

NOTICES

PROTESTS

ALL PROTESTS MUST BE RECEIVED NO LATER THAN 12:00 NOON ON TUESDAY, PRECEDING THE BOARD OF ESTIMATES' MEETING. IN ORDER FOR A PROTEST TO BE CONSIDERED, THE PROTESTANT MUST BE PRESENT AT THE BOARD OF ESTIMATES' MEETING.

ALL PROTESTS MUST BE IN WRITING AND STATE:

1. whom you represent,
2. what the issues are, and
3. how the protestant will be harmed by the proposed Board of Estimates' action.

Please submit all protests to Board of Estimates, Attn: Clerk, Room 204 City Hall, 100 N. Holliday Street, Baltimore, Maryland 21202.

BOARD OF ESTIMATES' AGENDA - JULY 17, 2013

CITY COUNCIL BILLS:

13-0232 - An Ordinance concerning Harbor Point Development District - Amending Ordinance 10-401 for the purpose of enlarging the boundaries of the development district known as "Harbor Point Development District" by including additional properties; revising Exhibit 1 to include these additional properties; deleting and changing certain parcel references that do not affect the boundaries of the development district; repealing provisions related to state obligations and clarifying certain related provisions; providing for a special effective date; and generally relating to the establishment of the Harbor Point Development District.

13-0233 - An Ordinance concerning Harbor Point Special Taxing District for the purpose of designating a "special taxing district" to be known as the "Harbor Point Special Taxing District;" providing for and determining various matters in connection with the establishment of the special taxing district; creating a special fund for the special taxing district; providing for the levy of a special tax on all taxable real and personal property located in the special taxing district; providing for a special effective date; and generally providing for matters relating to the designation and operation of the special taxing district, the establishment and use of the special fund, authorizing the pledge of the special tax revenues to the payment by or reimbursement to the City for debt service on any special obligation bonds or notes issued by the City in connection with the special taxing district, the replenishment of any reserve fund, and the payment of certain expenses and administrative costs related to the operation of the special taxing district.

AGENDA

BOARD OF ESTIMATES

07/17/2013

CITY COUNCIL BILLS:

13-0234 - An Ordinance concerning Harbor Point Development - Bond Ordinance for the purpose of authorizing the issuance of special obligation bonds; authorizing the pledge by the City, subject to appropriation, of Tax Increment Revenues and Special Tax Revenues (as such terms are defined herein) to the payment of debt service on such special obligation bonds, the replenishment of any reserves, and the payment of certain expenses and administrative costs; providing that such bonds may be issued from time to time and in one or more issues or series in an aggregate principal amount not exceeding \$125,000,000 for the purpose of financing infrastructure improvements and related costs, including, without limitation, the Project (defined herein), and other necessary improvements to, from, or within the development district, and certain other infrastructure improvements permitted by the Acts (defined herein); providing for the method and sources of payment for such special obligation bonds; providing that the City, in each fiscal year in which any such bonds are outstanding, use its best efforts to obtain the appropriation of the Tax Increment Revenues and the Special Tax Revenues in the amounts and at the times specified in a trust agreement or agreements between the City and a bank or trust company appointed as trustee thereunder; authorizing the Board of Finance to specify, prescribe, determine, provide for and approve the details, forms, documents or procedures in connection with such special obligation bonds and any other matters necessary or desirable in connection with the authorization, issuance, sale, and payment of such special obligation bonds; providing for a special effective date; and generally relating to the issuance and payment of such special obligation bonds.

ALL REPORTS RECEIVED WERE FAVORABLE.

AGENDA

BOARD OF ESTIMATES

07/17/2013

Police Department - Grant Awards, Grant Adjustment
Notices and Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of the grant awards, grant adjustment notices and agreement. The period of the award is July 1, 2013 through June 30, 2014, unless otherwise noted.

GRANT AWARDS

1. **GOVERNOR'S OFFICE OF CRIME CONTROL AND PREVENTION/SAFE STREETS/HIGH-RISK YOUTH PREVENTION & ENFORCEMENT** **\$300,284.00**

Account: 5000-598714-2252-690700-600000

This award will fund the Mayor's Office of Criminal Justice's "High-Risk Youth Prevention & Enforcement" Program. The program addresses high incidence of crime in Baltimore City and the surrounding area. The program tracks juvenile offenders by utilizing a security integration model of multi-agency collaboration with state and local law enforcement agencies. The program will include holding high-risk juveniles accountable and incorporate preventative measures such as diversion programs.

2. **GOVERNOR'S OFFICE OF CRIME CONTROL AND PREVENTION/SART ADVOCATE** **\$ 12,413.00**

Account: 4000-473314-2252-688000-607001

This award will fund the Mayor's Office of Criminal Justice's "SART Advocate" program. The award will provide a Victim's Advocate who will provide support for victims of sexual assault. The advocate will be employed by Turnaround, Inc., and will collaborate with the Baltimore Police Department's Sex Offence Unit to improve case investigation protocols.

APPROVED FOR FUNDS BY FINANCE

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

AGENDA

BOARD OF ESTIMATES

07/17/2013

Police Department - cont'd

GRANT ADJUSTMENT NOTICES

3. **GOVERNOR'S OFFICE OF CRIME CONTROL AND PREVENTION/STRATEGIC PROFICIENCY** **\$0.00**

Account: 5000-598813-2041-195500-607001

On June 12, 2013, the Board approved an award for the Strategic Proficiency grant which aims to reduce existing gaps in service and foster collaboration among partner agencies and stakeholders throughout Maryland. The grant partially funds a consultant to develop a multi-year strategic plan to improve crime fighting from an integral perspective. This grant adjustment notice extends the period of the award through December 31, 2013.

4. **GOVERNOR'S OFFICE OF CRIME CONTROL AND PREVENTION/PROTECTIVE ORDER/ENTRY SERVICE** **\$0.00**

Account: 5000-599013-2044-219600-600000

On July 25, 2012, the Board approved an award for the Baltimore's Domestic Violence Protective Order/Entry Service program designed to increase the efficiency and effectiveness of ex parte/protective order data entry service and to reduce the high occurrence of domestic violence in Baltimore City. The grant adjustment notice extends the period of the award through September 30, 2013.

5. **DEPARTMENT OF JUSTICE, OFFICE OF JUSTICE PROGRAMS/PAUL COVERDELL FORENSIC SCIENCES IMPROVEMENT GRANTS PROGRAM/CRIME LABORATORY ENHANCEMENT PROGRAM** **\$0.00**

Account: 4000-470112-2024-212600-600000

On October 5, 2011, the Board approved an award for the Crime Laboratory Enhancement Program. This grant assists in developing and implementing strategies specifically intended to increase efficiency in its crime laboratory.

AGENDA

BOARD OF ESTIMATES

07/17/2013

Police Department - cont'd

The grant adjustment notice extends the award end date from March 31, 2014 to September 30, 2014.

AGREEMENT

6. **STEVEN M. NOTTINGHAM** **\$20,000.00**

Account: 6000-611213-2013-197500-603026

The contractor will provide a three week program that includes 40 hours per week Train the Trainer and implementation of Emergency Action Teams (EAT) training sessions. The Train the Trainer instruction will be for twelve SWAT trainers who will also participate in the training of 48 members. This training is designed for small unit tactics, victim officer rescue techniques, and crisis resolution and response. The Department trainers and select small units will be trained in these techniques. The contractor will provide follow-up training and technical assistance for program implementation as needed. The Department trainers will then be expected to expand this training Department wide. The period of the agreement is effective upon Board approval for three months.

APPROVED FOR FUNDS BY FINANCE

**AUDITS NOTED THE TIME EXTENSION FOR ITEM NOS. 3 THROUGH 5.
AUDITS REVIEWED AND HAD NO OBJECTION ON ITEM NO. 6.**

(The grant award conditions, grant adjustment notices, and agreement have been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

07/17/2013

Health Department - Agreements

The Board is requested to approve and authorize execution of the various agreements. The period of the agreement is July 1, 2013 through June 30, 2014.

RETIRED AND SENIOR VOLUNTEER PROGRAM (RSVP)

- | | | |
|----|--|----------------|
| 1. | FIRST CORINTHIANS BAPTIST CHURCH
OF BALTIMORE, MARYLAND, INC. | \$ 0.00 |
| 2. | UNITY PROPERTIES, INC. | \$ 0.00 |
| 3. | GREENMOUNT SENIOR CENTER, INC. | \$ 0.00 |
| 4. | PIMLICO ROAD YOUTH PROGRAM, INC. | \$ 0.00 |

The above-listed organizations will serve as volunteer stations for the RSVP. The RSVP has been funded since 1982 by the federal government. The Baltimore City Health Department was awarded a grant from the Corporation of National and Community Services to pay administrative staff to arrange volunteer work for persons 55 years of age and over.

VOLUNTEER STATION - SENIOR COMPANION PROGRAM

- | | | |
|-----|--|----------------|
| 5. | FUTURE CARE - IRVINGTON, LLC | \$ 0.00 |
| 6. | LOCHEARN NURSING HOME, LLC | \$ 0.00 |
| 7. | CANTON HARBOR HEALTHCARE CENTER, INC. | \$ 0.00 |
| 8. | FUTURE CARE - CHARLES VILLAGE, LLC | \$ 0.00 |
| 9. | CHARLES STREET HEALTH CARE, LLC | \$ 0.00 |
| 10. | SANDTOWN-WINCHESTER NURSING HOME, LLC | \$ 0.00 |

The above-listed organizations will serve as Volunteer Stations for the Senior Companion Program. Through a grant from the Corporation for National and Community Services, the Department

AGENDA

BOARD OF ESTIMATES

07/17/2013

Health Department - cont'd

sponsors the Senior Companion Program. The grant pays for 100% of the cost of Senior Companions to volunteer to assist special needs clients who want to remain in their homes. While the senior companions are on duty, the grant provides for their life insurance, transportation and other benefits.

INDIVIDUAL CASE MONITOR AGREEMENTS

The Maryland State Department of Health and Mental Hygiene (DHMH) is designated as the single State agency to administer all aspects of the Maryland Medical Assistance Program. The Health Department has an agreement with the DHMH to participate in the program as the case monitoring agency and to contract with Case Monitors who will supervise personal care services to eligible recipients. The maximum number of assigned cases per individual case monitor at anytime is 75, unless a waiver is granted.

The Case Monitors will exercise independent professional judgment and carry professional liability insurance. Each case monitor will be an independent contractor and not an employee of the City. The period of the case monitoring agreement is July 1, 2013 through June 30, 2014.

The Case Monitors will be responsible for establishing a plan of personal care for each eligible recipient assigned to him/her, unless otherwise indicated. The Case Monitors will make home visits at least once every 90 days, maintain clinical records, consult with each client's personal physician and other providers in order to develop a care plan, and perform other related duties.

<u>Case Monitor Name</u>	<u>Rate of Pay</u>	<u>Amount</u>
11. JANICE NICKENS, R.N.	\$55.00 per case	\$49,500.00

Ms. Nickens will render personal care case monitoring services in Montgomery County.

Account: 4000-426214-3110-306801-603018

AGENDA

BOARD OF ESTIMATES

07/17/2013

Health Department - cont'd

<u>Case Monitor Name</u>	<u>Rate of Pay</u>	<u>Amount</u>
12. ALICE A. ROSS, R.N.	\$45.00 per case	\$40,500.00

Ms. Ross will render personal care services case monitoring in Baltimore City.

Account: 4000-426214-3110-306800-603018

13. MILDA PRIMROSE LEWIS, INC.	\$45.00 per case	\$70,200.00
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The organization will render personal care services case monitoring in Baltimore City.

Account: 4000-426214-3110-306800-603018

14. DENISE D. HAMMOND, R.N.	\$55.00 per case	\$49,500.00
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Ms. Hammond will render personal care case monitoring services in Montgomery County.

Account: 4000-426214-3110-306801-603018

15. TRULIFE HEALTH SERVICES, LLC	\$55.00 per case	\$82,500.00
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The organization will render personal care services case monitoring in Montgomery County.

Account: 4000-426214-3110-306801-603018

16. NIOCA OSBOURNE, R.N.	\$45.00 per case	\$40,500.00
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Ms. Osbourne will render personal care case monitoring services in Baltimore City.

Account: 4000-426214-3110-306800-603018

AGENDA

BOARD OF ESTIMATES

07/17/2013

Health Department - cont'd

<u>Case Monitor Name</u>	<u>Rate of Pay</u>	<u>Amount</u>
17. M. HELENE ROEHM, R.N.	\$45.00 per case	\$59,400.00
Ms. Roehm will render personal care case monitoring services in Baltimore City.		
Account: 4000-426214-3110-306800-603018		
18. TIFFANY M. GRAY, R.N.	\$45.00 per case	\$54,000.00
Ms. Gray will render personal care case monitoring services in Baltimore City.		
Account: 4000-426214-3110-306800-603018		
19. ALLA KAPLAN, R.N.	\$45.00 per case	\$81,000.00
Ms. Kaplan will render personal care case monitoring services in Baltimore City.		
Account: 4000-426214-3110-306800-603018		

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED (EXCEPT ITEM NOS. 1 - 10) AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

07/17/2013

Health Department - Agreements

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

1. JOHNS HOPKINS UNIVERSITY (JHU) \$168,905.00

Account: 4000-422113-3030-271400-603051

The JHU will provide medical expertise and clinical services to Tuberculosis (TB) clinic patients. The services will include, but not be limited to examinations, recommendations for therapy, monitoring of adverse reactions in patients seen in the clinic, provision of direction and consultation regarding clinic policies and protocols, especially with regards to TB and HIV co-infection, and support of a part-time radiologist to read chest x-rays. The period of the agreement is January 1, 2013 through December 31, 2013.

The agreement is late because of the delays in receiving an acceptable budget and scope of services.

MWBOO GRANTED A WAIVER.

2. JOHNS HOPKINS UNIVERSITY (JHU) \$ 99,944.00

Account: 4000-422613-3030-271500-603051

The JHU will provide a principle investigator that will oversee the Surveillance Network Project to ensure that local data collection continues to meet nationally defined project goals. The investigator will represent the project on all conference calls with other project sites as they occur, attend STD surveillance network meetings, supervise the activities of the STD surveillance network epidemiologist and ensure that all data collections and reports are provided to the Centers for Disease Control and Prevention. The period of the agreement is September 30, 2012 through September 29, 2013.

The agreement is late because of the delays in receiving an acceptable budget and scope of services.

MWBOO GRANTED A WAIVER.

AGENDA

BOARD OF ESTIMATES

07/17/2013

Health Dept. - cont'd

3. JOHNS HOPKINS UNIVERSITY (JHU) \$ 51,167.00

Account: 4000-422613-3030-271500-603051

The JHU will provide a Research Nurse and a Student Analyst to oversee the Sexually Transmitted Disease (STD) Surveillance Network Project. The Research Nurse will be responsible for traveling to clinics, reviewing charts, and entering the data into a database. The Student Analyst will build the database to capture data collected from charts, provide quality assurance and control of the data, and assist in the analysis of data under the direction of the STD surveillance network co-principal and epidemiologist. The period of the agreement is December 31, 2012 through September 29, 2013.

The agreement is late because of the prolonged negotiations with the provider for an acceptable budget and scope of services.

MWBOO GRANTED A WAIVER.

4. JOHNS HOPKINS UNIVERSITY /(JHU) \$ 26,000.00
BLOOMBERG SCHOOL OF PUBLIC HEALTH

Account: 4000-480113-3001-268400-603051 \$ 16,000.00
6000-619713-3001-599000-406001 \$ 10,000.00

The JHU will provide the services of Dr. Carlos Castillo-Salgado to provide training and technical assistance related to Health Impact Assessments. This is integral to the City's efforts, as manifested through the Cross-Agency Health Taskforce, to understand and consider the health implications of all proposed policies and to increase and improve the information available to the City's policy-makers, decision-makers, and community stakeholders. The period of the agreement is September 1, 2012 through August 31, 2013.

The agreement is late because the agreement was recently received from provider.

AGENDA

BOARD OF ESTIMATES

07/17/2013

Health Dept. - cont'd

5. **JOHNS HOPKINS UNIVERSITY (JHU)** **\$ 47,887.00**

Account: 6000-620812-3100-297100-603051

The JHU will provide a consultant for the Bureau of School Health's Vision Screening Program. The consultant will be responsible for providing services at a minimum of two days per week. The consultant will assist the Bureau of School Health in updating current protocols for screening students in Pre-K to first grade with possible vision problems, so that they may be referred for appropriate diagnosis and treatment. The services will be provided in Baltimore City. The period of the agreement is April 1, 2013 through March 31, 2014.

The agreement is late because budget revisions delayed processing.

6. **JOHNS HOPKINS UNIVERSITY (JHU)** **\$ 0.00**
SCHOOL OF MEDICINE

The JHU has established and conducts residency training programs accredited by the Accreditation Council for Graduate Medical Education.

The Health Department as a participating institution has agreed to support the educational goals and objectives of the residency training program by making its facilities, resources and teaching staff available to program residents. The training of program residents will be determined by the program director and the Commissioner of Health. The JHU as the sponsor will be responsible for employment benefits and the salary of program residents. The period of the agreement is effective upon Board approval through June 30, 2018.

AGENDA

BOARD OF ESTIMATES

07/17/2013

Health Dept. - cont'd

7. **BETSY DIAMANT-COHEN** **\$ 15,000.00**

Account: 6000-622513-3080-293601-603051

Ms. Diamant-Cohen, consultant, will work in collaboration with Enoch Pratt Free Library to train staff from organizations working with families with children 0-3 for the B'More Together, Learn Together Program. The consultant will act as a technical expert on pre-literacy and early learning programs, including the Department's Maternal and Child Health Services. The period of the agreement is July 1, 2013 through December 30, 2013.

8. **GREATER MONDAWMIN COORDINATING COUNCIL, INC. (GMCC)** **\$ 315,000.00**

Account: 4000-430512-3160-308600-603051

This is a renewal agreement with the GMCC. The GMCC will provide services for the Safe Streets Program in the Greater Mondawmin area using the CeaseFire Chicago model and all its components with fidelity. The five components to the model are as follows: Community Mobilization, Public Education, Cooperation with Law Enforcement, Outreach, and Faith-based involvement. The period of the agreement is July 1, 2013 through June 30, 2014.

MWBOO GRANTED A WAIVER.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED (EXCEPT NO. 6) AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

07/17/2013

Health Department - Notification of Grant Award Agreements

ACTION REQUESTED OF B/E:

The Board is requested to approve acceptance of and authorize execution of the notification of grant award (NGA) agreements with the Maryland Department of Aging (MDoA).

1. **FY14 SENIOR HEALTH INSURANCE PROGRAM** **\$86,381.00**

Account: 4000-433414-3023-273300-404001

This award will provide funds to support public education about health insurance plan options to Baltimore City Senior residents and their families. These funds will also supplement the Senior Information & Assistance program. The period of the grant award agreement is April 1, 2013 through March 31, 2014.

The NGA is being presented at this time because the NGA was received on June 18, 2013.

2. **FY14 MARYLAND LIVING WELL PROJECT** **\$15,250.00**

Account: 4000-436213-3255-271200-404001

This award will provide revenue for completed Maryland Living Well Project workshops offered in Baltimore City. The project includes the Chronic Disease Self Management and Diabetes Self Management Programs.

The NGA is being presented at this time because the NGA was recently received from the MDoA.

APPROVED FOR FUNDS BY FINANCE

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

(The notification of grant award agreements have been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

07/17/2013

Health Department - Ratification and Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to ratify services and to approve and authorize an expenditure of funds to pay Saber Corporation. The period of the service was June 1, 2012 through May 31, 2013.

AMOUNT OF MONEY AND SOURCE:

\$18,720.00 - 4000-433513-3024-295900-605003

BACKGROUND/EXPLANATION:

The Office of Aging and Care Services is mandated by the Maryland Department of Aging to use the Agency Information Management (AIM) system for Federal NAPIS reporting. The Saber Corporation monitors the AIM Web Based Client Services Database.

On June 1, 2012, the renewal agreement and invoice were mailed to the Department for processing, however due to an oversight they were not processed. The Department has designated key administrative staff to initiate and monitor the FY14 renewal purchase order to continue this service.

The Department apologizes for the lateness.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

AGENDA

BOARD OF ESTIMATES

07/17/2013

Health Department - Amendments to Agreements

ACTION REQUESTED OF B/E:

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

1. **ASSOCIATED BLACK CHARITIES, INC. (ABC). \$1,000,000.00**

Account: 4000-427713-3023-273303-603051

On May 8, 2013, the Board approved the original agreement with the ABC to serve as the Administrative Fiscal Agent for the Ryan White Part A program for \$6,103,776.00 for the period March 1, 2013 through August 31, 2013. On June 26, 2013, the Board approved the revised Notice of Award for HIV Emergency Relief Project Grants for \$1,000,000.00 and for continuation of Ryan White Part A Services based on emergency need. This amendment will allow the ABC to continue services to HIV individuals.

This amendment is late because the Department was waiting on approval of the revised Notice of Award. It was approved on June 26, 2013 by the Board.

2. **THE JOHNS HOPKINS UNIVERSITY SCHOOL \$ 98,962.00**

Account: 4000-424513-3023-599604-603051

On December 12, 2012 the Board approved the original agreement for Ryan White Part B Primary Ambulatory Care in the amount of \$236,467.00 for the period July 1, 2012 through June 30, 2013. The Department received supplemental funds to increase the agreement by \$98,962.00 for additional ambulatory care services making the total award \$335,429.00.

The amendment to agreement is being presented at this time because the supplemental awards were received by the Department of Health and Mental Hygiene on April 22, 2013.

All other terms and conditions of the original agreements remain unchanged.

AGENDA

BOARD OF ESTIMATES

07/17/2013

Health Department - cont'd

MWBOO GRANTED A WAIVER.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

07/17/2013

Mayor's Office of Human Services (MOHS) - Grant Agreements

The Board is requested to approve and authorize execution of the listed grant agreements.

<u>Grantee</u>	<u>Amount</u>
1. AIDS INTERFAITH RESIDENTIAL SERVICES, INC.	\$416,976.00

Account: 4000-490914-3573-333643-603051

The organization will provide housing assistance and supportive services to individuals or to families who have a family member with AIDS. The organization operates a free, safe shuttle for homeless individuals in Baltimore City, linking the homeless to shelters and service providers. The period of the agreement is July 1, 2013 through June 30, 2014.

MWBOO GRANTED A WAIVER.

2. ST. VINCENT DE PAUL OF BALTIMORE, INC.	\$334,562.00
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Accounts: 5000-529114-3572-333729-603053	\$ 52,500.00
5000-525614-3572-333729-603051	\$282,062.00

The organization will provide one of the following services or support: temporary shelter, meals, counseling and/or information and referrals to the homeless of the City of Baltimore. Services will be provided to 250 clients. The period of the agreement is July 1, 2013 through June 30, 2014.

MWBOO GRANTED A WAIVER.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

07/17/2013

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:

AB Construction, Inc.	\$ 8,000,000.00
A/C Power, Inc.	\$ 1,500,000.00
Commercial Cabling & Sound, Inc.	\$ 1,500,000.00
Commercial Camera & Security, Inc.	\$ 297,000.00
Commercial Interiors, Inc.	\$ 8,000,000.00
Harkins Builders, Inc.	\$164,259,000.00
Kimball Construction Co., Inc.	\$ 8,000,000.00
Potts & Callahan, Inc.	\$138,987,000.00
S.J. Louis Construction, Inc.	\$ 48,606,000.00
Tech Contracting Co., Inc.	\$ 8,000,000.00
Utility Partners of America, LLC	\$ 8,019,000.00

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:

Infrastructure Technologies, LLC	Engineer
McKim & Creed, Inc.	Engineer
McKissack & McKissack	Architect Engineer
Transviron, Inc.	Engineer Land Survey

AGENDA

BOARD OF ESTIMATES

07/17/2013

Mayor's Office of Policy & Communication - Governmental/Charitable Solicitation Application

ACTION REQUESTED OF B/E:

The Board is requested to endorse a governmental/charitable solicitation application for submission to the Board of Ethics of Baltimore City for donations to a year-long, Grow Baltimore campaign. The period of the campaign will be effective upon Board approval through July 15, 2014.

AMOUNT OF MONEY AND SOURCE:

No general funds are involved in this transaction.

BACKGROUND/EXPLANATION:

The Mayor's Office of Policy and Communication will conduct outreach to segmented audiences to raise awareness, inform, educate, and activate audiences to the City's overall goal of Growing Baltimore and the six initiatives it has implemented to achieve that goal. The outreach will be branded as the "Grow Baltimore" Outreach Campaign. The campaign will target constituency groups with community-invested special events and programs.

The community-invested programs which are targeting segmented audiences (African Americans, Hispanics, Asian Americans/Pacific Islanders, young adults, and business owners) will incorporate solicitation for programs such as:

1. Summits, based on segmented target audiences,
2. Office of the Mayor Mentorship Program,
3. Back to School Rally, and
4. Baltimore City School Attendance Competition Program.

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

TRANSFERS OF FUNDS

* * * * *

The Board is requested to approve
the Transfers of Funds

listed on the following pages:

22 - 24

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

AGENDA

BOARD OF ESTIMATES

07/17/2013

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Baltimore Development Corporation</u>		
1. \$ 52.99 20 th EDF	9910-994001-9600 Constr. Res. Unallocated Reserve	9910-902879-9601 Coml. Revit.
4,243.00 21 st EDF	9910-902483-9600 Constr. Res. S. Balto. Ind. & Coml. Dev.	9910-903483-9601 S. Balto. Ind. & Coml. Dev.
13,314.00 22 nd EDF	9910-904115-9600 Constr. Res. West Side Down- town	9910-906835-9603 Westside Project Initiative
3,500.00 22 nd EDF	9910-905575-9600 Constr. Res. E. Balto. Ind. & Coml. Dev.	9910-906575-9601 E. Balto. Ind. & Coml. Dev.
8,320.00 <u>23rd EDF</u>	9910-906993-9600 Constr. Res. Inner Harbor Area	9910-909460-9601 Inner Harbor
\$ 29,429.99		

This transfer will provide funds to reimburse Baltimore Development Corporation for eligible capital expenses for the month ending May 31, 2013.

AGENDA

BOARD OF ESTIMATES

07/17/2013

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Recreation and Parks</u>		
2. \$ 10,000.00	9938-901744-9475	9938-904744-9474
Rec. & Parks	Clifton Park	Clifton Park
25 th Series	Recreation Center	Recreation Center
	Reserve	Active

This transfer will provide funds to cover the costs associated with design services under On-call Contract No. 1164, Task No. 11 to GWWO, Inc.

3. \$ 18,000.00	9938-905776-9475	
State	Recreation Facility	
6,000.00	Expansion FY12	
Rec. & Parks	Reserve	
<u>26th Series</u>	" "	
 \$ 24,000.00	-----	9938-906776-9474
		Recreation Facility
		Expansion FY12
		Active

This transfer will provide funds to cover the costs associated with design services under On-call Contract No. 1164, Task No. 10 to GWWO, Inc., and to reconcile the account's deficit.

Department of Planning

4. \$150,000.00	9905-914013-9186	9905-922013-9188
General Funds	Capital Improve-	Capital Improvement
	ment Program-	Program- Active
	Reserves	

This transfer will provide funds for the Department of Planning staff to prepare, analyze, and recommend a six year Capital Improvement Program (CIP) to guide the City in making necessary physical improvements. Positions will oversee the coordination of the CIP, administration of the Ecipi system, training, capital transfers and research along with other assigned duties.

AGENDA

BOARD OF ESTIMATES

07/17/2013

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Housing and Community Development</u>		
5. \$2,802,785.10	9994-926989-9587 Loan Repayment Reserve A/C	
875,120.00 39 th CDBG	-----	9994-920080-9593 Public Housing 108
<u>1,927,665.10</u> \$2,802,785.10	-----	9994-921410-9593 East Baltimore Development Initiative 108

This transfer will provide appropriation authority for repayment on HUD Section 108 loans for fiscal year 2014.

6. \$1,179,420.47	9991-945002-9587	9997-915901-9593
22 nd CDBG	Unallocated Reserve	HABC Public Housing
265,251.41	" "	9998-916901-9593
<u>23rd CDBG</u> \$1,444,671.88		HABC Public Housing

This transfer will provide funding for an agreement between the DHCD and the Housing Authority of Baltimore City in the amount of \$1,444,671.88 to assist with the rehabilitation of four long-term vacant scattered site row homes and replacement of roofs at the Somerset Extension and Monument East Developments.

AGENDA

BOARD OF ESTIMATES

07/17/2013

Department Communication Services/ - Expenditure Authorization
Municipal Post Office

ACTION REQUESTED OF B/E:

The Board is requested to approve an expenditure of funds to pay Corporate Mailing Services, Inc. (CMS) by expenditure authorization.

AMOUNT OF MONEY AND SOURCE:

\$5,949.66 - 2032-000000-1360-159115-605001

BACKGROUND/EXPLANATION:

The CMS provided assistance to the Municipal Post Office in the mailing of the Real Property Tax Bills for 2013-14, when the Municipal Post Office experienced equipment problems and a power outage during the mailing process.

APPROVED FOR FUNDS BY FINANCE

AGENDA

BOARD OF ESTIMATES

07/17/2013

Department of General Services - Developer's Agreement No. 959-C

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of developer's agreement no. 959-C with FRP Hollander, LLC, developer.

AMOUNT OF MONEY AND SOURCE:

\$137,760.00

BACKGROUND/EXPLANATION:

The developer would like to install various utilities and road-work to their proposed construction located in the vicinity of 7200 Pulaski Highway and 62nd Street. This developer's agreement will allow the organization to do its own installation, in accordance with Baltimore City standards.

A Letter of Credit in the amount of \$137,760.00 has been issued to FRP Hollander, LLC, which assumes 100% of the financial responsibility.

MBE/WBE PARTICIPATION:

N/A

(The developer's agreement no. 959-C has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

07/17/2013

Department of General Services - Minor Privilege Permit Application

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

	<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
1.	415 W. Franklin Street	Shell Realty, Inc.	Four double face non-illuminated bracket signs 2' x 2', one single face electric sign 42'6" x 3.25'
	Annual charge: \$1,338.52		
2.	11 S. Highland Avenue	Empire Property Management Inc.	Handicap ramp 15' x 4.5'
	Annual charge: \$ 70.30		
3.	1901 E. Federal Street and	St. Paul Community Baptist Church, Inc.	Two single face electric signs 15.57 sq. ft. 7.5 sq. ft.
	Annual charge: \$ 140.60		

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

AGENDA

BOARD OF ESTIMATES

07/17/2013

Department of General Services (DGS) - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an agreement with the Creative City Public Charter School Foundation, Inc. (Foundation). The period of the agreement is effective upon Board approval through August 31, 2013.

AMOUNT OF MONEY AND SOURCE:

\$47,250.00 - 9916-913900-9197-910006-703032

BACKGROUND/EXPLANATION:

The DGS has been provided funds from the Energy Efficiency and Conservation Block Grant for facility upgrades and retrofits that will significantly improve energy efficiency in facilities operated by Baltimore City non-profit organizations. The Foundation will use the funds for window replacement retrofits to the school to provide energy savings.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

Department of Planning - Amendment to Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an amendment to the grant agreement with the U.S. Department of Commerce, Economic Development Administration (EDA). The amendment extends the period of the grant agreement through December 31, 2013.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On July 13, 2011, the Board approved a grant agreement in which the EDA provided the City with \$60,000.00 to support the upgrade and revision of the existing 2008 Comprehensive Economic Development Strategy (CEDS). Under the terms of this amendment, a new CEDS will be drafted to address emerging opportunities and to target key areas in the City where existing businesses can be strengthened. The initial grant agreement expires on July 20, 2013. This no-cost amendment extends the term of the agreement and authorizes a budget reallocation.

AUDITS NOTED THE TIME EXTENSION.

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

Fire Department - Amendment to Fire Fighters Grant

ACTION REQUESTED OF B/E:

The Board is requested to approve a time extension to the Assistance to Fire Fighters Grant - Fire Prevention and Safety Grant. The amendment extends the grant period through December 31, 2013.

AMOUNT OF MONEY AND SOURCE:

\$0.00

BACKGROUND/EXPLANATION:

On September 12, 2012, the Board approved the original grant from the Federal Emergency Management Agency. The original grant period was July 20, 2012 through July 19, 2013. This amendment will extend the grant through December 31, 2013.

AUDITS NOTED THE TIME EXTENSION.

AGENDA

BOARD OF ESTIMATES

07/17/2013

Mayor's Office of Employment - Modification No. 1
Development (MOED) to Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a modification no. 1 to grant agreement with the State of Maryland, Department of Labor, Licensing and Regulation (DLLR). The modification will extend the agreement through December 31, 2013.

AMOUNT OF MONEY AND SOURCE:

No additional funds are required.

BACKGROUND/EXPLANATION:

On February 27, 2013, the Board approved a grant agreement with the DLLR for the purpose of providing professional services to laid-off workers from RG Steel.

This modification will extend the grant period through December 31, 2013. The total amount of the grant is \$350,191.00. All other terms and conditions of the grant agreement will remain unchanged.

MOED did not receive its approved copy of the extension request until June 20, 2013 therefore, it was submitted late.

APPROVED FOR FUNDS BY FINANCE

AUDITS NOTED THE TIME EXTENSION.

(The modification no. 1 to grant agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

07/17/2013

Mayor's Office of Employment - Transfer of LIFE-TO
Development (MOED) -DATE Sick Leave

The Board is requested to approve the transfer of LIFE-TO-DATE sick leave days from the following City employees to the designated employee, Dennis Williams:

<u>NAMES</u>	<u>DAYS</u>
Donnice E. Brown	5
Lisa Christian	2
Lisa Cullings	1
Diautonia Saunders	5
Patricia A. Williams	5
Ernest F. Dorsey	2
Cheryl Horton	5
Patricia Thomas	<u>5</u>
	30

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

APPROVED FOR FUNDS BY FINANCE

THE LABOR COMMISSIONER RECOMMENDED APPROVAL.

AGENDA

BOARD OF ESTIMATES

07/17/2013

Department of Finance - FY 2014 Renewal for - Insurance Coverage
for School Bus Automobile Liability

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize the renewal of the School Bus Automobile Liability Insurance Policy through the incumbent carrier, Scottsdale Insurance. The policy will renew on July 1, 2013.

AMOUNT OF MONEY AND SOURCE:

\$353,718.00 - 2043-000000-1450-162900-603014

BACKGROUND/EXPLANATION:

The commercial market for School Bus Automobile Liability remains very limited. There are a total of 258 buses being covered under this policy. Due to increased claims activity, the renewal rate is \$1,371.00 per bus, which represents a 50% rate increase. In addition to the number of buses covered, two claims in particular; valued in excess of \$1,000,000.00 each, is the reason for the large increase in rate. One of the claims involved the death of a child.

The policy is being purchased on behalf of the Baltimore City Public School System for its school bus contractors. The City will be reimbursed for the premium in accordance with the July 1, 2006 Memorandum of Understanding concerning Self Insurance between the Mayor and City Council of Baltimore and the Baltimore City Public School System.

The renewal request is late because the Office of Risk Management was still negotiating renewal terms and did not receive a final quote until June 28, 2013.

APPROVED FOR FUNDS BY FINANCE

AGENDA

BOARD OF ESTIMATES

07/17/2013

Department of Public Works/ - Agreement
Bureau of Water and Wastewater (DPW)

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an agreement with the Waterfront Partnership of Baltimore, Inc. The period of the agreement is effective upon Board approval for one year, with two 1-year renewal options.

AMOUNT OF MONEY AND SOURCE:

\$19,870.24 - 2070-000000-5501-397210-603016

BACKGROUND/EXPLANATION:

Under the terms of this agreement, the Waterfront Partnership of Baltimore, Inc. will provide ongoing cleaning and greening services to the DPW Eastern Avenue Pumping Station property, located at 751 E. Eastern Avenue, just east of the Inner Harbor. This will create a more attractive, safer, and enjoyable waterfront area for local residents and visitors.

APPROVED FOR FUNDS BY FINANCE

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

AGENDA

BOARD OF ESTIMATES

07/17/2013

Department of Transportation - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of task no. 008, to Johnson, Mirmiran & Thompson, Inc., under Project 1138J, Prettyboy Dam Gatehouse Repairs. The duration of the task is 73 weeks.

AMOUNT OF MONEY AND SOURCE:

\$ 68,530.30 - Water Revenue Bonds
52,377.07 - Baltimore County
\$120,907.37 - 9960-910301-9557-900020-703032

BACKGROUND/EXPLANATION:

The consultant will provide engineering services for the design, development, and bid ready phase for the repair and improvement of facilities at Prettyboy Dam Gatehouse. The consultant will complete the design plan and specifications for the improvements of the sluice gates, actuators, and cone valves.

MWBOO FOUND THE VENDOR IN COMPLIANCE.

APPROVED FOR FUNDS BY FINANCE

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

AGENDA

BOARD OF ESTIMATES

07/17/2013

Bureau of Water and- Amendment No. 3 to Agreement
Wastewater (BW&WW)

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of amendment no. 3 to the agreement with Hatch Mott MacDonald (HMM), for WC 1120, Guilford Pumping Station Rehabilitation Design. The amendment no. 3 extends the agreement through March 3, 2015.

AMOUNT OF MONEY AND SOURCE:

\$205,075.37 - Baltimore City Water Revenue Bonds
326,480.63 - Baltimore County
\$531,556.00 - 9960-901917-9557-900020-702064

BACKGROUND/EXPLANATION:

On November 3, 2010, the Board approved the initial agreement with the HMM to design Guilford Pumping Station Rehabilitation for a period of 18 months. The BW&WW has directed the HMM to evaluate the feasibility of reducing the buildings footprint by relocating the standby generator from the new out-building to the north side of the site. As a result, backup power would be provided by a second feed and reduce system redundancy not contemplated in the original agreement project specification and design. This represents a certain level of compromise to system redundancy that was not contemplated in the original project specification and design.

The Generator and Hypochloriate Building was disapproved by the Board of the Commission for Historical and Architectural Preservation (CHAP) on December 13, 2013, even though CHAP recommended this project to the Board. The CHAP Board requested revisions to the design and that it be resubmitted when the changes were done. Therefore, the Bureau is requesting the time extension of the existing agreement for 12 months and approval of Change Order No. 1 to make necessary design changes. The consultant was originally approved by the Office of Boards and Commissions and the Architectural and the Engineering Awards Commission.

AGENDA

BOARD OF ESTIMATES

07/17/2013

BW&WW - cont'd

MBE/WBE PARTICIPATION:

The consultant will continue to comply with all terms and conditions of the MBE/WBE programs in accordance with Baltimore City Code Article 5, Subtitle 28.

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

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

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$368,518.80	9960-902917-9558	
County Appro-	Constr. Reserve	
priations	Water Pumping	
	Station Improv.	
231,481.20	" "	
Water Revenue		
Bonds		
<u>\$600,000.00</u>		
\$531,556.00	-----	9960-901917-9557-
		900020-3
		Engineering
68,444.00	-----	9960-901917-9557-
<u>\$600,000.00</u>		900020-9
		Administration

This transfer will provide funds to cover the costs associated with WC 1120, Amendment No. 3, Design of Guilford Pumping Station Rehabilitation.

(In accordance with Charter requirements, a report has been requested from the Planning Commission, the Director of Finance having reported favorably thereon.)

AGENDA

BOARD OF ESTIMATES

07/17/2013

Department of Housing and - Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an agreement with Wyman Park Center Council, Inc. The period of the agreement is July 1, 2013 through June 30, 2014.

AMOUNT OF MONEY AND SOURCE:

\$19,590.00 - 2089-208914-5930-426030-603051

BACKGROUND/EXPLANATION:

The organization will operate the Wyman Park Tutorial Program to serve as a support system for students who are potential dropouts, discouraged with schoolwork, and who require remedial educational assistance to maintain grade level standards. The funds will be used to subsidize the organization's operating costs.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

07/17/2013

Department of Housing and - HOME Loan
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve a HOME Investment Partnerships Program loan in an amount not to exceed \$1,680,000.00 (HOME loan) to Orchard Ridge Rental IV, LLC.

The Board is further requested to authorize the Commissioner of the Department of Housing and Community Development to execute any and all documents to effectuate this transaction subject to review and approval for form and legal sufficiency by the Department of Law.

AMOUNT OF MONEY AND SOURCE:

<u>Sources</u>	<u>Uses</u>
\$ 4,325,000.00 - CDA Bond Loan	\$ 9,631,368.00 - Constr.
2,000,000.00 - MD DHCD Rental Housing Works	Costs (includes contingency)
1,680,000.00 - The HOME Loan	1,043,907.00 - Design-Related Fees
624,319.00 - The PRHP Loan	1,256,192.00 - Financing Costs
5,060,440.00 - Tax Credit Equity	1,634,415.00 - Developer Fee
<u>408,604.00</u> - Borrower's Equity	<u>532,481.00</u> - Guarantees and Reserves
\$14,098,363.00	\$14,098,363.00

Account: 9910-904275-9610

BACKGROUND/EXPLANATION:

The Housing Authority of Baltimore City (HABC) owns a 60-acre site located between Sinclair Lane and Erdman Avenue, where the former Freedom Village Apartments and Claremont Homes used to be

AGENDA

BOARD OF ESTIMATES

07/17/2013

DHCD - cont'd

located, and is proceeding with a master-planned community known as Orchard Ridge. Orchard Ridge is being built with an approximately 464 newly constructed mixed-income rental and for-sale housing units and a community center. Orchard Ridge is expected to be constructed in six phases. The HABC has invested funds for the demolition of the existing buildings and City funds have been invested for infrastructure design and construction. After a Request for Qualifications process that began in 2004, the contract for the real estate redevelopment was awarded to the Developer on May 10, 2005. Construction has been completed for all of the prior phases: 1) Rental Phase I, 2) Rental Phase II, 3) Rental Phase III, and 4) Homeownership Phase I. Habitat for Humanity of the Chesapeake is also undertaking a second homeownership phase on the Orchard Ridge site.

This request is for the fifth phase of development, Rental Phase IV, which will provide 64 new rental units (the Project), all of which will be required to be made available for families with incomes at or below 60% of the Area Median Income (HOME restricted units). The sources of financing and income restrictions required by each source are further described under Lenders, *infra*).

The Orchard Ridge Rental Phase IV Project will be located at 4300 Maple Shade Drive, 4400-4412 and 4401-4413 Grape Vine Way, 4205, 5300-4310, and 4301-4319 Saint Clair Court, 4204 Maple Shade Drive, and 4333-4351 Orchard Ridge Boulevard.

The project is structured as follows: the HABC will enter into a ground lease with Orchard Ridge Rental IV, LLC (Borrower) for the lease of the land and will retain a long-term ownership interest in the project by creating a wholly-owned subsidiary to act as a non-managing member of the Borrower. The Borrower will enter into a development agreement with Pennrose Properties, LLC to develop the project. The HABC will also provide project-based Section 8 vouchers through a renewable housing assistance payment contract for 20 units, six of which will be maintained

AGENDA

BOARD OF ESTIMATES

07/17/2013

DHCD - cont'd

as long term affordable (LTA) as defined under the Bailey Consent Decree. The City and the HABC will require that 14 one-bedroom units of the 20 units supported by project-based vouchers to be reserved for exclusive use for at least six years for Non-Elderly Persons with Disabilities (NED), in accordance with and meeting the requirements of the Bailey Consent Decree. A NED refers to a family whose sole member, head of household, or head of household's spouse is a person with a disability who is under age 62, who is eligible for a one-bedroom public housing unit or for a two-bedroom public housing unit because a second bedroom is needed for disability-related reasons, and who is on the HABC waiting list for public or Section 8 subsidized housing.

The HOME loan will be used solely to finance a portion of the hard construction costs of the Project.

An appraisal was prepared on March 14, 2013, by Karen H. Belinko Appraisals, LLC. The future prospective investment value, "As Proposed" and at "Income-Restricted Rents Assuming Stabilized Occupancy," was determined to be \$12,000,000. The appraised value is below the total cost of the project. This is common in transactions involving LIHTC and affordable housing. The LIHTC provides equity, which achieves its return through a Federal tax credit rather than through the value of the property. Without the value of the LIHTC financing, projects with restricted rents could not be financed. Since the reduced rents decrease the appraised value, the combined debt is well under the appraised value, leaving only the equity exposed, which is, as noted above, relying on tax incentives rather than the property. The DHCD is comfortable recommending the HOME loan under these circumstances.

DHCD - cont'd

Participating Parties:

A. Developer

Pennrose Properties, LLC acting as developer, will guarantee construction completion. Pennrose GP, LLC will act as the managing member of the Borrower.

B. General Contractor/Architect

Harkins Builders, Inc./C.L. McCoy Framing Joint Venture will act as the general contractor. Wallace, Roberts & Todd, LLC will provide architectural services.

C. Participating Lenders:

The primary source of funding will be a loan of the proceeds of the sale of tax-exempt bonds (Bonds) by the Community Development Administration (CDA), a unit of the Division of Development Finance of the Maryland Department of Housing and Community Development (MD DHCD) as described below.

The terms and conditions of these funding sources are based on preliminary loan commitments and negotiations. Due to timing constraints imposed by the bond transaction, the bond pricing will be fixed subsequent to Board approval. For example, the bond loan interest rate may change, which could increase the proposed loan amounts. All terms described herein are based on the best information at this stage in financing negotiations. As such, it is requested that the Board grant delegated authority to authorize the Commissioner of the Department of Housing and Community Development to approve any loan amount variations associated with the mortgage financing.

CDA/Capital One, N.A. ("Capital One") - 1st Lien Position

The CDA expects to issue Bonds in an amount not to exceed \$7,300,000.00 and loan the proceeds to the Borrower (CDA loan). A portion of the CDA loan in the amount of approximately \$4,325,000.00 will be secured by a first lien on the Borrower's leasehold estate (CDA permanent loan). The remaining portion of the CDA loan in an approximate amount of \$2,975,000.00 will be credit enhanced through a letter of credit from Capitol One and is scheduled to be repaid from installments of tax credit equity with all payments made in full after the completion of

DHCD - cont'd

construction. The CDA permanent loan will be credit-enhanced through FHA's risk-sharing program. The interest rate for the CDA loan (and therefore the CDA permanent loan) will be locked upon sale of the Bonds and is expected to be approximately 5.00% but will not exceed 6.0%. The CDA permanent loan will commence amortization on a 40-year schedule no later than 18 months after conversion to the permanent phase.

MD DHCD Rental Housing Works Program (RHW) - 2nd Lien Position

MD DHCD will make a loan from its RHW program in an amount up to \$2,000,000.00 (RHW loan) to fund permitted development costs. No interest will be charged on the RHW loan during the construction period of no greater than 18 months, which will include up to three months for cost certification. The RHW loan will have a permanent loan term of 40 years following completion of construction during which time interest will be charged at a rate of 2% per annum and payments from 50% of available surplus cash will amortize the RHW loan on an even schedule.

Baltimore City HOME Program - 3rd Lien Position

The construction loan period will be coterminous with the superior mortgages, the permanent loan period will be 40 years from the date of construction completion (HOME maturity date). The interest rate during the construction loan period and the permanent loan period will be set at 0.0%. No payments on the HOME loan will be required during construction, but following completion of construction, annual payments of principal and interest will be due from the Borrower in an amount necessary to fully amortize the principal sum through the term of the HOME loan (HOME payments). However, any HOME payments made by the Borrower will be paid from 25% of the surplus cash generated by the project, and to the extent such surplus cash is not available, the HOME payment due and owing will be deferred. The outstanding principal balance and any deferred and accrued interest is due and payable on the HOME maturity date. The HOME loan will be long-term, subordinate, non-recourse debt.

DHCD - cont'd

MD DHCD Partnership Rental Housing Program ("PRHP") - 4th Lien Position.

The PRHP loan will have a construction period not to exceed 18 months, such term to include up to three months for cost certification. The PRHP loan will mature 40 years after the end of the construction period (Maturity date). Except as provided in the documents evidencing the PRHP loan (PRHP loan documents), all payments of principal and interest will be deferred so long as: (i) the project is owned and operated by the Borrower as a PRHP project, (ii) there is no event of default, (iii) there is no refinancing, sale, transfer or conveyance to an entity, or (iv) there is no encumbrance of all or any portion of the project without the prior written consent of the MD DHCD (each, an Event of Repayment). Should an event of repayment occur, the Borrower will repay to the MD DHCD, the entire principal of the loan plus interest accrued at the rate the State pays on the General Obligation Bonds that fund the PRHP loan (but in any event no greater than 9%) plus certain costs, all as set forth in the PRHP loan documents. Should no event of repayment occur, the Borrower will agree to pay at the maturity date, and the MD DHCD will conditionally assign to the City, all pursuant to the PRHP loan documents, the principal amount of the PRHP loan, together with interest accruing at a rate of 0.25%. The City will agree to restrict the use of funds received from the Borrower, pursuant to the PRHP loan documents, to rental housing projects consistent with the statute and regulations enabling the PRHP program. The PRHP loan requires that all units be occupied by households with incomes at or below 50% of the State Area Median Income.

MBE/WBE PARTICIPATION:

Article 5, Subtitle 28 of the Baltimore City Code for Minority and Women's Business Opportunity is fully applicable and no request for a waiver has been made.

AGENDA

BOARD OF ESTIMATES

07/17/2013

DHCD - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Housing and Community Development</u>		
\$1,680,000.00	9910-921012-9609	9910-904275-9610
Federal HOME	HOME FY2012	Orchard Ridge
FY 2012	Reserve	Rental Phase IV

This transfer will provide Federal HOME funds to Orchard Rental IV, LLC for the construction of 64 residential units of rental housing.

(In accordance with Charter requirements, a report has been requested from the Planning Commission, the Director of Finance having reported favorably thereon.)

AGENDA

BOARD OF ESTIMATES

07/17/2013

Department of Housing and - Local Government Resolutions
Community Development

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

The following organizations are applying to the State of Maryland's Department of Housing and Community Development (MD-DHCD) for Community Investment Tax Credit (CITC) funds. A local government resolution of support is required by the State for all applications to this program for funding.

<u>Organization</u>	<u>Amount</u>
1. MARANATHA APOSTOLIC TEMPLE	\$15,000.00 (CITC)

The mission of the Maranatha Apostolic Temple, located at 701 East 25th Street, is to provide spiritual support, life building skills, resources, and a healthy environment for individuals to learn and grow as people and professionals.

These tax credits will support the Maranatha Apostolic Temple and its Youth Entrepreneur and Vocational Training Program that seeks to increase the organization's ability to provide educational material, staff, vocational training and entrepreneur workshops to prepare youth for highly sought after careers and services.

2. CHILDREN'S SCHOLARSHIP FUND BALTIMORE	\$40,000.00 (CITC)
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The mission of the Children's Scholarship Fund Baltimore, since 1999, is to help low-income Baltimore parents take charge of their children's education by providing scholarships to send their children to a kindergarten through eighth grade school of their choice. Children's Scholarship Fund Baltimore is part of a national organization with twenty-nine partner organizations.

Since 1998, the Children's Scholarship Fund of Baltimore has provided assistance to more than 1,000 students. All

AGENDA

BOARD OF ESTIMATES

07/17/2013

DHCD - cont'd

Organization

Amount

scholarship recipients are eligible for partial tuition assistance based on family income. All recipient families must contribute a minimum of \$500.00 per year towards their child's education. All students are selected at random from a waiting list.

3. **COMMUNITY CONFERENCING CENTER** **\$30,000.00**
(CITC)

The Community Conferencing Center, located at 1500 Union Avenue, proposes to conduct a community-based crime and conflict resolution initiative in Baltimore City designed to prevent and reduce female youth crime. The organization provides ways for people to safely, collectively, and effectively prevent and resolve conflicts and crimes.

4. **MARYLAND FOOD BANK, INC.** **\$40,000.00**
(CITC)

Maryland Food Bank, Inc., located at 2200 Halethorpe Farms Road, proposes to alleviate hunger and food insecurity across the City. The organization will provide millions of pounds of low-to-no-cost food to a network of partner organizations serving City residents who live below the poverty line.

The project, Youth Hunger Program, helps the Maryland Food Bank, Inc. combat childhood hunger in Baltimore by encouraging parental volunteerism in a School Pantry Program, feeding children after school and during the summer through an At Risk Supper Program, and a Summer Food Service Program.

AGENDA

BOARD OF ESTIMATES

07/17/2013

DHCD - cont'd

5. **HABITAT FOR HUMANITY OF THE CHESAPEAKE** **\$50,000.00**
(CITC)

The mission of Habitat for Humanity of the Chesapeake is to create affordable homeownership opportunities for families in need in reemerging neighborhoods by either rehabilitating abandoned housing stock or building new homes while also creating self-sustaining homeowner communities, and providing no-interest mortgage loans.

The tax credits will allow the organization to continue to build capacity for homeowner education programs and ReStores, a social enterprise that supports construction.

6. **MARYLAND VOLUNTEER LAWYERS SERVICE** **\$50,000.00**
(CITC)

The mission of the Maryland Volunteer Lawyers Service is to provide free quality civil legal assistance to Marylanders with limited incomes. The core pro bono program matches one skilled volunteer lawyer to one client in need of legal assistance.

The volunteers provide representation on a wide variety of issues including bankruptcy, landlord-tenant, denial of public benefits, foreclosure, wills, consumer rights, divorce, custody, name and deed changes, tax disputes, school discipline cases, and more to low-income individuals and families.

EXTRA WORK ORDERS AND TRANSFER OF FUNDS

* * * * *

The Board is requested to approve

all of the

Extra Work Orders

as listed on the following pages:

50 - 51

The EWOs have been reviewed and approved

by the Department of

Audits, CORC, and MWBOO

unless otherwise indicated.

In connection with the Transfer of Funds,
pursuant to Charter provisions, a report has

been requested from the Planning

Commission, the Director of Finance

having reported favorably thereon.

AGENDA

BOARD OF ESTIMATES

07/17/2013

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>
<u>Bureau of Water and Wastewater</u>				
1. EWO #027, \$155,939.43 - WC 1164, Towson Finished Water Reservoir Cover and Miscellaneous Repairs				
\$18,393,000.00	\$ 238,986.45	Whiting-Turner Contracting Co., Inc.	0	75
2. EWO #045, \$ 35,590.00 - WC 1164, Towson Finished Water Reservoir Cover and Miscellaneous Repairs				
\$18,393,000.00	\$ 634,092.05	Whiting-Turner Contracting Co., Inc.	-	-
3. EWO #001, \$ 0.00 - SC 851, Painting Rehab of Elevated Water Tank & COX Tanks at Patapsco Wastewater Treatment Plant				
\$ 1,026,000.00	-	Whiting-Turner Contracting Co., Inc.	120	80
4. EWO #012, \$114,061.17 - SC 867, Rehabilitation/Replacement of Southwest Diversion Pressure Sewer-Phase II				
\$ 6,674,000.00	\$ 777,478.63	Spiniello Companies	0	100
5. EWO #019, \$198,539.05 - SC 8526, Sludge Digester Facilities at the Back River Wastewater Treatment Plant				
\$38,667,000.00	\$ 27,516.17	Ulliman Schutte Construction, LLC	0	23.40
<u>Department of Transportation</u>				
6. EWO #004, (\$ 10.88) - TR 10301, North Charles Street Reconstruction from 25 th Street to University Parkway				
\$23,255,202.10	\$ 18,797.00	Concrete General, Inc.	-	-

AGENDA

BOARD OF ESTIMATES

07/17/2013

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

7. EWO #008, \$ 38,496.95 - Project No. 1007, Dundalk Avenue Streetscape

\$ 518,077.84	\$ 453,973.85	Jacobs Engineering Group, Inc.	-	-
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8. EWO #002, \$ 8,359.27 - TR 10313, Greater Edmondson: Village Street Lighting Improvements

\$ 722,713.60	\$ 0.00	Civil Construction, LLC	-	-
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TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
9. \$125,000.00 FED	9950-944002-9507 Construction Reserve Reserve for Closeout	9950-905784-9514-2 Edmondson Village Street Lighting

This transfer will cover the deficit in the account to close out the project TR 10313, Greater Edmondson: Village Street Lighting Improvement awarded to Civil Construction, LLC.

AGENDA

BOARD OF ESTIMATES

07/17/2013

Space Utilization Committee - Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a lease agreement with The Parking Authority of Baltimore City (PABC), tenant, for the rental of approximately 3,944 square feet of space located at 510 Fallsway. The period of the lease agreement is July 1, 2013 through June 30, 2016, with an option to renew for an additional two years.

AMOUNT OF MONEY AND SOURCE:

<u>Annual Rent</u>	<u>Monthly Installments</u>
\$22,323.04	\$1,860.25

BACKGROUND/EXPLANATION:

The tenant will be using the leased premise as office and workshop space to operate the Parking Authority of Baltimore City Meter Shop.

The City will be responsible for maintenance of the interior common areas, exterior of the building, the parking area, and provide plumbing, air conditioning, heating, and pest control services. The City will also provide and pay all utilities.

The tenant will be responsible for liability insurance and the sole expense of maintaining the overall care and condition of the interior and entrance ways to the leased premises. The tenant will be responsible for its telephone and computer services.

The Space Utilization Committee approved this lease agreement at its meeting on June 25, 2013.

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

AGENDA

BOARD OF ESTIMATES

07/17/2013

Space Utilization Committee - Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a lease agreement with Mr. Andrew J. Bartenfelder, tenant, for the rental of a portion of the property known as 4566 Ridge Road, consisting of approximately 20 acres of farmland. The period of the lease agreement is July 1, 2013 through June 30, 2014, with the option to renew for two additional 1-year terms.

AMOUNT OF MONEY AND SOURCE:

Annual Rent

\$1,311.27 - to be paid in advance

BACKGROUND/EXPLANATION:

The leased premise is for agricultural purposes of growing crops, as well as any work to be completed by a licensed Wildlife Cooperator.

The City will not be responsible for damages because of interruption in utility services. The tenant will be responsible for furnishing, maintaining, and paying for all utilities including such services as electrical power, heat, sewer services, and water.

The Space Utilization Committee approved this lease agreement at its meeting on July 9, 2013.

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

RECOMMENDATION FOR CONTRACT AWARDS/REJECTIONS

* * * * *

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

55 - 58

In connection with the transfer of funds,
a report has been requested from the
Planning Commission,
the Director of Finance having reported favorably
thereon, as required by the provisions
of the City Charter.

AGENDA

BOARD OF ESTIMATES

07/17/2013

RECOMMENDATION FOR CONTRACT AWARDS/REJECTIONS

Bureau of Water and Wastewater

- 1. W.C. 1255, Meter Spiniello Companies \$3,113,300.00
 Setting Installation
 and Water Main Replace-
 ments at Various Locations,
 East Baltimore and
 Locust Point

MBE:	M. Luis Construction Co., Inc.	\$300,000.00	9.64%
	Fallsway Construction Co., LLC	50,000.00	1.61%
	JJ Adams Fuel Oil Co., LLC	45,000.00	1.44%
	WCS Hughes, Inc.	166,000.00	5.33% ¹
		<u>\$561,000.00</u>	<u>18.02%</u>

WBE: R & R Contracting Utilities, \$218,000.00 7.00%
 Inc.

¹WCS Hughes, Inc. is not in good standing with the Maryland State Department of Assessments and Taxation. If awarded, the bidder will be allowed to substitute an approved MBE if WCS Hughes, Inc. is not in good standing at the time of award.

MWBOO FOUND VENDOR IN COMPLIANCE.

2. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$4,109,556.00	9960-9558-906133	
Water Revenue	Constr. Reserve	
Bonds	Meter Replacement	
\$ 311,330.00	-----	9960-905658-9557-2
		Extra Work

AGENDA

BOARD OF ESTIMATES

07/17/2013

RECOMMENDATION FOR CONTRACT AWARDS/REJECTIONS

Bureau of Water and Wastewater - cont'd

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
311,330.00	-----	9960-905658-9557-3 Engineering
186,798.00	-----	9960-905658-9557-5 Inspection
3,113,300.00	-----	9960-905658-9557-6 Construction
186,798.00	-----	9960-905658-9557-9 Administration
<u>\$4,109,556.00</u>		

The funds are required to cover the cost of award W.C. 1255, Meter Setting Installation and Renew Water Main Replacements.

A PROTEST AND A SUPPLEMENTAL PROTEST WERE RECEIVED FROM THE MARYLAND MINORITY CONTRACTORS ASSOCIATION.

A PROTEST AND A SUPPLEMENTAL PROTEST WERE RECEIVED FROM THE R.E. HARRINGTON PLUMBING AND HEATING, INC.

Department of General Services (DGS)

- 3. GS 13804, Waxter Senior Center Exercise and Restroom Renovations **REJECTION** - On June 5, 2013, the Board opened 3 bids. The lowest bid is 31% above the engineer's estimate. The DGS believes that it would be more cost-effective to modify this project by combining it with another Waxter Senior Center project planned to be advertised at a later date.

AGENDA

BOARD OF ESTIMATES

07/17/2013

RECOMMENDATION FOR CONTRACT AWARDS/REJECTIONS

Department of Recreation and Parks

4. RP 12811, Joseph Lee **REJECTION** - Four bids were received
Site Improvements for this project. All bids exceeded
 the Department's available budget
 by more than 34%. Therefore, the
 Department is requesting to reject
 all bids and to re-advertise at a
 later date.

Bureau of Purchases

5. B50002960, Water Fox Machinery Associates, \$215,480.00
Jet Sign Cutting Inc.
Machine

(Department of
Transportation)

MWBOO GRANTED A WAIVER.

6. B50002968, Solar- Sun Surveillance, Inc. \$ 67,071.40
Powered Video Sur-
veillance Cameras

(Department of Housing
& Community Development)

MWBOO GRANTED A WAIVER.

7. B50002980, Articulated Aerial Work OER Services, LLC \$ 60,212.03
Platform Truck

(Department of
General Services,
Fleet Management)

MWBOO GRANTED A WAIVER.

AGENDA

BOARD OF ESTIMATES

07/17/2013

RECOMMENDATION FOR CONTRACT AWARDS/REJECTIONS

Bureau of Purchases

8. B50002991, Excavator JESCO, Inc. \$183,159.00

(Dept. of General
Services, Fleet
Management)

MWBOO GRANTED A WAIVER.

9. B50002998, Sprinter Harbor truck Sales and \$178,335.00
Vans Service, Inc. d/b/a
Baltimore Freightliner

(Department of
General Services,
Fleet Management)

MWBOO GRANTED A WAIVER.

10. B50003001, Log Harbor truck Sales and \$193,925.00
Loader Truck Service, Inc. d/b/a
Baltimore Freightliner

(Department of
General Services,
Fleet Management)

MWBOO GRANTED A WAIVER.

AGENDA

BOARD OF ESTIMATES

07/17/2013

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

- | | | |
|--|--------------------|------------------|
| 1. <u>FORTE PAYMENT SYSTEMS, INC.</u> | <u>\$49,000.00</u> | <u>Agreement</u> |
| Solicitation No. 06000 - Credit and Debit Card Transaction
Systems - Department of Recreation and Parks - Req. No.
R636700 | | |

The Board is requested to approve and authorize execution of an agreement with Forte Payment Systems, Inc. The period of the agreement is July 17, 2013 through July 16, 2015, with one 1-year renewal option remaining.

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

- | | | |
|---|--------------------|------------------------|
| 2. <u>THE INDUSCO GROUP, INC.</u> | <u>\$31,877.50</u> | <u>Selected Source</u> |
| Solicitation No. 06000 - Tow Chains, Tow Cables, Assemblies,
Tie Downs, and Related Items - Department of General Services
- Req. No. R625160 | | |

The requirement for these items was advertised as a formal solicitation three times and no responsive bids were received. The award is recommended to the vendor on selected source basis whose quote is found to be fair and reasonable. The period of the award is August 1, 2013 through July 31, 2016, with two 1-year renewal options.

- | | | |
|--|--------------------|--------------------|
| 3. <u>GOTTLIEB & WERTZ, INC.</u> | <u>\$30,000.00</u> | <u>Sole Source</u> |
| Solicitation No. 08000 - Quest Annual Maintenance Fees -
Circuit Court - Req. No. R636234 | | |

Gottlieb & Wertz, Inc. is the sole provider of support for the integrated management and tracking system currently installed in the Circuit Court for Baltimore City. The period of the award is July 1, 2013 through June 30, 2014.

AGENDA

BOARD OF ESTIMATES

07/17/2013

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

- | | | | |
|----|---|-------------|---------|
| 4. | HARLEY DAVIDSON OF BALTIMORE, INC. | \$32,000.00 | Low Bid |
| | Solicitation No. B50003018 - Harley Davidson Electra Glide Police Motorcycles - Department of General Services - Req. No. R625065 | | |
| 5. | NORITSU AMERICA CORPORATION | \$22,201.00 | Renewal |
| | Solicitation No. 08000 - Annual Maintenance for Noritsu Equipment - Police Department - P.O. No. P514219 | | |

On July 21, 2010, the Board approved the initial award in the amount of \$22,201.00. The award contained five 1-year renewal options. Subsequent actions have been approved. This third renewal in the amount of \$22,201.00 is for the period July 21, 2013 through July 20, 2014, with two 1-year renewal options remaining.

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

- | | | | |
|----|--|---------|---------|
| 6. | HARLEY DAVIDSON OF BALTIMORE, INC. | \$ 0.00 | Renewal |
| | Solicitation No. B50001138 - OEM Parts and Service for Harley-Davidson Motorcycles - Department of General Services, Fleet Management - P.O. No. P509880 | | |

On August 19, 2009, the Board approved the initial award in the amount of \$150,000.00. The award contained two 1-year renewal options. On July 11, 2012, the Board approved the first renewal in the amount of \$50,000.00. This final renewal in the amount of \$0.00 is for the period September 1, 2013 through August 31, 2014.

MWBOO GRANTED A WAIVER.

AGENDA

BOARD OF ESTIMATES

07/17/2013

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

7. FIRST CALL

EXCEL STAFFING AND PERSONNEL SERVICES, INC.	\$ 750,000.00	
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SECOND CALL

ARBOR E & T, LLC		
d/b/a CARE RESOURCE	250,000.00	
	\$1,000,000.00	Increase

Solicitation No. B50002453 - Providing Temporary Nursing Services - Health Department, Bureau of School Health - P.O. Nos. P522287 and P522286

On December 5, 2013, the Board approved the initial award in the amount of \$1,500,000.00. The award contained one 3-year renewal option. Due to increased usage an increase in the amount of \$1,000,000.00 is necessary. This increase in the amount of \$1,000,000.00 will make the award amount \$2,500,000.00.

MWBOO SET GOALS OF 15% MBE AND 8% WBE.

EXCEL STAFFING

MBE: Trustworthy Staffing Solutions	\$ 71,231.00	11%
WBE: Dependable Services Group, LLC	\$109,631.00	17%

ARBOR E & T, LLC d/b/a CARE RESOURCES

MBE: Trustworthy Staffing Solutions	\$ 13,631.00	9%
WBE: Dependable Services Group	\$ 12,208.00	8%

MWBOO FOUND VENDORS IN COMPLIANCE.

Arbor E&T, LLC d/b/a Care Resources was found compliant on June 25, 2013. Excel Staffing and Personnel Services, Inc. was found compliant on June 4, 2013.

AGENDA

BOARD OF ESTIMATES

07/17/2013

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

- | | | |
|--|--------------|---------------------------|
| 8. HONEYWELL INTERNATIONAL
INC. | \$590,000.00 | Sole Source/
Agreement |
| Solicitation No. 08000 - Upgrade Fire Alarm Audio Evacuation System - Convention Center Complex - Req. No. R630837 | | |

The Board is requested to approve and authorize execution of an agreement with Honeywell International, Inc. The period of the agreement is July 17, 2013 through July 16, 2014, with one 1-year renewal option.

An intent to waive competition was advertised (B50002949) with no responses received. The existing Fire Alarm Audio Evacuation System at Convention Center was installed by Honeywell International and is a UL listed system. The existing system needs to be upgraded and the existing audio system will be replaced. UL code requires that only OEM can upgrade the existing system with OEM parts.

It is hereby certified, that the above procurement is of such a nature that not advantage will result in seeking nor would it be practical to obtain competitive bids. Therefore, pursuant to Article VI, Section 11 (e)(i) of the City Charter, the procurement of the equipment and/or service is recommended.

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

- | | | |
|---|-------------|----------|
| 9. LEXISNEXIS RISK
SOLUTIONS FL, INC. | \$ 5,000.00 | Increase |
| Solicitation No. 06000 - LexisNexis Investigative Searches - Office of the Inspector General - P.O. No. P521804 | | |

On October 24, 2012, the Board approved the initial award in the amount of \$46,980.00. The award contained one 1-year renewal option. On April 5, the City Purchasing Agent added an

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

additional agency the Police Department in the amount of \$7,176.00. On April 17, 2013, the City Purchasing Agent added the State's Attorney in the amount of \$12,935.00. Due to increased usage an increase in the amount of \$5,000.00 is necessary. This increase in the amount of \$5,000.00 will make the award amount \$72,091.00.

10. FREEMIRE & ASSOCIATES

INC.	\$45,000.00	Increase
Solicitation No. 08000 - DeZurik Plug Valves and Parts - Department of Public Works, Bureau of Water and Wastewater - P.O. No. P516391		

On March 2, 2011, the Board approved the initial award in the amount of \$44,000.00. The award contained two 1-year renewal options. Subsequent actions have been approved. Due to unanticipated usage of supplies from the vendor an increase in the amount of \$45,000.00 is necessary. This increase in the amount of \$45,000.00 will make the award amount \$139,000.00. The contract expires on February 17, 2014.

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

11. AMAZING SECURITY AND

INVESTIGATIONS, LLC	\$60,000.00	Increase
Solicitation No. B50001173 - Armed Security Guards, Uniformed and Non-uniformed - Department of Recreation and Parks - P.O. No. P511351		

On November 25, 2009, the Board approved the initial award in the amount of \$155,000.00. On June 22, 2011, the City Purchasing Agent approved an increase in the amount of \$5,535.52. On July 7, 2011, the City Purchasing Agent approved an increase in the amount of \$25,053.00. Subsequent

AGENDA

BOARD OF ESTIMATES

07/17/2013

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

actions have been approved. Due to an increase in usage by additional agencies an increase in the amount of \$60,000.00 is necessary. This increase in the amount of \$60,000.00 will make the award amount \$772,014.52. The contract expires December 31, 2013 with one 2-year renewal option remaining.

MWBOO GRANTED A WAIVER.

12. GRIFFITH AUTO GROUP, INC.

t/a HERITAGE CHRYSLER

JEEP	\$ 0.00	Renewal
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Solicitation No. B50001145 - OEM Repair Services for Chrysler Vehicles - Department of General Services - P.O. No. 509879

On August 19, 2009, the Board approved the initial award in the amount of \$2,000,000.00. The award contained one 1-year renewal option. This final renewal in the amount of \$0.00 is for the period September 1, 2013 through August 31, 2014.

MWBOO GRANTED A WAIVER.

13. FISHER SCIENTIFIC
COMPANY, LLC

\$ 50,000.00

Increase

200,000.00

Renewal

\$250,000.00

Solicitation No. B50001629 - Laboratory Gases, Chemicals and Related Supplies - Department of Public Works - P.O. No. P515045

On October 27, 2010, the Board approved the initial award in the amount of \$200,000.00. The award contained two 1-year renewal options. On July 16, 2012, the City Purchasing Agent approved an increase in the amount of \$50,000.00. On November 7, 2012, the Board approved the second increase in the amount of \$100,000.00. This increase in the amount of \$50,000.00 is necessary to cover the balance of the current period of the contract resulting from increased usage. This increase and renewal in the amount of \$200,000.00 will make the total award amount \$600,000.00.

MWBOO GRANTED A WAIVER.

AGENDA

BOARD OF ESTIMATES

07/17/2013

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

14. ABACUS CORPORATION	\$322,545.00	Renewal
Solicitation No. 06000 - Temporary Services Field Social Workers - Health Department - P.O. No. P518906		

On July 29, 2009, the Board approved the initial award of B50001026 for Temporary Personnel to eight vendors. The award contained two 2-year renewal options. On December 20, 2011, three positions under the category of Field Social Worker were added to the award of the low bidder Abacus Corporation on the same terms and conditions of B50001026. On August 22, 2012, the Board approved a ratification and the first renewal in the amount of \$322,545.00. This final renewal in the amount of \$322,545.00 is for the period August 1, 2013 through July 31, 2015.

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

MWBOO GRANTED A WAIVER.

15. THE BALTIMORE AUTO SUPPLY COMPANY	\$ 900,000.00	
QUALITY AUTOMOTIVE WAREHOUSE, INC.	550,000.00	
PARTS AUTHORITY SOUTHERN LLC	0.00	
SERVICE PARTS COMPANY-M.C.	0.00	
SALVO LIMITED PARTNERSHIP	30,000.00	
UNI-SELECT USA, INC.	100,000.00	
CRW PARTS INC.	0.00	
ROK BROTHERS, INC.	170,000.00	
FLEETPRIDE, INC.	60,000.00	
	\$1,810,000.00	Renewal
Solicitation No. B50001427 - Aftermarket Parks and Supplies for Cars and Light Trucks - Department of General Services, Fleet Management - P.O. Nos. Various		

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

On June 30, 2010, the Board approved the initial award in the amount of \$1,800,000.00. The award contained two 2-year renewal options. Subsequent actions have been approved. This renewal in the amount of \$1,810,000.00 is for the period August 1, 2013 through July 31, 2015, with one 2-year renewal option remaining.

MWBOO GRANTED A WAIVER.

16. **FIRST CALL**

HD SUPPLY WATERWORKS, LIMITED PARTNERSHIP	(No additional funds)
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SECOND CALL

L/B WATER SERVICE, INC.	\$ 60,000.00	Increase
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Solicitation No. B50001403 - Various Waterworks Repair Parts - Department of Public Works, Water & Wastewater - P.O. Nos. P514167 & P514168

On May 19, 2010, the Board approved the initial award in the amount of \$25,000.00. The award contained four 1-year renewal options. Subsequent actions have been approved. This increase in the amount of \$60,000.00 is necessary to upgrade the automatic measuring system for a Ford Indianapolis Test Bench. This increase in the amount of \$60,000.00 will make the total award amount \$110,000,00.

MWBOO GRANTED A WAIVER.

AGENDA

BOARD OF ESTIMATES

07/17/2013

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

17. CORRELLI INCORPORATED	\$ 46,852.25	
VALLEY SUPPLY & EQUIPMENT COMPANY, INC.	5,511.00	
	\$ 52,363.25	Increase

Solicitation No. B50002513 - Mini Excavators with Trailers - Department of Public Works, Water and Wastewater - Req. No. R604601

On December 19, 2012, the Board approved the initial award in the amount of \$209,453.00. This increase in the amount of \$52,363.25 is necessary to purchase one additional excavator and trailer. This increase in the amount of \$52,363.25 will make the total award amount of \$261,816.25. The contract expires on December 18, 2013.

MWBOO GRANTED A WAIVER.

18. VALLEY EQUIPMENT & SUPPLY COMPMA, INC.	\$ 0.00	Renewal
Solicitation No. 06000 - OEM Parts and Service for JCB & Lee Boy Equipment - Department of General Services, Fleet Management - P.O. No. P510150		

On September 2, 2009, the Board approved the initial award in the amount of \$150,000.00. The award contained two 1-year renewal options. Subsequent actions have been approved. This final renewal in the amount of \$0.00 is for the period of September 1, 2013 through August 31, 2014.

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

MWBOO GRANTED A WAIVER.

AGENDA

BOARD OF ESTIMATES

07/17/2013

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR AMOUNT OF AWARD AWARD BASIS

Bureau of Purchases

19. A & A SALES ASSOCIATES, LLC \$ 50,000.00 Renewal
Solicitation No. B50002098 - Steel Toe Rubber Hip Boots -
Department of Public Works - P.O. No. P518668

On October 5, 2011, the Board approved the initial award in the amount of \$44,457.00. Subsequent actions have been approved. This renewal in the amount of \$50,000.00 is the second of four 1-year renewal options. The period of this renewal is September 28, 2013 through September 27, 2014, with two 1-year renewal options remaining.

MWBOO GRANTED A WAIVER.

20. AUSTON CONTRACTING, INC. \$135,000.00 Revenue
Solicitation No. B50002856 - Scrap Metal Pick-Up and Removal -
Department of Public Works - Req. Nos. Various

Vendors were solicited by posting on Citibuy, eMaryland Marketplace, and local newspaper on April 5, 2013. Only one bid was received. It was found to be fair and reasonable considering a 20% higher increase of revenue from the previous contract. Therefore, an award to the sole bidder, Auston Contracting, Inc., is recommended. The period of the award is July 17, 2013 through June 30, 2016, with two 1-year renewal options.

MWBOO GRANTED A WAIVER.

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

21. 1 ST CHOICE STAFFING, LLC ABACUS CORPORATION AMERICA ON DEMAND OF MD, INC. ARBOR E&T, LLC d/b/a CARE RESOURCES TRUSTWORTHY STAFFING SOLUTIONS, LLC EXCEL STAFFING & PERSONNEL SERVICES, INC. DEPENDABLE NURSING SERVICES, LLC	\$5,000,000.00	Renewal
Solicitation No. B50001026 - Provide Temporary Personnel - Health Department - P.O. Nos. Various		

On July 29, 2009, the Board approved the initial award in the amount of \$5,000,000.00. On September 2, 2009, the Board approved the addition of additional vendors to the contract. Subsequent actions have been approved. This final renewal in the amount of the \$5,000,000.00 is for the period August 1, 2013 through July 31, 2015.

MWBOO SET GOALS OF 15% MBE AND 15% WBE.

1ST CHOICE STAFFING, LLC

MBE: Magnificus Corp.* Aspen Group	\$27,253.09	9.23%
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WBE: Beacon Staffing	\$93,168.59	37%
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MWBOO FOUND VENDOR IN COMPLIANCE.

*Magnificus Corp. was unable to perform as MBE, replaced by Aspen Group.

AGENDA

BOARD OF ESTIMATES

07/17/2013

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

ABACUS CORPORATION

MBE: Proper Staffing	\$37,114.19	13.2%
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WBE: Marge Fox	\$ 5,742,22	2%
Sym, Inc.	\$78,892.45	28%

MWBOO FOUND VENDOR IN COMPLIANCE.

TRUSTWORTHY STAFFING SOLUTIONS, LLC

MBE: Excel Staffing	\$256,301.75	6.3%
Lacy Professional	\$337,262.65	8.3%

WBE: Sym, Inc.	\$320,666.50	8%
All Staffing, Inc.	\$ 96,496.25	2.4%

MWBOO FOUND VENDOR IN COMPLIANCE.

DEPENDABLE NURSING SERVICES

MBE: Crownhills Enterprises Inc.	\$ 15,924.00
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WBE: Sym, Inc.	\$ 6,800.00 Good faith effort
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MWBOO FOUND VENDOR IN COMPLIANCE.

EXCEL STAFFING & PROFESSIONAL SERVICES

MBE: Trustworthy Staffing Solutions	\$215,678.00
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WBE: Kennedy Personnel Services	\$ 97,233.41
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MWBOO FOUND VENDOR IN COMPLIANCE.

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

ARBOR E&T, LLC d/b/a CARE RESOURCES

MBE: Trustworthy Staffing Solutions \$13,631.00 9%

WBE: Dependable Services Group \$12,208.00 8%

MWBOO FOUND VENDOR IN COMPLIANCE.

AMERICA ON DEMAND

MBE: Proper Staffing*

WBE: Beacon Staffing Alternatives,
Inc.*

*Both the MBE and WBE voluntarily withdrew from participation on the contract. Contractor has committed to seek a substitution. MWBOO has reviewed the submitted MBE/WBE participation.

MWBOO FOUND VENDOR IN COMPLIANCE.

AGENDA

BOARD OF ESTIMATES

07/17/2013

Department of Transportation - On-Call Task Assignments

The Board is requested to approve and authorize task assignments under Project No. 1119, On-Call Construction Management Services, Conduit Division to the following consultants:

	<u>Consultant</u>	<u>Task Number</u>	<u>Amount</u>
1.	WHITMAN, REQUARDT & ASSOCIATES	012	\$99,846.15

Whitman, Requardt & Associates will provide a Construction Project Engineer to provide on-site services for contract TR-12010, Conduit System Reconstruction at Various Locations Citywide JOC; and contract TR 12015RR, Reconstruction of Deteriorated Manholes at Various Locations Citywide.

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

MBE: 27% and WBE: 9%

MWBOO FOUND VENDOR IN COMPLIANCE.

2. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 99,846.15	9962-903521-9563	9962-906061-9562
Other	Construction Reserve	Conduit System
	Conduit Manhole Recon-	Reconstruction
	struction	TR 12015

This transfer will provide funds to cover the costs associated with Task No. 12, under Project No. 1119, On-Call Construction Management Services, Conduit Division assigned to Whitman, Requardt & Associates.

(In accordance with Charter requirements, a report has been requested from the Planning Commission, the Director of Finance having reported favorably thereon.)

AGENDA

BOARD OF ESTIMATES

07/17/2013

Department of Transportation - cont'd

	<u>Consultant</u>	<u>Task Number</u>	<u>Amount</u>
3.	WHITMAN, REQUARDT & ASSOCIATES	013	\$98,528.22

Whitman, Requardt & Associates will provide a Senior Construction Inspector to provide on-site services for contract TR-12010, Conduit System Reconstruction at Various Locations.

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

MBE: 27% and **WBE:** 9%

MWBOO FOUND VENDOR IN COMPLIANCE.

4. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 98,528.22	9962-903521-9563	9962-907058-9562
Other	Construction Reserve	Conduit System
	Conduit Manhole Recon-	Reconstruction
	struction	TR 12010

This transfer will provide funds to cover the costs associated with Task No. 13, Project No. 1119, On-Call Construction Management Services, Conduit Division assigned to Whitman, Requardt & Associates.

(In accordance with Charter requirements, a report has been requested from the Planning Commission, the Director of Finance having reported favorably thereon.)

AGENDA

BOARD OF ESTIMATES

07/17/2013

Department of Transportation - cont'd

The Board is requested to approve and authorize assignment of a task to the following consultant under Project 1135, On-Call Consultant Services for Federal Aid Bridges:

	<u>Consultant</u>	<u>Task Number</u>	<u>Amount</u>
5.	STV, INC.	3	\$40,450.30

This assignment provides authorization for the consultant to conduct a value engineering study in accordance with Title 23, Part 627 of the Code of Federal Regulations in connection with the reconstruction of three bridges along MD 295 within the City of Baltimore: BC 5001 Maisel Street Bridge over MD 295, BC 5402 Waterview Avenue over MD 295, and BC Annapolis Road over 295.

DBE PARTICIPATION:

The consultant will comply with Title 49 Code of Federal Regulations parts 26 (49CFR26) and the DBE goals established in the original agreement.

DBE: 25.00%

6. **TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 61,530.28	9950-903516-9507	9950-901882-9508
Federal	Construction Reserve Annapolis Rd. Bridge over Baltimore/Washington Parkway	Annapolis Road Bridge

This transfer will cover the deficit and fund the cost associated with On-Call Consultant Services for Federal Aid Bridges, Project 1135, Task No. 3 assigned to STV, Inc.

(In accordance with Charter requirements, a report has been requested from the Planning Commission, the Director of Finance having reported favorably thereon.)

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

AGENDA

BOARD OF ESTIMATES

07/17/2013

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Public Works, Bureau of Solid Waste</u>			
1. John Chalmers	54 th Annual Conference and Equipment Show Chicago, IL Aug. 24-28, 2013 (Reg. Fee \$895.00)	General Funds	\$2,303.60

The transportation cost in the amount of \$329.80 has been pre-paid on a City issued procurement credit card assigned to Ms. Lyque O'Connor. The registration fee in the amount of \$895.00 has been pre-paid on a City-issued procurement credit card assigned to Ms. Patricia Murphy. Therefore, the disbursement to Mr. Chalmers will be \$1,078.80.

Department of Planning

2. Abigail Cocke	American Community Gardening Associates Annual Conference Seattle, WA Aug. 8 - 12, 2013	General Fund	\$ 702.60
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The airfare has been pre-paid on a City-issued credit card assigned to Jaime Cramer. Therefore, the disbursement to Ms. Cocke will be \$0.00.

Police Department

3. Michael W. Streed	International Assn. for Identification Annual Training Conference Providence, RI Aug. 4 - 8, 2013 (Reg. Fee \$425.00)	General Fund	\$1,598.80
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In addition the Department is requesting an additional \$70.00 and \$60.00 respectively for two workshops for a total of \$130.00 which is included in the total.

AGENDA

BOARD OF ESTIMATES

07/17/2013

TRAVEL REQUESTS

Office of the City Council

4. Brandon Scott	District 2 Site Visit Kansas City, MO July 22 - 24, 2013 (Reg. Fee \$0.00)	Elected Official Expense Acct.	\$861.78
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The subsistence rate for this location is \$160.00 per day. The hotel rate is \$129.00 per night not including occupancy taxes in the amount of \$23.49 per night. The Office is requesting an additional \$9.00 per day to cover meals and incidental expenses. The airfare in the amount of \$476.80 has been pre-paid on a City-issued credit card assigned to Mr. Hosea T. Chew. The disbursement to Mr. Scott will be in the amount of \$ 384.98.

TRAVEL APPROVAL AND REIMBURSEMENT

Bureau of Water & Wastewater

5. Nathaniel Krause	Waste- water Utility	\$2,133.25
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Mr. Krause traveled to Cincinnati, Ohio to attend the Environmental Water Resources Institute Conference from May 19 - 23, 2013. The Department is requesting retroactive approval and reimbursement of this travel for Mr. Krause for the costs of transportation, parking, lodging, conference registration, meals, and incidental expenses totaling \$2,133.25. The allowed subsistence rate for this location is \$174.00 per day for a total of \$696.00. The Department also requests the Board to approve reimbursement of the additional amount above the allowed subsistence to pay for lodging in the amount of \$978.16, food in the amount of \$61.49, and incidental expenses in the amount of \$12.00 all totaling \$1,051.65, which is \$355.65 above the allowed subsistence.

AGENDA

BOARD OF ESTIMATES

07/17/2013

TRAVEL APPROVAL AND REIMBURSEMENT

Bureau of Water & Wastewater - cont'd

Transportation	\$ 301.60
Airport Parking	60.00
Lodging	978.16
Food	61.49
Registration Fees	720.00
Incidentals	<u>12.00</u>
	\$2,133.25

The travel request was not submitted prior to travel because the newly hired Office Assistant, who was unfamiliar with administrative procedures, was out on medical leave, and as a result, was unable to meet the deadline for prior Board approval.

12:00 NOON

ANNOUNCEMENTS OF BIDS RECEIVED

AND

OPENING OF BIDS, AS SCHEDULED