

**MINUTES****REGULAR MEETING**

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

President: "Good morning. The May 16<sup>th</sup> meeting of the Board of Estimates is now called to order. In the interest of promoting the order and efficiencies of these hearings, persons who are disruptive to the hearing will be asked to leave the hearing room immediately. Meetings of the Board of Estimates are open to the public for the duration of the meeting. The hearing room -- room must be vacated at the conclusion of the meeting. Failure to comply may result in the charge of trespassing. I will direct the Board members attention to the memorandum from my office dated May 14, 2018 identifying matters to be considered as routine agenda items together with any corrections and additions that have been noted by the Deputy Comptroller. I will entertain a Motion to approve all of the items contained on the routine agenda.

MINUTES

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

Comptroller: "Second."

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

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

In accordance with the Rules for Prequalification of Contractors, as amended by the Board on October 30, 1991, the following contractors are recommended:

American Contracting & Environmental Services, Inc.	\$82,010.000.00
Day and Sons, Inc.	\$ 250,000.00
Detwiler Roofing	\$ 3,640,000.00
Gettle Incorporated	\$ 8,000,000.00
JLN Constructions Services, LLC	\$ 1,500,000.00
RPG Surface Prep, LLC	\$ 1,500,000.00

2. Prequalification of Architects and Engineers

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

AECOM Technical Services, Inc.	Engineer Landscape Architect
Design Collective, Inc.	Architect Landscape Architect
Johnson, Mirmiran & Thompson, Inc.	Engineer Architect Landscape Architect Land Survey

MINUTES

BOARDS AND COMMISSIONS - cont'd

Wallace, Montgomery & Associates, LLP

Land Survey  
Engineer

There being no objections, the Board, UPON MOTION duly made and seconded, approved the Prequalification of Contractors and Architects and Engineers for the listed firms.

**MINUTES**

Department of Real Estate - Renewal of Lease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Renewal of Lease Agreement with Empowerment Center, Inc., Tenant, for the rental of the property known as 801 Braddish Avenue (formerly known as Lafayette Elementary School #202), containing 3.47 acres. The renewal is for the period of September 1, 2018 through August 31, 2020.

**AMOUNT OF MONEY AND SOURCE:**

\$1.00 - if demanded

**BACKGROUND/EXPLANATION:**

On October 11, 2017, the Board approved the Lease Agreement with the Tenant for the period of September 1, 2016 through August 31, 2018, with an option to renew for one additional two-year term.

The Tenant has exercised its option to renew the Lease Agreement from September 1, 2018 through August 31, 2020.

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

UPON MOTION duly made and seconded, the Board approved the Renewal of Lease Agreement with Empowerment Center, Inc., Tenant, for the rental of the property known as 801 Braddish Avenue (formerly known as Lafayette Elementary School #202), containing 3.47 acres. The Comptroller **ABSTAINED**.

MINUTES

Mayor's Office of Employment -	TRANSFER OF LIFE-TO-DATE
<u>Development</u>	<u>SICK LEAVE</u>

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

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

<u>Donors</u>	<u>Days</u>
Errica Blake	1
Charlene Mcknight	2
Tyrone E. Vaughn	5
Joseph Smith	2
Marvin Blye	1
Leslie Ridgeley	<u>1</u>
	<b>12</b>

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

**THE LABOR COMMISSIONER RECOMMENDED APPROVAL.**

MINUTES

Mayor's Office of Employment - cont'd  
Development

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

**MINUTES**

Labor Commissioner - Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to **NOTE** receipt of the Memorandum of Understanding (MOU) for FY 2017 - 2018 with the:

Fraternal Order of Police, Inc. Unit I - Police Officers, Police Agents and Flight Officers

Fraternal Order of Police, Inc. Unit II Police Sergeants and Police Lieutenants

**AMOUNT OF MONEY AND SOURCE:**

The wage increases for employees covered by the MOU are included in the budget for the Baltimore Police Department.

**BACKGROUND/EXPLANATION:**

In accordance with the Municipal Employees Relations Ordinance (MERO), the Office of the Labor Commissioner conducted and concluded negotiations with the Fraternal Order of Police Unit I and Unit II covering Fiscal Years 2017-2018. The results of the negotiations have been reduced to writing in the form of the submitted Memorandum of Understanding.

**MBE/WBE PARTICIPATION:**

N/A



## MINUTES

Labor Commissioner - cont'd

UPON MOTION duly made and seconded, the Board **NOTED** receipt of the Memorandum of Understanding for FY 2017 - 2018 with the Fraternal Order of Police, Inc. Unit I - Police Officers, Police Agents and the Flight Officers and the Fraternal Order of Police, Inc. Unit II Police Sergeants and Police Lieutenants. The President voted **NO**.

MINUTES

TRANSFERS OF FUNDS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

1921 - 1923

SUBJECT to receipt of favorable reports

from the Planning Commission, the Director

of Finance having reported

favorably thereon, as required by the provisions of the

City Charter.

The Mayor **ABSTAINED** on item no. 3

**MINUTES****TRANSFERS OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Baltimore Development Corporation</u>		
1. <b>\$235,000.00</b> 24 <sup>th</sup> Economic Development Fund	9910-923007-9600 Constr. Res. (Belair Edison)	9910-906110-9601 Belair Edison

This transfer will provide funds for the streetscape improvements for the Belair Road Commercial Corridor. This project is in conjunction with the Department of Transportation and this is an opportunity to add pedestrian lighting at certain points along Belair Road that would enhance the commercial corridor and assist in creating a sense of place at the main corridor nodes.

Department of Transportation

2. <b>\$ 96,000.00</b> Pimlico Local Impact Aid	9950-916059-9509 Constr. Res. Northwest Transportation Improvement	9950-918050-9527 Northwest DOT Improvement
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This transfer will cover costs related to work performed in the Coldspring-Newtown Community on TR 15008RR related to project Northwest DOT Improvement.

MINUTES

TRANSFERS OF FUNDS

Department of Transportation - cont'd

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
3. \$ 90,000.00	9950-902215-9507	9950-903867-9514
Other	Constr. Res.	Resurfacing Highways
	B & O Museum	SW Sector III
	Study	

This transfer will fund the costs that are associated with Parks & People Foundation, Inc. per the funding agreement and move the appropriation in the account for the money received on project TR 14007, Resurfacing Highways at Various Locations, Southwest Sector III.

4. \$ 18,331.00	9950-902215-9507	9950-907723-9514
Other	Constr. Res.	Resurfacing
Highways	B & O Museum	SW Sector III
	Study	

This transfer will cover the costs associated with the work performed on behalf of BGE for paving the trenched area on N. Pulaski Street between Baltimore Street and Lexington Street on Project No. TR 17013, Resurfacing Highways SW Sector III.

5. \$150,000.00	9950-908062-9509	
GF HUR	Constr. Res.	
	Hanover Street	
	Bridge - TIGER	
	Award	
107,797.02	9950-902575-9509	
MVR	Constr. Res. Hanover	
_____	Street Drawbridge	

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Transportation - cont'd</u>		
<b>\$257,797.02</b>	-----	9950-909062-9508 Hanover Street Bridge

This transfer is to cover the deficit and ongoing costs related to project Hanover Street Bridge.

Department of Public Works/Office  
Of Engineering and Construction

6. <b>\$ 50,000.00</b>	9958-904099-9522	9958-911104-9520-3
Revenue Bonds	Small Storm Drains & Inlet Rep.	Design and Study

This transfer will cover costs of SDC 7777, Small Drain and Inlet Repair #2.

**MINUTES**

Department of Housing and - Land Disposition Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Land Disposition Agreement with Baltimore Impact Properties, LLC, Developer, for the sale of the City-owned properties located at 2102, 2110, 2112, 2118 E. Hoffman Street and 1418 N. Collington Avenue.

**AMOUNT OF MONEY AND SOURCE:**

<u>Property Address</u>	<u>Block/Lot</u>	<u>Waiver Valuation Price</u>	<u>Purchase Price</u>
2102 E. Hoffman St.	1501/002	\$ 580.00	\$ 500.00
2110 E. Hoffman St.	1501/006	\$8,733.00	\$4,150.00
2112 E. Hoffman St.	1501/007	\$5,500.00	\$4,150.00
2118 E. Hoffman St.	1501/010	\$5,500.00	\$4,150.00
1418 N. Collington Ave.	1500/004	\$5,333.00	\$4,150.00

**BACKGROUND/EXPLANATION:**

The City will convey all of its rights, title, and interests to 2102, 2110, 2112, 2118 E. Hoffman Street and 1418 N. Collington Avenue for the total purchase price of \$17,100.00, which will be paid to the City at the time of settlement.

The purchase price of the vacant lot at 2102 E. Hoffman Street will be \$500.00 and the purchase price for the vacant buildings located at 2110, 2112, 2118 E. Hoffman Street and 1418 N. Collington Avenue will be \$4,150.00 each. The project will be financed through private sources.

The City may dispose of the property by virtue of the following legal authorities: Article 28, Subtitle 8 of the Baltimore City Code. The property located at 2102 E. Hoffman Street was approved for sale on February 8, 2005; 2110 E. Hoffman Street were approved

**MINUTES**

Department of Housing and - cont'd  
Community Development

for sale on September 22, 2003; 2112 E. Hoffman Street was approved for sale on February 2, 2003; 2118 E. Hoffman was approved for sale on June 8, 2005; and 1418 N. Collington was approved for sale on February 22, 2003.

The Developer plans to purchase the vacant buildings at 2110, 2112, 2118 E. Hoffman Street and 1418 N. Collington Avenue to rehabilitate for use as single family rentals with the option of homeownership. Further, the Developer plans to purchase the vacant lot at 2102 E. Hoffman Street for the purpose of a community garden or park.

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

The rationale for the sale below the price determined by the Waiver Valuation Process is the:

- sale will serve a specific benefit to the immediate community,
- help the elimination of blight from the neighborhood, and
- return the properties to the City's tax rolls.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with Baltimore Impact Properties, LLC, Developer, for the sale of the City-owned properties located at 2102, 2110, 2112, 2118 E. Hoffman Street and 1418 N. Collington Avenue.

**MINUTES**

Department of Housing and - Side Yard Land Disposition Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Side Yard Land Disposition Agreement with Lawrence G. Butler and Karen D. Butler, Purchasers, for the sale of the City-owned property located at 1419 Cherry Street.

**AMOUNT OF MONEY AND SOURCE:**

\$995.00 - purchase price

\$400.00 of the purchase price will be held in escrow by the City for the benefit of the Purchaser to be applied at settlement for closing costs including transfer taxes, recordation fees, and taxes and associated title services.

**BACKGROUND/EXPLANATION:**

DHCD's Land Resources Division, on behalf of the Mayor and City Council, strategically acquires and manages vacant or abandoned properties, ultimately enabling these properties to be returned to productive use and improving Baltimore's neighborhoods.

The City has agreed to convey the property known as 1419 Cherry Street to the adjacent property owner. As a condition of conveyance, the Purchasers have agreed to the terms of the Side Yard Land Disposition Agreement, which prohibits development of the parcel for a minimum of ten years.

The City may dispose of the Property by virtue of the following legal authorities: Article 28, Subtitle 8 of the Baltimore City Code. The property was journalized and approved for sale on May 11, 2018.



## MINUTES

Department of Housing and - cont'd  
Community Development

The Purchasers will be using private funds to pay for the acquisition and maintenance of the property.

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

The property is being sold for \$995.00, as the purchaser holds title on the adjacent property as owner-occupied. The rationale for the conveyance is the sale will:

- serve a specific benefit to the immediate community,
- help the elimination of blight from the neighborhood, and
- return the properties to the City's tax rolls.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Side Yard Land Disposition Agreement with Lawrence G. Butler and Karen D. Butler, Purchasers, for the sale of the City-owned property located at 1419 Cherry Street.

**MINUTES**

Department of Housing and - Land Disposition Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Land Disposition Agreement with Sabrina M. Bland, Developer, for the sale of the City-owned property located at 2227 Madison Avenue.

**AMOUNT OF MONEY AND SOURCE:**

\$15,000.00 - purchase price

**BACKGROUND/EXPLANATION:**

The property is a boarded vacant three-story inside a group of row houses, located in the Reservoir Hill Community that is in need of rehab. The Developer's plan is to reside in the property once renovations are completed.

The City is authorized to dispose of the property by virtue of Article 13 2-7(h) (2) (ii) (c), Reservoir Hill Urban Renewal Plan, Ordinance 33, dated April 10, 1972. The property was journalized and approved for sale on January 19, 2017.

A good faith deposit of \$1,500.00, was paid and the remaining balance of \$13,500.00, will be paid in full at closing.

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

The property was priced via the Waiver Valuation Process in accordance with Baltimore City's Appraisal Policy. The property at 2227 Madison Avenue was priced at \$19,000.00 and will be sold for \$15,000.00 for the following reasons:

## MINUTES

Department of Housing and - cont'd  
Community Development

- stabilization of the immediate area,
- the elimination of blight,
- sale of the property will bring economic development, and
- the generation of real estate and other taxes.

Pursuant to the provisions under Baltimore City Code, Article 28, 8-3, the Commissioner of the DHCD approved all terms and conditions of this Land Disposition Agreement.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with Sabrina M. Bland, Developer, for the sale of the City-owned property located at 2227 Madison Avenue.

**MINUTES**

Department of Housing and Community Development - Amended and Restated Memorandum of Understanding for Demolition and Stabilization

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Amended and Restated Memorandum of Understanding for Demolition and Stabilization with the Maryland Department of Housing and Community Development and the Maryland Stadium Authority (MSA). The Amended and Restated Memorandum of Understanding for Demolition and Stabilization will terminate on June 30, 2019.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On February 10, 2016, the Department approved a Memorandum of Understanding (MOU) for Demolition and Stabilization for the purpose of improving blighted properties in Baltimore.

While the acquisition, relocation, and demolition of the properties continued pursuant to the original MOU, the parties proposed amendments to the MOU.

The amendments to the MOU are as follows: expedite and streamline certain procedures under certain circumstances, broaden the scope of eligible demolition projects under certain circumstances, and request the MSA to assume additional responsibilities corresponding to the broadened demolition scope.

1931

BOARD OF ESTIMATES

05/16/2018

**MINUTES**

Department of Housing and - cont'd  
Community Development

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amended and Restated Memorandum of Understanding for Demolition and Stabilization with the Maryland Department of Housing and Community Development and the Maryland Stadium Authority.

**MINUTES**

Department of Housing and                    - Acquisition by Gift  
Community Development (DHCD)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the acquisition of the leasehold interest in the property located at 718 N. Payson Street, Block 0094, Lot 001 by gift from Sarah Management, LLC, Owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

**AMOUNT OF MONEY AND SOURCE:**

The Owner agrees to pay for any title work and all associated settlement costs, not to exceed \$600.00 total. Therefore, no City funds will be expended.

**BACKGROUND/EXPLANATION:**

The DHCD, Land Resources Division strategically acquires and manages vacant or abandoned properties, which enables these properties to be returned to productive use and improve neighborhoods in Baltimore City.

Sarah Management, LLC has offered to donate to the City, title to its leasehold interest in the property at 718 N. Payson Street. With this Honorable Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. Accepting this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Department will acquire the properties subject to all municipal liens, other than water bills, and all interest and penalties that may accrue prior to recording a deed. A list of open municipal liens accrued through April 10, 2018, other than water bills which must be paid as part of the transaction is as follows:

**Total Taxes Owed:            \$    0.00**

1933

BOARD OF ESTIMATES

05/16/2018

**MINUTES**

Department of Housing and - cont'd  
Community Development

UPON MOTION duly made and seconded, the Board approved and authorized execution of the acquisition of the leasehold interest in the property located at 718 N. Payson Street, Block 0094, Lot 001 by gift from Sarah Management, LLC, Owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Community Development Block Grant (CDBG) Agreement with Adopt-A-Block, Inc. The CDBG Agreement is effective upon Board approval for six months.

**AMOUNT OF MONEY AND SOURCE:**

\$70,000.00 - 9998-909716-9593-900055-709076

**BACKGROUND/EXPLANATION:**

The CDBG Agreement will provide CDBG funding to support the rehabilitation of a vacant property, obtained through the City's Vacants to Value Program, located at 1606 E. Lanvale Street. Upon completion, the property will be donated to a low-and-moderate income household, for first-time, owner occupancy.

**MBE/WBE PARTICIPATION:**

**FOR FY 2018, THE MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$69,500.00, AS FOLLOWS:**

**MBE: \$18,765.00**

**WBE: \$ 6,950.00**

**MWBOO SET GOALS OF 27% MBE 10% WBE.**

**APPROVED FOR FUNDS BY FINANCE**



1935

BOARD OF ESTIMATES

05/16/2018

**MINUTES**

Department of Housing and - cont'd  
Community Development

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Community Development Block Grant Agreement with Adopt-A-Block, Inc.

**MINUTES**Department of Transportation - Minor Privilege Permit Applications

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

<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
1. 700 E. Pratt Street k/a 115 Market Place	AREP Candler, LLC	Three canopies, one @ 1095, one @ 480 sf, one @ 270 sf
\$5,166.00 - Annual Charge		
2. 5500 E. Lombard Street	SDI Limited Partnership	One Bus Shelter 13' x 7'
\$ 210.90 - Flat Charge		

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

There being no objections, the Board, UPON MOTION duly made and seconded, approved the Minor Privilege Permit Applications.

**MINUTES**

Department of Transportation - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 08 to WSP USA (formerly Parsons Brinkerhoff) under Project 1208, On-Call Transportation Planning/Policy/Feasibility Studies. The period of the task assignment is 12 months.

**AMOUNT OF MONEY AND SOURCE:**

\$ 65,000.00	-	9962-911067-9562-900000-703032
95,000.00	-	9950-902315-9506-900020-703032
40,000.00	-	9950-901069-9512-900020-703032
48,245.01	-	9950-905023-9508-900020-703032
<b>\$248,245.01</b>		

**BACKGROUND/EXPLANATION:**

This task will provide for Phase I Gap Analysis/Needs assessment in anticipation of the establishment of the Department's Project Management Office.

**MBE/WBE PARTICIPATION:**

The Consultant will comply with MBE/WBE programs in accordance with Article 5, Subtitle 28 of the Baltimore City Code and the MBE/WBE goals assigned to the original agreement.

**MBE: 23.00%**

**WBE: 10.00%**

The Consultant has met 5.38% of the MBE goals and 0.00% of the WBE goals. However, there is enough capacity for them to meet the required MBE & WBE goals established in the original agreement.

1938

BOARD OF ESTIMATES

05/16/2018

**MINUTES**

Department of Transportation - cont'd

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 08 to WSP USA (formerly Parsons Brinkerhoff) under Project 1208, On-Call Transportation Planning/Policy/Feasibility Studies.

**MINUTES**

Department of Transportation - Master Lease Financing

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Master Lease Financing to fund the phase of the first phase of the conversion of streetlights to LED and additional new LED lights for Priority Area 1 for the City of Baltimore. The life of the lights and the Master Lease is 15 years.

**AMOUNT OF MONEY AND SOURCE:**

\$13,400,000.00 - Master Lease and Energy Savings

**BACKGROUND/EXPLANATION:**

The Board of Estimates approved conversion of streetlights to LED and additional new LED lights for Priority Area 1. Solicitation No. 500050-40 requesting qualification from Energy Service Companies pre-qualified under the State of Maryland solicitation. The deadline was July 21, 2017, and three qualified companies submitted their qualifications and approach: Constellation Energy; Energy Services Group; and Johnson Controls, Inc.

The Department of Transportation in coordination with the Baltimore City Office of Sustainable Energy, has been negotiating agreements with all three companies. An estimated 36,000 to 40,000 lights will be converted in three 1-year tranches. This request is for funding for the first year of placing and installing lights. The savings that will fund the Master Lease have resulted in BGE converting the street lights owned by BGE to LEDs. The savings are \$1,340,000.00 per year.

**MBE/WBE PARTICIPATION:**

Minority participation will be applied to any subsequent procurement in connection with this effort.

**MINUTES**

Department of Transportation - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Master Lease Financing to fund the phase of the first phase of the conversion of street lights to LED and additional new LED lights for Priority Area 1 for the City of Baltimore.

**MINUTES**

Department of Transportation - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 01 to Wallace, Montgomery & Associates under Project 1257, On-Call Conduit Infrastructure Design Services. The period of the task assignment is approximately 12 months.

**AMOUNT OF MONEY AND SOURCE:**

\$138,449.58 - 2024-000000-5480-395700-603026

**BACKGROUND/EXPLANATION:**

This task will provide for structural engineering analysis and assessment to support the Distributed Antenna System and small cell installation program.

**MBE/WBE PARTICIPATION:**

The Consultant will comply with the MBE/WBE programs in accordance with Article 5, Subtitle 28 of the Baltimore City Code and the MBE/WBE goals assigned to the original agreement.

**MBE: 27.00%**

**WBE: 10.00%**

**APPROVED FOR FUNDS BY FINANCE**

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

**MINUTES**

Department of Transportation - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the assignment of Task No. 01 to Wallace, Montgomery & Associates under Project 1257, On-Call Conduit Infrastructure Design Services.



**MINUTES**Department of Transportation (DOT) - Developers' Agreements

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

	<u>DEVELOPER</u>	<u>NO.</u>	<u>AMOUNT</u>
1.	<b>1702 LIGHT STREET PLACE, LLC</b>	<b>1558</b>	<b>\$ 19,280.00</b>

1702 Light Street Place LLC desires to upgrade an existing water service to their building located at 1702 Light Street, Baltimore, Maryland, 21230. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

A Performance Bond in the amount of \$19,280.00 has been issued to 1702 Light Street Place, LLC. which assumes 100% of the financial responsibility.

2.	<b>IDGAF, INC.</b>	<b>1528</b>	<b>\$ 24,760.00</b>
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IDGAF, Inc. would like to install a new water service at its proposed new building located at 2641 Hudson Street, Baltimore, MD 21224. This agreement will allow the organization to do its own installation in accordance with Baltimore City standards.

A Performance Bond in the amount of \$24,760.00 has been issued to IDGAF, Inc. which assumes 100% of the financial responsibility.

**MBE/WBE PARTICIPATION:**

**N/A**

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

MINUTES

Department of Transportation - cont'd

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

**MINUTES**

Department of Transportation - Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a Memorandum of Understanding (MOU) with the University of Maryland Medical System Corporation. The period of the MOU is effective upon Board approval for ten years, with an option to renew for an additional ten years unless terminated earlier in accordance with this MOU.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The purpose of this MOU is to establish a framework for the University of Maryland Medical System Corporation to install-wayfinding signage located in the sidewalk on West Lombard Street adjacent to University of Maryland Medical System (Ward 04, Section 08, Block 06030, Lot 025) as shown on (Exhibit A), all at its sole cost. The University of Maryland Medical System Corporation will perform ongoing maintenance of all aspects of the Project during the term of the MOU.

**MBE/WBE PARTICIPATION:**

Irrespective to Article 5, Subtitle 28-4, this item is not the result of City procurement and the above University of Maryland Medical System Corporation is responsible for all costs, therefore, MBE/WBE goals do not apply.

MINUTES

Department of Transportation - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution the Memorandum of Understanding with the University of Maryland Medical System Corporation. The Mayor

**ABSTAINED.**

**MINUTES**

Department of Transportation - Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a Memorandum of Understanding (MOU) with the Mount Clare Community Council, Inc. The period of the MOU is effective upon Board approval for five years, with an option to renew for an additional five years, unless terminated earlier in the accordance with this MOU.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

This MOU establishes the framework for the Mount Clare Community Council, Inc. to maintain the community sign and landscaped areas surrounding the community sign within the right-of-way for the Mount Clare Community Council, Inc. in the roundabout at South Mount Street and Wilkens Avenue. All work will be performed at the sole cost of Mount Clare Community Council, Inc. The Mount Clare Community Council, Inc. to perform ongoing maintenance of all aspects of the project during the term of the MOU.

**MBE/WBE PARTICIPATION:**

This is not a competitive procurement item. The Mount Clare Community Council, Inc. is paying for all costs.

1948

BOARD OF ESTIMATES

05/16/2018

**MINUTES**

Department Of Transportation - cont'd

UPON MOTION duly made and seconded, the Board approved the Memorandum of Understanding with the Mount Clare Community Council, Inc.

**MINUTES**

Department of Transportation - Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Memorandum of Understanding (MOU) with the Maryland Department of Transportation. The period of the MOU is for the Project term of a total of 48 months or four years.

**AMOUNT OF MONEY AND SOURCE:**

\$1,183,379.00 - 9950-910106-9508-000000-490360

**BACKGROUND/EXPLANATION:**

The Project "Improving the First Mile of American Railroading," will consist of the design and construction for the restoration of the North Passenger carshop doors and windows, the restoration of the Railroad Bridge over Carey Street, the installation of a crossing gate at South Arlington Street and the replacement of outdated rail and switches on B&O Railroad Museum, Inc. owned section 2,100 feet of track. All project activities will commence on the date of approval of the MOU.

**MBE/WBE PARTICIPATION:**

This MOU is to establish the framework for roles and responsibilities for the subject project. The future procurement as a result of the above outlined funding will be considered for minority participation.

UPON MOTION duly made and seconded, the Board approved and authorized execution the Memorandum of Understanding with the Maryland Department of Transportation.

**MINUTES**

Health Department - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Agreement with Mosaic Community Services, Inc. The period of the agreement is July 1, 2017 through June 30, 2018.

**AMOUNT OF MONEY AND SOURCE:**

\$50,000.00 - 5000-530318-3041-605800-603051

**BACKGROUND/EXPLANATION:**

Mosaic Community Services, Inc. will work with the Baltimore City Health Department on tobacco cessation issues that relate to significant health disparities harming underserved populations.

**MBE/WBE PARTICIPATION:**

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution the Agreement with Mosaic Community Services, Inc.



**MINUTES**

Health Department - Donation Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Donation Agreement with the Direct Relief, U.S. Medical Products. The period of the Donation Agreement is effective upon Board approval and will continue until terminated. Either party may terminate the agreement upon 60 days prior written notice to the other party.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

Direct Relief, U.S. Medical Products is a nonprofit public corporation dedicated to providing access to affordable medical care and medicines to individuals who cannot afford health insurance and are not covered by any form of third-party prescription drug coverage. Direct Relief U.S. Medical Products will provide donated Naloxone to help Baltimore City's Emergency Medical Services (EMS) providers save lives by reversing opioid overdoses. The donation is being facilitated by the BCHD through the Baltimore City Fire Department. The EMS providers will administer Naloxone when responding to calls for service.

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

1952

BOARD OF ESTIMATES

05/16/2018

**MINUTES**

Health Department - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Donation Agreement with the Direct Relief, U.S. Medical Products.

**MINUTES**

Health Department - Revised Notice of Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of the Revised Notice of Award (NoA) from the Maryland Department of Aging.

**AMOUNT OF MONEY AND SOURCE:**

(\$43,363.00) - 4000-407818-3044-761500-601001

**BACKGROUND/EXPLANATION:**

On March 14, 2018, the Board ratified acceptance of the Grant Award for the project titled "Hospital to Home (H2H) - Balancing Incentive Program" in the amount of \$43,363.00 for the period July 1, 2017 through September 30, 2017. The Board also approved the Appropriation Adjustment Order No. 39, to transfer Federal Funds from Service 715: Administration to Services 723: Advocacy and Supportive Care for Seniors.

The revised Notice of Award reflects a cut in funding because the grant period ended on September 30, 2017.

All other terms and conditions issued under the original award remain in effect throughout the budget period unless otherwise changed, in writing, by the Grants Management Officer.

The revised NoA is late because of a delay in the administrative process.

**APPROVED FOR FUNDS BY FINANCE**

1954

BOARD OF ESTIMATES

05/16/2018

**MINUTES**

Health Department - cont'd

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

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the Revised Notice of Award from the Maryland Department of Aging.

**MINUTES**

Health Department - Revised Notice of Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of the Revised Notice of Award (NoA) from the Department of Aging.

**AMOUNT OF MONEY AND SOURCE:**

(\$53,002.00) - 4000-407918-3044-761500-601001

**BACKGROUND/EXPLANATION:**

On March 14, 2018, the Board ratified acceptance of the Grant Award for the project titled "Hospital to Home" (H2H) - Money Follows the Person program" in the amount of \$106,037.00 for the period October 1, 2017 through June 30, 2018. The Board also approved the Appropriation Adjustment Order No. 40, to transfer Federal Funds from Services 715: Administration to Services 723: Advocacy and Supportive Care for Seniors.

The revised Notice of Award reduces the award by \$53,002.00 making the total award amount \$53,035.00.

The revised NoA is late because of a delay in the administrative process.

All other terms and conditions issued under the original award remain in effect throughout the budget period unless otherwise changed, in writing, by the Grants Management Officer.

**APPROVED FOR FUNDS BY FINANCE**

1956

BOARD OF ESTIMATES

05/16/2018

**MINUTES**

Health Department - cont'd

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

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the Revised Notice of Award from the Department of Aging.

**MINUTES**

Health Department - Ratification of the Notice of Grant Award

**ACTION REQUESTED OF B/E:**

The Board is requested to ratify the Notice of Grant Award from the U.S. Department of Health and Human Services, Health Resources and Services Administration. The period of Notice of Grant Award was March 1, 2017 through February 28, 2018.

**AMOUNT OF MONEY AND SOURCE:**

\$10,950.00	-	4000-427717-3023-606100-404001
<u>72,743.00</u>	-	4000-498717-3023-606100-404001
<b>\$83,693.00</b>		

**BACKGROUND/EXPLANATION:**

On February 15, 2017, the Board accepted the original Notice of Award in the amount of \$7,657,502.00 for the period of March 1, 2017 through February 28, 2018.

On August 23, 2017, the Board accepted the balance of the FY 2017 grant award in the amount of \$9,351,494.00, making the total amount \$17,008,996.00.

This ratification will allow a carryover in the amount of \$83,693.00 and will make the total award amount \$17,092,689.00.

The Notice of Award is late due to delays at the administrative level.

**APPROVED FOR FUNDS BY FINANCE**

1958

BOARD OF ESTIMATES

05/16/2018

MINUTES

Health Department - cont'd

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

UPON MOTION duly made and seconded, the Board ratified the Notice of Grant Award from the U.S. Department of Health and Human Services, Health Resources and Services Administration.



**MINUTES**

Health Department - Supplement to SFY 2018 Sexually Transmitted Disease Funding Grant Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and accept the Supplement to SFY 2018 Sexually Transmitted Disease Funding Grant Award for the period ending February 28, 2018. The period of the United Funding Document is July 1, 2017 through June 30, 2018.

**AMOUNT OF MONEY AND SOURCE:**

\$20,690.00

**BACKGROUND/EXPLANATION:**

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

The Supplement to SFY 2018 Sexually Transmitted Disease Funding Grant Award is late because of the administrative process.

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved and accepted the Supplement to SFY 2018 Sexually Transmitted Disease Funding Grant Award for the period ending February 28, 2018.

**MINUTES**

Department of Public Works/Office - Agreement for Water Contract  
of Engineering and Construction No. 1328 Montebello Plant 1  
 Infrastructure Improvements  
Post Award Services

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Agreement for Water Contract No. 1328 Montebello Plant 1 Infrastructure Improvements Post Award Services (Agreement) with, Whitman, Requardt & Associates, LLP, Consultant. The Agreement is effective upon Board approval for five years or until the upset limit is reached, whichever occurs first.

**AMOUNT OF MONEY AND SOURCE:**

\$1,440,866.01 - Water Revenue  
985,124.32 - Baltimore County  
**\$2,425,990.33** - 9960-904593-9557-900020-705032

**BACKGROUND/EXPLANATION:**

The project scope includes construction phase post award services for the proposed Infrastructure Improvements at Montebello Filtration Plant I WC 1328, which consists of site improvements, auxiliary wash supply, floc/sedimentation basin improvements, filter improvements, Heating, Ventilation & Air Conditioning improvements and further improvements, plus the proposed Structural Improvements at Montebello Filtration Plant II (WC 1350), which includes concrete repairs to the wash water tank and building basement.

**MINUTES**

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

The Consultant will maintain overall management of the project by providing continuation of all engineering disciplines and sub-consultants required to perform the scope of work, attend and participate in pre-construction and monthly construction meetings, review the schedule of values and construction schedule, review and provide the City with responses to submittals and request for information, review claims and potential change orders, assist the City in monitoring factory and field tests for compliance with contract documents and industry standards, assist the City with operator training, start-up and performance testing, conditional acceptance inspection, and final inspection, and provide as-built drawings and record drawings.

**MBE/WBE PARTICIPATION:****MWBOO SET GOALS OF 14% MBE 5% WBE.**

<b>MBE:</b> Shah & Associates, Inc.	\$395,946.37	16.32%
Phoenix Engineering, Inc.	<u>134,412.54</u>	<u>5.54%</u>
<b>TOTAL MBE:</b>	<b>\$530,358.91</b>	<b>21.86%</b>
<b>WBE:</b> Carroll Engineering, Inc.	<b>\$366,289.98</b>	<b>15.09%</b>

**MWBOO FOUND VENDOR IN COMPLIANCE.**

MINUTES

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

**TRANSFER OF FUNDS**

<b><u>AMOUNT</u></b>	<b><u>FROM ACCOUNT/S</u></b>	<b><u>TO ACCOUNT/S</u></b>
\$1,556,135.29 (Water Revenue Bond)	9960-909312-9558 (WC 1328, Montebello Plant I Infrastructure Improvements Post Award Services	
 1,063,934.27 <u>(County Revenue)</u>		
<b>\$2,620,069.56</b>	-----	9960-904593-9557-9 (PAS)

The transfer will cover costs of WC Montebello Plant 1 Infrastructure Improvements Post Award Services.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement for Water Contract No. 1328, Montebello Plant 1 Infrastructure Improvements Post Award Services with Whitman, Requardt & Associates, LLP, Consultant. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

MINUTES

Department of Public Works/Office - Agreement for Project No.  
of Engineering and Construction 1273 Program Management  
Services for Baltimore  
City's Water Main  
Replacement/Rehabilitation  
Program

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Agreement for Project No. 1273, Program Management Services for Baltimore City's Water Main Replacement/Rehabilitation Program (Agreement) with Mott MacDonald, LLC, Consultant. The Agreement is effective upon Board approval for two years or until the upset limit is reached, whichever occurs first.

**AMOUNT OF MONEY AND SOURCE:**

\$	100,000.00	-	9960-903591-9557-900020-705032
	100,000.00	-	9960-905592-9557-900020-705032
	75,000.00	-	9960-901749-9557-900020-705032
	100,000.00	-	9960-902590-9557-900020-705032
	100,000.00	-	9960-902598-9557-900020-705032
	80,000.00	-	9960-903599-9557-900020-705032
	30,000.00	-	9960-904594-9557-900020-705032
	250,000.00	-	9960-905096-9557-900020-705032
	100,000.00	-	9960-905136-9557-900020-705032
	225,000.00	-	9960-905668-9557-900020-705032
	100,000.00	-	9960-907134-9557-900020-705032
	100,000.00	-	9960-907744-9557-900020-705032
	100,000.00	-	9960-908745-9557-900020-705032
	50,000.00	-	9960-909634-9557-900020-705032
	39,944.00	-	9960-910144-9557-900020-705032
	50,000.00	-	9960-911610-9557-900020-705032
	400,000.00	-	9960-913099-9557-900020-705032
	150,000.00	-	9960-915617-9557-900020-705032
	100,000.00	-	9960-922101-9557-900020-705032
	250,000.00	-	9960-925100-9557-900020-705032
	<u>\$ 2,499,944.00</u>		

**MINUTES**

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

**BACKGROUND/EXPLANATION:**

The Consultant will provide program management/staff augmentation support to consist of, but not limited to, design and staff augmentation for the Water Utility Project Delivery Section including design review of various water main replacement and rehabilitation projects and other contracts, design phase engineering, and management support services. The Consultant will also provide support for A/E consultant management, permitting assistance, construction phase support, and support for community outreach. The Consultant was approved by the Office of Boards and Commissions and Architectural and Engineering Award Commission.

**MBE/WBE PARTICIPATION:**

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

**MWBOO SET GOALS OF 27% MBE 10% WBE.**

<b>MBE:</b> CC Johnson & Malhotra, P.C.	\$349,029.00	13.96%
DME of Baltimore	349,673.00	13.98%
<b>TOTAL MBE:</b>	<b>\$698,702.00</b>	<b>27.94%</b>
<b>WBE:</b> Ross Technical Services, Inc.	\$199,897.00	7.99%
Phoenix Contracting Services, Inc.	99,494.00	3.97%
<b>TOTAL WBE:</b>	<b>\$299,391.00</b>	<b>11.96%</b>

MINUTES

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

MWBOO FOUND VENDOR IN COMPLIANCE.

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

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<b>\$2,748,558.68</b>	9960-909100-9558	
(Water Revenue Bonds)	(Future Water Main Rep.)	
\$ 108,000.00	-----	9960-903591-9557-9
108,000.00	-----	9960-905592-9557-9
81,000.00	-----	9960-901749-9557-9
108,000.00	-----	9960-902590-9557-9
108,706.00	-----	9960-902598-9557-9
86,400.00	-----	9960-903599-9557-9
32,400.00	-----	9960-904594-9557-9
317,859.16	-----	9960-905096-9557-9
108,000.00	-----	9960-905136-9557-9
243,000.00	-----	9960-905668-9557-9
108,000.00	-----	9960-907134-9557-9
108,000.00	-----	9960-907744-9557-9
108,000.00	-----	9960-908745-9557-9
54,000.00	-----	9960-909634-9557-9
43,193.52	-----	9960-910144-9557-9
54,000.00	-----	9960-911610-9557-9
432,000.00	-----	9960-913099-9557-9
162,000.00	-----	9960-915617-9557-9
108,000.00	-----	9960-922101-9557-9
270,000.00	-----	9960-925100-9557-9
<b>\$2,748,558.68</b>		

1966

BOARD OF ESTIMATES

05/16/2018

**MINUTES**

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

This transfer will cover costs of Project 1273, Program Management Services for Baltimore City's Replacement/Rehabilitation Program.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement for Project No. 1273, Program Management Services for Baltimore City's Water Main Replacement/Rehabilitation Program with Mott MacDonald, LLC, Consultant. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.



**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 023 to Hazen & Sawyer, PC under Project 1406, On-Call Project and Construction Management Assistance Services.

**AMOUNT OF MONEY AND SOURCE:**

(\$26,065.96) - 9960-909728-9557-900020-705032

**BACKGROUND/EXPLANATION:**

The Office of Engineering and Construction is in need of Inspection Services for the ongoing work on WC 1295, however all other funds on the task were not utilized and the Department is requesting they be returned to the On-Call Project.

The scope of the original agreement includes assisting the Office of Engineering and Construction with construction monitoring and inspection, preparation of daily reports, maintenance of project records and documentation, review and processing of contractor's application for payment, attendance at progress meetings. They will also prepare record drawings, review contract claims estimating, scheduling, project engineering, constructability reviews, submittal reviews and responses, ARFI reviews and responses, and provide construction contract administrative support.

**MBE/WBE PARTICIPATION:**

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

1968

BOARD OF ESTIMATES

05/16/2018

**MINUTES**

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

Currently, this on-call agreement is not in compliance because the Consultant has written tasks that bring them into compliance with MBE goals that exceeded the WBE by 2%. However, the tasks are not completed and the Consultant is still billing. The current goals are:

**MBE: 25%**

**WBE: 12%**

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the assignment of Task No. 023 to Hazen & Sawyer, PC under Project 1406, On-Call Project and Construction Management Assistance Services.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 024 to Hazen & Sawyer, PC under Project 1406, On-Call Project and Construction Management Assistance Services.

**AMOUNT OF MONEY AND SOURCE:**

(\$127,003.45) - 9960-909728-9557-900020-705032

**BACKGROUND/EXPLANATION:**

The Office of Engineering and Construction is in need of Inspection Services for the ongoing work on WC 1295, however all other funds under Task 024 were not utilized and the Department is requesting they be returned to the On-Call Project.

The scope of the original agreement includes assisting the Office of Engineering and Construction with construction monitoring and inspection, preparation of daily reports, maintenance of project records and documentation, review and processing of contractor's application for payment, attendance at progress meetings. They will also prepare record drawings, review of contract claims, estimating, scheduling, project engineering, constructability reviews, submittal reviews and responses, ARFI reviews and responses, and provide construction contract administrative support.

**MBE/WBE PARTICIPATION:**

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

1970

BOARD OF ESTIMATES

05/16/2018

**MINUTES**

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

Currently, this on-call is in compliance with goals set by MWBOO.  
The current goals are:

**MBE: 25%**

**WBE: 12%**

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved and  
authorized execution of the assignment of Task No. 024 to Hazen &  
Sawyer, PC under Project 1406, On-Call Project and Construction  
Management Assistance Services.

**MINUTES**

Department of Public Works - Easement Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Easement Agreement with JCS Properties II, LLC.

**AMOUNT OF MONEY AND SOURCE:**

\$39,800.00 - 9958-925007-9520-900020-704040

**BACKGROUND/EXPLANATION:**

The City would like to acquire an easement on a portion of a property owned by JCS Properties II, LLC located at 6701 Quad Avenue. This agreement will allow Public Works to install and maintain a public storm drain as part of the Department of Public Works' Storm Drain Project Contract SDC 7769.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Easement Agreement with JCS Properties II, LLC.

**MINUTES**

Mayor's Office of Human Services - Ratification of Provider Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to ratify the Provider Agreement with Associated Catholic Charities, Inc. The period of the Provider Agreement was February 1, 2018 through March 31, 2018.

**AMOUNT OF MONEY AND SOURCE:**

\$18,953.00 - 4000-407017-3571-757301-603051

**BACKGROUND/EXPLANATION:**

Associated Catholic Charities, Inc. used the funds to provide supportive services to homeless families enrolled in the Project BELIEVE Program. Project BELIEVE services homeless men and women returning to the community after incarceration and/or who are facing homelessness for other reasons by providing case management and supportive services.

The Provider Agreement is late due to a delay in receiving signatures from Associated Catholic Charities, Inc.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board ratified the Provider Agreement with Associated Catholic Charities, Inc.

**MINUTES**

Mayor's Office of Human Services - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Agreement with Project PLASE, Inc. The period of Agreement is July 1, 2018 to June 30, 2019.

**AMOUNT OF MONEY AND SOURCE:**

\$232,904.50 - 4000-407017-3571-758900-603051

**BACKGROUND/EXPLANATION:**

Project PLASE, Inc. will use funds to provide supportive services to one hundred three (103) formerly homeless individuals. Clients served in this program are individuals struggling with chronic mental illness, substance abuse and HIV/AIDS.

**MBE/WBE PARTICIPATION:**

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement with Project PLASE, Inc.

**MINUTES**

Mayor's Office of Human Services - Right-of-Entry Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Right-of-Entry Agreement with the East Baltimore Development, LLC. The period of the agreement is effective upon Board approval and continues until the property is acquired by the Baltimore City Department of Housing and Community Development.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

East Baltimore Development, LLC (EBD) owns real property located at 1731 East Chase Street, Baltimore, MD 21213. EBD is in the process of transferring ownership of the property to the Baltimore City Housing and Community Development. After the acquisition is finalized, the DHCD will allow the Mayor's Office of Human Services to occupy the premises. The property is to be used by the Mayor's office of Human Services to operate a Community Action Partnership Site, providing low-income City residents with utility assistance and supportive services. In order to avoid a disruption of services to City residents while the property acquisition is completed, the Mayor's Office of Human Services requests that the Board execute this Right-of-Entry Agreement.

**MBE/WBE PARTICIPATION:**

N/A



MINUTES

Mayor's Office of Human Services - cont'd

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Right-of-Entry Agreement with the East Baltimore Development, LLC.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

\* \* \* \* \*

The Board is requested to  
approve award of  
the formally advertised contracts  
listed on the following pages:

1977 - 1983

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

In connection with the Transfers of Funds,  
reports have been requested  
from the Planning Commission,  
the Director of Finance having reported favorably  
thereon, as required by the provisions  
of the City Charter.

The Comptroller **ABSTAINED** on item nos. 1 and 2.

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Public Works/Office  
of Engineering and Construction

- |    |   |  |                 |
|----|---|--|-----------------|
| 1. | WC 1328, Monte-bello Filtration Plant No. 1 Infrastructure Improvements | The Whiting-Turner Contracting Co., Inc. | \$44,400,000.00 |
|----|---|--|-----------------|

**MWBOO SET GOALS OF 15% FOR MBE AND 3% FOR WBE.**

**MWBOO SET MBE SUB-GOALS AS FOLLOWS:**

<b>African American (AA)</b>	<b>11%</b>
<b>Hispanic American (HA)</b>	<b>2%</b>
<b>Asian American (AsA)</b>	<b>1%</b>
<b>Native American (NA)</b>	<b>1%</b>

<b>AA:</b>	Horton Mechanical Contractors, Inc.	\$4,885,000.00	11.00%
<b>HA:</b>	MGE, Inc.	369,000.00	0.83%
<b>HA:</b>	Navarro & Wright Consulting Engineers, Inc.	90,000.00	0.20%
<b>HA:</b>	Plexus Installations, Inc.	430,000.00	0.96%
<b>AsA:</b>	The Canton Group, LLC.	445,000.00	1.00%
<b>NA:</b>	Mohawk Bridge & Iron, Inc.	135,000.00	0.30%
<b>NA:</b>	Young's Floor Service and Remodeling, Co. Inc.	310,000.00	0.69%
	<b>Total</b>	<b>\$6,664,000.00</b>	<b>15.00%</b>
<b>WBE:</b>	Roane's Rigging & Transfer Company, Inc.	\$1,335,000.00	3.00%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

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

2. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$28,589,557.82	9960-909312-9558	
Water Revenue	WC 1328, Monte-	
Bonds	bello Filtration	
	Plant I	
	Infrastructure	
	Improvements	
19,362,442.18	" "	
<u>County Revenue</u>		
<b>\$47,952,000.00</b>	-----	9960-904593-9557-6
		Construction

The transfer will cover the costs of WC 1328, Montebello Filtration Plant No. 1 Infrastructure Improvements.

3. SC 963, Metra Industries, \$16,454,536.95  
Improvements to Inc.  
the Sanitary  
Sewer in the  
South West Area  
of Baltimore City  
& Maiden Choice  
Pressure Assessment  
& Uplands Sewer  
Replacement

**MINUTES**

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

**DBE PARTICIPATION:**

Metra Industries, Inc. has compiled with the requirements of the Maryland Department of Environment's Disadvantage.

Business Enterprise (DBE) Program. As part of their bid, Metra Industries, Inc. has committed to utilize the following DBE goals according to the State Revolving Loan forms that were submitted in the bid submission:

<b>MBE:</b>	Economic International Constr. Co., Inc.	\$2,961,817.00	18%
<b>WBE:</b>	R & R Contracting Utilities	\$2,632,726.00	16%

4. **TRANSFER OF FUNDS**

<b><u>AMOUNT</u></b>	<b><u>FROM ACCOUNT/S</u></b>	<b><u>TO ACCOUNT/S</u></b>
<b>\$17,770,899.91</b> (Wastewater Revenue Bonds)	9956-903569-9549 Improvements to the Sanitary	9956-902576-9551-6 (Construction) Sewers in the South East

The transfer will cover costs of SC 963, Improvements to the Sanitary Sewer in the South West Area of Baltimore City & Maiden Choice Pressure Assessment & Uplands Sewer Replacement.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of General Services

5. GS 16813, 2300 MD Contracting Specialists \$689,381.40  
Avenue Cornice Repair Incorporated - DC

MBE/WBE PARTICIPATION:

MWBOO SET GOALS OF 6% MBE 0% WBE.

MBE: H.E.W. Contractors, LLC \$198,070.00 28.73%

MWBOO FOUND VENDOR IN COMPLIANCE.

6. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$100,000.00	9916-904845-9194	9916-907218-9197
3 <sup>rd</sup> Public	Capital Construction	2300 Maryland
Building	& Maintenance	Avenue Cornice
Loan	(Reserve)	Replacement
		(Active)

The transfer will provide funds to the Department for the replacement of the roof on two City-owned buildings at 2300 Maryland Avenue and all associated in-house costs. This project will include the rehabilitation of both the cornice and gutters. The roof is in need of full replacement while the cornice and gutters are considered historic and require localized replacement in order to correct the water leakage problem.

**MINUTES****RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**Department of General Services - cont'd

The facilities at 2300 Maryland Avenue have roof leaks, which affect the normal operation and function of the buildings. A full roof replacement, including rehabilitation of the historic cornice and gutters, is necessary to alleviate these conditions and correct the water infiltration into the buildings.

Bureau of Procurement

7. B50005325, Liquid Propane	The H.J. Poist Gas Company	\$600,000.00
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(Recreation and Parks, etc.)

**MBE/WBE PARTICIPATION:**

On January 22, 2018, it was determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER.**

8. B50005246, Trash Removal and Recycling Services	BFI Waste Services, LLC d/b/a Republic Services of Baltimore	\$600,000.00
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(Baltimore Convention Center)

**MBE/WBE PARTICIPATION:**

**MWBOO SET GOALS OF 9% MBE 2% WBE.**

**MINUTES****RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**Bureau of Procurement - cont'd

**MBE:** L&J Waste Recycling, LLC 9%

**WBE:** A2Z Environmental and 2%  
and Safety Training, LLC

**MWBOO FOUND VENDOR IN COMPLIANCE.**

9. B50005213, Vehicle Upholstery Repair Services	Smith Auto Service, Inc. d/b/a Smith Auto Glass and Upholstery	\$700,000.00
	Clearview Auto Glass and Repair	

(Dept. of General Services, Fleet Management)

**MBE/WBE PARTICIPATION:**

On December 29, 2017, MWBOO determined that no goals would be set because of no opportunity to segment the contract. The services being provided consist solely of vehicle upholstery repair.

**MWBOO GRANTED A WAIVER.**

10. B50005269, After-Market Parts and Service for Heavy Trucks and Equipment	Waste Equipment Sales and Service, LLC Maryland Industrial Trucks, Incorporated	\$2,500,000.00
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MINUTES

**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

Bureau of Procurement - cont'd

Correlli Incorporated

Johnson & Towers, Inc.

The Auto Barn, Inc.

(Dept. of General Services, Fleet Management)

**MBE/WBE PARTICIPATION:**

On December 18, 2017, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER.**

**MINUTES**

Bureau of the Budget and            - Grant Award  
Management Research (BBMR)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve acceptance of a Grant Award from the State of Maryland, Governor's Office of Crime Control and Prevention, to the State's Attorney's Office for Baltimore City, Service 115: Prosecution of Criminals. The period of the Grant Award is April 1, 2018 through May 31, 2018.

**AMOUNT OF MONEY AND SOURCE:**

\$5,116.00

**BACKGROUND/EXPLANATION:**

The Governor's Office of Crime Control and Prevention has awarded this grant of the State's Attorney Office for Baltimore City, which will cover the registration and travel for one prosecutor to attend the annual National District Attorney Association's Career Prosecutor course. The course will cover trial advocacy, leadership skills, technology advancements, etc.

**APPROVED FOR FUNDS BY FINANCE**

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

1985

BOARD OF ESTIMATES

05/16/2018

**MINUTES**

Bureau of the Budget and - cont'd  
Management Research

UPON MOTION duly made and seconded, the Board approved acceptance of the Grant Award from the State of Maryland, Governor's Office of Crime Control and Prevention, to the State's Attorney's Office for Baltimore City, Service 115: Prosecution of Criminals.

**MINUTES**

Department of General Services - Memorandum of understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Memorandum of Understanding (MOU) between the Mayor and City Council of Baltimore acting by and through the Department of General Services (City) and the Administrative Office of the Courts (AOC). The period of the MOU will begin upon award and terminate on April 1, 2019, with one option to extend for one year at the discretion of the AOC.

**AMOUNT OF MONEY AND SOURCE:**

\$89,543.00 - not to exceed

**BACKGROUND/EXPLANATION:**

The AOC will provide funding to the City. The funds provided by the MOU will be expended only for the purposes of the construction listed in the MOU's scope of work. All invoices will be submitted to the AOC within 30 calendar days after the completion and acceptance of each deliverable by the AOC.

**MBE/WBE PARTICIPATION:**

N/A

MINUTES

Department of General Services - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Memorandum of Understanding between the Mayor and City Council of Baltimore acting by and through the Department of General Services and the Administrative Office of the Courts.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

- |  |              |         |
|--|--------------|---------|
| 1. AIRGAS USA, LLC,  | \$ 50,000.00 | Renewal |
| Contract No. B50003997 - Welding Equipment and Supplies -<br>Department of General Services Fleet Management - P.O. No.<br>P531066 |              |         |

On April 22, 2015, the Board approved the initial award in the amount of \$150,000.00. The award contained two 1-year renewal options. This first renewal in the amount of \$50,000.00 is for the period April 22, 2018 through April 21, 2019, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On March 13, 2015, it was determined that no goals would be set because of no opportunity to segment the contract. This is a purchase of commodities from an authorized welding equipment and supplies vendor.

**MWBOO GRANTED A WAIVER.**

- |  |         |         |
|--|---------|---------|
| 2. HOMESERVE USA<br>CORPORATION  | \$ 0.00 | Renewal |
| Contract No. B50003190 - Residential Water and Sewer Service<br>Line Protection Program - Department of Public Works - P.O.<br>No. P527649 |         |         |

On May 28, 2014, the Board approve the initial award in the amount of \$0.00. The award contained three renewal options.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Subsequent actions have been approved. The vendor provides Residential Water and Sewer Service Line Protection at a fee to City residents for repairs from the resident's property to the City's point of responsibility. This final renewal in the amount of \$0.00 is for the period May 28, 2018 through May 27, 2019. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On November 4, 2013, it was determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER.**

- |                  |                |         |
|------------------|----------------|---------|
| 3. MARTINS, INC. | \$1,400,000.00 | Renewal |
|------------------|----------------|---------|
- Contract No. B50004928 - Summer Food Service Program - Department of Housing and Community Development - P.O. No. P539660

On May 31, 2017, the Board approved the initial award in the amount of \$1,364,800.00. The award contained four renewal options. This first renewal in the amount of \$1,400,000.00 is for the period June 1, 2018 through May 31, 2019, with three renewal options remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On March 3, 2017, MWBOO set goals of 14% MBE and 9% WBE. On April 23, 2018, Martin's Inc. was found in compliance.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR                                      AMOUNT OF AWARD                                      AWARD BASIS

Bureau of Procurement

	<u>Commitment</u>	<u>Performed</u>	
<b>MBE:</b> Class Act Café and Catering, Inc.	14%	\$284,041.53	22.10%
<b>WBE:</b> Shalom Catering Corporation MR Enterprises, Inc.	9%	\$170,513.36 \$ 28,906.36	13.27% 2.25%*

The Minority and Women's Business Opportunity Office has reviewed the MBE/WBE participation submitted. As of this date, MWBOO determined the prime contractor to be in compliance.

\*Maximum expenditure by a supplier has been achieved.

- 4. A.S.B.                                      \$ 15,000.00                                      Renewal  
Contract No. B50004995 - Mowing and Landscaping Services at Enoch Pratt Free Libraries - Enoch Pratt Library - P.O. No. P539592

On May 22, 2017, the City Purchasing Agent approved the initial award in the amount of \$20,525.00. The award contained two 1-year renewal options. This first renewal in the amount of \$15,000.00 is for the period May 23, 2018 through May 22, 2019, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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



## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

5. ADP, LLC	\$4,600,000.00	Renewal
Contract No. 08000 - Human Resource Information Automatic Processing, E-time and Enterprise Payroll Systems Licensing - Department of Finance - P.O. No. P529369		

On July 25, 2007, the Board approved the initial award in the amount of \$1,600,000.00. The award contained two renewal options. Subsequent actions have been approved. The vendor is the sole provider of licensing, maintenance and support of proprietary software for the Human Resource Information Systems and Enterprise Payroll Systems in use by the Department of Finance, Bureau of Accounting and Payroll Services and the Department of Human Resources. The First Amendment added the module Time and Labor Management Services and amended several other sections to more accurately reflect the needs and services being provided, the second amendment extended the contract with an additional two 1-year renewal options, the third amendment added the ADP Wage Payments Module ALINE Pay Electronic Services for payment in support of the City's Youth-Works Program and the fourth amendment adds a module to provide Employment Verification Services for the City to provide employment and income information of employees and former employees to commercial, private and public entities. The renewal is for the period July 1, 2018 through June 30, 2019, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

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

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

**MBE/WBE PARTICIPATION:**

Not applicable, this meets the certification as sole source procurement, refer to the above certification.

- |   |               |          |
|---|---------------|----------|
| 6. HOWARD UNIFORM COMPANY   | \$ 300,000.00 | Increase |
| Contract No. B50004657 - Uniforms for Department of Transportation - Traffic & Safety Divisions - Department of Transportation - P.O. No. P537522 |               |          |

On November 9, 2016, the Board approved the initial award in the amount of \$300,000.00. An increase in the amount of \$300,000.00 is necessary to provide a full supply of uniforms to accommodate current employees and new hires of the Department of Transportation, Traffic and Safety Divisions. This increase will make the award amount \$600,000.00. The contract expires on November 30, 2018. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On April 12, 2016, it was determined that no goals would be set because of no opportunity to segment the contract. This is a commodity purchase.

- |  |               |          |
|--|---------------|----------|
| 7. INDUSTRIAL ORGANIZATIONAL SOLUTIONS, INC. d/b/a I/O SOLUTIONS   | \$ 240,000.00 | Increase |
| Contract No. B50002313 - Police Fire Exam Consultant Services - Department of Human Resources - P.O. No. P520454 |               |          |

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

On June 6, 2012, the Board approved the initial award in the amount of \$64,310.00. The award contained two renewal options. This increase in the amount of \$240,000.00 is necessary because the Police Department now needs Sergeant and Lieutenant assessments annually as opposed to biennially. In addition, the Fire Department added an oral component requirement for Captain and Lieutenant Suppression Assessments. This increase will make the award amount \$804,705.00. The contract expires on October 31, 2018. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

- |  |                     |                 |
|--|---------------------|-----------------|
| 8. <u>ACME AUTO LEASING, LLC</u>   | <u>\$650,000.00</u> | <u>Increase</u> |
| Contract No. B50001886 - Vehicle Leasing - Baltimore City Police Department - P.O. No. P519341 |                     |                 |

On January 18, 2012, the Board approved the initial award in the amount of \$372,018.00. The award contained two renewal options. Subsequent actions have been approved. Because of an increase in usage by the Police Department, replacement of expired leases and additional agencies use of the contract an increase in the amount of \$650,000.00 is necessary. This increase will make the award amount \$4,083,232.00. The contract expires on January 24, 2019, with no renewal option remaining. The above amount is the City's estimated requirement.-

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

**MBE/WBE PARTICIPATION:**

On March 25, 2011, it was determined that no goals would be set because of no opportunity to segment the contract. The contract requires that where feasible current Fleet maintenance/repair contracts are utilized.

**MWBOO GRANTED A WAIVER.**

- |  |               |          |
|--|---------------|----------|
| 9. ADAPT PHARMA INC.   | \$ 500,000.00 | Increase |
| Contract No. 06000 - Nasal Narcan - Departments of Health, Fire and Sheriff - P.O. No. P537699 |               |          |

On November 30, 2016, the Board approved the initial award in the amount of \$195,950.00. The award contained two 1-year renewal options. Subsequent actions have been approved. The City has received grant funds and would like to use them to stock up their inventory of this very critical medication that

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

stops or reverses the effects of an opioid overdose. The pricing is at a price level equal or lower than the secondary market. This increase in the amount of \$500,000.00 will make the award amount \$1,644,649.00. The contract expires on November 30, 2019, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

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

MBE/WBE PARTICIPATION:

Not applicable.

- |  |               |             |
|--|---------------|-------------|
| 10. BALTIMORE GAS AND<br>ELECTRIC COMPANY (BGE)  | \$ 142,541.68 | Sole Source |
| Contract No. 08000 - Lighting Repairs to Patterson Park -<br>Department of Recreation and Parks - Req. No. R787728 |               |             |

The BGE Company is the only vendor able to work on the currently installed equipment at Patterson Park. Due to repeated theft of the copper wiring, Patterson Park is without lights for an extended period of time. BGE will directly purchase new aluminum cable and install anti-theft fittings to restore the 107 park lights. The above amount is the City's estimated requirement.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

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 these services are only available from the vendor.

- |   |                     |                    |
|---|---------------------|--------------------|
| 11. <u>NORITSU AMERICA CORPORATION</u>  | <u>\$120,000.00</u> | <u>Sole Source</u> |
| <u>Contract No. 08000 - Photographic Printer FY 180724 - Noritsu America Corporation is the sole source of the QSS-380IG HD with S-1800 Film Scanner Photographic Lab System, whose components are unique to the system and compatible with currently installed equipment at the Police Department.</u> |                     |                    |

An Intent to Waive Competition notice (B50005396) was published in CitiBuy from April 2, 2018 through April 13, 2018 to ensure there were no other vendors that could supply the City with the same equipment. No responses were received.

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.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Procurement

**MBE/WBE PARTICIPATION:**

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.

12. NEOPOST USA INC.	\$ 30,102.00	Cooperative Contract
Maryland State Contract No. B001B8400193 - Mailroom Equipment, Supplies and Maintenance - Department of Housing and Community Development - Req. No. R791251		

The above referenced contract was competitively bid by the State of Arizona in conjunction with the National Association of State Procurement Officials (NAPSO). This is for the purchase of one new Tabletop Folder/Inserter that will be a replacement of an old obsolete folder/inserter that is currently being used by the Department of Housing and Community Development.

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. The requested award amount is below the MBE/WBE subcontracting threshold of \$50,000.00.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Procurement

13. WINGSWEPT, LLC	<hr/> \$ 40,256.60	License Agreement
		Annual Maintenance and Support Agreement
		Quick Start and Training Agreement

Contract No. 08000 - Case Management System - Office of the Inspector General - Req. No. to be determined

The Board is requested to approve and authorize execution of the License Agreement, Annual Maintenance and Support Agreement and the Quick Start and Training Agreement. The period of the agreement is May 16, 2018 through May 15, 2019.

The requested case management system is a proprietary system only available from the vendor, and includes necessary feature not found in other systems such as a complaint management system, evidence tracking, and additional investigative technology. The above amount is the City's estimated requirement.

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



MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

**MBE/WBE PARTICIPATION:**

Not applicable. This procurement is below the threshold for setting subcontracting goals and meets the requirement for certification as sole source procurement as this proprietary software is only available from the vendor, and is not available from subcontractors.

- |  |              |                         |
|--|--------------|-------------------------|
| 14. ROBERT HALF INTERNATIONAL<br>INC.  | \$500,000.00 | Cooperative<br>Contract |
| HGAC Contract No. TS06-17-Professional Staffing Services -<br>Departments of Housing, Finance - Req. No. R792836 |              |                         |

The Houston-Galveston Area Council of Governments cooperative has awarded the referenced contract for professional staffing services through a competitive process. This contract is necessary in order to have certain professionals immediately available to agencies for urgent projects, for which the position requirements are not on a current staffing contract, including positions required to complete the process for demolition of nuisance properties. The period of the award is May 23, 2018 through December 31, 2018.

It is hereby certified that the above procurement is of such a nature that no advantage will result in seeking nor would it

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement

be practicable to obtain competitive bids. Therefore, pursuant to Article VI, Section 11(e)(i) of the City Charter, the procurement of the equipment and/or service is recommended.

**MBE/WBE PARTICIPATION:**

On May 7, 2018, MWBOO determined that no goals would be set because of no opportunity to segment the contract. MBE/WBE businesses were contracted directly for resumes.

**MWBOO GRANTED A WAIVER.**

- |   |                |                                 |
|---|----------------|---------------------------------|
| 15. TYLER TECHNOLOGIES,<br>INC.   | \$1,460,116.43 | Fifth Amendment<br>to Agreement |
| Contract No. NJPA013006 Personal Property Billing System -<br>Finance Department - P.O. P519895 |                |                                 |

The Board is requested to approve and authorize execution of the Fifth Amendment to Agreement with Tyler Technologies, Inc. The period of the Fifth Amendment to agreement is April 1, 2018 through March 31, 2021, with no renewal options remaining.

On March 14, 2012, the Board approved the initial award in the amount of \$1,345,550.00. The award contained two 3-year renewal options. Subsequent actions have been approved. The vendor provides proprietary software licenses, maintenance, support and hosting for various billing/collection systems.

This Fifth Amendment to Agreement will add an additional one 3-year renewal period totaling three renewal options. The above amount is the City's estimated requirement.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

MBE/WBE PARTICIPATION:

On February 28, 2012, it was determined that no goals would be set because of no opportunity to segment the contract.

16. LANGUAGE LINE SERVICES, INC.	\$ 0.00	Extension
State of Maryland Contract No. 050B3400002 - Statewide Language Interpretation Services (Telephonic) - Health Department, Public Works, Fire Department etc. - P.O. No. P521528		

On September 27, 2012, the City Purchasing Agent approved the initial award in the amount of \$20,000.00. The award contained four renewal options. Subsequent actions have been approved. The award was competitively bid by the Maryland State Department of Budget and Management. The City of Baltimore is currently utilizing the Maryland State Contract for Statewide Language Interpretation Services (Telephonic). The State has extended its contract through November 30, 2018. An extension is necessary to continue translation services for various city agencies until a new contract is awarded by the State. The period of the extension is June 1, 2018 through November 30, 2018, with three 1-month renewals. The above amount is the City's estimated requirement.

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

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

**MBE/WBE PARTICIPATION:**

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

- |  |         |           |
|--|---------|-----------|
| 17. SCHREIBER TRANSLATIONS, INC.   | \$ 0.00 | Extension |
| State of Maryland Contract No. 050B3400002 - Statewide Language Interpretation Services (Written) - Health Department, Mayor's Office, Department of Public Works, etc. - P.O. No. P521506 |         |           |

On October 1, 2012, the City Purchasing Agent approved the initial award in the amount of \$4,800.00. The award contained four renewal options. Subsequent actions have been approved. The award was competitively bid by the Maryland State Department of Budget and Management. The City of Baltimore is currently utilizing the Maryland State Contract for services listed in the scope of work. The State has extended its contract through November 30, 2018. This extension is necessary to continue translation services for various City agencies until a new contract is awarded by the State. The extension is for the period June 1, 2018 through November 30, 2018, with three 1-month renewals. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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<u>Bureau of Procurement</u>		
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UPON MOTION duly made and seconded, the Board approved the foregoing Informal Awards, Renewals, Increases to Contracts and Extensions. The Board further approved and authorized execution of the License Agreement, Annual Maintenance and Support Agreement and the Quick Start and Training Agreement with Wingswept, LLC (item no. 13), and the Fifth Amendment to Agreement with Tyler Technologies, Inc. (item no. 15).

2004

BOARD OF ESTIMATES

05/16/2018

**MINUTES**

Fire and Police Employees' - Subscription Agreement  
Retirement System

**ACTION REQUESTED OF B/E:**

The Board is requested by the Board of Trustees of the Fire and Police Employees' Retirement System (F&P) to approve its Subscription Agreement for its investment in AE Industrial Partners Fund II, LP managed by AE Industrial Partners, L.P.

**AMOUNT OF MONEY AND SOURCE:**

\$16,000,000.00 - approximately of F&P funds

No General Fund monies are involved in this transaction.

**BACKGROUND/EXPLANATION:**

The F&P Board of Trustees conducted a search for a private equity investment manager and as a result of that search selected AE Industrial Partners, L.P. to accept an initial investment of \$16,000,000.00 to be placed with AE Industrial Partners Fund II, LP. The search and selection process was conducted with the assistance and advice of the F&P System's investment advisor, Summit Strategies Group.

**MWBOO GRANTED A WAIVER.**

2005

BOARD OF ESTIMATES

05/16/2018

**MINUTES**

Fire and Police Employees' - cont'd  
Retirement System

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Board of Trustees of the Fire and Police Employee's Retirement System's Subscription Agreement for its investment in AE Industrial Partners Fund II, LP managed by AE Industrial Partners, L.P. The Comptroller **ABSTAINED**.

2006

BOARD OF ESTIMATES

05/16/2018

**MINUTES**

Department of Audits - Audit Report

The Board is requested to **NOTE** receipt of the following Audit Reports:

1. Baltimore City Police Department Death Relief Fund for Years Ended December 31, 2017, 2016 and 2015.

President: "The first item on the non-routine agenda can be found on page 70 item 1, The Department of Audits, Audit Reports Baltimore City Police Department Death Relief Fund for Years Ending December 31, 2017, 2016, and 2015. Will the parties please come forward?"

Acting City Auditor: "Good morning members of the Board."

President: "Good morning."

Acting City Auditor: "My name is Audrey Askew, Acting City Auditor. The first audit is the Baltimore City Police Department Death Relief Fund Audit of the Financial Statements. Our audit objective was to determine if the Death Relief Fund Financial Statements were properly stated at the end of each calendar year 15, 16 and 17. In our opinion, the Financial Statements present fairly, in



2007

BOARD OF ESTIMATES

05/16/2018

MINUTES

Audit Report - cont'd

all material respects, the financial position of the Baltimore City Police Department Death Relief Fund for the Years Ended December 31, 2017, 16 and 15. If you turn to page 3, when we look at the balance sheet the total assets comprised primarily of Investments. Investments decreased in 2016 due to the large number of payments and death benefits. There was no debt associated with the Fund. For the Statement of Revenue Expenditures and changes in fund balance given the amount of expenditures related to the death benefits in 2016, the change -- the change resulted in a large deficit balance and this -- this is the nature of the funds so that would occur. Death benefits for the -- by year for 2017 there was 4 deaths, resulting in \$40,000.00 in payments. Sixteen, (2016) 14 deaths, \$140,000.00 payments, and 2015 there were 2 deaths, \$20,000.00 payments and we're talking about deaths of sworn officers, civilians, the Crime-Lab Accounting Department active

## MINUTES

Audit Report - cont'd

member deaths. The next audit, so they received an unmodified opinion, which is a clean opinion. The Mayor's Office of Human Services Performance Audit."

2. Performance Audit Report Mayor's Office of Human Services Fiscal Years Ended June 30, 2016 and 2015.

Director of Finance: "-- before you get started."

Acting City Auditor: "Okay."

Director of Finance: "Good Morning, Mayor Pugh, President Young, members of the Board, Comptroller Pratt. Uh -- as it relates to uh -- the audit which the um -- Ms. Askew just spoke to on behalf of the Police Department uh -- we want to say thank you for uh -- the Audit Performance that was done and the Baltimore City Police Department concurs with the audit results."

2009

BOARD OF ESTIMATES

05/16/2018

**MINUTES**

Acting City Auditor: "Mayor's Office of Human Services Performance Audit, Fiscal Years Ended June 30, 2016 and 2015. Our audit objective um -- was for the performance Audit was to determine whether MOHS, the Mayor's Office of Human Services met it target."

President: "Um -- um -- Audrey, hold up for one minute. Um -- the second item on the non-routine agenda can be found on page 70 item number 2, Department of Audits, Audits Report, Performance Audit Report Mayor's Office of Human Service, Fiscal Years Ending June 30, 2016 and 15."

Acting City Auditor: "Again, I repeat that the audit objective -- the objective of our Performance Audit was to determine whether MOHS met its targets for selected Performance Measure Targets of the Head Start Program and the Homeless Service Program for Fiscal Years Ended June 30, 2017, 16, and 15. The first Performance Measure was on Head -- Head Start, it was the percentage of enrollment during the contract period. Um -- the target was met. MOHS reported and the Department of Audits verified that -- that the Head Start program met its Fiscal Years 2016 and 2015 targets

2010

BOARD OF ESTIMATES

05/16/2018

**MINUTES**

of 100% for the um -- for the percent of enrollment during the contract period. Targets for number of students or children receiving Early Head Start/Head Start Services for both years was 759. Also, there was adequate documentation to support the number of children enrolled in the program at any given point in time. The program's target is based on the total amount of funding received from the Department of Health and Human Services divided by the average cost per child. If you turn to page 7, the next Performance Measure or measures we looked at was number 1, Homeless Prevention. The percent of households who received Eviction Protection Grants that remain housed for at least 3 month, and the permanent housing for the homeless, the number of eligible clients who maintain permanent housing for 6 months or longer. Finding 2016-001: MOHS was not able to support its Fiscal Year -- Fiscal Year 16 -- 2016 and 2015 targets and actual amounts for the above Performance Measures. According to MOHS, the person who submitted MOHS -- MOHS's targets for FY's 2016 and 15 Performance Measures

2011

BOARD OF ESTIMATES

05/16/2018

MINUTES

included in the City's Budget Books is no longer employed by MOHS. Accor -- also, according to a note in the City's 2018 and 2017 Budget Books, these measures were updated in 2017, as the United States Department of Housing and Urban Development revised data standards and definitions. In addition, supporting documentation to assist with amounts supported were not maintained by MOHS. We recommend MOHS develop a system and implement controls to maintain records to support established targets and actual amounts for the above measures, even if Performance Measures are no longer reported in subsequent years Budget Books. Would you like to address this one or would you like me to --"

Mr. Terry Hickey: "I'll do both - when you get done, if you don't mind."

Acting City Auditor: "Okay -- Okay. When you get done?"

Mr. Hickey: "Thank you."

Acting City Auditor: "If you turn to page 9, the next Performance Measure was on Temporary Housing for the Homeless. We looked at

2012

BOARD OF ESTIMATES

05/16/2018

**MINUTES**

the per -- percent of persons moving from temporary to permanent housing. Finding 2016-002: MOHS reported that it did not meet its 2016 and 2015 targets. During audit testing, we noted that the amounts reported in the City's Budget Books were unreliable. For 2016 Target Performance Measure reported in the City's Budget Book was 100%. However, according to a Homeless Service Program Analyst, the correct target should have been 60%. The actual amount reported in the Fiscal Year 2018 Budget Book was 30%. But, according to MOHS Program Analyst, the correct amount should have been 42%. Regardless, the target was not met. For Fiscal Year 2015, the Target Performance Measure reported was 60%. The actual amount reported in Fiscal Year 17 Budget Book was 50%. But, was changed to 41% in the for -- in the 2018 Budget Book. We were later advised by MOHS that the correct amount should have been 48%. Regardless, that target was not met. We recommend MOHS establish procedures to ensure that Performance Measure Targets and actual amounts are

2013

BOARD OF ESTIMATES

05/16/2018

**MINUTES**

accurate, reliable, and supported by adequate documentation. In addition, we recommend MOHS identify and address causes for not meeting the established targets. Finally, we recommend revisions to prior year Performance Measures Targets and/or actual amounts not be made prior to approval by the Department of Finance. However, those targets should not be changed in subsequent year Budget Books without adequate disclosure, in order to avoid misleading performance results. In conclusion, based on testing performed on MOH -- MOHS Performance Measures, the Department of -- of Audits concludes with several deficiencies. Number one, Agency changes made to Actual Output for Performance Measures makes it challenging to regulate the Budget Book process. This minimizes users' ability to re -- rely on the accuracy of the information/data in the Budget Books and Number two, there's limited to no controls within the Agency or BBMR related to fluctuations made to the Performance Measures."

2014

BOARD OF ESTIMATES

05/16/2018

MINUTES

President: "Okay".

Mr. Terry Hickey: "Good morning Madam Mayor, Mr. President, Madam Comptroller members of the Board. Um -- first of all I want to note --"

Comptroller: "State your name."

Mr. Hickey: "Oh, I'm sorry, Terry Hickey, the Director of the Mayor's Office of Human Services. Um -- MOHS concurs with the recommendations that are in the audit report. Uh -- we note the successful audit of Head Start, but we think that as far as the Homeless Services context goes, its a contextual piece and so we drafted a uh -- detailed response to the audit report that's included within. But if I may, I wanted to highlight a couple of key points here. Um -- this Performance Audit looks back to 2015, 2016. It was time of um -- great turbulence and change for MOHS. Uh -- they were in the process of a major effort to increase the quality of its data collection and align its outcome measures to brand new HUD standards, the first in decades. We were converting



2015

BOARD OF ESTIMATES

05/16/2018

**MINUTES**

To a brand new database. We were implementing new Federal Performance Measures and we were also trying to convince all of our grantees to enter their data into our system, often for the first time. We are completely dependent upon the data entered by the groups that we fund to drive performance outcomes as mainly a funding entity. Um -- my team has uh -- worked um -- uh -- the events that -- um the discrepancies in the audit in large part were led to by our staff trying to correct a lot of these historical issues when we came on board -- um soon after the Mayor took office. My team has worked closely with BBMR over the last year to address these issues. Our outcome measures have been carefully planned and communicated. We have a strong data team. We've a brand new stable database and clear outcomes aligned with Federal and State requirements and clear Mayoral priorities. I can assure the members of this Board and also the general public we've already taken steps to address all of the Auditors' concerns and put new systems in place. Um -- and I want to make clear to the Board, and

2016

BOARD OF ESTIMATES

05/16/2018

MINUTES

also the taxpayers its important to note that MOHS is a careful -  
- car -- caretaker of tax dollars. Our agency is subject to  
extensive Federal oversight. We are required to submit an Annual  
Action Plan, Annual Performance Reports, and reports now on data  
quality annually. We document all our pro -- program expense,  
provide oversight on all of our non-profit agency partners. HUD  
ensures we complete our mission and remain in compliance by  
reviewing and approving these reports, conducting an annual  
program and fiscal monitoring. In addition, we are subject to the  
Annual Single Audit that is also reviewed by HUD, and finally, we  
report all of our outcome data regularly to the Continuum of Care  
on System Performance and we are getting ready to publish a  
Comprehensive Performance Report, and a publicly accessible dash-  
board that will let citizens in real time go on the website any  
day and see where we are towards our performance goals."

President: "Any questions. Okay. So, um -- both audits are so  
**NOTED.**"

\* \* \* \* \*

## MINUTES

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Planning</u>			
1. Walter W. Gallas	National Alliance of Preservation Commissions Forum 2018 Des Moines, IA July 17 - 22, 2018 (Reg. Fee \$200.00)	General Funds	\$1,839.00

The subsistence rate for this location is \$168.00 per night. The cost of the hotel is \$159.00 per night plus taxes of \$19.08 per night. The Department is requesting additional subsistence of \$31.00 per day for meals and incidentals. Therefore, the disbursement to Mr. Gallas is \$1,839.00.

2. Eric Holcomb	National Alliance of Preservation Commissions Forum 2018 Des Moines, IA July 17 - 22, 2018 (Reg. Fee \$200.00)	General Funds	\$1,620.92
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The subsistence rate for this location is \$168.00 per night. The cost of the hotel is \$159.00 per night plus taxes of \$19.08 per night. The Department is requesting additional subsistence of \$31.00 per day for meals and incidentals. Therefore, the disbursement to Mr. Holcomb is \$1,620.92.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Housing and Community Development</u>			
3. Shaneka Frasier-Kyer Timothy Cruise	NEHA 2018 AEC and HUD Healthy Homes Conference Los Angeles, CA June 24, - 28, 2018 (Reg. Fee \$480.00 ea.)	Federal HUD Lead Hazard Reduction Demonstration Grant	\$4,305.60

The airfare cost in the amount of \$561.96, hotel cost of \$756.00 and registration fee of \$450.00 for each attendee was prepaid on a City-issued procurement card assigned to Alice Kennedy. Therefore, the disbursement to Ms. Frasier-Kyer and Mr. Cruise is \$252.00 each.

Health Department

4. Lauren Wagner	CQII Training of Coaching Basics Program (TCB) Compendium May 20 - 24, 2018 St. Louis, MO (Reg. Fee. \$0.00)	Federal Grant	\$1,373.92
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The subsistence rate for this location is \$184.00 per night. The hotel cost is \$169.00 per night, plus hotel taxes of \$31.99 per night.

MINUTES

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
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Department of Housing and Community Development - cont'd

The airfare cost in the amount of \$349.96 and the hotel cost of \$803.96 were prepaid on a City-issued procurement card assigned to Steven Radosevich. The Department is requesting additional subsistence in the amount of \$25.00 per day for meals and incidentals. Therefore, the disbursement to Lauren Wagner is \$220.00.

Police Department

5. Latonya Lewis	Major Cities Chiefs Assoc., FBI National Executive Institute Associates, and Police Executive Research Forum 2018 Joint Meeting Nashville, TN May 29 - June 1, 2018 (Reg. Fee. \$0.00)	Asset Forfeiture	\$1,437.47
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The subsistence rate for this location is \$221.00 per night. The hotel cost is \$229.00 per night, plus hotel taxes of \$34.92, per night and occupancy tax of \$2.50 per night.

The airfare cost in the amount of \$458.40 was prepaid on a City-issued procurement card assigned to Tribhuvan Thacker. The Department is requesting additional subsistence in the amount

MINUTES

TRAVEL REQUESTS

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

of \$8.00 per day to cover the hotel cost and \$40.00 per day for meals and incidentals. Therefore, the disbursement to Ms. Lewis is \$979.27.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Travel Requests.

**MINUTES****PROPOSALS AND SPECIFICATIONS**

1. Department of Transportation - TR 17020R Utility Locating Test Holes & Borings for Engineering Projects Citywide  
**BIDS TO BE RECV'D: 06/13/2018**  
**BIDS TO BE OPENED: 06/13/2018**
  
2. Department of Transportation - TR 18012 Curb Repair Contract Citywide  
**BIDS TO BE RECV'D: 06/13/2018**  
**BIDS TO BE OPENED: 06/13/2018**
  
3. Department of Public Works/  
Office of Engineering and  
Construction - ER 4125 Impervious Area Removal at Various Locations  
**BIDS TO BE RECV'D: 07/11/2018**  
**BIDS TO BE OPENED: 07/11/2018**
  
4. Department of Public Works/  
Office of Engineering and  
Construction - SDC 7777 Drainage Repairs and Improvements at Various Locations  
**BIDS TO BE RECV'D: 07/11/2018**  
**BIDS TO BE OPENED: 07/11/2018**
  
5. Department of Public Works/  
Office of Engineering and  
Construction - WC 1371 AMI/R Metering Infrastructure Repair & Replacement, Various Locations (3" & Larger Water Service)  
**BIDS TO BE RECV'D: 06/06/2018**  
**BIDS TO BE OPENED: 06/06/2018**

**MINUTES****PROPOSALS AND SPECIFICATIONS** - cont'd

6. Department of Public Works/  
Office of Engineering and  
Construction - WC 1370R AMI/R Metering  
Infrastructure Repair &  
Replacement, Various  
Locations (3" & Larger Water  
Service)  
**BIDS TO BE RECV'D: 06/06/2018**  
**BIDS TO BE OPENED: 06/06/2018**
7. Department of Public Works/  
Office of Engineering and  
Construction - SC 921 -Improvement to the  
Gwynns Falls Sewershed  
Collection System Area B  
**BIDS TO BE RECV'D: 06/13/2018**  
**BIDS TO BE OPENED: 06/13/2018**
8. Department of Public Works/  
Office of Engineering and  
Construction - SC 950R-Caroline Street  
Stormwater Pumping Station  
Upgrade  
**BIDS TO BE RECV'D: 06/20/2018**  
**BIDS TO BE OPENED: 06/20/2018**
9. Department of Public Works/  
Office of Engineering and  
Construction - ER 4130- Environmental  
Restoration Project #14  
**BIDS TO BE RECV'D: 06/27/2018**  
**BIDS TO BE OPENED: 06/27/2018**

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



2023

BOARD OF ESTIMATES

05/16/2018

**MINUTES**

President: "There being no more business before this Board, we --  
we will recess until bid opening at 12 noon. Thank you."

\* \* \* \* \*

**MINUTES**

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

**BIDS, PROPOSALS AND CONTRACT AWARDS**

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

- |  |   |
|--|---|
| <u>Department of Public Works/Office<br/>of Engineering and Construction</u> | - WC 1339, Upton Neighborhood<br>and Vicinity Water Main<br>Rehabilitation<br><b>BIDS TO BE RECV'D: 05/30/2018</b><br><b><u>BIDS TO BE OPENED: 05/30/2018</u></b>               |
| <u>Department of Transportation</u>  | - TR 18010, Urgent Need<br>Contract Citywide<br><b>BIDS TO BE RECV'D: 05/30/2018</b><br><b><u>BIDS TO BE OPENED: 05/30/2018</u></b>   |
| <u>Bureau of Purchases</u>   | - B50005241 Janitorial Services<br>for the Department of General<br>Services Group 1 - 6<br><b>BIDS TO BE RECV'D: 05/30/2018</b><br><b><u>BIDS TO BE OPENED: 05/30/2018</u></b> |

## MINUTES

Therefore, Upon Motion duly made and seconded, the Board received, opened and referred the following bids to the respective departments for tabulation and report:

Bureau of Purchases - B50005281, O.E.M and Aftermarket  
Parts and Service for Marine and  
Maritime Equipment

Macron Engineering Services, Inc.  
Fleetpride, Inc.\*

\*The Bid of Fleetpride was forwarded to the Law Department for review on June 13, 2018. The Bureau of Procurement recommended that the Board reject all bids. Upon further review of the solicitation, it was determined that this action would be in the best interest of the City. The specification will be reviewed, revised, and rebid.

Department of General Services - GS 15823R, Courtroom East Roof  
Replacement

SGL Contracting, Inc.  
Roofing and Sustainable Systems  
CitiRoof Corporation  
Tecta America East\*\*  
Flynn Mid-Atlantic, LP\*\*\*

\*\*UPON FURTHER MOTION, the Board found the bid of Tecta America East **NON-RESPONSIVE** because of the company's failure to submit an original complete bid book and duplicate as required in the bid instructions.

\*\*\*UPON FURTHER MOTION, the Board found the bid of Flynn Mid-Atlantic, LP **NON-RESPONSIVE** because of the company's failure to submit an entire original bid book and duplicate as required in the bid instructions.

2026

BOARD OF ESTIMATES

05/16/2018

MINUTES

\* \* \* \* \*

There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, May 30, 2018.

A handwritten signature in black ink, reading "Joan M. Pratt, CPA". The signature is written in a cursive style with a large initial "J".

JOAN M. PRATT  
Secretary