

**MINUTES****REGULAR MEETING**

Honorable Bernard C. "Jack" Young, President  
Honorable Catherine E. Pugh, Mayor  
Honorable Joan M. Pratt, Comptroller and Secretary  
Rudolph S. Chow, Director of Public Works  
Andre M. Davis, City Solicitor  
S. Dale Thompson, Deputy Director of Public Works  
Dana P. Moore, Deputy City Solicitor - **ABSENT**  
Bernice H. Taylor, Deputy Comptroller and Clerk

President: "Good morning. The October 3, 2018 meeting of the Board of Estimates is now called to order. In the interest of promoting the order in the efficiencies of these hearings, persons who are disruptive to the hearings will be asked to leave the hearing room immediately. Meetings of the Board of Estimates are open to the public for the duration of the meeting. The hearing room must be vacated at the conclusion of the meeting. Failure to comply may result in a charge of trespassing."

President: "I will direct the Board Members to attention to the memorandum from my office dated October 1, 2018 identifying matters to be considered as routine agenda items together with any corrections and additions that have been noted by the Deputy Comptroller. I would entertain a Motion to approve all the items contained on the routine agenda."

MINUTES

City Solicitor: "I so move Mr. President."

Comptroller: "I Second."

President: "All those in favor say AYE. All opposed say NAY. The Motion carries. The routine agenda has been adopted."

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**MINUTES****BOARDS AND COMMISSIONS**1. Prequalification of Contractors

In accordance with the Rules for Prequalification of Contractors, as amended by the Board on November 21, 2016, the following contractors are recommended:

A-Plus Contracting, LLC	\$1,420,000.00
EJJ Enterprise Corp.	\$1,170,000.00
Paniagua Enterprises, Inc.	\$8,000,000.00

2. Prequalification of Architects and Engineers

In accordance with the Resolution Relating to Architectural and Engineering Services, as amended by the Board on June 29, 1994, the Office of Boards and Commissions recommends the approval of the prequalification for the following firms:

CityScape Engineering, LLC	Engineer
Constellation Design Group, Inc.	Engineer
Hardesty & Hanover, LLC	Engineer

There being no objections, the Board, UPON MOTION duly made and seconded, approved the prequalification of contractors and architects and engineers for the listed firms.

**MINUTES**

Department of Communication Services, - UMove License Renewal  
Municipal Post Office

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize the renewal of the UMove License with Siemens Industry, Inc. and to authorize payment by Expenditure Authorization. The period of the renewal is July 01, 2018 through June 30, 2019.

**AMOUNT OF MONEY AND SOURCE:**

\$10,433.47 - 2032-000000-1360-159100-605001

**BACKGROUND/EXPLANATION:**

On July 28, 2010, the Board approved the UMove Master and Standard Maintenance Agreement with Siemens Industry, Inc. The agreement contained automatic annual renewals for the license fees. UMove identifies mail that has been processed on a sorter that contains a change of address filing with the United States Postal Service. UMove attempts to identify and correct any address that has not been updated with the change of address filing. This aids in mail being delivered to the correct address.

**APPROVED FOR FUNDS BY FINANCE****AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized the renewal of the UMove License with Siemens Industry, Inc. and authorized payment by Expenditure Authorization.

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Dept. of Housing and Community Development (DHCD) - Option</u>			
1. Jonathan Jacobs, Personal Representative of the Estate of Carol Joan Jacobs	513 Robert Street	G/R \$80.00	\$ 533.00

Funds are available in account no. 9910-908044-9588-90000-704040, General Acquisition.

In the event that the option agreement fails and settlement cannot be achieved, the Department requests the Board's approval to purchase the interest in the above property by condemnation proceedings for an amount equal to or lesser than the option amount/s.

UPON MOTION duly made and seconded, the Board approved the Option.

**MINUTES**

Health Department - Second Revised Notice of Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of the Second Revised Notice of Award (NOA) from the United States Department of Health and Human Services, Health Resources and Services Administration (HRSA).

**AMOUNT OF MONEY AND SOURCE:**

\$8,428,065.00	-	4000-427718-3023-606100-404001
887,781.00	-	4000-498718-3023-606100-404001
<b>\$9,315,846.00</b>		

**BACKGROUND/EXPLANATION:**

On March 7, 2018, the Board approved the original NOA in the amount of \$3,434,632.00 for the budget period of March 1, 2018 through February 28, 2019.

On July 11, 2018, the Board approved the first revised NOA in the amount of \$4,031,119.00, which made the total award amount \$7,465,751.00.

This Second Revised NOA provides additional funding in the amount of \$9,315,846.00, making the total award amount \$16,781,597.00.

The Second Revised NOA is late because of delays at the administrative level.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED THE SUBMITTED DOCUMENTATION AND FOUND THAT IT CONFIRMED THE GRANT AWARD.**

**MINUTES**

Health Department - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the Second Revised Notice of Award from the United States Department of Health and Human Services, Health Resources and Services Administration.

**MINUTES**

Health Department - Update to the FY19 Unified Funding Document

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Update to the FY19 Unified Funding Document (UFD) for the month ending August 31, 2018. The period of the UFD is July 1, 2018 through June 30, 2019.

**AMOUNT OF MONEY AND SOURCE:**

The funding is provided by the State of Maryland Department of Health and Mental Hygiene. The actions are as follows:

<b><u>GRANT DESCRIPTION</u></b>	<b><u>TYPE OF ACTION</u></b>	<b><u>INITIAL AWARD</u></b>	<b><u>AMOUNT OF ACTION</u></b>	<b><u>TOTAL AWARD</u></b>
Public Health Emergency Preparedness	Reduction	\$388,265.00	\$ 1.00	\$388,264.00
Abstinence Education Grant	New		\$45,600.00	\$ 45,600.00

**BACKGROUND/EXPLANATION:**

As the fiscal year progresses, supplements, modifications, and/or reductions will be processed through the granting administrations with revised Unified Funding awards being issued. The most current UFD will be the official award of record.

This grant award is late because of administrative delays.

**MINUTES**

Health Department - cont'd

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED THE SUBMITTED DOCUMENTATION AND FOUND THAT IT CONFIRMED THE GRANT AWARD.**

UPON MOTION duly made and seconded, the Board approved the Update to the FY19 Unified Funding Document for the month ending August 31, 2018.

## MINUTES

Health Department - Advance of Funds

The Board is requested to approve a two-month advance of funds with the various service providers, on the full amount of funding provided by the Department of Health and Mental Hygiene for Fiscal Year 2019 under FY 2019 Unified Funding Document Grant Award.

On July 25, 2018, the Board approved the FY 2019 Unified Funding Document in the amount of \$54,196,304.00.

The two-month advance provides for the continuation of the programs' services while the scope of work and budgets are being reviewed and approved for the FY 2019 program year. The period of the funding is July 1, 2018 through June 30, 2019.

1. **FAMILY HEALTH CENTERS OF BALTIMORE, INC.** **\$ 36,712.00**

Account: 5000-569719-3023-273320-603051

The full amount of funding for FY'19 is \$220,272.00. The funds are available to operate AIDS Case Management.

2. **FAMILY HEALTH CENTERS OF BALTIMORE, INC.** **\$ 1,750.00**

Account: 5000-569719-3023-273321-603051

The full amount of funding for FY'19 is \$10,500.00. The funds are available to operate AIDS Case Management.

3. **FAMILY HEALTH CENTERS OF BALTIMORE, INC.** **\$ 25,374.17**

Account: 5000-569719-3023-273322-603051

The full amount of funding for FY'19 is \$152,245.00. The funds are available to operate AIDS Case Management.

4. **FAMILY HEALTH CENTERS OF BALTIMORE, INC.** **\$ 833.33**

Account: 5000-569719-3023-273323-603051

The full amount of funding for FY'19 is \$5,000.00. The funds are available to operate AIDS Case Management.

## MINUTES

Health Department - cont'd

5. **INDEPENDENT LIVING FOUNDATION, INC.** **\$ 2,083.33**

Account: 5000-569719-3023-273327-603051

The full amount of funding for FY'19 is \$12,500.00. The funds are available to operate AIDS Case Management.

6. **INDEPENDENT LIVING FOUNDATION, INC.** **\$ 82,471.83**

Account: 5000-569719-3023-273328-603051

The full amount of funding for FY'19 is \$494,831.00. The funds are available to operate AIDS Case Management.

7. **HEALTH CARE FOR THE HOMELESS, INC.** **\$ 41,759.83**

Account: 5000-569719-3023-273326-603051

The full amount of funding for FY'19 is \$250,559.00. The funds are available to operate AIDS Case Management.

8. **HEALTH CARE FOR THE HOMELESS, INC.** **\$ 28,365.33**

Account: 5000-569719-3023-273325-603051

The full amount of funding for FY'19 is \$170,192.00. The funds are available to operate AIDS Case Management.

9. **HEALTH CARE FOR THE HOMELESS, INC.** **\$ 26,570.50**

Account: 5000-569719-3023-273324-603051

The full amount of funding for FY'19 is \$159,423.00. The funds are available to operate AIDS Case Management.

## MINUTES

Health Department - cont'd

10. **PROJECT PLASE, INC.** **\$ 3,333.33**

Account: 5000-569719-3023-273356-603051

The full amount of funding for FY'19 is \$20,000.00. The funds are available to operate AIDS Case Management.

11. **PROJECT PLASE, INC.** **\$ 8,077.33**

Account: 5000-569719-3023-273357-603051

The full amount of funding for FY'19 is \$48,464.00. The funds are available to operate AIDS Case Management.

12. **PROJECT PLASE, INC.** **\$ 57,041.33**

Account: 5000-569719-3023-273358-603051

The full amount of funding for FY'19 is \$342,248.00. The funds are available to operate AIDS Case Management.

13. **PROJECT PLASE, INC.** **\$ 2,101.00**

Account: 5000-569719-3023-273359-603051

The full amount of funding for FY'19 is \$12,606.00. The funds are available to operate AIDS Case Management.

14. **AIDS INTERFAITH RESIDENTIAL SERVICES, INC.** **\$ 4,166.67**

Account: 5000-569719-3023-273302-603051

The full amount of funding for FY'19 is \$25,000.00. The funds are available to operate AIDS Case Management.

15. **AIDS INTERFAITH RESIDENTIAL SERVICES, INC.** **\$ 16,400.67**

Account: 5000-569719-3023-273303-603051

The full amount of funding for FY'19 is \$98,404.00. The funds are available to operate AIDS Case Management.

## MINUTES

Health Department - cont'd

16. **AIDS INTERFAITH RESIDENTIAL SERVICES, INC.** \$ 5,333.33

Account: 5000-569719-3023-273304-603051

The full amount of funding for FY'19 is \$32,000.00. The funds are available to operate AIDS Case Management.

17. **PARK WEST MEDICAL CENTER, INC.** \$ 805.83

Account: 5000-569719-3023-273352-603051

The full amount of funding for FY'19 is \$4,835.00. The funds are available to operate AIDS Case Management.

18. **PARK WEST MEDICAL CENTER, INC.** \$ 9,733.33

Account: 5000-569719-3023-273353-603051

The full amount of funding for FY'19 is \$58,400.00. The funds are available to operate AIDS Case Management.

19. **PARK WEST MEDICAL CENTER, INC.** \$ 46,370.33

Account: 5000-569719-3023-273354-603051

The full amount of funding for FY'19 is \$278,222.00. The funds are available to operate AIDS Case Management.

20. **PARK WEST MEDICAL CENTER, INC.** \$ 26,706.17

Account: 5000-569719-3023-273355-603051

The full amount of funding for FY'19 is \$160,237.00. The funds are available to operate AIDS Case Management.

## MINUTES

Health Department - cont'd

21. **PARK WEST MEDICAL CENTER, INC.** **\$ 18,883.33**

Account: 5000-569719-3023-273351-603051

The full amount of funding for FY'19 is \$113,300.00. The funds are available to operate AIDS Case Management.

22. **SISTERS TOGETHER AND REACHING INCORPORATED** **\$ 1,036.67**

Account: 5000-569719-3023-273367-603051

The full amount of funding for FY'19 is \$6,220.00. The funds are available to operate AIDS Case Management.

23. **SISTERS TOGETHER AND REACHING INCORPORATED** **\$18,330.50**

Account: 5000-569719-3023-273368-603051

The full amount of funding for FY'19 is \$109,983.00. The funds are available to operate AIDS Case Management.

24. **SISTERS TOGETHER AND REACHING INCORPORATED** **\$25,606.17**

Account: 5000-569719-3023-273366-603051

The full amount of funding for FY'19 is \$153,637.00. The funds are available to operate AIDS Case Management.

25. **SISTERS TOGETHER AND REACHING INCORPORATED** **\$51,693.33**

Account: 5000-569719-3023-273365-603051

The full amount of funding for FY'19 is \$310,160.00. The funds are available to operate AIDS Case Management.

## MINUTES

Health Department - cont'd

26. **TOTAL HEALTH CARE, INC.** **\$45,833.33**

Account: 5000-569719-3023-273369-603051

The full amount of funding for FY'19 is \$275,000.00. The funds are available to operate AIDS Case Management.

27. **LIGHT HEALTH AND WELLNESS COMPREHENSIVE SERVICES, INC.** **\$11,928.00**

Account: 5000-569719-3023-273349-603051

The full amount of funding for FY'19 is \$71,568.00. The funds are available to operate AIDS Case Management.

28. **LIGHT HEALTH AND WELLNESS COMPREHENSIVE SERVICES, INC.** **\$11,916.67**

Account: 5000-569719-3023-273348-603051

The full amount of funding for FY'19 is \$71,500.00. The funds are available to operate AIDS Case Management.

29. **LIGHT HEALTH AND WELLNESS COMPREHENSIVE SERVICES, INC.** **\$12,901.67**

Account: 5000-569719-3023-273347-603051

The full amount of funding for FY'19 is \$77,410.00. The funds are available to operate AIDS Case Management.

30. **LIGHT HEALTH AND WELLNESS COMPREHENSIVE SERVICES, INC.** **\$ 681.67**

Account: 5000-569719-3023-273346-603051

The full amount of funding for FY'19 is \$4,090.00. The funds are available to operate AIDS Case Management.

## MINUTES

Health Department - cont'd

31. **LIGHT HEALTH AND WELLNESS COMPREHENSIVE SERVICES, INC.** **\$ 6,408.83**

Account: 5000-569719-3023-273345-603051

The full amount of funding for FY'19 is \$38,453.00. The funds are available to operate AIDS Case Management.

32. **LIGHT HEALTH AND WELLNESS COMPREHENSIVE SERVICES, INC.** **\$ 7,663.17**

Account: 5000-569719-3023-273344-603051

The full amount of funding for FY'19 is \$45,979.00. The funds are available to operate AIDS Case Management.

The agreement are late because funding was awarded late in the fiscal year, and budget revisions delayed processing.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved a two-month advance of funds with the foregoing service providers, on the full amount of funding provided by the Department of Health and Mental Hygiene for Fiscal Year 2019 under the FY 2019 Unified Funding Document Grant Award.

**MINUTES**Health Department - Ratifications of Agreements and Agreements

The Board is requested to ratify the agreements with the following organizations. The period of the agreement was September 30, 2017 through June 30, 2018.

RATIFICATION OF AGREEMENTS1. **JOHNS HOPKINS UNIVERSITY** **\$613,393.00**

Account: 5000-507518-3023-513200-603051

The pre-exposure prophylaxis (PrEP) is a daily course of anti-viral drugs that can protect HIV-negative people from HIV before potential exposure. The Johns Hopkins University's REACH HIV Institute will collaborate with community pre-exposure prophylaxis PrEP and HIV partners, and the STD/HIV Prevention Training Center to provide the training and social marketing management for this program. The organization will coordinate, develop and implement training for providers on the implementation of PrEP. In addition, the organization will identify barriers to PrEP and HIV primary care and develop trainings to help community providers overcome those barriers.

2. **JOHNS HOPKINS UNIVERSITY/  
SCHOOL OF MEDICINE** **\$118,730.00**

Account: 5000-507518-3023-513200-603051

The Johns Hopkins University's John G. Bartlett Specialty Practice will serve as a provider to engage HIV-negative clients in pre-exposure prophylaxis (PrEP) and non-occupational post-exposure prophylaxis (nPEP) clinical services.

**MINUTES**

Health Department - cont'd

The agreements are late because funding was awarded late in the fiscal year, and budget revisions delayed processing.

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

AGREEMENTS

3. **JOHNS HOPKINS UNIVERSITY, SCHOOL OF MEDICINE** **\$87,134.00**  
**(JHU SOM)**

Account: 5000-505419-3070-268400-603051

The JHU SOM provides clinical services and oversight of clinical operations at the Department's STD/HIV Clinics. For this project, the BCHD STD/HIV clinics will implement a graduated program of buprenorphine treatment by identifying HIV and Hepatitis C (HCV) continuity patients who would benefit from buprenorphine treatment. The period of the agreement is July 1, 2018 through June 30, 2019.

The agreement is late because budget revisions delayed processing.

4. **RONA MARTIYAN** **\$40,268.58**

Account: 4000-432919-3255-761200-603018

Mrs. Rona Martiyan, a Registered Dietitian will provide consultation services, nutrition monitoring, training, and related administrative services for the Department. These services will be provided to over 4,000 seniors in 60+ congregate nutrition sites in Baltimore City and other BCHD services. Her duties will include follow-up and referral services associate with nutritional screening of clients,

## MINUTES

Health Department - cont'd

analyze and evaluated nutritional educational materials. The period of the agreement is October 1, 2018 through September 30, 2019.

5. **HEALTHY TEEN NETWORK, INC.** **\$150,000.00**

Account: 4000-480619-3080-279200-603051

Healthy Teen Network, Inc. will utilize the funds to provide technical assistance to the project's core team in executing the *Getting to Outcomes* teen pregnancy prevention curricula. The period of the agreement is July 1, 2018 through June 30, 2019.

The agreement is late because of administrative delays.

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board ratified the agreements with the foregoing organizations. The President **ABSTAINED** on item nos. 1, 2, and 3.

**MINUTES**

Department of Recreation and Parks - Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Memorandum of Understanding (MOU) with the Maryland State Department of Natural Resource (MD-DNR) – Conservation Jobs Corps. The period the MOU is June 27, 2018 through December 29, 2018.

**AMOUNT OF MONEY AND SOURCE:**

\$196,166.00 – 5000-577719-4781-363900-603026

**BACKGROUND/EXPLANATION:**

The term of the agreement retroactively commences as of June 27, 2018 and will terminate on December 29, 2018 upon the approval by the Board of Estimates.

The purpose of this MOU is to continue the collaboration established between the Department and MD-DNR to provide a summer of environmental enrichment which encourages urban youth to explore, conserve, and enjoy Baltimore's urban natural environments.

Ninety participants comprised of Baltimore City youth (Youth Workers) will benefit from the Program. This year, the Department is partnering with the MD-DNR to make this experience even more beneficial for the youth by expanding their understanding of the biology and ecology of their work.

This value-added partnership will increase the level of learning and workforce development of the youth workers working in the parks with educational curricula in biology, ecology, stream ecology,

**MINUTES**

Department of Recreation and Parks - cont'd

etc. Outdoor experiences include camping trips, canoeing, and hiking at State forests. The Department will underwrite this program with \$196,166.00 in funding.

The MOU is late because of delays in the administrative process.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Memorandum of Understanding with the Maryland State Department of Natural Resource – Conservation Jobs Corps.

**MINUTES**

Department of Recreation and Parks - Grant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Grant Agreement with the Friends of Patterson Park, Inc. (FoPP). The period the Grant Agreement is effective upon Board approval for three years.

**AMOUNT OF MONEY AND SOURCE:**

\$60,000.00 - 5000-577719-4781-363900-607001

**BACKGROUND/EXPLANATION:**

Pursuant to the availability of funds, the City would like to award this multi-year grant to FoPP to fund the costs associated with developing, managing, and promoting community programs in Patterson Park, in addition to the costs associated with routine maintenance of the grounds and structures in Patterson Park.

Under the terms of this Grant Agreement, the FoPP will be responsible for performing satisfactory maintenance services as well as recruiting and managing volunteers to assist with programming and maintenance services rendered.

The grant will be effective for Fiscal Years 2019, 2020, and 2021 and funding will be disbursed in increments of \$20,000.00 each year, provided funds are appropriated annually for this purpose.

**APPROVED FOR FUNDS BY FINANCE****AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Grant Agreement with the Friends of Patterson Park, Inc.

**MINUTES**

Department of Recreation and Parks/ - Task Assignment  
Capital Development and Planning

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 18 to GWWO, Inc., under Project No. 1234, On-Call Architectural Design Services. The period of the Task Assignment is approximately two years.

**AMOUNT OF MONEY AND SOURCE:**

\$227,712.13 - 9938-908049-9474-900000-703032

**BACKGROUND/EXPLANATION:**

This Task No. 18 will include construction administration design services for Cahill Fitness and Wellness Center.

**MBE/WBE PARTICIPATION:**

Including this Task No. 18, the Contractor has achieved the following:

**MBE:** 16.57%

**WBE:** 18.70%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**AUDITS REVIEWED THE SUBMITTED DOCUMENTATION AND FOUND THE BASIS FOR COMPENSATION CONSISTENT WITH CITY POLICY.**

**MINUTES**

Department of Recreation and Parks - cont'd

**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Recreation and Parks</u>		
1. <b>\$228,000.00</b>	9938-916022-9475	9938-908049-9474
General Fund	Community Center Master Plan (Reserve)	Cahill Community Center (Active)

This transfer will provide funds to cover the costs associated with design services under On-Call Contract No. 1234, Task No. 18 to GWWO, Inc.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 18 to GWWO, Inc., under Project No. 1234, On-Call Architectural Design Services. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

## MINUTES

Mayor's Office of Human Services - Provider Agreements

The Board is requested to approve and authorize execution of the various Provider Agreements.

1. **MERCY MEDICAL CENTER, INC.** **\$330,300.50**

Account: 4000-407017-3571-758601-603051

Mercy Medical Center, Inc. will utilize the funds to operate the Coordinated Access System for the Baltimore Continuum of Care by providing support services to 80 households and completing intake assessments on 240 homeless families. Mercy staff will assess, arrange, coordinate and monitor delivery of individualized services to meet the needs of program participants. The period of the agreement is February 1, 2018 through January 31, 2019.

The agreement is late because of a delay in execution of the document by Mercy Medical Center, Inc.

2. **PEOPLE ENCOURAGING PEOPLE, INC.** **\$576,095.00**

Account: 4000-407017-3573-758800-603051

People Encouraging People, Inc. will utilize the funds to provide supportive services to 44 homeless individuals. Services include street outreach and engagement, case management, encouragement to accept services, rapid access to housing, medical and mental healthcare, life skills courses, 24-hour crisis intervention and client advocacy. The period of the agreement is October 1, 2018 through September 30, 2019.

## MINUTES

Mayor's Office of Human Services - cont'd

3. **HEALTHCARE ACCESS MARYLAND, INC.** **\$ 607,582.50**

Account: 4000-407017-3571-757902-603051

Healthcare Access Maryland, Inc. will utilize the funds to provide short and medium-term rental assistance to a minimum of 50 formerly homeless, low-income individuals and families as part of Healthcare Access Maryland, Inc.'s rapid rehousing project. Clients enrolled in this program will also have access to services including intensive case management, connection to supportive services, and housing counseling and/or assistance with locating housing as needed. The period of the agreement is September 1, 2018 through August 31, 2019.

The agreement is late because of a delay at the administrative level.

4. **ST. VINCENT DEPAUL OF BALTIMORE, INC.** **\$1,128,043.00**

Account: 1001-000000-3572-778500-603051

St. Vincent DePaul of Baltimore, Inc. will utilize the funds to provide emergency shelter and supportive services to homeless individuals. The funds will offset personnel costs, shelter operating expenses and client costs such as transportation and food. The period of the agreement is July 1, 2018 through June 30, 2019.

The agreement is late because of a delay at the administrative level.

## MINUTES

Mayor's Office of Human Services - cont'd

5. **MARIAN HOUSE, INC.** **\$ 68,268.50**

Account: 4001-407017-3571-758300-603051

Marian House, Inc. will utilize the funds to provide supportive services to 19 formerly homeless households that are part of their permanent supportive housing program. Clients served through this program are struggling with issues such as chronic mental illness, domestic violence, and/or substance abuse.

The agreement is late because of a delay at the administrative level.

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Provider Agreements.

**MINUTES**

Mayor's Office of Human Services - Non-Retiree Contractual  
Employment Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Non-Retiree Contractual Employment Agreement with Patricia Ellis. The period of the Agreement is effective upon Board approval through September 15, 2019, unless terminated sooner, pursuant to the terms of this agreement.

**AMOUNT OF MONEY AND SOURCE:**

\$30,521.00 - 4000-407017-3571-759900-601001

**BACKGROUND/EXPLANATION:**

Ms. Ellis will serve as an Outreach Team Assistant for the Mayor's Office of Human Services. She will provide administrative support to the Street Outreach Team. Her duties will include but are not limited to coordinating service calls and team schedules, collaborating with local businesses to implement homeless outreach plans and developing fundraising opportunities for the Outreach Team.

She will work a maximum of 1,327 hours at the rate of \$23.00 per hour.

The agreement is late because of a delay at the administrative level.

**APPROVED FOR FUNDS BY FINANCE****AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Non-Retiree Contractual Employment Agreement with Patricia Ellis.

**MINUTES**

Mayor's Office of Human Services - Non-Retiree Contractual  
Employment Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Non-Retiree Contractual Employment Agreement with Marian Graham-Bey. The period of the Agreement is effective upon Board approval through September 15, 2019, unless terminated sooner, pursuant to the terms of this agreement.

**AMOUNT OF MONEY AND SOURCE:**

\$34,347.45 - 4000-490818-3573-763200-601001

**BACKGROUND/EXPLANATION:**

Ms. Graham-Bey will serve as a Housing Assistance Program Assistant for the Mayor's Office Human Services provided administrative support to the Housing Assistance Program Team (HAP). Her duties will include but are not limited to scheduling client appointments and rental unit inspections, preparing and maintaining HAP team files and overseeing data entry into the Housing Pro database.

The agreement is late because of a delay at the administrative level.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Non-Retiree Contractual Employment Agreement with Marian Graham-Bey.

**MINUTES**

Fire Department - FFY 17 Safer Grant

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of the Staffing for Adequate Fire and Emergency Response (SAFER) Grant from FEMA. The period of the grant is February 18, 2019 through February 17, 2022.

**AMOUNT OF MONEY AND SOURCE:**

\$6,006,284.00 - 4000-425719-2121-226400-404001  
3,733,636.00 - 1001-000000-2121-226400-601061 - cost match  
**\$9,739,920.00 - Total**

**BACKGROUND/EXPLANATION:**

This grant will allow for the retention of 40 full time firefighter positions during the performance period of February 18, 2019 through February 17, 2022. There is a 180-day recruitment period that began with the award of the grant and culminates with the beginning of the performance period, which is when the positions will be ultimately filled. Once the performance period ends, the Fire Department has the option of reapplying for the grant or transitioning these members to fill vacancies that occur due to attrition. The grant requires the City to provide a cost match in the amount of \$3,733,636.00.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED THE SUBMITTED DOCUMENTATION AND FOUND THAT IT CONFIRMED THE GRANT AWARD.**

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the Staffing for Adequate Fire and Emergency Response Grant from FEMA.

**MINUTES**

Fire Department - FFY 2017 Assistance to Firefighters Grant

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of the Assistance to Firefighters Grant and approve and authorize execution of the Grant Agreement No. EMW-2017-FO0607 from FEMA. The period of the agreement is September 7, 2018 through September 6, 2019.

**AMOUNT OF MONEY AND SOURCE:**

\$2,517,000.00	-	4000-425819-2142-229600-404001
251,700.00	-	1001-000000-2142-229600-604003 - cost match
<b>\$2,768,700.00</b>		

**BACKGROUND/EXPLANATION:**

This grant will allow for the purchase of personal accountability equipment, training and firefighter personal protection equipment. The grant requires a 10% cost match from the City.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED THE SUBMITTED DOCUMENTATION AND FOUND THAT IT CONFIRMED THE GRANT AWARD.**

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the Assistance to Firefighters Grant and approved and authorized execution of the Grant Agreement No. EMW-2017-FO0607 from FEMA.

**MINUTES**

Circuit Court for Baltimore City - Grant Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of the Grant Award from the Maryland Judiciary, Administrative Office of the Courts. The period of the Grant Award is July 1, 2018 through June 30, 2019.

**AMOUNT OF MONEY AND SOURCE:**

\$509,054.00 - 5000-540319-1100-109400-405001  
24,268.00 - 1001-000000-1100-109500-603050  
**\$533,322.00**

**BACKGROUND/EXPLANATION:**

This grant award will provide funding for personnel and other related costs to operate the Circuit Court's Drug Court program. The grant will also provide funding for The Family Recovery Program of Baltimore City, Inc. via pass-through funding.

The grant award is late because of a delay in administrative processing of final documentation.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED THE SUBMITTED DOCUMENTATION AND FOUND THAT IT CONFIRMS THE GRANT AWARD.**

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the Grant Award from the Maryland Judiciary, Administrative Office of the Courts.

**MINUTES**

Office of the State's Attorney - Grant Award  
for Baltimore City (SAO)

**ACTION REQUESTED BY B/E:**

The Board is requested to approve and authorize acceptance of a Grant Award from the State of Maryland, Governor's Office of Crime Control and Prevention (GOCCP) entitled, AIM to B'More. The period of the Grant Award is July 1, 2018 through June 30, 2019.

**AMOUNT OF MONEY AND SOURCE:**

\$87,176.00 - 5000-506419-1150-118000-607004

**BACKGROUND/EXPLANATION**

The SAO received a Grant Award from the GOCCP for Baltimore City's AIM to B'More program, which is a crime intervention program serving felony drug offenders in Baltimore City.

The program equips first time, non-violent, felony drug offenders with jobs while simultaneously removing the burden of a criminal record and reduces their chances of reengaging in criminal behavior. The Grant Award supports the salary of one staff member in the amount of \$80,389.00 and conference travel fees in the amount of \$6,787.00 for a total award of \$87,176.00.

The Grant Award is late because it was recently received from the GOCCP.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED THE SUBMITTED DOCUMENTATION AND FOUND THAT IT CONFIRMED THE GRANT AWARD.**

**MINUTES**

SAO - cont'd

UPON MOTION duly made and seconded, the Board approved and authorize acceptance of the Grant Award from the State of Maryland, Governor's Office of Crime Control and Prevention entitled, AIM to B'More.

**MINUTES**

Office of the State's Attorney - Intergovernmental Agreement  
for Baltimore City

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize the Intergovernmental Agreement (Agreement) between The Baltimore City State's Attorney's Office (SAO) and the State of Maryland, Department of Juvenile Services (DJS). The period of the Intergovernmental Agreement is July 1, 2018 through October 14, 2018.

**AMOUNT OF MONEY AND SOURCE:**

\$133,000.00 - 5000-504719-1150-118300-601001

**BACKGROUND/EXPLANATION:**

This intergovernmental agreement funds the Immediate Charging Project, which allows the SAO to expedite the charging process at the Baltimore Juvenile Justice Center. The primary goal is to reduce case processing time between arrest and final disposition for Baltimore City youth. Funding covers the salaries of three full-time attorneys, and three part-time attorneys for the time period of March 20, 2018 through June 30, 2018. The original award received by the SAO was for two years and approved by the Board on August 10, 2017 in the amount of \$922,558.00. The grantor defunded the grant effective December 31, 2017. Subsequently, the DJS reauthorized funding for January 1, 2018 through March 18, 2018 in the amount of \$99,843.46, which was approved by the Board on February 7, 2018. The DJS approved additional funding via a purchase order in the amount of \$137,000.00 through June 30, 2018; which was approved by the Board on June 20, 2018. The DJS approved additional funding via a purchase order in the amount of \$133,000.00 through October 14, 2018.

**MINUTES**

Office of the State's Attorney - cont'd  
for Baltimore City

This agreement is late because of the length of time to obtain approval and receive the documents.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED THE SUBMITTED DOCUMENTATION AND FOUND THAT IT CONFIRMED THE GRANT AWARD.**

UPON MOTION duly made and seconded, the Board approved and authorized the Intergovernmental Agreement between The Baltimore City State's Attorney's Office and the State of Maryland, Department of Juvenile Services.

## MINUTES

Baltimore Police Department - Grant Award Project Agreements

The Board is requested to approve and authorize acceptance of the various Grant Award Project Agreements from the Maryland Highway Safety Office. The period of the agreement is October 1, 2018 through September 30, 2019, unless otherwise indicated.

1. **PROJECT #LE-BALTIMORE CITY PD-2019-228** **\$15,000.00**

Account: 4000-404919-2032-803405-607004

This grant provides funding for the City Pedestrian Safety project. The Department will conduct pedestrian and bicycle traffic enforcement initiatives throughout the City. The Department will also utilize the funds to educate the public about the danger points associated with violating traffic laws through literature distributions at checkpoints. The period of the agreement is September 19, 2018 through June 30, 2019.

2. **PROJECT #LE-BALTIMORE CITY PD-2019-139** **\$24,000.00**

Account: 4000-404919-2032-803402-607004

This grant provides funding for the City Safe Driving project. The Department will utilize the funds to conduct traffic enforcement initiatives. The Department will also educate the public about the danger points associated with violating traffic laws through literature distributions at checkpoints.

3. **PROJECT #LE-BALTIMORE CITY PD-2019-140** **\$20,000.00**

Account: 4000-404919-2032-803401-607004

This grant provides funding for the City Aggressive Driving project. The Department will utilize the funds to conduct traffic enforcement initiatives and to educate the public about the danger points associated with violating traffic laws through literature distributions at checkpoints.

## MINUTES

Police Department - cont'd

4. **PROJECT #LE-BALTIMORE CITY PD-2019-141** **\$10,000.00**

Account: 4000-404919-2032-803404-607004

This grant provides funding for the City Occupant Protection project. The Department will utilize the funds to conduct traffic enforcement initiatives. The Department will also educate the public about the danger points associated with violating traffic laws through literature distributions at checkpoints.

5. **PROJECT #LE-BALTIMORE CITY PD-2019-142** **\$25,000.00**

Account: 4000-404919-2032-803403-607004

This grant provides funding for the City Impaired Driving project. The Department will utilize the funds to conduct traffic enforcement initiatives which will aid in decreasing DUI related offenses and crashes. The Department will also educate the public about the danger points associated with violating traffic laws through literature distributions at checkpoints.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED THE SUBMITTED DOCUMENTATION AND FOUND THAT IT CONFIRMED THE GRANT AWARDS.**

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the foregoing Grant Award Project Agreements from the Maryland Highway Safety Office.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

\* \* \* \* \*

On the recommendations of the City agencies  
hereinafter named, the Board,

UPON MOTION duly made and seconded,

awarded the formally advertised contracts

listed on the following pages:

4207 - 4213

to the low bidders meeting the specifications,

or rejected bids on those as indicated

for the reasons stated.

The Transfers of Funds were approved

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having reported favorably

thereon, as required by the provisions

of the City Charter.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Transportation

1. TR 08320, Rehabilitation of Edison Highway Bridge over Amtrak Rail Road M.D. Miller Company, Inc. t/a The Marksmen Company \$3,556,173.00

DBE PARTICIPATION:

M.D. Miller Company, Inc. t/a The Marksmen Company has complied with the goal set for Disadvantage Business Enterprise. As part of its bid, M.D. Miller Company, Inc. t/a The Marksmen Company has committed to utilize the following:

DBE: Alpha Painting & Construction	\$130,000.00	3.66%
Century Fence Construction, LLC	36,570.00	1.03%
Columbia Park Contractors, Inc.	236,000.00	6.63%
Vango, LLC	21,500.00	0.60%
Wilton Corporation	109,500.00	3.08%
	<u>\$533,570.00</u>	<u>15.00%</u>

2. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$2,846,705.33 FED	9950-908402-9509 Construction Reserve Boston/O'Donnell Connector Rd.	
1,242,893.62 FED	9950-910700-9507 Edison Highway over Amtrak Bridge	
<u>\$4,089,598.95</u>		
\$3,556,173.00	-----	9950-911700-9506-6 Structural & Improvements
355,617.30	-----	9950-911700-9506-5 Inspection
<u>177,808.65</u>	-----	9950-911700-9506-2 Contingencies
<u>\$4,089,598.95</u>		Edison Highway over Amtrak Bridge

MINUTES

**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

Department of Transportation - cont'd

This transfer will fund the cost associated with the award of project TR 08320, Edison Highway over Amtrak Bridge with M.D. Miller Company, Inc.

- 3. TR 16008, Safe Routes to School City Grant Year "F"                      J. Villa Construction                      \$ 365,000.00

**DBE PARTICIPATION:**

J. Villa Construction has complied with goal set for the Disadvantage Business Enterprise. As part of its bid, J. Villa Construction has committed to utilize the following:

DBE: J. Villa Construction, Inc. \$269,135.00                      73.74%

4. **TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 350,400.00 FED	9950-902317-9507 Construction Reserve Liberty Heights	
87,600.00 GF (HUR)	9950-901069-9512 Neighborhood Traffic Calming	
<b><u>\$ 438,000.00</u></b>		
\$ 365,000.00	-----	9950-909101-9512-6 Structural & Improvements
54,750.00	-----	9950-909101-9512-5 Inspection
18,250.00	-----	9950-909101-9512-2 Contingencies Safe Routes to School-F
<b><u>\$ 438,000.00</u></b>		

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Transportation - cont'd

This transfer will fund the costs associated with the award of Project TR 16008, Safe Routes to School City Grant Year "F" with J. Villa Construction, Inc.

Department of Public Works Office/  
of Engineering and Construction

5. SC 968, Urgent Need                      Anchor Construction     \$4,099,974.00  
 Improvements to                              Corp.  
 Baltimore City  
 Sanitary Sewers in  
 Various Locations-  
 Part B

<b>MBE:</b> P&P Sewer Techs, Inc.	\$ 61,000.00	1.48%
S&J Service, Inc.	390,000.00	9.51%
	<u>\$451,000.00</u>	<u>10.99%</u>
 <b>WBE:</b> R&R Contracting Utilities, Inc.	 \$ 10,000.00	 0.24%
TFE Resources, Ltd.	63,000.00	1.53%
Barbie's Recycling & Hauling, Inc.	51,000.00	1.24%
	<u>\$124,000.00</u>	<u>3.01%</u>

**MWBOO FOUND VENDOR IN COMPLIANCE.**

6. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<b>\$4,427,972.00</b>	9956-903569-9549	9956-903580-9551-6
Wastewater	Sanitary Sewer	Construction
Revenue Bond	Replace/Rehab	

The transfer will cover the costs of SC 968, Urgent Need Improvements to Baltimore City Sanitary Sewers in Various Locations-Part B.

MINUTES

**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

Department of Public Works Office/  
of Engineering and Construction

7. WC 1339, Upton Neighborhood and Vicinity Water Main Rehabilitation Spiniello Companies \$7,330,000.00

**MBE:** Machado Construction Company, Inc. \$659,700.00 9%

**WBE:** R&R Contracting Utilities, Inc. \$146,600.00 2%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

8. **TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$4,315,918.91	9960-909100-9558	
Wastewater Revenue Bonds	Water Infrastructure Rehab	
3,600,481.09	" "	
Wastewater Utility Funds		
<b>\$7,916,400.00</b>	-----	9960-925100-9557-6
Metro Hgts. @ Mondawmin		Construction

The transfer will cover the costs of WC 1339, Upton Neighborhood and Vicinity Water Main Rehabilitation.

Department of Public Works/  
Recreation and Parks

9. RP 17806, Cahill Fitness and Wellness Center Dustin Construction, Inc. \$17,698,000.00

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Public Works/ - cont'd  
Recreation and Parks

MBE/WBE PARTICIPATION:**MWBOO SET GOALS OF 18% MBE 4% WBE.**

<b>MBE:</b> Allstate Floors & Construction, Inc.	\$ 152,056.00	0.84%
Stokit Supply Company, Inc.	548,750.00	3.06%
Chevy Chase Contractors, Inc.	599,000.00	3.34%
MD Partitions, Inc.	140,755.00	0.78%
Stella May Contracting, Inc.	1,773,642.00	9.90%
Reedbird Steel, Inc.	105,475.00	0.58%
	<u>\$3,319,678.00</u>	<u>18.50%</u>

<b>WBE:</b> American Asphalt Paving Company, LLC*	See Note Below	
Oelmann Electric Supply Co., Inc.	387,000.00	2.16%
K Supply, LLC	140,743.00	0.78%
M&B Contract Specialties Acquisition, Inc.**	See Note Below	
Solera Flooring Group	52,400.00	0.29%
	<u>\$580,143.00</u>	<u>3.23%</u>

**MWBOO FOUND VENDOR IN NON-COMPLIANCE.**

Bidder failed to meet the WBE goal.

\*Bidder did not properly execute Part B: Statement of Intent form for Oelmann Electric Supply Co., Inc., and M&B Contract Specialties Acquisition, Inc. change to forms were not initialed by both parties.

\*\* Bidder failed to properly execute Part D: MBE/WBE Participation Affidavit. They did not include a dollar amount or percentage for their subcontractors as well as submit an overall dollar amount.

The Department recommends approval subject to the vendor coming into compliance within ten days of award.

**THE PROTEST FROM W. M. SCHLOSSER WAS UNTIMELY RECEIVED, THEREFORE IT WAS NOT HEARD BY THE BOARD.**

MEMBER  
MARYLAND BAR  
VIRGINIA BAR  
AND DISTRICT OF COLUMBIA BAR

GENERAL COUNSEL  
**MICHAEL J. COHEN**  
W.M. SCHLOSSER COMPANY, INC.  
2400 51ST PLACE  
HYATTSVILLE, MD 20781-1396

TELEPHONE  
301-773-1300  
FACSIMILE  
301-773-9263  
MCOHEN@WMSCHLOSSER.COM

June 25, 2018

The Baltimore City Board of Estimates  
c/o Clerk to the Board of Estimates  
200 N. Holliday Street  
Room 204, City Hall  
Baltimore, MD 21202

Via Facsimile & UPS  
410-685-4416

Re: Protest of W.M. Schlosser Co., Inc.  
Contract No. RP17806  
Cahill Fitness and Wellness Center

Dear Madam or Sir:

W. M. Schlosser Co., Inc., hereby protests the award of the referenced project to Dustin Construction Co., Inc. ("Dustin"). In support hereof, Schlosser states as follows.

A. Background

1. The protester is W.M. Schlosser Co., Inc. ("Schlosser"), 2400 51<sup>st</sup> Place, Hyattsville, Md. 20781.
2. The solicitation ("the Solicitation" or "Project") involved Contract No. RP17806 for the Cahill Fitness and Wellness Center.
3. Bids for the Solicitation were opened on May 30, 2018. Schlosser was the apparent second low bidder on the Solicitation.

B. Statement of Facts

1. The Project involves the construction of a new 29,256 SF recreation center at the Cahill Fitness and Wellness Center located at 4001 Clifton Ave, Baltimore, Maryland 21216.
2. Bids were submitted and opened on May 30, 2018. The abstract of bids was as follows:

Dustin Construction Co., Inc.	\$17,908,000
W. M. Schlosser Co., Inc.	\$20,488,000

3. The Solicitation required the submission of both MBE and WBE participation. The goal for MBE was 18% and WBE 4%. (Solicitation page 00300-13).
4. Solicitation page 00300-15 states *in bold type*: "Only 25% of each contract goal may be attained by expenditures to MBE's and WBE's that are non-manufacturing suppliers."
5. Based upon (3) and (4) together, non-manufacturer suppliers can only account for 25% of the WBE goal. The remaining 75% of the WBE goal must be met through the use of WBE *subcontractors*.
6. Upon information and belief, Dustin used the following WBE's:
 

Oelmann Supply	\$387,000	2.19%	Non-manufacturer
K Supply	\$140,743	0.80%	Non-manufacturer
American Asphalt	\$126,735	0.72%	Subcontractor
M & B	\$1,051.50	0.01%	Subcontractor
Solar Flooring Group	\$52,400	0.30%	Subcontractor
Total		4.02%	
7. Oelmann's letter of intent identifies its scope as "electrical supplies".
8. K Supply's letter of intent states identifies its scope as "material broker".
9. Oelmann and K Supply clearly meet the definition of non-manufacturers as defined by the Solicitation page 00300-15.
10. Dustin has listed Oelmann and K Supply for a combined total of \$527,743 toward the WBE participation requirement. This equates to 74% of its total WBE participation which is a clear violation of the Solicitation.
11. Dustin did not submit any requests for waiver of the goal.

### C. Discussion

Solicitation page 00300-15 states *in bold type*: "Only 25% of each contract goal may be attained by expenditures to MBE's and WBE's that are non-manufacturing suppliers." This is not only a contract requirement; it is a requirement of the Baltimore City Code. See Article 5, Subtitle 28, Baltimore City Code (2014). Accordingly, award of a contract based on WBE and/or MBE participation that does not meet or exceed contractual and/or code requirements would be illegal and *void ab initio*. Dustin listed Oelmann and K Supply for a combined total of \$527,743 toward the WBE participation requirement. This equates to 74% of its total WBE participation which is a clear violation of the Solicitation.

Solicitation page 00300-14 further provides that any bid that does not include signed Statement of Intent Form(s) and the MBE/WBE Participation Affidavit "is non-responsive and will be rejected." Implicit in this requirement is that to be responsive the bid forms must show the required participation levels. That non responsive bids are to be rejected is in keeping with

longstanding government contract practice. See, generally, John Cibinic, Ralph Nash, and Christopher Yukins, *Administration of Government Contracts* 527 (4th Edition 2011) stating "A key element in the sealed bidding system is that nonresponsive bids may not be considered by contracting officers and must be rejected." The same result obtains here.

D. Conclusion

For the foregoing reasons, Dustin's bid should be rejected as nonresponsive and not in compliance with the terms of the Solicitation. Award should be made to Schlosser as the second apparent low bidder for the project.

Very truly yours,



Michael J. Cohen

MJC/tca

cc: Andrew Schlosser  
Beverly Albert, Contracting Officer

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Public Works/ - cont'd  
Recreation and Parks

10. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 7,231,000.00	9938-907049-9475	
State	Program Open Space	
	Cahill Community Ctr.	
	(Reserve)	
2,117,400.00	" "	
General Fund		
380,000.00	" "	
27 <sup>th</sup> Rec &		
Parks		
Series		
4,255,000.00	" "	
1 <sup>st</sup> Parks &		
Public		
Facilities		
1,950,000.00	" "	
2 <sup>nd</sup> Parks &		
Public		
Facilities		
1,767,250.00	9938-916022-9475	
General Fund	Community Center	
	Master Plan	
	(Reserve)	
<u>\$17,700,650.00</u>	-----	9938-908049-9474
		Cahill Community Center
		(Active)

**MINUTES****RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

Department of Public Works/ - cont'd  
Recreation and Parks

This transfer will provide funds to cover the costs associated with the award of Cahill Fitness and Wellness Center Project RP 17806 to Dustin Construction, Inc.

Bureau of Procurement

11. B50005181, Point of Sale (Cashiering) Software System	N. Harris Computer Corporation d/b/a Systems Innovators	\$	620,131.00
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(Bureau of Revenue Collections)

**MWBOO GRANTED A WAIVER.**

**MINUTES**

Bureau of Procurement - Acceptance of Technical Proposal  
and Opening of Price Proposal

**ACTION REQUESTED OF B/E:**

The Board is requested to approve acceptance of the technical proposal for B50005249, Diversity and Labor Compliance System from AskReply, Inc. d/b/a B2Gnow, and open their package containing their price proposal.

The Board is further requested to authorize the return of the remaining price proposal to the proposer Early Morning Software d/b/a Prism Compliance Management found to be non-responsive by the Board.

**AMOUNT OF MONEY AND SOURCE:**

N/A

DEFERRED

**BACKGROUND/EXPLANATION:**

On March 28, 2017, the Board opened two technical proposals for the Diversity and Labor Compliance System. Vendors were solicited by posting on CitiBuy, eMaryland Marketplace, and in local newspapers. One of the proposals received was found responsive and subsequently reviewed by the evaluation committee for technical scoring. The responsive proposal scored by the evaluation committee met the City's minimum technical score requirements for price opening.

**A PROTEST WAS RECEIVED FROM EARLY MORNING SOFTWARE DBA PRISM COMPLIANCE MANAGEMENT.**

UPON MOTION duly made and seconded, the Board **DEFERRED** the item until October 24, 2018.



**VIA HAND DELIVERY**

Ms. Harriet Taylor, Deputy Comptroller  
Secretary  
Baltimore City Board of Estimates  
City Hall  
100 N. Holliday Street, Suite 204  
Baltimore, Maryland 21202

July 16, 2018

RE: B50005249/Protest

To the Honorable President and Members:

My company submitted a bid/proposal for the above contract. This solicitation had been issued previously and resulted in a recommendation for award to the same firm presently recommended for award. However, that solicitation was cancelled and rebid due a finding that the Bureau of Purchases had improperly permitted the proposed awardee to submit its bid guarantee after bid opening. The bid check submitted by the proposed awardee with its bid was not certified as required.

Bids for the current solicitation were submitted in two separate envelopes, one for price and the other technical. Bids were opened on March 28, 2018. By letter dated March 29, 2018, we were informed by the Comptroller's office that our bid was considered non-responsive for failure to include the required bid guarantee. We were told to pick up our bid package by June 27, 2018, or risk that it would be discarded. A copy of that letter is attached as Exhibit 1.

On April 4, 2018, we sent a letter to the Comptroller advising that we had submitted the required bid guarantee in the form of bid bond in the envelope with our price proposal and we included a copy of the bond with our response. A copy of our letter and enclosure is attached as Exhibit 2. We were then told that the Purchasing Agent considered our bid non-responsive because the bid bond should have been included in the envelope with the technical proposal. The Comptroller stated that in similar situations in the past, the City would evaluate the technical proposals pending the opening of price proposals when it could be confirmed as to whether a bid bond had been submitted. We were told that the Purchasing Agent had been made aware of that history, but continued to maintain that our bid was non-responsive.

On June 18, 2018, I had an opportunity to discuss this situation directly with the Purchasing Agent. She indicated that she was upset that her recommendation for award in the first solicitation had been rejected because she continued to believe that it was within her discretion to permit acceptance of the post bid opening certified check. She acknowledged having been advised by the Comptroller's office of the City's policy, but because our proposal had been formally declared non-responsive and due to our successful protest of her decision in the first solicitation she lacked the discretion to follow the advice from the Comptroller. Unless directed otherwise by the Board of Estimates, she stated that our technical proposal would not be evaluated.

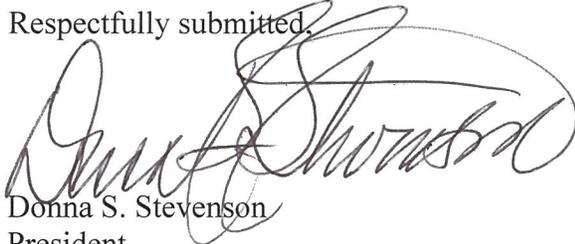
**EARLY MORNING SOFTWARE, INC.**

We then sent a letter to each member of your Honorable Board members seeking a determination that our technical proposal could be evaluated. Because we had not received a response from the other four Board members, the Comptroller having already stated her position, on June 27<sup>th</sup>, I visited the Comptroller's office to retrieve our proposal because I believed that was the only way to preserve our work product. The Comptroller's office did not have the envelope containing our technical proposal and did not know where it was, but did return our price proposal. Before leaving the office, I opened the price proposal envelope so that all could see the enclosed bid bond. I was told that once the bid envelope was returned to me I could not hand it back.

We maintain that we were confronted with this dilemma by the refusal of the Purchasing Agent to permit the evaluation of our technical proposal, in spite of the advice from the Comptroller. We believe that the Purchasing Agent's stance was motivated not by the best interest of the city or fair and equitable treatment of bidders, but by continuing resentment over the rejection of her initial decision. We should never have been placed in a position where we had to choose between picking up our proposal or have it thrown away. Knowing that we did, in fact, submit a bid bond **with our bid, it would be manifestly unfair to award this contract without even evaluating our proposal.**

We urge you not to do so but, instead, unless our price proposal can be reinstated, to cancel this solicitation.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Donna S. Stevenson". The signature is fluid and cursive, with a large loop at the end.

Donna S. Stevenson  
President

Attachments

CITY OF BALTIMORE

EXHIBIT 1 OF ESTIMATES

Room 204, City Hall  
Baltimore, Maryland 21202  
410-396-4755



BERNARD C. "JACK" YOUNG  
PRESIDENT, CITY COUNCIL

CATHERINE E. PUGH  
MAYOR

JOAN M. PRATT  
COMPTROLLER

RUDOLPH S. CHOW, P.E.  
DIRECTOR OF PUBLIC WORKS

ANDRE M. DAVIS  
CITY SOLICITOR

BERNICE H. TAYLOR  
DEPUTY COMPTROLLER  
AND CLERK TO THE BOARD

March 29, 2018

Ms. Donna Stevenson, President/CEO  
Early Morning Software d/b/a PRISM Compliance Management  
227 North Holliday Street  
Baltimore, MD 21202

Re: B50005249, Diversity and Labor Compliance System(s)

Dear Ms. Stevenson:

Please be advised that your bid, opened on March 28, 2018 on the above-mentioned contract, was considered **NON-RESPONSIVE** due to your company's failure to proffer a bid guarantee as mandated by the solicitation instructions.

For this solicitation, bids must be accompanied by a bid bond, certified check, cashier check or other official bank check equal to \$8,000.00. Your company failed to submit a bid guarantee for this contract. Since a bid guarantee was not received with your bid submission at the time of the bid opening as outlined in the solicitation instructions, the City will not accept your bid.

Please make arrangements to pick-up your bid package, which will be available in City Hall, Room 204, until June 27, 2018. Materials not picked up by this time will be discarded.

For complete information on all procedures to follow when submitting a contract for the Bureau of Procurement, please contact them at 410 396-5700. For contracts other than the Bureau of Procurement, please contact the appropriate City Agency.

Sincerely yours,

JOAN M. PRATT, CPA  
Comptroller

and  
Secretary to the Board

## EXHIBIT 2

April 4, 2018

Harriett Taylor c/o Joan M. Pratt  
City of Baltimore  
Office of Comptroller  
100 Holliday Street, Room 204  
Baltimore, MD 21202

RE: RFP B50005249, Diversity and Labor Compliance System(s)

Dear Ms. Pratt:

Early Morning Software, Inc. dba PRISM Compliance Management is in receipt of your letter indicating that our Proposal Response to the subject RFP was considered NON-RESPONSIVE due to our company's failure to proffer a bid guarantee as mandated by the solicitation instructions.

I am writing to provide confirmation that PRISM Compliance Management did submit a Bid Bond with its Proposal Response. We reviewed the electronic copy of the Financial/Cost Proposal and confirmed the Bid Bond was scanned in among the other Cost proposal submittals. Attached is a copy of the Bid Bond that is enclosed with our Financial/Cost Proposal.

Based upon this evidence, PRISM Compliance Management respectfully request to have our Proposal be considered RESPONSIVE and transmitted for evaluation. If you have any questions, please contact me at 410.336.4127.

Sincerely yours,

Donna S. Stevenson  
President

# Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

## Bid Bond

### CONTRACTOR:

(Name, legal status and address)

Early Morning Software, Inc.  
227 N. Holliday Street  
Baltimore, MD 21202

### SURETY:

(Name, legal status and principal place of business)

North American Specialty Insurance Company  
5200 Metcalf OPN111  
Overland Park, KS 66202

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

### OWNER:

(Name, legal status and address)

City of Baltimore  
100 N. Holliday Street  
Baltimore, MD 21202

**BOND AMOUNT:** \$ Eight Thousand and 00/100 Dollars (\$8,000.00)

### PROJECT:

(Name, location or address, and Project number, if any)

Solicitation Number: B50005249  
Diversity and Labor Compliance System

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

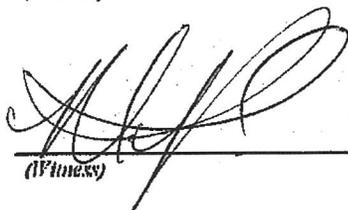
Signed and sealed this 21 day of March, 2018

Early Morning Software, Inc.

(Principal)

(Seal)

(Witness)



(Witness)

By:

(Title)

North American Specialty Insurance Company

(Surety)

(Seal)

By:

(Title) Courtney W. Judge

Attorney-in-Fact

NAS SURETY GROUP

NORTH AMERICAN SPECIALTY INSURANCE COMPANY
WASHINGTON INTERNATIONAL INSURANCE COMPANY
WESTPORT INSURANCE CORPORATION

GENERAL POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS, THAT North American Specialty Insurance Company, a corporation duly organized and existing under laws of the State of New Hampshire, and having its principal office in the City of Manchester, New Hampshire and Washington International Insurance Company a corporation organized and existing under the laws of the State of New Hampshire and having its principal office in the City of Schaumburg, Illinois, and Westport Insurance Corporation, organized under the laws of the State of Missouri, and having its principal office in the City of Overland Park, Kansas each does hereby make, constitute and appoint:

THOMAS A. WHIPPLE, BRIAN C. WHIPPLE, JOHN T. WHIPPLE, DOUGLAS J. DIXON, LAURA E. SCHOLZE, COURTNEY W. JUDGE, BRIAN S. McCOOG and ZACHARY D. DIXON

JOINTLY OR SEVERALLY

Its true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver, for and on its behalf and as its act and deed, bonds or other writings obligatory in the nature of a bond on behalf of each of said Companies, as surety, on contracts of suretyship as are or may be required or permitted by law, regulation, contract or otherwise, provided that no bond or undertaking or contract or suretyship executed under this authority shall exceed the amount of: ONE HUNDRED TWENTY FIVE MILLION (\$125,000,000.00) DOLLARS

This Power of Attorney is granted and is signed by facsimile under and by the authority of the following Resolutions adopted by the Boards of Directors of North American Specialty Insurance Company and Washington International Insurance Company at meetings duly called and held on March 24, 2000 and Westport Insurance Corporation by written consent of its Executive Committee dated July 18, 2011.

"RESOLVED, that any two of the President, any Senior Vice President, any Vice President, any Assistant Vice President, the Secretary or any Assistant Secretary be, and each or any of them hereby is authorized to execute a Power of Attorney qualifying the attorney named in the given Power of Attorney to execute on behalf of the Company bonds, undertakings and all contracts of surety, and that each or any of them hereby is authorized to attest to the execution of any such Power of Attorney and to attach therein the seal of the Company; and it is

FURTHER RESOLVED, that the signature of such officers and the seal of the Company may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signatures or facsimile seal shall be binding upon the Company when so affixed and in the future with regard to any bond, undertaking or contract of surety to which it is attached."



By Steven P. Anderson, Senior Vice President of Washington International Insurance Company & Senior Vice President of North American Specialty Insurance Company & Senior Vice President of Westport Insurance Corporation

By Mike A. Ito, Senior Vice President of Washington International Insurance Company & Senior Vice President of North American Specialty Insurance Company & Senior Vice President of Westport Insurance Corporation



IN WITNESS WHEREOF, North American Specialty Insurance Company, Washington International Insurance Company and Westport Insurance Corporation have caused their official seals to be hereunto affixed, and these presents to be signed by their authorized officers this 17th day of February, 2017.

North American Specialty Insurance Company
Washington International Insurance Company
Westport Insurance Corporation

State of Illinois
County of Cook ss:

On this 17th day of February, 2017, before me, a Notary Public personally appeared Steven P. Anderson, Senior Vice President of

Washington International Insurance Company and Senior Vice President of North American Specialty Insurance Company and Senior Vice President of Westport Insurance Corporation and Michael A. Ito Senior Vice President of Washington International Insurance Company and Senior Vice President of North American Specialty Insurance Company and Senior Vice President of Westport Insurance Corporation, personally known to me, who being by me duly sworn, acknowledged that they signed the above Power of Attorney as officers of and acknowledged said instrument to be the voluntary act and deed of their respective companies.



M. Kenny, Notary Public

I, Jeffrey Goldberg, the duly elected Vice President and Assistant Secretary of North American Specialty Insurance Company, Washington International Insurance Company and Westport Insurance Corporation do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney given by said North American Specialty Insurance Company, Washington International Insurance Company and Westport Insurance Corporation which is still in full force and effect.

IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Companies this 21 day of March, 2018.



June 25, 2018

Joan M. Pratt  
City of Baltimore  
Office of Comptroller  
100 Holliday Street, Room 204  
Baltimore, MD 21202

RE: RFP B50005249, Diversity and Labor Compliance System(s)

Dear Ms. Pratt:

On March 29<sup>th</sup>, 2018, Early Morning Software, Inc. dba PRiSM Compliance Management (PRiSM) received a letter indicating that our Proposal Response to the subject RFP was considered NON-RESPONSIVE due to our company's failure to proffer a bid guarantee as mandated by the solicitation instructions.

On April 4, 2018, I submitted a letter to your office which provided confirmation that PRiSM Compliance Management did submit a Bid Bond with its Financial Proposal Response. We reviewed the electronic copy of the Financial/Cost Proposal and confirmed the Bid Bond was scanned in among the other Cost proposal submittals. Attached is a copy of the Bid Bond that is enclosed with our Financial/Cost Proposal.

On June 18, 2018, I contacted Erin Sher, the City Purchasing Agent, to ascertain the status of our Proposal being evaluated based upon this evidence. Ms. Sher informed me that she was aware of my letter stating the Bid Bond was submitted timely in the Financial/Cost Proposal. Sher reminded me that PRiSM Compliance Management had filed a protest in the prior solicitation where she had the latitude to allow the bidder to correct the format of their submission. In the case of PRiSM, Sher informed me that the Bureau of Purchases will proceed with the evaluation of the one RESPONSIVE proposal it received, and that PRiSM's proposal would not be evaluated unless she received a directive from the Board of Estimates.

On behalf of PRiSM Compliance Management, I respectfully request you consider the following facts and request the City Solicitor to render an opinion of the PRiSM Proposal being RESPONSIVE, as the Board has done in the past for bids under similar circumstances.

- PRiSM submitted the Bid Bond on time with its submission of the Financial/Cost Proposal;
- The Bid Bond meets the required format and amount set forth in the RFP;
- It was not clear that the Bid Bond document had to be in Both Proposal Envelopes – Technical and Financial;
- Upon Notification from the Comptroller of the NON-RESPONSIVENESS, PRiSM immediately responded with evidence of the Bid Bond submission;

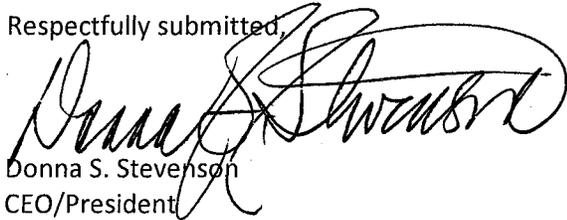
**EARLY MORNING SOFTWARE, INC.**

- There were two proposal submissions, including the one submitted by PRiSM. Evaluation of one proposal does not provide the City a competitive platform for selection of the best solution and pricing; and
- In the RFP, the City described the merit and economic benefit for proposer's that are Local and/or Minority/Woman Owned Businesses. PRiSM Compliance Management is a Local AND Minority AND Woman-owned Business Enterprise. It is among a hand-full of African American, Woman-owned Software Manufacturers in the America. The other proposer is a white male-owned software company based in Arizona.

In consideration of the above facts, PRiSM Compliance Management request your support to issue a directive to the Bureau of Purchases for our Proposal to be considered conditionally RESPONSIVE and continue through the City's full evaluation process unless at opening of the Financial/Cost Proposal PRiSM has failed to include the required Bid Bond. If you have any questions, please contact me at 410.336.4127.

Thank you in advance for your consideration and support.

Respectfully submitted,



Donna S. Stevenson  
CEO/President

cc: Mayor Catherine E. Pugh  
President of City Council Bernard Jack Young  
Andre M. Davis, City Solicitor  
Rudolph S. Chow, P.E, Director of Public Works

**MINUTES**

Department of Law - Settlement Agreement and Release

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Settlement Agreement and Release of the action brought by Mercedes Kent (Plaintiff) against the City for injuries sustained as a result of a fall at or near the intersection of Virginia Avenue and Park Heights Avenue on April 16, 2016.

**AMOUNT OF MONEY AND SOURCE:**

\$75,000.00 - 2044-000000-1450-703800-603070

**BACKGROUND/EXPLANATION:**

On or about April 16, 2016, at about 9:00 a.m. Plaintiff, Mercedes Kent, 61 years old, was walking on the sidewalk on Virginia Avenue, near its intersection with Park Heights Avenue, when she tripped on a piece of metal that was sticking out of the ground. The metal was the remnants of a street sign pole that had previously been removed. The Plaintiff contends that the City created and failed to repair this dangerous condition after receiving a compliant providing notice of the defect. As a result of the incident, the Plaintiff filed a suit in state court seeking in excess of \$75,000.00 in compensatory damages for the injuries sustained to her right hand and wrist, which required surgical repair and are alleged to be permanent in nature. Because of conflicting factual issues and given the uncertainties and unpredictability of jury verdicts, the parties propose to settle the matter for a total sum of \$75,000.00 in return for a dismissal of the litigation.

Based on a review of the facts and legal issues specific to this case, the Settlement Committee of the Law Department recommends that the Board approve the Settlement Agreement and Release, in this case as set forth herein.

**APPROVED FOR FUNDS BY FINANCE**

**MINUTES**

Department of Law - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Settlement Agreement and Release of the action brought by Mercedes Kent against the City for injuries sustained as a result of a fall at or near the intersection of Virginia Avenue and Park Heights Avenue on April 16, 2016.

MINUTES

EXTRA WORK ORDERS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved the

Extra Work Orders

listed on the following pages:

4218 - 4220

All of the EWOs had been reviewed and approved

by the Department of Audits, CORC,

and MWBOO, unless otherwise indicated.

The Transfers of Funds were approved

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having reported favorably

thereon, as required by the provisions

of the City Charter.

MINUTES

EXTRA WORK ORDERS

Contract	Prev. Apprvd.		Time	%
<u>Awd. Amt.</u>	<u>Extra Work</u>	<u>Contractor</u>	<u>Ext.</u>	<u>Compl.</u>

Department of Transportation/DOT  
Engineering and Construction

1. EWO #002, \$430,597.00 - TR 17016, Resurfacing Highways @ Various Locations Northwest Sector II B/D 17016  

\$2,418,887.60	\$0.00	P. Flanigan & Sons, Inc.	-	75%
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This authorization is requested on behalf of the DOT Traffic Division to provide for a temporary bike and travel lane while utilizing lane closures due to the DPW Druid Park Lake Reservoir Project. This Change Order will require additional pavement markings and signage along with post and water-filled barricades as traffic calming devices. The work requested under this Change Order has not been completed. An Engineer's Certificate of Completion of Work has not been issued.

**MWBOO SET GOALS OF 21% FOR MBE AND 8% FOR WBE.**

**MWBOO FOUND VENDOR IN COMPLIANCE ON JULY 5, 2018.**

2. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<b>\$473,656.70</b>	9950-903315-9507	9950-902757-9514-2
MVR	Constr. Res.	Contingencies
	Edmondson Ave.	Resurface Highways
	Bridge Painting	NW II

This transfer will fund the costs associated with Change Order No. 2, in the amount of \$430,597.00, under Project No. TR 17016, Resurfacing Highways at Various Locations with P. Flanigan & Sons, Inc.

**MINUTES****EXTRA WORK ORDERS**

<u>Contract</u>	<u>Prev. Apprvd.</u>		<u>Time</u>	<u>%</u>
<u>Awd. Amt.</u>	<u>Extra Work</u>	<u>Contractor</u>	<u>Ext.</u>	<u>Compl.</u>

Department of Public Works/Office  
of Engineering and Construction

- |   |             |                     |   |     |
|---|-------------|---------------------|---|-----|
| 3. EWO #003, \$89,154.91 - WC 1295R, Towson Generator and Main Substation |             |                     |   |     |
| \$6,928,385.00  | \$19,407.02 | Cianbro Corporation | - | 42% |

The Office of Engineering and Construction found an electric manhole in the footprint of the proposed retaining wall and the proposed generator building had to be relocated before construction of the retaining wall and the generator building begins. The design drawings identified the manhole at a different location. It was found that the Consultant's Engineers overlooked the manhole during the design stage. The manhole conductors connects the control and power cables to the effluent vault and security cameras. It was agreed that the Contractor would relocate the manhole as described in the written Request for Information 008-1 response notes by Shah and Associates, Consultant Engineers Electric Subcontractor, dated June 16, 2016. The existing control valves must remain in operation until the new duct banks have been installed. The Office of Engineering & Construction is seeking Consultant liability.

The scope of the construction project includes: installing a new auto transfer switch and panel, constructing/installing a new generator building, load bank and diesel fuel storage tank, a substation building which includes transformers, switchgear, and associated electrical equipment, replacement of existing

**MINUTES**

**EXTRA WORK ORDERS**

Contract	Prev. Apprvd.		Time	%
<u>Awd. Amt.</u>	<u>Extra Work</u>	<u>Contractor</u>	<u>Ext.</u>	<u>Compl.</u>

Department of Public Works/Office - cont'd  
of Engineering and Construction

Baltimore Gas & Electric feeders, and dismantling of the existing substation foundation and associated equipment. It also includes installation of some storm water management structures and controls. The Certificate of Completion form will not be completed until a scheduled time after final payment and final completion has been given by the Agency. This contract started on March 15, 2016 and the construction completion date was June 12, 2018.

**MBE/WBE PARTICIPATION:**

The Vendor will comply with Article 5, Subtitle 28 of the Baltimore City Code. The goals assigned to the original agreement are 28% for MBE and 8.1% for WBE.

**MWBOO FOUND VENDOR IN COMPLIANCE ON JULY 11, 2018.**

4. **TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<b>\$117,438.06</b>	9960-902914-9558	9960-909728-9557-8
Water Rev.	Constr. Res.	Construction
Bonds	Towson Reservoir	

This transfer will cover the costs associated with Change Order Nos. 3 and 4 for WC 1295R, Towson Generator and Main Substation for BD 16696.

**MINUTES**

Space Utilization Committee/ - Lease Agreement  
Department of General Services

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Lease Agreement with the Maryland Center for Adult Training, Inc. (MCAT) for the rental of the property known as the Baltimore Regional Technical Training Center, located at 4910 Park Height Avenue. The period of the Lease Agreement is effective upon Board approval for one year, with the option to renew for three one-year periods.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual Rent</u>	<u>Monthly Installments</u>
\$18,000.00	\$1,500.00

**BACKGROUND/EXPLANATION:**

The leased premises will be used as a non-profit education institution and training center. MCAT is certified by the Maryland Board of Nursing and has successfully trained over 600 nurses who are Certified Nursing Assistants/Geriatric Nursing Assistants. It provides high quality skills training and support services to help lower-income and unemployed workers achieve self-sufficiency.

The Tenant will be responsible for liability insurance, trash removal, janitorial services, and telephone service to the leased premises. The Landlord will maintain the interior and exterior of the building, provide snow removal and pest control, maintain and supply bathrooms, and pay utilities such as water, gas, and electric.

The Space Utilization Committee approved this Lease Agreement on September 11, 2018.

## MINUTES

Space Utilization Committee/ - cont'd  
Department of General Services

UPON MOTION duly made and seconded, the Board approved and Center for Adult Training, Inc. for the rental of the property known as the Baltimore Regional Technical Training Center, located at 4910 Park Height Avenue. The Mayor **ABSTAINED**.

**MINUTES**

Space Utilization Committee/ - Lease Agreement  
Department of General Services

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Lease Agreement with the Jane Addams Resource Corporation (JARC), for the rental of the property known as the Baltimore Regional Technical Training Center, located at 4910 Park Height Avenue. The period of the Lease Agreement is effective upon Board approval for one year, with the option to renew for three one-year periods.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual Rent</u>	<u>Monthly Installments</u>
\$51,570.69	\$4,297.56

**BACKGROUND/EXPLANATION:**

The leased premises will be used as a non-profit educational institution and training center. The JARC will provide job training and skills development education to provide Baltimore Citizens' with a technical education and skill-set that is in demand among area manufacturers.

The Tenant will be responsible for liability insurance, trash removal, janitorial services, and telephone service to the leased premises. The Landlord will maintain the interior and exterior of the building, provide snow removal and pest control, maintain and supply bathrooms, and pay utilities such as water, gas, and electric.

The Space Utilization Committee approved this Lease Agreement on September 11, 2018.

**MINUTES**

Space Utilization Committee/ - cont'd  
Department of General Services

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Lease Agreement with the Jane Addams Resource Corporation, for the rental of the property known as the Baltimore Regional Technical Training Center, located at 4910 Park Height Avenue.

**MINUTES**

Space Utilization Committee/ - Lease Agreement  
Department of General Services

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Lease Agreement with the Job Opportunity Task Force, Inc. (JOTF), for the rental of the property known as the Baltimore Regional Technical Training Center, located at 4910 Park Height Avenue. The period of the Lease Agreement is effective upon Board approval for one year, with the option to renew for three, one-year periods.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual Rent</u>	<u>Monthly Installments</u>
\$10,200.00	\$850.00

**BACKGROUND/EXPLANATION:**

The leased premises will be used as a non-profit educational institution and training center. The JOTF will operate a construction-training program for Baltimore residents with a high school diploma or GED to provide area citizens with a technical education and skill-set that is in demand among area manufacturers.

The Tenant will be responsible for liability insurance, trash removal, janitorial services, and telephone service to the leased premises. The Landlord will maintain the interior and exterior of the building, provide snow removal and pest control, maintain and supply bathrooms, and pay utilities such as water, gas, and electric.

The Space Utilization Committee approved this Lease Agreement on September 11, 2018.

## MINUTES

Space Utilization Committee/ - cont'd  
Department of General Services

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Lease Agreement with the Job Opportunity Task Force, Inc., for the rental of the property known as the Baltimore Regional Technical Training Center, located at 4910 Park Height Avenue.

**MINUTES**

Space Utilization Committee/ - Lease Agreement  
Department of General Services

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Lease Agreement with the South Baltimore Learning Corporation (SBLC) for the rental of the property known as the Baltimore Regional Technical Training Center, located at 4910 Park Heights Avenue consisting of approximately 2,116 square feet of space. The period of the Lease Agreement is effective upon Board approval for one year, with the option to renew for three one-year periods.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual Rent</u>	<u>Monthly Installments</u>
\$7,933.44	\$661.12

**BACKGROUND/EXPLANATION:**

The leased premises will be used as a non-profit educational institution and training center. The SBLC provides functional literacy, life skills training and career preparation services to the educationally disadvantaged in Baltimore City. It functions to educate adult learners and to empower them to succeed by securing better jobs, enhancing parenting skills, and contributing to their community.

The Tenant will be responsible for liability insurance, trash removal janitorial service, and telephone service to the leased premises. The Landlord will maintain the interior and exterior of the building, provide snow removal and pest control, maintain and supply bathrooms, and pay utilities such water, gas, and electric.

The Space Utilization Committee approved this Lease Agreement on September 11, 2018.

## MINUTES

Space Utilization Committee/ - cont'd  
Department of General Services

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Lease Agreement with the South Baltimore Learning Corporation for the rental of the property known as the Baltimore Regional Technical Training Center, located at 4910 Park Heights Avenue consisting of approximately 2,116 square feet of space.

**MINUTES**Space Utilization Committee - Lease Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Lease Agreement with Northern Capital of New England, LLC, Landlord, for the rental of a portion of property at 1 N. Charles Street, consisting of approximately 3,493 square feet being on the 13<sup>th</sup> floor. The period of the Lease Agreement is October 1, 2018 and through September 30, 2023 with the option to renew for an additional five-year period.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual Rent</u>	<u>Monthly Installments</u>
\$61,127.50	\$5,093.96

Account: 9908-905339-9146-900000-709049

**BACKGROUND/EXPLANATION:**

The leased premises will be used for general offices by the Department of Finance's Project Management Office. The Landlord will be responsible for structural maintenance, utilities, main lobby security, janitorial services, trash removal, maintenance and repairs, fire insurance, real estate taxes and snow removal. The Tenant will be responsible for the payment of computer services and telephone services, security in the leased premises, if applicable, and liability insurance under the City's self-insured program.

The Space Utilization Committee approved this Lease Agreement on September 12, 2018 as an addition to items approved on September 11, 2018.

**APPROVED FOR FUNDS BY FINANCE**

**MINUTES**

Space Utilization Committee - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Lease Agreement with Northern Capital of New England, LLC, Landlord, for the rental of a portion of property at 1 N. Charles Street, consisting of approximately 3,493 square feet being on the 13th floor.

**MINUTES**Space Utilization Committee - Lease Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Lease Agreement with the East Baltimore Community Corporation, Tenant, for the rental of a portion of the property located at 1400 E. Federal Street, known as Space 112, 112A, and 114 being on the 1<sup>st</sup> floor, containing 364 sq. ft. The period of the Lease Agreement is April 1, 2018 through June 30, 2019, with the option to renew for two additional one-year periods.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual Rent</u>	<u>Monthly Installments</u>
\$3,326.06	\$221.74

**BACKGROUND/EXPLANATION:**

The rent for the 1<sup>st</sup> renewal period, if exercised, will be \$2,767.27 annually, payable in equal monthly installments of \$230.61. The rent for the 2<sup>nd</sup> renewal period if exercised, will be \$2,877.96 annually, payable in equal monthly installments of \$239.18.

The space is being used for community services on Monday, Wednesday, and Friday from 11:00 A.M. to 5:00 P.M.

The Landlord will correct and bear all expenses of any building structural defects, maintain the interior and exterior of the building, including foundations, roof, walls, gutters, downspouts, ventilating and heating systems, and all water supply lines except damage caused by the Tenant. The Landlord will furnish all utilities, including electric power, heat, sewer, a/c, water and other utilities charges. The Landlord will keep the sidewalk clear of ice, snow and debris, provide a security monitoring system, pest control and janitorial services. The Tenant accepts the space

**MINUTES**Space Utilization Committee - cont'd

"as is". The Tenant will remove the trash to the outside of their door and the Landlord will pick-up the trash. The Tenant will keep the leased premises in good order and condition and secure necessary licenses, costs associated with telephone, internet and computers. The Tenant is responsible for taxes and liability insurance. The Tenant will provide for any improvements of the leased premises at their sole cost and expense subject to written approval from the Landlord.

The Lease Agreement is late because of delays in the administrative process.

The Space Utilization Committee approved this Lease Agreement on June 26, 2018.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Lease Agreement with the East Baltimore Community Corporation, Tenant, for the rental of a portion of the property located at 1400 E. Federal Street, known as Space 112, 112A, and 114 being on the 1<sup>st</sup> floor, containing 364 sq. ft.

**MINUTES**Space Utilization Committee - Lease Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Lease Agreement with the Oliver Beautification Alliance, Tenant, for the rental of a portion of the property located at 1400 E. Federal Street, known as Space 130A, being on the 1<sup>st</sup> floor, containing 73 sq. ft. The period of the Lease Agreement is April 1, 2018 through June 30, 2019, with the option to renew for two additional one-year periods.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual Rent</u>	<u>Monthly Installments</u>
\$667.50	\$44.50

**BACKGROUND/EXPLANATION:**

The rent for the 1<sup>st</sup> renewal period, if exercised will be \$555.36 annually, payable in equal monthly installments of \$46.28. The rent for the 2<sup>nd</sup> renewal period, if exercised, will be \$577.57 annually, payable in equal monthly installments of \$48.13.

The space is being used for community services, Monday through Friday from 3:00 P.M. to 8:00 P.M. and occasionally on Saturday from 8:00 A.M. to 5:00 P.M.

The Landlord will correct and bear all expenses of any building structural defects, maintain interior and exterior of building, including foundations, roof, walls, gutters, downspouts, ventilating and heating systems, all water supply lines except damage caused by Tenant. The Landlord will furnish all utilities, including electric power, heat, sewer, air conditioning, water and other utility charges. The Landlord will keep sidewalk clear of

## MINUTES

Space Utilization Committee - cont'd

ice, snow and debris, provide a security monitoring system, pest control and janitorial services. The Tenant accepts the space "as is". The Tenant will remove any trash to the outside of their door and Landlord will pick-up trash. The Tenant will keep the leased premises in good order and condition and secure necessary licenses, costs associated with telephone, internet and computers. The Tenant is responsible for taxes and liability insurance. Tenant shall provide for any improvements of the leased premises at their sole cost and expense with written approval from the Landlord.

The Lease Agreement is late because of delays in the administrative process.

The Space Utilization Committee approved this Lease Agreement on June 26, 2018.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Lease Agreement with the Oliver Beautification Alliance, Tenant, for the rental of a portion of the property located at 1400 E. Federal Street, known as Space 130A, being on the 1<sup>st</sup> floor, containing 73 sq. ft.

**MINUTES**Space Utilization Committee - Lease Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Lease Agreement with the Oliver Community Association, Tenant, for the rental of a portion of the property located at 1400 E. Federal Street, known as Space 109, 109A, 1093, 111, being on the 1<sup>st</sup> floor, containing 793 sq. ft. The period of the Lease Agreement is April 1, 2018 through June 30, 2019, with the option to renew for two additional one-year periods.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual Rent</u>	<u>Monthly Installments</u>
\$7,246.04	\$483.07

**BACKGROUND/EXPLANATION:**

The rent for the 1<sup>st</sup> renewal period, if exercised will be \$6,028.70 annually, payable in equal monthly installments of \$502.39. The rent for the 2<sup>nd</sup> renewal period if exercised will be \$6,269.85 annually, payable in equal monthly installments of \$522.49.

The space is being used for community services on Monday through Saturday from 8:00 A.M. to 7:00 P.M. and once-a-month community meetings until 9:00 P.M.

The Landlord will correct and bear all expenses of any building structural defects, maintain interior and exterior of building, including foundations, roof, walls, gutters, downspouts, ventilating and heating systems, all water supply lines except damage caused by Tenant.

The Landlord will furnish all utilities, including electric power, heat, sewer, air conditioning, water and other utilities charges, provide a security monitoring system, pest control, and janitorial

**MINUTES**Space Utilization Committee - cont'd

services. The Landlord will keep the sidewalk clear of ice, snow, and debris. The Tenant accepts the space "as is". The Tenant will remove trash to the outside of their door and the Landlord will pick-up the trash. The Tenant will keep leased premises in good order and condition and secure necessary licenses, costs associated with the telephone, internet and computers. The Tenant is responsible for taxes and liability insurance. The Tenant will provide for any improvements of the leased premises at their sole cost and expense with written approval from the Landlord.

The Lease Agreement is late because of delays in the administrative process.

The Space Utilization Committee approved this Lease Agreement on June 26, 2018.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Lease Agreement with the Oliver Community Association, Tenant, for the rental of a portion of the property located at 1400 E. Federal Street, known as Space 109, 109A, 1093, 111, being on the 1<sup>st</sup> floor, containing 793 sq. ft.

**MINUTES**

Department of Public Works/Office - Task Assignment  
of Engineering and Construction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 017 to Hazen & Sawyer PC, under Project No. 1502, SC 964, On-Call Project and Construction Management Assistance Services. The period of the Task Assignment is approximately nine months.

**AMOUNT OF MONEY AND SOURCE:**

\$387,248.42 - 9956-901577-9551-900020-705032

**BACKGROUND/EXPLANATION:**

The Office of Engineering and Construction is in need of inspection services for the on-going work on SC 964, Improvements to the Sanitary Sewers in the Northwest area of Baltimore City. The work requested is within the original scope of the agreement.

The scope of the original agreement includes, assisting the Construction Management Section with construction monitoring and inspection, preparation of daily reports, maintenance of project records and documentation, review of contractor's application for payment, attendance at progress meetings, preparation of record drawings, review of contract claims and supports, estimating, scheduling, project engineering, constructability reviews, submittal reviews and responses, Request for Information reviews and responses and construction contract administrative support.

The scope of the construction project includes providing engineering services for inspection and analysis of Baltimore Wastewater Collection System.

**MBE/WBE PARTICIPATION:**

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE 27% and WBE 10% goals established in the original agreement. Currently, the Consultant is not in

**MINUTES**

Department of Public Works/Office - cont'd  
of Engineering and Construction

compliance because there are multiple tasks with MBE and WBE participation that have not begun billing. Current MBE: 27.6% and WBE: 0.00%.

**AUDITS REVIEWED AND FOUND THE BASIS FOR COMPENSATION CONSISTENT WITH CITY POLICY.**

**TRANSFER OF FUNDS**

<b><u>AMOUNT</u></b>	<b><u>FROM ACCOUNT/S</u></b>	<b><u>TO ACCOUNT/S</u></b>
<b>\$1,620,000.00</b>	9956-903569-9549	9956-901577-9551-5
Wastewater Revenue Bonds	Improvements to the Sanitary Sewers in the Northwest	Inspection

This transfer will cover the costs associated with Project 1502 SC 964 On-Call Project and Construction Management Assistance Services Task No. 17.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 017 to Hazen & Sawyer PC, under Project No. 1502, SC 964, On-Call Project and Construction Management Assistance Services. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

**MINUTES**

Department of Public Works/Office - Task Assignment  
of Engineering and Construction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 008 to Louis Berger Water Services, Inc. under Project No. 1503, On-Call Project and Construction Management Assistance Services. The contract will expire on December 16, 2019. The duration of this task is zero months.

**AMOUNT OF MONEY AND SOURCE:**

(\$361,613.06) - 9960-905668-9557-900020-705032

**BACKGROUND/EXPLANATION:**

The Office of Engineering and Construction was in need of Inspection Services for the ongoing work on WC 1278 - Old York Road and Vicinity Water Main Replacements. The project will not utilize the full funding for this task, and this request is for a credit for Task 002.

The scope of the original agreement includes: Assisting the City Construction Management Section with construction monitoring and inspection, preparation of daily reports, maintenance of project records and documentation, review of contractor's application for payment, attendance at progress meetings, preparation of record drawings, review of contract claims and supports, estimating, scheduling, project engineering, constructability reviews, submittal reviews and responses, request for information (RFI) reviews and responses, and construction contract administrative support.

**MBE/WBE PARTICIPATION:**

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals assigned to the original agreement MBE: 27% and WBE: 10%. Currently, the Consultant

**MINUTES**

Department of Public Works/Office - cont'd  
of Engineering and Construction

is not in compliance because the consultant has not completed 100% of its billing. Current goals are MBE: 21.01% and WBE: 0%.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND FOUND THE BASIS FOR COMPENSATION CONSISTENT WITH CITY POLICY.**

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 008 to Louis Berger Water Services, Inc. under Project No. 1503, On-Call Project and Construction Management Assistance Services.

**MINUTES**

Department of Public Works/Office - Task Assignment  
of Engineering and Construction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 017, to Johnson, Mirmiran & Thompson, Inc. under Project 1401, On-Call Project and Construction Management Inspection Services. The contract will expire on May 13, 2019. The duration of the task is zero months.

**AMOUNT OF MONEY AND SOURCE:**

(\$10,779.30) - 9960-910607-9557-900020-706063

**BACKGROUND/EXPLANATION:**

The Office of Engineering and Construction is in need of a credit for Task 009 for Inspection and Construction Management Services that were designated for WC 1308R - Automated Meter Infrastructure/Reading (AMI/R) Urgent Need Metering Infrastructure Repair and Replacement, Various Locations (Up to 2" Water Service) for the Department of Public Works, Office of Engineering and Construction. It was assumed the services would be necessary for a duration of 30 months. However, the project did not require the extent of funding anticipated.

The scope of the original agreement includes: The services to be provided may include, but not limited to, assisting the City Construction Management Division with construction monitoring and inspection, preparation of daily reports, maintenance of project records and documentation, review and processing of contractor's application for payment, attendance at progress meetings, preparation of record drawings, review of contract claims and supports, estimating, scheduling, project engineering, constructability reviews, construction contract administration, and MBE/WBE and Wage Regulation Compliance reporting.

**MINUTES**

Department of Public Works/Office - cont'd  
of Engineering and Construction

**MBE/WBE PARTICIPATION:**

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals assigned to the original agreement MBE: 27A% and WBE: 10%. Currently, the Consultant is not in compliance because 96% of the original task was MBE funds, these funds are being credited. Only 12% of the original WBE funds on this task were used. Current goals are MBE: 27% and WBE 7%.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND FOUND THE BASIS FOR COMPENSATION CONSISTENT WITH CITY POLICY.**

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 017, to Johnson, Mirmiran & Thompson, Inc. under Project 1401, On-Call Project and Construction Management Inspection Services.

**MINUTES**

Department of Public Works/Office - Task Assignment  
of Engineering and Construction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 012 to Rummel, Klepper & Kahl, LLP under Project No. 1504 (SC 902, SC 903, SC 882, and SC 937 Construction Management Assistance Services) in accordance with their proposal dated April 25, 2018. The contract will expire on June 13, 2021. The period of the task is 0 months. The task was requested by the Agency.

**AMOUNT OF MONEY AND SOURCE:**

(\$ 9,246.27) - 9956-909602-9551-900020-705032 - SC 902  
( 9,246.27) - 9956-907603-9551-900020-705032 - SC 903  
( 9,246.27) - 9956-905565-9551-900020-705032 - SC 882  
( 9,246.27) - 9956-903654-9551-900020-705032 - SC 937  
**(\$36,985.08)**

**BACKGROUND/EXPLANATION:**

The Office of Engineering & Construction was in need of Inspection Services for the ongoing work on SC 902, SC 903, SC 882 and SC 937. The project did not utilize all of the funds and is requesting a credit.

**MBE/WBE PARTICIPATION:**

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals assigned to the original agreement. MBE 27% and WBE: 10%. Currently, the Consultant is not in compliance because delayed invoices from the subcontractors. Current goals are MBE: 11% and WBE: 4%.

**MBE:** 11%

**WBE:** 4%

**MINUTES**

Department of Public Works/Office - cont'd  
of Engineering and Construction

**APPROVED FOR FUNDS BY FINANCE****AUDITS REVIEWED AND FOUND THE BASIS FOR COMPENSATION CONSISTENT WITH CITY POLICY**

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 012 to Rummel, Klepper & Kahl, LLP under Project No. 1504 (SC 902, SC 903, SC 882, and SC 937 Construction Management Assistance Services) in accordance with their proposal dated April 25, 2018.

**MINUTES**

Department of Public Works/Office - Task Assignment  
of Engineering and Construction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 013 with Rummel, Klepper & Kahl, LLP., under Project No. 1504, Construction Management Assistance Services. The original contract will expire on January 13, 2020. The duration of this task is zero months.

**AMOUNT OF MONEY AND SOURCE:**

(\$344,178.75) - 9956-906647-9551-900020-705032

**BACKGROUND/EXPLANATION:**

The Office of Engineering & Construction was in need of Inspection Services for the ongoing work on S.C. 953 Sanitary Sewer Collection System Improvements in the High Level Sewershed. The project will not utilize these positions and hours, and is requesting a credit to Task 009.

The scope of the original agreement includes: assisting the City's Construction Management Section with construction monitoring and inspection, preparation of daily reports, maintenance of project records and documentation, review of contractor's application for payment, attendance at progress meetings, preparation of record drawings, review of contract claims and supports, estimating, scheduling, project engineering, constructability reviews, submittal reviews and responses, request for information reviews and responses, and construction contract administrative support.

**MBE/WBE PARTICIPATION:**

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals assigned to the original

**MINUTES**

Department of Public Works/Office - cont'd  
of Engineering and Construction

agreement MBE: 27% and WBE: 10%. Currently, the Consultant is not in compliance because the consultant has not completed 100% of its billing. Current goals are MBE: 20.09% and WBE: 0%.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND FOUND THE BASIS FOR COMPENSATION CONSISTENT WITH CITY POLICY.**

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 013 with Rummel, Klepper & Kahl, LLP., under Project No. 1504, Construction Management Assistance Services.

**MINUTES**

Department of Public Works/Office - On-Call Consultant Agreement  
of Engineering and Construction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an agreement with AECOM for Project 1803 (formerly known as Project 1279), On-Call Project and Construction Management Assistance. The period of the agreement is effective upon Board approval for four years or until the upset limit is reached, whichever occurs first.

**AMOUNT OF MONEY AND SOURCE:**

\$5,000.000.00 - Upset Limit

**BACKGROUND/EXPLANATION:**

The Office of Engineering & Construction is in need of On-Call project and construction Management Assistance for the purpose of supporting various Office of Engineering & Construction projects.

The services to be provided include, but are not limited to assisting the City's Construction Management Division with construction monitoring and inspection, preparation of daily reports, maintenance of project records and documentation, review and processing contractor's application for payment, attendance at progress meetings, preparation of record drawing, review of contract claims and supports, estimating, scheduling, project engineering, constructability reviews, submittal reviews and responses, Request for Information reviews and responses, and construction contract administrative support on an as needed basis.

## MINUTES

DPW - cont'd

**MBE/WBE PARTICIPATION:**

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals assigned in this agreement.

**MBE: 29%**

**WBE: 10%**

<b>MBE:</b> Findling, Inc.	\$ 350,000.00	7%
Sidhu Associates, Inc.	600,000.00	12%
The Temple Group	500,000.00	10%
	<u>\$1,450,000.00</u>	<u>29%</u>
 <b>WBE:</b> The Robert B. Balter Company	\$ 200,000.00	4%
Ross Technical Services, Inc.	300,000.00	6%
	<u>\$ 500,000.00</u>	<u>10%</u>

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**AUDITS NOTES THIS ON-CALL AGREEMENT AND WILL REVIEW TASK ASSIGNMENTS.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the agreement with AECOM for Project 1803 (formerly known as Project 1279), On-Call Project and Construction Management Assistance.

**MINUTES**

Department of Public Works - Maryland Smart Energy  
Communities Grant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Maryland Smart Energy Communities Grant Agreement with the State of Maryland Energy Administration to support energy efficiency improvements in City Buildings. The period of the agreement is effective upon receipt by the State of a properly executed document through July 6, 2019.

**AMOUNT OF MONEY AND SOURCE:**

\$50,000.00 - 5000-509219-1981-194611-603016

**BACKGROUND/EXPLANATION:**

The Department's Office Sustainable Energy (OSE) applied for funds from the Maryland Energy Administration, Smart Energy Communities Grant Program to install energy efficiency improvements at the Central Pratt Library Annex and the Northern District Police Station.

Unless an extension is permitted, all activities must be completed by no later than July 6, 2019 with all required documentation completed and submitted to MEA by no later than August 3, 2019. This Agreement must be signed by the Grantee and received by MEA no later than May 1, 2018. If this properly signed Grant Agreement is not received by MEA on or before May 1, 2018, the grant award shall be automatically be revoked and this Agreement is void unless an extension is given in writing by the MEA Program Manager.

This agreement is late because of delays in receiving signatures from the State.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED THE SUBMITTED DOCUMENTATION AND FOUND THAT IT CONFIRMED THE GRANT AWARD.**

**MINUTES**

Department of Public Works - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Maryland Smart Energy Communities Grant Agreement with the State of Maryland Energy Administration to support energy efficiency improvements in City Buildings.

**MINUTES**

Department of Public Works (DPW) - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Agreement with the Baltimore Office of Promotion and the Arts (BOPA) to carry out work related to artist engagements for a Mural to be painted. The period of the agreement is June 7, 2018 through October 31, 2018.

**AMOUNT OF MONEY AND SOURCE:**

\$30,000.00 - 2070-000000-5541-399300-603026

**BACKGROUND/EXPLANATION:**

DPW operates a summer Youth Worker Program for students in Baltimore City high schools that runs from June to August, annually. For this project, ten youth from the program, and their supervisors will paint an artist-designed mural with a DPW theme which will be further specified in the Scope of Work, on a building owned and operated by the DPW. The DPW would like BOPA, as the arts council of Baltimore, to facilitate the mural project, and manage the qualified community artist contracted to lead the project.

Although the Youth Workers ended their service in August, the program is running through October to complete a number of administrative activities associated with the project.

This agreement is late because of delays in the administrative review process.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**MINUTES**

DPW - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement with the Baltimore Office of Promotion and the Arts to carry out work related to artist engagements for a Mural to be painted.

**MINUTES**

Department of Public Works - Joint Funding Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Joint Funding Agreement with the United States Geological Survey (USGS) to perform a two-year pilot study to demonstrate the use of innovative monitoring and analysis technique for polychlorinated biphenyls (PSBs). This agreement will span 2 fiscal years.

**AMOUNT OF MONEY AND SOURCE:**

\$ 74,971.00	-	2072-000000-5181-613200-603026
74,971.00		U.S. Geological Survey
<u>42,214.00</u>	-	2072-000000-5181-613200-603026
<b>\$192,156.00</b>		

**BACKGROUND/EXPLANATION:**

Several watersheds in the Baltimore region are mandated to reduce in polychlorinated biphenyls (PCBs) per total maximum daily loads (TMDLs) in tidal waters of the watersheds (MDE, 2011). These mandated reductions are the responsibility of the MS4 jurisdiction where the watershed is contained. This study will focus on the Back River watershed. This watershed was selected because many organizations are currently collecting data from the Back River watershed and its streams for other purposes and there are two existing stream flow-gaging stations in this watershed. The results of this study will be translatable to other watersheds with PCB TMDLs as well.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**MINUTES**

Department of Public Works - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Joint Funding Agreement with the United States Geological Survey to perform a two-year pilot study to demonstrate the use of innovative monitoring and analysis technique for polychlorinated biphenyls.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Procurement

## 1. MANUFACTURERS &amp; TRADERS

COMPANY d/b/a M&T BANK	\$ 0.00	Renewal
Contract No. B50003351 - General Banking Services - Department of Finance - P.O. No. P528510		

On August 27, 2014, the Board approved the initial award in the amount of \$414,414.17. The award contained two 1-year renewal options. Subsequent actions have been approved. This final renewal in the amount of \$0.00 is for the period October 1, 2018 through September 30, 2019. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On December 19, 2013, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER.**

## 2. ARROW SAFETY DEVICE

COMPANY	\$ 15,000.00	Renewal
Contract No. B50004704 - Supply & Deliver a Variety of Batteries - Department of Public Works - P.O. No. P537075		

On September 21, 2016, the Board approved the initial award in the amount of \$30,000.00. The award contained two 1-year renewal options. This first renewal in the amount of \$15,000.00 is for the period November 1, 2018 through October 31, 2019, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

Not applicable. The requested award amount is below the MBE/WBE subcontracting threshold of \$50,000.00.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Procurement

- |  |                    |                |
|--|--------------------|----------------|
| 3. <u>ACTIVU CORPORATION</u>   | <u>\$25,984.18</u> | <u>Renewal</u> |
| Contract No. 08000 - Maintenance Plan for LCD TV and DLP Projection Monitors - Department of Transportation - P.O. No. P540463 |                    |                |

On August 4, 2018, the City Purchasing Agent approved the initial award in the amount of \$24,356.93. The award contained four 1-year renewal options. Two renewal options have been exercised. This third renewal in the amount of \$25,984.18 is for the period August 4, 2018 through August 3, 2019, with one 1-year renewal option remaining.

**MBE/WBE PARTICIPATION:**

This meets the requirement for certification as a sole source procurement. This initial award was below the threshold for MWBOO goals.

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|--|--------------------|----------------|
| 4. <u>FORTE PAYMENT SYSTEMS INC.</u>   | <u>\$24,000.00</u> | <u>Renewal</u> |
| Contract No. 06000 - Credit and Debit Card Software Transaction System - Department of Recreation and Parks - P.O. No. P531809 |                    |                |

On July 17, 2013, the Board approved the initial award in the amount of \$49,000.00. The award contained annual renewal options. Subsequent actions have been approved. This is the fourth renewal of an annually renewed software licensing contract. This renewal is for the period July 17, 2018 through July 16, 2019, with additional annual renewals subject to agreement by the parties. The above amount is the City's estimated requirement.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Procurement

**MBE/WBE PARTICIPATION:**

Not applicable. The initial award was below the MBE/WBE subcontracting threshold of \$50,000.00.

- |   |              |         |
|---|--------------|---------|
| 5. REHRIG PACIFIC<br>COMPANY  | \$100,000.00 | Renewal |
| Contract No. B50004208 - Recycle Containers & Lids - Department of Public Works, Bureau of Solid Waste - P.O. No. P533136 |              |         |

On October 7, 2015, the Board approved the initial award in the amount of \$108,720.00. The award contained three renewal options. On September 28, 2016, the Board approved the first renewal in the amount of \$40,000.00. On October 26, 2017, the Board approved the second renewal in the amount of \$80,000.00. This final renewal in the amount of \$100,000.00 is for the period October 13, 2018 through October 12, 2019. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On July 15, 2015, it was determined that no goals would be set because of no opportunity to segment the contract. This contract is for the purchase of the following commodities: recycle containers and lids. No services are being provided under this contract.

**MWBOO GRANTED A WAIVER.**

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|--|--------------|---------|
| 6. ANNE CLEWELL GRAPHIC<br>DESIGN, LLC   | \$ 16,102.00 | Renewal |
| Contract No. B50004619 - Typeset City Comprehensive Annual Financial Report - Department of Finance - P.O. No. P535831 |              |         |

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Procurement

On June 8, 2016, the City Purchasing Agent approved the initial award in the amount of \$16,102.00. The award contained four 1-year renewal options. On May 31, 2017, the Board approved the first renewal in the amount of \$16,102.00. This second renewal is for the period June 8, 2018 through June 7, 2019, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

Not applicable. The initial award and contract value is below the MBE/WBE subcontracting threshold of \$50,000.00.

7. UNIVAR USA, INC.	\$ 0.00	Renewal
Contract No. B50003714 Sulfur Dioxide Liquid in One Ton Container - Department of Public Works - Water and Wastewater - P.O. No. P529083		

On October 15, 2014, the Board approved the initial award in the amount of \$250,000.00. The award contained four renewal options. Three renewal options have been exercised. This final renewal in the amount of \$0.00 is for the period October 15, 2018 through October 14, 2019. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On August 13, 2014, MWBOO determined that no goals would be set because of no opportunity to segment the contract. The material must be shipped in dedicated trucks and unloaded by personnel using specialized equipment.

**MWBOO GRANTED A WAIVER.**

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Procurement

- |  |              |         |
|--|--------------|---------|
| 8. KERSHENER ENVIRONMENTAL TECHNOLOGIES, LLC   | \$200,000.00 | Renewal |
| Contract No. 08000 - Furnish and Deliver Chlorination and De-Chlorination Parts - Department of Public Works - Water and Wastewater - P.O. No. P536975 |              |         |

On September 14, 2016, the Board approved the initial award in the amount of \$400,000.00. The award contained three 1-year renewal options. This first renewal in the amount of \$200,000.00 is for the period September 14, 2018 through September 13, 2019, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

It is hereby certified that the above procurement is of such a nature that no advantage will result in seeking nor would it be practicable to obtain competitive bids. Therefore, pursuant to Article VI, Section 11(e)(i) of the City Charter, the procurement of the equipment and/or service is recommended.

MBE/WBE PARTICIPATION:

Not applicable. This meets the requirement for certification as a sole source procurement.

- |   |         |         |
|---|---------|---------|
| 9. COMMODITIES USA, INC.  | \$ 0.00 | Renewal |
| Contract No. B50004685 - Calcium Chloride Pellets - Department of General Services - P.O. No. P536726 |         |         |

On August 31, 2016, the Board approved the initial award in the amount of \$31,080.00. The award contained three 1-year renewal options. Subsequent actions have been approved. This second renewal in the amount of \$0.00 is for the period September 8, 2018 through September 7, 2019, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Procurement

**MBE/WBE PARTICIPATION:**

Not applicable. The initial award was below the MBE/WBE subcontracting threshold of \$50,000.00.

## 10. FISHER SCIENTIFIC

COMPANY, LLC	\$500,000.00	Renewal
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Contract No. B50004256 - Laboratory Gases, Chemicals and Supplies - Department of Public Works, etc. - P.O. Nos. P532977 and P532978

On October 7, 2015, the Board approved the initial award in the amount of \$1,000,000.00. The award contained two 1-year renewal options. On August 16, 2017, the Board approved an increase in the amount of \$500,000.00. This first renewal in the amount of \$500,000.00 is for the period October 7, 2018 through October 6, 2019, with one 1-year renewal option remaining.

**MBE/WBE PARTICIPATION:**

On August 17, 2015, it was determined that no goals would be set because of no opportunity to segment the contract. This is a commodity purchase no services are provided.

## 11. PAPCO, INC.

	\$ 0.00	Renewal
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Contract No. B50003771 - Gasoline and Diesel Fuel - Departments of General Services and Transportation - P.O. No. P532330

On June 17, 2015, the Board approved the initial award in the amount of \$54,000,000.00. The award contained two 1-year renewal options. This first renewal in the amount of \$0.00 is for the period September 1, 2018 through August 31, 2019, with one 1-year renewal option remaining.

**MINUTES****INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS**

<b><u>VENDOR</u></b>	<b><u>AMOUNT OF AWARD</u></b>	<b><u>AWARD BASIS</u></b>
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Bureau of Procurement

**MBE/WBE PARTICIPATION:**

On December 18, 2014, MWBOO set goals of 3% MBE and 1% WBE. On July 23, 2018, MWBOO found vendor in compliance.

	<u>Commitment</u>	<u>Performed</u>	
<b>MBE:</b> JJ Adams Fuel Oil Company, LLC	3%	\$814,136.51	4.11%
<b>WBE:</b> Bay Oil Inc.	1%	\$ 49,801.80	0.25%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

12. PREMIER MAGNESIA,  
LLC

\$1,000,000.00

Renewal

Contract No. 08000 - Thioguard Chemical Application Technology  
- Department of Public Works - Water and Wastewater - P.O. No.  
P529232

On October 29, 2014, the Board approved the initial award in the amount of \$2,000,000.00. The award contained three renewal options. Two renewal options have been exercised. This final renewal in the amount of \$1,000,000.00 is for the period November 1, 2018 through October 31, 2019. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

Not applicable. This meets the requirement for certification as sole source procurement.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Procurement

13. UNIVAR, USA, INC.  
COLONIAL CHEMICAL  
SOLUTIONS, INC.

\$4,000,000.00

Renewal

Contract No. B50005115 - Methanol for Wastewater Treatment Plants - Department of Public Works - Water and Wastewater - P.O. Nos. P541080 and P541081

On September 27, 2017, the Board approved the initial award in the amount of \$4,500,000.00. The award contained four 1-year renewal options. This first renewal in the amount of \$4,000,000.00 is for the period October 1, 2018 through September 30, 2019, with three 1-year renewal options remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On August 14, 2017, it was determined that no goals would be set because of no opportunity to segment the contract.

14. CORE & MAIN LP f/k/a  
HD SUPPLY WATERWORKS,  
LIMITED PARTNERSHIP  
FERGUSON ENTERPRISES, INC.

\$150,000.00

Renewal

Contract No. B50004153 - Waterworks Repair Parts - Department of Public Works - P.O. Nos. P532496 and P532429

On August 26, 2015, the Board approved the initial award in the amount of \$300,000.00. The award contained two 1-year renewal options. Subsequent actions have been approved. This first renewal in the amount of \$150,000.00 is for the period September 1, 2018 through August 31, 2019, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Procurement

**MBE/WBE PARTICIPATION:**

On June 11, 2015, it was determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER.**

15. CITIROOF CORP	\$ 700,000.00	
SIMPSON OF MARYLAND, INC.	700,000.00	
AUTUMN CONTRACTING, INC.	500,000.00	
	<u>\$1,900,000.00</u>	Renewal

Contract No. B50003575 - On-Call Roofing Services - Department of General Services - P.O. Nos. P529221, P529222 and P529224

On October 8, 2014, the Board approved the initial award in the amount of \$2,000,000.00. The award contained two renewal options. Subsequent actions have been approved. This final renewal in the amount of \$1,900,000.00 is for the period October 8, 2018 through October 7, 2019. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On April 29, 2014, it was determined that no goals would be set to encourage small businesses to bid as prime contractors.

**MWBOO GRANTED A WAIVER.**

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
---------------	------------------------	--------------------

Bureau of Procurement

16. GRAYBAR ELECTRIC COMPANY,  
 INC.  
 IDEAL ELECTRIC SUPPLY  
 CORPORATION  
 PRODUCT DISTRIBUTION COMPANIES,  
 INC.

\$2,500,000.00	Increase and
<u>1,500,000.00</u>	Renewal
<b><u>\$4,000,000.00</u></b>	

Contract No. B500003818 - Electrical Supplies - Citywide -  
 P.O. Nos. P529433, P529434 and P529435

On November 9, 2014, the Board approved the initial award in the amount of \$2,652,300.00. The award contained one renewal option. Subsequent actions have been approved. This increase in the amount of \$2,500,000.00 is necessary to allow for the immediate orders to support the B'More Bright project and additional funding for the final renewal term. This increase will make the award amount \$4,000,000.00. This renewal is for the period November 19, 2018 through November 18, 2019.

**MBE/WBE PARTICIPATION:**

On October 15, 2014, it was determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER.**



## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Procurement

On May 16, 2016, MWBOO set goals of 2% MBE and 0% WBE. On July 18, 2018, Young's Floor Service & Remodeling Co., Inc. was found in non-compliance. On July 18, 2018, P2 Cleaning Services, LLC was found in compliance. Both vendors are also certified MBE's.

The Board is requested to allow Young's Floor Service & Remodeling Co., Inc. to come into compliance within 10 days.

18. ITEM 1: Liquid Chlorine in one ton containers  
KUEHNE CHEMICAL COMPANY, INC.

ITEM 2: Liquid Chlorine in 150 LB Cylinders  
UNIVAR USA, INC.

\$565,000.00

Renewal

Contract No. B50003713 - Liquid Chlorine - Department of Public Works - Water and Wastewater - P.O. No. P529084 and P529085

On October 15, 2014, the Board approved the initial award in the amount of \$954,000.00. The award contained four renewal options. Three renewal options have been exercised. This final renewal in the amount of \$565,000.00 is for the period November 1, 2018 through October 31, 2019. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On August 13, 2014, MWBOO determined that no goals would be set because of no opportunity to segment the contract. The material must be shipped in dedicated trucks and unloaded by personnel using specialized equipment.

**MWBOO GRANTED A WAIVER.**





## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
---------------	------------------------	--------------------

Bureau of Procurement

the Board approved a second renewal for the amount of \$200,000.00. On July 24, 2018, the City Purchasing Agent approved an increase in the amount of \$50,000.00. The Board is requested to approve an extension to allow the agency to place immediate equipment orders for the B'More Bright Program while a new solicitation is advertised and awarded. The period of the extension is September 30, 2018 through March 30, 2019.

**MBE/WBE PARTICIPATION:**

On August 24, 2013, it was determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER.**

## 22. ANNE ARUNDEL VETERINARY

HOSPITAL, INC.	\$ 25,000.00	Increase
Contract No. B50003831 - Veterinary Services for Police K-9 - Baltimore City Police Department - P.O. No. P529809		

On December 24, 2014, the Board approved the initial award for the amount of \$104,375.00. The Board is requested to approve an increase for the amount \$25,000.00.

**MBE/WBE PARTICIPATION:**

On October 30, 2014, it was determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER.**

## 23. INTERDYNAMICS,

INCORPORATED	\$ 50,000.00	Increase
Contract No. 06000 - Psychological Services for Baltimore Police Department - Baltimore City Police Department - P.O. No. P544686		

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Procurement

On August 13, 2018, the Board approved the initial award for the amount of \$25,000.00. The Board is requested to approve an increase for the amount of \$50,000.00.

**MBE/WBE PARTICIPATION:**

On August 17, 2018, it was determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER.**

24. KOLS CONTAINERS, INC.	\$ 50,000.00	Increase
Contract No. B50004988 - Sample Containers - DPW-Water & Wastewater - P.O. No. P539312		

On April 24, 2017, the City Purchasing Agent approved the initial award for the amount of \$20,882.06. On January 23, 2018, the City Purchasing Agent approved an increase for the amount of \$4,117.94. On March 28, 2018, the Board approved the first renewal for the amount of \$25,000.00. The Board is requested to approve an increase for the amount of \$50,000.00.

**MBE/WBE PARTICIPATION:**

Not applicable. The initial award was below the MBE/WBE subcontractor threshold of \$50,000.00.

25. BELTWAY INTERNATIONAL LLC	\$ 40,000.00	Low Bid
Contract No. B50005513 - Tow Chains, Tow Cables, Assemblies, Tie Downs and Related Items - Dept. of General Services - Fleet Management - Req. No. R801176		

**MBE/WBE PARTICIPATION:**

Not applicable. The initial award was below the MBE/WBE subcontractor threshold of \$50,000.00.



MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Procurement

It is hereby certified that the above procurement is of such a nature that no advantage will result in seeking nor would it be practicable to obtain competitive bids. Therefore, pursuant to Article VI, Section 11(e)(i) of the City Charter, the procurement of the equipment and/or service is recommended.

**MBE/WBE PARTICIPATION:**

On April 12, 2018, it was determined that no goals would be set because of no opportunity to segment the contract. The Middleton & Meads Company is the only authorized dealer in the State of Maryland to provide warranty, repairs and parts distribution.

**MWBOO GRANTED A WAIVER.**

28. ASSOCIATED BUILDING	\$240,000.00	Ratification
MAINTENANCE CO., INC.	<u>160,000.00</u>	& Extension
	<b><u>\$400,000.00</u></b>	

Contract No. 06000 - Janitorial Services for Area C -  
Department of General Services - P.O. No. P538246

On January 25, 2017, the Board approved the initial award for the amount of \$200,000.00. On February 28, 2018, the Board approved the ratification and extension for the amount of \$300,000.00. The Board is requested to approve a ratification and extension for the amount of \$400,000.00. With this request, the total contract amount will be \$900,000.00.





## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Procurement

31. THE SHERWIN WILLIAMS

COMPANY	\$ 0.00	Correction
Contract No. B50005473 - Themoplastic Pre-Melting Kettle Trailer - Department of General Services, Fleet Management - Req. No. R797845		

On August 29, 2018, the Board approved the initial award in the amount of \$114,256.10 for the period August 29, 2018 through August 28, 2018. The correct term is August 29, 2018 through August 28, 2019. The Board is requested to approve the correction of the initial term.

**MBE/WBE PARTICIPATION:**

On April 12, 2018, MWBOO determined that no goals would be set because of no opportunity to segment the contract. This is a commodity purchase from an authorized dealer who is required to provide associated pre-delivery inspection and warranty parts.

UPON MOTION duly made and seconded, the Board approved the Informal Awards, Renewals, Increases to the Contracts, Extensions, and the Correction to the award. The Board further approved and authorized execution of the Selected Source agreement with The Middleton & Meads Company (item no. 27).

**MINUTES**

Mayor's Office of Employment - Ratification of First Amendment  
Development (MOED) to Individual Training Account  
Agreement

**ACTION REQUESTED OF B/E"**

The Board is requested to ratify the First Amendment to the Individual Training Account (ITA) Agreement with TranZed Apprenticeship Services, LLC (Vendor). This First Amendment to the ITA Agreement will extend the period of the agreement through June 30, 2019.

**AMOUNT OF MONEY AND SOURCE:**

\$0.00 - 4000-807518-6312-467253-603051  
 4000-806718-6312-467253-603051

**BACKGROUND/EXPLANATION:**

On October 4, 2017, the Board approved the original agreement with TranZed Apprenticeship Services, LLC in the amount of \$15,000.00 for the period June 1, 2017 through July 31, 2018. The agreement authorized the Vendor to provide Workforce Innovation and Opportunity Act (WIOA) approved training programs using ITA for qualified individuals.

This First Amendment to the ITA Agreement will extend the period of the original agreement through June 30, 2019 to allow the Vendor time to complete recruitment and qualification of participants.

The remaining funds will be drawn from two different accounts, FY18 WIOA Adult and FY18 WIOA Dislocated Worker. The FY17 WIOA accounts have been closed. All other terms and conditions of the original agreement remain unchanged.

**MINUTES**

MOED - cont'd

The First Amendment to the ITA Agreement is late because additional time was necessary to reach a comprehensive understanding between the parties.

**MBE/WBE PARTICIPATION**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS NOTED THE NO-COST TIME EXTENSION.**

UPON MOTION duly made and seconded, the Board ratified the First Amendment to the Individual Training Account Agreement with TranZed Apprenticeship Services, LLC.

MINUTES

TRANSFERS OF FUNDS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following page:

4279

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Baltimore City Office of Information Technology (BCIT)</u>		
1. \$ 50,000.00	9903-931019-9117	
2 <sup>nd</sup> Parks & Public Facilities	Replace City Wide Switches	
50,000.00	" "	
General Funds Revenue		
<b>\$ 100,000.00</b>	-----	9903-934019-9116
		Replace City Wide Switches

The funds will be used by the BCIT to replace legacy enterprise switching infrastructure hardware to support increased agency demand for data and voice services. The replacement of legacy switches has been an on-going initiative in the City relative to data and voice.

Department of Housing and Community Development

2. <b>\$1,000,000.00</b>	9999-927986-9587	
CDBG 44	Housing Repair Assistance Program (Reserve)	
\$ 700,000.00	-----	9999-948003-9593
		Deferred Loan Program
300,000.00	-----	9999-922089-9593
<b>\$1,000,000.00</b>		Emergency Roof Repair Program

This transfer will provide funding for the Housing Repair Assistance's Deferred Loan and Emergency Roof Repair programs for Fiscal Year 2019.

**MINUTES**

Department of Transportation - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize an expenditure of funds to pay the MTA for Task No. 32 under contract #MTA-1246D with Whitman Requardt & Associates, LLP (WRA). The period of the Task No. 32 is approximately 12 months.

**AMOUNT OF MONEY AND SOURCE:**

\$71,958.61 - 9950-921038-9527-900010-703032

**BACKGROUND/EXPLANATION:**

On November 4, 2015, the Board approved a Capital Grant Agreement with the MTA (Mass Transit Administration) and the FTA (Federal Transit Administration) to build and operate an electric ferryboat. As a condition of the grant, the Department is required to utilize a federally funded contract to procure engineering services to develop a Request for Proposal (RFP) for performance and design specifications for the vessel, and support facilities in accordance with industry performance standards, and in compliance with the FTA and Coast Guard terms and conditions.

Task No. 32 references the Scope of Work submitted by the WRA dated May 2, 2018. Invoices under this Task Agreement will be sent to the Maryland Department of Transportation Maryland Transit Administration (MDOT MTA) for approval. The MDOT MTA will pay the WRA directly for approved invoices and will bill the City its local Share. The City will be responsible for paying the MDOT MTA payment requests within 30 days of receipt of the bill using its Local Share required by the grant.

The MTA currently has a FTA approved contract that the Department seeks to utilize to engage the consultant to develop PS&E (Plans, Specifications and Cost Estimates) in order to seek public bids to build and operate an electric ferryboat. The Task associated with this work is expected to take approximately 12 months. However, due to the detailed Federal requirements for such an RFP and the

MINUTES

Department of Transportation - cont'd

amount of time needed for this type of procurement the City accepted the MDOT MTA's offer of technical assistance through the use of its contract authority with the WRA.

The delay in submitting this payment approval is due to delay in receiving documentation from the MTA.

**MBE/WBE PARTICIPATION:**

The Consultant will comply with title 49 of the Federal Regulations parts 26 (49CFR26) and the 27% DBE goal established in the original agreement.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 66,201.92	9950-917038-9528	
FED	Constr. Reserve	
	Electric Ferry Boat	
16,550.48	9950-917038-9528	
GF (HUR)	Electric Ferry Boat	
<b>\$ 82,752.40</b>	-----	9950-921038-9527
		Electric Ferry Boat

This transfer will cover the expenses in order to procure engineering services to develop an RFP to build and operate an electric ferryboat related to the project "Electric Ferryboat" per the MOU with the MTA in the amount of \$71,958.61.

**MINUTES**

Department of Transportation - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized the expenditure of funds to pay the MTA for Task No. 32 under contract #MTA-1246D with Whitman Requardt & Associates, LLP. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

**MINUTES**

Department of Transportation - Developer's Agreement No. 1564

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Developer's Agreement No. 1564 with Avion Commercial Ventures LLC.

**AMOUNT OF MONEY AND SOURCE:**

\$24,481.44

**BACKGROUND/EXPLANATION:**

Avion Commercial Ventures LLC desires to upgrade an existing water service in the vicinity of their renovation to the 426 West Franklin Street. This Developer's Agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

An Irrevocable letter of credit in the amount of \$24,481.44 has been issued to Avion Commercial Ventures LLC, which assumes 100% of the financial responsibility.

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution of Developer's Agreement No. 1564 with Avion Commercial Ventures LLC.

**MINUTES**

Bureau of the Budget and - Grant Award and AAO No. 20  
Management Research

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of Grant Award No. MCIN-2019-0001 from the Governor's Office of Crime Control and Prevention (GOCCP) for the Maryland Criminal Intelligence Network Program award. The period of the Grant Award is July 1, 2018 through June 30, 2019.

The Board is further requested to approve Appropriation Adjustment Order No. 20 grant fund transfer within the Police Department for \$860,000.00 from Service 621: Administration and Information Technology to Service 626: Operational and Analytical Intelligence.

**AMOUNT OF MONEY AND SOURCE:**

\$860,000.00 - From: 6000-600019-667600 (Service 621)  
Administration and Information Technology  
  
To: 5000-510619-2023 (Service 626)  
Operational and Analytical Intelligence

**BACKGROUND/EXPLANATION:**

The grant award from the GOCCP is in the amount of \$859,394.00.

The Baltimore City Police Department's Maryland Criminal Intelligence Network Program will help to reduce existing gaps in services and foster collaboration and cooperation among partner agencies and stakeholders.

The program focuses on maximizing all available information and intelligence in order to identify, disrupt, and dismantle gangs and violent criminal networks responsible for the distribution of illegal drugs, firearm related violence, human trafficking,

**MINUTES**

Bureau of the Budget and - cont'd  
Management Research

and other forms of inherently violent criminal enterprises. The program funds provide personnel, equipment, contractual services and other expenses.

This request is late because the award documents were recently received.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED THE SUBMITTED DOCUMENTATION AND FOUND THAT IT CONFIRMED THE GRANT AWARD.**

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of Grant Award No. MCIN-2019-0001 from the Governor's Office of Crime Control and Prevention for the Maryland Criminal Intelligence Network Program award. The Board further approved the Appropriation Adjustment Order No. 20 grant fund transfer within the Police Department for \$860,000.00 from Service 621: Administration and Information Technology to Service 626: Operational and Analytical Intelligence.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Employees' Retirement System (ERS)</u>			
1. Adetutu Talabi	15 <sup>th</sup> Annual P2F2 Savannah, GA Oct. 20 - 24, 2018 (Reg. Fee \$500.00) (Membership \$150.00)	Special Funds- ERS	\$1,997.28

The allowed subsistence for this area is \$176.00 per day for a total of \$704.00. The hotel cost is 766.00 plus \$99.59 in taxes and \$24.00 in fees. The agency is requesting an additional \$62.10 to cover the hotel costs and an additional \$160.00 for the cost of meals and incidental expenses. The registration and membership fee totaling of \$650.00 will be paid by ERS by check drawn on Mellon Bank. The additional amounts have been included in the total.

Department of Recreation and Parks

2. Reginald Moore	Cities Connecting Children to Nature Chicago, IL Oct. 3 - 5, 2018 (Reg. Fee \$0.00)	General Funds	\$ 279.96
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The subsistence rate for this location is \$300.00 per night. The airfare in the amount of \$279.96 has been prepaid on a City-issued credit card assigned to Mr. Moore. All funds spent by Mr. Moore will be reimbursed by the National League of Cities. The hotel cost will be paid by the sponsor.

3. Adam Boarman	ASLA 2018 Annual Meeting and EXPO Philadelphia, PA Oct. 19 - 22, 2018 (Reg. Fee \$1,150.00)	General Funds	\$2,145.49
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MINUTES

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
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Department of Recreation and Parks - cont'd

The subsistence rate for this location is \$249.00 per night. The hotel cost is \$219.00 per night, plus hotel taxes of \$35.59 per night. The Department is requesting additional subsistence of \$10.00 per day for meals and incidentals.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request form if the City representative's absence involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

Baltimore City Office of Information Technology

4. Diedra Hollins	Gartner Symposium/ ITxpo 2018 Orlando, FL Oct. 13 - 18, 2018 (Reg. Fee \$0.00)	General Funds	\$2,594.84
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The subsistence rate for this locations is \$188.00 per night. The hotel cost is \$339.00 per night, plus hotel taxes of \$42.375 per night and a resort fee of \$25.00 per night. The Department is requesting additional subsistence in the amount of \$151.00 per day to cover the cost of the hotel and \$40.00 per day for meals and incidentals.

The airfare cost of \$302.96, the hotel cost of \$1,695.00 and the hotel taxes and fees in the amount of \$336.88 were prepaid on a City-issued procurement card assigned to Ms. Charmane Baker. Therefore, Ms. Hollins will be disbursed \$260.00 for meals and incidentals.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request form if the City representative's absence involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Small Minority &amp; Women Business Development</u>			
5. Reginald Mack	2018 NMSDC Conference & Business Opportunity Exchange Austin, TX Oct. 14 - 17, 2018 (Reg. Fee \$950.00)	General Funds	\$2,349.00

The subsistence rate for this location is \$205.00 per night. The hotel cost for 10/14/2018 is \$177.65. The hotel cost for 10/15/2018 through 10/17/2018 is \$193.80, plus hotel taxes of \$84.79 for the entire stay. The Department is requesting additional subsistence 10/14/2018 in the amount of \$12.65 for meals and incidentals and on 10/15/2018 through 10/17/2018 \$28.80 per day meals and incidentals.

The airfare cost of \$568.96, hotel cost of \$565.00, the hotel tax in the amount of \$84.79 and registration cost of \$950.00 were prepaid using a City-issued procurement card assigned to Renee Newton. Therefore, Mr. Mack will be disbursed \$180.00.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request form if the City representative's absence involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

Mayor's Office of Employment Development

6. Ernest Dorsey Ann Benton Kerry Owings	Fall 2018 Communities Collaborating to Reconnect Youth Network Meeting Louisville, KY Oct. 22 - 26, 2018 (Reg. Fee \$125.00 ea.)	General Funds	\$3,721.77
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**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Mayor's Office of Employment Development - cont'd</u>			

The subsistence rate for this location is \$177.00 per night. The hotel cost for each attendee is \$122.00 per night, plus hotel taxes of \$19.53 per night.

The registration fees for each attendee has been prepaid by EA000315776. Therefore, Mr. Dorsey and Ms. Benton will be disbursed \$1,105.59 each. The disbursement to Kerry Owings is \$1,135.59.

Department of Planning

7. Laurie Feinberg	2018 Big City Planning Directors' Institute Cambridge, MA Oct. 13 - 16, 2018 (Reg. Fee \$0.00)	N/A	\$	0.00
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Ms. Feinberg has been invited to attend the 2018 Big City Planning Director's Institute presented by the Lincoln Institute of Land Policy, the Harvard University Graduate School of Design, and the American Planning Association. All program expenses include travel, hotel, and meals, which will be paid by the sponsors.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request form if the City representative's absence will exceed five workdays or involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Planning - cont'd</u>			
8. Lisa McNeilly	2018 Urban Sustainability Directors' Network (USDN) Annual Meeting Denver, CO Oct. 14 - 17, 2018 (Reg. Fee \$0.00)	N/A	\$ 0.00
<p>Ms. McNeilly has been invited to attend the 2018 USDN Annual Meeting in Denver, Colorado as a Core registrant. As such, all of Ms. McNeilly's travel, subsistence and hotel expenses will be paid by the USDN.</p> <p>Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request form if the City representative's absence will exceed five workdays or involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.</p>			
9. Anne Draddy	2018 Urban Sustainability Directors' Network (USDN) Annual Meeting Denver, CO Oct. 14 - 16, 2018 (Reg. Fee \$900.00)	General Funds	\$ 1,820.76
Anne Draddy	Livability and Equity Workshop Tallahassee, FL Oct. 16 - 18, 2018 (Reg. Fee \$0.00)	N/A	\$ 0.00

The subsistence rate for this location is \$249.00 per night. The cost of the hotel is \$229.00 per night, plus hotel taxes of \$33.78 per night.

## MINUTES

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Planning - cont'd</u>			

The registration fee was prepaid on a City-issued credit card assigned to Ms. Jaime Cramer. The Department is requesting additional subsistence in the amount of \$20.00 per day for meals and incidentals. Therefore, Ms. Draddy will be disbursed \$920.76.

Ms. Draddy has been invited to attend the Livability and Equity Workshop in Tallahassee, Florida. She will be leaving from the 2018 Urban USDN Annual Meeting in Denver, Colorado on October 16, 2018 to attend this workshop. As a representative from Baltimore, Ms. Draddy's travel expenses (airfare, hotel costs, and meals) will be paid either directly or through reimbursement by the sponsor, Sustainable Health Cities Network.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request form if the City representative's absence involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

10. Denise Parker	Healthy Teen	Family	\$6,335.98
Tonya Johnson	Network Annual	Planning	
Catherine Watson	Conference	Special	
	San Diego, CA	Needs	
	Oct. 21 - 25, 2018		
	(Reg. Fee \$499.00 each)		

The subsistence rate for this location is \$217.00 per night for each attendee. The cost of the hotel is \$167.00 per night, plus hotel taxes of \$20.875 per night, and a resort fee and tourism fee of \$36.55 per night for each attendee.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Health Department</u>			

The airfare, in the amount of \$431.96, and the hotel fees for Meses. Parker and Johnson were prepaid on a City-issued credit card assigned to Mr. Steven Radosevich.

The registration fee for each attendee in the amount of \$499.00 was prepaid by Purchase Order No. P544779. Therefore, Meses. Parker and Johnson will be disbursed \$260.00 each. Ms. Watson will be disbursed \$691.96.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request form if the City representative's absence involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

Fire Department

11. Blair Skinner	Advanced Public Information Officer Conference Carson City, NV Oct. 14 - 20, 2018 (Reg. Fee \$0.00)	General Funds	\$1,695.06
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The subsistence rate for this location is \$144.00 per night. The cost of the hotel is \$119.00 per night for October 14 - 16, 2018, \$109.00 for October 17, 2018, \$99.99 for October 18, 2018, and \$123.99 for October 19, 2018, plus the total hotel taxes of \$90.21, a total tourism fee of \$12.00, and a total resort fee of \$169.50.

## MINUTES

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Fire Department</u> - cont'd			

The airfare in the amount of \$425.40 was prepaid on a City-issued credit card assigned to Mr. James Fischer. The Department is requesting additional subsistence in the amount of \$15.99 for October 14 - 16, 2018, \$5.99 for October 17, 2018, and \$19.99 for October 19, 2018 to cover the costs of meals and incidentals. Therefore, Ms. Skinner will be disbursed \$1,269.66.

UPON MOTION duly made and seconded, the Board approved the foregoing Travel Requests. The Comptroller **ABSTAINED** on item no. 1.

## MINUTES

PROPOSALS AND SPECIFICATIONS

- |   |  |
|---|--|
| 1. <u>Department of General Services</u>  | GS 17812, Southern District<br>Police Station Roof<br>Replacement<br><b>BIDS TO BE RECV'D: 11/14/2018</b><br><b><u>BIDS TO BE OPENED: 11/14/2018</u></b>                                 |
| 2. <u>Department of Public Works/Office<br/>of Engineering and Construction</u> | WC 1386, Urgent Need Water<br>Infrastructure Rehabilitation<br>and Improvements-Phase II-<br>FY19<br><b>BIDS TO BE RECV'D: 10/24/2018</b><br><b><u>BIDS TO BE OPENED: 10/24/2018</u></b> |
| 3. <u>Department of Public Works/Office<br/>of Engineering and Construction</u> | WC 1199, Ashburton Pumping<br>Infrastructure Rehabilitation<br>and Improvements-Phase II-<br>FY19<br><b>BIDS TO BE RECV'D: 10/24/2018</b><br><b><u>BIDS TO BE OPENED: 10/24/2018</u></b> |
| 4. <u>Department of Public Works/Office<br/>of Engineering and Construction</u> | WC 1199, Ashburton Pumping<br>Station Improvements<br><b>BIDS TO BE RECV'D: 12/12/2018</b><br><b><u>BIDS TO BE OPENED: 12/12/2018</u></b>  |

There being no objections, the Board, UPON MOTION duly made and seconded, approved the above-listed Proposals and Specifications to be advertised for receipt and opening of bids on the dates indicated.

**MINUTES**

President: "There being no more business before the Board, we will recess until bid opening at 12 noon. The Board will also be at recess October 10, 2018 and will reconvene October 17, 2018. Thank you."

\* \* \* \* \*

**MINUTES**

Clerk: "Good afternoon. The Board of Estimates is now in session for the receiving and opening of bids."

**BIDS, PROPOSALS AND CONTRACT AWARDS**

Prior to the reading of bids received today and the opening of bids scheduled for today, the Clerk announced that the following agency issued Addenda extending the dates for receipt and opening of bids on the following contracts. There were no objections.

Bureau of Procurement - B50005249, Diversity and Labor Compliance System(s)

**BIDS TO BE RECV'D: 10/24/2018**

**BIDS TO BE OPENED: 10/24/2018**

Bureau of Procurement - B50005524, Food Service for the Eating Together in Baltimore Program

**BIDS TO BE RECV'D: 10/31/2018**

**BIDS TO BE OPENED: 10/31/2018**

MINUTES

Thereafter, UPON MOTION duly made and seconded, the Board received, opened, and referred the following bids to the respective departments for tabulation and report:

Department of Recreation & Parks - RP 17822, Renovations to Bocek Park Fieldhouse

- Mid-Atlantic General Contractors, Inc.
- Boulevard Contractors Corp.
- C & N Associates, L.L.C.
- Bensky Construction Co., LLC
- E. Pikounis Construction Co., Inc.
- Bob Andrews Construction Inc.

Bureau of Procurement - B50005504, Tires for Cars, Trucks & Heavy Equipment

- Donald B. Rice Tire Co., Inc.
- McCarthy Tire Service Company of Maryland, Inc.
- Tire World Wholesale, LLC

Bureau of Procurement - B50005545, Parts for Fuel Dispensing Equipment

NO BIDS RECEIVED

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There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, October 17, 2018.

  
 JOAN M. PRATT  
 Secretary