

## MINUTES

REGULAR MEETING

Honorable Bernard C. "Jack" Young, President  
Honorable Stephanie Rawlings-Blake, Mayor  
Honorable Joan M. Pratt, Comptroller and Secretary  
George A. Nilson, City Solicitor  
Alfred H. Foxx, Director of Public Works  
David E. Ralph, Deputy City Solicitor  
Ben Meli, Deputy Director of Public Works  
Bernice H. Taylor, Deputy Comptroller and Clerk

The meeting was called to order by the President.

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Deputy Comptroller: "The protest that was received for Page 52 #1 will remain. However, the Board will not be addressed on that item this morning. That will move to the routine agenda as the protestant has received some information and will receive additional information from the agency."

President: "I will direct the Board members attention to the memorandum from my office dated February 27, 2012, 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 the approval of all items on the routine agenda."

Comptroller: "Second."

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

**MINUTES**

Department of Audits - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the expenditure of funds to pay the Maryland Chapter of the Association of Certified Fraud Examiners (MD-ACFE). The expenditure is for training on April 30, 2012 and May 1, 2012.

**AMOUNT OF MONEY AND SOURCE:**

\$ 9,900.00 - MD-ACFE - 2011 (36 Auditors)

Account: 1001-000000-1310-157800-603020

**BACKGROUND/EXPLANATION:**

This expenditure of funds will pay for the registration of 36 Auditors to attend one, two-day Continuing Professional Education (CPE) seminar sponsored by the MD-ACFE on April 30, 2012 and May 1, 2012.

Government Audit Standards require that each Auditor obtain 80 hours of CPE every two years. The foregoing program is part of the Department's scheduled training for this year. The average cost per staff per training hour will be approximately \$18.33, which is below the industry average in relation to other training of this nature.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved the expenditure of funds to pay the Maryland Chapter of the Association of Certified Fraud Examiners.

**MINUTES**Law Department - Settlement Agreement and Release

The Board is requested to approve the settlement agreement and release for the following claim. The settlement agreement and release has been reviewed and approved by the Settlement Committee of the Law Department.

1. Milton McLean, et al. v. \$70,000.00  
Officer Boris Graham, et al.

Account: 1001-000000-2041-195599-603070

UPON MOTION duly made and seconded, the Board approved the settlement agreement and release. The President voted **NO**.

**MINUTES****CITY COUNCIL BILL**

11-0002 - A resolution concerning the Downtown Management District and Downtown Management Authority for the purpose of renewing and continuing the Downtown Management District and Downtown Management Authority, subject to certain conditions, for an additional 5 years; generally relating to the activities and authority of the Downtown Management District and Downtown Management Authority; and providing for a special effective date.

**ALL REPORTS RECEIVED WERE FAVORABLE.**

UPON MOTION duly made and seconded, the Board approved Bill 11-0002, and directed that the bill be returned to the City Council with the recommendation that the bill also be approved and passed by the Honorable Body. The President **ABSTAINED**. The Mayor **ABSTAINED**.

**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:

Advanced Pipe Restoration II, LLC.	\$ 603,000.00
Flippo Construction Company, Inc.	\$ 66,609,000.00
PDI-Sheetz Construction Corporation	\$ 1,500,000.00
Plano-Coudon, LLC.	\$ 8,000,000.00
Reynolds Inliner, LLC. and Subsidiaries d/b/a Reynolds Inliner, LLC.	\$108,774,000.00
Ruff Roofers, Inc.	\$ 8,000,000.00
Scriba Welding, Inc.	\$ 6,561,000.00
Tito Contractors, Inc.	\$ 30,519,000.00

**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:

Paulco Engineering, Inc.	Engineer
Pure Technologies U.S., Inc.	Engineer
STV, Inc.	Architect Engineer Landscape Architect Land Survey
Sidhu Associates, Inc.	Engineer

There being no objections, the Board, UPON MOTION duly made and seconded, approved the prequalification of contractors and architects and engineers for the above-listed firms.

**MINUTES**

Mayor's Office of Employment- Correction to Account Number  
Development (MOED)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a correction to the account number for the Baltimore Realignment and Closure (BRAC) National Emergency grant previously approved by the Board on January 25, 2012.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On January 25, 2012, the Board approved a BRAC grant in the amount of \$289,732.00 to support the City's efforts to build a continuous pipeline of qualified and skilled workers capable of filling the varied employment opportunities coming to Maryland through the Pentagon's BRAC process. The account number was incorrect. The account number submitted was 4000-803012-6332-456000-404001. The correct account number is 4000-803112-6312-456000-404001. Therefore, the Board is requested to approve the corrected account number.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved the correction to the account number for the Baltimore Realignment and Closure National Emergency grant previously approved by the Board on January 25, 2012.

**MINUTES**

Mayor's Office of Employment - Grant Agreements  
Development (MOED)

The Board is requested to approve and authorize execution of the various grant agreements. The period of the agreement is November 1, 2011 through June 30, 2012.

1. **BALTIMORE CITY BOARD OF SCHOOL COMMISSIONERS** **\$130,198.00**

Account: 5000-501312-6398-510405-603051

The MOED will use its expertise to implement and to administer the FUTURES Work dropout prevention program for youth "at risk". The grant funds will be used to support the implementation of Strategies to Improve Academic, Social and Career Pathway outcomes at W.E.B. DuBois High School.

2. **BALTIMORE CITY BOARD OF SCHOOL COMMISSIONERS** **\$145,252.00**

Account: 5000-501312-6398-667505-601002

The MOED will use the grant funds to support the implementation of Strategies to Improve Academic, Social and Career Pathway outcomes of 11<sup>th</sup> and 12<sup>th</sup> grade students attending W.E.B. DuBois High School.

The grant agreements are late because additional time was necessary to reach a comprehensive understanding that was agreeable to both parties.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the above-listed grant agreements.

**MINUTES**Department of General Services - Capital Projects  
Grant Agreements

The Board is requested to approve and authorize execution of the capital projects grant agreements with the State of Maryland.

1. **GLEN AVENUE FIREHOUSE** **\$75,000.00**  
**ENGINE #45**

The grant funds will be used to renovate the Glen Avenue Fire Station located at 2700 Glen Avenue. This two-story, double bay firehouse originally built in 1951 houses Engine 45, Truck 27 and Medic 14, and is in service 24 hours a day. There are 65 members of which ten are women. The renovation will provide for the installation a new code compliant electrical system throughout the station and the reconfiguration of the existing bathroom into two unisex bathrooms.

2. **SWANN AVENUE FIREHOUSE** **\$75,000.00**  
**ENGINE #53**

The grant funds will be used to renovate the Swann Avenue Fire Station located at 608 Swann Avenue. This two-story, single bay firehouse originally built in 1921 houses Engine 53, and is in service 24 hours a day. There are 25 members of which two are women. The renovation will provide for the reconfiguration of the first floor to provide a code compliant kitchen/lounge area and convert the existing bathroom into two unisex bathrooms.

The Fire Department applied for a bond bill from the State of Maryland for the renovation of the Fire Stations to improve the overall interior conditions of the fire houses. The bond bill was approved in 2010. The Department of General Services is required to submit these capital projects grant agreements to the State of Maryland's Board of Public Works.



**MINUTES**

DGS - cont'd

The grant agreements are contingent on the State's acceptance of the grant application and the commitment of \$75,000.00 for each Fire House in matching funds from the City, which are being provided by the Fire Department. The total estimated project cost is \$150,000.00 for each firehouse and the State grant will provide 50% (\$75,000.00) of the cost of each of the projects.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the above-listed capital project grant agreements with the State of Maryland.

**MINUTES**

Department of General Services (DGS) - Energy Efficiency and Conservation Block Grant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the energy efficiency and conservation block grant agreement with the Unity Properties, Inc. The period of the agreement is effective upon Board approval through August 31, 2012.

**AMOUNT OF MONEY AND SOURCE:**

\$4,025.00 - 9916-913900-9197

**BACKGROUND/EXPLANATION:**

Under the terms of the sub-grant agreement, this community non-profit will implement energy efficiency upgrades to its facility located at 26 N. Fulton Avenue. The DGS and the Department of Planning, Office of Sustainability have worked in collaboration to solicit, review, and numerically score "Energy Saver Grant" applications from Baltimore non-profits for use of these funds. This organization received a qualifying score for proposed energy upgrades. The total project cost is \$16,528.00. The Unity Properties, Inc. is leveraging 76% (\$12,503.00) of the project cost.

**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 energy efficiency and conservation block grant agreement with the Unity Properties, Inc.

**MINUTES**

Department of General Services - Amendment No. 2 to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the amendment no. 2 to agreement with the Baltimore Community Foundation.

**AMOUNT OF MONEY AND SOURCE:**

\$54,000.00 - 9916-913900-9197

**BACKGROUND/EXPLANATION:**

On October 13, 2010, the Board approved an agreement with the Baltimore Community Foundation in the amount of \$200,000.00 to expand their successful Baltimore Neighborhood Energy Challenge. On April 6, 2011, the Board approved an amendment no. 1 to the agreement which increased the funding by \$80,000.00 and added the Baltimore Business Energy Challenge. This program provides education and outreach on energy conservation to businesses in the ten Main Street business districts. This amendment no. 2 to agreement adds an additional \$54,000.00 for a total contract award of \$334,000.00. The additional funds will be available to small businesses to apply for modest grants to implement energy conservation measures they have learned.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**(FILE NO. 56632)**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the amendment no. 1 to agreement with the Baltimore Community Foundation.

**MINUTES**

Department of General Services - Amendment No. 1 to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the amendment no. 1 to agreement with Reservoir Hill Improvement Council. This amendment no. 1 will extend the period of the agreement through August 31, 2012.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On February 9, 2011, the Board approved a one-year agreement with the Reservoir Hill Improvement Council to organize, promote, and train residents about energy conservation and track improvements. Additional time is required for the Reservoir Hill Improvement Council to complete their education and outreach goals.

**AUDITS NOTED THE TIME EXTENSION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the amendment no. 1 to agreement with Reservoir Hill Improvement Council.

**MINUTES**Department of General Services - Developers' Agreements

The Board is requested to approve and authorize execution of the various developers' agreements.

	<u>DEVELOPER</u>	<u>NO.</u>	<u>AMOUNT</u>
1.	<b>JBG/BALTIMORE SSA, L.L.C.</b>	<b>1246</b>	<b>\$403,006.00</b>

The JBG/Baltimore SSA, L.L.C would like to install various utilities to its proposed construction located in the vicinity of Wabash Avenue and Mt. Hope Drive. This agreement will allow the organization to perform its own installation in accordance with Baltimore City standards.

A Performance Bond in the amount of \$403,006.00 has been issued to JBG/Baltimore SSA, L.L.C., which assumes 100% of the financial responsibility.

2.	<b>HARBOR EAST-OFFICE, LLC.</b>	<b>1243</b>	<b>\$246,400.00</b>
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The Harbor East-Office, LLC would like to install new brick pavers, Type S Inlet and a Baltimore City Fire Hydrant to its proposed construction located in the vicinity of 710 South Central Avenue also known as 1000 Lancaster Street. This agreement will allow the organization to perform its own installation in accordance with Baltimore City standards.

An Irrevocable Letter of Credit in the amount of \$246,400.00 has been issued to Harbor East-Office, 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 developers' agreements.

**MINUTES**

Department of General Services - Right-of-Entry Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a right-of-entry agreement with the Maryland Transportation Authority (MDTA). The period of the agreement is effective upon Board approval through January 30, 2013.

**AMOUNT OF MONEY AND SOURCE:**

This right-of-entry is being granted at no cost to the City.

**BACKGROUND/EXPLANATION:**

The Department of Transportation, is proposing to upgrade traffic signal equipment on a portion of the property owned by the MDTA located at 2310 Broening Highway.

This right-of-entry will allow the City's contractor to access the property to perform this work in conjunction with the Department of Transportation Project No. TR-08046, Rehabilitation of Broening Highway.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the right-of-entry agreement with the Maryland Transportation Authority.

**MINUTES**Health Department - Agreements and Grant Award Agreement

The Board is requested to approve and authorize execution of the various agreements and a grant award agreement. The period of the agreement is July 1, 2011 through June 30 2012, unless otherwise indicated.

AGREEMENTS

1. **THE JOHNS HOPKINS UNIVERSITY** **\$18,555.00**  
**(JHU)**

Account: 4000-424512-3023-274429-603051

The JHU will provide comprehensive, HIV primary care; train and educate providers in HIV care; and conduct research to advance the treatment and prevention of HIV infection. The JHU will also develop services that are integrated, comprehensive and are adaptive to the changing needs of clients.

2. **THE JOHNS HOPKINS UNIVERSITY** **\$52,168.00**  
**(JHU)**

Account: 4000-424512-3023-274426-603051

The JHU will provide street outreach services that target and engage HIV positive Latinos into Primary Medical Care (PMC) and enrolls them into the Maryland AIDS Drug Assistance Program (MADAP) when eligible. The JHU will document 300 face-to-face one-on-one street encounters and identify 15 Spanish speaking persons who are HIV/AIDS infected and not in the PMC, enroll 10 Spanish-speaking only clients in the MADAP and document 10 Spanish-speaking unduplicated clients who will attend an initial PMC.

**MWBOO GRANTED A WAIVER.**

The agreements are late because the Infectious Disease and Environmental Health Administration (IDEHA) programmatically manages Ryan White Part B services. The IDEHA selects the providers through a competitive Request for Proposal process.

**MINUTES**Health Department - cont'd

The providers submit a budget, budget narrative, and scope of services. The Health Department thoroughly reviews the entire package before preparing a contract and submitting it to the Board of Estimates. These budgets are often times revised because of inadequate information from the providers. This review process is required to comply with the grant requirements.

3. **THE JOHNS HOPKINS UNIVERSITY** **\$31,623.00**  
**(JHU)**

Account: 4000-422212-3041-606100-603051

The JHU will provide the services of a data-entry person to assist in updating back-logged data entries on HIV cases for the HIV surveillance program. The data-entry person will receive, review and process incoming HIV related case reports. Additional duties include entering data into the HIV/AIDS electronic database, reviewing existing HIV/AIDS surveillance records from Baltimore City files, and searching the electronic database and updating records as needed.

The agreement is late because the Department was waiting for an acceptable scope of services and was further delayed due to the administrative review process.

4. **WOODBOURNE WOODS, INC.** **\$26,000.00**

Account: 4000-432912-3024-268400-60414

Woodbourne Woods, Inc. will administer the Title III C-1 Congregate Housing Meal Services Program for elderly residents at the Woodbourne Woods Apartments, located at 1650 Woodbourne Avenue. The organization will serve 25 seniors per day, Monday through Friday for dinner time meals at a cost of \$4.00 per meal. The period of the agreement is October 1, 2011 through September 30, 2012.

The agreement is late because the Department was waiting for the final budget and signatures from the provider.

**AUDITS REVIEWED AND HAD NO OBJECTION.**





**MINUTES**

Health Department - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an expenditure of funds to pay the 2012 membership dues to the Maryland Association of County Health Officers (MACHO) for Oxiris Barbot, M.D.

**AMOUNT OF MONEY AND SOURCE:**

\$7,278.00 - 1001-000000-3001-599000-603022

**BACKGROUND/EXPLANATION:**

The expenditure of funds is for the Commissioner's MACHO annual dues.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved the expenditure of funds to pay the 2012 membership dues to the Maryland Association of County Officers for Oxiris Barbot, M.D.

**MINUTES**

Health Department - Employee Expense Report

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the expense report for Mr. Rodrique Sumpter for the month of August 2011.

**AMOUNT OF MONEY AND SOURCE:**

\$161.51 - 4000-422312-3030-513200-603002

**BACKGROUND/EXPLANATION:**

Mr. Sumpter, a Public Health Investigator for the STD Program, neglected to submit his expense statement for mileage on time. This delay resulted in the employee's forms not being available for processing in time to stay within the guidelines set forth by AM 240-11.

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.

The Department apologizes for the lateness of this request.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved the expense report for Mr. Rodrique Sumpter for the month of August 2011.

**MINUTES**

Baltimore City Fire Department - Addendum to Memorandum of  
Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an addendum to memorandum of understanding between the Baltimore City Local Emergency Planning Committee and the Maryland Department of the Environment (MDE).

**AMOUNT OF MONEY AND SOURCE:**

\$7,843.00 - 5000-558812-2131-228200-405001

**BACKGROUND/EXPLANATION:**

On January 20, 2010, the Board approved a memorandum of understanding for a state grant administered through the Maryland Department of the Environment for the federally required planning and training activities for the Local Emergency Planning Committee (LEPC). The level of funding for each grant year is dependent upon the total amount of fees collected by the MDE and the number of eligible LEPCs requesting funding for that grant period not to exceed \$10,000.00 per year. The amount of the 2012 grant to the Baltimore City LEPC is \$7,843.00.

**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 and authorized execution of the addendum to memorandum of understanding between the Baltimore City Local Emergency Planning Committee and the Maryland Department of the Environment.

**MINUTES**

Baltimore City Fire Department - Memorandum of Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a memorandum of agreement with the Business Volunteers Unlimited Maryland. The period of the agreement is effective upon Board approval through March 31, 2012.

**AMOUNT OF MONEY AND SOURCE:**

\$27,000.00 - 4000-435410-2010-682409-404001

**BACKGROUND/EXPLANATION:**

The grant amount has no matching fund requirements and is a federal grant administered through the Maryland Emergency Management Agency.

This grant will be used by the Business Volunteers Unlimited Maryland to acquire resources for the development and implementation of policies and procedures and for training to develop a region wide network of volunteer mobilization centers.

The grant is late because of delays in reaching agreeable contract language.

**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 and authorized execution of the memorandum of agreement with the Business Volunteers Unlimited Maryland.

**MINUTES****EXTRA WORK ORDERS AND TRANSFER OF FUNDS**

\* \* \* \* \*

UPON MOTION duly made and seconded,  
the Board approved the  
Extra Work Orders and Transfer of Funds  
listed on the following pages:

789 - 790

All of the EWOs 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

<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 Transportation

- |    |   |              |                                     |      |
|----|---|--------------|-------------------------------------|------|
| 1. | EWO 002, \$24,200.00 - TR 07025R, Mt. Auburn Cemetery<br>Perimeter Rehabilitation                         |              |                                     |      |
|    | \$ 609,181.00   | \$ 0.00      | P & J Contracting<br>Co., Inc.      | 90 - |
| 2. | EWO 002, \$54,772.47 - Project 1010, York Road 43 <sup>rd</sup> St. to<br>Glenwood Ave.                   |              |                                     |      |
|    | \$ 453,624.76   | \$ 5,836.03  | Whitney, Bailey,<br>Cox & Magnani   | - -  |
| 3. | EWO #004, (\$7,104.06) - TR 03310, Resurfacing Frankfurst<br>Ave. from Shell Road to East of Vera St.     |              |                                     |      |
|    | \$ 632,560.00   | \$ 19,835.27 | P. Flanigan &<br>Sons, Inc.         | - -  |
| 4. | EWO #005, (\$469,886.50) - TR 08301, Resurfacing Frankford<br>Ave. from Moravia Park Dr. to Sinclair Lane |              |                                     |      |
|    | \$1,218,497.56  | \$142,101.41 | Machado Construc-<br>tion Co., Inc. | - -  |

The EWO is for items not used and to balance out the contract.

**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 Transportation

5. EWO #008, \$32,000.00 - TR 10011RR, Conduit Systems Repairs  
at Various Locations, Citywide JOC
- |                |              |                       |   |
|----------------|--------------|-----------------------|---|
| \$2,139,020.00 | \$789,070.00 | Allied Contractors, - | - |
|                |              | Inc.                  |   |

6. **TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$166,000.00	9962-941002-9563	9962-906054-9562-2
Other	Constr. Reserve	Contingencies
	Conduit Replacement	Conduit System
	Program	Repairs

This transfer will cover the deficit in the account and fund costs associated with TR 10011RR, Change Order No. 8, Conduit Systems Repairs at Various Locations Citywide.



**MINUTES**

Department of Transportation - Correction of Funding Source

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a correction to the funding source for previously approved Extra Work Order No. 2 under Project No. 814, Charles Street Rehabilitation from 25th Street to University Parkway Design Proposal with Rummel, Klepper & Kahl, LLP/Wallace Robert & Todd, LLC, a joint venture.

**AMOUNT OF MONEY AND SOURCE:**

\$37,103.37 - 9950-904208-9514-900020-705032 MVR

**BACKGROUND/EXPLANATION:**

On February 15, 2012, the Board of Estimates approved Extra Work Order No. 2 for Project No. 814, Charles Street Rehabilitation from 25th Street to University Parkway Design Proposal with Rummel, Klepper & Kahl, LLP/Wallace Robert & Todd, LLC, a joint venture. This extra work order incorrectly indicated the funding source as Federal and Motor Vehicle Revenue(MVR).

The Department of Transportation requests that Federal be removed as one of the funding sources for Extra Work Order No. 2, Project No. 814, Charles Street Rehabilitation from 25<sup>th</sup> Street to University Parkway Design Proposal. MVR should remain as the funding source.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved the correction to the funding source for previously approved Extra Work Order No. 2 under Project No. 814, Charles Street Rehabilitation from 25<sup>th</sup> Street to University Parkway Design Proposal with Rummel, Klepper & Kahl, LLP/Wallace Robert & Todd, LLC, a joint venture.

**MINUTES**

Department of Housing and - Agreements  
Community Development

The Board is requested to approve and authorize execution of the following agreements:

1. **OLIVER COMMUNITY ASSOCIATION, INC.** **\$47,904.00**

Accounts: 2089-208912-5930-433226-603051	\$ 7,552.00
2089-208912-5930-433235-603051	\$11,500.00
2089-208912-5930-433281-603051	\$11,001.00
2089-208912-5930-433283-603051	\$17,851.00

The organization will provide a variety of public services to residents in the Oliver Community. The funds will be used to subsidize the organization's operating cost. The period the agreement is July 1, 2011 through June 30, 2012.

2. **YOUNG WOMEN'S CHRISTIAN ASSOCIATION** **\$70,606.00**  
**OF THE GREATER BALTIMORE AREA, INC.**

Account: 2089-208912-5930-532023-603051

The organization will maintain and operate a transitional housing facility located at 1711 McCulloh Street, Baltimore City. The organization will provide a comprehensive set of support services to homeless families who reside in the facility to assist them in gaining economic stability and permanent housing. The services will include but are not limited to counseling, job placement assistance, before and after care and educational classes. The period of the agreement is October 1, 2011 through September 30, 2012.

**MWBOO GRANTED A WAIVER.**

On June 22, 2011, 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 2011 Annual Action Plan for the following formula programs:

**MINUTES**

DHCD - cont'd

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

The DHCD began negotiating and processing the CDBG agreements effective July 1, 2011 and beyond, as outlined in the Plan, pending approval of the Resolution. Consequently, the 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 agreements.

**MINUTES**

Department of Housing and - Land Disposition Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a land disposition agreement with Neff Rehabs, LLC, developer, for 835 W. Barre Street.

**AMOUNT OF MONEY AND SOURCE:**

\$6,000.00 - Purchase Price, payable in full at settlement

**BACKGROUND/EXPLANATION:**

The developer proposes to spend \$120,000.00 to rehabilitate this property into a single-family affordable for-sale housing unit. The property will be sold to a homeowner.

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

In accordance with the City's appraisal policy, the waiver valuation process was used in lieu of an appraisal. The DHCD determined the fair market value of the property using available real estate data. The vacant building was valued at \$6,642.86. The sale price of this vacant building is \$6,000.00. The sale and the rehabilitation of this property will help to promote a specific benefit to the immediate community, eliminate blight, and the property will be reoccupied and returned to the tax rolls.

**(FILE NO. 57211)**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the land disposition agreement with Neff Rehabs, LLC, developer for 835 W. Barre Street.

**MINUTES**

Department of Housing and - Land Disposition Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the land disposition agreement with Mr. Meseretu Amare, developer, for the sale of the property located at 805 Arnold Court.

**AMOUNT OF MONEY AND SOURCE:**

\$5,000.00 - Purchase Price

**BACKGROUND/EXPLANATION:**

A good faith deposit of \$500.00 is required to be paid by the developer.

Mr. Amare will completely rehabilitate the property into an affordable rental unit for resale. The estimated total cost for rehabilitation will be \$120,000.00.

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

The property was priced pursuant to the appraisal policy of Baltimore City. The Valuation Waiver process was used in lieu of an appraisal to determine the proposed price of \$5,250.00.

The property will be sold to Mr. Amare below the price determined by the Valuation Waiver based on the following factors:

- 1.) the sale and the rehabilitation of this property will help to promote a specific benefit to the immediate community;
- 2.) the sale and rehabilitation of this property will continue the elimination of blight; and
- 3.) the sale and rehabilitation of this property promotes economic development through the placement of the property on the City's tax rolls.

**MINUTES**

DHCD - cont'd

**MBE/WBE PARTICIPATION:**

N/A

**(FILE NO. 57211)**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the land disposition agreement with Mr. Meseretu Amare, developer, for the sale of the property located at 805 Arnold Court.

**MINUTES**

Department of Housing and - Land Disposition Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the land disposition agreement with Mr. Oscar Cobbs, developer, for the sale of the property located at 3620 Lucille Avenue (Block 4608 Lot 028).

**AMOUNT OF MONEY AND SOURCE:**

\$12,700.00 - Purchase Price

**BACKGROUND/EXPLANATION:**

A good faith deposit was not paid by the developer. The entire balance of \$12,700.00 will be paid by the developer at the time of settlement. The Developer will be using private funds to pay for the acquisition and rehabilitation of the property. The waiver valuation process in lieu of an appraisal was used to determine the proposed disposition price of \$10,400.00.

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

The City has agreed to convey 3620 Lucille Avenue, which will contribute to the revitalization of the Park Heights community. As a condition of conveyance, the developer has agreed to rehabilitate the property within 12 months of the date of transfer.

The project will consist of the rehabilitation of the property for owner occupancy.

**MINUTES**

DHCD - cont'd

**MBE/WBE PARTICIPATION:**

The property is not subject to Article 5, Subtitle 28 of the Baltimore City Code because it will be sold at market value.

**(FILE NO. 57211)**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the land disposition agreement with Mr. Oscar Cobbs, developer, for the sale of the property located at 3620 Lucille Avenue (Block 4608 Lot 028).



**MINUTES**Bureau of Water and Wastewater - On-Call Consultant Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an on-call consultant agreement with Shah & Associates, Inc., for Project 1160.1, On-Call Electrical Engineering Services. The agreement is effective upon Board approval for three years, or until the upset limit is reached, whichever occurs first.

**AMOUNT OF MONEY AND SOURCE:**

\$1,000,000.00 - Upset limit

**BACKGROUND/EXPLANTION:**

The project consists of on-call consulting for various tasks assigned by the City on an as-needed basis. The scope involves electrical consulting engineering services for various water and wastewater facilities including treatment plants and pumping station, and may include planning design and construction phase services. Calls for these services will be made as needs are identified.

The consultant was approved by the Office of Boards and Commissions and Architectural & Engineering Awards Commission.

**MBE/WBE PARTICIPATION:**

<b>MBE:</b> Dhillon Engineering, Inc.	0-27%
Findling, Inc.	0-27%
Johnson Consulting Engineers, Inc.	0-27%
	<b>27.00% (in the Aggregate Amount)</b>

## MINUTES

BW&WW - cont'd

**WBE:** Phoenix Engineering, Inc. 9.00%

**MWBOO FOUND VENDOR IN COMPLIANCE**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the on-call consultant agreement with Shah & Associates, Inc., for Project No. 1160.1, On-Call Electrical Engineering Services. The President **ABSTAINED.**

## MINUTES

Department of Housing and Community Development (DHCD) - Local Government Resolutions

The Board is requested to approve and authorize execution of the various local government resolutions.

The below-listed organizations are applying to the State of Maryland's Neighborhood Business Works Program (NBWP) and Community Investment Tax Credit Program (CITCP). A local government resolution of support is required by the State for all applications to the programs for funding.

- |  |                                |
|--|--------------------------------|
| 1. <b>MODEL REHAB PHOTOGRAPHY AND CASTINGS</b> | <b>\$ 35,000.00<br/>(NBWP)</b> |
|--|--------------------------------|

Model Rehab Photography and Castings is requesting funding for the Model Rehab Project, located at 7500 Harford Road, Baltimore, 21234. This property is on the edge of Parkville in the North Harford Road community and one-tenth of a mile south of the Baltimore City/County line and less than two miles south of Interstate 695. The business is an image development and self-promotion company catering to the unique needs of the model and talent industry, working with aspiring models, actors and talent to reach their goals and aspirations. The funds will be used as working capital to help the business grow. The business has leased the entire first floor of the two-story property since 2007 which consists of about 1,500 sq. ft. The facility is set up as a fully functioning commercial photography studio with all the equipment and accessories such as cameras, lighting, computers, digital and electronic devices. There is also a green screen room, a white wall room, make-up station, two offices, reception area, kitchenette and bathrooms.

The neighborhood revitalization impact of this project and business is socioeconomic. Society has been affected by the entertainment industry and reality television. The business will help provide an alternative opportunity to the Baltimore region.

## MINUTES

DHCD - cont'd

2. **ROYAL RAZOR, LLC** **\$ 35,000.00**  
**(NBWP)**

Royal Razor, LLC is requesting funding for the Royal Razor Barber & Shave Shop Project, located at 304 W. Baltimore Street. The location is just west of Howard Street and the 1<sup>st</sup> Mariner Arena and is part of the City Center neighborhood that is diverse in its population of businesses, residents, and ethnicity. The Royal Razor Barber & Shave Shop will be a multi-cultural barber shop marketed towards urban styling for eclectic men of various socio-economic backgrounds. The target consumer will be young professionals seeking an appealing and trendy atmosphere with a focus on details and professionalism.

The business will lease 1,846 sq. ft. of street-level retail commercial space in this recently remodeled mixed-use building that is an AvalonBay Communities property. Barber chairs, mirrors, work stations, customer seating, and televisions will be required for the ten-booth operation with room to expand services in the future. The business will impact the neighborhood by honoring and supporting uniformed civil servants with a discounted hair cut for \$10.00. The project will fill a retail vacancy in the central downtown district, while providing an essential basic need in a universal setting.

3. **LIVE BALTIMORE HOME CENTER, INC.** **\$ 10,000.00**  
**(CITCP)**

Live Baltimore Home Center, Inc., located at 343 N. Charles Street, proposes the Live Baltimore Home Center Project. The project is for marketing the City of Baltimore. By promoting living opportunities in Baltimore, more people will live and invest in Baltimore, and thus growing the population, its wealth, and hopefully its intellectual and engagement capacity. Attracting more people, especially

**MINUTES**

DHCD - cont'd

those with financial and intellectual resources, will increase development and employment opportunities. The organization has a strong network of neighborhoods associations, community development corporations, and community supporters that help promote living in Baltimore. While other organizations focus on promoting Baltimore for business investment, downtown development, tourism and conventions, Live Baltimore Home Center, Inc. is the only organization focused on marketing City neighborhoods for new residential investment.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the above-listed local government resolutions. The Mayor **ABSTAINED** on item no. 3.

**MINUTES**

Baltimore Development - Local Government Resolution Corporation (BDC)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a local government resolution in support of a Community Legacy Grant from the Maryland Department of Housing and Community Development (MD-DHCD) for the following projects:

<u>Project</u>	<u>Amount</u>
1. SENATOR THEATRE REHABILITATION PROJECT	\$300,000.00
2. HIGHLANDTOWN ROOFTOP ENVIRONMENTAL DEMONSTRATION PROJECT	\$ 40,000.00

**AMOUNT OF MONEY AND SOURCE:**

\$340,000.00 - Maryland Department of Housing and Development  
Community Legacy Program

**BACKGROUND/EXPLANATION:**

The BDC has applied for funds from the MD-DHCD Community Legacy Program (CLP) to fund neighborhood and commercial district improvements in commercial districts in the City. A local government resolution of support is required by the State for all applications to this program for funding.

**(FILE NO. 55561)**

UPON MOTION duly made and seconded, the Board approved the local government resolution in support of the Community Legacy Grant from the Maryland Department of Housing and Community Development for the above-listed projects.

**MINUTES**Mayor's Office of Human Services - Grant Agreements  
Homeless Services Program

The Board is requested to approve and authorize execution of the grant agreements. The period of the agreement is January 1, 2012 through December 31, 2012.

1. **DAYSPRING PROGRAMS, INC.** **\$284,310.00**

Account: 4000-496211-3573-591436-603051

The organization will hire staff to provide supportive services to approximately 63 families that are residents of the Dayspring Shelter Plus Care housing units. The services will include but are not limited to assessing individual client needs, referrals to treatment, if needed, and comprehensive case management. Substance abuse prevention programs and linkages to a range of services in partnership with various organizations within the City will also be provided, as needed.

2. **DAYSPRING PROGRAMS, INC.** **\$301,159.00**

Account: 4000-496211-3572-591436-603051

The organization will provide housing and supportive services to approximately 18 families residing at the Dayspring Village at the Collington Square transitional housing facility whose head of household is recovering from substance abuse. The services to be provided will include, but not be limited to development and implementation of an Individualized Service Plan, a Family Service Plan, case management, residential management, addiction counseling, and respite and childcare.

**MINUTES**

Mayor's Office of Human Services - cont'd  
Homeless Services Program

**3. JOBS, HOUSING AND RECOVERY, INC. \$477,016.00**

Account: 4000-496211-3572-591458-603051

The organization will operate the "Carrington House", a transitional housing facility located at 3500 Clifton Avenue. The organization will provide 24-hour transitional housing, employment assistance, and other support services for 29 homeless men with substance abuse problems. The approximate length of stay of each client is 24 months. After the client obtains employment, housing counseling will be provided to the client to obtain permanent housing.

**4. VOLUNTEERS OF AMERICA \$106,436.00**  
**CHESAPEAKE, INC.**

Account: 4000-496211-3572-591462-603051

The organization will provide housing and supportive services to approximately 35 homeless families with two or more children at the transitional housing facility located at 1701 W. Pratt Street. The organization will ensure that the clients are eligible because they are homeless and residents of emergency shelters, have problems with substance abuse, HIV/AIDS, mental illness or have dual and multiple diagnoses.

The grant agreements are late because of delays 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 above-listed grant agreements.



**MINUTES**

Mayor's Office of Human Services - Intergovernmental Agreements  
Homeless Services Program

The Board is requested to approve and authorize execution of the intergovernmental agreements with the Maryland State Department of Human Resources. The period of the intergovernmental agreement is July 1, 2011 through June 30, 2014.

<u>Program</u>	<u>Amount</u>
1. HOMELESS WOMEN-CRISIS SHELTER HOME PROGRAM	\$1,298,334.00

Account: 5000-525612-3572-333700-405001

On December 12, 2011, the City was awarded the Homeless Women-Crisis Home Program Grant. This agreement provides funds for shelter, room and board, counseling, and referral services to homeless women and children.

2. THE SERVICE LINKED HOUSING	\$ 517,749.00
-------------------------------	---------------

Account: 5000-525112-3573-267800-405001

The agreement provides funds for supportive services to enable low-income and formerly homeless individuals and families to achieve residential stability.

The intergovernmental agreements are late because of the delays in the administrative review level.

**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 execution of the above-listed governmental agreements with the Maryland State Department of Human Resources.

**MINUTES****RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTION**

\* \* \* \* \*

On the recommendations of the City agency  
hereinafter named, the Board,  
UPON MOTION duly made and seconded,  
awarded the formally advertised contracts  
listed on the following page:

809

to the low bidders meeting the specifications,  
and rejected the bid as indicated  
for the reasons stated.

Item No. 1 was **DEFERRED** for one week.

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Purchases

- |  |                        |                |
|--|------------------------|----------------|
| 1. B50001868, SCBA Equipment<br>and Supplies | Draeger Safety<br>Inc. | \$3,250,000.00 |
|--|------------------------|----------------|

**MWBOO GRANTED A WAIVER.**

- |  |                |              |
|--|----------------|--------------|
| 2. B50002274, Automotive<br>Frame Machine and<br>Computerized Electronic<br>Laser Measuring System | Crashmax, Inc. | \$ 65,000.00 |
|--|----------------|--------------|

**MWBOO GRANTED A WAIVER.**

**MINUTES**

Bureau of Purchases - Acceptance & Opening of Technical Proposals  
and Opening of Price Proposals

**ACTION REQUESTED OF B/E:**

The Board is requested to approve acceptance of the technical Proposals for Solicitation B50002151, EMS Billing Service from the following bidders who achieved the minimum technical score, and open their envelope B containing the price and Minority and Women's Business Enterprise submittals:

Digitech Computer, Inc.

Advanced Data Processing, Inc. d/b/a  
Intermedix Corporation

The Board is further requested to return the envelope B price and M/WBE submittals for the following two bidders who did not achieve the minimum score:

MED

ACS State and Local Solutions

**BACKGROUND/EXPLANATION:**

Vendors were solicited by posting on CitiBuy and advertising in local newspapers. The four technical proposals received were opened on December 21, 2011. The technical proposals were reviewed by the Evaluation Review Committee and it was determined that two of the four proposals met the minimum technical requirements.

UPON MOTION duly made and seconded, the Board approved acceptance of the above requests. The Board further authorized the return of envelope B price and M/WBE submittals for MED and ACS State and Local Solutions, who did not achieve the minimum score.



January 19, 2012

Office of the Comptroller  
Room 204, City Hall  
100 North Holliday Street  
Baltimore, MD. 21202

Dear Ms. Pratt:

I am the President of Lifeline Systems, Inc., d/b/a LifeQuest Services. We are located at N2930 State Road 22 Wautoma, Wisconsin, 54982. My phone number is (888) 777-4911.

This letter is pursuant to Request for Proposal B50002151, EMS Billing Service (RFP), issued by the City of Baltimore's Department of Finance and managed by the Bureau of Purchase's Ms. Sue Zigler.

We are protesting the Board of Estimates' determination that our bid was non-responsive which was communicated to us in your letter of January 10, 2012. Your letter makes the statement in error concerning when our bid was opened. It states our bid was opened on December 7, 2012 when in fact it was opened on December 21, 2011.

We submitted two (2) packages in response to the RFP. Our bid was received by the City of Baltimore on December 21, 2011. This package contained a full, complete proposal, containing substantially all of the terms we have offered for this RFP. The second package was returned to us unopened. The UPS tag on the second package stated it was a duplicate. In a phone call between Ms. Zigler and Ms. Jane Thomas of LifeQuest Services which took place on December 27, 2011, the following statements were made, after Ms. Thomas told Ms. Zigler that the second box was returned to us.

*Ms. Zigler: "Well, do you want to try to send them over here to purchasing instead ..."*

*Ms. Thomas: "Is that something we can still do?"*

*Ms. Zigler: "Yeah"*

In accordance with *Section G11. Waiver of Technicalities in Specifications* within the RFP, we correctly interpreted the statements made by Ms. Zigler on this call to be Ms. Zigler, as City Purchasing Agent, recommending to the Board of Estimates that our offer be reviewed on its merits, because the offer was substantially received by the City on the due date. We see also in *Section GC40, Authority of the City Purchasing Agent*, that the Board of Estimates has empowered the City Purchasing Agent as "the Referee if any dispute arises between the Offeror and the City."

Aside from this waiver of a technicality Ms. Zigler clearly made, in her official capacity as "Referee," she should be applauded for exercising good business practices by not arbitrarily excluding LifeQuest, an otherwise highly qualified vendor.

The relief we seek in this case is very simple: Please review our offer on its merits. You will see we will work as hard on your behalf under any resulting contract as we are working hard now to ensure we are included in the review process. Please feel free to call me at the number above with any questions.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'G. W. Miller', with a long horizontal flourish extending to the right.

Gerald W. Miller, President, CEO

CC: Sue Zigler  
City Purchasing Agent  
231 East Baltimore Street, Suite 300  
Baltimore, MD 21202

Sent via Certified to:  
Ms. Joan M. Pratt, CPA  
Ms. Sue Zigler, City Purchasing Agent

**MINUTES**

Office of the Mayor - Executive Search Consulting Services

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an award to Gans, Gans & Associates for executive search consulting services under Solicitation No. B50002248, Executive Search Consulting Services. The period of the award is effective upon Board approval for two years.

**AMOUNT OF MONEY AND SOURCE:**

\$14,000.00 per executive search, plus travel expenses -  
Various Accounts

**BACKGROUND/EXPLANATION:**

Bids were opened on January 5, 2012. Vendors were solicited nationwide via Internet posting. Four proposals were received. The four proposals were reviewed by an evaluation team consisting of representatives from the Office of the Mayor and from the Department of Human Resources. In accordance with the "Method of Evaluation and Award" in the solicitation, a committee reviewed the proposals and made recommendations to the Mayor who made the final selection of Gans, Gans & Associates. Therefore, an award is recommended in the amount of \$14,000.00, plus travel expenses per search. The stated amount is the City's best estimate per requested search.

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved the award to Gans, Gans & Associates for executive search consulting services under Solicitation No. B50002248, Executive Search Consulting Services. The Mayor **ABSTAINED.**

## 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. POINT DEFIANCE AIDS  |             |          |
| PROJECT/NASEN   | \$ 6,702.00 | Increase |
| Solicitation No. 06000 - Clinical Supplies - Health Department - Req. No. R594223 |             |          |

On November 10, 2010, the Board approved the initial award in the amount of \$7,200.00. The award contained one 1-year renewal option. Subsequent actions have been approved. Additional funds are necessary as the agency underestimated the original requirement. This increase in the amount of \$6,702.00 will make the award amount \$36,252.00.

- |  |             |          |
|--|-------------|----------|
| 2. POINT DEFIANCE AIDS   |             |          |
| PROJECT/NASEN  | \$25,222.00 | Increase |
| Solicitation No. 06000 - Needles for Exchange Program - Health Department - Req. No. R594186 |             |          |

On July 21, 2011, the Board approved the initial award in the amount of \$14,943.00. The award contained two 1-year renewal options. Subsequent actions have been approved. Additional funds are necessary as the agency underestimated the original requirement. This increase in the amount of \$25,222.00 will make the award amount \$47,636.50.

- |  |             |         |
|--|-------------|---------|
| 3. BA CLEANING SERVICE, INC.   | \$ 8,100.00 | Renewal |
| Solicitation No. B50000964 - Janitorial Services for Hooper Adult Day Care Center - Health Department - Req. No. P512278 |             |         |

On March 25, 2009, the Board approved the initial award in the amount of \$8,100.00. The award contained three 1-year renewal options. Subsequent actions have been approved. This renewal in the amount of \$8,100.00 is for the period April 1, 2012 through March 31, 2013.



## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
--------	-----------------	-------------

Bureau of Purchases

- |  |         |         |
|--|---------|---------|
| 4. VERMEER MID ATLANTIC  | \$ 0.00 | Renewal |
| Solicitation No. 08000 - O.E.M. Parts and Service for Vermeer Equipment - Department of General Services, Fleet Management Division - P.O. No. P508457 |         |         |

On June 3, 2009, the Board approved the initial award in the amount of \$75,000.00. The award contained two 1-year renewal options. This renewal is for the period June 4, 2012 through June 3, 2013, with one 1-year renewal option remaining.

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 (d)(i) of the City Charter, the procurement of the equipment and/or service is recommended.

- |  |              |         |
|--|--------------|---------|
| 5. JAN FERGUSON, INC.  | \$150,000.00 | Renewal |
| Solicitation No. B50001013 - Landscaping Exterior & Interior Plants Maintenance Service - Department - Various - Req. Nos. Various |              |         |

On May 13, 2009, the Board approved the initial award in the amount of \$33,257.60. The award contained two 1-year renewal options. Subsequent actions have been approved. This renewal in the amount of \$150,000.00 is for the period May 11, 2012 through May 10, 2013, with one 1-year renewal option remaining.

This is a requirements contract, therefore amounts will vary.

**MBE:** Missouri Landscaping 10%

**WBE:** K & M Professional Services, LLC 5%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
--------	-----------------	-------------

Bureau of Purchases

- |  |              |          |
|--|--------------|----------|
| 6. S.T.A.R. Associates, Inc.   | \$192,500.00 | Increase |
| Solicitation No. B50000570 - Transportation for the Hooper Center - Health Department - P.O. No. P511277 |              |          |

On October 1, 2008, the Board approved the initial award in the amount of \$288,750.00. Subsequent increases have been approved. An increase is necessary to provide funds for services through February 28, 2013. This increase in the amount of \$192,500.00 will make the award amount \$918,150.00. The contract will expire on September 30, 2013.

**MWBOO GRANTED A WAIVER.**

- |   |              |         |
|---|--------------|---------|
| 7. FLEET PRO, INC.,   | \$375,000.00 | Renewal |
| Solicitation No. B50000634 - On-Site Preventative Maintenance for Rear-Load Refuse Packers - Department of General Services, Fleet Management Division - P.O. No. P507706 |              |         |

On December 24, 2008, the Board approved the initial award in the amount of \$750,000.00. The award contained two 1-year renewal options. This renewal in the amount of \$375,000.00 is for the period May 1, 2012 through April 30, 2013, with one 1-year renewal option remaining.

<b>MBE:</b>	Sue Ann's Office Supply, Inc.	1.25%
	OMO Science, Energy & Tech	4.00%

**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>
---------------	------------------------	--------------------

Bureau of Purchases8. FIRST CALL

LONG FENCE CO. INC.

SECOND CALL

BEST FENCE, LLC	\$ 0.00	Extension
Solicitation No. B50001418 - Various Fencing System Repairs and Installation - Agencies - Various - Req. Nos. Various		

On March 2, 2011, the Board approved the initial award in the amount of \$1,400,000.00. Since neither vendor met the MBE/WBE goals for this contract, the Bureau of Purchases recommends that the contract not be renewed. Accordingly, an extension of the contract is needed to provide time to explore alternative sources for these services before rebidding the requirement. The extension is for the period March 2, 2012 through August 31, 2012.

**MWBOO SET GOALS OF 11% MBE AND 4% WBE.**Long Fence Co., Inc.

<b>MBE:</b> CB Contractors	0%
Sparks Quality Fencing	0%

<b>WBE:</b> Rowen Concrete, Inc.	0%
----------------------------------	----

Best Fence, LLC

<b>MBE:</b> Sparks Quality Fence Co.	0%
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<b>WBE:</b> The Dirt Express Co.	0%
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This is a requirements contract, therefore dollar amounts will vary.

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

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
--------	-----------------	-------------

Bureau of Purchases

- |   |              |         |
|---|--------------|---------|
| 9. B & B COMMERCIAL   | \$500,000.00 | Renewal |
| <u>INTERIORS, INC.</u><br>Solicitation No. B50001299 - Carpeting for the Baltimore Convention Center - Convention Center - Req. No. P512703 |              |         |

On February 24, 2010, the Board approved the initial award in the amount of \$2,054,564.50. Subsequent approvals have been granted. The Board is requested to approve the second and final renewal in the amount of \$500,000.00. The period of the renewal is March 1, 2012 through February 28, 2013.

This is a requirements contract, therefore amounts will vary.

**MBE:** Young's Floor Service & Remodeling Co., Inc. 5%

**WBE:** Amaric Interiors, LLC 2%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

- |  |                |                      |
|--|----------------|----------------------|
| 10. W.W. GRAINGER, INC.  | \$1,500,000.00 | Cooperative Contract |
| <u>Solicitation No. BPO-001B1400635 - Maryland State Contract - Maintenance, Repair and Operating Supplies - Departments - Various - Req. Nos. Various</u> |                |                      |

The City requires a blanket contract whereby all of its agencies can obtain miscellaneous maintenance, repair, and operating supplies. Such a contract was awarded through competitive bidding through the Maryland State General Services Division to obtain large quantity discount pricing. The period of this contract is February 29, 2012 through February 28, 2014, with one 3-year renewal option remaining.

This is a requirements contract, therefore amounts will vary.

**MWBOO SET GOALS OF 5% MBE AND 0% WBE.**

**MBE:** Marathon, Inc. 5%

**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>
---------------	------------------------	--------------------

Bureau of Purchases

## 11. CHESAPEAKE FORD TRUCK

SALES, INC.	\$100,000.00	Increase
Solicitation No. B50001098 - O.E.M. Parts and Service for Detroit Engines and Allison Transmissions - Department of General Services - P.O. No. P509140		

On July 15, 2009, the Board approved the initial award to Harbor Truck in the amount of \$100,000.00, Chesapeake Ford Truck Sales, Inc. in the amount of \$70,000.00, and to Johnson & Towers in the amount of \$30,000.00. Subsequent actions have been approved. An increase to Chesapeake Ford Truck Sales, Inc. is needed due to higher than anticipated demand for Ford parts and service under this contract. The contract expires July 31, 2012, with two 1-year renewal options remaining.

**MWBOO GRANTED A WAIVER.**

UPON MOTION duly made and seconded, the Board approved the informal awards, renewals, increases to contracts, the extension, and the cooperative contract with W.W. Grainger, Inc. The Mayor **ABSTAINED** on item no. 9. The Comptroller **ABSTAINED** on item no. 6.

**MINUTES****TRAVEL REQUESTS**Police Department

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
1. Martin A. Bartness	28 <sup>th</sup> National Symposium on Child Abuse Huntsville, AL Mar. 18 - 22, 2012 (Reg. Fee \$99.00)	MD Reim- bursement Grant	\$ 823.60
2. Mark H. Grimes	Advanced Employ- ment Law and Litigation Seminar Washington, DC Mar. 22 - 24, 2012 (Reg. Fee \$1,014.00)	Asset Forfei- ture Funds	\$ 1,604.00

Department of General Services

3. Theodore Atwood	Driving Government Performance: Lead- ership Strategies that Produce Results Cambridge, MA March 17 - 24, 2012 (Reg. Fee \$6,600.00)	Gen. Funds	\$6,600.00
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**MINUTES****TRAVEL REQUESTS**Baltimore City Fire Department

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
4. Paul Moore	Dive Rescue 1	FY09	\$4,375.72
John Kisser	Fort Pierce, FL	State	
Jeffrey Dickinson	March 10 - 13, 2012	Homeland	
	(Reg. Fee \$375.00 ea.)	Security	
		Program	

The subsistence for this area is \$123.00 per day. The hotel cost is \$89.00 per night, plus an estimated hotel tax of \$10.23 per night for total of \$99.23. The Department is requesting an additional \$6.00 per day for each representative for the cost of meals.

The Department is also requesting \$171.62 for the cost of a rental vehicle. A rental vehicle is needed to carry the diving equipment to and from the airport and to the training venue daily during the training.

The Department has paid the cost of registration in the amount of \$375.00 for each representative with a City issued credit card assigned to Mr. Scott Merbach. Therefore, the disbursement amount to Mr. Paul Moore will be in the amount of \$1,198.12 including rental vehicle, and \$1,026.30 to Messrs. Kisser and Dickinson.

**AM-240-8**

If official City business at the event site will require extensive inspection trips, tours, or other unusual but necessary land travel, the Board of Estimates must approve funds for such expenses in advance of the trip.

UPON MOTION duly made and seconded, the Board approved the above-listed travel requests.

**MINUTES**Department of Human Resources - Personnel MattersDepartment of Recreation & Parks

	<u>Hourly Rate</u>	<u>Amount</u>
1. <b>GEORGE GHEE</b>	\$10.00	<b>\$20,800.00</b>

Account: 1001-000000-4803-371400-601009

Mr. Ghee, retiree, will work as a Motor Vehicle Driver. His duties will include, but are not limited to driving City cars and vans to transport agency administrators and staff to and from scheduled meetings and events. Mr. Ghee will also transport agency participants to and from various events and activity centers/facilities, and deliver vehicles to the repair shop for routine maintenance and repairs. The period of the agreement is March 23, 2012 through March 22, 2013.

The Department is also requesting a waiver of AM 212-1, Part, that limits the total amount of hours that a retiree may work, i.e. 1,200 hours per contract year. The Board is requested to approve Mr. Ghee to work a maximum of 2,080 hours.

**A PROTEST WAS RECEIVED FROM MS. KIM TRUEHEART.**Department of General Services

2. <b>MARK BENSON</b>	\$26.74	<b>\$49,014.42</b>
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Account: 2051-000000-1981-194699-601009

Mr. Benson will work as an Energy Project Specialist. His duties will include but are not limited to providing management oversight of various types of specialty energy projects, reviewing and approving shop drawings and change orders, construction schedules, billing and payment applications on specialized energy projects, and managing design consultants and construction contractors. The period of the agreement is effective upon Board approval for one year.

**THE PERSONNEL MATTERS HAVE BEEN APPROVED BY THE EXPENDITURE CONTROL COMMITTEE.**



## Kim A. Trueheart

February 21, 2012

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 neighborhoods surrounding the underfunded Liberty Recreation Center located at 3901 Mains Ave, of which I am a resident member.

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:
  - a. Page 84, Item #18 - Department of Recreation & Parks if approved:
    - i. Is wasteful and abusive of scarce municipal resources;
    - ii. Diminishes already scarce municipal resources, diverting them to pay for a "perk and privilege" for Department administrators which is unjustified, unwarranted, undeserved and unearned.
    - iii. Funds expended for indirect recreation and parks transactions highlight the need for a complete and thorough AUDIT of recreation and parks expenditures. Both the Mayor's Transition Team (2010) and the Mayor's Recreation Task Force (2011) reports recommended a complete and thorough AUDIT of the Department however, to date, none has occurred. I request an immediate AUDIT to ascertain the presence of similar wasteful and abusive expenditures.
    - iv. Will be more costly to the citizens of Baltimore than a taxi cab or other public transportation;
    - v. Rewards and promotes ineffective management practices and behaviors.
3. How the protestant will be harmed by the proposed Board of Estimates' action: As a citizen I am experiencing a significant financial burden with annual tax increases, sewer and water service increases, user fee increases, parking meter rate increases and significantly reduce services as a resident. This already onerous burden will be exacerbated by this wasteful and abusive use of scarce municipal resources which should more appropriately be spent to provide direct services and support to operations and management of recreation centers. These centers have been woefully and intentionally underfunded and are thus incapable of successfully providing opportunity and access to quality recreational services and programs for our most vulnerable residents, children and seniors, myself included.

5519 Belleville Ave  
Baltimore, MD 21207

Department of Recreation & Parks

18. ~~GEORGE GHEE~~ \$10.00 **\$20,800.00**

Account: 1001-000000-4803-371400-601009

Mr. Ghee, retiree, will work as a Motor Vehicle Driver. His duties will include, but are not limited to driving City cars and vans to transport agency administrators and staff to and from scheduled meetings and events. Mr. Ghee will also transport agency participants to and from various events and activity centers/facilities, and deliver vehicles to the repair shop for routine maintenance and repairs. The period of the agreement is March 23, 2012 through March 22, 2013.

The Department is also requesting a waiver of AM 212-1, Part, that limits the total amount of hours that a retiree may work, i.e. 1,200 hours per contract year. The Board is requested to approve Mr. Ghee to work a maximum of 2,080 hours.

**MINUTES****PROPOSAL AND SPECIFICATIONS**

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

Department of Transportation - TR 12303, Resurfacing Highways at Various Locations, Southwest-Sector III

**BIDS TO BE RECV'D: 03/21/2012**

**BIDS TO BE OPENED: 03/21/2012**

President: "If there is no further business, the Board is in recess until twelve o'clock noon for the receiving and opening of bids."

\* \* \* \* \*

**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.

**THERE WERE NO ADDENDA RECEIVED.**

## 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 Transportation - TR 12011, Citywide Slab Repair

Civil Construction, LLC  
Machado Construction  
P. Flanigan & Sons, Inc.  
M. Luis Construction Co., Inc.

Department of Transportation - TR 12012, Citywide Curb Repair

Allied Contractors, Inc.  
Civil Construction, LLC  
Machado Construction  
M. Luis Construction Co.,  
Inc.

Bureau of Purchases - B50002237, Weatherization  
Assistance Program - HVAC

Coldspring Company, Inc.  
BMC Services, LLC  
Fresh Air Co., Inc.  
Hawkeye Construction, LLC

Bureau of Purchases - B500002253, Transportation  
Services for Infants & Toddlers  
Program

Blue Ridge Limousine & Tour  
Service  
Higher Ground Transportation  
Services, Inc.  
KD's Transportation

**MINUTES**Bureau of Purchases

- B50002151, EMS Billing Service  
(Price)

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Advanced Data Processing, Inc.  
d/b/a Intermedix Corp.  
Digitech Computer, Inc.

There being no objections, the Board UPON MOTION duly made and seconded, the Board adjourned until its next regularly scheduled meeting on Wednesday, March 7, 2012.

JOAN M. PRATT  
Secretary