

**MINUTES****REGULAR MEETING**

Honorable Brandon Scott, President  
Honorable Bernard C. "Jack" Young, Mayor  
Honorable Joan M. Pratt, Comptroller and Secretary  
Rudolph S. Chow, Director of Public Works  
Andre M. Davis, City Solicitor  
Dana P. Moore, Deputy City Solicitor  
Matthew W. Garbark, Deputy Director of Public Works  
Bernice H. Taylor, Deputy Comptroller and Clerk

President: "Good morning. The -- meeting of the Board of Estimates is now called to order. In the interest of promoting order in the efficiencies of these hearings, persons who are disruptive to the hearings will be asked to leave the hearing room. Meetings of the Board of Estimates are open to the public for the duration of the meeting. The hearing room must be vacated at the conclusion of the meeting. Failure to comply may result in a charge of trespassing. I will direct the Board Members attention to the Memorandum from my office dated May 6, 2019 identifying matters to be considered as routine agenda items together with any corrections and additions that have been noted by the Deputy Comptroller. I will entertain a motion to approve all of the items contained on the routine agenda."

MINUTES

City Solicitor: "Mr. President, I would move approval of all items on the routine agenda as corrected."

Comptroller: "I second the Motion."

President: "All of those in favor say Aye. All of those opposed, Nay. The routine agenda items have been adopted."

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

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

Alason Electrical Contractors, Inc.	\$ 8,000,000.00
Appalachian Stream Restoration, LLC	\$ 8,000,000.00
Communications Construction Group, LLC	\$ 1,500,000.00
Grounded Electrical Construction, LLC	\$ 8,000,000.00
M. Barbosa Construction Company, Inc.	\$ 1,500,000.00
Midwest Mole, Inc.	\$ 95,320,000.00
Miller Flooring Company	\$ 8,000,000.00
Olympus Painting Contractors, Inc.	\$ 8,000,000.00
Rustler Construction, Inc.	\$ 8,000,000.00
Teniseal Corporation	\$ 1,500,000.00
Vigil Contracting, Inc.	\$ 8,000,000.00
Zone Striping, Inc.	\$155,444,000.00

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:

ATCS, P.L.C.	Engineer Construction Management
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Glyndon Engineering & Technology Co.	Engineer
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There being no objections, the Board, UPON MOTION duly made and seconded, approved the prequalification of Contractors and Architects and Engineers for the listed firms.

**MINUTES**

Department of Communication Services - Non-Construction  
Consultant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Non-Construction Consultant Agreement with RLH TELECOM SOLUTIONS, LLC. The period of the agreement is effective upon Board approval through December 31, 2019. The Board is also requested to authorize payment through Expenditure Authorization.

**AMOUNT OF MONEY AND SOURCE:**

\$23,625.00 - 2039-000000-1330-158400-603018

**BACKGROUND/EXPLANATION:**

The City was using The Battles Group, L.L.C. (Battles Group) to provide consulting services to complete the Telephone Improvements and Procurement Project that implements Voice over Internet Protocol (VoIP). The agreement with the Battles Group expired in March 2019, with no renewal options. The City wishes to engage the services of RLH Telecom Solutions, LLC a subcontractor of the Battles Group to complete the implementation of final phases of the VoIP through the end of calendar year 2019.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of a Non-Construction Consultant Agreement with RLH TELECOM SOLUTIONS, LLC. The Board further authorized payment through Expenditure Authorization.

**MINUTES**

Department of Communication Services - Software Update Service  
and Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the software update service for the Teledirectory license with Komutel Communication Solutions. The Board is further requested to authorize the Expenditure of Funds to pay Komutel Communication Solutions by Expenditure Authorization.

**AMOUNT OF MONEY AND SOURCE:**

\$13,548.00 - 2039-000000-1330-158400-603026

**BACKGROUND/EXPLANATION:**

The City last updated the directory application in 2014 through Conveyant Systems. The Teledirectory software is an advanced directory application. It offers the City's telephone operators flexible user defined directory information in order to facilitate automated call processing from their desktop computers.

Komutel Communication Solutions now provides the Komutel SIT2 software since Conveyant Systems is no longer in business. The updated software is compatible with Voice over Internet Protocol (VoIP) and integrates with the Mitel MiVoice platform in the City.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved the software update service for the Teledirectory License with Komutel Communication Solutions. The Board further approved and authorized the Expenditure of Funds to pay Komutel Communication Solutions by Expenditure Authorization.

**MINUTES**

Law Department - Settlement Agreement and Release

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Settlement Agreement and Release for the action brought by Mitchelle Conway, Plaintiff, against the City arising out of a personal injury accident that occurred at 907 South Decker Street.

**AMOUNT OF MONEY AND SOURCE:**

\$80,000.00 - 2044-000000-1450-703800-603070

**BACKGROUND/EXPLANATION:**

The Plaintiff alleges that on or about September 12, 2016, she stepped on an obscured pothole along the curb, fell and sustained serious injuries, including a fractured right fibula. She underwent an open reduction and internal fixation procedure with medical hardware remaining in her body. She is 46 years old, works on her feet as a caterer and cook, and faces a lifetime of disability. There is substantial evidence that the City had notice of the defect and an opportunity to correct it before the accident.

Based on a review by the Settlement Committee of the Law Department of the legal and factual issues specific to this case, it is recommended that the Board of Estimates approve the settlement.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Settlement Agreement and Release for the action brought by Mitchelle Conway, Plaintiff, against the City arising out of a personal injury accident that occurred at 907 South Decker Street.

**MINUTES**

Baltimore City Fire Department - Settlement Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Settlement Agreement between the Baltimore Fire Firefighters, IAFF Local 734 and the Mayor and City Council of Baltimore City acting through its Baltimore City Fire Department. The retroactive payments will be effective upon Board approval.

**AMOUNT OF MONEY AND SOURCE:**

The amount of the retroactive payment will be determined for each person affected by this settlement from the Board date back to their respective date of promotions for both regular and overtime paid. The settlement payments will be paid from the account numbers that they are currently assigned to in the Fire Department.

**BACKGROUND/EXPLANATION:**

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

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

**MINUTES**

Baltimore City Fire Department - cont'd

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Settlement Agreement between the Baltimore Fire Firefighters, IAFF Local 734 and the Mayor and City Council of Baltimore City acting through its Baltimore City Fire Department.



## MINUTES

Mayor's Office of Human Services - Provider Agreements

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

1. **UNIVERSITY OF MARYLAND, BALTIMORE** **\$246,803.00**

Account: 5000-569819-3571-762400-603051

The University of Maryland, Baltimore will utilize the funds to provide 200 clients limited short-term assistance for emergency, temporary, or transitional housing to enable a client or family to gain or maintain outpatient/ambulatory health services.

**MWBOO GRANTED A WAIVER.**

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

2. **UNIVERSITY OF MARYLAND, BALTIMORE** **\$100,546.00**

Account: 4000-490819-3571-762400-603051

University of Maryland, Baltimore will utilize the funds to provide housing assistance when available and case management support services to 608 HIV positive clients.

**MWBOO GRANTED A WAIVER.**

The agreement is late because of negotiation of contract terms.

## MINUTES

MOHS - cont'd

3. **FAMILY AND CHILDREN'S SERVICES OF** **\$ 91,458.00**  
**CENTRAL MARYLAND, INC.**

Account: 5000-569819-5940-764200-603051

Family and Children's Services of Central Maryland, Inc. will utilize the funds to provide limited short-term assistance for emergency, temporary, or transitional housing to 60 clients and/or families to gain or maintain outpatient/ambulatory health services for individuals living with HIV/AIDS.

**MWBOO GRANTED A WAIVER.**

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

**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 listed Provider Agreements.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Partial Release of Retainage agreement with Allan Myers MD, Inc. for Water Contract No. 1120 Guilford Pumping Station Rehabilitation.

**AMOUNT OF MONEY AND SOURCE:**

\$662,987.50 - 9960-901917-9557-000000-200001

**BACKGROUND/EXPLANATION:**

Allan Myers MD, Inc., as of September 1, 2018 has completed 58.9% of all work for WC 1120. The Contractor has requested a Release of Retainage in the amount of \$662,987.50. Currently, the City is holding \$947,125.00 in retainage for the referenced project and the contractor is requesting to reduce the amount of Retainage to \$284,137.50. This amount is sufficient to protect the interests of the City and the Surety.

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION approved and authorized execution of a Partial Release of Retainage agreement with Allan Myers MD, Inc. for Water Contract No. 1120 Guilford Pumping Station Rehabilitation.

MINUTES

EXTRA WORK ORDER AND TRANSFER OF FUNDS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved the

Extra Work Order

listed on the following page:

2318

The EWO had been reviewed and approved

by the Department of

Audits, CORC, and MWBOO

unless otherwise indicated.

The Transfer of Funds was approved

SUBJECT to receipt of a favorable report

from the Planning Commission,

the Director of finance having reported favorably

thereon, as required by the provisions

of the City Charter.

**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

1. EWO #001, \$0.00.00 - TR 18009, Resurfacing Highways at Various Locations - Southeast - Sector IV

\$2,278,787.40	\$53,653.00	P. Flanigan & Sons, Inc.	-	29%
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The Department's Planning Division will assist with the installation of bicycle lanes, pavement markings, signage and improved crossings on Covington Street between Key Highway and East Fort Avenue. Additional work will include, but is not limited to: installation of bicycle friendly storm drain grates, and pavement treatment. The work requested under this Extra Work Order is in alignment with the advertised scope for this contract. The advertised scope for this contract includes work involving improvements on certain projects and is not limited to only the items and locations expressed in the contract specifications.

**MWBOO SET MBE GOAL OF 23% AND WBE GOAL OF 9%**

2. **TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$59,695.30	9950-921019-9509	9950-905182-9527-2
State Rev.	Constr. Res. -	Contingencies
	Bike Master Plan	Bike Network Project

The transfer of funds will cover the deficit and fund the cost associated with Change Order no. 1 on Project TR 18009, Resurfacing Highways at Various Locations - Southeast - Sector IV.

MINUTES

Health Department - Agreements

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

1. **GREENMOUNT SENIOR CENTER, INC.** **\$ 69,646.00**

Accounts: 4000-433519-3024-768909-603051	\$ 41,746.00
4000-436119-3255-761700-603051	\$ 27,900.00

Greenmount Senior Center, Inc. will operate a senior program, which serves as the focal point for seniors and their caregivers. The funds will be utilized to provide services that include but are not limited to transportation, social, recreational and educational programs, information and assistance, outreach and wellness.

The agreement is late because of administrative delays.

**MWBOO GRANTED A WAIVER.**

2. **THE JOHNS HOPKINS UNIVERSITY** **\$198,153.00**

Account: 5000-569719-3023-273340-603051

The Johns Hopkins University (JHU) Pediatric & Adolescent HIV/AIDS Program's medical case managers provide direct medical and support services to over 130 clients, newborn to 25 years old, living with HIV/AIDS. The funds will be utilized to provide a range of client-centered Medical Case Management services focused on improving health outcomes in support of HIV care. The period of the agreement is July 1, 2018 through June 30, 2019.

The agreement is late because budget revisions delayed processing.

**MWBOO GRANTED A WAIVER.**

## MINUTES

Health Dept. - cont'd

3. **ST. AMBROSE HOUSING AID CENTER, INC.** **\$ 8,500.00**

Account: 4000-433519-3024-761416-603051

St. Ambrose Housing Aid Center, Inc. will assist elderly adults with housing needs through the Home-sharing Program. The program is designed to be an alternative to the institutionalization of frail and elderly residents of Baltimore City. The program will identify and match elderly residents with senior homeowners living alone in single family dwellings in Baltimore City.

The funds will be utilized to promote program services, screen and interview applicants, complete home assessments, recruit appropriate housemates to refer to the applicants, and provide counseling as appropriate. Home-sharing will provide socialization for the participants and will allow the individuals to age in place.

4. **ACTION IN MATURITY, INC.** **\$ 41,326.00**

Account: 4000-433519-3024-768905-603051

Action in Maturity, Inc. will serve as the community focal point for seniors and their caregivers. The funds will be utilized to provide services that include but are not limited to social, recreational and educational programs, information and assistance, outreach, wellness, and transportation.

The agreements are late because of administrative delays.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the above-listed Agreements. The President

**ABSTAINED** on item no. 2.

MINUTES

Health Dept. - cont'd

5. ASSOCIATED BLACK CHARITIES, INC. (ABC) \$1,422,770.00

Account:	4000-498719-3023-606101-603051	\$ 79,042.00
	4000-498719-3023-606102-603051	\$1,343,728.00

The Associated Black Charities, Inc. (ABC), as the Fiscal Agent for Minority AIDS Initiative (MAI) will be responsible for providing the day-to-day fiscal administration, contracting and monitoring of provider expenditures to ensure the reasonableness of reimbursements requested by direct service providers and to be in compliance with contractual fiscal requirements. During this term, the Department will be responsible for the programmatic services of Ryan White Part-A including the request for proposal, selection of direct service providers, review of programmatic reports, and programmatic monitoring of providers. The purpose of the Ryan White Part-A Minority AIDS Initiative (MAI) program is to improve HIV-related health outcomes to reduce existing racial and ethnic health disparities. The period of the agreement is March 1, 2019 through February 29, 2020.

The Agreement is late because the Notice of Award was approved on March 13, 2019. The Board also approved a two-month advance of funds to Associated Black Charities (ABC) for the continuation of Minority AIDS Initiative (MAI) services \$13,174.00 for Administrative services and \$223,954.00 for Sub-recipient's service providers while Subgrantee budgets were being prepared.

MWBOO GRANTED A WAIVER.

6. ASSOCIATED BLACK CHARITIES, INC. (ABC) \$12,810,601.00

Account:	4000-427719-3023-273302-603051	\$ 571,736.00
	4000-427719-3023-273303-603051	\$12,238,865.00

The Associated Black Charities, Inc. (ABC), as the Fiscal Agent will be responsible for providing the day-to-day fiscal



## MINUTES

Health Dept. - cont'd

administration, contracting and monitoring of provider expenditures to ensure the reasonableness of reimbursements requested by direct service providers and to be in compliance with contractual fiscal requirements. During this term, the Department will be responsible for the programmatic services of Ryan White Part-A, including the request for proposal, selection of direct service providers, review of programmatic reports, and programmatic monitoring of providers. The period of the agreement is March 1, 2019 through February 29, 2020.

The Agreement is late because the Notice of Award was approved on March 13, 2019. The Board also approved a two-month advance of funds to Associated Black Charities (ABC) for the continuation of Minority AIDS Initiative (MAI) services \$95,282.00 for Administrative services and \$2,140,184.00 for Sub-recipient's service provider while Subgrantee budgets were being prepared.

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

President: "The first item on the non-routine agenda can be found on pages 12-14 Health Department Agreement items 5 and 6, Associated Black Charities, Inc. Will the parties please come forward."

Dr. Dzirasa: "Good morning. Dr. Letitia Dzirasa, Health Commissioner of the Health Department."

## MINUTES

Mr. Haynes: "I'm Malcolm Haynes, Chief of Staff, Baltimore City Health Department."

Dr. Dzirasa: "So, I'll start to talk about some of the clinical points around Ryan White. So Ryan White funding has been awarded to the Health Department for a number of years. It's a federal grant from Human Service - Human Resources and Service Administration. Um -- and the Health Department in conjunction with a Mayoral appointed HIV Planning Council make decisions on how funds are distributed to grant sub-recipients. Um -- we are responsible for what's called the Eligible Metropolitan Area. So we serve residents that live in Baltimore City, in the counties of Baltimore, Queen Anne's, Carroll, Harford, um -- Anne Arundel and Howard County. Um -- through Ryan White funding, specifically Part A, we serve more than 12,000 clients. Over 78% of them are retained in care. Um -- and 10% of them actually have no health insurance. So the goal of this program is to really ensure that those residents that don't have insurance or under insured, have access to the HIV services they need. ABC has served as the fiscal agent to help with the distribution of funds. So, per law -- per

## MINUTES

federal regulations, we have to distribute funding to those sub-recipients that are selected within 60 days of the fiscal year beginning. Ah -- so Ryan White assists with that. They were selected through a competitive bid process ah -- and for all of the sub-grant recipients, they go through an RFP process and are selected competitively as well."

Mr. Malcolm Haynes: "Yep and the only thing I'll add is that this ah contract has ah -- existed or our relationship with ABC has res ah, ah -- existed dating back to 2004. Ah-- the two contracts as the Commissioner has said ah -- supplement the Part A portion of the Ryan White Program. Ah -- and ABC's function in that arrangement is to serve as a fiscal agent essentially administering contracts to the providers of HIV services for individuals within the Balti-- Baltimore Metropolitan area."

Comptroller: "Wh-- when did the fiscal year start? When did it um -- they were awarded -- when did it um -- you said it had to be awarded within 60 days."

Dr. Dzirasa: "March 1, 2019."

Comptroller: "March 1, 2019, okay."

## MINUTES

President: "Alright, I will entertain a Motion."

City Solicitor: "Mr. President, I move approval of the recommended  
ah -- contract."

Director of Public Works: "I second."

President: "All those in favor say AYE. All opposed NAY. The  
President abstains. The Motion carries. Thank you."

\* \* \* \* \*

The President **ABSTAINED** on item nos. 5 and 6. The Comptroller  
**ABSTAINED** on item nos. 5 and 6.

**MINUTES**

Department of Transportation - Amendment No. 2 to Supplemental Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Amendment No. 2 to Supplemental Agreement (Amendment No. 2) with Jacobs Engineering Group, Inc. for Project No. 743, Reconstruction of Annapolis Road/Waterview Interchange at MD 295 Russell Street. The Amendment No. 2 extends the period of the agreement through April 20, 2022 or until the agreement amount is reached or whichever comes first.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On April 21, 2010, the Board approved a Supplemental Agreement, to revise the scope of work to include redesign of the southbound on and off ramps. This included a new configuration that eliminated the weave, duplicates and alignment of the existing off ramps from MD 295 to the Annapolis Road ramp. The redesign involved lengthening the Waterview Avenue Bridge to allow for a continued axillary land connecting the southbound on the ramp. The redesign also moved the new abutment and retaining wall further west in order to obtain the additional width needed for the new axillary lane on southbound MD 295. This five-year supplemental agreement was valued at \$698,229.64.

On October 6, 2010, the Board approved the Consent to Assignment to change the name from Jacobs, Civil, Inc., to Jacobs Engineering Group, Inc. On July 11, 2012, the Board approved EWO No. 1 in the amount of \$115,440.09 to provide for an additional task which included, a meeting/coordination and design review/modifications

**MINUTES**

Department of Transportation - cont'd

to combine Waterview Avenue/Annapolis Road interchange with Annapolis Road over MD 295, provide scheduling and conducting preliminary engineering field visits. On July 16, 2014, the Board approved EWO No. 2 in the amount of \$49,106.77 to provide for 10 revisions of the signal head plans change from State Highway Administration (SHA) sequential numbering system to the Baltimore City DOT numbering system. On December 24, 2014, the Board approved EWO No. 3 in the amount of \$56,242.50, to provide for design of the Verizon conduit duct and hangers for placement underneath the north side of the bridge. On April 15, 2015, the Board approved Amendment No. 1 for a four-year time extension through April 29, 2019 to continue design services and Post Award Services. On October 21, 2015 through April 20, 2019, the Board approved EWO No. 4 in the amount of \$28,563.72, which provided engineering design services in response to Plans Specification and Estimates comments from the City that includes updating standard details and plan. The Department is now requesting for a three-year time extension for Post Award Services during Construction Phase under Amendment No. 2 to Agreement. This approval will result an expiration of April 20, 2022.

**DBE PARTICIPATION:**

The Consultant will continue to comply with Title 49 Code of Federal regulations part 26 and the DBE goals of established in the original agreement.

**DBE:** 23.00%

**AUDITS NOTED THE TIME EXTENSION.**

**MINUTES**

Department of Transportation - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 2 to Supplemental Agreement with Jacobs Engineering Group, Inc. for Project No. 743, Reconstruction of Annapolis Road/Waterview Interchange at MD 295 Russell Street.

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

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

	<u>DEVELOPER</u>	<u>NO.</u>	<u>AMOUNT</u>
1.	<b>JOHNS HOPKINS UNIVERSITY</b>	<b>1581B</b>	<b>\$137,713.00</b>

Johns Hopkins University would like to improve the roadway in new building construction at 525 North Wolfe Street. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

A performance bond in the amount of \$137,713.00 has been issued to Johns Hopkins University, which assumes 100% of the financial responsibility.

2.	<b>THE VOXEL, LLC</b>	<b>1591</b>	<b>\$ 15,195.00</b>
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Voxel, LLC would like to install a new water service to its proposed new building located at 9 West 25<sup>th</sup> Street. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

A performance Bond in the amount of \$15,195.00 has been issued to Voxel, LLC, which assumes 100% of the financial responsibility.

**MBE/WBE PARTICIPATION:**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the above-listed Developer's Agreements.

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



**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the acquisition of the fee simple and leasehold interests in the properties located at 1408 School St., 1410 School St., 1412 School St., 1414 School St., 1416 School St., 1418 School St., 1420 School St., 1422 School St., 1424 School St., and 1426 School St. by gift from Habitat for Humanity of the Chesapeake, Inc., Owner, SUBJECT to municipal liens, interest, and penalties, other than water bills.

**AMOUNT OF MONEY AND SOURCE:**

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

**BACKGROUND/EXPLANATION:**

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

The Owner has offered to donate to the City, title to the properties. With the Board's approval, the City will receive clear and marketable title to the properties, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Owner will pay all current water bills up through the date of settlement. The DHCD will acquire the properties subject to all municipal liens, and all interest and penalties that may accrue prior to recording a deed. The water bills must be paid as part of the transaction. A list of open municipal liens accrued through December 9, 2018, other than water bills, are as follows:

## MINUTES

DHCD - cont'd

<u>1408 School St.</u>		
Bill	Date	Amount
Real Property Tax	2018-2019	\$ 25.90
Real Property Tax	2017-2018	31.42
Real Property Tax	2016-2017	88.31
Real Property Tax	2015-2016	42.46
Tax Sale	5/15/2017	51.37
Miscellaneous 8071912	8/15/2016	<u>226.92</u>
Total Municipal Liens Owed:		\$466.38

<u>1410 School St.</u>		
Bill	Date	Amount
Real Property Tax	2018-2019	\$ 25.90
Real Property Tax	2017-2018	31.42
Real Property Tax	2016-2017	88.31
Real Property Tax	2015-2016	42.46
Tax Sale	5/15/2017	51.37
Miscellaneous 8071920	8/15/2016	<u>226.92</u>
Total Municipal Liens Owed:		\$466.38

<u>1412 School St.</u>		
Bill	Date	Amount
Real Property Tax	2018-2019	\$ 25.90
Real Property Tax	2017-2018	31.42
Real Property Tax	2016-2017	88.31
Real Property Tax	2015-2016	42.46
Tax Sale	5/15/2017	51.37
Miscellaneous 8071938	8/15/2016	<u>226.92</u>
Total Municipal Liens Owed:		\$466.38

## MINUTES

DHCD - cont'd1414 School St.

Bill	Date	Amount
Real Property Tax	2018-2019	\$ 25.90
Real Property Tax	2017-2018	31.42
Real Property Tax	2016-2017	88.31
Real Property Tax	2015-2016	42.46
Tax Sale	5/15/2017	51.37
Miscellaneous 8071946	8/15/2016	<u>226.92</u>
Total Municipal Liens Owed:		\$466.38

1416 School St.

Bill	Date	Amount
Real Property Tax	2018-2019	\$ 25.90
Real Property Tax	2017-2018	31.42
Real Property Tax	2016-2017	88.31
Real Property Tax	2015-2016	42.46
Tax Sale	5/15/2017	51.37
Miscellaneous 8071953	8/15/2016	<u>226.92</u>
Total Municipal Liens Owed:		\$466.38

1418 School St.

Bill	Date	Amount
Real Property Tax	2018-2019	\$ 25.90
Real Property Tax	2017-2018	31.42
Real Property Tax	2016-2017	88.31
Real Property Tax	2015-2016	42.46
Tax Sale	5/15/2017	51.37
Miscellaneous 8071961	8/15/2016	<u>226.92</u>
Total Municipal Liens Owed:		\$466.38

## MINUTES

DHCD - cont'd

<u>1420 School St.</u>		
Bill	Date	Amount
Real Property Tax	2018-2019	\$ 25.90
Real Property Tax	2017-2018	31.42
Real Property Tax	2016-2017	88.31
Real Property Tax	2015-2016	42.46
Tax Sale	5/15/2017	51.37
Miscellaneous 8071979	8/15/2016	<u>226.92</u>
Total Municipal Liens Owed:		\$466.38

<u>1422 School St.</u>		
Bill	Date	Amount
Real Property Tax	2018-2019	\$ 25.90
Real Property Tax	2017-2018	42.76
Real Property Tax	2016-2017	36.94
Real Property Tax	2015-2016	42.46
Tax Sale	5/15/2017	51.34
Miscellaneous 8071987	8/15/2016	<u>262.92</u>
Total Municipal Liens Owed:		\$462.32

<u>1424 School St.</u>		
Bill	Date	Amount
Real Property Tax	2018-2019	\$ 25.90
Real Property Tax	2017-2018	31.42
Real Property Tax	2016-2017	88.31
Real Property Tax	2015-2016	42.46
Tax Sale	5/15/2017	51.37
Miscellaneous 8071995	8/15/2016	<u>226.92</u>
Total Municipal Liens Owed:		\$466.38

## MINUTES

DHCD - cont'd

	<u>1426 School St.</u>	
Bill	Date	Amount
Real Property Tax	2018-2019	\$ 25.90
Real Property Tax	2017-2018	31.42
Real Property Tax	2016-2017	88.31
Real Property Tax	2015-2016	42.46
Tax Sale	5/15/2017	51.37
Miscellaneous 8072001	8/15/2016	<u>226.92</u>
Total Municipal Liens Owed:		\$466.38

UPON MOTION duly made and seconded, the Board approved the acquisition of the fee simple and leasehold interests in the properties located at 1408 School St., 1410 School St., 1412 School St., 1414 School St., 1416 School St., 1418 School St., 1420 School St., 1422 School St., 1424 School St., and 1426 School St. by gift from Habitat for Humanity of the Chesapeake, Inc., Owner, SUBJECT to municipal liens, interest, and penalties, other than water bills.



**MINUTES**

DHCD - cont'd

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

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

Upon approval of the Resolution, the DHCD's Contracts Section began negotiating and processing the CDBG Agreements as outlined in the plan effective July 1, 2018 and beyond. Consequently, these agreements were delayed due to final negotiations and processing.

**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 above-listed Community Development Block Grant Agreements.

MINUTES

TRANSFERS OF FUNDS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following page:

2338

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.



**MINUTES****TRANSFER OF FUNDS**

<b><u>AMOUNT</u></b>	<b><u>FROM ACCOUNT/S</u></b>	<b><u>TO ACCOUNT/S</u></b>
<u>Enoch Pratt Free Library</u>		
1. <b>\$250,000.00</b>	9936-919089-9458	9936-923089-9457
2 <sup>nd</sup> Parks & Public Facilities	Forest Park Library Renovation	Forest Park Library Renovation

The Forest Park Library built in 1910 has had little improvement over the years with the exception of wing additions added in 1954. Significant building code and ADA deficiencies must be corrected and other improvements made to improve services to the public and working conditions for the staff. This project will protect the investment in collections, furnishing, and equipment, which will help provide a safe, welcoming 21<sup>st</sup> century library. Approval of this request will allow for the awarding of a contract to begin the planning for this renovation project, which will ultimately improve services in the Forest Park Community.

Department of Public Works

2. <b>\$419,983.00</b>	9960-936001-9558	9960-905659-9557-6
(Water Utility Funds)	(Water Utility Funds)	(Construction)

This transfer will cover the costs of WC 1266R Mt. Vernon & Seton Hill Area Water Main Replacement.

**MINUTES**

Bureau of the Budget and - Supplementary General Fund  
Management Research      Operating Appropriation

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Supplementary General Fund Operating Appropriation to Department of Public Works, Service 663, Waste Removal and Recycling.

**AMOUNT OF MONEY AND SOURCE:**

\$1,500,000.00 - 1001-000000-1500-104400-400360  
 Income Tax

**BACKGROUND/EXPLANATION:**

The revenue appropriated by this Ordinance represents funds from Income Tax in excess of revenue relied on by the Board in determining the tax levy required to balance the budget for Fiscal Year 2019. This additional revenue could not have been anticipated when the Ordinance of Estimates for Fiscal Year 2019 was formulated.

This Supplementary General Fund Operating Appropriation is required to provide funding for additional operating expenses to balance the agency budget for Fiscal 2019.

**APPROVED FOR FUNDS BY FINANCE**

**A PROTEST WAS RECEIVED FROM MS. KIM TRUEHEART.\***

---

\* Protest letter is after page 2342



**MINUTES**

Bureau of the Budget and - Supplementary General Fund  
Management Research      Operating Appropriation

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Supplementary General Fund Operating Appropriation to the Baltimore Fire Department, Service 602: Fire Suppression and Emergency Rescue.

**AMOUNT OF MONEY AND SOURCE:**

\$7,000,000.00 - 1001-000000-1500-197000-400790  
Investment Earnings

**BACKGROUND/EXPLANATION:**

The revenue appropriated by this Ordinance represents funds from Investment Earnings in excess of revenue relied on by the Board in determining the tax levy required to balance the budget for Fiscal Year 2019. This additional revenue could not have been anticipated when the Ordinance of Estimates for Fiscal Year 2019 was formulated.

This Supplementary General Fund Operating Appropriation is required to provide funding for additional operating expenses to balance the agency budget for Fiscal 2019.

**APPROVED FOR FUNDS BY FINANCE**

**A PROTEST WAS RECEIVED FROM MS. KIM TRUEHEART.\***

---

\* Protest letter is after page 2342



8 May 2019

Kim Tenethead  
Harriett Taylor  
Subj: Protest

- 1) I AM PROTESTING PAGES 26-29.
- 2) THESE ACTIONS DO NOT REFLECT THE BUDGET PRIORITIES OF THE CITIZENS OF BALTIMORE.
- 3) REMEDY: THESE SUPPLEMENTAL FUNDS SHOULD BE REDIRECTED TO BCPSS TO ADDRESS URGENT FUNDING SHORTFALLS IN OPERATIONS
- 4) OUR CHILDREN ARE BEING HARMED BY THE CONTINUED DISINVESTMENT OF THESE ACTIONS.



443 255 9413

RECEIVED  
MAY 10 2019  
BALTIMORE  
MAY 10 2019  
BALTIMORE

## MINUTES

President: "The second item on the non-routine agenda can be found on pages 26 through 29, will the parties please come forward."

Deputy Comptroller: "Excuse me, you only did number 5, you didn't call for number 6."

Comptroller: "Did you call for number 6?"

President: "Yes I did. Thank you. Director Raymond."

Henry Raymond: "Excuse me. Good morning Mr. President, Mayor Young, Comptroller Pratt, Honorable members of the Board. I am Henry Raymond, Director of Finance. The purpose of the agenda items on pages 26 through 29 are for the Supplementals for various operating deficits in agencies, and I will summarize them briefly. Ah -- \$1,500,000.00 for the Department of Public Works, \$5,000,000.00 for the Baltimore Police Department, \$7,000,000.00 for the Baltimore Fire Department and \$10,000,000.00 for the Department of Transportation. In accordance with the Charter, these operating deficits must be cured. As a result, we're presenting ah - our request this morning for approval. We have revenue in excess of-- the amounts appropriated for Fiscal 19 to cover these amounts, and the failure to do so could result in ah

## MINUTES

-- audit issues for the City of Baltimore. And I uh -- request that these supplementals be approved by your Honorable Board."

President: "Thank you. Ah -- Ms. Trueheart, we know that you have a protest and we just want to extend this courtesy today because we have extenuating circumstances as the ah -- City system is down and we know that this is not something that will consistently happen and we know that you have no problem emailing and letting us know in a great time. Ms. Trueheart the floor is yours."

Ms. Trueheart: "Thank you Mr. President. It is an honor to be here on your first Board of Estimates."

President: "Thank you ma'am."

Ms. Trueheart: "And Mayor, thank you for your service, both of you. Um - yes, I protested these items because the citizens have made it very clear what our priorities are and um -- I'm thankful to say in a recent court ruling, citizens are now allowed to ah - - redress our government when we believe as taxpayers that ah -- there is waste, fraud, abuse or some other um -- use of funds that really doesn't match with what we believe is appropriate. I find it interesting that we have um -- organizations in this government,



## MINUTES

which are allowed to operate in a deficit. Um -- first hearing that from our Director of Finance. Um -- that's problematic. That here it is May of the fiscal year, and we have um -- about two months to go in this fiscal year. And if these agencies don't know how to manage money better, um - somebody needs to put them in check. Um -- it's -- it's unconscionable that we have a school system here in Baltimore that the City has managed not to increase funding this year for, instead, we have flat-funded our schools. Last year they were appropriated \$278,000,000.00 and again this year that is the proposed budget amount for City schools. Citizens should have made it abundantly clear to every elected official, that yes, public safety is important, but our children are equally so. And so when you tell me that you're going to fund police in one of these appropriations is for police, but yet you don't also fund schools, and yet you intentionally flat-funded schools, I don't understand that. I truly don't. Um -- based on your own representation of the upcoming budget, 44% of the budget is being allocated to policing. Forty-four percent and maybe 20% is going to our schools. Um -- that to me says that you don't understand the priorities. You don't get it. And so as a citizen and a

## MINUTES

taxpayer um -- we need to come forward and -- and it shouldn't just be me standing here and I'd like to think there is whole army of folks behind me who are equally displeased with how you prioritize budgeting and the allocation of the scarce resources that we have. Our children are being harmed every day and I get offended especially here lately, around the rhetoric that we want to move Baltimore forward. You know the motto ought to be that we want to uplift our people and help them, and that doesn't seem to be in the consciousness of folks who we elected. If you invest in the people of this City, you'd be amazed what could happen, our children in particular. And the fact that these supplemental appropriations don't reflect those priorities is truly disappointing. It is absolutely disappointing. So, I am asking you to intercede in this supplemental appropriation sham, and make sure that the funding reflects the priorities of the citizens that ensures that we are investing in our people. You can no longer continue to disinvest in the people of Baltimore and expect things to be okay."

President: "Thank you."

## MINUTES

Ms. Trueheart: "They will never get well under this current status quo. Thank you."

President: "Thank you Ms. Trueheart. I will entertain a Motion."

City Solicitor: "Mr. President, I move, assuming the protest is timely, that the protest be rejected, and the Department of Finance recommendation for Supplemental Appropriations be approved."

Comptroller: "Second."

President: "All those in favor say AYE. All opposed? The Motion carries." The President **ABSTAINED**.

\* \* \* \* \*

BOARD OF ESTIMATES

2348

05/08/2019

MINUTES

MINUTES

PERSONNEL MATTERS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

all of the Personnel matters

listed on the following pages:

2350 - 2351

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**Department of Communication Services

	<u>Hourly Rate</u>	<u>Amount</u>
1. <b>DEMITRIUS CARROLL</b>	\$34.61	<b>\$75,449.00</b>
2. <b>TYRONE L HOBBS</b>	\$34.61	<b>\$75,449.00</b>

Account: 2039-000000-1330-158400-601009

Messrs. Carroll and Hobbs will each work as a Contract Services Specialist II's. Their duties will include but are not limited to providing City-wide information technology services to include maintenance and day-to-day technical support of existing voice systems including VoIP, Centrex, key system equipment and peripherals, perform enterprise maintenance and installation support of inside cable plant and related telecommunications cabling and wiring infrastructure, ensuring accuracy of cable records, station equipment and other related documentation required to maintain accurate inventories. They will assess end user connectivity requirements on cabling and fiber terminations, support the Agency IT Specialist II in major moves, adds and changes of Mitel VoIP equipment across the enterprise network, coordinate and manage all large and complex telecommunications moves, adds and changes on the Mitel and Norstar key system, configure IP, SIP, and analog and digital end points, and provide support in troubleshooting network and telco problems. The period of the agreement is effective May 15, 2019 through May 14, 2020.

**MINUTES****PERSONNEL**Mayor's Office of Criminal Justice - First Amendment to  
Employment Agreement

3.	<b>WENDY LEE</b>	\$45.85	<b>\$83,449.00</b>
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Account: 4000-401418-2254-785400-600000

Ms. Lee serves as the Visitation Center Director. The second year of program implementation began October 1, 2018 but due to the administrative process, Ms. Lee's Employee Agreement was not approved by the Board of Estimates until December 12, 2018. Due to extenuating circumstances, Ms. Lee's services were required on October 1, 2018 through December 11, 2018 while her contract was in process.

On April 18, 2019, the Mayor's Office of Criminal Justice requested an amendment to the original contract to be retroactive beginning October 1, 2018 through December 11, 2018 at a rate of \$45.85 per hour.

Her duties include but are not limited to overseeing the operation of the Visitation Center, preparing documents, spaces and staff for shifts, communicating with on-site security, monitors and volunteers, and phone clients in preparation for visitation/exchanges during shifts to ensure safe service provision. Ms. Lee will supervise part-time staff during shifts and outside hours including making decisions during shifts based on safety and client contracts, perform client intakes, create client service agreements, create and maintain files and records of client contact and any safety concerns that come up during a visitation or exchange and coordinate security with staff throughout the week and during shifts.

The amendment is late because of security delays at the administrative level.

**MINUTES**

Department of Recreation & Parks - Rescission of Notice of Letting

**ACTION REQUESTED OF B/E:**

The Board is requested to rescind the Notice of Letting (NOL) for Contract No. RP 17820, Gwynns Falls Division Maintenance Yard Renovation and Addition.

**AMOUNT OF MONEY AND SOURCE:**

No funds are required.

**BACKGROUND/EXPLANATION:**

On April 17, 2019, the Board approved the NOL for Contract No. RP 17820 with bids due July 10, 2019. The Department requests permission to rescind the NOL at this because of conflicts with construction project scheduling. The Department will advertise a revised bid opening date later in the year in accordance with Article VI §11(b) (i) of the Baltimore City Charter.

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board rescinded the Notice of Letting for Contract No. RP 17820, Gwynns Falls Division Maintenance Yard Renovation and Addition.



**MINUTES**

Department of Recreation & Parks - Rescission of Notice of Letting

**ACTION REQUESTED OF B/E:**

The Board is requested to rescind the Notice of Letting (NOL) for Contract No. RP 19803 Patterson Park Athletic Field Lighting.

**AMOUNT OF MONEY AND SOURCE:**

No funds are required.

**BACKGROUND/EXPLANATION:**

On April 24, 2019, the Board approved the NOL for Contract No. RP 19803 with bids due June 5, 2019. The Department requests permission to rescind the NOL at this because of conflicts with construction project scheduling. The Department will advertise a revised bid opening date later in the year in accordance with Article VI §11 (b) (i) of the Baltimore City Charter.

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board rescinded the Notice of Letting for Contract No. RP 19803 Patterson Park Athletic Field Lighting.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement

## 1. ARROW SAFETY DEVICE

COMPANY	\$ 0.00	Renewal
Contract No. B50004055 - Steel Sub Base for Light Poles - Departments of Public Works and Transportation - P.O. No. P531766		

On June 17, 2015, the Board approved the initial award in the amount of \$576,000.00. The award contained two renewal options. On July 18, 2018, the Board approved the first renewal in the amount of \$0.00. This final renewal in the amount of \$0.00 is for the period July 1, 2019 through June 30, 2020. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On March 26, 2015, it was determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER.**

2. MOBOTREX, INC.	\$ 0.00	Renewal
Contract No. 08000 - Traffic Signal Components - Department of Transportation - P.O. No. P540009		

On June 28, 2017, the Board approved the initial award in the amount of \$80,000.00. The award contained three 1-year renewal options. On April 25, 2018, the Board approved an Assignment and Increase in the amount of \$50,000.00. This first renewal in the amount of \$0.00 is necessary to continue the procurement of components used for emergency and routine maintenance of traffic signal equipment currently installed throughout the City. This first renewal is for the period July 1, 2019 through

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

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

June 30, 2020, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

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

## 3. POWER AND TELEPHONE

SUPPLY COMPANY	\$ 50,000.00	Renewal
----------------	--------------	---------

Contract No. 06000 - Traffic Signal Cables - Department of Transportation - Safety Division - P.O. No. P535136

On March 2, 2016, the Board approved the initial award in the amount of \$177,284.85. The award contained three 1-year renewal options. Subsequent actions have been approved. This second renewal in the amount of \$50,000.00 is for the period March 2, 2019 through March 1, 2020. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On November 5, 2015, it was determined that no goals would be set because of no opportunity to segment the contract.

**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 Procurement - cont'd

4. <u>MOBILEPD, INC.</u>	<u>\$ 30,000.00</u>	<u>Renewal</u>
Contract No. 08000 - MobilePD Smartphone App Customization and Web Hosting - Baltimore Police Department - P.O. No. P535425		

On May 4, 2016, the Board approved the initial award in the amount of \$30,000.00. The award contained three 1-year renewal options. On November 21, 2018, the Board approved the first renewal in the amount of \$30,000.00. MobilePD is the web hosting smartphone app customization which provides the public with Baltimore City Police Department alerts. This is the only app which interfaces with the Metro Crime Stoppers of Maryland. This second renewal in the amount of \$30,000.00 is for the period May 5, 2019 through May 4, 2020, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not applicable. This is a sole source contract.

5. <u>ECCOVIA, INC., d/b/a</u> <u>CLIENTTRACK, INC.</u>	<u>\$ 93,600.00</u>	<u>Renewal</u>
Contract No. B50002737 - Homeless Management Information System - Mayor's Office of Human Services - P.O. No. P523147		

On April 24, 2013, the Board approved the initial award in the amount of \$215,000.00. The award contained five renewal options. Subsequent actions have been approved and four renewal options have been exercised. This final renewal in the amount of \$93,600.00 is for a competitively bid

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement - cont'd

contract for custom reporting, upgrades, expansion and data storage required for the Homeless Management Information System. This final renewal is for the period April 10, 2019 through April 9, 2020.

**MBE/WBE PARTICIPATION:**

On November 29, 2012, MWBOO determined that no goals would be set because of no opportunity to segment the contract. This was a competitively bid solicitation for proprietary software and implementation services.

**MWBOO GRANTED A WAIVER.**

- |   |              |         |
|---|--------------|---------|
| 6. WEAR PARTS & EQUIPMENT<br>CO.  | \$ 20,000.00 | Renewal |
| Contract No. B50005448 - Milling Machine Teeth - Department<br>of Transportation - P.O. No. P544200 |              |         |

On May 29, 2018, the City Purchasing Agent approved the initial award in the amount of \$20,000.00. The award contained two 1-year renewal options. Two increases have been approved. This first renewal in the amount of \$20,000.00 will allow for the continuation of the procurement of materials needed for the Milling Machine. This first renewal is for the period June 1, 2019 through May 31, 2020, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

Not applicable. No goals were set because this commodity procurement is below the subcontracting threshold.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement - cont'd

- |  |              |         |
|--|--------------|---------|
| 7. TELETRAC NAVMAN US,<br>LTD  | \$700,000.00 | Renewal |
| Contract No. B50003586 - Automatic Vehicle Location -<br>Departments of General Services, Public Works, Transportation,<br>etc. - P.O. No. P531131 |              |         |

On April 8, 2015, the Board approved the initial award in the amount of \$935,532.00. The award contained three 1-year renewal options. Subsequent actions have been approved. This second renewal will provide for the continuation of Automatic Vehicle Location (AVL) tracking service for City-owned fleet vehicles. This renewal in the amount of \$700,000.00 is for the period April 9, 2019 through April 8, 2020, with one 1-year renewal option remaining.

**MBE/WBE PARTICIPATION:**

On July 14, 2014, it was determined that no goals would be set because of no opportunity to segment the contract, as there are no certified MBE or WBE contractors that provide AVL tracking service.

**MWBOO GRANTED A WAIVER.**

- |   |             |         |
|---|-------------|---------|
| 8. APPLIED BUSINESS<br>SERVICES, INC.   | \$74,932.00 | Renewal |
| Contract No. 08000 - Abila Accounting System - Mayor's Office<br>of Employment Development - P.O. No. P543010 |             |         |

On March 14, 2018, the Board approved the initial award in the amount of \$74,932.00. The award contained five 1-year renewal

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement - cont'd

options. This first renewal is to continue to maintain the accounting system for the Mayor's Office of Employment Development. The contract allowed for five years of maintenance after the acceptance with the initial year of maintenance provided at no additional cost. The system was accepted by the agency on July 31, 2018 and the initial no-cost maintenance year expires on July 31, 2019. The period of the renewal is August 1, 2019 through July 31, 2020, with four 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not applicable. This is a sole source procurement of the Avila Accounting System from their approved distributor and integrator.

9. LORENZ LAWN AND LANDSCAPE  
 INC. d/b/a LORENZ INC. \$1,120,000.00 Renewal  
 Contract No. B50004509 - Supply and Deliver Spring & Fall  
 Tree Planting and Maintenance - Department of Recreation and  
 Parks - P.O. No. P535434

On May 4, 2016, the Board approved the initial award in the amount of \$275,810.00. The award contained four 1-year renewal options. Subsequent actions have been approved. The vendor is the responsible for planting spring and fall trees in designated areas throughout Baltimore City for the Department of Recreation and Parks Forestry Division. This third renewal





## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement - cont'd

11. GRANICUS, INC.	\$ 31,423.72	Renewal
Contract No. 08000 - Legistar Matrix Disaster Recovery System, Support and Maintenance - Office of the City Council President - P.O. No. P527503		

On October 29, 2013, the City Purchasing Agent approved the initial award in the amount of \$15,656.04. The award contained annual renewal options. Subsequent actions have been approved and five renewals have been exercised. Since 1999, the Office of the City Council President has utilized Legistar as its legislation workflow application. The Boards and Commissions module for the Office of the Mayor was terminated effective September 30, 2018. This contract may be renewed annually subject to agreement of the parties. This fifth renewal in the amount of \$31,423.72 is for the period January 1, 2019 through December 31, 2019, with annual renewal options.

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

**MBE/WBE PARTICIPATION:**

Not applicable. This meets the requirements for a sole source.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement - cont'd

12. FERGUSON ENTERPRISES, INC.  
 L/B WATER SERVICE INC.  
 CORE & MAIN LP

\$	0.00	Renewal
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Contract No. B50004973 - Iron and Pipe Fittings - Department of Public Works - P.O. Nos. P540113, P540114 and P540115

On May 17, 2017, the Board approved the initial award in the amount of \$300,000.00. The award contained three 1-year renewal options. On April 25, 2018, the Board approved the first renewal in the amount of \$700,000.00. This second renewal in the amount of \$0.00 is for the period May 17, 2019 through May 16, 2020, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On March 16, 2017, MWBOO granted a waiver. Segmentation is not feasible as the requirement is for commodities only. No services are provided.

**MWBOO GRANTED A WAIVER.**

- |   |                     |
|---|---------------------|
| 13. a. HIGHLANDER CONTRACTING COMPANY,<br>LLC | Ratification<br>and |
| b. BLUESTAR TECHNOLOGIES, INC.                | Renewal             |

\$1,000,000.00
----------------

Contract No. B50004145 - Fiber Optic Cable Installation, Maintenance and Repair Services - Mayor's Office of Information Technology, Departments of Transportation, Public Works, Police Department and others - P.O. Nos. P532919 and P532927





## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement - cont'd

MBE/WBE PARTICIPATION:

On November 13, 2017, MWBOO determined that no goals would be set because of opportunity to segment the contract.

**MWBOO GRANTED A WAIVER.**

- |  |                     |                        |
|--|---------------------|------------------------|
| 15. <u>BENTLEY MILLS, INC.</u>   | <u>\$450,000.00</u> | <u>Selected Source</u> |
| Contract Number 06000 - Custom Carpet for the Baltimore Convention Center - Baltimore Convention Center - Req. No. R822959 |                     |                        |

The Baltimore Convention Center requires replacement carpet in various areas of the facility. The carpet is a custom made product purchased from Bentley Mills, Inc. which pattern was created solely for the Baltimore Convention Center. This is a custom pattern design that must match the existing carpet. The above amount is the City's estimated requirement.

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

**MWBOO GRANTED A WAIVER.**

- |   |                     |                    |
|---|---------------------|--------------------|
| 16. <u>INGERSOLL-RAND COMPANY</u>   | <u>\$ 50,000.00</u> | <u>Sole Source</u> |
| Contract Number 08000 - Air Compressors and Dryer OEM Parts - Department of Public Works - Req. No. R818485 |                     |                    |

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

The vendor is the sole manufacturer of the parts required for operational purposes and the sole distributor of Ingersoll-Rand OEM parts that are compatible with the current machinery of the Plant. This purchase will ensure availability of the parts necessary to remain in compliance with safety regulations for the liquid oxygen system. The period of the award is May 1, 2019 through April 30, 2022. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

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

17. DAS SOLUTIONS, LLC	\$ 27,926.82	Sole Source
Contract Number 08000 - Shimpo Drive - Department of Public Works - Waste Water Facilities Req. No. R821860		

The vendor is the manufacturer's sole authorized source of these products, which must be compatible with currently installed equipment at the water treatment plants.

The above amount is the City's estimated requirement; however, the vendor will supply the City's entire requirement, be it more or less.

It is hereby certified that the above procurement is of such a nature that neither no advantage will result in seeking nor would it be practicable to obtain competitive bids. Therefore, pursuant to Article VI, Section 11(e) (i) of the City Charter, the procurement of the equipment and/or service is recommended.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

**MBE/WBE PARTICIPATION:**

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

18. <u>IPT LLC D/B/A PAYLOCK</u>	<u>\$162,500.00</u>	<u>Ratification and Extension</u>
<u>Contract Number 08000 - Parking Enforcement (Self Release SmartBoots) - Department of Transportation - P.O. P525713</u>		

On November 20, 2013, the Board approved the original award in the amount of \$601,800.00. Subsequent actions have been approved.

The Board is requested to ratify and extend the parking enforcement services for the Department of Transportation while a new contract is being drafted and approved.

The Board is requested to ratify the award for the period of January 1, 2019 through May 8, 2019. The Board is further requested to approve the extension of the award for the period of May 9, 2019 through September 30, 2019. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

Not applicable. This has been certified as a sole source procurement as the equipment and software are proprietary.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

19. SPARKS QUALITY FENCE

<u>COMPANY</u>	<u>\$</u>	<u>Extension</u>
Contract No. B50003210, Fencing Installation and Repair - Department of General Services, Department of Public Works, Department of Transportation, Department of Recreation and Parks, Baltimore City Police Department, Baltimore City Fire Department - P.O. No. P527150	0.00	

On April 16, 2014, the Board approved the initial award in the amount of \$394,187.00. Subsequent actions have been approved. An extension is being requested to continue fencing installation and repairs for various agencies throughout the City during the solicitation process.

The contract expired on April 15, 2019. The period of this extension is April 16, 2019 through November 30, 2019.

MBE/WBE PARTICIPATION:

On December 11, 2013, MWBOO set goals of 13% MBE and 0% WBE.

**MBE:** Precision Fence Company    13%    \$40,075.89 (13.4%)

**MWBOO FOUND VENDOR IN COMPLIANCE.**

20. HONEYWELL BUILDING SOLUTIONS

<u>SES CORPORATION</u>	<u>\$230,317.14</u>	<u>Ratification and Extension</u>
Contract No. B50002161 - Maintenance Services for Life and Safety System - Baltimore Convention Center - P.O. No. P519485		



## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

On January 25, 2012, the Board approved the original award in the amount of \$2,250,000.00. Subsequent actions have been approved. The Board is requested to ratify and extend the award to cover the monthly automation charges for building system maintenance, software maintenance, fire and security systems, application support, automation remote diagnostics, and training until the new solicitation (B50005775) is completed.

The Board is requested to ratify the award for the period of March 1, 2019 through April 30, 2019. The Board is further requested to approve the extension of the award for the period is May 1, 2019 through September 30, 2019. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On October 17, 2011, MWBOO set goals at MBE: 21% and WBE: 6%. MWBOO found the vendor compliant on April 15, 2019.

**MBE:** Horton Mechanical Contractors, 21% \$87,913.20 (20.99%)  
Inc.

**WBE:** The Fireline Corporation 6% \$25,118.00 ( 5.99%)

**MWBOO FOUND VENDOR IN COMPLIANCE.**

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
<u>Bureau of Procurement - cont'd</u>		
21. NATIONAL CAPITAL INDUSTRIES, INC.	\$ 0.00	
BELAIR ROAD SUPPLY COMPANY INC.	<u>0.00</u>	Ratification and Extension
	<u>\$ 0.00</u>	

Contract Number B50002318 - Cement, Mortar & Concrete Mix -  
Department of Public Works - Water and Wastewater - P.O. No.:  
P520116 & P520115

On March 28, 2012, the Board approved an initial award in the amount of \$150,000.00. Subsequent actions have been approved. The Board is requested to ratify and extend the award to continue providing materials to various City agencies while a new solicitation is prepared for advertisement.

The Board is requested to ratify the award for the period of January 1, 2019 through March 31, 2019. The Board is further requested to approve the extension of the award for the period is April 1, 2019 through November 30, 2019. The above amount is the City's estimated requirement.

**MWBOO GRANTED A WAIVER.**

22. SECURITY EQUIPMENT CO.	\$25,000.00	Extension
Contract Number B50003321 - New Holland Equipment O.E.M. Parts and Service - Department of General Services - Fleet Management - P.O. No.: P526556		

On February 26, 2014, the Board approved the initial award in the amount of \$225,000.00. Subsequent actions have been approved.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

An extension is requested to continue receiving New Holland Equipment O.E.M. Parts and Service during the solicitation process.

This contract expires on April 30, 2019. The period of this extension is May 1, 2019 through September 6, 2019.

**MBE/WBE PARTICIPATION:**

On February 5, 2014, MWBOO determined that no goals would be set because of no opportunity to segment the contract. There are no O.E.M. Parts and Service centers for New Holland currently certified by MWBOO.

**MWBOO GRANTED A WAIVER.**

## 23. INTUITIVE CONTROL SYSTEMS, LLC

T/A ALL TRAFFIC SOLUTIONS	\$0.00	Extension
Contract Number 08000 - Traffic Suite for Speed Sentry Units - Department of Transportation - P.O. No.: P535444		

On May 11, 2016, the Board approved the initial award in the amount of \$21,815.00. Subsequent actions have been approved.

An extension is requested continue the procurement of message board software and proprietary products and services for the Department of Transportation Safety Division while the requirement is assessed for solicitation of a new sole source contract.

The contract expired on May 31, 2019. The period of this extension is June 1, 2019 through December 31, 2019.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

**MBE/WBE PARTICIPATION:**

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

24. BOUND TREE MEDICAL, LLC	\$214,863.49	Supply Agreement
Contract Number 08000 – Intelligent Dispensing Solution (IDS) – Fire Department – Req. No.: R804905		

The Board is requested to approve and authorize execution of a Supply Agreement with Bound Tree Medical, LLC. The period of the agreement is May 8, 2019 through May 7, 2022.

The vendor is the manufacturer's sole authorized dealer of the customizable Intelligent Dispensing Solution (IDS), Controlled Access Pharmaceutical (CAP) machines to dispense controlled substances and other medical supplies for emergency medical staff. The cost covers 17 customizable machines, software, and a thirty-six month licenses.

This IDS is the only product on the market with the technology to meet the Fire Department's needs as well as all state and federal (FDA & DEA) guidelines for pharmaceutical dispensing. The above amount is the City's estimated requirement; however, the vendor shall supply the City's entire requirement, be it more or less.

It is hereby certified that the above procurement is of such a nature that neither no advantage will result in seeking nor would it be practicable to obtain competitive bids. Therefore, pursuant to Article VI, Section 11(e) (i) of the City Charter, the procurement of the equipment and/or service is recommended.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

MBE/WBE PARTICIPATION:

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

UPON MOTION duly made and seconded, the Board approved the foregoing Informal Awards, Renewals, Increases and Extensions. The Board further approved and authorized execution of the Supply Agreement with Bound Tree Medical, LLC. (item 24). The Mayor **ABSTAINED** on item no. 11.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Mayor's Office of Emergency Management (MOEM)</u>			
1. Edmund Goode	2019 National Homeland Security Conference Phoenix, AZ June 16 - 22, 2019 (Reg. Fee \$625.00)	Federal FY17 Home- land Security Grant	\$2,116.49

The airfare cost of \$460.60 and registration fee of \$625.00 were prepaid on a City-issued procurement card assigned to Anthony Smith. Therefore, Mr. Goode will be disbursed \$1,030.89.

2. Anthony Smith	2019 National Homeland Security Conference Phoenix, AZ June 16 - 22, 2019 (Reg. Fee \$625.00)	Federal FY17 Home- land Security Grant	\$2,057.85
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The airfare cost of \$401.96 and registration fee of \$625.00 were prepaid on a City-issued procurement card assigned to Anthony Smith. Therefore, Mr. Smith will be disbursed \$1,030.89.

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

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>MOEM</u> - cont'd			
3. Anthony Smith	2019 National Sports Safety and Security Conference and Exhibition New Orleans, LA July 8 - 11, 2019 (Reg. \$535.00)	Federal FY State Homeland Security Grant Program	\$1,490.72

The airfare cost of \$401.96 and registration fee of \$625.00 were prepaid on a City-issued procurement card assigned to Anthony Smith. Therefore, Mr. Smith will be disbursed \$691.76.

Office of Council Services

4. Matthew L. Peters	Legal Summit and Annual Meeting 2019 Ocean City, MD June 12 - 15, 2019 (Reg. Fee \$309.00)	General Funds	\$1,216.81
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The subsistence rate for this location is \$172.00 per night. The hotel cost for June 12 - 14, 2019 is \$129.00 per night. The hotel cost for June 15, 2019 is \$269.00, plus hotel taxes of \$55.35. The Department is requesting additional subsistence for June 15, 2019 of \$97.00 to cover hotel cost and \$40.00 for meals and incidentals. The hotel cost was prepaid on a City-issued procurement card assigned to Larry Greene. The registration fee of \$309.00 was prepaid on Mr. Peters personal credit card. Therefore, Mr. Peters will be disbursed \$943.46.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
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Office of Council Services - cont'd

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

Department of Public Works

5. Deneen Gordon	Laboratory Manager Leadership Summit Durham, NC May 13 - 15, 2019 (Reg. Fee \$475.00)	Water Utility	\$1,225.40
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The subsistence rate for this location is \$168.00. The hotel cost is \$194.00 per night, plus hotel taxes of \$25.22 per night.

The Department is requesting additional subsistence of \$26.00 per day for hotel cost and \$40.00 per day for meals and incidentals. The airfare cost of \$171.96 and registration fee of \$475.00 were prepaid on a City-issued procurement card assigned to Binta Gallman. Therefore, Ms. Gordon will be disbursed \$578.44.

6. Lisa Jones	Laboratory Manager Leadership Summit Durham, NC May 12 - 15, 2019 (Reg. Fee \$475.00)	Water Utility	\$1,414.43
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MINUTES

TRAVEL REQUESTS

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

The subsistence rate for this location is \$168.00. The hotel cost for May 12, 2019 is \$161.50, the hotel cost for May 13 - 15, 2019 is \$171.00 per night, plus hotel taxes of \$67.97.

The Department is requesting additional subsistence of \$6.00 for meals and incidentals for May 13 - 14, 2019. The airfare cost of \$187.96 and registration fee of \$475.00 were prepaid on a City-issued procurement card assigned to Binta Gallman. Therefore, Ms. Jones will be disbursed \$751.47.

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

7. William Dove	AWWA 2019 Annual Conference and Exposition Denver, CO June 8 - 13, 2019 (Reg. Fee \$1,305.00)	Water Utility	\$3,294.33
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The subsistence rate for this location is \$257.00 per night. The hotel cost is \$229.00 per night, plus taxes of \$36.06 per night.

The Department is requesting additional subsistence of \$12.00 per day for meals and incidentals. The registration fee of \$1,305.00 was prepaid on a City-issued procurement card assigned to Binta Gallman. Therefore, Mr. Dove will be disbursed \$1,989.33.

**MINUTES****TRAVEL REQUESTS**

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

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

Employees' Retirement System

8. Glennard Middleton	2019 National Conference on Public Employee Retirement Systems Austin, TX May 19 - 22, 2019 (Reg. Fee \$815.00)	Special Funds - RSP	\$3,066.11
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The subsistence rate for this location is \$206.00 per night. The cost of the hotel is \$267.00 per night, plus taxes of \$40.05 per night. The ERS is requesting additional subsistence of \$61.00 per day for hotel cost and \$40.00 per day for meals and incidentals. The early registration fee of \$815.00 was paid directly to NCPERS by ERS.

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

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore Police Department</u>			
9. Michael Harrison	MCCA and PERF Joint Meeting 2019 Miami, FL May 28 - 31, 2019 (Reg. Fee \$0.00)	Asset Forfeiture Fund	\$1,239.18

The Department is only requesting subsistence for the hotel cost of \$199.00 per night and \$40.00 for meals and incidentals per day.

The transportation cost of \$378.68, the hotel costs of \$597.00 and hotel taxes of \$83.58 were prepaid using a City-issued credit card assigned to Mr. Tribhuvan Thacker. Therefore, the disbursement to Mr. Harrison is \$179.92.

Mayor's Office

10. Geraldine Byrd	2019 ICSC RECon Las Vegas, NV May 18 - 23, 2019 (Reg. Fee \$0.00)	General Funds	\$3,034.41
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The subsistence rate for this location is \$163.00 per night. The cost of the hotel is \$309.00 per night plus total hotel taxes of \$41.34, and resort fees of \$25.00 per night.

The airfare in the amount of \$880.96, hotel costs of \$1,545.00 and hotel taxes and resort fees of \$348.45 were prepaid by a City-issued credit card assigned to Ms. Renee Newton. Therefore, Ms. Byrd will be disbursed \$260.00.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Mayor's Office</u> - cont'd			
Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.			
11. Colin Tarbert	2019 ICSC RECon Las Vegas, NV May 19 - 22, 2019 (Reg. Fee \$0.00)	General Funds	\$1,838.03

The subsistence rate for this location is \$163.00 per night. The cost of the hotel is \$309.00 per night plus total hotel taxes of \$41.34, and resort fees of \$25.00 per night.

The airfare in the amount of \$521.96, hotel costs of \$927.00 and hotel taxes and resort fees of \$209.07 were prepaid by a City-issued credit card assigned to Ms. Renee Newton. Therefore, Mr. Tarbert will be disbursed \$180.00.

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

**Board of Elections**

12. Armstead Jones Abigail Goldman Michael Thompson	Maryland Assoc. of Election Officials Annual Conference Ocean City, MD May 20 - 24, 2019 (Reg. Fee \$250.00 ea.)	General Funds	\$3,565.26
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**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Board of Elections</u> - cont'd			
The registration cost of \$250.00 for each attendee was prepaid using EA000324396. Therefore, the disbursement to each attendee is \$938.44.			
13. Lawrence Cager Frankie Powell	Maryland Assoc. of Election Officials Annual Conference Ocean City, MD May 21 - 24, 2019 (Reg. Fee \$250.00 ea.)	General Funds	\$2,004.49

The registration cost of \$250.00 for Mr. Cager was prepaid using EA000324396. Therefore, the disbursement to Mr. Cager is \$752.26.

The registration cost of \$250.00 for Mr. Powell was prepaid using EA000324908. Therefore, the disbursement to Mr. Powell is \$752.26.

14. Sam McAfee Sidney Shelton Eleanor Wang	Maryland Assoc. of Election Officials Annual Conference Ocean City, MD May 21 - 24, 2019 (Reg. Fee \$250.00 ea.)	General Funds	\$3,006.78
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The registration cost of \$250.00 for each attendee was prepaid using EA000324396. Therefore, the disbursement to each attendee is \$752.26.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Board of Elections</u> - cont'd			
15. Deitra Redmond	Maryland Assoc. of Election Officials Annual Conference Ocean City, MD May 19 - 24, 2019 (Reg. Fee \$250.00)	General Funds	\$1,002.25
<p>Ms. Redmond will be arriving on May 19 at her own cost, City funds will not be expended for May 19.</p> <p>The registration cost of \$250.00 for was prepaid using EA000324443. Therefore, the disbursement is Ms. Redmond \$752.26.</p>			
16. Tracey Chapman Sabrina Graves Aureilia Jones Rochelle Lucas	Maryland Assoc. of Election Officials Annual Conference May 21 - 24, 2019 Ocean City, MD (Reg. Fee. \$250.00 ea.)	General Fund	\$4,009.04
17. Kelly Norton Wendy Paige Sean Pumphrey Lisa Stanley	Maryland Assoc. of Election Officials Annual Conference May 21 - 24, 2019 Ocean City, MD (Reg. Fee. \$250.00 ea.)	General Fund	\$4,009.04

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Board of Elections - cont'd</u>			
The registration fee for each attendee was prepaid by EA No. 000324396. Therefore, each attendee in item nos. 12 and 13 will be disbursed \$752.26.			
18. Ann MacNeille	Maryland Assoc. of Election Officials Annual Conference May 22, 2019 Ocean City, MD (Reg. Fee. \$190.00)	General Fund	\$ 383.72

The registration fee was prepaid by EA No. EA 000324396. Therefore, Ms. MacNeille will be disbursed \$193.72.

**RETROACTIVE TRAVEL/TRAVEL REIMBURSEMENT**President's Office

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
19. William Henry	Local Progress Board Meeting Washington, DC Jan. 29 - 30, 2019 (Reg. Fee \$0.00)	General Elected Expense Account	\$ 239.13

**MINUTES****RETROACTIVE TRAVEL/TRAVEL REIMBURSEMENT**

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

On January 29, 2019, Mr. Henry traveled to Washington, DC, to attend the Local Progress Board Meeting. The subsistence rate for this location was \$257.00 per day. The hotel rate was \$169.00 per night, plus hotel taxes of \$25.27 per day.

The request is late because the attendee was not notified of the amount of financial aid available in advance of the submission deadline.

**TRAVEL REIMBURSEMENT**

\$169.00 - Hotel
25.27 - Taxes
20.86 - Meals and Incidentals
<u>24.00 - Transportation</u>
<b>\$239.13</b>

Baltimore City Office of Information and Technology

20. Donnell Frederick	Vidsys 2019	General	\$946.92
	Level II	Funds	
	Admin Training		
	Vienna, VA		
	February 4 - 8, 2019		
	(Reg. Fee \$0.00)		

On February 4 - 8, 2019, Mr. Frederick traveled to Vienna, VA to attend the Vidsys 2019 Level II Admin Training. The allowed subsistence rate for this location is \$257.00 per day. The



**MINUTES**

**RETROACTIVE TRAVEL APPROVAL**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore City Office of Information and Technology - cont'd</u>			

hotel rate was \$181.00 per night. The taxes were \$21.72 per night. The total hotel cost of \$810.88 were prepaid using a City-issued credit card assigned to Ms. Charmane Baker. Therefore, the reimbursement to Mr. Frederick is \$136.04.

This request is late because Mr. Frederick's attendance to the event was not confirmed until the last minute. The Department requests retroactive travel approval. The requested travel reimbursement is as follows:

**TRAVEL REIMBURSEMENT**

\$ 53.19 - Transportation  
 40.00 - Parking  
42.85 - Meals  
**\$136.04**

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

**RETROACTIVE TRAVEL APPROVAL**

President's Office

21. William Henry	Safe Streets Tour New York, NY April 1, 2019 (Reg. Fee \$0.00)	Elected Official Expense Account	\$228.82
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On April 1, 2019, Mr. Henry traveled to New York, NY to attend the Safe Streets Tour. The allowed subsistence rate for this location is \$329.00 per day.

MINUTES

RETROACTIVE TRAVEL APPROVAL

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

This request is late because of the sponsor provided late notice of the one day tour. The Department requests retroactive travel approval. The requested travel reimbursement is as follows:

TRAVEL REIMBURSEMENT

\$198.00 - Transportation  
30.82 - Meals  
**\$228.82**

Baltimore Police Department

22. Andrew Brown	Maryland Top Gun Training Fort Indiantown Gap, PA April 28 - May 4, 2019 (Reg. Fee \$0.00)	\$ 0.00
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On April 28 - May 4, 2019, Mr. Brown traveled to Fort Indiantown Gap, PA to attend the Maryland Top Gun Training.

This request is late because of the administrative process. The Department requests retroactive travel approval. The cost of the travel was paid for by Northeast Counter Drug Training Center. No City funds were expended.

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

**MINUTES****RETROACTIVE TRAVEL APPROVAL**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore Police Department - cont'd</u>			
23. Mike Lavery	Maritime Operations For Bomb Technicians Course Charleston, SC April 14 - 20, 2019 (Reg. Fee \$0.00)		\$ 0.00

On April 14 - 20, 2019, Mr. Lavery traveled to Fort Indiantown Gap, PA to attend the Maritime Operations for Bomb Technicians Course.

This request is late because of the administrative process. The Department requests retroactive travel approval. The travel costs were paid by the Federal Bureau of Investigation. No City funds were expended.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence involves one or both weekend days.

The Board, UPON MOTION duly made and seconded, approved the foregoing Travel Requests, Retroactive Travel Approvals and Travel Reimbursements. The Mayor **ABSTAINED** on item nos. 10, 11, 19 and 21. The President **ABSTAINED** on item nos. 4, 19 and 21. The Comptroller **ABSTAINED** on item no. 8.

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

1. Department of Public Works/Office of Engineering and Construction - WC 1402, Urgent Need Water Infrastructure Rehabilitation and Improvements - Phase-I FY20  
**BIDS TO BE RECV'D: 6/12/2019**  
**BIDS TO BE OPENED: 6/12/2019**

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

\* \* \* \* \*

President: "There being no more business before this Board, we will recess until bid opening at twelve 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 an Addendum extending the dates for receipt and opening of bids on the following contract. There were no objections.

Bureau of Procurement - B50005748, Electronic Medical Health Records Management Software Support and Services  
**BIDS TO BE RECV'D: 05/15/2019**  
**BIDS TO BE OPENED: 05/15/2019**

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 - SC 955, Powder Mill Interceptor Improvements and Steam Restoration

Metra Industries  
Spiniello

MINUTES

\* \* \* \* \*

There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, May 15, 2019.



JOAN M. PRATT  
Secretary