CITY OF CHARLES TOWN

CITY COUNCIL WORKSHOP
AGENDA • MAY 18, 2026

Workshop **COUNCIL CHAMBERS** **5:30 PM**
101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

2. WORK SESSION

: **2026-1493:** Capital Improvement Plan (CIP) Discussion
CIP Information.pdf

3. ADJOURNMENT

4. NOTICE: The Public May View the Meeting Live by Clicking on the Event Link at: https://www.charlestownwv.us/government/agendas_minutes.php

City Council Workshop
101 East Washington Street
Charles Town, WV 25414

SCHEDULED

Meeting: 05/18/26
Department: City Council Workshop
Category: Report
Initiator:

AGENDA ITEM (ID #)

2026-1493: Capital Improvement Plan (CIP) Discussion

ATTACHMENTS:

- CIP Information.pdf

CITY OF CHARLES TOWN
CAPITAL IMPROVEMENT PLAN
FY 2027 - 2031

REVENUE FUNDING SOURCES						
	FUNDING SOURCE NOTES	YEAR 1 FY 2027	YEAR 2 FY 2028	YEAR 3 FY 2029	YEAR 4 FY 2030	YEAR 5 FY 2031
Carryover from previous year unfinished projects		4,650,765	150,000			
Developer Fees		200,000	200,000	200,000	200,000	200,000
Grants	These are grant amounts that have been awarded. ***Pending grants are not included.*** $76,444 for Augustine Ave.	76,444				
Interest on Bank Accounts		100,000	100,000	100,000	100,000	100,000
Lottery Revenue		850,000	850,000	850,000	850,000	850,000
TOTAL REVENUE FUNDING SOURCES		**5,877,209**	**1,300,000**	**1,150,000**	**1,150,000**	**1,150,000**
CAPITAL PROJECTS						
CHARLES WASHINGTON HALL						
Apply roof replacement section# 1	*Carryover from previous year*	50,000				
Apply roof Coating section #3					76,500	
Paint Exterior Windows/Doors/Trim		60,000				
TOTAL CHARLES WASHINGTON HALL		**60,000**	-	-	**76,500**	-
CITY HALL						
Apply roof coating section #2		20,000				
City Hall Brick Repointing (FY-2027 Finish South of Building) (FY28 West) (FY29 North)		12,000	20,000	8,000		
Replace Carpet (Chambers)				10,000		
Elevator Replacement		65,000				
Replace RTU (FY27-1 unit, FY28-1 unit, FY29-1 units)		18,000	14,000	11,000		
TOTAL CITY HALL		**115,000**	**34,000**	**29,000**	-	-
COMMUNITY DEVELOPMENT						
Charles Street Engineering Study	*$80,000 carryover from previous year.* $70,000 additional funds requested.	150,000				
Charles Street Engineering Construction			250,000	250,000	250,000	250,000
Land Annexation Design		70,000				
Update Comprehensive Plan		250,000				
Wayfinding Signage	*$197,400 carryover from previous year. $100,000 encumbered in FY 2026 Capital Budget for FY 2027.*	297,400				
Historic Landmark Commission Design Review Standards		121,000				
Portable Picnic Tables (20)		7,000				
West End Connector Trail Design	Pending grant in the amount of $228,000. ($171,000 federal funds and $57,000 City Funds.)	228,000				
West End Connector Trail Construction			500,000			
Depost Square Design	*$50,000 Carryover from previous year.* $50,000 additional funds requested.	100,000				
Zoning & Subdivision Ordinance Overhaul	*Carryover from previous year*	179,000				
TOTAL COMMUNITY DEVELOPMENT		**1,402,400**	**750,000**	**250,000**	**250,000**	**250,000**
INFORMATION TECHNOLOGY						
Computer replacement-City Hall (5 units per year)		25,000	25,000	25,000	25,000	25,000
Tyler Tech Version 10 Financial Software	*Carryover from previous year*	55,130				
TOTAL INFORMATION TECHNOLOGY		**80,130**	**25,000**	**25,000**	**25,000**	**25,000**
MAINTENANCE YARD						
Engineering , new maintenance building	*Carryover from previous year*	250,000				
Maintenance building construction	*$150,000 carryover from previous year.* $350,000 additional funds requested.		500,000			
TOTAL MAINTENANCE YARD		**250,000**	**500,000**	-	-	-
PARKING DEPARTMENT						
Parking Meter Mechonisims (23)		5,000				
TOTAL PARKING DEPARTMENT		**5,000**	-	-	-	-
PARKS						
Augustine Avenue Upfront Liberty Tap Grant Match (Phase 3)		76,444				
Mill/resurface/ color coat/ replace fencing at all 3 tennis courts at JMP		280,000				
Parks Master Plan		150,000				
Playground Replacement Small Playground (JMP)			75,000			
Pool Construction	*Carryover from previous year*	2,900,000				
TOTAL PARKS		**3,330,000**	**75,000**	-	-	-
POLICE DEPARTMENT						
661 BUILDING REPAIRS & FURNITURE						
Office chairs (24)		8,100				
EQUIPMENT						
Officer Equipment		17,500				
INFORMATION TECHNOLOGY						
In-Car Panasonic Tough Tablet (7) (Replace Generation 3)		38,000				
POLICE VEHICLES						
Police PPV Chevrolet Tahoe (3 FY 2027 & 2 remaining years)		143,000	96,000	96,000	96,000	96,000
Vehicle Components	FY27 equipment covered by COPS Grant received in FY25. Amounts in FY27 are installation labor costs.	48,000	39,000	39,000	39,000	39,000
POLICE OTHER						
Policy Revision & CALEA Compliance		20,000				
TOTAL POLICE DEPARTMENT		**254,600**	**135,000**	**135,000**	**135,000**	**135,000**
ROUSS HALL						
Apply Roof Coating	*Carryover from previous year*	31,253				
Paint exterior/repair rotted sills	*Carryover from previous year*	290,000				
Rouss Hall Brick Repointing		20,000				
Replace HVAC Units					15,000	15,000
TOTAL ROUSS HALL		**341,253**	-	-	**15,000**	**15,000**
STREETS/INFRASTRUCTURE						
ADA Study		300,000				
ADA Engineering/Construction			250,000	250,000	250,000	250,000
Congress & Lawrence Intersection Construction Grant Overages		100,000				
Art Alley Brick Stamped Pavement		25,000				
Brick Sidewalk Replacement - Washington St.		45,000	50,000	40,000	40,000	85,000
Storm Water Assessment Study	*$152,982 carryover from previous year.* FY 2027 Pending grant totaling $255,000. ($204,000 funded by EPA & $51,000 funded by City of Charles Town.)	407,982	280,000			
Storm Water Construction			250,000	250,000	250,000	250,000
Upgrade street lighting (58 units @ $400.00)						24,000
TOTAL STREETS/INFRASTRUCTURE		**877,982**	**830,000**	**540,000**	**540,000**	**609,000**

	FUNDING SOURCE NOTES	YEAR 1 FY 2027	YEAR 2 FY 2028	YEAR 3 FY 2029	YEAR 4 FY 2030	YEAR 5 FY 2031
VEHICLES						
Bucket Truck	*Carryover from previous year*	175,000				
Dump Truck		90,000				
Maintenance Pick-up truck replacement with utility bed		70,000	80,000	65,000		
Building Inspector Pick-up truck			50,000			
Street Sweeper replacement		350,000				
Zturn mower replacement				17,000		
TOTAL VEHICLES		**685,000**	**130,000**	**82,000**	-	-
OTHER						
Arts Cultural Historic Signs		10,000	10,000	10,000	10,000	10,000
City Charter Re-write		60,000				
Christmas Lights replacement along Washington & George Streets		25,000				
Downtown Trash Cans		67,000				
Finance Policy Re-write		45,000				
Operations & Maintenance Manual		50,000				
Organizational Assessment Study		50,000				
Space Needs Annalasis		50,000				
Rouss Hall Landlord Buy Back	*Carryover from previous year*	140,000				
TOTAL OTHER PROJECTS		**497,000**	**10,000**	**10,000**	**10,000**	**10,000**
TOTAL CAPITAL PROJECTS		**7,898,365**	**2,489,000**	**1,071,000**	**1,051,500**	**1,044,000**
TOTAL REVENUE OVER EXPENSES		**(2,021,156)**	**(1,189,000)**	**79,000**	**98,500**	**106,000**

***Building Improvements Contingency as of 4/30/26 $349,163**

**** Contingencies as of 4/30/26 $2,240,641**

City of Charles Town Strategic Plan

VISION	**Charles Town is a historic, connected, and inclusive community where people of all ages enjoy safety, opportunity, and a vibrant quality of life in a beautiful small-city setting**
MISSION	**The City of Charles Town exists to foster an exceptional quality of life, promote a business-friendly environment, and welcome everyone to explore the past, present, and future of our historically hip community**
VALUES	**Inclusive, Sustainable, Collaborative, Transparent, Adaptable**

GOALS

Create one Charles Town through **CONNECTIVITY** to blend our diverse communities into a cohesive city	PRESERVE and enhance our history	Foster an environment to tap the limitless potential of **COMMUNITY INPUT AND PARTICIPATION** in decision making	Promote **SUSTAINABLE**, city-wide economic development	Proactively monitor, maintain, and expand city **INFRASTRUCTURE**
STRATEGIES	**STRATEGIES**	**STRATEGIES**	**STRATEGIES**	**STRATEGIES**
Update Comprehensive Plan	Update design and architectural standards review used by HLC (Michael Baker)	Increase community outreach to foster participation	Explore TIFs and other incentive programs for economic development	Develop strategy for implementing Stormwater Study findings > Review ordinance and street paving fee
Explore avenues to incorporate multi-modal transportation	Explore extending historic overlay district		Establish a municipal development authority	Create plan for upgrading, maintaining and adding city buildings as needed
Explore legislative and collaborative tools to encourage infill within the urban growth boundary	Increase funding to library and museum		Encourage redevelopment of underutilized and/or vacant structures	Expand and explore other sidewalk grant opportunites
Continue to collaborate with government and community partners to identify opportunities for our mutual benefit	Prioritize collaboration with other entities to preserve courthouse and other historically significant structures (i.e., Webb Blessing House, Fisherman's Hall, Happy Retreat)		Promote mixed use development through zoning and planning	Improve and expand social infrastructure (parks, trails, farmers' market, trees, green space, Charles Street, etc.)
Evaluate our existing sidewalk grant programs	Develop a plan to promote historical programming		Leverage relationship with regional partners to promote economic [illegible]	
	City's 250th Anniversary planning			
	More funding for Revive & Façade grants			
KEY SUCCESS INDICATORS	**KEY SUCCESS INDICATORS**	**KEY SUCCESS INDICATORS**	**KEY SUCCESS INDICATORS**	**KEY SUCCESS INDICATORS**
Draft RFQ for comprehensive plan consultant	Staff collaborate with HLC	Host Quarterly Town Hall Meetings	TIF presentation before council	
Fill Long Range Planner Position	Educate and Survey property owners	Develop broader communications	Research municipal development authority	
Pursue alternative funding strategies (i.e., sidewalk user fee) dupe with explore trans funding below?	Identify parts and phases		Complete vacant structure ordinance change	
Develop map of high priority parcels and offer incentives within current statutory framework	Capital funding for community outreach		Regular meetings with CVB	
Work on model legislation to allow easier annexing of infill pieces	Work with museums			
City Mgr and Asst City Mgr meet with county admin quarterly	Work with Jefferson County and Harpers Ferry Historical Societies			
Semi-annual meeting with Region 9/ HEPMPO- municipalities in county select their own reps	Additional historical signs			
Engage Delegates	Identify historic homes and create story walk with QR code & videos			
Compare ?what?? to other cities	Begin 250th anniversay planning (Liz Cook) and visit other munipalities for best practices			
Educate citizens on grant programs and responsibilities	Attempt to identify possible revenue streams for Revive and Façade grants			
Seek more grant funding for new sidewalks	Educate citizens on historic tax credits			
Increase sidewalk grants 10% annually	Work within state incentives to maximize benefit			
Continue to explore transportation funding	Increase Revise and Façade grants to $40k each			
Create a comprehensive trail and sidewalk plan	Funding tied to CPI			

DRAFT

Capital Improvements Project Description

Category: CW Hall Maintenance **Department: Maintenance**

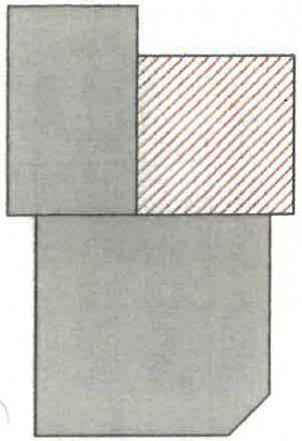
Project Name: Restore Roof Section 3 **Cost: $76,500**

Location: 100 W Washington **Year: 2030**

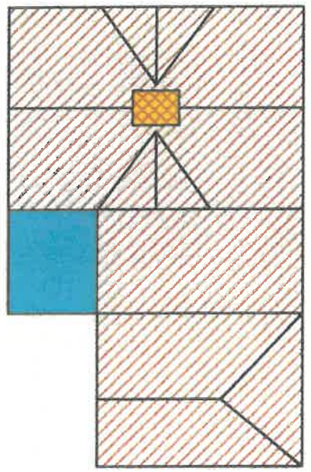
Project Description:	**Restore Roof section 3**
Project Justification:	**Historic Preservation**
Annual Capital Expense:	
Cost/Revenue Source:	**$76,500**
Overall Priority Level:	
Expected Useful Life:	

ROOF SECTIONS AND AREAS

City Hall

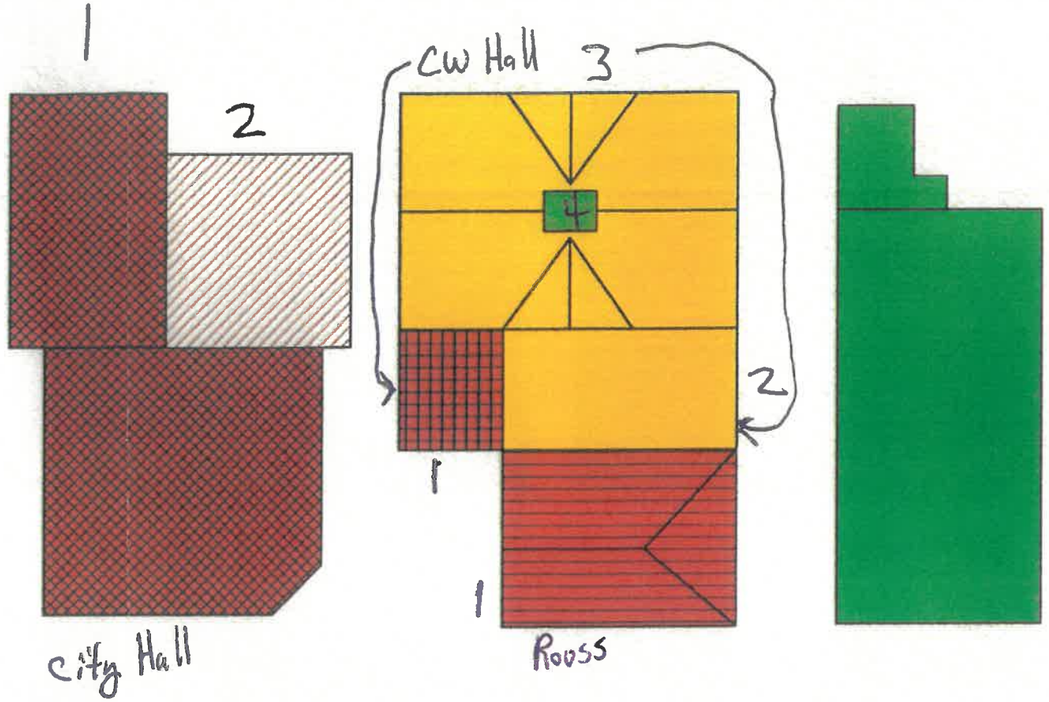


Charles Washington Hall



Police Station





ROOF SYSTEM TYPES

EPDM | TPO | METAL ROOF | Wooden Cupola

OVERALL CONDITION SUMMARY

The City of Charles Town has a mix of EPDM, TPO, and Metal Roofs that we have assessed thus far are in need of capital planning and budgeting, to return them to a watertight/working order..

The metal roofs of the city hall building, are in need of a restorative coating to extend the useful life, and the EPDM membranes are either in need of a restoration, or a retrofit. The coping on city hall has also failed and is in need of replacement. From a visual inspection, the TPO roof and the EPDM roofs are in *VERY POOR* condition and have reached the end of their life expectancy. A thermal scan should be completed on both city hall and CW Hall to determine if the insulation can be salvaged and a recover completed (Pending it's the only system).

CONDITION RATING

- VERY POOR
- POOR
- FAIR
- GOOD
- EXCELLENT

RECOMMENDATION

- REPLACE
- RETROFIT / RECOVER
- RESTORE
- REPAIR
- NO RECOMMENDATION

The Garland Company
3800 E. 91st Street
Cleveland, OH 44105

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Building Assessment Review
101 E Washington St,
Charles Town, WV 25414

SHEET TITLE:
SUMMARY PAGE

SHEET NO.
B-1

ROOF DISCREPANCIES PHOTOS:

LOCATION: City Hall











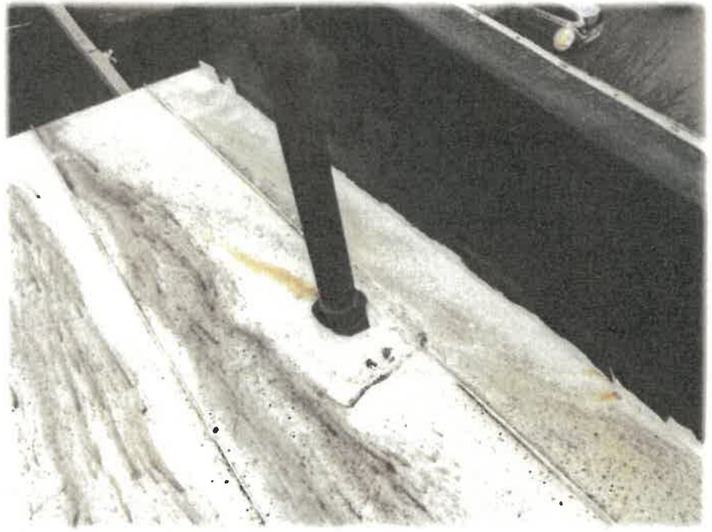

DELAMINATION OF THE MEMBRANE / DEGREDATION OF THE MEMBRANE / PENETRATIONS EXPOSING ASSEMBLY TO WATER ENTRY

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City of Charles Town
Building Assessment Review
101 E Washington St,
Charles Town, WV 25414

SHEET TITLE:
DISCREPANCIES / SOLUTIONS / BUDGETS

SHEET NO.
C-2

Outlook

Budget for CW Hall Metal Roof work - Garland

From Matt Schmidt <mschmidt@garlandco.com>
Date Fri 5/15/2026 8:55 AM
To John Wysong <JWysong@charlestownwv.us>

Jim,

For coating and restoring the metal roof on CW Hall, I would budget $68,000-$76,500.

You have roughly 4,600 square feet of roof surface. This will all be power washed, primed, and coated with two coats of Cool-Sil, applied to the appropriate application mil thickness.

If this pushes out a year or two, I'd be comfortable submitting that budget number without needing to find more funds.

Thanks and let me know if you have any questions.

Matt Schmidt
Maryland Territory Manager

High Performance Building Envelope Solutions

Phone **215-622-1909** Website **www.garlandco.com**

Email **Mschmidt@garlandco.com**

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Capital Improvements Project Description

Category: CW Hall Maintenance **Department: Maintenance**

Project Name: Paint CW Hall **Cost: $60,000**

Location: 100 W Washington **Year: 2027**

Project Description:	**Paint all white surfaces (windows, doors, soffit, facia) on Charles Washington Hall.**
Project Justification:	**All surfaces have 10 years of age on them**
Annual Capital Expense:	
Cost/Revenue Source:	**$60,000**
Overall Priority Level:	
Expected Useful Life:	

CONSTRUCTIVE SOLUTIONS **Constructive Solutions LLC**

629 South George Street
WV 25414
WV #061530

Phone # 5404507334

Estimate

Date	Estimate #
5/14/2026	152

Name / Address
City of Charles Town C/O Jim Wysong 101 East Washington Street Charles Town, WV 25414

Project

Description	Qty	Rate	Total
Exterior Painting Charles Washington Hall Exterior scraping, taping, prepping and painting of all windows, doors, soffit, fascia (all white accents) with shermin william product. Pricing includes lift rental and all debris and trash disposal	1	52,000.00	52,000.00
			$52,000.00


WV FEST
TOMMY PRINE
KIDS ZONE


Lift to open



Capital Improvements Project Description

Category: City Hall Maintenance **Department: Maintenance**

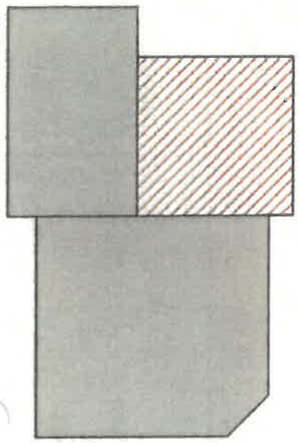
Project Name: Restore Roof Section 2 **Cost: $20,000**

Location: 100 E Washington **Year: 2027**

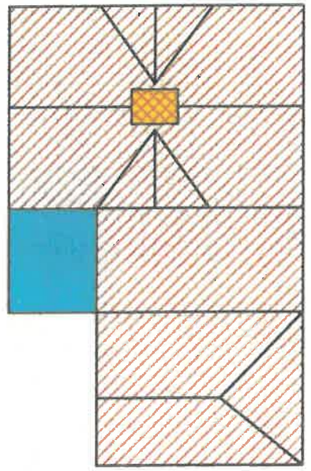
Project Description:	**Restore Roof section 2**
Project Justification:	**This section of roof is in poor shape** **Historic Preservation**
Annual Capital Expense:	
Cost/Revenue Source:	**$20,000**
Overall Priority Level:	
Expected Useful Life:	

ROOF SECTIONS AND AREAS

City Hall

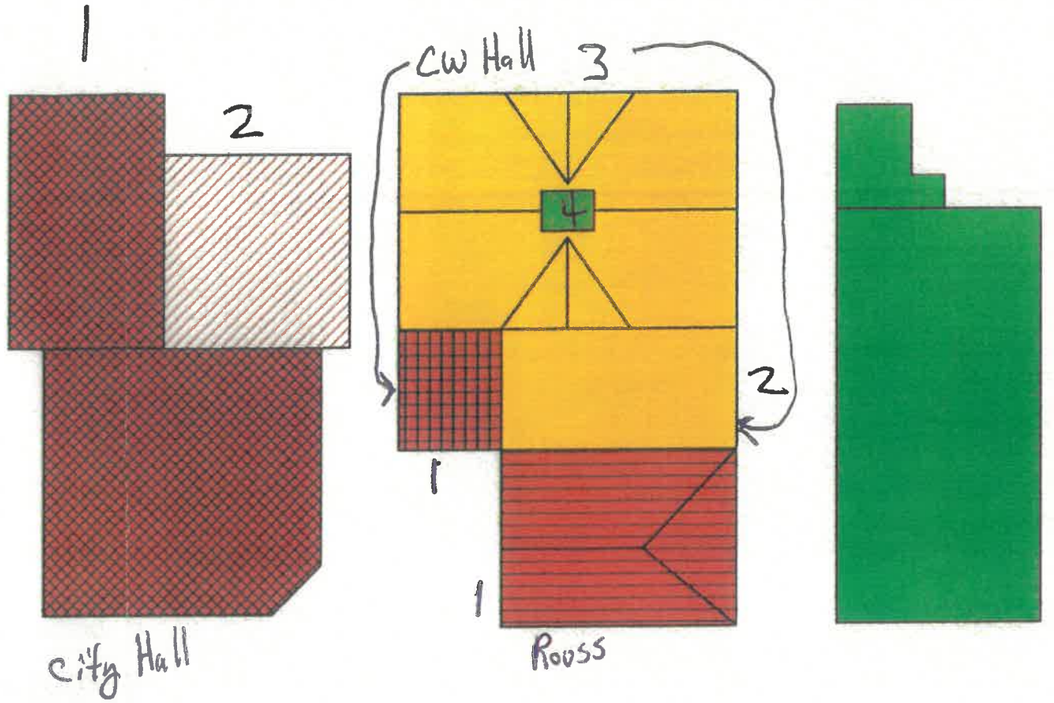


Charles Washington Hall



Police Station





ROOF SYSTEM TYPES

EPDM | TPO | METAL ROOF | Wooden Cupola

OVERALL CONDITION SUMMARY

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The metal roofs of the city hall building, are in need of a restorative coating to extend the useful life, and the EPDM membranes are either in need of a restoration, or a retrofit. The coping on city hall has also failed and is in need of replacement. From a visual inspection, the TPO roof and the EPDM roofs are in *VERY POOR* condition and have reached the end of their life expectancy. A thermal scan should be completed on both city hall and CW Hall to determine if the insulation can be salvaged and a recover completed (Pending it's the only system).

CONDITION RATING

- VERY POOR
- POOR
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- GOOD
- EXCELLENT

RECOMMENDATION

- REPLACE
- RETROFIT / RECOVER
- RESTORE
- REPAIR
- NO RECOMMENDATION

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SHEET TITLE:
SUMMARY PAGE

SHEET NO.
B-1

ROOF SECTION PHOTO(S):



ROOF SECTION INFORMATION:

Roof Section Name:	CW Hall
Square Footage:	5500
Year Installed/Age:	UNKNOWN
System Type:	TPO/Metal
Slope:	¼" : 12
Height:	30 ft
Drainage System:	Scuppers
Accessibility:	Hatch
Inspection Rating:	Very Poor
Notes:	The roof is membrane is showing signs of its age and should be budgeted for Retrofit/ replacement. A number of other issues in play need to be evaluated to determine likely best path forward.

Core Sample: Core Not Yet Taken

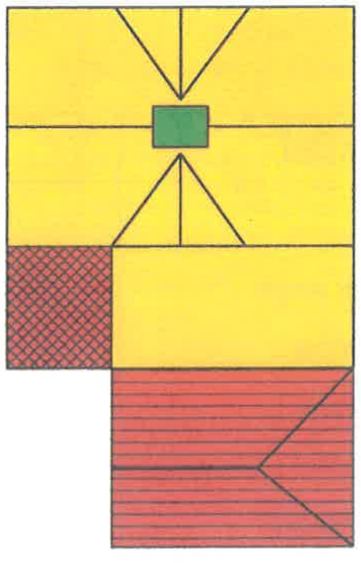
LOCATION: Charles Washington Hall



ROOF SECTION DRAWINGS:

VERY POOR
POOR
FAIR
GOOD
EXCELLENT

REPLACE
RETROFIT / RECOVER
RESTORE
REPAIR
NO RECOMMENDATION



CONDITION SUMMARY:

The Overall Condition of CW Hall is Very Poor.

- **The TPO roof system is showing signs of age and has exceeded its useful life. There is significant fading of the membrane surface and the reinforcement is visible.**
- **A few leaks have occurred over the last few years due to seam failures, and holes forming in the membrane near penetrations.**
- **There are sealants in areas that need to be touched up.**
- **The rusting metal roof needs to be coated/restored ASAP due to the significant amount of rust. An adhesion test needs to be completed to determine if it is a candidate.**

Recommendation: A thermal scan and repairs are recommended to determine how to appropriately budget. As soon as budgets allow, begin the process of getting hard numbers to retrofit the TPO roof system with a 2-ply modified roof system. The increase in system thickness will increase life expectancy. Perform an adhesion test on metal that is rusting to determine suitable options.

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City of Charles Town
Building Assessment Review
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SHEET TITLE:
SUMMARY

SHEET NO.
D-1

Outlook

City hall metal roof restoration - Garland

From Matt Schmidt <mschmidt@garlandco.com>
Date Fri 5/15/2026 9:33 AM
To John Wysong <JWysong@charlestownwv.us>

Jim,

As we discussed, the budget for the metal section on city hall, should be set at $15,250.

This will allow us to fully restore the metal and provide a warranty. City hall would have a total Garland Warranty moving forward.

Thanks!

Matt Schmidt
Maryland Territory Manager

High Performance Building Envelope Solutions

Phone **215-622-1909** Website **www.garlandco.com**

Email **Mschmidt@garlandco.com**

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Capital Improvements Project Description

Category: City Hall Maintenance **Department: Maintenance**

Project Name: Brick repoint **Cost: $12,000**

Location: South wall of city hall **Year: 2027**

Project Description:	**South wall was partially repointed in 2026 to repair a leaking wall. Would like to finish repointing the wall in 2027**
Project Justification:	**City Hall Maintenance**
Annual Capital Expense:	
Cost/Revenue Source:	**$12,000**
Overall Priority Level:	
Expected Useful Life:	

CONSTRUCTIVE SOLUTIONS **Constructive Solutions LLC**

629 South George Street
WV 25414
WV #061530

Phone # 5404507334

Estimate

Date	Estimate #
5/10/2026	148

Name / Address
City of Charles Town C/O Jim Wysong 101 East Washington Street Charles Town, WV 25414

Project

Description	Qty	Rate	Total
1-Haul in an erect scaffold as needed, 2-disassembly and temporary relocation of obscructing items. 3-Removal of old motar joints, complete repoint and repair of the south facing wall of Charles Town City Hall using type N mortar mix color matched to orginal, 4-acid wash and power wash. 5-tear down and removal of scaffold and work related items/trash.	1	11,500.00	11,500.00
			$11,500.00









Capital Improvements Project Description

Category: City Hall Maintenance **Department: Maintenance**

Project Name: Brick Repoint **Cost: $20,000**

Location: West wall of City Hall **Year: 2028**

Project Description:	**Repoint West wall of city hall**
Project Justification:	**City Hall Maintenance**
Annual Capital Expense:	
Cost/Revenue Source:	**$20,000**
Overall Priority Level:	
Expected Useful Life:	

CONSTRUCTIVE SOLUTIONS **Constructive Solutions LLC**

629 South George Street
WV 25414
WV #061530

Phone # 5404507334

Estimate

Date	Estimate #
5/10/2026	149

Name / Address
City of Charles Town C/O Jim Wysong 101 East Washington Street Charles Town, WV 25414

Project

Description	Qty	Rate	Total
1-Haul in and set up of scissor lift or scaffold, temporary closure of city sidewalk (estimated 3 weeks) 2-dissasembly and temporary relocation of obscructing items. 3-Removal of old motar jointscomplete repoint and repair of WEST facing wall of Charles Town City Hall using type N mortar mix color matched to orginal, 4-acid wash and power wash. 5-tear down and removal lift and work related items/trash.	1	11,500.00	11,500.00
********OR**********			
1- Haul in and setup of scissor lift, temporary closure of city sidewalk (estimated 2 weeks) 2- Dissasembly and temporary relocation of obstructing items. 3-Repair and repoint of mortar joints and brick repair AS NEEDED on west facing wall of Charles Town City Hall using Type N mortar mix color matched to original. 4- Acid Wash and power wash as needed. 5- Tear down and removal of scissor lift or scaffold and work related items/trash. **Full repoint not necessary on this wall and would reccommend repair process**		7,500.00	7,500.00
			$19,000.00









Capital Improvements Project Description

Category: City Hall Maintenance **Department: Maintenance**

Project Name: Brick Repoint **Cost: $8.000**

Location: West and North side of City Hall **Year: 2029**

Project Description:	**Repoint the brick on the north side and the northwest corner of City Hall**
Project Justification:	**City Hall Maintenance**
Annual Capital Expense:	
Cost/Revenue Source:	**$8,000**
Overall Priority Level:	
Expected Useful Life:	

CONSTRUCTIVE SOLUTIONS **Constructive Solutions LLC**

629 South George Street
WV 25414
WV #061530

Phone # 5404507334

Estimate

Date	Estimate #
5/10/2026	150

Name / Address
City of Charles Town C/O Jim Wysong 101 East Washington Street Charles Town, WV 25414

Project

Description	Qty	Rate	Total
1-Haul in an erect scaffold as needed, 2-disassembly and temporary relocation of obscructing items. 3-Removal of old motar joints, repair as necesssary on the WEST AND NORTH facing wall of Charles Town City Hall using type N mortar mix color matched to original (Granite and gold brick area only) 4-acid wash and power wash. 5-tear down and removal of scaffold and work related items/trash.	1	7,500.00	7,500.00
			$7,500.00





Capital Improvements Project Description

Category: City Hall Maintenance **Department: Maintenance**

Project Name: Carpet Replacement **Cost: $10,000**

Location: City Hall **Year: 2028**

Project Description:	**Replace the carpet in the council chambers, hallway outside of chambers, and permitting office**
Project Justification:	**Systematic replacement**
Annual Capital Expense:	
Cost/Revenue Source:	**$10,000**
Overall Priority Level:	
Expected Useful Life:	**7 to 10 yearsp**

Chamber

CT CARPET ONE
FLOOR & HOME

86 SOMERSET BLVD
CHARLES TOWN, WV 25414
304-725-1461

Quote Date: 5/1/2026

Salesperson: JEFF WHITTEN

Measure Date: 4/30/2026

Sold To:
CITY OF CHARLES TOWN
101 E WASHINGTON ST
CHARLES TOWN, WV 25414
304-279-8301

Ship To:
CITY OF CHARLES TOWN
101 E WASHINGTON ST
CHARLES TOWN, WV 25414

Quote Number: ES600178

PO Number: MAIN HALL



	Description	Quantity	Unit Price	Amount
CARPET				
☐	PROFUSION 26: TO BE DETERMINED	1155.12 SF	$2.39	$2,760.74
☐	MAPEI ECO-185 FTR 4G PAIL: .	4 EA	$80.17	$320.68
☐	TAKE UP & DISPOSE CARPET & PAD	1155 SF	$0.46	$531.30
☐	INSTALL CARPET BASIC GLUEDOWN	1155 SF	$1.08	$1,247.40

All others

CT CARPET ONE
FLOOR&HOME

86 SOMERSET BLVD
CHARLES TOWN, WV 25414
304-725-1461

Quote Date: 5/1/2026

Salesperson: JEFF WHITTEN

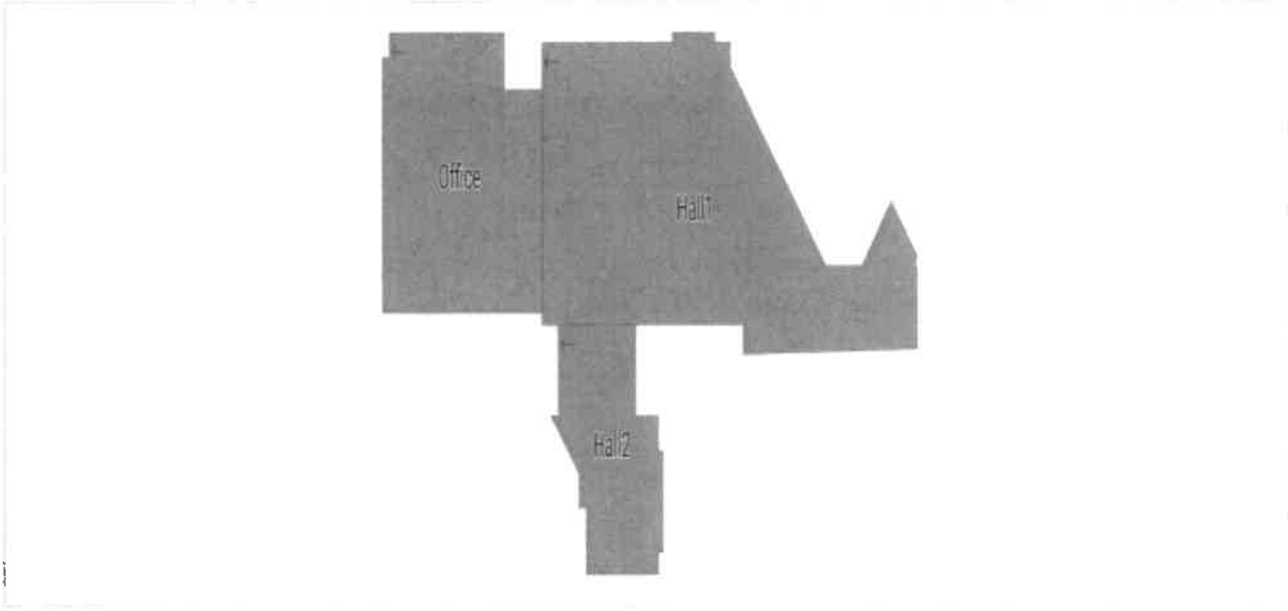
Measure Date: 4/30/2026

Sold To:
CITY OF CHARLES TOWN
101 E WASHINGTON ST
CHARLES TOWN, WV 25414
304-279-8301

Ship To:
CITY OF CHARLES TOWN
101 E WASHINGTON ST
CHARLES TOWN, WV 25414

Quote Number: ES600177

PO Number: HALL 2 AND OFFICE



	Description	Quantity	Unit Price	Amount
CARPET				
☐	PROFUSION 26: TO BE DETERMINED	551.04 SF	$2.39	$1,316.99
☐	MAPEI ECO-185 FTR 4G PAIL: .	2 EA	$80.17	$160.34
☐	ANCHOR 703-HN 12' STAIR NOSE: HAMMERED NICKEL	12 LF	$2.63	$31.56
☐	SCHLUTER JOLLY EDGE 5/16 X 8FT 2-1/2IN: SATIN ANODIZED ALUMINUM	1 EA	$15.53	$15.53

Capital Improvements Project Description

Category: City Hall Maintenance **Department: Maintenance**

Project Name: Replace Elevator **Cost: $65,000**

Location: 100 E Washington **Year: 2027**

Project Description:	**Replace City Hall Elevator**
Project Justification:	**Elevator has become very unreliable and has some age on it**
Annual Capital Expense:	
Cost/Revenue Source:	**$65,000**
Overall Priority Level:	
Expected Useful Life:	

Shenandoah Elevator Company
141 Muskoka Court
Winchester, VA 22602
540-450-5756
www.shenandoahelevator.com



License Numbers:
Virginia 2705172526A
Maryland 2103
West Virginia WV058939

Commercial Elevator Quotation

Quote # 26056 Date 5/6/2026

Project Name:	Charles Town City Hall
Project Address:	101 E Washington St. Charles Town, WV 25414
Company:	City of Charles Town
Address:	101 E Washington St. Charles Town, WV 25414
Attn:	Jim Wysong
Email:	jwysong@charlestownwv.us
Phone:	304279-8301

Shenandoah Elevator Company is pleased to provide you a quotation to furnish and install the following:

The removal of existing Concord Horizon VPL and installation of 1 Savaria Pro Lift HD VPL.

Total Price: $56,899.00

Please see the attached technical spec sheet.

Shenandoah Elevator's proposal is based on the architectural drawings and specifications. It meets the general intent of the project. In case of any differences or contradictions between the contents of the documents contained in the Shenandoah Elevator Commercial Elevator Proposal, the Project Drawings or the Project Specifications, the Shenandoah Elevator Commercial Elevator Proposal shall prevail. This proposal is based on the following:

1. Proposal and Pricing Summary
2. Technical Specifications
3. Project Specification Clarifications
4. General Conditions
5. Proposal Approval
6. Appendices: Bid Attachment "A" Shenandoah Elevator General Terms and Conditions Bid Attachment "B" Site Safety Requirements and Work by Others

Please note this proposal is valid for 30 days from the date of this proposal. Should you require any further information or clarification, please do not hesitate to contact us.

Alternate Pricing Options

Technical Specifications			
General			
Equipment Type:	VPL	**Door Type:**	existing retained
Equipment Model:	Pro Lift HD	**Opening Type:**	90 degree
Capacity:	1400lbs	**Clear Door Opening:**	existing
Speed:	30fpm	**Machine Room Location:**	remote, basement
Number of Stops:	4	**Number of Openings – Front:**	3
Battery Lowering:	yes	**Number of Openings – Rear:**	1
Overhead:	111"	**Pit Depth**	37"
Hatch Width:	68"	**Hatch Depth:**	69"
Power Supply:	1 phase 220vac	**Starter:**	across line
Jack Hole:	no	**Partial Well Holes:**	no
Motor HP:	5	**Pump Style:**	submersible
Fire Service:	no	**Main Egress Floor:**	1
Lighting:	standard	**Alternate Egress Floor:**	2
Phone Type:	ADA hands free		

Please note, not all selections may be applicable to your specific job.

Technical Specifications			
Cab, doors and fixture specs and finishes			
Cab Configuration:	90 degree	**Raised Panels:**	no
Cab Wall Finish:	standard	**Return Wall Finish:**	standard
Cab Ceiling Finish:	standard	**Cab Style:**	steel
Door Finish:	existing	**Panel Finish:**	standard
Door Frame Finish:	existing	**Door Sill Finish:**	standard
Handrail Location:	COP wall	**Wall Protection Pads:**	no
Handrail Style:	standard	**Keyed Fixtures:**	no
Handrail Finish:	standard		
Fixture Style:	standard		
Fixture Finish:	standard		

Please note, not all selections may be applicable to your specific job.

Project Specific Clarifications

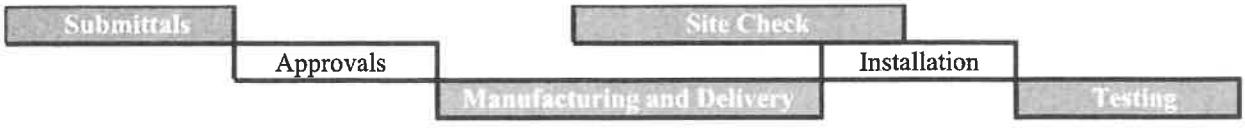
This proposal includes our standard method of rail bracket mounting (lag screw or concrete sleeve anchor or insert bolts). This proposal does not include pricing for any welding. If the rail bracket attachment is a steel plate or similar and will require our rail brackets to be welded in place there will be a charge of $4,500.00. work will not proceed until a signed change order is valid. Rail inserts will be provided by Shenandoah and installed by others, floor protection will be installed and maintained by others, safety barricades (full enclosure) will be built and maintained by others.

New code limits VPL travel to 14 feet. a variance from the state of WV will be required to install this equipment. it will be the clients responsibility to obtain the variance. existing hydraulic piping and electrical conduit from remote machine room to shaft will be retained and re used.

Schedule Proposal

Proper scheduling enables smooth, safe and on time installation. This proposal is based on the assumption that Shenandoah Elevator is able to use our standard installation method. All work will be performed Monday-Friday during normal business hours, excluding holidays (overtime will be an additional cost). Shenandoah Elevator Company strives for a smooth and efficient installation. However, coordination between the General Contractor, other trades, and Shenandoah Elevator Company is essential. Shenandoah Elevator will deliver inserts if required, and/or review the location of blocking and size of rough openings that need to be left in the shaft. Understand that when your equipment is delivered, and you have met the above requirements, you will then be placed into our construction schedule. We will advise of our installation start date. We do not start installation the same day as equipment delivery. Installation is completed in phases. After each phase is finished, we will notify you of any work that must be completed by others before the next phase can begin. Once that work is done, please inform us so we can place you back into the scheduling rotation for the next phase. Based on the information at the time of the proposal, Shenandoah Elevator proposes the following.

Submittals	4 Weeks	From receipt of contract and first payment
Contract Review	4 Weeks	From receipt of full contact package. EVERY referenced document required.
Approval of Submittals	TBD (customer contingent)	Mutually agreeable time to make requested or required changes and approval of submittals. Submittals will need to be approved in writing. Note all finishes and features are to be decided at the time of submittal approval.
Site Check	2 Weeks	Shenandoah Elevator requires a site check prior to releasing the equipment for fabrication to ensure that the shaft and other work has been completed properly.
Manufacturing and Delivery	12-14 Weeks	From receipt of approval drawings and executed contract. It is company policy to not release equipment for fabrication until the contract is fully executed by both parties. Note: If the factory or Shenandoah Elevator is shut down due to holidays or inclement weather, the manufacturing may exceed 12-14 weeks.
Installation	Up To 6 Weeks	Duration is per elevator.
Testing and Commissioning	1-2 Weeks	Sufficient, clean power, active phone line to the controller and all life safety provided by others is needed for testing and commissioning.



initials_____/_____

Payment Terms

Proposal price is valid with the following payment terms. **All payments are due upon receipt**

SCHEDULE OF PAYMENTS/SCHEDULE OF VALUES

Amount	Description		
$17,069.70	Is due at contract signing.		
$28,449.50	Is due Before material ships from the manufacturer.		
$10,241.82	Is due for labor when we obtain a moving platform for construction use.		
$1,137.98	Is due at time of Final Inspection.		
$56,899.00	**Total**	***Project Total***	*$56,899.00*

PAYMENT TERMS:

30% of Contract Price for Engineering, Site Management, Project Overhead, billable and due at the receipt and execution of the subcontract.
50% of Contract Price for Material and Shipping, billable and due upon shipping from the manufacturer, Customer designated storage facility or Shenandoah Elevator's facility.
18% of Contract Price of Equipment Installation, billable and due for labor when we obtain a moving platform for construction and installation use.
2% of Contract Price for Final Inspection, billable and due at the time of final inspection.

Payments to Shenandoah Elevator shall not be contingent upon any third party payments to Customer. Shenandoah Elevator reserves the right to delay and/or suspend the work and services, including manufacturing delivery, installation and/or final turnover of the equipment, for non-payment. Simple interest at 1.5% per month will be charged on amounts not paid when due. Customer will reimburse Shenandoah Elevator for all costs of collection, including without limitation court costs and reasonable attorney's fees. In states requiring notice prior to filing a lien, this notice requirement is deemed satisfied through this paragraph.

Prior to equipment turnover, Shenandoah Elevator must be paid in full, less 5% maximum retention, if agreed upon, the contract price including all change orders. Additionally, prior to turnover Shenandoah Elevator requires a signed final acceptance form from all parties.

Price Increases. If during the manufacture of this elevator / equipment there is any material price escalations increases in the equipment you agree to pay the difference in the cost of the material. Only material and taxes shall be subject to increase, no labor cost shall increase.

Shenandoah Elevator's preferred form of payment is by check. We do accept ACH transfers at the discretion of the Customer. If an ACH payment is conducted, a verbal conversation must be had with Shenandoah Elevator to verify the correct Routing and Account numbers for the funds to be sent to. Shenandoah Elevator is not responsible for any missing and/or late payments or fees due to a lack of verification from the Customer.

RETAINAGE: At no time if retainage is agreed to by Shenandoah Elevator shall it exceed 5%. Retainage is due no later than NET 30 from elevator acceptance and turnover.

PROPERTY/MATERIAL RIGHTS: The delivered/installed material shall remain the property of Shenandoah Elevator, who shall retain title thereto until final payment, including retainage is made. At the time payment is fulfilled property rights will convey to the customer.

General Conditions

HOISTWAY DOOR AND FRAME COLOR CLARIFICATION: The use of only one paint color for Hoistway Doors and Frames has been quoted. The selection of multiple colors will require an additional charge.

CONDITIONS:
Acceptance of this offer by the purchaser shall constitute an order and contract for the purchase of the items described herein. We shall not be liable for non-performance of this contract, in whole or in part, if such non-performance is the result of any cause or causes beyond our reasonable control, including (but without limitation by reason of enumeration) the following: fires, strikes, differences with employees, casualties, delays in transportation, government restrictions or other causes: Nor shall these exceptions be limited or waived by any other terms of the contract, whether printed or written.

INSURANCE:
Shenandoah Elevator Company of Virginia, Inc. is insured as specified below. You agree to accept in full satisfaction of the insurance requirements for this Agreement, our standard Certificate of Insurance. We will not name additional insured.

a.) Worker's Compensation-Equal to or in excess of limits of Worker's Compensation laws
b.) Comprehensive Liability-Up to Two Million Dollars ($2,000,000.00) single limit occurrence, Products/Completed Ops Aggregate $2,000,000.00
c.) Auto Liability $1,000,000

CODES:
All work shall be done in accordance with the requirements of the National Electrical Code and the latest ASME Code for elevators, dumbwaiters and escalators including all revisions and authorized changes in effect on date of this specification and local codes which govern the requirements of this installation. If the elevator code changes during the installation of this equipment and it is necessary to change the elevator code the equipment is manufactured by, you agree to pay for the cost escalation difference in the equipment required by code.

Site Preparation

To ensure the agreed schedule and safety onsite, Shenandoah Elevator requires the following conditions to be fulfilled two weeks prior to our commencement on site.

ACCESS AND STORAGE: Adequate access for delivery of material and clean/dry storage space.

HOISTWAY CONSTRUCTION: The hoistway pit and machine room must be clean, dry and constructed per the approved submittal. Any required support for guide rail brackets, divider beams divider screen from pit to the top of the hoistway will be provided by others.

BARRICADES: Removable OSHA approved barricades must be provided around all hoistway openings. Provide and install full entrance protection. Note: Barricades shall be maintained by others.

POWER: Permanent or temporary 3 Phase and single phase power of permanent characteristics with disconnect switches shall be provided at no charge to install equipment.

LIGHTING: Applicable work areas must have adequate lighting per OSHA minimum standards (BY OTHERS)

FINISH FLOOR MARKS: Visible from the hoistway openings at all landings.

Additional Considerations

The following items should be considered when planning for the elevator delivery, installation and complete project construction:

COMPLETION: The contract is based on all work being completed in the calendar year that contract is executed, and a material manufacturing start, not later than 6 months from the date of this proposal. The standard wage rate is assumed. If our site work is not completed in the above calendar year (due to delays by others), the contractor will be responsible for the labor rate increase that will occur.

REMOBILIZATION: A $2,500.00 remobilization fee may be charged for each occurrence where Shenandoah Elevator must return to the jobsite, due to causes beyond our control, in order to perform or complete our work.

STORAGE AND DELIVERY: If the jobsite requirements are not complete, Shenandoah Elevator will not deliver the elevator to the jobsite. If we are unable to unload at the jobsite on the scheduled date, it will be the purchaser's responsibility for additional cost for off-site storage. ($1,600 per month) and labor for double handling materials ($4,000.00). Additionally, the proposal is based on Shenandoah Elevator's ability to unload the equipment at the jobsite to begin installation immediately following that.

OPERATOR TIME: Shenandoah Elevator is unable to estimate the amount of time needed by other trades. Unless specified elsewhere in this proposal, Shenandoah Elevator has not included any operator time. If the general contractor (or other subcontractors) require access to the shaft or the use of the elevator platform for any reason, Shenandoah will provide an operator for an additional charge of $375.00 per hour (straight time)/$637.50 per hour (OT). Availability of an operator will be determined at the time of request.

TEMPORARY USE: Our bid does not include any provisions for temporary use of the elevator, should temporary use be required. Customer bares full responsibility to fill out Shenandoah Elevator's temporary use forms and meet all requirements. Customer is also responsible for all fees associated with temporary use, permits and inspections.

HOISTWAY CLEANING: Shenandoah Elevator has not included cleaning of the elevator shaft. The General Contractor is responsible for cleaning the elevator shaft.

EXCLUSIONS: After hours premium labor, certified payrolls, Leed certification, performance and payment bonds, and any insurance requirement other stated unless specifically listed in Quoted Options.

ADDITIONAL TRADE WORK: Shenandoah Elevator is unable to estimate the amount of onsite mechanic labor required to coordinate the work of other trades. Thus, Shenandoah Elevator has not included any additional time and/or cost (outside of the equipment installation and inspection time) for coordination with the life safety system, security system, or any other trades. Shenandoah Elevator shall be entitled to an extension of the contract time and/or additional cost incurred by additional time expended for the coordination with other trades.

PHONE: We are offering our standard, one hands free ADA compliant speakerphone per cab; it will automatically dial to a determined location.

PERMITS, TESTS, AND INSPECTION:
The elevator contractor shall furnish at his expense, all necessary state inspections and permits pertaining to the elevator installation and functioning and perform such tests; as required for regulation of such authorities. Test shall be made in the presence of the authorized representatives of such authorities. **One test is included in this quote**. If the unit fails inspection and the failure is a result of other's work, you will be charged for all other testing and inspections, and will pay Shenandoah Elevator Company to perform the test at the hourly rates enclosed, plus travel time and mileage. If you need Shenandoah Elevator Company to run the elevator/equipment so work can be performed, you will pay Shenandoah Elevator Company time and material (if applicable) by the hour including travel time and mileage at the rate enclosed.

WARRANTY:
Your warranty is specific to your manufacturer's warranty for your equipment. Our warranty is 1 year on workmanship during normal business hours (Mon-Fri 8:00 am to 4:30 pm.). Parts are per the manufacturer's warranty.

MAINTENANCE:
Contract maintenance is only valid with a signed and fully executed maintenance agreement with Shenandoah Elevator and is NOT included in this proposal.

FINAL ACCEPTANCE:
Upon a walk through with the owner or owner's agent and approval of finishes with no damage and acknowledgement of final acceptance, we will turn over all keys and give proper training on use of the equipment and leave the unit in service. This shall serve as the official in service date and the date from which the warranty period begins. If equipment sits or job is delayed more than 3 months the warranty period will revert back to the ship date from the manufacturer. This will then be the start date for the manufacturer's warranty.

HOURLY RATES:
Currently $375.00 per hour for mechanic and $555.00 per hour for a crew of a mechanic and 1 helper.

Regular Hourly Rates		Overtime Rates	
Mechanic	$375.00 per hour	Mechanic	$637.50 per hour
Helper	$275.00 per hour	Helper	$467.50 per hour
Crew Rate	$555.00 per hour	Crew Rate	$943.50 per hour

Regular working hours are from 8:00 AM to 4:30 PM.
24 hour service is provided.
Travel mileage is billed portal to portal (shop to shop) at $1.06 per mile.

initials_____/_____

Proposal Acceptance –To Be Completed By Customer

Please Initial Each Page Where Indicated and Sign Below:

The signature below constitutes agreement and acceptance of this proposal to furnish and install the specified elevator(s) for $56,899.00 and is done so by an individual granted the authority to sign legally binding documents. Customer hereby acknowledges receipt of the Terms and Conditions and appendices which are attached hereto and incorporated herein on pages 1-18 and agrees to abide by all the terms and conditions thereof on all pages from 1 to 18.

Signature: _____ Date: _____

Print: _____

Company: _____

Title: _____

This Section to be completed By Shenandoah Elevator Company.

Signature: _____ Date: _____

Print: _____ _____

Company: Shenandoah Elevator Company.

Title: _____

Bid Attachment "A" / Shenandoah Elevator General Terms and Conditions

1. **APPLICATION OF THESE TERM**

This is the entire Agreement between us, and no other terms or conditions shall apply. This service proposal does not void or negate the terms and conditions of any existing service agreement unless a written addendum has been fully executed and signed by both parties. No services or work other than as specifically set forth herein are included or intended by this agreement.

The parties agree to be bound by the terms and conditions contained in the proposal, together with the terms and conditions contained herein. No amendment or other change to this proposal is binding on Shenandoah Elevator unless it is in writing and is signed by an authorized Shenandoah Elevator officer. Shenandoah Elevator shall not release equipment for manufacturing prior to execution of a contract by both parties.

2. **WORK AND SERVICES NOT INCLUDED**

The proposal is exclusive of all preparatory work, civil works, and all materials and services other than those clearly specified. Wiring and conduit outside of the hoistway and machine room are not included. The installation, maintenance, and the operating cost of the phone line for monitoring service be borne by the customer.

3. **PRICE**

Unless otherwise stated, pricing for labor and materials shall remain firm, but under no circumstance shall Shenandoah Elevator be responsible for labor and material cost adjustments resulting from project delays which extend beyond the end of the current calendar year.

4. **INSTALLATION**

The work shall be performed during regular hours, 8 a.m. –4:30 p.m. Monday – Friday, working days, and statutory holidays excluded. If overtime work is mutually agreed upon and preformed, the additional price for such work shall be added to the proposal price at Shenandoah Elevator's standard overtime rates. Shenandoah Elevator will not commence overtime work without an executed change order. The installation will start only after the site is ready and the customer has completed all the Shenandoah Elevator site requirements. If the installation work and final acceptance cannot be performed in an uninterrupted manner for any reason beyond Shenandoah Elevator's control, the customer shall store and protect the supplied equipment at the customer's risk and cost and separately compensate Shenandoah Elevator for any costs caused by such delay including, but not limited to, double handling equipment.

Prior to the scheduled delivery date for Shenandoah Elevator's materials, Shenandoah Elevator will verify whether or not the customer has met the Shenandoah Elevator site requirements as set forth in the proposal. If the customer has not met the Shenandoah Elevator site requirements, Shenandoah Elevator will so notify the customer. If Shenandoah Elevator notifies the customer that they are unable to begin installations scheduled because the customer has not met the Shenndoah Elevator site requirements as set forth in the proposal, the customer is responsible for all additional cost incurred by Shenandoah Elevator arising from or in connection with the customers failure to meet such site requirements as schedules. Such costs may include without limitation costs associated with labor reallocation (costs associated with rescheduling labor, the cost to re-direct materials to an Shenandoah Elevator facility or the customers designated storage facility, additional labor costs for double handling of the materials, costs for additional trucking, freight and insurance, and the reasonable cost for storage in an Shenandoah Elevator facility. Shenandoah Elevator is also entitled to delay the start of the installation, and start of installation is subject to availability of labor. Shenandoah Elevator will provide the customer with such cost in a change order.

5. **ASBESTOS**

Notwithstanding anything contained to the contrary within this bid or contract, Shenandoah Elevator's work shall not include and abatement of disturbance of asbestos containing material (ACM) or presumed asbestos containing materials (PACM). Any work in regulated area as defined by Section 1910 or 1926 of the Federal OSHA regulations is excluded from Shenandoah Elevator's scope of work without an applicable change order to reflect the additional costs and time. In accordance with OSHA requirements, the customer shall inform Shenandoah Elevator and it employees who will perform work activities in areas which contain ACM and/or PACM of the presence and location of ACM and/or PACM in such areas which may be contacted during work before entering the area. Other than as expressly disclosed in writing, customer warrants that Shenandoah Elevator's work area as all times meets applicable OSHA permissible exposure limits (PELs). Shenandoah Elevator shall have the right to discontinue its work in any location where suspected ACM or PACM is encountered or disturbed. Any asbestos removal or abatement, or delays caused by such, required in order for Shenandoah Elevator to perform its work shall be the customer's sole responsibility and expense. After any removal or abatement, customer shall provide documentation that the asbestos has been abated from the Shenandoah Elevator work area and air clearance reports shall be made available upon request prior to the start of Shenandoah Elevator's work.

6. **PAYMENT TERMS**

Payments are due upon receipt of invoice, based on work progress as follows:

- 30% of Contract Price for Engineering, Site Management, Project Overhead, billable and due atthe receipt and execution of the subcontract.
- 50% of Contract Price for Material and Shipping, billable and due upon shipping of material to the jobsite, Customer designated storage facility or Shenandoah Elevator's facility.
- 18% of Contract Price of Equipment Installation, billable and due for labor when we obtain a moving platform for construction and installation use.
- 2% of Contract Price for Final Inspection, billable and due at the time of final inspection.

Payments to Shenandoah Elevator shall not be contingent upon any third party payments to Customer. Shenandoah Elevator reserves the right to delay and/or suspend the work and services, including manufacturing delivery, installation and/ or final turnover of the equipment, for non-payment. Simple interest at 1.5% per month will be charged on amounts not paid when due. Customer will reimburse Shenandoah Elevator for all costs of collection, including without limitation court costs and reasonable attorney's fees. In states requiring notice prior to filing a lien, this notice requirement is deemed satisfied through this paragraph.

Prior to equipment turnover, Shenandoah Elevator must be paid in full, less 5% maximum retention, the contract price including all change orders. Additionally, prior to turnover Shenandoah Elevator requires a signed final acceptance form from all parties. At no time if retainage is agreed to by Shenandoah Elevator shall it exceed 5%. Retainage is due no later than NET 30 from elevator acceptance and turnover.

7. PROPERTY/MATERIAL RIGHTS

The delivered material shall remain the property of Shenandoah Elevator and Shenandoah Elevator shall retain title thereto until final payment, including retainage is made. At the time payment is fulfilled property rights will convey to the customer. Shenandoah Elevator also retains the right to reverse the lien on equipment after payment has been made.

8. WARRANTY

Shenandoah Elevator warrants the materials and workmanship of the equipment for one (1) year after the acceptance date set forth in the signed Final Acceptance Form. The customer's remedy is limited to repair or replacement of a defective part in Shenandoah Elevator's sole discretion, and excludes labor. In no event shall Shenandoah Elevator be responsible for damage due to normal wear and tear, vandalism, abuse, misuse, neglect, work or repairs or modifications by others, or any other cause beyond the control of Shenandoah Elevator. Shenandoah Elevator DISCLAIMS ANY OTHER WARRANTY OF ANY KIND; EITHER EXPRESSED OR IMPLIED, INCLUDING WITHOUT LIMITATION THE IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, OR NON-INFRINGEMENT.

9. LIABILITY LIMITATION

The customer agrees to indemnify, defend and hold harmless Shenandoah Elevator from any loss, damage or claim for damages or injuries, including death, connected with the use or operation of the equipment. Should damages occur to Shenandoah Elevator material or work on the premises, where work is to be or being performed, by fire, theft, or otherwise, the customer is to compensate Shenandoah Elevator for said damages. Shenandoah Elevator's obligation to defend, indemnify and hold the customer harmless shall be limited to the extent a claim for damages or injuries result from Shenandoah Elevators negligent acts or omission or willful misconduct, but not the negligent acts or omissions or willful misconduct of others. Shenandoah Elevator will not name any party as additional insured to their policy.

10. DAMAGES

Shenandoah Elevator shall not be responsible for liquidated damages or any indirect, incidental, or consequential damages in contract, tort, including negligence, warranty or otherwise. Shenandoah Elevator's liability under any circumstances shall be no more than 5% of the proposed value of the equipment concerned.

11. FORCE MAJEURE

Shenandoah Elevator shall not be liable for any loss, damage, claim or delay due to any cause beyond Shenandoah Elevator's control including, but not limited to, act of government, strikes, lockouts, and work interruption or other labor disturbance, fire, explosion, theft, flood, riot, civil commotion, war, malicious mischief, or acts of God.

12. AGREEMENT CLAIMS

If either party to this Agreement claims default by the other, written notice of at least ten (10) days shall be provided, specifically describing the default. If cure of the default is not commenced within the ten-day notification period, this Agreement may be terminated. In the event of litigation, litigation must take place in Frederick County, VA, prevailing party will be entitled to its reasonable attorney's fees and costs.

13. INTEREST IN PREMISES

Should your interest in the premises cease prior to the initial or any renewal termination date, you shall assign the Agreement to your successors in interest. If this Agreement is terminated prematurely for any reason, other than our default, including failure to assign to a successor in interest as required above, you will pay as liquidated damages (but not penalty) the remaining amounts due under this Agreement as if the Agreement had not been canceled.

Bid Attachment "B" Site Safety Requirements/Work by Others

General

1. Provide sufficient on-site refuse containers for the disposal of elevator packing material. Should sufficient containers not be provided, the removal of the elevator packing material shall become the responsibility of others.
2. Provide any cutouts to accommodate the elevator equipment (see notes below).
3. Provide and install finished elevator cab flooring. Owner must provide certification that flooring meets flame spread and smoke density requirements (A17.1/CSA B44 sec 2.14.2.1)
4. Provide permanent elevator lobby lighting, ceiling and flooring prior to inspection date.
5. Owner must provide certification (to the elevator inspector at the time of inspection) the owner supplied elevator interior finishes meet flame spread and smoke density requirements. (ASME A17.1/ CSA B44 sec 2.14.1.8, ASME Z 97.1/CGSB 12.1 in Canada)
6. Provide cutting/coring of all openings and penetrations required to install hall push buttons, signal fixtures, wiring duct and piping, and sleeves. Sleeves will be required in the hoistway wall for EACH elevator.
7. Provide any repairs such as grouting, patching and painting made necessary by such cutting/coring. Provide fire caulking around all fixtures and as needed to satisfy NFPA 70 Article 300.21, or any applicable local code.
8. Please note that none of the elevator components are weather proof and that the elevator entrances do not seal the hoistway from inclement weather. The entire elevator and controls must remain protected from inclement weather. The Equipment consists of mechanical and electrical devices subject to wear and tear, deterioration, obsolescence and possible malfunction as a result of causes beyond our control. The services do not guarantee against failure or malfunction, but are intended to reduce wear and prolong useful life of the Equipment. We are not required to perform tests other than those specified previously, to install new devices on the equipment which may be recommended or directed by insurance companies, federal, state, municipal or other authorities, to make changes or modifications in design, or to make any replacements with parts of a different design. We are responsible for performing such work as is required due to ordinary wear and tear, (Unless otherwise agreed). We are not responsible for any work required due to obsolescence; accident; abuse; misuse; vandalism; adverse machine room conditions (including temperature variations below 60 degrees and above 90 degrees Fahrenheit) or excessive humidity; adverse premises or environmental conditions, power fluctuations, rust, or any other cause beyond our control. We will not be responsible for correction of outstanding violations or test requirements cited by appropriate authorities prior to the effective date of this agreement

Safety

9. Provide adequate, roll-able access into the building for delivery of elevator material. Clean, safe, secure and dry storage is required adjacent to the hoistway with minimum space of 20' X 20' per elevator.
10. Provide free standing, removable, OSHA-complaint barricades capable of withstanding 200lbs of force in all directions around all hoistway openings per OSHA 29 CFR 1926.502, and/or any applicable local code.
11. Provide proper lighting in all work areas and stairways, including access to all floors and machine rooms per OSHA 29.CFR1926.1052 or any applicable local code.
12. Provide and maintain 6-foot clear work area in front of all entrance openings per OSHA 29.CFR1926.502 or any applicable local code.

Hoistway

13. Provide hoistway ventilation per code requirements (eg., IBC sec 3004.1). For proper equipment operation, the machine space in the machine room or at the top of the hoistway must maintain a temperature range as specified by the manufacturer. Maximum allowed humidity is 95% non-condensing.
14. Provide hoisting I-Beam in the elevator hoistway per the final layout plans. Beam supplied by others.
15. Provide adequate support for guide rail brackets from pit floor to the top of the hoistway. Locate rail backing per final approved layout drawings. When maximum bracket span is exceeded, additional support shall be provided at purchaser's expense. Any bracket mounting surface that is not in line with the clear hoistway dimension detail on the approved final layout plans may need to be corrected to meet proper dimension at purchaser's expense.
16. If guide rail brackets are to attach to steel, ensure all brackets are installed prior to applying fire proofing to the steel. Otherwise, removal and reapplication of fireproofing will be at purchaser's expense.
17. All off sets, ledges or projections within the hoistway greater than 4 inches must be tapered to not less than 75 degrees (ASME A17.1/CSA B44 Sec 2.1.6.2). Maximum ledge or projection is 2 inches in California and District of Columbia.

18. If concrete block wall construction, refer to the approved final approved layout drawings for proper installation of rail bracket attachments. Inserts provided by Shenandoah Elevator unless otherwise noted on the approved final layout drawings. Insert type must be approved by Shenandoah Elevator. Concrete masonry units, mortar and grout, shall conform to IBC 2000 or any applicable local code. Concrete masonry units shall have a minimum compressive strength of 1500 PSI (10.5 MPa). Mortar and grout shall have a minimum compressive strength of 2000 PSI (13.8 MPa).
19. Arrange for entrance walls to be constructed at the time doorframes and sills are installed to facilitate timely installation of hall fixture faceplates. Entire front wall must be left open at the top and bottom landings until elevator equipment is installed. Intermediate landings must have rough openings of the size and location shown on final approved layout drawings to allow installation of entrances. All entrance openings must be aligned vertically. Adequate support for entrance attachment points shall be provided at all landings.
20. Fire service access elevators per code requirement (IBC 406.3.1) shall be provided with hoistway lighting per code requirement (IBC 3007.6.2). The hoistway light shall illuminate the entire height of the hoistway and shall be located such that it does not interfere with the operation of the elevator or reduce any clearances below applicable code requirements. (Applicable only in jurisdictions enforcing the IBC Building Code)
21. For elevators installed in jurisdictions enforcing IBC 2012 and later editions: Fire Service Access Elevators require both a Normal Power Source and a Type 60/ Class 2/ Level 1 Standby Power Source for the following: elevator equipment, elevator hoistway lighting, elevator machine room HVAC equipment and elevator controller cooling equipment. (per IBC 406.3.1 and 3007.9).
22. Provide suitable lighting for machine space with light switch located in the hoistway on the strike jamb side of top landing door where practical. Illumination to be equivalent to 19 foot-candles (200lx) at machine (ASME A17.1/ CSA C44 sec 2.7.9.1)

Pit

23. Provide legal, dry and clean pit, built per final layout drawings. Put shall be reinforced to sustain vertical forces detailed on final layout drawings (vertical forces detailed are two times the static loads.)
24. Sumps and /or sump pumps (where permitted) located within the pits may not interfere with the elevator equipment. Sumps to be covered with flush mounted, non-combustible cover capable of withstanding 150lbs per square foot. The sump pump/drain must, at minimum, remove 3,000 gallons per hour per elevator.
25. Provide pit light fixture with switch and guards with an illumination level equal to or greater than that required by ASME A 17.1/ CSA B44 2000, or applicable version. Recommended to provide minimum 4-foot double tube fluorescent fixture, with suitable guard and mounted to rear wall of pit per Shenandoah Elevator's installation representative's direction.
26. Provide a dedicated pit circuit with GFCI-protected 15 or 20-amp 120V AC duplex outlet. Locate per final approved layout drawings (NFPA 70 article 620.85 or CEC article 38.85)
27. Provide non-GFCI-protected single receptacle for sump pumps (NFPA 70 article 620.85 or CEC article 38.85)
28. Pit ladder to be constructed of non-combustible material extending from pit floor 48" above the sill of the access landing.

Electrical

29. Provide for all electrical branch circuits/disconnects to be labeled (NFPA 70 Article 620.54 / 620.53 / 620.51d_, CEC articles 38.54/ 38.53/ 36.51d).
30. Provide a legal machine room with access as indicated on the final layout drawings. To include a temporary or permanent door that can be locked from outside. Permanent door must be self-closing, self-locking, and require a key to open from the outside. Must have adequate temporary or permanent lighting for installation purposes. For proper equipment operation, the temperature in the control space must maintain between 41 degrees Fahrenheit and 104 degrees Fahrenheit. Maximum allowed humidity is 95% non-condensing.
31. Provide safe and convenient access to machine room. (ASME A17.1/CSA B44 sec 2.8.1, ASME A17.1/CSA B44 sec 2.7.3)
32. If control space is adjacent to the hoistway, provide all applicable sleeves, or penetrations, located per control space plan view on the final layout drawings.
33. Provide a clean and dry elevator machine room.
34. Provide all fire alarm initiating signals as required by all national, state and local codes for termination at the primary elevator signal control cabinet.
35. Furnish and install smoke detectors and fire operation per ASME A17.1/CSA B44 sec 2.27.3.2, NFPA 72; one for lobby detector, machine room detector, hoistway detector, and one for all grouped non-lobby detectors are required. Provide normally closed dry contacts, with wiring, to controller for each group listed above.
36. Provide and install smoke detector in hoistway as required per local codes, and in all elevator lobbies machine room and controller space.
37. Provide heat detectors and "shunt trip operation" when sprinklers are to be provided in machine room or hoistway, (ASME A17.1 sec 2.8.2.1.2, NFPA 13 sec 4-13.5, ASME A17.1 sec 2.8.2.3.1, ASME A17.1 sec 2.8.2.3.2, NFPA 72).

38. Non-elevator related piping and equipment isprohibited in machine room or hoistway (ASME A17.1/CSA B44 sec 2.8.1, ASME A17.1/CSA B44 sec 2.8.2).
39. Provide and mount at minimum 10 pound, ABC-type fire extinguisher in control space (ASME A17.1 sec 8.6.1.6.5).

Access Integration/Security

40. Card Reader and/or any additional required hardware and software for proper functionality of access control/security(s shall be furnished and installed by others. Any required interface software to ensure proper communication between Shenandoah Elevator control system(s) shall be furnished and installed by others.

Additional Trade Work: Items 1-30

1. A clear hoistway of all dimensions shown, plumb to within 1"
2. Venting of hoistway as required by code
3. A dry pit, sized as needed and reinforced to sustain all loads as shown
4. For holed type installation: A hole is to be drilled by others and the hole in the pit floor is to be grouted in by others after jack unit is installed. Shenandoah Elevator will advise as to the size of the hole needed.
5. A pit ladder of noncombustible material for each elevator constructed and installed in accordance with code, and extending from pit floor to 48" above sill lowest hoistway door.
6. Adequate supports for guide rail brackets, to support horizontal loads as shown. Support locations must not exceed spacing as required by code, and as shown. When maximum spacing is exceeded, rail enforcement, or additional supports must be provided at purchasers' expense.
7. Guide rail support locations must be steel, brick, concrete, or filled concrete block. If inserts are furnished, these are to be installed by others, in locations shown as walls are erected. If rail brackets are attached to steel beams, fireproofing is to be applied AFTER rail brackets are installed.
8. Projections or recesses in the hoistway of 2" or more, on side not used for loading or unloading, shall be beveled at an angle not less than 75 degrees from horizontal.
9. A hoist beam shall be installed at the top of the hoistway, located on the centerline of the hydraulic jack(s) designed to lift load required.
10. Entrance walls accepting passenger type entrances are to be filled in only after frames are set. The entire opening side to side must be left open.
11. A suitable sill support as shown, full width of the hoistway, grouted by others after doorsills are installed.
12. Required sleeves in hoistway wall, or any trenching and filling, for oil line and wiring duct for each elevator, as shown.
13. Any cutting and patching of holes for our work to meet code requirements.
14. Removable barricades as required during construction to meet code requirements. Barricades shall be constructed, inspected, and maintained by the building contractor throughout the entire job.
15. A double door opening left open to get equipment into building.
16. A machine room properly lighted and ventilated per code requirements with temperature maintained between 65 and 95 degrees. Door of size to permit access for hydraulic machine, to be self-closing and locking but operable from inside without key.
17. A fused disconnect switch for each elevator, of ample capacity with wiring to the elevator motor starter control. Disconnecting means shall disconnect the normal power supply as well as emergency supply, when provided. Also, shunt trip when sprinklers are present.
18. Light and switch in elevator room, with switch located adjacent to access door. Switch in pit to be accessible from lower landing opening. Install lights in pit to clear elevator car.
19. A fused disconnect 120v service connected to elevator controller for cab lights.
20. All necessary relays for the fire service to make our fire service control work as specified per ASME A17.1 code requirements.
21. Telephone instrument in elevator car and wiring from building source to elevator control panel.
22. Furnishing of any special intercom, paging, or television systems, including wiring from building source to elevator control panel.

23. Necessary power for installing, erecting, and testing without charge.

24. Any features or equipment required, but not specifically specified as being furnished by elevator contractor.

25. A safe and dry space to store elevator equipment and tools before and during construction.

26. Floor covering in elevator cab.

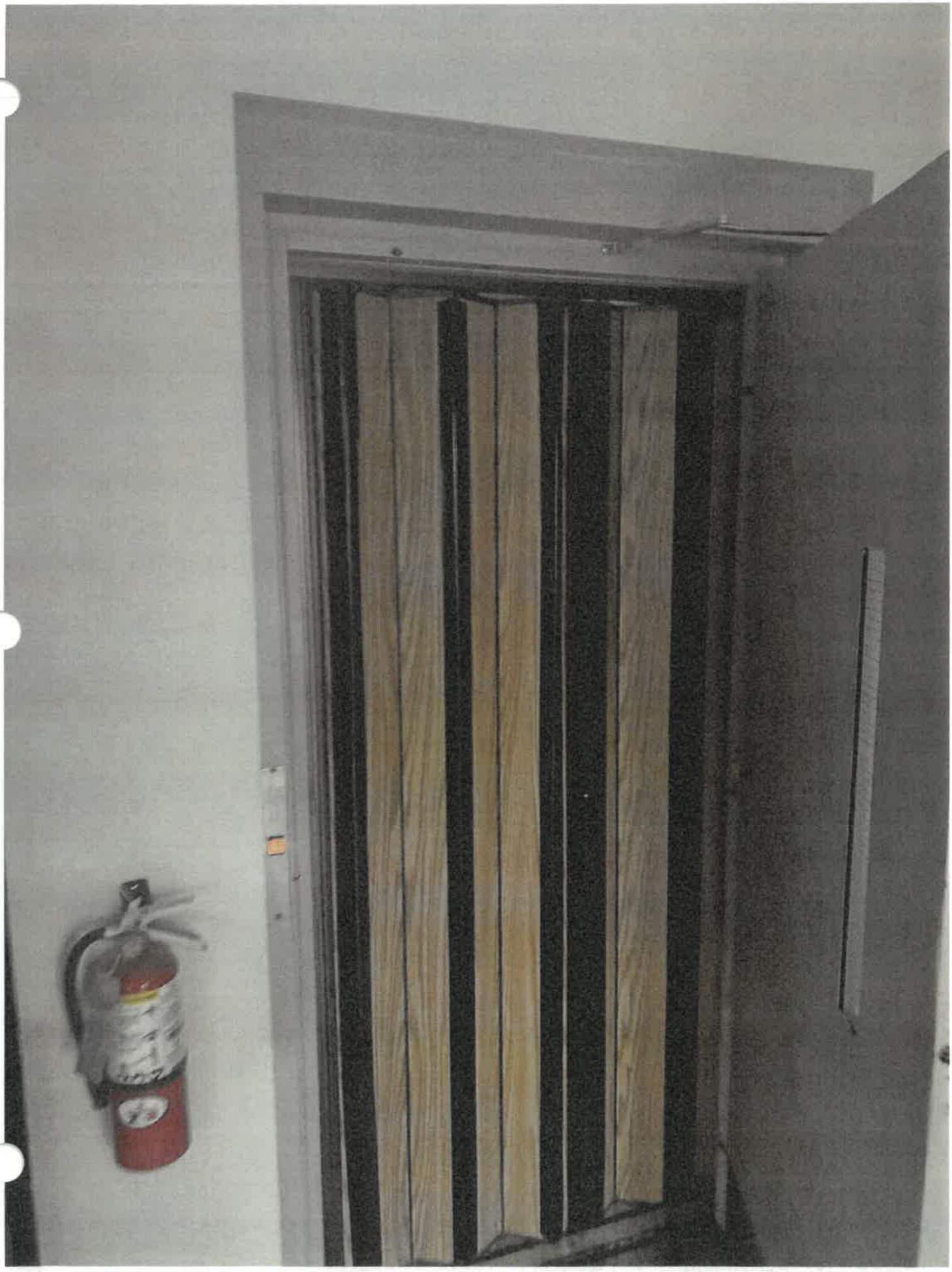
27. Sealed or stamped drawings for permits required by counter permit office or customer will be the responsibility of customer.

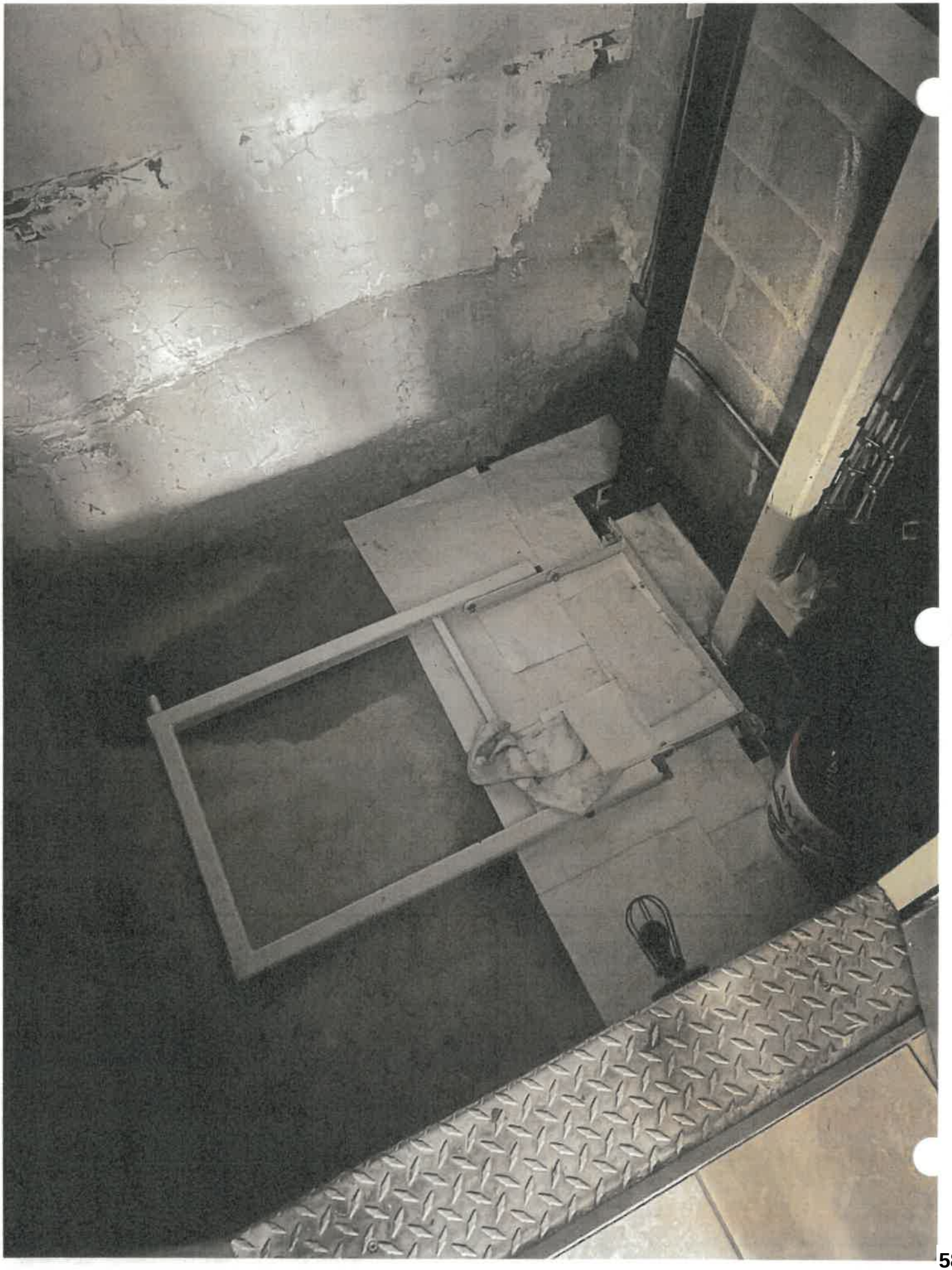
28. An oil smart system will need to be installed as well as a sump pump in the pit, if required by local authorities.

29. When battery lowering is included on elevator, an auxiliary contact will need to be installed in main line disconnect by others with wires from this aux contact brought into our controller.

30. If a shunt trip breaker is used with battery lowering, an auxiliary contact will be provided on this as well, wired in series with main line disconnect, aux contact, and wires brought into our controller.

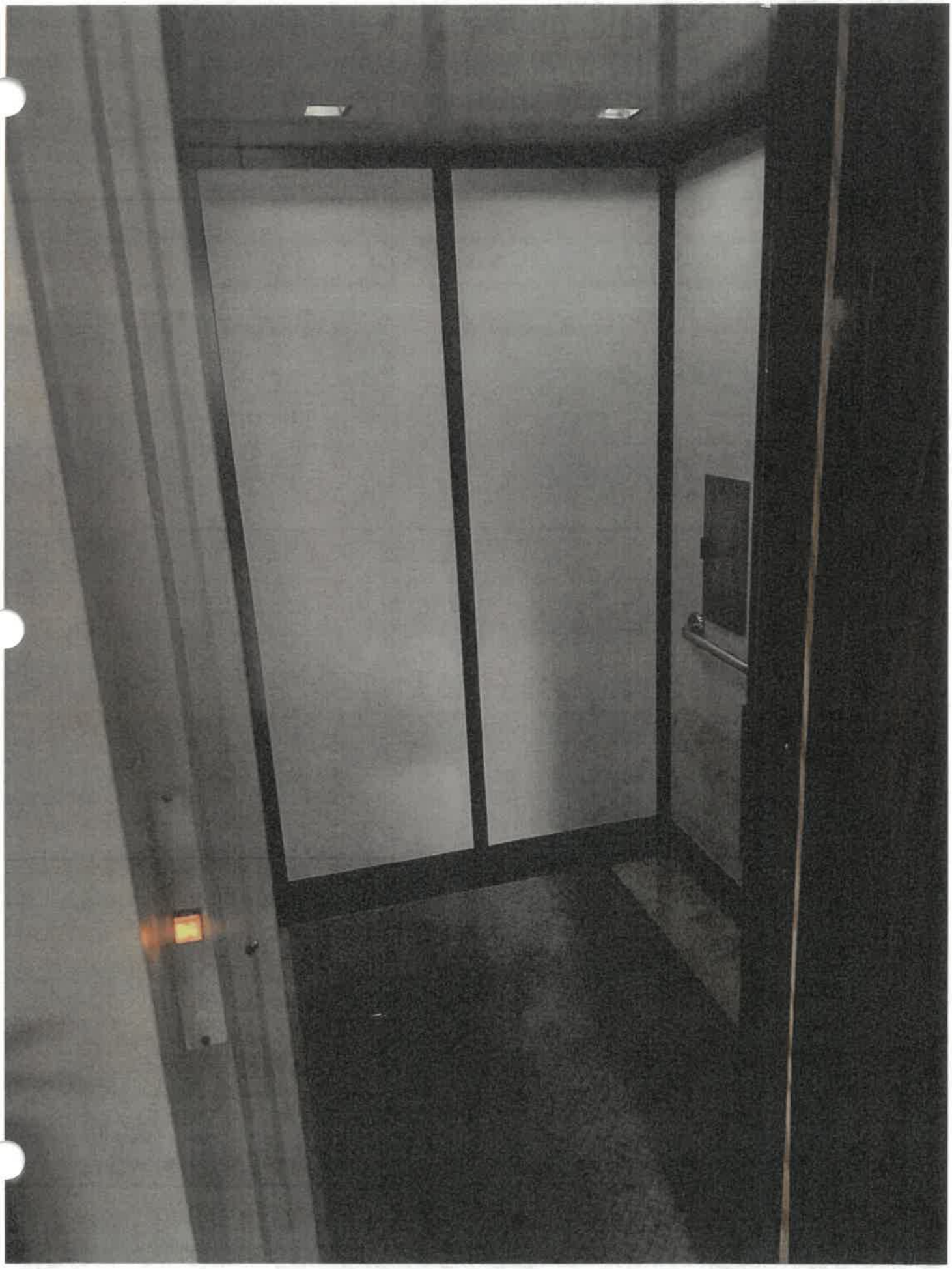
initials_____/_____











Capital Improvements Project Description

Category: City Hall Maintenance **Department: Maintenance**

Project Name: Replace York Package System **Cost: $18,000**

Location: 100 E Washington **Year: 2027**

Project Description:	**Replace Rooftop AC Unit**
Project Justification:	**Unit is over 20 years old**
Annual Capital Expense:	
Cost/Revenue Source:	**$18,000**
Overall Priority Level:	
Expected Useful Life:	

ESTIMATE	#1264
ESTIMATE DATE	May 14, 2026
TOTAL	$0.00

Techstar Mechanical Services

Jim Wysong
101 W Washington St
Charles Town, WV 25414

(304) 279-8301
jwysong@charlestownwv.us

CONTACT US

308 W Congress St
Charles Town, WV 25414

(304) 535-8572
techstar8572@gmail.com

ESTIMATE

Services	qty	unit price	amount
MULTI SYSTEM HVAC A/C REPLACEMENT QUOTE	1.0	$0.00	$0.00

THE FOLLOWING QUOTE INCLUDES ALL EQUIPMENT AND MATERIALS NEEDED TO INSTALL YOUR NEW HVAC SYSTEM

UNIT # 1 YORK SPLIT SYSTEM REPLACEMENT
EQUIPMENT: HEIL 15 SEER2 3 TON A/C CONDENSER WITH 5 SPEED 3 TON AIR HANDLER

- CONDENSER MODEL # N5A5S36
- AIR HANDLER MODEL # FHMA5X36

NIT # 2 YORK SPLIT SYSTEM REPLACEMENT
QUIPMENT: HEIL 15 SEER2 5 TON A/C CONDENSER WITH 5 SPEED 5 TON AIR HANDLER

- CONDENSER MODEL # N5A5S60
- AIR HANDLER MODEL # FHMA5X60

UNIT # 3 YORK PACKAGE UNIT REPLACEMENT
EQUIPMENT: HEIL 15 SEER2 3 TON 3 PHASE PACKAGE UNIT HEAT PUMP WITH 15 KW HEAT KIT

- PACKAGE UNIT MODEL # PHD436000
- HEAT KIT MODEL # CPHEATER058A02

INCLUDED WITH INSTALLATION

- PROVIDE 2018 CODE COMPLIANCE
- PROVIDE WORKMANSHIP GUARANTEE
- PROVIDE QUALITY GUARANTEE
- PROVIDE EQUIPMENT AS LISTED ABOVE
- PROVIDE DUCT FITTINGS AS NEEDED TO ADAPT NEW AIR HANDLER TO EXISTING DUCT SYSTEM
- PROVIDE DRAIN PAN WITH 24V WATER SAFETY AND UNIT FEET AT INDOOR UNITS
- PROVIDE DRAIN SYSTEM CLEAN OUT AND P-TRAP
- PROVIDE DISCONNECT & ELECTRICAL WHIP FOR CONDENSERS
- PROVIDE CRANE SERVICE FOR UNIT 2&3 EQUIPMENT SWAP ON ROOF
- PROVIDE CURB ADAPTER, ECONOMIZER, ENTHALPY CONTROL AND INTERNAL FILTER RACK PROVIDED FOR PACKAGE UNIT HEAT PUMP #3
- PROVIDE PAD AND RISERS FOR A/C SUPPORT AND CLEARANCES
- PROVIDE HONEYWELL PROGRAMMABLE THERMOSTAT FOR EACH UNIT
- PRESSURE TEST, VACUUM AND CHARGE THE REFRIGERATION SYSTEM WITH R454 REFRIGERANT
- REMOVAL OF OLD EQUIPMENT & TRASH
- CHECK OF ALL OPERATIONS
- LABOR

HVAC EQUIPMENT WARRANTY PROVIDED WITH INSTALLATION

0 YEARS PARTS WARRANTY
- 3 YEAR LABOR WARRANTY

DURATION: 1 DAY PER SYSTEM
INSTALL DATE: TBD

UNIT# 1 $9,428.10
UNIT# 2 $13,292.55
UNIT# 3 $16,621.32

Services subtotal: $0.00

Subtotal	$0.00
Tax (WV State Tax 6%)	$0.00
Total	**$0.00**

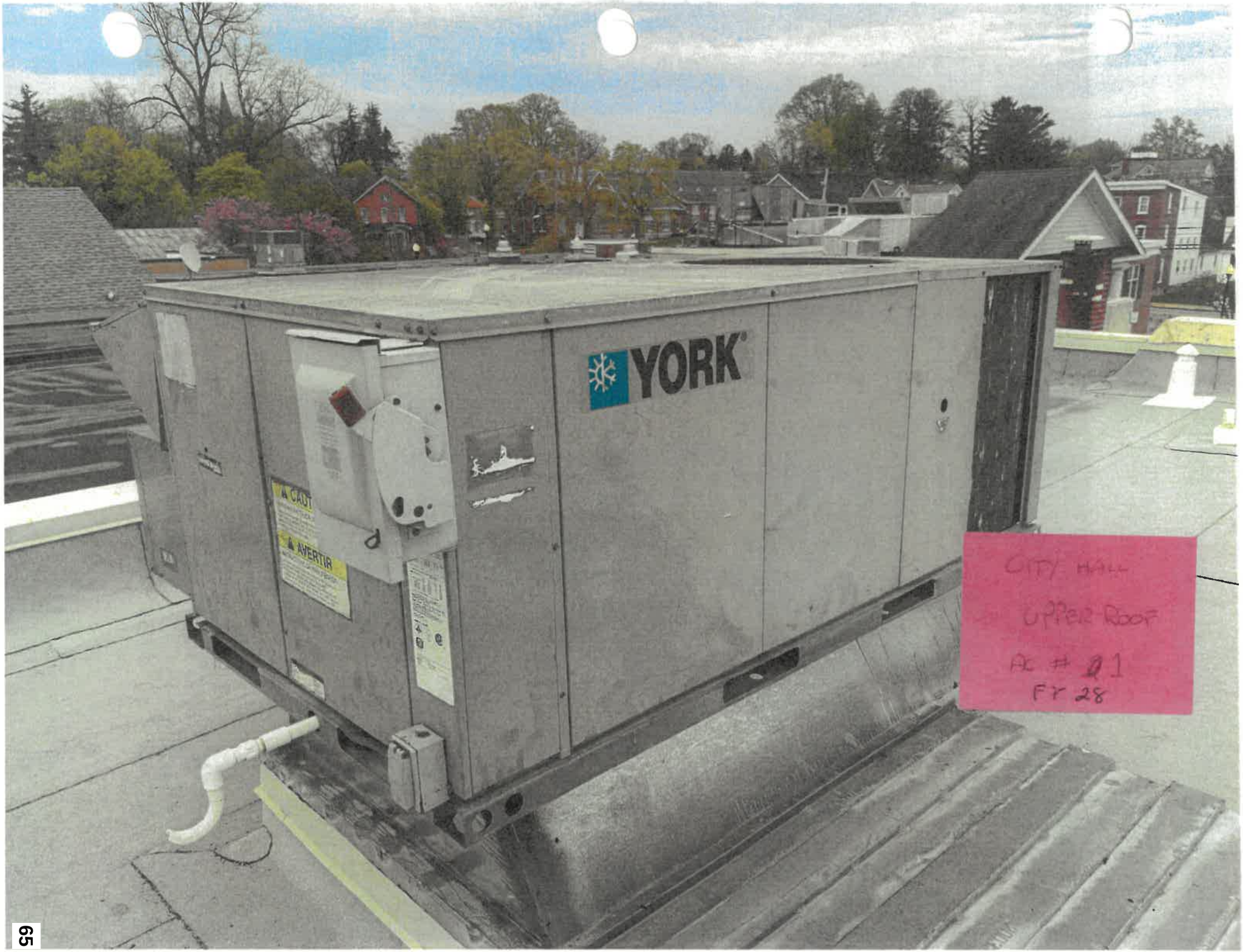
Go to www.techstarmechanical.com to pay online or call the office at 304-535-8572.
Credit Card payments incur an additional 3.5% Processing Fee.

Make checks payable to TechStar Mechanical Services. Any returned payment will incur $35.00 returned payment fee.

Your Home Comfort, Your Terms - Flexible Financing Plans. Explore your options with confidence: checking eligibility uses a soft inquiry and will not affect your credit score. Click HERE to see your financing options.

You can call Synchrony at 1-800-365-1530 and follow the prompts to set up your account for financing.
You will need to write down the account number that you are given.
Our merchant code is 534812-1950079895. You will need that number during the application process.

Thank you for choosing TechStar Mechanical Services.


YORK
CITY HALL
UPPER ROOF
AC # 1
FY 28
65

1-York S#NOK7249476 M#BPO36COON2AAA1A

2-York S#WOH7178096

3-DUCANE S#1911E11662 M#13ACD-030-230-13

4-S#2297EO5040 M#38CKC024320

5-2297E05069 M#38CKC024320

6-York S#WOH8180224

Capital Improvements Project Description

Category: City Hall Maintenance **Department: Maintenance**

Project Name: Replace York Split System **Cost: $14,000**

Location: 100 E Washington **Year: 2028**

Project Description:	**Replace Rooftop AC Unit**
Project Justification:	**Unit is over 20 years old**
Annual Capital Expense:	
Cost/Revenue Source:	**$14,000**
Overall Priority Level:	
Expected Useful Life:	

ESTIMATE	#1264
ESTIMATE DATE	May 14, 2026
TOTAL	$0

Techstar Mechanical Services

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ESTIMATE

Services	qty	unit price	amount
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- HEAT KIT MODEL # CPHEATER058A02

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- PROVIDE WORKMANSHIP GUARANTEE
- PROVIDE QUALITY GUARANTEE
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- CHECK OF ALL OPERATIONS
- LABOR

HVAC EQUIPMENT WARRANTY PROVIDED WITH INSTALLATION

- 10 YEARS PARTS WARRANTY
- 3 YEAR LABOR WARRANTY

AC Unit #2
Upper Roof
FY 30
YORK

Capital Improvements Project Description

Category: City Hall Maintenance **Department: Maintenance**

Project Name: Replace York Split System **Cost: $11,000**

Location: 100 E Washington **Year: 2029**

Project Description:	**Replace ground level AC Unit**
Project Justification:	**Unit is over 20 years old**
Annual Capital Expense:	
Cost/Revenue Source:	**$11,000**
Overall Priority Level:	
Expected Useful Life:	


YORK
AC UNIT
GROUND LEVEL
FY 30

YORK
affinity ST
SERIES

ESTIMATE	#1264
ESTIMATE DATE	May 14, 2026
TOTAL	$0.00

Techstar Mechanical Services

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Services	qty	unit price	amount
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- 3 YEAR LABOR WARRANTY

DURATION: 1 DAY PER SYSTEM
INSTALL DATE: TBD

UNIT# 1 $9,428.10
UNIT# 2 $13,292.55
UNIT# 3 $16,621.32

Services subtotal: $0.00

Subtotal	$0.00
Tax (WV State Tax 6%)	$0.00
Total	**$0.00**

Go to www.techstarmechanical.com to pay online or call the office at 304-535-8572.
Credit Card payments incur an additional 3.5% Processing Fee.

Make checks payable to TechStar Mechanical Services. Any returned payment will incur $35.00 returned payment fee.

Your Home Comfort, Your Terms - Flexible Financing Plans. Explore your options with confidence: checking eligibility uses a soft inquiry and will not affect your credit score. Click HERE to see your financing options.

You can call Synchrony at 1-800-365-1530 and follow the prompts to set up your account for financing.
You will need to write down the account number that you are given.
Our merchant code is 534812-1950079895. You will need that number during the application process.

Thank you for choosing TechStar Mechanical Services.

Capital Improvements Project Description

Category: **Department: Community Development**

Project Name: **Charles Street Engineering** **Cost: $150K**

Location: **Year: 2027**

Project Description:	**Charles Street Engineering Study to produce engineering-ready documents to make storm water corrections, bury utility lines, level street, transform streetscape into usable event space.**
Project Justification:	**Transform into a usable event space**
Annual Capital Expense:	**After engineering phase – will require construction cost**
Cost/Revenue Source:	
Overall Priority Level:	
Expected Useful Life:	

Capital Improvements Project Description

Category: **Department: Comm. Development**

Project Name: Land Annexation **Cost: $70,000**

Location: Augustine Avenue **Year:2027/2028**

Project Description:	**Future land use planning and development process to design connected and walkable neighborhoods on 272 acres on the southwest side of downtown Charles Town.**
Project Justification:	**Creating well-planned and aesthetical neighborhoods**
Annual Capital Expense:	**None**
Cost/Revenue Source:	
Overall Priority Level:	
Expected Useful Life:	

Capital Improvements Project Description

Category: **Department: Community Development**

Project Name: **Comprehensive Plan Update** **Cost: $250K**

Location: **Year: 2027**

Project Description:	**Update City's Comp Plan -** The plan serves as the city's official policy guide for short- (0-4 years), mid- (5-10 years), and long-term (11-20 years) decision making pertaining to future land use, growth and development, and resource preservation within the city's existing political jurisdiction and its Urban Growth Boundary (UGB).
Project Justification:	**Identified as a priority by the Council during the Strategic Retreat**
Annual Capital Expense:	
Cost/Revenue Source:	
Overall Priority Level:	
Expected Useful Life:	**15-20 years**

Capital Improvements Project Description

Category: Community Development **Department:**

Project Name: HLC Design Review Standards Rewrite **Cost: $121,000**

Location: **Year: 2027**

Project Description:	**Update HLC Design Review Standards**
Project Justification:	**Request by HLC and Council during Strategic Retreat**
Annual Capital Expense:	
Cost/Revenue Source:	
Overall Priority Level:	
Expected Useful Life:	

Michael Baker
INTERNATIONAL

April 17, 2026

City of Charles Town
Attn: Alissa J. Meeks, Assistant City Manager
101 East Washington Street
Charles Town, WV 25414

RE: Letter of Proposal – City of Charles Town Historic District Overlays Design Review Standards Rewrite

Dear Ms. Meeks,

As requested, **Michael Baker International, Inc. (Michael Baker)** is pleased to submit the attached technical and price proposal to assist the City of Charles Town with preparing a comprehensive rewrite of the City's Historic Landmarks Commission's Historic District Overlays *Design Review Standards* dated 2015. The *Design Review Standards* provide property owners with guidance on specific rehabilitation practices and emphasize repairs and improvements that are consistent with the *Secretary of the Interior's Standards for the Treatment of Historic Properties*. Specifically, the Design Review Standards apply to the exterior of historic properties in the City's designated Historic District Overlays.

Troy Truax, AICP, will serve as Michael Baker's **Project Manager** and is currently leading the comprehensive rewrite of the City of Charles Town's Zoning and Subdivision and Land Development Ordinances. In this role, he will oversee the technical work led by Michael Baker's cultural resources team, including Senior **Architectural** Historians **Timothy Zinn, Jesse Belfast, and Katherine Molnar,** and **Historic Preservation Planner Joshua Mallow, AICP.**

Michael Baker looks forward to working with the City of Charles Town on this exciting project, and we welcome any questions you may have. Please contact Troy at 717.213.6241 or at Troy.Truax@mbakerintl.com.

Sincerely,

Michael Baker International, Inc.

Steven Barber, PE
Senior Vice President and Office Executive

Troy Truax, AICP
Associate Vice President and Project Manager

Michael Baker International, Inc.
4431 North Front Street, Floor 2
Harrisburg, PA 17110

Firm History and Qualifications

Michael Baker International, Inc. (Michael Baker), a global leader in engineering design, planning, and consulting, has partnered with communities since 1940 to solve their most complex infrastructure challenges, with a legacy of expertise, experience, innovation, and integrity. Supported by more than 5,100 employees across 100 offices nationwide, we provide a full continuum of lifecycle engineering consulting, specialized global construction, base operations, security management, systems integration, and intelligence solutions. Our clients include federal, state, and municipal governments; foreign allied governments; and a wide range of private development and other commercial partners.

Michael Baker's extensive experience delivers consistency, reliability, and efficiency for clients. Our work spans projects of all sizes and scales, from large, multistate highway and utility corridor projects to smaller, private-sector developments and municipal government needs. Michael Baker's cultural resources staff includes more than 16 full-time and consulting professionals who have completed cultural resources investigations throughout the continental United States, as well as in Hawaii, Puerto Rico, St. Thomas (US Virgin Islands), and Haiti.

Michael Baker
INTERNATIONAL

www.mbakerintl.com

Corporate Headquarters
100 Airside Drive
Moon Township, PA 15108
412.269.6300 (O)
412.269.3998 (F)

Project Office
4431 North Front Street
2nd Floor
Harrisburg, PA 17110
717.221.2000 (O)
717.234.7611 (F)

Steven Barber, PE
Senior Vice President
Steven.Barber@mbakerintl.com

Troy Truax, AICP
Project Manager
Troy.Truax@mbakerintl.com
717.213.6245

Michael Baker's cultural resources staff meet the applicable professional standards outlined in *Archaeology and Historic Preservation: Secretary of the Interior's Standards and Guidelines* (Federal Register, Volume 48, No. 190, September 29, 1983, Part IV) and are uniquely qualified to support a wide range of project needs. Our staff has a proven track record of preparing historic district guidelines, ordinances, and preservation plans. We also have extensive experience conducting a wide range of historic architectural and archaeological studies, including:

Architectural History Services

- Building and Land-Use Histories
- Historical and Archival Research
- Thematic Survey and Development
- Delineations of Areas of Potential Effect (APE)
- Architectural Surveys
- Determinations of National Register of Historic Places Eligibility and Assessments of Adverse Effects
- Historic American Buildings Survey/Historical Architectural Engineering Record/Historic American Landscapes Survey Documentation

Archaeological Services

- Archaeological Survey, Evaluation, and Mitigation
- Geomorphological Analyses
- Underwater Archaeology
- Remote Sensing (e.g., Magnetometer Surveys, Ground Penetrating Radar Surveys, Metal Detector Surveys, Mobile and Static LiDAR)
- Prehistoric and Historic Artifact Analyses
- Ecofact Analyses (e.g., Human and Faunal Osteological Analyses)
- Artifact Curation

Additional Cultural Resources Services

- National Register of Historic Places (NRHP) Nominations
- Cultural Resource Management Plans
- Historic Preservation Plans
- Context Sensitive Design
- Programmatic Agreements
- Memoranda of Agreement/Understanding
- Section 4(f) Evaluations
- Certified Local Government Training
- Section 106 Coordination
- Section 106 Native American Consultation
- GIS-Based Analyses: Predictive Modeling and Viewshed Analyses
- Pre- and Post-Production Media Services
- Public Education and Outreach

Preservation Architecture and Technology Services

- Historic Preservation
- Structural Renovation
- Adaptive Reuse

Project Experience and References

The following is a sample representation of Michael Baker's relevant project experience.

City of Charles Town, WV, Comprehensive Plan

Historically HIP Charles Town 2040 is the City of Charles Town's Comprehensive Plan developed under the authority of the West Virginia Code (§8A-3). The Plan serves as the City's official policy guide for short- (0-4 years), mid- (5-10 years), and long-term (11-20 years) decision-making about future land use, growth and development, and resource preservation within the City's existing political jurisdiction and its Urban Growth Boundary (UGB). At the foundation of the Comprehensive Plan, Charles Town promotes a strategic Downtown First focus across all areas of economic and community development over the next 25-year horizon, recognizing the Downtown district's historical importance. The Plan identifies opportunities to leverage Charles Town's historic urban fabric to improve livability and economic competitiveness for the City and the UGB. The Mayor and City Council have embraced the Comprehensive Plan, and it is already proving successful in land-use planning and downtown revitalization.

Performance Period: 2017 – 2018

Client:
City of Charles Town, WV
101 E. Washington Street
Charles Town, WV 25414

City of Charles Town, WV, Zoning Ordinance Rewrite and Enactment

Michael Baker is currently assisting the City of Charles Town with preparing a comprehensive rewrite of the City's Zoning Ordinance enacted in 2012. The ordinance rewrite is being completed pursuant to the requirements of West Virginia Code §8A-7. It is overseen by a City Council-appointed advisory committee, which includes City Management and Planning Staff, the City Attorney, and City Council and Planning Commission representatives. The rewrite process also includes preparing the required Study and Report on Zoning pursuant to West Virginia Code §8A-7-4 and assisting the City with the ordinance enactment process.

Performance Period: 2024 – Present

Client:
City of Charles Town, WV
101 E. Washington Street
Charles Town, WV 25414

City of Charles Town, WV, Subdivision and Land Development Ordinance (SALDO) Creation and Enactment

Along with the Zoning Ordinance rewrite, Michael Baker is currently assisting the City of Charles Town with preparing a comprehensive rewrite of the City's SALDO enacted in 2012. The new SALDO is being written pursuant to West Virginia Code §8A-4 and §8A-5 requirements and includes standards for application submission and approvals, site planning and design, stormwater management, erosion and sedimentation controls, guarantee of public improvements (bonding), and definitions.

Performance Period: 2024 – Present

Client:
City of Charles Town, WV
101 E. Washington Street
Charles Town, WV 25414

City of Charles Town, WV, *Sign Design Guide*

Michael Baker assisted the City of Charles Town with creating a *Sign Design Guide* to simplify the design process for signs regulated under Part 13, Article 1324 of the Charles Town Zoning Ordinance enacted in 2012. The *Sign Design Guide* was created as a "user-friendly" augmentation to the Zoning Ordinance regulations and includes illustrated representations and organized lists of sign types and requirements as specified in the ordinance.

Performance Period: 2018

Client:
City of Charles Town, WV
101 E. Washington Street
Charles Town, WV 25414

Warrenton, VA, Comprehensive Plan and Historic Design Guidelines

Michael Baker led the comprehensive plan update for the Town of Warrenton, Virginia, focusing on preserving the town's historic character while promoting growth in designated urban development areas with a mix of uses and housing options to attract a younger demographic. The update leveraged Warrenton's historic appeal to draw new visitors, residents, and businesses. As part of this effort, Michael Baker updated the historic district design guidelines for the Warrenton Architectural Review Board, creating an easy-to-use resource that addressed ordinance measures, district regulations, and current preservation concerns. The team also authored the chapter on historic preservation for the comprehensive plan.

Performance Period: 2017 – 2020

Client:
Town of Warrenton, VA
21 Main Street
Warrenton, VA 20186

City of Pittsburgh, PA, Historic District Design Guidelines

Michael Baker collaborated with the Urban Redevelopment Authority of Pittsburgh (URA), the City of Pittsburgh, and the Allegheny West Local Review Committee to develop updated historic district design guidelines for the locally and nationally designated Allegheny West Historic District. The team edited, revised, and expanded existing guidelines, supplementing the document with photographic illustrations, graphic elements, and additional historic preservation content. The updated guidelines included background information on the district, descriptions of its historic character and architectural styles, and an overview of the existing policy and regulatory framework. The final document was formatted for easy online access and organized into relevant, downloadable Adobe PDF chapters.

Performance Period: 2018 – 2019

Client:
City of Pittsburgh, PA, Department of City Planning
200 Ross Street
Pittsburgh, PA 15219

Historic Resource Identification and Determination of Eligibility: West Virginia Route 9 Upgrade Project

Michael Baker's Cultural Resources staff supported multiple components of the West Virginia Route 9 Upgrade Project for the West Virginia Division of Highways (WVDOH), including Phase Ia cultural resource evaluations, Phase Ib archaeological surveys, and Phase II architectural and archaeological studies. The approximately 10-mile project corridor spanned Berkeley and Jefferson counties, extending northwest–southeast between Martinsburg and Charles Town. The alignment averaged 300 feet in width and included multiple realignments and bypass alternatives, several interchanges, and access roads connecting to existing WV Route 9 and other secondary roads.

The project area is located in West Virginia's Eastern Panhandle, a region characterized by significant topographic, social, economic, and historical diversity and situated along a Civil War "fracture zone," where numerous military engagements occurred.

The architectural evaluation of the Route 9 corridor resulted in the inventory of more than 300 historic-age buildings over 50 years old, ranging from an eighteenth-century plantation mansion (constructed in 1767) and early-nineteenth-century slave quarters to a 1925 Sears and Roebuck home. Five properties were previously listed in the NRHP, including Traveler's Rest, a National Historic Landmark. A Determination of Effect Report evaluated three roadway alternatives and analyzed their potential direct, visual, auditory, secondary, and cumulative impacts on NRHP–listed and eligible historic properties within each alternative's APE.

Performance Period: 2000 – 2015

Client:
West Virginia Department of Transportation, Division of Highways
1900 Kanawha Boulevard East, Building 5
Charleston, WV 25305

Van Metre Ford Bridge Replacement Project

The WVDOH proposes to construct a new bridge just south of and parallel to the existing Van Metre Ford Bridge to carry Berkeley County 36 (Golf Course Road) over the Opequon Creek, approximately 2.4 miles southeast of Martinsburg, WV. A Historic Resources Survey was conducted by Michael Baker to establish a Section 106 APE evaluation for the proposed project and to identify historic properties located within or adjacent to it. The background research conducted for the project indicated that two resources in the project APE, the 1832 Van Metre Ford Bridge and the A. Morgan Van Metre House known as Bridgeview, had been previously identified. The Van Metre Ford Bridge is listed in the NRHP, while Bridgeview was recommended eligible for listing in the NRHP, although no formal determination of eligibility could be found. A subsequent intensive-level survey of the project APE identified two additional unrecorded historic-age resources, including a stone wall and the John G. Couchman House. As part of the study, the NRHP eligibility of the one previously identified resource, Bridgeview, and the two previously unrecorded resources was evaluated. This evaluation found that the previously identified resource, Bridgeview, is eligible for inclusion in the NRHP, while the two previously unrecorded resources are not eligible.

Performance Period: 2008 – 2012

Client:
West Virginia Department of Transportation, Division of Highways
1900 Kanawha Boulevard East, Building 5
Charleston, WV 25305

City of Pittsburgh Architectural Inventory

Since 2014, Michael Baker has been conducting an architectural inventory for the City of Pittsburgh's Department of Planning, in partial fulfillment of the City of Pittsburgh 2012 Cultural Heritage Plan's *Policy 1.2: to Identify and Designate Additional Historic Structures, Districts, Sites, and Objects*. This project aims to ultimately complete the architectural survey for all of Pittsburgh's Planning Sectors. The purpose of these reconnaissance-level surveys is to field-check all previously surveyed resources across various planning sectors and to identify as many previously unsurveyed historic resources within budget constraints. To date, 12 neighborhoods have been surveyed, comprising 18,766 newly surveyed resources and an additional 2,025 resources surveyed and updated. A Report of Findings and Recommendations was prepared for each survey effort, detailing results and recommendations. Recommendations pertain to 1) the eligibility of various resources for NRHP listing; 2) the use of survey data by the City of Pittsburgh; 3) resources prioritized for intensive level survey; and 4) a review of the survey effort's methodology, with emphasis on lessons learned and recommended modifications for future surveys. The project was funded in part by a Pennsylvania Historical and Museum Commission Certified Local Government grant, for which the program guidelines were followed.

Performance Period: 2014 – 2017 -2024

Client:
City of Pittsburgh Department of City Planning
200 Ross Street, Fourth Floor
Pittsburgh, PA 15219

Key Personnel

The following are Michael Baker's key personnel for the City of Charles Town's Design Review Standards Rewrite project. **Timothy Zinn, Jesse Belfast, Katherine Molnar, and Joshua Mallow, AICP** meet the applicable professional standards outlined in *Archaeology and Historic Preservation: Secretary of the Interior's Standards and Guidelines* (Federal Register, Volume 48, No. 190, September 29, 1983, Part IV) and are uniquely qualified to support a wide range of project needs.



Project Manager: Troy Truax, AICP

Troy is a certified planner with 30 years of professional experience specializing in land use, zoning, multimodal transportation planning, economic development, Brownfield and urban revitalization planning, transit-oriented development, public funding, and strategic planning. He is currently assisting the City of Charles Town with preparing the comprehensive rewrites of the City's Zoning Ordinance and Subdivision and Land Development Ordinance, and served as the Project Manager for the City's *Historically HIP Charles Town* Comprehensive Plan and Sign Design Guidelines.



Architectural Historian Technical Lead: Timothy Zinn

Tim is the Senior Architectural Historian and Historic Preservation Department for the Pittsburgh, PA, office. He has more than 30 years of experience nationwide, including the Mid-Atlantic region, serving as Principal Investigator and Project/Task Manager for numerous historic resource surveys and evaluations. Tim has a proven track record in Section 106 documentation, including historic resources surveys, determination of eligibility studies, determination of effect findings, memorandum of agreement (MOA) preparation, NRHP nominations, Historic American Buildings Survey/Historic American Engineering Record (HABS/HAER) documentation, and state historic resource surveys.



Senior Architectural Historian: Jesse Belfast

Jesse has 23 years of applicable experience, is an architectural historian and historian with experience in numerous aspects of Section 106 compliance, including NRHP nominations, historic building surveys, state inventory form preparation, determination of effects evaluations, MOA/memorandum of understanding preparation, programmatic agreement preparation, public and consulting party coordination, archival records research, deed research, and HABS/HAER documentation. His project experience at Michael Baker includes Section 106-related work for state departments of transportation and numerous private and public-sector clients across the nation. Jesse has also supported the City of Pittsburgh's

preservation planning initiatives by leading neighborhood architectural inventories between 2014 and 2024.



Senior Architectural Historian: Katherine Molnar

Katie is a Senior Architectural Historian with 20 years of experience leading complex cultural resources compliance efforts for federal, state, and local agencies nationwide. Meets the Secretary of the Interior's Professional Qualifications Standards in History and Architectural History and brings expertise in Section 106, NEPA, NRHP evaluations, historic context development, and adverse effect resolution. She has experience writing, designing, and revising local historic preservation design guidelines. Katie has served as the Technical Lead for multidisciplinary transportation, rail, energy, and military installation projects, including large-scale corridor studies and federal programmatic agreements. Recognized for rigorous QA/QC review, defensible analysis, strong technical writing, mentorship of junior staff, and working knowledge of ArcGIS to support APE delineation and spatial documentation. She is an active contributor to proposal development and scope definition.



Historic Preservation Planner: Joshua Mallow, AICP

Josh is an experienced Urban Planner with a professional focus on bicycle and pedestrian planning, transit planning, and preservation planning. His technical experience includes planning and analysis for land use and zoning, rapid and local transit, pedestrian and cyclist networks and conditions, trails, market conditions, historic resources, and historic preservation. Josh is a proficient user of Geographic Information Systems, three-dimensional design, database, and Adobe Creative software, and has a working knowledge of best practices and contemporary methods in transportation planning and urban design. He has primarily planned for mid-size urban areas with diverse populations. Josh Mallow is a land-use and transportation planner with experience in contextually sensitive land-use planning. Working on several plans with proposed density increases, Josh has collaborated with local communities to determine what makes their neighborhoods great and what should be preserved into the future. He is experienced in visual preference surveys, scenario planning, and charrette facilitation, all of which help quantify community preservation ideals. Josh has an undergraduate degree in historic preservation and has completed multiple cultural resource surveys and 106 activities throughout his career.

Scope of Work

Michael Baker understands that the current effort will consist of preparing a comprehensive rewrite of the 2015 CHLC Design Review Standards, and that is consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties. All work will be completed in coordination with City Staff and the City's Historic Landmarks Commission (CHLC). Our strong background and knowledge of the City of Charles Town, coupled with national cultural resources work experience, gives our team a unique perspective and advantage in assisting the City and CHLC with this important work.

The following outlines Michael Baker's conceptual approach and methods for successfully meeting and delivering the City of Charles Town's CHLC Design Review Standards. The proposed approach and methods may be further refined to achieve a scope of work and budget that best addresses the City's project needs and objectives.

Task 1. Project Management and Coordination

Troy will serve as the City's **sole point of contact** throughout the project performance period. As with previous engagements, he will focus on maintaining open lines of communication and fostering coordination between the City and Michael Baker to guide the rewrite of the CHLC Design Review Standards. We will schedule and facilitate timely meetings with the City to obtain relevant information and data, review draft work products, and identify and address issues or concerns that may impact the project's progress and successful execution.

Michael Baker will schedule an in-person kick-off meeting with City staff and CHLC representatives to initiate the project, set up milestones, and establish points of contact within the organization to ensure a quick turnaround of information and data collection. At this meeting, we will accomplish the following:

- Review and refine the project scope of work and milestone schedule for draft and final work products.
- Identify and discuss issues and challenges/issues with the current Design Review Standards and recommendations for its overall improvement.
- Discuss expectations for team communication and status updates at specific project milestones.
- Identify expected City-furnished information, key staff for interviews, and stakeholders for small group meetings.
- Conduct a walking tour of the City's Historic Overlay Districts.

Michael Baker will provide monthly billing invoices and accompanying project status reports to the City, outlining completed tasks and summarizing upcoming activities and critical milestones. We will also maintain proactive communication with the City throughout the project performance period by conducting status calls on mutually agreed-upon intervals (e.g., bi-weekly or monthly). Such status calls will be supplemental to our team's in-person meetings with the City.

Deliverables:

- Kick-Off Meeting and Summary
- Milestone Status Reports

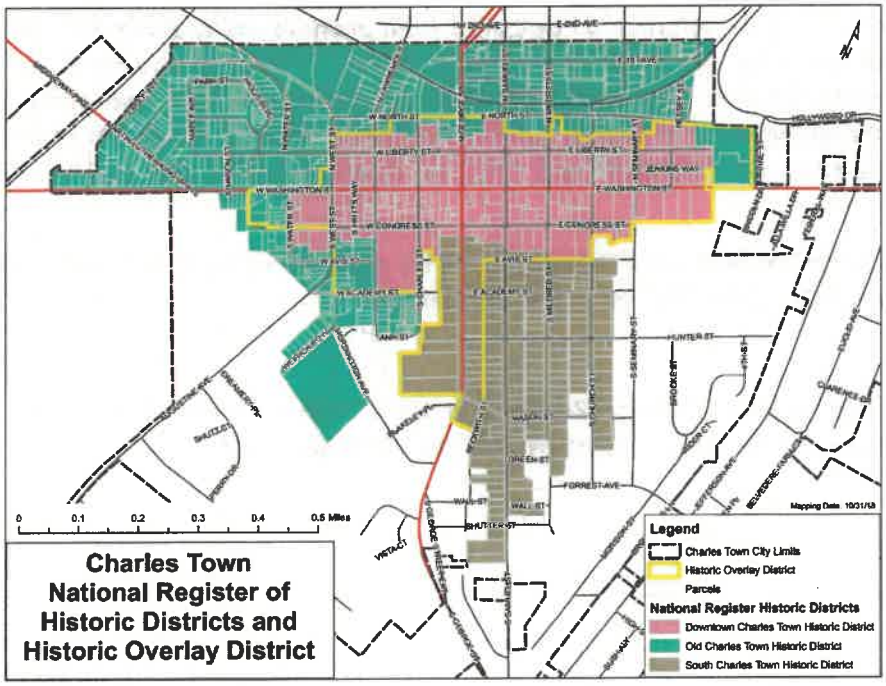
Task 2. Due Diligence Research

Michael Baker's due diligence will include the necessary desktop and field survey data collection and information-gathering requirements for the Design Review Standards rewrite effort. This will include a comprehensive review of the 2015 Design Review Standards and in-depth research and understanding of the City's designated Historic Districts and associated neighborhood attributes, including character-defining features, current conditions, problem properties, common violations, and history of district modifications. Research on new materials, building techniques, and industry best practices, based on technologies introduced since the last revision of the existing guidelines, will also be conducted to inform the new Design Review Standards. Project historians will conduct a field visit to review typical contributing and non-contributing buildings within the Historic Overlay District (see map below), and will take representative photos of building features and examples of appropriate and inappropriate treatments.

The due diligence research will be cataloged in a guidelines matrix that compares and contrasts the existing Design Review Standards with the proposed new standards. The Task 3 Stakeholder and Public Engagement outcomes will also be used to populate the guidelines matrix.

Deliverable:

- Design Review Standards Guidelines Matrix



Task 3. Stakeholder and Public Engagement

Michael Baker will gather input from key Stakeholders, including City staff, CHLC members, and other identified parties, regarding the strengths and weaknesses of the current Design Review Standards. Input will be gathered through key person interviews and small group discussions via a combination of in-person and Microsoft Teams meetings. This scope of work assumes a maximum of eight key-person interviews will be conducted.

Michael Baker will also facilitate a maximum of two public meetings to familiarize constituents with the Final Design Review Standards prepared under Task 4. These meetings will also raise awareness of local preservation ordinances and encourage constituent participation in programming. The meetings will be held in City Hall, Charles Washington Hall, or another public meeting venue identified by the City.

Deliverables:

- Maximum of Eight Stakeholder Interviews
- Maximum of Two Public Meetings

Task 4. Draft and Final Design Review Standards

Michael Baker will use the information gathered from previous tasks, along with our best-practice research, to prepare the new Draft CHLC Design Review Standards document. The draft will be shared and reviewed with City Staff and CHLC to obtain comments and make the necessary revisions for the proposed final Design Review Standards. Michael Baker will hold a maximum of four virtual meetings with City Staff and CHLC to review the draft and pre-final Design Review Standards.

The approved final Design Review Standards will be provided to the City in native file format and as a static electronic Adobe PDF for public distribution.

Deliverables:

- Draft and Final CHLC Design Review Standards (native file and Adobe PDF)
- Maximum of Four Virtual Meetings with City Staff and CHLC

Schedule

Michael Baker anticipates that the above scope of work will be executed over a six-month performance period as specified in the following milestone completion schedule (Table 1).

Table 1 – Project Milestone Completion Schedule

Project Milestones	Estimated Completion Timeline
Project Kick-Off Meeting	July 15, 2026
Background Research and Existing Standards Matrix	August 15, 2026
Key Person Interviews/Group Stakeholder Meetings	September 15, 2026
History Overlay District Field View	July 2026
Updated Standards Matrix	October 15, 2026
Draft CHLC Design Review Standards	December 1, 2026
Draft Design Review Standards Meetings	January 31, 2027
Final CHLC Design Review Standards	March 1, 2027

Budget

Michael Baker's budget allowance to execute the proposed Scope of Work is $120,582, as itemized in Table 2 below. This will include reasonable and ordinary expenses that are based on the rate schedule specified in Table 2 below. Michael Baker will issue monthly invoices to the City on a time-and-materials basis.

Table 2 – Project Budget

Task	Labor	
	Hours	Cost
Task 1. Project Management and Coordination	64	$12,807
Task 2. Due Diligence Research	130	$23,548
Task 3. Stakeholder and Public Engagement	158	$30,132
Task 4. Draft and Final Design Review Standards	296	$50,922
Subtotals	648	$117,409
Reasonable and Ordinary Expenses		$3,173
Total (Labor + Reasonable and Ordinary Expenses)		**$120,582**

Table 3 – Reasonable and Ordinary Expenses

Reasonable and Ordinary Expenses	Rate
Mileage	IRS Rate
Rental Vehicle & Fuel	At Cost
Tolls	At Cost
Meals and Incidental Expenses	GSA Per Diem
Lodging	GSA Per Diem
Printing (Capitol Support Services)	At Cost

Capital Improvements Project Description

Category: Events **Department: Econ Dev**

Project Name: Picnic Tables **Cost:$7000**

Location: **Year: 2027**

Project Description:	**We need 20 folding picnic tables for WV Fest/CT Car Show and other events on N. Charles Street.**
Project Justification:	**The picnic tables are too heavy to move and they block the sidewalks when not in the street. Folding Picnic tables would allow them to be folded and placed out of the way when an event is finished. This will be an easier system for the public works department. Also included is air tags for theft mitigation.**
Annual Capital Expense:	
Cost/Revenue Source:	**$7000**
Overall Priority Level:	
Expected Useful Life:	

Lifetime 80215 30" x 72" Rectangular White Plastic Folding Picnic Table with Attached Benches

Leave a review Item #: 384B0215 MFR #: 80215





Ships discounted with plus

Only

$219.99/Each

Usually Ships in 5-7 Business Days from manufacturer

Lead times vary based on manufacturer stock

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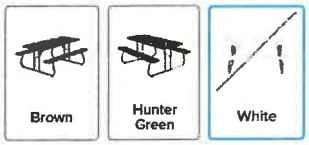


Capital Improvements Project Description

Category: **Department: Community Development**

Project Name: West End Connector Trail Design **Cost: $$57,000 (TAP match)**

Location: Mordington Avenue and S.West St. **Year:2027**

Project Description:	**In 2025, the City submitted a TAP application for the West End Connector Project, in partnership with Division of Highways. The grant application is in the amount of $228,000 and the City's 20% match for the TAP is $57,000.**
Project Justification:	**Will connect pedestrians and bicyclists to key community hubs and assets including the Augustine Trail, the CTPD, Happy Retreat, Jefferson County BOE, Fisherman's Hall, downtown main street, and area parks.**
Annual Capital Expense:	**Future expense for construction after design.**
Cost/Revenue Source:	
Overall Priority Level:	
Expected Useful Life:	

Capital Improvements Project Description

Category: **Information Technology** **Department:**

Project Name: **Computer Replacement** **Cost: $25,000**

Location: **Year: 2027**

Project Description:	**Computer replacement program for General Government Departments. 5 computer replacements are planned for each year at approximately $5000 per computer.**
Project Justification:	**Technology replacement allows the employees to have reliable, secure, and efficient equipment.**
Annual Capital Expense:	
Cost/Revenue Source:	
Overall Priority Level:	
Expected Useful Life:	

TEK ADVISORS
Technology for Life

ENTERED
04/28

(Invoice for 2 computers)

Tek Advisors
PO Box 774
Shepherdstown, West Virginia 25443
Phone: 304-903-3500
www.tek-advisors.com

Date
04/15/2026

Bill To
City of Charles Town, WV 101 E. Washington Street PO Box 14 Charles Town, WV 25414

Invoice Number: 3739
Invoice Date Range: 04/15/2026 to 04/15/2026
Payment Terms: Net 15 days
Payment Due: 04/30/2026

Date	Item Description	Type	Resource Name	Billable Hours	Quantity	Rate/Cost	Tax Amount	Billable Amount
04/15/2026	Cost Name: Comments T20260415.0013 MSP Agreement with Help Desk Cost Description: City Hall |Meeks / Ballou	Ticket Charge			1.00	0.00	0.00	0.00
04/15/2026	Cost Name: Dell Pro 16 PC16250 Notebook T20260415.0013 MSP Agreement with Help Desk Cost Description: Dell Pro 16 PC16250 16" Notebook - Full HD Plus - Intel Core Ultra 5 235U - vPro Technology - 32 GB - 512 GB SSD - English (US) Keyboard - Platinum Silver - Intel Chip - 1920 x 1200 - Windows 11 Pro - Intel - In-plane Switching (IPS) Technology	Ticket Charge			2.00	2,282.51	0.00	4,565.02
04/15/2026	Cost Name: Dell Pro Dock WD25 T20260415.0013 MSP Agreement with Help Desk Cost Description: Desktop PC, Notebook - Charging Capability - 130 W - USB Type C - 4 Displays Supported - 5K @ 60Hz, 6K @ 60Hz, 4K @ 60Hz, QHD @ 60Hz, SXGA, FHD @ 60Hz, WQHD @ 60Hz - 3440 x 1440, 5120 x 2160, 6144...	Ticket Charge			2.00	228.30	0.00	456.60
04/15/2026	Cost Name: UPS Back-UPS, 6 Outlets, 425VA, 120V T20260415.0013 MSP Agreement with Help Desk Cost Description: Tower - 8 Hour Recharge - 3 Minute Stand-by - 120 V AC Input - 120 V AC Output - 6 x NEMA 5-15R	Ticket Charge			2.00	88.19	0.00	176.38
04/15/2026	Cost Name: Dell KM7120W Keyboard & Mouse T20260415.0013 MSP Agreement with Help Desk Cost Description: Dell KM7120W Keyboard & Mouse - Wireless Wireless Mouse	Ticket Charge			2.00	90.88	0.00	181.76
04/15/2026	Cost Name: Comments T20260415.0013 MSP Agreement with Help Desk Cost Description: Charles Town PD | New Employee	Ticket Charge			1.00	0.00	0.00	0.00
04/15/2026	Cost Name: Dell Pro Micro QCM1250 Desktop Computer (KPH02) T20260415.0013 MSP Agreement with Help Desk Cost Description: Dell Pro Micro QCM1250 Desktop Computer - Intel Core Ultra 7 265T - vPro Technology - 32 GB - 512 GB SSD - Micro PC	Ticket Charge			1.00	2,380.55	0.00	2,380.55

Billing or service questions? Please call 304-903-3501 or email treilly@tek-advisors.com

*Invoices using a Credit Card will have a 3.5% convenience fee added.

Date	Item Description	Type	Resource Name	Billable Hours	Quantity	Rate/Cost	Tax Amount	Billable Amount
04/15/2026	Cost Name: Dell P2425H 24" Class Full HD LED Monitor - 16:9 - Black, Silver T20260415.0013 MSP Agreement with Help Desk Cost Description: 23.8" Viewable - In-plane Switching (IPS) Technology - Edge LED Backlight - 1920 x 1080 - 16.7 Million Colors - 250 Nit - 5 ms - HDMI - VGA - DisplayPort - USB Hub	Ticket Charge			2.00	223.14	0.00	446.28
04/15/2026	Cost Name: UPS Back-UPS, 6 Outlets, 425VA, 120V T20260415.0013 MSP Agreement with Help Desk Cost Description: Tower - 8 Hour Recharge - 3 Minute Stand-by - 120 V AC Input - 120 V AC Output - 6 x NEMA 5-15R	Ticket Charge			1.00	83.99	0.00	83.99
04/15/2026	Cost Name: Dell Slim Soundbar T20260415.0013 MSP Agreement with Help Desk Cost Description: Dell Slim Soundbar SB521A	Ticket Charge			1.00	57.77	0.00	57.77
04/15/2026	Cost Name: Dell KM7120W Keyboard & Mouse T20260415.0013 MSP Agreement with Help Desk Cost Description: Dell KM7120W Keyboard & Mouse - Wireless Wireless Mouse	Ticket Charge			1.00	90.88	0.00	90.88
04/15/2026	Cost Name: Logitech C920x HD Pro Webcam T20260415.0013 MSP Agreement with Help Desk Cost Description: Logitech C920x HD Pro Webcam, Full HD 1080p/30fps Video Calling, Clear Stereo Audio, HD Light Correction, Works with Skype, Zoom, FaceTime, Hangouts, PC/Mac/Laptop/Macbook/Tablet - Black	Ticket Charge			1.00	83.99	0.00	83.99

Billing or service questions? Please call 304-903-3501 or email treilly@tek-advisors.com

*Invoices using a Credit Card will have a 3.5% convenience fee added.

Date	Item Description	Type	Resource Name	Billable Hours	Quantity	Rate/Cost	Tax Amount	Billable Amount
04/15/2026	Cost Name: Included Labor Hours T20260415.0013 MSP Agreement with Help Desk Cost Description: Included Labor Hours- 9 hours are included in the quote, additional hours are at current rate! •PRESTAGE DEPLOYMENT ~Hardware setup on bench ~Manufacturer updates (Bios, firmware etc.) ~Create Tek Advisors admin user and set password ~Create User profile (unless client utilizes domain controller) ~Add user profile to admin group ~Microsoft Office suite install if known account ~Install common application ie. Adobe, Chrome, Firefox ~Enable network sharing through file explorer ~Change power and monitor setting as needed ~Change time zone ~Check device manager to ensure that all devices are installed correctly ~Change Computer Name ~Work with JCC on ROI Changes ~Install RMM agent ~Box it back up and label it •ONSITE DEPLOYMENT ~Complete Discovery of old PC. Screen shot program list, printers, desktop and anything relivant ~Review current program list with user to make sure that you know all applications needed on the new PC will be installed ~Export all favorites and passwords for all browsers ~Copy user data (desktop, documents, etc) to external drive ~New PC hardware Setup ~Create user Domain Name if needed or join new PC to domain ~Create and /or edit user profile ~Make sure PC name is correct ~Setup Outlook or email profile ~Backup Files to new PC ~Map network drives ~Create desktop shortcuts ~Setup Printers ~Import settings from Backup for Chrome, Firefox and Edge ~Install new PC's ~Spend time with user to make sure that all applications are working correctly and they can print	Ticket Charge			9.00	95.00	0.00	855.00

Total Billable Amount	$9,378.22
Total Taxes	$0.00
Grand Total	**$9,378.22**

Billing or service questions? Please call 304-903-3501 or email treilly@tek-advisors.com

*Invoices using a Credit Card will have a 3.5% convenience fee added.

Capital Improvements Project Description

Category: **Information Technology** **Department:**

Project Name: **Computer Replacement** **Cost: $25,000**

Location: **Year: 2028**

Project Description:	**Computer replacement program for General Government Departments. 5 computer replacements are planned for each year at approximately $5000 per computer.**
Project Justification:	**Technology replacement allows the employees to have reliable, secure, and efficient equipment.**
Annual Capital Expense:	
Cost/Revenue Source:	
Overall Priority Level:	
Expected Useful Life:	

Capital Improvements Project Description

Category: **Information Technology** **Department:**

Project Name: **Computer Replacement** **Cost: $25,000**

Location: **Year: 2029**

Project Description:	**Computer replacement program for General Government Departments. 5 computer replacements are planned for each year at approximately $5000 per computer.**
Project Justification:	**Technology replacement allows the employees to have reliable, secure, and efficient equipment.**
Annual Capital Expense:	
Cost/Revenue Source:	
Overall Priority Level:	
Expected Useful Life:	

Capital Improvements Project Description

Category: **Information Technology** **Department:**

Project Name: **Computer Replacement** **Cost: $25,000**

Location: **Year: 2030**

Project Description:	**Computer replacement program for General Government Departments. 5 computer replacements are planned for each year at approximately $5000 per computer.**
Project Justification:	**Technology replacement allows the employees to have reliable, secure, and efficient equipment.**
Annual Capital Expense:	
Cost/Revenue Source:	
Overall Priority Level:	
Expected Useful Life:	

Capital Improvements Project Description

Category: **Information Technology** **Department:**

Project Name: **Computer Replacement** **Cost: $25,000**

Location: **Year: 2031**

Project Description:	**Computer replacement program for General Government Departments. 5 computer replacements are planned for each year at approximately $5000 per computer.**
Project Justification:	**Technology replacement allows the employees to have reliable, secure, and efficient equipment.**
Annual Capital Expense:	
Cost/Revenue Source:	
Overall Priority Level:	
Expected Useful Life:	

Capital Improvements Project Description

Category:

Department: Parking

Project Name: Meter Mechanism

Cost: 5,000.00

Location: CTPD

Year: FY27

Project Description:	**Purchase 23 parking meter mechanisms.**
Project Justification:	**Replace outdated Duncan meters.**
Annual Capital Expense:	
Cost/Revenue Source:	**5,000.00**
Overall Priority Level:	**1**
Expected Useful Life:	**10 years**

POM Incorporated
200 S Elmira Avenue
Russellville AR 72802

Phone: 479-968-2880
Fax: 479-968-2840

Quote Number: 24282

Quote

Quote To:

CITY OF CHARLES TOWN
PO BOX 14
CHARLES TOWN WV 25414

Phone: 304-725-2714
aking@charlestownwv.us

Date: 9/4/2024

Expires: 3/31/2025

Sales Person: Bobra Schultes
Fax: 479-968-2840
bobra@pom.com

Shipping is prepaid and added to the invoice. Terms: Net 30. Lead time: 4-6 weeks after receipt of order and approved specs.

Line	Part Number	Description	Quantity	Unit Price	Net Price
1	CFG-APME-0024282-001	APM-E Single-Space Mechanism w/Wheel Status Signal Option 60 MINUTES FOR EACH QUARTER (ACCEPTS NICKELS, DIMES AND QUARTERS 4 HOUR MAXIMUM - NO PARKING PERMITS ENFORCED MON-FRI 8AM-4PM	23.00	206.61	4,752.03

Quoted by: Bobra Schultes

Miscellaneous Charge -
freight charges 75.00

TOTAL $4,827.03



OK to Order: Date:

(signed)

Capital Improvements Project Description

Category: **Department: Parks & Recreation**

Project Name: Tennis Courts Resurface **Cost: 280,000**

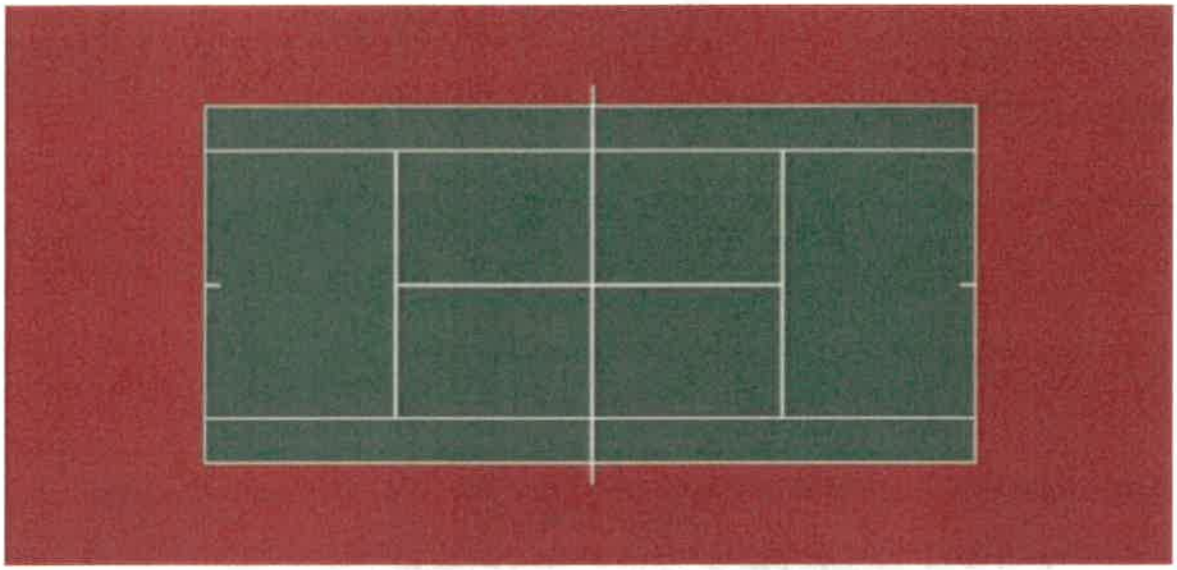
Location: Jefferson Memorial Park **Year: 2027**

Project Description:	**Full rehab on 3 tennis courts to include 20,160 sq ft of paving, 550LF of 10' chain link fencing, acrylic sport court coatings and paintings, 2 pickleball courts lined and painted.**
Project Justification:	**Tennis courts need repaved.**
Annual Capital Expense:	
Cost/Revenue Source:	
Overall Priority Level:	
Expected Useful Life:	

Sport Court Resurfacing Proposal

Project:

Jefferson Memorial Park



Service Provider Information

Company Info

TOP GUN SEALCOATING LLC
1910 Specks Run Court
Bunker Hill WV 25413

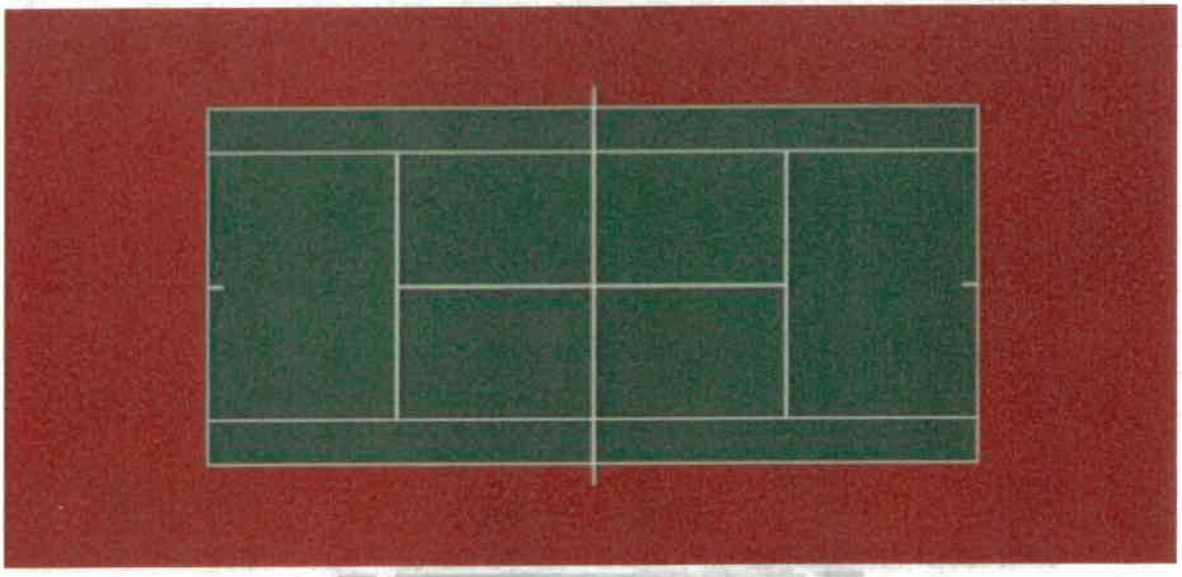
PH: 304-820-6191
www.topgunsealcoating.com

Contact Person
Thorne McIntosh
Sport Court Expert/Owner
tmcintosh@topgunsealcoating.com
Cell: 304-268-2341
Office: 304-820-6191

Sport Court Resurfacing Proposal

Project:

Jefferson Memorial Park



Service Provider Information

Company Info

TOP GUN SEALCOATING LLC
1910 Specks Run Court
Bunker Hill WV 25413

PH: 304-820-6191
www.topgunsealcoating.com

Contact Person
Thorne McIntosh
Sport Court Expert/Owner
tmcintosh@topgunsealcoating.com
Cell: 304-268-2341
Office: 304-820-6191

Price Breakdown: 20,160 SF of sport surfaces

Please find the following breakdown of all services we have provided in this proposal. This proposal originated on **April 1, 2025** and is a budgetary estimate for FY2025. This proposal can be withdrawn by Top Gun Sealcoating at any time before agreement (prices are guaranteed for 90 days from date listed above)

Item	Description- REHAB COURT	Cost
1	FULL REHAB ON 3 TENNIS COURTS	
2	2 PICKLEBALL COURTS LINE PAINTED (BLUE)	
3	2 TENNIS COURTS TO RECEIVE USTA JUNIOR COURT DIMENSIONS	
4	PREMIUM CRACK SEALING (UP TO 450LF) -RITE WAY CRACK REPAIR SYSTEM (SEE SCOPE OF WORK)	
	Project Total:	$59,662.00

1	PAVING	
2	FENCING	
3	ACRYLIC SPORT COURT COATINGS AND PAINTING	
	Project Total :	$219,479.25

Scope of Work:

- Court colors: Forrest Green
- Tennis court border: Red
- RESURFACER - Over the entire court surface, apply 1 coat of 100% Acrylic Resurfacer w/ sand premixed.
- PAINT Apply two (2) coats of tennis court-grade paint plus silica sand to provide for a medium speed playing surface.
- STRIPING - All court lines shall be accurately located. A paint primer will be added prior to the white line paint. 4 Pickleball courts on one tennis court, 2 per side of net.
- The court will have all vegetation removed and cracks will be routed. A surface grinder will be used to remove any loose, delaminated material. Cracks will be appropriately filled with sand or backer rod materials prior to the addition of leveler. Valleys or ponds that hold water to a depth greater than the thickness of a 5 cent piece after one hour of drainage in 70 degree conditions will be leveled out with a blend of acrylic resurfacer and Portland cement (this is the set acceptance criteria for sport court construction as set by Nova Sports USA) -Each lift of leveler will be scraped prior to adding additional layers -The final layer of leveler will have a band of acrylic resurfacer around it to feather the edges out.
- Hydro-Scrub pressure wash surface clean in necessary areas so that materials will adhere
- Level any identified birdbaths with Acrylic Patch Binder/Portland cement leveling compound.

- Includes (1) application of leveling compound.

Premium Crack repair

- Install Rite-Way fabric crack repair system for (up to 450) linear feet of the most severe cracks, focusing on the playing area, to provide semi-permanent crack repair. (After resurfacing, standard asphalt court crack repairs generally begin to reappear within a year as fall temperatures begin to approach freezing, Rite-Way premium fabric crack repairs can last up to 5 years or more.)

- COMMENTS:

  - ☐ Top Gun Sealcoating is not liable for any damage associated with drainage. Top Gun Sealcoating is not liable for blistering, peeling, cracking, or other deformities in the surface due to drainage or improper asphalt installation. Since this is a rehab project for a court and cracks are present and being repaired, small cracks WILL be visible in the final product. If cracks are being repaired and the base issues were not fixed, cracks ALWAYS come back in the same areas. By sealing and repairing the courts on a routine schedule, the appearance of cracks will be reduced or eliminated over time. Squeegee marks are apparent in all sport court products and will be visible in the final product. By accepting this quote, Top Gun Sealcoating is released from all liability associated with the issues mentioned above. All tax and permit fees will be deferred to the customer. Top Gun Sealcoating will not be held liable to install posts or net system.

TOP GUN SEALCOATING

Paving:

- **Jefferson Memorial Park Tennis Courts - Approximately 20,160 sq ft**
- **Remove all layers of existing asphalt and fencing. Haul the debris offsite.**
- **Regrade the existing subbase. Compact the existing subbase. Supply and install Class 2 stone as needed.**
- **Compact the stone base.**
- **Drill the 24 inch diameter holes for the new tennis net post.**
- **Set tennis post for the nets - Post to be provided by the customer.**
- **Supply and Install #3 rebar in the holes for support.**
- **Supply and install 3,500 psi concrete to the top of stone grade around the new tennis post.**
- **Supply and lay approximately 3 1/2 inches of 9.5mm asphalt over the stone base.**
- **Compact the asphalt.**
- ***** Customer is responsible for removing the chain link fence and post and any other obstructions needed removed to complete this project.**
- ***** Price is subject to change with the price of materials.**
- ***** A deposit of 50% is due when the work begins and the balance is due upon completion.**
- ***** Customer is responsible for any and all the necessary permits to complete this project.**

Fencing:

- Install approximately 550LF of 10' Chain link fencing
- Install top and bottom rails with mid-rail bracing at the corners.
- Install 2 ten foot entry gates
- Install fencing like for like to existing fence layout

Customer Signature: _____

Date: _____

Top Gun Sealcoating Signature: _____

Date: _____

Contact a Top Gun Sealcoating representative today for any questions regarding your quote.

1910 Specks Run Road, Bunker Hill, WV 25413 / 1-304-268-2341 / tmcintosh@topgunsealcoating.com

All services are quoted in accordance with the provided specs and drawings.

Capital Improvements Project Description

Category: **Department: Parks and Rec**

Project Name: **Parks Masterplan** **Cost: $150,000**

Location: **Parks** **Year: FY2027**

Project Description:	**Parks is requesting funds to be put towards developing a parks master plan.**
Project Justification:	**The City lacks a holistic parks master plan. Having a master plan will open up a larger number of funding opportunities for projects within parks and rec. The timing of this master plan would also coincide with the green infrastructure master plan for the parks along the Evitts Run that will be coming out of the CLEAN Parks initiative. This rare opportunity will allow for the green infrastructure master plan to be developed in tandem with a more general master plan giving the city a more in-depth and purpose-fit master plan for both green infrastructure along the Evitts Run corridor and general park infrastructure throughout the entire parks system.**
Annual Capital Expense:	**$150,000**
Cost/Revenue Source:	
Overall Priority Level:	

CITY OF CHARLES TOWN, WV

Master Park Plan

Task No	Description	TASK TOTAL	Kimley-Horn								KH LABOR Total
			Labor Category	Project Manager	Architect/ Engineer I	Architect/ Engineer II	Architect/ Engineer III	Junior Architect/ Engineer I	Junior Architect/ Engineer II	Marketing/ Graphic Designer	Project Admin	
			Rate	$260.00	$216.00	$181.00	$144.00	$122.00	$109.00	$116.00	$96.00	
1	Task 1 - Project Start Up	$9,108		6	4	4	16	14	0	0	16	$9108
	Project Start Up	$9,108		6	4	4	16	14	0	0	16	$9108
1	Project Administration	$5,082		4	2	2	16	8				$5082
1.1	Project Kickoff Meeting	$1,810		2	2	2	2	2				$1810
	Meeting Notes and Action Items	$488						4				$488
	Invoicing, Accounting, and Finance	$1,728									16	$1,728
2	Task 2 - Research and Inventory	$17,192		22	4	12	10	48	0	8	4	$17,192
	Research and Inventory	$17,192		22	4	12	10	48	0	8	4	$17,192
2.1	Guiding Documents Data Review	$2,058		2		2	4	2			4	$2,058
2.2	Demographic Analysis	$1,940		2	2		2	2		4		$1,940
2.3	Parks and Facilities Evaluation and Inventory	$7,450		8		6		32		4		$7,450
2.4	Level of Service and Comparison Analysis	$5,220		8	2	4	4	12				$5,220
	QA/QC	$524		2								$524
3	Task 3 - Public Involvement	$22,822		16	8	16	50	48	0	0	4	$22,822
	Public Involvement	$22,822		16	8	16	50	48	0	0	4	$22,822
3.1	Virtual Stakeholder Interviews (6)	$3,376		4			6	12				$3,376
	Meeting notes and action items	$864					6					$864
3.2	Virtual focus groups (2)	$3,088		4			4	12				$3,088
	Meeting Notes and Action Items	$576					4					$576
3.3	Community Meeting	$5,830		4		6	6	24				$5,830
3.4	Statistically Valid Online Survey	$2,038		4		6						$2,038
3.5	Needs and Priorities Assesment	$4,970		2		6	24					$4,970
	QA/QC	$2,080			8						4	$2,080
4	Preliminary Plan Development	$30,722		28	14	28	52	48	0	18	4	$30,722
	Preliminary Plan Development	$30,722		28	14	28	52	48	0	18	4	$30,722
4.1	Virtual Vision and Implementation Workshop	$5,544		8		8	8	8				$5,544
	Meeting Notes and Action Items	$532					2	2				$532
4.2	Order of Magnitude Estimate of Probable Construction Cost	$3,000			6		12					$3,000
4.3	Strategic Plan	$3,104		4		4	6	2				$3,104
	Revisions based on City Comment	$862				2	2	2				$862
	Produce FINAL Strategic Plan	$1,632		2			6	2				$1,632
4.4	Draft Preliminary Plan Document	$7,998		8		8	8	8		18	4	$7,998
4.5	Public Open House	$6,354		8		8	6	24				$6,354
	QA/QC	$1,696			8							$1,696
5	Task 5 - Final Concept Plan	$28,470		20	10	34	54	30	0	32	4	$28,470
	Final Concept Plan	$28,470		20	10	34	54	30	0	32	4	$28,470
5.1	DRAFT Master Parks Plan Document	$11,002		8	2	12	24	8		16		$11,002
	Revisions based on City Comment	$2,796		2		4	6			4		$2,796
	FINAL Master Parks Plan Document	$5,008		2		8	12	8		4		$5,008
5.2	In Person presentations (2)	$6,492		8		8	8	12		4		$6,492
	Meeting Notes and Action Items	$244						2				$244
	Deliverable Package	$1,232				2	2			2	4	$1,232
	QA/QC	$1,696			8							$1,696
	Subtotal Labor	$108,314		94	40	96	184	188	0	68	34	$108,314
	Direct Expenses (mileage, printing, etc.)	$10,722										$-
	Estimated Expenses (Mileage, Tolls, travel expenses, Printed Documents, Public Meeting Materials, etc.)	$10,722										
	PROJECT TOTAL	$119,036										$108,314

Capital Improvements Project Description

Category: **Department: Comm. Development/Parks and Recreation**

Project Name: Small Playground **Cost:** $ 75K

Location: Jefferson Memorial Park **Year:** 2023

Project Description:	**Small Playground replacement at JMP.**
Project Justification:	
Annual Capital Expense:	
Cost/Revenue Source:	
Overall Priority Level:	
Expected Useful Life:	

Miracle Recreation Equip. Co.
878 E. US Hwy 60
Monett, MO 65708
1-888-458-2752

QUOTE: R0102240043

Project: R0102_45448532382_01

Prepared For:

John Wysong
City of Charlestown
101 East Washington Street
Charles Town, WV 25414
304-279-8301 (phone)
jwysong@charlestownwv.us

Project Name & Location:

JEFFERSON MEMORIAL PARK

Prepared by:

Metro Recreation Inc.

4907 Camden Place North
Jefferson, MD 21755 USA
240-409-2870 (phone)
mike@metrorecreation.com

Ship To Address:

Metro Recreation Inc.
Frederick, MD 21704

End User:

City of Charlestown
101 East Washington Street
Charles Town, WV 25414
304-279-8301 (phone)
jwysong@charlestownwv.us

Quote Number: R0102240043
Quote Date: 6/11/2024
Valid For: 30 Days From Quote Date

PlayArea_1

Product line: TotsChoiceX
Age group: 5-12

Global defaults

Accent	YELLOW
Accent - FS	YELLOW
Accent 01	GREEN
Accent 02	GREEN
Accent Climber	RED
Accent Enclosure	YELLOW
Accent Handhold	BLUE
Accent Ribbon	YELLOW
Clamp	RED
Post	BLUE
PVC	BLUE
Rockite	RED
Rockite Orb 01	RED
Rockite Orb 02	RED
Rockite Orb 03	RED
Rockite Orb 04	RED
Rockite Orb 05	RED
Rockite Orb 06	RED
Rockite Orb 07	RED
Rockite Orb 08	RED

Rockite Orb 09	RED
Rockite Orb 10	RED
Slide Canopy	RED
Slide Rockite	BLUE
Ten Spin Base	BLUE
Ten Spin Wheel	RED
Touch Up Paint	

Components

Part Number	Description	Qty	Weight	Unit Price	Total
304	TEN SPIN	1	1,000.00	4,288.00	4,288.00
4551	DOME CLIMBER W/ORBS FS Accent 01: YELLOW Accent 02: BLUE Rockite Orb 01: BLUE Rockite Orb 02: YELLOW Rockite Orb 03: RED Rockite Orb 04: BLUE Rockite Orb 05: YELLOW Rockite Orb 06: RED Rockite Orb 07: BLUE Rockite Orb 08: YELLOW Rockite Orb 10: BLUE	1	700.00	9,380.00	9,380.00
7045029	SQUARE DECK (ATTACHES TO 4 POSTS) 3.5"	1	120.00	1,442.00	1,442.00
7045049	1/2 HEX OPEN DECK (ATTACHES TO 5 POSTS) 3.5"	1	150.00	2,151.00	2,151.00
7046385	GROOVE II SLIDE (5' DECK)	2	200.00	2,433.00	4,866.00
70469225	UPSTOP CLIMBER	1	300.00	4,557.00	4,557.00
7046933	HEX CLIMBER TO 3' DK	1	45.00	1,024.00	1,024.00
7047095	8' HORIZONTAL TRY-RING (ONLY)	1	80.00	1,493.00	1,493.00
7047721	BONGO PERCH (STATIONARY) Rockite: YELLOW	1	15.00	287.00	287.00
7047721	BONGO PERCH (STATIONARY) Rockite: BLUE	1	15.00	287.00	287.00
7048135	DECK ENCL FOR OVERHEAD CLIMBERS (ONLY)	1	35.00	669.00	669.00
7048155	END LADDER FOR OH CLIMBERS (ONLY)	1	30.00	655.00	655.00
704845685	CARGO CLIMBER-OVER 8'W, TR 6'6" H	1	120.00	2,242.00	2,242.00
7048485	TWISTER CLIMBER (5' DK)	1	125.00	2,041.00	2,041.00
70485139	SQ TRSFR POINT, CL HR (3' DK)	1	225.00	3,808.00	3,808.00
70495949	ADA STAIRS BETWEEN DECKS W/2' RISE 4' SPAN	1	200.00	4,301.00	4,301.00
714999Z	CUSTOMER SERVICE KIT (NO PRICE)	1	0.00	0.00	0.00
7185493	3 1/2" OD X 106" POST (3' DK)	2	35.00	214.00	428.00
7185494	3 1/2" OD X 118" POST (4' DK)	1	40.00	242.00	242.00
718552	3 1/2" OD X 130" POST (3' TO 5' DKS)	7	40.00	378.00	2,646.00
718554	3 1/2" OD X 166" POST (7' TO 8' DKS)	2	55.00	328.00	656.00
925920Z	TOUCH UP PAINT KIT - FREESTANDING (NO PRICE)	1	0.00	0.00	0.00

PlayArea_2

Product line: Freestanding
Age group: 2-5

Global defaults

MC Chattery Accent	YELLOW
MC Chattery Panel A	BLUE

MC Chattery Panel B RED
MC Chattery Roof RED

Components

Part Number	Description	Qty	Weight	Unit Price	Total
MR0887	MC CHATTERY	1	587.00	7,691.00	7,691.00

RiskSign_Included

Product line: Freestanding
Age group:

Global defaults

Post - FS

Components

Part Number	Description	Qty	Weight	Unit Price	Total
787Z	RISK MANAGEMENT SIGN - ENGLISH (NO PRICE)	1	0.00	0.00	0.00

Additional Items

Part Number	Description	Qty	Weight	Unit Price	Total
925961	THUMB DRIVE 2GB - MREC	1	0.00	0.00	0.00
INSTALL BOOK	INSTALL BOOK FOR PP ORDERS	1	0.00	0.00	0.00

Parts By Other

Part Number	Description	Qty	Weight	Unit Price	Total
DEMOLITION AND DISPOSAL	REMOVE ANDDISPOSE OF EXISTING PLAYGORUND EQUIPMENT. EXISTING PLASTIC BORDERS WILL REMAIN	1	0.00	3,500.00	3,500.00

Totals:

Equipment Weight:	4,647.00 lbs
Equipment List:	$55,154.00
Discount Amount:	-$11,030.00
Equipment Price:	$44,124.00
Freight:	$2,347.00
Installation:	$19,303.00
Products by Other:	$3,500.00
SubTotal:	$69,274.00
Estimated Sales Tax*:	$0.00
Grand Total:	**$69,274.00**

Notes: PRICING INLCUDES DEMOLITION AND DISPOSAL OF EXISTING PLAYGROUND EQUIPMENT. BORDERS WILL REMAIN.

This Quote shall not become a binding contract until signed and delivered by both Customer and Miracle Recreation Equipment Company ("Miracle"). Sales Representative is not authorized to sign this Quote on behalf of Miracle or Customer, and signed Quotes cannot be accepted from Sales Representative. To submit this offer, please sign below and forward a complete signed copy of this Quote directly to "Miracle Sales Administration" via fax (417) 235-3551 or email: orders@miraclerec.com. Upon acceptance, Miracle will return a fully-signed copy of the Quote to Customer (with copy to Sales Representative) via fax or email.

THIS QUOTE IS LIMITED TO AND GOVERNED BY THE TERMS CONTAINED HEREIN. Miracle objects to any other terms proposed by Customer, in writing or otherwise, as material alterations, and all such proposed terms shall be void. Customer authorizes Miracle to ship the Equipment and agrees to pay Miracle the total amount specified. Shipping terms are FOB the place of shipment via common carrier designated by Miracle. Payment terms are Net-30 days from invoice date with approved credit and all charges are due and payable in full at PO Box 734154, Dallas, TX 75373-4154, unless notified otherwise by Miracle in writing. Customer agrees to pay all additional service charges for past due invoices. Customer must provide proper tax exemption certificates to Miracle, and shall promptly pay and discharge all otherwise applicable taxes, license fees, levies and other impositions on the Equipment at its own expense. Purchase orders and payments should be made to the order of Miracle Recreation Equipment Company.

Quote Number: R0102240043 **Quote Date:** 6/11/2024 **Equipment:** $55,154.00 **Grand Total:** $69,274.00

CUSTOMER HEREBY SUBMITS ITS OFFER TO PURCHASE THE EQUIPMENT ACCORDING TO THE TERMS STATED IN THIS QUOTE AND SUBJECT TO FINAL APPROVAL BY MIRACLE.

Submitted By **Printed Name and Title** **Date**

THE FOREGOING QUOTE AND OFFER ARE HEREBY APPROVED AND ACCEPTED BY MIRACLE RECREATION EQUIPMENT

By:

Mick Sh

Date: 6/11/2024

ADDITIONAL TERMS & CONDITIONS OF SALE

1. Use & Maintenance. Customer agrees to regularly inspect and maintain the Equipment, and to provide, inspect and maintain appropriate safety surfacing under and around the Equipment, in accordance with Miracle's product literature and the most current Consumer Product Safety Commission Handbook for Public Playground Safety.

2. Default, Remedies & Delinquency Charges. Customer's failure to pay any invoice when due, or its failure to otherwise comply with the terms of this Quote, shall constitute a default under all unsatisfied invoices ("Event of Default"). Upon an Event of Default, Miracle shall have all remedies available to it at law or equity, including, without limitation, all remedies afforded a secured creditor under the Uniform Commercial Code. Customer agrees to assist and cooperate with Miracle to accomplish its filing and enforcement of mechanic's or other liens with respect to the Equipment or its location or its repossession of the Equipment, and Customer expressly waives all rights to possess the Equipment after an Event of Default. All remedies are cumulative and not alternative, and no exercise by Miracle of a remedy will prohibit or waive the exercise of any other remedy. Customer shall pay all reasonable attorneys fees plus any costs of collection incurred by Miracle in enforcing its rights hereunder. Subject to any limitations under law, Customer shall pay to Miracle as liquidated damages, and not as a penalty, an amount equal to 1.5% per month of any payment that is delinquent in such month and is not received by Miracle within ten (10) days after the date on which due.

3. Limitation of Warranty/ Indemnity. MIRACLE MAKES NO EQUIPMENT WARRANTIES EXCEPT FOR THOSE STANDARD WARRANTIES ISSUED WITH THE EQUIPMENT, WHICH ARE INCORPORATED HEREIN BY THIS REFERENCE. MIRACLE SPECIFICALLY DISCLAIMS ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE AND ANY LIABILITY FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES. CUSTOMER AGREES TO DEFEND, INDEMNIFY AND SAVE MIRACLE HARMLESS FROM ALL CLAIMS OF ANY KIND FOR DAMAGES OF ANY KIND ARISING OUT OF CUSTOMERS ALTERATION OF THE EQUIPMENT, ITS FAILURE TO MAINTAIN THE EQUIPMENT, ITS FAILURE TO PROPERLY SUPERVISE EQUIPMENT USE, OR ITS FAILURE TO PROVIDE AND MAINTAIN APPROPRIATE TYPES AND DEPTHS OF SAFETY SURFACING BENEATH AND AROUND THE EQUIPMENT IN ACCORDANCE WITH MIRACLES INSTALLATION AND OWNERS MANUALS AND THE MOST CURRENT CONSUMER PRODUCT SAFETY COMMISSION HANDBOOK FOR PUBLIC PLAYGROUND SAFETY.

4. Restrictions. Until all amounts due hereunder are paid in full, Customer shall not: (i) permit the Equipment to be levied upon or attached

under any legal process; (ii) transfer title to the Equipment or any of Customer's rights therein; or (iii) remove or permit the removal of the Equipment to any location not specified in this Quote.

5. Purchase Money Security Interest. Customer hereby grants, pledges and assigns to Miracle, and Miracle hereby reserves a purchase money security interest in, the Equipment in order to secure the payment and performance in full of all of Customer's obligations hereunder. Customer agrees that Miracle may file one or more financing statements, in order to allow it to perfect, acquire and maintain a superior security interest in the Equipment.

6. Choice of Law and Jurisdiction. All agreements between Customer and Miracle shall be interpreted, and the parties' obligations shall be governed, by the laws of the State of Missouri without reference to its choice of law provisions. Customer hereby consents to the personal jurisdiction of the state and federal courts located in the city and county of St. Louis, Missouri.

7. Title; Risk of Loss; Insurance. Miracle Retains full title to all Equipment until full payment is received by Miracle. Customer assumes all risk of loss or destruction of or damage to the Equipment by reason of theft, fire, water, or any other cause, and the occurrence of any such casualty shall not relieve the Customer from its obligations hereunder and under any invoices. Until all amounts due hereunder are paid in full, Customer shall insure the Equipment against all such losses and casualties.

8. Waiver; Invalidity. Miracle may waive a default hereunder, or under any invoice or other agreement between Customer and Miracle, or cure such a default at Customer's expense, but shall have no obligation to do either. No waiver shall be deemed to have taken place unless it is in writing, signed by Miracle. Any one waiver shall not constitute a waiver of other defaults or the same kind of default at another time, or a forfeiture of any rights provided to Miracle hereunder or under any invoice. The invalidity of any portion of this Quote shall not affect the force and effect of the remaining valid portions hereof.

9. Entire Agreement; Amendment; Binding Nature. This fully-executed Quote, as supplemented by Change Orders and invoices containing exact amounts of estimates provided herein, constitutes the complete and exclusive agreement between the parties. A Change Order is a written instrument signed by the Customer and Miracle stating their agreement as to any amendment in the terms of this Quote. Customer acknowledges that Change Orders may result in delays and additional costs. The parties agree that all Change Orders shall include appropriate adjustments in price and time frames relating to any requested amendments. Upon full execution, this Quote shall be binding upon and inure to the benefit of the parties and their successors and assigns.

10. Counterparts; Electronic Transmission. This Quote, any invoice, and any other agreement between the parties, may be executed in counterparts, each of which shall constitute an original. The facsimile or other electronic transmission of any signed original document and retransmission of any signed facsimile or other electronic transmission shall be the same as the transmission of an original. At the request of either party, the parties will confirm facsimile or other electronically transmitted signatures by signing an original document.

Rev E 021815

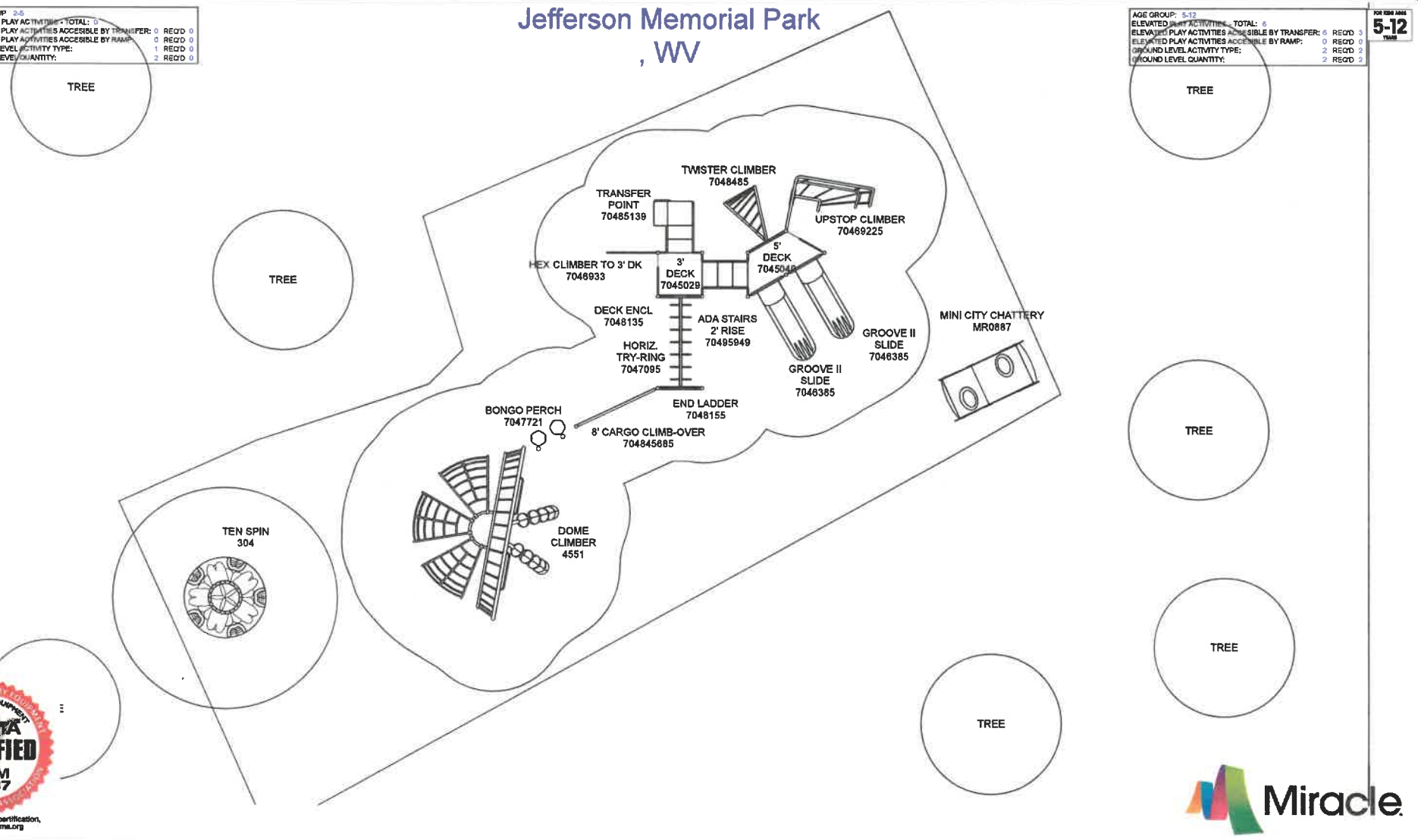
Jefferson Memorial Park
, WV

FOR KIDS AGES 2-5 YEARS

AGE GROUP 2-5		
ELEVATED PLAY ACTIVITIES - TOTAL:	0	
ELEVATED PLAY ACTIVITIES ACCESSIBLE BY TRANSFER:	0	REQ'D 0
ELEVATED PLAY ACTIVITIES ACCESSIBLE BY RAMP:	0	REQ'D 0
GROUND LEVEL ACTIVITY TYPE:	1	REQ'D 0
GROUND LEVEL QUANTITY:	2	REQ'D 0

FOR KIDS AGES 5-12 YEARS

AGE GROUP: 5-12		
ELEVATED PLAY ACTIVITIES - TOTAL:	6	
ELEVATED PLAY ACTIVITIES ACCESSIBLE BY TRANSFER:	6	REQ'D 3
ELEVATED PLAY ACTIVITIES ACCESSIBLE BY RAMP:	0	REQ'D 0
GROUND LEVEL ACTIVITY TYPE:	2	REQ'D 2
GROUND LEVEL QUANTITY:	2	REQ'D 2



IPEMA CERTIFIED TO ASTM F1487

To verify product certification, visit www.ipema.org

Miracle

METRO RECREATION INC 4907 Camden Place North Jefferson,MD PHONE NO: (240) 409-2870 FAX NO:	R0102_45448532382	To promote safe and proper equipment use by children. Miracle recommends the installation of either a Miracle safety sign or other appropriate safety signage near each playsystem's main entry point(s) to inform parents and supervisors of the age appropriateness of the playsystem and general rules for safe play.	THE PLAY COMPONENTS IDENTIFIED IN THIS PLAN ARE IPEMA CERTIFIED. THE USE AND LAYOUT OF THESE COMPONENTS CONFORM TO THE REQUIREMENTS OF ASTM F1487.
GROUND SPACE: 75'-6" x 43'-6"	✓ COMPLIES TO ASTM/CPSC		
PROTECTIVE AREA: 73'-6" x 53'-6"			AN ENERGY ABSORBING PROTECTIVE SURFACE IS REQUIRED UNDER & AROUND ALL PLAY SYSTEMS
DRAWN BY: Michael Slifer DATE: 5/31/2024	✓ COMPLIES TO ADA		









Capital Improvements Project Description

Category: **Department: Police Department**

Project Name: Office Chairs **Cost: $8,100.00**

Location: CTPD **Year: 2026-2027**

Project Description:	**Purchase 24 heavy duty office chairs.**
Project Justification:	**Replace worn out office chairs. Most of the chairs were passed down from APU at the time of purchase or brough from old PD.**
Annual Capital Expense:	**One-time capital purchase.**
Cost/Revenue Source:	**Capital Funds**
Overall Priority Level:	**1**
Expected Useful Life:	**5 years**

Pro | Ranson 10PM | 25414 | What ... | Ranson 10PM | 25414 | Menu | Quotes | Lists | Amanda

CART (24)

Quick Add | Share

Select All

Delivery

Delivering to 25414 (1 item)

Your Delivery Cost: FREE

This applies to all Delivery items in your cart.



Flash Furniture

Black Hercules Series Leather Soft Swivel Office Chair with Loop Arms, Ergonomic Padded High-Back Executive Chair

Color/Finish: **Black**

$8,063.76

($335.99/item)

− 24 +

Recently Viewed



Flash Furniture Black Hercules Series 24/7...

(15)

$386.60

Add to Cart



Flash Furniture Black Hercules Series Leath...

(27)

$335.99

Add to Cart



RIDGID Genuine General Debris Pleated Shop...

(2297)

$14.85

Add to Cart



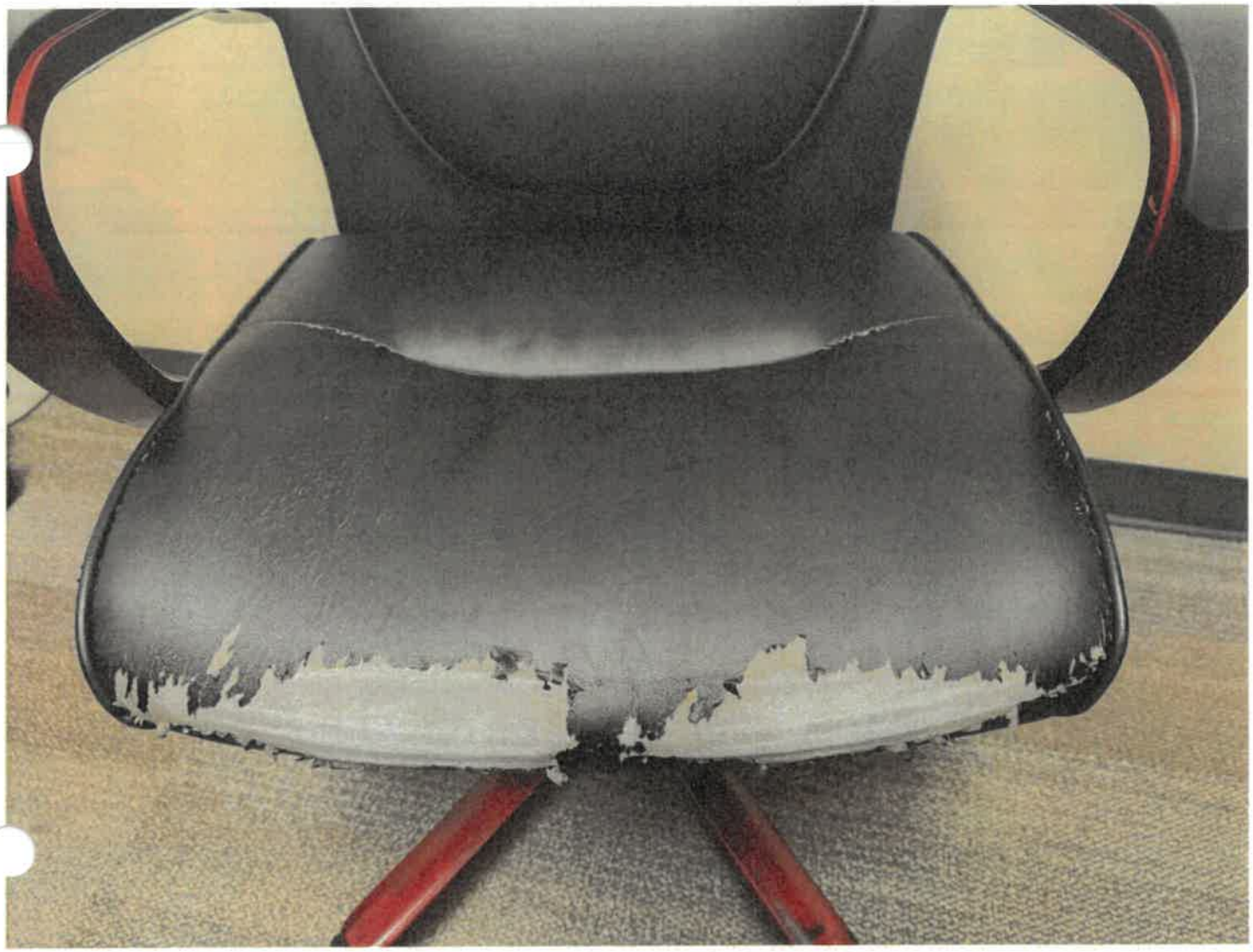
John Deere Z315E 42 in. 20 HP Gas Dual...

(634)

$3,299.00

Was $3,599.00

Add to Cart



Capital Improvements Project Description

Category: **Department: Police Department**

Project Name: General Equipment **Cost: $16,885.00**

Location: CTPD **Year: 2026-2027**

Project Description:	**Purchase all required equipment for new officer position**
Project Justification:	**Equip the new officer with necessary equipment.**
Annual Capital Expense:	**One-time capital purchase.**
Cost/Revenue Source:	**Capital Funds**
Overall Priority Level:	**1**
Expected Useful Life:	**Multiple years based on wear and tear.**

FY27 CHARLES TOWN POLICE DEPARTMENT GENERAL EQUIPMENT REQUEST	
	Price
Axon Taser 7	2,415.41
Paraclete Level III Ballistic Shield	4,869.87
Monadnock AutoLock w/ Clip on Holder	223.60
Stinger Spike System	640.00
Gideon Trauma Aid Kit	213.00
EMI Trauma Pac Kit	151.00
Lifepack Defibrillator	3,470.18
Motorola V700 Body Worn Camera	1,410.98
Desktop Computer	3,428.94
Shipping	61.32
TOTAL	$16,884.30

Witmer PUBLIC SAFETY GROUP, INC.
101 Independence Way
Coatesville, PA 19320
www.wpsginc.com
jhager@officerstore.com
(610) 857-8070

Quote

Quote#	QUO314596
Date	04/23/2026
Exp. Date	05/23/202

Bill To:
Jason Newlin
Charles Town Police Department
661 S George St Ste 100
Charles Town, WV 25414-1421
United States

Ship To:
Jason Newlin
Charles Town Police Department
661 S George St Ste 100
Charles Town, WV 25414-1421
United States

Shield

ID	Name	Terms	Sales Rep	Shipping Method
75692	Charles Town Police Department	Net 30	Jonathan Hager	FedEx Ground

#	Item Name	Description	Quantity	Unit Price	Amount
1	PAR-SHBTPA005-L0	Paraclete BELLATOR Level III ballistic shield, 20"x30" with Viewport	1	4,845.87	4,845.87
2	PB-IDPSHL3X10	Point Blank 3 x 10 Shield ID Panels for POLICE Black Decal with White or Yellow Letters Specify Lettering Color:	1	24.00	24.00

ACCEPTANCE OF QUOTATION

The above prices,specifications, and conditions are satisfactory and are hereby accepted.

Freight charges are estimated at the time of quote. Applicable freight costs will apply at time of shipment.

Quotation is valid until May 23,2026

Signature: _____ Date: _____

Subtotal:	4,869.87
Discount:	0.00
Tax Total:	0.00
Freight:	19.83
Total:	**4,889.70**

Witmer PUBLIC SAFETY GROUP, INC.
101 Independence Way
Coatesville, PA 19320
www.wpsginc.com
jhager@officerstore.com
(610) 857-8070

Quote

Quote#	QUO314588
Date	04/23/2026
Exp. Date	05/23/2026

Bill To:
Jason Newlin
Charles Town Police Department
661 S George St Ste 100
Charles Town, WV 25414-1421
United States

Ship To:
Jason Newlin
Charles Town Police Department
661 S George St Ste 100
Charles Town, WV 25414-1421
United States

Items

ID	Name	Terms	Sales Rep	Shipping Method
75692	Charles Town Police Department	Net 30	Jonathan Hager	FedEx Ground

#	Item Name	Description	Quantity	Unit Price	Amount
1	MON-9152F	Monadnock AutoLock-22 w/Power Safety Tip, Black Chrome Finish & SuperGrip Positive Lock	1	186.34	186.34
2	MON-3034	Monadnock AutoLock-22 and 26 Front Draw 360Â° Swivel Holder, Clip-On	1	37.26	37.26
3	STING-90200	Stinger Spike System 2015 Trooper 15-1/2'	1	640.00	640.00
4	GT-GSTRAUMAKIT-A	Gideon Tactical Gunshot Trauma Aid Kit - GTAK Advanced	2	106.50	213.00
5	EMI-857	EMI Trauma Pac Kit, Stocked, Orange	2	75.50	151.00

ACCEPTANCE OF QUOTATION

The above prices,specifications, and conditions are satisfactory and are hereby accepted.

Freight charges are estimated at the time of quote. Applicable freight costs will apply at time of shipment.

Quotation is valid until May 23,2026

Signature: _____ Date: _____

Subtotal:	1,227.60
Discount:	0.00
Tax Total:	0.00
Freight:	41.49
Total:	**1,269.09**

Axon Enterprise, Inc.
17800 N 85th St
Scottsdale, Arizona 85255
United States
VAT: 86-0741227
Domestic:(800) 978-2737
International: +1.800.978.2737

Q-845484-46136DZ

Issued: 04/24/2026

Quote Expiration:

Estimated Contract Start Date: 07/01/2026

Account Number: 109431
Payment Terms: N30
Mode of Delivery: AUTO-GND
Credit/Debit Amount: $0.00

SHIP TO	BILL TO	SALES REPRESENTATIVE	PRIMARY CONTACT
Charles Town Police Department - WV 661 South George Street, Suite 100 Charles Town, WV 25414 USA	Charles Town Police Department - WV 661 South George Street, Suite 100 Charles Town WV 25414 USA Email:	David Zador Phone: Email: dzador@axon.com Fax:	Jason Newlin Phone: (304) 724-3271 Email: jnewlin@charlestownwv.us Fax:

Quote Summary

Program Length	60 Months
TOTAL COST	$2,415.41
ESTIMATED TOTAL W/ TAX	$2,415.41

Discount Summary

Average Savings Per Year	$0.00
TOTAL SAVINGS	$0.00

Payment Summary

Date	Subtotal	Tax	Total
Jul 2026	$2,415.41	$0.00	$2,415.41
Total	**$2,415.41**	**$0.00**	**$2,415.41**

Quote Unbundled Price:	**$2,415.41**
Quote List Price:	**$2,415.41**
Quote Subtotal:	**$2,415.41**

Pricing

All deliverables are detailed in Delivery Schedules section lower in proposal

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
A la Carte Hardware									
20062	AXON TASER 7 - HOLSTER - BLACKHAWK RH	1			$98.25	$98.25	$98.25	$0.00	$98.25
20018	AXON TASER - BATTERY PACK - TACTICAL	1			$117.16	$117.16	$117.16	$0.00	$117.16
20008	AXON TASER 7 - HANDLE - HIGH VIS GRN LASER CLASS 3R YLW	1			$2,200.00	$2,200.00	$2,200.00	$0.00	$2,200.00
Total							$2,415.41	$0.00	$2,415.41

Delivery Schedule

Hardware

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
A la Carte	20008	AXON TASER 7 - HANDLE - HIGH VIS GRN LASER CLASS 3R YLW	1	1	06/01/2026
A la Carte	20018	AXON TASER - BATTERY PACK - TACTICAL	1	1	06/01/2026
A la Carte	20062	AXON TASER 7 - HOLSTER - BLACKHAWK RH	1	1	06/01/2026

Shipping Locations

Location Number	Street	City	State	Zip	Country
1	661 South George Street, Suite 100	Charles Town	WV	25414	USA

Payment Details

Jul 2026

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Annual Payment 1	20008	AXON TASER 7 - HANDLE - HIGH VIS GRN LASER CLASS 3R YLW	1	$2,200.00	$0.00	$2,200.00
Annual Payment 1	20018	AXON TASER - BATTERY PACK - TACTICAL	1	$117.16	$0.00	$117.16
Annual Payment 1	20062	AXON TASER 7 - HOLSTER - BLACKHAWK RH	1	$98.25	$0.00	$98.25
Total				$2,415.41	$0.00	$2,415.41

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

Standard Terms and Conditions

Axon Enterprise Inc. Sales Terms and Conditions

Axon Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at https://www.axon.com/sales-terms-and-conditions), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at www.axon.com/legal/sales-terms-and-conditions), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Exceptions to Standard Terms and Conditions

Rewrite Estimates

Estimated Amounts and Contract Terminations. Any amounts stated as due under existing or terminated contracts — including contract transfer balances carried forward to new or pending contracts — are estimates based on payments received as of the calculation date. These estimates may be adjusted if new contracts are not executed on the anticipated dates or if expected payments are not made.

Refresh Shipment Timing

Technology Assurance Plan (TAP) Refresh Prior to Renewal. For Customers with expiring agreements that include TAP refresh rights, Axon may, in its discretion, ship refresh hardware under the existing contract while renewal or replacement agreements are in progress. Any such shipments will be deemed made under the terms of the existing contract until the new contract is fully executed, after which any applicable updates, fees, or adjustments will apply.

Shipment Timing

Shipment Variance. Estimated shipment dates are provided for planning purposes only and are not guarantees. Axon may ship hardware before or after the estimated shipment date, and failure to meet an estimated shipment date will not, by itself, constitute a breach, provided Axon uses commercially reasonable efforts to meet estimated shipment dates.

Signature

Date Signed

4/24/2026



stryker

emi-Auto CR2

Quote Number: 11297803

Version: 1

Prepared For: CHARLES TOWN POLICE DEPT
Attn: Sgt. Newlin

Remit to: Stryker Sales, LLC
21343 NETWORK PLACE
CHICAGO IL 60673-1213
USA

Division: Medical
Rep: Will Shary
Email: will.shary@stryker.com
Phone Number: (614) 804-0299

Quote Date: 04/23/2026
Expiration Date: 07/22/2026
Contract Start: 04/23/2026
Contract End: 04/22/2027

Delivery Address		Sold To - Shipping		Bill To Account	
Name:	CHARLES TOWN POLICE DEPT	Name:	CHARLES TOWN POLICE DEPT	Name:	CHARLES TOWN POLICE DEPT
Account #:	20237714	Account #:	20237714	Account #:	20237714
Address:	661 GEORGE ST	Address:	661 GEORGE ST	Address:	661 GEORGE ST
	CHARLES TOWN		CHARLES TOWN		CHARLES TOWN
	West Virginia 25414-1421		West Virginia 25414-1421		West Virginia 25414-1421

Equipment Products:

#	Product	Description	Qty	Sell Price	Total
1.0	99512-000970	LIFEPAK CR2 Cellular Defibrillator, Semi-Automatic, English, carrying case	2	$1,310.85	$2,621.70
			Equipment Total:		$2,621.70

Data Solutions:

#	Product	Description	Qty	Sell Price	Total
2.0	50998-000027	LIFEPAK CR2 Data Plan 8yr	2	$424.24	$848.48
			Data Solutions Total:		$848.48

Price Totals:

Estimated Sales Tax (0.000%):	$0.00
Shipping and Handling:	$0.00
Grand Total:	$3,470.18

Comments:

Promotional Cellular Device Pricing Applied

stryker

Semi-Auto CR2

Quote Number:	11297803	Remit to:	Stryker Sales, LLC 21343 NETWORK PLACE CHICAGO IL 60673-1213 USA
Version:	1	Division:	Medical
Prepared For:	CHARLES TOWN POLICE DEPT Attn: Sgt. Newlin	Rep:	Will Shary
		Email:	will.shary@stryker.com
		Phone Number:	(614) 804-0299

Quote Date:	04/23/2026
Expiration Date:	07/22/2026
Contract Start:	04/23/2026
Contract End:	04/22/2027

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 sit 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.

MOTOROLA SOLUTIONS

QUOTE-3609035
QTY 1 V700 w/EL5

Billing Address:
CHARLES TOWN POLICE
DEPARTMENT
661 S GEORGE ST
CHARLES TOWN, WV 25414
US

Quote Date:04/28/2026
Expiration Date:06/27/2026
Quote Created By:
Erick Castillo
Erick.Castillo@
motorolasolutions.com

End Customer:
CHARLES TOWN POLICE DEPARTMENT

AGREEMENT: WG AGREEMENT

Summary:

Any sales transaction resulting from Motorola's quote is based on and subject to the applicable Motorola Standard Terms and Conditions, notwithstanding terms and conditions on purchase orders or other Customer ordering documents. Motorola Standard Terms and Conditions are found at www.motorolasolutions.com/product-terms.

Line #	Item Number	Description	Qty	Term	List Price	Ext. List Price	Contract Price	Sale Price	Ext. Sale Price
	V700								
1	WGB-0879A	V700 BWC 1080P FN READY W/REM BATT CM	1		$968.00	$968.00	$774.40	$774.40	$774.40
2	LSV07S03512A	ESSENTIAL SERVICE W/ACC DMG AND ADV REPLACEMENT - V700	1	5 YEARS	$552.00	$552.00	$441.60	$441.60	$441.60
	VideoManager EL or EX: Video Evidence Management								
3	WGP02400-520	VIDEOMANAGER EL, BODY WORN CAMERA ANNUAL LICENSE*	1	1 YEAR	$243.72	$243.72	$194.98	$194.98	$194.98

Grand Total $1,410.98(USD)

Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the ""Underlying Agreement"") that authorizes Customer to purchase equipment and/or services or license software (collectively ""Products""). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.
Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 – #: 36-1115800

Pricing Summary

	Payment Term	Upfront Sale Price
Upfront Costs*		
		$1,216.00
Upfront Subscription Fee		
VideoManager EL or EX: Video Evidence Management	Annually	$194.98
Sub Total:		**$1,410.98**

	Payment Term	Sale Price	Annual Sale Price
Sub Total:			**$0.00**

Grand Total System Price (Inclusive of Upfront and Annual Costs) **$1,410.98**

**Upfront costs include the cost of Hardware. Accessories and Implementation. where applicable.*

Notes:

- The Pricing Summary is a breakdown of costs and does not reflect the frequency at which you will be invoiced.
- Additional information is required for one or more items on the quote for an order.
- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.
- Unless otherwise noted in this quote / order, installation of equipment is not included.

Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the ""Underlying Agreement"") that authorizes Customer to purchase equipment and/or services or license software (collectively ""Products""). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.

Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 - #: 36-1115800

TEK ADVISORS
Technology for Life

Quote

Quote Number: 825

Payment Terms: 100% Due on Approval
Expiration Date: 05/28/2026

Quote Prepared For

Chris Kutcher
Charles Town Police Department
661 South George Street
Charles Town, WV 25414
Phone:+1 (304) 725-2714
ckutcher@charlestownwv.us

Quote Prepared By

Thomas Reilly
Tek Advisors
PO Box 774
219 South Duke Street
Shepherdstown, West Virginia 25443
United States
Phone:304.903.3500
treilly@tek-advisors.com

Item#	Quantity	Item	Unit Price	Adjusted Unit Price	Extended Price
One-Time Items					
1)	1	Dell Pro Micro QCM1250 Desktop Computer (KPH02) Dell Pro Micro QCM1250 Desktop Computer - Intel Core Ultra 7 265T - vPro Technology - 32 GB - 512 GB SSD - Micro PC	$2,360.88	$2,360.88	$2,360.88
2)	2	Dell P2425H 24" Class Full HD LED Monitor - 16:9 - Black, Silver 23.8" Viewable - In-plane Switching (IPS) Technology - Edge LED Backlight - 1920 x 1080 - 16.7 Million Colors - 250 Nit - 5 ms - HDMI - VGA - DisplayPort - USB Hub	$223.14	$223.14	$446.28
3)	1	Display Port to HDMI Cable 3m Display Port to HDMI Cable 3m	$34.15	$34.15	$34.15
4)	1	Dell Slim Soundbar Dell Slim Soundbar SB521A	$57.77	$57.77	$57.77
5)	1	Dell KM7120W Keyboard & Mouse Dell KM7120W Keyboard & Mouse - Wireless Wireless House	$90.88	$90.88	$90.88
6)	1	Logitech C920x HD Pro Webcam Logitech C920x HD Pro Webcam, Full HD 1080p/30fps Video Calling, Clear Stereo Audio, HD Light Correction, Works with Skype, Zoom, FaceTime, Hangouts, PC/Mac/Laptop/Macbook/Tablet - Black	$83.99	$83.99	$83.99
7)	1	UPS Back-UPS, 6 Outlets, 425VA, 120V Tower - 8 Hour Recharge - 3 Minute Stand-by - 120 V AC Input - 120 V AC Output - 6 x NEMA 5-15R	$69.99	$69.99	$69.99
8)	3	Included Labor Hours Included Labor Hours- 3 hours are included in the quote, additional hours are at current rate!	$95.00	$95.00	$285.00

•PRESTAGE DEPLOYMENT
~Hardware setup on bench
~Hardware setup on bench
~Manufacturer updates (Bios, firmware etc.)
~Create Tek Advisors admin user and set password
~Create User profile (unless client utilizes domain controller)
~Add user profile to admin group
~Microsoft Office suite install if known account
~Install common application ie. Adobe, Chrome, Firefox
~Enable network sharing through file explorer
~Change power and monitor setting as needed
~Change time zone
~Check device manager to ensure that all devices are installed correctly
~Change Computer Name
~Work with JCC on ROI Changes
~Install RMM agent
~Box it back up and label it

•ONSITE DEPLOYMENT
~Complete Discovery of old PC. Screen shot program list, printers, desktop and anything relivant
~Review current program list with user to make sure that you know all applications needed on the new PC will be installed
~Export all favorites and passwords for all browsers
~Copy user data (desktop, documents. etc) to external drive
~New PC hardware Setup
~Create user Domain Name if needed or join new PC to domain
~Create and /or edit user profile
~Make sure PC name is correct
~Setup Outlook or email profile
~Split Backup Jobs and replication to new NAS System
~Backup Files to new Repository
~Map network drives
~Create desktop shortcuts
~Setup Printers
~Import settings from Backup for Chrome, Firefox and Edge
~Install new PC's
~Setup CAD
~Move usable computers to Evidence, Processing, and Magistrate
~Spend time with user to make sure that all applications are working correctly and they can print

One-Time Total	**$3,428.94**

New Officer Setup

Subtotal	**$3,428.94**
Total Taxes	**$0.00**
Total	**$3,428.94**

Authorizing Signature _____

Date _____

Interest Charges on Past Due Accounts and Collection Costs Overdue amounts shall be subject to a monthly finance charge. In addition, customer shall reimburse all costs and expenses for attorney's fees incurred in collecting any amounts past due. Additional training or Professional Services can be provided at our standard rates.

*Approved Quotes using a Credit Card will have a 3.5% convenience fee added.

The information provided herein constitutes an estimated proposal of pricing for materials only and a system design based solely on the specifications and product requirements you provided. Any suggestions for products that may meet your specific needs are made by Tek Advisors based upon your indicated requirements. Tek Advisors does not represent or warrant that (i) the products and equipment set forth herein constitute a complete system of any type, (ii) all such products and equipment will work together or appropriately in customer's specific application or (iii) that any or all of the products, equipment or systems will comply with any codes or laws. Additional products and equipment at an additional cost may be required to complete a system based on your specific application. You are strongly advised to ensure that the quoted products or system is in compliance with your local law and codes. Nothing contained herein shall cause Tek Advisors to incur any liability for system design, functionality, installation or integration, except as specifically set forth on Tek Advisor's terms and conditions of sale. Wire gauge, quantity of cable and connectors, standby battery sizes and necessary quantities, if included, are estimates only and your actual requirements may vary based upon your installation procedure. Aggregate pricing for non special order product set forth in this quote shall only be valid for 10 days from the date hereof and pricing for special order products may vary based upon vendor pricing at the time of your order.

Fulfillment is subject to product availability at the time of order and pricing does not include taxes or shipping charges. This quote may be based on or include equipment that may not have the same appearance or functions as items in your specification, but which provide substantially similar functionality. Surge protection or UPS systems may be required to ensure warranty coverage. Standard manufacturer's warranties and disclaimers may apply to each product and Tek Advisors makes no product warranties herein; you are directed to contact each manufacturer for further information or technical support. Please confirm availability and pricing for the products set forth in this proposal with our office.

Submit

Please select whether you would like to approve or decline the quote shown below. The name and any additional comments you enter below will be submitted to the quote's sender.

Your Response

- ○ I approve this quote
- ○ I decline this quote

Your Name *

Comments

2000

Capital Improvements Project Description

Category: **Department: Police Department**

Project Name: CAD Panasonic Tablets (In-Car) **Cost: $31,853.00**

Location: CTPD **Year: 2026-2027**

Project Description:	**Acquire six Panasonic in-car CAD computer tablets for use by officers in their vehicles. These tablets enable dispatch communication and provide real-time information for calls for service.**
Project Justification:	**Replace all third-generation Panasonic in-car CAD tablets that will reach the end of life by the end of FY27.** **In FY26, CTPD replaced 12 second-generation tablets with fourth-generation models.**
Annual Capital Expense:	**One-time capital purchase.**
Cost/Revenue Source:	**Capital Funds**
Overall Priority Level:	**1**
Expected Useful Life:	**5 years**

Quote

Quote Number: 824

Payment Terms: 100% Due on Approval
Expiration Date: 05/28/2026

Quote Prepared For

Chris Kutcher
Charles Town Police Department
661 South George Street
Charles Town, WV 25414
Phone:+1 (304) 725-2714
ckutcher@charlestownwv.us

Quote Prepared By

Thomas Reilly
Tek Advisors
PO Box 774
219 South Duke Street
Shepherdstown, West Virginia 25443
United States
Phone:304.903.3500
treilly@tek-advisors.com

Item#	Quantity	Item	Unit Price	Adjusted Unit Price	Extended Price
One-Time Items					
1)	6	Panasonic Tough Tablet FZ-G2MK3 Win11 Pro, Intel Core Ultra 5 135U vPro (up to 4.4GHz), AMT, 10.1" WUXGA Gloved Multi Touch+Digitizer, 16GB, 512GB OPAL SSD (quick-release), Intel Wi-Fi 6E, Bluetooth, Dual Pass (Ch1:none/Ch2:none), Mic and Infrared 2MP Webcam, 13MP Rear Camera, Standard Battery, TPM 2.0	$4,504.63	$4,504.63	$27,027.78
2)	6	Miscellaneous PROTECTION PLUS WARRANTY - CF-33. FZ-G2 (YEARS 1, 2 and 3)	$367.50	$367.50	$2,205.00
3)	25	Included Labor Hours Included Labor Hours- 25 hours are included in the quote, additional hours are at current rate!	$95.00	$95.00	$2,375.00
4)	1	Comments Panasonic Connect remains committed to providing you with the rugged computers you rely on—while keeping you informed and prepared every step of the way. We also understand that recent tariff developments have raised concerns about potential price increases across the industry. To support our customers and partners, we are maintaining our current TOUGHBOOK® pricing structure through May 31, 2026. Ensuring consistency and reliability remains our priority.	$0.00	$0.00	$0.00
				One-Time Total	**$31,607.78**
Shipping Items					
5)	1	UPS Ground Freight	$245.00	$245.00	$245.00
				Shipping Total	**$245.00**

New MDU Tablets Price point has a defined time line. Prices may go up

Subtotal	**$31,852.78**
Total Taxes	**$0.00**
Total	**$31,852.78**

Authorizing Signature _____

Date _____

Interest Charges on Past Due Accounts and Collection Costs Overdue amounts shall be subject to a monthly finance charge. In addition, customer shall reimburse all costs and expenses for attorney's fees incurred in collecting any amounts past due. Additional training or Professional Services can be provided at our standard rates.

*Approved Quotes using a Credit Card will have a 3.5% convenience fee added.

The information provided herein constitutes an estimated proposal of pricing for materials only and a system design based solely on the specifications and product requirements you provided. Any suggestions for products that may meet your specific needs are made by Tek Advisors based upon your indicated requirements. Tek Advisors does not represent or warrant that (i) the products and equipment set forth herein constitute a complete system of any type, (ii) all such products and equipment will work together or appropriately in customer's specific application or (iii) that any or all of the products, equipment or systems will comply with any codes or laws. Additional products and equipment at an additional cost may be required to complete a system based on your specific application. You are strongly advised to ensure that the quoted products or system is in compliance with your local law and codes. Nothing contained herein shall cause Tek Advisors to incur any liability for system design, functionality, installation or integration, except as specifically set forth on Tek Advisor's terms and conditions of sale. Wire gauge, quantity of cable and connectors, standby battery sizes and necessary quantities, if included, are estimates only and your actual requirements may vary based upon your installation procedure. Aggregate pricing for non special order product set forth in this quote shall only be valid for 10 days from the date hereof and pricing for special order products may vary based upon vendor pricing at the time of your order. Fulfillment is subject to product availability at the time of order and pricing does not include taxes or shipping charges. This quote may be based on or include equipment that may not have the same appearance or functions as items in your specification, but which provide substantially similar functionality. Surge protection or UPS systems may be required to ensure warranty coverage. Standard manufacturer's warranties and disclaimers may apply to each product and Tek Advisors makes no product warranties herein; you are directed to contact each manufacturer for further information or technical support. Please confirm availability and pricing for the products set forth in this proposal with our office.

Submit

Please select whether you would like to approve or decline the quote shown below. The name and any additional comments you enter below will be submitted to the quote's sender.

Your Response

- ○ I approve this quote
- ○ I decline this quote

Your Name *

Comments

2000

Capital Improvements Project Description

Category: **Department: Police Department**

Project Name: Police Vehicles and Equipment Up-fit **Cost: $188,090.00**

Location: CTPD **Year: 2026-2027**

Project Description:	**Purchase 3 Ford Police Interceptor Utility vehicles with all equipment, emergency lighting and decals.**
Project Justification:	**Replace 2 spare police vehicles** **2013 Ford Police Interceptor Utility – 139,175 miles** **2015 Ford Police Interceptor Utility – 100,000 miles** **Added one additional vehicle to support the new officer position.**
Annual Capital Expense:	**One-time capital purchase. Maintenance and fuel have been paid out of PD's budget.**
Cost/Revenue Source:	**Capital funds**
Overall Priority Level:	**1**
Expected Useful Life:	**7 years**

FY27 CHARLES TOWN POLICE DEPARTMENT VEHICLE REQUEST				
	VEHICLE 1	VEHICLE 2	VEHICLE 3	TOTAL
Price	47,000.00	47,000.00	47,000.00	$141,000.00
COPS Grant Funding/Purchased	22,223.13	22,223.13		
Upfit	2,737.32	2,737.32	24,960.44	$30,435.07
In-Car Camera			5,875.00	$5,875.00
Radio			4,944.37	$4,944.37
Keyboard	395.00	395.00	395.00	$1,185.00
Flashlight	350.00	350.00	350.00	$1,050.00
Tint Wizard	1,200.00	1,200.00	1,200.00	$3,600.00
TOTAL	$51,682.32	$51,682.32	$84,724.81	$188,089.44

Jim Shorkey Ford • 1234 Long Run Road, White Oak, PA 15131 • 724-382-3366

COSTARS Vendor # 453431 • COSTARS Contract 013-E22-239 • email: police@jimshorkey.com

Sean Boyle - 412-628-7758 • Greg Boss - 412-491-0235 • Chester Bealles - 412-298-1768

2026 Ford Police Interceptor Utility

MSRP: $50,855

- K8A Base Vehicle - 500A Package
- 99B - 3.3L TIVCT Gas Engine w/10 Speed Transmission
- 86T - Rear Tail Lamp Housing Provision
- 43D - Dark Car Feature
- 17T Red/White Dome Lamp in Cargo area
- 51R - Driver Only LED Spot Lamp
- 52P - Rear Doors Inoperable from Cabin
- 18D - Global Lock/Unlock Feature
- 59B - Keyed Alike 1284X
- 549 - Heated Side View Mirrors
- 47A - Police Engine Idle Feature
- 76R - Reverse Sensing System
- 17A - Rear Auxiliary A/C System
- Charcoal Black Interior
- Oxford White, Agate Black, Carbonized Gray or Silver Gray Metallic
- 3 Year/36,000 Miles Comprehensive Warranty - 5 Year/100,000 Mile Powertrain Warranty



Ohio Price: $46,552.15

Delivery included to most of Western PA
$40 for Temporary Tag if Needed
Plus $398 Documentation Fee - Other Fees may apply for other plates

Municipality Name:_____ COSTARS Member ID:_____

Purchase Order #:_____ Color Requested:_____

Signature:_____ Date:____/____/_____

Call for a complete available option & color list. We can be your one stop shop for all of your vehicle, equipment, lighting and graphics needs with two in-house installer locations to better serve you.

Estimate 1502

21 Southpaw Lane
Shepherdstown, WV 25443
+13048704420
raymuth.eel@gmail.com
emergencylightingllc.com

ADDRESS
Charles Town Police Department
661 S George St
Charles Town, WV 25414

DATE	TOTAL
04/27/2026	$24,960.22

UNIT
2026 Explorer

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
04/27/2026	SoundOff Emergency Components	mpower® Exterior Full Size Lightbar EMPLB01KEC-4QB 48"/122cm 10-32 Volt MPOWER 6 INCH LED LIGHTBAR W/ 15' LIN DSC TECHNOLOGY /D08//D08/|D12||D12||D12||D12||D12||D12|\D08\\D08\ /B_W//B_W/ |B_W||B_W||B_W||B_W||B_W||B_W| \B_W\\B_W\ |D08|	SILVER	O |D08
B_W|	CLEAR	O |B_W| \D08\\D08\ |D12||D12||D12||D12||D12||D12| /D08//D08/ \B_W\\B_W|B_A||B_A||B_A||B_A||B_A||B_A|/B_W//B_W/ Accessories - PNFLBSPLT1, AUTO-DIM Mount - Fixed Height Mount (PMPLBK01) & Extension Plate (PMPLBKXT) Hook - PNFLBF44 Vehicle - Ford Explorer/PI SUV w/o Roof Rack (2020-26)	1	3,485.07	3,485.07
04/27/2026	SoundOff Emergency Components	mpower® Fascia 4" EMPS2001N-E mpower® Fascia 4" Light with Stud Mount 12 LED 9-32 Volt SAE with 1.5' Pigtail Black Housing with Clear Lens BLU/WHT Notes: Push Bumper Mounted	4	158.17	632.68
04/27/2026	SoundOff Emergency Components	ESLRL6115E SL Running Light, 61" - 5 Module, Dual Color Blue/White	2	429.28	858.56

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
04/27/2026	SoundOff Emergency Components	Mounting Kit PSLVBK01 BRACKET - SIDELINE MOUNTING KIT	2	42.87	85.74
04/27/2026	SoundOff Emergency Components	Intersector Light - Surface Mount ENT3B3E Intersector Surface Mount Light, 9-32 Vdc, Black Housing, 16 LEDs, Dual Color - Blue/White	2	241.66	483.32
04/27/2026	SoundOff Emergency Components	PMP2BKUMB8-D Under Mirror Mount Bracket Kit (each) for installation on Ford PI Utility 2025-2026 for use with mpower® 3" and 4" Stud and Intersector Surface Mount, Driver Side	1	32.40	32.40
04/27/2026	SoundOff Emergency Components	PMP2BKUMB8-P Under Mirror Mount Bracket Kit (each) for installation on Ford PI Utility 2025-2026 for use with mpower® 3" and 4" Stud and Intersector Surface Mount, Passenger Side	1	32.40	32.40
04/27/2026	SoundOff Emergency Components	bluePRINT® 500 Series Remote Amp ENGSA5101 bluePRINT® Rotary Control Panel ENGCP18004 bluePRINT® 500 Link Vehicle Harness ENGLNVH012	1	1,389.44	1,389.44
04/27/2026	SoundOff Emergency Components	100J Speaker ETSS100J5	1	295.29	295.29
04/27/2026	SoundOff Emergency Components	Bracket ETSSVBK01 100N/100J/100U Series Speaker Bracket (no drill) for Ford PI Utility 2020 - 2026. The vehicle can hold up to two kits (sold individually), Bumper Mount Center	1	43.47	43.47
04/27/2026	SoundOff Emergency Components	mpower® Fascia 4x2 EMPSA05BU-1 4"x2" mpower Fascia with Quick Mount 36 LED 9-32 Volt SAE with 1.5' Pigtail Black Housing with Clear Lens BLU/AMB/WHT Next to rear Tag	2	255.19	510.38
04/27/2026	SoundOff Emergency Components	Remote Node ENGND04102	1	243.22	243.22
04/27/2026	SoundOff Emergency Components	Harness ENGHNK05	1	119.39	119.39
04/27/2026	SoundOff Emergency Components	ENGSYMD01 bluePRINT Sync® Module, includes GPS Antenna, ECE R10 Certified	1	327.52	327.52
04/27/2026	Troy Products Components	CC-20-UV10-L8 2020-26 PI Utility 18" console; 10" slope, 8" level faceplate area. Includes one dual USB/USB-C charging port (floor mount not required).	1	545.36	545.36
04/27/2026	Mag Mic	Mag Mic Magnetic Mic Clip	1	43.42	43.42
04/27/2026	Troy Products Components	AC-MCM1 Dog Eared Mic Clip	1	18.24	18.24

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
04/27/2026	Troy Products Components	AC-INBHG Console, Accessory, Cup Holder, 4" Mounting Space	1	56.36	56.3
04/27/2026	Troy Products Components	AC-TB-ARMMNT-58 Side Mount Arm Rest	1	187.62	187.62
04/27/2026	Troy Products Components	AC-Tick-2 3" Accessory Plate, 2.5" Deep	1	46.68	46.68
04/27/2026	Troy Products Components	FP-SO500-R SoundOff 500 siren Remote head Mounting Plate FP-MXTL5000 Motorola XTL Radio Mounting Plat	1	0.00	0.00
04/27/2026	Troy Products Components	CM-SD2M-SL-703-IK20 Console side dual-arm mount with swing arm for Havis tablet dock and slide arm for Ikey/Havis keyboard, IK Model# IK-TR-911-RED, Havis keyboard model# KB-106	1	834.44	834.44
04/27/2026	Troy Products Components	KIT-TP-SM1U-BB-SS Bent Frame Space Maker Partition with vertical bar	1	1,185.03	1,185.03
04/27/2026	Troy Products Components	TP-20-FDUV-RL 2020-26 PI Utility | 2020-26 Explorer Civilian rear partition with polycarbonate window and square-hole punch side panels.	1	637.44	637.44
04/27/2026	Troy Products Components	CP-UV20-CARGO 2020-26 PI Utility standard tilt-up cargo mount with gas shocks.	1	718.20	718.20
04/27/2026	Troy Products Components	AC-20-UV-TRAY 2020-26 PI Utility electronics tray, bolts to CP-UV20-CARGO.	1	255.45	255.45
04/27/2026	Troy Products Components	WG-20-FDUV-SET 2020-26 PI Utility | 2020-26 Explorer Civilian driver and passenger side window guard set, welded bars, vertical design.	1	259.31	259.31
04/27/2026	Troy Products Components	KT-GM-SGL-SC6 Single weapon mount with SC6 lock and brackets.	1	364.36	364.36
04/27/2026	Havis Computer Dock	(HAV) #DS-PAN-722N G2 DOCK W/ P/SUPPL	1	900.62	900.62
04/27/2026	Component	(HAV) #KB-1002 Rugged Keyboard	1	672.01	672.01
04/27/2026	911 Circuits	Ch26.2 500 Circuit System with 80% Harness and Quick Connect Harness 500 System and Ford Interceptor	1	1,498.00	1,498.00
04/27/2026	Setina Manufacturing	PB-SET-PB450L-4MP4ST-FPIU20+ BK1526ITU20 SETINA PB450L PUSH BUMPER -Fits: Ford PIU 2020+ -Light Type: MPower -Crossbar Light Cutouts: 2 -Side Light Cutouts: 2	1	685.93	685.93

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
04/27/2026	Setina Manufacturing	Setina Mfg -Mo: PB5 -Fits: Ford PIU 2025+	1	624.00	624.00
04/27/2026	Component	Lund PRBKT-ZQ5 Universal Locking Mount for Zebra ZQ-520 Printers, (Mount Only)	1	235.10	235.10
04/27/2026	Component	Laird Radio Antenna Cable and Mast	1	136.40	136.40
04/27/2026	Component	Install Components: Wire, Fuses, Loom, Connectors Heatshrink and Hardware to install all above listed Components	1	664.13	664.13
04/27/2026	Labor	Install all above listed components. Install customer furnished Camera Systems, radar systems, Radio Systems, E-ticket Printer and any associated components. Wire into vehicle system using the 911 Circuits system and Link Module.	1	4,500.00	4,500.00
04/27/2026	Shop & Office Fees	Misc.	1	653.24	653.24
04/27/2026	Shipping	Freight for all listed components	1	700.00	700.00

SUBTOTAL	24,960.22
TAX	0.00
TOTAL	$24,960.22

THANK YOU.

Accepted By

Accepted Date

Quote Date:04/24/2026
Expiration Date:06/23/2026
Quote Created By:
Alexander Tirado
Regional Video Sales Manager
Alexander.Tirado@
motorolasolutions.com
(856) 812-5478

End Customer:
CHARLES TOWN POLICE DEPARTMENT
Amanda Gerstell
agerstell@charlestownwv.us
304-725-2714

AGREEMENT: WG AGREEMENT
Payment Terms:30 NET

Summary:

This Motorola quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then the following Motorola's Standard Terms of use and Purchase Terms and Conditions govern the purchase of the Products which is found at http://www.motorolasolutions.com/product-terms

Line #	Item Number	Description	Qty	Term	List Price	Sale Price	Ext. Sale Price
	M500						
1	WGB-0189A	MTIK CONF KIT,802.11AC,M500POE,5G HZANT	1		$410.00	$286.97	$286.97
2	WGW00122-303	IN-CAR VIDEO SYSTEM CONFIGURATION SERVICE	1		$312.50	$218.73	$218.73
3	WGB-0700A	M500 IN-CAR SYSTEM FRONT/PASSENGER CAM*	1		$6,200.00	$4,339.55	$4,339.55
4	LSV07S05296A	5Y ESSENTIAL - M500	1	5 YEARS	$1,063.20	$744.17	$744.17
	CommandCentral DEMS						
5	SSV00S05155A	COMMANDCENTRAL DEMS STARTER SERVICE*	1	1 YEAR	$0.00	$0.00	$0.00
6	SSV00S05161A	COMMANDCENTRAL DEMS UNLIMITED STORAGE PER IN-CAR VIDEO CAMERA*	2	1 YEAR	$204.00	$142.79	$285.58

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Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

Line #	Item Number	Description	Qty	Term	List Price	Sale Price	Ext. Sale Price
7	SSV00S03751A	INTEGRATION: VIDEO MANAGER EL (CLOUD) TO EVIDENCE*	1	1 YEAR	$0.00	$0.00	$0.00

Grand Total $5,875.00(USD)

Pricing Metric :

Price is indicative of the following -
# of Devices - 1

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Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 - #: 36-1115800

Pricing Summary

	Payment Term	Upfront Sale Price
Upfront Costs*		
		$5,589.42
Upfront Subscription Fee		
CommandCentral DEMS	Annually	$285.58
Sub Total:		**$5,875.00**

	Payment Term	Sale Price	Annual Sale Price
Sub Total:			**$0.00**

Grand Total System Price (Inclusive of Upfront and Annual Costs)	**$5,875.00**

**Upfront costs include the cost of Hardware, Accessories and Implementation, where applicable.*

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- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.
- Unless otherwise noted in this quote / order, installation of equipment is not included.

Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the ""Underlying Agreement"") that authorizes Customer to purchase equipment and/or services or license software (collectively ""Products""). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.
Motorola Solutions, Inc.. 500 West Monroe, United States - 60661 ~ #: 36-1115800

MOTOROLA SOLUTIONS







CHARLES TOWN, CITY OF

APX 4500

04/23/2026

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MOTOROLA SOLUTIONS

QUOTE-3603412
APX 4500

Billing Address:
CHARLES TOWN, CITY OF
101 E WASHINGTON ST
CHARLES TOWN, WV 25414
US

Quote Date:04/23/2026
Expiration Date:06/22/2026
Quote Created By:
Butch Bryant
butch.bryant@bearcom.com

End Customer:
CHARLES TOWN, CITY OF
Chris Kutcher
ckutcher@charlestownwv.us
(304)725-2714

Contract: 38523 - WV SIRN APX RADIO 2024
AGREEMENT: STATE OF WEST VIRGINIA

Summary:

Any sales transaction resulting from Motorola's quote is based on and subject to the applicable Motorola Standard Terms and Conditions, notwithstanding terms and conditions on purchase orders or other Customer ordering documents. Motorola Standard Terms and Conditions are found at www.motorolasolutions.com/product-terms.

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
	APX™ 4500 Enhanced					
1	M22QSS9PW1BN	MOBILE RADIO APX4500 ENHANCED UHF R1	1	$2,356.00	$1,625.64	$1,625.64
1a	GA09008AA	ADD: GROUP SERVICES	1	$177.00	$122.13	$122.13
1b	HA00692AA	ADD: 7Y ESSENTIAL SERVICE LTM	1	$454.00	$454.00	$454.00
1c	G66BF	ADD: DASH MOUNT O2 APXM	1	$148.00	$102.12	$102.12
1d	GA00580AA	ADD: TDMA OPERATION	1	$530.00	$365.70	$365.70
1e	QA02812AE	ADD: P25 9600 TRUNKING W/ INTEROPERABILITY	1	$2,436.00	$1,680.84	$1,680.84
1f	G142AD	ADD: NO SPEAKER APX	1	$0.00	$0.00	$0.00
1g	GA01606AA	ADD: NO BLUETOOTH/ WIFI/GPS ANTENNA NEEDED	1	$0.00	$0.00	$0.00
1h	GA00804AA	ADD: APX O2 CH (GREY)	1	$579.00	$399.51	$399.51
1i	G89AC	ADD: NO RF ANTENNA NEEDED	1	$0.00	$0.00	$0.00
1j	G444AH	ADD: APX CONTROL HEAD SOFTWARE	1	$0.00	$0.00	$0.00

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Line #	Item Number	Description	Qty	List Price	Sale Price	Ext Sale Price
1k	GA01767AG	ADD: RADIO AUTHENTICATION	1	$118.00	$81.42	$81.42
1l	W22BA	ADD: STD PALM MICROPHONE APX	1	$85.00	$58.65	$58.65
1m	QA09113AB	ADD: BASELINE RELEASE SW	1	$0.00	$0.00	$0.00
1n	G193AK	ADD: ADP ONLY (NON-P25 CAP COMPLIANT) (US ONLY)	1	$0.00	$0.00	$0.00
2	0180351A98	MOBILE ACCESSORIES, ANTENNA MOUNT KIT, MINI UHF	1	$27.00	$20.25	$20.25
3	RAE4168A	UHF BLACK 450-470MHZ	1	$45.48	$34.11	$34.11

Grand Total $4,944.37(USD)

Notes:

- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.

Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the ""Underlying Agreement"") that authorizes Customer to purchase equipment and/or services or license software (collectively ""Products""). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.
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Amanda Gerstell

From: Lloyd Stafford <Lloyd@ikey.com>
Sent: Thursday, February 19, 2026 3:42 PM
To: Amanda Gerstell
Subject: RE: Quick Check-In on Your iKey Account

Hi Amanda,

It looks like you have bene buying the BT-870-TP: it is $395.00/unit.

Dual Connectivity Keyboard - BT-870-TP - BT-870-TP-SLIM – ikey

Book time to meet with me

Lloyd Stafford
Key Accounts Manager
iKey, Ltd.
2621 Ridgepoint Drive, Ste. 235 Austin, TX 78754
P: 512.837.0283 E-Mail: Lloyd@ikey.com Web: ikey.com

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From: Amanda Gerstell <agerstell@charlestownwv.us>
Sent: Thursday, February 19, 2026 1:20 PM
To: Lloyd Stafford <Lloyd@ikey.com>
Subject: RE: Quick Check-In on Your iKey Account

Hi Lloyd!! Thanks for reaching out. At the present time, we don't have a need but in the new FY (July 2026), we may be ordering two more keyboards. We are heading into budget season very soon. If you happen to have an informal price quote for two keyboards that we normally order, that would be great. Or I can reach back out to you when Chief starts looking at budgets to equip hopefully two new cruisers. But I don't need a formal quote or have anything to order at the moment.

Thanks so much!
Amanda

Capital Improvements Project Description

Category: **Department: Police Department**

Project Name: Policy Revision and CALEA Compliance **Cost: $20,000.00**

Location: CTPD **Year: 2026-2027**

Project Description:	**Contract with a specialized law firm to review and update all operating policies for CTPD.**
Project Justification:	**Ensure that CTPD has the most updated operating policies in accordance with applicable federal and state laws and CALEA standards.**
Annual Capital Expense:	**One-time capital purchase.**
Cost/Revenue Source:	**Capital Funds**
Overall Priority Level:	**1**
Expected Useful Life:	**10 years with general updates yearly.**

PROPOSAL FOR SERVICES
POLICE CONSULTANT SERVICES

FOR THE

CHARES TOWN WV
POLICE DEPARTMENT

2026

DLG

DAIGLE LAW GROUP, LLC

PROPOSAL PRESENTED BY
ERIC P. DAIGLE, ESQ.

DAIGLE LAW GROUP, LLC
960 S MAIN STREET PLANTSVILLE CT 06479
(860) 270-0060
WWW.DAIGLELAWGROUP.COM

POLICE CONSULTANT SERVICES

A. DLG Consulting Services

Daigle Law Group, LLC, Attorney Eric P. Daigle submits a proposal for Police Consulting Services for the Charles Town WV Police Department. The Daigle Law Group, LLC (hereinafter "DLG"), incorporated in the State of Connecticut, is a law firm that takes immense pride in providing our clients with specialized, focused representation. We provide police practices consultation to law enforcement agencies across the country in the area of operational liability, with an emphasis on policies, operations, and investigations. DLG focuses on police best practices, specifically in the areas of policy development, training, investigation, and operations.

Introduction:

A Police Department's policies and procedures provide the agency with core liability protection. Policies that are comprehensive and current are the backbone of effective and constitutional policing. It is not enough, however, to simply have sound policies. Officers must be trained on the policies, supervisors must hold officers accountable, and, when the policies are violated, a sound disciplinary process should be engaged.

A Police Department's policies and procedures shall reflect and express the Department's core values and priorities, while providing clear direction to ensure that officers lawfully, effectively, and ethically fulfill their law enforcement responsibilities. Daigle Law Group, LLC developed the DLG Policy Center to meet the increasing need of Police Departments across the United States. We are dedicated to working with Departments to develop sound, effective policies based on constitutional accreditation standards. Daigle Law Group operates under a philosophy that every Police Department is unique in its operation and structure. We collaborate with Police Departments to mold proper standards into the operation and structure of the individual agency. Our clients range in size from small to large departments, each with unique challenges.

Law enforcement operational standards dictate that police departments develop and maintain sound and proper policies and procedures. Utilizing the expertise of Attorney Eric Daigle, and a team of experts in law enforcement operations, we work with clients to analyze the risks associated with their current policies. Through a process of examination and analysis, we identify areas of risk and work to develop sound policies based on the principles of common law enforcement standards. We encourage members of the department, who are the subject matter experts, to be involved in every aspect of the process to ensure not only that the policies are sound, but that personnel understand and have confidence in them. We can review and revise individual department policies or conduct a complete policy manual review and revision. The Daigle Law Group is committed to working with the command staff of any police department to ensure that its policies meet the standards of effective and constitutional policing.

POLICE CONSULTANT SERVICES

B. Scope of Police Practices Consultant Services

As a Police Practices Consultant, Attorney Daigle provides resources and guidance to police organizations and management in multiple areas of law enforcement operation. Daigle Law Group, LLC is dedicated to forming a partnership with the management of the Charles Town WV Police Department and the City of Charles Town to identify and maintain a proper standard of law enforcement operation.

Daigle Law Group, LLC, through its principal Attorney Daigle provides the following proposed approaches, capabilities, and experiences in the following areas:

1. Department Policy and Procedure Development

Attorney Daigle has extensive experience in developing, implementing, and maintaining police policies, which meet local and national accreditation, while ensuring the Department complies with constitutional policing standards.

a. Approach

Through our process, police departments are encouraged to mold the policy standards into their unique operational structure and practice. The process begins with an analysis of the department's current policies and procedures to identify a blueprint for success. Our consultants will work with the department, utilizing input from various department resources, to produce a model set of policies for consideration. We will then work with the department to modify the policies to meet the operational needs of the agency without undermining liability protections. Once complete, we will assist the department in providing training on the updated policies and maintaining effective updates on the policies.

DLG proposes the following methodology and dissemination process for development of policies. The process of policy development for the proposed options will maintain the same methodology.

1. DLG will review and analyze the current policy and procedure manual in operation at the Charles Town Police Department.

2. DLG will utilize its model policies that meet the national standards including legal standards, Consent Decree and review of national accreditation standards in the form of model Policies and common police practices.

POLICE CONSULTANT SERVICES

3. Utilizing subject matter experts and legal counsel, the policies will be developed to meet West Virginia law, court rulings, and state statutes.

4. The draft policies will be provided to the Charles Town Police Department for review and approval.

5. A word version of the sample policies will be provided to the Charles Town Police Department with guidance and instruction for final development and implementation. This must occur with an accountability mechanism to ensure that the version provided can be proven later if litigation occurs. The DLG Policy Center only uses PowerDMS as our document management software and an initial subscription will be purchased with this project.

6. After initial dissemination, a maintenance option will be provided for continuous evaluation of the policies and procedures based on Appellate and Supreme Court rulings, State Statues, risk management practices and current law enforcement incidents.

We believe that every police department is unique. Therefore, it has long been the DLG methodology that if you only provide a police department with a set of model policies, and nothing more, you will only put a Band-Aid on future liability issues. The reason is that departments with limited skills and knowledge set may not properly implement the liability protector.

b. Capabilities and Experience

Attorney Daigle and the DLG Policy Center, a division of Daigle Law Group, LLC, currently collaborates with multiple police departments around the Country and in Connecticut to review, revise, and develop new department policies. Attorney Daigle and the Consultants have worked on projects with agencies under Federal and State Consent Decrees to revise and implement new policies, which govern high liability and high frequency incidents. Attorney Daigle currently works with multiple departments to develop and implement policy and improve their operational management. Some of the departments include Yale University Police Department, New Milford Connecticut Police Department, Middletown Connecticut Police Department, Westport Police Department, Greenville South Carolina Police Department, Lavonia Michigan Police Department, Niagara Falls New York Police Department, Puerto Rico Police Department, Anchorage Alaska Police Department, and Wichita Kansas Police Department.

POLICE CONSULTANT SERVICES

c. Timetables

Prior experience with full policy manual revisions has shown that a minimum of twelve (12) to eighteen (18) months is necessary to achieve completion. This figure incorporates the time necessary for both the police department and the consultants to find the best fit for the department, while maintaining the appropriate level of police practices. Additional time may be required, however, if issues such as union objections or legal oversight processes delay the process.

This project will be completed in stages. Stage one will include reviewing the current policies of Charles Town Police Department, re-organizing and structuring policy index and developing (new) Charles Town Police Department policies using the DLG Model Policies. The Department will take delivery of approximately 110-135 developed policies for their review. An Index of the anticipated policies can be found in Attachment A to this proposal. Stage two will include editing and finalizing the policies and Stage three will be meeting accreditation standards,

d. Price

Prices for these services are detailed in Section C below.

2. General Police Practices Consulting Services

a. Approach

Attorney Daigle and his consultants have extensive experience working with departments as police practices consultants. The scope of this advisement includes:

- Meet the requirements of the West Virginia / CALEA Accreditation
- Revising, developing, implementing, and maintaining policies and training required by common police practices standards;
- Providing recommendations and guidance to implement and meet the standards of common police practices and Consent Decree requirements;
- Monitoring the department's field procedures and operations to assure implementation and compliance with common police practices and Consent Decree requirements, to include review of Internal Affairs investigations, use of force investigations, and stop and frisk standards;
- Collaborating with the Chief of Police and department members to develop, update, and change operational standards; and
- Participating in the review of high liability field situations, including those involving

the use of force and deadly force incidents.

b. Capabilities and Experience

Attorney Daigle has extensive experience providing police practices consulting to police departments. These include work in Federal and State Consent Decrees and Operational Management Studies.

Our experience includes:

- Working as law enforcement officers and executives responsible for the development, implementation, management, and evaluation of policies and procedures;
- Providing expert assistance to a variety of law enforcement agencies on policing issues, including use of force policies, procedures and training, stop and detentions, community policing, complaint systems, disciplinary systems, investigations, and accountability mechanisms;
- Designing and implementing programs to correct systemic deficiencies in law enforcement agencies;
- Addressing legal issues specific to law enforcement;
- Monitoring and consulting with departments in responding to crisis situations following police shootings and other significant uses of force, and making the difficult judgments about the propriety of particular uses of force;
- Assisting in investigations of cases involving alleged excessive use of force;
- Working with government officials, police unions, and community groups on a variety of policing issues;
- Working with the U.S. Department of Justice investigating law enforcement agencies with systemic civil rights violations;
- Participating in public policy and criminal justice research to assess the impact of management systems on police integrity and police use of force;
- Designing and implementing leadership development programs to ensure that supervisors have the tools, ability, and will uphold policies and procedures related to use of force and police integrity; and
- Compliance monitoring of law enforcement agencies.

c. Price

Police Practices Consulting will be conducted at an hourly rate. Prices for these services are detailed in Section C below.

POLICE CONSULTANT SERVICES

C. Police Practices Consultant – Costs and Expenses

The most difficult part of this proposal is identifying the costs associated with completion of the requested scope of service. DLG will provide an itemized monthly invoice detailing all services rendered.

1. Policy Development:

   The hourly rate for Attorney Daigle and consultants will be $250 dollars an hour. *Based on our experience the revision of a complete Policy Manual takes approximately 18-24 months, and we anticipate the cost to be **approximately** $20,000 to complete.

   *Please note: the client understands this is only an estimate and could be ***more*** **or** ***less*** based upon the difficultness of the project and the hours necessary to complete the project.

2. Police Practices Consulting:

   Consulting services, including accreditation consulting, will be provided at the request of the Chief of Police on an as needed project basis for a rate of $250 dollars an hour.

D. Consultant Qualifications

DLG brings to bear a wide breadth of experience that will facilitate high-quality evaluation and provide effective technical assistance to the Charles Town Police Department.

Attorney Daigle and Attorney Race will serve as the points of contact between DLG and the Parties. In our experience, when assessing policy and procedure, working as a collaborative team yields the most positive results.

POLICE CONSULTANT SERVICES

Eric P. Daigle:



Attorney Daigle is the principal and founder of Daigle Law Group, LLC, a firm that specializes in law enforcement operations, with an emphasis on management operational consulting services. His experience focuses on civil rights actions, including police misconduct litigation and employment actions. Mr. Daigle acts as legal advisor to police departments across the country, providing legal advice to law enforcement command staff and officers in the areas of legal liability, policy development, employment issues, use of force, laws of arrest and search and seizure. His experience focuses on internal affairs operations and use of force, specifically in the training, investigation, and supervision of force and deadly force incidents. Attorney Daigle speaks at seminars and conferences across the Country focusing on legal standards for effective and constitutional police operation.

He has served as a member of the Independent Monitoring Teams for Oakland CA and formally for Niagara Falls NY. He has worked with Law Enforcement Agencies who are under investigation of a Consent Decree by the Department of Justice Civil Rights Litigation Section. Attorney Daigle developed the DLG Policy Center which provides consulting services on policy development to departments across the Country.

Attorney Daigle is General Counsel for FBI- Law Enforcement Executive Development Association and a member of their instructor cadre teaching Supervisory Liability. He acts as a General Counsel for National Internal Affairs Investigators Association (NIAIA) and FBI-National Academy Associated. He was the former Chair of the IACP Legal Officers Section and instructs at the IACP conference. Attorney Daigle is the Chairman of the Legal Section for the National Tactical Officers Association. He has completed the Force Science Institute Certification and Advanced Specialist training programs. He is a former member of the Connecticut State Police and now maintains his certification as a reserve officer.

POLICE CONSULTANT SERVICES

Joseph A Race:



Joseph Race is an Associate Attorney with the Daigle Law Group and specializes in policy and accreditation issues. Mr. Race recently retired as a Captain of the Madison (CT) Police Department where he commanded the Administrative Division which included Internal Affairs, Training, Accreditation, Recruitment & Selection and Public Information. During his time in Madison, Mr. Race successfully led the Madison Police Department to dual CALEA Accreditation for Law Enforcement and Public Safety Communication as well as State of Connecticut Tier III Accreditation.

Mr. Race is actively involved in accreditation and currently serves as a CALEA Assessment Team Leader and is the current president of the Connecticut Police Accreditation Coalition (ConnPAC). Mr. Race previously served as a Prison Rape Elimination Act (PREA) auditor and has conducted numerous mock and onsite assessments for various accrediting organizations. Additionally, Mr. Race is a member of the Connecticut Police Officer Standards & Training Council (POSTC) Accreditation subcommittee and is actively involved in revising and updated the State of Connecticut Accreditation standards.

In addition to policy and accreditation issues, Mr. Race is a Connecticut Police Officer Standards & Training Council (POSTC) certified instructor in numerous subjects and is a Risk Management & Liability Mitigation instructor for the University of Louisville, Southern Police Institute, Command Officers Development Course (CODC).

Mr. Race is a graduate of Winona State University in Winona, Minnesota and the Quinnipiac University School Law in Hamden, Connecticut. Mr. Race is a practicing member of the Connecticut state bar as well as the U.S. District Court for the District of Connecticut. Mr. Race is a graduate of the Southern Police Institutes 76th Command Officers Development Course and the 270th Session of the FBI National Academy. Mr. Race is also proud United States Marine Corps veteran.

POLICE CONSULTANT SERVICES

CHARLES TOWN POLICE DEPARTMENT

POLICIES AND PROCEDURES

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DAIGLE LAW GROUP, LLC

POLICE CONSULTANT SERVICES

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Developing Constitutional & Effective Policies

What they didn't teach you at the academy.

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Document Management **Simplified**

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Letter From Attorney Eric Daigle



Attorney Eric Daigle
PRINCIPAL
DLG
DAIGLE LAW GROUP, LLC

Policy and procedure development is a task even the most seasoned law enforcement executives find difficult. Knowing this, the objective of this paper is to hear from the experts, have them weigh in on the importance of effective policies and provide advice on the methodology necessary to achieve success. I know first-hand policy drafting is something they never taught you in the police academy or even in supervisory training programs. We've written this paper with this in mind and believe it will be a valuable resource for any law enforcement agency.

As an attorney who practices civil litigation in federal and state court, I am, too often, reminded how essential policy development is to the overall success and protection of municipal operations. I spend time with agencies all over the country analyzing the risks associated with their current policies and, through a process of examination, work to develop legally-sound policies based on the principles of proper law enforcement standards.

I can't tell you how many times I've had to defend a bad policy in court. When I consult agency leaders about this, I hear the same thing over and over again: "How do I do more with less?" and "How do I keep up with it all?" Even though times are tough and

budgets are tight, legal obligations do not change—we still have a legal obligation to ensure we are meeting the Monell standard of liability (more on that later).

We must work toward limiting inconsistencies, developing professional police practices and identifying why we do certain things. We must look outside our own operations to develop a methodology, application and process to create constitutional and effective policies. We must change the pattern of practice within our environment that provides the framework to reduce inconsistencies and provide a direction towards stability.

I'd like to thank the esteemed group of industry leaders who took time out of their busy schedules to join PowerDMS and me for a full-day Law Enforcement Policy Development Summit. Together, we shared experiences, gathered information and brainstormed best practices to provide the information contained within this paper. It's important we continue to have these thought-provoking conversations with those who have "been there, done that."

Sincerely,



Attorney Eric Daigle, Principal
Daigle Law Group, LLC

Biographies

Law Enforcement Policy Development Summit Panel

In the spring of 2015, the Daigle Law Group and PowerDMS began this project by identifying, evaluating and collecting examples of best practices related to policy writing.

Based on their review, they hosted a select group of law enforcement industry experts for a Law Enforcement Policy Development Summit. These individuals joined together to identify accepted and recommended practices to develop and distribute policies and procedures, ensuring effective and constitutional operations.



Dorothy Burk, Senior Assistant General Counsel
ORANGE COUNTY SHERIFF'S OFFICE

Attorney Burk started her career as a prosecutor in the State Attorney's Office for the Ninth Judicial Circuit in Orlando, Florida. Shortly after, she joined the City of Orlando where she spent 15 years as an Assistant City Attorney and Police Legal Advisor. Since 2000, she has been the Senior Assistant General Counsel at the Orange County Sheriff's Office—one of the largest agencies in the southeast with over 2,400 sworn and civilian employees.

Joe Carter, Captain
ORANGE COUNTY SHERIFF'S OFFICE

Since 1990, Captain Carter has held numerous leadership roles with the Orange County Sheriff's Office, including fourteen years on the SWAT team with four years as a SWAT Team Leader. He currently serves as the Captain of the Quality Assurance Section where he is the liaison to the Sheriff's Citizens Advisory Committee and oversees the agency's Research and Development, Accreditation, Staff Inspection and Policy Coordination units. He is also the Commander of the Critical Incident Management Team.

Attorney John M. (Jack) Collins, Legal Advisor & Former Chief of Police
EDGARTOWN POLICE DEPARTMENT

Until recently, and since 1974, Attorney Collins has been the general counsel for the Massachusetts Chiefs of Police Association. He held a similar position, until the end of 2010, with the association's charitable non-profit, research and training affiliate, the Municipal Police Institute, Inc. In these roles, Attorney Collins drafted sample policy and procedure manuals adopted by the vast majority of Massachusetts police departments. A former assistant district attorney, Attorney Collins frequently lectures at police administration training programs across the U.S. and Canada. He has been an expert use of force and policy witness in Civil Rights cases, has served as chair of the International Association of Chiefs of Police (IACP) Legal Officers Section, has represented dozens of municipalities as labor or town counsel, and has published dozens of manuals and hundreds of articles on police administration issues. At the time this paper was produced, he was serving as the chief of police while conducting an evaluation and making recommendations for selecting a permanent chief and re-organizing the Edgartown Police Department on Martha's Vineyard.

Attorney Eric Daigle, Principal
DAIGLE LAW GROUP, LLC

Attorney Daigle practices civil litigation in federal and state court, with an emphasis on municipalities and public officials. He focuses on civil rights actions, including police misconduct litigation and employment actions. Attorney Daigle acts as legal advisor to law enforcement agencies across the country, providing legal advice to command staff and officers in the areas of legal liability, policy development, employment issues, use of force, laws of arrest and search and seizure. He currently serves as member of the Federal Independent Monitoring Team for the City of Oakland Police Department in California. Attorney Daigle works as a management operations consultant and expert witness for law enforcement pattern and practice abuse. He has worked as a police practices consultant for the Virgin Islands Police Department and the Puerto Rico Police Department, which are under a federal consent decree by the U.S. Department of Justice. Attorney Daigle acts as a consultant with multiple departments across the country to revise and develop department policies; provide daily operational legal advice; evaluate and revise use of force and internal affairs operations, accreditation standards and employment operations procedures. Attorney Daigle is general counsel for the FBI-Law Enforcement Executive Development Association; general counsel for the New England Tactical Officers Association; vice chairman for the IACP Legal Officers Section; and is on the IACP Civil Rights Committee. He is a former member of the Connecticut State Police and currently maintains his certification as a reserve officer.

Neil Dryfe, Chief of Police
CHESHIRE POLICE DEPARTMENT

Chief Dryfe began his law enforcement career in Hartford, Connecticut in 1990. He rose through the ranks of the Hartford Police Department, serving as a police officer, sergeant, lieutenant, deputy chief and assistant chief. He held a variety of assignments including extended periods as the public information officer and the commander of the Internal Affairs Division. He retired from the Hartford Police Department in December 2010 and was sworn in as the seventh chief of the Cheshire, Connecticut Police Department in January 2011. Chief Dryfe is a member of the Connecticut Police Chiefs Association, the International Association of Chiefs of Police and the Police Executive Research Forum.

Steve Hebbe, Chief of Police
FARMINGTON POLICE DEPARTMENT

After a stint in the Army National Guard, Chief Hebbe joined the Anchorage Police Department in 1990, where he served as an officer for 10 years and was then promoted to sergeant and later lieutenant. He served as technical services commander over dispatch, evidence and records, midnight shift commander and commander of internal

affairs. In 2011, he was named deputy chief and spearheaded efforts to reduce DUI fatalities and sexual assaults, as well as led efforts to revise use of force policies. In 2014, he joined the Farmington Police Department in New Mexico as chief of police and focuses on greater outreach to the Navajo Nation and expanded community engagement.

Carrie Hill, Esq.

CRIMINAL JUSTICE CONSULTING

Attorney Hill has been actively involved in corrections for over twenty-five years. Since leaving her position as general counsel for the Utah Department of Corrections, she has focused on providing training and consulting on national, regional, state and local levels for a variety of private and public entities, such as the American Jail Association, Americans for Effective Law Enforcement, Institute for the Prevention of In-Custody Death, National Institute of Corrections and National Sheriffs' Association. Attorney Hill provides experienced guidance in the form of legal advice, expert witness services and legal consultation for correctional facilities. She is also the former editor of *Corrections Managers' Report*.

Attorney Lisa Judge, Legal Advisor

TUCSON POLICE DEPARTMENT

Immediate Past-Chair

IACP LEGAL OFFICERS SECTION

Attorney Judge is principal assistant city attorney for the City of Tucson and has been assigned as a legal advisor for the Tucson Police Department since 1996. She is the immediate past chair of IACP's Legal Officers' Section and the Legal Advisor's Association of Arizona. Attorney Judge is a member of the IACP National Law Policy Center Board, which promulgates model policies for law enforcement agencies. She is also a member of the Arizona Peace Officer Standards and Training Subject Matter Expert group, which provides review and circulation of training materials in the areas of criminal law and legal instruction.

Troy Pearson, Lieutenant

ORANGE COUNTY SHERIFF'S OFFICE

Lieutenant Pearson joined the Orange County Sheriff's Office, in Orlando, Fla., as a deputy sheriff in 1979. Currently, he is the accreditation manager for both CALEA and CFA accreditations, achieving reaccreditation via a Gold Standard Assessment. Both processes received numerous awards including, The Excellence Award, Advanced Meritorious Award and recognition as an Excelsior Agency at the state level. Other responsibilities currently

include staff inspections and policy coordination. During his 35-year career, which included eight years with the El Paso County Sheriff's Office in Colorado Springs, in addition to uniform patrol experience, including watch command, he has been selected for many specialty assignments, including underwater search and recovery team commander, critical incident management team, tourist-oriented policing, intelligence/JTTF, mountain bike patrol unit, sex crimes supervisor and forensics unit supervisor.

Ralph Price, Deputy Chief & General Counsel

CHICAGO POLICE DEPARTMENT

Deputy Chief Price has served as the general counsel for the Chicago Police Department since February 2011. He is the chief legal officer for the department and the legal adviser to Superintendent Garry F. McCarthy. He provides guidance and direction on policy, labor, legislative and other legal matters arising within the Chicago Police Department. He oversees the Office of Legal Affairs, Intergovernmental Affairs Section, Freedom of Information Section and the Management and Labor Affairs Section. Prior to serving as the general counsel, Deputy Chief Price was selected to create an entirely new, innovative and responsive Intelligence Section for the Chicago Police Department. Under his command, the Intelligence Section successfully investigated and prosecuted several cases related to homeland security threats and the largest organized retail theft case in Chicago history. From 2005 through 2008, he served as the commander of the largest police district in Chicago.

Charles Reynolds, Retired Chief of Police & Consultant

Mr. Reynolds's police career spans over 50 years, including 26 years as chief of police. He has held numerous leadership positions with IACP, Commission on Accreditation for Law Enforcement Agencies, Americans for Effective Law Enforcement, New Hampshire Police Standards & Training Council and the National Association for Civilian Oversight of Law Enforcement. Mr. Reynolds has consulted on police organizational and management issues, including consent decrees, in eighteen states and internationally. He has served his community in various capacities, including acting city manager, mayor, city council member, and chair of the ethics and parking commissions. He is a certified force science investigator and a police practices expert for the Civil Rights Division of the U.S. Department of Justice.

Lt. Colonel Frank Rodgers (Ret.), President

THE RODGERS GROUP, LLC

In 2007, after 25 years of service, Lt. Colonel Rodgers retired as the deputy superintendent of the New Jersey State Police. While serving in the second highest ranking position, he led the investigations branch consisting of over 900 detectives, analysts and scientists assigned to 57 different units, with an annual budget over $75 million. During his tenure, he directed the development of the *Practical Guide to Intelligence Led Policing*, which was published by the Center for Policing and Terrorism at the Manhattan Institute and adopted by the DOJ as a national model for conducting law enforcement operations. In 2008, Lt. Colonel Rodgers formed his own private consulting company. The company has been contracted to develop policy and provide customized training services to hundreds of law enforcement agencies.

Michael Whalen, Consultant & Retired Chief of Police

DENNIS POLICE DEPARTMENT

Retiring after 38 years in law enforcement, Chief Whalen is currently a consultant with Daigle Law Group and BadgeQuest, Inc. He spent 18 years as the chief of police for three agencies–Connecticut State Capitol Police, Farmington, Connecticut Police Department and Dennis, Massachusetts Police Department. He spent the first 20 years of his law enforcement career as a police officer with the City of Hartford. During his 18 years as a police chief, Chief Whalen completed over 40 state or national accreditation on-sites. He also served as president of the Capitol Region Chiefs of Police Association and the Cape Cod Regional Law Enforcement Council. Chief Whalen enjoyed a short career as an attorney representing police officers and police agencies in state and federal court. He was recently certified as a force analyst through the Force Science Institute.

Introduction

Purpose of this White Paper

In law enforcement, policies should be a roadmap providing guidance for every level of staff conducting themselves in a safe, consistent and legally defensible manner. In fact, the Department of Justice (DOJ), in multiple settlement agreements or consent decrees currently in effect across the country, specifically provides guidance to police departments on the importance of proper policies.

A common theme in DOJ investigative reports is the finding, "clear and well-drafted policies are essential to assuring constitutional police practices."[1] These agreements suggest policies should reflect and express the department's core values and priorities, and provide clear direction to ensure officers lawfully, effectively and ethically carry out their law enforcement responsibilities. Law enforcement agencies must continually monitor and develop policies and procedures that ensure effective and constitutional policing. They should be developed based on professional thinking, court decisions and statutes.



Policies and procedures are the first line of defense against risk for any agency. If an agency is sued for an incident involving an officer, it is extremely important to be able to show a policy was in place providing direction, and that the employee was trained in the proper practices associated with the policy. A plaintiff could establish liability by proving the alleged unconstitutional actions resulted from the execution of a formal policy officially adopted by the agency.

Policy and procedure development has been recognized as an essential part of police operations for four decades. Law enforcement historians point to the Kerner Commission, organized under President Johnson's administration in 1967 after the race riots in Detroit and Washington DC, to identify the need for clear and effective policies.[2] In 1987, the International Association of Chiefs of Police (IACP) established the National Law Enforcement Policy Center. The objective of the Center was to assist law enforcement agencies across the country in the critical and difficult task of developing and refining law enforcement policy.

Organized under the direction of a broad-based advisory board of recognized law enforcement professionals, the Center has carried out its mission through the development of a variety of model law enforcement policies. Each model incorporates research findings, input of leading subject matter experts and professional judgment of advisory board members who have combined this information with their extensive practical field and management experience. The end product is some of the best contemporary thinking in the field. These policies are used as guides assisting law enforcement agencies in validating their policies are in line with contemporary policing.[3]

To build on the mission of IACP, PowerDMS, in partnership with the Daigle Law Group, assembled a diverse group of law enforcement attorneys, retired and current chiefs of police, accreditation managers and industry experts for a Law Enforcement Policy Development Summit. The outcome of the summit is this white paper, designed to aid law enforcement agencies throughout the country with the development and implementation of legally defensible policies.

All law enforcement agencies are different: whether the difference is size, geography, local law or leadership, there are always numerous differences. With this in mind, not all policies will be (or should be) one size fits all. This paper is a general guideline—a starting point—for creating the appropriate policies to meet specific needs. Policy and procedure manuals are living documents requiring constant maintenance. Various policies should be updated as the agency experiences changes in the law or professional best practices. No matter what, policies should be thorough, well thought out and an important part of any operation. Throughout this paper, policies and procedures are both referenced. Readers should understand a comprehensive manual includes both policy and constitutionally-based procedures, providing enough detail to guide an agency appropriately.

The "one thing" they didn't teach in supervisory training at the police academy is what will be covered in this paper. It is written to assist any law enforcement agency in the development of their guiding documents.

Meeting Monell Liability

From day one, law officers are told how important policies are for their protection and the protection of the agency. It may not be until they become a supervisor, chief of police, sheriff or public safety director, that they truly understand why this is true. Understanding the foundation of how policies work to protect an agency and its members is an important first step in the process. The foundational implication requires understanding of the U.S. Supreme Court holding in *Monell v. Department of Social Services*, 436 U.S. 658 (1978).

In this case the Supreme Court held that government is a "person" that can be sued under Section 1983 of Title 42 of United States Code, and a civil action for deprivation of rights applies to municipalities and local governmental units when policies or official procedures are responsible for a violation of federally protected rights.[4] Simply put, having a policy in place is not enough. To protect individuals' constitutional rights, agencies are obligated to ensure they are meeting *Monell* liability standards in areas of policy, training, supervision, investigating misconduct and discipline. The foundation of this principle is to ensure policies provide clear direction to guarantee officers lawfully, effectively and ethically carry out their law enforcement responsibilities.

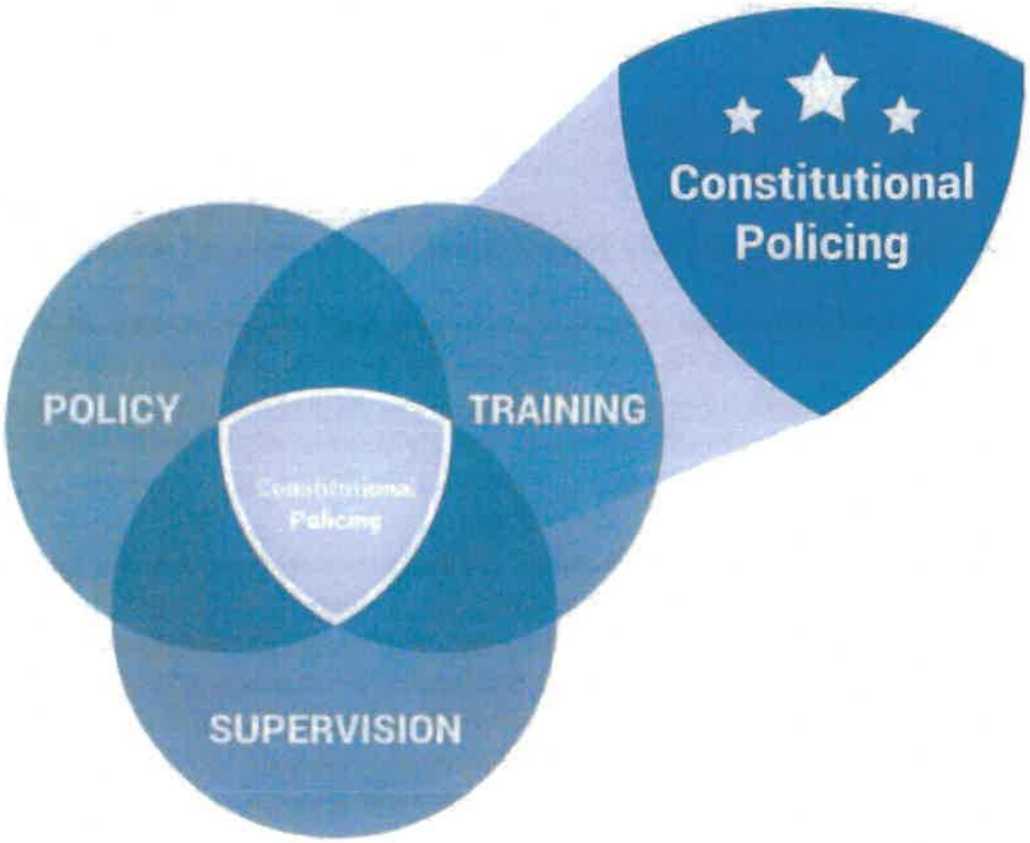
In order to successfully claim a *Monell* violation, the plaintiff must establish liability by proving the alleged unconstitutional actions resulted from the execution of a formal policy statement or regulation that was officially adopted by the agency. In the eyes of the court an official policy is fairly easy to discern. It is usually found in an agency's guiding documents. The court has interpreted that a policy is an official document, a deliberate choice of a guiding principle or procedure, made by the municipal official who has final authority regarding such matters.[5]

BASED ON THEIR EXPERIENCE, THE POLICY SUMMIT PANEL BELIEVES POLICIES MAY BE INEFFECTIVE FOR THESE REASONS:

- Too many guiding documents creating conflicting information and ambiguity (Documents may include policies, procedures, general orders, SOPs, rules and regulations, chief's memos, training bulletins and directives.)
- Lack of clarity and structure when it comes to key guiding principles
- Failure to clarify the department's position or policy on core values and priorities
- Failure to define key terms utilized in the policy
- Failure to identify and write policies that are easy for the intended audience to comprehend and implement
- Not utilizing subject matter experts in a department to ensure policy is correct
- Failure to utilize proper samples from reputable institutions, such as IACP, PERF and state model policies; contemporary research papers on subject matter; and accreditation standards and consent decrees
- Failure to do necessary research, leading to policies that could be contrary to local, state or federal law, or industry best practices
- Failure to have policies reviewed by legal counsel with knowledge of law enforcement legal concerns
- Failure to keep policy and procedures relevant by not reviewing them on a regular cycle

Policies Are Not Enough

While policies are a key linkage to effective and constitutional policing, by themselves they are not enough. Departments must consider the whole picture. For over a decade, the Daigle Law Group has been advising law enforcement agencies on the three critical pillars that must be in place. These three pillars linking the operational standards of the department together are policy, training and supervision.



Once a department's policies and procedures are scrutinized, the subsequent focus will be placed on what kind of training they provided on the policy. The failure to train standard states departments must train their officers in all subject areas where it is reasonably foreseeable that the officer's action could lead to a constitutional violation.[6] The plaintiff will be required to identify any particular deficiency in the training program and prove the alleged deficiency caused injury. In addition to having a proper policy in place, and conducting the appropriate training on the policy, it is imperative supervisors hold officers accountable for both.

Protecting Against Deliberate Indifference

Proper policies, training and supervision protect agencies against deliberate indifference. Deliberate indifference has been defined by courts as a choice made from various alternatives: knowing choice, usually made with some state of mind; and choice made with some knowledge or appreciation of what the consequences of the choice will/might be.[1] Knowing policies are not updated and therefore inaccurate, could show deliberate indifference.

The seminal case for deliberate indifference is *City of Canton, Ohio v. Harris* 489 U.S. 378 (1989), where police officers failed to provide the detainee, Geraldine Harris, with necessary medical treatment while she was in police custody. The court found under certain circumstances, a municipality could be held liable for a violation of constitutional rights resulting from the department's failure to train its officers. Inadequacy of police training may serve as the basis for liability only where the failure to train amounts to deliberate indifference.

The issue of deliberate indifference applies to policies and procedures.

TO ENSURE THEY ARE PROTECTED, AGENCY LEADERSHIP NEED TO ASK THEMSELVES THESE QUESTIONS:

- Is it reasonably foreseeable that department personnel will be required to complete a particular task?
- Is this task one that can result in injury or violation of protections provided to citizens through the federal or state constitutions or federal, state or local law?
- Has the department provided appropriate guidelines to its employees through documented policies and procedures and have officers been properly advised?
- If there are documented policies and procedures to cover these areas, are they routinely reviewed and updated to insure they meet current legal standards and best business practices?

If yes is not the answer to all these questions, the agency exposes the municipality to civil liability. Failure to address policies and maintain the proper standards with legal holdings, general police practices and manufacturer warnings, could be deemed deliberate indifference.

Section 1
Evaluating Current Status of Policies

The panel of policy development experts pointed out that in most instances, policies are not reviewed until a new chief joins an agency. Even then, they don't have the capacity, budget or resources to ensure policies are consistent with generally accepted practices.

Leadership often looks outside of their agency for help with this endeavor, relying on inexperienced attorneys or others to write their policies. There is a danger here since these outside resources are not familiar with industry standards and law enforcement operations. They are not effective in protecting the operations of the department.

> *"I can always tell how long a police chief has been in the role at an agency by the date of content in, and status of, their policies. If policies have not been revised in over five years, I assume the police chief is probably close to retirement or leaving the agency. He's saving the task of policy revisions for the next chief coming in the door. It's the reality."*
>
> Attorney Eric Daigle
> ***PRINCIPAL, DAIGLE LAW GROUP, LLC***

The first step in evaluating policies is preparing for the job ahead. Writing new, or updating existing, policies cannot be looked at as one project. More often than not, a policy and procedure manual includes over 100 policies. The assessment and development of this many policies is a huge project, which could take over a year with someone working on it full time. The panel recommends focusing on the policies causing the most liability concerns, or what are often referred to as high liability and low frequency incidents.

The second step is putting together a game plan for addressing current policies and conducting a self-assessment. The President's Taskforce for 21st Century Policing and the DOJ's report on Ferguson referenced this self-assessment process. The panel agrees it is important to review current practices and policies as part of the policy development process.

THESE QUESTIONS ARE HELPFUL IN A SELF-ASSESSMENT AND WHEN IDENTIFYING WHICH POLICIES SHOULD BE LOOKED AT FIRST:

- When was the document originally prepared?
- When was it last updated?
- Has the department issued chief's memos or directives amending the original document?
- Have there been changes in state and/or federal law since the document was prepared?
- Has there been a change or enhancement of industry standards?
- How does current training compare to the written directive?
- Does the document accurately reflect how work is being done at the agency?
- Does the document reflect best business practices?
- Does the agency have a way to keep track of what has changed?

Documents Guiding an Agency

Across the country law enforcement agencies are guided by a large amount of documents and it is rare for two agencies to have identical documents. It is not atypical for officers, and other employees, to be unfamiliar with their agency's guiding documents or even know where to find them. The panel said they see this all too often and question, ***"Why are there so many guiding documents?"***

GUIDING DOCUMENTS CAN INCLUDE:

- General orders
- Policies and procedures
- Standard operating procedures
- Rules and regulations
- Directives
- Training bulletins
- Chiefs orders or memos

The point of guiding documents is to clearly identify the procedures defining how officers are expected to act. With so much information lurking in various documents, it is unrealistic to think officers are reading, comprehending and retaining all of what they need to do their job correctly.

THE PANEL RECOMMENDS ASKING THE COMMAND STAFF:

- Do we want or require so many guiding documents?
- Is there a benefit to having one manual?
- How do the "unofficial policies" compare to what is written? In other words, is what we do in the field reflective of what is written in our guiding documents?

The task will not be easy, but the panel suggests working towards one policy and procedure manual.

> *If you want to succeed with one policy and procedure book you need the ability to be nimble. We've gotten really good about quickly updating our general orders."*
>
> Attorney Lisa Judge
> ***LEGAL ADVISOR, TUCSON POLICE DEPARTMENT***

Policy Management as an Indicator

The way policies are stored and distributed is a good indication of when they were created and how valid they are today. If an agency has a current policy manual with an index, the panel suggests using this as a guide. It sounds simple, but in the self-assessment process they suggest starting with the index. When evaluating the current state of policies and procedures, an agency should see how quickly they can 1) find the index, and 2) locate something essential, like a use of force policy. If a policy this important cannot be produced immediately, it is safe to say the current system is not working.

Electronic document management has come a long way and can help alleviate this issue. With robust software solutions there is no reason an agency should be authoring their most important documents by sending emails back and forth, while losing track of what version is where and who wrote what. Hard copies of policies no longer have to be handed out to officers and returned (or not returned) with signature. They no longer have to be filed in a cabinet, in a room, full of more of the same. This old method is time consuming, expensive and extremely risky.

> *"The first thing I always look for when evaluating current documents is an index. If you can't find the policy you are looking for quickly, what good is it? Everything needs to be quickly accessible. After I look for the index, I look for high liability policies."*
>
> Charles Reynolds
> ***RETIRED CHIEF OF POLICE & CONSULTANT***

Another concern is preparing for discovery requests related to policy and training. Agencies are often asked to show every version of a particular policy and prove whether or not an individual officer has read and understood it. An electronic document management solution includes version tracking and signature attestation that is easily and quickly accessible, and can be delivered in minutes (not days) when requested.

> *"Knowing what I know now, one of the ways I would evaluate whether or not policies need to be updated is to ask 'Is it still a piece of printed paper located somewhere?' If it is still a printed manual stuck in a file somewhere, I am going to be worried. New officers know technology. They are used to it. It is familiar to them. The days of handing out binders full of paper are gone. I'd advise an agency to rewrite things that are not available electronically. You can't trust it. It has to be electronic and readily available."*
>
> Neil Dryfe
> ***CHIEF OF POLICE, CHESHIRE POLICE DEPARTMENT***

Section 2
Developing Proper Policies and Procedures

After a self-assessment and evaluation of the current state of guiding documents, the hard work begins. Agencies will have to determine who is responsible, what resources are available and what structure is best. Creating new policies is a huge undertaking for any department, but one that will pay big dividends in the end.

Forming A Policy Development and Review Team

Determining who will be involved in the policy development process, and how, is imperative. The panel suggests choosing one individual to serve as the project manager. This person will not necessarily be responsible for researching or writing the policies, but they will be responsible for shepherding the project. The panel also suggests, that when a project manager is selected, the CEO of the organization send out a notification that this person is working under the full support of the leadership team. It is important to have CEO buy-in and make it known to the entire agency.

Once the project manager is identified—if the resources are available—put together a policy review committee. Some departments prefer large committees, while others have found it beneficial to keep the committee small. Sometimes this is a choice, but usually it is based on the size of the agency.

Large Policy Committee

PROS:

- Multiple department levels involved in future of operational standards
- Institutional knowledge and historical insight reside with multiple agency members

CONS:

- Individuals without subject matter expertise weighing in
- Process guaranteed to take longer and can easily get bogged down

Small Policy Committee

PROS:

- Ability to be more nimble and efficient
- Individuals with subject matter expertise involved

CONS:

- Majority of work falls on a few people
- Possible lack of buy-in from those not involved

> ***"For me, the fewer people the better. I tried to put a committee together and it was back and forth. Things like, 'change may to shall.' If I was to do it again, I would create a top down approach—this is the new policy, review it and let me know your thoughts. Too many opinions make it very difficult to accomplish your goals."***
>
> Chief Neil Dryfe

The panel discussed the benefits of hiring consultants to guide them through the process. Others talked about including academic institutions, citizen review committees and research and development groups. There is an abundance of pros and cons when it comes to including outside entities and the consensus was it varies from department to department.

It is undisputed that using subject matter expertise is quite valuable. For example, policies governing use of force need to be reviewed by range and tactical officers to ensure the standards match the principles in which they are certificated. This thought process could be applied to multiple policies in an average department's manual.



Once the policy is drafted, the panel agreed it is a good idea to involve all levels of a department—command, first line supervisors and officers—in the review process. Each of these positions offers an important perspective on the operations of the department. In unionized agencies where new policies, or changes to existing ones, involve or impact mandatory subjects of bargaining, management must provide the union with notice and an opportunity to bargain to agreement, or impasse, before implementing such changes.

> *"I think the smaller the group, the tighter the group, the better. I like to have the subject matter expert, a lawyer and a policy overseer."*
>
> Carrie Hill, Esq.
> ***CRIMINAL JUSTICE CONSULTING***

Included on the panel were legal advisors and members of the IACP Legal Officers Section. They all agree a legal advisor should review policies. Legal review of any policy should be conducted by an attorney with specific knowledge of law enforcement operations and legal cases related to these operations. For example, a city attorney may be well versed in zoning issues, but not up-to-date on the law concerning the use of police K-9s.

POLICY DEVELOPMENT AND REVIEW CHECKLIST:

- Establish chief's authority
- Identify a project manager
- Put together policy committee
- Find subject matter experts
- Seek qualified legal advisor
- Involve staff in review
- Engage with union representative

> *"Our chief drives policy change. He is very active in PERF and was on the President's Committee for 21st Century Policing. He travels around, collects the latest information and then comes back with really great ideas about policy development. We look to him for direction. We farm topics out to subject matter experts, to the people with the most expertise, and ask them to start a draft. Then those policies come to my office for legal review. We have a good system."*
>
> Attorney Lisa Judge

Before issuing a new policy or procedure it is important to establish the chief's authority. There may be statutes, by-laws or ordinances defining the chief's authority. Before starting the policy writing process the chief should confer with municipal leaders to determine the apporopriate procedure for issuance. Some jurisdictions require approval by police commissions or municipal officials. This discussion can also provide a platform to increase department funding in certain areas and, more importantly, the process assures local government leaders that the department is staying ahead of the curve on current issues and limiting the community's liability—a win-win for everyone.

Identifying and Prioritizing Policies

Once development and review teams are established, the next step is to identify what policies are most important and should be tackled first. Like anything else, this will vary from department to department, but as a general rule, the recommendation is starting with the most high-risk, high-liability policies. These are the ones agencies end up in court defending against the most.

The panel of experts said these 10 topics come up time and time again, and agree they lead to a majority of liability cases.

SUGGESTED TOPICS TO LOOK AT FIRST:

1. Use of force and force-related weapons
2. Pursuit and emergency vehicle operations
3. Accepting citizen complaints
4. Response to the mentally ill or persons in crisis
5. Sexual and workplace harassment
6. Care and custody of detainees
7. Tactical operations deployment
8. Response to domestic violence
9. Evidence and property control
10. Off-duty and secondary employment

When prioritizing and determining policy topics, it is important to look ahead, but be careful of knee jerk reaction to novel issues. Policies need to have a balance between being strict and leaving a little wiggle room for unusual circumstances. In most situations policy writers will have to use their best judgment.

> *"The number of traditional civil liability lawsuits has long-since been outpaced by employee claims against other employees, department supervisors and the municipality. Damage awards in HR-related cases dwarf those in Monell lawsuits. Having policies on sexual and workplace harassment is not enough. Departments need both policies and training for supervisors in the requirements of such things as the FLSA, FMLA, ADA, ADEA, pregnancy leave or other anti-discrimination laws, as well as how to properly handle work-related injury claims and to administer a collective bargaining agreement. These all fall into the high-frequency/high-risk category yet are often overlooked when developing a new or updated policy and procedure manual."*
>
> Attorney John M. (Jack) Collins
> ***LEGAL ADVISOR & FORMER CHIEF OF POLICE,***
> ***EDGARTOWN POLICE DEPARTMENT***



Resources Guiding Policy Development

It may be a generality, but our panel of experts mentioned it several times: most law enforcement professionals are resistant to change. With this said, it is only natural that policies, procedures and training are usually implemented in a reactive state. Agencies need to find a more proactive way of doing things. They need to gain buy-in earlier, and more often, to ensure officers are following the proper policies and procedures prior to a mandate because something bad has happened. There are numerous resources available to help agencies gain buy-in and evaluate the quality of their policies.

Case Law and Department of Justice Rulings

Officers will have confidence in policies that include logical operational procedures developed from current case law and best business practices. The DOJ is a reliable resource for this. Departments should keep their finger on the pulse of DOJ reports, publicized cases, Supreme Court rulings and Appellate Court rulings relevant to their part of the country.

> ***"You have to have a way to spark the need for change. There's got to be a reason to do it, to get buy-in. We can look at new cases, at consent decrees, and know what's potentially coming down the road for us and protect ourselves before it happens."***
>
> Attorney Lisa Judge

If officers know a change is backed by case law, if they know that it is because of a legal change, they will be more willing to accept it. Most importantly, staff will embrace changes when agency leadership takes the time to explain the reasons for change and the fact that the changes have been developed to protect employees, the agency and the public.

> *"I always tell agencies I'm working with to print an agreement/consent decree from the DOJ website, assign it to a lieutenant and have them go through it. Have them write in the margins what policy, and where, I can find what is being pointed out. If for no other reason, it's a starting point."*
>
> Attorney Eric Daigle

Accreditation Standards

There is no denying it is popular for agencies to use accreditation as a checklist for policy and procedure evaluation. These include standards provided by state and national organizations. Accreditation has several distinct benefits and proves an agency's commitment to setting high standards and achieving operational excellence.

> *"I like to use accreditation standards as a road map when evaluating documents. I just start with chapter one, and go right through them. It's a starting point to make sure you don't miss the more obvious, important items."*
>
> Mike Whalen
> ***CONSULTANT & RETIRED CHIEF OF POLICE,***
> ***DENNIS POLICE DEPARTMENT***

Although accreditation makes an agency better and is very important, it does not completely protect anyone. Nothing protects like proper, legally defensible policies. The most important issue to remember with the accreditation process: the standards only provide guidance on what practices need to be addressed in a policy. The standards often don't provide guidance on the procedure portion or how the standard should be accomplished. It is possible for an agency to meet the standard language, but still be in violation of local, state or federal law.

> *"Too many agencies hang their hats on accreditation, but at the end of the day, in my opinion, you're going to need more. There is a distinct separation between accreditation and constitutional-based policing. Accreditation, while a good first step, does not protect you from all liability. It's going to help make your departments better and more defensible, but there is still more to do."*
>
> Charles Reynolds

Many departments never get off the starting blocks, because the chief or accreditation manager sees over 400 standards and simply doesn't know where to begin. Whether you choose a national or state program, the panel suggests starting with the initial level and work your way through the high-liability standards.

The panel believes getting into the game is more important than which program is ultimately selected. A state program may allow a department to start an accreditation process at a much lower cost, but still ensure they are meeting best business practices. A national program, such as CALEA, will review the agency with assessors typically from other states and jurisdictions, bringing diversity to the process. Either way, as a starting point, departments should select a program and complete the application.



While not officially connected to state programs or CALEA, many states or regions support a Police Accreditation Committee (PAC) consisting of agencies that are either accredited or in the process. These PACs provide a good resource for an accreditation manager just getting started. This is also a good place to review or receive current policies and procedures from an already accredited agency.

Additional Resources for Reliable Content

There are obvious pros and cons to borrowing policy language from outside sources. There is no knowledge of where their language is coming from and could be from a consent decree or state law that does not apply to another agency. Departments must do their own due diligence and pay attention to their own community standards. What is important in one region may not work in another.

State-Centered Chiefs' Model Policies

A state chiefs' association may provide a set of model policies. These model policies provide a foundation; however, the panel does caution agencies to beware of a few things.

WHEN REVIEWING MODEL POLICIES:

- Make sure the model policies are up-to-date and reflect any changes in state or federal law or regulations.
- The model policies are meant to be a place to start and often contain optional language. Make sure the final product includes only the options chosen and the options not chosen are fully removed.
- Legally sensitive policies, or those involving employment issues, should be reviewed by local counsel to ensure they do not violate local, state or federal laws or regulations related to employment practices.

IACP Model Policies and IACP Net

Recently, IACP changed the process for obtaining copies of their model policies. Members are no longer required to purchase the model policies—they are now provided free of charge. Like any state model policies, these documents also come with conditions. Many of them were written generically for a national audience and may have been recently reviewed. Accordingly, agencies using these model policies should have them reviewed by experienced legal counsel and subject matter experts to ensure they are not out of date. On a positive note, they also include a research paper that supports the reasoning behind the policy. The research papers provide valuable information and should be reviewed as part of the process.

IACP Net manages a database of policies, procedures and articles on a variety of law enforcement issues. Searching there for "use of force policies" instantly provides over 250 different policies and procedures from departments across the country. Once again, these need to be carefully analyzed for local applicability and conformance with state law.

Americans For Effective Law Enforcement

Americans for Effective Law Enforcement (AELE.ORG) is a well-known, no-cost national resource for researching cases on police, fire and corrections liability and personnel issues. In addition to case summaries, law enforcement legal advisors have come to rely on AELE's monthly newsletters and articles. AELE also files Amicus Briefs to the U.S. Supreme Court in support of professional law enforcement, often on behalf of the IACP.

POPULAR ONLINE RESOURCES:

- IACP - National Law Enforcement Policy Center
- Americans For Effective Law Enforcement
- IACP - Best Practices Guide: Developing a Police Department Policy-Procedure Manual
- Manufacturer warnings - An internet search will help you find information specific to your item.
- Policing in the United States: Developing a Comprehensive Empirical Model
- Police Executive Research Forum (PERF): Model policies and white papers
- Writing Policy and Procedure Manuals in a Small Campus Police Environment, by Robert A. Johnson
- Put it in Writing: The Police Policy Manual, by Michael Carpenter
- Local and State Peace Officer Standards and Training (POST) - An internet search will help you find information specific to your jurisdiction.
- ACLU - Police Practices
- Innocence Project
- FLETC Informer

Creating Legally Defensible Policies and Procedures

It is not enough for agencies to publish a broad policy statement concerning a particular law enforcement issue. The agency must also provide its staff with the procedures for carrying out the activity.

AN AGENCY'S GUIDING DOCUMENTS, OR MANUAL, SHOULD ACCOMPLISH THESE OBJECTIVES:

1. Provide the agency's policy concerning a particular activity
2. Provide the procedures for carrying out the activity

The procedures section of the manual needs to meet criteria that at first might seem to be in conflict. However, following the criteria in a balanced approach will result in easily followed and legally defensible policies and procedures. Agencies should keep the following criteria in mind while creating the procedures section.

PROCEDURES NEED TO:

- Reflect current best practices
- Be specific, but still leave a reasonable measure of flexibility
- Meet the specific legal requirements for a particular area of operation
- Specifically identify the position responsible for any supervision, reporting, investigative or training requirements (not by name since people often change positions)
- Provide staff with logical and easily understandable guidance on how a particular activity should be accomplished. They must be able to quickly comprehend what they can and cannot do, and how.

Policy Structure

There is no one-size-fits-all approach for developing guiding documents that will protect an agency against a lawsuit. However, when creating and following a structure for consistent development of these documents, agencies will be more protected and reduce risk of liability.

It is important to have one, consistent, professional-looking template as the baseline for all guiding documents. Agencies lose credibility during litigation if they present policies with little or no consistency.

WHEN CREATING A TEMPLATE:

- Each document should look similar
- Use common sections and categories
- Choose a consistent, professional font and font size

> *"I always stress the importance of one consistent template for every policy. One thing that drives me absolutely nuts is policies with different fonts, different font sizes, different spacing, different headings, etc."*
>
> Attorney Eric Daigle

Creating a framework for documents, and committing to it, has numerous benefits. Not only does it look professional and make things easier to find, agreeing to specific elements forces agencies to ensure they are covering all aspects.

ESTABLISH A STRUCTURE THAT INCLUDES:

- Purpose statement: What is the policy about
- Policy statement: What is the agency's policy concerning this particular topic
- Definitions: Creating definitions along the way, especially for words and terms with multiple meanings will save having to argue about the definition in court
- Glossary: Copy definitions into a comprehensive glossary
- Procedures: Make sure staff understand fully what is expected of them
- Permitted conduct: What behavior is allowed for specific circumstances
- Prohibited conduct: What staff is not allowed to do
- Reporting requirements: What needs to be reported after an incident, who it should be reported to, what analysis of the report should take place and who should maintain the reports
- Training requirements: Who should be trained on what specific issues or equipment

Agencies can choose to save their completed policies and procedures as a PDF in Microsoft Word, which can be indexed for quicker searching. Also, PDFs make it possible to search by topic or key word.

Adopting electronic document management may take this one step further. With a very dynamic search tool, you can find any document with the click of a mouse. With features allowing users to create, publish and archive documents, there is never a risk of pulling up, working on or distributing an outdated document. Also, users can compare different versions of a document to any point in the documents history. Not all document management systems are the same—it is important to understand the technology and capabilities.



Moral v. Legal Obligation

Should an agency use language allowing staff to act at a standard allowed under applicable case law or should it provide more limiting language to establish an important moral standard? This is a question that often arises. The policies and procedures dealing with shooting at moving vehicles is a good example. One could argue, the U.S. Supreme Court in the *Plumhoff* case allowed a standard whereby an officer could shoot at a vehicle when the officer reasonably believed his life was in danger. Many agencies create policy language that prohibits officers from shooting at a vehicle where the force used is the vehicle itself. These policies often contain additional language emphasizing good officer safety tactics to prevent officers from putting themselves in a dangerous position and, thereby, preventing the need for the deadly force option. There are good arguments to be made for both policies—agencies will need to decide which is the best fit for them. Agencies must be mindful of, and recognize that their respective policies must address community expectations, and not simply contain minimum legal requirements.

Training Standards

In this time of reduced budgets it is not unusual to find departments regionalizing recruit and in-service training programs. More often than not, the training programs incorporate lesson plans that follow POST standards. It is imperative that whoever is drafting the policies and procedures is also familiar with the training being conducted and that it is all in line. There is only one thing worse than having no policy and that is having policy language that does not reflect the training and the way the particular activity is handled in the field.

A common example of a conflict between training and policy deals with use of force. Many policies across the country have a force continuum, while others have removed the continuum and have continued with a fourth amendment objectively reasonable standard. As such, training venues still train on the force continuum standard while constitutionally-based policing training practices and policy drafting train to an objectively reasonableness standard. An important objective to remember through this process is to provide standards for training and train to these standards.

Review and Final Editing

As stated before, state or national accreditation standards can provide a road map and a framework for determining what subjects should be addressed in a manual. As they say, be careful not to throw the baby out with the bath water. An agency may have many guiding documents that still meet standards and best industry practices. As part of the review process include training practices and the customs and practices of the officers on the street.

TAKE TIME TO CRITICALLY REVIEW CURRENT MANUALS AND IDENTIFY POLICIES IN THREE CATEGORIES:

1. Policies that meet accreditation language requirements, current legal standards and accurately reflect customs and practices
2. Policies that meet legal standards and best practices, but need additional language to meet accreditation standards or do not agree with the custom and practice in the field
3. Policies that require an entire rewrite

When reviewing documents be sure to review anything that may be considered a guiding document. For instance, an agency may have a policy on use of agency-issued firearms; however, the general order has been modified three times over the last seven years by chief's memos. Unfortunately, the original policy was never amended to incorporate the chief's memos, causing confusion in the agency.

Just as policies and procedures need a common template, the final draft requires a common review process to assure the agency's official written policies and procedures will not come back to form the basis for a lawsuit, employment and administrative actions.

PRIOR TO ISSUANCE, REVIEW POLICIES AND PROCEDURES WITH THE FOLLOWING REPRESENTATIVES:

- Subject matter experts and training unit
- Legal resources familiar with police operations
- Command and supervisory staff
- Representative of any affected collective bargaining units

Once the documents have been properly reviewed they are ready for distribution.

Section 3
Distribution, Training, Inspection and Review

An agency has done the heavy lifting and has new guiding documents—now what? The distribution of these new documents and training the team on the new content could be considered as important as putting them together.

Distributing New Guiding Documents

When talking about distribution, the panel of experts provided a varied representation of law enforcement agency practices across the country. When sharing how they distribute policies, procedures and other important documents, the responses were extremely diverse.

A handful of agencies rely solely on paper-based document management systems, because that is how it has always been done or they don't believe they can afford anything else. Agencies continue to print hard copies of documents, go through them at roll call and then post them on boards throughout the agency. If they require a signature of receipt, they chase after employees and manually keep track of who has done, or seen, what. There are even stories of large, well-known agencies pasting policies into books for archiving.

A majority of agencies are using a mix of paper and electronic. They are creating policies and procedures in Word and distributing them via email. Some are still printing out hard copies of these documents and posting them throughout the agency, but the archiving takes place within the computer system. This is a step in the right direction, but still lends itself to mistakes and lack of accountability.

A true paperless, electronic document management system provides a more seamless approach. Ideal systems for high liability environments include features such as workflow management, Microsoft Office integration,

distribution tool, electronic signature, version control, audit trail, the ability to test after reviewing policies and procedures, and accessibility anywhere there is online connectivity.

> *"We looked at quite a few document management systems for our clients and went with PowerDMS. We've introduced it to over 300 agencies and not a single one has ever gotten rid of it. It becomes indispensable to the officer's day-to-day duties. If it's important enough to go over during roll call, it is important enough to put into the system."*
>
> Lt. Colonel Frank Rodgers (Ret.)
> ***PRESIDENT, THE RODGERS GROUP, LLC***

Assuring Understanding and Compliance

Again, it is not enough for agencies to produce legally defensible policies and procedures. They must also be able to document that agency members reviewed and understood what is included in the document. The panel provided a variety of ways they were meeting this requirement. Some provide a training summary during roll call. Others issued an email outlining the important points of the new or updated document. Some simply required staff to accept and sign for receipt.



A handful talked about the ease of accomplishing this task using a software solution. They quickly send new documents to all staff members and require a signature by a certain date. They can pull a report at any time and see who has signed off on the document. There are stories of agencies involved in court cases that are asked to produce documentation that an officer saw a particular policy and if they distributed it electronically they can provide proof in seconds.

> *"We use document management software for accountability. We send documents out for signature and quickly know who has, and who has not, actually reviewed a policy. In the past, it was not uncommon for individuals to not actually read a policy distributed via email or physical copy. Today, they are aware that they will be held accountable for reading the policy via signature tracking provided by the software. Compliance reports are reviewed on a regular basis and forwarded to supervisors for appropriate action. This process motivates the vast majority of individuals to remain current with the review of policy changes."*
>
> Troy Pearson
> ***LIEUTENANT, ORANGE COUNTY SHERIFF'S OFFICE***



Inspection, Evaluation and Review

By now there should be one point that has been made very clear: drafting your policy and procedure manual cannot take place in a bubble. It is an interactive process that requires input from many sources. Nor is it a paper exercise resulting in a book that collects dust on a shelf. The process doesn't result in a legally defensible document unless the organization is following the "playbook."

It is suggested that a matrix of training, inspections and appropriate discipline be used to assure compliance. As part of the manual the chief law enforcement officer must delegate inspection responsibilities to appropriate staff members. Developing a schedule of line and staff inspections, along with a matrix of reporting responsibilities, will ensure the agency walks the walk.

AN EXAMPLE OF A TYPICAL REPORTING MATRIX:

Standard Number	Compliance Status	Purpose / Bullet	Comp	Action	Frequency	Person Assigned	Distribution
1.2.9		Bias Based Profiling (D)	M	Review	Annual	Executive Officer	Chief Acc. Mgr.
1.3.6		Use of Force occurrence	M	Report	Per Incident	Officer	Patrol Spvr.
1.3.7		Use of Force Report Administrative Review	M	Review	Per Incident	Executive Officer	Chief Acc. Mgr.
1.3.11		Use of Force Policies, lethal and electronic controlled weapons proficiency	M	Report	Each Qualification	Commander Support Services	Training File Acc. Mgr.
1.3.13		Use of force reports Annual Analysis	M	Analysis	Annual	Executive Officer	Chief Acc. Mgr.
15.2.1		Update Goals and Objectives	M	Memo	Annual	Chief	All Dept. Personnel

**** this is a small sample of a large document***

At a minimum, policies and procedures should be reviewed every two years and those involving high liability should be reviewed annually, via a standardized process established by the agency. Agencies must also take the time to review new legislation after each legislative session to identify needed changes.

Drafting a schedule and assessing responsibility for review and evaluation should be part of the manual. Any time there is a need to amend the documents, really amend the documents! Do not amend them with a quick memo or special order. This will almost always result in a parallel system that will quickly put an agency back in the same boat it was before the new manual was created.

Section 4
Where Do We Go From Here?

Throughout the country, there is intense media focus on police operations. The IACP 21st Century Policing initiative, DOJ investigations, Ferguson report and questions about body-worn cameras all have one thing in common: **the need for every law enforcement agency to have a constitutionally-based policy and procedure manual.**

In cases where agencies have been slow to respond to this heightened review, community and legislative pressures have resulted in laws and regulations unnecessarily limiting police capabilities or resulting in unneeded bureaucratic oversight. It is important that the law enforcement industry get in front of the curve and proactively work to ensure they are practicing constitutionally-based policing efforts.

TOPICS AGENCIES NEED TO BE ADDRESSING THROUGH COMPREHENSIVE DEVELOPMENT OF APPROPRIATE AGENCY POLICIES AND PROCEDURES INCLUDE:

- Body-worn cameras, including open records issues, privacy concerns and storage resources;
- Use of force, force investigations and the implications of body-worn cameras in these investigations;
- Police response to citizen's taping of police activity; and
- Issue of procedural justice as outlined in the report of the President's Committee on 21st Century Policing and the role of policy development.

The reality is every law enforcement officer and agency is one bad policy away from being the next news story. It is sad, but true. As laid out in this paper, to avoid this situation, agencies must commit the time and do the research to ensure their policies are legally defensible. It is no longer an option.

[Resources]

- http://www.theiacp.org/Model-Policy
- http://www.justice.gov/crt/about/spl/police.php
- http://www.lapdonline.org/search_results/content_basic_view/928
- http://www.policemisconduct.net/statistics/2010-annual-report/
- http://www.bjs.gov/index.cfm?ty=tp&tid=703
- http://www.nij.gov/topics/law-enforcement/officer-safety/use-of-force/Pages/welcome.aspx
- http://en.wikipedia.org/wiki/Garrity_v._New_Jersey
- http://legal-dictionary.thefreedictionary.com/consent+decree

[Endnotes]

1. Department of Justice, *Report on the Investigation of the New Orleans Police Department*, March 16, 2011
2. National Advisory Commission on Civil Disorders, *The Kerner Report*, 1967
3. International Association of Chiefs of Police website, www.theiacp.org/Model-Policies-for-Policing
4. *Monell v. Department of Social Services*, 436 U.S. 658, (1978)
5. *Mettler v. Whitledge*, 165 F.3d 1197 1204, 8th Cir. (1999)
6. *City of Canton v. Harris*, 49 U.S. 378, 391, 109 S.Ct 1197, 1206 (1989)
7. *Graham v. Sauk Prairee Police Commission*, 915 F.2d 1085, 1100, 7th Cir. (1990)

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PowerDMS

Document Management Simplified

103 South Garland Ave, Suite 300
Orlando, FL 32801

800.749.5104
WWW.POWERDMS.COM

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twitter.com/powerdms

linkedin.com/company/powerdms

Capital Improvements Project Description

Category: Rouss Hall Maintenance **Department: Maintenance**

Project Name: Brick Repoint **Cost: $20,000**

Location: West Wall of Rouss Hall **Year: 2027**

Project Description:	**West wall (back side) is severely deteriorated. Needs repointed.**
Project Justification:	
Annual Capital Expense:	
Cost/Revenue Source:	**$20,000**
Overall Priority Level:	
Expected Useful Life:	

CONSTRUCTIVE SOLUTIONS **Constructive Solutions LLC**

629 South George Street
WV 25414
WV #061530

Phone # 5404507334

Estimate

Date	Estimate #
5/10/2026	151

Name / Address
City of Charles Town C/O Jim Wysong 101 East Washington Street Charles Town, WV 25414

Project

Description	Qty	Rate	Total
1-Haul in and set up of scissor lift or scaffold. 2-dissasembly and temporary relocation of obscructing items. 3-Removal of old motar joints, complete repoint and repair of WEST facing wall of Rouss Hall using type N mortar mix color matched to orginal, 4-acid wash and power wash. 5-tear down and removal lift and work related items/trash.	1	11,500.00	11,500.00
********OR********** 1- Haul in and setup of scissor lift or scaffold. 2- Dissasembly and temporary relocation of obstructing items. 3-Repair and repoint of mortar joints and brick repair AS NEEDED on west facing wall of Rouss Hall using Type N mortar mix color matched to original. 4- Acid Wash and power wash as needed. 5- Tear down and removal of scissor lift or scaffold and work related items/trash. **Full repoint not necessary on this wall and would reccommend repair process**		7,500.00	7,500.00
			$19,000.00






AUTO SPKR



Capital Improvements Project Description

Category: Rouss Hall Maintenance **Department: Maintenance**

Project Name: HVAC Replacement **Cost: $15,000**

Location: Rouss Hall 2nd Floor **Year: 2030**

Project Description:	**Replace 2nd floor HVAC unit at Rouss Hall**
Project Justification:	
Annual Capital Expense:	
Cost/Revenue Source:	**$15,000**
Overall Priority Level:	
Expected Useful Life:	

ESTIMATE	#657
ESTIMATE DATE	Aug 3, 2025
TOTAL	$13,800

Techstar Mechanical Services

Jim Wysong
101 W Washington St
Charles Town, WV 25414

(304) 279-8301
jwysong@charlestownwv.us

SERVICE ADDRESS

108 N George St.
Charles Town, WV 25414

CONTACT US

308 W Congress St
Charles Town, WV 25414

(304) 535-8572
techstar8572@gmail.com

ESTIMATE

Services	qty	unit price	amount
HVAC REPLACEMENT QUOTE SITE ADDRESS: 108 N GEORGE STREET CHARLES TOWN WV 25414	1.0	$13,800.00	$13,800.00

THE FOLLOWING QUOTE INCLUDES ALL EQUIPMENT AND MATERIALS NEEDED TO INSTALL YOUR NEW HVAC SYSTEM

EQUIPMENT: HEIL 15 SEER 5 TON HEAT PUMP WITH 5 SPEED 5 TON AIR HANDLER AND 10 KW HEAT KIT

- HEAT PUMP MODEL # N5H5S60
- AIR HANDLER MODEL # FHMA5X60
- HEAT KIT MODEL # EHC10BKB

INCLUDED WITH INSTALLATION

- 2018 CODE COMPLIANCE
- WORKMANSHIP GUARANTEE
- QUALITY GUARANTEE
- PROVIDE EQUIPMENT AS LISTED ABOVE
- PROVIDE DUCT FITTINGS AS NEEDED TO ADAPT NEW AIR HANDLER TO EXISTING DUCT SYSTEM
- PROVIDE DRAIN PAN WITH 24V WATER SAFETY AND UNIT FEET AT INDOOR UNIT
- PROVIDE DRAIN SYSTEM CLEAN OUT AND P-TRAP
- PROVIDE CONDENSATION PUMP
- PROVIDE FILTER AT INDOOR UNIT
- PROVIDE DISCONNECT & ELECTRICAL WHIP FOR HEAT PUMP
- PROVIDE PAD AND RISERS FOR HEAT PUMP
- PROVIDE HONEYWELL PROGRAMMABLE THERMOSTAT
- PRESSURE TEST, VACUUM AND CHARGE THE REFRIGERATION SYSTEM WITH R454 REFRIGERANT
- REMOVAL OF OLD EQUIPMENT & TRASH
- CHECK OF ALL OPERATIONS
- LABOR

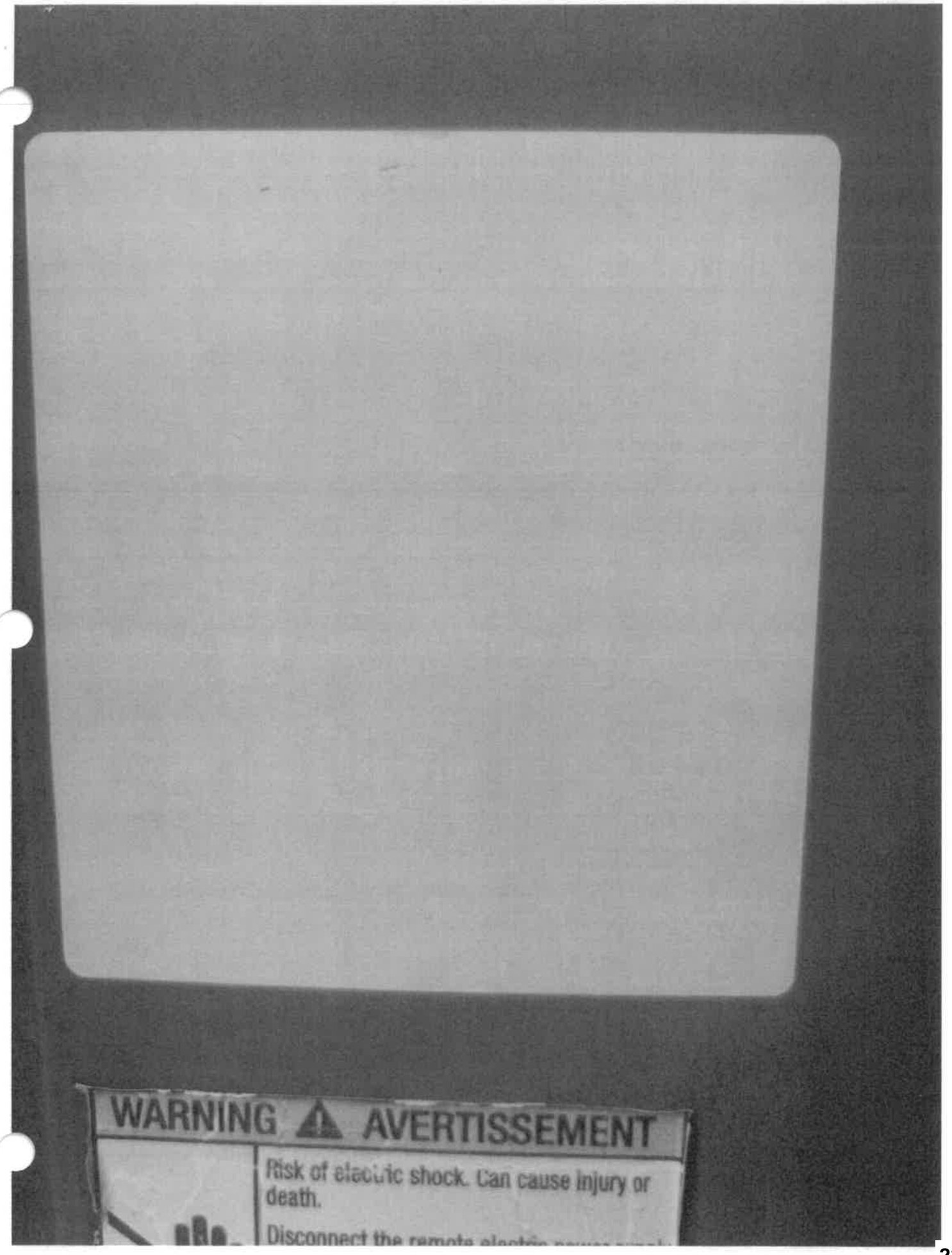
HVAC EQUIPMENT WARRANTY PROVIDED WITH INSTALLATION

- 10 YEARS PARTS WARRANTY
- 3 YEAR LABOR WARRANTY

DURATION 1 DAY 7-3:30
INSTALL DATE TBD

PLEASE PAY IN FULL AT COMPLETION

Services subtotal: $13,800.00


WARNING ⚠ AVERTISSEMENT
Risk of electric shock. Can cause injury or death.
Disconnect the remote electric power supply


UARDIAN

Capital Improvements Project Description

Category: Rouss Hall Maintenance **Department: Maintenance**

Project Name: HVAC Replacement **Cost: $15,000**

Location: Rouss Hall 3rd floor **Year: 2031**

Project Description:	**Replace 3rd floor HVAC unit at Rouss Hall**
Project Justification:	
Annual Capital Expense:	
Cost/Revenue Source:	**$15,000**
Overall Priority Level:	
Expected Useful Life:	

ESTIMATE	#657
ESTIMATE DATE	Aug 3, 2025
TOTAL	$13,800.00

Techstar Mechanical Services

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CONTACT US

308 W Congress St
Charles Town, WV 25414

(304) 535-8572
techstar8572@gmail.com

ESTIMATE

Services	qty	unit price	amount
HVAC REPLACEMENT QUOTE SITE ADDRESS: 108 N GEORGE STREET CHARLES TOWN WV 25414	1.0	$13,800.00	$13,800.00

THE FOLLOWING QUOTE INCLUDES ALL EQUIPMENT AND MATERIALS NEEDED TO INSTALL YOUR NEW HVAC SYSTEM

QUIPMENT: HEIL 15 SEER 5 TON HEAT PUMP WITH 5 SPEED 5 TON AIR HANDLER AND 10 KW HEAT KIT

- HEAT PUMP MODEL # N5H5S60
- AIR HANDLER MODEL # FHMA5X60
- HEAT KIT MODEL # EHC10BKB

INCLUDED WITH INSTALLATION

- 2018 CODE COMPLIANCE
- WORKMANSHIP GUARANTEE
- QUALITY GUARANTEE
- PROVIDE EQUIPMENT AS LISTED ABOVE
- PROVIDE DUCT FITTINGS AS NEEDED TO ADAPT NEW AIR HANDLER TO EXISTING DUCT SYSTEM
- PROVIDE DRAIN PAN WITH 24V WATER SAFETY AND UNIT FEET AT INDOOR UNIT
- PROVIDE DRAIN SYSTEM CLEAN OUT AND P-TRAP
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- CHECK OF ALL OPERATIONS
- LABOR

HVAC EQUIPMENT WARRANTY PROVIDED WITH INSTALLATION

- 10 YEARS PARTS WARRANTY
- 3 YEAR LABOR WARRANTY

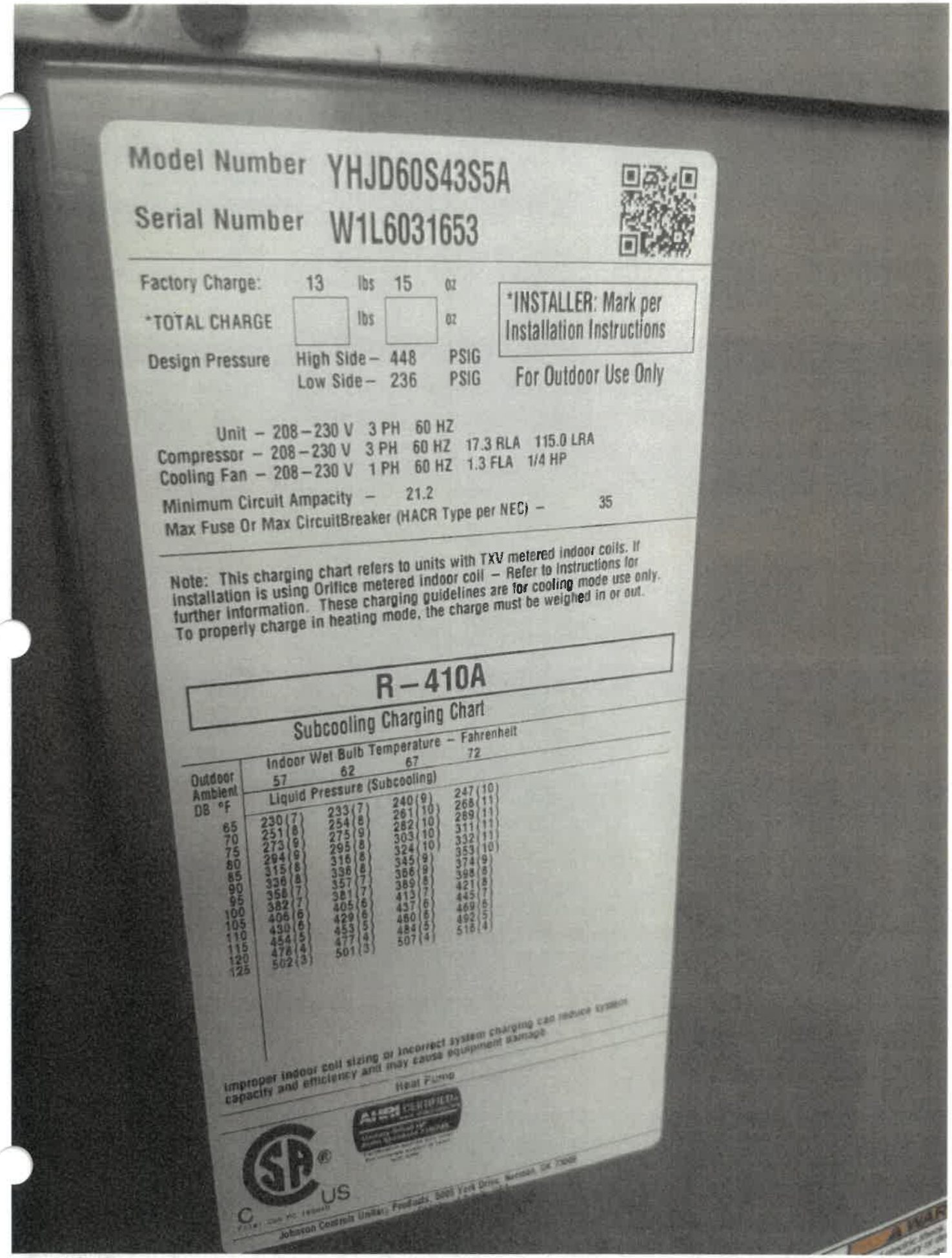
DURATION 1 DAY 7-3:30
INSTALL DATE TBD

EASE PAY IN FULL AT COMPLETION

Services subtotal: $13,800.00

Subtotal	$13,800.00
Tax (WV City Tax 7%)	$0.0
Total	**$13,800.00**

Thank you for choosing TechStar Mechanical Services.



Model Number YHJD60S43S5A

Serial Number W1L6031653

Factory Charge: 13 lbs 15 oz

*TOTAL CHARGE [ ] lbs [ ] oz

*INSTALLER: Mark per Installation Instructions

Design Pressure High Side – 448 PSIG
Low Side – 236 PSIG

For Outdoor Use Only

Unit – 208–230 V 3 PH 60 HZ
Compressor – 208–230 V 3 PH 60 HZ 17.3 RLA 115.0 LRA
Cooling Fan – 208–230 V 1 PH 60 HZ 1.3 FLA 1/4 HP

Minimum Circuit Ampacity – 21.2
Max Fuse Or Max CircuitBreaker (HACR Type per NEC) – 35

Note: This charging chart refers to units with TXV metered indoor coils. If installation is using Orifice metered indoor coil – Refer to instructions for further information. These charging guidelines are for cooling mode use only. To properly charge in heating mode, the charge must be weighed in or out.

R–410A

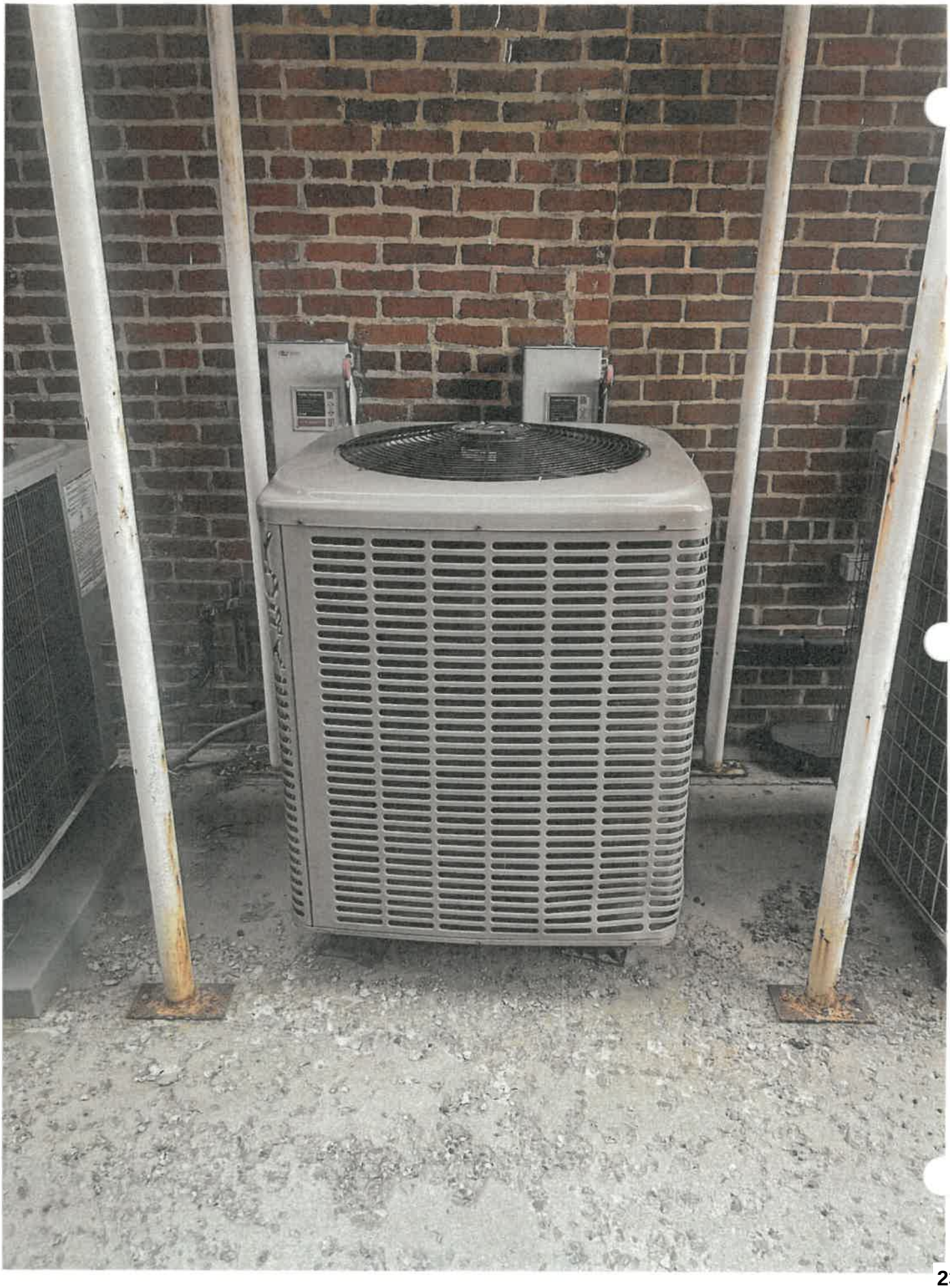
Subcooling Charging Chart

Outdoor Ambient DB °F	Indoor Wet Bulb Temperature – Fahrenheit 57	62	67	72
	Liquid Pressure (Subcooling)			
65	230 (7)	233 (7)	240 (9)	247 (10)
70	251 (8)	254 (8)	261 (10)	268 (11)
75	273 (9)	275 (9)	282 (10)	289 (11)
80	294 (9)	295 (8)	303 (10)	311 (11)
85	315 (8)	316 (8)	324 (10)	332 (11)
90	336 (8)	336 (8)	345 (9)	353 (10)
95	358 (7)	357 (7)	366 (8)	374 (9)
100	382 (7)	381 (7)	389 (8)	398 (8)
105	406 (6)	405 (6)	413 (7)	421 (8)
110	430 (6)	429 (6)	437 (6)	445 (7)
115	454 (5)	453 (5)	460 (5)	469 (6)
120	478 (4)	477 (4)	484 (5)	492 (5)
125	502 (3)	501 (3)	507 (4)	516 (4)

Improper indoor coil sizing or incorrect system charging can reduce system capacity and efficiency and may cause equipment damage

Heat Pump

Johnson Controls Unitary Products, 5005 York Drive, Norman, OK 73069



Capital Improvements Project Description

Category: Streets/ Infrastructure **Department: Operations**

Project Name: ADA Study **Cost: $300,000 ($150,000)**

Location: City-Wide **Year: FY2027**

Project Description:	Evaluates public rights-of-way to identify missing, damaged, or non-compliant sidewalks and curb ramps according to ADA Guidelines.
Project Justification:	Federal Mandate
Annual Capital Expense:	
Cost/Revenue Source:	
Overall Priority Level:	High
Expected Useful Life:	

Capital Improvements Project Description

Category: **Department: Streets**

Project Name: **Ally Repaving** **Cost: 25000**

Location: **Ally in 200 Block of Washington** **Year: 2027**

Project Description:	**Art Ally Repaving. This will involve the repaving and brick imprint for a nice walking path look between the buildings.**
Project Justification:	**Establishing this ally as an art ally will help keep it clean and create another destination in Charles town**
Annual Capital Expense:	
Cost/Revenue Source:	**25000**
Overall Priority Level:	
Expected Useful Life:	



Asphalt Maintenance Proposal

219/225 West Washington Street

Seth Rivard

615-735-7095

Project:

Brick Preform Markings

Service Provider Information

Company Info	Contact Person
TOP GUN SEALCOATING LLC 1910 Specks Run Road Bunker Hill WV 25413 PH: 304-820-6191 www.topgunsealcoating.com	Jake Jenkins Owner/Operator jjenkins@topgunsealcoating.com Cell: 304-820-6191

Our promise to you.

At TOPGUN Sealcoating, we specialize in servicing HOA roadways and commercial properties across West Virginia's eastern panhandle and surrounding areas. As a proud Veteran owned business with nearly 30 years of local roots, we understand that maintaining asphalt surfaces goes beyond mere materials—it's about fostering trust and delivering superior results.

Our team is dedicated to enhancing the quality and durability of HOA roadways and commercial properties with meticulous attention to detail and a commitment to excellence. We take pride in delivering an exceptional customer experience, leveraging top-tier products that guarantee durability and maintain the professional appearance of your property.

As a small business, we are able to provide competitive pricing while never compromising on the quality you deserve. We started TOPGUN Sealcoating with a focus on customer satisfaction and delivering the highest standard of service. Your trust means everything to us, and we are eager to demonstrate why we are the preferred choice for asphalt maintenance in the industry.

Whether you manage an HOA or oversee a commercial property, TOPGUN Sealcoating looks forward to partnering with you to maintain and enhance the integrity and appearance of your roadways and parking lots. Let us show you the difference our experience and dedication can make for your community or business.

Price Breakdown: 219/225 West Washington Street

Please find the following breakdown of all services we have provided in this proposal. This proposal originated on January 22, 2026

Cost Breakdown Item	Description	Cost
1	Brick Preform 10ft wide by 115ft	$19,745.00

7% city/state sales tax = $1,382.15

Total $21,127.00

Scope of work- clean surface to get prepped for thermos brick pattern laid out. Burn brick pattern using infrared equipment.
Work to be completed in early summer/late spring
Materials are custom and take time to pre-order**

Payment Terms:
NET 15 days

Insurance Coverage:
Erie Insurance
1 million general liability

Authorization to Proceed & Contract
You are hereby authorized to proceed with the work as identified in this contract. By signing and returning a contract, you are authorized to proceed with the work as stated.

Both parties understand that if any additional work not stated in this proposal/contract is needed, it must be in a new contract or added to this contract for an additional cost.

Please see all attachments for special conditions that may pertain to aspects of this project.

Jacob Jenkins	Representative
Co-Owner: Top Gun Sealcoating LLC.	



Capital Improvements Project Description

Category: City Hall **Department:**

Project Name: Sidewalk Replacement **Cost: $45,000**

Location: 101 W Washington **Year: 2027**

Project Description:	**Replace brick sidewalk at the Post Office form the W Washington St driveway to 120 S George St** -Stamped Concrete
Project Justification:	**Deteriorated sidewalk, risk to public safety**
Annual Capital Expense:	**$45,000**
Cost/Revenue Source:	
Overall Priority Level:	
Expected Useful Life:	

JACKSON CONCRETE CORPORATION
ROY JACKSON
211 WIDE RIVER FARM DRIVE
HARPERS FERRY, WV 25425

Estimate

Contractors Invoice

TO:	WORK PERFORMED AT:
City of Charles Town	S. George St.

DATE	YOUR WORK ORDER NO.	OUR BID NO.
05-04-2026		

DESCRIPTION OF WORK PERFORMED

Section 1 26 X 9 = 234 sq ft
70 X 14 = 980 sq ft.
Prep & pour - All materials furnished.
$15.00 sq ft
To Demo $5.00 sq ft.
Red color stamped Herringbone Concrete pattern

All materials $18,210.00 prep & pour 1214 sq ft

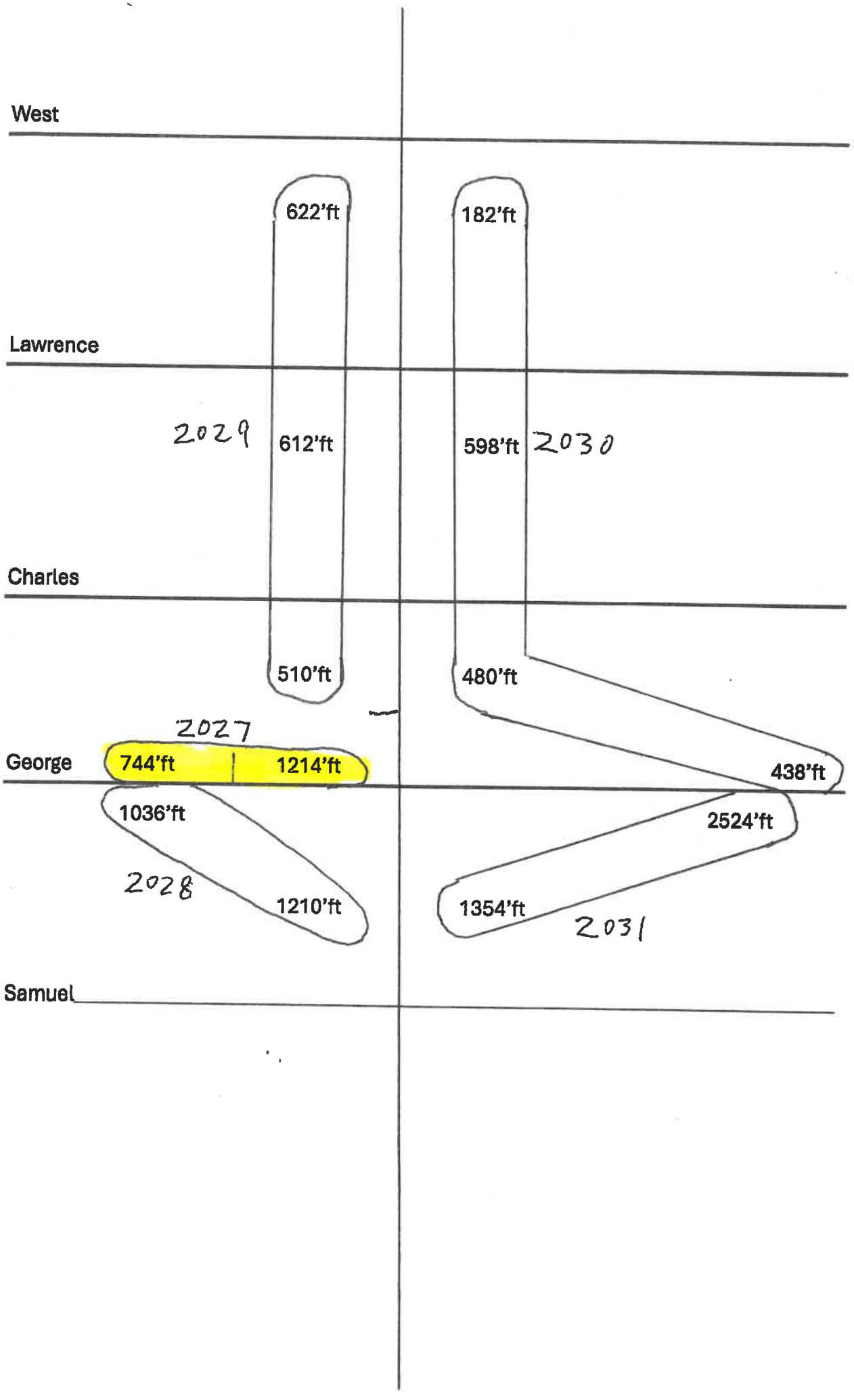
Demo $6,070.00 for 1214 sq ft.

All Material is guaranteed to be as specified, and the above work was performed in accordance with the drawings and specifications provided for the above work and was completed in a substantial workmanlike manner for the agreed sum of _____ Dollars ($_____).

This is a ☐ Partial ☐ Full invoice due and payable by: _____ (Month) _____ (Day) _____ (Year)

in accordance with our ☐ Agreement ☐ Proposal No. _____ Dated _____ (Month) _____ (Day) _____ (Year)

adams NC3822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Charles
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2027
George
744'ft
1214'ft
438'ft
1036'ft
2524'ft
2028
1210'ft
1354'ft
2031
Samuel

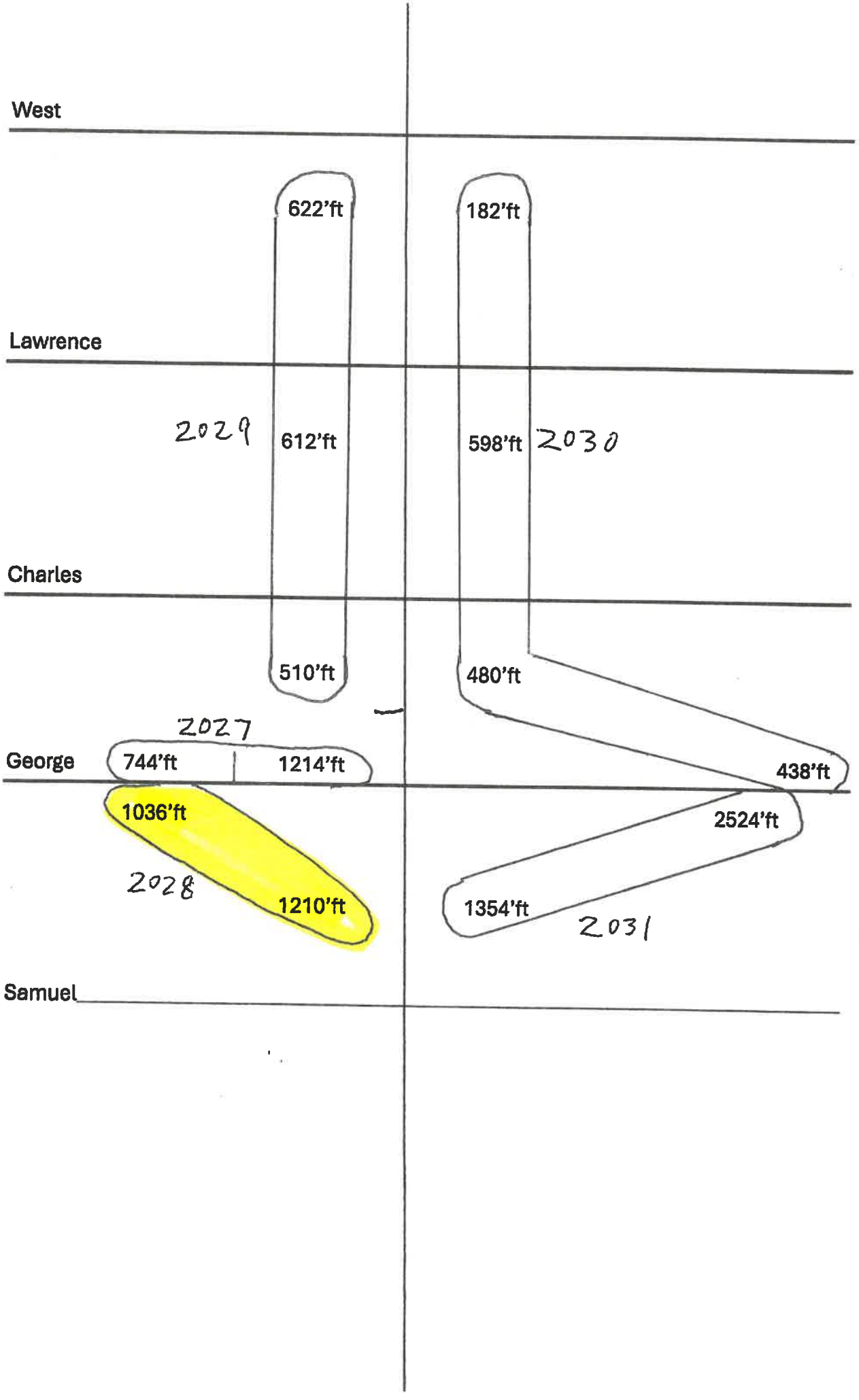
Capital Improvements Project Description

Category: City Hall **Department:**

Project Name: Sidewalk Replacement **Cost: $50,000**

Location: 101 E Washington **Year: 2028**

Project Description:	**Replace brick sidewalk along 100 block of S George and 100 block of E Washington on bank and city hall side** -Stamped Concrete
Project Justification:	**Deteriorated sidewalk, risk to public safety**
Annual Capital Expense:	**$50,000**
Cost/Revenue Source:	
Overall Priority Level:	
Expected Useful Life:	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Samuel

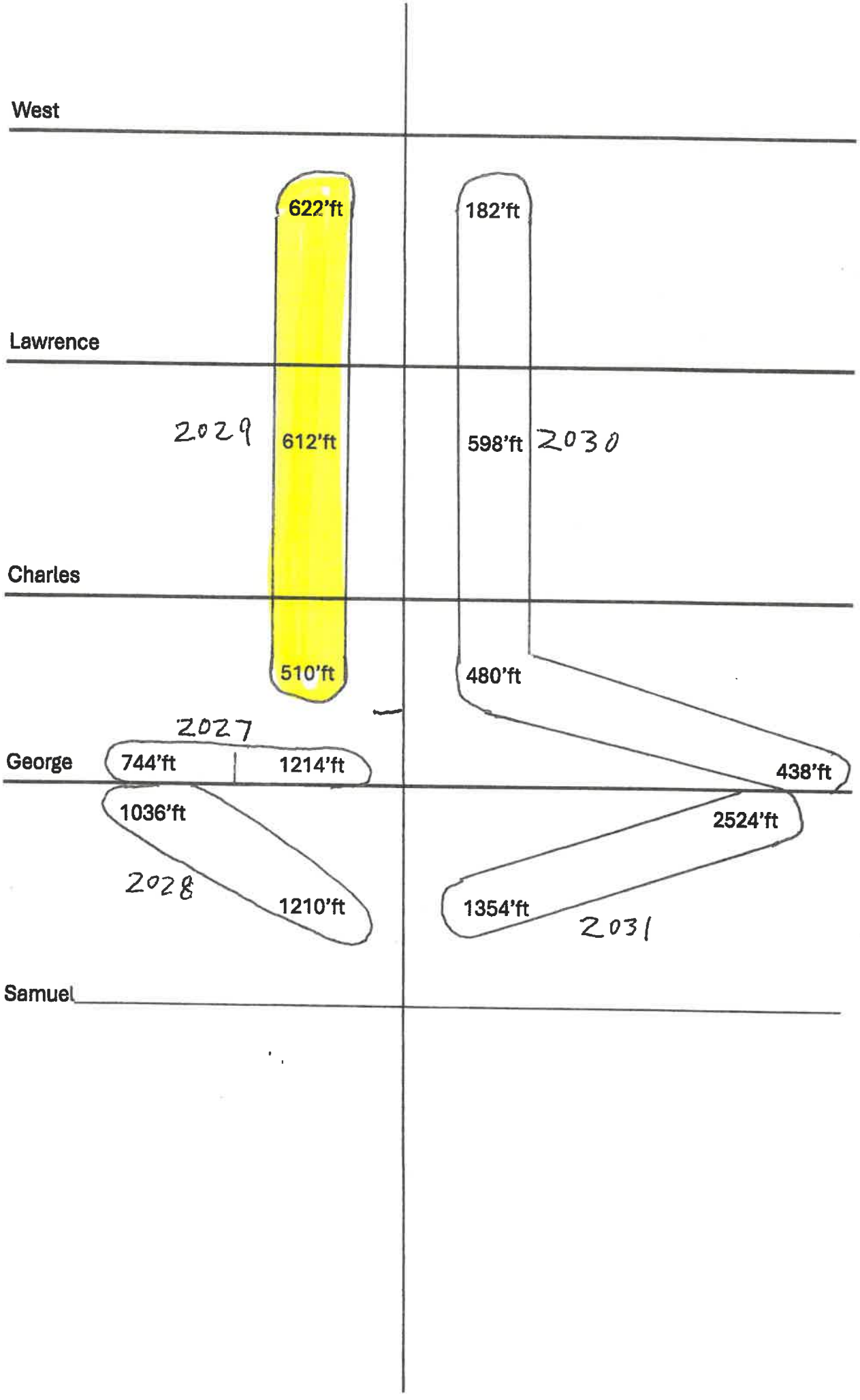
Capital Improvements Project Description

Category: City Hall **Department:**

Project Name: Sidewalk Replacement **Cost: $40,000**

Location: 103 W Washington-321 W Washington **Year: 2029**

Project Description:	**Replace brick sidewalk from 103 W Washington to 321 W Washington-All on the south side of the street** -Stamped concrete
Project Justification:	**Deteriorated sidewalk, risk to public safety**
Annual Capital Expense:	**$40,000**
Cost/Revenue Source:	
Overall Priority Level:	
Expected Useful Life:	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Samuel

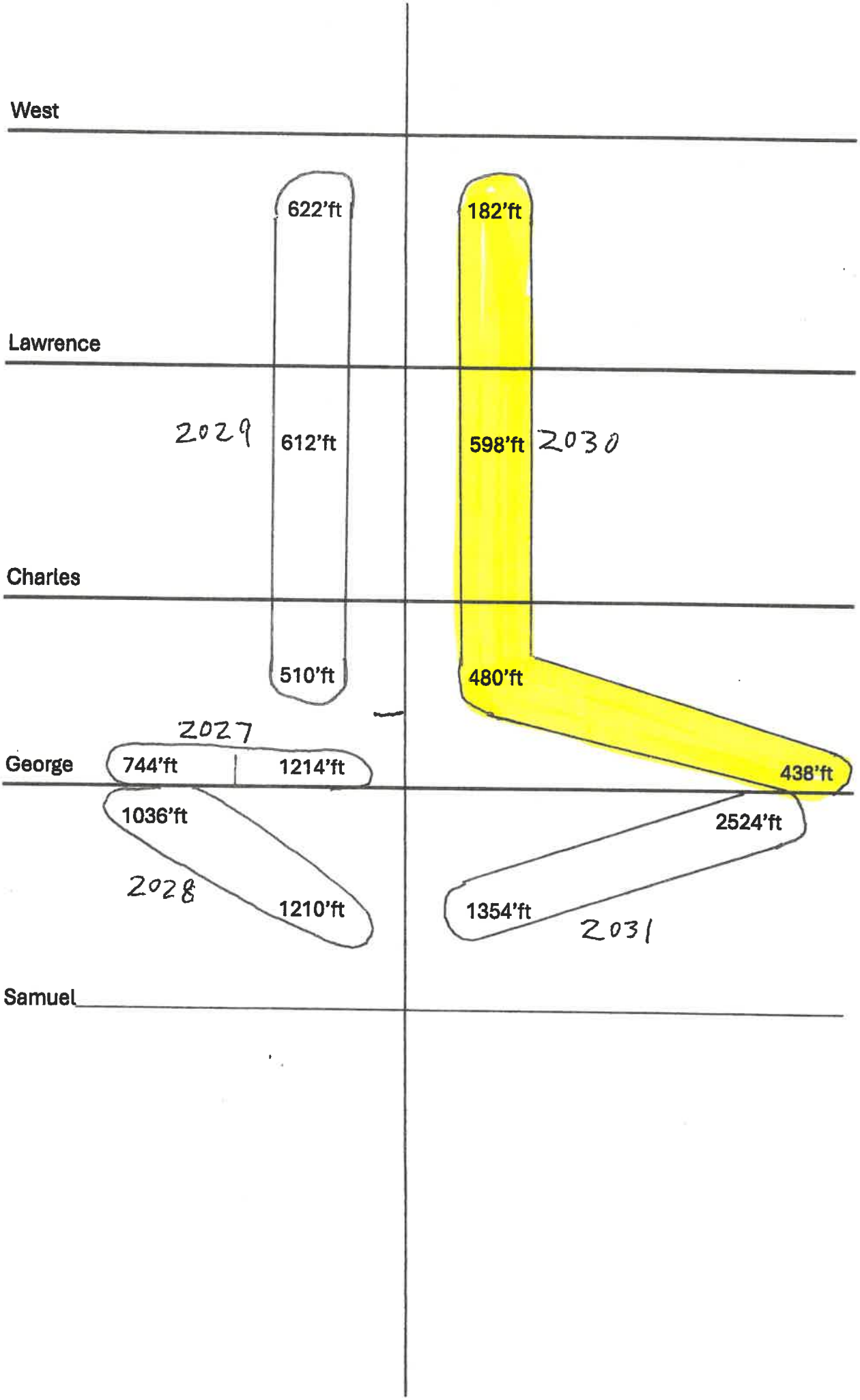
Capital Improvements Project Description

Category: City Hall **Department:**

Project Name: Sidewalk Replacement **Cost: $40,000**

Location: 120 N George-306 W Washington **Year: 2030**

Project Description:	**Replace brick sidewalk from 120 N George to 306 W Washington-All on the north side of W Washington St. and the west side of N George St (except in front of CW Hall)** - Stamped Concrete
Project Justification:	**Deteriorated sidewalk, risk to public safety**
Annual Capital Expense:	**$40,000**
Cost/Revenue Source:	
Overall Priority Level:	
Expected Useful Life:	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Samuel

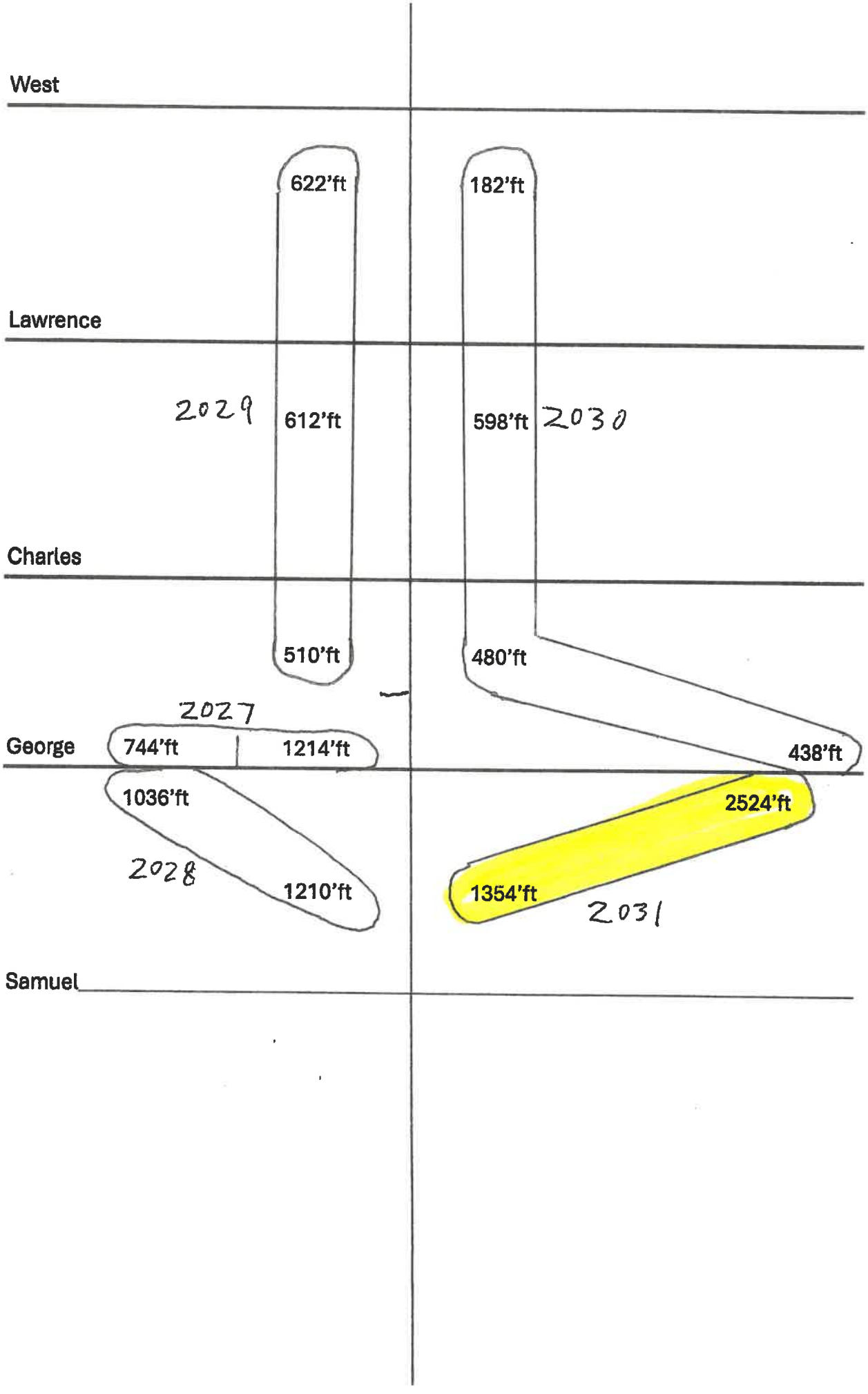
Capital Improvements Project Description

Category: City Hall **Department:**

Project Name: Sidewalk Replacement **Cost: $85,000**

Location: 100 E Washington **Year: 2031**

Project Description:	**Replace brick sidewalk on the Courthouse block** -Stamped concrete
Project Justification:	**Deteriorated sidewalk, risk to public safety**
Annual Capital Expense:	**$85,000**
Cost/Revenue Source:	
Overall Priority Level:	
Expected Useful Life:	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Samuel





Capital Improvements Project Description

Category: **Department:**

Project Name: Storm Water Assessment Study (Part II) **Cost: $255,000**

Location: City-Wide **Year: FY2027**

Project Description:	Proceed to the full inventory and detailed analysis Watersheds 1, 2, 3, 7, and 10
Project Justification:	Strategic Initiative Under Proactively Monitor, Maintain, and Expand City Infrastructure
Annual Capital Expense:	FY2027 @ $255,000 FY2028 @ $280,000
Cost/Revenue Source:	
Overall Priority Level:	
Expected Useful Life:	

Capital Improvements Project Description

Category: **City Streets** **Department: Maintenance**

Project Name: **Streetlight upgrade** **Cost: 24,000**

Location: Downtown District **Year: 2031**

Project Description:	**Replace metal halide bulbs with LED.** **$376 per light**
Project Justification:	
Annual Capital Expense:	
Cost/Revenue Source:	
Overall Priority Level:	
Expected Useful Life:	**15 years**

SCOTT ELECTRIC
WHOLESALE ELECTRICAL DISTRIBUTOR

COMMERCIAL LIGHTING DIVISION
11710 Hopewell Road,
Suite A,
Hagerstown, MD 21740
888-333-7850

DATE: 4/21/2026

JOB NAME: CITY OF CHARLES TOWN

QTY	TYPE	MANUFACTURERS	CAT. NUMBER/DESCRIPTION
1		HADCO LAMP	CA4591A

TOTAL: $ 376.00

PLUS FREIGHT

SCOTT ELECTRIC
WHOLESALE ELECTRICAL DISTRIBUTOR

COMMERCIAL LIGHTING DIVISION
11710 Hopewell Road,
Suite A,
Hagerstown, MD 21740
888-333-7850

TERMS AND CONDITIONS:

1. THE QUANTITIES / BOM ARE NOT GUARANTEED. THIS BOM IS SUBJECT TO APPROVAL. (1) ELECTRONIC COPYOF SUBMITTALS WILL BE PROVIDED AND REQUIRE 5-7 BUSINESS TO PRODUCE. WHEN O&M'S ARE REQUIRED, (1) ELECTRONIC COPY WILL BE PROVIDED UPON REQUEST. NO HARD COPIES INCLUDED.
2. LAMPS ARE NOT INCLUDED, UNLESS OTHERWISE NOTED.
3. SPARE PARTS ARE NOT INCLUDED, UNLESS OTHERWISE NOTED.
4. MANUFACTURERS STD FINISH QUOTED UNLESS OTHERWISE SPECIFIED. ALL BALLAST QUOTED 120 VOLTUNLESS OTHERWISE SPECIFIED.
5. LAMP/BALLAST COMPATIBILITY TO BE VERIFIED BY OTHERS.
6. UNLESS OTHERWISE EXPLICITLY STATED, THERE ARE NO LIGHTING CONTROLS INCLUDED IN THIS QUOTATION NOR ARE THERE ANY LIGHTING CONTROL STARTUPS INCLUDED. IF YOU WOULD LIKE TO HAVE A QUOTE FOR CONTROLS, PLEASE PROVIDE DRAWINGS AND WRITTEN SPECIFICATIONS OR A DETAILED DESCRIPTION OF WHAT IS REQUIRED.
7. THERE ARE NO MOUNTING ACCESSORIES OF ANY KIND INCLUDED UNLESS NOTED ON THIS QUOTE OR SUPPLIED AS A STANDARD ACCESSORY BY THE MANUFACTURER. IF MOUNTING ACCESSORIES ARE NEEDED, PLEASE PROVIDE WRITTEN SPECIFICATIONS AND QUOTE CAN BE REVISED.
8. SALES TAX NOT INCLUDED.
9. NO MINORITY PARTICIPATION INCLUDED.
10. NET 30 TERMS AND CONDITIONS SUPERCEDE ANY OMISSIONS. FOB FACTORY. PLUS FREIGHT FOR PRE-SHIPMENT OF ANCHOR BOLTS/TEMPLATES, OR ANY MISC COMPONENTS.
11. QUOTATION INCLUDES FIXTURE TYPES AND QUANTITIES SHOWN ABOVE. ANY REVISIONS TO THE QUANTITIES OR BILL OF MATERIAL WOULD RESULT IN THE NEED FOR A REVISED QUOTATION. THE QUANTITIES/BOM ARE NOT GUARANTEED.
12. UNLESS OTHERWISE EXPLICITLY STATED, SCOTT ELECTRIC DOES NOT GUARANTEE THE PRODUCTS CONTAINED IN THIS QUOTE COMPLY WITHTHE BUY AMERICAN PROVISION OF THE AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) OR THE PENNSYLVANIA STEEL PROCUREMENT ACT (PA STEEL CERTS).
13. LIQUIDATED DAMAGES ARE NOT THE RESPONSIBILITY OF SCOTT ELECTRIC.
14. LABOR CHARGES ARE NOT THE RESPONSIBILITY OF SCOTT ELECTRIC. IF LABOR CHARGES ARE INCURRED, THE CONTRACTOR MUST PROVIDE ESTIMATE AND SUBMIT FOR PRIOR APPROVAL BEFORE ANY WORK IS DONE.
15. FREIGHT ALLOWANCE IS BASED ON (1) SHIPMENT ONLY.
16. ANY LEADTIMES REQUESTED PRIOR TO ORDERS PLACED ARE ESTIMATED ONLY AND SUBJECT TO CHANGE WITHOUT NOTICE.

LOCATIONS:

HEADQUARTERS

GREENSURG PA 15601 800-442-8045	BLOOMSBURG PA 17815 888-784-2916	CAMP HILL PA 17011 877-731-3737	DUNCANSVILLE PA 16635 800-252-3530	ERIE PA 16511 877-844-0777
SPRINGFIELD OH 45504 800-444-4545	PITTSBURGH PA 15201 800-388-2232	HAGERSTOWN MD 21740 888-333-7850	WARREN PA 16365 888-232-1016	CUYAHOGA HEIGHTS OH 44105 844-253-8373

NOTICE: THIS PROPOSAL IS CONTINGENT ON A LACK OF IMPACT BY THE CORONAVIRUS NATIONAL EMERGENCY. A FORCE MAJEURE CLAUSE MUST BE INCLUDED IN ANY P.O.

Capital Improvements Project Description

Category: **Maintenance** **Department: Maintenance**

Project Name: New vehicle purchase **Cost: $90,000**

Location: **Maintenance** **Year: 2027**

Project Description:	**Additional Dump truck with landscaping dump bed**
Project Justification:	**Council granted the maintenance department a new dump truck in 2026 to replace 2012 dodge dump truck. With an additional employee, additional houses, additional developments, additional yard waste, and an appetite to remove snow after every storm, it would be beneficial to have a second dump truck**
Annual Capital Expense:	
Cost/Revenue Source:	
Overall Priority Level:	
Expected Useful Life:	**10 years**



CV515 SFA

Sales Proposal For:

City of Charles Town WV

Presented By:

ASCENDANCE TRUCK CENTERS

Prepared For:
City of Charles Town WV
Jim Wysong
101 E Washington St.
Charles Town, WV 25414-1071
(304)348 - 6850
Reference ID: N/A

Presented By:
ASCENDANCE TRUCK CENTERS
Philip Giles
795 GREENVILLE PIKE
CLARION PA 162146131
814-226-8584

Thank you for the opportunity to provide you with the following quotation on a new International truck. I am sure the following detailed specification will meet your operational requirements, and I look forward to serving your business needs.

Model Profile
2024 CV515 SFA (CV515)

AXLE CONFIG:	4X4
APPLICATION:	Landscape Dump
MISSION:	Requested GVWR: 19500. Calc. GVWR: 19500. Calc. GCWR: 37500 Calc. Start / Grade Ability: 43.38% / 3.46% @ 55 MPH Calc. Geared Speed: 103.2 MPH
DIMENSION:	Wheelbase: 165.00, CA: 83.80, Axle to Frame: 63.00
ENGINE, DIESEL:	{International 6.6} EPA 2024, 350HP @ 2500 RPM, 750 lb-ft Torque @ 1400 RPM, 2900 RPM Governed Speed, 350 Peak HP (Max)
TRANSMISSION, AUTOMATIC:	{Allison 1750 RDS} 6th Generation Controls, Close Ratio, 6-Speed with Double Overdrive, with PTO Provision, Less Retarder, Includes Park Pawl, with 19,500-lb GVW and 37,500-lb GCW Max, On/Off Highway
AXLE, FRONT DRIVING:	{Dana Spicer 60-256} Single Reduction, 7,500-lb Capacity, with Hub Piloted Wheel Mounting
AXLE, REAR, SINGLE:	{Dana Spicer S16-130} Single Reduction, 15,500-lb Capacity, 190 Wheel Ends Gear Ratio: 4.30
CAB:	Conventional, Day Cab
TIRE, FRONT:	(2) 225/70R19.5 Load Range H HSR+ (CONTINENTAL), 645 rev/mile, 87 MPH, All-Position
TIRE, REAR:	(4) 225/70R19.5 Load Range H HDR+ (CONTINENTAL), 643 rev/mile, 87 MPH, Drive
SUSPENSION, REAR, SINGLE:	15,500-lb Capacity, Vari-Rate Springs
PAINT:	Cab schematic 100CX Location 1: 9219, Winter White (Std) Chassis schematic N/A

Code	Description	F/R Wt (lbs)	Tot Wt (lbs)
CV51500	Base Chassis, Model CV515 SFA with 165.00 Wheelbase, 83.80 CA, and 63.00 Axle to Frame.	4671/2886	7557
1ANB	AXLE CONFIGURATION 4x4	0/0	0
	Notes : Pricing may change if axle configuration is changed.		
1CGH	FRAME RAILS High Strength Low Alloy Steel (50,000 PSI Yield), Straight Top Flange with Contoured Bottom, Height Transitions from 7.375" (187.325mm) to 9.125" (231.775mm) to 7.625" (193.675mm); Width: 3.079" (78.21mm); Thickness: 0.3125" (7.94mm); 383.3" (9735.8mm) Max OAL	-11/44	33
1LNZ	BUMPER, FRONT Contoured, Steel, Chrome Plated, for CV and RE Bus	0/0	0
1WAC	BUMPER EXTENSION, FRONT 4.0"	5/-1	4
1WEB	WHEELBASE RANGE 128" (325cm) Through and Including 183" (465cm)	0/0	0
1WND	AF RANGE 50" (128cm) Through and Including 75" (190cm)	0/0	0
2EWA	AXLE, FRONT DRIVING {Dana Spicer 60-256} Single Reduction, 7,500-lb Capacity, with Hub Piloted Wheel Mounting	155/0	155
2WLC	AXLE, FRONT DRIVING, LUBE {EmGard FE-75W-90} Synthetic Oil; 1 thru 29.99 Pints	0/0	0
3AJN	SUSPENSION, FRONT, SPRING Parabolic Taper Leaf, Shackle Type, 7,500-lb Capacity, with Shock Absorbers	31/0	31
4240	BRAKE SYSTEM, HYDRAULIC {Bosch} Split System, with Four Channel ABS, Traction Control, Electronic Stability Control, Hydromax Brake Booster with High Speed Master Cylinder and Trailer Sway Control	0/0	0
4EVD	DUST SHIELDS, FRONT BRAKE for Hydraulic Brakes	0/0	0
4EVE	DUST SHIELDS, REAR BRAKE for Hydraulic Brakes	0/0	0
4GBJ	BRAKE, PARKING {Bosch} DSSA Type, 12" x 3"; for Hydraulic Brake Chassis; Foot Operated in Cab; Differential Mounted	0/0	0
4XCU	BRAKES, FRONT {Meritor Quadraulic} Hydraulic Disc Type, with Four 64mm Diameter Pistons, 8,000-lb Capacity	0/0	0
4XCV	BRAKES, REAR {Meritor Quadraulic} Hydraulic Disc Type, with Four 64mm Diameter Pistons, 15,500-lb Capacity per Axle	0/0	0
5708	STEERING COLUMN Tilting	0/0	0
5CBG	STEERING WHEEL 4-Spoke; 15" Dia., Black	0/0	0
5PSS	STEERING GEAR {Bosch S2 8014 Plus} Power	0/0	0
6DHD	DRIVELINE SYSTEM {Dana Spicer} SPL100 Main Driveline, Direct Mount Transfer Case to Transmission, SPL70 Driveline to Front Axle, for 4x4	0/0	0
7BMV	EXHAUST SYSTEM Horizontal Dual Aftertreatment System, Frame Mounted Under Right Rail, for Single Horizontal Tail Pipe	0/0	0
7SDS	ENGINE EXHAUST BRAKE for International 6.6 Engine	0/0	0
7XAA	MANUAL REGEN Capability	0/0	0
8002	ELECTRICAL SYSTEM 12-Volt for CV Model	0/0	0
	Includes		

Code	Description	F/R Wt (lbs)	Tot Wt (lbs)
	: HAZARD SWITCH Push On/Push Off, Located on Top of Steering Column Cover : HEADLIGHT DIMMER SWITCH Integral with Turn Signal Lever : PARKING LIGHT PARKING LIGHT Integral with Front Turn Signal and Rear Tail Light : TURN SIGNALS, FRONT Includes Reflectors and Solid State Flashers; Flush Mounted : WINDSHIELD WIPER SWITCH 2-Speed with Wash and Intermittent Feature, Integral with Turn Signal Lever		
8GJB	ALTERNATOR {Denso SC6} Brush Type, 12 Volt, 220 Amp Capacity	4/0	4
8HBW	TRAILER BRAKE CONTROL Integrated	11/8	19
8MWA	BATTERY SYSTEM {VARTA} Maintenance-Free, (2) 12-Volt 1300CCA Total, Top Threaded Stud	0/0	0
8RNN	RADIO AM/FM/USB Input/Auxiliary Input/SD Card Slot, with 4.2" Color Touch Panel Display	0/0	0
8RNU	SPEAKERS (6)	2/0	2
8TRA	TRAILER CONNECTION SOCKET Mounted at Rear of Frame, Wired for Turn Signals Combined with Stop, Compatible with Trailers with Combined Stop, Tail, Turn Lamps	-4/10	6
8TUK	STOP, TURN, TAIL & B/U LIGHTS Multi-Function, Sealed, LED Lights for Stop, Turn and Tail Lights, LED Backup Lights, with Rear Reflex Reflector, Includes LED License Plate Light	0/1	1
8TUM	AUXILIARY HARNESS "Y" Harness for Auxiliary Front Head Lights (High/Low Beam), Marker Lights, and Turn Signals for Front Plow Applications	1/0	1
8VAY	HORN, ELECTRIC Disc Style	0/0	0
8VVB	BATTERY BOX Steel, with Plastic Cover, 2 Battery Capacity, Parallel to Rail, 28" Wide, Mounted Left Side Under Cab	0/0	0
8WTT	SWITCH, TOGGLE, FOR WORK LIGHT Lighted; on Instrument Panel and Wiring Effects for Customer Furnished End of Frame Light	0/0	0
8XJM	HEADLIGHTS Halogen, Composite Aero Design, Chrome Trim Bezel, with Daytime Running Lights	0/0	0
8XJP	SWITCH, AUXILIARY 1 to 4 Latching Switches with 30-Amp Fuses	0/0	0
8XJV	CLEARANCE/MARKER LIGHTS (5) Amber LED Lights, Flush Mounted on Cab	0/0	0
8XJW	STARTING MOTOR 12 Volt	0/0	0
9AAB	LOGOS EXTERIOR Model Badges	0/0	0
9HCG	GRILLE Chrome, with Chrome Headlight Bezels	0/0	0
9WAC	BUG SCREEN Mounted Behind Grille	0/0	0
9WAY	FRONT END Tilting, Fiberglass, with Three Piece Construction	0/0	0
9WBN	FENDER EXTENSIONS Painted	0/0	0
10060	PAINT SCHEMATIC, PT-1 Single Color, Design 100	0/0	0
10761	PAINT TYPE Base Coat/Clear Coat, 1-2 Tone	0/0	0

Code	Description	F/R Wt (lbs)	Tot Wt (lbs)
10UAG	VEHICLE REGISTRATION IDENTITY ID for Other State << This new vehicle contains a non-Mitigated Legacy Engine and must be registered outside of the State of California. You may be held liable under California law for failure to properly register or otherwise failing to follow California law >>	0/0	0
	Notes : CANNOT BE REGISTERED IN CALIFORNIA. For vehicles that will be registered in States other than California.		
10XAW	GVWR WEIGHT CLASSIFICATION Class 5 (16,001-19,500 lbs)	0/0	0
12GAJ	ENGINE, DIESEL {International 6.6} EPA 2024, 350HP @ 2500 RPM, 750 lb-ft Torque @ 1400 RPM, 2900 RPM Governed Speed, 350 Peak HP (Max)	0/0	0
12TTM	FAN DRIVE Viscous Type, Screw On, Rear Tether, Electronically Controlled	0/0	0
12VGC	AIR CLEANER Single Element, with Water Separator	0/0	0
12VJW	EMISSION, CALENDAR YEAR {International 6.6} EPA, OBD and GHG Certified for Calendar Year 2024	0/0	0
12WGG	THROTTLE, HAND CONTROL Engine Speed Control for PTO; Electronic Controlled, On/Off Switch Mounted on Dash, with Steering Wheel Button Control	0/0	0
12WUT	GOVERNOR Electronic Road Speed Type; with 70 MPH Default	0/0	0
12WZB	CARB IDLE COMPLIANCE Low NOx Idle Engine, Complies with California Clean Air Regulations; Includes "Certified Clean Idle" Decal on Hood	0/0	0
12XBL	BLOCK HEATER, ENGINE 120V/800W	0/0	0
12XCU	CARB EMISSION WARR COMPLIANCE for International 6.6 Engines	0/0	0
12XZD	RADIATOR Aluminum, 3-Row, Down Flow, Front to Back System, 730 SqIn Louvered, with 578 SqIn Charge Air Cooler, Includes In-Tank Oil Cooler	0/0	0
13BAR	TRANSMISSION, AUTOMATIC {Allison 1750 RDS} 6th Generation Controls, Close Ratio, 6-Speed with Double Overdrive, with PTO Provision, Less Retarder, Includes Park Pawl, with 19,500-lb GVW and 37,500-lb GCW Max, On/Off Highway	0/0	0
13TLP	TRANSFER CASE {Meritor MTC-3203} 2-Speed, Gear Drive, 3,000 lb-ft Torque Rating, Less PTO Provision, Electric Shift Control	146/42	188
	Notes : Transfer Case Includes 40W Synthetic Lube		
13WVV	NEUTRAL AT STOP Allison Transmission Shifts to Neutral When Service Brake is Depressed and Vehicle is at Stop; Remains in Neutral Until Service Brake is Released	0/0	0
13WYY	SHIFT CONTROL PARAMETERS {Allison} 1000 or 2000 Series Transmissions, Performance Programming	0/0	0
13XAM	PTO LOCATION Dual, Customer Intends to Install PTO at Left and/or Right Side of Transmission	0/0	0
14897	DIFFERENTIAL, LOCKING {Dana Spicer Trac-Lok} Torque Proportioning Limited Slip	0/0	0
14AJE	AXLE, REAR, SINGLE {Dana Spicer S16-130} Single Reduction, 15,500-lb Capacity, 190 Wheel Ends . Gear Ratio: 4.30	0/22	22
14SAE	SUSPENSION, REAR, SINGLE 15,500-lb Capacity, Vari-Rate Springs	0/41	41
14WAP	SHOCK ABSORBERS, REAR (2)	0/50	50

Code	Description	F/R Wt (lbs)	Tot Wt (lbs)
14WMN	AXLE, REAR, LUBE {EmGard FE-75W-90} Synthetic Oil; 1 thru 29.99 Pints	0/0	0
15SZN	FUEL TANK Top Draw, Plastic, Rectangular, 17" Tank Depth, 40 US Gal (151L), Includes Auxiliary Draw Port and Fuel Filler Assembly, Mounted Between Frame Rails and Behind Rear Axle	0/0	0
15WDZ	DEF TANK 6.75 US Gal (26L) Capacity, Frame Mounted Outside Right Rail, Under Cab	0/0	0
16030	CAB Conventional, Day Cab	0/0	0
	Includes : CAB DOOR LOCKS Power Door Locks All Doors : DOME LIGHT, CAB with OFF/DOOR/ON Settings; Located in Overhead Console : READING LIGHT, CAB Located in Overhead Console : STEP (2) One Per Door : STORAGE POCKET, DOOR (2) Full Length, Driver and Passenger Door		
16ACB	MIRROR, INSIDE REAR VIEW with Manual Tilt	0/0	0
16BBA	GLASS, ALL WINDOWS Solar Absorbing, Tint	0/0	0
16CEM	COLOR, INTERIOR Dark Ash	0/0	0
16HCT	GAUGE CLUSTER English Speedometer, Includes English Odometer; Includes 3.5" Monochromatic Display with Personalization, Warning Messages and Vehicle Information	0/0	0
16KVS	SEAT, DRIVER High Back with Integral Headrest, with Recline, Vinyl, Fixed Lumbar	0/0	0
16LVR	SEAT, TWO-MAN PASSENGER High Back with Integral Headrest in Outboard Position, Center Fold-Down Armrest with Storage, Vinyl, with Recline	0/0	0
16SPS	MIRRORS (2) Manual Folding and Extending, Power Adjust, Heated, Turn Signal Indicator Located in Mirror, Black Heads and Arms, for 96" Load Width	4/1	5
16VKB	CAB INTERIOR TRIM Classic, for Day Cab	0/0	0
	Includes : SUN VISOR (2) Vinyl		
16WAK	WINDOW, POWER (2) in Left and Right Doors	0/0	0
16XCP	AIR BAG, FRONT, DRIVER SIDE	0/0	0
16XCR	AIR BAG, FRONT, PASSENGER SIDE	0/0	0
16XDE	AIR BAG, SIDE, DRIVER Seat Mounted, Outboard Side-Impact Airbag	0/0	0
16XDG	AIR BAG, SIDE, PASSENGER Seat Mounted, Outboard Side-Impact Airbag	0/0	0
16XDH	AIR BAG, SIDE CURTAIN Roof Mounted, for Front and Rear Outboard Seating Positions for Driver and Passenger Sides	0/0	0
16XZA	AIR CONDITIONER with Heater, Single Zone	0/0	0
27DTX	WHEELS, FRONT {Accuride 50180} DISC; 19.5x6.75 Rims, Powder Coat Steel, 4-Hand Hole, 8-Stud, 275mm BC, Hub-Piloted, Flanged Nut, with Steel Hubs	0/0	0
28DTX	WHEELS, REAR {Accuride 50180} DUAL DISC; 19.5x6.75 Rims, Powder Coat Steel, 4-Hand Hole, 8-Stud, 275mm BC, Hub-Piloted, Flanged Nut, with Steel Hubs	0/0	0
7789445449	(2) TIRE, FRONT 225/70R19.5 Load Range H HSR+ (CONTINENTAL), 645 rev/mile, 87 MPH, All-Position	6/0	6

Code	Description	F/R Wt (lbs)	Tot Wt (lbs)
7789445450	(4) TIRE, REAR 225/70R19.5 Load Range H HDR+ (CONTINENTAL), 643 rev/ mile, 87 MPH, Drive	0/12	12
	Services Section:		
40131	WARRANTY Standard for CV515, Effective with Vehicles Built December 3, 2018 or Later, CTS-3000A	0/0	0
	Total Component Weight:	**5021/3116 (lbs)**	**8137 (lbs)**
1	12' Godwin Steel Landscape Body	0/0	0
	Total Body Allied:	**0/0 (lbs)**	**0 (lbs)**

The weight calculations included in this proposal are an estimate of future vehicle weight. The actual weight as manufactured may be different from the estimated weight. Navistar, Inc. shall not be liable for any consequences resulting from any differences between the estimated weight of a vehicle and the actual weight.

Financial Summary
2024 CV515 SFA (CV515)

(US DOLLAR)

Description		Price
Factory List Prices:		
Product Items	$57,910.00	
Service Items	$0.00	
Total Factory List Price Including Options:		$57,910.00
Freight Charge	$1,950.00	
Total Freight:		$1,950.00
Total Factory List Price Including Freight:		$59,860.00
Total Vehicle Price:		$59,860.00
Total Body/Allied Equipment:		$23,500.00
Total Sale Price:		$83,360.00
Total Per Vehicle Sales Price:		$83,360.00
Net Sales Price:		$83,360.00

Please feel free to contact me regarding these specifications should your interests or needs change. I am confident you will be pleased with the quality and service of an International vehicle.

Approved by Seller:

Official Title and Date

Authorized Signature

Accepted by Purchaser:

Firm or Business Name

Authorized Signature and Date

This proposal is not binding upon the seller without Seller's Authorized Signature

Official Title and Date

If you haven't added a planned maintenance service contract to your proposal yet, please get in touch with your local dealer, International or IC Bus Sales Representative to learn more about the benefits when ordering together with the vehicle.

International® Financial offers loans, a full line up of lease options, and can establish a line of credit for use towards the purchase of International and IC Bus vehicles. Ask your dealer, International® or IC Bus® Sales Representative about completing an International Financial credit application and any promotional offers that may be available. International Financial services are provided by Navistar Financial Corporation.

The TOPS FET Calculation is an estimate for reference purposes only. The seller is responsible for calculating and reporting/paying appropriate FET to the IRS.

The limited warranties applicable to the vehicles described here in are International Motors, LLC* standard printed warranties which are incorporated herein by reference and to which you have been provided a copy and hereby agree to their terms and conditions.

International Motors, LLC d/b/a International Motors USA LLC in Illinois and Ohio.

MIKES TRUCK SERVICE
4521 GIBSONIA ROAD
Gibsonia, PA. 15044
Phone: 724-443-6680 Fax: 724-443-6679

ESTIMATE #
016106

Estimate for Services

Estimate Date : 4/29/2026

ASCENDANCE TRUCK CENTER
795 GREENVILLE PIKE
Clarion, PA 16214
Cellular: 724-766-0200 Home: 800-832-8580

0 -
Lic # : -
VIN # :

Odom. In: 0

Part Description / *Number*	Qty	Sale	Ext	Labor Description	Extended
UPFIT *UPFIT*	1.00	23,500.00	23,500.00	12ft Godwin Steel Landscape Body with subframe and electric pump Drop back hitch Flap Kit Electric Tarp 2- 18x18x36 steel toolboxes with L brackets Installation	

Parts/Supplies: 23,500.00 Labor: 0.00

Total : $ 23,500.00

THANK YOU FOR YOUR BUSINESS

I hereby authorize the above repair work to be done along with the necessary material and hereby grant you and/or your employees permission to operate the vehicle described for testing and/or inspection. Express mechanic's lien is hereby acknowledged on above vehicle to secure the amount of repairs thereto.
SMOG: I understand that I can have emission service and/or adjustments done elsewhere. I hereby waive this right.
TEARDOWN ESTIMATE: I understand that my vehicle will be reassembled within____days of the date shown above if I choose not to authorize the servi recommended. All Parts removed will be discarded unless instructed otherwise: Save all Parts____. NOT RESPONSIBLE FOR LOSS OR DAMAGE T CARS OR ARTICLES LEFT IN CARS IN CASE OF FIRE, THEFT OR ANY OTHER CAUSE.

Signature _____ Date_____ Time_____

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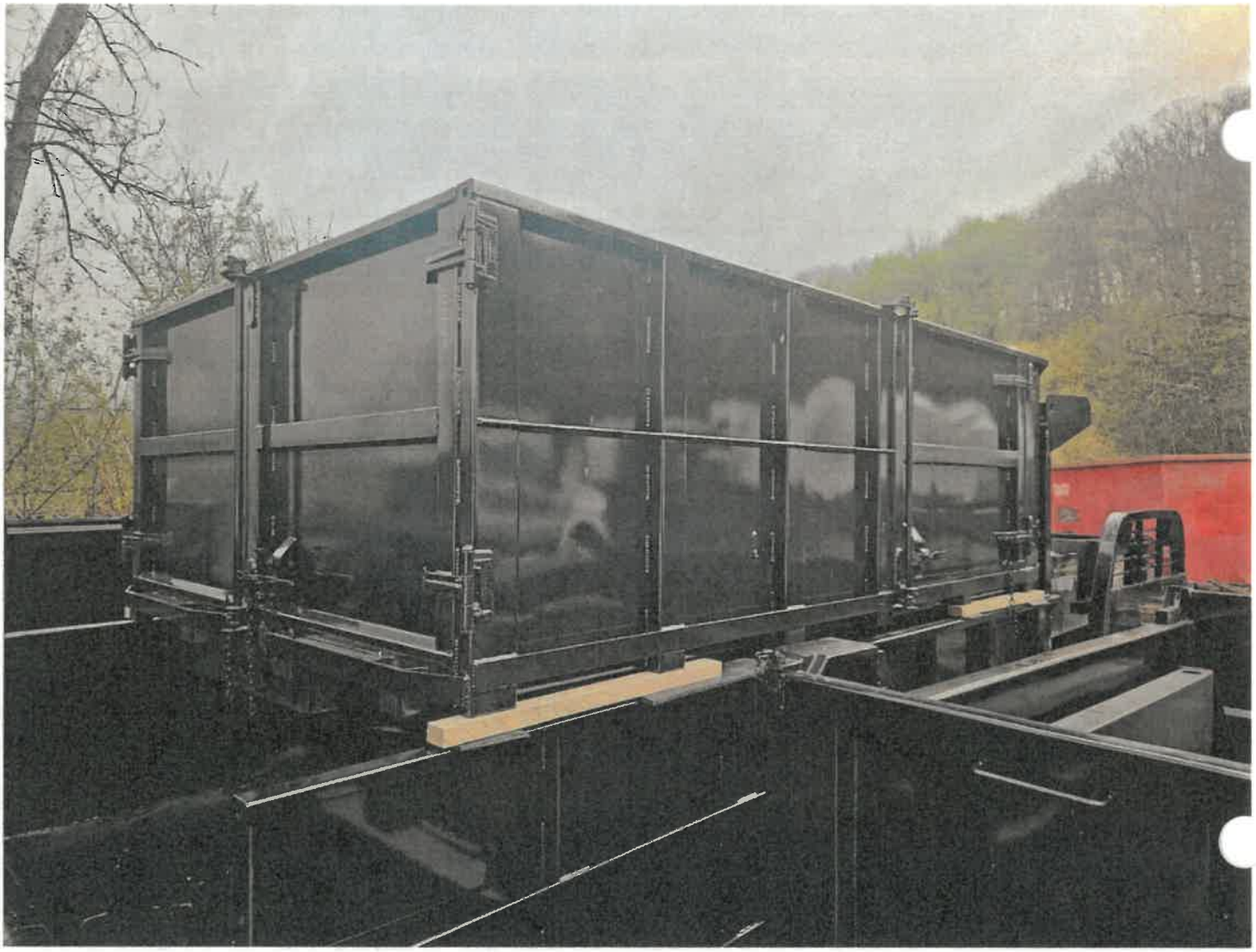







Capital Improvements Project Description

Category: Maintenance **Department: Maintenance**

Project Name: Vehicle Replacement **Cost: $70.000**

Location: Maintenance Yard **Year: 2027**

Project Description:	**Replace 2016 Chevrolet service truck with 2026 Service truck to include emergency lighting**
Project Justification:	**Vehicle Replacement**
Annual Capital Expense:	
Cost/Revenue Source:	
Overall Priority Level:	
Expected Useful Life:	**7 years**

< Results

< Previous Next >



New 2026 CHEVROLET Utility Truck - Service Truck

Silverado 2500HD For Sale

2 Miles Stock # Q260301

$64,400

Criswell Chevrolet of Thurmont

90+ days listed 4 views 0 saves

Willing to negotiate

Secure the right deal for your budget.

Make an offer

Description

Stock # Q260301 2 Miles

2026 Chevrolet Silverado 2500HD, Work Truck, , Dealer Discount of $4,487 off MSRP Summit White 2026 Chevrolet Silverado 2500HD Work Truck 4WD 10-Speed Automatic 6.6L V8

The New Vehicle Internet Sale Price (ePrice) includes applicable rebates, incentives, dealer discounts, destination/freight, and $800 Dealer Processing Fee (not required by law). Tax, title, and registration fees are additional. EPrices are valid on in-stock units only and are based on manufacturer incentive program time periods. Residency restrictions apply. Prices, specifications, and availability are subject to change without notice. Financing is subject to credit approval. Pictures are for illustrative purposes only. Offers not valid on prior sales. We make every effort to provide accurate information; please verify options and price before purchasing. Contact Criswell for details and availability. Price includes: $500 - Chevrolet Consumer Cash Program. Exp. 06/01/2026, , Stock Number: Q260301, VIN Number: 1GB0KLE73TF186611

Criswell Chevrolet Of Thurmont

Detailed Specifications

Condition:	New
Year:	2026
Make:	CHEVROLET
Model:	Silverado 2500HD
Class:	CLASS 2 (GVW 6001 - 10000)
Category:	Utility Truck - Service Truck
Location:	Thurmont, MD
Fuel Type:	Gasoline
Wheelbase:	142
Stock Number:	Q260301
VIN:	1GB0KLE73TF186611
Drivetrain:	Rear Wheel Drive W/4x4
Engine Model:	6.6L V8
Engine Size:	6.6L
Transmission Make:	10-Speed Automatic
Transmission Type:	Automatic
Color:	Summit White
Interior Color:	Jet Black
Doors:	2
Mileage:	2

View on Dealer's Website

See more Trucks from this dealer



$71,797 ~~$72,797~~

2026 CHEVROLET Silverado 250...
Criswell Chevrolet of Th... 33 mi away



2026 CHEVROLET Silverado 250...
Criswell Chevrolet of Th... 33 mi away



2026 CHEVROLET Silverado 250...
Criswell Chevrolet of Th... 33 mi away



2026 CHEVROLET Silverado 250...
Criswell Chevrolet of Th... 33 mi away



$69,585 ~~$70,293~~ miles

2026 CHEVROLET Silverado 250...
Criswell Chevrolet of Th... 33 mi away





Criswell Chevrolet of Thurmont

View All Inventory

Disclaimers

Commercial Truck Trader Disclaimer: The information provided for each listing is supplied by the seller and/or other third parties. CommercialTruckTrader.com is not responsible for the accuracy of the information. Please refer to the Commercial Truck Trader Terms of Use for further information.

Vehicle photos displayed on this page may be AI-enhanced. AI-generated content isn't always correct, so please contact the seller to verify all details.

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EXECUTIVE EMERGENCY LIGHTING

21 Southpaw Lane
Shepherdstown, WV 25443
+13048704420
raymuth.eel@gmail.com

INVOICE

BILL TO
City of Charles Town

INVOICE	2216
DATE	02/11/2026
TERMS	Net 30
DUE DATE	03/13/2026

UNIT
Chevrolet Silverado

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
01/12/2026	Feniex Industries	Feniex 3-Mode Q® Surface Mount SKU: QQM-8101 (2) Rear (2) Front	4	121.86	487.44
01/12/2026	Component	Wire, loom, Connectors, fusing,and hardware. (2) Lighted Rocker Switches : 1 for warning, 1 for clear	1	194.98	194.98
01/12/2026	Labor	Install (2) Feniex 3 Mode Lights to the front grill area. Install (2) on the rear bumper- 1 each side near the step area. Forward facing lights to be switched for warning and scene. Rear to be switched for warning and tied into the back up circuit. Install (2) back lit rocker switches in the cab of the vehicle in the overhead console area.	5	150.00	750.00
01/12/2026	Shop & Office Fees		1	90.00	90.00

SUBTOTAL	1,522.42
TAX	0.00
TOTAL	1,522.42
BALANCE DUE	**$1,522.42**

Any invoice overdue past 30 days is subject to a $50 late fee.

Capital Improvements Project Description

Category: **Maintenance** **Department: Maintenance**

Project Name: Vehicle Replacement **Cost: $80,000**

Location: **Maintenance yard** **Year: 2028**

Project Description:	**Replace 2017 F350 with new truck, emergency lighting, and Salt Spreader. Current salt spreader will be 6 years old at this point**
Project Justification:	**Vehicle replacement**
Annual Capital Expense:	
Cost/Revenue Source:	
Overall Priority Level:	
Expected Useful Life:	**7 years**

CRISWELL CHEVROLET, INC.
503 Quince Orchard Rd , Gaithersburg MD 20878
(301) 637-4269



2025 Silverado 2500 HD · WT 4WD

VIN: 1GC0KLE79SF287338 • Stock: 251158

Vehicle Specs

Engine: 6.6L V8 Gas engine

Trailering Capacity: 14500 lbs

Exterior: Summit White

Transmission: Allison® 10-speed automatic transmission

Wheel: Wheels, 17" (43.2 cm) machined aluminum

Interior: Jet Black, Vinyl seat trim

Cash Summary Estimate

MSRP – Total Vehicle Price	**$52,375.00**
* The Manufacturer's Suggested Retail Price excludes tax, title, license, and dealer fees. Dealer sets final price.	
Standard Vehicle Price	$48,100.00
Options	
17" machined aluminum wheels	$350.00
Smoked Amber LED roof marker lamps	$55.00
Snow Plow Prep / Camper Package	$300.00
Black outside power-adjustable vertical trailering mirrors with power folding/manual extending auto-dimming driver upper glass	$450.00
Work Truck Convenience Package	$575.00
Upfitter switches	$150.00
17" LT265/70R17E all-terrain, blackwall tires	$200.00
Total Options	**$2,080.00**
Total Vehicle and Options	**$50,180.00**
Destination Charge	$2,195.00
Total Vehicle Price	**$52,375.00**
* The Manufacturer's Suggested Retail Price excludes tax, title, license, and dealer fees. Dealer sets final price.	
Total Dealer Price	**$52,900.00**
Dealer Price – Sale Price	**$52,900.00**
Incentives & GM Rewards	**-$500.00**
Customer Cash	-$500.00
* Not available with special financing, lease and some other offers. Must take new retail delivery by 06/01/2026.	
Est. Amount Due at Delivery	**$52,400.00**

Excludes estimated taxes and fees. Amount due at delivery may vary based on actual taxes, fees, and available offers at time of delivery. See dealer for details. Must take new retail delivery by 6/1/2026.

Installed Packages & Accessories

Work Truck Convenience Package	$575

All Features Included With Work Truck Convenience Package:
- Cruise control
- EZ Lift power lock and release tailgate
- Tinted glass
- Rear-window defogger
- Black outside power-adjustable vertical trailering mirrors

Black outside power-adjustable vertical trailering mirrors with power folding/manual extending auto-dimming driver upper glass $450

All Features Included With Black outside power-adjustable vertical trailering mirrors with power folding /manual extending auto-dimming driver upper glass:
- Lower convex mirrors
- Heated upper glass
- Integrated turn signal indicators
- Puddle lamps
- Perimeter lighting
- Auxiliary lighting
- Extends 3.31-inches
- May require additional optional equipment

17" machined aluminum wheels $350

Snow Plow Prep / Camper Package $300

All Features Included With Snow Plow Prep / Camper Package:
- Power feed to accommodate a backup and roof emergency light[1]
- A single 220-amp alternator
- Heavy-duty front springs
- Under body skid plates to help protect the transfer case from debris
- May require additional optional equipment

[1] GM is not responsible for the safety or quality of design features, materials or workmanship of any alterations or upfits.

17" LT265/70R17E all-terrain, blackwall tires $200

All Features Included With 17" LT265/70R17E all-terrain, blackwall tires:
- May require additional optional equipment

Upfitter switches $150

All Features Included With Upfitter switches:
- Program electrical components such as exterior lighting, snow removal equipment or other features to turn on and off at the flip of a switch
- Allows the driver to operate upfitter-installed equipment conveniently from inside the cab
- Provides 3-30 amp and 2 – 20 amp configurable circuits to facilitate installation of aftermarket electrical accessories by the dealer or upfitter[1] at customer expense
- Installation instructions and technical assistance available at www.gmupfitter.com

[1] GM is not responsible for the safety or quality of design features, materials or workmanship of any alterations or upfits.

Smoked Amber LED roof marker lamps $55

All Features Included With Smoked Amber LED roof marker lamps:
- Roof-mounted lamps near the front of the cab

Features

Entertainment

2-speaker audio system
- Includes 2 speakers placed in the front doors

Wireless phone projection
- For Apple CarPlay™[1] and Android Auto™[2]

[1] Vehicle user interface is a product of Apple and its terms and privacy statements apply. Requires compatible iPhone and data plan rates apply. Apple CarPlay is a trademark of Apple Inc. Siri, iPhone and iTunes are trademarks for Apple Inc, registered in the U.S. and other countries.

[2] Vehicle user interface is a product of Google and its terms and privacy statements apply. Requires the Android Auto app on Google Play and an Android compatible smartphone running Android™ 5.0 or higher. Data plan rates apply. Android Auto is a trademark of Google LLC.

Wi-Fi® hotspot capable

- Terms and limitations apply. See onstar.com or dealer for details.

Tailgate and bed rail protection caps

Chevrolet Infotainment 3 System with 7" diagonal color touchscreen

- 7" diagonal color touchscreen[1]
- Bluetooth*[2] audio streaming for 2 active devices for compatible phones
- Voice command pass-through to phone for compatible phones
- Apple CarPlay™ capability for compatible phones[3]
- Android Auto™ capability for compatible phone[4]
- Use, control and manage select smartphone apps through the Infotainment system

[1] Functionality varies by model. Full functionality requires compatible Bluetooth and smartphone, and USB connectivity for some devices.

[2] Go to chevrolet.com/device-compatibility to find out which phones are compatible with the vehicle. Full Bluetooth feature functionality varies by device, model, and software version.

[3] Vehicle user interface is a product of Apple and its terms and privacy statements apply. Requires compatible iPhone and data plan rates apply. Apple CarPlay, Siri, iPhone and Apple Music are trademarks for Apple Inc, registered in the U.S. and other countries.

[4] Vehicle user interface is a product of Google and its terms and privacy statements apply. To use Android Auto on your car display, you'll need an Android phone running Android 6 or higher, an active data plan, and the Android Auto app. Google, Android and Android Auto are trademarks of Google LLC.

Mechanical

Push Button Start

6.6L V8 Gas engine

- 401 hp [299 kW] @ 5200 rpm
- 464 lb-ft of torque [629 N-m] @ 4000 rpm
- 3.73 rear axle ratio
- Paired with a 10-speed automatic transmission
- Capless fuel fill

Black recovery hooks

- Two front frame-mounted[1]

[1] To avoid the risk of injury, never use recovery hooks to tow a vehicle.

Lowered GVWR, 10,000 lbs.

- When properly equipped; includes weight of vehicle, passengers, cargo and equipment

220-amp alternator

Heavy-Duty Air Filter

- Thick construction helps to trap more dirt before it can enter the air intake

Fully boxed frame

- Hydroformed front section
- High-strength steel

Single-outlet exhaust

Automatic locking rear differential

- When the differential senses a significant difference in wheel speed, it locks to turn both rear wheels in unison for added traction
- The Eaton® Locker senses a difference in wheel speed of approximately 100 rpm

Air filtration monitoring

- Alerts the driver when the engine air filter needs replacement

Brake pad wear indicator

Allison® 10-speed automatic transmission

• Electronically controlled with overdrive for smooth-shifting performance

• Tow/Haul mode that reduces shift cycling for better control and improved cooling when towing or hauling heavy loads

• Auto Grade Braking that automatically downshifts when needed to enable engine braking, helping to slow the vehicle on downhill grades and reduce brake wear (operates in Tow/Haul mode)

4-wheel antilock disc brakes

• Help reduce wheel lockup and maintain steering control during hard braking on most slippery surfaces

• DuraLife™ brake rotors feature a hardened surface to reduce corrosion and provide quieter braking with less vibration. DuraLife™ rotors are hardened and strengthened during the manufacturing process

• Brake system features a corrosion-fighting process called Ferritic Nitro-Carburizing (FNC) which can double rotor life expectancy and reduce or minimize rust over non-FNC coated rotors

Integrated trailer brake controller

• Integrated with the antilock brake system (ABS)

• Helps provide measured brake force signaling to electric-controlled trailer brake systems

• Trailer gain and output are displayed in the Driver Information Center

• May require additional optional equipment

Suspension Package

• Designed to help maintain handling and ride quality while towing a trailer or carrying a load

External engine oil cooler

• Heavy-duty air-to-oil cooler

• Helps extend engine oil life under heavy loads

Steering

• Recirculating Ball with smart flow power steering system

Durabed

• Roll-formed high-strength steel

• 12 standard cargo tie-downs

• CornerStep Rear Bumper

Heavy-duty 720 cold-cranking amps battery

• 80 Amp-hr

• Maintenance-free with rundown protection and retained accessory power

External auxiliary transmission oil cooler

• Heavy-duty air-to-oil cooler

• Helps provides optimal transmission performance even when operating under a heavy load or towing a trailer

Emissions, Colorado, Connecticut, Delaware, Maine, Maryland, Massachusetts, Minnesota, Nevada, New Jersey, New York, Oregon, Pennsylvania, Rhode Island, Vermont, Virginia and Washington state requirements

Capless fuel fill

• Creates a tight seal around the fuel-pump nozzle when the nozzle is fully inserted

• Requires gasoline engine

Skid plates

• Help protect the front underbody, oil pan, differential case and transfer case

• May require additional optional equipment

3.73 rear axle ratio

• Requires a gas engine

Electronic shift 2-speed transfer case with push button controls

• System shift smoothly between drive settings to handle a variety of road conditions

• 2WD High for most on-road and highway situations

• 4WD High for snowy or wet roads when added traction is needed

• 4WD Low for deep sand, mud or snow to provide maximum torque to all 4 wheels

• Neutral

- ONLY used for towing vehicle (Dinghy tow capability)- allows vehicle to roll freely
  - May require additional optional equipment

Processing-Other

Trailering Information Label

- Provides max trailer ratings for tongue weight, conventional, gooseneck hitch and 5th wheel hitch

Interior

Outside temperature display

- Located in infotainment display

Jet Black, Vinyl seat trim

Remote Keyless Entry

- Allows you to lock and unlock doors of the vehicle with the key fob
- Driver's door or all doors unlock at the touch of a button
- Includes remote locking tailgate

Assist handles

- Front A-pillar mounted for Driver and Passenger
- Rear B-pillar mounted

Bluetooth®

- Pair your compatible mobile phone to your vehicle's infotainment system[1]
- Place and receive hands-free phone calls
- Store your phone's contact list in the system to place an outgoing call quickly using the touch-screen display or voice command system
- With streaming audio capability, you can listen to files stored on your phone or Bluetooth digital media device

[1] Go to chevrolet.com/device-compatibility to find out which phones are compatible with the vehicle. Full Bluetooth feature functionality varies by device, model, and software version.

Charge / Data USB ports

- Located on instrument panel[1]

[1] Not compatible with all devices.

Instrumentation

- 6-gauge cluster
- Speedometer, fuel level, engine temperature, tachometer, voltage and oil pressure

Power door locks

- Programmable
- Allows you to lock and unlock doors easily whether it's from the driver or front passenger seat or from outside using the key fob (when equipped)

Rubberized vinyl floor covering

- Provides good traction and convenient cleanup

4-way manual driver seat

- Can be positioned forward or back and up or down

12-volt auxiliary front power outlet

Cruise control

- Maintains a selected speed while driving
- Automatically disengages when the vehicle's traction control system needs to limit wheelspin on slippery surfaces or when the StabiliTrak® stability control system detects an oncoming skid
- Set and resume speed functions
- Steering-wheel mounted controls to easily maintain and manage cruising speed

Manual tilt steering column

- Allows the steering wheel to be manually adjusted up or down
- Provides extra comfort when entering or exiting the vehicle
- Locking security feature

Chevrolet Connected Access capable

• Subject to terms. See onstar.com or dealer for details.

4-way manual front passenger seat

• Can be positioned forward or back and up or down

Single-zone climate control

• Maintains a selected temperature
• Manual

40/20/40 split-bench front seat with under-seat storage

• Seating for up to 3
• Driver and front passenger seatbacks recline
• Head restraints at the outboard seating positions
• Center seatback that doubles as a fold-down armrest with storage

Steering wheel

Rear window defogger

• Helps to keep your rear view clear of fog or frost
• Utilizes a warming grid to help remove fog or frost from the rear window

Upfitter switches

• Program electrical components such as exterior lighting, snow removal equipment or other features to turn on and off at the flip of a switch
• Allows the driver to operate upfitter-installed equipment conveniently from inside the cab
• Provides 3-30 amp and 2 – 20 amp configurable circuits to facilitate installation of aftermarket electrical accessories by the dealer or upfitter[1] at customer expense
• Installation instructions and technical assistance available at www.gmupfitter.com

[1] GM is not responsible for the safety or quality of design features, materials or workmanship of any alterations or upfits.

3.5" diagonal monochromatic Driver Information Center

Power windows with front passenger express-down

• Quickly lowers the window with the touch of a button
• If an obstruction is detected, the anti-pinch feature will auto-reverse

Power windows with driver express-up/down

• Quickly raises the window or lowers it with the touch of a button
• If an obstruction is detected, the anti-pinch feature will auto-reverse

Inside rearview auto-dimming mirror

• Automatically dims the inside rearview mirror when it senses bright light from behind
• When headlamp glare is no longer detected, the mirror returns to its normal state
• May require additional optional equipment

Safety

Teen Driver

• Helps encourage safe driving habits for teens by providing an in-vehicle report card[1]
• Activates certain safety systems, if equipped, when a Teen Driver-designated key fob is used
• Mutes the radio until the front-seat occupants fasten their seat belts

[1] Safety or driver assistance features are no substitute for the driver's responsibility to operate the vehicle in a safe manner. The driver should remain attentive to traffic, surroundings and road conditions at all times. Visibility, weather, and road conditions may affect feature performance. Read the vehicle Owner's Manual for more important feature limitations and information.

Front Pedestrian Braking

• At speeds between 5 and 50 mph, can help you avoid or reduce the severity of a collision with a pedestrian it detects directly in front of you[1]
• Provides pedestrian alerts and can automatically provide hard emergency braking or enhance driver's hard braking
• Limited nighttime and low visibility performance

[1] Safety or driver assistance features are no substitute for the driver's responsibility to operate the vehicle in a safe manner. The driver should remain attentive to traffic, surroundings and road conditions at all times. Visibility, weather, and road conditions may affect feature performance. Read the vehicle Owner's Manual for more important feature limitations and information.

OnStar® services capable

• See onstar.com for details and limitations. Services vary by model. Service plan required.

StabiliTrak, electronic stability control system with traction control

• Automatically helps enhance control, particularly during emergency maneuvers, by adjusting the brakes and engine torque to help you stay on your intended path
• Activates when vehicle sensors detect a difference between the driver's intended path and the direction the vehicle is actually travelling
• Includes Traction Control that detects wheel slippage and applies brake pressure and/or reduces engine power to help the driver maintain control when accelerating on wet or snow-covered roads
• Includes Brake Assist which detects rapid brake pedal applications due to emergency braking situations and provides additional braking via the Antilock Brake System (ABS) module
• Includes Trailer Sway Control
• Hill Start Assist

Automatic Emergency Braking

• Can help you avoid or reduce the severity of a collision with a detected vehicle you're following using camera technology[1]
• Works at speeds between 5 and 50 mph

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Lane Departure Warning

• Alerts you when it detects that you are unintentionally drifting out of detected lane lines[1]
• System alerts do not occur if you're using your turn signal, or it detects you may be intentionally leaving your lane

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Forward Collision Alert

• Warns you if it detects a potential collision with a detected vehicle you're following so you can take action[1]
• Can also provide a tailgating alert if you're following a vehicle much too closely

[1] Safety or driver assistance features are no substitute for the driver's responsibility to operate the vehicle in a safe manner. The driver should remain attentive to traffic, surroundings and road conditions at all times. Visibility, weather, and road conditions may affect feature performance. Read the vehicle Owner's Manual for more important feature limitations and information.

Tire Pressure Monitoring System with Tire Fill Alert

• Monitors tire pressure and alerts of an under-inflated condition in one or more of the tires[1]
• Provides visual and audible alerts outside the vehicle when inflating an under inflated tire to the recommended tire pressure

[1] Does not monitor spare tire.

Daytime Running Lamps

• Includes automatic exterior lamp control

HD Rear Vision Camera

• Shows high-resolution digital image of area directly behind your vehicle while in Reverse[1]
• Can help you park or avoid vehicles and objects
• You can also display an overlay of where your vehicle is heading
• Tailgate must be in the raised position for the HD Rear Vision Camera to operate properly
• May require additional optional equipment

[1] Safety or driver assistance features are no substitute for the driver's responsibility to operate the vehicle in a safe manner. The driver should remain attentive to traffic, surroundings and road conditions at all times. Visibility, weather, and road conditions may affect feature performance. Read the vehicle Owner's Manual for more important feature limitations and information.

Buckle to Drive

- Helps remind the driver to buckle their seat belt before driving by preventing the vehicle from being shifted out of PARK temporarily when the driver's seat belt is not buckled
- The feature also reminds the front passenger to buckle up, if equipped

6 airbags

- Dual-stage frontal airbags for driver and front outboard passenger[1]
- Seat-mounted side-impact airbags for driver and front outboard passenger[1]
- Head-curtain airbags for outboard seating positions[1]
- Includes front outboard Passenger Sensing System for frontal outboard passenger airbag and illuminates a status light that indicates whether the airbag is on or off[1]

[1] Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.

Hitch Guidance

- When in Reverse, displays a centered guideline on the Rear Vision Camera view[1]
- Can help you line up the hitch to your trailer
- When driving, lets you check the trailer using Rear Vision Camera view

[1] Safety or driver assistance features are no substitute for the driver's responsibility to operate the vehicle in a safe manner. The driver should remain attentive to traffic, surroundings and road conditions at all times. Visibility, weather, and road conditions may affect feature performance. Read the vehicle Owner's Manual for more important feature limitations and information.

Following Distance Indicator

- Displays the following time in seconds between your vehicle and a detected vehicle in front of you[1]
- Designed to help you maintain a safe following distance

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Exterior

Black mirror caps

Cargo tie-downs

- 12-fixed rated at 500 lbs. per corner

Halogen headlamps

- Dual halogen projector lamps help provide more even light distribution for improved visibility
- Twin reflectors
- Includes integrated daytime running lamps

Tailgate with EZ Lift assist, power lock & release

- Hitch area lighting
- May require additional optional equipment

Incandescent taillamps with stop and reverse lights

17" machined aluminum wheels

Black outside power-adjustable vertical trailering mirrors with power folding/manual extending auto-dimming driver upper glass

- Lower convex mirrors
- Heated upper glass
- Integrated turn signal indicators
- Puddle lamps
- Perimeter lighting
- Auxiliary lighting
- Extends 3.31-inches

• May require additional optional equipment

Spare tire carrier lock

• Helps keep spare tire secure

• Utilizes the same key as the door and ignition

17" LT265/70R17E all-terrain, blackwall spare tire

• May require additional optional equipment

IntelliBeam

• At speeds above 25 mph, can automatically turn vehicle's high beams on and off according to surrounding traffic conditions

Black door handles

CornerStep rear bumper

• Helps make it easier to get into and out of the pickup bed

• Located at each end of the rear bumper

• Textured step pads to help provide secure footing

Cab-mounted cargo area lamps

• With switch in switch bank left of the steering wheel

• Illuminates the cargo bed area

Front license plate bracket

• Front bracket is included if displaying a front license plate is required in your state

Black beltline moldings

• May require additional optional equipment

Side BedStep

• Black textured step pads help provide secure footing

• Integrated on forward portion of outer bed on driver and passenger side to provide ease of access to forward portion of the bed

Black front bumper

Summit White

Smoked Amber LED roof marker lamps

• Roof-mounted lamps near the front of the cab

Standard tailgate

17" LT265/70R17E all-terrain, blackwall tires

• May require additional optional equipment

Black rear bumper

• With integrated CornerSteps

Deep-tinted glass

• Provides added protection from sun and glare

EXECUTIVE EMERGENCY LIGHTING

21 Southpaw Lane
Shepherdstown, WV 25443
+13048704420
raymuth.eel@gmail.com

INVOICE

BILL TO
City of Charles Town

INVOICE	2216
DATE	02/11/2026
TERMS	Net 30
DUE DATE	03/13/2026

UNIT
Chevrolet Silverado

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
01/12/2026	Feniex Industries	Feniex 3-Mode Q® Surface Mount SKU: QQM-8101 (2) Rear (2) Front	4	121.86	487.44
01/12/2026	Component	Wire, loom, Connectors, fusing,and hardware. (2) Lighted Rocker Switches : 1 for warning, 1 for clear	1	194.98	194.98
01/12/2026	Labor	Install (2) Feniex 3 Mode Lights to the front grill area. Install (2) on the rear bumper- 1 each side near the step area. Forward facing lights to be switched for warning and scene. Rear to be switched for warning and tied into the back up circuit. Install (2) back lit rocker switches in the cab of the vehicle in the overhead console area.	5	150.00	750.00
01/12/2026	Shop & Office Fees		1	90.00	90.00

SUBTOTAL	1,522.42
TAX	0.00
TOTAL	1,522.42
BALANCE DUE	**$1,522.42**

Pay Invoice

Any invoice overdue past 30 days is subject to a $50 late fee.

Q U O T A T I O N

SHADE EQUIPMENT COMPANY, INC.
1237 MARTINSBURG PIKE
WINCHESTER, VA 22604
Phone #: (540)667-1600
Fax #: (540)667-7052

PHONE #: **(304)725-2311**
CELL #: **(304)279-8301-Jim**
ALT. #:
P.O.#:
TERMS: **NET30**
SALES TYPE: **Quote**

DATE: **5/7/2026**
ORDER #: **267320**
CUSTOMER #: **110458**
CP: **KELLY L.**
LOCATION: **1**
STATUS: **Active**

BILL TO **110458**

CITY OF CHARLES TOWN
101 EAST WASHINGTON STREET
P. O. BOX 14
CHARLES TOWN, WV 25414

SHIP TO

CITY OF CHARLES TOWN
101 EAST WASHINGTON STREET
P. O. BOX 14
CHARLES TOWN, WV 25414

MFR	PRODUCT NUMBER	DESCRIPTION	QTY	PRICE	NET	TOTAL
WP	32520	MARAUDER 8.0 2.2 CU YD CHAIN ELEC	1	$7,710.00	$7,710.00	$7,710.00
****	LABOR	LABOR	4	$110.00	$110.00	$440.00
****	SS	SHOP SUPPLIES	1	$15.00	$15.00	$15.00
SHAD	PARTS	MISC PARTS	1	$40.00	$40.00	$40.00
DOT	5308WH	STRAP,WIRE HOOK WITH 8" FIXED END	4	$16.95	$16.95	$67.80
TOM	MUNI	MUNICIPAL DISCOUNT	-1	$444.12	$444.12	($444.12)

Prices reflected on this quote are valid for 10 days.

****EFFECTIVE APRIL 1, 2025 CREDIT CARD TRANSACTIONS WILL INCUR A 3% SURCHARGE****

SUBTOTAL:	**$7,828.68**
TAX:	**$0.00**
ORDER TOTAL:	**$7,828.68**

Authorized By: _____

Capital Improvements Project Description

Category: Vehicle Replacement **Department: Maintenance**

Project Name: Vehicle Replacement **Cost: $65,000**

Location: Maintenance Yard **Year: 2029**

Project Description:	**Replace F1p50 with new truck, snowplow, and emergency lighting**
Project Justification:	
Annual Capital Expense:	
Cost/Revenue Source:	**$65,000**
Overall Priority Level:	
Expected Useful Life:	

CRISWELL CHEVROLET, INC.
503 Quince Orchard Rd , Gaithersburg MD 20878
(301) 637-4269

CHEVROLET



2025 Silverado 2500 HD · WT 4WD

VIN: 1GC0KLE79SF287338 · Stock: 251158

Vehicle Specs

Engine: 6.6L V8 Gas engine

Trailering Capacity: 14500 lbs

Exterior: Summit White

Transmission: Allison® 10-speed automatic transmission

Wheel: Wheels, 17" (43.2 cm) machined aluminum

Interior: Jet Black, Vinyl seat trim

Cash Summary Estimate

MSRP – Total Vehicle Price	**$52,375.00**
* The Manufacturer's Suggested Retail Price excludes tax, title, license, and dealer fees. Dealer sets final price.	
Standard Vehicle Price	$48,100.00
Options	
17" machined aluminum wheels	$350.00
Smoked Amber LED roof marker lamps	$55.00
Snow Plow Prep / Camper Package	$300.00
Black outside power-adjustable vertical trailering mirrors with power folding/manual extending auto-dimming driver upper glass	$450.00
Work Truck Convenience Package	$575.00
Upfitter switches	$150.00
17" LT265/70R17E all-terrain, blackwall tires	$200.00
Total Options	**$2,080.00**
Total Vehicle and Options	**$50,180.00**
Destination Charge	$2,195.00
Total Vehicle Price	**$52,375.00**
* The Manufacturer's Suggested Retail Price excludes tax, title, license, and dealer fees. Dealer sets final price.	
Total Dealer Price	**$50,400.00**
Dealer Price - Sale Price	**$50,400.00**
Incentives & GM Rewards	**-$500.00**
Customer Cash	-$500.00
* Not available with special financing, lease and some other offers. Must take new retail delivery by 06/01/2026.	
Est. Amount Due at Delivery	**$49,900.00**

Excludes estimated taxes and fees. Amount due at delivery may vary based on actual taxes, fees, and available offers at time of delivery. See dealer for details. Must take new retail delivery by 6/1/2026.

Installed Packages & Accessories

Work Truck Convenience Package	$575

All Features Included With Work Truck Convenience Package:
- Cruise control
- EZ Lift power lock and release tailgate
- Tinted glass
- Rear-window defogger
- Black outside power-adjustable vertical trailering mirrors

Black outside power-adjustable vertical trailering mirrors with power folding/manual extending auto-dimming driver upper glass $450

All Features Included With Black outside power-adjustable vertical trailering mirrors with power folding /manual extending auto-dimming driver upper glass:
- Lower convex mirrors
- Heated upper glass
- Integrated turn signal indicators
- Puddle lamps
- Perimeter lighting
- Auxiliary lighting
- Extends 3.31-inches
- May require additional optional equipment

17" machined aluminum wheels $350

Snow Plow Prep / Camper Package $300

All Features Included With Snow Plow Prep / Camper Package:
- Power feed to accommodate a backup and roof emergency light[1]
- A single 220-amp alternator
- Heavy-duty front springs
- Under body skid plates to help protect the transfer case from debris
- May require additional optional equipment

[1] GM is not responsible for the safety or quality of design features, materials or workmanship of any alterations or upfits.

17" LT265/70R17E all-terrain, blackwall tires $200

All Features Included With 17" LT265/70R17E all-terrain, blackwall tires:
- May require additional optional equipment

Upfitter switches $150

All Features Included With Upfitter switches:
- Program electrical components such as exterior lighting, snow removal equipment or other features to turn on and off at the flip of a switch
- Allows the driver to operate upfitter-installed equipment conveniently from inside the cab
- Provides 3-30 amp and 2 – 20 amp configurable circuits to facilitate installation of aftermarket electrical accessories by the dealer or upfitter[1] at customer expense
- Installation instructions and technical assistance available at www.gmupfitter.com

[1] GM is not responsible for the safety or quality of design features, materials or workmanship of any alterations or upfits.

Smoked Amber LED roof marker lamps $55

All Features Included With Smoked Amber LED roof marker lamps:
- Roof-mounted lamps near the front of the cab

Features

Entertainment

2-speaker audio system
- Includes 2 speakers placed in the front doors

Wireless phone projection
- For Apple CarPlay™[1] and Android Auto™[2]

Estimate 1456

21 Southpaw Lane
Shepherdstown, WV 25443
+13048704420
raymuth.eel@gmail.com
emergencylightingllc.com

ADDRESS
City of Charles Town

DATE	TOTAL
01/12/2026	$1,522.42

UNIT
Chevrolet Silverado

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
01/12/2026	**Feniex Industries**	Feniex 3-Mode Q® Surface Mount SKU: QQM-8101 (2) Rear (2) Front	4	121.86	487.44
01/12/2026	**Component**	Wire, loom, Connectors, fusing,and hardware. (2) Lighted Rocker Switches : 1 for warning, 1 for clear	1	194.98	194.98
01/12/2026	**Labor**	Install (2) Feniex 3 Mode Lights to the front grill area. Install (2) on the rear bumper- 1 each side near the step area. Forward facing lights to be switched for warning and scene. Rear to be switched for warning and tied into the back up circuit. Install (2) back lit rocker switches in the cab of the vehicle in the overhead console area.	5	150.00	750.00
01/12/2026	**Shop & Office Fees**		1	90.00	90.00

SUBTOTAL	1,522.42
TAX	0.00
TOTAL	$1,522.42

THANK YOU.

I N V O I C E

SHADE EQUIPMENT COMPANY, INC.
1237 MARTINSBURG PIKE
PO Box 2437
WINCHESTER, VA 22604
Phone #: (540)667-1600

REMITTANCE
PO BOX 2437
WINCHESTER,VA 22604

PHONE #: **(304)725-2311**
CELL #: **(304)279-8301-Jim**
FAX #: **(304)725-1014**
P.O.#: **P25**
TERMS: **NET30**
SALES ORDER#: **263358**
SALES TYPE: **Work Order**
CP: **ZACK M**
SALES REP: **ZACK M**

DATE: **3/16/2026 2:32:46 PM**
INVOICE #: **430400**
CUSTOMER#: **110458**
LOCATION: **1**
DELIVERY:
PICK UP:
TAG #:
TECH: **ZACK M**

BILL TO 110458

CITY OF CHARLES TOWN
101 EAST WASHINGTON STREET
P. O. BOX 14
CHARLES TOWN, WV 25414

SHIP TO

CITY OF CHARLES TOWN
101 EAST WASHINGTON STREET
P. O. BOX 14
CHARLES TOWN, WV 25414

YEAR	MFR	MODEL NUMBER	DESCRIPTION / PURCHASE DATE	VIN/SERIAL #	MILAGE / WARR
2025	CHEV	2500		1GC3KLE79SF182795	1673

INVOICE TOTAL: $9,000.00

AMOUNT DUE: $9,000.00

Picked Up By: _____

Truck - Plow

INVOICE

SHADE EQUIPMENT COMPANY, INC.
1237 MARTINSBURG PIKE
PO Box 2437
WINCHESTER, VA 22604
Phone #: (540)667-1600

REMITTANCE
PO BOX 2437
WINCHESTER,VA 22604

PHONE #: **(304)725-2311**
CELL #: **(304)279-8301-Jim**
FAX #: **(304)725-1014**
P.O.#: **P25**
TERMS: **NET30**
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INVOICE #: **430400**
CUSTOMER#: **110458**
LOCATION: **1**
DELIVERY:
PICK UP:
TAG #:
TECH: **ZACK M**

BILL TO 110458

CITY OF CHARLES TOWN
101 EAST WASHINGTON STREET
P. O. BOX 14
CHARLES TOWN, WV 25414

ENTERED
03/19

SHIP TO

CITY OF CHARLES TOWN
101 EAST WASHINGTON STREET
P. O. BOX 14
CHARLES TOWN, WV 25414

YEAR	MFR	MODEL NUMBER	DESCRIPTION / PURCHASE DATE	VIN/SERIAL #	MILAGE / WARR
2025	CHEV	2500		1GC3KLE79SF182795	1673

1: Job 1 **Tech: AARON D** **[CHEV 2500 1GC3KLE79SF182795]**

MFR	PRODUCT NUMBER	DESCRIPTION	SOLD	B/O	PRICE	NET	TOTAL
WP	MVP386	MVP3 8.6' PLOW PACKAGE	1	0	$8,202.00	$8,202.00	$8,202.00
WP	35500	CONTROL, PLOW HANDHELD	1	0			
WP	74300-4	BIG BOX ASSY MVP3	1	0			
	S/N:	251110107649-74300-4					
WP	74485	BLADE ASSY - 8-1/2' MVP3 MS	1	0			
	S/N:	251016202687-74485					
WP	29070-1	MODULE 3 PORT - DRL/NON-DRL	1	0			
WP	72530	*****LIGHT KIT, HALOGEN, COMPLETE*****	1	0	$408.00	$408.00	$408.00
	S/N:	260121109037-72530					
WP	PLOWPARTSKIT	WESTERN PARTS INSTALLATION KIT	1	0	$20.00	$20.00	$20.00
WP	63655	WESTERN FLUID DRUM (SOLD BY	1	0			
STAT	FH-HHTR-I	FUSE TAP ATR 30A MAIN 10A ACCE	1	0			
STAT	ATR-10	MICRO 10 AMP FUSE	1	0			
****	LABORVPLOW	V PLOW INSTALLATION LABOR	1	0	$665.00	$665.00	$665.00
WP	87199	PLUG IN HARNESS KIT 12 PIN	1	0	$332.00	$.00	$0.00
WP	31700	GM K2500/3500 SILVERADO/SIERRA 2020 - 20__	1	0	$767.00	$.00	$0.00
WP	41810-1	RUBBER DEFLECTOR KIT - 10"	1	0	$418.00	$375.00	$375.00
TOM	MUNI	MUNICIPAL DISCOUNT	-1	0	$670.00	$670.00	($670.00)
MISC	COMMENT	***FRIDAY 13TH INSTALL***	1	0	$.00	$.00	$0.00
SHAD	ZT8	WIRE TIES 8"	25	0	$.12	$.00	$0.00
						Parts Job 1:	**$9,000.00**
						Subtotal Job 1:	**$9,000.00**

Thank you for your business!
No Return On Electrical Parts
No Returns After 30 Days
All Equipment Sales Are Final
All Warranty Work To Be Performed At Our Place Of Business

****EFFECTIVE APRIL 1, 2025 CREDIT CARD TRANSACTIONS WILL INCUR A 3% SURCHARGE****

Exempt ID: 55-6000159

John J. Wysong Jr

2025 Chevy

TOTAL PARTS:	$9,000.00
TOTAL LABOR:	$0.00
TOTAL EXTRAS:	$0.00
SUBTOTAL:	$9,000.00
TAX:	$0.00

Capital Improvements Project Description

Category: Fleet Vehicle – Building Inspector Development/Building Official

Department: Comm

Project Name: Truck

Cost: $50K

Location:

Year: 2028

Project Description:	**Fleet vehicle to replace current fleet jeep for building official. Will allow more space and bed of truck for equipment. Will sell Jeep.**
Project Justification:	
Annual Capital Expense:	
Cost/Revenue Source:	
Overall Priority Level:	
Expected Useful Life:	

New 2026 Ford

F-150 XLT Truck V6 EcoBo[illegible]t 4WD

Exterior Color	Engine
Avalanche	2.7L V6 EcoBoost
Interior Color	VIN
Black	1FTEW3LP8TFA15331
Transmission	Stock Number
10-Speed Automatic	26T177
Drivetrain	
4WD	

Highlighted Features

- BLIND SPOT SENSOR
- EMERGENCY COMMUNICATION SYSTEM
- WIRELESS PHONE CONNECTIVITY
- FULLY AUTOMATIC HEADLIGHTS

Included Packages & Accessories

Front License Plate Bracket

Auto-Dimming Rear-View Mirror

MSRP[1]	$59,655
Employee Pricing Incentive	-$5,772
Employee Pricing	$53,883
Employee Pricing Retail Customer Cash Details	-$1,000
Parsons Price	**$52,883**
2026 Hispanic Chamber of Commerce Exclusive Cash Reward Details	-$1,000
2026 College Student Recognition Exclusive Cash Reward Pgm. Details	-$500
2026 First Responder Recognition Exclusive Cash Reward Details	
2026 Farm Bureau Recognition Exclusive Cash Reward Details	
2026 Military Recognition Exclusive Cash Reward Details	

Lisa
Kent Parsons Ford

I'm online! How can I help you with the F-150 ?

Availability **Value Trade**

Type your message TEXT

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Your Privacy & Cookies

Language: **English**

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Capital Improvements Project Description

Category: **Maintenance** **Department: Maintenance**

Project Name: Vehicle Replacement **Cost: $350,000**

Location: **Maintenance** **Year: 2027**

Project Description:	**Replacing Existing 2006 Elgin Sweeper with new**
Project Justification:	**The current sweeper is always in the shop getting repairs and is very unreliable**
Annual Capital Expense:	
Cost/Revenue Source:	
Overall Priority Level:	
Expected Useful Life:	

ATLANTIC MACHINERY INC.
Sewer and Street Equipment Specialists

May 4, 2026

City of Charles Town
101 E. Washington St.
Charles Town, WV 25414

Attn: Jim Wysong
Re: **RAVO 5 iSERIES STREET SWEEPER, Virginia Sheriffs Contract # 26-07-0711**

Good afternoon Jim,

Per your conversations with Connor Sullivan, Atlantic Machinery, Inc. is pleased to quote a Ravo street sweeper as follows:

ONE (1) RAVO 5 iSERIES STREET SWEEPER

RAVO

- RAVO 5 iSeries, Standard Hopper.
- **25,132 GVW.**
- Single steering, hydraulic.
- Hydrostatic drive system, 25 MPH.
- **Air ride drivers seat, AM/FM radio.**
- Hydraulic brakes.
- 2 year/2000 hours warranty.
- Engine - **138 HP diesel, Cummins**.
- **Factory air conditioning.**
- Painted white.
- **6.5 cubic yard hopper**, hydraulic dump. **Stainless steel hopper and chassis corten steel.**
- **Fold down screens, made of stainless steel**.
- 28" diameter fan, 10 blades made of borium steel.
- 24" pickup head with 8.9" **HD suction tube lined. Suspended swivel wheels.**
- Dual hydraulic gutter brooms - **36" diameter with tilt adjustment** from cab. **Variable speed**.
- **160 Gallon** water tanks w/ **dust suppression system. Hydraulically driven water pump, 4 GPM @ 2000 PSI, wash down system with 25' retractable reel and gun.**
- 25' x 2" hydrant fill hose.
- **Gauge package** (Tach, volt, oil, temp, hour) in cab. Standard shutdown system included.

ATLANTIC MACHINERY INC.
Sewer and Street Equipment Specialists

- **Spray bars on each gutter broom, vacuum head plus in vacuum tube.**
- **Low water light** and **gutter broom flood lights**. LED strobe front and rear.
- **Color camera system for suction nozzle and rear door.**
- **Third brush / Weed cutter with third brush double angle adjustment. Preparation third brush, third brush quick release system.**
- **12 volt plug in, LED work light package for brooms, cabin and rear. LED strobes front and rear.**
- **Water recycling system.**
- **8" rear catch basin unit on back door.**
- **3 year Ravo Telematics**
- Full day of factory training.
- All standard equipment.
- Painted white.

NET PRICE: **Delivered Charles Town, WV.....$344,890.00**

DELIVERY: Immediate, 2-3 weeks. Units subject to prior sale.
TERMS: Purchase order and **NET Upon Delivery**.

******NOTE******

The above pricing does not include any applicable federal, state or local taxes.

Optional equipment for your consideration:

- 2025 NEW Ravo R5 equipped like above unit with out tariffs. $324,974.00 (SUBJECT TO PRIOR SALE)

We look forward to working with you and the City of Charles Town, WV. The above pricing is discounted from our VA Sheriffs contract. Please do not hesitate to call should you have any questions.

Sincerely,
ATLANTIC MACHINERY INC.

Agreed,
CITY OF CHARLES TOWN

Trevor "T" Gardner, III
President

RAVO **STREET SWEEPERS**

The industry reference in street sweepers. Purpose built to deliver exceptional performance.



RAVO
FAYAT GROUP

RAVO **R5** & **R5e**

PURE VACUUM 6.5yd³ STREET SWEEPERS



WELCOME TO **RAVO**

Pure vacuum street sweeping solutions

With a long and pioneering history in the industry, RAVO is the leading manufacturer of high-quality compact road sweeping solutions spanning from 1 to 6.5 cubic yard hopper capacities. RAVO sweepers are engineered with operator efficiency, comfort and safety in mind.

Partnered with a strong North American dealer network and an expert Parts & Service team, RAVO is proud to offer its customers a complete range of products and services.



The leader in street sweepers

The **R5** and the **R5e** set the standard for performance, quality and durability. RAVO **diesel** and **electric** sweepers are trusted by customers around the world for this reason

Our machines are powerful, and so are our partnerships

To find your local RAVO dealer, visit our website:
ravo.fayat.com

RAVO
FAYAT GROUP

RAVO **R5**

Robust, reliable and ready to work

With over 800 sold to date in North America, the RAVO R5 is known throughout the industry for its durable construction quality, long service life, and ease of operation.

- **Industry-best compaction rate.** Make the most of the R5's impressive payload with exceptional compaction and large hopper capacity.
- **Automatic ride height/self-leveling system.** Maintain constant self leveled broom pressure for the best sweeping results and reduced broom wear.
- **Robust, maintenance-friendly broom system.** The trusted RAVO broom system design is maintenance-friendly and has no greasing points.
- **Best-in-class turning radius.** Sweep the tightest corner and dead end streets thanks to the R5's exceptional maneuverability - only 199 inch (curb to curb).
- **No CDL requirement.** The RAVO R5 has a GVW of 25,132 lbs so no CDL is required to operate the sweeper. It also has the highest loading capacity in its class of 12,125 lbs.



R5

SIZE:
SWEEP SPEED:
HOPPER CAPACITY:
WATER TANK:
FUEL TANK:
TYPICAL PAYLOAD:
SWEEP WIDTH:
ENGINE:

Leave nothing behind

The R5 achieves best-in-class performance by offering customers:

- Pure vacuum technology, with a powerful fan made from wear resistant steel alloy.
- Unrivaled debris compaction rate.
- Short stainless steel, rubber coated suction tube to deliver debris directly to the hopper.
- Highest payload in its class.
- Stainless steel hopper as standard.

Trusted reliability

The RAVO R5 has a reputation for reliability thanks to its design, which simplifies maintenance and maximizes uptime. The innovative features that make it so easy to maintain also result in a longer service life for the vehicle and lower operating costs. These components include:

- A simple and effective fan cleaning system.
- Large service hatches for easy access to the hopper.
- Only 15 centrally combined greasing points.
- Time saving, easy to change brooms.
- Extremely robust CORTEN steel chassis.
- Lifetime warranty on stainless steel hopper* *(*for original purchaser).*







R5 TECHNICAL SPECIFICATIONS

Suction System

Pick-up Head Dimensions (L x W)	4.7 x 24.8 in / 112 x 630 mm
Pick-up Head Material	Corten Steel (with Linatex coating)
Suction Tube Diameter	8.9 in / 225 mm
Suction Tube Material	Stainless Steel (with Linatex coating)

Broom System

Type	Pulled Broom System
Operation	Hydraulic with Joystick
Available Broom Diameter	35 in / 750 mm
Broom Rotation Rate	0 - 210 rpm

Brakes & Electrical System

Front Axle Brakes	Hydraulically Operated Disk Brakes
Rear Axle Brakes	Hydrostatic Hydraulic-Actuated Drum Brakes
Front Suspension	Independent Hydropneumatic
Rear Suspension	Rubber Cone Springs
Battery	2 x 12/72 V/Ah

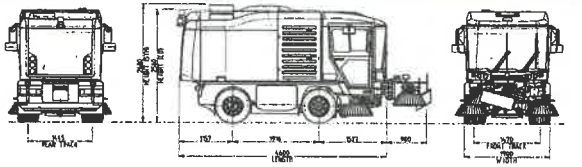
Maintenance

Hopper Material	Stainless Steel (Interior) / ABS Plastic Cladding (Exterior)
Number of Lubrication Points	15
General Warranty	2 Years or 2000 Engine Hours *(Whichever is reached first)*
Hopper & Chassis Warranty	Lifetime (*for original purchaser)

Wellbeing

Noise LWA	79 dBA at 50ft. Distance
Dust Filtration	PM10 Standard

Standard vs Container Dump

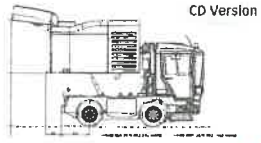


	Standard (STH)	Container Dump (CD)
Volume	6.5 yd³ / 5 m³	5 yd³ / 4 m³
Length	182 in / 4625 mm	182 in / 4625 mm
Height	106 in / 2700 mm	98 in / 2510 mm
Dumping Height	33 in / 850 mm	34-61 in / 860-1550 mm
Width (inc. Mirrors)	90 in / 2280 mm	90 in / 2280 mm
Wheelbase	76 in / 1916 mm	76 in / 1916 mm
Sweeping Width	95 - 130 in / 2200-3300 mm (with 3rd broom)	95 - 130 in / 2200-3300 mm (with 3rd broom)
Climbing Ability	Up to 30% Gradient	Up to 30% Gradient
Vehicle Weight	25,132 lbs / 11400 kg	25,132 lbs / 11400 kg
Min. Total Curb Weight	13,100 lbs / 6070 kg	13 845 lbs / 6280 kg
Payload Capacity	12,125 lbs / 5330 kg	11,570 lbs / 5120 kg

Engine

Engine & Drive	Cummins QSF 3.8 Diesel 4 Cyl.
Capacity	3.8 L
Max. Torque	360 lb.ft @ 1600 rpm
Max. Power	138 hp @ 2300 rpm
Drive	Linde Hydrostatic Continuously Variable

CD Version



RAVO
FAYAT GROUP

RAVO **R5e**

Reliable electric RAVO technology - the first and still the best

The R5e combines all of the benefits of the R5 with innovative electric technology, offering customers the performance they expect plus:

Low Noise | Optimized Energy Usage | Battery Management | Fast Charge Capability

With powerful all-electric performance and exceptional maneuverability, the R5e is the ideal sweeping solution in a range of urban environments.

- **Optimized electric performance.** The R5e's Battery Management System optimizes the level of kW/h consumption to offer full shift autonomy.
- **The preferred choice.** RAVO's LiFePO4 (Lithium Iron Phosphate) battery has been specifically chosen to offer customers safe and sustainable battery technology, combined with the longest life on the market.
- **Warranty that has you covered.** Have the peace of mind that the warranty of your R5e battery is 8000 hours or 5 years.
- **Cabin Preheating & Cooling.** Pre-set the temperature of the cabin before the start of your shift. Preconditioning allows you to heat or cool the cabin to a comfortable level while the RAVO is plugged in. By using power from the charger, battery energy is being preserved to maximize the operating range.



100% performance, 0% emissions

The fully electric R5e doesn't rely on an internal combustion engine for driving and sweeping which means that customers achieve the performance they expect from their RAVO sweeper, without emitting CO^2 or Nitrogen Oxides into the environment.

Quiet

At an industry-low 64 dB outside the cabin, the R5e makes early-morning and late-night shifts viable. Inside the cabin, exceptional soundproofing technology results in low noise levels for operators. The maximum sound level is no more than 61 dB.

Regenerative braking system

The R5e generates its own energy. When the accelerator is released, the electric motor works like an alternator – the energy that is generated is used to recharge battery. The regenerative braking system allows optimal efficiency of the sweeper, maximizes its autonomy and reduces its operating cost.

Reduced downtime, more cost savings

The R5e doesn't have an engine to service and therefore, relies on less hydraulic parts and hoses than a diesel version. This results in maintenance cost savings of up to 50%.







R5e TECHNICAL SPECIFICATIONS

Suction System

Pick-up Head Dimensions (L x W)	4.7 x 24.8 in / 112 x 630 mm
Pick-up Head Material	Corten Steel (with Linatex coating)
Suction Tube Diameter	8.9 in / 225 mm
Suction Tube Material	Stainless Steel (with Linatex coating)

Broom System

Type	Pulled Broom System
Operation	Hydraulic with Joystick
Available Broom Diameter	35 in / 750 mm
Broom Rotation Rate	0 - 210 rpm

Brakes

Front Axle Brakes	Disc Brakes
Rear Axle Brakes	Hydraulic Drum Brakes Electrically Regenerative
Front Suspension	Independent Hydropneumatic
Rear Suspension	Rubber Cone Springs

Maintenance

Hopper Material	Stainless Steel (Interior) / ABS Plastic Cladding (Exterior)
Number of Lubrication Points	15
Battery Warranty* **	5 Years or 3000 Cycles
Warranty* **	2 Years or 2000 Cycles

Noise Emissions

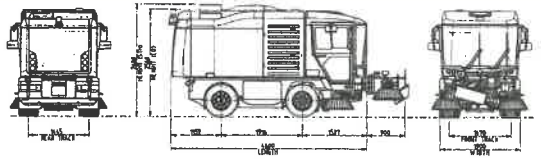
Interior Sound Pressure (LWA)	61 dB
Guaranteed Sound Power Level (LPA)	64 dB



Electric Motor & Drive System

Battery Capacity	100 kWh / 480 volt
Battery Type	Lithium Iron Phosphate (LiFePO4)
Max. Torque / Power	765 (Nm) / 150 kW (peak) - 70 kW (nominal)
Chargers (included with machine)	22 kW AC Internal
Powertrain	Electric Three-Phase Permanent Magnet Motor
Performance*	Full Shift Autonomy
Transit Speed**	0-26 mph / 0-45 km/h

Standard vs. Container Dump



	Standard	Container Dump (CD)
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Wheelbase	76 in / 1916 mm	76 in / 1916 mm
Sweep Width	95 - 130 in / 2200-3300 mm (with 3rd broom)	95 - 130 in / 2200-3300 mm (with 3rd broom)
Vehicle Weight	25,132 lbs / 11400 kg	25,132 lbs / 11400 kg
Min. Total Curb Weight	14,330 lbs / 6500 kg	14,793 lbs / 6710 kg
Payload Capacity	10,798 lbs / 4900 kg	10,335 lbs / 4690 kg

* Depending on user profile and use of opportunity charging. ** Depending on local legislation. *** Whichever is reached first.

OPERATOR FIRST

Performance, visibility and safety for all applications

At RAVO, our focus is on the operators behind the wheel of our sweepers – that's why our machines offer cabin comfort, unwavering safety standards and intuitive operation.

The slightly tilted panoramic windscreen of the R5 and R5e provides excellent visibility for the operator to carry out their work safely – and with a low cabin entry height of just 33", the machine is easily accessible.

Both the R5 and R5e are equipped with a a luxury BE-GE heated and air suspended seat which redefines operator comfort. With its wide range of settings it can be fully adjusted to the operator's liking.







Next Generation Telematics.

RAVO sweepers are equipped with an onboard telematics system that collects 50 signals from the CANbus system, as well as collecting location data and delivering updates on sweeper usage information.

As part of the telematics system, the operator has access to data from your dashboard, or your own fleet management system, via an API connection.

OPTIONS

Tailor your RAVO to meet the demands of your sweeping tasks





CONTAINER DUMP

> A hopper variant that allows the collected debris to be deposited directly into a container. The dumping height is 61"

THIRD BROOM

> Increase reach and remove weeds without the need to use chemicals with the Third Broom option – adding extra versatility to the already agile RAVO sweeper. 20" diameter

SUCTION TUBE SHUTTER

> The hydraulically operated shutter suction tube opens or closes automatically when the fan is switched on or off to avoid excess debris and water falling to the ground

HYDRAULICALLY SUPPORTED WANDERHOSE

> The powerful RAVO wanderhose, now with hydraulic support, is ideal for picking leaves, emptying gullies and collecting debris from bins. It is supported by a hydraulic cylinder to lower or raise the hose, making operation easy for the operator

HEAVY DUTY PACKAGE

> For sweeping heavy materials (sand, grit etc.) the Heavy Duty Package offers a sealed suction system to preserve and protect your sweeper from ingress

WATER RECYCLING

> Sweep up to 2.5 times larger with water being circulated from the hopper to the suction nozzle and then again, meaning that fresh water is only needed for the nozzles on the brushes, as a bonus, the water recycling system which is easy to clean, suppresses dust emissions as well

HIGH PRESSURE WATER PUMP (4 gal per min @ 2,175 PSI)

> Quickly clean the inside of the hopper, the broom, the suction system or any piece of street furniture with the spray lance



RAVO ACADEMY

The RAVO Academy sets the industry standard in dealer and customer training. The RAVO Academy strives to deliver the highest level of training, knowledge and skills to every participant to help them get the most from their RAVO sweeper.

We provide a comprehensive range of training courses specifically designed around our products that contribute to maintaining safety standards, increasing the uptime of each sweeper, and helping customers achieve greater cost efficiency.

AFTER SALES SUPPORT

Genuine RAVO parts

The best way to ensure your machine remains working in top condition is by always using Genuine RAVO parts. With a high first time pick rate and a dedicated parts facility in the United States, we'll have your parts to you as quickly as possible.

Class-leading service and Dealer Network

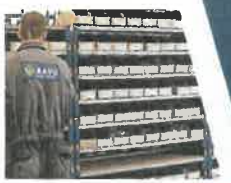
RAVO understands that keeping your machine on the road is one of our most important jobs. That's why we prioritize a Dealer Network that's as powerful as our machines. Find your local dealer for more information about the service options available to you: ravo.fayat.com

myRAVO

myRAVO is a state-of-the-art online portal to help our dealers and customers keep every RAVO machine operating in peak condition. Features include:

- Access to the latest information on all RAVO machines.
- Technical documentation for all models.
- Access to warranty services.
- Marketing and sales support information.

Every effort has been made to ensure that the information in this brochure is correct RAVO B.V. is not responsible for printing errors or administrative errors.









RAVO
FAYAT GROUP

Fayat Cleantech America
725A Imperial Court
Charlotte, North Carolina 28273

Tel: 803-338-0671
Email: sales.admin@cleantech.fayat.com

CARING FOR A **CLEAN FUTURE**

Capital Improvements Project Description

Category: Maintenance **Department: Maintenance**

Project Name: Mower Replacement **Cost: $17,000**

Location: Maintenance Yard **Year: 2029**

Project Description:	**Replace Existing Z-Turn mower for new**
Project Justification:	**Mower Replacement**
Annual Capital Expense:	
Cost/Revenue Source:	**$17,000**
Overall Priority Level:	
Expected Useful Life:	**10 Years**

Q U O T A T I O N

SHADE EQUIPMENT COMPANY, INC.
1237 MARTINSBURG PIKE
PO Box 2437
WINCHESTER, VA 22604
Phone #: (540)667-1600
Fax #: (540)667-7052

PHONE #: **(304)725-2311**
CELL #: **(304)279-8301-Jim**
ALT. #:
P.O.#:
TERMS: **NET30**
SALES TYPE: **Quote**

DATE: **5/13/2026**
ORDER #: **267572**
CUSTOMER #: **110458**
CP: **ZACK M**
LOCATION: **1**
STATUS: **Active**

BILL TO 110458

CITY OF CHARLES TOWN
101 EAST WASHINGTON STREET
P. O. BOX 14
CHARLES TOWN, WV 25414

SHIP TO

CITY OF CHARLES TOWN
101 EAST WASHINGTON STREET
P. O. BOX 14
CHARLES TOWN, WV 25414

MFR	PRODUCT NUMBER	DESCRIPTION	QTY	PRICE	NET	TOTAL
SCAG	STTII61V-40BVEFI	TURF TIGER II 61" 40 HP EFI VANGUARD	1	$17,499.00	$16,686.00	$16,686.00

Prices reflected on this quote are valid for 10 days.

****EFFECTIVE APRIL 1, 2025 CREDIT CARD TRANSACTIONS WILL INCUR A 3% SURCHARGE****

SUBTOTAL:	**$16,686.00**
TAX:	**$0.00**
ORDER TOTAL:	**$16,686.00**

Authorized By: _____


SCAG
Heavy-Duty
Commercial

Capital Improvements Project Description

Category: Other **Department: Admin/Legal**

Project Name: City Charter Re-write **Cost: $60,000**

Location: City Hall **Year: FY2027**

Project Description:	
Project Justification:	
Annual Capital Expense:	
Cost/Revenue Source:	
Overall Priority Level:	
Expected Useful Life:	

Capital Improvements Project Description

Category: Other **Department: Admin/Legal**

Project Name: City Charter Re-write **Cost: $60,000**

Location: City Hall **Year: FY2027**

Project Description:	
Project Justification:	
Annual Capital Expense:	
Cost/Revenue Source:	
Overall Priority Level:	
Expected Useful Life:	

Capital Improvements Project Description

Category: **Department: Streets/ Econ Dev**

Project Name: Christmas Lights **Cost: 25,000**

Location: Washington/George **Year: FY 2027**

Project Description:	**Replace Christmas lights that outline the buildings and ADD lights to North George Street.**
Project Justification:	**Lights are dim and need replaced. These new lights will be commercial grade lights intended to last years. These lights will also match all other new lights that have been purchased in the last four years. Our downtown is expanding and this would also cover businesses on North George Street.**
Annual Capital Expense:	**Not annual**
Cost/Revenue Source:	**$25,000**
Overall Priority Level:	**These lights promote foot traffic to the city which increased revenue by way of purchases in the city.**
Expected Useful Life:	**10+ years**



Color
RED
YELLOW
AMBER
BLUE
GREEN
WARM WHIT
SUN WARM WI
PURE WHITI
COOL WHIT
PURPLE
TEAL
PINK



C7 LED Lamps

$1,040.00

need 12 cases

SKU: MD-19077

DESCRIPTION

- Lifespan = 60,000 hours
- Each bulb contains 2 LED's inside
- Working temp -20C/-4F to 45C/113F
- Max amperage: 6MA
- Max wattage: 0.58W
- IP65 rating
- Works great in stationary or animated displays
- Faceted design for full light and color projection
- Reduces power needs by up to 90%



Bulk Socketed Spools, C7 Socket, 18 AWG, 500 Feet, Green, Black -Or- White Wire

$364.25 – $395.25

SKU: MD-C7-18APWS-500FT need 14

DESCRIPTION

- Great for creating your own power cords to your lighting projects!
- Create custom lengths so you don't overuse your cords!
- Also known as lamp cord
- 18 gauge SPT-1 Green, Black, or White Wire
- C7 sockets

Capital Improvements Project Description

Category: **City Streets** **Department: Maintenance**

Project Name: **Downtown Trash Cans** **Cost: $66,800**

Location: **Downtown District** **Year: 2027**

Project Description:	**Replace 40 deteriorating trash cans in Downtown District. $1670 per can.**
Project Justification:	**The current trash cans are rusting and broken. New trash cans will beautify the City and keep it cleaner and safer.**
Annual Capital Expense:	
Cost/Revenue Source:	
Overall Priority Level:	
Expected Useful Life:	

Current Cart



Atlanta Round Litter with Door

– 40 +

$66,800.00

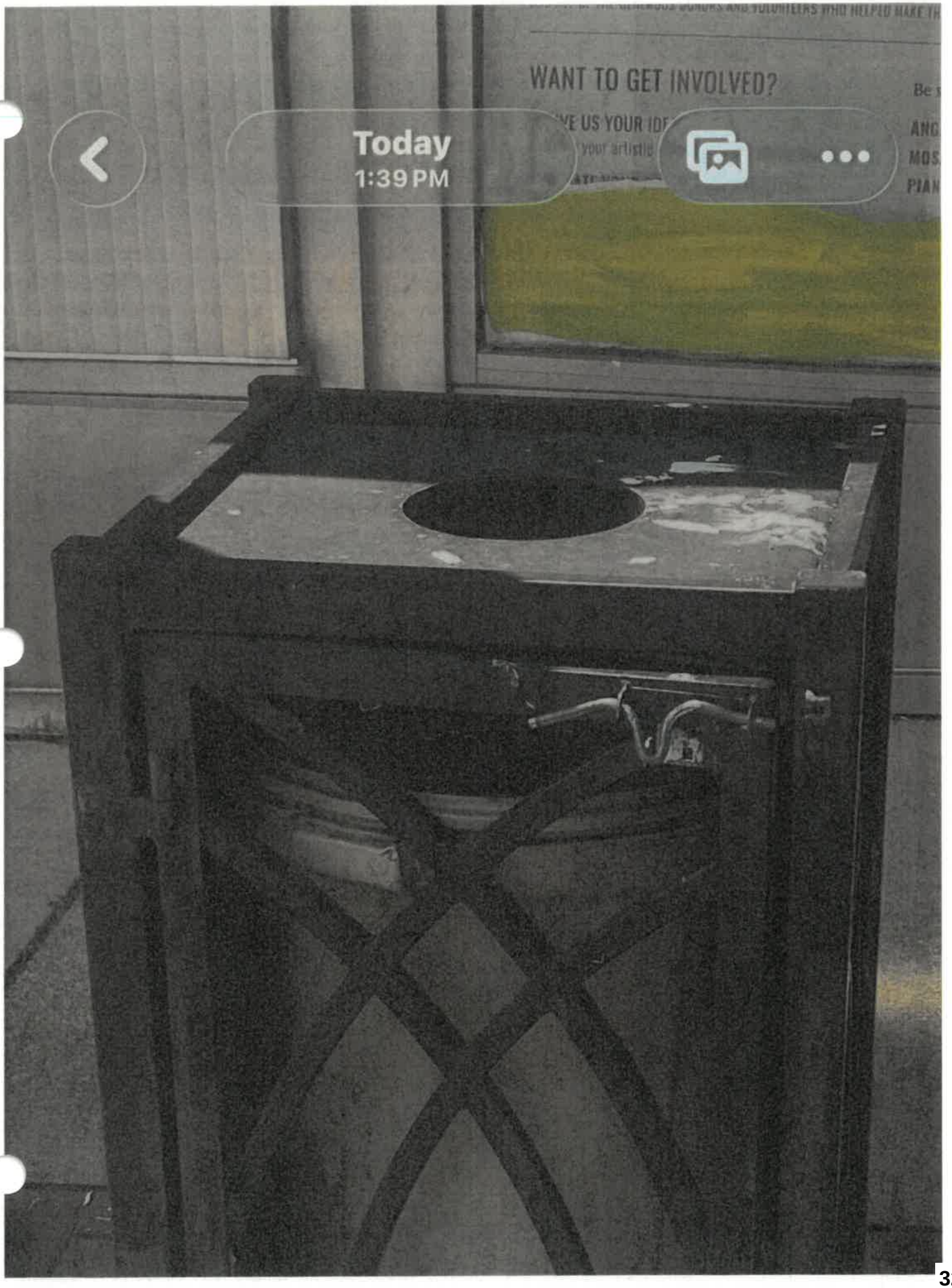
Atlanta Litter (w/ Door), 32 Gallon, Adjustable Legs, Round, w/ Door, Locking Tabs, Steel Frame & Material, Plastic Liner

PART #

S-AT03-32A-RD-DL0-000-10-00



Beware - This email comes from outside the City of Charles Town.


WANT TO GET INVOLVED?
Today
1:39 PM

Capital Improvements Project Description

Category: **Other** **Department: Finance**

Project Name: **Finance Police Re-write** **Cost: $45,000**

Location: **Year: 2027**

Project Description:	**The Finance Committee is requesting that the City employ a third party contractor to review and evaluate the current Finance Policy to ensure that Federal, State, City and GAAP laws are followed. A rewrite of the policy as well as consulting services are being requested.**
Project Justification:	**The Finance Policy needs to follow all current laws, protect public money, and keep financial practices clear, accurate, and efficient.**
Annual Capital Expense:	
Cost/Revenue Source:	
Overall Priority Level:	
Expected Useful Life:	

Good afternoon, Lori

I wanted to get back with you regarding our discussion last week related to the City of Charles Town and the consulting necessary to improve and enhance the financial policy manual. I am attaching the bio and information on one of our finest consultants serving the government sector Ann Genova.

Our Summary is as follows:

Project: Evaluate the current policy manual with the goal of updating and enhancing the exiting polices including the addition of policies as deemed necessary.

Context: The City has a "financial policy" manual that was approved in 2019 and has been amended. The most recent version is 2022. The manual is comprehensive in that it covers budget, asset management, fund balance, investments, and procurement, to name a few. There is some consideration of internal controls, but it is not an accounting manual. It also does not appear to include state and federal procurement guidelines.

Consulting Plan: Develop a consulting engagement with an **hourly fee range of $250-$440**. Brown Edwards will review the manual to identify deficiencies, inconsistencies, and outdated state and federal information (as applicable). **Brown Edwards** would conduct necessary interviews with relevant government employees and members of governance to gain an understanding of current policies and practices that should be included in the manual. **Brown Edwards** would make recommendations on how to revise the manual and draft a revised manual for the City's approval.

We estimate this project to be **a minimum of $25,000** to account for time spent evaluating, interviewing, and rewriting. It is also possible that we discover additional matters during this process which would be presented to you prior to performing any additional work outside the scope of this project.

Please reach out to Ann and I if you have questions about our quotation. We look forward to your decision regarding these services in the coming days.

All my best to you,

Rob Adams
Partner

BROWNEDWARDS
certified public accountants

Brown, Edwards & Company, L.L.P.
300 Chase Tower
707 Virginia Street, East
Charleston, West Virginia 25301
Office: (304) 343-4188 Fax: (304) 344-5035
www.becpas.com

Capital Improvements Project Description

Category: Other **Department: Operations**

Project Name: Operations & Maintenance Manual **Cost: $50,000**

Location: City-Wide Facilities **Year: FY2028**

Project Description:	
Project Justification:	
Annual Capital Expense:	
Cost/Revenue Source:	
Overall Priority Level:	
Expected Useful Life:	

Capital Improvements Project Description

Category: Other **Department: Administration**

Project Name: Organizational Assessment Study **Cost: $50,000**

Location: City Hall **Year: FY 2027**

Project Description:	
Project Justification:	
Annual Capital Expense:	
Cost/Revenue Source:	
Overall Priority Level:	
Expected Useful Life:	

Capital Improvements Project Description

Category: Other **Department: Administration**

Project Name: Space Need Analysis **Cost: $50,000**

Location: City-Wide **Year: FY2028**

Project Description:	
Project Justification:	
Annual Capital Expense:	
Cost/Revenue Source:	
Overall Priority Level:	
Expected Useful Life:	