

NOTICES :

1. On January 22, 2014, the Board of Estimates approved the Resolution on the Regulation of Board of Estimates Meetings and Protests, effective February 05, 2014. Pursuant to the Resolution:

a. Anyone wishing to speak before the Board, whether individually or as the spokesperson of an entity must notify the Clerk of the Board in writing no later than by noon on the Tuesday preceding any Board meeting, or by an alternative date and time specified in the agenda for the next scheduled meeting. The written protest must state (1) whom you represent and the entity that authorized the representation (2) what the issues are and the facts supporting your position and (3) how the protestant will be harmed by the proposed Board action.

b. Matters may be protested by a person or any entity directly and specifically affected by a pending matter or decision of the Board. In order for a protest to be considered, the protestant must be present at the Board of Estimates meeting at 9:00 A.M., Room 215 City Hall.

c. A Procurement Lobbyist, as defined by Part II, Sec. 8-8 (c) of The City Ethics Code must register with the Board of Ethics as a Procurement Lobbyist in accordance with Section 8-12 of The City Ethics Code.

The full text of the Resolution is posted in the Department of Legislative Reference, the President of the Board's web site, (http://www.baltimorecitycouncil.com/boe_agenda.htm) and the Secretary to the Board's web site (<http://www.comptroller.baltimorecity.gov/BOE.html>).

Submit Protests to:
Attn: Clerk,
Board of Estimates
Room 204, City Hall
100 N. Holliday Street
Baltimore, Maryland 21202

NOTICES - cont'd:

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BOARD OF ESTIMATES' RECESS
FEBRUARY 22, 2017

The Board of Estimates is scheduled to be in recess at 9:00 a.m. and 12:00 noon on February 22, 2017.

The Board of Estimates will not receive or open bids on February 22, 2017. The Board of Estimates will reconvene on March 01, 2017.

BOARD OF ESTIMATES' AGENDA - FEBRUARY 8, 2017

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:

Asbestos Specialists, Inc.	\$ 8,000,000.00
CAM Construction Co., Inc.	\$65,448,000.00
DRM Associates, Inc.	\$ 1,500,000.00
Hirsch Electric, LLC	\$ 8,000,000.00
JLN Construction Services, LLC	\$ 8,000,000.00
L.S. Lee, Inc.	\$52,695,000.00
SGK Contracting, Inc.	\$ 6,300,000.00
Santos Construction Company, Inc.	\$ 4,482,000.00
Site Work	\$ 270,000.00
The Berg Corporation	\$ 8,000,000.00

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:

Alvi Associates, Inc.	Engineer
CWD Consulting, LLC	Engineer

AGENDA

BOARD OF ESTIMATES

02/08/2017

BOARDS AND COMMISSIONS - cont'd

E2CR, Inc.

Engineer

George Williams Stephens, Jr.
& Assoc., Inc.

Landscape Architect
Engineer
Land Survey

Whitman, Requardt and Associates, LLP

Land Survey
Engineer
Landscape Architect
Architect

AGENDA

BOARD OF ESTIMATES

02/08/2017

Department of Audits - Audit Report and Related Audit Digest

The Board is requested to **NOTE** receipt of the following Audit Report and Related Audit Digest:

1. City of Baltimore Loan and Guarantee Program
Fund Financial Statements June 30, 2014.

TRANSFERS OF FUNDS

* * * * *

The Board is requested to approve
the Transfers of Funds
listed on the following pages:

5 - 7

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

02/08/2017

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Transportation</u>		
1. \$25,000.00 MVR	9950-902627-9528 Constr. Res. - Park Circle Intersection Improvements	9950-905627-9527 DOT Park Circle Intersection
This transfer will cover the cost of prints and preliminary expenses and other related costs necessary to advertise Project TR11307, DOT Park Circle Intersection.		
2. \$15,000.00 State Constr. Rev	9950-956002-9515 Constr. Res. - Resurfacing JOC Urgent Needs	9950-916005-9514 Resurfacing Urgent Needs Citywide
This transfer will cover the cost of prints and preliminary expenses and other related costs necessary to advertise Project TR17006, Resurface Urgent Needs Citywide.		
3. \$80,000.00 MVR	9950-902942-9509 Argonne Drive Bridge over Herring Run	9950-906660-9508-5 Inspection Citywide ADA & Sidewalk
This transfer will cover the deficit and ongoing State Highway Administration invoices as well as other costs related to Project TR12319, Citywide ADA & Sidewalk.		
4. \$40,000.00 MVR	9950-902099-9509 Constr. Res. - Preston Street Transit Connectivity	9950-910042-9508-5 Inspection Haven Street Resurfacing/Rehab

AGENDA

BOARD OF ESTIMATES

02/08/2017

TRANSFERS OF FUNDS

AMOUNT

FROM ACCOUNT/S

TO ACCOUNT/S

Department of Transportation - cont'd

This transfer will cover the deficit and ongoing State Highway Administration invoices as well as other costs related to Project TR14310, Haven Street Resurfacing/Rehab.

5. \$12,000.00 MVR	9950-902099-9509 Constr. Res. Preston Street Transit Connectivity	9950-905621-9508-5 Inspection Historic Preservation
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This transfer will cover the deficit and ongoing State Highway Administration invoices as well as other costs related to Project TR10311, Historic Preservation.

6. \$ 90,000.00 GF (HUR)	9950-924080-9513 Constr. Res. Traffic Safety Improvement Citywide	9950-908023-9512-5 Inspection 33 rd & Loch Raven Intersection Improvements
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This transfer will cover the deficit and ongoing State Highway Administration invoices as well as other costs related to Project TR13302, 33rd Street and Loch Raven Boulevard Intersection Improvements.

Department of Housing and Community Development

7. \$300,000.00 General Funds	9910-923019-9587 Baltimore Homeowner Incentive (Reserve)	9910-905290-9588 Live Near Your Work Program
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AGENDA

BOARD OF ESTIMATES

02/08/2017

TRANSFERS OF FUNDS

AMOUNT

FROM ACCOUNT/S

TO ACCOUNT/S

Department of Housing and Community Development - cont'd

This transfer will provide funds for the Live Near Your Work Program, one of the Department's Homeownership Incentive Programs.

8.	\$1,484,707.15	9910-994001-9600	9910-902148-9588
	Other Fund Revenue	Unallocated Res.	1315 Division
		Account	Street Project

This transfer will move funds to be used for the repair and rehabilitation of 1315 Division Street, Public School 103. The Department will coordinate with the Department of General Services to use the same contractor who most recently worked on the building. The roof will be replaced along with some other work to be determined that will include mold remediation and will exhaust the insurance claim funds.

AGENDA

BOARD OF ESTIMATES

02/08/2017

Department of Real Estate - Deed

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Deed to Jenstar of Baltimore, LLC for the purpose of authorizing the Mayor and City Council to sell, at either public or private sale, all its interest in a certain parcel of land known as the former bed of a portion of Old Hawkins Point Road, extending from Pennington Avenue to the waters of Curtis Creek, and no longer needed for public use; and providing for a special effective date.

AMOUNT OF MONEY AND SOURCE:

\$90,000.00

BACKGROUND/EXPLANATION:

Jenstar of Baltimore, LLC will acquire a portion of Old Hawkins Point Road that is no longer needed for public use following the relocation of Hawkins Point Road in the 1970s. This portion of the street terminates at Curtis Creek and is not accessible to through-traffic. Jenstar of Baltimore, LLC proposes to utilize this area for the storage of tractor trailers in connection with the operations of its existing tenant, Hale Trailer Brake & Wheel.

This sale was authorized by means of Sales Ordinance No. 15-362 approved June 5, 2015.

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

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

* * * * *

The Board is requested to
approve award of
the formally advertised contracts
listed on the following page:
10
to the low bidder meeting specifications,
or reject bids on those as indicated
for the reasons stated.

AGENDA

BOARD OF ESTIMATES

02/08/2017

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Purchases

1. B50004727, Transit Van Bayshore Ford Trucks \$529,516.00
with Camera Inspection
System

(Dept. of General Services-Fleet Management)

MWBOO GRANTED A WAIVER.

On July 13, 2016, it was determined that no goals would be set because of no opportunity to segment the contract. This is a commodity purchase from an authorized dealer who is required to provide associated pre-delivery inspection and warranty repairs.

2. B50004839, Gauges, \$400,000.00
Pressure and Level Flow Controls, Inc.
Measurement
Instrumentation Jobe & Company, Inc.
and Recorders

(Dept. of Public Works)

MWBOO GRANTED A WAIVER.

On December 21, 2016, MWBOO determined that no goals would be set because of no opportunity to segment the contract. This is a purchase of commodities from authorized dealers.

AGENDA

BOARD OF ESTIMATES

02/08/2017

Police Department - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve an expenditure of funds to pay The LEADERShip. The funds will cover the tuition costs for Mr. Jason Johnson for the period January 25, 2017 through November 2, 2017.

AMOUNT OF MONEY AND SOURCE:

\$5,300.00 6000-611217-2013-197500-603020

BACKGROUND/EXPLANATION:

The LEADERShip is a training program of the Greater Baltimore Committee.

The training is used to enhance the leadership and competency of members in upper level supervisory roles within the Department. This training provides a focus on accountability and responsibility within the ethical scope of the leading of other members of the Department. Focus is given to community service and improving the relationships with the community through service.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

PERSONNEL MATTERS

* * * * *

The Board is requested to approve
all of the Personnel matters
listed on the following pages:

13 - 35

All of the Personnel matters have been approved
by the EXPENDITURE CONTROL COMMITTEE.

All of the contracts have been approved
by the Law Department as to form and legal sufficiency.

AGENDA

BOARD OF ESTIMATES

02/08/2016

PERSONNEL

Hourly Rate

Amount

Office of Civil Rights and Wage Enforcement

1. a. Create the following Civil Service classification:

Classification: Office Manager

Job Code: 34600

Grade: 906 (\$49,700.00 - \$79,400.00)

b. Reclassify the following filled position:

From: Administrative Coordinator

Job Code: 31100

Grade: 087 (\$39,701.00 - \$47,990.00)

Position No.: 10099

To: Office Manager

Job Code: 34600

Grade: 906 (\$49,700.00 - \$79,400.00)

Cost: \$5,375.00 - 1001-000000-1561-171500-601001

This position is considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

Department of General Services

2. **EVAN COOK** \$32.64 **\$62,016.00**

Account: 1001-000000-1981-194700-601009

Mr. Cook will work as a Contract Services Specialist II (Operations Research Analyst). His duties will include, but are not limited to organizing quantitative data to evaluate

AGENDA

BOARD OF ESTIMATES

02/08/2016

PERSONNEL

Hourly Rate

Amount

Department of General Services - cont'd

the effectiveness of operations in meeting established goals and objectives. He will also research and investigate new or improved business and management practices for application to bureau programs or operations, analyze data required for use in management and direction of Department operations, and provide assistance in resolving operational and administrative issues. Mr. Cook will also identify issues and conduct research to find alternative solutions, make and assist in the implementation of recommendations, and assist in the coordination of interdepartmental and Departmental activities with other City departments and divisions and with outside agencies. The agreement is effective upon Board approval for one year.

3. Reclassify the following filled position:

From: Fiscal Technician
Job Code: 34421
Grade: 088 (\$41,326.00 - \$50,069.00)
Position No.: 20048

To: Administrative Analyst II
Job Code: 31312
Grade: 923 (\$58,300.00 - \$93,500.00)

Cost: \$22,044.00 - 1001-000000-1981-194700-601001

This position is considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

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BOARD OF ESTIMATES

02/08/2016

PERSONNEL

Hourly Rate

Amount

Department of Finance

4. Reclassify the following vacant position:

From: Budget Management Analyst I
Job Code: 31301
Grade: 927 (\$62,000.00 - \$99,200.00)
Position No.: 12084

To: Finance Project Manager
Job Code: 12084
Grade: 936 (\$77,600.00 - \$124,100.00)

Cost: \$7,309 - 1001-000000-1411-160400-601001

This position is considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

5. **COMMANDER B. JONES** \$19.17 **\$29,905.20**

This is a 12% increase from the previous contract period.

6. **JOZETTE SMITH** \$17.17 **\$26,785.20**

Account: 1001-000000-1480-166400-601009

Mr. Jones and Ms. Smith will each work as a Contract Services Specialist II (Licensed Inspector). Their duties will include, but are not limited to conducting City-wide on-site inspections of gas stations, pawnbrokers, open-air garages, massage parlors,

AGENDA

BOARD OF ESTIMATES

02/08/2016

PERSONNEL

Hourly Rate

Amount

Department of Finance - cont'd

theaters, skating rinks, bars, club restaurants, movie houses, amusement arcades and other establishments for a variety of business occupational and amusement type licenses required by Article 15 of the Baltimore City Code. They will also prepare reports for inspected establishments noting licenses displayed and violations of Article 15 of the Code, inspect establishments as requested by supervisor based on public complaints and tips of licensing code violations, review inspection reports with supervisor to explain work problems, discrepancies, hazards, and conduct additional inspections of establishments in violation of licensing codes to ensure compliance. The period of the agreement is effective upon Board approval for one year.

Baltimore City Fire Department

7. **KATELYN MCCAULEY** \$24.03 **\$50,000.00**

Account: 4000-481216-2023-212609-601009

Ms. McCauley will work as a Contract Services Specialist II (Administrative Policy Analyst/Associate Planner). Her duties will include, but are not limited to participating in the assessment of the Emergency Management Office and planning for any gaps that need to be filled in order to complete the vital steps to accreditation. In addition, she will participate in the planning and revisions to the Emergency Operations Plan including assessment of the current plan. Ms. McCauley will participate in the planning

AGENDA

BOARD OF ESTIMATES

02/08/2016

PERSONNEL

Hourly Rate

Amount

Baltimore City Fire Department - cont'd

of revising the Baltimore City Mayor's Office of Emergency Management Continuity of Operations and Continuity of Government, assist in the research, networking, information compilation, and use of technical writing skills in Regional Planning efforts. She will also draft reports and the protocols related to their regular and timely completion, create and update Standard Operating Procedures, create training and conduct exercises for the Mayor's Office of Emergency Management Emergency Specialist Program, provide staffing for Special Events Planning, staff Special Events command centers, and develop policies and protocols for special programs. The period of agreement is effective upon Board approval for one year.

8. a. Change Budget Account Number:

From: 1001-000000-2142-226000-601061

To: 1001-000000-2142-225900-601061

Classification: Fire Pump Operator, ALS

Job Code: 41219

Grade: 356 (\$38,471.00 - \$61,180.00)

Position No.: 12592

b. From: 1001-000000-2121-226300-601061

To: 1001-000000-2121-226400-601061

Classification: Fire Lieutenant Suppression, ALS

Job Code: 41278

Grade: 374 (\$62,564.00 - \$75,996.00)

Position No.: 12780

There are no costs associated with this action.

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

AGENDA

BOARD OF ESTIMATES

02/08/2016

PERSONNEL

Hourly Rate

Amount

Health Department

9. Create the following position:

Classification: System Analyst

Job Code: 33151

Grade: 927 (\$62,000.00 - \$99,200.00)

Position No.: to be assigned by BMR

Cost: \$91,463.00 - 1001-000000-3001-262400-601001

10. Reclassify the following filled position:

From: Health Program Administrator I

Job Code: 61111

Grade: 923 (\$58,300.00 - \$93,500.00)

Position No.: 3041-14270

To: Health Program Administrator II

Job Code: 61113

Grade: 927 (\$62,000.00 - \$99,200.00)

Cost: \$4,656.00 - 5000-530317-3041-605800-601001

11. Reclassify the following filled position:

From: Legal Assistant II

Job Code: 32933

Grade: 087 (\$39,701.00 - \$47,990.00)

Position No.: 3031-46861

AGENDA

BOARD OF ESTIMATES

02/08/2016

PERSONNEL

Hourly Rate

Amount

Health Department - cont'd

To: Program Compliance Officer I
Job Code: 31501
Grade: 087 (\$39,701.00 - \$47,990.00)

Cost: \$0.00 - 1001-000000-3031-271500-601001

These positions (nos. 9-11) are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

Department of Housing and Community Development

12. Create the following Position:

Classification: Operations Manager II
Job Code: 00091
Grade: 942 (\$87,100.00 - \$143,600.00)
Position No.: to be assigned by BBMR

Cost: \$160,842.05 - 1001-000000-1773-179600-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

Department of Human Resources

13. **KARIMA CARRINGTON** \$35.00 **\$54,600.00**

Account: 1001-000000-1602-172500-603026

Ms. Carrington will work as a Contract Services Specialist II (Program Coordinator/Tobacco Cessation Program Coordinator). Her duties will include but are not limited

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BOARD OF ESTIMATES

02/08/2016

PERSONNEL

Hourly Rate

Amount

Department of Human Resources - cont'd

to coordinating all tobacco inquiries for Human Resources and Key Stakeholders, serving as the tobacco cessation main point of contact for the tobacco cessation campaign. She will collaborate with partners to build and develop a plan for the introduction and sustainment of tobacco screening, brief intervention and referral treatment, develop policy briefs, and conduct policy research on tobacco cessation and tobacco-free health care facilities. Ms. Carrington will also interact with staff, City agencies and external partners on findings, provide reporting documentation for tobacco campaign efforts, provide trainings and workshops on tobacco cessation resources, treatment and health provider education. Other duties include management of implementation resources, tasks and tobacco cessation budgets participation in and evaluation of initiatives that embrace the City's "Its Cooler to Crush It" Campaign. The agreement is effective upon Board approval for one year.

14. Reclassify the following vacant position:

From: Operations Manager III
Job Code: 00092
Grade: 960 (\$92,400.00 - \$152,400.00)
Position No.: 50446

To: HR Business Partner
Job Code: 33679
Grade: 931 (\$71,000.00 - \$113,500.00)

Cost: (\$30,150.00) - 1001-000000-1603-172500-601001

This position is considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

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BOARD OF ESTIMATES

02/08/2016

PERSONNEL

Baltimore City Archives - Research and
Reference Information Division

15. Reclassify the following filled position:

Position No.: 15576

From: Legislative Reference Assistant
Job Code: 33824
Grade: 085 (\$36,681.00 - \$44,199.00)

To: Archives & Records Management Officer
Job Code: 33825
Grade: 923 (\$58,300.00 - \$93,500.00)

Costs: \$9,996.00 - 1001-000000-1060-108400-601001

Mayor's Office of Human Services (MOHS)

16. Create the following position:

Position No.: 1000-32833

Classification: Social Program Administrator II
Job Code: 81152
Grade: 927 (\$62,000.00 - \$99,200.00)

Cost: \$113,663.00 - 1001-000000-3571-327200-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

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BOARD OF ESTIMATES

02/08/2016

PERSONNEL

	<u>Hourly Rate</u>	<u>Amount</u>
<u>MOHS</u> - cont'd		

17. Reclassify the following filled position:

Position No.: 3571-40148

From: Operations Officer IV
 Job Code: 00088
 Grade: 931 (\$71,000.00 - \$113,500.00)

To: Operations Officer II
 Job Code: 00086
 Grade: 927 (\$62,000.00 - \$99,200.00)

Costs: (\$14,439.00) - 1001-000000-3571-327200-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

Department of Planning

18.	ANDREW COOK	\$33.00	\$ 57,816.00
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Account: 4000-404817-1875-188500-601009

Mr. Cook will continue to work as a Contract Services Specialist II (City Planner II/Environmental Planner). He will analyze the economic impact of the Baltimore Maker economy and create a report that will examine employment trends, business revenues, tax contributions, real estate leasing and purchasing trends, and other metrics generated by Baltimore's small manufacturers. In addition, Mr. Cook will create a Made In Baltimore certification process that oversees the creation of an online business registry, re-

AGENDA

BOARD OF ESTIMATES

02/08/2016

PERSONNEL

Hourly Rate

Amount

Department of Planning - cont'd

cruit local goods-producing businesses to become certified, and create a series of events that promote certified businesses to the public; pop-up shops, factory tours, a social media campaign, networking events, business development workshops, and panel discussions. Mr. Cook will also, create guidance and practices around increasing local procurement in Baltimore City; review the current procurement and develop a strategy to implement a Made In Baltimore apprenticeship program in FY 2018.

The hourly rate is 31% increase from the previous contract period. This percentage of increase will bring this employee up to the minimum salary of the new class and grade of City Planner II. The period of the agreement is effective upon Board approval for one year.

19. **DENZEL MITCHELL** \$30.00 **\$ 30,000.00**

Account: 4000-408616-1875-187400-601009

Mr. Mitchell will work as a Contract Services Specialist II (City Planner I/Brownfields Greening Coordinator). He will identify and assess potentially contaminated City-owned vacant properties, develop visions and preliminary plans for cleaning up and re-developing those sites as green spaces, such as parks, community gardens, and urban farms. In addition, Mr. Mitchell will create a preliminary list of potential sites for assessment, develop the community application process for site selection and manage the application review and final site selection process. He will also organize public meetings to orient residents and applicants to the project, communicate with partner organi-

AGENDA

BOARD OF ESTIMATES

02/08/2016

PERSONNEL

Hourly Rate

Amount

Department of Planning - cont'd

zations, assist applicants to envision future green reuses for potential sites, and select contractors to perform site assessment work. The period of the agreement is effective upon Board approval for one year.

Baltimore Police Department

20. **PATRICIA A.D. DAVIS** \$14.42 **\$30,000.00**

Account: 1001-000000-2042-198100-601009

Ms. Davis, retiree, will continue to work as a Contract Services Specialist I (Office Support Specialist II) in the Evidence Control Unit (ECU). She will be responsible for the accurate completion of the ECU's administrative paperwork, filing all departmental submissions, distributing Return to Claimant letters for individuals to claim their property, filing copies of the paperwork from all departmental submissions, all property disposition forms for the ECU, and serving as a substitute for the short staffed ECU counter. This is the same salary as in the previous contract period. The period of the agreement is May 22, 2017 through May 21, 2018.

21. **LAVINIA M. DAVIS** \$14.42 **\$30,000.00**

Account: 1001-000000-2042-198100-601009

Ms. Davis, retiree, will continue to work as a Contract Services Specialist I (Training Assistant) at the Professional Development & Training Academy. She will schedule members of the Police Department for all range-related training, ensure all members meet their annual qualification requirements by tracking pertinent information recorded in the database, communicate with

AGENDA

BOARD OF ESTIMATES

02/08/2016

PERSONNEL

Hourly Rate

Amount

Baltimore Police Department - cont'd

Command Staff in reference to training obligations within their assigned units, and answer telephones and range-related emails. This is the same salary as in the previous contract period. The period of the agreement is May 22, 2017 through May 21, 2018.

22. **CELIO OLIVERAS, JR.** \$14.42 **\$30,000.00**

Account: 1001-000000-2042-198100-601009

Mr. Oliveras, retiree, will continue to work as a Contract Services Specialist I (Police Information Technician) in the Records Management Section. He will review original National Crime Information Center (NCIC) entries, warrants, and supporting documents. In addition, Mr. Oliveras will contact individuals or sources for follow-up information, access local, state, and federal databases for additional information, update records on local databases and the NCIC to reflect changes, and prepare police supplement reports. This is the same salary as in the previous contract period. The period of the agreement is May 22, 2017 through May 21, 2018.

23. **SHARON M. MARKOV** \$14.42 **\$30,000.00**

Account: 1001-000000-2042-198100-601009

Ms. Markov, retiree, will continue to work as a Contract Services Specialist I (Police Information Technician) in the Validations Unit. She will review original National Crime Information Center (NCIC) entries, reports and supporting documents, and contact victims, complainants, or courts for follow-up information. In addition, Ms. Markov

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BOARD OF ESTIMATES

02/08/2016

PERSONNEL

Hourly Rate

Amount

Baltimore Police Department - cont'd

will access local, state, and federal databases for additional information, update records on local databases and the NCIC to reflect relevant changes, prepare police supplemental reports and assist the Crime Lab for the NCIC hit confirmations on recovered guns. This is the same salary as in the previous contract period. The period of the agreement is May 22, 2017 through May 21, 2018.

24. **REBECCA HERRINGTON** \$14.42 **\$30,000.00**

Account: 1001-000000-2042-198100-601009

Ms. Herrington, retiree, will continue to work as a Contract Services Specialist I (Recruitment and Talent Acquisition Specialist III) in the Recruitment/Applicant Investigation Unit. She will recruit qualified applicants for Police Officer Trainees, schedule testing appointments, travel cross country for recruitment events, and administer the Civil Service exam. In addition, Ms. Herrington will build relationships with colleges, state and local organizations, and other viable sources to recruit qualified candidates. This is the same salary as in the previous contract period. The period of the agreement is June 27, 2017 through June 26, 2018.

25. **MICHAEL F. BAPTIST** \$14.42 **\$30,000.00**

Account: 1001-000000-2042-198100-601009

Mr. Baptist, retiree, will continue to work as a Contract Services Specialist I (Human Resources Associate) in the Application Investigation Section. He will conduct pre-employment investigations of sworn and civilian applicants, conduct local, state, national record, and warrant checks,

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BOARD OF ESTIMATES

02/08/2016

PERSONNEL

Hourly Rate

Amount

Baltimore Police Department - cont'd

and investigate references. In addition, Mr. Baptist will conduct neighborhood canvasses, interview applicants and obtain all vital information, summarize the investigations into a pre-employment file, process background investigations for promotional candidates, including record checks, gather recommendations, and summarize the previous work history of the candidates. This is the same salary as in the previous contract period. The period of the agreement is April 6, 2017 through April 5, 2018.

26. **STEVEN W. ALLEN** \$14.42 **\$30,000.00**

Account: 1001-000000-2042-198100-601009

Mr. Allen, retiree, will continue to work as a Contract Services Specialist I (Storekeeper II) in the Evidence Control Unit (ECU). He will receive property and evidence submissions from police officers and lab personnel, enter and retain all property information for the Police Department and several surrounding agencies into the evidence tracking system, and ensure the accuracy and completeness of the paperwork. In addition, Mr. Allen will release the property for further examination or as evidence for Court, update the tracking system for chain of custody and document location, and lift and handle evidence submitted to the ECU. This is the same salary as in the previous contract period. The period of the agreement is May 28, 2017 through May 27, 2018.

27. **WALTER G. HEUER** \$14.42 **\$30,000.00**

Account: 1001-000000-2042-198100-601009

Mr. Heuer, retiree, will continue to work as a Contract Services Specialist I (Police Report Reviewer) in the Uni-

AGENDA

BOARD OF ESTIMATES

02/08/2016

PERSONNEL

Hourly Rate

Amount

Baltimore Police Department - cont'd

form Crime Reporting Section. He will maintain the Uniform Crime Reports (UCR) databases for the agency, conduct daily audits of the Records Management System (RMS), and verify that the information from the incident reports match the RMS input. In addition, Mr. Heuer will complete UCRs and Maryland State Police (MSP) reporting forms on a monthly basis, ensure staff enters the appropriate UCR codes on a quarterly basis, maintain juvenile and adult arrests, monthly clearances, offenses, and completed UCR and MSP reports. This is the same salary as in the previous contract period. The period of the agreement is May 22, 2017 through May 21, 2018.

On January 3, 1996, the Board of Estimates approved a waiver of the Administrative Manual Policy 212-1. This waiver allowed the Baltimore Police Department to hire retired police officers on a contractual basis.

28. Reclassify the following filled position:

Position No.: 16635

From: Police Human Resources Associate
Job Code: 33682
Grade: 085 (\$36,681.00 - \$44,199.00)

To: HR Generalist I
Job Code: 33676
Grade: 903 (\$41,326.00 - \$50,069.00)

Costs: \$4,645.00 - 1001-000000-2003-195500-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

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PERSONNEL

Baltimore Police Department - cont'd

29. Reclassify the following filled position:

Position No.: 16729

From: Secretary III
Job Code: 33233
Grade: 084 (\$35,564.00 - \$42,446.00)

To: Operations Assistant II
Job Code: 31105
Grade: 903 (\$43,400.00 - \$69,400.00)

Costs: \$2,774.00 - 1001-000000-2041-195800-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

30. Abolish the following eight vacant positions:

a. Classification: Motor Pool Worker I
Job Code: 54441
Grade: 423 (\$28,931.00 - \$30,504.00)
Position Nos.: 19609, 19610

b. Classification: Office Support Specialist III
Job Code: 33213
Grade: 075 (\$29,672.00 - \$34,218.00)
Position No.: 18566

c. Classification: Police Human Resources Associate
Job Code: 33682
Grade: 085 (\$36,681.00 - \$44,199.00)
Position No.: 16636

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BOARD OF ESTIMATES

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PERSONNEL

Baltimore Police Department - cont'd

d. Classification: Secretary II
Job Code: 33232
Grade: 078 (\$29,672.00 - \$34,218.00)
Position Nos.: 33500, 33530

e. Classification: Storekeeper II
Job Code: 33562
Grade: 080 (\$31,142.00 - \$36,634.00)
Position No.: 50034

f. Classification: Office Support Specialist II
Job Code: 33212
Grade: 075 (\$27,929.00 - \$31,746.00)
Position No.: 19661

Costs: (\$37,085.00) - 1001-000000-2041-198100-601001
(\$63,319.00) - 1001-000000-2042-220000-601001
(\$39,998.00) - 1001-000000-2043-785901-601001
(\$14,000.00) - 1001-000000-2042-220001-601001

31. a. Abolish the following vacant position:

Classification: Police Report Reviewer Supervisor
Job Code: 33834
Grade: 085 (\$36,681.00 - \$44,199.00)
Position No.: 33513

b. Reclassify the following position:

From: Police Report Reviewer Supervisor
Job Code: 33834
Grade: 085 (\$36,681.00 - \$44,199.00)
Position No.: 19243

To: Central Records Shift Supervisor
Job Code: 33839
Grade: 089 (\$43,026.00 - \$52,239.00)

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BOARD OF ESTIMATES

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PERSONNEL

Baltimore Police Department - cont'd

Costs: \$ 5,257.00 - 1001-000000-2044-219600-601001
(\$71,799.00) - 1001-000000-2042-220000-601001

32. Create the following position:

Classification: Accountant II
Job Code: 34142
Grade: 923 (\$58,300.00 - \$93,500.00)
Position No.: To be assigned by BBMR

33. Create the following position:

Classification: Operations Officer I
Job Code: 31109
Grade: 923 (\$58,300.00 - \$93,500.00)
Position No.: To be assigned by BBMR

34. Create the following position:

Classification: HR Generalist II
Job Code: 33677
Grade: 923 (\$58,300.00 - \$93,500.00)
Position No.: To be assigned by BBMR

35. Create the following position:

Classification: HR Generalist II
Job Code: 33677
Grade: 923 (\$58,300.00 - \$93,500.00)
Position No.: To be assigned by BBMR

36. a. Abolish the following Vacant Position:

Classification: Motor Pool Worker II
Job Code: 54442
Grade: 427 (\$30,781.00 - \$33,231.00)
Position No.: 19596

AGENDA

BOARD OF ESTIMATES

02/08/2016

PERSONNEL

Baltimore Police Department - cont'd

b. Create the following Position:

Classification: Operations Officer I
Job Code: 31109
Grade: 923 (\$58,300.00 - \$93,500.00)
Position No.: To be assigned by BBMR

Cost: \$2,078.00 - 1001-000000-2024-212600-601001

These positions Nos. 31.b - 35 and 36.b are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

Department of Public Works

37. Reclassify the following Filled Positions:

From: Utility Meter Reader I
Job Code: 34311
Grade: 078 (\$29,672.00 - \$34,218.00)
Position Nos.: 23990, 24002, 23974, 23998, 49302,
49303, 23975, 23994, 23984, 23986,
23996, 33719, 23979, 49304, 23989,
33720

To: Utility Meter Tech I
Job Code: 34310
Grade: 078 (\$29,672.00 - \$34,218.00)

Costs: (\$141,706.00) - 2071-000000-5471-609100-601001
10 Positions

2071-000000-5471-609200-601001
6 Positions

38. Create the following Position:

Classification: Public Works Inspector II
Job Code: 42212
Grade: 087 (\$39,701.00 - \$47,900.00)
Position No.: 50017

Cost: \$60,151.00 - 2071-000000-5501-399600-601001

AGENDA

BOARD OF ESTIMATES

02/08/2016

PERSONNEL

Department of Public Works - cont'd

39. Reclassify the following Vacant Position:

From: Engineer II
Job Code: 72113
Grade: 929 (\$65,900.00 - \$105,300.00)
Position No.: 49527

To: Administrative Analyst II
Job Code: 31312
Grade: 923 (\$58,300.00 - \$99,500.00)
Position No.: 49527

Cost: (\$9,932.00) - 2072-000000-5121-752100-601001

40. Reclassify the following Filled Position:

From: Laborer
Job Code: 52931
Grade: 429 (\$13.61 - \$14.06)
Position No.: 22701

To: Customer Care Analyst I
Job Code: 34263
Grade: 080 (\$31,142.00 - \$36,634.00)

Cost: \$1,469.00 - 2071-000000-5471-609300-601001

41. Reclassify the following Two Filled Positions:

From: Laborer Crew Leader I
Job Code: 52943
Grade: 429 (\$31,484.00 - \$34,684.00)
Position Nos.: 22397, 22396

To: Utility Meter Tech II
Job Code: 34313
Grade: 082 (\$33,140.00 - \$39,199.00)

AGENDA

BOARD OF ESTIMATES

02/08/2016

PERSONNEL

State's Attorney Office - cont'd

44. a. Create the following nine positions:

Classification: Victim/Witness Coordinator SAO
Job Code: 01967
Grade: 090 (\$44,858.00 - \$54,520.00)
Position Nos.: To be assigned by BBMR

b. Create the following one position:

Classification: Investigator SAO
Job Code: 01966
Grade: 090 (\$44,858.00 - \$54,520.00)
Position No.: To be assigned by BBMR

Costs: \$699,469.00 - 5000-580317-1156-117900-601001

45. Create the following position:

Classification: Victim/Witness Coordinator SAO
Job Code: 01967
Grade: 090 (\$44,858.00 - \$54,520.00)
Position No.: To be assigned by BBMR

Costs: \$74,554.00 - 5000-580317-1156-117900-601001

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

Office of the Comptroller - Department of Audits

46. Overlap in Employment

The Board is requested to approve an overlap of employment for 26 days for the position of Deputy City Auditor from March 6, 2017 through March 31, 2017. The Deputy City Auditor is retiring after 40 years of City government service in the Department of Audits. This position is mission critical to effective City government. The knowledge and experience cannot be easily replicated. To aid in a seamless transition of employment an overlap of employment greater than 20 days is necessary.

AGENDA

BOARD OF ESTIMATES

02/08/2017

DHCD - cont'd

FOR FY 2017, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$28,847.00, AS FOLLOWS:

MBE: \$7,788.69

WBE: \$2,884.70

On May 4, 2016, the Board approved the Resolution authorizing the Commissioner of the Department of Housing and Community Development (DHCD), on behalf of the Mayor and City Council, to file a Federal FY 2016 Annual Action Plan for the following formula programs:

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

Upon approval of the resolution, the DHCD's Contracts Section began negotiating and processing the CDBG Agreements as outlined in the Plan effective July 1, 2016 and beyond. Consequently, these agreements were delayed due to final negotiations and processing.

AUDITS REVIEWED AND HAD NO OBJECTION.

AMENDATORY TO AGREEMENT NO. 3 TO CDBG AGREEMENT

3. CITY OF BALTIMORE DEVELOPMENT CORPORATION (BDC) \$0.00

On February 26, 2014, the Board approved the original agreement for the period April 1, 2013 through March 31, 2015. On March 25, 2015, the Board approved amendment no. 1 and amendment no. 2 on February 10, 2016.

AGENDA

BOARD OF ESTIMATES

02/08/2017

DHCD - cont'd

This Amendment No. 3 is a no-cost time extension to allow the selected architect to complete architectural rendering of pending business façade improvements and approve contractor invoices for completed commercial façade improvements awarded under the BDC's Façade Improvement Program. The no-cost extension to the agreement is through February 1, 2018.

AUDITS NOTED THIS NO-COST TIME EXTENSION.

APPROVED FOR FUNDS BY FINANCE.

(The Agreements and Amendatory Agreement No. 3 have been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

02/08/2017

Department of Transportation - Minor Privilege Permit Applications

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

<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
1. 231 E. North Avenue	231 E. North Ave., LLC	Steps and platform 11'8" x 8'6", wheel chair lift
Flat Charge: \$ 105.50		
2. 1751 S. Hanover Street	Himalia Capital, LLC	Two sets of steps, two window wells, 18 sq. ft. each, two balconies, 2 nd floor 13'6" x 4', two balconies, 3 rd floor 13'6" x 4'

Annual Charge: \$1,339.60

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

AGENDA

BOARD OF ESTIMATES

02/08/2017

Department of Transportation - Fiscal Year 2017 Ridesharing/
Commuter Assistance Program
Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Fiscal Year 2017 Commuter Assistance Program Grant Agreement with the Maryland Department of Transportation. The period of the grant is July 1, 2016 through June 30, 2017.

AMOUNT OF MONEY AND SOURCE:

\$81,538.00 - 5000-518317-2303-248800-600000

BACKGROUND/EXPLANATION:

This grant will provide for continued operation of the Ridesharing/Commuter Assistance Program to promote the use of alternatives to the single occupant vehicle including mass transit, carpools, and vanpools in Baltimore City.

The grant is late due to obtaining approval from an external agency.

APPROVED FOR FUNDS BY FINANCE

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

MBE/WBE PARTICIPATION:

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

(The Fiscal Year 2017 Ridesharing/Commuter Assistance Program Grant Agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

02/08/2017

Department of Transportation - Memorandum of Understanding

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Memorandum of Understanding (MOU) with Lawrence and Fort, LLC, Owner. The MOU is effective upon Board approval for 10 years, with an option to renew for an additional 10 years, unless terminated earlier in accordance with this MOU.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

This MOU will establish the framework for the Owner to maintain landscaping for 1430 Lawrence Street in the right-of-way at Harvey Street, Lawrence Street, and Fort Avenue. Additionally, hardscaping for 1430 Lawrence Street at Harvey Street, Lawrence Street, and Hyson Street, will be all at the Owner's sole cost. Subsequently the Owner will perform ongoing maintenance of all aspects of the project during the term of the MOU.

MBE/WBE PARTICIPATION:

N/A

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

AGENDA

BOARD OF ESTIMATES

02/08/2017

Health Department - Employee Expense Reports

The Board is requested to approve the mileage expense reports for the following employees:

1. **ELLA GREEN** **\$ 66.62**

Ms. Green failed to submit her August 2016 Employee Expense Statement on time. She has been advised to submit statements in time to avoid the process of requesting Board approval. The expense statement is now outside of the guidelines set forth by AM 240-11.

2. **ELLA GREEN** **\$ 80.02**

Ms. Green neglected to submit her September 2016 expense statement on time. She has been advised to submit statements in time to avoid the process of requesting Board approval. The expense statement is now outside of the guidelines set forth by AM 240-11.

Account: 5000-532817-3254-767200-603002

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

The Department apologizes for the lateness of these requests.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

AGENDA

BOARD OF ESTIMATES

02/08/2017

Health Department - Notice of Award and Cooperative Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance a Notice of Award (NoA) and Cooperative Agreement from Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for HIV, Viral Hepatitis, STDS and TB Prevention. The period of the grant award agreement is January 1, 2017 through December 31, 2017.

AMOUNT OF MONEY AND SOURCE:

\$292,296.00 - 4000-422517-3030-271500-404001

BACKGROUND/EXPLANATION:

The NoA is for the project "Improving Sexually Transmitted Disease Programs through Assessment, Assurance, Policy Development, and Prevention Strategies (STD AAPPS)."

This award provides funding to build a collaborative system to address Sexually Transmitted Diseases (STDs) in the context of health disparities and new opportunity of people to be insured under the Affordable Care Act (ACA). The Program's mission is to develop a stronger system to promote screening and treatment, improve partner services, and collaborate with other organizations to implement STD health promotion and prevention education activities for safety-net providers.

The NoA is late because it was received on December 9, 2016, and delayed during the administrative review process.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AGENDA

BOARD OF ESTIMATES

02/08/2017

Health Dept. - cont'd

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

(The Notice of Grant Award and Cooperative Agreement terms and conditions have been approved as to form and legal sufficiency by the Law Department.)

AGENDA

BOARD OF ESTIMATES

02/08/2017

Health Department - Agreements

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

- 1. **BALTIMORE CITY BOARD OF SCHOOL COMMISSIONERS/BALTIMORE CITY PUBLIC SCHOOL SYSTEM (BCPSS)** **\$133,000.00**

Account: 4000-484915-3160-308600-404001

Under the terms of this agreement, the BCPSS will administer the Baltimore City Youth State and Community Development - Promoting Behavioral Interventions and Supports Program. The goal of the PBIS is to provide a supportive environment for every student to graduate from high school ready to participate in the community and in a career. To meet the needs of Baltimore City youth who have dropped out of school, the Department will collaborate with the BCPSS Re-engagement Center (REC) to identify and recruit youth, 16 - 24 years of age, who are eligible for REC assistance.

The BCPSS will provide the services of a Mental Health Professional who will provide clinical expertise in the PBIS while serving the schools, develop a life skills and coping strategies curriculum for the REC students, and facilitate trauma-informed professional development for the REC and other BCPSS staff. The period of the agreement is October 1, 2016 through September 30, 2017.

The agreement is late because revisions were necessary that delayed its processing.

- 2. **THE JOHNS HOPKINS UNIVERSITY/BLOOMBERG SCHOOL OF PUBLIC HEALTH (JHU)** **\$ 28,200.00**

Accounts: 4000-499617-3080-294200-603051	\$ 14,100.00
6000-626316-3080-513200-603051	\$ 14,100.00

Health Department - cont'd

Under the terms of this agreement, the JHU will provide Preventive Medicine Fellows (PMF) for the PMF's Program. The PMFs will work with and receive mentoring from the Deputy Commissioner of the Division of Youth Wellness and Community Health and/or the Assistant Commissioner of the Division of Maternal and Child Health. The period of the agreement is July 1, 2016 through June 30, 2017.

The agreement is late because revisions were necessary that delayed its processing.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

02/08/2017

Bureau of the Budget and - Acceptance of Grant Award
Management Research

ACTION REQUESTED OF B/E:

The Board of Estimates is requested to approve acceptance of a grant award from Behavioral Health Systems in Baltimore to the Circuit Court for Baltimore City for Appropriation Adjustment Order No. 47 to Service 110, Circuit Court. The period of the grant is July 1, 2016 to June 30, 2017.

AMOUNT OF MONEY AND SOURCE:

\$23,624.00 - Grant funds

The appropriation will be placed in the State fund, detailed fund 540217. No appropriation adjustment action is required by the BOE.

BACKGROUND/EXPLANATION:

The grant funds will be used for the LINKS project of the Baltimore City Juvenile Court Services Office.

The LINKS project is a part of the Circuit Court for Baltimore City - Juvenile Court Services (JCS) Office. The JCS was established in 2004 to address the immediate needs of youth and families involved in the child welfare and delinquency system. The LINKS project serves more than 250 youth and families each year. Referrals are primarily made by the Magistrates and the Judges of the Juvenile Court.

APPROVED FOR FUNDS BY FINANCE

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

AGENDA

BOARD OF ESTIMATES

02/08/2017

Baltimore City Fire Department - Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of the Grant Award from the Maryland Emergency Management Agency. The period of this Grant Award is October 1, 2015 through June 30, 2017.

AMOUNT OF MONEY AND SOURCE:

\$235,474.00 - Maryland Emergency Management Agency
235,474.00 - City general fund match amount
\$470,948.00 - 1001-000000-1930-262210-401220

BACKGROUND/EXPLANATION:

This federal grant must be matched dollar for dollar with local in-kind assistance. It will enhance and strengthen emergency management capabilities at the State and local level.

The agreement is late because of the late receipt of documents.

APPROVED FOR FUNDS BY FINANCE

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

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

AGENDA

BOARD OF ESTIMATES

02/08/2017

Fire Department - Amended and Restated Memorandum of Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Amended and Restated Memorandum of Agreement (MOA) with the Maryland Emergency Management Agency. The period of the amendment is October 1, 2016 through September 30, 2017.

AMOUNT OF MONEY AND SOURCE:

\$5,000.00 - 4000-459917-2121-604900-404001
1,250.00 - 1001-000000-2121-226400-603020
\$6,250.00

BACKGROUND/EXPLANATION:

This Amended and Restated Memorandum of Agreement will take the place of the original MOA approved by the Board on November 9, 2016. The original Memorandum of Agreement will be null and void upon approval by the Board of this Amended and Restated Memorandum of Agreement. The reason for entering into the Amended and Restated Memorandum of Agreement is due to changes in the law and required new language from the United States Department of Transportation.

The MOA will cover expenditures for hazardous materials planning, community outreach planning and or training.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

(The Amended and Restated Memorandum of Agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

02/08/2017

Department of Transportation - Amendment No. One to the
Memorandum of Understanding

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Amendment No. One to the Memorandum of Understanding with the State Highway Administration (SHA).

AMOUNT OF MONEY AND SOURCE:

The MOU provides for State reimbursement of project cost.

BACKGROUND/EXPLANATION:

On September 18, 2013, the Board approved a MOU to repair and restore a historic highway retaining wall in Preston Gardens and the reconfiguration of St. Paul Place. This will relieve the live load on the wall and create a 700-foot long pedestrian plaza from Saratoga St. to Mulberry St. along the east side of northbound St. Paul Place and various aesthetics.

The Parties now desire to amend the MOU. This amendment will do the following: 1) incorporate and comply with incorporating Appendices A&E (SHA's Standard Title VI Non-Discrimination Assurances), 2) amend the Project Term to begin on the date Amendment One is executed by the SHA and will end on the same month and day three years later, 3) delete the date of the Concurrence In Award, 4) change the retention of project records from 3 years to 7 years, and 5) exchange the names from the former to the current employees.

MBE/WBE PARTICIPATION:

This Amendment No. One to the Memorandum of Understanding is to establish the framework for roles and responsibilities for the subject project and the future procurement. The outlined funding above will be considered for MBE/WBE participation.

AUDITS REVIEWED AND HAD NO OBJECTION.

(The Amendment No. One to the Memorandum of Understanding has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

02/08/2017

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS, SELECTED SOURCE, TERMINATION FOR DEFAULT AND A CORRECTION

VENDOR AMOUNT OF AWARD AWARD BASIS

Bureau of Purchases

- 1. H SQUARED INC. d/b/a
QUANTICO TACTICAL \$ 35,998.34 Low Bid
 Contract No. B50004748 - Pepperball Projectiles for Departmental Less Lethal Weapons - Baltimore City Police Department - Req. No. R748365

Vendors were solicited by posting on CitiBuy. Five bids were received and opened on January 24, 2017. The lowest bidder was determined to be non-responsive. The award is recommended to be made to the lowest bidder that is responsive and responsible.

MBE/WBE PARTICIPATION:

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

- 2. SIEMENS INDUSTRY
INC. \$ 82,800.00 Renewal
 Contract No. 08000 - i2 Central System Maintenance and Support - Department of Transportation - P.O. No. P529771

On December 17, 2014, the Board approved the initial award in the amount of \$73,860.00. The award contained two 1-year renewal options. On January 13, 2016, the Board approved the first renewal in the amount of \$64,815.00. The vendor was the original awardee of the competitively bid contract for installation and maintenance of the traffic maintenance system. The original contract expired and this contract is in place to provide maintenance on the system while the agency drafts the specifications for a new system. This final renewal in the amount of \$82,800.00 is for the period December 17, 2016 through December 16, 2017.

AGENDA

BOARD OF ESTIMATES

02/08/2017

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS, SELECTED

SOURCE, TERMINATION FOR DEFAULT AND A CORRECTION

VENDOR AMOUNT OF AWARD AWARD BASIS

Bureau of Purchases - cont'd

- 3. BELAIR ROAD SUPPLY COMPANY, INC. \$ 0.00 Renewal
Contract No. B50004415 - Conduit Frames and Covers -
Department of Transportation - P.O. No. 0533897

On December 16, 2015, the Board approved the initial award in the amount of \$25,511.85. The award contained two 1-year renewal options. This first renewal in the amount of \$0.00 is for the period December 16, 2016 through December 15, 2017, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

The contract value is below the \$50,000.00 threshold for MWBOO goals.

- 4. KOLOB INDUSTRIES, LLC \$ 0.00 Renewal
Contract No. B50004471 - Construction Roll-up Signs -
Department of Transportation - P.O. No. P534443

On February 3, 2016, the Board approved the initial award in the amount of \$43,204.00. The award contained two 1-year renewal options. This first renewal in the amount of \$0.00 is for the period February 3, 2017 through February 2, 2018 with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not applicable. Initial award was below MBE/WBE subcontracting threshold of \$50,000.00. The agency has only spent approximately \$12,000.00 to date.

AGENDA

BOARD OF ESTIMATES

02/08/2017

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS, SELECTED SOURCE, TERMINATION FOR DEFAULT AND A CORRECTION

VENDOR AMOUNT OF AWARD AWARD BASIS

Bureau of Purchases - cont'd

5. PATUXENT MATERIALS, INC. \$ 0.00 Renewal
Contract No. B50003280 - Pea Gravel - Department of Public Works, Bureau of Water and Wastewater - P.O. No. P526339

On February 12, 2014, the Board approved the initial award in the amount of \$199,500.00. The award contained four 1-year renewal options. Two renewal options have been exercised. This third renewal in the amount of \$0.00 is for the period February 12, 2017 through February 11, 2018, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MWBOO GRANTED A WAIVER.

On February 26, 2014, it was determined that no goals would be set because of no opportunity to segment the contract. Delivery is the sole service provided under the contract. Additionally, only \$27,000.00 of gravel has been required under this contract during the term, including renewals.

6. TRI COUNTY PETROLEUM, INC.
d/b/a PETROCHOICE
PPC LUBRICANTS, INC. \$ 0.00 Renewal
Contract No. B50003298 - Various Oils and Lubricants - Department of General Services - P.O. Nos. P526447 and P526446

On February 26, 2014, the Board approved the initial award in the amount of \$2,000,000.00. The award contained three 1-year renewal options. There is a one three-year renewal option available, however, the Bureau is recommending a one-year renewal at this time in order to allow for an assessment of products purchased under the contract to increase participation in the competitive bidding process. This renewal in the amount of \$0.00 is for the period February 27, 2017 through February 26, 2018, with one 2-year renewal option remaining.

AGENDA

BOARD OF ESTIMATES

02/08/2017

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS, SELECTED

SOURCE, TERMINATION FOR DEFAULT AND A CORRECTION

VENDOR AMOUNT OF AWARD AWARD BASIS

Bureau of Purchases - cont'd

MWBOO GRANTED A WAIVER.

On December 11, 2013, it was determined that no goals would be set because of no opportunity to segment the contract. This contract is for the purchase of various oils and lubricants. No services are being provided under this contract.

- | | | | |
|---|----------------------------|--------------|-----------------------------|
| 7. | PRIORITY DISPATCH
CORP. | \$ 71,036.00 | Ratification
and Renewal |
| Contract No. 08000 - Quality Assurance Service Agreement -
Baltimore City Fire Department - P.O. No. P527295 | | | |

On May 14, 2014, the Board approved the initial award in the amount of \$45,825.00. The award contained four 1-year renewal options. On July 22, 2015, the Board approved the first renewal in the amount of \$45,825.00. On September 9, 2015, the Board approved an amendment in the amount of \$96,495.50. This second renewal in the amount of \$71,036.00 will ensure continuity of the ProQA software application which provides National Q Case Review Quality Assurance for Emergency Medical Dispatch calls. This quality assurance review of the 911 system is required by State regulations. The period of the ratification is September 1, 2016 through January 31, 2016. The period of the renewal is February 1, 2017 through August 31, 2017, with three 1-year renewal options remaining.

MBE/WBE PARTICIPATION:

Not applicable. This meets the requirement for certification as a sole source procurement. This software and support are only available from the vendor, and are not available from subcontractors.

AGENDA

BOARD OF ESTIMATES

02/08/2017

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS, SELECTED SOURCE, TERMINATION FOR DEFAULT AND A CORRECTION

VENDOR AMOUNT OF AWARD AWARD BASIS

Bureau of Purchases - cont'd

8.	SOUTHERN IONICS INCORPORATED	\$300,000.00	Increase
	Contract No. B50002491 - Liquid Sodium Bisulfide - Department of Public Works, Bureau of Water and Wastewater - P.O. No. P521128		

On August 15, 2012, the Board approved the initial award in the amount of \$144,000.00. The award contained four renewal options. Four renewal options have been exercised. This increase will facilitate sourcing this important chemical for wastewater treatment through the end of the current term. Previously this product was only used by Back River Wastewater Treatment Plant. However, Patapsco Wastewater Treatment Plant has begun using the product this year in conjunction with their switch over to bleach instead of chlorine. This necessitated switching from sulphur dioxide to sodium bisulfate, which increases the total requirement for sodium bisulfate. This increase will make the award amount \$1,094,000.00. The current term expires on September 2, 2017, with no renewal options remaining. The above amount is the City's estimated requirement.

MWBOO GRANTED A WAIVER.

On June 27, 2012, MWBOO determined that no goals would be set because of no opportunity to segment the contract. This contract is for the purchase of the following commodities: liquid sodium bisulfide. No services are being provided under this contract.

AGENDA

BOARD OF ESTIMATES

02/08/2017

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS, SELECTED SOURCE, TERMINATION FOR DEFAULT AND A CORRECTION

VENDOR AMOUNT OF AWARD AWARD BASIS

Bureau of Purchases - cont'd

9.	FREELAND HOIST & CRANE, INC.	\$ 40,000.01	Increase
	Contract No. 06000 - Crane Inspection and Repair - Department of Public Works, Bureau of Water and Wastewater - P.O. No. P537509		

On November 11, 2016, the Board approved the initial award in the amount of \$24,999.99. The award contained three 1-year renewal options. The agency requires continuing crane inspection and code deficiency repair services on an as-needed basis while the competitively bid Contract No. B50004083 is terminated for default, via a separate Board letter, for material failure to perform and the requirement is rebid. This increase will make the award amount \$65,000.00 and is for the period November 9, 2016 through November 8, 2017, with three 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not applicable. Initial urgent award was below MBE/WBE subcontracting threshold of \$50,000.00. This Baltimore City based contractor was selected to provide urgently needed services required to maintain the Department of Public Works equipment based on their availability. There are no MBE/WBE certified crane inspection vendors.

AGENDA

BOARD OF ESTIMATES

02/08/2017

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS, SELECTED

SOURCE, TERMINATION FOR DEFAULT AND A CORRECTION

VENDOR AMOUNT OF AWARD AWARD BASIS

Bureau of Purchases - cont'd

10. TELECOMMUNICATION

SYSTEMS, INC.

TRIGYN TECHNOLOGIES, INC.

KONIAG SERVICES, INC.

\$10,000,000.00

Increase

Contract No. B50004056 - Enterprise Technology Staffing Support - Mayor's Office of Information Technology, Department of Transportation, Department of Public Works, Baltimore City Fire Department and others - P.O. Nos. P532842 and P532843

On September 9, 2015, the Board approved the initial award in the amount of \$15,000,000.00. The award contained three 1-year renewal options. This increase in the amount of \$10,000,000.00 will make the total contract value \$25,000,000.00 is necessary to meet City agencies' continuing utilization of the IT Staffing support requirements covered by this contract. Failure to increase the contract will result in immediate loss of critical IT staff support in several agencies. In the event the two utilized vendors are not able to correct their MBE/WBE compliance issues, this increase will allow time to rebid the contract. Koniag Services, Inc. has not provided any staff found acceptable by the requesting agencies during the contract period to date. The City has the right of refusal of any proposed contract staff. The current term ends on September 8, 2017 with three 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

AGENDA

BOARD OF ESTIMATES

02/08/2017

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS, SELECTED SOURCE, TERMINATION FOR DEFAULT AND A CORRECTION

VENDOR AMOUNT OF AWARD AWARD BASIS

Bureau of Purchases - cont'd

On January 26, 2017, both vendors were found in non-compliance and will be given 10 business days from the Board action to provide an acceptable plan to come into compliance to MWBOO. Koniag has provided no staff under the agreement to date. Therefore, no compliance review is required.

Telecommunication Systems, Inc.

	<u>Commitment</u>	<u>Performed</u>	
MBE: Bithgroup Technologies, Inc.	27%	\$1,228,448.34	14.1%
WBE: Realistic Computing, Inc.	10%	\$ 821,622.44	9.4%

MWBOO FOUND VENDOR IN NON-COMPLIANCE.

	<u>Commitment</u>	<u>Performed</u>
<u>Trigyn Technologies, Inc.</u>		
MBE: UVS InfoTech, LLC	27%	0
WBE: Reca Technology, LLC	10%	0

MWBOO FOUND VENDOR IN NON-COMPLIANCE.

- 11. PROTECTION ONE ALARM MONITORING, INC.
STANLEY SECURITY SOLUTIONS, INC.

	\$1,000,000.00	Increase
<u>Contract No. B50003927 - Maintenance, Repair and Installation Services for Electronic Security Systems - Department of General Services, Department of Public Works, Baltimore Police Department and others - P.O. Nos. P535034 and P530583</u>		

AGENDA

BOARD OF ESTIMATES

02/08/2017

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS, SELECTED

SOURCE, TERMINATION FOR DEFAULT AND A CORRECTION

VENDOR AMOUNT OF AWARD AWARD BASIS

Bureau of Purchases - cont'd

On March 25, 2015, the Board approved the initial award to two vendors in the amount of \$1,000,000.00. The award contained one 2-year renewal option. Protection One Alarm Monitoring, Inc. is the first call vendor and has provided the substantial majority of the assigned work. This increase will allow City agencies continued and increased utilization of the critical services covered by this contract. An increase in the amount of \$1,000,000.00 was approved on June 1, 2016. This increase will make the award amount \$3,000,000.00. The current term ends on March 31, 2018 with one 2-year renewal option remaining.

MWBOO SET GOALS OF 13% MBE AND 3% WBE.

Protection One Alarm Monitoring, Inc. f/k/a ASG Security was found in compliance on January 19, 2017. Stanley Security Solutions, Inc. has not provided the necessary information required to complete a compliance review. Therefore, no additional funding is requested for their contract until they comply with the information request and MWBOO has determined that the vendor is in compliance.

Protection One Alarm Monitoring, Inc.

MBE: Plexus Installations, Inc.	10%	\$38,839.83	19%
Entry Control Systems, Inc.	3%	10,225.00	5%
	13%	\$49,064.83	24%
WBE: SCD Information Technology	3%	\$ 9,000.00	4.4%

MWBOO FOUND VENDOR IN COMPLIANCE.

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BOARD OF ESTIMATES

02/08/2017

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS, SELECTED

SOURCE, TERMINATION FOR DEFAULT AND A CORRECTION

VENDOR AMOUNT OF AWARD AWARD BASIS

Bureau of Purchases - cont'd

MBE/WBE PARTICIPATION:

Not applicable. The vendors that are able to provide this service must be licensed by the DHMH. There are no certified MBE/WBE vendors, and the services may not be provided by non-licensed subcontractors. The City contracts with all licensed vendors approved by the DHMH by separate contracts.

- 13. BIOLYTICAL LABORATORIES,
INC. N/A Correction
Contract No. 08000 - Rapid HIV Test Kits - Health
Department - Req. No. R742211

On November 9, 2016, the Board approved a contract award for Biolytical Laboratories, Inc. Due to an administrative error, the initial contract period was incorrectly indicated as November 1, 2015 through October 31, 2016. Therefore, the Board is requested to approve the correction of the initial contract term to the period of November 1, 2016 through October 31, 2017, with two, one-year renewal options.

- 14. POLLACK RESEARCH AND DESIGN
INC., D/B/A READING CRANE N/A Termination of
AND ENGINEERING COMPANY N/A Contract
Contract No. B50004083 - Crane Inspection and Code
Deficiency Repair - Department of Public Works - P.O. No.
P531858

On June 24, 2015 the Board approved an award of Contract B50004083 to Pollock Research and Design, Inc. d/b/a Reading Crane and Engineering Co. (the "Contractor") to provide inspections and code deficiency repairs of cranes and hoists for the various Water and Wastewater facilities

AGENDA

BOARD OF ESTIMATES

02/08/2017

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS, SELECTED

SOURCE, TERMINATION FOR DEFAULT AND A CORRECTION

VENDOR AMOUNT OF AWARD AWARD BASIS

Bureau of Purchases - cont'd

throughout the City. The Contractor has repeatedly failed to respond to requests for service, and has failed to return to complete jobs started. The using agency and the Bureau of Purchases have made numerous attempts to resolve these issues but the Contractor has not responded to these attempts. The Board is requested to approve termination of this contract for material default effective immediately upon Board approval, as being in the best interest of the City. This requirement will be rebid.

EXTRA WORK ORDER

* * * * *

The Board is requested to approve the
Extra Work Order
as listed on the following page:

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The EWO has been reviewed and approved
by the Department of
Audits, CORC, and MWBOO
unless otherwise indicated.

AGENDA

BOARD OF ESTIMATES

02/08/2017

EXTRA WORK ORDER

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

Department of Transportation

1.	EWO #003, (\$54,479.84) - TR 11313, Kent Street Transit Plaza and Pedestrian Corridor		
	\$895,000.05	\$24,400.55	P. Flanigan & Sons, Inc. - 100

This authorization provides for payment of overrun items, deductions of amounts not needed due to underrun or items not used to balance out the contract.

AGENDA

BOARD OF ESTIMATES

02/08/2017

Department of Public Works - TRANSFER OF LIFE-TO-DATE
SICK LEAVE

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

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

<u>Donors</u>	<u>Days</u>
Pamela Beckham	1
Terri Ayers	2
Vanessa Garrett-Ingram	1
Robert Guye	4
Thomas Pointer	2
Phillip Chery	2
Angela Void	2
Pamela Williams	2
Gary Wagner	2
Gene Milchling	2
Charles McFadden	2
Larry Fisher	2
William Owens	2
Moses Johnson	2
George Harwood	2
Total:	<u>30</u>

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

THE LABOR COMMISSIONER RECOMMENDED APPROVAL.

AGENDA

BOARD OF ESTIMATES

02/08/2017

Health Department - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve an expenditure of funds to pay the Maryland Association of County Health Officers (MACHO) and the National Association of County and City Health Officials (NACCHO) dues for Ms. Leana S. Wen, Commissioner of Health.

AMOUNT OF MONEY AND SOURCE:

\$7,577.00 - Annual Dues - Regular - MACHO 2017
1,660.00 - Annual Dues - NACCHO 2017
\$9,237.00 - 1001-000000-3001-568000-603022

BACKGROUND/EXPLANATION:

The funds will be used to pay the Health Commissioner's 2017 annual MACHO membership dues and 2017 annual NACCHO membership dues.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

AGENDA

BOARD OF ESTIMATES

02/08/2017

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Police Department</u>			
1. Rachelle Epstein	American Academy of Forensic Scientific 69 th Meeting New Orleans, LA February 13 - 18, 2017 (Reg. Fee \$125.00)	General Fund	\$1,301.44

The subsistence rate for this location is \$220.00 per night.

The rooms at the conference site were filled. As a result, Ms. Epstein had to book two different hotels. The hotel cost is \$429.00 for February 13-16, 2017 and the cost for February 17, 2017 is \$218.00, plus hotel tax of \$29.98. Ms. Epstein paid all costs except registration. The registration fee of \$125.00 was prepaid by a City-issued credit card assigned to Mr. Tribhuvan Thacker. The Department is requesting the additional cost of \$2.00 for the hotel on 2/17/17 and \$40.00 for meals and incidentals. Therefore, the amount to be disbursed to Ms. Epstein is \$1,176.44.

Department of Transportation

2. Kimberly Summers	2017 Specialized Transportation Symposium Lake Buena, Vista, Florida Feb. 14 - 16, 2017 (Reg. Fee \$200.00)	General Fund	\$ 937.88
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The registration fees of \$200.00 were prepaid by a City-issued procurement card assigned to Dharendra Sinha. Therefore, the amount to be disbursed to Ms. Summers is \$737.88.

AGENDA

BOARD OF ESTIMATES

02/08/2017

Department of Recreation and Parks

RETROACTIVE TRAVEL APPROVAL

3. Charlie Murphy	ACTress Day Nov. 16 - 17, 2015 The Partners in the Community Forestry Conference Nov. 18 - 21, 2015 Denver, CO (Reg. Fees \$564.00)	Acces. Account	\$1,513.45
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On November 17 - 20, 2015, Mr. Murphy traveled to Denver, CO to attend the ACTress Day on November 17, 2015 and the Partners in the Community Forestry Conference on November 18 - 20, 2015. Mr. Murphy paid for the registration fees, airfare, hotel and shuttle service using his personal credit card. Therefore, the reimbursement to Mr. Murphy is \$1,513.45.

The requests for Retroactive Travel approval and reimbursement are late because of delays in submission of the supporting documentation and additional administrative reviews. The Department requests retroactive travel approval. The requested travel reimbursement is as follows:

TRAVEL REIMBURSEMENT

\$ 407.69 - airfare (\$143.10 - 11/16/15 and \$264.59 - 11/21/15)
60.00 - Shuttle
419.84 - Hotel (\$209.92 x 2)
61.92 - Hotel Tax (\$30.96 x 2)
564.00 - Registration (\$175.00 - 11/17/15 and \$398.00 11/18/15)
<u>\$1,513.45</u>

12:00 NOON

ANNOUNCEMENTS OF BIDS RECEIVED

AND

OPENING OF BIDS, AS SCHEDULED