

**MINUTES****REGULAR MEETING**

Honorable Bernard C. "Jack" Young, President  
Honorable Stephanie Rawlings-Blake, Mayor - **ABSENT**  
Honorable Joan M. Pratt, Comptroller and Secretary  
George A. Nilson, City Solicitor  
Rudolph S. Chow, Director of Public Works  
David E. Ralph, Deputy City Solicitor  
S. Dale Thompson, Deputy Director of Public Works  
Bernice H. Taylor, Deputy Comptroller and Clerk  
Henry Raymond, Director of Finance

Pursuant to Article VI, Section 1(c) of the revised City Charter effective July 1, 1996, the Honorable Mayor, Stephanie Rawlings-Blake, in her absence during the meeting, designated Mr. Henry Raymond, Director of Finance, to represent the Mayor and exercise her power at this Board meeting.

President: "Good Morning. The July 27, 2016, 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 hearings will be asked to leave the hearing room immediately. Meetings of the Board of Estimates are open to the public for the duration of the meeting. The hearing room must be vacated at the conclusion of the meeting. Failure to comply may result in a charge of trespassing."

## MINUTES

President: "I will direct the Board members attention to the memorandum from my office dated July 25, 2016, 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."

City Solicitor: "MOVE approval of all items on the routine agenda."

Comptroller: "Second."

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

\* \* \* \* \*

**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:

Alpha Painting & Construction Co., Inc.	\$100,332,000.00
American Tennis Courts, Inc.	\$ 1,500,000.00
Cole Roofing Company, Inc.	\$ 8,000,000.00
Cossentino Contracting Company, Inc.	\$ 8,000,000.00
J. Vinton Schafer & Sons, Inc.	\$ 92,898,000.00
Matos Builders, LLC	\$ 3,330,000.00
Sunrise Safety Services, Inc.	\$ 1,500,000.00
T.E.A.M. Service Corporation of New York	\$ 3,933,000.00
Talley Interior Exterior Painting	\$ 180,000.00

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:

Gilbert Architects, Inc.	Architect
Infrastructure Technologies, LLC	Engineer
Itenology Corporation	Engineer
Pure Engineering Services, Inc.	Engineer
Sheladia Associates, Inc.	Engineer Architect
Spears/Votta & Associates, Inc.	Engineer
The Wilson T. Ballard Company	Engineer

**MINUTES**

**BOARDS AND COMMISSIONS** - cont'd

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

**MINUTES**

Enoch Pratt Free Library - TRANSFER OF LIFE-TO-DATE  
SICK LEAVE

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

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 employee has asked permission to donate the sick leave days that will be transferred from his LIFE-TO-DATE sick leave balances as follows:

<u>Donor</u>	<u>Days</u>
Stanley Butler	5

Ms. Ballard 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. Ballard to remain in pay status.

**APPROVED FOR FUNDS BY FINANCE**

**THE LABOR COMMISSIONER RECOMMENDED APPROVAL.**

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

MINUTES

EXTRA WORK ORDERS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved the

Extra Work Orders

listed on the following pages:

2753 - 2754

All of the EWOs had been reviewed and approved

by the

Department of Audits, CORC,

and MWBOO, unless otherwise indicated.

MINUTES

EXTRA WORK ORDERS

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

Department of Transportation/Engineering & Construction

- |    |   |              |              |     |     |
|----|---|--------------|--------------|-----|-----|
| 1. | EWO #004, \$0.00 - TR 13311R, Traffic Signal Construction & Rewiring Citywide (JOC) |              |              |     |     |
|    | \$3,470,737.50  | \$553,417.49 | Midasco, LLC | 365 | 68% |

This authorization is for a 365-day non-compensable time extension. The additional time is needed for additional traffic signal work, which is part of the City's traffic congestion easement plan for SE Baltimore. The Notice to Proceed was issued on June 23, 2014, with a completion date of June 12, 2016. The additional time will extend the completion date to June 11, 2017. An Engineer's Certificate of Completion has not been issued on this contract.

Department of Public Works/Office of Eng. & Construction

- |    |   |        |                                  |   |   |
|----|---|--------|----------------------------------|---|---|
| 2. | EWO #001, (\$106,564.00) - S.C. 924, ARC Flash Hazard System Improvement at the Patapsco Wastewater Treatment Plant |        |                                  |   |   |
|    | \$999,474.00  | \$0.00 | Enterprise Elec-<br>tric Company | - | - |

The length of time required for the electrical outage needed for the installation of three new replacement main breakers in DC-8, electrical switchgear will cause an undue hardship on the Plant. The design engineer, together with the Plant, decided to move this work from the S.C. 924 scope of work as the replacement of the entire switchgear is slated for the pending S.C. 926 project. The credit offered has been evaluated by the design engineer and found to be reasonable for the deletion of work. This work started on May 11, 2015 and the current completion date is August 7, 2016.

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

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

Department of Public Works/Office of Eng. & Construc. - cont'd

3.	EWO #001, \$0.00 - S.W.C. 7762R, Rehabilitation and Re-			
	<u>placement of the Highlandtown Storm Water Pump Station</u>			
	\$1,686,000.00	\$0.00	W.M. Schlosser	84 70%
			Co., Inc.	Days

The Environmental Engineering Project Delivery System is requesting that a change order for the additional non-compensatory time be granted due to the following: PCO 06 By-Pass planning delay from December 9, 2015 to January 5, 2016 equals 26 days. PCO 14 Wetwell unforeseen conditions and weather delays from January 6, 2016 to February 19, 2016 equals 44 days. Taking concrete core samples to locate structural steel and chemical testing of existing concrete wall equals 14 days.

This request is for the 1<sup>st</sup> time extension and will increase the completion date and duration of the contract by 84 days. The new completion date of the contract was June 29, 2016.



**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Land Disposition Agreement with Oak Pointe Associates, LLC, Developer, for the sale of the City-owned properties located at 501 and 503 Laurens Street.

**AMOUNT OF MONEY AND SOURCE:**

\$6,930.00

**BACKGROUND/EXPLANATION:**

The Developer will rehabilitate the vacant buildings which will be used as residential housing, to be sold to homeowners. The properties are in the Upton neighborhood.

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

The properties were valued pursuant to the Appraisal Policy of Baltimore City through the Waiver Valuation Process. The Waiver Valuation Price for 501 and 503 Laurens Street is \$6,125.00 each and the purchase price is \$3,465.00 each for a total of \$6,930.00.

Sale of these vacant properties at a price below the waiver valuation value will be a specific benefit to the immediate community, eliminate blight, create jobs during reconstruction and the properties will be returned to the tax rolls.

**MINUTES**

DHCD - cont'd

**MBE/WBE PARTICIPATION:**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with Oak Pointe Associates, LLC, Developer, for the sale of the City-owned properties located at 501 and 503 Laurens Street.

## MINUTES

State's Attorney Office (SAO) - Grant Awards

The Board is requested to approve acceptance of the Grant Awards from the State of Maryland, Governor's Office of Crime Control and Prevention (GOCCP) and the State of Maryland, Maryland State Police. The period of the Grant Awards is July 1, 2016 through June 30, 2017.

GOCCP

1. **COMPREHENSIVE VIOLENCE PROSECUTION** **\$1,955,951.00**

Account: 5000-501517-1150-118000-601001

This grant will support the prosecution of non-fatal shootings, recidivist gun offenders, gun trafficking cases, and homicides in Circuit Court. The grant funds will cover the salary and benefits of 17 full-time employees.

2. **FAMILY BEREAVEMENT CENTER - SURVIVORS OF HOMICIDE** **\$ 75,400.00**

Account: 5000-580117-1156-117900-601001

The program address the needs of homicide survivors by providing individual counseling, support groups, court accompaniment, and other related services. The grant funds provide salary support.

3. **GUN VIOLENCE REDUCTION INITIATIVE** **\$ 108,202.00**

Account: 5000-504817-1150-118000-601001

This grant will support the salary of one cross-designated Assistant State's Attorney to the U.S. Attorney's Office assigned to handle the prosecution of gun cases as a part of the Citywide effort to reduce gun violence.

## MINUTES

SAO - cont'd

4. **LEGAL SERVICES FOR CRIME VICTIMS** **\$ 30,000.00**

Account: 5000-579817-1150-118000-601001

This grant will provide funds to assist in developing and implementing strategies specifically intended to provide legal assistance to crime victims in the State of Maryland. The program includes review by an Assistant State's Attorney of every criminal complaint a victim files with a Baltimore City Court Commissioner.

5. **CITY CORRECTIONS INVESTIGATIVE UNIT (CCIU)** **\$ 115,000.00**

Account: 5000-505717-1150-118000-601001

This grant will support the CCIU Prosecutor program, which consists of a team of experienced correctional investigators and intelligence officers, state troopers and prosecutors that will build upon recent investigations and initiate new ones. The grant funds will provide for the salary and benefits of one prosecutor.

6. **JUNIOR STATE'S ATTORNEY** **\$ 3,951.00**

Account: 5000-580017-1150-118000-601001

This grant supports the Baltimore City's Junior State's Attorney Program. The six-week summer enrichment program exposes rising eighth grade students to careers in the criminal justice and law enforcement fields, building trust and faith in the criminal justice system. The grant funds provide operating expenses.

**MINUTES**SAO - cont'd**7. INTER-AGENCY WAR ROOM COORDINATION \$ 603,451.00**

Account: 5000-504917-1152-137200-601001

This Inter-agency project will provide coordination for a focused response to violent offenders in the City through a comprehensive program of electronic information sharing that identifies the most violent offenders in Baltimore City upon arrest. Currently the program determines and tracks probation and parole status, apprehension and service of search warrants, judicial prioritization, and criminal case flow management. The grant funds will be used to provide personnel.

MARYLAND STATE POLICE**8. VEHICLE THEFT PREVENTION \$ 50,000.00**

Account: 5000-501617-1150-118300-600000

The State's Attorney Office for Baltimore City will provide screening, case preparation and prosecution of juvenile vehicle theft cases. The grant funds will provide for one full-time law clerk that will maintain a vehicle theft database and assist prosecutors with case preparation.

**APPROVED FOR FUNDS BY FINANCE****AUDITS REVIEWED THE SUBMITTED DOCUMENTATION AND FOUND THAT IT CONFIRMED THE GRANT AWARDS.**

**MINUTES**

SAO - cont'd

UPON MOTION duly made and seconded, the Board approved acceptance of the foregoing Grant Awards from the State of Maryland, Governor's Office of Crime Control and Prevention and the State of Maryland, Maryland State Police.

MINUTES

TRANSFERS OF FUNDS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

2762 - 2765

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.

Acting on behalf of the Mayor, the Director

of Finance **ABSTAINED** on item no. 1.

The President **ABSTAINED** on item no. 1.

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

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Planning</u>		
1. <b>\$145,108.38</b> 23 <sup>rd</sup> Eco. Dev. Bonds	9904-908212-9127 Pier 1 & Inner Harbor Promenade	9904-907213-9127 Floating Pier - Inner Harbor

This transfer will fund the Promenade Improvement Project to support the construction of a new floating dock for the Electric Boat concession operated by Living Classrooms Foundation. This Promenade Improvement Project will take place alongside the Inner Harbor Promenade between the World Trade Center and the National Aquarium at Pier 3.

Department of Recreation and Parks

2. <b>\$205,000.00</b> State (Program Open Space)	9938-913051-9475 (Reserve) Winans Meadow Nature Center	9938-915051-9474 (Active) Winans Meadow Nature Center
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This transfer will provide funds to cover the costs associated with design services under On-Call Contract No. 1234, Task #6 to GWWO, Inc.

3. <b>\$ 15,000.00</b> 1 <sup>st</sup> Public Facilities	9938-910065-9475 (Reserve) Druid Hill Park: Rawlings Conservatory Garden ADA	9938-906165-9474 (Active) Druid Hill Park: Rawlings Conservatory Garden ADA
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This transfer will provide funds to cover the costs associated with design and administrative services for the Rawlings Conservatory Garden ADA improvements.



MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Housing and Community Development</u>		
4. <b>\$ 520,000.00</b> 1 <sup>st</sup> Comm. & Eco. Dev.	9910-909932-9587 Poppleton Acquisition, Demolition, Relocation - 1 <sup>st</sup> Comm. & Eco. Dev. (Reserve)	9910-914135-9588 Poppleton CW Ph 2-4 Acquisition, Demolition, Relocation - 1 <sup>st</sup> Comm. & Eco. Dev.

This transfer will provide funds for the acquisition of remaining properties, relocation of residents and demolition of structures to complete site control of Phases 2 through 4 of the 13.5 acre Poppleton Center/West redevelopment area for future redevelopment as mixed-income housing projects. Phase 1 site area has been acquired and cleared. This is part of the FY 2017 CIP.

5. <b>\$2,687,000.00</b> Comm. Dev. Block Grant 42	9997-930989-9587 Loan Repayment (Reserve)	
\$ 921,286.50	-----	9997-928080-9593 Public Housing 108
<u>1,765,713.50</u> <b>\$2,687,000.00</b>	-----	9997-925410-9593 East Baltimore Dev. Initiative 108

This transfer will provide appropriation authority for repayment on HUD Section 108 loans for fiscal year 2017.

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Housing and Community Development</u>		
6. <b>\$372,300.00</b>	9910-922012-9587	
General Funds	Whole Block Demo. (Reserve)	
 \$ 85,500.00	-----	9910-913133-9588
		Whole Block - Operating Cost Planning Dept. FY16 - General Funds
 286,800.00	-----	9910-908132-9588
		Whole Block - Planning Dept. FY16 - General Funds
 <u><b>\$372,300.00</b></u>		

This transfer will provide funds approved in the FY16 Ordinance of Estimates supporting the Planning Department's efforts on Greening within the Whole Block Demolition Program.

7. \$ 70,000.00	9910-903990-9587 Neighborhood Planning & Revitalization (Reserve)
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MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Housing and Community Development - cont'd</u>		
276,250.00	9910-995001-9587 Unallocated Reserve DHCD (Reserve)	
<u>153,750.00</u>	9910-924010-9588 Dallas Street Demo	
<b>\$500,000.00</b> State Funds	-----	9910-904193-9588 Gilmore Community Center

The appropriations for this transfer will be used for renovations to the Gilmore Community Center. Funds are being provided to the Department of Housing and Community Development, which will be acting as the fiscal agent.

**MINUTES**

Department of Real Estate - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an Expenditure of Funds to authorize the Department of Health's Women, Infant and Children (WIC) program, Tenant, to continue to pay month-to-month rental expenses, by Expenditure Authorization, to Bon Secours Baltimore Health Systems, Inc., Landlord, for the property located at 26 N. Fulton Avenue. The period of the Expenditure of Funds is June 1, 2016 through August 31, 2016.

**AMOUNT OF MONEY AND SOURCE:**

\$422.55 - Monthly Rent

The rental expense for the use of two additional phone lines will be \$200.00 per month and \$29.63 per month for shared copier and paper.

Account: 4000-423216-3080-294100-603013 (June rent)  
4000-423217-3080-294100-603013 (July and August rent)

**BACKGROUND/EXPLANATION:**

The Lease Agreement for the above property expired December 31, 2015.

The Landlord and Tenant are negotiating a new lease agreement for the Tenant's WIC program to remain at the site. Negotiations have taken longer than anticipated. The Department of Health's WIC program will continue to pay rent on a month-to-month basis until a lease agreement has been approved and executed by the

**MINUTES**

Department of Real Estate - cont'd

Board of Estimates. It is expected that the negotiations will be concluded on or before August 31, 2016.

The request is late due to protracted negotiations with new administrative personnel for the Landlord.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved the Expenditure of Funds to authorize the Department of Health's Women, Infant and Children program, Tenant, to continue to pay month-to-month rental expenses, by Expenditure Authorization from June 1, 2016 through August 31, 2016 to Bon Secours Baltimore Health Systems, Inc., Landlord, for the property located at 26 N. Fulton Avenue.

**MINUTES**

Bureau of the Budget and - State Fund Appropriation  
Management Research      Adjustment Order Transfer

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an Appropriation Adjustment Order (AAO) grant transfer within the Baltimore City Health Department from Service 715, (Health Administration) to Service 721 (Senior Centers). The transfer is based upon the supplemental grant award received from the Maryland Department of Aging.

**AMOUNT OF MONEY AND SOURCE:**

\$9,000.00 - From Account: 5000-500017-3001-568000-405001  
Service 715, Health Admin.

To Account: 5000-570516-3024-268400-405001  
Service 721, Senior Centers

**BACKGROUND/EXPLANATION:**

The Board approved the Supplemental Grant Award on June 1, 2016.

The transfer is necessary in order to provide supplemental funding for senior health promotion activities. Initially, special funding was appropriated within an unallocated special fund account in the Fiscal 2017 Ordinance of Estimates. With this appropriation adjustment order, funding will be moved from the unallocated grant source in accordance with the actual grant award.

**APPROVED FOR FUNDS BY FINANCE**

**MINUTES**

Bureau of the Budget and - cont'd  
Management Research

UPON MOTION duly made and seconded, the Board approved the Appropriation Adjustment Order grant transfer within the Baltimore City Health Department from Service 715, (Health Administration) to Service 721 (Senior Centers).

**MINUTES**

Department of Recreation and Parks - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 1 to Murphy & Dittenhafer, Inc. under Project No. 1234, On-Call Architectural Design Services. The period of the Task Assignment is approximately 6 months.

**AMOUNT OF MONEY AND SOURCE:**

\$20,645.55 - 9938-912039-9474-000000-703032

**BACKGROUND/EXPLANATION:**

This task will include schematic design services for Gwynn Falls Division Management Yard.

**MBE/WBE PARTICIPATION:**

**THE CONTRACTOR HAS ACHIEVED THE FOLLOWING PERCENTAGES:**

**MBE:** 23.91%

**WBE:** 9.54%

**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. 1 to Murphy & Dittenhafer, Inc. under Project No. 1234, On-Call Architectural Design Services.



**MINUTES**

Department of Recreation and Parks - Donation Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Donation Agreement with the Parks and People Foundation, Inc. (PPF) and the D&A Dunlevy Landscapers, Inc. The period of the Donation Agreement is effective upon Board approval through Final Acceptance of the Project by the City.

**AMOUNT OF MONEY AND SOURCE:**

No City funds are required.

**BACKGROUND/EXPLANATION:**

The PPF received funding for this project through the Maryland Department of Natural Resources. The PPF will pay the D&A Dunlevy Landscapers, Inc., the Contractor, for all necessary work and expenses associated with this project. This will include the removal of existing impervious surfaces and the beautification of Harlem and Dennison Park, improving the water quality of the Chesapeake Bay watershed in the City.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Donation Agreement with the Parks and People Foundation, Inc. and the D&A Dunlevy Landscapers, Inc. Acting on behalf of the Mayor, the Director of Finance

**ABSTAINED.**

**MINUTES**

Mayor's Office of Human Services (MOHS) - Notice of Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve acceptance of the Notice of Award (NOA) from the Department of Health and Human Services acting through the Office of Head Start. The period of the award is July 1, 2016 through June 30, 2017.

**AMOUNT OF MONEY AND SOURCE:**

\$7,211,078.00 - 4000-486317-1772-180300-603051

**BACKGROUND/EXPLANATION:**

The NOA provides funding to the City to continue to operate the Head Start program of Baltimore City. The Head Start program will serve approximately 759 children in the City.

Under the terms of the grant renewal, the related sub-contracts will be renewed with various organizations throughout the City.

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved acceptance of the Notice of Award from the Department of Health and Human Services acting through the Office of Head Start.

**MINUTES**

Mayor's Office of Human Services - Housing Opportunity for  
Persons with Aids Program  
Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the agreement with Baltimore County. The period of the agreement is July 1, 2015 through June 30, 2018.

**AMOUNT OF MONEY AND SOURCE:**

\$1,325,351.00 - 4000-490816-3571-763202-603051

**BACKGROUND/EXPLANATION:**

The City is the Grantee for the Baltimore Eligible Metropolitan Statistical Area (EMSA), which includes Baltimore County. The City desires to utilize a portion of the grant funds from the U.S. Department of Housing and Urban Development to assist Baltimore County in providing intensive case management services and short-term rental assistance to eligible HIV/AIDS clients in the EMSA.

Baltimore County will use the funds to provide housing assistance and supportive services to individuals or to families who have a family member with AIDS. Baltimore County will serve 85 clients.

**MINUTES**

Mayor's Office of Human Services - cont'd

The agreement is late due to a delay at the administrative level.

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the agreement with Baltimore County.

**MINUTES**

Dept. of Communication Services, - Expenditure of Funds  
Municipal Post Office

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize payment by Expenditure Authorization, to renew the NCOALink Mail Processing License from the United States Postal Service (USPS).

**AMOUNT OF MONEY AND SOURCE:**

\$8,675.00 - 2032-000000-1360-159100-605008

**BACKGROUND AND EXPLANATION:**

The Department of Communication Services, Municipal Post Office (MPO) requires renewal of the NCOA Link license from the USPS to continue to provide updated and accurate address information for mail prepared by the MPO on behalf of the City. With accurate addresses on mail and mail addressed in conformance with USPS regulations, the City can reduce mailing costs. The data used to update addresses is the exclusive property of the USPS and can only be obtained through their licensed products.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized payment by Expenditure Authorization, to renew the NCOALink Mail Processing License from the United States Postal Service.

## MINUTES

Health Department - Agreement, Ratification of an Agreement  
and an Amendment to Agreement

The Board is requested to approve and authorize execution of an agreement, and to ratify the agreement, and the amendment to agreement.

AGREEMENT

1. **BALTIMORE CITY PUBLIC SCHOOLS/BALTIMORE CITY BOARD OF SCHOOL COMMISSIONERS (BCPSS)** **\$12,629,926.00**

Account: 6000-624917-3100-295900-406001

The BCPSS, with the assistance of the Health Department, will continue to provide School Health Suite services to students. The period of the agreement is July 1, 2016 through June 30, 2017.

RATIFICATION OF AGREEMENT

2. **THE JOHNS HOPKINS UNIVERSITY/SCHOOL OF MEDICINE (JHUSOM)** **\$ 37,341.00**

Account: 4000-480316-3150-736901-603051

The JHUSOM provided an epidemiologist to direct the coordination of efforts to expand and enhance Hepatitis C (HCV) surveillance. The epidemiologist managed and analyzed HCV surveillance data to measure HCV testing and diagnosis, and clinical outcomes at the population level among clients served by clinical partners in Baltimore City. This individual also supported data integration efforts. The period of the agreement was July 1, 2015 through June 30, 2016.

The agreement is late because budget revisions delayed its processing.

**MINUTES**

Health Department - cont'd

RATIFICATION OF AMENDMENT TO AGREEMENT

3. **HEALTHY TEEN NETWORK, INC. (HTN)** \$ 10,000.00

Account: 4000-494416-3030-279200-603051

On March 2, 2016, the Board approved the original agreement in the amount of \$15,000.00 for the period of July 1, 2015 through June 30, 2016.

The Department received supplemental funds in the amount of \$10,000.00 for the HTN to provide a one-day training for the Maryland State Personal Responsibility Education Program grantees. This made the total contract award \$25,000.00. All other terms and conditions of the original agreement remain unchanged.

The amendment to agreement is late because the Department was waiting for signatures.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED (EXCEPT ITEM NO. 1) AND HAD NO OBJECTION.**

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

**MINUTES**

Health Department - Revised Notice of Award  
and Cooperative Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Revised Notice of Award (NoA) and Cooperative Agreement with the Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for HIV, Viral Hepatitis, STDs and TB Prevention.

**AMOUNT OF MONEY AND SOURCE:**

\$139,793.00 - 4000-422116-3030-271400-404001

**BACKGROUND/EXPLANATION:**

On January 13, 2016, the Board approved the initial NoA and Cooperative Agreement in the amount of \$46,598.00 for the period January 1, 2016 through December 31, 2016.

The revised NoA in the amount of \$139,793.00 is for partial funding to support the TB clinical services. This makes the total award \$186,391.00. All other terms and conditions remain in effect throughout the budget period, unless changed in writing by the Grants Management Officer.

The Revised NoA is late because it was delayed during the Department's administrative review process.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**



**MINUTES**

Health Department - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Revised Notice of Award and Cooperative Agreement with the Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for HIV, Viral Hepatitis, STDs and TB Prevention.

**MINUTES**

Health Department - Employee Expense Statement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Employee Expense Statement for Mr. Elmer Carmon for mileage for the month of December 2015.

**AMOUNT OF MONEY AND SOURCE:**

\$369.75 - 1001-000000-3030-271600-603002

**BACKGROUND/EXPLANATION:**

Mr. Carmon failed to submit the expense form for December 2015. He did submit the expense form in February, however it was lost. The expense form is now outside of the guidelines set forth by AM 240-11. The Department apologizes for the lateness of this request.

The Administrative Manual, in Section 240-11, states that Employee Expense Reports that are submitted more than 40 work days after the last calendar day of the month in which the expenses were incurred require Board of Estimates approval.

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

UPON MOTION duly made and seconded, the Board approved the Employee Expense Statement for Mr. Elmer Carmon for mileage for the month of December 2015.

**MINUTES**

Mayor's Office On Criminal Justice - Grant Adjustment Notice

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of a Grant Adjustment Notice (GAN) from Governor's Office of Crime Control and Prevention. The GAN extends the period of the grant through February 28, 2017.

**AMOUNT OF MONEY AND SOURCE:**

\$0.00 - 4000-472813-2252-690700-600000

**BACKGROUND/EXPLANATION:**

The GAN changes the date of the agreement from October 1, 2012 through August 31, 2016 to October 1, 2012 through February 28, 2017, allowing for additional time to continue programming and fully expend the funding. This is a no-cost extension. There are no other changes to the terms of the grant agreement.

On February 6, 2013, the Board approved a Grant for the "McElderry Park Revitalization Coalition" in the amount of \$938,773.00. This program aims to improve community safety by designing and implementing effective, comprehensive approaches to addressing crime within targeted neighborhoods.

On July 29, 2015, the Board approved the GAN changing the term of the original agreement from October 1, 2012 through September 30, 2015 to October 1, 2012 through August 31, 2016.

**MBE/WBE PARTICIPATION:**

N/A

**MINUTES**

Mayor's Office On Criminal Justice - cont'd

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS NOTED THE TIME EXTENSION.**

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the Grant Adjustment Notice from the Governor's Office of Crime Control and Prevention.

**MINUTES**Department of Planning - Report on Previously  
Approved Transfers of Funds

At previous meetings, the Board of Estimates approved Transfers of Funds 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. Today, the Board is requested to **NOTE 29** favorable reports by the Planning Commission at its meeting on July 14, 2016, on Transfers of Funds approved by the Board of Estimates at its meetings on June 29 and July 13, 2016.

The Board **NOTED 29** favorable reports by the Planning Commission at its meeting on July 14, 2016, on Transfers of Funds approved by the Board of Estimates at its meetings on June 29 and July 13, 2016.

## MINUTES

Department of Planning - Grant Agreements

The Board is requested to approve and authorize execution of the various Grant Agreements for the Bacterial Monitoring Program. The period of the agreement is effective upon Board approval for one year.

1. **BLUE WATER BALTIMORE, INC. (BWB)** **\$ 40,000.00**

Account: 9905-926005-9188-900000-703032

The funds from this program are drawn from the City's Critical Area Management Program offset fee fund, which developers pay into when they disturb land close to the waterfront and cannot meet mitigation requirements on site. BWB is a non-profit comprised of our four former watershed associations plus the Harbor Waterkeeper. Grantees are chosen via an open application process, with the goals of improving water quality by reducing stormwater pollution, conserving, and protecting wildlife habitat, and improving quality of life for the citizens of Baltimore. All grant allocations are pre-approved by the State's Critical Area Commission.

Under this agreement, the BWB will run a program to monitor water quality in Baltimore City's streams and the Inner Harbor, and report the results to the City and the public. BWB will monitor bacteria levels in Baltimore's streams and Inner Harbor at 49 sites by taking samples and having them analyzed at a State lab. The resultant data will be shared property with the Department of Public Works. Additionally, BWB will maintain a website to communicate information about water quality with the public. BWB is uniquely positioned to do this work because of their long history in the field of water quality in Baltimore City, and their trusted status as public educators and ambassadors between residents and government.

## MINUTES

Department of Planning - cont'd

2. **BALTIMORE GREEN SPACE: A LAND TRUST** **\$20,000.00**  
**FOR COMMUNITY-MANAGED OPEN SPACE, INC.**  
**D/B/A BALTIMORE GREEN SPACE (BGS)**

Account: 9905-922004-9188-900000-703032

The funds from this program are drawn from the City's Critical Area Management Program offset fee fund, which developers pay into when they disturb land close to the waterfront and cannot meet mitigation requirements onsite. The BGS is a non-profit created in 2007 to preserve and support community-managed open spaces in Baltimore City. Grantees are chosen via an open application process, with the goals of improving water quality by reducing stormwater pollution, conserving and protecting wildlife habitat, and improving quality of life for the citizens of Baltimore. All grant allocations are pre-approved by the State's Critical Area Commission.

Under this agreement, the BGS will run a program to mentor forest patch stewards, host stewardship events, produce training materials for forest patch stewards, and clear invasive plants, and re-establish healthy understory vegetation in forest patches in Baltimore City. The BGS will work with between five and nine community-managed forest patches in Baltimore City, depending on the intensity of work needed at each site. In order to clear invasive plants and put in place management practices to prevent their return; to educate residents on forest management practices; and to continue to develop and implement their ongoing program to support stewardship and invasive plant management in Baltimore's forest patches.

## MINUTES

Department of Planning - cont'd

The BGS is uniquely positioned to do this work because of their excellent record of accomplishments and reputation at fostering citizen stewardship of community-managed green spaces.

3. **PARKS AND PEOPLE FOUNDATION, INC. (PPF) \$11,427.24**

Account: 9905-922004-9188-900000-703032

The funds from this program are drawn from the City's Critical Area Management Program offset fee fund, which developers pay into when they disturb land close to the waterfront and cannot meet mitigation requirements on site. The PPF is a non-profit formed in 1984 to improve the physical and social environment in Baltimore City. Grantees are chosen via an open application process, with the goals of improving water quality by reducing stormwater pollution, conserving and protecting wildlife habitat, and improving quality of life for the citizens of Baltimore. All grant allocations are pre-approved by the State's Critical Area Commission.

Under this agreement, the PPF in collaboration with the Westport Neighborhood Association will remove approximately 2.79 acres of invasive species to create a riparian buffer of native species. The project site is located directly adjacent to the Gwynns Falls waterway. Approximately 50 volunteers will remove 2,000 lbs. of trash from three vacant lots. The projected amount of nutrients and solids that will be captured by the newly planted native species are as follows: 232.44 lbs./yr. of Total Suspended Solids, 0.74 lbs./yr. of Phosphorus, and 10.52 lbs./yr. of Nitrogen.



## MINUTES

Department of Planning - cont'd

4. **WATERFRONT PARTNERSHIP OF BALTIMORE, INC. (WATERFRONT PARTNERSHIP)** **\$15,500.00**

Account: 9905-926005-9188-900000-703032

The funds from this program are drawn from the City's Critical Area Management program offset fee fund, which developers pay into when they disturb land close to the waterfront and cannot meet mitigation requirements on site.

Waterfront Partnership is a non-profit that was formed to respond to issues related to maintenance and management of Baltimore's Inner Harbor, and which spearheaded crucial environmental efforts related to water quality and environmental awareness. Grantees are chosen via an open application process, with the goals of improving wildlife habitat, and improving quality of life for the citizens of Baltimore. All grant allocations are pre-approved by the State's Critical Area Commission.

Under this agreement, the Waterfront Partnership will run a program to install 360 oyster cages in Baltimore City's Inner Harbor, train at least 200 volunteers to maintain them, and transport the mature oysters to the Fort Carroll Oyster Sanctuary. The Waterfront Partnership will also host the Great Baltimore Oyster Festival attended by over 1,500 people, and educate the public about the role of marine life in water quality. The Waterfront Partnership was awarded Critical Area funds in 2014 and 2015 for a similar oyster stewardship project, which was successful.

**MINUTES**

Department of Planning - 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 foregoing Grant Agreements for the Bacterial Monitoring Program. Acting on behalf of the Mayor, the Director of Finance **ABSTAINED** on item no. 3.

**MINUTES**

Department of Planning (DoP) - Grant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Grant Agreement with Poe Baltimore, Inc. The period of the Grant Agreement is effective upon Board approval.

**AMOUNT OF MONEY AND SOURCE:**

\$21,345.29 - 1001-000000-0000-000000-125011

**BACKGROUND/EXPLANATION:**

On August 24, 2011, the Board approved a consultant agreement between the DoP and Cultural Resources Management Group (CRMG) in which the CRMG created a strategic and operational plan for insuring the financial sustainability of the Edgar Allen Poe House Museum. The CRMG recommended the creation of a new entity, Poe Baltimore, Inc., to provide oversight of the Museum's daily operations.

On October 3, 2012, the City engaged the Baltimore & Ohio Railroad Museum (B&O) to provide professional support to Poe Baltimore, Inc. with its incorporation as a 501(c)(3) organization; provided administrative and financial oversight; recruited board members, developed a fundraising plan and membership database; and physically prepared the Museum for new interpretation and re-opening on October 5, 2013.

This grant agreement will allow the City to issue a one-time payment of funds that were generated from many years of fundraising and charitable donations for the Museum. These funds will help with the daily operations of the Museum, which is open for visitors at least two days a week between April and December.

MINUTES

DoP - 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 Grant Agreement with Poe Baltimore, Inc.

MINUTES

Parking Authority of - Second Amendment to Parking Facility  
 Baltimore City (PABC) Operations and Management Agreement

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The Board is requested to approve and authorize execution of the Second Amendment to the Parking Facility Operations and Management Agreement with Impark/Danas Parking LLC for the following four parking garages:

<u>Facility</u>		<u>Location</u>
a. <b><u>Arena Garage:</u></b>		99 Howard Street
	Original Agreement + <u>1<sup>st</sup> Amendment</u>	<u>Account Number</u>
Second <u>Amendment</u>		
\$443,333.00	\$ 827,204.00	2075-000000-2321-407200-603016 Maintenance & Repair
3,600.00	7,200.00	2075-000000-2321-407200-603026 Management & Incentive
<u>108,000.00</u>	<u>204,000.00</u>	2075-000000-2321-407200-603038
<b><u>\$554,933.00</u></b>	<b><u>\$1,038,404.00</u></b>	Security
b. <b><u>Marriott Garage:</u></b>		405 W. Lombard Street
	Original Agreement + <u>1<sup>st</sup> Amendment</u>	<u>Account Number</u>
Second <u>Amendment</u>		
\$426,079.00	\$763,804.00	2075-000000-2321-407000-603016 Maintenance & Repair
3,600.00	7,200.00	2075-000000-2321-407000-603026 Management & Incentive

## MINUTES

PABC - cont'd

<u>Facility</u>		<u>Location</u>
60,000.00	120,000.00	2075-000000-2321-407000-603038
<b>\$489,679.00</b>	<b>\$891,004.00</b>	Security
c. <b><u>Penn Station Garage:</u></b> 1511 N. Charles Street		
<u>Second Amendment</u>	<u>Original Agreement + 1<sup>st</sup> Amendment</u>	<u>Account Number</u>
\$511,065.00	\$ 927,391.00	2075-000000-2321-407600-603016
		Maintenance & Repair
3,600.00	7,200.00	2075-000000-2321-407600-60302
		Management & Incentive
75,000.00	159,000.00	2075-000000-2321-407600-603038
<b>\$589,665.00</b>	<b>\$1,093,591.00</b>	Security
d. <b><u>Redwood Street Garage:</u></b> 11 S. Eutaw Street		
<u>Second Amendment</u>	<u>Original Agreement + 1<sup>st</sup> Amendment</u>	<u>Account Number</u>
\$ 391,859.00	\$ 741,084.00	2076-000000-2321-253900-603016
		Maintenance & Repair
3,600.00	7,200.00	2076-000000-2321-253900-603026
		Management & Incentive
60,000.00	120,000.00	2076-000000-2321-253900-603038
<b>\$ 455,459.00</b>	<b>\$ 868,284.00</b>	Security

## MINUTES

PABC - cont'd

Under the original agreement, compensation to Impark/Danas LLC was based on a monthly base management fee, and a calculation for the incentive fee with reimbursement for approved operating expenses at the parking facilities. The second amendment, authorizes required additional funding to pay for anticipated operating expenses and to compensate the Impark/Danas LLC during the extended term upon the original compensation structure.

The term of the Original Agreement was twelve months, from August 1, 2013 to July 31, 2014 with a PABC option to extend for an additional 12 months, that was exercised in 2014. The First Amendment extended the term through July 31, 2016. This Second Amendment will extend the term for twelve months through July 31, 2017.

In addition, this second amendment will allow the Bureau of Purchases to incorporate the recently developed local, small, minority, and women-owned business initiatives into the solicitation for management services at this facility.

**MBE/WBE PARTICIPATION:**

Management Services for Arena, Penn, Marriott, and Redwood Garages with Impark/Danas Parking, LLC:

	<u>Commitment</u>	<u>Performed</u>	
<b>MBE:</b> Xecutive Security Investigation, Inc.	27%	\$130,650.00	42.4%
<b>WBE:</b> AJ Stationers, Inc.		\$ 9,429.00	3.1%
Tote-It, Inc.		2,135.00	.7%
Jan Ferguson, Inc.		22,866.03	7.4%
Sign Solutions, Inc.		<u>1,654.00</u>	<u>.5%</u>
d/b/a Sign-A-Rama	10%	<b>\$ 36,084.03</b>	<b>11.7%</b>

**MINUTES**

PABC - cont'd

**MWBOO FOUND VENDORS IN COMPLIANCE.**

**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 Second Amendment to the Parking Facility Operations and Management Agreement with Impark/Danas Parking LLC for the foregoing four parking garages.



**MINUTES**

Parking Authority of - Expenditure of Funds  
Baltimore City (PABC)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the expenditure of funds to pay Cale America, Inc. (Cale).

**AMOUNT OF MONEY AND SOURCE:**

\$54,625.00 - 5800-2075-000000-408700-603026

**BACKGROUND/EXPLANATION:**

The Board approved the Meter Maintenance Agreement on May 26, 2010, and an amendment to the Maintenance Agreement on February 5, 2014 that allowed for ADA upgrades and set the cost of the upgrade, and one-year extensions of the Maintenance Agreement on May 27, 2015 and June 1, 2016.

Cale has provided and installed the EZ Park Meters since 2004, and the meters were ADA compliant until new ADA standards were issued. Cale must provide the required parts and services to upgrade the meters because the equipment is proprietary.

The PABC worked for a number of years with the Mayor's Commission on Disabilities to improve the parking situation in Baltimore for people with disabilities. With the Mayor's Commission on Disabilities, the PABC has developed a program called Project SPACE to address this problem.

The goal of Project SPACE is to make all parking meters ADA compliant and provide hundreds of reserved on-street parking spaces for people with disabilities while requiring all parkers to pay for metered parking, including those displaying a disability placard or license plate.

**MINUTES**

PABC - cont'd

Phase 1 of Project SPACE was launched in the Central Business District (Franklin Street to the north, President Street to the East, Pratt Street/Key Highway to the South and Martin Luther King, Jr. Boulevard to the West) on July 13, 2014. Persons that had been abusing disability placards for the free parking that the placards previously provided, no longer have the incentive to park all day at meters, resulting in more turnover and availability of metered parking spaces. Phase 1 of Project SPACE also provided a steep decline in thefts of disability placards in the City from 23 per month prior to Phase 1, to fewer than 3 per month after commencement of Phase 1. Phase 1 of Project SPACE has exceeded expectations, leading to Phase 2 in Harbor East and Fells Point.

This expenditure of funds will allow for upgrades to 95 of the existing EZ Park meters so that the PABC may begin Phase 2 of Project SPACE.

**MBE/WBE PARTICIPATION:**

The MBE/WBE participation goals were waived under the original agreement because of the sole source nature of work.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved the expenditure of funds to pay Cale America, Inc.

**MINUTES**

Office of the President - Governmental/Charitable  
Solicitation Application

**ACTION REQUESTED OF B/E:**

The Board is requested to endorse a Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City to permit Mr. Bernard C. "Jack" Young, City Council President and staff, to solicit donations from area leaders to fund the enhancement of recreational and instructional programs offered to Baltimore City youth and seniors through the Productive Lives Active Youth (P.L.A.Y) Campaign. The period of the campaign is effective upon Board approval through June 30, 2017.

**AMOUNT OF MONEY AND SOURCE:**

No general funds are involved in this transaction.

**BACKGROUND/EXPLANATION:**

The donations will be solicited from Baltimore-area business and civic leaders. A potential donor list will be comprised of individuals and corporate entities that contribute to the cultural vitality of Baltimore City such as restaurants, art and music venues, universities, etc. Most of the individual and corporate entities fitting that description are not controlled donors. However, those potential donors who are controlled donors with respect to the City Council or the Board of Estimates will not be targeted or singled-out in any way and will be solicited, if at all, in the same manner as all other potential donors.

## MINUTES

Office of the President - cont'd

In order to adequately prepare youth to thrive academically, socially, and emotionally in the future, they must be provided a wide range of opportunities to strengthen their self-confidence, develop latent leadership skills, and to learn from positive role models.

Due to current budget restraints, the Department of Recreation and Parks and the Health Department are limited in the diversity and scope of services they can provide to youth and senior citizens.

These constituency groups require social, recreational, and rehabilitative programs that should not be reduced or eliminated because of a limited City budget. Therefore, the Council President's goal is to solicit private donations to increase and enhance the selection of recreational and instructional programs offered to these individuals.

The P.L.A.Y. Campaign seeks to enhance the recreational experience through the beautification of centers and the development of program offerings including, but not limited to team and individual sports, swimming, movie screenings, cooking classes, talent and variety shows, theatre productions, academic monitoring, issue forums, senior symposiums, and arts and crafts activities.

In most instances, the recreational programming supported by the P.L.A.Y. Campaign is offered by local nonprofit organizations. However, all solicitation campaigns for specific purposes and programs intended to be carried out by either the Department of Recreation & Parks or the Baltimore City Health Department must first be approved, in writing, by the Director or Acting

## MINUTES

Office of the President - cont'd

Directors of the affected Department and coordinated with any other ongoing campaigns in support of the Departments' programs.

No donation may be accepted with the conditions as to its use unless that donation and any conditions have been approved, in writing, by the Director or Acting Directors of the Department of Recreation & Parks or the Baltimore City Health Department.

The periodic reports required to be filed with the Ethics Commission will be simultaneously provided to the Director of Recreation & Parks and the Baltimore City Health Department when specific fundraising efforts have been approved by the respective Directors.

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

**MINUTES**

Office of the President - cont'd

UPON MOTION duly made and seconded, the Board endorsed the Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City to permit Mr. Bernard C. "Jack" Young, City Council President and staff, to solicit donations from area leaders to fund the enhancement of recreational and instructional programs offered to Baltimore City youth and seniors through the Productive Lives Active Youth Campaign. The President **ABSTAINED**.

**MINUTES**

Department of Transportation - Developer's Agreement No. 1458

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Developer's Agreement No. 1458 with 3244 Eastern, L.L.C., Developer.

**AMOUNT OF MONEY AND SOURCE:**

\$184,400.00

**BACKGROUND/EXPLANATION:**

The developer will install new storm drain connection to its proposed new building located in the vicinity of 3232 Eastern Avenue. This agreement will allow the organization to do its own installation in accordance with Baltimore City standards.

A Performance Bond in the amount of \$184,400.00 has been issued to 3244 Eastern, L.L.C., which assumes 100% of the financial responsibility.

**MBE/WBE PARTICIPATION:**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of Developer's Agreement No. 1458 with 3244 Eastern, L.L.C., Developer.

**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. 3023 Elliott St.	James A. Baker	Retain two flat signs 7' x 3' ea., one planter 3'5" x 6'9", and one egress stairway
Annual Charge: \$385.36		
2. 1010 Morton St.	1010 Morton Street, Flat sign 304" x 24" LLC	
Flat Charge: \$425.54		
3. 2112 E. Monument St.	Ulman Cancer Fund For Young Adults, Inc.	ADA Ramp 26' x 5'
Flat Charge: \$70.30		
4. 3200 Saint Paul St.	The Johns Hopkins University	Two bracket signs 9 sf. each, one single face electric sign 18.7 sf., and two flat signs, one @ 31 sf., one @ 35 sf.
Annual Charge: \$558.70		



**MINUTES**

Department of Transportation - cont'd

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

There being no objection, 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. 2 to Whitman, Requardt & Associates, LLP, under Project No. 1225, On-Call Design Services for Resurfacing and Reconstruction. The duration of the Task is two months.

**AMOUNT OF MONEY AND SOURCE:**

\$104,560.00 - 1001-000000-5015-382300-603026

**BACKGROUND/EXPLANATION:**

This authorization will allow the Consultant to continue to provide technical assistance in connection with FEMA documentation preparation.

**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 AND 10% WBE.**

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**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 the Assignment of Task No. 2 to Whitman, Requardt & Associates, LLP, under Project No. 1225, On-Call Design Services for Resurfacing and Reconstruction. The President voted **NO**.

**MINUTES**

Department of Transportation - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Assignment of Task No. 4 to STV, Incorporated, under Project No. 1191, On-Call Design Consultant Services for Federal Aid Resurfacing and Reconstruction Projects. The duration of the Task is approximately 540 days.

**AMOUNT OF MONEY AND SOURCE:**

\$239,480.50 - 9950-929004-9508-900010-703032

**BACKGROUND/EXPLANATION:**

This authorization provides for the Consultant to provide engineering service for the design of Belair Road and Frankford Avenue. Node improvements from Cook Avenue to LaSalle Avenue; traffic signals improvement to Belair Road and Frankford Avenue intersection and preparation of contract documents for construction work.

The scope of services includes roadway resurfacing, significant base repairs, new signing and pavement marking, landscaping, roadway and pedestrian lighting, traffic signals improvements, bumpouts, ADA ramps, conduit, sidewalks and utility works. The design will also include stormwater management, erosion and sediment control measures and maintenance of traffic.

**DBE PARTICIPATION:**

The Consultant will comply with Title 39 Code of Federal Regulations parts 26 (49CRF26) and the DBE goals established in the original agreement.

**DBE 25%**

MINUTES

Department of Transportation - cont'd

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>
\$220,322.06 FED	9950-926004-9509 Construction Reserve Belair Road Complete Streets	
55,080.52 GF HUR	" "	
<u>\$275,402.58</u>	-----	9950-929004-9508-3 Design Belair Road Complete Streets

This transfer will fund the costs associated with Task No. 4, Project 1191, On-Call Design Consultant Services for Federal Aid Resurfacing and Reconstruction with STV, Inc.

UPON MOTION duly made and seconded, the Board approved the Assignment of Task No. 4 to STV, Incorporated, under Project No. 1191, On-Call Design Consultant Services for Federal Aid Resurfacing and Reconstruction Projects. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from

## MINUTES

Department of Transportation - cont'd

the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter. The President voted **NO**.

**MINUTES**

Department of Transportation - Partial Release of Retainage

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Partial Release of Retainage Agreement with Santos Construction Company, Inc. for TR 15004, Reconstruction of Alleys Citywide.

**AMOUNT OF MONEY AND SOURCE:**

\$47,411.60 - 9950-907463-9504-000000-200001

**BACKGROUND/EXPLANATION:**

All work on Contract No. TR 15004, Reconstruction of Alleys Citywide, is substantially completed and all punch list items complete, and the contractor has requested a partial release of retainage in the amount of \$47,411.60. Currently, the City is holding \$49,411.60 in retainage for the referenced project. The remaining \$2,000.00 is sufficient to protect the interests of the City. Pursuant to Section 10.04-81 of the Specifications, a Conditional Inspection for the Contract was held on October 21, 2015.

**MWBOO HAS APPROVED THE RELEASE.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Partial Release of Retainage Agreement with Santos Construction Company, Inc. for TR 15004, Reconstruction of Alleys Citywide.

**MINUTES**

Department of General Services - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Assignment of Task No. 003 to Manns Woodward Studios, Inc. under Project GS 1218, Hampden Library #7 Renovations. The period of the task assignment is approximately 24 months.

**AMOUNT OF MONEY AND SOURCE:**

\$207,134.45 - 9936-919037-9457-900000-703032

**BACKGROUND/EXPLANATION:**

Under this task assignment, Manns Woodward Studios, Inc. will provide the design of renovations to the Hampden Library #7, bid analysis services, and post award services during the construction of this project.

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved the Assignment of Task No. 003 to Manns Woodward Studios, Inc. under Project GS 1218, Hampden Library #7 Renovations.



MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

\* \* \* \* \*

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

UPON MOTION duly made and seconded,

awarded the formally advertised contracts

listed on the following pages:

2812 - 2820

to the low bidders meeting the specifications,

or rejected bids on those as indicated

for the reasons stated.

The Transfer of Funds was approved

SUBJECT to receipt of a favorable report

from the Planning Commission,

the Director of Finance having reported favorably

thereon, as required by the provisions

of the City Charter.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Transportation

- 1. TR 14306, Highlandtown                      Machado Construction    \$ 473,094.97  
    Transit Stop Improvements                Co. Inc.  
    from Highland Avenue  
    to South Eaton Street

DBE: Machado Construction Co. Inc.                      \$260,202.23    55%

**A PROTEST WAS RECEIVED FROM C & N ASSOCIATES, LLC.**

2. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 411,500.00	9950-920008-9509	
Federal	Construction Reserve	
	Highlandtown Complete	
	Sts	
132,559.22	"        "        "	
GF (HUR)		
<hr/>		
<b>\$ 544,059.22</b>		
\$ 473,094.97	-----	9950-946003-9508-6
		Structural & Improvements
47,309.50	-----	9950-946003-9508-5
		Inspection
23,654.75	-----	9950-946003-9508-2
<hr/>		
<b>\$ 544,059.22</b>		Contingencies
		Highlandtown Complete Sts

This transfer will fund the costs associated with the award of Project TR 14306, Highlandtown Transit Stop Improvements from Highland Avenue to South Eaton Street with Machado Construction Company, Inc.

# **C & N Associates, LLC**

**Engineers, General Contractors & Project Managers**  
6920 Hillmeade Road Glenn Dale, Maryland 20769-9303  
Phone (301) 464 – 5973 Fax (301) 464 – 5974

June 24, 2016

The Clerk,  
The Board of Estimates,  
City of Baltimore  
Room 204, City Hall  
100 North Holliday Street  
Baltimore, Maryland 21202

**Reference: Project: TR14306 - Highlandtown Transit Stop Improvement from Highland Avenue  
To South Eaton Street**

**Subject: Protest Letter and Request for Reconsideration**

Dear Sir/Madam,

C & N Associates, LLC hereby submits a formal protest letter after receipt of the letter signed by Ms. Brenda Simmons on behalf of Ms. Laetitia Griffin, Chief Contract Administration/Civil Rights Division of the Department of Transportation stating that "... the Department of Law found your bid submission to be non-compliant for the following reasons that you failed to attach all addenda pages. The City requires each bidder to not only acknowledge receipt of every addendum, but to attach the addendum to the contract documents. It is the bidder's obligation to follow instructions and attach all addenda to the bid."

**Brief:**

The referenced project was a firm fixed price bid. The project was a unit price bid with the schedule of quantities, description of each item with units provided by the Department of transportation, and the Contractors provided their corresponding unit prices and total price. There were two addendums provided in the project. The first addendum dated April 21, 2016 revised **Page XXII – Page XXIII** with **Page XXIir – Page XXIIIr**, and that is Revised Table of Contents of the bid document. It also replaced **Page 1** with **Page 1r** revising the bid due date from April 27, 2016 to May 11, 2016. It asked to Replace **Page 142** with **Page 142r** again revising the bid due date from April 27, 2016 to May 11, 2016. It also is requested to insert **Page 142A**.

The second addendum dated May 6, 2016 provided minutes of the pre-bid meeting held on April 19, 2016 with answers to the questions raised by the contractors. It also requested to Replace **Page 96** with Page **96-R** and that is paragraph 3.3 updated from control strip test to field review by the Engineer. To Replace **Page 99** with **Page 99-R**, and that is updating the warranty period from 4 years to 1 year. To Replace

Page 101 with Page 101-R, that is Updated Asphalt 12.5MM to 9.5MM. To Replace Page 148 with Page 148-R, and that is Updated Asphalt 12.5MM to 9.5MM.

On May 11th, 2016, the extended opening date for all the sealed bids for the above referenced project were publicly opened and announced at about 12:00PM.

There were four (4) General Contractors that submitted their bids. The recorded results of their total prices were as follows:

- 1.) C & N Associates, LLC----- \$465,759.00
- 2.) Machado Construction Company, Inc.----- \$473,094.97
- 3.) Civil Construction, LLC----- \$558,152.00
- 4.) P Flanigan & Sons, Inc. ----- \$572,610.00

**CONCERNS / OBJECTION:**

The addenda both 1 and 2 request TO THE BIDDERS: "PLEASE ATTACH TO YOUR CONTRACT DOCUMENTS. THIS ADDENDUM IS HEREBY MADE A PART OF THE CONTRACT DOCUMENTS ON WHICH THE CONTRACT WILL BE BASED, AND IS ISSUED TO MODIFY, EXPLAIN AND/OR CORRECT THE ORIGINAL DRAWINGS AND SPECIFICATIONS."


It did NOT REQUEST THE BIDDERS TO ATTACH THE ADDENDA AND RETURN IT WITH THEIR BID DOCUMENTS. Moreover, Addendum number 1 & 2 whether or not attached with the bid will not affect the bid price. We acknowledged addenda 1 and 2 to indicate that we received both and utilized the provided information in preparing and submitting our bid. We replaced and inserted the replacement pages as directed by the addendums 1 & 2 and attached them to the contract documents for our record. We replaced the bid sheet page 148 to 148-R contained in ADDENDUM NO. 2 in the price schedule, and provided our unit prices consistent with the revision provided in ADDENDUM NO. 2.

The award of the contract to C & N Associates, LLC an African American owned small business will encourage our growth, in-addition to saving the Baltimore City Tax payers money.

Based on the above, C & N hereby prays for fairness, and request that the owner award the contract to C & N Associates, LLC for their provided bid price.

Thank You.

Sincerely,



Raymond Ihegbe  
(President)

NB: We are requesting to be notified on the date and time when the contract be placed on the agenda of the Board of Estimates at (301) 464-5973 and/or e-mail to [Rcnassociates@verizon.net](mailto:Rcnassociates@verizon.net).

CC: City Purchasing Agent,  
231 East Baltimore Street, Suite 300  
Baltimore, Maryland 21202

Brenda Simmons for  
Laetitia Griffin, Chief  
Contract Administration/Civil Rights Division  
Department of Transportation  
417 E. Fayette Street, 5<sup>th</sup> Floor  
Baltimore, Maryland 21202

Enclosures:

- 1.) Copy of our submitted bid
- 2.) Copy of Addendums 1 & 2
- 3.) Copy of the letter from the Department of Transportation

NOTE: NO INFORMATION OTHER THAN THAT INCLUDED IN OR ATTACHED TO THIS ORIGINAL BID DOCUMENT (WHERE SUCH ATTACHMENT IS PERMITTED) WILL BE USED IN DETERMINING AWARD.

ORIGINAL (NOT TO BE DETACHED)  
NOTICE TO BIDDERS

**DUPLICATE**

CITY OF BALTIMORE  
DEPARTMENT OF TRANSPORTATION  
CONTRACT NUMBER TR14306  
HIGHLANDTOWN TRANSIT STOP IMPROVEMENTS  
FROM HIGHLAND AVENUE TO SOUTH EATON STREET

THE COMPLETE (ORIGINAL)  
CONTRACT BOOK AND  
DUPLICATE OF BID OR  
PROPOSAL MUST BE  
INCLUDED IN THE  
BID ENVELOPE

**III. BID OR PROPOSAL**

Bids Due 04/27/2016

Certified Check or Bank Cashier's Check or Bank Treasurer's Check or Bid Bond Equal to Five Percent (5%) of the Total Bid Submitted.

Days of Completion 180 Consecutive Calendar Days

Liquidated Damages \$1200 per Calendar day

Made this 27th day of APRIL 2016

By C & N ASSOCIATES, LLC  
(Name)

6920 HUMMEADE ROAD, GLEN DALE, MD 20769  
(Address)

The Bidder shall sign below to signify the following:

I/We have received Addendum Nos. 1, 2  
for this Contract.

[Signature], PRESIDENT  
Signature and Title

To The Board of Estimates of Baltimore City:

Gentlemen:

I/We the undersigned Contractor, have familiarized myself/ourselves with the Requirements and Stipulations of the Contract Documents, and the site of the proposed work, and fully understand and appreciate the extent and character of the work to be done under the Contract.

NOTE: NO INFORMATION OTHER THAN THAT INCLUDED IN OR ATTACHED TO THIS ORIGINAL BID DOCUMENT (WHERE SUCH ATTACHMENT IS PERMITTED) WILL BE USED IN DETERMINING AWARD.

ORIGINAL (NOT TO BE DETACHED)  
NOTICE TO BIDDERS

CITY OF BALTIMORE THE COMPLETE (ORIGINAL)  
DEPARTMENT OF TRANSPORTATION CONTRACT BOOK AND  
CONTRACT NUMBER TR14306 DUPLICATE OF BID OR  
HIGHLANDTOWN TRANSIT STOP IMPROVEMENTS PROPOSAL MUST BE  
FROM HIGHLAND AVENUE TO SOUTH EATON STREET INCLUDED IN THE  
BID ENVELOPE

III. BID OR PROPOSAL

Bids Due 05/11/2016

Certified Check or Bank Cashier's Check or Bank Treasurer's Check or Bid Bond Equal to Five Percent (5%) of the Total Bid Submitted.

Days of Completion 180 Consecutive Calendar Days

Liquidated Damages \$1200 per Calendar day


Made this 11<sup>TH</sup> day of MAY 2016

By C&N ASSOCIATES, LLC  
(Name)

6920 HILLMONDE ROAD, GLENN DALE, MD 20769  
(Address)

The Bidder shall sign below to signify the following:

I/We have received Addendum Nos. 1, 2  
for this Contract.

  
\_\_\_\_\_  
Signature and Title PRESIDENT

To The Board of Estimates of Baltimore City:

Gentlemen:  
I/We the undersigned Contractor, have familiarized myself/ourselves with the Requirements and Stipulations of the Contract Documents, and the site of the proposed work, and fully understand and appreciate the extent and character of the work to be done under the Contract.

NOTE: NO INFORMATION OTHER THAN THAT INCLUDED IN OR ATTACHED TO THIS ORIGINAL BID DOCUMENT (WHERE SUCH ATTACHMENT IS PERMITTED) WILL BE USED IN DETERMINING AWARD.

ORIGINAL (NOT TO BE DETACHED)  
NOTICE TO BIDDERS

CITY OF BALTIMORE THE COMPLETE (ORIGINAL)  
DEPARTMENT OF TRANSPORTATION CONTRACT BOOK AND  
CONTRACT NUMBER TR14306 DUPLICATE OF BID OR  
HIGHLANDTOWN TRANSIT STOP IMPROVEMENTS PROPOSAL MUST BE  
FROM HIGHLAND AVENUE TO SOUTH EATON STREET INCLUDED IN THE  
BID ENVELOPE

III. BID OR PROPOSAL

Bids Due 05/11/2016

Certified Check or Bank Cashier's Check or Bank Treasurer's Check or Bid Bond Equal to Five Percent (5%) of the Total Bid Submitted.

Days of Completion 180 Consecutive Calendar Days

Liquidated Damages \$1200 per Calendar day


Made this 11 day of MAY 2016

By C & N ASSOCIATES LLC  
(Name)

6920 HILLMOADE ROAD, GLEN DALE, MD 20769  
(Address)

The Bidder shall sign below to signify the following:

I/We have received Addendum Nos. 1, 2  
for this Contract.

  
Signature and Title

To The Board of Estimates of Baltimore City:

PRESIDENT

Gentlemen:

I/We the undersigned Contractor, have familiarized myself/ourselves with the Requirements and Stipulations of the Contract Documents, and the site of the proposed work, and fully understand and appreciate the extent and character of the work to be done under the Contract.



EXTRA WORK CERTIFICATION  
CITY OF BALTIMORE  
DEPARTMENT OF TRANSPORTATION

CONTRACT NUMBER TR14306

PROJECT HIGHLANDTOWN TRANSIT STOP IMPROVEMENTS FROM HIGHLAND AVENUE  
TO SOUTH EATON STREET

DATE \_\_\_\_\_  
(Preferably as of end of month)

To the Director of Finance:

In reference to the above referenced contract, we hereby certify that as of the above date no extra work or other conditions that would give rise to additional costs have been authorized either in writing, verbally, or otherwise except that which is represented by fully executed Change Orders Expenditure Authorization Requests and that as of the above date we are not aware of any condition that would give rise to any additional claim upon the Mayor and City Council of Baltimore in reference to the above project, EXCEPT AS FOLLOWS:

CERTIFIED CORRECT:

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Date of Certification

By: \_\_\_\_\_  
Authorized Signature

**THIS FORM MUST ACCOMPANY ALL REQUESTS FOR PAYMENTS.**

**ATTENTION ALL BIDDERS:**

**IN ORDER TO RECEIVE FINAL  
CONTRACT AWARD, A VENDOR  
MUST BE REGISTERED ON**

**eMarylandMarketplace.**

**TO REGISTER YOUR COMPANY,  
CONNECT TO**

**[www.emarylandmarketplace.com](http://www.emarylandmarketplace.com)**

**CLICK ON VENDOR  
REGISTRATION AND FOLLOW  
THE INSTRUCTIONS.**

**eMarylandMarketPlace (410) 767-1492.**

**NOTE: There is no fee to register.**

CONTRACT PROVISIONS

F.T.A. NO. MD-04-0033  
CITY OF BALTIMORE CONTRACT NO. TR 14306

PROPOSAL FORM PACKET — FEDERAL

STATE OF MARYLAND  
DEPARTMENT OF TRANSPORTATION  
STATE HIGHWAY ADMINISTRATION  
PROPOSAL FORM

Proposal by C & N ASSOCIATES, LLC  
 Name  
6920 HILLMEADE ROAD  
 Address (Street and/or P.O. Box)  
GLENN DALE, MD 20769  
 City State Zip  
(301) 464-5973 (301) 464-5974  
 A.C. Phone No. A.C. Fax No.

to furnish and deliver all materials and to do and perform all work, in conformance with the Standard Specifications, revisions thereto, General Provisions and the Special Provisions in this contract to BL located in, Ball County, Maryland, for which Invitation for Bids will be received until 12:00 o'clock noon on 27 day of Jan, this work being situated as follows:

To the State Highway Administration  
 BID BOX in Bldg. 4  
 7450 Traffic Drive  
 Hanover, Maryland 21076

In response to the advertisement by the Administration, inviting bids for the work in conformance with the Contract Documents, now on file in the office of the Administration. I/We hereby certify that I/we am/are the only person, or persons, interested in this bid proposal as principals, and that an examination has been made of the work site, the Specifications, the Plans, and Invitation for Bids, including the Special Provisions contained herein. I/We propose to furnish all necessary machinery, equipment, tools, labor and other means of construction, and to furnish all materials required to complete the project at the following unit price or lump sum price.

ITEM NOS.	APPROXIMATE QUANTITIES	DESCRIPTION OF ITEMS AND PRICES BID (IN WRITTEN WORDS)	UNIT PRICE		UNIT PRICE	
			DOLLARS	.CTS	DOLLARS	.CTS
101	1	CCN 100160 LUMP SUM OF _____ ENGINEER'S OFFICE NO. 2 AT _____  PER LUMP SUM	14,842.	00	14,842.	00
102	1	CCN 100470 LUMP SUM OF _____ MAINTENANCE OF TRAFFIC AT _____  PER LUMP SUM	41,847.	00	41,847.	00
103	40	CCN 100510 TON OF _____ GRADED AGGREGATE BASE FOR MAINTENANCE OF TRAFFIC AT _____  PER TON	79.	00	3,160.	00
104	54	CCN 100550 SQUARE FEET OF _____ TEMPORARY TRAFFIC SIGNS HIGH PERFORMANCE WIDE ANGLE RETROREFLECTIVE SHEETING AT _____  PER SQ. FT.	24.	00	1,296.	00
105	4	CCN 100750 EACH OF _____ TYPE III BARRICADE FOR MAINTENANCE OF TRAFFIC AT _____  PER EACH	517.	00	2,068.	00
106	250	CCN 100830 LINEAR FEET OF _____ TEMPORARY ORANGE CONSTRUCTION FENCE AT _____  PER LIN. FT.	4.	00	1,000.	00
107	50	CCN 100840 EACH OF _____ DRUMS FOR MAINTENANCE OF TRAFFIC AT _____  PER EACH	121.	00	6,050.	00

NOTE - THIS PROPOSAL SHALL BE FILLED IN BY THE BIDDER WITH THE PRICES WRITTEN IN WORDS AND NUMERALS, AND THE EXTENSIONS SHALL BE MADE BY HIM FOR COMPLETE INFORMATION CONCERNING THESE ITEMS SEE SPECIFICATIONS SPECIAL PROVISIONS, AND CONTRACT FORM

E.T.A. PROJECT NO. MD-04-0033  
CITY OF BALTIMORE CONTRACT NO. TR14306  
**SCHEDULE OF PRICES**

ITEM NOS.	APPROXIMATE QUANTITIES	DESCRIPTION OF ITEMS AND PRICES BID (IN WRITTEN WORDS)	UNIT PRICE		UNIT PRICE	
			DOLLARS	.CTS	DOLLARS	.CTS
108	1	CCN 101040 LUMP SUM OF _____ CONSTRUCTION STAKEOUT AT _____ PER LUMP SUM	16,224.	00	16,224.	00
109	1	CCN 101050 LUMP SUM OF _____ MOBILIZATION AT _____ PER LUMP SUM	55,620.	00	55,620.	00
		END OF CATEGORY NO. 1 NO ALTERNATES.				
		_____				
		END OF CATEGORY NO. 2 NO ALTERNATES.				
		_____				
301	1	CCN 303670 EACH OF _____ INLET PROTECTION AT _____ PER EACH	1,606.	00	1,606.	00
		END OF CATEGORY NO. 3 NO ALTERNATES.				
		_____				
		END OF CATEGORY NO. 4 NO ALTERNATES.				
		_____				

NOTE - THIS PROPOSAL SHALL BE FILLED IN BY THE BIDDER WITH THE PRICES WRITTEN IN WORDS AND NUMERALS, AND THE EXTENSIONS SHALL BE MADE BY HIM, FOR COMPLETE INFORMATION CONCERNING THESE ITEMS SEE SPECIFICATIONS SPECIAL PROVISIONS, AND CONTRACT FORM

F.T.A PROJECT NO. MD-04-0033  
CITY OF BALTIMORE CONTRACT NO. TR14306  
**SCHEDULE OF PRICES**

ITEM NOS.	APPROXIMATE QUANTITIES	DESCRIPTION OF ITEMS AND PRICES BID (IN WRITTEN WORDS)	UNIT PRICE		UNIT PRICE	
			DOLLARS	CTS	DOLLARS	CTS
501	5,047	CCN 500000 SQUARE FEET OF ----- DECORATIVE SYNTHETIC HOT APPLIED STAMPED SURFACE CROSSWALK AT ----- PER SQ. FT.	3	00	15,141	00
502	1,000	CCN 500000 SQUARE YARD OF ----- 3 INCH CRUSHER RUN AGGREGATE CR-6 AT ----- PER SQ. YD.	13	00	13,000	00
503	533	CCN 500000 LINEAR FEET OF ----- PORTLAND CEMENT CONCRETE FOR SLOT BACKFILL AT ----- PER LIN. FT.	12	00	6,396	00
504	81	CCN 500000 TON OF ----- SUPERPAVE ASPHALT 9.5 MM PG 64S-22 FOR SURFACE, LEVEL 2 AT ----- PER TON	245	00	19,845	00
505	145	CCN 500030 SQUARE YARD OF ----- 6 INCH CRUSHER RUN AGGREGATE CR-6 AT ----- PER SQ. YD.	23	00	3,335	00
506	986	CCN 501280 LINEAR FEET OF ----- REMOVAL OF EXISTING PAVEMENT MARKINGS, ANY WIDTH AT ----- PER LIN. FT.	4	00	3,944	00
507	1,765	CCN 501300 LINEAR FEET OF ----- 5 INCH WHITE PERMANENT PREFORMED PAVEMENT MARKINGS AT ----- PER LIN. FT.	5	00	8,825	00

NOTE: CONTRACTOR SHALL BE RESPONSIBLE FOR THE REPAIRS TO THE EXISTING SYSTEMS, TO WORKS, AND MATERIALS, AND THE EXISTING SYSTEMS SHALL BE MAINTAINED THROUGHOUT THE CONSTRUCTION PERIOD. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION AND MAINTENANCE OF ALL UTILITIES AND STRUCTURES UNDER THE CONTRACT.

**SCHEDULE OF PRICES**  
 DEPARTMENT OF TRANSPORTATION CONTRACT NO. TR14306

F.T.A. PROJECT NO. MD-04-0033  
 CITY OF BALTIMORE CONTRACT NO. TR14306  
**SCHEDULE OF PRICES**

NOTE - THIS PROPOSAL SHALL BE FILED IN BY THE BIDDER WITH THE PRICES WRITTEN IN WORDS AND NUMERALS, AND THE EXTENSIONS SHALL BE MADE BY HIM, FOR COMPLETE INFORMATION CONCERNING THESE ITEMS SEE SPECIFICATIONS SPECIAL PROVISIONS, AND CONTRACT FORM

ITEM NOS.	APPROXIMATE QUANTITIES	DESCRIPTION OF ITEMS AND PRICES BID (IN WRITTEN WORDS)	UNIT PRICE		UNIT PRICE	
			DOLLARS	.CTS	DOLLARS	.CTS
508	198	CCN 501370				
		LINEAR FEET OF _____ 24 IN HEAT APPLIED WHITE PERMANENT PREFORMED THERMOPLASTIC PAVEMENT MARKINGS AT _____ PER LIN. FT.	16.	00	3,168.	00
		END OF CATEGORY NO. 5 NO ALTERNATES.				
601	156	CCN 600530				
		LINEAR FEET OF _____ SPECIAL TYPE A COMBINATION CURB AND GUTTER 6 IN HEIGHT X 10 IN GUTTER AT _____ PER LIN. FT.	99.	00	15,444.	00
602	709	CCN 600540				
		LINEAR FEET OF _____ SPECIAL BC TYPE A CURB 6 IN. X 20 IN. AT _____ PER LIN. FT.	54.	00	38,286.	00
603	8,993	CCN 601360				
		SQUARE FEET OF _____ 5 INCH CONCRETE SIDEWALK AT _____ PER SQ. FT.	12.	00	107,916.	00
604	268	CCN 601400				
		SQUARE FEET OF _____ DETECTABLE WARNING SURFACE FOR RAMPS AT _____ PER SQ. FT.	49.	00	13,132.	00

F.T.A. PROJECT NO. MD-04-0033  
 CITY OF BALTIMORE CONTRACT NO. TR14306  
**SCHEDULE OF PRICES**

NOTE - THIS PROPOSAL SHALL BE FILLED IN BY THE BIDDER WITH THE PRICES WRITTEN IN WORDS AND NUMERALS, AND THE EXTENSIONS SHALL BE MADE BY HIM, FOR COMPLETE INFORMATION CONCERNING THESE ITEMS SEE SPECIFICATIONS SPECIAL PROVISIONS, AND CONTRACT FORM

ITEM NOS.	APPROXIMATE QUANTITIES	DESCRIPTION OF ITEMS AND PRICES BID (IN WRITTEN WORDS)	UNIT PRICE		UNIT PRICE	
			DOLLARS	.CTS	DOLLARS	.CTS
		END OF CATEGORY NO. 6 NO ALTERNATES.				
		_____	_____	_____	_____	_____
701	6	CCN 700940 EACH OF _____ BUS SHELTER AT _____ PER EACH	10,775.	00	64,650.	00
		END OF CATEGORY NO. 7 NO ALTERNATES.				
		_____				
801	6	CCN 800240 EACH OF _____ SQUARE PERFORATED TUBULAR STEEL SIGN POST AT _____ PER EACH	214.	00	1,284.	00
802	6	CCN 800250 EACH OF _____ SQUARE TUBULAR STEEL ANCHOR BASE AT _____ PER EACH	107.	00	642.	00
803	138	CCN 800270 SQUARE FEET OF _____ SHEET ALUMINUM SIGNS AT _____ PER SQ. FT.	31.	00	4,278.	00



ITEM NOS.	APPROXIMATE QUANTITIES	DESCRIPTION OF ITEMS AND PRICES BID (IN WRITTEN WORDS)	UNIT PRICE		UNIT PRICE	
			DOLLARS	.CTS	DOLLARS	.CTS
804	138	CCN 800320 SQUARE FEET OF _____ REMOVE EXISTING GROUND MOUNTED SIGNS AND SUPPORTS AT _____ PER SQ. FT.	20.	00	2,760.	00
		END OF CATEGORY NO. 8 NO ALTERNATES.				
TOTAL BID		(USING THE FOLLOWING ITEMS) 101-109, 301, 501-508, 601-604, 701, & 801-804.	465,759	00	465,759	00

RI

RI

\$465,759.00

NOTE - THIS PROPOSAL SHALL BE FILLED IN BY THE BIDDER WITH THE PRICES WRITTEN IN WORDS AND NUMERALS, AND THE EXTENSIONS SHALL BE MADE BY HIM, FOR COMPLETE INFORMATION CONCERNING THESE ITEMS SEE SPECIFICATIONS SPECIAL PROVISIONS, AND CONTRACT FORM

F.T.A. PROJECT NO. MD-04-0033  
CITY OF BALTIMORE CONTRACT NO. TR14306  
SCHEDULE OF PRICES

ITEM NOS.	APPROXIMATE QUANTITIES	DESCRIPTION OF ITEMS AND PRICES BID (IN WRITTEN WORDS)	UNIT PRICE		UNIT PRICE	
			DOLLARS	.CTS	DOLLARS	.CTS
804	138	CCN 800320 SQUARE FEET OF _____ REMOVE EXISTING GROUND MOUNTED SIGNS AND SUPPORTS AT _____ PER SQ. FT.	20.	00	2,760.	00
		END OF CATEGORY NO. 8 NO ALTERNATES.				
	<b>TOTAL BID</b>	(USING THE FOLLOWING ITEMS) 101-109, 301, 501-508, 601-604, 701, & 801-804.	471,915.	00	471,915.	00

NOTE - THIS PROPOSAL SHALL BE FILLED IN BY THE BIDDER WITH THE PRICES WRITTEN IN WORDS AND NUMERALS, AND THE EXTENSIONS SHALL BE MADE BY HIM, FOR COMPLETE INFORMATION CONCERNING THESE ITEMS SEE SPECIFICATIONS SPECIAL PROVISIONS, AND CONTRACT FORM

F.T.A. PROJECT NO. MD-04-0033  
CITY OF BALTIMORE CONTRACT NO. TR14306  
**SCHEDULE OF PRICES**



**CONTRACT PROVISIONS**  
**PROPOSAL FORM PACKET — FEDERAL**

**GENERAL MATERIAL REQUIREMENTS**

**CONVICT PRODUCED MATERIALS**

Section 1019 of the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) clarifies that materials produced by convict labor after July 1, 1991 may not be used for Federal-aid highway construction projects unless produced at a prison facility producing convict made materials for Federal-aid construction projects prior to July 1, 1987.

**CONTRACT PROVISION BUY AMERICA**

This section only applies to projects partially or totally financed with Federal funds. The Contractor shall comply with Section 165 of the Surface Transportation Assistance Act of 1982 as amended by Section 1041(a) and 1048(a) of the Intermodal Surface Transportation Efficiency Act of 1991 (codified by SAFETEA-LU, §1903 as 23 U.S.C 313) with regard to the furnishing and coating of iron and steel products.

The Contract, if awarded, will be awarded to the responsive and responsible bidder who submits the lowest total bid for the Contract based on furnishing Domestic Products unless such bid exceeds the lowest total bid based on furnishing Foreign Products by more than twenty five percent (25%). Foreign Products will not be permitted to be used as a substitution for Domestic ones after the bid has been awarded.

Furnish steel or iron construction materials, including coating, for permanently incorporated work according to 23 CFR 635.410 and as follows:

- (a) All manufacturing processes of steel or iron materials in a product, including coating; and any subsequent process that alters the steel or iron material's physical form or shape, changes its chemical composition, or the final finish; are to occur within the United States (One of the 50 States, the District of Columbia, Puerto Rico, or in territories and possessions of the U.S.). Manufacturing begins with the initial melting and mixing, and continues through the coating stage. The processes include rolling, extruding, machining, bending, grinding, drilling, welding, and coating. The action of applying a coating to steel or iron is deemed a manufacturing process. Coating includes epoxy coating, galvanizing, aluminizing, painting, and any other coating that protects or enhances the value of steel or iron. Any process from the original reduction from ore to the finished product constitutes a manufacturing process for iron.
- (b) The following are considered to be steel manufacturing processes:



**CONTRACT PROVISIONS**  
PROPOSAL FORM PACKET — FEDERAL

- (1) Production of steel by any of the following processes:
  - (a) Open hearth furnace.
  - (b) Basic oxygen.
  - (c) Electric furnace.
  - (d) Direct reduction.
- (2) Rolling, heat treating, and any other similar processing.
- (3) Fabrication of the products:
  - (a) Spinning wire into cable or strand.
  - (b) Corrugating and rolling into culverts.
  - (c) Shop fabrication.
- (e) The manufacturing process for a steel/iron product is considered complete when the product is ready for use as an item (e.g., fencing, posts, girders, pipe, manhole cover, etc.) or could be incorporated as a component of a more complex product through a further manufacturing process (e.g., prestressed concrete girders, reinforced concrete pipe, traffic control devices, bearing pads, etc.). A product containing both steel and/or iron components, may be assembled outside the United States and meet Buy America requirements if the constituent steel and iron components (in excess of the minimal amounts permitted) were manufactured domestically and are not modified at the assembly location prior to final assembly.
- (d) If domestically produced steel billets or iron ingots are exported outside of the U.S., as defined above, for any manufacturing process then the resulting product does not conform to the Buy America requirements. Additionally, products manufactured domestically from foreign source steel billets or iron ingots do not conform to the Buy America requirements because the initial melting and mixing of alloys to create the material occurred in a foreign country.
- (e) Due to a nationwide waiver, Buy America does not apply to raw materials (iron ore and alloys), scrap (recycled steel or iron), and pig iron or processed, pelletized, and reduced iron ore.
- (f) For the Buy America provisions to apply, the steel or iron product must be permanently incorporated into the project. If an item is rendered as a "donated material" in accordance with 23 U.S.C. 323 – Donations and Credits, it will have to comply with Buy America requirements. While States and local governments may receive a credit for donated material, this material must generally comply with Buy America requirements. Buy America does not apply to temporary steel items, e.g., temporary sheet piling, temporary



**CONTRACT PROVISIONS**  
**PROPOSAL FORM PACKET — FEDERAL**

bridges, steel scaffolding and falsework. Further, Buy America does not apply to materials which remain in place at the contractor convenience.

- (g) Certifications which document that steel and iron have been manufactured and that coatings for iron or steel have been applied in the United States shall be provided to the Contractor by the manufacturer. The Contractor shall provide the required certifications to the Engineer prior to such items being incorporated into the permanent work. Certifications shall extend to materials utilized in manufactured and fabricated products purchased by the Contractor.
  
- (h) Products manufactured of foreign steel or iron materials may be used, provided the cost of such products as they are delivered to the project does not exceed 0.1% of the total contract amount, or \$2,500, whichever is greater. If a supplier or fabricator wishes to use a partial fabrication process where domestic and foreign source components are assembled at a domestic location, the "as delivered cost" of the foreign components should include any transportation, assembly and testing costs required to install them in the final product.

ALTERNATE BID - USING FOREIGN PRODUCTS  
 BIDDER'S INSTRUCTIONS

When the bidder elects to submit a bid for one or more items using Foreign Products, the following form must be used. For each item that Foreign Products are contemplated, the appropriate "Item Numbers", "Approximate Quantities", "Description of Items", "Unit Price or Lump Sum Price", "Item Amount Domestic" and "Item Amount Foreign" shall be tabulated below as specified in the initial bid. The bidder shall indicate the unit price in dollars and cents and show the total cost of the item for each item that utilizes Foreign Products. When all items utilizing Foreign Products have been listed, the bidder shall indicate on Page 4 of 20 the subtotals of the Item Amounts for Domestic Products in Line (2) and for Foreign Products in Line (3).

Item Nos.	Approximate Quantities	Description of Items	Unit Price or Lump Sum Dollars.Cts.	Items Amount Domestic Dollars.Cts.	Items Amount Foreign Dollars.Cts.



**CONTRACT PROVISIONS  
PROPOSAL FORM PACKET — FEDERAL**

**BID/PROPOSAL AFFIDAVIT**

**A. AUTHORIZED REPRESENTATIVE AND AFFIANT**

**I HEREBY AFFIRM THAT:**

I am the (title) PRESENT and the duly authorized representative of (business) C & N ASSOCIATES, LLC and that I possess the legal authority to make this Affidavit on behalf of myself and the business for which I am acting.

**B. CERTIFICATION REGARDING COMMERCIAL NONDISCRIMINATION**

The undersigned bidder or offeror hereby certifies and agrees that the following information is correct:

In preparing its bid on this project, the bidder or offeror has considered all proposals submitted from qualified, potential subcontractors and suppliers, and has not engaged in "discrimination" as defined in §19-103 of the State Finance and Procurement Article of the Annotated Code of Maryland. "Discrimination" means any disadvantage, difference, distinction, or preference in the solicitation, selection, hiring, or commercial treatment of a vendor, subcontractor, or commercial customer on the basis of race, color, religion, ancestry, or national origin, sex, age, marital status, sexual orientation, or on the basis of disability or any otherwise unlawful use of characteristics regarding the vendors, supplier's or commercial customer's employees or owners. "Discrimination" also includes retaliating against any person or other entity for reporting any incident of "discrimination". Without limiting any other provision of the solicitation on this project, it is understood that, if the certification is false, such false certification constitutes grounds for the State to reject the bid submitted by the bidder or offeror on this project, and terminate any contract awarded based on the bid. As part of its bid or proposal, the bidder or offeror herewith submits a list of all instances within the past 4 years where there has been a final adjudicated determination in a legal or administrative proceeding in the state of Maryland that the bidder or offeror discriminated against subcontractors, vendors, suppliers, or commercial customers, and a description of the status or resolution of that determination, including any remedial action taken. Bidder or Offeror agrees to comply in all respects with the State's Commercial Nondiscrimination Policy as described under Title 19 of the State Finance and Procurement Article of the Annotated Code of Maryland.



**CONTRACT PROVISIONS  
PROPOSAL FORM PACKET — FEDERAL**

**C. AFFIRMATION REGARDING BRIBERY CONVICTIONS**

**I FURTHER AFFIRM THAT:**

Neither I, nor to the best of my knowledge, information, and belief, the above business (as is defined in Section 16-101(b) of the State Finance and Procurement Article of the Annotated Code of Maryland), or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities, including obtaining or performing contracts with public bodies, has been convicted of, or has had probation before judgment imposed pursuant to Criminal Procedure Article, §6-220, Annotated Code of Maryland, or has pleaded nolo contendere to a charge of, bribery, attempted bribery, or conspiracy to bribe in violation of Maryland law, or of the law of any other state or federal law, except as follows (indicate the reasons why the affirmation cannot be given and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of person(s) involved, and their current positions and responsibilities with the business):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ *N/A*

**D. AFFIRMATION REGARDING OTHER CONVICTIONS**

**I FURTHER AFFIRM THAT:**

Neither I, nor to the best of my knowledge, information, and belief, the above business, or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities including obtaining or performing contracts with public bodies, has:

1. Been convicted under state or federal statute of:
  - (a) a criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract; or
  - (b) fraud, embezzlement, theft, forgery, falsification or destruction of records, or receiving stolen property;
2. Been convicted of any criminal violation of a state or federal antitrust statute;
3. Been convicted under the provisions of Title 18 of the United States Code for violation of the Racketeer Influenced and Corrupt Organization Act, 18 U.S.C. §1961, et seq., or the Mail





**CONTRACT PROVISIONS**  
**PROPOSAL FORM PACKET — FEDERAL**

Fraud Act, 18 U.S.C. §1341, et seq., for acts in connection with the submission of bids or proposals for a public or private contract;

4. Been convicted of a violation of the State Minority Business Enterprise Law, Section 14-308 of the State Finance and Procurement Article of the Annotated Code of Maryland;

5. Been convicted of a violation of the Section 11-205.1 of the State Finance and Procurement Article of the Annotated Code of Maryland;

6. Been convicted of conspiracy to commit any act or omission that would constitute grounds for conviction or liability under any law or statute described in subsection (1) through (5) above;

7. Been found civilly liable under a state or federal antitrust statute for acts or omissions in connection with the submission of bids or proposals for a public or private contract;

8. Been found in a final adjudicated decision to have violated the Commercial Nondiscrimination Policy under Title 19 of the State Finance and Procurement Article of the Annotated Code of Maryland with regard to a public or private contract; or

9. Admitted in writing or under oath, during the course of an official investigation or other proceedings, acts or omissions that would constitute grounds for conviction or liability under any law or statute described in Section B – C and subsections (1) through (8) above, except as follows (indicate reasons why the affirmations cannot be given, and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of the person(s) involved and their current positions and responsibilities with the business, and the status of any debarment):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**E. AFFIRMATION REGARDING DEBARMENT**

**I FURTHER AFFIRM THAT:**

Neither I, nor to the best of my knowledge, information, and belief, the above business, or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities, including obtaining or performing contracts with public bodies, has ever been suspended or debarred (including being issued a limited denial of participation) by any public entity, except as follows (list each debarment or suspension providing the dates of the suspension or debarment, the name of the public entity and the status

**CONTRACT PROVISIONS**  
PROPOSAL FORM PACKET — FEDERAL

of the proceedings, the name(s) of the person(s) involved and their current positions and responsibilities with the business, the grounds of the debarment or suspension, and the details of each person's involvement in any activity that formed the grounds of the debarment or suspension): N/A

**F. AFFIRMATION REGARDING DEBARMENT OF RELATED ENTITIES**

**I FURTHER AFFIRM THAT:**

1. The business was not established and it does not operate in a manner designed to evade the application of or defeat the purpose of debarment pursuant to Sections 16-101, et seq., of the State Finance and Procurement Article of the Annotated Code of Maryland; and
2. The business is not a successor, assignee, subsidiary, or affiliate of a suspended or debarred business, except as follows (you must indicate the reasons why the affirmations cannot be given without qualification):

N/A

**G. SUB-CONTRACT AFFIRMATION**

**I FURTHER AFFIRM THAT:**

Neither I, nor to the best of my knowledge, information, and belief, the above business, has knowingly entered into a contract with a public body under which a person debarred or suspended under Title 16 of the State Finance and Procurement Article of the Annotated Code of Maryland will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction.

**H. AFFIRMATION REGARDING COLLUSION**

**I FURTHER AFFIRM THAT:**

Neither I, nor to the best of my knowledge, information, and belief, the above business has:



**CONTRACT PROVISIONS**  
**PROPOSAL FORM PACKET — FEDERAL**

1. Agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the accompanying bid or offer that is being submitted;
2. In any manner, directly or indirectly, entered into any agreement of any kind to fix the bid price or price proposal of the bidder or Offeror or of any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the accompanying bid or offer is submitted.

**I. FINANCIAL DISCLOSURE AFFIRMATION**

**I FURTHER AFFIRM THAT:**

I am aware of, and the above business will comply with, the provisions of Section 13-221 of the State Finance and Procurement Article of the Annotated Code of Maryland, which require that every business that enters into contracts, leases, or other agreements with the State of Maryland or its agencies during a calendar year under which the business is to receive in the aggregate \$100,000 or more shall, within 30 days of the time when the aggregate value of the contracts, leases, or other agreements reaches \$100,000, file with the Secretary of State of Maryland certain specified information to include disclosure of beneficial ownership of the business.

**J. POLITICAL CONTRIBUTION DISCLOSURE AFFIRMATION**

**I FURTHER AFFIRM THAT:**

I am aware of, and the above business will comply with, Election Law Article, §§14-101—14-108, Annotated Code of Maryland, which requires that every person that enters into contracts, leases, or other agreements with the State of Maryland, including its agencies or a political subdivision of the State, during a calendar year in which the person receives in the aggregate \$100,000 or more shall file with the State Board of Elections a statement disclosing contributions in excess of \$500 made during the reporting period to a candidate for elective office in any primary or general election.

**K. DRUG AND ALCOHOL FREE WORKPLACE**

(Applicable to all contracts unless the contract is for a law enforcement agency and the agency head or the agency head's designee has determined that application of COMAR 21.11.08 and this certification would be inappropriate in connection with the law enforcement agency's undercover operations.)



**CONTRACT PROVISIONS**  
**PROPOSAL FORM PACKET — FEDERAL**

**I CERTIFY THAT:**

1. Terms defined in COMAR 21.11.08 shall have the same meanings when used in this certification.
2. By submission of its bid or offer, the business, if other than an individual, certifies and agrees that, with respect to its employees to be employed under a contract resulting from this solicitation, the business shall:
  - (a) Maintain a workplace free of drug and alcohol abuse during the term of the contract;
  - (b) Publish a statement notifying its employees that the unlawful manufacture, distribution, dispensing, possession, or use of drugs, and the abuse of drugs or alcohol is prohibited in the business' workplace and specifying the actions that will be taken against employees for violation of these prohibitions;
  - (c) Prohibit its employees from working under the influence of drugs or alcohol;
  - (d) Not hire or assign to work on the contract anyone whom the business knows, or in the exercise of due diligence should know, currently abuses drugs or alcohol and is not actively engaged in a bona fide drug or alcohol abuse assistance or rehabilitation program;
  - (e) Promptly inform the appropriate law enforcement agency of every drug-related crime that occurs in its workplace if the business has observed the violation or otherwise has reliable information that a violation has occurred;
  - (f) Establish drug and alcohol abuse awareness programs to inform its employees about:
    - (i) The dangers of drug and alcohol abuse in the workplace;
    - (ii) The business' policy of maintaining a drug and alcohol free workplace;
    - (iii) Any available drug and alcohol counseling, rehabilitation, and employee assistance programs; and
    - (iv) The penalties that may be imposed upon employees who abuse drugs and alcohol in the workplace;
  - (g) Provide all employees engaged in the performance of the contract with a copy of the statement required by §K(2)(b), above;
  - (h) Notify its employees in the statement required by §K(2)(b), above, that as a condition of continued employment on the contract, the employee shall:



**CONTRACT PROVISIONS**  
**PROPOSAL FORM PACKET — FEDERAL**

- (i) Abide by the terms of the statement; and
  - (ii) Notify the employer of any criminal drug or alcohol abuse conviction for an offense occurring in the workplace not later than 5 days after a conviction;
- (i) Notify the procurement officer within 10 days after receiving notice under §K(2)(h)(ii), above, or otherwise receiving actual notice of a conviction;
- (j) Within 30 days after receiving notice under §K(2)(h)(ii), above, or otherwise receiving actual notice of a conviction, impose either of the following sanctions or remedial measures on any employee who is convicted of a drug or alcohol abuse offense occurring in the workplace:
  - (i) Take appropriate personnel action against an employee, up to and including termination; or
  - (ii) Require an employee to satisfactorily participate in a bona fide drug or alcohol abuse assistance or rehabilitation program; and
- (k) Make a good faith effort to maintain a drug and alcohol free workplace through implementation of §K(2)(a)—(j), above.
- 3. If the business is an individual, the individual shall certify and agree as set forth in §K(4), below, that the individual shall not engage in the unlawful manufacture, distribution, dispensing, possession, or use of drugs or the abuse of drugs or alcohol in the performance of the contract.
- 4. I acknowledge and agree that:
  - (a) The award of the contract is conditional upon compliance with COMAR 21.11.08 and this certification;
  - (b) The violation of the provisions of COMAR 21.11.08 or this certification shall be cause to suspend payments under, or terminate the contract for default under COMAR 21.07.01.11 or 21.07.03.15, as applicable; and
  - (c) The violation of the provisions of COMAR 21.11.08 or this certification in connection with the contract may, in the exercise of the discretion of the Board of Public Works, result in suspension and debarment of the business under COMAR 21.08.03.



CONTRACT PROVISIONS  
PROPOSAL FORM PACKET — FEDERAL

L. CERTIFICATION OF CORPORATION REGISTRATION AND TAX PAYMENT

I FURTHER AFFIRM THAT:

- 1 The business named above is a (domestic  ) (foreign  ) corporation registered in accordance with the Corporations and Associations Article, Annotated Code of Maryland, and that it is in good standing and has filed all of its annual reports, together with filing fees, with the Maryland State Department of Assessments and Taxation, and that the name and address of its resident agent filed with the State Department of Assessments and Taxation is (IF NOT APPLICABLE, SO STATE):

Name: RAYMOND THEEBE  
 Address: 6920 Hillmeade Road  
Glenn Dale, MD 20769

2. Except as validly contested, the business has paid, or has arranged for payment of, all taxes due the State of Maryland and has filed all required returns and reports with the Comptroller of the Treasury, the State Department of Assessments and Taxation, and the Department of Labor, Licensing, and Regulation, as applicable, and will have paid all withholding taxes due the State of Maryland prior to final settlement.

M. CONTINGENT FEES

I FURTHER AFFIRM THAT:

The business has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee, bona fide agent, bona fide salesperson, or commercial selling agency working for the business, to solicit or secure the Contract, and that the business has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee, bona fide agent, bona fide salesperson, or commercial selling agency, any fee or any other consideration contingent on the making of the Contract.

N. REPEALED



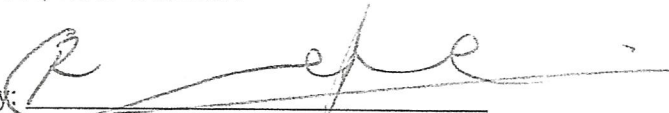
CONTRACT PROVISIONS  
PROPOSAL FORM PACKET — FEDERAL

O. ACKNOWLEDGEMENT

I ACKNOWLEDGE THAT this Affidavit is to be furnished to the Procurement Officer and may be distributed to units of: (1) the State of Maryland; (2) counties or other subdivisions of the State of Maryland; (3) other states; and (4) the federal government. I further acknowledge that this Affidavit is subject to applicable laws of the United States and the State of Maryland, both criminal and civil, and that nothing in this Affidavit or any contract resulting from the submission of this bid or proposal shall be construed to supersede, amend, modify or waive, on behalf of the State of Maryland, or any unit of the State of Maryland having jurisdiction, the exercise of any statutory right or remedy conferred by the Constitution and the laws of Maryland with respect to any misrepresentation made or any violation of the obligations, terms and covenants undertaken by the above business with respect to (1) this Affidavit, (2) the contract, and (3) other Affidavits comprising part of the contract.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: 4/27/2016

By:   
(Authorized Representative and Affiant)



**CONTRACT PROVISIONS**  
**PROPOSAL FORM PACKET — FEDERAL**

**COMPREHENSIVE SIGNATURE PAGE 1 OF 2**

THE BIDDER IS HEREBY NOTIFIED THAT THIS DOCUMENT SHALL BE SIGNED IN INK IN ORDER FOR THE BID TO BE ACCEPTED. BY SIGNING, THE BIDDER CERTIFIES THAT HE/SHE WILL COMPLY IN EVERY ASPECT WITH THESE SPECIFICATIONS.

FURTHER, I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT (PARAGRAPHS A-N) ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

This bid form shall be filled out legibly in ink or typed. The bid, if submitted by an individual, shall be signed by an individual; if submitted by a partnership, shall be signed by such member or members of the partnership as have authority to bind the partnership; if submitted by a corporation the same shall be signed by the President and attested by the Secretary or an Assistant Secretary. If not signed by the President as aforesaid, there must be attached a copy of that portion of the By-Laws, or a copy of a Board resolution, duly certified by the Secretary, showing the authority of the person so signing on behalf of the corporation. In lieu thereof, the corporation may file such evidence with the Administration, duly certified by the Secretary, together with a list of the names of those officers having authority to execute documents on behalf of the corporation, duly certified by the Secretary, which listing shall remain in full force and effect until such time as the Administration is advised in writing to the contrary. In any case where a bid is signed by an Attorney in Fact the same must be accompanied by a copy of the appointing document, duly certified.

**IF AN INDIVIDUAL:**

NAME: \_\_\_\_\_ *n/a*

\_\_\_\_\_ Street and/or P.O. Box

\_\_\_\_\_ City State Zip Code Fed ID or SSN

Signature \_\_\_\_\_ (SEAL) \_\_\_\_\_ Date

\_\_\_\_\_ Print Signature

WITNESS: \_\_\_\_\_ *n/a*  
Signature

\_\_\_\_\_ Print Signature





CONTRACT PROVISIONS  
PROPOSAL FORM PACKET — FEDERAL

COMPREHENSIVE SIGNATURE PAGE 2 OF 2

IF A PARTNERSHIP:

NAME OF PARTNERSHIP: C&N ASSOCIATES, LLC  
6420 Hillmeade Road  
Street and/or P.O. Box

Glenn Dale MD 20709 75-3133427  
City State Zip Code Fed ID or SSN

BY: RAYMOND THEBZE (SEAL) 4/27/2016  
Member Signature Date

[Signature]  
Print Signature

TITLE: PRESIDENT

WITNESS: [Signature]  
Tyke D. Olson, Sr.  
Print Signature

IF A CORPORATION:

NAME OF CORPORATION: \_\_\_\_\_  
Street and/or P.O. Box

City State Zip Code Fed ID or SSN

STATE OF INCORPORATION: \_\_\_\_\_

BY: \_\_\_\_\_ (SEAL) \_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print Signature

TITLE: \_\_\_\_\_ WITNESS: \_\_\_\_\_  
Secretary's Signature

\_\_\_\_\_  
Print Signature



**CONTRACT PROVISIONS  
PROPOSAL FORM PACKET — FEDERAL**

**MDOT DBE FORM A  
FEDERALLY-FUNDED CONTRACTS  
CERTIFIED DBE UTILIZATION AND FAIR SOLICITATION AFFIDAVIT  
PAGE 1 OF 2**

This affidavit must be included with the bid/ proposal. If the bidder/offeror fails to accurately complete and submit this affidavit as required, the bid shall be deemed not responsive or the proposal shall be deemed not susceptible of being selected for award.

In connection with the bid/proposal submitted in response to Solicitation No. TR14306, I affirm the following:

**1. DBE Participation (PLEASE CHECK ONLY ONE)**

I have met the overall certified Disadvantaged Business Enterprise (DBE) participation goal of twenty four percent (24%). I agree that this percentage of the total dollar amount of the Contract for the DBE goal will be performed by certified DBE firms as set forth in the DBE Participation Schedule - Part 2 of the MDOT DBE Form B (Federally-Funded Contracts).

OR

I conclude that I am unable to achieve the DBE participation goal. I hereby request a waiver, in whole or in part, of the goal. Within 10 business days of receiving notice that our firm is the apparent awardee or as requested by the Procurement Officer, I will submit a written waiver request and all required documentation in accordance with COMAR 21.11.03.11. For a partial waiver request, I agree that certified DBE firms will be used to accomplish the percentages of the total dollar amount of the Contract as set forth in the DBE Participation Schedule - Part 2 of the MDOT DBE Form B (Federally-Funded Contracts).

**2. Additional DBE Documentation**

I understand that if I am notified that I am the apparent awardee or as requested by the Procurement Officer, I must submit the following documentation within 10 business days of receiving such notice: (a) Outreach Efforts Compliance Statement (MDOT DBE Form C - Federally-Funded Contracts ); (b) Subcontractor Project Participation Statement (MDOT DBE Form D - Federally-Funded Contracts); (c) DBE Waiver Request documentation per COMAR 21.11.03.11 (if waiver was requested); and (d) Any other documentation required by the Procurement Officer to ascertain bidder's responsibility/ offeror's susceptibility of being selected for award in connection with the certified DBE participation goal.



CONTRACT PROVISIONS  
PROPOSAL FORM PACKET — FEDERAL

MDOT DBE FORM A  
FEDERALLY-FUNDED CONTRACTS  
CERTIFIED DBE UTILIZATION AND FAIR SOLICITATION AFFIDAVIT  
PAGE 2 OF 2

I acknowledge that if I fail to return each completed document (in 2 (a) through (d)) within the required time, the Procurement Officer may determine that I am not responsible and therefore not eligible for contract award or not susceptible of being selected for award.

3. Information Provided to DBE firms

In the solicitation of subcontract quotations or offers, DBE firms were provided not less than the same information and amount of time to respond as were non-DBE firms.

4. Products and Services Provided by DBE firms

I hereby affirm that the DBEs are only providing those products and services for which they are MDOT certified.

I solemnly affirm under the penalties of perjury that the information in this affidavit is true to the best of my knowledge, information and belief.

C&N ASSOCIATES, LLC  
Company Name

[Signature]  
Signature of Representative

6920 Hillmeade Road  
Address

RAYMOND THEBBE — PRESIDENT  
Printed Name and Title

Glenn Dale, MD 20769  
City, State and Zip Code

4/27/2016  
Date



CONTRACT PROVISIONS  
PROPOSAL FORM PACKET — FEDERAL

MDOT DBE FORM B  
FEDERALLY-FUNDED CONTRACTS  
DBE PARTICIPATION SCHEDULE  
PART 2 – DBE PARTICIPATION SCHEDULE

**PARTS 2 AND 3 MUST BE INCLUDED WITH THE BID/PROPOSAL. IF THE BIDDER/OFFEROR FAILS TO ACCURATELY COMPLETE AND SUBMIT PART 2 WITH THE BID/PROPOSAL AS REQUIRED, THE BID SHALL BE DEEMED NOT RESPONSIVE OR THE PROPOSAL SHALL BE DEEMED NOT SUSCEPTIBLE OF BEING SELECTED FOR AWARD.**

PAGE 1 OF 1

Prime Contractor	Project Description	Solicitation Number
C&N ASSOCIATES	Highlandtown Transit Stop	TR 14306

LIST INFORMATION FOR EACH CERTIFIED DBE SUBCONTRACTOR YOU AGREE TO USE TO ACHIEVE THE DBE PARTICIPATION GOAL.

COLUMN 1	COLUMN 2	COLUMN 3
		Unless the bidder/offeror requested a waiver in MDOT DBE Form A – Federally Funded Contracts for this solicitation, the cumulative DBE participation for all DBE firms listed herein must equal at least the DBE participation goal set forth in Form A.
NAME OF DBE SUBCONTRACTOR AND TIER	CERTIFICATION NO. AND DBE CLASSIFICATION	FOR PURPOSES OF ACHIEVING THE DBE PARTICIPATION GOAL, refer to sections 6, 7 and 8 in Part 1 - Instructions. State the percentage amount of the products/services in Line 3.1, except for those products or services where the DBE firm is being used as a wholesaler, supplier, or regular dealer. For items of work where the DBE firm is being used as a supplier, wholesaler and/or regular dealer, complete Line 3.2 using the 60% Rule.
<p>Simon Development &amp; Construction Corp</p> <p><input type="checkbox"/> Please check if DBE firm is a third-tier contractor (if applicable). Please submit written documents in accordance with Section 5 of Part 1 - Instructions</p>	<p>Certification Number: <u>OS-103</u></p> <p>(If dually certified, check only one box.)</p> <p><input checked="" type="checkbox"/> African American-Owned  <input type="checkbox"/> Hispanic American-Owned  <input type="checkbox"/> Asian American-Owned  <input type="checkbox"/> Women-Owned  <input type="checkbox"/> Other DBE Classification</p>	<p>3.1. <b><u>TOTAL PERCENTAGE TO BE PAID TO THE SUBCONTRACTOR (STATE THIS PERCENTAGE AS A PERCENTAGE OF THE TOTAL CONTRACT VALUE- EXCLUDING PRODUCTS/SERVICES FROM SUPPLIERS, WHOLESALERS OR REGULAR DEALERS).</u></b></p> <p><u>24</u> % (Percentage for purposes of calculating achievement of DBE Participation goal)</p> <p>3.2. <b><u>TOTAL PERCENTAGE TO BE PAID TO THE SUBCONTRACTOR FOR ITEMS OF WORK WHERE THE DBE FIRM IS BEING USED AS A SUPPLIER, WHOLESALER AND/OR REGULAR DEALER) (STATE THE PERCENTAGE AS A PERCENTAGE OF THE TOTAL CONTRACT VALUE AND THEN APPLY THE 60% RULE PER SECTION 6(E) IN PART 1 - INSTRUCTIONS).</u></b></p> <p>_____ % Total percentage of Supplies/Products</p> <p>x _____ 60% (60% Rule)</p> <p>_____ % (Percentage for purposes of calculating achievement of DBE Participation goal)</p>

Please check if Continuation Sheets are attached.



CONTRACT PROVISIONS  
PROPOSAL FORM PACKET — FEDERAL

MDOT DBE FORM B  
FEDERALLY-FUNDED CONTRACTS  
DBE PARTICIPATION SCHEDULE

PART 1 – INSTRUCTIONS FOR DBE PARTICIPATION SCHEDULE

PARTS 2 AND 3 MUST BE INCLUDED WITH THE BID/PROPOSAL. IF THE BIDDER/OFFEROR FAILS TO ACCURATELY COMPLETE AND SUBMIT PART 2 WITH THE BID/PROPOSAL AS REQUIRED, THE BID SHALL BE DEEMED NOT RESPONSIVE OR THE PROPOSAL SHALL BE DEEMED NOT SUSCEPTIBLE OF BEING SELECTED FOR AWARD.

PAGE 1 OF 4

\*\*\* STOP \*\*\*

FORM INSTRUCTIONS  
PLEASE READ BEFORE COMPLETING THIS FORM

1. Please refer to the Maryland Department of Transportation (MDOT) DBE Directory at [www.mdot.state.md.us](http://www.mdot.state.md.us) to determine if a firm is certified for the appropriate North American Industry Classification System (“NAICS”) Code and the product/services description (specific product that a firm is certified to provide or specific areas of work that a firm is certified to perform). For more general information about NAICS, please visit [www.naics.com](http://www.naics.com). Only those specific products and/or services for which a firm is certified in the MDOT Directory can be used for purposes of achieving the DBE participation goal.
2. In order to be counted for purposes of achieving the DBE participation goal, the firm must be certified for that specific NAICS (“DBE” for Federally-funded projects designation after NAICS Code). **WARNING:** If the firm’s NAICS Code is in graduated status, such services/products will not be counted for purposes of achieving the DBE participation goals. Graduated status is clearly identified in the MDOT Directory (such graduated codes are designated with the word graduated after the appropriate NAICS Code).
3. Examining the NAICS Code is the first step in determining whether a DBE firm is certified and eligible to receive DBE participation credit for the specific products/services to be supplied or performed under the contract. The second step is to determine whether a firm’s Products/Services Description in the DBE Directory includes the products to be supplied and/or services to be performed that are being used to achieve the DBE participation goal.
4. If you have any questions as to whether a firm is MDOT DBE certified, or if it is certified to perform specific services or provide specific products, please call MDOT’s Office of Minority Business Enterprise at 1-800-544-6056 or send an email to [mbe@mdot.state.md.us](mailto:mbe@mdot.state.md.us).



CONTRACT PROVISIONS  
PROPOSAL FORM PACKET — FEDERAL

MDOT DBE FORM B  
FEDERALLY-FUNDED CONTRACTS  
DBE PARTICIPATION SCHEDULE  
PART 1 – INSTRUCTIONS FOR DBE PARTICIPATION SCHEDULE  
PAGE 2 OF 4

5. The Contractor's subcontractors are considered second-tier subcontractors. Third-tier contracting used to meet a DBE goal is to be considered the exception and not the rule. The following two conditions must be met before MDOT, its Modal Administrations and the Maryland Transportation Authority may approve a third-tier contracting agreement: (a) the bidder/offeree must request in writing approval of each third-tier contract arrangement, and (b) the request must contain specifics as to why a third-tier contracting arrangement should be approved. These documents must be submitted with the bid/proposal in Part 2 of this DBE Participation Schedule.
6. For each DBE firm that is being used as supplier/wholesaler/regular dealer/broker/manufacturer, please follow these instructions for calculating the **amount of the subcontract for purposes of achieving the DBE participation goal:**
  - A. Is the firm certified as a broker of the products/supplies? If the answer is YES, please continue to Item C. If the answer is NO, please continue to Item B.
  - B. Is the firm certified as a supplier, wholesaler, regular dealer, or manufacturer of such products/supplies? If the answer is YES, continue to Item D. If the answer is NO, continue to Item C only if the DBE firm is certified to perform trucking/hauling services under NAICS Codes 484110, 484121, 484122, 484210, 484220 and 484230. If the answer is NO and the firm is not certified under these NAICS Codes, then no DBE participation credit will be given for the supply of these products.
  - C. For purposes of achieving the DBE participation goal, you may count only the amount of any reasonable fee that the DBE firm will receive for the provision of such products/supplies - not the total subcontract amount or the value (or a percentage thereof) of such products and/or supplies. For Column 3 of the DBE Participation Schedule, please divide the amount of any reasonable fee that the DBE firm will receive for the provision of such products/services by the total Contract value and insert the percentage in Line 3.1.
  - D. Is the firm certified as a manufacturer (refer to the firm's NAICS Code and specific description of products/services) of the products/supplies to be provided? If the answer is NO please continue to Item E. If the answer is YES, for purposes of achieving the DBE participation goal, you may count the total amount of the subcontract. For Column 3 of the DBE Participation Schedule, please divide the total amount of the subcontract by the total Contract value and insert the percentage in Line 3.1.



CONTRACT PROVISIONS  
PROPOSAL FORM PACKET — FEDERAL

MDOT DBE FORM B  
FEDERALLY-FUNDED CONTRACTS  
DBE PARTICIPATION SCHEDULE  
PART 1 – INSTRUCTIONS FOR DBE PARTICIPATION SCHEDULE  
PAGE 3 OF 4

- E. Is the firm certified as a supplier, wholesaler and/or regular dealer? If the answer is YES and the DBE firm is furnishing and installing the materials and is certified to perform these services, please divide the total subcontract amount (including full value of supplies) by the total Contract value and insert the percentage in Line 3.1. If the answer is YES and the DBE firm is only being used as a supplier, wholesaler and/or regular dealer or is not certified to install the supplies/materials, for purposes of achieving the DBE participation goal, you may only count sixty percent (60%) of the value of the subcontract for these supplies/products (60% Rule). To apply the 60% Rule, first divide the amount of the subcontract for these supplies/products only (not installation) by the total Contract value. Then, multiply the result by sixty percent (60%) and insert the percentage in Line 3.2.
7. For each DBE firm that is not being used as a supplier/wholesaler/regular dealer/broker/manufacturer, to calculate the amount of the subcontract for purposes of achieving the DBE participation goal, divide the total amount of the subcontract by the total Contract value and insert the percentage in Line 3.1.
- Example:** \$ 2,500 (Total Subcontract Amount) ÷ \$10,000 (Total Contract Value) x 100 = 25%.
8. Please note that for USDOT-funded projects, a DBE prime may count towards its DBE participation goal work performed by its own forces. Include information about the DBE prime in Part 2.
9. **WARNING:** The percentage of DBE participation, computed using the dollar amounts in Column 3 for all of the DBE firms listed in Part 2, **MUST** at least equal the DBE participation goal as set forth in MDOT DBE Form A – Federally-Funded Contracts for this solicitation. If the bidder/offeror is unable to achieve the DBE participation goals, then the bidder/offeror must request a waiver in Form A or the bid will be deemed not responsive, or the proposal not susceptible of being selected for award. You may wish to use the Goal Worksheet shown below to assist you in calculating the percentage and confirming that you have met the applicable DBE participation goal.



**CONTRACT PROVISIONS**  
PROPOSAL FORM PACKET — FEDERAL

**MDOT DBE FORM B**  
**FEDERALLY-FUNDED CONTRACTS**  
**DBE PARTICIPATION SCHEDULE**  
**PART 1 – INSTRUCTIONS FOR DBE PARTICIPATION SCHEDULE**  
PAGE 4 OF 4

<b>GOAL WORKSHEET</b>	
Total DBE Firm Participation (Add percentages in Column 3 for all DBE firms listed in DBE Participation Schedule)	(A) _____%
The percentage amount in Box A above should be equal to the percentage amount in Box E below.	
Add <i>Countable</i> Subcontract Amounts (see 6 through 8 of Instructions) for all DBE firms listed in DBE Participation Schedule, and insert in Box B	(B) \$ _____
Insert the Total Contract Amount in Box C	(C) \$ _____
Divide Box B by Box C and Insert in Box D	(D) = _____
Multiply Box D by 100 and insert in Box E	(E) = _____%





CONTRACT PROVISIONS  
PROPOSAL FORM PACKET — FEDERAL

MDOT DBE FORM B  
FEDERALLY-FUNDED CONTRACTS  
DBE PARTICIPATION SCHEDULE  
PART 2 - DBE PARTICIPATION SCHEDULE

PARTS 2 AND 3 MUST BE INCLUDED WITH THE BID/PROPOSAL. IF THE BIDDER/OFFEROR FAILS TO ACCURATELY COMPLETE AND SUBMIT PART 2 WITH THE BID/PROPOSAL AS REQUIRED, THE BID SHALL BE DEEMED NOT RESPONSIVE OR THE PROPOSAL SHALL BE DEEMED NOT SUSCEPTIBLE OF BEING SELECTED FOR AWARD.

PAGE 1 OF 1

Prime Contractor	Project Description	Solicitation Number
C&N ASSOCIATES	Highlandtown Transit Stop	TR 14306

LIST INFORMATION FOR EACH CERTIFIED DBE SUBCONTRACTOR YOU AGREE TO USE TO ACHIEVE THE DBE PARTICIPATION GOAL.

COLUMN 1	COLUMN 2	COLUMN 3
<p>NAME OF DBE SUBCONTRACTOR AND TIER</p>	<p>CERTIFICATION NO. AND DBE CLASSIFICATION</p>	<p>Unless the bidder/offeree requested a waiver in MDOT DBE Form A - Federally Funded Contracts for this solicitation, the cumulative DBE participation for all DBE firms listed herein must equal at least the DBE participation goal set forth in Form A.</p>
<p>Simon Development &amp; Construction Corp</p> <p><input type="checkbox"/> Please check if DBE firm is a third-tier contractor (if applicable). Please submit written documents in accordance with Section 5 of Part 1 - Instructions</p>	<p>Certification Number: <u>OS-103</u></p> <p>(If dually certified, check only one box.)</p> <p><input checked="" type="checkbox"/> African American-Owned <input type="checkbox"/> Hispanic American-Owned <input type="checkbox"/> Asian American-Owned <input type="checkbox"/> Women-Owned <input type="checkbox"/> Other DBE Classification</p>	<p>FOR PURPOSES OF ACHIEVING THE DBE PARTICIPATION GOAL, refer to sections 6, 7 and 8 in Part 1 - Instructions. State the percentage amount of the products/services in Line 3.1, except for those products or services where the DBE firm is being used as a wholesaler, supplier, or regular dealer. For items of work where the DBE firm is being used as a supplier, wholesaler and/or regular dealer, complete Line 3.2 using the 60% Rule.</p> <p>3.1. <u>TOTAL PERCENTAGE TO BE PAID TO THE SUBCONTRACTOR (STATE THIS PERCENTAGE AS A PERCENTAGE OF THE TOTAL CONTRACT VALUE- EXCLUDING PRODUCTS/SERVICES FROM SUPPLIERS, WHOLESALERS OR REGULAR DEALERS).</u></p> <p><u>24</u> % (Percentage for purposes of calculating achievement of DBE Participation goal)</p> <p>3.2 <u>TOTAL PERCENTAGE TO BE PAID TO THE SUBCONTRACTOR FOR ITEMS OF WORK WHERE THE DBE FIRM IS BEING USED AS A SUPPLIER, WHOLESALER AND/OR REGULAR DEALER) (STATE THE PERCENTAGE AS A PERCENTAGE OF THE TOTAL CONTRACT VALUE AND THEN APPLY THE 60% RULE PER SECTION 6(E) IN PART 1 - INSTRUCTIONS).</u></p> <p>_____ % Total percentage of Supplies/Products</p> <p>x _____ 60% (60% Rule)</p> <p>_____ % (Percentage for purposes of calculating achievement of DBE Participation goal)</p>

Please check if Continuation Sheets are attached.



**CONTRACT PROVISIONS**  
**PROPOSAL FORM PACKET — FEDERAL**

**MDOT DBE FORM B**  
**FEDERALLY-FUNDED CONTRACTS**  
**DBE PARTICIPATION SCHEDULE**  
**CONTINUATION SHEET**

PAGE \_\_\_ OF \_\_\_

Prime Contractor	Project Description	Solicitation Number

**LIST INFORMATION FOR EACH CERTIFIED DBE SUBCONTRACTOR YOU AGREE TO USE TO ACHIEVE THE DBE PARTICIPATION GOAL.**

COLUMN 1	COLUMN 2	COLUMN 3
		Unless the bidder/offeror requested a waiver in MDOT DBE Form A – Federally Funded Contracts for this solicitation, the cumulative DBE participation for all DBE firms listed herein must equal at least the DBE participation goal set forth in Form A.
<b>NAME OF DBE SUBCONTRACTOR AND TIER</b>	<b>CERTIFICATION NO. AND DBE CLASSIFICATION</b>	FOR PURPOSES OF ACHIEVING THE DBE PARTICIPATION GOAL, refer to sections 6, 7 and 8 in Part 1 - Instructions. State the percentage amount of the products/services in Line 3.1, except for those products or services where the DBE firm is being used as a wholesaler, supplier, or regular dealer. For items of work where the DBE firm is being used as a supplier, wholesaler and/or regular dealer, complete Line 3.2 using the 60% Rule.
<input type="checkbox"/> Please check if DBE firm is a third-tier contractor (if applicable).  Please submit written documents in accordance with Section 5 of Part 1 - Instructions	<b>Certification Number:</b> <hr/> <b>(If dually certified, check only one box.)</b> <input type="checkbox"/> African American-Owned <input type="checkbox"/> Hispanic American-Owned <input type="checkbox"/> Asian American-Owned <input type="checkbox"/> Women-Owned <input type="checkbox"/> Other DBE Classification <hr/>	<b>3.1. TOTAL PERCENTAGE TO BE PAID TO THE SUBCONTRACTOR (STATE THIS PERCENTAGE AS A PERCENTAGE OF THE TOTAL CONTRACT VALUE- EXCLUDING PRODUCTS/SERVICES FROM SUPPLIERS, WHOLESALERS OR REGULAR DEALERS).</b>  _____% (Percentage for purposes of calculating achievement of DBE Participation goal)  <b>3.2 TOTAL PERCENTAGE TO BE PAID TO THE SUBCONTRACTOR FOR ITEMS OF WORK WHERE THE DBE FIRM IS BEING USED AS A SUPPLIER, WHOLESALER AND/OR REGULAR DEALER) (STATE THE PERCENTAGE AS A PERCENTAGE OF THE TOTAL CONTRACT VALUE AND THEN APPLY THE 60% RULE PER SECTION 6(E) IN PART 1 - INSTRUCTIONS).</b>  _____% Total percentage of Supplies/Products x _____ 60% (60% Rule)  _____% (Percentage for purposes of calculating achievement of DBE Participation goal)
<input type="checkbox"/> Please check if Continuation Sheets are attached.		



CONTRACT PROVISIONS  
PROPOSAL FORM PACKET — FEDERAL

MDOT DBE FORM B  
FEDERALLY-FUNDED CONTRACTS  
DBE PARTICIPATION SCHEDULE

PART 3 – CERTIFICATION FOR DBE PARTICIPATION SCHEDULE

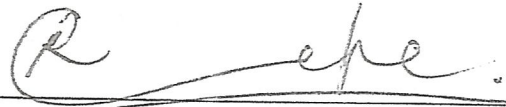
PARTS 2 AND 3 MUST BE INCLUDED WITH THE BID/PROPOSAL AS DIRECTED IN THE SOLICITATION.

I hereby affirm that I have reviewed the Products and Services Description (specific product that a firm is certified to provide or areas of work that a firm is certified to perform) set forth in the MDOT DBE Directory for each of the DBE firms listed in Part 2 of this DBE Form B for purposes of achieving the DBE participation goal that was identified in the DBE Form A that I submitted with this solicitation, and that the DBE firms listed are only performing those products/services/areas of work for which they are certified. I also hereby affirm that I have read and understand the form instructions set forth in Part 1 of this DBE Form B.

The undersigned Prime Contractor hereby certifies and agrees that it has fully complied with the State Minority Business Enterprise law, State Finance and Procurement Article §14-308(a)(2), Annotated Code of Maryland which provides that, except as otherwise provided by law, a contractor may not identify a certified minority business enterprise in a bid or proposal and:

- (1) fail to request, receive, or otherwise obtain authorization from the certified minority business enterprise to identify the certified minority business enterprise in its bid or proposal;
- (2) fail to notify the certified minority business enterprise before execution of the contract of its inclusion of the bid or proposal;
- (3) fail to use the certified minority business enterprise in the performance of the contract; or
- (4) pay the certified minority business enterprise solely for the use of its name in the bid or proposal.

I solemnly affirm under the penalties of perjury that the contents of Parts 2 and 3 of MDOT DBE Form B are true to the best of my knowledge, information and belief.

<u>C &amp; N ASSOCIATES, LLC</u>	<u></u>
Company Name	Signature of Representative
<u>6920 Hillmeade Road</u>	<u>Raymond Thege President</u>
Address	Printed Name and Title
<u>Glenn Dale, MD 20769</u>	<u>4/27/2016</u>
City, State and Zip Code	Date



**CONTRACT PROVISIONS**  
**PROPOSAL FORM PACKET — FEDERAL**

**MDOT MBE/DBE FORM E**  
**GOOD FAITH EFFORTS GUIDANCE AND DOCUMENTATION**

**PART 1 – GUIDANCE FOR DEMONSTRATING GOOD FAITH EFFORTS**  
**TO MEET MBE/DBE PARTICIPATION GOALS**

In order to show that it has made good faith efforts to meet the Minority Business Enterprise (MBE)/Disadvantaged Business Enterprise (DBE) participation goal (including any MBE subgoals) on a contract, the bidder/offeror must either (1) meet the MBE/DBE Goal(s) and document its commitments for participation of MBE/DBE Firms, or (2) when it does not meet the MBE/DBE Goal(s), document its Good Faith Efforts to meet the goal(s).

**I. Definitions**

**MBE/DBE Goal(s)** – “MBE/DBE Goal(s)” refers to the MBE participation goal and MBE participation subgoal(s) on a State-funded procurement and the DBE participation goal on a federally-funded procurement.

**Good Faith Efforts** – The “Good Faith Efforts” requirement means that when requesting a waiver, the bidder/offeror must demonstrate that it took all necessary and reasonable steps to achieve the MBE/DBE Goal(s), which, by their scope, intensity, and appropriateness to the objective, could reasonably be expected to obtain sufficient MBE/DBE participation, even if those steps were not fully successful. Whether a bidder/offeror that requests a waiver made adequate good faith efforts will be determined by considering the quality, quantity, and intensity of the different kinds of efforts that the bidder/offeror has made. The efforts employed by the bidder/offeror should be those that one could reasonably expect a bidder/offeror to take if the bidder/offeror were actively and aggressively trying to obtain DBE participation sufficient to meet the DBE contract goal. Mere *pro forma* efforts are not good faith efforts to meet the DBE contract requirements. The determination concerning the sufficiency of the bidder's/offeror's good faith efforts is a judgment call; meeting quantitative formulas is not required.

**Identified Firms** – “Identified Firms” means a list of the DBEs identified by the procuring agency during the goal setting process and listed in the federally-funded procurement as available to perform the Identified Items of Work. It also may include additional DBEs identified by the bidder/offeror as available to perform the Identified Items of Work, such as DBEs certified or granted an expansion of services after the procurement was issued. If the procurement does not include a list of Identified Firms or is a State-funded procurement, this term refers to all of the MBE Firms (if State-funded) or DBE Firms (if federally-funded) the bidder/offeror identified as available to perform the Identified Items of Work and should include all appropriately certified firms that are reasonably identifiable.



**CONTRACT PROVISIONS**  
**PROPOSAL FORM PACKET — FEDERAL**

**Identified Items of Work** – “Identified Items of Work” means the bid items identified by the procuring agency during the goal setting process and listed in the procurement as possible items of work for performance by MBE/DBE Firms. It also may include additional portions of items of work the bidder/offeror identified for performance by MBE/DBE Firms to increase the likelihood that the MBE/DBE Goal(s) will be achieved. If the procurement does not include a list of Identified Items of Work, this term refers to all of the items of work the bidder/offeror identified as possible items of work for performance by MBE/DBE Firms and should include all reasonably identifiable work opportunities.

**MBE/DBE Firms** – For State-funded contracts, “MBE/DBE Firms” refers to certified MBE Firms. Certified MBE Firms can participate in the State’s MBE Program. For federally-funded contracts, “MBE/DBE Firms” refers to certified DBE Firms. Certified DBE Firms can participate in the federal DBE Program.



**CONTRACT PROVISIONS**  
**PROPOSAL FORM PACKET — FEDERAL**

**II. Types of Actions MDOT will Consider**

The bidder/offeror is responsible for making relevant portions of the work available to MBE/DBE subcontractors and suppliers and to select those portions of the work or material needs consistent with the available MBE/DBE subcontractors and suppliers, so as to facilitate MBE/DBE participation. The following is a list of types of actions MDOT will consider as part of the bidder's/offeror's Good Faith Efforts when the bidder/offeror fails to meet the MBE/DBE Goal(s). This list is not intended to be a mandatory checklist, nor is it intended to be exclusive or exhaustive. Other factors or types of efforts may be relevant in appropriate cases.

**A. Identify Bid Items as Work for MBE/DBE Firms**

1. Identified Items of Work in Procurements

(a) Certain procurements will include a list of bid items identified during the goal setting process as possible work for performance by MBE/DBE Firms. If the procurement provides a list of Identified Items of Work, the bidder/offeror shall make all reasonable efforts to solicit quotes from MBE Firms or DBE Firms, whichever is appropriate, to perform that work.

(b) Bidders/Offerors may, and are encouraged to, select additional items of work to be performed by MBE/DBE Firms to increase the likelihood that the MBEDBE Goal(s) will be achieved.

2. Identified Items of Work by Bidders/Offerors

(a) When the procurement does not include a list of Identified Items of Work, bidders/offerors should reasonably identify sufficient items of work to be performed by MBE/DBE Firms.

(b) Where appropriate, bidders/offerors should break out contract work items into economically feasible units to facilitate MBE/DBE participation, rather than perform these work items with their own forces. The ability or desire of a prime contractor to perform the work of a contract with its own organization does not relieve the bidder/offeror of the responsibility to make Good Faith Efforts.

**B. Identify MBE Firms or DBE Firms to Solicit**

1. DBE Firms Identified in Procurements

(a) Certain procurements will include a list of the DBE Firms identified during the goal setting process as available to perform the items of work. If the procurement provides



**CONTRACT PROVISIONS**  
**PROPOSAL FORM PACKET — FEDERAL**

a list of Identified DBE Firms, the bidder/offeror shall make all reasonable efforts to solicit those DBE firms.

(b) Bidders/offerors may, and are encouraged to, search the MBE/DBE Directory to identify additional DBEs who may be available to perform the items of work, such as DBEs certified or granted an expansion of services after the solicitation was issued.

**2. MBE/DBE Firms Identified by Bidders/Offerors**

(a) When the procurement does not include a list of Identified MBE/DBE Firms, bidders/offerors should reasonably identify the MBE Firms or DBE Firms, whichever is appropriate, that are available to perform the Identified Items of Work.

(b) Any MBE/DBE Firms identified as available by the bidder/offeror should be certified in the appropriate program (MBE for State-funded procurements or DBE for federally-funded procurements)

(c) Any MBE/DBE Firms identified as available by the bidder/offeror should be certified to perform the Identified Items of Work.

**C. Solicit MBE/DBEs**

1. Solicit all Identified Firms for all Identified Items of Work by providing written notice. The bidder/offeror should:

(a) provide the written solicitation at least 10 days prior to bid opening to allow sufficient time for the MBE/DBE Firms to respond;

(b) send the written solicitation by first-class mail, facsimile, or email using contact information in the MBE/DBE Directory, unless the bidder/offeror has a valid basis for using different contact information; and

(c) provide adequate information about the plans, specifications, anticipated time schedule for portions of the work to be performed by the MBE/DBE, and other requirements of the contract to assist MBE/DBE Firms in responding. (This information may be provided by including hard copies in the written solicitation or by electronic means as described in C.3 below.)

2. "All" Identified Firms includes the DBEs listed in the procurement and any MBE/DBE Firms you identify as potentially available to perform the Identified Items of Work, but it does not include MBE/DBE Firms who are no longer certified to perform the work as of the date the bidder/offeror provides written solicitations.



**CONTRACT PROVISIONS**  
**PROPOSAL FORM PACKET — FEDERAL**

3. “Electronic Means” includes, for example, information provided *via* a website or file transfer protocol (FTP) site containing the plans, specifications, and other requirements of the contract. If an interested MBE/DBE cannot access the information provided by electronic means, the bidder/offeror must make the information available in a manner that is accessible by the interested MBE/DBE.

4. Follow up on initial written solicitations by contacting DBEs to determine if they are interested. The follow up contact may be made:

(a) by telephone using the contact information in the MBE/DBE Directory, unless the bidder/offeror has a valid basis for using different contact information; or

(b) in writing *via* a method that differs from the method used for the initial written solicitation.

5. In addition to the written solicitation set forth in C.1 and the follow up required in C.4, use all other reasonable and available means to solicit the interest of MBE/DBE Firms certified to perform the work of the contract. Examples of other means include:

(a) attending any pre-bid meetings at which MBE/DBE Firms could be informed of contracting and subcontracting opportunities;

(b) if recommended by the procurement, advertising with or effectively using the services of at least two minority focused entities or media, including trade associations, minority/women community organizations, minority/women contractors' groups, and local, state, and federal minority/women business assistance offices listed on the MDOT Office of Minority Business Enterprise website; and

(c) effectively using the services of other organizations, as allowed on a case-by-case basis and authorized in the procurement, to provide assistance in the recruitment and placement of MBE/DBE Firms.

**D. Negotiate With Interested MBE/DBE Firms**

Bidders/Offerors must negotiate in good faith with interested MBE/DBE Firms.

1. Evidence of negotiation includes, without limitation, the following:

(a) the names, addresses, and telephone numbers of MBE/DBE Firms that were considered;

(b) a description of the information provided regarding the plans and specifications for the work selected for subcontracting and the means used to provide that information; and





**CONTRACT PROVISIONS**  
**PROPOSAL FORM PACKET — FEDERAL**

(c) evidence as to why additional agreements could not be reached for MBE/DBE Firms to perform the work.

2. A bidder/offeror using good business judgment would consider a number of factors in negotiating with subcontractors, including DBE subcontractors, and would take a firm's price and capabilities as well as contract goals into consideration.

3. The fact that there may be some additional costs involved in finding and using MBE/DBE Firms is not in itself sufficient reason for a bidder's/offeror's failure to meet the contract DBE goal, as long as such costs are reasonable. Factors to take into consideration when determining whether a MBE/DBE Firm's quote is excessive or unreasonable include, without limitation, the following:

- (a) the dollar difference between the MBE/DBE subcontractor's quote and the average of the other subcontractors' quotes received by the bidder/offeror;
- (b) the percentage difference between the MBE/DBE subcontractor's quote and the average of the other subcontractors' quotes received by the bidder/offeror;
- (c) the percentage that the DBE subcontractor's quote represents of the overall contract amount;
- (d) the number of MBE/DBE firms that the bidder/offeror solicited for that portion of the work;
- (e) whether the work described in the MBE/DBE and Non-MBE/DBE subcontractor quotes (or portions thereof) submitted for review is the same or comparable; and
- (f) the number of quotes received by the bidder/offeror for that portion of the work.

4. The above factors are not intended to be mandatory, exclusive, or exhaustive, and other evidence of an excessive or unreasonable price may be relevant.

5. The bidder/offeror may not use its price for self-performing work as a basis for rejecting a MBE/DBE Firm's quote as excessive or unreasonable.

6. The "average of the other subcontractors' quotes received by the" bidder/offeror refers to the average of the quotes received from all subcontractors, except that there should be quotes from at least three subcontractors, and there must be at least one quote from a MBE/DBE and one quote from a Non-MBE/DBE.



**CONTRACT PROVISIONS**  
**PROPOSAL FORM PACKET — FEDERAL**

7. A bidder/offeror shall not reject a MBE/DBE Firm as unqualified without sound reasons based on a thorough investigation of the firm's capabilities. For each certified MBE/DBE that is rejected as unqualified or that placed a subcontract quotation or offer that the bidder/offeror concludes is not acceptable, the bidder/offeror must provide a written detailed statement listing the reasons for this conclusion. The bidder/offeror also must document the steps taken to verify the capabilities of the MBE/DBE and Non-MBE/DBE Firms quoting similar work.

(a) The factors to take into consideration when assessing the capabilities of a MBE/DBE Firm, include, but are not limited to the following: financial capability, physical capacity to perform, available personnel and equipment, existing workload, experience performing the type of work, conduct and performance in previous contracts, and ability to meet reasonable contract requirements.

(b) The MBE/DBE Firm's standing within its industry, membership in specific groups, organizations, or associations and political or social affiliations (for example union vs. non-union employee status) are not legitimate causes for the rejection or non-solicitation of bids in the efforts to meet the project goal.

**E. Assisting Interested MBE/DBE Firms**

When appropriate under the circumstances, the decision-maker will consider whether the bidder/offeror:

1. made reasonable efforts to assist interested MBE/DBE Firms in obtaining the bonding, lines of credit, or insurance required by MDOT or the bidder/offeror; and
2. made reasonable efforts to assist interested MBE/DBE Firms in obtaining necessary equipment, supplies, materials, or related assistance or services.

**III. Other Considerations**

In making a determination of Good Faith Efforts the decision-maker may consider engineering estimates, catalogue prices, general market availability and availability of certified MBE/DBE Firms in the area in which the work is to be performed, other bids or offers and subcontract bids or offers substantiating significant variances between certified MBE/DBE and Non-MBE/DBE costs of participation, and their impact on the overall cost of the contract to the State and any other relevant factors.

The decision-maker may take into account whether a bidder/offeror decided to self-perform subcontract work with its own forces, especially where the self-performed work is Identified Items of Work in the procurement. The decision-maker also may take into account the



**CONTRACT PROVISIONS**  
**PROPOSAL FORM PACKET — FEDERAL**

performance of other bidders/offerors in meeting the contract. For example, when the apparent successful bidder/offeror fails to meet the contract goal, but others meet it, this reasonably raises the question of whether, with additional reasonable efforts, the apparent successful bidder/offeror could have met the goal. If the apparent successful bidder/offeror fails to meet the goal, but meets or exceeds the average MBE/DBE participation obtained by other bidders/offerors, this, when viewed in conjunction with other factors, could be evidence of the apparent successful bidder/offeror having made Good Faith Efforts.

**IV. Documenting Good Faith Efforts**

At a minimum, a bidder/offeror seeking a waiver of the MBE/DBE Goal(s) or a portion thereof must provide written documentation of its Good Faith Efforts, in accordance with COMAR 21.11.03.11, within 10 business days after receiving notice that it is the apparent awardee. The written documentation shall include the following:

**A. Items of Work (Complete Good Faith Efforts Documentation Form E, Part 2)**

A detailed statement of the efforts made to select portions of the work proposed to be performed by certified MBE/DBE Firms in order to increase the likelihood of achieving the stated MBE/DBE Goal(s).

**B. Outreach/Solicitation/Negotiation**

1. The record of the bidder's/offeror's compliance with the outreach efforts prescribed by COMAR 21.11.03.09C(2)(a) through (e) and 49 C.F.R. Part 26, Appendix A. (**Complete Outreach Efforts Compliance Statement**)

2. A detailed statement of the efforts made to contact and negotiate with MBE/DBE Firms including:

(a) the names, addresses, and telephone numbers of the MBE/DBE Firms who were contacted, with the dates and manner of contacts (letter, fax, email, telephone, etc.) (**Complete Good Faith Efforts Form E, Part 3, and submit letters, fax cover sheets, emails, etc. documenting solicitations**); and

(b) a description of the information provided to MBE/DBE Firms regarding the plans, specifications, and anticipated time schedule for portions of the work to be performed and the means used to provide that information.

**C. Rejected MBE/DBE Firms (Complete Good Faith Efforts Form E, Part 4)**



Maryland Department of Transportation  
State Highway Administration

F.T.A. NO. MD-04-0033  
CITY OF BALTIMORE CONTRACT NO. TR 14306

**CONTRACT PROVISIONS**  
**PROPOSAL FORM PACKET — FEDERAL**

1. For each MBE/DBE Firm that the bidder/offeror concludes is not acceptable or qualified, a detailed statement of the reasons for the bidder's/offeror's conclusion, including the steps taken to verify the capabilities of the MBE/DBE and Non-MBE/DBE Firms quoting similar work.
2. For each certified MBE/DBE Firm that the bidder/offeror concludes has provided an excessive or unreasonable price, a detailed statement of the reasons for the bidder's/offeror's conclusion, including the quotes received from all MBE/DBE and Non-MBE/DBE firms bidding on the same or comparable work. **(Include copies of all quotes received.)**
3. A list of MBE/DBE Firms contacted but found to be unavailable. This list should be accompanied by a Minority Contractor Unavailability Certificate signed by the MBE/DBE contractor or a statement from the bidder/offeror that the MBE/DBE contractor refused to sign the Minority Contractor Unavailability Certificate.

**D. Other Documentation**

1. Submit any other documentation requested by the Procurement Officer to ascertain the bidder's/offeror's Good Faith Efforts.
2. Submit any other documentation the bidder/offeror believes will help the Procurement Officer ascertain its Good Faith Efforts.



**CONTRACT PROVISIONS  
PROPOSAL FORM PACKET — FEDERAL**

**MDOT MBE/DBE FORM E  
GOOD FAITH EFFORTS GUIDANCE AND DOCUMENTATION**

**PART 2 – CERTIFICATION REGARDING GOOD FAITH EFFORTS DOCUMENTATION**

PAGE \_\_ OF \_\_

Prime Contractor	Project Description	Solicitation Number
n/A		

**PARTS 3, 4, AND 5 MUST BE INCLUDED WITH THIS CERTIFICATE ALONG WITH ALL DOCUMENTS SUPPORTING YOUR WAIVER REQUEST.**

I hereby request a waiver of (1) the Minority Business Enterprise (MBE) participation goal and/or subgoal(s), (2) the Disadvantaged Business Enterprise (DBE) participation goal, or (3) a portion of the pertinent MBE/DBE participation goal and/or MBE subgoal(s) for this procurement.<sup>1</sup> I affirm that I have reviewed the Good Faith Efforts Guidance MBE/DBE Form E. I further affirm under penalties of perjury that the contents of Parts 3, 4, and 5 of MDOT MBE/DBE Form E are true to the best of my knowledge, information and belief.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature of Representative

\_\_\_\_\_  
Address

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
City, State and Zip Code

\_\_\_\_\_  
Date

<sup>1</sup> MBE participation goals and subgoals apply to State-funded procurements. DBE participation goals apply to federally-funded procurements. Federally-funded contracts do not have subgoals.



**CONTRACT PROVISIONS**  
**PROPOSAL FORM PACKET — FEDERAL**

**MDOT MBE/DBE FORM E**  
**GOOD FAITH EFFORTS GUIDANCE AND DOCUMENTATION**

**PART 3 – IDENTIFIED ITEMS OF WORK BIDDER/OFFEROR MADE AVAILABLE TO  
MBE/DBE FIRMS**

PAGE 1 OF 1

Prime Contractor	Project Description	Solicitation Number
C&N ASSOCIATES	Highlandtown Transit stop	TR 14306

Identify those items of work that the bidder/offeror made available to MBE/DBE Firms. This includes, where appropriate, those items the bidder/offeror identified and determined to subdivide into economically feasible units to facilitate the MBE/DBE participation. For each item listed, show the anticipated percentage of the total contract amount. It is the bidder's/offeror's responsibility to demonstrate that sufficient work to meet the goal was made available to MBE/DBE Firms, and the total percentage of the items of work identified for MBE/DBE participation equals or exceeds the percentage MBE/DBE goal set for the procurement. Note: If the procurement includes a list of bid items identified during the goal setting process as possible items of work for performance by MBE/DBE Firms, the bidder/offeror should make all of those items of work available to MBE/DBE Firms or explain why that item was not made available. If the bidder/offeror selects additional items of work to make available to MBE/DBE Firms, those additional items should also be included below.

Identified Items of Work	Was this work listed in the procurement?	Does bidder/offeror normally self-perform this work?	Was this work made available to MBE/DBE Firms? If no, explain why?
Excavation	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Handing	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Cleaning	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Please check if Additional Sheets are attached.



**CONTRACT PROVISIONS**  
**PROPOSAL FORM PACKET — FEDERAL**

**MDOT MBE/DBE FORM E**  
**GOOD FAITH EFFORTS GUIDANCE AND DOCUMENTATION**

**PART 4 – IDENTIFIED MBE/DBE FIRMS AND RECORD OF SOLICITATIONS**

PAGE 1 OF 1

Prime Contractor	Project Description	Solicitation Number
C&N Associates	Highowntown Transit Stop	TR14306

Identify the MBE/DBE Firms solicited to provide quotes for the Identified Items of Work made available for MBE/DBE participation. Include the name of the MBE/DBE Firm solicited, items of work for which bids/quotes were solicited, date and manner of initial and follow-up solicitations, whether the MBE/DBE provided a quote, and whether the MBE/DBE is being used to meet the MBE/DBE participation goal. MBE/DBE Firms used to meet the participation goal must be included on the MBE/DBE Participation Schedule, Form B. Note: If the procurement includes a list of the MBE/DBE Firms identified during the goal setting process as potentially available to perform the items of work, the bidder/offeror should solicit all of those MBE/DBE Firms or explain why a specific MBE/DBE was not solicited. If the bidder/offeror identifies additional MBE/DBE Firms who may be available to perform Identified Items of Work, those additional MBE/DBE Firms should also be included below. Copies of all written solicitations and documentation of follow-up calls to MBE/DBE Firms must be attached to this form. If the bidder/offeror used a Non-MBE/DBE or is self-performing the identified items of work, Part 4 must be completed.



CONTRACT PROVISIONS  
PROPOSAL FORM PACKET — FEDERAL *2/14*

Name of Identified MBE/DBE Firm & MBE Classification	Describe Item of Work Solicited	Initial Solicitation Date & Method	Follow-up Solicitation Date & Method	Details for Follow-up Calls	Quote Rec'd	Quote Used	Reason Quote Rejected
Firm Name: _____  MBE Classification (Check only if requesting waiver of MBE subgoal.)  <input type="checkbox"/> African American-Owned <input type="checkbox"/> Hispanic American-Owned <input type="checkbox"/> Asian American-Owned <input type="checkbox"/> Women-Owned <input type="checkbox"/> Other MBE Classification _____ —		Date:  <input type="checkbox"/> Mail <input type="checkbox"/> Facsimile <input type="checkbox"/> Email	Date:  <input type="checkbox"/> Phone <input type="checkbox"/> Mail <input type="checkbox"/> Facsimile <input type="checkbox"/> Email	Time of Call:  Spoke With:  <input type="checkbox"/> Left Message	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Used Other MBE/DBE <input type="checkbox"/> Used Non-MBE/DBE  <input type="checkbox"/> Self-performing
Firm Name: _____  MBE Classification (Check only if requesting waiver of MBE subgoal.)  <input type="checkbox"/> African American-Owned <input type="checkbox"/> Hispanic American-Owned <input type="checkbox"/> Asian American-Owned <input type="checkbox"/> Women-Owned <input type="checkbox"/> Other MBE Classification _____ —		Date:  <input type="checkbox"/> Mail <input type="checkbox"/> Facsimile <input type="checkbox"/> Email	Date:  <input type="checkbox"/> Phone <input type="checkbox"/> Mail <input type="checkbox"/> Facsimile <input type="checkbox"/> Email	Time of Call:  Spoke With:  <input type="checkbox"/> Left Message	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Used Other MBE/DBE <input type="checkbox"/> Used Non-MBE/DBE  <input type="checkbox"/> Self-performing

Please check if Additional Sheets are attached.





CONTRACT PROVISIONS  
PROPOSAL FORM PACKET — FEDERAL

INFORMATION REQUIRED TO BE SUBMITTED FOR FEDERALLY ASSISTED  
CONTRACTS:

(a) Each bidder shall provide the following information:

NAME OF FIRM: C & N ASSOCIATES LLC  
6920 Hillmeade Road  
Street and/or P.O. Box  
Glenn Dale, MD 20769  
City State Zip Code

DBE  Non-DBE Age of the firm 15 years  
Annual gross receipts per last calendar year  <\$500,000  \$500,000-1,000,000  
 \$1,000,000-3,000,000  \$3,000,000-5,000,000  \$5,000,000-10,000,000  
 >\$10,000,000

(b) Each bidder shall provide the following information for each firm quoting or  
considered as subcontractors and/or suppliers:

NAME OF FIRM: Simon Development & Construction  
7650 Georgia Avenue, NW  
Street and/or P.O. Box  
Washington DC 20012  
City State Zip Code

DBE  Non-DBE Age of the firm 30 years  
Annual gross receipts per last calendar year  <\$500,000  \$500,000-1,000,000  
 \$1,000,000-3,000,000  \$3,000,000-5,000,000  \$5,000,000-10,000,000  
 > \$10,000,000

NAME OF FIRM: \_\_\_\_\_  
Street and/or P.O. Box  
City State Zip Code

DBE  Non-DBE Age of the firm \_\_\_\_\_ years  
Annual gross receipts per last calendar year  <\$500,000  \$500,000-1,000,000  
 \$1,000,000-3,000,000  \$3,000,000-5,000,000  \$5,000,000-10,000,000  
 > \$10,000,000



**CONTRACT PROVISIONS**  
**PROPOSAL FORM PACKET — FEDERAL**

**MDOT MBE/DBE FORM E**  
**GOOD FAITH EFFORTS GUIDANCE AND DOCUMENTATION**

**PART 5 – ADDITIONAL INFORMATION REGARDING REJECTED MBE/DBE QUOTES**

PAGE \_\_\_ OF \_\_\_

Prime Contractor	Project Description	Solicitation Number

This form must be completed if Part 3 indicates that a MBE/DBE quote was rejected because the bidder/offeror is using a Non-MBE/DBE or is self-performing the Identified Items of Work. Provide the Identified Items Work, indicate whether the work will be self-performed or performed by a Non-MBE/DBE, and if applicable, state the name of the Non-MBE/DBE. Also include the names of all MBE/DBE and Non-MBE/DBE Firms that provided a quote and the amount of each quote.

Describe Identified Items of Work Not Being Performed by MBE/DBE (Include spec/section number from bid)	Self-performing or Using Non-MBE/DBE (Provide name)	Amount of Non-MBE/DBE Quote	Name of Other Firms who Provided Quotes & Whether MBE/DBE or Non-MBE/DBE	Amount Quoted	Indicate Reason Why MBE/DBE Quote Rejected & Briefly Explain
	<input type="checkbox"/> Self-performing  <input type="checkbox"/> Using Non-MBE/DBE	\$ _____	_____ <input type="checkbox"/> MBE/DBE <input type="checkbox"/> Non-MBE/DBE	\$ _____	<input type="checkbox"/> Price <input type="checkbox"/> Capabilities <input type="checkbox"/> Other
	<input type="checkbox"/> Self-performing  <input type="checkbox"/> Using Non-MBE/DBE	\$ _____	_____ <input type="checkbox"/> MBE/DBE <input type="checkbox"/> Non-MBE/DBE	\$ _____	<input type="checkbox"/> Price <input type="checkbox"/> Capabilities <input type="checkbox"/> Other
	<input type="checkbox"/> Self-performing  <input type="checkbox"/> Using Non-MBE/DBE	\$ _____	_____ <input type="checkbox"/> MBE/DBE <input type="checkbox"/> Non-MBE/DBE	\$ _____	<input type="checkbox"/> Price <input type="checkbox"/> Capabilities <input type="checkbox"/> Other

Please check if Additional Sheets are attached.



**CONTRACT PROVISIONS**  
**PROPOSAL FORM PACKET — FEDERAL**

**INFORMATION REQUIRED TO BE SUBMITTED FOR FEDERALLY ASSISTED CONTRACTS:**

**(a) Each bidder shall provide the following information:**

NAME OF FIRM: \_\_\_\_\_

\_\_\_\_\_ Street and/or P.O. Box

\_\_\_\_\_ City State Zip Code

\_\_\_ DBE \_\_\_ Non-DBE Age of the firm \_\_\_ years  
Annual gross receipts per last calendar year \_\_\_ <\$500,000 \_\_\_ \$500,000-1,000,000  
\_\_\_ \$1,000,000-3,000,000 \_\_\_ \$3,000,000-5,000,000 \_\_\_ \$5,000,000-10,000,000  
\_\_\_ >\$10,000,000

**(b) Each bidder shall provide the following information for each firm quoting or considered as subcontractors and/or suppliers:**

NAME OF FIRM: \_\_\_\_\_

\_\_\_\_\_ Street and/or P.O. Box

\_\_\_\_\_ City State Zip Code

\_\_\_ DBE \_\_\_ Non-DBE Age of the firm \_\_\_ years  
Annual gross receipts per last calendar year \_\_\_ <\$500,000 \_\_\_ \$500,000-1,000,000  
\_\_\_ \$1,000,000-3,000,000 \_\_\_ \$3,000,000-5,000,000 \_\_\_ \$5,000,000-10,000,000  
\_\_\_ > \$10,000,000

NAME OF FIRM: \_\_\_\_\_

\_\_\_\_\_ Street and/or P.O. Box

\_\_\_\_\_ City State Zip Code

\_\_\_ DBE \_\_\_ Non-DBE Age of the firm \_\_\_ years  
Annual gross receipts per last calendar year \_\_\_ <\$500,000 \_\_\_ \$500,000-1,000,000  
\_\_\_ \$1,000,000-3,000,000 \_\_\_ \$3,000,000-5,000,000 \_\_\_ \$5,000,000-10,000,000  
\_\_\_ > \$10,000,000



**CONTRACT PROVISIONS**  
**PROPOSAL FORM PACKET — FEDERAL**

NAME OF FIRM: \_\_\_\_\_

\_\_\_\_\_ Street and/or P.O. Box

\_\_\_\_\_ City State Zip Code

\_\_\_ DBE \_\_\_ Non-DBE Age of the firm \_\_\_ years  
Annual gross receipts per last calendar year \_\_\_ <\$500,000 \_\_\_ \$500,000-1,000,000  
\_\_\_ \$1,000,000-3,000,000 \_\_\_ \$3,000,000-5,000,000 \_\_\_ \$5,000,000-10,000,000  
\_\_\_ > \$10,000,000

NAME OF FIRM: \_\_\_\_\_

\_\_\_\_\_ Street and/or P.O. Box

\_\_\_\_\_ City State Zip Code

\_\_\_ DBE \_\_\_ Non-DBE Age of the firm \_\_\_ years  
Annual gross receipts per last calendar year \_\_\_ <\$500,000 \_\_\_ \$500,000-1,000,000  
\_\_\_ \$1,000,000-3,000,000 \_\_\_ \$3,000,000-5,000,000 \_\_\_ \$5,000,000-10,000,000  
\_\_\_ > \$10,000,000

NAME OF FIRM: \_\_\_\_\_

\_\_\_\_\_ Street and/or P.O. Box

\_\_\_\_\_ City State Zip Code

\_\_\_ DBE \_\_\_ Non-DBE Age of the firm \_\_\_ years  
Annual gross receipts per last calendar year \_\_\_ <\$500,000 \_\_\_ \$500,000-1,000,000  
\_\_\_ \$1,000,000-3,000,000 \_\_\_ \$3,000,000-5,000,000 \_\_\_ \$5,000,000-10,000,000  
\_\_\_ > \$10,000,000

**Submit additional copies of this page as page 43A of 45, 43B of 45, etc. as necessary, and place them as the last pages in the Invitation for Bids. Place an "X" for "NO" on the last copy. Any additional Copies: \_\_\_\_\_ NO \_\_\_\_\_ YES**



**CONTRACT PROVISIONS**  
PROPOSAL FORM PACKET — FEDERAL

**EXTRA WORK, CONTRACT TIME, BONDING, LIQUIDATED DAMAGES, AND  
PROPOSAL GUARANTY**

**EXTRA WORK.** It is further proposed to do all "Extra Work" which may be required to complete the work contemplated at unit prices or lump sum prices to be agreed upon in writing prior to starting such extra work, or if such prices or sums cannot be agreed upon, to perform such work on a Force Account basis as specified in TC-7.03.

**CONTRACT TIME.** To commence work as specified in the "Notice to Proceed" and to prosecute the work to complete the contract within/or before 180 calendar days.

Any delay in awarding or the execution of this contract will not be considered as a basis for any monetary claim, however, an extension of time may be considered by the Administration, if warranted.

**BONDING.** When the Contractor's bid is \$100,000 or more, the Contractor shall furnish a Payment Bond and a Performance Bond in the full amount of the Contract Award as security for the construction and completion of the contract in conformance with the Plans, Standard Specifications, revisions thereto, General Provisions and Special Provisions.

To guarantee all of the work performed under this contract to be done in conformance with the Standard Specifications, revisions thereto, General Provisions and Special Provisions in a good workmanlike manner and to renew or repair any work which may be rejected due to defective materials or workmanship, prior to final completion and acceptance of the work, also we have the equipment, labor, supervision and financial capacity to perform this contract either with our organization or with Subcontractors.

**LIQUIDATED DAMAGES.** The Contractor is hereby advised that liquidated damages in the amount of one thousand two hundred dollars (\$1200) per calendar day will be assessed for unauthorized extensions beyond the contracted time of completion.



**CONTRACT PROVISIONS**  
**PROPOSAL FORM PACKET — FEDERAL**

**PROPOSAL GUARANTY.** A bid security is not required on Contract Proposals under \$100,000.

A bid security totaling at least five percent (5%) of the bid amount will be required on contracts of \$100,000 or over.

Acceptable forms of security for bid guaranty shall be:

- (1) A bond in a form satisfactory to the State underwritten by a company licensed to issue bonds in this State;
- (2) A bank certified check, bank cashier's check, bank treasurer's check, or cash;
- (3) Pledge of security backed by the full faith and full credit of the United States government or bonds issued by the State of Maryland.

Enclosed herewith, find bid security based on at least five percent (5%) of the aggregate amount of the bid submitted, and made payable to the "State of Maryland". This bid security is a Proposal Guarantee (which is understood will be forfeited in the event the contract is not executed, if awarded to the signer of this affidavit).

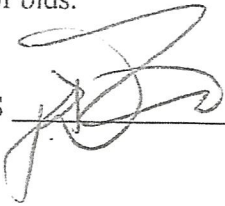
The foregoing prices are to include and cover the furnishing of all materials and labor requisite and proper, and the providing of all necessary machinery, tools, apparatus and means for performing the work and the doing of all the above mentioned work as set forth and described in the Contract Documents.


Note: Each and every person Bidding and Named above must sign here. In case of Firms, give the first and last name of each member, in full, with residence.

In case a Bid shall be submitted by or in behalf of any Corporation, it must be signed in the name of such Corporation by some authorized Officer or Agent, thereof, who shall also subscribe his Name and Office. If practicable, the Seal of the Corporation shall be affixed.

Addendum Numbers 1   2     3     4     5     6     7     8     9    10  

I understand that failure to confirm the receipt of Addendum(s) may be cause for rejection of bids.

WITNESS  \_\_\_\_\_

(SIGNED)  \_\_\_\_\_  
(TITLE) Raymond Thegle - President  
(ADDRESS) 6920 Hillmead Road  
Glenn Dale, MD 20769

WITNESS \_\_\_\_\_

(SIGNED) \_\_\_\_\_  
(TITLE) \_\_\_\_\_  
(ADDRESS) \_\_\_\_\_

WITNESS \_\_\_\_\_

(SIGNED) \_\_\_\_\_  
(TITLE) \_\_\_\_\_  
(ADDRESS) \_\_\_\_\_

**A. BIDDER CERTIFICATION OF WORK CAPACITY AND  
PREQUALIFICATION CLASSIFICATIONS**

We Hold Certificate No. 4474 Expires: 8/26/2016

We have the Work Capacity to perform this Contract as provided in the Standard Specifications and in accordance with the rules, regulations and requirements of the Baltimore City Contractors Qualification Committee.

Our current Certificate of Prequalification includes work Classifications covering Contract items to a total of at least Fifty Percent (50%) of the Aggregate Amount Bid.

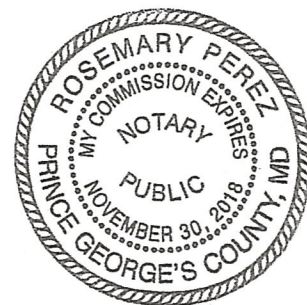
C & N ASSOCIATES, LLC  
BIDDER

By: [Signature] Title PRESIDENT  
Signature Title

Subscribe and sworn to before me this 1<sup>st</sup> day of April 2016

[Signature]  
(Notary Public)

My Commission Expires 11/30/2018, 20  





Certification With Regard To The Performance Of Previous Contracts Or Subcontracts Clause  
And The Filing Of

Required Reports

The Bidder , proposed subcontractor \_\_\_\_\_, hereby certifies that he has , has not \_\_\_\_\_, participated in a previous contract or subcontract subject to the Equal Opportunity Clause, as required by Executive Orders 10925, 11114, or 11246, and that he has , has not \_\_\_\_\_, filed with the Joint Reporting Committee, the Director of the Office of Federal Contract Compliance, a Federal Government contracting or administering agency, or the former President's Committee on Equal Employment Opportunity, all reports due under the applicable filing requirements.

C&N ASSOCIATES, LLC

(Company)

By: \_\_\_\_\_

PRESIDENT

(Title)

Date: 4/27/2016

Note: The above certification is required by the Equal Employment Opportunity Regulations of the Secretary of Labor (41 CFR 60-1.7(b)(1)), and must be submitted by bidders and proposed subcontractors only in connection with contracts and subcontracts which are subject to the equal opportunity clause. Contracts and subcontracts which are exempt from the equal opportunity clause are set forth in 41 CFR 60-1.5. (Generally only contracts or subcontracts of \$10,000 or under are exempt.)

Currently, Standard Form 100 (EEO-1) is the only report required by the Executive Orders or their implementing regulations. Proposed prime contractors and subcontractors who have participated in a previous contract or subcontract subject to the Executive Orders and have not filed the required reports should note that 41 CFR 60.17(b)(1) prevents the award of contracts and subcontracts unless such contractor submits a report covering the delinquent period or such other period specified by the Federal Highway Administration or by the Director, Office of Federal Contract Compliance, U.S. Department of Labor.

**BID BOND**

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned

\_\_\_\_\_

as Principal, and \_\_\_\_\_

as Surety, are hereby held and firmly bound unto the Mayor and City Council of Baltimore as Owner, in the amount of at least five Percent (5%) of the Total Bid submitted for the payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, executors, administrators, personal representatives, successors and assigns. Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

The condition of the above obligation is such that WHEREAS the Principal has submitted to the Board of Estimates of the Mayor and City Council of Baltimore a certain Bid, attached hereto, and hereby made a part hereof to enter into a Contract, in writing, for City of Baltimore, Department of Transportation **F.T.A. NO. MD-04-0033, CITY OF BALTIMORE CONTRACT NO. TR14306 HIGHLANDTOWN TRANSIT STOP IMPROVEMENTS.**

NOW, THEREFORE,

- (a) If said Bid shall be rejected or in the alternate.
- (b) If said Bid shall be accepted and the Principal shall execute and deliver a Contract in the form of Contract attached here to (properly completed in accordance with said Bid), and shall furnish a bond for his faithful performance of said Contract, and for the payment of all persons performing labor or furnishing materials in connection therewith and shall in all other respects perform the Agreement created by the acceptance of said bid.

Then this obligation shall be void, otherwise the same shall remain in force and effect; it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall in no event, exceed the penal amount of this obligation, as herein stated.

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no way impaired or affected by an extension of the time within which the Owner may accept such Bid; and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their Hand and Seals, and such of them as are Corporation have caused their Corporate Seals to be hereto affixed and these presents to be signed by their proper Officers, the day and year first set forth above.

F.T.A. NO. MD-04-0033  
CITY OF BALTIMORE CONTRACT NO. TR14306  
PRINCIPAL

ATTEST:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(SEAL)

ATTEST:

SURETY

\_\_\_\_\_

\_\_\_\_\_

(SEAL)

F.T.A. NO. MD-04-0033  
CITY OF BALTIMORE CONTRACT NO. TR14306

**BID BOND**

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned

C&N Associates, LLC

as Principal, and Bankers Insurance Company

as Surety, are hereby held and firmly bound unto the Mayor and City Council of Baltimore as Owner, in the amount of at least five Percent (5%) of the Total Bid submitted for the payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, executors, administrators, personal representatives, successors and assigns. Signed this 27th day of April, 2016

The condition of the above obligation is such that WHEREAS the Principal has submitted to the Board of Estimates of the Mayor and City Council of Baltimore a certain Bid, attached hereto, and hereby made a part hereof to enter into a Contract, in writing, for City of Baltimore, Department of Transportation F.T.A. NO. MD-04-0033, CITY OF BALTIMORE CONTRACT NO. TR14306 HIGHLANDTOWN TRANSIT STOP IMPROVEMENTS.

NOW, THEREFORE,

- (a) If said Bid shall be rejected or in the alternate.
- (b) If said Bid shall be accepted and the Principal shall execute and deliver a Contract in the form of Contract attached here to (properly completed in accordance with said Bid), and shall furnish a bond for his faithful performance of said Contract, and for the payment of all persons performing labor or furnishing materials in connection therewith and shall in all other respects perform the Agreement created by the acceptance of said bid.


Then this obligation shall be void, otherwise the same shall remain in force and effect; it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall in no event, exceed the penal amount of this obligation, as herein stated.

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no way impaired or affected by an extension of the time within which the Owner may accept such Bid; and said Surety does hereby waive notice of any such extension.

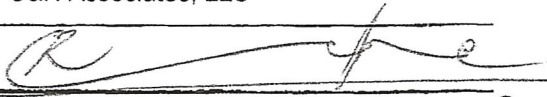
IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their Hand and Seals, and such of them as are Corporation have caused their Corporate Seals to be hereto affixed and these presents to be signed by their proper Officers, the day and year first set forth above.

F.T.A. NO. MD-04-0033  
CITY OF BALTIMORE CONTRACT NO. TR14306  
PRINCIPAL


ATTEST:

  
\_\_\_\_\_

C&N Associates, LLC

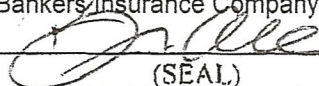
  
\_\_\_\_\_  
RAYMOND THEGBE, PRESIDENT  
\_\_\_\_\_  
(SEAL)

ATTEST:

  
\_\_\_\_\_  
Sandra L. Gilchrist, Assistant

SURETY

Bankers Insurance Company


  
\_\_\_\_\_  
(SEAL)  
Bruce M. Allen, Attorney-in-fact

Bond No.: 3236362

(Acknowledgement of Surety Company)

STATE OF Delaware )  
 ) SS:  
COUNTY OF New Castle )

On this 27<sup>th</sup> day of April, 20 16, before me personally came Bruce M. Allen to me known, who being by me duly sworn, did depose and say that he resides in West Chester, PA that he is the Attorney-in-fact of Bankers Insurance Company the corporation described in and which executed the within instrument; that he knows the seal of said corporation; that seal affixed to said instrument is such corporate seal; that is so affixed by the order of the Board of Directors of said corporation, and that he signed X his / her name thereto by like order; and that the liabilities of said company do not exceed its assets as ascertained in the manner provided by the laws of the **State of Maryland**, and the said further said Sandra Lee Gilchrist (Notary) that she is acquainted with Bruce M. Allen and knows X him / her to be the **Attorney-In-Fact** of said company; that the signature of the said Bruce M. Allen subscribed to the within instrument is in the genuine handwriting of the said Bruce M. Allen and was subscribed thereto by Bruce M. Allen and was subscribed thereto by like order of the Board of Directors, and in the presence of X him / her, the said.

  
Sandra Lee Gilchrist  
Notary Public of New Castle County  
My Commission Expires 1/22/2017

SANDRA LEE GILCHRIST  
NOTARY PUBLIC  
STATE OF DELAWARE  
My Commission Expires Jan. 22, 2017

**BANKERS INSURANCE COMPANY**  
 11101 Roosevelt Blvd N, St. Petersburg Florida 33716  
**STATEMENT OF ASSETS, LIABILITIES, AND SURPLUS**  
 at December 31, 2014

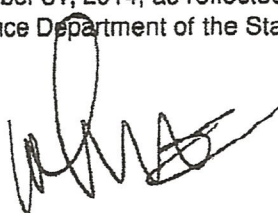
**ASSETS**

Cash and Cash Equivalents	\$ 7,208,466
Debt Securities at Market Value	36,370,934
Mortgages and Notes Receivable	228,793
Equity Securities at Market Value	69,133,207
Real Estate Held for sale	3,000,000
Other Invested Assets	2,612,539
Certificates of Deposit	8,975,716
Cash Held in Trust	0
Accrued Investment Income	306,297
Premiums and Accounts Receivable	7,797,457
Amounts Held for Ceding Reinsurance	14,550,736
Reinsurance Loss Recoverable	3,535,650
Income Taxes Receivable-Current	2,482,858
Prepaid Reinsurance Premiums	0
Income Taxes Receivable-Deferred	3,438,348
Equity in Underwriting Associations	24,949
Deferred Acquisition Costs	0
Property/Equipment Net Depreciation	1,312,186
Other Non-Current Assets	1,548,645
Accounts Receivable Affiliated	139,982
<b>TOTAL ASSETS</b>	<b>\$ 162,666,763</b>

Reserve for Losses and ALAE	53,195,629
Unearned Premium Reserves	27,598,483
Amounts Held/Due Reinsurers	6,045,361
Accrued Expenses/Other Liabilities	6,127,010
Accounts Payable	293,042
Income Taxes Payable - Current	15,681
Accounts Payable Affiliated	287,575
<b>TOTAL LIABILITIES</b>	<b>\$ 93,562,781</b>

Common Stock	4,500,000
Additional Paid in Capital	40,286,963
Contributed Capital/Surplus Notes	5,000,000
Dividends Paid	(2,500,000)
Unassigned Funds (Surplus)	21,817,019
<b>TOTAL POLICYHOLDERS SURPLUS</b>	<b>\$ 69,103,982</b>
<b>TOTAL LIABILITIES AND POLICYHOLDERS SURPLUS</b>	<b>\$ 162,666,763</b>

I, Wilbur L. Martin IV, President of BANKERS INSURANCE COMPANY, certify that the foregoing is a fair statement of Assets, Liabilities, Surplus and Other Funds of this Company, at the close of business, December 31, 2014, as reflected by its books and records and as reported in its statement on file with the Insurance Department of the State of Florida.



IN TESTIMONY WHEREOF, I have set my hand and affixed the seal of the Company, this 14th day of May, 2015.

**BANKERS INSURANCE COMPANY**







April 27, 2016

C&N Associates, LLC  
6920 Hillmeade Road  
Glenn Dale, Maryland 20769

**RE: City of Baltimore-Highland Transit Stop Improvements**

To Whom It May Concern:

This letter will confirm that C&N Associates, LLC is currently bonded by Bankers Insurance Company, who is rated B+ by AM Best and has a Treasury Limit of \$6,910,000.

The surety company is in a position to support C&N Associates, LLC on single bond needs up to \$2,000,000. and within an aggregate bond program of \$5,000,000. Currently, C&N Associates LLC has \$4,500,000 available on their aggregate bond line. This bond commitment is subject to the surety's receipt, review and acceptance of the appropriate contracts as well as details of the final scope of work that can be offered to C&N Associates, LLC.

In accordance with normal surety practice, the willingness to extend suretyship will be based on the underwriting C&N Associates, LLC at the time the bonds are requested. This letter is not a commitment for any specific project and KOG International, Inc. cannot be held responsible if a bond is not issued C&N Associates, LLC behalf.

Please feel free to contact me with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Bruce M. Allen', is written over the word 'Sincerely,'.

Bruce M. Allen  
President, CPCU, MBA

P.O. Box 527  
Westtown, PA 19395  
610-399-4080  
[www.kogbonds.com](http://www.kogbonds.com)

CITY OF BALTIMORE

STEPHANIE RAWLINGS-BLAKE, Mayor



DEPARTMENT OF TRANSPORTATION

WILLIAM M. JOHNSON, Director  
417 E. Fayette Street, 5th Floor  
Baltimore, Maryland 21202

**ADDENDUM NO. 1**

DATE: April 21, 2016

FOR

DRAWINGS, SPECIFICATIONS, PROPOSAL, CONTRACT AND BOND

FOR

CONTRACT NO.: TR14306

FTA No.: MD-04-0033

Highlandtown Transit Stop Improvements, Eastern Ave from Highland Ave to South Eaton St

FOR THE MAYOR AND CITY COUNCIL OF BALTIMORE

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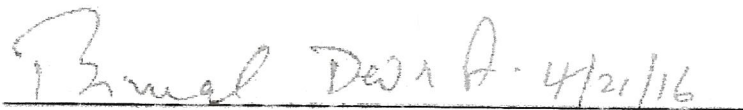
TO THE BIDDERS: PLEASE ATTACH TO YOUR CONTRACT DOCUMENTS.  
THIS ADDENDUM IS HEREBY MADE A PART OF THE CONTRACT DOCUMENTS ON  
WHICH THE CONTRACT WILL BE BASED, AND IS ISSUED TO MODIFY, EXPLAIN  
AND/OR CORRECT THE ORIGINAL DRAWINGS AND SPECIFICATIONS.

---

Change Bid Due Date from April 27, 2016 to May 11, 2016

- 1) Summary of Addendum Revisions
- 2) Addendum Bid Book Revisions

APPROVED:



CHIEF, DEPARTMENT OF TRANSPORTATION  
TRANSPORTATION ENGINEERING  
AND CONSTRUCTION DIVISION

  
DIRECTOR, DEPARTMENT OF TRANSPORTATION

FTA No.: MD-04-0033  
CONTRACT NO.: TR14306  
Highlandtown Transit Stop Improvements  
ADDENDUM NO. 1

As part of Addendum No. 1, revise the Bid Book as follows:

1. Replace Page XXII – Page XXIII with Page XXIIr – Page XXIIIr Revised Table of Contents
2. Replace Page 1 with Page 1r. Revised Bids Due date.
3. Replace Page 142 with Page 142r. Revised Bids Due Date.
4. Insert Page 142A.

Notice to Bidders-----	1	I
Title VI Non-Discrimination Statement of Policy -----	13	II
Notice to Contractors – Cargo Preference Act (CPA)-----	2	XV
Resolution of the Board of Estimates of the City of Baltimore -----	4	XVII
Pre-Bidding Meeting -----	1	XXI
Table of Contents -----	2	XXIIr
Notice of Letting -----	2	1r

**CONTRACT PROVISIONS**

Contractor Registration Requirements-----	1	3
Notice To All Holders Of This Contract Document- National Cooperative Highway Research Program (NCHRP) Report 350 Implementation Schedule For Devices Used In The Maintenance Of Traffic -----	2	4
Notice To All Holders Of This Contract Document- Manual on Uniform Traffic Control Devices (MUTCD) Requirements-----	1	6
Occupying Wetlands -----	1	7
Form FHWA 1273-----	11	8
Affirmative Action Requirements Utilization of Disadvantaged Business Enterprises for Federal Aid Contracts-----	10	19
MBE/DBE Compliance Field Meeting -----	1	29
Traffic Control Plan Certification -----	1	30
Prevailing Wage Instructions for the Contractor-----	4	31
Notice of Actions Required for Affirmative Action to Ensure Equal Employment Opportunity (Executive Order 11246)-	8	35
Training Provisions-----	4	43
High Visibility Safety Apparel Policy -----	2	47

**SPECIAL PROVISIONS**

Contract Documents-----	1	49
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**INVITATION FOR BIDS**  
**Table of Contents**

	No. of Sheets	Page Number
Instruction to Bidders -----	24	50
Wage Rate Determination (as required) -----	5	59A
City Prevailing Wage Rates – 2016 Classification No.2-----	4	65
Special Conditions -----	17	73
Right of Way Status -----	1	90
Construction Details and Materials-----	21	91
Plans and Details -----	30	112
 <b>PROPOSAL FORM PACKET</b>		
Bid or Proposal -----	1	142r
Bid or Proposal-Duplicate -----	1	142A
Extra Work Certification-----	1	143
Attention All Bidders -----	1	144
Proposal Form Packet -----	51	145
Bidder Certification of Work Capacity and Prequalification Classification -----	1	196
Certification CM 32-34 -----	1	197
Bid Bond -----	2	198
Agreement -----	2	200
Performance Bond -----	3	202
Payment Bond -----	3	205

F.T.A. NO. MD-04-0033

CITY OF BALTIMORE CONTRACT NO. TR14306  
CITY OF BALTIMORE  
DEPARTMENT OF TRANSPORTATION  
NOTICE OF LETTING

Scaled Bids or Proposals, in duplicate addressed to the Board of Estimates of the Mayor and City Council of Baltimore and marked F.T.A. NO. MD-04-0033, CITY OF BALTIMORE CONTRACT NO. TR14306, Highlandtown Transit Stop Improvements From Highland Ave to South Eaton Street, will be received at the office of the Comptroller, Room 204 City Hall, Baltimore, Maryland until 11:00 A.M. 05/11/2016.

Board of Estimates employees will be stationed at the Security Unit Counter just inside the Holliday Street entrance to City Hall from 10:45 A.M. every Wednesday to receive bids from Bidders who feel they would not be able to deliver the bid envelope to Room 204 by 11:00 A.M. due to a possible delay by the security check and scanner process. The bids will be processed with a hand scanner, placed in a box and promptly at 11:00 A.M., the box will be sealed and brought to Room 204 City Hall, Comptroller's Office. Positively no bids will be received after 11:00 A.M. and at 12:00 Noon on said date they will be publicly opened by the Board of Estimates in Room 215 in said City Hall.

Baltimore City hereby notifies all Bidders that it will affirmatively insure that in any Contract entered into pursuant to this advertisement, Disadvantaged Business Enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color or national origin in consideration for an award. Also, the Bidder's attention is called to the Standard Federal Equal Employment Opportunity Construction Contract Specifications (Executive Order 11246) which is a part of the Contract proposal. All of these activities shall be done in accordance with Title VI of the 1964 Civil Rights Act, as amended.

The contractor, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, age, sexual orientation or gender in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of federal aid contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

It is the goal of the Department of Transportation that Disadvantaged Business Enterprises participate in all Federal-Aid Contracts. The total Disadvantaged Business (DBE) goal for this project is 24%. In accordance with Surface Transportation and Uniform Relocation Assistance Act of 1987, Women are included in the definition of DBE and will be counted toward meeting this goal. THE CONTRACTOR SUBMITTING A BID ON THIS CONTRACT WILL SUBMIT A DBE PARTICIPATION PROGRAM IN CONFORMANCE WITH THE CONTRACT SPECIFICATIONS.

Plans, specifications and other contract Documents may be examined without charge at the Baltimore City Department of Public Works Service Center located on the first floor of the Abel Wolman Municipal Building, Baltimore Maryland, 21202 on or after March 28, 2016 and copies thereof may be obtained on payment of FIFTY DOLLARS AND NO CENTS (\$50.00). Payment will not be refunded.

**NOTE: THIS CONTRACT IS SUBJECT TO A PERFORMANCE EVALUATION BY THE DEPARTMENT OF TRANSPORTATION.**

The Standard Specifications for Construction and Materials, Maryland Department of Transportation, State Highway Administration, dated July 2008 are to be used in this contract.

Each Bid must be accompanied by a Certified Check of the Bidder or Bank Cashier's Check or Bank Treasurer's Check drawn on a solvent Clearinghouse made payable to the Mayor and City Council of Baltimore, or a Bid Bond executed on the Form as provided in the Bid or Proposal, for an amount which is determined by multiplying the Total Bid or Proposal, for an amount which is determined by multiplying the Total Bid submitted by five percent (5%).

The successful Bidder will be required to give both Performance Bond and Payment Bond in the amount of the Contract price.

NOTE: NO INFORMATION OTHER THAN THAT INCLUDED IN OR ATTACHED TO THIS ORIGINAL BID DOCUMENT (WHERE SUCH ATTACHMENT IS PERMITTED) WILL BE USED IN DETERMINING AWARD.

ORIGINAL (NOT TO BE DETACHED)  
NOTICE TO BIDDERS

CITY OF BALTIMORE THE COMPLETE (ORIGINAL)  
DEPARTMENT OF TRANSPORTATION CONTRACT BOOK AND  
CONTRACT NUMBER TR14306 DUPLICATE OF BID OR  
HIGHLANDTOWN TRANSIT STOP IMPROVEMENTS PROPOSAL MUST BE  
FROM HIGHLAND AVENUE TO SOUTH EATON STREET INCLUDED IN THE  
BID ENVELOPE

III. BID OR PROPOSAL

Bids Due 05/11/2016

Certified Check or Bank Cashier's Check or Bank Treasurer's Check or Bid Bond Equal to Five Percent (5%) of the Total Bid Submitted.

Days of Completion 180 Consecutive Calendar Days

Liquidated Damages \$1200 per Calendar day

Made this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

By \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

The Bidder shall sign below to signify the following:

I/We have received Addendum Nos. \_\_\_\_\_  
for this Contract.

\_\_\_\_\_  
Signature and Title

To The Board of Estimates of Baltimore City:

Gentlemen:

I/We the undersigned Contractor, have familiarized myself/ourselves with the Requirements and Stipulations of the Contract Documents, and the site of the proposed work, and fully understand and appreciate the extent and character of the work to be done under the Contract.

NOTE: NO INFORMATION OTHER THAN THAT INCLUDED IN OR ATTACHED TO THIS ORIGINAL BID DOCUMENT (WHERE SUCH ATTACHMENT IS PERMITTED) WILL BE USED IN DETERMINING AWARD.

ORIGINAL (NOT TO BE DETACHED)  
NOTICE TO BIDDERS

CITY OF BALTIMORE THE COMPLETE (ORIGINAL)  
DEPARTMENT OF TRANSPORTATION CONTRACT BOOK AND  
CONTRACT NUMBER TR14306 DUPLICATE OF BID OR  
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Liquidated Damages \$1200 per Calendar day

Made this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

By \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

The Bidder shall sign below to signify the following:

I/We have received Addendum Nos. \_\_\_\_\_  
for this Contract.

\_\_\_\_\_  
Signature and Title

To The Board of Estimates of Baltimore City:

Gentlemen:  
I/We the undersigned Contractor, have familiarized myself/ourselves with the Requirements and Stipulations of the Contract Documents, and the site of the proposed work, and fully understand and appreciate the extent and character of the work to be done under the Contract.



CITY OF BALTIMORE

STEPHANIE RAWLINGS-BLAKE, Mayor



DEPARTMENT OF TRANSPORTATION

WILLIAM M. JOHNSON, Acting Director

417 E. Fayette Street, 5th Floor  
Baltimore, Maryland 21202

**ADDENDUM NO. 2**

DATE: May 6, 2016

FOR

DRAWINGS, SPECIFICATIONS, PROPOSAL, CONTRACT AND BOND

FOR

CONTRACT NO.: TR14306

FTA No.: MD-04-0033

Highlandtown Transit Stop Improvements, Eastern Ave from Highland Ave to South Eaton St  
FOR THE MAYOR AND CITY COUNCIL OF BALTIMORE


---

TO THE BIDDERS: PLEASE ATTACH TO YOUR CONTRACT DOCUMENTS.  
THIS ADDENDUM IS HEREBY MADE A PART OF THE CONTRACT DOCUMENTS ON  
WHICH THE CONTRACT WILL BE BASED, AND IS ISSUED TO MODIFY, EXPLAIN  
AND/OR CORRECT THE ORIGINAL DRAWINGS AND SPECIFICATIONS.

---

- 1) Pre-bid Meeting Minutes
- 2) Contractor Administration's Document
- 3) Responses to Contractor's Questions
- 4) Summary of Addendum Revisions
- 5) Addendum Bid Book Revisions

APPROVED:

  
CHIEF, DEPARTMENT OF TRANSPORTATION  
TRANSPORTATION ENGINEERING  
AND CONSTRUCTION DIVISION

  
DIRECTOR, DEPARTMENT OF TRANSPORTATION

FTA No.: MD-04-0033  
CONTRACT NO.: TR14306  
Highlandtown Transit Stop Improvements  
ADDENDUM NO. 2

A pre-bid meeting was held between Baltimore City DOT (BCDOT), McCormick Taylor (MT), Southeast CDC, and the contractors on April 19, 2016 at 10:00 AM. The purpose of the meeting was to discuss any questions that the contractors might have and to inform the contractor of Baltimore City DOT policies/regulations. The following people were in attendance:

<u>Name</u>	<u>Organization</u>	<u>Phone Number</u>
Mr. Edgar Freeman	BC-DOT	410-396-6815
Mr. Ravic Miller	BC-DOT	410-396-6944
Mr. David Nafisi	BC-DOT	410-396-6950
Ms. Benita Randolph	BC-DOT	410-396-6815
Ms. Betty Smoot	BC-DOT	410-396-6856
Mr. Roy Weil	BC-DOT	410-396-6914
Mr. Abdul Akbari	McCormick Taylor	410-662-7400
Mr. Andy Shaw	P. Flanigan	410-554-1071
Mr. Chris Ryer	Southeast CDC	410-342-3234
Ms. Amanda Smith-Peters	Southeast CDC	410-342-3234

The meeting began with the introduction of the people in attendance. Below were the key discussion points from this meeting:

- Mr. Ravic Miller provided brief background of the subject project:
  - Projects limits are from Highland Avenue to South Eaton Street.
  - ADA upgrades, stamped crosswalks, bus shelters will be proposed as part of this project.
- Ms. Benita Randolph went over the contract requirements and here are some of the items:
  - DBE goal is 24%.
  - On the job training goal is 0.
  - Prime contractors must select Minority Business Enterprise and Women Business Enterprise firms must be certified by MDOT.
- Mr. Andy Shaw had questions/suggestions on the contract documents:
  - Verify HMA (9.5 MM vs 12.5 MM) being used for the stamped crosswalks.
  - Modify work zone hours so the contractor could work at night when there are fewer pedestrians.
    - Southeast CDC will check with the community to get input.
    - BCDOT will check with Traffic to make sure they concur with the work hours.

BALTIMORE CITY DEPARTMENT OF TRANSPORTATION

PRE BID MEETING

Contract No.: TR14306

FTA No. MD-04-0033

Contract Title: Highlandtown Transit Stop Improvements from Highland Ave to South Eaton Ave

Project Manager : David Nafisi Phone: (410)396-6950

Contract Administrator: Benita Randolph Phone: (410)396-6815

Contract Administration  
417 E. Fayette St. 5<sup>th</sup> Floor  
Baltimore, MD 21202

1. The minority goals are: DBE 24%
2. **Minority Participation:**
  - a) Federal Aid Construction projects – Prime contractors must select Disadvantaged Business Enterprise (DBE's) certified with the Maryland Department of Transportation (MDOT). Visit website <http://mbe.mdot.state.md.us>; or contact Cathy Svoboda (410) 865-1258.
  - b) Locally funded construction projects - Prime contractors must select Minority Business Enterprise (MBE) and Women Business Enterprise firms (WBE) certified by Baltimore City Minority and Women's Business Opportunity Office (MWBOO). Visit <http://cityservices.baltimorecity.gov/mwboo>; or contact Courtney Blllups (410)396-4305.
3. The On the Job Training (OJT- Federal Aid contracts only) Goal is 0. Please refer to the Training provisions found in the construction specification for additional information.
4. All contractors bidding on this contract must first be prequalified by the Baltimore City Department of Public Works Office of Boards and Commissions (OBC). Subcontractors intending to perform work in excess of \$25,000.00 on this contract must also be prequalified by the OBC. For additional information visit <http://cityservices.baltimorecity.gov/dpw/dcp/public> or contact Mr. Kumasi Vines at (410)396-6883.
5. All minority info must be submitted with the Bid on the designated bid due date, and time.
6. All bidders must be registered with eMarylandMarketplace. Visit <https://emaryland.buyspeed.com/bsa/> or 410-767-1492.
7. All prime contractors as well as the subs must be in good standing with the State Department of Assessment and Taxation (SDAT).

8. All vendors are directed to the attached listing of Minority owned banks. The Federal Reserve Board compiles quarterly data on financial institutions that participate in the Department of the Treasury's Minority Bank Deposit Program and releases the data about twelve weeks after the end of each quarter. The list may also be obtained by visiting [www.federalreserve.gov/releases](http://www.federalreserve.gov/releases).
9. The entire contract specification (bid) completely filled out must be submitted along with any and all addendums and the duplicate bid package provided in the envelop provided. All of these items MUST be delivered to City Hall Room 204 on the date and time designated in the contract documents.
10. Contract specifications, plans and a bidders list can be purchased at Baltimore City Municipal Bldg – 1<sup>st</sup> floor Service Center 410-396-4508
11. All technical questions must be directed via email to the Project Manager.
12. Any addendums must be attached to the original bid specification. Failure to do so will deem your bid NON RESPONSIVE.
13. All bidders must have a DUNN and CCR number and be registered with the System Award Management, [www.uscontractorregistration.com](http://www.uscontractorregistration.com).

Benita Randolph/Contract Administrator II 4/19/16

NAME/TITLE	DATE
Department of Transportation	
Contract Administration/Civil Rights Division	

Questions from Contractor.

- On page 84 of the spec book, the work hours if lane closures are needed are limited to between 9 AM and 3 PM. Would it be possible to work at night for this project? This would greatly reduce vehicular and pedestrian traffic in this incredibly busy location and increase daily production, leading to finishing the project much quicker. The book does not specifically state that we cannot work at night, but I just wanted to check if there are noise restrictions during these hours.  
**RESPONSE: Based on discussion with Baltimore City Department of Transportation Traffic Division, work hours will remain as stated in the Advertised Construction documents.**
- To go along with the work hours, would it be possible to set up detours at night in order to close off intersections one block at a time, so we will have the ability to grind the existing asphalt and place 2" of new asphalt as well as the decorative synthetic hot applied stamped surface material for the crosswalks across the entire width of the road for the whole intersection? This will allow ample time to place our asphalt and the synthetic material, since both will obviously need time to set up without pedestrian or vehicular traffic crossing over. Also, it will be safer for our workers and the general public, and provide an overall better final product if we are afforded the opportunity to work in a closed area. If we are limited to day time hours, that will severely hamper our production because of how busy the entire street and sidewalks of Eastern Avenue are and I do not see any possibility of doing a day-time detour like this without bringing traffic to a near standstill.  
**RESPONSE: Based on discussion with Baltimore City Department of Transportation Traffic Division, work hours will remain as stated in the Advertised Construction documents.**
- For item 501 "Decorative Synthetic Hot Applied Stamped Surface Crosswalk," on page 95 of the spec book, they are calling for GAP Graded 9.5mm HMA, and the way it is written leads me to believe that the asphalt is incidental to the item. However; there is a pay item number 504 for 81 tons of Superpave Asphalt 12.5mm PG 64S-22, Level 2 which I cannot account for on the roadway plans or through reading the spec book info for the asphalt. Based on the quantity, it seems that this asphalt is for the crosswalks, but please clarify where this item will be used.  
**RESPONSE: Pay item 504 for 81 tons should be 9.5mm PG 64S-22, Level 2 as stated in the specs and it is for "Decorative Synthetic Hot Applied Stamped Surface Crosswalk".**

- On page 99 of the spec. book, it states “The contractor shall be responsible for any defects in materials and workmanship of the treatment product for a period of 4 years from date of completion.” Their typical warranty is 1 year, however; they do offer extended periods but 4 years is way past the range for a normal warranty. Please clarify if this is the required warranty period for this project.  
**RESPONSE: Based on discussion with Baltimore City Department of Transportation Construction Management Division, “The contractor shall be responsible for any defects in materials and workmanship of the treatment product for 1 year from date of completion.”**
- Please specify the number of inches of new asphalt to be placed. From the detail, it appears to be 2 inches. However; 4-6 inches would be more ideal and provide a longer lasting product.  
**RESPONSE: Based on discussion with Baltimore City Department of Transportation Construction Management Division, 2 inches of new asphalt is to be placed.**
- For this type of material, a 4’ by 4’ control strip is not typical. Usually the engineer is onsite the first time they place the synthetic material and approves or disapproves the material and the project goes from there. Will this method be acceptable instead of a control strip?  
**RESPONSE: Based on discussion with Baltimore City Department of Transportation Construction Management Division, instead of the control strip the field Engineer will approve/disapprove in the field.**

As part of Addendum No. 2, revise the Bid Book as follows:

1. Replace **Page 96** with **Page 96-R**: 3.3 updated from control strip test to field review by the Engineer.
2. Replace **Page 99** with **Page 99-R**: Warranty period updated from 4 years to 1 year.
3. Replace **Page 101** with **Page 101-R**: Updated Asphalt 12.5MM to 9.5MM.
4. Replace **Page 148** with **Page 148-R**: Updated Asphalt 12.5MM to 9.5MM.

**D. Synthetic Hot Applied Stamped Surface Material Properties**

Pb Content (EPA 3050 & 6010B)	Less than 1.25 ppm
Flash Point (ASTM D92)	475 F minimum
Indent at 104 F (ASTM D2240)	25 dmm maximum
Indent at 122 F (ASTM D2240)	75 dmm maximum
Ignition Loss ASTM (D2584)	90% maximum

The Contractor shall provide the Engineer with a copy of the Material Safety Data Sheets for the treatment compounds.

**PART 3 EXECUTION**

**3.1 QUALITY CONTROL PLAN**

The Contractor shall submit in writing a Quality Control Plan at least two weeks before the planned start of the stamped patterned work to the Engineer for approval. The plan shall show how the Contractor proposes to control the equipment and material application for the treatment process of the asphalt surface to ensure conformance with the manufacturer's specifications and Contract Documents.

A manufacturer's representative shall be on site to provide technical assistance during surface preparation, material placement and during any necessary remedial work.

**3.2 QUALITY ASSURANCE**

The Administration shall provide quality assurance by:

- 1) Verifying that the imprinting templates and surface treatments are supplied from the same manufacturer.
- 2) Monitoring the Contractor's conformance with the Quality Control Plan.
- 3) Verifying that the Contractor Surface Treatments conform to the materials specifications.

**3.3 FIELD REVIEW BY THE ENGINEER**

Contractor shall get approval from the Engineer the first time SHASS is applied in a permanent location.



While curing, remove the excess aggregate by hand or suction sweeping prior to opening to traffic. Additional sweeping may be necessary after the treatment fully cures.

Any pavement, utilities or pavement markings damaged in the installation process shall be repaired or replaced at no additional cost to the Administration. The area of the synthetic asphalt pavement surface treatment shall be protected from traffic and environmental effects until the treatment is completely imprinted, set, dried and cured according to the manufacturer's specifications.

### **3.13 OBSERVATION AND MAINTENANCE PERIOD**

The Contractor shall be responsible for any defects in materials and workmanship of the treatment product for 1 year from date of completion of roadway of project.

## **PART 4 - MEASUREMENT AND PAYMENT**

- A. Synthetic Hot Applied Stamped Surface will be measured and paid for the Contract unit price per square foot for the imprinting and treatment complete. The payment will be full compensation for milling, pavement preparation, furnishing and installing the imprint and treatment product, saw cutting, testing, removal of existing crosswalks, and for all material, labor, equipment, tools, and incidentals necessary to complete the work required.

### **ITEM NO. 502 – 3 INCH CRUSHER RUN AGGREGATE CR-6** (Refer to 32 11 23.10)

## **PART 1 GENERAL**

### **Supplement Part 1.1 DESCRIPTION with the following:**

- B. The material for this Item to be Crusher Run Aggregate (CR-6) or Recycled Crusher Run Aggregate (RC-CR-6).
- C. These items of work shall also include the removal and disposal of materials required to place the various thicknesses of sub-bases, the removal and disposal of material required to replace any or all portions of the sub-grade and the preparation and compaction of the remaining sub-grade. The sub-base shall be placed over the sub-grade in the roadway and the curb and gutter areas, and driveways areas as shown on the plans and/or directed by the Engineer.

## **PART 3 EXECUTION**

### **Supplement Part 3.1 EXECUTION with the following:**

- B. A sub-base material, three inches (3") in depth when compacted, shall be placed on a prepared sub-grade under all proposed sidewalks.

**ITEM NO. 504 – SUPERPAVE ASPHALT 9.5 MM PG 64S-22 FOR SURFACE, LEVEL 2**  
(Refer to 32 12 16.13)

**PART 2 PRODUCTS**

**2.1 MATERIALS**

**Supplement with the following:**

References to the following draft or provisional standards shall be substituted as follows:

AASHTO MP1 shall be M320

Binder ETG draft shall be PP42

AASHTO MP2 shall be M323

AASHTO PP28 shall be R35

**PART 3 EXECUTION**

**3.11 SAMPLING AND TESTING FOR DENSITY**

**Delete in its entirety and replace with the following:**

**3.11 SAMPLING AND TESTING FOR DENSITY AND MIXTURE**

Mixture sampling shall be performed before the mat is compacted. Density testing shall be performed before allowing traffic or construction equipment on the placed mat and before the placement of the next lift. All sampling will be done by the Contractor. Quality Control testing will be performed by the Contractor. Acceptance testing will be performed by the City. All tests shall be performed by Certified Technicians and Testers in accordance with MSMT 731.

**A. Mixture Sampling.**

An Asphalt mixture lot size is approximately equal to 6000 tons of a mix per project. A mix lot ends on the day when 6000 tons is reached. A mixture subplot size shall not exceed 1000 tons. A subplot size up to 200 tons can be combined with the previous 1000 ton subplot placed on the same day. A mix lot constitutes all sublots of a mix created during the production of required tonnage for a lot as defined herein. A new lot number for a mix will be given when there is a change in the approved job mix formula. Samples shall be obtained from the mat behind the paver in accordance with MSMT 457, Sampling Asphalt Prior to Compaction, as witnessed by the Engineer.

A minimum of two samples per mixture subplot, shall be obtained. The Contractor shall retain half of the mixture samples for Quality Control testing and the Engineer will take possession of the remaining mixture samples for acceptance testing.

**1. Quality Control Testing**

The Contractor shall test a minimum of one mix sample per subplot in accordance with MSMT 450 after each days paving operation and make the results available to the Engineer prior to the next days paving operation.

CITY OF BALTIMORE CONTRACT NO. TR14306  
**SCHEDULE OF PRICES**

NOTE - THIS PROPOSED SCHEDULE OF PRICES ON THE BASIS OF THE BASIS WITH THE PRICES WRITTEN IN WORDS AND NUMBERS, AND THE EXTENSIONS SHALL BE MADE BY THE CONTRACTOR TO COMPLETE THE INFORMATION CONCERNING THE PRICES. THESE PRICES SHOULD BE SEEN IN CONNECTION WITH THE CONTRACT PROVISIONS, AND CONTRACT SPECIFICATIONS.

ITEM NOS.	APPROXIMATE QUANTITIES	DESCRIPTION OF ITEMS AND PRICES BID (IN WRITTEN WORDS)	UNIT PRICE		UNIT PRICE	
			DOLLARS	CTS	DOLLARS	CTS
501	5,047	SQUARE FEET OF ----- DECORATIVE SYNTHETIC HOT APPLIED STAMPED SURFACE CROSSWALK AT ----- PER SQ. FT. CCN 500000				
502	1,000	SQUARE YARD OF ----- 3 INCH CRUSHER RUN AGGREGATE CR-6 AT ----- PER SQ. YD. CCN 500000				
503	533	LINEAR FEET OF ----- PORTLAND CEMENT CONCRETE FOR SLOT BACKFILL AT ----- PER LIN. FT. CCN 500000				
504	81	TON OF ----- SUPERPAVE ASPHALT 9.5 MM PG 64S-22 FOR SURFACE, LEVEL 2 AT ----- PER TON CCN 500030				
505	145	SQUARE YARD OF ----- 6 INCH CRUSHER RUN AGGREGATE CR-6 AT ----- PER SQ. YD. CCN 501280				
506	986	LINEAR FEET OF ----- REMOVAL OF EXISTING PAVEMENT MARKINGS, ANY WIDTH AT ----- PER LIN. FT. CCN 501300				
507	1,765	LINEAR FEET OF ----- 5 INCH WHITE PERMANENT PREFORMED PAVEMENT MARKINGS AT ----- PER LIN. FT.				

**Subject:** TR14306 Addendum #2  
**From:** Randolph, Benita (Benita.Randolph@baltimorecity.gov)  
**To:** 'amber.jaime@construction.com'; 'mmca.inc@gmail.com'; 'erp@reedbusiness.com';  
'nanderson@isqft.com'; jkeifer@pflanagan.com; jshuffler@civilllc.com; stephen@dsm-contracting.com;  
iokorocnassociates@verizon.net; bbergeron@machadoconstruction.com;  
**Cc:** Laetitia.griffin@baltimorecity.gov; Bimal.Devkota@baltimorecity.gov;  
Brenda.Simmons@baltimorecity.gov; David.Nafisi@baltimorecity.gov; Ravic.Miller@baltimorecity.gov;  
**Date:** Friday, May 6, 2016 11:35 AM

Bidders:

## **BID DUE DATE MAY 11, 2016**

Attached is Addendum No. 2 for TR14306 - Highlandtown Transit Stop Improvements from Highland Avenue to South Eaton Avenue. Please acknowledge receipt of this addendum by e-mail for our records. A hard copy will not follow. Thanks in advance for your cooperation.

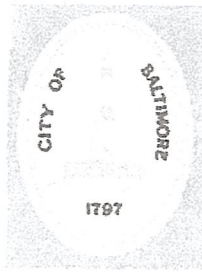
**NOTE: THE ATTACHED ADDENDUM MUST BE ATTACHED AND/OR INCLUDED WITH TO YOUR ORIGINAL BID BOOK WHEN SUBMITTING YOUR BID TO THE COMPTROLLER'S OFFICE. YOU MUST ALSO ACKNOWLEDGE RECEIPT OF ALL ADDENDUMS. FAILURE TO DO SO MAY CAUSE YOUR BID TO BE DEEMED NON RESPONSIVE.**

---

### **Attachments**

- TR14306 - Addendum #2.pdf (312.39KB)

**CITY OF BALTIMORE**  
**STEPHANIE RAWLINGS-BLAKE, Mayor**  
*100 N. Holliday Street*  
*Baltimore, Maryland 21202*



**DEPARTMENT OF TRANSPORTATION**  
**Frank J. Murphy, Acting Director**  
*417 E. Fayette Street, 5<sup>th</sup> Floor*  
*Baltimore, Maryland 21202*

June 23, 2016

C&N Associates, LLC  
6920 Hillmeade Road  
Glen Dale, MD 20769

Re: Project: **TR14306 – Highlandtown Transit Stop Improvements from Highland Avenue To South Eaton Street**

Gentlemen:

On May 16, 2016, the Department of Transportation submitted the necessary documentation for TR14306 – Highlandtown Transit Stop Improvements from Highland Avenue to South Eaton Street to the Department of Law for review.

As of June 8, 2016, the Department of Law found your bid submission to be non-compliant for the following reasons that you failed to attach all addenda pages. The City requires each bidder to not only acknowledge receipt of every addendum, but to attach the entire addendum to the bid. The first page of each addendum instructs bidders to attach the addendum to the contract documents. It is the bidder's obligation to follow instructions and attach all addenda to the bid.

If you require further clarification of this decision, please contact the Department of Transportation, Contract Administration/Civil Rights Division at (410) 396-6816. As courtesy, your firm will be contacted prior to the recommendation to award this contract.

Very truly yours,

*Brenda Simon*  
for

Laetitia Griffin, Chief  
Contract Administration/Civil Rights Division  
Department of Transportation

Cc: Bimal Devkota  
David Nafisi

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Transportation - TR 14306 - cont'd

President: "The first item on the non-routine agenda can be found on page 50, items 1 and 2, Department of Transportation, Recommendations for Contract Awards and Rejections, TR 14306. Will the parties please come forward? Are the protesters here?"

Mr. Raymond Iheghe: "Yes."

President: "Okay. Come forward."

Mr. Bimal Devkota: "I'm Bimal Devkota, Chief of Transportation, Engineering and Construction. The Department of Transportation recommends the Board of Estimates to award this contract to the lowest responsive and responsible bidder, Machado Construction."

Mr. Iheghe: "Raymond Iheghe with C & N Associates. Um -- we're protesting um -- the award of um -- the bid that it should be awarded to us because we are the lowest responsible bidder. Um -  
- the bids results -- should I go on or --?"

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Transportation - TR 14306 - cont'd

President: "Yeah, you can talk into the mic."

Comptroller: "Can you talk into the mic?"

President: "Talk into the mic."

Comptroller: "Pull it down for him."

Mr. Iheghe: "Um -- Thank you. We submitted the lowest um -- responsible bidder. I can submit um -- this as um -- these um -- the bid that we submitted -- the reason why we were indicated--"

President: "Go ahead, I'm listening."

Mr. Iheghe: "The reason why we were, you know, told that um -- we are non-responsive was that um -- we did not attach amendment one and two to our bid. But, um -- we did acknowledge those amendments as, you know, in what I have given to you. They were attached. They were acknowledged and um -- these are amendments number one and two, which revised the bid sheet. Number two revised the bid sheet, which we used the correct bid sheet to tabulate our price."

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

Department of Transportation - TR 14306 - cont'd

So, and the bid never -- the document never indicated that you must have to attach those adden-- amendments with your bid. It says um -- you know, um -- attach it with the contract documents, which we did have it and attached it with the contract documents. Addendums, you know, were, you know, um -- supposed to be acknowledged, which we acknowledged. So, I'm in person -- that um -- I'm asking the Board that um -- we are the lowest responsible bidder and that we should -- be awarded um -- the contract."

President: "Uh -- Can you -- because you see we had a similar situation on last week where um -- a contractor did not um -- follow the rules of the uh -- bid. Where they have to sign all documents and send everything as a package and uh -- we had the same thing last week. But, I'll -- I'll listen to you."



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

Department of Transportation - TR 14306 - cont'd

Ms. Lara Simon: "Lara Simon from the Law Department. Uh -- There are at least five instances where the bidders were directed by the City to attach the addendum to their contract. On page one, the Notice to the Bidders, which was stapled to the bid package uh -- in which C & N checked off as a req -- required action and said they would attach the addendum. Uh -- In Notice to Bidders, which is page one of the bid package, 'failure to follow these instructions will cause your bid to be declared unresponsive and rejected by the Board of Estimates.' Uh -- on each of the addendums in the highlighted language it is required that you must actually attach the addenda; that's addenda two, addenda one. And in the e-mail to uh - C & N, in the bold, hi -- red language, it says, 'you must attach your addenda,' and these were both acknowledged by C & N."

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Transportation - TR 14306 - cont'd

Mr. Iheghe: "Can I ask a question? Did um -- the red marked um -  
- items, did you have to attach it with the bid package you're  
submitting or you have to attach it with the contract documents?  
What specifically did that say?"

Ms. Simon: "It's -- 'Note: the attached addendum must be  
attached and or included with your original bid book when  
submitting your bid to the Comptroller's Office. You must also  
acknowledge receipt of all addendums. Failure to do so may cause  
your bid to be deemed non-responsive'."

Mr. Iheghe: "Well, it says um -- bid book um -- where we, you  
know um -- understood it is that um -- you know, attach it with  
the contract documents. Which it says that in the um -- addendum  
itself. It did not um -- say that um -- you have to attach it  
with the um -- you know, um -- bid documents that you are  
submitting. But, most importantly also is that um -- attaching  
it does not um -- affect, you know, um -- the bid result or  
change any price with regard to the um -- you know, unit prices  
that we are providing with the bid."

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Transportation - TR 14306 - cont'd

The addendum number two changed the, you know, um -- unit price sheet which we did, you know, um -- attach, you know, to our bid because it impacted the bid result. So, altogether, you know, even if you attach all those to the bid documents that you have submitted, it does not um -- impact your overall bid price."

President: "That might be true. But, um -- it's stated that you must have these addendums attached. Um -- therefore, you know, we cannot award the uh -- contract to um -- C & N."

Ms. Simon: "C & N did attach some of their uh -- the attach -- of the addendum --"

President: "We had the same situation last week and for us to reverse that and award it to you, even though you are the lowest bidder, would be very contradictory on the part of the Board. So I entertain a Motion."

City Solicitor: "I Move to deny the bid protest and approve the recommendation of the Department of Transportation."

Comptroller: "Second."

President: "All those in favor say Aye. All opposed Nay. Thank you."

\* \* \* \* \*

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

3. TR 15021R, Citywide Signing for Parking Restrictions, JOC A Allied Contractors, Inc. \$1,805,080.00

**MBE:** J.M. Murphy Enterprises, Inc. \$91,000.00 5.04%

**WBE:** Sunrise Safety Services, Inc. \$36,500.00 2.02%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

Bureau of Purchases

4. B50004505, Periodic Maintenance of Operable Walls National Airwall Systems LLC \$ 161,165.00

**MBE:** L&J Waste Recycling, LLC \$ 8,058.25 5%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

5. B50004268, 311 Customer Resource Management System Incapsulate, LLC \$2,656,455.95

**MWBOO SET MBE GOALS AT 3% AND WBE GOALS AT 1%**

Bidder did not list any MBE or WBE participation on this contract. Bidder did request a waiver; however they did not exercise a good faith effort in meeting the goal.

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

On December 01, 2015, MWBOO set goals of 3% MBE and 1% WBE. Incapsulate, LLC was found non-compliant on June 15, 2016. The award is recommended subject to the vendor coming into compliance within 10 days of the award.

MINUTES

Baltimore City Police Department - Grant Awards and  
Intergovernmental Agreement

The Board is requested to approve acceptance of the Grant Awards and approve and authorize execution of the Intergovernmental Agreement. The period of the Grant Awards is July 1, 2016 through June 30, 2017, unless otherwise indicated.

1. **GOVERNOR'S OFFICE OF CRIME** **\$50,165.00**  
**CONTROL AND PREVENTION**

Account: 5000-588017-2013-212900-600000

This grant will provide funding for the services of a contractual administrative assistant who will provide data entry and coordination of the overall operation of the program, while police officers work on an overtime basis to increase the number of orders served.

This program is designed to increase the efficiency and effectiveness of ex parte/protective order data entry services and to reduce the high occurrence of domestic violence in the City.

2. **GOVERNOR'S OFFICE OF CRIME** **\$28,080.00**  
**CONTROL AND PREVENTION**

Accounts: 5000-588317-2041-195800-600000 \$14,040.00  
1001-000000-2042-220100-604003 \$14,040.00

The "New/Replacement Body Armor" grant will provide funding to replace 14 vests with imminent expiration dates for sworn officers and 14 new vests for anticipated new hires.

**MINUTES**Baltimore City Police Department - cont'd

The City is required to provide a 50% cash match and has appropriated \$14,040.00 in the Department's Fiscal Year 2016 operating budget as the City's local matching cash fund.

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

INTERGOVERNMENTAL AGREEMENT

3. **STATE'S ATTORNEY OFFICE** **\$50,000.00**

Account: 4000-479617-2252-694202-600000

On November 18, 2015, the Board approved a grant award in the amount of \$693,488.00. A portion of the funds were allocated to the State's Attorney Office. Funded by this grant, the State's Attorney Office will utilize the funds to purchase equipment and for the installation of a projector in their training room. The period of the agreement is July 1, 2016 through June 30, 2018.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved acceptance of the foregoing Grant Awards and approved and authorized execution of the Intergovernmental Agreement.

**MINUTES**

Police Department - Grant Adjustment Notices

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of Grant Adjustment Notices No. 1, No. 2, No. 3, No. 4, and No. 5 with the Maryland Emergency Management Agency (MEMA). GAN No. 5 extends the period of the Memorandum of Agreement (MOA) through July 31, 2016.

**AMOUNT OF MONEY AND SOURCE:**

\$1,641,449.00	- MOA original approval amount
( 52,000.00)	- GAN No. 1
( 12,000.00)	- GAN No. 2
( 15,000.00)	- GAN No. 3
0.00	- GAN No. 4 - Time extension
0.00	- GAN No. 5 - Time extension
<u>\$1,562,449.00</u>	- <b>Revised MOA Award</b>

**BACKGROUND/EXPLANATION:**

On February 4, 2015, the Board approved the original Memorandum of Agreement (MOA) with MEMA in the amount of \$1,641,449.00 for the FY14 Urban Area Security Initiative (UASI), Award No. EMW-2014-SS-00007-S01.

The FY14 UASI is intended to facilitate and strengthen the nation and Maryland against risks associated with potential terrorist attacks while concentrating on developing integrated systems for prevention, protection, response, and recovery.

GAN No. 1 decreases the amount of the MOA by \$52,000.00, GAN No. 2 by \$12,000.00, and GAN No. 3 by \$15,000.00. GAN No. 4 changes the period of the MOA from September 1, 2014 through May 31, 2016 to September 1, 2014 through June 30, 2016. GAN No. 5 extends the period of the MOA through July 31, 2016.

**MINUTES**

Police Department - cont'd

GAN Nos. 1 - 3 make the revised MOA award amount \$1,562,449.00.

The Grant Adjustment Notices are late because the grant award documents were recently received.

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of Grant Adjustment Notices No. 1, No. 2, No. 3, No. 4, and No. 5 with the Maryland Emergency Management Agency.



## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

- |                                       |             |                 |
|---------------------------------------|-------------|-----------------|
| 1. INTERNATIONAL<br>PARKING INSTITUTE | \$42,500.00 | Selected Source |
|---------------------------------------|-------------|-----------------|
- Contract No. 06000 - Parking Enforcement Training by IPI - Department of Transportation - Req. No. R735318. Period covered is July 27, 2016 through July 26, 2017.

The International Parking Institute is the world's largest and preeminent association of professionals in parking enforcement.

- |                                   |        |         |
|-----------------------------------|--------|---------|
| 2. FORTE PAYMENT<br>SYSTEMS, INC. | \$0.00 | Renewal |
|-----------------------------------|--------|---------|
- Contract No. 06000 - Credit and Debit Transaction System - Department of Recreation and Parks - P.O. No. P524275.

On July 17, 2013, the Board approved the initial award in the amount of \$49,000.00. On June 17, 2015, the Board approved the first renewal in the amount of \$0.00. This second renewal in the amount of \$0.00 is for the period July 17, 2016 through July 16, 2017, with annual renewals subject to agreement by the parties.

- |                                |             |             |
|--------------------------------|-------------|-------------|
| 3. GWAVA TECHNOLOGIES,<br>INC. | \$28,000.00 | Sole Source |
|--------------------------------|-------------|-------------|
- Solicitation No. 08000 - GroupWise Retain Server Maintenance - Baltimore City Police Department (BCPD) - Req. 734748.

GWAVA is the manufacturer and sole source for support and maintenance for the software for the Retain Server for Government, which is currently used by the BCPD. The period award is June 5, 2016 through June 4, 2017.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

- |    |  |            |         |
|----|--|------------|---------|
| 4. | O'DONNELL CLEANERS   | \$9,000.00 | Renewal |
|    | Solicitation No. 07000 - Clean and Press/Laundry Service - Baltimore City Police Department - Purchasing No. P528371 |            |         |

On August 14, 2014, the City Purchasing Agent approved the initial award in the amount of \$8,352.50. The award contained two renewal options. Subsequent actions have been approved. This final renewal in the amount of \$9,000.00 is for the period August 18, 2016 through August 17, 2017.

- |    |   |                |                 |
|----|---|----------------|-----------------|
| 5. | LAAKE ENTERPRISES, INC.   |                |                 |
|    | t/a FESCO EMERGENCY SALES   | \$1,720,696.00 | Selected Source |
|    | Contract No. AM10-14 - Horton Medic Units - Department of General Services - Fleet - Req. No. R730413 |                |                 |

The eight units will be purchased from a competitively bid, cooperative inter-local contract agreement #07-1835 with the Baltimore Regional Cooperative Purchasing Committee and Houston-Galveston Area Council. The medic units will replace older equipment in the City's fleet, as part of Fleet Management's planned replacement program.

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

**MWBOO GRANTED A WAIVER.**

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

- |  |                |             |
|--|----------------|-------------|
| 6. BALTIMORE GAS AND ELECTRIC COMPANY  | \$2,100,000.00 | Sole Source |
| Contract No. 08000 - Requirements for Street Lights Rehabilitation - Department of Transportation - Req. No. R735695 |                |             |

The Board is requested to approve an award for the rehabilitation and maintenance of Baltimore street lights and related work. Baltimore Gas and Electric Company has a proprietary obligation to provide designated services and no other company is able to provide them at this time. The prices are set in accordance with the Retail Electric Service Tariff approved by the Maryland Public Services Commission. 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 practical 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.

- |  |              |                           |
|--|--------------|---------------------------|
| 7. GRAPHIC COMPUTER SOLUTIONS INC. t/a JUDICIAL DIALOG SYSTEMS   | \$ 57,560.00 | Sole Source/<br>Agreement |
| Contract No. 08000 - MDEC District Court Data Integration & Maryland Traffic Module, Merging of Court Databases and Annual Maintenance and Support - State's Attorney Office - Req. Nos. R728690 and R728688 |              |                           |

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

The Board is requested to approve and authorize execution of an Agreement with Graphic Computer Solutions Inc. t/a Judicial Dialog Systems. The period of the agreement is effective upon Board approval for one year with five 1-year renewal options remaining.

The vendor is the manufacturer and sole provider of its Judicial/Dialog case management software currently being used by the State's Attorney's Office, and is the sole vendor authorized to provide any consulting or training services related to Judicial/Dialog software, including but not limited to modifications to the source code or database, maintenance and support. 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 practical 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.

- |    |  |                      |                 |
|----|--|----------------------|-----------------|
| 8. | <u>CIANBRO CORPORATION</u>   | <u>\$ 290,000.00</u> | <u>Increase</u> |
|    | Contract No. B50003108 - Drawbridge Operations - Department of Transportation - P.O. No. P519471 |                      |                 |

## 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 Purchases

On January 18, 2012, the Board approved the initial award in the amount of \$2,447,640.00. The award contained one 2-year renewal option. Due to cost overruns and non-routine maintenance an increase in the amount of \$290,000.00 is necessary. This increase will make the award amount \$2,737,640.00. The contract expires on January 31, 2017, with one 2-year renewal option remaining. The above amount is the City's estimated requirement.

**MWBOO SET GOALS OF 0% MBE AND 0% WBE.**

## 9. ANCHOR BAY "EAST" MARINA

LLC	\$ 100,000.00	Increase
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Contract No. 06000 - OEM and Aftermarket Parts and Service for Marine Equipment - Department of General Services - P.O. No. P523055

On March 13, 2013, the Board approved the initial award in the amount of \$150,000.00. The award contained two 1-year renewal options. Subsequent actions have been approved. The funds on this contract have been depleted due to extensive repair work required on the Fire Department boats. This increase is necessary to continue use of the contract. This increase will make the award amount \$515,000.00. The contract expires on March 31, 2017, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

**MWBOO GRANTED A WAIVER.**

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

- |   |              |          |
|---|--------------|----------|
| 10. INTERDYNAMICS,<br>INCORPORATED  | \$ 25,000.00 | Increase |
| Solicitation No. 06000 - Psychology Services - Baltimore<br>City Police Department - P.O. No. P533984 |              |          |

On December 28, 2015, the City Purchasing Agent approved the initial award in the amount of \$25,000.00. This increase in the amount of \$25,000.00 is necessary to cover ongoing services as needed. The above amount is the City's estimated requirement.

- |   |              |          |
|---|--------------|----------|
| 11. MCAFEE ELECTION SERVICES,<br>INC.   | \$800,000.00 | Increase |
| Contract No. 06000 - Election Services - Board of Elections<br>- P.O. No. P531956 |              |          |

On February 5, 2014, the Board approved the initial award in the amount of \$1,079,530.00. The award contained two 2-year renewal options. Subsequent actions have been approved. The State of Maryland has implemented new voting machines with respective new procedures for the 2016 primary and general elections that have required additional setup work and training. The State mandated changes have not yet all been determined. However, when they do occur they must be done within a specified period of time. This increase includes \$77,420.36 additional for the primary elections and the estimated amount for the general elections including early voting. This increase will make the award amount \$2,314,899.00. The contract expires on February 4, 2018, with one 2-year renewal option remaining.

**MWBOO GRANTED A WAIVER.**

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

12. FIRST CALL

HOLABIRD DEVELOPMENT  
CORPORATION d/b/a PORT  
CITY EQUIPMENT CO.

SECOND CALL

GAMBRILLS EQUIPMENT  
COMPANY, INC.

\$ 36,000.00

Increase

Contract No. B50004520 - Parts and Repairs for Lawn Mowers and Landscaping Equipment - General Services, Public Works - P.O. Nos. P534824 and P534825

On March 13, 2013, the City Purchasing Agent approved the initial award in the amount of \$24,000.00. The award contained two 1-year renewal options. Subsequent actions have been approved. The agency underestimated the value of this contract. This increase in the amount of \$36,000.00 is necessary to allow for continued use of the contract for the remainder of its term. A formal solicitation will be advertised for a new contract in lieu of exercising the available renewals. This increase will make the award amount \$72,000.00. The contract expires on March 17, 2017, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

13. GARTNER, INC.

\$120,800.00

Renewal

Contract No. 08000 - Garner for IT Executives and Leaders Agreement - Mayor's Office of Information Technology - P.O. No. P528566

## 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 Purchases

On August 14, 2013, the Board approved the initial award in the amount of \$33,800.00. The award contained three 1-year renewal options. Subsequent actions have been approved. This renewal is for the continuation of access to Gartner's unique research database, which will enhance the Mayor's Office of Information Technology in areas including enterprise architecture, applications, network security, and risk management for key initiatives that will improve the stability and further advance the City's network infrastructure. This renewal is for the period August 1, 2016 through July 31, 2017, with one-year renewals at the sole discretion of the City.

- |     |   |                |                |
|-----|---|----------------|----------------|
| 14. | <u>WEX BANK</u>   | <u>\$ 0.00</u> | <u>Renewal</u> |
|     | Contract No. B50002878 - Fleet Fuel Credit Card Service - Department of General Services - P.O. No. P523988 |                |                |

On June 26, 2013, the Board approved the initial award in the amount of \$1,500,000.00. The award contained two 1-year renewal options. This first renewal in the amount of \$0.00 is for the period July 1, 2016 through June 30, 2017, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

**MWBOO GRANTED A WAIVER.**

- |     |  |                     |                |
|-----|--|---------------------|----------------|
| 15. | <u>DUNBAR ARMORED d/b/a</u>  |                     |                |
|     | <u>DUNBAR ARMORED, INC.</u>  | <u>\$ 30,000.00</u> | <u>Renewal</u> |
|     | Contract No. B50003386 - Armored Transport Services - Department of Finance, Transportation, etc. - P.O. No. P528141 |                     |                |



MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

On July 23, 2014, the Board approved the initial award in the amount of \$41,255.59. The award contained three 1-year renewal options. Subsequent actions have been approved. This first renewal in the amount of \$30,000.00 is for the period August 1, 2016 through July 31, 2017, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

- 16. COMPREHENSIVE HOUSING ASSISTANCE, INC.
- GREEN AND HEALTHY HOMES INITIATIVE, INC. d/b/a
- COALITION TO END CHILDHOOD LEAD POISONING

	\$ 0.00	Renewal
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Contract No. B50002978 - Comprehensive Residential Energy Conservation Program - Department of Housing and Community Development - P.O. Nos. 524817 and 524815

On August 14, 2013, the Board approved the initial award in the amount of \$40,000,000.00. The award contained two 1-year renewal options. Out of six awardees, C & O Conservation, Inc. was debarred by the federal government. The City then awarded a new contract B50004279 to Hawkeye Construction, LLC, Civic Works, Inc. and Northeast Energy Services, LLC. This renewal in the amount of \$0.00 is for the two contractors that are not covered by B50004279. The period of the renewal is August 14, 2016 through August 13, 2017, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

**MWBOO SET GOALS OF 15% MBE AND 5% WBE.**COALITION TO END CHILDHOOD LEAD POISONING

	<u>Commitment</u>	<u>Performed</u>	
<b>MBE:</b> BMC Services, LLC		\$341,460.00	34.2%
MCR Electric		26,752.61	2.7%
Lewis Construction		18,330.30	1.8%
Worldwide Corporation		14,383.00	1.4%
	<b>15%</b>	<b>\$400,925.91</b>	<b>40.01%</b>
<b>WBE:</b> Baltimore Window Factory, Inc.		\$ 143.00	0.1%
New Century Construction, Inc.		89,665.00	8.9%
USA Energy Co., Inc.		18,631.20	1.9%
	<b>5%</b>	<b>\$108,439.20</b>	<b>10.9%</b>

**MWBOO FOUND VENDOR IN COMPLIANCE.**COMPREHENSIVE HOUSING ASSISTANCE, INC.

<b>MBE:</b> Personal Electric, LLC	5%	0
Ironshore Contracting	2.3%	0
Nisell Plumbing & Heating, Inc.	5%	0
Sykes Restoration	<u>2.5%</u>	<u>0</u>
	<b>15%</b>	<b>0</b>

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONSVENDOR AMOUNT OF AWARD AWARD BASISBureau of PurchasesCommitment Performed

<b>WBE:</b> First Class Plumbing	5%	0
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**MWBOO FOUND VENDOR IN NON-COMPLIANCE.**

Comprehensive Housing Assistance will be asked to submit to MWBOO a plan to come into compliance within ten days of Board approval.

17.	FRANKFORD TOWING, INC.	\$	0.00
	FRANKFORD TOWING, LLC		150,000.00
	FRANKFORD TOWING ASSOCIATES, LLC		0.00
	FRANKFORD TOWING SERVICE, LLC		0.00
	TED'S TOWING SERVICE, INC.		100,000.00
	UNIVERSAL TOWING, LLC		150,000.00
	GREENWOOD TOWING, INC.		200,000.00
	MEL'S TOWING & SERVICE CENTER, INC.		0.00
	MCDEL ENTERPRISES, INC.		300,000.00
	LILITH, INC. d/b/a JIM ELLIOT'S TOWING		100,000.00
			<u>\$1,000,000.00</u>

Renewal

Contract No. B50002251 - Citywide Police Requested Towing Services - Department of Transportation - P.O. Nos. Various

On August 15, 2012, the Board approved the initial award in the amount of \$1,800,000.00. The award contained two 1-year renewal options. Subsequent actions have been approved. This final renewal in the amount of \$1,000,000.00 is for the period September 1, 2016 through August 31, 2017.

**MWBOO SET GOALS OF 10% MBE AND 3% WBE.**

## 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 PurchasesFRANKFORD TOWING, INC.

	<u>Commitment</u>	<u>Performed</u>	
<b>MBE:</b> Chaudry Towing, Co. Inc.	\$ 3,550.00		8.5%
JJ Adams Fuel Oil Co., LLC.		1,080.11	2.6%
	<b>10.00%</b>	<b>\$ 4,630.11</b>	<b>11.1%</b>
<b>WBE:</b> CC Press Net, Inc.	\$ 952.62		2.3%
Baltimore Auto Supply Co., Inc.		199.89	0.5%
	<b>3%</b>	<b>\$ 1,152.51</b>	<b>2.8%</b>

**MWBOO FOUND VENDOR IN COMPLIANCE.**FRANKFORD TOWING, LLC.

<b>MBE:</b> Chaudry Towing, Co. Inc.	\$47,337.00		9.5%
JJ Adams Fuel Oil Co., LLC		12,518.17	2.5%
	<b>10%</b>	<b>\$59,855.17</b>	<b>12%</b>
<b>WBE:</b> CC Press Net, Inc.	\$ 1,074.44		0.2%
Baltimore Auto Supply Co., Inc.		3,720.94	0.8%
	<b>3%</b>	<b>\$ 4,795.38</b>	<b>1%</b>

**MWBOO FOUND VENDOR IN COMPLIANCE.**FRANKFORD TOWING ASSOCIATES, LLC

<b>MBE:</b> Chaudry Towing, Co. Inc.	\$ 9,934.00		8.8%
JJ Adams Fuel Oil Co., LLC		2,883.09	2.6%
	<b>10%</b>	<b>\$12,817.09</b>	<b>11.4%</b>

## 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 Purchases

	<u>Commitment</u>	<u>Performed</u>	
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<b>WBE:</b> CC Press Net, Inc.		\$ 388.38	0.3%
Baltimore Auto Supply, Co., Inc.	3%	<u>246.33</u>	<u>0.2%</u>
		<b>\$ 634.71</b>	<b>0.5%</b>

**MWBOO FOUND VENDOR IN COMPLIANCE.**FRANKFORD TOWING SERVICE, LLC

<b>MBE:</b> Chaudry Towing, Co. Inc.		\$ 7,123.00	8.3%
JJ Adams Fuel Oil Co., LLC		<u>2,201.28</u>	<u>2.6%</u>
	10%	<b>\$ 9,324.28</b>	

<b>WBE:</b> CC Press Net, Inc.		\$ 1,944.66	2.3%
Baltimore Auto Body		<u>513.43</u>	<u>0.6%</u>
	3%	<b>\$ 2,458.09</b>	<b>2.9%</b>

**MWBOO FOUND VENDOR IN COMPLIANCE.**TED'S TOWING SERVICE, INC.

<b>MBE:</b> Chaudry Towing, Co. Inc.	7.5%	\$ 6,873.00	18.3%
JJ Adams Fuel Oil Co., LLC.	2.5%	<u>961.21</u>	<u>2.6%</u>
	10%	<b>\$ 7,834.21</b>	<b>20.9%</b>

<b>WBE:</b> Baltimore Auto Supply Co.	0.25%	\$ 285.91	0.8%
CC Press Net, Inc.	2.75%	<u>858.60</u>	<u>2.3%</u>
	3%	<b>\$ 1,144.51</b>	<b>3.1%</b>

**MWBOO FOUND VENDOR IN COMPLIANCE.**UNIVERSAL TOWING, LLC.

<b>MBE:</b> JJ Adams Fuel Oil Co., LLC	10%	\$17,156.00	11.6%
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## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>	
<u>Bureau of Purchases</u>			
	<u>Commitment</u>	<u>Performed</u>	
<b>WBE:</b> Tote-It, Inc.	3%	\$ 5,143.75	3.50%
<b>MWBOO FOUND VENDOR IN COMPLIANCE.</b>			
<u>GREENWOOD TOWING, INC.</u>			
<b>MBE:</b> Hopkins Fuel Oil Co.	10%	\$11,533.76	8.00%
<b>WBE:</b> Maryland Reprographics, Inc.		\$ 5,805.76	4.00%
Viking Chemicals, Inc.		497.72	0.30%
	3%	<u>\$ 6,303.48</u>	
<b>MWBOO FOUND VENDOR IN COMPLIANCE.</b>			
<u>MEL'S TOWING &amp; SERVICE CENTER, INC.</u>			
<b>MBE:</b> Chaudry Towing, Co. Inc.	7.5%	\$ 2,712.00	15.4%
JJ Adams Fuel Oil Co., LLC	2.5%	521.30	3.0%
	10%	<u>\$ 3,233.30</u>	18.4%
<b>WBE:</b> Baltimore Auto Supply, Co.	0.25%	\$ 147.66	0.8%
CC Press Net, Inc.	2.75%	810.00	4.6%
	3%	<u>\$ 957.66</u>	5.4%
<b>MWBOO FOUND VENDOR IN COMPLIANCE.</b>			
<u>MCDEL ENTERPRISES, INC.</u>			
<b>MBE:</b> Apex Petroleum Corporation	10%	\$62,283.54	17.7%
<b>WBE:</b> The Lichter Group, LLC	3%	\$10,290.00	3%
<b>MWBOO FOUND VENDOR IN COMPLIANCE.</b>			



## 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 Purchases

UPON MOTION duly made and seconded, the Board approved the informal awards, renewals, increases to contracts and extensions. The Board further approved and authorized execution of the Agreement with Graphic Computer Solutions Inc. t/a Judicial Dialog Systems (item no. 7).



**MINUTES****CITY COUNCIL BILLS:**

16-0649 - An Ordinance concerning City Property - Grant of Easements for the purpose of authorizing the Mayor and City Council of Baltimore to grant 3 perpetual easements to the Maryland State Highway Administration for the maintenance of 3 storm water drainage inlets along Dulaney Valley Road, through the property of the Loch Raven Reservoir, in Baltimore County, Maryland, as shown on Plats 60060 and 60061 filed in the State Highway Administration State Roads Commission; and providing for a special effective date.

**ALL REPORTS RECEIVED WERE FAVORABLE.**

16-0650 - An Ordinance concerning Sale of Property - 111 South Hanover Street for the purpose of authorizing the Mayor and City Council of Baltimore to sell, at either public or private sale, all its interest in certain property known as 111 South Hanover Street (Ward 04, Section 10, Block 0670, Lot 002) and no longer needed for public use; and providing for a special effective date.

**THE DEPARTMENT OF TRANSPORTATION DEFERRED TO THE BALTIMORE DEVELOPMENT CORPORATION.****ALL OTHER REPORTS RECEIVED WERE FAVORABLE.**

16-0682 - An Ordinance concerning Sale of Property - The Former Bed of a Portion of West Franklin Street For the purpose of authorizing the Mayor and City Council of Baltimore to sell, at either public or private sale, all its interest in a certain parcel of land known as the former bed of a portion of West Franklin Street, extending from Allendale Street easterly 105 feet to the east side of a 15-foot alley, and no longer needed for public use; and providing for a special effective date.

**MINUTES****CITY COUNCIL BILLS** - cont'd

The Department of Public Works has no objection to 16-0682 provided that the companion legislation 16-0681 granting closure of the right-of-way is approved.

**ALL OTHER REPORTS WERE FAVORABLE.**

16-0685 - An Ordinance concerning Sale of Property - The Former Beds of Henneman Avenue, a 10-Foot Alley, and a 20-Foot Alley for the purpose of authorizing the Mayor and City Council of Baltimore to sell, at either public or private sale, all its interest in certain parcels of land known as the former beds of Henneman Avenue, of a 10-foot alley, and of a 20-foot alley, bounded by East Biddle Street, North Wolfe Street, East Chase Street, and Rutland Avenue, and no longer needed for public use; and providing for a special effective date.

The Department of Public Works has no objection to 16-0685 provided that the City Council Bills 16-0683 and 16-0684 companion legislation granting closure of the right-of-way is approved and that accommodation for any public utilities remaining in these areas are protected under full width perpetual easements.

**ALL OTHER REPORTS WERE FAVORABLE.**

UPON MOTION duly made and seconded, the Board approved Bill Nos. 16-0649, 16-0650, 16-0682, and 16-0685 and directed that the bills be returned to the City Council with the recommendation that they also be approved by that Honorable Body. The President **ABSTAINED.**

**MINUTES****CITY COUNCIL BILL:**

16-0694 - An Ordinance concerning South Baltimore Gateway Community Impact District - Establishment - For the purpose of creating a Community Impact District, to be known as the South Baltimore Gateway Community Impact District; specifying the boundaries of the District; creating an Authority and providing for its rights, duties, powers, and funding; providing for the selection and composition of the Authority's Board of Directors; providing for an Administrator for the Authority; mandating the financial responsibilities of the Authority and the City in conjunction with the operation of the District; specifying the City's role in maintaining and enhancing existing services; designating the Board of Estimates as the agency charged with reviewing and approving various matters relating to the District and the Authority; providing for the renewal, expiration, and termination of the District and the Authority; including the Authority, its Board of Directors, and its staff within the purview of the City Public Ethics Law; providing for a special effective date; and generally relating to the existence, operation, and control of the South Baltimore Gateway Community Impact District and Authority.

**THE LAW DEPARTMENT AND THE DEPARTMENT OF PLANNING ARE FAVORABLE WITH THE FOLLOWING COMMENTS AND AMENDMENTS:**Law Department

1. On page 3, after line 20, insert "*Considerations*."

In adopting an Ordinance, the City Council has:

(1) given consideration to the views of the property owners, the retail merchants, the property tenants, and the other members of the business and residential communities within the South Baltimore Gateway Community Impact District; and

## MINUTES

CITY COUNCIL BILL: 16-0694 - cont'd

(2) made a determination that the South Baltimore Gateway Community Impact District will reflect:

(i) a diverse mix of business and residential properties; and

(ii) a diverse economic, social, and racial mix."

This language is required by Art. II, §69(f) of the Charter.

2. On page 6, line 13, the bill grants power to the Authority to create criteria and procedures for determining which community grants it intends to distribute. This is not entirely consistent with State Gov. Art. §9-1A-31. The Law Department suggests amending this provision on page 6, line 10 to insert "Subject to the requirements of Md. Ann. Code, State Gov. Art. §9-1A-31."
3. On page 7, line 1 after "goods" insert "and services."
4. On page 8, line 24, strike "or, if more restrictive,"  
Inclusion of this phrase does not make sense. If a power is specifically withheld by the Charter provision, it is not a power exercisable by the Authority whether more restrictive or not.
5. On page 8 after line 25, insert "(10) may not employ individuals who reside outside the City" This is required by the Charter §69(e)(1)(.ix).
6. In Section 19-6(c), the phrase "or otherwise inhabited" is vague making it impossible to determine if the law is being complied with. On page 9, line 5 strike beginning with "irrespective" through the end of line 6.

## MINUTES

CITY COUNCIL BILL: 16-0694 - cont'd

7. On page 10, strike beginning with "these" on line 14 through line 16. This language is inconsistent with §69(c)(v) and (vi).
8. On page 12, line 24, after "plan" insert "and making recommendations to the City." This is the language from §69(d)(2) for consistency.
9. It is not clear what funds this section is referring to. §9-1A-31(A)(1)(I) refers to the entire pot of local impact grant funds for all local jurisdictions and §9-1A-31(b)(3) gives 50% of that pot of money to the Authority. This allocation is repeated in §19-3(c)(2) of this bill. The State law however does not say 50% of the funds "distributed to the City." It says "50% of the local impact grants provided under subsection (a)(1)(i)," which the entire pot of money available to all local jurisdictions. This may not have been the intent but that is what it says.

This bill assumes that the State law intends to give 50% of the amount allocated to the City under (a)(1)(i) to the Authority. The State law should be amended in the next General Assembly session to reflect the intent. This section of the bill mandates that the City agree in its MOU with the Authority to report to the Authority how it intends to expend the rest of the City's allocation of local impact grant funds. If the City would rather negotiate this matter when the MOU is drafted, §19-10 (B) should be stricken from the bill.

10. On page 13, line 15 after "subtitle" insert "and State Gov. Art. §9-1A-31(b)(3)."
11. On page 14, strike lines 9-10 and substitute "Local impact grant funds shall be distributed to the City pursuant to State Gov. Art., §9-1A-31(A)(1)(i). Funds will be distributed to the Authority as provided in §9-1A-31(b)(3) through the City's budget and appropriation process."

**MINUTES****CITY COUNCIL BILL: 16-0694** - cont'd

12. On page 14, strike lines 11-17, State law provides for funds to be distributed to the City and appropriated to the appropriate entity for projects in the impact area.
13. On page 15, line 5, after "functions," insert, "subject to §19-5(B)(10) of this subtitle".
14. On page 16, after line 6 insert "(3) arrange for the disposition of all real and personal property owned by the Authority and remit all proceeds to the City."

Provided the bill is amended as proposed above, Law Department can approve City Council Bill 16-0694 for form and legal sufficiency.

Department of Planning

The Department of Planning recommends the following amendment:

- Modify Section 19-3(B)(4) to add the following purpose for the CID: (4) Implement the recommendations outlined in the South Baltimore Gateway Master Plan, adopted by the Planning Commission in 2015, or any updates or new plans that supersede the 2015 plan that are formally adopted by the Planning Commission.
- Re-number Section 19-3(B)(4) to be Section 19-3(B)(5).

**ALL OTHER REPORTS RECEIVED WERE FAVORABLE.**

UPON MOTION duly made and seconded, the Board approved Bill No. 16-0694 and directed that the bill be returned to the City Council with the recommendation that it also be approved by that Honorable Body. The President **ABSTAINED**.

MINUTES

PERSONNEL MATTERS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

all of the Personnel matters

listed on the following pages:

2848 - 2872

All of the Personnel matters have been approved

by the EXPENDITURE CONTROL COMMITTEE.

All of the contracts have been approved

by the Law Department

as to form and legal sufficiency.

MINUTES

PERSONNEL

	<u>Hourly Rate</u>	<u>Amount</u>
<u>The Office of Civil Rights and Wage Commission</u>		
1. <b>SALLIE PRESSLEY</b>	\$11.00	<b>\$16,588.00</b>

Account: 1001-000000-1561-171500-601009

Ms. Pressley will continue to work as a Contract Services Specialist II (Office Support Specialist I). This is a 10% increase in the hourly rate from the previous contract period. Ms. Pressley's duties will include, but are not limited to performing administrative duties such as filing, covering the reception desk, typing, organizing, and answering complaints and questions related to departmental procedures. She will assist the three agencies (Community Relations Commission, Wage Commission and Civilian Review Board) within the Office of Civil Rights and Wage Enforcement and will create board material for each. Ms. Pressley will also maintain numerous types of files manually, operate a range of office machinery, transcribe testimonies from investigator interviews, maintain certified payroll files, and assist in the preparation of documents. She will review all certified payrolls mailed and/or faxed to the Wage Commission, assist the Program Compliance Officer, handle all FOIA request pertaining to certified payrolls, including pulling, redacting and providing those copies to the Law Department. The period of the agreement is effective upon Board approval through June 30, 2017.

Office of the Comptroller

2. <b>DESTINY WILLIAMS</b>	\$15.00	<b>\$22,620.00</b>
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Account: 2039-000000-1330-158400-601009

Ms. Williams will work as a Contract Services Specialist II (Telephone Operator I) for the Municipal Telephone Exchange. Her duties will include, but are not limited to



MINUTES

PERSONNEL

Office of the Comptroller - cont'd

operating a Centrex telephone console and computer terminal to answer incoming calls, making connections to complete calls, and reporting telephone equipment issues. She will also answer and route calls for assistance from City residents and maintain confidentiality of phone calls between government and legal officials. The period of the agreement is effective upon Board approval for one year.

Employees' & Elected Officials' Retirement System

3. Reclassify the following position:

From: Medical Claims Processor I  
Job Code: 33241  
Grade: 084 (\$35,564.00 - \$42,446.00)  
Position No.: 1520-12066

To: Medical Claims Processor II  
Job Code: 33242  
Grade: 087 (\$39,701.00 - \$47,990.00)

Cost: \$3,422.00 - 6000-604016-1520-168600-601001

Environmental Control Board

4.	<b>BELINDA MATLOCK</b>	\$90.00	<b>\$76,950.00</b>
5.	<b>KURT NACHTMAN</b>	\$90.00	<b>\$76,950.00</b>
6.	<b>JEREMY ELDRIDGE</b>	\$90.00	<b>\$76,950.00</b>

Account: 1001-000000-1170-138600-601009

Ms. Matlock, Mr. Nachtman, and Mr. Eldridge will each work as a Contract Services Specialist II (Hearing Officer).

**MINUTES****PERSONNEL**Hourly RateAmountEnvironmental Control Board - cont'd

The hourly rate is \$90.00 for a maximum of 855 hours, not to exceed \$76,950.00. Their duties will include, but are not limited to conducting hearings to make preliminary determinations as to whether citations issued by City Enforcement Officers comply with the Code, the ECB rules, and relevant court decisions. The Hearing Officers will also record all hearings, complete a disposition sheet, and submit written findings to the Executive Director of the ECB at the end of each day for each hearing that was conducted. The period of the agreements is effective August 10, 2016 for one year.

7. Reclassify the following position:

From: Paralegal  
 Job Code: 84241  
 Grade: 090 (\$44,858.00 - \$54,520.00)  
 Position No.: 1170-49549

To: Liaison Officer I  
 Job Code: 31420  
 Grade: 090 (\$44,858.00 - \$54,520.00)

Cost: \$0.00

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

**MINUTES****PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Baltimore City Fire Department</u>		
8. <b>KELLY KING</b>	\$33.71	<b>\$70,117.00</b>

Account: 1001-000000-3191-308700-601061

Ms. King will continue to work as Contract Service Specialist II (Research Analyst II) for the EMS Division. Ms. King's duties will include, but are not limited to developing a detailed 3-5 year strategic plan, including timelines of key events, developing an evaluation plan to track the efficacy of a community paramedicine pilot program and pursue outside grant funding. She will also provide the Department with regular progress reports, foster cross agency collaborations, disseminate key findings and recommendations through inter-agency and national conference presentations and peer-review article submission. The period of the agreement is effective upon Board approval for one year.

9. <b>SHARON NEELY</b>	\$22.70	<b>\$41,332.20</b>
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Account: 1001-000000-3191-308700-601061

Ms. Neely will work as a Contract Services Specialist II (Research Analyst I). Her duties will include, but are not limited to conducting management operational and organization studies in the Emergency Medical Services Division (EMS) to identify and resolve operating problems. Ms. Neely will also evaluate the effectiveness of the EMS and provide resources for strategic, fiscal, and operational planning. The period of the agreement is effective upon Board approval for one year.

**MINUTES****PERSONNEL**

Baltimore City Fire Department - cont'd

10. a. Abolish the following position:

From: Fire Prevention Specialist  
Job Code: 41230  
Grade: 322 (\$38,178.00 - \$61,403.00)  
Position No.: 2132-13927

b. Reclassify the following two positions:

From: Fire Lieutenant Suppression, ALS  
Job Code: 41278  
Grade: 374 (\$61,639.00 - \$74,873.00)  
Position No.: 2112-12590

To: Battalion Fire Chief, ALS Suppression  
Job Code: 41282  
Grade: 381 (\$78,174.00 - \$97,278.00)

From: Fire Lieutenant Special Operations Dive  
Job Code: 41250  
Grade: 340 (\$54,408.00 - \$66,387.00)  
Position No.: 2112-12273

To: Battalion Fire Chief, ALS  
Job Code: 41237  
Grade: 384 (\$71,005.00 - \$88,357.00)

Costs: \$50,896.00 - 1001-000000-2101-225900-601061  
\$27,795.00 - 1001-000000-2132-228200-601061

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

**MINUTES****PERSONNEL**Department of Recreation and Parks

	<u>Hourly Rate</u>	<u>Amount</u>
11. <b>LARRY WASHINGTON</b>	\$12.00	<b>\$22,880.00</b>

Account: 6000-680817-4782-717100-601009

Mr. Washington will work as a Contract Services Specialist II (Event Personnel/Visitor Services Associate). His duties will include, but will not be limited to locking all facilities at prescribed times including setting electronic alarms, and closing greenhouse facilities, including exterior vents. Mr. Washington will also provide supplemental heating support, unlock and lock facilities for user groups and clients, provide assistance to user groups, including table and chair set-up, and patrol grounds during open hours. He will also interact with visitors, provide visitor information and ensure appropriate use of grounds and facilities, remove trash and recycling from common interior areas, check special event area for trash and remove it, as needed, and provide parking assistance. This is the same salary as in the previous contract period. The period of the agreement is July 29, 2016 through July 28, 2017.

Department of Housing and Community Development (DHCD)12. Reclassify the following position:

From: Secretary II  
 Job Code: 33232  
 Grade: 078 (\$29,672.00 - \$34,218.00)  
 Position No.: 5824-15104

To: Special Assistant  
 Job Code: 10063  
 Grade: 089 (\$43,026.00 - \$52,239.00)

MINUTES

PERSONNEL

DHCD - cont'd

Cost: \$11,756.04 - 1001-000000-5824-408900-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

Baltimore City Liquor Board

13. Create the following position:

Classification: Liquor Board Office Assistant II  
Job Code: 33202  
Grade: 082 (\$33,140.00 - \$39,199.00)  
Position No.: To be assigned by BBMR

Cost: \$44,804.00 - 1001-000000-2501-259500-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

Department of Planning

	<u>Hourly Rate</u>	<u>Amount</u>
14. <b>ANDREW COOK</b>	\$25.12	<b>\$13,000.00</b>

Account: 9905-903009-9188-000000-703001

Mr. Cook will continue to work as a Contract Services Specialist II (City Planner/Environmental Planner). His duties will include, but will not be limited to analyzing the economic impact of the Baltimore maker economy and creating a report that will examine employment trends, business revenues, tax contributions, real estate leasing and purchasing trends, and other metrics generated by Baltimore's small manufacturers.

**MINUTES****PERSONNEL**Dept. of Planning - cont'd

Mr. Cook will also maximize and quantify the Growing Green Initiative's economic development potential, analyze the economic impact of building deconstruction materials and coordinate workforce development programs around native plant landscaping, and storm water management. This is the same hourly rate as in the previous contract period. The period of the agreement is August 1, 2016 through November 30, 2016.

15. Classify the following position:

From: New Position  
Job Code: 90000  
Grade: 900 (\$1.00 - \$204,000.00)  
Position No.: 1952-51505

To: City Planner II  
Job Code: 74137  
Grade: 927 (\$62,016.00 - \$99,246.00)

Cost: \$84,432.00 - 1001-000000-1875-187400-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

16. Classify the following position:

From: New Position  
Job Code: 90000  
Grade: 900 (\$1.00 - \$204,000.00)  
Position No.: 1952-51507

To: City Planner II  
Job Code: 74137  
Grade: 927 (\$62,016.00 - \$99,246.00)

**MINUTES****PERSONNEL**

Dept. of Planning - cont'd

Cost: \$84,432.00 - 1001-000000-1875-187400-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

Office of the State's Attorney

	<u>Hourly Rate</u>	<u>Amount</u>
17. <b>MARIA KEITH</b>	\$26.93	<b>\$50,846.00</b>

Account: 1001-000000-1150-118000-601009

Ms. Keith, retiree, will continue to work as a Contract Services Specialist I (Investigator, SAO/Investigator). This is a 2% increase in the hourly rate from the previous contract period. Her duties will include, but will not be limited to investigating felony, homicide, and violent crime cases, locating and interviewing witnesses, and acting as a liaison with police agencies. Ms. Keith will also assist in preparing prosecution cases by locating persons of interest, researching pertinent documents, and verifying information. The period of the agreement is effective upon Board approval for one year.

In March 1999, the Board of Estimates approved a waiver of the AM 212-1 to hire retired Police Officers as Investigators for the Office of the State's Attorney with no restrictions on the number of work hours and rate of pay.



MINUTES

PERSONNEL

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Health Department</u>		
18. <b>DONDRA HARPER</b>	\$18.90	<b>\$24,570.00</b>
19. <b>DAVID ZHITNITSKY</b>	\$18.90	<b>\$24,570.00</b>

Account: 1001-000000-3023-274000-601009

Ms. Harper and Mr. Zhitnitsky will each work as a Contract Services Specialist II (Community Health Educator I/Peer Educator). Their duties will include, but will not be limited to facilitating overdose prevention and response training, training, making referrals to drug treatment for participants, and providing risk reduction counseling to program participants. They will also conduct health and harm reduction education and counseling, conduct HIV, Hepatitis C, and STD Prevention Education with program participants and other community members, conduct pre/post HIV and Hepatitis C testing and counseling and conduct syringe exchanges and Phlebotomy duties. The period of the agreement is July 28, 2016 through June 30, 2017.

20. Create the following two positions:

Classification: Medical Office Assistant  
 Job Code: 61391  
 Grade: 078 (\$29,672.00 - \$34,218.00)  
 Position Nos.: To be assigned by BBMR

Costs: \$99,293.46 - 5000-524016-3150-271300-601001

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

**MINUTES****PERSONNEL**

Health Department - cont'd

21. Create the following position:

Classification: Accounting Manager

Job Code: 34146

Grade: 931 (\$71,000.00 - \$113,500.00)

Position No.: To be assigned by BBMR

Cost: \$102,661.56 - 1001-000000-3100-262400-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

22. a. Create the following new non-Civil Service classification:

From: Chief Medical Director

Job Code: 10283

Grade: 960

b. Reclassify the following position:

From: Operations Manager II

Job Code: 00091

Grade: 942 (\$87,100.00 - \$143,600.00)

Position No.: 3030-14772

To: Chief Medical Director

Job Code: 10283

Grade: 960 (\$92,400.00 - \$152,400.00)

Cost: \$20,088.60 - 1001-000000-3030-271200-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

MINUTES

PERSONNEL

Health Department

23. Reclassify the following ten Positions:

From:

Classification: Community Health Nurse II (10 months)

Job Code: 62222

Grade: 507 (\$49,844.00 - \$57,241.00)

Position Nos.: 3100-14673, 3100-14748, 3100-14640,  
3100-48761, 3100-32585, 3100-43323,  
3100-43325, 3100-48762, 3100-14805,  
3100-48754

To:

Classification: Community Health Nurse Trainee (10 months)

Job Code: 62220

Grade: 501 (\$37,815.00 - \$43,582.00)

Costs: (\$155,191.00) - 6000-624917-3100-295900-601001

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

Department of Public Works

	<u>Hourly Rate</u>	<u>Amount</u>
24. <b>VICTORIA PUNG</b>	\$30.00	<b>\$62,400.00</b>

Account: 1001-000000-1901-190400-601009

Ms. Pung will continue to work as a Contract Services Specialist II (Administrative Analyst II). She will plan, design and implement new systems to meet the department's goals for increased productivity or efficient operations, conduct special studies and investigations to devise systems and program policy strategies to meet current needs. She will analyze problems and devise new systems including cost accounting and economic models, metrics analyzes of statistical data and workforce analysis. This is a 9% increase from the previous contract. The period the Agreement is effective upon Board approval for one year.

**MINUTES****PERSONNEL**DPW - cont'd25. Create the following ten new classes:

Classification: Customer Care Analyst I Job Code: 34263 Grade: 080 (\$31,142.00 - \$36,634.00)	Meter Reader Technician I 34310 078 (\$29,672.00 - \$34,218.00)
Classification: Customer Care Analyst II Job Code: 34264 Grade: 082 (\$3,140.00 - \$39,199.00)	Meter Reader Technician II 34313 080 (\$31,142.00 - \$36,634.00)
Classification: Customer Care Analyst III Job Code: 34265 Grade: 084 (\$35,564.00 - \$42,446.00)	Meter Reader Technician III 34314 081 (\$32,076.00 - \$38,001.00)
Classification: Customer Care Supervisor Job Code: 34266 Grade: 087 (\$39,701.00 - \$47,990.00)	Meter Reader Technician Supervisor 34319 084 (\$35,564.00 - \$42,446.00)
Classification: Utility Meter Technician Supt I Job Code: 34320 Grade: 087 (\$39,701.00 - \$47,990.00)	Utility Meter Technician Supt. II 34322 923 (\$58,300.00 - \$93,500.00)

Cost: \$0.00

The Department of Human Resources has completed its reclassification study from the Department of Public Works. This submission is part of the Baltimore Meter Project.

26. Create the following Position:

Classification: Engineer II  
Job Code: 72113  
Grade: 929 (\$65,900.00 - \$105,300.00)  
Position No.: To be assigned by BBMR

Cost: \$91,752.00 - 2071-000000-5601-730200-601001

The above-listed positions are to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

**MINUTES****PERSONNEL**DPW - cont'd27. Create the following three Positions:

Classification: Engineer I

Job Code: 72111

Grade: 927 (\$62,000.00 - \$99,200.00)

Position Nos.: To be assigned by BBMR

Costs: \$260,788.00 - 2071-000000-5601-730200-601001

28. Create the following two Positions:

From:

Classification: New Position

Job Code: 90000

Grade: 900 (\$1.00 - \$204,000.00)

Position Nos.: 5601-50018 and 5601-49966

To:

Classification: Engineer I

Job Code: 72111

Grade: 927 (\$62,000.00 - \$99,200.00)

Costs: \$173,859.00 - 2071-000000-5601-730200-601001

The above-listed positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

29. Create the following Position:

From:

Classification: New Position

Job Code: 90000

Grade: 900 (\$1.00 - \$204,000.00)

Position No.: 5601-49975

**MINUTES****PERSONNEL**DPW - cont'd

To:

Classification: Engineer II

Job Code: 72113

Grade: 929 (\$65,900.00 - \$105,300.00)

Cost: \$91,752.00 - 2071-000000-5601-730200-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

30. Create the following 12 Positions:

Classification: Customer Care Analyst II

Job Code: 34260

Grade: 082 (\$33,140.00 - \$39,199.00)

Position Nos.: To be assigned by BBMR

Cost: \$19,717.00 - 2071-000000-5471-400504-601001

The DHR has completed its reorganizational study from The Department of Public Works. The abolishment of 10 positions to help offset the costs for the creation of these 12 positions has been previously approved by the Board of Estimates on June 29, 2016. This submission is part of the Balti-Meter Project.

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

31. Create the following seven Positions:

Classification: Customer Care Analyst Supervisor

Job Code: 34262

Grade: 087 (\$39,701.00 - \$47,990.00)

Position Nos.: To be assigned by BBMR

**MINUTES****PERSONNEL**

DPW - cont'd

Costs: (\$31,107.00) - 2071-000000-5471-400504-601001

The DHR has completed its reorganizational study from the Department of Public Works. The abolishment of eight positions to help offset the costs for the creation of seven positions has been previously approved by the Board of Estimates on June 29, 2016. This submission is part of the Balti-Meter Project.

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

32. Create the following 13 Positions:

Classification: Customer Care Analyst I

Job Code: 34263

Grade: 080 (\$31,142.00 - \$36,634.00)

Position Nos.: To be assigned by BBMR

Costs: (\$17,397.00) - 2071-000000-5471-400504-601001

The DHR has completed its reorganizational study from The Department of Public Works. The abolishment of 14 positions to help offset the costs for the creation of these 13 positions has been previously approved by the Board of Estimates on June 29, 2016. This submission is part of the Balti-Meter Project.

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

## MINUTES

PERSONNEL

Department of Human Resources - cont'd

33. Administrative Correction

Due to an administrative error, the original job codes that were approved by the Board of Estimates on June 29, 2016, were inadvertently transposed. Therefore, the Department of Human Resources is requesting the Board to approve the corrected job codes, as follows:

I. Change the following eight classifications job code:

Classification: IT Associate Job Code: FROM: 31106 TO: 33106	IT Specialist I Job Code: FROM: 31107 TO: 33107
Classification: IT Specialist II Job Code: FROM: 31109 TO: 33109	IT Specialist III Job Code: FROM: 31110 TO: 33110
Classification: IT Supervisor Job Code: FROM: 31111 TO: 33111	IT Manager Job Code: FROM: 31112 TO: 33112
Classification: IT Division Manager Job Code: FROM: 31115 TO: 33115	IT Director Job Code: FROM: 31116 TO: 33116

II. Downgrade the following Class and Change the Job Code:

<u>From:</u>	<u>To:</u>
Classification: IT Project Manager Job Code: 31114 Grade: 942 (\$87,100.00 – \$143,600.00)	Classification: IT Project Manager Job Code: 33114 Grade: 939 (\$82,100.00 – \$135,300.00)



## MINUTES

PERSONNELDHR - cont'd

Cost: \$0.00

These classes are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

34. Administrative Correction:

Due to an administrative error, the original job codes that were approved by the Board of Estimates on June 29, 2016, were inadvertently transposed. Therefore, the Department of Human Resources is requesting the Board to approve the corrected job codes, as follows:

Reclassify the following Positions:From:To:

Classification: System Supervisor

IT Manager

Job Code: 33155

33112

Grade: 931 (\$69,600.00- \$111,300.0)

942 (\$85,400.00- 140,800.00)

Position #: 12355

Classification: System Supervisor

IT Project Manager

Job Code: 33155

33114

Grade: 931 (\$69,600- \$111,300)

939 (\$80,500.00- \$132,600.00)

Position #: 12326

Classification: Network System Admin.

IT Project Manager

Job Code: 33193

33114

Grade: 936 (\$76,100.00- \$121,700.00)

939 (\$80,500.00- \$132,600.00)

Position #: 33944

Classification: GIS Supervisor

IT Supervisor

Job Code: 33190

33111

Grade: 927 (\$60,800.00- \$97,300.00)

936 (\$76,100.00- \$121,700.00)

Position #: 48038

**MINUTES****PERSONNEL**DHR - cont'd

Classification: IT Specialist	IT Supervisor
Job Code: 33159	33111
Grade: 902 (\$69,600.00- \$111,300.00)	936 (\$76,100.00- \$121,700.00)
Positions #: 49636, 49657	
Classification: System Analyst	IT Specialist II
Job Code: 33151	33109
Grade: 927 (\$60,800.00- \$97,300.00)	927 (\$60,800.00- \$97,300.00)
Positions #: 12330, 12331, 12337, 12357, 12336, 12340	
Classification: IT Specialist	IT Specialist II
Job Code: 33159	33109
Grade: 902 (\$40,100.00- \$64,100.00)	927 (\$60,800.00- \$97,300.00)
Positions #: 50708, 50720, 50707, 50711, 50706, 47719, 50717, 47258, 50719, 47378	
Classification: IT Specialist	IT Specialist I
Job Code: 33159	33107
Grade: 902 (\$40,100.00-\$64,100.00)	923 (\$57,200.00-\$91,700.00)
Positions #: 47495, 50718, 50715, 50713	

Cost: \$0.00

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

35. I. Create the following new seven Civil Service Classifications:

Classification: Agency IT Associate  
 Job Code: 33146  
 Grade: 907 (\$54,200.00 - \$86,800.00)

**MINUTES****PERSONNEL**DHR - cont'd

Classification: Agency IT Specialist I  
 Job Code: 33147  
 Grade: 923 (\$58,300.00 - \$93,500.00)

Classification: Agency IT Specialist II  
 Job Code: 33148  
 Grade: 927 (\$62,000.00 - \$99,200.00)

Classification: Agency IT Specialist III  
 Job Code: 33149  
 Grade: 929 (\$65,900.00 - \$105,300.00)

Classification: Agency IT Supervisor/Project Manager  
 Job Code: 33150  
 Grade: 936 (\$77,600.00 - \$124,100.00)

Classification: Agency IT Manager  
 Job Code: 33152  
 Grade: 939 (\$82,100.00-\$135,300.00)

Classification: Agency IT Manager  
 Job Code: 33153  
 Grade: 942 (\$87,100.00-\$143,600.00)

II. Create the following seven Non-Civil Service Classifications

Classification: Agency IT Associate  
 Job Code: 10257  
 Grade: 907 (\$54,200.00 - \$86,800.00)

Classification: Agency IT Specialist I  
 Job Code: 10258  
 Grade: 923 (\$58,300.00 - \$93,500.00)

Classification: Agency IT Specialist II  
 Job Code: 10259  
 Grade: 927 (\$62,000.00 - \$99,200.00)

**MINUTES****PERSONNEL**

DHR - cont'd

Classification: Agency IT Specialist III  
Job Code: 10260  
Grade: 929 (\$65,900.00 - \$105,300.00)

Classification: Agency IT Supervisor/Project Manager  
Job Code: 10261  
Grade: 936 (\$77,600.00 - \$124,100.00)

Classification: Agency IT Manager I  
Job Code: 10262  
Grade: 939 (\$82,100.00 - \$135,300.00)

Classification: Agency IT Manager II  
Job Code: 10263  
Grade: 942 (\$87,100.00-\$143,600.00)

Costs: \$0.00

At the request of the Mayor's Office of Information Technology, the Department of Human Resources conducted a compensation study that included direct municipal/state governments, and industry. The results of the study confirm and identify the major challenge, i.e., availability/unavailability of IT talent fluctuates. Current trends confirm limited supply, high demand for knowledgeable and experienced talent.

These classes are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

**MINUTES****PERSONNEL**DHR - cont'd36. Administrative Correction

Due to an administrative error, the original grades and salaries that were approved by the Board of Estimates on June 1, 2016, were not calculated with the correct percentages, therefore the Department of Human Resources is requesting the Board to approve the corrected salary scale for the below personnel request, as follows:

I. Change the following Grades/Salary:

	GRADE	HIRING	FULL PEF	EXP	SENIOR	Long 1-5	Long 6
FROM	76S	\$29,009.00	\$29,733.00	\$32,525.00	\$33,025.00	\$ 991.00	\$661.00
TO	039	\$29,009.00	\$29,733.00	\$32,525.00	\$33,025.00	\$ 991.00	\$661.00
FROM	84S	\$36,275.00	\$37,583.00	\$42,602.00	\$43,295.00	\$1,299.00	\$866.00
TO	040	\$36,275.00	\$37,583.00	\$42,602.00	\$43,295.00	\$1,299.00	\$866.00
FROM	85S	\$37,415.00	\$39,098.00	\$44,358.00	\$45,083.00	\$1,352.00	\$902.00
TO	041	\$37,415.00	\$39,098.00	\$44,358.00	\$45,083.00	\$1,352.00	\$902.00
FROM	86S	\$38,915.00	\$40,685.00	\$46,179.00	\$46,939.00	\$1,408.00	\$939.00
TO	042	\$40,441.00	\$42,280.00	\$47,990.00	\$48,780.00	\$1,463.00	\$976.00
FROM	87S	\$40,495.00	\$42,350.00	\$48,158.00	\$48,950.00	\$1,469.00	\$979.00
TO	043	\$40,495.00	\$42,350.00	\$48,158.00	\$48,950.00	\$1,469.00	\$979.00
FROM	89S	\$43,887.00	\$45,970.00	\$52,424.00	\$53,284.00	\$1,599.00	\$1,066.00
TO	044	\$43,887.00	\$45,970.00	\$52,424.00	\$53,284.00	\$1,599.00	\$1,066.00
FROM	91S	\$47,723.00	\$50,023.00	\$57,121.00	\$58,066.00	\$1,742.00	\$1,161.00
TO	045	\$47,723.00	\$50,023.00	\$57,121.00	\$58,066.00	\$1,742.00	\$1,161.00
FROM	93S	\$51,946.00	\$54,486.00	\$62,306.00	\$63,338.00	\$1,900.00	\$1,267.00
TO	046	\$51,946.00	\$54,486.00	\$62,306.00	\$63,338.00	\$1,900.00	\$1,267.00
FROM	94S	\$54,230.00	\$56,881.00	\$65,084.00	\$66,160.00	\$1,985.00	\$1,323.00
TO	047	\$56,357.00	\$59,112.00	\$67,636.00	\$68,755.00	\$2063.00	\$1375.00

**MINUTES****PERSONNEL**

DHR - cont'd

II. Create the following two new grades:

Grade	Hiring	Full Perf	Exp	Senior	Long 1-5	Long 6
048	\$38,882.00	\$40,631.00	\$46,097.00	\$46,851.00	\$1,406.00	\$ 937.00
049	\$45,608.00	\$47,773.00	\$54,480.00	\$55,373.00	\$1,661.00	\$1,107.00

III. Change the following Grades:

Classification: Investigator, Sheriff

Job Code: 00073

From Grade: 87S (\$40,495.00 - \$48,950.00)

To Grade: 043 (\$40,495.00- \$48,950.00)

Classification: Secretary I, Sheriff

Job Code: 00074

From Grade: 91S (\$47,723.00 - \$58,066.00)

To Grade: 045 (\$47,723.00 - \$58,066.00)

Classification: Secretary II, Sheriff

Job Code: 00075

From Grade: 89s (\$43,887.00 - \$53,284.00)

To Grade: 044 (\$43,887.00 - \$53,284.00)

Classification: Fiscal Technician, Sheriff

Job Code: 00076

From Grade: 93s (\$51,946.00 - \$63,338.00)

To Grade: 046 (\$51,946.00 - \$63,338.00)

Classification: Accounting Assistant III,  
Sheriff

Job Code: 00077

From Grade: 84S (\$36,275.00 - \$43,295.00)

To Grade: 040 (\$36,275.00 - \$43,295.00)

Classification: Clerical Assistant,  
Sheriff

Job Code: 00078

From Grade: 76S (\$29,009.00 - \$33,025.00)

To Grade: 039 (\$29,009.00 - \$33,025.00)

Classification: Chief Court Security

Job Code: 00824

From grade: 94S (\$54,230.00 - \$66,160.00)

To Grade: 047 (\$56,357.00 - \$68,755.00)

Classification: Radio Dispatcher, Sheriff

Job Code: 01420

From Grade: 84S (\$36,275 .00- \$43,295.00)

To Grade: 040 (\$36,275.00 - \$43,295.00)

Classification: Officer Court Security

Job Code: 00826

From Grade: 85S (\$37,415.00 - \$45,083.00)

To Grade: 048 (\$38,882.00 - \$46,851.00)

Classification: Lieutenant, Court Security

Job Code: 00829

From Grade: 86S (\$38,915.00 - \$46,939.00)

To Grade: 042 (\$40,441.00 - \$48,780.00)

## MINUTES

PERSONNELDHR - cont'd

Classification: Assistant Chief Court Security

Job Code: 00825

From Grade: 89S (\$43,887.00 - \$53,284.00)

To Grade: 049 (\$45,608.00 - \$55,373.00)

IV. Change the following Classification Titles and Grades:

<u>From</u>	<u>To</u>
Classification: Administrative Aide Job Code: 00068 Grade: 85S (\$37,415.00 - \$45,083.00)	Administrative Aide, Sheriff 00068 041 (\$37,415.00 - \$45,083.00)
Classification: Process Server Job Code: 01425 Grade: 85S (\$37,415.00 - \$45,083.00)	Process Server, Sheriff 01425 041(\$37,415 - \$45,083)

V. Reclassify the following eight Positions:

<u>From:</u>	<u>To:</u>
Classification: Investigator Job Code: 00820 Grade: 87S (\$40,495.00 - \$48,950.00) Position #: 1183-43861	Investigator, Sheriff 00073 043 (\$40,495.00 - \$48,950.00)
Classification: Court Secretary I Job Code: 00812 Grade: 91s (\$47,723.00 - \$58,066.00) Position #'s: 1182-24720; 1181-24724	Secretary I, Sheriff 00074 045 (\$47,723.00 - \$58,066.00)
Classification: Court Secretary II Job Code: 00813 Grade: 89S (\$43,887.00 - \$53,284.00) Position #'s: 1183-44776; 1181-46738	Secretary II, Sheriff 00075 044 (\$43,887.00 - \$53,284.00)

**MINUTES****PERSONNEL**DHR - cont'd

Classification: Fiscal Technician	Fiscal Technician, Sheriff
Job Code: 00800	00076
Grade: 93S (\$51,946.00 - \$63,338.00)	046 (\$51,946.00 - \$63,338.00)
Position #: 1182-24721	
Classification: Accounting Assistant III	Accounting Assistant III, Sheriff
Job Code: 00789	00077
Grade: 84S (\$36,275.00 - \$43,295.00)	040 (\$36,275.00 - \$43,295.00)
Position #: 1181-24731	
Classification: Clerical Assistant II, Courts	Clerical Assistant, Sheriff
Job Code: 00810	00078
Grade: 76S (\$29,009.00 - \$33,025.00)	039 (\$29,009.00 - \$33,025.00)
Position #: 1182-24722	

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.



**MINUTES**

Department of Public Works - Partial Release of Retainage Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Partial Release of Retainage Agreement in the amount of \$129,079.62 for Monumental Paving & Excavating, Inc. for Water Contract No. 1269 Northwest Community Action Neighborhood Water Main Replacements.

**AMOUNT OF MONEY AND SOURCE:**

\$129,079.62 - 9960-905136-9557-000000-200001

**BACKGROUND/EXPLANATION:**

As of December 9, 2015, Monumental Paving & Excavating, Inc. has completed 100% of all work for WC 1269, Northwest Community Action Neighborhood Water Main Replacements. The contractor has requested a partial release of retainage in the amount of \$129,079.62. Currently, the City is holding \$143,421.80 in retainage for the referenced project and the contractor is requesting to reduce the amount of retainage to \$14,342.18. The remaining \$14,342.18 is sufficient to protect the interest of the City.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Partial Release of Retainage Agreement in the amount of \$129,079.62 for Monumental Paving & Excavating, Inc. for Water Contract No. 1269 Northwest Community Action Neighborhood Water Main Replacements.

**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. 15 to Whitman, Requardt & Associates, LLP/Gannett Fleming JV under Project 1403, Construction Management Assistance Services. The period of the task assignment is approximately 12 months.

**AMOUNT OF MONEY AND SOURCE:**

\$ 79,979.41 - 9956-905653-9551-900020-703032 SC 910  
79,979.41 - 9956-907336-9551-900020-703032 SC 926  
79,979.41 - 9956-917337-9551-900020-703032 SC 927  
**\$239,938.23**

**BACKGROUND/EXPLANATION:**

The Office of Engineering is in need of assistance from Whitman, Requardt & Associates, LLP/Gannett Fleming JV to provide construction management assistance services on various projects. These projects will include but are not limited to SC 910 Improvements to the Sanitary Sewer Collection System in the Herring Run Sewershed Part 2-Chinquapin Run, SC 926 Electrical Distribution System Reliability Improvements at the Back River Wastewater Treatment Plant for the Department of Public Works, Office of Engineering and Construction.

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

MINUTES

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

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 364,000.00 (County Appropriations)	9956-907624-9549 (Constr. Res. Rehab Program Herring Run)	
336,000.00 (Wastewater <u>Rev. Bonds)</u>	" "	
<b>\$ 700,000.00</b>	-----	9956-905653-9551-3 (Design)

The funds will cover the cost of Task 15 No. under Project 1403, Construction Management Assistance.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 15 to Whitman, Requardt & Associates, LLP/Gannett Fleming JV under Project 1403, Construction Management Assistance Services. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter. The President voted **NO**.

**MINUTES**

Department of Public Works - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 002 to Johnson, Mirmiran & Thompson, Inc. under Project 1227J, On-Call Stormwater Study and Engineering Design Services. The period of the task assignment is approximately one year.

**AMOUNT OF MONEY AND SOURCE:**

\$149,966.96 - 2072-000000-5181-734400-603026

**BACKGROUND/EXPLANATION:**

The Plans Review and Inspection Section workload has increased recently for the review of plans for the City and private projects for stormwater management, erosion and sediment control. The plans must be evaluated properly and thoroughly for compliance with federal, state and local laws and regulations. It is essential that the plans be reviewed in a timely manner to avoid delay of construction projects. Johnson, Mirmiran & Thompson, Inc. and its MBE sub-consultant, Spartan Engineering, LLC and WBE sub-consultant, Stormwater Consulting, Inc. will assist the section in expediting the review of these plans.

**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. 002 to Johnson, Mirmiran & Thompson, Inc. under Project 1227J, On-Call Stormwater Study and Engineering Design Services. The President voted **NO**.

MINUTES

Department of Public Works/Office - Cost Sharing Reimbursement  
of Construction and Engineering and Transfer of Funds

The Board is requested to approve reimbursement of the City's Share of the Prettyboy Reservoir Road Resurfacing Project.

- 1. **BALTIMORE COUNTY** **\$2,210,000.00**

Account: 9960-905746-9557-3

Baltimore County will resurface roads in the Prettyboy Reservoir and has requested the City's reimbursement of the City's share of the costs. The County will invoice the City as costs are incurred and paid for this project.

**APPROVED FOR FUNDS BY FINANCE**

- 2. **TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<b>\$2,210,000.00</b>	9960-906068-9558	9960-905746-9557-6
Revenue Bonds	Constr. Reserve	Construction

This transfer will provide the funds to cover costs for the Prettyboy Reservoir Road Resurfacing.

UPON MOTION duly made and seconded, the Board approved reimbursement of the City's Share of the Prettyboy Reservoir Road Resurfacing Project to Baltimore County. 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/ - Scheduling of Public Hearing on  
Department of Finance Proposed Water and Sewer Rate  
Increases and Miscellaneous Fee  
Increases

**ACTION REQUESTED OF B/E:**

The Board is requested to schedule a hearing for the proposed water and sewer rate increases. Notice of the proposed rates will be published as required. A hearing on August 31, 2016, at 9 a.m. is suggested.

**BACKGROUND/ EXPLANATION:**

Pursuant to Ordinance 941 which implements the City Charter Amendment, approved by the voters in 1978, the water and wastewater utilities must be maintained as self-sustaining operations. Under this Ordinance, it is the duty of the Director of Finance and the Director of Public Works to recommend to the Board of Estimates rates and charges to make the utilities self-sustaining.

The City is finalizing the replacement of all residential and commercial water meters in both Baltimore City and Baltimore County. The new meters are being outfitted with the Automatic Metering Infrastructure (AMI) technology in the City and Automatic Metering Reading (AMR) and AMI technology in the county. This upgrade will provide greater accuracy in meter reading and improve the timeliness of billing, reduce the number of estimated bills resulting from limited access to meters, improve customer service by providing detailed and timely responses to customer inquiries, and reduce water loss through continuous monitoring and enhanced operational efficiencies.

In addition, the City is replacing the water and sewer customer information and billing system. We have begun testing this system and have started training our employees on its use. Along with this change, we will be transitioning from quarterly to monthly billing. The new billing system is expected to go-live for Baltimore City customers on October 11, 2016.

## MINUTES

DPW/Finance - cont'd

Compliance with Federal and State mandates, protecting public health and environment, as well as investing in our aging underground water and sewer systems will require the City to continue to allocate revenues to fund multimillion dollar capital projects. The Water Capital Improvement Plan over the next six years is estimated to be \$1.3 billion in appropriations. This includes water main rehabilitation and replacement, the covering of finished open water reservoirs, the rehabilitation of the Vernon, Cromwell, Pikesville, Towson and Ashburton pumping stations, improvements to the Montebello Water Filtration Plant, and the design and construction of the new Fullerton Water Filtration Plant. The Wastewater Capital Improvement Plan over the next six years is estimated to be \$701.1 million in appropriations. This includes regulatory-driven enhanced nutrient removal upgrades at the Back River Wastewater Treatment Plant, the headworks improvements at Back River and Consent Decree corrective action improvements.

To be able to maintain the utilities as self-sustaining, we are requesting a hearing to propose changes to our existing charge structure, a modified water and sewer rate structure, a forecast for three-year rate increases, and proposed increases to the utilities' miscellaneous fees.

Proposed Rate Structure:

The implementation of the new billing system is complemented by an enhancement of the existing rate structure. The proposed rate structure will eliminate the current use of minimum billing charges and will provide transparency by breaking down the bill to show customers exactly what costs are included in their bills. The proposed new rate structure eliminates the current declining block water rates, which results in large volume water users paying a lower rate per unit of water. Instead, by switching to a more equitable rate structure, the same volumetric rates will apply to all customers. This change will encourage conservation of water and will promote conscientious water usage practices.

## MINUTES

DPW/Finance - cont'd

The proposed rate structure includes two fixed components and a volumetric component. The fixed components are:

1. An Account Management Fee intended to recover the cost of billing and related support services to our customers and their accounts. This will be charged as a flat monthly fee per bill.
2. An Infrastructure Charge intended to recover a portion of capital costs for investing in our pipes, plants, and other assets that benefit all customers. The infrastructure charge will have separate water and sewer rate components charged by meter size.

The water and sewer systems budgets are primarily fixed costs that are independent of the volume of water used and treated. With the proposed rate structure, the fixed components recover a portion of these expenses that benefit all customers so the utility is less dependent on volumetric consumption. The volumetric component of the proposed rate structure applies to each unit of water and sewer in a billing period. One unit equals 100 cubic feet (Ccf), or approximately 748 gallons. The volumetric rates will be applied with the first unit of consumption. The following table details the proposed monthly rate structure and the rates over the upcoming three-year period.



## MINUTES

DPW/Finance - cont'd

<b>Fixed Components</b>						
	<b>Proposed October 11, 2016</b>		<b>Proposed July 1, 2017</b>		<b>Proposed July 1, 2018</b>	
<b>Account Management Fee</b>	\$2.720		\$2.979		\$3.263	
<b>Infrastructure Charge</b>	<b>Proposed October 11, 2016</b>		<b>Proposed July 1, 2017</b>		<b>Proposed July 1, 2018</b>	
<b>Meter Size</b>	<b>Water</b>	<b>Sewer</b>	<b>Water</b>	<b>Sewer</b>	<b>Water</b>	<b>Sewer</b>
5/8"	\$8.150	\$7.070	\$8.957	\$7.706	\$9.844	\$8.400
3/4"	\$14.670	\$12.726	\$16.122	\$13.871	\$17.718	\$15.119
1"	\$32.600	\$28.280	\$35.827	\$30.825	\$39.374	\$33.599
1-1/2"	\$57.050	\$49.490	\$62.698	\$53.944	\$68.905	\$58.799
2"	\$130.400	\$113.120	\$143.310	\$123.301	\$157.498	\$134.398
3"	\$228.200	\$197.960	\$250.792	\$215.776	\$275.620	\$235.196
4"	\$521.600	\$452.480	\$573.238	\$493.203	\$629.989	\$537.591
6"	\$937.250	\$813.050	\$1,030.038	\$886.225	\$1,132.012	\$965.985
8"	\$1,467.000	\$1,272.600	\$1,612.233	\$1,387.134	\$1,771.844	\$1,511.976
10"	\$2,078.250	\$1,802.850	\$2,283.997	\$1,965.107	\$2,510.113	\$2,141.967
12"	\$3,708.250	\$3,216.850	\$4,075.367	\$3,506.367	\$4,478.828	\$3,821.940
<b>Variable Component</b>						
	<b>Proposed October 11, 2016</b>		<b>Proposed July 1, 2017</b>		<b>Proposed July 1, 2018</b>	
	<b>Water</b>	<b>Sewer</b>	<b>Water</b>	<b>Sewer</b>	<b>Water</b>	<b>Sewer</b>
<b>Volumetric Rate (all Units)</b>	\$2.260	\$6.160	\$2.484	\$6.714	\$2.730	\$7.318

If adopted, the proposed rates will be effective on the dates of October 11, 2016, July 1, 2017, and July 1, 2018, with the existing rates remaining in place until then.

Required Rate Increases/Proposed Rate Structure:

The required rate increases and proposed rate structure are necessary to ensure fiscal sustainability and to keep the utilities self-sustaining. The proposed rate structure has been

## MINUTES

DPW/Finance - cont'd

designed on the basis of a "revenue neutral" concept. The proposed rate structure and required rate increases have been designed to generate the same level of revenue that the current rates would have generated with across-the-board rate increases of 9.9% and 9.0% for water and sewer, respectively.

The following table shows the proposed rate increases for the current and the next two fiscal years (the fiscal year starts on July 1<sup>st</sup> and ends on June 30<sup>th</sup>). For Fiscal 2017, the proposed rate increases will not be effective for a full year and will start October 11, 2016.

<b>Proposed Rate Increases</b>		
	<b>Water</b>	<b>Wastewater</b>
October 11, 2016	9.9%	9.0%
July 1, 2017	9.9%	9.0%
July 1, 2018	9.9%	9.0%

Due to the elimination of the quarterly minimum allowance and other revisions to the charge structure, the impacts of the proposed rate structure on customer bills will vary by meter size and consumption level. In other words, if the City chose not to change the existing rate structure, all customers, assuming no change in their consumption patterns, would have experienced a 9.9% increase in their water and 9% increase in their sewer bills; however, under the proposed rate structure, some customers will pay more but others will pay less while the City generates the same amount of revenue.

For example, without changing the rate structure, the proposed rate increases would result in a Fiscal 2017 total water and sewer bill increase of 9.4% per year for a typical Baltimore City residential customer with a 5/8" meter consuming 21 ccf per quarter (or 7 ccf per month). This represents a monthly increase of \$6.99 or \$20.96 per quarter; however, under the proposed change to the rate structure, the same customer would see an increase of approximately 3.4% in Fiscal 2017, which equates to \$2.50 per month or \$7.52 per quarter.

MINUTES

DPW/Finance - cont'd

<b>Proposed Customer Bill Impacts</b>					
<i>Quarterly Charges for 5/8" Meter and 21 Ccf</i>					
	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>
	<i>Existing Structure</i>		<i>Proposed Structure</i>		
Account Management Fee			\$8.16	\$8.94	\$9.79
Infrastructure Charge			\$45.66	\$49.99	\$54.73
Water Bill	\$ 95.19	\$ 104.62	\$ 47.46	\$ 52.16	\$ 57.33
Sewer Bill	\$ 127.93	\$ 139.46	\$ 129.36	\$ 140.99	\$ 153.68
<b>Total Bill</b>	<b>\$ 223.12</b>	<b>\$ 244.08</b>	<b>\$ 230.64</b>	<b>\$ 252.09</b>	<b>\$ 275.53</b>

As an example of what the "revenue neutral" concept is, the following table shows a hypothetical example of 10 water customers with different consumption patterns (it is assumed that all customers have the same water meter size). The example shows a hypothetical rate structure for explanation of the concept, this is not the proposed rate structure.

Scenario Comparison - Revenue Neutral Concept														
Scenario 1				Scenario 2 - Rate Increase				Scenario 3 - Hypothetical New Rate Structure						
Customer	Units Consumed	Rate / Unit	Water Bill	Rate Increase	New Rate / Unit	New Water Bill	% Bill Increase (1)	Fixed Charge	Required Revenue	Variable Rate / Unit	Variable Charge	New Water Bill	% Bill Increase (2)	Net Bill Increase
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)
		(C)=[A]x(B)		(E)=[B]x(1+(D))	(F)=[A]x(E)	(G)=[F]/(C)-1		(I)=[F]- (H)	(J)=Σ(I)/Σ(A)	(K)=(A)x(J)	(L)=(H)+(K)	(M)=[L]/(C)-1	(N)=[M]- (G)	
1	110	\$5	\$550	5.0%	\$5.25	\$578	5.0%	\$10	\$568	\$5.19	\$570.40	\$580.40	5.5%	0.5%
2	120	\$5	\$600	5.0%	\$5.25	\$630	5.0%	\$10	\$620	\$5.19	\$622.26	\$632.26	5.4%	0.4%
3	130	\$5	\$650	5.0%	\$5.25	\$683	5.0%	\$10	\$673	\$5.19	\$674.11	\$684.11	5.2%	0.2%
4	140	\$5	\$700	5.0%	\$5.25	\$735	5.0%	\$10	\$725	\$5.19	\$725.97	\$735.97	5.1%	0.1%
5	150	\$5	\$750	5.0%	\$5.25	\$788	5.0%	\$10	\$778	\$5.19	\$777.82	\$787.82	5.0%	0.0%
6	160	\$5	\$800	5.0%	\$5.25	\$840	5.0%	\$10	\$830	\$5.19	\$829.68	\$839.68	5.0%	0.0%
7	170	\$5	\$850	5.0%	\$5.25	\$893	5.0%	\$10	\$883	\$5.19	\$881.53	\$891.53	4.9%	-0.1%
8	180	\$5	\$900	5.0%	\$5.25	\$945	5.0%	\$10	\$935	\$5.19	\$933.39	\$943.39	4.8%	-0.2%
9	190	\$5	\$950	5.0%	\$5.25	\$998	5.0%	\$10	\$988	\$5.19	\$985.24	\$995.24	4.8%	-0.2%
10	200	\$5	\$1,000	5.0%	\$5.25	\$1,050	5.0%	\$10	\$1,040	\$5.19	\$1,037.10	\$1,047.10	4.7%	-0.3%
Total	1,550		\$7,750			\$8,138		\$100	\$8,038		\$8,038	\$8,138		

Scenario 1: Customers Pay per unit consumed

Scenario 2: Customers subject to 5% increase in rate, but continue paying per unit consumed

Scenario 3: Hypothetical new rate structure. Fixed component and volumetric charge

## MINUTES

DPW/Finance - cont'd

- Scenario 1 represents what these customers currently pay without rate increases. The total consumption is 1,550 units while the total revenue is \$7,750.00 (Column C).
- Under Scenario 2, all these customers are subject to a 5% increase in their water rates; therefore, at the same level of consumption, Customer 1 pays \$28.00 more while customer 10 pays \$50.00 more, both values equivalent to 5% more than their prior water bills. The total amount of revenue generated after the rate increase is \$8,138.00 (Column F).
- Scenario 3 shows the incorporation of a hypothetical new rate structure that includes a fixed component of \$10 per customer. Since all customers are subject to this fixed charge, there is \$100.00 of revenue generated even if consumption is zero; however, in order to be "revenue neutral" there is \$8,038.00 that needs to be recovered by the variable rate.
- Assuming that all 10 customers do not change their consumption patterns, it is determined that the variable rate per unit that would generate the required amount of revenue is \$5.19 (Column J).
- The new water bill is determined by applying the variable rate to each customer's consumption and adding the fixed component. By doing so, the "revenue neutral" concept is achieved (Column F equals Column L with a total of \$8,138.00 in revenue). As detailed in Column M, customer 1 is now paying 5.5% more while customer 10 will be paying 4.7% more, or as detailed in Column N, customer 1 is now paying 0.5% more while customer 10 will be paying 0.3% less than what they would have been paying under the current structure after a rate increase.

## MINUTES

DPW/Finance - cont'd

In order to facilitate the understanding of the proposed changes, the City has made available online an interactive tool for customers to assess the impact of the required rate increases and the proposed rate structure at any given meter size and consumption level. This tool can be found at: <http://publicworks.baltimorecity.gov/water-billing-calculator>

County Rates:

It is proposed that the Howard, Anne Arundel, and Carroll counties wholesale rates be increased as follows:

<b>Proposed Water County Rates</b>			
<b>Howard County</b>	<b>Fiscal 2017</b>	<b>Fiscal 2018</b>	<b>Fiscal 2019</b>
Wholesale Service (all Units)	\$2.147	\$2.360	\$2.594
<b>Anne Arundel County</b>			
Wholesale Service (all Units)	\$2.147	\$2.360	\$2.594
<b>Carroll County</b>			
Raw Water (all Units)	\$0.761	\$0.836	\$0.919

It is also proposed that Anne Arundel County water retail rates be increased as follows:

<b>Anne Arundel County - Water Retail Service</b>				
<b>Quarterly Use Block</b>	<b>Current Rate</b>	<b>Fiscal 2017</b>	<b>Fiscal 2018</b>	<b>Fiscal 2019</b>
First 50 Units	\$4.775	\$5.248	\$5.768	\$6.339
Next 450 Units	\$2.789	\$3.065	\$3.368	\$3.701
Over 500 Units	\$1.915	\$2.105	\$2.313	\$2.542

If adopted, the proposed rates will be effective on October 11, 2016, July 1, 2017, and July 1, 2018. Increased cost of water and sewer service will be passed on to Baltimore County through the City-County Agreements. Baltimore County establishes its own water rates with City concurrence.

**MINUTES**

DPW/Finance - cont'd

Senior Citizen Discount:

It is recommended that eligible senior citizen consumers 65 and older in Baltimore City who apply and whose annual household income does not exceed \$30,000.00 receive a 43% discount on the total water and sewer volumetric charges. The annual household income threshold will be annually adjusted for inflation by using the Consumer Price Index (CPI) for the Washington-Baltimore area as published by the Bureau of Labor statistics as of May of each year. This is a continuation of the program already provided by the City.

Low Income Water Assistance Program:

It is recommended that the annual credit amount of the Low Income Assistance Program be increased from \$179.00 to \$197.00 for eligible citizens meeting the low income criteria. This is an enhancement of the program already provided by the City.

Miscellaneous Fees:

In addition to the changes to the water and sewer user charges, the City has evaluated the charges for miscellaneous services and it is recommended that miscellaneous water fees be updated and approved as follows (list of miscellaneous charges and current and proposed are shown on the next page). If adopted, the proposed miscellaneous fees will be effective on October 11, 2016, July 1, 2017, and July 1, 2018.

## MINUTES

DPW/Finance - cont'd

<b>Miscellaneous Fees</b>				
<b>Fee Type</b>	<b>Current Fees</b>	<b>Proposed October 11, 2016</b>	<b>Proposed July 1, 2017</b>	<b>Proposed July 1, 2018</b>
Fire Hydrant Permit	\$175	\$180	\$185	\$191
Fire Flow Test	\$750	\$773	\$796	\$820
Fire Protection Fee	\$150	\$156	\$162	\$168
Meter Testing - 2" and Below	\$100	\$103	\$106	\$109
Meter Testing - Above 2"	\$100	\$103	\$106	\$109
Delinquent Turn-Off	\$95	\$98	\$101	\$104
Turn-Off - Request by Owner (small meter)	\$95	\$98	\$101	\$104
Turn-On - Request by Owner (small meter)	\$95	\$98	\$101	\$104
Turn-Off - Large Meter - Above 2"	\$150	\$155	\$160	\$165
Turn-On - Large Meter - Above 2"	\$150	\$155	\$160	\$165
Abandonment - 1" and Below	\$380	\$391	\$403	\$415
Abandonment - 1 1/2" and 2"	\$655	\$675	\$695	\$716
Reduce 3/4" meter to 5/8" meter	\$175	\$180	\$185	\$191
Reduce 1" meter to 3/4" meter	\$240	\$247	\$254	\$262
Reduce 1" meter to 5/8" meter	\$240	\$247	\$254	\$262
Reduce 2" meter to 1 1/2" meter	\$1,140	\$1,174	\$1,209	\$1,245
Tampering Fee (1st Offense)	N/A	\$100	\$103	\$106
Tampering Fee ( After 1st Offense)	N/A	\$500	\$515	\$530
Access to Asset	N/A	\$100	\$103	\$106

UPON MOTION duly made and seconded, the Board scheduled the hearing for the proposed water and sewer rate increases, as suggested, for August 31, 2016 at 9 a.m.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Health Department</u>			
1. Tonya Johnson	Going Beyond the Acronym: Meaningful Inclusion of Lesbian, Gay, Bisexual and Transgender, and Questioning (LGBTQ) Youth LaJolla, CA Aug. 22 - 25, 2016 (Reg. Fee \$0.00)	Family Planning Special Needs	\$1,299.96

The transportation costs of \$573.96 were prepaid using a City issued procurement card assigned to Ryan Hemminger. Therefore, the disbursement to Ms. Johnson is \$726.00.

Baltimore City Police Department

2. Carleton D. Forsling	Certification Training on the EC-120 Helicopter Grand Prairie, TX Aug. 7 - 12, 2016 (Reg. Fee \$10,545.00)	Eastern District	\$11,997.97
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The transportation costs of \$447.97 were prepaid using a City issued credit card assigned to Tribhuvan Thacker. Therefore, the disbursement to Mr. Forsling is \$11,550.00.



**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Fire Department</u>			
3. Crystal Bright	OEM Next Generation Training Summit Washington, DC Aug. 1 - 2, 2016 (Reg. Fee \$935.00)	General Fund	\$1,086.15

The registration was prepaid by a Purchasing Card issued to Mr. David McMillian. The amount to be disbursed to Ms. Bright is \$151.15.

**RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT**Fire Department

4. Neal Garith	Maryland Emergency Management Associ- ation Conference Ocean City, MD May 31-June 3, 2016 (Reg. Fee \$175.00)	Urban Area Security Initiative Grant	\$ 591.90
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Mr. Garith traveled to Ocean City, Maryland on May 31, 2016 - June 3, 2016 to the Maryland Emergency Management Association Conference.

The subsistence rate for this location was \$153.00 for May 31, 2016 and \$276.00 per day for June 1-2, 2016. The hotel rate was \$118.00 per night, plus \$5.31 per night for hotel taxes, and \$7.08 per night for State tax.

**MINUTES****TRAVEL REIMBURSEMENT** - cont'd

The registration fee and the membership fee totaling \$175.00 were prepaid on a City-issued credit card assigned to Mr. David McMillan. Mr. Garith personally incurred the costs of the hotel, hotel taxes, State taxes, and meals. Therefore, Mr. Garith requests reimbursement in the amount of \$416.90.

\$ 354.00	- Hotel (@ \$118.00 x 3)
15.93	- Hotel Tax (@ \$5.31 x 3)
21.24	- State Sales Tax (@ \$7.08 x 3)
25.73	- Meals
<u>(175.00)</u>	- Registration (Prepaid)
<b>\$ 416.90</b>	<b>- Total Reimbursement</b>

The travel request is late because the Department did not plan its submission prior to the Board's recess on May 25, 2016.

UPON MOTION duly made and seconded, the Board approved the foregoing travel requests and the travel reimbursement.

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

1. Department of Transportation - TR 16009, Cement Concrete Slab Repairs Citywide  
**BIDS TO BE RECV'D: 08/24/2016**  
**BIDS TO BE OPENED: 08/24/2016**
  
2. Department of Transportation - TR 16021, Cement Concrete Slab Repairs Citywide II  
**BIDS TO BE RECV'D: 08/24/2016**  
**BIDS TO BE OPENED: 08/24/2016**
  
3. Department of Transportation - TR 11013, Loch Raven Water Shed Culvert Repair, Replacement and Resurfacing  
**BIDS TO BE RECV'D: 08/31/2016**  
**BIDS TO BE OPENED: 08/31/2016**
  
4. Department of Transportation - TR 14308, Cherry Hill Light Rail Station Area Enhancements  
**BIDS TO BE RECV'D: 09/14/2016**  
**BIDS TO BE OPENED: 09/14/2016**
  
5. Department of Transportation/  
Department of Recreation and  
Parks - TR 11319, Jones Falls Trail - Phase V  
**BIDS TO BE RECV'D: 09/21/2016**  
**BIDS TO BE OPENED: 09/21/2016**
  
6. Department of Public Works/  
Department of Recreation and  
Parks - RP 15802, Latrobe Park Field House  
**BIDS TO BE RECV'D: 08/31/2016**  
**BIDS TO BE OPENED: 08/31/2016**

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

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

**MINUTES****A PROTEST WAS RECEIVED FROM MS. KIM TRUEHEART.**

The Board of Estimates received and reviewed Ms. Trueheart's protest. As Ms. Trueheart does not have a specific interest that is different from that of the general public, the Board will not hear her protest.

*Kim A. Trueheart*

July 26, 2016

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

Dear Ms. Taylor:

Herein is my written protest on behalf of the underserved and disparately treated citizens of the Baltimore City who appear to be victims of questionable management and administration within the various boards, commissions, agencies and departments of the Baltimore City municipal government.

The following details are provided to initiate this action as required by the Board of Estimates:

1. Whom you represent: Self
2. What the issues are:

Pages 1 - 118, City Council President and members of the Board of Estimates, BOE Agenda dated July 27, 2016, if acted upon:

- a. The proceedings of this board often renew business agreements without benefit of clear measures of effectiveness to validate the board's decision to continue funding the provider of the city service being procured;
- b. The Baltimore City School Board of Commissioners routinely requires submissions for board consideration to include details of the provider's success in meeting the objectives and/or desired outcomes delineated in the previously awarded agreement;
- c. The members of this board continue to fail to provide good stewardship of taxpayers' funds as noted by the lack of concrete justification to substantiate approval of actions presented in each weekly agenda;
- d. This board should immediately adjust the board's policy to ensure submissions to the board include measures of effectiveness in each instance where taxpayer funds have already been expended for city services;
- e. In the interest of promoting greater transparency with the public this board should willing begin to include in the weekly agenda more details which it discusses in closed sessions without benefit of public participation.

Email: [kimtrueheart@gmail.com](mailto:kimtrueheart@gmail.com)

*5519 Belleville Ave  
Baltimore, MD 21207*

- f. Lastly this board should explain to the public how, without violating the open meeting act, a consent agenda is published outlining the protocols for each week's meeting prior to the board opening its public meeting.

3. How the protestant will be harmed by the proposed Board of Estimates' action: As a citizen I have witnessed what appears to be a significant dearth in responsible and accountable leadership, management and cogent decision making within the various agencies and departments of the Baltimore City municipal government which potentially cost myself and my fellow citizens excessive amounts of money in cost over-runs and wasteful spending.

4. Remedy I desire: The Board of Estimates should immediately direct each agency to include measures of effectiveness in any future submissions for the board's consideration.

I look forward to the opportunity to address this matter in person at your upcoming meeting of the Board of Estimates on July 27, 2016.

If you have any questions regarding this request, please telephone me at (410) 205-5114.

Sincerely,  
Kim Trueheart, Citizen & Resident

*5519 Belleville Ave  
Baltimore, MD 21207*

**MINUTES**

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

\* \* \* \* \*



**MINUTES**

Clerk: "The Board 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.

Department of Public Works - WC 1305, Ashburton Filtration Plant Standby Generator  
**BIDS TO BE RECV'D: 8/10/2016**  
**BIDS TO BE OPENED: 8/10/2016**

Department of Public Works - SC 892, Structural Rehabilitation of Chlorine Contact Chambers at Patapsco Wastewater Treatment Plant  
**BIDS TO BE RECV'D: 8/10/2016**  
**BIDS TO BE OPENED: 8/10/2016**

Bureau of Purchases - B50004618, Master Snow Removal Services  
**BIDS TO BE RECV'D: 8/17/2016**  
**BIDS TO BE OPENED: 8/17/2016**

Bureau of Purchases - B50004557, Mass Notification System  
**CANCELLED**

## MINUTES

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

Department of Public Works - WC 1204, Druid Lake Finished Water Tanks

Oscar Renda contracting  
Ulliman Schutte Construction, LLC  
Cianbro Corporation\*  
Allan Myers

Department of Recreation & Parks - RP 16806, Canton Parking Lot Resurfacing

Allied Contractors, Inc.  
Machado Construction Co., Inc.  
Monumental Paving & Excavating  
Potts & Callahan, Inc.  
P. Flanigan & Son, Inc.  
M. Luis Construction Co., Inc.  
DSM Properties, LLC

Bureau of Purchases - B50004664, Pipe Repair Clamps

Total Piping Solutions, Inc.  
Smith-Blair, Inc.  
HD Supply Waterworks LTD  
Ferguson Enterprises

\*UPON FURTHER MOTION duly made and seconded, the Board declared the bid of Cianbro Corporation **NON-RESPONSIVE** due to the company's failure to submit the complete original bid book and duplicate bid book as required by the bidding instructions.

MINUTES

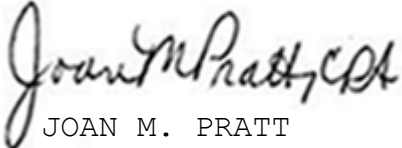
Bureau of Purchases

- B50004370, Maintenance and Cleaning for Sports and Multi-Purpose Floors

Tito Contractors, Inc.  
 P2 Cleaning Services  
 Young's Floor Services &  
 Remodeling Co., Inc.

\* \* \* \* \*

There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, August 10, 2016.



JOAN M. PRATT  
 Secretary