

MINUTES**REGULAR MEETING**

Honorable Brandon M. Scott, President
Honorable Bernard C. "Jack" Young, 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
Matthew W. Garbark, Deputy Director of Public Works
Bernice H. Taylor, Deputy Comptroller and Clerk

President: "Good morning. The July 17, 2019 meeting of the Board of Estimates is now called to order. In the interest of promoting the order and efficiency of these hearings, persons who are disruptive to the hearings will be asked to leave the hearing room. 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 would direct the Board members attention to the Memorandum from the President Office dated July 15, 2019 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."

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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 items have been adopted."

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

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

Bradshaw Construction Corporation	\$ 86,690,000.00
Bruce-Merrilees Electric Company	\$ 83,500,000.00
GC Jones Elevator Company	\$ 1,500,000.00
Graciano Corporation	\$ 25,570,000.00
Hess Construction and Engineering Services, Inc.	\$ 69,280,000.00
Highland Turf, Inc.	\$ 8,000,000.00
Preload, LLC (Work Capacity Rating underwritten by Blanket Guarantee of \$110,000,000.00 from the Parent Corporation, Caldwell Group, LLC a Limited Liability Company)	\$ 110,000,000.00
Sarens USA, Inc. (Work Capacity Rating Underwritten by Blanket Guarantee of \$1,500,000.00 by the Parent Company SARENS N.V.)	\$ 1,500,000.00
Shrader Electric Co., Inc.	\$ 1,500,000.00
T.E.A.M. Service Corporation of New York	\$ 4,900,000.00
The Whiting-Turner Contracting Company	\$7,502,000,000.00

2. Prequalification of Architects and Engineers

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

ARM Group Inc.	Engineer
Baker Engineering Services, Inc.	Engineer Construction Management

MINUTES

BOARDS AND COMMISSIONS - cont'd

Endesco, Inc.	Engineer
iDesign Engineering, Inc.	Engineer
Itenology Corporation	Engineer
Johnson Consulting Engineers, Inc.	Engineer
Jonathan Ceci Landscape Architect	Landscape Architect
KFH Group, Inc.	Transportation Planning
Moffatt & Nichol	Engineer
Soil and Land Use Technology, Inc.	Engineer
Suyash Consulting, LLC	Engineer
Wood Environment & Infrastructure Solutions, 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

Department of Law - Memorandum of Understanding

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Memorandum of Understanding (MOU) between Baltimore County on behalf of the Baltimore County Police Department (BCoPD) and the Mayor and City Council of Baltimore acting through the Department of Public Works on behalf of the Baltimore Environmental Police (BEP). The period of the MOU is effective upon Board approval and will continue until such time as either party provides thirty days prior written notice to the other party.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The MOU renews and updates a long existing cooperative agreement between the BEP and BCoPD. The Public Local Laws of Baltimore City and related regulations created the BEP to protect the water supply by exercising jurisdiction in the real property owned by the City used for the supply of drinking water, in the larger territory containing the headwaters of the City reservoirs, and in the water service area maintained by the City and related watersheds. The City-owned public water supply system encompasses large portions of Baltimore County. The MOU is intended to provide maximum police service to the properties and citizens using the areas under the protection of the BEP and within the jurisdiction of the BCoPD for the mutual benefit of both police agencies and their communities.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Memorandum of Understanding between Baltimore County on behalf of the Baltimore County Police Department and the Mayor and City Council of Baltimore acting through the Department of Public Works on behalf of the Baltimore Environmental Police.

MINUTES

Employees' Retirement System (ERS) - Information Technology Services Agreement - Selected Source

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Information Technology Services Agreement with Magothy Technology, LLC (Magothy) as a selected source procurement for the purpose of retaining Magothy to provide IT services for the Employee's Retirement System. The period of the Agreement is July 1, 2019 through June 30, 2024.

AMOUNT OF MONEY AND SOURCE:

\$600,000.00 (not to exceed over the 5-year term)

6000-604020-1520-171400-605003 - ERS Trust Funds

BACKGROUND/EXPLANATION:

Since 2010, Magothy has served as principal IT consultant for the Fire and Police Employees' Retirement System (F&P). During its tenure with F&P, Magothy has been instrumental in the design, development and maintenance of the F&P's website and IT network. Magothy has also successfully implemented the F&P digital record conversion. Magothy's services to the F&P also included infrastructure and cybersecurity and back-up, disaster recovery and Continuity of Operations Planning. In addition, Magothy has consulted with other City agencies and assisted in the development of various IT projects across the City.

Pursuant to the Resolution of the Board of Estimates Relating to Non-Competitive Procurements approved March 20, 2019 with an effective date of July 1, 2019 and the Guidance on this Resolution approved on July 10, 2019, the agency requests non-competitive procurement of the IT Services from Magothy. This procurement meets the condition that there will be no advantage in seeking competitive responses.

MINUTES

Employees' Retirement System - cont'd

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

As a result of the services provided by Magothy to the F&P, it is uniquely positioned to use its knowledge and experience gained from working with the City in general, and the F&P in particular, to assist the ERS in implementing many of the IT projects currently in production at the F&P. The ERS desires to modernize ERS' IT network, including constructing a digital records system and fully integrating ERS' benefits administration system with new forms and digitalized records.

Its knowledge of F&P and other City systems uniquely qualifies Magothy it to assist the ERS in developing an interface with other IT systems in the City. It is the ERS' position that contracting with Magothy as a selected source is advisable, prudent as there will be no advantage in seeking competitive responses as Magothy is the only consultant known to ERS to have:

- 1) specific and unique working knowledge of information technology systems similar to ERS (i.e., F&P) and the City's computer operations, and;
- 2) flexible working arrangement not requiring guaranteed compensation, minimum blocks of hours or assignment of dedicated staff.

MWBOO GRANTED A WAIVER ON MAY 31, 2019.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Information Technology Services Agreement with Magothy Technology, LLC as a selected source procurement for the purpose of retaining Magothy Technology, LLC to provide IT services for the Employee s' Retirement System. The Comptroller **ABSTAINED**.

MINUTES

Fire and Police Employees' - Information Technology Services
Retirement System (F&P) Agreement - Selected Source

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Information Technology Services Agreement with Magothy Technology, LLC as a selected source procurement for the purpose of retaining Magothy to provide IT services for the F&P. The period of the agreement is July 1, 2019 through June 30, 2024.

AMOUNT OF MONEY AND SOURCE:

\$2,800,000.00 (not to exceed over the 5-year term)

6000-604119-1540-171400-605008 - F&P Trust Funds

BACKGROUND/EXPLANATION:

In 2014, the Board approved an IT Services Agreement retaining Magothy as the F&P's principal IT consultant. Magothy has been instrumental in the design, development and maintenance of the F&P's website and IT network. Magothy also successfully implemented the F&P's digital record conversion.

Pursuant to the Resolution of the Board of Estimates Relating to Non-Competitive Procurements approved March 20, 2019 with an effective date of July 1, 2019 and the Guidance on this Resolution approved on July 10, 2019, the agency requests non-competitive procurement of the IT Services from Magothy. This procurement meets the condition that there will be no advantage in seeking competitive responses.

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

Magothy oversees and continues to assist in the growth and expansion of on-going IT projects which have been developed for the F&P over the past ten years. Over time, Magothy has become intimately familiar with the F&P's current IT network and its future IT objectives. During Magothy's tenure with the F&P, Magothy has taken the lead on several projects at the request of the F&P, including the re-development and implementation of the

MINUTES

Fire and Police Employees' - cont'd
Retirement System

F&P's website, implementation of state-of-the-art Cisco® firewalls, security, and IT assessments, due-diligence and risk assessment of the F&P's IT network and providing the F&P with subject matter expertise and training in benefits processing. Magothy has also consulted with other agencies and assisted in the development of various IT projects across the City.

As a result, Magothy is uniquely positioned to continue to maintain and modernize the F&P's current IT network, including its digital records system and fully integrated benefits administration system. It is the F&P's position that there will be no advantage in seeking competition because of:

1. Magothy's specific and unique working knowledge of F&P's IT systems and the City's computer operations and
2. its flexible working arrangement not requiring guaranteed compensation, minimum blocks of hours or assignment of dedicated staff.

MWBOO GRANTED A WAIVER ON MAY 31, 2019.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Information Technology Services Agreement with Magothy Technology, LLC as a selected source procurement for the purpose of retaining Magothy to provide IT services for the Fire and Police Employees' Retirement System. The Comptroller **ABSTAINED**.

MINUTES

TRANSFERS OF FUNDS

* * * * *

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

3255 - 3256

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Recreation and Park</u>		
1. \$15,000.00	9938-911079-9475	9938-912079-9474
State (Program	Bocek Park Athletic	Bocek Park Athletic
Open Space)	Center (Reserve)	Center (Active)

This transfer will provide funds to cover the cost for BGE utility work at Block Park Field House.

Department of Housing and Community Development

2. \$2,166,214.32	9910-902985-9587	
Mayor & City	Housing Dev.	
Council Funds	(Reserve)	
500,000.00	9910-903245-9587	
Mayor & City	Land Resources	
Council Funds	Admin.	
<u>\$2,666,214.32</u>	-----	9910-908262-9588
		Demo Blighted
		Structures

This transfer will provide funding that will be used to demolish buildings identified in partnership with City and State partners. This is part of Project CORE or selected by the Department due to their poor structural condition, as part of an overall neighborhood revitalization strategy in the Department's targeted areas.

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Public Works</u>		
3. \$2,950,992.00	9960-926022-9558	
(Water Revenue	(SCADA Single	
Bonds)	Platform)	
2,950,992.00	" "	
(County Revenue)		
<u>\$5,901,984.00</u>	-----	9960-904640-9557-6
		Construction

This transfer will provide funds for Project WC 1248, Municipal Software/Balti-meter.

MINUTES**OPTIONS/CONDEMNATION/QUICK-TAKES:**

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Department of Housing and Community Development - Option</u>			
1. Claude L. Williams	3029 Woodland Avenue	L/H	\$15,812.00

Funds are available in account no. 9910-903183-9588-900000-704040, Park Heights Demolition Project.

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

DHCD - Condemnations

2. Little Rock Missionary Baptist Church, Inc.	1803 E. Biddle Street	F/S	\$18,850.00
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Funds are available in account no. 9910-909431-9588-900000-704040, EBDI Project.

3. Tonya Cobb	1807 E. Biddle Street	L/H	\$ 8,720.00
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Funds are available are in account no. 9910-909431-9588-900000-704040, EBDI Project.

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

MINUTESDepartment of Planning - TRANSFER OF LIFE-TO-DATE
SICK LEAVE

The Board is requested to approve the transfer of life-to-date sick leave days from the listed City employees to the designated employee, Ms. Stacy Montgomery.

The transfer of sick leave days is necessary in order for the designated employee to remain in pay status with continued health coverage. The City employees have asked permission to donate the sick leave days that will be transferred from their LIFE-TO-DATE sick leave balances as follows:

<u>Donors</u>	<u>Days</u>
Laurie Feinberg	5
Eric Holcomb	5
Lauren Schiszik	<u>5</u>
	15

Ms. Montgomery is not a member of a union sick leave bank and is not eligible for membership in a union sick leave bank. All of her leave has been used. This transfer will allow Ms. Montgomery to remain in pay status.

UPON MOTION duly made and seconded, the Board approved the transfer of LIFE-TO-DATE sick leave days from the listed City employees to the designated employee, Ms. Stacy Montgomery.

MINUTES

Department of Recreation and Parks - Transfer of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve the Transfer of Funds to the Baltimore City Foundation.

AMOUNT OF MONEY AND SOURCE:

\$200,000.00 - 2028-000000-4803-776800-600005

BACKGROUND/EXPLANATION:

The transfer is from table games revenue to the Baltimore City Foundation. The funds will pay for teams to travel for competitive sports and other related expenses for youth programs.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved the Transfer of Funds to the Baltimore City Foundation.

MINUTES

Department 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.	DRUID HEIGHTS COMMUNITY DEVELOPMENT CORPORATION	873-A	\$164,845.00

Druid Heights Community Development Corporation would like to perform various improvements to their properties in the area bounded by Division, Baker, Gold, and Etting Streets, in the Baker's View Development.

A Performance Bond in the amount of \$164,845.00 has been issued to Druid Heights Community Development Corporation which assumes 100% of the financial responsibility.

2.	BTR-1935, LLC	1442	\$ 21,600.00
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BTR-1935, LLC would like to install a new storm drain and connection to its proposed new building located at 1935 Chesapeake Avenue.

A Performance Bond in the amount of \$21,600.00 has been issued to BTR-1935, LLC which assumes 100% of the financial responsibility.

3.	TCB MARSHALL GARDENS LIMITED PARTNERSHIP	1556	\$602,627.00
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TCB Marshall Gardens Limited Partnership, would like to install new water, sanitary sewer, storm drains, street lights, and sidewalk and roadway improvements to its proposed new building located at 506, 511, 514, 521, 530 Robert Street, 1700, 1818 Division Street, and 558 Laurens Street.

MINUTES

DOT - cont'd

A Performance Bond in the amount of \$602,627.00 been issued to TCB Marshall Gardens Limited Partnership, which 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.

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

MINUTESDepartment of Transportation - Minor Privilege Permit Application

The Board is requested to approve the following application for a Minor Privilege Permit. The application is 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. 900 S. Carey Street	900 Real Estate, LLC	Egress stairway 22'4" x 3'
\$234.40 - Annual Charge		

UPON MOTION duly made and seconded, the Board approved the above-listed application for a Minor Privilege Permit.

MINUTES

Department of Transportation - Memorandum of Understanding

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Memorandum of Understanding (MOU) with the Charles Village Civic Association, Inc. The period of the MOU is effective upon Board approval for two years with an option to renew for an additional two-years.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The Charles Village Civic Association, Inc. will install right-of-way art and flex posts at specified locations on 26th Street at St. Paul and Calvert Streets, all at its sole cost. The Charles Village Association, Inc. will perform ongoing maintenance of all aspects of the project during the term of the MOU.

MBE/WBE PARTICIPATION:

Not a competitive procurement item. The organization is paying for all costs.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Memorandum of Understanding with the Charles Village Civic Association, Inc.

MINUTES

Department of Transportation - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 003 to STV, Inc. under Project 1257, On-Call Conduit Infrastructure Design Services.

AMOUNT OF MONEY AND SOURCE:

\$496,386.38 - 2024-00000 0-5480-395600-603026

BACKGROUND/EXPLANATION:

This task provides authorization for part time technical staff support to the Department's Conduit Division's Geographic Information System data editing efforts.

MBE/WBE PARTICIPATION:

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

MWBOO APPROVED THE EAR ON APRIL 23, 2019.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 003 to STV, Inc. under Project 1257, On-Call Conduit Infrastructure Design Services.

MINUTES

Department of Transportation - Amendment No. 2 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 2 to Agreement with WSP USA, Inc. (formerly known as Parsons Brinkerhoff), Project No. 1208, On-Call Transportation Planning/Policy/Feasibility. The Amendment No. 2 to Agreement is effective upon Board approval through June 30, 2021.

AMOUNT OF MONEY AND SOURCE:

\$1,000,000.00 - Increase in Upset Limit

BACKGROUND/EXPLANATION:

On July 1, 2015, the Board approved the subject agreement in the amount of \$1,500,000.00 with WSP USA, Inc., (formally known as Parson Brinckerhoff) for a period of three years to assist the Department's Planning Division in managing various tasks. The scope of services includes, but is not limited to: strategies to maximize State and Federal funding of transportation projects and identify and capture funding opportunities including grant writing and grant administration. On May 9, 2018, the City approved Amendment No. 1 to allow a one year time extension and increased the upset limit by \$1,000,000.00 to continue design services for various projects. The Department is now requesting a two-year time extension and an increase to the upset limit by \$1,000,000.00 to continue critical bicycle infrastructure planning and design services for various projects under Amendment No. 2. This Board approval will result in an expiration of June 30, 2021 and an upset limit of \$3,500,000.00.

The Consultant will continue to comply with Article No. 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals established in the original agreement.

MINUTES

Department of Transportation - cont'd

MBE: 23%

WBE: 10%

AUDITS NOTED THE INCREASE IN THE UPSET LIMIT AND THE TIME EXTENSION AND WILL REVIEW TASK ASSIGNMENTS.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment No. 2 to Agreement with WSP USA, Inc. (formerly known as Parsons Brinkerhoff), Project No. 1208, On-Call Transportation Planning/Policy/Feasibility.

MINUTES

Department of Transportation - Amendment No. 1 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Amendment No. 1 to Agreement (Amendment No. 1) with Whitney Bailey Cox & Magnani, LLC under Project 1249 On Call Bridge Design Services. Amendment No. 1 will extend the period of the agreement through July 18, 2022.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On July 19, 2017, the Board approved the original agreement in the amount of \$2,000,000.00, for a period of two years.

The Department is now requesting an additional three-year time extension to complete extra work needed on existing assignments.

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.

MBE: 27%

WBE: 10%

AUDITS NOTED THE TIME EXTENSION.

MINUTES

Department of Transportation - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 1 to with Whitney Bailey Cox & Magnani, LLC under Project 1249 On Call Bridge Design Services.

MINUTES

Department of Transportation - Consent to Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve a Consent to Assignment of a Conduit Lease Agreement with a company formerly known as ExteNet Systems Inc., to ExteNet Asset Entity, LLC.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On Wednesday, July 1, 2015, the Board approved a Lease Agreement with ExteNet Systems, Inc., to lease conduit space in the City's Conduit System. The Department of Transportation has agreed to accept the name change ExteNet Systems, Inc. to be changed to ExteNet Asset Entity LLC., upon Board approval.

MBE/WBE/DBE PARTICIPATION:

N/A

UPON MOTION duly made and seconded, the Board approved the Consent to Assignment of a Conduit Lease Agreement with a company formerly known as ExteNet Systems Inc., to ExteNet Asset Entity, LLC.

MINUTES

EXTRA WORK ORDER

* * * * *

UPON MOTION duly made and seconded,

the Board approved

the Extra Work Order

as listed on the following pages:

3271 - 3273

The EWO was 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

1. EWO #002, \$229,453.79 - TR 11013R, Loch Raven Watershed Culvert
Repair/Replacement and Resurfacing

\$7,857,814.39	\$ 65,580.00	Civil Construction,	-	93
		LLC		

This work is requested by the Department of Transportation due to the deteriorating conditions at the Loch Raven Main Parking Lot at the Pine Ridge Golf Course Park facility. The scope of work includes the adjusting and cleaning of storm inlets, asphalt base repairs, the removal and replacement of curbing around the perimeter of the parking area, a two-inch asphalt overlay of the entire parking lot, and the placement of parking space markings.

This work was reviewed and found to be equitable by both the Design Consultant and the DPW representatives. The work was performed prior to the Board's approval in order for the work to be completed prior to the spring season when the usage of the parking facility is high. An Engineer's Certificate of Completion of Work has not been issued.

MWBOO set goals of 26% for MBE and WBE for 9%.

THE EAR WAS APPROVED BY MWBOO JUNE 13, 2019.

2. EWO #003, \$0.00 - TR 11013R, Loch Raven Watershed Culvert
Repair/Replacement and Resurfacing

\$7,857,814.39	\$ 295,033.79	Civil Construction,	471	93
		LLC	days	

MINUTES

EXTRA WORK ORDERS

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

Department of Transportation - cont'd

This authorization is requested on the behalf of the Department of Transportation and provides for a 471 day non-compensable time extension. This time extension is needed to perform additional culvert repair at four locations in the Loch Raven watershed area. The stream work is restricted by the Maryland Department of the Environment during the period from October 1st through April 30th. The time extension provides sufficient calendar days in both 2019 and 2020 to complete all of the proposed additional work.

The contract expired on June 19, 2019 and this request for time will result in a new completion date of October 1, 2020. An Engineer's Certificate of Completion of Work has not been issued.

MWBOO set goals of 26% for MBE and 9% for WBE.

THE EAR WAS APPROVED BY MWBOO JUNE 13, 2019.

- | | | | | | |
|----|---|--------------|--------------------|------|----|
| 3. | EWO #002, \$78,923.32 - TR 18003, Reconstruction of Footways Citywide | | | | |
| | \$ 770,000.00 | \$ 20,670.65 | J. Villa Construc- | 90 | 55 |
| | | | tion, Inc. | days | |

This work is requested by the Department's Planning Division for the improvements of sidewalks in the 3500 block of Dolfield Avenue. The additional work will consist of total reconstruction on the commercial side of Dolfield Avenue. The Department will construct the sidewalks which will take place in the summer of 2019.

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 - cont'd

The additional work will require a time extension of 90 days. The current completion date is July 29, 2019 and the additional days will revise the new date to October 27, 2019. An Engineer's Certificate of Completion of Work has not been issued.

MWBOO set goals of 23% for MBE and 9% for WBE.

The current MBE is 34% and the WBE is 19%.

THE EAR WAS APPROVED BY MWBOO JUNE 12, 2019.

MINUTES

Mayor's Office of Children - Consultant Agreements
and Family Success

The Board is requested to approve and authorize execution of the various Consultant Agreements. The period of the agreement is July 1, 2019 through June 30, 2020.

1. **BARBARA BARTELS** **\$ 29,500.00**

Account: 1001-000000-1772-512700-603051

Ms. Bartels will work as a Consultant for the Baltimore City Head Start Program. She will provide support, monitoring and analysis of data, training and technical and administrative assistance to the Head Start teaching teams.

2. **MICHELLE GRANT** **\$ 60,000.00**

Account: 1001-000000-1772-512700-603051

Ms. Grant will work as a Consultant for the Baltimore City Head Start Program. She will perform classroom observations, provide technical assistance, make evaluations and develop performance assessments, and develop training modules according to the Head Start program needs.

MBE/WBE PARTICIPATION:

N/A

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 Consultant Agreements.

MINUTES

Department of Housing and - Land Disposition Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Land Disposition Agreement with FUBON DEVELOPMENT, LLC for the sale of a vacant City-owned property located in the Harlem Park neighborhood at 1310 W. Franklin Street.

AMOUNT OF MONEY AND SOURCE:

\$9,300.00 - Purchase price

BACKGROUND/EXPLANATION:

The City will convey all of its rights, title, and interest in 1310 W. Franklin Street to FUBON DEVELOPMENT LLC., for the price of \$9,300.00, which will be paid to the City of Baltimore at the time of settlement. The Developer will be using private funds.

The project will involve the complete rehabilitation of the vacant building located at 1310 W. Franklin Street for use as a single-family home, which will be sold or rented at market rate, depending to market conditions.

The authority to sell the property, is given under the Baltimore City Code, Article 13, §2-7(h) of the Baltimore City Code.

STATEMENT OF PURPOSE AND RATIONALE FOR SALE BELOW THE PRICE DETERMINED BY THE WAIVER VALUATION PRICE:

Pursuant to the Appraisal Policy of Baltimore City using the Waiver Valuation Process, the Department determined the property located at 1310 W. Franklin Street to be valued at \$9,300.00. The property is being sold for \$9,300.00.

MINUTES

Department of Housing and - cont'd
Community Development

MBE/WBE PARTICIPATION:

The Developer will purchase this property for a price that is less than \$50,000.00 and will receive no City funds or incentives for the purchase or rehabilitation; therefore, MBE/WBE is not applicable.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with FUBON DEVELOPMENT, LLC for the sale of a vacant City-owned property located in the Harlem Park neighborhood at 1310 W. Franklin Street.

MINUTES

Department of Housing and - Land Disposition Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Land Disposition Agreement with East Biddle Street, LLC, Developer, for the sale of the City-owned properties located at 2011, 2013, 2015, 2017, 2021, 2023, 2025, 2027, 2029, 2031, 2033, 2035, 2037, 2039, 2043, and 2045 East Biddle Street.

AMOUNT OF MONEY AND SOURCE:

\$70,000.00 - purchase price

Lots sold in aggregate

BACKGROUND/EXPLANATION:

These vacant lots known as 2011, 2013, 2015, 2017, 2021, 2023, 2025, 2027, 2029, 2031, 2033, 2035, 2037, 2039, 2043, and 2045 East Biddle Street for consolidation into a parking lot in support of the developing the Hoen Lithograph Building at 2101 E. Biddle Street. The entire site was appraised for the aggregate amount of \$70,000.00.

The purchase price and improvements to the sites will be funded through private sources. The Developer has paid a down-payment of \$7,000.00.

The authority to sell these properties is within Article 13, §2-7(f) and (h) and Article 28, §8 of the Baltimore City Code; and the Middle East Urban Renewal Plan.

STATEMENT OF PURPOSE AND RATIONALE FOR SALE BELOW THE PRICE DETERMINED BY THE WAIVER VALUATION PROCESS:

The properties were appraised for \$70,000.00 and will be sold for \$70,000.00.

MINUTES

Department of Housing and - cont'd
Community Development

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with East Biddle Street, LLC, Developer, for the sale of the City-owned properties located at 2011, 2013, 2015, 2017, 2021, 2023, 2025, 2027, 2029, 2031, 2033, 2035, 2037, 2039, 2043, and 2045 East Biddle Street.

MINUTES

Department of Housing and - Land Disposition Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Land Disposition Agreement with Leonard M. Bell, Sr., Developer, for the sale of the City-owned properties located at 901 N. Monroe Street and 1901 W. North Avenue.

AMOUNT OF MONEY AND SOURCE:

\$ 6,000.00 - 901 N. Monroe Street
6,000.00 - 1901 W. North Avenue
\$12,000.00

BACKGROUND/EXPLANATION:

The Developer wishes to purchase the vacant buildings to renovate as rental property.

The authority to sell the property located at 901 N. Monroe Street is given under Article II, §15 of the Baltimore City Charter and Article 13, §2-7(h) of the Baltimore City Code.

The authority to sell the property located at 1901 W. North Avenue is given under Article II, §15 of the Baltimore City Charter and Article 13, §2-7 (h) of the Baltimore City Code. The property was journalized and approved for sale on December 22, 2010.

STATEMENT OF PURPOSE AND RATIONALE FOR SALE BELOW THE PRICE DETERMINED BY THE WAIVER VALUATION PROCESS:

Pursuant to the Appraisal Policy of Baltimore City using the Waiver Valuation Process, the Department determined the waiver valuation price for 901 N. Monroe Street to be \$7,500.00 and for 1901 W. North Avenue to be \$6,000.00. Each property is being sold for \$6,000.00.

MINUTES

Department of Housing and - cont'd
Community Development

901 N. Monroe St. will be sold to the Developer for \$6,000.00 because of the following factors that are present:

- the sale will be of a specific benefit to the immediate area,
- the sale will eliminate blight, and
- the sale will return the properties to the tax rolls.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with Leonard M. Bell, Sr., Developer, for the sale of the City-owned properties located at 901 N. Monroe Street and 1901 W. North Avenue.

MINUTES

Department of Housing and - Land Disposition Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Land Disposition Agreement with Yasir Queraishi, Developer, for the sale of the City-owned property located at 1225 and 1227 E. Preston Street.

AMOUNT OF MONEY AND SOURCE:

\$1,500.00 - 1225 E. Preston Street
6,800.00 - 1227 E. Preston Street
\$8,300.00 - Purchase price

BACKGROUND/EXPLANATION:

The City will convey all of its rights, title, and interest to 1225 and 1227 E. Preston Street to Yasir Queraishi, for the total price of \$8,300.00, which will be paid at the time of settlement. The purchase and improvements to the buildings will be financed through private sources.

The Developer wishes to purchase the vacant buildings located at 1225 and 1227 E. Preston Street to renovate them for use as rental properties.

The authority to sell the properties located at 1225 and 1227 E. Preston Street is given under Article II, Section 15 of the Baltimore City Charter and Article 13, §2-7 (h) of the Baltimore City Code.

STATEMENT OF PURPOSE AND RATIONALE FOR SALE BELOW THE WAIVER VALUATION PRICE:

In accordance with Baltimore City's Appraisal Policy, the Waiver Valuation Process determined the property at 1227 E. Preston Street to be priced at \$5,700.00. It will be sold above the determined price for \$6,800.00. The vacant building at 1225 E. Preston Street was priced at \$2,000.00 and it will be sold for \$1,500.00.

MINUTES

DHCD - cont'd

The rationale for the sale of 1225 E. Preston Street below the determined price is as follows:

- the sale will serve a specific benefit to the immediate community,
- the sale will eliminate blight, and
- the sale will return the property to the tax rolls.

MBE/WBE PARTICIPATION:

The Developer will purchase this property for a price that is less than \$50,000.00 and will receive no City funds or incentives for the purchase or rehabilitation; therefore, MBE/WBE is not applicable.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with Yasir Queraishi, Developer, for the sale of the City-owned property located at 1225 and 1227 E. Preston Street.

MINUTES

Department of Housing and - Resolution
Community Development (DHCD)

ACTION REQUESTED OF B/E:

The Board is requested to adopt the Resolution authorizing the filing of the Annual Action Plan for four federal formula programs: the Community Development Block Grant (CDBG), the Emergency Solutions Grant (ESG), the HOME Investment Partnerships (HOME), and the Housing Opportunities for Persons with AIDS (HOPWA) Programs for City Fiscal Year (CFY) 2020.

AMOUNT OF MONEY AND SOURCE:

(Federal Fiscal Year 2019, City Fiscal Year 2020)

\$22,494,474.00 - Community Development Block Grant: Award of \$21,689,474.00 and projected program income of \$805,000.00

5,883,043.00 - HOME: Award of \$4,126,247.00, projected program income of \$1,756,796.00

1,817,160.00 - Emergency Solutions Grant

8,380,304.00 - Housing Opportunities for Persons with AIDS Entitlement

\$38,574,981.00 - Total CFY 2020 Funding

BACKGROUND/EXPLANATION:

The Annual Action Plan serves as the required annual application to the U.S. Department of Housing and Urban Development (HUD) for the following four federal formula grant programs: the CDBG, HOME, HOPWA, and the ESG. The Plan is prepared by the Department of

MINUTES

DHCD - cont'd

Housing and Community Development (DHCD), which administers the CDBG and HOME programs, and the Mayor's Office of Homeless Services, which administers the ESG and HOPWA programs.

The approved funding will be used to support a wide range of community development and housing activities including neighborhood planning initiatives, youth recreation and education programs, the creation of affordable housing units, and service provision to the elderly, the homeless, and persons with HIV/AIDS. The Annual Action Plan identifies specific activities that will be undertaken during the CFY beginning July 1, 2019.

The submitted Resolution will authorize the Commissioner of the DHCD, and the Director of the Mayor's Office of Homeless Services, acting on behalf of the Mayor and City Council of Baltimore, to submit the Annual Action Plan for the CDBG, HOME, the ESG, and HOPWA programs. The Resolution also designates the Commissioner and the Director, as the authorized official representatives of the Mayor and City Council of Baltimore, to act in connection with the Annual Action Plan and to provide any information as may be required by HUD. This will include assurances and certifications to ensure that the City will comply with various regulations, policies and other federal laws as prescribed in the Housing and Community Development Act of 1974, as amended.

MBE/WBE PARTICIPATION:

Minority and Women's Business Enterprise requirements will be included in applicable Agreements with City agencies and non-profit organizations.

MINUTES

DHCD - cont'd

UPON MOTION duly made and seconded, the Board adopted the Resolution authorizing the filing of the Annual Action Plan for four federal formula programs: the Community Development Block Grant, the Emergency Solutions Grant, the HOME Investment Partnerships, and the Housing Opportunities for Persons with AIDS Programs for City Fiscal Year 2020.

MINUTES

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

The Board is requested to approve and authorize execution of the Community Development Block Grant Agreements (Agreements). The period of the Agreements is July 1, 2018 through June 30, 2019, unless otherwise indicated.

1. **HOMEFREE USA** **\$ 75,000.00**

Account: 2089-208919-5930-241091-603051

This Agreement will provide CDBG funds to subsidize the Sub-grantee's operating costs, housing counseling, and activities to attract and retain homeowners in the Poppleton Neighborhood as well as Baltimore City.

FOR FY 2019, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$0.00 AS FOLLOWS:

MBE: \$0.00

WBE: \$0.00

MWBOO GRANTED A WAIVER.

2. **THE CAROLINE FRIESS CENTER, INC.** **\$125,000.00.**

Account: 2089-208919-5930-426934-603051

The Agreement will provide CDBG funds to subsidize the sub-grantees' operating cost. The sub-grantee will provide education, career-training and placement programs for unemployed and underemployed women that reside in the City. The period of the agreement is September 1, 2018 through August 31, 2019.

FOR FY 2019, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$16,000.00 AS FOLLOWS:

MBE: \$4,320.00

WBE: \$1,600.00

MINUTES

Department of Housing and - cont'd
Community Development

3. **SOUTHEAST COMMUNITY DEVELOPMENT CORPORATION, INC.** **\$120,000.00**

Account: 2089-208919-5930-437681-603051	\$ 7,000.00
2089-208919-5930-437683-603051	\$ 8,000.00
2089-208919-5930-437691-603051	\$105,000.00

This Agreement will provide CDBG funds to subsidize the Sub-grantee's operating costs; the sub-grantee will provide comprehensive housing counseling services to low and moderate income persons. They will also provide public information to residents and organizations within the southeast area of the City that are participating in community activities.

FOR FY 2019, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$34,980.00 AS FOLLOWS:

MBE: \$9,444.60

WBE: \$3,498.00

On August 8, 2018, the Board approved the Resolution authorizing the Commissioner of 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 the following formula programs:

1. Community Development Block Grant (CDBG)
2. HOME Investment Partnership Act (HOME)
3. Emergency Shelter Grant Entitlement (ESG)
4. Housing Opportunity for People with AIDS (HOPWA)

MINUTES

Department of Housing and - cont'd
Community Development

The Department began negotiating and processing the CDBG agreements effective July 1, 2018 and beyond, as outlined in the Plan, pending approval of the Resolution. Consequently, the agreements were delayed due to final negotiations and processing.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Community Development Block Grant Agreements.

MINUTES

Department of Public Works - TRANSFER OF LIFE-TO-DATE
SICK LEAVE

The Board is requested to approve the transfer of LIFE-TO-DATE sick leave days from the listed City employees to the designated employee, Ms. Lannette S. Newkirk.

The transfer of sick leave days is necessary in order for the designated employee to remain in pay status with continued health coverage. The City employees have asked permission to donate the sick leave days that will be transferred from their LIFE-TO-DATE sick leave balances as follows:

<u>DONORS</u>	<u>DAYS</u>
Jerome Ragsdale	5
Malcolm Denton	2
Michael Lucas	<u>5</u>
	12

Ms. Newkirk is not a member of a union sick leave bank and is not eligible for membership in a union sick leave bank. All of her leave has been used. This transfer will allow Ms. Newkirk to remain in pay status.

THE LABOR COMMISSIONER RECOMMENDED APPROVAL.

UPON MOTION duly made and seconded, the Board approved the transfer of LIFE-TO-DATE sick leave days from the listed City employees to the designated employee, Ms. Lannette S. Newkirk.

MINUTES

Department of Public Works (DPW) - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the agreement between the City and Downtown Partnership of Baltimore, Inc. The period of the agreement is July 1, 2019 through June 30, 2020, with the option to renew for two additional one-year periods.

AMOUNT OF MONEY AND SOURCE:

\$371,423.00 - 1001-000000-5152-386200-603026

BACKGROUND/EXPLANATION:

On June 29, 2016, the Board approved the original agreement in the amount of \$350,000.00. The Department of Public Works, Bureau of Solid Waste entered into a new agreement with the Downtown Partnership of Baltimore, Inc. for the period of July 1, 2016 through June 30, 2017 to provide manpower to perform cleaning services in various areas of the Downtown Management District.

The agreement contained the option to renew the agreement for two additional one-year terms, both of which were approved by the Board.

On June 21, 2017, the Board approved the first year renewal in the amount of \$357,000.00, which expired on June 30, 2018. On June 13, 2018, the Board approved the second renewal in the amount of \$361,140.00, which expired on June 30, 2019. Both the Bureau of Solid Waste and the Downtown Partnership would like to continue with the agreement, therefore, the Bureau of Solid Waste is submitting the request for a new agreement for the period July 1, 2019 through June 30, 2020 under the same terms and conditions, with the option to renew for two additional one-year periods.

MINUTES

DPW - cont'd

MWBOO GRANTED A WAIVER ON MAY 24, 2019.

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 between the City and Downtown Partnership of Baltimore, Inc.

MINUTES

Department of Public Works/ - Sanitary Sewer Flow Level
Office of Asset Management Monitoring Pilot Study Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Sanitary Sewer Flow Level Monitoring Pilot Study Agreement between the Mayor and City Council of Baltimore acting by and through the Department of Public Works and ADS LLC. The period for this agreement is effective for one (1) year upon the Board's approval.

AMOUNT OF MONEY AND SOURCE:

\$0.00 - Upset fee for the pilot test. No funds are required.

BACKGROUND/EXPLANATION:

ADS LLC approached the City with an offer to supply and install a sewer line acoustic condition assessment and monitoring system platform at agreed upon locations in the City's sewer system.

ADS LLC will pilot test the performance of a sewer line acoustic condition assessment and monitoring system to accurately monitor the City's sanitary sewer system and potentially avoid Sanitary Sewer Overflow. The pilot agreement includes placement of acoustic nodes at up to five locations in the City.

The pilot will test the technology's effectiveness in monitoring the flow levels in the sewer pipes and alert the Agency when it is time to clean the pipe, so that cleaning can be performed before a potential sanitary sewer overflow occurs. The ADS LLC sewer level monitoring system is equipped with a real-time continuous level sensor, alarms to notify the Agency for cleaning, an easy to use web-based interface, as well as both long and short term data accumulation and analysis.

MINUTES

Department of Public Works/ - cont'd
Office of Asset Management

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Sanitary Sewer Flow Level Monitoring Pilot Study Agreement between the Mayor and City Council of Baltimore acting by and through the Department of Public Works and ADS LLC.

MINUTES

Department of Public Works/Office - Partial Release of Retainage
of Engineering and Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Partial Release of Retainage agreement with Metra Industries for WC 1352, AMI/R Urgent Need Metering Infrastructure Repair and Replacement Various Locations (3" & Greater Water Service).

AMOUNT OF MONEY AND SOURCE:

\$204,914.50 - 9960-904594-9557-000000-200001

BACKGROUND/EXPLANATION:

Metra Industries as of July 10, 2018 has completed 100% of all work for WC 1352. The Contractor has requested a Release of Retainage for \$204,914.50. Currently, the City is holding \$292,735.00 in retainage for the referenced project and the contractor is requesting to reduce the amount of Retainage to \$87,820.50. The remaining amount of \$87,820.50 is sufficient to protect the interest of the City.

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 Partial Release of Retainage agreement with Metra Industries for WC 1352, AMI/R Urgent Need Metering Infrastructure Repair and Replacement Various Locations (3" & Greater Water Service).

MINUTES

Department of Public Works/Office - Amendment No. 10 to Agreement
of Engineering and Construction for Project No. 1112

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 10 to Agreement with Louis Berger Water Services, Inc. for Project No. 1112, Wet Weather Consent Decree Compliance and Program Management Services. The Amendment No. 10 will extend the period of the Agreement for Project No. 1112 through March 8, 2020.

AMOUNT OF MONEY AND SOURCE:

\$0.00

BACKGROUND/EXPLANATION:

On March 8, 2011, the Board approved the original agreement with Louis Berger Water Services, Inc. under Project 1112, Wet Weather Consent Decree Compliance and Program Management Services for a period of three-years ending on March 7, 2014, with an option to renew for up to five, one-year terms.

Amendment No. 10 to Agreement for Project No. 1112 will provide a six-month extension utilizing existing funds, through March 8, 2020 so that Louis Berger Water Services, Inc. can continue to provide as-needed program management services for the Consent Decree Compliance and assist the City in meeting the obligations under the Modified Consent Decree with the Environmental Protection Agency and the U.S. Department of Justice with an emphasis on completing the Small Business Development program for this year. This extension is also required to have a seamless transition with the new replacement program management contract Project No. 1294.

MINUTES

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

The scope of the original agreement included providing program management, public information and outreach, economic development and outreach, coordination and management of sewershed design, oversight of construction management, inspection of sewershed projects, integrated planning framework and implementation of the Utility Asset Management Division for the modified consent decree.

MBE/WBE PARTICIPATION:

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the 27% MBE and 9% WBE goals assigned to the original agreement.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment No. 10 to Agreement with Louis Berger Water Services, Inc. for Project No. 1112, Wet Weather Consent Decree Compliance and Program Management Services.

MINUTES

Department of Public Works/Office - Amendment No. 1 to Agreement
of Engineering and Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize Amendment No. 1 to Agreement (Amendment No. 1) with Louis Berger Water Services, Inc. under Project 1503 On-Call Project and Construction Management Assistance Services. Amendment No. 1 will extend the period of the agreement through December 16, 2020.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The Board approved the original agreement on December 16, 2015 for the period of December 16, 2015 through December 16, 2019.

Amendment No. 1 will allow for continued assistance with the City Construction Management section.

AUDITS NOTED THE TIME EXTENSION.

MWBOO FOUND THE CONTRACTOR IN COMPLIANCE ON OCTOBER 16, 2015.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment No. 1 to Agreement (Amendment No. 1) with Louis Berger Water Services, Inc. under Project 1503 On-Call Project and Construction Management Assistance Services.

MINUTES

Department of Public Works/Office - Amendment No. 1 to Agreement of Engineering and Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize Amendment No. 1 to Agreement (Amendment No. 1) with CC Johnson & Malhotra, P.C. under 1238C On-Call Mechanical Engineering Services. Amendment No. 1 will extend the period of the agreement through November 2, 2021.

AMOUNT OF MONEY AND SOURCE:

\$500,000.00 - increase in Upset Limit

BACKGROUND/EXPLANATION:

The two-year time extension and increase in the upset limit will allow the consultant to continue providing mechanical engineering services for various tasks to be assigned by Water & Wastewater Facilities including Wastewater Treatment Plants and Pumping Stations. The Office of Engineering and Construction needs to address any mechanical issue that requires immediate response and cannot be postponed until the customary architect and engineering selection can be executed.

AUDITS NOTED THE TIME EXTENSION AND INCREASE IN UPSET LIMIT AND WILL REVIEW TASK ASSIGNMENTS.

MWBOO FOUND THE CONTRACTOR IN COMPLIANCE ON SEPTEMBER 12, 2016.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment No. 1 to Agreement with CC Johnson & Malhotra, P.C. under 1238C On-Call Mechanical Engineering Services.

MINUTES

Department of Public Works/Office - Post Service Agreement (PAS)
of Engineering and Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Agreement with O'Brien & Gere Engineers, Inc. under Project No. 1149, (SC 977) PAS for Improvements to the Gwynns Falls Sewershed Collection Systems-Area C. The period of the agreement is effective upon Board approval for three years or until the upset limit is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

\$497,784.55 - 9956-905663-9551-900020-703032

BACKGROUND/EXPLANATION:

The Office of Engineering and Construction is in need of O'Brien & Gere Engineers, Inc., to provide engineering services in assistance to the City during construction of SC 977 to oversee that the work performed by the contractor is completed in conformance with the design and as specified in the contract documents. The SC 977 work is within the Gwynns Falls Sewershed Area C. The project is comprised of comprehensive manhole and sewer lining. Engineering services will include reviewing submittals, attending monthly progress meetings, inspecting pipelines and manholes, and updating geographical drawings.

MBE/WBE PARTICIPATION:

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals assigned to this agreement of MBE: 30% and WBE: 15%.

MBE/WBE PARTICIPATION:

MBE: Bryant Associates, Inc.	\$ 141,629.45	30.00%
WBE: PEER Consultants, P.C.	\$ 74,832.11	15.85%

MINUTES

DPW - cont'd

MWBOO FOUND VENDOR IN COMPLIANCE ON MAY 8, 2019.

AUDITS REVIEWED 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>
\$468,901.10 (Revenue Bond)	9956-907622-9549 (Sewer Syst Rehab- Gwynns Falls)	
68,706.21 (County Revenue)	" " "	
\$537,607.31	-----	9956-905663-9551-3 (Design)

This transfer will cover costs of Project 1149 (SC 977) - PAS for Improvements to the Gwynns Falls Sewershed Collection System - Area C.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement with O'Brien & Gere Engineers, Inc. under Project No. 1149, (SC 977) PAS for Improvements to the Gwynns Falls Sewershed Collection Systems-Area C. The Transfer of Funds was approved SUBJECT to receipt of a

MINUTES

DPW - cont'd

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 - Post Award Service Agreement
of Engineering and Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Agreement with O'Brien & Gere Engineers, Inc. under Project No. 1149 (SC 921), Post Award Services for Improvements to the Gwynns Falls Sewershed Collection Systems-Area B. The period of the agreement is effective upon Board approval for three years or until the upset limit is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

\$453,578.49 - 9956-908661-9551-900020-703032

BACKGROUND/EXPLANATION:

The Office of Engineering and Construction is in need of O'Brien & Gere to provide engineering services in assistance to the City during construction of Sanitary Contract 921 to oversee that the work performed by the contractor is completed in conformance with the design as specified in the contract documents. The SC 921 work is within the Gwynns Falls Sewershed Area B. The project is comprised of comprehensive manhole and sewer lining. Engineering services will include reviewing submittals, attending monthly progress meetings, inspecting pipelines and manholes, and updating geographical drawings.

MBE/WBE PARTICIPATION:

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals assigned to this agreement are MBE: 30% and WBE: 15%.

MBE/WBE PARTICIPATION:

MBE: Bryant Associates, Inc.	\$ 130,385.14	30.17%
WBE: PEER Consultants, P.C.	\$ 74,832.11	15.05%

MINUTES

DPW - cont'd

MWBOO FOUND VENDOR IN COMPLIANCE ON MAY 8, 2019.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement with O'Brien & Gere Engineers, Inc. under Project No. 1149 (SC 921), Post Award Services for Improvements to the Gwynns Falls Sewershed Collection Systems-Area B.

MINUTESHealth Department - Ratifications of Agreements

The Board is requested to ratify the various agreements and approve and authorize execution of the agreement. The period of the agreement is July 1, 2018 through June 30, 2019, unless otherwise indicated.

RATIFICATIONS

1. **HEALTHY TEEN NETWORK, INC.** **\$ 71,373.00**

Account: 5000-511819-3080-294500-603051

Healthy Teen Network, Inc., will conduct policy and program research on access to services for young fathers and educational access, conduct regional trainings on policy findings and share tools for replication and provide technical assistance to the project's core team in implementing a sustainability framework to develop a sustainability plan.

MWBOO GRANTED A WAVIER.

2. **MAYOR'S OFFICE OF HOMELESS SERVICES PROGRAM** **\$2,231,019.00**
(MOHS) HOMELESS SERVICES PROGRAM (HSP)

Account: 5000-569719-3023-273350-603051

MOHS-HSP is the Housing Opportunities for Persons Living with HIV/AIDS (HOPWA) grantee for the Baltimore Eligible Metropolitan Statistical Area (BEMSA). The BEMSA covers Baltimore City, Baltimore County, Anne Arundel County, Harford County, Carroll County, Howard County and Queen Anne's County. The BEMSA provides housing in the form of Tenant-Based Rental Assistance, Short-term rent, mortgage, and Utility Assistance, Permanent Housing Placement, and supportive services to low-income persons living with HIV/AIDS and their families. The MOHS-HSP will contract with providers for housing and support services. Support services may include short-term housing,

MINUTES

Health Department - cont'd

utility assistance, medical, and non-medical case management, home health service, emergency financial assistance, groceries, and home delivered meals.

MWBOO GRANTED A WAVIER.

The agreement is late because the State of Maryland, Department of Health and Mental Hygiene's Prevention and Health Promotion Administration (PHPA) programmatically manages Ryan White Part B HIV/AIDS State Special services. The Providers are asked to submit a budget, budget narrative, and scope of services. The Department thoroughly reviews the entire package before preparing a contract and submitting it to the Board. These budgets are many times revised because of inadequate information from the Providers. This review is required to comply with grant requirements.

3. **UNIVERSITY OF MARYLAND, BALTIMORE** **\$ 150,000.00**

Account: 5000-511819-3080-294500-603051

The University of Maryland, Baltimore School of Social Work's Promise Heights Initiative will serve as a community hub to provide or refer parenting youth to evidence-based case management, group-based interventions, and related social-support programs.

The agreement is late because of the administrative delays.

MWBOO GRANTED A WAIVER.AGREEMENT

4. **NAEEMAH STAGGS** **\$ 2,000.00**

Account: 4000-429519-3160-308600-603051

Naeemah Staggs will perform services in the area of Family Resilience Project work with referral agencies (including law

MINUTES

Health Department - cont'd

enforcement) to identify youth at risk of developing an opioid use disorder due to traumatic experiences and provide trauma-informed behavioral health screenings to connect youth victims to clinical treatment. The period of the agreement is May 1, 2019 through November 30, 2019. The agreement is late because the Department was waiting on an approved budget account number. The agreement is late because the Department was waiting on a budget account number.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board ratified the foregoing agreements and approved and authorized execution of the agreement.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement

- | | | |
|---|---------------|---------|
| 1. NATIONAL AIRWALL
SYSTEMS | \$ 300,000.00 | Renewal |
| 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. Two increases have been approved. This first renewal in the amount of \$300,000.00 is for the period July 27, 2019 through July 26, 2020, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

MWBOO set goals of 5% MBE and 0% WBE. On January 28, 2019, MWBOO found vendor in compliance.

MWBOO FOUND VENDOR IN COMPLIANCE ON JANUARY 28, 2019.

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|--|----------------|---------|
| 2. BALTIMORE GAS &
ELECTRIC COMPANY | \$2,000,000.00 | Renewal |
| Contract No. 08000 - Requirements for Street Lights
Rehabilitation - Department of Transportation - P.O. No.
P536375 | | |

On July 27, 2016, the Board approved the initial award in the amount of \$2,100,000.00. The award contained four 1-year renewal options. Subsequent actions have been approved. This third renewal in the amount of \$2,000,000.00 is for the period August 1, 2019 through July 31, 2020, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Procurement - cont'd

MBE/WBE PARTICIPATION:

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

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|--|--------------|---------|
| 3. LAW ENFORCEMENT
SYSTEMS, LLC | \$ 20,000.00 | Renewal |
| Contract No. B50003696 - Driver Motor Vehicle Information - Finance - P.O. No. P528925 | | |

On September 24, 2014, the Board approved the initial award in the amount of \$150,000.00. The award contained two renewal options. On August 9, 2017, the Board approved the first renewal in the amount of \$0.00. This final renewal in the amount of \$20,000.00 is for the period October 1, 2019 through September 27, 2021. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On August 1, 2014, it was determined that no goals would be set because of no opportunity to segment the contract. The services consist solely of MVA/DMV motor vehicle information search.

MWBOO GRANTED A WAIVER ON AUGUST 1, 2014.

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|--|--------------|---------|
| 4. LIFE TECHNOLOGIES
CORPORATION | \$ 30,000.00 | Renewal |
| Contract No. B50005579 - Preventative Maintenance for DNA Equipment - Police Department - P.O. No. P545995 | | |

On November 21, 2018, the Board approved the initial award in the amount of \$27,199.98. The award contained two 1-year renewal options. This first renewal in the amount of \$30,000.00 is for the period November 21, 2019 through November

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 - cont'd

20, 2020, with one 1-year renewal option remaining. 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 \$5,000.00.

- | | | |
|---|--------------------|----------------|
| 5. <u>ADT, LLC</u> | <u>\$ 9,775.80</u> | <u>Renewal</u> |
| <u>Contract No. B50005112 - Senior Emergency Monitoring Care - Health Department - P.O. No. P541077</u> | | |

On September 28, 2018, the City Purchasing Agent approved the initial award in the amount of \$9,775.80. The award contained three 1-year renewal options. On August 6, 2018 the City Purchasing Agent approved the first renewal in the amount of \$9,775.80. This second renewal in the amount of \$9,775.80 is for the period September 18, 2019 through September 17, 2020, with one 1-year renewal option remaining. 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.

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|--|---------------------|----------------|
| 6. <u>D.T.S. WORLDWIDE</u> | <u>\$160,000.00</u> | <u>Renewal</u> |
| <u>TRANSPORTATION, LLC</u> | | |
| <u>Contract No. B50004067 - Provide Coach Style Bus Transportation Services for Sandtown-Winchester and Oliver Senior Citizen Center - Baltimore City Health Department - P.O. No. P533177</u> | | |

On October 7, 2015, the Board approved the initial award in the amount of \$184,500.00. The award contained two renewal options. Subsequent actions have been approved. This final

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 - cont'd

renewal in the amount of \$160,000.00 is necessary to continue to provide bus transportation service for the participants of the Sandtown-Winchester and Oliver Senior Centers. The period of the renewal is October 7, 2019 through October 6, 2020. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On April 30, 2015, it was determined that no goals would be set because of no opportunity to segment the contract. The services are being provided consist solely of providing a single bus for each of the two routes.

MWBOO GRANTED A WAIVER ON APRIL 30, 2015.

7. GRACE AMBULANCE

SERVICES, LLC	\$ 0.00	Renewal
Contract No. B50004662 - EMT Services - Baltimore City Health Department - P.O. No. P538076		

On November 30, 2016, the Board approved the initial award in the amount of \$1,500,000.00. The award contained one 2-year renewal option. The vendor is on an as-needed basis, at an hourly rate, on-call and/or per diem emergency services personnel certified by the Maryland Institute for Emergency Medical Services Systems at the level of Emergency Medical Technicians-B or higher. This sole renewal in the amount of \$0.00 is for the period November 30, 2019 through November 29, 2021. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On June 17, 2016, MWBOO approved a waiver, due to no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON JUNE 17, 2016.

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 - cont'd

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|--|---------------------|----------------|
| 8. <u>NICUSA, INC.</u> | <u>\$ 70,000.00</u> | <u>Renewal</u> |
| Contract No. 08000 - Maryland Motor Vehicle Administration -
Department of Transportation, Finance Department - P.O. No.
P525696 | | |

On November 27, 2013, the Board approved the initial award in the amount of \$50,914.81. The award contained renewal options subject to agreement by the parties. Subsequent actions have been approved. This sixth renewal in the amount of \$70,000.00 is for the period July 1, 2019 through June 30, 2020, with additional renewals subject to agreement by the parties. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

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|--|---------------------|----------------|
| 9. <u>MARYLAND ENVIRONMENTAL SERVICE</u> | <u>\$ 25,000.00</u> | <u>Renewal</u> |
| Contract No. 06000 - Chlorofluorocarbon (CFC) Removal -
Department of Public Works - Req. No. TBD | | |

On December 21, 2018, the City Purchasing Agent approved the initial award in the amount of \$25,000.00. The award contained three 1-year renewal options. Maryland Environmental Service provides cleaning of all chlorofluorocarbon contaminated residential and commercial air conditioners, dehumidifiers, freezers, refrigerators and household central air conditioning units, as well as removal of capacitors from the appliances. This first renewal in the amount of \$25,000.00 is for the period July 1, 2019 through June 30, 2020, 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

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Procurement - cont'd

MBE/WBE PARTICIPATION:

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

10. KLEIN'S TOWER

PLAZA, INC.	\$ 62,000.00	Renewal
Contract No. B50004724 - STD Modifications - Baltimore City Health Department - P.O. No. P537170		

On October 5, 2016, the Board approved the initial award in the amount of \$54,320.00. The award contained two 1-year renewal options. The vendor provides STD medications to Baltimore City Health Department clinics on an as needed basis. This first renewal in the amount of \$62,000.00 is for the period October 1, 2019 through September 30, 2020, with one 1-year renewal option remaining.

MBE/WBE PARTICIPATION:

The initial award was anticipated to be below \$50,000.00 threshold and was an informal bid.

11. WGL ENERGY SERVICES,

INC.	N/A	Renewal
Baltimore Regional Cooperative Purchasing Committee (BRCPC) Contract P-146-Electric Supply Services Agreement - Department of Public Works - Office of Sustainable Energy - Req. No. R536737		

This is for future energy purchases which will be funded through budgeted monthly utility bill payments.

On August 24, 2016, the Board approved the initial award. The award contained nine 1-year renewal options. On December 12,

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 - cont'd

2018, the Board approved the first and second renewal. This contract is to enable a long term hedge purchase of electricity for the BRCPC group as a part of the overall BRCPC electricity procurement plan. The Baltimore County Purchasing Division is the lead jurisdiction for this procurement for BRCPC participating jurisdictions. This third renewal is for the period August 24, 2019 through August 23, 2020, with six 1-year renewal options remaining.

12. VALLEY PET MEMORIAL SERVICES, INC.	\$ 0.00	Ratification and Renewal
Contract No. B50003950 - Provide Transportation, Cremation and Disposal of Animal Carcasses - Baltimore City Health Department - P.O. No. P541676		

On April 1, 2015, the Board approved the initial award in the amount of \$99,360.00. The award contained three renewal options. Subsequent actions have been approved. The period of the ratification is April 1, 2019 through June 17, 2019. This final renewal in the amount of \$0.00 is for the period July 18, 2019 through March 31, 2020. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On January 14, 2015, it was determined that no goals would be set because of no opportunity to segment the contract. Transportation of the carcasses must be done by the crematorium with dedicated vehicles.

MWBOO GRANTED A WAIVER ON JANUARY 14, 2015.

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 - cont'd

13. COURTSMART DIGITAL SYSTEMS, INC.	\$119,207.00 <u>119,207.00</u> \$238,414.00	Ratification and Renewal
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Contract No. 08000 - Maintenance and Support - Circuit Court for Baltimore City - P.O. No. P514879

On November 22, 2017, the Board approved the initial award in the amount of \$235,893.60. The award contained four 1-year renewal options. The Board is requested to ratify the first renewal and exercise the second renewal. The vendor continued to provide the required services without payment to keep the court system in operable order. This second renewal is necessary to continue the maintenance and support services of this critical system for the Circuit Court of Baltimore. The period of the ratification is August 1, 2018 through July 31, 2019. This second renewal is for the period August 1, 2019 through July 31, 2020, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not applicable. This meets the requirement for certification as a sole source procurement as this system is proprietary and support is not available from subcontractors.

14. DISTRICT SAFETY
PRODUCTS, INC.

STAUFFER COMPANY	\$60,000.00	MANUFACTURING Renewal
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Contract Number B50004680 - Steel Toe Rubber Hip Boots - Department of Public Works - P.O. Nos. P536875, P536874

On September 14, 2016, the Board approved an original award in the amount of \$180,000.00. The award contained three 1-year

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 - cont'd

renewal options. On October 17, 2018, the Board approved the first renewal in the amount of \$60,000.00. This second renewal in the amount of \$60,000.00 is for the period of September 14, 2019 through September 13, 2020 with one 1-year renewal options. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On July 13, 2016, it was determined that no goals would be set because there is no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON JULY 13, 2016.

15. TIERPOINT MARYLAND, LLC	\$1,000,000.00	Renewal
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Contract Number B50002948 – Data Center Colocation – Baltimore City Office of Information Technology – P.O. No. P524893

On September 11, 2013, the Board approved the original award in the amount of \$1,653,520.00, with subsequent actions following. The award contained five 1-year renewal options. This second renewal in the amount of \$1,000,000.00 is for the period of September 11, 2019 through September 10, 2020 with one 1-year renewal options. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

MWBOO set goals of 5% MBE and 2% WBE. TierPoint Maryland, LLC committed to participation of 20.8% MBE and 2.9% WBE and was found non-compliant on July 23, 2014, with actual utilization of 16.83% MBE and 2.52% WBE. On August 13, 2014, the Board approved the Bureau's request that the difference between the commitment and the utilization be waived, as the shortfall was

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 - cont'd

due to the City's reduction in the need to physically relocate old servers. The goals were only applicable to the initial relocation during the first year of the contract.

16. CHEMUNG SUPPLY

CORPORATION	\$35,000.00	Increase
Contract Number B50005168 - U-Channel Post - Department of Transportation - P.O. No. P541699		

On November 17, 2017, the CPA approved the original award in the amount of \$24,900.00. The contract expires November 12, 2019. This increase is needed to cover purchases through the end of the contract term.

MBE/WBE PARTICIPATION:

Not Applicable. Award is below the MBE/WBE subcontracting threshold of \$50,000.00.

17. ROANE'S RIGGING &

TRANSFER COMPANY, INC.	\$15,000.00	Increase
Contract Number 06000 - Annual Screen Removal - Department of Public Works - Water and Wastewater - Wastewater Facilities - P.O. No. P538885		

On March 1, 2017, the City Purchasing Agent approved the original award in the amount of \$25,000.00. The contract expires March 14, 2020. The increase is needed to continue providing screen removal services at the Patapsco Wastewater Treatment plant.

MBE/WBE PARTICIPATION:

Not Applicable. The initial award was below MBE/WBE subcontracting threshold of \$50,000. The vendor is a certified WBE Contractor.

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 - cont'd

18. NEW FLYER OF AMERICA, INC.	\$2,000,000.00	Sole Source
Contract Number 08000 - O.E.M. Parts for Orion Buses - Dept. of General Services - Fleet Management - Req. No.: R825674		

New Flyer of America, Inc. is the only authorized dealer/manufacturer that provides warranty and parts distribution for Orion Buses.

It is hereby certified that the above procurement is of such a nature neither 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, as these commodities are only available from the distributor, and are not available from subcontractors.

19. COMPLETE FIRE PROTECTION, LLC LEROY HENRY d/b/a FIRE SAFETY CO.	\$ 50,000.00	Extension
Contract No. B50003503 - Provide Inspections, Service and Repairs for Fire Extinguishers - Department of General Services - P.O. Nos. P527737 and P527738		

On June 25, 2014, the Board approved the initial award in the amount of \$200,000.00. The award contained three renewal options. All renewal options have been exercised. An extension is necessary to continue required inspection and repair

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 - cont'd

services during the solicitation process. The contract expired on June 24, 2019. The period of the extension is June 25, 2019 through December 24, 2019. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On January 17, 2014, it was determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON JANUARY 17, 2014.

20. INDUSTRIAL ORGANIZATIONAL

SOLUTIONS, INC. d/b/a

I/O SOLUTIONS	\$175,000.00	Extension
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Contract No. B50002313 - Police Fire Exam Consultant Services - Department of Human Resources - P.O. No. P520454

On June 6, 2012, the Board approved the initial award in the amount of \$64,310.00. The award contained two renewal options. Subsequent actions have been approved and both renewals have been exercised. A sixth month extension is required to maintain continuity of services while a new solicitation is being prepared for advertisement. The vendor will provide the Police Department with Sergeant and Lieutenant Assessments. Additionally, the Fire Department will receive exams for Battalion Chief, Lieutenant, Fire Emergency Driver, Fire Pump Operator, Battalion Chief EMS, Captain, and Lieutenant EMS. The period of the extension is November 1, 2019 through May 31, 2020. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On December 14, 2011, it was determined that no goals would be set because there is no opportunity to segment the contract.

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 - cont'd

21. EXCEL STAFFING AND

PERSONNEL SERVICES, INC.	\$1,300,000.00	Extension
Contract No. B50002453 - Provide Temporary Nursing Services - Baltimore City Health Department - P.O. No. P522287		

On December 5, 2012, the Board approved the initial award in the amount of \$1,500,000.00. The award contained one renewal option. Subsequent actions have been approved. An extension is necessary to continue services while a new solicitation is advertised and awarded. The contract expired on May 31, 2019. The period of the extension is April 1, 2019 through May 29, 2020. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On June 6, 2012, MWBOO set goals of 15% MBE and 8% WBE. On September 10, 2018, Excel Staffing and Personnel Services, Inc. was found in compliance. Vendor is a certified MBE.

	<u>Commitment</u>	<u>Performed</u>	
MBE: Dependable Nursing Services, LLC	15%	\$270,123.00	22.77%
WBE: Trustworthy Staffing Solutions, Inc.	8%	\$185,191.98	15.61%

MWBOO FOUND VENDOR IN COMPLIANCE ON SEPTEMBER 10, 2018.

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 - cont'd

22. CATERING BY YAFFA,
 INC. (KOSHER MEALS)
 CULINARY SERVICES
 GROUP, LLC
 MEALS ON WHEELS OF
 CENTRAL MARYLAND, INC.
 T & J JEONG (KOREAN MEALS)

\$400,000.00

Extension

Contract No. 06000 - Eating Together in Baltimore Program -
 Department of Health - P.O. Nos. P543164, P543163, P543176,
 and P534305

On March 14, 2018, the Board approved the initial award in the amount of \$729,684.50. On February 6, 2019, the Board approved a Ratification and Extension in the amount of \$420,000.00. This contract provides food and delivery services to meet the goals (promote health, reduce social isolation and provide nutritious meals in a congregate dining setting) of the Health Department's Eating Together in Baltimore program for seniors. An extension in the amount of \$400,000.00 is necessary to allow sufficient time to release a solicitation and complete the competitive proposal process for award. The contract expires on September 30, 2019. The period of the extension is October 1, 2019 through December 31, 2019. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Due to the urgent nature of these services, the City entered into an emergency contract upon default of the prior providers, therefore, no MBE/WBE participation goals were formally set.

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 - cont'd

23. HUNTER SERVICE

SOLUTIONS	\$ 0.00	Agreement
Contract No. 06000 - Parts and On-Site Service for Hunter Tire Equipment - Department of General Services, Fleet Management - P.O. No. P546594		

On January 23, 2019, the Board awarded the contract in the amount of \$50,000.00.

The Board is requested to approve and authorize execution of an agreement with Brad Wayne Lentz t/a Hunter Service Solutions. The period of the agreement is March 14, 2019 through March 13, 2022.

MBE/WBE PARTICIPATION:

N/A

24. KLEEN-RITE CORPORATION	\$100,000.64	Agreement
Contract No. 08000 - Chlorine for Park Pools - Department of Recreation and Parks - Req. No. R823373		

The Board is requested to approve and authorize execution of an Agreement with Kleen-Rite Corporation. The period of the agreement is July 10, 2019 through July 9, 2022, with two 2-year renewal options at the sole discretion of the City.

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 - cont'd

The Board is recommended to approve an award for the supply of liquid chlorine for the City of Baltimore. Kleen-Rite Corporation is the only vendor that will supply to the pools based on specific storage and delivery requirements of the pool structures and their variations throughout the City of Baltimore. This award will assist the agency in maintaining the proper chlorine levels at each pool location in addition to maintaining the functionality of each facility. 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 goods, equipment, and/or service is recommended.

MBE/WBE PARTICIPATION:

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

UPON MOTION duly made and seconded, the Board approved the foregoing Informal Awards, Increases to Contracts and Extensions. The Board further approved and authorized execution of the Agreement with Hunter Service Solutions (item no. 23) and the Agreement with Kleen-Rite Corporation (item no. 24). The Board **DEFERRED** item 21 with Excel Staffing and Personal Services, Inc. for two weeks.

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:

3324 - 3326

to the low bidder meeting specifications,
or reject the bid on those as indicated
for the reasons stated.

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

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Procurement

- | | | | |
|----|--|--|----------------|
| 1. | B50005586, Integrated
Vegetation Management | Environmental
Quality Resources,
LLC | \$1,075,400.00 |
|----|--|--|----------------|

(Dept. of Recreation and Parks)

On November 13, 2018, MWBOO determined that no goals would be set because there is no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON NOVEMBER 13, 2018.

- | | | | |
|----|---|---|---------------|
| 2. | B50005633, Flexible
Spending Account (FSA)
Administration
Services | Total Administra-
tive Services
Corporation | \$ 105,948.00 |
|----|---|---|---------------|

(Dept. of Human Resources)

On December 6, 2018, MWBOO determined that no goals would be set because there is no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON DECEMBER 6, 2018.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSDOT - cont'dDepartment of Transportation (DOT)

3.	TR 19004, Reconstruc- tion of Alleys City- wide	Santos Construc- tion Co., Inc.	\$ 986,387.50
	MBE: Santos Construction Company, Inc. *	\$177,549.75	18%
	Machado Construction Company, Inc.	<u>177,549.75</u>	<u>18%</u>
	Total	\$355,099.50	36%

* Indicates Self-Performance.

DBE: S&L Trucking, LLC	\$ 78,911.00	8%
Rowen Concrete, Inc.	<u>49,319.38</u>	<u>5%</u>
Total	\$128,230.38	13%

MWBOO FOUND VENDOR IN COMPLIANCE ON JANUARY 25, 2019.4. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 499,581.56	9950-909200-9504	
Other	Construc. Reserve	
	Alleys	
490,248.32	"	"
GF (HUR)		
144,515.75	9950-903300-9504	
State Const.	Tree Roots/Footways	
Rev.		
<u>\$1,134,345.63</u>		

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSDOT - cont'dTRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 986,387.50	-----	9950-903494-9504-6 Struc. & Improve.
98,638.75	-----	9950-903494-9504-5 Inspection
49,319.38	-----	9950-903494-9504-2 Contingencies
<u>\$1,134,345.63</u>		Reconstruction of Alleys Citywide

This transfer will fund the costs associated with the award of Project TR 19004, Reconstruction of Alleys Citywide to Santos Construction Co., Inc.

MINUTES

PERSONNEL MATTERS

* * * * *

UPON MOTION duly made and seconded,

the Board approved

all of the Personnel matters

listed on the following page:

3328

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.

MINUTES**PERSONNEL**Mayor's Office of Innovation and Performancea. Create the following classification, grade and range:

Classification: Data Fellow

Job Code: 00141

Grade: DFI (\$60,000.00 - \$65,000.00)

Position No: To be assigned by BBMR

b. Create the following position:

Classification: Operations Officer III

Job Code: 00087

Grade: 929 (\$68,562.00 - \$109,554.00)

Position No: To be assigned by BBMR

Costs: \$250,000.00 - 1001-000000-1250-799100-601009

1001-000000-1250-799100-601001

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

MINUTES

Office of the Mayor - De Facto Professional Services List for the Resolution of the Board of Estimates Relating to Non-Architectural or Engineering Professional Services Dated March 20, 2019

ACTION REQUESTED OF B/E:

The Board is requested to approve the De Facto Professional Services List as referenced in the Guidance on the Resolution of the Board of Estimates Relating to Non-Architectural or Engineering Professional Services Dated March 20, 2019.

AMOUNT OF MONEY AND SOURCE:

There are no direct costs associated with this action.

BACKGROUND/EXPLANATION:**De Facto Professional Services List**

In accordance with the Resolution of the Board of Estimates Relating to Non-Architectural or Engineering Professional Services dated March 20, 2019, the below professions and services are to be considered de facto professional services and no further review as to their professional nature is required.

Code	Profession and Service
PS001	An attorney in good standing with the Bar providing legal counsel
PS002	A Certified Public Accountant (CPA) providing accounting, auditing, or other financial services for which a CPA would be required
PS003	A Certified Actuary providing actuarial services
PS004	A Medical Doctor (MD), a Doctor of Osteopathic Medicine (DO), a Doctor of Podiatric Medicine (DPM), a Registered Nurse (RN), a Physician's Assistant (PA), or a Nurse Practitioner (NP) providing medical services and/or consultation

MINUTES

Office of the Mayor - cont'd

PS005	A Doctor of Dental Surgery (DDS) or a Doctor of Dental Medicine (DMD) providing dental services
PS006	A clinical psychologist or licensed counselor providing psychological or counseling services
PS007	A licensed social worker providing counseling or other services for which a college degree in social work is required
PS008	A licensed optometrist or optician performing optometry services
PS009	A professor or research faculty member of a college or university performing research, analysis of research results, or other related services of an academic nature
PS010	A Doctor of Veterinary Medicine (DVM) performing medical services for animals
PS011	An investment or financial manager that manages investment accounts or funds
PS012	A management consultant performing staffing, strategic planning, or other related services of a management or strategic nature
PS013	An information technology consultant providing strategic direction, insight, and/or recommendations related to the City's information technology assets and infrastructure
PS014	A certified arbitrator or a certified mediator providing mediation, arbitration, or conflict resolution services
PS015	A hearing officer that is required by the using agency to be an attorney in good standing with the Bar.

This list has been approved by the Board of Estimates. In accordance with the Resolution of the Board of Estimates relating to Non-Architectural or Engineering Professional Services dated March 20, 2019, and effective July 1, 2019, the Professional Services Review Committee will approve any changes or updates to this list.

MINUTES

Office of the Mayor - cont'd

UPON MOTION duly made and seconded, the Board approved the De Facto Professional Services List as referenced in the Guidance on the Resolution of the Board of Estimates Relating to Non-Architectural or Engineering Professional Services Dated March 20, 2019.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Recreation and Parks</u>			
1. Makponse Yamonche	AGA Professional Development Training 2019 New Orleans, LA July 20 - 25, 2019 (Reg. Fee \$875.00)	General Funds	\$2,180.00

The subsistence rate for this location is \$189.00 per night. The cost of the hotel is \$99.00 per night plus total hotel taxes of \$82.95.

The airfare in the amount of \$300.00, hotel costs of \$495.00 and total hotel taxes of \$82.85 were prepaid on a City-issued credit card assigned to Mr. Makponse Yamonche. Therefore, Mr. Yamonche will be disbursed \$427.05.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence will exceed five work days or it 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.

2. Phillip Blackwell	AAU Junior Olympic Games Sport Stacking Championships Greensboro, NC July 25 - 28, 2019 (Reg. Fee \$55.00 Membership Fee \$14.00)	Accessory Acct Funds	\$1,219.42
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The subsistence rate for this location is \$165.00 per night. The cost of the hotel is \$123.32 per night plus total hotel taxes of \$47.17.

MINUTES**TRAVEL REQUESTS**

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

Mr. Blackwell requests a rental car to transport the Sport Stacking Team to and from the event and for meals and any incidentals that may occur. The cost of the rental vehicle is \$376.47. Pursuant to AM-240-8 if official City business at the event site will require extensive inspection, trips, tours, or other unusual but necessary land travel, the Board must approve funds for such expenses in advance of the trip.

The airfare in the amount of \$231.78 and car rental cost of \$376.47, registration fee of \$55.00, membership fee of \$14.00 were prepaid on a City-issued procurement card assigned to Mr. Cecil Green. Therefore, Mr. Blackwell will be disbursed \$542.17.

3. Tina Smith	AAU Junior Olympic Games Sport Stacking Championships Greensboro, NC July 25 - 28, 2019 (Reg. Fee \$55.00 Membership Fee \$14.00)	Accessory Acct Funds	\$1,219.42
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The subsistence rate for this location is \$165.00 per night. The cost of the hotel is \$123.32 per night plus total hotel taxes of \$47.17.

Ms. Smith requests a rental car to transport the Sport Stacking Team to and from the event and for meals and any incidentals that may occur. The cost of the rental vehicle is \$376.47. Pursuant to AM-240-8 if official City business at the event site will require extensive inspection, trips, tours, or other unusual but necessary land travel, the Board must approve funds for such expenses in advance of the trip.

MINUTES**TRAVEL REQUESTS**

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

The airfare in the amount of \$231.78 and car rental cost of \$376.47, registration fee of \$55.00, membership fee of \$14.00 were prepaid on a City-issued procurement card assigned to Mr. Cecil Green. Therefore, Ms. Smith will be disbursed \$542.17.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence will exceed five work days or it 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.

Department of Public Works

4. Rudolph Chow	American Public Works Association Public Works Expo Conference September 8 - 10, 2019 Seattle, WA (Reg. Fee \$829.00)	General Fund	\$2,180.43
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The airfare cost is 549.98, including early bird check-in fee of \$20.00 each way. The registration fee of \$829.00 was prepaid using a City-issued credit card assigned to Binta Gallaman. Therefore, the disbursement to Mr. Chow is \$1,351.43.

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

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Mayor's Office of Criminal Justice</u>			
5. Thomas Stack	Human Trafficking Meetings August 27 - 30, 2019 Las Vegas, NV (Reg. Fee \$0.00)	Grant Funds	\$1,124.54

The airfare cost of \$417.98 and hotel cost of \$394.56 was prepaid using a City-issued credit card assigned to Hosea Chew. Therefore, the disbursement to Mr. Stack is \$312.00.

RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENTDepartment of Public Works

6. Mark Cameron	The Green Infra-structure Leadership Exchange Milwaukee, WI June 2 - 5, 2019 (Reg. Fee \$0.00)	Storm-water Utility Funds	\$ 917.77
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Mr. Cameron traveled to Milwaukee, Wisconsin to attend The Green Infrastructure Leadership Exchange from June 2, 2019 through June 5, 2019.

The subsistence rate for this location was \$186.00 per night. The cost of the hotel was \$174.00 per night, plus a State occupancy tax of \$9.74 per night, and a City occupancy tax of \$16.53 per night

The registration fee was paid by The Green Infrastructure Leadership Exchange. The airfare in the amount of \$284.96 was prepaid by a City issued credit card assigned to Ms. Binta Gallman. Mr. Cameron personally incurred the cost of the hotel, hotel taxes, and airport parking. Therefore, the disbursement to Mr. Cameron is \$632.81.

MINUTES**RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT**

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

TRAVEL REIMBURSEMENT

\$ 522.00 - Hotel (\$174.00 x 3)
 78.81 - Hotel Taxes (\$26.27 x 3)
 32.00 - Airport Parking
\$ 632.81 - Total Reimbursement

This request is late because of administrative delays.

TRAVEL REQUESTSMayor's Office

7. Bernard C. "Jack" Young	Maryland Association of Counties Annual Summer Conference August 14 - 17, 2019 Ocean City, MD (Reg. Fee \$325.00)	Elected Official Expense Account	\$1,463.87
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The subsistence rate for this location is \$311.00 per night.

The cost of the hotel for August 14, 2019 is \$299.00, plus hotel tax of \$32.89. The Mayor's Office is requesting additional subsistence on August 14, 2019 of \$28.00 for meals and incidentals.

The cost of the hotel for August 15, 2019 is \$299.00, plus hotel tax of \$32.89. The Mayor's Office is requesting additional subsistence on August 15, 2019 of \$28.00 for meals and incidentals.

The cost of the hotel for August 16, 2019 is \$320.00, plus hotel tax of \$35.09. The Mayor's Office is requesting additional subsistence on August 16, 2019 of \$9.00 to cover the cost of the hotel and \$40.00 for meals and incidentals.

MINUTES**TRAVEL REQUESTS**

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

The hotel cost of \$918.00, total hotel tax of \$100.87 and registration fee of \$325.00 were prepaid using a City-issued credit card assigned to Mr. Hosea Chew. Therefore, the disbursement to Mr. Young is \$120.00.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence will exceed five work days or it 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.

8. Kenneth Parker	Maryland Association of Counties Annual Summer Conference Ocean City, MD Aug. 14 - 17, 2019 (Reg. Fee \$325.00)	General Funds	\$1,463.87
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The subsistence rate for this location is \$311.00 per night. The cost of the hotel for August 14 - 15, 2019 is \$299.00 per night. The Mayor's Office is requesting additional subsistence on August 14 and 15, 2019 of \$28.99 per day for meals and incidentals. The hotel cost is \$320.00 for August 16, 2019, plus hotel taxes of \$10.05 per day, and a safe fee of \$1.49 per day. The Mayor's Office is also requesting additional subsistence in the amount of \$9.00 for the hotel for August 16, 2019 and \$40.00 for meals and incidentals.

The hotel charges, the hotel taxes and the registration fee in the amount of \$325.00 were prepaid on a City-issued credit card assigned to Mr. Hosea Chew. Therefore, Mr. Parker will be disbursed \$120.00.

MINUTES**TRAVEL REQUESTS**

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

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence will exceed five work days or it 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.

UPON MOTION duly made and seconded, the Board approved the foregoing Travel Request and Retroactive Travel. The Mayor **ABSTAINED** on item nos. 7 and 8. The Director of Public Works **ABSTAINED** on item no. 4.

MINUTES

PROPOSALS AND SPECIFICATIONS

1. Department of Public Works/Office - WC 1405, Repaving Utility
of Engineering and Construction Cuts and Sidewalk Restoration
at Various Locations
BIDS TO BE RECV'D: 08/21/2019
BIDS TO BE OPENED: 08/21/2019

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

MINUTES

President: "As there is no more bu-- business before the Board, we will recess until bid opening at 12:00 noon. Thank you."

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MINUTES


Comptroller: "Good Afternoon this is the uh -- the Board of Estimates noon bid opening for July 17, 2019. No bids are scheduled to be opened."

BIDS, PROPOSALS, AND CONTRACT AWARDS

Prior to the reading of bids received today and the opening of bids scheduled for today, the Comptroller announced that **THERE WERE NO ADDENDA RECEIVED** extending the dates for receipt and opening of bids. There were no objections.

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There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, July 24, 2019.


JOAN M. PRATT
Secretary