

## **NOTICES :**

On March 20, 2019, the Board of Estimates adopted the Regulations on Procurement, Protests, Minority and Women-owned Business Enterprise and Debarment/Suspension (Regulations) effective July 1, 2019. Pursuant to Section II. Protest Regulations:

- a. The Resolution on the Regulations of Board Meetings and protests adopted by the Board on January 22, 2014 was repealed effective July 1, 2019.
- b. Protests.
  1. A person wishing to protest a proposed action of the Board or otherwise address the Board, whether individually or as a spokesperson, shall notify the Clerk of the Board, Room 204, City Hall, 100 N. Holliday Street, Baltimore, Maryland 21202 in writing no later than noon on the Tuesday preceding the Board meeting during which the item will be considered, or by an alternative date and time specified in the agenda for the next scheduled meeting.
  2. A protest shall be considered proper when the protestant is directly and specifically affected by a pending matter or decision of the Board.
  3. The written protest shall include:
    - a. The name of the person protesting or, if a spokesperson, the entity or organization protesting;
    - b. A narrative description of the issues and facts supporting the protest; and
    - c. A description as to how the protestant will be harmed by the proposed Board action.
    - d. If a person fails to appear before the Board to argue and defend their protest, the Board may reject the protest without discussion.

## AGENDA

BOARD OF ESTIMATES

08/21/2019

c. Procurement Lobbyist

1. A Procurement Lobbyist, as defined by the Baltimore City Ethics Code § 8-8(c) must register with the Board of Ethics as a Procurement Lobbyist in accordance with Baltimore City Ethics Code § 8-12.
2. If any member of the Board has sufficient information to determine that Baltimore City Ethics Code § 8-12 has not been complied with, he or she may make a complaint to the Board of Ethics.

d. Required Posting

The full provisions of these Protest Regulations shall be posted in a manner and format that ensures adequate notice in the Department of Legislative Reference, as well as on the President of the Board's web site and the Secretary to the Board's web site.

Submit Protests to:  
Attn: Clerk,  
Board of Estimates  
Room 204, City Hall  
100 N. Holliday Street  
Baltimore, Maryland 21202

**NOTICES** - cont'd

2. THE BOARD OF ESTIMATES IS SCHEDULED TO BE IN RECESS AT 9:00 A.M. AND 12:00 NOON ON SEPTEMBER 4, 2019.

.....  
.  
.  
.  
.  
.  
.  
.  
.  
.....

BOARD OF ESTIMATES' RECESS  
SEPTEMBER 4, 2019

THE BOARD OF ESTIMATES WILL NOT RECEIVE OR OPEN BIDS ON SEPTEMBER 4, 2019. THE BOARD OF ESTIMATES WILL RECONVENE ON SEPTEMBER 11, 2019.

## **BOARD OF ESTIMATES' AGENDA - AUGUST 21, 2019**

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

### **ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Community Development Block Grant Agreement with Govans Ecumenical Development Corporation (GEDCO). The period of the agreement is January 1, 2019 through December 31, 2019.

### **AMOUNT OF MONEY AND SOURCE:**

\$60,000.00 - 2089-208919-5930-236041-603051

### **BACKGROUND/EXPLANATION:**

GEDCO will provide mental health services at its senior housing facilities and residences (Stadium Place, Epiphany House, Gallagher House, Harford House, and Micah House).

### **MBE/WBE PARTICIPATION:**

**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 ON FEBRUARY 5, 2019.**

On August 8, 2018, the Board approved a 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:

## AGENDA

### BOARD OF ESTIMATES

08/21/2019

DHCD - cont'd

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

Upon approval of the resolution and submission of the Annual Action Plan to the U.S. Department of Housing and Urban 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 agreement was delayed due to final negotiations and processing.

(The Community Development Block Grant Agreement with Govans Ecumenical Development Corporation has been approved by the Law Department as to form and legal sufficiency.)

## AGENDA

### BOARD OF ESTIMATES

08/21/2019

Department of Housing and Community Development (DHCD) - Land Disposition Agreement

#### **ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Land Disposition Agreement with Ohara Developments, LLC, Developer, for the sale of the City-owned property located at 704 E. 20<sup>th</sup> Street.

#### **AMOUNT OF MONEY AND SOURCE:**

\$6,000.00 - purchase price

#### **BACKGROUND /EXPLANATION:**

The property located at 704 E. 20<sup>th</sup> Street is a three-story vacant boarded structure in need of work. Once rehabilitated, the property will be sold to a prospective homebuyer.

The City is authorized to dispose of the property by virtue of Article II, Section 15 of the Baltimore City Charter and Article 28, Subtitle 8 of the Baltimore City Code.

The property was journalized for sale on May 11, 2015.

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

The property will be sold pursuant to the Appraisal Policy of Baltimore City. The property located at 704 E. 20<sup>th</sup> Street was priced at \$10,500.00 using the Waiver Valuation process. The property will be sold for \$6,000.00 for the following:

- stabilization of the immediate area,
- the sale will help eliminate blight from the neighborhood, and
- the sale and rehabilitation will promote economic development through the placement of the properties on the City's tax rolls.

**AGENDA**

**BOARD OF ESTIMATES**

**08/21/2019**

DHCD - cont'd

**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.

(The Land Disposition Agreement has been approved by the Law Department as to form and legal sufficiency.)

## AGENDA

### BOARD OF ESTIMATES

08/21/2019

Department of Housing and Community Development (DHCD) - Land Disposition Agreement

#### **ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Land Disposition Agreement with Change Realty 1, LLC, Developer for the sale of the City-owned property located at 3131 Oakford Avenue.

#### **AMOUNT OF MONEY AND SOURCE:**

\$5,000.00 - purchase price

#### **BACKGROUND/EXPLANATION:**

The Developer wishes to purchase the vacant building located at 3131 Oakford Avenue for renovation and use as a rental property.

The authority to sell the property located at 3131 Oakford Avenue is given under Article II, Section 15 of the Baltimore City Charter and Article 13, Section 2-7 (h) of the Baltimore City Code.

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

The property will be sold pursuant to the Waiver Valuation Process. The property located at 3131 Oakford Avenue was priced at \$6,850.00 and will be sold for \$5,000.00 for the following reasons:

- specific benefit to the immediate area,
- the sale will help eliminate blight from the neighborhood, and
- the sale and rehabilitation will promote economic development through the placement of the properties on the City's tax rolls.



**AGENDA**

**BOARD OF ESTIMATES**

**08/21/2019**

DHCD - cont'd

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.

(The Land Disposition Agreement has been approved by the Law Department as to form and legal sufficiency.)

**AGENDA**

**BOARD OF ESTIMATES**

**08/21/2019**

Department of Housing and Community Development (DHCD) - Land Disposition Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Land Disposition Agreement with Port ST Holdings, LLC, Developer, for the sale of the City-owned properties located at 1831 N. Montford Avenue, 1837 N. Montford Avenue, and 1821 N. Port Street.

**AMOUNT OF MONEY AND SOURCE:**

<u>Property Address</u>	<u>Purchase Price</u>
1831 N. Montford Ave.	\$ 4,150.00
1837 N. Montford Ave.	4,150.00
1821 N. Port St.	<u>4,150.00</u>
	<b>\$12,450.00</b>

**BACKGROUND /EXPLANATION:**

The project will involve the complete rehabilitation of the vacant properties at 1831 N. Montford Avenue, 1837 N. Montford Avenue, and 1821 N. Port Street for use as single-family rentals in the Broadway East Community.

The authority to sell the property located at 1831 and 1837 N. Montford Avenue, and 1821 N. Port Street is given under Article II, Section 15 of the Baltimore City Charter and Article 12, Section 2-7 (h) of the Baltimore City Code.

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

Not applicable. The properties will be sold for a price above the waiver valuation price of \$4,000.00 for each property.

**AGENDA**

**BOARD OF ESTIMATES**

**08/21/2019**

DHCD - cont'd

**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.

(The Land Disposition Agreement has been approved by the Law Department as to form and legal sufficiency.)

**AGENDA**

**BOARD OF ESTIMATES**

**08/21/2019**

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

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Dept. of Housing and Community Development (DHCD) - Options</u>			
1. Gail R. Cohn	4704 Park Heights Avenue	G/R \$90.00	\$ 600.00

Funds are available in account 9910-903183-9588-900000-704040, Park Heights Major Redevelopment Area Complete Project.

2. William G. Sturm, Sr., Personal Representative of the Estate of Lourdes C. Sturm	1011 N. Chapel Street	G/R \$30.00	\$ 500.00
---	-----------------------	----------------	-----------

Funds are available in account 9910-909431-9588-900000-704040, EBDI Project.

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

DHCD - Condemnations

3. Helmsley Properties, LLC	3123 Virginia Avenue	F/S	\$ 20,000.00
-----------------------------	----------------------	-----	--------------

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

**AGENDA****BOARD OF ESTIMATES****08/21/2019****OPTIONS/CONDEMNATION/QUICK-TAKES:**

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Condemnations - cont'd</u>			
4. Jerome Silbiger and Arlene S. Paul	4715 Homer Avenue	G/R \$90.00	\$ 600.00

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

5. Milton Sommers and Ethel Sommers	4717 Homer Avenue	G/R \$90.00	\$ 600.00
---	----------------------	----------------	-----------

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

**DHCD - Rescission of Condemnation**

6. Carter & Suggs, Inc.	2107 Boyd Street	L/H	\$ 2,375.00
----------------------------	------------------	-----	-------------

Funds will be transferred prior to condemnation into account no. 9904-912058-9127-900000-704040, Boyd-Booth Project.

On January 23, 2019, the Board approved the acquisition of the \$2,218.00 leasehold interest by condemnation, in the property located at 2107 Boyd Street. Due to an error made in the appraisal calculations, the Board is requested to rescind the original request and grant approval to purchase, by condemnation, the leasehold interest in 2107 Boyd Street for the correct amount of \$2,375.00.

**AGENDA**

**BOARD OF ESTIMATES**

**08/21/2019**

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

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Department of Law - Payments of Settlements</u>			
7. 1 North Carey Street, LLC	13 N. Carey Street	L/H	\$ 552.50

Funds are available in account no. 9910-904177-9588-900000-704040, in support of the Poppleton Project.

On March 27, 2019, the Board approved the acquisition of the Leasehold interest by condemnation, in the property located at 13 N. Carey Street for \$5,525.00, based upon the higher of two appraisal reports. The prior owner, 1 N. Carey Street, LLC agreed to settle the condemnation suit for \$6,077.50, a value of 10% above the initial amount that was placed in the Court Registry. Therefore, 1 N. Carey Street, LLC is entitled to the balance of \$552.50.

8. The Paradigm Group, LLC	1125-1127 Riggs Avenue	F/S	\$14,000.00
----------------------------	------------------------	-----	-------------

Funds will be drawn from State Funds, account no. 9910-908636-9588-900000-704040, Project C.O.R.E. Area.

On August 29, 2018, the Board approved the acquisition of the Fee Simple interest, by condemnation, in the property located at 1125-1127 Riggs Avenue. The Board previously approved \$40,000.00 to acquire the Fee Simple interest in the subject property based upon the highest of two independent appraisals. The prior owner provided a report appraising the property interest at \$70,000.00. The parties participated in a Mediation that did not result in a settlement. Prior to attending the Pre-trial Conference, the parties were able to agree on a fair market value of \$54,000.00. Thus, the Board is requested to approve an additional \$14,000.00 (\$54,000.00 less the previous approval amount of \$40,000.00).

**AGENDA**

**BOARD OF ESTIMATES**

**08/21/2019**

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

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Department of Law - Payments of Settlements</u>			
9. S. Goldberg-Custodian, LLC	1816 W. Saratoga Street	Sub-G/R	\$ 20.00

Funds will be drawn from State Funds, account no. 9910-908636-9588-900000-704040, FY 17 CORE Demo Project Area.

On January 30, 2019, the Board approved the acquisition of the Sub-Ground Rent interest, by condemnation, in the property located at 1816 W. Saratoga Street. The Board previously approved \$200.00 to acquire the Sub-Ground Rent interest in the subject property based upon the highest of two independent appraisals. The parties agreed to a settlement amount of \$220.00, a 10% administrative increase. Thus, the Board is requested to approve an additional \$20.00 (\$220.00 less the previous approval amount of \$200.00).

10. T & T Investment Properties, LLC	3020 Woodland Avenue	L/H	\$29,000.00
--------------------------------------	----------------------	-----	-------------

Funds will be drawn from State Funds, account no. 9910-903183-9588-900000-704040, Park Heights Project Area.

On October 11, 2018, the Board approved the acquisition of the Leasehold interest by condemnation, in the property located at 3020 Woodland Avenue. The Board previously approved \$25,000.00 to acquire the Leasehold interest in the subject property based upon the highest of two independent appraisals. The prior owner provided a report appraising the property interest at \$76,500.00. The parties participated in a Pre-trial Conference and agreed on a fair market value of \$54,000.00. Thus, the Board is requested to approve an additional \$29,000.00 (\$54,000.00 less the previous approval amount of \$25,000.00).

## AGENDA

### BOARD OF ESTIMATES

08/21/2019

#### Mayor's Office of Homeless Services - Agreements and Memorandum of Understanding (MOU)

The Board is requested to approve and authorize execution of the various agreements and a MOU. The period of the agreement is July 1, 2019 through June 30, 2020, unless otherwise indicated.

#### AGREEMENTS

1. **HOUSE OF RUTH MARYLAND, INC.** **\$ 335,058.00**

The City has received a U.S. Department of Housing and Urban Development grant to undertake the Continuum of Care program. As a sub-recipient, House of Ruth Maryland, Inc. will provide supportive services that include client transportation, diversion assistance, education development, food and moving assistance, housing assistance, legal services, trauma therapy and counseling to 500 clients who are at risk or homeless victims of domestic violence.

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

2. **HOUSE OF RUTH MARYLAND, INC.** **\$1,152,672.00**

As a sub-recipient, House of Ruth Maryland, Inc. will provide rental assistance and supportive services to 90 clients who are at risk or homeless victims of domestic violence.

Account: 4000-407018-3571-765601-603051

3. **STRONG CITY BALTIMORE, INC.** **\$ 307,521.00**

As a sub-recipient, Strong City Baltimore, Inc. will provide rental assistance and supportive services to 10 youth clients in Baltimore experiencing homelessness.

Account: 4000-407018-3573-757910-603051



**AGENDA**

**BOARD OF ESTIMATES**

**08/21/2019**

Mayor's Office of Homeless Services - cont'd

**4. ST. VINCENT DE PAUL OF BALTIMORE, INC. \$ 282,010.75**

Account: 1001-000000-3572-778500-603051

The City has received a U.S. Department of Housing and Urban Development grant to undertake the Continuum of Care Program. St. Vincent De Paul of Baltimore, Inc. will use funds to provide an emergency shelter, known as Sara's Hope for 131 women and families experiencing homelessness in Baltimore City. The period of the agreement is July 1, 2019 through September 30, 2019.

Account: 1001-000000-3572-778500-603051

The agreements are late because of a delay at the administrative level.

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

MEMORANDUM OF UNDERSTANDING

**5. BALTIMORE CITY BOARD OF SCHOOL COMMISSIONERS (BCBSC) \$ 0.00**

The Mayor's Office of Homeless Service (MOHS) is the Baltimore Continuum of Care Homeless Management Information System (HMIS) Lead Agency and uses the HMIS to track client services, program outcomes, and city-wide data on homelessness. The BCBSC seeks to obtain HMIS data from the MOHS to determine student eligibility for free and reduced price meals. The period of the MOU is August 26, 2019 through August 25, 2024.

**AGENDA**

**BOARD OF ESTIMATES**

**08/21/2019**

Mayor's Office of Homeless Services - cont'd

**AUDITS REVIEWED AND HAD NO OBJECTION.**

(The Agreements and Memorandum of Understanding have been approved by the Law Department as to form and legal sufficiency.)

TRANSFERS OF FUNDS

\* \* \* \* \*

The Board is requested to approve  
the Transfers of Funds  
listed on the following pages:

17 - 19

In accordance with Charter provisions  
reports have been requested from the  
Planning Commission, the Director  
of Finance having reported  
favorably thereon.

# **AGENDA**

**BOARD OF ESTIMATES**

**08/21/2019**

## **TRANSFERS OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Recreation and Parks</u>		
1. <b>\$55,000.00</b> General Fund	9938-907049-9475 (Reserve)	9938-908049-9474 Cahill Comm. Center Active

This transfer will provide funds to cover the costs associated with BGE upgrades for Cahill Fitness and Wellness Center Project RP 17806.

## Department of Public Works/Office of Engineering and Construction

2.   \$47,775.00 Water Revenue Bonds	9960-904689-9558 Urgent Needs Water Infrastructure Repair	
2,225.00 Baltimore County Grant	"      "	
<b>\$50,000.00</b>	-----	9960-904978-9557-3 Design

The transfer will cover advertising costs and miscellaneous expenses for WC 1403 Urgent Need Infrastructure Phase II.

## Department of Housing and Community Development

3.   \$1,000,000.00 Comm. Development Block Grant 45	9980-936019-9587 Baltimore Home- ownership Incen- -tive Program (Reserve)	9980-921010-9593 Direct Homeowner- ship
--	---	---

The transfer will provide Community Development Block Grant funds for Baltimore Housing's Homeownership Incentive Program for Fiscal year 2020.

# **AGENDA**

**BOARD OF ESTIMATES**

**08/21/2019**

## **TRANSFERS OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Housing and Community Development - cont'd</u>		
4. <b>\$1,500,000.00</b> Comm. Development Block Grant 45	9980-928986-9587 Housing Repair Assistance Program (Reserve)	
\$1,000,000.00	-----	9980-907003-9593 Deferred Loan Program
\$ 500,000.00 <b>\$1,500,000.00</b>	-----	9980-925089-9593 Emergency Roof Repair Program

The transfer will provide Community Development Block Grant funds for Housing Repair Assistance's Deferred Loan and Emergency Roof Repair programs for fiscal year 2020.

5. <b>\$500,000.00</b> 3 <sup>rd</sup> Community & Economic Develop- ment Bonds	9910-913996-9587 Stabilize City- owned Property (Reserve)	9910-907157-9588 MCC - Land Manage- ment - DHCD
--	--	---

The transfer will provide funds for the costs related to the stabilization of City-owned properties.

6. <b>\$1,500,000.00</b> General Fund	9910-909932-9587 Poppleton Acq., Demo., Relocate	9910-914135-9588 Poppleton CW Ph 2-4 Acq. - Demo.
--	--	---

The transfer will provide funds for the acquisition of remaining properties, relocation of residents and demolition of structures to complete site control of Phase 2 through 4 of the 13.5 acre Poppleton Center/West redevelopment area for future redevelopment as mixed-income projects.

7. <b>\$600,000.00</b> General Fund	9910-919017-9587 Citywide Acquisi- tion Relocation	9910-904177-9588 Acquisition & Re- location
--	--	---

The transfer will provide funds for acquisition and relocation costs related to properties not with a defined project area.

# **AGENDA**

**BOARD OF ESTIMATES**

**08/21/2019**

## **TRANSFERS OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
Department of Public Works/Office of Engineering and Construction		
8. <b>\$ 50,000.00</b> (Revenue Bond)	9956-903569-9549 (Sanitary Sewer Replace/Rehab)	9956-906949-9551 (SC 998 Sewer Rehab Citywide)

The transfer will cover costs of advertisement for SC 998 On-Call Assessments and Repairs of Sanitary Sewer Mains, and Laterals - Various Locations.

9. <b>\$ 50,000.00</b> (Revenue Bond)	9956-903569-9549 (Sanitary Sewer Replace/Rehab)	9956-904948-9551 (SC 997 Sewer Rehab Various)
--	---	---

The transfer will cover costs of advertisement for SC 997 On-Call Assessments and Repairs of Sanitary Sewer Mains and Laterals - Citywide.

10. <b>\$500,000.00</b> (Revenue Bond)	9956-933001-9549 Constr. Res. - Wastewater Div.	9956-913200-9551-3 Design
---	---	------------------------------

The transfer will cover costs of IPF/CIP Software.

11. \$ 21,250.00 (Wastewater Rev. Bonds)	9956-914045-9549 Project 1262 Consent Decree Mgmt.
--	--

28,750.00  
(Baltimore County  
Grant)

<b>\$ 50,000.00</b>	-----	9956-904953-9551-3 (Design)
---------------------	-------	--------------------------------

This transfer will cover advertising costs and miscellaneous expenses for Project 1294, Consent Decree PM. Project 1294 is a replacement of Project 1262 Consent Decree Program Management.

## AGENDA

### BOARD OF ESTIMATES

08/21/2019

#### Mayor's Office - Employment Agreement

##### **ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Employment Agreement with Mr. Reginald Moore, Director of the Department of Recreation and Parks, and the Mayor and City Council of Baltimore and will expire in accordance with the requirements of Article IV 6(b) of the Baltimore City Charter, unless terminated earlier in accordance with this agreement.

##### **AMOUNT OF MONEY AND SOURCE:**

Mr. Moore's salary will be as set forth in the Ordinance of Estimate as required by Article VII 66(c) of the Baltimore City Charter.

##### **BACKGROUND/EXPLANATION:**

On August 14, 2017, the Mayor appointed Mr. Moore as the Director of Recreation and Parks, his appointment was confirmed by the Baltimore City Council. Mr. Moore desires to continue his employment and serve as Director of Recreation and Parks. The agreement details the benefits to which Mr. Moore is entitled, including potential severance payments in the event that the Mayor does not reappoint Mr. Moore as Director of Recreation and Parks, and his appointment is not confirmed by the City Council.

(The Employment Agreement has been approved by the Law Department as to form and legal sufficiency.)

**AGENDA**

**BOARD OF ESTIMATES**

**08/21/2019**

Department of General Services - Settlement Agreement and Release

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Settlement Agreement and Release with SGK Contracting, Inc., for Contract GS 16810 with Mitchell Courthouse Roof Replacement.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On September 26, 2018, the Board approved an award of Contract GS 16810 for Mitchell Courthouse Roof Replacement in the amount of \$1,479,000.00 to SGK Contracting, Inc. The Department of General Services and SGK Contracting, Inc. have come to a mutual agreement that this contract should be terminated for the convenience of both parties. As set forth in this Agreement, no further costs will be paid or borne by either party.

**MBE/WBE PARTICIPATION:**

N/A

(The Settlement Agreement and Release has been approved by the Law Department as to form and legal sufficiency.)



## AGENDA

### BOARD OF ESTIMATES

08/21/2019

#### Department of General Services - On-Call Agreement

##### **ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Agreement under Project 1905, On-Call Civil/Structural Design Services with Sabra & Associates, Inc. The period of the agreement is four years or until the upset limit is reached, whichever occurs first.

##### **AMOUNT OF MONEY AND SOURCE:**

\$2,000,000.00 - Upset limit

##### **BACKGROUND/EXPLANATION:**

Various City agencies, on a continuing basis, require civil/structural design services to modify, upgrade, or repair their facilities. Typically the work is limited in scope and/or of an urgent nature, which in either case should not be postponed until the customary engineering selection process can be executed.

Under this agreement, the call for these services will be made as needs are identified. The costs of services rendered will be negotiated as a not-to-exceed price for each task assigned. Fees will be based on actual payroll rates. The payroll rate and multiplier have been reviewed by the Department of Audits.

The initial contract duration will be four years; however, projects started within the initial four year period may continue beyond the four year time frame until completion.

The total fee for this Consultant agreement will not exceed \$2,000,000.00 without a formal amendment. The Consultant was selected pursuant to the Architectural and Engineering Awards Commission procedures.

**AGENDA**

**BOARD OF ESTIMATES**

**08/21/2019**

Department of General Services - cont'd

**MBE/WBE PARTICIPATION:**

**MBE: 13% AND WBE: 6%**

<b>MBE:</b> Min Engineering, Inc.	0-13%
AB Consultants, Inc.	0-13%
DM Enterprises of Baltimore, LLC	0-13%
iDesign Engineering, Inc.	<u>0-13%</u>
(In the aggregate)	<b>13%</b>

<b>WBE:</b> A Squared Plus Engineering Support Group, LLC	0-6%
JRS Architects, Inc.	<u>0-6%</u>
(In the aggregate)	<b>6%</b>

**MWBOO FOUND VENDOR IN COMPLIANCE ON JULY 24, 2019.**

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

(The On-Call Agreement has been approved by the Law Department as to form and legal sufficiency.)

## AGENDA

### BOARD OF ESTIMATES

08/21/2019

#### Department of General Services - On-Call Agreement

##### **ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Agreement under Project 1306 - 1907, On-Call Civil/Structural Engineering Services with Whitney, Bailey, Cox, and Magnani, LLC. The period of the agreement is four years or until the upset limit is reached, whichever occurs first.

##### **AMOUNT OF MONEY AND SOURCE:**

\$2,000,000.00 - Upset limit

##### **BACKGROUND/EXPLANATION:**

Various City agencies, on a continuing basis, require civil/structural design services to modify, upgrade, or repair their facilities. Typically the work is limited in scope and/or of an urgent nature, which in either case should not be postponed until the customary engineering selection process can be executed.

Under this agreement, the call for these services will be made as needs are identified. The costs of services rendered will be negotiated as a not-to-exceed price for each task assigned. Fees will be based on actual payroll rates. The payroll rate and multiplier have been reviewed by the Department of Audits.

The initial contract duration will be four years; however, projects started within the initial four year period may continue beyond the four year time frame until completion.

The total fee for this Consultant agreement will not exceed \$2,000,000.00 without a formal amendment. The Consultant was selected pursuant to the Architectural and Engineering Awards Commission procedures.

**AGENDA****BOARD OF ESTIMATES****08/21/2019**Department of General Services - cont'd**MBE/WBE PARTICIPATION:****MBE: 13% AND WBE: 6%**

<b>MBE:</b> AB Consultants, Inc.	\$0-260,000.00	0-13%
C.C. Johnson & Malhorta, P.C.	\$0-260,000.00	0-13%
Findling, Inc.	\$0-260,000.00	0-13%
Min Engineering, Inc.	\$0-260,000.00	0-13%
NMP Engineering Consultants, Inc.	\$0-260,000.00	0-13%
SP Arch, Inc.	<u>\$0-260,000.00</u>	<u>0-13%</u>
(In the aggregate)	<b>\$0-260,000.00</b>	<b>0-13%</b>
<b>WBE:</b> Aria Environmental, Inc.	\$0-120,000.00	0-6%
Hanover Land Services, Inc.	\$0-120,000.00	0-6%
NFD, Inc.	<u>\$0-120,000.00</u>	<u>0-6%</u>
(In the aggregate)	<b>\$0-120,000.00</b>	<b>0-6%</b>

**MWBOO FOUND VENDOR IN COMPLIANCE ON JULY 3, 2019.****AUDITS NOTED THE ON-CALL AGREEMENT AND WILL REVIEW TASK ASSIGNMENTS.**

(The On-Call Agreement has been approved by the Law Department as to form and legal sufficiency.)

## AGENDA

### BOARD OF ESTIMATES

08/21/2019

#### Department of General Services - On-Call Agreement

##### **ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Agreement under Project 1306, 1908, On-Call Civil/Structural Engineering Services with Johnson, Mirmiran and Thompson, Inc. The period of the Agreement is four years or until the upset limit is reached, whichever occurs first.

##### **AMOUNT OF MONEY AND SOURCE:**

\$2,000,000.00 - Upset limit

##### **BACKGROUND/EXPLANATION:**

Various City agencies, on a continuing basis, require civil/structural design services to modify, upgrade, or repair their facilities. Typically the work is limited in scope and/or of an urgent nature, which in either case should not be postponed until the customary engineering selection process can be executed.

Under this agreement, the call for these services will be made as needs are identified. The costs of services rendered will be negotiated as a not-to-exceed price for each task assigned. Fees will be based on actual payroll rates. The payroll rate and multiplier have been reviewed by the Department of Audits.

The initial contract duration will be four years; however, projects started within the initial four year period may continue beyond the four year time frame until completion.

The total fee for this Consultant agreement will not exceed \$2,000,000.00 without a formal amendment. The Consultant was selected pursuant to the Architectural and Engineering Awards Commission procedures.

**AGENDA**

**BOARD OF ESTIMATES**

**08/21/2019**

Department of General Services - cont'd

**MBE/WBE PARTICIPATION:**

**MBE: 13% AND WBE: 6%**

<b>MBE:</b> DMY Engineering Consultants, Inc.	\$0-260,000.00	0-13%
Min Engineering, Inc.	\$0-260,000.00	0-13%
Phoenix Engineering, Inc.	\$0-260,000.00	0-13%
(In the aggregate)	<u><b>\$0-260,000.00</b></u>	<u><b>0-13%</b></u>
 <b>WBE:</b> Albrecht Engineering, Inc.	 \$0-120,000.00	 0-6%
Aria Environmental, Inc.	\$0-120,000.00	0-6%
Carroll Engineering, Inc.	\$0-120,000.00	0-6%
Daft-McCune Walker, Inc.	\$0-120,000.00	0-6%
JRS Architects, Inc.	\$0-120,000.00	0-6%
(In the aggregate)	<u><b>\$0-120,000.00</b></u>	<u><b>0-6%</b></u>

**MWBOO FOUND VENDOR IN COMPLIANCE ON JULY 3, 2019.**

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

(The On-Call Agreement has been approved by the Law Department as to form and legal sufficiency.)

**AGENDA**

**BOARD OF ESTIMATES**

**08/21/2019**

Department of Transportation - Developer's Agreement No. 1635

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Developer's Agreement No. 1635 with Baltimore 423, LLC, Developer.

**AMOUNT OF MONEY AND SOURCE:**

\$20,250.00

**BACKGROUND/EXPLANATION:**

The Developer would like to perform new water upgrades to their renovated building located at 423 East North Avenue. This agreement will allow the Developer to do their own installation in accordance with Baltimore City standards.

A Letter of Credit in the amount of \$20,250.00 has been issued to Baltimore 423, LLC, which assumes 100% of the financial responsibility.

**MBE/WBE PARTICIPATION:**

City funds will not be utilized for this project, therefore, MBE/WBE participation is not applicable.

(The Developer's Agreement No. 1635 has been approved by the Law Department as to form and legal sufficiency.)

EXTRA WORK ORDER AND TRANSFER OF FUNDS

\* \* \* \* \*

The Board is requested to approve  
the Extra Work Orders  
as listed on the following page:

30

The EWOs have been reviewed and approved  
by the Department of  
Audits, CORC, and MWBOO  
unless otherwise indicated.



**AGENDA****BOARD OF ESTIMATES****08/21/2019****EXTRA WORK ORDERS**

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

Department of Transportation/DOT Engineering  
and Construction Division (DOT TEC)

1. EWO #003, (\$9,455.41) - TR 12319, Citywide ADA and Sidewalk Improvements

\$866,000.00	Manuel Luis Construction Co., Inc.
--------------	--

As a result of completing the project close-out audit, this final EWO represents a net credit in the amount of (\$9,455.41). This final EWO reconciles contract bid items. The reconciliation includes overrun and underrun adjustments for items used during the project.

Department of Public Works/Office  
of Engineering and Construction

2. EWO #002, (\$0.00) - WC 1301R, On-Call Large Water Main Repair

\$11,376,185.24	Anchor Construction Corporation	1 yr. 27.20%
-----------------	---------------------------------------	--------------

The Office of Engineering and Construction is requesting a one-year non-compensable time extension in order to complete various assigned work to replace and repair water main lines at various locations of the City to improve the system condition in order to prevent premature disruptions in Baltimore City and Baltimore County water distribution. These services are also critical to the Office of Asset Management to deal with any unexpected emergency in the water distribution system. Under this time extension, the City is exercising the second time extension, which will increase the completion date of the contract by one-year. The Certificate of Completion form will not be completed until a scheduled time after final payment and completion has been given by the Agency.

MWBOO approved the EAR on August 2, 2019.

**AGENDA****BOARD OF ESTIMATES****08/21/2019**Department of Transportation - Minor Privilege Permit Applications

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

<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
1. 3700 Falls Road	JRJE, LLC	Single face electric sign 21 sq. ft.
\$333.90 - Flat Charge		
2. 1021 Binney Street	Pacific Development, LLC	Entry steps 4'8" x 5'
\$ 35.20 - Flat Charge		
3. 55 Market Place	Market Place Commercial Limited Partnership	Single face electric sign 36.30 sq. ft.
\$762.30. - Flat Charge		

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

**AGENDA**

**BOARD OF ESTIMATES**

**08/21/2019**

Space Utilization Committee - Lease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Lease Agreement with Unity Properties, Inc., Landlord, for the rental of a portion of the property known as 26 N. Fulton Avenue, being on the 1<sup>st</sup> floor, consisting of approximately 357 sq. ft. The period of the Lease Agreement is January 1, 2019 through December 31, 2019, with the option to renew for two one-year renewal periods at a negotiated rental rate.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual</u>	<u>Monthly Installments</u>
\$5,540.88	\$461.74 - rent
	<u>Additional Monthly Charges</u>
	\$200.00 - two telephone lines
	\$ 29.63 - shared copier and paper

Account: 4000-423220-3080-294100-603013

**BACKGROUND/EXPLANATION:**

The leased premises will be used for municipal purposes in conjunction with the Health Department for its Women, Infants, and Children Program (WIC).

The Landlord will cover the expense of any building structural defects and will maintain the exterior of the building, including foundation, roof, walls, gutters, downspouts, ventilating and heating systems, all water, electrical and plumbing supplies, utilities, pest control, janitorial services, and trash removal.

The Landlord will also supply two telephone lines. The receptionist in the lobby will sign-in and help direct Tenant's clients to their office. The Tenant will pay a monthly fee for two telephone lines and for shared use of the copier and paper.

**AGENDA**

**BOARD OF ESTIMATES**

**08/21/2019**

Space Utilization Committee - cont'd

The Tenant will be responsible for liability insurance under the City's self-insured program.

The Space Utilization Committee approved this Lease Agreement on July 23, 2019.

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

**APPROVED FOR FUNDS BY FINANCE**

(The Lease Agreement has been approved by the Law Department as to form and legal sufficiency.)

**AGENDA**

**BOARD OF ESTIMATES**

**08/21/2019**

Department of Real Estate - Renewal of Interdepartmental  
Lease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize the renewal of the Interdepartmental Lease Agreement between the Department of General Services, Landlord, and the Baltimore City Police Department, (BCPD) Tenant, for the rental of the property known as 601 E. Fayette Street, consisting 414,267 sq. ft. The period of the renewal is July 1, 2019 through June 30, 2020.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual</u>	<u>Monthly Installments</u>
\$4,490,701.58	\$374,225.12

Account: 1001-000000-2041-716600-603096

**BACKGROUND/EXPLANATION:**

On November 18, 2015, the Board approved the original lease agreement for one year, with five one-year renewal periods.

On June 29, 2016, the Board approved the first renewal. On August 9, 2017, the Board approved the second renewal. On November 7, 2018, the Board approved the third renewal. This renewal is the fourth and is for the period of July 1, 2019 through June 30, 2020.

The Landlord's responsibilities will include maintaining the interior common areas and exterior of the building, providing janitorial and pest control services, and providing and paying for all utilities.

The Tenant responsibilities will include the cost of improvements, providing equipment for tenant operations, telephone and computer services, and providing security to the leased premises.

**AGENDA**

**BOARD OF ESTIMATES**

**08/21/2019**

Department of Real Estate - cont'd

All other conditions, and provisions of the Lease Agreement will remain in full force and effect.

**APPROVED FOR FUNDS BY FINANCE**

**AGENDA**

**BOARD OF ESTIMATES**

**08/21/2019**

Department of Real Estate - Renewal of Interdepartmental  
Lease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize the Renewal of the Interdepartmental Lease Agreement between the Department of General Services, Landlord, and the Health Department, Tenant, for the rental of a portion of the property known as 621 N. Eden Street, being on the second floor and consisting of approximately 6,547 sq. ft. The period of the renewal is July 1, 2019 through June 30, 2020.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual</u>	<u>Quarterly Installments</u>
\$50,009.30	\$12,502.32
Account: 4000-423220-3080-294100-603013	

**BACKGROUND/EXPLANATION:**

On December 12, 2012, the Board approved the original lease agreement for the period of July 1, 2012 through June 30, 2017, with options to renew for an additional five one-year periods.

On July 19, 2017, the Board approved the first renewal. On July 25, 2018 the Board approved the second renewal ending June 30, 2019. This is the third renewal.

The leased premises will be used for administrative and clinical offices for the Department of Health's Women, Infant, and Children Program.

All other conditions, and provisions of the Interdepartmental Lease Agreement dated December 12, 2012 will remain in full force and effect.

**APPROVED FOR FUNDS BY FINANCE**

**AGENDA**

**BOARD OF ESTIMATES**

**08/21/2019**

Department of Real Estate - Renewal of Interdepartmental  
Lease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize the Renewal of the Interdepartmental Lease Agreement between the Department of General Services, Landlord, and the Baltimore City Police Department (BCPD) Tenant, for the rental of the property known as the BCPD's K-9 Unit located at 3101 Swann Drive, consisting 2,644 square feet. The period of the renewal is July 1, 2019 through June 30, 2020.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual</u>	<u>Monthly Installments</u>
\$27,050.17	\$2,254.18

Account: 1001-000000-2041-716600-603096

**BACKGROUND/EXPLANATION:**

On November 18, 2015, the Board approved the Interdepartmental Lease Agreement between the Landlord and the Tenant for the period July 1, 2015 through June 30, 2016, with five, one-year renewal options remaining.

On June 29, 2016, the Board approved the first renewal option for the period July 1, 2016 through June 30, 2017. On August 9, 2017, the Board approved the second renewal option for the period July 1, 2017 through June 30, 2018. On November 7, 2018, the Board approved the Amendment and third renewal for the period of July 1, 2018 through June 30, 2019. The BCPD wishes to exercise its fourth renewal for the period July 1, 2019 through June 30, 2020.



**AGENDA**

**BOARD OF ESTIMATES**

**08/21/2019**

Department of Real Estate - cont'd

The Landlord's responsibilities will include maintaining the interior common areas and exterior of the building, providing janitorial and pest control services, and providing and paying for all utilities. The Tenant's responsibilities will include the cost of improvements, providing equipment for Tenant operations, telephone and computer services, and providing security to the leased premises.

All other conditions and provisions of the Interdepartmental Lease Agreement dated November 18, 2015 remain unchanged.

**APPROVED FOR FUNDS BY FINANCE**

**AGENDA**

**BOARD OF ESTIMATES**

**08/21/2019**

Department of Real Estate - Renewal of Interdepartmental  
Lease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize the Renewal of the Interdepartmental Lease Agreement between the Department of General Services, Landlord, and the Baltimore City Police Department (BCPD) Tenant, for the rental of the property known as 411 Holliday Street, consisting 11,015 square feet. The period of the renewal is July 1, 2019 through June 30, 2020.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual</u>	<u>Monthly Installments</u>
\$244,329.11	\$20,360.76

Account: 1001-000000-2041-716600-603096

**BACKGROUND/EXPLANATION:**

On November 18, 2015, the Board approved the Interdepartmental Lease Agreement between the Landlord and the Tenant for the period July 1, 2015 through June 30, 2016, with five, one-year renewal options.

On June 29, 2016, the Board approved the first renewal option for the period July 1, 2016 through June 30, 2017. On August 9, 2017, the Board approved the second renewal for the period July 1, 2017 through June 30, 2018. On November 7, 2018, the Board approved the Amendment to the Lease Agreement and the third renewal for the period July 1, 2018 through June 30, 2019. The BCPD wishes to exercise its fourth renewal for the period July 1, 2019 through June 30, 2020.

**AGENDA**

**BOARD OF ESTIMATES**

**08/21/2019**

Department of Real Estate - cont'd

The Landlord's responsibilities will include maintaining the interior common areas and exterior of the building, providing janitorial and pest control services, and providing and paying for all utilities. The Tenant's responsibilities will include the cost of improvements, providing equipment for tenant operations, telephone and computer services, and providing security to the leased premises.

All other conditions and provisions of the Lease Agreement dated November 18, 2015 and the Amendment to the Lease Agreement dated November 7, 2018 remain unchanged.

**APPROVED FOR FUNDS BY FINANCE**

**AGENDA**

**BOARD OF ESTIMATES**

**08/21/2019**

Department of Real Estate - Renewal of Interdepartmental  
Lease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Renewal of the Interdepartmental Lease Agreement between the Department of General Services, Landlord, and the Baltimore City Police Department (BCPD) Tenant, for the rental of the property known as the BCPD Headquarters Annex located at 601 E. Fayette Street, consisting 129,919 square feet. The period of the fourth renewal is July 1, 2019 through June 30, 2020.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual</u>	<u>Monthly Installments</u>
\$1,053,818.31	\$87,818.19

Account: 1001-000000-2041-716600-603096

**BACKGROUND/EXPLANATION:**

On November 18, 2015, the Board approved the Interdepartmental Lease Agreement between the Landlord and the Tenant for the period July 1, 2015 through June 30, 2016, with five, one-year renewal options remaining.

On June 29, 2016, the Board approved the first renewal option for the period July 1, 2016 through June 30, 2017. On August 9, 2017, the Board approved the second renewal for the period July 1, 2017 through June 30, 2018. On November 7, 2018, the Board approved the Amendment and third renewal for the period July 1, 2018 through June 30, 2019. The BCPD wishes to exercise its fourth renewal for the period July 1, 2019 through June 30, 2020.

## **AGENDA**

### **BOARD OF ESTIMATES**

**08/21/2019**

#### Department of Real Estate - cont'd

The Landlord's responsibilities will include maintaining the interior common areas and exterior of the building, providing janitorial and pest control services, and providing and paying for all utilities. The Tenant's responsibilities will include the cost of improvements, providing equipment for Tenant operations, telephone and computer services, and providing security to the leased premises.

All other conditions, and provisions of the Interdepartmental Lease Agreement dated November 18, 2015, and the Amendment and third renewal option dated November 7, 2018 remain unchanged.

**APPROVED FOR FUNDS BY FINANCE**

## AGENDA

### BOARD OF ESTIMATES

08/21/2019

#### 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:

ATC Corp.	\$ 1,500,000.00
B&B Partnership Initiative LLC	\$ 1,500,000.00
Environmental Quality Resources, L.L.C.	\$96,630,000.00
Ligon & Ligon, Inc.	\$63,460,000.00
R&S Construction Co., Inc.	\$ 910,000.00
Soil and Land Use Technology, Inc.	\$ 1,500,000.00
Traffic Systems, Inc.	\$ 8,000,000.00

##### 2. Prequalification of Architects and Engineers

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

A.D. Marble & Co., Inc.	Engineer
Chesapeake Environmental Management, Inc.	Engineer Property Line Survey
Daniel Consultants, Inc.	Engineer Land Survey
Henry Adams, LLC	Engineer
McKissack & McKissack	Architect Engineer
OLBN, Inc.	Architect Engineer

**AGENDA**

**BOARD OF ESTIMATES**

**08/21/2019**

**BOARDS AND COMMISSIONS** - cont'd

Stantec Consulting Services, Inc

Architect  
Landscape Architect  
Engineer  
Land Survey

Unknown Studio Landscape  
Architecture & Urban Design,  
LLC

Landscape Architect

WFT Engineering, Inc.

Engineer

## AGENDA

### BOARD OF ESTIMATES

08/21/2019

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

#### **ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Amendment No. 1 to Agreement (Amendment No. 1) for Project 1504, On-Call Project and Construction Management Assistance Services with Rummel, Klepper & Kahl, LLP. The Amendment No. 1 will extend the period of the agreement through January 13, 2021.

#### **AMOUNT OF MONEY AND SOURCE:**

N/A

#### **BACKGROUND/EXPLANATION:**

On January 13, 2016, the Board approved the original agreement for four years.

This Amendment No. 1 will allow Rummel, Klepper & Kahl, LLP to continue to assist the City's Construction Management Section with construction monitoring and inspection under this project.

#### **AUDITS NOTED THE TIME EXTENSION.**

(The Amendment No. 1 to Agreement for Project 1504, On-Call Project and Construction Management Assistance services has been approved by the Law Department as to form and legal sufficiency.)



**AGENDA**

**BOARD OF ESTIMATES**

**08/21/2019**

Department of Law - Opinions - Requests for  
Refund of Real Property Taxes

The Board is requested to approve a refund of real property taxes for the below-listed claimants:

It is the opinion of the Law Department that the claimants have met the qualifications for a real property tax exemption for disabled veterans, and that the claimants are eligible to receive a refund of taxes paid because they were honorably discharged from the armed services, declared by the Veteran's Administration to have a permanent 100% service connected disability, and resided in a single family dwelling during the period in question. The dwelling house is owned by the claimant and claimant continues to reside in the dwelling house. It has been determined that the claimants are entitled to a refund of real property taxes, which were paid as follows:

<u>CLAIMANT</u>	<u>PROPERTY</u>	<u>TAXABLE YEAR</u>	<u>AMOUNT</u>
1. <b>ROBERT REED</b>	5506 Highgate Drive	2017/2018	\$ 1,082.98
		<b>Total Refund</b>	<b>\$ 1,082.98</b>
2. <b>LAURENCE BELOSEVIC</b>	2277 Park Hill Avenue	2017/2018	\$ 2,236.14
		2016/2017	2,010.49
		2015/2016	1,943.32
		<b>Total Refund</b>	<b>\$ 6,189.95</b>
3. <b>LEONARD NICHOLSON</b>	3721 Delverne Road	2017/2018	\$ 2,743.47
		2016/2017	2,646.23
		2015/2016	49.07 <sup>1</sup>
		<b>Total Refund</b>	<b>\$ 5,438.77</b>
4. <b>GERALD COLLICK</b>	1373 Pentwood Road	2017/2018	\$ 2,350.62
		2016/2017	2,267.61
		2015/2016	2,196.33
		<b>Total Refund</b>	<b>\$ 6,814.56</b>

<sup>1</sup>Mr. Nicholson is entitled to seven days of refund from June 23, 2016, the date he was determined to be 100% disabled, to June 30, 2016.

**AGENDA****BOARD OF ESTIMATES****08/21/2019**Department of Law - cont'd

It is the opinion of the Law Department that the claimant/s have met the qualifications for a real property tax exemption and are eligible to receive a refund of taxes paid as a surviving spouse of a disabled veteran honorably discharged from the armed services, declared by the Veteran's Administration to have a permanent 100% service connected disability, and resided in a single family dwelling during the period in question. The dwelling house is owned by the claimant and claimant continues to reside in the dwelling house. It has been determined that the claimant/s are entitled to a refund of real property taxes, which were paid as follows:

<u>CLAIMANT</u>	<u>PROPERTY</u>	<u>TAXABLE YEAR</u>	<u>AMOUNT</u>
5. <b>JANIE HARRIS</b>	720 N. Edge- wood Street	2017/2018	\$ 1,443.93
		2016/2017	1,415.71
		2015/2016	<u>1,342.32</u>
		<b>Total Refund</b>	<b>\$ 4,201.96</b>
6. <b>JULIA ANDERSON</b>	3702 Ednor Road	2017/2018	\$ 1,571.38
		2016/2017	<u>1,513.69</u>
		<b>Total Refund</b>	<b>\$ 3,085.07</b>

**AGENDA**

**BOARD OF ESTIMATES**

**08/21/2019**

Environmental Control Board - 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:**

\$36,000.00 - 1001-000000-1170-769300-607001

**BACKGROUND/EXPLANATION:**

The Environmental Control Board requests approval to transfer funds to the Baltimore City Foundation for BMORE Beautiful's Love Your Block program, which provides beautification grants. These grants will be awarded to Baltimore neighborhoods participating in BMORE Beautiful. The funds will be used for maintaining their community through beautification projects and cleanliness challenges, and for educating their residents through literature, outreach materials, and other resources.

**APPROVED FOR FUNDS BY FINANCE**

## AGENDA

### BOARD OF ESTIMATES

08/21/2019

#### Health Department - Agreements

The Board is requested to approve and authorize execution of the various agreements. The period of the agreement is July 1, 2019 through June 30, 2020, unless otherwise indicated.

#### NURSE MONITOR AGREEMENTS

- |    |   |                     |
|----|---|---------------------|
| 1. | <b>SOLID ROCK HEALTH EDUCATORS, LLC</b> | <b>\$250,000.00</b> |
| 2. | <b>WELLTRUST COMPANY, INC.</b>          | <b>\$150,000.00</b> |
| 3. | <b>TIFFANY GRAY</b>                     | <b>\$150,000.00</b> |

Account: 6000-607820-3110-306800-603018

The Maryland State Department of Health and Mental Hygiene (DHMH) is designated as the single State agency to administer all aspects of the Community First Choice (CFC) and Community Personal Assistance Services (CPAS), formerly known as Maryland Medical Assistance Personal Care Program. The Community First Choice and Community Personal Assistance program provides services and support to enable older adults and people with disabilities to live in their homes. The Health Department has an agreement with the DHMH to participate in the program as the case monitoring agency and to contract with Nurse Monitors who will supervise the provision of services to eligible recipients.

The Nurse Monitors will exercise independent professional judgment and carry professional liability insurance. Each Nurse Monitor will be an independent contractor and not an employee of the City.

The Nurse Monitors will be responsible for providing oversight and quality monitoring of personal assistance services for CFC/CPAS participants. They will make home visits, maintain clinical records, and utilize the Long Term Services and Support Maryland Tracking System, as required.

**AGENDA**

**BOARD OF ESTIMATES**

**08/21/2019**

Health Department - cont'd

The Agreements are late because of administrative delays.

**MWBOO GRANTED A WAIVER ON AUGUST 2, 2019.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

(The Agreements have been approved by the Law Department as to form and legal sufficiency.)

**AGENDA**

**BOARD OF ESTIMATES**

**08/21/2019**

Health Department - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an agreement with Health Care for the Homeless, Inc. (HCH). The period the agreement is January 1, 2019 through December 31, 2019.

**AMOUNT OF MONEY AND SOURCE:**

\$83,760.00 - 4000-499019-3023-513200-603051

**BACKGROUND/EXPLANATION:**

The HCH will implement an evidence-based patient-centered HIV prevention and surveillance program targeting youth and women who are experiencing homelessness. The organization will provide HIV counseling, linkage to care for newly diagnosed and people living with HIV, and referrals for Partner Services.

The agreement is late because of the delay in the administrative process.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**MWBOO GRANTED A WAIVER ON JULY 9, 2019.**

(The Agreement has been approved by the Law Department as to form and legal sufficiency.)

## AGENDA

### BOARD OF ESTIMATES

08/21/2019

#### Health Department - Memorandum of Understanding

##### **ACTION REQUESTED OF B/E:**

The Board is requested to approve a Memorandum of Understanding (MOU) between the Maryland Department of Health and Mental Hygiene (DHMH), Medicaid Managed Care Administration (Medicaid) and the Baltimore City Health Department (BCHD - Local Health Department). The period of the MOU is July 1, 2019 through June 30, 2020.

##### **AMOUNT OF MONEY AND SOURCE:**

The Local Health Department (LHD) will be awarded F564N funds in the form of a supplement to the Administrative Care Coordination (ACC) Grant supported by 50% State and 50% matching Federal Funds in accordance with the LHD funding award on the Unified Funding Document (UFD).

##### **BACKGROUND/EXPLANATION:**

The MOU is entered into between the DHMH, Medicaid, and the LHD, for the purposes of defining the responsibilities of the Supplemental Administrative Care Coordination Grant (F564N).

The Supplemental ACC Grant (F564N) means funding originating in the LHD Funding System (LHDFS) made by the DHMH to the BCHD, which is reflected on the Unified Funding Document and is subject to all administrative and fiscal policy originating in the LHDFS and all Conditions of Award.

The BCHD will maintain sufficient records of all costs charged to the grant award and comply with all terms and conditions set forth in the Conditions of Award, and assure that any cost claimed under this MOU does not duplicate cost claimed through other Federal funding. The BCHD will be awarded the ACC Grant funds in the form

**AGENDA**

**BOARD OF ESTIMATES**

**08/21/2019**

Health Department - cont'd

of a supplement to the ACC Grant supported by 50% State and 50% matching Federal Funds, in accordance with the LHD funding award on the UFD at the beginning of the fiscal year.

The MOU is late because of administrative delays.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

(The Memorandum of Understanding has been approved by the Law Department as to form and legal sufficiency.)



## AGENDA

BOARD OF ESTIMATES

08/21/2019

Heath Department - Ratification of Agreement

### **ACTION REQUESTED OF B/E:**

The Board is requested to ratify the Agreement with Park West Health Systems, Inc. The period of the agreement was July 1, 2018 through June 30, 2019.

### **AMOUNT OF MONEY AND SOURCE:**

\$30,000.00 - 5000-583519-3041-294600-603051

### **BACKGROUND/EXPLANATION:**

The Department funded the Park West Health Systems, Inc. to allow it to conduct colorectal cancer screening under the FY19 Increasing Colorectal Cancer Screening through the Community-Clinical Linkages Fund Grant.

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

### **MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

(The Agreement has been approved by the Law Department as to form and legal sufficiency.)

## AGENDA

BOARD OF ESTIMATES

08/21/2019

Heath Department - Ratification of Services

### **ACTION REQUESTED OF B/E:**

The Board is requested to ratify services provided by the Maryland Institute College of Art (MICA) Center for Social Design and authorize an expenditure of funds to pay MICA.

### **AMOUNT OF MONEY AND SOURCE:**

\$5,000.00 - 1000-000000-3041-274500-603051

### **BACKGROUND/EXPLANATION:**

On April 11, 2018, the Board approved an agreement with MICA in the amount of \$26,334.00 for the period of August 1, 2017 through December 31, 2017 for the FY 2018 HealthiAir Project.

However, on December 6, 2017, the Program Manager requested additional services in the amount of \$5,000.00. Because of an oversight, the agreement expired without being amended to reflect the additional services. Therefore, the Department is requesting the Board to ratify the services and authorize an expenditure of funds to pay MICA for the additional services it provided.

This request is late because of administrative delays.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

## AGENDA

### BOARD OF ESTIMATES

08/21/2019

#### Department of Real Estate - Renewals of Interdepartmental Lease Agreements

The Board is requested to approve the various Renewals of Interdepartmental Lease Agreements between the Department of General Services, Landlord, and the Baltimore City Police Department, Tenant, for the below-listed locations. The period of the lease renewal is July 1, 2019 through June 30, 2020.

<u>Location</u>	<u>Monthly Rent</u>	<u>Annual Rent</u>
1. 500 E. Baltimore Street Central District (approximately 53,609 sq. ft.)	\$48,594.33	\$ 583,132.00

On August 30, 2017, the Board approved the original lease agreement for the period of July 1, 2017 through June 30, 2018. On July 18, 2108, the Board approved the first renewal for the period of July 1, 2018 through June 30, 2019. This request is for the second renewal.

2. 1034 N. Mount Street Western District (approximately 22,481 sq. ft.)	\$19,039.62	\$ 228,475.48
---	-------------	---------------

On November 18, 2015, the Board approved the original lease agreement for the period July 1, 2015 through June 30, 2016. On June 8, 2016, the Board approved the first renewal for the period of July 1, 2016 through June 30, 2017. On August 16, 2017, the Board approved the second renewal for the period of July 1, 2017 through June 30, 2018. On July 18, 2018, the Board approved the third renewal for the period of July 1, 2018 through June 30, 2019. This request is for the fourth renewal.

3. 2201 W. Cold Spring Lane Northern District (approximately 28,473 sq. ft.)	\$26,556.38	\$ 318,676.51
---	-------------	---------------

On November 18, 2015, the Board approved the original lease agreement for the period July 1, 2015 through June 30, 2016. On June 8, 2016, the Board approved the first renewal for the period of July 1, 2016 through June 30, 2017. On August 16, 2017, the Board approved the second renewal for the period of

## AGENDA

### BOARD OF ESTIMATES

08/21/2019

#### Department of Real Estate - cont'd

<u>Location</u>	<u>Monthly Rent</u>	<u>Annual Rent</u>
July 1, 2017 through June 30, 2018. On July 18, 2018, the Board approved the third renewal for the period of July 1, 2018 through June 30, 2019. This request is for the fourth renewal.		
4. 424 Fontheill Avenue Southwestern District (approximately 22,314 sq. ft.)	\$18,811.11	\$ 225,733.33
On November 18, 2015, the Board approved the original lease agreement for the period of July 1, 2015 through June 30, 2016. On June 8, 2016, the Board approved the first renewal for the period of July 1, 2016 through June 30, 2017. On August 16, 2017, the Board approved the second renewal for the period of July 1, 2017 through June 30, 2018. On July 18, 2018, the Board approved the third renewal for the period of July 1, 2018 through June 30, 2019. This request is for the fourth renewal.		
5. 5710 Eastern Avenue Southeastern District (approximately 24,527 sq. ft.)	\$20,032.20	\$ 240,386.40
On November 18, 2015, the Board approved the original lease agreement for the period of July 1, 2015 through June 30, 2016. On June 8, 2016, the Board approved the first renewal for the period of July 1, 2016 through June 30, 2017. On August 16, 2017, the Board approved the second renewal for the period of July 1, 2017 through June 30, 2018. On July 18, 2018, the Board approved the third renewal for the period of July 1, 2018 through June 30, 2019. This request is for the fourth renewal.		
6. 10 Cherry Hill Road Southern District (approximately 21,114 sq. ft.)	\$19,519.61	\$ 234,235.26

On November 18, 2015, the Board approved the original lease agreement for the period of July 1, 2015 through June 30,

**AGENDA**

**BOARD OF ESTIMATES**

**08/21/2019**

Department of Real Estate - cont'd

<u>Location</u>	<u>Monthly Rent</u>	<u>Annual Rent</u>
<p>2016. On June 8, 2016, the Board approved the first renewal for the period of July 1, 2016 through June 30, 2017. On August 16, 2017, the Board approved the second renewal for the period of July 1, 2017 through June 30, 2018. On July 18, 2018, the Board approved the third renewal for the period of July 1, 2018 through June 30, 2019. This request is for the fourth renewal.</p>		
7. 1620 Edison Highway Eastern District (approximately 26,402 sq. ft.)	\$21,789.01	\$ 261,468.11
<p>On November 18, 2015, the Board approved the original lease agreement for the period of July 1, 2015 through June 30, 2016. On June 8, 2016, the Board approved the first renewal for the period of July 1, 2016 through June 30, 2017. On August 16, 2017, the Board approved the second renewal for the period of July 1, 2017 through June 30, 2018. On July 18, 2018, the Board approved the third renewal for the period of July 1, 2018 through June 30, 2019. This request is for the fourth renewal.</p>		
8. 5271 Reisterstown Road Northwestern District (approximately 22,575 sq. ft.)	\$19,751.29	\$ 237,015.47
<p>On November 18, 2015, the Board approved the original lease agreement for the period of July 1, 2015 through June 30, 2016. On June 8, 2016, the Board approved the first renewal for the period of July 1, 2016 through June 30, 2017. On August 16, 2017, the Board approved the second renewal for the period of July 1, 2017 through June 30, 2018. On July 18, 2018, the Board approved the third renewal for the period of July 1, 2018 through June 30, 2019. This request is for the fourth renewal.</p>		

**AGENDA****BOARD OF ESTIMATES****08/21/2019**Department of Real Estate - cont'd

<u>Location</u>	<u>Monthly Rent</u>	<u>Annual Rent</u>
9. 1900 Argonne Drive Northeastern District (approximately 27,810 sq. ft.)	\$22,622.60	\$ 271,471.23

On November 18, 2015, the Board approved the original lease agreement for the period of July 1, 2015 through June 30, 2016. On June 8, 2016, the Board approved the first renewal for the period of July 1, 2016 through June 30, 2017. On August 16, 2017, the Board approved the second renewal for the period of July 1, 2017 through June 30, 2018. On July 1, 2018, the Board approved the third renewal for the period of July 1, 2018 through June 30, 2019. This request is for the fourth renewal.

10. 242 W. 29 <sup>th</sup> Street Warrant Task Force (approximately 35,894 sq. ft.)	\$24,757.95	\$ 297,095.37
--	-------------	---------------

On November 18, 2015, the Board approved the original lease agreement for the period of July 1, 2015 through June 30, 2016. On June 8, 2016, the Board approved the first renewal for the period of July 1, 2016 through June 30, 2017. On August 16, 2017, the Board approved the second renewal for the period of July 1, 2017 through June 30, 2018. On July 1, 2018, the Board approved the third renewal for the period of July 1, 2018 through June 30, 2019. This request is for the fourth renewal.

Account: 1001-000000-2041-716600-603096

The Baltimore Police Department will continue to use these leased premises for administrative offices.

The Inter-Departmental Lease Renewals are late because of administrative delays.

All other terms and conditions of the Inter-Departmental Lease Agreements dated November 18, 2015 will remain in full force and effect.

**APPROVED FOR FUNDS BY FINANCE**

## AGENDA

### BOARD OF ESTIMATES

08/21/2019

#### Department of Real Estate - Renewal of Lease Agreement

##### **ACTION REQUESTED OF B/E:**

The Board is requested to approve the exercise of the renewal option of a Lease Agreement between the Mayor and City Council of Baltimore, Lessor and Morgan State University, Lessee for the property with a descriptive address of SS ARGONNE DR 525 FT SE OF ARGONNE DR and also known as Block 3948 Lot 001. The period of the renewal is January 1, 2020 through December 31, 2024.

##### **AMOUNT OF MONEY AND SOURCE:**

Rent for the 5-year renewal term shall be as follows:

RENEWAL TERM	ANNUAL RENT	MONTHLY RENT
1/1/2020-12/31/2020	\$34,677.34	\$2,889.78
1/1/2021-12/31/2021	\$35,717.66	\$2,976.47
1/1/2022-12/31/2022	\$36,789.19	\$3,065.77
1/1/2023-12/31/2023	\$37,892.36	\$3,157.74
1/1/2024-12/31/2024	\$39,029.65	\$3,252.47

##### **BACKGROUND/EXPLANATION:**

On March 8, 2000, the Board approved a Lease Agreement with the Morgan State University for the period January 1, 2000 through December 31, 2019, with an option to renew for two 5-year periods.

Morgan State University will continue to use the leased premises for parking during the renewal period.

All other terms and conditions of the Lease Agreement dated March 8, 2000 will remain in full force and effect.

## AGENDA

### BOARD OF ESTIMATES

08/21/2019

Department of Recreation - Capital Projects Grant Agreement  
and Parks

#### **ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Capital Projects Grant Agreement (Grantor) between the State of Maryland acting through the Board of Public Works (BPW) on behalf of the Downtown Partnership of Baltimore (Grantee and Donor) to benefit the Department of Recreation and Parks by capital improvements to the City-owned McKeldin Plaza.

The Capital Projects Grant Agreement terminates if the BPW terminates the grant authorization under Paragraph 3 without issuing bonds. Otherwise, the Capital Projects Grant Agreement is in effect so long as any State general obligation bonds issued, sold, and delivered to provide funds for this Grant, remain outstanding or for such longer period as the parties may agree.

#### **AMOUNT OF MONEY AND SOURCE:**

\$500,000.00 – Maryland BPW Bond Bill Funds – No City Funds will be transacted.

#### **BACKGROUND/EXPLANATION:**

The Downtown Partnership of Baltimore has applied for Bond Bill funding to be administered by the Maryland Department of General Services on behalf of the State Board of Public Works to benefit the Department of Recreation and Parks.

The purpose for the grant, as approved by the BPW, is for the acquisition, planning, design, construction, repair, renovation,



**AGENDA**

**BOARD OF ESTIMATES**

**08/21/2019**

Department of Recreation - cont'd  
and Parks

reconstruction, site improvement and capital equipping of McKeldin Plaza. The Grantor will pay funds directly to the Grantee and no City funds will be transacted.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

(The Capital Projects Grant Agreement has been approved by the Law Department as to form and legal sufficiency.)

## AGENDA

### BOARD OF ESTIMATES

08/21/2019

Department of Recreation - First Amendment to Agreement  
and Parks

#### **ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the First Amendment to Agreement (First Amendment) with the South Baltimore Gateway Community Impact District Management Authority D/B/A South Baltimore Gateway Partnership (SBGP) and Parks and People Foundation, Inc. (P&PF). The First Amendment to Agreement extends the period of the Agreement through December 31, 2019.

#### **AMOUNT OF MONEY AND SOURCE:**

No additional City funds are requested.

#### **BACKGROUND/EXPLANATION:**

On December 12, 2018, the Board approved the original agreement in the amount of \$198,775.00 in Casino Local Impact Grant funds. This First Amendment will allow for the South Baltimore Gateway Partnership, serving as Fiscal Agent on the Agreement, to contribute an additional \$50,000.00 toward the project expenses.

The First Amendment includes a revised budget which incorporates this change and other changes to the budget to reflect actual expenditures. The City also intends to renew the Agreement for the additional six-month renewal term, as authorized by the Agreement, extending through December 31, 2019.

## AGENDA

### BOARD OF ESTIMATES

08/21/2019

#### Department of Recreation - cont'd and Parks

---

The Department engaged P&PF as Project Manager on an effort to create the Middle Branch Waterfront Vision and Implementation Plan, towards the ultimate goal of improving and constructing a network of publicly accessible parks and trails along the 11 -mile long waterfront of the Middle Branch of the Patapsco. The realization and implementation of the Plan is expected to occur over the next decade through a series of capital projects. The new Plan will build upon visions and recommendations from prior community planning efforts and will be developed by an interdisciplinary team charged with design, engineering and feasibility assessments for implementing capital projects that improve and expand public spaces along the shoreline.

Under the Agreement, approved by the Board on December 12, 2018, the P&PF and its sub-consultants are assisting the City with "Stakeholder Engagement and Design Team Selection" as a first step in this process.

The SBGP, a Community Impact District Management Authority created by the State of Maryland and the City Charter to administer 50% of Casino Impact funds, was a party to the December 12, 2018, Agreement with the P&PF. Previously, the SBGP and the P&PF had executed an Agreement on May 21, 2018, for preparatory work as part of the planning effort, valued at \$100,000.00. As per the May 21, 2018 Agreement between the SBGP and the P&PF, the SBGP paid the P&PF \$41,328.21. Subsequently, this previous Agreement was terminated, replaced by the Agreement with the City and the P&PF, which commenced on December 12, 2018. Under the latter Agreement, the SBGP, serving as Fiscal Agent, agreed to pay the P&PF an additional \$58,671.79 for a combined payment of \$100,000.00. Under

## AGENDA

### BOARD OF ESTIMATES

08/21/2019

#### Department of Recreation - cont'd and Parks

the new Agreement, the compensation due to the P&PF was \$257,446.79; however, the City's obligation was capped at \$198,775.00. This First Amendment will allow the SBPG to pay the P&PF an additional \$50,000.00 towards the budget line item of "Competition Stipends". This contribution will increase the total compensation due the P&PF to \$307,446.79; however, the City's total obligation under the agreement remains \$198,775.00.

**MWBOO GRANTED A WAIVER ON NOVEMBER 13, 2018.**

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

(The First Amendment to Agreement has been approved by the Law Department as to form and legal sufficiency.)

**AGENDA**

**BOARD OF ESTIMATES**

**08/21/2019**

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

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

Bureau of Procurement

1. MANUFACTURERS & TRADERS

TRUST COMPANY d/b/a

M&T BANK	\$150,000.00	Renewal
----------	--------------	---------

Contract No. B50003351 - General Banking Services- Department of Finance - P.O. No. P528510

On August 27, 2014, the Board approved the initial award in the amount of \$414,414.17. On June 3, 2015, the Board approved the first renewal in the amount of \$0.00. On October 18, 2017, the Board approved the second renewal in the amount of \$0.00. On October 3, 2018, the Board approved the third renewal in the amount of \$0.00. This fourth renewal in the amount of \$150,000.00 is for the period of October 1, 2019 through September 30, 2021, with no renewal options remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On December 19, 2013, it was determined that no goals would be set because there is no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER ON DECEMBER 19, 2013.**

2. COMPRISE TECHNOLOGIES		Sole Source/
INC.	\$ 46,494.00	Renewal

Contract No. 08000 - Smart Access Manager (SAM) Software and Hardware License and Technical Support - Enoch Pratt Free Library - R827458

This request meets the condition that there is no advantage in seeking competitive responses.

**STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT.**

The Vendor is the sole provider and developer of its proprietary software, maintenance and support including hard-

**AGENDA**

**BOARD OF ESTIMATES**

**08/21/2019**

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

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

Bureau of Procurement

ware devices that integrates with existing software currently used by the Enoch Pratt Free Library.

On June 1, 2016, the Board approved the initial award in the amount of \$50,890.00. On May 31, 2017, the Board approved the first renewal in the amount of \$53,243.00. On April 4, 2018, the Board approved the second renewal in the amount of \$54,863.00. This third renewal in the amount of \$46,494.00 is for the period June 1, 2019 through May 31, 2020, with one, one-year renewal option remaining. The above amount is the City's estimated requirement.

It is hereby certified that the above procurement is of such a nature 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.

- |  |              |         |
|--|--------------|---------|
| 3. PENN CREDIT CORPORATION   | \$600,000.00 | Renewal |
| Contract No. B50004069 - Collection of Delinquent Parking Fines - Department of Finance - P.O. No. P533641 |              |         |

On November 18, 2015, the Board approved the initial award in the amount of \$1,830,000.00. The Vendor collects delinquent parking fines and penalty fees on behalf of the City at an 8.7% commission rate of revenue collected. This first renewal in the amount of \$600,000.00 is for the period of December 8, 2019 through December 7, 2020, with one, one-year renewal option remaining. The above amount is the City's estimated requirement.

**AGENDA**

**BOARD OF ESTIMATES**

**08/21/2019**

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

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

Bureau of Procurement - cont'd

**MBE/WBE PARTICIPATION:**

On May 11, 2015, MWBOO set goals of 3% MBE and 3% WBE.

	<u>Commitment</u>	<u>Performed</u>
<b>MBE:</b> Proper Staffing, Inc.	3%	\$68,387.82 (6.72%)
<b>WBE:</b> Righthand-Admin, LLC	3%	\$55,499.84 (5.45%)

**MWBOO FOUND VENDOR IN COMPLIANCE ON MAY 29, 2019.**

4. 

USA ENERGY COMPANY	\$100,000.00	Renewal
--------------------	--------------	---------

  
Contract No. B50005072 - Air Sealing and Insulation - DPW,  
Office of Sustainable Energy - P.O. No. P540960

On September 20, 2017, the Board approved the initial award in the amount of \$200,000.00. On October 17, 2018, the Board approved the first renewal in the amount of \$0.00. This second renewal in the amount of \$100,000.00 is for the period of September 26, 2019 through September 26, 2020, with two, one-year renewal option remaining. The above amount is the City's estimated requirement.

On May 23, 2017, MWBOO set goals of 18% MBE and 10% WBE.

	<u>Commitment</u>	<u>Performed</u>
<b>MBE:</b> Rife International LLC	18%	\$18,512.06 (18.7%)

**AGENDA**

**BOARD OF ESTIMATES**

**08/21/2019**

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

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

Bureau of Procurement - cont'd

WBE: USA Energy Co., Inc.*	10%	\$80,346.94 (81.3%)
-------------------------------	-----	---------------------

\*Indicates Self-Performance.

**MWBOO FOUND VENDOR IN COMPLIANCE ON JULY 17, 2019.**

- |  |              |                             |
|--|--------------|-----------------------------|
| 5. FORTE PAYMENT SYSTEMS,<br>INC.  | \$ 24,000.00 | Selected Source/<br>Renewal |
| Contract Number 06000 - Credit and Debit Card Software<br>Transaction System - Department of Recreation and Parks - P.O.<br>No.: P531809 |              |                             |

This non-competitive procurement meets the condition that there is no advantage in seeking competitive responses.

**STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT.**

On July 17, 2013, the Board approved an initial award in the amount of \$49,000.00. Subsequent actions were approved. The period is July 19, 2019 through July 18, 2020, with additional annual renewals subject to agreement by the parties.

This is the fifth renewal of an annually renewed software-licensing contract.

**MBE/WBE PARTICIPATION:**

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



**AGENDA**

**BOARD OF ESTIMATES**

**08/21/2019**

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

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

Bureau of Procurement - cont'd

- |  |              |          |
|--|--------------|----------|
| 6. JESCO, INC.   | \$172,000.00 | Increase |
| Contract Number B50005690 - Wheel Loaders - Department of General Services, Fleet Management - P.O. No.: P548284 |              |          |

On June 19, 2019, the Board approved the initial award in the amount of \$1,132,285.00. This increase in the amount of \$172,000.00 is necessary for one additional wheel loader, which will replace older equipment in the City's fleet as part of Fleet Management's planned replacement program. This increase will make the award amount \$1,304,285.00. The contract expires on June 18, 2020. The above amount is the City's estimated requirement. However, the contract provides that the vendor will supply the City's entire requirement, be it more or less.

**MBE/WBE PARTICIPATION:**

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

**MWBOO GRANTED A WAIVER ON APRIL 12, 2018.**

- |   |                |          |
|---|----------------|----------|
| 7. INCAPSULATE, LLC   | \$1,900,000.00 | Increase |
| B50004268 - 311 Customer Resource Management (CRM) System - Baltimore City Office of Information and Technology - P.O. No.: P536615 |                |          |

On July 27, 2016, the Board approved the initial award in the amount of \$2,656,455.95. This increase will provide for the substantial increase in the number of requested software subscription licenses from 250 to 700 for the remainder of the contract term. This increase will make the award amount \$4,556,455.95. The contract expires on July 26, 2021, with

AGENDA

BOARD OF ESTIMATES

08/21/2019

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR AMOUNT OF AWARD AWARD BASIS

Bureau of Procurement - cont'd

five one-year renewal options. The above amount is the City's estimated requirement. However, the contract provides that the vendor will supply the City's entire requirement, be it more or less.

MBE/WBE PARTICIPATION:

On December 1, 2015, MWBOO set goals of 3% MBE and 1% WBE.

	<u>Commitment</u>	<u>Performed</u>
<b>MBE:</b> Swift Staffing	3%	5%/39,000.00
<b>WBE:</b> Realistic Computing, Inc.	1%	3%/20,800.00

**MWBOO FOUND VENDOR IN COMPLIANCE ON AUGUST 8, 2019.**

8. GANS & PUGH ASSOCIATES  
INC. \$ 64,896.00 Sole Source  
Contract No. 08000 - Oculus Pinhole Cameras - Baltimore Police  
Department - R8823310

This request meets the condition that there is no advantage in seeking competitive responses.

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT.

The Vendor is the manufacturer's sole authorized source of these products which must be compatible with current cameras used by the undercover squad. The above amount is the City's estimated requirement.

AGENDA

BOARD OF ESTIMATES

08/21/2019

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement - cont'd

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.

- |   |                               |             |                         |
|---|-------------------------------|-------------|-------------------------|
| 9.  | FIRSTWATCH SOLUTIONS,<br>INC. | \$41,766.00 | Sole Source/<br>Renewal |
| Contract Number 08000 – Firstwatch System Agreement – Fire Department – P.O. No.: P540725 |                               |             |                         |

This non-competitive procurement meets the condition that there is no advantage in seeking competitive responses.

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT.

On July 19, 2017, the Board approved an initial award in the amount of \$245,413.00. Subsequent actions were approved. The period of the renewal is July 19, 2019 through July 18, 2020, with one-year renewal options at the sole discretion of the City.

The renewal of this contract will provide the data monitoring and bio surveillance software necessary to consolidate and synthesize data enabling the Fire Department to provide a more effective deployment of resources and care required to efficiently perform duties.

**AGENDA**

**BOARD OF ESTIMATES**

**08/21/2019**

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

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

Bureau of Procurement - cont'd

Moreover, FirstWatch has an exclusive agreement to extract data from the ProQA, which is the City's existing 911 triage system. The Vendor is the sole provider of FirstWatch software and related support services, and provides this software to other Maryland jurisdictions, which allows for the consolidated data to be shared among multiple jurisdictions for regional monitoring. The above amount is the City's estimated requirement. However, the contract provides that the vendor will supply the City's entire requirement, be it more or less.

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

**MBE/WBE PARTICIPATION:**

Not Applicable. This meets the requirement for certification as a sole source procurement as this software and support is only available from this vendor and is not available from subcontractors.

10. MISSION CRITICAL PARTNERS, LLC	\$428,069.65	Selected Source/ Agreement
Houston-Galveston Area Council (H-GAC Cooperative) Contract Number HP10-17 - Statewide 911 Staffing Report - Fire Department - P.O. No.: TBD		

This non-competitive procurement meets the condition that there is no advantage in seeking competitive responses.

**STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT.**

The Board is requested to approve and authorize execution of

**AGENDA**

**BOARD OF ESTIMATES**

**08/21/2019**

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

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

Bureau of Procurement - cont'd

the Non-Construction Consultant Agreement with Mission Critical Partners, LLC. (MCP). The period of the agreement is August 21, 2019 through August 20, 2021.

The Maryland Association of Counties (MACo) Emergency Communications Committee (ECC) through the City identified the need to obtain a consulting firm to assist all 24 counties in Maryland with staffing as the State of Maryland transitions to Next Generation 911 (NG911).

The City was selected as the fiduciary for the statewide study. Mission Critical Partners will provide professional services to assist with critical initiatives that include reviewing training, quality assurance and staffing for the day-to-day operations of the PSAPs related to the enhanced capabilities of NG911 and regional shared services environment(s).

Mission Critical Partners, LLC will deliver a statewide report that can be used by each of the 24 PSAPs, though additional individual reports for specific jurisdictions such as the City may be completed under separate contracts. Mission Critical Partners is uniquely qualified to provide the services as they are the only vendor that has been supporting the State of Maryland's 911 Commission in its review of NG911 issues.

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

(The Non-Construction Consultant Agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

08/21/2019

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement - cont'd

MBE/WBE PARTICIPATION:

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

Mission Critical Partners, LLC is collaborating with Vision Planning and Consulting, LLC (VPC), a small, minority, woman-owned 8(a) firm specializing in planning, emergency management, grants management, and stakeholder engagement for emergency management agencies for over ten years.

The VPC is M/WBE certified by Baltimore City, MDOT, and the SBA. The VPC staff of planners will work with the MPC to provide the City with the expertise needed to help reduce risk and improve the operations of the City.

11. MISSION CRITICAL PARTNERS, LLC	\$352,949.29	911/311	Selected
	290,050.71	DPW/DOT	Source/
	<b>\$643,000.00</b>		Agreement

Houston-Galveston Area Council (H-GAC Cooperative) Contract Number HP10-17 - Baltimore City Dispatch Organizational Analysis- Fire Department - P.O. No.: TBD

This non-competitive procurement meets the condition that there is no advantage in seeking competitive responses.

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT.

The Board is requested to approve and authorize execution of the Non-Construction Consultant Agreement with Mission Critical Partners, LLC. The period of the award and agreement is August 21, 2019 through August 20, 2021, with two 1-year renewal options.

**AGENDA**

**BOARD OF ESTIMATES**

**08/21/2019**

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

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

Bureau of Procurement - cont'd

The Maryland Association of Counties (MACo) Emergency Communications Committee (ECC) through the City of Baltimore identified the need for staffing studies to assist all 24 counties in Maryland as the State of Maryland transitions to Next Generation 911 (NG911).

The City, by separate award, will act as the fiduciary for the statewide study. In addition to the statewide report that can be used by each of the 24 PSAPs, upon award by the Board of Estimates Mission Critical Partners will create a detailed dispatch organizational analysis for the City for a set fee of \$138,074.60 (\$100,319.50 associated with 311/911 and \$37,755.10 associated with Department of Public Works/ Department of Transportation).

Additional funding is requested for ad-hoc research and implementation services, when requested by the City. Any other jurisdictions requesting an individual report will enter into separate contracts. Mission Critical Partners, LLC is uniquely qualified to provide the services as they are the only vendor that has been supporting the State of Maryland's 911 Commission in its review of NG911 issues, including but not limited to staffing and organizational issues.

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

(The Non-Construction Consultant Agreement has been approved by the Law Department as to form and legal sufficiency.)

**MBE/WBE PARTICIPATION:**

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

**AGENDA**

**BOARD OF ESTIMATES**

**08/21/2019**

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

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

Bureau of Procurement - cont'd

Mission Critical Partners, LLC is partnering with Vision Planning and Consulting, LLC (VPC), a small, minority, woman-owned 8(a) firm specializing in planning, emergency management, grants management, and stakeholder engagement for emergency management agencies for over ten years. VPC is M/WBE certified by Baltimore City, MDOT, and the SBA.

12. <u>SAFEWARE, INC.</u>	\$ 0.00	Extension
Contract No. B50002461 - Turnout Gear - Baltimore Fire Department- P.O. No. P521574		

On September 26, 2012, the Board approved the initial award in the amount of \$3,600,000.00. On September 4, 2013, the Board approved the first renewal in the amount of \$3,600,000.00. On September 3, 2014, the Board approved the second renewal in the amount of \$0.00. On September 23, 2015, the Board approved the third renewal in the amount of \$0.00. On August 31, 2016, the Board approved the fourth renewal in the amount of \$0.00. On August 30, 2017, the Board approved the fifth renewal in the amount of \$0.00. On August 8, 2018, the Board approved the sixth and final renewal in the amount of \$0.00. The contract expires September 25, 2019. This extension is for the period September 26, 2019 through February 25, 2020 during the solicitation process. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On June 22, 2012, it was determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER ON JUNE 22, 2012.**



RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

\* \* \* \* \*

The Board is requested to  
approve award of  
the formally advertised contracts  
listed on the following page:  
79  
to the low bidder meeting specifications,  
or reject bids on those as indicated  
for the reasons stated.

## AGENDA

BOARD OF ESTIMATES

08/21/2019

### RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

#### Bureau of Procurement

- |    |  |  |              |
|----|--|--|--------------|
| 1. | B50005782, Crack<br>Sealing Trailer<br>Melter Applicator | Chesapeake Supply<br>& Equipment Co., Inc. | \$174,230.00 |
|----|--|--|--------------|

(Department of General Services,  
Fleet Management)

#### **MBE/WBE PARTICIPATION:**

On February 1, 2019, MWBOO determined that no goals would be set because of no opportunity to segment the contract. This is for the purchase of commodities from an authorized heavy equipment dealer who is required to provide associated pre-delivery inspection and warranty repairs.

#### **MWBOO GRANTED A WAIVER.**

#### General Services

- |    |  |              |              |
|----|--|--------------|--------------|
| 2. | GS 16811, Shot<br>Tower<br>Renovations | Plano-Coudon | \$914,694.00 |
|----|--|--------------|--------------|

On April 17, 2019, the Board opened two bids for the subject project. Bids ranged from a low of \$914,694.00 to a high of \$985,000.00. The low responsive bid of \$914,694.00 is 75% above the Engineer's estimate because the Engineer's estimate did not account for the unfavorable hoisting and work space conditions of the project, and it also under-estimated the shoring, metal and handling of materials.

## **AGENDA**

### **BOARD OF ESTIMATES**

**08/21/2019**

#### Baltimore City Fire Department (BCFD) - Retroactive Payments

##### **ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize the retroactive payment for six current BCFD members per the settlement agreement reached between Baltimore Fire Firefighters, IAFF Local (Local 734) and the Mayor and City Council acting through its Baltimore City Fire Department (BCFD). The settlement agreement was approved by the Board on May 8, 2019.

##### **AMOUNT OF MONEY AND SOURCE:**

\$98,532.77 - 1001-000000-2121-226400-601061

##### **BACKGROUND/EXPLANATION:**

A class action grievance was filed by Local 734 alleging that "...current members who hold the rank of EMT and promote to the rank of Paramedic are not being placed in the appropriate salary position because it is deemed an entry level position and not classified as a promotion for these members."

After multiple negotiations before the Labor Commissioner, the parties concluded that employees occupying the position of EMT received a flat salary and upon completion of necessary training would be placed in the hiring step of either the EMT/Firefighter (EMT/FF), Paramedic CRT or Paramedic EMT-P classifications (Grades 313,366 and 368). With the assistance of the Department of Human Resources (DHR) Classification and Compensation Division, the parties have created a salary grade "crosswalk" that would address the inefficiencies created by the application of AM 235-1 to the position of EMT (Grade 309) (the "Crosswalk").

Thus, as a result of the grievance advancing to step 4 of the grievance procedure outlined in the Memorandum of Understanding between Local 734 and the City (the "MOU"), all parties desire to settle the grievance in full, and to satisfactorily apply the newly created Crosswalk.

**AGENDA**

**BOARD OF ESTIMATES**

**08/21/2019**

BCFD - cont'd

Per the approved agreement, members will be entitled to retroactive pay and/or overtime pay as a result of the salary step adjustment.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

## AGENDA

### BOARD OF ESTIMATES

08/21/2019

Mayor's Office of Children - Governmental/Charitable  
and Family Success                      Solicitation Application

#### **ACTION REQUESTED OF B/E:**

The Board is requested to endorse a Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City to benefit the Mayor's Office of Children and Family Success (MOCFS) - Youth Engagement Fund for the 2019 - 2020 Fiscal Year. Donations will be solicited by Ms. Tisha Edwards, Executive Director, Ms. Sharita Thomas, Deputy Director, Mr. Kyron Banks, Associate Director, Policy and Partnership, and Mr. Eddie Hawkins, Youth Engagement Specialist. The period of the campaign will be effective upon Board approval through June 30, 2020.

#### **AMOUNT OF MONEY AND SOURCE:**

No general funds are involved in this transaction.

#### **BACKGROUND/EXPLANATION:**

The newly formed MOCFS is working in partnership with a cross-section of youth advocates and youth development groups to establish a youth-led initiative focused on identifying opportunities that uplift Baltimore City youth with entertainment, enrichment, and life affirming programming. The members of the community-based coalition plan to solicit corporate and individual donors through a direct ask process. The donations are expected to be in-kind and monetary and the entities will make payment directly to the Baltimore City Foundation.

The purpose of the Youth Engagement Fund is to create a resource that supports the programming and special events for Baltimore City youth. Programs will focus on recreational activities, social development, leadership, and capacity building.

A potential donor list will be comprised of individuals and corporate entities that contribute to the economic, social, and

Mayor's Office of Children - cont'd  
and Family Success

cultural vitality of Baltimore City. Most of the individual and corporate entities fitting that description are not controlled donors. However, those potential donors who are controlled donors with respect to the City Council or the Board of Estimates will not be targeted or singled out in any way and will be solicited, if at all, in the same manner as the other potential donors.

Baltimore City Code Article 8, Section 6-26, prohibits solicitation or facilitating the solicitation of a gift. An exception was enacted in 2005 to permit certain solicitations that are for the benefit of an official governmental program or activity, or a City-endorsed charitable function or activity. Ethics Regulation 96.26B sets out the standards for approval, which includes the requirement that the program, function, or activity to be benefited and the proposed solicitation campaign must be endorsed by the Board of Estimates or its designee.

**MBE/WBE PARTICIPATION:**

N/A

## **AGENDA**

### **BOARD OF ESTIMATES**

**08/21/2019**

Department of Public Works/Office - Amendment No. 2 to Agreement of Engineering and Construction

#### **ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Amendment No. 2 to Agreement (Amendment No. 2) under Project 1206, Water Facilities Rehabilitation Program Management Services with Johnson, Mirmiran & Thompson, Inc. The Amendment No. 2 will extend the period of the agreement through October 7, 2020, or until the upset limit is reached, whichever, occurs first.

#### **AMOUNT OF MONEY AND SOURCE:**

\$ 480,000.00-9960-904743-9557-900020-703032-Water Revenue Bonds  
320,000.00-9960-904743-9557-900020-703032-Baltimore County  
400,000.00-9960-907689-9551-900020-703032-WaterRevenue Bonds  
400,000.00-9956-907689-9551-900020-703032-Baltimore County  
**\$1,600,000.00**

#### **BACKGROUND/EXPLANATION:**

On October 7, 2015 the Board approved the original agreement with a termination date of October 15, 2018.

On August 29, 2018 the Board approved Amendment No. 1 which extended the period of the agreement through October 7, 2019.

This Amendment will allow the Consultant to continue providing engineering personnel to support the overall Program Management Services for the Water Facilities Section. This Amendment No. 2 will extend the period through October 7, 2020 and will increase the contract amount by 1,600,000.00 for a total value of \$8,000,000.00.

#### **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: 20%**

**WBE: 14%**

**AGENDA**

**BOARD OF ESTIMATES**

**08/21/2019**

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

**MBE:** DM Enterprises of Baltimore, LLC      \$320,000.00 20.00%

**WBE:** Albrecht Engineering, Inc.                      \$224,000.00 14.00%

**MWBOO APPROVED THE EAR ON JULY 18, 2019.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS NOTED THE INCREASE IN THE UPSET LIMIT AND THE TIME  
EXTENSION.**

(The Amendment No. 2 to Agreement under Project 1206, Water  
Facilities Rehabilitation Program Management Services with  
Johnson, Mirmiran & Thompson, Inc. has been approved by the Law  
Department as to form and legal sufficiency.)



**AGENDA****BOARD OF ESTIMATES****08/21/2019****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore City Police Department</u>			
1. Lauren Benjamin	Human Trafficking Collaborative Visit Las Vegas, NV Aug. 27 - 30, 2019 (Reg. Fee \$0.00)	Victims of Crime Assistance Grant	\$1,069.20

The subsistence rate for this location is \$163.00 per night. The cost of the hotel is \$75.67 per night, plus total hotel taxes of \$30.37 per night, plus total resort fee of \$14.85. The airfare cost of \$474.98 was prepaid on a City-issued procurement card assigned to Mr. Tribhuvan Thacker. Ms. Benjamin personally incurred the cost of the hotel, hotel taxes and resort fee. Therefore, Ms. Benjamin will be disbursed \$594.22.

2. Misty Goines	Human Trafficking Collaborative Visit Las Vegas, NV Aug. 27 - 30, 2019 (Reg. Fee \$0.00)	Sex Offender Registry Unit Reimbursement Fund FY 18	\$1,069.20
-----------------	--	---	------------

The subsistence rate for this location is \$163.00 per night. The cost of the hotel is \$75.67 per night, plus total hotel taxes of \$30.37 per night, plus total resort fee of \$14.85. The airfare cost of \$474.98 was prepaid on a City-issued procurement card assigned to Mr. Tribhuvan Thacker. Ms. Goines personally incurred the cost of the hotel, hotel taxes and resort fee. Therefore, Ms. Goines will be disbursed \$594.22.

**AGENDA****BOARD OF ESTIMATES****08/21/2019****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore City Police Department - cont'd</u>			
3. Byron Conaway	Human Trafficking Collaborative Visit Las Vegas, NV Aug. 27 - 30, 2019 (Reg. Fee \$0.00)	Sex Offender Registry Unit Reimburse- ment Fund FY18	\$1,069.20

The subsistence rate for this location is \$163.00 per night. The cost of the hotel is \$75.67 per night, plus total hotel taxes of \$30.37 per night, plus total resort fee of \$14.85. The airfare cost of \$474.98 was prepaid on a City-issued procurement card assigned to Mr. Tribhuvan Thacker. Mr. Conaway personally incurred the cost of the hotel, hotel taxes and resort fee. Therefore, Mr. Conaway will be disbursed \$594.22.

4. Steve Hohman	Human Trafficking Collaborative Visit Las Vegas, NV Aug. 27 - 30, 2019 (Reg. Fee \$0.00)	Sex Offender Registry Unit Reimburse- ment Fund FY18	\$1,219.25
-----------------	--	---	------------

The subsistence rate for this location is \$163.00 per night. The cost of the hotel for 8/27/2019 and 8/28/2019 is \$104.00 per night. The hotel cost for 8/29/2019 is \$124.00 plus total hotel taxes of \$124.85 and total resort fee of \$14.95. The airfare cost of \$474.98 was prepaid on a City-issued procurement card assigned to Mr. Tribhuvan Thacker. The Department is requesting additional subsistence on August 29, 2019 in the amount of \$1.00 for meals and incidentals. Therefore, Mr. Hohman will be disbursed \$720.27.

**AGENDA****BOARD OF ESTIMATES****08/21/2019****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore City Police Department - cont'd</u>			

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 Transportation

5. Colby McFarland	2019 Transportation Association of Maryland Conference & Expo Stevensville, MD Sept. 16 - 19, 2019 (Reg. Fee: \$450.00)	Private Grants	\$1,247.97
--------------------	--	----------------	------------

The subsistence rate for this location is \$189.00 per night. The cost of the hotel is \$189.00 per night, plus hotel taxes of \$20.79 per day.

The registration fee the amount of \$350.00 was prepaid on a City-issued credit card assigned to Mr. Dhirendra Sinha. The Department is requesting additional subsistence in the amount of \$40.00 per day for meals and incidentals. Therefore, Mr. McFarland will be disbursed \$797.97.

Fire and Police Employee's Retirement System (F&P)

6. Robert A. Haukdal	Public Safety Conference New Orleans, LA Oct. 26 - 30, 2019 (Reg. Fee: \$715.00)	Special Funds F&P	\$1,990.95
----------------------	---	----------------------	------------

**AGENDA**

**BOARD OF ESTIMATES**

**08/21/2019**

**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
-------------	------------------	--------------------	---------------

F&P - cont'd

The subsistence rate for this location is \$221.00 per night. The cost of the hotel is \$239.99 per day, plus hotel taxes of \$38.328 per day. Mr. Haukdal's stay at the hotel on October 26, 2019 will be at his own expense.

The cost of the airfare is \$263.96. The registration fee in the amount of \$715.00 was prepaid by the F&P. The Department is requesting additional subsistence in the amount of \$18.00 for the hotel and \$40.00 per day for meals and incidentals. Therefore, Mr. McFarland will be disbursed \$1,275.95.

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 if 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.

Office of Inspector General (OIG)

7.	Isabel Mercedes Cumming Yvonne K. Brooks*	Association of Inspectors General (AIG) 2019 Training Conference Palm Beach, FL Sept. 23 - 27, 2019 Sept. 24 - 27, 2019* (Reg. Fee: \$675.00 each)	General Fund	\$2,777,05
----	--	---	--------------	------------

The subsistence rate for this location is \$182.00 per night. The cost of the hotel is \$149.00 per night, plus hotel taxes of \$19.37 per day. Ms. Cumming will arrive for the AIG Board of Directors' meeting on September 23, 2019. The City will not incur any costs for her attendance at this meeting. The requested subsistence reflects the actual dates of the conference, September 25 - 27, 2019.

**AGENDA**

**BOARD OF ESTIMATES**

**08/21/2019**

**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Funds</u>	<u>Amount</u>
<u>OIG</u> - cont'd			

The airfare for Ms. Cumming in the amount of \$257.96 and the total hotel costs were prepaid on a City-issued credit card assigned to Ms. Cumming and Ms. Yvonne K. Brooks. The registration fee was prepaid on a City-issued credit card assigned to Ms. Cumming. Ms. Cumming is requesting additional subsistence in the amount of \$7.00 per day for meals and incidentals. Therefore, Ms. Cumming will be disbursed \$180.00.

Both attendees will share the hotel room assigned to Ms. Cumming in order to defray costs.

The airfare for Ms. Brooks in the amount of \$303.98 was prepaid on a City-issued credit card assigned to Ms. Cumming and Ms. Yvonne K. Brooks. The registration fee was prepaid on a City-issued credit card assigned to Ms. Cumming. Ms. Brooks is only requesting subsistence for meals and incidentals in the amount of \$40.00 per day. Therefore, Ms. Brooks will be disbursed \$180.00.

**RETROACTIVE TRAVEL AND REIMBURSEMENT**

Fire Department

8.	Blair Skinner	International Association of Black Professional Firefighters Fall Conference (IABPF) Jacksonville, FL Oct. 31 - Nov. 3, 2018 (Reg. Fee \$0.00)	General Funds	\$ 708.82
----	---------------	---	---------------	-----------

## **AGENDA**

**BOARD OF ESTIMATES**

**08/21/2019**

### **RETROACTIVE TRAVEL AND REIMBURSEMENT**

#### **Fire Department - cont'd**

Ms. Skinner was invited to facilitate a workshop in Jacksonville, Florida at the 2018 Southeast Regional Conference for the IABPF on October 31, 2018 through November 3, 2018.

The airfare in the amount of \$588.82 was prepaid on a City-issued credit card assigned to Mr. James Fischer. The hotel costs were prepaid by the Vulcan Blazers. Ms. Skinner personally incurred the costs of meals and incidentals. Therefore, Ms. Skinner will be reimbursed \$120.00.

### **TRAVEL REIMBURSEMENT**

**\$120.00** - Meals and Incidentals (\$40.00 x 3)

This request is late because of delays in the administrative process.

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**AGENDA**

**BOARD OF ESTIMATES**

**08/21/2019**

Department of Finance - Minor Revisions to AM Policies 509-2, 509-2-3 and the Creation of AM Policy 509-2-4

**ACTION REQUESTED OF B/E:**

The Board is requested to approve revisions to AM Policies 509-2 and 509-2-3. The Board is further requested to approve the creation of AM Policy 509-2-4.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

With changes in cellular technology, AM Policies 509-2 and 509-2-3 need to be modified and AM 509-2-4 has been created.

**MBE/WBE PARTICIPATION:**

N/A

***a*****AM-509-2*****m******Cellular Equipment*****SCOPE**

The purpose of this policy is to provide guidance for the City department heads and supervisors, and establish responsibility for the acquisition, management and cost control of cellular equipment and services. This policy shall apply to cellular equipment used by all City agencies and quasi-City agencies.

This policy also establishes responsibility for assignment, use, review, and oversight of cellular equipment assigned to City agencies and employees. All cellular equipment must be secured through the Municipal Telephone Exchange (MTE). MTE has the overall responsibility for the cellular systems.

For the purpose of this policy, cellular equipment is defined as all wireless telephones and data devices that communicate over the MTE vendor selected network.

**REQUEST/ ASSIGNMENT**

Cellular equipment is made available to further the business of the City.

The initial request for cellular equipment and services must be authorized by the supervisor and agency head in accordance with this policy if the request meets the requirements of the Justification Form (AM 509-02-1). Assignments of cellular equipment shall be limited to business use by officials and employees (1) who travel from their assigned work site on City government business for a significant part of their normal workday and need to communicate frequently with employees and/or citizens while not assigned to their work site (by having immediate access for situations relating to urgent City business), and/or (2) must be accessible at all times, as required by the Mayor and/or agency head.

A Cellular Equipment Justification form must be submitted to MTE to request assignment of the equipment. (See AM-509-2-1 for complete instructions.) Cellular equipment may be assigned when there is justification for such unit(s), the agency head recommends it and the agency's Budget Analyst at BBMR approves the costs. All new or replacement equipment must be priced at the minimum amount set by the vendor from time to time. If other equipment is requested, form AM-509-02-3, Business Assessment Form, must be completed.

**ASSIGNMENT OF SHARED EQUIPMENT**

For cost efficiency cellular equipment may be shared by employees when usage is intermittent. The supervisor will be responsible for maintaining a log of all users, which includes start and end date of usage and date of receipt and return of cellular equipment. Both the user and the supervisor must sign for the receipt and return of the equipment.



  
*a*

AM-509-2

*m**Cellular Equipment***PERSONAL USE OF CITY CELLULAR EQUIPMENT**

Personal use of City cellular equipment is to be avoided unless it is an emergency situation with subsequent approval of the agency head.

An employee will be required to reimburse the City for the cost of all personal use in accordance with procedures established by MTE. A \$10 penalty per use will be assessed against any employee found to have made personal use cellular equipment without either recording or paying for it.

Personal use must be reconciled with the monthly bill by submitting a cash deposit slip with payment in cash or money order made payable to the Director of Finance. A copy of the cash deposit slip and a copy of the money order with the monthly justification form must be sent to the Agency Telephone Coordinator.

**CITY SERVICE PLAN**

Calling plans not included in the City plan must be authorized by the Agency Director. The City standard service plan covers U.S. domestic usage. Installation of international plans must be authorized by the Agency Director.

**EXCESS SURPLUS EQUIPMENT**

All equipment, assigned and unassigned, remains property of the MTE. Agencies will be charged a monthly rental fee for all equipment. Surplus equipment will be disposed of via government approved surplus auction or government approved recycling.

**CELLULAR EQUIPMENT INVENTORY CONTROL**

Periodically, a cellular equipment inventory control will be conducted as part of management oversight to reaffirm business need, and account for equipment assigned to employees to further the business need of the City. During the inventory control period, all employees assigned City cellular equipment must complete and, return the cellular equipment inventory control form (AM-509-2-4) to MTE. Failure to complete, sign and return AM-509-2-4 will result in immediate suspension of service and/or termination.

**MUNICIPAL TELEPHONE EXCHANGE**

***a*****AM-509-2*****m******Cellular Equipment***

The Municipal Telephone Exchange (MTE) has overall operating responsibility for the cellular equipment. MTE's responsibilities include:

- Preselecting available vendor equipment;
- Submitting costs and justification for new service to agency budget analyst for approval;
- Placing orders with vendor;
- Providing inventory control, distribution, and retrieval of equipment;
- Administering the Mobile Device Management (MDM) program;
- Providing assistance via the vendor for maintenance and repair of equipment;
- Informing the Department of Finance, Bureau of Accounting of rental fees assessed or charges to the using agencies;
- Forwarding monthly cellular charges to the using agency;
- Reviewing MEMO (28-1418-5007) (AM-509-2-1) submitted by user, damage, theft, or suspicious disappearance;
- Assessing charges to agencies in cases of negligence, misuse or abuse of pager/cellular equipment by employees;
- Distributing equipment to user; and
- Reviewing cases involving equipment loss, damage, theft or suspicious disappearance to determine negligence, misuse, or abuse of cellular equipment for possible recommendation to the agency/bureau head of appropriate disciplinary action to be taken against the responsible employee.

**AGENCY**

Agency responsibilities include:

- Obtaining ancillary equipment through MTE;
- Requesting in writing for approval by the MTE for the agency to change the approved user of cellular equipment. This is required for either a permanent or temporary change of approved cellular equipment user;
- Assuring that equipment is returned to MTE;
- Obtaining verification of cellular charges from user, and certifying that services were reviewed and that there was no personal use, except as noted by user;
- Reviewing and approving personal use City equipment which is circled on the monthly invoice for the employee to reimburse;
- Assessing and collecting charges from employees when negligence, abuse, or misuse of assigned equipment has been determined; and
- Reviewing monthly data usage and obtaining justification for excessive use.

***a*****AM-509-2*****m******Cellular Equipment*****USER**

Users are subject to agency assessment of charges in cases of negligence, misuse, or abuse of assigned cellular equipment.

User responsibilities include:

- Properly using and caring for the cellular equipment;
- Immediately notifying the Police Department of a theft or suspicious disappearance involving the equipment and obtaining a case number;
- Contacting the Agency Telephone Coordinator immediately upon theft, loss, disappearance so the service can be discontinued and forwarding an email within 24 hours to their Agency Telephone Coordinator and supervisor describing in detail any theft or suspicious disappearance of assigned equipment;
- Reviewing the monthly invoice for accuracy of cellular charges and noting all personal use by circling; (*Note: Approval by supervisor and agency head of the monthly invoice is required.*)
- Preparing and submitting a cash deposit slip with reimbursement for any personal use of the City cellular equipment to the Director of Finance;
- Cellular equipment may not be used at any time to store or transmit illicit materials, store or transmit proprietary information not belonging to the City of Baltimore or to harass others;
- Cellular equipment must be used in an ethical manner at all times; and
- Data usage is for City of Baltimore business only. Any use for non-City business is to be avoided.

**RELATED POLICIES**

AM-509-2-1 Justification Form

AM-509-2-2 Cellular Receipt

AM-509-2-3 Business Assessment Form

AM-509-2-4 Cellular Equipment Inventory Control Form

AM-509-2-3

## Cellular Business Assessment Form

User Name: _____	Cellular Equipment Number: _____
User's Position Title: _____	Agency: _____
User's Physical Location: _____	
Current Cellular Equipment (Make & Model: ) _____	
Requested Make & Model: _____	

Business Need Narrative:

In this section, clearly state the business need and functions that will be provided by the new make and model of the equipment requested as opposed to the current make and model assigned to the user.

User Signature: _____	Date: _____
Agency Head Approval: _____	Date: _____
MTE Approval: _____	Date: _____
Agency Financial Analyst Approval: _____	Date: _____

AM-509-2-4

## Cellular Equipment Inventory Control Form

User Name: _____	Cellular Equipment Number: _____
User's Position Title: _____	Agency: _____
User's Physical Location: _____	
Cellular Equipment Make and Model: _____	

By signing below, the employee reaffirms the following statement of request/assignment (AM-509-2):

Assignments of cellular equipment shall be limited to business use by officials and employees (1) who travel from their assigned work site on City government business for a significant part of their normal workday and need to communicate frequently with employees and/or citizens while not assigned to their work site (by having immediate access for situations relating to urgent City business), and/or (2) must be accessible at all time, as required by the Mayor and/or agency head.

User Signature: _____	Date: _____
Agency Head Approval: _____	Date: _____
MTE Approval: _____	Date: _____

## Attachment 1

Revisions to AM Policies 509-2, 509-2-3 and the creation of 509-2-4AM 509-2-Cellular Equipment

\*\*\*The revisions in the policy primarily remove references to pagers\*\*\*

- Scope-Revised Language-The purpose of this policy is to provide guidance for the City department heads and supervisors, and establish responsibility for the acquisition, management and cost control of **cellular equipment and services**. This policy shall apply to **cellular equipment** used by all City agencies and quasi-City agencies.
- Scope-New Language Added-For the purpose of this policy, cellular equipment is defined as all wireless telephones and data devices that communicate over the MTE vendor selected network.
- Request/Assignment-Outdated language removed/revised language- The initial request for cellular equipment and services must be authorized by the **supervisor** and agency head in accordance with this policy if the request meets the requirements of the **Justification Form (AM 509-2-1)**.
- Request/Assignment-Revised Language-A Cellular Equipment Justification form must be submitted to MTE to request assignment of the equipment. (See AM-509-2-1 for complete instructions.) Cellular equipment may be assigned when there is justification for such unit(s), the agency head recommends it and the agency's Budget Analyst at BBMR approves the costs. **All new or replacement equipment must be priced at the minimum amount set by the vendor from time to time. If other equipment is requested, form AM-509-2-3, Business Assessment Form, must be completed.**
- Assignment of Shared Equipment-Outdated language removed/revised language- **For cost efficiency cellular equipment may be shared by employees when usage is intermittent. The supervisor will be responsible for maintaining a log of all users, which includes start and end date of usage and date of receipt and return of cellular equipment. Both the user and the supervisor must sign for the receipt and return of the equipment.**
- Personal Use of City Cellular Equipment-Revised Language- **Personal use must be reconciled with the monthly bill by submitting a cash deposit slip with payment in cash or money order made payable to the Director of Finance. A copy of the cash deposit slip and a copy of the money order with the monthly justification form must be sent to the Agency Telephone Coordinator.**

## AGENDA

### BOARD OF ESTIMATES

08/21/2019

- Pager Rental Fees and Charges-section removed
- City Service Plan-New Section- Calling plans not included in the City plan must be authorized by the Agency Director. The City standard service plan covers U.S. domestic usage. Installation of international plans must be authorized by the Agency Director.
- Excess Surplus Equipment-New Section- All equipment, assigned and unassigned, remains property of the MTE. Agencies will be charged a monthly rental fee for all equipment. Surplus equipment will be disposed of via government approved surplus auction or government approved recycling.
- CELLULAR EQUIPMENT INVENTORY CONTROL-New Section- Periodically, a cellular equipment inventory control will be conducted as part of management oversight to reaffirm business need, and account for equipment assigned to employees to further the business need of the City. During the inventory control period, all employees assigned City cellular equipment must complete and, return the cellular equipment inventory control form (AM-509-2-4) to MTE. Failure to complete, sign and return AM-509-2-4 will result in immediate suspension of service and/or termination.
- Municipal Telephone Exchange-List of responsibilities, some items removed and/or revised
- Agency-Revised language-Requesting in writing for approval by the MTE for the agency to change the approved user of cellular equipment. This is required for either a permanent or temporary change of approved cellular equipment user; and Reviewing monthly data usage and obtaining justification for excessive use.
- User-Revised language- Cellular equipment may not be used at any time to store or transmit illicit materials, store or transmit proprietary information not belonging to the City of Baltimore or to harass others; Cellular equipment must be used in an ethical manner at all times; and Data usage is for City of Baltimore business only. Any use for non-City business is to be avoided.
- RELATED POLICIES-New items added-removed AM 240-11 Employee Expense Report
  - AM-509-2-1 Justification Form
  - AM-509-2-2 Cellular Receipt
  - AM-509-2-3 Business Assessment Form
  - AM-509-2-4 Cellular Equipment Inventory Control Form

AM 509-2-3-Cellular Business Assessment Form-The form has been redesigned

AM 509-2-4-Cellular Equipment Inventory Control Form-Creation of New Form

**AGENDA**

**BOARD OF ESTIMATES**

**08/21/2019**

**PROPOSAL AND SPECIFICATIONS**

1. Department of General Services - GS 17809, Central Garage  
Pavement Repairs  
**BIDS TO BE RECV'D: 10/16/2019**  
**BIDS TO BE OPENED: 10/16/2019**
  
2. Department of Public Works - SC 998, On-Call Assessment  
and Repairs of Sanitary  
Sewer Mains and Laterals  
Various Locations  
**BIDS TO BE RECV'D: 09/11/2019**  
**BIDS TO BE OPENED: 09/11/2019**

**12:00 NOON**

**ANNOUNCEMENTS OF BIDS RECEIVED**

**AND**

**OPENING OF BIDS, AS SCHEDULED**