

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
Dana P. Moore, Deputy City Solicitor
S. Dale Thompson, Deputy Director of Public Works
Bernice H. Taylor, Deputy Comptroller and Clerk

President: "Good morning. The October 24, 2018 meeting of the Board of Estimates is now called to order. In the interest of promoting order and the efficiencies of these hearings, persons who are disruptive to these 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. I will direct the Board Members attention to the Memorandum from my office dated October 22, 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 will entertain a motion to approve all of the items contained on the routine agenda."

MINUTES

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

Comptroller: "I Second."

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

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MINUTES

BOARDS AND COMMISSIONS1. 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:

Adam's Demolition	\$ 1,500,000.00
Dalton Electric Service, Inc.	\$ 6,030,000.00
Musson Bros., Inc.	\$47,630,000.00
Rolling Doors LLC	\$ 1,500,000.00

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:

Gant Brunnett, Architects, Inc.	Architect
Manns Woodward Studios, Inc.	Architect
Russell Corrosion Consultants, LLC	Engineer
Simpson Gumpertz & Heger, Inc.	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

Health Department - Agreements and Second No-Cost Time
Extension to Project Grant Agreement

The Board is requested to approve and authorize execution of the various agreements and the No-Cost Time Extension to a Project Grant agreement.

1. **THE JOHNS HOPKINS UNIVERSITY/** **\$ 80,200.00**
SCHOOL OF MEDICINE (JHU/SOM)

Account: 1001-000000-3100-295900-603051

Under the terms of the agreement, the JHU's SOM will provide physician services for the School Health Program. These services will include on-site consultation, at a minimum of ten hours per week, to conduct patient evaluation at the following group of School-Based Health Centers: Augusta Fells Savage Institute No. 430, Reach School Middle/High No. 341, Digital Harbor High School No. 416, City Springs Elementary/Middle No. 08, and William S. Baer School No. 301. The period of the agreement is July 1, 2018 through June 30, 2019.

This agreement is late because of delays at the administrative level.

2. **THE JOHNS HOPKINS UNIVERSITY/CENTER** **\$100,188.00**
FOR CHILD AND COMMUNITY HEALTH

Account: 5000-522319-3030-271500-603051

Under the terms of the agreement, the organization will provide the services of a Policy and Program Associate to serve as the Sexually Transmitted Infection Prevention (STIP) Coordinator. The STIP Coordinator provides technical assistance and consultation to State agencies, healthcare provider organizations, professional medical associations,

MINUTES

Health Department - cont'd

insurers and other stakeholders on Federal and Statewide Health Reform changes related to Sexually Transmitted Infections (STIs). The STIP Coordinator assists in the coordination of STI clinical services provided by "safety net" providers Statewide. 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.

3. **PACT: HELPING CHILDREN WITH SPECIAL NEEDS, INC. (PACT)** **\$ 46,124.00**

Account: 4000-427119-3080-294300-603051

Under the terms of the agreement, PACT will provide Service Coordination for the Baltimore Infants & Toddlers Program to assist children from birth to four years of age who are suspected of having a developmental delay(s) and their families. These services include accessing a full-range of early intervention services and/or creating linkages with community agencies and institutions. The period of the agreement is July 1, 2018 through June 30, 2019.

The agreement is late because of administration delays.

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

Health Department - cont'd

4. **OPEN SOCIETY INSTITUTE - BALTIMORE** \$ **0.00**

On September 13, 2017, the Board approved the original Project Grant Agreement, in the amount of \$200,000.00, for the period of April 15, 2017 through March 14, 2018. The Project Grant Agreement provided funds to support Public Education and Harm Reduction in Response to Opioid Addiction and Overdoses.

On May 2, 2018, the Board approved the No-Cost Time Extension to extend the period of the Project Grant Agreement through September 14, 2018.

This Second No-Cost Time Extension will extend the period of the Project Grant Agreement through November 15, 2018, to allow the Department additional time to complete its deliverables.

This no-cost time extension is late because it was recently received.

AUDITS NOTED THE NO COST TIME EXTENSION.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing agreements and the No Cost Time Extension to the Grant Project Agreement. The President **ABSTAINED** on item nos. 1 & 2.

MINUTES

Police Department - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Agreement with the University of Maryland Medical System - R Adams Cowley Shock Trauma Center/University of Maryland Medical System Corporation. The period of the Agreement is October 1, 2018 through September 30, 2019.

AMOUNT OF MONEY AND SOURCE:

\$100,000.00 - 4000-481918-2255-793401-603026

BACKGROUND/EXPLANATION:

On August 15, 2018, the Board approved a grant award for the JAG 13 program. A portion of the funds were allocated to the University of Maryland Shock Trauma Unit for its Violence Prevention Program (VPP) to prevent violent personal injury among the City's most at-risk populations through research. The VPP includes three direct service projects including the Violence Intervention Project, Promoting Healthy Alternatives for Teens Project, and after-school program and My Future, My Career, as well as donor specific research.

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 Agreement with the University of Maryland Medical System - R Adams Cowley Shock Trauma Center/University of Maryland Medical System Corporation. The Mayor **ABSTAINED**.

MINUTES

Police Department - Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of the Grant Award from the Maryland Department of Public Safety and Correctional Services (DPSCS). The period of the Grant Award is from July 1, 2018 until funds are fully expended.

AMOUNT OF MONEY AND SOURCE:

\$285,400.00 - 5000-588519-2021-2021-4212900-600000

BACKGROUND/EXPLANATION:

The DPSCS is mandated under Criminal Procedure Article 11-713(3) and (4) and under COMAR 12.06.01.17 to reimburse each local law enforcement unit annually for processing registration statements, fingerprints, photographs and for performing community notification requirements. The rate for reimbursement is \$200.00 per sexual offender registration, with 1,427 active registrants totaling \$285,400.00, for this reimbursement period.

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 Grant Award from the Maryland Department of Public Safety and Correctional Services.

MINUTES

TRANSFERS OF FUNDS

* * * * *

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following page:

4470

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**TRANSFER OF FUNDS**

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Recreation and Parks</u>			
1.	\$1,000,000.00	9938-919015-9475	9938-917022-9474
	General Fund	BCRP Rec Center	Community Center
		Expansion Reserve	Master Plan Active

This transfer will provide funds to cover the costs associated with construction of the Mt. Pleasant and Towanda Recreation Centers.

Department of Housing and Community Development

2.	\$1,674,000.00	9910-903963-9587	
	Mayor and City	Park Heights Corridor	
	Council and	Greening Reserve	
	\$ 126,000.00	" "	
	<u>General Fund</u>		
	\$1,800,000.00	-----	9910-903183-9588
			Park Heights Major
			Redevelopment

This transfer will provide funding to support the major redevelopment in the Park Heights Community to continue implementing the Park Heights Master Plan.

MINUTES

Department of General Services - Partial Release of Retainage

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Partial Release of Retainage Agreement with HASCON, LLC. under GS 15813RR - MECU Building Envelope Improvement.

AMOUNT OF MONEY AND SOURCE:

\$165,567.15 - 1001-000000-1982-192500-603080

BACKGROUND/EXPLANATION:

As of July 31, 2017, HASCON, LLC, has completed 100% of all work for GS 15813RR - MECU Building Envelope Improvement. The City has agreed to a Release of Retainage in the amount of \$165,567.15 to HASCON, LLC. Currently, the City is holding \$166,567.15 in retainage for the referenced project and wishes to reduce the amount of the retainage to \$1,000.00 and has determined that its interests are fully protected by this reduction.

MWBOO HAS APPROVED THE RELEASE.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND FOUND NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Partial Release of Retainage Agreement with HASCON, LLC. under GS 15813RR - MECU Building Envelope Improvement.

MINUTES

PERSONNEL MATTERS

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UPON MOTION duly made and seconded,

the Board approved

all of the Personnel matters

listed on the following pages:

4473 - 4494

All of the Personnel matters have been approved

by the EXPENDITURE CONTROL COMMITTEE.

All of the contracts have been approved

by the Law Department

as to form and legal sufficiency.

Item No. 17 a. and b. were **DEFERRED** for 2 weeks.

MINUTES

PERSONNELDepartment of Finance1. a. Create the following classification:

From: Budget Management Analyst III
Job Code: 31305
Grade: 929 (\$68,562.00 - \$109,554.00)

b. Adjust Grade:

From: Budget Management Analyst II
Job Code: 31304
Grade: 929 (\$68,562.00 - \$109,554.00)

To: Budget Management Analyst II
Job Code: 31304
Grade: 927 (\$64,505.00 - \$103,208.00)

c. Reclassify the following filled positions:Position No.: 40873

From: Budget Management Analyst II
Job Code: 31304
Grade: 929 (\$68,562.00 - \$109,554.00)

To: Budget Management Analyst II
Job Code: 31304
Grade: 927 (\$64,505.00 - \$103,208.00)

Position No.: 12083

From: Budget Management Analyst II
Job Code: 31304
Grade: 929 (\$68,562.00 - \$109,554.00)

To: Budget Management Analyst II
Job Code: 31304
Grade: 927 (\$64,505.00 - \$103,208.00)

MINUTES

PERSONNELDepartment of Finance - cont'dd. Adjust Grade:

From: Budget Management Analyst I
Job Code: 31301
Grade: 927 (\$64,505.00 - \$103,208.00)

To: Budget Management Analyst I
Job Code: 31301
Grade: 923 (\$60,655.00 - \$97,277.00)

e. Reclassify the following filled positions:Position No.: 12085

From: Budget Management Analyst I
Job Code: 31301
Grade: 927 (\$64,505.00 - \$103,208.00)

To: Budget Management Analyst I
Job Code: 31301
Grade: 923 (\$60,655.00 - \$97,277.00)

Position No.: 47476

From: Budget Management Analyst I
Job Code: 31301
Grade: 927 (\$64,505.00 - \$103,208.00)

To: Budget Management Analyst I
Job Code: 31301
Grade: 923 (\$60,655.00 - \$97,277.00)

MINUTES

PERSONNEL

Department of Finance - cont'd

Position No.: 12092

From: Budget Management Analyst I
Job Code: 31301
Grade: 927 (\$64,505.00 - \$103,208.00)

To: Budget Management Analyst I
Job Code: 31301
Grade: 923 (\$60,655.00 - \$97,277.00)

Position No.: 32588

From: Budget Management Analyst I
Job Code: 31301
Grade: 927 (\$64,505.00 - \$103,208.00)

To: Budget Management Analyst I
Job Code: 31301
Grade: 923 (\$60,655.00 - \$97,277.00)

Cost: \$0.00

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

MINUTES

PERSONNELBaltimore City Fire Department

	<u>Hourly Rate</u>	<u>Amount</u>
2. KEITH SWINDLE	\$30.66	\$51,000.00

Account: 1001-000000-3191-308700-601009

Mr. Swindle, will work as a Contract Services Specialist II. His duties will include, but are not limited to reviewing electronic Patient Care Reports for quality and completion, providing appropriate feedback to improve provider's reports, reporting protocol violations, poor patient care and areas of concern to QA Officer. He will also assist the QA Captain with patient care data interpretation and analysis for overall system improvement, assist in the implementation of the EMS quality assurance plan and keep abreast of current Maryland Medical Protocols and Basic and Advance Life Support. The period of the agreement is effective upon Board approval for one year.

Department of General Services3. Reclassify the following vacant position:

Position No.: 1890-42335

From: Laborer (hourly)
 Job Code: 52931
 Grade: 482 (\$31,256.00 - \$33,293.00)

To: Operations Manager II
 Job Code: 00091
 Grade: 942 (\$90,619.00 - \$149,401.00)

Cost: \$155,510.00 - 2030-000000-1890-189900-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

MINUTES

PERSONNELDepartment of General Services - cont'd4. Reclassify the following filled position:Position No.: 1982-51266

From: Operations Officer IV
 Job Code: 31112
 Grade: 931 (\$73,868.00 - \$118,085.00)

To: Operations Officer V
 Job Code: 31113
 Grade: 936 (\$80,735.00 - \$129,114.00)

Cost: \$10,565.00 - 2029-000000-1982-192500-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Health Department

	<u>Hourly Rate</u>	<u>Amount</u>
5. DEMETRIA J. RODGERS	\$26.12	\$ 9,404.00

Account: 5000-520118-3030-288900-601009

Ms. Rodgers, retiree, will work as a Contract Services Specialist I. Her duties will include, but are not limited to assisting with overseeing the activities of nursing and support clinical personnel, participating with the Adolescent Reproductive Health Director in planning, developing and implementing clinical training programs for sub grantees. She will also audit sub-grantee clinics to monitor the quality of care, plan and develop management and mid-level clinical in-service training programs requiring scheduling and coordination of various presenters and training modules, and serve as the point of contact for trainings. She will answer phone inquiries, receive and confirm registration notices, and

MINUTES

PERSONNELHealth Department - cont'd

write reports on training program activities. The period of the agreement is effective upon Board approval through June 30, 2019.

This salary is in compliance with AM 212-1, Part I.

	<u>Hourly Rate</u>	<u>Amount</u>
6. FLORA CALDWELL-DAUGHTRY	\$16.00	\$19,200.00

Account: 4000-425519-3110-306700-601009

Ms. Caldwell-Daughtry, retiree, will work as a Contract Services Specialist I. Her duties will include, but are not limited to providing administrative assistance to the Director of Adult Evaluation and Review Services (AERS), design and maintain the AERS database and the billing information database, and track and record incoming revenue. She will also collect and compile data for statistical reports, assist with the identification of funding sources to support program initiatives and with the development of grant applications. The period of the agreement is effective upon Board approval through June 30, 2019.

This salary is in compliance with AM 212-1, Part I.

7. MARY ELIZABETH MURPHY	\$10.10	\$15,756.00
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Account: 4000-425519-3110-306700-601009

Ms. Murphy will work as a Contract Services Specialist II. Her duties will include, but are not limited to assisting with intake and referrals, answering telephones, and referring calls to proper stations. She will also distribute documents to program staff, file invoices and client records, and monitor incoming and outgoing faxes. The period of the agreement is effective upon Board approval through June 30, 2019.

This salary is in compliance with AM 212-1, Part I.

MINUTES

PERSONNELHealth Department - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
8. LORENA YANEZ	\$15.00	\$15,120.00
Accounts: 4000-499619-3080-294213-601009		\$ 7,560.00
6000-622119-3080-294300-601009		\$ 7,560.00

Ms. Yanez will work as a Contract Services Specialist II. Her duties will include, but are not limited to acting as a liaison between service providers and clients, participating in community activities, meetings, and presentations related to Maternal and Child Health, and inputting encounters in client records and into the program database. She will also participate in monthly face-to-face meetings with the Maternal and Infant (M&I) Care Supervisor and the Baltimore Infant & Toddler's Program (BITP) Administrator, make phone calls for the staff to non-English speaking clients, schedule client appointments, translate program forms and documents and participates in client home visits and services. Ms. Yanez will represent M&I and BITP at community meetings, health fairs, and events related to the Spanish-speaking population and relay concepts and ideas between languages in an accurate manner to families served. This is a 3% increase in the hourly rate from the previous contract period. The period of the agreement is effective upon Board approval through June 30, 2019.

9. MATTIE SHIVERS	\$10.30	\$10,176.40
Account: 4000-433519-3024-768800-601009		

Ms. Shivers will work as a Contract Services Specialist II. Her duties will include, but are not limited to ensuring the receipt and storage of food products, ensuring that meals are served and the serving area and equipment is kept clean and sanitary.

MINUTES**PERSONNEL**Health Department - cont'dHourly RateAmount

She will also prepare and maintain paperwork, meal counts, collect funds, order supplies, prepare daily reports via the Touch Screen System and supervise food service aides. This is a 2% increase in the hourly rate from the previous contract. The period of the agreement is effective upon Board approval through September 30, 2019.

10. **DARLENE KESS** \$10.30 **\$10,176.40**

Account: 4000-433519-3024-768800-601009

Ms. Kess will work as a Contract Services Specialist II. Her duties will include, but are not limited to providing office support to center management, acting as a liaison between the public and center director, and performing basic use of office equipment, phones, computers, copy and fax machines. She will also register participants for membership, outings and class participation, maintain membership information in the filing system, send out brochures and information to the public including center members, and collect fees for membership, classes and outings. This is a 2% increase in the hourly rate from the previous contract. The period of the agreement is effective upon Board approval through September 30, 2019.

11. **LUCRETIA SHANNON** \$14.00 **\$23,296.00**

Account: 4000-433419-3044-761300-601009

Ms. Shannon will work as a Contract Services Specialist II. Her duties will include, but are not limited to scheduling and conducting various community outreach programs such as Benefits Checkup and Senior Health Insurance Program. Ms. Shannon will also prepare Benefits Checkup reports for seniors and provide individualized counseling for seniors and their families. The period of the agreement is effective upon Board approval through September 30, 2019.

MINUTES

PERSONNEL

Health Department - cont'd

12. Create the following position:

Classification: Agency IT Associate

Job Code: 33146

Grade: 907 (\$56,390.00 - \$90,307.00)

Position No.: To be determined by BBMR

Cost: \$82,628.90 - 1001-000000-3001-262200-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Department of Housing and Community Development

13. Classify the following position:

From: New Position

Job Code: 90000

Grade: 990 (\$1.00 - \$204,000.00)

Position No.: To be determined.

To: Operations Officer II

Job Code: 00086

Grade: 927 (\$64,505.00 - \$103,208.00)

Cost: \$119,240.63 - 1001-000000-1773-179699-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

MINUTES

PERSONNEL

Department of Housing and Community Development - cont'd

14. Classify the following position:

From: New Position
Job Code: 90000
Grade: 900 (\$1.00 - \$204,000.00)
Position No.: To be determined by BBMR

To: Operations Officer II
Job Code: 00086
Grade: 927 (\$64,505.00 - \$103,208.00)

Cost: \$119,240.63 - 1001-000000-1773-179699-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

15. Classify the following position:

From: New Position
Job Code: 90000
Grade: 900 (\$1.00 - \$204,000.00)

To: Neighborhood Project Coordinator
Job Code: 72432
Grade: 923 (\$60,655.00 - \$97,277.00)
Position No.: To be determined by BBMR

Cost: \$112,955.21 - 1001-000000-1773-179699-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

MINUTES

PERSONNELLaw Department16. Reclassify the following vacant position:Position No. 15538

From: Assistant Solicitor
Job Code: 10198
Grade: 929 (\$68,562.00 - \$109,554.00)

To: Chief Solicitor
Job Code: 10199
Grade: 936 (\$80,735.00 - \$129,114.00)

Cost: \$15,607.00 - 1001-000000-1752-175200-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Baltimore City Police Department17. a. Reclassify the following three filled positions:Position Nos.: 47246, 16732 and 47250

From: Police Major
Job Code: 10278
Grade: 84P (\$127,609.00 Flat)

To: Police Lieutenant Colonel
Job Code: 10279
Grade: 85P (\$134,446.00 Flat)

MINUTES**PERSONNEL**Baltimore City Police Department - cont'db. Reclassify the following two filled positions:Position Nos.: 35456 and 47248

From: Police Captain
 Job Code: 10277
 Grade: 83P (\$120,773.00 Flat)

To: Police Major
 Job Code: 10278
 Grade: 84P (\$127,609.00 Flat)

Cost: \$51,123.00 - 1001-000000-2042-198101-601062
 1001-000000-2041-196500-601062
 1001-000000-2043-785900-601062

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

	<u>Hourly Rate</u>	<u>Amount</u>
18. RONALD R. CARTER	\$20.19	\$42,000.00

Account: 1001-000000-2042-198100-601009

Mr. Carter will continue to work as a Contract Services Specialist I. He will inspect recruitment reports and documents for compliance with departmental procedures; enter applicant information into Lotus Notes; maintain the recruitment database, maintain and provide statistical data and report to supervisors; conduct local, state and federal criminal records checks and assist in streamlining recruitment procedures. The Department of Human Resources recommends granting this employment contract. The period of the agreement is October 28, 2018 through October 27, 2019.

MINUTES

PERSONNELBaltimore City Police Department - cont'd

On January 3, 1996, the Board approved a waiver to the Administrative Manual Policy 212-1, Part I, which allowed the Department to hire retirees.

Enoch Pratt Free Library19. Create the following four new positions:

Classification: Library Security Officer
Job Code: 00672
Grade: 083 (\$36,396.00 - \$43,285.00)
Position Nos.: To be determined by BBMR

Cost: \$190,000.00 - 5000-504619-4501-797000-601001

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

20. Reclassify the following filled position:

Position No. 15630

Classification: Office Supervisor
Job Code: 00712
Grade: 084 (\$37,741.00 - \$45,044.00)

To: Administrative Coordinator
Job Code: 00702
Grade: 087 (\$42,131.00 - \$50,927.00)

Cost: \$5,700.00 - 1001-000000-4501-339200-601001

MINUTES

PERSONNELEnoch Pratt Free Library - cont'd

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

21. Reclassify the following filled position:

Position No. 15867

Classification: Secretary II

Job Code: 00710

Grade: 078 (\$31,488.00 - \$36,312.00)

To: Administrative Coordinator

Job Code: 00702

Grade: 087 (\$42,131.00 - \$50,927.00)

Cost: \$11,500.00 - 6000-674619-4501-338600-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Department of Public Works/Baltimore Environmental Police Division22. Reclassify the following filled position:

Position No. 34270

Classification: Office Supervisor

Job Code: 33215

Grade: 084 (\$37,741.00 - \$45,044.00)

MINUTES

PERSONNELDepartment of Public Works/Baltimore Environmental Police Division

To: Administrative Coordinator
Job Code: 31100
Grade: 087 (\$42,131.00 - \$50,927.00)

Cost: \$7,630.00 - 2070-000000-5521-394300-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Department of Public Works23. Upgrade the following civil service classification:

Classification: DPW Safety Training Manager
Job Code: 33675
Grade: 931 (\$73,868.00 - \$118,085.00)

To: DPW Safety Training Manager
Job Code: 33675
Grade: 936 (\$80,735.00 - \$129,114.00)

Cost: \$33,923.00 - 1001-000000-1901-191300-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

24. Reclassify the following vacant position:

Classification: Operations Director III
Job Code: 00104
Grade: 990 (\$122,039.00 - \$201,317.00)

MINUTES**PERSONNEL**Department of Public Works

To: Operations Director II
 Job Code: 00094
 Grade: 969 (\$113,196.00 - \$186,856.00)

Cost: (8,843.00) - 1001-000000-1901-190300-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Department of Recreation and Parks

	<u>Hourly Rate</u>	<u>Amount</u>
25. BARBARA WILLIAMS	\$16.93	\$ 7,042.88

Account: 2096-796623-7960-862300-601009

Ms. Williams will work as a Contract Services Specialist I. She will provide program leadership to senior citizens, which includes crafts, guest speaking, music, games, trips, health promotion, and special events. In addition, Ms. Williams will attend agency, community and Senior Citizens Division meetings, maintain effective lines of communication with the recreation center director to assure coordination with other center programming, space assignment, and custodial needs. She will also maintain timely and accurate record keeping to include program/attendance reports and provide assistance and adapt programming for senior citizens with limitations and/or special needs. This is a 54% increase the hourly rate from the previous contract period and is in compliance with AM 212-1, Part I. In an effort to assure pay equality for Senior

MINUTES

PERSONNELDepartment of Recreation and Parks - cont'dHourly RateAmount

Division employees, the Department is requesting that Ms. Williams' hourly rate be increased to a level commensurate with her current and former skills, duties and responsibilities as well as with the hourly rates of pay of two other retirees currently performing in the same capacity for the Senior Citizens Division. Of the three, Ms. Williams has the greatest amount of past experience and leadership responsibilities. The period of the agreement is effective October 25, 2018 for one year.

26. RACHAEL COX	\$32.00	\$ 8,320.00
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Account: 6000-680518-4792-369900-601009

Ms. Cox will continue to work as a Contract Services Specialist II. She will provide instructions in figure skating skills for participants in the Learn to Skate Program, summer camp program, and teach basic skills for the US Figure Skating National Proficiency Tests. In addition, Ms. Cox will evaluate student performance to determine mastery of specific skills and advancement to the next level, assist students in planning an individual presentation to music, and provide skating instructions to all levels of the Adult Skating Seminar. This is the same hourly rate as in the previous contract period. The period of the agreement is effective upon Board approval for one year.

MINUTES

PERSONNELDepartment of Recreation and Parks - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
27. ANN GREEN	\$18.36	\$ 34,942.75

Account: 6000-680819-4782-717400-601009

Ms. Green will continue to work as a Contract Services Specialist II. She will coordinate webpage, social media and public calendar updates as well as coordinate volunteer services for the Department's Horticultural Division. Ms. Green will also maintain the online calendar, create meaningful content for special events and media campaigns, collect premium quality images and document activities, and provide technical support to users. In addition, she will recruit, screen, interview, and train volunteers as well as record volunteer hours, and maintain volunteer statistics for Cylburn Arboretum and the Rawlings Conservatory. This is a 2% increase the hourly rate from the previous contract period.

The period of the agreement is effective October 27, 2018 for one year.

28. CYNTHIA MUHAMMAD	\$16.93	\$ 7,195.25
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Account: 2096-796623-7960-862300-601009

Ms. Muhammad, retiree, will continue to work as a Contract Services Specialist I. She will oversee and coordinate crafts, guest speakers, music, games, trips, health promotion, and special events. In addition, Ms. Muhammad will attend agency,

MINUTES

PERSONNELDepartment of Recreation and Parks - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
community, and division meetings, and maintain and submit timely and accurate program/attendance reports. This is the same hourly rate as in the previous contract period and is in compliance with AM 212-1. The period of the agreement is effective October 25, 2018 for one year.		
29. CHRISTIANE R. DREISBUSCH	\$35.00	\$ 66,739.40

Account: 5000-578716-4711-361850-601009

Ms. Dreisbusch will work as a Contract Services Specialist II. She will design capital improvements to parks, develop and carry out projects from conception through to construction, prepare conceptual designs, construction drawings, cost estimates, and technical specifications. In addition, Ms. Dreisbusch will acquire building permits, attend community meetings and act as a Consultant to project partners. The period of the agreement is effective upon Board approval for one year.

30. Reclassify the following two filled and one vacant position:

Position Nos.: 44616, 44597, and 44615

From: Aquatic Center Director
 Job Code: 83215
 Grade: 085 (\$38,926.00 - \$46,904.00)

MINUTES**PERSONNEL**Department of Recreation and Parks - cont'd

To: Operations Specialist I
 Job Code: 00083
 Grade: 906 (\$51,708.00 - \$82,608.00)

Cost: \$29,672.00 - 1001-000000-4801-371400-601001

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

State's Attorney's Office (SAO)

	<u>Hourly Rate</u>	<u>Amount</u>
31. REGINALD LUCKETT	\$24.97	\$ 47,609.00

Account: 1001-000000-1150-120900-601009

This is a 2% increase in the hourly rate from the previous contract period. The period of the agreement is effective October 28, 2018 for one year.

32. KEVIN DUNTON	\$27.20	\$ 51,861.00
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Account: 1001-000000-1150-118000-601009

The period of the agreement is effective October 25, 2018 for one year.

Messrs. Lockett and Dunton, retirees, will each continue to work as a Contract Services Specialist I. They will assist the State's Attorney in the investigation and movement of cases, warrants, and communicate with Public Safety staff and members.

MINUTES

PERSONNELSAO - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
33. KEDRICK SCRIBNER	\$27.74	\$ 52,891.00

This is a 2% increase in the hourly rate from the previous contract period. The period of the agreement is effective October 26, 2018 for one year.

Account: 1001-000000-1150-118000-601009

34. SHARON ALSTON	\$27.74	\$ 52,891.00
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This is a 2% increase in the hourly rate from the previous contract period. The period of the agreement is effective November 2, 2018 for one year.

Account: 1001-000000-1150-118000-601009

Mr. Scribner and Ms. Alston, retirees, will each continue to work as a Contract Services Specialist I. They will investigate felony, homicide, and violent crime cases, locate and interview witnesses, and act as a liaison with police agencies.

These contracts (item nos. 31 - 34) are consistent with the waiver of AM 212-1, approved by the Board of Estimates in March 1999 to hire retired Police Officers as Investigators for the Office of the State's Attorney, with no restrictions on the number of hours worked and rates of pay.

MINUTES

PERSONNELSAO - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
35. BRIAN WANDA	\$50.00	\$ 45,000.00

Account: 1001-000000-1150-118000-601009

Mr. Wanda will continue to work as a Contract Services Specialist II. He will provide general database administration services for the time keeping system, in addition to creating, modifying, and analyzing custom database reports. This is the same hourly rate as in the previous contract period. The period of the agreement is effective November 9, 2018 for one year.

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

The Board is requested to approve and authorize execution of the Lease Agreement with Tooney Town Early Learning Center, Inc., Tenant, for the rental of portion of the property known as Cecil Kirk Multi-Purpose Center, consisting of approximately 4,293 sq. ft. The period of the Lease Agreement is July 11, 2018 through June 10, 2021, with one three-year renewal period.

AMOUNT OF MONEY AND SOURCE:Initial Term

<u>Year</u>	<u>Monthly</u>	<u>Annual</u>
1	\$1,677.97	\$20,135.61
2	\$1,736.70	\$20,840.35
3	\$1,797.48	\$21,569.77

Renewal Term

1	\$1,860.39	\$22,324.71
2	\$1,736.70	\$20,840.35
3	\$1,992.90	\$23,914.79

BACKGROUND/EXPLANATION:

The leased premises will be used as a child day care center.

The Tenant will be responsible for all equipment, insurance and licensing necessary for the operation of the Tenant's programs. The Tenant will keep the leased premises in good order and condition including routine maintenance and repairs, minor improvements, janitorial services, pest control and security.

MINUTES

Space Utilization Committee - cont'd

The Landlord will be responsible for utilities serving the leased premises to include oil, gas, electric and water. The Landlord will also be responsible for maintaining the interior and exterior of the building.

The Lease Agreement is late because negotiations delayed the process.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Lease Agreement with Tooney Town Early Learning Center, Inc., Tenant, for the rental of portion of the property known as Cecil Kirk Multi-Purpose Center, consisting of approximately 4,293 sq. ft.

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) - Condemnations</u>			

1. Antione T. Knight	3022 Woodland Avenue	L/H	\$22,000.00
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Funds are available in account 9910-903183-9588-900000-704040, Park Heights Project.

2. Claude L. Williams	3029 Woodland Avenue	L/H	\$14,375.00
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Funds are available in account 9910-903183-9588-900000-704040, Park Heights Project.

3. Francisco G. Zeledon	3035 Woodland Avenue	L/H	\$ 1,000.00
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Funds are available in account 9910-903183-9588-900000-704040, Park Heights Project.

DHCD - Condemnations or Redemptions

4. Jacqueline L. Billing	2723 Tivoly Avenue	G/R \$65.00	\$ 433.34
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Funds are available in account 9910-904326-9588-900000-704040, CHM Project.

5. Thelma H. Hengemihle	2750 Tivoly Avenue	G/R \$96.00	\$ 640.00
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Funds are available in account 9910-904326-9588-900000-704040, CHM Project.

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:DHCD - cont'd

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
6. William Paul Gray and Gertrude A. Gray	2756 Tivoly Avenue	G/R \$72.00	\$ 480.00

Funds are available in account 9910-904326-9588-900000-704040,
CHM Project.

7. Beulah W. Lamb, Life Tenant	2778 Tivoly Avenue	G/R \$90.00	\$ 600.00
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Funds are available in account 9910-904326-9588-900000-704040,
CHM Project.

The Board is requested to approve acquisition of the ground rent interest by condemnation, or in the alternative may, SUBJECT to the prior approval of the Board, make application to the Maryland Department of Assessments and Taxation to redeem or extinguish the ground rent interest for these properties.

UPON MOTION duly made and seconded, the Board approved and seconded, the Board approved and authorized the foregoing Condemnations and Condemnations or Redemptions.

MINUTES

Mayor's Office of Human Services - Ratification of Amendment
No. 1 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to ratify Amendment No. 1 to the Agreement with Fund for Educational Excellence, Inc. This ratification extends the period of Amendment No. 1 to Agreement through October 31, 2018.

AMOUNT OF MONEY AND SOURCE:

\$0.00 - 1001-000000-4460-798400-603051

BACKGROUND/EXPLANATION:

On October 4, 2017, the Board approved the Agreement with the Fund for Educational Excellence, Inc. for the period September 1, 2017 through June 30, 2018. Funds from this agreement were used to cover the personnel costs of an Out-of-School-Time (OST) Manager, Contracts Process & System Development who is working on citywide initiatives with the Baltimore City Foundation and Baltimore City Public School system to effectively engage youth outside of formal school programming and oversee the internal grants management process. The Mayor's Office of Human Services humbly requests that the Board ratify this no-cost extension to allow remaining funds to be expended as the project concludes.

This request is late because of delays at the administrative level.

APPROVED FOR FUNDS BY FINANCE**AUDITS NOTED THE NO-COST TIME EXTENSION**

UPON MOTION duly made and seconded, the Board ratified Amendment No. 1 to the Agreement with Fund for Educational Excellence, Inc.

MINUTES

Mayor's Office of Human Services - Provider Agreements

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

1. **THE UNITED WAY OF CENTRAL MARYLAND, INC.** **\$ 36,800.00**

Account: 1001-000000-1772-512700-603051

The Head Start Program is required by 45 CFR 1302.92 to establish and implement a systematic approach to staff training and professional development designed to assist staff in acquiring the knowledge and skills needed to provide high quality, comprehensive services within the scope of their job responsibilities. The United Way of Central Maryland, Inc. will provide research based, coordinated trainings to Head Start Family Services Coordinators with the goal of standardizing case management services across Baltimore City Head Start. Upon completing the nine-month program, Family Services staff will receive a Case Management Certification, which is now required by Head Start Performance Standards in order to be better prepared at coaching, and case managing the families of the children enrolled in the Program. The period of the agreement is October 1, 2018 through June 30, 2019.

2. **HARFORD COUNTY, MARYLAND** **\$244,945.00**

Account: 4000-490819-3573-763206-603051

Baltimore City is the grantee for the Baltimore Eligible Metropolitan Statistical Area (BEMSA) for the Housing Opportunities for People with AIDS (HOPWA) program. BEMSA includes Baltimore City and following counties: Baltimore, Anne Arundel, Carroll, Harford, Howard and Queen Anne's. Harford County will use funds to provide rental assistance to

MINUTES

MOHS - cont'd

low-income individuals or to families who have a family member with AIDS. The period of the agreement is July 1, 2018 through June 30, 2021.

The agreement is late because of a delay in receiving the budget from Harford County.

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

EXTRA WORK ORDERS

* * * * *

UPON MOTION duly made and seconded,

the Board approved the

Extra Work Orders

listed on the following pages:

4503 - 4505

All of the EWOs were reviewed and approved

by the

Department of Audits, CORC,

and MWBOO, unless otherwise indicated.

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. Compl.</u>

Department of Transportation/
DOT Contract Administration

1. EWO #001, \$99,900.00 - TR 18004, Reconstruction of Alleys Citywide

\$785,995.00	\$0.00	P & J Contracting Company, LLC	45 days	31%
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This authorization is requested on behalf of the Department of Planning to reconstruct the alley behind the rear of 4816/4856 Pimlico Road and the rear of 2901/3011 Oakley Avenue. A 45-day time extension is also being requested. The original contract expires on March 11, 2019 and the additional time will result in a new completion date of April 25, 2019. An Engineer's Certificate of Completion has not been issued.

MWBOO SET GOALS OF 25% FOR MBE AND 13% FOR WBE.

MWBOO FOUND VENDOR IN COMPLIANCE.

Department of Public Works/Office
of Engineering and Construction

2. EWO #005, \$395,000.00 - WC 1190, Montebello Filtration Plant 1 Improvements - Electrical Distribution

\$12,083,000.00	\$20,330.00	The Whiting-Turner Contracting Co., Inc.	-	40%
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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

The Office of Engineering & Construction requests approval of the proposed Change Order for W.C. 1190. While excavating for the generator equipment pad, an old buried structure was found. After the investigation, it was determined that it was the Roundhouse Foundation built in 1911 and demolished in the 1960's. The Design Engineer, Whitman, Requardt & Associates, LLP acknowledged that they had inadvertently omitted to show it on the drawings. Subsequent discussions with Whitman, Requardt & Associates, LLP, Environmental Services, the Plant Personnel, and Construction Management took place. It was agreed to move the equipment from the old foundation to preserve the integrity of the Montebello-Cromwell finished water tunnel that is directly underneath the Roundhouse foundation. The Department concluded that placing a fuel tank over the tunnel was too risky, as well, vibration caused by the demolishing of the foundation walls for the duct banks and vaults could jeopardize the integrity of the tunnel. The Office of Engineering & Construction directed Whitman, Requardt & Associates, LLP to redesign the generator, fuel tank, load bank and primary switchgear of the Roundhouse foundation at no additional cost to the City. The Office of Engineering & Construction put Whitman, Requardt & Associates, LLP on notice that the City will seek compensation for the additional construction costs that resulted from their design omissions.

MINUTES**EXTRA WORK ORDERS**

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

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

The Proposed Change Order (PCO) covers the cost of additional ductbank, modifying grounding grids, an additional vault, asphalt, and changes to the equipment.

The time impact will be presented in the PCO to follow. 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.

The scope of the construction project includes Electrical Improvements at Montebello Filtration Plant I. This EWO is within the original scope of work and was requested by the Contractor.

MBE/WBE PARTICIPATION:

The Vendor will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE goals of 27% and the WBE goals of 8% assigned to the original agreement.

MWBOO FOUND VENDOR IN COMPLIANCE.

MINUTES

Department of Recreation and Parks - Comprehensive Grant
Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Comprehensive Grant Agreement for Recreation and Parks Related Enhanced Services with South Baltimore Gateway Partnership Community Impact District Management Authority D/B/A South Baltimore Gateway Partnership (SBGP). The period of the Agreement is effective upon Board approval through June 30, 2023.

AMOUNT OF MONEY AND SOURCE:

\$551,500.00 - 6000-600618-4781-363600-607004 (FY 18)
229,100.00 - 6000-600619-4781-363600-607004 (FY 19)
\$780,600.00

BACKGROUND/EXPLANATION:

The Office of the Mayor working in consultation with the Baltimore Casino Local Development Council has managed the allocation of Casino Local impact Grant (LIG) funding designated for community and economic development and infrastructure improvements in the neighborhoods, parks and industrial areas in the vicinity of the Horseshoe Casino, collectively known as the South Baltimore Gateway Partnership (SBGP) consistent with Section 9-1A-31 of the State of Governmental Article. No later than June 30 of each year, the Department will submit to the Board, for approval, a letter identifying the projected grant funds for the applicable fiscal year. The letter will include the Annual Projected Schedule of Projects (aka Exhibits A and B) as indicated in Section 2.2 of the agreement. The SBGP will reimburse the Department for expenditures related to strategic focus areas identified for community development and revitalization during FY 18 and FY 19. Exhibits A

MINUTES

Department of Recreation and Parks - cont'd

and B provide detailed descriptions of the projects to be reimbursed under this Agreement. The Department will confirm its completion of each project identified and approved by the SBGP and will invoice the SBGP accordingly for all related and preapproved expenses during each fiscal year. The SBGP will remit payment to the Department within (30) days of its receipt of the invoices, supporting documentation, and Check Request Form.

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 Comprehensive Grant Agreement for Recreation and Parks Related Enhanced Services with South Baltimore Gateway Partnership Community Impact District Management Authority D/B/A South Baltimore Gateway Partnership.

MINUTES

Department of Recreation and Parks - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 09 to Mahan Rykiel Associates, Inc. under Project 1233, On-Call Design Services. The period of the Task Assignment is 12 months.

AMOUNT OF MONEY AND SOURCE:

\$11,438.57 - 9938-912120-9474-900000-703032

BACKGROUND/EXPLANATION:

This task will include design services for the Thomas J. D'Alesandro Jr./St. Leo's Bocce Park.

MBE/WBE PARTICIPATION:

MBE: 17.67%

WBE: 9.80%

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

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED 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</u>	<u>TO ACCOUNT</u>
\$20,000.00	9938-911120-9475	9938-912120-9474
General Funds	St. Leo's Bocce Park Improvements (Reserve)	St. Leo's Bocce Park Improvements (Active)

This transfer will provide funds to cover the costs associated with design services under On-Call Contract No. 1233, Task No. 09.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 09 to Mahan Rykiel Associates, Inc. under Project 1233, On-Call 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

Fire Department - Training Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Training Grant Agreement with the Maryland Institute for Emergency Medical Services Systems for the FY 2019 Emergency Medical Dispatch Training. The period of the Training Grant Agreement is effective upon Board approval through June 15, 2019.

AMOUNT OF MONEY AND SOURCE:

\$3,000.00 - 5000-506919-2151-230500-405001

BACKGROUND/EXPLANATION:

This grant will provide emergency medical dispatch recertification training for members of the Department. There are no future obligations of the Department or the City as a result of the receipt of this grant.

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 execution of the Training Grant Agreement with the Maryland Institute for Emergency Medical Services Systems for the FY 2019 Emergency Medical Dispatch Training.

MINUTESDepartment of Transportation (DOT) - Developers' Agreements

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

	<u>DEVELOPER</u>	<u>NO.</u>	<u>AMOUNT</u>
1.	1401 S. HANOVER STREET, LLC	1570	\$225,657.00

1401 S. Hanover Street, LLC would like install water, sewer, storm and road improvements to its proposed new building located at 1405-1409 South Hanover Street. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

A Performance Bond in the amount of \$225,657.00 has been issued to 1401 S. Hanover Street, which assumes 100% of the financial responsibility.

2.	ST. MICHAEL'S REDEVELOPMENT PARTNERS, LLC	1554	\$ 25,135.00
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St. Michael's Redevelopment Partners, LLC desires to upgrade an existing water service in the renovation of 1900-1920 East Lombard Street. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

A Performance Bond in the amount of \$25,135.00 has been issued to St. Michael's Redevelopment Partners, LLC that assumes 100% of the financial responsibility.

MBE/WBE PARTICIPATION:

City funds will not be utilized for the projects. Therefore, MBE/WBE participation is not applicable.

MINUTES

DOT - cont'd

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

MINUTES

Department of Transportation - Partial Release of Retainage

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an agreement for the Partial Release of Retainage to Highlander Contracting, Co., LLC.

AMOUNT OF MONEY AND SOURCE:

\$195,265.00 - 9962-908070-9562-000000-200001

BACKGROUND/EXPLANATION:

Highlander Contracting Co., LLC has requested a Partial Release of Retainage on Contract No. TR 16018. All work on Contract No. TR 16018 is substantially completed and all punch list items complete. The City holds funds in the amount of \$197,265.00. The Contractor requested a Partial Release in the amount of \$195,265.00. The remaining \$2,000.00 is sufficient to protect the interests of the City. Pursuant to Section 10.04.81 of Specifications, a "Conditional Inspection" for Contract No. TR 16018 Conduit Systems Reconstruction @ Various Locations City (JOC) was held on February 7, 2018.

MBE/WBE PARTICIPATION:

Highlander Contracting Co., LLC has demonstrated a good faith effort towards achieving both the MBE and WBE goals.

MWBOO APPROVED THE RELEASE.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

Department of Transportation - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of an agreement for the Partial Release of Retainage to Highlander Contracting, Co., LLC.

MINUTES

Department of Transportation - Minor Privilege Permit Applications

The Board is requested to approve the following applications for a Minor Privilege Permit. The applications are in order as to the Minor Privilege Regulations of the Board and the Building Regulations of Baltimore City.

<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
1. 2500 Fait Avenue	Edward D. Kelch	ADA ramp 8' x 3'
\$ 70.30 - Flat Charge		
2. 1801 W. North Avenue	Joey Bee, LLC	ADA ramp 26'6" x 4'
\$ 70.30 - Flat Charge		
3. 750 E. Pratt Street	750 East Pratt Street, LLC	Single face electric sign 49.58 sq. ft.
\$1,041.18 - Flat Charge		
4. 5604 York Road	Accelerator, LLC	One double face electric sign 15.93 sq. ft.
\$ 253.29 - Flat Charge		
5. 2700 Remington Avenue	Miller's Square, LLC	Three bracket signs, one @ 1.62 x 6.66', one @ 95' x 3.8', one @ 12' x 2'
\$ 475.80 - Flat Charge		

MINUTES

Department of Transportation - cont'd

<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
6. 21-23 N. Howard Street	Harar Real Estate LLC	Awning w/ signage 10.83' x 3'
\$ 272.92 - Annual Charge		
7. 850 W. 36 th Street	John Antonopoulos	Outdoor seating 20' x 4'
\$ 337.50 - Annual Charge		

Since no protests were received, there are no objections to approval.

There being no objections, the Board, UPON MOTION duly made and seconded, approved the foregoing minor privilege permits. The Comptroller **ABSTAINED** on item no. 2.

MINUTES

Department of Transportation - Phase II Energy
Performance Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Phase II Energy Performance Agreement with Johnson Controls, Inc. (JCI). The period of the Phase II Energy Performance Agreement is effective upon Board approval through the completion of the submitted Scope of Work.

AMOUNT OF MONEY AND SOURCE:

\$916,145.00 - Master Lease & Energy Savings

BACKGROUND/EXPLANATION:

On June 13, 2018, the Board approved the Phase I Energy Performance Agreement with the JCI to perform the comprehensive energy efficiency and guaranteed savings program.

The JCI's report and proposal for Phase I of the Energy Performance Agreement was acceptable to the City and now the City wishes to enter into an agreement for the Phase II Energy Performance Contracting Project. The JCI will finalize the installation and provide other services as may be set forth to reduce the City's energy consumption and maintenance costs on streetlights throughout the City.

The Scope of Work includes the geographic area for the lighting replacements and/or retrofits which includes half of the City of Baltimore, from the west side of Charles Street over to the City line.

The City is now requesting to retain JCI to complete the installation and to provide project management and other services for the B'More Bright Street Lighting Conversion Project.

MINUTESDepartment of Transportation - cont'd

The project will be financed by the City through a Master Lease Agreement Loan that was approved by the Board of Estimates on May 16, 2018 and will be provided by the City's Bureau of Treasury Management. The annual loan payments will be made by the City utilizing funds that will be saved by the reduction of energy consumption through implementing the scope as proposed by JCI.

MBE/WBE/DBE PARTICIPATION:

The Vendor will comply with Article 5, Subtitle 28 of the Baltimore City Code and the 19% MBE goals and the 14% WBE goals established in the original agreement.

MBE: Rife International, LLC	\$203,130.00	22.2%
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WBE: PEER Consultants, P. C.	\$130,000.00	14.2%
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MWBOO FOUND VENDOR IN COMPLIANCE.

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Phase II Energy Performance Agreement with Johnson Controls, Inc.

MINUTES

Department of Housing and - Community Development
Community Development Block Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Community Development Block Grant (CDBG) Agreement with The Community Law Center, Inc. The period of the CDBG Agreement is one year beginning July 1, 2018.

AMOUNT OF MONEY AND SOURCE:

\$81,300.00 - 2089-208919-5930-423629-603051

BACKGROUND/EXPLANATION:

The CDBG Agreement will provide free legal services, direct legal representation and technical assistance to community-based organizations that serve low- and moderate-income areas of Baltimore City. Legal services and technical assistance will be provided by staff attorneys or volunteer attorneys to address such issues as drug nuisances, illegal dumping and the elimination of vacant blighting properties.

MBE/WBE PARTICIPATION:

FOR FY 2018, THE MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$28,701.00, AS FOLLOWS:

MBE: \$7,749.27

WBE: \$2,870.10

MWBOO SET GOALS OF 27% MBE 10% WBE.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

DHCD - cont'd

On August 8, 2018, the Board approved a Resolution authorizing the Department of Housing and Community Development (DHCD), on behalf of the Mayor and City Council, to file a Federal FY 2018 Annual Action Plan for formula programs:

1. Community Development Block Grant (CDBG)
2. Home
3. Emergency Solutions Grant (ESG)
4. Housing Opportunities for Persons with AIDS (HOPWA)

Upon approval of the resolution and submission of the Annual Action Plan to HUD on August 8th, DHCD's Contracts Section began negotiating and processing CDBG agreements as outlined in the Plan to be effective July 1, 2018 and beyond. Consequently, this agreement was delayed due to final negotiations and processing.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Community Development Block Grant Agreement with The Community Law Center, Inc.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Procurement

- | | | |
|---|--------------|---------|
| 1. ENERGYCAP, INC. | \$ 50,000.00 | Renewal |
| Contract No. 08000 - EnergyCap Maintenance Support and Bill CAPture Services - Department of Public Works - Energy - P.O. No. P533179 | | |

On October 15, 2015, the City Purchasing Agent approved the initial award in the amount of \$8,365.00. The award contained four 1-year renewal options. An amendment and two renewals have been approved. This third renewal in the amount of \$50,000.00 is for the period August 1, 2018 through July 31, 2019, with one 1-year renewal option 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.

- | | | |
|--|---------------|---------|
| 2. MOSAIC GLOBAL | | |
| SALES, LLC | \$ 300,000.00 | Renewal |
| Contract No. B50003722 - Hydrofluorosilicic Acid for Water Treatment Plants - Department of Public Works - Energy - P.O. No. P530639 | | |

On October 15, 2014, the Board approved the initial award in the amount of \$662,000.00. The award contained three renewal options. Subsequent actions have been approved. This final renewal in the amount of \$300,000.00 is for the period November 15, 2018 through November 14, 2019. The above amount is the City's estimated requirement.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Procurement

MBE/WBE PARTICIPATION:

On August 20, 2014, it was determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER.

3. CHESAPEAKE FLOW
SOLUTIONS, LLC \$ 100,000.00 Renewal
Contract No. B50004772 - Instruments and Instrumentation Parts
- Department of Public Works - Wastewater Facilities - P.O.
No. P537536

On November 9, 2016, the Board approved the initial award in the amount of \$150,000.00. The award contained four 1-year renewal options. On October 4, 2017, the Board approved the first renewal in the amount of \$200,000.00. This second renewal is for the period November 15, 2018 through November 14, 2019, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On September 12, 2016, it was determined that no goals would be set because there is no opportunity to segment the contract.

MWBOO GRANTED A WAIVER.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Procurement

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|---|----------------|---------|
| 4. USALCO, LLC | \$2,250,000.00 | Renewal |
| Contract No. B50004799 - Aluminum Sulfate - Department of Public Works - Wastewater Facilities - P.O. No. P537783 | | |

On December 7, 2016, the Board approved the initial award in the amount of \$2,000,000.00. The award contained four 1-year renewal options. On December 13, 2017, the Board approved the first renewal in the amount of \$2,500,000.00. This second renewal in the amount of \$2,250,000.00 is for the period January 1, 2019 through December 31, 2019, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On October 11, 2016, it was determined that no goals would be set because there is no opportunity to segment the contract.

MWBOO GRANTED A WAIVER.

- | | | |
|--|----------------|---------|
| 5. PVS TECHNOLOGIES, INC. | \$3,000,000.00 | Renewal |
| Contract No. B50004332 - Ferric Chloride for Wastewater Treatment Plants - Department of Public Works - Wastewater Facilities - P.O. No. P533569 | | |

On November 18, 2015, the Board approved the initial award in the amount of \$4,000,000.00. The award contained three 1-year renewal options. Subsequent actions have been approved. This final renewal in the amount of \$3,000,000.00 is for the period November 18, 2018 through November 17, 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

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Procurement

MBE/WBE PARTICIPATION:

On September 29, 2015, it was determined that no goals would be set because there is no opportunity to segment the contract.

MWBOO GRANTED A WAIVER.

6. LIBERTY LUMBER & SUPPLY CO.,
INC. d/b/a PIKESVILLE

LUMBER COMPANY	\$ 100,000.00	Renewal
Contract No. B50004259 - Supply and Deliver Lumber to Various City Agencies - Departments of Public Works, Transportation, General Services, Fire Department, Police Department and Recreation and Parks, etc. - P.O. No. P533605		

On November 18, 2015, the Board approved the initial award in the amount of \$250,000.00. The award contained three 1-year renewal options. Subsequent actions have been approved. This second renewal in the amount of \$100,000.00 is for the period December 1, 2018 through November 30, 2019, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On August 3, 2015, MWBOO determined that no goals would be set because there is no opportunity to segment the contract. This is solely for the purchase of lumber.

MWBOO GRANTED A WAIVER.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Procurement

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|--|---------------|---------|
| 7. SHANNON-BAUM SIGNS,
INC. | \$ 250,000.00 | Renewal |
| Contract No. B50004386 - Decals and Striping - Departments of General Services, Fire, Police and Sheriff's Office - P.O. No. P534281 | | |

On January 20, 2016, the Board approved the initial award in the amount of \$250,000.00. The award contained two 1-year renewal options. This first renewal in the amount of \$250,000.00 is for the period January 20, 2019 through January 19, 2020, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On December 1, 2015, it was determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER.

- | | | |
|---|---------|---------|
| 8. BELAIR ROAD SUPPLY
COMPANY, INCORPORATED | \$ 0.00 | Renewal |
| Contract No. B50004699 - Water Meter Expansion Connectors - Department of Public Works - Revenue Measuring and Billing - P.O. No. P537208 | | |

On October 12, 2016, the Board approved the initial award in the amount of \$200,000.00. The award contained three 1-year renewal options. This first renewal in the amount of \$0.00 is for the period October 12, 2018 through October 11, 2019, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Procurement

MBE/WBE PARTICIPATION:

On June 29, 2016, it was determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER.

9. FIRST CALL

NORRIS CHESAPEAKE TRUCK
SALES, LLC

SECOND CALL (1ST CALL FOR WARRANTY)

HARBOR TRUCK SALES AND
SERVICE, INC. t/a BALTIMORE
FREIGHTLINER

\$1,500,000.00

Renewal

Contract No. B50003751 - O.E.M. Parts and Service for Freightliner Trucks - Department of General Services - Fleet Management - P.O. Nos. P529415 and P529416

On November 12, 2014, the Board approved the initial award in the amount of \$1,500,000.00. The award contained two renewal options. On October 18, 2017, the Board approved the first renewal in the amount of \$1,500,000.00. This final renewal in the amount of \$1,500,000.00 is for the period December 1, 2018 through November 30, 2019. The above amount is the City's estimated requirement.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Procurement

MBE/WBE PARTICIPATION:

On August 19, 2014, MWBOO determined that no goals would be set because there is no opportunity to segment the contract. There are currently no MBEs or WBEs certified to provide these parts or service.

MWBOO GRANTED A WAIVER.

10. VERITIV OPERATING COMPANY
 f/k/a UNISOURCE, INC.
 CENTRAL NATIONAL-GOTTESMAN,
 INC. d/b/a LINDENMEYR MUNROE
 B.W. WILSON PAPER COMPANY,
 INC.
 TSRC, INC. d/b/a FRANK
 PARSONS BUSINESS PRODUCTS,
 INC.

\$ 300,000.00

Renewal

Contract No. 06000 - Provide Various Cuts, Types and Weights of Paper - Department of Finance/Digital Document Division - P.O. No. P529255

On November 5, 2014, the Board approved the initial award in the amount of \$200,000.00. The award contained two renewal options. Subsequent actions have been approved. This final renewal in the amount of \$300,000.00 is for the period November 5, 2018 through November 4, 2020. The above amount is the City's estimated requirement.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Procurement

MBE/WBE PARTICIPATION:

On September 4, 2014, it was determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER.

11. L/B WATER SERVICE, INC.	\$ 0.00	Ratification and Renewal
Contract No. 08000 - Various Repair Parts - Sensus Meters - Department of Public Works - Water and Wastewater - Revenue Measuring and Billing - P.O. No. P532200		

On July 22, 2015, the Board approved the initial award in the amount of \$100,000.00. The award contained two 1-year renewal options. The water meter manufactured by Sensus is one of the standardized meters used by the Department of Public Works. Sensus meters are patented items and L/B Water Service is the sole authorized supplier of parts for the Baltimore area. The period of the ratification is August 1, 2018 through October 23, 2018. This first renewal in the amount of \$0.00 is for the period October 24, 2018 through July 31, 2019, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not applicable. Sole source.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Procurement

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|---|---------|-----------------------------|
| 12. J.G.B. ENTERPRISES,
INC. | \$ 0.00 | Ratification
and Renewal |
| Contract No. B50003531 - Various Hoses and Accessories -
Department of Public Works - P.O. No. P527911 | | |

On June 25, 2014, the Board approved the initial award in the amount of \$248,656.71. The award contained three 1-year renewal options. On August 9, 2017, the Board approved the first renewal in the amount of \$100,000.00. The period of the ratification is July 17, 2018 through October 25, 2018. This second renewal in the amount of \$0.00 is for the period October 26, 2018 through July 16, 2019, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MWBOO GRANTED A WAIVER.

- | | | |
|--|--------------|-----------------------------|
| 13. VICTOR STANLEY,
INC. | \$150,000.00 | Ratification
and renewal |
| Contract No. B50003548 - 24 Gallon Liter Receptacles & 24
Gallon Plastic Liners - Department of Public Works, Bureau of
Solid Waste - P.O. No. P528088 | | |

On June 16, 2014, the Board approved the initial award in the amount of \$159,150.00. The award contained three renewal options. Subsequent actions have been approved. The ratification is for the period July 16, 2018 through October 23, 2018. This final renewal in the amount of \$150,000.00 is for the period October 24, 2018 through July 15, 2019. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On May 16, 2014, MWBOO determined that no goals would be set because of no opportunity to segment the contract. This contract is for purchase of the following commodities: 24

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Procurement

gallon Liter Receptacles and 24 Gallon Plastic Liners. There are no services provided under this contract.

MWBOO GRANTED A WAIVER.

14. A & A GLOVE AND SAFETY

COMPANY	\$ 47,505.00	Award
Solicitation No. B50005547 - Paper Lawn and Leaf Bags - Department of Recreation and Parks - Req. No. R802567		

MBE/WBE PARTICIPATION:

Vendors were solicited by posting on CitiBuy. On October 2, 2018 the sole bid received was opened and is considered fair and reasonable. Award is recommended to the lowest responsive and responsible bidder. The period of the award is October 25, 2018 through October 24, 2019, with two 1-year renewal options.

MBE/WBE PARTICIPATION:

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

15. ORDORITE COMPANY

OF BALTIMORE, INC.	\$ 48,900.00	Award
Solicitation No. B50005549 - Supply Cleaning Products - Baltimore Convention Center - Req. No. R802579		

Vendors were solicited by posting on CitiBuy. On September 28, 2018, two bids were received and opened. Award is recommended to be made to the lowest responsive and responsible bidder. 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 requested award amount is below the MBE/WBE subcontracting threshold of \$50,000.00.

- | | | |
|--|----------------|-------------------|
| 16. VEOLIA ENERGY BALTIMORE | | Chilled Water |
| COOLING LLP | \$4,000,000.00 | Service Agreement |
| Contract No. 06000 - Chilled Water Services - Department of General Services - Building Maintenance - Req. No. R808719 | | |

The Board is requested to approve and authorize execution of the Chilled Water Service Agreement with Veolia Energy Baltimore Cooling LLP. The period of the agreement is October 24, 2018 through August 31, 2020, with one 2-year renewal option.

The vendor provides chilled water-cooling to the designated buildings, with the company's infrastructure attached to and running through these facilities. No other company offers these services for the building locations, and there is no practical and affordable alternative to chilled water cooling at these locations. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not applicable. The contract is for providing a public utility services.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Procurement

- | | | |
|---|--------------|---------|
| 17. AGATHOS LABORATORIES,
INC. | \$ 49,918.97 | Low Bid |
| Solicitation No. B50005553 - Needles for the Needle Exchange
- Department of Health - Req. No. R802703 | | |

Vendors were solicited by posting on CitiBuy. On September 25, 2018, six bids were received and opened. Award is recommended to the lowest responsive and responsible bidder. This contract is for the Needle Exchange Program for the Department of Health.

MBE/WBE PARTICIPATION:

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

- | | | |
|---|--------------|----------|
| 18. NATIONAL AIRWALL
SYSTEMS, LLC. | \$350,000.00 | Increase |
| Contract No. B50004505 - Periodic Maintenance of Operable Walls
- Baltimore Convention Center - P.O. No. P536357 | | |

On July 27, 2016, the Board approved the initial award in the amount of \$161,165.00. The award contained two 1-year renewal options. On February 1, 2017, the Board approved an increase in the amount of \$322,330.00. The original amount was based on estimated quantities for labor and materials for a three-year period. However, the estimated quantity of epoxy material was greatly underestimated and has already been exceeded. This increase will allow for funding of the remaining year of the original contract period. This increase will make the award amount \$833,495.00. The contract expires on July 26, 2019 with two 1-year renewal options remaining.

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Procurement

MBE/WBE PARTICIPATION:

On November 4, 2015, the Board approved the initial award in the amount of \$12,000,000.00. The award contained one 1-year renewal option. On May 31, 2017, the Board approved an increase in the amount of \$12,000,000.00. This increase is necessary to continue providing services during the remainder of the current period. This increase will make the award amount \$27,000,000.00. The contract expires on November 30, 2018, with one 1-year renewal option remaining.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Procurement

MBE/WBE PARTICIPATION:

P & J Contracting Company, Inc.

MBE: P&J Contracting Company,*	27%	\$1,560,088.36	(44.8%)
Inc.			

WBE: Hopkins Fuel Oil Co.	10%	\$ 214,461.32	(6.2%)
The Donne Group, LLC		133,678.00	(3.8%)
Falls Way Construction, LLC		13,965.00	(0.4%)

\$ 362,104.32

* Indicates Self-Performance - 50% of work performed is credited to the overall MBE Goal.

MWBOO FOUND VENDOR IN COMPLIANCE.

K & K Adams, Inc.

MBE: K&K Adams, Inc.*	35.9%	\$1,667,738.00	(14.50%)
JJ Adams Fuel Oil	5.0%	69,085.08	(0.00%)
Spence Trucking, Inc.	8.0%	42,424.25	(0.74%)
Solomon's Termite & Pest	1.0%	21,370.00	(0.37%)
K&K Environmental**	0.0%	62,210.00	(1.08%)
	27.0%	\$1,800,617.33	(16.81%)

WBE: Ball & Breckenridge	4.0%	\$ 270,693.75	(14.50%)
Trucking, Inc.			
The Dirt Express Company	6.0%	0.00	(0.00%)
Gray Transport, Inc.**	0.0%	47,693.70	(0.83%)
Rowen Concrete	0.0%	44,905.81	(0.78%)
	10.0%	\$ 270,693.75	(4.71%)

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Procurement

*Indicates self-performance, thus, 50% of the total work is credited towards the MBE goals.

** The sub-contractor was not approved for utilization on this contract, therefore the work performed does not count towards the MBE or WBE goals.

MWBOO FOUND VENDOR IN NON-COMPLIANCE.

On June 12, 2015, MWBOO set goals of 27% MBE and 10% WBE. On September 4, 2018 P&J Contracting Co., Inc. was found compliant. On September 12, 2018, K&K Adams, Inc. was found non-compliant.

It is recommended that the vendor be given 10 days to present to MWBOO an acceptable plan to come into compliance.

20. BHAYANA BROTHERS,

LLC	\$ 35,000.00	Sole Source
Contract No. 06000 - Fabricated Steel Poles - Department of Transportation - Req. No. 795046		

Vendors were solicited by posting on CitiBuy and eMaryland Marketplace, as Solicitation B50005517 and again as Solicitation B50005551 with no responses. It is requested to award to the agency's recommended vendor. The vendor will supply the City's entire requirement, be it more or less.

It is hereby certified that the 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

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

Article VI, Section 11 (e)(i) of the City Charter, the procurement of the goods, equipment and/or service is recommended.

MBE/WBE PARTICIPATION:

Not applicable. The award is below the MBE/WBE subcontracting threshold.

21. GEIGER PUMP &
EQUIPMENT COMPANY \$ 500,000.00 Sole Source
Contract No. 08000 - ITT Goulds and ITT Allis Chalmers OEM
Pumps and Parts - Department of Public Works - Back River
Waste Water Facilities - Req. No. R799605

The Vendor is the manufacturer's sole authorized distributor of these products, which must be compatible with currently installed equipment at the water treatment plant. The vendor will supply the City entire requirement, be it more or less. The period of the award is October 24, 2018 through October 23, 2021.

It is hereby certified that the 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 goods, equipment and/or service is recommended.

MBE/WBE PARTICIPATION:

Not applicable. This meets the requirement for certification as a sole source procurement as these commodities are only available from the distributor, and are not available from sub-contractors.

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

22. LORENZ LAWN & LANDSCAPE,
 INC. d/b/a LORENZ, INC. \$ 100,000.00 Extension
 Contract No. B50002273 - Mowing, Maintenance and Landscaping
 - Department of Public Works - P.O. No. P520135

On May 9, 2012, the Board approved the initial award in the amount of \$156,800.00. The award contained two renewal options. Subsequent actions have been approved and both renewals have been exercised. An extension is necessary to allow for the continuation of providing mowing services through the end of the mowing season. The extension is for the period May 8, 2018 through November 30, 2018. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On January 18, 2012, MWBOO set goals of 15% MBE and 5% WBE. On October 1, 2018, Lorenz Lawn and Landscape, Inc. was found in compliance.

Lorenz, Inc.

	<u>Commitment</u>	<u>Performed</u>
MBE: 4 Evergreen Lawn Care	15%	\$20,155.12 16.0%
WBE: Fouts Lawn Care Corp. Inc.	5%	\$ 7,559.82 6.0%

MWBOO FOUND VENDOR IN COMPLIANCE.

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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<u>Bureau of Procurement</u>		
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23. SCHRIEBER TRANSLATIONS,

INC.	\$ 20,000.00	Extension
State of Maryland Contract No. 050B3400002 - Statewide Language Interpretation Services (Written) - Health Department, Mayor's Office, Department of Public Works, etc. - P.O. No. P521506		

On October 1, 2012, the City Purchasing Agent approved the initial award in the amount of \$4,800.00. The award contained four renewal options. Subsequent actions have been approved and all renewals have been exercised. This contract was competitively bid by the Maryland State Department of Budget and Management.

The City of Baltimore is currently utilizing the Maryland State Contract for the services listed under the scope of work. The State has extended its contract through December 31, 2018. An extension is necessary to for the continuation of translation services for various City agencies until a new contract is awarded by the State. The period of the extension is December 1, 2018 through December 31, 2018. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not applicable. The initial award was below the MBE/WBE subcontracting 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

24. LANGUAGE LINE

SERVICES, INC.	\$ 20,000.00	Extension
State of Maryland Contract No. 050B3400002 - Statewide Language Interpretation Services (Telephonic) - Police, Health, Public Works, Fire, etc. - P.O. No. P521528		

On September 27, 2012, the City Purchasing Agent approved the initial award in the amount of \$20,000.00. The award contained four renewal options. Subsequent actions have been approved and all renewal options have been exercised. This award was competitively bid by the Maryland State Department of Budget and Management. The City of Baltimore is currently utilizing the Maryland State Contract for Statewide Language Interpretation Services (Telephonic). The State has extended its contract through December 31, 2018. An extension is necessary for the continuation of translation services for various City agencies until a new contract is awarded by the State. The extension is for the period December 1, 2018 through December 31, 2018. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

UPON MOTION duly made and seconded, the Board approved the foregoing Informal Awards, Renewals, Increases to Contracts, and Extensions. The Board further approved and authorized execution

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

of the Chilled Water Service Agreement with Veolia Energy Baltimore Cooling, LLP (item no. 16). Item no. 4 was **DEFERRED** for one week.

The Comptroller **ABSTAINED** on item no. 19.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an On-Call Agreement with Hazen & Sawyer under Project No. 1804 (Formerly Project No. 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 scope of the original agreement includes, but is 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, submittal reviews and responses, Request for Information reviews and responses, and construction contract administrative support on an as needed basis.

MBE/WBE PARTICIPATION:

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code.

MINUTES

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

MWBOO SET GOALS OF 29% FOR MBE AND 10% FOR WBE.

MBE: Savin Engineers, PC	\$ 350,000.00	7.00%
Bryant and Associates	400,000.00	8.00%
DME	700,000.00	14.00%
Total	\$1,450,000.00	29.00%
 WBE: Albrecht Engineering, Inc.	 \$ 150,000.00	 3.00%
Ross Technical Services, Inc.	350,000.00	7.00%
Total	\$ 500,000.00	10.00%

MWBOO FOUND VENDOR IN COMPLIANCE.**AUDITS NOTED THIS ON-CALL AGREEMENT AND WILL REVIEW TASK ASSIGNMENTS.**

UPON MOTION duly made and seconded, the Board approved and authorized execution the On-Call Agreement with Hazen & Sawyer under Project No. 1804 (Formerly Project No. 1279) On-Call Project and Construction Management Assistance.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an On-Call Agreement with Rummel, Klepper & Kahl under Project No. 1801 (Formerly Project No. 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 scope of the original agreement includes, but is 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, submittal reviews and responses, Request for Information reviews and responses, and construction contract administrative support on an as needed basis.

MBE/WBE PARTICIPATION:

The Contractor will comply with Article 5, Subtitle 28 of the Baltimore City Code.

MINUTES

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

MWBOO SET GOALS OF 29% FOR MBE AND 10% FOR WBE.

MBE: Baker Engineering Services, Inc.	\$ 250,000.00	5%
Bryant and Associates	350,000.00	7%
DME	250,000.00	5%
Jackson and Tull Chartered Engineers	350,000.00	7%
Sidhu Associates, Inc.	250,000.00	5%
Total	\$1,450,000.00	29%
 WBE: Ross Technical Services, Inc.	 \$ 250,000.00	 5%
Constellation Design Group, Inc.	250,000.00	5%
Total	\$ 500,000.00	10%

MWBOO FOUND VENDOR IN COMPLIANCE.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the On-Call Agreement with Rummel, Klepper & Kahl under Project No. 1801 (Formerly Project No. 1279) On-Call Project and Construction Management Assistance.

MINUTES

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

ACTION REQUESTED OF THE B/E:

The Board is requested to approve the assignment of Task No. 002 to CC Johnson & Malhotra, P.C., Consultant, under Project No. 1238C, On-Call Mechanical Engineering Services. The period of the Task Assignment is approximately 14 months.

AMOUNT OF MONEY AND SOURCE:

\$305,163.00 – 9956-904937-9551-900020-703032

BACKGROUND/EXPLANATION:

The Office of Engineering and Construction is requesting approval of Task 002, Rehabilitation of the Jones Falls Pumping Station for CC Johnson & Malhotra, P.C., under its Project No. 1238C, On-Call Mechanical Engineering Services.

This Task 002 is required for CC Johnson & Malhotra, P.C. to provide Engineering Services for the Rehabilitation of the Jones Falls Pumping Station.

The scope of the original agreement includes: On-Call Mechanical Consulting engineering services for various Water & Wastewater Facilities including Treatment Plants and Pumping Stations on an as needed basis.

The Consultant, CC Johnson & Malhotra, P.C. will perform an evaluation and assessment of the Jones Falls Pumping Station including, but not limited to the pumps, wetwell capacity, screens, heating ventilation & air conditioning (HVAC) system, motor control center, variable frequency drives, existing standby generator, upgrading UPS and process control and instrumentation

MINUTES

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

system, roof, window, doors, concrete repair, site security, and submit a draft/final design memorandum for City review and comment. Following acceptance of the design memorandum, the Consultant will prepare a design document for the rehabilitation of the Jones Falls Pumping Station, which includes contract drawings, specifications, construction cost estimates, and provide assistance during the bidding period. The Consultant was approved by the Office of Boards and Commissions and the Architectural and Engineering Awards Commission to design this project.

MBE/WBE PARTICIPATION:

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

MWBOO FOUND VENDOR IN COMPLIANCE.

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

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Public Works (DPW)</u>		
\$135,000.00	9956-920032-9549	
Wastewater	Jones Falls Misc.	
Revenue Bonds	Electrical	

MINUTES

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

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
135,000.00	" "	
County Revenue		
11,289.66	9956-905533-9549	
Wastewater Revenue	Annual Facilities Improv.	
Bonds		
48,286.38	" "	
County Revenue		
\$329,576.04	-----	9956-904937-9551-3 Design

This transfer will cover the costs associated with design services for Task No. 002, under Project No. 1238C, On-Call Mechanical Engineering Services.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 002 to CC Johnson & Malhotra, P.C., Consultant, under Project No. 1238C, On-Call Mechanical Engineering Services. The Transfer of Funds was approved SUBJECT to receipt of a favorable report from the Planning Commission, the

MINUTES

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

Director of Finance having reported favorably thereon, as required
by the provisions of the City Charter.

MINUTES

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

ACTION REQUESTED OF THE B/E:

The Board is requested to approve the assignment of Task No. 001 to KCI Technologies, Inc., under Project 1266K, On-Call Wastewater Engineering Services. The period of the Task Assignment is approximately 3 years.

AMOUNT OF MONEY AND SOURCE:

\$250,000.00 - 9956-905343-9551-900020-703032

BACKGROUND/EXPLANATION:

KCI Technologies, Inc. will provide field and technical engineering support for Wastewater Engineering Projects managed by the Office of Engineering and Constructions.

MBE/WBE PARTICIPATION:

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

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

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$270,000.00	9956-903569-9549	9956-905343-9551-3
Wastewater	Sanitary Sewer	Design
Revenue Bond	Replace/Rehab	

MINUTES

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

TRANSFER OF FUNDS

This transfer will cover costs of Project 1266K, On-Call Wastewater Engineering Services.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 001 to KCI Technologies, Inc., under Project 1266K, On-Call Wastewater Engineering Services. The Transfer of Funds was approved SUBJECT to receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the provisions of the City Charter.

MINUTES

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

ACTION REQUESTED OF THE B/E:

The Board is requested to approve the assignment of Task No. 007 to Whitman, Requardt & Associates, LLP, under Project 1178W, Patapsco Wastewater Treatment Plant Fine Screen Facility Rehab Study. The period of the Task Assignment is approximately 6 months.

AMOUNT OF MONEY AND SOURCE:

\$99,853.00 - 9956-02889-9551-900020-703032

BACKGROUND/EXPLANATION:

The Office of Engineering and Construction is in need of assistance from Whitman, Requardt & Associates, LLP to conduct a study on Patapsco Wastewater Treatment Plant's fine screens. The Patapsco Wastewater Treatment Plant has a Fine Screen Building containing existing Parkson Fine Screens and as part of normal maintenance and replacement of aging equipment the screens and associated appurtenance throughout the building, are in need of either repair or replacement. The City has identified areas of concern and equipment to be evaluated. The City would like a study to evaluate the identified concerns, as well as others that may be identified during site visits, and conceptual designs for preparation of construction documents.

MBE/WBE PARTICIPATION:

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

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

MINUTES

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

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 73,332.04	9956-923027-9549	
County Revenue	Patapsco Wastewater	
	Treatment Plant	
	Headworks	
\$ 34,509.20	" "	
Revenue Bond		
\$ 107,841.24	-----	9956-902889-9551-3
		Design

This transfer will cover costs of Project 1178W, Patapsco Wastewater Treatment Plant Fire Screen Facility Rehab Study, Task 007.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 007 to Whitman, Requardt & Associates, LLP, under Project 1178W, Patapsco Wastewater Treatment Plant Fine Screen Facility Rehab Study. The Transfer of Funds was approved SUBJECT to receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, as required by 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. 003 to STV, Inc. under project No. 1236S, On-Call Stormwater Study and Engineering Design Services in accordance with their proposal dated November 18, 2016. The period of the Task Assignment is approximately 12 months.

AMOUNT OF MONEY AND SOURCE:

(\$328,928.90) - 9958-930006-9520-900020-703032

BACKGROUND/EXPLANATION:

The Office of Engineering & Construction was in need of design services to solve flooding issues at Spelman Road and Patapsco Avenue. The project's task expired on March 2018 without completing the project and exhausting all of the assigned funds. STV, Inc. wishes to credit the funds to the projects. This credit will facilitate future work, which is within the original scope of the agreement.

On December 27, 2013, the Maryland Department of the Environment (MDE) reissued a National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer (MS4) permit to the City of Baltimore. The City prepared and submitted a Watershed Implementation Plan (WIP) as required by the MS4 Permit. The WIP project must be designed and constructed before the MS4 permit expires on December 26, 2018 to avoid stipulated penalties. STV, Inc. will provide design and biddable documents for Stormwater drainage system and storm water management projects listed in the WIP.

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 established in the original agreement. MWBOO set goals of:

MBE: 27.00%

WBE: 10.00%

Currently, the Consultant is not in compliance because the consultant is crediting the tasks that are not being utilized and the Department will be writing tasks will utilize the MBE/WBE funds to bring the Consultant into compliance.

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. 003 to STV, Inc. under project No. 1236S, On-Call Stormwater Study and Engineering Design Services in accordance with their proposal dated November 18, 2016.

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. 005 to Whitman, Requardt & Associates, LLP, under project No. 1227W, On-Call Stormwater Study and Engineering Design Services in accordance with their proposal dated January 4, 2016. The period of the Task Assignment is approximately 16 months.

AMOUNT OF MONEY AND SOURCE:

(\$317,501.29) - 9958-925007-9520-900020-703032

BACKGROUND/EXPLANATION:

The Office of Engineering & Construction was in need of design services to solve flooding issues at North Point Road. The project task expired in September 2017 without completing the project and exhausting all of the assigned funds. Whitman, Requardt & Associates, LLP wishes to credit the funds to the projects. This credit will facilitate future work, which is within the original scope of the agreement.

Under the scope of the original agreement, Whitman, Requardt & Associates, LLP will provide remediation of flooding and drainage issues, a design retrofitting of surrounding pond for water quality and biddable documents. This project is part of the Municipal Stormwater Permit's (M4) Watershed Implementation Plan. This project will help reduce frequent flooding along North Point Road and help to meet the City M4 pollution goals.

MBE/WBE PARTICIPATION:

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

MINUTES

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

MBE: 27.00%

WBE: 10.00%

Currently, the Consultant is in compliance with the goals set by MWBOO.

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. 005 to Whitman, Requardt & Associates, LLP, under project No. 1227W, On-Call Stormwater Study and Engineering Design Services in accordance with their proposal dated January 4, 2016.

MINUTES

Department of Public Works - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve an Expenditure of Funds to pay dues for the National Association of Clean Water Agencies (NACWA). The period of the Membership is October 1, 2018 to September 30, 2019.

AMOUNT OF MONEY AND SOURCE:

\$27,560.00	-	2070-000000-5541-399300-603022
15,433.60	-	2071-000000-5541-398600-603022
2,756.00	-	2072-000000-5181-613400-603022
9,370.40	-	1001-000000-1901-190300-603022
<u>\$55,120.00</u>		

BACKGROUND/EXPLANATION:

The NACWA provides a viable option for public agencies as Clean Water Act regulations and enforcement continue to expand, making the case for a new approach that lets municipalities act as the drivers for prioritizing compliance with existing and new Clean Water Act regulations. The annual membership is for 18 Executives.

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

UPON MOTION duly made and seconded, the Board approved the Expenditure of Funds to pay the dues for the National Association of Clean Water Agencies.

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

BACKGROUND/EXPLANATION:

On March 31, 2018, 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.



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.

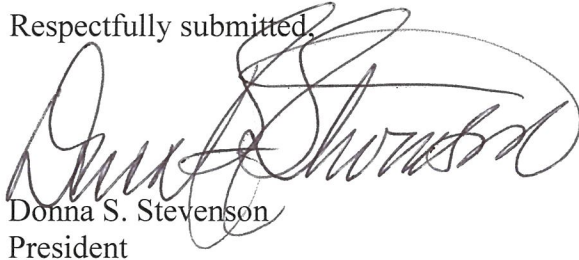
On June 18, 2018, I had an opportunity to discuss this situation directly with the Purchasing Agent. She indicated that she was upset that her recommendation for award in the first solicitation had been rejected because she continued to believe that it was within her discretion to permit acceptance of 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.

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 27th, 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 dark ink, appearing to read "Donna S. Stevenson", written over a large, loopy flourish that extends to the right.

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

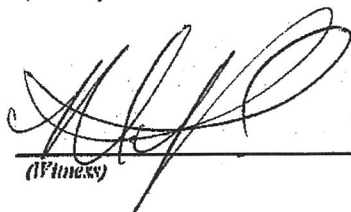
The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the 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

(Witness)



(Witness)

Early Morning Software, Inc.

(Principal)

(Seal)

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:

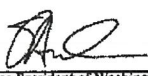
ONE HUNDRED TWENTY FIVE MILLION (\$125,000,000.00) DOLLARS

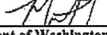
This Power of Attorney is granted and is signed by facsimile under and by the authority of the following Resolutions adopted by the Boards of Directors of North American Specialty Insurance Company and Washington International Insurance Company at meetings duly called and held on March 24, 2000 and Westport 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

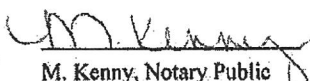
State of Illinois
County of Cook ss:

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

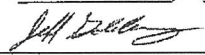
of North American Specialty Insurance Company and Senior Vice President of Westport Insurance Corporation, personally known to me, who being by me duly sworn, acknowledged that they signed the above Power of Attorney as officers of and acknowledged said instrument to be the voluntary act and deed of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


Jeffrey Goldberg, Vice President & Assistant Secretary of Washington International Insurance Company &
North American Specialty Insurance Company & Vice President & Assistant Secretary of Westport Insurance Corporation

MINUTES

President: "The first item on the non-routine agenda can be found on Page 89, Bureau of Procurement, Acceptance of Technical Proposals and Opening of Price Proposal. Will the parties please come forward? Will the parties please come forward? Good morning."

Ms. Erin Sher Smyth: "Good morning. Madam Mayor, Mr. President, Madam Comptroller, honorable members of the Board. Erin Sher-Smyth City Purchasing Agent for the Department of Finance Bureau of Procurement. The Bureau of Procurement is recommending that the Board open the Price Proposal of AskReply, and accepting the Technical Proposal as the only vendor who submitted a responsive technical proposal, in response to B50005249, Diversity and Labor Compliance System. Ah -- the Board found the proposal of Early Morning Software non-responsive and the bidder retrieved and opened their sealed Price Proposal. Which I believe makes their protest moot. Thank you."

President: "Thank you."

Ms. Stevenson: "Good morning --."

President: "Good morning."

MINUTES

Ms. Stevenson: "Um -- Board of Estimates. Um -- Madam Mayor, ah -
- Mr. President and um -- Madam Comptroller. Um -- I stand before
you --."

President: "You got to state your name."

Ms. Stevenson: "I'm sorry. I'm Donna Stevenson, President and CEO
of Early Morning Software. Ah -- Early Morning Software submitted
a proposal ah -- timely and responsive. Um -- our bid proposal -
- I mean Bid Bond ah -- was placed in our Price Proposal. Ah --
upon being notified that our Bid Bond was not seen in the Technical
Proposal and that the ah -- proposal was being rejected, we
immediately produced proof from our electronic submission, that
the Bid Bond was in the Price Proposal. Um -- in addition, at that
time um -- that we notified the Comptroller that we asked them to
also notify the Board of ah -- the Bureau of Purchases of the same
so that our technical proposal could be considered, and if we
failed to produce the um -- Bid Bond in the price proposal then
our proposal could be um -- elim -- eliminated. Ah -- we

MINUTES

felt that that was a uh -- fair and um -- equitable um -- solution. In fact we ah -- know that that is a practice that the City has done in the past. Um -- when I did not hear back, I reached out to the Comptroller's Office and was told that the decision was in the hands of the Purchasing Agent. I then reached out to the Purchasing Agent and -- and was told emphatically that I disrupted her process for awarding this most technical -- um - propose -- um -- award to the most highly technically qualified vendor the last time, and that she would not do so unless; you all directed her to. Um -- and then further, I explained to her I said to her well in the original proposal -- that was let -- you used your discretion to allow the um -- um -- the bidder that she's proposing today, AskReply, you allowed them to correct their Bid Bond. They didn't even submit a bid bond. They submitted a company check which again my experience in doing business with the City, those bo -- those um -- proposals in the past have been thrown out, because its not only not -- the right um -- form, but it's also not um -- proper. They submitted a company check. So, um -- I

MINUTES

asked her why would this be any exception and why she would require the -- the Board's as opposed to making a decision on her own. And she emphatically -- that's when she stated that I um -- you know kept her from awarding this ah - in the original ah -- to the most highly technical um -- bidder. Now I will give you three reasons why um -- aside from the fact that I believe our um -- proposal could have been evaluated in a timely manner, ah -- just by her accepting the recommendation of the Comptroller. Ah -- in addition, um -- there are economic benefits to having um -- two proposals. You know, whether the City received competitive prices or not. If you only evaluate one you don't even know if you have the best solution ah -- for the City of Baltimore. Further in consideration of our business, being in your City over 25 years and contributing to the - um -- local economy here both as an employer as well as um -- ah -- owner of a build -- building, we accrue benefits directly to the City. In addition, um -- our solution if fairly evaluated you will realize is actually more technically qualified than the current um -- proposed solution. Because the um -- proposed solution doesn't even allow you to know

MINUTES

if subcontractors are not being paid, which is the essence of the um -- whole solution that the City needs. And if you don't have that level of transparency uh -- into your compliance processes, therefore, you would not um -- be able to ah -- render the best economic value ah -- to the City."

City Purchasing Agent: "I would just like to address just one point in that protest, in that pri -- in the prior solicitation, ah -- we followed what our procedures were at the time, which would allow a cure and we exercised that discretion and the current protestant protested that action which is why we then we recommended rejecting all bids and starting over. So that it was a cleaner process. So, in the first case as the um -- protesting vendor said that we overstepped our discretion; she is now urging that we use that discretion in the same manner. And at this point, ah -- I believe that the Board of Estimates um -- should have a written policy, which is in the works so that we can have clarity and consistency. So, the um -- the Procurement Regulations that are I think going to be recommended shortly will have all of these steps and procedures so that we're all on the same page going forward and that there can be no um -- charge of discretion and abuse thereof."

MINUTES

Ms. Stevenson: "So, um -- again, tha -- there goes --."

President: "What we're going to suggest is that Purchasing go back and review the proposals. That's what we're going to recommend. Okay. Um -- because the new information that I'm just hearing ah -- warrants me to um -- ask that you go back and, you know, review the proposal. Um -- can I get a Motion on that? I just made the Motion."

City Solicitor: "Also moved Mr. President."

Comptroller: "I Second."

President: "All those in favor say AYE. All opposed NAY. The Motion carries. Um -- review you know go back and review it and come back um -- again."

* * * * *

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:

4566 - 4567

to the low bidders meeting the specifications,

or rejected bids on those as indicated

for the reasons stated.

and MWBOO, unless otherwise indicated.

The Transfer of Funds was approved

SUBJECT to receipt of a favorable report

from the Planning Commission,

the Director of Finance having reported favorably

thereon, as required by the provisions

of the City Charter.

The Comptroller ABSTAINED on item nos. 1 and 2.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSDepartment of Public Works

1. WC 1385, Urgent Spiniello Companies \$5,833,000.00
Need Water
Infrastructure
Rehabilitation
& Improvements
- Phase I FY 19

MBE/WBE PARTICIPATION:**MWBOO SET GOALS OF 12% FOR MBE AND 5% FOR WBE.**

MBE: Economic International	\$408,500.00	7.00%
Construction Company,		
Inc.		
Machado Construction	292,000.00	5.00%
Company, Inc.	<u>\$700,500.00</u>	<u>12.00%</u>
WBE: R&R Contracting Utilities,	\$292,000.00	5.00%
Inc.		

MWBOO FOUND VENDOR IN COMPLIANCE.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSDepartment of Public Works - cont'dTRANSFER OF FUNDS

	<u>AMOUNT</u>	<u>FROM ACCOUNT</u>	<u>TO ACCOUNT</u>
2.	\$6,086,640.00	9960-921089-9558	
	Water Revenue	Water Infrastructure	
	Bond	Rehab Urgent	
	213,000.00	" "	
	<u>County Revenue</u>		
	\$6,299,640.00	-----	9960-911985-955-6
			Construction

This transfer will cover costs of WC 1385, Urgent Need Water Infrastructure Rehabilitation & Improvements Phase I FY 19.

Bureau of Procurement

3.	B500005538, Truck	Acres Automotive	\$244,350.00
	Accessories	Inc.	

Dept. of General Services,
Fleet Management

MWBOO GRANTED A WAIVER.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Mayor's Office of Strategic Alliance</u>			
1. James T. Smith	Baltimore Metropolitan Council, Chesapeake Connect 2018 New Orleans, LA Nov. 21 - 30, 2018 (Reg. Fee \$1,500.00)	General Funds	\$1,500.00

The registration fee in the amount of \$1,500.00 includes the hotel cost, roundtrip airfare, meals, ground transportation, and administrative fees. The registration fee was paid by EA000316569.

Mayor's Office of Criminal Justice

2. Lucane LaFortune	Maryland Human Trafficking - Professionals Seminar Oct. 28 - 30, 2018 Ocean City, MD (Reg. Fee. \$0.00)	General Funds	\$ 496.89
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The subsistence rate for this location is \$172.00 per day. The hotel cost is \$88.00 per night, plus hotel taxes in the amount of \$3.96 per night, in addition to \$20.00 per night for hotel conference fees.

MINUTES**TRAVEL REQUESTS**Mayor's Office of Criminal Justice - cont'd

The hotel fees were prepaid on a City-issued credit card assigned to Ms. Renee Newton. Therefore, Ms. LaFortune will be disbursed \$272.97.

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.

The Board, UPON MOTION duly made and seconded, approved the Travel Requests.

MINUTES

Department of Audits - Refunds of Overpayments -
Abandoned Property Report

ACTION REQUESTED OF B/E:

The Board is requested to accept the report and approve the recommendations of the Department of Audits on the refunds of overpayments for the abandoned property report.

BACKGROUND/EXPLANATION:

The Department of Audits conducted a review of claims for potential overpayments that remained either unclaimed or unresolved for three or more years. The Department of Finance, Bureau of Revenue Collections sent 47 claim forms to the potential claimants listed on the City's Abandoned Property Report for fiscal year 2015, dated July 03, 2018. The claim forms contained instructions to complete and return those forms to the Board of Estimates. Under procedures established by the Board of Estimates, twelve claim forms, requesting refunds totaling \$13,278.05, were received by the Board of Estimates and forwarded to the Department of Audits for review and recommendation.

The Department of Audits determined that \$9,438.03 represents valid refunds to nine claimants resulting from duplicate payments, miscellaneous tax credits or tax reassessment, and recommends that these refunds be approved for payment. It is further recommended that the \$9,438.03 be removed from the listing of abandoned property to be submitted to the State by the Department of Finance, Bureau of Revenue Collections.

The Department of Audits also determined that one potential claim received in the amount of \$1,712.64 exceeded the amount to be refunded to the claimant and should not have been included in the Abandoned Property Report. The remaining two claims totaling \$2,127.38 did not include the proper documentation with the filed

MINUTES

Department of Audits - cont'd

claims. Therefore, it is recommended that the \$2,127.38 associated with these two claims be included in the listing of abandoned property to be submitted to the State.

UPON MOTION duly made and seconded, the Board accepted the report and approved the recommendations of the Department of Audits on the refunds of overpayments for the abandoned property report.

MINUTES

PROPOSAL AND SPECIFICATIONS

1. Department of Public Works/Office - WC 1365, Berea Neighborhood
of Engineering and Construction and Vicinity Water Main
Rehabilitation
BIDS TO BE RECV'D: 11/21/2018
BIDS TO BE OPENED: 11/21/2018

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

MINUTES

President: "There being no more business before the Board, we will recess until twelve o'clock noon. Thank you."

* * * * *

MINUTES

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

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 agencies had issued an Addendum extending the dates for receipt and opening of bids on the following contract. There were no objections.

Department of Public Works - Urgent Need Water Infrastructure
Rehabilitation and Improvements
- Phase II FY19
BIDS TO BE RECV'D: 10/24/2018
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:

Bureau of Procurement - B50005558, Portable Air
Compressors 185, CFM

Correlli, Inc.
McClung-Logan Equipment
Co., Inc.
Kaeser Compressors
Technology International,
Inc.

Bureau of Procurement - B50005546, 3/4 Ton Pickup
Truck w/Sweeper Body

Maryland Industrial Trucks

Bureau of Procurement - B50005544, Phosphoric Acid 75%

Shannon Chemical
Carus Chemical Corporation
Chemrite, Inc.

Bureau of Procurement - B50005540, Provide Various
Shirts for the Fire Department

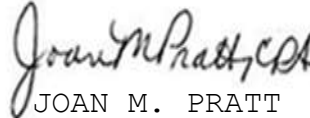
F & F and A. Jacobs & Sons,
Inc.
Howard Uniform Co.
TQBM, Inc.
Legacy Sports, Inc.

MINUTES

Department of Finance- Tax Sale Auction for Tax Liens**NO BIDS WERE RECEIVED.**

* * * * *

There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, October 31, 2018.

Handwritten signature of Joan M. Pratt, CPA in cursive script.

JOAN M. PRATT
Secretary