



EASTON UTILITIES

201 North Washington Street, P.O. Box 1189, Easton, Maryland 21601
Telephone (410) 822-6110 Fax (410) 822-0743

March 21, 2012

Ms. Terry J. Romine
Executive Secretary
Maryland Public Service Commission
William Donald Schaefer Tower
6 St. Paul Street, 16th Floor
Baltimore, MD 21202

RE: Annual Plan for Calendar Year 2012 of Minority, Women & Service-Disabled
Veteran-Owned Business Enterprises and Supplier Diversity Annual Report for
Calendar Year 2011

Dear Ms. Romine:

Enclosed please find an original, seventeen copies and one e-file copy of the Annual Plan for Calendar Year 2012 of the Minority, Women and Service-Disabled Veteran-Owned Business Enterprises. Also enclosed is the Supplier Diversity Annual Report for Calendar Year 2011.

If you should have any questions, please write or call me at 410-822-6110, Ext. 1215.

Sincerely,

EASTON UTILITIES

John E. Hines III, PE
Electrical Engineer

JEH/klk

Enclosures

Public Service Commission of Maryland
 Supplier Diversity Annual Report
 (MOU Sec. 5.1.2)

ATTACHMENT A						
	UTILITY NAME: EASTON UTILITIES COMMISSION					
	FOR THE REPORTING YEAR: CY2011					
(A)	(B)	(C)	(D)	(E)	(F)	(G)
LINE #	DESCRIPTION	DIRECT (\$) *	SUB CONTRACT (\$)	DIVERSE SUPPLIER PROCUREMENT (\$)	TOTAL UTILITY PROCUREMENT (\$) *	PERCENTAGE (%) OF DIVERSE SUPPLIER (\$) TO TOTAL UTILITY PROCUREMENT
				COLS. (C) + (D)		Col. (E) /Total Col. (F)
1	AFRICAN-AMERICAN	\$3,573	\$0	\$3,573		0.15%
3	ASIAN	\$3,260	\$0	\$3,260		0.14%
4	WOMEN-OWNED	\$69,146	\$0	\$69,146		2.89%
5	TOTAL	\$75,979	\$0	\$75,979	\$2,393,114	3.17%
*	It is not feasible for Easton to remove the amount of invoiced freight charges (a non-sourcable Spend Category), therefore those amounts are included in both Direct and Total Utility Procurement, which inflates the amounts shown.					

Public Service Commission of Maryland
 Supplier Diversity Annual Report of
 Program Expenses
 (MOU Sec. 5.1.3)

ATTACHMENT B					
	UTILITY NAME: EASTON UTILITIES COMMISSION				
	FOR THE REPORTING YEAR: CY2011				
(A)	(B)	(C)	(D)	(E)	(F)
LINE #	EXPENSE CATEGORY	EXPENSE AMOUNT (\$)	PERCENTAGE TO TOTAL PROGRAM EXPENSES	TOTAL UTILITY SPEND ON GENERAL AND ADMINISTRATIVE EXPENSES	PERCENTAGE (\$) OF PROGRAM EXPENSES TO TOTAL UTILITY G&A EXPENSES
			Col. (C) \$ / Total Col. (C)		Col. (C) \$ / Total Col. (E)
1	Employee Salary Expenses	\$8,340	66.67%		0.30%
2	Other Employee Expenses	\$4,170	33.33%		0.15%
3	Program Expenses	\$0	0.00%		0.00%
4	Reporting Expenses	\$0	0.00%		0.00%
5	Training	\$0	0.00%		0.00%
6	Consultants	\$0	0.00%		0.00%
7	Other Program Expenses (List)	\$0	0.00%		0.00%
8		\$0	0.00%		0.00%
9		\$0	0.00%		0.00%
10		\$0	0.00%		0.00%
11		\$0	0.00%		0.00%
12		\$0	0.00%		0.00%
13		\$0	0.00%		0.00%
14		\$0	0.00%		0.00%
15	TOTAL EXPENSES	\$12,510	100.00%		\$2,788,407

Public Service Commission of Maryland
 Supplier Diversity Annual Report of
 Complaints
 (MOU Sec. 5.1.5)

ATTACHMENT C					
	UTILITY NAME: EASTON UTILITIES COMMISSION				
	FOR THE REPORTING YEAR: CY2011				
(A)	(B)	(C)	(D)	(E)	(F)
LINE #	NAME OF COMPANY	FILING DATE OF COMPLAINT	NATURE OF COMPLAINT	RESOLVED YES OR NO	IF NO, PLEASE PROVIDE CURRENT STATUS
1	None				
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Public Service Commission of Maryland
 Supplier Diversity Annual Report of
 Vendor Contracts
 (MOU Sec. 5.1.7)

ATTACHMENT D ¹									
	UTILITY NAME: EASTON UTILITIES COMMISSION								
	FOR THE REPORTING YEAR: CY2011								
(A)	(B)	(C)	(D)	(E)					
LINE #	VENDOR NAME	AMOUNT (\$)	NAICS CODE	SELF-CERTIFIED: YES (Y) or NO (N)					
1	Advanced Technology Solutions Inc	\$3,260	541	N					
2	BP Environmental Inc	\$13,283	562	Y					
3	Buttons & Bows Clowning	\$637	713	Y					
4	CAPS Communication & Power Supplies	\$23,700	423	N					
5	Chesapeake Environmental Lab Inc	\$880	541	N					
6	Eastburn Dog Supply	\$780	448	Y					
7	Federal Resources Supply Co	\$2,560	811	Y					
8	Ideal Electrical Supply	\$945	423	Y					
9	Monteray Farm	\$56	453	Y					
10	Monumental Supply Co Inc	\$402	423	N					
11	Old Mill Market LLC	\$1,110	722	Y					
12	SDS - Satisfaction Development Systems	\$21,464	541	Y					
13	Sharper Graphics Inc	\$804	323	Y					
14	Shred It Baltimore	\$417	561	Y					
15	Trojan Alarm Solutions Inc	\$2,628	561	N					
16	Universal Elecdrtonic Supply Co	\$302	423	Y					
17	Weller Agency LLC	\$1,471	541	Y					
18	Your Personal Chef Catering LLC	\$1,280	722	Y					
19		\$0							
20		\$0							
21		\$0							
22		\$0							
23		\$0							
24		\$0							
25		\$0							
26	Total	\$75,979							
27									
28	Footnotes:								
29	1 To the extent that disclosure of the contract amount dollars applies to only one vendor,								
30	the Utility may confidentially report data for columns (B) through (E).								