worcester.md.us

MEMORANDUM

TO: Worcester County Commissioners
 FROM: Ed Welch, Procurement Officer
 DATE: April 28, 2026
 RE: Request to Award – Riddle Farm & Mystic Harbor WTP Overhead Door Replacement Project

Public Works – Water & Wastewater Division is requesting that the Commissioners review and approve awarding the **Riddle Farm & Mystic Harbor WTP Overhead Door Replacement Project** to the lowest responsive and responsible vendor, **East Coast Garage Doors**, in the amount of **\$68,406.⁶⁰**. The facility is located at 11401 Grays Corner Rd, Berlin, MD, 21811.

Bids were due and opened on Wednesday, May 28, 2026, at 2 p.m. Two (2) bids were received.
(see bid tabulation below)

Funding for this project will be provided through the following:

- Item 1: 12'x 12' Overhead Door – Riddle Farm WTP: Funding G/L 570.6550.021
 (available funds: \$50,000) for \$39,093.¹⁰
- Item 2: 10' x 10' Overhead Door – Mystic Harbour WTP: Funding G/L 545.6550.020
 (available funds: \$100,000) for \$29,313.⁵⁰

Please feel free to contact me if you have any questions. Thank you.

Riddle Farm Overhead Door Replacement	
Thursday, May 28, 2026 @ 2:00 pm	
Bid Tabulation	
<u>Vendor Name</u>	<u>Base Bid</u>
East Coast Garage Doors	\$68,406.60
Hickman Overhead Door Co.	\$77,104.00

SECTION III: BID SPECIFICATIONS

A. SCOPE

1. The County is seeking bids from qualified Vendors to Replace Water Treatment Plant Overhead Doors in accordance with the terms and conditions and specifications set forth in this solicitation.

B. CONTRACT PRICING

1. Contract pricing will be valid for the term of (270 Days), ("Contract Period").
2. Pricing must include all labor, materials, tools, and equipment to perform Work.
3. Pricing will not change during the Contract Period.

C. CONTRACT PERIOD RENEWAL OPTION

1. Intentionally Omitted.

D. SUMMARY

1. The purpose of this Invitation for Bid Document is for Worcester County ("County") to contract for the furnish and installation of one (1) 12 ft. x 12 ft. insulated stainless steel roll up overhead door at the Glenn Riddle Water Treatment Plant located at 11401 Grays Corner Rd, Berlin, Maryland
2. The purpose of this Invitation for Bid Document is for Worcester County ("County") to contract for the furnish and installation of one (1) 10 ft. x 10 ft. insulated stainless steel roll up overhead door at the Mystic Harbor Water Building located at 9624 Stephen Decatur Hwy, Berlin, Maryland.
3. Work includes:
 - a. Supply and installation of insulated stainless steel roll up door with manual chain hoist opener.
 - b. All necessary seals, tracks, manual chain hoist operators, and modifications for proper fit/integration. To include:
 - i. Mounted on Stainless Steel Guides, Head Plates & Hood
 - ii. Chain Hoist Operator
 - iii. Interior mounted rolling door.
 - c. Remove existing electrical connections/wiring to existing doors as needed.
 - d. Removal and proper off-site disposal of any existing materials/debris.

E. GENERAL REQUIREMENTS

1. The Successful Vendor must be licensed to perform Work in the state of Maryland.
2. Drawings and existing conditions images are attached as Exhibit A.

F. PRE-BID CONFERENCE

Prebid location: 11401 Grays Corner Rd, Berlin, MD 21811

Prebid Time/Date: Thursday May 7th at 2 p.m.

G. PAYMENT

1. The County will make payment(s) to the Successful Vendor within thirty calendar days from the receipt of a proper invoice for approved and accepted work performed.

H. QUESTIONS

1. The last day for questions is listed under Section I, Subsection C.2.

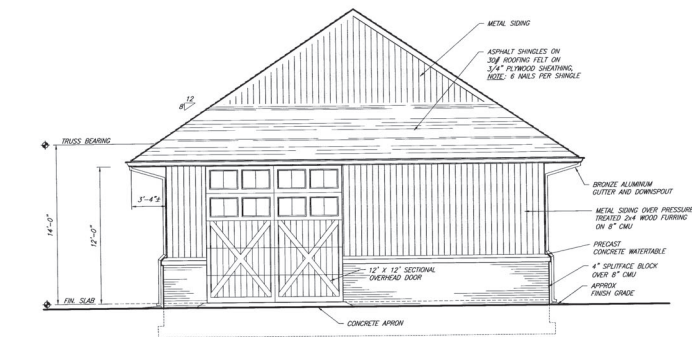
I. AWARD

1. In awarding contracts, the Commissioners may consider lowest or best bid, quality of goods and work, time of delivery or completion, responsibility of bidders, local presence of bidders and previous experience of bidders with County contracts. The Commissioners are not required to accept the lowest bid.



- NOTE: DOOR LOCKS TO BE KEYED TO WORCESTER COUNTY STANDARD.

FLOOR PLAN		WATER TREATMENT FACILITIES RIDDLE FARM		WORCESTER COUNTY, MARYLAND	
		THE BAKER ARCHITECTURE FIRM, INC. 10000 WOODBURN ROAD, SUITE 200 WOODBURN, MARYLAND 21797-1000 TEL: 410-391-1000 FAX: 410-391-1001 WWW.BAKERARCHITECTUREFIRM.COM			
PROJECT INFORMATION		PROJECT NO. 10000000000000000000 PROJECT NAME WATER TREATMENT FACILITIES PROJECT LOCATION RIDDLE FARM PROJECT OWNER WORCESTER COUNTY, MARYLAND PROJECT ARCHITECT THE BAKER ARCHITECTURE FIRM, INC. PROJECT ENGINEER THE BAKER ARCHITECTURE FIRM, INC. PROJECT DATE 10/01/2001			
REVISIONS		NO. 1 REVISIONS 1. REVISED FOR CONSTRUCTION PERMIT DATE 10/01/2001			
DATE 10/01/2001		DATE 10/01/2001			



EAST ELEVATION (WEST ELEVATION SIM.)
1/4\" = 1'-0"



SOUTH ELEVATION (NORTH ELEVATION SIM.)
1/4\" = 1'-0"

FINAL PLANS PRINTED FOR CONSTRUCTION PERMIT	
NO.	REVISIONS
1	ISSUED FOR PERMIT
2	REVISED FOR COMMENTS
3	REVISED FOR COMMENTS
4	REVISED FOR COMMENTS
5	REVISED FOR COMMENTS

DATE	BY	FOR
8/12/2010	MB	FOR PERMIT
10/24/2010	MB	FOR PERMIT
11/24/2010	MB	FOR PERMIT

EMB
 GEORGE, MILES & BUHR, LLC
 ARCHITECTS
 1000 W. 10TH STREET, SUITE 100
 FARMINGTON, CT 06030
 TEL: 860.634.1100
 FAX: 860.634.1101
 WWW.GEORGEMLB.COM

WATER TREATMENT FACILITIES
 RIDDLE FARM
 WORCESTER COUNTY, MARYLAND

ELEVATIONS

SHEET NO. 14-4	SHEET TOTAL 11
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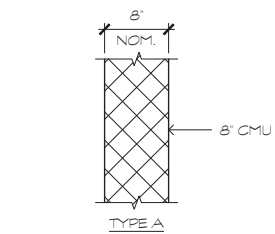
FEASIBILITY STUDY FOR:
**MYSTIC HARBOR -
 WATER BUILDING**
 OCEAN CITY, MARYLAND

FLOOR PLAN

SCALE: 1/8" = 1'-0"
 DESIGNED BY: J. M. HARRIS
 DRAWN BY: J. M. HARRIS
 CHECKED BY: J. M. HARRIS
 DATE: 1/2/2025

A1.1

GMB
 GEORGE, MILES & BUHR, LLC
 ARCHITECTS & ENGINEERS
 10000 W. BAYVIEW BLVD., SUITE 100
 OCEAN CITY, MD 21841
 WWW.GMBLLC.COM


$$1/8" = 1'-0"$$

$$1'' = 1'-O''$$


FLOOR PLAN
1/8" = 1'-0"





ITEM 14





WORCESTER COUNTY, MARYLAND

OFFICE OF THE COUNTY COMMISSIONERS
1 WEST MARKET STREET, ROOM 1103
SNOW HILL, MARYLAND 21863
410-632-1194
FAX: 410-632-3131

Weston Young
Chief Administrative Officer

Edward Welch
Procurement Officer

CONTRACT

THIS CONTRACT, made on **August 4, 2026**, between the **County Commissioners of Worcester County, Maryland** ("County"); and insert **East Coast Garage Doors** ("Successful Vendor").

WITNESSED: That for and in consideration for payment and agreements hereinafter mentioned:

1. Successful Vendor will commence and complete the **Riddle Farm & Mystic Harbor WTP Overhead Door Replacement Project.**
2. Successful Vendor will furnish all the materials, supplies, tools, equipment, labor, and other services necessary for the Work described herein.
3. Successful Vendor will commence and complete the Work required by the Contract Documents within the timeframes listed in the Bid Documents unless the period for completion is extended otherwise.
4. Successful Vendor agrees to perform all of the Work described in the Contract Documents and comply with the terms therein for the sum of **\$68,406.⁶⁰** (**Sixty-Eight Thousand Dollars Four Hundred Six Dollars and zero cents**) as shown on the Form of Bid.
5. The term 'Contract Documents' means and includes the following:
 - a. This Contract
 - b. Exhibit A - Worcester County Maryland Standard Terms and Conditions
 - c. Advertisement
 - d. Section I: Introduction
 - e. Section II: General Information
 - f. Section III: General Conditions
 - g. Section IV: Bid Specifications
 - h. Form of Bid
 - i. References
 - j. Exceptions
 - k. Individual Principal
 - l. Vendor's Affidavit of Qualification to Bid

- m. Non-Collusive Affidavit
 - n. Addenda
 - o. Successful Vendor's Completed Bid Documents
 - p. Notice of Award and/ or Notice to Proceed
- 6. Any inconsistency or conflict between the Contract Documents shall be resolved in their order listed above.
 - 7. The County will pay the Successful Vendor in the manner and at such times as set forth in the Bid Documents.
 - 8. This Contract will be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.

IN WITNESS WHEREOF, the parties hereto have executed or caused to be executed by their duly authorized officials, this Contract in duplicate each of which will be deemed an original on the date first above written.

**COUNTY COMMISSIONERS OF
WORCESTER COUNTY,
MARYLAND**

Theodore J. Elder
President
Date:

CONTRACTOR:

By:
Title:
Date:

TEL: 410-632-5623
 FAX: 410-632-1753
 WEB: co.worcester.md.us



Worcester County
DEPARTMENT OF PUBLIC WORKS
 6113 TIMMONS ROAD
 SNOW HILL, MD 21863

DALLAS BAKER JR., P.E.
 DIRECTOR

JANA POTVIN
 DEPUTY DIRECTOR

MEMORANDUM

TO: Weston Young P.E., Chief Administrative Officer
 Candace Savage, CGFM, Deputy Chief Administrative Officer
FROM: Dallas Baker Jr., P.E., Director *Dallas Baker Jr*
DATE: July 16, 2026
SUBJECT: Maintenance Division's FY-27 Over-Expenditure Request

Public Works is requesting Commissioner approval to overspend the Maintenance Division account 100.1201.6540.080 – Vehicle Operating Expenses Heavy Equipment Maintenance by \$4,326.63 to replace a broken hydraulic pump in a man lift. The approved FY 27 budget for routine heavy equipment maintenance allocated \$3,000 for the entirety of the fiscal year which is insufficient for this unanticipated repair. In addition, if the funds are depleted this early in the fiscal year, the Maintenance Division will lack the necessary resources to properly maintain their equipment in safe working order.

This repair is necessary to maintain operational readiness and ensure compliance with workplace safety requirements. The over-expenditure was driven by unforeseen equipment failure rather than discretionary spending. The emergency repair could not have been reasonably anticipated during the budget planning process and was necessary to prevent extended equipment downtime, maintain safe operations, and avoid potentially higher repair or replacement costs.

Please let me know if there are any questions.

Attachment

Cc: Kim Reynolds
 Jana Potvin
 Michael Hutchinson

Zachary Parker

From: Steve Leto <sleto@toyotaliftne.com>
Sent: Tuesday, June 30, 2026 10:20 AM
To: Zachary Parker; Bill Calderhead
Subject: Haulette quote

Hey Zack, Here is the quote to repair the hauler the haulette.

Pump price. 2221.63
Hydraulic oil. 165.00
Brake cleaner. 20.00
Labor. 1920.00

Total. 4326.63

As discussed the labor time is a loose quote as I have not done one of these repairs.

Steve Leto | *Field Technician*



236 Quigley Boulevard, New Castle DE 19720
Office: 302-322-2700 **Mobile:** 610-936-0229



Worcester County Government

One West Market Street | Room 1103 | Snow Hill MD 21863-1195

(410) 632-1194 | (410) 632-3131 (fax) | admin@co.worcester.md.us | www.co.worcester.md.us

MEMORANDUM

TO: Worcester County Commissioners
FROM: Ed Welch, Procurement Officer
DATE: July 23, 2026
RE: Request to Award – Newtown Playground Shade

Recreation & Parks is requesting that the Commissioners approve the purchase of a **Playground Shade** from GameTime and acceptance of a donation in the amount of **\$43,422.²²** from the Hill Foundation to fully pay for it.

The purpose of the structure is to shade the electronic components at the Newtown Playground. The Newtown Playground was originally funded by donations from the Hill Foundation, and they would now like to donate additional funds to purchase and install the shade structure shown on the attached drawings.

This was sourced through a cooperative contract (Omnia-Partners # 2017001134) resulting in a \$895.⁵³ discount. This is a publicly solicited contract established through a Request for Proposal (RFP) from a lead agency. OMNIA-Partners is the largest cooperative procurement organization in the United States. It functions as a bridge that connects public sector entities with pre-negotiated, legally compliant contracts for goods and services. This contract satisfies formal competitive bid requirements.

Please feel free to contact me if you have any questions. Thanks

Ed Welch

Procurement Officer
Worcester County Government Center
1 W. Market Street
Snow Hill, MD 21863
Phone: 410-632-1194, ext. 1012
Email: eawelch@worcestermd.gov

QUOTE

181392-01-02 • 07/16/2026



Newtown Playground Memo Shade

Customer:

Worcester Co. Recreation Dept.
2001 Groton Road
Pocomoke, MD 21851
United States

Ship to Zip: 21851

Prepared for:

Jacob Stephens
Phone: 410-632-2144 Ext. 2521
jstephens@co.worcester.md.us

Prepared by:

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

Quantity	Part #	Description	Unit Price	Amount
1	QUO0330024	Superior Recreational Products - Custom Shade Design: 30'x30'x8' - Square Multi Panel Hip shade (4) Columns on Base Plates - Includes: Stainless Fans, Cables and Clamps	\$28,206.05	\$28,206.05
1	ABT	Superior Recreational Products - Anchor Hardware & Templates	\$215.00	\$215.00
1	Engineering	Superior Recreational Products - Sealed Drawings & Calculations	\$1,430.00	\$1,430.00
1	INSTALL	MISC - Installation of the Above shade: - Includes footers - Trash disposal	\$11,062.50	\$11,062.50

Contract: OMNIA #2017001134

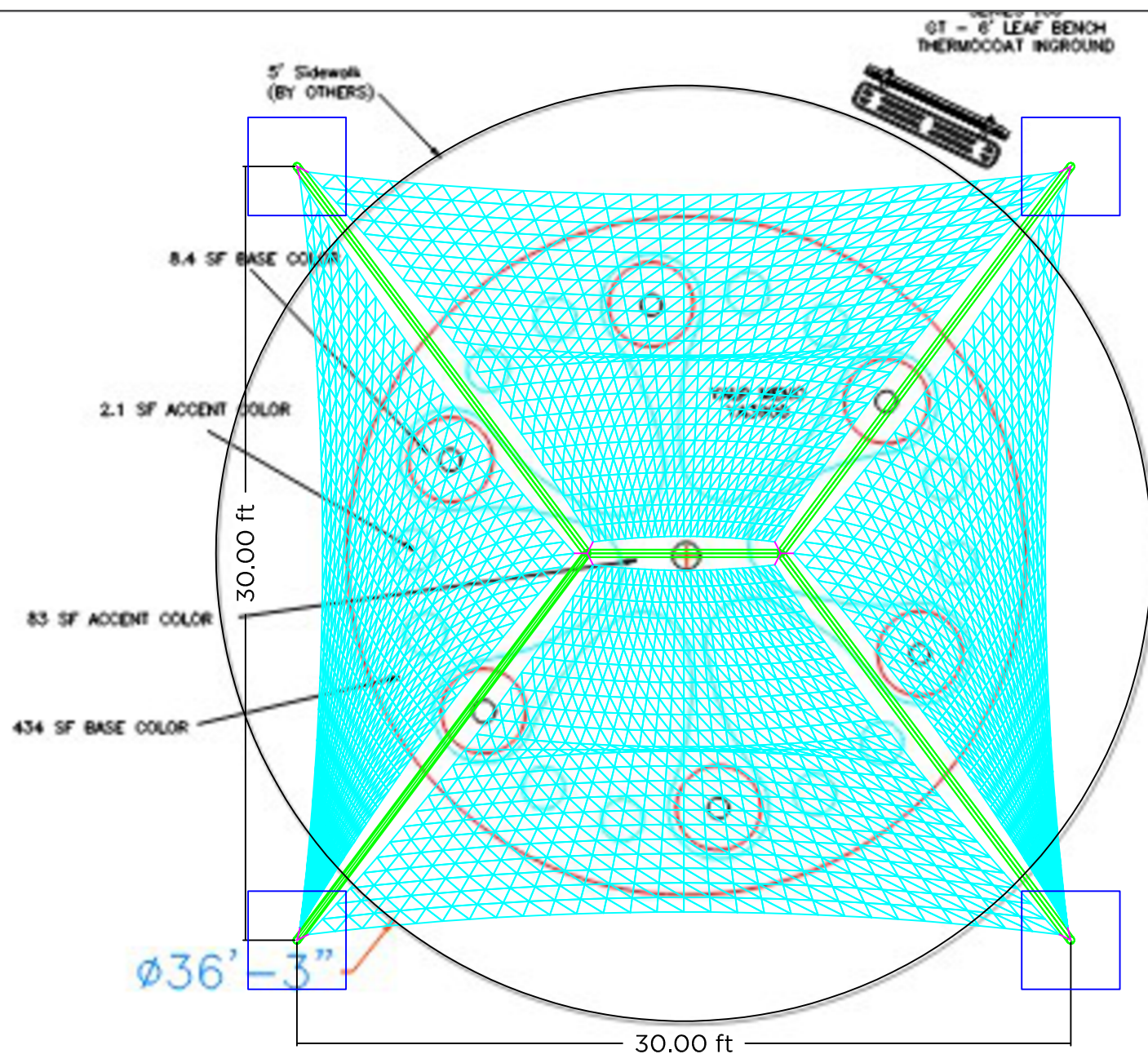
Sub Total	\$40,913.55
Discount	(\$895.53)
Freight	\$3,404.20
Grand Total	\$43,422.22

Comments

* Site must be clear, level, free of obstructions, and accessible. Site should permit installation equipment access. Purchaser shall be responsible for unknown conditions such as buried utilities, tree stumps, bedrock or any concealed materials or conditions that may result in additional costs.

* **Certified drawings will reflect 115mph wind rating and the frame will be manufactured to those specifications.**

* **Fabric is capable of withstanding between 75mph to 90 mph winds. Manufacturer recommends to detach fabric during strong periods exceeding the above threshold.**



Plan View

5' Sidewalk
(BY OTHERS)

8.4 SF BASE CO

2.1 SF ACCENT COLOR

83 SF ACCENT COLOR

434 SF BASE COLOR

Ø36'-3"

Plan View

SuperiorShade

SHADE:
Newtown Playground Memo Shade

SCALE
Not to Scale

These drawings are for reference only and should not be used as construction details. They show the general character and rough dimensions of the structural features. Superior Recreation Products is not responsible for deviation of final shade dimensions. All final dimensions must be verified in the field by the customer. Exact spans, fasteners, materials, and foundations can be determined by a licensed professional engineer upon request.

WORCESTER COUNTY LIBRARY

To: Weston Young, Chief Administrative Officer
From: Jennifer Ranck, Library Director
Date: July 27, 2026 *JR*
Re: Ocean Pines Library – Shade Sail, Outdoor Learning Space

The Library is requesting permission to accept a donation of \$37,081.93 from the Friends of the Ocean Pines Library (FOPL) to install a commercial-grade shade sail for the Ocean Pines Library outdoor learning space. FOPL will fund the cost of the project and annual maintenance fees. This project will enhance the usability of the space, especially during the summer months. A photo of the space is shown below; attached please find a rendering, terms and conditions to be signed by the County, project cost estimate, and a support letter from FOPL.

Maintenance of the shade sail includes seasonal installation and removal, as well as dismantling during high-wind weather events. The shade sail design, along with wind-resistance and flammability information, was submitted to the Department of Development Review & Permitting. A permit was issued on May 1, 2026.

Thank you for your consideration of this request. Please contact me if you have any questions (jranck@worcesterlibrary.org).



Outdoor Learning Space, Ocean Pines Library

Attachments

Worcester Shade Sail Project



SHORE INDUSTRIES SHADE SAIL TERMS AND CONDITIONS

The following terms and conditions (the “**Terms**”) are hereby made a part of the proposal (the “**Proposal**”) to which they are attached. Together, these Terms and the Proposal comprise the entire agreement (the “**Agreement**”) between the buyer specified in the Proposal (the “**Buyer**”) and Shore Industries LLC (“**Shore Industries**”) for the work described in the Proposal (the “**Project**”).

1. **Warranty.** Shore Industries hereby warrants that all products specified in the Proposal (the “**Products**”) will conform to the specifications in the Proposal and that all services shall be performed in a workman like manner, according to accepted standard practices in the industry. All Products are guaranteed for a period of one year after delivery against defective workmanship unless otherwise stated in writing. This express warranty excludes all other agreements, representations, and warranties, express or implied including, without limitation, any warranty for services, merchantability, fitness for a particular purpose or non-infringement. Some jurisdictions do not allow the exclusion of implied warranties, so the above exclusion may not apply to you.
2. **Shade Sail Product Warranty Exclusions.** Shore Industries shall not be held responsible for, nor does it warrant, any shade sail Product that has not been manufactured, installed, or maintained in strict accordance with the manufacturing and maintenance guidelines attached hereto as **Exhibit A** (the “**Guidelines**”). Any deviation from these Guidelines including, but not limited to, improper installation, unauthorized modifications, or failure to perform recommended maintenance will void all warranties and release Shore Industries from any and all liability for damages, defects, or product failures. The customer assumes full responsibility for ensuring compliance with all provided Guidelines.
3. **Disclaimer and Limitation of Liability.** ASIDE FROM ANY EXPRESS WARRANTY PROVIDED IN THESE TERMS, THE PRODUCTS AND SERVICES ARE PROVIDED “AS-IS” WITHOUT ANY OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, ACCURACY, NON-INFRINGEMENT, OR THOSE ARISING BY LAW, STATUTE, USAGE OF TRADE, OR COURSE OF DEALING, AND BUYER ASSUMES ALL RISK AS TO THE RESULTS AND PERFORMANCE OF THE PRODUCTS AND SERVICES AND ACKNOWLEDGES THAT THE USE OF THE PRODUCTS AND SERVICES, TO THE EXTENT APPLICABLE, MUST BE MADE IN STRICT CONFORMANCE WITH SHORE INDUSTRIES’ INSTRUCTIONS, WRITTEN OR ORAL. SHORE INDUSTRIES BEARS NO LIABILITY FOR ANY MISUSE OF THE PRODUCTS OR FOR LOSS OR DAMAGE TO BUYER’S BUSINESS OR PROPERTY OF INJURY OR DEATH TO PERSONS. WITHOUT LIMITING THE FOREGOING, IT IS UNDERSTOOD AND AGREED THAT SHORE INDUSTRIES WILL NOT BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES WHATSOEVER, INCLUDING, WITHOUT LIMITATION, LOSS OF REVENUE OR PROFIT OR OTHER INTANGIBLE LOSS ARISING OUT OF THE USE OF OR THE INABILITY TO USE THE PRODUCTS OR SERVICES, HOWEVER CAUSED AND REGARDLESS OF THE THEORY OF LIABILITY (CONTRACT, TORT OR OTHERWISE), EVEN IF SHORE INDUSTRIES HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, OR THAT THEY ARE FORESEEABLE. SHORE INDUSTRIES SHALL HAVE NO INDEMNIFICATION OBLIGATIONS NOR LIABILITY OF ANY TYPE WITH RESPECT TO THE PRODUCTS AND SERVICES EXCEPT AS PROVIDED FOR HEREIN UNLESS SUCH EXCLUSION OF LIABILITY IS NOT ENFORCEABLE UNDER APPLICABLE LAW, IN WHICH CASE SHORE INDUSTRIES LIABILITY WITH RESPECT TO THE PRODUCTS AND SERVICES SHALL NOT EXCEED, IN THE AGGREGATE, \$500.00.
4. **Indemnification.** Buyer shall defend, indemnify and hold harmless Shore Industries from any and all claims, demands, regulatory proceedings and/or causes of action and all damages,

liabilities, costs (including settlement costs and additional contract or cancellation costs) and expenses associated therewith (including, but not limited to, reasonable attorney's fees) associated with Buyer's use of the Products in a manner not in conformance with Shore Industries written or oral instructions, with Buyer's failure to get any necessary approvals for the Project, for Buyer's failure to engage a tension structure engineer on the Project or for Buyer's breach of this Agreement.

5. **Remedy.** The parties agree that Buyer's sole and exclusive remedy against Shore Industries related to the warranty provided in Section 1 shall be for the repair or replacement of any Products which are defective when delivered or installed incorrectly by Shore Industries. Any defects or discrepancies in the Products as delivered or installed must be reported to Shore Industries within twenty (20) days of receipt of the Products by the Buyer or the Buyer will be deemed to have accepted the Products as-is. Notice to Shore Industries of any defects, discrepancies or objections regarding the Products must be delivered in writing via certified or registered mail to the address shown on the Proposal within twenty (20) days of receipt to receive the benefit of the warranty in this Section 5.
6. **Selected Material.** Buyer expressly agrees that he/she has had the opportunity to select the material from which the Products have been made and if the Products conform to the selected material, Buyer shall raise no objections related to the composition of the final product.
7. **Drawing Approval / No Cancellation.** It is hereby expressly acknowledged, understood, and agreed that this is a contract for a special order of custom fabricated goods and the Buyer cannot alter, revoke, or cancel the same without the written agreement of Shore Industries. All drawings and design materials for the Project will be forwarded to the Buyer for approval. If the Buyer requests changes and those changes are approved by Shore Industries, additional fees will apply, as well as payment for amendments to the drawings and design materials. Such changes and additional costs must be approved in writing by both parties to be effective.
8. **Force Majeure.** The estimated delivery date presented on the Proposal is subject to events beyond the control of Shore Industries including, but not limited to, fires, strikes, lockout, inability to secure materials, labor or transportation, inclement weather, accidents, Acts of God, and unavailability of Buyer (each a "**Force Majeure Event**"). In the event of the occurrence of a Force Majeure Event, the estimated delivery date of the Products shall be extended accordingly.
9. **Payment.** Upon execution of the Proposal, Buyer agrees to pay Shore Industries fifty percent (50%) of the total purchase price specified in the Proposal (the "**Deposit**"), forty percent (40%) upon installation and ten percent (10%) upon Project completion. Shore Industries shall retain title to all Products pending receipt of entire purchase price. Once Products have been ordered and fabric has been cut, all Deposits are non-refundable.
10. **Failure to Pay.** The Buyer covenants and agrees that upon his/her breach of this Agreement through the failure to pay any part of or the entire purchase price when due, Shore Industries shall, at its option, have the right to:
 - 10.1. without judicial action, take possession and ownership of all Products and all payment made by the Buyer up to the time of said default which shall be applied as rent and depreciation on the Products for and during the time the Products are in the Buyer's

possession. Buyer expressly grants permission to Shore Industries to enter upon its property to exercise its rights hereunder and remove the Products.

10.2. bring legal action to collect all payments due Shore Industries under the terms of this Agreement.

10.3. enforce and foreclose a lien against the Products without further notice to Buyer; and/or

10.4. pursue any other remedy available under law or equity.

A charge of 1½% percent per month or fraction thereof shall be added to all delinquent amounts payable under this Agreement. The Buyer covenants and agrees to pay all costs including reasonable attorney's fees incurred by Shore Industries in enforcing its rights under the terms of this Agreement.

11. **Delivery.** Shore Industries will ship the Products to the Buyer at the address specified in the Proposal using Shore Industries' standard methods for packaging and shipping. Shore Industries may make partial shipments of the Products at its sole discretion. The buyer shall be charged for the cost of shipping. Risk of loss passes to the Buyer upon delivery by Shore Industries to its designated carrier. In the event Buyer requests a change of an agreed estimated delivery date and Shore Industries accepts the change of the estimated delivery date, which must be documented in writing, Shore Industries shall be entitled to charge buyer for any additional costs caused by the change including, but not limited to, deliveries made out of sequence and/or storage costs.
12. **Expiration/Withdrawal.** This Proposal by Shore Industries shall expire thirty (30) days after the date of issuance specified in the Proposal but is subject to withdrawal during such time if notice to that effect is delivered to Buyer before execution of the Proposal by the Buyer.
13. **Price Fluctuation.** After the Buyer's execution of the Proposal, any delay by the Buyer in providing any reasonably requested information or assistance may result in an equitable price change corresponding to any change in the cost of labor or raw materials.
14. **Permits.** Any necessary permits required for the performance of the work hereunder are to be obtained by the Buyer unless otherwise stated in the Proposal.
15. **Advertising.** Shore Industries reserves the right to use images of the Products for advertising and promotional purposes. Buyer agrees that Shore Industries may reference and use Buyer's name and trademarks in Shore Industries' promotional materials, including its website, solely for purpose of identifying Buyer as Shore Industries' customer.
16. **Pinholes.** The Buyer understands and acknowledges that occasionally after installation, "pinholes" can be found in Products comprised of canvas. This is not a defect or the result of fabric quality and does not affect the long-term performance of the Products.
17. **Tension Structure Engineer.** Shore Industries recommends that a certified tension structure engineer be employed on the Project to ensure proper installation and function of the Products, in which case additional fees will apply. If the Buyer chooses not to engage a tension structure

engineer, Shore Industries shall bear no liability for any resulting damage or failure of the Project or the Products. A certified tension structure engineer is the only acceptable professional engineer who can provide a stamp for the Project.

18. **Structural Integrity.** In the event the Buyer chooses to proceed without the services of a tension structure engineer, Shore Industries will assess as accurately as possible all attachment points for the Products for structural soundness. The Buyer assumes all responsibility and liability for any damage to building or property as a result of building failures without engineered drawings from a certified tension structure engineer. Shore Industries is not responsible for the condition of any existing structure. Shore Industries will attempt to ensure all attachment points are sound, but it is the responsibility of the Buyer to ensure the structural integrity meets the needs of Shore Industries and/or the tension structure engineer of record on the Project. The Buyer assumes all liability for damage to property in the event of building and or support failure in the event the Products are installed by Buyer.
19. **Drawings.** Shore Industries does not provide engineered stamped drawings with the Products. Stamped drawings may be obtained for an additional fee upon request from the applicable tension structure engineer, if such an engineer was engaged on the Project. Buyer assumes all liabilities for Projects that are not engineered and stamped by a tension structure engineer. All drawings/renderings provided by Shore Industries are representations of the proposed project and are not guaranteed to be 100% accurate. The drawings/renderings are intended for reference purposes only. Any questions or concerns regarding the drawings/renderings should be addressed during the drawing/rendering review process. Once the drawings/renderings are approved and construction begins, no modifications will be made without incurring additional fees.
20. **Governing Law.** This Agreement shall be deemed to have been made in the State of Maryland and shall be construed and enforced in accordance with, and the validity and performance hereof shall be governed by, the laws of the State of Maryland, without regard to conflict of laws principles. Judicial proceedings regarding any matter arising under the terms of this Agreement shall be brought solely in the federal or local courts of the State of Maryland.
21. **Modifications.** This Agreement can only be modified by a writing signed by authorized representatives of both parties and such writing shall specifically identify that a term or terms in the Proposal or these Terms is or are being superseded by a term or terms set forth in the aforementioned writing.
22. **No Assignment.** The rights and obligations of the parties hereto are not assignable by Buyer without the prior written consent of Shore Industries, which may be withheld in Shore Industries' sole and absolute discretion. Shore Industries may assign its rights and obligations hereunder to any affiliate of Shore Industries without Buyer's consent.
23. **No Waivers.** No failure by either party to exercise any power given to it under this Agreement, or to insist upon strict compliance by the other party of any obligation hereunder, and no custom or practice of the parties at variance with the terms of this Agreement will constitute a waiver of the party's right to demand exact compliance with the terms hereof.

24. **Remedies Non-Exclusive.** No remedy made available to any party by any of the provisions of this Agreement is intended to be exclusive of any other remedy, and each and every remedy shall be cumulative and in addition to every other available remedy.
25. **Severability.** Should any provision of these Terms be declared invalid for any reason, such invalid provisions shall not affect the validity of any other provisions, which other provisions shall remain in force and effect as if this Agreement had been executed with the invalid provisions eliminated.
26. **Installation Conditions.** Buyer acknowledges and agrees that the Proposal is based on normal, observable site conditions, including but not limited to: unobstructed access to the work area, standard soil conditions (soft loamist soils), and the absence of subsurface obstructions such as rock, concrete, utilities, debris, or other conditions outside of Shore Industries' control. If unforeseen site conditions are encountered that require additional labor, equipment, or time beyond the scope of the Proposal, Buyer shall be responsible for all additional costs incurred. Such costs shall be billed at Shore Industries' standard rate, available upon request, plus any associated material or equipment costs. Shore Industries shall not be liable for delays caused by such conditions, and any additional time required to complete the Project shall result in a corresponding extension of the estimated delivery or completion schedule. Shore Industries reserves the right to modify the design, installation method, or construction approach as necessary; any additional labor, materials, time, or redesign required as a result of such modifications may result in additional charges to the Buyer, and will be subject to the Buyer's approval where practicable.
27. **Underground Utilities and Excavation.** Shore Industries exercises reasonable care when performing any drilling, excavation, or ground-penetrating work as part of its construction and installation services. The following terms apply to all projects requiring excavation in order for Shore Industries to complete the Project including, but not limited to, digging, drilling and installing footings, posts, or anchors:
- 27.1. **Public Utilities:** Shore Industries will notify Miss Utility in accordance with state and local utility locating requirements prior to the start of the excavation. Public utilities will be located and marked by Miss Utility or the designated utility provider(s) within the applicable areas. If a public utility is damaged due to it not being properly marked or located by Miss Utility or the designated utility provider, Shore Industries shall be in no way liable. If Shore Industries damages a public utility that was clearly and correctly marked, and the damage occurs within the marked tolerance zone, responsibility for repair shall rest with Shore Industries.
- 27.2. **Private Utilities:** Identification of the location of all private utilities are the sole responsibility of the Buyer. Private utilities include, but are not limited to:
- Irrigation and sprinkler systems
 - Private electrical lines or conduit
 - Underground lighting
 - Gas lines not serviced by a public utility
 - Plumbing, drainage, or septic lines
 - Low-voltage wiring, data lines, or other underground systems

Private utilities are not located or marked by Miss Utility or the designated utility providers. It is the Buyer's responsibility to identify, locate, mark and disclose the presence of any private utilities prior to construction. Any private utility not identified, located, marked and disclosed before construction that is damaged during the course of the Project shall be repaired at the Buyer's direction and expense. Shore Industries shall not be liable for damage to unmarked or undisclosed private utilities. By proceeding with the Project, the property Buyer acknowledges and accepts these terms and confirms responsibility for identifying all private underground utilities prior to excavation.

IN WITNESS WHEREOF, each of the parties have agreed to and caused these Terms to be signed and delivered as of the date of the last signature below.

SHORE INDUSTRIES LLC

[BUYER]

By: _____

By: _____

Printed Name:

Printed Name:

Title:

Title:

Date:

Date:

EXHIBIT A
SHORE INDUSTRIES
MANUFACTURING AND MAINTENANCE GUIDELINES
FOR SHADE SAIL PRODUCTS

By following these maintenance guidelines, you ensure the longevity and performance of your shade sail while preserving warranty coverage. Shore Industries offers an optional seasonal maintenance contract for shade customers that provides installation, removal, inspection for minor repairs and cleaning at an additional cost.

1. Seasonal Use:

All shade sails provided by Shore Industries are designed for seasonal use. Shade sails are not intended for permanent, year-round installation without the proper engineering design. Shore Industries does not recommend shades to be installed prior to April 15th and should be taken down by October 31st.

2. Storm Preparedness:

In the event of a named storm, all shade sails must be removed. Failure to do so will expose the sails to conditions beyond their design limits, potentially resulting in damage or failure.

3. Snow Load Restrictions:

Shade sails are not designed to withstand snow loads. All sails must be removed prior to the accumulation of snow. Snow loads are not calculated into any design, and any exposure to such loads will void all warranties.

4. Wind Limitations:

The shade sails are designed to withstand sustained winds of up to 75 miles per hour. Winds sustained at speeds exceeding this threshold are beyond the engineering parameters of the shade sail design. Exposure to winds over 75 miles per hour voids all warranties.

5. Additional Engineering Requirements:

Any additional engineering or design considerations required to exceed the stated wind or load limits must be determined prior to the design and installation of the shade sail system. Shore Industries must approve and document any such requirements in writing, or all warranties provided by Shore Industries are voided.

6. Warranty Conditions:

Failure to adhere to the seasonal use, storm preparedness, snow load restrictions, wind limitations or additional engineering requirements outlined above will void all warranties. Any modifications or design changes to the shade sail system without the express written consent of Shore Industries will void all warranties.

EXHIBIT B

WALL MOUNT ATTACHMENT NOTICE

SHADE SAIL SYSTEMS

Shore Industries is a leading designer, manufacturer, and installer of high-performance shade sail systems. Our focus is delivering durable, engineered shade solutions that enhance and protect outdoor environments.

As part of many shade sail installations, attachment points to existing structures — homes, buildings, or other constructed elements — may be required. While modern buildings are often constructed using a variety of high-quality materials and methods, structural integrity and attachment suitability can vary significantly depending on framing, load paths, and construction techniques.

IMPORTANT NOTICE REGARDING WALL ATTACHMENTS

- Shore Industries does not perform structural modifications to buildings, including but not limited to:
- Opening walls
- Reinforcing framing
- Verifying structural load capacity
- Installing structural backing or supports

Without proper structural evaluation and reinforcement, wall-mounted attachments may not safely support the tension loads required for shade sail systems.

RECOMMENDATION

To ensure the highest level of safety, performance, and long-term durability, Shore Industries strongly recommends Engaging a licensed general contractor, structural contractor, or qualified framing professional to:

- Evaluate the structure
- Expose and verify framing where necessary
- Install appropriate structural backing or reinforcement
- Provide secure, load-rated attachment points
- Considering the use of independent steel or aluminum support posts in place of wall-mounted connections wherever feasible. In many cases, post-mounted systems provide:
- Greater structural reliability
- Simplified installation
- Reduced risk to existing structures

LIMITATION OF RESPONSIBILITY

Shore Industries will install shade sail systems using best practices based on visible conditions and provided attachment points. However:

- Shore Industries cannot guarantee the structural integrity of any existing building or surface.

- Shore Industries assumes no responsibility or liability for:
 - Structural failure of walls, fascia, or building components
 - Inadequate or improper framing or construction
 - Any damage resulting from attachment to existing structures

All building-mounted attachment points must be reviewed, approved, and if necessary prepared by a qualified third-party contractor prior to installation.

OUR COMMITMENT

Our goal is simple: to deliver a system that performs, lasts, and protects. By ensuring proper structural preparation, we can stand behind the shade system itself with full confidence — while protecting the integrity of your property.

WHAT IS INCLUDED

Total Project Cost: \$37,081.93

Shade Engineering: \$5,000

Annual Service Agreement: \$800

Custom Shade Sail Structure

- Shore Industries will design, fabricate, and install a custom shade structure consisting of five (5) 8" sch 40 steel support poles (color black) with one (1) five-point shade color Deep Ochre.
- Shore Industries will provide all design, materials, fabrication, installation, coordination, and site cleanup required to deliver a complete, turnkey shade solution.

Friends of the Ocean Pines Library
11107 Cathell Road
Ocean Pines, MD 21811

July 20, 2026

Worcester County Commissioners
One West Market Street, Room 1103
Snow Hill, MD 21863

Re: Support for Shade Sail Installation, Ocean Pines Branch Library

Dear Commissioners,

On behalf of the Friends of the Ocean Pines Library, I am writing to express our strong support for the shade sail proposed for the library's patio. The Friends are committed to funding this project in full, and we believe it will allow patrons to comfortably enjoy the outdoor space for reading, programs, and community events throughout the warmer months. We thank you for your continued support of the Ocean Pines Branch Library.

Sincerely,

A handwritten signature in black ink, appearing to read 'Lisa Schoch', with a stylized flourish at the end.

Lisa Schoch
President, Friends of the Ocean Pines Library

TEL: 410-632-5623
 FAX: 410-632-1753
 WEB: co.worcester.md.us



Worcester County
DEPARTMENT OF PUBLIC WORKS
 6113 TIMMONS ROAD
 SNOW HILL, MD 21863

DALLAS BAKER JR., P.E.
 DIRECTOR

JANA POTVIN, P.E.
 DEPUTY DIRECTOR

TO: Weston Young P.E., Chief Administrative Officer
 Candace Savage, Deputy Chief Administrative Officer
FROM: Dallas Baker, Jr., P.E., Director *Dallas Baker Jr*
DATE: July 16, 2026
SUBJECT: CAT Equipment – Mini Excavator and Loader Lease Award

Public Works is requesting Commissioner approval of the lease of a Caterpillar (CAT) 303.5 Mini Excavator and 908 Loader for \$25,000/yr and \$40,000/yr, respectively. Funding is available within the Support Capital Account (511.9010.010) This project was included in the approved FY27 Budget with an allocated amount of \$25,000/yr for the Mini Excavator and \$45,000/yr for the Loader/Backhoe.

Both pieces of equipment are available on the competitively bid Source Well Purchasing Program, Contract #011723CAT and will be financed through a 60-month lease with a \$1.00 optional buyout after the financing term. Currently the interest rate on the equipment is 4.99%. The equipment will be sourced from CAT with an expected delivery in October 2026. The interest rate will be locked in once the equipment is built and the serial number is issued. Public Works is requesting that the Commissioners authorize Administration authority to execute the lease agreement, and the financing agreement once the equipment is built and the agreement has been vetted through the County Attorney.

The CAT 303.5 Mini Excavator will be replacing a 2003 John Deere 35G Mini Excavator with over 7,000 hours on the machine. The CAT 908 Loader will be replacing a 1999 Case 580 Backhoe with over 8,000 hours on the machine.

Please let me know if there are any questions.

Attachments

CC: Jana Potvin, P.E., Deputy Director
 Lee Beauchamp, P.E., W/WW Superintendent
 Quinn Dittrich, Enterprise Fund Controller
 Ed Welch, Procurement Officer



July 06, 2026

WORCESTER CO PUBLIC WORKS

1000 Shore Lane
Berlin, MD 21811

Attention: LEE BEAUCHAMP

RE: Quote 228130-04

Dear Lee,

On behalf of Carter Machinery Company, Inc., thank you for the opportunity to offer this budgetary quote for your consideration.
Cat Model: 303.5 Excavator with all standard equipment in addition to the additional specifications

ID# : 1132780 **SERIAL NUMBER :** TBD **YEAR :** 2026 **HOURS :**

MACHINE SPECIFICATIONS

Description	Reference No
303.5 07A CR MHE DCA4D	664-8755
SEAT, SUSPENSION, FABRIC	519-9265
CAT KEY, WITH PASS CODE OPTION	525-4465
2 WAY CONTROL	542-1495
BOOM LIGHT, LED	542-8886
HYDRAULIC OIL, STD	546-1520
CWT, STANDARD	555-1839
SOFTWARE, PROPORTIONAL CONTROL	557-1709
SOFTWARE, STICK STEER CONTROL	557-1710
SOFTWARE, CODED START	557-1713
ALARM, TRAVEL	558-1744
303.5 07A CR HYD EXCAVATOR	558-1751
BOOM, STANDARD	558-1754
LINES, BOOM W/O BLCV	558-1760
LINES, STICK W/O SLCV	558-1763
CAB, WITH HEAT AND A/C	558-1770
TRACK, 12", RUBBER	566-2914
BLADE, ANGLE, BOCE	568-5199
TRAVEL LEVERS AND PEDALS	568-5200
LINKAGE, BUCKET, W/LIFTING EYE	571-9088
STICK, LONG, W/ THUMB BRACKET	571-9661
UNDERCARRIAGE, FIXED, ANGLE BLADE	571-9665
DRAIN, ECOLOGY	573-4364
LINES, BUCKET, LONG STICK	575-2776
CONTROL, 1ST AUX, JOYSTICK	575-4420
LINES, 1ST AUX, LONG STICK	575-7225
ENGINE, EPA TIER 4F	576-2961
ACCUMULATOR	588-2227
MONITOR NEXT GEN, CAMERA READY	592-5475
FLOORMAT, CAB, W/TRAVEL	594-7890

ITEM 18

Description	Reference No
SEAT BELT, 3" RETRACTABLE	599-7202
STICK, LONG, W/ THUMB BRACKET	571-9661
PRODUCT LINK, CELLULAR PL243	573-9631
INTEGRATED RADIO V2	641-2472
THUMB, HYDRAULIC + COUPLER, PG, MANUAL,3T	589-8460
BUCKET-HD, 18", 2.9 FT3, 3T WITH WIDE SPADE TEETH	464-9902
PINS, BUCKET, 40MM	521-8538
KIT, CAMERA, REAR VIEW	602-8722
KIT, COUNTERWEIGHT, EXTRA, 550LBS	610-1632

CAT LIST PRICE	\$91,280.00
SOURCEWELL CONTRACT #011723-CAT – 20%	<u>(-\$18,256.00)</u>
MACHINE SELL PRICE	\$73,024.00
FREIGHT, PDI, TRAINING	\$3,171.00
EXT WARRANTY (SEE BELOW)	\$4,489.00
CSA (SEE BELOW)	<u>\$4,947.00</u>
SUB TOTAL	\$85,631.00
CUSTOMER ADDITIONAL DISCOUNT WORCESTER COUNTY	<u>(-\$5,646.00)</u>
NET BALANCE DUE	\$79,985.00

WARRANTY/EXTENDED COVERAGE

Extended Warranty:	303.5-60 Months/3000 Hours Powertrain + Hydraulics + Tech, Travel time & mileage is included.
CSA	Carter will perform the 500, 1000 and 1500hr PM Services with Fluids & Filters in the Field for customers.

F.O.B/TERMS: Customer Site

PAYMENT TERMS

Lease Terms

CASH WITH ORDER	BALANCE TO LEASE	TERM	MONTHLY PAYMENT	RATE	OPTIONAL BUY-OUT
\$0.00	\$80,485.00	48(monthly)	\$1,853.13	4.99	\$1.00
\$0.00	\$80,485.00	48(monthly)	\$1,320.36	4.99	\$28,240.00

The above lease is based on the following:

- Taxes are extra on the monthly payments and the buy-out
- If the machine is not purchased at the end, then it must be returned in average condition with normal wear-and-tear
- The customer is responsible for all maintenance and repairs on the machine using genuine Cat parts only
- Tires, undercarriage, and all ground engaging tools (i.e. teeth, cutting edges) must be at 50% remaining, minimum, if the unit is not purchased at the end of the lease
- The above is subject to approval by Caterpillar Finance

Thank you for the opportunity to provide you a quote for your equipment needs. This quotation is valid for 30 days. All machines are subject to prior sale. If there are any questions, please do not hesitate to contact me.

Sincerely,

Jeff Cronshaw
Sales Representative
443-783-8248



Sales Order

ITEM 18 Jul 06, 2026

Sales Rep Cronshaw, Jeffrey

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SALES ORDER TERMS AND CONDITIONS

ITEM 18

This Sales Order, together with Carter's **Standard Warranties and Disclaimers** and any Application for Credit/Financing and addenda thereto, constitutes the "Agreement" between you and Carter Machinery Company, Inc. and its wholly owned subsidiaries (collectively, "Carter") relating to the matters set forth herein and identified on the front page. As used herein, the term "Products" refers to the machinery, equipment, parts, and services that are the subject of this Agreement. Notwithstanding anything to the contrary in any other document, the terms of this Agreement control over all conflicting terms provided by you, whether before or after this Agreement and whether or not signed or acknowledged by Carter.

1. Warranties and Disclaimers. ALL ORDERS ARE SUBJECT TO THE SEPARATE WRITTEN STATEMENT OF **CARTER'S STANDARD WARRANTIES AND DISCLAIMERS** ATTACHED HERETO AND INCORPORATED HEREIN. The same is available on Carter's website. EXCEPT AS PROVIDED IN THE SEPARATE WRITTEN STATEMENT, **THERE ARE NO WARRANTIES, EXPRESS OR IMPLIED, AS TO ANY MATTER WHATSOEVER, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.** No testing or examination of any Product by Carter constitutes or creates any type of warranty for that Product.

2. Limitation of Damages and Remedies. Carter shall not be liable for any indirect, consequential, incidental, special, punitive, lost profit, or cover damages of any nature whatsoever. The remedies provided herein are Customer's exclusive remedies.

3. Compliance with Laws; Indemnification. Customer assumes, at its own cost, the entire responsibility for complying with all laws, rules, regulations, codes, standards, requirements, and manufacturer's specifications pertaining to the Products, including the Occupational Safety and Health Act and the Federal Coal Mine Health and Safety Act. Customer acknowledges that Products may require additional safety guards or devices before they can be used and Customer assumes the entire responsibility for determining and installing such safety guards and devices. Customer shall indemnify, defend, and hold harmless Carter, its subsidiaries, affiliates, officers, directors, employees, agents, successors, and assigns, from and against all claims, suits, demands, injuries, fines, fees, losses, or damages of any kind, including attorneys' fees, whether to person or property (including death), actually or allegedly caused by or arising from, directly or indirectly, in whole or in part, any Product and/or any failure by Customer to comply with this Agreement, except that Customer is not obligated to indemnify Carter for injury or damage caused by or resulting solely from Carter's own negligence.

4. Prices, Shipping, and Taxes. Except as otherwise provided herein, prices of parts, supplies, and services are the prices established by Carter in effect at the time of delivery. Customer is responsible for, and shall reimburse Carter for, all shipping, transportation, and other delivery charges, including special order charges. In addition to any sales price, Customer shall also pay all excise, privilege, sales, use, and other taxes and tariffs when due.

5. Payment and Default. All invoices are due and payable according to the payment terms contained therein, or, if any invoice does not contain payment terms, upon receipt. In the event of nonpayment of any indebtedness when due, Carter may charge Customer a late charge of 2% per month computed on the unpaid indebtedness (or if prohibited by applicable law, the maximum lesser amount allowed by law). Failure to pay any amount when due or to otherwise comply with any term of this Agreement constitutes default. If Customer defaults, Customer shall pay Carter all costs and expenses incurred by Carter in enforcing this Agreement, including reasonable attorneys' fees (minimum 25% of any unpaid balance).

6. Time of Delivery, Force Majeure, and Risk of Loss. Carter makes no guaranty or warranty of the availability date of any Product and any such date specified in this Agreement or any quote is merely an estimated date of shipment or delivery. Performance by Carter is subject to "Force Majeure," which means all circumstances and actions whatsoever beyond the direct and immediate control of Carter, including but not limited to: Acts of God; war and riot; intervention of authorities or agencies of government, including for environmental preservation; embargoes; pandemics; epidemics; government-mandated quarantines, work stoppages, or import/export controls; vandalism; sabotage; strikes; lockouts; shortages or delays in the supply of fuel, power, raw materials, or component parts; any mechanical, electronic, or communications failure that prevents transmission or receipt of data; and any other cause beyond Carter's reasonable control. Carter shall not be liable for any loss or damage caused to Customer, nor shall Customer be entitled to cancel an order, for any failure of performance by Carter due to Force Majeure. Risk of loss passes to Customer upon delivery of a Product to Customer or to a common or contract carrier. Ownership of any Product passes to Customer only after initial payment is received.

7. Credit and Security Interest. Except as otherwise provided herein, prices of parts, supplies, and services are the prices established by Carter in effect at the time of delivery. Customer is responsible for, and shall reimburse Carter for, all shipping, transportation, and other delivery charges, including special order charges. In addition to any sales price, Customer shall also pay all excise, privilege, sales, use, and other taxes and tariffs when due.

8. Data Governance. Customer agrees that the collection, sharing, and use of data concerning Customer's personal information and the Products, for purposes of, at minimum and among other uses, ordinary diagnosing, servicing, and repair of Products, providing services to Customer and others, enabling Cat® Connect and other digital offerings, and for general business purposes. The collection, sharing and use of any such Customer data shall be subject to the following Statements and/or Services:

Data Governance Statement ("DGS") – describes Caterpillar's practices for collecting, sharing, and using data and information related to customers' machines, products, Devices, and/or other Assets and their associated worksites. Full details can be reviewed at <https://cartermachinery.link/DGS>

Remote Services ("RS")– Refers to Caterpillar's process for performing remote diagnostics and making available remote software and firmware updates and upgrades, such as configuration, patches, bug fixes, new or enhanced features, etc., for Assets and Devices. Full details can be reviewed at <https://cartermachinery.link/RS>

Acceptance of this agreement, absent any declination of the terms and services of the DGS and RS herein, constitutes your acceptance of the terms and conditions of the DGS and RS and also applies to any data and information previously collected by Caterpillar, its Distribution Networks or other affiliates. The DGS and RS may be updated and changed from time to time without notice to the Customer, and each such update or change shall remain binding on the Customer. If you wish to decline one or both of these items, you may do so by initialing below. However, be advised this may limit Carter Machinery's ability to support and service your machines, products, Devices, or other Assets and their associated worksites in a timely manner. In addition, your ability to access data generated by the forementioned may be restricted or removed entirely.

___ I hereby DECLINE the terms and conditions of the Cat Data Governance Statement ("DGS") AND Remote Services ("RS").

___ I hereby DECLINE the terms and conditions of Remote Services ("RS") ONLY

9. Miscellaneous. In the event Customer transfers ownership, lease, use, or operation of any Product or Asset to anyone else, Customer should notify Carter of the transfer, and also notify the transferee of the terms and location of the Data Governance Statement. **All contractors shall abide by the requirements of 29 CFR 471 Appendix A to Subpart A, 41 CFR 60.1.4(a), 60-300.5(a) and 60-741.5(a) and comparable state law, as applicable. These and state regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities. These and state regulations also require that contractors take affirmative action to employ and advance in employment individuals without regard to any such discriminatory bases.** This Agreement is governed by Virginia law (without regard to conflict of law rules) and entered in Virginia. **You agree that any dispute or claim that in any way relates to or arises from this Agreement or any order with Carter will be resolved exclusively in the state or federal courts in Norfolk or Roanoke, Virginia, and irrevocably submit to such jurisdiction and venue. YOU WAIVE ANY RIGHT TO JURY TRIAL and any defenses of lack of personal jurisdiction or forum non-conveniens.** A facsimile or electronic signature is valid as an original.

10. Please read the Cat® Embedded Software License Agreement ("Agreement") carefully, available at: [Caterpillar | Cat® Embedded Software License Agreement](#) The agreement governs your access to and use of software installed, embedded or otherwise resident on Cat® products, and all related documentation and provided data (see the agreement for comprehensive definitions).

Rev. 09/2020

INITIALS

Carter

Carter Machinery Company, Inc.

PO Box 3096

▪ Salem, Virginia 24153

▪ 540.387.1111

▪ 800.768.4200

WARRANTY AND EXTENDED COVERAGE FOR EQUIPMENT

Carter Machinery Co., Inc. ("Carter") agrees to provide Purchaser (identified below) Standard Warranty and Extended Coverage (if any) in accordance with the terms and conditions set forth below and attached pages for the equipment below and covered by the Sales Order/Rental Agreement.

Warranty and other coverage on the equipment, if any, have been explained to Purchaser. Please read all pages carefully before signing.

Caterpillar Warranty subject to qualification. If qualified, the following terms apply, based on Coverage Expiration - First to occur (months or hours) after retail purchase to first purchaser or lessee.

The Standard Warranty period is based on guidelines below:

24 Months/2000 Hours, customer is responsible for travel time & mileage.

Extended Coverage (if any):

303.5-60 Months/3000 Hours POWERTRAIN + HYDRAULICS + TECH, TTM: 25 Miles, 60Months Powertrain + Hydraulics + Tech

Purchaser Name: WORCESTER CO PUBLIC WORKS

Purchaser Address		City	State	Zip Code
1000 SHORE LN		BERLIN	Maryland	21811
Model	Product	Hour Meter	Serial Number	Yr. of Mfg.
303.5-07AB	Excavator		TBD	2026

If equipment covered by this order is Used Equipment, the equipment is sold/rent AS-IS, WHERE IS AND WITH NO REPRESENTATIONS OR WARRANTIES, unless otherwise specified above.

The undersigned acknowledges reading all pages and agrees to be bound by the foregoing terms and conditions.

Name:

Lee Beauchamp

Signed By:

CustomerSign

Date:

WarrantyDate

By: Jeff Cronshaw

Carter Machinery Company, Inc.

SEE ATTACHED FOR TERMS AND CONDITIONS WHICH ARE A PART HEREOF.

Terms and Conditions:

CCE EXTENDED POWERTRAIN, HYDRAULIC AND TECHNOLOGY COVERAGE

1) Coverage:

Carter covers the following powertrain, hydraulic and technology components installed at time of delivery on the Product to be free from mechanical breakdown due to defects in material and workmanship under normal use and service:

Differential	Engine (Excluding Radiator,	Final Drive Gear Trains	Pinion and Bevel Gear	Transfer Gear Group	Product Link System
Drive Axles	Alternator, Starter, Compressor,	(up to, but not including,	Steering Brakes	Universal Joints	Grade Control System
Drive Motor	Fan, Fan Drive Accessories	the sprockets)	Steering Clutches		Payload Systems
Drive Pumps	Power Take-Off and Hydraulic	Hydraulic pumps, motors,	Torque Converter		
Drive Shafts	Pumps)	valves and cylinders	Transmission		

The Extended Powertrain, Hydraulic and Technology Coverage is limited to the listed components. The external control linkages, external engine oil lines and external water lines are excluded.

2) Coverage Period: See previous page for details.

3) Travel and Mileage:

From the date of original delivery through the third month, Carter will provide covered repair service at the Purchaser's machine location. From the fourth month through the remainder of the coverage period, Carter will provide covered repairs at one of Carter's facilities. After the first three months, all equipment transportation expenses or field service travel expenses shall be the Purchaser's responsibility.

4) Other Coverage Terms:

- The Coverage is limited to labor and materials necessary to repair or replace items that Carter shall determine to be defective with new or repaired parts.
- Purchaser shall provide, at its expense, labor and lifting equipment required to minimize job time and downtime in making repairs at the job site.
- Although Carter will endeavor to provide covered repair service at convenient times, it only agrees to do so during regular weekday working hours. The overtime or premium time rate differential will be charged to Purchaser for covered repair service provided at other times.
- All consumable items, such as lubricants, fuels and filters, necessary to complete a covered service will be charged to Purchaser.
- Materials and labor provided under this coverage are covered only for the remainder of the original coverage period.

5) Special Conditions:

The Coverage is subject to the following:

- Carter must perform all covered repairs
- Purchaser will, at Purchaser's expense take oil samples in accordance with the Caterpillar recommended intervals as outlined in the machine's Operation and Maintenance Guide. Purchaser will follow Carter's recommendations based on samples processed through Carter's Fluids Analysis Lab. The purchaser is responsible to maintain a complete oil sample report file and take appropriate actions when oil analysis is performed by a lab other than Carter's Fluids Analysis Lab. If a problem is discovered during this coverage period, the purchaser is responsible to notify Carter of the problem and follow Carter's recommendations. Oil sample reports must be available to Carter if they are requested.
- Purchaser will not subject covered products to extraordinary uses and will at all times operate and maintain them in accordance with the instructions outlined in any maintenance and operating instruction information furnished. Lubricating oil must meet or exceed the requirements specified by Caterpillar. Any damage that results from continued operation after a defect has been recognized by Purchaser, its agents or employees, is Purchaser's sole responsibility.
- The Product may not be altered or modified in any manner which affects the mechanical operation as designed by the manufacturer.
- In the event the product is enrolled in a Caterpillar Inc. Product Improvement Program, the Extended Powertrain plus Hydraulic Coverage will not apply to the improvement.
- Exclusions from this coverage are routine maintenance and normal wear items (i.e., GET, batteries, tires, belts, etc.), adjustments needed to compensate for normal wear, adjustments to fuel settings or electronic unit injectors associated with engine performance, external hoses and lines except hydrostatic lines and hoses between the drive pump and motor, failures caused by oil consumption, gasket or seal leaks, mobile track belts, undercarriage, work tools manufactured by Caterpillar, attachments manufactured by Caterpillar, auxiliary equipment, work tools and attachments not manufactured by Caterpillar, Caterpillar Custom Shop modifications, Non-Caterpillar Technology (i.e. Trimble's Accugrade) and damage caused by collision, accident, flood, fire, vandalism, Acts of God, labor disputes (whether involving Carter or any other party) and other occurrences beyond the control of Carter.
- Purchaser shall maintain the service meter in an operable condition and notify Carter of any service meter replacement.

IMPORTANT

6) Limitations and Disclaimers

THIS EXTENDED COVERAGE SUPPLEMENTS THE STANDARD FORM OF "CARTER WARRANTIES AND DISCLAIMERS," WHICH IS INCORPORATED HEREIN BY REFERENCE. THE STANDARD FORM, AS MODIFIED HEREIN, SHALL CONTROL EXCLUSIVELY ALL RIGHTS AND OBLIGATIONS OF THE PARTIES. **THERE ARE NO IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.** CARTER SHALL HAVE NO LIABILITY FOR INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES.



Customer Value Agreement (CVA) Acceptance

Customer Value Agreement Detail:
New Contract: Yes No N/A (circle one)
Contract Renewal: Yes No N/A (circle one)
Quote Number: 228130
Customer _Worcester Co Public Works
Phone: 410-641-5251
Email: _lbeauchamp@worcestermid.gov_
Fax:

Make	Model No.	Serial No.	Customer No.	Sales Rep	Sale Date
CAT	303.5	TBD	8005632	Jeff Cronshaw	TBD

Notes:

Carter will provide PM Services at 500hr, 1000hr, & 1500hr intervals with Fluids & Filter, labor and travel time, mileage included.

- Customer Value Agreement Category (check one)
- ☐ CVA – Dealer performed labor
 - ☐ CVA Kit – Dealer provided parts / customer performed labor
- Contract Term (check one)
- ☐ 12 months / 1000 hours
 - ☐ 36 months / 1500 hours
 - ☐ 36 months / 2000 hours
 - ☐ 36 months / 3000 hours
 - ☐ 36 months / 5000 hours
 - ☐ 48 months / 1500 hours
 - ☐ 48 months / 3000 hours
 - ☐ 48 months / 3500 hours
 - ☐ 48 months / 4000 hours
 - ☐ 48 months / 4500 hours
 - ☐ 60 months / 2500 hours
 - ☐ 60 months / 3000 hours
 - ☐ 60 months / 5000 hours
 - ☐ Other:

☐ No, at this time, I elect not to use Carter Machinery Company to perform my Planned Maintenance

Customer Signature: Date:
Machine Sales Rep Signature: Jeff Cronshaw Date: 7-6-26

Terms and Conditions

Agreement between Carter Machinery Company and Customer

OBJECTIVE:

The objective of this Customer Value Agreement is to ensure that customers receive the benefits of consistent, thorough, and managed planned maintenance.

SERVICES PERFORMED:

Machine hours are monitored by Carter Machinery and customer will receive notification in advance of Planned Lubrication Maintenance service being due. Both scheduled lubrication Planned Maintenance or Planned Maintenance kits will be performed or shipped to customer based upon 500 hour intervals.

ADDITIONAL PARTS & LABOR: The agreement does not cover parts needed outside of the scope of the lubrication service or recommended repairs that are noted during the machine inspection. Customer can elect to address those issues or Carter will provide a service estimate. The customer will be responsible for the additional costs associated with those items.

LIMITATIONS: The intent of this agreement is to perform lubrication services and filter replacements at 500 hour intervals for the term of the contract. Not all services outlined in the Operations and Maintenance Manual are included in this pricing, these include but are not limited to: valve adjustments, torquing ROPS mounting bolts, charging brake and cushion hitch accumulators, adjusting wheel bearings, torquing wheel lug bolts/nuts, torquing draft arm flange bolts on scrapers, inspecting scraper ejector rollers, checking fire extinguisher charge, changing receiver dryers, etc.

CARTER MACHINERY COMPANY'S RESPONSIBILITIES:

- Monitor hour meter readings of customer asset(s) and coordinate scheduling of Planned Lubrication Maintenance work.
- Maintain service records on all repairs, planned maintenance services, provide fluid sampling analysis, and interpretation.
- Store and provide upon request, all inspections submitted via Cat Inspect App
- Carter performed services: Provide travel time & mileage, labor, filters, and oil to perform Planned Lubrication Maintenance services at specified 500 hour intervals. Travel time and mileage is included when machine is within Carter Machinery's territory. Additional charges will apply for machines outside of Carter Machinery's territory.
- Planned Maintenance filter kits to include filters and fluid sampling bottles ONLY.

CUSTOMER RESPONSIBILITIES:

- Perform all daily maintenance and inspections as outlined in the applicable Caterpillar and/or other Manufacturer's Operation and Maintenance Manual
- Any and all maintenance recommendations outside of the 500 hour specifications in the Manufacturer's Operation and Maintenance Manual
- Make equipment available at a reasonable work location accessible to Carter Machinery Planned Maintenance vehicle for scheduled maintenance during normal working hours unless otherwise agreed upon. If machine cannot be released at previously scheduled time, additional charges may apply.
- Provide and add daily make-up fluids (fuel, oil, coolant, grease) using fuel and lubricants that meet Manufacturer's specification.
- As confirmation customer-performed Planned Maintenance service is complete, submit inspection via Cat Inspect App. This enables Carter to reset the 500 hour service interval and notify the customer when the next service is due
- Perform external cleaning of the machine to include, but not limited to, radiator, belly pan(s), engine enclosure(s), all guards, axles, wheels, final drives, and undercarriage. If additional cleaning of machine is required in order for Carter to perform Planned Maintenance service additional charges may apply.
- Perform any adjustments and/or replacements as required by Operation and Maintenance Manual outside of lubrication services specified in this agreement.

NON-CATERPILLAR MACHINES

- Customer required to provide part numbers and fluid capacities.
- Non-Caterpillar machines will be serviced on a time and material basis until adequate data can be gathered for a flat rate to be established.
- If customer has the machine Operation & Maintenance manual they are to provide copies of the pages that contain the manufacturer recommended Planned Maintenance information. If unavailable, basic Planned maintenance schedule of a comparable Caterpillar machine will be applied

TERMS OF AGREEMENT:

Basic Planned Maintenance, for any machine enrolled under this agreement, must be performed in the original territory quoted. If Planned Maintenance service is completed outside of the original zone quoted, additional charges may apply. This agreement will be in effect for the duration of the contracted terms. The prices quoted are subject to change upon the expiration of this agreement. The agreement is renewable with a mutual understanding and documentation of new terms. If machine is sold, Planned Maintenance Agreement is non-transferable.

TERMINATION OF AGREEMENT:

Either party can terminate the agreement with a 30-day written notice. Upon termination, customer will pay Carter Machinery for all Planned Maintenance services performed prior to termination, or Carter Machinery will issue a credit for any overpayment, if applicable.

EXCEPTIONS:

Delays or failures to perform, caused by acts beyond the reasonable control of either parties to this agreement, shall not constitute a breach of this agreement when a reasonable effort is made to correct such delays or failure. The acts may include, but are not limited to: acts of war, severe acts of nature, supplier material shortages, riots, strikes, or government regulations imposed after the date of this agreement. Each party must notify the other within 3 business days if this part of the agreement is to be exercised.

WARRANTY AND INDEMNIFICATIONS:

Carter Machinery Company warrants that all work shall be performed in a workmanlike manner and that all fluids, oils, filters and other goods shall be new. Carter Machinery Company agrees to assign to customer all Manufacturers' warranties with respect to fluids, oil, filters and other goods supplied in connection with this agreement. The forgoing shall be expressly in lieu of all warranties of merchantability or fitness for a particular purpose, which warranties are hereby expressly disclaimed by Carter Machinery Company. In no event shall Carter Machinery Company be liable for indirect, special or consequential damages, including but not limited to: claims for loss of anticipated profits or other economic loss in connection with or arising from the furnishing, functioning, or use of any item of equipment or service provided for in this agreement.

Initial _____ Date _____



July 06, 2026

WORCESTER CO PUBLIC WORKS

1000 Shore Lane
Berlin, MD 21811

Attention: LEE BEAUCHAMP

RE: Quote 232476-02

Dear Lee,

On behalf of Carter Machinery Company, Inc., thank you for the opportunity to offer this quote for your consideration.
Cat Model: 908 Wheel Loaders with all standard equipment in addition to the additional specifications

ID# : TBD

SERIAL NUMBER : TBD

YEAR : 2026

HOURS :

MACHINE SPECIFICATIONS

Description	Reference No
908 14A CWL AM-N DCA2	617-5913
FILTER, FUEL, ELECTRIC	569-2571
908 14A CWL AM-N/AM-S	572-7978
LIGHTS, ROAD, FN, LED, RH DIP	573-3910
SEAT, DELUXE PLUS, AIR, HEAT	573-4006
COUPLER, SSL, HL	577-6124
HYDRAULIC OIL, STANDARD	577-6969
CAB, DLX, 2 SLIDING WINDOWS	577-7154
MIRROR, EXT, STD	577-7161
FENDERS, STANDARD, R20	579-9894
HITCH, REAR RETRIEVAL, STD	580-0511
KEYPAD 16, RIM PULL/CREEP CTL	580-0523
KEY START, PASSCODE SECURITY	580-0524
LIGHTS, CAB, PREMIUM, 8X LED	580-0534
ALARM, BACK UP	580-0537
HARNESS, WIRING, WT, SSL	580-0539
WEATHER, COLD START, 120V	580-6299
FAN, DEMAND, REV, PRECLEANER	581-5447
KICKOUT, RTD, ROTARY SENSOR, HL	587-6453
AIR CON, AUTO TEMP CONTROL	587-6908
RIDE CONTROL, HIGH LIFT	588-8903
SEAT BELT, 3"	594-7065
DOOR SWITCH + 2X USB POWER	596-4178
TRANS 25 MPH DIFF LOCK	597-1180
HYD, 3V, STD FLOW, HIGH LIFT	598-2563
STORAGE, AC COOLBOX WITH LOCK	598-4927
DOORSTOP, CAB	600-3116
MIRROR INTERNAL, REAR VIEW	602-2788
ENGINE, C2.8, STAGE V	607-1279
AUX, STD FLOW, 3 VALVE, HL	607-6812

ITEM 18

Description

LIGHTS, ROAD, FN, LED, RH DIP
 PRODUCT LINK, CELLULAR PLE643
 TIRES 405/70 R20,GY,POWERLOAD
 GUARD, FRONT LIGHTS, FULL MESH
 RUST PREVENTATIVE APPLICATOR
 BUCKET-GP, 1.5 YD3, SSL, BOCE
 CAMERA, REAR VIEW, W/O MIRROR

Reference No

573-3910
 636-6178
 617-3232
 619-0393
 0G-3273
 569-6180
 602-2629

CAT LIST PRICE	\$197,147.00
SOURCEWELL CONTRACT #011723-CAT – 23%	<u>(-\$45,343.00)</u>
MACHINE SALE PRICE	\$151,804.00
FREIGHT, PDI, TRAINING	\$2,912.00
EXT WARRANTY (SEE BELOW)	\$7,560.00
CSA (SEE BELOW)	<u>\$7,338.00</u>
SUB TOTAL	\$169,614.00
CUSTOMER ADDITIONAL DISCOUNT WORCESTER COUNTY	<u>(-\$19,389.00)</u>
NET BALANCE DUE	\$150,225.00

WARRANTY/EXTENDED COVERAGE

Standard Warranty:	12 Months/Unlimited Hours, customer is responsible for travel time & mileage.
Extended Warranty:	908-60 Months/2000 Hours Powertrain + Hydraulics + Tech, TTM: 25 Miles, 60 Months PHT included
CSA	Carter will perform the 500hr, 1000hr & 1500hr PM Service with Fluids, Filters, Labor with travel time & mileage included.

F.O.B/TERMS: Worcester County Site

PAYMENT TERMS

Lease Terms

CASH WITH ORDER	BALANCE TO LEASE	TERM	MONTHLY PAYMENT	RATE	OPTIONAL BUY-OUT
\$0.00	\$150,725.00	60(monthly)	\$2,843.66	4.99	\$1.00
\$0.00	\$150,725.00	60(monthly)	\$2,327.12	4.99	\$35,120.00

The above lease is based on the following:

- Taxes are extra on the monthly payments and the buy-out
- If the machine is not purchased at the end, then it must be returned in average condition with normal wear-and-tear
- The customer is responsible for all maintenance and repairs on the machine using genuine Cat parts only
- Tires, undercarriage, and all ground engaging tools (i.e. teeth, cutting edges) must be at 50% remaining, minimum, if the unit is not purchased at the end of the lease
- The above is subject to approval by Caterpillar Finance

Thank you for the opportunity to provide you a quote for your equipment needs. This quotation is valid for 30 days. All machines are subject to prior sale. If there are any questions, please do not hesitate to contact me.

Sincerely,

Jeff Cronshaw
 Account Manager
 443-783-8248



PURCHASER	WORCESTER CO PUBLIC WORKS		<SAME>
SO ADDRESS	1000 SHORE LN		SH
LD CITY/STATE	BERLIN, MD	COUNTY	WORCESTER
ZIP CODE	21811	PHONE NO.	(410) 641-5251
TO CUSTOMER CONTACT:	LEE BEAUCHAMP		TO

CUSTOMER NUMBER	8005632	SALES TAX EXEMPTION # (if applicable)	MD#30001318	PURCHASER PO	F.O.B.
					Felton

TERMS OF SALE: <u>Sourcewell Contract #011723-CAT</u>									
NET PAYMENT ON RECEIPT OF INVOICE	☐	COD	☐	FINANCIAL SERVICES	☐	CSC	☐	LEASE	☐
PAYMENT WITH ORDER	BALANCE TO FINANCE		INTEREST RATE						
PAYMENT PERIOD	PAYMENT AMOUNT		NUMBER OF PAYMENTS		OPTIONAL BUY-OUT				

DESCRIPTION OF EQUIPMENT ORDERED / PURCHASED					
MAKE: CAT		MODEL: 908-14		YEAR: 2026	
ID #: 1132790		SERIAL NUMBER: 0MZ802106		SMU: TBA	
				NEW ☒ USED ☐	
908 14A CWL AM-N/AM-S	572-7978	MIRROR, EXT, STD	577-7161	DOOR SWITCH & 2X USB POWER	596-4178
PREPARATION PKG-USA, ANSI	601-2045	CAMERA, REAR VIEW, W/O MIRROR	602-2629	HARNESSE, WIRING, WT, SSL	580-0539
LIGHTS, ROAD, FN, LED, RH DIP	573-3910	STORAGE, AC COOLBOX WITH LOCK	598-4927	STANDARD RADIO (12V)	623-9432
FAN, DEMAND, REV, PRECLEANER	581-5447	KEYPAD 16, RIM PULL/CREEP CTL	580-0523	GUARD, FRONT LIGHTS, FULL MESH	619-0393
WEATHER, COLD START, 120V	580-6299	SEAT, DELUXE PLUS, AIR, HEAT	573-4006	RUST PREVENTATIVE APPLICATOR	0G-3273
ENGINE, C2.8, STAGE V	607-1279	SEAT BELT, 3"	594-7065	BUCKET-GP, 1.5 YD3, SSL, BOCE	569-6180
FILTER, FUEL, ELECTRIC	569-2571	AIR CON, AUTO TEMP CONTROL	587-6908		
TRANS 25 MPH DIFF LOCK	597-1180	DOOR STOP, CAB	600-3116		
HYD, 3V, STD FLOW, HIGH LIFT	598-2563	PRODUCT LINK, CELLULAR PLE643	636-6178		
COUPLER, SSL,HL	577-6124	TIRES 405/70 R20,GY,POWERLOAD	617-3232		
AUX, STD FLOW, 3 VALVE, HL	607-6812	FENDERS, STANDARD, R20	579-9894		
RIDE CONTROL, HIGH LIFT	588-8903	HITCH, REAR RETRIEVAL, STD	580-0511		
KICKOUT, RTD,ROTARY SENSOR, HL	587-6453	HYDRAULIC OIL, STANDARD	577-6969		
CAB, DLX, 2 SLIDING WINDOWS	577-7154	LIGHTS, CAB, PREMIUM, 8X LED	580-0534		
KEY START, PASSCODE SECURITY	580-0524	ALARM, BACK UP	580-0537		

YEAR	TRADE-IN EQUIPMENT	SERIAL NO.	AGREED VALUE	SELL PRICE	\$150,225.00
				EXT WARRANTY	Included
				CSA	Included
				NET BALANCE DUE	\$150,225.00
				AFTER TAX BALANCE	\$150,225.00
				DOCUMENT FEE	\$500.00
PURCHASER WARRANTS THAT TRADE-IN CONDITION UPON DELIVERY TO CARTER WILL BE MATERIALLY THE SAME AS THE CONDITION WHEN INSPECTED BY CARTER. TRADE-IN DISASSEMBLY REQUIRED BY PURCHASER FOR TRANSPORTATION.					
TOTAL TRADE VALUE					
PAYOFF TO					
CUSTOMER TO PAY ☐					
CARTER TO PAY ☐					
BILL OF SALE: FOR VALUE RECEIVED, PURCHASER HEREBY BARGAINS AND SELLS. GRANTS AND DELIVERS UNTO CARTER MACHINERY CO., INC., GRANTEE. ALL OF PURCHASER'S RIGHTS, TITLE AND INTEREST IN THE USED EQUIPMENT DESCRIBED ABOVE OFFERED IN TRADE ON EQUIPMENT PURCHASED BY THIS ORDER. PURCHASER WARRANTS IT TO BE FREE AND CLEAR OF ALL CLAIMS, LIENS, ENCUMBRANCES AND SECURITY INTEREST EXCEPT AS SHOWN ABOVE.					

☒ CATERPILLAR EQUIPMENT WARRANTY	INITIAL	☐ USED EQUIPMENT COVERAGE	INITIAL
WARRANTY AND EXTENDED COVERAGE ON THE EQUIPMENT COVERED BY THIS ORDER, IF ANY, HAS BEEN EXPLAINED TO PURCHASER. THE WARRANTY COVERAGE IS OUTLINED BELOW AND INDICATED BY THE BOX CHECKED HEREON. WARRANTY APPLICABLE INCLUDING EXPIRATION DATE WHERE NECESSARY: 12 Months/Unlimited Hours, customer is responsible for travel time & mileage		WHEN THE EQUIPMENT COVERED BY THIS ORDER IS USED EQUIPMENT, THE PURCHASER IS BUYING THE EQUIPMENT AS-IS, WHERE-IS AND WITH NO REPRESENTATIONS OR WARRANTIES, UNLESS OTHERWISE SPECIFIED BELOW. COVERAGE APPLICABLE:	
908-60 Months/2000 Hours Powertrain + Hydraulics + Tech, TTM: 25 Miles, 60 Months PHT included			

THE UNDERSIGNED WARRANTS THAT HE/SHE HAS AUTHORITY TO EXECUTE THIS SALES ORDER AND TO BIND SAID COMPANY TO THE TERMS CONTAINED HEREIN. PAYMENTS ARE TO BE IN ACCORDANCE WITH THE TERMS SET FORTH ON INVOICES AND SHALL BE DUE TO CARTER MACHINERY CO., INC. AT ITS OFFICE ADDRESS AS LISTED ABOVE. SEE ATTACHED TERMS AND CONDITIONS, PARAGRAPH 5.
PRICE WILL BE ADJUSTED BASED ON PRICE IN EFFECT ON DATE OF SHIPMENT. THIS ORDER SUBJECT TO ACCEPTANCE BY AN OFFICER OF CARTER MACHINERY.

SEE ATTACHED FOR TERMS AND CONDITIONS WHICH ARE A PART HEREOF.

Carter Machinery Co., Inc.

Accepted By:

Title: Machine Sales Representative

Purchaser

Accepted By: WORCESTER CO PUBLIC WORKS

Title:

Signed

Title:

FOR OFFICE USE: SALES MGR

FIN#:

Corporation

Partnership

Individual

Other

SALES ORDER TERMS AND CONDITIONS

ITEM 18

This Sales Order, together with Carter's **Standard Warranties and Disclaimers** and any Application for Credit/Financing and addenda thereto, constitutes the "Agreement" between you and Carter Machinery Company, Inc. and its wholly owned subsidiaries (collectively, "Carter") relating to the matters set forth herein and identified on the front page. As used herein, the term "Products" refers to the machinery, equipment, parts, and services that are the subject of this Agreement. Notwithstanding anything to the contrary in any other document, the terms of this Agreement control over all conflicting terms provided by you, whether before or after this Agreement and whether or not signed or acknowledged by Carter.

1. Warranties and Disclaimers. ALL ORDERS ARE SUBJECT TO THE SEPARATE WRITTEN STATEMENT OF **CARTER'S STANDARD WARRANTIES AND DISCLAIMERS** ATTACHED HERETO AND INCORPORATED HEREIN. The same is available on Carter's website. EXCEPT AS PROVIDED IN THE SEPARATE WRITTEN STATEMENT, **THERE ARE NO WARRANTIES, EXPRESS OR IMPLIED, AS TO ANY MATTER WHATSOEVER, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.** No testing or examination of any Product by Carter constitutes or creates any type of warranty for that Product.

2. Limitation of Damages and Remedies. Carter shall not be liable for any indirect, consequential, incidental, special, punitive, lost profit, or cover damages of any nature whatsoever. The remedies provided herein are Customer's exclusive remedies.

3. Compliance with Laws; Indemnification. Customer assumes, at its own cost, the entire responsibility for complying with all laws, rules, regulations, codes, standards, requirements, and manufacturer's specifications pertaining to the Products, including the Occupational Safety and Health Act and the Federal Coal Mine Health and Safety Act. Customer acknowledges that Products may require additional safety guards or devices before they can be used and Customer assumes the entire responsibility for determining and installing such safety guards and devices. Customer shall indemnify, defend, and hold harmless Carter, its subsidiaries, affiliates, officers, directors, employees, agents, successors, and assigns, from and against all claims, suits, demands, injuries, fines, fees, losses, or damages of any kind, including attorneys' fees, whether to person or property (including death), actually or allegedly caused by or arising from, directly or indirectly, in whole or in part, any Product and/or any failure by Customer to comply with this Agreement, except that Customer is not obligated to indemnify Carter for injury or damage caused by or resulting solely from Carter's own negligence.

4. Prices, Shipping, and Taxes. Except as otherwise provided herein, prices of parts, supplies, and services are the prices established by Carter in effect at the time of delivery. Customer is responsible for, and shall reimburse Carter for, all shipping, transportation, and other delivery charges, including special order charges. In addition to any sales price, Customer shall also pay all excise, privilege, sales, use, and other taxes and tariffs when due.

5. Payment and Default. All invoices are due and payable according to the payment terms contained therein, or, if any invoice does not contain payment terms, upon receipt. In the event of nonpayment of any indebtedness when due, Carter may charge Customer a late charge of 2% per month computed on the unpaid indebtedness (or if prohibited by applicable law, the maximum lesser amount allowed by law). Failure to pay any amount when due or to otherwise comply with any term of this Agreement constitutes default. If Customer defaults, Customer shall pay Carter all costs and expenses incurred by Carter in enforcing this Agreement, including reasonable attorneys' fees (minimum 25% of any unpaid balance).

6. Time of Delivery, Force Majeure, and Risk of Loss. Carter makes no guaranty or warranty of the availability date of any Product and any such date specified in this Agreement or any quote is merely an estimated date of shipment or delivery. Performance by Carter is subject to "Force Majeure," which means all circumstances and actions whatsoever beyond the direct and immediate control of Carter, including but not limited to: Acts of God; war and riot; intervention of authorities or agencies of government, including for environmental preservation; embargoes; pandemics; epidemics; government-mandated quarantines, work stoppages, or import/export controls; vandalism; sabotage; strikes; lockouts; shortages or delays in the supply of fuel, power, raw materials, or component parts; any mechanical, electronic, or communications failure that prevents transmission or receipt of data; and any other cause beyond Carter's reasonable control. Carter shall not be liable for any loss or damage caused to Customer, nor shall Customer be entitled to cancel an order, for any failure of performance by Carter due to Force Majeure. Risk of loss passes to Customer upon delivery of a Product to Customer or to a common or contract carrier. Ownership of any Product passes to Customer only after initial payment is received.

7. Credit and Security Interest. Except as otherwise provided herein, prices of parts, supplies, and services are the prices established by Carter in effect at the time of delivery. Customer is responsible for, and shall reimburse Carter for, all shipping, transportation, and other delivery charges, including special order charges. In addition to any sales price, Customer shall also pay all excise, privilege, sales, use, and other taxes and tariffs when due.

8. Data Governance. Customer agrees that the collection, sharing, and use of data concerning Customer's personal information and the Products, for purposes of, at minimum and among other uses, ordinary diagnosing, servicing, and repair of Products, providing services to Customer and others, enabling Cat® Connect and other digital offerings, and for general business purposes. The collection, sharing and use of any such Customer data shall be subject to the following Statements and/or Services:

Data Governance Statement ("DGS") – describes Caterpillar's practices for collecting, sharing, and using data and information related to customers' machines, products, Devices, and/or other Assets and their associated worksites. Full details can be reviewed at <https://cartermachinery.link/DGS>

Remote Services ("RS")– Refers to Caterpillar's process for performing remote diagnostics and making available remote software and firmware updates and upgrades, such as configuration, patches, bug fixes, new or enhanced features, etc., for Assets and Devices. Full details can be reviewed at <https://cartermachinery.link/RS>

Acceptance of this agreement, absent any declination of the terms and services of the DGS and RS herein, constitutes your acceptance of the terms and conditions of the DGS and RS and also applies to any data and information previously collected by Caterpillar, its Distribution Networks or other affiliates. The DGS and RS may be updated and changed from time to time without notice to the Customer, and each such update or change shall remain binding on the Customer. If you wish to decline one or both of these items, you may do so by initialing below. However, be advised this may limit Carter Machinery's ability to support and service your machines, products, Devices, or other Assets and their associated worksites in a timely manner. In addition, your ability to access data generated by the forementioned may be restricted or removed entirely.

___ I hereby DECLINE the terms and conditions of the Cat Data Governance Statement ("DGS") AND Remote Services ("RS").

___ I hereby DECLINE the terms and conditions of Remote Services ("RS") ONLY

9. Miscellaneous. In the event Customer transfers ownership, lease, use, or operation of any Product or Asset to anyone else, Customer should notify Carter of the transfer, and also notify the transferee of the terms and location of the Data Governance Statement. **All contractors shall abide by the requirements of 29 CFR 471 Appendix A to Subpart A, 41 CFR 60.1.4(a), 60-300.5(a) and 60-741.5(a) and comparable state law, as applicable. These and state regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities. These and state regulations also require that contractors take affirmative action to employ and advance in employment individuals without regard to any such discriminatory bases.** This Agreement is governed by Virginia law (without regard to conflict of law rules) and entered in Virginia. **You agree that any dispute or claim that in any way relates to or arises from this Agreement or any order with Carter will be resolved exclusively in the state or federal courts in Norfolk or Roanoke, Virginia, and irrevocably submit to such jurisdiction and venue. YOU WAIVE ANY RIGHT TO JURY TRIAL and any defenses of lack of personal jurisdiction or forum non-conveniens.** A facsimile or electronic signature is valid as an original.

10. Please read the Cat® Embedded Software License Agreement ("Agreement") carefully, available at: [Caterpillar | Cat® Embedded Software License Agreement](#) The agreement governs your access to and use of software installed, embedded or otherwise resident on Cat® products, and all related documentation and provided data (see the agreement for comprehensive definitions).

Rev. 09/2020

INITIALS



Carter Machinery Company, Inc. PO Box 3096 ▪ Salem, Virginia 24153 ▪ 540.387.1111 ▪ 800.768.4200

WARRANTY AND EXTENDED COVERAGE FOR EQUIPMENT

Carter Machinery Co., Inc. ("Carter") agrees to provide Purchaser (identified below) Standard Warranty and Extended Coverage (if any) in accordance with the terms and conditions set forth below and attached pages for the equipment below and covered by the Sales Order/Rental Agreement.

Warranty and other coverage on the equipment, if any, have been explained to Purchaser. Please read all pages carefully before signing.

Caterpillar Warranty subject to qualification. If qualified, the following terms apply, based on Coverage Expiration - First to occur (months or hours) after retail purchase to first purchaser or lessee.

The Standard Warranty period is based on guidelines below:				
12 Months/Unlimited Hours, customer is responsible for travel time & mileage				
Extended Coverage (if any):				
908-60 Months/2000 Hours Powertrain + Hydraulics + Tech, TTM: 25 Miles, 60 Months PHT included				
Purchaser Name: WORCESTER CO PUBLIC WORKS				
Purchaser Address		City	State	Zip Code
1000 SHORE LN		BERLIN	Maryland	21811
Model	Product	Hour Meter	Serial Number	Yr. of Mfg.
908-14 HL	Wheel Loaders		0MZ802106	2026

If equipment covered by this order is Used Equipment, the equipment is sold/rent AS-IS, WHERE IS AND WITH NO REPRESENTATIONS OR WARRANTIES, unless otherwise specified above.

The undersigned acknowledges reading all pages and agrees to be bound by the foregoing terms and conditions.

Name:

LEE BEAUCHAMP

Signed By:

CustomerSign

Date:

WarrantyDate

By: Jeff Cronshaw

Carter Machinery Company, Inc.

SEE ATTACHED FOR TERMS AND CONDITIONS WHICH ARE A PART HEREOF.

Terms and Conditions:

CCE EXTENDED POWERTRAIN, HYDRAULIC AND TECHNOLOGY COVERAGE

1) Coverage:

Carter covers the following powertrain, hydraulic and technology components installed at time of delivery on the Product to be free from mechanical breakdown due to defects in material and workmanship under normal use and service:

Differential	Engine (Excluding Radiator,	Final Drive Gear Trains	Pinion and Bevel Gear	Transfer Gear Group	Product Link System
Drive Axles	Alternator, Starter, Compressor,	(up to, but not including,	Steering Brakes	Universal Joints	Grade Control System
Drive Motor	Fan, Fan Drive Accessories	the sprockets)	Steering Clutches		Payload Systems
Drive Pumps	Power Take-Off and Hydraulic	Hydraulic pumps, motors,	Torque Converter		
Drive Shafts	Pumps)	valves and cylinders	Transmission		

The Extended Powertrain, Hydraulic and Technology Coverage is limited to the listed components. The external control linkages, external engine oil lines and external water lines are excluded.

2) Coverage Period: See previous page for details.

3) Travel and Mileage:

From the date of original delivery through the third month, Carter will provide covered repair service at the Purchaser's machine location. From the fourth month through the remainder of the coverage period, Carter will provide covered repairs at one of Carter's facilities. After the first three months, all equipment transportation expenses or field service travel expenses shall be the Purchaser's responsibility.

4) Other Coverage Terms:

- The Coverage is limited to labor and materials necessary to repair or replace items that Carter shall determine to be defective with new or repaired parts.
- Purchaser shall provide, at its expense, labor and lifting equipment required to minimize job time and downtime in making repairs at the job site.
- Although Carter will endeavor to provide covered repair service at convenient times, it only agrees to do so during regular weekday working hours. The overtime or premium time rate differential will be charged to Purchaser for covered repair service provided at other times.
- All consumable items, such as lubricants, fuels and filters, necessary to complete a covered service will be charged to Purchaser.
- Materials and labor provided under this coverage are covered only for the remainder of the original coverage period.

5) Special Conditions:

The Coverage is subject to the following:

- Carter must perform all covered repairs
- Purchaser will, at Purchaser's expense take oil samples in accordance with the Caterpillar recommended intervals as outlined in the machine's Operation and Maintenance Guide. Purchaser will follow Carter's recommendations based on samples processed through Carter's Fluids Analysis Lab. The purchaser is responsible to maintain a complete oil sample report file and take appropriate actions when oil analysis is performed by a lab other than Carter's Fluids Analysis Lab. If a problem is discovered during this coverage period, the purchaser is responsible to notify Carter of the problem and follow Carter's recommendations. Oil sample reports must be available to Carter if they are requested.
- Purchaser will not subject covered products to extraordinary uses and will at all times operate and maintain them in accordance with the instructions outlined in any maintenance and operating instruction information furnished. Lubricating oil must meet or exceed the requirements specified by Caterpillar. Any damage that results from continued operation after a defect has been recognized by Purchaser, its agents or employees, is Purchaser's sole responsibility.
- The Product may not be altered or modified in any manner which affects the mechanical operation as designed by the manufacturer.
- In the event the product is enrolled in a Caterpillar Inc. Product Improvement Program, the Extended Powertrain plus Hydraulic Coverage will not apply to the improvement.
- Exclusions from this coverage are routine maintenance and normal wear items (i.e., GET, batteries, tires, belts, etc.), adjustments needed to compensate for normal wear, adjustments to fuel settings or electronic unit injectors associated with engine performance, external hoses and lines except hydrostatic lines and hoses between the drive pump and motor, failures caused by oil consumption, gasket or seal leaks, mobile track belts, undercarriage, work tools manufactured by Caterpillar, attachments manufactured by Caterpillar, auxiliary equipment, work tools and attachments not manufactured by Caterpillar, Caterpillar Custom Shop modifications, Non-Caterpillar Technology (i.e. Trimble's Accugrade) and damage caused by collision, accident, flood, fire, vandalism, Acts of God, labor disputes (whether involving Carter or any other party) and other occurrences beyond the control of Carter.
- Purchaser shall maintain the service meter in an operable condition and notify Carter of any service meter replacement.

IMPORTANT

6) Limitations and Disclaimers

THIS EXTENDED COVERAGE SUPPLEMENTS THE STANDARD FORM OF "CARTER WARRANTIES AND DISCLAIMERS," WHICH IS INCORPORATED HEREIN BY REFERENCE. THE STANDARD FORM, AS MODIFIED HEREIN, SHALL CONTROL EXCLUSIVELY ALL RIGHTS AND OBLIGATIONS OF THE PARTIES. **THERE ARE NO IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.** CARTER SHALL HAVE NO LIABILITY FOR INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES.



Customer Value Agreement (CVA) Acceptance

Customer Value Agreement Detail:
New Contract: Yes No N/A (circle one)
Contract Renewal: Yes No N/A (circle one)
Quote Number: 232476
Customer Worcester Co Public Works
Phone: 410-641-5251
Email: lbeauchamp@worcestermd.gov
Fax:

Make	Model No.	Serial No.	Customer No.	Sales Rep	Sale Date
CAT	908	MZ802106	8005632	Jeff Cronshaw	TBD

Notes:

Carter will provide PM Services at 500hr, 1000hr, & 1500hr intervals with Fluids & Filter, labor and travel time, mileage included.

- Customer Value Agreement Category (check one)
- CVA – Dealer performed labor
 - CVA Kit – Dealer provided parts / customer performed labor
- Contract Term (check one)
- 12 months / 1000 hours
 - 36 months / 1500 hours
 - 36 months / 2000 hours
 - 36 months / 3000 hours
 - 36 months / 5000 hours
 - 48 months / 1500 hours
 - 48 months / 3000 hours
 - 48 months / 3500 hours
 - 48 months / 4000 hours
 - 48 months / 4500 hours
 - 60 months / 2500 hours
 - 60 months / 3000 hours
 - 60 months / 5000 hours
 - Other:

No, at this time, I elect not to use Carter Machinery Company to perform my Planned Maintenance

Customer Signature: Date:
Machine Sales Rep Signature: Jeff Cronshaw Date: 7-6-26

Terms and Conditions

Agreement between Carter Machinery Company and Customer

OBJECTIVE:

The objective of this Customer Value Agreement is to ensure that customers receive the benefits of consistent, thorough, and managed planned maintenance.

SERVICES PERFORMED:

Machine hours are monitored by Carter Machinery and customer will receive notification in advance of Planned Lubrication Maintenance service being due. Both scheduled lubrication Planned Maintenance or Planned Maintenance kits will be performed or shipped to customer based upon 500 hour intervals.

ADDITIONAL PARTS & LABOR: The agreement does not cover parts needed outside of the scope of the lubrication service or recommended repairs that are noted during the machine inspection. Customer can elect to address those issues or Carter will provide a service estimate. The customer will be responsible for the additional costs associated with those items.

LIMITATIONS: The intent of this agreement is to perform lubrication services and filter replacements at 500 hour intervals for the term of the contract. Not all services outlined in the Operations and Maintenance Manual are included in this pricing, these include but are not limited to: valve adjustments, torquing ROPS mounting bolts, charging brake and cushion hitch accumulators, adjusting wheel bearings, torquing wheel lug bolts/nuts, torquing draft arm flange bolts on scrapers, inspecting scraper ejector rollers, checking fire extinguisher charge, changing receiver dryers, etc.

CARTER MACHINERY COMPANY'S RESPONSIBILITIES:

- Monitor hour meter readings of customer asset(s) and coordinate scheduling of Planned Lubrication Maintenance work.
- Maintain service records on all repairs, planned maintenance services, provide fluid sampling analysis, and interpretation.
- Store and provide upon request, all inspections submitted via Cat Inspect App
- Carter performed services: Provide travel time & mileage, labor, filters, and oil to perform Planned Lubrication Maintenance services at specified 500 hour intervals. Travel time and mileage is included when machine is within Carter Machinery's territory. Additional charges will apply for machines outside of Carter Machinery's territory.
- Planned Maintenance filter kits to include filters and fluid sampling bottles ONLY.

CUSTOMER RESPONSIBILITIES:

- Perform all daily maintenance and inspections as outlined in the applicable Caterpillar and/or other Manufacturer's Operation and Maintenance Manual
- Any and all maintenance recommendations outside of the 500 hour specifications in the Manufacturer's Operation and Maintenance Manual
- Make equipment available at a reasonable work location accessible to Carter Machinery Planned Maintenance vehicle for scheduled maintenance during normal working hours unless otherwise agreed upon. If machine cannot be released at previously scheduled time, additional charges may apply.
- Provide and add daily make-up fluids (fuel, oil, coolant, grease) using fuel and lubricants that meet Manufacturer's specification.
- As confirmation customer-performed Planned Maintenance service is complete, submit inspection via Cat Inspect App. This enables Carter to reset the 500 hour service interval and notify the customer when the next service is due
- Perform external cleaning of the machine to include, but not limited to, radiator, belly pan(s), engine enclosure(s), all guards, axles, wheels, final drives, and undercarriage. If additional cleaning of machine is required in order for Carter to perform Planned Maintenance service additional charges may apply.
- Perform any adjustments and/or replacements as required by Operation and Maintenance Manual outside of lubrication services specified in this agreement.

NON-CATERPILLAR MACHINES

- Customer required to provide part numbers and fluid capacities.
- Non-Caterpillar machines will be serviced on a time and material basis until adequate data can be gathered for a flat rate to be established.
- If customer has the machine Operation & Maintenance manual they are to provide copies of the pages that contain the manufacturer recommended Planned Maintenance information. If unavailable, basic Planned maintenance schedule of a comparable Caterpillar machine will be applied

TERMS OF AGREEMENT:

Basic Planned Maintenance, for any machine enrolled under this agreement, must be performed in the original territory quoted. If Planned Maintenance service is completed outside of the original zone quoted, additional charges may apply. This agreement will be in effect for the duration of the contracted terms. The prices quoted are subject to change upon the expiration of this agreement. The agreement is renewable with a mutual understanding and documentation of new terms. If machine is sold, Planned Maintenance Agreement is non-transferable.

TERMINATION OF AGREEMENT:

Either party can terminate the agreement with a 30-day written notice. Upon termination, customer will pay Carter Machinery for all Planned Maintenance services performed prior to termination, or Carter Machinery will issue a credit for any overpayment, if applicable.

EXCEPTIONS:

Delays or failures to perform, caused by acts beyond the reasonable control of either parties to this agreement, shall not constitute a breach of this agreement when a reasonable effort is made to correct such delays or failure. The acts may include, but are not limited to: acts of war, severe acts of nature, supplier material shortages, riots, strikes, or government regulations imposed after the date of this agreement. Each party must notify the other within 3 business days if this part of the agreement is to be exercised.

WARRANTY AND INDEMNIFICATIONS:

Carter Machinery Company warrants that all work shall be performed in a workmanlike manner and that all fluids, oils, filters and other goods shall be new. Carter Machinery Company agrees to assign to customer all Manufacturers' warranties with respect to fluids, oil, filters and other goods supplied in connection with this agreement. The forgoing shall be expressly in lieu of all warranties of merchantability or fitness for a particular purpose, which warranties are hereby expressly disclaimed by Carter Machinery Company. In no event shall Carter Machinery Company be liable for indirect, special or consequential damages, including but not limited to: claims for loss of anticipated profits or other economic loss in connection with or arising from the furnishing, functioning, or use of any item of equipment or service provided for in this agreement.

Initial _____ Date _____

TEL: 410-632-5623
 FAX: 410-632-1753
 WEB: co.worcester.md.us



Worcester County
DEPARTMENT OF PUBLIC WORKS
 6113 TIMMONS ROAD
 SNOW HILL, MD 21863

DALLAS BAKER JR., P.E.
 DIRECTOR

JANA POTVIN, P.E.
 DEPUTY DIRECTOR

MEMORANDUM

TO: Weston Young P.E., Chief Administrative Officer
 Candace Savage, Deputy Chief Administrative Officer
FROM: Dallas Baker, Jr., P.E., Director *Dallas Baker Jr*
DATE: July 16, 2026
SUBJECT: Ocean Pines - Well #2 Upgrades – Engineering Services

Public Works is requesting Commissioner approval to award the Ocean Pines Well #2 Upgrades – Engineering Services to George, Miles & Buhr, LLC (GMB) in the amount of \$31,200.00. Funding is available within the Ocean Pines Capital Projects Account (555.8002.9010). This project was included in the approved FY27 Budget with an allocated amount of \$300,000 for design and construction. GMB developed the preliminary engineering report which outlined the improvements needed to enhance the well's reliability and modernize their electrical and mechanical controls. Public Works recommends continuing with GMB to develop the full engineering design plans since they are already familiar with the project which will save the County money by not having to duplicate work efforts and confirmatory analysis needed by another firm.

This award will facilitate the development of bid documents for the construction work to upgrade Well #2 to follow the recommendations from GMB in the Ocean Pines Supply Well Evaluation completed in 2025. Once bid documents are complete, Public Works will solicit bids for the work using the remaining capital allocation.

Please let me know if there are any questions.

Attachment

CC: Jana Potvin, P.E., Deputy Director
 Lee Beauchamp, P.E., W/WW Superintendent

206 West Main Street
Salisbury, MD 21801

410.742.3115

salisbury@gmbnet.com

gmbnet.com

ARCHITECTS
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ENGINEERS

CHARLES M. O'DONNELL, III, P.E.
A. REGGIE MARINER, JR., P.E.
JAMES C. HOAGESON, P.E.
JASON M. LYTLE, P.E.
ROLAND E. HOLLAND, P.E.
MORGAN H. HELFRICH, AIA
CHRIS B. DERBYSHIRE, P.E.
KATHERINE J. MCALLISTER, P.E.
ANDREW J. LYONS, JR., P.E.
W. MARK GARDOCKY, P.E.
CHRISTOPHER J. PFEIFER, P.E.
BENJAMIN K. HEARN, P.E.

JOHN E. BURNSWORTH, P.E.
AUTUMN J. BURNS
BRENT R. JETT, P.E.
BRADLEY J. HOGAN, P.E.
DEANE L. TOWNSEND, AIA

May 15, 2026

Worcester County DPW
1000 Shore Lane
Berlin, MD 21811

Attn: Mr. Lee Beauchamp, P.E.
Water & Wastewater Superintendent

Re: Proposal for Engineering Services
Ocean Pines Well #2 Bid Drawings *Well #1 Evaluation
Worcester County, MD

Dear Mr. Beauchamp:

Thank you for contacting George, Miles & Buhr, LLC (GMB) to assist Worcester County in developing design and construction bid documents for upgrades to Ocean Pines Well #2 and to review the feasibility of bringing Well #1 online and into operation.

Project Understanding

Ocean Pines Well #2 is one of five (5) existing raw water wells serving the Ocean Pines water service area. The well is located within the Columbia aquifer and provides treated groundwater to the distribution system. Existing treatment at the wellhouse includes pH adjustment and chlorine addition.

GMB previously completed the Ocean Pines Well Evaluation dated December 2025 to review the existing condition of the wellhouses, pumping systems, controls, and associated equipment. Based on the evaluation, Well #2 was identified as a high-priority upgrade due to its importance within the overall water system and the need to improve operational reliability and efficiency.

The proposed upgrades for Well #2 will include both the Phase 1 and Phase 2 recommended upgrades identified in the Ocean Pines Well Evaluation. This work generally includes removal of the existing Cla-Val pressure sustaining valve, modifications to deteriorated mechanical piping, installation of a new Variable Frequency Drive (VFD) and starter, installation of a new pressure transducer, electrical and control modifications, chemical feed modifications including installation of static mixer and secondary containment improvements for the existing chemical storage tank, and removal of the existing hydro-pneumatic tank system including repairs to the existing building block wall. In addition upgrades will also include new SCADA and HMI controls and this work will be coordinated with the County's existing System Integrator, Lywood Automation.

Worcester County DPW has requested GMB to develop construction bid plans for the Well #2 upgrades utilizing the recommendations outlined in the evaluation report and including both the mechanical and general electrical scope items.

As an additional task to this project, GMB will complete a planning-level evaluation associated with the existing inactive Well #1 site. The evaluation will review options for returning Well #1 to service and utilizing the well as part of the Ocean Pines water system improvements. The evaluation will include development of preliminary planning-level opinions and associated probable cost for the County DPW to consider.

Scope of Services

From the basis of this understanding, we anticipate the following scope of services to be completed under this project.

Task 1: Well #2 Bid Documents

1. GMB will review available existing conditions drawings and associated information related to Ocean Pines Well #2. GMB will survey Well #2 site to supplement existing drawings provided and to develop base plan.
2. GMB and Keystone Engineering will complete one (1) site visit to Ocean Pines Well #2 to confirm existing conditions, review proposed equipment layouts, and verify electrical and control modifications required for the upgrade work.
3. GMB will prepare construction plans inclusive of technical specification directly on plans for the following improvements:
 - a. Removal of the existing Cla-Val pressure sustaining valve and installation of spool piece modifications.
 - b. Installation of concrete secondary containment curb around the existing chemical storage tank.
 - c. Replacement of existing lab cabinetry, counter, and sink.
 - d. Installation of new Square D starter and Variable Frequency Drive (VFD).
 - e. Installation of new pressure transducer and flow meter recalibration requirements.
 - f. Updated to chemical feed injection and installation of static mixer.
 - g. Repair of deteriorated mechanical piping and recoating.
 - h. Include notes associated with removal of existing hydro-pneumatic tank and repair of existing concrete block wall.
 - i. Installation of mini-split HVAC unit inside electrical room.
 - j. Miscellaneous mechanical and electrical modifications required for complete system operation.
4. GMB structural engineer will complete site visit to review structural needs and design repairs to existing wall with proposed removal of hydro-pneumatic tank.

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5. Coordinate with Lywood Automation to confirm specification on new SCADA Pack and HMI interface upgrades. Obtain cost allowance to include in bid tab.
6. GMB will update engineering cost estimates for the proposed construction improvements.
7. GMB will develop a recommended bid tabulation form for County use in compiling the final bid package. It is anticipated that technical specifications and detailed equipment requirements will be incorporated directly into the construction plan set for public bidding.
8. GMB will submit one (1) 90% design submittal to Worcester County DPW for review and comment. **GMB confirmed with MDE based on above scope of work a MDE Construction Permit is not required.**
9. GMB will attend one (1) review meeting with Worcester County DPW to discuss comments and finalize the construction documents.
10. GMB will prepare final construction for County use in publicly bidding the project.

Task 2: Well #1 Evaluation

11. Complete a planning-level evaluation associated with the existing inactive Well #1 site to review options for returning Well #1 to service.
12. Assist County DPW with coordinating water quality testing and completing pump test for Well #1. Review of available historical water quality data, and discussions with regulatory agencies regarding requirements associated with returning the well to service. **Well #1 testing shall be completed by a MD licensed Well Driller and cost associated with this test will be the responsibility of Worcester County DPW.**
13. Develop preliminary planning-level opinions and probable construction cost for the following alternatives:
 - a. Installation of approximately 2,000 linear feet of raw water main along Beauchamp Road connecting Well #1 to the existing Well #2 wellhouse to allow Well #1 and Well #2 to share treatment, disinfection, controls, and associated upgraded infrastructure.
 - b. Construction of a new standalone wellhouse facility at Well #1 including associated treatment equipment, controls, piping, and electrical infrastructure.
14. GMB will prepare and submit to Worcester County DPW an evaluation letter report detailing the findings, recommended upgrades and estimated costs.
15. GMB will attend one (1) in-person meeting with the County to present findings and address comments and revisions to the well evaluation letter report. Finalize and submit final report.

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Assumptions & Exclusions

- Bidding services and construction phase services are not included.
- GMB will provide final construction plans and bid tab only for Well #2. Front-end contract documents and a separate detailed specification manual are not included.
- Subsurface utility investigations or Private Utility locates are not included.
- Geotechnical engineering services are not included.
- Permitting fees and regulatory agency review fees are excluded.
- Sub-Contractor costs associated with completing Well #1 water quality and pump test are excluded.

Schedule

GMB proposes to begin work within approximately two (2) weeks of receiving authorization to proceed. GMB anticipates completing Task 1 design and bid documents within approximately four (4) months following receipt of authorization. Task 2 evaluation shall be completed within approximately five (5) months assuming completion of well testing is coordination within two (2) months following receipt of authorization.

Fee Format & Estimate

We propose to bill our services monthly on the basis of hours expended related to the scope of services and in accordance with the attached "Schedule of Hourly Rates & Expenses." GMB will not exceed the estimated fee without authorization from Worcester County DPW should additional services or scope modifications be required.

Task 1: Well #2 Bid Documents

▪ GMB Engineering Services	\$ 23,200
▪ Keystone Electrical Engineering Services	\$ 7,300
▪ <u>GMB Reimbursable Expenses (RE)</u>	<u>\$ 700</u>
Total Estimated Fee	\$ 31,200.00

Task 2: Well #1 Evaluation

▪ GMB Evaluation	\$ 10,200
▪ <u>GMB Reimbursable Expenses (RE)</u>	<u>\$ 300</u>
Total Estimated Fee	\$ 10,500.00

We sincerely appreciate the opportunity to submit this proposal. If upon review you find this proposal acceptable, please sign where indicated below and return a copy to us. Thank you for your continued confidence in GMB.

If there are questions or comments, please do not hesitate to call.

Thank you,


Katherine J. McAllister, P.E.
Vice President

Encl:

Keystone Proposal for Electrical Engineering Services, 5/13/26
GMB Schedule of Hourly Rates and Expenses
GMB General Conditions – with Worcester County standard edits

ACCEPTED FOR WORCESTER COUNTY DPW:

By: _____

Printed: _____

Title: _____

Date: _____

Email: _____

ARCHITECTS
■■■■
ENGINEERS



May 13, 2026

Katherine McAllister, P.E.
Sr. Vice President/Project Director
206 West Main Street
Salisbury, MD 21801

RE: Proposal for Electrical Engineering Services
Ocean Pines Well #2 Upgrades
Keystone Proposal No. 2026-0225

Dear Katherine,

Keystone Engineering Group, Inc. (Keystone) appreciates the opportunity to present this proposal to George, Miles & Buhr, LLC (GMB) for the above referenced project.

1.0 INTRODUCTION

GMB is proposing to provide engineering services to upgrade the existing Ocean Pines Well #2 Building, located in Ocean Pines, Maryland. This proposal is for Keystone to act as a GMB subconsultant to provide electrical engineering services for the project.

2.0 SCOPE OF WORK

2.1 Detailed Design

Keystone will provide detailed design services for the electrical portions of the project consisting of drawings and specifications for public bidding. Keystone's drawings will be prepared using the latest version of AutoCAD and the specifications will be developed using the CSI Master Spec format in SpecLink and submitted as Adobe PDF.

The scope of Keystone's design services will be in accordance with the preliminary virtual design meeting of May 8, 2026, and associated photographs provided to Keystone.

We understand the project scope to be:

1. Remove the existing hydro-pneumatic tank.
2. Patch the existing wall opening.
3. Replace the existing motor starter with a new variable frequency drive (VFD)
4. Replace the existing control panel with a new control panel.

The scope of our design services will include the following:

1. Size and specify a new VFD to serve the existing submersible well pump motor.
2. Provide the Front-End I&C design for a new Control Panel.
3. Design development, and construction document design package submissions.
4. Electrical Specifications.
5. Preliminary mechanical, electrical, plumbing, and fire suppression construction cost opinion.

6. Sign and Seal Keystone's design by a Maryland Professional Engineer.
7. One (1) site visit is part of the design phase. Each site visit will include travel time for one (1) employee and up to two (2) hours on site.

The following drawings are anticipated for this phase of the project:

Electrical:

1. Legend - Electrical
2. Floor Plan – Power & Controls – Electrical
3. Partial Single Line & Interconnect Diagram – Electrical

The following 6-digit specification sections are anticipated for this project (the 5-digit specification format may be substituted):

Division 26

- 260010 Basic Electrical Materials and Methods
- 260519 Low-Voltage Electrical Power Conductors and Cables
- 260523 Control-Voltage Electrical Power Cables
- 260526 Grounding and Bonding for Electrical Systems
- 260529 Hangers and Supports for Electrical Systems
- 260533.13 Conduit for Electrical Systems
- 260533.16 Boxes for Electrical Systems
- 260553 Identification for Electrical Systems
- 262923 Variable-Frequency Motor Controllers

Division 40

- 409010 Instrumentation and Control For Process Systems
- 409113 Process Instrumentation
- 409443 Programmable Logic Process Controllers For Process Systems
- 409513 Process Control Panels and Hardware
- 409600 Process Control Software

2.2 Bidding and Construction Phase Services

No bidding or construction phase services are included in this proposal; however, Keystone can provide technical assistance during the bidding, construction, and startup phases of the project, including attending meetings, prepare addendums, shop drawing reviews, answering RFIs, site inspections, etc. on a T&M or negotiated lump sum price basis.

3.0 PROPOSAL ASSUMPTIONS AND EXCLUSIONS

3.1 Proposals Assumptions

For pricing our services, we have made the following assumptions:

- The existing electrical service and generator at Well #2 are adequate.
- All background layout drawings will be provided in AutoCAD with appropriate and differentiated layers by GMB.
- Electronic files of the drawings and specifications will be provided to GMB at the completion of appropriate stages of the design.
- An electronic set of sealed drawings will be provided to GMB for bidding.
- GMB will be responsible for permit application. Keystone's involvement will be limited to answering questions and revising drawings, as required, to obtain electrical building permits.

3.2 Proposal Exclusions

For pricing our services, we have made the following exclusions:

- System Integration, control panel design, control panel fabrication, SCADA system design, and programming.
- Generator design.
- Electrical service entrance
- Mechanical design.
- Plumbing design.
- Attendance at the prebid meeting.
- Attendance at the preconstruction meeting.

4.0 BUSINESS TERMS

4.1 Compensation

We propose providing the services indicated above for the following T&M NTE amount:

2.1	Detailed Design	\$ 7,300
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This fee is firm and cannot be changed unless both parties agree to changes in the scope. This proposal is valid for 90 days. Invoicing will be done on a monthly T&M basis. Payment to Keystone shall not be contingent upon payment to GMB by others.

Additional services beyond the scope of this proposal can be provided based on negotiated lump sum amounts or on a time and material basis.

4.2 Schedule

Keystone can start work on this project immediately upon your authorization to proceed. We will coordinate our design schedule closely with GMB; however, we estimate our portion of the design will take four (4) weeks after we receive the background drawings on AutoCAD.

4.3 Business Conditions

Keystone's Standard Business Conditions (attached) apply.

The business conditions for this work will be in accordance with the Subconsultant Work Order Services Agreement between GMB and Keystone.

If you should have any questions concerning this proposal, please feel free to contact us. Thank you for the opportunity to submit this proposal.

Respectfully,

A handwritten signature in blue ink that reads "Curtis L. James".

Curtis L. James, P.E.
Associate | Engineering Manager

A handwritten signature in black ink that reads "Bryan Frack".

Bryan Frack
Engineering Manager

**AUTHORIZATION TO PROCEED
Electrical Engineering Services**

**George, Miles & Buhr, LLC.
Ocean Pines Well #2 Upgrades**

I have reviewed Keystone Engineering Group, Inc. Proposal No. 2026-0225, agree to the terms and conditions, and hereby authorize Keystone to proceed with the outlined services.

Date

Authorized Representative for GMB

Name (print or type)

Title (print or type)

SCHEDULE OF HOURLY RATES & EXPENSES

HOURLY RATES

Effective January 1, 2026

CLASSIFICATION	HOURLY RATE
Senior Project Director	\$ 185.00 - \$ 255.00
Project Director	\$ 160.00 - \$ 230.00
Senior Project Manager	\$ 135.00 - \$ 210.00
Project Manager	\$ 115.00 - \$ 185.00
Assistant Project Manager	\$ 115.00 - \$ 165.00
Senior Project Engineer/Architect/Landscape Arch	\$ 115.00 - \$ 165.00
Senior Environmental Scientist	\$ 100.00 - \$ 165.00
Project Engineer/Architect/Landscape Arch	\$ 130.00 - \$ 155.00
Graduate Engineer/Architect/Landscape Arch	\$ 105.00 - \$ 150.00
Environmental Scientist	\$ 70.00 - \$ 145.00
Geospatial Analyst	\$ 70.00 - \$ 145.00
Senior Designer	\$ 90.00 - \$ 165.00
Designer	\$ 75.00 - \$ 125.00
CADD Operator	\$ 70.00 - \$ 110.00
Construction Representative	\$ 90.00 - \$ 145.00
Resident Project Representative (RPR)	\$ 65.00 - \$ 135.00
Senior Project Coordinator	\$ 90.00 - \$ 135.00
Project Coordinator	\$ 65.00 - \$ 130.00
Surveyor	\$ 95.00 - \$ 180.00
Survey Crew Chief	\$ 100.00 - \$ 130.00
Survey Technician	\$ 65.00 - \$ 90.00
Administrative/IT Support	\$ 50.00 - \$ 145.00
GIS Specialist	\$ 60.00 - \$ 105.00
Senior Technician	\$ 60.00 - \$ 135.00
Technician	\$ 45.00 - \$ 95.00

Expert Testimony

2x Hourly Rates

EXPENSES

All items per each, unless noted.

Internal:

Photocopies:	
Black & White	\$ 0.20
Color	\$ 0.50
Prints/Plots:	
Black & White/Color	\$ 0.50 /s.f.
Mylar	\$ 2.00 /s.f.
Travel:	
Mileage	\$ 0.725/mile*
Subsistence (Meals & Lodging)	At Actual Cost
Overnight/Immediate Delivery	At Actual Cost
Survey Crew Rates	
1-person crew	\$ 185.00/hour
2-person crew	\$ 215.00/hour
3-person crew	\$ 245.00/hour
Other:	
Electronic Media Copies/Transfers/File	\$ 300.00/file
Website Project File Sharing	\$ 1.00/MB/month
Construction Management Software	\$ 1,400.00/\$1MM/year
Surveying Equipment/Total Station Only	\$ 35.00 /day
Surveying Equipment/Total Station + GPS Unit	\$ 150.00 /day

* Adjusted annually in accordance with the Internal Revenue Service directives

ARCHITECTS
 . . .
 ENGINEERS

GENERAL CONDITIONS

(Effective January 1, 2026)

AGREEMENT

The term "Agreement" refers to the undertaking by George, Miles & Buhr, LLC ("GMB") to perform Services described in the attached Proposal and these General Conditions. The Agreement shall become effective upon acceptance by Client of the attached Proposal and General Conditions, which when acknowledged in writing, are authorization to proceed. The Agreement is between Client and GMB, and their respective partners, divisions, affiliates, members, successors and assigns, both of whom promise not to transfer or assign any interest in the Agreement without the other party's written consent. The Agreement supersedes all prior written proposals or negotiations and is conditioned upon Client's acceptance of these General Conditions. No modification of the terms of the Agreement or General Conditions shall be valid unless authorized in writing by both parties. If additional services are required by Client, GMB will provide the services when authorized in writing and documented to do so by Client.

FEES, RETAINER

Any estimate of the fees and expenses that GMB expects to incur in providing Client with services outlined in the attached Proposal is not a maximum or lump sum fee. Client understands and agrees that the final billing may be more or less than the estimate. Fees for services will be adjusted if there are changes to the scope or schedule, as defined in the Proposal including supporting drawings, schedules and exhibits. If GMB does not have an established relationship with the Client, a retainer will be requested approximating the value of services for a minimum of sixty (60) days and will be credited to the final invoice. A Schedule of Hourly Rates & Expenses is attached to and incorporated as part of the Proposal. Unless otherwise noted, all proposals are valid for a period of 90 days from the date of the proposal.

INVOICES

Invoices are due upon receipt. If an invoice is outstanding beyond thirty (30) days of the invoice date, interest will be charged at a rate of one percent (1%) per month and GMB reserves the right to stop providing services and to withdraw all permit applications. ~~Further, if GMB has to refer any delinquent billing to an attorney for collection, Client agrees to pay GMB its reasonable attorney's fees and expenses of collection, to include, without limitation, all litigation related expenses and expert witness fees, plus 25%.~~

EXPENSES

Client agrees to pay GMB for internal expenses in accord with Schedule of Hourly Rates and Expenses charged for those items that are specific to the project, including, but not limited to, subcontracted consultants, permit fees, reproduction expenses, renderings, models, etc. GMB will invoice external expenses at cost plus 10%.

LIABILITY & CLAIMS

~~Client agrees to limit GMB's liability related to errors and omissions to an amount not to exceed the total fee for the project or GMB's available professional liability insurance coverage for that year, whichever is less. GMB will not be responsible for any liabilities arising from Client's negligent acts or errors, or from any entity whose conduct is not subject to GMB's control. Client acknowledges the inherent risks associated with construction. GMB will provide services with a standard of care exercised by licensed architects and engineers. At least 30 days prior to making any claim against GMB, Client agrees to provide GMB a Certificate of Merit issued by an architect or engineer, licensed by the state in which the project is located, specifically describing~~

~~every error or omission which the issuer believes to be a violation of the standard of care. If Client makes a claim or brings legal action against GMB for any services under this Agreement, and fails to prevail, Client agrees to pay all legal and other expenses incurred by GMB in its defense, including, but not limited to, attorney's fees, court costs, expert witness fees, etc.~~

INSTRUMENTS OF SERVICE

All work products, including those in electronic form, prepared by GMB and GMB's consultants are Instruments of Service for use solely with respect to this project. The Client shall be permitted to authorize Contractor, Subcontractors and material or equipment suppliers to reproduce applicable portions of the Instruments of Service appropriate to and for use in their execution of the work. Any unauthorized use of the Instruments of Service shall be at the Client's sole risk and without liability to GMB and GMB's consultants. No alterations shall be made to the Instruments of Service by the Client and/or any representative of the Client without the written permission of GMB and GMB's consultants. Copies of electronic media, if requested and approved, will be invoiced to the Client and due upon receipt.

APPROVALS

GMB has no control over governments and their agencies in granting approvals. Therefore, GMB cannot guarantee the timeframe for, or the cost of services incidental to, obtaining approvals from governments or governmental agencies. If the type or level of services as originally defined are revised or changed during our assignment, the fee for our services from that point forward will be subject to negotiation.

TERMINATION/SUSPENSION OF WORK

Client or GMB each may terminate the Agreement with fifteen (15) calendar days written notice; Client agrees to pay for all services provided by GMB up to the date of termination. Project delays and suspension of the project for more than 30 days, may result in additional cost to resume work. Client agrees to pay such costs before work resumes if said delays are attributable to the Client.

CONSTRUCTION SAFETY

Client agrees to require general or subcontractor to indemnify, defend and hold GMB harmless against claims arising from unsafe site conditions.

CONSTRUCTION ESTIMATES

GMB has no control over the cost of labor, materials, equipment and services provided by others or over the contractor's methods of determining prices and does not warrant or guarantee construction estimates.

CONSTRUCTION SCHEDULES

GMB has no control over the means, methods and techniques of construction employed by contractors, the timing of government approvals or the delivery of materials and equipment. The Client agrees that any construction schedule prepared by GMB is approximate and will not be the basis for a claim.

HAZARDOUS MATERIALS

~~Client agrees to defend, indemnify and hold GMB harmless for any and all liabilities, claims, costs and expenses, including, but not limited to, litigation expenses, attorney's fees, and expert witness fees, which relate in any way to the presence of any hazardous or toxic materials on the project.~~

GOVERNING LAWS; VENUE

The Agreement shall be interpreted in accordance with the laws of the State of Maryland. The venue for any dispute arising out of the Agreement shall be, at the sole discretion of GMB, the Circuit Court for ~~Wicomico~~ Worcester County, Maryland or the federal courts within the State of Maryland.

Client's written approval is required to exceed Proposal amount.

ARCHITECTS
...
ENGINEERS

Client agrees to limit GMB's liability related to errors and omissions to \$2,000,000.

Worcester

TEL: 410-632-5623
FAX: 410-632-1753
WEB: worcetermd.gov



Worcester County
DEPARTMENT OF PUBLIC WORKS
6113 TIMMONS ROAD
SNOW HILL, MD 21863

DALLAS BAKER JR., P.E.
DIRECTOR

JANA POTVIN
DEPUTY DIRECTOR

MEMORANDUM

TO: Weston Young P.E., Chief Administrative Officer
Candace Savage, CGFM, Deputy Chief Administrative Officer
FROM: Dallas Baker Jr., P.E., Director *Dallas Baker Jr*
DATE: July 21, 2026
SUBJECT: Solid Waste Excavator Lease

Public Works requests Commissioner approval to award the lease purchase of a Caterpillar (CAT) 313 Excavator for \$56,600/yr. Funding is available within the Capital Equipment Lease Account (680.7002.9010.125). This project was included in the approved FY27 Budget with an allocated amount of \$60,000/yr. This equipment is available on the competitively bid Source Well Purchasing Program, contract 011723-CAT, which includes a \$45,770.00 discount.

The excavator will be financed through a 60-month lease with a \$1.00 optional buy out after the financing term. Currently the interest rate on the equipment is 4.99%. The equipment will be sourced from CAT with an expected delivery in October 2026. The interest rate will be locked in once the equipment is built and the serial number is issued. Public Works is requesting that the Commissioners authorize Administration authority to execute the lease agreement once the financing agreement has been vetted through the County Attorney.

Please let me know if there are any questions.

Attachments

CC: Jana Potvin
David Candy
Ed Welch



Jul 15, 2026

**WORCESTER COUNTY COMMISSIONERS C/O
TREASURER'S OFFICE**
WORCESTER COUNTY SOLID WASTE DIVISION
NEWARK, MD 21841

Attention: DAVE CANDY

RE: Quote 226211-04

Dear Dave,

On behalf of Carter Machinery Company, Inc., thank you for the opportunity to offer this quote for your consideration.
Cat Model: 313-07S28C Excavator with all standard equipment in addition to the additional specifications

ID# : 1140050 **SERIAL NUMBER :** TBD **YEAR :** 2026 **HOURS :**

MACHINE SPECIFICATIONS

Description	Reference No
313 07H HEX AM-N CFG1	663-6089
TRACK, 28" TG, W/STEPS	559-0324
BOOM, 15'3" W/ EOU MOUNTS	558-2798
STK, R9'2", W/ THUMB BRACKET	558-2810
LINKAGE, BKT 312 GRADE W/O EYE	525-4932
CYLINDER, BOOM	563-1462
CYLINDER, STICK, W/O SLCV	524-2707
CYLINDER, BUCKET	524-2708
CYLINDER LINES, W/O BLCV	558-1423
BKT GD 36" 0.69YD3 312	571-2943
TIP, PENETRATION PLUS ADVANSYS	539-5673
SIDE CUTTER, GENERAL PURPOSE	380-1203
HYDRAULIC PKG, COMB, ONE SLIDER	589-6862
LINES GP OIL W/ TCS	627-8017
CONTROL, QC PIN GRABBER	559-1895
SUPPORT, LINES AUXILIARY	565-1990
LINES, HIGH PRESSURE BOOM	558-1443
LINES, QUICK COUPLER BOOM	558-1447
LINES, HP, 9'2" STICK	558-1454
LINES, QC, 9'2" STICK	558-1456
COUPLER, PIN GRABBER W/PINS	558-2818
WIPER, RADIAL W/O LOWER	525-5166
SUN SCREEN, REAR	488-6450
LIGHTS, BOOM LH 1P	582-6112
LIGHTS, BOOM RH 1P	582-6119
GRADE 2D ASSIST & PAYLOAD	624-7759
JOYSTICK STEER + AUX RELAY PKG	617-0334
FUEL FILTER, STD	661-9084
BATTERY, STD	558-1734

ITEM 20

Description	Reference No
SCREEN, RADIATOR	560-5543
UNDERCARRIAGE, LONG W/ BLADE	558-2789
CAB, DELUXE W/ BLADE LEVER	636-6946
CONTROL, BLADE	559-5907
BLADE, 8'10"	282-4582
OPERATOR PROTECTIVE GUARD	578-9808
CAMERA, 360 VISIBILITY, OPG	558-2751
LIGHTS, CAB, OPG	577-3857
PROD LINK, PLE643/PLE743 RADIO	589-6848
THUMB GROUP	633-1704
STICK LINES, THUMB	387-9700
CONNECTOR LINES, THUMB	586-7615
TIP, GENERAL DUTY ADVANSYS	539-5678

CAT LIST PRICE	\$305,129.00
SOURCEWELL CONTRACT 011723-CAT 15%	<u>(-\$45,770.00)</u>
MACHINE SALE PRICE AFTER DISCOUNT WITH STANDARD CAT WARRANTY	\$259,359.00
FREIGHT FROM FACTORY/PDI/LOCAL DELIVERY/TRAINING	\$5,260.00
EXT WARRANTY (SEE BELOW)	\$6,970.00
CSA (SEE BELOW)	<u>\$14,128.00</u>
TOTAL	\$285,717.00
ADDITIONAL DEALER SUPPORT FOR WORCESTER COUNTY	<u>(-\$36,517.00)</u>
NET BALANCE DUE	\$249,200.00

WARRANTY/EXTENDED COVERAGE

Standard Warranty:	12 Months/Unlimited Hours, customer is responsible for travel time & mileage.
Extended Warranty:	313-60 Months/4000 Hours PREMIER, TTM: 25 Miles, 60 Months Premier Included.
CSA	CVA CMCO LABOR THRU 3000HR (IN FIELD), Carter will perform PM Services at 500hr Intervals thru 3000 hours for the customer with Filters, Fluids, Labor, TTM.

F.O.B/TERMS: Worcester County Solid Waste

PAYMENT TERMS

Lease Terms

CASH WITH ORDER	BALANCE TO LEASE	TERM	MONTHLY PAYMENT	RATE	OPTIONAL BUY-OUT
\$0.00	\$249,700.00	60(monthly)	\$4,710.99	4.99	\$1.00

The above lease is based on the following:

- Taxes are extra on the monthly payments and the buy-out
- If the machine is not purchased at the end, then it must be returned in average condition with normal wear-and-tear
- The customer is responsible for all maintenance and repairs on the machine using genuine Cat parts only
- Tires, undercarriage, and all ground engaging tools (i.e. teeth, cutting edges) must be at 50% remaining, minimum, if the unit is not purchased at the end of the lease
- The above is subject to approval by Caterpillar Finance

Thank you for the opportunity to provide you a quote for your equipment needs. This quotation is valid for 30 days. All machines are subject to prior sale. If there are any questions, please do not hesitate to contact me.

Sincerely,

Jeff Cronshaw
Sales Representative
443-783-8248



PURCHASER	WORCESTER COUNTY COMMISSIONERS C/O TREASURER'S OFFICE		<SAME>
SO ADDRESS	WORCESTER COUNTY SOLID WASTE DIVISION 7091 CENTRAL SITE LN		SHIP
LD CITY/STATE	NEWARK, MD	COUNTY	WORCESTER
T ZIP CODE	21841	PHONE NO.	(410) 632-0686
OC CUSTOMER CONTACT:	DAVE CANDY		TO

CUSTOMER NUMBER	5199600	SALES TAX EXEMPTION # (if applicable)	MD#30001318	PURCHASER PO	F.O.B. Customer Site
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TERMS OF SALE: Sourcewell Contract #011723-CAT									
TERMS	NET PAYMENT ON RECEIPT OF INVOICE	☐	COD	☐	FINANCIAL SERVICES	☐	CSC	☒	LEASE
	PAYMENT WITH ORDER	\$0.00	BALANCE TO FINANCE	\$249,700.00	INTEREST RATE	4.99			
	PAYMENT PERIOD	MONTHLY	PAYMENT AMOUNT	\$4,710.99	NUMBER OF PAYMENTS	60	OPTIONAL BUY-OUT	\$1.00	

DESCRIPTION OF EQUIPMENT ORDERED / PURCHASED					
MAKE: CAT		MODEL: 313		YEAR: 2026	
ID #: 1140050		SERIAL NUMBER: TBD		SMU: TBA	
				NEW	☒ USED ☐
313 07H HEX AM-N CFG1	663-6089	SUPPORT, LINES AUXILIARY	565-1990	SCREEN, RADIATOR	560-5543
TRACK, 28" TG, W/STEPS	559-0324	LINES, HIGH PRESSURE BOOM	558-1443	UNDERCARRIAGE, LONG W/ BLADE	558-2789
BOOM, 15'3" W/ EOU MOUNTS	558-2798	LINES, QUICK COUPLER BOOM	558-1447	CAB, DELUXE W/ BLADE LEVER	636-6946
STK, R9'2", W/ THUMB BRACKET	558-2810	LINES, HP, 9'2" STICK	558-1454	CONTROL, BLADE	559-5907
LINKAGE, BKT 312 GRADE W/O EYE	525-4932	LINES, QC, 9'2" STICK	558-1456	BLADE, 8'10"	282-4582
CYLINDER, BOOM	563-1462	COUPLER, PIN GRABBER W/PINS	558-2818	OPERATOR PROTECTIVE GUARD	578-9808
CYLINDER, STICK, W/O SLCV	524-2707	WIPER, RADIAL W/O LOWER	525-5166	CAMERA, 360 VISIBILITY, OPG	558-2751
CYLINDER, BUCKET	524-2708	SUN SCREEN, REAR	488-6450	LIGHTS, CAB, OPG	577-3857
CYLINDER LINES, W/O BLCV	558-1423	LIGHTS, BOOM LH 1P	582-6112	PROD LINK, PLE643/PLE743 RADIO	589-6848
BKT GD 36" 0.69YD3 312	571-2943	LIGHTS, BOOM RH 1P	582-6119	THUMB GROUP	633-1704
TIP, PENETRATION PLUS ADVANSYS	539-5673	GRADE 2D ASSIST & PAYLOAD	624-7759	STICK LINES, THUMB	387-9700
SIDE CUTTER, GENERAL PURPOSE	380-1203	NETWORK MANAGER, A6N1	555-7286	CONNECTOR LINES, THUMB	586-7615
HYDRAULIC PKG, COMB,ONE SLIDER	589-6862	JOYSTICK STEER + AUX RELAY PKG	617-0334	TIP, GENERAL DUTY ADVANSYS	539-5678
LINES GP OIL W/ TCS	627-8017	FUEL FILTER, STD	661-9084		
CONTROL, QC PIN GRABBER	559-1895	BATTERY, STD	558-1734		

YEAR	TRADE-IN EQUIPMENT	SERIAL NO.	AGREED VALUE	SELL PRICE	\$249,200.00
				EXT WARRANTY	Included
				CSA	Included
				NET BALANCE DUE	\$249,200.00
				AFTER TAX BALANCE	\$249,200.00
				DOCUMENT FEE	\$500.00
PURCHASER WARRANTS THAT TRADE-IN CONDITION UPON DELIVERY TO CARTER WILL BE MATERIALLY THE SAME AS THE CONDITION WHEN INSPECTED BY CARTER. TRADE-IN DISASSEMBLY REQUIRED BY PURCHASER FOR TRANSPORTATION.					
TOTAL TRADE VALUE					
PAYOFF TO					
CUSTOMER TO PAY ☐					
CARTER TO PAY ☐					
BILL OF SALE: FOR VALUE RECEIVED, PURCHASER HEREBY BARGAINS AND SELLS, GRANTS AND DELIVERS UNTO CARTER MACHINERY CO., INC., GRANTEE, ALL OF PURCHASER'S RIGHTS, TITLE AND INTEREST IN THE USED EQUIPMENT DESCRIBED ABOVE OFFERED IN TRADE ON EQUIPMENT PURCHASED BY THIS ORDER. PURCHASER WARRANTS IT TO BE FREE AND CLEAR OF ALL CLAIMS, LIENS, ENCUMBRANCES AND SECURITY INTEREST EXCEPT AS SHOWN ABOVE.					

☒ CATERPILLAR EQUIPMENT WARRANTY	INITIAL	☐ USED EQUIPMENT COVERAGE	INITIAL
WARRANTY AND EXTENDED COVERAGE ON THE EQUIPMENT COVERED BY THIS ORDER, IF ANY, HAS BEEN EXPLAINED TO PURCHASER. THE WARRANTY COVERAGE IS OUTLINED BELOW AND INDICATED BY THE BOX CHECKED HEREON. WARRANTY APPLICABLE INCLUDING EXPIRATION DATE WHERE NECESSARY: 12 Months/Unlimited Hours, customer is responsible for travel time & mileage		WHEN THE EQUIPMENT COVERED BY THIS ORDER IS USED EQUIPMENT, THE PURCHASER IS BUYING THE EQUIPMENT AS-IS, WHERE-IS AND WITH NO REPRESENTATIONS OR WARRANTIES, UNLESS OTHERWISE SPECIFIED BELOW.	
313-60 Months/4000 Hours PREMIER, TTM: 25 Miles, 60 Months Premier Included		COVERAGE APPLICABLE:	

THE UNDERSIGNED WARRANTS THAT HE/SHE HAS AUTHORITY TO EXECUTE THIS SALES ORDER AND TO BIND SAID COMPANY TO THE TERMS CONTAINED HEREIN. PAYMENTS ARE TO BE IN ACCORDANCE WITH THE TERMS SET FORTH ON INVOICES AND SHALL BE DUE TO CARTER MACHINERY CO., INC. AT ITS OFFICE ADDRESS AS LISTED ABOVE. SEE ATTACHED TERMS AND CONDITIONS, PARAGRAPH 5.

PRICE WILL BE ADJUSTED BASED ON PRICE IN EFFECT ON DATE OF SHIPMENT. THIS ORDER SUBJECT TO ACCEPTANCE BY AN OFFICER OF CARTER MACHINERY.

SEE ATTACHED FOR TERMS AND CONDITIONS WHICH ARE A PART HEREOF.

Carter Machinery Co., Inc.

Accepted By:

Title: Machine Sales Representative

Purchaser

WORCESTER COUNTY COMMISSIONERS C/O TREASURER'S OFFICE

Accepted By:

Date:

FOR OFFICE USE: SALES MGR	FIN#:	Signed	Title:
		Corporation Partnership Individual Other	

SALES ORDER TERMS AND CONDITIONS

ITEM 20

This Sales Order, together with Carter's **Standard Warranties and Disclaimers** and any Application for Credit/Financing and addenda thereto, constitutes the "Agreement" between you and Carter Machinery Company, Inc. and its wholly owned subsidiaries (collectively, "Carter") relating to the matters set forth herein and identified on the front page. As used herein, the term "Products" refers to the machinery, equipment, parts, and services that are the subject of this Agreement. Notwithstanding anything to the contrary in any other document, the terms of this Agreement control over all conflicting terms provided by you, whether before or after this Agreement and whether or not signed or acknowledged by Carter.

1. Warranties and Disclaimers. ALL ORDERS ARE SUBJECT TO THE SEPARATE WRITTEN STATEMENT OF **CARTER'S STANDARD WARRANTIES AND DISCLAIMERS** ATTACHED HERETO AND INCORPORATED HEREIN. The same is available on Carter's website. EXCEPT AS PROVIDED IN THE SEPARATE WRITTEN STATEMENT, **THERE ARE NO WARRANTIES, EXPRESS OR IMPLIED, AS TO ANY MATTER WHATSOEVER, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.** No testing or examination of any Product by Carter constitutes or creates any type of warranty for that Product.

2. Limitation of Damages and Remedies. Carter shall not be liable for any indirect, consequential, incidental, special, punitive, lost profit, or cover damages of any nature whatsoever. The remedies provided herein are Customer's exclusive remedies.

3. Compliance with Laws; Indemnification. Customer assumes, at its own cost, the entire responsibility for complying with all laws, rules, regulations, codes, standards, requirements, and manufacturer's specifications pertaining to the Products, including the Occupational Safety and Health Act and the Federal Coal Mine Health and Safety Act. Customer acknowledges that Products may require additional safety guards or devices before they can be used and Customer assumes the entire responsibility for determining and installing such safety guards and devices. Customer shall indemnify, defend, and hold harmless Carter, its subsidiaries, affiliates, officers, directors, employees, agents, successors, and assigns, from and against all claims, suits, demands, injuries, fines, fees, losses, or damages of any kind, including attorneys' fees, whether to person or property (including death), actually or allegedly caused by or arising from, directly or indirectly, in whole or in part, any Product and/or any failure by Customer to comply with this Agreement, except that Customer is not obligated to indemnify Carter for injury or damage caused by or resulting solely from Carter's own negligence.

4. Prices, Shipping, and Taxes. Except as otherwise provided herein, prices of parts, supplies, and services are the prices established by Carter in effect at the time of delivery. Customer is responsible for, and shall reimburse Carter for, all shipping, transportation, and other delivery charges, including special order charges. In addition to any sales price, Customer shall also pay all excise, privilege, sales, use, and other taxes and tariffs when due.

5. Payment and Default. All invoices are due and payable according to the payment terms contained therein, or, if any invoice does not contain payment terms, upon receipt. In the event of nonpayment of any indebtedness when due, Carter may charge Customer a late charge of 2% per month computed on the unpaid indebtedness (or if prohibited by applicable law, the maximum lesser amount allowed by law). Failure to pay any amount when due or to otherwise comply with any term of this Agreement constitutes default. If Customer defaults, Customer shall pay Carter all costs and expenses incurred by Carter in enforcing this Agreement, including reasonable attorneys' fees (minimum 25% of any unpaid balance).

6. Time of Delivery, Force Majeure, and Risk of Loss. Carter makes no guaranty or warranty of the availability date of any Product and any such date specified in this Agreement or any quote is merely an estimated date of shipment or delivery. Performance by Carter is subject to "Force Majeure," which means all circumstances and actions whatsoever beyond the direct and immediate control of Carter, including but not limited to: Acts of God; war and riot; intervention of authorities or agencies of government, including for environmental preservation; embargoes; pandemics; epidemics; government-mandated quarantines, work stoppages, or import/export controls; vandalism; sabotage; strikes; lockouts; shortages or delays in the supply of fuel, power, raw materials, or component parts; any mechanical, electronic, or communications failure that prevents transmission or receipt of data; and any other cause beyond Carter's reasonable control. Carter shall not be liable for any loss or damage caused to Customer, nor shall Customer be entitled to cancel an order, for any failure of performance by Carter due to Force Majeure. Risk of loss passes to Customer upon delivery of a Product to Customer or to a common or contract carrier. Ownership of any Product passes to Customer only after initial payment is received.

7. Credit and Security Interest. Except as otherwise provided herein, prices of parts, supplies, and services are the prices established by Carter in effect at the time of delivery. Customer is responsible for, and shall reimburse Carter for, all shipping, transportation, and other delivery charges, including special order charges. In addition to any sales price, Customer shall also pay all excise, privilege, sales, use, and other taxes and tariffs when due.

8. Data Governance. Customer agrees that the collection, sharing, and use of data concerning Customer's personal information and the Products, for purposes of, at minimum and among other uses, ordinary diagnosing, servicing, and repair of Products, providing services to Customer and others, enabling Cat® Connect and other digital offerings, and for general business purposes. The collection, sharing and use of any such Customer data shall be subject to the following Statements and/or Services:

Data Governance Statement ("DGS") – describes Caterpillar's practices for collecting, sharing, and using data and information related to customers' machines, products, Devices, and/or other Assets and their associated worksites. Full details can be reviewed at <https://cartermachinery.link/DGS>

Remote Services ("RS")– Refers to Caterpillar's process for performing remote diagnostics and making available remote software and firmware updates and upgrades, such as configuration, patches, bug fixes, new or enhanced features, etc., for Assets and Devices. Full details can be reviewed at <https://cartermachinery.link/RS>

Acceptance of this agreement, absent any declination of the terms and services of the DGS and RS herein, constitutes your acceptance of the terms and conditions of the DGS and RS and also applies to any data and information previously collected by Caterpillar, its Distribution Networks or other affiliates. The DGS and RS may be updated and changed from time to time without notice to the Customer, and each such update or change shall remain binding on the Customer. If you wish to decline one or both of these items, you may do so by initialing below. However, be advised this may limit Carter Machinery's ability to support and service your machines, products, Devices, or other Assets and their associated worksites in a timely manner. In addition, your ability to access data generated by the forementioned may be restricted or removed entirely.

___ I hereby DECLINE the terms and conditions of the Cat Data Governance Statement ("DGS") AND Remote Services ("RS").

___ I hereby DECLINE the terms and conditions of Remote Services ("RS") ONLY

9. Miscellaneous. In the event Customer transfers ownership, lease, use, or operation of any Product or Asset to anyone else, Customer should notify Carter of the transfer, and also notify the transferee of the terms and location of the Data Governance Statement. **All contractors shall abide by the requirements of 29 CFR 471 Appendix A to Subpart A, 41 CFR 60.1.4(a), 60-300.5(a) and 60-741.5(a) and comparable state law, as applicable. These and state regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities. These and state regulations also require that contractors take affirmative action to employ and advance in employment individuals without regard to any such discriminatory bases.** This Agreement is governed by Virginia law (without regard to conflict of law rules) and entered in Virginia. **You agree that any dispute or claim that in any way relates to or arises from this Agreement or any order with Carter will be resolved exclusively in the state or federal courts in Norfolk or Roanoke, Virginia, and irrevocably submit to such jurisdiction and venue. YOU WAIVE ANY RIGHT TO JURY TRIAL and any defenses of lack of personal jurisdiction or forum non-conveniens.** A facsimile or electronic signature is valid as an original.

10. Please read the Cat® Embedded Software License Agreement ("Agreement") carefully, available at: [Caterpillar | Cat® Embedded Software License Agreement](#) The agreement governs your access to and use of software installed, embedded or otherwise resident on Cat® products, and all related documentation and provided data (see the agreement for comprehensive definitions).

Rev. 09/2020

INITIALS

Carter

Carter Machinery Company, Inc.

PO Box 3096

▪ Salem, Virginia 24153

▪ 540.387.1111

▪ 800.768.4200

WARRANTY AND EXTENDED COVERAGE FOR EQUIPMENT

Carter Machinery Co., Inc. ("Carter") agrees to provide Purchaser (identified below) Standard Warranty and Extended Coverage (if any) in accordance with the terms and conditions set forth below and attached pages for the equipment below and covered by the Sales Order/Rental Agreement.

Warranty and other coverage on the equipment, if any, have been explained to Purchaser. Please read all pages carefully before signing.

Caterpillar Warranty subject to qualification. If qualified, the following terms apply, based on Coverage Expiration - First to occur (months or hours) after retail purchase to first purchaser or lessee.

The Standard Warranty period is based on guidelines below:

12 Months/Unlimited Hours, customer is responsible for travel time & mileage

Extended Coverage (if any):

313-60 MONTHS/4000 HOURS PREMIER, TTM: 25 Miles, 60 Months Premier INCLUDED

Purchaser Name: WORCESTER COUNTY COMMISSIONERS C/O TREASURER'S OFFICE

Purchaser Address		City	State	Zip Code
WORCESTER COUNTY SOLID WASTE DIVISION 7091 CENTRAL SITE LN		NEWARK	Maryland	21841
Model	Product	Hour Meter	Serial Number	Yr. of Mfg.
313	Excavator		TBD	2026

If equipment covered by this order is Used Equipment, the equipment is sold/rent AS-IS, WHERE IS AND WITH NO REPRESENTATIONS OR WARRANTIES, unless otherwise specified above.

The undersigned acknowledges reading all pages and agrees to be bound by the foregoing terms and conditions.

Name:

Signed By:

CustomerSign

Date:

WarrantyDate

By: Jeff Cronshaw

Carter Machinery Company, Inc.

SEE ATTACHED FOR TERMS AND CONDITIONS WHICH ARE A PART HEREOF.

Terms and Conditions:

EXTENDED PREMIER MACHINE COVERAGE

Carter Machinery Co., Inc. ("Carter") agrees to provide Purchaser a Premier Machine Coverage upon the terms and conditions set forth below.

1) Coverage Period: See previous page for details.

2) Travel and Mileage:

From the date of original delivery through the sixth month, Carter will provide cover repair service at the Purchaser's machine location. From the seventh month through the remainder of the coverage period, Carter will provide covered repairs at one of Carter's facilities. After the first six months, all equipment transportation expenses or field service travel expenses shall be the Purchaser's responsibility.

3) Other Coverage Terms:

- (a) The Coverage is limited to labor and materials necessary to repair or replace items that Carter shall determine to be defective with new or repaired parts.
- (b) Purchaser shall provide, at its expense, labor and lifting equipment required to minimize job time and downtime in making repairs at the job site.
- (c) Although Carter will endeavor to provide covered repair service at convenient times, it only agrees to do so during regular weekday working hours. The overtime or premium time rate differential will be charged to Purchaser for covered service provided at other times.
- (d) All consumable items, such as lubricants, fuels and filters, necessary to complete a covered service will be charged to Purchaser.
- (e) Materials and labor provided under this coverage are covered only for the remainder of the coverage period.

4) Special Conditions:

The Coverage is subject to the following:

- (a) Carter must perform all covered repairs
- (b) Purchaser will, at Purchaser's expense take oil samples in accordance with the Caterpillar recommended intervals as outlined in the machine's Operation and Maintenance Guide. Purchaser will follow Carter's recommendations based on samples processed through Carter's Fluids Analysis Lab. The purchaser is responsible to maintain a complete oil sample report file and take appropriate actions when oil analysis is performed by a lab other than Carter's Fluids Analysis Lab. If a problem is discovered during this coverage period, the purchaser is responsible to notify Carter of the problem and follow Carter's recommendations. Oil sample reports must be available to Carter if they are requested.
- (c) Purchaser will not subject covered products to extraordinary uses and will at all times operate and perform normal maintenance in accordance with the instructions outlined in any maintenance and operating instruction information furnished. Any damage that results from continued operation after a defect has been recognized by Purchaser, its agents or employees, is Purchaser's sole responsibility.
- (d) The Product may not be altered or modified in any manner which affects the mechanical operation as designed by the manufacturer.
- (e) In the event the product is enrolled in a Caterpillar Inc. Product Improvement Program, the Extended Coverage will not apply to the improvement.
- (f) Exclusions from this coverage are routine maintenance and normal wear items (i.e., GET, batteries, tires, belts, nozzle or thermostat replacements, chain replacements, normal hydraulic reseals, etc.), seat assemblies, air conditioner dryer, adjustments needed to compensate for normal wear, adjustments to fuel settings or electronic unit injectors associated with engine performance, external hoses and lines except hydrostatic lines and hoses between the drive pump and motor, failures caused by oil consumption, gasket or seal leaks, mobile track belts, undercarriage, work tools made by Caterpillar, auxiliary equipment, attachments or work tools not manufactured by Caterpillar, and Caterpillar Custom Shop modifications and damage caused by collision, accident, flood, fire, vandalism, Acts of God, labor disputes (whether involving Carter or any other party) and other occurrences beyond the control of Carter.
- (g) Purchaser shall maintain the service meter in an operable condition and notify Carter of any service meter replacement.

IMPORTANT

5) Limitations and Disclaimers:

THIS PREMIER MACHINE COVERAGE SUPPLEMENTS THE STANDARD FORM OF "CARTER WARRANTIES AND DISCLAIMERS," WHICH IS INCORPORATED HEREIN BY REFERENCE. THE STANDARD FORM, AS MODIFIED HEREIN, SHALL CONTROL EXCLUSIVELY ALL RIGHTS AND OBLIGATIONS OF THE PARTIES. **THERE ARE NO IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.** CARTER SHALL HAVE NO LIABILITY FOR INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES.

Carter**ITEM 20****Customer Value Agreement (CVA) Acceptance****Customer Value Agreement Detail:****New Contract:** ☒ Yes ☐ No ☐ N/A (circle one)**Contract Renewal:** ☐ Yes ☐ No ☐ N/A (circle one)**Quote Number:** 226211**Customer** Worcester County Solid Waste**Phone:** 410-632-0686**Email:** dcandy@worcestermd.gov**Fax:** _____

<u>Make</u>	<u>Model No.</u>	<u>Serial No.</u>	<u>Customer No.</u>	<u>Sales Rep</u>	<u>Sale Date</u>
CAT	313	TBD	5199600	Jeff Cronshaw	TBD

Notes:

Carter will provide PM Services thru 3000 hours at every 500hr interval with Fluids & Filter, labor and travel time, mileage included.

Customer Value Agreement Category (check one)

- ☐ CVA – Dealer performed labor
☐ CVA Kit – Dealer provided parts / customer performed labor

Contract Term (check one)

- ☐ 12 months / 1000 hours
☐ 36 months / 1500 hours
☐ 36 months / 2000 hours
☐ 36 months / 3000 hours
☐ 36 months / 5000 hours
☐ 48 months / 1500 hours
☐ 48 months / 3000 hours
☐ 48 months / 3500 hours
☐ 48 months / 4000 hours
☐ 48 months / 4500 hours
☐ 60 months / 2500 hours
☐ 60 months / 3000 hours
☐ 60 months / 5000 hours
☐ Other: _____

☐ No, at this time, I elect not to use Carter Machinery Company to perform my Planned Maintenance

Customer Signature: _____ **Date:** _____**Machine Sales Rep Signature:** Jeff Cronshaw **Date:** 7-7-26

Terms and Conditions

Agreement between Carter Machinery Company and Customer

OBJECTIVE:

The objective of this Customer Value Agreement is to ensure that customers receive the benefits of consistent, thorough, and managed planned maintenance.

SERVICES PERFORMED:

Machine hours are monitored by Carter Machinery and customer will receive notification in advance of Planned Lubrication Maintenance service being due. Both scheduled lubrication Planned Maintenance or Planned Maintenance kits will be performed or shipped to customer based upon 500 hour intervals.

ADDITIONAL PARTS & LABOR: The agreement does not cover parts needed outside of the scope of the lubrication service or recommended repairs that are noted during the machine inspection. Customer can elect to address those issues or Carter will provide a service estimate. The customer will be responsible for the additional costs associated with those items.

LIMITATIONS: The intent of this agreement is to perform lubrication services and filter replacements at 500 hour intervals for the term of the contract. Not all services outlined in the Operations and Maintenance Manual are included in this pricing, these include but are not limited to: valve adjustments, torquing ROPS mounting bolts, charging brake and cushion hitch accumulators, adjusting wheel bearings, torquing wheel lug bolts/nuts, torquing draft arm flange bolts on scrapers, inspecting scraper ejector rollers, checking fire extinguisher charge, changing receiver dryers, etc.

CARTER MACHINERY COMPANY'S RESPONSIBILITIES:

- Monitor hour meter readings of customer asset(s) and coordinate scheduling of Planned Lubrication Maintenance work.
- Maintain service records on all repairs, planned maintenance services, provide fluid sampling analysis, and interpretation.
- Store and provide upon request, all inspections submitted via Cat Inspect App
- Carter performed services: Provide travel time & mileage, labor, filters, and oil to perform Planned Lubrication Maintenance services at specified 500 hour intervals. Travel time and mileage is included when machine is within Carter Machinery's territory. Additional charges will apply for machines outside of Carter Machinery's territory.
- Planned Maintenance filter kits to include filters and fluid sampling bottles ONLY.

CUSTOMER RESPONSIBILITIES:

- Perform all daily maintenance and inspections as outlined in the applicable Caterpillar and/or other Manufacturer's Operation and Maintenance Manual
- Any and all maintenance recommendations outside of the 500 hour specifications in the Manufacturer's Operation and Maintenance Manual
- Make equipment available at a reasonable work location accessible to Carter Machinery Planned Maintenance vehicle for scheduled maintenance during normal working hours unless otherwise agreed upon. If machine cannot be released at previously scheduled time, additional charges may apply.
- Provide and add daily make-up fluids (fuel, oil, coolant, grease) using fuel and lubricants that meet Manufacturer's specification.
- As confirmation customer-performed Planned Maintenance service is complete, submit inspection via Cat Inspect App. This enables Carter to reset the 500 hour service interval and notify the customer when the next service is due
- Perform external cleaning of the machine to include, but not limited to, radiator, belly pan(s), engine enclosure(s), all guards, axles, wheels, final drives, and undercarriage. If additional cleaning of machine is required in order for Carter to perform Planned Maintenance service additional charges may apply.
- Perform any adjustments and/or replacements as required by Operation and Maintenance Manual outside of lubrication services specified in this agreement.

NON-CATERPILLAR MACHINES

- Customer required to provide part numbers and fluid capacities.
- Non-Caterpillar machines will be serviced on a time and material basis until adequate data can be gathered for a flat rate to be established.
- If customer has the machine Operation & Maintenance manual they are to provide copies of the pages that contain the manufacturer recommended Planned Maintenance information. If unavailable, basic Planned maintenance schedule of a comparable Caterpillar machine will be applied

TERMS OF AGREEMENT:

Basic Planned Maintenance, for any machine enrolled under this agreement, must be performed in the original territory quoted. If Planned Maintenance service is completed outside of the original zone quoted, additional charges may apply. This agreement will be in effect for the duration of the contracted terms. The prices quoted are subject to change upon the expiration of this agreement. The agreement is renewable with a mutual understanding and documentation of new terms. If machine is sold, Planned Maintenance Agreement is non-transferable.

TERMINATION OF AGREEMENT:

Either party can terminate the agreement with a 30-day written notice. Upon termination, customer will pay Carter Machinery for all Planned Maintenance services performed prior to termination, or Carter Machinery will issue a credit for any overpayment, if applicable.

EXCEPTIONS:

Delays or failures to perform, caused by acts beyond the reasonable control of either parties to this agreement, shall not constitute a breach of this agreement when a reasonable effort is made to correct such delays or failure. The acts may include, but are not limited to: acts of war, severe acts of nature, supplier material shortages, riots, strikes, or government regulations imposed after the date of this agreement. Each party must notify the other within 3 business days if this part of the agreement is to be exercised.

WARRANTY AND INDEMNIFICATIONS:

Carter Machinery Company warrants that all work shall be performed in a workmanlike manner and that all fluids, oils, filters and other goods shall be new. Carter Machinery Company agrees to assign to customer all Manufacturers' warranties with respect to fluids, oil, filters and other goods supplied in connection with this agreement. The forgoing shall be expressly in lieu of all warranties of merchantability or fitness for a particular purpose, which warranties are hereby expressly disclaimed by Carter Machinery Company. In no event shall Carter Machinery Company be liable for indirect, special or consequential damages, including but not limited to: claims for loss of anticipated profits or other economic loss in connection with or arising from the furnishing, functioning, or use of any item of equipment or service provided for in this agreement.

Initial _____ Date _____

Finance Proposal

CUSTOMER

Name: COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND

Address 5764 Worcester Hwy

City SNOW HILL

State MD

Good if:

Acknowledged by Jul-24-2026

Funded by Jul-24-2026

CARTER MACHINERY COMPANY,
INCORPORATED D100

Sales person Cronshaw D100, Jeff

Dealer contact Megan Weber D100

Telephone

DEALER

Quote number 5087155

Fax Number

Quote Date 24-Jun-26

Quote Time 11:21:28 AM

FINANCE PROPOSAL

This is Caterpillar Financial Services Corporation's confirmation of the following finance proposal. This is a proposal only and is subject to credit approval, execution of documentation, and execution and approval of the application survey.

Finance Type Governmental Lease

Quoted By Megan Weber D100

Number of Payments 60 Monthly

Report Created By Megan Weber D100

Payments in Arrears

	<u>Model</u>	<u>Ann. Hours</u>	<u>Qty</u>	<u>Sale Price</u>	<u>Amount Financed</u>	<u>Payment</u>	<u>Balloon</u>	<u>Fixed Rate</u>
New	313-07	500	1	249,200.00	249,700.00	See Amort. Schedule	1.00	4.990%

Special Conditions:
313-07

Serial Number - , Model Year - 2026, Standard Environment;
Major Attachments-Steel Tracks, Standard Stick, Triple Grouser Tracks (TG), Cab; Blades/Buckets/Rippers-Thumb Hydraulic, Quick Coupler,
General Purpose Bucket, Blade (Standard);
Manual Configuration and Work Tools:

Payment Structure – Asset
60 Monthly payment(s) 4,710.99
1 Stub payment(s) 1.00

	<u>Model</u>	<u>Insurance</u>	<u>Payment w/Insurance</u>
New	313-07	296.21	Amort. Sch.

The estimate for insurance is provided through Caterpillar Insurance Company and is not an offer to contract for insurance.

CONDITIONS

Insurance: The customer must provide evidence of physical damage and liability insurance in an amount and from an insurance carrier satisfactory to CFSC. CFSC must be named on the policies, as loss payee and additional insured, as applicable, and a certificate of insurance, in form and substance acceptable to CFSC, must be provided to CFSC.

Taxes: All taxes are the responsibility of the customer and may or may not be included in the above payment amount.

Equipment: The equipment cannot be delivered until all documents are executed by CFSC. All equipment must reside in the United States at all times.

Approval: This proposal is subject to, among other things, final pricing, credit approval and document approval by CFSC.

The terms and conditions outlined herein are not all-inclusive and are based upon information provided to date. This proposal may be withdrawn or modified by Lessor at anytime. This proposal does not represent an offer or commitment by CFSC to enter into a transaction or to provide financing and does not create any obligation for CFSC. A commitment to enter into the transaction described herein may only be extended by CFSC after this transaction has been approved by all appropriate credit and other authorities within CFSC.

Caterpillar Financial Services Corporation
2120 West End Avenue, Nashville, TN 37203
(615)-341-1000

We appreciate the opportunity to provide you a proposal for this transaction.

ITEM 20

Proposed by:

Acknowledged by:

Caterpillar Financial Services Corporation

COUNTY COMMISSIONERS OF Date
WORCESTER COUNTY, MARYLAND

EXHIBIT 2
Concluding Payment Schedule to
Government Agreement

Quote Number.....5087155

Dated _____, 20____
between
Caterpillar Financial Services Corporation
and
COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND

Description of Unit: 313-07 Hydraulic Excavator:

Number of Payments Made	Beginning Balance	Payment Amount	Balloon	Interest	Interest Rate	Concluding Payment (*)
1	249,700.00	4,710.99	0.00	1,038.34	4.99	246,027.35
2	246,027.35	4,710.99	0.00	1,023.06	4.99	242,339.42
3	242,339.42	4,710.99	0.00	1,007.73	4.99	238,636.16
4	238,636.16	4,710.99	0.00	992.33	4.99	234,917.50
5	234,917.50	4,710.99	0.00	976.87	4.99	231,183.38
6	231,183.38	4,710.99	0.00	961.34	4.99	227,433.73
		-----	-----	-----		
total		28,265.94	0.00	5,999.67		
7	227,433.73	4,710.99	0.00	945.75	4.99	223,668.49
8	223,668.49	4,710.99	0.00	930.09	4.99	219,887.59
9	219,887.59	4,710.99	0.00	914.37	4.99	216,090.97
10	216,090.97	4,710.99	0.00	898.58	4.99	212,278.56
11	212,278.56	4,710.99	0.00	882.72	4.99	208,450.29
12	208,450.29	4,710.99	0.00	866.81	4.99	204,606.11
13	204,606.11	4,710.99	0.00	850.82	4.99	200,745.94
14	200,745.94	4,710.99	0.00	834.77	4.99	196,869.72
15	196,869.72	4,710.99	0.00	818.65	4.99	192,977.38
16	192,977.38	4,710.99	0.00	802.46	4.99	189,068.85
17	189,068.85	4,710.99	0.00	786.21	4.99	185,144.07
18	185,144.07	4,710.99	0.00	769.89	4.99	181,202.97
		-----	-----	-----		
total		56,531.88	0.00	10,301.12		
19	181,202.97	4,710.99	0.00	753.50	4.99	177,245.48
20	177,245.48	4,710.99	0.00	737.05	4.99	173,271.54
21	173,271.54	4,710.99	0.00	720.52	4.99	169,281.07
22	169,281.07	4,710.99	0.00	703.93	4.99	165,274.01
23	165,274.01	4,710.99	0.00	687.26	4.99	161,250.28
24	161,250.28	4,710.99	0.00	670.53	4.99	157,209.82
25	157,209.82	4,710.99	0.00	653.73	4.99	153,152.56
26	153,152.56	4,710.99	0.00	636.86	4.99	149,078.43
27	149,078.43	4,710.99	0.00	619.92	4.99	144,987.36
28	144,987.36	4,710.99	0.00	602.91	4.99	140,879.28
29	140,879.28	4,710.99	0.00	585.82	4.99	136,754.11
30	136,754.11	4,710.99	0.00	568.67	4.99	132,611.79
		-----	-----	-----		
total		56,531.88	0.00	7,940.70		
31	132,611.79	4,710.99	0.00	551.44	4.99	128,452.24
32	128,452.24	4,710.99	0.00	534.15	4.99	124,275.40
33	124,275.40	4,710.99	0.00	516.78	4.99	120,081.19

ITEM 20

34	120,081.19	4,710.99	0.00	499.34	4.99	115,869.54
35	115,869.54	4,710.99	0.00	481.82	4.99	111,640.37
36	111,640.37	4,710.99	0.00	464.24	4.99	107,393.62
37	107,393.62	4,710.99	0.00	446.58	4.99	103,129.21
38	103,129.21	4,710.99	0.00	428.85	4.99	98,847.07
39	98,847.07	4,710.99	0.00	411.04	4.99	94,547.12
40	94,547.12	4,710.99	0.00	393.16	4.99	90,229.29
41	90,229.29	4,710.99	0.00	375.20	4.99	85,893.50
42	85,893.50	4,710.99	0.00	357.17	4.99	81,539.68
		-----	-----	-----		
total		56,531.88	0.00	5,459.77		
43	81,539.68	4,710.99	0.00	339.07	4.99	77,167.76
44	77,167.76	4,710.99	0.00	320.89	4.99	72,777.66
45	72,777.66	4,710.99	0.00	302.63	4.99	68,369.30
46	68,369.30	4,710.99	0.00	284.30	4.99	63,942.61
47	63,942.61	4,710.99	0.00	265.89	4.99	59,497.51
48	59,497.51	4,710.99	0.00	247.41	4.99	55,033.93
49	55,033.93	4,710.99	0.00	228.85	4.99	50,551.79
50	50,551.79	4,710.99	0.00	210.21	4.99	46,051.01
51	46,051.01	4,710.99	0.00	191.50	4.99	41,531.52
52	41,531.52	4,710.99	0.00	172.70	4.99	36,993.23
53	36,993.23	4,710.99	0.00	153.83	4.99	32,436.07
54	32,436.07	4,710.99	0.00	134.88	4.99	27,859.96
		-----	-----	-----		
total		56,531.88	0.00	2,852.16		
55	27,859.96	4,710.99	0.00	115.85	4.99	23,264.82
56	23,264.82	4,710.99	0.00	96.74	4.99	18,650.57
57	18,650.57	4,710.99	0.00	77.56	4.99	14,017.14
58	14,017.14	4,710.99	0.00	58.29	4.99	9,364.44
59	9,364.44	4,710.99	0.00	38.94	4.99	4,692.39
60	4,692.39	4,710.99	1.00	19.60	4.99	0.00
		-----	-----	-----		
total		28,265.94	1.00	406.98		
total		282,659.40	1.00	32,960.40		

(*)Does not include any rent payment or other amount then due.

Initialed: _____
(Lessee)



Worcester County Government

One West Market Street | Room 1103 | Snow Hill MD 21863-1195

(410) 632-1194 | (410) 632-3131 (fax) | admin@co.worcester.md.us | www.co.worcester.md.us

MEMORANDUM

TO: Worcester County Commissioners
 FROM: Ed Welch, Procurement Officer
 DATE: June 12, 2026
 RE: Request to Award – Automated External Defibrillator (AED) Replacements

Emergency Services is requesting that the Commissioner's review and approve awarding the purchase of seventy-two (72) **Automated External Defibrillator (AED) Replacements** from **Stryker Medical** in the amount of **\$118,910.⁸⁸**. These are replacements for existing AEDs within the County that are at their replacement point.

This was sourced through a State of Maryland cooperative "piggyback" contract (001B2600009) resulting in a discount of \$129,034.⁸⁰. This is a publicly solicited contract established through a Request for Proposal (RFP) process conducted by a lead public agency. This contract satisfies formal competitive bid requirements.

The LIFEPAK CR2 Defibrillator is a proprietary design that on which the County is already standardized. That make and model of AED is only available from Stryker.

Funding is available in G/L account # 100.1102.044.6100.6110.017.

Please feel free to contact me if you have any questions. Thanks

Ed Welch

Procurement Officer
 Worcester County Government Center
 1 W. Market Street
 Snow Hill, MD 21863
 Phone: 410-632-1194, ext. 1012
 Email: eawelch@worcestermd.gov



72-LIFEPAK CR2 AEDs

Quote Number:	11339802	Remit to:	Stryker Sales, LLC 21343 NETWORK PLACE CHICAGO IL 60673-1213 USA
Version:	1	Division:	Medical
Prepared For:	WORCESTER COUNTY DEPT OF EMER SVCS Attn: Christopher M Shaffer cmshaffer@worcestermd.gov (410) 632-1315	Rep:	James Springer
		Email:	jim.springer@stryker.com
		Phone Number:	4109848234
		Mobile:	4109848234
GPO:	STATE OF MARYLAND BPO NO: 001B2600009		
Quote Date:	07/13/2026		
Expiration Date:	10/11/2026		
Contract Start:	07/13/2026		
Contract End:	07/13/2027		

Delivery Address		Sold To - Shipping		Bill To Account	
Name:	WORCESTER COUNTY DEPT OF EMER SVCS	Name:	WORCESTER COUNTY DEPT OF EMER SVCS	Name:	WORCESTER COUNTY DEPT OF EMER SVCS
Account #:	20191686	Account #:	20191686	Account #:	20191686
Address:	1 W MARKET ST RM 1002 SNOW HILL Maryland 21863-1193	Address:	1 W MARKET ST RM 1002 SNOW HILL Maryland 21863-1193	Address:	1 W MARKET ST RM 1002 SNOW HILL Maryland 21863-1193
Attn:	Chris Shaffer-Director				

Equipment Products:

#	Product	Description	Qty	List Price	Sell Price	Total
1.0	99512-000970	LIFEPAK CR2 Cellular Defibrillator, Semi-Automatic, English, carrying case	72	\$3,435.00	\$1,751.85	\$126,133.20
2.0	11101-000021	QUIK-STEP pacing/ECG/defibrillation electrodes, 4 year. Includes electrode cover, 1 set of adult/ pediatric electrodes, LPCR2	72	\$196.00	\$87.00	\$6,264.00
Equipment Total:						\$132,397.20

Trade In Credit:

Product	Description	Qty	Credit Ea.	Total Credit
TR-LP1K-LPCR2	TRADE-IN-STRYKER LIFEPAK 1000 TOWARDS PURCHASE OF LIFEPAK CR2	72	-\$400.00	-\$28,800.00

Data Solutions:

#	Product	Description	Qty	List Price	Sell Price	Total
3.0	50998-000027	LIFEPAK CR2 Data Plan 8yr	72	\$537.00	\$209.21	\$15,063.12
Data Solutions Total:						\$15,063.12



72-LIFEPAK CR2 AEDs

Quote Number:	11339802	Remit to:	Stryker Sales, LLC 21343 NETWORK PLACE CHICAGO IL 60673-1213 USA
Version:	1	Division:	Medical
Prepared For:	WORCESTER COUNTY DEPT OF EMER SVCS Attn: Christopher M Shaffer cmshaffer@worcestermmd.gov (410) 632-1315	Rep:	James Springer
GPO:	STATE OF MARYLAND BPO NO: 001B2600009	Email:	jim.springer@stryker.com
Quote Date:	07/13/2026	Phone Number:	4109848234
Expiration Date:	10/11/2026	Mobile:	4109848234
Contract Start:	07/13/2026		
Contract End:	07/12/2027		

Price Totals:

Estimated Sales Tax (0.000%):	\$0.00
Shipping and Handling:	\$250.56
Grand Total:	\$118,910.88

Prices: In effect for 30 days
Terms: Net 30 Days

Shipping & Handling Includes:
Standard freight, special packaging, semi rigging cranes, labor & delivery of equipment to final location, removal of all packaging, pre-delivery site check, education/training

Terms and Conditions:
Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule. Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency. A copy of Stryker Medical's terms and conditions can be found at https://techweb.stryker.com/Terms_Conditions/index.html.



WORCESTER COUNTY, MARYLAND

OFFICE OF THE COUNTY COMMISSIONERS
1 WEST MARKET STREET, ROOM 1103
SNOW HILL, MARYLAND 21863
410-632-1194
FAX: 410-632-3131

Weston Young
Chief Administrative Officer

Edward Welch
Procurement Officer

CONTRACT

THIS CONTRACT, made on **August 4, 2026**, between the **County Commissioners of Worcester County, Maryland** ("County"); and insert **Stryker Medical** ("Successful Vendor").

WITNESSED: That for and in consideration for payment and agreements hereinafter mentioned:

1. Successful Vendor will sell the following:
 - a. **(72 each) LIFEPAK CR2 Cellular Defibrillator, Semi-Automatic, English, carrying case (product # 99512-000970)**
 - b. **(72 each) QUIK-STEP pacing/ECG/defibrillation electrodes, 4-year. Includes electrode cover, 1 set of adult/ pediatric electrodes, LPCR2 (product # 11101-000021)**
 - c. **(72 each) LIFEPAK CR2 Data Plan 8yr**
 - d. **(72 each) \$400 TRADE-IN-STRYKER LIFEPAK 1000 towards purchase of LIFEPAK CR2**
2. Successful Vendor agrees to supply all the items described in the Contract Documents and comply with the terms therein for the sum of **\$118,910.⁸⁸**
(One Hundred Eighteen Thousand Nine Hundred Ten Dollars and zero cents) as shown on the attached quote.
3. The term 'Contract Documents' means and includes the following:
 - a. This Contract
 - b. Exhibit A - Worcester County Maryland Standard Terms and Conditions
 - c. Quote # 11339802
4. Any inconsistency or conflict between the Contract Documents shall be resolved in their order listed above.
5. The County will pay the Successful Vendor in up to 50% deposit with balance due upon delivery (Net 30 days).
6. This Contract will be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.

IN WITNESS WHEREOF, the parties hereto have executed or caused to be executed by their duly authorized officials, this Contract in duplicate each of which will be deemed an original on the date first above written.

**COUNTY COMMISSIONERS OF
WORCESTER COUNTY,
MARYLAND**

Theodore J. Elder
President
Date:

CONTRACTOR:

By:
Title:
Date:



DEPARTMENT OF
INFORMATION TECHNOLOGY

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1003
SNOW HILL, MARYLAND 21863
TEL: 410.632.5610
www.co.worcester.md.us/departments/it

To: Weston Young, Chief Administrative Officer

From: Brian Jones, IT Director

A handwritten signature in black ink, appearing to read "Brian Jones".

Re: Over Expenditure Request

Date: July 21, 2026

The county is nearing completion of the county-wide camera system installation. Since the initial approval, several departments have requested additional cameras, significantly increasing the number of devices connected across our seven servers.

Our original maintenance budget of **\$161,000** was based on an early estimate of the existing cameras and servers, prior to these additional requests. Due to the substantial expansion of the system, the updated maintenance quote is **\$220,445.28**, resulting in a shortfall of **\$59,445.28**. I am requesting approval for this over-expenditure, which will be funded from **GL Account 100.1090.070.9010.040**. The amount of \$161,000 was approved in the FY27 budget.

I also recommend awarding the maintenance contract to **Absolute Security**, as they possess extensive knowledge of our system and are familiar with the placement of all cameras and servers.

The benefits of entering a maintenance contract include:

1. All parts and labor are covered (server replacements alone cost approximately \$40,000 each).
2. Access to a loaner program for all hardware when needed.
3. 24/7 service and repair availability.
4. Annual inspection of all hardware and software.



ABSOLUTE Total Care Plan

CUSTOMER: Worcester County IT Dept.

Attn: Brian Jones

Address – 1 West Market St.

Address – Snow Hill, Md. 21863

Dear CUSTOMER,

Please find enclosed the contract to provide our Total Care Plan for your IP Camera Systems. **Absolute**, Total Care Plan is designed to provide complete parts and labor coverage, 24 hours a day, 7 days a week, guaranteeing you the response and correction times required for an automation system.

Contained in this contract is the following documentation:

- Total Care Customer Protection Plan—Schedule of Services
- List of Equipment(s) Protected and Services
- Coverage Description
- Acceptance Page
- Contract and Proposal, Terms and Conditions

The design of our **ABSOLUTE** Total Care Customer Protection Plan evolved from the computer industry, with the primary mission of keeping your IP Camera System online, resolving problems quickly. Our **ABSOLUTE** Total Care Plan, combined with our in-depth technical infrastructure, enables our company to meet both your service needs—and expectations.

Please contact me if you have any questions regarding our proposal or any of the supporting documentation. If this Agreement is acceptable, please have the documents executed by an authorized company official and returned to my attention. Upon receipt, a fully executed copy of the contract will be returned to you for your files.

Sincerely,

Absolute Security Group, LLC.

ABSOLUTE 24/7 Protection Plan Summary

Our company is an experienced Security Systems Integrator, with more than 20 years of experience in servicing Security Hardware and low-voltage systems such as Access Control, Security/Intrusion Alarm, CCTV Camera Video and Fire Alarm Systems. We have an established track record of providing high quality service and equipment for a broad range of satisfied clients. Our 24/7 Protection Plan goes one step beyond most service plans—with more features designed to minimize system downtime, making it easier for you to perform your other daily job functions. The key features include:

1. Feature: All Parts and Labor Included, 100%

All materials and labor required to support this Agreement are included—including an annual Preventive Maintenance Inspection.

Benefit

Under our Agreement, you can safely budget for the maintenance of your system. There will be no budgetary surprises associated with the normal service of your system.

2. Feature: Loaner Program

If we can't fix the problem in the field, we will replace any defective equipment with loaner equipment from our service pool. Proper inventory planning and product standardization enable us to guarantee that the maximum time your system will be down will be 48 hours or less from the time the problem is reported. In most cases, with this policy, problems are corrected within 24 hours.

Benefit

Responding to a service problem is not enough to resolve it and resolving it quickly is all that matters. Our loan program guarantees loaner replacement of any defective equipment—reducing the amount of time your system is down.

3. Feature: Available 24 Hours a Day, 7 Days a Week

Technical service support from our technicians is available around the clock.

Benefit

Your system never sleeps. No matter what time of the day or week your system experiences problems, our technicians can respond, and respond quickly, keeping your downtime and inconvenience to a minimum.

4. Feature: Annual Inspection

Benefit: An annual inspection will provide preventive maintenance to help prolong the service and life of your system.

ABSOLUTE Total Care Plan Schedule of Service

Availability:	Seven days a week, 24 hours a day.
Response Time Range:	Six to Eight working hours following receipt of a service call. The call must be placed by an authorized person.
Response Status:	Priority response.
Defect Correctable Response Time:	Defective equipment will be replaced with loaner equipment from our Service Pool. Resolution of the problem will be within 48 hours following the receipt of a service call.
Parts Coverage:	All Parts are covered as part of this plan, 100%.
Labor Coverage:	All Labor is covered under this plan, 100%.
Loaner Program:	We maintain a service pool of loan equipment specifically designed to support our Protection Plan clients. If our field technicians cannot repair a piece of faulty equipment at your location, then we will replace it with a loner, keeping your system up and running. The defective equipment will be repaired at our facility and returned to your site accordingly.
Items Not Covered:	This includes damage caused by misuse, abuse, accident, disaster, fire, flood, water, wind, lightning, and Acts of God. In addition, items designed to fail to protect the equipment, such as power and/or lightning suppressors, lock cylinder rekeying and broken keys are also not covered by this plan, as well as those services specifically excluded by paragraph 10.C of the Contract and Proposal, Terms and Conditions.
Inspection Schedule:	Annually

Equipment/Services to Be Covered

All designated Equipment installed by Absolute Security Group, LLC.

Future Additions/Amendments:

Both parties to this Service Agreement Plan expressly agree that this Service Agreement Plan can be amended from time to time on an as needed basis to include Additional Equipment and Services that may be added to the system or systems covered by this Agreement. Such future additions/amendments will be specified and additional premium amounts (if any) agreed to only in writing, and only when presented as part of an Absolute Security Group Estimate and Sales Contract.

Once both parties have signed and accepted an Absolute Security Group Estimate and Sales Contract that specifically sets forth in writing that Additional Equipment and Services are to be covered by this Service Agreement Plan, and specifically specifies additional premium amounts (if any) that will be charged, then that Additional Equipment and Service will be deemed covered by this Service Agreement Plan from that point forward until the expiration or renewal of this Service Agreement Plan, and the Sales Contract which specifies the additions will be deemed part of this Service Agreement Plan.

ABSOLUTE
Total Care Protection Plan Investment Information

Equipment Location(s) – Including most of Worcester County Bldgs. but excluding the Schools and the Board of Education Bldg.

Maintenance Plan**Term of Contract:**

• Date Begin:
January 1st. 2026
• Date End:
December 31st. 2031

> whenever
Approved

Billing Period:

Annually

Amount per Period:

\$220445.28

The data contained in all pages of this proposal has been submitted confidentially and contains trade secrets and/or privileged or confidential commercial or financial information. Such data shall be used or disclosed only for evaluation purposes. If this contract is awarded

to Absolute Security Group, Inc., the Customer shall have the right to use or disclose the data herein to the extent provided in the contract.

AUTOMATIC RENEWAL; ACCELERATION ON DEFAULT; LATE FEES AND INTEREST: Unless otherwise set forth the initial term of this Agreement ("Agreement") shall be five (5) years, with the first (1st) payment in the amount ("Amount") likewise set forth and being payable in advance upon the completion of installation and, in all events, in advance of the commencement of operation of the Systems or the completion of services rendered under this and any other agreement between Customer and the Company. Unless the Company shall receive written notice of cancellation given pursuant to the provisions hereof at least thirty (30) days prior to the expiration of the initial and any renewal term, or unless this Agreement is otherwise terminated as stated herein, this Agreement shall automatically renew for successive one (1) year periods following the expiration of the initial term. A pro rate will be due and payable for any partial period service is rendered. Any failure by Customer to pay the payments provided by this Agreement when due shall give Company the right, in addition to and without waiving any other right or remedy under this Agreement or applicable law, to avail itself of any legal remedy, including without limitation, those rights set forth herein and the right to accelerate and declare immediately due and payable one hundred percent (100%) of the entire Amount there after payable under this Agreement until the end of the full initial term or renewal term as the case may be. Any delinquent accounts for amounts due the Company under this Agreement shall be subject to a late payment fee of twenty-five and no/100 dollars (\$25.00) per month and subject to interest charges of one and one-half percent (1 1/2 %) per month, or eighteen percent (18%) per annum until paid, all of which Customer must pay along with any past due amounts before services are resumed.

PROPOSAL ACCEPTANCE

The specifications, conditions, prices, and Proposal and Contract, Terms and Conditions which have been executed separately, and which govern this **ABSOLUTE** 24/7 Plan are accepted as indicated by the signatures below. Absolute Security Group, Inc. is authorized to perform the maintenance services as specified within this proposal, with payment made as outlined in this document.

ACCEPTED BY (Please type or print except where otherwise indicated.)

X

Customer Signature

Date

Customer Name (Print)

Title

ABSOLUTE SECURITY GROUP, LLC.

X Stephen T. Smith

7/21/26

Absolute Security Group, LLC

Date

Representative
Stephen T. Smith

Senior Sales

Name (Print)

Title

Sole Source Justification & Disclosure Statement

This form must accompany the Purchase Requisition whenever a sole source purchase is requested. The Worcester County Financial Rules requires all County departments to practice competitive bidding. Purchase Requisitions for goods and services that are to be purchased from a specific vendor must be accompanied by a written justification explaining the circumstances that make alternatives unacceptable. The justification must be signed by the principal investigator, the Department Head and the Procurement Officer.

The individual signing the justification must disclose, in writing, whether or not he/she has a potential or actual conflict of interest. County employees are not to make or participate in any purchasing decision that places them in a conflict of interest between their official job duties and any other interest or obligation. County employees who have a business relationship or financial interest with the suggested vendor, or who have received or anticipate receiving gifts or special favors from the suggested vendor must disclose the conflict of interest. Anyone who has a conflict of interest cannot participate in the decision to sole source the purchase.

The Worcester County Procurement Officer or his designee will determine whether the justification is appropriate. Sole source justifications are to be supported by factual statements that will pass an audit. It is the significant features of a product or service that make it a sole source.

Department Information Technology_____

Date 7/22/2026_____

Vendor Absolute Security Group_____

Product or Service Requested for Sole Source Maintenance contract for camera hardware and software.

Purchasing threshold: \$2,000 to \$25,000 ☐ over \$25,000 ☒ CHECK ONE

Sole Source Justification

Please check all applicable categories (1a. through 1e) below and provide additional information where indicated.

☐ a. The requested product is an integral repair part or accessory compatible with existing equipment or system software that is currently in use by the County.

Existing Equipment: _____

Manufacturer/Model Number: _____

Age: _____ Current Value: _____

Provide Details _____

☒ b. The requested product has unique design design/performance specifications or quality requirements which are essential to perform my job requirements and are not available in comparable products.

Justification We are requesting an over expenditure for our camera solution to cover the additional cameras and servers required. This must be done by only approved sources. Absolute had detailed knowledge of our solution.

Other Products reviewed _____

☐ c. The requested product is essential in maintaining compliance with established County standards. **22 - 8**

(Check applicable category below and provide details)

- ☒ Requested product is being used in continuing County department operations
- ☐ Other County departments have used this product to address similar tasks.
- ☐ I have standardized the requested product and the use of another brand/model would require considerable time and cost to evaluate.

Provide Details _____

- ☒ d. The requested product is one with which I (or my staff) have specialized training and/or extensive expertise. Retraining would incur substantial cost in time and/or money.

Provide Details The Digital Watchdog hardware is already in place and several county offices. _____

- ☒ e. The requested service is provided by a vendor that has unique or specialized qualifications or significant previous experience in the same or similar task and whose employment on this project will result a more efficient or cost effective result.

Justification Absolute is trained in maintaining our current system which was won via an RFP. _____

Previous Experience _____

- ☒ f. Time is of the essence and only one known source can meet the Department's needs within the required time.

Justification **We would like to move on this contract ASAP.** _____

- ☐ g. Other factors (provide detailed explanation in #1 below)

Provide Details _____

Attached other sheets as needed.

List below the names of each individual who was involved in making the recommendation to sole source this purchase. Each individual must sign the Disclosure Statement on the next page.

Name/Title or Position Brian Jones -Director of IT _____

Name/Title or Position _____

Disclosure Statement For Proposed Sole Source Purchase

Disclosure Statement

I/we are aware that Worcester County procurement regulations require procurements to be done competitively whenever practicable. I am requesting a sole source procurement based on the above criteria. The above statements are complete and accurate, based on my professional judgment and investigations. I also certify that no personal advantage, gain or privilege has (or will) accrue to my immediate family or myself through the purchase from this vendor, nor is a family member employed by or an officer of this vendor.

1. Please list any other income or gifts you received from this company during the past 12 months.

None

2. Please list any financial interests (stocks, shares, investments, etc.) you may have in this company.

none

3. Is there any type of professional or other business relationship between you and this company?

none

4. Please provide any additional information you believe should be disclosed at this time.

none

I certify that the above information is true and a signed copy of this Sole Source Justification document will be kept on file and available for audit in my department:

Signature of Requester

Bo Jon

Signature of Department Head

Edward Welch

Signature of Procurement Officer

Printed Name and Title

Brian Jones Draufos

Printed Name and Title

Edward Welch, Procurement Officer

Printed Name and Title

Date

7/20/26

Date

07/22/26

Date

I



Worcester County

Government Center

Department of Human Resources

One West Market Street, Room 1301

Snow Hill, Maryland 21863-1213

410-632-0090

Fax: 410-632-5614

STACEY E. NORTON
Human Resources Director

PAT WALLS
Deputy Director

To: Weston Young, Chief Administrative Officer
Candace Savage, Deputy Chief Administrative Officer

From: Stacey Norton, Human Resources Director
Kevin Lynch, Roads Superintendent

Date: July, 23, 2026

Subject: Request to convert Roads Worker III to Office Assistant III

We are requesting to convert a Roads Worker III, G11/S8, \$48,651 annually position to an Office Assistant III, G11/S8, \$48,651 annually position please to ensure continuity of operations. There will be no increase in cost for FY 27.

We had two Office Assistants in the Roads Division from 8/15/16-11/2/2020. With two Office Assistants, one employee can focus on administrative responsibilities while the other can respond to customer calls, walk-in residents, and field staff needs.

Restoring the second Office Assistant will provide for:

- 1) Operational continuity/redundancy
- 2) Improve customer service
- 3) Strengthen emergency response
- 4) Protect institutional knowledge
- 5) Increase operational efficiency
- 6) Continuous communication with road crews
- 7) Faster response to resident concerns
- 8) Accurate documentation of service requests
- 9) Improved coordination during time-sensitive events
- 10) Reduced risk of missed communications that could affect public safety
- 11) Residents will receive faster service and fewer callbacks

Thank you for your consideration.

WORCESTER COUNTY JOB OPPORTUNITIES

DEPARTMENT: PUBLIC WORKS – ROADS
JOB TITLE: OFFICE ASSISTANT III
COMPENSATION: GRADE 11/STEP 8 - \$48,651 ANNUALLY/ \$23.39 HOURLY

***BASED ON EXPERIENCE AND QUALIFICATIONS**

JOB SUMMARY: This individual will be responsible for complex secretarial duties requiring the use of independent judgment and mature discretion and is under the direct leadership of the Roads Superintendent.

GENERAL REQUIREMENTS

- Pre-employment background check
- Essential personnel subject to emergency call-back with little or no notice

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Answer and direct telephone calls and take messages.
- Process and update Utility Permits from various Utility Companies.
- Maintain database for tracking vehicle repairs, building and road maintenance.
- Process and reconcile payments and expenditures, invoices, statements, checks, refund requisitions etc. for weekly invoicing. Research and correct invoice discrepancies. Maintain files and documentation thoroughly and accurately.
- Compile and record employee time and all relevant payroll data for payroll processing. Maintain employee confidence and protect payroll operations by keeping information confidential.
- Ability to process and inform public of pipe sales.
- Files correspondence and documents.
- Ensures confidentiality of information and records and complies with record retention schedule.
- Complies with the safety programs, procedures, training, fire drills, Coop Plans, etc.
- Attend and participate in meetings as required as department representative.
- Comply with Worcester County Personnel Rules & Regulations.
- Performs other related duties as required.

QUALIFICATIONS AND SKILLS

- High School Diploma with minimum of two years experience in a secretarial field.
- Computer literate, preferably proficient with MS Word & Excel, with accurate typing skills.
- Knowledge of basic accounting skills and procedures.
- Ability to operate general office equipment, i.e. Fax, copier, calculator, etc.
- Ability to communicate both verbally and written
- Ability to work in a pleasant and harmonious manner with the general public and co-workers.

SAFETY ANALYSIS

(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (>75% of the time)

Sedentary work; Constant sitting, viewing; Frequent talking, hearing; Occasional pushing, pulling, carrying, lifting up to 10 lbs. No known significant hazard risks.

Worcester County Job Opportunities**DEPARTMENT: DEPARTMENT OF PUBLIC WORKS- ROADS****JOB TITLE: ROADS WORKER II (WITHOUT A CDL)****COMPENSATION:** GRADE 10/STEP 4- \$20.60 HOURLY/\$42,848 ANNUALLY-
GRADE 10/STEP 5- \$21.05 HOURLY/\$43,784 ANNUALLY***JOB TITLE: ROADS WORKER III (WITH A CDL A OR CDL B)****COMPENSATION:** GRADE 11/STEP 4- \$21.51 HOURLY/\$44,741 ANNUALLY-
GRADE 11/STEP 5- \$21.96 HOURLY/\$45,677 ANNUALLY****SALARY IS BASED ON EXPERIENCE****WORK LOCATION: WORCESTER COUNTY ROADS DIVISION OFFICE, 5764 WORCESTER HIGHWAY
SNOW HILL, MD 21863, WITH WORK COMPLETED THROUGHOUT WORCESTER COUNTY****WORK SCHEDULE: 6:00 AM TO 4:30 PM, MONDAY TO THURSDAY****APPLICATION PERIOD: UNTIL FILLED**

JOB SUMMARY: Under the direction of the Roads Superintendent, drives, operates and trains on non- commercial and commercial weight vehicles (over 26,000 pounds); perform unskilled and semi-skilled labor work; use hand and power operated tools; operate and maintains a variety of small gas powered, electrically driven, and/or hydraulically operated equipment/machinery and associated equipment used by the Department of Public Works.

GENERAL REQUIREMENTS:

- Safety Sensitive position subject to Drug and Alcohol Testing
- Essential personnel subject to emergency call-back with little or no notice, to include evening and weekend work as needed
- Possession of a valid driver's license, and a motor vehicle history with less than 4 points (MD)
- Successfully pass pre-employment background check
- Current DOT Physical with CDL A or B

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Repairs, resurfaces, and rehabilitates roadways. Erects and repairs guardrails and traffic signs. Constructs forms, mixes concrete, and final finish surfaces. Repairs, maintains, and paints buildings, bridges, and other structures
- Mows grass and removes debris from roadways and drainage systems; trims limbs of trees and applies herbicide
- Assists mechanics with vehicle and equipment repairs, performs minor repairs and maintenance
- Maintains records and logs
- Drives and operates commercial weight, single and tandem-axle vehicles and equipment
- Participates in safety-related training, including confined space, trench working conditions, and the handling of hazardous materials, maintains records and logs
- Cross-trains and backs up other staff as needed
- Completes assigned tasks accurately and by established deadlines
- Establishes and maintains harmonious working relationships with co-workers, elected or appointed officials, and the general public using tact, discretion, sound judgment, and professionalism
- Complies with the safety programs, procedures, training, fire drills, COOP plans, etc.
- Ensures confidentiality of information and records and complies with record retention schedule
- Complies with the Worcester County Government Personnel Rules & Regulations and safety programs
- Plows and sands roads during snow emergencies
- Performs other related duties at any location as assigned

QUALIFICATIONS AND SKILLS:

- Basic knowledge of the operation and function of tools, equipment, and commercial weight vehicles used in the construction and maintenance of pipelines, roads, drainage systems, and related structures
- Basic knowledge of the methods used in snow-clearing operations
- Skill in the operation of hand and power tools, machines, equipment, and vehicles. Skill in making minor and routine repairs/adjustments to machinery, vehicles, and equipment
- Oral and written communication skills necessary to follow verbal and written instructions; read street signs; keep records and logs; complete written forms; and communicate effectively with the public and co-workers
- Ability to apply acquired knowledge to increasingly varied and complex tasks
- Ability to perform manual physical labor, including frequent walking, bending, stooping, lifting, and carrying heavy objects up to 80 lbs., and the operation of vehicles, tools, and equipment
- Possession of a valid Class "B" CDL (within 6 months)- must obtain Learner's Permit within 60 days of being hired, and driving record with less than 4 points (MD); Current ICC Physical Examination card, ability to pass ICC drug screen
- Ability to perform duties independently and as part of a team; to instruct others on equipment and vehicles of higher complexity; and complete assigned tasks by established deadlines
- Ability to work outdoors in adverse weather conditions

SAFETY ANALYSIS:

(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (>75% of the time) Very Heavy work; Constant viewing and lifting over 20lbs; Frequent talking, hearing, carrying, pushing, pulling, lifting, and moving of objects over 50lbs; Occasionally over 80lbs. Known hazards include risks associated with impacts, heat, chemicals, and sharp objects; work in extreme and/or inclement weather conditions. Work areas frequently encountered include open ditches and trenches, bridges, overpasses, open water, heavy machinery, excessive noise, and vehicular traffic. Ability to work outdoors in adverse weather conditions.



COMMISSIONERS
THEODORE J. ELDER, PRESIDENT
MADISON J. BUNTING, JR., VICE PRESIDENT
CARYN G. ABBOTT
ANTHONY W. BERTINO, JR.
ERIC J. FIORI
JOSEPH M. MITRECIC
DIANA PURNELL

OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

WESTON S. YOUNG, P.E.
CHIEF ADMINISTRATIVE OFFICER
CANDACE I. SAVAGE, CGFM
DEPUTY CHIEF ADMINISTRATIVE OFFICER
ROSCOE R. LESLIE
COUNTY ATTORNEY

July 27, 2026

To: Worcester County Commissioners
From: Karen Hammer, Executive Administrative Assistant
Subject: Upcoming Board Appointments – Terms Beginning January 1, 2026

Commissioner Bertino – You have Two (2) positions open:

- George Solyak – **Term Ended** – Agricultural Reconciliation Bd.
- Missy Denault – **Moved Out of State** – Recreation Advisory Board
- John Collins – **Term Ending** – W & S Advisory Board – Ocean Pines

Commissioner Purnell – You have Two (2) positions open:

- Nancy Howard – **Termed Out** – Social Services Advisory Board
- Darlene Jackson Bowen – **Resigned** - Commission for Women

Commissioner Bunting - You have Two (2) positions open:

- Mike Poole – **Term Ending** – Building Code Appeals Board
- Harry Hammond – **Term Ended** – Social Services Advisory Bd.

Commissioner Abbott – You have Two (2) position open:

- Dr. Lynn Duffy – **Resigned** – Housing Review Board
- Michelle Goad – **Term Ended** – Commission for Women

Commissioner Mitrecic – You have Three (3) positions open:

- Bill Paul – **Resigned** – Building Code Appeals Board
- Kimberly List – **Termed Out** – Commission for Women
- Rebecca Ferguson – **Resigned** – Social Services Advisory Board

Commissioner Elder – All of your positions are fulfilled. Thank you!

Commissioner Fiori - You have Three (3) positions open:

- Bruce Spangler – **Term Ending** – Ethics Board
- Keith Swanton -**Term Ended** - Water & Sewer Advisory Council, West Ocean City
- Blake Haley – **Term Ended** - Water & Sewer Advisory Council, West Ocean City

All Commissioners

(4)-Adult Public Guardianship Board -

3– Terms Expiring – Dr. Greer, Richard Collins, and Nancy Howard

1– Vacancy – Psychiatrist

(2)-Drug and Alcohol Abuse Council –1- Term Ends – Kim Moses, **1 – Declined Reappointment** – Alyce Marzola

(2)-Local Development Council for the Ocean Downs Casino - Previously Expired Terms – Mark Wittmyer, At-Large, and David Massey (At-Large-Business)

(1) – Lower Shore Work Force Development Board – Alicia Warren - resigned

(1)– Property Tax Assessment Appeal Board - Alternate Seat Vacancy

(1) – Social Services Advisory Board – Commissioner Diana Purnell has served the maximum term. This Board requires one member to be a commissioner.

(1) – Solid Waste Advisory Board - Town of Berlin member – James Charles’s term is ending.

(2)- Water and Sewer Advisory Council- West Ocean City- 1 Term Ended Dec. 2021 – Keith Swanton and Blake Haley

(6- Total): Commission for Women:

(5)– Resigned - Laura Morrison – (At Large); **Resigned** - Darlene Jackson Bowen – (Purnell); **Resigned** – Michelle Goad (Abbott); **Resigned** – Cheryl Middleton (At Large); **Resigned** – Dorothy Shelton-Leslie (Bertino)

(1) - Termed Out - Kimberly List (Mitrecic)

ADULT PUBLIC GUARDIANSHIP BOARD

Reference: PGL Family Law 14-402, Annotated Code of Maryland

Appointed by: County Commissioners

Function: Advisory
Perform 6-month reviews of all guardianships held by a public agency.
Recommend that the guardianship be continued, modified or terminated.

Number/Term: 11/3 year terms
Terms expire December 31st

Compensation: None, travel expenses (under Standard State Travel Regulations)

Meetings: Semi-annually

Special Provisions: 1 member must be a professional representative of the local department
1 member must be a physician
1 member must be a psychiatrist from the local department of health
1 member must be a representative of a local commission on aging
1 member must be a representative of a local nonprofit social services organization
1 member must be a lawyer
2 members must be lay individuals
1 member must be a public health nurse
1 member must be a professional in the field of disability
1 member must be a person with a physical disability

Staff Contact: Department of Social Services - Roberta Baldwin (410-677-6872)

Current Members:

<u>Member's Name</u>	<u>Representing</u>	<u>Years of Term(s)</u>
Roberta Baldwin	Local Dept. Rep. - Social Services	03-06-09-12-15-18-21-24-27
Melissa Banks	Public Health Nurse	*02-03-06-09-12-15-18-21-24-27
Dr. William Greer	Physician	07-10-13-16-19-22-25 Term Exp.
Richard Collins	Lawyer	95-16-19-22-25 Term Exp.
Nancy Howard	Lay Person	*17-19, 19-22-25 Term Exp.
Brandy Trader	Comm. On Aging	*15-17, 17-20, 20-23-26
Stephanie James	Wor. Co. Dev. Center	23-26
Vacancy	Psychiatrist	
Tina Dykes	Commission on Aging Rep.	25-28

* = Appointed to fill an unexpired term

Reference: Public Local Law § ZS 1-346 (Right to Farm Law)

Appointed by: County Commissioners

Function: Regulatory
Mediate and arbitrate disputes involving agricultural or forestry operations conducted on agricultural lands and issue opinions on whether such agricultural or forestry operations are conducted in a manner consistent with generally accepted agricultural or forestry practices and to issue orders and resolve disputes and complaints brought under the Worcester County Right to Farm Law.

Number/Term: 5 Members/4-Year Terms - Terms expire December 31st

Compensation: None - Expense Reimbursement as provided by County Commissioners

Meetings: At least one time per year, more frequently as necessary

Special Provisions: - All members must be County residents
- Two Members chosen from nominees of Worcester County Farm Bureau
- One Member chosen from nominees of Worcester County Forestry Board
- Not less than 2 but not more than 3 members shall be engaged in the agricultural or forestry industries (**At-Large members - non-ag/forestry**)

Staff Contact: Dept. of Development Review & Permitting
- Jennifer Keener (410-632-1200)
County Agricultural Extension Agent - As Consultant to the Board
- Doug Jones, District Manager, Resource Conservation District - (632-3109, x112)

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Ag/Forest Industry</u>	<u>Resides</u>	<u>Years of Term(s)</u>
George Solyak	At-Large	No	Ocean Pines	18-22
Dean Ennis	Farm Bureau	Yes	Pocomoke	06-10-14-18-22-26
Tom Babcock	At-Large	No	Whaleyville	14-18-22-26
Stacey Esham	Forestry Bd.	Yes	Berlin	12-16-20-24-28
Brooks Clayville	Farm Bureau	Yes	Snow Hill	00-04-08-12-16-20-24-28

Prior Members: Since 2000

Michael Beauchamp (00-06)
Phyllis Davis (00-09)
Richard G. Holland, Sr. (00-12)
Rosalie Smith (00-14)
Betty McDermott *(09-17)

BUILDING CODE APPEALS BOARD

Reference: PGL - Public Safety Article - Section 12-501 - 12-508 - Annotated Code of Maryland
COMAR 05.02.07 (Maryland Building Performance Standards)
- International Building Code, International Residential Code

Appointed by: County Commissioners

Function: Quasi-Judicial
Hear and decide upon appeals of the provisions of the International Building Code (IBC) and International Residential Code for one- and two-family dwellings (IRC)

Number/Term: 7/4-year terms
Terms expire December 31

Compensation: \$100 per meeting (by policy)

Meetings: As Needed

Special Provisions: Members shall be qualified by reason of experience, training or formal education in building construction or the construction trades.

Staff Contact: Jennifer Keener, Director
Development Review & Permitting (410-632-1200, ext. 1123)

Current Members:

<u>Member=s Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Bill Paul	D-7 - Mitrecic	Ocean Pines	15-19-23 Resigned
Mike Poole	D-6 - Bunting	Bishopville	17-21, 21-25
Mark Bargar	D-4 - Elder	Berlin	14-18-22-26
Jim Wilson	D-3 - Fiori	Berlin	02-06-10-14-18-22-26
Elbert Davis	D-2 - Purnell	Snow Hill	*03-07-11-15-19-23-27
James Spicknall	D-5 - Bertino	Ocean Pines	04-08-12-16-20-24-28
Mark Frostrom, Jr.	D-1 - Abbott	Pocomoke	26-30

Prior Members:

Robert L. Cowger, Jr. (92-95)
Charlotte Henry (92-97)
Robert Purcell (92-98)
Edward DeShields (92-03)
Sumei Prete (97-04)
Shane C. Spain (03-14)
Dominic Brunori (92-15)
Richard P. Mueller (98-17)
Kevin Holland (96-24)

Reference: PGL Health-General, Section 8-1001

Appointed by: County Commissioners

Functions: Advisory
Develop and implement a plan for meeting the needs of the general public and the criminal justice system for alcohol and drug abuse evaluation, prevention and treatment services.

Number/Term: At least 18 - At least 7 At-Large, and 11 ex-officio (also several non-voting members)
At-Large members serve 4-year terms; Terms expire December 31

Compensation: None

Meetings: As Necessary

Special Provisions: Former Alcohol and Other Drugs Task Force was converted to Drug and Alcohol Abuse Council on October 5, 2004.

Staff Contact: Regina Mason, Council Secretary, Health Department (410-632-1100)
Doug Dods, Council Chair, Sheriff's Office (410-632-1111)

Current Members:

<u>Name</u>	<u>Representing</u> <u>At-Large Members</u>	<u>Years of Term(s)</u>
Kim Moses	Knowledgeable on Substance Abuse Issues	08-12-16-20, 20-24
Sue Abell-Rodden	Recipient of Addictions Treatment Services	10-14-18-22-26
Colonel Doug Dods	Knowledgeable on Substance Abuse Issues	04-10 (adv)-14-18-22-26
Jim Freeman, Jr.	Knowledgeable on Substance Abuse Issues	04-11-15, 15-19-23-27
Mimi Dean	Substance Abuse Prevention Provider	*18-19-23-27
Michael Trader	Knowledgeable on Substance Abuse Issues	23-27
Matthew Giardina	Knowledgeable on Substance Abuse Issues	24-28
Julie Rayne	Substance Abuse Treatment Provider	26-30
Rev. James Jones	Knowledge of Substance Abuse Issues	*21-25-29
Alyce Marzola	Knowledge of Substance Abuse Treatment	*24-25 Declined Reappt. Vacant

Ex-Officio Members

Rebecca Jones	Health Officer	Ex-Officio, Indefinite
Roberta Baldwin	Social Services Director	Ex-Officio, Indefinite
Crystal Duffy	Juvenile Services, Regional Director	Ex-Officio, Indefinite
Travis Knapp	Field Supervisor	Ex-Officio, Indefinite
Kris Heiser	State's Attorney	Ex-Officio, Indefinite
Chasity Simpson	District Public Defender	Ex-Officio, Indefinite
Sheriff Matt Crisafulli	County Sheriff	Ex-Officio, Indefinite
Todd Ferrante	Board of Education President	Ex-Officio, Indefinite
Diana Purnell	County Commissioners	Ex-Officio, Indefinite
Judge Brian Shockley (Jen Bauman)	Circuit Court Administrative Judge	Ex-Officio, Indefinite
Hon. Melvin Jews	District Court Administrative Judge	Ex-Officio, Indefinite
Timothy Mulligan	Warden, Worcester County Jail	Ex-Officio, Indefinite

Advisory Members

* Appointed to a partial term for proper staggering, or to fill a vacant term

ETHICS BOARD

Reference: Public Local Law, Section CG 5-103

Appointed by: County Commissioners

Function: Advisory
 Maintain all Ethics forms; develop procedures and policies for advisory opinions to persons subject to the Ethics Law and for processing complaints alleging violations of the Ethics Law; conduct a public information program regarding the purpose and application of the Ethics Law; annually certify compliance to the State; and recommend any changes to the Commissioners in order to comply with State Ethics Law.

Number/Term: 7/4 years
 Terms expire December 31st

Compensation: \$100 per meeting

Meetings: As Necessary

Special Provisions:

Staff Contact: Roscoe Leslie, County Attorney (410-632-1194)

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Bruce Spangler	D-3, Fiori	Berlin	*02-05-09-13-17-21-25
Iola Tariq	D-2, Purnell	Berlin	*22-26
Mickey Ashby	D-1, Abbott	Pocomoke	14-18-22-26
David Deutsch	D-6, Bunting	Ocean Pines	17-21-23-27
Frank Knight	D-7, Mitrecic	Ocean City	*14-19-23-27
Judy Giffin	D-5, Bertino	Ocean Pines	*21-24-28
Joseph Stigler	D-4, Elder	Berlin	16-20-24-28

Prior Members: (Since 1972)

J.D. Quillin, III	Walter Kissel (05-09)
Charles Nelson	Marion Chambers (07-11)
Garbriel Purnell	Jay Knerr (11-14)
Barbara Derrickson	Robert I. Givens, Jr. (98-14)
Henry P. Walters	Diana Purnell (09-14)
William Long	Kevin Douglas (08-16)
L. Richard Phillips (93-98)	Lee W. Baker (08-16)
Marigold Henry (94-98)	Richard Passwater (09-17)
Louis Granados (94-99)	Jeff Knepper (16-21)
Kathy Philips (90-00)	Faith Mumford (14-22)
Mary Yenney (98-05)	
Bill Ochse (99-07)	
Randall Mariner (00-08)	
Wallace D. Stein (02-08)	
William Kuhn (90-09)	

* = Appointed to fill an unexpired term

HOUSING REVIEW BOARD

Reference: Public Local Law 'BR 3-104

Appointed by: County Commissioners

Function: Regulatory/Advisory
To decide on appeals of code official=s actions regarding the Rental Housing Code. Decide on variances to the Rental Housing Code.
Review Housing Assistance Programs.

Number/Term 7/3-year terms
Terms expire December 31st

Compensation: \$100 per meeting (policy)

Meetings: As Needed

Special Provisions: Immediate removal by Commissioners for failure to attend meetings.

Staff Support: Development Review & Permitting Department
Davida Washington, Housing Program Administrator - 410-632-1200

Ext: 1171

Current Members:

<u>Member=s Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Terms(s)</u>
Don Furbay	D-3, Fiori	W. Ocean City	23-26
Charlie Murphy	D-7, Mitrecic	Ocean City	*23-26
Carl Smith	D-4, Elder	Snow Hill	24-27
Felicia Green	D-2, Purnell	Ocean Pines	*21-24-27
Debbie Hileman	D-6, Bunting	Ocean Pines	10-13-16-19-22-25-28
Dr. Lynn Duffy	D-1, Abbott	Pocomoke	26-29 Resigned
Maria Campione-Lawrence	D-5, Bertino	Ocean Pines	*22-23-26

Prior Members:

Phyllis Mitchell	Albert Bogdon (02-06)	Scot Tingle 14-24
William Lynch	Jamie Rice (03-07)	Keri Byrd 22-25
Art Rutter	Howard Martin (08)	
William Buchanan	Marlene Ott (02-08)	
Christina Alphonsi	Mark Frostrom, Jr. (01-10)	
Elsie Purnell	Joseph McDonald (08-10)	
William Freeman	Sherwood Brooks (03-12)	
Jack Dill	Otho Mariner (95-13)	
Elbert Davis	Becky Flater (13-14)	
J. D. Quillin, III (90-96)	Ruth Waters (12-15)	
Ted Ward (94-00)	John Glorioso (*06-19)	
Larry Duffy (90-00)	Sharon Teagle (00- 20)	
Patricia McMullen (00-02)	Davida Washington (*21-21)	
William Merrill (90-01)	Donna Dillion (08-22)	
Debbie Rogers (92-02)	C.D. Hall 10-22	
Wardie Jarvis, Jr. (96-03)	Chase Church (*19-22)	
	Jake Mitrecic (15-21)	

* = Appointed to fill an unexpired term

**LOCAL DEVELOPMENT COUNCIL
FOR THE OCEAN DOWNS CASINO**

ITEM 24

Reference: Subsection 9-1A-31(c) - State Government Article, Annotated Code of Maryland

Appointed by: County Commissioners

Function: Advisory
Review and comment on the multi-year plan for the expenditure of the local impact grant funds from video lottery facility proceeds for specified public services and improvements; Advise the County on the impact of the video lottery facility on the communities and the needs and priorities of the communities in the immediate proximity to the facility.

Number/Term: 15/4-year terms; Terms Expire December 31

Compensation: None

Meetings: At least semi-annually

Special Provisions: Membership to include State Delegation (or their designee); one representative of the Ocean Downs Video Lottery Facility, seven residents of communities in immediate proximity to Ocean Downs, and four business or institution representatives located in immediate proximity to Ocean Downs.

Staff Contacts: Kim Moses, Public Information Officer, 410-632-1194
Roscoe Leslie, County Attorney, 410-632-1194

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Represents/Resides</u>	<u>Years of Term(s)</u>
Mark Wittmyer	At-Large	Business - Ocean Pines	15-19
David Massey ^c	At-Large	Business - Ocean Pines	09-13-17, 17-21
Bobbi Jones	Ocean Downs Casino	Ocean Downs Casino	23-indefinite
Mary Beth Carozza	Indefinite	Maryland Senator	14-indefinite
Wayne A. Hartman	Indefinite	Maryland Delegate	18-indefinite
Charles Otto	Indefinite	Maryland Delegate	14-indefinite
Matt Gordon	Dist. 1 – Abbott	Resident - Pocomoke	19-22, 22-26
Ivy Wells	Dist. 3 - Church	Resident - Berlin	22-26
Cam Bunting ^c	At-Large	Business - Berlin	*09-10-14-18-22-26
Roxane Rounds	Dist. 2 - Purnell	Resident - Berlin	*14-15-19-23-27
Michael Donnelly	Dist. 7 - Mitrecic	Resident - Ocean City	*16-19-23-27
Kerrie Bunting	Dist. 4 - Elder	Resident - Snow Hill	*22-24-28
Mayor Rick Meehan ^c	At-Large	Business - Ocean City	*09-12-16-20-24-28
Tina Kolarik	Dist. 6 - Bunting	Resident -Bishopville	24-28
Bob Gilmore	Dist. 5 - Bertino	Resident - Ocean Pines	*19-21, 21-25-29

Prior Members:

J. Lowell Stoltzfus ^c (09-10)
Mark Wittmyer ^c (09-11)
John Salm ^c (09-12)
Mike Pruitt ^c (09-12)
Norman H. Conway ^c (09-14)
Michael McDermott (10-14)
Diana Purnell ^c (09-14)
Linda Dearing (11-15)
Todd Ferrante ^c (09-16)

Since 2009

Joe Cavilla (12-17)
James N. Mathias, Jr. ^c (09-18)
Ron Taylor ^c (09-14)
James Rosenberg (09-19)
Rod Murray ^c (*09-19)
Gary Weber (*19-21)

Charlie Dorman (12-19)
Gee Williams (09-21)
Bobbi Sample (17-23)
Steve Ashcraft (19-24)

* = Appointed to fill an unexpired term/initial terms staggered
^c = Charter Member

LOWER SHORE WORKFORCE DEVELOPMENT BOARD
(Previously Private Industry Council Board - PIC)

Reference: Workforce Innovation and Opportunity Act of 2014, Section 107

Appointed by: County Commissioners

Functions: Advisory/Regulatory
Provide education and job training opportunities to eligible adults, youth and dislocated workers who are residents of Somerset, Wicomico and Worcester counties.

Number/Term: 26 - 5 Worcester County, 11 At-Large (by Tri-County Council), 10 Other
2, 3 or 4-year terms; Terms expire September 30

Compensation: None

Meetings: Quarterly (March, June, September, December) on the 2nd Wednesday

Special Provisions: Board must be at least 51% business members.
The chair must be a businessperson

Staff Contact: Lower Shore Workforce Alliance
Leslie Porter-Cabell – LSWA Director (410-341-3835, ext. 2502)
American Job Center, 31901 Tri-County Way, Suite 215, Salisbury, MD 21804

Current Members (Worcester County - also members from Wicomico, Somerset and Tri-County Council):

<u>Name</u>	<u>Resides/Agency</u>	<u>Term</u>	<u>Representing</u>
Alicia Warren	Berlin	22-26	Healthcare Ind. Resigned
Sarah Chapman	Pocomoke	23- 27	Business Rep.
Matthew Culbertson	Snow Hill	24-28	Private Business Rep.
Lauren Martin	Berlin	24-28	Business Rep.
Robert Bo Duke	Ocean City	*17-21, 21-25-29	Business Rep.

Prior Members: Since

Baine Yates	Walter Kissel (03-07)	Whitney Palmer (*20-24)
Charles Nicholson (98-00)	Heidi Kelley (07-08)	Alicia Warren (22-26*June)
Gene Theroux (97-00)	Bruce Morrison (05-08)	
Jackie Gordon (98-00)	Margaret Dennis (08-12)	
Caren French (97-01)	Ted Doukas (03-13)	
Jack Smith (97-01)	Diana Nolte (06-14)	
Linda Busick (98-02)	John Ostrander (07-15)	
Edward Lee (97-03)	Craig Davis (13-17)	
Joe Mangini (97-03)	Donna Weaver (08-17)	
Linda Wright (99-04)	Geoffrey Failla (15-18)	
Kaye Holloway (95-04)	Melanie Pursel (18-*20)	
Joanne Lusby (00-05)	Ivy Wells (20-21)(21-public appt.)	
William Greenwood (97-06)	Jason Cunha (*16-23)	
Gabriel Purnell (04-07)	Walter Maizel(*12-24)	

RECREATION ADVISORY BOARD

Reference: County Commissioners= Action 6/13/72 and Resolution of 12/27/83 and Resolution 97-51 of 12/23/97 and Resolution 03-6 of 2/18/03

Appointed by: County Commissioners

Function: Advisory
Provide the County with advice and suggestions concerning the recreation needs of the County and recommendations regarding current programs and activities offered.
Review and comment on proposed annual Recreation Department budget.

Number/Term: 7/4-year term
Terms expire December 31st

Compensation: \$100 per meeting expense allowance, subject to funding

Meetings: At least quarterly, more frequently as necessary

Special Provisions: One member nominated by each County Commissioner

Staff Support: Recreation and Parks Department - Lisa Gebhardt (410) 632-2144

Current Members:

<u>Member=s Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Alvin Handy	D-2, Purnell	Ocean City	06-10-14-18-22-26
John Gehrig	D-7, Mitrecic	Ocean City	14-18-22-26
Joseph Stigler	D-4, Elder	Snow Hill	*21-23-27
Missy Denault	D-5, Bertino	Berlin	*15-16-20-24-28 Moved OOS
Scott Holland	D-1, Abbott	Pocomoke	24-28
William Gabeler	D-6, Bunting	Ocean Pines	21-25-29
David Wells.	D-3, Fiori	Berlin	25-29

Prior Members: Since 1972

Howard Taylor	Warren Mitchell	Jr.(83-98)	William Regan (02-16)
Arthur Shockley	Edith Barnes	Richard Ramsay (93-98)	Shawn Johnson(15-19)
Rev. Ray Holsey	Glen Phillips	Mike Daisy (98-99)	Devin Bataille (19-20)
William Tingle	Gerald Long	Cam Bunting (95-00)	Chris Klebe (*11-21)
Mace Foxwell	Lou Ann Garton	Charlie Jones (98-03)	Mike Hooks (12-24)
Nelson Townsend	Milton Warren	Rick Morris (03-05)	Norman Bunting (*16-25)
J.D. Townsend	Ann Hale	Gregory Purnell (97-06)	
Robert Miller	Claude Hall, Jr.	George AEddie@ Young (99-08)	
Jon Stripling	Vernon Davis	Barbara Kissel (00-09)	
Hinson Finney	Rick Morris	Alfred Harrison (92-10)	
John D. Smack, Sr.	Joe Lieb	Janet Rosensteel (09-10)	
Richard Street	Donald Shockley	Tim Cadotte (02-12)	
Ben Nelson	Fulton Holland (93-95)	Craig Glovier (08-12)	
Shirley Truitt	Gregory Purnell (83-96)	Joe Mitrecic (10-14)	
Cyrus Teter	Vernon Redden,	Sonya Bounds (12-15)	
		Burton Anderson (05-15)	

* = Appointed to fill an unexpired term

SOCIAL SERVICES ADVISORY BOARD

Reference: Human Services Article - Annotated Code of Maryland - Section 3-501

Appointed by: County Commissioners

Functions: Advisory
Review activities of the local Social Services Department and make recommendations to the State Department of Human Resources.
Act as liaison between Social Services Dept. and County Commissioners.
Advocate social services programs on local, state and federal level.

Number/Term: 9 to 13 members/3 years
Terms expire June 30th

Compensation: None - (Reasonable Expenses for attending meetings/official duties)

Meetings: 1 per month (Except June, July, August)

Special Provisions: Members to be persons with high degree of interest, capacity & objectivity, who in aggregate give a countywide representative character.
Maximum 2 consecutive terms, minimum 1-year between reappointment
Members must attend at least 50% of meetings
One member (ex officio) must be a County Commissioner
Except County Commissioner, members may not hold public office.

Staff Contact: Roberta Baldwin, Director of Social Services - (410-677-6806)

Current Members:

<u>Member=s Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Harry Hammond	D-6, Bunting	Bishopville	15-21, 21- 24 Term Expired
Shelly Daniels	D-1, Abbott	Pocomoke City	22-25
Rebecca Colt-Ferguson	D-7, Mitrecic	Ocean City	22-25 Resigned
Janice Chiampa	D-5, Bertino	Ocean Pines	22-25
Diana Purnell	ex officio - Commissioner		14-18-22-25 Term Expired
Margaret Labesky	D-4, Elder	Snow Hill	23-26
Nancy Howard	D-2, Purnell	Ocean City	09-16-17-20-23-26 Term Expired
Mary Beth Quillen	At-Large	Snow Hill	25-28
Aves Ruffin-Jutis	D-3, Fiori	Pocomoke	25-28

Reference: County Commissioners= Resolution 5/17/94 and 03-6 on 2/18/03

Appointed by: County Commissioners

Function: Advisory
Review and comment on Solid Waste Management Plan, Recycling Plan, plans for solid waste disposal sites/facilities, plans for closeout of landfills, and to make recommendations on tipping fees.

Number/Term: 11/4-year terms; Terms expire December 31st.

Compensation: \$100 per meeting expense allowance, subject to annual appropriation

Meetings: At least quarterly

Special Provisions: One member nominated by each County Commissioner; and one member appointed by County Commissioners upon nomination from each of the four incorporated towns.

Staff Support: Solid Waste - Solid Waste Superintendent – David Candy - (410-632-3177)
Solid Waste - Recycling Coordinator – Bob Keenan - (410-632-3177)
Department of Public Works - Dallas Baker- (410-632-5623)

Current Members:

<u>Member=s Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
James Charles	Town of Berlin		21-25
Bob Gilmore	D-5, Bertino	Ocean Pines	*21-22, 22-26
George Linvill	D-1, Abbott	Pocomoke	14-18-22-26
George Dix	D-4, Elder	Snow Hill	*10-18-22-26
John O'Brien	D-6, Bunting	Bishopville	*22-23-27
Don Furbay	D-3, Fiori	Berlin	20-24-28
Granville Jones	D-7, Mitrecic	Berlin	*15-16-20-24-28
Mike Wyatt	Town of Pocomoke City		24-28
Aaron Lumpkins	Town of Snow Hill		25-29
Vaughn White	D-2, Purnell	Berlin	*19-21, 21-25-29
Brain Scarborough	Town of Ocean City		21-25-29

Prior Members: (Since 1994)

Ron Cascio (94-96)
 Roger Vacovsky, Jr. (94-96)
 Lila Hackim (95-97)
 Raymond Jackson (94-97)
 William Turner (94-97)
 Vernon ACorey@ Davis, Jr. (96-98)
 Robert Mangum (94-98)
 Richard Rau (94-96)
 Jim Doughty (96-99)
 Jack Peacock (94-00)
 Hale Harrison (94-00)
 Richard Malone (94-01)
 William McDermott (98-03)
 Fred Joyner (99-03)
 Hugh McFadden (98-05)
 Dale Pruitt (97-05)

Frederick Stiehl (05-06)
 Eric Mullins (03-07)
 Mayor Tom Cardinale (05-08)
 William Breedlove (02-09)
 Lester D. Shockley (03-10)
 Woody Shockley (01-10)
 John C. Dorman (07-10)
 Robert Hawkins (94-11)
 Victor Beard (97-11)
 Mike Gibbons (09-14)
 Hank Westfall (00-14)
 Marion Butler, Sr. (00-14)
 Robert Clarke (11-15)
 Bob Donnelly (11-15)
 Howard Sribnick (10-16)
 Dave Wheaton (14-16)
 Wendell Purnell (97-18)
 George Tasker (*15-20)

Rodney Bailey *19
 Steve Brown *10-19
 Bob Augustine 16-19
 Michael Pruitt *15-19
 James Rosenburg (*06-19)
 Jamey Latchum *17-19
 Hal Adkins (*20-21)
 Mike Poole (11-22)
 Michelle B-El Soloh (*19-24)
 Michael Pruitt (*22-24)

* = Appointed to fill an unexpired term

**WATER AND SEWER ADVISORY COUNCIL
OCEAN PINES SERVICE AREA**

Reference: County Commissioners' Resolution of November 19, 1993

Appointed by: County Commissioners

Function: Advisory
Advise Commissioners on water and sewer needs of the Service Area; review amendments to Water and Sewer Plan; make recommendations on policies and procedures; review and recommend charges and fees; review annual budget for the service area.

Number/Term: 5/4-year terms
Terms Expire December 31

Compensation: \$100.00/ Meeting

Meetings: Monthly

Special Provisions: Must be residents of Ocean Pines Service Area

Staff Support: Department of Public Works - Water and Wastewater Division
Chris Clasing- (410-641-5251)

Current Members:

<u>Name</u>	<u>Resides</u>	<u>Years of Term(s)</u>
John F. (Jack) Collins, Jr.	Ocean Pines	*18-21, 21-25
William Gabeler	Ocean Pines	22 - 26
Robert Kane	Ocean Pines	22-26
James Spicknall	Ocean Pines	07-10-14-18-22-26
Frederick Stiehl	Ocean Pines	*06-24, 24-28

Prior Members: (Since 1993)

Andrew Bosco (93-95)
 Richard Brady (96-96, 03-04)
 Michael Robbins (93-99)
 Alfred Lotz (93-03)
 Ernest Armstrong (93-04)
 Jack Reed (93-06)
 Fred Henderson (04-06)
 E. A. "Bud" Rogner (96-07)
 David Walter (06-07)
 Darwin "Dart" Way, Jr. (99-08)
 Aris Spengos (04-14)
 Gail Blazer (07-17)
 Mike Hegarty (08-17)
 Michael Reilly (14-18)
 Bob Poremski (17-20)
 Gregory Sauter (17-21)

* = Appointed to fill an unexpired term

**WATER AND SEWER ADVISORY COUNCIL
WEST OCEAN CITY SERVICE AREA**

Reference: County Commissioners= Resolution of November 19, 1993

Appointed by: County Commissioners

Function: Advisory
Advise Commissioners on water and sewer needs of the Service Area; review amendments to Water and Sewer Plan; make recommendations on policies and procedures; review and recommend charges and fees; review annual budget for the service area.

Number/Term: 5/4-year terms
Terms Expire December 31

Compensation: \$100.00/Meeting

Meetings: Monthly

Special Provisions: Must be residents/ratepayers of West Ocean City Service Area

Staff Support: Department of Public Works - Water and Wastewater Division
Chris Clasing - (410-641-5251)

Current Members:

<u>Member=s Name</u>	<u>Resides/Ratepayer of</u>	<u>Terms (Years)</u>
Keith Swanton	West Ocean City	13-17, 17-21
Blake Haley	West Ocean City	*19-20, 20-24
Gail Fowler	West Ocean City	99-23-27
Deborah Stanley	West Ocean City	95-23-27
Todd Ferrante	West Ocean City	13-17-21-25-29

Prior Members: (Since 1993)

Eleanor Kelly ^c (93-96)	Andrew Delcorro (*14-19)
John Mick ^c (93-95)	
Frank Gunion ^c (93-96)	
Carolyn Cummins (95-99)	
Roger Horth (96-04)	
Whaley Brittingham ^c (93-13)	
Ralph Giove ^c (93-14)	
Chris Smack (04-14)	

* = Appointed to fill an unexpired term
c = Charter member

COMMISSION FOR WOMEN

Reference: Public Local Law CG 6-101

Appointed by: County Commissioners

Function: Advisory

Number/Term: 11/3-year terms; Terms Expire December 31

Compensation: None

Meetings: At least monthly (3rd Tuesday at 5:30 PM - alternating between Berlin and Snow Hill)

Special Provisions: **7 district members**, one from each Commissioner District
 4 At-large members, nominations from women=s organizations & citizens
 4 Ex-Officio members, one each from the following departments: Social Services, Health & Mental Hygiene, Board of Education, Public Safety
 No member shall serve more than six consecutive years

Contact: Susan Ostrowski, Chair, and Jocelyn Briddell, Secretary
 Worcester County Commission for Women - P.O. Box 211, Snow Hill, MD 21863

Current Members:

<u>Member=s Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Kimberly List	D-7, Mitrecic	Ocean City	18- 21-24 Termed Out
Jocelyn Briddell	At-Large	Berlin	23-26
Laura Morrison	At-Large	Pocomoke	*19-20-23-26 Resigned
Crystal Bell, MPA	Health Department		*22-23-26
Jeannine Jerscheid	Public Safety – Sheriff’s Office		23-26
Sharnell Tull	At-Large	Pocomoke	23 -26
Susan Ostrowski	D-6, Bunting	Berlin	24-27
Dorothy Shelton-Leslie	D-5, Bertino	Ocean Pines	24-27 Resigned
Dr. Darlene Jackson- Bowen	D-2, Purnell	Pocomoke	*19-21-24-27 Resigned
Michelle Goad	D-1, Abbott	Pocomoke City	25-28 - Dismissal
Cheryl Middleton	At-Large	West O. City	25-28 - Resigned
Kelsey Moran	Dept of Social Services		25-28
Ann Fletcher	D-3, Fiori	Berlin	25-28
Dawn Gears	D-4, Elder	Berlin	25-28
Sarah Blackburn	Board of Education		26-29

Prior Members: Since 1995

Ellen Pilchard ^c (95-97)	Marie Velong ^c (95-99)	Christine Selzer (03)
Helen Henson ^c (95-97)	Carole P. Voss (98-00)	Linda C. Busick (00-03)
Barbara Beaubien ^c (95-97)	Martha Bennett (97-00)	Gloria Bassich (98-03)
Sandy Wilkinson ^c (95-97)	Patricia Ilczuk-Lavanceau (98-99)	Carolyn Porter (01-04)
Helen Fisher ^c (95-98)	Lil Wilkinson (00-01)	Martha Pusey (97-03)
Bernard Bond ^c (95-98)	Diana Purnell ^c (95-01)	Teole Brittingham (97-04)
Jo Campbell ^c (95-98)	Colleen McGuire (99-01)	Catherine W. Stevens (02-04)
Karen Holck ^c (95-98)	Wendy Boggs McGill (00-02)	Hattie Beckwith (00-04)
Judy Boggs ^c (95-98)	Lynne Boyd (98-01)	Mary Ann Bennett (98-04)
Mary Elizabeth Fears ^c (95-98)	Barbara Trader ^c (95-02)	Rita Vaeth (03-04)
Pamela McCabe ^c (95-98)	Heather Cook (01-02)	
Teresa Hammerbacher ^c (95-98)	Vyoletus Ayres (98-03)	
Bonnie Platter (98-00)	Terri Taylor (01-03)	

* = Appointed to fill an unexpired term

^c = Charter member